

Infra/13/2025-O/o UNDER SECRETARY(MY)
Government of India
Ministry of Development of North Eastern Region

Jodhpur Officer Hostel, Pandara Park,
India Gate, New Delhi - 110003.

Dated: 09.09.2025

OFFICE MEMORANDUM

Subject: Guidelines for Administration of Special Development Package (SDP) for development of infrastructure in Adivasi inhabited villages/areas of Assam, approved under implementation of Memorandum of Settlement (MoS) signed on 15.09.2022 by Government of India, Government of Assam and Adivasi Groups of Assam - reg.

The undersigned is directed to refer to the above cited subject and to forward herewith the newly-formulated guidelines, duly approved by the Competent Authority, for administration of Special Development Package (SDP) for development of infrastructure in Adivasi inhabited villages/areas of Assam, approved under implementation of Memorandum of Settlement (MoS) signed on 15.09.2022 by Government of India, Government of Assam and Adivasi Groups of Assam, for information and necessary action.

Enclosure: As stated above.


(Mahipal Yadav)

Under Secretary to the Government of India
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To,
Chief Secretary, Government of Assam

Copy to:

1. Chief Executive Officer, NITI Aayog
2. Secretary, Ministry of Home Affairs
3. Secretary, Ministry of External Affairs
4. Secretary, Department for Promotion of Industry and Internal Trade (DPIIT)
5. Secretary, North Eastern Council, Shillong
6. AS & FA, MDoNER

Copy for information to:

1. PS to Hon'ble Minister, MDoNER
2. APS to Hon'ble MoS, MDoNER
3. PPS to Secretary, Ministry of DoNER
4. PS to AS(S), SA(DJ), JS(NK), JS(SS), JS(AD)
5. All Directors/ Deputy Secretaries and equivalent Officers in MDoNER
6. Sr. Director, NIC for uploading on the Official Website of MDoNER

Infra/13/2025-O/o UNDER SECRETARY(MY) Comp. No.: 124747

Government of India

Ministry of Development of North Eastern Region

New Delhi, dated, the 09th September, 2025

Subject: Guidelines for Administration of Special Development Package (SDP) for development of infrastructure in Adivasi inhabited villages/areas of Assam, approved under implementation of Memorandum of Settlement (MoS) signed on 15.09.2022 by Government of India, Government of Assam and Adivasi Groups of Assam.

1. Background

1.1 Special Development Package for the Adivasi Groups of Assam:

A Memorandum of Settlement (MoS) was signed by Government of India, Government of Assam and various Adivasi Groups of Assam on 15.09.2022. As per clause 10.1 of MoS dated 15.09.2022, the Government of India is required to earmark a sum of Rs.100 crore, per annum, for a period of five years starting from F.Y. 2025-26, for development of infrastructure in Adivasi inhabited villages/areas as indicated in Clause 10.2 of MoS. These guidelines must therefore be read in conjunction with the said MoS.

The Special Development Package for Adivasi groups of Assam was allocated for implementation to the Ministry of Development of North Eastern Region by the Ministry of Home Affairs vide OM No. F. No. 11012/39/2022-NE-IV dated 8th May, 2024.

These guidelines will be applicable for the projects sanctioned by the Ministry of Development of North Eastern Region against Government of India (GoI) contribution towards the said Special Development Package for Adivasi groups of Assam.

1.2 These guidelines will take effect from 09.09.2025; subject further to the removal of difficulties, if any, with the approval of the Competent Authority.

2. Administration of Special Development Packages for the Adivasi groups of Assam:

2.1 The Special Development Packages for the Adivasi groups of Assam will cover the Adivasi inhabited villages/areas.

2.2 MDoNER will administer the Special Development Packages for the Adivasi groups of Assam towards selection, sanction and monitoring of projects under them, in consultation with the State Government of Assam. The steps for planning, implementation will be taken through Implementing Agencies (IAs) of State



Government of Assam, via the Transformation and Development Department of State Government of Assam.

2.3 The following guidelines detail the process to be followed for projects to be covered under Special Development Packages for the Adivasi groups of Assam, covering, inter alia,

- a. identification and prioritization of project proposals by the Transformation and Development Department, Government of Assam and submission of project proposals (for selection) to the State Government; and subsequent submission of prioritized list of projects by the State Government to the Ministry;
- b. selection of the candidate projects sent by the State Government to the Ministry of DoNER;
- c. preparation of DPRs, techno-economic vetting and approval of the DPRs by the Transformation and Development Department, Government of Assam; submission of projects (for sanction) to the State Government; and subsequent submission of projects (for sanction) by the State Government to the Ministry;
- d. sanction of projects by the Ministry;
- e. award of works to Implementing Agencies;
- f. release of funds as per extant guidelines of Ministry of Finance;
- g. monitoring and evaluation of projects;
- h. completion and operationalization of projects.

2.4 The Hon'ble Minister, MDoNER will be the 'Competent Authority' for the packages, unless specified otherwise.

3. Objectives

Development of Adivasi inhabited villages/areas as mentioned in clause 10.2 of the Memorandum of Settlement signed by Government of India, Government of Assam and various Adivasi Groups of Assam on 15.09.2022.

4. Institutional and Administrative Arrangements

4.1 Empowered Inter-Ministerial Committee (EIMC) at Central Level

There will be an Empowered Inter-Ministerial Committee (EIMC), chaired by the Secretary, Ministry of Development of North Eastern Region, comprising of representatives from the State Government of Assam and relevant Central line Ministries, as indicated below:

- i. Secretary, Ministry of Development of North Eastern Region – Chairperson.
- ii. Chief Secretary of Assam – Co-Chairperson

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- iii. Chief Executive Officer of NITI Aayog or his/her representative not below the rank of Joint Secretary - Member.
- iv. Union Home Secretary or his/ her representative not below the rank of Joint Secretary - Member
- v. Foreign Secretary or his/ her representative not below the rank of Joint Secretary – Member.
- vi. Secretary, Department for Promotion of Industry and Internal Trade or his/ her representative not below the rank of Joint Secretary – Member
- vii. Representative(s) of Central line Ministries/ Departments/organizations concerned with the project/ subject in question not below the rank of Joint Secretary – Member.
- viii. Financial Adviser, Ministry of Development of North Eastern Region – Member
- ix. Additional/Joint Secretary in-Charge of Special Development Packages for development of infrastructure in Adivasi inhabited villages/areas of Assam in the Ministry of Development of North Eastern Region - Member Secretary.

Note: Representatives of the State Government may be co-opted by the EIMC as and when felt necessary.

4.2 Functions of the EIMC

The functions of EIMC shall, inter alia, be as under:

- i. To consider the project proposals submitted under the Special Development Package for the Adivasi inhabited villages/areas, duly submitted by the Transformation and Development Department, Government of Assam and recommended by the Government of Assam, in accordance with the guidelines and make suitable recommendations for their selection and sanction in a two stage process.
- ii. To consider any issue concerned with implementation of Special Development Package for development of infrastructure in Adivasi inhabited villages/areas of Assam and/or projects sanctioned under it and make suitable recommendations, including for relaxation/minor modifications, if any, to the provisions of the guidelines.
- iii. To review the progress of implementation of the projects under Special Development Package, for both the Central as well as State Components of the MoS, for development of infrastructure in Adivasi inhabited villages/areas of Assam.
- iv. To make suitable recommendations with respect to any issue concerning implementation of projects already sanctioned under Special Development Package for development of infrastructure in Adivasi inhabited villages/areas of Assam.



- v. Such other miscellaneous matters connected with the implementation of Special Development Package for development of infrastructure in Adivasi inhabited villages/areas of Assam, as considered necessary
- vi. To select, sanction, monitor implementation and review progress of projects sanctioned under other schemes or Special Package of this Ministry, as and when mandated after due approval of competent authority.

4.3 Meetings of EIMC

EIMC will meet as frequently as needed, but at least once in three months. EIMC can meet physically, virtually or in hybrid mode, in New Delhi or at any other place in the NER.

4.4 State Level Empowered Committee (SLEC):

The State Government of Assam will constitute a State Level Empowered Committee (SLEC) chaired by Chief Secretary of the State, with the Secretary, Transformation and Development Department as the Convenor and comprising of Finance and other concerned Secretaries of the State Government Departments, and technical experts deemed necessary, as Members. The Ministry of DoNER will be represented in the SLEC, by the Additional/Joint Secretary in-charge of the Special Development Package for development of infrastructure in Adivasi inhabited villages/areas of Assam and the Financial Adviser or his/ her representative. Representatives from the concerned institution of repute may be specially invited to the respective meetings of the SLEC.

4.5 Functions of SLEC:

The functions of SLEC shall, *inter alia*, be as under:

- i. To review the preliminary project proposals being posed under Special Development Package for the development of infrastructure in Adivasi inhabited villages/areas by the State Government to the EIMC at MDoNER, in terms of quality, viability and tangible socio-economic impact of the projects and their alignment with the guidelines.
- ii. To prioritize and recommend project proposals to be posed by State Government under Special Development Package for the development of infrastructure in Adivasi inhabited villages/areas.
- iii. To review and approve the selected projects, the DPRs / techno-economic appraisal undertaken by designated reputed institutes like IIT, IIM, NIT, etc. and make suitable recommendations to MDoNER towards sanction of these projects.
- iv. Regular review and monitoring of the Implementing Agencies' (IAs) project implementation process, *inter alia*, the award of work, timely completion and sending regular/periodic reports to MDoNER relating to projects previously sanctioned under Special Development Package, for both the Central as well as State Components of the MoS, for the development of infrastructure in Adivasi inhabited villages/areas.

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v. Improving/strengthening project management system in the State to avoid cost and time overruns in sanctioned projects.

vi. Ensuring proper mechanisms for Operation and Maintenance (O&M) of projects sanctioned under Special Development Package for the development of infrastructure in Adivasi inhabited villages/areas throughout their lifecycle.

vii. To consider any other issue as may be received from the IAs seeking removal of any difficulty in the implementation of projects or clarification of guidelines; and make suitable recommendations to the EIMC, including the relaxation/minor modifications, if any, to the provisions of the guidelines.

4.6 Meetings of SLEC

SLEC will meet as frequently as needed, but at least once in three months. SLEC can meet physically, virtually or in hybrid mode.

5. Financial Outlays

5.1 The total approved expenditure outlays for the Special Development Package for the development of infrastructure in Adivasi inhabited villages/areas for the period from 2025-26 to 2029-30 will be Rs. 500 crore @Rs.100 crore/year for five years.

5.2 The total approved expenditure outlay shall account for the fund requirement for projects sanctioned under the Special Development Package for the development of infrastructure in Adivasi inhabited villages/areas during the period from 2025-26 to 2029-30.

6. Identification, Prioritization and Submission of Project Proposals

6.1.1 Identification of Projects:

The Transformation and Development Department, Government of Assam shall formulate project proposals within the ambit projects specified in the clause 10.2 of MoS.

6.1.2 Negative List

Projects not commensurate in terms of sectors, area as mentioned in Clause 10.2 of the Memorandum of Settlement would not be taken up under the Special Development Package of Adivasi Groups of Assam.

6.1.3 Project Site(s): It shall be the onus of the project proposing Department or their agencies to ensure that the project site should be available unencumbered to be handed over to the IA for taking up project implementation activities. In no case, the package funds shall be used for purchase / acquisition of land/site for any project. The latitude and longitude of the project site; in case of project spread across multiple locations, the coordinates of all sites must be indicated, preferably in the concept note itself and necessarily in the DPR. The project site should be indicated with detailed latitude and longitude information, and in case of projects spread across multiple locations, the coordinates of all sites must be indicated.



6.1.4 Cost Estimates: The cost estimates for the projects posed under the package should be based on latest Schedule of Rates (SOR) of the concerned line Department / State Government. For projects other than Civil works, for which no SoRs are available, estimates may be prepared by the concerned department(s) as per prevailing rules, regulations and practices of the concerned line Ministry of the Government of India. The project cost estimates at the stage of DPR shall be prepared as per the latest schedule of rates applicable and technically sanctioned by the designated technical authority of the concerned central/state line department(s) to whom such powers have been delegated. The techno-economic vetting thereof, shall be further undertaken through the institutions of repute.

6.1.4.1 The cost towards land acquisition and staff component (secretariat expenses) will be inadmissible under the package and will have to be borne by the State Government/Council concerned.

6.1.4.2 A portion (upto 1% of the approved outlay) of the budget of the package can be earmarked for "**administrative expenses**" for the package by MDoNER. This would include charges towards a technology driven comprehensive monitoring architecture, covering all activities starting from project formulation, project approval, project implementation, field inspection and validation visits; setting up of a Project Management Unit; capacity building, etc.

6.1.4.3 The total cost sanctioned for any project must be inclusive of the GST. The **CGST and SGST** applicable must therefore be explicitly mentioned in the cost estimates at the stage of submission of the project DPR for seeking sanction of projects.

6.1.4.4 Other charges like agency charges, quality control charges and contingency if mentioned explicitly will be applicable/governed by guidelines by MoF/MDoNER issued from time to time.

Note: The various unit costs in the applicable Schedule of Rates may be inclusive or exclusive of the CGST and SGST. Nonetheless, the explicit mention as prescribed herein above has to be ensured in every case.

6.1.4.5 The **Operations and Maintenance (O&M)** cost for the first four years after project completion shall be made a part of the total project cost. The mechanism proposed for O&M support beyond the four year period may also be clearly indicated in the DPR, and highlighted during the EIMC meeting. Unless specified otherwise, the O&M cost of the projects sanctioned under the package beyond the first four years after completion shall be borne by the State Government/ the Council concerned.

6.2 Prioritization of Projects:

The projects submitted by the Transformation & Development Department, Government of Assam shall be checked for eligibility as per the respective MoS, and then prioritized, upto the limit of the yearly allocation under the package. The Transformation and Development Department shall then obtain approval of Chief Secretary, Government of Assam, on the prioritized list and the individual proposals included therein.



6.3 Submission of Proposals for selection:

6.3.1 The Transformation & Development Department, Government of Assam will submit the proposals (along with all requisite documents and checklist) to the Ministry of DoNER, for funding under the Special Development Package, after due approval of the Chief Secretary.

6.3.2 Checklist for **Selection (Annexure-A)** shall include the specified requisite documents *inter alia* Concept notes highlighting the need/justification for undertaking such projects, intended beneficiaries, cost estimates based on latest Schedule of Rates, envisaged Output & Outcomes linked to targeted district-level SDG gaps, etc.

6.3.3 The Transformation and Development Department of the Government of Assam must ensure that before submission of prioritized list of projects for selection in any particular year, projects have already been sanctioned under the State Governments' contribution for the previous year under the MoS. The list of these sanctioned projects must also be submitted to the Ministry.

6.3.4 Mode of Submission of proposals: All proposals (along with the necessary supporting documents) must necessarily be submitted to MDoNER through the online system (on Poorvottar Vikas Setu Portal).

7. Project Selection at MDoNER:

7.1 The prioritized list of proposals received from the Transformation and Development Department of the Government of Assam will only be considered in the Ministry if projects under the State Governments' contribution for the previous year under the MoS have already been sanctioned. Sustainable Development Goals (SDGs) shall be used for selection of projects.

7.2 The MDoNER, on receipt of the project proposals / concept notes, will, after preliminary scrutiny of the same as expeditiously as possible, circulate the same to the concerned Central line Ministries/Departments, NITI Aayog, IFD MDoNER (as applicable), etc. for their preliminary comments to be sent, within 2 weeks. For projects in sectors like power and water, comments from respective authorities like Central Electricity Authority (CEA), Central Ground Water Board (CGWB), etc. may also be obtained. In the preliminary comments, the concerned ministry/department is expected to provide broad guidance on the following aspects:

- a) Whether any components of project that can be funded under an existing scheme of the line dept/ministry
- b) Choice of technology to be considered
- c) Standard cost norms to be followed
- d) Convergence related points to be considered when preparing DPR

7.3 After receipt of preliminary comments of Central line Ministries/Departments, IFD, MDoNER, etc., if any, the Nodal Division in MDoNER will place the same together with the comments based on the preliminary scrutiny, if any, before EIMC for



consideration for selection of the projects. Projects that address gaps identified by Sustainable Development Goals (SDG) indices shall be preferred for selection.

7.4 EIMC, after due consideration of the project proposals placed before it will make suitable recommendations for the **selection** of the projects. The recommendations of EIMC would be submitted to Competent Authority in MDoNER for approval.

7.5 Recommendations of EIMC as approved by the Competent Authority, will be conveyed to the State Government/Council to enable them to get the DPRs of the selected projects prepared and take further necessary steps for obtaining sanction eventually.

Note: The list of projects posed by State Governments before the EIMC will be indicative guides and the EIMC will not be bound by that priority. Project acceptance would depend on its soundness in terms of its viability and tangible socio-economic impact.

8. Preparation of Detailed Project Report (DPR) and its techno-economic vetting

8.1 The Transformation & Development Department, Government of Assam will prepare Detailed Project Reports (DPRs) of the selected projects communicated to them after convening of the EIMC. The scope of the project in the DPR must be the same as proposed in the Concept Note and approved by Competent Authority at MDoNER based on recommendations of EIMC.

8.2 In DPR, the provision and cost for evaluation of the project at the end of the completion of the project may also be included. For projects with long gestation periods, a mid-term evaluation may also be provisioned. The DPR must contain the quantifiable details for Output-Outcome deliverables including but not limited to the number of beneficiaries, targeted SDGs, quantum of employment generation, project sustainability and O&M components required.

8.3 The State Government will also submit project techno-economic appraisal report of such DPRs from institutes of national repute like IIT/IIM/NIT, etc. For projects in sectors in which the institute of repute may not have in-house expertise, the institute may get the appraisal done from another institute that has the necessary sectoral expertise. The cost of DPR preparation and techno-economic vetting by these institutes shall be an admissible component to be included in the project cost proposed under the packages.

8.4 The final proposal, along with the techno-economic appraisal of DPR of the project, will be placed before the State Level Empowered Committee (SLEC) for approval and making suitable recommendations to MDoNER for sanction of the project. Proposal placed before the SLEC must contain the DPR, Technical and economic vetting of the project from institution of national repute like IIT/ IIM/NIT, confirming the reasonableness of cost estimates, mechanism for O&M, sustainability plan, all the necessary/applicable regulatory and statutory clearances like forest &

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environment, land acquisition, certificate regarding non-duplication of project with other schemes, robust Monitoring and Evaluation mechanism, etc.

8.5 Transformation and Development Department of the State will submit the final proposal on Poorvottar Vikas Setu Portal to MDoNER for sanction along with SLEC recommendations/minutes together with a **Sanction Checklist (Annexure-B)** and all regulatory and statutory documentation, inter-alia, forest & environment clearances, land availability certificate, non-duplication certificate, abstract of costs, report of techno-economic vetting of DPRs by SLEC, output-outcome brief/analysis, etc. The final proposal should also be accompanied with the Executive Summary of the DPR and the techno-economic appraisal report of the institute of national repute.

9. Sanction of Projects:

9.1 MDoNER, on receipt of the final proposal for sanction, will, after preliminary scrutiny of the same, circulate the same to the concerned Central line Ministries/Departments, NITI Aayog, IFD MDoNER, etc. for vetting/comments.

9.2 After obtaining the comments of Central line Ministries/Departments, NITI Aayog, IFD MDoNER, etc., if any, the Nodal Division of the Package in MDoNER will place the same before EIMC for consideration for recommending approval / sanction of the project.

9.3 The EIMC, after due consideration of the project proposals placed before it, will make suitable recommendations for the **sanction** of the projects. The recommendations of EIMC would be submitted to the Competent Authority in MDoNER for approval. After approval duly to the recommendations of EIMC by the Competent Authority in MDoNER, the **Administrative and Financial Sanction (AFS)** of the project will be issued in consultation with Integrated Finance Division (IFD), MDoNER.

10. Award of Works by Implementing Agencies

10.1 Works shall be awarded by the State Government within six months of the issue of the AFS by the Ministry of DoNER and a copy of the work order must be endorsed to the Ministry. In case, no work order is received by Ministry of DoNER within a period of six months from the date of AFS, the sanction of the project may be liable for cancellation, unless approved by the Competent Authority at MDoNER.

10.2 No work shall be undertaken by the State Government before the issue of AFS by the Ministry of DoNER. No execution of Contract Agreement or Award of works should be done before issue of AFS. Any work done prior to issuance of AFS of the project will be liable to be not funded by the Ministry of DoNER.

10.3 State Government/ the Council should award the contract through open competitive bidding after fulfilling all codal formalities as per State Government's prescribed procedures in a transparent manner to ensure value for money. State Government should mandatorily ensure e-tendering process with 2 stage bidding. If e-

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tendering is not followed, then the work order is liable for cancellation, subject to approval of competent authority.

10.4 To limit construction risk (time and cost overruns), infrastructure projects should be awarded in Engineering-Procurement-Construction (EPC) mode, on fixed cost basis, with provision for liquidated damages. The tender notices and contracts may also include binding clauses for incentives to contractors for early completion and penal provision for delay. The latest General Financial Rules (GFR) of the Ministry of Finance, Government of India, as applicable, shall be strictly followed.

10.5 In case of projects worth more than Rs 100 (hundred) crore, there should be adequate contractual provisions for concurrent monitoring of the projects by an independent third party agency.

Note: If it is not feasible to award the project work in EPC mode, EIMC, based on the recommendations of the SLEC, would be empowered for relaxation in this regard on case-to-case basis.

11. Change in Scope

11.1 Change in scope of a project selected by the EIMC would not be permitted in the usual course. However, at times there may arise situations that necessitate some minor change in scope/cost of the projects. For instance, the ground situation may necessitate some minor change in scope/cost with reference to the previously indicated scope/cost at the time of submission of concept note considered by the EIMC. Similarly, the ground situation may also necessitate some change in scope/cost of a project during its implementation, with reference to the previously sanctioned cost/scope of the project (as per DPR) by the EIMC.

11.2 In both these cases, any proposal for change in scope/cost of a project will be governed by the Ministry of Finance, Department of Expenditure OM No 24(35)/PF-II/2012 dated 05-08-2016 as amended from time to time. Any such minor change envisaged in the scope/cost of the project must be submitted before the EIMC giving adequate justifications for such minor changes, along with the **Checklist at Annexure-C**.

12. Release of Funds under the Packages

12.1 *Release of funds for the sanctioned projects under the package will be done using appropriate Central Nodal Agency (CNA) model in **four installments as follows:***

Sl. No.	Installment No.	Quantum of Installment	Milestone for eligibility
1.	Installment-1	25% of admissible central share as per the approved cost or	On receipt of demand letter accompanied with the Work Order

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		tendered cost of the project, whichever is less.	
2.	Installment-2	-do-	75% utilization of 1st installment + codal formalities as per checklist.
3.	Installment-3	-do-	100% utilization of Installment-1; 75% utilization of Installment-2; and codal formalities as per checklist.
4.	Installment-4	-do-	100% utilization of earlier Installments; 75% utilization of Installment-3; and codal formalities as per checklist.

12.2 Before release of funds for any project, however, the Programme Division of the Ministry must ensure that the State Government has submitted requisite documentation for justification of the release of funds, such as Utilization Certificates (UCs) for funds already released, latest Quarterly Progress Reports (QPR), geo-tagged photographs, etc., as proof of physical progress in the project as well as utilization of funds already released.

12.3 While sanctioning of new projects for the Council will be based entirely on their alignment with the guidelines and on the quality of project proposal in terms of their viability and tangible socio-economic impact, actual fund releases to the Implementing Agencies of the State shall be made from the approved budgetary allocations of MDoNER for a particular year flexibly, depending on the actual progress in implementation of ongoing projects, submission of necessary documents as per GFR, compliance of any other prescribed conditions against earlier releases, etc.

13. Monitoring & Evaluation Mechanism

13.1 The prime responsibility of monitoring of the projects sanctioned under the package vests with State Government and its designated officers, including the officers of Implementing Agency, Transformation and Development Department of the Government of Assam and SLEC. The objective of monitoring will be to ensure the completion of projects as per the committed time schedule, sanctioned cost and prescribed quality standards.

13.2 The Government of Assam shall put in place a robust mechanism for monitoring the implementation of projects sanctioned under the package. The head of the designated implementing agency will be deemed as a Nodal Officer, and Secretary (Transformation and Development) of the State Government will be deemed as Chief Nodal Officer for monitoring purpose, which will ensure the completion of projects as per the committed schedule.

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13.3 The SLEC must monitor the implementation of previously sanctioned projects as a specific part of the agenda during its meetings convened. For this purpose, quarterly physical and financial progress report of the project should be furnished by the Implementing Agency to the SLEC, within three weeks of the end of the quarter under report.

13.4 The State Government must carry out periodic inspections for ensuring faster execution, quality checking of the projects and their timely completion. For project worth more than Rs 20 crore, inspections shall be carried out at predefined milestones. While such milestones could be individual project-specific, the inspections should be conducted no later than 25%, 50%, 75% and 100% of physical progress of the projects.

13.5 The Field Technical Support Units (FTSUs) operationalized by MDoNER in all the eight North East States shall also report the monthly progress of projects until their operationalization to MDoNER. The quarterly reports to be furnished by the FTSUs to MDoNER should be countersigned by the Project Implementing Agency to ensure consistency. MDoNER may also conduct inspection(s) of the project on sample basis through its officers.

13.6 All Implementing Agencies must adopt Information Technology and Space Technology (geo-tagging of assets, "PM Gati Shakti") for better monitoring of projects. MDoNER/NEC will facilitate the State Government in this monitoring by providing the necessary technology platform and guidance to the designated Chief Nodal Officers of all States.

13.7 Third party monitors may also be engaged for concurrent monitoring to ensure timely completion of projects. The EIMC may also recommend third party monitoring of selected projects, preferably from amongst those costing more than Rs.20 crores.

14. Completion and Operationalization of Projects

14.1 The project should be operationalized and put to its intended use at the earliest possible. For timely completion and operationalization of infrastructure projects, use of EPC contracts with liquidated damages should be followed by the Implementing Agencies. All projects must be got completed within the scheduled time frame as given in the work order/contract agreement. Any cost overrun over and above the approved/sanctioned cost in any project, due to delay in implementation or any other reasons, shall be borne by the State Government. MDoNER will not provide any additional funds to meet such time or cost overruns.

14.2 After completion of the project, a Completion Certificate along with necessary documents will be submitted by the Implementing Agency through Transformation and Development Department of the State Government.

14.3 The State Government shall also ensure proper upkeep, operation and maintenance of the assets / facilities created through the project.

14.4 The State Government shall ensure that the land on which the project is constructed and the assets/ facilities created out of SDP funds will not be transferred/



sold/ alienated/ mortgaged without the approval of Ministry of DoNER, Government of India.

15. Monitoring of Expenditure committed by State Government

The monitoring of the amount spent by the State Government as per their commitment under the respective SDP scheme will be done by M/o DoNER in the meeting of EIMC. The State Government of Assam will submit the progress in this regard to M/o DoNER on quarterly basis after reviewing the same in SLEC.

16. Transparency and Publicity of Information

In order to ensure that the information about development schemes/plans/projects being financed by Government of India through the package reaches the targeted beneficiaries, there is need to ensure greater transparency and pro-active disclosure of information. Hence such basic details of the project such as scheduled date of completion, cost of the project, source of funding, name of the designated agency for execution of the project, contractor's name, etc. must be available in public domain and given wide publicity in media (including social media) as per the guidelines of Government of India in this regard.

17. Interpretation/Relaxation/Modification to the Guidelines

17.1 Within the broad framework of the guidelines, MDoNER may, from time to time, issue instructions for ensuring effective and timely implementation of the package, processing / appraisal of the proposals in a time-bound manner, regular monitoring, supervision, and such other related matters.

17.2 In cases of any doubt or lack of clarity related to these guidelines, arising during the life cycle of a project, the relevant rules, guidelines, codes, manuals, etc., of the concerned Central Ministries would be applicable.

17.3 Within the broad framework of the MoS, MDoNER may, based on the recommendations of the EIMC and with the approval of the Competent Authority, make necessary modifications to the guidelines / grant relaxation in any clause of the guidelines, which are considered necessary for ensuring smooth implementation of the package and/or removing any bottlenecks in its implementation.

17.4 In exceptional circumstances, and for reasons to be recorded in writing, the Competent Authority, on the recommendations of the EIMC, may relax any of the above conditions.



Annexure-A

Checklist for Project Selection

[Ref. Para 6.3.2 of the Guidelines]

Sl.No.	Item	Remarks
1.	Concept Note, highlighting the following: <ul style="list-style-type: none">a. Rationale for the project must include following points<ul style="list-style-type: none">i. Project Scope and Introduction (must include a detailed stakeholder matrix and clearly define roles of State Government departments, Central Ministries, private sector, civil society, and the beneficiary population)ii. Gap analysis with regards to existing schemes of government of India (GIS- based)iii. Socio-Economic impactiv. Cultural significancev. Community engagementvi. Future development potentialvii. Additional details if anyb. KPIs for monitoring the projectc. SDG or other indices that the KPIs will impact and howd. Cost estimates as per latest SoR	
2.	Convergence Plan – indicating how the proposed project converges with the other ongoing interventions of Government in the space	
3.	Prioritized list of projects, duly approved by the Chief Secretary	

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Annexure-B

Checklist for Project Sanction

[Ref. Para 8.5 of the Guidelines]

S.No.	Item	Remarks
1.	Approval of Concept Note from MDoNER (<i>Minutes of EIMC</i>)	
2.	Compliance with the comments (<i>if any</i>) of the concerned line Ministry/ Department and conditions specified by EIMC (<i>if any</i>) at time of selection of project	
3.	Endorsement on DPR by SLEC and submission of project proposal to MDoNER (minutes of SLEC to be enclosed)	
4.	<p>Proposal submitted to MDoNER must indicate, inter alia, the following:</p> <ul style="list-style-type: none">a. Project Snapshotb. Expected beneficiaries and socio-economic impactc. Alignment of proposed project with the focus areas indicated under the package/ guidelinesd. Timelines for implementationi. Structured roadmap covering approvals, construction, and operational phase including contingencies via PERT Chartse. Sustainability Plan<ul style="list-style-type: none">a. Use of energy efficient solutions for sustainabilityf. Mechanism for O&M (during and after project life)<ul style="list-style-type: none">i. O&M Mechanism identifying responsible agencies.ii. Financial Plan for operational sustainability (Ownership, revenue model, and operational responsibilities post MDoNER funding period.)g. Cost Estimates, clearly indicating the basis for unit costsh. All Sources of funding the project (Mandatory disclosure on whether Private Investment or PPP has been explored, If feasible, a plan for	

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	<p>leveraging VGF/co-funding mechanisms should be detailed)</p> <ul style="list-style-type: none"> i. Location(s) of project with geo-coordinates j. Satellite image / photograph of projects site with GIS based accessibility study for evaluation of connectivity k. Alignment with Gati Shakti Master Plan to demonstrate convergence l. Compliance with guidelines of concerned line Ministry/ Department m. Output-Outcome framework with KPIs for monitoring the project to be provided as per the sectoral indicators mentioned under Point C of Annexure D of the Guidelines n. Provision for project evaluation(s) 	
5.	Report of the institute of national repute on the techno-economic appraisal of DPR, along with the Executive Summary of the DPR	
6.	<p>Statutory Clearances, <i>as applicable, such as:</i></p> <ul style="list-style-type: none"> a. Forest & Environment b. Town and Country Planning c. Industries 	
7.	<p>Certificates for following:</p> <ul style="list-style-type: none"> a. Availability of encumbrance-free land for the project b. Certification that costs proposed is as per the latest applicable Schedule of Rates c. Non-duplication Certificate, duly endorsed to the concerned line department in the States, within whose purview the project falls 	
8.	<p>Identification of Risks and Mitigation Measures to address potential challenges.</p> <ul style="list-style-type: none"> i. Technical Risks ii. Administrative risk iii. Environmental Risk iv. Risks due to natural disasters v. Operational risks 	

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Annexure-C

Checklist for Change in Scope of Sanctioned Project

[Ref. Para 11.2 of the Guideline]

S.No.	Item	Remarks
1.	Reason for proposing Change in Scope, along with certification that the proposed change is within the package guidelines	
2.	Revised Timeline for completion	
3.	Change in the cost of project due to proposed change	
4.	Vetting of revised cost by the institute of national repute that had previously appraised the project proposal	
5.	Approval from SLEC on the Change in Scope	
6.	Compliance with comments of concerned line Ministry/ Department or EIMC received previously, if any	

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Annexure-D

Directions for filling the Checklist for Project selection and Project sanction for proposals submitted under the Special Development Packages

A . General Instructions

1. The checklist has been revised and carefully structured to enhance clarity and understanding of the Project proposal.
2. This Annexure provides the guidelines for filling up the additional points added in the checklist of project sanction/selection
3. In accordance with **Point No. 8 of the Checklist for project sanction (Annexure – B)**, it is important to identify potential challenges in project execution and outline effective mitigation strategies to ensure smooth implementation. The state government is committed to addressing these challenges through a structured and well-coordinated approach, enabling timely resolutions and supporting successful project delivery. Below are key examples:

i. Technical Risks -

Projects may face technical challenges such as design flaws, material defects, technology limitations, or unexpected system failures. To minimize these risks, it is essential to use standardized materials, conduct thorough engineering evaluations, follow established construction or implementation methods, and ensure regular quality checks throughout the project lifecycle.

ii. Administrative Risks-

Delays due to approvals, policy changes, budget constraints, or administrative inefficiencies can affect project timelines. To mitigate these issues, it is important to secure necessary approvals early, maintain transparent communication with stakeholders, plan finances carefully, and have contingency plans for administrative roadblocks.

iii. Environmental Risks-

Projects that interact with natural ecosystems may contribute to pollution, resource depletion, habitat disruption, or increased environmental footprint. These risks can be minimized by conducting environmental impact assessments, implementing sustainable practices, choosing eco-friendly materials, and adopting responsible waste management strategies.

iv. Risks Related to Natural Disasters-

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Natural events like earthquakes, floods, hurricanes, wildfires, or extreme weather conditions can impact operations and safety. To enhance resilience, it is crucial to design structures or systems with disaster-resistant features, develop emergency response plans, incorporate climate-adaptive solutions, and establish protocols for risk preparedness.

v. **Operational Risks-**

Once a project is implemented, operational challenges such as system failures, cybersecurity risks, inefficient maintenance, or lack of workforce training can arise. These risks can be mitigated by installing monitoring systems, establishing preventive maintenance schedules, enforcing security protocols, and ensuring proper training for personnel involved in the project.

B. Inclusion of Specific Points in the Project Rationale

The project rationale has been expanded to incorporate key considerations, as outlined below:

- i. **Cultural Significance** – An assessment of how the project aligns with local heritage, traditions, and identity, while highlighting its role in preserving cultural landmarks and fostering social acceptance.
- ii. **Community Engagement** – A detailed explanation of how stakeholder participation is integrated into planning and execution, emphasizing its importance in addressing local needs and ensuring long-term impact.
- iii. **Financial Plan for Operational Sustainability** – A structured outline of the funding model, revenue sources, and maintenance strategies to ensure the project's long-term viability and efficiency.

These points shall be specifically included only for the following sectors

Item	Item S.No.	Annexure	Applicable on Following Sectors
Cultural Significance	1(a).(iv)	A	Tourism / Cultural, Agri / Livelihood
Community Engagement	1(a).(v)	A	Tourism / Cultural, Agri / Livelihood, Educational / Skill Development, Sports, Science and Technology, Industrial Processing Plants, Waste Management, Civil Aviation
Financial Plan for Operational Sustainability	4 (f) (ii)	B	Tourism / Cultural, Agri / Food Processing, Sports, Science and Technology, Industrial Processing Plants, Waste Management, Civil

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C. Key Performance Indicators -

The Key Performance Indicators (KPIs) outlined below serve as fundamental benchmarks for project monitoring. Additional KPIs relevant to specific sectors/projects may be included to provide further clarity and depth.

Sector	KPI for Monitoring the Project	Frequency of Data
Tourism / Cultural	Tourist Footfall	Annually
	Expected Revenue	Quarterly
	Seasonality of Footfall	Monthly
	Community Engagement	Annually
	All projects must be linked with HR training, guide development, branding, and marketing plan.	One time Assessment
	Impact metrics should be delineated: Projected tourist footfall, local expenditure, and revenue generation.	One time Assessment
Healthcare	Evidence of non-duplicacy with NHM/PM-ABHIM or state schemes.	One time Assessment
	Tie-ups with telemedicine/tertiary care centers preferred.	One time Assessment
	Number of Additional Patients Benefitted	Monthly
	Increase in OPD and IPD Admissions	Quarterly
	Reduction in Annually Mortality Rates	Annually
Education	Number of New Students Enrolled	Annually
	Access and Equity - Participation of Rural, Low-Income, and Differently-Abled Students	Annually
	Whether Link with academia, industry and government through formal MoUs.	One time Assessment
	Must include onboarding plan for Education Professionals/Support Staff.	One time Assessment
	Evaluate Connectivity tech options (VSAT vs. 4G) on cost-effectiveness.	One time Assessment

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	Demonstrate reduction in recurring costs (e.g., digital education offsetting salary load).	One time Assessment
	Benchmark costs with similar completed/approved projects.	One time Assessment
	Explore alternatives for high-cost items (e.g., modular fencing, solar water pumps).	One time Assessment
Agri / Livelihood	No. of Beneficiaries	Annually
	Increase in Production Output (both quality and quantity)	Annually/Quarterly
Water Supply and Associated Infrastructure	Number of Households Provided with 24/7 Water Availability	Monthly
Power	Number of Households Provided with 24/7 Power Availability	Monthly
	Technical Feasibility Study	One time Assessment
	Readiness for implementation (e.g., clearances, ROW availability)	One time Assessment
	Must reflect integration with state power distribution roadmap or central reforms (RDSS, IPDS, etc.).	One time Assessment
Sports	Utilization plan: Projected events, training batches, athlete numbers.	One time Assessment
	Synergy mapping with nearby facilities.	One time Assessment
	Branding, community engagement, training calendar, marketing plan.	One time Assessment
	Security contingency plans, especially in sensitive zones.	One time Assessment
	Expected Revenue	Annually
	Number of New Students/Youth Benefitted	Monthly/Quarterly
	Increase in National and State-Level Representation	Annually
	Number of Coaches to be Deployed	Annually

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Science and Technology	Expected Cost Savings as Result of Implementing New Technology	Annually
	No. of Professional Trainings and Developments	Quarterly
	Whether Link with academia, industry and government through formal MoUs.	One time Assessment
	Revenue projections (5 years) – Commercialization plan for innovations.	One time Assessment
	Clearly defined PPP models and options for VGF or startup incubation support.	One time Assessment
Industrial Processing Plants	Increase in Output	Quarterly
	Expected Cost Savings as a Result of Implementing New Technology	Annually
Surveys and Investigations	Survey Coverage Area	One-time Assessment
	Feasibility of the Project	One-time Assessment
Waste Management	Increase in Percentage of Waste Collection	Monthly
	Percentage of Waste Reduced Through Recycling or Composting	Quarterly

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