

**GOVERNMENT OF ASSAM  
PLANNING AND DEVELOPMENT DEPARTMENT**

NO.PD/DCP/7/2004/27

Dated Dispur the 14<sup>th</sup> Sept., 2005

**OFFICE MEMORANDUM**

**Subject: Sanction and Release of Untied Fund.**

The guidelines for approval and implementation of schemes under Untied Fund issued vide this Department letter NO.PD/DCP/29/95, dtd. July 20, 1995 are in force at present. Of late, the attention of the Government has been drawn of the procedure for approval and implementation of the schemes under Untied Fund which need to be further elaborated for speedy and proper utilization of funds released to the Deputy Commissioners for various schemes. After due consideration, it has therefore, been decided to amend the existing guidelines in respect of sanction. Release and Utilization of Untied Fund to the extent given below:

1. All proposals for a district must invariably be routed through the Deputy Commissioner of the district level officers of technical departments as per usual Govt. norms and the estimates etc. shall be approved by the Deputy Commissioner before the schemes are submitted to the Govt. in the Planning and Development.
2. Planning and Development Department would make a preliminary examination of these estimates and wherever felt necessary, refer the same to the higher authorities of the technical departments at the State Level(i.e. to say Chief Engineers/ Directors of various departments). These senior officers would be required to comment on the technical feasibility and correctness of estimates of the proposals. Planning & Development Department having satisfied in the manner above about the technical and financial reasonableness of the project would sanction funds as per the estimates and release the same to the Deputy Commissioners for implementation.
3. Any proposal, which is received directly by the department would be referred back to the Deputy Commissioner for further processing as mentioned above.
4. The Deputy Commissioners while submitting the proposals to the Govt. would obtain a certificate from the concerned implementing department of the district to the effect that funds for the same proposal (either in full or part) have not been received from or proposed for sanction to any other agency like the concerned departments of State Govt. any external funding agency or any department of the Govt. of India.
5. The Deputy Commissioners would cause the implementation of the scheme strictly in accordance with the sanctioned proposal and submit a Utilization Certificate within 12 months of the receipt of funds by him in a format prescribed by the planning and development department. Failure to submit this Utilization Certificate would be adversely taken note of by the Govt. as far as the Deputy Commissioner is concerned.
6. In case of funds released in the form of grants-in-aid where no specific proposals indicating identified works are given to the Planning & Development Department (like

grants for development of schemes etc.) , the Deputy Commissioner would ensure that after the receipt of funds the same are released only after the works to be executed are properly identified and approved by him. The Utilization Certificates in these cases would be submitted in accordance with the works approved by him.

7. All the Utilization Certificates shall be signed first by the implementing agency then by the user agency and there after countersigned by the Deputy Commissioner.
8. The Deputy Commissioners would be responsible for inspection (either be themselves or through their officers) of at least 15% of the works undertaken from untied funds and an annual inspection report including all these reports shall be furnished to the Planning & Development Department.

The component-wise expenditure to be submitted in the following format.

1. Name of the Scheme :
2. Amount sanctioned :

Component/items of work	Fund utilized.
(a).	
(b).	
(c).	
(d).	

These guidelines would come into force immediately.

(P.P. Varma)  
Principal Secretary to the Govt. of Assam.  
Planning and Development Department

Memo No. PD/DCP/7/2004/27-A,

Dated Dispur the 14<sup>th</sup> Sept.,2005

Copy to:

1. All Commissioners of Division.
2. Commissioner and Secretary of Chief Minister, Assam.
3. Commissioner and Secretary to Chief Secretary, Assam.
4. All Deputy Commissioners for information and necessary action.
5. The Director, DCP, P & D Department for necessary action.
6. P.S. to Hon'ble Minister of State (Independent), P & D Department.

By order etc.

Principal Secretary to the Govt. of Assam,  
Planning Development Department, Dispur