

NEC General Guidelines, 2020

**North Eastern Council Secretariat
Shillong - 793003**

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NEC GENERAL GUIDELINES 2020

1. Introduction

1.1. The North Eastern Council which was set up as a Regional Advisory Body under the North Eastern Council Act, 1971 was transformed into a Regional Planning Body by the 2002 amendment. To fully appreciate the transformation, the relevant provision of the amended NEC Act is quoted below:-

Section 4 of the original Act:

“(a) for sub-sections (1) and (2), the following sub-sections shall be substituted, namely:-

(1) The Council shall function as a regional planning body for the North eastern area.

(2) While formulating the regional plans for the North eastern area, the Council shall give priority to schemes and projects, which will benefit two or more States:

Provided that in case of Sikkim, the Council shall formulate specific projects and schemes for that State including the review of implementation of such project and schemes”

1.2. The “NEC General Guidelines” were first prepared in 2010 and laid down the importance of preparation of perspective plans with regional approach; procedures to be followed for obtaining priority list from the NE States; selection, appraisal, sanction, monitoring and reporting, evaluation of projects; composition and functions of various committees and other details for NEC to follow.

1.3. The “NEC General Guidelines” were revised in May 2015 and approved by the 64th Plenary held in April 2015. The “Revised NEC General Guidelines”, inter-alia, brought out in greater detail the roles and functions of the three nominated Members of the NEC which had not been clearly laid down in the “NEC General Guidelines” prepared in 2010. The Guidelines were further revised in 2018 in line with the EFC’s recommendations and Cabinet’s approval for extension of the Schemes beyond the 12th FYP. In pursuance with the decisions of the Cabinet in its meeting held on 29.01.2020, the Guidelines are further amended and reflected in this revised Guidelines.

1.4 While addressing the 65th Plenary of NEC on 26-27th May 2016 at Shillong, the Hon’ble Prime Minister inter alia stated.

“To meet the growing aspirations of the people it is important that the North Eastern Council introspects and assesses the extent to which it has been able to

achieve its objectives. Perhaps there is a need to reorient and upgrade the North Eastern Council. You may like to consider developing NEC as a state-of-the-art resource centre for North Eastern states with the necessary resources, knowledge and skills. The resource centre may enable the states and the implementing agencies to properly plan and execute projects, promote research and innovation and provide strategic policy vision for the region. The NEC may look into developing a specialized domain expertise either by itself or through an agency model to assist states and central ministries in their development planning as also problem-solving needs. This will enable the imbibing of good governance and best practices in the region. The NEC should also consider focusing on issues in emerging areas of livelihood entrepreneurship, venture funds, start-up and skill development. All this will help in generating jobs.”

1.5. The Union Cabinet held in January 2020 approved earmarking of 30 percent of North Eastern Council's (NEC's) allocation for new projects under the existing "Schemes of North Eastern Council" for focused development of deprived areas; deprived/neglected sections of society and emerging priority sectors in the North eastern States, indicative list of which is at **Annexure A1**. The balance allocation shall be bifurcated in the existing two components viz. State component-60 per cent and Central component-40 per cent.

1.6. The 60 per cent of the balance NEC allocation will be allocated among the 8 NE states as per normative allocation based on various development indices. This normative allocation is included in the Guidelines (**Annexure – A2**) and shall be followed while sanctioning/approving projects under ‘Schemes of NEC’ for the eight states. The remaining 40 per cent of the balance NEC allocation will be set aside for Central component and would be available for Central Ministries and agencies for taking up such regional projects which are necessary for the region and are iconic in nature and cannot be covered by the on-going schemes of the line Ministries

1.7. The “Schemes of the NEC” has now become a Central Sector Scheme on 100% funding by Government of India. However the on-going projects under the Scheme of NEC- Special Development Projects with existing funding pattern (90:10) will continue through State treasury.

2. Vision, Objectives and Goals of the NEC

2.1. The NEC shall be a state-of-the-art resource centre for North Eastern Region with the necessary resources, knowledge and skills.

2.2 The NEC shall enable the states and the implementing agencies to properly plan and execute projects, promote research and innovation and provide strategic policy vision for the region.

2.3 The NEC shall develop specialized domain expertise either by itself or through an agency model to assist states and central ministries in their development planning.

2.4 NEC shall focus on issues in emerging areas of livelihood entrepreneurship, venture funds, start-up and skill development enabling in generating jobs.

2.5 NEC would focus on interstate projects having wide ranging impact and on selected areas of critical nature.

2.6 The NEC shall take up new projects in selective and focussed sectors as below:

- i. Bamboo sector: In order to realise the potential of turning bamboo into green gold in the NER, NEC would support multi-sectoral interventions covering the entire value chain including support to regional centres of excellence including strengthening of state, regional level and national level institutions located in NER.
- ii. Piggery: Value chain development of piggery right from setting up of swine flu vaccine plants to proposed processing and packaging, meeting locally unmet internal consumption demand and ultimately export to neighbouring countries of ASEAN and China.
- iii. Regional Tourism: Promotion of theme based regional tourism circuit. Support would be provided for completion of infrastructure projects under PIDDC Scheme of M/o Tourism where substantial work (more than 50%) has been accomplished.
- iv. Higher Education, Tertiary Healthcare (including Health Education) & special interventions in backward areas as follows:
 - a. Support to augment infrastructure of higher education including hostels etc.
 - b. Support to tertiary healthcare (including medical education), both State Centre, in NER to cater to the need of the region which would in turn attract both education and medical tourists from other parts of the country and neighbouring countries;
 - c. Special interventions in the Sixth schedule areas; backward districts and militancy affected districts & Autonomous Council Areas, in the form of creation of supports and infrastructure, training of teachers of science and mathematics;
 - d. Telemedicine in above areas; and
 - e. Educational interventions through remote media like satellite TV, digital and other media.
- v. Livelihood Projects: Interventions throughout the value chain in other sectors which are local strengths of NER having great potential of augmenting livelihood employment generation and augmenting incomes and capture the entire value chain from production till processing and packaging in areas like (a) Floriculture; (b) Medicinal and Aromatic plants (c) Bee-keeping (d) Poultry (e) Fishery (f)

- Handloom (g) Handicraft and (h) Horticulture/Agri-Allied could also be taken up.
- vi. Science and Technology interventions in the NER (STINER) including use of remote sensing applications for planning and project monitoring; popularisation of ICT uses and innovation for livelihoods; setting up of Technology Facilitation Centres (TFCs) with focus on appropriate technological interventions for farm, nonfarm and other sectors across NER; Early Warning System (EWS) for disaster mitigation including use of space technology.
 - vii. Surveys & Investigations: Support for undertaking surveys and investigation and preparation of DPR for various infrastructure projects including hydro-electric power, flood management, irrigation, soil erosion etc.
 - viii. Promotion of the North Eastern Region: Setting up of Centres for awareness generation, advocacy and promotion of NEC; creating networks with Centres of Excellence on priority across sectors throughout the country; augmenting of the Regional Documentation Centre as a move towards making NEC into a State of the Art Resource Centre. Guidelines for taking up projects under this head is at **Annexure-B**.

2.7. The Union Cabinet held in January 2020 approved allowing projects under State component, upto 25 per cent of each State's normative allocation, for sectors not covered in the mandate of NEC as described at Para 2.6 above, but which are considered important as per local felt needs as per the recommendations of the State Governments. Projects to be undertaken under the 25% flexibility clause would generally be of bigger size to have optimum output and outcomes as well as for avoidance of thin spread of resources.

2.8. The above interventions are illustrative and fresh areas, if any, would be identified in consultation with the State Governments and the Central Ministries.

3. NEC funds:

The Central Government has a plethora of schemes and programmes which are aimed at bringing about a balanced socio-economic and infrastructure development under all sectors besides delivering services. The strategy for NEC would be to encourage the State Governments to fully leverage funds from the Central Ministries/Central organisations and then use NEC funds for meeting critical gaps not covered under the Central schemes/programmes.

4. Budget heads of NEC

The NEC plan funds are reflected under the following Major Heads as per the M/o Finance classification as given below:-

MH-3601: Schemes of NEC – Special Development Projects

MH-2552: Schemes of NEC - Revenue:

MH-4552: Schemes of NEC – Capital

MH-2070: Administrative and Establishment Expenditure

MH-4552: NLCPR (Central) - Capital: Continuation of ongoing schemes and projects being implemented under the erstwhile NLCPR (Central).

5. Nodal Department

The Planning Department of the NE States shall be the nodal department for NEC in the States. NEC shall address all correspondences to the Planning department with copy to the implementing department in the State for enabling them to take advance action. In the same manner, the Planning department in the State concerned shall send all correspondence to NEC.

6. Mechanism of Approval of Projects

6.1 State Component of NEC Budget

6.1.1 For identification of new projects under State component of NEC allocations, which would generally be State specific. States may submit projects under the sectors covered under NEC's mandate upto two times the normative allocation with the approval of SLEC chaired by Chief Secretary, along with Concept Notes, indicating the tentative project cost etc. The concerned Sector in the NEC may also propose concept papers for projects that can be taken up.

6.2 Central Component of NEC Budget

6.2.1 Projects under Central component/ NEC component will be identified by NEC in consultation with State Government/other stakeholders along with Concept Note and tentative project costs. They would involve two or more states and would be regional in character. Once identified by the competent authority they would be executed generally by Central Agencies.

6.3 Projects under 30 per cent of NEC Budget

6.2.1 Projects under 30 per cent of the NEC budget will be identified by NEC in consultation with Line Ministries/State Government/other stakeholders along with Concept Note and tentative project costs.

7. Sectoral Empowered Committee (SEC)

7.1. The projects so received from the State Government/ identified by the NEC shall be placed before Sectoral Empowered Committee chaired by Member, NEC for prioritization upto the available normative allocation.

7.2 The Sectoral Empowered Committees (SEC) in the NEC shall be headed by the concerned Members (NEC), as per the notification with respect to the subject allotted to them. The members of the SEC would be the Secretary, NEC; Financial Adviser; Economic Adviser (E&M); Economic Adviser (HR), Sectoral Heads concerned and Planning Adviser would be the Member Convenor of SEC.

7.3 The concept paper of the project along with a technical note shall be placed by the sector concerned before the SEC for consideration. The Sector head would examine the concept paper submitted by the State Governments regarding the admissibility of the project as per these Guidelines, information on past support given by NEC for the same institution/ entity, liabilities of ongoing projects, availability of fund under the appropriate heads, etc. The sector will fill up details in the prescribed "Technical Note" at **Annexure-C** for assisting the SEC.

7.4 Secretary Ministry of DoNER, being the ex-officio Member of the NEC, shall be co-opted in the Sectoral Empowered Committee in respect of such subjects which are allotted to other members.

7.5 The projects endorsed by the SEC will be communicated to the State Governments/Stakeholders for further necessary action.

8. Preparations of DPRs

8.1 DPRs of projects recommended by Sectoral Empowered Committee would be prepared through concerned State/Central/other agencies and vetted by Technical Committee/Sectoral Experts of NEC and placed before competent authority for appraisal and approval.

8.2 The DPRs must be accompanied with all regulatory and statutory clearances like forest & environment, land acquisition, non-duplication certificate, availability of stone quarry etc. wherever applicable along with appraisal report.

9. Standing Finance Committee (SFC)

9.1. NEC shall follow an SFC Mechanism for appraisal of the projects costing between Rs. 5 - 15 crore under the chairmanship of Secretary, NEC with

representative from Ministry of Finance, Ministry of DoNER and line Ministries. The Planning Adviser, Financial Adviser, Economic Adviser (E&M) and concerned Sector Head shall also be part of the SFC.

9.2. The procedures laid down by Ministry of Finance for considering proposals by SFC shall be followed for appraisal/approval of project costing above Rs. 15 Crore under the chairmanship of Secretary, DONER.

9.3. For projects approved by SFC, the sector shall process the project for sanction and release of fund to the Planning Adviser who shall send the file to the Financial Adviser (FA) for concurrence. The FA shall send the file for sanction and release of funds for the project to the Secretary, NEC.

10. Small Projects

All small proposals/schemes costing less than Rs. 5 crore shall also be processed in the same spirit as at para 6 and 7. The process for obtaining the Secretary's 'in-principle' approval of projects shall be initiated by the Sector concerned by examining its linkage to the common aims and goals, thrust areas of NEC, soundness, feasibility etc. Proposal for in-principle approval should be routed through the Planning Adviser and the Financial Adviser. After obtaining in-principle approval, the sector shall then process the project for sanction and release of fund to the Planning Adviser who shall send the file to the Financial Adviser (FA) for concurrence. The FA shall send the file to the Secretary, NEC for sanction and release of funds for the project. No proposal shall be rejected at Sectoral, Planning or Finance Division level.

11. Other Schemes

11.1 NLCPR (C) Projects

A Scheme "Non Lapsable Central Pool of Resources" – Central (NLCPR) provides resources to the concerned line Ministries/ their agencies for projects in NER. The Cabinet has approved transfer of scheme to NEC for implementation; accordingly all the ongoing projects under this scheme shall be implemented by NEC. The necessary budget to meet the committed liabilities of these schemes shall also be transferred to NEC. The NLCPR scheme would be discontinued after meeting the committed liabilities.

12. Management Information System (MIS)

12.1. The Sectoral head shall ensure that the details of projects recommended for sanction are entered properly in the OASIS software programme before files containing draft sanction order for expenditure sanction and release of funds are sent to FA for concurrence.

12.2. The Sectoral head shall also ensure that the updated details of projects being implemented are uploaded in the NEC web portal through the NEC Web Administrator.

12.3. The FA shall have the responsibility to ensure that details of all expenditure sanction and release of funds have been entered in the OASIS software programme by the sector concerned and shall also ensure that the details to be entered by the Finance division are entered properly before financial concurrence diary number is allotted to the sanction order. This is necessary to ensure that all data regarding sanctions and releases are captured and there is accuracy in the reports.

12.4. The State Government would ensure that the data entry of the progress of the project starting from the submission of the project by the State Government upto the completion of the project, including hosting photographs, shall be made by the designated officials of the State Government on the online data entry in the designated Management Information System (MIS).

12.5 The NEC will ensure that the OASIS software and MIS seamlessly integrated with the MDoNER portal so that an integrated dashboard view of all the DoNER/ NEC projects can be viewed. This shall be taken further to DoNER App (under finalisation) to be suitably rendered as a one stop information tool for entire DoNER/ NEC projects.

12.6. Upon closure of projects, sector concerned should ensure the correct status is entered into the MIS.

12.7. All Agencies receiving funds from NEC will be required to implement Expenditure Advance Transfer (EAT) Module of PFMS.

13. Project implementation by the State Government:

13.1. The State Government shall ensure that the implementing department/executing agency invite tender on competitive basis in compliance with the GFR-2017 related to e-procurement of goods & services and also ensure that the work is awarded within three months of sanction by NEC. Tender notices etc. issued by the State Governments may be linked to the NEC/ Ministry of DoNERWebsites.Any work done prior to sanction of the project will not be funded by NEC.The State Government should follow all codal formalities and strictly adhere to the project implementation schedule and physical targets given in the sanction order.Tender notices and contracts will incorporate binding clauses for incentives to contractors for early completion and penal provision for delays.

13.2. Funds released by NEC must be transferred to the implementing agency/ project authority by the State Government within 30 days from the date of release of funds from NEC and a copy of the release order should be endorsed

to NEC. If the released fund is not transferred to the Implementing Agency within 30 days and a copy of such transfer is not received in NEC, the project will be liable to be cancelled.

13.3. As provided under Rule 238 (1) of GFR 2017, funds released by NEC must be utilized for the sanctioned project and Utilisation Certificate submitted to NEC within 12 months of the closure of the financial year.

13.4. For projects leading to creation of physical assets, the GPS coordinates of the project site shall be indicated in the DPR by the State Government.

13.5. The State Government shall ensure that the land on which the project will be constructed and the assets/ facilities created out of Government Grant will not be transferred/ sold/ alienated/ mortgaged without the approval of NEC and Ministry of DoNER, Government of India.

13.6. The State Government shall ensure proper upkeep, maintenance and operation of the assets/ facilities created out of the project.

14. Release of funds:

14.1 The funds will be released to the designated agency through treasuries of the State Governments as per special dispensation accorded by Ministry of Finance. The State Government will install PFMS portal at the State level and link their treasuries to the PFMS of NEC for tracking of funds released under the scheme.

14.2 The funds will be released by NEC in two instalments of 40% and 60%.

14.3 Initially at the time of issuance of Administrative and Financial sanction, a token amount of Rs. 10.00 lakhs will be released by the NEC as part payment of the first instalment so that tender formalities could be initiated and finalized by the agency. Thereafter, the agency will approach the NEC with a copy of work order and letter for claiming the release of balance amount of first instalment of funds.

14.4 Second instalment of the project will be released by the NEC once the State Government mandatorily submit utilization certificate for 75% of the first instalment released and commensurate physical progress duly signed by the Head of designated agency and countersigned by Planning Secretary of the State Government.

14.5 The instalments for release of funds to the Central Sector Projects shall be on case to case basis on the basis of the physical and financial progress of the project.

14.6 Request for release of subsequent instalment of funds submitted by the State must be accompanied with:

- (a) Utilisation Certificates (UC) for 75% of 1st instalment released. (GFR 12-C)
- (b) Quarterly Progress Report (QPR).
- (c) Photographs of the works completed.
- (d) Inspection report of Nodal Officer.

14.7 Any cost overrun over and above the approved/ sanctioned cost in any project due to delay in implementation or any other reasons has to be met by the concerned agency.

14.8 After completion of the project, a Completion Certificate along with utilization certificate of the total fund released will be submitted by the designated agency through the State Government.

14.9 Any delay in completing the project beyond the schedule date, could invite a cut in the subsequent normative allocation of the State Government.

14.10 Utilization Certificates shall be submitted in the form GFR 12-C. Format is at **Annexure-D** [with counter-signatures of (i) Secretary, Planning Department and (ii) Secretary, concerned Department]. The UC will require signature of the implementing agency/ Department and counter-signatures of the Planning and Development Department of the State Government.

15. Cancellation of the Project and adjustment of funds released

Work should be awarded within six months of the issue of the sanction by NEC and a copy of the work order endorsed to the NEC. In case no work order is received by the NEC within a period of six months of the release of first instalment or part payment of first instalment of funds, the sanction of the project would be liable to be cancelled. In the event of cancellation, the funds already released for the project shall be adjusted against other ongoing NEC projects of the State.

16. Overheads for NEC projects in the DPR

16.1. Apart from contingencies, the NE states implementing NEC projects also incur expenditures on Agency/establishment charges, Quality control charges, Cost for Consultancy and DPR preparation. These charges are apart from the cost incurred by the State Governments on land acquisition and forest compensations.

16.2 For all civil works there are established provisions in the project cost which are provided for smooth execution of works, and Central Govt Ministries

like the BRO, CPWD and MoRTH etc. provide certain percentages over and above the cost of item of work in their estimates as agency charges.

16.3. For projects being implemented by the State Agencies, admissibility of Quality Control Charges, Contingency Charges, Agency Charges etc. will be as per the norms adopted by MDoNER for implementation of its Central sector Schemes like NESIDS etc. through State Agencies. This will ensure uniformity.

17. Monitoring & Evaluation:

17.1 The State and Implementing Agencies/ Departments shall report the progress in respect of each project at the end of the quarter in the Quarterly Progress Report (QPR) proforma prescribed in the sectoral schemes and guidelines. Such QPRs should reach the NEC Secretariat within three weeks of the end of the quarter under report.

17.2 In the states, the Chief Secretary or a senior officer in the rank of Additional Chief Secretary or Principal Secretary of the State shall hold quarterly meeting to review the progress of implementation of the ongoing projects under NEC and make available summary record of such meetings to the NEC. A representative of NEC should be invited to attend such meetings.

17.3 Besides, the State Governments should constitute department-wise monitoring Committees to oversee implementation of NEC projects in the State. Such monitoring Committees may be headed by the Administrative Head of the Department concerned. The head of the NEC Cell in the Planning Department should invariably be a member of such Committees. These department-wise monitoring committees may review the progress of implementation on quarterly basis.

17.4 States will carry out project inspection periodically. The quarterly review report of the State would contain a separate and distinct section on the findings of the project inspection supported by latest photographs and a copy of the report should be endorsed to NEC. States should also make use of the Unmanned Aerial Vehicle (UAV) supplied to them for the purpose by NESAC. In case of NEC projects implemented by Central Government agencies or other public sector institutions, such inspections may be conducted by their competent authority and reports will be submitted to the NEC under intimation to concerned State Government.

17.5 States should nominate a 'nodal officer' for each department implementing NEC funded projects including projects sanctioned under MH-2552. The nodal officer would be a single point contact for project implementation and monitoring.

17.6 Monitoring and evaluation of implementation of the project shall also be undertaken through field inspections by officers of the NEC or by NEC appointed consultants/Regional Level Monitors (RLM) as well as through

impact studies, and evaluations conducted by government or through independent agencies at the request of the NEC.

17.7 Each State would ensure that the projects being funded by NEC are shown at Major-head to sub-head level in their plan budgets so that the withdrawals from those heads as certified by audit can be matched with expenditure figures supplied by State for each project.

17.8 States implementing social audit should include all NEC funded projects in the social audit calendar. States are also encouraged to facilitate Social Audit with a view to enabling people at the grassroots level including beneficiaries themselves to actually know that NEC funded projects are properly implemented and funds are properly utilized as envisaged in the aims and objectives of the different projects.

17.9 The NEC will also review implementation of projects with State Governments through periodical review meetings.

17.10 The NEC will engage the North Eastern Space Application Centre (NESAC) for tracking the progress of infrastructure projects through satellite imaging technology and other remote sensing/ GIS and space related technologies.

18. Closure of projects

18.1 On completion of all NEC funded projects, the following would be required for formal closure of the projects:

- a. UCs for all NEC releases as well as State share as the case may be.
- b. Completion Certificate from the State Government/ concerned organization.
- c. Photographs with date and geo-tagging.
- d. Project inspection report.

19. Transparency and Publication of Information:

19.1. In order to ensure that the information about developmental schemes financed by the NEC reaches the public and beneficiaries, there is a need to ensure greater transparency and publicity of relevant information.

- a. The State Government shall display at project site a board indicating the date of sanction of the project, source of funding i.e. NEC (Government of India), contractor(s) name and the physical Target.
- b. After completion of projects, State Government will put a permanent display on site like plaque on the wall etc. after asset is created displaying details of NEC funding.
- c. State Government shall disseminate information of all NEC funded projects through print and electronic media and State Government website.

19.2. State Government shall provide NEC with high resolution photographs of projects with GPS location and a brief write-up for record and publicity.

20. Audit

For audit of the Schemes of the NEC, GFR 2017 as amended from time to time will be applicable.

ANNEXURE – A1

Indicative List of areas/sectors for focused development of deprived areas; deprived/neglected sections of society and emerging priority sectors in the North eastern States:

- a) Programmes for afforestation of denuded hills in NER. The plantation will involve tall growing trees other than bamboo.
- b) Programmes/projects for development of organic farming in NER.
- c) Commissioning of studies to look into problems of ethnic groups in NER like Bru, Chakmas, etc. and possible solutions to the identified problems.
- d) Documentation of disputes between different States of North East for further action by MHA.
- e) Study of various languages/scripts of NE States and measures to revive the lost languages/scripts.
- f) Such other projects of importance for focussed development of deprived areas, vulnerable and neglected groups/sections of society and other emerging priority sectors.

ANNEXURE – A2

Normative allocation of the state component NEC budget

Following is the normative allocation of the state component of the NEC among NE states:

Sl No	States	Percentage
1.	Arunachal Pradesh	13%
2.	Assam	20%
3.	Manipur	12%
4.	Meghalaya	12%
5.	Mizoram	12%
6.	Nagaland	12%
7.	Sikkim	7%
8.	Tripura	12%
9.	Total NE States	100%

Guidelines for selecting proposals under head for Promotion of North Eastern Region [para 2.6 (viii)]

1. Proposals eligible for funding:

Proposals that promote the comparative strengths and potential of the NER can be taken up such as:

- i. Road shows and pilot projects to promote, advocate and publicise **good practices in the priority areas** identified by the NEC viz: Bamboo sector, Regional Tourism, Livelihoods, Organic NER, Handloom, Handicrafts & Horticulture, Clean & Green NER, Food Processing and Entrepreneurship or any other priority fixed by the NEC from time to time.
- ii. Dissemination and advocacy of **information/education on various Govt. programs using ICT and mobile technology** with a greater focus on innovations and initiatives designed to benefit relatively more remote, deprived areas and disadvantaged sections of society in NER.
- iii. **Business Summits, Conventions, Seminars, Workshops, Consultations, Brainstorming meetings, Exhibitions etc.** in domains connected to developmental priorities of the North Eastern Region.
- iv. **Specialised media campaigns** on themes concerning NER like organic farming, cleanliness (Swachata), bamboo etc.
- v. **Web Presence and Media. presence of the NEC and potential of NER** including social media
- vi. **Evaluations/ Impact Studies/assessments** related to development/ promotion of NE Region.

3. Eligibility norms

- i. Ministries of GoI
- ii. PSUs of MDoNER
- iii. Central universities and colleges there-under (as listed in MoHRD)
- iv. NE State universities / deemed universities (as listed in MoHRD)
- v. Government Institutions of National importance (e.g. IITs/IIMs/BARC).
- vi. Proposals of Traditional Institutions, Autonomous Bodies, eligible non-government bodies registered on NGO- Darpan web site of NITI Aayog, provided the same are recommended by the Planning Department of the concerned state or through the concerned Central Ministries

4 Submission of proposals

- (i) Proposals will be submitted in prescribed format (ANNEXURES I, II & III).

- (ii) Director (IPR) in the NEC would be in-charge of Advocacy & Publicity and will examine and process all proposals for consideration of the Screening Committee of Advocacy & Publicity before taking the final approval of the competent authority. The Screening Committee meeting will be held on a monthly basis (as far as possible).

5. Administration of Promotion Activities

5.1 All proposals shall be examined by the concerned division before they are placed before the Screening Committee. The Screening Committee shall have the following members:

i)	Planning Adviser	Chairman
ii)	Economic Adviser (E&M)	Member
iii)	Representative of Financial Adviser	Member
iv)	All Sectoral Heads in the NEC	Members
v)	Director (IPR) NEC	Member Secretary

Representative(s) of the organizations that seek financial assistance or are concerned with the subject may be invited to these meetings.

5.2 The Committee shall decide the quantum of financial assistance, timing and duration of the programme and other parameters concerning the proposal and recommend accordingly for sanction. No sanction shall issue without the recommendation of the Committee.

5.3 For clearer scrutiny and vetting of proposals, the following steps will be kept, in view:

- i. The Organisation should follow the General Financial Rule 2017 and its subsequent amendments/instructions/orders etc. issued time to time by the Government of India while disbursement of funds released as Grants-in-Aid.
- ii. TA/DA Accommodation for non-officials (artisans/farmers) participating in events at our invitation: Ordinarily, the lowest class entitled for Central Government employees (for farmers/artisans). However, for Shilp Gurus or any persons who have been awarded/recognized for their works and extraordinary circumstances/exceptions prior permission from competent authority will be obtained on case to case basis.
- iii. Local Conveyance: FR /SR of GOI will be applicable. For group participants, bus / van will be hired. Approval of competent authority may be sought with justification for exceptions if any.
- iv. Stalls / exhibition space: Rent shall be paid at not more than ITPO rates (i.e. ITPO basic space rates). Approval of competent authority may be sought with justification for exceptions if any.
- v. All Bills/Vouchers should be GST paid.

- vi. The concerned authorised and registered CA must certify (countersigned by the HoD) that the A&P Guidelines have been followed. Consolidated and duly certified/stamped bill statements only need to be attached and not each and every bill in original. However, Ministry / NEC may asked for original bills in special circumstances.
- vii. All payments will be paid through EAT Module of PFMS.

5.4 Release of Advertisements/ Campaigns etc.

- i. Release of advertisements in print/electronic media and other media related issues would be governed by the provisions of the extant rules, issued by Directorate of Advocacy and Visual Publicity, Ministry of Information & Broadcasting, Government of India and in no case should be contravened.
- ii. An outcome report specifying the targets of the project / programme and achievements in financial and physical prospective should be submitted after each event.

5.5 Projects recommended by the Committee shall be put up for concurrence of Financial Adviser before obtaining the approval of the Secretary NEC.

6. Financial Parameters

6.1 Ceilings of financial assistance: The amount of financial assistance for various programmes would be normally as under:

Sl. No	Programme	Financial Ceiling
1.	Workshop	Rs10 lakh
2.	Business Summit/ Road shows	
3.	Convention	
4.	Seminar/ Symposium	
5.	Evaluations/ Impact Studies/ Assessments/ Other Advocacy related works relevant to NER	Rs 20 lakh

6.2 In the case of theme based Media Campaigns (e.g. SwachhtaAbhiyan, etc.), release of funds would be subject to the Terms and Conditions of the specific campaign, subject to DAVP Guidelines.

6.3. Release of second and subsequent installments shall depend upon review of the progress/ acceptable quality of the project by the concerned division.

7. Other Conditions for acceptance of proposals

7.1 All sanctions of NEC will be issued in favour of the Organizations/ Institutions/ Agency and not to individuals.

7.2 The Organisation or Institution shall maintain separate accounts of the financial assistance provided by the NEC for undertaking a project. It should also maintain a list of beneficiaries who have received the benefit directly and all payments of the fund should be made through electronic mode.

7.3 The Organisation or Institution shall not accept any financial assistance from any other source(s) for the same project without the prior permission of NEC. While applying for assistance under this Scheme, the organization or Institution should certify to the effect that it has not received any financial assistance from any other source(s) for the same project. If this is the case, applicant may furnish justification for seeking financial assistance from multiple sources for consideration of the Screening Committee.

7.4 For long term projects, the Organisation or Institution shall furnish monthly report of the project along with a statement of expenditure actually incurred during the quarter. The organization/ institution shall record a certificate to the effect that the expenditure has been incurred in accordance with the Terms and Conditions of release of funds stipulated in the Sanction Letter.

7.5. Reports, duly audited accounts and Utilization Certificates shall be submitted on the completion of the Projects/events as prescribed in the Sanction Letter.

7.6 In the case of Seminars/ Workshops/ Symposiums, ten copies of the proceedings should be furnished along with Utilisation Certificate, etc.

7.7 In the case of Media Campaign/ Evaluations/ Impact Studies/ assessments etc, the organizations/ institutions engaged by the NEC shall not make available to any other person organization/ institution, the material compiled or data collected for the project/ task, without prior permission of the Ministry of DoNER and will be bound by the Terms and Conditions of release of funds stipulated in the Sanction Letter.

7.8 The organizations/institutions, other than in the case of media campaign will have to execute bonds in favour of the NEC on judicial stamp paper of Rs. 10/- denomination. Execution of Bond will not apply to quasi-Government Institutions, Central Autonomous Organisations and Institutions whose budget is approved by the Government.

7.9 On completion of the activity, the organization/institution shall submit final report along with supporting documents/data including high resolution photographs/ Videographs and all relevant material in soft and hard copy format.

7.10 Operations of the institutions/organizations that receive financial assistance from Government of India are governed by relevant sections of the General Financial Rules (GFR). Hence, compliance with relevant, prescribed Government Rules and formalities should be ensured.

7.11. The institutions/organisations should not have been black-listed by any Department/Ministry / Government Organisation. While applying for assistance under this Scheme, the institutions/ organisations should certify to the effect that it has not been black listed by any Department/Ministry / Government Organisation.

7.12 The accounts of the institutions/organizations which received financial assistance from the NEC will be open to Audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.

ANNEXURE – C

Formats for preparing technical note for referring to SEC

1. Name of Sponsoring Department:
2. Does the proposal fall in the priority areas identified in the Regional Plan approved by the Plenary Council?
3. Has the concept paper been provided in full detail?
4. Is the proposal benefiting more than one State (except in the case of Sikkim)
5. Indicate whether this project falls under the focus areas as given in the Revised NEC General Guidelines.
6. Indicate the gender content (For Gender Mainstreaming):
7. Indicate the liabilities of ongoing projects under this sector:
8. Indicate the unspent balances of ongoing projects under this sector:
9. Is the proposal for Government department/Govt. Owned society/company/corporation or Not for Profit society/trust or PPP mode?
10. Proposed Major Head from which fund to be debited. State rupees in lakh.

MH	Budget provision for the year			Proposed project cost			Balance fund available under the scheme for the year		
	OH-31	OH-35	Total	OH-31	OH-35	Total	OH-31	OH-35	Total

ANNEXURE – D

**Format for submission of utilization certificate
FORMS
FORMS GFR 12-C
(See Rule 239 of GFR 2017)
Form of Utilization Certificate**

Sl No	Letter No. & Date	Amount (in lakh)

1. Certified that out of Rs..... of Grants sanctioned during the year in favour of Under this Ministry/Department letter No given in the margin and Rs.....on account of unspent balance of the previous Year, a sum of Rs. has been utilized for the purpose..... for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to Government (vide No..... dated)/ will be adjusted towards the grants payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the Grants was sanctioned under Plan Scheme have been duly fulfilled/ are being fulfilled and that I have exercised the following check to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:-

- 1.
- 2.

Signature.....

Designation.....

Date.....

(G.I. M.F., O.M. No.F.114(I) E.11(A)/73 Dated the 23rd April, 1995)

Counter signature of
Secretary, Planning

Counter signature of
Secretary of the
concerned Deptt.

**Government of India
North Eastern Council**

Annexure – I

Proforma for Application

ORGANIZATION PROFILE

1. Name of the Organization
2. Name of the Website/ Social Media link
3. Address, Street, District State Pin Code, Phone & Fax No, (with STD Code) E-mail
4. Name, Designation, Aadhar Number & address of Chief functionary
5. Name of other key Functionaries & their Aadhar Number, Contact No. & Address
6. Registration details Act Under which registered Date of registration
7. FCRA NO. (if available)
8. PFMS Registration No. with NEC
9. Unique identifier of NGO Darpan, NITI Aayog Portal
10. Activities in brief
11. Thrust Area
12. Experience in the area in which funding is sought
13. Source of funds (last three years)

National/ International	Name of the Project	Amount received	Year

14. Banking details (Account No. Name & Address of the bank)
15. Has the work of your organization been evaluated by any independent agency, if yes, Please attach the evaluation report

PROJECT PROFILE

1. Title of the Project
2. Aims & Objectives
3. Duration
4. The project description needs to include following details
 - i. *Project goal*
 - ii. *Project area*
 - iii. *Target Group*
 - iv. *Problems to be addressed*

5. Details of any 'need assessment' done in the area before deciding on the project
6. Beneficiary oriented? (Yes/ No)
7. Strategy / Action Plan
8. Voluntary contribution from the community
9. Monitoring & Evaluation indicators
10. Project sustainability (How will the activities be sustained after project support is completed)
11. Proposed Budget for the project

ATTACHMENTS TO BE FURNISHED

1. Registration certificate
2. By-laws & Memorandum of Association
3. Annual Report (latest one year)
4. Audit statements (for last three years)
5. Latest list of Executive Committee Members (copy of Aadhar Card)
6. List of Employee

All attached photocopies of documents should be attested by Gazetted officer/ Notary

Annexure – II

**Self –Certificate regarding financial assistance
received/ applied for from other Ministries/ Department of
GoI/ State Government**

(on official letter head)

This is to certify that the _____ (name of VO/NGO/Agency) has received/
applied for Rs. _____ which is _____% of the total budget of the event from
_____ (name of Ministry/ Department of GoI/ State Govt.)

Signature with stamp

Annexure – III

Certificate for Financial Contribution Statement

(on official letter head)

This is to certify that the _____ (name of VO/NGO/Agency) is contributing Rs. _____ which is _____% of the total budget of the event.

Signature with stamp

Annexure – IV

Acknowledgement for receipt of Sanction

(on official letter head)

This is to acknowledge that the sanction of Rs. _____ (in words) to _____ (name of VO/NGO/Agency) has been received on _____ (date) for organizing _____ (name of the project).