

No. SJE-B-C(10)-9/2018
Government of Himachal Pradesh,
Department of Social Justice & Empowerment-B

From

Director

Addl. Director

Joint Director

JD/CD (SCSP)

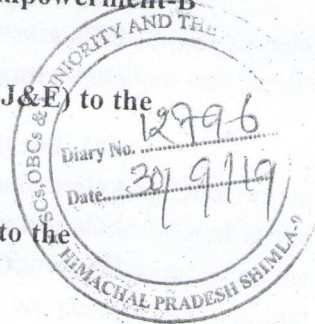
JD/CD (ESOMSA)

Supdt. G-4

Low Officer

To

The Additional Chief Secretary (SJ&E) to the
Government of H.P. Shimla-2.



1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Heads of Departments Concerned with SCSP in H.P.

Dated Shimla-2, the

24th September, 2019.

Subject: -

Regarding modification in SCSP Guidelines, 2019.

Sir,

I am directed to say that the Planning Commission (SJ&E Division), Government of India has issued revised guidelines for effective implementation of SCSP/TSP by the State/UTs vide Office Memorandum No. M-11012/03/2013-SJ&SW dated 18th June, 2014.

2. Accordingly in supersession of the guidelines issued vide this department letter No. SJE-B-C(10)-17/2013 dated 08.09.2016, the revised guidelines for the Scheduled Castes Sub-Plan (SCSP) will be as under and shall be applicable with immediate effect from financial year 2019-20 onwards:-

3. Plan & Budget Formulation:-

- (i) The State Government will allocate Plan Budget for SCSP in proportion to the Scheduled Castes population in the State. The total outlay will be classified into 2 parts:-
 - a) **HOD outlay:** This comprises of earmarked funds of various schemes and projects, which have tied funding and committed liabilities, which are conveyed by the Planning Department.
 - b) **District Outlay:** This comprises of the remaining non-earmarked and untied outlays, which will be further allocated to the districts as per the prescribed formula.

"SOMA department will ensure that earmarking as done by Planning Department will not be disturbed during the Financial Year".

- ii) In case of HOD outlay, the budget estimates will be prepared by the concerned HOD keeping in view the earmarking of various sectors and committed liabilities issued by the Department of Planning and by

maintaining clearly Major/Minor Head/Sub Head/SOE wise/ Scheme wise provisions in respect of State Plan, SCA and SCC under Scheduled Castes Sub Plan and will submit the same to the Directorate of Emp. for SCs, OBCs, Minorities & Specially Abled through Administrative Department(AD) for Budgeting.

(a) The Departments should get the schemes (ongoing or new schemes) vetted from their Administrative Secretaries before proposing the same in Scheduled Castes Sub Plan. The Administrative Secretaries should review the progress of Capital works on quarterly basis.

iii) In case of District outlay, every year the Plan process will be started in the month of October and the Director, SCs, OBCs & Minority Affairs, H.P. will convey the tentative Plan ceiling to all the Districts by 15th of October on the basis of budget of their financial year.

iv) All the Districts will prepare their Plan in consultation with the District Level Officers under the overall supervision and the guidance of Deputy Commissioners, the Plan so prepared by the districts shall be approved by the District Level Monitoring and Review Committee headed by the concerned Hon'ble Minister of the District in which, all the Hon'ble MLAs are members. The schemes under Capital Heads to be implemented in the District will also be approved in the District Level Monitoring and Review Committee. After approval of the Committee, the District Welfare Officer will submit the consolidated Plan along with List of Capital Works to the Director, SCs, OBCs & Minority Affairs, H.P. through the concerned Deputy Commissioner by the end of November of the every year positively. Further, all the District Level Officers will ensure to send a copy of the approved plan proposal to their HODs.

v) While preparing List of Works at District Level/HOD Level following criteria shall be followed:-

(a) At least 60% of the Annual Capital Outlay (Plan) shall be mandatorily earmarked for completion of those ongoing works, which are likely to be completed within a year or two and where physical progress is more than 75%. Out of this 60%, outlays up to 75% may further be allocated for those works which are likely to be completed in the financial year only. Remaining 20% of the Annual Outlay be earmarked for other ongoing works. Besides this, budget for Really New Scheme (RNS) be restricted to 20% of Annual Capital Outlay(Plan).

(b) During the finalization of Annual Scheduled Castes Sub Plan there should not be more than 2 Really New Schemes(RNS) of Capital Works per constituency in the following sectors:-

- Roads & Bridges
- Rural Water Supply

• Irrigation & Flood Control

- (c) As far as in the miscellaneous sectors such as Education, Health, Ayurveda, Animal Husbandry and Police etc. there should not be more than one Really New Scheme (RNS) of Capital Works per Constituency.
- vi) After the receipt of the final ceiling under SCSP from the Planning Department the District Level Plans along with HOD outlays shall be consolidated at the Directorate Level in consultation with concerned HODs. While doing so all the Departments shall give priority to those works which are near completion and the current practice of proposing and sanctioning token budget against schemes of large estimated cost will be avoided.
- vii) After finalization of the District level and HOD level plans, the Directorate of SCs, OBCs & Minority Affairs will prepare the draft Annual Scheduled Castes Sub Plan and convey the same to the Planning Department and to the Finance Department in the shape of Demand for Grants and the same will be finalized by the Finance Department in the light of allocation/earmarking made by the Planning Department.
- viii) After the approval of the budget by the H.P. Legislative Assembly, the Directorate of SCs, OBCs & Minority Affairs shall bring out a booklet containing the details of HOD Outlays and District Outlays (Department/District/Scheme-wise under SCSP and the List of Works under various Capital Heads) as the ready reference for the purpose of Implementation and Monitoring of the SCSP and convey the same to all the concerned departments.

4. Implementation:-

- (i) In case of HOD outlay, the concerned HOD will further allocate budget to concerned field officers under intimation to all the Deputy Commissioners as well as to the Director, SCs, OBCs & Minority Affairs.
- (ii) In case of District Outlay, the SCs, OBCs & Minority Affairs Directorate will allocate budget to the districts as per the formula and concerned HOD will further make allocation to concerned DDOs in the district through E-Vitaran.
- (iii) The powers to accord Administrative Approval & Expenditure Sanction in r/o Capital Works of District pool i.e. non-earmarked schemes, under Demand No. 32 Scheduled Castes Sub Plan amounting to Rs. 75.00 lakh shall now rest with the concerned Deputy Commissioner. The powers to accord Administrative Approval and Expenditure Sanction (AA/ES) above Rs. 75.00 lakh in respect of Capital Works shall rest with the concerned Departments as per delegation of powers made by the Finance Department/concerned department from time to time.

- (iv) While according AA/ES the concerned Administrative Department/ Head of Department/ Deputy Commissioners will ensure that the proposals for according AA/ES is as per norms of SCSP guidelines and also full fills the criterion laid down as per following table:-

| | | | | | |
|---|---|--------------|------------------|---------------|------------------------|
| Name of the Scheme | (Exactly as per budgeted work under Demand No.32) | | | | |
| Computer Code | | | | | |
| Page No. of SNE-III | | | | | |
| Major Head | | | | | |
| Estimated Cost | | | | | |
| Budget for the financial year | (Should be atleast 10% of the Estimated Cost) | | | | |
| Population covered as per 2011 Census | Village Code | Village Name | Total Population | SC Population | % age of SC Population |
| (Villages having 40% and more SC population of 90 and above persons of SCs must be covered. However, villages having 40% and above SC population should saturated first.) | | | | | |

- (v) The concerned Administrative Department/Head of Department/ Deputy Commissioners will ensure to send a copy of the AA/ES accorded to the Secretary (SJ&E), Director, SCs, OBCs, Minorities & Specially Abled and District Welfare Officers of the concerned district.
- (vi) The department concerned shall get their accounts reconciled for AG as is done in case of general Plan, submit replies to Vidhan Sabha Committees, Assembly Questions etc. with respect to arising out of implementation of the Plan/execution of works in their department.

5. Re-appropriation/diversion

- (i) The re-appropriation under Demand No. 32 (Earmarked/Non Earmarked will be allowed by the Department of SJ&E with a copy to the Planning and Finance Departments as per following:-

| | |
|---|----------------------------------|
| Director, SCs, OBCs, & Minority Affairs | Up to Rs. 2.00 Crore |
| Secretary/Pr. Secretary /ACS (SJ&E) | Rs. 2.00 Crore to Rs. 5.00 Crore |
| Minister (SJ&E) | Above Rs. 5.00 Crore |

- (ii) The Director, SCs, OBCs, Minority Affairs department will only allow re-appropriation twice a year i.e. 1st at the Mid Term Review and the 2nd quarter for every financial year and 2nd by the end of January of the financial year.
- (iii) The Director, SCs, OBCs & Minority Affairs Department will allow only those re-appropriation proposals, which are proposed by the HODs and

the concerned Deputy Commissioners, so that no resources allocated under the objective formula will be allowed to be diverted to other districts.

- (iv) While making any re-appropriation, SOMA department will ensure that no amount is re-appropriated from an earmarked account. Additional requirement under Earmarked may also be met through appropriation from Non Earmarked Head of accounts under SCSP. The department may also ensure that no additional allocations are made in those Head of Accounts from where the amount has already been re-appropriated during a financial year.

6. Monitoring/Review:-

- (i) The District Level Monitoring & Review Committee will review the progress of Scheduled Caste Sub Plan after every quarter at the districts level.
- (ii) At the State level Director SCs/OBCs & Minority Affairs will review the progress of 1st and 4th quarter with the different departments concerned with SCSP. Hon'ble SJ&E Minister/Secretary-in-charge(SJ&E) to the Govt. of H.P. will review the progress of SCSP once in a year.
- (iii) At State Level, a task force headed by the Minister (SJ&E) with all the Administrative Secretaries (concerned with capital works) as its members and the Director, SCs, OBCs, Minorities and the Specially Abled as Member Secretary shall review the Capital Works under Scheduled Castes Sub Plan twice in a year; first after the end of 2nd quarter and second after the end of 4th quarter. (The Task force is constituted vide this department notification of even number dated 29-6-2019).

7. The E-Sameeksha Software:-

The E-Sameeksha Software which was introduced in the year 2018-19 for the proper monitoring of Capital Works under Scheduled Castes Sub Plan, the Departments concerned with Capital Works should ensure to upload detail of schemes in the E-Sameeksha software on regular basis.

Yours faithfully,

Deputy Secretary (SJ&E) to the
Government of Himachal Pradesh.