

## 15 DECENTRALIZED PLANNING

*Outlay – Rs. 503.52 crore*

15.1 As per the spirit of 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendment, the State Government has accorded the highest priority to Decentralized Planning. In order to meet the local needs effectively at the grass root level, planning and implementation of certain schemes have been decentralized. To ensure people's participation in the development process, the District Planning and Development Boards headed by the Cabinet Ministers, having financial and administrative powers, had been looking after the implementation/supervision/monitoring of the district level schemes in the districts of the State. As per the constitutional requirement District Planning Committees have been constituted in the State there by making the District Planning and Development Board dysfunctional. A lump sum provision of Rs.1458.50 crore had been made for the 11<sup>th</sup> Five Year Plan, against which an expenditure of Rs.1391.06 crore was incurred during this period. An outlay of Rs.474.13 crore had been provided in the Annual Plan 2011-12 against which an expenditure of Rs.488.10 crore was incurred during 2011-12. An outlay of Rs.4496.24 crore and Rs.503.52 crore is provided for the 12<sup>th</sup> Five Year Plan and Annual Plan 2012-13 respectively for implementation of various schemes at the district level including Border Area Development Programme and Untied Funds.

### **District Planning Committees**

15.2 In compliance with the provision of Article 243ZD of the 74<sup>th</sup> Constitutional Amendment, 1992, District Planning Committees (DPCs) are mandatory to be constituted in each state of the country for the purpose of preparing a Draft District Development Plan at the grass root level. The Punjab District Planning Committees Act, 2005 was enacted to provide for the constitution of the District Planning Committees with a view to consolidate the plans prepared by the Panchayats and the Municipalities in the districts and to prepare the draft development plans for the districts as a whole in the state. The Punjab District Planning Committees Procedure of Transaction of Business Rules were also notified in 2006. The revised guidelines for holding elections for electing 4/5<sup>th</sup> members of the District Planning Committees from amongst the elected members of Zila Parishads and Urban Local Bodies were issued to all the districts in 2008. The rules of DPC has already been

notified by the State Government vide notification dated 25<sup>th</sup> July, 2006 (Annexure 'A').

### **Status of Constitution of District Planning Committees**

15.3 The state government has constituted the District Planning Committees for all the districts of the State.

### **Composition of the District Planning Committees**

15.4 (1) The total number of members of the District Planning Committee may be 15, 24 and 40 on the basis of the population of the district as under:-

(i)	Districts having population not exceeding 10 lac;	15 Members
(ii)	Districts having population exceeding 10 lac but not exceeding 20 lac;	24 Members
(iii)	Districts having population exceeding 20 lac	40 Members

- (2) Not less than 4/5<sup>th</sup> of the total number of the members of the Committee shall be elected by and from amongst the elected members of the Panchayats at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district.
- (3) 1/5<sup>th</sup> of the total number of the members of the Committee, which may include the Members of Legislative Assembly and other persons also, shall be nominated by the State Government.
- (4) The Chairperson of the Committee shall be chosen from amongst the members of the Committee by the State Government by nomination.
- (5) The Deputy Commissioner of the district shall be the ex-officio Secretary of the Committee.
- (6) The Additional Deputy Commissioner (Development) of the District shall be the ex-officio Additional Secretary of the Committee.
- (7) The Deputy Economic and Statistical Advisor of the district shall be the ex-officio Joint Secretary of the Committee.

15.5 The district-wise calculation of members to be elected as well as nominated has been done on the basis of the above criteria and is given in the following table:

District-wise detail of members to be elected/nominated in the District Planning Committees						
SN	Name of the District	Total number of members (Elected + Nominated)	4/5 <sup>th</sup> of total members to be elected			1/5 <sup>th</sup> of total members to be nominated by the State Government
			Members to be elected from the Zila Parishad members	Members to be elected from the Urban Local Bodies	Total Elected	
1	2	3	4	5	6	7
1	Fatehgarh Sahib	15	9	3	12	3
2	Faridkot	15	8	4	12	3
3	Shaheed Bhagat Singh Nagar	15	10	2	12	3
4	Mansa	15	10	2	12	3
5	Kapurthala	15	8	4	12	3
6	Shri Mukatsar Sahib	15	9	3	12	3
7	Moga	15	10	2	12	3
8	Roopnagar	15	9	3	12	3
9	SAS Nagar	15	7	5	12	3
10	Tarn Taran	15	10	2	12	3
11	Barnala	15	8	4	12	3
12	Bathinda	24	13	6	19	5
13	Hoshiarpur	24	15	4	19	5
14	Ferozepur	15	9	3	12	3
15	Patiala	24	12	7	19	5
16	Jalandhar	24	10	9	19	5
17	Sangrur	24	14	6	20	4
18	Gurdaspur	24	15	4	19	5
19	Ludhiana	40	14	18	32	8
20	Amritsar	40	16	16	32	8
21	Fazilka	15	9	3	12	3
22	Pathankot	15	8	4	12	3

### Term of Members of the Committee

- 15.6 (1) The term of an elected member of the Committee shall be co-terminus with the term of the Panchayat or a Municipality at the district level, as the case may be, of which he is a member.
- (2) The term of a nominated member including the Chairperson, shall be one year. However, a nominated member shall be eligible for renomination after the expiry of his first term.
- (3) Any member of the Committee including the Chairperson may resign at any time from his office before his tenure.

## **Functions of the District Planning Committees**

15.7 The Committee shall exercise the powers and perform the functions as mentioned below:-

- (1) (a) To prepare the Draft District Development Plan keeping in view the matters of common interest between the urban and rural population including spatial planning, sharing of water and other physical and natural resources, the integrated development of infrastructure and environment conservation, the plans prepared at the grass root level by the concerned Panchayat and the extent and type of available resources whether financial or otherwise;
  - (b) To prepare priority-wise list of schemes and programmes taking into account the resources available with the Committee and the resources provided by the State Government;
  - (c) To take appropriate measures for proper implementation of the development schemes, programmes and projects;
  - (d) To monitor the progress of projects;
  - (e) To encourage the Panchayats and the Municipalities to take up and expedite the implementation of development projects;
  - (f) To make efforts to generate additional resources for developmental works with the cooperation of people, Non Government Organizations and Non Resident Indians and other agencies; and
  - (g) To perform such other additional functions relating to district planning, coordination and monitoring of the activities of different departments of the State Government, as may be assigned to the Committee by the State Government.
- (2) While preparing the Draft District Development Plan, the Committee may consult such institutions and organizations, as may be specified by the State Government from time to time.
  - (3) The Chairperson shall forward the District Development Plans prepared by the Committee under clause (a) of Sub-section (1) to the State Government.

## **Abolition of District Planning and Development Boards**

15.8 With effect from the date, the Committees are constituted, the existing District Planning and Development Boards in the State cease to function. Funds for

district level schemes which were earlier released by the District Planning and Development Boards are releasing by the District Planning Committees.

### **Meetings of District Planning Committees**

- 15.9 (1) The Committee shall hold meeting at least once in every three months, on the date, time and venue as fixed by the Chairperson. The Secretary of the Committee shall issue notice of meeting indicating time, date and venue along with the agenda to be discussed in the meeting to all the members of the Committee. The seven days prior notice shall be given to every member before the meeting provided that in the case of urgency, the Chairperson may convene the meeting by giving short notice.
- (2) The agenda of the meeting shall be prepared by the Secretary of the Committee in consultation with the Chairperson. In the absence of the Secretary, the agenda shall be prepared by the Additional Secretary of the Committee and in the absence of the Additional Secretary, the agenda shall be prepared by the Joint Secretary of the Committee. The agenda shall include those subjects, which are to be considered by the Committee.
- (3) One third of the total members of the Committee shall be the quorum for a meeting.
- (4) In case there is no quorum, the Chairperson shall adjourn the meeting to such other day or time as he may think fit. The business, which would have been brought before the original meeting, if there had been a quorum, will be brought before and transacted at the adjourned meeting, irrespective of the fact, whether the quorum is complete or not in such adjourned meeting.
- (5) If on account of any reason, the Chairperson is unable to attend the meeting of the Committee, any other member, chosen by the present members, shall preside over the meeting.
- (6) The meeting of the Committee shall be held at the District Head Quarters or at such place, as may be decided by the Committee.

### **Preparation of District Development Plans**

15.10 The State Government has already constituted the District Planning Committees in the State to implement decentralized planning in its actual spirit of involving grass root level people participation in planning process. In this regard, State Government has issued the guidelines to District Planning Committees for preparation of District Development Plans. The District Planning Committees may further issue guidelines to Panchayats and Municipalities for preparation of plans at their level.

### **Status of Activity mapping**

15.11 The State Government has finalized a list of 29 items pertaining to different departments in respect of all 29 matters listed in the Eleventh Schedule of 73<sup>rd</sup> Constitutional Amendment (1992). The State Government has so far transferred some of the important activities of the following departments to the PRIs:-

- (a) Social Security, Women and Child Development
- (b) Scheduled Caste and Backward Classes
- (c) Water Supply and Sanitation
- (d) Rural Development & Panchayats
- (e) Health & Family Welfare
- (f) School Education
- (g) Animal Husbandry

15.12 1187 Rural Health Dispensaries, 5752 Primary Schools and 582 Rural Veterinary Dispensaries have been transferred to the Zila Parishads. 1160 medical service providers, 12551 primary school teachers and 369 veterinary service providers have been recruited by the Zila Parishads. The entire cost of these services is reimbursed to the Zila Parishads by the State Government. ICDS Centres are run under the supervision of Gram Panchayats. Besides, 876 Rural Water Supply Schemes have been transferred to the Gram Panchayats. Presently 1058 medical service providers, 5993 primary school teachers and 426 veterinary service providers are working through PRI's.

## District Plan Schemes

15.13 For implementation of various existing schemes at the district level, against an outlay of Rs.476.74 crore, an expenditure of Rs.280.28 crore had been incurred under the Plan Scheme PM 1.5 “Formulation of District Plan at the District Headquarters” in the Annual Plan 2010-11. An outlay of Rs.474.12 crore had been provided under the District Level Schemes during 2011-12 against which an expenditure of Rs.488.10 crore was incurred. An outlay of Rs.4496.24 crore and Rs.503.52 crore is provided for the 12<sup>th</sup> Five Year Plan and Annual Plan 2012-13 respectively. The list of the District Level Plan Schemes amounting to Rs. 162.50 crore. exclusively to be implemented by the Department of Planning during 2012-13 as nodal department is as under :-

(Rs. in crore)

Code No	SECRETARIAT ECONOMIC SERVICES - Planning Department	12 <sup>th</sup> Five Year Plan 2012-17	Approved outlay 2012-13	Capital Content out of Col. 4	SCSP outlay out of Col. 4
1	2	3	4	5	6
PM-1/16	Border Area Development Programme (BADP)	200.00	40.00	39.60	14.00
PM-3/18	Untied Funds of CM/Dy. CM/FM	150.00	30.00	30.00	10.50
PM-5/20	Untied Funds of DPCs	150.00	30.00	30.00	10.50
PM-6/24	Border Area Development Programme (13 <sup>th</sup> FC)	250.00	62.50	62.50	21.88
	<b>Total Secretariat Economic Services)</b>	<b>750.00</b>	<b>162.50</b>	<b>162.10</b>	<b>56.88</b>

15.14 Under the District Level Schemes, an outlay of Rs.4496.24 crore and Rs.503.52 crore is provided for the 12<sup>th</sup> Five Year Plan and Annual Plan 2012-13 respectively. The consolidated list of District Level Schemes of the Departments of Rural Development and Panchayats, Welfare of SCs & BCs, Social Welfare, Rural Water Supply and Census Survey and Statistics including Department of Planning has reflected under at **Annexure-I** in this chapter.

15.15 Up to the year 2009-10, lump sum outlay of District Plan Schemes had been provided under Budget head of Planning Department (3451 and 5475) under PM 1.5 ‘Formulation of district Plan at the district Headquarters’ and Planning Department was working as nodal department for its schemes like BADP, untied funds, besides, the schemes of other departments like Social Security, Women & Child Development,

Welfare of SCs and BCS, Rural Development and Panchayats, Rural Water Supply, Census Surveys and Statistics for the implementation of district level schemes. It has been felt that existing procedure results in delay the approval/sanction and release of funds under the District Level Plan Schemes. Therefore, the State Government has decided to effect change in the procedure of implementation of District Plan Schemes. The role of Planning Department will be only to formulation/consolidation and monitoring of Plan Schemes of various departments. To bring about efficiency w.e.f. 2010-11, the Administrative Department concerned with the District Level Plan Schemes shall make the provision in their respective budgeted heads and show it separately under the District Plan Schemes head. They will be responsible for formulation, approval, sanction and implementation these schemes at the district level with the involvement of District Planning Committees (DPCs). They will also be responsible for maintenance of accounts and audit of plan schemes, apart from this, implementation and monitoring. Necessary instructions have already been issued by the Department of Planning in this regard.

**PM-1/16 Border Area Development Programme (BADP)**

*Outlay - Rs.40.00 crore*

15.16 As per revised guidelines of Ministry of Home Affairs, Government of India, the formulation and execution of the BADP schemes is being done at the district level in the six border districts – Amritsar, Tarn Taran, Ferozepur, Gurdaspur, Fazilka and Pathankot. The State Level Screening Committee (SLSC) has been constituted to approve and monitor the schemes. As per new criteria, only 19 blocks which touch the international border are eligible for BADP funds.

**PM-3/18 Untied Funds of CM/Dy. CM/FM**

*Outlay - Rs.30.00 crore*

15.17 Untied funds, kept mainly for creating capital assets of visible public utility are to be utilized on the basis of recommendations received from Hon'ble Chief Minister, Deputy Chief Minister and Finance Minister Punjab as per the guidelines (Annexure 'B'). An outlay of Rs.100.00 crore had been provided for the 11<sup>th</sup> Five Year Plan against which an expenditure of Rs.86.77 crore was incurred. An outlay of Rs.2000.00 crore had been provided in the Annual Plan 2011-12 against which an



expenditure of Rs.29.54 crore was incurred. An outlay of Rs.150.00 crore for 12<sup>th</sup> Five Year Plan and Rs.30.00 crore for Annual Plan 2012-13 is provided for this purpose.

**PM-5/20 Untied Funds of DPCs**

*Outlay - Rs.30.00 crore*

15.18 As the guidelines of the Planning Commission have laid a major stress on devolution of adequate funds at the district level in an untied manner, an outlay of Rs.40.00 crore was provided in the Annual Plan 2009-10 against which no expenditure was incurred during this period. An outlay of Rs.40.00 crore has been provided in the Annual Plan 2011-12 against which an expenditure of Rs.21.28 crore was incurred. An outlay of Rs.150.00 crore and Rs.30.00 crore is provided for the 12<sup>th</sup> Five Year Plan and Annual Plan 2012-13 respectively at the disposal of the District Planning Committees for taking up small development works keeping in view the felt needs of the people and priorities of the district and also for filling up missing/critical gaps. District - wise distribution of these funds would be made on the basis of population.

15.19 Out of these funds, 1% funds would be used for capacity building and training programmes, workshops, conferences etc at district level for members including ex-officio members of the District Planning Committees and staff of the line departments engaged in the planning process for creating awareness among them regarding processes and procedures involved in the decentralized planning, budgeting and monitoring etc.

**PM-6/24 Border Area Development Programme (13<sup>th</sup> Finance Commission).**

*Outlay Rs. 62.50 crore*

15.20 13<sup>th</sup> Finance Commission has recommended a grant of Rs. 250.00 crore (2011-2015) for upgradation and maintenance of infrastructure in areas along the international border. The assistance would be provided mainly for power, road connectivity, health infrastructure and water supply and sanitation facilities.

**Annexure – I**  
**District Level Plan Schemes**

(Rs. in crore)

SN	Major Head/Minor Head of Development (Scheme-wise)	12th Plan 2012-17 Agreed Outlay	Annual Plan 2012-13		
			Approved Outlay	Capital Content out of col.4	SCSP Outlay out of col.4
1	2	3	4	5	6
	<b>Rural Development</b>				
	<b>Special Programme For Rural Development</b>				
RDS(D)-01	Swaran Jayanti Gram Swa-Rozgar Yojana (75:25)	30.80	4.84	0.00	2.90
RDS(D)-02	Integrated Waste Land Development Project (11:1)	5.00	0.51	0.00	0.00
RDS(D)-03	Backward Regions Grant Fund (100% GoI Funded)	250.00	17.80	16.80	5.34
RDS(D)-04/ RDS(D)-01(i)	Setting up of Rural Haats (75:25)	11.00	2.20	0.00	0.66
RDS(D)-05/ RDS(D)-01(ii)	Setting up of Haats at Distt. Headquarters (75:25)	0.50	0.10	0.00	0.00
RDS(D)-06/ RDS(D)-01(iii)	Setting up of Haats at State Capital (75:25)	0.50	0.10	0.00	0.00
RDS(D)-07/ RDS(D)-02(i)	Integrated Watershed Management Programme (IWMP) (90:10)	100.00	3.00	0.00	0.00
	<b>New Scheme</b>				
RDS(D)-08	National Rural Livelihood Mission (NRLM) (CS:SS 75:25)	1000.00	30.00	0.00	15.00
RDS(D)-09	Mahila Kissan Shasaktikaran Pariyojana(MKSP) (CS:SS 75:25)	5.89	1.41	0.00	0.02
	<b>Total</b>	<b>1403.69</b>	<b>59.96</b>	<b>16.80</b>	<b>23.92</b>
	<b>Rural Employment</b>				
RDE(D)-01	Indira Awaas Yojana (75:25)	77.00	22.00	22.00	17.60
RDE(D)-02	Sampooran Grameen Rozgar Yojana (75:25)	0.00	0.00	0.00	0.00
RDE(D)-02(i)	Payment of VAT on wheat provided by GoI under Sampooran Gramin Rozgar Yojana	0.00	0.00	0.00	0.00

SN	Major Head/Minor Head of Development (Scheme-wise)	12th Plan 2012-17 Agreed Outlay	Annual Plan 2012-13		
			Approved Outlay	Capital Content out of col.4	SCSP Outlay out of col.4
1	2	3	4	5	6
	<b>Total</b>	<b>77.00</b>	<b>22.00</b>	<b>22.00</b>	<b>17.60</b>
	<b>Other Rural Development Programmes</b>				
RDO(D)-01	Construction of Toilets in the Villages (ACA 2009-10&2010-11)	0.00	0.00	0.00	0.00
RDO(D)-02	Improvement/Cleaning of Village Ponds	5.00	1.00	1.00	0.30
RDO(D)-03	Financial Assistance to Panchayati Raj Institutions for Revenue Earning Schemes	0.00	0.00	0.00	0.00
RDO(D)-03/ RDO(D)-4	Incentive grants to Gram Panchayats where elections were held unanimously.	0.00	0.00	0.00	0.00
	<b>New Scheme</b>				
RDO(D)-04	Encouragement and Improvement of Mahila Mandals for Construction of Buildings	250.00	5.00	5.00	1.50
RDO(D)-5	Leveling of Panchayat Lands	10.00	1.00	1.00	0.30
	<b>Total</b>	<b>265.00</b>	<b>7.00</b>	<b>7.00</b>	<b>2.10</b>
	<b>Total (Rural Development)</b>	<b>1745.69</b>	<b>88.96</b>	<b>45.80</b>	<b>43.62</b>
	<b>Secretariat Economic Services</b>				
PM-1/16	Border Area Development Programme (BADP) (SCA)	200.00	40.00	39.60	14.00
PM-2/17	RSVY (now replaced with BRGF)	0.00	0.00	0.00	0.00
PM-3/18	Untied Funds of CM/Dy. CM/FM	150.00	30.00	30.00	10.50
PM-4/19	Punjab Nirman Programme	0.00	0.00	0.00	0.00
PM-5/20	Untied Funds of DPCs	150.00	30.00	30.00	10.50
PM-6/24	Border Area Development Programme (13th FC)	250.00	62.50	62.50	21.88
	<b>Total</b>	<b>750.00</b>	<b>162.50</b>	<b>162.10</b>	<b>56.88</b>
	<b>Census Survey and Statistics</b>				
CSST-01D/5D	Strengthening of District Planning Committees at District level	10.00	2.10	0.00	0.00
	<b>Total</b>	<b>10.00</b>	<b>2.10</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total (General Economic Services)</b>	<b>760.00</b>	<b>164.60</b>	<b>162.10</b>	<b>56.88</b>

SN	Major Head/Minor Head of Development (Scheme-wise)	12th Plan 2012-17 Agreed Outlay	Annual Plan 2012-13		
			Approved Outlay	Capital Content out of col.4	SCSP Outlay out of col.4
1	2	3	4	5	6
	<b>Rural Water Supply - Water Supply &amp; Sanitation</b>				
RWS(D)-01/1	Provision of Drinking Water through Reverse Osmosis system (ACA)	0.00	0.00	0.00	0.00
RWS(D)-02/2	Installation of Reverse Osmosis Plant at district level through PIDB	200.00	0.01	0.01	0.00
	<b>Total</b>	<b>200.00</b>	<b>0.01</b>	<b>0.01</b>	<b>0.00</b>
	<b>Urban Development (including State Capital Projects)</b>				
UD(D)-14/12	Construction of Toilets in the Municipalities and Nagar Panchayats for Urban Weaker Section in the state.	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Welfare of SCs, BCs &amp; Minorities</b>				
SCH(D) 01	Houses to Houseless SCs in Rural & Urban Areas (Scheme transferred to State Level as WSC 03/ SCOP(S)7)	0.00	0.00	0.00	0.00
SCOP(D) 01	Assistance to Scheduled Castes for the Development of Manurial Pits (Scheme Dropped)	0.00	0.00	0.00	0.00
WSC (D) 01/ SCOP(D) 02	Construction of Dr. B.R. Ambedkar Bhawans and their Operation	60.00	10.00	8.25	10.00
WSC(D)02/ SCE(D) 01	Award to SC Sports Students (6-12 classes)	30.75	6.15	0.00	6.15
	<b>Total</b>	<b>90.75</b>	<b>16.15</b>	<b>8.25</b>	<b>16.15</b>
	<b>Social Security And Woman &amp; Child</b>				
SSW(D)-01/ SW(D)-01	National Social Assistance Programme (ACA)	324.80	62.80	0.00	31.40
SSW(D)-01(i)/ SW(D)-01(i)	(i) Indira Gandhi National Old Age Pension	0.00	0.00	0.00	0.00
SSW(D)-1(ii)/	(ii) National Family Benefit Scheme	0.00	0.00	0.00	0.00

SN	Major Head/Minor Head of Development (Scheme-wise)	12th Plan 2012-17 Agreed Outlay	Annual Plan 2012-13		
			Approved Outlay	Capital Content out of col.4	SCSP Outlay out of col.4
1	2	3	4	5	6
SW(D)-01(ii)					
SSW(D)-1(iii)/SW(D)-01(iii)	(iii) Indira Gandhi National Widow Pension Scheme	0.00	0.00	0.00	0.00
SSW(D)-1(iv)/SW(D)-01(iv)	(iv) Indra Gandhi National Disabled Pension Scheme	0.00	0.00	0.00	0.00
SSW(D)-1(v)/SW(D)-01(v)	(v) Administration Expenses	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>324.80</b>	<b>62.80</b>	<b>0.00</b>	<b>31.40</b>
	<b>Nutrition</b>				
NT(D)-01	Nutrition ICDS (50% actual expenditure reimburses by GoI)	1200.00	140.00	0.00	98.00
NT(D)-02	Rajiv Gandhi Scheme for Empowerment of Adolescent Girls-"Sabla"(50:50)	80.00	16.00	0.00	8.00
NT(D)-03	Nutrition (Kishori Shakti Yojana)	20.00	3.00	0.00	2.10
NT(D)-04	Infrastructure/Basic Amenities for Anganwadi Centres in the State.(One time ACA -2011-12)	75.00	12.00	8.00	8.40
	<b>Total</b>	<b>1375.00</b>	<b>171.00</b>	<b>8.00</b>	<b>116.50</b>
	<b>Grand Total(District Level Plan Schemes)</b>	<b>4496.24</b>	<b>503.52</b>	<b>224.16</b>	<b>264.55</b>

**Annexure 'A'**

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING  
(Local Plan Division)**

**NOTIFICATION**

The 25th July, 2006

No. 2/1-PSPB/LPD/06/10632 - In exercise of the powers conferred by Section 11 read with Section 7 of the Punjab District Planning Committees Act, 2005 (Punjab Act No.22 of 2005), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, namely:-

**RULES**

**1. Short title and commencement-**(1) These rules may be called the Punjab District Planning Committees (hereinafter called the 'Committees') Procedure of Transaction of Business Rules, 2006.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

**Section 7 2. Definitions-** (I) In these rules, unless the context otherwise requires:-

(a) "Act" means the Punjab District Planning Committees Act, 2005.

(b) "Section" means Section of the Act; and

(2) The words and expressions used in these rules, but not defined, shall have the same meaning as assigned to them in the Act.

**Section 7 3. Procedure for transaction of business-**(1) The Committee shall hold meeting at least once in every three months, on the date, time and venue as fixed by the Chairperson. The Secretary of the Committee shall issue notice of meeting indicating time, date and venue along with the agenda to be discussed in the meeting to all the members of the Committee. The seven days prior notice shall be given to every member before the meeting:

Provided that in the case of urgency, the Chairperson may convene the meeting by giving short notice.

- (2) The agenda of the meeting shall be prepared by the Secretary of the Committee in consultation with the Chairperson. In the absence of the Secretary, the agenda shall be prepared by the Additional Secretary of the Committee and in the absence of the Additional Secretary the agenda shall be prepared by the Joint Secretary of the Committee. The agenda shall include those subjects, which are to be considered by the Committee.
- (3) One third of the total members of the Committee shall be the quorum for a meeting.
- (4) In case there is no quorum, the Chairperson shall adjourn the meeting to such other day or time as he may think fit. The business, which would have been brought before the original meeting, if there had been a quorum, will be brought before and transacted at, the adjourned meeting, irrespective of the fact, whether the quorum is complete or not in such adjourned meeting.
- (5) All the matters which come for the consideration of the meeting, will be decided by majority of votes of the members present in the meeting. In the case of equality of votes, the Chairperson, shall have the right of casting.
- (6) There shall be a Minutes Book to record the proceedings of the meeting and the decisions of the Committee shall be recorded therein. The Chairperson shall put his signatures below the decisions so recorded. The Secretary of the Committee shall forward a copy of the minutes to the members of the Committee and to the State Govt. within a period of one week after the meeting was held.

(Sd/-)  
(Satish Chandra)  
Secretary to Govt. Punjab,  
Department of Planning

## **Annexure 'B'**

### **Revised Guidelines regarding Utilization of Untied Funds – 2012**

The concept of untied funds was introduced in 1988-89 with the objective to carry out the works of emergent nature which are normally not covered under the schemes decentralized at the district level. These funds are mainly allocated for filling up the missing gaps and for completing the in-complete public utility assets.

2. The following guidelines may be adhered to strictly while utilizing the untied funds :-

- (a) The works undertaken with the untied funds should be developmental in nature, based on the locally-felt needs. The emphasis should be towards increasing the efficiency of capital assets already created and to add to the productivity and welfare.
- (b) The funds should be used for works of non-recurring nature and for the purposes such as provision of visible service support facilities and for benefit of general public. It should not include any recurring expenditure such as on staff or maintenance of such facilities.
- (c) The cost of one work should be upto Rs.50.00 lac and no spill-over expenditure will be permissible.
- (d) So far as technical and administrative sanctions under these funds are concerned, the decisions of the District Planning & Development Boards will be final. If need be for the purpose of implementation of works with these funds, full and final powers can be delegated to the district technical and administrative functionaries.
- (e) Public contribution should be encouraged. The works under untied funds category would be executed by the different district level executing agencies such as PWD, Panchayati Raj, Rural Development Agency, Gram Panchayats, PTA, NGOs etc. The heads of the respective district department(s) would be responsible for the coordination and overall supervision of the works. The Untied funds are very limited, so that the executing agencies should not claim any administrative charges. But if due to some reasons the administrative charges are necessary, then the maximum up to 3% can be given. Besides this, the executing agencies would not charge any administrative charges for their services of preparatory work, implementation, supervision etc. While allocating the untied funds, priority should be given to those Panchayati Raj Institutions, Urban Local Bodies and Non-Government Organizations (Regd), which are ready to make contributions from their own resources on a matching or otherwise basis.



### **Illustrative list of works which can be taken up with untied funds:**

- (i) Construction of additional rooms/hostel/completion of buildings in government owned and managed educational institutions (such as Adarsh Schools). The Educational Institutions managed by the Private Bodies even if receiving 95% aid from the Government will not be covered under Untied Funds.
- (ii) Construction of additional rooms/completion of buildings in government owned and managed Medical Health Institutions/Animal Health Institutions.
- (iii) New/incomplete infrastructure projects in villages and towns owned by the Government and which can be completed within the limit of Rs. 50.00 lac set for projects under untied funds.
- (iv) Construction of culverts on roads for disposal of rain water, phirnies, small bridges, construction of missing links and link roads/kutchra roads.
- (v) Providing facilities of drinking water and lavatory in Government schools/hospitals etc.
- (vi) Provision of shelter, drinking water and construction of boundary walls of the cremation grounds.
- (vii) Desilting of ponds and construction of retaining wall of ponds.
- (viii) Construction of streets and drains and disposal of sullage water.
- (ix) Boundary wall of Government Primary Schools with the condition to get the work executed through the Gram Panchayat with contribution in cash or kind.
- (x) Construction of public libraries and reading rooms and purchase of books and literature on agriculture.
- (xi) Urgent and immediate expenditure on repair of Government Educational Institutions/Medical Health Institutions/Animal Health Institutions and other buildings of heritage, which are declared un-safe upto a maximum amount of Rs.5.00 lac for each of the above said categories of the buildings in a financial year.
- (xii) Installation of tube-wells and construction of water tanks for providing drinking water to the people.
- (xiii) Purchase of furniture for Elementary Schools and Secondary Schools as a special case.
- (xiv) Installation of solar street lights in the villages, where the panchayats make atleast 25% contribution and are ready to maintain these lights.
- (xv) Construction of public toilets and bathrooms.

- (xvi) Financial assistance for land/construction/repair of houses belonging to Scheduled Castes/Backward Classes of weaker sections.
- (xvii) For Revenue earning scheme of Panchayats.
- (xviii) Construction of toilets for individual families.
- (xix) Construction of Gates in the memory of important personalities.
- (xx) For the common room of Bar Associations and Libraries of the Bar.
- (xxi) For the purchase of land in villages for Rural Water Supply Schemes (Water Works) and Sewerage Treatment Plants.
- (xxii) To purchase land in villages for Play Ground, Dharamshalas and Cremation Grounds.
- (xxiii) Construction/Renovation of Memorial Gate.
- (xxiv) For conducting the survey to prepare the development works plan.
- (xxv) For the creation of infrastructure, Upgradation, Maintainance and Civil Works and Purchase of new Equipments for the Colleges and other institutions including Universities under the departments of Higher Education, Technical Education, Sports, Police, Health and Family Welfare, Education and Medical Education.
- (xxvi) For Purchase of Sports Equipments by Local Bodies/PRI/ Registered Bodies.
- (xxvii) Grant to Mahila Mandals for common purposes of the villages.
- (xxviii) **Plantation Non Forest area under Punjab Haryali Muhim.**

**List of Works not permissible under the Untied Funds**

- (i) Consumable articles such as purchase of furniture, installation of air-conditioners, computers for official/private use and cultural activities, purchase of stationery etc.
- (ii) Construction, addition, alteration or repair of office buildings, residential buildings and other buildings relating to Government Departments/Agencies and officers of the State Government.
- (iii) Works belonging to commercial organizations, private institutions, voluntary organizations, religious institutions.
- (iv) Payment of old bills.