

Action Plan for obtaining ISO : 9001 Certification – Ministry of DoNER

Action 1 – Constitution of Management Committee:

| S.No. | Name Designation | Committee Status |
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| 1. | Dr. J.P. Sharma, Additional Secretary | Chairman |
| 2. | Shri P.K. Patnaik, Joint Secretary | Management Representative |
| 3. | Ms. Jayshree Mukherjee, Joint Secretary | Member |
| 4. | Smt. Kirti Saxena, Economic Advisor | Member |
| 5. | Smt. Sudha Krishnan, Financial Advisor | Member |
| 6. | Shri PR Meshram, Director | Member |
| 7. | Shri Brajesh Mishra, Director | Member |
| 8. | Shri Asholi Chalai, Director | Member |
| 8. | Shri Rohtash Singh, Director | Secretary |

Action 2 – Defining Scope.

Balanced Regional Development has been amongst the foremost objectives of economic planning in India. In this endeavour, the Union Government has always accorded due priority to the needs of the North Eastern States. This process received a major fillip in the late 1990s as a result of the introduction of the policy of mandatory budgetary allocation by the Central Ministries for the NE States. To synergize the process of development of the region, the Central Government created the Department of Development of North Eastern Region in 2001, subsequently elevating it to the level of a full-fledged Ministry in 2004.

Action 3 – Organisational Structure - As in Annexure.

Action 4 – Vision & Mission

Vision

To accelerate the pace of socio-economic development of the Region so that it may enjoy growth parity with the rest of the country.

Mission

- Formulating policies for the rapid development of the Region.
- Intensive interventions with other Central Ministries/Departments to spend 10% of their Gross Budgetary Support (GBS) for the development of the North-East Region.
- To develop infrastructure connectivity in a manner so as to mitigate the constraints towards the economic development of the Region.
- To strengthen institutions and augment capacity with a view to encourage flow of private investment to increase employment opportunities.

Action 5 – Process along with Designation.

| Input | Process | Output |
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| Priority list and concept papers from NE States of NLCPR Projects. | Consideration by NLCPR Committee. Approval by competent authority. | Retention of projects for funding. |
| Receipt of DPRs of the Projects under NLCPR and their vetting by line ministries. | -do- | Issue of sanctions. |
| Non duplication certificates from State Governments and line ministries under NLCPR. | Concurrence of IFD. | Release of 1 st instalment. |
| Utilisation Certificate of 1 st instalment and progress report along with inspection report and work plan, etc. under NLCPR. | Processing the progress report etc. and concurrence of IFD | Release of subsequent instalment. |
| Proposals from line Ministries / Departments for sanction of projects under NLCPR(Central) Scheme. | Consideration and approval of the competent authority. | Sanction of projects. |
| Proposal from line Ministries / Departments for release of funds under NLCPR (Central). | Approval of the competent authority and concurrence of IFD. | Release of funds. |
| SFC / EFC agenda papers from North Eastern Council Secretariat | Examination & Approval of SFC /EFC agenda and concurrence of IFD. | Communication of approval to the NEC Secretariat. |
| Proposal with requisite documents for financial assistance from organisation under Advertisement & Publicity scheme. | Consideration by Committee on Advertisement & Publicity and approval of competent authority. | Sanction and release of 1 st instalment. |
| The proposal for 2 nd Instalment along with U/C of 1 st Instalment, Performance Report etc. under Adv & Pub Scheme. | Process for approval of competent authority and concurrence of IFD. | Release of 2 nd & final instalment. |
| Proposal with requisite documents for financial assistance from organisation under Capacity Building & Technical Assistance scheme. | Consideration by Committee on Capacity Building & Technical Assistance and approval of competent authority. | Sanction and release of 1 st instalment. |
| The proposal for 2 nd Instalment along with U/C of 1 st Instalment, Performance Report etc. under Capacity Building & Technical Assistance Scheme. | Approval of competent authority and concurrence of IFD. | Release of 2 nd & final instalment. |
| Submission of DPRs of projects by State Governments after their identification for funding under SIDF. Submission of work plan. | Identification of projects, Approval of Planning Commission, recommendation of SFC/EFC and approval of competent authority. | Issue of sanction. Release of 1 st instalment. |

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| The proposal for subsequent Instalment along with U/C of 1 st Instalment, Performance Report etc. under SIDF Scheme. | Approval of competent authority and concurrence of IFD. | Release of subsequent instalments under SIDF. |
| Proposal from NEDFi alongwith U/C of previous funds and future plan. | Examination of proposal, concurrence of IFD and approval of competent authority. | Release of funds. |
| Proposal from NEHHDC alongwith U/C of previous funds and future plan. | Examination of proposal, concurrence of IFD and approval of competent authority. | Release of funds. |
| Proposal from NERAMAC alongwith U/C of previous funds and future plan. | Examination of proposal, concurrence of IFD and approval of competent authority. | Release of funds. |
| Grievances / complaints received through CPGRAMS and other channels. | Examination and disposal of the complaints pertaining to the Ministry under intimation to the complainant and forwarding of grievances to the concerned organisations which do not pertain to this ministry. | Redress of public grievances. |
| Communications / representations received from stakeholders. | The communications are responded by the concerned officers indicating the latest status within the prescribed time frame under Citizen's Charter. | Timely response to communications from stakeholders |
| Tenders, guidelines, application formats, details of project sanctioned / government / non-government organisations funded, directory/salary details of officers / staff. | These details / informations have been uploaded on the website of the Ministry to comply with Section 4(1) (b) of RTI Act 2005. | Transparency in Administration |
| Proposal with approval of competent authority. | Examination from financial angle. | Grant of financial concurrence. |
| Receipt of annual budgetary proposals. | Consultation with Planning Commission / Ministry of Finance. | Finalisation of annual Budget. |
| Receipt of expenditure details out of 10% GBS of 52 ministries / departments. | Pursuing with the ministries / departments. | Monitoring of progress of expenditure by the ministries / departments. |

Responsibility of the identified processes.

| Sl.No. | Activity | Responsibility | Remarks |
|--------|--|------------------|---------|
| 1. | Receiving priority list and concept papers from NE States of NLCPR Projects. | Director (NLCPR) | |
| 2. | Receipt of DPRs of the Projects under NLCPR and their vetting by line ministries. | Director (NLCPR) | |
| 3. | Receipt of non duplication certificates from State Governments and line ministries under NLCPR. | Director (NLCPR) | |
| 4. | Utilisation Certificate of 1 st instalment and progress report along with inspection report and | Director (NLCPR) | |

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| | work plan, etc. under NLCPR. | | |
| 5. | Proposals from line Ministries / Departments for sanction of projects under NLCPR(Central) Scheme. | Director (NLCPR-Central) | |
| 6. | Proposal from line Ministries / Departments for release of funds under NLCPR (Central). | Director (NLCPR-Central) | |
| 7. | SFC / EFC agenda papers from North Eastern Council Secretariat | Director (NEC) | |
| 8. | Proposal with requisite documents for financial assistance from organisation under Advertisement & Publicity scheme. | Director (Adv & Pub) | |
| 9. | The proposal for 2 nd Instalment along with U/C of 1 st Instalment, Performance Report etc. under Adv & Pub Scheme. | Director (Adv & Pub) | |
| 10. | Proposal with requisite documents for financial assistance from organisation under Capacity Building & Technical Assistance scheme. | Director (CB&TA) | |
| 11. | The proposal for 2 nd Instalment along with U/C of 1 st Instalment, Performance Report etc. under Capacity Building & Technical Assistance Scheme. | Director (CB&TA) | |
| 12. | Submission of DPRs of projects by State Governments after their identification for funding under SIDF. Submission of work plan. | Dy. Secretary (SIDF) | |
| 13. | The proposal for subsequent Instalment along with U/C of 1 st Instalment, Performance Report etc. under SIDF Scheme. | Dy. Secretary (SIDF) | |
| 14. | Proposal from NEDFi alongwith U/C of previous funds and future plan. | Director (NEDFi) | |
| 15. | Proposal from NEHHDC alongwith U/C of previous funds and future plan. | Dy. Secretary (NEHHDC) | |
| 16. | Proposal from NERAMAC alongwith U/C of previous funds and future plan. | Director (NERAMAC) | |
| 17. | Grievances / complaints received through CPGRAMS and other channels. | Director (Admn) | |
| 18. | Communications / representations received from stakeholders. | Director (Admn) | |
| 19. | Tenders, guidelines, application formats, details of project sanctioned / government / non-government organisations funded, directory/salary details of officers / staff. | Director (Admn) | |
| 20. | Proposal for Concurrence with approval of competent authority. | Director (IFD) | |
| 21. | Receipt of annual budgetary proposals. | Director (IFD) | |
| 22. | Receipt of expenditure details out of 10% GBS of 52 ministries / departments. | Director (IFD) | |

Action – 6 Sequence and interaction of process.

| Sl.No. | Activity | Responsibility Head |
|--------|---|---------------------|
| 1. | Receiving priority list and concept papers from NE States of NLCPR Projects. | Joint Secretary |
| 2. | Receipt of DPRs of the Projects under NLCPR and their vetting by line ministries. | Joint Secretary |
| 3. | Receipt of non duplication certificates from State Governments and line ministries under NLCPR. | Joint Secretary |
| 4. | Utilisation Certificate of 1 st instalment and progress report along with inspection report and work plan, etc. under NLCPR. | Joint Secretary |
| 5. | Proposals from line Ministries / Departments for sanction of projects under NLCPR(Central) Scheme. | Joint Secretary |
| 6. | Proposal from line Ministries / Departments for release of funds under NLCPR (Central). | Joint Secretary |
| 7. | SFC / EFC agenda papers from North Eastern Council Secretariat | Joint Secretary |
| 8. | Proposal with requisite documents for financial assistance from organisation under Advertisement & Publicity scheme. | Addl. Secretary |
| 9. | The proposal for 2 nd Instalment along with U/C of 1 st Instalment, Performance Report etc. under Adv & Pub Scheme. | Addl. Secretary |
| 10. | Proposal with requisite documents for financial assistance from organisation under Capacity Building & Technical Assistance scheme. | Joint Secretary |
| 11. | The proposal for 2 nd Instalment along with U/C of 1 st Instalment, Performance Report etc. under Capacity Building & Technical Assistance Scheme. | Joint Secretary |
| 12. | Submission of DPRs of projects by State Governments after their identification for funding under SIDF. Submission of work plan. | Addl. Secretary |
| 13. | The proposal for subsequent Instalment along with U/C of 1 st Instalment, Performance Report etc. under SIDF Scheme. | Addl. Secretary |
| 14. | Proposal from NEDFi alongwith U/C of previous funds and future plan. | Addl. Secretary |
| 15. | Proposal from NEHHDC alongwith U/C of previous funds and future plan. | Addl. Secretary |
| 16. | Proposal from NERAMAC alongwith U/C of previous funds and future plan. | Joint Secretary |
| 17. | Grievances / complaints received through CPGRAMS and other channels. | Addl. Secretary |
| 18. | Communications / representations received from stakeholders. | Addl. Secretary |
| 19. | Tenders, guidelines, application formats, details of project sanctioned / government / non-government organisations funded, directory/salary details of officers / staff. | Addl. Secretary |
| 20. | Proposal for Concurrence with approval of competent authority. | Financial Advisor |
| 21. | Receipt of annual budgetary proposals. | Financial Advisor |
| 22. | Receipt of expenditure details out of 10% GBS of 52 ministries / | Economic |

Action – 7 Duties of each designation.

| S.No | Name & Designation | Duties attached to look following work |
|------|--|---|
| 1. | Sh. P.K. Pattanaik, Joint Secretary | (i) Non Lapsable Central Pool of Resources (ii) Asian Development Bank Projects (iii) North Eastern Regional Agricultural Marketing Corporation Ltd (iv) North East Connect Technical Cell (v) Vigilance (vi) BADP (vii) Bodoland Territory of Resources |
| 2 | Dr. Joginder Paul Sharma, Additional Secretary | (i) Administration (ii) Coordination (iii) Advocacy & Publicity (iv) Parliament (v) North East Development Finance Corporation Ltd. (vi) North Eastern Handicrafts and Handlooms Development Corporation (vii) Official Language (viii) F.M's Package / SIDF. (ix) Result Framework Documents (x) RTI (xi) Business Summit (xii) Exhibition, Expos & Seminars (xiii) Public Grievances (xiv) Hill Area Development Programme in the North East Region. |
| 3. | Ms. Jayashree Mukherjee, Joint Secretary | (i) North Eastern Council (ii) World Bank Program (iii) IT (iv) Look East Policy (v) Capacity Building & Technical Assistance (vi) Connectivity Issues (vii) Delivery Monitoring Unit in the PMO. (viii) PM's announcement / package for infrastructure development of North East. |
| 4. | Smt. Sudha Krishnan JS & Financial Adviser | Budget IFD |
| 5. | Smt. Kirti Saxena Economic Adviser | (i) Monitoring 10% GBS of Central Ministries. |

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| | | (ii) Social & Eco. Development Analysis (iii) North East Industrial Investment and Promotion Policy (iv) Evaluation & Monitoring |
| 6. | Sh. P.R. Meshram, Director | (i) Coordination of Non Lapsable Central Pool of Resources Scheme & related matters. (ii) NLCPR Projects of Meghalaya, Manipur, Sikkim & Tripura. (iii) Reports of Area Officers. (iv) NERAMAC |
| 7. | Sh. Rajesh Kumar, Director | (i) NLCPR Projects – Assam & Bodoland Territorial Council (ii) Vigilance (iii) NE Connect Cell. |
| 8. | Sh. K. Guite, Director | (i)NLCPR Projects of Arunachal Pradesh, Nagaland and Mizoram (ii) ADB Project (iii) NLCPR (Central) Scheme. |
| 9. | Sh. Asholi Chalai, Director | (i) Establishment, (ii) Gen. Admn. (iii) Cash (iv)Secretary's monthly review meeting (v) Public Grievances (vi) Protocol (vii) Library |
| | Sh. Brajesh Mishra, Director | (i) NEC (ii) Look East Policy (iii) IT. (iv) KFW (v) World Bank Projects-NERLP |
| 10. | Sh. Uday Shankar, Director | (i) Integrated Finance Division (ii) Budget. |
| 11. | Sh. Rohtash Singh, Director | (i) Advertising & Publicity Scheme. (ii) Monthly DO to Cabinet Secretary (iii) Annual Report of the Ministry. (iv) North East Development Finance Corporation Ltd. (v) Seminars, Expo, Business Summits (vi) Coordination (vii)Result Framework Documents |
| 12. | Shri Umakant, Director | i) DMU ii) PM's Packages iii) Development Seminar (iv).Capacity Building and Technical Assistance. |
| 13. | Sh. E.S.Narayanan | (i) Cabinet/ CCA Notes/EFC of others |

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| | Deputy Secretary | (ii) References received from other Ministries. |
| 14. | Shri S. P Singh Deputy Secretary | (i) Parliamentary work (ii) North East Handicraft and Handloom Development Corp. (iii) RTI (iv) Official Language |
| 15. | Shri S.V. Patil, Deputy Secretary | F.M's Package (SIDF) |
| 16. | Sh. E.P. Muralidharan Under Secretary | (i) Budget (ii) 10% GBS |
| 17. | Sh. D.P. Singh Under Secretary | (i) F.M.'s package(SIDF) (ii) RTI. (iii) NEHHDC |
| 18. | Sh. Chinmay Biswas | (i) Integrated Finance Division |
| 19. | Sh. L.B. Tuolte Under Secretary | (i) Establishment (ii) Gen. Administration (iii) Cash |
| 20. | Sh. Bimal Kumar Under Secretary | (i) Asian Development Bank Projects. (ii) NLCPR- Mizoram |
| 21. | Sh. D Bandyopadhyay Under Secretary | (i) North Eastern Council - Estt. matters (ii) North Eastern Council Projects (iii) Vision 2020 |
| 22. | Sh. Debashis Dey Under Secretary | (i) Coordination (ii) Advocacy & Publicity (iii)Result Framework Documents (iv) Monthly DO to Cabinet Secretary (iii) Annual Report of the Ministry. (iv) North East Development Finance Corporation Ltd. |
| 23. | Sh.Pratap Singh Assistant Director | (i) Official Language |
| 24. | Sh. Rahul Dwivedi DDO/Section Officer | (i) Establishment (ii) Cash/DDO |
| 25. | Sh. Sobhit Gupta Section Officer | (i) NLCPR Projects -Assam & Bodoland Territorial Council (ii) Vigilance Cell |
| 26. | Sh. S.K. Saha Section Officer | (i) NLCPR Projects - Manipur (ii) NERAMAC |
| 27. | Sh. Jaydeep Chowdhury Section Officer | (i)Look East Policy ii) PM Package iii) DMU iv) World Bank v) Externally aided projects |
| 28. | Sh. Ratan Kumar Das Section Officer | (i) Seminars, Expo, Business Summits (ii) NEDFi (iii) NEHHDC |
| 29. | Smt. Veena Mahajan Section Officer | (i) NLCPR (Misc.) |

Action – 8 List of documents.

| Document No. | Document Title | Description | Responsibility |
|--------------|--|--|--|
| 1. | NLCPR Scheme | Guidelines / Format of application | Officers concerned with implementation of the Scheme |
| 2. | NLCPR (Central) Scheme | Guidelines / Format of application | Officers concerned with implementation of the Scheme |
| 3. | Advertising & Publicity Scheme | Guidelines / Format of application | Officers concerned with implementation of the Scheme |
| 4. | Capacity Building & Technical Assistance Scheme. | Guidelines / Format of application | Officers concerned with implementation of the Scheme |
| 5. | SFC/EFC of Projects. | Guidelines and Format of SFC/EFC Memo. | Officers concerned with SFC/EFC meetings. |
| 6. | Transparency in administration | Provisions of RTI, website of the ministry. | Officers concerned with the concerned subject. |
| 7. | Administrative matters. | Rules, regulations, formats etc. prescribed by Government. | Officers concerned with the concerned subject. |