

**IMPORTANT INSTRUCTIONS**  
**PERSONAL ATTENTION**

No: PLG (PI) 1-42/2017  
Government of Himachal Pradesh  
"Planning Department"

From

Addl. Chief Secretary (Planning) to the  
Government of H.P., Shimla-2.

To

All the Administrative Secretaries to the  
Government of H.P., Shimla-2.

Dated: Shimla-2, the 21 March, 2018

**Subject: Regarding instructions for implementation of the Annual Plan provisions during the financial year.**

Sir/ Madam,

As you are aware, that Planning Department has been issuing instructions regarding the implementation of the Annual Plan provisions during the course of the financial year, from time to time. These instructions are either in the shape of an advice on AD's file or in the shape of a letter. Now Planning Department has compiled these instructions in this one letter for the easy facilitation of files/ papers related to the Annual Plan provisions.

In continuation of this Office letter no. PLG (PI) 1-23/2015 dated 23<sup>rd</sup> May, 2015 and PLG (PI)1-15/2016 dated 16<sup>th</sup> December, 2016 (**copies enclosed for ready reference**), the instructions contained in these letters and other relevant instructions are as per details below. These instructions will be **applicable to all the three Sub Plan i.e. General Plan (GP), Scheduled Caste Sub Plan (SCSP) and Tribal Sub Plan (TSP).**

1. Any proposal under GP will be forwarded to the Planning Department; SCSP proposal to the Department of SCs', OBCs', Minority Affairs and Specially Abled and TSP proposals to Tribal Development Department (TDD).

contd./-

2. Provisions under Demand No. 31 (TSP) are earmarked to the extent of 9% of the total Plan Outlays and similarly provisions under Demand No. 32 (SCSP) are earmarked to the extent 25.19%, so any additional demand/ re-appropriations during a financial year needs to be subsumed within the overall savings/surrenders under TSP/SCSP during the course of the financial year.

**A. EAPs' & CSSs' Instructions**

1. Administrative Department(s) are competent to utilize budgeted State Share(s) to the extent of the released matching Central Share(s) under the Centrally Sponsored Scheme (CSS). **Any shortfall will automatically be surrendered.**
2. Expenditure under CSSs' will be strictly in compliance of rules/norms/guidelines framed under the CSSs'.
3. Under CSSs', any proposal involving creation/filling up of posts, purchases of vehicles/furniture items will be moved to Finance Department (FD) for examination.
4. Similar conditions as elaborated in the above three points will be applicable under the Externally Aided Projects (EAPs').

**B. Re-appropriation/ Diversion Instructions**

1. Budgeted funds will not be allowed to be re-appropriated / diverted from one Demand to another Demand.
2. Re-appropriation / diversion are not permissible from (i) budgeted PLAN provisions to NON-PLAN provisions (ii) from Capital Head provisions to Revenue Head provisions and vice – versa.
3. Re-appropriation / diversion are not permissible from Earmarked Sectors to Non-Earmarked Sectors.
4. Re-appropriation / diversion are not permissible from Earmarked provisions kept as Central Share; under any Externally Aided Project (EAP) or any other earmarking(s) to meet State Share provisions and vice versa.

contd./-

5. Similar condition, as elaborated in point no.8, will be applicable for the provisions of Externally Aided Projects (EAPs), Rural Infrastructure Development Fund (RIDF) (NABARD) and any Scheme/ Department specific earmarkings, done by Planning Department.

#### **C. After finalization/ passing of SDGs'**

1. No additionality proposal will be considered once the Supplementary Demands for Grants (SDGs) have been finalized. ADs' may move such proposals for additionality before 31<sup>st</sup> January of the financial year.
2. After the finalization of the SDGs', for meeting the demand of additional funds, if required, AD(s) may move proposals, for re-appropriation, but within the Demand size and that too from Capital Head to Capital Head and Revenue Head to Revenue Head only.

#### **D. Capital Head related Instructions**

1. Under Capital Head works, no proposal needs to be sent to Planning/Finance Department (s) if the re-appropriation/diversion of funds for various works is within the same Head of Account (HoA) and the works are budgeted in the financial year. The competent authority in the Departments may decide such proposals, considering administrative requirements and Administrative Secretary of the Department may approve such re-appropriations.
2. While allocating funds for Capital Works and RIDF Works, AD's may ensure the order of priority, which should normally be (i) works nearing completion; (ii) works under construction and (iii) Really New Schemes (RNS) works. This prioritization will result in focused allocation of funds and will help in early completion of all on-going works.
3. AD may ensure especially the PWD, IPH, HIMUDA etc include the provisions of Supply of Power (SoP), Water Supply etc in the overall estimated cost of the work.

contd./-

4. AD's may also ensure that the cost of Net Present Value (NPV) / Compensatory Aforestation (CA) under any capital work is included in the overall estimated cost of the work so the pace of the work is not hampered for want of funds.

**E. General Instructions**

1. In addition to all above the instructions issued, vide letter no. PLG (PI) 1-23/2015 dated 23<sup>rd</sup> May, 2015 and PLG (PI)1-15/2016 dated 16<sup>th</sup> December, 2016, as referred in para 2 of the letter, may also be adhered too.
2. Any proposal for additionality to be moved to Planning Department; Department of SCs', OBCs', Minority Affairs and Specially Abled and Tribal Development Department (TDD) should be strictly as per the details required in letter no. PLG (PI)1-15/2016 dated 16<sup>th</sup> December, 2016
3. **These instructions may be followed in conjunction with the instructions issued by Finance Department vide letter No. Fin-F-(A)-11-11/2004, dated 3<sup>rd</sup> June, 2014 and amendments carried out from time to time, regarding delegation of financial powers and revision of economy instructions.**

Yours faithfully,

*s.kant*

**(Dr. Shrikant Baldi)**

**Addl. Chief Secretary (Planning) to the  
GoHP Shimla-2**

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Endst. No: As above. Dated : Shimla-2, 21 March, 2018.

Copy forwarded to all the Heads of Department(s) for information & necessary action.

*Basu*

**(Dr. Basu Sood)**

**Adviser (Planning), H.P., Shimla-2**

**IMPORTANT**  
**INSTRUCTIONS**

No: PLG (PI) 1-23/2015  
Government of Himachal Pradesh  
Planning Department

From

Pr. Secretary (Planning & Finance) to the  
Govt. of H.P., Shimla-2

To

1. All Administrative Secretaries to the  
GoHP, Shimla-2.
2. All Head of Departments,  
Himachal Pradesh

Dated: Shimla-2, the 23<sup>rd</sup> May, 2015.

**Subject: Regarding re-appropriation/diversion proposals for various works under Capital Head.**

Sir/Madam,

The departments of Planning & Finance receive proposals from various departments for re-appropriation/ diversion of funds for various capital works of the department, in a particular financial year. To cite an example, a department may feel that depending upon its priority, availability of land, forest clearances and other relevant factors etc., more funds may be required to be spent on a particular work, diverting funds from another sanctioned work.

The matter has been examined in Planning & Finance Department(s). It is clarified that:-

1. No proposal needs to be sent to Planning/Finance Department (s) if the re-appropriation/diversion of funds for various works is within the same Head of Account (HoA) and the works are budgeted in the financial year. The competent authority in the Departments may decide such proposals, considering administrative requirements. ✓

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2. The order of preference for earmarking of funds for Capital Works should normally be (i) works nearing completion; (ii) works under construction and (iii) RNS works. This prioritization will help in early completion of all on-going works.
3. These instructions may be followed in conjunction with the instructions issued by Finance Department vide letter No. Fin-F-(A)-11-11/2004, dated 3<sup>rd</sup> June, 2014, regarding delegation of financial powers and revision of economy instructions, especially with respect to SOEs\* 26 {relating to Minor Works} and SOE 27 {Major Works}.

Yours faithfully,

सिकंदर

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**PERSONAL ATTENTION**

No: PLG (PI) 1-15/2016  
Government of Himachal Pradesh  
Finance and Planning Departments

From

Addl. Chief Secretary(Finance & Planning) to the  
Government of Himachal Pradesh, Shimla-2.

To

**All Administrative Secretaries to the  
Government of Himachal Pradesh.**

Dated: Shimla-2, the 16<sup>th</sup> December, 2016.

**Subject: Instructions/ Checklist for Budget/ Additionality Proposals for  
Existing/ New Schemes on Plan/ Non-Plan Side.**

Sir/ Madam,

It has been observed that financial proposals for re-appropriation/ additional funds sent by the Administrative Departments are sometimes incomplete in one or other respect, leading to delay in disposal. For sending complete and systematic proposals, Planning/ Finance Departments have prepared a checklist, which may be adhered to before sending any financial proposal. The checklist is as under:-

1. Name of the scheme under which re-appropriation/ additionality is required.
2. Brief history of the scheme/proposal for which re-appropriation/ additionality is required.
3. Ongoing or new scheme whether the Scheme is under Plan or Non-Plan?
4. Whether scheme is Centrally Sponsored Scheme or State Scheme.
5. Sharing pattern of the scheme in case of Centrally Sponsored Scheme(CSS) and whether Central Share released by Gol has been released.
6. In case of State Scheme- current outlays, year of approval, total estimated cost of the scheme, estimated date of completion and number of beneficiaries benefitted.
7. Head of Account(HoA)/ SOE in which additionality is sought.
8. Required amount for re-appropriation/ additionality.
9. Mentioning of Budget Estimates(BEs)/ Provision in Current Financial Year(CFY) for the scheme in all the Demands for Grants (viz; General/ SCSP/TSP).
10. Scope of savings in the BEs of the CFY.
11. Copies of letters/ sanctions of Gol where matching State Share is required/ demanded.
12. Any other information which department feels is required to be sent.

You are requested to kindly direct your offices to adhere to the instructions contained in above checklist for early and correct disposal of the proposals.

Yours faithfully,

*skai*

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Endst. No: As above. Dated : Shimla-2, the 16<sup>th</sup> December, 2016.

Copy forwarded to all the Head of Departments, Himachal Pradesh for information & necessary action.

*skai*

Addl. Chief Secretary(Finance & Planning) to the  
Government of H.P. Shimla-2