SECTORAL DECENTRALISED PLANNING–REVISED GUIDELINES-2004

Sectoral Decentralised Planning (SDP) was introduced in all the districts except Tribal Areas of the Pradesh, pursuant to the recommendations of DCs Conference in the year 1993. Under this programme, 5 percent funds are taken out of the approved plan outlays in respect of selected heads of development and funds thus pooled are placed at the disposal of districts as " Untied Funds" to be utilized for redressal of such public grievances relating to works of small nature involving small financial implications as emerges in the district level 'Public Grievances Redressal Committees' meetings. During the period 1993-94 to 1996-97, this programme has been observed to be generally useful as district administration has been able to meet / redress the grievances of small nature. However, clarifications are sought by the districts on certain points which come-up during the course of implementation of this programme and necessary clarifications accordingly are issued by the Planning Department. Keeping in view the experience gained / clarifications issued under SDP from time to time, the need for compilation of detailed guidelines containing various clarifications already issued under this programme, was felt . As per the decision of the Government, this SDP Guidelines - 2004 have been accordingly compiled for serving as a handy tool the process of implementation.

1. The outlays under this programme are budgeted under Demand No.-15, Major Head -5475 – Capital Outlay on other General Services-00-800-01- Decentralised Planning, State Schemes Object Code – 37 – SOON - Major Works-(Plan Scheme) on a year to year basis by the State Planning Department..

2. To maintain inter-regional developmental balance, the distribution of funds is made by the Planning Department on the basis of 40 percent weightage to area and 60 percent weightage to population of the district as per 1981 census.

3. The works / schemes to be implemented under this programme are to be approved by the District Planning, Development and Twenty Point Programme Review Committee.

4. Keeping in view the geographical conditions and local needs, DCs are authorized for inter-sectoral re-appropriation / diversion of plan funds within selected heads of development during the respective financial year with the approval of District Planning, Development and Twenty Point Programme Review Committee and , thereafter, intimated to the State

Planning Department . No re-appropriation / diversion of plan funds in respect of Rural Water Supply head is allowed. Re-appropriation / diversion of proposals within other selected heads of development , need be formally got approved during the relevant financial year. Post facto approvals after the expiry of the financial year are generally not entertained. From the year 2003-2004 onwards lump sum budget allocation instead of selected head-wise will be made by the Planning Department but Deputy Commissioners are authorized to sanction amount in the selected heads of development only under this programme.

5. The earmarked funds should be utilized during the respective financial year and unspent allocations need to be surrendered well- in - time. Generally, there should be no occasion for surrender of resources since demands always outstrip the availability of resources.

6. Under SDP, funds can be utilised for the purchase of materials / equipments needed for the project and consumed in the process of implementation , but no store articles can be purchased.

7. The funds under this programme can be spent only on the schemes / works of the selected heads of development , not on other sectors/ heads.

8. No funds under SDP will be utilised as Grants-in - aid.

9. SDP does not contain the element of " discretion" , and utilisation of funds for any project / scheme under this programme need approval of District Planning, Development and Twenty Point Programme Review Committee.

10. Under this programme, only those developmental works should be considered for execution whose estimates and designs are technically approved by the competent Technical Authority / Personnel of Govt. / Semi Govt. / Govt. Undertakings within the delegated technical powers. The Technical Officer / Authority who technically approve the estimates, will also be competent to assess the work and authorize disbursement of payments**.**

11. Before according A/A and E/S to any developmental work under SDP, complete details , such as ; name of financial year, location of scheme, head / sub- head of development, name of Sub- Division / Block / Urban Areas and Executing Agency, Time -Schedule etc. need to

be given in the sanction orders by the DC. A copy of each sanction should invariably be endorsed to the Planning Department.

12. No departmental charges will be levied under this programme as per Government guidelines issued by H.P. Finance Department.

13. DCs are to ensure transmission of quarterly physical and financial progress reports in the prescribed proforma by 10th of the succeeding month.

14. The earmarked funds can also be utilised for completion of on- going developmental schemes of the selected heads of development, having inadequate budgetary provision so as to ensure completion of the same towards speedy accrual of maximum benefits to the people / area.

15. Repairs / Renovation of government owned public assets like schools , Health Institutions, Veterinary Institutions, Water Supply, Irrigation Kuhls, Village link roads etc. will be a valid charge out of the allocations under Sectoral Decentralised Planning**.**

16. The DCs will be competent to accord A/A & E/S under SDP, subject to the availability of budgetary provisions under selected heads of development and fulfillment of other requirements.

17. The procedure to issue LOC under SDP has been simplified vide Finance Deptt. letter No. Fin-2- C (15) 22/ 85-II dated 11th September, 1995 para -2 of which reads as under:-

" The power to issue LOC for deposit works under SDP at present being exercised by the Engineer -in - Chief / Chief Engineer should henceforth be exercised by the respective SEs at their level to the extent of deposits actually received by them so that the targets and purpose of SDP are fully achieved and this will also help to avoid " lapse of funds ".

18. Under SDP , neither recurring expenditure / liability can be created nor bunching of sanctions and phasing of work beyond one financial year is allowed . Also revision of estimates and , thereafter, revision of sanctions are not allowed.

19. Works / schemes are to be executed preferably through the concerned Departments / Departmental Technical Manpower available in the District / Pradesh.

20. The funds under SDP will not be utilised for the execution / completion of cent percent Centrally Sponsored Schemes (CSS) but can be spent on sharing based schemes between Centre and State Govts. to meet the State share of liability and on the State funded schemes under selected heads of development .

21. The developmental works to be executed under SDP should lead to a Community benefit (consisting at least five families). No works benefiting individual / single family can be taken- up under this programme.

22. The works to be executed under SDP are required to be completed within the same financial year or within one year from the date of sanction. The phasing of work and financial sanction for more than one financial year is not permissible.

23. The DC / officers designated by him, will be responsible after sanctioning of developmental works, for periodically releasing of funds, thereby ensuring completion of the quality work, as per the time- schedule. The record of completed works, including entries in the MBs maintained by the respective Executing Departments / Offices be got maintained, so as to facilitate inspections at the time of Audit.

24. The DCs will be responsible for maintaining of year-wise Utilisation Certificates and Completion Certificates at the District level. The year-wise record of the U.C's / CC's will be got maintained by the respective District Planning Cells.

25. In case the work under construction / execution can not be carried- on and or completed due to Natural Calamity, litigation etc., site report containing complete details including value of the existing incomplete / destroyed work and value of the un- utilised material / equipments etc. be prepared in time and case for write-off be sent by the DC to the State Govt. for regularization of the expenditure already incurred.

26. Under SDP, if in special circumstances , any interest accrues on the unspent funds, the same will be required to be deposited in general receipt head of the Govt. and in no circumstances, the interest money shall be spent on the ongoing or new works.

27. Under SDP, unspent amount of previous year can't be carried forward for the subsequent years and the savings, if any, be deposited in Govt. Receipt Head of Account.

28. DC and Officers authorized by him / Executing Agencies involved for the execution of SDP works should keep in view the economy instructions issued by HP Finance Department.

29. Under SDP the expenditure on following items is not permissible:-

i) Purchase of vehicles of any kind,

ii) Use of SDP funds for organising fairs/ expenditure on any work within the premise of temples,

iii) Purchase of Photostat and FAX etc. machines,

iv) Purchase of Type - Writers,

v) Purchase of Calculators etc,

30. The norms for incurring quarterly expenditure under SDP will generally be the same as for

1.	First Quarter	=	25%
2.	Second Quarter	=	25%
3.	Third Quarter	=	25%
4.	Fourth Quarter	=	25%
	Total	=	100%

31. To Avoid delays in the execution of the sanctioned developmental work (s) as per the Time-schedule (s) fixed, the Executing Agency (ies) should, if necessary, get N.O. C (s) from the concerned Department (s) / Board (s) / Corporation (s) / Nagar Panchayat (s) etc. and in case of private land involved for the execution of the sanctioned work (s) , N. O.C. (s) on the Affidavites from the private land owner (s) , should invariably be obtained well in advance

and necessary entries in the Revenue records be got effected, as SDP funds can not be used for payment of any type of compensation.

32. For any clarification on SDP- Guidelines- 2004 , the correspondence can be made to Planning Department , H.P. Shimla -171002.

33. The provision of contingency under SDP @ 0.75% of the total allocation is allowed but contingency amount shall not be retained at the District Headquarter by the DCs. It should further be allocated to the Block concerned on an equity basis and Planning Department may be informed about the details of all such contingency against the scheme (s).

34. In the guidelines of various Decentralised Programmes viz VMJS, SDP, VKVNY, MMGPY and BASP being executed through DCs in the districts, there is no provision for keeping developmental funds in saving accounts in the Bank / Post Office. As such, depositing of developmental funds earmarked under different decentralised programmes in Bank / Post Office is violation of guidelines and financial rules. The funds provided under all these decentralized programmes, drawn from the Treasury against individual project sanctions are required to be immediately passed on to the concerned implementing departments/ agencies. No funds are supposed to be drawn in advance / lump sum from the Treasury unless these are required for immediate disbursement or payment as per provision in financial rules.

35. There will be no financial limit and the Deputy Commissioners concerned shall exercise full powers to accord A/A & E/S under decentralized programmes viz. VMJS. SDP. & BASP with the following terms & conditions being strictly observed:-

(i) Before according A/A & E/S to the projects to be executed under these programmes, the approval of District Planning, Development and 20 Point Programme Review Committees shall be obtained by DCs.

(ii) The schemes/ plans will have full financial funding and the implementation of these programmes should be time bound . No additional funds will be provided against the approved provision and the estimates should provide for inflation neturalisation.

(iii) Before according A/A & E/S the instructions contained in the guidelines of these programmes and clarifications issued from time to time should be kept in view by the Deputy Commissioners.

(iv) The technical approval of the Competent Authority will be obtained in advance before according A/A & E/S.

Monitoring and Inspection of Sanctioned SDP Schemes/ Works :

The Deputy Commissioners will monthly monitor the implementation of the sanctioned schemes / works. Apart from this, the following inspection schedule will also be adopted :-

Sl. No	Authorised officer for Inspection	Inspection (% age)
1.	**2.**	**3.**
1.	BDO/Executive Engineer (Development) Asstt. Engineer (Development)	50%
2.	District Planning Officer	10%
3.	Sub-Divisional Officer (Civil)	10%
4.	Additional Deputy Commissioner / ADM	5%
5.	Deputy Commissioner	2%
6.	Advisor Planning / Officers from State Planning Deptt.	2%

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PLG (F) RDP/5-1/2018 –19 Budget Allocation
Government of Himachal Pradesh
Planning Department

From

Additional Chief Secretary (Planning), to the
Govt.H P, Shimla- 171002.

To

All the Deputy Commissioners,
Himachal Pradesh.

Dated Shimla-2 the 19th November, 2018

Subject: - Regarding sanctioning of works under Decentralized Planning Programmes as per approved estimates.

Sir,

In the meeting held with District Planning Officers in Shimla on 30-10-2018 to review the various schemes under Decentralized Planning Programmes, it was observed that funds for works under Decentralized Planning Programmes are being sanctioned in piecemeal manner and many works remain in-complete for want of funds.

In view of this, it was decided in the above mentioned meeting that for all eligible schemes under Decentralized Planning Programmes full amount may be sanctioned in one go as per actual site based estimates so that works can be completed with in scheduled time and scheme /asset is put in use in public interest at the earliest.

You are, therefore, requested that no work may be sanctioned without actual site based estimates and full amount for eligible work in one go may be provided so as to reduce the number of incomplete works under these programmes.

Yours faithfully,

(Dr. Basu Sood)
Adviser (Planning)
HP Shimla- 171002.

Endst. No. as above Dated Shimla-2 the 19th November, 2018

Copy for necessary action is forwarded to District Planning Officers (Except Kinnaur and L&S) District _____ for necessary action.

Adviser (Planning)
HP Shimla- 171002.

No. PLG(F) RDP-5-1/2022-23-Part-2
Planning Department
Government of Himachal Pradesh

From

Pr. Secretary (Planning) to the
Govt. of Himachal Pradesh,
Shimla-171002.

To

All the Deputy Commissioner
(Except Kinnaur and Lahaul Spiti)
Himachal Pradesh.

Dated Shimla-2 11th October, 2023

Subject:- Guidelines for implementation of Sectoral Decentralized Programme (SDP).

Madam/Sir,

In view of heavy losses caused to human lives and public and private assets during recent rains in Himachal Pradesh, the Government has allowed to restoration/construction of retaining walls/breast walls and channelization of nullahs benefitting of individuals out of SDP lying unspent in districts under **Sectoral Decentralized Programme (SDP) alongwith the interest upto 31st March, 2023** as per following conditions: -

1. Restoration/construction of retaining wall/breast walls and channelization of Nullahs benefitting individuals shall be eligible only if the Patwari or Pardhan of the Gram Panchayat gives a certificate/report that the retaining walls/breast walls have been damaged/washed away because of the rains which occurred after June, 2023 and there is threat to the houses of the individuals.
2. Channelization of Nullahs if the Patwari or Pradhan of the Gram Panchayat gives a report/certificate that the recent rains have loosened the strata and it is extremely necessary to channelize a nullah to protect private property or the community asset.
3. This relaxation in the guidelines will be valid during the financial year 2023-24 i.e. up to 31st March, 2024.
4. The funds sanctioned for the above-mentioned works and in the manner mentioned above shall have to be completed before 30th June, 2024 i.e. before the commencement of the next monsoons.
5. The sanctioning authorities may ensure that the funds sanctioned are utilized within the prescribed time frame.

Yours faithfully,

(Dr. Basu Sood)
Adviser (Planning)
Planning Department,
Shimla-171002

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Endst. No.PLG(F) RDP-5-1/2022-23-Part-2 Dated: Shimla-2 11th October, 2023

Copy is forwarded to:

1. Pr. Prv. Secy.-cum-Spl. Secy. to Hon'ble Chief Minister. H.P. Shimla- 2.
2. Private Secretary to the Hon'ble Speaker Shimla-4.
3. Sr. Pvt. Secy. to Hon'ble Chief Minister/Ministers Shimla-2.
4. All Administrative Secretaries to Govt. of HP. Shimla-2.
5. All the Head of Departments in HP.
6. Director, Treasury and Accounts HP.
7. The Accountant General HP Shimla-3.
8. All the District Planning Officers (Except Kinnaur and Lahaul Spiti), Himachal Pradesh.
9. All the Treasury Officers (Except Kinnaur and Lahaul Spiti), Himachal Pradesh.
10. System Analysist, Planning Department for uploading the amended guidelines on the website of Planning Department and e-Rajpatra.

Adviser (Planning)
Planning Department,
Shimla-2

Revised Guidelines

No. PLG(F) RDP-5-1/2022-23-Part-2
Planning Department
Government of Himachal Pradesh

From

Pr. Secretary (Planning) to the
Government of Himachal Pradesh,
Shimla-171002.

To

All the Deputy Commissioners,
(Except Kinnaur and Lahaul & Spiti),
Himachal Pradesh.

Dated: Shimla-2 the 19th September, 2026

Subject: - Guidelines for implementation of Sectoral Decentralized Planning (SDP).

Madam/Sir,

In continuation of this department letter of even number dated 11th October 2026 on the subject cited above, the Government has decided to allow one-time provision of funds under Sectoral Decentralized Planning (SDP) for completion of pending works under Backward Area Sub-Plan sanctioned before 31st March 2025 subject to the following conditions:

1. The concerned sanctioning authority/executing agency shall first verify whether the detailed estimates for the works were submitted and approved at the time of sanction under BASP and whether funds were provided as per the sanctioned estimates.
2. In such cases where funds were provided as per the approved estimates, but the work remains incomplete, the department concerned shall record the specific reasons for non-completion including any technical, administrative, contractual or other reasons, before seeking further funds.
3. Where funds were not provided as per the estimate, the department concerned shall undertake a proper assessment of the balance amount actually required for completion of the work and furnish a work-wise justification for the same. The requirement shall be restricted to the minimum amount necessary for completion.
4. Before sanctioning any additional funds under the scheme, the sanctioning authority as well as the executing agency shall certify that funds for completion of the same work have not already been provided under any other Central/State Scheme, Budget Head or any other source. Any possibility of duplication of funding shall be strictly avoided.

The department/executing agency concerned shall ensure that the works are completed within a fixed and stipulated time frame, preferably within the financial year in which additional funds are sanctioned. On completion of the work, the concerned executing agency shall submit the requisite Utilization Certificate (UC) and Completion Certificate (CC).

It is therefore, requested to take necessary action in accordance with the guidelines at the district level.

Yours faithfully,

Ravinder

(Ravinder Kumar)
Adviser (Planning),
Himachal Pradesh,
Shimla-171002

...2

Endst. No: As above. Dated: the Shimla-2 19th September, 2026

Copy is forwarded to:

1. Pr. Prv. Secy.-cum-Spl. Secy. to Hon'ble Chief Minister. H.P. Shimla- 171002.
2. All Administrative Secretaries to Govt. of H.P., Shimla-171002.
3. All the Head of Departments, Himachal Pradesh.
4. Director, Treasuries, Accounts and Lotteries, H.P., Shimla-9.
5. The Pr. Accountant General, HP Shimla-3.
6. All the District Planning Officers (Except Kinnaur and Lahaul Spiti), Himachal Pradesh.
7. All the District Treasury Officers, (except Kinnaur and Lahaul & Spiti), Himachal Pradesh.
8. System Analysist, Planning Department for uploading the amended guidelines on the website of Planning Department.

Adviser (Planning),
Himachal Pradesh,
Shimla-171002