

15 DECENTRALIZED PLANNING

Outlay - ₹ 989.38 Cr

15.1 As per the spirit of 73rd and 74th 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. An outlay of ₹ 4496.24 Cr is provided for the 12th Five Year Plan. An outlay of ₹ 989.38 Cr has been provided in the Annual Plan 2014-15 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 74th 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 4/5th 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 25th July, 2006 (Annexure A).

Composition of the District Planning Committees

15.3 (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 4/5th 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) 1/5th 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.

Term of Members of the Committee

- 15.4 (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

15.5 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.

- (h) 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.
- (i) 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

15.6 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

15.7 (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

15.8 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 (Annexure C). The District Planning Committees may further issue guidelines to Panchayats and Municipalities for preparation of plans at their level. The detailed description of district level schemes mentioned in Chapter 9 of General Economic Services 9.1 Secretariat Economic Services. An outlay of ` 989.38 Cr has been earmarked in the Annual Plan 2014-15 for the implementation of various schemes at the district level (Annexure-I).

Annexure- I

District Level Schemes

(₹ lacs)

SN	Major Head/Minor Head of Development (Scheme-wise)	Annual Plan 2014-15		
		Approved Outlay (CS +SS)	Capital Content out of col.4	SCSP Outlay out of col.4
1	2	3	4	5
	Rural Development			
	Special Programme For Rural Development			
RDS(D)-03	Backward Regions Grant Fund (100% GoI Funded)	2720.00	2620.00	870.40
RDS(D)-07/ RDS(D)-02(i)	Integrated Watershed Management Programme (IWMP) (90:10)	3000.00	0.00	960.00
RDS(D)-08	National Rural Livelihood Mission (NRLM) (CS:SS 75:25)	1250.00	0.00	625.00
	Rural Employment			
RDE(D)-01	Indira Awaas Yojana (75:25)	4118.00	4118.00	3294.40
	Total	11088.00	6738.00	5749.80
	Secretariat Economic Services			
BG-5(PM-6)	Development of Border Area (13 FC)	6250.00	6250.00	2000.00
CS(PM-19)	Border Area Development Programme (BADP) (ACA)	4000.00	3760.00	1280.00
PM-3	Untied Funds of CM/Dy. CM/FM	1500.00	1500.00	480.00
PM-5	Untied Funds of DPCs	2200.00	2200.00	704.00
	Total	13950.00	13710.00	4464.00

SN	Major Head/Minor Head of Development (Scheme-wise)	Annual Plan 2014-15		
		Approved Outlay (CS +SS)	Capital Content out of col.4	SCSP Outlay out of col.4
1	2	3	4	5
	Census Survey and Statistics			
CSST-01D/5D	Strengthening of District Planning Committees at District level	200.00	0.00	0.00
	Total	200.00	0.00	0.00
	Welfare of SCs, BCs & Minorities			
WSC (D) 01	Construction of Dr. B.R. Ambedkar Bhawans and their Operation	500.00	275.00	500.00
WSC(D)02	Award to SC Sports Students (6-12 classes)	615.00	0.00	615.00
	Total	1115.00	275.00	1115.00
	Social Security And Woman & Child Development			
SSW(D)-01	National Social Assistance Programme (ACA)	7367.00	0.00	3683.50
	Total	7367.00	0.00	3683.50
	Nutrition			
NT(D)-01	Nutrition ICDS (50% actual expenditure reimburses by GoI)	22500.00	0.00	15750.00
NT(D)-02	Rajiv Gandhi Scheme for Empowerment of Adolescent Girls(RGSEAG) (SSABLA) (SNP) (50:50) (GOI:GOP)	3200.00	0.00	2240.00
NT(D)-02(i)/18	Rajiv Gandhi Scheme for Empowerment of Adolescent Girls(100% GoI) (shifted from Non-Plan)	205.20	0.00	51.00
NT(D)-03	Nutrition (Kishori Shakti Yojana)	1.00	0.00	0.50
NT(D)-04	Infrastructure/Basic Amenities for Anganwadi Centres in the	400.00	0.00	128.00

SN	Major Head/Minor Head of Development (Scheme-wise)	Annual Plan 2014-15		
		Approved Outlay (CS +SS)	Capital Content out of col.4	SCSP Outlay out of col.4
1	2	3	4	5
	State.(One time ACA -2011-12)			
NT(D)-04(i)	Construction of Buildings of Anganwadi Centres under Restructured ICDS (75:25)	2800.00	2800.00	1960.00
NT(D)-05/09	Integrated Child Development Services Scheme(90:10)(75:25) (Shifted from Non Plan)	34500.00	0.00	8625.00
NT(D)-06/13	Integrated Child Development Services Scheme (ICDS) Training Programme (90:10) (Shifted from Non Plan)	665.00	0.00	166.25
NT(D)-07	National Nutrition Mission.(75:25)	947.00	0.00	662.90
	Total	65218.20	2800.00	29583.65
	Grand Total(District Level Plan Schemes)	98938.20	23523.00	44595.95

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 – 2013

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 ₹ 75.00 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/PRIs/ 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.

Annexure-C

**Government of Punjab
Department of Planning
(Local Plan Division)**

To

All the Deputy Commissioners in the State.

Memo No. 2/1/PSPB-LPD/2014/ 2207

Dated Chandigarh the 30.5.2014

Subject:- Revised Guidelines regarding Constitution of District Planning Committees in each district of the State as per 74th Constitutional Amendment, 1992- 2014.

Kindly refer on the subject cited above.

2. As per the Punjab District Planning Committees Act, 2005 issued vide Notification No. 35-LEG/2005, dated 28.11.05, the District Planning Committees are to be constituted in each district of the State. The total number of members of the said committees have been calculated on the basis of population census 2011 criteria given in sub-section (2) of Section 3 of the said Act, the detail of which is given below:-

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)	4/5th of total members to be elected			1/5th 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	Fatehgarh Sahib	15	8	4	12	3
2	Faridkot	15	8	4	12	3
3	SBS Nagar	15	10	2	12	3
4	Mansa	15	9	3	12	3
5	Kapurthala	15	8	4	12	3
6	Mukatsar	15	9	3	12	3
7	Moga	15	9	3	12	3
8	Ropar	15	9	3	12	3
9	SAS Nagar	15	5	7	12	3
10	Tarn Taran	24	17	2	19	5

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)	4/5th of total members to be elected			1/5th 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	
11	Barnala	15	8	4	12	3
12	Bathinda	24	12	7	19	5
13	Hoshiarpur	24	15	4	19	5
14	Ferozepur	24	14	5	19	5
15	Fazilka	24	14	5	19	5
16	Patiala	24	11	8	19	5
17	Jalandhar	40	15	17	32	8
18	Sangrur	24	13	6	19	5
19	Gurdaspur	24	15	4	19	5
20	Pathankot	15	7	5	12	3
21	Ludhiana	40	13	19	32	8
22	Amritsar	40	15	17	32	8

3. The 1/5th number of members are to be nominated by the State Government. For the 4/5th of the member which are to be elected from amongst the Zila Parishad members and from members of the urban local bodies, you are requested to hold the elections in your district as per procedure given below and send the list of elected members to the Planning Department within 15 days so that the District Planning Committees may be constituted by the State Government at the earliest possible:-

- 3.1 For election of the members from rural areas, the Electoral College would consist of directly elected members of Zila Parishad. For election of members from urban areas, Electoral College would consist of directly elected members/ Councilors of Municipal Corporations/ Municipal Councils/Nagar Panchayats.
- 3.2 The Deputy Commissioner or any other officer appointed by him not below the rank of an Extra Assistant Commissioner would call a meeting of all the directly elected Zila Parishad members and a separate meeting of all directly elected members of the Urban Local Bodies (Municipal Corporations/Municipal Councils/Nagar Panchayats) for election of members to be taken on the District Planning Committees, from amongst them, after giving 7 days notice indicating therein the total number of members to be elected and time schedule for holding elections, as per specimen given in Form 3.2.
- 3.3 2/3rd of the total directly elected members would constitute a quorum for conducting the meeting for election.
- 3.4 When the members assemble at the time and place intimated to them as per time schedule given in Form 3.2, the Presiding Officer will supply them nomination form, (as per specimen given in Form 3.4) who may be willing to contest election for being members of the DPCs. The members would fill this form and hand it over to the Presiding Officer by the specified time.
- 3.5 The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college

- 3.6 Any member may withdraw his candidature by filling Form 3.6 which will be handed over by him to the Presiding Officer by the time specified in Form 3.2.
- 3.7 Immediately after the said process, the Presiding Officer will prepare the final list of contesting candidates and get it printed on the Column 2 of the ballot paper (specimen in Form 3.7).
- 3.8 If the total number of contesting candidates is less than or equal to the number of vacancies to be filled, there will be no election and all such members will be declared to be duly elected.
- 3.9 If the number of contesting candidates is the more than the vacancies to be filled, the Presiding Officer would supply them a ballot paper (as per specimen in Form 3.7) which will be serial numbered and ask them to mark (√) against the name of the person to whom he wants to elect and mark (X) to whom he does not want to elect. The ballot paper should be filled up by Presiding Officer except column No.3 against names of contesting candidates. At the time of issuing a ballot paper to a voter, the Presiding Officer will sign in full on the ballot paper, record the serial number thereof in the counterfoil of the ballot paper, put the official seal and also mark the name of the voter in the voter list.
- 3.10 After receiving the ballot paper, the voter would mark the necessary signs (√) or (X) on the ballot paper, fold it and insert in it into the ballot box.
- 3.11 On the same day and at the time as per time schedule given in Form 3.2, the Presiding Officer will open the ballot box and count the number of ballot papers taken out there from.
- 3.12 The Presiding Officer will reject a ballot paper if it bears any mark or writing by which the voter can be identified; or if no vote is recorded thereon; or if voter is in favour of candidates more than the vacancies to be filled or if the mark indicated thereon is placed in such a manner as to make it doubtful to which candidates the vote has been given; or if it is spurious ballot paper; or if it does not bear both the official seal and the signature of the Presiding Officer.

- 3.13 After completion of counting, the Presiding Officer will record in a statement the total number of votes polled by each candidate and announce the result.
- 3.14 If quorum of the meeting is not fulfilled and the meeting is adjourned, another meeting will be convened by the Presiding Officer by giving not less than 24 hours notice to the members. No quorum will be necessary for the adjourned meeting.
- 3.15 If, at the bottom, two or more members get the same number of votes, the matter will be decided by draw of lots.
- 3.16 The Deputy Commissioner would keep in safe custody all papers relating to the elections. However, on the expiry of six months from the date of publication of the names of the elected members of the District Planning Committee, all the papers relating to the election may be destroyed.
- 3.17 If any vacancy arises due to any reason, it will be filled up with the same procedure from the same source from which it has occurred.
- 3.18 If the total number of directly elected Zila Parishad/Urban Local Bodies members, as the case may be, is less than or equal to the number of vacancies to be filled, there will be no election and such members will be declared to be duly elected.
- 3.19 The Deputy Commissioner will send the list of elected candidates to the State Planning Department on the same day both by speed post as well as by Fax.

Sd/-
Secretary Planning