

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

To

All the Deputy Commissioners-cum-Member Secretaries,  
District Planning & Development Boards in the State.

Memo No. 2/1/PSPB/(RO-LPD)/2007/4202  
Dated Chandigarh 30/4/2007

**Subject:- Guidelines regarding Utilisation of funds placed at the disposal of District Planning and Development Boards under District Plan Schemes.**

Please refer to this Department's Memo No.2/1/PSPB/LPD/2003/3996 dated 28/7/03 on the subject cited above.

2 The concept of Decentralized Planning had been introduced in the state a way back in the year 1984-85. Accordingly, the District Planning & Development Boards were set up in 1987 in Punjab. To attach utmost importance to meaningful Decentralized Planning, the DPDBs have been reconstituted and each board is headed by a Cabinet Minister/State Minister as Chairman. These boards have full powers to efficiently and cost-effectively implement the district level schemes and also identify the areas and groups of people at the grassroot level, which need special attention for equitable socio-economic growth.

3 The following guidelines may be adhered to strictly while utilizing funds under district plan schemes :-

- (i) The District Planning & Development Boards are competent to select the executing agencies viz-a-viz Government/Local Body Agencies as may be deemed appropriate for implementing the schemes and executing the works at their own convenience.
- (ii) The administrative approval of works upto Rs 20.00 lakhs will be accorded by DPDBs. The upper limit is applicable to each individual work and not to the total amount approved under a particular scheme/programme.
- (iii) The works upto Rs 50.00 lakhs shall be sent to the Department of Planning for administrative approval.
- (iv) The works beyond Rs 50.00 lakhs will be referred to the concerned Administrative Department for further taking approval of the Department of Planning at the State level.
- (v) Deputy Commissioner in his capacity as Member Secretary of the District Planning and Development Board will maintain the account of releases, utilization of funds etc. He will be responsible for ensuring proper accounting and utilization of funds released under the schemes and furnish the Utilization Certificate to the Department of Planning well in time;

- (vi) No funds should be provided to Private Institutions/Voluntary Organizations/Religious Bodies.
- (vii) It will be the responsibility of the concerned Departments/Executing agencies to ensure that funds are drawn from the Government Treasury as per the actual requirement.
- (viii) The cost estimates should be got approved from the competent Authority wherever necessary before releasing the funds to the concerned Departments/Executing Agencies.
- (ix) Reconciliation of expenditure may be ensured with the AG, Punjab.
- (x) The implementing agencies shall refund the savings (balance amounts) and unspent balances including interest, if any, within one month of completion of the works.
- (xi) The implementing agencies shall furnish physical and financial progress every month and also furnish utilization certificates within one month of the completion of the works.

Special Secretary Planning

Endst.No. (LPD/Allocation)2007/4203-05

Dated:30/4/2007

A copy is forwarded to the following for information, please:-

- (i) All Chairmen, District Planning & Development Boards in the State,
- (ii) Principal Secretary/Chief Minister for the kind information of Hon'ble Chief Minister, Punjab.
- (iii) Special Secretary/Finance & Planning Minister for the kind information of Hon'ble Finance & Planning Minister, Punjab.

Special Secretary Planning.

Endst.No. (LPD/Allocation)2007/4206-16

Dated:30/4/2007

A copy is forwarded to the following for information and necessary action:-

- (i) All Financial Commissioners/Principal Secretaries/Administrative Secretaries(concerned with Plan), Punjab.
- (ii) Director Treasury & Accounts, Department of Finance, Punjab.
- (iii) Department of Finance (FE – 6 Branch)
- (iv) Accountant General (A&E), Punjab,
- (v) Accountant General (Audit), Punjab,
- (vi) All Additional Deputy Commissioners (Dev.) in the State.
- (vii) All Deputy ESAs-cum-Additional Secretaries, District Planning & Development Boards, in the State.
- (viii) All Deputy Controllers (F&A),

Internal Audit Organization (R), in the districts.

- (ix) Economic Adviser to Govt., Punjab.
- (x) All District Treasury Officers, in the districts.
- (xi) All Directors/Deputy Directors, Punjab State Planning Board.

Special Secretary Planning