

GOVT. OF ASSAM  
WELFARE OF MINORITIES & DEVELOPMENT DEPARTMENT  
DISPUR :: GUWAHATI-6

No.WMD.18012/22/2018/429

Dated Dispur the 4<sup>th</sup> July, 2022

From : Adil Khan, IAS,  
Secretary to the Govt. of Assam,  
Welfare of Minorities & Development Department,  
Dispur, Guwahati-06.

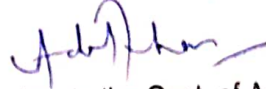
✓ To : The Deputy Commissioner,  
Tinsukia, Dibrugarh, Dhemaji, Charaideo, Sivasagar, Lakhimpur, Majuli, Jorhat,  
Biswanath, Golaghat, Karbi Anglong East, Sonitpur, Nagaon, Hojai, Karbi Anglong  
West, Dima Hassao, Cachar, Hailakandi, Karimganj, Morigaon, Udalguri, Darrang,  
Kamrup Metro, Baksa, Nalbari, Kamrup, Barpeta, Chirang, Bongaigaon, Goalpara,  
Kokrajhar, Dhubri, Tamulpur and South Salmara Mankachar.

Sub : New revised PMJVK Guidelines.

Sir/Madam,

With reference to the above, please find enclosed herewith the revised PMJVK  
guidelines. You are therefore requested to take necessary action as per new revised PMJVK  
guidelines.

Yours faithfully,



Secretary to the Govt. of Assam  
Welfare of Minorities & Development Department  
Dispur, Guwahati-06.

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**Ministry of Minority Affairs  
Government of India**

**Guidelines for  
Revised Pradhan Mantri Jan Vikas Karyakram  
(PMJVK scheme)  
w.e.f. 2022-23**

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# Chapter 1: Introduction

## 1.1 Background

- 1.1.1** The Pradhan Mantri Jan Vikas Karyakram (PMJVK) is a Centrally Sponsored Scheme, which is being implemented by the Ministry of Minority Affairs with the objective to develop infrastructure projects, which are community assets, in the identified areas with development deficits for socio-economic development of the said areas.
- 1.1.2** This is a unique Area Development Programme through infrastructure support. It has also been identified by NITI Aayog as Core of the Core Scheme under the National Development Agenda. ‘Social inclusion is integral’ to New India’s vision and a core theme of the Government of India’s Development Agenda.
- 1.1.3** This scheme was initially launched in 2008-09 as Multi-sectoral Development Programme (MsDP) in 90 Minority Concentration Districts (MCDs) of the Country.
- 1.1.4** It was revised in June 2013 and MCDs were replaced by 710 Minority Concentration Blocks (MCBs) and 66 Minority Concentration Towns (MCTs) & Cluster of contiguous Minority Concentration Villages.
- 1.1.5** For continuation of implementation of MsDP for the balance period of the 14th Finance Commission period, from 2017-18 to 2019-20, an evaluation study of implementation of MsDP and its impact was conducted by Indian Institute of Public Administration (IIPA). The Government also had interactions with all stakeholders, elected representatives, conferences with States/UTs, Progress Panchayats with the general public, etc to assess the impact of the programme. A general consensus emerged for further restructuring of MsDP to increase the area of coverage and identify certain focus areas to benefit the targeted communities and mitigate the problems.
- 1.1.6** The scheme was restructured in 2017-18 as **Pradhan Mantri Jan Vikas Karyakram (PMJVK)**. The areas covered under PMJVK were increased from 90 Districts originally to 308 Districts in 33 States/ UTs. The Minority Concentrated Areas (MCAs) w.e.f. May 2018 included 109 Minority Concentration District Headquarters (MCD HQs) added for the first time, 870 Minority Concentration Blocks (MCBs) and 321 Minority Concentration Towns (MCTs).

**1.1.7** The MCAs were identified on the basis of concentration of minority population, and backwardness in terms of socio-economic or basic amenity parameters as compared to national average as per Census, 2011 data.

**1.1.8** For continuation of implementation of PMJVK during 15th Finance Commission period from 2021-22 to 2025-26, an evaluation study of PMJVK has been done by the **NITI Aayog in 2020-21**. The Report found that despite experiencing challenges in implementing and monitoring the scheme, it was worth noting that the scheme has positively impacted minority communities and it has touched the lives of the minorities in the districts covered under the study, but that the success of the scheme depends upon better coverage of the scheme.

**1.1.9** Based on the feedback received from the State Governments/UT Administrations during Empowered Committee Meetings/visit by Officers of the Ministry, discussions with Parliamentarians during Standing Committee Meetings, recommendations of the Evaluation Study conducted by NITI Aayog and taking into consideration the comments received from other Ministries/Departments including the recommendations of the EFC, it has been decided to further revise the scheme for implementation during the 15th Finance Commission cycle to ensure that the benefits under the scheme reach the targeted communities especially women, children, students and youth.

**1.1.10** The revised PMJVK has been approved by the Government for continuation over the 15<sup>th</sup> Finance Commission Cycle i.e., during FY 2021-22 to 2025-26.

## **1.2 Objectives of the Scheme/ Programme**

**1.2.1** The objectives of the Scheme/ Programme are:

- a) To improve socio-economic condition of the communities living in the areas through community infrastructure development support.
- b) Provide basic amenities for improving quality of life of the people.
- c) Reducing imbalances and development deficit in the identified Minority concentration areas.

**1.2.2** The scheme would continue to provide financial assistance on sharing basis for infrastructural development in the identified areas as per the PMJVK scheme guidelines.

**1.2.3** The Revised PMJVK Scheme will now be implemented in all Districts of the Country including all the Aspirational Districts. States/ UTs can propose infrastructure projects in the

identified areas where the concentration of minority population is more than 25% in the catchment area (15 KM radius).

- 1.2.4** The infrastructure projects to be taken up under PMJVK, would be for creation of community assets only, especially in the priority sectors and the infrastructure assets would be for use of all communities living in the Catchment areas. States/ UTs need to note that no individual beneficiary projects would be considered under the scheme.
- 1.2.5** In addition to existing thrust areas of Education, Health, Skill Development and Women centric projects, priority will also be accorded to emerging sectors of national importance like Sports, Sanitation, Solar Energy, Drinking Water projects in the urban areas etc. Projects like Sadbhav Mandaps/ Common Service Centres, etc. will continue to be covered under the scheme. An illustrative list of admissible projects under revised PMJVK is given in Para 2.3.2 of Chapter 2 of the guidelines. However, States/ UTs can also submit infrastructure projects in the priority sectors with proper justification, other than those which are in the illustrative list.
- 1.2.6** Physical infrastructure facilities relating to skill development such as arts, crafts, skills, heritage in Vishwakarma Villages under PM VIKAS scheme of the Ministry will also be considered. The capacity already created under PMJVK shall also be identified and leveraged, to provide facilities such as skill training, fairs, museums, workspace, tool rooms, and common display centres in the Vishwakarma Villages set up under PM VIKAS through PMJVK.
- 1.2.7** Other infrastructure projects for improving the socio-economic conditions of minority communities and other communities living in the catchment area, if proposed by States/UTs may be taken up based on their relevance.
- 1.2.8** The PMJVK will continue to provide financial support as per approved Central share to the already approved projects under the Scheme for their completion.
- 1.2.9** With emphasis on socio-economic improvement, around 80% of the resources under this programme would be utilized for projects related to Priority Sectors.
- 1.2.10** Efforts will be made to use at least 33-40% of the funds for creation of assets/ facilities for women/ girls.

### **1.3 Minority Communities**

**1.3.1** As far as PMJVK is concerned, the communities notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992 would be taken as Minority Communities. At present 6 (six) communities namely Muslims, Sikhs, Christians, Buddhists, Zoroastrians (Parsis) and Jains have been notified as Minority Communities under Section 2 (c) of the National Commission for Minorities Act, 1992.

#### **1.4 Area for implementation**

**1.4.1** The revised PMJVK will be implemented in all districts of the country including all the Aspirational Districts. The States/ UTs while preparing their plans may prioritize projects for the Aspirational Districts. The list of Aspirational Districts as per NITI Aayog is at *Annexure I*.

#### **1.5 Criteria for location of the Project in a District**

**1.5.1** Minority Concentration Areas (MCAs) for implementation of PMJVK were earlier identified based on the selected socio-economic conditions, basic amenities and population data of Census, 2011. However, the revised PMJVK will be implemented in all the Districts of the Country including all the Aspirational Districts as per the following criteria:

- a) The projects under PMJVK will be proposed in any area where the concentration of minority population is more than 25% in the catchment area (15 KM radius).
- b) The State Level Committee/ Central Government Organisation will have to certify that the area identified for implementation of the project has more than 25% minority population in the catchment area (15 km radius).

**1.5.2** The Minority Welfare Department of the State/ UT will submit the minutes of the SLC meeting, along with the certificate from SLC regarding the project proposal, wherein the SLC will certify that each of the proposed project is located in an area where concentration of minority population is more than 25% in the catchment area (15 KM radius). The format of Certificate to be submitted is at *Annexure II*. Separate certificates would be required with each proposed project unless the projects are being proposed in the same location.

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## Chapter 2: Planning, Appraisal and Approval

### 2.1 Introduction

- 2.1.1** There will be a structured mechanism for submission of the proposals under the revised PMJVK scheme by the State Governments/ UT Administrations. At present, the States/ UTs send their proposals to the Ministry of Minority Affairs, after formulation of the projects at the Block/ Town level, with the approval of the Block Level Committee (BLC), District Level Committee (DLC), and the State Level Committee (SLC). The projects recommended by the SLC are then considered and approved by the Empowered Committee in MoMA. As the process presently being followed is long and time consuming and often officials at the Block / Town/ District level do not have a holistic picture of the State/ UT priorities etc., therefore, it is proposed that in addition to the existing procedure, the Department of the States/ UTs at the State level may submit proposals directly to the SLC through the concerned Minority Welfare Department of the State/UT. The proposed change would enable the State/ UT to plan at the State level for the infrastructure requirements in the State/ UT.
- 2.1.2** In order to have some sort of uniformity in the projects being submitted by the States / UTs and also to get inputs on the projects from the Central Line Ministries as well as to appraise the proposals by MoMA, the Ministry of Minority Affairs has framed a set of guidelines for submission of project proposals by the State Governments/ UT Administrations/ Central Government Organisations. This chapter thus, includes the guidelines and the processes which shall be adhered to while the State Governments/ UT Administrations/ Central Government Organisations are preparing the project reports for submission to the SLC and to MoMA.
- 2.1.3** The primary objective of framing these guidelines are as follows:
- To define a uniform framework for submission of project proposals.
  - To aid the States/UTs in streamlining the project planning process.
  - To create sector-wise information symmetry for all States/UTs / Central Government Organisations which can be adhered to for project submission.
  - To fasten the submission of project proposals by the States/ UTs/ Central Government Organisations and its scrutiny / appraisal by SLC, Line Ministries at the Centre and MoMA.
- 2.1.4** The Chapter provides insights into the below listed seven aspects of project preparation and submission and provides the required framework for same.
- Plan formulation
  - Admissible projects
  - Land availability for construction of the projects
  - Preliminary Project Report and Cost Abstract/ Detailed Project Report
  - Proposal submission through online PMJVK Portal
  - Appraisal process
  - Approval of project proposals by MoMA



## **2.2 Plan Formulation**

- 2.2.1** The States/ UTs / Central Government Organisations will annually submit a single comprehensive proposal under PMJVK, strictly, as per the timelines given by MoMA. No piecemeal proposal submission would be allowed, henceforth. All States/ UTs/ Central Government Organisations will need to, strictly, adhere to the timelines given by MoMA as the EC meetings would now be held in a scheduled manner only.
- 2.2.2** Further, MoMA will consider the proposals of the States/ UTs based on their performance under PMJVK. For this, weightage would be given with regard to the unspent balance with the States/ UTs, pending UCs, projects not completed, projects not started, pending carried forward liability of MoMA against already approved projects to the States/ UTs, etc. Hence evaluation of States / UTs will be performance based.
- 2.2.3** States/UTs are advised to prepare a comprehensive Perspective Plan for the 15th Finance Commission Cycle i.e., till the year 2025-26.
- 2.2.4** The Perspective Plans should clearly define the specific goals and objectives of the State/UT with respect to the implementation of the PMJVK scheme in the State/UT. These should be in consonance with the goals/ objectives of the scheme at the National level.
- 2.2.5** The States/UTs are also advised to conduct baseline survey for perspective plan formulation which may be done through Universities/ renowned organizations/ agencies, etc at the earliest. For this they may involve Gram Sabha/Local Bodies which may aid in preparation of needs assessment reports. This would measure impact of the projects/scheme on life of the population in the identified areas particularly with reference to the backwardness indicators before submitting proposals to the Ministry. This would also include compilation of success stories on specific projects in case it has made an impact on the society as a whole.
- 2.2.6** The State/UT may also use the baseline survey undertaken by the Education Department, Health Department, or any other department for planning for minorities. The reference and major findings of the surveys should be included in the Perspective Plans under PMJVK for the State/ UT.
- 2.2.7** Based on the findings and gaps as identified through the base line survey or any such survey/ assessment, the State/ UT needs to plan for long term strategy (till 2025-26) and the same shall be included in the Perspective plan. These further need to be converted into year-wise strategies and action plan aimed at bridging the gap in the State/UT. The perspective plan should clearly list year wise infrastructure requirements of the State/ UT concerned.
- 2.2.8** Since the scheme has now been revised to include all districts of the country including all Aspirational Districts, the States/UTs shall identify the district-wise requirements of infrastructure for all the sectors covered under PMJVK that need intervention like education, health, skill, sports facilities, drinking water facilities, sanitation etc. All the interventions planned should aim at educational and economic empowerment of communities living in the identified area.

- 2.2.9** The State/ UT shall then undertake a comprehensive exercise to prioritize the infrastructure required, year-wise till the year 2025-26.
- 2.2.10** The perspective plan will have to be duly approved by the State Level Committee (SLC) also.
- 2.2.11** The Perspective Plan approved by the SLC should drive the Annual Proposals of the State/ UT. The Annual proposals of the State/UT shall include priority-wise the projects planned by the State/UT to be undertaken in that Financial year.
- 2.2.12** The State/UT shall prepare annual plan every year indicating the progress / status of the projects approved till last year and new project proposals planned to be commenced in that financial year. The Annual Plan should strictly be in consonance with the Perspective Plan prepared. In case of any deviation, the same would need to be explained in the Annual Plan of the State/ UT with proper justification.
- 2.2.13** The projects under PMJVK can be proposed in the identified areas as approved and certified by the SLC (where the minority population is more than 25% of the total population in the catchment area - 15Km radius).
- 2.2.14** State/ UT must prioritize sectors like Education, Health, Skill Development, and other emerging sectors like Sports, Drinking Water, Sanitation, Solar Energy, etc. Projects like Sadbhav Mandaps/ Common Service Centres with Health Care facilities as well as Disaster Management will also be considered.
- 2.2.15** The projects should be planned by the State/ UT taking into consideration that 80% of the resources under this programme would be utilized for projects related to priority sectors under PMJVK and at least 33-40% of the overall resources will be earmarked for the women/girl's centric projects.
- 2.2.16** As per the revised provisions of the scheme no individual beneficiary-oriented projects shall be taken up under PMJVK. The projects should be community assets and as far as possible large/ major projects would be supported under the scheme. An indicative list of admissible projects under PMJVK is given in para 2.3.2 of this chapter. However, this list is indicative only and not exhaustive.
- 2.2.17** It needs to be ensured that projects submitted under PMJVK scheme have not been sanctioned or proposed under any other scheme of the State/UT/ Central Government Organisation. It should be ensured that there is no duplication with other public funded scheme with similar objectives being implemented in the targeted areas.
- 2.2.18** PMJVK scheme shall be in consonance with the annual plans of the States/ UTs and the resources being given to the identified areas shall be in addition to regular allocation to these areas under any other schemes/programmes of the Centre/ State.
- 2.2.19** The State Level Committee (SLC) shall consider viability of all the projects before recommending the projects to the Ministry. The proposed projects should be sustainable and clear provision should be made by the State Government/ UT Administration regarding the

recurring cost and maintenance / operationalization cost as well as manpower requirement, so that there is no such problem once the infrastructure project has been completed.

- 2.2.20** The State/ UT, therefore, shall ensure financing of the recurring costs for operation and maintenance over the life of the project. It shall be ensured that adequate provision has been made in the project proposal for the manpower required for making the project functional by the State/ UT.
- 2.2.21** The State/ UT shall ensure that the projects are proposed on land which is available and is free from all encumbrance/ encroachment. The existing provision of construction of project on land owned by the State Government/ UT Administration / Central Government Organisation including Panchayat / Gram Sabha land/ Waqf land will continue. However, the 1<sup>st</sup> installment of Central Share will now be released by the Ministry only after it is confirmed by the State Government/ UT Administration/ Central Government Organisation within 1 month of approval of the project by Empowered Committee in MoMA, that land is in their possession and free from encumbrances. In case the State Government/ UT Administration wants to propose a project under PMJVK on vacant and litigation free Waqf land duly recorded in the revenue records, the consent of the Waqf Board would have to be first obtained for undertaking the project on Waqf land. The State Government/ UT Administration will thereafter have to forward the project with due approval of SLC and with the undertaking that the State Government/ UT Administration will implement the project and the recurring expenditure will be borne by the State Government/ UT Administration. Further funds under PMJVK for Waqf land will only be released to the State Government/ UT Administration. The funding of Waqf land projects will be same as the scheme pattern i.e.the pattern for Centrally Sponsored schemes.
- 2.2.22** Henceforth, the infrastructure assets would be constructed and run by the concerned Department of the State Government/ UT Administration, which has proposed the project.
- 2.2.23** States/UTs while formulating projects for hostel facilities for children shall abide by the “Regulatory Guidelines for Hostel of Educational Institutions for Children” issued by National Commission for Protection of Child Rights, New Delhi.
- 2.2.24** States/ UTs shall also ensure that provision for water harvesting is made in all the buildings being constructed under PMJVK. The assets created should also be energy efficient.
- 2.2.25** All infrastructure constructed under the scheme shall be barrier-free and accessible to persons with disability and follow harmonized guidelines and space standards of barrier-free built Environment for person with disability and elderly persons published by CPWD.
- 2.2.26** All the infrastructure created under the scheme shall follow guidelines for Earthquake Resistance Structure “IS:1893:1982 Criteria for Earthquake Resistance Design of Structure”.
- 2.2.27** All projects on completion, shall properly display the name of the scheme i.e., “**Pradhan Mantri Jan Vikas Karykram (PMJVK)**” followed by the name of the concerned project on the wall of the Asset so created.
- 2.2.28** States/UTs while preparing/submitting the plan must note the following:

- Financial assistance received under the scheme are not to be utilized for construction or renovation of staff quarters, establishment costs/staff costs, recurring expenditure etc.
- State/UTs project implementing authorities must ensure that no amount of project funds is used for creating staff component – either work charged or regular.

**2.2.29** Projects submitted by States/UTs shall be considered along with provisioning of furniture in schools/skill training institutes/hostels/special institutes/ health centres/ hospitals, and equipment & machineries in training institutes/ Hospitals/ health centres. Convergence, wherever required, should be built into the project and executed.

**2.2.30** Project reports shall also indicate the project timelines. States/UTs shall fix the same in advance while submitting the project. States/ UTs/ Central Govt. Organisations will need to give a certificate that land is in their possession within one month of EC approval for the project. Thereafter, in the next two months, States/ UTs/ Central Government Organisations will need to start the process of inviting tenders/ bids. After approval of the project under PMJVK, States/ UTs shall be required to update the timelines on the PMJVK Portal, and the project shall be monitored as per the timeline given by States/ UTs. Sanctioned projects may be cancelled due to non-compliance by States/ UTs, and the funds released for such projects may be adjusted with other projects approved in the States/ UTs and this will also be reflected while considering future projects from States/ UTs/ Central Govt Organisations.

**2.2.31** States/UTs shall ensure that good quality of infrastructure is created. Ministry may also undergo structure audit cum social audit chosen randomly through an algorithm. The list of projects selected for structural audit shall be generated by Ministry.

**2.2.32** Along with the project plan, States/UTs shall also submit an awareness generation plan/ media plan for creating awareness in the catchment area of the projects approved under PMJVK. The awareness plan may entail organizing monthly or quarterly awareness camps at Gram Sabha/Local Bodies level also, or as proposed by the States/ UTs.

**2.2.33** States/ UTsshallensure that the approved projects are completed within the specified timelines specially projects related to Education, Health, Skill development, women-oriented projects, etc and large projects which can have visible impact on the lives of people.

**2.2.34** Implementation and operationalization of the assets can also be undertaken through Public Private Partnership (PPP) mode, wherever, felt feasible.

### **2.3 Admissible projects**

**2.3.1** In addition to existing thrust areas of Education, Health, Skill Development and women centric projects, priority will be accorded to emerging sectors of national importance like Sports, Drinking Water, Sanitation, Solar Energy, etc. Projects like Sadbhav Mandaps/ Common Service Centres/Health care facilities as well as Disaster Management, etc. will continue to be covered under the scheme.

**2.3.2** An illustrative list of projects that will be considered under priority sectors are listed below:

- **Health:** Hospitals, Additional facilities in hospitals, Primary Health Centres (PHC), Community Health Centres (CHC), Sub-Health Centres (SHC), Diagnostic Centres, Nutrition Rehabilitation Centre, Wellness Centres, AYUSH Dispensaries and Hospitals, etc.
- **Education:** Construction of schools, additional classrooms, hostels, computer literacy centres/digital education centres, science laboratories in schools, basic support infrastructure, drinking water units, toilets in schools, slow learner centres, Degree Colleges, higher institutes of technical studies such as Medical, Nursing Colleges, Agriculture Colleges, etc
- **Skill development:** Skill development centres, ITI, Polytechnics, Hunar Hubs etc. as well as Physical infrastructure facilities relating to arts, crafts, skills, heritage, and tourism in Vishwakarma Villages under PM VIKAS scheme as elaborated in para 2.3.6.
- **Sports:** Stadium, Mini- stadium, development of playgrounds for indoor/ outdoor sports facilities etc.
- **Drinking Water:** Projects for tap waters in urban area/ towns, Amrit Sarovar, etc.
- **Sanitation:** Construction of toilets, public/community toilets, etc.
- **Solar Energy:** Installation of solar panels in feasible areas, etc.
- **Women Centric Projects:** Working Women Hostels, Girls schools including Residential schools, Girls' Colleges, Girls' polytechnics/ ITIs, Girls hostels, Maternity wards, etc.

Note: This list is **not exhaustive and is only** indicative.

**2.3.3** All the projects proposed should have concurrence / approval of the concerned Line Department in the State/ UT which will operationalize and maintain the project after its completion.

**2.3.4** Inter-se priority will be given to large and visible projects in the priority sectors, which can have visible impact on the lives of the people living in the catchment areas.

**2.3.5** Projects may also be proposed by State Government/ UT Administration for addressing challenges/provisioning of critical linkages/needs peculiar to the minority communities or a particular small minority community or a group of disadvantaged persons of the minority communities.

**2.3.6** The Ministry is also implementing a scheme '**PM VIKAS**' with the objective to develop model and sustainable art and craft villages known as 'Vishwakarma Villages' generating livelihood and employment opportunities for minorities and artisan communities. The PM VIKAS Scheme envisages 'Hub and Spoke' model for development of Art and Craft Villages known as 'Vishwakarma Villages' (Hubs). Each hub shall facilitate outreach of benefits under the PM VIKAS scheme to around 100 Spoke villages. Vishwakarma Villages

are envisioned to facilitate an interplay between trade, tradition and heritage aimed at preserving, re-building, and sustaining the creativity and culture of the artisan clusters. Facilities like community centre, common equipment/ machinery, and tools, relevant for art and craft practiced in the cluster, open air events area/ hall, eating area/ canteen, common toilet block, museum, library, etc. are proposed to be made available / upgraded as per the specific requirement of each village. The implementation model, selection criteria of the villages and its components are detailed out in the scheme guidelines of PM VIKAS.

Existing infrastructure developed by MoMA or other Ministries wherever available, shall be leveraged for development of Vishwakarma villages and their Spoke villages through convergence of efforts. The utilization and facilities of existing buildings in the Hub villages shall be examined prior to planning any new infrastructure. New infrastructure shall be developed only in those cases where there is no existing infrastructure. Proposals can also be examined for augmentation of existing infrastructure. Modalities of funding as per the PMJVK guidelines shall be followed for matters related to land ownership.

In case, additional infrastructure is required to be created or existing infrastructure is required to be augmented under PM VIKAS, the State Government would submit a proposal for the same with the approval of State Level Committee (SLC), as per the guidelines of PMJVK Scheme. However, the proposals under PM VIKAS can also be submitted directly by the Ministry/ Department of Tourism/ Culture or any other converging Department of the State Government, through the SLC.

To ensure better evaluation of the proposals received under PM VIKAS, PMJVK SLCs shall have representatives from M/o Culture, Tourism, Textiles, MSME, Panchayati Raj, and Rural Development, PWD/ Roads Department and only those State proposals shall be considered, which have been vetted by these Ministries/ Departments, regarding appropriateness of site selection and proper due diligence about the utility of proposed infrastructure and its management in the hub.

While furnishing proposals for development of infrastructure in the Hubs, the State Government shall forward only those proposals that have a sound revenue and operating model wherein maintenance of infrastructure is self-sustaining, as no support for operating/ maintenance / staff of the centre is admissible under PMJVK and PM VIKAS schemes. Other than funds for the infrastructure requirement, guidelines issued under PM VIKAS shall apply.

**2.3.7** Hostels for students pursuing higher education in Central/ State Universities may be constructed on land provided by the Central / State University. However, the Universities will need to assess requirement viz-a-viz the enrolment of minority students specially girls.

**2.3.8** Working Women hostels may be constructed in catchment areas for safety and mitigation of hardship particularly of single working women. Such hostels, shall be maintained and managed on self-sustaining basis by the concerned Department in the State/UT/Central Government Organisations.

**2.3.9** Construction of Common Service Centres/ Sadbhav Mandaps (Bhawan) are also admissible under PMJVK. Such assets will be a multi-purpose centre and serve as a central venue for congregation for dissemination/awareness activities of various schemes and programmes of MoMA/ Central Government/ State Government etc., carrying out short term skill development classes, social functions, communal harmony functions, study centres, coaching classes, sports activities, health & hygiene, disaster management, etc.

**2.3.10** Hunar Hubs may also be taken up for construction for enabling artisans/entrepreneurs to carry out exhibitions/melas/food-courts/skill training activities for artisan craft person in District HQs. Such assets shall be maintained and managed on self-sustaining basis by the State Minority Welfare Department/ District Administration, etc.

## **2.4 Land for construction of the Projects**

**2.4.1** The provision of construction of projects on land owned by the State Governments/UT Administrations/ Central Government Organisations, including Panchayat/Gram Sabha Land/ Waqf Land etc, will continue.

**2.4.2** The land cost or land acquisition costs shall not be covered under PMJVK.

**2.4.3** Land for construction of infrastructure in the identified areas shall be provided by State/ UT including Panchayat land. The Central Government Organizations will also have to provide land for their proposals.

**2.4.4** The projects on Waqf Board Land shall be approved only for the land which is vacant and free from all encumbrances and duly recorded in the Revenue Records. The consent of the Waqf Board would be mandatory for undertaking the project on Waqf Land. The projects would also need to be approved by SLC.

**2.4.5** The State Government will have to forward the project with due approval of SLC and with the undertaking that the State Government will implement the project and the recurring expenditure will be borne by the State Government. The fund for the project would be released to the State Govt/ UT Administration and the sharing pattern would be same as for Centrally Sponsored Scheme. Projects proposed by the Central Government Organisations on Waqf land should be recommended by the concerned Line Ministry/Department at the Centre.

**2.4.6** First instalment of Central share of approved projects will be released by the Ministry after confirmation by the State Government/UT Administration/Central Government Organisation that land for the project is in their possession and that it is free from all encumbrances/encroachments etc. The said confirmation will require to be submitted within 1 month of approval of the project.

## **2.5 Cost Abstract/ Preliminary Project Report/ Detailed Project Reports (DPR)**

**2.5.1** The project proposal should be submitted along with Cost Abstract/ Preliminary Project Report/ Detailed Project Report depending upon the cost of the project.

- 2.5.2** For small projects i.e., projects up to Rs. 50 lakh, cost abstract should be submitted, which should clearly indicate the costs of construction of building, periphery development, if any, equipment/ furniture, contingency, and administrative charges, if any. A lay out plan of the project should also be submitted.
- 2.5.3** For medium size projects i.e., projects from Rs. 50 lakh to Rs.10 crore , Preliminary Project Report should be submitted, which should comprise of detailed justification of the project, findings of the baseline survey, if conducted, benefits flowing out of the proposed project and the tentative number of beneficiaries, cost abstract (detailed costs of construction of building, periphery development, if any, equipment/ furniture, contingency and administrative charges, if any, etc.) and any other information which is required for approval of the project. A lay out plan of the project should also be submitted. DPR is to be sent to the Ministry for projects with an estimated project cost exceeding Rs.10 crores.
- 2.5.4** DPRs for projects costing less than Rs.10 crores may also be submitted depending upon the requirement.
- 2.5.5** The proforma for preparation of Preliminary Project Report (PPR) is given in *Annexure III*.
- 2.5.6** States/ UTs may also consider taking in-principal approval from MoMA for bigger projects, before preparation of DPR.
- 2.5.7** States/UTs are to submit project reports to the Ministry including detailed justification for the proposed projects. While preparing detailed project reports, States/UTs shall include the below given information. Apart from these details, project-wise information, for each sector, shall also be provided in the PPR which has been elaborated in *Annexure-III*
- Instructions/plan on barrier free accessibility to persons with disability of the proposed project.
  - Details of initiatives for environment sustainability such as rainwater harvesting shall also be included in the project reports.
  - Proposed date of commencement with Project Evaluation and Review Technique (PERT)/ Critical Path Method (CPM) chart.
  - Findings of baseline survey conducted for preparation of project plan.
  - Brief on awareness generation plan to be executed for disseminating information about the project amongst the targeted beneficiaries.
- 2.5.8** In addition, the PPR should clearly have the following:
- Certification that the cost estimates have been approved by the competent authorities of the State Government/UT Administration / Central Government Organisation and that the costs are based on the latest Schedules of Rates (SOR) in force in the State/UT concerned (copy of SOR should also be provided with the project report)
  - Intended economic/social benefit and target beneficiaries
  - Status of relevant regulatory and statutory clearances.
- 2.5.9** The Perspective and Annual Plans of the States/UTs should include the following sections with details as mentioned



### **Section -1: State Profile & details of the Minority population**

- Details regarding Geophysical Features and Administrative Divisions.
- This section gives details on demographic Structure, and details of the minority population and their socio-economic profile.
- This section should also identify the key issues with regards to educational, social, and economic status of Minorities in the State/ UT and specifically in the identified areas.
- Details in respect to state policy on development of Minorities and details of the Department looking after Minorities Affairs.

### **Section-2: Goals, Objectives, and Progress**

- Details of the Baseline survey or any other survey or gap assessment exercise undertaken by the State/ UT
- Goals and Objectives for 5 years
- Status against each goal and strategies planned (overall and year-wise breakup)
- Progress against all the projects approved will last year

### **Section-3: Planning Process & Implementation Arrangement**

- Write up on Institutional arrangement for plan preparation and Implementation of PMJVK.

**SECTORWISE DETAILS AND PROPOSALS** (Separate sections on each sector proposed to be covered under PMJVK)

**Section4 – Educational Scenario and Proposals on Education:** All projects for support to Educational Institutions may be included here. Separate sections may be added for Proposals related to School Education, Higher Education and Technical Education. Details of integration mechanism with Line Department and Central Government schemes may be included.

**Section5 – Health:** All the projects related to infrastructure support under health sector like hospitals, PHC, PHSC etc may be included under this head.

**Section6 –Skill Development including PMVIKAAS:** Projects related to support/ promotion of skill development like support to ITIs, Polytechnic, Skill Development centers etc may be included in this part.

**Section7 - Water and Sanitation:** Projects related to drinking water supply and sanitation programme. Under this head, projects for infrastructure support for drinking water and sanitation for schools should not be included. These may be part of the projects proposed under Education head. Facilities meant for public at large may be proposed under this head.

**Section8 -Sports:** Projects relating to promotion of sports for public in general (excluding those proposed under education) may be proposed under this head.

**Section9- Other projects:** Projects relating to any other sector may be included under this head with proper justification

**Section10 – Financial Status:** Status of Expenditure, State/ UT share release, procurement process followed, any other matter relating to financial management.

**2.5.10** For each project, justification on how the project is going to benefit the community and will lead to their empowerment, in form of a write-up will have to be included in the project proposals. The details to be included in the write-up shall include objective of the project, coverage (Geographical & demographic), location of the infrastructure proposed, expected outcome of the project etc.

**2.5.11** The details required to substantiate the project, will need to be submitted through the PMJVK web portal. The list of such details required is at *Annexure IV* and the same needs to be filled in through PMJVK web portal, for each project. For each project, there would be certain information which is mandatory, and some which are additional information, which though is not mandatory, but preferably should be provided.

## **2.6 Project Submission**

**2.6.1** The Proposal under PMJVK shall be submitted by the Department looking after Minority Welfare/ Affairs in the concerned State/ UT.

**2.6.2** States/ UTs have to submit project proposals to the Ministry of Minority Affairs.

**2.6.3** Central Government Departments/ Organizations including Central Armed Police Force, Central Universities, etc will submit their proposals to the Ministry for consideration under the PMJVK. The concerned organisation will need to submit the proposal through their parent Department/ Ministry and the certificate regarding the minority population being more than 25% of the total population in the concerned area will need to be given by the parent Department/ Ministry.

**2.6.4** The projects proposed by the State Government/ UT Administration should have approval of the State Level Committee (SLC).

**2.6.5** The projects proposed by the Central Government Departments/ Organizations should be in conformity with the PMJVK Guidelines and should have approval of the concerned Central Government Ministry/ Department.

**2.6.6** The proposal should be submitted along with *Annexure IX* duly signed by the Principal Secretary/ Secretary of the Department looking after Minority welfare/ Affairs in the State/ UT.

## **2.7 Project Approval**

- 2.7.1** Approval of the projects in the identified areas will now be based on the existing performance of the concerned State/ UT under PMJVK.
- 2.7.2** While considering the projects under PMJVK, due weightage will be given to the status of implementation of projects already sanctioned, State/ UT's record of timely completion of projects, status of Utilisation Certificates, unspent balance, carry forward liabilities of Central Govt. viz-a-viz the already approved projects, progress on geo-tagging of the already sanctioned projects in the State/ UT, etc.
- 2.7.3** Weightage will also be given to the size of the project, type of projects, usage of the project, benefits to be accrued to the targeted population and transparency in implementation of the projects.
- 2.7.4** Projects will be approved by the EC in order of priority given by States/ UTs, with the approval of SLC, and based on the tentative fund allocation provided for the State/UT in a particular financial year.
- 2.7.5** The proposals of the States/ UTs will be appraised and approved as per the schedule of the Screening Committee meeting and Empowered Committee meeting.
- 2.7.6** The schedule of the Screening Committee and the Empowered Committee will be shared with the States/ UTs/ Central Government Organisations in advance.
- 2.7.7** States/ UTs must submit their plan as per the schedule shared by the Ministry.
- 2.7.8** The Ministry will make all efforts to schedule the Screening Committee and the Empowered Committee at the starting of the financial year and consideration of project proposals by EC in the last quarter of a financial year would, as far as possible, be avoided.
- 2.7.9** In case of any delay in operationalization of any project it should be brought to the notice of concerned authority in the State/ UT and to the Ministry of Minority Affairs, Government of India at the earliest, so that the same could be brought to the notice of the highest authorities in the State and also this would adversely effect consideration and approval of subsequent projects of the concerned States/ UTs.

## **2.8 Web portal**

- 2.8.1** An Online web portal is being developed for PMJVK, which aims at digitization of the process followed for project submission by States/ UTs, scrutiny at the Ministry level, project approval, release of funds and project monitoring including submission of Utilisation Certificates (UCs), Quarterly Progress Reports (QPRs), Geo-tagging of assets, etc.
- 2.8.2** The proposals under PMJVK shall be uploaded on the PMJVK portal by the concerned Department in the State/ UT looking after Minority Affairs/ Welfare in the State/ UT. States/ UTs will be required to fill up/ upload details of each project on the PMJVK portal separately.

- 2.8.3** Any proposal not submitted through the PMJVK web-portal, will not be considered.
- 2.8.4** After approval of the proposals by the Empowered Committee of PMJVK, the status shall be updated on the PMJVK portal.
- 2.8.5** After approval of the project, the States/ UTs will be required to update the project specific details such as timelines, land availability, etc. on the portal for release of 1<sup>st</sup> instalment. 1<sup>st</sup> instalment of the projects shall only be released by the Ministry after ascertaining that the land for the approved project is in possession of the concerned Department.
- 2.8.6** Sanction Orders shall be uploaded by the Ministry on the PMJVK portal, which will be accessed by States/ UTs through the portal. The release of funds for the projects sanctioned, to State/ UT, through the PFMS will be intimated to the Nodal Officer through message/ email on their registered mobile number/ email.
- 2.8.7** The District Nodal Officer shall be responsible for geo-tagging of the assets created under PMJVK through the mobile app and uploading of the photographs of the project from time-to-time along with detailed attributes of the projects.
- 2.8.8** The State Nodal Officer shall be responsible for timely submission of the UCs and QPRs on the PMJVK portal as well as for geo tagging of the assets for monitoring of the projects.
- 2.8.9** The States/ UTs will have their own dashboard on the PMJVK portal for monitoring of the projects.

## Chapter 3: Implementation Structure

**3.1 Committees for implementation of PMJVK and their Roles/ Functions:** There will be committees at Block, District, State and Centre level for preparation, scrutiny, approval, implementation, and monitoring of Plan under PMJVK. The details of the committees have been included in this chapter.

### 3.2 Block Level Committee (BLC)

**3.2.1** The District Magistrate constitutes the Block Level Committee (BLC) and the constitution of Block Level Committee will be as follows:

1	Block Level Head of Panchayati Raj	Chairman
2	Block Development Officer	Co-chairman
3	Block Level Officer of Education	Member
4	Block Level Officer of Health	Member
5	Block Level Officer of ICDS	Member
6	Block Level Officer for welfare	Member
7	Local lead bank Officer	Member
8	Principal of ITI if any	Member
9	Three representatives from reputed NGO/Civil society nominated by DM/DC working for minority	Nominated Member

**3.2.2** The Block Level Committee would be responsible for preparing the plan for the identified areas in the block on the basis of felt needs of the minorities and on the basis of Base line survey, in the catchment area (15 km radius), as per the revised PMJVK guidelines.

**3.2.3** This Committee will be responsible for planning, supervision, direction, and coordination of the projects under the scheme at the block level.

**3.2.4** This Committee will also be responsible for monitoring of the programme at the block level.

**3.2.5** The BLC would meet at least once in a quarter and send its report to the District Level Committee (DLC).

### 3.3 District Level Committee

**3.3.1** The District Level Committee (DLC) for Prime Minister's New 15 Point Programme is the District Level Committee on PMJVK. The DLC would scrutinize the plan proposal submitted by Block Level Committee/ Local body or a proposal prepared at the District level and recommend it to the State Level Committee.

**3.3.2** The District Level Committee shall report progress of implementation of the projects sanctioned by MoMA under PMJVK to the Department dealing with Minorities Welfare/ Affairs of the State Government/ UT Administration for placing it before the State Level Committee.

**3.3.3** The DLC shall ensure that the projects proposed under PMJVK for the district/ block/ villages/ towns has been prepared as per the policy and guidelines of the scheme. The DLC will carry out the following functions: -

- a. To prepare a comprehensive plan for the district w.e.f. 2022-23 to 2025-26. The plan will include year-wise proposals to be proposed for the district till 2025-26 in the priority sectors identified under PMJVK for improvement of the socio-economic conditions of the area where the projects are being proposed. The DLC will strictly look into the justification for the proposed projects under PMJVK.
- b. The proposal shall be prepared as per the format prescribed by the Ministry of Minority Affairs.
- c. The DLC shall ensure that the funds provided for the projects in the catchment areas under PMJVK are additional resources and do not substitute State Government/ UT Administration funds already flowing to the catchment area. To prevent any diversion of funds from the catchment area, the flow of funds to the district concerned in the previous year will be taken as a benchmark.
- d. The DLC shall propose projects for the selected sectors which are not already covered by the work programmes for the State/UT concerned or any schemes/programmes of the Central Government, and which are considered critical for the development of the minorities.
- e. The DLC will ensure that there is no duplication of work with similar objectives implemented or proposed to be implemented under the State or other Central schemes and programmes.
- f. The DLC will need to certify that the location of projects in the catchment areas (15Km radius) has been selected based on the felt need and the area having minority population more than 25% of the total population in the area.
- g. The DLC may involve the Panchayati Raj Institutions/ local bodies in the implementation of the PMJVK plan wherever the mechanism is established.
- h. The DLC shall ensure that the proposal for the district is prepared keeping in view the scope and availability of resources for the district concerned.
- i. The DLC shall ensure that the proposal is prepared in consonance with the overall planning process within the district.

- j. The Deputy Commissioner/Collector/District Mission Director, as the case may be, shall assist in facilitating the preparation and implementation of the district plan and ensure effective monitoring.
- k. DLC will need to certify that an encumbrance free Government land is available for the project and on approval of the project by the Empowered Committee of MoMA, the possession of the land would immediately be given to the implementing Department/ Organisation, but not later than one month from the approval of the project by EC of MoMA.
- l. **To ensure that the Member of Parliament/ Member of Legislative representing the District are invited for the DLC meetings.**

### 3.4 State Level Committee

- 3.4.1 The State Level Committee constituted for implementation of the Prime Minister's New 15 Point Programme for the Welfare of Minorities headed by the Chief Secretary shall also serve as the State Level Committee (SLC) for the implementation of PMJVK in the State/UT concerned. In addition to the existing members, Secretaries from all Line Departments concerned, Secretary of the Department of Finance/ Planning, the Member-Secretary of the District Mission/Deputy Commissioner of the district concerned and head of the lead bank in the State/UT may be included as members.
- 3.4.2 Notices for the meetings must be sent to the Ministry of Minority Affairs to enable an official from the Ministry also to attend the meetings.
- 3.4.3 The SLC will ensure the following while recommending projects under PMJVK to the Empowered Committee of MoMA:
  - a. The SLC will ensure that the proposed projects are located in an area in the district where the minority population is more than 25% in the catchment area (15Km radius).
  - b. SLC will ensure that the projects proposals are as per the objectives and guidelines of PMJVK.
  - c. SLC will satisfy itself about the requirement and justification for the projects in the area where it is proposed.
  - d. SLC will ensure that the proposed estimate of the proposed projects is as per the laid down guidelines of MoMA or other concerned Line Ministries / Departments.
  - e. The AEs prepared by the State/UTs have to be as per the latest SOR of the State/ UT and will need to be vetted by the appropriate authority in the State Government/ UT Administration.
  - f. Before the proposal is sent to MoMA by SLC, it will need to certify that the catchment area where the project is being proposed under PMJVK has more than 25% minority population.
  - g. SLC will also need to ensure that there is no duplication of the proposed project with any other schemes of the Central or State Government/ UT Administration.
  - h. SLC will need to ensure that the encumbrance free Government land as stated by DLC is actually available for the proposed project, and is duly recorded in the Revenue

Records and that this land on the approval of the project by MoMA would immediately be available for taking over by the concerned State Government/ Department and not later than one month from the date of approval of the project by the EC of MoMA

- i. It would ensure that the ownership of the asset created would only be with the Government/Government body.
- j. SLC will need to ensure that the recurring expenditure/maintenance cost would be borne by the concerned Department and that on completion of the infrastructure it would immediately forthwith be made functional.
- k. SLC will ensure that the sharing pattern of the fund for the construction of the project between Centre and State Government / UT Administration is as per the norms of Centrally Sponsored Schemes and will be as per any further revision, by the Ministry of Finance.
- l. SLC will ensure that the projects proposed by the State Government/ UT administration on Waqf land has the concurrence of the State Waqf Board and the State would be able to implement the project and bear the recurring expenditure.
- m. SLC will ensure that the proposal is submitted to the Empowered Committee of PMJVK in the format prescribed by the Ministry of Minority Affairs.
- n. SLC will while approving the projects prepare a Priority List of recommended projects so that the EC can consider the projects as per the priority list and subject to availability of funds.
- o. SLC will also review the progress of the already approved projects under PMJVK in the State/ UT and also, the status of unspent balance and pending UCs in the State/ UT.

**3.4.4** Each of the prioritized projects forwarded by the State Level Committee to MoMA will be accompanied by a socio-economic feasibility report justifying the proposal by clearly outlining the gap, its criticality, goals, strategies, outcomes and benefits, milestones, approximate cost of project, project location, land availability and intended beneficiaries, implementing agency, duration of project, existing and proposed mechanism for implementation, management/operation and maintenance of the assets created. For projects costing more than Rs. 10 crores, the SLC will need to forward such project proposals with a Detailed Project Report (DPR).

**3.4.5** In addition to the above-mentioned project proposals, the State/UT may prepare project proposals at the State level also and these projects too can be submitted to the EC with the approval of the State Level Committee.

**3.4.6** The SLC will certify that the project forwarded to the MoMA under PMJVK is located in the area where the concentration of minority population is more than 25% in the catchment area (15 KM radius) as per the given format for the certificate.

**3.4.7** SLC should meet at least once in a quarter to review the progress under the programme and send its report to the Ministry of Minority Affairs within one month of the end of the quarter.

### **3.5 Committees for implementation of PMJVK at the Central level**

#### **3.5.1 Screening Committee on PMJVK and its functions are as follows:**



- a) There would be a Screening Committee on PMJVK at the Ministry level-headed by the Additional/Joint Secretary dealing with the subject in the Ministry. The officers of appropriate level dealing with PMJVK Division and Line Ministries/Departments will be members of the Committee including representative of IFD- MoMA.
- b) This committee would screen/ appraise the proposals of the State/UT/ Central Government Organizations and build convergence, rule out duplication of works before recommending it to the Empowered Committee of PMJVK. The project proposal duly recommended by the Screening Committee on PMJVK will then be placed before the Empowered Committee on PMJVK.

**3.5.2 Empowered Committee in the Ministry of Minority Affairs and its functions are as follows:**

- The ‘PMJVK Empowered Committee’ will only consider the project proposals which have been recommended by the Screening Committee and approve the projects, if considered to be eligible and meritorious. The Committee will consist of the following:

1.	Secretary, Ministry of Minority Affairs	Chairperson
2.	Secretary Expenditure, or his representative not below the rank of Joint Secretary	Member
3.	Secretary of the concerned Ministry/ Department or his representative not below the rank of Joint Secretary dealing with the sector of the project proposed	Member
4.	The Directorate General, Central Public Works Department or his/ her representative not below the rank of Chief Engineer dealing with the sector of the project proposed.	Member
5.	Principal Adviser/ Adviser, in-charge of Social Justice sector in NITI Aayog	Member
6.	Financial Advisor, Ministry of Minority Affairs	Member
7.	Additional/Joint Secretary in charge of PMJVK	Member Convener

**3.5.3** The Empowered Committee may invite Technical Expert from NAWADCO or any Government Organisation/ Professional Agency to assist in the meetings, if need arises.

- a. The EC may also serve as the oversight committee and monitor the implementation of projects under PMJVK.
- b. The EC may also prescribe norms for the programme from time to time so as to obviate procedural and other bottlenecks in the execution of programmes/ projects.
- c. To suggest policy changes as and when required in the programme guidelines for its efficient and effective implementation.

**3.5.4** The meeting of the Empowered Committee will be held in the beginning of the financial year to consider proposals of the States/ UTs/ Central Government Organisations for the

ensuing year. However, the meetings of the Empowered Committee may be held more than once in a year, to consider the additional proposals of the States/UTs, if need arises. This would, however, be an exception and not the norm and as far as possible proposals will not be considered in the last quarter of a financial year.

### **3.6 Implementing Agencies**

**3.6.1** The PMJVK will be implemented through State Government/ UT Administration/ Central Government Organisations.

**3.6.2** Henceforth, the infrastructure assets would be constructed and run by the concerned Department of the State Government/ UT Administration, which has proposed the project. Any deviation from this will be allowed in rarest of the rare case and at the instance of the concerned Department, which has proposed the project. Such deviation proposal may be sent to the Ministry with full justification and with the approval of the SLC and consent of the concerned Department proposing the project, and with an assurance that they will take over the project and make it functional on its completion. Decision of EC in the matter will be final. Refusal to take over the project after its completion by the concerned Department proposing the project would be considered as a serious financial impropriety.

**3.6.3** The implementing agencies may be the State PWD/ State PSUs/ other State Government. Construction agencies/ CPWD, Central Public Sector Enterprises etc. The State/ UT may, however, decide to execute the project through any qualified, reputed, experienced agency, but this needs to be strictly as per the General Financial Rules.

**3.6.4** Implementation of project and operationalization of the assets may be allowed through Public Private Partnership (PPP) mode wherever the State Government/ UT Administration/ Central Government Organisation proposes the same with proper justification and is felt feasible.

**3.6.5** The State Government/ UT Administration would notify a department with clear responsibility to deal with PMJVK scheme. It is advised that implementation of the PMJVK and Prime Minister's New 15 Point Programme should as far as possible be the responsibility of the same Department in the State Government/ UT Administration.

**3.6.6** The infrastructure projects under the PMJVK will be implemented, operationalised, managed, and maintained by the State Government/ UT Administration/ Central Government Organisationsetc.

**3.6.7** The Central Government will not bear any recurring and/or maintenance cost of the projects under PMJVK. It will be the responsibility of the State Government/ UT Administration to run and maintain the project over its lifetime.

**3.6.8** For projects on Waqf land too, the State Government/ UT Administration will be responsible for implementation and running of the projects. The recurring expenditure too would be borne by the State Government / UT Administration.

**3.6.9** The assets created under the PMJVK scheme will not be transferred to any outside agency under any circumstances.

### **3.7 Timely release of PMJVK funds**

**3.7.1** States/ UTs should also ensure that provisions are made in the State Budget for the amount of State / UT share.

**3.7.2** The State/ UT should ensure that Central funds received for projects under PMJVK, are released immediately to the implementing agencies along with matching State/ UT share.

**3.7.3** Parking of PMJVK funds at any level is strictly prohibited.

**3.7.4** Subsequent instalments of Central share for the projects may be sought by the State Government/ UT Administration on submission of requisite documents to the Ministry as per guidelines of PMJVK.

### **3.8 Timely Completion of the Projects**

**3.8.1** The States/UTs should ensure that projects approved by the Ministry under PMJVK are started and completed within the prescribed timelines. Late starting/late implementation of PMJVK projects will make the project liable for cancellation by MoMA.

**3.8.2** Any increase in project cost due to time overruns and / or cost overruns will be borne by the respective State Govt/ UT Administration/ Central Govt Organisation/ Implementing agency. No revision of cost due to time/ cost overruns will be placed before Empowered Committee for approval at the Ministry's level.

**3.8.3** The States/ UTs should inform the Ministry regarding all such projects which are falling behind completion schedule and seek extension of time for completion/re-scheduling of completion date.

**3.8.4** The States/ UTs will inform the Empowered Committee about the unviable projects, if any, within one year of the sanction of the project with the approval of the SLC. The funds released for the unviable projects may be adjusted after surrendering of the unviable projects against new/ongoing projects with the approval of EC.

**3.8.5** The State Governments / UT Administration will submit reports on the progress of each project at the end of the quarter in the proforma of Quarterly Progress Report (QPR) prescribed and as per the timelines defined for this purpose.

### **3.9 Public Functions**

**3.9.1** The State/UT/ Central Government Organisation will ensure that the Members of Parliament and State Legislature concerned are invited for the functions held under PMJVK for laying of foundation stone/ inaugural of new building etc as per the established procedure/protocols of

the Government. The State Government/UT administration/ Central Government organisations will also give timely information to MoMA about any such public function for representation at appropriate level from MoMA.

### **3.10 District Level Facilitators/ IT Personnel for PMJVK**

**3.10.1** District Level Facilitator/IT Personnel will be engaged under PMJVK on contractual basis to carryout the responsibilities given to him/her as per these guidelines. The Facilitator would function directly under the control and supervision of the district nodal officer responsible for implementation of the programme.

**3.10.2** The District Level Facilitator/ IT Personnel would be paid a monthly remuneration of Rs.18,000/- to Rs.25,000/- per month and for TA/DA/other expenses a maximum of Rs.5,000/- p.m. (@Rs.1000/- per District) depending upon the number of Districts covered, for his/her operations and functions from the administrative cost of the Programme. The DEOs will be paid remuneration of Rs. 12,000/- to Rs.15,000/- per month.

**3.10.3** The Facilitators would be hired initially for a period of one year at the minimum of the remuneration range and may be awarded 5% increment, if, he/ she continues for the next year subject to the upper limit of the remuneration range.

**3.10.4** The facilitator should be a graduate with preferably 2 years' experience of working in the social sector. The IT personnel should have master's degree with 3 years' experience in the social sector. The DEOs should have proficiency in computer. The State Government/ UT Administration would fix the exact qualification for the Facilitators/ IT personnel subject to the broad parameters given here and hire the Facilitators through a transparent process through open advertisement in the newspapers. The terms and conditions of the contractual service would be prescribed by the State/UT.

**3.10.5** The broad functions of District Level Facilitator will be:

- a. to function as a bridge between the Government institutions and the minority community.
- b. to give necessary support to a District and Block Level Committees in scrutinising the plan proposal for its recommendations to District Level Committee and monitoring the implementation of the projects in the District.
- c. the facilitator would prepare the progress report and other required reports for the programme.
- d. the facilitator would also render necessary support to Social Audit Committee at the District/ Block Level.
- e. to facilitate geo-tagging of assets to be taken up/ taken up under the Karyakaram.
- f. to facilitate getting PMJVK details and its updates under the PMJVK Portal.
- g. to assist the baseline-survey in MCAs.

**3.10.6** The number of District Level Facilitators/ IT personnel to be engaged in a State would depend on the number of districts in a State as under:

	No. of District Level	No. of IT personnel
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	facilitators	
State/ Directorate Level		
States/ UTs having 5 or less Districts	2	1 State Programme Manager 1 DEO
States/ UTs having 5-10 Districts and States having hilly terrain	4	1 State Programme Manager 2 DEOs
States / UTs having 10-20 Districts	5	1 State Programme Manager 3 DEOs
States having 20-50 Districts	8	1 State Programme Manager 4 DEOs
States having more than 50 Districts	10	1 State Programme Manager 4 DEOs

**3.10.7** States/ UTs will send consolidated proposals for engagement of District Level Facilitators/ IT personnel including their qualifications, terms and conditions of engagement and method of selection, to the Ministry. After administrative approval of the Ministry, the State/ UTs shall engage the Facilitators/ IT personnel and send financial proposal to the Ministry based on the actual number of personnel engaged along with their details such as qualifications, mobile number, email address, etc.

**3.10.8** Honorarium of Rs.100/- per asset will be paid to the Facilitators/ field officials for Geo-tagging of assets created under PMJVK.

### **3.11 Administrative Cost**

**3.11.1** The Administrative cost under the scheme will be 2% only for both Central and State Governments/ UT Administration, which will include expenditure on Central PMU of PMJVK, remunerations of District Level Facilitators/ IT Personnel engaged by the States/ UTs for PMJVK, IT enabled dedicated cells in States/ Districts, Geo-tagging of assets under PMJVK, Baseline survey, Monitoring and evaluation of the programme, Media, and communication strategy, etc.

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## Chapter 4: Financial Management and Procurement

- 4.1** The Financial Management system under PMJVK comprises of Planning, Budgeting, Monitoring, Auditing, Disbursement, Accounting, Fund flow and Procurement. For an efficient and effective financial management system it is necessary that each of its components is strengthened.
- 4.2** The objectives of setting up a financial management system are:
- To ensure timely availability of resources and their optimum use
  - To pace up the expenditure within time frame
  - To review the progress of the programme
  - To ensure timely, relevant, and reliable MIS
  - To prepare budget and budget calendar
  - To avoid the misuse of funds/ resources
- 4.3** This section of Financial Management system provides guidelines on the following components:
- Funding Pattern
  - Fund Flow Mechanism
  - Utilisation Certificate Submission
  - Re-appropriation/ dropping of projects
  - Procurement
- 4.4 Funding Pattern:** The PMJVK scheme provides funds on sharing pattern for only infrastructure projects. Land is to be provided free of cost by the State Government/ UT Administration / Central Government Organisation and the concerned organisation has to bear the recurring / maintenance expenditure also, which is not covered under the PMJVK scheme.
- 4.4.1** The funding pattern for the projects approved under PMJVK with effect from 2022-23 will be as follows:
- For all States, and for UTs with Legislature the sharing pattern would be 60(Centre):40(State).
  - In case of North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura), Himalayan States (Himachal Pradesh and Uttarakhand) and Himalayan UT (Jammu & Kashmir and Ladakh), sharing pattern between Centre and State would be 90(Centre):10(State).
  - For all Union Territories without Legislature, 100% share will be given by the Centre.
  - For Central Government Organisations, 100% share will be given by the Centre.
- 4.4.2** The funding of Waqf land projects will be same as the scheme pattern i.e., CSS pattern.
- 4.4.3** The sharing pattern for the projects already approved under PMJVK till 2021-22, will continue to be same as was approved at the time of the approval of the project.

**4.4.4** Any increase in project cost due to time over runs and for cost overruns will have to be borne by respective agencies. No revision of cost due to time/ cost overrun will be placed before the Empowered Committee for approval at the Ministerial Level. The State Government/ UT Administration /Central Government Organisation would make up for the shortfall, in all such cases, and in case, the State Government/ UT Administration finds the project to be unviable, they can surrender the projects and propose for adjustment of released funds against the new projects.

**4.4.5** The State Governments/ UT Administration have to give written commitments regarding their contribution towards the State/ UT share for Pradhan Mantri Jan Vikas Karyakram.

#### **4.5 Fund Flow Mechanism**

**4.5.1** The funds for the fresh projects would continue to be released generally in two (2) instalments. The release of the first instalment to the State/UT will be processed based on the cost approved for fresh projects approved by the EC. The release of the first instalment will also be subject to receipt of requisite documents / written commitments as indicated below in para no. 4.5.3.

**4.5.2 Release of 1<sup>st</sup> instalment:** The 1<sup>st</sup> instalment will be generally 50% of due central share against fresh project approved by the EC.

**4.5.3** The First instalment of Central share of fresh approved projects will only be released by the Ministry only after receipt of following information/ documents:

- Confirmation by the State Government/UT Administration/Central Government Organisation that land for the project is in their possession and that it is free from all encumbrances/encroachments etc.
- Release of commensurate State share against the releases of Central share till date.
- Letter from the State/ UT committing for release of due State share for the fresh approvals.
- Submission of QPR for the financial year ending along with photos (through web portal).

**4.5.4** The appraisal and approval of plans by the Ministry should preferably be completed in first quarter of the year so that the first instalment may be released to the State/ UT/ Central organisations at the beginning of the year. However, it will depend upon the preparation of plan proposal by the State Governments / UT administration/ Central Government Organisations as per timelines given by MoMA.

**4.5.5 Release of 2<sup>nd</sup> instalment:** The second instalment will be based on progress in expenditure and physical implementation as per the approved plan. The 2<sup>nd</sup> instalment would be released on utilization of 75% of 1st instalment and release of corresponding share by the State/UT and its 75% Utilization. The State's request for release of second instalment must be accompanied with:

- Utilization Certificates (UCs) for expenditure not less than 75% of the fund available (UC to be submitted through web portal)
- Quarterly Progress Reports (Both Financial and Physical) along with photographs for the last quarter must have been submitted on web portal

- Release of commensurate State/ UT share and utilisation thereof.

**4.5.6** The State/ UT shall submit all UCs, QPRs, proof of State/ UT share release on the web portal of PMJVK. No such document will be accepted if not submitted on web portal.

**4.5.7** Funds to the States/UTs/ Central Government Organisations will be released through Single Nodal Agency. All States/UTs are required to appoint a Single Nodal Officer and also open a Single Nodal Account wherein funds will be transferred from the Ministry of Minority Affairs for implementation of projects approved under PMJVK scheme.

**4.5.8** As per the mandate of Ministry of Finance, all the funds shall be released through PFMS web portal of Ministry of Finance. The PMJVK portal is proposed to be integrated with PFMS.

**4.5.9** The State Government/UT Administration to ensure that the Central funds are transferred to the agencies within fifteen days from the date of receipt of funds. Each State/UT is also required to ensure that the corresponding State share is released as per the D/o Expenditure OM No.1(13) PFMS/FCD/2020 dated 23.03.2021 and also any guidelines issued by DoE from time to time. The State/ UT would also ensure that the funds allocated to Scheme would not be used for any other purpose/Projects under any circumstances. This would be viewed as a very serious financial impropriety.

**4.5.10** The State Government/ UT Administration shall have the flexibility to utilise the funds available with it against specific project, which could not be started or is lagging. For other projects, which are fast moving and release of subsequent instalments for the same have been delayed. However, it will be ensured by the State/ UT that the funds of the project, from which it is diverted will be re-couped as soon as the due instalments are released by the Ministry for the projects in which funds were diverted. Such diversion of funds shall be reported to the Ministry.

#### **4.6 Utilisation Certificates (UC)**

**4.6.1** The State/ UT shall submit a duly signed and stamped Utilisation Certificate in the prescribed proforma through the web portal (**Annexure V**). The UCs should be signed by an officer not below the rank of Principal Secretary/ Secretary of the Department in the State Government/ UT Administration dealing with minority affairs.

**4.6.2** The UC shall include the expenditure only when the expenditure on the project has been incurred by the implementing agency. Release of further instalments will be recommended only after receipt of UCs, QPRs and picture/photograph of the ongoing projects.

**4.6.3** The Centre shall revise the UC format as per the provisions of General Financial Rules or as per the guidelines of Ministry of Finance issued from time to time.

**4.6.4** Bodies other than State/UT would submit the Utilization Certificates for the funds released to them as per the applicable format and provisions of General Finance Rules along with other documents mentioned in Para 12.5. In case of Central Government Organisations, the UC shall be signed by the Head of the Finance Department and counter signed by the Head of the Organisation.



**4.6.5** The UC shall include the details of the release of State share as well as its Utilisation under the PMJVK scheme.

#### **4.7 Re-appropriation / dropping of un-started projects**

**4.7.1** The States/UTs can also propose surrendering of unviable projects. The State/ UT may request for new set of projects to be sanctioned in lieu of the unviable projects. The proposals shall be examined in the Ministry as per PMJVK guidelines and accordingly approval shall be accorded, if found in order.

**4.7.2** In case of large delay or for any reason as reviewed and observed by the EC, the project may be cancelled / dropped by the EC. The Ministry will monitor the progress of the projects approved on periodic basis. The projects not started within 6 months of the approval may be cancelled by the Ministry with the approval of EC.

**4.7.3** In view of large number of uncompleted projects approved during 11<sup>th</sup> and 12<sup>th</sup> plan and also thereafter, Ministry will review the project-wise status of all pending projects and may consider dropping the overdue projects in the EC held in 2022-23. The States/ UTs may also examine the viability of the not-started works before going for expansion of the scheme as per the revised guidelines.

#### **4.8 Financial Reports**

**4.8.1** The State Government/ UT Administration / Central Government Organisations shall submit Quarterly Progress Report through Web portal for PMJVK.

**4.8.2** The Quarterly Progress Report includes 2 Formats

- a. Financial Quarterly Progress Report is at *Annexure VI*
- b. Physical Quarterly Progress Report is at *Annexure VII*
- c. Cumulative Financial Progress Report since inception as is at *Annexure VIII*.

#### **4.9 Instructions for Public Procurement**

**4.9.1** States/ UTs shall ensure observance of laid down procedures as per the State/ UT policy and GFR in all public procurements and there should be no deviation from the rules under any circumstances.

**4.9.2** States/ UTs should ensure utmost efficiency, economy, transparency in public procurement matters and observe fair and equitable treatment of suppliers and promotion of competition in public procurement.

**4.9.3** States/ UTs will ensure that procurement of equipment/ furniture for projects under PMJVK are not made from the agencies/ suppliers/ PSUs on nomination basis.

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## Chapter 5: Monitoring & Evaluation

**5.1** Monitoring is a continuous process and is a key feature for successful implementation of the Government schemes/programmes. The infrastructure projects constructed under PMJVK are community assets and are for the welfare of the entire population living in the area. The projects are aimed at improving the socio-economic condition of the communities living in the identified areas. For timely completion of the projects approved under PMJVK and for making them operational/functional at the earliest and for the optimum utilisation of the assets created, it is imperative that a robust mechanism for monitoring and evaluation is in place.

**5.2** A robust mechanism for monitoring of the programme with an independent monitoring system and monitoring with the involvement of community in addition to monitoring structure of Committees at different level is to be put in place by the State Governments/UT Administrations. The information collected through monitoring of the projects at various levels, will be utilised by MoMA to ensure that the projects are being implemented in a time bound manner and also to ascertain the actual utilisation of the assets created under PMJVK.

**5.3** The monitoring of the programme would be done through the following channels:

- Monitoring through the Committees constituted at different levels by the State Governments/UT Administration at the District level and State level.
- Monitoring through Project Monitoring Unit (PMU) setup at MoMA.
- A comprehensive PMJVK web portal will be put in place for real time monitoring of the projects under PMJVK.
- The IT Cells created at State level will form an integral part of Monitoring Mechanism.
- All State Governments/UT Administrations and Central Government Organisations will have to Geotag all the assets created under PMJVK including those created under the erstwhile MsDP scheme since inception in 2008-09.
- Monitoring through the Empowered Committee meetings as well as Conferences at the National/Regional/State levels.
- Monitoring through visits of officials to the project sites.
- Monitoring with the involvement of community through social audit mechanism.

### **5.4 Monitoring through Committees at different levels**

**5.4.1** The Block Level Committee for PMJVK will be responsible for monitoring of the programme at the block level. The BLC would meet at least once in a quarter and send its report to the District Level Committee (DLC).

**5.4.2** Regular monitoring of the approved projects under PMJVK i.e. its construction as well as making it operational on completion of the project will be done by the District Level Committee (DLC). The DLC shall hold quarterly meeting to review the programme of implementation of the projects under PMJVK and send their report to the State Level Committee (SLC) by the 10<sup>th</sup> day of the next quarter.

**5.4.3** The State Level Committee (SLC) should also meet regularly to review the progress under the programme and send its report to the Ministry of Minority Affairs at regular intervals.

**5.4.4** The Empowered Committee at the Centre shall also serve as the oversight committee and shall monitor the implementation of the programme. Monitoring will also be done by the Screening Committee at the Ministry level.

### **5.5 Monitoring through Project Monitoring Unit (PMU) at the Centre**

**5.5.1** The Project Monitoring Unit set up at MoMA will monitor the progress of the infrastructure sanctioned under the scheme. PMU shall undertake regular monitoring of the physical and financial progress made under the scheme. Specialists/ Consultants in the PMU will analyse the data received from States/ UTs through the PMJVK Portal and the Geotagging Mobile app Bhuvan-PMJVK, appraise the projects, identify the bottlenecks, etc. and submit reports to the Ministry at regular intervals. They shall also bring to the notice of the Ministry wherever, there is inordinate delay in start/ completion of the projects as well as making the completed projects functional/operational, as well as monitor the unspent balance/utilisation certificates etc. with the State/ UT for immediate corrective follow-up action.

### **5.6 Web portal for online monitoring**

**5.6.1** The scheme shall be monitored through an online PMJVK Portal. The State Governments/UT administrations shall upload Project-wise Quarterly Progress Reports (QPRs), both physical and financial, on the PMJVK portal. QPRs must be uploaded on the PMJVK Portal within 15 days after the end of the previous quarter. The PMU shall monitor the submission of QPRs by States/ UTs. Alerts will be sent to the States/ UTs in case of delay in submission of the QPRs.

**5.6.2** A user manual will be created so that the technical wing in the States/ UTs dealing with the MIS or Central Dashboard of PMJVK can learn about different features available under the e-initiatives undertaken and use those effectively for better implementation of the scheme. Proper training will be provided by MoMA as per training requirements of the States/UTs.

**5.6.3** The State Nodal Officer shall be responsible for timely submission of the UCs and QPRs on the PMJVK portal for monitoring of the projects.

### **5.7 Monitoring through Geo-tagging**

**5.7.1** The Ministry envisions to map all the assets developed under PMJVK through a robust GIS mapping mechanism. A Geo-tagging Mobile app Bhuvan-PMJVK has been developed to capture the location of the projects, project specific attributes and uploading real time photographs of the assets created at different stages of construction. Such MIS will provide data with respect to the usage of the assets created under the scheme. This data will also help in gaining insights about pattern of use and utility percentage of the assets.

**5.7.2** Each State/ UT will nominate a nodal officer for the PMJVK Portal and for Geotagging App who will be responsible to monitor the geo-tagging of the assets created under PMJVK in the State/UT through the mobile app and upload the photographs of the project from time to time.

The State/UT will also nominate the Field Officers for geotagging of assets and share the details with MoMA-ISRO and MoMA will train the Nodal officers and the Field Officers in this regard.

**5.7.3** Periodical surveys of end-users from the community may be operationalised to capture their feedback and experience of using these assets and measuring their satisfaction.

**5.7.4** The Project Monitoring Unit will analyse the project related data and also utilisation of assets data and generate progress reports from the MIS.

## **5.8 Monitoring through conferences**

**5.8.1** Conferences would be organised at the National and State levels to monitor the progress under the programme.

**5.8.2 Quarterly** review meetings shall be organised physically or virtually to review the progress of the projects in each State/UT. Similar meetings shall be conducted by the State and the District Authorities.

## **5.9 Monitoring through field visits**

**5.9.1** The officers and staff associated with the programme at State, District and Block level shall make frequent visits to the project sites to ensure speedy implementation of the programme and adherence to the quality of the project. Before completion of all the projects, state official shall make two visits to the project sites. District level and Block level officials shall be completely responsible for maintaining the quality check against the construction of the project.

**5.9.2** The Officers of the Ministry of Minority Affairs and the Central PMU would also make visits to the project sites to ensure timely completion of the projects and their proper utilisation.

## **5.10 Monitoring with the involvement of local community – Social Audit**

**5.10.1** The assets created under the scheme must have a positive impact on the life of the nearby population as well as meet environmental and social standards. Social audit helps to narrow gaps between vision/goal and reality, between efficiency and effectiveness. To actively involve the community in monitoring and assessment of the programme, an appropriate mechanism of social audit will be put in place.

**5.10.2** The State/UT, District and Block level administration would extend their full cooperation for the successful implementation of the social audit mechanism.

**5.10.3 Community based Organizations (CBOs)** may be empanelled by the State Government/ UT Administration for conducting social audits of the projects. States/UTs are advised to include at least 5% of the projects sanctioned under PMJVK.

**5.11 Impact assessment study:** The Ministry may conduct an impact assessment study about the scheme as and when considered feasible. These assessment studies will provide the overall impact of the programme on the minority population residing in the particular area.

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## Chapter 6: Awareness about PMJVK/Media Plan

- 6.1** To provide requisite benefit to the minority community in the States/ UTs, it is important that there is adequate awareness about the facilities created under PMJVK. Various evaluation reports conducted at the national level, for PMJVK, reveal that there has been a limited focus on awareness generation about the scheme and related facilities specially among target population group.
- 6.2** All sanctioned schemes/projects shall be given wide publicity in local media and placed on the website concerned.
- 6.3** Immediately after project approval is received, the State Government/ UT Administration shall put a permanent display at project site a board indicating the date of sanction of the project, likely date of completion, estimated cost of the project, source of funding i.e., PMJVK (Government of India), contractor(s) name and the physical target.
- 6.4** States/ UTs shall also submit a draft awareness generation plan about the project, after approval of the project by the Empowered Committee. The draft media plan shall be uploaded on the PMJVK portal.
- 6.5** For major projects, States/ UTs shall conduct a ceremony for laying of foundation stone. At the time of such events and after completion of other projects as well, States/ UTs shall also, invite the Members of Parliament and State Legislature concerned for project inauguration. This would create awareness about the project amongst the community members and thus lead to its better utilization.
- 6.6** Ministry of Minority Affairs and the State Government/UT Administration shall disseminate information through media – print/electronic and shall place it on their websites.
- 6.7** Camps may be organised at the Block level at regular intervals for dissemination of information about the projects already under implementation and new projects approved under PMJVK. Upon completion of the camps, best Panchayats in each district may be awarded at the district Level.
- 6.8** Awareness Generation about the scheme shall be conducted through various media channels identified by the State Level Committee and Department of Advertising & Visual Publicity (DAVP). To reach the targeted population, direct mass media channels may be put in place at district, state, and national level.
- a. Mass Media: Creation of radio jingles (customised at state level) through AIR and local FM, TVCs on Door Darshan.
  - b. Outdoor Media: Publicity through banners, hoardings, bus back panels, auto-rickshaw branding, sun boards at prime locations and construction sites.
  - c. Mid-Media: Intercity publicity vans, exhibitions, hunarhaats and events.
  - d. Interpersonal Communication: By engaging Panchayat Sabha, involving Community Based Organisations, Youth based organisations, involving college students.

- e. Mainstreaming and advocacy: Agenda for promotion of the scheme in State level and district level meetings which make the officials aware about the infrastructural benefits which State/UT and district can avail. By forming Joint Working Groups at state level and district level with Line Departments, etc.
- f. Observing Minority Day: Each year 18<sup>th</sup> Dec is observed as Minority Day. This may be observed, and State/UT level and district level events may be observed.
- g. Designing of Publicity Campaigns: To have a greater impact of the media channels, States/ UTs are advised to design sector specific 360-degree campaign using different media channels. For instance, looking at the low literacy rate among the minorities at the State level, the State/UT may design a campaign to highlight the contribution of PMJVK (infrastructure provided under the scheme) through radio jingles, bus back panels and with its mainstreaming efforts for 30 days.

**6.9 Social and Behaviour Change Communication (SBCC):** A framework for a common SBCC strategy will be adopted to address the gaps in awareness and increase the utilization of assets in the identified areas. Identification of key messages, based on targeted sectors and dissemination through various channels of communication is important, to create more visibility and impact. IEC materials could be printed with key messages and displayed at every service delivery point such as a hostel, health centre, etc. The Central and State Governments/ UT Administrations will share the IEC budget.

**6.10** For awareness generation programme and publicity of the scheme, convergence shall be made with the "Scheme of Research/Studies, Monitoring and Evaluation of Development Schemes including Publicity" also being implemented by the Ministry of Minority Affairs.

**6.11** The States/ UTs will be required to nominate one Nodal Officer not below the rank of Director in the concerned Department in the State/ UT looking after minority affairs for PMJVK portal. The nominated Officer shall be responsible for authenticity and accuracy of data/ documents uploaded on the portal.

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## List of Aspirational districts

Sl.No.	State/UT	District
1	Andhra Pradesh	Vizianagaram
2	Andhra Pradesh	Visakhapatnam
3	Andhra Pradesh	Cuddapah
4	Arunachal Pradesh	Namsai
5	Assam	Udalguri
6	Assam	Hailakandi
7	Assam	Goalpara
8	Assam	Dhubri
9	Assam	Darrang
10	Assam	Barpeta
11	Assam	Baksa
12	Bihar	Sitamarhi
13	Bihar	Sheikhpura
14	Bihar	Purnia
15	Bihar	Nawada
16	Bihar	Muzaffarpur
17	Bihar	Khagaria
18	Bihar	Katihar
19	Bihar	Jamui
20	Bihar	Gaya
21	Bihar	Begusarai
22	Bihar	Banka
23	Bihar	Auranagabad
24	Bihar	Araria
25	Chhattisgarh	Sukma
26	Chhattisgarh	Rajnandagon
27	Chhattisgarh	Narayanpur
28	Chhattisgarh	Mahasamund
29	Chhattisgarh	Korba
30	Chhattisgarh	Kondagaon
31	Chhattisgarh	Kanker
32	Chhattisgarh	Dantewada
33	Chhattisgarh	Bijapur
34	Chhattisgarh	Bastar
35	Gujarat	Narmada
36	Gujarat	Dahod
37	Haryana	Mewat
38	Himachal Pradesh	Chamba
39	Jammu And Kashmir	Kupwara
40	Jammu And Kashmir	Baramulla
41	Jharkhand	West Singhbhum
42	Jharkhand	Simdega
43	Jharkhand	Sahebganj
44	Jharkhand	Ranchi
45	Jharkhand	Ramgarh
46	Jharkhand	PurbiSinghbhum

<b>Sl.No.</b>	<b>State/UT</b>	<b>District</b>
47	Jharkhand	Palamu
48	Jharkhand	Pakur
49	Jharkhand	Lohardaga
50	Jharkhand	Latehar
51	Jharkhand	Khunti
52	Jharkhand	Hazaribag
53	Jharkhand	Gumla
54	Jharkhand	Godda
55	Jharkhand	Giridih
56	Jharkhand	Garhwa
57	Jharkhand	Dumka
58	Jharkhand	Chatra
59	Jharkhand	Bokaro
60	Karnataka	Yadgir
61	Karnataka	Raichur
62	Kerala	Wayanad
63	Madhya Pradesh	Vidisha
64	Madhya Pradesh	Singrauli
65	Madhya Pradesh	Rajgarh
66	Madhya Pradesh	Khandwa
67	Madhya Pradesh	Guna
68	Madhya Pradesh	Damoh
69	Madhya Pradesh	Chhatarpur
70	Madhya Pradesh	Barwani
71	Maharashtra	Washim
72	Maharashtra	Osmanabad
73	Maharashtra	Nandurbar
74	Maharashtra	Gadchiroli
75	Manipur	Chandel
76	Meghalaya	Ri Bhoi
77	Mizoram	Mamit
78	Nagaland	Kiphire
79	Odisha	Rayagada
80	Odisha	Nuapada
81	Odisha	Nabarangpur
82	Odisha	Malkangiri
83	Odisha	Koraput
84	Odisha	Kandhamala
85	Odisha	Kalahandi
86	Odisha	Gajapati
87	Odisha	Dhenkanal
88	Odisha	Balangir
89	Punjab	Moga
90	Punjab	Firozpur
91	Rajasthan	Sirohi
92	Rajasthan	Karauli
93	Rajasthan	Jaisalmer
94	Rajasthan	Dholpur
95	Rajasthan	Baran



<b>Sl.No.</b>	<b>State/UT</b>	<b>District</b>
96	Sikkim	West District
97	Tamil Nadu	Virudhunagar
98	Tamil Nadu	Ramanathapuram
99	Telangana	KomaramBheem Asifabad
100	Telangana	Khammam
101	Telangana	JayashankarBhoopalpalli
102	Tripura	Dhalai
103	Uttar Pradesh	Sonbhadra
104	Uttar Pradesh	Siddharth Nagar
105	Uttar Pradesh	Shravasti
106	Uttar Pradesh	Fatehpur
107	Uttar Pradesh	Chitrakoot
108	Uttar Pradesh	Chandauli
109	Uttar Pradesh	Balrampur
110	Uttar Pradesh	Bahraich
111	Uttarakhand	Udam Singh Nagar
112	Uttarakhand	Haridwar
113	West Bengal	Nadia
114	West Bengal	Murshidabad
115	West Bengal	Maldah
116	West Bengal	Dinajpur Dakshin
117	West Bengal	Birbhum

**Certificate**

The project \_\_\_\_\_ (Name of the Project) has been considered by the State Level Committee (SLC) in its meeting held on \_\_\_\_\_ (Date of the meeting) under the Chairpersonship of \_\_\_\_\_ (Name of the Chairperson), Chief Secretary of Government of \_\_\_\_\_ (Name of the State). The SLC is certifying that the proposed project is located in an area where concentration of minority population is more than 25% in the catchment area (15 KM radius).

**Signature of the Member Secretary/ Convenor of the SLC**

**(Name and Designation of the Officer)**

**Preliminary Project Report Details**

**Possession**

**Name of the Project:**

**Location of the Project:**

**Total Cost of the Project:**

1. Whether proposed project is new or is an extension of existing project.
2. Justification/Rationale for new/extension project including information on problems to be addressed by the project.
3. Information on target beneficiaries
4. The States/UTs may also submit the rationale for funding from PMJVK and not accessing existing funding source (if any available) such as funds of panchayat/other local government bodies (if applicable to the project)
5. Detailed Cost break-up and technical specification for submitted projects as per **Annexure**
6. Tentative timeline for project completion
7. Facilities being provided in these projects
8. Status (completed/not completed/work in progress) and other details such as percentage of people using the facility, for existing/previously sanctioned projects under PMJVK
9. Details of similar facilities available in and around the area of the project site
10. Explain as to how the project would help in addressing the need of the local community.
11. Whether necessary clearances have been obtained from concerned Departments.

## Abstract of cost

Name of Works:

Total Area

Sl.No.	Description of item	Quantity	Rate in Rs	Unit	Amount in Rs	Remarks
	A.Civil Work					
	B.Electrical Work					
	C.Machinery Work					
	D.Horticulture Work					
	E.Peripheral Development/ Landscaping					
	F. Contingency					
	G. Applicable Taxes if any					
	Total					

**CHECK LIST**

**Please. Tick (✓) below and if yes then mention the page No. on which the document is available.**

	<b>Page No</b>
1. Work is absolutely new.	Yes/No
2. Proposal of work is up gradation.	Yes/No
3. Work is construction of additional Room etc.	Yes/No
4. Whether the land is available.	Yes/No
5. Land is free from all encumbrances.	Yes/No
6. There is not any encroachment.	Yes/No
7. Land certificate is attached with the estimate.	Yes/No
8. Preliminary estimate is famed on prescribed format.	Yes/No
9. Copy of PAR/DSR or SSOR is enclosed.	Yes/No
10. Any market rate has been taken in the estimate.	Yes/No
11. If yes proper analysis with current rate from market for marital and labour has been considered.	Yes/No
12. Cost index over the estimate is taken.	Yes/No
13. Approval of officer not below the rank of Chief Engineer for cost index is enclosed.	Yes/No
14. Agency charges (Departmental Charges of executing department other than owner department) has taken in the estimate.	Yes/No
15. Copy of agreement with executing agency for agency charges are enclosed.	Yes/No
16. No lump sum provision is considered.	Yes/No
17. If yes, give reason and authority who decided, with proper justification.	Yes/No
18. No reference of other works has been considered for estimation.	Yes/No
19. If yes, give copy of completion certificate and preliminary estimate's copy.	Yes/No
20. The copy of Architectural drawing (plan, section, elevation) is enclosed.	Yes/No

Signature with official stamp

**Required details for Project Proposal Submission**

<b>Basic details for each project</b>
Sector*: Education/ Health/ Skill/Sanitation / Sports/ Drinking water/ Agriculture/ Women and Child Development/ Other Community Infrastructure
Project Type*
Sub-Type*
Number of Units*

<b>Unit details (Details for each unit of project required to be submitted )</b>
Title/Name of the Project*
Area Type*- Block/ Sub district/ Municipal Corporation/ Autonomous district Council
Block/ Sub district/ Municipal Corporation/ Autonomous district Council *- List as per LGD data
Address*
Pin Code*
Unit Cost in lakh*
Project Duration (in months)
Whether Land Available*- Yes/ No
If yes, whether land is in possession – Yes/No
If yes, Supporting document of Land*
Name of the Department proposing the project

<b>Documents to be uploaded</b>
Details of justification of the project*
Cost abstract
DPR* (mandatory, if project cost is more than Rs. 10 cr)

List of Project details and additional details required

<b>Education</b>		
<b>Project Type</b>	<b>Sub-Type</b>	<b>Additional details</b>
New School Building	-	<ul style="list-style-type: none"> <li>• Distance of nearest similar School in KM</li> <li>• Class from To (1 to 12)</li> <li>• Type of School (Boys Only, Girls Only, Co-ed)</li> <li>• Expected Enrolment of Student</li> </ul>
Residential School Building	-	<ul style="list-style-type: none"> <li>• Distance of nearest Residential School in KM</li> <li>• Type of Residential School (Boys/Girls/Co-Ed)</li> <li>• Capacity of nearest similar Residential School</li> <li>• Actual enrolment of Students in the nearest similar Residential School</li> <li>• Name of the Department/Organization Running the School</li> <li>• Class from To (1 to 12)</li> <li>• Expected Enrolment               <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> </ul>

Existing School - Additional Infrastructure	ACR Block	<ul style="list-style-type: none"> <li>• UDISE number</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• School Category</li> <li>• Total Enrolment of student's Boys/Girls</li> <li>• Total Minority Enrolment of student's Boys/Girls</li> <li>• Number of Classroom Available</li> <li>• School Type (Co-ed, Boys Only, Girls Only)</li> </ul>
	Computers	<ul style="list-style-type: none"> <li>• UDISE number</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's</li> <li>• Class from-To (1 to 12)</li> <li>• Number of Lab Available (Yes/No)</li> <li>• Availability of Electrification (Yes/No)</li> <li>• Availability of Computer Teacher (Yes/No)</li> <li>• Availability of Computers (Yes/No)</li> <li>• Availability of Internet (Yes/No)</li> </ul>
	Drinking water facilities	<ul style="list-style-type: none"> <li>• UDISE number</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Girls</li> <li>○ Boys</li> </ul> </li> <li>• Facility of Drinking water available (Yes/No)</li> </ul>
	Laboratory	<ul style="list-style-type: none"> <li>• UDISE number</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Girls</li> <li>○ Boys</li> </ul> </li> <li>• Class from To (1 to 12)</li> <li>• Details of the Existing Lab</li> </ul>
	Library	<ul style="list-style-type: none"> <li>• UDISE number</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Girls</li> <li>○ Boys</li> </ul> </li> <li>• Class from To (1 to 12)</li> <li>• Numbers of existing Library Available (if any) with Number value validation)</li> <li>• Whether Library Available (Yes/No)</li> <li>• Seating capacity proposed</li> <li>• Number of books capacity proposed</li> </ul>
	Playground	<ul style="list-style-type: none"> <li>• UDISE number of the School</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Girls</li> <li>○ Boys</li> </ul> </li> <li>• Class from To (1 to 12)</li> <li>• Whether land is available in school campus (Yes/No)</li> <li>• Details of facility proposed</li> <li>• Whether Sports Teacher Available (Yes/No)</li> </ul>

	Smart Classrooms/Equipment	<ul style="list-style-type: none"> <li>• UDISE number</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's Girls/Boys</li> <li>• Class from To (1 to 12)</li> <li>• Existing Numbers of Smart Classroom</li> <li>• Electrification Status (Available/Not Available)</li> <li>• Internet facility available (Available/Not Available)</li> </ul>
	Toilet	<ul style="list-style-type: none"> <li>• UDISE number of the School</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Existing Numbers Toilet for Boys (Textbox with Only number validation)</li> <li>• Existing Numbers Toilet for Girls</li> <li>• Existing Numbers Toilet for CWSN</li> <li>• Whether water facility available (Yes/N0)</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of required infrastructure</li> </ul>
New College	Degree College	<ul style="list-style-type: none"> <li>• Type of college (Boys/girls/Co-ed)</li> <li>• Expected Enrolment in the college</li> <li>• Proposed Stremms</li> <li>• Distance of nearest similar college in KM</li> <li>• Type of nearest college (Boys/Girls/Co-ed)</li> <li>• Occupancy in nearest college (Boys and Girls)</li> </ul>
	Agriculture College	<ul style="list-style-type: none"> <li>• Type of college (Boys/girls/Co-ed)</li> <li>• Expected Enrolment in the college</li> <li>• Proposed Stremms</li> <li>• Distance of nearest similar college in KM</li> <li>• Type of nearest college (Boys/Girls/Co-ed)</li> <li>• Occupancy in nearest college (Boys and Girls)</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of required infrastructure</li> </ul>
Existing College - Additional Infrastructure	New department	<ul style="list-style-type: none"> <li>• AISHE Code</li> <li>• Year of the Establishment of the "College" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Girls</li> <li>○ Boys</li> </ul> </li> <li>• Details of the Required department</li> </ul>
	Laboratory	<ul style="list-style-type: none"> <li>• AISHE Code</li> <li>• Year of the Establishment of the "College" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Girls</li> <li>○ Boys</li> </ul> </li> <li>• Details of the Existing Laboratory</li> </ul>
	Library	<ul style="list-style-type: none"> <li>• AISHE Code</li> <li>• Year of the Establishment of the "College" (dd/mm/yyyy)</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Girls</li> <li>○ Boys</li> </ul> </li> <li>• Numbers of existing Library Available (if any) (Textbox with Number value validation)</li> <li>• Whether Library Available (Yes/No)</li> <li>• Seating capacity proposed</li> <li>• Number of books capacity proposed</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of required infrastructure</li> </ul>



New Hostel	Boys hostel for School	<ul style="list-style-type: none"> <li>• UDISE number of the concerned school</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of Boy's</li> <li>• Whether already any hostel available (Yes/No)</li> <li>• Details of already available hostel (If yes)</li> <li>• Distance of nearest similar Hostel in KM</li> <li>• Type of nearest Hostel (Boys/Girls/Co-ed)</li> <li>• Capacity of nearest Hostel</li> <li>• Enrolment in the Hostel</li> </ul>
	Girls hostel for School	<ul style="list-style-type: none"> <li>• UDISE number of the concerned school</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of Girls</li> <li>• Whether already any hostel available (Yes/No)</li> <li>• Details of already available hostel (If yes)</li> <li>• Distance of nearest similar Hostel in KM</li> <li>• Type of nearest Hostel (Boys/Girls/Co-ed)</li> <li>• Capacity of nearest Hostel</li> <li>• Enrolment in the Hostel</li> </ul>
	Boys hostel for College/University	<ul style="list-style-type: none"> <li>• AISHE Code of the concerned school</li> <li>• Year of the Establishment of the "College/University" (dd/mm/yyyy)</li> <li>• Total Enrolment of Boy's</li> <li>• Whether already any hostel available (Yes/No)</li> <li>• Details of already available hostel (If yes)</li> <li>• Distance of nearest similar Hostel in KM</li> <li>• Type of nearest Hostel (Boys/Girls/Co-ed)</li> <li>• Capacity of nearest Hostel</li> <li>• Enrolment in the Hostel</li> </ul>
	Girls hostel for College/ University	<ul style="list-style-type: none"> <li>• AISHE Code of the concerned school</li> <li>• Year of the Establishment of the "School" (dd/mm/yyyy)</li> <li>• Total Enrolment of Girl's</li> <li>• Whether already any hostel available (Yes/No)</li> <li>• Details of already available hostel (If yes)</li> <li>• Distance of nearest similar Hostel in KM</li> <li>• Type of nearest Hostel (Boys/Girls/Co-ed)</li> <li>• Capacity of nearest Hostel</li> <li>• Enrolment in the Hostel</li> </ul>
	Boys hostel standalone	<ul style="list-style-type: none"> <li>• Distance of nearest similar Hostel in KM</li> <li>• Type of nearest Hostel (Boys/Girls/Co-ed)</li> <li>• Capacity of nearest Hostel</li> <li>• Occupancy in the Hostel</li> <li>• Distance by the nearest School/College</li> <li>• Type of School/College (Girls/Boys/Co-Ed)</li> </ul>
	Girls hostel standalone	<ul style="list-style-type: none"> <li>• Distance of nearest similar Hostel in KM</li> <li>• Type of nearest Hostel (Boys/Girls/Co-ed)</li> <li>• Capacity of nearest Hostel</li> <li>• Occupancy in the Hostel</li> <li>• Distance by the nearest School/College</li> <li>• Type of School/College (Girls/Boys/Co-Ed)</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of required infrastructure</li> </ul>
Existing Hostel - Additional Infrastructure	Boundary walls for Girls Hostel	<ul style="list-style-type: none"> <li>• Year of the Establishment of the "Hostel" (dd/mm/yyyy)</li> <li>• Occupancy of the Hostel</li> <li>• Type of Hostel dropdown (Girls only)</li> <li>• Details of boundary/fencing if any available (Yes/No)</li> <li>• Length and Hight of the boundary wall proposed</li> </ul>

	Others	<ul style="list-style-type: none"> <li>• Details of required infrastructure</li> </ul>
Health		
Type	Sub-Type	Additional details
New Hospital	General Hospital	<ul style="list-style-type: none"> <li>• Number of Beds proposed</li> <li>• Distance of nearest Government Hospital in KM</li> <li>• Type of nearest Government Hospital (IPD/OPD)</li> <li>• Capacity of existing nearest Government Hospital</li> </ul>
	Super Speciality Hospital	<ul style="list-style-type: none"> <li>• Number of Bed proposed</li> <li>• Distance of nearest similar Hospital in KM</li> <li>• Type of nearest Government Hospital (IPD/OPD)</li> <li>• Capacity of existing nearest Government Hospital</li> </ul>
	District Hospital	<ul style="list-style-type: none"> <li>• Number of Bed proposed</li> <li>• Distance of nearest similar Hospital in KM</li> <li>• Type of nearest Government Hospital (IPD/OPD)</li> <li>• Capacity of existing nearest Government Hospital</li> </ul>
	Sub-District Hospital	<ul style="list-style-type: none"> <li>• Number of Bed proposed</li> <li>• Distance of nearest similar Hospital in KM</li> <li>• Type of nearest Government Hospital (IPD/OPD)</li> <li>• Capacity of existing nearest Government Hospital</li> </ul>
Additional Infrastructure in existing Hospital	OT (Operation Theatre)	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Number of Nominated Bed</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctors in the (Yes/No)</li> <li>• Number of OPD patients visited in last financial year</li> </ul>
	NICU (Neonatal Intensive Care Unit)	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	OPD (Outpatient Department)	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	IPD (In Patient Department)	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	Machinery	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of required Additional Infrastructure in existing Hospital</li> <li>• Distance of nearest similar facility in KM</li> </ul>
New Health Center	CHC (Common service center)	<ul style="list-style-type: none"> <li>• Number of Beds proposed</li> <li>• Distance of nearest similar Health Center in KM</li> </ul>
	PHC (Primary Health Center)	<ul style="list-style-type: none"> <li>• Number of Bed proposed</li> <li>• Distance of nearest similar Health Center in KM</li> </ul>

	HSC (Health Sub Center)	<ul style="list-style-type: none"> <li>• Number of Bed proposed</li> <li>• Distance of nearest similar Health Center in KM</li> </ul>
	PHSC (Primary Health Sub Center)	<ul style="list-style-type: none"> <li>• Number of Bed proposed</li> <li>• Distance of nearest similar Health Center in KM</li> </ul>
	CHW (Centre for Health and Wellness)	<ul style="list-style-type: none"> <li>• Number of Bed proposed</li> <li>• Distance of nearest similar Health Center in KM</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of required Other New Health Center</li> <li>• Distance of nearest similar Facility in KM</li> </ul>
Additional Infrastructure in existing Health Center	OT (Operation Theatre)	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	NICU (Neonatal Intensive Care Unit)	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	OPD (Outpatient Department)	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	IPD (In Patient Department)	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	Machinery	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Hospital (dd/mm/yyyy)</li> <li>• Availability of Facilities in the</li> <li>• Availability of Doctor in the (Yes/No)</li> <li>• Number of patients visited in a last year</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of required Additional Infrastructure in existing Health Center</li> <li>• Distance of nearest similar facility in KM</li> </ul>
Medical College		<ul style="list-style-type: none"> <li>• Type of college (Boys/girls/Co-ed)</li> <li>• Expected Enrolment in the college</li> <li>• Proposed Stremms</li> <li>• Distance of nearest similar college in KM</li> <li>• Type of nearest college (Boys/Girls/Co-ed)</li> <li>• Occupancy in nearest college ( <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> </ul>
Nursing College		<ul style="list-style-type: none"> <li>• Type of college (Boys/girls/Co-ed)</li> <li>• Expected Enrolment in the college</li> <li>• Proposed Stremms</li> <li>• Distance of nearest similar college in KM</li> <li>• Type of nearest college (Boys/Girls/Co-ed)</li> <li>• Occupancy in nearest college (Boys and Girls)</li> </ul>

Others		<ul style="list-style-type: none"> <li>• Details of required other facility</li> <li>• Distance of nearest similar facility in KM</li> </ul>
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<b>Skill</b>		
<b>Type</b>	<b>Sub-Type</b>	<b>Additional details</b>
New ITI		<ul style="list-style-type: none"> <li>• Type of ITI College (Boys/girls/co-ed)</li> <li>• Expected Enrolment in the ITI</li> <li>• Proposed ITI trades</li> <li>• Distance of nearest similar ITI in KM</li> <li>• Type of nearest ITI (Boys/Girls/Co-ed)</li> <li>• Trades available in nearest ITI college</li> <li>• Total enrolment in nearest ITI <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Whether hostel is required (Yes/No) (if yes selected)</li> <li>• Proposed number of beds in Hostel</li> </ul>
Existing ITI's Additional Infrastructure	Additional Building	<ul style="list-style-type: none"> <li>• Year of Establishment of ITI College</li> <li>• Type of ITI (Boys/girls/co-ed)</li> <li>• Total Enrolment in the ITI <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Trades available</li> <li>• Adding a new trade in ITI (Yes/No) <ul style="list-style-type: none"> <li>○ Name of trade (If yes)</li> </ul> </li> </ul>
	Classroom	<ul style="list-style-type: none"> <li>• Year of the Establishment of the "ITI" (dd/mm/yyyy)</li> <li>• Type of ITI (Boys/Girls/Co-ed)</li> <li>• Trades available</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Number of Classroom Available</li> </ul>
	Workshop	<ul style="list-style-type: none"> <li>• Year of the Establishment of the "ITI" (dd/mm/yyyy)</li> <li>• Type of ITI (Boys/Girls/Co-ed)</li> <li>• Trades available</li> <li>• Total Enrolment <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Are workshops available in the ITI (Yes/No) if yes</li> <li>• Number of workshops</li> </ul>
	Equipment	<ul style="list-style-type: none"> <li>• Year of the Establishment of the "ITI" (dd/mm/yyyy)</li> <li>• Type of ITI (Boys/Girls/Co-ed)</li> <li>• Trades available</li> <li>• Total Enrolment <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Details of required equipment</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of Additional Infrastructure required in existing ITI's</li> </ul>
New- Polytechnic	-	<ul style="list-style-type: none"> <li>• Type of Polytechnic (Boys/girls/co-ed)</li> <li>• Expected Enrolment in the Polytechnic</li> <li>• Proposed Polytechnic trades</li> <li>• Distance of nearest similar Polytechnic in KM</li> <li>• Type of nearest Polytechnic (Boys/Girls/Co-ed)</li> <li>• Trades available in nearest Polytechnic</li> </ul>

		<ul style="list-style-type: none"> <li>• Total enrolment in nearest Polytechnic <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Whether hostel is required (Yes/No) (if yes selected)</li> <li>• Proposed number of beds in Hostel</li> </ul>
Existing Polytechnic Additional Infrastructure	Additional Building	<ul style="list-style-type: none"> <li>• Year of Establishment of Polytechnic</li> <li>• Type of Polytechnic (Boys/girls/co-ed)</li> <li>• Total Enrolment in the Polytechnic <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Trades available</li> <li>• Adding a new trade in Polytechnic (Yes/No) <ul style="list-style-type: none"> <li>○ Name of trade (If yes)</li> </ul> </li> </ul>
	Classroom	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Polytechnic (dd/mm/yyyy)</li> <li>• Type of Polytechnic (Boys/Girls/Co-ed)</li> <li>• Trades available</li> <li>• Total Enrolment of student's <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> </ul> <p>Number of Classroom Available</p>
	Workshop	<ul style="list-style-type: none"> <li>• Year of the Establishment of the Polytechnic (dd/mm/yyyy)</li> <li>• Type of Polytechnic (Boys/Girls/Co-ed)</li> <li>• Trades available</li> <li>• Total Enrolment <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Are workshops available in the Polytechnic (Yes/No) if yes <ul style="list-style-type: none"> <li>○ Number of workshops</li> </ul> </li> </ul>
	Equipment	<ul style="list-style-type: none"> <li>• Year of the Establishment of the " Polytechnic (dd/mm/yyyy)</li> <li>• Type of Polytechnic (Boys/Girls/Co-ed)</li> <li>• Trades available</li> <li>• Total Enrolment <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> <li>• Details of required equipment</li> </ul>
	Others	<ul style="list-style-type: none"> <li>• Details of Additional Infrastructure required in existing Polytechnic</li> </ul>
New Hostels in existing ITI	Boys Hostel for ITI's	<ul style="list-style-type: none"> <li>• Number of Beds Proposed for the Hostel</li> <li>• Year of the Establishment of the ITI (dd/mm/yyyy)</li> <li>• Total Enrolment of Boy's in the ITI</li> <li>• Distance of nearest similar Hostel in KM</li> <li>• Capacity of nearest Hostel</li> <li>• Enrolment in the Hostel</li> </ul>
	Gils Hostel for ITI's	<ul style="list-style-type: none"> <li>• Number of Beds Proposed for the Hostel</li> <li>• Year of the Establishment of the ITI (dd/mm/yyyy)</li> <li>• Total Enrolment of Girl's in the ITI</li> <li>• Distance of nearest similar Hostel in KM</li> <li>• Capacity of nearest Hostel</li> <li>• Enrolment in the Hostel</li> </ul>

New Hostels in existing Polytechnic	Boys Hostel for Polytechnic	<ul style="list-style-type: none"> <li>• Number of Beds Proposed for the Hostel</li> <li>• Year of the Establishment of the Polytechnic (dd/mm/yyyy)</li> <li>• Total Enrolment of Boy's in the Polytechnic</li> <li>• Distance of nearest similar Hostel in KM</li> <li>• Capacity of nearest Hostel</li> <li>• Enrolment in the Hostel</li> </ul>
	Girls Hostel for Polytechnic	<ul style="list-style-type: none"> <li>• Number of Beds Proposed for the Hostel</li> <li>• Year of the Establishment of the Polytechnic (dd/mm/yyyy)</li> <li>• Total Enrolment of Girl's in the Polytechnic</li> <li>• Distance of nearest similar Hostel in KM</li> <li>• Capacity of nearest Hostel</li> <li>• Enrolment in the Hostel</li> </ul>
Hunar hubs		<ul style="list-style-type: none"> <li>• Name of the Department/Organization managing the Hub</li> <li>• Type of proposed skills</li> <li>• Weather convergence with PM Vikas (Yes/No) if yes <ul style="list-style-type: none"> <li>○ Number of Artisans to be trained</li> <li>○ Number of stalls proposed</li> </ul> </li> </ul>
Skill Centres		<ul style="list-style-type: none"> <li>• Type of Skill Center (Boys/girls/co-ed)</li> <li>• Expected Enrolment in the Skill Center</li> <li>• Proposed Skill</li> <li>• Distance of nearest Similar facility in KM</li> <li>• Type of nearest skill center (Boys/Girls/Co-ed)</li> <li>• Type of Skill Center (Government/Pvt)</li> <li>• Skills available in nearest Skill center</li> <li>• Total enrolment in nearest Skill center (Boys and Girls)</li> </ul>
PM Vikas		<ul style="list-style-type: none"> <li>• Enter Project specific details</li> <li>• Distance of nearest similar project in KM</li> </ul>
Others		<ul style="list-style-type: none"> <li>• Enter Project specific details</li> <li>• Distance of nearest similar project in KM</li> </ul>

<b>Sports</b>		
<b>Type</b>	<b>Sub-Type</b>	<b>Additional details</b>
Sports Facility (As per Khelo India Scheme)	Sports-Stadium	<ul style="list-style-type: none"> <li>• Is a similar facility available in the District (yes/No)</li> <li>• Availability of similar nearest Sports-Stadium (Yes/No)</li> <li>• Distance of nearest similar Sports- Stadium in KM</li> <li>• Details of the proposed sports in stadium</li> <li>• Target beneficiary</li> <li>• Area of Stadium (In sqmtr)</li> <li>• Whether it's as per Khelo India norms (Yes/No)</li> </ul>
	Indoor Hall	<ul style="list-style-type: none"> <li>• Availability of similar nearest Indoor Hall (Yes/No)</li> <li>• Distance of nearest similar Indoor Hall in KM</li> <li>• Details of the proposed sports in Indoor Hall</li> <li>• Target beneficiary</li> <li>• Area of Land</li> <li>• Whether it's as per Khelo India norms (Yes/No)</li> </ul>
	Sports Complex	<ul style="list-style-type: none"> <li>• Availability of similar nearest Sports Complex (Yes/No)</li> <li>• Distance of nearest similar Sports Complex in KM</li> <li>• Details of the proposed sports in Sports Complex</li> <li>• Target beneficiary</li> <li>• Area of Land</li> <li>• Whether it's as per Khelo India noms (Yes/No)</li> </ul>

	Football Turf	<ul style="list-style-type: none"> <li>• Availability of similar nearest Football Turf (Yes/No)</li> <li>• Distance of nearest similar Football Turf in KM</li> <li>• Details of the proposed Football Turf</li> <li>• Target beneficiary</li> <li>• Area of Land</li> <li>• Whether it's as per Khelo India norms (Yes/No)</li> </ul>
	Swimming Pool	<ul style="list-style-type: none"> <li>• Availability of similar nearest Swimming Pool (Yes/No)</li> <li>• Distance of nearest similar Swimming Pool in KM</li> <li>• Details of the proposed Swimming Pool</li> <li>• Target beneficiary</li> <li>• Size of pool</li> <li>• Whether it's as per Khelo India norms (Yes/No)</li> </ul>
	Hockey Turf	<ul style="list-style-type: none"> <li>• Availability of similar nearest Hockey Turf (Yes/No)</li> <li>• Distance of nearest similar Hockey Turf in KM</li> <li>• Details of the proposed Hockey Turf</li> <li>• Target beneficiary</li> <li>• Area of Land</li> <li>• Whether it's as per Khelo India norms (Yes/No)</li> </ul>
	Multipurpose Hall	<ul style="list-style-type: none"> <li>• Availability of similar nearest Multipurpose Hall (Yes/No)</li> <li>• Distance of nearest similar Multipurpose Hall in KM</li> <li>• Details of the proposed Multipurpose Hall</li> <li>• Target beneficiary</li> <li>• Area of Hall</li> <li>• Whether it's as per Khelo India norms (Yes/No)</li> </ul>
Others (As per Khelo India only)		<ul style="list-style-type: none"> <li>• Enter Project specific details</li> <li>• Distance of nearest similar project in KM</li> </ul>

Sanitation		
Type	Sub-Type	Additional details
Toilet		<ul style="list-style-type: none"> <li>• Details of the proposed Toilet</li> </ul>
Others		<ul style="list-style-type: none"> <li>• Enter Project specific details</li> <li>• Distance of nearest similar project in KM</li> </ul>

<b>DWS</b>		
<b>Type</b>	<b>Sub-Type</b>	<b>Additional details</b>
Infrastructure for Supply of Drinking Water in Urban Areas	-	<ul style="list-style-type: none"> <li>• Details of the proposed facility</li> <li>• Number of householdsto be covered</li> <li>• Number of Beneficiariesto be covered</li> </ul>
Amritsarovar		<ul style="list-style-type: none"> <li>• Details of the proposed facility</li> <li>• Size of the water body to be renovated</li> </ul>
Rejuvenation of Bawri/Water Bodies		<ul style="list-style-type: none"> <li>• Details of the proposed facility</li> <li>• Size of the water body to be renovated</li> </ul>
Others		<ul style="list-style-type: none"> <li>• Enter Project specific details</li> <li>• Distance of nearest similar project in KM</li> </ul>

<b>Agriculture</b>		
<b>Type</b>	<b>Sub-Type</b>	<b>Additional details</b>
Agriculture College	-	<ul style="list-style-type: none"> <li>• Type of proposed college (Boys/Girls/Co-ed)</li> <li>• Expected Enrolment in the college</li> <li>• Proposed Streams</li> <li>• Distance of nearest similar college, if any, in KM</li> <li>• Type of nearest college (Boys/Girls/Co-ed)</li> <li>• Total enrolment in nearest agriculture college (if any) <ul style="list-style-type: none"> <li>○ Boys</li> <li>○ Girls</li> </ul> </li> </ul>
Others		<ul style="list-style-type: none"> <li>• Enter Project specific details</li> <li>• Distance of nearest similar project in KM</li> </ul>

<b>Women and Child Development</b>		
<b>Type</b>	<b>Sub-Type</b>	<b>Additional details</b>
Working women hostel	Working women hostel	<ul style="list-style-type: none"> <li>• Availability of similar nearest Working women hostel (Yes/No)</li> <li>• Distance of nearest similar Working women hostel in KM with capacity</li> <li>• Details of the proposed Working women hostel</li> <li>• Target beneficiary</li> </ul>
Others	-	<ul style="list-style-type: none"> <li>• Enter Project specific details</li> <li>• Distance of nearest similar project in KM</li> </ul>

<b>Other Community Infrastructure</b>		
<b>Type</b>	<b>Sub-Type</b>	<b>Additional details</b>
Community Service Centre/Sadbhav mandap/Community Hall	-	<ul style="list-style-type: none"> <li>• Availability of similar nearest Community Service Centre/Sadbhav mandap/Community Hall(Yes/No)</li> <li>• Distance of nearest similar Community Service Centre/Sadbhav mandap/Community Hallin KM</li> <li>• Details of the proposed Community Service Centre/Sadbhav mandap/Community Hall</li> <li>• Target beneficiaries</li> <li>• Activities to be conducted/ organised in the Community Service Centre/Sadbhav mandap/Community Hall</li> <li>• No of Community Service Centre/Sadbhav mandap/Community Hallsanctioned in the Districtby MoMA</li> </ul>



Others	-	<ul style="list-style-type: none"><li>• Enter Project specific details</li><li>• Distance of nearest similar project in KM</li></ul>
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## Format of Utilisation Certificate

## PRADHAN MANTRI JAN VIKAS KARYAKRAMA (PMJVK)

## UTILISATION CERTIFICATE

State.....

District.....

District HQs/ Block/ Town/ Cluster .....

Name of Project: .....

Utilisation of Central Share:

Sl. No.	Ministry's Sanction Order number and date	Name of the Project*	Amount Received (Rs. In lakh)	Amount Utilised (Rs. In lakh)	Percentage Utilisation
1					
2					

Release and Utilisation of State Share:

Sl. No.	State Government's Sanction reference No. and date	Name of the Project*	Amount Received (Rs. In lakh)	Amount Utilised (Rs. In lakh)	Percentage Utilisation
1					
2					

In case of large number of projects, information may be furnished in the following format:

Projects/ Components/ item of works	Amount Utilised (Rs. In lakh)	
	Central Share	State Share
a.		
b.		
c.		

Certified that out of Rs.....lakhs (in words) released by the State Government under the Pradhan Mantri JanVikas Karyakram during the financial year ..... vide letter number .....Dated Rs..... (in words), has been utilized for the above work(s).

Certified that out of Rs.....lakhs (in words) made available as assistance under the Pradhan Mantri Jan Vikas Karyakram sanctioned by Ministry of Minority Affairs during the financial year ..... vide letter number MoMA/ . .. Dated Rs..... (in words), has been utilized for the above work(s)

Further certified that I have satisfied myself that the conditions on which the assistance from the Pradhan Mantri Jan Vikas Karyakram was sanctioned have been duly fulfilled/ are being

fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

1. Vouchers and Books of Accounts
2. Measurement Books
3. Grant-in-aid/Loan Register
4. Expenditure Register

The balance of Rs. \_\_\_\_\_ is remaining unutilized as on date \_\_\_\_\_

I am enclosing herewith the Quarterly Progress Report in the prescribed formats and photographs of the projects.

Signature by the DM/ DC concerned	Counter Signature by Secretary, department dealing with minority affairs with stamp*
Name Date Place Office seal	

**Note : Please do not leave any item/ column blank. Write 'NIL' if no information is to be provided and/or write 'NA' for information not available.**

**Format for Quarterly Progress Reports**

**Financial**

<b>Pradhan Mantri Jan Vikas Karyakram (PMJVK)</b>									
State:									
Quarterly Financial Progress Report for quarter ending .....									
Quarter ending .....									

									Rs. In lakh	
Opening Balance as on 1st April ...	Central share released from 1st April .... till ....	Due State Share against GoI Releases from 1st April ....	State share actually released from 1st April .... till ....	Total Fund available	Expenditure incurred from 1st April .... till ....	Unspent balance as on .....	% Utilisation	Previous shortfall in State share as on 1st April ..... if any	Net Shortfall in State share as on ....., if any	Remarks
1	2	3	4	5=1+2+4	6	7=5-6	8=6/5	9	10=3+9-4	11

**QUARTERLY PROGRESS REPORT ON THE PRADHN MANTRI JANVIKASKARYAKRAM (PMJVK) - Physical Progress**

**State :**

Progress Report for Quarter ending:

S. N.	Project ID	Name of the approved Projects	District	Block/ sub district	Units approved	Completed	Work in progress (WIP)	Not started	Expected date of completion, if not completed	Nos. of unit functional	Name of the executing department/agency
1											
2											
		Total									

## Pradhan Mantri Jan Vikas Karyakram (PMJVK)

State :

## Cummulative Financial Progress Report till 2020 since inception

Rs. In lakh

Year	Central share released	Due State Share	Actual State share released	Expenditure incurred in the FY
1	2	3	4	5
2008-09				
2009-10				
2010-11				
2011-12				
2012-13				
2013-14				
2014-15				
2015-16				
2016-17				
2017-18				
2018-19				
2019-20				
2020-21				
Total				

Shortfall in State share, if any	(Total of 3-total of 4)
Closing balance as on 31st March 2021	(Total of 3+total of 4- Total of 5)

1 - Year - Financial Year

2- Central Share released - The amount released by Government of India from 1st April of that year till 31st March of the FY (as per date of the Sanction order of GoI)

3 - Due State Share- The funds due for release against the Central releases for that year

4- State Share released- Actual funds released by the State under MsDP/ PMJVK for that year

5- Expenditure incurred in FY- Expenditure incurred from 1st April of the year till 31st March of that particular year

**State:.....**

**Declaration**

1. The plan proposal for the year .....has been recommended by the State Level Committee for PM's New15 Point Programme.
2. List and details of the projects approved by SLC is as Annexed. The list is in order of priority.
3. 80% of resources allocated will be utilized for projects related to education, health &Skill development of which 33-40% would be for projects benefiting women/girls.
4. It has been ensured that all the locations proposed have at least 25% minority population in its catchment area (15km).
5. The cost estimates proposed for the projects proposed are as per the standardized cost derived on the basis of norms/ design prescribed by the concerned Ministry for that particular work or the State Schedule of Rates (SSOR).
6. The cost estimate for Sadbhav Mandap etc fulfils the norms and prescribed cost of Ministry of Minority Affairs.
7. It has been ensured that there is no duplication of the work with any scheme of the Central Government or a State Government and the concerned Directors/ Mission Directors have been consulted in this regard.
8. The land for the construction activities is available.
9. The maintenance and the recurring cost related to the assets proposed in this Plan will be borne by the State Government. (Not applicable to KV and NKV).
10. The projects of Water Supply Scheme has been approved by the State Level Scheme Sanctioning Committee (SLSSC).
11. Geo-tagging of the project location has been ensured and photographs will be uploaded on PMJVK Portal once the construction is started.
12. State share wherever applicable will be released on time.
13. The project shall be completed within stipulated time by meeting the timelines. The project will be started within two month from the date of approval and the timelines will be updated on the PMJVK Portal. The project shall be monitored as per the given timeline and sanctioned projects may be cancelled due to non-compliance by the States/ UTs, and the released funds may be adjusted with the other projects approved in the State/ UTs.
14. The Utilisation Certificates for the 1<sup>st</sup>instalment, 2<sup>nd</sup>instalment and completion & commissioning report of the asset shall be submitted to the Ministry/State whenever due without fail and delay.
15. The proposed structure will be as per guidelines and space standards of Barrier-Free Built Environment for person with disability and elderly persons published by CPWD.

Pr. Secretary/ Secretary  
(Name, Signature & Seal)  
Deptt of .....  
(Name, Signature & Seal)



S. No	Name of District	Location of Project	Name of Project	No. of Units	Amount Proposed

Pr. Secretary/ Secretary  
(Name, Signature & Seal)

Deptt of .....  
(Name, Signature & Seal)