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**A.48012/1/2024-PIG(RDB)**  
**GOVERNMENT OF MIZORAM**  
**PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT**  
**(RESEARCH & DEVELOPMENT BRANCH)**

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**Dated Aizawl, the 10<sup>th</sup> Feb, 2025**

**OFFICE MEMORANDUM**

**Subject:** Obligation for posing project proposal and execution of project under any schemes/ funding agencies- reg.

Pursuant to the 4<sup>th</sup> General Body Meeting of the Mizoram State Project Monitoring Committee under the Chief Minister of Mizoram, held on 17.12.2024 with regard to implementation of various developmental projects within the State of Mizoram, the following instructions are hereby circulated for information and strict compliance.

1. The implementing/executing departments of any development project funded under any source shall prepare a comprehensive project execution plan and closely monitor their projects to ensure timely completion and minimize delays. However, if unforeseen circumstances necessitate an extension of the project timeline, the matter shall be referred to the Mizoram State Project Monitoring Committee prior to any extension of the project timeframe.
2. It shall be mandatory to furnish a copy of the sanction order, work order and a copy of agreement with the contractor to the Planning & Programme Implementation Department and the Mizoram State Project Monitoring Committee for all projects with a cost exceeding Rs. 5.00 crore, irrespective of the funding source.
3. It has been observed that numerous project costs undergo cost revision after implementation of the project due to various factors. Therefore, all Departments shall ensure the preparation of a comprehensive and detailed estimate prior to the commencement of project execution with a view to minimizing the necessity for cost revisions. Nonetheless, in the event that a situation necessitates escalation of the project cost, the matter shall be referred to the Mizoram State Project Monitoring Committee for consideration and approval prior to any revision of the project cost.
4. Land Availability for execution of project: It has been observed that many projects have been proposed and even sanctioned without proper land availability and this lead to many complications for the project. For all projects, the project proposing Department is to ensure that land is actually available for the project and Land Title/Land lease for the project site is mandatory for such project proposals. In case land lease or land title is not available, some

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documents authorizing 'holding lien with operational right' must be incorporated in the concept paper/DPR of the project.

5. It has been observe that Departments are undertaking various development works beyond the technical capability of the Department leading to many sub- standard works. Vide No.G.17018/1/02-FEC dt.19.04.2022, an Office Memorandum regarding the powers of execution of works by Non Works Department having technical personnel was already issued. It is reiterated that Department shall strictly adhere to the OM and while taking developmental works.

6. To ensure effective utilization of the project after its completion, implementing departments shall lay down a workable Standard Operating Procedure on the operation and maintenance of the assets created and same must be included in the concept note prepared vide this department's Memo No. G.12011/5/2024- PLG(RDB) dt.18.01.2024.

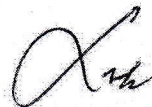
**Sd/- VANALADINA FANAI**  
**Commissioner**  
**Planning & Programme Implementation Department**  
**Government of Mizoram**

**Memo A. 48012/1/2024-PLG(RDB)**

**Dated Aizawl, the 10<sup>th</sup> Feb, 2025**

Copy to: -

1. Secretary to the Governor, Government of Mizoram
2. PS to Chief Minister, Government of Mizoram
3. PS to all Ministers, Government of Mizoram
4. All Administrative Head of Departments, Government of Mizoram
5. All Head of Departments, Government of Mizoram
6. Secretary, Mizoram State Project Monitoring Committee



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