

No.A.48011/4/2024-PLG(RDB)/Pt.II
GOVERNMENT OF MIZORAM
PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT (RDB)

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**Dated Aizawl, the 4<sup>th</sup> March, 2025**

**OFFICE MEMORANDUM**

**Subject: Instructions regarding release of fund to Implementing Departments under The Mizoram Bana Kaih (Handholding) Scheme.**

As per the decision of the Government, fund under The Mizoram Bana Kaih (Handholding) Scheme provisioned during FY 2024-25 shall be administered directly by the Nodal Department, i.e., Planning & Programme Implementation Department in accordance with the guidelines stated forthwith.

1. The Nodal Department shall obtain expenditure sanction for approved proposals received from the Implementing Departments, and draw fund as per requirement for disbursement of the same to the Implementing Departments through Banker's cheque.
2. Fund under the Mizoram Bana Kaih (Handholding) Scheme shall be released to Implementing Departments under the 5 (five) scheme components indicated in the Scheme Notification No. A.48011/4/2024-PLG(RDB) Dt. 2<sup>nd</sup> September, 2024. These components are:-
  - (i) 'Handholding Support to Progress Partners'.
  - (ii) 'Support to Implementing Departments'.
  - (iii) 'Sustainable Development through Clusters Approach'.
  - (iv) 'Market Support'.
  - (v) 'Participative Planning and Innovations for Sustainable Development'.

Notifications, Office Memorandums and other supporting guidelines issued by the concerned authorities may be referred to for clarity on initiatives that are admissible for funding under each component.

3. Implementing Departments shall, at the time of submission of fund requirement, clearly indicate the component under which fund is sought.
4. Under 'Handholding Support to Progress Partners' component, fund requirement for Chief Minister's Special Package grant for Progress Partners shall be released to the concerned Departments in one installment. Interest subvention for bank loans availed by Progress Partners shall be directly taken up by the Nodal Department together with Finance Dept.
5. Under 'Support to Implementing Departments' component, administrative cost requirement shall be administered in accordance with O.M. issued by the Nodal

Department vide No.A.48011/4/2024 dated 11.02.2025. Funding for other initiatives under the component shall follow the process stated in sl.no.9.

6. Under 'Market Support' component, fund release for Price Support of Priority Crops shall be administered as per the guidelines issued by Mizoram Agricultural Marketing Board from time to time. Funding for other initiatives under the component shall follow the process stated in sl.no.9.
7. Under 'Participative Planning and Innovations for Sustainable Development', fund requirement for cost of organising innovation challenges and prize awards shall be released to the concerned authority in one installment. Funding for other initiatives under the component shall follow the process stated in sl.no.9.
8. In the above cases where fund is disbursed in one installment, the Departments shall, on full utilization of the sanctioned amount, submit the following documents:-
  - a. Utilization Certificate for the total sanctioned amount using Form GFR 12-C.
  - b. Expenditure Statements for the total sanctioned amount.
  - c. Vouchers in original for the total sanctioned amount.
  - d. Geo-tagged photo wherever applicable.
  - e. Completion Certificate for the project (enclosed in Annexure).
9. Unless otherwise specified in separate guidelines issued for any initiative under the Bana Kaih Scheme components, fund release for all other initiatives not mentioned above shall be administered in two installments in the ratio of 70:30. The 1<sup>st</sup> installment of 70% of the approved amount shall be released to the Department subject to the approval by the Competent Authority. Release of the 2<sup>nd</sup> and final Installment shall be contingent upon inspection of project by P&PID wherever required subsequent to the full utilization of the 1<sup>st</sup> installment and the submission of the following mandatory documents by the Department:-
  - a. Utilization Certificate for the 1<sup>st</sup> installment using Form GFR 12-C.
  - b. Expenditure Statements for the 1<sup>st</sup> installment amount.
  - c. Vouchers in original for the 1<sup>st</sup> installment amount.
  - d. Geo-tagged photo wherever applicable.
10. The Departments shall, on actual utilization of the total sanctioned amount (i.e., the 1<sup>st</sup> and 2<sup>nd</sup> installments), submit the following documents:-
  - a. Utilization Certificate for the 2<sup>nd</sup> installment using Form GFR 12-C.
  - b. Expenditure Statements for the 2<sup>nd</sup> installment amount.
  - c. Vouchers in original for the 2<sup>nd</sup> installment amount.
  - d. Geo-tagged photo wherever applicable.
  - e. Completion Certificate for the project (enclosed in Annexure).

**Sd/- LALMALSAWMA PACHUAU**  
Secretary to the Govt. of Mizoram,  
Planning & Programme Implementation Dept.  
& Member Secretary,  
Mizoram State Policy Coordination Committee

**Memo No: A. 48011/4/2024-PLG(RDB) /Pt.II : Dated Aizawl the 4<sup>th</sup> March, 2025**

Copy to:

1. PS to Chief Minister, Mizoram & Chairman, MSPCC.
2. PS to Vice Chairman, MSPCC.
3. PS to Chief Secretary.
4. PS to Commissioner & Secretary to the Chief Minister.
5. PS to Secretary to the Govt. of Mizoram, Finance Dept.
6. Administrative heads of all implementing Departments.
7. Heads of Departments of all Implementing Departments.
8. Guard File



**( Dr. LALRINCHHANA )**

Principal Adviser-cum-Additional Secretary  
Planning & Programme Implementation  
Department

**ANNEXURE**

**(COMPLETION CERTIFICATE)**

Stated that, this Department has been given allocation of a total of Rs..... under The Mizoram Bana Kaih (Handholding) Scheme during FY 2024-25 in order to cover ..... number of Progress Partners/beneficiaries. The details of this allocation are as under:

| Sl.No | Trade Items | Unit Cost | Number of Progress Partners | Total Cost |
|-------|-------------|-----------|-----------------------------|------------|
|       |             |           |                             |            |
|       |             |           |                             |            |

Certified that, the task of undertaking direct benefit transfer to all Progress Partners / beneficiaries allocated to this Department has been completed as all the bank account of the beneficiaries have been credited as per the above unit cost.

Attached herewith:

- 1. Utilisation Certificate using Form GFR-12 C
- 2. Original Vouchers.

Signature of the Director : Name of the Director :  
Department Seal

Date