

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

Dated Aizawl, the 8th November, 2024

OFFICE MEMORANDUM

Subject: Submission of proposals under Support to Implementing Departments under Component 2 of Bana Kaih (Handholding) Scheme – reg.

1. The success or otherwise of the first component of the Bana Kaih Scheme i.e Handholding Support to Progress Partners would depend on the performance of the Implementing Departments that provide the handholding support to Progress Partners. To enable them to carry out their tasks effectively and efficiently, departments implementing the component: **Handholding Support to Progress Partners** under the **Mizoram Bana Kaih (Handholding) Scheme** can pose projects under this component of the said Scheme, i.e., Support to Implementing Departments.
2. Under this component of the Bana Kaih Scheme, the following support would be given:
 - i. **Provision of Common Facilities / Infrastructures:** Funding for the development of common infrastructures and strengthening of institutions crucial for the success of the Progress Partners and potential Progress Partners.
 - ii. **Research & Development:** Funding for Research & Development by the Implementing departments to develop innovative methodologies, localize machines and processes to suit local needs and enhance the overall efficacy of handholding support.
 - iii. **Technical Training:** Funding to impart technical training to the Progress Partners pertaining to their domain.
 - iv. **Administrative Expenses:** The implementation of the Handholding to Progress Partners will entail identification, mentoring, monitoring and supervision of the Progress Partners for which administrative expenses of the Department will be met on need basis.
3. Project proposals submitted under Sl. No. 2(i) and Sl. No. 2 (ii) above should preferably be for gap-filling and in convergence with other existing Central Sector Schemes or Centrally Sponsored Schemes implemented by the concerned departments. Further, they should be submitted in the prescribed concept note format annexed herewith **(soft copy may be downloaded from <https://planning.mizoram.gov.in>)**
4. All the selected Progress Partners must undergo training, capacity building etc. Standard training modules will be developed and conducted by the implementing departments as per the requirements of the chosen vocation of the Progress Partners. Further, the implementation of the Scheme would entail administrative expenses. Therefore, proposals under Sl. No 2(iii) and Sl. No. 2(iv) above must be based on the actual requirements, clearly specifying the purposes, unit costs, targets and plan of action. It may be noted that funds required for these purposes are to be converged with other Schemes of the Government implemented by the proposing Department to the extent possible to reduce the requirement from the State fund.

5. Proposals under this component of Bana Kaih Scheme shall be submitted through the respective administrative department after due approval of the concerned Minister and addressed to the undersigned. Same would be considered by Planning & Programme Implementation Department for recommendation under Bana Kaih Scheme after which the proposing department shall approach Finance Department for budgetary allocation, Administrative Approval and Expenditure Sanction as per extant rules.

Encl: Annexure

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

Memo No. A.48011/4/2024-PLG(RDB) : Dated Aizawl, the 8th November, 2024

Copy to:-

1. PS to Chief Minister, Mizoram & Chairman, MSPCC.
2. PS to all Ministers
3. PS to all Ministers of State
4. PS to Vice Chairman, MSPB
5. PS to Vice Chairman, MSPCC.
6. PS to Chief Secretary
7. PS to Commissioner & Secretary to the Chief Minister.
8. PS to Secretary, P&PID
9. PS to Principal Adviser-cum-Addl. Secretary, P&PID (RDB).
10. All Administrative Heads
11. All Head of Departments
12. Guard File



(Dr. LALRINCHHANA)
Principal Adviser-cum-Additional Secretary
Planning & Programme Implementation Department

PROJECT PROPOSAL - CONCEPT

A.	General Information & Justification of the Project
1	Name of the Project:
2	Proposing/Implementing Department:
3	Name of the executing Department/Agency:
4	Nature and magnitude of the problem faced that the project aims to address: <i>(Note: Give the baseline of socio-economic or other parameters / indicators / data to justify the proposal.)</i>
5	Merits of the project: <i>(Note: Following points must be addressed:</i> <i>a) The potential that the project aims to tap</i> <i>b) The benefits that will accrue through the project</i> <i>c) The sections and number of population to be benefitted</i> <i>d) For income generating activities/skill development project indicate:</i> <ul style="list-style-type: none"><i>• the number of beneficiaries targeted</i><i>• the methodology for selection of beneficiaries</i><i>• Indicate nos. of female and male beneficiaries separately.)</i>
6	Description of the project:
7	Aims & Objectives of the project:
8	Scheme under which the project is proposed:
9	Alignment of the proposed project with the focus areas indicated under the scheme guidelines: <i>(Note: Refer the latest guidelines of the scheme under which the project is proposed.)</i>

10	<p>Justification of the project from a larger perspective:</p> <p><i>(Note: If the project satisfies any of the following, give explanation:</i></p> <p>a) <i>The Project is based on a comprehensive plan / core network for a target sector and drawn up to saturate the related requirements on the basis of KPIs of Sustainable Development Goals (SDGs) or Multidimensional Poverty Index (MPI) – either for the entire NE region or for multiple States or for an entire State.</i></p> <p>b) <i>The Project constitutes a part of a larger programme being funded through other sources including other Ministries / Departments, multilateral or bilateral agencies.</i></p> <p>c) <i>The Project addresses the development requirements of backward areas or population identified as such.)</i></p> <p><i>(Note: The above points are as per the preferences outlined in the guidelines on the schemes of MDoNER)</i></p>
11	<p>Estimated Cost of the project (Rs. in crores):</p>
12	<p>Indicate sources and share of funding:</p>
13	<p>Location/s of the project:</p> <p>a) Village / Locality b) Block c) District d) Lat – Long Coordinate</p> <p><i>(Note:</i></p> <p><i>i. If the project has multiple locations, give the details of all the locations</i></p> <p><i>ii. For road projects, give the above details for the start point and the end point and also the proposed alignment as an annexure)</i></p>
14	<p>Availability of land and land size:</p> <p><i>(Note:</i></p> <p><i>i. Indicate clearly whether owned by Govt./leased/donated/community owned etc.</i></p> <p><i>ii. Enclose Land Availability Certificate duly signed by Head of Department)</i></p>
15	<p>Convergence of the project with other Schemes / Projects / other interventions of the Government:</p> <p><i>(Note:</i></p> <p><i>Explain how this project would supplement / converge with the initiatives under other Central Sector Scheme / CSS / State Scheme / other project interventions and existing infrastructures and facilities available in the area to be serviced by this project, details of such existing infrastructures and facilities must be given).</i></p>

16	<p>Non – duplication of the project proposed:</p> <p>(Note:</p> <ul style="list-style-type: none"> i. <i>If the project is State specific, give reasons why it cannot be funded from the State Plan</i> ii. <i>Explain why the project cannot be proposed / covered under any CSS/Central Sector Scheme.</i> iii. <i>State whether this project is proposed under any other Schemes of the Government</i> iv. <i>Enclose non-duplication certificate duly signed by Head of Department.)</i>
17	<p>Regional aspects of the project:</p> <p>(Note:</p> <p><i>If the project can be benefitted by other States especially the North East, explain the same and also give the name of the States)</i></p>
18	<p>Special features of the project:</p> <p>(Note:</p> <p><i>If the project proposal involves non – Government Societies / SHGs / FPOs etc provide the following details:</i></p> <ul style="list-style-type: none"> a) <i>Name and address of the Society / SHG / FPO etc</i> b) <i>Registration details of the Society</i> c) <i>NITI Darpan Agency Registration Code / Number</i> d) <i>Mode of selection of the Society / SHG / FPO etc</i> e) <i>Justification of the selected Society / SHG / FPO etc in terms of expertise and experience</i> f) <i>Details of the project cost sharing (if any) indicating the community / beneficiaries contribution such as Land, Labour, Locally available materials etc)</i>
19	<p>Sustainability of the project:</p> <p>(Note:</p> <p><i>Explain the how the project once completed would be sustained:</i></p> <ul style="list-style-type: none"> a) <i>Operation and maintenance in terms of man-power, funds etc</i> b) <i>Entity which will run the assets or facilities created (Whether by Government or other entities such as Communities / Private entities / Societies etc and the proposed arrangements)</i>
20	<p>Forest & Environmental Clearances:</p> <p>(Note:</p> <ul style="list-style-type: none"> i. <i>State if Forest Clearance and Environmental Clearances or either one is required. If no, give reasons and if yes, explain the action taken or proposed to be taken.</i> ii. <i>Enclose documents showing the clearances obtained, if any.)</i>
21	<p>Other Statutory Clearances:</p> <p>(Note:</p> <ul style="list-style-type: none"> i. <i>State if there is any other statutory clearances required to be obtained to execute the project and if yes give the details of such.</i> ii. <i>Enclose documents showing the clearances obtained, if any.)</i>

B	Project Details				
22	Component-wise cost of the Project as per the latest SoR:				
S. No	Components of the Project	No. of Unit	Unit cost (Rs.)	Amount (Rs in lakhs)	
<p>(Note:</p> <ul style="list-style-type: none"> i. Components should include all the items proposed under the project such as roads, buildings and other civil works, machineries, tools & equipments, miscellaneous fixed assets etc ii. State the amount of GST in the project (Central & State GST) iii. State the amount of Operations & Maintenance Cost included in the project proposal iv. The table above can be customised as per the project proposed.) 					
23	Year-wise phasing & Time frame for completion of project:				
Year	Total physical achievement	Total financial achievement			
Year 1					
Year 2					
Year 3					
C	Key Parameters of the Project				
24	Impact of the project on the attainment of Sustainable Development Goal/s (SDGs):				
S.No.	SDGs impacted by the project	SDG indicators	Baseline value of the indicator already attained (as per the latest publication of NITI Aayog)	Target	Explanation on how the project will help achieve the target
<p>(Note:</p> <ul style="list-style-type: none"> i. Refer to the latest publication of SDG rankings issued by NITI Aayog ii. Same can be collaborated with the SDG Coordination Cell, P&PI Dept) 					
25	Analysis of the project as per Output Outcome Monitoring Framework:				
OUTPUTS			OUTCOMES		
Output	Indicator	Target	Outcome	Indicator	Target
<p>(Note:</p> <ul style="list-style-type: none"> 1. Output refers to measurable product of project activities and outcome refers to collective results or qualitative improvements brought about by delivery of services 2. Reference can be made to the Outcome Budget of the Union Budget.) 					

26	Internal Rate of Return of the project:
27	Report of the analysis of the project under PM Gatishakti Master Plan: <i>(Note: Proposing Department to coordinate with the Technical Support Unit of PM Gatishakti, P&PI Dept)</i>

Note:

1. Use annexure wherever needed with proper index
2. Pictures could be inserted wherever appropriate in order to substantiate the proposal
3. All points relevant to the project should be addressed comprehensively while those not relevant can be given as Not Applicable.
4. The notes given in the proforma are points which are to be addressed /guide to fill up the proforma and need not be reproduced in the final concept note once complied with.

Date:

**(Name, signature & Seal of Head of the
Department)**

Countersigned by:

Administrative Head of the Department
(Name, signature & Seal of Head of the Department)