

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING  
(Vit-te-Yojana Bhawan, Plot No.-2B,  
Sector 33-A, Chandigarh)  
(Plan Coordination Division)**

To

All the Additional Chief Secretaries,  
Principal Secretaries and Administrative Secretaries,  
Punjab.

Memo No. 1/101 -PSPB-RO(PC)-2019/ 266  
Dated the Chandigarh 6<sup>th</sup> March, 2019

***Subject: Preparation/Finalization of Four Year Strategic Action Plan(4SAP)- 2019-23 and the Annual Action Plan, 2019-20 - Instructions thereof.***

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The Planning Department vide its Memo No. 1/101 -PSPB-RO(PC)-2018/4469-4474 dated 17/12/2018 and 1/101 -PSPB-RO(PC)-2018/970-975 dated 06/03/2019 has issued the guidelines for preparation/finalization of Four Year Strategic Action Plan(4SAP)- 2019-23 and the Annual Action Plan - 2019-20. These envisage the integration of Sustainable Development Goals in the development process of the State. For this purpose, a Template and Annexures - 1,2,3 and 4 have been drawn up to facilitate the departments in drawing up their Strategic Action Plans.

2. The Four Year Strategic Action Plan and Annual Action Plan are focused upon goals, targets and performance parameters of each department for the year 2019-2023 and for the year 2019-2020. The performance parameters are being prescribed by each department for each official responsible for execution of the department's policies, programmes and schemes.

3. The following instructions are issued with the approval of the Chief Minister, Punjab regarding Preparation/Finalization of Four Year

From Pre-Page:-

Strategic Action Plan (4SAP)- 2019-23 and the Annual Action Plan, 2019-20.

- 1) Administrative Departments to ensure to finalize its Four Year Strategic Action Plan (4 SAP) – 2019-23 and Annual Action Plan 2019-20, with approval of Minister In-charge and submit the same to the Planning Department by 11/03/2019.
- 2) Finance Department shall not release the funds to the implementing departments during the year 2019-20 until they finalize and submit their Strategic Action Plan to the Planning Department.
- 3) Administrative Departments to ensure that funding should be as per the Four Year Strategic Action Plan (4SAP) – 2019-23.
- 4) In case of deviation, Administrative Department(s) shall submit the file to Chief Minister, Punjab after obtaining the comments from the Department of Planning as well as Department of Finance.

  
Special Secretary Planning

Endst. No.1/101 -PSPB-RO(PC)-2019/267

Dated: 6/3/2019

A copy is forwarded to PS/PSCM for the kind information of Principal Secretary to Chief Minister, Punjab please.

  
Special Secretary Planning

Endst. No.1/101 -PSPB-RO(PC)-2019/268

Dated: 6/3/2019

A copy is forwarded to Secretary/CS for the kind information of Chief Secretary, Punjab please.

  
Special Secretary Planning

Endst. No.1/101 -PSPB-RO(PC)-2019/269

Dated: 6/3/2019

A copy is forwarded to Principal Secretary Finance with the request to kindly ensure that no funds may be released to the implementing departments during 2019-20 until they finalize and submit their Strategic Action Plan to the Planning Department please.

  
Special Secretary Planning

Endst. No.1/101 -PSPB-RO(PC)-2019/ 270

Dated: 6/3/2019

A copy is forwarded to the PS/PSP for the kind information of Principal Secretary Planning please.

  
Director Planning

Endst. No.1/101 -PSPB-RO(PC)-2019/ 271

Dated: 6/3/2019

A copy is forwarded to the PA/SSP for the kind information of Special Secretary Planning please.

  
Director Planning

Endst. No.1/101 -PSPB-RO(PC)-2019/ 272

Dated: 6/3/2019

A copy is forwarded to the All the Heads of Departments for the information and necessary action please.

  
Director Planning

Endst. No.1/101 -PSPB-RO(PC)-2019/ 273

Dated: 6/3/2019

A copy is forwarded to the Economic Adviser, Punjab for the information and necessary action please.

  
Director Planning

Endst. No.1/101 -PSPB-RO(PC)-2019/ 274

Dated: 6/3/2019

A copy is forwarded to all Directors/Deputy Directors of PSPB, for information and necessary action please.

  
Director Planning