

**Government of Punjab  
Department of Planning  
(Local Plan Division)**

To

All the Deputy Commissioners-cum-Member Secretaries,  
District Planning & Development Boards in the State.

Memo No. 2/1/PSPB/(RO-LPD)/2007/4187  
Dated Chandigarh 30/4/2007

**Subject:- Guidelines regarding Utilisation of Untied funds placed at the disposal of District Planning and Development Boards.**

Please refer to this Department's Memo No.2/1/PSPB/LPD/2003/3996 dated 28/7/03 on the subject cited above.

2 The concept of untied funds was introduced in 1988-89 with the objective to carry out the works of emergent nature which are normally not covered under the schemes decentralized at the district level. These funds are mainly for filling up the missing gaps and for completing the incomplete public utility assets.

3 The following guidelines may be adhered to strictly while utilizing the untied funds :-

- (a) The works undertaken with the untied funds should be developmental in nature, based on the locally-felt needs. The emphasis should be towards increasing the efficiency of capital assets already created and to add to the productivity and welfare.
- (b) The funds should be used for works of non-recurring nature and for the purposes such as provision of visible service support facilities and for benefit of general public. It should not include any recurring expenditure such as on staff or maintenance of such facilities.
- (c) The cost of one work should be upto Rs 10.00 lakhs and no spill-over expenditure will be permissible.
- (d) So far as technical and administrative sanctions under these funds are concerned the decisions of the District Planning & Development Boards will be final. If need be for the purpose of implementation of works with these funds, full and final powers can be delegated to the district technical and administrative functionaries.
- (e) Public contribution should be encouraged. The works under the untied funds category would be executed by the different district level executing agencies such as PWD, Panchayati Raj, Rural Development agency, Gram Panchayats, PTA, NGOs etc. The heads of the respective district department would be responsible for the coordination and overall supervision of the works. The executing agencies of the untied funds would not charge any administrative charges for their services of preparatory work, implementation, supervision etc except the three percent

departmental charges. While allocating the untied funds, priority should be given to those Panchayati Raj Institutions, Urban Local Bodies and Non-Government Organizations (Regd), which are ready to make contributions from their own resources on a matching or otherwise basis.

**Illustrative list of works which can be taken up with the untied funds:**

- (i) Construction of additional rooms/hostel/completion of buildings in government owned and managed educational institutions (such as Adarsh Schools). The Educational Institutions managed by the Private Bodies even if receiving 95% aid from the Govt will not be covered under Untied Funds.
- (ii) Construction of additional rooms/completion of buildings in government owned and managed Medical Health Institutions/Animal Health Institutions.
- (iii) New/incomplete infrastructure projects in villages and towns owned by the Government and which can be completed within the limit of Rs 10.00 lakhs set for projects under untied funds.
- (iv) Construction of culverts on roads for disposal of rain water, phirnies, small bridges, construction of missing links and link roads/kutchha roads.
- (v) Providing facilities of drinking water and lavatory in Govt schools/hospitals/shamshan ghats etc.
- (vi) Provision of shelter, drinking water and construction of boundary walls of the cremation grounds.
- (vii) Desilting of ponds and construction of retaining wall of ponds. Construction of streets and drains and disposal of sullage water.
- (viii) Boundary wall of Govt Primary Schools with the condition to get the work executed through the Gram Panchayat with contribution in cash or kind.
- (ix) Construction of public libraries and reading rooms and purchase of books and literature on agriculture.
- (x) Urgent and immediate expenditure on repair of Govt Educational Institutions/Medical Health Institutions/Animal Health Institutions and other buildings of heritage, which are declared un-safe upto a maximum amount of Rs 5.00 lakhs for each of the above said categories of the buildings in a financial year.
- (xi) Installation of tube-wells and construction of water tanks for providing drinking water to the people.
- (xii) Purchase of furniture for Elementary Schools and Secondary Schools as a special case.
- (xiii) Installation of solar street lights in the villages, where the panchayats make atleast 25% contribution and are ready to maintain these lights.
- (xiv) Construction of public toilets and bathrooms.

**List of Works not permissible under the Untied Funds.**

- (i) Consumable articles such as purchase of furniture, installation of air-conditioners, computers for official/private use and cultural activities, purchase of stationery etc.
- (ii) Construction, addition, alteration or repair of office buildings, residential buildings and other buildings relating to Government Departments/Agencies and officers of the State Government.
- (iii) Repair and maintenance works of any type other than special repairs for restoration/upgradation of durable capital assets.
- (iv) Works belonging to commercial organizations, private institutions, voluntary organizations, religious institutions such as clubs, trusts, registered societies and cooperative institutions.
- (v) Payment of old bills.

Special Secretary Planning

Endst.No. (LPD/Allocation)2007/4188-90

Dated:30/4/2007

A copy is forwarded to the following for information, please:-

- (i) All Chairmen, District Planning & Development Boards in the State,
- (ii) Principal Secretary/Chief Minister for the kind information of Hon'ble Chief Minister, Punjab.
- (iii) Special Secretary/Finance & Planning Minister for the kind information of Hon'ble Finance & Planning Minister, Punjab.

Special Secretary Planning.

Endst.No. (LPD/Allocation)2007/4191-4201

Dated: 30/4/2007

A copy is forwarded to the following for information and necessary action:-

- (i) All Financial Commissioners/Principal Secretaries/Administrative Secretaries(concerned with Plan), Punjab.
- (ii) Director Treasury & Accounts, Department of Finance, Punjab.
- (iii) Department of Finance (FE – 6 Branch)
- (iv) Accountant General (A&E), Punjab,
- (v) Accountant General (Audit), Punjab,
- (vi) All Additional Deputy Commissioners (Dev.) in the State.
- (vii) All Deputy ESAs-cum-Additional Secretaries, District Planning & Development Boards, in the State.
- (viii) All Deputy Controllers (F&A), Internal Audit Organization (R), in the districts.

- (ix) Economic Adviser to Govt., Punjab.
- (x) All District Treasury Officers, in the districts.
- (xi) All Directors/Deputy Directors, Punjab State Planning Board.

Special Secretary Planning