

**GOVERNMENT OF MEGHALAYA
BORDER AREAS DEVELOPMENT DEPARTMENT**

Inter-State Border Areas Development Programme (ISBADP) Guidelines, 2023

1. Objective

The objective of ISBADP is to meet the special developmental needs and well-being of the people living in remote areas of the State situated near the Inter-State boundary and to provide these border areas with essential infrastructure through a participatory and decentralized approach especially in four thematic areas - Basic and Health Infrastructure, Education Infrastructure, Community Welfare Infrastructure and Skill Development Programmes. In Inter-State border areas, the provision of essential infrastructure facilities and opportunities for sustainable living would help integrate these areas with the central areas of the State, create a positive perception of care by the State and encourage people to stay on in the these border areas, thus contributing to the development of the State as a whole.

2. Guiding principles

2.1 The ISBADP will be a 100% State funded programme.

2.2 ISBADP funds shall ordinarily be used for bridging the critical gaps and meeting the immediate needs of the people residing along the Inter-State border.

2.3 The formulation of schemes under most of the overall fund under Inter-State Border Areas Development Programme (ISBADP) (73%, as per the present Guidelines), shall be taken up through the respective Deputy Commissioners whose jurisdictions include the Inter-State boundary of the State of Meghalaya.

2.4 While formulation of schemes, the concerned Deputy Commissioners shall follow a participatory and decentralized approach and identify schemes in the identified

Inter-State border villages by holding regular meetings with line departments of their respective districts and by involving the inputs on developmental needs from the concerned Village Development Committees.

3. Coverage

3.1 The ISBADP would cover all the census villages/towns, semi-urban and urban areas located within 0-10 km distance (crow-fly/aerial distance) from the Inter-State boundary treating the census villages as the basic unit in formulation of schemes.

3.2 Villages which are located within 0-5 kms of the Inter-State boundary will get first priority in formulation of project proposals. This will, however, be subject to saturation of these villages and need to incorporate schemes from census villages situated beyond 5 kms but within 10 kms from the Inter-State boundary.

3.3 The identification of villages for ISBADP will be as per the authority of the Deputy Commissioners concerned taking into consideration the ground realities of developmental needs, Inter-State boundary disputes, previously implemented schemes, etc.

4. Allocation of fund

4.1 The Administrative Department shall maintain a separate Head of Account for incurring expenditure under this programme and shall also take necessary steps to have an appropriate budget provision in every financial year under the same Head of Account.

4.2 The Administrative Department shall convey the overall allocation under ISBADP to the Director, Border Areas Development, who in turn shall bring it to the notice of the Deputy Commissioners concerned and its sub-ordinate offices.

4.3 The Administrative Department through its Directorate shall also break down the overall allocation among various ISBADP admissible districts and convey the

same to the respective Deputy Commissioners for favour of necessary action in formulation of schemes within their respective allocations. The Directorate may also consider the possibility of further breaking down the aforesaid allocation at the block level so as to specify the limit of fund to be adhered to by the concerned Border Areas Development Officers in the preparation of Annual Action Plans.

4.4 The overall fund allocated under ISBADP (budget provision) shall be allocated based on the norms/criteria as under:-

- (a) 73% of the overall fund should be allocated to the ISBADP admissible districts for new schemes to be identified by the District Level Co-ordination & Selection Committee and taken up at the State Level Screening Committee for approval.
- (b) 15% of the overall fund should be used for maintenance of existing assets or creation of new assets which are to be identified at the Directorate level and taken up at the State Level Screening Committee for approval.
- (c) 10% of the overall fund should be used for Skill Development Programmes. Approval shall be taken from the State Level Screening Committee for utilization of the fund meant for this purpose, followed by identification of trades and programmes at the Directorate level.
- (d) 2% of the overall fund should be used for the purpose of monitoring, training of staff for evaluation of the ISBADP, administrative expenditure (including payment of salaries to contractual staff, if any), survey, logistics support, media publicity, payment to Third Party Inspection Agency, purchase of vehicles for monitoring etc., which are to be taken up by the Directorate at State Level Screening Committee for approval.

4.5 The allocation of 73% of the fund to different ISBADP admissible districts mentioned at 4.4(a) shall be based on the length of the Inter-State borders and subsequent border area arrived at by taking into account the breadth as 10 km in

each such districts. Based on this criterion, the weightage of allocation to different such districts would be as per table at *Annexure-I*.

5. Utilization of Interest accrued

5.1 Interest accrued out of ISBADP funds at any level shall be utilized for the maintenance of assets already created under ISBADP from any sector.

5.2 In order to ensure quality of the assets to be created under ISBADP, utilization of interest accrued shall, however, be subject to the condition that a minimum of 3 (three) years have elapsed since the date on which a project has been handed over to the concerned village authority after its completion.

5.3 A proposal in this regard shall be initiated by the concerned office to the Administrative Department. On receipt of such proposals, the Administrative Department shall process the matter as per procedure mentioned below:-

- (I) Take up the matter first with the Chief Secretary, being the Chairperson of the State Level Screening Committee, for approval.
- (II) If approved by the Chief Secretary, the Administrative Department shall take up the matter with Planning, Investment Promotion and Sustainable Development Department for approval.
- (III) If approved by Planning, Investment Promotion and Sustainable Development Department, the Administrative Department shall take up the matter with Finance Department for concurrence on Planning, Investment Promotion and Sustainable Development Department's endorsement.
- (IV) If concurred by Finance Department, the Administrative Department shall convey the approval to the concerned authorities in line with the Chief Secretary's endorsement, Planning, Investment Promotion and Sustainable Development and Finance Departments' endorsements.

V) Convey regret on the proposal otherwise.

5.4 The channel of file submission (online/offline) shall be as per extant procedures prescribed by the State Government.

6. Selection of schemes

6.1 The selection of schemes under ISBADP would be from four sectors, namely, Basic and Health Infrastructure, Education Infrastructure, Community Welfare Infrastructure and Skill Development Programmes. The list of such schemes which can be taken up under ISBADP and the percentage sector-wise is at *Annexure-II*.

6.2 The State Government may at its discretion amend *Annexure-II* from time to time so as to append the list of admissible schemes or delete from the existing ones in the interest of its citizens and the same shall be brought to the notice of all the concerned authorities.

6.3 In order to have a better impact, the minimum amount for each project/programme should not be less than ₹ 5 (five) lakhs provided that this minimum amount requirement of 5 lakhs shall not apply in the case of maintenance of assets.

6.4 The proposals would include detailed Annual Action Plans (AAPs) for the year as per format at *Annexure-III*.

6.5 It shall be the responsibility of the Directorate of Border Areas Development to compile the Annual Action Plans received from various districts/blocks for presentation of the same to the State Level Screening Committee for approval.

6.6 Along with the Annual Action Plan, a detailed Plan & Estimate prepared as per the latest Schedule of Rates prescribed by Public Works Department, for each project proposal shall also be placed before the State Level Screening Committee.

The detailed Plan & Estimates of proposed schemes shall be prepared by the technical manpower at the Districts/Blocks/Directorate level and checked and approved by the Competent Technical Authority in the Technical Wing of the Directorate of Border Areas Development prior to placing them before the State Level Screening Committee.

- 6.7** Schemes to be selected should not have any adverse impact on the environment.
- 6.8** The process of completion of formalities, if any, such as forest, environment and other local clearances, availability of land, etc. shall be strictly adhered in advance while recommending schemes under ISBADP. The Border Areas Development Officers shall obtain in advance the undertaking from the village committees on availability of land, clearance certificate, No-Objection Certificate, etc. before placing the proposals at the District Level Co-ordination & Selection Committees.
- 6.9** The identified proposals recommended at the District Level Co-ordination & Selection Committee shall be placed before the State Level Screening Committee for according necessary approval.

7. Committees

7.1 State Level Screening Committee

7.1.1 There shall be a State Level Screening Committee for ISBADP which is to be notified by the State Government.

7.1.2 The Committee shall comprise of the following members:-

- (I) The Chief Secretary, Government of Meghalaya as the Chairperson of the Committee.



- (II) An official from Border Areas Development Department not below the rank of Secretary to the Government of Meghalaya as its Member Secretary.
- (III) An official from Planning, Investment Promotion & Sustainable Development Department not below the rank of Secretary to the Government of Meghalaya as its Member.
- (IV) An official from Finance Department not below the rank of Secretary to the Government of Meghalaya as its Member.
- (V) Officials from PWD (Roads & Buildings), Health, Education, Community and Rural Development, Labour, Water Resources, Public Health Engineering Departments not below the rank of Secretary to the Government of Meghalaya as its Members.
- (VI) The Deputy Commissioners of the ISBADP admissible districts as its Members.
- (VII) Any other official who may be co-opted by the Chairperson, if warranted.

7.1.3 The functions of the Committee shall be as follows:-

- (I) To select and approve the schemes in the Annual Action Plan which are to be taken up with Planning, Investment Promotion & Sustainable Development, and Finance Departments for favour of sanction by the Administrative Department.
- (II) To oversee the utilization of the fund sanctioned in previous years under this programme.

7.1.4 The Committee shall meet once in a year, but may meet more than once, if required.

7.2 District Level Co-ordination & Selection Committee

7.2.1 There shall be a District Level Co-ordination and Selection Committee for ISBADP in each ISBADP admissible district which are to be notified by the State Government.

7.2.2 Each of the Committees shall comprise of the following members:-

- (I) The Deputy Commissioner of the ISBADP admissible district as its Chairperson.
- (II) The Additional Deputy Commissioner/Assistant Director of Border Areas Development/Border Areas Development Officer concerned as its Member Secretary.
- (III) The local MLA(s) as its Member(s).
- (IV) The Superintending Engineer/Executive Engineer, Public Works Department (Roads & Buildings) concerned as its Member.
- (V) The District School Education Officer concerned as its Member.
- (VI) The District Medical and Health Officer concerned as its Member.
- (VII) The Project Director, District Rural Development Agency concerned as its Member.
- (VIII) The Deputy/Assistant Labour Commissioner concerned as its Member.
- (IX) The Superintending Engineer/Executive Engineer, Water Resources Department concerned as its Member.
- (X) The Superintending Engineer/Executive Engineer, Public Health Engineering Department concerned as its Member.

- (XI) Any other official who may be co-opted by the Chairperson, if warranted.

7.2.3 The functions of the Committee shall be as follows:-

- (I) To select and recommend to the State Level Screening Committee the schemes to be implemented under ISBADP as per guidelines in the respective districts.
- (II) To oversee the utilization of the fund sanctioned in previous years under this programme in the respective districts.

7.2.4 The Committee shall meet once in a year conforming to the timeline which shall be communicated to the Deputy Commissioners by the Director, Border Areas Development.

7.2.5 If the local MLA(s) happens to be a Minister, he/she may authorize his/her representative (in writing to the Chairperson) to attend the meeting on his/her behalf.

8. Implementation of schemes

8.1 Schemes under ISBADP may be implemented by the concerned village authorities. In addition to village authorities, other local bodies such as voluntary agencies comprising of societies and self-help groups which are not receiving foreign aid/assistance may be engaged for implementing schemes.

8.2 Involvement of Non-Governmental Organizations to give contractual assignment, outsourcing the service may be considered where the State Government / Agencies have manpower constraints/expertise etc. after due procedure of financial discipline is followed.

8.3 Projects under ISBADP shall strictly be implemented on land belonging to the village authorities. A certificate to this effect shall be obtained in advance by the

concerned Border Areas Development Officers prior to placing the proposal before the District Level Co-Ordination & Selection Committees. Under no circumstances, projects are to be proposed on private property. However, it is up to an individual to voluntarily donate his land to the village authorities which can then be used for the implementation of ISBADP projects.

- 8.4** Technical supervision in the implementation, if required, shall be provided to the implementing authority by the technical manpower under Border Areas Development Department.
- 8.5** Materials purchased from fund sanctioned under Skill Development Programmes by the training imparting organization for use by trainees during training, if any, shall be provided to the trainees free of cost after completion of the training programme.

9. Replacement of schemes

- 9.1** Schemes once approved by the State Level Screening Committee and sanctioned by the Administrative Department shall not ordinarily be replaced by any other scheme(s). However, under extreme circumstances, such proposals may be sent to the Administrative Department through the concerned Deputy Commissioners highlighting the justifications which necessitate the replacement of scheme(s) along with the detailed Plan & Estimate(s) of the scheme(s) to be replaced as.
- 9.2** Proposals for replacement without proper justification and detailed Plan & Estimates shall not be entertained.
- 9.3** The scheme(s) to be proposed as replacement shall be of the same sanctioned amount as the original scheme(s).
- 9.4** Multiple schemes may also be proposed for replacement/as replacement subject to the condition that there is no overall change in the amount involved.



9.5 In all cases of replacement, the scheme(s) to be proposed for replacement/as replacement shall be from the same sector as the original scheme(s) in order to maintain the quota of sectoral allocations.

9.6 On receipt of such proposals, the Administrative Department shall process the matter as per procedure mentioned below:-

(I) Take up the matter first with the Chief Secretary, being the Chairperson of the State Level Screening Committee, for approval.

(II) If approved by the Chief Secretary, the Administrative Department shall take up the matter with Planning, Investment Promotion and Sustainable Development Department for approval.

(III) If approved by Planning, Investment Promotion and Sustainable Development Department, the Administrative Department shall take up the matter with Finance Department for concurrence on Planning, Investment Promotion and Sustainable Development Department's endorsement.

(IV) If concurred by Finance Department, the Administrative Department shall convey the approval to the concerned authorities in line with the Chief Secretary's endorsement, Planning, Investment Promotion and Sustainable Development and Finance Departments' endorsements.

V) Convey regret on the proposal otherwise.

9.7 The channel of file submission (online/offline) shall be as per extant procedures prescribed by the State Government.



10. Fund flow

- 10.1** The Administrative Department shall accord necessary sanction to the Director, Border Areas Development after taking approval and concurrence of Planning, Investment Promotion & Sustainable Development, and Finance Departments respectively using the extant sanctioning procedures prescribed by the State Government.
- 10.2** The Administrative Department shall allocate the sanctioned fund to the Director, Border Areas Development through the extant allocation systems and procedures as prescribed by the State Government.
- 10.3** The Director, Border Areas Development may draw the sanctioned fund from the concerned Treasury and release the same to the ISBADP admissible Districts/Blocks as per their weighted allocation by means as decided by the said authority.
- 10.4** The Director, Border Areas Development and the concerned Border Areas Development Officers shall maintain separate bank accounts in commercial bank(s), preferably in the same bank, for temporary parking of funds sanctioned and released under ISBADP.
- 10.5** Funds parked in such bank accounts shall be used only for the purpose for which it was sanctioned.
- 10.6** Funds shall be released to the implementing authorities at the earliest after due procedure being followed.
- 10.7** Funds shall not be diverted to any other bank account.
- 10.8** The Guidelines relating to fund flow from 10.1 to 10.7, however, shall be subject to the instructions issued by the State Government in Finance Department from time to time and shall be followed accordingly.




11. Monitoring, Review and Audit

- 11.1** The Administrative Department shall develop an institutional system for inspection of the ISBADP. The Deputy Commissioner whose District comprises of areas within the Inter-State Border with Assam shall assign the Border Areas Development Officer(s) posted in the respective Districts to oversee the implementation of the programme.
- 11.2** In the absence of an official from Border Areas Development Department, an officer not below the rank of senior Extra Assistant Commissioner should be appointed as Nodal Officer for the programme. The Nodal Officer should regularly visit the areas where schemes under ISBADP are taken up.
- 11.3** A Quarterly Report should be sent to the Government indicating the number of inspections conducted and highlighting the important achievement/lacunae.
- 11.4** Third Party inspection also needs to be commissioned by the Department for an independent feedback on the quality of work and other relevant issues.
- 11.5** An appropriate “Social Audit System” should also be put in place by the Government.
- 11.6** Quarterly Progress Report should be submitted scheme-wise to the Government latest by the 15th day of closure of the quarter as in the proforma at *Annexure-IV*.
- 11.7** The Department shall develop an inventory of assets created under ISBADP in Inter-State border villages/hamlets for analytical purposes etc. Such details may be communicated to the Government with a write-up on important schemes with before/during/after photographs while being implemented by the Department.
- 11.8** An appropriate “Management Information System” (MIS) shall be developed and maintained at the Directorate level by treating villages as basic unit.



- 12.** The Inter-State Border Areas Development Programme (ISBADP) Guidelines, 2023 shall come into effect from 1st April, 2023 and shall supersede previous guidelines regarding implementation of ISBADP.



(V. R. Syiem)

Secretary to the Government of Meghalaya,
Border Areas Development Department