

**Government of India**  
**Ministry of Minority Affairs**

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**Guidelines for implementation of Pradhan Mantri Jan Vikas Karyakram (PMJVK)**

**1. Background**

1.1 In 1987, a list of 41 minority concentration districts was prepared, based on a single criterion of minority population of 20 percent or more in a district based on the data from Census 1971, for enabling focused attention of government programmes and schemes on these districts.

1.2 In the year 2008-09, Government conceived the Multi-sectoral Development Programme (MsDP), a Centrally Sponsored Scheme. The scheme continued till 31.3.2018.

1.3 Initially, the **MsDP** scheme was launched in the 90 Minority Concentration Districts of the country.

1.4. To sharpen the focus on the targeted communities, the scheme was restructured during 2013-14 and the unit of planning for implementation was changed to Minority Concentration Blocks (MCB), Minority Concentration Towns (MCT) and Clusters of Minority Concentration Villages (COV).

1.5 For continuation of implementation of MsDP for the balance period of the 14<sup>th</sup> Finance Commission period from 2017-18 to 2019-20 an evaluation study of implementation of MsDP and its impact was conducted by Indian Institute of Public Administration (IIPA). The Government also had interactions with all stakeholders, elected representatives, conferences with States/UTs, Progress Panchayats with the general public etc to assess the impact of the programme. A general consensus emerged for further restructuring of MsDP to increase the area of coverage and identify certain focus areas to benefit the targeted communities and mitigate the problems.

1.6. The programme has been revised and approved by the Government.

**2. Objective of the Scheme/ Programme**

2.1 The restructured Programme will be implemented as “Pradhan Mantri Jan Vikas Karyakram (PMJVK)” during the remaining period of 14<sup>th</sup> Finance Commission i.e. upto 2019-20. It will be implemented as a Centrally Sponsored Scheme.

2.2 The PMJVK will continue to support the projects sanctioned under erstwhile Multi-sectoral Development Programme (MsDP) for completion of the sanctioned and ongoing projects.

2.3 The PMJVK will continue to be implemented in MCBs, MCTs and COVs. However, certain number of population and area coverage have been specified for MCTs and COVs.

2.4 A new area for implementation of PMJVK has been included namely Minority Concentration District Headquarters (MCD Hq).

2.5 The PMJVK has used the selected socio-economic, basic amenities and population data of Census 2011 and have identified MCBs, MCTs and MCD Hqs. COVs will be identified by using the backwardness parameters and population data of Census 2011 in consultation with the State government/UT administration concerned.

2.6 The identified areas namely MCBs, MCTs, MCD Hqs and COVs for implementation of PMJVK will be known as **Minority Concentration Areas (MCA)**.

2.7 The PMJVK aims at improving socio-economic conditions of the minorities and providing basic amenities to them for improving quality of life of the people and reducing imbalances in the identified minority concentration areas. The projects to be taken up under PMJVK would be related to creation of infrastructure mainly in the sectors of education, health and skill development, besides innovative schemes for improving the socio-economic and living conditions of minority communities and other communities living in the catchment area.

2.8 The scheme would continue to address the development deficits only in the identified Minority Concentration Areas (MCA) through filling the gaps of existing schemes of Government of India and also through taking non-gap filling projects as innovative projects by providing additional resources.

2.9 To ensure holistic development of the Minority Communities, 80% of the resources under this programme would be utilized for projects related to education, health and Skill of which atleast 33-40% will be earmarked for creation of assets/facilities for women/girls. The above sectors will be the focus areas for the programme.

### **3. Minority Communities notified by the Central Government**

3.1 As far as PMJVK is concerned, the communities notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992

would be taken as Minority Communities. At present 6 (six) communities namely Muslims, Sikhs, Christians, Buddhists, Zoroastrians (Parsis) and Jains have been notified as Minority Communities under Section 2 (c) of the National Commission for Minorities Act, 1992.

3.2 As per the Census 2011, the percentage of minorities in the country is about 19.3% of the total population of the country. The population of Muslims are 14.2%; Christians 2.3%; Sikhs 1.7%, Buddhists 0.7%, Jain 0.4% and Parsis 0.006%.

#### **4. Parameters for identification of Minority Concentration Areas (MCA)**

4.1 The areas for implementation of PMJVK has been identified on the basis of substantial population of minority communities i.e. 25% of minority population in the area and backwardness parameters in the area concerned which are below the national average. The parameters for identification of Minority Concentration Areas are based on the data of Census, 2011. The details of backwardness parameters applied for identification of such areas are:

**(a) religion-specific socio-economic indicators at the district /block/town-**

- (i) literacy rate;
- (ii) female literacy rate;
- (iii) work participation rate; and
- (iv) female work participation rate; and

**(b) basic amenities indicators at the district/block/town level-**

- (i) percentage of households with pucca walls;
- (ii) percentage of households with safe drinking water;
- (iii) percentage of households with electricity;
- (iv) percentage of households with latrine facility within the premise.

#### **5. Area for implementation**

5.1 Based on the above parameters, the following areas have been identified for implementation of Pradhan Mantri Jan Vikas Karyakram (PMJVK):-

- (a) Backward Minority Concentration Blocks (MCBs):** Blocks with minimum of 25% population of Minority Communities were first identified and thereafter on identified blocks, the backwardness parameters (socio-

economic and basic amenities of Census 2011) were applied. The blocks having backwardness parameters below the national average in respect of socio-economic or basic amenities or both have been identified as backward Minority Concentration Blocks (MCBs). In respect of 6 States/UT (Punjab, J&K, Meghalaya, Nagaland, Mizoram and UT of Lakshadweep) where a minority community is in majority, a lower cut-off of 15% of minority population, other than that of the minority community in majority in that State/UT, has been applied.

**(b) Backward Minority Concentration Towns:** Towns with minimum of 25% minority population and total population above 25,000 but below 2,00,000 were identified. Amongst these towns, the Towns having backwardness parameters below the national average in respect of socio-economic or basic amenities or both have been identified as backward Minority Concentration Towns. In respect of 6 States/UT (Punjab, J&K, Meghalaya, Nagaland, Mizoram and UT of Lakshadweep) where a minority community is in majority, a lower cut-off of 15% of minority population, other than that of the minority community in majority in that State/UT, has been applied.

**(c) Backward Minority Concentration Districts Headquarters (MCD Hqrs):** Minority Concentration Districts have been identified following the same methodology as in 5.1(a) above. The interventions under PMJVK would however be confined to the MCD headquarters only.

**(d) Backward Clusters of Minority Concentration Villages (CoV):** In States/UTs, clusters of **contiguous** villages having a minimum of 25% minority population, but not falling within identified MCBs and having both backwardness parameters below the national average will be considered as CoV. In respect of the six States/UTs where a minority community is in majority, the population of minority community in majority will not be taken but that of all other minority communities will be taken for identification of cluster of villages. Cluster of villages should be within radius of 5 kms. The identification will take place based on the proposal of the State/UTs based on Census, 2011.

5.2 Following the above methodology, 870 Minority Concentration Blocks (MCBs), 321 Minority Concentration Towns (MCTs) and 109 Minority Concentration Districts

HQs (MCD Hqs) falling in 308 Districts of 32 States/UTs have been identified. The list of MCBs, MCTs and MCD HQs is at **Appendix-I**.

## **6. Implementing Agencies**

6.1 The Karyakram will be implemented through State/Central agencies. The State may, however, decide to execute the project through any qualified, reputed, experienced agency, including renowned and widely accepted NGOs, justification for which should be mentioned in the proposal. Implementation of project and operationalization of the assets may be allowed through Public Private Partnership (PPP) mode wherever felt feasible.

6.2 The implementing agencies may be the State PSUs/State Govt. construction agencies, DRDA and CPSEs. Funds will be transferred directly to such organisations wherever it is funded fully by the Centre.

6.3 Central Government Departments/Organizations, Central Public Sector Enterprises/Undertakings, Central/State Universities and Armed Police Forces may also submit their proposals for implementation of projects in the identified backward minority concentration areas with/without consultation with the State/UTs to the Ministry under the PMJVK. Central organizations would include Navodaya Vidyalaya Samiti (NVS), Kendriya Vidyalaya Sangathan (KVS) and Director General of Trainings (DGT), Maulana Azad Educational Foundation (MAEF), etc.

6.4 In respect of projects of Central Ministries/Central Organizations etc. such projects may also be implemented through CPSEs including National Waqf Development Corporation Limited (NAWADCO).

6.5 The Empowered Committee at the Centre would consider projects submitted by bodies other than States/UTs in consultation with or without the States/UT concerned. These projects will be funded as per the norms and guidelines of the scheme concerned and the guidelines of PMJVK.

6.6 The State Govt/ UT Administration would notify a department with clear responsibility to deal with PMJVK. It is advised that implementation of the PMJVK and Prime Minister's New 15 Point Programme should be the responsibility of the same department in the State Govt./UT Administration.

## **7. Land for construction of infrastructure**

7.1 Land for construction of infrastructure in MCA shall be provided by State/UT including panchayat land. However, based on local need, the projects proposed on land of security organizations, land belonging to Central Government

Agencies or land of Wakf or similar land from other notified Minority Community offered by respective authority/Board, small minority community, free of any lease amount/nominal amount, for a particular period on lease basis would also be considered.

7.2 The land cost or land acquisition costs shall not be covered under this programme.

7.3 The States/UTs/Central Ministries/Organisations/CPSEs would submit the details of land and other details required for geo-tagging of the asset with the project proposals.

## **8. Admissible Projects**

8.1 Gap-filling projects of existing schemes of various Central ministries/departments will be considered under PMJVK on their same norms, guidelines and funding pattern.

8.2 Innovative projects (non-gap filling) which are not covered by any of the existing CSS of different Ministries/departments may also be taken up. These may include sadbhav mandap, residential school, smart class facility, hunar hub, market shed etc.

8.3 Projects by the State Govt./Central Ministries/Organisations etc may be allowed for addressing challenges/provisioning of critical linkages/needs peculiar to the minority communities or a particular small minority community or a group of disadvantaged persons of the minority community by enabling public and private sector engagement for sustainable management of assets.

8.4 Under innovative projects, for promotion of skill development construction of additional classrooms/workshops (other than normal class room covered under existing schemes of Government of India) for new/modern skills in existing government ITIs, polytechnics, skill schools including up gradation of existing facilities in such training institutes may be taken up provided it is done in convergence for implementation of Seekho aur Kamao scheme of Ministry of Minority Affairs and with the Ministry of Skill Development & Entrepreneurship.

8.5 In identified MCD Hqs, interventions would include construction of higher secondary schools including KVs and NVKs, residential schools, degree colleges, sadbhav mandaps, hostels, health care facilities, working women hostels etc.

8.6 Central organizations including Navodaya Vidyalaya Samiti (NVS), Kendriya Vidyalaya Sangathan (KVS) and Director General of Trainings (DGT) may propose for

establishment of residential schools on the lines of Navodaya Vidyalaya, Kendriya Vidyalaya and Skill Centres/Schools/Regional Vocational Institutes/ITIs in land provided by the State Government or land of armed and paramilitary forces/PSUs/Waqf, etc in MCAs. Such institutes, as far as possible, should be located in locations having highest proportion of minority communities.

8.7 Hostels for students/youth/girls in Central/State Universities and educational institutions in MCAs may be constructed to set up residential coaching academy within the premises of the State/Central Universities for minority communities to enhance their skill and knowledge for appearing in competitive examinations/tests for posts in the Government/Public Sector Enterprises such as Probationary Officers in Banks, SSC, State level services, Central Armed Police Forces, AE/JE etc. Construction of such assets may be done through CPSEs on land provided by these Central/State University and educational institutions. Such hostels shall be maintained and managed on self-sustaining basis by the University and educational institutions. The construction of such assets should be linked with the implementation of Naya Savera (Coaching and Allied) scheme of MoMA.

8.8 Hostels for students pursuing higher education in Central/State Universities located in MCAs may be constructed. Construction of such assets may be done through CPSEs on land provided by the Central/State University. The university should undertake to allot a substantial proportion of the hostel seats on priority (at least 50%) to students from the notified minority communities.

8.9 IT initiative may be taken up in MCAs by the State Governments /UT Administrations for providing Interactive White Board with Integrated Systems and Software for facilitating teaching of modern subjects by use of modern technology. This may also be given to Madrassas which are covered under SPQEM scheme of the D/o Secondary Education and have appointed teachers for modern subjects under that scheme.

8.10 Working women's hostels may be constructed at MCD Hqs for safety and mitigation of hardship particularly of single working women in consultation with Ministry of Women & Child Development. The management should undertake to allot considerable/substantial proportion of the hostel seats to working women from the minority communities. Construction of such assets may also be done through CPSEs on land provided by the Government. Such hostels shall be maintained and managed on self-sustaining basis by the minority welfare department in the State/UT and would

be funded in the manner it is presently funded by Ministry of Women and Child Development of Government of India.

8.11 Computer project may be taken up in Madrasas approved / recognised by the appropriate authority in the State and teaching modern subjects. Under this, Madrasas will be provided computers in accordance with the norms of SSA/RMSA with Internet facility.

8.12 Construction of Sadbhav Mandap (Bhawan) as innovative projects is also admissible under PMJVK. Such assets will be a multi-purpose centres and serve as a central venue for congregation for dissemination/awareness activities of various schemes and programmes of MoMA, carrying out skill development courses, social functions, communal harmony functions, study centres, coaching classes, sports activities, trainings for health and hygiene, disaster management etc. Such assets shall be maintained and managed on self-sustaining basis by the Minority Welfare Department/ District Administration or the organisation with whom MOU is entered.

8.13 Under innovative project, Hunar Hubs may also be taken up for construction for enabling artisans/entrepreneurs to carry out exhibitions/melas/food-courts/skill training in MCD HQs. Such assets shall be maintained and managed on self-sustaining basis by the Minority Welfare Department/ District Administration or organisation with whom MOU is entered. This asset may be 100% funded by the Ministry.

8.14 Market sheds for agricultural produces in HQs of MCDs, MCBs, MCTs, COVs may also be constructed under PMJVK.

8.15. Memorandum of Understanding (MoU) would be entered, wherever applicable, between parties for construction/maintenance/operation.

8.16 Implementation of project and operationalization of the assets may be allowed through Public Private Partnership (PPP) mode wherever felt feasible.

## **9. Formulation of Plan**

9.1 The plans for MCB/MCT/COV/MCD Hq shall be based on the requirement to improve the socio-economic conditions and the basic amenities of minority communities. Resources and attention should be given according to the level of deprivation of the areas concerned subject to the ceiling of financial assistance that may be provided to such areas.



- 9.2 At least 80% of the resources under this programme would be utilized for projects the focus areas related to education, health and Skill of which minimum 33-40% will be earmarked for creation of assets/facilities for women/girls.
- 9.3. The plan should contain projects, prioritized with inter-se priorities among different targeted focus areas and sectors namely education, health, skill development and other innovative projects.
- 9.4. To aid the preparation of plans baseline surveys shall be carried out for the MCAs. This may be done by the State government through universities/ renowned organisations/agencies etc. at the earliest.
- 9.5. It should be ensured that the projects included in the PMJVK have not been sanctioned or proposed under any other scheme of the State/Central Government or any other source of funding in the areas concerned. It should be ensured that there is no duplication with other public funded schemes with similar objectives being implemented in the targeted areas.
- 9.6. Critical infrastructure linkages which are missing/required for optimizing/operationalizing services may be provided.
- 9.7 All infrastructure created under the Karyakram should be named as Pradhan Mantri Jan Vikas Karyakram (PMJVK) followed by name of the project.
- 9.8 Proposed projects should be sustainable and assets created with care so that they are useful and maintained even after the project is over.
- 9.9 All plans/DPRs should be forwarded to the Ministry of Minority Affairs (wherever applicable) by the State/Central Organisation. All projects will be required to be submitted online on the portal of PMJVK after Software Programme (PMJVK-MIS) is launched.
- 9.10 “Regulatory Guidelines for Hostel of educational institutions for children” issued by National Commission for Protection of Child Rights, New Delhi should be taken into account while proposing Hostel facilities for children.
- 9.11 The provision for water harvesting may be made in all infrastructural building.
- 9.12 All infrastructure constructed under the Karyakram should be barrier-free and accessible to persons with disability and follow harmonized guidelines and space standards of Barrier-Free Built Environment for person with disability and elderly persons published by CPWD.
- 9.13 The assets to be constructed under PMJVK should be energy efficient building.

9.14 It should also be ensured that the PMJVK is in consonance with the annual plans and the resources being given to the blocks/towns/cities/ cluster of villages are in addition to regular allocation to these areas under the existing schemes/programmes.

9.15 Project proposals shall be considered along with provisioning of furniture in schools/skill training institutes/hostels/special institutes, and equipment & machineries in training institutes. Convergence, wherever required, should be built into the project and executed.

9.16 The States will identify the deficits/gaps in the identified MCA in consultation with the State Project Directors/State Mission Directors for SSA, RSMA, RUSA, NHM, Swachh Bharat, Digital India, Pradhan Mantri Kaushal Vikas Yojana for setting up skill centres, etc. and the State Secretaries implementing schemes for ICDS, agricultural market sheds, development of textiles/handloom/handicrafts, entrepreneurial and skill trainings, rural housing etc. in the beginning of each financial year. The State Govt./District Collector/Deputy Commissioner and the BDO would have the option to prepare a three year plan. Where annual plan preparation is preferred, the same may be allowed.

9.17 Timelines for completion of the project may be fixed in advance and should be indicated in the project proposal. All out efforts be made to complete the project within stipulated time. If for any reason(s), the project gets delayed, the approval of Competent Authority in the Ministry of Minority Affairs may be obtained for revised timelines.

9.18 Financial assistance from this programme cannot be utilized for construction or renovation of administrative buildings, establishment costs/staff costs, recurring expenditure etc.

9.19 No staff component – either work charged or regular – shall be created by the project implementing authorities from this programme.

9.20 No individual/beneficiary oriented scheme/programme will be taken up.

## **10. Detailed Project Reports (DPR).**

10.1 DPR is to be sent to the Ministry for projects with an estimated project cost exceeding Rs.10 crores. DPRs for projects costing less than Rs.10 crores may also be submitted depending upon the requirement.

10.2 DPRs shall be prepared by the line department concerned of the State/UT/Organisation or through the agency which will be executing the project. The

requisite relevant documents should be sent to the Ministry of Minority Affairs for examination and clearance.

10.3 The DPR should, inter-alia, include the basic information and must establish its economic and technical viability such as its rationale, cost, funds required, similar facilities available in and around the area of the project site, detailed technical specifications etc. In addition, the DPR should clearly have the following:

- Certification that the cost estimates have been approved by the competent authorities of the State/UT/Organisation and that the costs are based on the latest Schedules of Rates (SOR) in force in the State/UT concerned;
- Intended economic/social benefit and target beneficiaries; and
- Status of relevant regulatory and statutory clearances.

10.4 Proposals costing less than Rs.10 crores should be invariably submitted with Project Report/Cost abstract/Layout of the proposed assets. The requisite relevant documents should be sent to the Ministry of Minority Affairs for examination and clearance.

## **11. Committees under PMJVK & Plan approval.**

11.1 There will be committees at Block, District, State and Centre for PMJVK. The details of the committees are as under:

### **11.1.1 Block Level Committee and function:**

To take the planning process to the grass root level and to ensure the involvement of the Panchayati Raj Institutions, a block level committee in all the blocks/cluster of contiguous Villages covered under this Karyakram will be constituted by District Magistrate/Collector. The constitution of block Level Committee will be as follows-

i)	Block Level Head of Panchayati raj	Chairman
ii)	Block Development Officer	Co-chairman
iii)	Block Level Officer of education	Member
iv)	Block Level Officer of Health	Member
v)	Block Level Officer of ICDS	Member
vi)	Block Level Officer for welfare	Member
vii)	Local lead bank Officer	Member
viii)	Principal of ITI, if any	Member
ix)	Three Representative from reputed Member NGO/Civil society working for minorities	Nominated by DM/DC

The Block Level Committee would be responsible for preparing the plan of the MCB/COV. This Committee would also be responsible for monitoring this programme at the block/cluster of village level.

The plan for Minority Concentration Town will be prepared by the local body and will submit its plan to District Level Committee for Prime Minister's New 15 Point Programme.

The Committees/body would prepare the plan (comprising different projects needed on the basis of base line survey and on felt needs) for MCB/MCT/COV.

#### **11.1.2. District Level Committee and function**

The District Level Committee for Prime Minister's New 15 Point Programme will be the District Level Committee for PMJVK. This Committee would scrutinize the plan proposal submitted by Block Level Committee/local body and recommend it to the State Level Committee.

The committee shall ensure that the PMJVK for the district/blocks/villages/towns has been prepared keeping in view, among other things contained in this programme, the principles indicated above and the following:-

- (a) To recommend/propose projects for improvement of the socio-economic conditions of the minorities and basic amenities parameters of the Minority Concentration Area concerned to bring it at par with the national average.
- (b) To recommend/propose projects that are deficit/gap filling and not for substituting a budgeted ongoing scheme with similar objectives.
- (c) Ensure that the funds provided for the MCD Hqrs /MCBs/MCTs/COVs are additional resources and do not substitute State Government funds already flowing to Minority Concentration Area. To prevent diversion of funds from MCAs, the flow of funds to the district concerned in the previous year will be taken as a benchmark.
- (d) To recommend/propose projects for the selected sectors which are not covered by the work programmes for the Annual Plans and the plans for 14<sup>th</sup> FC period of the State/UT concerned and the schemes/programmes of the Central Government but considered critical for the development of the minorities.

- (e) To ensure that there is no duplication of work with similar objectives implemented or proposed to be implemented under the State and Central schemes and programmes.
- (f) To select the location of projects in the villages/localities having substantial minority population.
- (g) To judiciously distribute resources for the sector concerned to bring the relevant parameters above the national average.
- (h) To involve the Panchayati raj institutions/local bodies in the implementation of the PMJVK Plan wherever the mechanism is established.
- (i) To ensure that the PMJVK of the district concerned is prepared keeping in view the scope and availability of resources for the district concerned.
- (j) To ensure that the PMJVK is prepared in consonance with the overall planning process within the district.
- (k) The Deputy Commissioner/Collector/District Mission Director, as the case may be, shall assist in facilitating the preparation and implementation of the district plan and ensure effective monitoring.

### **11.1.3. State/UT Level Committee and function**

The State Level Committee constituted for implementation of the Prime Minister's New 15 Point Programme for the Welfare of Minorities headed by the Chief Secretary shall also serve as the State Level Committee (SLC) for the implementation of PMJVK in the State/UT concerned. In addition to the existing members, Secretaries from all line Department concerned, Secretaries of the Department of Finance, Planning, the Member-Secretary of the District Mission/Deputy Commissioner of the district concerned and head of the lead bank in the State/UT may be included as members. Notices for the meetings must be sent to the Ministry of Minority Affairs to enable an official from the Ministry to attend the meetings. The following will be seen by SLC while recommending projects for Empowered Committee:

- i) It would see that the projects proposals are under the ambit of PMJVK i.e. the projects conform to the objectives and guidelines of PMJVK.
- ii) It would satisfy itself about the need and justification for the projects in the locality where it is proposed.

- iii) It would ensure that the costs of the individual projects are as per the standard cost derived by the State from the approved norm/design of corresponding schemes of Central Ministries.
- iv) In case of other projects not having standardised cost, the State Level Committee would approve the projects on the basis of SOR of the State/UT or cost & norms prescribed by Ministry of Minority Affairs.
- v) It will ensure that the catchment area of the assets created under PMJVK have substantial minority population.
- vi) It would ensure that there is no duplication of the projects by other schemes of the Centre or State Government.
- vii) It would ensure that the land is available for the proposed project.
- viii) It would ensure that the ownership of the asset created would be with the Govt./Govt. body/Central Organisations or organisation with which PPP mode implementation is approved.
- ix) It would ensure that the State Government/organisation would be able to incur recurring expenditure in future and would provide staffs required for the project.
- x) It would ensure that the sharing pattern of the fund for the projects between Centre and State Government is as per concerned Centrally Sponsored Scheme for that project or as per PMJVK.

Each of the prioritized projects submitted to the State Level Committee will be accompanied by a socio-economic feasibility report justifying the proposal by clearly outlining the gap, its criticality, goals, strategies, outcomes and benefits, milestones, approximate cost of project, project location, land availability and intended beneficiaries, implementing agency, duration of project, existing and proposed mechanism for implementation, management/operation and maintenance of the assets created.

The State Level Committee will send the block/town/cluster of village plan based on the projects approved for blocks/towns/clusters of villages for consideration of Empowered Committee. The plan proposed would be sent in the format given in **Appendix-II**. Projects costing Rs.10 crore or more should be sent to the Empowered Committee at the centre along with detailed project report, justification etc.

The projects of Central Organisation concerning the State/UT would be submitted by the Central Organisation through State Level Committee, wherever required. In such cases, the SLC would ensure the viability of the project and fulfilment of above criteria.

#### **11.1.4. Screening Committee on PMJVK and function**

There would be a screening committee on PMJVK at the Ministry level headed by the Additional/Joint Secretary dealing with the subject in the Ministry. The officers of appropriate level of dealing with PMJVK Division will be member of the committee. This committee would screen the proposals of the State/Organization and build convergence, rule out duplication of works before it is placed before the Empowered Committee on PMJVK.

#### **11.1.5. Empowered Committee in the Ministry of Minority Affairs**

11.1.5 (a) There shall be a 'PMJVK Empowered Committee' to appraise, recommend and approve the projects in the plan of the minority concentration districts consisting of:-

- a. Secretary, Ministry of Minority Affairs - Chairman
- b. Secretary Expenditure, or his representative not below the rank of Joint Secretary - Member
- c. Secretary of the concerned Ministry/Department or his representative not below the rank of Joint Secretary dealing with the sector of the project proposed - Member
- d. The Chief Engineer from the technical wing/agency/authority dealing with the sector of the project proposed or his representative of relative rank - Member
- e. Principal Adviser/ Adviser, in-charge of Social Justice sector NITI Aayog - Member
- f. Financial Advisor, Ministry of Minority Affairs - Member
- g. Member-Secretary of Indian Council of Social Science Research (ICSSR), New Delhi. - Member
- h. Additional/Joint Secretary in charge of PMJVK -Member Convener

11.1.5(b) The Empowered Committee/Screening Committee may invite the engineering expert in National Waqf Development Corporation Limited (NAWADCO) or any professional agency to assist in the meetings, if need arises. Arrangement will be made by the Ministry and State/UT to hold such meeting by Video Conference.

11.1.5(c) Functions of the Empowered Committee

The functions of the Empowered Committee shall be as follows:

- i) To approve the plans of MCD Hqrs /MCBs/MCTs/COVs received from the State Level Committee.
- ii) To approve the plans of MCD Hqrs /MCBs/MCTs/COVs of Central Organisation/Ministries received with or without consultation with State/UTs.
- iii) To approve the projects costing more than Rs. 10 crores on the basis of DPR and projects below Rs.10 crores wherever required.
- iv) To approve the implementing agencies.
- v) To change the allocation of the MCD Hqrs /MCBs/MCTs/COVs to encourage good performing MCAs.
- vi) To monitor the implementation of the programme.
- vii) To prescribe guidelines for the programme and to obviate procedural and other bottlenecks in the execution of programmes/projects
- viii) To suggest policy changes required in the programme for its smooth implementation.

The Empowered Committee would meet as often as necessary to consider the proposals received from the States/UTs.

## **12. Funding pattern and release of instalments**

12.1 The funding pattern for gap-filling projects under PMJVK to fill up the gaps in the existing Central Sponsored Schemes of line Ministries/Departments would be same as followed in the concerned scheme of the line Ministries. The funds would continue to be released in two instalments of 50% each and the 2nd instalment would be released on utilization of 60% of 1st instalment (within 12 month from the end of finance year) and release of corresponding share by State/UTs.

12.2 In case of non-gap-filling innovative projects, the fund sharing between Centre and State would be in the ratio of 60:40 and 90:10 for North East States and Hilly States (J&K, Himachal Pradesh & Uttarakhand). Further, the central share of fund for innovative projects would be released in three instalments of 30%, 30% and 40%. The 2<sup>nd</sup> instalment for such projects would be released after the release of 50% of the State share and 50% utilization of the central share released (within 12 month from the end of finance year). 3rd instalment would be released after complete release of the State share and utilization of the 50% of central share released (within 12 month from the end of finance year).



12.3 The projects submitted by Central Government Ministries or their organisation maybe supported fully (100%) under PMJVK or in the ratio proposed by them. The release of instalments would be as per the pattern for innovative projects.

12.4 The 1<sup>st</sup> instalment would be released upon approval of the plan by the Empowered Committee (EC) subject to the fact that Separate Accounts for schemes under PMJVK will be maintained and details sent to the Central Ministry concerned for maintaining proper record of assets and avoiding double counting and duplication.

12.5 Request for release of subsequent instalments of funds submitted by the State must be accompanied with:

- Utilization Certificates (UCs)
- Quarterly Progress Reports (QPRs)
- Report regarding release of the State share in case of innovative projects.
- Photographs of the Asset so far created (whenever called)

12.6 Utilisation Certificates (UC) shall be submitted in the prescribed proforma, only when the expenditure on the project has been incurred by the implementing agency. The UCs should be signed by an officer not below the rank of Principal Secretary/Secretary of the Department in the State Government dealing with minority affairs. Release of further instalments will be recommended only after receipt of UCs and other related documents.

12.7 Bodies other than State/UTs would submit the Utilization Certificates for the funds released to them as per the applicable format and provisions of General Finance Rules alongwith other documents mentioned above.

12.8 Funds to the States/UTs/Organisation will be released through Public Financial Management System (PFMS). All implementing agencies will be brought under PFMS.

### **13. Cost escalation**

13.1 Any proposal relating to escalation in cost of the sanctioned projects, for any reason whatsoever would not be considered under PMJVK. The State Government/UT Admn. would make up for the shortfall, in all such cases.

### **14 Implementation of the Project approved.**

14.1 Implementation of the programme will be the responsibility of the concerned State Government/ UT Administration/Central Organisation. Execution of the projects will be done by the Panchayati Raj Institutions/line

Departments/Agencies/CPSEs/Scheduled Area Councils/district councils in accordance with the implementation mechanism in vogue in the State/UT/Central Organisation.

14.2 In case of gap-filling projects proposed by State/UTs the executing agency would normally be the same agency which executes the projects under the original scheme for which the additional resources are being provided. However, if the State/UT proposes to execute the project through some other agency, the same should be proposed while sending the plan for the approval of the Empowered Committee.

14.3 In case of innovative projects (non-gap filling projects), the executing agency must be part of the project report and plan proposal sent to Empowered Committee should also indicate the same.

## **15 Administrative Expenses.**

15.1 Creation of new posts for the commissioned infrastructural projects under this scheme is strictly prohibited. It would be the responsibility of the State Government/UT administration/Central Agencies to ensure that staff required for operationalization of assets proposed to be created under this programme is already available or will be provided by them. No recurring expenditure would be funded from Central Government resources under the scheme and it should be the responsibly of the States/UTs/Central Agencies to ensure that assets created under this programme are maintained by them.

15.2 The committed liability for Government of India would be limited up to Central Share for the construction of the project. The expenses for maintenances and up-keeping would be borne by the States/Agencies.

15.3 In respect of establishment of Navodaya Vidyalayas, Kendriya Vidyalayas and Skill Development schools, recurring expenditure will be the responsibility of the State/Institute/Society concerned of NVS/KVS/DGT or by Maulana Azad Education Foundation (MAEF) or the Organization of Small Minority Communities.

15.4 Under PMJVK funds upto 3% of the total allocation would be earmarked for administrative and allied expenses. Out of this 1% would be used for IEC activities, Project Monitoring Unit, Baseline Survey and other expenses at the Central level. 2% of the allocation can be utilised towards the administrative and allied expenses at the State, District and Block level including the expenses relating to Base Line Survey, IT enabled dedicated Cells at State & District Levels, engagement of Block Level Facilitators etc.

15.5 The Ministry of Minority Affairs will give a list of items with tentative expenditure allowable at the State, District and Block level for administrative expenditure. Till then the States/UTs may send their proposals for administrative cost on the basis of their requirement.

## **16. Block Level Facilitators**

16.1 To function as a bridge between the minority communities and the Government programmes, a Block Level Facilitator will be engaged on contractual basis to carry out the responsibility given to him. The Facilitator would function directly under the control and supervision of the district nodal officer responsible for implementation of the programme. The Block Level Facilitator would be paid a monthly remuneration of Rs.10000 to 15000 subject to the minimum wages notified by the concerned State government/UT administration and a maximum of Rs. 5000 for TA/DA/other expenses for his operations and functions from the administrative cost of the Programme. The facilitator should be a graduate with preferably 2 years' experience of working in the social sector. The State Government/UT Administration would fix the exact qualification for the Facilitators subject to the broad parameters given here and hire the Facilitators through a transparent process through open advertisement in the newspapers. The terms and conditions of the contractual service would be prescribed by the State/UT.

16.2 The functions of Block Level Facilitator:

- (i) to function as a bridge between the Government institutions and the minority community to ensure that the benefits of the programme reach them properly.
- (ii) to give necessary support to a Block Level Committee in scrutinising the plan proposal for its recommendations to District Level Committee and monitoring the implementation of the projects.
- (iii) the facilitator would prepare the progress report and other required reports for the programme
- (iv) the facilitator would also render necessary support to Social Audit Committee at the Block Level.
- (v) to facilitate geo-tagging of assets to be taken up/taken up under the karyakaram.
- (vi) to facilitate getting PMJVK details and its updates under the DISHA framework.

(vii) to assist the baseline-survey in MCAs.

## **17. Monitoring Mechanism**

17.1 There would be a robust mechanism for monitoring of the programme with an independent monitoring system and monitoring with the involvement of the community. This would be in addition to the monitoring by the Committees at different levels. Thus the monitoring of the PMJVK would be done through the following channels:

- Monitoring through the committees constituted at different levels starting from Block to the Centre
- Monitoring through Project Monitoring Unit (PMU) to be setup at the Centre.
- A web portal will be put in place for online monitoring.
- The IT Cells created at State level with Ministry's funds will form an integrated part of the monitoring mechanism.
- Monitoring through an independent agencies or qualified monitors.
- Monitoring through conferences at the national, regional, state or district levels and visits of officials to the project sites.
- Monitoring with the involvement of community through social audit mechanism.
- Monitoring information dissemination and status of implementation through the DISHA framework.

17.2 Monitoring through Committees at different levels:

17.2.1 The Block Level Committee for MsDP would be responsible for monitoring of the programme at the block/village level. This committee would meet at least once in a quarter and send its report to the District Level Committee for Prime Minister's New 15 Point Programme (DLC).

17.2.2 The District Level Committee shall hold quarterly meeting to review the progress of implementation of the projects under PMJVK and send reports to the State Level Committee (SLC) by the 15th day of the next quarter.

17.2.3 The State Level Committee shall meet at least once a quarter to review the progress under the programme and send its report to the Ministry of Minority Affairs within one month of the end of the quarter.

17.2.4 The Empowered Committee at the Centre shall serve as the oversight committee and shall monitor the implementation of projects under PMJVK.

- 17.2.5 A well-equipped Project Monitoring Unit (PMU) will be set up at Centre. The IT Cells created at State level will form an integral part of the Monitoring Mechanism. A web portal will be put in place for online submission of project proposals, progress reports and related documents by State Govts./UTs to the Ministry on regular basis. This would also facilitate monitoring the progress of projects and quick and frequent interaction with various State/UT Governments.
- 17.2.6 Monitoring through independent agency/qualified monitors: The Ministry of Minority Affairs would set up an independent monitoring mechanism by engaging reputed external agencies or qualified monitors. Monitors may include the monitors empanelled by the Ministry and MAEF. This system would give State/UT wise periodical feedback regarding implementation of the programme, which would also be shared with the States/UTs to take necessary corrective action.
- 17.2.7 Monitoring with the involvement of community – Social Audit: To involve the community in monitoring and assessment of the programme, an appropriate mechanism of Social Audit would be adopted by the Ministry of Minority Affairs. The State/UT, district and block level administration would extend their full cooperation for the successful implementation of the social audit system. A committee namely Social Audit Committee comprising of prominent members from the community would be set up in each block to monitor the works in the block.
- 17.2.8 Monitoring through conference and visits: Regular conferences would be organised at the national, state and district level to monitor the progress under this programme. The officers and staff associated with the programme and monitors would make frequent visit to the project sites to ensure speedy implementation of the programme and adherence to quality standards. Regular quality test would be conducted by the State/District officials through reputed lab facilities.
- 17.2.9 The State Government/UT administration shall report the progress in respect of each project at the end of the quarter. The project-wise progress of implementation shall be reported on quarterly basis in the proforma of Quarterly Progress Report (QPR) prescribed for this purpose at **Appendix-IV** and on-line after the IT enabled systems are put in place.

Hard copy of the QPRs should reach the Joint Secretary of the Ministry of Minority Affairs within 15 days of the end of the quarter under report.

17.2.10 The project sanctioned for a district will be shared with District Development Coordination and Monitoring Committee of Ministry of Rural Development (DISHA). Views, wherever necessary, may be sought in formulation, implementation and monitoring of the programme

## **18. Transparency and Publicity of Information**

In order to ensure that the information about developmental schemes being implemented reaches the ultimate beneficiaries, i.e. the targeted beneficiaries, there is a need to ensure greater transparency and publicity of information. For this purpose, the following shall be ensured:

- All sanctioned schemes/projects shall be given wide publicity in local media and placed in the web-site concerned.
- Immediately after project approval is received, the State Government shall display at project site a board indicating the date of sanction of the project, likely date of completion, estimated cost of the project, source of funding i.e. PMJVK (Government of India), contractor(s) name and the physical target. After completion of projects, a permanent display shall be put up.
- Ministry of Minority Affairs and the State Government/UT Administration shall disseminate information through media – print/electronic and shall place it on their websites.
- DISHA framework will also be used for dissemination of information.

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					Shahabad (NPP)	
		Unnao			Unnao (NPP)	
		Farrukhabad			Farrukhabad-cum-Fatehgarh (NPP)	
		Kannauj			Samdhan (NP)	
					Kannauj (NPP)	
		Etawah			Etawah (NPP)	
		Kanpur Nagar			Kanpur (CB)	
		Fatehpur			Fatehpur (NPP)	
		Faizabad			Faizabad (NPP)	
					Rudauli (NPP)	
		Ambedkar Nagar			Tanda (NPP)	
		Mau			Kopaganj (NP)	
					Maunath Bhanjan (NPP)	
		Jaunpur			Jaunpur (NPP)	
		Sant Ravidas Nagar (Bhadohi)			Bhadohi (NPP)	
	Sub-total	43	15	145	89	
31	Uttarakhand	Udham Singh Nagar	Udham Singh Nagar			
				Kashipur		
				Jaspur		
				Gadarpur		
				Sitarganj		
				Forest CD Block Udham Singh Nagar		
				Rudrapur		
				Bajpur		
						Kashipur (NPP)
					Jaspur (NPP)	
			Dehradun		Vikasnagar	
		Garhwal		Forest CD Block Garhwal		

		Haridwar	Haridwar		
				Bhagwanpur	
				Roorkee	
				Narsan	
				Bahadarabad	
				Laksar	
				Forest CD Block Haridwar	
					Roorkee (NPP)
					Manglaur (NPP)
		Nainital			Haldwani-cum- Kathgodam (NPP + OG)
	Sub-total	5	2	15	5
32	West Bengal	Koch Bihar	Koch Bihar		
				Cooch Behar - I	
				Tufanganj - I	
				Dinhata - I	
				Dinhata - II	
				Sitai	
				Sitalkuchi	
				Haldibari	
		Uttar Dinajpur	Uttar Dinajpur		
				Hemtabad	
				Chopra	
				Islampur	
				Goalpokhar - I	
				Goalpokhar - II	
				Karandighi	
				Raiganj	
				Itahar	
		Dakshin Dinajpur	Dakshin Dinajpur		
				Gangarampur	
				Kumarganj	
				Tapan	
				Bansihari	
				Kushmundi	
				Harirampur	
		Maldah	Maldah		



**DISTRICT-WISE ABSTRACT OF THE PLAN PROPOSAL FOR MCBs/TOWNS/CITIES/CLUSTER UNDER PMJKV FOR THE REMAINING PERIOD OF 14<sup>TH</sup> FINANCE ACOMMISSION**

1. Name of the District and State:.....
2. Name of MCBs/Towns/Clusters covered in the proposal .....
3. Total amount of the Plan proposal being sent:.....

**Declaration:**

- (i) 80% of resources allocated will be utilised for projects related to education, health & Skill development of which 33-40% would be for projects benefiting women/girls.
- (ii) (a) It has been ensured that all the locations proposed have at least 25% minority population in its catchment area.  
(b) If not, proper justification for taking up any such location:  
(c) It has been ensured that all the school where schools, residential schools, ACRs, Labs and Hostels are proposed have at least 25% enrolment of the minority students.
- (iii) The cost estimates proposed for the different gap-filling works/projects are as per the standardized cost derived on the basis of norms/design prescribed by the concerned Ministry for that particular work.
- (iv) The cost estimate for Sadbhav Mandap etc fulfils the norms and prescribed cost of Ministry of Minority Affairs.
- (v) It has been ensured that there is no duplication of the work with any scheme of the Central Government or a State Government and the concerned Director/Mission Director has been consulted in this regard.
- (vi) The land for the construction activities is available.
- (vii) The location of the project falls under the identified MCB/MCT/MCD Hqrs/Cluster of villages.
- (viii) The maintenance and the recurring cost related to the assets proposed in this Plan will be borne by the State Government. (Not applicable to KV and NKV)
- (ix) The plan proposal has been recommended by the State Level Committee for PM's New 15 Point Programme.
- (x) The projects of Water Supply Scheme has been approved by the State Level Scheme Sanctioning Committee (SLSSC).
- (xi) Geo-tagging of the project location has been ensured and GPS coordinates will be submitted once the construction is started.
- (xii) State share wherever applicable will be released on time.
- (xiii) The project shall be completed within stipulated time by meeting the time lines. The construction process of the asset approved will be initiated within one year from the date of approval failing which, the approval for the projects may be withdrawn by the Ministry.
- (xiv) The Utilisation Certificates for the 1<sup>st</sup> instalment, 2<sup>nd</sup> instalment and completion & commissioning report of the asset shall be submitted to the Ministry/State whenever due without fail and delay.
- (xv) The proposed structure will be as per guidelines and space standards of Barrier-Free Built Environment for person with disability and elderly persons published by CPWD.
- (xvi) DISHA framework will be used.

District Magistrate/Collector  
(Name, Signature & Seal)

Pr.Secretary/Secretary  
(Name, Signature & Seal)  
Deptt. of .....

## Appendix - II

### District Hqrs/Block/Towns/Cluster-wise details of the Plan Proposal Approved by the State Level Committee for PMJVY

S.No.	Name of Projects	Gap filling or Non-gap filling projects (If gap filling, Centrally Sponsored Scheme concerned)	No. of Units	Unit Cost	Total Cost	Sharing Ratio	Central Share	State Share	Executing agencies for the projects proposed	Expected date for completion of project	GPS coordinates.
	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)
<b>(1) Name of the Minority Concentration Block/Town/Cluster</b>											
1											
2											
3											
	Sub-Total					--			--		
<b>(2) Name of the Minority Concentration Block/Town/Cluster</b>											
1											
2											
3											
	Sub-Total					--			--		
<b>(3) Name of the Minority Concentration Block/Town/Cluster</b>											
1											
2											
3											
	Sub-Total					--			--		
<b>(4) Name of the Minority Concentration Block/Town/Cluster</b>											
1											
2											
3											
	Sub-Total					--			--		
	<b>Grand Total</b>					--			--		

(Signature of the chairman of DLC)

Pr.Secretary/Secretary  
(Name, Signature & Seal)

## UTILISATION CERTIFICATE

\*DistrictHqrs/Block/Town/Cluster.....District.....  
State.....

Name of Project: .....

Approved financial assistance from PMJVK: Rs..... lakhs

**Releases made till date (break up in the following order):**

Sl. No.	Letter no. & Date	Amount(Rs. Lakh)
1	MoMA/ .... 2013 Dated	
2		

**Current release/releases for which the UC is being furnished:**

Sl. No.	Letter no. & Date	Amount(Rs. Lakh)
1	MoMA/ .... 2013 Dated	
2		

\*Certified that out of Rs..... lakhs ( in words) made available as assistance under the Prime Minister Jan Vikas Karyakram sanctioned by Ministry of Minority Affairs during the financial year .....vide letter number MoMA/ . . . . . Dated and Rs.....(in words), a sum of Rs..... lakhs ( in words) has been utilized for the following works:

\*(Name of the project)

Components/items of works	Amount utilized (Rs. Lakh)
a.	
b.	
c.	

\*Further certified that I have satisfied myself that the conditions on which the assistance from the Prime Minister Jan Vikas Karyakram was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

\*Kinds of checks exercised.

1. Vouchers and Books of Accounts
2. Measurement Books
3. Grant-in-aid/Loan Register
4. Expenditure Register

\*The balance of Rs. \_\_\_\_\_ is remaining unutilized as on date\_\_\_\_\_

Signature by the Department Secretary*	Counter Signature by Secretary, department dealing with minority affairs*
Name	Name
Date	Date
Place	Place
Office seal	Office seal

**Note:-Please do not leave any item/column blank. Write 'NIL' if no information is to be provided and/or write 'NA' I for information not available. \*mandatory**

**DISTRICT-WISE QUARTERLY PROGRESS REPORT ON THE IMPLEMENTATION OF PRIME MINISTER JAN VIKAS KARYAKRAM (PMJKV) – I**  
Financial Progress

Progress Report for Quarter ending: \_\_\_\_\_

Name of the District: \_\_\_\_\_

S.No.	Name of the projects	No. of Units	Unit Cost	Sharing Ratio	Approved Central Share	Release and Utilization of Fund for Central Share							Approved State Share	Release and Utilization of Fund for State Share					
						1st installment	Utilization	2 <sup>nd</sup> installment	Utilization	3 <sup>rd</sup> installment	Utilization	Total Utilization		1st installment	Utilization	2 <sup>nd</sup> installment	Utilization	3 <sup>rd</sup> installment	Utilization
	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)	(xv)	(xvi)	(xvii)	(xviii)	xix
<b>(1) Name of the Minority Concentration Block/Town/Cluster.....</b>																			
Approved by .....(number) Empowered Committee on .....(date)																			
1																			
2																			
3																			
<b>Sub-Total</b>																			
Approved by .....(number) Empowered Committee on .....(date)																			
1																			
2																			
3																			
<b>Sub-Total</b>																			
<b>(2) Name of the Minority Concentration Block/Town/Cluster.....</b>																			
Approved by .....(number) Empowered Committee on .....(date)																			
1																			
2																			
3																			
<b>Sub-Total</b>																			
Approved by .....(number) Empowered Committee on .....(date)																			
1																			
2																			
3																			
<b>Sub-Total</b>																			
<b>Grand Total</b>																			

**DISTRICT-WISE QUARTERLY PROGRESS REPORT ON THE PRIME MINISTER JAN VIKAS KARYAKRAM (PMJVK)- II**

**Physical Progress**

Progress Report for Quarter ending: \_\_\_\_\_

Name of the District: \_\_\_\_\_

S.No.	Name of the approved Projects	Total no. of units approved	Number of units Completed	Number of units where Work is in Progress	Number of units where work not Started	Status of Work completed in %	Stage of work Viz. Completed upto plinth/completed upto roof/completed etc	Expected date of completion of work under column (iv). reasons for delay in r/o work under column (v) (vi)	Nos. of unit commissioned	Name of the executing department/agency  (vii)
	(i)	(ii)	(iii)	(iv)	(v)					
<b>(1)Name of the Minority Concentration Block/Town/Cluster.....</b>										
Approved by .....(number) Empowered Committee on .....(date)										
1										
2										
3										
	Total									
Approved by .....(number) Empowered Committee on .....(date)										
1										
2										
3										
	Total									
<b>(2)Name of the Minority Concentration Block/Town/Cluster.....</b>										
Approved by .....(number) Empowered Committee on .....(date)										
1										
2										
3										
	Total									
Approved by .....(number) Empowered Committee on .....(date)										
1										
2										
3										
	Total									