

FUNDS RELEASE REQUEST

State -

Year -



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Instructions for requests for release of funds

1. *The second and third installment will be released on receipt of (Guideline 9.2):*
 - (a) *Score Card (Annexure 4),*
 - (b) *Utilization Certificates (Annexure 5),*
 - (c) *Project Funds Request (Annexures 6.1 & 6.2), and*
 - (d) *Quarterly Score Card for capacity building (Annexure 7.4).*

2. *These documents should show (Guideline 9.2):*
 - (a) *Utilization of 75% of the amount already released by the Centre and State according to the funding pattern given in Para 5 of AMRUT guidelines,*
 - (b) *Utilization of the State/ULB/Private Sector shares, and*
 - (c) *Meeting the service level milestones as assured in the roadmap contained in SAAP and certified in the report of the Independent Review And Monitoring Agency (IRMA).*

3. *Release of the second and third installments of CA will be subject to:*
 - (a) *Mobilizing the assured resources as given in the SAAP by the States/UTs, and*
 - (b) *Any other conditions imposed by the SHPSC and the Apex Committee.*

4. *Recognizing the fact that all approved projects may not be progressing at an equal pace, States may, in exceptional circumstances, submit their proposals for release of second and third installments for a set of ULBs/projects as and when 75 percent utilization and other conditions are fulfilled.*

5. *Any excess or shortfall in the first installment of 20% released on the basis of estimated cost shall be adjusted while releasing the second installment of CA which will be based on approved cost. The approved cost is the appraised cost or the tendered cost of the project (whichever is less).*

Checklist – for Funds Release

S.No	Points of Consideration	Yes/No	Give Details
1.	Has the quarterly score card been sent regularly?		
2.	Are city-wise UCs attached?		
3.	Is project-wise funds release request attached for all projects separately?		
4.	Is the summary instalment release request prepared and attached?		
5.	Is the Mission review note attached?		
6.	Has the HPSC reviewed the progress of the Mission and approved this funds release request?		
7.	Are you invoking the facility allowed that all approved projects may not be progressing at an equal pace, States may, in exceptional circumstances, submit their proposals for release of second and third installments for a set of ULBs/projects as and when 75 percent utilization and other conditions are fulfilled?		
8.	The approved cost is the appraised cost or the tendered cost of the project (whichever is less) and the difference has to be adjusted while releasing the second installment of CA which will be based on approved		

State Annual Action Plan (SAAP)

	cost. Have you adjusted any excess or shortfall in the first installment (20%) released on the basis of estimated cost?		
9.	Have you mobilized the assured resources as given in the SAAP?		
10.	Have you fulfilled all conditions imposed by the SHPSC and the Apex Committee? If yes, please annex .		
11.	Has 75% of the amount already released by the Centre and State utilized as given in the funding pattern given in Para 5 of AMRUT guidelines?		
12.	Has the State/ULB/Private Sector shares been mobilized and utilized?		
13.	Have the service level milestones as assured in the roadmap contained in SAAP been achieved? Has this achievement been certified in the report of the Independent Review And Monitoring Agency?		
14.	Has the IRMA visited all the projects? Have their observations/comments been addressed and reviewed by the State HPSC?		

State Mission Director

Chapter 1: Review by HPSC

In this section the physical and financial progress is reviewed. Please complete the following table and respond to the questions.

Sl.No	Name ULB	Approved SAAP		DPR (Y/N)	SLTC (Y/N)	Work Order (Y/N)	Implementation Progress		Amount disbursed till date
		Project name	Amount				Physical (%)	Financial (%)	

- How many SLTC meetings had been held in the State? How many DPRs have been approved by the SLTC till date? (250 words)
- Based on the identification of delayed projects and the reasons for slow physical progress, what is the plan of action to speed-up the projects? (300 words)
- How much amount has been utilised and what is the percentage share of the funding agencies? Are there any deviations from the approved funding pattern approved by the Apex Committee? (tabular form and 500 words)
- List out the projects where release of funds to ULBs by the State was delayed?
- List out the projects where the assessed value approved by the Apex Committee was greater than the tendered value and there was a saving? Was this addressed by the HPSC in the present SAAP? (tabular and 200 words)
- List out the number of city-wise projects where the second and third installments were claimed. (tabular form).
- List out the city-wise completed projects. Was the targeted benchmark achieved? Explain the reasons for non-achievement (tabular form and 400 words)
- List out the details of projects taken up in PPP model. Describe the type of PPP (tabular; 300 words)
- List out the observations of the IRMA project-wise and the corrective action on the observations/comments (tabular; 500 words)

Capacity Building

State Annual Action Plan (SAAP)

There are two types of capacity building – individual and institutional. The Apex Committee had approved the annual capacity building plan and the SAAP of the current year has to review the progress of the capacity plan. Please fill out following table and answer the questions.

Sl No	Name of ULB	Name of Department	Total number to be trained in Mission period	Target to be trained during the previous Financial Year	Number fully trained during the previous Financial Year	Name training institute

- What is the status of utilization of funds? (250 words)

Use of A&OE

- What are the items for which the A&OE has been used? (tabular; 250 words)
- Are the items similar to the approved items in SAAP or there is any deviation? If yes, list the items with reasons (tabular; 300 words)
- What is the utilization status of funds? (tabular; 250 words)
- Have you utilised the funds on any of the inadmissible components (para 4.4)? If yes, give list and reasons. (tabular; 350 words)

Funds disbursements and Conditions

- How many project fund request has been made to the GoI? (250 words)
- How many installments the GoI has released? (250 words)
- Is there any observation from the GoI regarding the claims made? (350 words)
- List out the conditions imposed by the Apex Committee, State HPSC and the SLTC. Have all the conditions been complied with? If, no identify the conditions not complied with and give reasons for non-compliance. (tabular; 500 words)

Chapter 2: Summary Project funds Request

Here give the summary of the instalment release request (Annexure 6.2) .

Here give the quarterly score card for States (Annexure 7.3)

Here give a summary of the expenditure on other items – Reforms, A&OE and so on

Chapter 3: Individual funds release requests

Here give the individual projects fund release requests (Annexure 6.1)

Annexure 1: City-wise UCs

Attach the city-wise UCs (Annexure 5)

Annexure 2: Score Cards

Here attach the score cards for the last four quarters.