



GOVERNMENT OF KERALA

FINANCE (PLANNING-B) DEPARTMENT

No. 22/2017/Fin

Dated, Thiruvananthapuram, 31.03.2017

CIRCULAR

Sub:- Meetings of Special Working Group – Procedure for forwarding and processing of proposals - Revised – Instructions – issued.

- Ref:- 1. G.O.(P)No.351/2008/Fin dated 06/08/2008
2. G.O.(P)No.04/2017/Fin dated 18.01.2017
3. Circular No.59/2015/Fin dated 19.06.2015

Administrative sanction for new schemes in the State Annual plan, with outlays exceeding Rs.10 crore are being considered in the Special Working Group constituted vide Government orders under reference. Now processing of the proposals and generation of minutes pertaining to Special Working Groups are being done through a website viz. workinggroups.kerala.gov.in. For the effective and smooth functioning of the Special Working Group the following instructions/guidelines are issued with immediate effect.

1. Administrative Departments will have to send the proposals to be placed before the Special Working Group to the concerned wings in Finance Department and Planning & Economic Affairs Department as e-file and also upload the proposals in the dedicated website of working groups (workinggroups.kerala.gov.in) before 8 working days of scheduled date of the meeting. The proposals received thereafter will not be placed in that Special Working Group but it will be processed by the wings for consideration in the next Special Working Group". The Administrative Departments may get in touch with Finance (Planning-B) Department to know the scheduled date of Special Working Group meetings.
2. The concerned wings in Finance shall process the proposals through e-file and hand over the files recommended to place before the special working Group to Finance (Planning-B) Department after ensuring that their recommendations are uploaded in the Analysis Note in the website at least before 4 working days. The wings are also required to hand over 4 sets of proposals in physical form to Finance (Planning-B) Department for reference to secretaries. (After the new arrangement stabilizes, it is intended to dispense with submission of physical copies to save on paper. The date after which paper submission will be completely dispensed with shall be notified later.)
3. A pre-meeting discussion will be held in the Finance Department where officers in charge of the concerned wings will have to give their remarks on the proposal to Additional Chief Secretary (Finance). It will be the responsibility of the Additional Secretary/Joint-Secretary/Deputy Secretary in charge of the wings to submit their views on each of the proposals received in their sections within time.

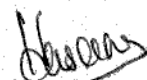
4. Proposals forwarded to Finance Department for placing in the Special Working Group will be returned to the Administrative Department citing shortcomings, only with the approval of Additional Chief Secretary (Finance).
5. (i) Finance (Planning-B) Department will schedule SWG meetings in the website for a month on the 2nd working day of every month.
(ii) After the Pre-special Working Group Meeting, Finance (Planning-B) Department will assign the work plans which are to be placed in the Special Working Group, three working days prior to the proposed Special Working Group meeting.
(iii) On assigning the work plans, an electronically generated email/message will be automatically sent to the ACS planning, the Secretaries/ HoDs/CEOs concerned and Division Chiefs of State Planning Board.
(iv) Administrative Departments can peruse the SWG meeting schedules and work plans assigned for the proposed meeting in the Link '*View Meeting/view work plan of SWG*' provided in the website.
(v) An option will be available in the website for the Secretaries of Administrative Department to record their inconvenience, if any, in attending the meeting. On recording such inconvenience, the work plan concerned will be automatically reassigned to next SWG meeting.
6. Hereafter proposals will not be taken up in the SWG meetings in the absence of Secretaries concerned. If the concerned Secretary is unable to attend the meeting, the items will be rescheduled, wherever possible to the next meeting or any subsequent meeting.
7. After each Special Working Group meetings, the Administrative Department files will be returned by Finance (Planning-B) Department to the concerned wing with copy of the minutes.
8. The Circular referred 3rd above is modified to this extent.

MINHAJ ALAM IAS
SECRETARY (FINANCE-RESOURCES)

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries/ of the Administrative Departments
All Officers & Sections of the Finance Departments
Planning and Economic Affairs Department
Nodal Officer, www.finance.keralal.gov.in
Office Copy/Stock File

Forwarded/By Order


Section Officer