

Subject: Fwd: Regarding Monthly Progress of expenditure & Preparation of Write-up for Scheme/Programme/projects

To: dsw@nic.in, wcd@nic.in

Date: 05/19/17 01:12 PM

From: "Secy(SW&WCD)" <pssw@nic.in>

MPR of Exp..pdf (626kB)

Preparation Write-up.PDF (1.2MB)

Diary No. 205  
Date 22/5/17  
Spl. Secy. for (SW&WCD)  
GNET/DWCD

----- Original Message -----

From: Planning Department <jdplg@nic.in>

Date: May 19, 2017 12:51:25 PM

Subject: Regarding Monthly Progress of expenditure & Preparation of Write-up for Scheme/Programme/projects

To: Secretary- <secyedu@nic.in>, (Education), Secretary- <senv@nic.in>, (Environment), "Secy.-" <pstechedu@nic.in>, (Trg.-&Tech.-Education), "Secy.-" <secyit@nic.in>, (IT), Secretary\_AR <secyar@nic.in>, Secretary- <secscstdel@nic.in>, (SC/ST), "Pr.-Secretary-" <pspwd@nic.in>, (PWD), "Pr.-Secy.-Social-Welfare" <pssw@nic.in>, "Pr.-Secy.-Health" <pshealth@nic.in>, DUSIB DFO <dusib@gmail.com>, "ceodelhi.djb CEO DJB" <ceodelhi.djb@nic.in>, Commissioner-Food-&-Civil-Supplies <cfood@nic.in>, Commissioner- <comind@nic.in>, (Industries), Commissioner Transport <commtpt@nic.in>, Commissioner East Delhi Municipal Corporation <commissioner-edmc@mcd.gov.in>, Commissioner North Delhi Municipal Corporation <commissioner-ndmc@mcd.gov.in>, commissioner-sdmc@mcd.gov.in, Commissioner- <cexcise@nic.in>, (Excise), "Pr.-Secretary-" <psud@nic.in>, (UD), Spl Secretary Tourism <sstour.delhi@nic.in>

Sir/Madam,

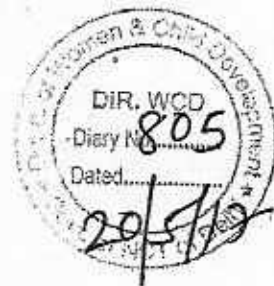
Please find attached letters from Director Planning regarding ( a ) monthly Progress Report of expenditure & (b) Preparation of Write-up for Scheme/Programme/Project alongwith enclosure.

Regards

D P Dwivedi

Director Planning

Planning Department,  
Government of Delhi  
4th & 6th Level, B-Wing,  
Delhi Secretariat,  
New Delhi-110002



low

Appl. di (Plg.)

19/05/17.  
Copy to O.S.D. to Dir.

May be forwarded to all implementing officers to provide the information in response immediately

138/Plg  
23/5/17

D.P. (Plg.)

No. F. 54(5)/WCD/Plg./writeup-2017-18/III-120

For necessary Action to:

To All implementing officer (WCD)

To All Homes through scheme implementing officer  
23/5/17 S.O.(P) 25/5/17

Assistent program (WCD) with the request to upload on the website

So plg  
23/5  
D.A.

02560/26/17

**URGENT**

**Government of N.C.T. of Delhi**

**Planning Department**

4th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002

No. F.18(14)/2017-18/Monit./Plg./7823-7947

Dated: May 17, 2017

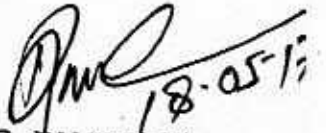
18/5/17

**OFFICE MEMORANDUM**

**Subject: Preparation of Write-up for Scheme/Programme/Projects**

The Planning Department will prepare a document which will cover brief write-up of all schemes and other important information about the programmes and projects of Govt. of NCT of Delhi for the year 2017-18.

You are, therefore, requested to kindly arrange to furnish the information related to all schemes/programme/projects being implemented by your department and Autonomous Institution under your administrative control. An annexure is attached with this letter which contains the points to be covered for preparing the Write-Up for these schemes/programmes/projects for 2017-18. The complete information may be sent to Planning Department by May 31, 2017. A softcopy of the document may also emailed at [delhibudget@gov.in](mailto:delhibudget@gov.in).

  
(D.P. DWIVEDI)  
DIRECTOR (PLG)

1. All Pr. Secretary/Secretary/HoDs, Govt. of NCT of Delhi
2. Commissioner, North, South and East Delhi Municipal Corporation
3. All Head of Autonomous Bodies/Institutes

P.T.O.

**Points to be covered in the "Write-Up" for schemes / Programme / Project 2017-18**

Annexure - I

1	Name of Scheme / Programme / Projects	
2	Aims and Objectives of the Scheme / Programmes / Projects	
3	Type of scheme i.e. State or CSS	
4	Name of the concerned Ministry- <u>For CSS only</u>	
5	Funding Pattern for Schemes (Component wise if any)- <u>For CSS Only</u>	
6	Cost of Project, Major Components and date of approval if approved. Likely cost and proposed date of commencement- if yet to be approved.	
7	Year of Commencement, target date of completion and Present Status of the Scheme / Programme / <i>Project</i>	
8	Budget Provision in 2017-18( Revenue/Capital/Loan) ( <u>New Scheme or spill over scheme</u> )	
9	Physical Targets for 2017-18 and achievements during 2016-17	
10	List of works covered under the scheme alongwith work wise details (Name of work and its description, focus area, proposed, direct and indirect, beneficiaries, assets to be created and maintained, cost of the work, starting date of the work, total duration of work and year wise details of expenditure since started.	

**Note:-** For Each Scheme, the above points may be suitably amplified by the department. It may be possible that a few items under the above points may not be applicable, in all schemes, yet the Write-Ups may be prepared on the pattern given above.

**DBT-** The Latest status of Programme/Schemes <sup>where</sup> ~~were~~ financial Assistance is disbursed through DBT may also be given in numbers and percentage.