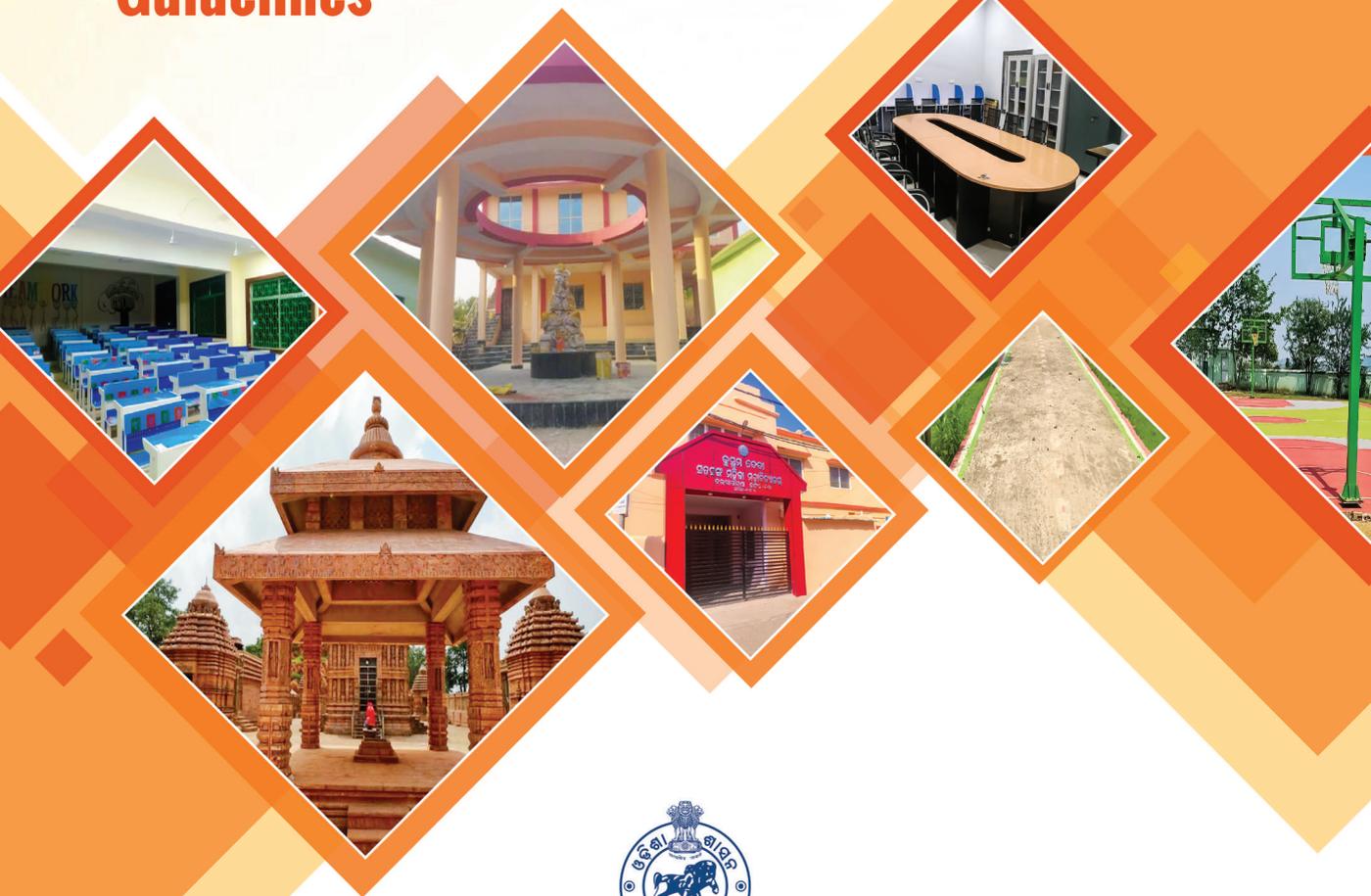


# CHIEF MINISTER – SPECIAL ASSISTANCE

(Mukhyamantri Swantatra Sahayata)

## Guidelines



**Planning & Convergence Department**  
Government of Odisha

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## **Government of Odisha**

### **CONSOLIDATED GUIDELINES FOR IMPLEMENTATION OF "CM-Special Assistance (Mukhyamantri Swatantra Sahayata)"**

**(Erstwhile 'Special Problem Fund' has been renamed as Chief Minister-Special Assistance as per order in OSWAS File No- PC-GIA-GIA-0007-2023 and F.D. Lt. No-12258 dtd.-24.04.2023)**

**June, 2025**

**Planning & Convergence Department**



**Consolidated Guidelines for sanction of CM-Special Assistance  
(Mukhyamantri Swatantra Sahayata)**

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## CONSOLIDATED GUIDELINES FOR SANCTION OF FUNDS UNDER THE SCHEME OF CHIEF MINISTER -SPECIAL ASSISTANCE (MUKHYAMANTRI SWATANTRA SAHAYATA)"

### 1. Objectives:

The scheme of “Special Problem Funds” has been introduced in the State during the year 1997-98 and has been renamed as CM-Special Assistance (Mukhyamantri Swatantra Sahayata) since 2023-24. The scheme aims at taking up essential projects of local importance involving special nature of problems in the absence of which the development process will remain incomplete. For example, works of the nature of providing missing links to the existing development infrastructure as well as repair modernization and expansion works particularly for purposes of improvement of existing educational institutions both Government as well as Private, roads, culverts, bridges, embankments, public religious places, cultural organizations as well as construction of new projects which will contribute to the overall development of community and wellbeing of the general public for which funds are not available otherwise, can be taken up through funds under the scheme (SPF Guideline-2003- Para-Objective).

### 2. Provision of Fund:

Funds for the scheme of “CM-Special Assistance (Mukhyamantri Swatantra Sahayata)” shall be provided in the State Plan budget of the Planning and Convergence Department in the form of Grant-in-Aid each year. The Guidelines laid down here under shall be applicable to sanction and utilization of funds under the scheme provided in the State Budget from 2021-22 and onwards. However, the Guidelines shall also apply to the unutilized balance of the previous year's sanction under the scheme for which no work orders have been issued so far due to some reason or other (SPF Guideline-2003- Para-Provision of Fund).

### 3. Admissibility:

A project shall be considered admissible for sanction of grant-in-aid under the scheme if (SPF Guideline-2003- Para-Admissibility).

- (i) It is a project of developmental nature.
- (ii) It comes under district sector schemes / subjects.
- (iii) It does not invite recurring expenditure.
- (iv) It creates useful community asset and benefits the community at large.
- (v) It preserves and renovates ancient monuments and religious institutions belonging to the public.
- (vi) It is a programme of preventive, curative, protective and / or productive in nature.



#### **4. Inadmissibility:**

A project shall be considered inadmissible for sanction of grant-in-aid under the scheme if (Para-4 of SPF Guideline-2003- Para- Inadmissibility).

- (i) It is a programme of non-developmental nature or inconsequential for well being of the community.
- (ii) It is covered under State / Central sector schemes / projects under implementation.
- (iii) It creates liabilities for the future.
- (iv) It benefits an individual and not the public at large.
- (v) A construction work is taken up on a land not owned by the public / a land under dispute / a land of different kissam.
- (vi) It is a project belonging to a professional / business association or religious organization except renovation / reconstruction of ancient monuments / religious institutions.
- (vii) The grant-in-aid is proposed to be utilized for construction of office buildings / staff quarters, purchase of furniture/ vehicles/ equipments/ books / stationery / expenditure on repair and maintenance/ entertainment activities, etc.
- (viii) It is a proposal involving contingent expenditure / a proposal for discharge of financial liabilities already incurred.

#### **5. Illustrative List:**

A list of projects admissible under the scheme and another inadmissible are appended to these Guidelines vide Annexure-'I'. These lists are only illustrative but not exhaustive. Due care shall therefore be taken in selecting a project so as to achieve the ultimate objectives of the scheme.

#### **6. Financial Limit:**

Considering the State's available resources and the budgetary provisions, the minimum eligible project cost under this scheme is Rs. 10.00 lakh, while the maximum permissible project cost is capped at ₹50.00 lakh. However, in exceptional cases Hon'ble Chief Minister may relax this ceiling limit.

#### **7. Selection of Projects:**

Hon'ble Ministers, MLAs, other public representatives, Senior Officers of the State Government and the District Collectors may recommend projects involving special nature of problems based on their field visits and interaction with the local public to be taken up under the



scheme. All such project proposals received in the Planning and Convergence Department shall be examined, and projects conforming to the guidelines shall be short listed indicating the details of the projects, the amount proposed and the recommending authority. The shortlisted projects obtained shall be placed before the Government for their prioritization and approval (SPF Guideline-2003-Para-Selection of Projects).

### **8. Sanction and Release of Funds:**

Once the priority list of projects is approved by the Government, the projects in order of their priority shall be sanctioned keeping in view the provision of funds available under the scheme in the State budget. Requisite funds relating to such projects pertaining to a district shall be released to the CDO-cum-EO, Zilla Parishad of that district / other Government Departments / Govt. Agencies (SPF Guideline-2003- Para-Sanction and Release of Funds).

As soon as the projects and its Executing Agencies are approved by the Collector, the CDO-cum-EO, Zilla Parishad is to prepare the sanction order and after approval by the Collector shall release CM-SA Funds equivalent to the tentatively approved cost to the concerned Executing Agencies forthwith (P&C Dept. Letter No- 13043 dt- 19.12.2013). The CDO-cum-EO, Zilla Parishad is to release the CM-SA fund to the executing agency through their PL Account or Govt. Account in case of Public Works and Forest Divisions. A copy of Sanction Order is to be forwarded to Deputy Director, (P&S) DPMU for maintaining Database.

### **9. Executing Agency:**

As soon as the sanction order is received from Government in Planning and Convergence Department, the CDO-cum-EO, Zilla Parishad shall follow the established procedures of the State Government, process the projects, select the executing agencies with the approval of the Collector. For projects located in rural areas, the procedure followed by Zilla Parishads shall be followed which lays down that executants shall be selected by the Pallisabha. However, Pallisabha has to keep these guidelines in view in selecting an executant established procedures of the Government shall be followed when execution of a project is entrusted to an organisation under a line Department. As regards work/projects relating to urban areas priority would be given to urban local bodies on their recommendations, such works can be entrusted to Government line Departments or to a registered non-Government agency having adequate professional expertise, proven track record.

Non-governmental bodies / Institutions will also be eligible to receive this grant subject to fulfilment of the criteria of eligibility. They shall be entrusted with execution of simple type of projects / works subject to the modalities and procedures prescribed by the Government in P&C Department from time to time and to be followed by the concerned Collectors in accordance to



the established procedure of the State. The Managing Committees of the concerned institutions can be entrusted with the execution of such works. When no such agency is available, other Government Agencies may be considered as executants to be decided by the concerned Collectors. Besides, projects involving special technical know-how and / or requiring sophisticated equipment for its execution may not be entrusted to any non-Governmental institutions. While entrusting a work to a non-Governmental institution, due care has to be taken to ensure fairness and transparency in expenditure and accountability to Government. In the event of such projects being executed by any NGO, the procedure for execution will be according to their-established rules and principles, subject to transparency and accountability and verification by Government agency. The voluntary organisation shall execute an agreement as per established procedure of the State Government in P.R. / H&UD Departments. All the work / Projects executed by any agency will be subject to strict supervision / monitoring by Government / District Collectors / CDO-cum-EO, Zilla Parishads /PD, DUDAs and District Level Officers.

### **10. Utilization of Funds:**

The Executing Agency has to furnish Quarterly Progress Reports to the Zilla Parishad as well as to the Deputy Director, (P&S) District Planning Monitoring Units of the concerned district for effective monitoring of the progress of work.

### **11. Prorata Charges:**

Execution of projects / works under the scheme of CM-Special Assistance through different agencies and through organizations under the State Government shall be exempted from payment of prorata charges. However, the Executing Agencies like Odisha Bridge and Construction Corporation (OB&CC), Odisha Police Housing and Welfare Corporation (OPH&WC), Odisha Industrial Infrastructural Development Corporation (OIIDC), Odisha Construction Corporation (OCC) and Odisha Tourism Development Corporation (OTDC) etc are allowed for inclusion of overhead and supervision charges and incentive charges as allowed vide FD Circular No- 25217/F Dt- 30.07.2018 in respect of State Government Works allotted for execution and P & C Dept. Letter no- 9263 (30) dt- 14.09.2020 circulated to all Collectors (SPF Guideline-2003- Para-Prorata Charges).

### **12. Accounting Procedure:**

#### **A: Zilla Parishad**

i. The Planning & Convergence Department will sanction the funds under the scheme as Grant-In-Aid in form of CM-Special Assistance to the Zilla Parishads. The amount of grant-in-



aid received by the district will be drawn by the concerned Zilla Parishad in grant-in-aid bills and kept in their P.L. Account till the amount is fully spent. The Collectors shall be the counter signing officers of these bills. On approval of the Sanction Order by the Collector, the CDO-cum-EO, Zilla Parishads shall release funds to the Executing Agencies through their PL Account or Government Account in case of Public Works or Forest Divisions as the case may be guidelines in this regard have been issued by Finance Department O.M. No.32152/F dated 15.12.2015 & Finance Department O.M. No.11437/F dated 8.4.2021.

ii. On completion of the projects in the field, the Zilla Parishad will collect Utilisation Certificates in OGFR-23 and OGFR-24 in token of full or part utilisation of the funds for the project and submit the same with counter signature of the Collector under intimation to the DD, (P&S) DPMUs and P&C Department. Separate register is to be maintained by Zilla Parishad for CM-SA funds received during a year in respect of each project sanctioned by the Government, apart from maintaining their usual cash and account records and made available for inspection of higher authorities.

iii. The CDO-cum-EO, Zilla Parishad / PD, DUDA is responsible to comply with all matters related to Audit and Reply to all Assembly Questions.

#### **B- DPMUs:-**

i The Deputy Director, (P&S) DPMU, is to facilitate and co-ordinate with CDO-cum-EO, Zilla Parishad / PD DUDA in obtaining the utilisation certificate from the executing agencies and ensure submission of UCs / Audit related matters to P & C Department in time.

#### **C- Executing Agency:-**

I The Executing Agencies shall adhere to the established procedures of the State Government during the execution of the project. In the case of the Panchayat Samiti, bills pertaining to projects with a cost up to ₹10.00 lakh shall be counter-signed by the Block Development Officer, while those exceeding ₹10.00 lakh shall be counter-signed by Collector and Chief Executive Officer, Zilla Parishad.

### **13. Administrative Approval for Execution of Projects:**

As per Circular No- 11672 Dt- 19.11.2020, the Government have been pleased to delegate the Financial Power for accordance of Administrative Approval as follows.



## CHIEF MINISTER-SPECIAL ASSISTANCE

	Existing		Revised	
	Name of the Authority	Project Cost	Name of the Authority	Project Cost
CM-Special Assistance	Collector	Upto Rs 50.00 Lakh	Collector	Full Power
	BDO / PD, DUDA	Upto Rs 10.00 Lakh	BDO/ Executive Officer of ULB	Upto Rs 10.00 Lakh

### 14. Diversion of funds:

- i. In case, it is not possible to implement a project and no expenditure has been incurred within three months from the date of issue of work order for reasons not due to the Government, the funds in question shall have to be diverted for some other project as the delegation of power for diversion/ substitution of projects under CM-Special Assistance to Collectors with the stipulation that the Collectors can substitute a non-starter project by a project of similar nature within the original sanctioned cost of the projects to be substituted after receiving such proposal from Honourable MLAs (Letter No- 13167 dt- 22.12.2020).
- ii. In view of this, all possible care shall have to be taken by the district administration to resolve problems coming on the way, if any, and implement the projects in time. Under compelling circumstances, the District Collector has to furnish a detailed report and refer the matter to the Government in P & C Department for necessary diversion of the funds in question.

### 15. Monitoring & Supervision:

#### A. CDO-cum-EO, Zilla Parishad :-

- i. The CDO-cum-EO, Zilla Parishad / PD, DUDAs shall be primarily responsible for establishing effective coordination and linkage for smooth and timely implementation of projects under the scheme, for their supervision and monitoring.
- ii. The CDO-cum-EO, Zilla Parishad / PD, DUDAs are to submit MPR and QPR to Planning and Convergence Department / Panchayati Raj & Drinking Water Department / H&UD Dept. respectively.
- iii. The District Collector will periodically review the progress of work and utilisation of funds under the scheme overall and effectively supervise and monitor the progress of work under the scheme. For this purpose, the CDO-cum-EO, Zilla Parishad and the Deputy Director, District Planning Monitoring Unit shall provide requisite support and assistance to the Collector.

**B-DPMUs:-**

- I. The Deputy Director, (P&S) DPMUs are responsible for maintaining data base / review of the progress of the projects under the supervision of District Collector / CDO-cum-EO, Zilla Parishad as well as ensure submission of Quarterly Progress Report and Monthly Progress Report by Zilla Parishads to Planning and Convergence Department.
- ii. The DPMUs to ensure submission of reply to Assembly Questions by Zilla Parishad to P & C Dept..

**16. Important Conditions:**

With a view to ensuring effective utilisation of the grant-in-aid, timely flow of benefits and uniform spread of work programme over time and space the following procedures shall be followed for sanction of funds and execution of projects under the scheme:

- (I) Grants out of CM-Special Assistance shall ordinarily be given in fresh proposals emanating from the grass root level. The project shall be original in nature and proposals for completion of incomplete projects or for part of any continuing project funded otherwise shall not ordinarily be entertained.
- (ii) A project sanctioned by the Government shall be completed within the year of allotment.
- (iii) No fresh grant-in-aid shall be sanctioned for a project if the previous grant-in-aid sanctioned, if any, has not been fully utilized and utilisation certificate furnished.
- (iv) In case, any project taken up initially under the scheme remains incomplete due to dearth of funds, the additional requirement of fund for its completion may be considered on priority basis subject to that the total sanction does not exceed the ceiling limit.
- (v) It should be ensured that after completion of project, the asset created out of CM-SA is to be handed over to the User Agency for further maintenance and upkeep of the project.
- (vi) The asset created under the scheme, should ordinarily belong to the Department concerned to which it belongs and in case no Department is available it will be vested to Zilla Parishad who will transfer it to the Panchayati Raj Institutions / Urban Local Bodies.
- (vii) As soon as a work under the Scheme is completed, it should be put to public use. For greater public awareness, for all works executed under CM-SA a plaque (stone/metal) carrying the inscription of 'CM-Special Assistance' indicating the cost involved, the commencement, completion of the project should be permanently erected. The cost of plaque is inclusive in project cost.

**17. Clarification:**

In case there is any doubt regarding implementation of the scheme, the matter may be referred to the Government in P & C Department whose decision will be final.

**18. Implementation Arrangements Summarized**

<i>Referral Paras</i>	<i>Revised Provision</i>
Para-13	a) Collector to have full powers for administrative approval of projects irrespective of the cost. b) Now Administrative Approval up to Rs.10.00 lakh will be accorded by BDO/ Executive Officer of the ULBs for projects executed by Blocks/ ULBs as before under intimation to CDO-cum-EO, Zilla Parishad/ PD, DUDA.
Para-8 and Para-12	Communication of sanction and release of funds to Executing Agency by Zilla Parishad
Para-14	Delegation of power for diversion/ substitution of projects under CM-Special Assistance to Collectors with the stipulation that the Collectors can substitute a non-starter project by a project of similar nature within the original sanctioned cost of the projects to be substituted after receiving such proposal from Hon'ble MLAs.



## ANNEXURE – I

**Admissible & Inadmissible List of Projects under the Scheme of  
CM-Special Assistance**

<b>List of Admissible Projects</b>	<b>List of Inadmissible Projects</b>
<ol style="list-style-type: none"> <li>1. Electrification of Harijan bastees/Tribal habitations/Girls' High Schools/Primary Schools.</li> <li>2. Road to Harijan bastees/Tribal habitations.</li> <li>3. Construction of Working women hostels for SCs/STs.</li> <li>4. Protection of old cultural / heritage buildings.</li> <li>5. Expansion / Renovation of State level Government/ Non-government Cultural/Sports Institutions.</li> <li>6. Small works to provide missing links viz. Culverts, bridges, deep cause way and Cross drainage works to make existing roads operational.</li> <li>7. Construction of passenger rest-sheds.</li> <li>8. Completion of incomplete rooms / additional class rooms for Schools.</li> <li>9. Provision of urinals, lavatories, tube wells in Primary Schools and Girls' High Schools.</li> <li>10. Projects encouraging promotion of science / information technology / biotechnology/other modern technology for improving the skill of students in schools and colleges.</li> <li>11. Extension to existing PHC / Sub-centre buildings and Construction of labour room, operation theatre and indoor wards in existing PHCs.</li> <li>12. Provision of X-Ray machines in hospitals / Air Conditioners in operation theatres.</li> </ol>	<ol style="list-style-type: none"> <li>1. Construction and repair of National High Way/State High way/ District roads.</li> <li>2. Major Bridges.</li> <li>3. Construction and repair of roads in urban / cantonment areas and those coming under the schemes of NREP, JRY and PMGSY.</li> <li>4. Major and Medium irrigation Projects.</li> <li>5. Construction of staff quarters.</li> <li>6. Contingent expenses like purchase of furniture, laboratory equipment, library books, sports equipment, medicines, vehicle, radio, television set etc.</li> <li>7. A project of routine repair / maintenance nature or a project requiring recurring expenditure or a project inviting future liabilities.</li> <li>8. A project benefiting an individual and not the community at large.</li> <li>9. Payment of honorarium, financial assistance or subsidy of any kind.</li> <li>10. Repayment of loan clearance of arrears and liabilities, purchase of land, payment of compensation.</li> <li>11. Surveys, studies, evaluation and research projects.</li> <li>12. Construction of office buildings, staff quarters of Government / Non-Government organizations.</li> <li>13. Works relating to commercial organizations/ service associations.</li> </ol>



**ANNEXURE – I**

**Admissible & Inadmissible List of Projects under the Scheme of CM-Special Assistance**

<ol style="list-style-type: none"><li>13. Construction and extension of Government Ayurvedic / Homeopathic dispensaries.</li><li>14. Water supply works in problem villages and urban local bodies in cost sharing basis.</li><li>15. Development of infrastructure facilities at places of tourist importance.</li><li>16. Construction of public library buildings/ Bhagabat Ghars.</li><li>17. Renovation / reconstruction / repair of Old religious monuments / cultural / Sports institutions.</li><li>18. Proposal for encouraging State level Sports activities/representations.</li><li>19. Construction of public owned Kalyan Mandap on cost sharing basis.</li><li>20. Projects aiming at environmental protection.</li><li>21. Installation of electric crematorium.</li><li>22. Installation of mobile towers (S.O. No.4706 dt. 31.03.2021).</li><li>23. Construction of welcome gate, memorials, and memorial buildings honouring Baraputra and Freedom Fighters.</li></ol>	
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