



Mobile

GOVERNMENT OF KERALA

**Finance (Nodal Centre-C) Department**

**CIRCULAR**

No. 68/2015/Fin.

Dated, Thiruvananthapuram, 28th July, 2015.

*Sub:—LAC-ADS—Incorporation of checklist in detailed Project Reports for works proposed under LAC-ADS—Instructions issued.*

*Ref:—G. O. (P) No. 332/12/Fin. dated 11-6-2012.*

*5*  
*10/8/15*  
Vide Government Order read above, Government have issued guidelines for the implementation of the Scheme LAC-ADS for MLAs wherein it was mentioned that the proposal for the work shall reach Finance Department duly recommended by the Administrative Department with detailed estimates for the work. But the proposals so received from the Administrative Department have often lack details required for examining the proposal for issuing Financial Concurrence. Consequently, such files are re-transmitted to Administrative Department for furnishing the required details. This process is time consuming and causes delay in issuing Financial Concurrence and Administrative sanction.

Therefore all the Administrative Departments dealing with LAC-ADS files are requested to ensure that a checklist is incorporated as facing sheet of the Detailed Project Report before the proposals are recommended to Finance Department.

## PRO FORMA OF CHECKLIST

1. Name of MLA
2. Name of Work
3. Estimate amount
4. Name of Implementing Agency
5. Estimate prepared by (Name of Agency/Department/Body)
6. Amount proposed by MLA
7. Whether the estimate is based on current DSR? Please specify
8. Whether the estimate is authenticated by Competent Officer
9. Whether hindrance free land is available
10. Whether the project is included in the State Plan Budget
11. Whether any clearance is needed from any authority/Forest Department/Ministry in Government of India/Railways etc. If so, furnish details
12. Whether the proposal is a new one or for strengthening the existing one
13. Nature of Work (Maintenance/Construction/Renovation/Installation/Purchase/Contribution of Fund/any other item)
14. Whether the work is of capital nature
15. Whether recurring expenditure is involved
16. Whether the proposal is for contribution to major projects
17. Whether it is a deposit work
18. Whether any post creation is involved
19. Land is under the control of: Society/Trust/LSGI/Government of Kerala/Autonomous Body/Government of India
20. Whether the estimate includes the following charges:
  - (a) Administrative Charges
  - (b) Centage Charges
  - (c) Overhead Charges
  - (d) Supervision Charges

21. Whether the proposal involves any commercial activities
22. Whether having any amalgamation of fund? If so, furnish details

The checklist should be approved by the head of Department before forwarding the files to Finance Department/Administrative Department for obtaining sanction.

B. SRINIVAS,

*Secretary (Finance-Resources).*

To

All Members of the Legislative Assembly.

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.

The Principal Accountant General (G & SSA) Kerala,  
Thiruvananthapuram.

The Accountant General (E & RSA), Kerala, Thiruvananthapuram.

All Principal Secretaries/Secretaries to Government.


All Heads of Departments.

The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)

Stock File/Office Copy.

Endt No: DBI/7591/2014/CE/LSGD dtd 11.08.2015

The officers submitting proposals for LAC- ADS works should ensure that all the details in the above checklist are complied with.

  
# Chief Engineer