



**Scope of Work for Development of MIS on behalf of Planning
Department, Govt. of Meghalaya**

1 Introduction

The Planning Department of Govt. of Meghalaya is seeking to implement a Management Information System for tracking the proposals status, funds disbursement and project progress of different projects of PLANNING DEPARTMENT OF MEGHALAYA. The aim of MIS is to let the various stakeholders of PLANNING DEPARTMENT OF MEGHALAYA view the status at various stages of the project and the expenses incurred in them.

The scope includes review of records and allocation & utilization of funds under the schemes, evaluation of the performance, on the basis of targets set and the achievements according to the norms and to identify the problems, if any, in the implementation of the programs and projects.

MIS should provide an easy-to-use interface, accessible through internet/intranet or mobile, making the solution scalable

2 Scope of Work

The scope of MIS will include automation of various processes of the department which are as follows:

1. Outlay – Planned, Revised and Actual
 2. Action Plans of departments
 3. Allocations
 4. Release
 5. Expenditure
 6. Outlay
 - Physical
 - Financial
 7. Achievement
 - Physical
 - Financial
 8. Linkage of Expenses to Sectoral Heads
 9. Reporting
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1. State Level
 2. District Level
 3. Scheme Level

The solution should be able to address the following:

1. Proposal/Scheme Tracking

- When was the proposal/scheme made;
- What are the objectives and targeted results of the proposal/scheme;
- When was the proposal/scheme sanctioned or declined;
- Queries and issues raised;

2. Fund Release and Expense Tracking

- How much fund was released to which proposal/scheme;
- How much fund was allotted to each beneficiary (cash or kind);
- Payment disbursement schedule;

3. Project Monitoring

- When was the project started;
- When was the project completed;
- Was there any delay in completion;
- Whether the objectives and activities were delivered as desired and expected i.e. project progress;
- To ascertain whether the guidelines were followed by different stakeholders;

4. Local assistance for Project Management, Technical Support and Data Entry should be provided

3 Modules

- General State Plan: This category of the Plan type shall define all the projects which are provisioned by the State under its General Plan. The user of this sub-module shall be able to add / edit / delete the various state plans made by the organization.
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- **Special Plan Assistance:** This category of the Plan type shall define all the projects which are provisioned under the special assistance category by the state. The user of this sub-module shall be able to add / edit / delete the various special assistance plans of the state.
 - **Special Central Assistance:** This category of the Plan type shall define all the projects which are provisioned by Centre under special assistance. The user of this sub-module shall be able to add / edit / delete the various special central assistance plans of the state.
 - **Additional Central Assistance:** This category of the Plan type shall define all the projects which are provisioned by the centre under additional assistance. The user of this sub-module shall be able to add / edit / delete the various additional central assistance plans of the state.
 - **Externally Aided Projects:** This category of the Plan type shall define all the projects which are provisioned or aided by the external agencies. The user of this sub-module shall be able to add / edit / delete the various externally aided projects of the state.
 - **Loans:** This category of the Plan type shall define all the projects which are being provisioned through loans provided by various agencies or organizations. The user of this sub-module shall be able to add / edit / delete the state projects funded through loans.
 - **Others:** This category of the Plan type shall define all the projects which do not come under any of the above categories. The user of this sub-module shall be able to add / edit / delete the projects funded through loans.
 - **NEC sponsored:** This category of the Plan type shall define all the projects or schemes which are provisioned by North Eastern Council (NEC). Under this category the user of the sub-module will be able to add / edit / delete the various NEC sponsored projects.
 - **NLCPR sponsored:** This category of the Plan type shall define all the projects or schemes which are provisioned by NLCPR. Under this category the user of the sub-module will be able to add / edit / delete the various NLCPR sponsored projects.
 - **Funding Source –** This module of the solution system defines the source agency of the funds which are being or will be utilized for various projects and schemes of the State Government of Meghalaya. Each user of this module will be able to add / edit / delete various funding agencies such as:
 1. NABARD
 2. HUDCO etc.
 - **Department –** This module of the solution system defines the department under which the projects and schemes of the State Government of Meghalaya are being implemented. Each user of this
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module will be able to add / edit / delete various departments of the state. Following are a few examples of such departments:

1. Agriculture & Allied services
2. Rural Development
3. Water resources, Irrigation and Flood control
4. Energy
5. Industry and Minerals
6. Transport
7. Science, Technology and environment etc.

- Main-Sector – This module of the solution system defines the main sector of each department whose project is being monitored and for which various expenses are being recorded. Each department has to submit a detailed expense sheet of its each project or scheme which categorized under each main sector. Each user of this module will be able to add / edit / delete various main sectors of each department separately.
 - Sub-Sector – This module of the solution system defines the sub sector under each main sector of every department whose project is being monitored and for which various expenses are being recorded. Each user of this module will be able to add / edit / delete various sub sectors of each main sector.
 - Annual Plan – This module of the solution system defines the financial year for various projects and schemes of the State Government of Meghalaya. Each user of this module will be able to add / edit / delete new financial year.
 - Five year Plan - This module of the solution system defines the 5 year Plan for various projects and schemes of the State Government of Meghalaya. Each user of this module will be able to add / edit / delete new Plan year.
 - Designation – This module of the solution system defines the various designations of different users or employees of the State Government of Meghalaya who are authorized to access the system at different levels. Each user of this module will be able to add / edit / delete new designation. Authority and access level will be restricted on various levels with all the information duly secured through encrypted passwords.
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- Employee/User – This module of the solution system defines the various users or employees of the State Government of Meghalaya for various projects and schemes of different departments. Each user of this module will be able to add / edit / delete new users or employees.
 - District – This module of the solution system defines the various districts of the State Government of Meghalaya where any particular project is being implemented. Each user of this module will be able to add / edit / delete new district.
 - Consultants/Advisors - In this section admin can create/add/edit/delete new Consultant/Advisor.
 - Projects - In this section admin can create/add/edit/delete new project and the type of project.
 - Locations - In this section admin can create/add/edit/delete new Location.
 - Documents - In this section admin can create/upload/edit/delete new document for containing all the relevant documents for the various purposes like project application, supporting documents, answers to queries etc.
 - Plan Allocation
 - Actual Expenditure
 - Release of Central Assistance
 - Tentative Budget outlay
 - Approved outlay
 - Revised outlay
 - Sanction
 - Scheme/Project/Proposal management

3.1 Reports

Integration of all systems onto a single interoperable platform to generate the following reports:

- Proposal Reports
 - Project reports on the basis of
 - ✓ Type of project
 - ✓ Age of project
 - ✓ Region wise
 - ✓ Scheme wise
 - ✓ Year wise
 - ✓ Sector wise
 - Annual State Plan
 - ✓ Region wise
 - ✓ Scheme wise

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- ✓ Year wise
 - ✓ Sector wise
 - Financial reports (Expenditures)
 - Disbursal Status and Analysis
 - ✓ State wise
 - ✓ Scheme/Project wise
 - ✓ Annual year wise
 - ✓ Plan year wise
 - ✓ Sector wise
 - Monthly, Quarterly, Yearly Balances
 - Balances by Region, Department, Scheme
 - Performance of Project (as per formats provided by Planning Department)
 - Quarterly progress report
 - ✓ Physical achievement
 - ✓ Financial target
 - Yearly progress report
 - ✓ Physical achievement
 - ✓ Financial target
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