



No.12(24)PO(COOR-II)/P&D/2015-16
GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
Dated Lahore, the 09th January, 2024

To

1. The Senior Member, Board of Revenue, Lahore.
2. Additional Chief Secretary, South Punjab.
3. All the Administrative Secretaries to the Government of Punjab.
4. Secretary to Government of the Punjab, Finance Department.
5. The Registrar, Lahore High Court, Lahore.
6. Provincial Police Officer / IG, Police, Punjab, Lahore.

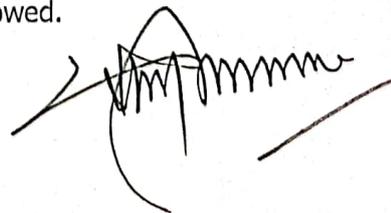
Subject: STREAMLINING THE PROCEDURE FOR APPROVAL OF DEVELOPMENT PROJECTS BY PDWP

I am directed to refer to the above noted subject and to state that the following procedure has been laid down by the Provincial Development Working Party (PDWP) in its meeting held on 24.11.2023 for the approval of development schemes in supersession of all notifications / orders issued in this behalf from time to time.

1. All the Development Schemes costing upto Rs.10,000 million to be fully funded from provincial resources, provided no external financing involved will be placed before the PDWP for consideration and approval.
2. The PDWP meeting may be held as and when required but at least twice in a month. Agenda and Working Paper for the meeting would be issued at least 24 hours before the meeting. The Sector Chief would provide Working Paper duly approved by the Member concerned to the Coordination Wing.
3. The Administrative Department/ Sponsoring Agencies would upload PC-I on the SMDP and furnish two (2) hard copies of the scheme on PC-I form to the P&D Board; the concerned Administrative Secretary should personally scrutinize the scheme in detail. He must ensure that the schemes sent to PDWP are in line with the objectives of the Growth Strategy / Sectoral Plans. He should ensure that economic / financial analysis of the proposed project and its implementation plan has been made a part of the scheme and PC-I/PC-II scheme has been duly signed by him at the appropriate column.
4. The Administrative Department should ensure that the PC-I has been prepared after site survey / visit and data from the authenticated source has been used in the PC-I
5. Similarly availability / suitability (location, water table and topography etc.) of the proposed Land for the project must be provided in the PC-I
6. Visual / pictorial evidences (pictures and videos with still cam and drone footage etc.) of the project site(s) particularly existing condition of rehabilitation projects must be attached with the PC-I
7. Any unsigned PC-I/PC-II by the Administrative Secretary would not be accepted in Planning & Development Board for further processing.
8. All those schemes where construction of building is to be done by the Buildings Department must be vetted by the Chief Engineer Punjab, Buildings Department and the Chief Architect C&W Department.
9. Coordination Section will forward PC-I to the concerned Sector Chief / Member including Technical Wing for technical scrutiny of the project and to PERI for economic & financial appraisal and to the Finance Department for their comments/scrutiny.
10. Before referring the case to PDWP the concerned sector Chief in P&D Board will examine the scheme thoroughly. Member concerned will convene a Pre-PDWP meeting to scrutinize the PC-I. The composition of the Pre-PDWP will be as follows:-

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- a. Member concerned, P&D Board (Convener)
 - b. Senior / Chief of Section.
 - c. Representative of Finance Department (preferably not below the rank of Deputy Secretary)
 - d. Representatives of the Sponsoring and executing agencies (not below the rank of Additional Secretary / Deputy Secretary / Director General / Chief Engineer)
 - e. Chief of the Technical section of P&D Board (in case of building component / civil works including Roads, Bridges, Flyover Underpasses, Elevated Express Way, Sewerage System etc.)
 - f. Chief of the IT Section in case of IT component
 - g. Chief of Section concerned in case of a PC-I is comprising of multi sectors / components
 - h. Sector Lead / Specialist The Urban Unit Lahore
 - i. Representative of PERI for economic and financial appraisal
 - j. *Co-opted member from Private Sector, Academia and an expert from the relevant field for mega / special / complex projects*
 - k. Chief Architect or his nominee for Building Component.
 - l. In case of projects relating to Water Supply, Sewerage System & Drainage, the Head of concerned Local Body must be invited to ensure their ownership for smooth implementation and O&M of the project
11. The Pre-PDWP will make a comprehensive appraisal of the project to assess as to whether the project is technically sound, financially and economically viable. The technical appraisal involves a careful review of the basic data, assumptions and methodology used in project preparation, an in-depth review of the work plan, its technical design, review of cost estimates and funding arrangements, an assessment of project's organization, Human Resource & Management aspects, validity of the financial economic and social benefits expected from the project.
 12. Before referring the case to the PDWP the concerned Member / Sector Chief should also ensure that all the mandatory requirements / prerequisite including Feasibility, cost benefit analysis, traffic count etc. has been full filled.
 13. The Pre-PDWP will also ensure that the EIA of the project under the environment law has been carried out (where applicable). *Furthermore, the viability / feasibility of the project under Public Private Partnership Mode has been explored.*
 14. In order to ensure Departmental coordination, all the stakeholders must be involved at Pre-PDWP stage in project appraisal. On the same token, where more than one agency is involved in the execution / operationalization & maintenance of a project, concerned Sector Chief would ensure their participation at the Pre-PDWP level. Pre-PDWP meeting should try to thrash and resolve all issues before placing a project before PDWP for approval.
 15. The concerned Sector Chief will prepare Working Paper in the light of recommendations of the Pre-PDWP and present the case before the PDWP on the prescribed format for approval/consideration. Concerned Member will give his specific comments / recommendations before the PDWP.
 16. The concerned Administrative Secretary must attend the PDWP meeting personally to plead the project. No scheme will be considered by the PDWP, unless the Department concerned is represented at the level of Administrative Secretary except in special cases where presence of Administrative Secretary is exempted by the Chairman P&D Board.
 17. The representative of Finance Department (*not below the rank of Special Secretary/ Additional Secretary*) will give his input particularly regarding Human Resource component of the PC-I/PC-II as well as O&M expenditure after completion of the project. Finance Department will examine approval of project with a view to its subsequent transfer to the current budget.
 18. Similarly Chief Engineer of the concerned Engineering Departments should attend the PDWP meetings in person to explain the Project details. Only in exceptional cases representation of Superintending Engineer (BPS-19) would be allowed.



19. Concerned Sector Chief will record minutes of the meeting and submit concise / brief draft within three (3) working days to the Chairman P&D Board through Member concerned for approval.
20. The approved Minutes duly signed and stamped by the concerned Member / Senior / Chief of Section P&D Board would be issued by the Coordination Section and uploaded on portal by the Section concerned.
21. An approved copy of the PC-I would be retained by the Sector Chief for record purpose and would forward one copy of the same duly signed (each page) to the Administrative Department concerned for record / implementation of the project.
22. All projects where approval of CDWP/ECNEC is required, the Administrative Department would upload PC-I on i-PAS and submit 03 (three) hard copies of the PC-I/PC-II and 35 (thirty-five) copies of the Concept Paper duly signed by the Chairman P&D Board to the Coordination Wing of P&D Board for onward submission to the Federal Government. The Administrative Departments will also depute a responsible official who will receive the forwarded letter from the coordination section and personally hand over the scheme to Planning Commission, Islamabad.
23. After issuance of the minutes / approval of the scheme, the Administrative approval of the scheme will be issued by the concerned Administrative Department under intimation to P&D Board and Finance Departments as well as to A.G Office.
24. If the Project does not start functioning within one year of its approval, a new PC-I / PC-II with updated cost or scope would be required for resubmission to competent forum for fresh approval.


(GHULAM ABBAS)
CHIEF (COORD & MONT)

09/01/2024

No. & Date Even:

Dated Lahore January 8, 2024

Copy is forwarded for information and necessary action to the:-

1. Chief Economist / All Members / Joint Chief Economist, P&D Board.
2. Director, PERI / D.G (M&E) / D.G. BOS, Punjab.
3. The Chairman, PITB, Arfa Software Technology Park, Model Town, Lahore.
4. The Chief Executive Officer, Urban Sector Planning & Man. Services Unit, Pvt. Ltd.
5. Chief Architect, Punjab, Lahore.
6. Chief Engineers (North / Center / South), Punjab Building Department.
7. All Senior / Sector Chiefs / Assistant Chiefs in P&D Board.
8. Additional Secretary (Admn) / Deputy Secretary (Admn) P&D Board.


(GHULAM ABBAS)
CHIEF (COORD & MONT)

09/01/2024

CC:

1. Additional Secretary / Staff Officer to the Chief Secretary, Punjab.
2. PSO to the Chairman, P&D Board.
3. PSO to the Secretary, P&D Board.