



No. 1(45)PO(ADPF)P&D/2025-26
GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
Dated: Lahore; the 30th December, 2024

042-99059302

To,

1. Senior Member, Board of Revenue, Punjab.
2. Additional Chief Secretary, South Punjab.
3. All Administrative Secretaries to Government of the Punjab.
4. Provincial Police Officer / Inspector General of Police, Punjab.
5. The Registrar, Lahore High Court, Lahore.
6. Secretary, Provincial Assembly, Assembly Chambers, Lahore.
7. All Divisional Commissioners in the Punjab.

Subject: **GUIDELINES FOR FORMULATION OF ANNUAL DEVELOPMENT PROGRAMME, 2025-26**

Annual Development Programme (ADP) represents a key policy instrument for achieving development vision of the government through strategic resource allocation having social and economic impacts. ADP interventions are the prime features of Governments' vision for pro-poor, inclusive, equitable and sustained economic growth. However, as we are aware that requirements of the province are diverse and rapidly changing primarily due to increase in population and urbanization. Owing to rapid increase in Population of Punjab province, the per capita development budget necessitates sustained and well planned formation of ADP. Hence, ADP formulation process desires to be conferred paramount importance and meticulous handling by the provincial departments.

2. Planned and meaningful preparation of the ADP required substantial amount of homework and clarity of ADP formulation process. Therefore, Planning & Development Board has developed Guidelines for formulation of ADP to guide all development stakeholders about ADP formulation process.

3. It is requested to initiate the process of formulation of ADP 2025-26 and complete the tasks within the prescribed time schedule. The Attached Departments / Autonomous Bodies, Project Directors and Executing Agencies under your administrative control may also be advised to prepare their draft ADP in the light of the guidelines. For ready reference, these guidelines have been uploaded on the P&D Board's website i.e. www.pndpunjab.gov.pk.


(DR. ASIF TUFAIL)
SECRETARY, P&D BOARD
30/12/24

NO. & DATE EVEN:

A copy is forwarded for information with the request to liaise with their counterparts in Administrative Departments and ensure that Sectoral Programmes are prepared according to the guidelines and are ready for presentation in inter-departmental meetings according to prescribed timelines:

1. The Chief Economist / Joint Chief Economist / All Members / DG (M&E) / Director (PERI) / CEO (The Urban Unit), P&D Board.
2. All Senior / Sector Chiefs in P&D Board.
3. The Director General (e-Governance), SMDP, PITB, ASTP, Lahore.
4. All Directors (Development & Finance) in the Punjab.
5. The Manager (MIS), P&D Board with the request to upload the guidelines on P&DB's website.


(GHULAM ABBAS)
CHIEF (COORD. & MONT.)
30/12/24

C.C:

1. Secretary (Coordination) to the Chief Minister, Chief Minister's Office.
2. Additional Secretary/Staff Officer to the Chief Secretary, Punjab.
3. Secretary, Planning and Development Department, South Punjab.
4. PSO to the Chairman, P&D Board.
5. PS to the Secretary, P&D Board.


30/12/24

ADP 2025-26 Guidelines

All Departments are requested to adhere to the following guidelines for formulation and submission of ADP 2025-26 in letter and Spirit.

GUIDING PRINCIPLES:

The P&D Board has simplified the ADP formulation process by introduction of SMDP / Planning portal. The Departments are required to formulate ADP on SMDP portal while observing the following parameters in letter and spirit:

- The Departments must ensure that ADP formulation process starts from **01st January, 2025** and all the below given steps are followed with adequate care and rigor.
- Formulation of ADP 2025-26 will continue to follow the medium-term perspective. Such a perspective is central to helping provincial government in realizing its objectives of fiscal discipline, and allocative as well as operational efficiencies.
- Following Medium-Term Development Framework, ADP 2025-26 will comprise the portfolio of development schemes for 2025-26 and projections for next two financial years i.e. 2026-27 and 2027-28 in prescribed format.
- The exact size of the program cannot be indicated at this stage; however, the Departments may prepare ADP in order of priority and according to their requirement.
- The foreign aid component for the medium term i.e. 2025-28 shall be determined / finalized by respective sectors / Departments in consultation with the ECA Section, P&D Board.
- Only approved projects shall be included in ADP 2025-26 as per provisions of Section 28(1) (b) of Punjab Financial Management Act 2022.

ADP SUBMISSION TIMELINES

All Departments must adhere to the below given timelines.

ADP Planning Cycle — Timelines	
DATE	ACTION
01 st January 2025	ADP Formulation Guidelines to be circulated by 01 st January 2025;
01 st January to 15 th January	<ol style="list-style-type: none"> The Departments to notify an ADP Formulation Team; The Departments may engage in the following activities : <ol style="list-style-type: none"> 2.1 : Conduct Evidence Based Need Assessment, if required 2.2 : Conduct formal / targeted Stakeholder consultations; Departments to submit ADP Strategy Paper to P&D Board by 29th December;-
16 th January to 31 st January	<ol style="list-style-type: none"> Departments to initiate preparation and submission of Project Concepts for new projects; Schemes with GPS coordinates are uploaded on the automated system and all concept notes must be finalized;
17 th February	<ol style="list-style-type: none"> Departments to submit / upload First Draft of ADP on SMDP portal; Departments to initiate preparation, submission & approval of PC-I process in parallel (<i>to continue till 1st May</i>);
17 th February to 17 th March	Scrutiny of draft ADP by the respective Members of P&D Board and process completed with Departments on board by 15 th March;
18 th March to 31 st March	Inter-Departmental meetings / consultations with P&D Board to discuss the draft ADP. Meetings / activities should conclude by 15 th April;
25 th April	Submission of Final Draft of ADP to P&D Board on SMDP portal by Departments;
2 nd May to 16 th May	P&D Board to initiate briefing sessions / consultations on the proposed ADP with relevant forums;
30 th May	Submission of Draft ADP to Finance Department;
June	Discussion and Approval of ADP by the Provincial Assembly; (No un-approved schemes will be included in the ADP)
29 th August	Departments to produce and publish their Annual Reports on ADP

ADP FORUMLATION METHODOLOGY

All Departments must follow the below given process for ADP formulation to make it focused, evidence based, inclusive, transparent and participatory.

1. Notification of "ADP formulation team" by the Secretary on the prescribed TORs.
2. Development of ADP formulation work-plan including stakeholder identification.