

ഭരണഭാഷ - മാതൃഭാഷ

സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടറേറ്റ്
തിരുവനന്തപുരം

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തീയതി:

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പരിപത്രം

വിഷയം:- വിദ്യാഭ്യാസം - സാങ്കേതികം - സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടറുടെ കാര്യാലയം തിരുവനന്തപുരം - **NHB-UIDF Tranche III (2025 - 2026)** പ്രകാരമുള്ള പദ്ധതികൾക്കായി പ്രൊപ്പോസൽ ലഭ്യമാക്കുന്നത് സംബന്ധിച്ച്.

സൂചന 1.07/05/2025 ലെ സർക്കാർ കത്ത് നം.L1/548/2025/HEDN.
2.21/05/2025 ലെ സർക്കാർ കത്ത് നം.HEDN-G2/194/2025/HEDN.

കേന്ദ്ര സർക്കാർ പുതുതായി ആരംഭിച്ച ഒരു പദ്ധതിയാണ് **Urban Infrastructure Development Fund (UIDF)**. NABARD RIDF പോലെ തന്നെ **Tier II, Tier III** നഗരങ്ങളുടെ അടിസ്ഥാന സൗകര്യ വികസനങ്ങൾ ലക്ഷ്യമിട്ട് കൊണ്ടുള്ള ഒരു പദ്ധതിയാണ് UIDF. ടി രാജ്യത്തു UIDF-ന്റെ നിർവ്വഹണത്തിന് **Nodal Agency** ആയി പ്രവർത്തിക്കുന്നത് **National Housing Bank (NHB)** ആണ്. UIDF ന്റെ കീഴിൽ വരുന്ന അനുയോജ്യമായ പ്രവർത്തനങ്ങൾ താഴെപ്പറയുന്നവയാണ്.

- A) **Water Supply & Sanitation**
- B) **Urban Connectivity**
- C) **Urban Area Development**
- D) **Health & Education Institutions**

കേരള സംസ്ഥാനത്തിന് UIDF ന്റെ ഭാഗമായി ലഭ്യമായിരിക്കുന്ന വിഹിതം 388.05 കോടി രൂപയാണ്. UIDF പ്രകാരമുള്ള വായ്പയ്ക്ക് 5.25% പലിശ നിരക്കും 7 വർഷത്തെ തിരിച്ചടവ് കാലാവധിയും ഉണ്ട്. ഒപ്പം ആദ്യ രണ്ട് വർഷത്തേക്ക് പേയ്മെന്റ് മൊറട്ടോറിയം കൂടി നിലവിലുണ്ട്.

കൂടാതെ പുതിയ പ്രോജക്റ്റുകൾക്കും നടന്നുകൊണ്ടിരിക്കുന്ന പ്രോജക്റ്റുകൾക്കും UIDF ഫണ്ട് ലഭ്യമാകും.

UIDF ന്റെ എല്ലാ പ്രവർത്തനങ്ങൾക്കും നോഡൽ ഏജൻസി ആയി വർത്തിക്കുന്നത് ഫിനാൻസ് ഡിപ്പാർട്ട്മെന്റ് ആണെന്നതിനാൽ, ടി കാര്യാലയത്തിന് കീഴിലെ വിവിധ സ്ഥാപനങ്ങളിൽ നിന്നുമുള്ള അനുയോജ്യവും

/ അർഹവും ആയിട്ടുള്ളതും, U I D F സഹായത്തോട് കൂടി നിർവ്വഹിക്കാവുന്നതുമായ പദ്ധതികൾ ഫിനാൻസ് ഡിപ്പാർട്ട്മെന്റിൽ സമർപ്പിക്കുന്നതിനും പ്രസ്തുത വിവരം ഉന്നത വിദ്യാഭ്യാസ വകുപ്പിനെ അറിയിക്കുന്നതിനും സൂചന (1), (2) പ്രകാരം സർക്കാർ നിർദ്ദേശിച്ചിരിക്കുന്നു.

മേൽ സാഹചര്യത്തിൽ **NHB-UIDF Tranche III (2025 - 2026)** പദ്ധതി പ്രകാരം അനുയോജ്യമായ പ്രൊപ്പോസലുകൾ സമർപ്പിക്കുന്നതിന് സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിന്റെ കീഴിലുള്ള നഗരപ്രദേശങ്ങളിൽ ഉൾപ്പെട്ടിരിക്കുന്ന എല്ലാ സ്ഥാപന മേധാവികൾക്കും ഇതിനാൽ നിർദ്ദേശം നൽകുന്നു.

ഇതുമായി ബന്ധപ്പെട്ട പ്രൊപ്പോസലുകൾ 15-06-2025 തീയതിയ്ക്കകം സർക്കാരിലേക്ക് സമർപ്പിക്കേണ്ടതുണ്ട് എന്നതിനാൽ പ്രൊപ്പോസലുകൾ അനുബന്ധ രേഖകൾ സഹിതം സ്ഥാപനമേധാവികൾ **13/06/2025** നു മുൻപായി ഈ കാര്യാലയത്തിൽ സമർപ്പിക്കേണ്ടതാണ് എന്നു അറിയിക്കുന്നു.

UIDF പദ്ധതിയുമായി ബന്ധപ്പെട്ടു സർക്കാരിൽ നിന്നും ലഭ്യമായ **Guidelines** ന്റെ പകർപ്പ് തുടർ നടപടികൾക്കായി ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

ഉള്ളടക്കം : മേൽ പറഞ്ഞത് പ്രകാരം.

Signed by
Jayaprakash P
Date: 05-06-2025 22:08:41

JAYAPRAKASH P
DIRECTOR(INCHARGE)
#ApprovedDate#

പകർപ്പ്:

- 1. ഈ വകുപ്പിന് കീഴിലുള്ള എല്ലാ സ്ഥാപന മേധാവികൾക്കും.
(www.dtekerala.gov.in - വെബ് സൈറ്റ് മുഖാന്തിരം)
- 2. ഓഫീസ് പകർപ്പ് / കരുതൽ ഫയൽ.

**URBAN INFRASTRUCTURE
DEVELOPMENT FUND - MODEL
GUIDELINES**



ABBREVIATIONS

UIDF: Urban Infrastructure Development Fund

NHB: National Housing Bank

RIDF: Rural Infrastructure Development Fund

NABARD: National Bank for Agriculture and Rural Development

MoHUA: Ministry of Housing & Urban Affairs

MoF: Ministry of Finance

ULBs: Urban Local Bodies

RBI: Reserve Bank of India

FIs: Financial Institutions

DPR: Detailed Project Report

TPN: Time Promissory Note

SoR: Schedule of Rates

O&M: Operations & Maintenance

VGf: Viability Gap Funding

SLMC: State Level Sanctioning and Monitoring committee

CLMC: City Level Monitoring committee

TAC: Technical Appraisal Committee

ED: Executive Director

DMD: Deputy Managing Director

PFD: Project Finance Department

GSD: Government Schemes Department

CPWD: Central Public Works Department

CPHEEO: Central Public Health and Environmental Engineering Organisation

PSC: Project Sanctioning Committee

GoI: Government of India

DFS: Department of Financial Services

EDCPC: Executive Director's Credit and Pricing Committee

AA: Administrative Approval

TS: Technical Sanction

PERT: Program Evaluation and Review Technique

PCC: Project Completion Certificate

PCR: Project Completion Report



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1. Introduction

1.1. Urban Infrastructure

Urban infrastructure in India refers to the basic physical structures, facilities and services needed for the functioning of cities and towns. It includes roads, bridges, water supply and sewage systems and area development projects. The state of urban infrastructure in India is a major challenge, with many cities facing issues such as traffic congestion, air and water pollution, and inadequate housing and public services. The Indian government has launched various initiatives and programs aimed at improving urban infrastructure and ensuring sustainable development.

1.2. Genesis of UIDF

In the budget speech 2023-24, Union Finance Minister made the following statement for establishment of UIDF:

“Like the RIDF, an Urban Infrastructure Development Fund (UIDF) will be established through use of priority sector lending shortfall. This will be managed by the National Housing Bank, and will be used by public agencies to create urban infrastructure in Tier 2 and Tier 3 cities. States will be encouraged to leverage resources from the grants of the 15th Finance Commission, as well as existing schemes, to adopt appropriate user charges while accessing the UIDF. We expect to make available Rs 10,000 crore per annum for this purpose.”

1.3. Objective

UIDF aims to supplement efforts of the State Governments for urban infrastructure development works implemented through Public/State Agencies, Municipal Corporations, Urban Local Bodies in Tier 2 and Tier 3 cities by providing a stable and predictable source of financing. It allows for pooling of resources and expertise, enabling creation of comprehensive infrastructure solutions that address the unique needs of each urban area.

1.4. Implementing Agency

National Housing Bank (<https://nhb.org.in/>)



2. Key Definitions

2.1. Target Cities for UIDF

To address the problem of skewed regional development, UIDF will focus on cities/ULBs in the population group 50,000 to 9,99,999 as per the latest census data (currently 2011 census), covering about 40% of the urban population. Thus, UIDF would focus on mid-sized cities with the potential to develop into regional economic hubs, while keeping the metropolitan and mega cities outside its scope.

- a) Cities with a population between 50,000 to 99,999 are categorized as Tier 3 cities.
- b) Tier 2 cities will comprise those with a population size between 1 lakh to 9,99,999.

* Urban areas with population up to 50,000 are covered under RIDF.

2.2 Normative Allocation

NHB will make normative allocation of funds to the respective states/UTs, based on the population of the eligible cities of each states/UTs, under UIDF, the list of which will be provided by MoHUA to NHB.

State wise allocation of corpus shall be on the basis of urban population in the cities as per latest census data (currently 2011 census) as :-

$$\text{Ratio of State wise corpus} = \frac{\text{Urban population in state in eligible towns or cities}}{\text{Total population in eligible town or cities in the country}}$$

On finalization of the state wise Normative Allocation of a tranche (rounded off to nearest Lakh of Rupees) subject to the overall borrowing limit of State, NHB will communicate the same to the State Governments. The State Governments are expected to prioritise projects under the tranche and submit suitable proposals with DPRs on eligible activities to NHB for sanction.

A mid-term review of utilization of Normative Allocation by each State will be conducted in the month of December every year and inter-state re-allocation of the unutilized funds, i.e., gap in sanctioned projects to allocated funds, of the states amongst other states would be made. The re-allocation of unutilized funds will be based on the same criteria of population of such states and depending upon the key parameters viz., initial normative allocation, volume and value of pending viable projects submitted by states, utilization level of sanctioned amount, availability of borrowing power. Such reallocation may be done subject



to a minimum of Rs.5 crore per state; Rs. 1 crore for North East (including Sikkim) & Hilly States (Uttarakhand, Himachal Pradesh and UTs of J&K and Ladakh).

23. Eligible Activities

Eligible Activities for UIDF shall be aligned to the Missions and programmes of the Ministry of Housing and Urban Affairs. These may focus on basic services like sewerage and Solid Waste Management, water supply and sanitation, construction and improvement of drains/storm water drains, etc. Impact-oriented projects may be prioritised. The list of eligible activities would be as below:

- Water supply network (new/augmentation/rehabilitation)
- Construction and improvement of drains/storm water drains
- Sewerage network (new/augmentation/rehabilitation)
- Sewage treatment plants – secondary/tertiary treatment
- Comprehensive projects of pay and use toilets, operated, and managed by private sector
- Solid Waste Processing Plants (new/augmentation)
- Comprehensive development of land reclaimed from legacy dumpsite remediation
- Roads (excluding maintenance works), within area development projects with provision for all utilities to be taken through an underground conduit
 - Over bridges, grade separators, underpasses
- Electric/ gas crematorium
- Comprehensive Area Development Projects
 - o Local Area Plan for de-congestion
 - o Heritage conservation
 - o Transit Oriented Development for creating dense, mixed-use developments near public transportation
 - o Town Planning Schemes for greenfield development
 - o Parks with open Gym not involving major construction work

24. Negative List of Activities

The fund shall not be utilised for any type of maintenance works or for administrative/establishment expenses. Further, Housing, Power & Telecom, Rolling Stock like buses and trams, Urban Transport, Health & Education Institutions shall remain out of the purview of UIDF.

3. Terms & Conditions

3.1. Nodal Department in States & access of funds

Borrowings under UIDF shall be governed by Article 293 (3) of the Constitution of India, i.e., within borrowing powers of the State from the market and financial institutions during a



financial year. Hence, Finance Department of respective States shall be the Nodal Agency for all activities under UIDF.

Funds under UIDF shall be available for both new projects and for ongoing projects. State Governments / State Government sponsored organisations shall ensure that the funds disbursed under UIDF are used against fresh capital investment and not for repayment of the existing loans. An undertaking to this effect shall be given by the respective State Governments.

3.2 Eligible Amount

The eligible loan amount for financing under UIDF will be based on the size of project and geographical location of the project. Percentage of project cost that can be considered for various projects under UIDF will be as below:

Size of Project	Other than NE and Hilly States	NE and Hilly States
5 - 10 crores*	90%	95%
>10 - 50 crores	85%	90%
>50 - 500 crores#	75%	85%
*Rs. 1-10 crores for North-East & Hilly States		

Maximum loan amount/exposure limit under UIDF for any new or ongoing Project shall be restricted to ₹ 100 crore.

Pre-appraisal expenses such as expenses incurred on project preparation, cost of technical surveys, etc, are allowed upto 0.5 % of the UIDF loan eventually sanctioned, provided the same are outsourced.

Centage charges (as per rates fixed by State Government) are permitted, provided the works are executed by State-owned corporations and State-owned agencies.

“Contingencies” are permitted upto a maximum limit of 3% of civil works under the project.

3.3 Cost Escalation

The state governments will be expected to meet cost escalation, if any, out of their own resources. Any change in scope or project parameters shall be subject to prior approval from sanctioning authority.

3.4 Prioritization of Projects involving user charges

States shall endeavour to utilise minimum 5% of the allocated corpus for projects wherein appropriate user charges are adopted or projects which are able to generate sufficient revenue to at least meet their O&M expenditure. NHB shall prioritise sanction of such projects.



3.5. Phasing

The implementation phase for projects sanctioned is spread over 2-5 years, varying with the type of the project and also the location of the State. As against maximum phasing period upto 3 years for normal projects, a phasing period upto 5 years is permitted for projects from Northeast (including Sikkim) & Hilly States (Jammu & Kashmir, Ladakah, Uttarakhand & Himachal Pradesh).

3.6. Clubbing of Projects

The state government may club small-sized projects in a single DPR. The minimum size and maximum size of the DPR shall be Rs. 5 crores (Rs. 1 crore for North-East & Hilly States) and Rs. 500 Crore respectively.

3.7. Rate of Interest on UIDF

The interest rates on deposits placed by the banks and loans under UIDF shall be decided by the Reserve Bank from time to time. The lending rate on UIDF loan as of now is linked to the Bank Rate prevailing at the time of deposit of funds by banks i.e Bank Rate minus 1.5 percentage (as on the date of deposit of funds by banks).

3.8. Penal Interest

If State Government fails to pay the interest on the due date(s), it shall be liable to pay interest on the overdue interest at the same rate as applicable to the principal amount. Sanctioning Authority may be authorized to waive such additional interest depending upon the merit of the case/s.

3.9. Documentation/Security

All sanctioned loans under UIDF shall be secured by the irrevocable letter of authority/mandate executed by the State Govt. and registered with the Reserve Bank of India / Scheduled Commercial Bank, which is the principal Banker to the State Government for repayment of the principal and/ or payment of interest to NHB.

- i. Time Promissory Note (TPN) in the prescribed format for every disbursement will be submitted by state governments.
- ii. Applicable terms and conditions of the sanction for documentation purposes will be accepted by state governments.

3.10. Repayment

UIDF loans shall be repaid by the State Government in accordance with the repayment schedule prescribed by NHB.

The loan will be repaid in five equal annual instalments within seven years from the date of drawal, including a moratorium period of two years.



The instalments falling due on any date during a month will be payable on the first day of the next month. Interest is payable during the moratorium period also. The State Government shall pay the interest on the first day of the month succeeding the quarter. If the due date for principal/interest happens to be a Saturday/Sunday/Holiday, the amount due would be payable on the preceding business working day.

3.11. Non-Starter Projects (NSP)

A project will be categorized as non-starter if it is not grounded within 12 months from the date of sanction. A project will be treated as "grounded" only where the work order has been issued and the physical work has commenced.

The entire mobilisation advance released in respect of the project will be adjusted / recalled as soon as the project becomes a NSP. The sanction will lapse, if the project is not grounded within 18 months from the date of sanction letter.

4. Project Appraisals and Sanctions

4.1. Project Approach

UIDF funding is based on project-based lending which entails the submission of Detailed project Reports (DPRs) containing technical and financial parameters, drawings, maps, etc. submitted by the State government.

Disbursements under UIDF may be aligned to/complement various urban infrastructure missions of MoHUA for faster uptake and utilization of the Fund by States. Existing mechanism under MoHUA will be utilized for selection of eligible projects in various States requiring last-mile funding for completion, techno-financial viability assessment, monitoring as well as for faster completion of the projects on ground.

4.2. Appraisal and Sanction of Proposals

The State governments can refer the checklists for preparation / formulation of UIDF projects as per prescribed format (Checklists & formats will be advised separately along with General terms & conditions).

Identifiable items of capital nature are only eligible for funding under UIDF. While firming up the cost estimates, care may be taken to ensure that the estimates are as per the latest Schedule of Rates (SoR) indexed to the current year/ market rates.

4.3. Technical Appraisal Committee

Based on prioritization of projects under UIDF, the State Government will submit DPRs for the project proposals along with detailed implementation plans to NHB Regional Offices. The time line for completion of projects shall be 3-5 years. The projects will be appraised for technical feasibility and economic viability by a Technical Appraisal Committee (TAC) comprising of -

- Concerned ED/DMD (Chairperson)



- Head of Project Finance Department, NHB
- Head of Govt Schemes Department, NHB (Nodal Dept for UIDF)
- External technical experts (at least 2)

The technical experts will be nominated by the Board of NHB from representatives of CPWD, CPHEEO etc. After technical appraisal of the projects, the eligible project proposals will be presented to the respective sanctioning committee for final approval.

4.4. Sanctioning Committee

Eligible project proposals involving loan amount greater than Rs. 50 crore recommended by TAC will be considered for sanction by the Project Sanctioning Committee (PSC), a Sub-Committee of Board, comprising the following members:

- Director representing RBI on NHB Board
- Director representing GOI (DFS) on NHB Board
- Director representing GOI(MoHUA) on NHB Board
- Managing Director, NHB
- One Independent Director on the Board

Quorum for the meeting of PSC shall be 3 members.

UIDF loan size upto Rs. 50 crore recommended by TAC shall be sanctioned by the existing Executive Director's Credit and Pricing Committee (EDCPC) of NHB. This committee is currently chaired by the Executive Director overseeing Credit functions and may be chaired by the DMD (proposed).

4.5. Time Frame for Grounding of Projects

Time Frame for Grounding of Projects is as given below:

- Administrative Approval (AA) - Prior AA or AA within 1 month from the date of sanction.
- Technical Sanction (TS) - Prior TS or TS within 3 months from the date of sanction.
- Tendering- Within 6 months from the date of sanction.
- Issuance of work order - within 9 months from date of sanction.
- Grounding of project - within 12 months from the date of sanction.

4.6. Deletion/Withdrawal of projects

If the sanctioned projects are not grounded within a period of 18 months from the date of the sanction, Regional Office may treat the projects as deleted/withdrawn after obtaining approval from the Head of Govt Schemes Department, NHB (Nodal Dept for UIDF).

Any outstanding including the mobilization advance disbursed under the projects proposed for deletion/withdrawal, will be recovered/adjusted.



5. Disbursements

The State governments shall share the application for disbursement in the prescribed format to NHB after satisfactory completion of the prescribed formalities.

Mobilisation advance amounting to initial 20% of the project loan is disbursed within 1 year from the date of sanction, on acceptance of the terms & conditions of sanction letter. North-Eastern and Hilly States shall be eligible for 30 % of loan as mobilisation advance. NHB will provide funds on 'reimbursement basis', except for the initial 20 per cent (30% in case of North-Eastern and Hilly States) of the project loan given as 'mobilisation advance'.

Borrowings of State Government under UIDF are governed by Article 293(3) of the Constitution of India under which Government of India grants consent of borrowing by a State Government during a year and Article 293(1) under which limits are fixed by the State legislature for borrowing. Disbursements are made under UIDF projects after receipt of approval of Borrowing Power under Article 293 (3) of Constitution of India by the State Government concerned as also a certificate that no limits have been fixed/ the borrowings are within the limits fixed by the State legislature under Article 293(1).

6. Monitoring of Projects

The State Governments shall have their own mechanism for monitoring of projects sanctioned under UIDF including periodic submission of the Project Implementation Progress Report (PIPR) to NHB.

NHB will monitor the implementation of UIDF projects through both Offsite Monitoring, as also Onsite Inspection to be conducted by Regional Offices of NHB.

Progress of the projects under UIDF will also be closely monitored by NHB through periodic uploading of the Geo-Tagged pictures of projects sanctioned under UIDF.

7. Completion of Projects

7.1. Project Completion Certificate (PCC)

The State government shall submit a Project Completion Certificate (PCC) to NHB immediately on completion of the physical works in respect of the project, on receipt of which the project shall be treated as completed.

7.2. Project Completion Report (PCR)

The State governments shall submit a detailed Project Completion Report (PCR) to NHB within 6 months from the date of the PCC in the prescribed format.

In case of type design projects or projects involving multiple units of similar nature in a proposal, a single PCR may be submitted, for multiple projects in a block/taluka/district,



depending on the implementing division. The relevant physical, financial details as well as benefits envisaged from the projects may be captured in the form of an annexure.

Project implementation as per UIDF guidelines, timely utilisation of funds and compliances thereof shall be the responsibility of respective State Governments. Further allocation of funds under UIDF to respective States shall be decided based on the compliances on PCC and PCR, as mentioned above.



Annexure III - Disbursement Application Format

DRAWAL APPLICATION UNDER THE URBAN INFRASTRUCTURE DEVELOPMENT FUND (UIDF)

(To be submitted in duplicate to the Regional Office of NHB)

To


The Officer in Charge

National Housing Bank Regional

Office Dear Sir,

Drawal Application under the Urban Infrastructure Development Fund (UIDF) for the Quarter/ Month ended

1. Please refer to your sanction letter No. _____ dated ____ communicating the sanction of Rs. ____ crore in respect of projects (please specify).
2. We had vide our letter No _____ dated _____ conveyed to you, the State Govt.'s acceptance to the terms and conditions stipulated in your sanction letter, referred to above, by returning the duplicate copy of the sanction letter duly signed by the Competent Authority.
3. We hereby apply for release of a loan of Rs. ____ Crore (Col. 9 of Annexure-A) being the amount expended by the State Government, towards cost of the works done in respect of the said projects upto the quarter/month ended _____. Details of the expenditure incurred and the claim thereof are furnished in Annexures A and B.
4. In this connection, we certify that:
 - i. The amount sought for under UIDF as per the present drawal is within the limits fixed by the State Legislature under Article 293(1) of the Constitution of India/no limit has been fixed (Certificate in Form-I enclosed);
 - ii. The _____ Department has obtained the administrative approval of the Competent Authority for the revised cost of the project as sanctioned by NHB;
 - iii. Tendering Committee(s) had/have been constituted by the State Government to finalise the tender documents relating to the projects for which assistance had been sought for from NHB;
 - iv. The State Government had actually incurred the amounts indicated in "Statement of Expenditure" in Annexure A. In addition, the State Government's proportionate share as per the sanction letter has been provided or incurred.
 - v. This claim for reimbursement do not include any expenditure for the projects incurred prior to ____ ;(Start of applicable tranche)
 - vi. The amounts claimed under the drawal application had not been claimed earlier from NHB under UIDF or any other scheme of finance;
 - vii. The present drawal will be used against fresh capital investment and not for repayment of the existing loans (Letter of Undertaking in Form-II enclosed).



viii. Execution and completion of the projects is in progress in accordance with the CPM/PERT chart submitted to NHB by the _____ Department (Name of implementing Dept.);

- ix. Separate accounts of expenditure (project-wise) are being maintained by the _____ Department (Name of implementing Dept.);
- x. The project display board has been installed at the project site as per prescribed specification.
- xi. The State Government shall make adequate and specific provision in its budget annually,

towards repayment of principal and payment of interest and the annual budgetary allocations so made, shall be held in trust for repayment of the outstanding(s) due to NHB from time to time (Letter of undertaking in Form-III enclosed).

We agree to repay the aforesaid amount and interest and other charges accruing/due thereon at such rate of interest and as per the repayment schedules that may be prescribed by NHB while releasing the loan amount/revised by NHB from time to time.

Yours
faithfully, Signature of the
Competent Authority
Implementing Department (Seal)
Enclosures: Annexure A & B, Form
I, II & III

CERTIFIED THAT:

- a. Items of work have been executed as per the financial rules of _____ the Govt. of _____ after observing the prescribed tender formalities.
- b. Expenditure reported has actually been incurred & recorded in the books of accounts of the concerned divisions.
- c. The physical progress made is as per CPM/PERT chart and is satisfactory. (In case of unsatisfactory physical progress/reasons are given here under)

Signature of the Competent Authority

Implementing Dept. (Seal)

Date:

ANNEXURE - A

(STATEMENT OF EXPENDITURE)

GOVERNMENT OF _____, FINANCE

DEPARTMENT

(Enclosure to the drawal application dated _

Submitted by the Govt. of _____, to NHB under UIDF Scheme)

STATEMENT OF THE COST OF WORKS DONE UNDER UIDF PROJECT DURING THE MONTH / QUARTER(S) 20 ____

(Rs. Lakh)

S.N.	Project Type	No. of Projects	NHB's Sanction Letter ----- No. & Date	Cost of works done upto end of previous month/quarter	Claimed loan amount upto end of the previous month/quarter	Cost of works done during the month/ quarter under ref	Cost of works done upto end of the month /quarter under ref	Amt. of loan for the present claim
1	2	3	4	5	6	7	8	9
1								
2								

TOTAL :

CERTIFIED THAT the cost of works indicated in Col.No.8 above has been incurred.

Signature of the Competent
Authority Implementing
Department (Seal)

Date:

ANNEXURE - B

(PROGRESS OF THE PROJECT)

GOVERNMENT OF _____, FINANCE
DEPARTMENT

(Enclosure to the drawal application dated _____)

Submitted by the Govt. of _____, to NHB under UIDF scheme)

PROGRESS OF PHYSICAL AND FINANCIAL WORKS FOR ONGOING _____
PROJECTS SANCTIONED UNDER UIDF FOR THE _____ MONTH
/ QUARTER ENDING 20 _____

(To be submitted for each Project)

1. Name of the project:
2. Date of commencement of the project :
3. Approved/revised project cost (Rs.Lakhs)
4. Cost incurred upto 31 March ____ (Rs. Lakhs)
5. Balance cost for completion: ____ (Rs. Lakhs)

CERTIFIED THAT:

- a) Items of work have been executed as per the financial rules of the Govt of _____ after observing the prescribed tender formalities.
- b) Expenditure reported has actually been incurred & recorded in the books of accounts of the concerned divisions.
- c) The physical progress made is as per CPM/PERT chart and is satisfactory (in case of Unsatisfactory physical progress/reasons are given hereunder).

Signature of the Competent
Authority Implementing
Department (Seal)

Date:

(Rs. lakhs)

S. No.	Item of work	Physical		Financial		Total (5+6)	Loan required under UIDF	Likely drawal during the ensuing quarter	Remarks
		Target	Achievement	Expenditure incurred upto previous month/qtr	Expenditure incurred during present month/qtr				
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL									

Items of Work will be as applicable to the type of project.

FORM

(CERTIFICATE OF BORROWING POWERS)

To
The Officer in Charge
National Housing Bank Regional Office

Dear Sir,

1. With reference to the loans of Rs. _____ (Rupees____Only) sanctioned to the Government of _____ from Urban Infrastructure Development Fund (UIDF) by the National Housing Bank, it is hereby certified that no limits have been fixed/ the said borrowing under UIDF including the present drawal is within the limits fixed by the _____State Legislature under Article 293(1) of the Constitution of India.
2. It is further certified that the aggregate amount of loans drawn from the National Housing Bank under UIDF during the current financial year __ including the proposed drawal of loan, do not exceed the amount for which consent has been granted by the Government of India under Article 293(3) of the Constitution of India for the relevant year.

Signature
_____ Secretary to the Government of _____
Finance Department

Date
:
Place:

FORM-II

(LETTER OF UNDERTAKING – PRESENT DRAWAL AGAINST FRESH CAPITAL INVESTMENT)

GOVERNMENT OF _____, FINANCE DEPARTMENT

(Enclosure to the drawal application dated _

Submitted by the Govt. of _____, to NHB under UIDF scheme)

1. With reference to the loans of Rs. _____ sanctioned to the Government of _____ from Urban Infrastructure Development Fund (UIDF) by the National Housing Bank, we hereby undertake that the amount sought for under UIDF as per the present drawal will be used against fresh capital investment and not for repayment of the existing loans.
2. We hereby further undertake that the assistance provided by the National Housing Bank will be utilized for the purpose for which it is sanctioned by the National Housing Bank and in the event of our inability to utilize the same, we shall refund the entire amount release by the National Housing Bank for the purpose with interest or any other penal charge which the National Housing Bank may like to levy/insist upon.



Signature _____
Secretary to the Government of _____
Finance Department

Date
:
Place
e:

FORM-

(LETTER OF UNDERTAKING - BUDGETARY ALLOCATIONS FOR LOAN REAYMENT
UNDER URBAN INFRASTRUCTURE DEVELOPMENT FUND)

The Officer -in- Charge
National Housing Bank
_____ Regional Office

Dear Sir,

**Undertaking by the State of ___ - Loans from NHB under Urban
Infrastructure Development Fund**

1. Whereas it is the condition of NHB for providing any loans and advances to State of _____ from the Urban Infrastructure Development Fund (**UIDF**) for implementing Urban Infrastructure and related Projects for the purpose of water supply networks, construction and improvement of drains/storm water drains, sewerage and solid waste management, urban roads and bridges, crematorium projects, urban area development projects etc. in the State, that the State Government execute a Letter of Undertaking for the making of regular and prompt repayment of principal and interest in respect of the said loans and advances granted or to be granted by NHB under UIDF.
2. The State Government of _____ (hereinafter referred to as "**the State Government**") undertake, agrees and assures the following :-
 - (i) With a view to ensuring compliance of the aforesaid obligation, the State Government shall make adequate and specific provision in its budget annually, towards repayment of principal and payment of interest in respect of the aforesaid borrowings by State Government;
 - (ii) The State Government shall ensure and arrange for regular and prompt repayment of principal and payment of interest on due dates as per respective sanction letter(s) in respect of all present and future obligations of the State Government under UIDF out of the said budgetary provisions;
 - (iii) The annual budgetary allocations so made, shall be held in trust for repayment of the outstanding(s) due to NHB from time to time.
 - (iv) The State Government shall not revoke or withdraw or otherwise make this undertaking ineffective and the undertaking will continue to apply to all present and future outstanding liabilities of the State Government to NHB under UIDF, as long as any dues including contingent dues under the above said loan are fully repaid.

Yours

faithfully, For and on behalf
of the Governor of the State
of _____



Signature of the Competent
Authority Implementing
Department (Seal)

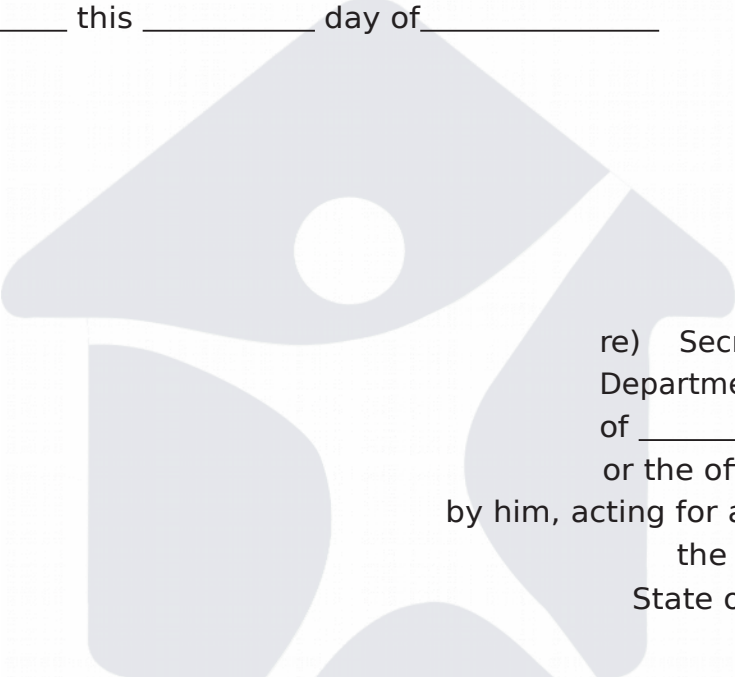
Annexure V - Promissory Note Format

FORM OF PROMISSORY NOTE TO BE OBTAINED FROM THE STATE GOVERNMENT AT THE TIME OF DISBURSEMENT

(Note: This Promissory Note need not be stamped if borrower is a State Government)

The Governor of the State of _____ promises to pay the National Housing order the sum of _____ (Rupees _____ only) in five equal instalments, the first Rs. _____ such instalments shall be paid immediately on the expiry of a period of 36 months from the date of the disbursement and subsequent instalments to be paid at intervals of 12 months therefrom, together with interest on the amount for the time being outstanding at _____* per cent per annum from the date of the disbursement, such interest to be calculated with quarterly rests and to be payable at the end of each quarter.

Dated at _____ this _____ day of _____



(Signature)
Secretary, Finance
Department Government
of _____
or the official authorised
by him, acting for and on behalf of
the Governor of the
State of _____

*As applicable

Annexure VI - Format for Project Implementation Progress Report

QUARTERTLY IMPLEMENTATION PROGRESS STATEMENT OF THE PROJECTS SANCTIONED UNDER UIDF

(To be furnished by the State Government to NHB's Regional Office)

1. Name of the Project
2. District/Location
3. CCA to be created
4. Date of Administrative approval
5. Total Project Costs - Rs. _____ crore(updated/revised cost)
6. Physical progress upto previous quarter (Item wise as per the major Item indicated in PERT/Bar Chart)
7. Expenditure incurred upto previous quarter
8. Progress during the quarter

Major items of work	Target for qtr (phy. qty)	Achievement during quarter (phy.qty)	Percentage achievement	Reason for shortfall (if any)	Cumulative progress	Expenditure incurred during qtr (Rs. Crores)	Cumulative expenditure incurred upto qtr (Rs. Crores)
1	2	3	4	5	6	7	8

9. Reimbursed
 - i) Amount Claimed Rs. Date
 - ii) Amount Released Rs. Date

Annexure VII - Project Completion Certificate Format

PROJECT COMPLETION CERTIFICATE

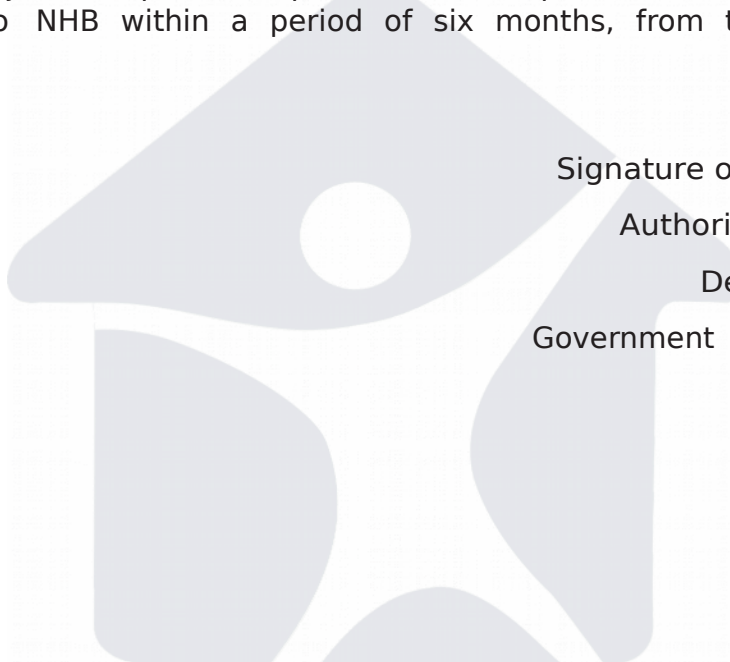
This is to certify that the Project : (Name) _____
(Project ID) _____ at _____ Block, _____
_____ District,
_____ State sanctioned under UIDF Tranche _____ which
commenced on _____, has since
been completed on _____ as per the
general and special terms and conditions of sanction of UIDF loan.

It is also certified that all physical works planned under the Project have been completed satisfactorily. The Project is expected to realise the objectives as laid down at the time of sanction.

The detailed Project Completion Report (PCR) in respect of the above project will be submitted to NHB within a period of six months, from the date of this Certificate.

Signature of the Competent
Authority Implementing
Department (Seal)
Government of _____

Date
d:



Annexure VIII - Project Completion Report Formats

A. Common Attributes of Project Completion Report across Projects

1. State :

2. Name of the Project :

3. Location of the
project

: (Town/District)

4. Project Details : **Amount (Rs. Lakh)**

Sr. No	Major items/ components of the project	Physi cal quanti ty	Financial Details		Remarks (reasons for variation, if any)
			Estima ted cost	Actual expendit ure	
1					
2					
	Total				

5. Implementing Agency :

6. Details of approval :

a. Date of Administrative Approval (AA) :

b. Amount approved (Rs. lakh):

c. Date of Technical Sanction :

7. Date of Commencement of Project :

8. Scheduled date of completion as per sanction :

9. Date of actual completion of work :

10.No. and date of NHB Sanction Letter :

11.UIDF Sanction (Rs. Lakh) :

a. Tranche and Project ID :

b. Project Outlay :

c. Expenditure incurred before UIDF loan sanction :

d. Balance Cost :

e. UIDF Loan :

f. State Govt. Contribution :

12. UIDF loan released (Rs. Lakh) :

13. Up-to-date expenditure

statement

: (Year-wise from inception)

Financial Year	Amount (Rs. Lakh)
Total	

14. Details of expenditure incurred :

- a. Project cost as per sanction :
- b. Actual expenditure on completion :
- c. Excess / Savings :

15. Reasons for excess / savings :

16. Certificate

Certified that all items as envisaged in the sanction in respect of _____ project have been completed in all respects and there is no balance physical work remaining. The work has been carried out as per specifications laid down in the sanction and as per sound engineering practices. The project will be able to realize the objectives as laid down during the time of sanction.

Signature of the Competent
Authority Implementing
Department (Seal)

Date
d:

**MINUTES OF THE MONTHLY MEETING OF THE CHIEF SECRETARY WITH
SECRETARIES AT 11 AM ON 8TH NOVEMBER 2024
IN THE SOUTH CONFERENCE HALL, GOVERNMENT SECRETARIAT AND
VIRTUALLY**

**AGENDA NO. 1: E-GOVERNANCE: REVIEW OF E-OFFICE IMPLEMENTATION
AND UTILISATION INCLUDING THE COMMUNICATION SYSTEM**

1. The offices where e-office was implemented in the last six months, but with least utilisation in terms of number of e-files created are (i) Vigilance & Anticorruption Bureau, (ii) Plantation Corporation Kerala Ltd, (iii) Thiruvananthapuram Development Authority (TRIDA), (iv) Kerala Tourism Development Corporation Ltd (KTDC), (v) Kerala State Ex-servicemen Development and Rehabilitation Corporation (KEXCON), (vi) Kerala Urban and Rural Development Finance Corporation Ltd, (vii) NSS Kerala, (viii) LIFE Mission Kerala, (ix) Kerala State Coastal Area Development Corporation Ltd. and (x) Rehabilitation Plantation Ltd. The Secretaries concerned are requested to review the e-office utilisation by these offices.

(Action: Additional Chief Secretaries/ Principal Secretaries/ Secretaries concerned)

2. There is an overall increase in e-office utilisation across Departments. However, the significant reduction in usage of e-office communication by the Transport Department, from August 2024 to October 2024, may be reviewed.

(Action: Secretaries of the Transport Department)

3. There has been an increase in utilisation of the e-office communication system from September to October 2024 in all District Collectorates. The highest usage in October 2024 was by the Collectorates of Ernakulam (16,070), Malappuram (15,816) and Thiruvananthapuram (14,171).

4. Of the total 1,543 Village Offices, 1,235 offices used the e-office communication system in October 2024, including all 121 Village Offices in Thiruvananthapuram. However, 308 Village Offices in other Districts did not use the system. The Districts with the lowest percentage of village offices which used the system are Wayanad

(51%), Alappuzha (54%), and Kottayam (66%). The Principal Secretary, Revenue Department is requested to review the utilisation, especially the 308 Village Offices which did not use the system so as to ensure that 100% Village Offices use the system in the future.

(Action: Principal Secretary, Revenue Department)

5. The Director, KSITM informed that the logs have been shared with the third party agency identified for undertaking the Root Cause Analysis of the eSarkar instance outage on 23rd and 24th July 2024 and that the work is under progress. However, the permission of NIC New Delhi is required for NIC Kerala to share some data required for the analysis. The Secretary, Electronics and Information Technology Department may take up the matter.

(Action: Secretary, Electronics and Information Technology Department)

Right to Information (RTI)

6. The Additional Chief Secretary, General Administration Department mentioned that there is a Hon'ble Supreme Court judgement directing State Governments to implement online systems for submission of RTI applications and for providing responses. There is a contempt of court case against the Chief Secretaries of many States across India. He suggested that offices may utilise the RTI portal within e-office or another portal integrated with the RTI portal may be developed for other offices (without e-office). A circular may be issued directing the offices concerned to comply at the earliest and specifying that the list of offices which do not comply will be submitted to the Hon'ble Court.

(Action: Additional Chief Secretary, General Administration Department)

AGENDA NO. 2: EASE OF DOING BUSINESS REFORMS

SBRAP 2024

7. Kerala has implemented 284 out of 287 SBRAP 2024 reforms, achieving 99% implementation. The efforts of the Departments concerned were appreciated.

8. The three pending reforms of (i) Integration of Renewal of Fire NOC License service with KSWIFT (Fire and Rescue Services) and (ii) Integration of Cadastral Maps with KSWIFT (Survey & Land Records) and (iii) G.O. for PM Gati Shakti (Industries Department) to be completed by 15th February 2024. The first two reforms are expected to be implemented soon. A meeting on the PM Gati Shakti was chaired by the Chief Secretary on 23rd October 2024 and Departments have been directed to examine the matter further.

(Action: Additional Chief Secretary, Home Department, Principal Secretaries of Revenue, Local Self Government and Industries Departments)

9. The Chief Secretary mentioned that a meeting on the Kerala Spatial Data Infrastructure was held on 6th November 2024. An integrated platform for GIS spatial data is planned to be implemented with Kerala State Remote Sensing and Environment Centre (KSRSEC) as the nodal agency. The need to examine the feasibility of providing data to the PM Gati Sakti portal using APIs had also been discussed, to create a mechanism wherein the core data remains with the Government of Kerala while at the same time being available through PM Gati Sakti to others. The Electronics & Information Technology and Industries Departments shall examine the same. The Secretary, Electronics & Information Technology Department to present the proposal in the next monthly Secretaries meeting.

(Action: Principal Secretary, Industries Department and Secretary, Electronics & Information Technology Department)

10. The complete user data to be shared with KSIDC at the earliest as the last date for submission to DPIIT is 15th November 2024.

(Action: Additional Chief Secretary, Home Department and Principal Secretary Revenue Department)

11. KSIDC shall continue to support the Departmental Nodal Officers, especially where the officers have changed, to ensure continuity of the work being undertaken by the Departments.

(Action: Principal Secretary, Industries Department and Managing Director,
Kerala State Industrial Development Corporation Ltd)

SBRAP 2024 - BRAP Plus and RCB Plus

12. The BRAP Plus and RCB Plus were introduced by DPIIT on 23rd October 2024 as an extension of SBRAP 2024. The last date for implementation and submission of evidence is 15th February 2025. The Departments concerned shall ensure that the timelines are adhered to.
13. The Departments concerned shall share the details of Nodal Officers for EoDB (SBRAP & RCB) with KSIDC at the earliest. All Nodal Officers shall participate in the DPIIT online workshop for Nodal Officers on 12th November 2024 for the RCB exercise.
14. The Departments concerned shall constitute or revive the internal Law Reforms Committees for reduction of compliance burden, after careful examination of the implications of the proposed changes.

(Action 12 to 14: Additional Chief Secretaries/ Principal Secretaries/
Secretaries concerned)

15. As directed in the previous Secretaries meeting, the Principal Secretary, Industries Department presented the impact on the business environment in Kerala due to the implementation of the Ease of Doing Business Reforms. It was presented that there are Rs. 6,996.63 Crore worth projects in the pipeline under the purview of State Single Window Clearance Board, and 966 ongoing investments worth Rs. 29,425 Crores which are mapped and being tracked. As part of the Year of Enterprises Programme, 3.2 lakh MSMEs were registered with Rs. 20,651 Crore investment, establishment of more 1 lakh women enterprises and overall generation of more than 6 lakh jobs.

**AGENDA NO. 3: PREPARATIONS FOR THE ANNUAL COLLECTOR'S
CONFERENCE TO BE CHAIRED BY THE HON'BLE CHIEF MINISTER**

16. The Additional Chief Secretary, General Administration Department

informed that the agenda for the annual Collectors Conference scheduled on 2nd and 3rd December 2024 has been received from all Departments, except the Social Justice Department.

(Action: Additional Chief Secretaries of General Administration and Social Justice Departments)

AGENDA NO. 4: PREPARATIONS FOR THE NEXT SOUTHERN ZONAL COUNCIL MEETING TO BE CHAIRED BY THE HON'BLE UNION HOME MINISTER

17. The Additional Chief Secretary, General Administration Department informed that the Departments concerned have submitted the details required.

AGENDA NO. 5: TIMELY ACTION ON DIRECTIONS OF THE NATIONAL HUMAN RIGHTS COMMISSION BY ALL DEPARTMENTS

18. There are numerous cases of the National Human Rights Commission (NHRC) with the Government of Kerala as a respondent. It is observed that even summons have been issued to the Chief Secretary in some NHRC cases. There is a need to improve the handling of cases in the NHRC. All Secretaries shall monitor the NHRC cases pertaining to their Departments and also entrust the Nodal Officers handling court cases to also handle NHRC cases, if not already done.

(Action: All Additional Chief Secretaries/ Principal Secretaries/ Secretaries)

AGENDA NO. 6: SCHEME FOR SPECIAL ASSISTANCE TO STATES FOR CAPITAL INVESTMENT 2024-25 - REVIEW OF PROPOSAL ON ADEQUATELY FACTORING IN FUND REQUIREMENTS FOR PREPARATION OF PROPOSALS, DETAILED PROJECT REPORTS, ETC. WITHIN THE PLAN FRAMEWORK AND PLAN WRITE UPS.

19. The Secretary, Planning and Economic Affairs Department informed that a discussion had been held with the Kerala State Planning Board to prepare a proposal on adequately factoring in the fund requirements for preparation of proposals, Detailed Project Reports, etc. within the planned framework and plan write ups, from the point of view of gaining faster access to resources from various schemes. Subsequently, two suggestions are proposed:

- a. The Annual Plan 2024-25, does not include provisions for the

preparation of Detailed Project Reports (DPRs) to access funds from schemes like the 'Special Assistance to States for Capital Investment'. However, the funds required for DPR preparation could be obtained through reprioritization of the Department's current budget allocation with concurrence from the Finance Department.

- b. The Departments concerned could utilise the funds under the MIDP available through the Planning and Economic Affairs Department for infrastructure projects.
20. The Chief Secretary stated that this idea is linked to the Government of Kerala's efforts for resource mobilisation and that the Government of Kerala should work to obtain maximum available funds available from the Government of India. She highlighted that projects which are not well planned lead to delayed implementation and cost overruns. Hence, it is critical that the proposals and DPRs are prepared well.

(Action 19 and 20: Additional Chief Secretaries/ Principal Secretaries/ Secretaries concerned)

Other funding opportunities

21. The Additional Chief Secretary, Scheduled Tribes Development Department informed that funds are available under the Pradhan Mantri Janjatiya Unnat Gram Abhiyan which envisions saturation of critical gaps in social infrastructure, health, education and livelihood. He further stated that there are opportunities for convergence of this scheme with other State Government Departments like in health and education.

(Action: Additional Chief Secretaries of Scheduled Tribes Development and Health & Family Welfare Departments, Principal Secretaries of Higher and General Education Departments, and other Secretaries concerned)

22. As part of the Malinya Muktha Nava Kerala Campaign, the Departments concerned have been encouraged to utilise the Swatch Bharat Mission funds to establish waste management infrastructure in educational institutions, markets, etc. The Secretaries concerned shall review the submission of proposals/ utilisation of funds under Swatch Bharat Mission for the purpose.

(Action: Principal Secretaries of Agriculture, Higher Education, General Education, Special Secretary, Cooperation Department)

AGENDA NO. 7: IMPLEMENTATION OF RURAL INFRASTRUCTURE DEVELOPMENT FUND (RIDF) AND URBAN INFRASTRUCTURE DEVELOPMENT FUND (UIDF)

RIDF

23. The Chief Secretary stated that the Government of Kerala must work to improve the performance in RIDF, resolving issues in selection of projects and implementation. It was noted that State Governments with better performance in RIDF are implementing fewer projects, but of much larger scale. These States also have dedicated mechanisms to implement these projects.

24. The Additional Chief Secretary, Finance Department cited the example of Andhra Pradesh, wherein the power sector was chosen to receive RIDF during a year and the Government focused on renewable energy projects in rural areas. NABARD has indicated that Kerala is the only State that is focusing on utilising most of the RIDF funds for civil works. The civil works take time and are more likely to face issues in implementation. If Kerala focuses on procurement (eg: equipment), instead of civil works, it may be possible to maximise the utilisation of funds under RIDF, within the timelines. The Departments concerned may examine the same.

(Action: Additional Chief Secretaries/ Principal Secretaries/ Secretaries concerned)

25. The Government of Kerala must devise a clear implementation strategy for projects to resolve issues and improve project implementation to utilise the maximum funds under RIDF. All Secretaries were requested to suggest the implementation strategy. The Government of Kerala should work to achieve 100% utilisation of funds allotted under RIDF during the next financial year.

(Action: All Additional Chief Secretaries/ Principal Secretaries/ Secretaries)

26. The NABARD has indicated that five additional irrigation projects may be approved under RIDF. The Water Resources Department to ensure that all required details have been uploaded.

(Action: Additional Chief Secretary, Water Resources Department)

27. The Finance Department shall examine how efficiently Departments have been utilising the funds from RIDF in recent years to ascertain their performance. The increasing of allocation for Departments with better utilisation and reduction of allocation for Departments with poor utilisation may be examined.
28. The Additional Chief Secretary, Health and Family Welfare Department requested that the Finance Department may simplify process and requirements on tree cutting and building demolition, as these are significantly delaying project implementation leading to cost escalations. It was suggested that better delegation of powers with a threshold value for approval at local level instead of the Head of Department level would help reduce procedural delays.

(Action 27 & 28: Additional Chief Secretary, Finance Department)

29. The Additional Chief Secretary, Health and Family Welfare Department requested that the Public Works Department may expedite implementation of two hospital projects with funding under RIDF. As many projects are being implemented by the Public Works Department, the possibility of creating a dedicated mechanism/ special purpose vehicle template for faster implementation of RIDF projects may be examined.

(Action: Secretary, Public Works Department)

UIDF

30. The Principal Secretary, Local Self Government Department provided an overview of the UIDF programme. The target beneficiaries are Public/ State Agencies, Municipal Corporations, and Urban Local Bodies with projects focused in tier 2 and 3 cities. The allocation for Kerala for Financial Year 2023-24 and 2024-25 is Rs. 388.05 Crore.
31. The eligible projects are under (i) water supply and sanitation, (ii) urban connectivity, (iii) urban area development, and (iv) health and educational institutions. The negative list for which the funds from UIDF shall not be used are (i) any type of maintenance work, (ii) administrative/ establishment expenses, (iii) housing projects, (iv) power and telecom projects, (v) rolling stock like buses and trams and (vi) urban transport projects.

32. The percentage of project cost that is eligible under UIDF are:
- i) Project Size: Rs. 5 Crores to Rs. 10 Crores: 90%
 - ii) Project Size: greater than Rs. 10 Crores to 50 Crores: 85%
 - iii) Project Size: greater than Rs. 50 Crores to 100 Crores: 75%
33. The Principal Secretary, Local Self Government Department informed that as per the conditions set by the Finance Department for UIDF, the Urban Local Bodies would have to bear the cost of repayment of the principle and interest of the UIDF loans, as well as the State share for the balance amounts.
34. The Chief Secretary opined that the UIDF is an important source of funding and that perhaps the Urban Local Bodies may be hesitant to take on the financial commitment of larger projects. Hence, it may be examined whether the Government of Kerala could consider larger essential projects of more than Rs. 50 Crore, on a case to case basis, as an investment for the State and support the Urban Local Bodies. The smaller projects can be handled by the Urban Local Bodies. The Local Self Government Department shall take up the same with the Finance Department. A meeting with the Local Self Government and Finance Department to be chaired by the Chief Secretary may be convened, if required.
35. The Local Self Government, Water Resources, Public Works, Museums, Health and Family Welfare, Higher and General Education Departments and other Departments concerned may be informed about the funding available under the UIDF for urban infrastructure development.

(Action 34 & 35: Principal Secretary, Local Self Government Department)

OTHER ITEMS AS PERMITTED BY THE CHAIR

Annual Members of Parliament Conference

36. The Departments which are yet to submit the agenda and / or the action taken reports for the annual MP's Conference shall expedite submission of the same.

(Action: All Additional Chief Secretaries/ Principal Secretaries/Secretaries)

MEASURES TO IMPROVE THE FINANCIAL POSITION OF THE GOVERNMENT OF KERALA

37. All Departments may encourage their suppliers to accept the bill discounting system (BDS).
38. All Secretaries shall convene meetings to examine the trend of non-tax revenue collection in their Departments across multiple Financial Years, and if there is a decline take steps to rectify the same.

(Action 37 & 38: All Additional Chief Secretaries/ Principal Secretaries/ Secretaries)

39. There is pendency across Departments in submission of Utilisation Certificates to the Government of India and there are 14 Departments which have pendency in depositing of interest from the SNA account to the consolidated fund of India. The Secretaries concerned shall immediately assess the pendency and resolve the same at the earliest as the release of substantial amounts from the Government of India are linked to these actions. The matter will be reviewed in the next Secretaries meeting.
40. The Additional Chief Secretary, Finance Department requested that the more than Rs. 3,000 Crore in the bank accounts of PSUs and other entities may be transferred to the treasury. Also, the Public Works Department may move for increasing the borrowing limit for undertaking land acquisition as discussed with the Hon'ble Minister for Road Transport and Highways.

(Action 39 & 40: Additional Chief Secretaries/ Principal Secretaries/ Secretaries concerned)

41. The Chief Secretary highlighted that the focus of Departments should not be only on curtailing expenditure, but also on increasing revenues. The Finance Department to submit proposals pertaining to the required medium and long term interventions to increase revenues for the approval of the Council of Ministers.

(Action: Additional Chief Secretary, Finance Department)

42. All District Collectors shall be directed to hold revenue recovery drives. The Principal Secretary, Revenue Department shall regularly review the performance of the District Collectors in revenue recovery.

(Action: Principal Secretary, Revenue Department)

SUPPORT REQUIRED FOR ATTESTATION FOR CITIZENS FROM KERALA

43. The attestation by the Home Department is mandated by the Governments of different countries for various specific purposes and hence is essential that the attestation is provided to people from Kerala going abroad or living abroad in a timely manner. The Chief Secretary directed that all Government offices concerned shall ensure that the details required are provided to the State Special Branch in writing and in a timely manner. A circular may be issued in this regard.

(Action: Additional Chief Secretary, Home Department)

6TH EDITION OF HUDDLE GLOBAL 2024

44. The Kerala Startup Mission (KSUM) is organising 'Huddle Global 2024', one of the largest startup conferences in India, from 28th to 30th November 2024 at Kovalam, Thiruvananthapuram. KSUM will be contacting Government organisations for their requirements and problem statements as part of this event. Based on these, KSUM will connect startups capable of addressing the specified problems.
45. The Chief Secretary highlighted the importance of the Government promoting startups and in utilising solutions relevant to the Government. All Departments were requested to participate in the Huddle Global 2024.

(Action 44 & 45: All Additional Chief Secretaries/ Principal Secretaries/ Secretaries)

The meeting concluded at around 1:10 PM.

SARADA MURALEEDHARAN I A S

CHIEF SECRETARY

PARTICIPANTS

1. Dr. A. Jayathilak IAS, Additional Chief Secretary, Finance, Store Purchase, Taxes and Excise Departments
2. Shri. Bishwanath Sinha IAS, Additional Chief Secretary, Home, Vigilance and Water Resources Departments
3. Shri. K. R. Jyothilal IAS, Additional Chief Secretary, General Administration, Forest & Wildlife and Power Departments
4. Shri. Puneet Kumar IAS, Additional Chief Secretary, Personnel & Administrative Reforms, Social Justice, Scheduled Castes and Scheduled Tribes Development, and Backward Classes Development Departments
5. Dr. Rajan N. Khobragade IAS, Additional Chief Secretary, Health & Family Welfare, Ayush, and Cultural Affairs Departments
6. Smt. Ishita Roy IAS, Principal Secretary, Higher Education Department
7. Shri. A. P. M. Mohammed Hanish IAS, Principal Secretary, Industries and Revenue (Wakf) Departments
8. Smt. Rani George IAS, Principal Secretary, General Education Department
9. Dr. Sharmila Mary Joseph IAS, Principal Secretary, Local Self Government and Women & Child Development Departments
10. Smt. Tinku Biswal IAS, Principal Secretary, Revenue and Disaster Management Department
11. Shri. K. S. Srinivas IAS, Principal Secretary, Fisheries and Ports Department (virtually)
12. Dr. B. Ashok IAS, Principal Secretary, Agriculture Department
13. Dr. K. P. Sudheer, Ex-Officio Principal Secretary, Science and Technology Department (virtually)
14. Dr. Rathan U. Kelkar IAS, Secretary, Electronics and Information Technology, Environment and Cooperation Departments (virtually)

15. Shri. K. Biju IAS, Public Works and Tourism Departments
16. Shri. Ajit Kumar IAS, Secretary, Food & Civil Supplies and Consumer Affairs Department and Resident Commissioner, New Delhi (virtually)
17. Shri. S. Harikishore IAS, Secretary, Information and Public Relations, Programme Implementation, Evaluation and Monitoring Departments
18. Shri. Keshvendra Kumar IAS, Secretary, Finance (Expenditure) Department
19. Shri. K. G. Sanal Kumar, Secretary, Law Department
20. Smt. Anupama T. V. IAS, Special Secretary, Local Self Government and Revenue (Devaswom) Departments
21. Dr. Veena N. Madhavan IAS, Special Secretary, Personnel and Administrative Reforms and Co-operation Departments

Special Invitees

22. Shri. Sachin Kumar Yadav IAS, Deputy Secretary and Officer on Special Duty, Finance Department
23. Shri. Sandip Kumar, IAS, Director, Kerala State IT Mission (virtually)