

URBAN DEVELOPMENT FUND

INTRODUCTION

- Ministry of Urban Development (MoUD) decided **for Conversion of lease hold Delhi properties into freehold**, on payment of one-time conversion charges in 1992.
- It was decided that the proceeds of such one-time conversion charges **from lease hold Delhi properties into freehold** shall be utilized for the Housing and Urban Development in Delhi. For this specific purpose, a Fund under the nomenclature of 'Urban Development Fund (UDF)' was established in 1994. The UDF guidelines were revised in 1999 and later comprehensive guidelines were framed in March, 2016 under the nomenclature as **Urban Development Fund (UDF) Operation and Management Guidelines, 2016**
- Since 1998 to March 2016; 27 Projects worth Rs.1253.50 Crore were approved for Delhi Development Authority (DDA), Public Works Department (PWD), GNCTD, Delhi Urban Art Commission (DUAC), Central Public Works Department (CPWD), Delhi Urban Slum Improvement Board (DUSIB), Delhi Metro Rail Corporation (DMRC) & Municipal Corporation of Delhi (MCDs). Most of the projects except 2 are complete.

PROCEDURE

New Guidelines for Urban Development Fund (UDF) 2016:-

- Under the revised guidelines of 'Urban Development Fund (UDF) Operation and Management Guidelines, 2016,' UDF will provide financial assistance in the form of grants, for urban development in Delhi for the purpose of meeting the capital expenditure. This will mostly relate to Social and Physical infrastructure **Capital** projects for **Transportation, Sanitation, Water, Power, Social Infrastructure** with priority for **measures to decongest** Delhi. (Clause 3/3.1 to 3.2 of guidelines).

- All Ministries, Departments, Organizations, Statutory Bodies, PSUs wholly owned by and under the control of the Central Government or Govt. of NCT of Delhi (GNCTD) or any of the urban bodies, or the urban local bodies themselves can avail funds under UDF either for the projects being implemented by them, or towards Viability Gap Funding for Public-Private Partnership projects in which they have equity stakes in the project. (Clause 4/4.1 of guidelines)
- The proposal for funding under UDF shall be submitted to DDA by the Implementing Agency, with the approval of the concerned Ministry in the Central Govt. or GNCTD or the concerned urban local body, i.e., MCDs or NDMC or DDA, as the case may be. (Clause 5 /5.2 of guidelines)
- **The Implementing Agency, with the approval of their concerned Ministry/Department will submit proposal to DDA, (i.e.CAO/Member Secretary, PSC with a copy to EM-DDA).** The DDA will get the proposal technically & financially appraised and ascertain the suitability of the project. (Clause 5 /5.1 to 5.4 of guidelines)
- To become eligible for the funding under UDF, a minimum of 20% of the cost of the project should have to be arranged by the Implementing Agency from sources other than UDF. However, the PSC may exempt the project from this requirement in public interest with the reasons for such exemption to be recorded in the minutes of PSC's meeting. (Clause 6 /6.2 of guidelines)
- The Implementing Agency, desirous of availing funds from UDF, shall submit a proposal for funding along with **Detailed Project Report (DPR)**, to DDA. The DPR should contain detailed objectives and the benefits that will result from the project, project schedule, detailed cost estimate, detailed funding pattern clearly showing the proposed contribution from all sources including UDF along with the nature of contribution, e.g. equity, loan, grant, etc. (Clause 5 /5.1 of guidelines)
- The project proposal shall be technically and financially appraised by Engineering and Finance Wing of DDA, in consultation with the Implementing Agency and the sponsoring Government or the concerned urban local body. For this purpose whatever clarification required by the

DDA, needs to be expeditiously attended by the concerned implementing agency/department.

- The appraisal shall include examination of all the aspects of the project, including the following:
 - (i) The project meets the present and future requirements of the area/population it aims to serve;
 - (ii) The technical parameters are sound, realistic, technically feasible and meet the various required/ recommended standard guidelines;
 - (iii) The cost estimates are reasonable and as per the PWD/ CPWD common schedule of rates or any other such schedule of rates specified by various Government organisations or regulatory authorities;
 - (iv) The project is economically viable;
 - (v) The required funding from all sources, besides UDF, has been tied up and the funding agencies have committed to such funding;
 - (vi) The Implementing Agency has the organisational capacity to execute the project as per the proposed implementation schedule and technical specification;
 - (vii) Any adverse environmental and social impact have been taken care of to minimise the same through mitigation measures and compliance with extant laws and rules in this regards; and
 - (viii) The Implementing Agency has organized and / or accounted for the staff and other resources for project implementation and its operation & maintenance.
(Clause 5 /5.4 of guidelines)
- The Project Sanctioning Committee, (PSC) consisting of Secretary (UD) as Chairperson and Chief Secretary, GNCTD, JS/AS, MoUD (dealing with DDA), Vice Chairman, DDA, JS & FA, MoUD as Members and Chief Accounts Officer, DDA as Member Secretary will recommend the funding of the Projects for the approval of Hon'ble Urban Development Minister. After the approval of the Competent Authority, the funds can be dispersed by the DDA, as Grant from UDF. (Clause 8 /8.1 of guidelines)

- The Comprehensive UDF policy as issued by the MoUD/GOI with nomenclature as “Urban Development Fund (UDF) Operation and Management Guidelines, 2016” is also annexed as **Annexure-A**. Additionally the Standard operating Procedure being followed by the DDA in above context is also enclosed as **Annexure B**.

Annexure A

No. 2/3/2015-DDVI
Ministry of Urban Development
DELHI DIVISION
(DD-VI)

Nirman Bhawan, New Delhi,
Dated the 14th March, 2016

The Vice Chairman,
Delhi Development Authority,
Vikas Sadan, INA,
New Delhi.

Subject: - Revised Guidelines - Urban Development Fund (UDF) Operation and Management Guidelines, 2016.

Sir,

I am directed to refer to the above subject and state that in supersession of the existing guidelines and existing constitution of the Project Approval Committee (PAC), issued vide this Ministry's letter No. G-20011/4/99-DDIB dated 30.7.1999 & 14.09.1999, the competent authority has approved the "Urban Development Fund (UDF) Operation and Management Guidelines, 2016". A copy of these guidelines is enclosed herewith.

Yours faithfully,

Encl: As above.

Sd/-
(R.K. Varshneya)
Under Secretary (DD-VI)
Telefax No.: 23063267

Copy to:

1. Secretary (UD)
2. Chief Secretary, Government of NCT of Delhi.
3. AS (UD)
4. JS &FA, MoUD
5. Chairperson, NDMC
6. Commissioner, East MCD
7. Commissioner, South MCD
8. Commissioner, North MCD
9. Chief Accounts Officer, DDA

Copy for information to:-

1. PS to UDM/PS to MoS (UD)
2. OSD (UT), MoUD

Urban Development Fund (UDF) Operation and Management Guidelines, 2016

Whereas Ministry of Urban Development (MoUD), Government of India, vide its Order No. J-20011/12/77-LII dated 14th February, 1992, conveyed the sanction of the President of India for the conversion of leasehold properties in Delhi into freehold on payment of conversion charges, subject to certain conditions mentioned therein;

And whereas it was decided that the proceeds from one time conversion in respect of properties leased by DDA will be utilized for housing and urban development in Delhi, for which a separate fund, namely, the Delhi Urban Development Fund (UDF) would be established, and separate instructions will be issued regarding the procedure for the operation and management of the said fund;

And whereas guidelines for UDF were issued by MoUD vide Order No. J-20011/12/77-LII dated 28th April, 1994, wherein a Project Approval Committee (PAC) for approving sanction of funds for projects was constituted;

And whereas MoUD partially modified the guidelines vide Order No. J-20011/12/77-LII dated 17th July, 1996;

And whereas MoUD reconstituted the PAC vide Order NO. G-20011/4/99-DDIB dated 30th July, 1999 and revised the guidelines for the operation of UDF vide Order No. G-20011/4/99-DDIB dated 14th September, 1999;

And whereas in supersession of the existing guidelines and existing constitution of the PAC, MoUD hereby makes the following guidelines for operation, management and funding of projects from Urban Development Fund and related aspects thereto:

1. Short title and commencement

- 1.1** These Guidelines may be called the “Urban Development Fund (UDF) Operation and Management Guidelines, 2016”.
- 1.2** They shall come into force with effect from the date of their approval by the Competent Authority in the Ministry of Urban Development.

2. Definitions

- 2.1** “1999 Guidelines” include MoUD’s orders for (i) reconstitution of the PAC issued vide Order No. G-20011/4/99-DDIB dated 30th July, 1999, and (ii) revision of the guidelines

for the operation of UDF, issued vide Order No. G-20011/4/99-DDIB dated 14th September, 1999;

2.2 “Competent Authority” means the Minister of Urban Development, Government of India whose approval shall be required for sanctioning/ approving the projects for funding from UDF; and

2.3 “urban local bodies”, in the context of these Guidelines, include East Delhi Municipal Corporation (EDMC), North Delhi Municipal Corporation (NDMC), South Delhi Municipal Corporation (SDMC), New Delhi Municipal Council (NDMC) and Delhi Development Authority (DDA)

3. Objective of UDF

3.1 UDF shall be utilised for providing financial assistance, in the form of grants, for housing and urban development in the National Capital Territory of Delhi. For the purpose of urban development, by way of augmentation of services, the grants shall be given to the following social and physical infrastructure projects with priority to measures to decongest the National Capital Territory of Delhi:

- (i) **Transportation:** Roads, ROBs, RUBs, flyovers, bye-passes, bicycle-sharing, multi-modal integration, Intelligent Transport System, etc.;
- (ii) **Sanitation:** Sewage treatment, Solid based disposal, Storm water drainage, etc.;
- (iii) **Water:** Water conservation and re-cycling, Water distribution etc.;
- (iv) **Power:** Renewable energy, Power distribution, Energy efficiency initiatives, etc.; and
- (v) **Social Infrastructure:** Primary Health Centres/Dispensaries and Primary/Secondary/Senior Secondary Schools for economically weaker sections. Etc.

3.2 The financial assistance from UDF shall be available only for the purpose of meeting the capital expenditure.

3.3 The financial assistance from UDF shall not be given for meeting the land acquisition cost and the expenditure of revenue nature such as O&M expenditure, salaries & allowances, establishment cost, etc

4. Agencies/ organisations eligible to avail UDF funding:

4.1 All Ministries/ Departments/ Organisations/ Statutory Bodies/ PSUs wholly owned by and under the control of the Central Government or Govt. Of NCT of Delhi (GNCTD) or any of the urban local bodies, or the urban local bodies themselves can avail funds under UDF either for the projects being implemented by them, or towards Viability Gap

Funding for Public-Private Partnership projects in which they have equity stakes in the project.

5. Procedure for examination of projects

- 5.1 The Implementing Agency, desirous of availing funds from UDF, shall submit a proposal for funding along with Detailed Project Report (DPR), to DDA. The DPR should contain detailed objectives and the benefits that will result from the project, project schedule, detailed cost estimate, detailed funding pattern clearly showing the proposed contribution from all sources including UDF along with the nature of contribution, e.g. equity, loan, grant, etc.
- 5.2 The proposal for funding under UDF shall be sent to DDA by the Implementing Agency, with the approval of the concerned Ministry in the Central Govt. or GNCTD or the concerned urban local body, i.e., MCDs or NDMC or DDA, as the case may be.
- 5.3 The project proposal shall be technically and financially appraised by Engineering and Finance Wing of DDA, in consultation with the Implementing Agency and the sponsoring Government or the concerned urban local body.
- 5.4 The appraisal shall include examination of all the aspects of the project, including the following:
 - (i) The project meets the present and future requirements of the area/population it aims to serve;
 - (ii)** The technical parameters are sound, realistic, technically feasible and meet the various required/ recommended standard guidelines;
 - (iii)** The cost estimates are reasonable and as per the PWD/ CPWD common schedule of rates or any other such schedule of rates specified by various Government organisations or regulatory authorities;
 - (iv) The project is economically viable;
 - (v) The required funding from all sources, besides UDF, has been tied up and the funding agencies have committed to such funding;
 - (vi) The Implementing Agency has the organisational capacity to execute the project as per the proposed implementation schedule and technical specification;
 - (vii) Any adverse environmental and social impact have been taken care of to minimise the same through mitigation measures and compliance with extant laws and rules in this regards; and
 - (viii) The Implementing Agency has organized and / or accounted for the staff and other resources for project implementation and its operation & maintenance.

5.5 After appraisal of the project (s), VC, DDA shall ascertain the suitability of the project proposal (s) for funding under UDF. DDA shall place such project (s), along with its recommendations and a self-contained Executive Summary, before the Project Sanctioning Committee (PSC) for consideration for funding them from UDF. The recommendations should clearly indicate the following aspects of proposed funding from UDF:

- (i) Amount of funding required as grant;
- (ii) Number of tranches for release of funds, and project milestones which shall trigger the release of a tranche; and

5.6 The PSC may accept with or without modifications, or reject the proposals Placed before it. The constitution of the PSC is given in clause 8 of these Guidelines.

5.7 The recommendations of the PSC shall then be submitted to the Competent Authority for consideration/ approval of the proposals for funding under the UDF.

6. Pattern of funding from UDF

6.1 Funds from UDF shall be provided as grants to the Implementing Agency.

6.2 To be eligible for funding under UDF, a minimum of 20% of the cost of the project should be arranged by the Implementing Agency from sources other than UDF. However, the PSC may exempt the project from this requirement in public interest with the reasons for such exemption to be recorded in the minutes of PSC's meeting.

7. Disbursal of funds and post-sanction activities

7.1 After approval by the Competent Authority, the disbursal of funds shall be Done by DDA in instalments according to the terms & conditions for release of funds as may be specified generally for this purpose or specifically for the project as approved by the Competent Authority.

7.2 DDA shall frame detailed procedure and forms for disbursal of funds, signing of agreements, monitoring progress of the projects, etc

8. Project Sanctioning Committee (PSC)

8.1 The constitution of the PSC shall be as under:

- | | | |
|-------|--------------------------------|---------------|
| (i) | Secretary (UD) | - Chairperson |
| (ii) | Chief Secretary, GNCTD | -Member |
| (iii) | JS/AS, MoUD (dealing with DDA) | -Member |

(iv)	Vice Chairman, DDA	-Member
(v)	JS & FA, MoUD	-Member
(vi)	Chief Accounts Officer, DDA	-Member Secretary

8.2 The PSC shall meet, as and when required

8.3 Member Secretary, PSC shall prepare the agenda in consultation with JS/ AS, MoUD (dealing with DDA). The agenda shall be circulated to the members of PSC by Member Secretary.

8.4 The agenda shall, among other things, include:

- (i) Summary as well as the details of the status of UDF including balance amount, forecast of balance in future after accounting year-wise for expected recoupments, existing commitments, etc.; to enable the PSC to have a clear picture of the available funds;
- (ii) A separate agenda item for each project to be considered for sanction of funding under UDF; and
- (iii) An agenda item to apprise the PSC of the progress of implementation of projects receiving funds from UDF.

8.5 The decisions taken by the PSC shall be communicated in the form of minutes of PSC's meeting by Member Secretary after the approval of Chairperson, PSC.

9. Management of UDF

9.1 DDA shall monitor the implementation of the projects to ensure the receipt of utilization certificate in respect of the funds received by the Implementing Agency, at the time of release of each subsequent instalment of the approved grants.

9.2 DDA shall prepare a suitable forecast of cash flows and invest the surplus funds in short term/long term deposits, securities, etc.

9.3 Within three months of the end of each financial year, DDA will furnish a statement to MoUD, with the approval of VC, DDA, consisting of the following details of UDF:

- (i) Opening balance at the beginning of the year;
- (ii) Accumulation and withdrawals during the year;
- (iii) Utilization of withdrawal, project-wise, against the approved financing;
- (iv) Recoupment during the year, project-wise, relating to the withdrawal of the previous years indicating year-wise withdrawals; and
- (v) Closing balance as on 31st March of the financial year.

- 9.4 Audit: The accounts of UDF shall form part of the DDA annual accounts, and shall be audited by the CAG of India, as per the existing practice in this regard.

10. Savings

10.1 Notwithstanding the supersession of the 1999 Guidelines for operation of UDF, anything done or any action taken or purported to have been done or taken under the 1999 Guidelines shall insofar as it is not inconsistent with the provisions of these Guidelines, be deemed to have been done or taken under the corresponding provisions of these Guidelines.

10.2 The supersession of the 1999 Guidelines shall not affect anything done under those Guidelines which includes funds already sanctioned, funds yet to be released, the terms and conditions of such sanction, recoupment, rates of interest unless expressly decided otherwise by the Competent authority on the recommendation of the PSC

11. Amendments to these guidelines and directions thereon

11.1 These Guidelines shall be amended, if and when the need for doing so arises, by MoUD.

11.2 MoUD can issue directions to clarify any aspects related to these Guidelines.

**DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE CHIEF ACCOUNTS OFFICER/DDA
B, Block, Vikas Sadan, INA, New Delhi.**

F. 1(5)Sr. A.O.(W)III/UDF/2016-17

Dated 29.04.2016

OFFICE ORDER

Subject : Standard Operating Procedure (SOP) under the revised guidelines issued by the MoUD under the heading "Urban Development Fund (UDF) Operation and Management Guidelines, 2016" for grant of funds out of Urban Development Fund (UDF) to the various eligible Departments vide No.. 2/3/2015-DDVI dated the 14th March, 2016.

It has been decided with the approval of VC/DDA that the following Standard Operating Procedure (SOP) under the revised guidelines issued by the MoUD under the heading "Urban Development Fund (UDF) Operation and Management Guidelines, 2016" for grant of funds out of Urban Development Fund (UDF) shall be followed :-

- 1) The proposal on the basis of request made by the concerned eligible Department/Ministry shall be received in DDA either directly through implementing agency or through MoUD.
- 2) The examination in the DDA shall be conducted by the Engineering & Finance Department as under :
 - a. Engineering Department shall scrutinize the technical aspects based on the guideline on UDF-2016 and **also as per enclosed checklist.**
 - b. Finance Department shall conduct its scrutiny on related financial aspects based on the guideline on UDF-2016 and **as per enclosed checklist.** However the examination on the part of Finance shall only be conducted after the examination by the Engineering department.

(Note: The above examination shall be done strictly in terms of Clause 5 of the "Urban Development Fund (UDF) Operation and Management Guidelines, 2016".)

- 3.) Time Schedule prescribed for both i.e. Engineering Department and Finance Department of DDA shall be as under:-
 - a.) for smaller project involving implication/Estimation up to 100 Crores: - 20 days (i.e. 10 days for the Engineering Department and 10 days for the Finance Department).
 - b.) for projects involving implication/Estimation more than 100 Crores: - 30 days (i.e. 20 days for the Engineering Department and 10 days for the Finance Department). However, a deficiency letter by the Engineering department will be sent in both cases viz (a) and (b) to the Agency within 5 days.
 - c.) DDA Projects will be approved by VC before incorporating, in the PSC Agenda.

--2--

- 4.) Once the proposal is cleared by the both the Engineering and Finance Departments, a complete Agenda prepared by the UDF secretariat (to be opened in DDA), will be got approved from the JS/ AS, MoUD (dealing with DDA) and Secy., MoUD. A complete Agenda along with the date and timing of the meeting of the Project Sanctioning Committee (PSC) shall be circulated to all the members of the Project Sanctioning Committee (PSC), within a period of 7 days.
- 5.) Meeting notice together with complete Agenda note are required to sent to all the Members of Project Sanctioning Committee (PSC) at least one week in advance.
- 6.) The minutes of the meeting will be circulated by UDF Secretariat with the approval of JS/ AS, MoUD (dealing with DDA) and Secy., MoUD, within 15 days of the meeting of Project Sanctioning Committee (PSC).

It is therefore enjoined upon all concerned to adhere to the above procedure, strictly as per above norms.

Encl.:- As above

Sd/-
(Santosh Kumar)
Chief Accounts officer/DDA
Member Secretary/PSC

Copy to:

- 1) Additional Secretary (UD)
- 2) JS &FA, MoUD
- 3) O.S.D. to VC/DDA .
- 4) O.S.D. to FM/DDA
- 5) PS to EM/DDA for information of latter
- 6) CE(HQ)/DDA
- 7) Director (Finance).
- 8) Dy. CAO (HQ) Accounts.
- 9) Sr. A.O.(W)III, DDA

Urban Development Fund (UDF) Operation and Management Guidelines, 2016 viz a-viz Check list for UDF funding

Particular of Information	Information Details.
1. (a) Project	Action by the implementing agency
(b) Name of the Department/organization	-do--
(c) Brief Background of the project	-do--
(d) Detailed proposal	-do--
(e) Financial implication	-do--
(f) Implementation Schedule	-do--
(g) Clearance of internal finance of Department/organization requiring funds	-do--
2, Whether the funds as required by the implementing Agency shall be exclusively utilised by the concerned department for providing financial assistance,(in the form of grants) for housing and urban development in the National Capital Territory of Delhi, for the purpose of urban development, by way of augmentation of services, giving with priority to measures to decongest the National Capital Territory of Delhi, in terms of the objective of UDF as per revised guidelines dated 14.03.2016.	(Action by the implementing agency , Engineering department/DDA)
3. Please Specify category, out of the following social and physical infrastructure projects, to which the demanded grant, get covered: (i) Transportation: Roads, ROBs, RUBs, flyovers, bye-passes, bicycle-sharing, multi-modal integration, Intelligent Transport System, etc.; (ii) Sanitation: Sewage treatment, Solid based disposal, Storm water drainage, etc.; (iii) Water: Water conservation and re-cycling, Water distribution etc.; (iv) Power: Renewable energy, Power distribution, Energy efficiency initiatives, etc.; and (v) Social Infrastructure: Primary Health Centres/Dispensaries and Primary/Secondary/Senior Secondary Schools for economically weaker sections. Etc.	(Action by the implementing agency , Engineering department/DDA)
4. Whether the financial assistance demanded from UDF exclusively relates <i>for the purpose of meeting the expenditure of CAPITAL NATURE.</i>	(Action by the implementing agency , Engineering department /DDA)

<p>It need to be properly authenticated that the financial assistance demanded from UDF does not include any expenditure for meeting the land acquisition cost and the expenditure of revenue nature such as O&M expenditure, salaries & allowances, establishment cost, etc.</p>	
<p>5. Comments towards Viability Gap Funding for Public-Private Partnership projects in which they have equity stakes in the project.</p>	<p>(Action by the implementing agency , Engineering department/DDA)</p>
<p>6 . Project appraisal with reference to following technically and financially aspects for appraisal. (Para 5.4)</p> <p>The appraisal shall include examination of all the aspects of the project, including the following: Whether or not :</p> <ul style="list-style-type: none"> i) The project meets the present and future requirements of the area/population it aims to serve; ii) The technical parameters are sound, realistic, technically feasible and meet the various required/ recommended standard guidelines; iii) The cost estimates are reasonable and as per the PWD/ CPWD common schedule of rates or any other such schedule of rates specified by various Government organisations or regulatory authorities; iv) The project is economically viable; v) The required funding from all sources, besides UDF, has been tied up and the funding agencies have committed to such funding; vi)The Implementing Agency has the organisational capacity to execute the project as per the proposed implementation schedule and technical specification; vii)Any adverse environmental and social impact have been taken care of to minimise the same through mitigation measures and compliance with extant laws and rules in this regards; and viii) The Implementing Agency has organized and / or accounted for the staff and other resources 	<p>[(Action by the implementing agency (the sponsoring Government or the concerned urban local body)] &(Engineering / Finance/DDA)</p> <p>Prescribed Action by the Finance/DDA. (Note: - <i>Points as indicated under (iv) & (v) above shall primarily form the part of scrutiny of finance of DDA, as appraisal whereas points No.(i),(ii),(iii),(vi), (vii) and (viii) falls under the scrutiny of Engineering department, for vetting. However for point No. (iii), the procedure already in vogue shall be followed by the Engineering/Finance department in line with procedure of grant of financial concurrences.</i>)</p>

for project implementation and its operation & maintenance.	
7. a . Whether Capital expenditure portion of the Project is clearly brought out by the proposer/IA (Implementing agency) and examined by Engineering Department in the first instance (vide Para 3.2 of guideline 2016.)	Action by the Finance/DDA.
7. b Vetting comments of engineering department in relation to the all aspects of the project will also be evaluated by the Finance and commented upon.	Action by the Finance/DDA.
7.c Requirement in terms of the following Para 8.4 of the guidelines 2016. <u>Para 8.4 of the guidelines 2016</u> The agenda shall, among other things, include: (iv) Summary as well as the details of the status of UDF including balance amount, forecast of balance in future after accounting year-wise for expected recoupments, existing commitments, etc.; to enable the PSC to have a clear picture of the available funds; (v) A separate agenda item for each project to be considered for sanction of funding under UDF; and (vi) An agenda item to apprise the PSC of the progress of implementation of projects receiving funds from UDF. <i>(A detailed procedure laying down the work flow in the Finance department in consultation with Dir (Finance) is to be framed).</i> Finalised agenda shall however be submitted by the CAO/Member Secretary/PSC/MoUD.	Action by the Finance/DDA.
7. d. Preparation of a self contained executive summary and recommendation by CAO.	Action by the Sr. A.O.(W) III/ Dy.CAO(Works)
8.(a) Whether desirous implementing agency availing funds from UDF, submitted the proposal for funding along with Detailed Project Report (DPR), containing detailed objectives and the benefits out of the project, project schedule, detailed cost estimate, detailed funding pattern clearly showing the proposed contribution from all sources including UDF along with the nature of contribution, e.g. equity, loan, grant, etc. (b) Whether the proposal for funding under UDF	(Action by the implementing agency (the sponsoring Government or the concerned urban local body) Engineering / Finance/DDA

<p>submitted by the Implementing Agency, have the approval of the concerned Ministry in the Central Govt. or GNCTD or the concerned urban local body, i.e., MCDs or NDMC or DDA, as the case may with proper examination on the following :</p> <p>Amount of funding required as grant; Number of tranches for release of funds, and project milestones which shall trigger the release of a tranche; and Sources other than UDF, from which a minimum of 20% of the cost of the project should be arranged by the implementing agency in terms of revised guidelines</p>	
<p>9. Comments of the Engg.Deptt./Concerned department of DDA</p>	<p>Action by the Engineering department/DDA</p>
<p>10. Comments of Finance department of DDA with respect of Guidelines on UDF.</p>	<p>Action by the Finance department/DDA</p>