



**GOVERNMENT OF KERALA**

**Abstract**

Finance Department – Constitution of Project Appraisal and Monitoring Cell in Finance Department- Orders issued.

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**FINANCE (ADMINISTRATION – A) DEPARTMENT**

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**G.O(Rt) No. 5816/2018/ Fin      Dated, Thiruvananthapuram, 08.07.2018**

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**ORDER**

In view of the multiplicity of projects, scope and challenges, Government have decided to constitute a Project Appraisal and Monitoring Cell (PAMC) in Finance Department with the following functional structure and with the objectives viz professional guidance, evaluation and review of return on investment, support of expertise, bringing in accountability, minimize the administrative bottlenecks, effectiveness in pre and post implementation support, imparting professional acumen to the staff of Finance Department etc. The Chief Project Consultant will act as the head of PAMC.

The hierarchy and the functional roles of the Project Appraisal and Monitoring Cell shall be as follows.

**(1) Chief Project Consultant**

(a) The Chief Project Consultant will work with and advises the Finance Department on assigned projects to identify solutions to business problems and streamline the processes involved. It includes managing and mentoring the team of officers/ consultants assigned to project, advising on the appraisal, execution and completion of assigned projects within the time, scope and approved budget, evaluating existing systems and procedures and making recommendations for improvement, designing prototypes (if needed) and proof of concepts that best fit the Government needs and ensuring satisfaction of stakeholders.

(b) Advises the departments to initiate steps to prepare new proposals suitable for the State to mobilize additional resources or recommend such proposals to the Finance Department for follow up action. Projects include all projects which demand funding through State Budget, externally aided projects, projects with/without central/ other assistance etc.

(c) Participate in the Working Group/ Special Working Group meetings, review meeting etc as directed by the Finance Department.

(d) The Chief Project Consultant will report to the Principal Secretary (Finance Department) through Secretary (Resources) or Secretary (Expenditure).

## **2. Additional Project Consultants (No. of Posts- 2)**

(a) Assist the Chief Project Consultant on the appraisal and monitoring of Projects forwarded by various Departments.

(b) Additional Project Consultants will be in charge of follow up of different projects under scrutiny and approval at the Government of India and other external agencies like World Bank, ADB etc.

(c) Convene meeting with the Finance Department seeking advice from the Chief Project Consultant.

(d) The Additional Project Consultants will report to the Chief Project Consultant on technical matters and to the Principal Secretary (Finance) through Secretary (Resources) or Secretary (Expenditure) on administrative matters.

### **3. Joint Project Consultants (Appraisal & Monitoring) (No. of Posts- 2)**

Assist Additional Projects Consultants on the appraisal and monitoring of Projects forwarded by various Departments.

### **4. Project Analysts (No. of Posts- 2)**

Assist Joint Project Consultants and analysing various projects forwarded by departments.

### **Responsibilities of Project Appraisal and Monitoring Cell**

- Ensure that the project is viable, most appropriate, advantageous or well advised for the State by all means.
- Ensure that the project meets international/ approved standards of quality and protocols.
- Ensure that all projects adhere to the scope, schedule and budget outlay.
- Periodic verification through data validation/ analysis.
- Project evaluation based on advanced evaluation techniques.
- Monitoring and inspection of projects at all stages of pre and post implementation as and when demanded by the Government.
- Support project implementation by offering technical expertise, submitting periodic reports at different stages of pre implementation and post implementation scenario to the Government in Finance Department.
- Manage task completion and project resources by developing projects plans.
- Review pre and post implementation requirements, policy standards, timelines and compliance standards.
- Upkeep of approved digitized documentation of projects for verification at a later stage.

- Prepare plans and analyse on return on investment or cost benefit in line with the existing Government policy.
- Preparation and submission of Administration Reports on the functioning of PAMC during the end of all financial years.
- Ensure that the respective wing at the Finance Department collects the required documents or data from the departments concerned/ stakeholders before seeking advice of PAMC.
- Appraise and educate the concerned wings of the Finance Department, Administrative Department, the Stakeholders (participating department staff) on the new developments/ challenges and the change of approach in their area of operation by conducting workshops, seminars etc.

#### **Duties of Project Appraisal and Monitoring Cell**

- Project appraisal using modern project appraisal techniques.
- Comment on rectifying the deficiencies of various projects submitted by the Departments.
- Advise on project financing.
- Assist and advise the departments in preparation and execution of projects and defining standards.
- Monitoring of project implementation and periodic review and publishing of project progress and utilization of funds.
- Monitoring of implementation of plan schemes, including CSS being implemented by the Departments and follow up at Government of India.
- Advise the Finance Department in additional resource mobilization and fund raising.
- Appraisal of schemes to be placed before the Working Group meetings which are referred by the wings in the Finance Department for specific comments/ expert opinion.

- Assist the Finance Department in conducting Working Group meeting by offering expert advice on the proposal submitted for approval.
- Preparation of general guidelines for project preparation and implementation.
- Appraisal of Externally aided projects.
- Appraisal of major infrastructure projects in the state including PPP projects.


By Order of the Governor,

**MINI V.R.**  
**JOINT SECRETARY (FINANCE)**

To

The Principal Accountant General (A&E/G&SSA), Kerala, Tvpm  
The Accountant General (E&RSA), Kerala, Tvpm.  
Sri.Anil Kumar.R, Joint Director, Finance Information System.  
Smt.Mini.V.R, Joint Secretary, Finance (ITSF) Department.  
The PA to Principal Secretary (Finance)  
The PA to Secretary (Finance Expenditure)  
The PA to Secretary (Finance Resources)  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
The Finance (Accts.A/SS/ITSF) Department  
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Section Officer