

Service Standards for the appraisal and approval of Project Proposals under SGSY Special Projects:

1st April - 30th April and 1st August- 31st August will be the two window periods during which all proposals to be considered under SGSY Special Projects must be submitted.

S.No	Activity	Timeline The following timelines will be adhered to as service standards in the appraisal and sanction of projects under SGSY Special Projects till the online submission of proposals system is in place	Timeline *The following time lines will be adhered to as service standards in the appraisal and sanction of project proposals under SGSY Special Projects subject to the commencement of the online submission of proposals	Person Responsible
1.	Submission of Proposal			
2.	Acknowledgement of Proposal Received	Within 7 working days of the Proposal being received		Under Secretary (SP)
3.	Desk Appraisal of Proposals received	Within 45 working days of acceptance of Proposal	Within 30 working days of acceptance of Proposal	Under Secretary (SP)
4.	Communication sent to the PIAs whose Proposals were rejected at the level of the Desk Appraisal, with reasons in writing	Within 7 working days of the completion of Desk Appraisal	Within 7 working days of the completion of Desk Appraisal	Under Secretary (SP)
5.	Field Appraisal of Proposal received *Only those proposals which qualify the Desk Appraisal will be considered for a Field Appraisal	Within 45 working days of completion of Desk Appraisal of Proposal	Within 30 working days of completion of Desk Appraisal of Proposal	Coordinating Agency
6.	Project Screening Committee (PSC) to appraise the Proposal	Within 30 working days of completion of the Field Appraisal of Proposal	Within 30 working days of completion of the Field Appraisal of Proposal	Convener, PSC
7.	Project Approval Committee *	Within 30 working days of	Within 30 working days of	Convener, PAC

		the completion of the Project Screening Committee	the completion of the Project Screening Committee	
8.	Issue of Sanction Letters to Approved Projects	Within 15 working days of the Project Approval Committee Meeting	Within 15 working days of the Project Approval Committee Meeting	Director, SP
9.	Submission of proposals by the MoRD to IFD for release of funds	Within 8 working days of receipt of the letter of acceptance forwarded to the MoRD by the PIA	Within 8 working days of receipt of the letter of acceptance forwarded to the MoRD by the PIA	Director, SP
10	Issue of sanction letter/release order by the MoRD	Within 5 working days of receipt of sanction/approval of proposal by IFD	Within 5 working days of receipt of sanction/approval of proposal by IFD	Director, SP
11.	Release of fund to PIA by Coordinating Agency	Within 7 days of the receipt of MoU signed between the fund routing agency and the PIA	Within 7 days of the receipt of MoU signed between the fund routing agency and the PIA	Concerned Authority in the Coordinating Agency

* Final decision taken at the PAC is subject to the availability of funds.