



**SPECIAL PROGRAMME
IMPLEMENTATION DEPARTMENT**

**POLICY NOTE
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Special Programme Implementation Department

POLICY NOTE 2018-19

1. Introduction:

Honourable Chief Minister has stated in 2017 Independence Day speech that, “Keeping the welfare of all sections of the society in mind, on the footsteps of **Demised Hon’ble Chief Minister Amma**, this Government is planning several new schemes and its expeditious implementation by taking utmost care in monitoring and ensuring that the benefits of the schemes are reaching the targeted people rapidly and comprehensively”.

The Special Programme Implementation Department, was created exclusively in May 2011 by Hon'ble Demised Chief Minister Amma for monitoring the implementation of various flagship schemes of the Government, in co-ordination with the line departments, is functioning effectively to make Tamil Nadu, the best State in the country, for ensuring inclusive growth and social justice.

This department has implemented the schemes, "Distribution of fan, mixer and grinder free of cost to women"; and "Distribution of Laptop Computer free of cost to students".

The flagship schemes such as providing milch cows to the poor, sheep /

goats to the poorest of the poor, Green Houses for the homeless rural poor, marriage assistance along with 8 grams of 22 carat gold coin for making Thirumangalyam, distribution of Laptop Computers to students, subsidised two wheeler scheme for working women under Amma Two Wheeler Scheme, etc., are being implemented by the Government.

This department, in coordination with concerned line departments, monitors the effective implementation of the schemes for achieving sustainable development and balanced growth of every important sectors such as Agriculture, Energy, Education, Health,

Rural Development, Industry and Infrastructure.

2. Roles and Responsibilities of the Department:

2.1 The roles and responsibilities of the Special Programme Implementation Department are as follows:-

- ❖ Monitoring the progress on the implementation of the announcements made by the Government on various occasions.

- ❖ Monitoring the implementation of Flagship Schemes of the Government, in co-ordination with the concerned line departments, to ensure that the benefit of the schemes reaches the beneficiaries.

- ❖ Undertaking field inspections, and conducting review meetings with the district level officials and suggesting appropriate measures to eliminate the obstacles in the implementation of the schemes.
- ❖ Providing necessary feedback to the Government on the qualitative and quantitative aspects of the schemes being implemented and also suggest necessary remedial measures.
- ❖ Based on field reviews and inspections of the District Monitoring Officers, a consolidated report for the schemes which require policy modifications, is submitted to the office of the

Chief Minister through the Chief Secretary.

- ❖ Coordinating with the line departments and recommending improvements and amendments required to the guidelines of the flagship schemes under implementation, to ensure that the benefits of the schemes reaches the beneficiaries concerned and to enhance the quality of services delivered.
- ❖ Conducting analytical reviews to enable revamping of the schemes by taking into account the economic, social and technological changes to improve the ease of business and

thereby minimizing the gap between the Government agencies and the public.

- ❖ Preparation of special reports required by the Government.

In order to ensure that the flagship schemes of the Government are implemented efficiently, the Government have created an inspection and monitoring mechanism exclusively at the Secretariat. This department is monitoring to ensure the implementation of all the announcements by the Secretaries of the departments concerned. Monitoring the implementation of the flagship schemes is being done through periodical reviews on

the district-wise reports of the Heads of Departments concerned.

2.2 As this department was created exclusively with the primary objective to monitor the implementation of various flagship schemes of the Government, this department is functioning with experienced officials drawn from various departments such as - Economics & Statistics, Rural Development & Panchayat Raj, Revenue and Secretariat.

3. Monitoring:

Monitoring the Government's Schemes is essential, to ensure that the benefits of the Schemes reaches the beneficiaries promptly. Accordingly, the

Special Programme Implementation Department monitors the implementation of various flagship schemes and fulfillment of the announcements of the Government.

3.1 Monitoring Methods:

The Special Programme Implementation Department in coordination with the departments concerned gathers and updates the current status of the implementation of various schemes and provides information to the Government at regular intervals on the status of physical and financial achievements of various schemes.

Monitoring ensures that the benefits of the scheme reaches the targeted people and provides information to identify bottlenecks, if any, during implementation at the field level. Concurrent monitoring paves the way to assess the progress of various schemes at regular intervals and facilitates systematic collection and analysis of information.

Monitoring provides information whether the schemes are being implemented as per the plan of action and in identifying the areas of concern for expeditious implementation. The Special Programme Implementation Department monitors the progress of implementation

of the schemes of different departments with a special focus on the flagship schemes.

3.2 Monitoring the special schemes of the Government through on-line system:

The Government have been implementing several welfare schemes for the socio-economic development and long felt needs of the people.

It has developed an on-line system that enables the concerned departments to furnish information on the status of implementation of their schemes, using appropriate Information Technology tools.

3.3 Mechanisms evolved for effective monitoring:

The following Mechanisms have been evolved by the Special Programme Implementation Department for ensuring effective monitoring system:-

a) Monitoring of Announcements:

The Special Programme Implementation Department has been entrusted with responsibilities of monitoring the progress of announcements made in the Hon'ble Governor's Address, Budget Speech, announcements made by the Hon'ble Chief Minister under Rule 110 on the floor of the House; during the Conference of District Collectors; MGR

birth centenary functions and announcements made by the Hon'ble Ministers on the floor of the House.

This department in co-ordination with the line departments concerned collects the progress of implementation of various announcements. This department provides the required review details during the monthly 'All Secretaries Meeting' conducted by the Chief Secretary. This Department also submits fortnightly progress report of the schemes to the Office of the Chief Minister. To furnish the updated progress on the implementation of the announcements through online by the departments concerned, in-house

interactive webpages were developed and hosted on the intranet system of the Secretariat website. A special in-house monitoring software has been designed, developed and used for generating various types of report.

Nodal Officers have been appointed by all the departments in the Government, to co-ordinate with their Heads of Departments and to update the status of the announcements on-line.

Based on the progress reports furnished by the various departments, the status of Announcements are categorised and a consolidated report is submitted to the Government periodically by this Department. Reports

thus consolidated, are being utilized in the High Level Review Meetings.

Monitoring carried out by the Special Programme Implementation Department provides valuable inputs for increasing fund allocation / scaling up / introducing a new programme / modification of an existing one by the Government.

b) Monitoring the Flagship Schemes :

The Government implements various flagship schemes viz., the distribution of Milch Cow/Sheep and Goats to the rural poor to increase their income and consequently provide livelihood to the families; Laptops to the students to bridge the digital gap; providing

Comprehensive Health cover through Insurance Scheme to safeguard the health of the poor; financial assistance to pregnant women through Dr. Muthulakshmi Reddy Maternity Benefit Scheme; Financial assistance through various Marriage Assistance Schemes to the marginalized women along with 8 grams of 22 carat gold coin; construction of houses under Chief Minister's Solar Powered Green House Scheme and Amma Two Wheeler scheme for working women. The Special Programme Implementation Department is entrusted with the task of jointly monitoring these schemes implemented by various departments. This department collects the updated progress reports of

these schemes periodically from the departments concerned and consolidated reports are being prepared, which serves as a basic material for the review meetings of the Government.

c) High Level Monitoring Committee :

A High Level Monitoring Committee has been constituted by the Government for reviewing and monitoring the Flagship Schemes of the Government as detailed below:-

Sl. No.	Designation of the Officer	Position
1.	The Chief Secretary to Government	Chairperson
2.	The Principal Secretary to Government, Finance Department	Member
3.	The Principal Secretary to Government, Special Programme Implementation Department	Member Secretary
4.	The Principal Secretary/Secretary to Government of the concerned line Departments	Members

In the High Level Monitoring Committee meetings, detailed deliberation of the flagship schemes their progress/status, challenges and issues, if any, in its implementation, and specific issues, are addressed wherever necessary. Policy interventions and updation of guidelines of the flagship schemes are made based on the deliberations, taking into account the feedback provided by the Departments' officials and District Monitoring Officers.

d) District Level Nodal Officers:

The District Collectors have designated senior officers such as District Revenue Officer and Project Director, District Rural Development

Agency as Nodal Officers for monitoring the implementation of Flagship Schemes of the Government in the District. These Nodal Officers co-ordinate with the officers of the implementing departments and act as a pivot at the district level for timely feedback and action. They also extend necessary assistance to the officers of this department during field inspections.

e) Field Inspections:

The Officers of this Department undertake periodical field inspections and submit reports to the Government on the progress and effectiveness of the schemes, being implemented by various departments, at the district level.

f) Regional Review Meetings:

Regional Level Review Meetings are conducted with the District Collectors to review the implementation of the flagship schemes of the Government. In such regional review meetings, Senior Officers from the departments concerned participate and benefit from the deliberations on the modalities of implementing the schemes. The regional level meetings provides an opportunity for the district level officers to highlight their field level impediments, modifications in the schemes, improvements required for enhancing the quality of services delivered.

3.4. Monitoring Officers:

The Government have appointed Secretaries / Principal Secretaries/ Additional Chief Secretaries to Government as District Monitoring Officers. These Monitoring Officers, in charge of a District, undertake review meetings/inspect major schemes and programme in the districts and provide necessary advice/solution to the District Collectors and other officials for sorting out the bottlenecks and pave way for speedy implementation of the programme.

The District Monitoring Officers, co-ordinate with different Heads of Department, to sort out

inter-departmental issues and also evaluate the efficacy of the guidelines of different schemes in vogue and recommend required policy interventions at the Government level. The Monitoring Officers submit to the Government their important observations, follow up action to be taken and recommend modification / improvement of the schemes. The suggestions of the Monitoring Officers are consolidated and submitted to the office of the Chief Minister through the Chief Secretary.

4. Schemes of the Special Programme Implementation Department:

Besides monitoring the various flagship schemes of the Government, this

department is entrusted with the responsibility of implementation of the following two flagship schemes of the Government by Demised Hon'ble Chief Minister Amma at the time of creation of this department:-

1. Distribution of Laptop computers free of cost to students.
2. Distribution of Electric Fans, Mixies and Grinders free of cost to women.

4.1 Distribution of Laptop computers to students:

Tamilnadu, a major Software exporter in the country is well positioned among the states of India, as a major global destination for Information and

Technology related Investments. It is pertinent to mention that Tamil Nadu is playing a vital role in promoting Computer Education, Computer based Government Services and incentives to Private sector. In this technology era, the knowledge of computer applications opens a plethora of opportunities in the Global job market besides become a Gateway for the impending changes in the Socio-Economic development of the World. However, as a measure of bridging the Digital Divide between the Urban and Rural areas and within the rich and the poor, the Government of Tamil Nadu, has introduced the Scheme of distribution of Laptop computers to the students of Schools, Arts and Science

Colleges, Engineering Colleges and Polytechnic Colleges, Government and Government aided Institutions in Tamil Nadu from the year 2011-12. The Free laptop Scheme is having a far reaching impact on improving the access to higher education for the students from the poor and needy families across the state.

The basic objective of this scheme is to make the students conversant with the latest technological updates in Information Technology, and to enable them to compete successfully in the computer oriented employment market. Through this scheme, the State Government is able to achieve its three

significant educational policy objectives - viz., "access, participation and attainment".

In 2011-12 and 2012-13, the students studied in Government and Government-Aided Schools, Arts and Science Colleges, Engineering Colleges and Polytechnic Colleges were provided with Laptop Computers. From 2013-14 onwards, plus two students in Government and Government Aided Schools and First year students of Government and Government Aided Polytechnic Colleges are benefitting, under the Scheme.

Year-wise/Institution-wise distribution of Laptop Computers to Students

Year	Schools	Arts / Science Colleges	Engineering Colleges	Polytechnic Colleges
2011-12	12 th Standard	1 st & 3 rd year	2 nd & 4 th year	1 st & 3 rd year
2012-13	12 th Standard	3 rd year	2 nd & 4 th year	1 st & 3 rd year
2013-14 onwards	12 th Standard	----	----	1 st year

The Special Programme Implementation Department has assigned the task of procurement of laptop computers to ELCOT to act as 'procurement agency'. The Special Programme implementation department issues Administrative Sanction for the procurement of laptop computers under

this scheme. Necessary funds are being released to ELCOT by the Special Programme implementation department, from its Budget allocations.

The distribution of Laptop Computers to the students for 2011-12 and 2012-13 was carried out by the Directorates of School Education, Collegiate Education and Technical Education. From 2013-14 onwards, Laptop Computers are being distributed to students through Directorates of School Education and Technical Education.

The laptop computers being distributed are provided with dual boot facility offering both "Windows 10 Pro"

National Academic Edition & BOSS / Linux from the Centre for Development of Advanced Computing (CDAC) along with an Anti-virus Software, contents from Tamil Virtual Academy and from the Education Department. A standard keyboard with English and Tamil letters including rupee symbol and with integrated touch pad is provided. Special Software is provided for the visually impaired students. Back packs are also provided along with the Laptop Computers for protection. The scheme of distribution of laptops makes learning more interesting for the students and to develop technical skills such as Spread sheets, Power Point Presentation and Word processing, etc.

The Laptop Computers are provided with one year warranty including battery. To ensure proper working and maintenance of the Laptop Computers, Service Centres have been set up by the vendors concerned in all the districts and students have been well informed about the facility.

The scheme has opened up a whole lot of knowledge based opportunities to the present generation of students. Through this scheme, the Government have provided the fruits of the latest technology to the students while they are at the threshold of their career.

The scheme of distribution of Laptop Computers to students free of cost has

been a great success. The students benefitted under the scheme have been able to identify and utilize the computer system for various uses. It is to be mentioned that other members of the family, especially the younger siblings, are showing keen interest to learn and operate the computer system. This development promises well in preparing the future generations also for digital literacy and to become a global citizen through the plethora of opportunities digital world provides. The interest shown by the siblings in the family is an indication of the impending change in the society that the scheme can potentially bring about. Overall, the students not only see the laptop as a device but a

window for a better future and a ladder for increased social status among their peers.

The scheme has added a lot of value to the student community and it is expected that, the usage will be more advanced and will be a precursor for “activate content creation” by the students over a period of time and this transition will define the ultimate success of the scheme.

Tamil Nadu Government’s scheme of distribution of Laptop Computers to the students of Government and Government Aided educational institutions from 2011-12 onwards, is a great achievement in the country.

Under the scheme, 37.29 lakh laptop computers have been distributed free of cost to students at a total cost of Rs.5520.49 crore 2011-12 to 2016-17.

For the year 2017-18, 5.43 lakh students are targeted to be provided with Laptop Computers at an allocation of Rs.758 crore and 0.42 lakh laptop computers have been distributed to students till date and the distribution is in progress. From 2011-12 to till date, 37.71 lakh laptop computers have been distributed free of cost to students at a total cost of Rs.5574.37 crore. The scheme will continue to be implemented during 2018-19 and about 5.50 lakh students are proposed to be benefited at an allocation of Rs.758.00 crore.

4.2 Distribution of Electric Fans, Mixies and Grinders at free of cost to Women Beneficiaries:

The Special Programme Implementation Department implemented the scheme of distribution of Electric Fans, Mixies and Grinders to Women beneficiaries at "Free of Cost". The aim of the scheme was to provide relief to the women from their day-to-day strenuous household activities. About 1.75 crore households have been provided with Electric Fans /Induction Stove, Mixies and Grinders from 2011-12 to 2015-16 at a cost of Rs.7,686.21 crore.

4.3 Enterprise Resource Planning (ERP):

Enterprise Resource Planning (ERP), is an advanced software developed for monitoring the progress of distribution of Laptop Computers under the scheme "Distribution of Laptop Computers to the students" implemented by this department. This software is a management software that allows an organization to use a system of integrated functions to manage all business related activities. This software has facilities for ELCOT to carry out the following functions, from procurement of laptop computers to the distribution to the students, etc:-

- Entry details of Tender & Price.
- Entry details of Supplier.
- Quantity allocations to suppliers
- Entry details of laptops by Third party Inspection.
- Entry details of schools
- Entry of laptop indent for students.
- Supplier allocation to educational institutions
- Supply and delivery
- Field Inspection in educational institutions
- Entry details of beneficiaries
- Mapping of laptop computers to students
- Entry details of payment to vendors
- Entry details of handing over the excess Laptops to the District Head Quarters.
- Reallocation of laptops to students
- Report generation

The ERP software ensures the effective monitoring of distribution of Laptop Computers to the students.

5. Conclusion:

The State of Tamil Nadu has stood as a pioneer in implementation of several welfare schemes for improving the standard of life of its citizens by transforming the socio-economic fabric of the downtrodden in the State. The benefits of welfare schemes such as pregnant mothers delivering healthy babies; enhancing students skill and employability; enhancing income of the poor through better livelihood opportunities; providing environment friendly houses for the rural poor;

benevolent help to the widows and vulnerable sections of the society, health insurance coverage for all the needy and subsidised Two Wheelers for working women, etc., are reaped by the people of the State of Tamil Nadu.

The Special Programme Implementation Department has developed in-house user-friendly software and hosted in the intranet of the Secretariat for monitoring various Flagship schemes and Announcements of the Government. Through this software, this department closely monitors and ensures the effective implementation of the Government Schemes. This department also finds out appropriate methods for improving the developmental

schemes, the efficacy in the implementation, simplification of the procedures and enhancing the administrative efficiency.

The consistent monitoring function of Special Programme Implementation Department for effective implementation of various flagships schemes, announced by the Tamil Nadu Government for the prosperity and well-being of diverse sections of the society, is significant role in the development of the State of Tamil Nadu.

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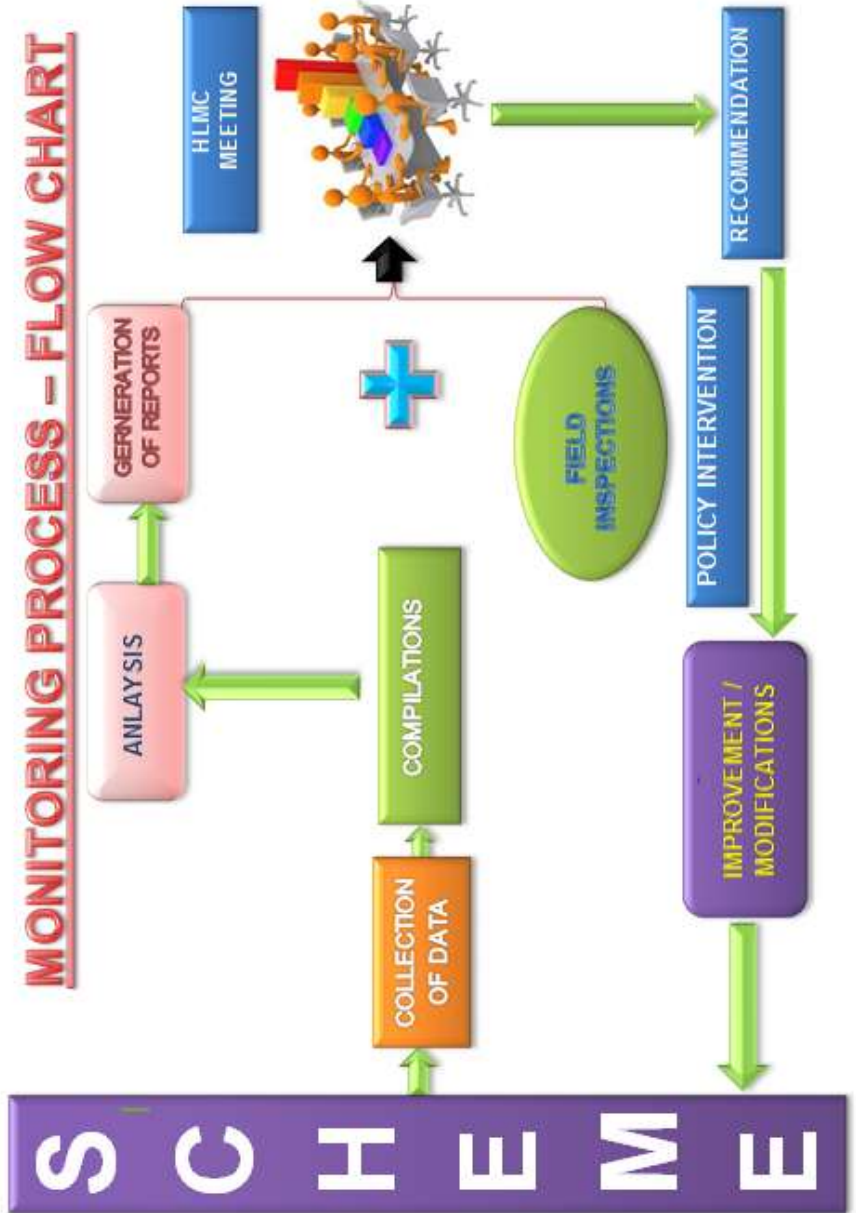






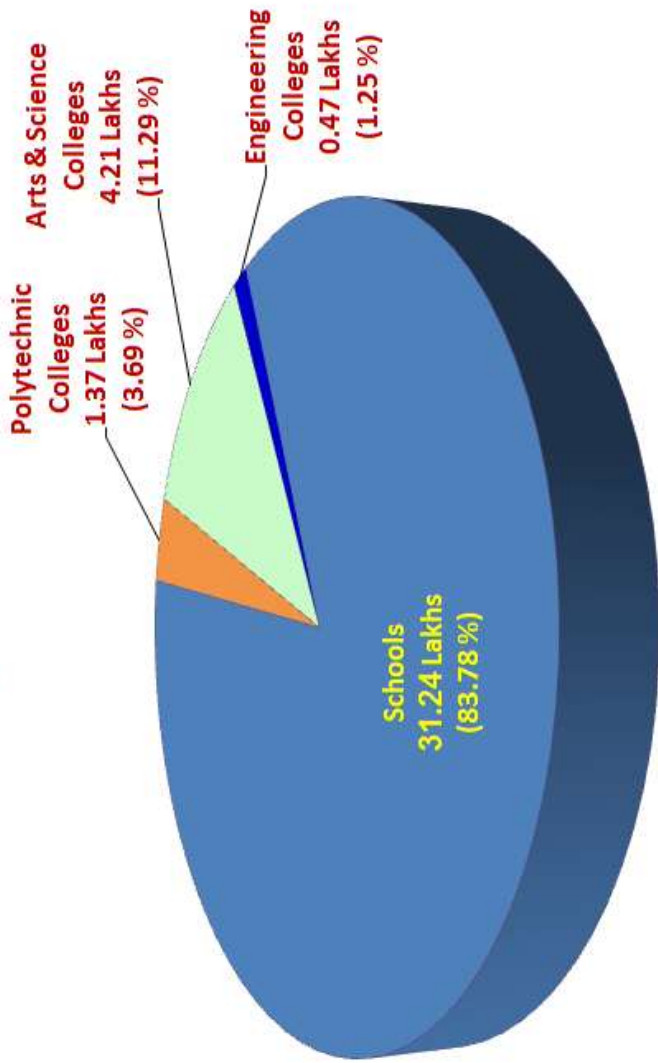


MONITORING PROCESS – FLOW CHART



Distribution of Laptop Computers to Students

Number of Students (2011-12 to 2016-17) - 37.29 Lakhs



Distribution of Laptop Computers to Students

District-wise Number of Students
(2011-12 to 2016-17) - 37.29 Lakhs

