



**SPECIAL PROGRAMME
IMPLEMENTATION DEPARTMENT**

**POLICY NOTE
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Special Programme Implementation Department

POLICY NOTE 2019-2020

1. Introduction:

The Government is implementing myriad of innovative Programmes/ Schemes for the upliftment of the downtrodden and marginalized sections of the society. Monitoring of schemes has become imperative as it ensures effective implementation and fruits of developments reach the targeted population.

Hence, the Department of Special Programme Implementation, was created in May 2011 by Former

Hon'ble Chief Minister Amma solely for monitoring the implementation of various flagship schemes listed in the Manifesto, in co-ordination with the line departments, is functioning effectively to make the State of Tamil Nadu, the best in the country. Owing to the utmost importance of this monitoring of schemes, the Government appointed a separate Minister for this department.

This department has implemented the scheme, "Distribution of fan, mixie and grinder free of cost to women"; and is implementing "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, free distribution of Bicycles to students, distribution of Aseel birds, etc., are being implemented by the Government.

This department is monitoring the implementation of the flagship schemes effectively to achieve sustainable development, in co-ordination with line departments such as Agriculture, Animal

Husbandry, Energy, Education, Health, Rural Development, Industry etc.,

2. Major Functions of the Department:

2.1 Major functions of the Special Programme Implementation Department are as follows:-

- ❖ This department is functioning as a “Monitoring Body of the Government”.
- ❖ 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 targeted population.

- ❖ Carry out 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 targeted population 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.

To implement the flagship schemes of the Government effectively, the Government have developed a monitoring mechanism exclusively at the Secretariat. This department is monitoring to ensure the implementation of all the announcements made by various departments. Monitoring the implementation of the flagship schemes is being done by collating information received from the departments.

2.2 As the monitoring the implementation of various flagship schemes requires expertise on various sectors, this department has drawn experienced officials from Economics & Statistics, Rural Development & Panchayat Raj, Revenue and Disaster Management and Secretariat departments.

3. Monitoring:

To ensure the fruits of the development reaches the targeted population, monitoring of flagship schemes has become imperative. 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 co-ordination with the departments concerned collects and updates the present 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 of the scheme provides feedback to identify constraints, 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 attention on the flagship schemes.

3.2 Monitoring the special schemes of the Government through online system:

The Government is implementing various innovative welfare schemes for the socio-economic development of the people.

This department has developed an online intranet system in the Secretariat using suitable Information Technology tools that enables all the concerned departments to furnish information on the status of implementation of their schemes.

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 Legislative Assembly; during the Conference of

District Collectors; MGR birth centenary functions and announcements made by the Hon'ble Ministers on the floor of the Legislative Assembly.

This department in co-ordination with the line departments concerned gathers information on the progress of implementation of various announcements. This department provides the required review details for the monthly 'All Secretaries Meeting' conducted by the Chief Secretary. This Department also submits fortnightly progress report of the flagship 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, an in-house interactive webpages were developed and hosted on the intranet system of the Secretariat website. A separate Server has been installed for this purpose. 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 Department and update the status of the announcements online.

Based on the progress reports furnished by the various departments through the online system, the status of

Announcements are categorised and a consolidated report is submitted to the office of the Chief Minister through the Chief Secretary fortnightly.

Monitoring carried out by the Special Programme Implementation Department provides valuable inputs for increasing fund allocation / scaling up / launching of new programmes / 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/ Aseel birds to the rural poor to increase their income and consequently provide livelihood to

the families; Laptop Computers 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 expectant mother 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 for making Thirumangalyam; construction of houses under Chief Minister's Solar Powered Green House Scheme, Distribution of Bicycles to students 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 and submitted to the office of the Chief Minister through the Chief Secretary. These reports serve as a basic material for the review meetings of the Government.

c) District Level Nodal Officers:

The District Collectors have appointed senior officers such as District Revenue Officer or Project Director, District Rural Development Agency as Nodal Officers

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

d) 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.

3.4. District 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 Monitoring Officers review the major schemes in 13 Departments as follows:

District Monitoring Officers review 6 schemes such as Crop coverage, Micro Irrigation etc., in Agriculture Department; 9 schemes such as Free Distribution of Milch Cows/Sheep, Poultry Development etc., in Animal Husbandry, Fisheries and Dairying Department; 4 schemes such as PDS ration cards etc., 2 schemes viz, Chief Minister Comprehensive Health Insurance, Dr.Muthulakshmi Reddy Maternity Benefit Scheme etc., in Health and Family Welfare Department; 3 schemes such as Housing for all, alienation and etc., in Housing and Urban

Development Department; Further, District Monitoring Officers also review the scheme of in District e-Governance in Information Technology Department; 2 schemes such as Underground Sewerage System in Urban Local Body and Identification of land for Solid waste management in Municipal Administration and Water Supply Department; 4 schemes such as New industrial estates, Land bank for SIDCO and etc., in Micro, Small and Medium Enterprises Department; 7 schemes such as Patta Transfer, Social Security Pension Scheme etc., in Revenue & Disaster Management Department; 4 schemes such as Mahatma Gandhi National Rural Employment Guarantee Scheme, Chief

Minister's Solar Power Green House etc., in Rural Development and Panchayat Raj Department, 10 schemes such as Right to Education, Supply of text books/note books in School Education Department; 3 schemes such as Marriage Assistance scheme, Noon Meal Scheme etc., in Social Welfare and Nutrition Meal Programme Department; Distribution of Laptop Computer scheme in Special Programme Implementation Department. Totally 57 schemes in 13 Departments are being reviewed by District Monitoring Officers.

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

inter-departmental issues and also evaluate the effectiveness of the guidelines of various schemes 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 District 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:

Apart from monitoring the various flagship schemes of the Government, this department is entrusted with the responsibility of implementing the following two flagship schemes of the Government by Former 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.

The scheme of Distribution of Electric Fans, Mixies and Grinders free of cost to

women was fully implemented during the period 2011-12 to 2015-16.

4.1 Distribution of Laptop Computers to Students:

Tamil Nadu is one of the most advanced States of India with an amazing Gross Enrollment Ratio (GER) of 46.9 percent in Higher Education which is almost twice as much as the National GER of 25.2 percent. Vision 2023 document envisaged substantial increase in the number of higher education institutions to provide opportunities to all sections of the population of the State.

Also, the State is the second most industrialized State, in India, after Maharashtra. Over the last few years,

the State has not only seen an increase in industrialization but also increase in the number of universities and colleges. Tamil Nadu ranks third among all States in India with 58 universities after Rajasthan (70) and Uttar Pradesh (67).

The State of Tamil Nadu has already emerged as a favored destination, both for the national and inter-national Information Technology(IT) companies, which has opened new vistas of job opportunities for the youth in the State. The growth of IT industry in Tamil Nadu since 1993 has been remarkable and has provided direct employment to more than four lakh IT professionals and indirect employment to around ten lakh people in

Tamil Nadu. Hence, the Government of Tamil Nadu realized the importance of providing Laptop Computers to students as it is an essential educational tool for the student community. Further, students from the downtrodden, who do not afford to buy laptop computers, should also to be equipped with a strong IT knowledge base to emerge victorious and secure employment.

To bridge the gap in their IT knowledge and provide a level playing field in developing skills without discrimination between the 'haves' and 'have nots', the Government is implementing the innovative scheme of providing Laptop Computer to students

free of cost. Through this, the State Government have paved the way to reach all the three significant education policy concerns viz., access, participation and attainment.

This is one of the reasons for the Government of Tamil Nadu to implement the scheme of distribution of Laptop Computers to the students studying in Government and Government Aided Schools and Colleges in the State to facilitate them in acquiring better computer skills. Hon'ble the Governor of Tamil Nadu in his address to the Legislative Assembly on 3.6.2011 made the following announcement, "This Government will also implement the

scheme of distribution of laptop computers to students and commence the distribution from September 15th, 2011 to cover all the plus one and plus two students in Government Schools and Government Aided Colleges in a phased manner”.

The basic aim 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 competitive employment market.

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. The Government have decided that from 2018-19 onwards students studying in plus one are provided instead of plus two level to enable students to utilise the Laptop Computers under the guidance of teachers from first year itself as well to prepare for the Competitive Examinations.

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 to 2017-18	12 th Standard	-	-	1 st year
2018-19	11 th Std & 12 th std	-	-	1 st year
2019-20 onwards	11 th Std	-	-	1 st year

The scheme is being implemented by the Special Programme Implementation Department and Electronic Corporation of Tamil Nadu (ELCOT) has been entrusted with the task of procuring laptop

computers. The specification for the laptop computers is finalized by the ELCOT taking into consideration the usage of the laptop computers for the student community. The laptop computers are procured in a transparent manner through a competitive bidding process, following the procedure stipulated in the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000.

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). A standard keyboard with English and Tamil letters including rupee symbol and with integrated touch pad is provided. Along with an Anti-virus Software, Tamil Unicode font with keyboard interface sourced from Tamil Virtual Academy and educational contents from the Education Department are provided. Special Software is provided for the visually impaired students. Power cable, power charger and user manual are provided. Back packs are also provided along with the Laptop Computers for protection. The scheme of distribution of laptop computers 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 students benefitted under the scheme have been able to identify and utilize the computer system for various uses. The scheme has helped the students to access and utilise e-journals, e-books, video tutorials, etc. Further, the use of social media and

accessing worldwide libraries provides huge opportunities to develop their abilities and to improve the standards, flexibility and efficiency of the students.

The scheme of distribution of Laptop Computers to students free of cost is being implemented with great success. 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 computer as a device but a window for a better future and a ladder for enhancement of social status among their peers.

The scheme has given additional 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 is the only State implementing the Scheme of distribution of Laptop Computers to the students in the entire country, from 2011-12 onwards.

Under the scheme, 37.30 lakh laptop computers have been distributed free of cost to students at a total cost of Rs. 5490.75 crore from 2011-12 to 2016 -2017.

For the years 2017-18, 2018-19 and 2019-2020, 15.53 lakh Laptop Computers are being distributed to students. During the current financial year Rs.1362.27 crore has been allotted.

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 during 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 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 laptop computers by Third party Inspection
- Entry details of schools
- Entry of laptop computers indent for students based on the EMIS number
- Entry of laptop computers 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 Laptop computers to the District Head Quarters

- Reallocation of laptop computers 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 been in the forefront in the implementation of various policy initiatives and innovative schemes for improving the standard of living of its citizens by altering the socio-economic fabric of the poor in the State. The benefits of welfare schemes such as expectant mothers delivering healthy babies; enhancing students skill and

employability; increasing the income of the poor through better livelihood opportunities; providing environment friendly houses for the rural poor; generous 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 being enjoyed by the people of the State.

The Special Programme Implementation Department has designed and developed an in-house user-friendly software which is hosted in the intranet service of the Secretariat for monitoring various Announcements and Flagship schemes of the Government.

Through this software, this department effectively monitors the implementation of the Government Schemes.

The continuous monitoring by the 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, plays a remarkable role in the development of the State of Tamil Nadu.

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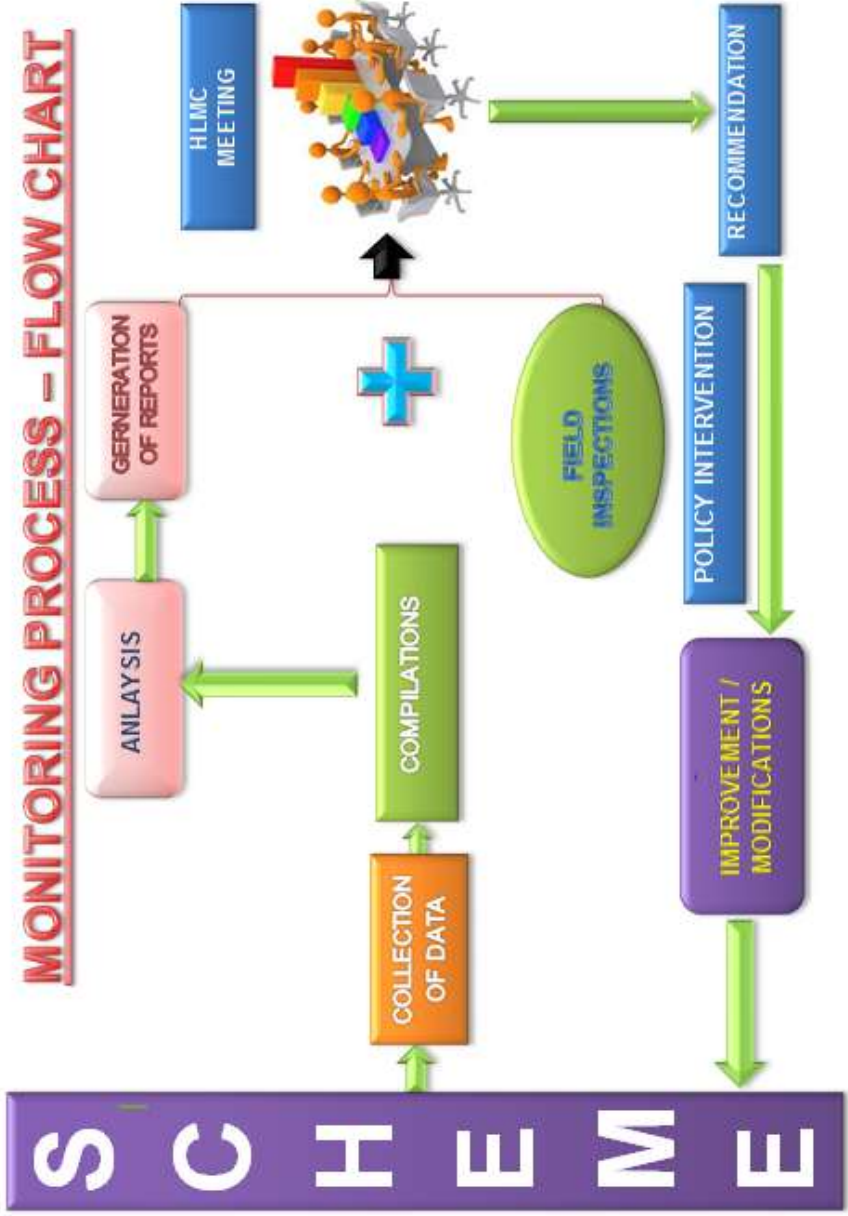






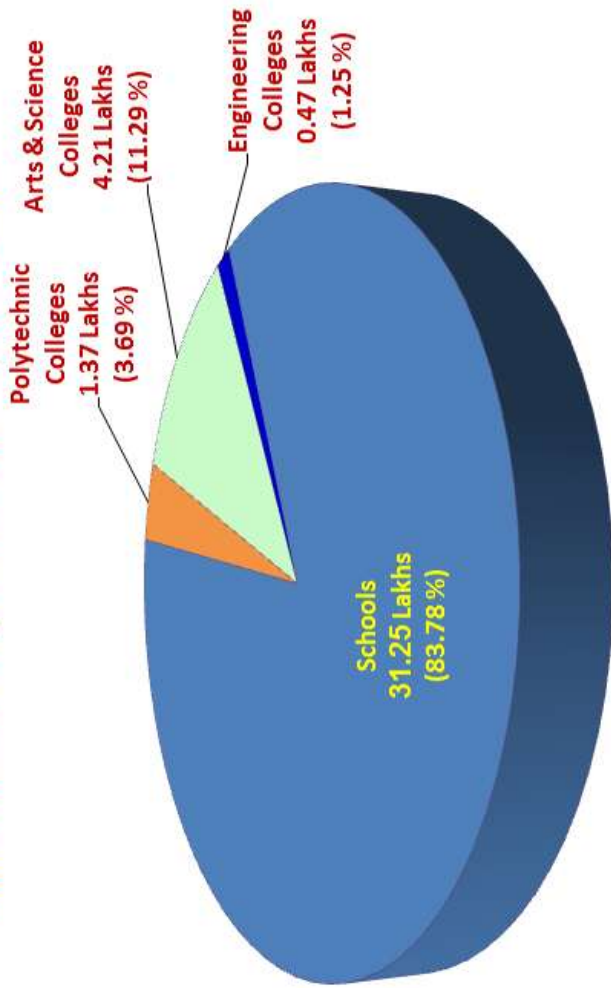


MONITORING PROCESS – FLOW CHART



Distribution of Laptop Computers to Students

Number of Students (2011-12 to 2016-17) - 37.30 Lakhs



Distribution of Laptop Computers to Students

District-wise Number of Students
(2011-12 to 2016-17) - 37.30 Lakhs

