

**GOVERNMENT OF MEGHALAYA,
PLANNING, INVESTMENT PROMOTION AND SUSTAINABLE DEVELOPMENT DEPARTMENT**

No.PLR.32/2023/39,

Dated Shillong, the 4th June, 2025

ORDER

Subject : Operational Guidelines and activation of modules for CM Catalytic Fund and DC Connect on Meghalaya ONE Portal

In Continuation to this Department's notification of the Program Guidelines for the Chief Minister's Catalytic Fund issued vide No. PLR. 98/2021/Pt-1/26, dt.11/2/2025, the following process manuals is issued for onboarding and approval of the proposals and for ranking of the performance of the districts.

1. Process Manual for CM Catalytic Fund Projects
2. Process Manual for DC Connect Dashboard

The above guidelines and manuals are available in the Meghalaya ONE portal official home page.

2. Roles and Responsibilities : The successful implementation of these initiatives requires coordinated efforts at the district level. The following are designated as key actors in this process:

- a) Deputy Commissioner (DC) will lead the review and implementation process at the district level. **DC's are to immediately start uploading proposals for funding under CM Catalytic Fund and use the DC review dashboard for reviewing key programmes of the government by providing inputs.**
- b) District Research Fellows appointed by MBMA will support reviews, data entry, proposal drafting, and grievance tracking as required.

3. Nodal Officer : Shri C.V.D.Diengdoh, IAS, Commissioner & Secretary, Planning Department shall function as the **State-Level Nodal Officer** for the CM Catalytic Fund and DC Connect program. He shall be responsible for overall coordination, monitoring, and compliance.

4. Single Point of Contact (SPOC) : Shri R.D.H.Kharlukhi, SMO & ex officio Deputy Secretary, Planning Department shall function as the **Single Point of Contact** for all operational, day-to-day support and issue resolution related to the use of the modules and dashboard.

5. All Deputy Commissioners and relevant district-level officials are directed to familiarize themselves with these guidelines and ensure immediate onboarding onto the system. Training sessions will be organized and coordinated by the Planning Department's SPOC.

Encl :

1. Operationalisation of the Chief Minister's Catalytic Fund Notification
2. Process Manual for CM Catalytic Fund Projects
3. Process Manual for DC Connect Dashboard



(Dr Vijay Kumar D, IAS)

Commissioner & Secretary to the Government of Meghalaya
Planning Investment Promotion &
Sustainable Development Department

Memo. No.PLR.32/2023/39-A,

Dated Shillong, the 4th June, 2025

Copy forwarded to :-

- 1) P.S. to Chief Secretary, Government of Meghalaya for favour of information of the Chief Secretary
- 2) Shri C. V. D. Diengdoh, IAS, Commissioner & Secretary, Planning Investment Promotion & Sustainable Development Department
- 3) All Administrative Heads
- 4) All Heads of Department
- 5) All Deputy Commissioners
- 6) Shri R. D. H. Kharlukhi, SMO & ex officio Deputy Secretary, Planning Investment Promotion & Sustainable Development Department

By Orders etc.,


Special Officer & ex officio
Deputy Secretary to the Government of Meghalaya,
Planning, Investment Promotion And
Sustainable Development Department

Government of Meghalaya
Planning, Investment Promotion and Sustainable Development Department

No. PLR. 98/2021/Pt-I/26

Dated Shillong, the 11th February, 2025

NOTIFICATION

The Governor of Meghalaya is pleased to notify the Guidelines for operationalisation of the Chief Minister's Catalytic Fund for Achieving Sustainable Development Goals (SDGs).

Government of Meghalaya (GoM) envisions to be amongst the top ten States (by 2032) in per capita income and achieve Sustainable Development Goals by facilitating the citizens of Meghalaya to realize their true potential by delivering services that meets their evolving expectations. To achieve the State's vision, the State Government had formulated the scheme, Chief Minister's Catalytic Fund which aimed at providing mechanism of decentralized funding to accelerate SDGs performance. This fund empowers Deputy Commissioners (DCs) to implement strategic interventions and addressing critical gaps in socio-economic development at the District level. The scheme will ensure effective governance through localized decision-making and innovative solutions.

2. Purpose of the Fund:

To empower Deputy Commissioners (DCs) to take up activities for improvement of SDGs in the District.

3. Operational framework:

(a) Targeted Beneficiaries

- I. Government Departments or,
- II. Any registered entities/organizations recognized by the State Government, such as, Self Help Groups, Societies and Cooperatives, Voluntary Organizations, Not for profit organizations, Educational Institutions and Community level institutions/ organizations/ groups/ Clubs.

(b) Eligible activities should align with SDGs which include the following:

- I. Infrastructure Creation & Upgradation
- II. Purchase of Materials and Equipments
- III. Innovative Projects
- IV. Information, Education and Communication

(c) Ineligible expenditures:

- I. Individual grants
- II. Festivals
- III. Sports events
- IV. Salary/Wages
- V. TA/DA
- VI. Procurement for office use

(d) Funding under the scheme: A dedicated corpus fund shall be allocated annually to support District-level interventions under the scheme. The Funding shall comprise of untied funds for development initiatives and competitive grants to incentivize high-performing Districts.

Districts are categorized as Large and Small Districts based on population size for ensuring equitable resource allocation. The categorization of Districts are as follows,

Large Districts

- I. East Khasi Hills
- II. West Garo Hills
- III. West Jaintia Hills
- IV. Ri Bhoi

Small Districts

- I. North Garo Hills
- II. West Khasi Hills
- III. Southwest Garo Hills
- IV. East Garo Hills
- V. South Garo Hills
- VI. East Jaintia Hills
- VII. Eastern West Khasi Hills
- VIII. Southwest Khasi Hills

(e) Administration of Scheme:

I. **Nodal Department** - The Planning Investment Promotion and Sustainable Development Department will be the Nodal Department for the Chief Minister's Catalytic Fund.

II. **Constitution of District SDG Committee** with the following composition:

- o Deputy Commissioner - Chairman
- o District Planning Officer – Member Secretary
- o Project Director, DRDA - Member
- o All District heads of Development Departments
- o All Block Development Officers

The District SDG Committee shall prepare District Action Plan (DAP)

III. **District Action Plan (DAP)** – Each District shall prepare a comprehensive DAP outlining planned interventions, including details of beneficiaries, projects, timelines, budgets, expected outcomes, and performance metrics. The DAP shall be submitted through the DC Review System of the Meghalaya ONE portal to the Nodal Department either comprehensively or periodically as and when Deputy Commissioners (DCs) receive proposals from the targeted beneficiaries.

IV. **Approval of DAP** – Department examines the DAP for alignment with the State Vision & SDGs and approves it.

Nodal Department shall endeavour to accord DAP approval within 1 month of submission of the DAP by the DCs otherwise the DAP is deemed approved.

4. **Fund Disbursement Mechanism:**

(a) For the financial year 2025-26, the corpus fund under the scheme comprises of Rs. 8 Crores as Untied Fund for the District Action Plan and Rs. 6 Crores as Performance Incentive to high-performing Districts, summing upto Rs. 14 Crores.

- I. The Untied fund shall be divided among Districts based on population, ensuring both large and small Districts have access to resources based on their specific needs.
- II. Four Larger Districts, East Khasi Hills, West Garo Hills, West Jaintia Hills and Ri Bhoi shall receive the amount of Rs. 1 Crore of untied funds annually
- III. Whereas the 8 Smaller Districts, North Garo Hills, West Khasi Hills, Southwest Garo Hills, East Garo Hills, South Garo Hills, East Jaintia Hills, Eastern West Khasi Hills, Southwest Khasi Hills shall receive the amount of Rs. 50 Lakhs of untied funds annually.
- IV. The untied fund shall be made available at the disposal of DCs by the Nodal Department after approval of DAP.
- V. The competitive grants to incentivize high-performing Districts shall be disbursed to the top 2 performing Districts of the large Districts category and the top 4 performers of the smaller category Districts. Each top performing district will get the fund of Rs. 25 Lakhs on quarterly basis in addition to the untied fund.
- VI. The competitive incentive grant will be evaluated every quarter based on the criteria as defined in the DC Review System Dashboard on MeghalayaONE platform and reviewed by the Nodal Department.
- VII. On the DC Review System, Deputy Commissioners (DCs) are expected to review the government's priority programs, key identified SDG indicators and provide qualitative inputs on their implementation. These inputs should include recommendations for improving implementation and effectiveness of these programs. The insights provided will enable Government to improve policies for better outcomes. Additionally, the competitive incentive grant will be determined based on the quality of the reviews and inputs provided by the DCs.

(b) **Fund Release by the Deputy Commissioners:** DCs shall disburse funds to the identified beneficiaries as per the DAP.

- I. **Allocation of fund for each project:** Each project can be allocated a maximum of Rs. 5.00 lakh which shall be disbursed in two equal instalments.
- II. **First Instalment** – 50% of total fund shall be released to the identified beneficiaries, after approval of the DAP by the Nodal Department.

- III. **Second Instalment** – 50% of the fund shall be released by the DCs after receiving and verifying the Utilization Certificate, post utilization of first instalment.
 - IV. DC shall upload the utilization certificate and also the final completion certificate in the DC Review System against the previously approved DAP.
5. **Monitoring:** The Planning, Investment Promotion, and Sustainable Development Department shall monitor the CM Catalytic Fund through quarterly reviews, audits, and progress evaluations. It will verify fund utilization, assess SDG impact, and ensure compliance with the State's objectives. Performance-based rankings and competitive incentives will be determined based on real-time reports, utilization certificates (UCs), and field inspections.



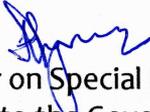
(Dr. Vijay Kumar D, IAS)

Commissioner & Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion and
Sustainable Development Department

Copy to:

1. The P.S to the Chief Minister, Meghalaya for kind information of the Hon'ble Chief Minister.
2. The P.S. to the Chief Secretary, Government of Meghalaya for kind information of the Chief Secretary.
3. The P.S to the Addl. Chief Secretary, Government of Meghalaya for kind information of the Addl. Chief Secretary.
4. All Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Government of Meghalaya for kind information.
5. All Deputy Commissioners for kind information and necessary action.
6. All Heads of Departments, Government of Meghalaya for kind information.

By Orders etc.,


Officer on Special Duty & ex-officio,
Joint Secretary to the Government of Meghalaya,
Planning, Investment Promotion and
Sustainable Development Department.

**DISTRICT ACTION PLAN (DAP)
CM CATALYTIC FUND PROJECTS**

USER MANUAL

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1. About Chief Minister's Catalytic Fund

The Catalytic Fund is aimed to empower Deputy Commissioners (DCs) to implement targeted interventions in key areas such as health, education, livelihoods, infrastructure, and the environment, thereby enhancing the goal of achieving Sustainable Development Goal (SDG) indicators at the District level. Recognizing that effective scheme implementation is essential for SDG advancement, the State Government has already introduced measures like MeghalayaONE Dashboard to monitor progress and implementation of schemes and services. The Catalytic fund acts as a critical enabler, it complements coordination between State and District level officials, emphasizing the systemic improvements in achieving SDG indicators.

For eligible projects, sanctioning and fund disbursements process, kindly refer the guidelines of Chief Minister's Catalytic Fund.

2. Workflow of the Module

2.1 Login to the portal as Initiator of the department

- Firstly, the user needs to access the e-Proposal System URL. On getting navigated to the “e-Proposal System Login Page” user has to “Login” to the portal using login credentials of user who has rights to access “DC Connect”.

✉ eproposal-meg@meghalaya.gov.in



MEGHALAYA ONE
ONE DIGITAL GATEWAY FOR CITIZEN GRIEVANCE
REDRESSAL, SERVICE DELIVERY AND ENGAGEMENT

E-Parichay Login

BY PASSWORD | BY FINGERPRINT

USER NAME
401043

PASSWORD
...

VtgG VtgG 

Login

[Forgot Password?](#)

[Verify Sanction Order](#)

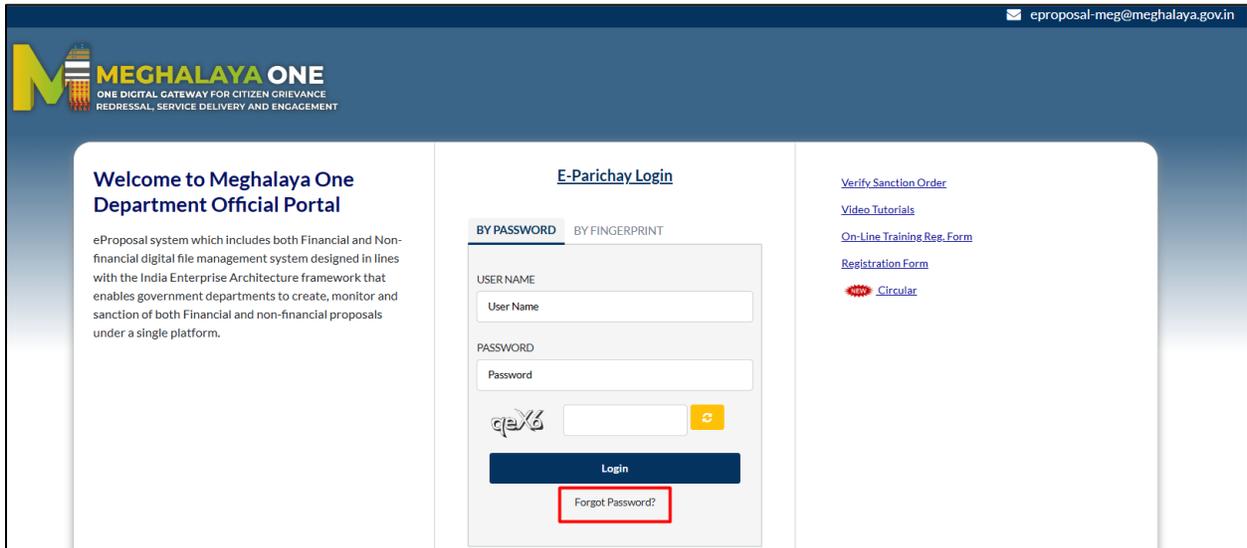
[Video Tutorials](#)

[On-Line Training Reg. Form](#)

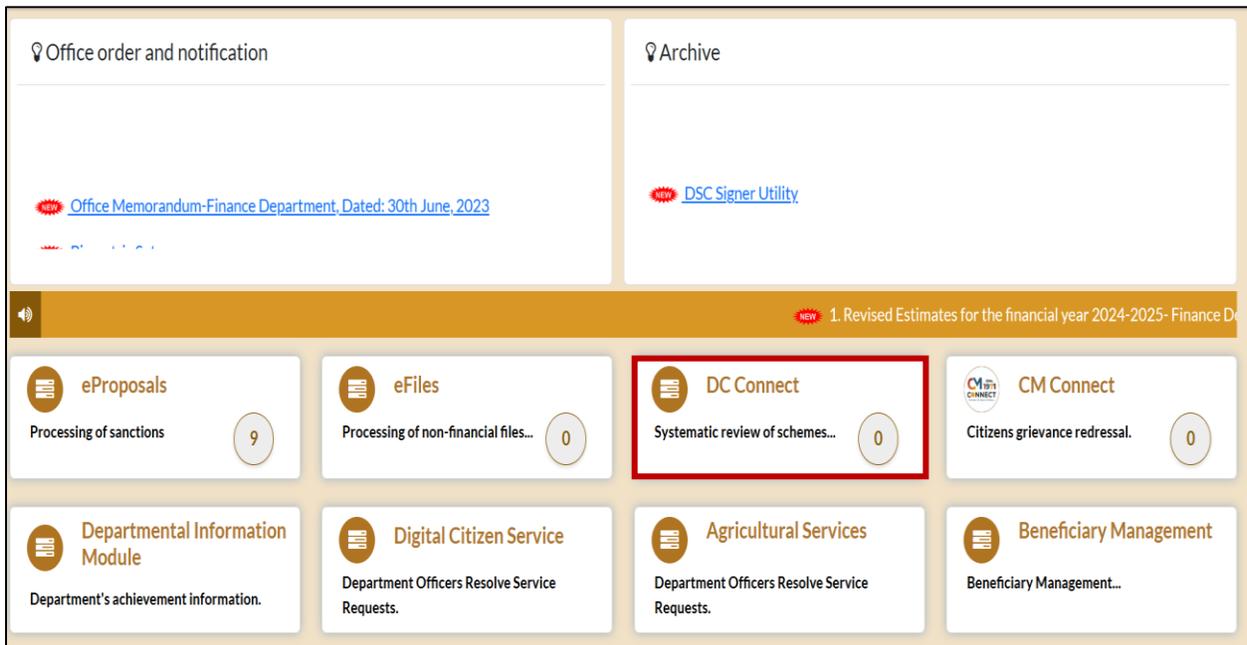
[Registration Form](#)

 [Circular](#)

- If user has forgot the login password in that case user can click on the “**Forgot Password**” button to change password.



- Post login, the user will get navigated to the “respective user dashboard”. From dashboard click on the “**DC Connect**” option.



➤ “DC Connect Module Page” will open up as shown below.

The screenshot displays the 'DC Connect Module Page' for the Government of Meghalaya. The user is signed in as 'TYPIST' (MR. CMSEKH, O/o DC East Khasi hills). The dashboard is divided into two main sections: 'Task Name' and 'Notification'.

Task Name Section:

Task Name	Count	Type
Pending For Action (Inbox)	0	Action
Outbox	16	Request
Submitted Review (Approved(0)/Rejected(0))	0	Request
Review Inspection	3	Request
Inspection List	0	Request
CM Weekly Review	58	Request
Pending For Action (DAP Inbox)	0	Action
Approved DAP	5	Request

Notification Section:

Notification Here

At the bottom of the dashboard, there are tabs for 'Draft Data', 'DAP Draft', and 'Draft: CM Weekly Review'.

➤ Post reaching on “DC Connect Page”, the user needs to get changed into “**Role of Initiator of required department**”.

Only Initiator of any department can create “District Action Plan” and other have only option to view the dashboard.

This screenshot is identical to the previous one, showing the same dashboard layout. However, a red rectangular box highlights the 'Pending For Action (DAP Inbox)' card, which shows 0 Actions. This card is the one that the user needs to be in the role of an initiator for to perform actions.

2.2 District Office Process

The screenshot shows the 'District Office Process' dashboard. The sidebar on the left is titled 'Systematic Review' and includes the following options: Scheme, Scheme Milestone, New Village LGD Mapping, and District Office Process (highlighted with a red box). The main dashboard area is titled 'Meghalaya' and displays the following data:

Category	Count	Unit
Outbox	16	Request
Submitted Review (Approved(0)/Rejected(0))	0	Request
Review Inspection	3	Request
CM Weekly Review	58	Request
Pending For Action (DAP Inbox)	0	Action
Approved DAP	5	Request

A notification bar on the right side of the dashboard is titled 'Notification' and contains the text 'Notification Here'.

■ **District Office Process**-For adding new scheme/project details. The initiator can add scheme proposal details by accessing the form.

- Click on “**District Office Process**” option from the dropdown list of the “**Systematic Review**” button.

The screenshot shows the 'District Office Process' dashboard with the 'Systematic Review' dropdown menu highlighted by a red box. The main dashboard area is titled 'Meghalaya' and displays the following data:

Category	Count	Unit
Outbox	16	Request
Submitted Review (Approved(0)/Rejected(0))	0	Request
Review Inspection	3	Request
CM Weekly Review	58	Request
Pending For Action (DAP Inbox)	0	Action
Approved DAP	5	Request

A notification bar on the right side of the dashboard is titled 'Notification' and contains the text 'Notification Here'.

2.3 District Office Process Form

- On reaching “**District Office Process Page**”, user can see few of the field of the form is auto selected based on the user mapped to office and departments.

The screenshot shows the 'District Office Process' form. The top navigation bar includes the Government of Meghalaya logo and the user's name 'MIR. CMSEKH O/o DC East Khasi hills'. The form has a sidebar with a home icon and a 'District Office Process' tab. The main form area contains the following fields and sections:

- Department:** Personnel Administrative Reforms (dropdown)
- Office:** O/o DC East Khasi hills (dropdown)
- Project Category:** Please Select Project Category (dropdown)
- Project Name:** (text input)
- Description:** (text area)
- Expected Outcome:** (text input)
- DOP District Block:** A table with columns District, Block, Village, and Action. It currently shows 'No Row'.
- Guarantee:** Please Select Guarantee (dropdown)
- Beneficiary Type:** Please Select Beneficiary Type (dropdown)
- Beneficiary:** (text input)
- Requested Amount:** (text input)
- Project Duration (In Year):** (text input)
- SDG:** A table with columns SDG Goal, KPI, and Action. It currently shows 'No Row'.
- Time Line:** A table with columns Mile Stone Name, Start Date, End Date, and Action. It currently shows 'No Row'.
- Buttons:** '+Add' buttons for DOP District Block, SDG, and Time Line. A 'Save' button is at the bottom center.

Select **Project Category** from drop-down list.

Enter Project Name.

Enter Project Description.

Enter expected outcome.

This close-up view shows the 'Project Category' dropdown menu expanded. The menu items are:

- Awareness and Education
- Capacity Building
- Infrastructure Development
- Innovation and Research

The background shows the 'Department' field set to 'Personnel Administrative Reforms' and the 'Office' field set to 'O/o DC East Khasi hills'. The 'Project Name' field is empty.

- To add District/Block/Village of the project implementation, the user has to click on **+Add** button against DOP District Block as shown:

DOP District Block

District	Block	Village	Action
No Row			

DOP District Block

District: Please Select District

Block: Please Select Block

Village: Please Select Village

Save Cancel

- District will be auto selected, and the user has to add Block and Villages. If multiple blocks and villages are there, user has to add multiple times.
- In the next step, user has to map the Commitments to the project and fill the other details.

Name of Commitments: Please Select Name of Commitments

Beneficiary Type*: Please Select Beneficiary Type

Beneficiary*

Requested Amount*

Project Duration (In Year)

- After that, user will map the SDG to the project and fill other details.

SDG

SDG Goal	KPI	Action
No Row		

Time Line

Mile Stone Name	Start Date	End Date	Action
No Row			

- Once the entire form is filled, the user will save, once saved, a new screen will appear to submit the form.

The screenshot shows the 'District Office Process' form in the Government of Meghalaya system. The form is divided into several sections:

- Header:** Government of Meghalaya, Signed in as TYPIST, MR. CMSEKH, O/o DC East Khasi hills.
- Form Fields:**
 - Department: Personnel Administrative Reforms
 - Office: O/o DC East Khasi hills
 - Project Category: Please Select Project Category
 - Project Name: [Empty]
 - Description: [Large text area]
 - Expected Outcome: [Empty]
 - District: East Khasi Hills
- DOP District Block:** A table with columns District, Block, Village, and Action. It currently shows 'No Row'. Below the table are fields for Guarantee, Beneficiary, Project Duration (In Year), Beneficiary Type, and Requested Amount.
- SDG:** A table with columns SDG Goal, KPI, and Action. It currently shows 'No Row'.
- Time Line:** A table with columns Mile Stone Name, Start Date, End Date, and Action. It currently shows 'No Row'.
- Buttons:** '+Add' buttons are present for each table. A 'Save' button is highlighted with a red box at the bottom center.

- The user will now select the Deputy Commissioner to submit the form for further processing.
- The user will write comments and submit as shown.

The screenshot shows the 'Processing - Section' form. The 'ActionTaken' dropdown is set to 'Submit' and the 'Send To' dropdown is set to 'Mr. CMSEKH (Deputy Commissioner)'. The 'Comments/Notes' field contains the text 'Test'. A red box highlights the 'Submit' button. At the bottom, there are 'Submit' and 'Save Changes' buttons, and a note: 'Note: Please make sure you save the changes before submitting.'

- The submitted forms will be available under the Task menu. The user can see the same under DoP outbox.

Request ID	Subject	File Type	Department Name	Send Date	Sent To
PARB/CMS.00017/2526/DOP	Test Project	District Office Process	Personnel Administrative Reforms	24/05/2025	CMSEKH
PARB/CMS.00016/2526/DOP	Road COnstruction	District Office Process	Personnel Administrative Reforms	23/05/2025	CMSEKH
PARB/CMS.00015/2526/DOP	test for change process	District Office Process	Personnel Administrative Reforms	22/05/2025	CMSEKH
PARB/CMS.00014/2526/DOP	test	District Office Process	Personnel Administrative Reforms	22/05/2025	CMSEKH
PARB/CMS.00013/2526/DOP	Test	District Office Process	Personnel Administrative Reforms	14/05/2025	CMSEKH
PARB/CMS.00012/2526/DOP	Test Project name	District Office Process	Personnel Administrative Reforms	12/05/2025	CMSEKH
PARB/CMS.00011/2526/DOP	Test Project 2	District Office Process	Personnel Administrative Reforms	07/05/2025	CMSEKH
PARB/CMS.00010/2526/DOP	Test Project Name	District Office Process	Personnel Administrative Reforms	07/05/2025	CMSEKH
PARB/CMS.00009/2526/DOP	School Building at Shillong	District Office Process	Personnel Administrative Reforms	07/05/2025	CMSEKH
PARB/CMS.00008/2526/DOP	School Building	District Office Process	Personnel Administrative Reforms	07/05/2025	CMSEKH

2.4 Login as Deputy Commissioner

The process of login into the module remain same as mentioned in section 2.1

After logged in to the module, the user will go to My Task window.

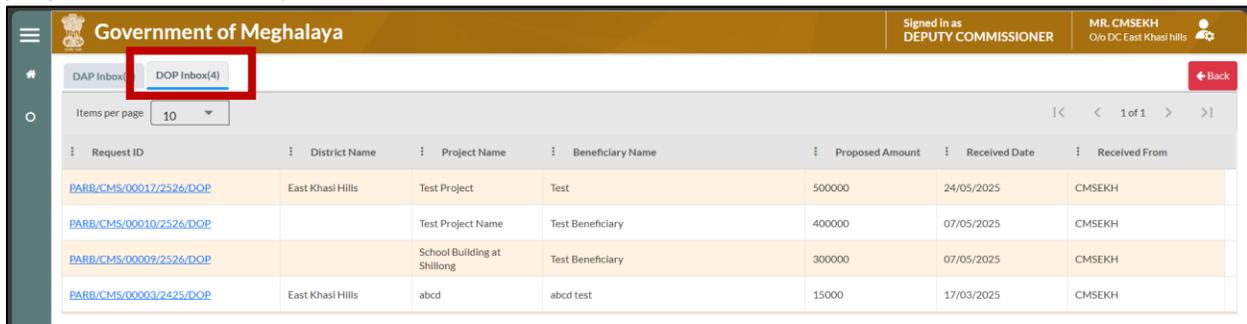
- Once the initiator has submitted the DoP to the attached Deputy Commissioner(DC) user, the same will be available at DC user under My Task Menu-Pending For Action (DAP/DOP Inbox).

Task Name

Pending For Action (Inbox) 0 Action	Outbox 18 Request	Submitted Review (Approved()/Rejected()) Request	Review Inspection 0 Request
Inspection List 0 Request	CM Weekly Review 68 Request	Pending For Action (DAP/DOP Inbox) 4 Action	Approved DAP 1 Request

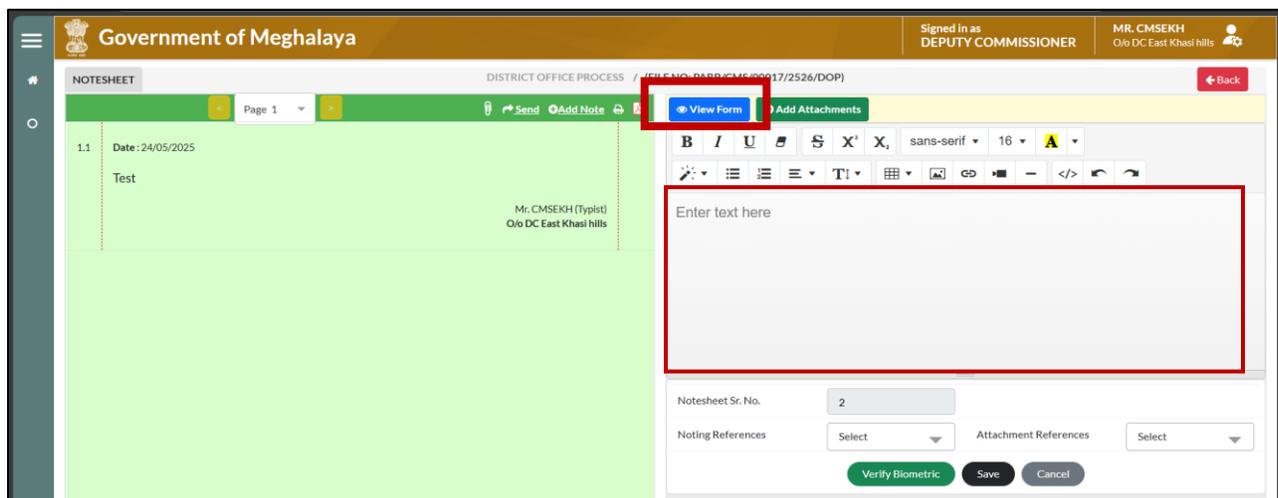
Notification
Notification Here

- Once the DC user clicks on the Pending For Action (DAP/DOP Inbox), the user can see all the proposals submitted by the initiator of his/her office.



Request ID	District Name	Project Name	Beneficiary Name	Proposed Amount	Received Date	Received From
PARB/CMS/00017/2526/DOP	East Khasi Hills	Test Project	Test	500000	24/05/2025	CMSEKH
PARB/CMS/00010/2526/DOP		Test Project Name	Test Beneficiary	400000	07/05/2025	CMSEKH
PARB/CMS/00009/2526/DOP		School Building at Shillong	Test Beneficiary	300000	07/05/2025	CMSEKH
PARB/CMS/00003/2425/DOP	East Khasi Hills	abcd	abcd test	15000	17/03/2025	CMSEKH

- Now, the DC user can click on the request id to view the details of the proposal for further processing.



NOTESHEET

DISTRICT OFFICE PROCESS / FILE NO: PARB/CMS/00017/2526/DOP

1.1 Date: 24/05/2025

Test

Mr. CMSEKH (Typist)
O/o DC East Khasi hills

View Form

Noteshheet Sr. No. 2

Noting References Select Attachment References Select

Verify Biometric Save Cancel

- The DC user will verify the details and write remarks.
- The DC user can also attach any documents related to the project.
- After putting the remarks, the DC user can forward the individual project to the initiator or to the committee for approval.

- To send it to the committee, the user has to select Recipient Type as External, Choose Department as Planning, Investment Promotion and Sustainable Development Department. The concern committee member name will be showing in Send To drop-down.
- By selecting the correct Committee member, the user can submit the proposal.

- The proposals will be verified by the committee and further will be submitted to Planning department with committee members' approval.

2.5 DAP Approval

The proposals which are submitted by the user (DC) is verified and approved by Committee and the committee will put all the approved proposals under a DAP.

DAP will be further processed by Planning Department, once approved, user will get notified in the system.

- Once the proposals are approved by Planning department, the same will be shown under My task menu-Approved DAP.
- The user can see all the approved DAP as shown bellow:

File No	Sanction No	Sanction Amount(In Rs.)	SDG Remarks	Department Remarks	Approval Date
PLN/D28F93/00043/2526/DAP	PARB/41/23052025/DAPSN	1,54,000	approved project by committee	Final approved	23-05-2025

- The user can click on the file no and see all the projects approved under the DAP by clicking on the View Form button.

NOTESHEET / DAP PROCESS / (FILE NO: PLN/D28F93/00043/2526/DAP)

Buttons: Download Office Order, Page 1, Send, Add Note, **View Form**, Add Attachments, Upload UC

1.1 Date: 23/05/2025
test
ID:

Smti Donna Belle Dkhar (PO & Ex- Officio Under Secretary)
IDF- (Planning Research)

List of Attachments

Document Type* Document Name* Upload Document* No file chosen

Sr No.	Document Name	Document Type	Added By	Action
1	UCC	Utilization Certificate(UC)	CMSEKH (Typist)	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>
2	UC	Utilization Certificate(UC)	CMSEKH (Typist)	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>
3	SOO	Signed Office Order	CMSEKH (Deputy Commissioner)	<input type="button" value="Download"/> <input type="button" value="Delete"/>
4	MOM	Minutes of Meeting(SDG)	Anjali Pandey (Director)	<input type="button" value="Download"/>

Government of Meghalaya

Signed in as
DEPUTY COMMISSIONER

MR. CMSEKH
O/o DC East Khasi hills

NOTESHEET DAP PROCESS / (FILE NO: PLN/D28F93/00043/2526/DAP) Back

View Form Add Attachments Upload UC

DAP Details

Department: Planning, Investment Promotion and Sustainable Development Department Office: Science and Technology Cell

File No: PLN/D28F93/00043/2526/DAP Send Date: 23-05-2025

Proposed Amount: 154000 Committee Approved Amount: 154000

Remarks: approved project by committee

List of Proposal

Items per page: 10

File Number	Department	Office	District	Title of the Scheme	Amount Proposed (in Rs.)	Amount Recommended (in Rs.)	Committee Remarks	Sanction Amount (in Rs.)
PARB/CMS/00016/2526/DOP	Personnel Administrative Reforms	O/o DC East Khasi hills	East Khasi Hills	Road Construction	154000	154000	approved	154000

Final Remarks

- Also, the user can download Office Order for the approved DAP for disbursement of the funds.
- The DC user has to upload Utilization Certificates by clicking on add attachment button for each of the projects.

3. FAQs'

1. Who can create proposals under CM catalytic Fund?

Ans. Any initiator under District Planning Office can create proposals and submit to concerned DC for further processing.

2. When a DAP is created?

Ans. A DAP is created by the committee members once proposals are received from each district.

3. What is the maximum amount for individual proposals?

Ans. For each proposal, the maximum amount is Rs. 5,00,00.

4. Why should each proposal be mapped to SDG or 10 commitments?

Ans. The CM Catalytic Fund is aimed to support the DCs to contribute towards realization of Meghalaya's Vision 2032-2047 and the achievement of Sustainable Development Goals (SDGs). So, each project should be lined up in at least one of the SDG or Commitments.

5. Who are the targeted beneficiaries under CM Catalytic Fund?

Ans. The targeted beneficiaries are:

- Societies and Cooperatives
- Voluntary Organizations
- Not for profit organizations
- Community level institutions/ organizations/ groups

6. Which are the purposes that CM catalytic fund can be used for?

Ans. The purposes for which CM catalytic fund can be used for:

- Infrastructure Creation or Upgradation
- Procurement and System Strengthening
- Capacity Building
- Innovative Pilot Projects to test unconventional strategies for overcoming persistent District level issues
- Awareness Campaigns

DC Connect User Manual

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1. Introduction

The Government of Meghalaya (GoM) is committed to enhancing governance and service delivery through digital transformation. The DC Connect module functions within the Meghalaya One portal. The DC Connect module is a pivotal instrument in this endeavor, aimed at empowering District Administrations.

1.1. Purpose of DC Connect Module

The **DC Connect dashboard** enables Deputy Commissioners (DCs) to systematically review the implementation status and performance metrics of various programs and schemes at the **block level**. This granular review capability is crucial for effective governance, data-informed decision-making, and the timely delivery of services to the citizens of Meghalaya.

1.2. Objective of these Guidelines

These Guidelines provide Deputy Commissioners (DCs) with a clear framework for utilizing the DC Connect module. The document outlines standardized procedures for accessing the module and conducting block-level program reviews, thereby ensuring consistent and efficient oversight across all Districts.

1.3. User Roles and Responsibilities

The DC Connect module is designed primarily for use by the **Deputy Commissioners (DCs)** and their designated **DC Fellows**. The core activities of reviewing, documenting, and submitting blockwise program reports will be carried out by the **DC Fellows**, who are responsible for conducting structured assessments, gathering field-level insights, and entering data into the system on a regular basis.

The **final approval and submission of the reviews** shall rest with the **Deputy Commissioner**, who will verify the content, provide any necessary inputs.

In the event that the **DC Fellow is unavailable**, the Deputy Commissioner may **nominate an alternate official from the district administration** to carry out the review tasks on their behalf. This ensures continuity in monitoring and reporting across all blocks, regardless of staff availability.

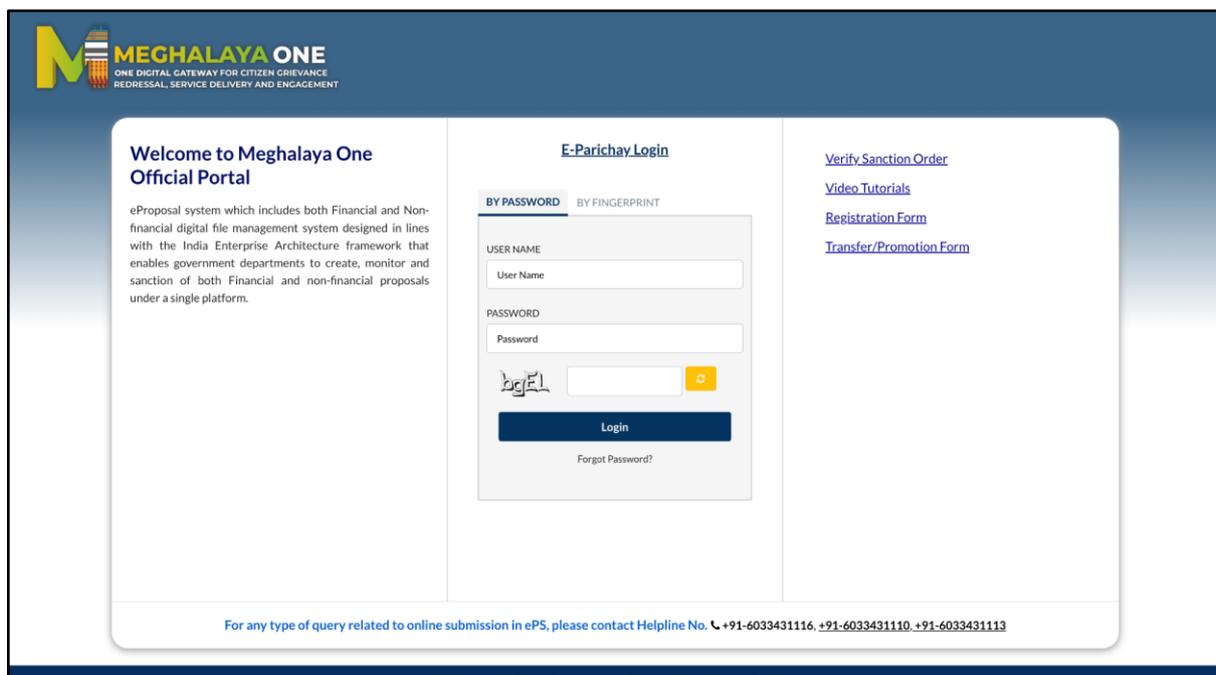
All entries must be verified and approved through the DC's login credentials before being considered final in the system. ([Refer Point 9: Section 8](#))

2. Section 1: Accessing the Meghalaya One Official Portal

Authorized users must log in to the Meghalaya One official portal to access the DC Connect module.

2.1. Login Procedure:

1. **Navigate to Portal:** Open a web browser and enter the URL: <https://meghalayaone.gov.in/login>.
2. **Enter Credentials:**
 - **Username:** Input the officially assigned username.
 - **Password:** Enter the confidential password.
 - **Captcha:** Type the characters displayed in the captcha image.
3. **Submit:** Click the **Login** button for authentication.



The screenshot displays the login interface of the Meghalaya One Official Portal. At the top left, the logo features a stylized 'M' with a flag, followed by the text 'MEGHALAYA ONE' and the tagline 'ONE DIGITAL GATEWAY FOR CITIZEN GRIEVANCE REDRESSAL, SERVICE DELIVERY AND ENGAGEMENT'. The main content area is divided into three columns. The left column, titled 'Welcome to Meghalaya One Official Portal', contains a brief description of the eProposal system. The middle column, titled 'E-Parichay Login', offers two login methods: 'BY PASSWORD' (selected) and 'BY FINGERPRINT'. The password login form includes fields for 'USER NAME' (with a 'User Name' placeholder), 'PASSWORD', and a captcha image showing the characters 'b g e l'. A blue 'Login' button and a 'Forgot Password?' link are positioned below the form. The right column contains several blue links: 'Verify Sanction Order', 'Video Tutorials', 'Registration Form', and 'Transfer/Promotion Form'. At the bottom, a blue banner provides helpline numbers: '+91-6033431116, +91-6033431110, +91-6033431113'.

3. Section 2: Navigating to the DC Connect Module

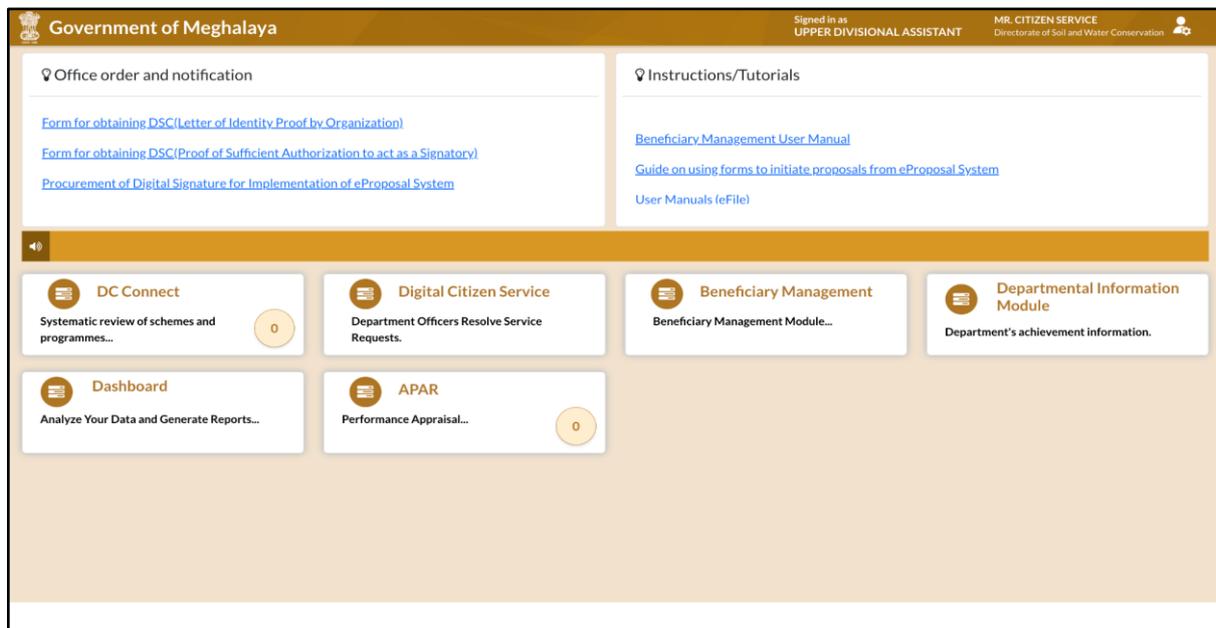
Upon successful login, the Meghalaya One portal's main dashboard is displayed.

3.1. Post-Login Dashboard Overview

The main dashboard provides access to various e-Governance modules. Available options may vary based on user roles and permissions.

3.2. Accessing DC Connect:

1. From the main dashboard, locate the **DC Connect** option.
2. Click on **DC Connect** to enter the module for reviewing government schemes and programmes.



4. Section 3: Accessing the Programme Review Dashboard

The DC Connect module includes a dedicated dashboard for programme review, focusing on block-level analysis.

4.1. Interface Overview

The initial screen of the DC Connect module may present various options. Navigational elements typically include tabs for different functionalities.

4.2. Navigation to Dashboard Tab:

1. Within DC Connect, identify navigational tabs such as **"My Task"** and **"Dashboard"**.
2. Click the **"Dashboard"** tab to access the primary interface for programme performance monitoring and review.

The screenshot displays the 'Dashboard' tab of the DC Connect module. The header includes the Government of Meghalaya logo and the user's name, MR. CITIZEN SERVICE, with the role of UPPER DIVISIONAL ASSISTANT. The dashboard is divided into several sections:

- Task Name:** A grid of six task cards, each with an icon and a counter. The cards are: 'Pending For Action (Inbox)' (Action, 0), 'Outbox' (Request, 0), 'Submitted Review (Approved/Rejected/)' (Request, 0), 'Review Inspection' (Request, 0), 'Pending For Action (DAP Inbox)' (Action, 0), and 'Approved DAP' (Request, 0).
- Notification:** A section with a bell icon and the text 'Notification Here'.
- Table:** A table with columns for 'Scheme Title', 'Scheme Category', 'Department Name', and 'Application Date'. The table is currently empty, displaying the message 'Grid has no data.'

5. Section 4: District Performance Report

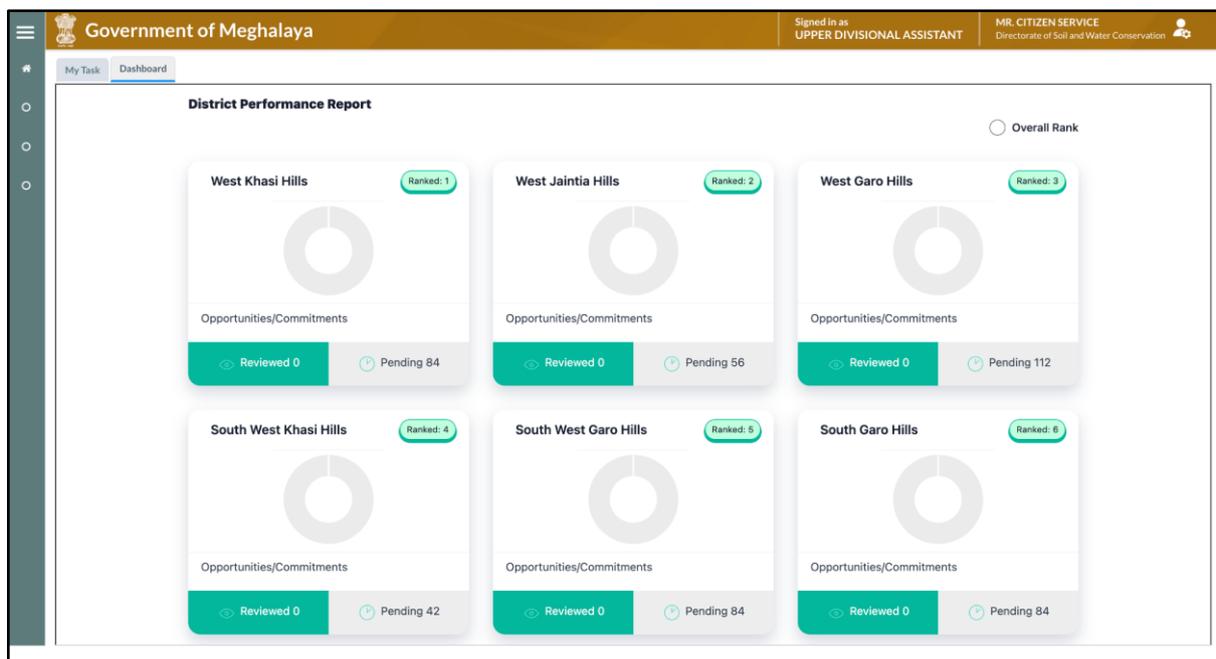
Selecting the "Dashboard" tab displays the **District Performance Report**, offering a comparative overview of review activities.

5.1. Understanding the Report

The report lists Districts, often ranked by metrics like completed and pending reviews, providing a snapshot of engagement.

5.2. Selection of Respective District:

1. Examine the list of Districts.
2. Identify and click on **your respective District** to view its detailed performance dashboard.



6. Section 5: District-Specific Opportunities and Commitments Dashboard

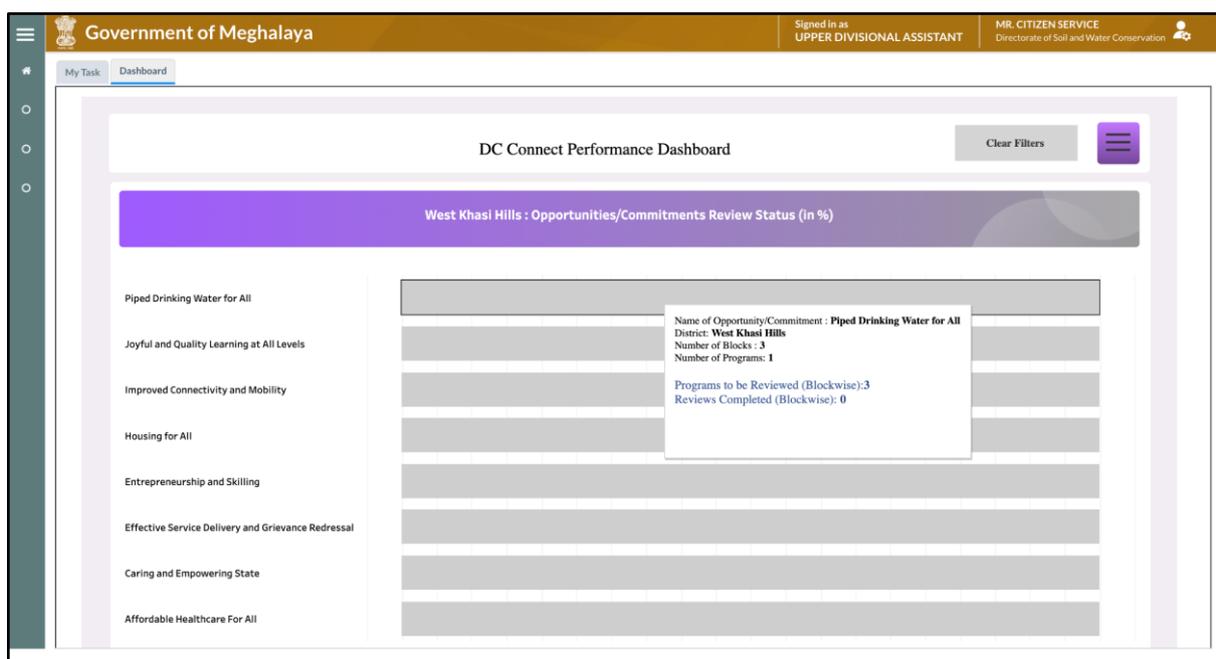
Selecting a District navigates to its **DC Connect Performance Dashboard**, detailing "Opportunities" and "Commitments".

6.1. Dashboard Layout

The dashboard lists ongoing Opportunities/Commitments (e.g., 'Piped Drinking Water For All') often with visual indicators like bar graphs.

6.2. Information Tooltip Utility:

1. Hover the mouse cursor over a specific Opportunity/Commitment's visual element.
2. A **tooltip** will display details:
 - Name of Opportunity/Commitment
 - District Name
 - Number of Blocks
 - Number of Programmes
 - Programmes to be Reviewed (Block-wise)
 - Reviews Completed (Block-wise)



7. Section 6: KPI Detailed Dashboard and Review Initiation

To review a programme in detail, access its **Key Performance Indicator (KPI) Detailed Dashboard**.

7.1. Navigation to KPI Dashboard:

1. On the DC Connect Performance Dashboard (Section 5), click the visual element of the Opportunity/Commitment to be reviewed.
2. This loads the **KPI Detailed Dashboard**.

7.2. Data Refinement through Filters:

- **Programme Name Filter:** If multiple programmes exist, select a specific one from the dropdown to tailor the data display.
- **KPIs Filter:** If multiple KPIs exist, select a specific one from the dropdown to focus the data display.

7.3. Dynamic Data Widgets and Graphs:

The following displays update based on filter selections:

- Target Value
- Current Status/Achievement
- Current Status (percentage)
- District-wise comparative bar graph (if applicable)
- Block-wise comparative bar graph

7.4. Procedure for Block-Level Review Submission:

1. On the KPI Detailed Dashboard, scroll to the table listing programmes at the **block level**.
2. Identify the specific block for review.
3. Click the **green arrow icon** () in the action column for that block and programme. This opens the Programme Review Form.



#

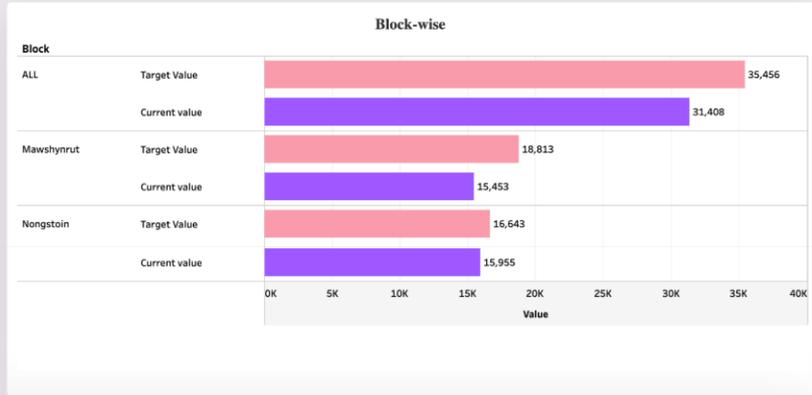
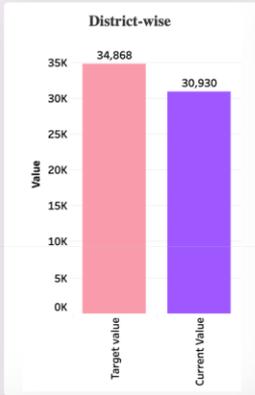
My Task Dashboard



KPI Detailed Dashboard for the District : West Khasi Hills
Opportunity/Commitment : Piped Drinking Water for All
KPI Selected : All

Program Name: KPIs Filters:

Note: Please select a KPI from the filter to view the corresponding values and graphs. Make sure to clear the KPI filter before choosing a different program name.



Block	Program Name	Please click the green arrow button to submit your review
Nongstoin	JIM	
Mawshynrut	JIM	
ALL	JIM	

8. Section 7: Programme Review Form Completion and Submission

The **Programme Review Form** is for recording the DC's qualitative and quantitative assessment.

8.1. Pre-filled Information:

The system auto-populates:

- District
- Block
- Village (typically 'All' for block-level review)
- Name of Programme
- Opportunity/Commitment
- KPI Details (Current Value, Target Value)

8.2. DC's Review (Action Section):

1. **"Is Performance Satisfactory?"** (Mandatory): Select from dropdown:
 - Highly Satisfied
 - Satisfied
 - Moderately Satisfied
 - Not Satisfied
2. **"Reason for Dissatisfaction"** (Conditional): If "Not Satisfied" is chosen, select a reason from the dropdown.
3. **"How can this programme be improved?"**: Provide constructive suggestions in the text field.
4. **"What is the public perception?"**: Describe public perception in the text field.
5. **"Public Perception Rating"**: Rate from 1 to 5 stars (1=Lowest, 5=Highest).

8.3. CM Connect Module Integration (Optional Ticket Creation):

To escalate critical issues:

1. Check the **"Create CM Connect Ticket"** checkbox.
2. Complete the activated dropdown fields:
 - **Department:** Select the concerned department.
 - **Office:** Select the specific office.
 - **User:** Select the designated user/official.

8.4. Final Review Submission:

1. Review all entries for accuracy and completeness.
2. Click **"Submit Review"** to record the assessment.

The screenshot shows the 'Program Review Form' interface. At the top, the user is signed in as 'UPPER DIVISIONAL ASSISTANT' and 'MR. CITIZEN SERVICE'. The form includes dropdown menus for District (West Khasi Hills), Block (Nongstoin C & RD Block), Village (ALL), and Name of Program (JJM). The Opportunity/Commitment is 'Piped Drinking Water for All'. Below the form is a 'KPI Details' table with columns for KPI Name, Current Value, Target Value, and Current Status(%). A dropdown menu is open for 'Is Performance satisfactory*', showing options: Please Select, Highly Satisfied, Satisfied, Moderately Satisfied, and Not Satisfied. A green 'Submit Review' button is visible.

↑ KPI Name	↑ Current Value	↑ Target Value	↑ Current Status(%)
Households connected	15,709	16,382	96
Villages are connected	246	261	94

The 'Action' section contains several input fields: 'Is Performance satisfactory*' (dropdown set to 'Not Satisfied'), 'Reason for Dissatisfaction' (dropdown set to 'Please Select'), 'How can this program be improved?*' (text area), 'What is the public perception?*' (text area), 'Public Perception Rating (1-5)*' (star rating), 'Create CM Connect Ticket' (checkbox set to 'Only for specific issue'), 'Department*' (dropdown set to 'Please select'), 'Office*' (dropdown set to 'Please select'), and 'User*' (dropdown set to 'Please select'). A green 'Submit Review' button is at the bottom.

9. Section 8: Navigating the Task Dashboard and Reviewing Submissions

Once the DC Fellow submits the block-level programme reviews, the final review and approval responsibility lies with the Deputy Commissioner (DC). The DC can access all submitted and pending reviews from the “My Task” dashboard within the DC Connect module.

9.1. Understanding the Task Dashboard Widgets

On logging in, the DC will see a screen similar to the one below. The key widgets relevant for monitoring and action include:

- Pending for Action (Inbox)
This section displays all reviews submitted by the DC Fellow that are awaiting the DC’s review and approval. DCs must periodically check this section to ensure timely clearance of pending reviews.
- Submitted Review (Approved/Rejected)
This widget provides access to all reviews where action has already been taken by the DC — whether approved or rejected. It serves as a historical record of decisions and can be used to track review status for any programme across blocks.

9.2. Action Steps for DCs

1. Open “Pending for Action (Inbox)”
 - Click to view a list of submitted programme reviews that require DC approval.
 - Each entry will display key fields such as district name, block name, programme name, performance rating, and public perception rating.
2. Review Each Entry
 - Click the individual request to view full details of the DC Fellow’s assessment.
 - If necessary, provide additional comments or edit responses.
3. Approve or Reject
 - If satisfied, approve the review and submit.
 - If there are discrepancies, reject with a reason.
4. Track Past Actions via “Submitted Review”
 - Use this widget to check all completed actions.
 - Filter by Approved or Rejected to audit prior decisions.

Government of Meghalaya

Signed in as UPPER DIVISIONAL ASSISTANT

MR. CITIZEN SERVICE
Directorate of Soil and Water Conservation

My Task Dashboard

Task Name

Pending For Action (Inbox)

Action 0

Outbox

Request 0

Submitted Review (Approved()/Rejected())

Request

Review Inspection

Request 0

Notification

Notification Here

Pending For Action (DAP/DOP Inbox)

Action 0

Approved DAP

Request 0

Draft Data DAP Draft Draft CM Weekly Review

↑ Scheme Title	↑ Scheme Category	↑ Department Name	↑ Application Date
Grid has no data.			

Government of Meghalaya

Signed in as UPPER DIVISIONAL ASSISTANT

MR. CITIZEN SERVICE
Directorate of Soil and Water Conservation

Approved(0) Rejected(0)

Request No.	District Name	Block Name	Opportunity/Commitment	Program Name	Is Performance satisfactory	Public Perception Rating (1-5)	Status	CM Connect Ticket
Grid has no data.								

10. Conclusion

These Guidelines provide Deputy Commissioners with a structured approach to utilizing the DC Connect module for effective block-level programme reviews. Adherence to these procedures will enhance monitoring, support data-driven decision-making, and contribute to improved programme implementation and service delivery in Meghalaya. Diligent use of this module is vital for achieving the State's governance objectives.

11. Glossary of Terms

- **DC:** Deputy Commissioner
- **GoM:** Government of Meghalaya
- **KPI:** Key Performance Indicator
- **eProposal System:** The digital financial file management system of Meghalaya One.
- **CM Connect:** A module for escalating issues to higher authorities/departments.
- **Opportunity/Commitment:** Terms used to categorize programmes or key development areas.