

**No.A.45011/1/2025-DC&MA/MPLAN**  
**GOVERNMENT OF MIZORAM**  
**DISTRICT COUNCIL & MINORITY AFFAIRS DEPARTMENT**

...

Aizawl, the 27<sup>th</sup> June, 2025.

To,

1. The Executive Secretary,  
Lai Autonomous District Council,  
Lawngtlai.
2. The Executive Secretary,  
Mara Autonomous District Council,  
Siaha.
3. The Executive Secretary,  
Chakma Autonomous District Council,  
Kamalanagar.

**Subject: Guidelines for operationalization of Mizoram Plan Analytics (MPLAN) online portal for submission of project proposals and monitoring of projects and schemes - reg.**

Sir,

In inviting a reference to the subject cited above, I am directed to send herewith a copy of OM No.A.45011/14/2023-PLG(RDB) dated 14.05.2025 received from P&PI Deptt. (RDB) for information and further necessary action.

**Enclo: As above**

**Yours faithfully,**



**( LALHRUAIKIMI )**

Under Secretary to the Govt. of Mizoram,  
District Council & Minority Affairs Deptt.

**Memo No.A.45011/1/2025-DC&MA /MPLAN : Aizawl, the 27<sup>th</sup> June, 2025.**

**Copy to:-**

- 1) Deputy Resident Commissioner, Lai House, Aizawl for information and necessary action.
- 2) The Liaison Officer, Mara House, Aizawl for information and necessary action.
- 3) The Liaison Officer, Chakma House, Aizawl for information and necessary action.

Under Secretary to the Govt. of Mizoram,  
District Council & Minority Affairs Deptt.

**No. A.45011/14/2023-PLG (RDB)**  
**GOVERNMENT OF MIZORAM**  
**PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT**  
**(RESEARCH & DEVELOPMENT BRANCH)**

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Dated Aizawl, the 14<sup>th</sup> May, 2025

**OFFICE MEMORANDUM**

**Subject: Guidelines for operationalization of Mizoram Plan Analytics (MPLAN) online portal for submission of project proposals and monitoring of projects and schemes.**

All Departments are hereby informed of the mandatory use of the Mizoram Plan Analytics (MPLAN) portal for submission and monitoring of development projects, and are requested to adhere to the following guidelines for effective utilization of the portal:-

1. All relevant project proposals will be submitted to P&PID through the Mizoram Plan Analytics (MPLAN) portal (<https://mizoplan.in>); submissions by file or correspondence will not be accepted for processing by the Department.
2. Login credential for MPLAN portal for the secretariat and the directorate levels have been conveyed to the respective departments during the hands-on training conducted on 28.02.2025. In the event that fresh credentials need to be created, the department may communicate their requirement to the contact person indicated at the end of the O.M.
3. Having completed all testing and trial exercises on the MPLAN portal, the portal is hereby made operational with immediate effect.

**4. Scope of MPLAN**

The guidelines stated in this O.M. will apply to all development related projects that are to be funded from the below mentioned funding sources, agencies and schemes:-

- 4.1. Govt. of Mizoram's state development funds designated as such in any form from time to time, including flagship scheme, State Priority Projects etc.

4.2. Project-based schemes of Govt. of India as follows: -

- a) Schemes of Ministry of DoNER –
  - (i) NEC
  - (ii) NESIDS-Roads
  - (iii) NESIDS-OTRI
  - (iv) PMDevINE
- b) Schemes of Ministry of Minority Affairs –
  - (i) PMJVK
- c) Schemes of Ministry of Tribal Affairs –
  - (i) Article 275(1)
- d) Schemes of NITI Aayog –
  - (i) Aspirational District/Block Programme
  - (ii) State Support Mission

4.3. Special Central Programmes such as 10% Gross Budgetary Support and the likes.

4.4. Loan-based projects including Externally Aided Projects, NABARD-RIDF, SASCE/SASCI and the likes.

4.5. Other Project-based Schemes of Govt. of India such as AMRUT, CPS, DAY-NULM, JJM, Museum Grant Scheme, NHM, PMKSY, PMMSY, PRASAD, RKVY, SBM, Silk Samagra, Smart Cities Mission and the likes.

4.6. Corporate Social Responsibility fund used for development initiatives.

4.7. All centrally sponsored schemes implemented in Mizoram.

4.8. Any other funding source that may be introduced from time to time.

## **5. Entry of completed and ongoing projects approved prior to FY 2025-26**

5.1. Completed and ongoing projects that were approved by the competent authority during FY 2021-22 to FY 2024-25, and which were/are funded under the sources mentioned in Sl.No.4, are to be entered in the MPLAN portal through the 'Completed & Ongoing Project' tab under 'Project Management' menu.

5.2. Once entered, quarterly updation of such projects are to be carried out henceforth through 'Progress Updation' tab under 'Project Monitoring'.

5.3. The 'Completed & Ongoing Project' tab is intended to be phased out from the portal once all completed and ongoing projects of the aforementioned period have been entered correctly and completely.

## **6. Submission of new projects for approval**

6.1. New projects proposed to be funded under the sources mentioned in Sl.No.4 are to be submitted through the 'Project Submission' tab under 'Project Management' menu in the MPLAN portal for approval.

6.2. The process flow for projects funded under the sources mentioned in Sl.No. 4.1 – 4.4 is as under –

- a) 'Project Submission': Directorate/subordinate office will upload project details and other necessary documents, and submit. In the absence of any subordinate office, this function will be carried out by the Secretariat itself.
- b) 'Project Administrative Approval': The Administrative Head will process and either regret the project, return the project with a query or accord administrative approval. The action for approval will be accompanied by uploading of forwarding letter from the Administrative Head to P&PID on the portal itself.
- c) 'Project Approval': Project accorded administrative approval will be evaluated by P&PID who will either regret the project, return the project with a query, place project in the Shelf of Projects or give its approval after observing due process off-portal.
- d) 'DPR Submission': Once approval is conveyed by P&PID on the portal, the concerned Department will upload the DPR and project milestones. Concurrently, 2 (two) hard copies of the DPR duly vetted by the competent authority is to be conveyed offline to P&PID.
- e) 'Project Sanction': On receipt of sanction order for the project, P&PID will convey the same to the concerned Department on the portal.

6.3. Schemes categorised in Sl.No. 4.5 – 4.6, while having their own dedicated portals and/or established procedural framework between the concerned line ministries/funding agencies and the respective state nodal departments, often include crucial development projects among its components that warrant close monitoring at the state level. As such, the process flow for projects funded under these sources is as under:-

- i) Off-portal Approval: The concerned Department will observe due process off-portal for obtaining approval and sanction from the funding agency.
- ii) 'Project Submission': On receiving approval from the funding agency, project details are to be entered on MPLAN portal through 'Project Submission' tab in the 'Project Management' menu of the portal.



iii) Once entered, quarterly updation of such projects are to be carried out through 'Progress Updation' tab under 'Project Monitoring'.

6.4. 'Project Status & Timeline' tab can be used to view the status or stage the project is currently at.

6.5. Project that is uploaded for which fund source has not been identified by the proposing Department would enter in the State's Shelf of Projects for possible consideration based on its merit when avenue of funding becomes available to the State.

## **7. Submission period for new project**

7.1. For project funded under the sources mentioned in Sl.No.4.5 – 4.6, the submission period will be as determined by the funding agency.

7.2. For other established fund sources, P&PID will issue a directive at the appropriate time to invite submissions from the Departments under each fund source separately, upon which the Departments will submit their proposals through MPLAN.

## **8. Monitoring of projects**

8.1. The Departments will update all ongoing projects on the MPLAN portal through 'Progress Updation' tab under 'Project Monitoring' menu on a quarterly basis, i.e., the QPR of a Quarter is to be updated latest by the second week of the following Quarter.

8.2. The name, designation and phone number of the Nodal Officer of each project will be displayed on the portal, and it will be his/her responsibility to regularly update the status of the ongoing project as required above.

## **9. Scheme surveillance for centrally sponsored schemes (CSS)**

9.1. Under the current provision, the concerned Departments will not be required to submit their annual action plans for CSS through MPLAN portal for approval; they will follow the process established with the parent Central Ministry.

9.2. However, as mentioned in Sl.No.4.7, once the annual action plans for the CSS are approved/sanctioned by the parent Central Ministry, the Departments will be required to upload scheme details through the 'Scheme Details' tab for new schemes and 'Scheme Progress' tab for ongoing schemes under 'Scheme Surveillance' menu of the MPLAN portal.

9.3. It may be noted that while Sl.No.6.3 deals with specific development projects within a particular scheme that warrants separate monitoring, 'Scheme surveillance' is intended to capture the progress made in the implementation of the whole scheme in aggregate.

9.4. All ongoing CSS schemes are to be updated quarterly on the MPLAN portal by the implementing Department, i.e., the QPR of a Quarter is to be updated latest by the second week of the following Quarter.

## **10. Single Point of Contact for MPLAN**

For issues and queries on the MPLAN portal, Pu Vanlalsiama Ralte, Technology Expert, Data Analytics Cell, State Institute for Transformation can be contacted at 9856777213.

**SD/-**

**(VANLALDINA FANAI)**

Commissioner to Government of Mizoram  
Planning & Programme Implementation Dept.

**Memo No.A.45011/14/2023-PLG (RDB) : Dated Aizawl, the 14<sup>th</sup> May, 2025**

Copy to: -

- 1) P.S to Chief Minister, Mizoram.
- 2) P.S to Adviser to Chief Minister (Planning, Finance).
- 3) Sr. P.P.S to Chief Secretary, Government of Mizoram.
- 4) Sr. PPS to the Finance Commissioner, Govt. of Mizoram.
- 5) PPS to the Secretary to the Govt. of Mizoram, P&PID.
- 6) All Administrative Departments for information and necessary action.
- 7) All Heads of Departments for information and necessary action.
- 8) Team Lead, Programme Implementation, Monitoring & Evaluation Unit, State Institute for Transformation.
- 9) Guard file.



**(Dr. LALRINCHHANA)**

Principal Adviser-cum-Additional Secretary  
Planning & Programme Implementation Dept.  
Government of Mizoram