

रेखा यादव
संयुक्त सचिव
REKHA YADAV
Joint Secretary



पंचायती राज मंत्रालय
भारत सरकार
11वीं मंजिल, जीवन प्रकाश बिल्डिंग,
25, के.जी. मार्ग, नई दिल्ली-110001
MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA
11th Floor, Jeevan Prakash Building
25, K.G. Marg, New Delhi-110001

D. O. M-11015/242/2021-CB

08th November 2021

Dear Sir / Madam,

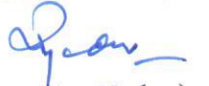
As you are aware that the Ministry of Panchayati Raj (MoPR) organises People's Plan Campaign – 'Sabki Yojana Sabka Vikas' across all States/UTs for preparation of DPDPs/BPDPs/GPDPs with a motive to promote holistic planning by the means of Gram Sabhas and involvement of line Departments. The Ministry supports and emphasize on usage technological advancement for creation of Panchayat development plans.

2. ePortals/applications such as GPDP portal (www.gpdp.nic.in) and eGramSwaraj application (www.egramswaraj.gov.in) has been created. Secure access has been provided to all Gram Panchayats (GPs) /Traditional Local Bodies (TLBs), Block Panchayats and District Panchayats across India for uploading their respective plans.
3. To support States and its Panchayati Raj Institutions (PRIs), a Standard Operating Procedure (SOP) has been devised and placed as *annexure*. It is requested by your good office to disseminate this technical SOP, up to GP/TLB level. The same shall be made available on GPDP and eGram Swaraj portal for future references.

with regards

Encl.: As above

Yours sincerely,


(Rekha Yadav)

To,

Principal Secretaries, Panchayati Raj Department

All States/UTs



SOP for creating Panchayat Development Plans

Step by Step guide for GPDP Portal:

Following process to be followed before the Gram Sabha

- 1) Nomination of State Nodal Officer for PPC
- 2) Appointment of facilitators in GPDP portal
- 3) Appointment of Nodal Officers for Line Departments in GPDP portal
- 4) Assign Frontline Workers for campaign
- 5) Scheduling Gram Sabha in www.gpdp.nic.in
- 6) Marking Gram Sabha as 'Held'

Updating and uploading Facilitator Feedback:

- 7) Add correct dates in the form, back dated entries should be avoided
- 8) Add presentation by each Line Departments that attended the Gram Sabha
- 9) **Mandatory** discussion on Village Poverty Reduction Plans (VPRP)
- 10) **Mandatory** upload of physical copy of VPRP plan
- 11) Add correct number of attendees for **Self Help Groups, Line Departments, Sabha members, Quorum details**
- 12) **Mandatory** discussion on Mission Antyodaya survey and it's outcome
- 13) **Mandatory** discussion on GP Sankalp (29 Sectors and SDGs), at least one Sankalp needs to be added in feedback form
- 14) **Mandatory** upload of geo-tagged images of Gram Sabha
- 15) Remove any special characters such as /, #*(- from file name to avoid any system errors
- 16) Submit the feedback report in the system – **Mandatory**. This is a mandatory step for enabling final GPDP upload.

Facilitator Feedback Form

Gram Panchayat Name *

SELECT

Gram Sabha/Meeting Date *

SELECT

Meeting Type *

Sabha Meeting

Number of people present in Gram Sabha/Meeting *

Number of SC's present in Gram Sabha/Meeting *

Number of ST's present in Gram Sabha/Meeting *

Number of SHG members present in Gram Sabha/Meeting *

Number of women present in Gram Sabha/Meeting *

Department

Frontline Worker

Whether available

Whether delivered the presentation

Presentation and validation of Mission Antyodaya data

Presentation by SHG regarding poverty issues & poverty reduction plans

Department

Frontline Worker

Whether available

Whether delivered the presentation

Presentation and validation of Mission Antyodaya data

Presentation by SHG regarding poverty issues & poverty reduction plans

Upload File for poverty issues & poverty reduction plans *

Choose File No file chosen

Discussion on GPDP

Review of current year fund activities and fund utilized

Discussion on resource likely to available to the Gram Panchayat during 2022-2023

Discussion on Gaps as emerged from mission antyodaya and proposed interventions

Resolution passed and recorded by Gram Sabha/Meeting on GPDP

COVID appropriate behavior discussed during the Gram Sabha/ Panchayat meeting

Upload Geo Tagged photos of Gram Sabha/Meeting In Progress *

Choose File No file chosen

Upload Geo Tagged photos of Public Information Board

Choose File No file chosen

Sankalp Details

Sankalp of Gram Panchayat *

Mapping of Sankalp to Focus Areas *

 Administrative & Technical Support
 Adult and non-formal education
 Agriculture
 Animal husbandry
 Cultural activities
 Drinking water
 Education

Mapping of Sankalp to Sustainable Development Goals (SDGs) *

 No Poverty
 Zero Hunger
 Good Health and Well-Being
 Quality Education
 Gender Equality
 Clean Water and Sanitation
 Affordable and Clean Energy

Step by Step guide for eGramSwaraj Portal:

- 1) Login to eGram Swaraj portal; www.egramswaraj.gov.in
- 2) Select the desired planning year as per the planning cycle. For PPC 2021, FY 2022-23 should be selected
- 3) Update the correct Elected Representative (ER) details under GP profile
- 4) Mandatory to update Resource Envelope, GPs are required to add either an amount or 'Zero' figure, followed by saving/submitting the following schemes:

- XV FC Grants (Tied-Untied)
- National Rural Health Mission - NHM
- MG National Rural Employment Guarantee Act – MGNREGA
- Pradhan Mantri Awas Yojana – PMAY-G
- National Rural Livelihood Mission – NRLM
- DeenDayal Upadhyaya GrameenKaushalyaYojana – DDUGKY
- Pradhan Mantri Gram SadakYojana – PMGSY
- National Rurban Mission - NRuM
- Integrated Child Development Services
- Samagra Shiksha Abhiyan
- Mid-Day Meal Scheme
- Swachh Bharat Mission – Grameen
- Jal Jeevan Mission
- Pradhan Mantri Krishi Sinchayee Yojana – PMKSY
- Rashtriya Krishi Vikas Yojana – RKVY
- Soil Health Card (SHC)
- FasalBimaYojana - PMFBY
- Pradhan Mantri UjjwalaYojana – PMUY
- Integrated Power Dev Scheme (IPDS)
- DDUGJY – Gramin Jyoti Yojana
- National Ayush Mission

- 5) For planning year 2022-23, it is mandatory for the user **to add at least one** activity from their Village Poverty Reduction Plan (VPRP). Feature has been added in eGramSwaraj application to select if an activity is from VPRP
- 6) It is mandatory to utilise 100% of Resource Envelope for all Gram Panchayats
- 7) Final prepared plan as discussed in Gram Sabhas needs to be saved and forwarded for approval
- 8) Final GPDP should be approved in the system by Elected Representative/Sarpanch/ Pradhan of respective GP
- 9) GPs are allowed to upload up to 4 (four) supplementary plans for a financial year