Facilitator's Training Manual

People's Plan Campaign for
Gram Panchayat Development Plan

2nd October - 31st December 2018

Prepared by

National Institute of Rural Development and Panchayati Raj (NIRDPR)

Hyderabad

In Association with

MINISTRY OF PANCHAYATI RAJ (MoPR) & MINISTRY OF RURAL DEVELOPMENT (MoRD)

GOVERNMENT OF INDIA

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Session 1
Introduction to People's Plan Campaign
'Sabki Yojana Sabka Vikas'

Session Objectives:
- ➢ What is people's Plan Campaign
- ➢ Planning for Village Development
- ➢ Organising Gram Sabhas
- ➢ Comprehensive Public Information on GPDP
- ➢ Role of Facilitator

Session Brief:

- ➢ Strengthening Role of 31 lakh elected Panchayat Leaders and 5.25 crore SHG Women under DAY-NRLM in effective Gram Sabha.

- ➢ Evidence Based Assessment of Progress made in 2018-19 and proposals for 2019-20 in all 29 subjects of XI Schedule.

- ➢ Public Information Campaign – Full public disclosure on a Village Display Board on Schemes, Finances, etc. of all Programmes

- ➢ Structured Gram Sabha meetings spread over 2nd October – 31st December, 2018, with physical presence and presentation by frontline workers/Supervisors of all 29 Sectors in XI Schedule.

- ➢ PlanPlus strengthened to provide for a pragmatic and holistic Gram Panchayat Development Plan

Session Content:
Gram Panchayats have been mandated for the preparation of Gram Panchayat Development Plan (GPDP) for economic development and social justice. The GPDP planning process has to be comprehensive and based on participatory process which involves full convergence with Schemes of all related Central Ministries / Line Departments related to 29 subjects listed in the Eleventh Schedule of the Constitution. Panchayats have a significant role to play in the effective and efficient implementation of flagship schemes on subjects of National Importance for transformation of rural India. The People's Plan Campaign will be rolled out as 'Sabki Yojana Sabka Vikas' from 2nd October to 31st December, 2018. During the campaign,

structured Gram Sabha meetings will be held for preparing Gram Panchayat Development Plan (GPDP) for the next financial year i.e. 2019-20.

The GPDP campaign will be an intensive and structured exercise for planning at Gram Sabha level through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State. As part of this Campaign, it is also proposed to complete the exercise of Mission Antyodaya (MA) data collection in respect of all Gram Panchayats. This data is currently available for about 44,108 GPs and is required to be collected for the balance number of GPs out of total about 2.49 lakh GPs.

1. Activities of People's Plan Campaign: The main activities that are to be taken up during the People's Plan Campaign are the following.

1.1Planning for Village Development: Planning for all 29 subjects listed in the Eleventh Schedule, as part of Gram Panchayat Development Plan during the campaign period is required. The prime movers of this campaign will be the Gram Panchayat itself. The SHGs, village front line workers of line departments, and GP level officials such as the Panchayat secretary, gram rozgar sahayak, community resource persons, ANM, ASHA and ICDS workers need to be actively involved in the GPDP planning process.

1.2 Gram Sabhas: Structured Gram Sabhas are to be organized in each of the about 2.49 lakh PRIs/ Local Rural Bodies of the country spread over 2nd October – 31st December2018, with physical presence and presentation by the frontline workers/ supervisors of all departments related to 29 subjects listed in the Eleventh Schedule. The states will ensure the participation of the frontline workers/ supervisors present in the Gram Sabhas who will give detailed presentation regarding available Schemes of the Department, the ongoing activities in current year, and proposed activities for the FY 2019-20 in the Gram Sabha.

The Gram Panchayat has to use intensive IEC to ensure maximum participation of villagers in the Gram Sabhas. The Sarpanch s should ensure that meetings of all committees of elected representatives of the PRIs are also held during this period. The Planning Committee should be motivated to involve SHG Women and to take proactive role in conducting various activities sated to 29 subject areas, during this campaign period. The Village Organisations (VO) should present a poverty reduction plan in the Special Gram Sabha for integration into the GPDP.

1.4 Comprehensive Public Information Campaign for full disclosure on all schemes ofall Government Departments, displaying the list of beneficiaries, through Public Information Board in Gram Panchayat office and online through cell phone based app (Gram Samvaad app). Comprehensive and complete public information about all schemes will facilitate better preparation of the Gram Panchayat Development Plan (GPDP) as all resources will be fully mapped, and in general help create public awareness. A public information board of the size

of 20 feet x 10 feet should be installed in every GP at a prominent space with background information of the GP along with physical & financial progress of interventions under the schemes for public disclosure. An illustrative design of public information board is given in figure 1

1.5 Publication of GPDP on PlanPlus Application: After discussion in the Special Gram Sabha and formulation of the GPDP with the approval of Gram Sabha, the final plan should be published in PlanPlus application in PDF format. Hard copy of the plan may be kept in the office of Gram Panchayat for public disclosure. Besides, the Asset Creation Activities of GPDPs may be published on Public Information Board at the beginning of the implementation Year.

1.6 Dedicated Portal for the Campaign: For monitoring and facilitating real time information sharing on the campaign, MoPR is developing a portal (www.gpdp.nic.in). The portal will be operationalized. In order to have an assessment on various activities before, during and after the campaign, the States need to provide information in various reporting formats on the portal. Username and password for the portal will be generated in cascading mode. For State Nodal Officers username and password will be generated at the central level, for District, Block and facilitator level it will be generated at their next upper level. The State level Nodal Officers of line departments will be responsible for appointing and uploading the names of frontline workers to be deputed for Gram Sabha (GS) meetings on the designated days.

1.7 People's Plan Campaign Action items: The following are the action points for people's Plan Campaign

1. Appointment of Nodal Officers for the campaign, baseline survey of Gram Panchayats(Mission Antyodaya) and Registration on web portal (www.gpdp.nic.in)
2. Appointment of facilitator for every Gram Panchayat
3. Finalization of Gram Sabha wise calendar for holding of Gram Sabhas
4. Appointing frontline workers of all departments related to 29 subjects to be deputed for structured presentation in Gram Sabha meetings on the designated days
5. Organizing special Gram Sabhas for GPDP
   Display of Public Information Board in every Gram Panchayat and uploading of geo-tagged photographs of it on the web portal
6. Uploading of Geo-tagged photograph(s) of Gram Sabha meetings in progress
7. Preparation of GPDP

1.8 Gram Panchayat Facilitator for GPDP: There will be one facilitator per Gram Panchayat who under the supervision and guidance of Sarpanch shall support the Gram Panchayat in preparing the GPDP. To carry out planning exercise, the facilitator along with the elected representatives, Panchayat Secretary, Gram Rozgar Sewak, School Teachers, ASHA AWW, ANM, Philanthropic and Voluntary Human Resources help the Gram Panchayat in coming up

with holistic and visionary plan. The instructions issued by the State government/district administration to all line departments should be leveraged to ensure whole-hearted participation of these members. The facilitator and his team will be the frontline functional group of the GP in accomplishment of all the tasks of preparing GPDP

1.9 Role of Facilitator: The following are the roles and responsibilities of the facilitator for people's Plan Campaign

1. Carry out the **survey under Mission Antyodaya (MA)** using MA mobile app.

2. Coordinate with **frontline staff** of participating ministries/ departments

3. Facilitate the **special Gram Sabha** for GPDP on the designated day

4. Ensure **community mobilization** including vulnerable sections like SC/ST/Women/ Disabled during the Gram Sabha

5. Submit a **report regarding conduct of the Gram Sabha** on the portal

6. Supporting **preparation of GPDP**

7. Upload **GPDP** on PlanPlus

Figure1: Illustrative Design of Public Information Board

150th BIRTH ANNIVERSARY OF MAHATMA GANDHI

Gram Panchayat: …………………….… LGD Code: …………………

Block/Taluka: …………… District: ………………… State: …………….

Name of Sarpanch: ………………………… Names of Villages: ………………………………

Total Population: ………………………… Population of Scheduled Caste: ………………
Population of Scheduled Tribe: ………………

Sr. No.	Scheme	Activity	Funds

Critical Gaps as per Mission Antyodaya
-
-
-
-
-

Facilitators Report

#	Field	Input
1.	Number of people present in Gram Sabha	<Count>
2.	Number of Schedule Castes present in Gram Sabha	<Count>
3.	Number of Schedule Tribe present in Gram Sabha	<Count>
4.	Number of SHG members present in Gram Sabha	<Count>
5.	Number of Women present in the Gram Sabha	<Count>
6.	Frontline workers present and made presentation	
6.1	Department of Panchayati Raj	<Check box>
6.2	Department of Rural Development	<Check box>
6.3	Department of Agriculture	<Check box>
6.4	Department Health & Family Welfare	<Check box>
6.5	Department of Women & Child Development	<Check box>
6.6	Department of Power	<Check box>
6.7	Department of Chemicals & Petrochemicals	<Check box>
6.8	Department of Animal Husbandry and Dairying	<Check box>
6.9	Department of Revenue	<Check box>
6.10	Department of Drinking Water	<Check box>
6.11	Department of New and Renewable Energy	<Check box>
6.12	Department of Education	<Check box>
6.13	Department of Skill Development	<Check box>
6.14	Department of Social Justice	<Check box>
6.15	Department of Food and Supply	<Check box>
6.16	Department of Finance	<Check box>
6.17	Irrigation Department	<Check box>
6.18	Department of Fisheries	<Check box>
6.19	Department of Forest	<Check box>
6.20	Department of small scale industries	<Check box>
6.21	Department of industries	<Check box>
6.22	Department of Khadi/ village industries	<Check box>
6.23	<State> Electricity Board	<Check box>
6.24	Rural Road Development Corporation	<Check box>
6.25	<State> PWD	<Check box>
7.	Presentation & validation of Mission Antyodaya Data	<Check box>
8.	Presentation by SHGs regarding poverty related issues & poverty reduction plans	<Check box>
9.	Discussion on GPDP	
9.1	Review of progress of current year activities & funds utilised	<Check box>
9.2	Discussion on resources likely to be available to the Gram Panchayats during 2019- 2020	<Check box>
9.3	Discussion on gaps as identified from Mission Antyodaya survey and proposed interventions	<Check box>
9.4	Resolution on final GPDP activities passed by Gram Sabha	<Check box>
10.	Geotagged photograph of Gram Sabha in progress	<Upload>
11.	Geotagged photograph of Public Information Board	<Upload>
12.	Video of Gram Sabha in progress (optional)	<Upload>

Session Objectives:
1. Appreciate the framework of Mission Antyodaya
2. Processes under 'Mission Antyodaya'
3. Outcomes envisioned through 'Mission Antyodaya'
4. Data collection in Gram Panchayat

Session Brief:
➢ Social sector expenditure under rural development programmes accounts for a major share of expenditure. But due to multidimensionality of poverty, there is a need to optimize the investment through inter-sectoral approach.

➢ After the 73rd Amendment to the Constitution, the PRIs are increasingly spearheading the development efforts at the grassroots. However, due to multiple layers of planning, administration and resource allocation to tackle deprivations, the efforts are often dispersed in time and space, leading to suboptimal results. Thus, convergent planning with the Gram Panchayat as its basic unit

➢ The Ministry of Rural Development (MoRD) conducted Socio Economic Caste Census in 2011. The SECC data allows to understand the socio—economic conditions of a household from the perspective of multidimensional deprivations (e.g. Landlessness, households headed by single woman, SC/ST households etc.). '

➢ Mission Antyodaya' is based on convergence, accountability and measureable outcomes to ensure that resources are effectively managed in providing sustainable livelihoods for every deprived household basing SECC

Session Content

2.1 Mission Antyodaya Framework: Mission Antyodaya is a convergence framework for measurable effective outcomes on parameters that transform lives and livelihoods. In India, 8.88 crore households are found to be deprived and poor households as per Socio Economic Caste Census (SECC) of 2011 from the perspective of multi-dimensional deprivations such as shelterlessness, landlessness, households headed by single women, SC/ST household or disabled member in the family. These households require targeted interventions under government's various schemes and programmes in areas such as wage creation, skill generation, social security, education, health, nutrition and livelihood creation. 'Mission

Antyodaya' seeks to converge government interventions with Gram Panchayats as the basic unit for planning by following a saturation approach by pooling resources - human and financial - to ensure sustainable livelihoods.

2.2 Implementation: A Gram Panchayat is the basic unit for monitoring transformation and for ranking on the basis of objective criteria. Given the diverse size of Gram Panchayats, 5,000 Clusters comprising of nearly 50,000 Gram Panchayats have been selected by the States. Mission Antyodaya encourages partnerships with network of professionals, institutions and enterprises to further accelerate the transformation of rural livelihoods. Self Help Groups (SHG) are enablers to convergence approach due to their social capital and their proven capacity for social mobilisation. The thrust is not only on physical infrastructure but also on social infrastructure with strengthening of agriculture, horticulture, animal husbandry activities with utmost priority given to SHG expansion in Mission Antyodaya clusters.

2.3 Key processes under 'Mission Antyodaya':

1. Carry out the baseline survey of households and monitor the progress periodically.
2. Ensure convergence of programmes targeted towards development of rural areas.
3. Institutionalize partnerships at Gram Panchayats/Clusters between PRIs, community organisations, NGOs, SHGs institutions and field-level functionaries of different departments (e.g., ASHA Workers, Aanganwadi Workers, ANMs, etc.).
4. Promote enterprise through partnership with institutions and professionals.

2.4 Key outcomes of 'Mission Antyodaya':

1. Strong infrastructural base for the selected GPs clusters through prioritized implementation of schemes in line with the GPDPs/Cluster development plans.

2. Effective social capital promoting participatory planning and implementation of the schemes engaging wide range of stakeholders at GP/Cluster.

3. Enhanced economic opportunities through diversified livelihoods including non-farm sector, skilling of rural youth and women, development of value chains and promotion of enterprise.
4. Strengthened democratic processes though capacity building of PRIs, public disclosures, GP level formal and social accountability measures such as social audit.

2.5 Data Collection in Mission Antyodaya Format: Mission Antyodaya is based on convergence, accountability and measureable outcomes to ensure that resources are effectively managed in providing sustainable livelihoods for every deprived household based upon SECC, 2011. The Framework makes use of technology to ensure that benefits reach those who are most

deserving as per SECC data. To measure progress against the baseline a robust Management Information system (MIS) is linked to schemes' data bases using a common Local Governance Directory (LGD) code, to ensure end-to-end targeting against defined set of indicators. The data is to be collected multiple departments. Over 25 departments and18 ministries of Central and State Governments are participating in this Mission through their specific programmes and schemes. The data from different schemes would have to be put in public domain for complete transparency. The Mission Antyodaya Format for data collection is given in the Annexure. The data has to be collected using Mission Antyodaya Mobile application

2.6 Validation by Gram Sabha: The team would be required to download a print copy of the information collected on each village and place it before the Gram Sabha for approval. Based on the feedback, necessary changes may be incorporated

Session 3:
Presentations by the FrontLine Workers in Gram Sabha

Session Objectives:

- ➢ Local Governance and Panchayats
- ➢ Mandatory Functions of Panchayats
- ➢ Developmental / Sectoral Functions of Panchayats
- ➢ Presentation by Frontline Workers of Line Departments
- ➢ Facilitating Better Outcomes Associated with 7 Specific Scheme

Session brief:

- ➢ The idea of Panchayati Raj is based on community participation and collective decision making i.e. self-governance at the local level. The objective behind establishing the Panchayati Raj system was to take democracy to the village level, by delegating powers to the people at the grassroots.

- ➢ Article 243G empowers Panchayati Raj Institutions (PRIs) to work on matters pertaining to economic development and social justice. To achieve these objectives, the Panchayats have been assigned 29 subjects listed in the 11th Schedule.

3.1 Local Governance and Panchayats: The 73rd Amendment to the Constitution   has made significant changes in the rural local governance scenario. Article 243G of the constitution, read with the Eleventh Schedule, stipulates that the respective State government is required to devolve such powers and authority to the Panchayats. The jurisdiction of each institution is limited to a specific area. Within the broad constitutional framework, States have enacted laws and formulated rules that define their structure and functions. The idea of Panchayati Raj is based on community participation and collective decision-making at the local level. The basic structure of the PRIs   under the constitution is identical across the states of India. The PRIs in every state have their own characteristics and functional responsibilities.

3.2 Gram Panchayat: Gram Panchayat is the first formal democratic institution under the constitution. Depending on the size of population a Gram Panchayat is defined under the respective state law with a specific geographical area, which may consist of a single village or

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a cluster of contiguous villages. The Gram Panchayats are not necessarily co terminus with each village. The Gram Panchayat is divided into constituencies or Wards depending on the number of voters the Gram Panchayat. From each of these Ward, one member is elected. Body of these elected members is called the Gram Panchayat. The functions of the PRIs can be broadly classified as Mandatory functions and development, or Sectoral Functions

3.3 Mandatory Functions of Gram Panchayats: . Provision for operation and maintenance of civic facilities have traditionally been the key functions of local governments. The mandatory functions are those core or basic functions which a Gram Panchayats need to discharge as per the provisions of the Act. The mandatory functions are mostly Civic and regulatory functions. There is no other agency to perform these functions.The following are the mandatory functions of Gram Panchayats

1. Planning and Implementation of the Programmes for the Economic Development, Service Delivery and Social Justice.
2. Construction and Maintenance of the Village Roads, Buildings, Markets, Public Parks and Play grounds etc.
3. Providing for and Maintenance of the Lighting of the Public Streets and the other places.
4. Maintenance of the total Sanitation including the Cleaning of the Public Roads and other Public Places.
5. Maintenance and Regulation of the burning and the Burial Grounds.
6. Regulation of sale of the Meat, Fish and other perishable food articles.
7. Licensing of the eating and the entertainment establishments, and the prevention of the food adulteration including regulation of the offensive and dangerous trades.
8. Selection of the beneficiaries under the various programmes through the GramSabhas
9. Registration of the Births, Deaths and marriages.
10. Preparation of the Annual Budget of Gram Panchayats.
11. Removal of the encroachments on the public properties.

3.4 Development or Sectoral Functions of Gram Panchayats: The PRIs as democratically elected local governments have an important role in addressing the diverse socio economic needs of the rural community. Functions handled by various Line Departments in consultation approval of GP are known sectoral functions. The sectoral functions of the Gram Panchayats consist of activities   mentioned in schedule XI of the constitution An indicative list of functionsin respect of   29 subjects, which the Gram Panchayat may discharge are given in the Annexure I

3.5 Presentation by Frontline Workers of Line Departments: The Frontline Workers from line departments relating to 29 subjects listed in schedule XI will attend the Gram Sabah during people plan campaign and   make structured presentation relating to the schemes being implemented by them   including the budget allocation, works in progress and eligibility

criteria for the benefits if any under the schemes including the powers and functions devolved to the Panchayats as per the Article 243G of the Constitution.A model presentation to be made by the Frontline Workers from line departments is given in Annexure II.

<div align="right">Annexure I</div>

Illustrative List of functions the Gram Panchayats may discharge in respect of 29 subjectsof Schedule XI

S.no	Subject	Illustrative List of functional Responsibilities
1.	Agricultural including agricultural extension	1. Maintain data base of crops and cropping pattern 2. Assess the needs of various inputs such as seeds, fertilizers, pesticides etc. 3. Procure plant protection and farm implement for giving on hire to farmers 4. Help in formation of Agricultural self help groups 5. Assess credit needs of farmers 6. Assist the credit institutions for recovery of loans. 7. Monitor the visit of extension staff to the village farms 8. Identify suitable plots for conducting trials and demonstrations 9. Select farmers for participating in Kisan melas 10. Generate awareness in use of organic fertilizers and vermiculture 11. Distribute subsidies and other assistance to farmers sanctioned by the Government 12. Provide feedback to Agr. Dept on farm related issues 13. Encourage Development of nurseries horticulture and vegetable cultivation. Development of pasture land. .

2.	Land improvement and Soil Conservation	1. Assist the line dept. officials for soil testing soil conservation work. 2. Post conservation vigilance to ensure sustenance of soil conservation work. 3. Create awareness for use of soil in consonance with its properties, gradients etc. 4. Optimum and sustainable utilization of land. 5. Promote regeneration of waste lands and marginal lands to make it cultivable
3.	Minor Irrigation	1. Maintain all minor irrigation projects within the GP 2. Constitute watershed committees for their direct participation in the execution of the project 3. Approve land/water use plan for watershed development through Grama Sabhas 4. Select beneficiaries and provide assistance to them for executing individual works under watershed 5. Maintain community assets created under watershed project
4.	Animal Husbandry,	1. Identify beneficiaries under various programmes. 2. Motivate people to maintain quality breeds and adopt modern techniques of maintaining livestock. 3. Report out-break of epidemics 4. Assist in organizing milk producers co-operative societies. 5. Identify beneficiaries for dairy development programme 6. Supervise the functioning of Rural Live Stock Units 7. Encourage mini poultry farms
5.	Fisheries	1. Develop village pond for fisheries. 2. Identify beneficiaries for assistance under various programmes. 3. Assist Block Panchayat in the distribution of boats, nets and other equipment. 4. Execute fishpond and tank improvement. 5. Lease village ponds for fishing rights. 6. Encourage fishermen to take up insurance schemes 7. Assess loss, damage and relief requirements of fishermen families affected by calamities

6.	Social forestry	1. Conduct inventory on suitable locations for planting/forestation of all vacant Government lands, excluding Reserve Forest areas. 2. Preparation of suitable Nursery action plans based on the demand survey. 3. Preparation of suitable Annual Action Plans for a forestation on all vacant lands. 4. Promote and raise decentralized people's nurseries. 5. Raise fuel, fodder and small timber plantations on all vacant Government lands to cater to the needs of local communities etc.
7.	Minor Forest Produce (MFP)	1. Assist in identification of families willing to plant MFP species. 2. Distribute MFP seedlings for plantation. 3. Promote collection and primary processing and value addition to MFP before selling. 4. Ensure timely payment and adequate collection charges to MFP collectors.
8.	Small Scale Industries	1. Promotion of traditional and mini industries
9	Khadi, village and cottage industries	1. Promotion of khadi and cottage industries 2. Promotion of handicrafts.
10	Rural housing	1. Identification and provision of land and house for homeless 2. Identification of beneficiaries for rural housing programmes.
11	Drinking water System	1. Identify schemes and locations, through the involvement of Gram Sabha 2. Construct wells, tanks and village water supply schemes of its own or as assigned by the Zilla Parishad 3. Periodically chlorinate open wells and treat water 4. Ensure proper distribution of water to all households in its villages 5. Collect water sample for testing 6. Maintain water supply schemes handed over by Gram Panchayat

12.	Fuel and Fodder	1. Organize co-operatives for fodder production and provide financial assistance 2. Supply improved variety of fodder seeds 3. Supply fodder during droughts. 4. Allocate community land for fodder production. 5. Undertake plantation activities. 6. Maintain and protect fuel wood plantations in community or panchayat lands
13	Roads, Culverts and Bridges and ferries	1. Construct village link roads and village lanes through works committees 2. Construction and maintenance of buildings including those transferred 3. Assist in formulating PMGSY road construction projects and obtain approval through Gram Sabha 4. Monitor and supervise quality of works through works committee
14	Rural Electrification, Including Distribution of Electricity	1. Report power supply during prime crop season 2. Find land for installing electrification transmission poles 3. Maintain and operate street lights 4. Exercise vigilance and report against power theft and illegal connections 5. Monitor power supply for agriculture and assist in checking power theft and illegal connections.
15.	Non-Conventional Energy	1. Assist Block Panchayat in identification of potential sources of non-conventional energy devices such as bio-mass, solar energy and wind energy 2. Monitor functioning of Non-conventional energy devices

16.	Poverty Alleviation Programme	1. Identify beneficiaries under MGNREGA and other individual beneficiary oriented poverty alleviation schemes, with the approval of Grama Sabha 2. Prepare & approve annual action plan under MGNREGA 3. Assist in identification of labors in the village requiring wage employment through Gram Sabha. 4. Formulate projects and get approval through Gram Sabha and seek technical approval from Block Panchayat 5. Constitute works committee for execution of works and projects 6. Monitor and supervise quality of works, assets created and man days generated
17.	Education, including Primary and Secondary Schools	1. Ensure full enrollment of school age children 2. Maintain school buildings and play grounds 3. Exercise vigilance on regular attendance of teachers and students and report to the concerned 4. Campaign for full enrollment and reduction of dropouts 5. Assess the drop out position and initiate appropriate action to reduce it. 6. Supervise successful implementation of Midday Meals Scheme in schools
18	Technical Training Skill Development /	1. Assist in identification and recommend eligible candidates for vocational education and skills training
19.	Adult and Non-Formal Education	1. Help in mobilizing people for participation in Adult education and literacy campaigns 2. Supervise and assist in functioning of adult education centers and ensure regularity of learners and volunteers 3. Supervise and monitor functioning of the adult education centers
20	Libraries	1. Maintenance of libraries & reading rooms in the village and in SC/ST localities

21.	Cultural Activities	1. Organize sports festivals and cultural events in villages using folk media for strengthening of national integration, campaign literacy and sanitation etc. 2. Promote sports and organize youth clubs 3. Assist in formation of youth clubs 4. Development of playgrounds. 5. Establishment of Cultural Centres
22.	Markets and Fairs	1. Maintain village fairs and weekly markets 2. Construct shopping complexes
23	Health Sanitation	1. Assist in formation of village health committees 2. \Upkeep of village sanitation, cleaning of roads and drainage 3. Co-ordinate and supervise construction of sanitary latrines 4. Chlorinate village tanks and wells and spraying of DDT 5. Aassist in construction of individual sanitary latrines 6. Report of outbreak of epidemics 7. Assist in propagation of maternal child care, family planning and immunization programmes 8. Assist in maintenance and supervision of Anganwadies. 9. Supervise the activities of ANMs and Anganwadi workers 10. Collect health statistics (e.g. births, deaths etc.) 11. Identify pregnant women eligible for maternity benefit scheme and help them in getting benefits
24.	Family Welfare	1. Generate awareness among women about their rights 2. Promote self-help groups of women 3. Assist in identification and recommendation of beneficiaries for maternity aid under NSAP and related schemes
25.	Women and Child Development	1. .Identify beneficiary mothers and children under various schemes 2. .Assist in the distribution of nutrition and conduct of regular health check-up 3. Supervise functioning of ICDS

26.	Social Welfare, including Welfare of the Handicapped and Mentally Retarded	1. Assist in identification of disabled persons and co-ordinate with Block Panchayat and Gram Panchayat for their rehabilitation 2. Sanctioning and distribution of pension to destitute, widows, persons with disability and agricultural labourers 3. Build awareness and educate people about ill-effects of drug abuse 4. Take drug addicts to counseling, de-addiction and after care centers
27.	Welfare of SCs and STs	1. Distribute school uniforms, books and other materials to target group students 2. Assist in the maintenance of hostels
28.	Public Distribution System	1. Review of Fair Price Shops functioning 2. Act as vigilance body per the Public Distribution System 3. Identify from the list of cards, bogus cards and inform the same to Revenue department 4. Display Allotment orders of essential commodities to the Fair Price Shops 5. Display details of prices and quantum per card of essential commodities
29.	Maintenance of Community Assets	1. Keep all common property of local nature in good condition 2. Maintain a register with all the details of communal lands in the Gram Panchayats 3. Prevent encroachment as well as wrong uses of community Property 4. Construction & Maintenance of community halls

Model Structure of presentation by frontline workers/ Line departments during Gram Sabha

Indicative discussion points for presentation by a frontline worker of department:

1. Frontline workers of respective departments will present brief overview of schemes related to that department including eligibility criteria, entitlements and benefits accruing/ to be accrued under scheme; indicating role of Gram Panchayat and incorporation in GPDP.

Sl. No.	Name of the Scheme	Activities permissible under Scheme	Eligibility criteria for beneficiary selection	Benefits/Entitlements under the scheme

2. Activities taken in current FY (2018-2019) and progress made so far along with time lines.

Sl. No.	Name of Activity	List of Beneficiaries	Activity Wise Status Report						
			Progress Status			Timelines		Funds utilization Status	
			Activity completed	In-Progress	Not started	Planned Timelines	Actual Time Line	Funds Allocated	Funds Utilized

3. Activities proposed to be taken in next FY (2019-2020)

Sl. No.	Continuation of ongoing activities	New activities to be taken up	Proposed Plan of Action

4. Copy of this information is to be handed over to the Panchayat Secretary by the frontline workers of line departments during the Gram Sabha.

Session Objectives:
➢ Conducting Gram Panchayat Meetings
➢ Conducting the Meetings of Gram Sabha
➢ Suggested Agenda item for the special Gram Sabah for GPDP

Session Brief:

➢ The Gram Panchayats being grass root democratic institutions are responsible for coordinated community action for all round development in rural areas.

➢ The Panchayat is responsible for taking decisions, such as approving plans and budgets, reviewing progress of development activities etc.

➢ Gram Sabha is e a body corporate consisting of all persons whose names are included in the electoral rolls for the Panchayat at the village level

➢ Sarpanch is legally bound to organize Gram Sabha meetings. It is an obligatory duty of Sarpanch to organize a minimum of two Gram Sabha meetings every year on the dates prescribed by the Government or any time as required by following the procedure prescribed

Session Content:
4.1 Conducting Gram Panchayat Meetings: The Panchayat is responsible for taking decisions, such as approving plans and budgets, reviewing progress of development activities etc. All the ward members of the GP are expected to attend GP meetings. The GP Sarpanch chairs the Gram Panchayat meeting. The Panchayat Secretary assist the GP Sarpanch in organizing and conducting the meeting .Every state has formulated statutory rules under the State Panchayat Raj Act for conduct of meetings of Gram Panchayat. The meetings of Gram Panchayats are classified as Ordinary meeting and Special meeting.

a) **Ordinary Meetings**- The Gram Panchayat meet in the office of the Gram Panchayat on such date and such time as the Sarpanch may decide under State Panchayat Laws.

b) **Special Meeting** - The Sarpanch may at any time call a special meeting of the Gram Panchayat within a week of the receipt of a requisition by a majority of the members of the Panchayat. The agenda and the time of the meeting shall be approved by the Sarpanch. Moreover, ordinary meetings & special meeting of the Gram Panchayats shall be conducted as per the provisions of State Laws.

4.2 Subjects for discussion in Gram Panchayat Meetings

The important topics that are required to be discussed in Gram Panchayat meetings are:

1. Needs of different wards and people of the Panchayat regarding drinking water, sanitation, housing, livelihoods, health and education etc.
2. Strategies to meet the needs of local people and solve their problems
3. Approval of GP Annual Plan and Budget
4. Ways to raise the income/resources of the Panchayat
5. Concurrent review of Annual Plan, Budget and its implementation and utilization.
6. Monthly income-expenditure reports
7. Progress of ongoing schemes
8. The functioning of the village institutions such as schools, Anganwadis, health centres, Public Distribution System shops etc.
9. Approval of new works/schemes
10. Issues raised or resolutions passed in Gram Sabhas
11. Complaints and grievances of Gram Sabha members
12. Compliance of inspection and audit reports
13. Issues raised by Standing Committees

4.3 Procedure for conducting of GP meetings:

The GP secretary has an important role to play in making the agenda, serving the notice, recording minutes etc. Every ward member must be informed about the meeting in advance. The various officials that work with the Gram Panchayat may also be invited to the meeting and may be consulted as per need. Generally, decisions are to be made by consensus or by a majority vote. The general procedure followed for conducting of GP meetings is given below

a) **Frequency**
   - The meeting should be held at least once every month in the office of the GP
   - The date, time, venue is to be decided by the Sarpanch. The secretary should write it in the Agenda Book and Sarpanch should countersign.
   - GP Sarpanch should convene a special meeting if at least one third of the existing members of GP demand in writing for a GP meeting.

b) **Notice**
   - At least seven days' written notice should be given (3 days in case of special meeting)
   - The GP Secretary signs the notice.
   - The written notice and agenda must be served to each members of GP and invitees and receipt of the notice should be kept for record.
   - The notice can be displayed on the GP office notice board also due intimation shall be given to Block Panchayat.

c) Agenda

- The agenda of the meeting may include:
- Follow-up actions on resolutions of the previous meeting
- Plan and Budget, if these are to be approved
- Review of physical and financial progress of on-going schemes
- Monthly income-expenditure report
- Discussion on compliance of inspection and audit reports
- Issues raised by Standing Committees
- Any other relevant issue

d) Quorum

- One-third of the total number of Gram Panchayat forms a quorum, which is necessary for a meeting to be held.
- The meeting should be adjourned if the quorum is not formed within one hour from the stipulated time of the start of the meeting. The matter should be noted in the attendance Register and Minute Book by the Secretary and signed by the Sarpanch.
- In case of an adjourned meeting, the next meeting should be held within days as decided under State Rules where quorum is not required.

e) Recording of Attendance and Minutes

- An Attendance-cum-Minutes Recording Register has to be maintained by the GP Secretary, in which every present member should sign his/her name in presence of the Sarpanch.
- Minutes of the meeting should be entered in the same Attendance-cum-Minutes Register
- Minutes of the meeting should be read out before the meeting is concluded
- The GP Sarpanch who presided over the meeting should thereafter put her/his signature with date authenticating the minutes with the consent of all the ward members present

f) Decision-making

- The Sarpanch is required to make the meeting as participatory as possible
- All the issues discussed should be decided by consensus to the extent possible
- In case of difference of opinion, the matter should be put to vote, and the majority decision should prevail
- Every resolution should be recorded in the minute book along with the names of the members voting for or against the resolution.

- In case of equality of votes, the president of the meeting shall have a second or casting vote.
- The Sarpanch or any other member should not be allowed to vote for any other member in her/his behalf or absence

g) Gram Panchayat Resolutions
- Gram Panchayat resolutions are the decisions taken in the meetings of the Gram Panchayat.
- Through resolutions, the Gram Panchayat approves the GP plan, budget, decisions on levying taxes and fees, sanctions of works and approval of expenditure and selection of beneficiaries etc.

4.4 The Gram Sabha: Gram Sabha is e a body corporate consisting of all persons whose names are included in the electoral rolls for the Panchayat at the village level. The term is defined in the Constitution of India under Article 243(b). Gram Sabha is the primary body of the Panchayati Raj system and by far the largest. It is a permanent body. All other institutions of the Panchayati Raj like the Gram Panchayat, Block Panchayat and Zilla Parishad are constituted by elected representatives whereas Gram Sabha is the Sabha of the electorate. The decisions taken by the Gram Sabha cannot be annulled by any other body. The power to annul a decision of the Gram Sabha rests with the Gram Sabha only.

4.5 Members of Gram Sabha: All the People below the age of 18 years are not the members of Gram Sabha. Persons, those who are above 18 years and living in the village but not enrolled in the Gram Panchayat (GP) Voters list are also not the members of the Gram Sabha.

4.6 Organising Gram Sabha: The Panchayat Secretary after obtaining approval of the Sarpanch should organize the Gram Sabha. Gram Panchayat Sarpanch has to convene a Gram Sabha meeting when either 10% members of Gram Sabha or 50 persons of Gram Sabha (whichever is more) submits their requisition for holding a Gram Sabha However, those members have to inform the purpose for the meeting. A written request for the meeting must be handed over to the Sarpanch during office hours 5 days before the date of meeting. If the Sarpanch fails to hold the meeting on the requested date, the members who requested the meeting can themselves organize the gram Sabha meeting.

4.7 Role of Sarpanch in Gram Sabha: Sarpanch is legally bound to organize Gram Sabha meetings. It is an obligatory duty of Sarpanch to organize a minimum of two Gram Sabha meetings every year on the dates prescribed by the Government.The responsibilities of Sarpanch with respect to Gram Sabha meeting include:

1. Sign the register meant for recording the minutes of Gram Sabha meeting.
2. Answer the questions raised at the Gram Sabha by the members.
3. Ensure that the suggestions made in the Gram Sabha meeting, are discussed on priority basis in Gram Panchayat meetings.

4. Take pro-active role for initiating proper action on the Gram Sabha resolutions.
5. Take all measures to ensure all sections of society mainly, Scheduled Caste, Scheduled Tribes, Women etc, attend the Gram Sabha and take part in which are discussions.

4.8 Role of Panchayat Secretary in Gram Sabha: The role of Panchayat Secretary is vital at Gram Sabha. The duties of Panchayat Secretary include:

a) Finalisation of agenda for Gram Sabha in consultation with the Sarpanch.
b) Issuing notice of Gram Sabha meeting.
c) Publicising widely the Gram Sabha meeting details, such as the date, time and venue.
d) Preparing the Action Taken Report on the resolutions of the previous Gram Sabha meeting.
e) Preparation of notes on the agenda items to be placed before the current Gram Sabha meeting.

Providing proper seating, drinking water facilities and sanitation facilities for people attending the Gram Sabha meeting

4.9 Schedule of the Gram Sabha: According to the State Panchayat Raj Acts, the Gram Sabha must meet at least two to six times in a year. For people's convenience, in most of the States, four national-international days have been identified as reference dates for these meetings. Gram Panchayats are free to convene Gram Sabha on other dates also according to their convenience

4.10 Venue and Time of Gram Sabha: Gram Sabha should be conducted within the purview of GP at a place convenient for all the members to sit. In case of multiple villages under a GP, Gram Sabha may be conducted on rotation basis in all the villages' one after the other. Gram Sabha can be conducted anytime during day time i.e., after sunrise and before sunset.

4.11 Notification of Sabha: Before organizing the Gram Sabha, it is important to issue notice a per the state Panchayati Raj Act and a wide range of publicity must be ensured. All voters must receive the notice of the Gram Sabha at least a week before the scheduled date. The notice should necessarily mention the date, time, venue and agenda of the Gram Sabha. The notice of the Gram Sabha can also be publicized by beating of drums and pasting of the notice at the Panchayat Bhavan, schools and local market place. The agenda of the Gram Sabha is to be written in a clear and simple language so that people can understand it easily.

4.12 Quorum for the Gram Sabha: The quorum for the meeting of the Gram Sabha shall be one-tenth of the members / voters of the Gram Panchayat meeting. If the first meeting is postponed for want of quorum the meeting shall adjourn to another date & the procedure shall be as per the provisions of state.

4.13 Conduct of SpecialGram Sabha for GPDP (from 2nd October2018 onwards) : The format of conducting special Gram Sabah for GPDP is as follows.
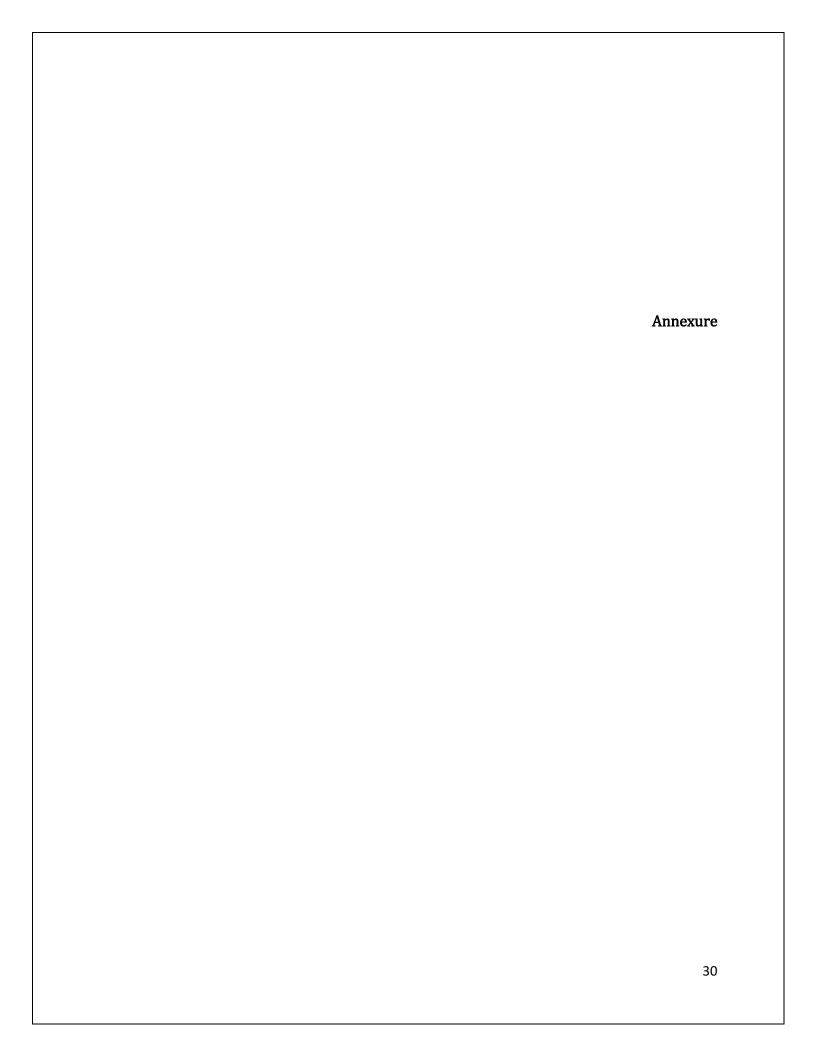
1. Sarpanch/ Pradhan of the Gram Panchayat will brief regarding the purpose of the meeting to the Gram Sabha.
2. Gram Panchayat Secretary will discuss about the vision of GPDP.
3. Presentation and validation of ranking parameters and data collected under Mission Antyodaya by facilitators.
4. Self Help Groups/ village organisations to make a presentation regarding poverty related issues and poverty reduction plans before Gram Sabha.
5. Gram Sabha to discuss gaps as emerging from Mission Antyodaya survey and categorise the   priorities in to three classes i.e. Critically Important, High Priority and Desirable
6. Presentation by Frontline Workers from line departments relating to 29 subjects listed in schedule XI to be devolved to Panchayats as per the Article 243G of the Constitution.
7. Review of current year activities and fund utilization.
8. Discussion on resources likely to be available to the Gram Panchayat during the FY 2019-2020.
9. Gram Sabha may discuss the reasons for the Gaps and propose interventions
10. Based on identified gaps, Gram Sabha to prioritize the activities to be included in GPDP such as asset creation, asset maintenance, low cost/no cost (e.g. community mobilization for 100% immunization, no school dropout, ODF/ODF plus, social harmony, awareness on social issues etc).
11. Based on the gap analysis and prioritization, Gram Panchayat to finalize activities to be taken up under GPDP.
12. Activities related to delivery of basic civic services such as water supply, sanitation including septic management, sewage and solid waste management, storm water drainage, maintenance of community assets, maintenance of roads, footpaths, street-lighting, burial and cremation ground etc. only to be planned from FFC allocation.
13. Gram Sabha shall pass a resolution on the prioritized list of development activities. The resolution must be read out in front of the Gram Sabha and should be recorded accordingly.
14. Geo-tagged Photographs of Gram Sabhaand Geo-tagged Photographs of Public Information Board to be uploaded on People's Plan Campaign Portal.
15. The facilitator need to upload his report online in the prescribed format

4.14 Community Mobilization: The most valuable resource in the community is people itself. They can make decisions about the development of the village. The community has an important role to identify and use available resources in the village.Community mobilization is important for participatory approaches in rural development and poverty alleviation programmes. It encourages the participation of rural poor in local decision – making..The basic idea of community mobilization is to strengthen the problem solving and functional capabilities of community based organizations.The Community groups are

supported to take charge of their resources and decide how these are to be used.One of the main aims of community mobilization in the longer run is to close the gap between services providers and services seekers and establish constructive dialogue and working relationship. The local communities become partner instead of mere recipients..
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4.15 Mobilizing People for Gram Sabha: While preparing village development plans, focus should be given for the upliftment of people belonging to Scheduled Castes, Scheduled Tribes, Backward classes and other weaker sections The Gram Panchayat has to ensure wider r participation in the gram sabha and provide an opportunity to them to freely express their felt needs and grievances. In order to ensure their better participation, the information regarding the conduct of gram Sabha should be extensively propagated in areas inhabited by Scheduled Castes, Scheduled Tribes and other Weaker Sections. If their grievances are redressed before the next Gram Sabha meeting, their faith on gram Sabha will increase and they show more interest for attending Gram Sabha meetings regularly.

4.16 Participation of Women : Normally, the attendance of Women in Gram Sabha is very poor, and even if they attend, they find it difficult to express their opinions and put forward their problems due to lack of congenial circumstances. Though the women self-help groups have formed into village level groups and are interacting on issues like Savings, Loans etc., they are still hesitant to openly participate in Gram Sabha. In these circumstances, the Gram panchayat should take initiative and ensure wider participation of Women in gram Sabha by active propagation through SHGs and Village Organisations. This can be taken up with the assistance of Women ward members.. Women specific problems should be discussed and steps should be taken to resolve them. To involve women in the process of decision making in Gram Sabha, separate Women Gram Sabha need to be conducted prior to Gram Sabha meetings. This ensures proper resolution of Women related issues

The Suggestive Agenda Items of the Special Gram Sabah for People's Plan Campaign (GPDP) to be done after 2nd   October 2018 onwards is given in the Annexure

Annexure

Suggestive Agenda Items of the Special Gram Sabha for People's Plan Campaign (GPDP)

Model Schedule for Conduct of Special Gram Sabha for GPDP

Sabki Yojana Sabka Vikas

Meeting Date: _____

Meeting Place: _____

Gram Panchayat: ....   LGD Code: ....

Block/Taluka: ....   District: ....   State: ....

❖ **Agenda of the meeting:** People's Plan Campaign (GPDP)

❖ **Attendance of the members, Elected Representatives and officials for the meeting**

❖ **Format for conduct of Gram Sabha**

   i.   Sarpanch/ Pradhan of the Gram Panchayat will brief regarding the purpose of the meeting to the Gram Sabha.

   ii.   Gram Panchayat Secretary will discuss about the vision of GPDP.

   iii. Presentation and validation of ranking parameters and data collected under Mission Antyodaya by facilitators (if not already validated in earlier Gram Sabha).

   iv. Village Organisations (VO)/ Self Help Groups to make a presentation regarding poverty related issues and poverty reduction plans before Gram Sabha.

   v.   Gram Sabha to discuss gaps as emerging from Mission Antyodaya survey and categorise the priorities in to three classes i.e. **Critically Important, High Priority** and **Desirable**

                                  (By Panchayat Secretary)

   vi. Presentation by Frontline Workers from line departments relating to 29 subjects listed in schedule XI to be devolved to Panchayats as per the Article 243G of the Constitution.

      List of 29 Subjects as per Article 243G of the Constitution

1. Agriculture	11. Drinking Water	21. Cultural Activities
2. Land Improvement	12. Fuel and fodder	22. Markets and Fairs
3. Minor Irrigation	13. Roads	23. Health and Sanitation
4. Animal Husbandry	14. Rural Electrification	24. Family Welfare
5. Fisheries	15. Non-Conventional Energy	25. Women and Child Development
6. Social Forestry	16. Poverty Alleviation Programme.	26. Social Welfare
7. Minor Forest Produce	17. Education	27. Welfare of the Weaker Sections
8. Small Scale Industries	18. Vocational Education	28. Public Distribution System
9. Khadi, village and cottage industries	19. Adult and Non-Formal Education	29. Maintenance of Community Assets
10. Rural Housing	20. Libraries	

vii. Review of current year activities and fund utilization.

viii. Discussion on resources likely to be available to the Gram Panchayat during the FY 2019-2020, viz. FFC/ SFC/ Own Source of Revenue/ MGNREGA/ Other Centre & State schemes.

ix. Gram Sabha may discuss the reasons for the Gaps and propose interventions

x. Based on identified gaps, Gram Sabha to identify & prioritize the activities to be included in GPDP such as asset creation, asset maintenance, low cost/no cost (e.g. community mobilization for 100% immunization, no school dropout, ODF/ODF plus, social harmony, awareness on social issues etc).

xi. Gram Panchayat to finalize activities to be taken up under GPDP

xii. Only activities related to delivery of basic civic services such as water supply, sanitation including septic management, sewage and solid waste management, storm water drainage, maintenance of community assets, maintenance of roads, footpaths, street-lighting, burial and cremation ground etc. to be planned from FFC allocation. Other approved activities in relation to various sectors related to 29 subjects listed in the XI schedule are also to be included in GPDP.

xiii. Gram Sabha shall pass a resolution on the prioritized list of development activities. The resolution must be read out before the Gram Sabha and should be recorded accordingly.

xiv. Geo-tagged Photographs of Gram Sabha to be uploaded on People's Plan Campaign Portal.

xv. Geo-tagged Photographs of Public Information Board to be uploaded on People's Plan Campaign Portal.

Session objectives:
At the end of this session the participants will be able to:
1. Develop the Concept and Objectives of GPDP
2. Design the Support required to GP in formulating GPDP

Session brief:
- ➢ Social sector expenditure under rural development programmes accounts for a major share of expenditure. But due to multidimensionality of poverty, there is a need to optimize the investment through inter-sectoral approach.

- ➢ After the 73rd Amendment to the Constitution, the PRIs are increasingly spearheading the development efforts at the grassroots. However, due to multiple layers of planning, administration and resource allocation to tackle deprivations, the efforts are often dispersed in time and space, leading to suboptimal results. Thus, there is a need for convergent planning with the Gram Panchayat as basic unit

- ➢ The convergence, accountability and measureable outcomes laid down under Mission Antyodaya' ensure that resources are effectively managed in providing sustainable livelihoods for every deprived household basing SECC data

Session Content

5.1 Gram Panchayats and Planning for Economic Development and Social Justice: Panchayati Raj System, as means of decentralised governance is unique in India that has become an integral part of its culture and civilisation. The 73rd Constitutional Amendment provided institutional framework to Panchayati Raj Institutions (PRIs) in the form of elected local governments and thus strengthening grassroots level democracy. This also emphasised functional and fiscal decentralisation of powers to achieve good governance through people's participation and thus enabling transparency, responsiveness, equity, efficiency and accountability.

Article 243G of the Constitution provides for:

"*Powers, authority and responsibilities of Panchayat.- Subject to the provisions of this Constitution, the Legislature of a State may, by Law, endow Panchayats with such powers and authority and may be necessary to enable them to function as institutions of self-government and such law may contain provisions for the devolution of powers and responsibilities upon Panchayats, at the appropriate level, subject to such conditions as may be specified therein, with respect to-*

- *The preparation of plans for economic development and social justice;*
- *The implementation of schemes for economic development and social justice as may be entrusted to them including those in relation to the matters listed in the Eleventh Schedule."*

The above provision is intended to empower the Gram Panchayats (GPs) by enabling the State Governments to devolve powers and authority including those matters listed in the Eleventh Schedule for planning and implementation of schemes for economic development and social justice. This will also cover the powers to impose taxes and provisions of funds to the Panchayats.

5.2 What is planning?: Planning is the process of systematically finding the best ways to solve problems, or achieve some desired goals matching resources and needs. Constitution of India acknowledges Panchayats as institutions of local self-government and mandates them to prepare plans for Economic Development and Social Justice. These plans have to be participatory involving the community, particularly the Gram Sabha.

5.3 What is Economic Development?: Economic development in the context of rural areas, can be defined as efforts that seek to improve the economic well-being and quality of life of the community by increasing jobs, enhancing production and productivity, building skills and supporting income sources. The Gram Panchayats need to plan activities which would improve market access, promote value addition and create productive infrastructure like, markets, warehouses, ponds, irrigation facilities etc. The Gram Panchayat also has to arrange for extension activities for development of agriculture, livestock, fisheries and horticulture etc.

5.4 What is Social Justice?: Social Justice envisages that everyone deserves equal economic, political and social rights and opportunities. It is about maintaining fair and just relation between the individual and society. Social justice enables people to receive the basic socio economic benefits to allow the individuals to improve the quality of life and attain their full potential.

5.5 What is Participatory Planning? Participatory planning is a process by which the citizen in the village undertakes planning exercise for achieving the identified socio-economic goal by diagnosing the problems and finding solutions. The best way to initiative participatory planning is to ask people directly, what their problems are and what they see as possible solutions to their problems. This will create awareness and willingness among the people to take part in any action that will follow.

5.6 What is Gram Panchayat Development Plan (GPDP)?: The GPDP is the development plan of the Gram Panchayat which is prepared through a participatory process involving all stake holders matching peoples' needs and priorities with available resources. The plan is prepared through a village wide survey using participatory Rural Appraisal (PRA) techniques done by the villagers themselves. Gram Panchayats are responsible for delivery of basic services to

local citizens and address vulnerabilities of poor and marginalised ones. This can only be achieved through implementation of well thought out plans through efficient and responsible utilisation of available resources. The participation of villagers and the elected representatives in plan preparation will help the Gram Panchayat to:

1. Understand the gaps in the overall development and   social and economic needs of the village
2. Assess the felt needs of the people and identify the magnitude of development gaps and problems
3. Prioritize the issues and problems existing in the   village
4. Identify available financial resources and match them to identified needs
5. Formulate   plan to address the problems by matching resources with needs
6. Prepare a GP development plan in a   scientific and participatory manner and
7. Ensure direct accountability of the GP to its citizens

What does GPDP do?: The GPDP is the development plan of the Gram Panchayat which is prepared through a participatory process involving all stakeholders matching people's needs and priorities with available resources. The GPDP does three essential things:(i) It provides a VISION of what the people would like their village to look like (ii) It sets out clear GOALS to achieve that vision, and (iii) Gives an ACTION PLAN to reach those goals.

The Planning at Gram Panchayat level enables the following:

1. Activate the Panchayats to prepare development   plans and thus   establish their identity as Local Government
2. Mobilize and motivate people to participate in decision making thereby bringing governance more close to the people
3. Provide a platform for discussing local perceptions, local issues and analysis to decide priorities
4. Assess the felt needs and aspiration of people
5. Identify the magnitude of development gaps
6. Prioritize the issues and problems existing in the village
7. Bring all the available schemes and resources through effective convergence
8. Provide for horizontal/vertical/ spatial /temporal integration of different sectors.

Preparation of GPDP is a time-bound process. GPDP should ideally match people's needs, basic services and their aspirations, prioritized according to the available or mobilisable resources. It should be prepared through a participatory, inclusive and transparent process.

5.7   Emerging Issues and Challenges in Local Planning: Based on the experience of implementation of the guidelines so issued by the Union and State Governments and

formulation and implementation of GPDPs over the last three years across the country, some new challenges as well as opportunities have come up that need to be taken into account for future sustainable development and social justice. Some of the important ones inter-alia are:

1. Inadequate people's participation in the planning process and Gram Sabha
2. Over- emphasis on infrastructure investments
3. Inadequate public service delivery
4. Expanding scope of Own Source Revenue
5. Increased role of PRIs in emerging issues
6. E-enablement of Panchayats
7. Convergence of funds, schemes and initiatives
8. Need to improve efficiency and efficacy in public expenditure
9. Building and maintenance of physical and financial database in GPs
10. Need for integration of spatial and sectoral planning
11. Accessing human resource and technical support for planning
12. Need for enhanced institutional capacities of PRIs and capacity of ERs and functionaries
13. Need for integrated plans at block and district levels
14. Localizing Sustainable Development Goals
15. Addressing climate change and overall environmental issues
16. Importance of natural resource management
17. Emphasis on social development
18. Expanded scope for harnessing social capital in the form of PRI- SHGs convergence
19. Integrating gender, child issues, elderly and Persons with Disabilities(PwDs)
20. Integrating gender and child issues
21. Prevention of malnutrition
22. Need for robust monitoring and MIS
23. Likely impact of 15th Finance Commission and State Finance Commission recommendations.

 All the concerns listed above are the challenges need to be addressed and incorporated into the GPDP to reach out and fulfil the development aspirations of the rural people through effective decentralised participatory planning by the rural local governments.

5.8 Formation of Working Groups: The GPs already have the standing/functional committees for various thematic areas (the nomenclature may vary from state to state). The GP may constitute thematic working groups on various focus areas of GPDP.. Each working group will consist of members having expertise in the relevant field or having inclination in the specific subjects. The chairperson of the standing/functional committee of the concerned thematic areas will chair the working group. The block level officer of the concerned line department or any local experts in the field may be the vice-chairperson of the respective working group. These groups will function under overall guidance and supervision of the GP. The working

groups shall be constituted by the GP as shown below. However, the GP may constitute more working groups depending upon the local needs such as working group on Environment Protection, Spatial Planning and Disaster Management Planning etc.

a) **Human Development Working Group:** To deal with health, nutrition, education and public health related issues including environment and sanitation.

b) **Women & Child Development Working Group:** To deal with gender issues and issues related to rights of women and children, women's empowerment, protection of women and children against atrocities/abuse and their skill development related issues.

c) **Livelihoods Development Working Group:** To deal with agriculture and allied sectors, small medium and cottage industries, entrepreneurship, natural resource management including soil and water conservation, green cover and bio-diversity related issues.

d) **Social Justice & Social Security Working Group:** To deal with development of SC/ST communities and other backward sections of the society including persons with disabilities (PwDs), elderly people aiming at equity, empowerment and well-being.

e) **Infrastructure & Miscellaneous Working Group:** To deal with the local infrastructure and other issues as relevant to the Gram Panchayat.

5.9 Environment Creation / IEC Activities: Before the formal plan formulation starts, there has to be environment generation and social mobilization. The environment generation activities are of immense importance to bring about attitudinal changes, outlook and re-orientation of skills among the community and governance systems. Therefore, the first activity in the GPDP process is to organize a Gram Sabha to kick-start the planning process by creating awareness among the villagers. The Gram Sabha will be made aware about the need for GPDP, the step by step activities that will be taken up in the planning process. The need and importance of representation and participation of every household by at least one member of the family in the whole planning process and subsequent meetings that will be held including *Gram Sabhas* shall be explained. The facilitator should take initiative in proper environment creation and ensuring wider participation of women in Gram Sabha..An illustrative list of activities that can be taken up by the GPs for effective environment creation leading to effective *Gram Sabha* and thus making holistic and comprehensive GPDP are given in Annexure I.The environment creation for GPDP preparation should create a festive environment to draw everybody into action.

5.10 Data Collection :The primary objective of preparation of GPDP is to identify and formulate ways of addressing the development needs of the GP. Hence, getting first-hand information about the, issues related to health, education, livelihoods, availability of amenities, services and fulfilment of rights and entitlements of marginalised sections, local infrastructure, etc., becomes very important.. Over and above the secondary data, primary data collection will also be required to update/validate the secondary sources, fill the gaps if

any and to have 360-degrees coverage of each household for enabling individual household development plan based on the potential of each member of the family. Both secondary and primary data after appropriate compilation and collation provide for the baseline for various parameters and the gaps to be covered in each one of them. The tools for collection of primary data are described below.

5.10.1 Conducting Household Survey: If the GP has identified some specific issue that requires obtaining details from specific groups   such as destitute, disabled persons, widows, families with distress migration or high malnutrition etc., household surveys of these families may be undertaken. A standard format should be used which will include all necessary information. The facilitators should keep in mind that only necessary information is collected so that collating this data becomes an easier process. While conducting household survey, certain things should be kept in mind:

        a) The format prepared for the survey should be need based
        b) The format should contain very specific and purposive questions based on the intervention
        c) Only necessary information is collected for collating the data easily.
        d) Quality of the survey must be assured

5.10.2 Participatory Rural Appraisal (PRA): Participatory Rural Appraisal (PRA) is a set of techniques to assess the existing resources, services, infrastructures etc., in the GP through direct interaction and consultation with people of the locality. It is a process which enables and empowers the local community to identify their problems, resources, potentials and priorities in GP to develop agenda and plan of action.

5.10.3 Transect walk: A transect walk in a habitation helps to identify: the assets that need to be developed, the natural resources that can be used, land available for various public purposes and the extent of access to various public services.The facilitators may discuss with the community and collect information on diverse scenarios within the village.

5.10.4 Focus Group Discussion (FGD): FGD is a tool to gather people from similar background or experience to discuss a specific topic relevant to GP development. This will help to understand people's perceptions on problems and get an idea about possible solutions. Separate FGDs can be organized on relevant themes for different critical stakeholders for decision making by the GP

5.10.5 Secondary Data : The data already collected by somebody and available from the records/reports is called secondary data. The various sources of secondary data are:

1. Socio Economic and Cast Census data 2011 (SECC)
2. Line department data (Agricultural /Educational /Housing/ Health)
3. Data from independent studies/reports

4. Mission Antyodaya data of the Gram Panchayat
5. GP level demography data
6. GP level existing infrastructure
7. PHC/sub-centre level data
8. Public Distribution System (PDS) data
9. Data in Anganwadis
10. Data in Primary School
11. SHG/ SHG federation data etc.
12. SBM survey data.

5.11 Situation Analysis: Situation Analysis refers to assessment of existing development status in different sectors of the GP through analysis of secondary data already collected and available in the GP or sourcing from various secondary sources such as Census, SECC data, various surveys done recently by line departments, published data by line departments, previous GPDP surveys etc.Using the data from secondary sources the baseline survey and information gathered from PRA, the present status of different development areas may be analysed and presented in situation analysis. Thus it will be a synthesis of conclusions from quantitative data and the insights from peoples' perceptions. The situation analysis set the priorities of the GP in the coming year to take up development agenda. The concerned line departments   will assist the GPs to undertake objective situation. The status, issues and challenges related to various focus will be as follows

1. In the case of infrastructure, identify the gaps. For example, in respect of physical connectivity, list out habitations without roads; length of road required etc. This could also include repair, restoration up gradation and new construction. Likewise for irrigation, the unirrigated areas have to be marked out and the most cost effective systems identified for maximum coverage- this would include improving existing sources, identifying new sources, adopting new technologies like drip, micro irrigation, water harvesting and conservation etc

2. In the case of social development, identify the main problems and issues as commonly perceived and accepted and list out the causes mainly from peoples' perceptions and expert opinion. For example in the case of tribal development issues like land alienation and degradation, lack of skills and employment opportunities and lack of access to public services and amenities can be sharply delineated and discussed.

3. In the case of economic development, the focus should be on the potential that can be reasonably and sustainably achieved. For example, the constraints on increasing agricultural production, and productivity, linking to markets, adding value etc. can be enumerated.

4. In the case of human development, deficiencies need to be assessed and addressed. For example, reasons for not achieving the minimum levels of learning, causes for dropouts, reasons for malnutrition etc. have to be identified.

5. In the case of ecology and environment, factors affecting sustainability have to be identified, for example, depletion of groundwater; degradation of agricultural land etc. could be analysed

6. In the case of governance, the emphasis should be on determining causes of inefficiency, ineffectiveness, delay, corruption and other malfeasance etc. This should cover both Gram Panchayats and other public institutions in the locality

7. In the case of civic amenities, the effort should be to analyse why the set standards of service provision and delivery are not being attained. For example, in sanitation, the levels of both solid and liquid waste generated and not properly disposed of, need to be studied.

The situation analysis is to become the basis for setting priorities for the issues to be incorporated into GPDP/ From the situation analysis, should emerge, suggestions on what needs to be taken up immediately in the short term, and what needs to be taken up in the longer term. Also there should be clarity on what the people themselves would do – like behavioural change, community contribution etc. - and what needs to be addressed through different schemes and sources of funding..An illustration for identification of possible development options and priorities is given Annexure II

5.12 Development of Status Report (DSR): On completion of situation analysis, the GPPFT need to prepare a draft Development Status Report of the GP which is to be placed before the Gram Sabha to make people aware about the exact and real time situation of the community in the respective focus areas. The DSR will help the villagers to identify:

1. Status of development of the GP in various thematic sectors in terms of achievements, limitations and gaps in development efforts of the GP
2. Convergence strategies for optimizing development goals for the GP
3. Priortisation of development agenda to be taken up over next five years on an annual basis
4. Issues that are to be addressed by various authorities and institutions including the GPs

The indicative outlines of DSR are given in Annexure III

5.13 Visioning Exercise: Gram Sabha is to be conducted at this stage and undertake visioning exercise on the basis of the findings of the DSR. The visioning is the process of evolving the perspectives of the Gram Panchayat development agenda in terms of economic development and social justice. It is an articulation of what the local people want their GP **to be** in the next 5 years in the identified key thematic areas. The visioning exercise would ensure objectivity in planning and endow people with a sense of ownership of the planning process. The vision document is to clearly show the commitment of Gram Panchayat to make its functions more effective and efficient in improving the quantity and quality of basic services. It also helps to identify priorities and set clear milestones to be achieved by the Gram Panchayat during the plan period.

5.14 Prioritization of Needs: The facilitator shall guide the deliberations in Gram Sabha and Gram Panchayat meetings to identify the prioritized needs of the people to fill up the gaps in local development. This will be done based on the DSR. Prioritization of needs shall be done across the various identified thematic sectors covering all sections of the Gram Panchayat.

5.15 Resources Identification/Estimation: Once data on all sectors are collected, the next important exercise is to take stock of available financial resources. The resource estimation has to take into account the diversity of sources that would be available at the command of GP. GP Resources planning include the following:

1. Estimating and mobilizing the own resource revenue through taxes, user charges and contributions etc.
2. Innovative means of financing through community contributions including local philanthropists, NRIs, the Corporate Sector and NGOs etc.
3. Getting information from line departments about the allocations made to GP under each scheme including devolutions and transfers etc.
4. Direct fund flow to GP and also possible sources of convergence from flagship schemes of Centre and States

At least 10 to 20% of the resources should be locally mobilized. The GP funds can be divided into three categories: Untied Funds, Partly Untied Funds (where there is some flexibility in use) and Tied Funds. The information on funding streams besides own resources of GP, can be obtained from State and Central Budget Documents, and Plan Documents of District Missions, and other Line Departments. All funding streams coming to the GP from various sources can be listed using a simple form. The different types of resources of GP are shown in Annexure IV--.

5.16 Panchayat Development Seminar: After preparation of the Draft Status Report, a one day Panchayat Development seminar has to be organised for further deliberations on development issues and available resources. All the elected representatives, GP functionaries, officials of line departments working at block level, subject matter experts, activists, SHGs, CBOs, representatives of CSR/NGOs working at GP level and local resource persons are to be invited to the seminar. The facilitator T will present the DSR in the seminar and invite

feedback and suggestions. The present status, local needs, resources and development options in each focus area are to be discussed in detail. Local level plans and project ideas are to be firmed up in the seminar. Changes in the draft report necessitated by consultations would have to be formally approved by the Panchayat. The final report is to be placed in the Gram Sabha / Panchayat Committee.

5.17 Matching of Resources to the Plan: The draft plan should be prepared based on the situation reports, sector wise prioritized needs and thematic group-wise allocation of resources.GP development plan should ideally match people's needs and priorities with available resources. The GP should make attempts to put its resources to best possible use. Each need should be linked to the source of funding. This can be done by placing the available resources into a matrix. This matrix would help the GP to match the prioritized needs to the conditionality associated with funds utilization. The resources can be matched to the plan through the following steps.

Step 1: Classifying each need into a matrix: Data collected and visioning exercise would provide the needs, such as housing, schools, nutrition, roads, health care etc. Each of these will need to be classified under broad focus areas irrespective of the source of funds.

Step 2: Assigning specific purpose grants: Having classified the needs, the next step would be to identify the tied grants that address such needs and match these resources to each need.

Step 3: Assigning part-untied funds: Part-untied funds available for certain purposes such as MGNREGA and XIV Finance Commission funds can be converged with other schemes. These funds can be used for gap filling within limits.

Step 4: Assigning fully untied funds: The final step is the placement of fully untied funds to fill the most critical gaps where other sources of funds are not available. These are the own sources of revenue, and general purpose grants released by state non-plan grants and State Finance Commission devolutions. Matching contributions from line departments, public and donors and CSR funds can be tried extensively. It is also necessary to clearly workout the output and outcome for all the works. Every activity proposed to be taken up should be projected for effective implementation and outcomes.

5.18 Cost-less or No Cost/Low Cost Development: Many of the planned activities to be taken up by Gram Panchayat may not be cost intensive or not require any funds at all. In fact the Panchayat can take up lots of mobilization activities which are mostly low cost or no cost. Community mobilization and community ownership are critical for low cost/no cost development process. An illustrative list of low cost/no cost activities is given in Annexure V

5.19Special process for GPDP in Fifth Schedule Areas: The provisions of Panchayats Extension to Scheduled Areas Act 1996 (PESA) advocates empowerment of local communities, through Gram Sabhas for the purpose of planning and implementation of all development programmes in the area. Involvement and consent of the people is also advocated in the areas

of land acquisition, resettlement and rehabilitation, land restoration (in case of alienation), mining of minerals, use of intoxicants, ownership of minor forest produce, management of village markets, management of water bodies and control over money lending. Therefore, the spirit of this law should be adhered to while preparing GP Development Plans in Fifth Schedule areas. In the case of GPs in areas under Fifth Schedule, the participation of the citizens should be ensured at the hamlet/village level. After these plans are prepared at hamlet/village level, these plans should be integrated at the GP level without making any modifications.

5.20Preparation of Draft GPDP and Its Approval: After deliberation in the Gram Sabha of the DSR, listing the priorities and taking the resource envelope into account a draft GP development plan is to be prepared. Draft Plan shall be prepared indicating the works identified in each of the focus areas, fund allocation, timelines for completion of the works. While preparing development plans, special attention should be given for the upliftment of people belonging to scheduled castes, scheduled tribes, and other weaker sections. This draft report is to be discussed in detail in the development seminar to be conducted. After incorporating the feedback and suggestions emanated from the development seminar, special meeting of the Gram Panchayat is to be convened to discuss the draft GPDP, finalization and approval. The GPDP as cleared by the Gram Sabha shall be adopted by the Gram Panchayat for implementation. The GP could follow a broad and simple format for preparation of GPDP. The GPs may also follow State-specific format prescribed by respective State. A modelchapterization of draft GP Development Plan is given in Annexure VI

5.21 Plan Implementation :Once the GPDP has been approved, there have to be necessary arrangements in place for timely and effective implementation of the Plan. There are multiple stakeholders in the implementation of a convergent plan, and many functionaries responsible for implementation may not have an institutional interface with the GP.. It is therefore following action may be taken for smooth implementation of GPDP: -

1. The roles and responsibilities of various departments, agencies and functionaries especially for implementation of Public works within fixed timelines, should be clearly defined and officials may be assigned to individual work by name and designation.
2. Systems be put in place for all village level officers/functionaries to come to the GPs on fixed days as per well publicised schedule – to provide opportunity for all concerned to discuss the implementation of different components of GP DP, to sort out operational problems, to listen to people and redress grievances.
3. Detailed circulars may be issued jointly with the departments concerned explaining the role of GPs in vis-a vis local institutions like anganwadis, schools, health centres etc and in local committees related to drinking water supply sanitation, health, nutrition, school education, watershed, forestry etc.

4. Clear role for CBOs in implementation with special reference to community mobilisation, selection of beneficiaries and locations, operation and management of assets, community contracting, providing last mile connectivity for delivery of services may be provided.

5.22 Capacity Building: Comprehensive capacity building is the most critical factor in this whole exercise preparing and implementing GPDP. Each State has to develop a clear strategy and plan of action for capacity building. The state level institution such as SIRD/PRTI will take up the capacity building programme. The target group of training programmes need to be identified on the basis of functions they are expected to perform. The key target group would include elected representatives. PR officials, line department functionaries, SHG Network, members of CBOs, members of different viillage level Committees, volunteers identified under different schemes and members of MGNREGS teams etc,.

5.23 Accountability Systems: There is a need for having a holistic system in place right from initiating plans to monitoring the various stages of work, to record the expenditure incurred for the works. For this purpose, it is necessary to use the all the applications of Panchauat Enterprise suite(PES). The following measures have to adopted for ensuring accountability and transparency:

1. Widespread disclosure of the Resource Envelope, product of PRA exercises, situation analysis and visioning, norms adopted for prioritisation, and criteria followed for identification of locations/beneficiaries and details of the approved plan and the expected outcomes
2. Disclosure of names of resource persons and members of different task forces and committees
3. Ensuring that key meetings of GP are held after wide publicity in the presence of as many citizens as possible
4. Citizen information boards / Wall paintings to be set up in vantage locations in GP and uploading of all above information on the websites
5. Notice of gram sabha meetings to discuss plan preparation to be intimated to concerned MPs and MLAs of the constituency
6. Geo tagged photographs of Gram Sabha shall be uploaded on People's Campaign Portal and displayed on public information boards
7. There should be a grievance redressal system available to citizens
8. Social audit of major schemes shall be taken up for ensuring the accountability of the GP, in the implementation of development programmes , including progress in achieving objectives,.

5.24 DISHA Portal :A large number of significant programmes are being implemented for improvement of infrastructure and for improving human development and well-being of the

people in the country. District Development coordination and Monitoring committee (DISHA) is formed with a view to fulfill the objective of ensuring a better coordination among all the elected representatives in Parliament, State Legislatures and Local Governments for efficient and time-bound development of districts and the country. These Committees could monitor the implementation of the programmes in accordance with prescribed procedures and guidelines and promote synergy and convergence for greater impact. DISHA will improve development coordination and monitoring of responsibilities assigned to Central, State and Local Governments. DISHA will cover all non-statutory schemes of Government of India that are administered in general. Schemes listed in DISHA portal are given in the Annexure VII

Annexure I

An Illustrative list of activities for Environment Creation at GP level

1. Letters to all the households informing them about GPDP and inviting them to participate in the process.
2. Letters to Working Group members, other local eminent persons seeking their active participation in the planning process.
3. Wall writings with catchy slogans, distribution of leaflets, display of banners, posters along with public address announcement.
4. Rallies/campaigns by the villagers including students, volunteers, SHG/CBOs members, etc.
5. Street plays using local folk or popular media/artists.
6. Organising Panchayat day celebration through exhibitions and honouring thevillage elders and community leaders, especially women, freedom fighters and martyrs.
7. Celebrating various awareness weeks such as Open Defecation Free / Breastfeeding week / AIDS awareness / Tree plantation week etc.

8. Painting and Literary competitions among the school and college students and villagers on how the village could be made a model village.
9. Creating a village signature song and singing in the *Prabhatpheri and* other meetings.
10. Organising village sports and folk arts festivals and various competitions that reflect the spirit of the village, and select the village song for different festivals and occasions.
11. Organising youth groups to ensure every child, particularly girl child is in school and special facilities provided for children with special needs.
12. Organising community voluntary activities such as cleaning streets, drains, school and Panchayat premises, planting trees etc.
13. Organising exhibitions on local histories and talks by old aged persons.
14. Filming a documentary movie about the village and its history and speciality.
15. School Enrolment camp for school children as well as children out of school and distribution of school bag, uniform and other kits.
16. Organising employment *mela* and profiling education and area of interest of the unemployed youths for skilling.
17. Organising Financial inclusion camp like PradhanMantri Jan DhanYojana.
18. Conducting *KrishiMela* for farmers to create awareness on various advanced farm mechanisation, ICT in agriculture, agricultural marketing, importance of soil testing and cash crops.

Annexure II

An illustrative example of Situation analysis development option

S,No	Problem identified	Situation Analysed	Possible Development options
	Poor sanitation in public places	Poor drainage facility Community toilets defunct due to lack of maintenance Open excretion Lack of awareness about hygiene practices VHSC not constituted	Construction of new drainage line Construction of improved community toilets Creating awareness on consequences of open defecation and poor hygienic practices .

			Activating village health and sanitation Committee
	Low crop productivity	Lack of awareness about high breed varieties. Poor adoption of modern agriculture technologies Poor crop protection measures	Creating awareness on improved agricultural practices. Introduction of high breed varieties of cereals, pulses and vegetables. Exposure visits to improved agri-farms / KrishiVigyan Kendra. Periodical interaction with agriculture department about farm practices
	Malnutrition in SC children	Lack of balanced diet to pregnant women and children. Poor livelihoods leading poor expenditure pattern on nutritional food No practices of kitchen gardening	Creating awareness about need of balanced dietary food. VHSC to be strengthened. Encourage kitchen garden as source of nutritional vegetables /fruits
	Lack of Quality Education	Lack of quality teaching methods and materials. No monitoring of teachers by village education committee	SMC to be strengthened to monitor quality of teaching Supply of teaching aids New equipment to be procured for science laboratory
	Insufficient quality fodder for animals	Decreasing fodder quantity due to encroachment on pasture land Lack of awareness about feed preparation and fodder cultivation nadequacy of irrigation water for	Introduction of improved varieties for fodder cultivation through mini kits distribution. Fodder plantation on agriculture boundary Farmers Training/ Front line demonstration on quality feed preparation and forage crop cultivation

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		enhancing fodder cultivation	
	Restricted institutional development process	Lack of awareness about SHGs oncept. Lack of awareness about loan schemes from various government agencies. No village level federation / development committee	Formation of more SHGs Training on institutional development process/ managing SHGs. Developing linkages with financial institutions for loaning.

Annexure III

Indicative Outline of Development Status Report (DSR)

Part I-   The description of process/methodology of situation assessment.

Part-IIA profile of the GP delineating its socio-economic status based on situation analysis.

Part III-Appraisal   of the development   interventions   including gap analysis of the GP development agenda for the past 3-5 years.

1.   Economic development and poverty reduction
2.   Human development
3.   Social development
4.   Ecological development
5.   Public Service Delivery
6.   Good Governance
7.   SDGs
8.   Skilling
9.   Women and Child protection and development
10. E-enablement
11. Infrastructure status.

Part IV- A description on people's participation and ownership of and suggestions to improve it.

Part V- Situation of resources and scope for expanding resource envelope including OSR.

Part VI Convergence opportunities in terms of human, financial and natural resources in optimising development outcomes for the GP.

Part VII-The sector wise broad ideas of possible interventions.

Part VIII- Conclusion

Part IX-   Annexures (copies of PRA maps, questionnaire formats, photographs and other relevant documents)

Annexure IV

Sources of funds at the command of GP

a)   **Untied resources**

1. State Finance Commission grant
2. Own source of revenue such as taxes, non-tax, rents, fees for markets and ponds, user charges etc.

b)   **Partly tied funds**

1. MGNREGS
2. 14th Finance Commission grants
3. Community contribution (Cash / Kind /Labour)
4. Corporate Social Responsibility funds/ NGO contribution in kind and cash
5. State schemes
6. Any other sources

c)   **Tied resources**

1. Swatch Bharat Mission (SBM)
2. National Rural Health Mission (NRHM)
3. Other centrally/State sponsored scheme fund allocated to GP

Annexure V

Cost-less or No Cost- Low Cost Development

1. Immunization coverage: Awareness generation through volunteers (SHG, youth groups etc.) for 100% immunization coverage
2. Awareness creation for zero waste village through SHG collective, and other CBOs and NGOs
3. 100 percent enrolment in schools : Awareness creation and community monitoring
4. 100 percent enrolment in Anganwadis
5. Zero fallow land in the village: mobilization of SHGs for collective farming
6. Soak pits for household waste water management: Awareness creation and training for soak pit construction.
7. Addressing malnutrition through Anganwadis and kitchen gardens
8. Community action for elimination of child labour
9. Community care giving groups: formation of such groups for bedridden patients through awareness creation and mobilization.
10. Motivation and behavior change
11. Facilitating access and use of different services provided by higher levels of Government
12. Dissemination of ideas and technologies in economic activities
13. Encourage Women's participation in economic activities under SHGs

Annexure VI

Model Chapterisation of draft GP Development Plan

A. Basic Profile of Gram Panchayat (Based on DSR)

GP Profile, Demographic Information, Socio-economic parameters, Livelihood data, Natural resources, Village Institutions, List of elected members, List of Panchayat Staff,etc.

B. GP level Committees & Sub-committees

1. List of Standing Committees –
2. List of   Facilitator / Working groups related to Decentralized Plan Preparation
3. Names of resource persons at village level
4. Names and designations of functionaries in-charge of GPDP in GP office
5. Names of other Govt. functionaries/support staff who are part of GPDP

C. Activities Undertaken for GPDP

1. Gram Sabha Meetings
2. Stakeholder Consultations
3. Working Group Meetings
4. Resource Group meetings
5. GP Meetings on Finalization of Plan

D. Development Status (Summary of DSR)

E. Visioning Statement and Goals Set for GP.

F. Resource Envelope

G. Annual Plan and Implementation Strategy

H. Annexures:

1. Minutes of Gram Sabha Meeting(s).
2. Report(s) of Working Groups
3. Situation Analysis Report(s)
4. Minutes/Resolutions of GP accepting/approving the Plan.

Annexure VII

List of Various Schemes on DISHA Portal

1   Fourteenth Finance Commission – Basic Grant and performance grants
2   Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)
3   PradhanMantriAwaasYojana (Gramin)
4   National Social Assistance Programme (NSAP)
5   Deen Dayal Upadhyaya – Grameen Kaushalya Yojana (DDU-GKY)
6   National Rural Livelihood Mission (NRLM)
7   National Rurban Mission (NRuM)
8   Deen Dayal Antayodaya Yojana (DAY-NRLM)
9   PradhanMantriGraminSadakYojana (PMGSY) or Rural Connectivity (RC)
10 National Rural Drinking Water Programme (NRDWP)
11 Swachh Bharat Mission - Gramin (SBM-Gramin)
12 RashtriyaKrishiVikasYojana (RKVY)
13 Prime   Minister   KrishiSinchayeeYojana   (PMKSY) - Integrated   Watershed Management Programme (IWMP)
14 Prime Minister KrishiSinchayeeYojana (PMKSY) – HarKhetKoPani (HKKP)
15 Surface Minor Irrigation Scheme
16 PradhanMantri Fasal BimaYojana (PMFBY)
17 ParamparagatKrishiVikasYojana (PKVY)
18 Soil Health Card (SHC)
19 National Food Security Mission (NFSM)
20 e-National Agriculture Markets (e-NAM)
21 National Rural Health Mission (NRHM/NHM)
22 SarvaSiksha Mission (SSM)
23 Mid-Day Meal Scheme (MDMS)
24 Beti Bachao, Beti Padhao (BBBP)
25 Integrated Child Development Scheme (ICDS)
26 PradhanMantriUjjwalaYojana (PMUY)
27 Digital India: Common Service Centre (CSC)
28 Digital India Land Records Modernization Programme (DILRMP)
29 Deen DayalUpadhyaya Gram JyotiYojana (DDUGJY)
30 PradhanMantriKaushalVikasYojana
31 PradhanMantriKhanjiKshetraKalyan Yojana (PMKKKY)
32 Integrated Power Development Scheme (IPDS)
33 Repair, Renovation and Restoration scheme
34 Prime Minister's Employment Generation programme (PMEGP)
35 PradhanMantriAdarsh Gram Yojana (PMAGY)

36 Smart City Mission
37 Atal Mission for Rejuvenation and Urban Transformation (AMRUT)
38 Heritage city Development and Augmentation Yojana (HRIDAY)
39 Infrastructure related programmes like Telecom. railways, highways, waterways' mines, etc.
40 PradhanMantriAwaasYojana (Housing for All- Urban)
41 Swachh Bharat Mission

Questionnaire for measuring Gram Panchayat Performance (Mission Antyodaya indcators)

State Code	State Name	
District Code	District name	
CD Block code	CD Block Name	
Gram Panchayat Code	Gram Panchayat Name	
Village Code	Village Name	Village Pin Code

I. **BasicParameters**:

Sl No	Key parameters	Weightage	Remarks
1.	Total Population		
2.	Male		
3.	Female		
4.	Total Household		
5.	Total Number of SHGs Promoted		
6.	Total Area(in hectares)		
7.	Net sown Area(In hectares)		
8.	Total Un irrigated land area (in hectare)		
9.	Area irrigated (in hectare)	4	>80%=4, 61-80%=3, 41-60%=2, 20-40%=1, <20%=0

II. **Key InfrastructureParameters**:

Sl No	Key parameters	Weightage		Remarks
	Infrastructure parameters			
10.	% households engaged exclusively in			
	A. Farm activities			
	B. Non-farm activities	5		>50%
11.	Availability of banks(Yes=1, No=2)	5	5	If yes then 5
12.	If not available in the village; the distance range code of the nearest place where facility is available is given; (<3km-1; 3-5km- 2; 5-10 km-3, >10Km-4)			For option 1- 4; 2-3 3=2, option 4=0
13.	If bank not available in the village; Availability Of bank/Business Correspondent with internet connectivity?		2	If yes and answer of question 5 is 'No''
14.	Availability of ATM (yes-1;No-2)		1	If yes
15.	Whether the village is connected to All weather road (Yes-1;No-2)	5		If yes
16.	Whether village has an internal cc/ brick road (Yes-1;No-2)	4		If yes
17.	Availability of Public Transport (Bus-1;Van-2;Auto-3;None-4)	3		For option 1,2,3 =3 For option 4=0

18.	Availability of Internet Café/Common Service Centre (Yes-1;No-2)	2	
19.	Availability of electricity for domestic use (1-4 hrs-1; 5-8 hrs-2; 9-12 hrs-3; >12 hrs-4; No electricity-5)	4	For option 1=1; 2=2; 3=3; 4=4; 5=0
20.	Availability of Public Distribution System (PDS) (Yes-1;No-2)	1	If yes
21.	Availability of markets (Mandis-1; Regular market-2;weeklyhaat-3; none-4)	3	For Option 1,2 =3 For option 3=1
22.	Availability of Piped tap water (1) 100% habitations covered (2) 50 to 100% habitations covered (3) <50% habitation covered (4) only one habitation is covered (50 Not Covered	4	Option 1 =4 Option 2 =3 Option 3 = 2 Option 4 = 1 Option 5 = 0
23.	Availability of telephone services (Landline-1; Mobile-2; Both-3;None-4)	2	For option 1,2 ,3=2 Option 4 =0
24.	Total no of household using clean energy (LPG/Bio gas)	4	<25% = 1 25%-50%=2 51%-75%=3 >75% =4 No Household with Clean Fuel = 0
25.	No of household with kuccha wall and kuccha roof Kutcha Wall is …1 Grass/ thatch/ bamboo etc. 2 Plastic/ Polythene 3 Mud/ unburnt brick 4 Wood 5 Stone not packed with mortar Kutcha Roof is ….1 Grass/ thatch/ bamboo etc. 2 Plastic/ Polythene 3 Handmade tiles	5	<20% = 5 20%-40%=4 41%-60%=3 61-80%=2 >80% =1
26.	Availability of Post office/Sub-Post office (Yes-1;No-2)	1	
27.	Availability of school (Primary-1; Middle School-2; High School-3; Senior Secondary school-4;No school-5)	4	Option 4 = 4 Option3=3 Option2=2 Option 1 =1 Option 5 =0
28.	Availability of Vocational Educational centre/ITI/RSETI/DDU-GKY (Yes-1;no-2)	2	If yes

29.	Availability of Sub centre /PHC/CHC (PHC-1; CHC-2; Sub Centre-3,	3	For option1,2,3=3

			None=4)		
30.	If not available in the village; the distance range code of the nearest place where facility is available is given; (<5km-1; 5-10 km-2; >10 km-3)		<5km- 2 5-10km-1 >10km-0
31.	Availability of Veterinary Clinic Hospital (Yes-1;No-2)	2	If Yes
32.	If not available in the village; the distance range code of the nearest place where facility is available is given; (<5km-1; 5-10 km-2; >10 km-3)		<5km-1 >5km-0
33.	Availability of drainage facilities (Closed drainage-1; open pucca drainage covered with tiles slab-2; open pucca drainage uncovered-3; open kuccha drainage-4; no drainage-5)	4	Option 1=4 Option 2 = 3, Option 3 =2, Option 4=1 Option 5 = 0
	Economic development and livelihoods		
34.	Availability of soil testing centres (Yes-1;No-2)	2	If yes
35.	Availability of government seed centres (yes-1;No-2)	1	If yes
36.	Availability of fertilizer shop (yes-1;No-2)	1	If yes
	Health, nutrition and sanitation		
37.	Community waste disposal system (Yes-1;No-2)	2	If yes
38.	Community bio gas or recycle of waste for production use (yes-1;No-2)	3	If yes
39.	Is the village Open Defacation Free(ODF) (Yes-1;No-2)	3	If yes
40.	Availability of Aanganwadi Centre (Yes-1;No-2)	1	If Yes
41.	No of total children in the age group of 0-3 years		
42.	No of children aged 0-3 years registered under Aanganwadi	2	If >80%=2 60%-80%=1 <60%=0
	No of children aged 0-3 years immunized	3	>95% = 3(MCTS),91-95%=2 80-90%=1,Else 0
43.	No of children categorized as Non-Stunted as per ICDS record	4	>90% = 4,81-90%=3 71-80%=2,60-70%=1 <60%=0
	Women empowerment		
44.	Number of households mobilized into SHGs	3	If >80% =3, 51% -80%=2,25% -50%=1, <25%=0
45.	Number of households mobilized into Producer Groups (PGs)	2	If >=25%=2, 10%-25%=1, Else 0
46.	Number of households supported by village based	1	If >=25% =1 else 0

	Agricultural Extension Workers		
47.	Number of households supported by village based Livestock Extension Workers	1	If >=25% =1 else 0
	Financial Inclusion		
48.	No Of SHGs accessed bank loans	3	If >=80%=3, if 51% to 80%=2, if 25% to 50% =1, <25%=0
	TOTAL	**100**	