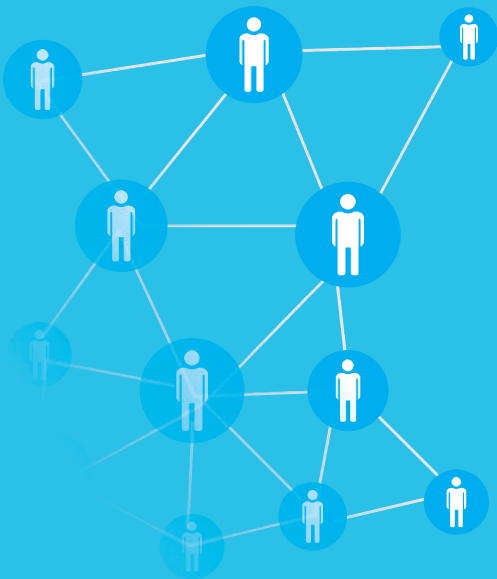




**Indo-Global
Social Service Society**
Celebrating the Spirit of Humanity



INTEGRATED GRAM PANCHAYAT DEVELOPMENT PLAN MODULE

Special focus on Natural Resource Management,
Climate Change and Employment

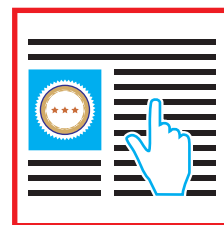




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Climate Change and Employment

Developed by:
Indo-Global Social Service Society



Integrated Gram Panchayat Development Plan Module

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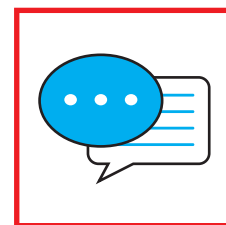
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Foreword



The village development through systematic planning can only be successful, if it ensures meaningful participation of all the segments/groups in the locality and includes their concerns, suggestions, and contributions. It is experienced that the planning for development of a village is usually done by the elected representatives and officers in so called “decentralised planning” approach. The decisions of what to do and how to develop the localities are frequently taken by the people who are in the higher levels of Government or outside the locality.

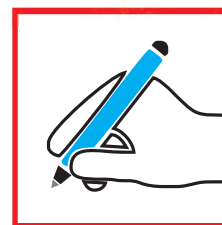
However, with the evolving of institution of Panchayats as local self-governance, there is a need for change in the prevailing “Top-Down” planning process into “Bottom Up” approach with the initiations of local leaders and communities. For the sustainability of the planning and collective community action to address different village issues that affect the lives and livelihoods of the villagers, the “Participatory Village Level Micro Planning” seems to be the most appropriate planning strategy.

IGSSS has developed this comprehensive GDPD planning module focused on participatory planning approach with special focus to Natural Resource Management, Climate Change and Employment. It would help and guide the project staff, community leaders and Panchayat Planning Action Team for an intensive and structured exercise for planning at Gram Sabha. This module elaborates the processes of involving the communities and other key stakeholders for productive convergence of the Schemes and programmes enlisted in the state and central govt. in their villages as well as Gram Panchayat. Hope this module will be of immense beneficial to the developmental workers working for the development of the villagers in their areas. I am conveying my honest appreciation to all the persons involved in developing this useful module.

John Peter Nelson

Executive Director
Indo-Global Social Service Society

Acknowledgement



I am grateful to IGSSS for providing me such opportunities for developing Integrated Gram Panchayat Development Plan Module which has provided me an opportunity to sharpen my knowledge on development of module and also GPDP.

While preparing this manual wide range of documents like Notifications, Guideline and Letters of Ministry of Panchayati Raj and Ministry of Rural Development, Government of India. News of Gram Panchayat Development Campaign, Notification of National Institute of Rural Development & Panchayati Raj have been used as reference.

Hope, this will be of immense help to the stakeholders engaged in rural development to plan for development of Gram Panchayat in a systematic way.

Nandi Kishor Sandh

INTRODUCING THE MODULE



Gram Panchayat Development Plan or Micro Plan reinforces the pillar of community empowerment processes where people from all categories of a particular cluster analyze their socio-economic-cultural and political situation, identify their own issues, and then plan for a sustainable change in the situation through participatory process, taking collective responsibilities for its sustenance.

It is observed that in most of the areas planning processes is guided from the top and done mostly by the outsiders. This planning is often based on the secondary data prepared by others where average units based on theoretical imperatives are taken, thereby creating a conflict at the village level. Most of the time detailed time frame is not considered while developing the guidelines and norms. Due to this, the people's participation and ownership in these plans is very limited. As a consequence, desired results go beyond the reach. Therefore the village plan should be prepared at the Micro (Village/Hamlet) level with involvement of the all segments of local people where information is collected and analyzed in a participatory way by the local people themselves. The Micro-plan should not be based on any standard unit rather it should specify the process of execution as per the need evinced by the local population and after considering the local knowledge, skill & previous experience available. While planning it should be seen that the local resources are put into optimal use, the resources from various sources are pooled together to solve the problems, thereby avoiding duplicity of efforts. When the local people will be involved in the whole process of preparing, managing and monitoring they will own it and make it more sustainable.

IGSSS is working in the remote areas in close coordination with different stakeholders including PRI and front-line workers of Government departments. Due to lack of comprehensive development planning at village and GP level; need based development works are not implemented. Similarly, due to lack scope for participation of local people in planning, executing and monitoring, the real development in their Gram Panchayats is not happening.

With a view to address the above gap, IGSSS has developed a comprehensive GDP planning module focused on participatory planning approach with special focus on Natural Resource Management, Climate Change and Employment. This module elaborates the process of participative and inclusive process of planning, monitoring and assessment, involving the community members and other stakeholders for convergence of schemes and programmes enlisted in the state and central govt in their villages as well as Gram Panchayat. The module focuses on the aspects such as: Context of Integrated Gram Panchayat Development Plan, Suggestive step by step activities schedule and Plan Cycle of GDP, Steps for preparation of Gram Panchayat Development Plan and Outline of Integrated Gram Panchayat Development Plan. It is expected that this module would help and guide project staffs, community leaders and Panchayat Planning Action Team to develop realistic GDP plans for bringing real development in their areas.

K. C. Sahu
Amar Kumar Gouda

Indo-Global Social Service Society

Context of Integrated Gram Panchayat Development Plan

Background

Gram Panchayats got both constitutional status and institutional framework by the 73rd amendment of the Constitution of India to strengthen grassroots level democracy through elected self-governing local bodies in the rural areas of the country. Also the amendment of the Constitution emphasized functional and fiscal decentralization of powers to achieve good governance through people's participation and thus enabling transparency, responsiveness, equity, efficiency and accountability.



Gram Panchayats and Planning for Integrated Development & Social Justice 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 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. The Eleventh Schedule of the Constitution of India contains the following subjects:



Agriculture, including agricultural extension



Land improvement, implementation of land reforms, land consolidation and soil conservation



Minor irrigation, water management and watershed development



Animal Husbandry, Dairying and poultry



Fisheries



Social forestry and farm forestry



Minor forest produce



Small scale industries, including food processing industries



Khadi, village and cottage industries



Rural housing



Drinking Water



Fuel and fodder



Road, culverts, bridges, ferries, waterways and other means of communication



Rural electrification, including distribution of electricity



Non-conventional sources of energy



Poverty alleviation programme



Education including primary and secondary schools



Technical training and vocational education



Adult and non-formal education



Libraries



Cultural activities



Markets and fairs



Health and sanitation including hospitals, primary health centres and dispensaries



Family welfare



Women and Child Development



Social welfare, including welfare of the handicapped and mentally retarded



Welfare of the weaker sections, and in particular of schedule caste and schedule tribes



Public distribution system



Maintenance of community assets



It is has been mandatory for preparation of GPDP by the GPs for economic development and social justice utilizing the resources available to them. The GPDP planning process has to be comprehensive and based on participatory process, which inter alia involves the full convergence with schemes of all related Central Ministries / Line Departments related to 29 subjects enlisted 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. Thus, GPs are mandated to envision, plan and implement GPDP to achieve economic development and social justice as shown schematically in diagram 1.



Diagram - 1 : Preparation and Implementation of GPDP

Objectives of the Integrated Gram Panchayat Development Plan

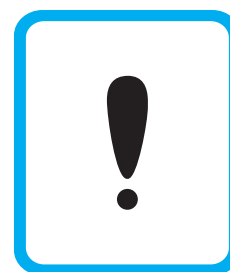
The main elements/ objective of formulation of GPDP, which also need to be captured in the GPDP are i) poverty reduction; ii) human development; iii) social development with special emphasis on SC/ST, persons with disabilities, women and vulnerable groups; iv) economic development; v) ecological development; vi) public service delivery and vii) costless development. The major strategy of implementation is taking up planned works/activities through convergence with Central/State schemes.





Importance of Integrated Gram Panchayat Development Plan

The GDPD is the development plan of the GP. It is prepared through a participatory process involving all stakeholders matching people's needs and priorities with available resources. The GDPD 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 GP level enables the following actions:



- ⦿ Activate the Panchayats to prepare development plans and thus establish their identity as Local Government
- ⦿ Mobilize and motivate people to participate in decision making thereby bringing governance more close to the people
- ⦿ Provide a platform for discussing local perceptions, local issues and analysis to decide priorities
- ⦿ Assess the felt needs and aspirations of people. Identify the magnitude of development gaps
- ⦿ Prioritize the issues and problems existing in the village
- ⦿ Bring all the available schemes and resources through effective convergence
- ⦿ Convergence and integration of different schemes /departments/ sectors.
- ⦿ Optimize the utilization of resources in the larger interest of people of the area
- ⦿ Need for Integrated Gram Panchayat Development Plan
- ⦿ Policy framework of Integrated Gram Panchayat Development Plan



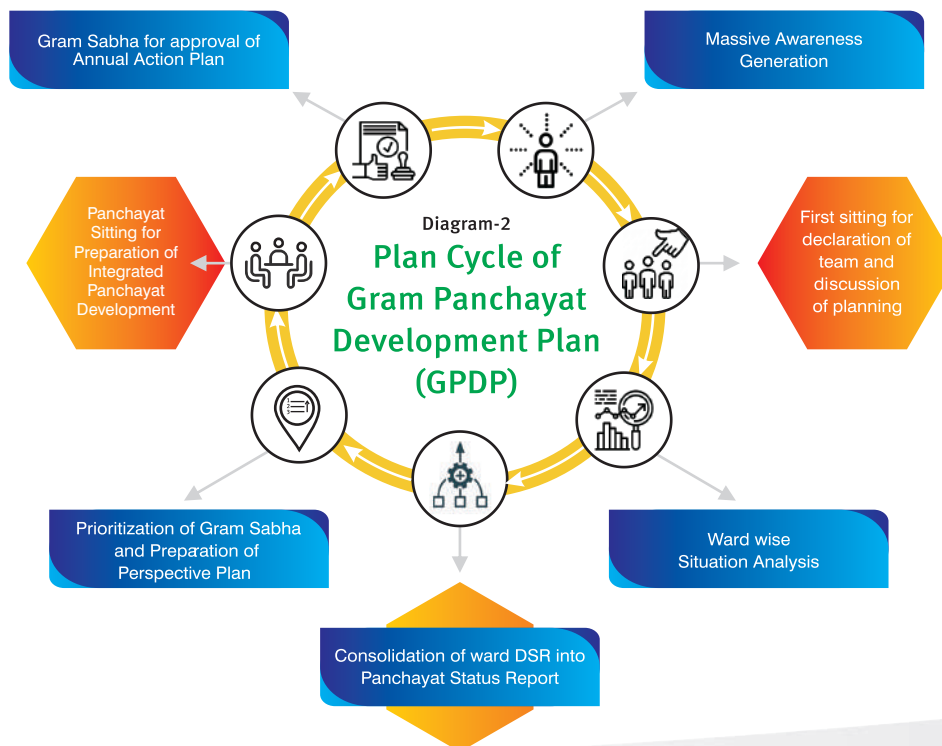
Preparation of GPDP by Gram Panchayats

Suggestive step by step activities schedule and Plan Cycle of GPDP:



1. Massive awareness Generation
 - ⦿ Mike announcement, Wall painting, Display banner
 - ⦿ Validation of Mission Antyodaya Data
 - ⦿ Declaration of various Committees
2. First sitting for declaration of team and discussion of Planning
3. Situation Analysis – Ward Wise
4. Consolidation of ward Development Status Report (DSR) into Panchayat Status Report
5. Prioritization Gram Sabha and Preparation of Perspective Plan
6. Panchayat Sitting for Preparation of Integrated Panchayat Development
7. Gram Sabha for Approval of Annual Action Plan

The plan cycle of GPDP can be depicted through the following Diagram:-



Formation of a Gram Panchayat Planning Facilitation Team (GPPFT)

GP needs to prepare GPDP as part of enabling wider participation, optimal utilization of resources and getting maximum developmental benefits. Large number of well-meaning/philanthropic/voluntary human resources should be roped in who can help the GP in coming up with holistic and visionary plan. For this, a group may be formed namely “Gram Panchayat Planning Facilitation Team (GPPFT)” in every GP under the chairmanship of Sarapanch of the GP. The size and composition of GPPFT may vary. The representatives of sectoral / line departments at GP level should invariably be the members of this team. Apart from this, the citizens of the GP who are working/living elsewhere either in the country or outside should also be invited to become members of the GPPFT. This is aimed at harnessing their



Tasks of GPPFT

- Facilitating all the steps of planning exercise right from the stage of environment creation to the final stage of plan approval including implementation and monitoring.
- Following the methodology of preparing GPDP in consonance with the guidelines issued by the State Government.
- Ensuring coordination of all line departments, which hitherto have been working in silos to be accountable to the GP by taking an active role in the meetings and activities of the various GPDP working groups.

knowledge/skills and expertise for sustainable development of the GP area. The known “Beacon leaders” of other GPs of the district/nearby districts/States/other States can also be invited as special invitees of GPPFT. The instructions issued by the State government/district administration to all line departments should be leveraged to ensure whole-hearted participation of these members. This team is the frontline functional group of the GP in accomplishment of all the tasks of preparing GPDP and also helping in effective implementation and monitoring.

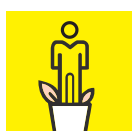
GPPFT may be divided into “Ward Planning Facilitation Team” (WPFT) with a minimum of 3-5 members headed by the respective GP ward members to facilitate community-based planning processes for GPDP. WPFT has to ensure that all members/residents of the ward participate in the planning exercise and freely express their felt needs and grievances. Every year the GPPFT may be reconstituted by the GP with need-based addition/alteration of members.

Formation of Working Groups in GPPFT

The GPs already have the standing/functional committees for various thematic areas (the nomenclature may vary from state to state). In case the standing/functional committees cannot be activated immediately, the members of the GPPFT may be distributed into working groups on various thematic areas. Each working group will consist of members from the GPPFT 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 following working groups may be constituted by the GP:



Human Development Working Group:

To deal with health, nutrition, education and public health related issues including environment and sanitation



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



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



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) and elderly aiming at equity, empowerment and well-being



Infrastructure & Miscellaneous Working Group:

To deal with the local infrastructure and other issues as relevant to the GP

In addition, more working groups may be constituted depending upon the local needs such as working group on Environment Protection, Spatial Planning and Disaster Management Planning etc.

Facilitator for each Gram Panchayat

A facilitator for each Gram Panchayat/Gram Sabha may be nominated for providing requisite support and organizing the preparation of GPDP for respective Panchayats. Community Resource Persons (CRPs), trained Social Auditors or other appropriate persons including officials e.g. Gram Rojgar Sevak may be nominated as facilitators. The facilitators nominated for each Gram Sabha will be required to undertake following activities on priority basis:



- ⦿ Carry out a survey with Mission Antyodaya (MA) format for scoring under various criteria and have the same validated in the GS.
- ⦿ Facilitate the special GS for GPDP on the designated day so that its objectives are achieved and frontline workers of line Departments participate in the deliberation.
- ⦿ To ensure community mobilization including vulnerable sections like SC/ST/Women during the Gram Sabha. The Village Organisations/SHGs may be supported to present before the Gram Sabha, a poverty reduction plan which may after deliberation may be incorporated in the GPDP planning process.
- ⦿ Coordinating with frontline staff of participating ministries/departments.
- ⦿ Support preparation of comprehensive GPDP. Participate in implementation and monitoring of GPDP so that desirable results are achieved.

A. GRAM SABHA

In this Gram Sabha the following activities will be under taken:

- ⦿ Data validation of Mission Antyodaya.
- ⦿ Review of next activities and fund utilization.
- ⦿ Informing about the task to be under taken by the line department.
- ⦿ Formation of various committees for GPDP
- ⦿ Campaigning for GPDP



B. Model Schedule for conducting Gram Sabha for GPDP

Meeting Date:..... Meeting Place:.....

Gram Panchayat:..... Block:.....

District:..... State:.....

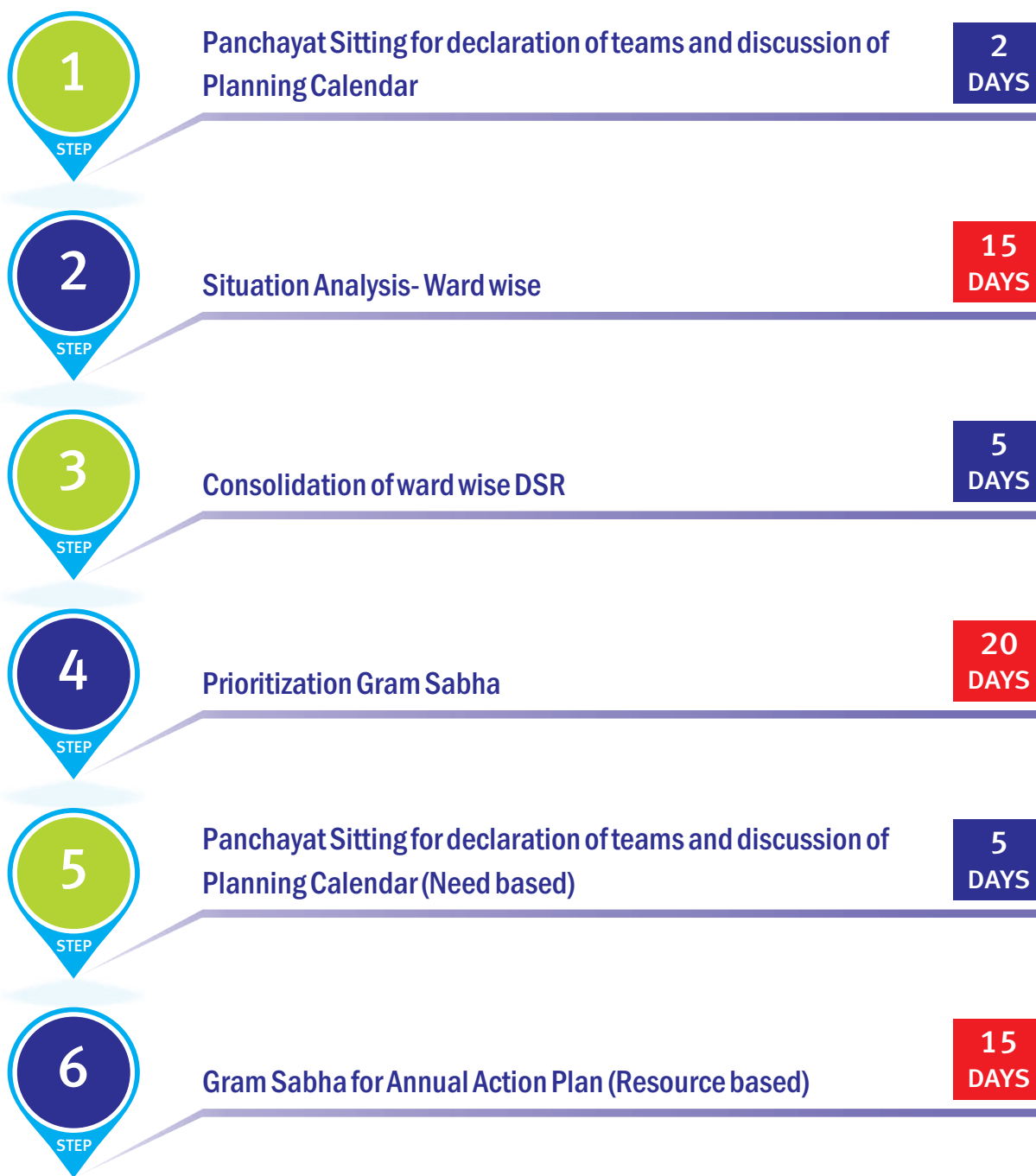
Agenda of the meeting : Gram Panchayat Development Plan (GPDP)

Attendance of the member : Elected Representatives and officials for the meeting to the Gram Sabha

Format for conducting Gram Sabha

- I. President of the GP will preside over the meeting to the Gram Sabha.
- ii. Gram Panchayat Secretary will brief regarding the purpose of the meeting.
- iii. Presentation and validation of ranking parameters and data collected by Panchayat level facilitators.
- iv. Discussion on village wise issues, challenges, plans and budgets.
- v. Formation of various committees for GPDP.
- vi. Invitation of Self Help Groups, Institutions, Civil Society Organisations for their active participation in Gram Sabha/Planning Session.
- vii. Invitation of front-line workers of all line departments relating 29 subjects listed in Schedule- XI.
- viii. Review of next activities and fund utilization of the GP.
- ix. Sharing of meeting minutes among the participants
- x. Remarks of the president.
- xi. Vote of thanks.

Steps for Preparation of Gram Panchayat Development Plan



STEP-1

First sitting for declaration of team and discussion of Planning (2 days)

Member Present:

- ⊙ Panchayat Body (Elected Representatives & Functionaries)
- ⊙ Selected members of various committees (GPPFT, WPFT, Working Group, SHG Members)
- ⊙ Workers of Departments of Rural Development, Department of Land Resources, Department of Tribal Affairs, Department of Women and Child Development, Department of Water resources, Department of Social Justice and Empowerment, Department of Power, Micro, Small and Medium Enterprises, Department of Culture, Environment, Forest and Climate Change, Department of Skill Development and Entrepreneurship, Department of New and Renewable Energy, Department of Petroleum and Natural Gas, Department of Health and Family Welfare, Department of Agriculture, Department of Co-operation and farmers' Welfare, Department of Animal Husbandry, Dairying and Fisheries, Department of Financial Services, School Education & Literacy, Food and Public Distribution including Junior Engineers, VLEW, Gram Sevak / Gram Sevika, Fishery demonstrators, Veterinary demonstrators, ASHAs, AWC Worker, Siksha Mitra, Swachhta Doot, representatives of CBO / NGO, Progressive Farmers, Jibika Sakhis).

Activities:

- ⊙ Introduction and declaration of WPFT, GPPFT, Working Group and Team for PRP
- ⊙ Discussion on role of each committee
- ⊙ Deployment of Ward wise Planning Team (WPFT)
- ⊙ Discussion of planning calendar for; Ward wise situation analysis, Preparation of Ward Wise DSR, Ward Sabha, Preparation of Panchayat DSR, Gram Sabha, Preparation of Integrated Panchayat Development Plan and Preparation of Annual Action Plan.

STEP-2

Situation Analysis – Ward Wise (15 days)

Responsibilities:

- ⦿ Concerned Ward member of ward wise planning committee will be held responsible for overall planning.

Activities:

- ⦿ As per calendar date fixed for that Ward, the planning team will assemble at the Ward. (2 days)
- ⦿ Collection of Secondary data (Ward wise plan, MGNREGA plan, FFC plan and PRP of last year. Social Map, Resource map, MA data, and relevant information (available funds and schemes) from line departments)
- ⦿ Primary information collection
 - ↪ Mapping (Social / Resource) : 1 Day
 - ↪ Focus Group Discussion (Farmers, Women & Child, Youth) : 3 Days.
- ⦿ Compilation of all information in prescribed format (Annexure-I) depicting the situation analysis of the Ward = 3 days
- ⦿ Ward Sabha for prioritization and Prioritization of PRP (Ward / VO wise) = 1 day
- ⦿ Draft Status Report of the Ward = 2 Days



A. Collection of secondary data

- ⦿ Scheme/programme/special grant wise plan, progress, budget utilization and available funds (like ward wise MGNREGA Plan, FFC plan, plan of line departments)
- ⦿ Location and topography, No. of census coded revenue villages, description of the geographical area, forest coverage, riverine status, road connectivity/rail connectivity, internet access

- ⊙ **Climate and major hazard:** Year wise rainfall, rainy days, identified vulnerable resources, major disaster, impact, disaster management plan, allocation of special fund, major work and its progress (minimum 10 years)
- ⊙ **Socio-economic status:** Demographic profile based on Census and Socio-Economic Caste Census data, small farmers, marginal farmers, big farmers, land less, share croppers, women farmers etc.
- ⊙ **Education:** No. of Educational Institutions, status of education etc.
- ⊙ **Health:** No. of Health Sub-Centres, Primary Health Centres/Rural Hospitals upgraded as Health and Wellness Centres and status of functionality and Status of Health including Public Health, Status of Drinking Water and Sanitation, No. of Anganwadi Centres, IMR, MMR status.
- ⊙ **Bank:** No. of Banks, Cooperative Societies, Private Banks etc. available in the GP.
- ⊙ **Market:** No. of Markets/Mandis, Cold Storage, weekly/ monthly open air markets etc,
- ⊙ **Animal husbandry:** Village/ward wise animal, No. of Animal Health Centres, major diseases, causes and treatment etc.
- ⊙ **Irrigation:** Water harvesting and irrigation structures, Status of major and minor Irrigation,
- ⊙ **Land use pattern:** Types of land- upland, low land, middle land, cultivable land, common land, reserve land, Irrigated land, non-irrigated land, cropping pattern, major diseases, use of fertilizer, pesticides, cropping intensity/yielding, requirement of inputs, agri-input facility centers, agri-input suppliers etc.
- ⊙ **Major occupations and livelihoods:** Farmer, Business, Service, Migrant, Construction workers, labourer etc.
- ⊙ **Industrial units:** Cottage, Small, Medium and big industries
- ⊙ If a PESA Block (The Provisions of the Panchayats Extension to Scheduled Areas Act), the status of implementation of PESA
- ⊙ **Status of Forest Right Act:** Individual Forest Right, Community Forest Rights





B. Primary information collection through Participatory Rural Appraisal (PRA) exercise

Ward/ village wise primary data collection and situation analysis-

- ⊙ **Social Map:** A village/ ward map drawn by the villagers showing layout, housing, occupation, caste, wealth status, roads, drainage systems, schools, drinking water facilities, etc.
- ⊙ **Wealth Map:** Map shows different categories of households like very poor, poor, manageable, rich basis of local criteria.
- ⊙ **Livelihood Assessment:** Livelihoods information helps frontline workers, PRI and Govt department officials to know in advance about the population of the affected area.
- ⊙ **Venn diagram:** Visual method to indicate mutual relationship and role of individual/ institutions/ Groups/ Networks in decisiona making.
- ⊙ Ward/village wise Strength, Weakness, Opportunity, and Threat (SWOT) Analysis
- ⊙ **Resource Map:** Resource map is one of the most commonly used PRA methods next to social map. While the social map focuses on habitation, community facilities, roads, temples, etc., the resource map focuses on the natural resources in the locality and depicts land, hills, rivers, fields, vegetation etc. A resource map may cover habitation as well. At times, the distinction between the resource and social map may get blurred. A resource map in PRA is not drawn to scale. It is done not by experts, but by the local people. The local people are considered to have an in-depth knowledge for the surroundings where they have survived for a long time. Hence the resource map drawn by the local people is considered to be accurate and detailed. It is important to keep in mind, however, that it reflects the people's perception rather than precise measurements to scale. Thus, a resource map reflects how people view their own locality in terms of natural resources like Land, forests, water, air and all naturally available resources.



- 
- ⊙ Climate & disaster affected vulnerable resources with treatment map: the map indicates various problems relating to soil, water, vegetation and type of treatment with location suggested by the villagers.
 - ⊙ **Transect walk:** Transect is another PRA method used to explore the spatial dimensions of people's realities. It has been popularly used for natural resource management. It provides a cross sectional representation of the different agro-ecological zones and their comparison against certain parameters including topography, land type, land usage, ownership, access, soil type, soil fertility, vegetation, crops, problems, opportunities and solutions. Though natural resources remain the focus of any transect, this does not mean that there is no place for the depiction of social aspects. Various social aspects for e.g., the caste and ethnic determinants of a settlement, access and control and gender-related dimensions are captured in detail, depending upon the objectives of the exercise. A transect is different from resource map despite areas of overlap. The resource map provides a bird's eye view of the locality with a focus of natural resources. A transect, however depicts a cross sectional view of the different agro- ecological zones and provides a comparative assessment of the zones of different parameters. It is generally done after a resource map and, therefore, helps in triangulation. It also helps in taking forward the process of problem identification and planning for the development of the natural resources in the area.
 - ⊙ **Timeline:** Time line is an important PRA method quite commonly used to explore the temporal dimensions from historical perspective. Time line captures the chronology of events as recalled by local people. It is drawn as a sequential aggregate of past events. It thus provides the historical landmarks of a community individual or institutions. The important point to note here is that it is not history as such but events of the past as perceived and recalled by the people themselves.

- 
- ↪ Trend of climate change and major disasters: A sequence of events that have taken place in the village relating to various fields such as drought, flood, new crops, varieties, technology etc.
 - ↪ Trend of village development: Education, health, electricity, drinking water, sanitation, irrigation, connectivity, social security, food security, employment security, institution development, community infrastructure etc.
 - ↪ Trend of loan, disease, and migration etc.
- ⊙ **Seasonal Map:** Seasonal diagram is also called seasonal calendar, seasonal activity profile and seasonal analysis. Seasonal diagram is one of the popular PRA methods that has been used for temporal analysis across annual cycles, with months or seasons as the basic unit of analysis. It reflects the perceptions of the local people regarding seasonal variations on a wide range of items. Seasonal diagrams, however, are not based on statistics, though they may be triangulated against secondary or primary data in order to verify the information generated. Seasons are an integral part of people's lives and exert an important impact upon the livelihood of the local people, particularly in rural areas. Seasonal diagrams have been used to explore what happens during the year and when. Quantification and depiction of the magnitude of the various activities adds to their utility and richness.
 - ⊙ **Problems & Cause Tree:** It indicates the cause and effect relationship of a problem and it arrives at the root cause of the problem. Once the root cause is eliminated, most of the problems are also reduced.
 - ⊙ **Treatment Map:** The map indicates various problems relating to soil, water, forest, bio diversity, and type of treatment measures, location with direct and indirect impact suggested by the villagers.

C. Special Gram Sabha and involvement of front line workers of line department

- ⊙ A comprehensive special Gram Sabha may be organized in a prescribed schedule after the collection of primary and secondary data, gap analysis, visioning, estimating resource envelope and identifying corresponding activities. In this special Gram Sabha, all developmental needs and gaps are to be deliberated. The Panchayatiraj and representatives of line departments will present brief overview of different programmes, schemes related to that department including eligibility criteria, entitlements and benefits accruing/ to be accrued under various schemes then ward/ village wise issues,

challenges, proposed activities, convergence strategy, responsibility, timeline and prioritization of proposed activities (ward/ village wise). Further, the Village Organisations / SHGs collectives may be supported to present before the Gram Sabha, a poverty reduction plan which may after deliberation may be incorporated in the GPDP.

D. Preparation of ward wise Development Status Report (DSR)

- ⊙ On completion of situation analysis, the GPPFT needs to prepare a 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 helps the villagers to identify the followings:
- ⊙ Status of development of the GP in various thematic sectors in terms of achievements, limitations and gaps in development efforts of the GP.
- ⊙ Convergence strategies for optimizing development goals for the GP
- ⊙ Prioritization of development agenda to be taken up over next five years on annual basis.
- ⊙ Issues that are to be addressed by various authorities and institutions including the GP.

STEP-3

Consolidation of ward DSR into Panchayat Status Report (5 days)

Responsibilities:

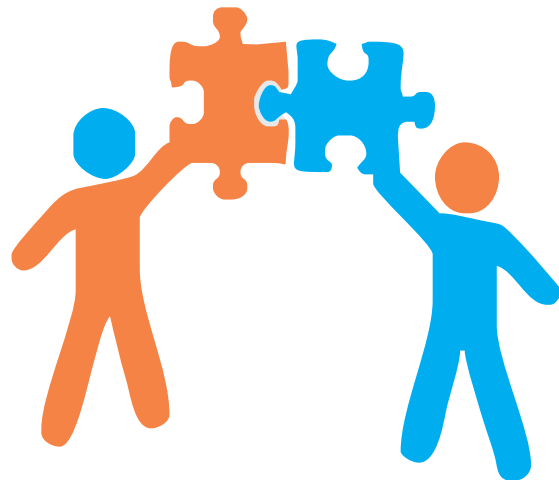
- ⊙ GPPFT
- ⊙ Working Group
- ⊙ Team for PRP

President & Secretary are overall in charge.

Activities:

Collection of ward wise DSR

- ⊙ Ward wise DSR will be segregated into same prioritization order
- ⊙ Preparation of Draft Panchayat Status Report in Prescribed format. (Annexure-II) required format for Panchayat DSR
- ⊙ Consolidation of Ward wise PRP in to GP PRP



A. Draft Panchayat Report

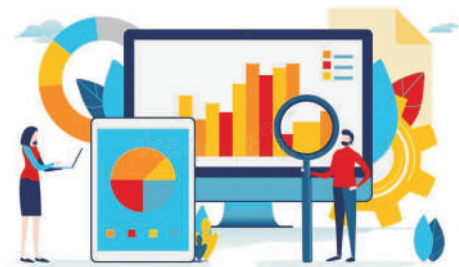
- ⦿ After deliberation on the DSR in the Gram Sabha, listing the priorities and taking the resource envelope into account a draft GPDP is to be prepared. Draft Plan may be prepared indicating the works identified in each of the focus areas, fund allocation, timelines for completion of the works. While preparing development plan, special attention should be given for the upliftment of people belonging to Scheduled castes, Scheduled tribes, and other weaker sections. The draft plan should contain inter alia prioritised activities to be undertaken in Panchayat area and corresponding estimated cost. This draft plan is to be deliberated in detail in the development seminar. After incorporating the feedbacks and suggestions emanated from the development seminar, special meeting of the Gram Sabha is convened to discuss and finalise the GPDP (MoPR, 2018).

STEP-4

Prioritization Gram Sabha/ Gram Sabha for Prioritization (Two Gram Sabha per day per Block, Starting from 20 days)

Responsibilities:

- ⦿ The Secretary in consultation with the President, GP will call the Gram Sabha
- ⦿ All ER members and functionaries of the GP will assist the secretary
- ⦿ All committee members (WLPFT, GPPFT, Working Groups) will help to conduct the Gram Sabha
- ⦿ The BDO and his / her team also assist for proper conduct of Gram Sabha
- ⦿ The president and member of AP also assist for proper conduct of Gram Sabha
- ⦿ The Chairperson and members of Zilla Parisad also assist for proper conduct of the Gram Sabha
- ⦿ All line Department workers also present to discuss this.
- ⦿ All SHG members of the committees



Activities:

The following activities are to be undertaken:

- ⦿ Visioning and Prioritization of the Panchayat Draft Status Report: Gram Sabha is to be organised for visioning exercise on the basis of the findings of the DSR. The visioning is the process of evolving the perspectives of the GP development agenda in terms of economic development and social justice. It is an articulation of what the local people want to be undertaken in their GP in the next five years and succeeding year 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.
- ⦿ Presentation of Schemes & Funds of line department for ten financial years.
- ⦿ Presentation of Village Poverty Reduction Plan by representatives of Teams of PRP

Agenda of the Gram Sabha:

- ⦿ Preside over the Sabha by the President
- ⦿ Brief objective of the Sabha by the Secretary
- ⦿ Read out the Panchayat Draft Status Report by the Secretary. The all other committee members will assist the Secretary
- ⦿ Detail discussion on the Draft Report
- ⦿ Visioning and Prioritization of the Panchayat Status Report
- ⦿ Read out the Priority of the Panchayat Status Report
- ⦿ Read out the Scheme and Fund of the line departments by the concerned line departments.
- ⦿ Read out the Village Poverty Reduction Plan by the SHG / by representatives of Teams of PRP
- ⦿ Read out the Minutes of the meeting by the Secretary
- ⦿ Remark of the President
- ⦿ Vote of thanks by Gram Panchayat coordinator



STEP-5

Panchayat Sitting for Preparation of Holistic Panchayat Development Plan (5 Days)

Responsibility:

- ⦿ The Secretary, GP will lead the team
- ⦿ All other members of committees will assist him / her
- ⦿ All frontline workers also help in this process
- ⦿ The BDO and his team also extend the full support to develop the GPDP
- ⦿ PRI members of AP and ZP will also present

Activities:

- ⦿ Preparation of Annual Draft Plan
- ⦿ Preparation of resource Envelop. (Annexure – III)
- ⦿ Presentation of holistic Plan in prescribed format (Annexure – IV)
- ⦿ Segregation of plan as per the fund available with various project / programme. (Annexure-V)
- ⦿ Presentation of Annual Plan of MGNREGA, Fifteen Finance Commission Grant etc for next Financial Year

STEP-6

Gram Sabha for Approval of Annual Acton Plan (Two Gram Sabha per day per Block-15 days)

Responsibilities:

- ⦿ The Secretary in consultation with the president, GP will call the Gram Sabha
- ⦿ All ER members and functionaries of the GP will assist the Secretary
- ⦿ All committee members (GLPFT, GPPFFT, Working Group) will help to conduct the Gram Sabha
- ⦿ The BDO and his / her team also assist for proper conduct of Gram Sabha
- ⦿ The president and member of AP also assist for proper conduct of Gram Sabha

- ⦿ The Chairperson and members of ZP also assist for proper conduct of the Gram Sabha
- ⦿ All line Department workers also present to discuss this.
- ⦿ All SHG members of the committees

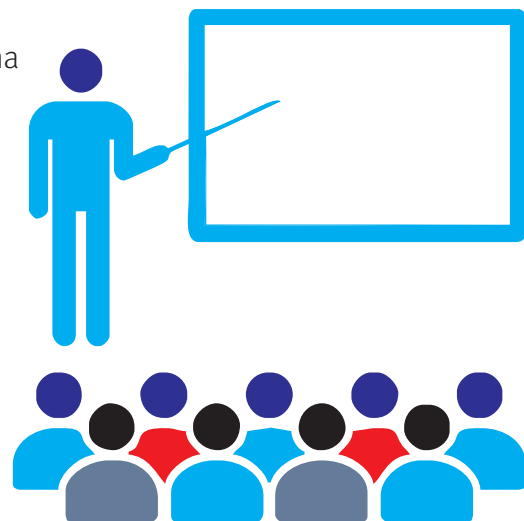
Activities:

- ⦿ Approval of Annual Action Plan based on available fund for the next financial year
 - ↳ For MGNREGA.
 - ↳ For Fifteenth Finance Commission Grant.
- ⦿ Upload of FFC Plan at planning online.gov.in portal
- ⦿ The GP MGNREA plan will be submitted to Anchalik Panchayat to prepare the Annual Action Plan of Panchayat for onward submission to Zilla Parishad.
- ⦿ Emphasis will be given for plan on less cost and no cost activities and it will be presented at the Gram Sabha
- ⦿ Other Plans will be handed over to line department for inclusion into their Annual Action Plan.

Agenda for Gram Sabha for Approval of Annual Plan:

President will preside over

- ⦿ Brief objective of the Sabha will be highlighted by the Secretary
- ⦿ Read out the Annual Action Plan of FY 2010 – 2021 of
- ⦿ MGNREGA
- ⦿ FFC
- ⦿ Detail discussion on the Annual Action Plan
- ⦿ Approval of Annual Action Plan by Gram Sabha
- ⦿ Remarks of President



Ward/ Village wise Review of Plan and Progress
(Works completed in previous years and in progress)

ANNEXURE-1

Sl. No.	Subject	Existing status	Issues	Proposed Activities	Nos of Activities	Ward/ Village Name	Priority
1	Agriculture						
2	Land Improvement						
3	Minor Irrigation						
4	Animal Husbandry						
5	Fisheries						
6	Social Forestry						
7	Minor Forestry Produce						
8	Small Scale Industries						
9	Khadi, Village & Cottage Industries						
10	Rural Housing						



Sl. No.	Subject	Existing status	Issues	Proposed Activities	Nos of Activities	Ward/ Village Name	Priority
11	Drinking Water						
12	Fuel & Fodder						
13	Roads						
14	Rural Electrification						
15	No Conventional Energy						
16	Poverty Alleviation Programme						
17	Education						
18	Vocational Education						
19	Adult & Non Formal Education						
20	Libraries						

Sl. No.	Subject	Existing status	Issues	Proposed Activities	Nos of Activities	Ward/ Village Name	Priority
21	Cultural Activities						
22	Market & Fairs						
23	Health & Sanitation						
24	Family Welfare						
25	Women & Child Development						
26	Social Welfare						
27	Welfare of the weaker sections						
28	Public Distribution System						
29	Maintenance of Community Assets						

Annual Plan and Perspective Plan along with Prioritization of activities

Subject	Sector/ Theme	Proposed Activities	Unit	Focus	Risk Based Knowledge	Line Department	Govt. Scheme	Other Funds	Time line	Coordinating and monitoring	Budget	Priority	Direct impacts	Indirect impacts
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

ANNEXURE-2



Outline of Integrated Gram Panchayat Development Plan

Integrated Gram Panchayat Development Plan of Gram Panchayat

Block:..... District:.....

State:..... Year:.....

Chapter	Particular	Subject of the Chapter
Chapter-1	Status of Gram Panchayat	<p>1. GP Profile-Basic Information</p> <p>Demographic Information, Socio-economic parameters, Livelihood data, Natural resources, Village Institutions etc., Detail of Elected Representatives</p> <p>2. List of Standing Committees</p> <p>List of GPPFT/ WPFT/ Working groups related to Decentralized Plan Preparation, Names and designations of functionaries in-charge of GPDP in GP office, Names of other Govt. functionaries/support staff who are part of GPDP</p> <p>3. Vision Statement</p>
Chapter-2	Works completed in last years and in progress	Progress report of last Financial Year
Chapter-3	Process of Participatory Planning and analysis of Developmental gap/deficit	Primary and secondary data collection, compilation and gap analysis, Participatory Vulnerability and Resource Mapping (Social, Resource, Climate Change and risk event, Trend of climate change and disaster, Health, Education, Food Availability, Government and private schemes and programmes, Institution etc), Situation Analysis, SWOT Analysis etc Development of Status Report(DSR)
Chapter-4	Goals Set for GP including localization of SDGs	<p>Examples:</p> <p>Open defecation-free Panchayat, Safe drinking water available to all households of GP, Destitute free GP, Child labour-free GP, Trafficking free-GP, 100% Anganwadi enrolment GP, 100% school enrolment GP, 100% child and mothers are covered through immunization in the GP, Malnutrition-free GP, Infant death free GP</p>
Chapter-5	Resource Envelope and Activities(Scheme & Sector wise)	<p>The availability of funds to the GP from various sources e.g. 14th Finance Commission grants, Transfers by State Finance Commission, Own Resources of Gram Panchayats, MGNREGS, Other CSSs implemented by Gram Panchayat, Grants for State Plan schemes, Grants for Externally supported schemes, Voluntary contributions by the communities and other stakeholders</p> <p>On the basis of Situation & Gap Analysis; activities may be identified w.r.t. the likely available resources of the Panchayat and under the schemes of Central & State Govt.</p>

ANNEXURE-4





**Indo-Global
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Celebrating the Spirit of Humanity

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