

Planning Manual

'Aamar Gaon Aamar Achoni'

Gaon Panchayat Development Plan (GPDP)
(2015-16 to 2019-20 under 14th Finance Commission)

Planning Manual for Gaon Panchayat in accordance
with the State Guidelines, Assam



Prepared by

© UNICEF 2015

Any part of this document may be freely reproduced with appropriate acknowledgement

Technical Team

Shri N. Jagajeevan, Consultant
Shri Pabitra Kalita, Assistant Director, SIRD, Assam
Shri Abhijit Misra, SPM-SPMU, P&RD, Assam
Shri Chinmoy Debnath, State Facilitator, UNICEF, Assam

Chief Advisor

Mr. A M M Zakir, Director, SIRD, Assam

State Institute of Rural Development, Assam

G.S Road, Khanapara,
Guwahati - 781022

O/o The Commissioner

Panchayat and Rural Development Department

Juripar, Panjabari road,
Guwahati - 781037

UNICEF Office for Assam

Basisthapur Bylane 3, Beltola Road
House No. - 27
Guwahati - 781 028
Assam India



CONTENTS

INTRODUCTION

Why is this manual required?	1
What are the contents?	2
Who are targeted?	3
Scope of the manual	4

Step 1: Panchayat Committee sitting to understand & initiate the GPDP process

1.1 Objectives and importance of the Panchayat Committee sitting exclusively to discuss GPDP:	5
1.2 Preparatory -activity	7
1.3 Draft Activity Calendar for GP Discussion	10
1.4 Post activity	22

Step 2: Initial Gaon Sabha

2.1 Objective of Initial Gaon Sabha of GPDP	24
2.2 Preparatory activity	24
2.3 Activity	25
2.4 Post –activity	26

Step 3: Training at Panchayat level

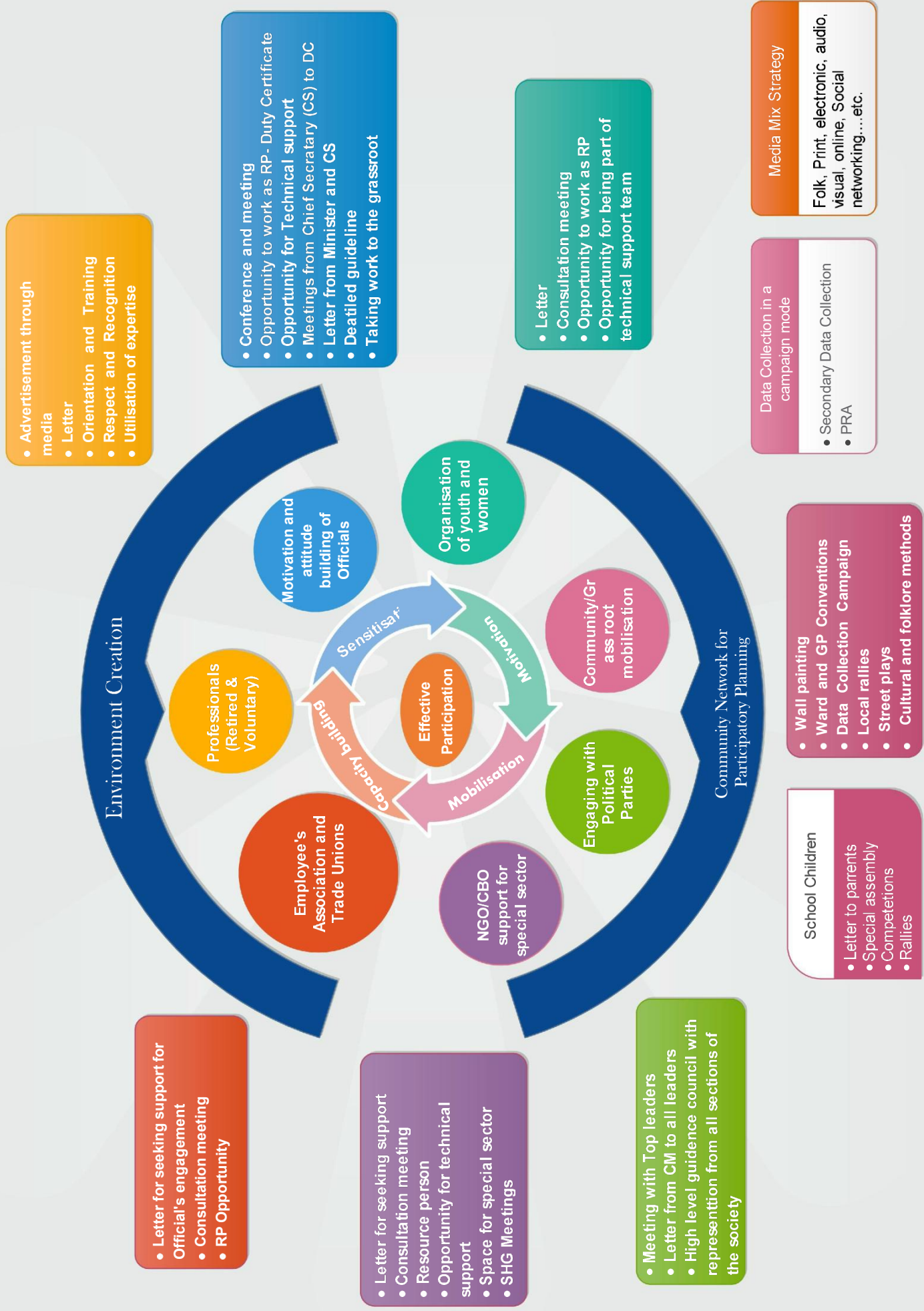
3.1 Objectives	27
3.2 Preparatory activity	28
3.3 Activity	29
3.4 Post –activity	29

Step 4: Situation Analysis	30
Introduction	30
4.1 Objectives	30
4.2 Why Situation Analysis	30
4.3 What is situation analysis?	31
4.4 What is Primary data?	32
4.5 What is secondary data?	33
4.6 Preparatory activity	33
4.7 Activity	35
4.8 How to start situation analysis?	35
4.9 Secondary data collection	36
4.10 Primary data collection	37
4.11 Data Compilation	39
4.12 Data Analysis	40
4.13 Preparation of the draft status report (DSR) of the Gaon Panchayat	40
4.14 Draft Status Report	41
Permissible Works of Gaon Panchayat Development Plan under 14th Finance Commission Award	45
Step 5: Gram Panchayat Sitting	46
Introduction	46
5.1 Objectives of the GP meeting:	46
5.2 Pre- activity	46
5.3 Activity	46
5.4 Post activity	48
Step 6: Visioning and Prioritization Gaon Sabha for Approval of Draft Status Report	49
Introduction	49
6.1 Objectives:	49
6.2 Pre- activity	49
6.3 Activity	50
6.4 Post-activity	52
Step 7: Draft Plan Preparation	54
Introduction	54
7.1 Objectives	54
7.2 Pre activity	54
7.3 Activity	54
7.4 Post activity	58
Step 8: Project preparation	59
Introduction	59
8.1 Objectives	59
8.2 Pre activity	59
8.3 Activity	59
Content of the Project	60
8.4 Post activity	60



Step 9: Panchayat Committee sitting	62
9.1 Objectives	62
9.2 Pre- Activity	62
9.3 Activity	62
9.4 Post- Activity	63
Step 10: Plan approval by Gaon Sabha	64
Introduction	64
10.1 Objectives	64
10.2 Pre activity	64
10.3 Activity	64
10. 4 Post activity	65
Step 11: Final GP Development Plan Document	66
Introduction	66
11.1 Objectives	66
11.2 Activity	66
11.3 Post activity	66
Notice Board	67
Step 12: Implementation	68
12.1 Objectives	68
12.2 Pre activity	68
12.3 Activity	69
Maintenance of Records	69
Maintenance of Financial Records	71
Step 13: Monitoring	72
Monitoring, Evaluation, Learning and Documentation (MELD) of GPDP in Assam	72
Annexure 1	74
Annexure 2	86
Annexure 3	89
Annexure 4	100
Annexure 5	102





INTRODUCTION

Panchayat Raj Institutions (PRIs) are constitutional bodies of local governance. PRIs carry numerous regulatory and developmental responsibilities. In Assam, many powers and duties are transferred to these local bodies through the Assam Panchayat Raj Act. The Panchayat Raj Act aims at bringing the PRIs to key roles of practical development process. This development campaign called “Aamar Gaon Aamar Achoni” based on Participatory Planning orbits around the Fourteenth Finance Commission grant from the Central government which is constitutional mandate for planning - economic development and social development.

The Finance Commission is a body formed under Article 280 of the Indian Constitution. It is constituted every five years by the President of India to review the state of finances of the Union and the States and to suggest measures for maintaining a stable and sustainable fiscal environment. It also makes recommendations regarding the devolution of taxes between the Centre and the States from the divisible pool, including all central taxes excluding surcharges and cess which the Centre is constitutionally mandated to share with the States. The terms of reference for the commission sought suggestions regarding the principle which would govern the quantum and distribution of grants-in-aid, the measures, if needed to augment State Govt. finances to supplement the resources of local Govt and to review the state of finances, deficit and debt conditions at the different level of Govt. In other words, to recommend “the measures needed to augment the Consolidated Fund of a State to supplement the resources of the Panchayats and Municipalities in the State, on the basis of the recommendations made by the Finance commission of the State” is one of the Terms of References (ToRs) of the Fourteenth Finance Commission (FFC). The FFC has developed a methodology for the distribution of grants to the State using 2011 population data with weight of 90 per cent and area with 10 per cent. The size of

the grant to local Governments as estimated by the FFC stands at Rs. 2,87,436 crore for the period of five years (2015-2020). This translates to an assistance of Rs. 488 per capita per annum. Out of this, the share of the Panchayats is 69.68 per cent (Rs. 200,292.2 crore), whereas the corresponding share for Municipalities is 30.12 per cent (Rs. 87,143.8). The grant has two parts – (i) basic grant and (ii) performance grant, and this will be on a 90:10 basis. The eligibility criteria for performance grants is based on two indicators (i) submission of audited annual accounts and (ii) increase in own revenue source (ORS) over the preceding year. The grant assessed by the FFC for each State for each year is fixed. Therefore, as it is mentioned by the FFC, there will be stable flow of resources at predictable intervals and enhance resources available with Panchayats to deliver their statutory assigned functions. The FFC has categorically mentioned that grants should go to Gram Panchayats, without any share for other levels since Gram Panchayats are statutorily responsible for the delivery of basic services. The grant is proposed to be used for basic civic services including water supply, sanitation, sewerage and solid waste management, storm water drainage, maintenance of community assets, maintenance of roads, footpaths, and streetlights, and burial and cremation grounds. In short, the FFC offers a level of support to the Panchayats “for planning and delivering of basic services smoothly and effectively”. The Finance Commission has decided to devolve more funds for local development. In this context, the Government of India has mandated that this money would be spent by the panchayats only through a participatory planning process. The Government of Assam has therefore decided to use this opportunity for panchayat empowerment. Moreover MoRD also mandate for convergence planning MGNREGA for poverty reduction.



WHY IS THIS MANUAL REQUIRED

The FFC has awarded an amount of Rs. 5416.58 crores including the performance grant to the Gaon Panchayats in the State of Assam and is giving an opportunity for people's participation in grassroots level planning process. A rough estimation gives an impression that on an average Rs. 44.50 lakh would be the amount with each Panchayat per annum. It is the first time such a large amount of money is directly being given to Gaon Panchayats for the development of basic civic services. In this context, the Government of Assam has decided to commence a planning campaign, known as Aamar Gaon Aamar Achoni, in all the 2201 Gaon Panchayats. The FFC also aims for such a 'planning'

at the grassroots level (Gaon Panchayats as in the case of Assam) for the governance of core basic civic services. It is generally perceived that a manual is perquisite for such a planning exercise in the State. As such, a planning manual has been prepared which will be a ready reference material for all the functionaries of the Panchayat Raj Institutions (PRIs) in the State, stakeholders of the support system for Aamar Gaon Aamar Achoni and the local community. The planning manual is prepared as per State guidelines on Development Plan of Gaon Panchayat (GPDP) and the Report of the Fourteenth Finance Commission.

WHY GPDP

GPDP is not a government scheme; it is rather a comprehensive plan for complete development of the village panchayat. GPDP aims to expand the governing space of the Village Panchayat and to empower it as a development institution. By comprehension, it is meant to say that the plan is aimed at:

- Improving the basic amenities of the village panchayat. This includes sanitation, connectivity, drinking water, storm water drainage, burial grounds, etc.
- Improving standard of living of the poor families in the panchayat.
- Eradication of absolute and relative poverty through convergence.
- Prevention and control of communicable diseases with support from health department
- Providing social security for all sections of marginalised community.
- Effective management of natural resources and sustainable development of livelihood
- Conserving soil and water
- Ensuring 100 per cent enrolment in schools
- Ensuring gender equality and equity in all aspects of development
- Development of governing capability of the village panchayat
- Strengthening the Gaon Sabha and improving the quality of Gaon Sabha

There are different programmes and schemes aimed at achieving the above mentioned objectives. These programmes and schemes are being implemented in Panchayats by different departments and agencies. The Panchayat can perform as a platform to integrate and converge all these activities to effectively address developmental issues. GPDP is a comprehensive plan to build such a platform, and bring in integrated and inclusive development.



WHAT ARE THE CONTENTS

This is a step by step process for developing GPDP under “Aamar Gaon Aamar Achoni”. The manual consists of twelve sequential steps that will help in understanding the whole GP Development Planning process

Steps	Particulars	Objective	Time line
1.	Panchayat committee sitting to understand and initiate the GPDP process	Internalisation and activity planning	
2.	Initial Gaon Sabha	Informing the community, formulation of the working group and Campaign committee	
3.	Training at Panchayat Level	For capacitating on Situation analysis and GPDP process	
4.	Situation analysis	For knowing the situation in the field and preparing status report	
5.	Gaon Panchayat Sitting	For presenting the DSR	
6.	Visioning and Prioritization Gaon Sabha for approval of Draft Status Report	For approving the DSR and identification of development issues	
7.	Draft Plan Preparation	Making the plan document	
8.	Project Preparation	Making projects out of the plan	
9.	Panchayat Committee meeting	For discussing the plans and projects	
10.	Plan Approval by Gram Sabha	For approving the plan in the Gaon Sabha	
11.	Final GP Development Plan Document	Final plan document	
12.	Implementation of project	Time bound implementation as per calendar	
13.	Project Monitoring Mechanism	Monitoring the quality of the project	

WHO ARE TARGETED

This GPDP planning manual is primarily meant for Gram Panchayat Committee and the Gram Sabha. It can also be used by the persons associated with GP planning process like resource persons, GP level committees, working groups, functionaries, taskforces, technical support groups etc., that have been set up to assist in the participatory planning process at Gram Panchayat level.

This manual is prepared in such a way that it will be useful for all target groups and Stakeholders of the GPDP. The Stake holders are as follows

- Panchayat Committee
- Gaon Panchayat President
- Gaon Panchayat Secretary
- Frontline Functionaries, e.g., AWW, ANM, ASHA, VLEW, etc.
- Officials of the block(technical sessioning group members)
- Working Group Members
- Campaign Committee
- Village People
- Resource Persons
- Leaders of Civil Society Organisation

Before the first Panchayat committee meeting for discussing GPDP, the SIRD will provide an initial orientation through ETCs to all the Presidents, Vice Presidents, secretaries and three Resource persons. They will, in turn, act as Resource Group for the panchayat and SIRD will provide the required training manual, planning manual and GPDP Guidelines to all Gaon Panchayats. This panchayat level Resource group will lead all activities at the panchayat level

SCOPE OF THE MANUAL

- User guide for GPs to make GP development plan
- Covers the steps of the GPDP at GP level
- Give suggestive techniques and formats for capturing information relevant to planning
- Explanation of aspects of participatory planning
- Tool for peer / self learning at the GP level



STEP 1:

Panchayat Committee sitting to understand & initiate the GPDP process

The Governance capability of the Gram Panchayat needs to be improved, which can be done by ensuring that the functions of the Panchayat Committee are systematic. After the notification from the state government as an initial step, the first Panchayat level meeting will be for internalisation

of the Gram Panchayat Development Plan process. Resource persons and Charge Officer (i.e. Secretary) should explain in details the concept and process of GPDP under 14th FC

1.1 OBJECTIVES AND IMPORTANCE OF THE PANCHAYAT COMMITTEE SITTING EXCLUSIVELY TO DISCUSS GPDP:

- To understand the 14th finance commission report and direct fund allocation to Panchayats
- To identify the role of the Panchayat committee and other stakeholders in participatory planning
- To understand the process and steps for GPDP.
- To understand the importance of forming a Resource Team, Campaign committee and a Working Group to expedite the process of working out modalities of the support system for the GPDP.

The Gaon Panchayat Committee (i.e. all GP members including President, Vice President, Secretary) will carry out the following tasks:

- To discuss on Govt. Orders, letters regarding GPDP
- Formation and Approval of different committees and the Activity Calendar.
- To decide on different committees for the following tasks as per the guidelines

Composition

Tasks to be carried out

Training

Timeline for Resource Team and Working Groups

- To discuss and decide on publicity and campaign on GPDP related activities
- Understanding on resource envelope in terms of schemes, program, manpower and natural of the Panchayat
- Discuss the development experience of last five years in Gram Panchayat and the current development status of the Panchayat with focus on- **Poverty, gender issues, education, sanitation and water supply, health, issues of special groups/ persons with disabilities/issues of SCs and STs/ aged persons/ children etc., local development, migration.**

Since this will be the first meeting at Panchayat level to start the whole GPDP process, the Panchayat Committee has to reach a common understanding on the entire process. To initiate the process, they need the support of local resource persons, CBOs, NGOs, etc. for which Panchayat committee should identify and officially extend invitations to these organizations. The Panchayat has to select three Volunteer Resource Persons who are capable of supporting the Panchayat for the entire duration of GPDP. They will be henceforth referred to as Panchayat Resource Persons (PRP). The PRP have to act as a planning cell of the GP. It is the sole responsibility of the GP to constitute the PRP. The PRP should have at least one female member.

In this meeting the Panchayat Committee shall also prepare a list of potential members to be included in the Working Groups and the Campaign Committee at the GP level. Both the lists will be placed before the Gaon for final approval. Working Groups are required to support the GP in the process of planning. According to the State guideline on GPDP, there has to be four Working Groups comprising of eight to ten members in each Panchayat. The members of the Panchayat Committee, officials of line departments who are residents of the concerned Panchayat, and PRP are ex-officio members of the Working Groups. One Panchayat Member as per his / her interest can be the Chairperson of the

Working Group, whereas the concerned official of the subject matter shall be the convener. For example, for the Working Group on education, a member in the Panchayat Committee who has some interest on the subject matter can be the chairperson and the head teacher / teacher of a school can be the convener.

The Panchayat Campaign Committee (PCC) is another support structure which spearheads environment creation in the GP. Since it is a campaign committee, it needs wider support from the community and representatives from all villages/stakeholders and it may have more than one hundred members. The President and the Secretary of the GP will be the chairperson and convener of the Campaign Committee, respectively. At the ward level, under the chairmanship of concerned ward member, a committee of twenty to twenty-five members will be constituted for the campaign, known as Ward Level Campaign Committee (WLCP).

The President of the GP presides over the Panchayat Committee sitting. The presence of the President, all the other members and the Secretary is a must in the first sitting. This sitting should be held in the Panchayat office /premise.



1.2 PREPARATORY ACTIVITY

Responsibility: President, other GP members and Secretary

- Should have a copy of the order issued by the Government or letter from CM/Minister/Commissioner.
- Agenda must be prepared by the Secretary in consultation with GP president.
- An invitation letter along with the agenda should be sent one week in advance to all the committee members signed by the President through the Secretary.
- Should issue another Letter to frontline functionaries as their support is required in GPDP.
- Should ensure presence of two or three Resource Persons for presenting the process and conditions of GP DP.
- Develop the draft list of potential members to be included in the working groups and also for Campaign Committee at panchayat level in consultation with other members and local social activists.
- Model Activity calendar to be prepared by President and Secretary with the support of panchayat resource persons.

WORKING GROUP

A group of local experts comprising of a minimum of six members

- To provide technical support for making the plan.
- The Working Groups members will not be offered any monetary or material remuneration.
- Contribution in terms of knowledge and experience for the development of the village.

CAMPAIGN COMMITTEE

- To carry out mobilization
- Awareness creation on GPDP
- Sensitization of different stakeholders on GPDP
- Mobilization of local resources for GPDP
- Campaign committee should be formed at GP level (Min. 100 members) and at ward level (min. 25 members)

WHY DO WE INVITE SUPPORT PERSONS/RESOURCE PERSONS TO THE PANCHAYAT COMMITTEE

Some panchayats may require assistance in presenting the concept and vision of **“Aamar Gaon Aamar Achoni”** and the GPDP guideline. It is essential that the elected representatives are given a clear idea of **“Aamar Gaon Aamar Achoni”** and the GPDP process. Therefore, it is necessary that a well-informed person present the entire process. In the Panchayat Committee the GP level resource group holds the responsibility to lead **“Aamar Gaon Aamar Achoni”**

AGENDA OF THE PANCHAYAT COMMITTEE SITTING:

1. Discussion on “Aamar Gaon Amamar Achoni”

This being a new initiative to expedite the Panchayat planning through people’s participation, there is a need to create awareness among the community people on GPDP process. Hence, creation of supportive environment for participatory planning process at the village level is needed. The slogan of “**Aamar Gaon Aamar Achoni**” has been introduced in GPDP process. As such, the panchayat committees should seek to emphasize on Aamar Gaon Aamar Achoni and discuss how to increase the involvement of all ward members and people in the entire process. (For this discussion, a note is provided on the training manual).

2. Discussion on Govt. letter or order

To start the GPDP process, each and every Panchayat will receive a letter from the office of the commissioner of the Panchayat and Rural Development (P& RD) and this will guide the process at the panchayat level. Therefore, the first sitting of the Panchayat committee will start with a discussion on this Govt. letter (Vide G.O No PDDP-81/2015/01 and Vide G.O. No. PDDP-81/2015/02). The resource persons should provide clarification and additional explanation needed on GPDP process and conditions.

3. Discussion on draft list of Potential Members of Working Group & Campaign (Environment Generation) Committees

In this sitting, the panchayat committee shall identifying potential members of the Working Group and Environment Generation (Campaign) Committees as per the state guideline

a) Discussion on Working Group formation

According to the state guideline the structure and responsibilities are as follows:

Working Group	Chairperson & Members	Responsibility
<p>Four Working Groups will be formed which will act as the GP Plan Facilitation Team. The Four groups may be categorized sectorally as:</p> <ul style="list-style-type: none">• Agriculture and allied sectors• Poverty Reduction & Employment Generation• Health, Education, WASH and Nutrition, Women and Children• Infrastructure and Basic Amenities	<p>Chairperson - Member of the Standing Committee / GP Member</p> <p>Each group will have at least 6-10 members from Panchayats, Line Departments and Community (SHG, Teacher, Activist, NGO, Student, Youth Group, Doctor, Engineers, Retd. Govt Officials, etc.)</p> <p>NB: Each working group will have at least 2 female members</p> <p>Ensure the representation of SC/ST members in each working group</p>	<ul style="list-style-type: none">• Situation analysis and preparation of DSR• Coordinate primary survey, if required• Assist GP in formulating vision• Coordinate Gaon Sabha and consultations• Suggest possible strategies to the GP to address issues emerging from situation analysis• Help GP to identify priorities• Help GP projectize• Local Troubleshooting <p>After plan formulation, the working group can work as a monitoring group.</p>



Draft list of members of working group should be discussed and approved. This is to be submitted to the Gaon Sabha for final approval.

b) Discussion on Campaign Committee

Campaign committee plays a crucial role in GPDP. People's participation is the key component of participatory Planning. Campaign Committees need to be established at two levels:

1. GP level Campaign Committee
2. Ward level Campaign Committee

The campaign committee should comprise of a minimum of 100 members in the Panchayat level and minimum 25 members in ward level. The campaign committees are to be formed with proportional participation from all castes, religions, disadvantage groups, political parties and equal participation from both genders, at GP level under the chairmanship of President and at Ward level under the chairmanship of Ward Member. The members are drawn from amongst retired Govt. officials, members of NGOs, CBOs, Social groups, SHG members, Mahila Mandals, farmer clubs, youth clubs, etc. The decisions to be taken are:-

- Panchayat level campaign committee formation
- Formation of ward level campaign committee and to set a date for the same. The responsibility of forming ward level campaign committee should be delegated to ward members.

4. Discussion on Activity Calendar

Why Activity Calendar? GPDP is a set of time-bound activity and therefore, all the activities should be completed within a stipulated time frame. To do so, the GP should prepare an activity calendar. A campaign is needed during the first phase for time bound plan formulation and capacity building of stakeholders. The GPDP preparation process is expected to be institutionalised in the future in such a way that it is prepared along with Panchayat project for each financial year.

AN ACTIVITY CALENDAR IS NEEDED FOR PROPER MONITORING; IT WILL ENSURE ACTIVITIES ARE CARRIED OUT WITHIN THE SET TIME.

- The activity calendar should be published so that the village can take decisions to participate in each step.
- The frontline functionaries and officials can plan their work and participate in the GPDP process.
- The activity calendar should be discussed in the GPDP meetings and the timelines need to be prepared, with dates and responsibility. In each step, the issues that may come up in implementation and the strategy to overcome them should be discussed.

SUPPORT SYSTEM AT VARIOUS LEVEL

STATE

- Empowered committee at state level
- State Resource Group
- SIRD/ ETCs

DISTRICT

- Deputy Commissioner
- CEO, Zilla Parishad
- District Implementation & Review Committee
- District technical support group (team of DPMU, ETC Faculties & Resource Persons)

BLOCK

- BDO
- Block functionaries
- Block technical sanction committee

GP PLANNING STRUCTURE

- GP Committee of all GP members
- GP Standing committee
- GP Resource Team
- GP level working groups
- GP Secretary
- GP functionaries – engaged with GP
- Line department functionaries/frontline workers at GP level
- Accredited volunteers like ASHA etc
- SHGs / Federations/ CBOs / NGOs
- People committees

1.3 DRAFT ACTIVITY CALENDAR FOR GP DISCUSSION

Step	Activity (What)	Objective (Why)	Responsibility/ Actor (Who)	Time Frame (When)	Expected Issues
1.	Panchayat Committee Sitting	Discussion based on the letter/order from the Govt. regarding GPDP & Aamar Gaon Aamar Achoni	Panchayat Secretary on the advice of the President		
		Locate three resource persons from the panchayat area to attend the training program along with the president, Vice president and the secretary	Gaon Panchayat		



Step	Activity (What)	Objective (Why)	Responsibility/ Actor (Who)	Time Frame (When)	Expected Issues
2.	Attend Training	Collect the Planning guideline, manual and other relevant documents	GP Secretary		
		Make an activity plan for the concerned Panchayat	GP President, Vice President, Secretary, Resource Group		
		Compulsory participation in Training organized by SIRD/ETC/ P&RD	GP President, Vice President, Secretary, Resource Group		
3.	Panchayat Committee Sitting	Sharing experience of the training attended with fellow Panchayat Members	GP President, Vice President, Secretary, Resource Group		
		Draft list of members of Panchayat level Campaign Committee	Panchayat Committee		
		Draft list of members of the working group	Panchayat Committee		
		Plan for Sensitization and Mobilization of the People for GS	Panchayat Committee , Resource Group		
		Discussion on Planning manual and process.	Panchayat Committee , Resource Group		
		Approval of the activity calendar prepared during training	Panchayat Committee		
4.	Gaon Sabha	Introduce GPDP & ' Aamar Gaon Aamar Achoni '	Panchayat President		
		Approval of Campaign Committee and working group at Panchayat level	Panchayat President		
		Identify the felt needs of the community	Panchayat President		



Step	Activity (What)	Objective (Why)	Responsibility/ Actor (Who)	Time Frame (When)	Expected Issues
5.	Ward Level Meeting of the people / Ward Sabha	Introduce GPDP & 'Aamar Gaon Aamar Achoni'	Concerned Ward Member with support of resource group		
		Ward Level Campaign Committee Formation	Concerned Ward Member with support of resource group		
		Identify the felt needs of the community	Concerned Ward Member with support of resource group		
6.	Training of Working Group	Capacity building and training of the working group	GP President and Secretary & Resource Persons		
7.	Working group sitting	Familiarization with situation analysis tools	Working group		
		Formation of four sub-groups	Working group		
		Situation analysis calendar preparation	Panchayat Committee , Working Group		
		Preparing tools for Data collection (secondary & primary)	Resource Group, Working group		
8.	Facilitating the smooth conduction of Situation Analysis	Letter to all institutions and departments concerned asking for their co-operation	GP President / Secretary		
		Prior notice to all the villagers/villages	GP President		
9.	Situation Analysis	Secondary data collection	Working group		



Step	Activity (What)	Objective (Why)	Responsibility/ Actor (Who)	Time Frame (When)	Expected Issues
	Situation Analysis	Primary Data Collection with PRA TOOLS	Working group		
		Report Preparation (DSR)	Working group		
		Preparation and sharing of a draft situation analysis report among all the working group members	Working group convener		
		Working group members to prepare and present DSR before Panchayat committee	Working group convener		
		Prepare a final report	Panchayat Secretary, Working group convener		
10.	GP meeting	Validation of the draft report	GP President, Secretary		
		Notice and preparations for Gaon Sabha Sitting	GP President, Secretary		
		Presenting DSR	GP President		
		Letter to SHG, CBO and other community organizations	Panchayat Committee, Campaign Committee		
		Plan for mobilization of people.	Panchayat Committee, Campaign Committee		
		Prior notice to all the villagers/villages	GP President		
		Environment creation to mobilize community for Gaon Sabha.	Panchayat Committee, Campaign Committee		
		Letter/ notice/ rallies/ mike announcement/ mobilization activities through schools and religious institutions	Panchayat Committee, Campaign Committee		
		Gaon Sabha notice/ poster dispersal if possible.	Panchayat Committee, Campaign Committee		



Step	Activity (What)	Objective (Why)	Responsibility/ Actor (Who)	Time Frame (When)	Expected Issues
11.	Gaon Sabha	Gaon Sabha approval of DSR	Panchayat President		
12.	Resource envelope	Resource envelope	Panchayat Committee		
		Approval for further activities.	Panchayat Committee		
		Draft Sector Wise Allocation of Resources from resource envelope	Panchayat Committee		
		Decision to engage working group to prepare plan and project	Panchayat Committee		
		Draft Structure of the plan document (based on state guidelines)	Panchayat Committee		
		Draft Structure of the project document – detailing	Panchayat Committee		
		Issue notice to the officials to attend Gaon Sabha	Panchayat Committee		
		Gaon Sabha notice to villages	Panchayat Committee		
13.	Gaon Sabha	Approval of Draft Structure of the project document as well as plan document	Panchayat Committee		
		Administrative Sanction	Panchayat Committee		
14.	Panchayat Committee meeting	Preparation of final document with annexures by incorporating the comments and recommendations of the Gaon Sabha	Panchayat Committee		
15.	Cluster level Technical committee	Submission of the plan and project document for Technical Sanction	Panchayat Committee		
16.	District Planning Committee (DPC)	Sending the plan document to the DPC for information	Panchayat Committee		



DURING THE PREPARATION OF ACTIVITY CALENDAR

- All activities and objectives should be discussed in detail. Enough time should be given for internalization.
- All the decisions should be taken by the committee.
- The GP president and committee can finalise the decisions taken by Gaon Panchayat committee or Gaon Sabha

5. Fixing a date for special Gaon Sabha

Decision to be taken to organize the first Gaon Sabha Meeting: in this meeting the panchayat committee will fix a date, time and venue to hold the Gaon Sabha for following agenda:

- Gaon Sabha is the body for approval of the panchayat Plan. So, strengthening of the Gaon Sabha should be facilitated. The responsibility to conduct Gaon Sabhas should be divided between the members and secretary.
- Venue, Time, Mobilization, Arrangements for conducting Gaon Sabhas such as seating and Sound systems should also be discussed and fixed.

Gaon Sabha meeting should be organised for awareness creation and sensitisation on GPDP “Aamar Gaon Aamar Achoni” and its process. The Gaon Sabha will approve the activity calendar and also take decisions on the formation of working groups and campaign committee.

The president has to allocate responsibility to the ward members to mobilise villagers for the Gaon Sabha. The responsibility of despatching invitation letters timely to the people who are attending Gaon Sabha lies with the Secretary. All other responsibilities regarding the venue, sound system, registration, etc. also lie with the Secretary.

6. Discussion on Resource Envelope

People's participation is of fundamental importance in GPDP. Situation analysis, need mapping, additional resource mobilisation, asset management- all demand participation by the people. In this aspect, community mobilisation becomes necessary, and an effective mobilisation plan essential. Emphasis will be given to own sources of revenue generation as per the guidelines of FFC and other sources of fund. The current years and previous years own source of revenue also needs to be presented. Panchayat committee should discuss the resource envelope. The resource envelope to be discussed by the GP should be prepared by the Panchayat Secretary.

RESOURCE ENVELOPE

Total available and potential resources of a Gaon Panchayat have to be estimated in a systematic manner. Resource Envelope is basically the affordability to be considered while planning for a Gaon Panchayat. Here, we consider the financial and human resources either under the possession or those that can be potentially generated within the GP. The resources so mapped should be utilized in a convergent and integrated manner to generate maximum synergy. The resource envelope of the GP, thus calculated, will contain the following sources of fund:

- Fourteenth Finance Commission Award to the State (14th FC)
- Transfer by State Finance Commission for development purpose (4th / 5th SFC)
- Centrally sponsored Flagship Schemes (MGNREGA, IAY, NSAP, NRHM, ICDS, SSA, etc.)
- State Plan Scheme (DDP, CM's Special Package Program, etc.)
- Own Sources of Revenue (Tax and Non Taxes)
- Contribution by the communities (Cash / Kind/Labour)
- MP and MLA local area development fund

FINANCIAL RESOURCES OF THE GP ARE OF FOLLOWING BROAD TYPES

- Fully tied scheme - IAY, PMGSY, NSAP
- Partially tied and permit flexibility - MGNREGA, NRLM, NRHM, SSA
- Largely untied - RGPSA
- Purely untied - Central Finance Award, State Finance Award and Own Revenue
- Donation by villagers
- Shramdaan, etc.



FORMAT FOR RESOURCE ENVELOPE

Sl No.	Schemes	Receipts (Amount Received During Last Year) 2014-2015 (Rs.)	Expected Amount For The Coming Year 2015-2016 (Rs.)**
1.	MGNREGA		
2.	Annapurna		
3.	4th SFC		
4.	DDP		
5.	OSR		
6.	IAY		
7.	Rural Housing		
8.	IWMP		
9.	NDPS		
10.	NFBS		
11.	NOAPS		
12.	NWPS		
13.	SBM(G)		
14.	PMGSY		
15.	RGPSA		
16.	NRLM		
17.	FFC		
18.	Any Dept. Schemes		
19.	Any others		

Note: Expected amount for the coming year can be worked out by the Panchayat based on the amount received in the current year. It is an addition of 10% to the amount received in the current year



RESOURCE MOBILIZATION

Resource mobilization is the key factor of development of a village panchayat. The limited basket of financial resources a GP has, includes Government grants, schemes and OSR. GP should be able to identify all kinds of local resources available. Additional resources needed for the development of Panchayat can be mobilized with the help of dynamic leadership at the Panchayat level. Some of the additional resources that can be mobilized are mentioned in the following part.

What are human resources?

In simple terms and in Panchayat development context, Human Resources are as following:

PHYSICAL LABOUR NEEDED FOR MANUAL WORK FOR DIFFERENT PURPOSES:

Construction of road, footpath, canals, play grounds, etc. Physical labour force can also be obtained through public participation. People will be more willing to take part in a work if the need for the work is felt locally. Thus, ideally it would be easier to find human resources for a plan based on felt needs.

HUMAN RESOURCES FOR SERVICES LIKE:

- Care for bedridden patients- Palliative care
- Community care giving for old age and physically challenged community

HUMAN RESOURCE NEEDED FOR ACTIVITIES LIKE:

- Collective decision making for community development.
- Social audit and community monitoring

INTELLECTUAL AND PROFESSIONAL LABOUR

- For Plan and Project writing
- For Monitoring of programmes
- To carry out different types of trainings
- For mobilization and awareness creation
- To conduct studies for panchayat
- To organize programmes for educational quality improvement, etc.

Human resources for arts and sports development. Service of an artist can be availed for training/conduct workshop in schools. Educational toys can be made with the help of professionals and artists

COMMUNITY ASSET MANAGEMENT:

Assets like community drinking water facility, community toilet, etc. will need a management/maintenance system which involves minimum financial investment

The panchayat should identify people who are willing to work for the development of the GP and make a list of them. Through this process, the GP should be able to find the human resource needed to carry out above mentioned activities.



KIND OF RESOURCE MOBILIZATION

- Collection of resources from philanthropists from the village if there are any. The panchayat should take the initiative to locate such people and approach them. Also, financial resources from people who are financially sound in the village can be mobilized. People who have moved out of the village after getting financially/professionally uplifted can also be contacted since they might be interested in contributing to the development of their native village or the village in which their parents/relatives live. If the leadership of the GP proves/assures to be responsible, capable, and accountable, people will be willing to contribute. Materials like the following can be collected
 - Furniture for school, anganwadis, PHCs, etc.
 - Toys for anganwadis
 - Instruments for hospitals/PHCs
 - Educational materials for school children
 - Medicines for hospitals/poor people
- Financial Resources mobilization
 - A share of the total project cost can be mobilized from the community so that a portion of the cost is borne by the panchayat and a portion by public contribution.
 - All the information regarding contributions needs to be documented. The process should be transparent and accountable.

These aspects of resource mobilization should be discussed in the GP meeting and a plan for additional resource mobilization should be prepared.

DISCUSSIONS ON CAMPAIGNING / ENVIRONMENT CREATION PROCESS IN THE GP

The tools and techniques to popularise GPDP “Aamar Gaon Aamar Achoni” amongst the local people so as to ensure their active participation must be discussed. The following tools and techniques can be adopted:

- Street play
- Microphone Announcement
- Display of Banners and Posters.
- Distribution of leaflets.
- Rallies
- Campaign through SHGs
- Campaign through School children, etc.

Through discussions, the concerned GP can develop its own strategies as well



7. Discussion on invitation letters and draft letters-

For inviting resource group, frontline functionaries, local organisations, etc. to be presented in the GP committee for initial Gaon Sabha

These are the processes which will help the Panchayat members in getting a general idea on governance process. Hence, discussing about it and informing everyone about the details are important.

To,

.....

Dear sir / Madam

This is to inform you that this year, fourteenth finance commission fund is coming directly to the Gaon Panchayat. The panchayat needs to prepare a village development plan with the participation of the community.

Since Gaon Sabha is the constitutional body for village level development, a Gaon Sabha is being organized to discuss about the planning process organised on ..././2015 atam/pm into initiate the Gaon Panchayat Development plan.

In this regard, you are invited to participate and give your valuable inputs in the Gaon Sabha.

The Agenda of the meeting is as follows:

- 1.
- 2.
- 3.

Thanking you,

Yours sincerely,

.....

President



8. Discussions on preparation of Model Letters to members of working groups and members of Campaign Committees

To,

.....

Dear sir / Madam

This is to inform you that the Fourteenth Finance Commission under Government of India has decided to enhance the weightage of Gaon Panchayats in the development process. For this purpose, funds will be transferred directly to the Gaon Panchayat. Gaon Panchayat has to develop a development plan to receive these funds. The Panchayat requires your technical, professional knowledge, and experience for developing the panchayat plan. Considering your contribution towards the Gaon Panchayat, we would like to nominate your name as member of working group / member of campaign committee to support the PRI members in preparing the plan. Your valuable time and guidance will be appreciated in the whole process.

Thank you.

Yours sincerely,

.....

President

KEY DECISIONS TO BE TAKEN:

- Fixing date, venue and time for initial Gaon Sabha
- Approval of draft list of Working group and Campaign committee
- Invitation to expert persons and institutions.
- Resource envelope
- Preparation and approval of environment creation plan
- Preparation of an Activity Calendar for plan formulation

1.4 POST ACTIVITY

Responsibility: Panchayat president & secretary

Immediate follow up activity

- Panchayat committee decisions to be exhibited on the GP notice board.
- Arrangement for initial Gaon Sabha
- Distribute activity calendar to all members and resource persons. Put up the activity calendar on notice board
- Sitting arrangement for Working group and Campaign Committee in panchayat office.
- Dispatching invitation letters to participants for initial Gaon Sabha
- Letter and notice of Gaon Sabha to all institutions, NRLM Village organisations and SHGs
- To start environment creation for Gaon Sabha mobilisation

Gaon Sabha minutes

The Gram Panchayat Secretary should write the Gaon Sabha minutes. The minutes should be signed by the President, Secretary and one or two elected representatives. Five members of the Gaon Sabha can counter sign it after the secretary reads it out in the Gaon Sabha.

Panchayat Committee minutes

Panchayat committee minutes should be written by the secretary and all the members who attended the meeting should countersign the document. Copy of the minutes should be circulated among the Gaon panchayat members. Panchayat Committee can finalise the decisions made in Gaon Sabha

WHY PARTICIPATORY PLANNING?

The core of Participatory Planning lies in the idea that grassroots level development issues can be tackled only through planning and intervention at the grassroots level. Participation from the local community in development will help in identifying actual issues of local development and make a need based intervention. People from different sections of the community will have equal and direct access to the development process through Participatory Planning. Another importance of Participatory Planning is that it will prevent leakages of resources. Panchayat needs to lead the Participatory Planning process. The leadership of the GP is the backbone of GPDP. Through Participatory Planning, the capability of people for development planning and democratic understanding will be improved and thus, contribute to citizenship development. The following areas should be discussed in a Gaon Sabha meeting.

The role of villagers in Participatory Planning:

- Assessment of status of village development
- Identification of actual developmental issues
- Finding solutions for development issues
- Prioritization of issues and solutions
- Participation in Plan and Project preparation
- Participation in resource allocation
- Participation in implementation
- Participation in monitoring and social auditing
- Participation in asset management
- Additional resource mobilization
- Beneficiary/beneficial area identification
- Participation in natural resource management
- Prevention of leakage of financial resources
- Collective responsibility to identify potential resources and in the effective utilization of resources



STEP 2:

Initial Gaon Sabha

Since this will be the first meeting at Panchayat level to start the whole GPDP process, the Panchayat Committee has to reach a common understanding on the entire process. To initiate the process, they need the support of local resource persons, CBOs, NGOs, etc. for which Panchayat committee should identify and officially extend invitations to these organizations. The Panchayat has to select three Volunteer Resource Persons who are capable of supporting the Panchayat for the entire duration of GPDP. They will be henceforth referred to as Panchayat Resource Persons (PRP). The PRP have to act as a planning cell of the GP. It is the sole responsibility of the GP to constitute the PRP. The PRP should have at least one female member.

In this meeting the Panchayat Committee shall also prepare a list of potential members to be included in the Working Groups and the Campaign Committee at the GP level. Both the lists will be placed before the Gram Sabha for final approval. Working Groups are required to support the GP in the process of planning. According to the State guideline on GPDP, there has to be four Working Groups comprising of eight to ten members in each Panchayat. The members of the Panchayat Committee, officials of line departments who are residents of the concerned Panchayat, and PRP are ex-officio members of the Working Groups. One Panchayat Member as per his /her interest can be the Chairperson of the Working Group, whereas the concerned official of the subject matter shall be the convener. For example, for the Working Group on education, a member in the Panchayat Committee who has some interest on the subject matter can be the chairperson and the head teacher / teacher of a school can be the convener.

The Panchayat Campaign Committee (PCC) is another support structure which spearheads environment creation in the GP. Since it is a campaign committee, it needs wider support

from the community and representatives from all villages/stakeholders and it may have more than one hundred members. The President and the Secretary of the GP will be the chairperson and convener of the Campaign Committee, respectively. At the ward level, under the chairmanship of concerned ward member, a committee of twenty to twenty-five members will be constituted for the campaign, known as Ward Level Campaign Committee (WLCC).

The President of the GP presides over the Panchayat Committee sitting. The presence of the President, all the other members and the Secretary is a must in the first sitting. This sitting should be held in the Panchayat office /premise.

Gaon Sabha is the only forum where people can participate in formulating plans to fulfil their needs. However, it has come to light that Gaon Sabhas are not functioning in a proper way. Neither do the people have full knowledge of Gaon Sabha nor of its importance. Therefore, this planning manual has given special importance to Gaon Sabha without which the whole exercise of GPDP "Aamar Gaon Aamar Achoni" will be futile. It is prescribed that Gaon Sabha should be organised three times for smooth functioning of the GPDP. A special Gaon Sabha for GPDP process should be conducted even if scheduled Gaon Sabhas have already been organized.



2.1 OBJECTIVE OF INITIAL GAON SABHA OF GPDP

This Gaon Sabha will be the first in the whole process. People should be informed beforehand about the Gaon Sabha by the Pre activity agendas as mentioned. The Gaon Sabha quorum should be in accordance with the state guideline (Assam Panchyati Raj Act, 1994). This Gaon Sabha shall be presided over by the Gaon Panchyat President. The Gaon panchyat will ensure that maximum numbers of participants are present in this Gaon Sabha. It is also mandatory to invite officials of the line department. The objectives can be broadly classified as:

- Introducing GPDP “Aamar Gaon Aamar Achoni”
- Making local people aware about GPDP “Aamar Gaon Aamar Achoni”
- Approval of GPDP Calendar
- Approval of campaign committee
- Approval of members in the working groups.
- Approval of the environment creation Plan
- Discussion on Resource Envelope
- Initial discussion on development issues and on those issues to be included in the first year plan.

2.2 PREPARATORY ACTIVITY

Responsibility: Panchayat President and Secretary

- Should have a copy of the order issued by the Government or letter from Hon’ble Minister and Commissioner
- Agenda must be prepared by the Vice-President or Secretary in consultation with GP President
- Issue letters to all line department frontline workers, social activists, community workers, and CBOs informing about the Gaon Sabha in one week advance
- Involve schoolchildren to inform their parents about the Gaon Sabha
- Introduce some posters, leaflets, Mice announcements and wall paintings to make people aware about the Gaon Sabha and its purpose
- Venue arrangement for Gaon Sabha
- Designate a Resource person for presenting the ‘Aamor Gaon Aamor Achoni’ slogan and GPDP in the Gaon Sabha (it is suggested Resource Person from DPMU or ETC would present in the 1st Gaon Sabha)



2.3 ACTIVITY

The Agenda and activities of to be followed in the Gaon Sabha:

1. Registration of participants

Sl. No	Name	Male/Female	Age	Social category(SC/ST/Others Specify)	Address (ward no & village)	Phone no	Signature

2. Welcome –Vice President/Secretary

3. President taking chair

4. Agenda approval – Read out the agenda, introduce the topic and approval of the agenda

5. Introduction of the GPDP- “Aamar Gaon Aamar Achoni”to be presented by the Secretary or RP of the Gaon panchayat

6. Sensitizing people on GPDP and their role by the resource person/ Elected representative.

7. Placing the draft Activity Calendar in the Gaon Sabha and getting it approved

8. Placing the Draft list of Working Group members and its approval

9. Placing draft list of the Panchyat level campaign committee and its approval

10. Decision on Ward level campaign committee formation.

11. Presentation of Resource Envelope

12. Open discussion on key developmental issues in the village and identifying felt needs.

13. Discussions on felt needs to be included in the first year plan.

The open discussion on Development issues can be facilitated in two ways.

If the number is more than 100, thematic groups can be formed to discuss one topic each. Representation of each ward and Points of Discussion: Issues to be addressed in the current financial year and the larger issues to be taken from the second annual plan to the fifth annual plan. The activities that need to be taken up immediately should be discussed.

Time available for discussion and presentation should be informed to the thematic groups. The problems identified through thematic discussions should be documented in the following format by the working group member in the respective thematic group and Gaon Sabha.

Sl. No.	Development issue identified for the current year (2015-16)	Development issue to be taken up for the next four years (2016-20)

POINTS TO BE NOTED IN THE CONDUCT OF GAON SABHA

- After presenting each agenda, there should be time for discussion
- After the discussions, clarifications (if any) should be sought and addressed. Other queries can also be answered
- The president should read the decisions
- The secretary should write the decisions in the minutes book
- Minutes of the decisions to be read in the Gaon Sabha, signed by President, Secretary, two-three ward members and countersigned by 5 members from the Gaon Sabha

2.4 POST ACTIVITY

Responsibility: Panchayat President and Secretary

- Hand over formal letters to the Working Group members and Campaigning Committee members informing about their roles and responsibilities
- Fix the date, time and venue for the working group meeting.
- To follow up Gaon Sabha decisions
- To publish the decisions of the Gaon Sabha and approved activity calendar on the Panchayat notice board and other public institutions
- Finalise date for the meeting regarding on going training for working group members.
- Send a copy of the calendar to Aanchalik Panchayat and Zilla Parishad
- To consolidate development issues discussed in Gaon Sabha and prepare a simple plan document for the first year annual plan



STEP 3:

Training at Panchayat level

GPDP “Aamar Gaon Aamar Achoni” is a completely new process for the elected representatives, people and officials. It is based on participatory planning and there are many steps involved in realising the plan, such as need assessment, status preparation, plan preparation and projectization. At present, awareness among people about these activities is limited. So, a detailed training on

the process for various target groups is needed. Also, GPDP is designed as a capacity building programme, which will ultimately lead to improved governance. The members and working group members should thoroughly read and learn the Planning Manual

3.1 OBJECTIVES

- To be trained and get familiarised on GPDP planning and State Guideline.
- To share and discuss visions of “Aamar Gaon Aamar Achoni” with the Committee members.
- To familiarize the members with the planning manual.
- To train in plan formulation, implementation and the monitoring process

Training for

- Panchayat committee members
- Working Group members
- Orientation to the Campaign committee members
- Frontline functionaries
- SHG leaders, Watershed committee, Health and Sanitation committee, Education/PTA, Mothers committee, etc.

Separate Training Manual for conducting trainings under GP Development Plan has been developing jointly by SIRD, P&RD and UNICEF, Assam



Training Agency

SIRD will provide training for all the ETCs, DPMUs and they will in turn lead the local trainings. The training will be conducted by SIRD through its extension centres. A detailed guideline/manual will also be provided during the training program. The following topics are to be covered in the orientation and training process:

- **AAMAR GAON AAMAR ACHONI - WHY?**
- Introducing GPDP “Aamar Gaon Aamar Achoni”
- Environment creation
- Roles and Responsibilities of different stakeholders.
- Situation Analysis
- Preparation of Development Status Report
- Annual plan preparation
- Preparation of GPDP document
- Preparation of project document
- Implementation strategy
- Monitoring and Evaluation

3.2 PREPARATORY ACTIVITY

Responsibility: Panchayat Committee

- Finalization of date for training of the Gaon panchayat.
- Invite all the PRI members and members of Working group & Campaign Committees and ensure their participation
- Prepare training schedule
- Mobilisation for training
- Both Training Manual and Planning Manual should be made available at the GP for collective reading



3.3 ACTIVITY

Training

- Presentation and understanding of GPDP “Aamar Gaon Aamar Achoni” State guidelines
- Discussions on the process of GPDP
- Presentation on situation analysis and DSR preparation.
- Discussions on outcomes of the initial Gaon Sabha
- Discussions on the roles and responsibilities of different stakeholders and on the potential challenges they might have to face and their limitations.
- Work division within the Groups – Within working group, Campaign Committees and Panchayat Committee

3.4 POST ACTIVITY

Responsibility: Panchayat President and Secretary

- Familiarisation of Situation analysis tools and process
- Familiarisation with Questionnaires suited for Household survey, Focussed Group Discussions, Institutional survey and PRA exercises
- Calendar for situation analysis
- To inform the line departments about situation analysis and the data collection dates.
- Divide the groups for data collection responsibilities
- Environment creation for data collection



STEP 4:

Situation Analysis

INTRODUCTION

Situational Analysis refers to assessment of the development status of the GP. This analysis helps to attain the benchmark data about various services, amenities and infrastructure available

in the village. Such an analysis can then serve as the basis for setting priorities for the issues to be addressed in the village.

4.1 OBJECTIVES

- To collect details of the existing scenario of the Gaon Panchayat, society, and economy.
- To assess the quality of basic civic services, infrastructure and amenities available in the village

4.2 WHY SITUATION ANALYSIS

It is a...

- Familiarisation of Situation Analysis Tools and Process
- Familiarisation with questionnaires suited for household survey, Focussed Group Discussions, Institutional survey and PRA exercises
- Calendar for situation analysis
- To inform the line departments about situation analysis and the data collection dates.
- Divide the groups for data collection responsibilities
- Environment creation for data collection



Time table for Data Collection

Sl.No.	Name of the source	Name of team leader	Names of team members	Date for data collection	Name of the contact person
Secondary Data	Anganwadis				
	Schools				
	PHCs				
	Agriculture and allies activities				
	Livelihoods				
	Panchayat office				
	Panchayat Demography				
	Census 2011				
	NFHS, DLHS, DISE Survey				
Primary Data	House to House survey				
	FGDs				
	Social Mapping and Resource Mapping				
	Transect walk				
	Meeting				

4.3 WHAT IS SITUATION ANALYSIS?

People of the community are well-versed with the situations that have been influencing their lives. Situation analysis is a process through which issues and needs of the community, and the gaps where intervention is needed are identified. For conducting a situational analysis, primary and secondary data are collected, analysed and documented. Since one of the most important parts of the GPDP plan is to identify areas in which interventions are required, situation analysis becomes a critical component of GPDP.

Following things should be kept in mind while performing situation analysis:

- Existing conditions and development status of the GP must be identified
- Information about the quality of existing services and quality of life must be collected



- Benchmark information on deficiencies and gaps in basic services, infrastructure and amenities in the village must be collected
- Tool for awareness generation and environment creation must be designed

For instance, if one were to consider infrastructure, some of the gaps that could be identified with respect to roads are mentioned below:

- List out the villages without roads
- Length of the extension road required etc.
- Specify whether repair, restoration, upgrade or new construction is required.

In case of social development, main issues based on people's perception and expert opinion could be listed down. For example, the issues faced by the tribal community like alienation from land, land degradation, lack of skills, lack of employment opportunities, and lack of access to public services and amenities can be listed and discussed.

In case of economic development, the focus should be on the potential that can be reasonably and sustainably achieved. For example, the constraint on increasing agriculture production

and productivity, linking to the markets which could add values, etc. can be enumerated.

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

In case of civic amenities, effort should be to answer why the preferred standard of service provision and deliveries are not achieved

4.4 WHAT IS PRIMARY DATA?

Primary data is data that can be collected directly either through house to house survey, transect walk, FGDs, social mapping etc.

Tools and techniques for collection of Primary data:

- Participatory Rural Appraisal (PRA) - Participatory Rural Appraisal or PRA is a process to study the existing situation of the village / community. This is done by interacting with the people to understand their needs and to find out ways to cater to them, by learning from them.
- The purpose of PRA is to be able to learn first-hand about the status of assets, human development and services through various forms of direct consultation with people of the locality. It is a process through which the local community can participate in the planning process.

Purpose of primary data collection would be

- First hand information
- Validation of secondary information
- Identifying issues for local resolution
- Identifying potential/opportunities
- People's participation

It may be noted that the data that is available through primary data collection methods will at best be a sample



4.5 WHAT IS SECONDARY DATA?

Secondary data is information that is already available either as reports or as published data or found in registers. The secondary data would be based on

- Listing of areas for which data is required (Depending upon focus areas of GPDP identified by the State) for example, health, education, drinking water, and any specific local issue/s identified by the panchayat committee
- Data that is made available to the panchayat by state or district level authorities – Census, SECC Data for demographic details, personal asset details, amenities etc.
- Data that is available in records of GP- make sure that this data is updated
 - PHC/sub-centre level data
 - PDS data
 - Data in Anganwadi
 - Data in Primary School
 - SHG/ SHG federation data etc.
 - SBM survey data
- Oldness of the data (how updated the data is)

In addition to areas identified by FFC, the areas identified by the state in the GPDP guidelines and any other sector/area identified by the GP may be taken up for situation analysis.

- Infrastructure and civic services
- Education
- Housing
- Health
- Agriculture and allied (Fishery/AH/Horticulture)
- Forestry
- Social security
- PDS

4.6 PREPARATORY ACTIVITY

1. Formal letters containing information and date must be sent to all Institutions within the Panchayat for co-operation and participation
2. Conduct orientation of the new people inducted into the taskforce, committees, working groups etc.
3. Orientation of SHG leaders and committee leaders in the area of watershed, WATSAN, health, education/PTA, mothers' committee.



4. Sitting of the Panchayat committee with the working group members to finalise areas and formats for situation analysis. It will also decide on the appropriate PRA tools for primary data collection in the identified sectors.
5. Obtain data from departments working at the block/district level which they are required to share with the Panchayats as per the GPDP guidelines
6. Customise the model data collection formats received from the State/ District to suit the requirement of the GP
7. Develop formats for data collection where model templates are not available
8. Assigning responsibilities for data collection
9. Fixing date, time and venue for data collection
10. Public notice on the conduct of situation analysis and also specific notice for FGDs
11. Environment generation for data collection

Activity	Responsibility
Informing institutions and sending out formal letters	Panchayat President, Panchayat Secretary
Discussion and Orientation Format, Tools and Questions	Working Group Convenors, Working Group Chairman
Awareness Generation and Mobilization	Campaign Committee

MODEL LETTER TO INVITE ALL THE PEOPLE TO THE GAON SABHA

Ladies and Gentlemen,

Date:.....

This is to inform you that as per the recommendations of the 14th Finance Commission of the Government of India, every gram panchayat in India is required to prepare a Gram Panchayat Development Plan "Aamar Gaon Aamar Achoni"(GPDP). Hence, we will also be preparing a Gram Panchayat Development Plan by using various data and information and via exercises such as Participatory Rural Appraisal. Looking forward to your co-operation in providing necessary information regarding your office/household/institution to our team and your enthusiastic participation in the Gaon Sabha for the formation of the Gram Panchayat Development Plan.

Thank you.

Yours sincerely,
President,

Gaon Panchayat



MODEL LETTER TO INVITE ALL THE PEOPLE IN THE INSTITUTIONS FOR SITUATION ANALYSIS:

Ladies and Gentlemen,

Date:.....

This is to inform you that as per the recommendations of the 14th Finance Commission of the Government of India, every gram panchayat in India is required to prepare a Gram Panchayat Development Plan "Aamar Gaon Aamar Achoni" (GPDP). Hence, we will also be preparing a Gram Panchayat Development Plan by using various data and information and via exercises such as Participatory Rural Appraisal. We look forward to your co-operation in providing necessary information regarding your office/household/institution to our team, and your enthusiastic participation in the Gaon Sabha for the formation of the Gram Panchayat Development Plan.

Thank you.

Yours sincerely,

President,

4.7 ACTIVITY

1. Data Collection

a.) Secondary Data Collection

- Census 2011 and SECC 2011
- NFHS, DLHS, DISE Survey
- Line department data
- Data from independent studies/reports
- GP level data availability
- GP/GP cluster-wise disaggregation of data
- GP level public institutes

b.) Primary Data Collection

- Participatory Rural Appraisal
 - Social Map & Resource Map
 - Transect Walk
- Focus Group Discussions
- Household Survey

c.) **Data Compilation and processing**

d.) **Data Analysis**

4.8 HOW TO START SITUATION ANALYSIS?

The Working Groups and the Gaon Panchayat committee shall be responsible for successfully carrying out the entire process of situation analysis and for preparing a draft status report of the panchayat.

The various tools for processes used during the process of situational analysis are mentioned below (Details available on the GPDP training manual published by SIRD)

4.9 SECONDARY DATA COLLECTION:

4.9.1 Preparatory Activities

- List the various institutions from which data is to be collected
- Formal Letters asking for the consent and cooperation of various institutions must be sent out
- Making a list of census data, documents and records required from various institutions.
- Preparation of data collection formats. Some of the draft forms for data collection from different line department and offices are included in the annexure. The working group can modify the forms as per requirement.
- Fixing a date and time for the meeting

4.9.2 Activities

- Collecting data from various institutions
- Collecting data on existing scheme.

The format for secondary data collection is attached in the Annexure 1

4.9.3 Post-Activities

- Collating the data

This involves putting the relevant data together, consolidating the data (example- if there are three Anganwadis in a GP, data from all three needs to be consolidated), compiling the data into a single easily understood report. There should be specific formats for doing this, which will either be made available by the higher authorities or will have to be developed by the RPs/team/working group.

1. The data that is collected is likely to be either habitation based or village based or neighbourhood based, therefore the area of jurisdiction of the data needs to be clearly brought out.
2. If the data is available from an institution like PHC, the data is also likely to pertain to more than one Panchayat and this needs to be kept in mind when interpreting data.

- Identifying gaps in the data

Example-1. There are ten wards in the panchayat but the details of houseless families is available only for six wards.

Example 2- School drop out data gives the number of children who have dropped out in a particular year but does not have class wise figures or details of number of boys and number of girls who dropped out.

- Validating the data

For instance, if the number of toilets constructed in the village is more than 60%, but the rate of open defecation is higher (may be 70%), then this needs to be discussed during primary data collection.

NB: If the PHC, School or other institutions are covering more than one GP, those are to be flagged as neighbourhood based, and the institutions covering single GP areas to be flagged as GP based.

The authenticity of data collected from secondary sources might need firsthand validation. This can be done while conducting FGDs, in-depth interviews and household surveys. The reason behind high dropout rates, low enrolment in Anganwadis, reasons behind open defecation, reasons behind low coverage of immunization, etc can be enquired during these processes.



4.10 PRIMARY DATA COLLECTION

Participatory Rural Appraisal or PRA is a process to study the existing situation of the village / community. This is done by interacting with the people to understand their needs and to find out ways to cater to them, by learning from them.

4.10.a. Social Mapping and Resource Mapping –

Social mapping can be used to present information on village layout, infrastructure, demography, health pattern, wealth, sanitation, vulnerable areas, etc. This will cover information on roads, rivers, characteristics and condition of households, ownership of dwellings and buildings, and land use patterns.

The following checklist will be followed while exercising Social Mapping:-

Location of the village, rivers, roads, house, hospital, schools, religious institutions, drinking water sources, G.P office, vulnerable hamlets, government offices.

4.10.a.1 Preparatory activities

- Fix a date, time and venue
- Inform stakeholders of the community
- Arrange material for resource mapping like chalk, coloured powder etc.

4.10.a.2 Activities

- Mobilise the community
- Draw the boundary of the village as instructed by the villagers
- Draw the social and economic infrastructure such as roads, bridges, schools, health outlets, places of worship, etc., as instructed by the villagers
- Draw the habitation pattern of the people such as houses, kinds of houses (thatched, Pucca, Kuccha), as instructed by the villagers
- Other social institutions, as instructed by the villagers
- Signify the topography, terrain and slopes, forest, vegetation, soil type
- Signify water bodies, irrigation sources, rivers and drainage
- Signify Cropping pattern, productivity, etc.

4.10.a.3 Post Activity

- Identify the felt needs and demands of the community
- Prioritise the needs with the help of the community
- Collect views of the local people on natural resources.
- To assess whether value addition of the resources is possible



4.10.b Focus Group Discussion (FGD) –

It is important to be able to understand people's perception on problems and issues. This can be effective if we are able to discuss on a specific issue and with a particular group where matters are discussed openly and freely. It is also necessary to get an idea about what possible solutions people can suggest. This can be done through Focus Group Discussion (FGD). FGD is a tool to gather people from similar backgrounds or experiences to discuss a specific topic of their interest. Separate FGDs can be organized for men, women, youth, aged, children, etc. In addition, as per requirement, FGDs can be conducted among SHGs, farmers club, landless people, displaced community and so on. Categories to be focussed upon for FGD:

- Vulnerable groups- Aged, persons with disability, destitute
- Women
- SHG
- Children
- Farmers
- SC/ST/OBC

4.10.b.1. Preparatory Activity:

- Fixing time and date, venue
- Informing the stakeholders
- Preparing set of questions beforehand
- Fixing responsibility for documentation

The working group will sit and decide on dates and venues for FGDs and facilitators. The working group/task force would decide the nature and number of FGDs. FGD has to be done for each ward separately. It can be done for different categories like aged, women and children but making sure of representation across wards and habitation.

Certain things to be kept in mind when conducting FGD are listed below:

- Facilitators should be present to see that the discussion is around the topic given and not deviating
- Date, venue and time of the discussions must be decided beforehand and all the participants must be informed of the same
- People of the same nature should be brought together for FGD. Example- If we are doing an FGD for landless people, we should not have rich land owners in the FGD. The venue also should be where they are comfortable and do not feel intimidated.

4.10.b.2 Post Activity

- Prepare document of the observations of the community, the problems identified and the solutions suggested

4.10.c Transect walk –

A transect walk helps to identify in a habitation what assets need to be developed or improved upon. It helps to assess the condition of available infrastructure and identify the natural resources that can be used; it helps to identify availability of land for various public purposes and projects. It also helps to identify the extent of access of various communities to public services.



4.10.c.1 Preparatory activities

- Fix a date and time
- Informing the various stakeholders

4.10.c.2 Activities

- Go for a systematic walk along a defined path with some interested community members.
- Explore the vegetation, topography, habitation, infrastructure, sanitation situation, etc.
- Discuss with the community to collect information on diverse scenarios within the village.

4.10.c.3 Post Activity

- To document the findings of transect walk
- To cross-verify the data collected through social map and resource map

4.10.d Conducting Household Survey –

If the GP has identified some specific issue that requires obtaining details or need assessment from specific families, as in destitute, disabled persons, widows, families with distressed migration or high mal nutrition etc., household surveys of these families may be undertaken.

Prescribed Standard format (**please see Annexure 2**) prepared for this purpose will be used which will include necessary information. Data will be gathered by interviewing the household members. After collection of all information through this exercise, the filled data will be put up in a compilation sheet and accordingly analysed to find out the existing situation of the people. (Since household survey needs major investment in terms of time, people, etc., panchayat should go for such an exercise only if it is necessary for a specific intervention.) Where possible, the data may be consolidated digitally.

While conducting household survey, certain things should be kept in mind:

- The format prepared for the survey should be need based
- The format should contain very specific and purposive questions based on the intervention; it should not be general. The facilitators should keep in mind that only necessary information is collected so that collating this data becomes an easier process.
- Quality of the survey must be assured
- The survey should be conducted keeping the GPDP Calendar in mind.

4.11 DATA COMPILATION

The data- both primary and secondary that has been collected needs to be collated and compiled in the prescribed format (**please see annexure 3**).

Qualitative information and observations during FGDs/PRA exercises shall also be documented adequately. Secondary and primary data needs to be compiled separately. But primary and secondary data pertaining to the same sector/category may be put side by side so as to facilitate comparison and validation.



4.12 DATA ANALYSIS

After the data has been collected, it needs to be analysed to know the present development status of the Gram Panchayat.

The format to be used for secondary data analysis and out come of PRA (Social Map & Resource Map, Transect Walk), FGD and Household Survey are discussed in **Annexure 3**.

4.13 PREPARATION OF THE DRAFT STATUS REPORT (DSR) OF THE GAON PANCHAYAT:

The collected and analysed data (i.e. fill up of annexure 3) must be compiled and put in report. The Draft Status Report can be written either chapter wise or it can be drawn in a tabular form with relevant statistics added as an annexure.

4.13.1 Preparatory Activities

- The situation analysis needs to be discussed in the working group and endorsed.
- The working group shall prepare draft status report on the basis of situation analysis.
- The working group will assign responsibility to individuals from each working group for preparing draft status report in respect of every sector covered in the situation analysis. Each sector will also have a special provision which will make special mention with respect to the vulnerable categories. Each sector report should indicate which are the relevant schemes to the sector.
- The working group will assign specific responsibility for preparation of introductory chapter, chapter on women and chapter on vulnerable communities.
- The sector wise report would also identify activities which can be taken up with the resources under the control of the Panchayat as well as those which pertain to schemes over which the Panchayat does not have control.
- It is important that each sector report describes those activities which pertain to O&M as well as those activities which may be classified as low cost or no-cost separately.
- The sector report may also give indications where convergence is possible.
- The draft status report should have an introductory chapter followed by sector-wise chapters. There should also be a chapter each on vulnerable categories (with a special focus on SC/ST) which consolidates the findings pertaining to the vulnerable categories in each of the sector reports. In addition there should be chapter on women.
- Any specific local issue which the Panchayat committee/working group feels needs to be separately discussed, may also be brought into as separate chapter.
- Each chapter should have introduction, status, discussions, issues identified, gaps and recommendations.
- If desired the sectoral reports may be consolidated into a tabulated format which can be provided as annexure to the report. In such case similar tabular report may be prepared for women and vulnerable categories also.
- The working group will discuss and finalise each chapter and consolidate into the draft status report.



4.14 DRAFT STATUS REPORT

4.14.1 Introduction

General Information about the Gram Panchayat: This chapter should include the following topics and can be written as part of the first column of tabular form or as narrative.

- Introduction of the GP
- Profile of GP

Tabular Format

STATEMENT: FORMAT OF DRAFT DEVELOPMENT STATUS REPORT

Sl. No	Sector	Introduction	Status	Issues	Data Source		Priority Ranks	Reccomen-dations
					Primary	Secondary		
	1	2	3	4	5	6	7	8
1	Introduction							
2	Infrastruccture and civic amenities							
3	Education							
4	Housing							
5	Health							
6	Agriculture							
7	Social Security							
8	Other Development Programmes							
9	Public Distribuion System							
10	Vulnerable Groups							
11	Women & Children							
12	ST							
13	SC							
14	OBC							

Steps to fill up the above Table:

- Sector: Each sector will be mentioned specifically.
- Introduction: General overview of the sector. For example, Education sector can be introduced with the GP literacy rate, School dropout percentage, number of children going to schools, infrastructure, and the quality of the teaching can be included.
- Status: The status of sectors subjectively measured by the working group members. The status can be summarised as poor, average and good.
- Issues: Issues are the exact areas which need attention. For example, by seeing the introduction and status of the education sector the problem area needs to be identified.
- Data Source: The sources of data, whether primary or secondary, shall be mentioned.
- Priority rank: A matrix will be utilised for prioritisation. The data will be prioritized by the members of the working group but the final level prioritization will happen at the Gaon Sabha
- Recommendation: Recommendation on various issues can be given, if any.

4.14.2 Post –activity

Responsibility: Panchayat President and Secretary

- Preparing the final report
- Sharing the draft status report among all the Working group general body members
- Preparation of draft status report for presentation in the Gaon Panchayat meeting
- Fixing a date for Gaon panchayat meeting
- Discussion on the report and finalization.
- Discuss the report with the GP President and Secretary and finalise the details for the GP meeting
- Fix a date and time for Gaon Sabha.



COST-LESS DEVELOPMENT

No cost- Low cost development

Financial investment is not always necessary, nor is it always enough for the development process. Collective intervention of the people, creative intervention, and professional intervention are needed for an efficient development process. Community leadership is one of the key aspects and a major resource for efficient, low cost/no cost development process. A collective from the people can change the face of a village.

Some of the resources that can be identified and included in the process of low cost/no cost development process are as follows

- Immunization coverage: Awareness generation through volunteers. E.g. School kids, SHG youth
- Awareness creation for zero waste village through SHG collective, and other CBOs and NGOs
- 100 per cent enrolment rates in schools : Awareness creation and community monitoring
- 100 per cent enrolment in Anganwadis
- Zero fallow land in the village: mobilization of SHGs for collective farming
- Soak pits for household waste water management: Awareness creation and training for soak pit construction.
- Addressing malnutrition through Anganwadis and kitchen gardens
- Community action for elimination of child labour
- Community care giving groups: formation of such groups for bedridden patients through awareness creation and mobilization.
- Manual labour contribution for the construction of village roads and footpaths
- Fruit trees plantations and social forestry
- Making of a comprehensive data bank for local development through community action.
- Control of mosquito borne diseases. Source reduction campaign with community participation.



Dream for a Poverty-free Panchayat

- Child and Women Friendly Gaon Panchayat
- Child labour-free Panchayat
- Open defecation-free Panchayat
- 100% HH have access to safe drinking water
- Unskilled labour migration-free Panchayat
- Human Trafficking free-Panchayat
- 100% Anganwadi enrolment Panchayat
- 100% school enrolment Panchayat
- Malnutrition-free Panchayat
- Infant death-free Panchayat
- Maternal death-free Panchayat
- 100% immunization Panchayat
- Destitute free Panchayat
- Complete NSAP coverage Panchayat
- Gaon Panchayat with all weather roads
- Home for all Panchayat
- Littering-free Panchayat
- 100% Poverty-free Gaon Panchayat



PERMISSIBLE WORKS OF GAON PANCHAYAT DEVELOPMENT PLAN UNDER 14TH FINANCE COMMISSION AWARD

- Drinking Water
- Sanitation including Septic Management
- Sewage and solid management
- Storm Water Drainage
- Maintenance of community Assets
- Maintenance of Road, Footpath, Street Lighting
- Child & Women Development related issues
- Burial and cremation ground
- Other basic services according to Assam Panchayati Raj Act. 1994, such as,
 1. Parks and play field
 2. Market sheds
 3. Irrigation Canal
 4. Water reservoir works
 5. Other activities for income generation to Gaon Panchayat through convergence with Agriculture, Fishery, Animal Husbandry & Veterinary

N.B.:

- ❖ *Apart from the above permissible works, Panchayat should give emphasis on no cost and low cost works as well as works to be taken up from the Own Source of Revenue.*
- ❖ *Panchayat should also give emphasis on works to be taken up from the Own Source of Revenue*



STEP 5:

Gram Panchayat Sitting

INTRODUCTION

After completion of the draft status report of the Gaon Panchayat development plan, the draft report has to be presented in the Gaon Panchayat sitting as soon as possible. The Panchayat will get a basic idea about the community's needs and hence the gaps. The development status report shall be prepared by the Working Group on behalf of the panchayat committee and therefore, the draft development status report should be approved by the panchayat committee before it is placed in the Gaon Sabha. Necessary modifications can be made and the modified documents should be internalised before it is presented in the Gaon Sabha.

5.1 OBJECTIVES OF THE GP MEETING:

- To place the Draft status report before the Panchayat Committee
- Approval of the Draft status report to be placed in the Gaon Sabha for adaptation.
- Gaon Sabha Mobilization Plan to be decided

5.2 PREPARATORY ACTIVITY

Responsibility: Panchayat President and Secretary

- Panchayat Committee meeting date and agenda to be finalised with the approval of the GP president
- Inform all Gram Panchayat members
- Inform resource persons from the working group/task force for presenting Draft Status Report before the Panchayat Committee
- Write a letter to Line Departments to attend the GP meeting and to get technical guidance for DSR discussions.

5.3 ACTIVITY

- Presentation of report
- Each chapter to be separately discussed.
- Getting feedback from the Gram panchayat members and line departments.



- In this discussion, the members should ensure that the issues and solutions drawn from the situation analysis are holistic and people centric.
- In this phase, the committee members along with the line departments' officials will discuss about the feasibility of project ideas.
- Discuss the presentation of the development report to the Gram Sabha
- Discuss how the Gram Sabha will discuss the separate themes/sectors of the status report
- Discussion on resource envelope and resource allocation
- Discuss who would be the facilitators for the various parts of the Gram Sabha
 1. Presentation of the report
 2. Presentation on the resource envelope
 3. Discussion on sectors/themes
 4. Facilitation of prioritisation
 5. Documentation of various discussions in the Gram Sabha
- Then the DSR is ready to be placed in the Gram Sabha for the approval.
- Fixing a date for Gram Sabha
- Fix a venue and time for commencement of Gram Sabha.
- Discussion for making a plan for mobilization of people
- Discussion about how to mobilize the people
- Discussion on how to motivate the people to be present in the Gram Sabha

METHODS TO BE ADOPTED FOR MOBILIZING PEOPLE:

- Sharing the report with public
- Display of report/table in prominent places
- Invitation to each and every household
- Wall paintings
- Posters
- Banners
- Spreading the word through the SHG
- Mike announcements
- Communicate to students through school assemblies to make sure that their parents participate
- Ward members should take the responsibility to mobilise the people for Gaon Sabha



5.4 POST ACTIVITY

Responsibility: Panchayat President and Secretary

- The date and venue for Gaon Sabha should be published on the Panchayat notice board and other prominent places.
- Draft Status Report copy to be finalised and approximately four copies of it to be made for group discussions
- Community mobilization for Gaon Sabha
- Inviting various stakeholders for Gaon Sabha
- Prepare separate speeches for different target groups
- Resolution of the GP meeting to be accepted by the members of the GP by signing



STEP 6:

Visioning and Prioritization Gaon Sabha for Approval of Draft Status Report

INTRODUCTION

This is the second Gaon Sabha of the GPDP process to be conducted after preparation of the draft status report. The draft status report is to be finalised during the Gaon Sabha and the development issues should be prioritized for the first annual plan and perspective plan.

6.1 OBJECTIVES:

- To get approval for Draft Development Status Report (DSR) by the Gram Sabha
- Prioritizing the issues based on the Draft Status Report
- Identification of development issues for the annual plan
- Identification of development issues which needs to be addressed over five years
- Identification of issues that are to be addressed by other authorities

6.2 PREPARATORY ACTIVITY

- Environment generation to mobilize the Gaon Sabha
- Prepare letters, notice, rallies, and mice announcements for the Gaon Sabha
- Letters should be dispatched to SHGs, CBO, CSO and expert persons in the community
- Preparatory Activities such as finalising the materials required, seating arrangement, etc must be done
- One or two persons from the resource group/working group can be relied upon for assisting the president to present the development status report in the Gaon Sabha



6.3 ACTIVITY

- Presentation, discussion and approval of DSR in Gram Sabha
- Visioning
- Identification of most crucial issues which needs to be addressed on priority
- Developing broad vision for improvement in identified key areas
 - Special reference may be made to poverty reduction, Water and Sanitation, Natural Resource Management
 - Any other critical local issue
- Discussion on the resource envelope of the GP
- Prioritisation
 - Discussion on general criteria for prioritisation and resource allocation
 - Broad identification of resource allocation across sectors, emphasising focus on vulnerable communities
 - Break up into thematic groups for sector specific discussions
 - Facilitated discussion
 - Recommendations for each sector and vulnerable category
 - Presentation of recommendations in the plenary
 - Finalisation of the prioritisation and resource allocation
 - Approval of future activities.
 - Recording the minutes of the meeting.

Arrangement for registration and attendance

- The panchayat needs to create a healthy environment for citizen participation to ensure high levels of participation.
- Signatures and other details of the participants need to be recorded.

Welcome speech

In the Gaon Sabha welcome speech is to be given by the committee members/secretary.

Presidential address

Presidential address should be given by the President. In this speech, he will again brief about the objectives and importance of the GPDP.

Presentation of Development status report

One of the Committee members or resource persons can read out the Development status report of the GPDP. In this status report sector wise issues, challenges and recommendations will be well written and make people aware about exact situations of the community. The core issues like water, sanitation, connectivity, street light are to be given importance.



Discussions

After reading out the status report, the house should be made open for discussions, critical analysis, additions and feedback. The discussion should lead issues and strategy discussion.

Thematic Groups (Working Groups)

After the discussion has taken place, participants can be divided into thematic groups like education, health, sanitation, etc. It will facilitate serious discussions. The participants should have the option to select a thematic group according to their choice. In this group discussion also focus on the issues and then move to strategy.

Reporting to the plenary

Each thematic group will present their report to the plenary. Additions, Modifications and deletion of issues will happen at this level. Based on the new list, the issues can be prioritized.

Prioritizing issues

Prioritization of projects based on the issues. The issues that need immediate attention and are prioritized higher will be added to the first year annual plan, whereas others will be put in the remaining four year plan (Five Year Plan).

Resource envelope

Resource envelope consists of Grants/ funds available under various schemes & programs for a defined/ plan activity under panchayat. The resources so mapped should be utilized in a convergent and integrated manner to generate maximum synergy and provide benefits to identified beneficiaries as per panchayat plan.

These are categorized into two types

- Financial resources at GP level
- Human resources at GP level

FINANCIAL RESOURCES AT GP LEVEL FORMAT

SI No	Schemes	Receipts(Amount received during last year) 2014-2015 (Rs)	Expected Amount for the coming year(2015-2016) Rs

HUMAN RESOURCES AT GP LEVEL FORMAT

Sl No	Name of the department/ agency	Name of the post/ designation	Key Function

6.4 POST ACTIVITY

- Preparation of the minutes of Gaon Sabha
- Finalize the Draft Status Report based on the decisions made during the Gaon Sabha
- Preparation of the 1st year annual plan as per the Panchayat Committee decisions. This should be ratified in the next Gaon Sabha.
- Preparation of the remaining four year plan based on the priority list and decision of the Panchayat Committee

SANITATION PLAN

Plan for Clean and Green Village

The GP should prepare a total sanitation plan. The plan should be aimed at making the village open defecation free, littering free and making sure that waste water isn't drained to public places or non-degradable waste dumped into farm land. While preparing the plan for Clean and Green village, the following aspects should be taken into consideration.

- Objective of 100 per cent coverage of latrine/HHL in houses/shops/institutions
- Waste collection and management plan for public places like market and village center
- Biodegradable waste managed at its source.
- Drainage system- Waste water treatment mechanism in the village
- Village beautification plans

How to prepare a Sanitation Status Report?

The following areas should be covered while preparing a Sanitation Status Report.

- Toilets: 1) Details of houses/shops without latrines to be collected, 2) Identification of places where a community latrine is needed, 3) Details of latrine facility available in schools and Anganwadis, 4) Latrine facility in markets



- Solid waste: 1) Quantity of waste generated in markets and from shops and assessment of the existing waste management mechanism in these place, 2) Quantity of waste generated from schools and Anganwadis and the waste management system in place there, 3) Waste management system at other public places, 4) Quantity of non-biodegradable waste generated in the panchayat from houses, shops, schools, markets, etc. and the existing waste management mechanism.
- Liquid waste: 1) The system in place for household waste water management, 2) Mechanism for waste water management from shops.
- Scopes of mobilizing funds through SBA, MGNREGA, FFC, Public contribution, sponsorship, and through local fund mobilization should be discussed.

Poverty Reduction Plan

A Gaon Panchayat is the nearest and most accessible form of government to the rural poor of India and hence, it is essential that the GP actively intervene to eradicate poverty with the help of a Poverty Reduction Plan incorporating different central government schemes like, MGNREGA, NRLM, SBA, NSAP, PDS, and ICDS. In the GP meeting, discussion on preparing a panchayat level poverty reduction plan through the convergence of all existing Central government schemes and State government schemes should take place.

While conducting situation analysis, the following information should be collected:

- Poverty status report
 - Homelessness, HHL less sections
 - Drinking water availability
 - Unemployment
 - Child labour
 - Challenged people (physically and mentally)

Data from SECC, MGNREGA, NRLM, SHG, and other secondary data can be used. The information can be validated through SHGs and Gaon Sabhas. Among all forms of governing bodies, a GP has better chances of getting actual information regarding the poverty scenario in the village.

What is the intent of Poverty Reduction Plan?

- Housing for all
- Complete HHL coverage
- Safe drinking water for all
- Increase in household income through livelihood development.
- To make a phase out plan for five years

How to obtain financial resources?

- IAY
- Drinking water and Sanitation fund
- SBM
- NRLM-SHG opportunities
- MGNREGA-IPPE
- CSS, SSS, and others

STEP 7:

Draft Plan Preparation

INTRODUCTION

A Draft plan will be prepared based on the report that was finalised in the earlier chapter. This plan will contain the details about resources allocated to various sectors and projects, mode of implementation, and monitoring mechanisms.

7.1 OBJECTIVES

- The Working Group to suggest the projects that can be taken up based on priorities decided in the Gram Sabha and within the funds available of the resource envelope for both the annual plan and the five year plan
- Working group/ task force to prepare draft annual and five year plan based on the above
- Submission of the draft plans to the Panchayat committee
- Panchayat Committee to finalise the draft annual plan and five year plan based on resources allocated for the same and return to working group for preparation of detailed projects. The Panchayat Committee will also decide which fund will be allotted for which project from its available resources. Where the detailed projects are to be prepared by department functionaries, the sector specific project suggestions will be forwarded to the concerned functionary by the Panchayat Secretary.

7.2 PREPARATORY ACTIVITY

- Working Group Meeting
- Draft Status Report modification as per the Gaon Sabha decisions.

7.3 ACTIVITY

Responsibility: President and Secretary with the support of working group

- Preparation of GPDP based upon Gaon Sabha prioritisation
- Allocation of funds based on available resources by panchayat committee.
- Working group should prepare the plan and projects.



NO COST AND LOW COST PROJECTS

SI No	Name of projects	Fund involved			
		Yes	No	If Yes, Amount	Source

The following matrix will give details about the allocation of funds.

TABLE 1

SI No	Sector	Proposed Activities	Priorities	Fund allocated	Source of Funds	Remarks
1	Infrastructure & Amenities	(i)				
		(ii)				
		(iii)				
2	Drinking Water	(i)				
		(ii)				
		(iii)				
3	Sanitation	(i)				
		(ii)				
		(iii)				
4	Education	(i)				
		(ii)				
		(iii)				
5	Housing	(i)				
		(ii)				
		(iii)				
6	Agriculture	(i)				
		(ii)				
		(iii)				



7	Social Security	(i)				
		(ii)				
		(iii)				
8	Other Development Programmes	(i)				
		(ii)				
		(iii)				
9	Health	(i)				
		(ii)				
		(iii)				
10	PDS	(i)				
		(ii)				
		(iii)				
11	Vulnerable Groups	(i)				
		(ii)				
		(iii)				
12	Women & Children	(i)				
		(ii)				
		(iii)				
13	ST	(i)				
		(ii)				
		(iii)				
14	SC	(i)				
		(ii)				
		(iii)				
15	OBC	(i)				
		(ii)				
		(iii)				



Proposed Activities: This column will list out the complete set of activities in a sector that were decided during the Gaon Sabha.

Priorities: This column will list only the activities that have been finalised for the first annual plan.

Fund Allocated: This will list out the amount of funds that have been allocated for the implementation of that particular project under each sector.

Mode of Implementation: In this section, the details about who is responsible for the implementation of this particular project will mentioned.

Remarks: Details about the how the activity is going to be implemented will be listed here. The Panchayat committee can prepare a fund allocation plan based on the FFC fund for the five year plan. The following format can be used.

TABLE 2

SI No	Sector	Issues Identified	Issues Earmarked					Fund					Total
			1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	

Sector: Related development sector

Issues identified: Issues identified and prioritised in Gaon Sabha

Issues Earmarked: Issues that are going to be considered in a different annual plan (Put a✓)

Fund: FFC fund earmarked for the issue in each annual plan (Mention amount)

The panchayat committee will segregate the plan into various sources of funds like,

- Project which can be taken up by using fund of 14th finance commission
- Projects which can be taken up by using their own source of resource
- Projects that can be carried out under existing schemes like MGNREGA, IAY,NSAP
- Projects which can be taken up by NRLM
- Projects which can be taken up jointly with departments
- Projects which can be done solely by departments
- Projects which can be carried out without financial allocations

The following table is to be filled for the five years. Listing out the details that are to be taken each year and the subsequent fund allocated for the same.

TABLE 3

SI No	Name of the project	Implemented through - fund allocation in rupees									
		Gaon Panchayat			SBM	MGNREGA	IAY	NSAP	NRLM	Jointly with departments (specify)	Solely Departments (specify)
		OSR	FFC	BC							

OSR: Own Source Fund

SBM: Swachh Bharat Mission

NSAP: National Social Assistance Programme

BC: Beneficiary Contribution

IAY: Indira Aawas Yojana

FFC: 14th Finance Commission

NRLM: National Rural Livelihood Mission

MGNREGA: Mahatma Gandhi National Rural Employment Guarantee Act

The Panchayat committee should decide the issues to be taken to different sources of fund or schemes.

The following table is to be filled annually detailing out the mode of implementation and the responsibility of implementation.

TABLE 4

SI No	Name of the project	Project Cost	Mode of Implementation			
		Panchayat	BC	Name of the department	Name of the agency	Any other (specify)

***Beneficiary Contribution**

7.4 POST ACTIVITY

- Working group and Panchayat committee will sit together to prepare the Gaon Panchayat Development Plan.
- Information to Technical sanction cell for project preparation within a stipulated time as stated in the state guideline.
- Steps to be taken for the approval of the plan by the Panchayat committee.

(Table 1, 2, 3 and 4 are the key tables for the plan document)



STEP 8:

Project Preparation

INTRODUCTION

After the final approval of the plan, and allocation of fund from respective source, a final copy will need to be prepared which will contain the list of identified issues and a detailed plan about the mode of implementation. This plan is to be jointly prepared by the working groups and the respective line departments.

8.1 OBJECTIVES

- To get administrative approval by the Panchayat Committee
- Preparation of project estimate based on fund allocation
- To get technical sanction of the project from the technical cell.
- To get financial sanction from the Panchayat Committee.

8.2 PREPARATORY ACTIVITY

- Site visit
- Survey
- Consultation with the target groups
- Discussions with technical experts
- Data collection

8.3 ACTIVITY

- The Final project should be written by the concerned Secretary of the panchayat. The Resource Team and Working Groups shall support in writing
- Administrative Sanction from the concerned line department.
- Estimate Preparation by the concerned official from the line department.
- Technical Sanction from technical cell in cam.
- Financial Sanction from the panchayat committee.

CONTENT OF THE PROJECT

- Project Title
- Introduction - Background and Brief Project Summary (Based on situation analysis)
- Rationale of the project (Based on DSR).
- Project objectives (Based on DSR and Gaon Sabha decisions).
- Outputs – Beneficiaries / Benefited Area (Based on Gaon Sabha decisions)
- Project Components and Activities in detail.
- Budget - Cost and Source of Funds-component wise cost and fund should be indicated.
- Time frame and work plan- Project implementation calendar
- Implementation Plan and Agency of implementation
- Expected Output and Outcome
- Operation and Maintenance- The mechanism for operation and maintenance
- Monitoring- The indicators for monitoring and the system recommended for monitoring.
- Annexure –list of projects, Panchayat Resolution, Resolution of Gaon Sabhas, Photographs

*Project format in Table 5

Finally, this project document should be endorsed by Gaon Panchayat and fund should be allocated as per the requirement of the project document. Each project document shall be part of Gaon Panchayat Development Plan Document. This GP Development Plan document shall be placed in the Gaon Sabha.

8.4 POST ACTIVITY

Responsibility: Working group (the officials who are going to implement the project should be part of project writing)

- Arrangement for technical appraisal of the projects.
- Letters to the technical cell for technical sanction arrangements shall be sent.
- The final document of GP Development Plan should be decided.
- Comparison with Gaon Sabha prioritisation.
- General body of the working group should sit for final reading of plans and projects.



TABLE 5**PROJECT FORMAT**

Name of the GP : _____

Name of the block : _____

Development sector : _____

Project Title : _____

Project No. : _____

No	Particulars							
1	Introduction							
2	Rationale							
3	Project Objectives							
4	Expected Outputs							
5	Beneficiary/ Beneficiary Area							
6	Implementing Agency							
7	Maintenance & Operation system							
8	Monitoring System							
9	Budget	Components	FFC	OCR	MGNREGA	NRLM	Other	Total
		(i)						
		(ii)						
		(iii)						
		Total						
10	Time Frame	Activity	Jan-Feb	Mar-Apr	May-June	July-Aug	Sept-Oct	Nov-Dec
		(i)						
		(ii)						
		(iii)						

STEP 9:

Panchayat Committee Meeting

Panchayat committee sitting is needed for validating the plan, projects and resource allocation. Panchayat committee has the responsibility of ensuring that the plan is prepared as per the decisions of Gaon Sabha.

9.1 OBJECTIVES

- Validation of panchayat plan (GPDP) and the projects for placing in Gaon Sabha for approval.

9.2 PREPARATORY ACTIVITY

- Preparation of two-three additional copies of the plan for discussion.
- Ensuring participation of all members.
- To ensure participation of line department officials who are going to implement the project.
- Ensuring that the panchayat resource person is available in the GP office during the Panchayat committee meeting for clarifications if the GP needs any.

9.3 ACTIVITY

Panchayat Committee meeting

- Presentation of the plan and resource allocation details.
- Presentation of each project with all the details.
- Discussion and comparison of projects according to Gaon Sabha prioritisation.
- Vetting the plans and projects for the Gaon Sabha.
- The discussion and decisions should be recorded by the panchayat secretary in the form of minutes. The decision should be read out loudly at the end of the meeting. Signatures of the president, Secretary and members should be obtained under the decisions.
- Fixation of date, venue and time for approval of Gaon Sabha.
- Discussion and decision making on the activities to be carried out to mobilise people for the Gaon Sabha.



9.4 POST ACTIVITY

Responsibility: President and Panchayat Secretary

- Preparation for Gaon Sabha for plan approval.
- Issue a notice in the community to attend the Gaon Sabha
- Send letter/inform the SHGs and other community organisations for attending the Gaon Sabha.
- Send letters to the line department officials to attend the plan approval Gaon Sabha.
- To prepare 4-5 copy of the plan document to place in the Gaon Sabha for the process of approval.
- General discussion



STEP 10:

Plan Approval by Gaon Sabha

INTRODUCTION

The GP Development Plan prepared by Panchayat Committee with the support of working group shall be placed before the Gaon Sabha. The projects that can be taken up in the respective Panchayat, plan have to be approved by the Gaon Sabha.

10.1 OBJECTIVES

- To get GPDP, including the projects approved by the Gaon Sabha
- To sensitize the members of the community about the process of monitoring during the implementation phase of the projects.

10.2 PREPARATORY ACTIVITY

- Mobilize the members of the community to ensure maximum participation for the Gaon Sabha-Environment creation activity.
- To take action for logistics, arrangements for sitting, sound system, drinking water, etc.
- Issue notice to the officials to attend Gaon Sabha
- Send out notice for the villagers to attend the Gaon Sabha
- Get copies of the GP Development Plan document

10.3 ACTIVITY

GAON SABHA MEETING:

Agenda

- Welcome address by the president
- Presentation of GP Development plan document and project-wise details by the Secretary
- General discussion



- Approval of the plan
- Approval by the Gaon Sabha
- Minute of the meeting shall be recorded
- Ratification of the annual plan.

President, secretary, all elected members who have attended the meeting and minimum 5 Gaon Sabha members who have attended the meeting to compulsorily countersign the GP Development Plan document.

10.4 POST ACTIVITY

Responsibility: Panchayat President and Secretary (The officials who are going to implement the plan should attend the Gaon Sabha)

1. To finalize the Gaon Panchayat Development Plan by incorporating the decisions taken by the Gaon Sabha
2. Finalize the implementation procedures
3. Setting up of a Technical Cell at the Block level to provide technical guidance to initiate procedure for technical sanction
4. Sending Plan document to Technical Cell for technical approval

The decisions taken during the Panchayat Committee meeting and Gaon Sabha must be displayed on the notice boards in the Panchayat and the various institutions

The final copy of the project containing information about mode of implementation, funds allocated, etc. must be displayed on the notice boards in the Gaon Panchayat and various institutions.

CONSTITUTION OF TECHNICAL CELL : TECHNICAL APPROVAL OF GPDP

- Technical Cell at Block Level
 - Headed by BDO
 - Supported by Executive Engineers (DRDA/ ZP)
 - Members: Junior Engineers and Accredited Engineers of Blocks, Technical officers from Agriculture, Horticulture, Irrigation, PWD (R), PWD (I), Fisheries, Animal Husbandry Deptt
- Technical sanction shall be done in a camp to be organised at block level.
- Time line : 15 days



STEP 11:

Final GP Development Plan

INTRODUCTION

The final GP Development plan will be prepared in this step. After getting final approval by the Gaon Sabha, it is the duty of the Panchayat committee to prepare the final GP Development Plan document for proper implementation in letter and spirit.

11.1 OBJECTIVES

- To shape the final GP Development Plan
- To get acquainted with implementation of GPDP.

11.2 ACTIVITY

- Preparation of the final document with annexure
- Submission of final GPDP before Panchayat Committee for implementation.
- Sending the final approved GPDP to the DPC for information.
- Sending Final Approved GP Development Plan Document copy to
 1. State GPDP Cell
 2. Zilla Parishad
 3. Anchalik Panchayat for information

11.3 POST ACTIVITY

Responsibility: *Panchayat Secretary (Secretary can use the assistance of working group)*

- Sanctioned projects shall be put up on the notice boards at prominent places for public information
- The implementation calendar of the projects should be exhibited on the anchayat notice board and at other anchayat level institutions.



NOTICE BOARD

Details of the approved projects for the year of _____

SI No	Project	Objectives	Key Components	Cost	Timeframe for implementation	Mode of implemetation



STEP 12:

Implementation

The Projects approved by the Technical Cell under the Chairmanship of Block Development Officer (BDO) shall be made public (Putting it up on notice board of the Panchayat Office, and at the worksite of the proposed projects). Copies of the documents should be made available at the Panchayat Office and on GPDP website. The responsibility of making the document publicly available to create congenial environment for transparency lies with the Panchayat Committee.

12.1 OBJECTIVES:

- To understand the implementation strategy
- To get acquainted with implementation of projects
- To ensure people's participation in implementation of projects for transparency provisions

12.2 PREPARATORY ACTIVITY

- Fixing the mode of implementation by panchayat committee for projects.
- Collection of government Schedule of Rate
- Tendering/e-Tendering for empanelment of Vendors/bidders & fixation of Market Rate of Materials (MRM)
- Getting copies technical approval of each Project of GP Development Plan from the technical cell constituted for this purpose
- Displaying sign boards with following information

Name of the project : _____

Code : _____

Sanctioned amount : _____

Place : _____

Proposed works to be done : _____

Implementing agency : _____

Starting Date : _____



12.3 ACTIVITY

Responsibility: Panchayat Secretary

- Panchayat committee meeting for initiating implementation
- Project initiation meeting with villagers
- Procurement of material in a transparent and competitive manner
- Engagement of labour [skilled/semi-skilled/ unskilled Labour (from MGNREGA job card holders)
- Daily enrolment in the muster roll (MR)
- Supervision of work
- Measurement of the works / materials and entry in MB
- Payment to the workers on weekly basis
- Payment of bills received from vendors
- Completion of the work. Preparation of work completion report

MAINTENANCE OF RECORDS:

1.Tender / Contract Register: This register shall be maintained in the Panchayat Office with all details of the implementing agency, if the project is implemented through floating tenders.

S/N	Description for which tender was advertised	Date of the Advertisement of tender	No of agencies/ vendors applied	Name of agency/ vendor to whom tender was noticed	Amount for which tender was noticed

2.Workers application Register: This register is meant for prospective workers of the village. Panchayat should have a system to receive applications from potential workers on plain paper and record it

ID	Name	Age	Sex	Types of Work			Job card no. if available	Specimen signature /thumb impression of the applicant
				Skilled	Semi skilled	Unskilled		

3. Works Register: This register shall contain details such as name of the project, location of implementation, details of implementing agency, starting and completion dates, total project cost, actual expenditure incurred, for every project

Work	Location	Location of work	Implementing agency	Sanction Order No and Date		Date of start	Date of completion	IDs of muster roll used	Expenditure			Date of completion on social audit	Date of Issue of Completion certificate	Remarks
				TS	AA & FS				Expenditure on wage	Expenditure on material	Total			

- **TS: Technical Sanction**
- **AS & FS: Administrative Approval and Financial Sanction**

4. MR Register: This register is to maintain the Muster Roll issued for a particular project.

S/N	Date of Issue of Muster Roll	Muster Roll No.	Name of work for which issued	Name of the official receiving Muster Roll	Signature

5. Procurement Register: This register is meant to document details of material procured for each particular project.

S/N	Description of procured material	Date of Procurement	Quantity	Amount	Name of Vendor

6. Payment Register: This register is meant for maintenance of payment of the workers of the particular project. Payment register shall be maintained as per the MR issued for that particular project.

7. Work Completion Register: This register is meant for date on which completion certificate is issued.

8. Monitoring Register : This register is meant for monitoring of the work



9. Complaint Resister: This register is meant for recording information on complaints received on the project such as date of receipt of the complaint, action taken on the complaint, the response on the complaint

S/N	Date	Name and Address of Complainant	Type of Complaint	Complaint against whom	Action taken	Date of Final Disposal

MAINTENANCE OF FINANCIAL RECORDS:

1. Grant Register: All details of grants received from Centre and State governments should be entered in this register. Information on amount received, date, source, and account received shall be maintained in this register and also in the cash book.

2. Cash Book: This register is meant for recording details of all payments and receipts.

3. Voucher folder: This register is meant for keeping all vouchers in the order of serial numbers. These have to be linked up to the corresponding entries in cash book.

4. Stock register: This register is meant for entry of details of all receipts and issues of stock items of the project. The inward and outward material movement for a given period shall be recorded to ensure effective inventory control.

5. Monthly receipt and payment register: This register is meant for all information related to receipt of fund, expenditure, balance available and the details about submission and pendency of utilization certificate.

6. Bank reconciliation statement folder: This folder contains Bank reconciliation statements to reconcile the difference between the balance as per the bank column of the cash book and withdrawals / receipts made from dedicated FFC bank account.

7. Schematic Responsibility Assignment Register

S/N	Activity	Who will do	Who will supervise & provide guidance
1	Site Selection		
2	Survey for works		
3	Preparing estimates		
4	Vetting of estimates		
5	Lay out		
6	Foundation(if required)		
7	Material inspection		
8	Site Accounts		
9	Inspection during work execution		
10	Measurement		

STEP 13:

Monitoring

MONITORING, EVALUATION, LEARNING AND DOCUMENTATION (MELD) OF GPDP IN ASSAM.

GPDP being a first and large scale local initiative as well as long term program with a multi dimensional focus, well defined Monitoring, Evaluation, Learning and Documentation (MELD) system is required to be in place. The Government of Assam envisages periodical social audits, organising Gaon Sabha, review meeting at district and state level, and engaging expert agencies (3rd parties), college, and universities for undertaking MELD process under GPDP. GPDP emphasizes on learning – by doing approach. It is realized that a well developed monitoring and learning framework is critical to ensure learning and effectively use the same for improving participatory planning and thereby achieve the project objectives of social justice and local economic development. For the MELD assignment the Government of

Assam proposes to engage independent and external agencies that have the skills and proven experience in the area in order to continuously monitor the processes / approaches institutional and financial systems facilitated and implemented under GPDP. The organizational learning process need to be facilitated through the observations of an external agency to assist the functionaries at various levels. For taking up impact evaluation for unbiased and reliable assessment, process monitoring, documentation of the project activities etc need to be placed. MELD under GPDP has to add value to the participated planning during the course of its implementation as well as for achievement of expected outcomes and inputs.

The following activities will be covered by the MELD system.

- Developing the data base
- Data collection, analysis and management at GP level
 - Base line data
 - Concurrent monitoring data
 - Data analysis
 - Data management



- Concurrent monitoring
 - Process and progress monitoring by the committees at District and State Level
 - Community based monitoring through Gaon Sabha, Social Audit
 - Checking transactions – periodical audit of GP Accounts and financial system
- Periodic evaluation
- Impact assessment
- Thematic studies – involving colleges, universities students, research fellow through placements
- Case studies and Documentation: involving colleges, universities students, research fellow through placements
- Learning – Knowledge management workshops could be organised at district and state level



ANNEXURE 1

Process of collecting secondary data

Secondary data are those which are already being collected for some purpose and used beforehand. Thus using the same data for the purpose of preparing GDP will require proper attention during collection and compilation. Since secondary data is not as such suitable all the times to the needs of the specific purpose of situation analysis, one needs to construct separate FORMAT for collecting secondary data from the respective offices. (develop different formats for different institutions)

In the process of collecting secondary data following things need to be taken care of:

- a) List of Institutions/Organizations to approach
- b) List of indicators
- c) Attitude during the collection of data—
 - Data are available on request, not on demand
 - Registers or files comprising the data are property of some institutes- care should be taken in their use
- d) Data should be collected with proper understanding of relevance (date of updation etc.) and context. It should be followed by a discussion and interpretation of the custodian.

FORMAT TO COLLECT SECONDARY DATA FROM GAON PANCHAYAT

Gaon Panchayat Name :

Address :

Subject	Indicators	Data Value	Remarks
1. G.P. PROFILE	Total Population		
	Total Households		
	SC Households		
	ST Households		
	Minority Households		
	Other Households		
	BPL HOUSEHOLDS		
	a.SC		
	b.ST		
	c.OBC		
	d.Minorities		



Subject	Indicators	Data Value	Remarks		
	NO.OF EDUCATIONAL & TRAINING INSTITUTES				
	a.Lower Primary School				
	b.Upper Primary School				
	c.High School				
	d.Higher Secondary School				
	e.College				
	f. ITA				
	g.Sahaj Arunodoy Kendra				
	h.Other ITC				
	i.RSETI				
	j.Other				
	OTHER GOVT. PREMISES (Mention Names)				
	Anganbadi Centre				
	PHC/CHC				
	Library				
	Park				
	Playground				
	Community Hall				
	Club House				
	Ration Shop				
	Others				
	2.1 Receipt & Issue Register (Own Sources of Fund)	Opening Balance Rs. Total Collection in the year: Source(specify): Tax amount: Non-Tax amount:			
2.2 Executive Meeting Register	Total No of Executive Meeting in last Financial Year (2015-16):				
	Sl. No	Date	No of Attendance		Total
			Male	Female	
	1.				
	2.				
	3.				
4.					

Subject	Indicators			Data Value			Remarks
2.3 Gaon Sabha Register	Total No of Gram Sabha in last Financial Year (2015-16):						
	Sl. No	Date	No of Attendance			Total	
	1.		Male	Female			
	2.						
2.3 Gaon Sabha Register	Sl. No	Date	Attendance			Purpose (Specify)	
			M	F	Total		
2.5 Standing Committee Register (Development Committee)	No of Members: Name of Members:1. 2. 3. 4. No of Sitting in the year(2015-16):						
2.6 Standing Committee Register (Social Justice Committee)	No of Members: Name of Members: No of Sitting in the year(2015-16):						
2.7 Standing Committee Register (Social Welfare Committee)	No of Members: Name of Members: No of Sitting in the year(2015-16):						
2.8 Inspection Register	Yes/ No						
2.9 Issue Register(Letter)	Yes/ No						
1.10 Ledger Book (Tax Collection)	Total Tax Collected (head wise):						
2.11 Stock Register	Sl No	Name of Scheme			Amount		
	1.						
	2.						
1.12 Receipt & Issue Register (DDP) (2015-16)	Sl No	Name of Scheme			Amount		
	1.						
	2.						
2.13 Resource Envelop Register	Sl No	Name of Source/Item			Amount of income/ Size of resource		
	1.						
	2.						
	3.						



Subject		Indicators		Data Value		Remarks		
2.14 Prime Minister's Jeevan Jyoti Bima Yojana Register		No of Beneficiary identified: No of Beneficiary Selected:						
3. IAY		NO. OF HHs IN THE PERMANENT WAITING LIST		DATA VALUE		REMARKS		
		SC						
		ST						
		OBC						
		Minorities						
		Others						
		NO. OF HHs IN THE WAITING LIST						
		SC						
		OBC						
		Minorities						
4. MGNREGA		Total JCs						
		Total Active JCs						
		Total JCs With 100 Days Work (2014-15)						
		Average Mandays (2014-15)						
5. NSAP								
CATEGORY	IGNOAPS				IGNWPS	IGNDPS		NFBS
	60-79 Years		80 Years & Above			Male	Female	
	Male	Female	Male	Female				
SC								
ST								
OBC								
MINORITIES								
OTHERS								
TOTAL								
GRAND TOTAL								
6. DRINKING WATER & SANITATION	INDICATORS		DATA VALUE			REMARKS		
	No. Of HHs With IHHL							
	No. Of HHs Without IHHL							
	No. Of HHs With Kuccha Lantrine							

Subject	Indicators	Data Value	Remarks
6. DRINKING WATER & SANITATION	No. Of Public Toilets		
	No. Of HHs Going For OD		
	MAIN SOURCES OF DRINKING WATER IN THE G.P		
	Hand pump		
	Tube well		
	Bore well		
	Spring		
	River		
	Canal		
	Tank		
	Pond		
	Lake		
	Well		
	Tap Water		
	Other Sources		
	Hand Pump		



Sl No	Name of Register from where data to be collected	Particulars
7.	Immunization and VHND Register	Yes/No: Left out number (If applicable specify):
8.	Half Yearly Vitamin A Dose supplementation Register	Yes/No: Left out number (If applicable specify):
9.	Child Weight Register (Under Weight Child)	No of Child: Boys: Girls:
10.	INFRASTRUCTURE	
10.1	Anganwadi Centre	Own Building Rented Building Open Space
10.2	Availability of toilet facility	Separate toilet for Boys : Yes / No Girls : Yes / No Toilet condition (specify)
10.3	Availability of drinking water facility	Yes / No Present condition (Specify)
10.4	Availability of Playing Items at AWC	Yes / No Present condition (Specify)
10.5	Overall condition of Anganwadi Centre	

DATA TO BE COLLECTED FROM SCHOOL

Name of the School:

Address:

Total no of Student:

Total no of Teacher:

Sl. No	Sector	Particulars				
1	Admission of Student (2015-16)	Sl. No	Name of Class	Total no of Admission		Total
				Boys	Girls	
		1				
		2				
2	Free Text Book distribution	3				
		Sl. No	Name of Class	Number of the Books distributed		
		1				
		2				
		3				



Sl. No	Sector	Particulars				
3	Drop out Student (2015-16)	Sl No	Name of Class	No of drop-out student		Total
		1		Boys	Girls	
		2				
		3				
		4				
4	Absence for long Period (2015-16)	Sl No	Name of Class	No of student/ Name		Total
		1		Boys	Girls	
		2				
		3				
		4				
5.1	Availability of Toilet facility	Separate toilet for Boys: Yes/ No Girls: Yes/ No Teachers : Yes / No Toilet Condition (Specify):				
5.2	Availability of Drinking water facilities	Yes/ No: Present Condition (Specify):				
5.3	Availability of Playground facility	Yes/ No: Present Condition (Specify):				
5.4	Availability of Library facility	Yes/ No: Present Condition (Specify):				
5.5	Availability of Class room	Total no of Classroom: Present condition (specify):				
5.6	Availability of MDM	Yes/ No: Quality of MDM (Please describe):				
6	Matri Got Sabha	Sl No	Date of meeting	No of Attendance	Issue of Discussion	
		1				
		2				
		3				

Sl. No	Sector	Particulars			
7	Students Free Dress Distribution	Sl No	Name of Class	No of Student/Dress distributed	
		1			
		2			
		3			
		4			
8	Guardian Meeting	Sl No	Date of meeting	No of Attendance	Issue of Discussion
		1			
		2			
		3			
		4			
9	School Management Committee formed	Yes / No Frequency of SMC meeting			
10	Boundary wall of the school	Yes / No			
11	Cycle stand	Yes / No			

DATA TO BE COLLECTED FROM PHC/CHC (CENTRE WISE FORMAT)

Name of PHC/CHC:

Address:

Sl.No	Sector	Particulars		
1	Infrastructure facilities	Availability (Yes/ No)	Condition (Good/ Bad)	Status (Specify)
	1.1 Building			
	1.2 Toilet facility			
	1.3 Drinking water facility			
2	Availability of Human resources	Availability (Yes/ No)	Number/ Name	Status (Specify)
	2.1 Doctor/ Nurse			
	2.2 Support Staff			



Sl.No	Sector	Particulars		
1	Infrastructure facilities	Availability (Yes/ No)	Condition (Good/ Bad)	Status (Specify)
	1.1 Building			
	1.2 Toilet facility			
	1.3 Drinking water facility			
2	Availability of Human resources	Availability (Yes/ No)	Number/ Name	Status (Specify)
	2.1 Doctor/ Nurse			
	2.2 Support Staff			
3	Availability of Services/ Tests			
	3.1			
	3.2			
	3.3			
4	Availability of Medicines			
5	Availability of Bed			
6	Referral Services	Availability (Yes/ No)	Status/ Condition (Specify)	
7	Number of Patient admitted (2015-16)	Number		
8	No of Infant mortality (if applicable)	Number		
9	No of Maternal mortality (if applicable)	Number		

VALIDATION OF SECONDARY DATA

In the process of collecting secondary data, utmost care should be taken the authenticity and genuineness of data. Latest data should be collected wherever possible.

RESOURCE ENVELOPE

Total available and potential resources of a Gaon Panchayat have to be estimated in a systematic manner. Resource Envelope is basically the affordability to be considered while planning for a Gaon Panchayat. Here, we consider the financial and human resources either under the possession or those that can be potentially generated within the GP. The resources so mapped should be utilized in a convergent and integrated manner to generate maximum synergy. The resource envelope of the GP, thus calculated, will contain the following sources of fund:

1. Fourteenth Finance Commission Award to the State (14th FC)
2. Transfer by State Finance Commission for development purpose (4th / 5th SFC)
3. Centrally sponsored Flagship Schemes (MGNREGA, IAY, NSAP, NRHM, ICDS, SSA, etc.)
4. State Plan Scheme (DDP, CM's Special Package Program, etc.)
5. Own Sources of Revenue (Tax and Non Taxes)
6. Contribution by the communities (Cash / Kind/Labour)
7. MP and MLA local area development fund

Financial resources of the GP are of following broad types

- Fully tied scheme – IAY, PMGSY, NSAP
- Partially tied and permit flexibility - MGNREGA, NRLM, NRHM, SSA
- Largely untied - RGPSA
- Purely untied - Central Finance Award, State Finance Award and Own Revenue
- Donation by villagers
- Shramdaan, etc



FORMAT FOR RESOURCE ENVELOPE

Sl. No	Schemes	Receipts (Amount Received During Last Year) 2014-2015 (Rs.)	Expected Amount For The Coming Year 2015-2016 (Rs.)**
1	MGNREGA		
2	Annapurna		
3	4th SFC		
4	DDP		
5	OSR		
6	IAY		
7	Rural Housing		
8	IWMP		
9	NDPS		
10	NFBS		
11	NOAPS		
12	NWPS		
13	SBM (G)		
14	PMGSY		
15	RGPSA		
16	NRLM		
17	FFC		
18	Any Deptt. Schemes		
19	Any others		

****Note:**

Expected amount for the coming year can be worked out by the Panchayat based on the amount received in the current year. It is an addition of 10% to the amount received in the current year.

ANNEXURE 2

GPDP HOUSEHOLD SURVEY QUESTIONNAIRE

Village:

Gram Panchayat:

Ward No.:

Block:

District:

Family Information

Sl. No.	Name	Sex	Relationship	Age	Educational Qualification

1.1 If any women member of the family is member of Self Help Group (Yes/ No)

1.2 If the family has Jobcard under MGNREGA (Yes/ No. If Yes, Job card No.....)

1.3 If any family member have Bank Account or Post Office Passbook (Yes/ No)

1.4 If this family is Women Headed (Yes/ No)

1.5 Head of the family is Physically Challenged (Yes/ No)

1.6 Any member of the family is Physically Challenged (Yes/ No)

2. Social Category

a) SC b) ST c) OBC d) General e) Minority

3. Poverty Status APL BPL

(If BPL, ID No:)

4. Is this family is beneficiary of

i) AABY ii) RSBY iii) IAY iv) NSAP v) KCC

vi) Jan Dhan Yojana vii. Antodaya viii) Others (Specify.....)

(If the family is not the beneficiary of IAY, is the family' name in permanent waitlist of IAY- Yes/ No. If Yes, ID no of Permanent waitlist.....)



5. House & Homestead Data

Own House: Yes / No	No. of Rooms:
Type: Kutcha / Semi Pucca / Pucca	
Toilet: Own (Kutcha/ Pucca) / Community / Open Defecation	
Waste Disposal Management System	Door Step / Common Point / No Collection System
Homestead Land: Yes / No (if Yes,.....Bigha)	Kitchen Garden : Yes / No
Cultivable Land Yes / No (if Yes,Bigha, Irrigate land.....Bigha, Unirrigated land.....Bigha Upland.....Bigha, Low land.....Bigha)	
Received any ceiling/ patta land Yes / No (if Yes,Bigha)	
Compost Pit: Individual/Group/ None	Biogas Plant: Individual/ Group/ None

7. Source of Income

Livelihood	Tick if applicable (✓)
Farming on own Land	
Sharecropping /Farming Leased Land	
Animal Husbandry	
Fishery/Fishing	
Skilled Wage Worker	
Unskilled Wage Worker	
Salaried Employment in Government	
Salaried Employment - Private Sector	
Weaving	
Other Artisan(mention)	
Other Trade & Business (mention)	
Total Annual Income Rs	

8. Source of Drinking Water (Distance from source in KMs)

Source of Water		Distance
Piped Water at Home	Yes/No	
Community Water Tap	Yes/No	
Hand Pump (Public / Private)	Yes/No	
Open Well(Public / Private)	Yes/No	
Other (mention):	Yes/No	



7. Source of lighting and power

Electricity Connection to Household: Yes / No
Lighting: Electricity/ Kerosene/ Solar Power
Mention if Any Other: _____
Cooking: LPG/ Biogas/ Kerosene/ Wood/ Electricity
Mention if Any Other: _____
If cooking in Chullah: Normal/ Smokeless

10. Migration Status

Does any member of the household migrate for Work: Yes / No.

(If Yes Entire Year / Seasonal, mention period)

Does anyone below 18 years migrate for work: Y/N

Sl.no	Season	Unit	Quantity
1	Rabi i. ii. iii.		
2	Kharif i. ii. iii.		
3	Horticultural crops i. ii. iii.		

12. Livestock Numbers

Cows : _____	Bollocks : _____	Calves : _____
Female Buffalo : _____	Male Buffalo : _____	Buffalo calves : _____
Goats / Sheep : _____	Poultry / Ducks : _____	Pigs : _____
Any Other - Type : _____ No. : _____		
Shelter for Livestock: Pucca / Kutcha / None : _____		
Average Milk Production(Ltrs) : _____		



ANNEXURE 3

A. ANALYSIS OF DATA

RESOURCE ENVELOPE: There are lots of schemes (Mentioned in the Resource Envelope) running for the upliftment of the different basic services or categories of people. But most of the schemes are unable to achieve their anticipated goals only because they are either unable to cover or not accessible to the targeted groups. Accessibility and coverage of existing scheme wise details can be written based on the data from the following table. (To be filled by the Panchayat Secretary

SI No.	Schemes	Financial Target and Achievements		Physical target And Achievements	
		Receipts (Amount Received During Last Year)	Expenditure 2014-15(Rs.)	Physical target	Physical Achievement
		2014-2015 (Rs.)		In no.	In no.
1	MGREGA				
2	Annapurna				
3	4th FC				
4	DDP				
5	OSR				
6	IAY				
7	Rural Housing				
8	IWMP				
9	NDPS				
10	NFBS				
11	NOAPS				
12	NWPS				
13	SBM(G)				
14	PMGSY				
15	RGPSA				
16	NRLM				
17	FFC				
18	Any Dept Schemes				
19	Any Other				

B. ANALYSIS OF PRIMARY DATA

OUTCOME OF PRA

I. SOCIAL MAP & RESOURCE MAP

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.

II. TRANSECT WALK

- i.
- ii.
- ii.
- iv.
- v.

III. FOCUSED GROUP DISCUSSION

- i.
- ii.
- iii.
- iv.
- v.
- vi.

IV. HOUSEHOLD SURVEY

- i.
- ii.
- iii.
- iv.
- v.



C. SUMMARISING DATA

After collecting the primary data and secondary data with validation and preparing the Resource Envelope, members of the working group will move forward for putting the data into the following analytical framework.

Sector	Indicators	Status	Issues/ Problems/ Gaps	Proposed Interventions	Prioritization of Issues(at GS)
Demography	Total Population				
	Child population (0-6 years)				
	Child population (10-19 years)				
	Total SC & ST Population				
	Minorities				
	Sex Ratio				
	Child Sex Ratio (0-6 years)				
	No. Of Differently Able Persons				
	Inward and Outward Migratories				
Health (Consider The Year 2014- 2015)(To Be Collected From ASHA, AWC And PHC/CHC)	No. Of Death Under-5				
	Infant(0-1Year) Death by sex and residence				
	No. Of Death Within One Month				
	No. Of Death During Deliveries				
	Institutional Deliveries				
	Home Deliveries				
	Mothers who had 3 or more ANC				
	Mothers who received post-natal care within 2 weeks of delivery				
	No. Of Children (12-23 months) fully imunized				
	No. Of Children received Vitamin A				

Sector	Indicators	Status	Issues/ Problems/ Gaps	Proposed Interventions	Prioritization of Issues(at GS)
Education	Literacy Rate				
	No. Of Primary Schools With Single Teacher				
	A. Pupil-Teacher Ratio At				
	a. Primary level				
	b.Upper Primary level				
	Percentage of professional trained regular teachers				
	B.Gross Enrolment Ratio At				
	a.Primary level				
	b.Upper Primary level				
	Currently attending school				
	Average Dropout rate at Primary-level				
	Retention Rate at Primary level				
	Provision Of Playground & Tools				
	Provision Of Library				
Drinking Water & Sanitation	Provision of drinking water in Primary schools				
	Provision of girls' toilet in Primary schools				
	Provisions for PH students				
	i.Toilet				
	ii.Ramp				
	iii.Other				
	Main source of drinking water in the Panchayat				
	i. Hand pump				
	ii. TubeWell				
	iii. Bore well				
	iv. Other sources (Spring, River/Canal, Tank/Pond/Lake, Other sources)				
	v. Tap water				
	vi. Well				
	Availability of latrine facility				
	Latrine facility available within premises				



Sector	Indicators	Status	Issues/ Problems/ Gaps	Proposed Interventions	Prioritization of Issues(at GS)
	Latrine not available within premises				
	Use of Kuccha latrine				
	Use of public latrine				
Child & Women	Mean age at marriage for girls				
	Girls married <18 years				
	Women aged 20-24 who were married before Boys Girls age 18				
	Birth registered with certificate				
	Working Children				
	Age group (5-14 Years)				
	Age group (15-19 Years)				
Nutrition	Children underweight (moderate and severe)				
	Children stunted (moderate and severe)				
	Children wasted (moderate and severe)				
	Infants exclusively breastfed				
	Children with anaemia				
	Anaemia among adolescents (15-19 yrs)				
	Anaemia among adolescents (15-19 yrs)				
	Households using iodized salt				
	Total Road Length(K.M.)				
	A. Black Topping Road				
Connectivity	i. Highway-(N+S)				
	iii. PMGSY				
	B. Earthen Road				
	i. With Gravelling				
	ii. Without Gravelling				



Sector	Indicators	Status	Issues/ Problems/ Gaps	Proposed Interventions	Prioritization of Issues(at GS)
	C. Raod constructed under MGNREGA				
	D. Required Additional Length				
	E. Culverts				
	F. Hume pipe				
Rural Infrastructure	Market sheds				
Electricity	Electrified Houses				
	Un-electrified Houses				
	Street Lighting				
Housing And Other Amenities	Pucca Houses				
	i. IAY(No.)				
	ii.Own Build(No.)				
	Kachcha Houses (No.)				
	Playground				
	Park				
	Crematoria				
	Burial Ground				
Livelihoods	Sources Of Livelihoods (No. Of Families Involved)				
	a. Public Job Holders				
	b. Private Job Holders.				
	c. Agriculture				
	d. Piggery				
	e. Goatery				
	f.Duckery				
	f.Poultry Firming				
	g. Weaving				
	h.Small Business				
	i.Artisans				
	j.Wage Earning				
	k.Other				
	i.				
	ii.				
	iii.				
	iv.				
Agriculture	A. Total cultivable area	-----Bigha			
	Irrigated	-----Bigha			
	Un-irrigated	-----Bigha			



Sector	Indicators	Status	Issues/ Problems/ Gaps	Proposed Interventions	Prioritization of Issues(at GS)
	Low Land	----- Bigha			
	High Land	----- Bigha			
	B. Major crops grown:	----- Bigha			
	i. Winter paddy	----- Bigha			
	ii. Rabi field crop	----- Bigha			
	iii. Vegetable(Rabi)	----- Bigha			
	iv. Vegetables (Kharif)	----- Bigha			
	v. Floriculture Names:	----- Bigha			
	i.				
	ii.				
Social Security Measures	vi. Horticulture Names:	----- Bigha			
	i.				
	ii.				
	iii.				
	IGNOAPS				
	IGNWPS				
PDS	IGNDPS				
	NFBS				
	Persons With • Jan Dhan Yojana • APY • NSAP • Other Insurances				
	No. Of Ration Shops				
	Items With Average Quantity per Person Per Month (For All)				
	• Sugar • Flour • Kerosene • Rice • Other				
	Items With Average Quantity Per Person Per Month (For BPL)				
	• Sugar • Flour • Kerosene • Rice				



D. ABSTRACT OF DATA

After summarising of both primary and secondary data, the following abstract format is used to know the present situation of the GP :

Sl. No	Area of analysis	Existing situation (PRA, FGD, HH Survey & Secondary data)	Needs (outcomes of the situation analysis)	Gaps (Need-Existing situation)	Comparison (national average VS local scenario)		Status		
					National	District	Severe	Moderate	Adequate
	1	2	3	4	5	6	7	8	9
1	Infrastructure and Civic Services								
	Drinking Water Supply								
	Sanitation								
	Roads								
	Culvert/ Hume Pipe								
	Foot path								
	Street Light								
	Drainage								
	Irrigation								
	Electricity connection								
	Disaster Mitigation								
	Parks								
	Play ground								
	Crematorial/burial								
	Markets								
2	Education								
	Anganwadi								
	Pre-primary								
	Primary school high school								
	Higher education								
	Overall infrastructure								
	School dropout								
3	Housing								
	Pucca House								
	Kutcha House								
	Thatched House								
	IAY								
	Social Support								



Sl. No	Area of analysis	Existing situation (PRA, FGD, HH Survey & Secondary data)	Needs (outcomes of the situation analysis)	Gaps (Need-Existing situation)	Comparison (national average VS local scenario)		Status		
					National	District	Severe	Moderate	Adequate
	1	2	3	4	5	6	7	8	9
4	Health								
	Primary health centres / Sub Centre								
	Private establishment								
	ASHA worker								
	Trained Dais								
5	Agriculture								
	Landless farmers								
	Marginal farmers								
	Small farmers								
	Irrigation								
	Seeds								
	Human Resource								
	Technology								
	Markets								
	KCC								
	Storage								
6	Social Security								
	Old Age Pension								
	Widow Pension								
	Disability								
	NFBS								
	Annapurna								
	Antyodaya								
7	Other Development Programs								
	MGNREGA								
	PMGSY								
	NRLM								
	DDU-GKY								



Sl. No	Area of analysis	Existing situation (PRA, FGD, HH Survey & Secondary data)	Needs (outcomes of the situation analysis)	Gaps (Need-Existing situation)	Comparison (national average VS local scenario)		Status		
					National	District	Severe	Moderate	Adequate
	1	2	3	4	5	6	7	8	9
8	Public Distribution Systems								
	Members of fair shops								
	Services of fair shops								
9	Vulnerable Groups								
	Disabled								
	Disaster Prone								
	Refugees								
	Dsiplaced								
10	Women & Children								
	Single Women								
	Widow								
	Malnutrition								
	IMR								
	MMR								
11	ST								
	Beneficiaries of special schemes and programs								
	Constitutional safeguards								
12	SC								
	Beneficiaries of special schemes and programs								
	Constitutional safeguards								
13	OBC								
	Beneficiaries of special schemes and programs								
	Constitutional safeguards								



STEPS TO BE FOLLOWED TO FILL UP FOR THE ABOVE ABSTRACT TABLE.

The situation analysis should capture two things i.e. qualitative information and the issues and concrete problems related to each of the sectors.

1. Area of Analysis:

To be filled by the Resource Team. Data should be filled after situational analysis including PRA. Various components of works identified should be elaborated.

For example

- Infrastructure and Civic Basic Services
- Education
- Housing
- Health
- Agriculture
- Social Security
- Other development programs
- Public distribution system
- Women and Children
- ST/SC/ OBC

2. Existing Situation

Existing situation refers to the prevailing situation of different sectors in the village as understood through situation analysis. The existing schemes, coverage, quality of implementation, etc. are also covered in situation analysis. For instance, if we take the case of roads, it can be segregated into areas with poor connectivity and good connectivity. The format for situation analysis is included in the annexes.

3. Needs

The needs of the area can be identified through situation analysis. The quality of service provision can be arrived at through PRA exercise. Needs like all-weather roads, proper school building, livelihood for women are foremost.

4. Gaps

Gaps are the difference between existing situations and needs. It can be obtained by subtracting needs from existing situation. For example, take the pipe water supply in habitations. The need of pipe water supply for the area is given as 200 households. However, pipe water supply is available to only 50 households. Thus, the gap is 150 (since, $200 - 50 = 150$).

5. Comparison

The situation of different sectors shall be analysed by comparing with the national, state, district and local level data. Secondary data can be collected from different sources at the local level. Simply putting data in separate columns clearly indicates the status of the village on a particular indicator and how much it deviates from the macro level.

6. Status

'Status' can be classified into severe, moderate and adequate. Adequate refers that the problem doesn't need immediate attention. Moderate means the issue is above the minimum and needs attention. Severe means the issue needs urgent solution.

ANNEXURE 4

PANCHAYAT COMMITTEE SITTING FOR ANNUAL PLAN APPROVAL

Since the FFC fund has already been passed, the annual plan for 2015-26 needs to be submitted and get approved. The fund can be utilised only after the plan obtains approval. The Panchayat committee can prepare the plan after the first Gaon Sabha, with the help of the working group.

Annex 4.1 Objectives

- Approval of first year annual plan within the time frame for timely implementation.
- Starting the implementation process within set time.

Annex 4.2 Preparatory activity

- Preparation of the annual plan with the support of panchayat resource group.
- Consolidation of the issues identified by the Gaon Sabha in the meeting.
- Preparation of detailed estimate for the projects with the support of technical cell/block level officers.
- Circulation of plan document among the members.

Annex 4.3 Activity

Panchayat Committee Sitting

Agenda

- Presentation of first annual plan with project details as per the prescribed format.
- Discussion and approval (only for the projects based on Gaon Sabha decisions)
- Approved plan should be signed by the President and Secretary and countersigned by members who attend the meeting.
- Conditional approval by the Gaon Panchayat Committee. The annual plan should take ratification from the next Gaon Sabha.

Annex 4.4 Post- Activity

- Publishing the approved plan and project on the GP notice board and other GP level institutions.
- Take steps to get technical sanction from technical cell.
- Steps for implementation
- Ratification of the annual plan 2015-16 from the next Gaon Sabha



FORMAT FOR ANNUAL PLAN 2015 - 16

Sl. No	Development issue	Name of the project	Components of the project	Project cost	Source of fund		Mechanism for implementation	Time for implementation
					FFC	Others		
1								
2								
3								
4								
5								

Development issue: The issue that has been identified as requiring immediate attention

Name of project: The project that will be formulated to address that issue

Components of project: The major components that the project will be covering in terms of finance.

Project cost: The estimated cost of the project

Source of fund: Whether the funding will be sourced from FFC or other funds. Other sources should be specified.

Mechanism for implementation: The plan for implementing it and the role of various stakeholders
Time needed for implementation.

- The project report should be prepared according to the GPDP guideline.
- Technical sanction should be obtained from the technical cell as per procedure.
- The plan should be ratified by the next Gaon Sabha.

ANNEXURE 5

GRANTS TO LOCAL BODIES

(i) State-wise Area, Population and Weights Assigned

Sl. No.	Particulars	Area		Population (in million)			Population Ratio (%)		Weights (%)			
		000 sq. km	Inter Se Shares (%)	Total	Rural	Urban	Inter Se Shares (%)	Rural	Urban	Area (10%)	Population (90%)	Total
1	Andhra Pradesh	160.20	5.06	49.39	34.78	14.61	4.19	70.42	29.58	0.506	3.770	4.276
2	Arunachal Pradesh	83.74	2.65	1.38	1.07	0.32	0.12	77.06	22.94	0.265	0.106	0.370
3	Assam	54.14	1.71	26.87	22.79	4.08	2.28	84.80	15.20	0.171	2.051	2.222
4	Bihar	94.16	2.97	104.10	92.34	11.76	8.83	88.71	11.29	0.297	7.946	8.243
5	Chhattisgarh	135.19	4.27	25.55	19.61	5.94	2.17	76.76	23.24	0.427	1.950	2.377
6	Goa	3.70	0.12	1.46	0.55	0.91	0.12	37.83	62.17	0.012	0.111	0.123
7	Gujarat	196.24	6.20	60.44	34.69	25.75	5.13	57.40	42.60	0.620	4.613	5.233
8	Haryana	44.21	1.40	25.35	16.51	8.84	2.15	65.12	34.88	0.140	1.935	2.075
9	Himachal Pradesh	55.67	1.76	6.86	6.18	0.69	0.58	89.97	10.03	0.176	0.524	0.700
10	Jammu & Kashmir	222.24	7.02	12.54	9.11	3.43	1.06	72.62	27.38	0.702	0.957	1.659
11	Jharkhand	79.72	2.52	32.99	25.06	7.93	2.80	75.95	24.05	0.252	2.518	2.770
12	Karnataka	191.79	6.06	61.10	37.47	23.63	5.18	61.33	38.67	0.606	4.663	5.269
13	Kerala	38.85	1.23	33.41	17.47	15.93	2.83	52.30	47.70	0.123	2.550	2.673
14	Madhya Pradesh	308.25	9.74	72.63	52.56	20.07	6.16	72.37	27.63	0.974	5.544	6.517
15	Maharashtra	307.71	9.72	112.37	61.56	50.82	9.53	54.78	45.22	0.972	8.577	9.549
16	Manipur	2.24	0.07	1.63	0.89	0.74	0.14	54.40	45.60	0.007	0.125	0.132
17	Meghalaya	0.01	0.00	0.14	0.00	0.14	0.01	0.00	100.00	0.000	0.011	0.011
18	Mizoram	0.53	0.02	0.53	0.00	0.53	0.04	0.00	100.00	0.002	0.040	0.042
19	Nagaland	0.24	0.01	0.57	0.00	0.57	0.05	0.00	100.00	0.001	0.044	0.044
20	Odisha	155.71	4.92	41.97	34.97	7.00	3.56	83.31	16.69	0.492	3.204	3.696
21	Punjab	50.36	1.59	27.74	17.34	10.40	2.35	62.52	37.48	0.159	2.118	2.277
22	Rajasthan	342.24	10.81	68.55	51.50	17.05	5.81	75.13	24.87	1.081	5.232	6.313
23	Sikkim	7.10	0.22	0.61	0.46	0.15	0.05	74.85	25.15	0.022	0.047	0.069
24	Tamil Nadu	130.06	4.11	72.15	37.23	34.92	6.12	51.60	48.40	0.411	5.507	5.918
25	Telangana	114.84	3.63	35.19	21.59	13.61	2.98	61.33	38.67	0.363	2.686	3.049
26	Tripura	3.35	0.11	2.41	1.45	0.96	0.20	60.07	39.93	0.011	0.184	0.194
27	Uttar Pradesh	240.93	7.61	199.81	155.32	44.50	16.95	77.73	22.27	0.761	15.251	16.013
28	Uttarakhand	53.48	1.69	10.09	7.04	3.05	0.86	69.77	30.23	0.169	0.770	0.939
29	West Bengal	88.75	2.80	91.28	62.18	29.09	7.74	68.13	31.87	0.280	6.967	7.247
	Total	3165.68	100.00	1179.11	821.69	357.42	100.00	69.69	30.31	10.000	90.000	100.000

GRANTS TO LOCAL BODIES

ii) State-wise Share - Basic Grants

Rs. Crore

Sl. No.	States	Rural Local Bodies					Urban Local Bodies						
		2015-16	2016-17	2017-18	2018-19	2019-20	2015-20	2015-16	2016-17	2017-18	2018-19	2019-20	2015-20
1	Andhra Pradesh	934.34	1293.75	1494.81	1729.23	2336.56	7788.68	348.92	483.14	558.23	645.77	872.57	2908.64
2	Arunachal Pradesh	88.52	122.58	141.62	163.83	221.38	737.93	23.42	32.43	37.47	43.34	58.56	195.22
3	Assam	584.80	809.76	935.60	1082.32	1462.45	4874.92	4874.92	93.14	128.97	149.01	172.38	232.92
4	Bihar	2269.18	3142.08	3630.39	4199.71	5674.70	18916.05	256.83	355.63	410.90	475.34	642.28	2140.99
5	Chhattisgarh	566.18	783.98	905.81	1047.86	1415.89	4719.72	152.39	211.01	243.80	282.04	381.09	1270.33
6	Goa	14.44	20.00	23.10	26.73	36.12	120.39	21.10	29.21	33.76	39.05	52.76	175.88
7	Gujarat	932.25	1290.86	1491.47	1725.36	2331.33	7771.26	614.91	851.45	983.77	1138.05	1537.74	5125.91
8	Haryana	419.28	580.57	670.80	775.99	1048.53	3495.17	199.61	276.39	319.35	369.43	499.18	1663.95
9	Himachal Pradesh	195.39	270.56	312.60	361.63	488.64	1628.82	19.36	26.81	30.98	35.84	48.42	161.42
10	Jammu & Kashmir	373.96	517.81	598.29	692.11	935.19	3117.36	125.30	173.50	200.46	231.90	313.35	1044.51
11	Jharkhand	652.83	903.96	1044.45	1208.24	1632.59	5442.07	183.74	254.42	293.95	340.05	459.48	1531.64
12	Karnataka	1002.85	1388.62	1604.42	1856.02	2507.88	8359.79	562.08	778.29	899.25	1040.27	1405.62	4685.50
13	Kerala	433.76	600.62	693.96	802.78	1084.73	3615.85	351.66	486.94	562.61	650.84	879.42	2931.48
14	Madhya Pradesh	1463.61	2026.62	2341.57	2708.78	3660.14	12200.72	496.79	687.89	794.80	919.44	1242.36	4141.27
15	Maharashtra	1623.32	2247.77	2597.10	3004.37	4059.55	13532.11	1191.24	1649.49	1905.83	2204.70	2979.02	9930.29
16	Manipur	22.25	30.80	35.59	41.17	55.63	185.44	16.57	22.95	26.52	30.67	41.45	138.16
17	Meghalaya	0.00	0.00	0.00	0.00	0.00	0.00	3.03	4.19	4.84	5.60	7.57	25.22
18	Mizoram	0.00	0.00	0.00	0.00	0.00	0.00	11.54	15.97	18.46	21.35	28.85	96.17
19	Nagaland	0.00	0.00	0.00	0.00	0.00	0.00	12.23	16.94	19.57	22.64	30.59	101.98
20	Odisha	955.52	1323.09	1528.71	1768.44	2389.54	7965.28	170.10	235.54	272.14	314.82	425.39	1417.98
21	Punjab	441.70	611.61	706.66	817.48	1104.58	3682.02	235.41	325.96	376.62	435.68	588.69	1962.35
22	Rajasthan	1471.95	2038.17	2354.92	2724.22	3681.01	12270.27	433.12	599.73	692.93	801.60	1083.13	3610.50
23	Sikkim	16.03	22.20	25.65	29.67	40.09	133.64	4.79	6.63	7.66	8.86	11.98	39.92
24	Tamil Nadu	947.65	1312.19	1516.12	1753.87	2369.86	7899.69	790.04	1093.95	1263.96	1462.18	1975.71	6585.85
25	Telangana	580.34	803.58	928.47	1074.07	1451.30	4837.75	325.23	450.33	520.32	601.92	813.32	2711.12
26	Tripura	36.24	50.18	57.98	67.07	90.63	302.11	21.41	29.65	34.25	39.63	53.54	178.48
27	Uttar Pradesh	3862.60	5348.45	6179.65	7148.74	9659.47	32198.90	983.60	1361.97	1573.63	1820.41	2459.76	8199.37
28	Uttarakhand	203.26	281.45	325.19	376.19	508.31	1694.42	78.29	108.41	125.26	144.90	195.79	652.66
29	West Bengal	1532.21	2121.61	2451.33	2835.75	3831.70	12772.60	637.21	882.33	1019.45	1179.32	1593.51	5311.81
	Total	21624.46	29942.86	34596.25	40021.65	54077.76	180262.98	8363.06	11580.12	13379.78	15478.00	20914.08	69715.04

GRANTS TO LOCAL BODIES

(iii) State-wise Share Performance Grants

Rs. Crore

Sl. No.	States	Rural Local Bodies						Urban Local Bodies					
		2016-17	2017-18	2018-19	2019-20	2016-20	2016-17	2017-18	2018-19	2019-20	2015-20		
1	Andhra Pradesh	169.70	192.04	218.09	285.57	865.41	142.59	161.36	183.25	239.95	727.16		
2	Arunachal Pradesh	16.08	18.20	20.66	27.06	81.99	9.57	10.83	12.30	16.10	48.81		
3	Assam	106.22	120.20	136.50	178.74	541.66	38.06	43.07	48.92	64.05	194.11		
4	Bihar	412.15	466.41	529.67	693.55	2101.78	104.96	118.78	134.89	176.62	535.25		
5	Chhattisgarh	102.84	116.37	132.16	173.05	524.41	62.28	70.47	80.03	104.80	317.58		
6	Goa	2.62	2.97	3.37	4.41	13.38	8.62	9.76	11.08	14.51	43.97		
7	Gujarat	169.32	191.61	217.60	284.93	863.47	251.29	284.37	322.94	422.87	1281.48		
8	Haryana	76.15	86.18	97.87	128.15	388.35	81.57	92.31	104.83	137.27	415.99		
9	Himachal Pradesh	35.49	40.16	45.61	59.72	180.98	7.91	8.95	10.17	13.32	40.35		
10	Jammu & Kashmir	67.92	76.86	87.29	114.3	346.37	51.21	57.95	65.81	86.17	261.13		
11	Jharkhand	118.57	134.18	152.38	199.53	604.67	75.09	84.97	96.50	126.35	382.91		
12	Karnataka	182.15	206.13	234.08	306.51	928.87	229.70	259.94	295.20	386.54	1171.38		
13	Kerala	78.78	89.16	101.25	132.57	401.76	143.71	162.63	184.69	241.83	732.87		
14	Madhya Pradesh	265.84	300.83	341.63	447.34	1355.64	203.02	229.75	260.91	341.64	1035.32		
15	Maharashtra	294.84	333.66	378.91	496.15	1503.57	486.82	550.91	625.63	819.21	2482.57		
16	Manipur	4.04	4.57	5.19	6.80	20.60	6.77	7.66	8.70	11.40	34.54		
17	Meghalaya	0	0	0	0	0	1.24	1.40	1.59	2.08	6.30		
18	Mizoram	0	0	0	0	0	4.71	5.34	6.06	7.93	24.04		
19	Nagaland	0	0	0	0	0	5.00	5.66	6.43	8.41	25.50		
20	Odisha	173.55	196.40	223.04	292.05	885.03	69.52	78.67	89.34	116.98	354.50		
21	Punjab	80.23	90.79	103.10	135.00	409.11	96.20	108.87	123.63	161.89	490.59		
22	Rajasthan	267.35	302.55	343.58	449.89	1363.36	177.00	200.30	227.47	297.85	902.62		
23	Sikkim	2.91	3.30	3.74	4.90	14.85	1.96	2.21	2.52	3.29	9.98		
24	Tamil Nadu	172.12	194.78	221.20	289.64	877.74	322.87	365.37	414.92	543.31	1646.46		
25	Telangana	105.41	119.28	135.46	177.38	537.53	132.91	150.41	170.81	223.66	677.78		
26	Tripura	6.58	7.45	8.46	11.08	33.57	8.75	9.90	11.24	14.72	44.62		
27	Uttar Pradesh	701.57	793.92	901.60	1180.57	3577.66	401.97	454.88	516.58	676.42	2049.84		
28	Uttarakhand	36.92	41.78	47.45	62.13	188.27	32.00	36.21	41.12	53.84	163.17		
29	West Bengal	278.30	314.93	357.64	468.31	1419.18	260.41	294.69	334.66	438.20	1327.95		
	Total	3927.66	4444.71	5047.53	6609.32	20029.22	3417.72	3867.64	4392.19	5751.21	17428.76		

The Technical Team duly acknowledges the support extended by the following individuals and PRIs for development of Planning Manual :

1. Mr. Soumen Roy, UNICEF Assam
2. Dr. Jos Chathukulam, Centre for Rural Development, Kerala
3. Mr. Manu Shaankar, Kudumbasharee, NRO, Kerala
4. Ms. Santarpana Chaudhury, Health Action by People, Kerela
5. Mr. Anupam Dutta, Sr. Faculty, SIRD
6. Mr. Utpal Jyoti Bora, Faculty, SIRD
7. Mr. Ramen Deka, Faculty, SIRD
8. Mr. Jyoti Prasad Deka, Faculty, SIRD
9. Ms. Mridusmita Kashyap, Faculty, SIRD
10. Ms. Hiramoni Das, Faculty, SIRD
11. Ms. Marrychaya Patiri, Faculty, SIRD
12. Mr. Kankan Jyoti Borah, Faculty, SIRD
13. Mr. Santosh Medok, Faculty, SIRD
14. Mr. Tapan Dev Sarma, Faculty, SIRD
15. Dr. Mohini Goswami, Principal, Sipajhar B.Ed. College
16. Mr. Nayan Jyoti Bhuyan, GVM, Nalbari
17. Mr. Tirtha Prasad Saikia, NEADS, Jorhat
18. Khetri Gaon Panchayat, Kamrup (Metro)
19. Kamarkuchi Gaon Panchayat, Kamrup (Metro)

'My notion of democracy is that under it the weakest shall have the same opportunities as the strongest true democracy cannot be worked out by twenty men sitting at the Center. It has to be worked from the below, by the people of every village"

- Mahatma Gandhi

For further information & any clarification please contact -

State Institute of Rural Development, Assam

G.S Road, Khanapara,
Guwahati - 781022

Phone: +91-995 449 7674, +91-995 453 3472

Email: sirdassam@gmail.com

Web: www.sirdassam.in

O/o The Commissioner

Panchayat and Rural Development Department

Juripar, Panjabari road,
Guwahati - 781037

Phone: +91-361 233 3645

Email: spmu.assam@gmail.com

Web: www.pnrassam.nic.in

