

**8.18.2** The Project proposal should highlight Innovative activities & processes. Such projects by government and reputed non-government organizations, resource institutions may be included in State plans. Proposals for innovative activities at the Panchayat level in line with following suggestive issues may be proposed:

- (i) Innovation in strengthening GP governance and service delivery
- (ii) Innovation in use of technology to deliver local solutions
- (iii) Innovative methodologies of capacity building
- (iv) Increasing Panchayats' own source revenue
- (v) Strengthening transparency & accountability
- (vi) Enhancing impact of panchayat led governance in respect of SDGs etc.
- (vii) Smart GP / Village

**8.18.3** These innovative projects may be undertaken through government, other technical institutions, reputed agencies/NGOs etc. Details of support for innovations should feature in the State plan, and will be supported on the basis of merit of the proposals. The decision on supporting innovations will be taken by the CEC of RGSA.

## **8.19 Project based support for Economic Development and Income Enhancement:**

**8.19.1** Panchayats are expected to be engaged in planning and implementation of schemes for economic development activities. Article 243-G of the Constitution has empowered the States to devolve the responsibility inter-alia for implementation of schemes for economic development and social justice including 29 subjects listed in Eleventh Schedule. The Panchayats must utilize their potential in catering to the need for economic development and other subject areas.

(i) Under this component, GP/cluster of GPs will be funded for micro projects on economic development and income enhancement. Financial assistance in the form of viability gap funding for micro projects catering to subject areas enlisted in the Eleventh Schedule of the Constitution for devolution to Panchayats would be provided based on the merit of the proposal and its viability and sustainability.

(ii) These projects would be forwarded by the State Government after approval of respective level of Panchayat (Gram Panchayat for the project of GP level, Block Panchayat for the project of Block level and District Panchayat for the project of District level). The funding from the MoPR will be limited to critical resource gaps, which are not available under any other scheme or require more resources in critical areas.

## **8.20 Information, Education, Communication (IEC)**

**8.20.1** States will be expected to develop a comprehensive development communication strategy to undertake IEC activities in campaign mode at the beginning of the year. This could include month wise issues and resource materials that could be made available to Panchayats. Upto 2% of funds can be utilised for IEC. The communication strategy should include the following:







- (i) Responsibilities and Powers of Panchayats under the Constitution and Different State & Central Acts.
- (ii) Importance of Community Participation in voting and in meetings of Gram Sabhas.
- (iii) What is citizen centric Governance and how to institutionalise this.
- (iv) Raising awareness on socio-economic issues – this should specially focus on issues that can be taken up at the local level
- (v) Awareness on Government Schemes including Revamped RGSA and how to access them. Care should be taken in such cases to also disseminate information on those who have accessed the schemes and where there have been issues in accessing the scheme.
- (vi) Information regarding resources available to Panchayats under different schemes. & voluntary disclosure by GPs regarding activities undertaken and expenditure thereto under GPDP.
- (vii) Localisation of Sustainable Development Goals adopting thematic approach as recommended by Expert Group.



**8.20.2** For facilitating such awareness campaigns-communication material can be developed in the form of manuals, flip books, posters, role plays, puppet shows, audio material, short films etc. Permanent displays like Information walls, village model, and citizen information counters on fixed days can be considered. Other activities can include:



- (i) IEC-BCC drives in campaign mode in line with Panchayat week/fortnight celebration/ other campaign across the State.
- (ii) Showcasing good practices and innovations by Panchayats
- (iii) Use of social media, mobile apps, audio visual media, community radio
- (iv) Special programmes/features in television channels
- (v) Cultural activities, exhibitions, mobile vans to disseminate information about Panchayats and relevant Government schemes or issues
- (vi) Use of innovative/emerging/new technologies for IEC
- (vii) Establishment of Digital Library in Panchayats



**8.20.3** Campaigns should largely be done at the different levels of Panchayats. Campaigns can be taken up at the State level, but it should be ensured that such campaign is directly related to the work of PRIs, especially in the context of Sustainable Development Goals and good governance and service delivery by Panchayats. It should be ensured that adequate flexibility is given to GPs to conduct campaigns based on local issues.



**8.20.4** Effort should be made to reach out to multiple target groups like poor households, PRI representatives, Policy makers, Opinion makers & Government functionaries & Gram Sabha members.



## 8.21 Programme Management:

An integrated and structured PMU at different level to be established under Revamped RGSA and 1.5% of the fund could be utilised under Programme Management to meet day to day cost for the functioning of PMU and other expenditure as per requirement.

## 8.22 Institutional Mechanisms for Implementation, Monitoring & Management at the State Level

The RGSA will be implemented through the regular departmental mechanism. The following Institutional Mechanisms are envisaged at the State level.

- (i) State Advisory Committee
- (ii) State Steering Committee
- (iii) State Executive Committee
- (iv) Programme Management Unit

### 8.22.1 State Advisory Committee (SAC):

An Advisory Committee may be established in each State under the Chairmanship of Minister of Panchayati Raj of the respective State Government, for periodical review of the performance in implementation of the scheme of Revamped RGSA and for suitably advising the concerned authorities of the States for effective implementation. Suggested Composition of this Committee can be as follows:

Minister for Panchayati Raj	Chairperson
Minister of State for Panchayati Raj	Member
Minister for Rural Development	Member
Minister for Drinking Water	Member
2 Eminent person working in field of Panchayati Raj (to be nominated by Chairperson)	Member
2 elected Representatives of Panchayats from among best performing Panchayats to be nominated by Chairperson	Member
2 elected Women Representatives of Panchayats from among best performing Panchayats to be nominated by Chairperson	Member
2 Zila Parishad Chairman by rotation	Member
2 Block Panchayat Chairman by rotation	Member
Secretary Panchayati Raj	Member
Secretary Social Justice	Member
Secretary Tribal Affairs	Member
Secretary Finance	Member
Commissioner Panchayati Raj	Member Secretary
Commissioner RD	Member
Secretary Women & Child	Member







### 8.22.2 State Steering Committee (SSC):

For the effective appreciation of the mandate of RGSA, formulating appropriate strategy and policy for implementation of the scheme in accordance with the guidelines of Revamped RGSA, monitoring of the scheme and ensuring transparency and accountability at all levels, the State Governments may set up a SSC under the Chairmanship of Chief Secretary for monitoring and review of the scheme. Suggested composition of this Committee is as follows:

Chief Secretary	Chairperson
Principal Secretary, Panchayati Raj	Member Secretary
Agriculture Production Commissioner	Member
Principal Secretary, Department of Planning	Member
Principal Secretary, Department of IT & Electronics	Member
Director General / Director, State Institute of Rural Development (SIRD)	Member
Principal Secretary, Department of Rural Development	Member
Principal Secretary, Department of Social Welfare	Member
Principal Secretary, Department of Women & Child Welfare	Member
Principal Secretary, Department of Primary Education	Member
Principal Secretary, Department of Health & Family Planning	Member
Principal Secretary, Department of Youth Welfare	Member
Principal Secretary, Department of Finance	Member
Director, Panchayati Raj	Member
Additional / Joint Director, Panchayati Raj Department	Member
Not more than two special invitees may also be nominated with the approval of the Chairperson	

### 8.22.3 State Executive Committee (SEC):

Simultaneously, a SEC may be set up in the State under the Chairmanship of Secretary, Panchayati Raj Department for approving Annual State Capacity Building Plans to be prepared by the State in accordance with the Revamped RGSA guidelines, taking into account the requirements of the Panchayats on the basis of their GPDPs, with thrust on formulating plans keeping in view the 29 items included in the Eleventh Schedule of the Constitution and also to achieve the SDGs adopting thematic approach of Localisation of Sustainable Development Goals. Suggested composition of this Committee is as follows:

Secretary, Panchayati Raj Department	Chairperson
Secretary, Department of Agriculture	Member
Joint Secretary, Panchayati Raj	Member Secretary
Director General / Director, State Institute of Rural Development (SIRD)/ Panchayati Raj Training Institute	Member
Joint Secretary, Department of Planning	Member
Joint Secretary, Department of Rural Development	Member
Joint Secretary, Department of Social Welfare	Member
Joint Secretary, Department of IT and Electronics	Member
Joint Secretary, Department of Women & Child Welfare	Member
Joint Secretary, Department of Primary Education	Member
Joint Secretary, Department of Health & Family Planning	Member
Joint Secretary, Department of Youth Welfare	Member
Joint Secretary, Department of Finance	Member
Director, Panchayati Raj	Member
Additional / Joint Director, Panchayati Raj Department	Member
Not more than two special invitees may also be nominated with the approval of the Chairperson	

**8.22.4 Programme Management Unit (PMU):** The details of the PMU has already been brought out in para 8.16 above.







# CHAPTER - 9

## THE COST NORMS OF THE ADMISSIBLE ACTIVITIES UNDER REVAMPED RGSA

S. N.	Component	Cost
<b>1</b>	<b>Capacity Building &amp; Training</b>	
<b>1.1</b>	<b>Unit cost per participant per day for training of ERs and Panchayat Functionaries under Revamped RGSA</b>	
1.1.1	Training at State level for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.2500/- per participant per day
1.1.2	Training at District level for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.1500/- per participant per day
1.1.3	Training at Block level/ Clusters of GPs for ERs, Functionaries, Resource persons, Master Trainers etc	Rs.1000/- per participant per day
1.2	Unit cost for training of Elected Representatives and Panchayat Functionaries under RGSA- <u>Virtual/ online mode</u>	Rs.5000/- per day at all levels (Expenses towards procurement of platform and device, resource person remuneration, material cost, organizational expenses, development of learning material, documenting good practices etc. )
1.3	Handholding support for GPDP formulation by academic institutions/ Civil Society Organisation (CSOs)/ NGOs (registered at NGO Darpan of NITI Aayog)	@ Rs.20,000/- per GP.
1.4	Training Needs Assessment	Upto Rs.10 lakh once in 2 years per State /UT.
1.5	Development of training modulesthrough empanelled agency	Upto Rs.10 lakh once in 2 years per State /UT.
1.6	Development of training material including films and electronic materials through empanelled agency	Upto Rs.20 lakh once in 2 years per State /UT.
1.7	Exposure Visits within State	UptoRs. 3500/- per day per participant





S. N.	Component	Cost
1.8	Exposure Visits outside State	Upto Rs.5000/- per day per participant of rest of the States/UTs.  Upto Rs.7000/- per day per participant for Andaman & Nicobar Islands and Lakshadweep
1.9	Panchayat Learning Centres (PLCs)	Upto Rs.7 lakh per PLC
1.10	Evaluation of Capacity building and training activities	Upto Rs.10 lakh once in 2 years
1.11	Additional Trainers/ Master Trainers in thematic areas for localisation of SDGs.	@ Rs.2500 per day per participant up to 5 days based on the number of Master Trainers State-wise as projected by expert committee
<b>2</b>	<b>Institutional Infrastructure and Human Resources</b>	
2.1	(a) Provision for establishment of SPRCs in rented building	Rs.30/- per sft. (built up area) Maximum Rs.75,000/- per month
	(b) Recurring cost on additional Faculty & O&M of SPRC	Upto Rs.84 lakh per annum per SPRC
2.2	(a) Construction of building of new DPRC and provision of basic equipment	Upto Rs.2 crore for new DPRC for NE States only
	(b) Provision for establishment of DPRCs in rented building	Rs.25/- per sft. (built up area) Maximum Rs.50,000/- per month
	(c) Recurring cost on additional Faculty and maintenance of DPRC	Up to Rs.20 lakh per annum per DPRC
2.3	(a) Provision for establishment of BPRCs in rented building	Rs.20/- per sqft. (built up area) Maximum Rs.30,000/- per month
	(b) Recurring cost on additional Faculty and maintenance of BPRC	Rs.35,000/- per month
2.4	Hiring of Training infrastructure & equipments at District level	1% of the cost of total training at District level
2.5	Hiring of Training infrastructure & equipments at Block level	1% of the cost of total training at Block level



S. N.	Component	Cost
3. Distance learning facility through SATCOM or IP based technology etc.		
3.1	Studio at the State level	Up to Rs.1.00 crore considering the Post-COVID scenario, virtual and online programmes are on the rise. A good studio with all facilities for such programmes is essential. Rs.1.5 lakh per SIT CEC for RGSA to decide based on the merit of the proposal
	Satellite Interactive Terminals (SITs)	
	Maintenance / Technical manpower in SATCOM Studio	
	Any alternative mode of technology	
4. Support for Panchayat Infrastructure		
4.1	Construction of new GP Buildings	Rs.20 lakh/ GP building with/and Community Hall with focus on NE States.
4.2	Co-location of CSC in GP building	Rs.5 lakh for additional hall/room at Panchayat Bhawan for co-locating CSC with focus on NE States
5. Project Management Units (PMU)		
5.1	State Project Management Units (SPMU)	SPMU (4 persons) @ Rs.26.40 lakh per State/UT per annum subsuming existing components of SPMU, e-SPMU and Administrative and Financial Data Analysis and Planning Cell
5.2	District Project Management Units (DPMU)	DPMU (3 persons) @Rs.10.80 lakh per District per annum subsuming existing components of e-DMPU
5.3	Block Project Management Units (BPMU)	BPMU (2 persons) @Rs.4.80 lakh per Block per annum subsuming existing components of Technical Support to PRIs
6. Special Support for strengthening Gram Sabhas in PESA Areas		
6.1	Honorarium for State Level Coordinator for PESA Area	Rs.60,000/- per monthper PESA State (Rs.7.20 lakh p.a.)
6.2	Honorarium of 1 PESA Coordinator in PESA district	Rs.30,000/- per month per district (Rs.3.60 lakh p.a.)
6.3	Honorarium of 1 PESA Coordinator in PESA Block	Rs.25,000/- per month per IP/block (Rs.3.00 lakh p.a.)
6.4	Honorarium of 1 Gram Sabha Mobiliser / PESA GP	Rs.4000/- per month per PESA GP (Rs.0.48 lakh p.a.)
6.5	Gram Sabha Orientation	Rs.15,000 for cluster of 5 GPs per annum





S. N.	Component	Cost
<b>7.</b>	<b>E-enablement</b>	
7.1	Translation for applications in local language (One time support)	As determined by CEC based on proposal from State
7.2	Computer, UPS, printer (With focus of IT support to the GPs in NE States)	Rs.50,000/- GP with focus on NE States
<b>8.</b>	<b>Support for Innovation (Innovative activities)</b>	<b>Case to case: Up to Rs.5 crore each case.</b>
<b>9.</b>	<b>Project based support for income development &amp; income enhancement</b>	<b>Case to case: Up to Rs.2-10 crore each case.</b>
<b>10.</b>	<b>IEC Activities</b>	<b>Upto 2% of the approved plan size</b>
<b>11.</b>	<b>Programme Management</b>	<b>Upto 1.5% of the approved plan size</b>



## Annexure-I

M-11015/53/2022-CB  
Government of India  
Ministry of Panchayati Raj

11<sup>th</sup> Floor, Jeevan Prakash Building,  
K. G. Marg, New Delhi

Dated: 20<sup>th</sup> April, 2022

### ORDER

**Subject: Constitution of Committee to revisit implementation framework for Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) - regarding**

Centrally Sponsored Scheme of Revamped RGSA has been approved by the Union Government on 13.04.2022 for 4 years for implementation from 01.04.2022 to 31.03.2026 (co-terminus with XV Finance Commission period) at a total cost of Rs.5911 crore including Central Share of Rs.3700 crore and State share of Rs.2211 crore.

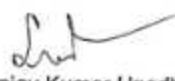
2. Therefore, the implementation framework of revamped RGSA is required to be formulated. Accordingly, a Committee with the following members is hereby constituted to formulate implementation framework of Revamped RGSA, taking into consideration the learnings of RGSA implemented from 2018-19 to 2021-22 and the changes under revamped RGSA:

Sl. No.	Name and Designation of the Member	
1.	Shri H. C. Semwal (Secretary) Department of Women & Child Development, Govt. of Uttarakhand	Chairman
2.	Shri Alok Kumar Singh (Director), Panchayati Raj Department, Govt. of Madhya Pradesh	Member
3.	Shri S. S. Prasad (Director), Ministry of Panchayati Raj, Govt. of India	Member
4.	Shri Saroj Das (Joint Director), State Institute of Rural Development, Odisha	Member
5.	Shri BishalMukhia (Director), State Institute of Rural Development, Sikkim	Member

3. Dr. Mohd. Tauqueer Khan and Ms. Pragya Singh from the Ministry of Panchayat Raj will assist the committee.

4. The Committee will submit the revised Framework within 15 days after the notification.

5. Expenditure on TA/DA etc. of the above mentioned Members of the Committee in discharge of their functions in this connection will be met from the source from which their pay and allowances are drawn.

  
(Sanjay Kumar Upadhyay)  
Under Secretary to the Government of India  
Tel. No. 23352592

To

All members of the Committee

Copy for information to:

PPS/PS to Secretary (PR)/AS (PR)/(APN)/JS(RY)/EA(BKB)



## Annexure-II



सत्यमेव जयते



सत्यमेव जयते



Ministry of Panchayati Raj

### Resolution

24<sup>th</sup> April, 2022

We, as the representatives of Government of India, express our commitment to advancing the 2030 Agenda for Sustainable Development, a set of 17 Sustainable Development Goals (SDGs) with 169 associated targets unanimously adopted by United Nations Member States at the United Nations Sustainable Development Summit on 25 September 2015.

We recognize that nearly 68% of India is Rural India and, therefore, attainment of Sustainable Development Goals will require actions at the grassroots level i.e localization of SDGs through Panchayati Raj Institutions.

We affirm to use thematic framework of the localization of SDGs adopted by the Ministry of Panchayati Raj for Rural Local Bodies to achieve their vision and to contribute our part to help build poverty free and enhanced livelihoods Panchayats ensuring healthy lives with water sufficiency while fighting inequality and injustice and work to mitigate the harmful effects of climate change by 2030 in rural India and ensuring 'inclusive development'.

We reaffirm the need for collaborative endeavor and convergent action by all Ministries and Departments to achieve the local goals & targets of the Gram Panchayat in 9 thematic areas. In this effort, we stand committed to achieving convergence in our work with respect to identification of best practices, mechanisms of incentivization, resource mapping of schemes & funds, training infrastructure, capacity building and data management to take forward the process of localization of SDGs through 'Whole of Government approach'.

By signing this Resolution, we agree that each one of our Ministries will work with a focus on national priorities for grassroots delivery and achievement of Thematic Vision for all Panchayats, in a harmonized manner.

It is in this spirit that we pledge to make the following 3 commitments:-

- **Commitment 1:** To identify potentials of our respective Ministry's, Flagship schemes / programs, data, institutions and local targets to align with the 9 SDG Thematic Areas.



Healthy Lives Village



Water Village



Quality Education Village



Gender Equality Village



Climate Action Village



Village with Well-Defined Infrastructure



Village with Good Governance



Sustainable Energy Village



Sustainable Cities Village


MINISTRY OF PANCHAYATI RAJ

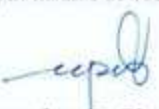
Page 1 of 3



- **Commitment 2 :** To leverage the strength of Gram Panchayat Development Plan (GPDP), whereby all Ministries will come together to converge all their resources and infrastructure in setting local development agenda to find solutions for 9 thematic areas reflecting goals and targets in a manner in which local planning, execution and monitoring of actions can contribute to the synergistic and sustainable attainment of objectives of SDGs by 2030.
- **Commitment 3 :** To create an enabling environment at all levels and improve quality of governance by deepening this process further and jointly reviewing the progress regularly to take forward the localization of SDGs in rural areas through PRIs.

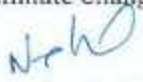
We resolve to cooperate in the spirit of partnership to work towards the fulfilment of the principles embodied in this Resolution.


  
**(Ajay Kumar Bhalla)**  
 Secretary  
 Department of Home


  
**(Upendra P. Singh)**  
 Secretary  
 Ministry of Textiles

  
**(Ajay Tirkey)**  
 Secretary  
 Department of Land Resources

  
**(Leena Nandan)**  
 Secretary  
 Ministry of Environment, Forest &  
 Climate Change

  
**(Nagendra N. Sinha)**  
 Secretary  
 Department of Rural Development

  
**(R. Subrahmanyam)**  
 Secretary  
 Department of Social Justice and  
 Empowerment

  
**(Atul Chaturvedi)**  
 Secretary  
 Department of Animal Husbandry &  
 Dairying

  
**(Vini Mahajan)**  
 Secretary  
 Department of Drinking Water &  
 Sanitation

  
**(Indu Shekhar Chaturvedi)**  
 Secretary  
 Ministry of New & Renewable Energy

  
**(Pankaj Kumar)**  
 Secretary  
 Department of Water Resources,  
 River Development and Ganga  
 Rejuvenation



समस्त पंचायतें समृद्ध विकास



Panchayati Raj Village



Panchayati Raj Village



Panchayati Raj Village



Panchayati Raj Village



Panchayati Raj Village



Panchayati Raj Village



Panchayati Raj Village



Panchayati Raj Village



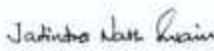
Panchayati Raj Village


  
 MINISTRY OF PANCHAYATI RAJ

Page 2 of 3

  
**(Rajesh Bhushan)**  
 Secretary  
 Department of Health & Family  
 Welfare

  
**(Renuka Kumar)**  
 Secretary  
 Ministry of Minority Affairs


  
**(Jatindra N. Swain)**  
 Secretary  
 Department of Fisheries

  
**(Anil Kumar Jha)**  
 Secretary  
 Ministry of Tribal Affairs

  
**(Anjali Bhawra)**  
 Secretary  
 Department of Empowerment of  
 Persons with Disabilities  
 (Divyangjan)

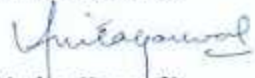
  
**(K. Rajaraman)**  
 Secretary  
 Ministry of Electronics and  
 Information Technology

  
**(K. Rajaraman)**  
 Secretary  
 Department of Telecommunications

  
**(Manoj Ahuja)**  
 Secretary  
 Department of Agriculture & Farmers  
 Welfare

  
**(Sudhanshu Pandey)**  
 Secretary  
 Department of Food & Public  
 Distribution

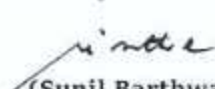
  
**(Rajesh Kotecha)**  
 Secretary  
 Ministry of Ayush

  
**(Anita Karwal)**  
 Secretary  
 Department of School Education and  
 Literacy

  
**(Indeevar Pandey)**  
 Secretary  
 Ministry of Women & Child  
 Development

  
**(Sujata Chaturvedi)**  
 Secretary  
 Department of Youth Affairs

  
**(Rajesh Aggarwal)**  
 Secretary  
 Ministry of Skill Development and  
 Entrepreneurship

  
**(Sunil Barthwal)**  
 Secretary  
 Ministry of Labour and Employment

  
**(Sunil Kumar)**  
 Secretary  
 Ministry of Panchayati Raj



सत्यमेव जयते



आयुषः कुरुते



शिक्षणं विद्यायाः



स्त्री-बाल विकास



युवा-विकास



कौशल-विकास



इलेक्ट्रॉनिक्स-विकास



दूर-संचार-विकास



श्रम-विकास



ग्राम-विकास

  
 MINISTRY OF PANCHAYATI RAJ

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## Annexure-III

अमरजीत सिन्हा  
AMARJEET SINHA



सचिव  
भारत सरकार  
ग्रामीण विकास मंत्रालय  
ग्रामीण विकास विभाग  
कृषि भवन, नई दिल्ली-110001  
**SECRETARY**  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
Krishi Bhawan, New Delhi-110001  
Tel.: 91-11-23382230, 23384467  
Fax: 011-23382408  
E-mail: secyrd@nic.in

DO # Secy(RD)/Misc/2018-GSA

May 22, 2018

Subject: Panchayat Self Help Group Convergence at Gram Panchayat level

Dear Chief Secretary,

This letter is on the very important subject of mobilizing communities and elected Members of Panchayati Raj Institutions (PRIs) for effective need based planning and implementation of public programmes that improve the quality of lives of poor households. While the Local Government Framework of Panchayati Raj Institutions as mandated by the Constitution of India is fully functional and operational at all levels, convergence with Women Self Help Groups (SHGs) at habitation/village and Gram Panchayat level significantly increases the Community ownership of public programmes.

2. It is for this reason that the Ministry of Panchayati Raj, in the newly launched Rashtriya Gram Swaraj Abhiyan (RGSA) Scheme for Governance improvement in Panchayats, will fully adopt the Framework for Convergence of Panchayati Raj Institutions and Self Help Groups that was issued by the Ministry of Panchayati Raj on February 4, 2016. A copy of the same is enclosed. A copy of the Guidelines on partnership between Gram Panchayats and Self Help Groups network of Deendayal Antyodaya Yojana-National Rural Livelihoods Mission (DAY-NRLM) is also enclosed along with a copy of the presentation on PRI-CBO Convergence in DAY-NRLM.

3. This is to urge you to hold a meeting at your level with the Secretaries of all the concerned Departments, to fully integrate this convergence in their planning and implementation of programmes listed in the Eleventh Schedule of the Constitution of India. This will greatly enhance transparency, accountability and community ownership of public programmes within the constitutionally mandated system of Panchayati Raj Institutions. The experience of all the States indicate that the effectiveness of Local Governments improves significantly if such partnerships with Community organizations is also harnessed to connect with the poorest households.

4. We look forward to your active support for Panchayati Raj Institutions, Women Self Help Groups convergence in participatory planning and programme implementation at the Gram Panchayat level.

With regards,

encl: as above

Chief Secretaries of all States/UTs

Yours sincerely,

[Amarjeet Sinha]  
22 May 2018





No. K-11022/31/2015-CB  
Government of India  
Ministry of Panchayati Raj

Sardar Patel Bhawan, Sansad Marg,  
New Delhi, the February 4, 2016.

To

Principal Secretary/Secretary  
Panchayati Raj Department of State/UTs  
(As per list attached)

Subject: Panchayat-SHG convergence for Participatory Planning at Gram Panchayat level - advisory regarding.

Sir/Madam,

Gram Panchayats in the Country have been mandated to prepare and implement plans for economic development and social justice. The Guidelines for utilisation of Fourteenth Finance Commission (FFC) grant also require Gram Panchayats to prepare Gram Panchayat Development Plans (GPDP) which inter alia include component addressing vulnerabilities of poor and marginalised people and their livelihood opportunities through an integrated poverty reduction plan that also converges with the labour budgeting and projectisation exercises under MGNREGS. SHGs and their federations, as institutions of the poor have a key role in the planning for and implementation of interventions for economic development and social justice. The responsibilities of the SHG network listed in the NRLM framework include participating actively in Gram Sabhas and other forums of panchayats, providing feedback through community based monitoring, and supporting Gram Panchayats in their development initiatives and planning exercises. The NRLM framework delineates the role of Panchayats with reference to NRLM, which includes identifying and mobilising BPL households into SHGs, with priority for poorest and most vulnerable amongst them, facilitating SHG federations at various levels and providing accommodation and other basic facilities for their effective functioning, incorporating and making suitable financial allocations to the priority demands of SHGs and their federations in the annual plans/activities of the Gram Panchayat and coordinating with different departments and agencies on behalf of the network.



2. In the light of the crucial role to be played by SHGs and their federations in participatory planning at Gram Panchayat level, the Ministry of Rural Development (MoRD) and the Ministry of Panchayati Raj (MoPR), Government of India, jointly organised a national workshop on 'Panchayat -SHG Convergence for Participatory Planning on 11, 12 and 13<sup>th</sup> December 2015 with objectives to (i) develop clarity on what panchayats can do for institutions of the poor and on how SHG federations can support development and welfare initiatives of panchayats; (ii) build general consensus among key stakeholders on the need and strategies for institutionalizing PRI - CBO convergence; (iii) develop State level capacity building plans for PRI convergence with SHG collectives, especially in the context of integration of GPDP with MGNREGS, Swachh Bharat and NRLM; and (iv) develop State specific road maps for forging sustainable relationships between panchayats and SHG collectives of NRLM.

3. Based on the deliberations and consensus arrived at during the Workshop, the following action points have emerged. State Governments are requested to issue appropriate instructions to ensure the following:

- 3.1. An independent space at the premises of GP office may be provided to house the office of SHG federations. This will not only increase the efficiency of SHGs and their federations but also improve quality of their interactions with Panchayats. Additional space, if required, can be constructed through using MGNREGA.
- 3.2. Gram Panchayats may be required to accord priority to SHGs in accessing common resources like common land, ponds, market places etc. for enhancing their livelihood opportunities. This will not only ensure better targeting but also enhance own source revenue of Gram Panchayats.
- 3.3. There are many local services in the delivery of which participation of SHGs would add value. SHGs can be involved in the delivery of services such as mid-day meal, house-to house collection of taxes, solid waste management, operation and maintenance of piped drinking water supply, e-services etc. State Governments may notify cost norms of SHG engagement in identified areas of service delivery on behalf of GPs. Such cost norms may take into account the opportunity cost and must be sustainable and attractive.
- 3.4. States may ensure that the autonomy of SHGs is protected while according priority in accessing common resources and involving them in delivery of services.





### 3.5. Integration in GPDP

- 3.5.1. Under NRLM, SHGs are required to prepare Micro credit plans covering all member families. In some States SHGs are tasked with participatory identification of the poor, or with participatory assessment of entitlements. These reports and plans, wherever available may be incorporated into the Gram Panchayat Development Reports prepared by Gram Panchayats.
- 3.5.2. The role of SHGs in the participatory processes of GPDP may be elaborated in the GPDP, or supplementary guidelines issued, which would cover SHG/SHG federation engagement in Gram Sabha processes right from publicity to facilitation of discussion to documentation. These roles may be institutionalised by formally assigning them role in facilitation of the Visioning/Planning Gram sabha and also facilitation of Mahila Sabha in States where these are envisaged.
- 3.5.3. An institutionalised framework for Gram Panchayat- SHGs interface may be developed and made operational. This could be through joint meetings on fixed dates, or by instituting convergence platforms like the Tamil Nadu Village Poverty Reduction Committees (VPRC) or the CDS Evaluation Committees of Kerala. The provision of representation in functional committees of the Gram Panchayats, in task forces/ working groups for GPDP and also in departmental committees such as Village Health Sanitation and Nutrition Committee (VHSNC), School Management Committee (SMC), Hospital Committee, etc. may be institutionalised as part of the GPDP process. Records of meetings and action taken reports of these committees may be shared with the SHGs/ federations.
- 3.5.4. Gram Panchayat is responsible to monitor functioning of institutions and services in the Gram Panchayat areas. Operational instructions on the inclusion of SHGs/ federations in community based monitoring of schemes and projects of Gram Panchayats may be issued. Such monitoring may involve monitoring of processes as well as outcomes, and could be factored into the low cost monitoring projects of the GP.
- 3.5.5. States may ensure that training module and material on PRI - SHG convergence as applicable to the State is prepared and disseminated, and that convergent transaction of training is undertaken.
- 3.5.6. State may identify and nurture beacon Gram Panchayats for convergence with SHGs under GPDP. These beacon Gram Panchayats may serve as peer learning centres where elected representatives and



functionaries and also representatives of SHGs and their federations from other Gram Panchayats may come for exposure visits.

### 3.6. Monitoring

- State Government may develop online monitoring and reporting mechanisms for Gram Panchayat-SHG convergence.
- State may develop indicators for GP-SHG federation convergence. A suggestive list of indicators is given as Annex. State may modify and adopt these indicators as per their context.

### 3.7. Fifth Schedule Areas

In the Fifth Schedule areas, where Gram Sabha has been empowered with decision-making powers, SHGs may be involved in realizing the provisions of PESA Act, 1996. State may also make provisions for regular interaction of Gram Sabha Pradhan/ Chairperson and VO/CLFs of SHGs.

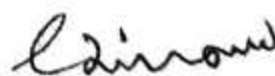
### 3.8. State level Steering Committee

The State Steering Committee for GPDP and FFC may be tasked with the responsibility of coordinating GP - SHG convergence as well.

4. You are requested to take necessary action as above suitable to the context of your State in the matter of convergence of Panchayats and SHGs and their federations in participatory planning at Gram Panchayat level.

Thanking you,

Yours faithfully



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## GUIDELINES ON PARTNERSHIP BETWEEN GRAM PANCHAYATS AND SHG NETWORKS OF NRLM

### **Background**

Panchayati Raj was given a constitutional mandate in 1993. Around the same time SHGs of women started emerging, mostly supported by NABARD. But, over the years not much synergy has developed between the institutions of local government and the institutions of the poor. As panchayats have been assigned the twin functions of economic development and social justice, performing these functions, naturally requires a close partnership with community based organizations, particularly of the poor.

Recognizing that there is need for an effective and functional working relationship between Panchayats, especially Gram Panchayats and SHGs of women, in particular, the Village Organizations (VO), the NRLM framework was amended to incorporate provisions for bringing about a formal relationship between local governments and the organizations of the poor.

Since the nature, powers and authority of Panchayats vary vastly across the country a single set up prescriptions would not be valid to operationalize the partnership. Therefore, NRLM launched pilots in six States to work out the modalities based on field trials in different situations. The initial results of the pilots have shown that while the contours of the partnership would be context specific, it is mutually beneficial and results in positive outcomes.

### **Immediate Context**

On realizing that, though MGNREGS has been beneficial to the poor, the involvement of the poor in deciding their priorities and demanding work and planning for assets directly enhancing their livelihoods was limited, the Intensive Participatory Planning Exercise (IPPE) was launched. This for the first time, gave the central role to SHGs and its federations in the preparation of the Labour Budget. Since bulk of the works under MGNREGS are being planned for and implemented by Gram Panchayats, this has brought about an operational linkage.

With the devolution of substantial funds to the Gram Panchayats by the Fourteenth Finance Commission (FFC), States have embarked on the preparation of Gram Panchayat Development Plan (GPDP), converging of the resources over which Gram Panchayats have command in different State situations. And MGNREGS provides substantial resources to Gram Panchayats. As the focus is on participatory planning, it is necessary to bring in the SHG networks so that the poor get their due in local development.



**Objectives**

The objectives of the partnership between Gram Panchayats and the SHGs are:

1. To empower the poor to know, to demand and to access their rights and entitlements.
2. To include the poor and vulnerable sections of the community in the local development process and enable them to benefit from it.
3. To strengthen local democracy making the Gram Panchayats responsive and accountable.
4. To engender local level development and make it participatory and inclusive.
5. To strengthen Gram Panchayats through citizen engagement.

**The rationale for the partnership**

1. Strategically, the SHGs and their federations would learn the workings of democratic power and influence decisions through participatory planning. This would make them aware of their rights, entitlements and enable them to avail of opportunities. It would help them develop locally relevant norms for collective decision making, especially in the Gram Sabhas, which in turn could promote public action for common good.
2. Practically, it would help the SHGs get direct benefits from the local plan, particularly work and livelihoods from MGNREGS, basic services from the FFC grant, basic needs from Pradhan Mantri Awaas Yojana, Swachh Bharat Mission, National Social Assistance Programme and so on.
3. From the point of view of Panchayats, it will broaden and deepen democracy by enhancing participation and strengthen direct democracy. Engaging closely with the poor on equal terms will enhance the legitimacy and status of the Gram Panchayats.
4. Further, Gram Panchayats, can utilize the SHG networks to strengthen Gram Sabha, particularly to improve local level planning, use them for outreach, extension and service delivery as well as feed-back.

Thus, the partnership would be mutually beneficial and needs to be pro-actively facilitated.



**Principles underlying the partnership**

The partnership between Panchayats and the SHGs should be on the basis of clear principles.

They include:

- Acceptance of Panchayats as institutions of local self-government.
- Recognizing SHGs and their federations as autonomous institutions of the poor with clear rights and functions. Their autonomy should not be infringed in any manner by the Panchayats under any circumstance.
- Both Panchayats and the SHGs have a strong right to know the details of functions, responsibilities and activities of each other through sharing of information and holding consultations and dialogues.
- It is mandatory to work together but on a transparent and rule based system, on the basis of norms and criteria.
- To make the partnership functional and smooth, linkages need to be worked out -structural linkages, financial linkages, development linkages and so on.

**Planning process to realize the partnership**

SHGs may be formally involved in and integrated into the process of Gram Panchayat level planning as suggested below:

1. SHGs and their federations should discuss their poverty and livelihood status on the basis of SECC data and participatory assessments. They should develop a profile of poverty in the Gram Panchayat.
2. Thereafter they may develop a matrix indicating the main causes and solutions.
3. Based on this, in consultation with the Gram Panchayat a poverty reduction plan may be prepared as part of the GPDP, drawing resources from MGNREGS, FFC grants and other funds mobilized by the Gram Panchayat. This plan could also converge with other anti-poverty programmes being implemented within the Gram Panchayat area. This could be further strengthened by persuading the Gram Panchayat to locate basic services and infrastructure in the poorer areas.
4. In addition, SHGs and their federations should be pro-actively involved in the costless development components of GPDP, like access to nutrition, health and education, providing the last link in delivery of different public services and addressing social evils.



**Role of Gram Panchayats**

1. Facilitate and support in the conduct the participatory identification of the poor, their social mobilization and then the institution building as SHGs and Village Organizations.
2. Use the SHGs and their federations consciously and formally to strengthen Gram Sabha through informed participation after prior discussions within SHGs on needs and priorities.
3. Use the SHGs and their federations actively in the local level planning process, specifically in matters related to poverty reduction. Their services may be utilized:
  - for social mobilization;
  - for dissemination of information;
  - as members of participatory planning teams;
  - for conduct of PRA exercises;
  - for consideration of the Participatory Assessment of Entitlements (PAE), Participatory Poverty Assessment (PPA) and Participatory Identification of Poor (PIP) as baseline information for planning;
  - for incorporation of the Micro Credit Plan (MCP) and vulnerability reduction plan in the Development Report presented to gram sabha;
  - for participation in the mahila sabhas and ward sabhas preceding gram sabha.
4. Gram Panchayats should be encouraged to prepare a poverty reduction plan as part of their development plan and in this, the demands of the SHGs need to get priority.
5. Assign specific roles to SHGs and their federations in MGNREGS – identification of workers, demanding work, preparing Labour Budget, etc.
6. Use the SHGs for out-reach, particularly in behavior change communication, dissemination of technologies for development, transmission of development messages and conveying information on developmental programmes and schemes to the target groups.
7. Utilize the SHGs for community based monitoring, especially of service delivery and performance of developmental interventions with specific reference to Sustainable Development Goals (SDGs).



8. Entrust responsibilities for implementation of programmes to SHGs and their federations through community contract as locally appropriate.
9. Use SHGs, as agencies for operation and Maintenance (O&M) of utilities and assets with freedom to collect reasonable user charges.
10. Develop Community Resource Persons (CRPs) from among the SHGs to carry out different developmental tasks on proper remunerations.
11. Lease out ponds, common lands, etc. to the SHGs for livelihood activities.
12. Use SHGs participatory assessments and studies like gender status, status of children, poverty analysis, status of destitutes, etc.
13. Use SHGs for local campaigns for health, education, sanitation, etc.
14. Use the social capital of SHGs for launching drive against social evils like alcohol and substance abuse, manual scavenging, child marriage child labour, trafficking of women, etc.
15. Use the SHG to run Common Service Centers, especially to deliver IT based services and for financial inclusion.
16. Allow SHGs to conduct a social audit.
17. Facilitate SHGs work closely with elected women representatives.
18. Outsource tasks related to governance to SHGs on proper payments.
19. Build capacity of SHGs to perform the tasks assigned to them.
20. Provide space in the Panchayat Office to the Village Organization.
21. Provide funds to support SHG activities.
22. Take-up advocacy on behalf of SHGs with different developments.
23. Involve SHGs and their federations in Functional Committees and other Gram Panchayat level committees.
24. Prepare a partnership plan with SHGs and their federations.
25. Facilitate joint meetings of the Panchayat with SHG federation for discussing the demands of the SHGs, at least once in a quarter.



**Role of SHGs and their Federations**

1. Access support from Gram Panchayat into the social mobilization of SHG formation and for identifying the left out and vulnerable sections of the community to bring them into SHGs.
2. Work with Gram Panchayats for conducting Participatory Identification of Poor (PIP) and get the process endorsed in gram sabha.
3. Participate actively in gram sabha with consolidated demands as agreed beforehand in SHGs and SHG federation especially in accessing work and assets under MGNREGS and benefits from GPDP.
4. Help Gram Panchayats to conduct the Gramsabha by helping them in publicity, facilitating discussions and documentation.
5. Perform the tasks suggested by Gram Panchayats, which are beneficial and acceptable.
6. Participate in all Functional Committees of Gram Panchayats.
7. Take up the service delivery responsibilities entrusted by Gram Panchayats such as mid-day meals, house to house collection of taxes, solid waste management, operation and maintenance of piped drinking water supply, e-services, etc. by claiming appropriate fees.
8. Participate in community based monitoring mechanisms of Gram Panchayat project implementation.
9. Work with Gram Panchayat for accessing the common resources of Gram Panchayats (like fish ponds, vested land, common properties, market yards etc.) as livelihood base for SHGs.
10. Help GPs to conduct gender status study and ensure the gender needs of the community are reflected in the local plan.
11. Access information from Gram Panchayat and disseminate amongst SHG members on issues related to available government services and schemes.
12. Conduct Participatory Assessment of Entitlements (PAE) in each SHG and consolidate at VO and GP level and prepare the Entitlement Access Plan (EAP) at Gram Panchayat.
13. Actively involve in GPDP process to get the demands of SHGs included.
14. Take the lead for preparing Gram Panchayat Poverty Reduction Plan in association with Gram Panchayat and other stakeholders and ensure the adequate resources from Gram Panchayat and other line departments for implementing it.





15. Prepare a plan of action to implement the partnership.
16. Coordinate the joint meeting with Gram Panchayats on fixed dates.
17. Enroll elected Women representatives as members of SHGs and groom them as Community Resource Persons.
18. Hold regular interaction with Panchayats on developmental issues.
19. Provide information on the functioning of SHGs in respect of joint projects.
20. Co-ordinate with Gram Panchayats while preparing micro plans and seek formal financial support.
21. Add Panchayat-SHG Partnership as a separate agenda in all regular meetings of SHGs and Federations to discuss, review and monitor participation in planning and implementation and obtaining of benefits by members. The agenda items may include - Gram Sabha, GPDP, Poverty free Gram Panchayat, MGNREGS, Swachh Bharat Mission, Work in Functional Committees of Gram Panchayats, Village Health Plan, ICDS, etc.

**Facilitation of the partnership**

**Role of State Government:**

State Governments have to actively facilitate the partnership as suggested below:

1. Bring about geographical congruence between VOs and Gram Panchayats i.e. a single Gram Panchayat should contain one or a whole number of VOs.
2. Instruct Gram Panchayats to provide office space for VO within the Panchayat Office. If existing space is not sufficient MGNREGS could be used to create the space.
3. Issue order enabling SHGs to benefit from common property under the control of Gram Panchayat like ponds grazing lands, etc.
4. Lay down procedure, as part of Gram Panchayats level planning, to get a poverty reduction plan prepared in which SHGs are given the central role.
5. Co-opt CRPs from the SHGs into planning teams for Gram Panchayat level development plan which would include MGNREGS.
6. Formally assign responsibilities to SHGs in assisting Gram Sabhas to identify beneficiaries of anti-poverty programme on the basis of clear norms.
7. Ensure that all eligible elected women representatives are made members of SHGs.



8. Utilize elected women representatives especially, as internal CRPs, to focus on developing the partnership between the Gram Panchayat and the SHGs and their federations.
9. Conduct joint campaigns of Panchayats and SHGs for health, sanitation, etc.
10. Include functionaries of the SHGs and their federations in the Functional Committee of the Gram Panchayat dealing with poverty reduction and women issues.
11. Give formal membership in all the Village Level Committees to the VO.
12. Create a forum for regular interaction of the VO with the Gram Panchayats at least twice a year in which the VO would explain the needs and Gram Panchayat would formalize its developmental support. This should be before the finalization of the Gram Panchayat Development plan.
13. Set up Joint Committees consisting of the leaders of the VO and Gram Panchayat to oversee the partnership.
14. Conduct joint training of elected representatives and VO leaders to explain the need for partnership and the modalities.
15. In the Schedule V areas, SHGs may be specially involved in strengthening Gram Sabhas and their capacity suitably built up.
16. A Committee may be set up at the Block level for trouble shooting if required.

#### **Role of SRLMs:**

In addition to supporting the State Government in the roles indicated above, SRLMs needs to do following:

1. Task an Officer of the BMMU, DMMU and SRLM specifically to facilitate and oversee the partnership.
2. Develop capable Community Resource Persons or Local Resource Groups at Federation/Gram Panchayat level to provide necessary training to all stakeholders.
3. Develop Block level Master Trainers.
4. Put in place a common State Resource Team for GPDP and MGNREGS.
5. The consolidated Entitlement Plan at block level needs to be kept in MIS for its periodic verification and monitoring.
6. Conduct necessary training and capacity building to the SHG leaders and GP leaders with the help of well-developed IEC materials.





7. Train all elected representatives (especially elected women representatives) on NRLM and its functioning and importance on working together with SHGs.
8. The BMMU may review and monitor the partnership activities and report to DMMU and SMMU periodically. The State Level Steering committee may examine the report and guide and advice the SRLMs and the Panchayat Raj department.

**Follow up action by State Governments:**

1. States may issue detailed guidelines to actualize the partnership. This may be operationalized immediately in all the Intensive/Resource Blocks. In the new Blocks which are brought under NRLM, this activity should start from the beginning. While the institution building of SHGs take place the relationship with the Gram Panchayats should be clearly explained to work out a meaningful and symbiotic relationship.
2. States are free to take technical support from the National Mission Unit of NRLM and/or the National Resource Organization, viz. Kudumbashree of Kerala.
3. States may develop Beacon Panchayats in Resource/Intensive Blocks where the partnership is actualized as envisaged. They could function as Schools of Practice for other Gram Panchayats and VOs to learn from.
4. The State level Steering Committee constituted for the GDP may be tasked with the responsibility of coordinating this exercise as by suitably incorporating SRLM.

**Expected outputs and outcomes:**

**1. Expected Outputs:**

Gram Panchayat-SHG Partnership initiatives taken up should lead to clear and measurable outputs. Following is an indicative list of outputs:

- i. Increased access of SHG families and communities to individual entitlements, community services, public goods and social security.  
For example: MGNREGS job card, MGNREGS work and assets, access to social security pensions, proper functioning of schools and anganwadis, mid-day meals, ensuring entitlements under Right to Education Act and Right to Food Act, increased immunization, reduced incidence of communicable diseases, etc.
- ii. Regular functioning of partnership platforms and active community cadres.



For Example: Regular meeting of Functional Committees and the level of participation of SHG members in the committees, number of SHG members working as community cadre for Gram Panchayat, etc.

- iii. Increased participation of women in Gram Sabha and various institutional and development committees like Anganwadi Mothers' Committee, School Management Committee, Village Health Committee, Water and Sanitation Committees, etc.
- iv. Gram Panchayat Poverty Reduction Plan, jointly prepared by the Gram Panchayat with VO, in every Panchayat.
- v. Services entrusted by the Gram Panchayat to the SHGs for delivery.
- vi. Number of Elected Women Representatives as CRPs.
- vii. Funds provided by the Gram Panchayat to SHGs and their federations.

## 2. Outcomes:

In the medium to long term, certain outcomes are expected. These include:

- i. Increased contribution from Gram Panchayat to local economic development, reduction of poverty and antyodaya.
- ii. Increased ability and sensitivity of elected representatives on issues of poverty and to work with community institutions.
- iii. Sustainable functioning of joint institutional platforms to plan and monitor partnership activities.
- iv. Enhanced ability and confidence of women to access public institutions and offices, including elected positions in the local governments.



128333/2021/MOPR

सुनील कुमार, आई.ए.एस.

SUNIL KUMAR, IAS



सचिव

सचिव  
भारत सरकार  
पंचायती राज मंत्रालय  
SECRETARY  
GOVERNMENT OF INDIA  
MINISTRY OF PANCHAYATI RAJ

D.O. No. M-11015/98/2021-FD

Dated: 16<sup>th</sup> August, 2021

Dear

In the recent past intensive engagement and consultations with the States/UTs have been undertaken by the Ministry of Panchayati Raj (MoPR) to revitalize the institution of Gram Sabhas, which are Constitutional bodies, so that they may be strengthened to oversee implementation of various development programmes of Government. The discussion paper on the subject "**Making Gram Sabhas Vibrant**" had been circulated to all States. This was followed by Video Conference (VC) meetings with States/UTs on 23<sup>rd</sup> March, 2021 and 23<sup>rd</sup> July, 2021 wherein various aspects of the discussion paper were deliberated upon. During these meetings and subsequently, valuable suggestions have been received from States.

2. Based on these deliberations, as well as feedback and broad consensus arrived at, certain valuable action points which have emerged in our joint effort towards making the Gram Sabhas vibrant institutions are as under:-

- The Gram Panchayats (GPs) in the States / UTs may be facilitated to hold their **Gram Sabha meetings** at such frequency so as to have a **minimum of six (bimonthly frequency)** meetings and a **maximum of twelve (monthly frequency)** meetings in a year.
- The **agenda** for the Gram Sabha meetings may be prepared so as to contain regular standing agenda items, followed by discussions on themes of National priority areas. The regular standing agenda may include *inter alia* the confirmation of minutes of previous meeting & Action Taken Report thereon, review of receipt & expenditure, consideration of Audit and social audit reports, review of implementation of Citizen's charter with special focus on service delivery, proper selection/ sanction/ monitoring of progress of infrastructure works and identification of the correct beneficiaries for the various welfare schemes of the Government in the priority areas.
- An **annual calendar** may be drawn up in advance for all the GPs in the States/UTs for the Gram Sabha meetings considering the requirements as above.
- The scheduling of Gram Sabha meetings may be staggered so that only Gram Panchayats in selected clusters go in for Gram Sabha meetings on a particular day of the week, so as to enable the district/block administration officials to participate actively in these meetings.
- The District Administration under the leadership of the District Collector/ CEO need to take initiative and ensure attendance of Group A and B officers in all the Gram Sabha meetings.
- Efforts need to be made to ensure **maximum attendance of all eligible citizens** in the Gram Sabha meetings through various awareness generation and communication means. The minimum quorum for the meeting should be 10% of the members out of which at least 30% should be women members. This quorum requirement would need to be enforced even for the subsequently held meetings if a scheduled meeting is postponed for want of minimum quorum.

contd...2/-

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- The suggested tagline **"Gram Sabha hamari shaan, Gaon ki yeh pehchaan"** or its similar version in the regional language may be popularized and displayed in the Gram Sabha meetings to facilitate the citizens to get involved intensely with the campaign. Towards incentivizing the citizens' participation in the GS meetings, various mechanisms like health camps, demonstrations of rural technology projects, inspection visits to schools/ health centres, awards for exemplary performance of citizens etc., may also be considered for being tagged along with the Gram Sabha meetings.
- Towards grievance redressal of the citizens, a separate facility to register the complaints and a predictable resolution mechanism at the GP level may be introduced.
- An integrated real time **online monitoring system**, where all the major performance parameters of key focus areas at the GP/ Village levels are tracked and displayed in the public domain is proposed to be established. The Gram Sabha meetings may be encouraged to deliberate upon the results displayed in the form of a dashboard in such portal. The portal, proposed to be developed and launched by MoPR shortly, would also have facility to schedule meetings, upload the photos/video recordings of the Gram Sabha / Standing Sub Committee meetings as well as their record of proceedings.
- In order to revitalize their functioning, GPs should invariably have **six standing sub-committees**, namely,
  - General Standing Committee;
  - Village Health, Sanitation & Nutrition Committee (VHSNC);
  - Planning & Development Committee;
  - Education Committee (School Management Committee);
  - Social Justice Standing Committee, and
  - Water Supply, Water & Environmental Conservation Committee.

Additional sub-committees may also be constituted to oversee other sectors as required locally. Project / Scheme specific Committees at GP level under the Scheme Guidelines may be subsumed under the relevant afore-mentioned Standing Sub-Committees of the Gram Panchayat. Apart from Ward Members and Sarpanch, other expert Government and Non-Government members could be included as Special Invitees.

- All the ward members/elected representatives of the GPs should invariably be made members of these sub-committees, with each ward member not occupying the position in more than two sub-committees. Ward members, who have been identified and trained as a **'Sector enabler'**, should be made part of the sub-committee dealing with the concerned sector. Suitable remuneration to the ward members/elected representatives for their services to the sub-committees may be provided from State Government funds / Own Source of Revenues (OSRs) of the GPs, which may be up to Rs.1000/- per month per Sub Committee meeting to ward members and up to Rs. 5000/- per month to Sarpanches or as deemed fit by the State Government.

contd. 3/-



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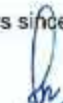
- GPs may consider nominating one Ward Member, by rotation in every month, as '**Day Officer**' of the GP who will be responsible for ensuring opening of the GP office, supervision of the cleanliness of the premises, organizing meetings etc to provide the much-needed morale boost to them and also contribute to the well-being of the constituency.

3. The detailed descriptions of the above requirements are provided in the enclosure. It is requested that suitable instructions may be issued towards operationalizing the above action points in your State/UT w.e.f. October 2021 to the concerned departments, which may also include making appropriate changes in the relevant Act /Rules /instructions, towards making the Gram Sabhas vibrant. The Ministry proposes to launch the portal in the last week of September, 2021.

4. We believe that through our joint efforts we will succeed in strengthening the Panchayati Raj Institutions and making them an effective and responsive institution of local governance working towards realization of Sustainable Development Goals with full support of concerned Departments and Government functionaries.

Yours sincerely,

Encl.: As above.

  
16.8.21  
o/k (Sunil Kumar)

The Chief Secretary,  
All States/UTs.



### **Making Gram Sabhas Vibrant-** **"Gram Sabha hamari shaan, Gaon ki yeh pehchaan"**

The Gram Panchayats have been envisioned to provide opportunity to the rural population to participate in self-governing process. To strengthen the democratic process at grassroots level, Gram Sabhas are the forum for citizens to meet and deliberate upon development and governance related issues, discuss their common problems for finding solutions, with an aim to enable transparency and accountability in the functioning of Gram Panchayats. In the Constitution, Article 243 defines Gram Sabha as comprising of persons registered in the electoral rolls relating to the village, Article 243A defines its powers and functions as those assigned by the legislature of the State and Article 243 G provides the basis for the Panchayats to be endowed with powers and authority necessary to function as institutions of self-governance to allow them prepare and implement plans for economic development and social justice. **'Making Gram Sabhas Vibrant'** is an effort towards strengthening the rural local self-governance by adopting a radical approach for strengthening rural economy through intensive implementation of developmental schemes for saturation. The Vibrant Gram Sabha, as the basic unit of rural local self-governance, will also ensure transparency, efficiency and equity.

- **Increasing the frequency of Gram Sabhas:** The Gram Panchayats (GPs) in the States / UTs may be facilitated to hold their Gram Sabha (GS) meetings at such a frequency, to have a minimum of six (bimonthly) meetings and a maximum of twelve (monthly) meetings in a year. The frequency may be decided after consideration of factors like presence of large number of GPs with relatively smaller populations; administrative difficulties in organizing large number of GS meetings etc. The requirements to hold regular/mandatory meetings (as per provisions of State PR Act / Rules), meetings to be convened on national days of importance (Republic Day, Ambedkar Jayanti/ May Day, Independence Day and Gandhi Jayanti) and special meetings for discussion on thematic issues on certain campaigns, may be accommodated within the broad framework of the suggested frequency of the GS meetings. The suggestion regarding GS meetings to be chaired by a person other than the Sarpanch of the GP and holding the meeting in a place other than the Gram Panchayat Bhawan may also be considered based on the local situations and the public response to such proposals. Holding the GS meetings in various places like the school premises, PHC Centres, Aanganwadi Centres etc would help in focusing attention on proper upkeep of these important public places as well as involvement and evincing of interest in the affairs of these institutions by the local populace.
- **Formalizing Agenda of Gram Sabhas:** The agenda for the GS meetings may be prepared to contain regular standing agenda items followed by focused agenda on themes of National priority / focus areas of Health, Water, Sanitation, Nutrition & Education etc. The regular standing agenda may include inter alia the confirmation of minutes of previous meeting, ATR on previous minutes, review of receipt & expenditure, consideration of Audit and social audit reports, review of implementation of citizen's charter with special focus on service delivery, proper selection/ sanction/ monitoring of progress of infrastructure works and identification of the correct beneficiaries for the various welfare schemes of the Government in the priority areas. The discussions on the themes of National priority/ focus areas may be facilitated by a standard presentation (PPT or short video Film etc) prepared by the concerned State Department which should be uniformly used by the respective District/Block official in all the GS meetings to enable focused deliberations in the meetings. Such presentations in the GS may also be followed by a discussion on the subject. It may also be ensured that the resolutions of the GS are binding on the GP Committees and implemented in right earnest.



- **Preparation of Annual Calendar:** An annual calendar may be drawn up for all the GPs in the States for the GS meetings, considering the requirements as above. The preparation of such a calendar would facilitate prior information about the nature of deliberations that would take place in the various GS meetings to all the stakeholders, thus enabling effective utilization of the meeting time towards achievement of intended outcomes. A Sample Calendar indicating the indicative month-wise topics to be covered in the GS agenda is attached as **Annexure 1**. In States where only six GS meetings are scheduled, the topics may be clubbed together.
- **Effective Scheduling of Gram Sabhas:** The GS meetings may be staggered so that only Gram Panchayats in selected clusters go in for GS meetings on a particular day. This would enable the limited resources of District/Block administration to be committed to the conduct of Gram Sabhas, which would optimize efforts and develop monitoring mechanisms for all Departments. The meetings may be pre-scheduled in such a way that a few days of the week, say, 3 days in a week only, is utilized for GS meetings in every District/Block. This would enable predictable days on which the administrative officials will be present in their headquarters. The repetition of GS meetings for a cluster of GPs in the District/Block may be so fixed on a specific day (like First Wednesday of the month). Other clusters in the District/Block would have other days of the month as their GS meeting day. Thus, the timetable formulated at the District/Block level would repeat itself every month or as per frequency determined otherwise. A sample schedule indicative of the pattern of such scheduling within a District is attached as **Annexure 2**. The timings of the GS meetings may be so scheduled to be the most convenient for the village population to attend these meetings in large numbers. In States where there is provision for Ward Sabha Meetings, these may be suitably considered there. Special Mahila Sabhas & Bal Sabhas may continue to be organized in addition to these Gram Sabha meetings as required or as provided for in the respective statutes/rules/instructions of State Government. There should be a fixed routine of the Gram Sabha meetings that is established so that citizens have prior information about the timing of the next Gram Sabha which they are expected to attend.
- **Ensuring presence of Group A and Group B Officers:** The District administration under the leadership of the District Collector may be mobilised to take initiative and ensure attendance of Group A and B officers in all the GS meetings. These officials may be imparted training towards making them effective communicators, especially considering the large gatherings of local citizens expected in Gram Sabha meetings. The training could be oriented towards realizing the vision of ensuring attendance of citizens progressing into participation, involvement, leadership and ownership in the Governance system at the grassroots levels. With administrative presence in Gram Sabhas, grievance redressal is bound to become a part of the effort. A separate facility to register the complaints and a predictable resolution mechanism would help the Gram Sabha to focus on its core functions.
- **Augmenting people participation in Gram Sabhas:** Efforts to be made to ensure maximum attendance of all eligible citizens in the GS meetings. The minimum quorum for the meeting should be 10 % of the members out of which at least 30 % should be women members. This quorum requirement would need to be enforced even for the subsequently held meetings if a scheduled meeting is postponed for want of minimum quorum. Towards this end, various awareness generation and communication tools may be resorted to.
- The suggested tagline - **"Gram Sabha hamari shaan, Gaon ki yeh pehchaan"** - may be popularized and invariably displayed in the GS meetings to facilitate the citizens to get involved intensely with the campaign. The formats of IEC materials provided herewith may also be used to create publicity. Digital/virtual means of citizens' participation like video-conferencing systems through mobile applications etc, wherever possible and permissible, may also be considered. The services of elected representatives, voluntary/ youth organizations, SHGs,



ASHA workers, Rozgar Sahayaks etc., may also be utilized to create awareness generation towards participation in the GS meetings. Towards incentivizing the citizens' participation in the GS meetings, various mechanisms like medical checkups, demonstrations of rural technology projects, inspection visits to schools/ health centres, awards for exemplary performance of citizens etc., may also be considered for being tagged with the GS meetings.

- **Monitoring of KPIs at State level:** MoPR will shortly launch an integrated, real time online based monitoring system, where all the key performance parameters of major focus areas at the Gram Panchayat/ Village levels are tracked and displayed in the public domain, and the GS meetings may be encouraged to deliberate upon the results displayed in the form of a dashboard in such portal with respect to their GPs. The portal will also have facility to schedule meetings of GS and GP Sub-Committees and upload the video recordings of the Gram Sabha meetings as well as the records of proceedings.
- **Activating Standing / Sub-Committees of GPs:** All GPs in States/UTs should invariably have the following six standing sub-committees.
  - **General Standing Committee:** to look after all administrative, establishment, maintenance of assets, disaster management and other miscellaneous matters
  - **Village Health, Sanitation & Nutrition Committee (VHSNC):** to look after issues related to Health, Sanitation and Nutrition matters
  - **Planning and Development Committee:** for Planning, Finance, Auditing and Anti-poverty programmes.
  - **Education (School Management) Committee:** to look after issues relating to pre-school and school education and Mid-Day Meal programme
  - **Social Justice Committee:** for empowerment of vulnerable sections including women, children, SC/ST, disabled & elderly
  - **Water Supply, Water & Environmental Conservation Committee:** to look after issues relating to water supply, water conservation measures, Rain water harvesting, sustainable irrigation for agriculture, environmental issues, afforestation / social forestry, tree plantation, clean/renewable energy, etc.

The tenure of the sub-committee should be made same as that of the elected Panchayat, namely, five years. The broad subjects to be dealt by these six sub-committees and their link with the achievement of Sustainable Development Goals (SDGs) is listed at [Annexure 3](#).

In addition to the above six sub-committees, States / UTs may also constitute additional sub-committees to look after other sectors/functions as required locally. The exact number, nomenclature of these committees and their roles and responsibilities may be suitably described based on the local requirements in the States/UTs. In order to enable the sub-committee members to discharge their functions effectively, the State/UT may consider making necessary amendments in the concerned Act/Rules/Instructions, if required.

- All the ward members of the GPs should be invariably be made as the members of at least one of these sub-committees, with each ward member not occupying the position in more than two sub-committees. Ward members who have been identified and trained as a 'Sector enabler' should be made part of the sub-committee dealing with the concerned sector. The meetings of the sub-committees are to be held at monthly frequency. In order to incentivize active participation of the ward members in the sub-committees, honorarium/ sitting fees of upto Rs.1000 per month may be considered to be provided to them from the Own Source of Revenues (OSR) of the Panchayats, or from State Government assistance to the GPs. In case of services provided by the Gram Pradhan/ Sarpanch to these sub-committees, the honorarium/ sitting fees for such services should be restricted to maximum of Rs.5000 per month which should also be from the Own Source of Revenues (OSR) of the Panchayats or from State





Government assistance to the GPs. The Central Finance Commission Grants are however not to be used for payments of such honorarium/ sitting fees. In view of the popularization of smart phones, and the common use of virtual technology for attending meetings through VC, provision for allowing the sub committee members to attend meetings through virtual means may be allowed. **Attendance in the GS / sub-committee meetings through proxy by the so-called 'Pradhan Pati' or 'GP Ward Member Pati' of the women Sarpanches/ Ward Members should not be allowed.**

- **Designating Ward Member as 'Day Officer':** GPs should nominate one ward member/elected representative, by rotation in every month, as 'Day Officer' of the GP who will be responsible for ensuring opening of the GP office, supervision of the cleanliness of the premises, organizing meetings etc. This would provide the much-needed morale boost to the ward members of the GPs to feel important and also contribute to the well-being of their constituency.

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## Annexure 1

**Sample Calendar indicating the month-wise topics to be covered in the Gram Sabha agenda**

Month	Review and beneficiary selection under Scheme/ Programs / Deliberation on National Campaign	Thematic Area & Department/Agency responsible*
January	i. Skill India ii. Pradhan Mantri Kaushal Vikas Yojana (PMKVY) iii. Recognition of Prior Learning iv. Skill Mapping v. Pradhan Mantri Shram Yogi Maan-dhan vi. Pradhan Mantri Mudra Yojana vii. Working of Self Help Groups viii. Pradhan Mantri Jan Dhan Yojana	<b>Skill Development &amp; Entrepreneurship</b> (Dept. of Skill Development / Skill Development Mission, District Skill Committee)  State Rural Livelihood Mission (SRLM); Rural Development Department
February	i. Consideration of Panchayat Annual Budget for the successive year ii. Service Delivery at Panchayat level iii. Digital India – Electronic delivery of services	<b>Citizens' Charter &amp; Service Delivery</b> (Panchayati Raj Department)
March	i. Poshan Abhiyan campaign ii. Women Rights & Gender Sensitivity iii. Pradhan Mantri Matru Vandana Yojana iv. Beti Bachao Beti Padhao v. Sukanya Samridhi Yojana vi. Jal Shakti Campaign (National Water Day) vii. Ground Water level Monitoring	<b>Women Issues, Nutrition</b> (Women & Child Development Department)  <b>Water Conservation</b> (Water Supply, Irrigation, Minor Irrigation Department)
April	i. Ayushman Bharat (Health & Wellness Centre Day (1st April) ii. Ambedkar Jayanti iv. Pradhan Mantri Surakshit Matritva Abhiyan v. Mission Indradhanush vi. Pradhan Mantri Bhartiya Janaushadhi Pariyojana	<b>Maternal &amp; Child Health, Immunization, Public Health</b> (Health Department)
May	i. May Day ii. Atal Pension Yojana iii. Pradhan Mantri Jeevan Jyoti Bima Yojana iv. Pradhan Mantri Rojgar Protsahan Yojana v. Pradhan Mantri Ujjwala Yojana	<b>Social Welfare Schemes &amp; Consumer Awareness</b> (Department of Social Welfare, Dept. of ST Welfare, Labour Department, Consumer





	<ul style="list-style-type: none"><li>vi. Old Age, Widow, Disability Pension</li><li>vii. Fair Price Shops -Public Distribution system</li><li>viii. Prevention of Manual Scavenging Act</li></ul>	Protection Dept)
June	<ul style="list-style-type: none"><li>i. School Chalo campaign</li><li>ii. Pre-School, Primary &amp; Secondary School Education – Samagra Shiksha scheme</li><li>iii. Various Scholarship &amp; Mid Day Meal schemes of Government</li><li>iv. International Yoga Day</li><li>v. Fit India Campaign</li><li>vi. Khelo India</li><li>vii. Development &amp; maintenance of Parks &amp; Sports fields</li></ul>	<b>Education</b> (School Education Department, Social Welfare, OBC Welfare, Minority Welfare Departments)  <b>Youth Development, Fitness and Sports</b> (Sports & Youth Welfare Department)
July	<ul style="list-style-type: none"><li>i. Tree Planlation</li><li>ii. Climate Change</li><li>iii. Soil Conservation</li><li>iv. Issue related to Forest Right Act 2006,<ul style="list-style-type: none"><li>a) Protection of wild life, forest and biodiversity</li><li>b) Protection of catchment areas, water sources, ecologically sensitive areas</li></ul></li><li>v. Van Bandhu Kalyan Yojana</li><li>vi. Preparation of Bio-Diversity Registers</li></ul>	<b>Environment Protection</b> (Forest Department, Environment Department, Horticulture Department, Soil Conservation Department)
August	<ul style="list-style-type: none"><li>i. Independence Day</li><li>ii. Monetisation of Assets</li><li>iii. Property Tax / Professions Tax</li><li>iv. Lease of Common Property Assets</li><li>v. Utility / Service Charges</li><li>vi. Leveraging Corporate Social Responsibility (CSR) funds</li></ul>	<b>Panchayat's Own Sources of Revenue (OSR)</b> (Finance / Industries /Revenue Department and Panchayati Raj Departments)
September	<ul style="list-style-type: none"><li>i. Agriculture</li><li>ii. Animal Husbandry- Poultry and Dairy Development</li><li>iii. e-NAM (National Agricultural Market)</li><li>iv. Pradhan Mantri Fasal Bima Yojana</li><li>v. Soil Health Card</li><li>vi. Fisheries Development</li></ul>	<b>Aatmanirbhar Bharat</b> (Agriculture Department, Animal Husbandry, Fisheries Department, Mandi Parishad)
October	<ul style="list-style-type: none"><li>i. Peoples' Plan Campaign</li><li>ii. Swachh Bharat Abhiyaan</li><li>iii. Jal Jeevan Mission</li><li>iv. Solid &amp; Liquid Waste Management</li></ul>	<b>Drinking Water, Sanitation and Waste management</b> (Panchayati Raj Department, PHED /Jal Nigam)



November	<ul style="list-style-type: none"> <li>i. Constitution Day</li> <li>ii. Peoples' Plan Campaign</li> <li>iii. MGNREGA</li> <li>iv. Pradhan Mantri Awaas Yojana(PMAY)</li> <li>v. Pradhan Mantri Gram Sadak Yojana(PMGSY)</li> <li>vi. Swamitva Scheme</li> <li>vii. Rashtriya Gram Swaraj Abhiyan (RGSA)</li> </ul>	<b>Rural Development &amp; Capacity Development of Panchayati Raj functionaries</b>  (Rural Development Department & Panchayati Raj Department)
December	<ul style="list-style-type: none"> <li>i. Peoples' Plan Campaign</li> <li>ii. Disaster Management Plan</li> <li>iii. Gram Nyayalayas / Alternative Justice systems like Lok Adalats</li> </ul>	<b>Disaster Management &amp; Disputes Resolution</b>  (Panchayati Raj Department, Home Affairs Department and Legal Affairs Department)

\*Concerned Departments to prepare standard presentations / short videos on the schemes/ campaigns/ themes, which would be presented / screened by the District/ Block officials during the Gram Sabha meetings to enable awareness creation and focused discussions on the subject, identification and verification of beneficiaries etc.





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## Annexure 2

### Indicative Weekly Scheduling of Gram Sabhas within a District

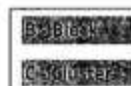
Name of District:

State:

Number of GP Clusters:

Month: Week:

Monday	Tuesday	Wednesday	Thursday	Friday
B1 C -1, 2,	HQ Day	B2, C-1,2	HQ Day	B2 C-6
B1 C-3,4	HQ Day	B2, C-3	HQ Day	B2, C-7 B3, C-2,3
B1 C-5,6	HQ Day	B2, C-4 B3, C-8	HQ Day	B2, C-8 B3, C-4,5
B1 C-7,8	HQ Day	B2,C-5	HQ Day	B3,C-6,7



\* All Gram Panchayats in Cluster 1 to 8 of Block1 (B1) will have their Gram Sabha Meetings on Monday staggered in timings to facilitate participation of concerned district officials.

\* Similarly Other blocks and clusters can be scheduled to accommodate the Gram Sabha Meetings on other week days, namely, Wednesday, Friday as indicated.

\* The pattern to repeat similarly for other Blocks and Clusters, taking into consideration the frequency determined for the Gram Sabha Meetings

HQ Day- For district Administration officials to be present at their HQ, hence no Gram Sabha Meetings to be scheduled.

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## Annexure 3

**Roles of Sub-Committees of Gram Panchayats linked to UN Sustainable  
Development Goals (SDGs)**

Sl.No.	Name of Sub-Committee	Subjects to be dealt by the Committee	Link to UN Sustainable Development Goals
1	General Standing Committee	Administration, Establishment, Public Distribution System, Disaster management, Maintenance of assets, Consumer Awareness PDS – Fair Price Shops Consumer Protection Capacity Development of Panchayat ERs and functionaries and other miscellaneous matters	1. No Poverty 2. Zero Hunger 8. Decent work and Economic Growth
2	Village Health, Sanitation, Nutrition Committee (VHSNC)	Health, Sanitation and Nutrition matters	3. Good Health and Well being 6. Clean Water and Sanitation
3	Planning and Development Committee	Planning, Finance, Auditing and Anti-poverty programmes.	1. No Poverty 2. Zero Hunger 8. Decent work and Economic Growth
4	Education (School Management) Committee	Pre- School and School education; Mid- Day Meal programme	2. Zero Hunger 4. Quality Education
5	Social Justice Committee	Empowerment of vulnerable sections including women, children, SC/ST, disabled & elderly	1. No Poverty 5. Gender Equality 8. Decent work and Economic Growth 10. Reduced inequalities 16. Peace and Justice Strong Institutions
6	Water Supply, Water & Environmental Conservation Committee	Water supply, Water conservation measures, Rain water harvesting, sustainable irrigation for agriculture, Environmental issues, Afforestation / social forestry, tree plantation, Soil Conservation, Clean/renewable energy	1. No Poverty 3. Good Health and well being 6. Clean Water and Sanitation 7. Affordable Clean Energy 11. Sustainable Communities 12. Responsible Consumption and Production 13. Climate Action 14. Life below water 15. Life on Land



## Annexure-V

रेखा यादव  
संयुक्त सचिव  
**REKHA YADAV**  
Joint Secretary



पंचायती राज मंत्रालय  
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**MINISTRY OF PANCHAYATI RAJ**  
**GOVERNMENT OF INDIA**  
11<sup>th</sup> Floor, Jeevan Prakash Building  
25, K.G. Marg, New Delhi-110001

D.O. No: N-11013/1/2020-CB

Date: 04 January 2021

Dear Sir/Madam

Please refer to the DO Letter Number – M-11015/139/2020-CB issued by this Ministry on 09<sup>th</sup> December 2020 (copy attached) where procedure for preparation of Block Panchayat Development Plans (BPDPs) has been detailed. In this regard, weekly review meetings are being conducted in the preparation of BPDPs. Workshops for Master Level Trainers (MLTs) from all States and UTs have already been organized by NIRD&PR.

2. Further, It has been decided to set-up a Control Room cum Project Management Unit (PMU) to ensure proper preparation and implementation of Gram Panchayat Development Plan (GPD), Block Panchayat Development Plan (BPDP) and District Panchayat Development Plan (DPDP) with the aim of entering up to date real time data as well as provide instant guidance to Planning Teams operating at various levels. To ensure physical presence of the organizational unit, the Control Room is required to be set-up by each State and UT (i) at the State/UT level, and (ii) at the district level immediately.

3. The modality of setting up and operation of the Control Rooms at State/UT and district levels are outlined as below:

- Composition of the Control Room:** State Nodal Officer for RGSA/GPD/BPDP/DPDP not below the rank of Director will head the Control Room. At the district level, CEO of the District Panchayat will head the Control Room. Detailed Composition of the reporting structures and responsibility of the Control Room at the State / district levels is provided as **Annexure I**.
- Location:** The Control Room at the State level may preferably be located at the office of the SPMU for RGSA in the Panchayati Raj Department/SIRD/SPRC or any other central venue as per convenience and discretion of the State/UT. The Control Room at the district level may be set up at the office of the CEO of the District Panchayat or at the office of the District Panchayati Raj Officer-District Planning Officer, as may be determined by the district administration.
- Trained Resource:** The officials to be discharging duty in the Control Rooms must be thoroughly trained about their roles and responsibilities and all other relevant issues. The staff must be conversant with issues related to processing of data emanating from GPDs, Mission Antyodaya, SECC, GIS, e-GrantSwaraj etc. to ensure proper entry and sanctity of data related to GPD/BPDP/DPDP.
- Timelines:** NIC would be providing support and training on the process of organizing the Control Rooms's work would be provided from 15<sup>th</sup> February till 28<sup>th</sup> February 2021. Further, the Control Room may be made functional by 01 March 2021. Detailed schedule of Training agenda would be shared in due course.
- Escalation management:** To ensure timely resolution of issues a suitable escalation system to be put in place. Any issue that remains unresolved beyond 3 days shall be automatically escalated to next higher level. NIC would be providing the required technical support in this regard. The process of escalation would include:



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- f) Each Control Room must be equipped with at least a dedicated telephone and a high-end computer along with the required software and broadband facility to enable quick access to the relevant portals and to provide demonstrative support to the Planning Teams at all concerned levels.
  - g) A dedicated e-mail ID and mobile numbers & WhatsApp numbers of the officials in the State/ District level Control Rooms are to be shared with the all tiers of Panchayats, district administration, State/district level training institutions and line departments concerned.
  - h) Each Control Room must be equipped with: (a) e-mail addresses, mobile numbers and WhatsApp numbers of all concerned training institutions and trainers/resource persons; (b) hard copies and soft copies of the Central and State/UT Guidelines for preparation of GPDP; (c) hard copies and soft copies of the Guidelines and the Framework for preparation of BPDP and DPDP; and (d) hard copies and soft copies of the State Panchayati Raj Acts and Rules, training modules, relevant learning materials and other important documents as may be required.
4. Expenditure to be incurred for the purpose of setting up and maintenance of the Control Rooms may be met from RGSA fund under the Component of Project Management Unit (PMU) available with the State or any other fund to be determined by the State/UT. For District PMU, if aforesaid fund is not adequate, then administrative cost permissible from Basic (Untied) grant from Fifteenth Finance Commission can be converged. No additional funding in this respect will be provided by MoPR in this regard.
5. It is requested that an Action Taken Report (ATR) in this regard may be communicated to MoPR, with copy to the NIRD&PR, latest by 31.01.2021.

With regards,

Yours sincerely,

  
(Rekha Yadav)

To

The Additional Chief Secretaries/ Principal Secretaries/ Secretaries  
Panchayati Raj Departments  
All States/ UTs

Copy to Directors of SIRDs/ SPIRDs, All States/UTs





### Annexure 1:

#### Composition of State level Control Room:

Sl. No	Resource	Responsibility	Number
1	State Nodal Officer for RGSA/GPDP/BPDP/DPPDP	Head/ In-charge	1
2	State Level Master Trainers (On rotation basis by order from State Government)	Member	3-6 (Depending on the size of the State)
3	SPMU/SIRD/SPRC Team members (On rotation basis by order from State Government)	Member	States may decide
4	State level NIC officials	Member	
5	Technical Assistant : on hiring	Member	2-3 (depending on the size of the State)

At the State level, there will be a simple one-level hierarchical structure headed by SNO/any other officer of Department/Directorate, not below the rank of Director and function as in charge of the control room. Other members (SLMTT/NIC/SPMU Members) may be given an additional responsibility on a rotation basis. SPMU will coordinate with DPMUs on one side and MoPR on other hand for ensuring real time data updation.

#### Composition of District level Control Room:

Sl. No	Resource	Responsibility	Number
1	ZP CEO/ DPO	Head/ In-charge	1
2	District Level Trainers' Teams (On rotation basis by order from State Government)	Member	10-20 (Depending on the size of the State)
3	DPMU/DPRC Team members (On rotation basis by order from State Government)	Member	States/Districts may decide
4	DIO NIC	Member	
5	Technical Assistant	Member	2-3 (depending on the size of the District)

At the District level, there will be a simple one-level hierarchical structure wherein District level Control Room will be headed by ZP CEO/ DPO (District Panchayat Officer) and function as in charge of the control room. Other members (DLTTs/NIC/DPMU/DPRC) maybe given an additional responsibility on a rotation basis by the order. DPMU will coordinate with SPMUs on one side and panchayats on other hand for ensuring real time data updation. It will also provide technical support to panchayats as and when need arises.



रेखा यादव  
संयुक्त सचिव  
**REKHA YADAV**  
Joint Secretary



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GOVERNMENT OF INDIA  
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25, K.G. Marg, New Delhi-110001

DO No.: M-11015/139/2020-CB

Dated: 09<sup>th</sup> December 2020

*Sir/Ma'am,*

Over the last few years there have been frequent interactions between Ministry of Panchayati Raj (MoPR), Government of India and the States/UTs through different media and forums on the Gram Panchayat Development Programme (GPDP), with the result, Gram Panchayats (GPs) across the country are well versed with the steps and processes of preparation, implementation and monitoring of GPDP. However the preparation of Block Panchayat Development Plans (BPDPs) and District Panchayat Development Plans (DPDPs) as per recommendations of 15<sup>th</sup> Finance Commission is a new development. In this regard a Framework for preparation of BPDP and DPDP for rural areas was published by MoPR in October, 2020.

2. While moving in the direction of preparation of BPDPs and DPDPs, it is important that the process should be initiated first for preparation of BPDPs. Considering the shortage of time in the current financial year, the task of preparation of BPDPs may be commenced with the support from NIRD&PR, State RD&PR Departments, SIIPRDs, District Administration and all other support organisations. For this purpose, the following actions need to be taken up systematically in a step by step manner within the timeline as stated in the following table:

Step	Activity	Timeline	Responsibility
Step-1	Development of Training Modules on Preparation of BPDP (Training Designs, Transaction Manuals and Learning Materials)	03-10 December 2020	NIRD&PR
Step-2	(A) Selection of 6-12 quality trainers as members of State Level Master Trainers' Teams (SLMTT) and communication about the same to NIRD&PR  (B) Three days' Online Training of SLMTTs on BPDP simultaneously in 3 groups for all States and UTs	(A) Within 11 December 2020  (B) 16-23 December 2020	(A) SIIPRDs  (B) NIRD&PR
Step-3	(A) Selection of 10-40 quality trainers as members of District Level Trainers' Teams (DLTT) and communication about the same to State RD&PR Departments and SIIPRDs  (B) Three days' Online Training of DLTTs on BPDP simultaneously in groups across the States & UTs	(A) Within 15 December 2020  (B) 21-30 December 2020	(A) By District Administration  (B) SLMTTs (under supervision of SIIPRD)
Step-4	General Meeting of each Block Panchayat and formation of Intermediate Panchayat Planning Committee (IPPC) and Sectoral Working Groups (SWGs) with proactive members	21-31 December 2020	Block Panchayats (under supervision of District Administration)

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Step	Activity	Timeline	Responsibility
Step-5	Three days' Face-to-Face / Online Training of the Members of IPPCs and SWGs on BPDP in groups simultaneously across the States/UTs	04-09 January 2021	DLTIs (under supervision of District Administration)
Step-6	First Block Sabha in all Block Panchayats along with inception of Environment Creation	11-16 January 2021	Block Panchayats
Step-7	Collection and Consolidation of Data with focus on Data emanating from GPDs, Census, SECC, Mission Antyodaya, GIS, line departments and the primary data of Block Panchayat itself	18-20 January 2021	IPPC & SWGs (with support from Block and line dept. officials)
Step-8	Situation Analysis, based on the consolidated data and also Spatial Analysis of Needs and Preparation of Development Status Report (DSR)	21-23 January 2021	Ditto
Step-9	Special (Second) Block Sabha with focus on appraisal of the DSR by members of Block Sabha, seeking their views on Perspective & futuristic planning and Sustainable Development	25-30 January 2021	Block Panchayats
Step-10	Identification of Localised SDGs and targets under them and Strategy Formulation to achieve Sustainable Development	01-02 February 2021	IPPC & SWGs (with support from Block and line dept. officials)
Step-11	Firming up of Resource Envelope, Visioning Exercise and Identification & Prioritisation of Plan Activities	03-04 February 2021	Block Panchayats (with support from IPPC, SWGs and Block & line dept. officials)
Step-12	Preparation of Draft BPDP & Budget for 2 years – 2020-21 and 2021-22	05-08 February 2021	A core group from IPPC & SWGs
Step-13	Projectisation of the Prioritised Plan Activities, based on the Draft BPDP & Budget for the said year	05-13 February 2021	IPPC & SWGs (with support from Block and line dept. officials)
Step-14	Third Block Sabha for approval of the BPDP & Budget for 2 years	09-13 February 2021	Block Panchayats
Step-15	Uploading of the approved Plan Activities & Budget on e-GramSwaraj Portal and giving approval status to the Plan Activities	13-16 February 2021	IPPC & SWGs (with support from technical personnel)
Step-16	Preparation of the final documents of BPDP & Budget and sharing of the same with GPs, District Panchayat, DPC, line department offices at Block level and all others concerned	15-16 February 2021	Block Panchayats
Step-17	Strategy Formulation for Implementation & Monitoring of BPDP	09-15 February 2021	Block Panchayats



Step	Activity	Timeline	Responsibility
Step-18	Actual Implementation and Monitoring of the BPDP by Block Panchayat, Gram Panchayats (based on devolution / delegation), CSOs/NGOs, line departments and others as per decision of the Block Panchayats	2020-21 and carried over through 2021-22	Block Panchayats

3. In order to accomplish the tasks mentioned in the above table on time, the following actions are needed to be taken with top priority:

- The RD&PR Department of each State/UT may send a communication to the District Administration, the District Panchayats and the Block Panchayats immediately covering the entire range of the action items for strict compliance.
- The RD&PR Department of each State/UT may nominate an officer of the Department, not below the rank of Director, to function as State Nodal Officer to coordinate the entire process of preparation of BPDP in the State/UT. Similarly, each district may be requested by the State to nominate a senior officer to function as District Nodal Officer to coordinate the entire process of preparation of BPDP.
- The RD&PR Department of each State/UT may urge upon the District Magistrates to nominate senior officers from District/Sub-Division level to function as Liaison Officer (@1 per Block Panchayat) to frequently visit the assigned Block Panchayat, coordinate with, supervise and monitor the activities at Block Panchayat level from beginning to the stage of inception of implementation of BPDP. The nominated officers must be thoroughly trained on all aspects of preparation, implementation and monitoring of BPDP so that when they visit the assigned Block Panchayats or attend Block Sabhas they may clarify and resolve critical issues and provide handholding support to the IPPC and SWGs in finishing their tasks in time in a qualitative manner.
- The local offices of NIC need to be fully involved to obtain their support in the entire process from beginning to the step of uploading BPDP on to the eGramSwaraj Portal.
- Members of SLMTTs and DLTTs must be selected carefully from amongst the best trainers at the respected levels.
- In each IPPC and SWG, there must be a few members conversant with handling processing/analyzing/consolidating census, SECC, Mission Antyodaya, and GIS data.
- Some of the activities must be executed concurrently as indicated in the above table.
- The RD&PR Department of each State/UT may request the Chief Secretary to write a letter to all the departments concerned with a request for full involvement of the line departments at the Block level in all the stages of planning, implementation and monitoring of BPDP.
- A control room may be opened and run in each RD&PR Department/SIPRD, as may be convenient, so that the districts may connect the control room to obtain guidance/clarification and support on any relevant issue. A similar control room may be opened and run at the district level too so that the Block Panchayats may connect the control room to obtain guidance/clarification and support on any relevant issue. The little expenditure to be incurred for this purpose may be met from Programme Management fund under RGSA.
- The timeline mentioned in the above Table must be strictly adhered to so as to cover all the steps within the given timeline.






(k) The Secretaries of the RD&PR Departments may monitor the progress and outputs on weekly basis involving the District Magistrates and resolve critical issues. Similarly, the District Magistrates may monitor the progress and outputs on weekly basis involving the Presidents and CEOs/EOs of Block Panchayats and resolve critical issues.

(l) A similar advisory will be issued soon to the States and UTs on preparation of District Panchayat Development Plan.

4. It may be noted that MoPR would be organizing weekly review meetings with all States/UTs on PPC 2020 during which issues and concerns relating to developing BPDs and DPDPs can be discussed for taking forward this exercise smoothly.

With regards,

Yours sincerely,

  
(Rekha Yadav)

To  
Additional Chief Secretary/ Principal Secretary/ Secretary  
Panchayati Raj Department  
All States/ UTs



## Annexure-VI

M-11015/404/2020-FD  
Government of India  
Ministry of Panchayati Raj  
11<sup>th</sup> Floor, Jeevan Prakash Building,  
25 Kastruba Gandhi Marg, New Delhi  
Dated: 23.08.2021

To

The Principal Secretary/Secretary  
Panchayati Raj Department  
All States

**Subject: Utilization of Basic (Untied) Grants for items of works/activities under  
Fifteenth Finance Commission (XV FC) for Rural Local Bodies.**

Madam/ Sir,

I am directed to refer to this Ministry's letter No. G-39011/2/2017 dated 5<sup>th</sup> August, 2020 on the above subject and to intimate that the Basic (Untied) Grants under XV FC allocated for the period FY 2021-22 to 2025-26 can be utilized by the Rural Local Bodies (RLBs) under the twenty nine subjects enshrined in the Eleventh Schedule to the Constitution, except for salaries and other establishment costs in terms of the operational guidelines issued by the Ministry of Finance (MoF) No. 15(2)FC-XV/FCD/2020-25 dated 14-7-2021. Further the indicative items of works / activities that may be taken up by the RLBs by utilizing Basic (Untied) Grants has been mentioned in **Annexure I** for guidance. Since XV FC has made separate allocations as Tied Grants towards drinking water, rain water harvesting & water recycling and sanitation & maintenance of ODF status, the Basic (Untied) Grants are to be prioritized to be used for activities other than that to be carried out with Tied Grants.

2. It is also clarified that as allowed for the Fourteenth Finance Commission (XIV FC) Grants to the RLBs vide this Ministry's letter No. G-39011/4/2015-FD dated 16-12-2015, upto 10% of the allocation of XV FC Basic (Untied) Grants is allowed for meeting the technical and administrative support towards O&M and capital expenditure. The indicative list of components that can be taken up under these support are mentioned in **Annexure II** for guidance. However, these expenditures are to be incurred only by the concerned RLBs.





-2-

2. This clarification is issued to facilitate RLBs to prioritize their activities to be taken up with the XV FC Basic (untied) grants and prevent their possible misutilisation on undesirable and extraneous items.

Yours faithfully,

(Vijay Kumar)

Deputy Secretary to Government of India

Ph: 011-23356150

Encl:a/a

Copy to:-

Ministry of Finance,  
Department of Expenditure  
Finance Commission Division  
(Attn: Shri Abhay Kumar, Director, FCD)  
11<sup>th</sup> Block, 5<sup>th</sup> Floor, CGO Complex  
Lodi Road, New Delhi – 110003



## Annexure I

### Utilization of the FC-XV Basic (Untied) Grants recommended to Rural Local Bodies

The FC-XV has recommended 40% of the allocation as Basic Grants (Untied) to Rural Local Bodies (RLBs). The items of works/activities that may be taken up with the Basic (Untied) Grants include:

Activities relating to the National priority areas of Health, Education and Nutrition in consultation with the respective State Departments; immunization of children; prevention of malnutrition of children; construction and repair of Gram Panchayat Bhawans; construction and repair and maintenance of roads within Gram Panchayat (GP) and inter GP; construction and repair of foot paths within GP and inter GP; construction and repair and maintenance of LED street lights and solar lighting as applicable (solar street light may be individual poles or centralized solar panel system) – within GP and inter GP; acquisition of land & maintenance and upkeep of dead body burial grounds; construction, repair and maintenance of crematorium; providing sufficient and high bandwidth Wi-Fi digital network services within GP; public library; recreation facilities including children's park, playground, rural haat, sports & physical fitness equipment etc. and any other basic improved/enhanced service mandated by State Government under relevant State legislations; recurring expenditure for electricity; manpower on outsourcing basis and other administrative expenses as essential (within 10% limit); immediate relief work in the event of natural disasters/pandemic; discharge of responsibilities specifically mandated to Panchayats under various Acts/ Laws e.g. preparation and updation of People's Biodiversity Register (PBR) under Biodiversity Act, 2002.

RLBs can enter into Annual Maintenance Contracts/ Service contracts for providing the services to rural inhabitants. However, expenditure from the Grants on the negative list, namely, expenditure on items already being funded from other schemes, felicitation/cultural functions/decorations/ inaugurations, Honorarium, TA/DA of elected representatives and salaries/ honorarium of existing employees/permanent and contract, doles/awards, entertainment, purchase of vehicles and air-conditioners are not allowed under this component.

It may also be mentioned that the above items of expenditure are indicative. The Basic (Untied) Grants under FC –XV can be utilized by the local bodies for improving basic services in rural areas, except for salaries and other establishment costs. The expenditure required for auditing of accounts by external agencies including social audit approved by the State Government, however, may be borne from this grant.

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## Annexure II

### Indicative List of Technical and Administrative Components of the FC-XV Basic (Untied) Grants' Expenditure

- Hiring of professionals on contract/ outsourcing basis – accountant cum data entry operator, technicians, engineer etc
- Purchase of computers and accessories in Panchayats/ Traditional bodies which do not have any computer at present, as well as cost of AMC
- Provision of Internet connectivity and recurring charges
- One time purchase of essential furniture for GP office
- Meeting the cost of professionals who may visit for inspecting quality of civil works
- Data Entry costs including payments to Common Service Centres(CSCs)
- Updation of Accounts
- Hire charges of vehicles in emergent cases for inspection of works
- Cost of preparation of project reports and technical plans for implementation of projects
- Cost of preparation of GPDP – Covering all processes like IEC, surveys, preparing maps and other documents and holding consultations and cost of essential consumables.

\*\*\*\*\*



### The broad /indicative responsibilities of the personnel under Programme Management Unit (PMU)

PMU at State, District and Block level to be set up for planning, implementation and monitoring of RGSA.

**State Programme Management Unit (SPMU):** The purpose of SPMU is to provide additional capacity at State level for the capacity building of ERs and Panchayat functionaries, especially keeping in mind the new initiatives and tasks of PRIs. The function of SPMU is to assist the Panchayati Raj Departments of the State in:

- Preparing annual plans
- Implementing the scheme as per the guidelines of RGSA
- Providing technical support for social mobilization, accounting and e-enablement of Panchayats, monitoring and Incentivization of Panchayats etc.
- Monitoring physical and financial progress of scheme and timely reporting through RGSA MIS, TMP.
- Handholding support to DPMU/BPMU in assisting PRIs for preparation of Panchayat Development Plan at respective level adopting thematic approach for LSDGs.
- Real time data management related to PRIs and streamlining convergence at different level of PRIs in planning, implementation and monitoring of various activities in PRIs including LSDGs.
- Timely reporting on the progress of implementation.
- To keep a watch on the functioning of DPMU and BPMU issue necessary instructions to them for effective implementation of RGSA as and when required.

#### 1. State Programme Manager

- The Programme Manager is responsible for the successful delivery of scheme.
- Co-ordination and management of overall implementation of scheme.
- Timely submission of Annual Action Plan (AAP) for consideration of Central Empowered Committee of RGSA as per RGSA norms.
- Assist the course Coordinator/ Faculty to prepare day to day schedule.
- Support to conduct TNA workshop, course design and developing the proposed training material
- Ensuring completion of deliverables/action points as per time lines and reporting status to MoPR on regular basis through eGramSwaraj, RGSA MIS, TMP etc.
- Promotion of cross-State sharing
- Organizing meetings, trainings, workshops on various issues as and required.
- Continuous improvement and refinement in Panchayat indicators and process of PRI assessment through special focus on Localization of SDGs.





- Provide assistance to NPMU as and when required for liaison on issues involving other State Departments.
- Liaising with Districts/ Blocks for smooth functioning of scheme.
- Identification of best practices and dissemination through training and other means.
- Any other task related to scheme assigned for time to time

## **2. State Coordinator (e-governance)**

- Rollout of eGramSwaraj/ other applications of MoPR and/or State specific e-Governance applications (facilitating and ensuring their qualitative and full adoption in the State within fixed timelines (as fixed by State Panchayati Raj/Local Government Department)
  - Have pre-defined templates and instructions in place for other team members to follow.
  - Maintain an online repository of work and have the timelines defined for each major activity being done on a regular basis by State eGovernance Resource Group (SeGRG)
- Liaising with District e-Governance Resource Group(DeGRG) and DIOs in the Districts to ensure that all issues and requirements are either resolved in a timely manner by technical personnel (within SPMU or State/District NIC) or escalated to NPMU/respective team leads at NIC-HQ with copy to NPMU for resolution.
- Provide assistance to NPMU as and when required for liaison on issues involving other State Depts.
- Organize meetings, training and workshops on PES or State specific e-governance applications.
- Ensure that suitable members of SeGRG are trained on different e-Governance applications being/to be rolled out in the State, so that they are able to function as master trainers for others.
- Ensure completion of deliverables/action points as per timelines and report status to MoPR through eGramSwaraj/ other applications of MoPR/MIS etc. as and when required.
- Review and ensure timely submission of monthly progress reports from District coordinators to State.
- Developing an action plan for each application with timelines, monitorable electronically liaising with State NIC.
- Ensure connectivity with related e-Applications of the States.
- Identifying and replicating best practices in State.
- Coordinate with other depts. in State Govt. to align/synergize implementation of e-application with other e-Governance projects.
- Enabling electronic delivery of services through Panchayats
- Preparation of Draft Action Plan of the State on e-Governance in consultation with District authorities in view of the issues and challenges.



- Ensure completion of updated contact list of Elected Representatives and Panchayat Functionaries in State and Central portals.
- Provide information to MoPR on various activities related to e-Governance as called for.
- Any other task related to e-Governance assigned from time to time

### 3. State Coordinator (M&E)/ Financial Consultants

- Coordinate and monitor the training programmes relating to Panchayats and Rural Development being imparted.
- Periodic checking and ensure updation of data in State/Central specific applications and take follow up action as required.
- Providing Support to Districts and Blocks as and when required.
- Review and provide insights on improving the State accounting procedures/rules, manuals, toolkits, etc. for Panchayats.
- Assist, guide and support the State in implementation of Central /State specific accounting application for rural local bodies.
- Coordinating with concerned agencies for resolving issues relating to various accounting practices concerning the rural local bodies.
- Assess and assist convergence/mapping of State specific accounting applications with eGramSwaraj, PRIASoft, PFMS etc.
- Ensure steps towards electronic record keeping of all sources of funds by GPs/equivalent bodies
- Any other task assigned by the Project Manager time to time.

### 4. Data Entry Operator/MIS specialist/Data engineer/Analyst

- On time submission of Annual Action Plan on MIS with the approval of competent authority.
- Responsible for collecting and updating of various data in State/Central specific applications.
- Verification/ review of data with the help of State Coordinator before entering data in various applications.
- Periodic checking of data in State/Central specific applications and take follow up action as required and as per direction of Senior
- Updating training details on Training Management Portal regularly.
- Any other task assigned by seniors from time to time

## DPMU

### 1. District Programme Manager

- The Programme Manager is responsible for the successful delivery of Scheme.





- Management & implementation of scheme till District level in Co-ordination with State.
- Shall be responsible for documentation training and other activities done at District level
- Timely organization of training programme and provide hand holding support to all rural local bodies in the district and function as helpdesk for them.
- Shall assist the course Coordinator/ Faculty to prepare day to day schedule.
- Shall support to conduct TNA workshop, course design and developing the proposed training material
- Organizing meetings, trainings, workshops on various issues as and when required.
- Continuous improvement and refinement in Panchayat indicators and process of PRI assessment through special focus on Localization of SDGs.
- Handholding support to BPMU in preparation of Panchayat Development Plan at District, Block and GP level adopting thematic approach for LSDGs.
- Real time data management related to PRIs and streamlining convergence at different level of PRIs in planning, implementation and monitoring of various activities in PRIs including LSDGs.
- Timely reporting on the progress of implementation.
- Provide assistance to SPMU and BPMU as and when required.
- Liaison with Districts/ Blocks level officials for smooth functioning of scheme.
- Identification of best practices and dissemination through training and other means.
- Any other task related to scheme assigned for time to time

## 2. District Coordinator (e-governance)/(M&E)

- Provide necessary support for ensuring proper usage of eGramSwaraj /other e-applications/ State specific applications, including (but not limited to) following:
  - Troubleshooting technical issues; discuss and resolve / escalate them to SeGRG.
  - Resolve operational issues.
  - Visit BPs and GPs (or equivalent bodies) periodically to find out issues concerned with rollout of eGramSwaraj /other e-applications/State specific e-Governance applications OR gather new requirements to be incorporated in the applications and discuss and resolve or include them in consultation with State technical consultant.
- Have a plan of regular meetings of GPs/BPs at fixed intervals.
- Coordinate with DIOs/DIAs, SeGRG and report to CEO(ZP)/DPRO.
- Organize training and provide hand holding support to all rural local bodies in the district and function as helpdesk for them.
- Monitor the commissioning of computers and internet connectivity in the local bodies under the District.
- Get trained on e-Governance applications to become the trainer for the district;



- Function as the nodal person for addressing/mitigating technical issues.
- Liaise with SeGRG/State nodal official and District nodal official for addressing operational issues
- Coordinate with IT professionals dealing with CSS like MGNREGS/ SBM/ NSAP, etc.
- Any other task related to e-Governance assigned from time to time

### 3. **Data Entry Operator/MIS specialist/Data engineer/Analyst**

- On time submission of Annual Action Plan on MIS with the approval of competent authority.
- Responsible for collecting and updating of various data in State/Central specific applications.
- Verification/ review of data with the help of District Coordinator before entering data in various applications.
- Periodic checking of data in State/Central specific applications and take follow up action as required and as per direction of Senior
- Updating training details on Training Management Portal regularly.
- Any other task assigned by seniors from time to time

## **BPMU**

### 1. **Block Coordinator**

- Organize training and provide hand holding support for training organized at block level and function as helpdesk
- Coordinate and monitor the training programmes relating to Panchayats being imparted.
- Periodic checking and timely submission of data to Districts for updation of information.
- Handholding support to GPs in preparation of Panchayat Development Plan at Block and GP level adopting thematic approach for LSDGs.
- Real time data management related to PRIs and streamlining convergence at different level of PRIs in planning, implementation and monitoring of various activities in PRIs including LSDGs.
- Timely reporting on the progress of implementation.
- Providing Support to State/Districts PMUs as and when required.
- Liaison with Districts/ Blocks level officials for smooth functioning of scheme.
- Review and provide insights on improving the State accounting procedures/rules, manuals, toolkits, etc. for Panchayats.
- Ensure steps towards electronic record keeping of all sources of funds by GPs/equivalent bodies
- Any other task assigned by the Project Manager time to time.





## 2. Account & Administrative Assistant/ Data Entry Operator/MIS specialist/Data engineer/Analyst

- Provide insights on improving the State accounting procedures/rules, manuals, toolkits, etc. for Panchayats.
- Assist and support the State/ District in implementation of Central /State specific accounting application for rural local bodies.
- Coordinating with concerned agencies for resolving issues relating to various accounting practices concerning the rural local bodies.
- Ensure steps towards electronic record keeping of all sources of funds by GPs/equivalent bodies
- Managing and disposing routine office correspondence and other activities
- Periodic checking of data at block level and sharing with State/District.
- Necessary Supports to be provided to trainers for training of participants.
- Updating training details on Training Management Portal regularly
- Necessary logistic managements.
- Coordination with Project Management Unit at State and District level.
- Follow up with participants of meetings and workshops.
- Timely completion of any other task related to scheme assigned by seniors from time to time.





