

बिहार सरकार
पंचायती राज विभाग

प्रेषक,

कल्पना कुमारी, भा0प्र0से0
अपर सचिव,

सेवा में,

सभी जिला पदाधिकारी
बिहार।

दिनांक : 30 / 9 / 2024

विषय:- People's Plan Campaign (PPC) 2024-25 - 'Sabki Yojana Sabka Vikas' के तहत वित्तीय वर्ष 2025-26 के लिए सहभागी पंचायत विकास योजना, 2025-26 तैयार किए जाने एवं ई-ग्राम स्वराज पोर्टल में डाटा प्रविष्टि किये जाने के संबंध में।

प्रसंग:- संयुक्त सचिव, पंचायती राज मंत्रालय, भारत सरकार, नई दिल्ली का DO No.-M-11015/199/2024-CB-Part (1) दिनांक 23.09.2024।

महाशय,

पंचायती राज मंत्रालय, भारत सरकार के उपर्युक्त प्रासंगिक पत्र के द्वारा पंचायत के तीनों स्तर पर सामाजिक न्याय एवं आर्थिक विकास का दृष्टिकोण रखते हुए समयबद्ध कार्यक्रम के अनुसार ग्राम पंचायतों के समावेशी विकास हेतु आगामी वित्तीय वर्ष 2025-26 के लिए पंचायत विकास योजना (GPDP/BPDP/DPDP) तैयार कर ई-ग्राम स्वराज पोर्टल में डाटा प्रविष्टि किये जाने का निदेश दिया गया है।

2. पंचायतों का समावेशी विकास (Inclusive Development), संसाधनों के शत प्रतिशत उपयोग एवं विभिन्न लाईन विभागों द्वारा पंचायत स्तर पर संचालित योजनाओं एवं कार्यक्रम के अभिसरण (Convergence) से ही संभव है। संविधान के 11वीं अनुसूची में उल्लिखित 29 विषयों से संबंधित सभी विभाग उपर्युक्त अभियान में समावेशी पंचायत विकास योजना तैयार करने में अपने विभाग से संबंधित Frontline Worker के माध्यम से अपनी सहभागिता प्रदान करेंगे तथा इस हेतु अपने स्तर से दिशा-निर्देश निर्गत करेंगे।

3. आगामी वित्तीय वर्ष (2025-26) के लिए GPDP/BPDP/DPDP तैयार किये जाने का कार्य प्रक्रिया आंशिक संशोधन के साथ लगभग गत वर्ष के अनुरूप ही है। पंचायती राज मंत्रालय, भारत सरकार द्वारा इस सन्दर्भ में GPDP/BPDP/DPDP की परिकल्पना, उद्देश्य, चरण एवं गतिविधियों के चयन की प्रक्रिया के संबंध में विस्तृत दिशा-निर्देश निर्गत किया गया है।

4. सामाजिक न्याय एवं आर्थिक विकास का दृष्टिकोण रखते हुए निम्नलिखित गतिविधियों को निर्धारित समयावधि के अनुसार क्रियान्वित किया जाना है:-

क्र0	गतिविधि	कार्य निष्पादन हेतु निर्धारित समयावधि
1	PR department to write to the line Departments to share information of major flagship schemes of Central & State Government during Special Gram Sabha	2 nd week of September 2024

2	Activation of monitoring platform/portals of PPC 2024-25	16 th September 2024
3	Appointment of Nodal Officers (State/District/Block level)	16 th September 2024
4	Appointment of facilitators for every Gram Panchayat	16 th September 2024
5	Introductory workshop/Orientation and training of Nodal Officers and facilitators	23 th September 2024
6	Finalisation of schedule of Gram Sabha meetings	25 th September 2024
7	Uploading Gram Sabha Wise Calendar on PPC Portal	27 th September 2024
8	Display of Public Information Board in every Gram Panchayat	28 th September 2024
9	Discussion on Preparation of thematic GPD for FY 2025-26 by GPs in special Gram Sabha	02 nd October 2024
10	Uploading of geo-tagged visuals of Gram Sabha meetings	01 st week of October, 2024 for 01 st GS and 02 nd week January, 2025 for GS
11	Block level workshop of line departments for data/information sharing in respect of major flagship schemes of central and state Governments	5 th October to 5 th December, 2024
12	Uploading of Gram Panchayat Development Plan (GPD) for 2025-26	By 31 st January 2025

6. पंचायती राज मंत्रालय, भारत सरकार के प्रासंगिक पत्र में उल्लेखित है कि पंचायतों के द्वारा कार्य योजना तैयार किये जाने के क्रम में उनके द्वारा संकल्पित सतत विकास लक्ष्य आधारित **9 Localizing Sustainable Development Themes (LSDG Themes)** को केन्द्रित (Focus) करते हुए पंचायत विकास योजना तैयार किया जायेगा। विदित हो कि पंचायती राज मंत्रालय, भारत सरकार के निदेश के आलोक में दिनांक-02.10.2024 को विशेष ग्राम सभा का आयोजन किया जायेगा। लाईन विभागों के संबंधित पदाधिकारियों को निदेशित किया जाता है कि दिनांक 02.10.2024 को आयोजित विशेष ग्राम सभा में अनिवार्य रूप से शामिल होकर GPD का व्यापक (Comprehensive), भागीदारी (Participatory) एवं अभिसृत (Convergent) बनाये जाने हेतु अपने-अपने विभाग की कार्यक्रमों एवं योजनाओं को GPD में शामिल करें। इसी प्रकार BPD एवं DPD को व्यापक एवं अभिसृत बनाये जाने हेतु लाईन विभागों की योजनाओं को शामिल किया जायेगा। इस संबंध में 08 मंत्रालयों की सहमति से Joint Advisory जारी किया गया है।

7. People's Plan Campaign के तहत GPD निर्माण हेतु विशेष ग्राम सभा के आयोजन के पूर्व प्रत्येक ग्राम पंचायत में महिला सभा एवं बाल/बालिका सभा का आयोजन अनिवार्य रूप से किया जायेगा। उक्त सभा में महिला, किशोरियों एवं बच्चों के स्वास्थ्य एवं पोषण से संबंधित विषय पर योजना निर्माण पर चर्चा की जायेगी।


8. जिला पदाधिकारी के मार्गदर्शन, अनुश्रवण एवं निगरानी में उपर्युक्त कार्यक्रम का कार्यान्वयन किया जायेगा। मुख्य कार्यपालक पदाधिकारी, जिला परिषद उपर्युक्त कार्यक्रम के वरीय पदाधिकारी होंगे तथा जिला पंचायत विकास योजना (DPD) तैयार किये जाने एवं संबंधित पोर्टल में डाटा प्रविष्टि करने हेतु नोडल पदाधिकारी होंगे। जिला पंचायत राज पदाधिकारी प्रखण्ड पंचायत विकास योजना एवं ग्राम पंचायत विकास योजना के लिए नोडल पदाधिकारी होंगे। कार्यपालक पदाधिकारी, पंचायत समिति उक्त कार्यक्रम के ससमय कार्यान्वयन एवं निष्पादन हेतु

उत्तरदायी होंगे। जिला पदाधिकारी निदेशित कार्य में कोताही बरतने वाले पदाधिकारियों/कर्मियों के विरुद्ध कार्रवाई करते हुए विभाग को संसूचित करेंगे।

पंचायती राज मंत्रालय, भारत सरकार से प्राप्त पत्र की प्रति संलग्न करते हुए निदेशानुसार अनुरोध है कि समयबद्ध कार्यक्रम के अनुरूप गतिविधियों का कार्यान्वयन करते हुए मंत्रालय द्वारा निर्धारित समयावधि में पंचायत विकास योजना (GPDP/BPDP/DPDP) तैयार करके अनुमोदित कार्य योजना को ई-ग्राम स्वराज पोर्टल में डाटा की प्रविष्टि का कार्य सुनिश्चित करने हेतु आवश्यक कार्रवाई किया जाये। पंचायती राज मंत्रालय, भारत सरकार से प्राप्त मार्गदर्शिका की प्रति संलग्न है।

अनुलग्नक:-यथा उपर्युक्त।

विश्वासभाजन


(कल्पना कुमारी)

अपर सचिव

ज्ञापांक: 2प/GPDP-18-01/2024/8949 पं०रा० पटना, दिनांक-30/9/2024
प्रतिलिपि: सभी मुख्य कार्यपालक पदाधिकारी जिला परिषद, बिहार/सभी जिला पंचायत राज पदाधिकारी, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।


(कल्पना कुमारी)

अपर सचिव

ज्ञापांक: 2प/GPDP-18-01/2024/8949 पं०रा० पटना, दिनांक-30/9/2024

प्रतिलिपि: अपर मुख्य सचिव/प्रधान सचिव/सचिव/कार्यपालक निदेशक/मुख्य कार्यपालक पदाधिकारी/कृषि विभाग/स्वास्थ्य विभाग/लोक स्वास्थ्य अभियंत्रण विभाग/राज्य स्वस्थ समिति/जल संसाधन/योजना एवं विकास विभाग/ग्रामीण विकास विभाग/राजस्व एवं भूमि सुधार विभाग/ शिक्षा विभाग/समाज कल्याण विभाग/सहकारिता विभाग/खाद्य एवं उपभोक्ता संरक्षण विभाग/आपदा प्रबंधन विभाग/लघु जल संसाधन विभाग/अनुसूचित जाति एवं जन-जाति कल्याण विभाग/पिछड़ा एवं अति पिछड़ा कल्याण विभाग/पशु एवं मत्स्य पालन विभाग/अल्पसंख्यक विभाग/श्रम संसाधन विभाग/उद्योग विभाग/सूचना एवं प्रावैधिकी विभाग/पथ निर्माण विभाग/उत्पाद एवं मद्य निषेध विभाग/ऊर्जा विभाग/पर्यावरण एवं वन विभाग बिहार, पटना/Bihar Rural Livelihood Promotion Society/महिला एवं बाल विकास निगम, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित। साथ ही अनुरोध है कि ग्राम पंचायत विकास योजना, प्रखण्ड पंचायत विकास योजना एवं जिला पंचायत विकास योजना में आपके विभाग से संबंधित योजनाओं को सम्मिलित कराने हेतु अपने क्षेत्रीय पदाधिकारियों/कर्मियों को निदेशित करने की कृपा की जाये।




(कल्पना कुमारी)

अपर सचिव

ज्ञापांक: 2प / GDPD-18-1 / 2024 / 8749 पं०रा० पटना, दिनांक- 30/9 / 2024

प्रतिलिपि: परियोजना निदेशक, राज्य पंचायत संसाधन केन्द्र को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।


(कल्पना कुमारी)
अपर सचिव



People's Plan Campaign 2024-25

सबकी योजना सबका विकास

Preparation of Panchayat Development Plan For FY 2025-26

**MINISTRY OF PANCHAYATI RAJ
Government of India**

Table of Content

Content	Page no.
Chapter-1: Introduction	1-7
1.1 Background	1-2
1.2 People's Plan Campaign (PPC) and its objectives	2-3
1.3 Roles and Responsibilities of different stakeholders of PPC	3-4
1.4 Timeline of People's Plan Campaign (PPC)	5-6
1.5 Reporting and Monitoring the Progress of Campaign activities	7
Chapter 2: Process for preparation of Gram Panchayat Development Plan	8-10
2.2 Gram Panchayat Development Plan (GPDP) preparation Cycle	8
2.3 Steps for preparation in GPDP	8-10
2.3.1 Formation of Gram Panchayat Planning Facilitating Team (GPPFT)	8-9
2.3.2 Environment creation and Community mobilization	9
2.3.3 Focus Areas in Planning	9
2.3.4 Situation Analysis	9
2.3.5 Visioning Exercise	9
2.3.6 Prioritization of Needs	9
2.3.7 Resources Envelope	9
2.3.8 Organizing Special Gram Sabha	10
2.3.9 Preparation of Draft GPDP	10
2.3.10 Finalization of GPDP	10
2.3.11 Uploading Plan on e-Gram Swaraj portal	10
Chapter 3: Preparation of Block Panchayat Development Plan (BPDP)	11-14
3.1 Introduction	11
3.2 Preparation of Block Panchayat Development Plans (BPDP)	12-13
3.3 Preparation of District Panchayat Development Plan (DPDP)	13-14
Chapter 4: Preparation of Panchayat Development Plan (PDP)	15-16
4.1 Background	15
4.2 PESA GPDP	16-16
4.3 Updation of profiler and its mandatory validation at Block level	16
Chapter 5: Preparation of Panchayat Development Plan (PDP)	17-19
5.1 eGramSwaraj Application	17
5.2 Uploading of Panchayat Development Plan (PDP)	17
5.3 Process flow of updating the profiler of the Panchayats	18
5.4 Validation of profiler section	18
5.5 Block Level Coordination Committees (BLCC)	18-19
5.6 Validation mechanism at Gram Panchayat and Block level	19
5.7 Convergence of Centrally Sponsored Scheme	19
Snapshot of the basic requirements for preparation and uploading of GPDP	20
Chapter 6: Preparation of Panchayat Development Plan (PDP)	21-23
6.1 Schedule of Gram Sabha	21
6.2 Gram Sabha Agenda	22
6.3 Steps to be followed for Successful Gram Sabha	22-23

Integration of inputs from Ward Sabha and Mahila Sabha	23
Chapter 7: PRI - SHG Convergence and VPRP for GPDP	24-26
7.1 Background	24
7.2 Actions for convergence of PRIs and CBOs	24
7.3 Village Prosperity Resilience Plan and its integration into GPDP	24
7.4 Objectives of VPRP	24
7.5 Components of VPRP	25
7.6 Process of preparation of VPRP and integration in GPDP	25-26
Chapter 8: Capacity Building & Training (CB&T)	27-28
8.1 Introduction	27
8.2 Challenge and Complexities of CB&T	27
8.3 Scheme for CB&T (RGSA)	27
8.4 Capacity Building of stakeholders	27-28
8.5 Training Module for PPC	28
8.6 Ministry's Initiatives for CB&T	28
8.7 Expectation from States/UTs	28
Annexures	
Annexure-I: Template of Facilitators Report of Gram / Block/ District Panchayat	30-31
Annexure-II: Joint letter of Ministries/Departments for convergence in PPC for preparation of GPDP	32-33
Annexure-III: Model Presentation by frontline workers/line departments	34
Annexure-IV: Model Schedule for Conduct of Special Gram Sabha for GPDP	35-36
Annexure-V: Illustrative design of Public Information Board	37
Annexure-VI: Standard Operating Procedure for PESA Profiler	38-41
Annexure-VII: List of Major flagship schemes of Central Government for convergence	42
Annexure-VIII: User Manual/SoP of Panchayat NIRNAY mobile application	43-47
Annexure-IX: Instructions for Gram Panchayat Secretary regarding Panchayat NIRNAY	48
Annexure-X: Template of the calendar of the Gram Sabha Planning	49
Annexure-XI: Advisory on Mahila Sabha and Bal Sabha	50-51

Chapter-1: Introduction

1.1 Background

1.1.1 Article 243G of the Constitution of India acknowledges Panchayats as institutions of 'Local Self Government' and mandates them to prepare plans for Economic Development and Social Justice. As Local Government, Panchayats are responsible for delivery of basic services to local citizens and addressing the vulnerabilities of the poor and the marginalized ones. This can only be achieved through the preparation of well thought out participatory, inclusive, and convergent local development plans taking into consideration of all available resources and its effective implementation.

1.1.2 It is envisaged that the planning process should be evidence based, comprehensive, and participatory, which involves convergence with schemes of all related Central Ministries/Line Departments related to 29 subjects listed in the Eleventh Schedule of the Constitution. The 29 subjects are quite relevant for achieving Sustainable Development Goals (SDGs). Therefore, need was felt to take forward the SDGs up to the last mile, i.e. up to Gram Panchayat level, leveraging wide networks and strong institutional mechanisms of the third tier of Government, including Traditional Bodies of non-part IX areas.

29 Subjects defined in Eleventh Schedule

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

1.1.3 Accordingly, the Ministry of Panchayati Raj has adopted thematic approach aggregating 17 Sustainable Development Goals into 9 broad themes to localize Sustainable Development Goals (LSDGs) at the grassroots level through Panchayats adopting the 'Whole of Government and Whole of Society' approach. Subsequent to the adoption of thematic approach by the Ministry, the **Panchayat Development Plans (PDPs) are being prepared based on thematic activities** since 2023-24 to achieve SDGs through active intervention of Panchayats by 2030 in a graduated manner, embracing the approach of (i) Convergence of all flagship schemes, (ii) Saturation of prioritized needs, and (iii) Usage of digital technology for ensuring transparency and

accountability.

1.1.4 Moving towards a saturation approach to achieve the International agenda of the SDGs, identification of gaps based on evidence/ real time data generated through the use of digital technology is very essential. Accordingly, the Ministry has started the process of preparation of the **Panchayat Development Index (PDI)**, which will be used to assess the progress and identify the gaps to prepare plan and implement the same to saturate the requirements in a phased manner.

1.2 The People's Plan Campaign (PPC)

1.2.1 To accelerate active people's participation in the process of preparation of Panchayat Development Plan, the People's Plan Campaign (PPC) was launched as "*Sabki Yojana Sabka Vikas*" in 2018 from 2nd October. Inspired by satisfactory performance of the campaign in holding Gram Sabhas, participation of other stakeholders, and to provide sustainability to the Panchayat Development Plan formulation process, the campaign is being rolled out every year since 2018.

1.2.2 The PPC is an effective strategy for ensuring the preparation of participatory Panchayat Development Plans (PDP) in a time bound manner across the country for the next financial year at all the three tiers of Panchayats in a campaign mode with active involvement of Elected Representatives, Frontline workers of respective Line Departments, Self Help Groups (SHGs), Community Based Organization (CBOs) and other related Stakeholders.

1.2.3 The People's Plan Campaign (PPC) 2024-25 will be rolled out as '*Sabki Yojana Sabka Vikas*' from 2nd October 2024. During the campaign, structured Ward Sabha/ Mahila Sabha Gram Sabha/Block Sabha/District Sabha will be held for preparation of Gram Panchayat Development Plan (GPDP), Block Panchayat Development Plan (BPDP) and District Panchayat Development Plan (DPDP) for the next financial year, i.e. 2025-26.

1.2.4 To ensure successful completion of the entire process, the following activities are envisaged to be completed during the campaign:

- (i) Environment creation at the State, District, Block and Gram Panchayat level for the Campaign through use of various means of communication.
- (ii) Preparation of Gram Sabha wise calendar on the portal (<https://gpdp.nic.in/>) for organising Gram Sabha.
- (iii) Engaging with frontline workers of Line Departments, SHGs/CBOs and their federations at village or ward level.
- (iv) **Identification of Thematic developmental gaps**, based on the Panchayat Development Index (PDI), which are to be presented in Gram Sabha.
- (v) Discussion of developmental needs/gaps
- (vi) Presentation of frontline workers of concerned Line Departments in special Gram Sabha about their schemes and programmes.
- (vii) Display of Public Information Board (PIB) in every Gram Panchayat for proactive disclosure of status of utilization of funds for development under various schemes.

- (viii) Uploading of Geo-tagged photographs of PIB and Gram Sabha meetings in gdp.nic.in portal. **The Panchayat Nirnay Mobile Application/ Meeting Online Portal** to be used for scheduling of Gram Sabha, circulation of notice and agenda, preparation of Minutes and record of proceedings, etc.
- (ix) Preparation of GPDP and publishing of approved plan on e-Gram Swaraj portal.

1.3 Roles and Responsibilities of different Stakeholders of PPC

1.3.1 The PPC is a joint effort for the preparation of a comprehensive, inclusive and participatory PDP, facilitated by the Ministry of Panchayati Raj, related Central Ministries and State Panchayati Raj Departments, along with the officers, facilitators, and frontline workers of line departments in the State/UTs. The roles and responsibilities of different stakeholders are as under:

1.3.2 Ministry of Panchayati Raj: As Central Nodal Ministry, MoPR will be responsible for the following:

- (i) Preparation/ updation of Guidelines/ Standard Operating Procedures (SoPs) for the People's Plan Campaign and preparation of PDP.
- (ii) Communication and liaison with Central Line Ministries to issue necessary directions to their respective Departments in States/UTs to facilitate effective participation of field staff in the process of preparation of PDP and to provide relevant information like financial resources and other benefits available under their schemes.
- (iii) Preparation and launch of PPC dashboard along with portal for preparation of GPDP, BPDP and DPDP.
- (iv) Pre-populating available relevant information on the dashboards and portals to facilitate effective discussions in the meetings of Panchayats and preparation of evidence-based quality PDP.

1.3.3 State Panchayati Raj Department: The PPC will be coordinated by the Department of Panchayati Raj (DoPR) at the State level. The DoPR will be responsible for the implementation of the following activities in a time bound manner:

- (i) Setting-up/activating of the Empowered Committee under the Chairpersonship of the Secretary in charge of Panchayati Raj and Heads of key Line Departments as members to perform the following key roles:
 - a) Ensure inter-departmental convergence and coordination at all levels.
 - b) Issue instructions on convergence of schemes and resources.
 - c) Monitor and steer the campaign to ensure the preparation of quality PDP in a time bound manner.
 - d) Respond to challenges from the field and take decisions as needed for mid-course corrections, troubleshooting, etc.
- (ii) Framing/ adaptation/revision of the Campaign guidelines/SoPs at State level
- (iii) Setting of support systems for resource envelope and fund flow, coordination arrangements at district & block level, personnel management, technology support, etc.
- (iv) Preparation of training modules and organizing trainings for the State/District level Master Trainers, Elected Representatives and functionaries of Panchayats.
- (v) Organizing State/ District/ Block level workshops for awareness generation and

- 48
- environment creation for effective PPC and preparation of quality PDP.
- (vi) Monitoring the entire process of Campaign.

1.3.4 Nodal Officers: The appointment of the Nodal officers will be done at three different levels i.e. appointment of **State Nodal Officer (SNO)** by the Department of Panchayati Raj (DoPR); **District level Nodal Officer** in each District and **Block level Nodal Officer** for every Block. The Nodal officers at each level will ensure:

- (i) Coordination and monitoring the entire planning process.
- (ii) Convergence and inter departmental coordination at respective levels.
- (iii) Necessary support and guidance to planning teams/ facilitators.
- (iv) Reporting and monitoring of the entire campaign cycle.

1.3.5 Facilitators: A facilitator for each Gram Panchayat/Block Panchayat/District Panchayat to be appointed. The facilitator will work with Panchayats, Communities and officers/officials of line Departments in process of preparation of inclusive and convergent PDP. States/UTs may consider Cluster Resource Persons (CRPs) or SHG federation representatives, Social Auditors, officials, etc. for nomination as facilitators. As a part of preparation towards PDP, facilitators will be required to **undertake following activities:**

- (i) Coordinate with the frontline staff of participating Departments.
- (ii) Facilitate the special Gram Sabha for GPDP on the designated day.
- (iii) Ensure community mobilization including vulnerable sections like SC/ST/Women/ Minorities/persons with disabilities during the Gram Sabha.
- (iv) Ensure presence of SHG, Youth Groups, Mahila Mandals, etc. in Gram Sabha.
- (v) Submit a report regarding conduct of the Gram Sabha at Gram Panchayat/ Block Panchayat/ District Panchayat on eGramSwaraj portal (*A template on Facilitators Report is provided as Annexure-I*)
- (vi) Support the Panchayats in preparation of PDP.
- (vii) Support in integration of Village Prosperity Resilience Plan (VPRP) into GPDP.
- (viii) Assist in uploading of approved GPDP on e-Gram Swaraj portal.

1.3.6 Frontline Workers: Frontline workers appointed by line Departments play an important role in ensuring convergence of activities of different schemes in PDPs. *Joint Advisory signed by the Secretaries of 8 Ministries/Departments (Annexure-II) had been issued to ensure participation of frontline workers / officers in both the Gram Sabhas organized during PPC for preparation of GPDP and disseminate features of their schemes, resources, etc. and facilitate incorporating activities of their Departmental Village Action Plan into GPDP.* Following are the **responsibilities of Frontline workers** required to undertaken during PPC:

- (i) Present the details of schemes, activities, resources, beneficiaries of their Department in Gram Sabha.
- (ii) Provide status of the proposed activities and fund disbursed in previous/ current Financial Year.
- (iii) To provide details of proposed activities/works along with details of beneficiaries and resources of forthcoming year, which are to be incorporated in GPDP.

(Attached as Annexure-III, the Model Presentation by frontline workers/line departments)

1.4 Timeline of People's Plan Campaign (PPC)

1.4.1 Central Level: The Ministry of Panchayati Raj to take-up following activities as per timeline:

S. N.	Activities	Timelines
1.	Letter from Ministry to all the States /UTs on initiating the process of PPC, which includes: (a) Request for appointment of Nodal officers (State, District & Block level). (b) Request for appointment of facilitators for every Gram Panchayat. (c) Request for training of stakeholders including facilitators in cascade mode. (d) Request for Finalization of schedule of Gram Sabha meetings. (e) Uploading of Gram Sabha wise calendar on PPC dashboard. (f) Request for display of Public Information Boards in every GP.	1 st Week of September, 2024
2.	Letters to the Central Line Ministries to issue necessary directions to their counterparts in States/UTs for their effective participation and convergence.	1 st Week of September, 2024
3.	Activation of all monitoring platforms like GPDP portal etc.	12 th September, 2024

1.4.2 State/District/ Block/Gram Panchayat level: The PPC will be coordinated by Department of Panchayati Raj (DoPR) at the State level. The DoPR to take-up following activities with the help of District/ Block/Gram Panchayat to complete the process of preparation of GPDP as per timeline:

S. N.	Activities	Timeline
1.	PR department to write to the line Departments to share information of major flagship schemes of Central & State Government during Special Gram Sabha	2 nd week of September, 2024
2.	Activation of monitoring platform/portals of PPC 2024-25	16 th September, 2024
3.	Appointment of Nodal officers (State/District/Block level)	16 th September, 2024
4.	Appointment of facilitators for every Gram Panchayat	16 th September, 2024
5.	Introductory workshop/ Orientation and training of nodal officers and facilitators	23 rd September, 2024
6.	Finalisation of Schedule of Gram Sabha meetings	25 th September, 2024
7.	Uploading Gram Sabha wise Calendar on PPC portal	27 th September, 2024
8.	Display of Public Information Board in every Gram Panchayat	28 th September, 2024
9.	Discussion on preparation of thematic GPDP for FY 2024-25 by GPs in Special Gram Sabha	2 nd October 2024
10.	Uploading of geo-tagged visuals of Gram Sabha meetings	1 st week of October, 2024 for 1 st GS and 2 nd Week of January, 2025 for 2 nd GS

11.	Block level workshops of line departments for data/information sharing in respect of major flagship schemes of Central & State Governments	5 th October to 5 th December, 2024
12.	Uploading of Gram Panchayat Development Plan (GPDP) 2024-25 25.26	By 31 st January 2025

Note:

- (i) The preparation of the GPDP calendar entails presence of the frontline workers of line departments related to 29 subjects listed in the Eleventh Schedule of the Constitution.
- (ii) It is important that **frontline workers should attend the Gram Sabha**, it is advised that not more than two Gram Sabha meetings can be scheduled in a day.
- (iii) The States may schedule more than one Gram Sabha meeting within a Block on the same date provided presence of frontline workers from line departments in all Gram Sabha meetings is ensured.
- (iv) Subsequently, another meeting of the Gram Sabha may also be required to be scheduled within the campaign period for approval of the final GPDP, before the same is uploaded on eGramSwaraj Portal.
- (v) In case of **Gram Panchayats in areas under Fifth Schedule**, the Special Gram Sabha would be conducted as per the provisions of PESA Acts and PESA Rules of respective States.

1.4.3 Gram Panchayat level activities for preparation of GPDP

- (i) Suitable environment creation of the process of preparation of Gram Panchayat Development Plan.
- (ii) Organizing meetings of 'Bal Sabha' and 'Mahila Sabha' prior to Gram Sabha meetings to facilitate enumeration and articulation of needs of children and women.
- (iii) Organizing Gram Sabha meeting. Scheduling of the same using Panchayat Nirnay Application, as per Gram Sabha Schedule/ Calendar.
- (iv) Invitation to the front-line workers line Departments and others to attend the special Gram Sabha.
- (v) Ensuring maximum attendance of the Gram Sabha members in the Gram Sabha meeting.
- (vi) Providing equal opportunity to the members to place their demands.

Snapshot of People's Plan Campaign: Activities

- (i) Appointment of scrutiny, facilitation and validation teams at each level in the State
- (ii) Finalization of Gram Sabha wise Calendar for organizing Gram Sabhas
- (iii) Appointing Frontline Workers of other related Departments for structured presentation in Gram Sabha Meetings on the designated days.
- (iv) Organizing two Special Gram Sabhas for finalization of GPDP.
- (v) Display of Public Information Board in every Gram Panchayat and uploading of geo-tagged photograph on the PPC Campaign Portal.
- (vi) Uploading of Geo-tagged photograph(s) of Gram Sabha meetings.
- (vii) Updation of Profiler Section of eGramSwaraj portal.
- (viii) **Mandatory validation of profiler section of all Gram Panchayats at Block level by BDO or an officer designated by the BDO for this purpose.**

(ix) Preparation of Thematic GPD and Publishing of Approved Plan on eGramSwaraj Portal**1.5 Reporting and Monitoring the Progress of Campaign activities**

1.5.1 Ministry has prepared a portal/dashboard (www.gpdp.nic.in) to monitor the progress of the campaign. In order to assess, The State/UT/District/ Block/ Gram Panchayats need to provide updated information of the activities before, during and after the campaign in various reporting formats on the portal. The following procedure to be adopted for creation of nodal officers at different level:

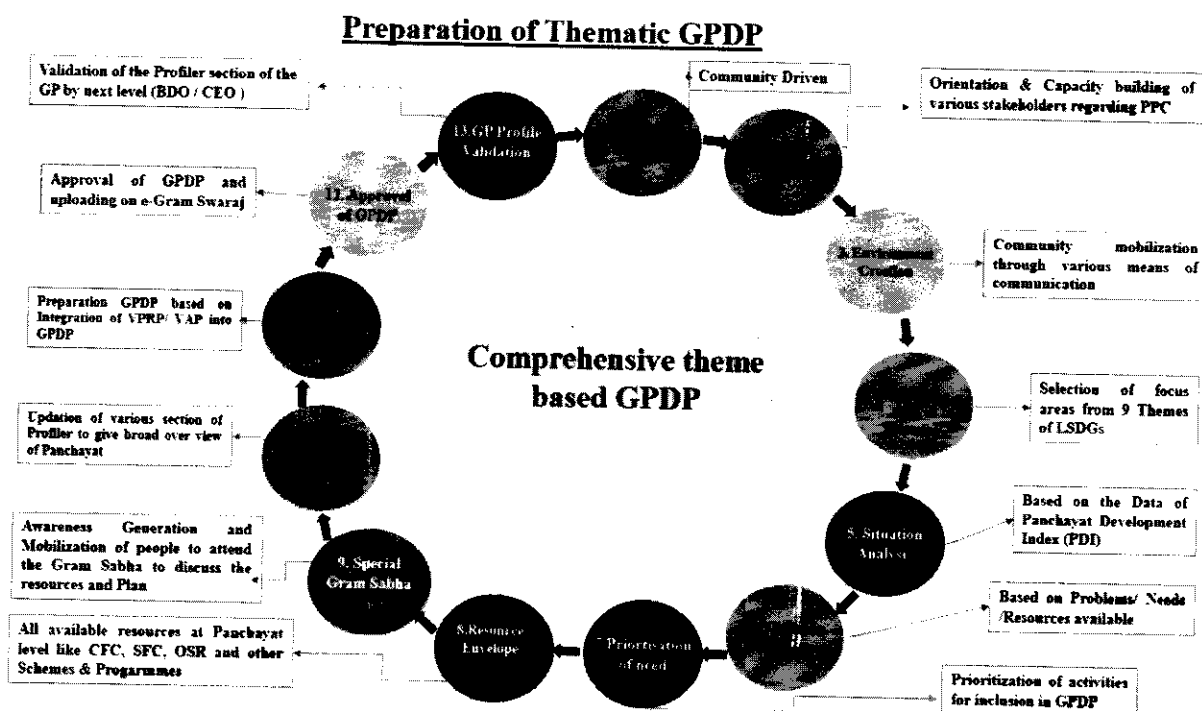
- (i) States/UT to appoint Nodal Officers for the campaign. Username and password to operate the portal at the State level by respective Nodal Officers will be generated by MoPR at the Central level.
- (ii) For the District, Block and GP Facilitator level, the username and password will be generated at their next higher-level Nodal Officers.
- (iii) The State Level Nodal Officers of line departments will be responsible for appointing and uploading the names of frontline workers who will be deputed for Gram Sabha meetings on designated days.

Chapter 2: Process for preparation of Gram Panchayat Development Plan (GPDP)

2.1 The GPDP is the development plan of the Gram Panchayat. It is to be prepared through a participatory process involving all stakeholders matching people's needs and priorities with available resources. The GPDP does three essential things:

- It provides a VISION of what the people would like their village to look like
- It sets out clear GOALS to achieve that vision, and
- Provides an ACTION PLAN to reach those goals.

2.2 The following are the key components of GPDP preparation cycle:



2.3 The steps to be followed for preparation in GPDP:

2.3.1 **Formation of Gram Panchayat Planning Facilitating Team (GPPFT):** GPDP is an important initiative that needs continuous efforts and active people's participation. Hence, GPPFT is to be created with pool of dedicated human resource who can voluntarily devote their services and remained involved at every stage of GPDP starting from environment creation for plan preparation to the approval of the plan at the Gram Sabha and implementation of activities. The representatives/ frontline workers of sectoral / line departments at GP level should invariably be the members of this team. The SHG/VO members may also be included in the GPPFT, so that the proposed activities of SHG/VO may directly be discussed. Apart from this, the citizens of the GP who are working/living elsewhere either in the country or outside should also be invited to become members of the GPPFT. This is aimed at harnessing their knowledge/skills and expertise for sustainable development of the GP area. The GP may divide the GPPFT members into "Ward Planning Facilitating Team" (WPFT) with a minimum of 3-5 members headed by the respective GP ward members to facilitate community-based planning processes of GPDP. WPFT is

responsible to ensure that all members and residents of their particular wards participate in the planning process actively and without any kind of hindrance and hesitation. To ensure that every thematic area under GPs are covered, the GPPFT members may further form thematic groups based on their relevant field experience.

2.3.2 Environment creation and Community mobilization: The environment creation activities are of immense importance to bring about attitudinal changes, outlook and re-orientation among the community and governance systems regarding their active participation in the decision-making process towards socio-economic development. After the awareness-creation process, the next step is to mobilize the community to take part in the process of identifying their needs and addressing them by preparation of Panchayat Development Plan. The whole process of awareness-creation and mobilization comes under the umbrella of environment building.

2.3.3 Focus Areas in Planning: Gram Panchayats are entitled to provide basic services and take up development works related to the functions devolved to them as per the Eleventh Schedule of the Constitution of India having 29 subjects, where GPs could work to ensure economic development and social justice. However, with the renewed focus on the localization of SDGs, **Gram Panchayats should prepare GPDP adopting following 9 thematic approaches:**

Theme 1: Poverty Free & Enhanced Livelihood village

Theme 2: Healthy Village

Theme 3: Child Friendly Village

Theme 4: Water Sufficient Village

Theme 5: Clean and Green Village

Theme 6: Village with Self Sufficient Infrastructure

Theme 7: Socially Just and Socially Secured Village

Theme 8: Village with Good Governance

Theme 9: Women Friendly Village

2.3.4 Situation Analysis: The consolidated and thematic **PDI score will be used as Development Status Report (DSR)** to assess the progress and to identify the gap for preparation of Gram Panchayat Development Plan.

2.3.5 Visioning Exercise: Gram Sabha to undertake visioning exercise on the basis of the findings of DSR. The visioning exercise is to ensure objectivity in planning, help to identify priorities in key thematic areas and set clear milestones to be achieved by the GP. Inputs from Mahila Sabha and Ward Sabha may also be considered in visioning exercise.

2.3.6 Prioritization of Needs: Based on the DSR, the GPPFT is to guide the deliberations in 1st Gram Sabha and Gram Panchayat meetings to prioritize the needs and crucial issues based on identified gaps. The prioritized theme may be taken as 'Sankalp' for preparation of GPDP.

2.3.7 Resources Envelope: The Gram Panchayat (GP) to estimate their resources to prepare the GPDP. The resource envelop includes Central / State Finance Commission Grants, funds under Central/ State Government Schemes, OSR etc. **The funds spent by the higher tiers like District Panchayat/ Autonomous Development Councils (ADCs) and Intermediate Panchayat in**

(42)

Gram Panchayat should be part of resource of Gram Panchayat / Village Councils (VCs). The planned activities need to be matched with the available resources.

2.3.8 Organizing Special Gram Sabha: A special Gram Sabha to be organized for the discussion on progress of GPDP of ongoing year, developmental status based on PDI, requirements and priorities, etc. Facilitators appointed shall ensure community mobilization including representation from vulnerable sections such as SCs/STs/ Women during the Gram Sabha. The frontline workers of each department are required to give a brief presentation on the activities undertaken, funds utilized for the current year and proposed activities, funds allocated, beneficiaries covered etc. for the next financial year and a statement of the same needs to be submitted to the GP. **Village Prosperity Resilience Plans (VPRP)** prepared by the SHG may also be discussed considering the availability of the budget within the resource envelope of the Gram Panchayat. **Based on the consensus, demands of VPRP may be incorporated into GPDP.**

2.3.9 Preparation of Draft GPDP: Draft plan shall be prepared indicating the works identified in each focus area along with cost estimation/fund allocation, timelines for completion of works. A special meeting of the GP shall be convened to discuss and finalize the changes before submitting the final GPDP.

2.3.10 Finalization of GPDP: In the presence of officials from all line departments and community including Panchayat President, Secretary and GP members, the GPDP document with project-wise details to be placed before the Gram Sabha for approval. A model schedule for conducting Gram Sabha meeting is at **Annexure-IV**. **The Minutes of GS Meeting are to be uploaded in the Panchayat Nirnay App/Meeting Online Portal.**

During the process, the minutes of the meeting are to be recorded properly, which may include apart from other proceedings;

- (i) Number of Attendees of the meeting
- (ii) Agenda
- (iii) Issues raised
- (iv) Items / activities discussed and agreed
- (v) Items / activities discussed and not agreed etc.

2.3.11 Uploading Plan on e-Gram Swaraj portal: The GPDP, as prepared and approved by Gram Sabha to be uploaded on revamped GPDP portal of e-Gram SWARAJ (eGS) application with complete profile of the Gram Panchayat. Thematic activities have been made available in the dropdown menu of planning module of eGramSwaraj portal. The VPRP activities has also been made part of the GPDP activity drop down under relevant themes. Accordingly, thematic activities including VPRP activities, which have been approved by Gram Sabha to be entered in the portal. Hard copy of the plan may be kept in the office of Gram Panchayat for public disclosure. The asset creation activities may be published on Public Information Board (PIB) at the beginning of the implementation year. **A sample of PIB is provided as Annexure-V.**

Chapter-3: Preparation of Block and District Panchayat Development Plan

3.1 Introduction:

3.1.1 The Fifteenth Finance Commission (XV FC) recommended the devolution of funds to all tiers of Panchayats. The guidelines of the Ministry of Finance for the expenditure of XV FC funds mandated that the Block and District Panchayats will prepare Block Panchayat Development Plan (BPDP) and District Panchayat Development Plan (DPDP) respectively to book expenditure under XV FC funds. The District and Block Panchayats are getting substantial amount of XV FC grants and better placed in terms of other human and technical resources. Therefore, these tiers of Panchayats could prepare project based, **income generating, sustainable** Block and District Panchayat Development Plans. A list of indicative projects have been identified and made available in the list of activities in eGramSwaraj Portal for preparation of Block and District Panchayat Development Plans.

3.1.2 Most of the agencies implementing Central and State Government schemes are based in Block/ District headquarter, where Block/ District Panchayat is also situated. Therefore, for effective convergence and collective action, Block/ District Panchayats could play crucial role and facilitate in sharing of required information of schemes, resources, beneficiaries, etc. up to Gram Panchayat level for preparation of comprehensive and convergent development planning.

Fifteenth Finance Commission (XV FC)–Implications for GPDP, BPDP and DPDP

XV FC has allocated Rs.2,36,805 crore for Rural Local Bodies (RLBs) to all the tiers of Panchayats and also to the traditional bodies of Vth & VIth Schedule areas for the period of 2021-22 to 2025-26 of which 40% of the recommended grant will be untied grants and the remaining 60% as tied grants except 2021-22, wherein the ratio of tied and untied grant was 50:50.

- a) Untied grants (40% of total grants) can be used for felt needs under the 29 subjects enshrined in the XI schedule, except for salaries and other establishment costs. The expenditure required for auditing of accounts by external agencies approved by State Govt. may be borne from this grant.
- b) Out of tied grants (60% of total grants), 30% of the total grants to be utilized for drinking water, rainwater harvesting and water recycling and the remaining 30 % of the grants to be utilized for sanitation and maintenance of ODF status. However, if any local body has fully saturated one category, it can utilize the funds for other category. The respective Village Assembly/ Gram Sabha to certify this duly confirmed by the supervising authority or the State Governments.

The allocation amongst the tiers will be in the bands of:

- Gram Panchayats: 70% - 85%
- Block Panchayats: 10% -25%
- District Panchayats: 5% - 15%, total adding upto 100% on the basis of recommendations of State Finance Commission (SFC).

In 2 tier States, the bands are 70%-85% and 15%-30% for GPs/ DPs respectively. For traditional areas / excluded areas, the allocations will be on the criteria of 90:10 for population: area. The intra-tier distribution should be on the basis of population: area at 90:10 or as per accepted recommendation of SFC.

40

3.2 Preparation of Block Panchayat Development Plans (BPDP):

3.2.1 BPDP to be prepared through a participatory inclusive and transparent process with bottom up approach. Development needs for BPDP may be arrived at by consolidating gaps ascertained in GDPDs through Panchayat Development Index. The BPDP process envisages need based planning, supplementing the GDPDs and strives to contribute to National commitments. The plan activities of the line departments operating at the Intermediate Panchayat level should be integrated into the BPDP, although the same may be implemented by the line departments themselves. The process, structure and format of the BPDP is largely the same as followed for GDPD, which is as under:

- (i) After GDPDs are prepared and approved at GP level, the same are to be forwarded by the GPs to the Intermediate Panchayat.
- (ii) Those projects and activities, which are to be implemented in more than one GPs, should be implemented at the Intermediate Panchayat level because of its higher institutional capacity and technical competence.
- (iii) The BPDP to be approved by Block Sabha consisting of all Block/Intermediate Panchayat members, District Panchayat members in the Block Panchayat area, GP Presidents/Sarpanches of all the Gram Panchayats from the concerned Block. The meeting of such members to be convened at Block level, which is to be considered as Block Sabha.
- (iv) Apart from Elected Representatives, Block level line Department officials, leader of SHG federations, experts, professionals, doctors, etc. may also be nominated as members of Block Sabha.
- (v) There may be total 50-80 persons including aforesaid peoples nominated as member of Block Sabha by President of Intermediate Panchayat.
- (vi) The meeting of Block Sabha will be presided over by President of the Intermediate Panchayat and Block Panchayat Officer / Block Development Officer may be nominated as Convener of Block Sabha.
- (vii) The financial matters would be sanctioned by competent authority as authorized by State Government in Intermediate Panchayat.

3.2.2 Steps for preparing Block Panchayat Development Plan:

- (i) Formation of Intermediate-Planning Planning Committee (IPPC) for every Intermediate Panchayat for shared understanding and facilitation of the entire planning process orienting and activating them to take up and carry forward the entire process of BPDP.
- (ii) Environment creation and community mobilization.
- (iii) Situation analysis, need assessment and gap identification based on PDI data.
- (iv) Preparation of Development Status Report based on PDI data.
- (v) Visioning exercise for goal setting.
- (vi) Resources estimation and identification of corresponding activities – Special Block Sabha.
- (vii) Draft Plan: Prioritization of activities.
- (viii) Approval of BPDP and uploading on eGramSwaraj Portal.
- (ix) Implementation, monitoring and impact analysis.

3.2.3 Tentative Timeline for Block Panchayat Development Plan

Sl. No.	Activities / Steps	Time Schedule
1.	Initiation of Planning Process at Block Sabha Meetings	In month of November, 2024
2.	Sector/Theme wise data analysis based on PDI	By December, 2024
3.	Sector wise prioritization & fund allocation	By January, 2025
4.	Sector/theme wise Draft Plan & Budget preparation and placement of the same in the meetings of Intermediate Panchayat Planning Committee/ Standing Committee	By 10 th February, 2025
5.	Placement of Draft Plan & Budget of Intermediate Panchayat in a Special Block Sabha for consideration	By 15 th February, 2025
6.	Placement of Draft Plan & Budget of Intermediate Panchayat in the Block Sabha Meeting for approval	By 25 th February, 2025
7.	Uploading Plan on eGS Portal	By 28 th February, 2025

3.3 Preparation of District Panchayat Development Plan (DPDP)

3.3.1 As Local Government, the District Panchayats are also responsible for ensuring delivery of basic services to local citizens and addressing vulnerabilities of poor and marginalized sections. This can be achieved only through implementation of need based plans through efficient utilization of available resources. Further, it has to be ensured that there should not be duplication of its works with those undertaken /to be undertaken by the Gram Panchayat, Intermediate Panchayat and line departments. The preparation of the DPDP for rural area is a time-bound process, it is essential part of chain of plans to be prepared in cascading mode. It should be prepared after completion of GPDPs by the Gram Panchayat and BPDP by the Intermediate Panchayat in their respective area. It should provide building blocks to Draft District Panchayat Development Plan to be prepared by the District Planning Committee for district as a whole.

3.3.2 Process of preparation of District Panchayat Development Plan (DPDP)

The process, structure and format of the DPDP, is largely the same as followed at GP level for GPDP and Intermediate Panchayat (IP) level for BPDP, which is as under:

- After GPDPs and BPDPs in the area of the district are prepared and approved at GP and IP levels, the GPDPs and BPDPs are to be forwarded by the GPs and IPs respectively to the District Panchayat.
- The projects and activities, which are to be implemented in more than one GP but cannot be accommodated in the BPDP and also the projects and activities, which are to be implemented in more than one Block but cannot be included in the BPDP for want of technical competencies or lack of resources, are to be considered by the District Panchayat for inclusion in the DPDP.
- Besides, the District Panchayat Development Plan would include those activities which the District Panchayat need to implement following the principles of subsidiarity.

- (iv) The District Panchayat Development Plan would be approved by District Sabha consisting of all District Panchayat members, Block Panchayat Presidents and Vice Presidents, Presidents/Sarpanches of at least five Gram Panchayats from the concerned District, shall be convened and this meeting has to be considered as District Sabha.
- (v) Apart from Elected Representatives, District level officers of line department, academicians, doctors, NGOs, representatives of women collectives/ SHG federations may also be nominated as members of District Sabha.

3.3.3 Steps for preparing District Panchayat Development Plan

- (i) Formation of District Panchayat Development Planning Committee (DPDPC) for every District for shared understanding and facilitation of the entire planning process orienting and activating them to take up the entire process of DPDP.
- (ii) Environment creation and community mobilization.
- (iii) Situation analysis, need assessment and gap identification based on PDI data.
- (iv) Preparation of Development Status Report based on PDI data.
- (v) Visioning exercise for goal setting.
- (vi) Resources estimation and identification of corresponding activities – Special District Sabha.
- (vii) Draft Plan: Prioritization of activities.
- (viii) Approval of DPDP and uploading on eGramSwaraj Portal.
- (ix) Implementation, monitoring and impact analysis.

3.3.4 Tentative Timeline for District Panchayat Development Plan (DPDP)

Sl. No.	Activities / Steps	Time Schedule
1.	Initiation of Planning Process at District Sabha Meetings	In month of December, 2024
2.	Sector/Theme wise data analysis based on PDI	By January, 2025
3.	Sector wise prioritization & fund allocation	By February, 2025
4.	Sector/theme wise Draft Plan & Budget preparation and placement of the same in the meetings of District Panchayat Planning Committee/ Standing Committee	By 10 th March, 2025
5.	Placement of Draft Plan & Budget of District Panchayat in a Special District Sabha for consideration	By 15 th March, 2025
6.	Placement of Draft Plan & Budget of District Panchayat in the District Sabha Meeting for approval	By 25 th March, 2024
7	Uploading Plan on eGS Portal	By 31 st March, 2025

Chapter 4: GPDP in Panchayat (Extension to Schedule Area) Act (PESA) Areas

4.1 Background: PESA promotes people-centric governance and provides a central role to the Gram Sabha. The Gram Sabhas of the PESA village/hamlet are deemed to be 'competent' to safeguard and preserve the traditions of their people, community resources, and customary mode of dispute resolution. The Gram Sabha further has:

- (i) Mandatory executive functions like to approve plans of the Gram Panchayats, to identify beneficiaries for schemes, to issue certificates of utilization of funds;
- (ii) Right to mandatory consultation in matters of land acquisition, resettlement, and rehabilitation, and to acquire prospecting licenses/mining leases for minor minerals;
- (iii) Power to prevent alienation of land and restore alienated land;
- (iv) Power to regulate and restrict the sale/consumption of liquor;
- (v) Power to manage village markets, control money lending to STs;
- (vi) Ownership of minor forest produce;
- (vii) Power to control institutions and functionaries in all social sectors;
- (viii) Power to control local plans and resources for such plans, including Tribal Sub Plan (TSP), etc.

4.2 PESA GPDP: The integrated GPDP-PESA Portal enables village-level planning linked with GPDP. The resource envelope of Fifteenth Finance Commission (both tied and untied grants) of PESA Village is also displayed on the portal. The integrated GPDP-PESA portal has all 9 themes of LSDGs along with added 7 themes of PESA. The PESA GPDP will empower tribal communities by giving them greater control over the development journey, empowering them to actively participate in decision making, and ensuring that development priorities identified by them are accurately reflected. The seven PESA themes are:

- (i) Strengthening of PESA Gram Sabha
- (ii) Minor Forest Produce
- (iii) Minor Minerals
- (iv) Prevention of Alienation of Land
- (v) Enforcement of Prohibition and Sales and Consumption of Intoxicants
- (vi) Customary Mode of Dispute Resolution
- (vii) Control Over Money Lending

4.2.1 Hence, for a PESA village, the activities related to the nine themes of LSDG along with the activities related to the PESA themes will be visible. The activities corresponding to each PESA theme are mapped in the portal, similar to the activities of the LSDG theme.

4.2.2 The States have to ensure that in PESA areas, the GPDP is prepared at village level and not at Gram Panchayat level. If one village is mapped with multiple GPs, the integrated GPDP-PESA portal has been customized to restrict users from other GPs from entering data for the village. The Own Source Revenue (OSR) details will also be captured on the integrated GPDP-PESA portal.

4.2.3 All PESA villages have to open their bank accounts and link them with the PFMS portal from 1st April 2025, which may be mapped with the integrated GPDP- PESA Portal. The States are required to complete this activity by the end of year 2024.

4.3 Updation of profiler and its mandatory validation at Block level:

4.3.1 A dedicated PESA Portal has been developed and linked with the eGS portal to prepare the profile of PESA village. The portal will give the basic profile of each PESA village, such as Gram Sabha constitution, powers, quorum, minor forest produce, minor minerals, dispute resolution, money lending control, land alienation prevention, etc. The profiler is based on seven broad themes of PESA, namely:

- (i) Strengthening of PESA Gram Sabha
- (ii) Minor Forest Produce
- (iii) Minor Minerals
- (iv) Prevention of Alienation of Land
- (v) Enforcement of Prohibition and Sales and Consumption of Intoxicants
- (vi) Customary Mode of Dispute Resolution
- (vii) Control Over Money Lending

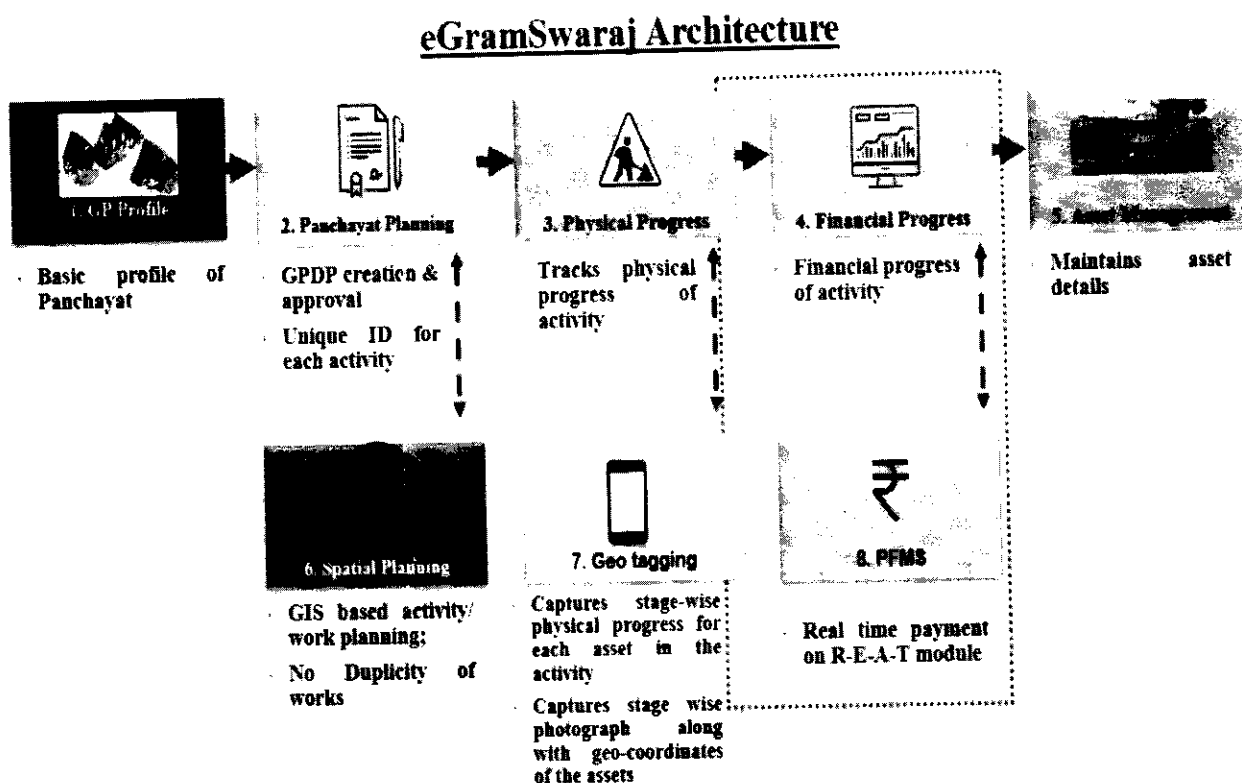
4.3.2 For each theme, there are basic questionnaire to be filled up for the particular PESA village. After submitting all the questions for the PESA village, the same will have to be validated at the block level. The SOP of PESA profiler is attached herewith as **Annexure VI**.

Chapter 5: Process of uploading of Panchayat Development Plan (PDP) on the portal and validation of profiler

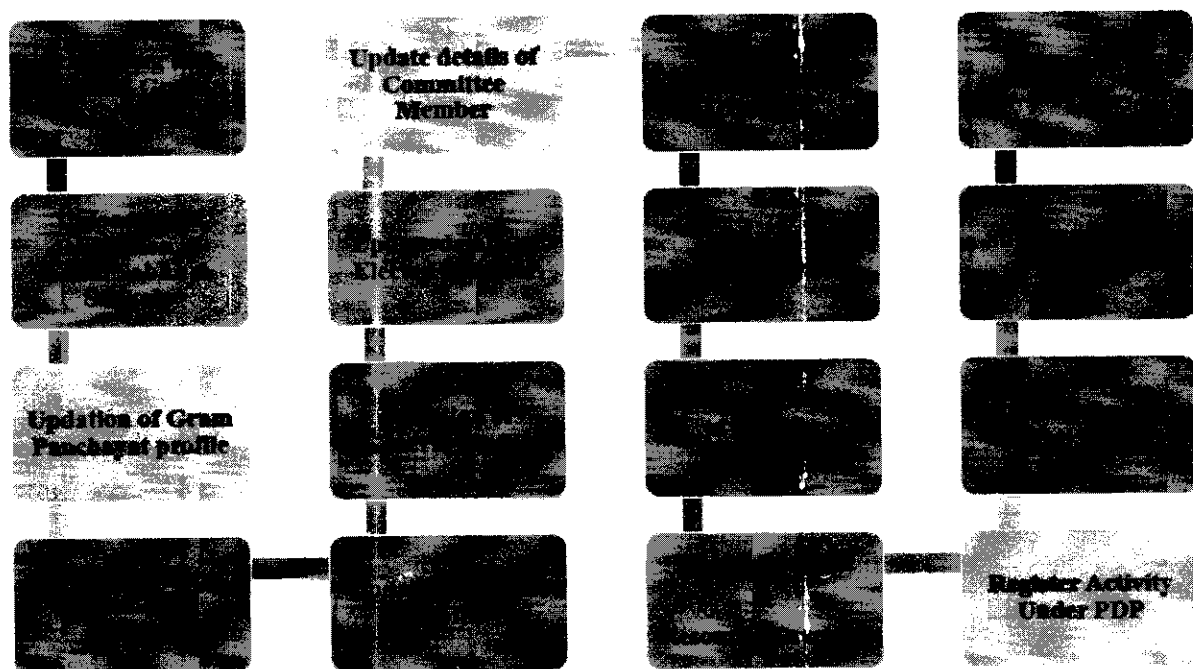
5.1 eGramSwaraj Application: eGramSwaraj application has been developed under e-Panchayat Mission Mode Project (MMP). The application provides a single platform to the Panchayats for planning, reporting, work-based accounting, and monitoring. Some of the salient features incorporated in the eGramSwaraj Application are as under:

- (i) **Panchayat Profile:** Maintains the Panchayat profile with Election, Elected Members, and Committee details.
- (ii) **Planning:** Facilitates the planning of activities and action plan creation.
- (iii) **Progress Reporting:** Records the physical and financial progress of approved activities.
- (iv) **Accounting:** Facilitates the work-based accounting and monitoring of funds. Tracking every expenditure incurred for each of the activities proposed under PDPs.
- (v) **Asset Directory:** Stores all the immovable and movable assets created in Panchayats at one place.

5.2 Uploading of Panchayat Development Plan (PDP): The process flow of eGramSwaraj, starting from updation of the Panchayat profiler to the uploading of the plan and tracking of physical and financial progress, is as under:



5.3 The process flow of updating the profiler of the Panchayats and uploading GPDP before validation of the profiler section has been depicted in the following chart.



5.4 Validation of profiler section: Gram Panchayats are uploading their profile details in the eGramSwaraj portal. It has been made mandatory to update the Panchayat profile before uploading the Panchayat Plan. Now various data points of the profiler section have been made part of the Panchayat Development Index (PDI), which are ported from eGramSwaraj to the PDI portal. Therefore, to ensure quality data in the profiler section and PDI, a validation mechanism is to be put in place at the Gram Panchayat and Block level to validate the data entered by Gram Panchayats in the profiler section.

5.5 Block Level Coordination Committees (BLCC): BLCC to be set up at Block level in the Chairmanship of Sub Divisional Magistrate (SDM) /Block Development Officer (BDO) or the officer of equal rank in order to validate data entered by Gram Panchayat in profiler section, facilitate convergence, monitor the implementation, etc. This Committee is mainly responsible for operationalizing participatory planning and further linking budget and programmatic resources with the demands. Orientation, Capacity Building & Training (CB&T) of all the stakeholders involved in planning will also be overseen by this committee.

5.5.1 The constitution of the Block Level Coordination Committee will be as under:

Chairperson	Sub Divisional Magistrate /Block Development Officer or the officer of equal rank
Convenor/ Member Secretary	CEO Block Janpad/Any equal rank officer
Members	(i) All the departments related to subjects devolved to Panchayats in Eleventh Schedule

	(ii) Gram Panchayat Elected Representatives (2-3) nominated by Block Panchayat Chairperson on rotation basis
--	--

5.5.2 The coordination committee constituted as above will be fully responsible for the smooth operation of the planning process, departmental coordination, and review at the block level. Some of the important responsibilities/functions of the committee are mentioned as under:

- (i) Issuing necessary guidelines for participation in GPDP process by identifying Facilitators for all Gram Panchayats.
- (ii) Formation of Gram Panchayat Planning Facilitating Team.
- (iii) To ensure the availability of necessary information to be received through the departments for conducting the planning process.
- (iv) Orientation of the planning facilitation team around the schemes and programs and budget availability.
- (v) Review and track the progress of the GPDP plans based on four parameters (1) Number of activities completed (2) Number of activities under progress (3) Number of individual beneficiaries demands completed (4) Number of both community activities and individual activities pending
- (vi) Progress review of planning process through monthly meetings and redressal of problems faced at local level.

5.6 Profiler Validation mechanism at Gram Panchayat and Block level:

- (i) Panchayat Secretary to download consolidated dataset of profiler section and place before the Gram Sabha for approval.
- (ii) Upon approval of Gram Sabha, submit on portal for Block Level validation/ scrutiny.
- (iii) The Block Level Coordination Committee / Block Development Officer to validate profiler data of all Gram Panchayat.
- (iv) Without validation of GP level profiler data, the Plan could not be uploaded and forwarded for administrative approval.

5.7 Convergence of Centrally Sponsored Scheme: Panchayats are mandated to prepare the Plan for Economic Development and Social Justice. Therefore, to prepare a comprehensive plan effective convergence at the Panchayat level is essential so that the available resources of Panchayats and resources expected under different schemes and programs could be mapped in the resource envelop of the Panchayats. Subsequently, based on the resource envelop, the requirements/ felt needs could be prioritized. The Block Level Coordination Committees (BLCC) will facilitate the availability of necessary information regarding schemes and programs and the budget of other departments for effective convergence. The list of major flagship schemes of Central Government is at **Annexure VII**. The BLCC is expected to facilitate sharing the information of these flagship schemes with Gram Panchayats for suitable inclusion in GPDP. Further, BLCC is to also facilitate sharing the information of State level Schemes and Programmes for inclusion in GPDP.

Snapshot of the basic requirements for preparation and uploading of GPDP

- Thematic GPDP to be prepared with special focus on 'Sankalp' taken/ themes prioritized by GPs.
- GPs may either take the same theme as a Sankalp/ priority for preparation of GPDP 2025-26 with the resolution of Gram Sabha, which was taken for preparation of GPDP 2024-25 or GPs may also take a new Sankalp/ prioritize new theme for preparation of GPDP 2025-26 with the resolution of Gram Sabha.
- The 'Sankalp'/ themes prioritization is to be carried out on the portal <https://meetingonline.gov.in/> Panchayat Nirnay application and resolutions of Gram Sabha are also to be uploaded on the same portal.
- Orientation by MoPR team in States/UTs and uploading feedback on the eGramSwaraj portal.
- Orientation at State/ District/ Block level on the PPC/GPDP team and the information to be uploaded on the eGramSwaraj portal.
- Updation of Gram Panchayat Profile. It has been observed that the profile is not being updated properly. The profile is to be updated carefully, which is one of the databases of GP not only for the Ministry but also for the State/ Districts and Blocks etc.
- **Mandatory validation of Gram Panchayat Profile at Block Level: Without validation, the GPDP of the Gram Panchayat cannot be uploaded.**
- **Mandatory inclusion of Own Source Revenue (OSR) in the resource envelope of the Gram Panchayat for GPDP.**
- All flagship schemes, which are being implemented in a GP by other Departments are to be made part of GPDP.
- The VPRP to be integrated in GPDP. The VPRP activities are mapped in different themes and included in the drop-down in the portal.
- GPs to allocate minimum **25% of untied (FFC/SFC/OSR) resources** on the themes on which the Panchayat has taken 'Sankalp' as approved by Gram Sabha.
- **At least 25%** of the activities of the theme in which the GP has taken Sankalp to be chosen from the list of activities of a particular theme to be worked on by the GP.
- **State may fix some percentage of GPDPs to be scrutinized for the quality of GPDP at the Block Level, District level and State level.**

Chapter-6: Gram Sabha for Preparation of GPDP

"The Greater the power of the Panchayats, The better for the People"

- Mahatma Gandhi

Gram Sabha is the fulcrum of people's participation in Local Governance. It provides an opportunity for the people to get involved in the planning process for the development of their locality and make the administration more accountable and transparent. It is the responsibility of Elected Representatives, functionaries, and community members to see that the Gram Sabha functions as per the rules and expectations.

6.1 Schedule of Gram Sabha: During the campaign period, two special Gram Sabhas are required to be held. The first Gram Sabha should be organized for carrying out the visioning exercise and prioritizing needs based on the gaps identified through PDI. The frontline workers are required to give a brief structured presentation regarding the activities of all line Departments. In the 2nd Gram Sabha, the draft GPDP, which is inclusive of different sub plans such as VPRP and Departmental Village Action Plan, shall be placed before the Gram Sabha for approval.

Scheduling Gram Sabha through the meeting online portal/ Panchayat Nirnay App

Gram Sabha, a constitutional body, offers a viable platform to rural citizens to meet and deliberate upon governance and development issues, to discuss their common problems for finding solutions, and to enhance participative governance at the grassroots level. Considering the importance of Gram Sabha, the Ministry has been advising and encouraging the States/UTs to make the Gram Sabhas vibrant. Further, to institutionalize the Gram Sabha and to make it vibrant, the Ministry has launched the Meeting Online Portal (<https://meetingonline.gov.in>) which is being used to schedule Gram Sabha meetings and upload resolutions /minutes, etc.

Panchayat NIRNAY Application, a mobile application of Meeting Online Portal, has also been developed for ease of capturing the Gram Sabha meetings. The App aims to facilitate systemic and effective conduct of Gram Sabha meetings, leveraging digital means of information dissemination. The App features like:

- (i) Selection of venue of the meeting
- (ii) Issue of meeting notice
- (iii) Circulation of agenda
- (iv) Preparation of minutes
- (v) Geo-tagged photos and video of the meeting
- (vi) Attendance of the meeting
- (vii) Decision/ resolution of the meeting

The User Manual/SoP of Panchayat NIRNAY App is at **Annexure VIII** and the instructions for Gram Panchayat Secretary to use the said App are at **Annexure IX**. The App as well as portal have also been integrated with the eGramSwaraj portal for the purpose of thematic planning.

6.2 Gram Sabha Agenda: Though the Gram Sabha is free to discuss any issue related to the Gram Panchayat, there are some agendas which have to be discussed necessarily. These agenda are as follows:

- (i) The annual statement of accounts of the Gram Panchayat.
- (ii) The report of the preceding financial year. Last audit note and replies, if any, by the Gram Panchayat.
- (iii) The budget of the Gram Panchayat for the next financial year.
- (iv) The report in respect of development programs of the Gram Panchayat relating to the preceding year.
- (v) Development programs proposed to be undertaken during the current year considering the grant allocated under the Central Finance Commission, State Finance Commission, Own Source Revenue, and other resources available/expected at GP level.
- (vi) The recommendations of the Village Organisation through VPRP.
- (vii) The recommendations of the Ward Sabha/Mahila Sabha.
- (viii) The Gram Sabha can also discuss proposals, which are important for a Ward, although the Ward Sabha has not included it in its agenda.

6.3 Steps to be followed for Successful Gram Sabha: In order to ensure effective participation in the Gram Sabha, all members should be formally and compulsorily informed in time. Wide dissemination through use of all available channels, including social media, should be ensured for greater community participation. *A template of the calendar of the Gram Sabha Planning is provided as Annexure-X.*

6.3.1 Formal Notification: Before organizing the Gram Sabha, it is important to issue notice as per the existing norms of the state. Wide publicity must be ensured. The notice of the Gram Sabha can also be publicized by beating of drums and pasting of the notice at the Panchayat Bhavan, Schools, offices of Village Organization and Cluster Level Federations and local marketplace.

- (i) All voters must receive the notice of the Gram Sabha at least a week before the scheduled date.
- (ii) The notice should necessarily mention the date, time, venue, and agenda of the Gram Sabha.
- (iii) The agenda of the Gram Sabha should be written in clear and simple languages that people can easily understand.

6.3.2 Ensuring Participation of People from all Sections: While preparing Panchayat Development Plans, focus should be given to the upliftment of people belonging to Scheduled Castes, Scheduled Tribes, Backward classes, and other weaker sections, and therefore, their participation in the Gram Sabha to be ensured and to provide opportunity for them to freely express their felt needs and grievances. In order to ensure their better participation, the information regarding the conduct of Gram Sabha should be extensively propagated in areas inhabited by Scheduled Castes, Scheduled Tribes, and other Weaker Sections.

6.3.3 Participation of Women through Mahila Sabha: As per the advisory issued from the Ministry of Panchayati Raj, Mahila Sabha may be organised prior to each Gram Sabha. The objective is to include women's issues in Gram Sabha resolutions and subsequently in GPDP.

Integration of inputs from Ward Sabha and Mahila Sabha

To involve all people in the process of decision-making in Gram Sabha, separate Gram Sabha for women may be conducted prior to main regular Gram Sabha meetings to ensure better mainstreaming of their issues into the GPDP. To ensure effective environment building to achieve the objectives and goals of GPDP, appropriate Information, Education and Communication (IEC) materials and activities should be initiated by the respective GPs. A successful GPDP depends on the effectiveness of the IEC, leading to active people's participation of all stakeholders in the Ward Sabha, Mahila Sabha, and Gram Sabha. Integration of the inputs from the Ward Sabha, Mahila Sabha with sub-Gram Sabha level meetings may be ensured to develop a comprehensive plan. An advisory on Mahila Sabha has already been issued and is available at **Annexure XI**.

6.3.5 Quorum for the Gram Sabha: The quorum for the meeting of the Gram Sabha needs to be maintained as per the relevant Panchayati Raj Acts of the State. If the first meeting is postponed for want of quorum, the meeting shall adjourn to another date, and the procedure shall be as per the provisions of the State Panchayati Raj Act.

Chapter-7: PRI and SHG convergence and VPRP for GPDP

7.1 Background: The primary objective of GPDP is to develop an integrated plan by the GP for Economic and Social development of the local community. It should ideally match people's needs and priorities with available resources. Ensuring active participation of the local community is one of the pre-requisite for understanding the local needs, their prioritisation in line with available resources. SHGs and their federation, as institutions of the poor, have a key role in the planning and implementation of interventions for Economic development and Social justice. The responsibilities of the SHG network include active participation in Gram Sabhas and other forums of Gram Panchayats (GPs), providing feedback through community-based monitoring, and supporting GPs in their development initiatives and planning exercises by preparing the Village Prosperity Resilience Plan (VPRP) and its integration in GPDP.

7.2 Actions for Convergence of PRIs and CBOs: In due appreciation of the need for convergence of GP and SHG, the following actions may be taken for comprehensive development of Gram Panchayats:

- (i) Inclusion of SHG federation representatives and CRPs in the GPDP planning team/ GPPFT.
- (ii) SHGs and their federations may help in strengthening Gram Sabha through active participation and discussions on various issues of the local community.
- (iii) SHGs and their federations may actively participate in the planning, implementing, and monitoring of GPDP, specifically in matters related to poverty reduction. The services of SHGs and their federations may be utilized for the following activities:
 - a) Preparation of Village Prosperity Resilience Plan (VPRP)
 - b) Participation in the Mahila Sabhas and Ward Sabhas preceding Gram Sabha
 - c) Local campaigns against social evils like alcoholism and substance abuse, manual scavenging, child marriage, child labour, domestic violence, and trafficking of women, etc.

7.3 Village Prosperity Resilience Plan and its integration into GPDP

As per the joint advisories issued by the Ministry of Rural Development (MoRD) and the Ministry of Panchayati Raj (MoPR) in 2018, the SHG network promoted in the villages under DAY-NRLM has been mandated to prepare their demands and plans in the form of VPRP and present the same in Gram Sabhas. The plans are prepared by the SHG members in the concerned SHGs and are consolidated at Village level SHG federations. The final VPRP compiled at the Gram Panchayat level will be presented and submitted to GP during Gram Sabha meetings for integration into GPDP.

7.4 Objective of VPRP: The VPRP is expected to fulfill the following objectives:

- (i) Engage the women collectives in the local planning process of the village.
- (ii) Preparation of an inclusive demand of the SHGs to be included in the GPDP.
- (iii) Enhance the interface of the SHG network with GPs for poverty alleviation.
- (iv) Represent the demands of the poorest of the poor in the village through VPRP.

7.5 Components of VPRP: The VPRP is a comprehensive demand that seeks to target the multi-dimensional factors of poverty. It is, therefore, categorized under four components that are listed below:

- a) **Entitlement plan:** The entitlement plan captures the individual demands of the SHG members (and other vulnerable groups in the village) for basic needs and social security that they are entitled to receive from the Central or State Governments, in the form of Centrally Sponsored and State Sponsored Schemes such as demands for MGNREGS Job Card, House under PMAY-G, Social Security pensions under the National Social Assistance Programme, individual household latrines under Swachh Bharat Mission (Gramin), Health card under Pradhan Mantri Jan Arogya Yojana, the household gas connection under UJJWALA scheme, etc.
- b) **Livelihood plan:** The livelihood plan captures the demands of the SHG members for livelihood activities such as farm-based, animal husbandry, non-farm, etc. A comprehensive village livelihoods planning process is used to prepare a household level detailed activity wise plan for which support may be required from GPs and line departments.
- c) **Public Goods and Services, Resource Development Plan (PGSRD):** This plan captures the gaps in the availability and quality of major public goods and institutions like streetlights, roads, Panchayat offices, Anganwadi centers, absence of teachers in schools, etc. It also captures the need for developing the existing natural resources in the village, such as water harvesting structures, land development, building embankments, forest fencing, etc. This also includes the demands by the VOs for the community assets for livelihood promotion under the permissible activities of MGNREGS.
- d) **Social Development Plan (SDP):** Social development plans are proposals that address certain social issues specific to the community related to health, education, social exclusion, gender issues, environmental-related problems, etc. The Social Development plans can fall under the umbrella of 'Low Cost/ No cost' demands in GPDP.

7.6 Process of preparation of VPRP and integration in GPDP

- a) **Plan preparation:** VPRP are prepared through a participatory exercise involving all the SHGs and their federations. As the plans are prepared using an application, this will allow for reports to be generated on all four components of the VPRP.
- b) **GP level consolidation and finalisation of VPRP:** All four components of VPRP will be consolidated and prioritised at the GP level by all VOs. First priority will be given to the demands of the ultra-poor and most vulnerable during the prioritisation and finalisation process. This will help the VOs to support the GPs in selecting the right beneficiaries for schemes which have limited funds.
- c) **Presentation and submission of VPRP in Gram Sabha:** The finalized VPRP shall be presented by SHG federations before Gram Sabha. A discussion can be initiated on the demands and the availability of the budget within the resource envelope of different schemes such as Central Finance Commission, State Finance Commission, Own Source Revenue, MGNREGS, and funds with line departments. The CBO shall also share the demands, which can be met from the own resources available with the SHG federations.

Based on the consensus, a resolution may be passed by Gram Sabha on agreed demands of VPRP that can be incorporated into GPDP.

- d) **Visibility of VPRP demands in e-Gram Swaraj portal:** The final GPDP will be uploaded in the eGramSwaraj portal as per the government mandate, which makes the information accessible to common citizens. The VPRP activities or demands are mapped with the relevant themes of LSDG in the eGS portal. This allows GPs to select the approved VPRP demands as per Gram Sabha approval and allocate the funds accordingly.

Chapter 8: Capacity Building & Training

8.1 Introduction: The Government of India has envisioned multipronged strategies to address the core issues of rural poverty, inequality, poor human development indices, and unemployment. Significant financial support to PRIs is made available under Central Finance Commission (CFC) Grants, Centrally Sponsored and Central Sector Schemes. States additionally devolve funds through State Finance Commissions (SFC) and provide financial support under the State specific schemes. Such a huge devolution of funds from Central & State Governments has created an enormous opportunity for responsive Local Governance at the cutting-edge institutional level of the Panchayats. The substantial increase in resources available with the Panchayats is to be accompanied by enhanced service delivery and measurable impact at the local level. Thus, comprehensive Capacity Building & Training (CB&T) of Elected Representatives, functionaries, facilitators and other relevant stakeholders of PRIs is essential for better planning, implementation, monitoring, and improved service delivery.

8.2 Challenges and Complexities of CB&T: CB&T of various stakeholders of Panchayats is a complex task, due to the large number and diverse profile of stakeholders. The key challenges and complexities are as under:

- (i) Effectively engaging the diverse group while ensuring that the CB&T is of high quality and tailored to specific local contexts.
- (ii) Various subjects are to be covered, such as local self-governance, Panchayat Finance including the Public Finance Management System (PFMS), Own Source Revenue (OSR), eGramSwaraj, Audit online, Devolution of powers to Panchayats, Localisation of Sustainable Development Goals (SDGs), Spatial Planning, Carbon Neutral initiatives, Contract Management, or any other training for state-specific needs.
- (iii) Preparation of quality Panchayat Development Plan {Gram Panchayat Development Plan (GPDP)/ Block Panchayat Development Plan (BPDP)/ District Panchayat Development Plan (DPDP)} at respective levels and achievement of SDGs through concerted and collaborative efforts of Central Ministries and State line departments

8.3 Scheme for CB&T (RGSA): The Revamped scheme of RGSA has been formulated with the aim to strengthen the capacity of institutions for Rural Local Government to enable them to become more responsive towards local developmental needs. Further, the scheme also focusses to capacitate the stakeholders to prepare participatory plans leveraging technology and efficiently utilize available resources for realizing sustainable solutions for local challenges linked to SDGs adopting the 9 thematic approach of LSDGs. The focus of the scheme is on re-imagining Panchayati Raj Institutions as vibrant centers of local self-governance and economic growth, with a special focus on localization of Sustainable Development Goals (SDGs) at the grassroots level, adopting a thematic approach.

8.4 Capacity Building of Stakeholders:

8.4.1 Very often the key stakeholders of CB&T in Panchayats are perceived to be Elected Representatives and support functionaries. However, CB&T is carried out at the National, State, District and Sub district levels for the wide range of institutions and human resources in basic

(24)

functions of governance, including planning and implementation of development programs. The CB&T of Elected Representatives, Panchayat officials, members of Statutory Standing Committees, the Planning Committee and Sectoral Working Group, SHG federation leaders, line department officials, community leaders, civil society organizations and other relevant agencies is essential to prepare participative, convergent, and compensative Panchayat Development Plan.

8.5 Training Module for PPC

8.5.1 The States/UT to develop an appropriate CB&T strategy and action plan. The National Institute of Rural Development and Panchayati Raj (NIRD&PR) may lead and develop customised Training Modules for key stakeholders in coordination with SIRDs of concerned States. Issues of Planning, Good Governance, Localization of SDGs, focus areas, and issues related to National importance should be part of these modules.

8.5.2 Given the focus on the Localization of SDGs, State level Master Trainers and key stakeholders must be given training through customised training modules covering the nine themes, its implication, and the integration mechanism into Panchayat Development Plan.

8.6 Ministry's Initiatives for CB&T:

- (i) Thematic State Level Mater Trainers (SLMTs) training is being imparted by NIRD&PR utilizing revised training materials/modules prepared for each themes of LSDGs
- (ii) The State/UTs Annual Action Plans for 2024-25 have been approved with the focus on training to prepare thematic GPPD/BPPD/DPPD.

8.7 Expectation from States/UTs

- (i) The States/UTs to customize training modules developed for the trainings of Elected Representatives, Functionaries, and other stakeholder towards preparation of quality PDP adopting thematic approach of LSDGs.
- (ii) Thematic State Level Mater Trainers (SLMTs) trained by NIRD&PR are expected to provide training to the District Level Mater Trainers (DLMTs) and Block Level Mater Trainers (BLMTs) in cascading mode.
- (iii) To accelerate the CB&T approved under Revamped RGSA with a specific focus on training related to PDP and the integration of VPRP.
- (iv) Effective convergence of training material, infrastructure, IEC materials, etc. of other line departments for better planning process.
- (v) Conduct joint training sessions of Elected Representatives, Functionaries, Line Departments, SHG federation leaders, and other stakeholders to enhance convergence in the planning process.

Annexures

Annexure-I

Template of Facilitators Report of Gram / Block/ District Panchayat

S. No	Field	Details	Remarks
1.	Number of people present in Gram Sabha		
2.	Number of Schedule Caste Members present in Gram Sabha		
3.	Number of Schedule Tribe Members present in Gram Sabha		
4.	Number of SHG members present in Gram Sabha		
5.	Number of Women present in the Gram Sabha		
6.	Sankalp of Gram Panchayat		
7.	Presence of Frontline workers and their presentation		
7.1	Department of Panchayati Raj		
7.2	Department of Rural Development		
7.3	Department of Agriculture		
7.4	Department Health & Family Welfare		
7.5	Department of Women & Child Development		
7.6	Department of Education		
7.7	Department of Animal Husbandry, Dairying & Fisheries		
7.8	Department of Revenue		
7.9	Department of Drinking Water		
7.10	Department of New and Renewable Energy		
7.11	Department of Skill Development		
7.12	Department of Social Justice		
7.13	Department of Food and Supply		
7.14	Irrigation Department		
7.15	Department of Forest		
7.16	<State> PWD		
7.17	Any other Department		
8.	Presentation Panchayat Development Index (PDI) Data		
9.	Presentation by SHGs on poverty related issues & poverty reduction plans		
10.	Discussion on GPDP		
10.1	Review of current year activities & fund utilised		
10.2	Discussion on resources likely to available to the Gram Panchayats during 2025-26		
10.3	Discussion on gaps emerged from PDI and proposed interventions		
10.4	Discussion on proposed activities for 2025-2026		
10.5	Resolution passed & recorded in Gram Sabha on GPDP		
11.	Geotagged photograph of Gram Sabha in progress		
12.	Geotagged photograph of Public Information Board		
13.	Video of Gram Sabha in progress (optional)		
Facilitators Report- District/ Block Panchayat			
1.	Number of people present in District/ Block Panchayat Meeting		
2.	Frontline workers present and made presentation		
2.1	Department of Panchayati Raj		
2.2	Department of Rural Development		
2.3	Department of Agriculture		
2.4	Department Health & Family Welfare		

2.5	Department of Women & Child Development		
2.6	Department of Education		
2.7	Department of Animal Husbandry, Dairying & Fisheries		
2.8	Department of Revenue		
2.9	Department of Drinking Water		
2.10	Department of New and Renewable Energy		
2.11	Department of Skill Development		
2.12	Department of Social Justice		
2.13	Department of Food and Supply		
2.14	Irrigation Department		
2.15	Department of Forest		
2.16	Department of Power		
2.17	Department of Finance		
2.18	<State> PWD		
2.19	Department of small-scale industries		
2.20	Department of Khadi		
2.21	<State> Electricity Board		
2.22	Any other Department		
3	Discussion on District/ Block Panchayat Development Plan		
3.1	Review of current year activities & fund utilised		
3.2	Presentation & Discussion on resources likely to available to the District/ Block Panchayats during 2025-26		
3.3	Discussion on gaps emerged from PDI and proposed interventions		
3.4	Discussion on proposed activities for 2025-2026		
3.5	Resolution passed & recorded in District/ Block Sabha meeting		
4	Geotagged photograph of District/ Block Sabha in progress		

Joint letter of 8 Ministries/Departments regarding PPC for preparation of GPDP

Sunil Kumar
Secretary
Ministry of Panchayati Raj

Rajesh Bhushan
Secretary
Department of Health & Family Welfare

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

Anita Karwal
Secretary
Department of School Education &
Literacy



Nagendra Nath Sinha
Secretary
Department of Rural Development

Vinil Mahajan
Secretary
Department of Drinking Water & Sanitation

Indevar Pandey
Secretary
Ministry of Women & Child Development

Manoj Ahuja
Secretary
Department of Agriculture & Farmers
Welfare

D. O. No. M-11015/355/2022-CB

Dated: 30th September, 2022

Dear Chief Secretary,

The People's Plan Campaign (PPC) – 'Sabki Yojana Sabka Vikas' is rolled-out annually for preparation of Panchayat Development Plans (PDPs). Inspired by the visible and satisfactory performances of earlier Campaigns and to provide sustainability to formulation of PDPs, it is proposed to launch PPC-2022 from 2nd October, 2022 to 31st January, 2023 for preparing District, Block and Gram Panchayat Development Plans for the Financial Year 2023-24.

2. As you are aware, Ministry of Panchayati Raj has evolved thematic approach aggregating 17 SDGs into 9 broad themes to Localise Sustainable Development Goals (LSDGs) at grassroots level through Panchayats adopting 'Whole of Government and Whole of Society' approach. To adopt convergent approach in localization of SDGs, Joint Advisories of respective Ministries on 9 themes were issued. Subsequently, Joint Resolution with 26 Departments /21 Ministries was signed wherein all agreed to work jointly in the 9 thematic areas embodying the spirit of inclusive development.

3. Generally, during PPC two special Gram Sabhas (GS) are held. In the first Gram Sabha environment is created for preparation of Plan and during 2nd GS, Gram Panchayat Development Plan (GPDP) is prepared. Since, frontline workers of the line Departments are the key stakeholders, their participation in both GS is of utmost importance to prepare evidence based comprehensive and inclusive GPDP. It is expected that frontline workers will disseminate features of their schemes, resources, convergence mechanisms etc. and finally facilitate in incorporating activities of their Departmental Village Action Plan into GPDP.

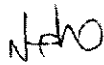
4. However, the analysis of the participation of frontline workers in last year planning process shows lukewarm response of the line departments. It is seen that frontline workers of only 3 line Departments were present in just 50% Gram Sabha meetings and of 5 or more line departments were present in only 3% Gram Sabha meetings. The State-wise and Department-wise status of participation in GS is annexed. Coming together of different line departments in Gram Sabha would not only augment the awareness about Central and State schemes but also help in preparation of comprehensive plan through participatory approach.

5. To adopt convergent approach in localization of SDGs, Joint Advisories on all 9 themes were issued. Subsequently, Joint Resolution with 26 Departments /21 Ministries was signed embodying the spirit of inclusive development in the 9 thematic areas. All States/UTs have actively supported the LSDGs and till date over 2.20 lakh GPs have identified themes on which they would like to assign priority in the GPDP. We believe that active participation of frontline workers of line Departments in the PPC would improve the quality of GPDP and make the entire process truly participative.

6. Hence, necessary directions to the line Departments to ensure participation of their frontline workers / officers in both the Gram Sabhas organised during PPC for preparation of GPDP may be issued. We urge that progress of PPC may be regularly monitored at High level Committees constituted at State and District levels.

With warm regards,

Yours sincerely,



(Nagendra Nath Sinha)
Department of Rural Development



(Vini Mahajan)
Department of Drinking Water & Sanitation



(Indevar Pandey)
Ministry of Women & Child Development



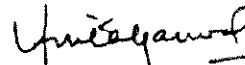
(Manoj Ahuja)
Department of Agriculture and Farmers Welfare



(Rajesh Bhushan)
Department of Health & Family Welfare



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



(Anita Karwal)
Department of School Education & Literacy



(Sunil Kumar)
Ministry of Panchayati Raj

To,

The Chief Secretaries,
All States/UTs

Copy to: Additional Chief Secretaries/ Principal Secretaries/Secretaries, All Related Departments, All States/ UTs

Annexure-III

Model Presentation by frontline workers/line departments



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

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

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

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

2. Activities taken in current FY 2024-25 and progress made so far along with time lines.

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

3. Activities proposed to be taken in next FY 2025-26

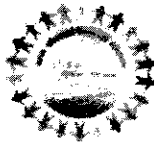
Sl. No.	Continuation of ongoing activities	New activities to be taken up	Proposed Plan of Action

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

Model Schedule for Conduct of Special Gram Sabha for GPDP

Model Schedule for Conduct of Special Gram Sabha for GPDP

Sahki Yoiana Sabha Vikas



Meeting Date:

Meeting Place:

Gram Panchayat:

LGD Code:

Block/Taluka: District: State:

- ❖ Agenda of the meeting: People's Plan Campaign (GPDP)
- ❖ Attendance of the members, Elected Representatives and officials for the meeting
- ❖ Format for conduct of Gram Sabha
 - i. Sarpanch Pradhan of the Gram Panchayat will brief regarding the purpose of the meeting to the Gram Sabha.
 - ii. Gram Panchayat Secretary will discuss about the vision of GPDP.
 - iii. Presentation of Thematic and Composite Score Of the Gram Panchayat Based on Panchayat Development Index
 - iv. Village Organisations (VO)/ Self Help Groups to make a presentation regarding poverty related issues and poverty reduction plans before Gram Sabha.
 - v. Gram Sabha to discuss gaps as emerging from Panchayat Development Index and categorise the priorities in to three classes i.e. Critically Important, High Priority and Desirable
(By Panchayat Secretary)
 - vi. Presentation by Frontline Workers from line departments relating to 29 subjects listed in schedule XI to be devolved to Panchayats as per the Article 243G of the Constitution.

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




1. Agriculture
2. Land Improvement
3. Minor Irrigation
4. Animal Husbandry
5. Fisheries
6. Social Forestry
7. Minor Forest Produce
8. Small Scale Industries
9. Khadi, village and cottage industries
10. Rural Housing

11. Drinking Water
12. Fuel and fodder
13. Roads
14. Rural Electrification
15. Non-Conventional Energy
16. Poverty Alleviation Programme.
17. Education
18. Vocational Education
19. Adult and Non-Formal Education
20. Libraries

21. Cultural Activities
22. Markets and Fairs
23. Health and Sanitation
24. Family Welfare
25. Women and Child Development
26. Social Welfare
27. Welfare of the Weaker Sections
28. Public Distribution System
29. Maintenance of Community Assets

- vii. Review of current year activities and fund utilization.
- viii. Discussion on resources likely to be available to the Gram Panchayat during the FY 2025-26 viz. FFC, SFC, Own Source of Revenue, MGNREGA, Other Centre & State schemes.
- ix. Gram Sabha may discuss the reasons for the Gaps and propose interventions.
- x. Based on identified gaps, Gram Sabha to identify & prioritize the activities to be included in GPDP such as asset creation, asset maintenance, low cost no cost (e.g. community mobilization for 100% immunization, no school dropout, ODF, ODF plus, social harmony, awareness on social issues etc.).
- xi. Gram Panchayat to finalize activities to be taken up under GPDP.
- xii. Only activities related to delivery of basic civic services such as water supply, sanitation including septic management, sewage and solid waste management, storm water drainage, maintenance of community assets, maintenance of roads, footpaths, street-lighting, burial and cremation ground etc. to be planned from FFC allocation. Other approved activities in relation to various sectors related to 29 subjects listed in the XI schedule are also to be included in GPDP.
- xiii. Gram Sabha shall pass a resolution on the prioritized list of development activities. The resolution must be read out before the Gram Sabha and should be recorded accordingly.
- xiv. Geo-tagged Photographs of Gram Sabha to be uploaded on People's Plan Campaign Portal.
- xv. Geo-tagged Photographs of Public Information Board to be uploaded on People's Plan Campaign Portal.

Illustrative design of Public Information Board

				
Gram Panchayat: _____		IGD Code: _____		
Block/Taluka: _____		District: _____		State: _____
Name of Sarpanch: _____		Name of Villages: _____		
Total Population: _____		Population of Scheduled Caste: _____ Population of Scheduled Tribe: _____		
Sl. No	Scheme	Activity	Funds	Year

Critical Gaps as per Mission Antyodaya
 •
 •
 •
 •
 •

Standard Operating Procedure For PESA Profiler Forms

PPC 2024-25




Step 1: Use web URL <https://egramswaraj.gov.in/> and enter it in the browser URL or you may also click on the above link to land on the page.

Step 2: Click on PESA Panchayat button to get the Login screen:

- a. **For Entry in PESA profiler: Gram Panchayat Userid and Password** will be required to login for making entries to PESA profiler:
 - i. **Example GP Userid :** PR-AAXXXAL-V-AXX
Password: AdXXX234
- b. **For Entry Moderation in PESA profiler: Block level Userid and Password** will be required to login for moderating entries done in PESA profiler:
 - i. **Example Block level Userid :** PR-BAXXAR-B-BAXXIN
Password: AdXXX23

Note1: User login id for both Gram Panchayat login and Block level Panchayat login will be same as being used on eGramSwaraj for accounting needs.

Note2: Only Gram Panchayats with PESA villages will have PESA profiler option in the menu and the same will only get the option to make entry in PESA profiler forms.

Step 3: After login, click on  the menu button to access the PESA profiler menu

Step 4: Now to access the input form user may click on a respective form from the available menu.

The below input forms are made available in the PESA profiler menu in the Gram Panchayat login and from where the user may click on any form and start with the entries.

1. **Strengthening of PESA Gram Sabha**
 - a. Gram Sabha (Constitution) [Section 4(c)]
 - b. Powers of Gram Sabha
 - c. Market Management [Section 4(m)(iv)]
2. **Customary Mode of Dispute Resolution [Section 4(d)]**
3. **Minor Minerals [Section 4(k)(l)]**
4. **Enforcement of Prohibition and Sales and Consumption of Intoxicants [Section 4(m)(i)]**
5. **Minor Forest Produce [Section 4(m)(ii)]**
6. **Prevention of Alienation of Land [Section 4(m)(iii)]**
7. **Control Over Money Lending [Section 4(m)(v)]**

All the input forms included in PESA profiler may be accessed from the menu as mentioned above,

➔ **Process to ADD and MODIFY PESA profiler forms:** Each input form for entry may be accessed by clicking on the form name from the menu and the following “Add and Manage” screen would appear for that form:

- To **Add** the details, users need to click on the green highlighted button having the form name



- Once the detail for a form is entered then it shall appear for **View/Modify** in the manage section.

S.No.	Village Name	View	Update
1	...		
2	...		

In PESA profiler entries being carried out at Gram Panchayat level (Village Wise) shall be by moderated by higher hierarchal user “Block Admin”:

Process to send forms for approval: In each PESA profiler forms, at the bottom of the form screen user gets the following option to save as shown below

1. Save as Draft
2. Save & forward for Approval



If the user wants to send the form immediately after filling it to block level admin for moderation, then they may choose to click on the “Save & Forward for Approval” button as shown above, or they may choose to “Save as Draft” and may send the form to higher hierarchy later.

FORMS

All the input forms being entered at Gram Panchayat level login for PESA Villages have been provisioned to get verified at immediate higher hierarchy (Block level login) before getting published in the public domain,

➔ **Process to get PESA profiler forms verified:** Block level admin may click on any form from the menu and may refer the column **Approve/Reject Status** for acting on that form.

S.No	Village Name	Approve/Reject Status	Publish Status
1
2

Now user will click on the “” action button to view the form inputs filled by GP level user and also will be able to verify and approve the same at his/her level.

Select Status: ☐ Approve ☐ Return for Changes

Remarks:

Upload Attachment:

You may upload a file of any size, but the total size of all files uploaded must not exceed 10 MB.

Block level admin may choose to either **“Approve”** the input done by GP level user for a PESA village or may choose to **“Return for Changes”** if he/she finds any scope of change or missing information.

Therefore, along with the radio buttons he/she is also provisioned to put **“Remarks”** for highlighting changes to done and if the change list is long then they may choose to **Upload Attachment** for brief description and may click on Submit button to save the action taken.


To publish the forms, the block level moderator must first **Approve** the forms and then from the manage screen need to publish the same.

Note: *The input made by GP level login to PESA profiler shall be showcased in public domain only after the form gets published by the block level moderator and after that no more changes are allowed at any level.*

Major flagship schemes of Central Government

Sl. No.	Flagship Schemes (Central/ State Govt.	Ministry /Department
1	Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)	Ministry of Rural Development
2	National Rural Livelihood Mission (NRLM)	Ministry of Rural Development
3	Pradhan Mantri Awas Yojana- Grameen (PMAY-G)	Ministry of Rural Development
4	Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY)	Ministry of Rural Development
5	National Social Assistance Programme (NSAP)	Ministry of Rural Development
6	Saansad Adarsh Gram Yojana (SAGY)	Ministry of Rural Development
7	Jal Jeevan Mission / Atal Bhujal Yojana	Department of Drinking water & Sanitation
8	Swachh Bharat Mission – Grameen (SBM-G)	Department of Drinking water & Sanitation
9	Samagra Shiksha Abhiyan	Department of School Education & Literacy
10	Mid-Day Meal Scheme- National Programme of Nutritional Support to Primary Education	Department of School Education & Literacy
11	POSHAN Abhiyan – Suposhit Kishori Sashakt Nari	Ministry of Women & Child Development
12	Pradhan Mantri Matru Vandana Yojana	Ministry of Women & Child Development
13	Beti Bachao Beti Pado	Joint initiative of Ministry of Women & Child Development, Ministry of Health & Family Welfare and Ministry of Education
14	National Health Mission/ Janani Suraksha Yojana	Department of Health & Family Welfare
15	Ayushman Bharat Pradhan Mantri Jan Arogya Yojana	Department of Health & Family Welfare
16	Pradhan Mantri Krishi Sishayee yojana	Department of Agriculture & Farmers welfare
17	Rashtriya Krishi Vikas Yojana	Department of Agriculture & Farmers welfare
18	PM Kisan Samman Nidhi	Department of Agriculture and Farmers Welfare
19	National Livestock Mission (Pashudhan Yojana)	Department of Animal Husbandry & Dairying
20	Pradhan Mantri Matsya Sampada Yojana	Department of Fisheries
21	PM Surya Ghar – Muft Bijli Yojna	Ministry of New & Renewable Energy
22	PM-KUSUM (Pradhan Mantri Kisan Urja Suraksha evam Utthaan Mahabhiyan) Scheme	Ministry of New & Renewable Energy
23	PM Vishwakarma	Ministry of Micro, Small & Medium Enterprises.
24	Pradhan Mantri Janjatiya Unnat Gram Abhiyan	Ministry of Tribal Affairs

User Manual/SoP of Panchayat NIRNAY mobile application



Panchayat NIRNAY

(National Initiative for Rural India to Navigate, Innovate and Resolve Panchayat problems)

पंचायत निर्णय

m-Governance Platform to

Promote Decentralized & Participatory Democracy at Grassroot Level

Gram Sabha Hamari Shaan,
Gaanv Ki Ye Pehchaan

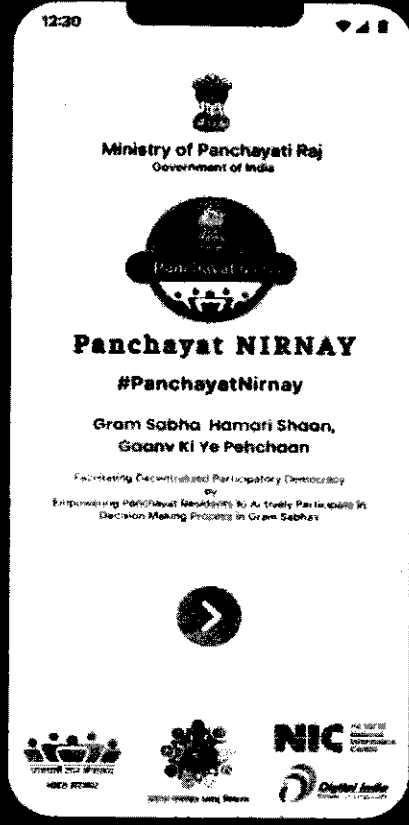
Strengthening Panchayat Meetings

Facilitate Public Participation


Enable Democracy





Transparency

Accountability



Scan QR Code





Panchayat NIRNAY पंचायत निर्णय

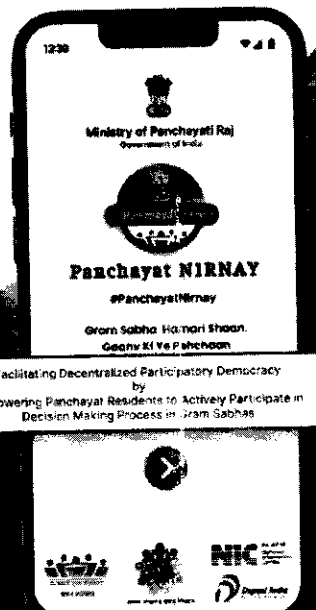
Strengthening Panchayat Meetings * Facilitate Public Participation * Enable Democracy at Grassroot Level * Transparency * Accountability

Gram Sabha Hamari Shaan, Gaanv Ki Ye Pehchaan

FEATURES :

- Facilitates Formal Structure & Approach For Conducting Panchayat Meetings.
- Geo- Tagged and Geo Fenced Meeting Venue.
- AI / ML for Capturing Meeting Photos, Agenda.
- Enhances Public Participation
- Facilitates Transparency in Operations of Panchayat
- Local Language Support
- Push Notification Alert

Scan QR Code



NIC National Informatics Centre



PANCHAYAT RESIDENT/ CITIZEN FEATURE AND FUNCTIONALITIES

- Know your ERs and Functionaries
- My Gram Panchayat Meetings
- Upcoming meeting alerts & Agenda
- Recent Meeting Videos
- Showcased Meetings
- Recently Registered Meetings
- Decisions taken in the meeting
- Recent Group Photos

HOW TO DOWNLOAD ?

- On your device, open Google Play store or visit the Google Play Store on a web browser
- Search or browse for Panchayat NIRNAY
- Select a Panchayat NIRNAY
- Select Install

Google Play



App Store



कैसे डाउनलोड करें ?

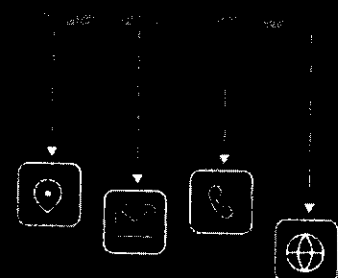
- अपने डिवाइस पर, Google Play Store में या वेब ब्राउज़र पर Google Play Store पर जाएं
- पंचायत निरनय खोजें या ब्राउज़ करें
- एक पंचायत निरनय का चयन करें
- डाउनलोड का चयन करें

CONTACT US

NIRNAY Informatics Division

National Informatics Centre
Ministry of Panchayati Raj
Government of India

A Block, CGO Complex, Lodhi Road,
New-Delhi-110003



Functionalities for Gram Panchayat User

-  Register Meeting Venue with a Geo-tagged Photo
-  View Meeting venues
-  Schedule a Meeting
-  Record Video Clips of Meetings
-  Upload videos
-  View Warnings
-  Send Video for Approval
-  Delete / Rejected Videos

MEETING REVIEWER FOR GP

- Register Meeting Reviewer
- Video Management
- View and Publish Video
- View and Unpublish Video
- Delete Videos from Local Device Storage

MEETING HOST (GP SECRETARY)

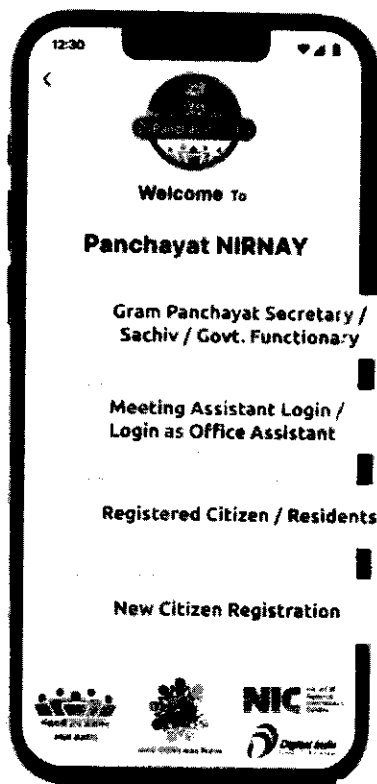
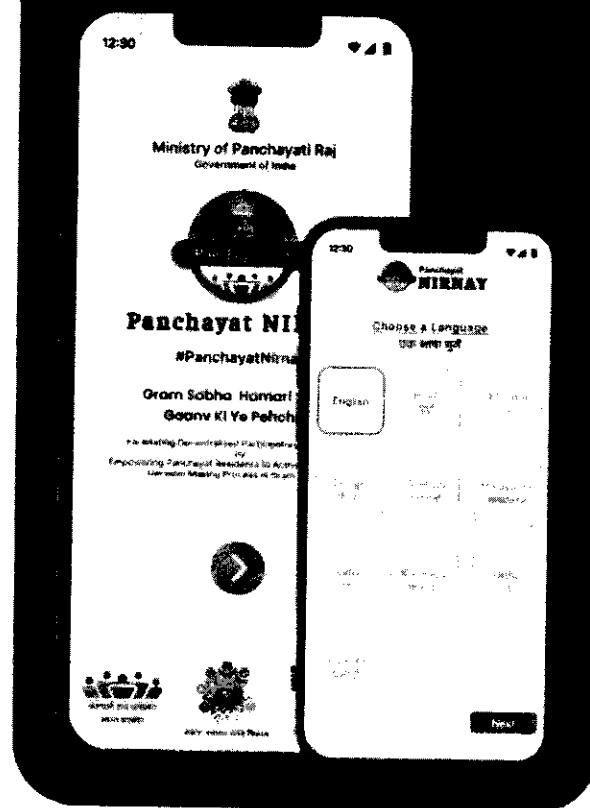
- Elected Representatives / Officials
- Meeting Venue Management
- Register Meeting Assistant
- Meeting Notice Management
- Meeting Invitee Management
- Meeting Agenda Management
- Meeting Photo Management
- Group Photo Management
- Meeting Video Recording Management
- Attendance of the Meetings

Progress Monitoring Reports

- Download of Panchayat NIRNAY App by GPs
- Defaulter Panchayat List- GPs not using the App
- Gram Panchayat Meetings Progress Monitoring

INTRODUCTION

Panchayat NIRNAY App is a Real Time Gram Sabha Meetings Management System. One out of three pillars of Local Self governance in Rural India, it deals with Gram Sabha Meetings- scheduling, notifying citizens with meetings agenda well in advance, enhancing public participation in Panchayat Meetings, recording and enabling panchayat decisions for ready reference, bringing about transparency and accountability of panchayat functionaries in panchayat decision making and its implementation in Gram Panchayats. It also facilitates Panchayats for best practices sharing across the country. It facilitates a completely automated online workflow for Gram Sabha management system, substituting paper-based manual process. The primary objective of "Panchayat NIRNAY" App is to make the Gram Sabha meetings more participatory, transparent and vibrant.



ONBOARDING

GRAM PANCHAYAT SECRETARY / SACHIV / GOVT. FUNCTIONARY :

- Registration are not required, please login with Username / Password provided as a GramSwaraj (Like GP, BP, ZP and State User)

MEETING ASSISTANT LOGIN :

- Gram Panchayat Registers Meeting Assistant.

LOGIN AS OFFICE ASSISTANT :

- Gram Panchayat Registers Office Assistant.

CITIZEN REGISTRATION & LOGIN

- Enter Full Name
- Enter Mobile Number & Email
- Enter OTP Received on Mobile
- Set M-PIN
- Set Gram Panchayat
 - Search by State & District
 - Search by PIN Code
 - Search by Name

Instructions for Gram Panchayat Secretary regarding Panchayat NIRNAY

1. Download and Install Panchayat NIRNAY from Play Store
2. Login using eGramSwaraj Credentials
3. Update Photo of Panchayat Mukhiya/Sarpanch
4. Update Photo of Panchayat Secretary
5. Appoint Meeting Assistants (As required)
6. Register Commonly Used Meeting Venues with Photo and from the actual location.
7. Schedule each Meeting in advance – Date / Time / Meeting Venue (Pick from Drop down coming from Registered Venues as in Point 6)
8. Each Meeting can have any one of the Meeting Categories like PDI Data Approval, GPDP etc.
9. Appoint Meeting Chairperson, Choose Meeting Invitees.
10. For each Meeting Upload Meeting Agenda

Template of the calendar of the Gram Sabha Planning

Template of the calendar of the Gram Sabha Planning														
State:-														
District:-														
Block:-														
Gram Panchayat:-														
Gram Sabha:-														
Sl. No	Particulars	October					November				December			
		week-1	week-2	week-3	week-4	week-5	week-6	week-7	week-8	week-9	week-10	week-11	week-12	week-13
1	Events undertaken													
2	Subjects Covered(As per XIth Schedule)													
3	Line Departments													
4	Total Member													
5	Ready to update in portal													

Advisory on Mahila Sabha and Bal Sabha

डॉ. चन्द्र शेखर कुमार, आई.ए.एस.
अपर सचिव

Dr. Chandra Shekhar Kumar, IAS
ADDITIONAL SECRETARY

Tel.: 011-23725301
Email: cs.kumar@nic.in



पंचायती राज मंत्रालय
भारत सरकार
टॉवर-11, 9वां तल
जीवन भारती बिल्डिंग,
नई दिल्ली 110001

MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA
Tower II, 9th Floor,
Jeevan Bharati Building,
New Delhi 110001

D.O. No.: M-11015/205/2022-CB

Dated: 01st September, 2022

Dear Madam / Sir,

As you are aware, Ministry of Panchayati Raj (MoPR) has adopted a thematic approach towards Localization of Sustainable Development Goals (LSDGs) through PRIs, which covers all 17 SDGs in 09 Themes. These 9 themes are interrelated, interdependent and indivisible in nature. The Theme 2: Healthy Village; Theme 3: Child-Friendly Village; and Theme 9: Women-Friendly Village specifically addresses the issues related to Women and Children. The Ministry of Women and Child Development (MoWCD) along with other 20 Ministries and 26 Departments have together signed the resolution to support the Panchayats to achieve 9 themes of LSDG.

2. To take forward the commitment to meet 17 SDGs in 09 Themes, the Secretary, Ministry of Women and Child Development (MoWCD) vide D.O. No.PA/139/2019-CPMU dated 10th June, 2022 conveyed that MoWCD has also decided that role and support of community participation in promoting nutrition and good health should be greatly emphasized. To this Endeavour it is felt that community participation through the medium of "POSHAN Panchayats" will play a significant and transformational role in bringing about behavior change at the grass root level. This programme which covers theme 2, 3 and 9 of LSDGs, will initiate the *Jan Andolan into Jan Bhaidari* for achieving a 'Kuposhan Mukta Bharat'. Flagging the issue of promoting nutrition and good health in the, *Mahila Sabha* and *Bal/Balika Sabhas* which are organized prior to *Gram Sabhas* in the Gram Panchayats, will go a long way in achieving the said objectives.

3. Earlier also MoPR vide D.O. No.: M-11015/98/2021-FD dated 16th August 2021 regarding '*Making Gram Sabhas Vibrant*' suggested that a minimum of six *Gram Sabha* meetings at a bimonthly frequency in a year may be conducted. In this reference, it has also been mentioned that '*Special Mahila Sabhas & Bal Sabhas* may continue to be organized in addition to these *Gram Sabha* meeting as required or as provided for in the respective statutes/rules/instructions of State Government'. Therefore, it becomes important to conduct *Mahila Sabha* and *Bal/Balika Sabhas* prior to the *Gram Sabhas* to enable the priority issue highlighted in the *Sabhas* to be discussed in *Gram Sabhas*. In these *Sabhas* adequate representation of member-cum beneficiaries may be ensured and one of the agenda at the *Mahila Sabhas* and *Bal/Balika Sabhas* may be on women, adolescent girls and child health and nutrition.

4. The D.O. under reference also advised States and UTs to activate the standing committee/sub-committees of the Gram Panchayats including women and child committee to achieve the objectives of LSDGs particularly Theme 2 – Healthy Village, Theme 3 – Child-Friendly Village and Theme 9 – Women-Friendly Village.

5. To make women and children an integral part of the 3-tier Panchayat development process of the Panchayats, States and UTs may likely to ensure the following:

- SHGs play a pivotal role in decision-making process through their Village Poverty Reduction Plan (VPRP) at *Gram Sabhas* relating issues to both women and child health. Currently, only 14% Registered SHG members attended the *Gram Sabhas* for preparation of GPDP 2022-23 out of 8.22 Cr. members. State-wise SHG participation in *Gram Sabha* is placed in Annexure I. In this regard, States and UTs may strive for 100% attendance of SHG members in the *Mahila Sabhas*. SHG members may also be called as

invitee in the Standing Committee for Women and Child Development for adequate coverage of intended POSHAN Abhiyan beneficiaries.

- ii. States and UTs should aim for 100% attendance of Women Elected Representative at the *Mahila Sabhas* and *Bal/Balika Sabhas* along with atleast 50% beneficiaries of POSHAN Abhiyan as invitees.
- iii. Mandatory participation of Anganwadi Workers, ICDS officers and officials from line departments in the *Mahila Sabhas* and *Bal/Balika Sabhas* may be aimed at by Department of Women and Child Development for adequately addressing the pertaining issue of malnutrition among mother and child at grassroots levels.
- iv. States and UTs may also strive that the Resolution of the *Mahila Sabhas* and *Bal/Balika Sabhas* are discussed at the *Gram Sabhas*, where the Gram Panchayat Planning Facilitator Team (GPPT) (consisting of same female members of standing committee/sub-committees among other members) addresses the issues through specific activities in the Gram Panchayat Development Plan (GDP).

We believe these joint efforts will succeed in achieving the objectives of Agenda 2030 and to ensure that 'No One is Left Behind'.

Rajesh

Yours Sincerely,

Encl. As Above

1.9.2022
(Dr. Chandra Shekhar Kumar)

The Chief Secretary
All States/UTs

Copy to:

Principal Secretary/Secretary
Panchayati Raj Departments
All States and UTs