

GUIDELINES FOR UNDERTAKING PREPARATION OF GAON PANCHAYAT DEVELOPMENT PLAN IN MISSION MODE.

Date : 12th May' 2017 to 12th June' 2017.

It has been decided by the State Government to undertake the preparation of Gaon Panchayat Development Plan (GPDP) in mission mode from 12th May' 2017 to 12th June' 2017. Plan preparation process will also cover VDCs and VDCs. GPDP process will be undertaken simultaneously by all the Gaon Panchayats, VDCs and VDCs of the state during that period. All the 14 steps as mentioned herein below will have to be undertaken in a sequence. Field level exercises upto ward sabhas will be conducted in each of the 10 wards of each of the Gaon Panchayat. Draft Status Report of each ward will be consolidated into Gaon Panchayat level Status Report which will be converted into Gaon Panchayat Development Plan to be finally prioritized and approved by Gaon Panchayat level Gram Sabha. VDCs and VDCs in Council areas will hold the participatory exercises and Gram Sabhas maintaining the same time period. Thrust of the plan will be to select sufficient house hold based and community based schemes to be taken up in MGNREGA. Gaon Panchayat will also select schemes in this participatory process for implementation under Finance Commission Grants.

Broad approaches to be followed in the process:

1. The entire GPDP process will have to be completed within the time frame already fixed (12th May' 2017 to 12th June' 2017).
2. The GPDP on mission mode has been taken up to select household based and community based schemes for MGNREGA (Acts, Guidelines and Master Circular of MGNREGA will have to be followed).
3. Schemes required for implementation with the help of 14th Finance Commission Grant will also be selected through the process.

4. All the Gaon Panchayats, VCDCs and VDCs will simultaneously conduct the process to maintain the time line.
5. Wide publicity will have to be given to mobilize maximum number of people for field level exercises, ward sabhas and Gram Sabhas.
6. Records of attendance in ward sabhas and Gram Sabhas will have to be maintained and it will become part of the ward level / GP level plan document.
7. Number of schemes selected in a ward should be justified by number of participants in the ward sabhas, otherwise selection will not be considered as participatory.
8. All the 14 steps given herein below will have to be undertaken to complete the entire process.
9. Each Gaon Panchayat, VCDC and VDC will make necessary plans at their level to undertake field level exercises as per the calendar given below:
10. Each Gaon Panchayat will develop a team to facilitate field level exercises and for holding ward sabhas in each ward of the Gaon Panchayat so that field level exercises at ward level including holding of Ward Sabhas can be undertaken simultaneously in each of the ward of a Gaon Panchayat.
11. Members of working groups, facilitators, community resource persons, field level functionaries who have been already facilitating the ongoing GPDP process will be involved for the field level exercises to be undertaken for this round of GPDP also.
12. VCDCs and VDCs will also develop similar strategy for undertaking field level exercises and holding of Gram Sabhas in the VCDCs and VDCs.
13. Apart from PRA exercises, large number of interactive discussions with the rural people will be conducted during the field exercises to select the schemes for MGNREGA and 14th Finance Commission Grant.
14. No scheme will be selected which does not come out through field level exercises, Gram Sabhas & Ward Sabhas.
15. Nodal officers will be attached to supervise the entire process in the Gaon Panchayats.
16. District and block level officials will also extensively visit the Gaon Panchayats to facilitate the process.

17. Photographic and video graphic records of the ward sabhas and gram sabhas will be captured.
18. District, block and Gaon Panchayat authorities will also give wide publicity of the entire process through different methods and media.
19. As ongoing GPDP process for 2016 – 17 is almost over, final shape to the plans will have to be given after approval in the Gram Sabhas.

Steps to be followed:

Step – 1. Panchayat Sitting

12th May 2017.

- Panchayat Bodies along with Members of resource team, working groups and environment generation committee and Officials will sit together to chalk out the entire planning process. The following activities will be finalised
 - a) Campaign Strategy for environment building among the people.
 - b) Selection of team leader / Facilitators for ward wise exercises.
 - c) Distribution of Wards among the team leaders / facilitators
 - d) Distribution of templates to capture wardwise information through PRA exercises, Interactive sessions with people, Focus Group Discussion, Transact Walk etc.
 - e. Plan for conducting PRA exercises and other participatory interactive sessions in each of the ward of the GP.
 - f. List of all the permissible works under MGNREGA and Finance Commission Grants can be selected through the participatory process should be handed over to ward level teams / facilitators for sensitizing the rural people before and during the planning process.
 - g. The panchayat will make a strategy to conduct all the ward level exercises from 13th May to 29th May' 2017 in each and every ward meaningfully so that

sufficient number of schemes are selected by the people for MGNREGA and FFC Grant.

***Step – 2. Organizing Ward wise campaign for environment generation
among the people
13th – 14th May 2017.***

- Mike Announcement, Postering, Leaflet distribution, Procession, Bycycle Rally, Motor Cycle Rally will be undertaken by the panchayats in each ward.
- The ward member will involve facilitators, members of campaign committees, SHG members and other field level workers for creating maximum awareness among the people in the ward on the process.
- **People will also be made aware about the permissible works of MGNREGA and FFC Grant.**

Step – 3. Secondary Data collection from Census 2011, SECC 2011, DISE Report, DLHS, NFHS, etc.

**B. PRA exercises
15th – 17th May 2017.**

- Collection of secondary data relating to population, education, drinking water and sanitation, etc. to be collected from the Census 2011 and SECC 2011 report.
- **If secondary data have already been collected in the ongoing process of GPDP, the process will move to the next step - PRA exercise.**

**Step – 4. PRA Exercises
18th – 23rd May 2017.**

- PRA exercises will be conducted in each and every ward. The Facilitators, members of ward level campaign committee along with the members of working groups will undertake PRA exercises in each ward.

- Thrust will be given to under take PRA exercises in those villages wherein poor and marginalized sections inhabits.
- Effort will be made to conduct large number of PRA exercises in different villages from 15th to 23rd May' 2017.

Step – 5. Interactive sessions with villagers and Focused Group Discussions (FGDs) in the wards 18th – 23rd May 2017.

- Interactive sessions and Focused Group Discussion will be conducted with different groups like SHGs, Farmers, Youth, Adolescents Girls, Local Entrepreneurs, and other community based organisations. The discussions will be conducted in each ward simultaneously with PRA exercise.
- Efforts will be made to identify the schemes under MGNREGA and FFC through this discussion also to be finally placed in Gram Sabhas.

Step – 6. Transect Walk 18th – 23rd May 2017.

- The Facilitators, resource team members or the members of working group will also conduct transect walk along with villagers in the wards of the GP to identify infrastructural problem and other critical gaps as a part of PRA exercises.
- Schemes related to infrastructure to be undertaken under MGNREGA and FFC will also be selected through this process to be finally placed before the Gram Sabhas.

Step – 7. Ward Sabha for Consolidation 24th – 29th May 2017.

- Members of Resource Team and Working Group, Facilitators will carry out these ward sabhas. President, Ward Members and Secretary will conduct the Ward Sabhas.

The information / data collected through PRA exercises and interactive sessions will be discussed.

- Felt need of the people will also be captured in the ward sabhas.
- Special focus will be given on selection of household based and community level schemes under MGNREGA.
- Need, gap and priorities of the ward will be finalised.
- Based on above discussions, the ward wise Draft Situation Analysis Report will be prepared using the prescribed template.

Step – 8. 2nd Panchayat Sitting for consolidation of Panchayat DSR 30th May – 1st June 2017.

- Ward wise Draft Situation Analysis will be compiled into a single Draft Status report of the Gaon Panchayat.
- To make more effective officials of concerned Line Departments will also be invited to take their suggestion for preparation of Panchayat Draft Status report. This will ultimately help in preparation of the estimates and getting technical sanction.
- Facilitators, Members of Resource Team and Working Group and other officials should be present in the sitting.
- Preparation of Panchayat Resource Envelope of every GP will be prepared with the average projection of the on-going Flagship programmes e.g. MGNREGA, 14th FC, etc.
- Finalization of Panchayat Draft Status report will be made in prescribed format.

Step – 9. Gram Sabha for prioritising of activities 2nd – 3rd June 2017.

- Proper announcement will be made through mike and invitation will also be sent to villagers with the help of different medias.
- Panchayat President will preside over the meeting.
- Draft Status Report which will cover draft status report of the 10 wards will be presented.

- All discussions will be minuted and recorded by GP Secretary.
- Prioritization of the schemes and projects will also take place.

Step – 10. Draft Plan Preparation **4th – 5th June' 2017**

- Draft Status Report of the panchayat will be given the shape of a plan. The plan will now be segregated into different components of MGNREGA, 14th FC Grant etc.

Step – 11. 3rd Panchayat Sitting for approval of Annual Action Plan **6th June 2017**

- The Annual Plan will be given final shape from the whole plan as prioritised in the Gram Sabhas.

Step – 12. Gram Sabha for approval of Annual Action Plan **7th – 8th June 2017**

- The plan now will be finally placed and approved in this Gram Sabha.
- Panchayat President will preside over the meeting.
- Presentation of annual plan and perspective plan.
- All discussion will be minuted and recorded by GP Secretary.

Step – 13. Preparation of Final GPDP **9th - 12th June' 2017**

Based on the approval and prioritisation of the Gram sabha final annual plan having components for MGNREGA and FFC will be prepared.

Step – 14. Estimate preparation and Technical Sanction.

- Now steps will be taken for estimate preparation and according technical sanction by Technical Sanction Committee.

ROLES AND RESPONSIBILITIES OF OFFICIALS AND ELECTED REPRESENTATIVES OF PRIS IN THE PREPARATION OF GAON PANCHAYAT DEVELOPMENT PLAN IN MISSION MODE.

ROLES AND RESPONSIBILITIES CEOs & PDs

1. Oversee the entire GaonPanchayat Development Plan preparation process in the Gaon Panchayats of the district.
2. Frequently review the progress of Gaon Panchayat Development Plan preparation process in each Gaon Panchayat.
3. Involve officials in a decentralized manner to provide handholding support, supervise and monitor the process in the Gaon Panchayats.
4. Give adequate publicity from the district for mobilization of the people for participatory planning process.
5. Ensure inclusion of sufficient schemes for preparation of plan under MGNREGA, 14th Finance Commission Grant and other programmes.
6. The CEOs/PDs will ensure that field exercises in the Wards are run simultaneously in each of the Wards of each Gaon Panchayats from 15th to 23rd May 2017. CEOs/PDs will also ensure holding of Wards Sabhas in all the Wards of the district between 24th to 29th May 2017. CEOs/PDs will also ensure holding of final Gaon Sabhas in his District from 7th to 8th June 2017.

7. CEOs/PDs will get the quality of the plans to be prepared at Ward and GP level, checked to ensure that sufficient numbers of schemes are selected for MGNREGA & FFC Grant. CEOs/PDs will take Corrective Measure accordingly.
8. If any Ward/GP level plans have been prepared and approved with in-adequate participation of Villages. CEOs/PDs will instruct re-holding of the ward sabha/Gram sabha.
9. Similar steps will be taken by the Project Director's in council area districts.
10. CEOs/PDs will also ensure required staff in all the Gaon Panchayats during the planning process.
11. CEOs/PDs will ensure that DPMs & ADPMs capture the progress of planning (14 steps) date wise for each GP and send it to Commissionerate and SIPRD.
12. Coordinate estimate preparation process of the selected schemes.

RESPONSIBILITIES OF DISTRICT PROGRAMME MANAGER AND ADDITIONAL PROGRAMM MANAGER.

1. Assist CEOs and PDs in the entire process.
2. Monitor day to day progress in each GP, VCDC and VDC of his district.
3. Guide the panchayats, VCDCs and VDCs to undertake the steps required for the planning process and extend handholding support.
4. Submit online reports.
5. Ensure uploading in PLANPLUS / MIS.

ROLES AND RESPONSIBILITIES BDO's

All the responsibility given to the CBOs/PDs will also be taken care of by the BDOs intensively and extensively within the block area. Responsibilities are as follows:

1. Oversee the entire GaonPanchayat Development Plan preparation process in the GaonPanchayats of the block.
2. Frequently review the progress of GaonPanchayat Development Plan preparation process in each GaonPanchayat.
3. Involve officials in a decentralized manner to provide handholding support, supervise and monitor the process in the GaonPanchayats.
4. Give adequate publicity for mobilization of the people for participatory planning process.
5. Ensure inclusion of sufficient schemes for preparation of plan under MGNREGA, 14th Finance Commission Grant and other programmes.
6. The BDOs will ensure that field exercises in the Wards are run simultaneously in each of the Wards of each GaonPanchayats from 15th to 23rd May 2017. BDOs will ensure holding of Wards Sabhas in all the Wards of the district between 24th to 29th May 2017. BDOs will also ensure holding of final GaonSabhas in his block from 7th to 8th June 2017.
7. BDOs will get the quality of the plans to be prepared at Ward and GP level Checked to ensure that sufficient numbers of schemes are selected for MGNREGA & FFC Grant. BDOs will take Corrective Measure accordingly.
8. If any Ward/GP level plans have been prepared and approved with in-adequate participation of Villages. BDOs will instruct re-holding of the ward sabha/Gram sabha.
9. Similar steps will taken by the BDOs in council area districts.
10. BDOs will also ensure required staff in all the GaonPanchayats during the planning process.
11. BDOs will ensure that ACOs & data entry operators capture the progress of the planning process date wise for each GP & send it to that DPMs & ADPMs for on Ward Sending to the Commissionerate & SIPRD.
12. BDOs will also give responsibility to EO's, JE's, Gram Sevaks & Sevikas to supervise to planning process in group of GPs & allot number of GPs to each officer. The officers will keep reporting to the BDO the daily progress in the GaonPanchayats allotted to him or her. The BDOs will take corrective measure, if any, accordingly.

13. BDOs will involve JE's and AE's and GRS to sensitise real people about the permissible work that can be taken up under MGNREGA.
14. Take steps to prepare the estimate of the schemes after being approved by the Gram Sabhas for Technical Sanction.

RESPONSIBILITIES OF JR. ENGINEERS, ACREDITED ENGINEERS AND GRAM ROZGAR SAHAYAK.

1. Sensitise the people about the permissible works (both household based and community based) to be selected for MGNREGA.
2. Move around in the Gram Panchayats, VDCs and VDCs allotted to them to guide people to select sufficient number of schemes for MGNREGA.
3. Any other responsibilities to be given by the Block Development Officers.

RESPONSIBILITIES OF EXTENSION OFFICERS.

As already mentioned Extension Officers will ensure that all the steps under GPDP are meticulously followed by the Gaon Panchayats.

RESPONSIBILITIES OF SECRETARIES OF GAON PANCHAYATS.

1. Secretary will have to play a crucial role in undertaking GPDP process in his panchayat covering all the steps.
2. Create awareness among the people and mobilise rural masses for participation in the exercises, ward sabhas and gram sabhas.
3. Identify facilitators and teams to undertake exercises in the wards from 15th to 23rd May' 2017 simultaneously in each ward. The exercises will continue in each ward from 15th to 23rd May' 2017.

4. Ensure holding of ward sabhas in all the 10 wards of his Gaon Panchayat from 24th to 29th May' 17 with maximum participation of rural people.
5. Ensure selection of maximum schemes for MGNREGA and 14th FFC Grant.
6. Ensure proper preparation of the ward level draft status reports as per prescribed format and subsequently consolidate into it to be placed in the main Gram Sabha.
7. Ensure mobilisation of the rural people for maximum participation in the final Gram Sabha.
8. Ensure proper recording of proceedings in the ward sabhas and gram sabhas so that demand expressed by the people are systematically captured and included in the plans.

RESPONSIBILITIES OF GAON PANCHAYAT PRESIDENTS AND WARD MEMBERS.

1. Ensure completion of the GPDP process through all the steps.
2. Give maximum publicity for mobilising rural people by involving local organisations.
3. Convene ward sabhas and gram sabhas as per calendar with wide publicity.
4. Ensure preparation of meaningful plans in ward sabhas and gram sabhas.
5. Ward members will play a proactive role in undertaking all the steps upto ward sabhas in his or her ward.

RESPONSIBILITIES OF ACCOUNTANT CUM COMPUTER OPERATORS (ACO).

1. Will ensure that draft status report is prepared in the prescribed format by each ward and subsequently by the Gaon Panchayats.
2. Upload the plan in the PLANPLUS.
3. Any other responsibilities given by the Secretaries of Gaon Panchayats.

RESPONSIBILITIES OF MIS MANAGER AND DATA ENTRY OPERATORS.

6. Upload MGNREGA plan in MIS after being separated.

RESPONSIBILITIES OF EXTENSION CENTRES OF SIPRD.

1. Supervision of the entire process / steps in the Gaon Panchayats, VDCs and VDCs in the territorial jurisdiction of the Extension Centre.
2. Organise quick rounds of training programmes for different stakeholders.
3. Guide and provide handholding support to Gaon Panchayats, VDCs and VDCs.
4. Take corrective measures as and when required.
5. Submit report daily to SIPRD, HQ.