

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF PANCHAYATI RAJ
ITANAGAR

No.PR-875/2015/398

Dated Itanagar, the 25th November'2015

NOTIFICATION

WHEREAS, in pursuance of Article 243G of the Constitution of India, the Arunachal Pradesh Panchayat Raj Act, 1997 (Act No. 5 of 2001) (in short Act, 1997) has been enacted by the Legislative Assembly of Arunachal Pradesh to keep provisions of planning as an important and critical function of three-tier PRIs i.e. Gram Panchayat, Anchal Samiti and Zilla parishad to plan for the development of rural areas through panchayati Raj Institutions;

AND WHEREAS, under section 30 and 31 of the APPR Act, 1997 Gram Panchayats are to perform such assigned functions as enumerated in Schedule-I of the Act;

AND WHEREAS, under section 68 of the APPR Act, 1997 the Anchal Samiti has been empowered to review the action taken by the Gram Panchayat in the previous year within its jurisdiction and to present its working plan for the next year;

AND WHEREAS, section 78 (2) (i) requires that each Gram Panchayat must furnish their plans to the concerned anchal Samiti as and when called for;

AND WHEREAS, sections 122 (2) (b) and 153 (2) and (h) of the Act, clearly require that the State Government can order the three tier PRIs to furnish all manner of plans, estimates and accounts;

AND WHEREAS, sections 70 (2) (b) and (c) of the Act, mandates that each Gram Panchayat is required to prepare their annual plans and submit them to the respective Anchal Samiti for being consolidated into Zilla Parishad plan which also get reflected in section 72 (1) (e) of APPR Act, 1997.

AND WHEREAS, to achieve the aims and objectives of the Act, it is felt necessary to empower panchayats to take decision on resource allocation of the funds at their disposal for better delivery of basic services thereby strengthening the livelihood sources and converge of pooled of resources under various schemes in a transparent and accountable manner to prepare and develop "Village Development Plan" by each gram Panchayat consisting of the following,-

- (i) A perspective plan for five years,
- (ii) An Annual monitoring and coordination plan for improved service delivery which invariably shall focus on provision of basic amenities like roads, drains, sanitation, drinking water street light, livelihood, poverty and social security, health and nutrition, education, agriculture and animal husbandry sectors and other related allied sectors.

NOW, THEREFORE, the Government of Arunachal Pradesh is pleased to make the following guidelines, as follows,-

Short Title and Commencement:- (1) These guidelines may call **“My Village My Development Plan” Guidelines-2015.**

(2) it shall come into force with immediate effect.

1. Decentralised Planning in the State

Government of Arunachal Pradesh has notified the devolution of 29 items as given under the Eleventh Schedule of the Constitution that are recommended to be devolved to PRIs. Vide Gazette notification No.PR-106/7/(Pt-A)(B) dated 22nd October, 2008 the preparation of annual plans and corresponding budgets are to be prepared by Gram Panchayats pertaining to Schedule – I of APPR Act 1997, similarly Anchal Samities are required to prepare plans and corresponding budgets in reference to details corresponding to Schedule – II and Zilla Parishads in reference to details corresponding to Schedule – III of APPR Act 1997. The State Government through its notification vide No. PR – 21/2006/558 dated 14th November 2013, in reference to Section 30, 70, 93 of the APPRA, 1997 has empowered PRIs to supervise and monitor the implementation of their plans in respect of all the subjects coming under their respective jurisdictions.

- 2.** As per the 14th Finance Commission recommendations, 100% devolution of funds, only to Gram Panchayats are to take place based on division of 90% Basic Grants and 10% Performance Grant. Funds are to be devolved to individual Gram Panchayats on the basis of population (90%) and Area (10%).

The state share of Arunachal Pradesh for XIV Finance Commission Grants is as given below,

Source of fund	2015-16	2016-17	2017-18	2018-19	2019-20	Total
14 th Finance Commission (Basic)	88.52	122.58	141.62	163.83	221.38	737.93
14 th Finance Commission (Performance)		16.08	18.20	20.66	27.06	81.99

As per the Ministry of Panchayati Raj Government of India's emphasis on the need for policy backed support for capacity building to result in institutionalisation of mechanisms for commencing the process of GP level decentralised planning for ensuring basic services at village level, wherein resource envelope shall primarily be constituted from the GP wise allocation from 14th Finance Commission Grants, State Finance Commission, MG-NREGA and other grants from development programmes where implementation involves centrality of PRIs, these guidelines have been designed for planning at Gram Panchayat level.

3. Gram Panchayat Development Plan

- 3.1 Situation Analysis** - The village development planning process shall start with situation analysis and participatory planning with the help of gram Panchayat wise secondary data as made available to each

gram Panchayat by the respective departments as given at *Annexure I* as per Schedule I of the APPRA 1997.

- 3.2 The Gram Panchayat Development Committee comprised of all Gram Panchayat members, Gaon Burah, SHG representative, youth, teachers, ASHA, Anganwadi worker, village elders and member secretary gram Panchayat shall carry out the situation analysis and present the findings to the gram Sabha. The role and function of the Gram Panchayat Development Committee(GPDC) shall be to critically analyse access to entitlements and quality of services, benchmark minimum acceptable levels of access and entitlement in context of desired outcomes from local level planning. Suggested benchmarks and indicators are given at *Annexure II*.
- 3.3 Community mobilization shall begin with social service for local area cleanliness, repair of farm lands, cleaning of community assets such as schools, health centre, community hall, and cleaning of village drains may be carried out to create a positive environment for holding meetings at the gram Panchayat village level to inform and educate about the village development plan. All gram Panchayats shall display/publish basic data on gram Panchayat and on funds available with the gram Panchayat for public information.
- 3.4 **Primary Data** for situation analysis shall be provided by the Baseline HH Survey by Block Planning Team for IPPE Blocks, and Gram Panchayat Development Committee for non-IPPE Blocks facilitated by the SIRD resource team. The composition of the block resource team and district resource team is given at *Annexure III*. The baseline survey findings shall be placed before the gram Sabha.
- 3.5 **Participatory Rural Appraisal (PRA)** exercise to be conducted by the gram Panchayat development committee for i) social mapping, ii) resource mapping, iii) seasonality mapping and iv) transect walk. Details at *Annexure IV*. The results of these exercises shall be laid before the Gram Panchayat for validation. Thereafter these shall be laid before the Gram Sabha for consideration in formulating the village development priority based demand projection for village development plan.
- 3.6 Gram Sabha to be conducted to discuss the findings of the situational analysis combining both secondary and primary data to identify gaps and determine priorities for the village plan. The detailed formats for recording of the Gram Sabha proceedings are given at *Annexure V*.
- 3.7 Presentation in Gram Sabha - the findings of the Situational Analysis need to be presented in Gram Sabha. The Gram Sabha has to be informed of the following important aspects
 - a) Infrastructure Gaps – based on priority of vulnerable and marginalized, women, progressive farmers, scope / potential of own source revenue.
 - b) Gaps in human development indices Local Resources including scope of generating revenue for Gram Panchayats.
 - c) Potentials for economic development while maintaining ecological balance.

The participatory processes through which primary data was collected and corresponding findings, relevant secondary data and their corresponding sources are presented to the Gram Sabha for information. The Gram Sabha, based on discussions on output is required to identify and flag development needs.

In the context of convergence of resources, the information about resource envelope corresponding to the Gram Panchayat shall be subsequently presented to Gram Sabha. Wherever possible, Gram Sabha may also be provided with information pertaining to resource envelopes and development needs of nearby Gram Panchayats, for the purposes of converging resources. In locations wherever technical expertise is available, District Administration with support from SIRD – SPRC can also consider to develop the areas including contiguous Gram Panchayats on watershed basis subject to adequate geo-informatics data and technical expertise.

6. Capacity building of PR members including Gram Panchayat Development Committee (GPDC), block planning team members and district resource team members shall be implemented by the SIRD-SPRC.
7. Facilitation and environment building support structure shall consist of i) State Level Steering Committee ii) District Planning Committee iii) Block Resource Group iv) Gram Panchayat Development Committee. Details at *Annexure VI*.

8. Priority Based Demand projection by Gram Sabha

8.1 The Gram Sabha shall then pass a resolution on the list of development needs in order of be projectised into the village development plan. The resolution must be read out in front of the Gram Sabha.

8.2 Gram Panchayat Development Plan

All Gram Panchayats are required to develop plans in proper formats in reference to Gram Sabha resolutions. The plans shall be developed on the basis of mapping flagged development needs with resource envelopes.

- a) Ensuring mandatory citizen centric entitlements to all with emphasis on vulnerable and marginalized including those vulnerable and marginalized that are identified through participatory processes.
- b) Access to civic services and goods
- c) Livelihoods Services and goods
- d) Poverty and / or vulnerability reduction priorities

9. **Projectisation of flagged development needs:** Once the approval of priority list is done at the Gram Sabha, the list shall be sent for projectisation to the concerned officers under GP Development committee. The concerned officers shall convert the schemes into projects as per

parameters of - sector of work/possible convergence/estimates/identification of beneficiary/identification of location/resource envelop available/timeline and project outcome. The detailed projects as per gram Sabha resolution shall be placed before the gram Sabha for approval. The entire plan exercise at the level of the gram Panchayat including holding of two gram Sabhas shall be done within a period of 20 days.

9.1 Thereafter, the village development plan of the gram Panchayats shall be forwarded for consolidation to the Anchal Samiti and the Zilla Parishad as per the provisions of the APPRA 1997 to be completed within 15 days. Thereafter the consolidated district plan shall be placed before the District Planning Committee for implementation within one week.

9.2 The approved village development plan projects shall then be submitted for obtaining Administrative & Technical appraisal and sanction from the competent authority.

10. Uploadation of Plan: The copy of the plans after being approved at the level of DPC shall be sent to Department of PR for being uploaded in the department website till the Gram Panchayats are e-enabled. PR Department shall also be responsible for uploading physical and financial progress of GP level development plans from 2015-16 onwards, and as and when resource envelopes are marked for Anchal Samities and Zilla Parishads, then onwards the physical and financial progress of their plans shall also be uploaded.

11. Gram Panchayat Grant Accounts

Each gram Panchayat shall maintain book of accounts in reference to model accounting system for Panchayats with distinct classifications of income on account of devolution and grants from the state, grants from the Finance Commission, and grants for any agency functions assigned by the Union and State Governments, own taxes and non-taxes, and assigned taxes if any. In particular, the gram Panchayats shall maintain four accounts registers:

- 1) Receipt Voucher Data Collection Register (8 Sheets);
- 2) Payment Voucher Data Collection Register (5 Sheets);
- 3) Contra Voucher Data Collection Register (1Sheet); and
- 4) Journal Voucher Data Collection Register (8 Sheets).

The detailed formats are given at *Annexure VII*.

11.1 Receipt Voucher - Receipt Voucher record details pertaining to the funds / money received by the PRIs. The receipt voucher is further classified as

- a. Direct Receipt – To record the funds received by PRIs under schemes or own resources.
- b. Transfer Receipt – To record the receipt of funds transferred to PRIs by other PRIs
- c. Advance Receipt – To record the receipt of Advance given to PRIs by other PRIs
- d. Refund of Advance – To record the receipt of Refund of Advances.

- e. Cancellation of Cheques – To record the reverse entry of the payment made through Cheque in case a cheque is lost or its validity expires.

11.2 Payment Voucher – Payment Voucher record details pertaining to the expenditure incurred by PRIs. The payment voucher is further classified as

- a. Expenditure – To record the expenditure incurred by PRIs
- b. Transfer – To record the funds transferred to PRIs
- c. Advances – To record the advances given to employees, agency, other PRIs etc.
- d. Receipt cancellation – To record the reverse entry for cancelling any receipt, accepted by this PRIs.

11.3 Contra Voucher – Contra Voucher record the transfer of funds within the scheme. That is any fund flow that happens within a scheme (Cash to Treasury /Bank /Post Office and vice-versa)

11.4 Journal Voucher – Journal Voucher is meant for recording the rectification entry. This is basically to rectify the head of accounts, that is to book the expenditure under the correct head of account. The Journal voucher is further classified as

- a. Receipt Rectification - To rectify any incorrect receipt
- b. Payment Rectification - To rectify any incorrect payment
- c. Advance Rectification - To rectify any incorrect Advance
- d. Adjustment - To record the adjustment of any advance given
- e. Deduction – To record the details under for which the deductions are kept

11.5 Each Accounting unit can generate the following reports as prescribed by C&AG from the data available in PRIASoft :

- a. Day Book
- b. Monthly Cash Book
- c. Scheme-Wise Cash Book
- d. Ledger Book
- e. Scheme-Wise Journal Book
- f. Scheme-wise Cheque Receipt Register
- g. Scheme-wise Cheque Issue Register

- h. Register of Advances
 - i. Register of Receivables and Payables
 - j. Annual Receipts and Payments Accounts
 - k. Consolidated abstract register
 - l. Monthly Reconciliation Statement
 - m. Stock register
 - n. Opening Balance Report
 - o. Heads of Account
- 12.** Audit under section 153 of the APPRA 1997 - The Gram Panchayat accounts shall be subject to annual audit to be implemented by the Director, Department of Panchayati Raj. All schemes being implemented by the gram panchayats, its own revenue, and all bank accounts of the gram Panchayat shall be subject to the annual audit. Audit of gram Panchayat accounts is a pre-condition to qualify for the performance grants under the Finance Commission award.
- 13.** Grievance redress shall be implemented by the District Panchayat Development Officer/ADC HQ of the Zilla Parishad to ensure compliance by Gram Panchayats of the standards of participatory planning and keeping of accounts as given in this notification.

Following format can be used for Projectisation of the schemes.

1. Name of the Panchayat
2. Name of the Project
3. Type of Project
4. Gram Sabha Approval No. and Date
5. Administrative approval of the project No. & Date
6. Resolution No. & Date
7. Technical sanction
8. Location of the project area
9. Type of beneficiary
10. Project cost
11. Source of resources
12. Expected Outcome
13. Timeframe or Project Calendar
14. Monitoring Agency
15. O & M arrangement

Gram Panchayats, Anchal Samities and Zilla Parishads are inbuilt therein. The provisions of development of clear guidelines on fund flows, utilization of funds, reporting of expenditure and proactive disclosure on website, annual reports, bi-annual reports, etc. shall flow from proceedings and functioning of these committees.

A. Proposed Administrative and Systems Support

The proposed administrative support shall flow from the functioning of SLSC on PR, SEG, DSG (Regional), DPC and BRGs. Therefore an indicative mechanism for functioning has been included with an end aim of deriving maximum administrative support from these bodies.

1. The District Planning Committees should meet monthly and concerned Zilla Parishad Member / Anchal Samiti Chairperson / Member Secretary Anchal Samiti should be required to present the progress of planning and /or implementation as the case may be to the DPC. Physical and financial progress of allocated resource envelopes, functioning / performance of human resources etc. all need to be presented to DPC on monthly basis.
2. In reference to decisions at SLSC and corresponding follow up at SEG level, standardized implementation arrangements at ground level shall be issued. These instructions shall function as terms of reference to DSGs, Block Resource Groups (BRGs) and DPCs.
 - a. The assignment of resource envelope involving human and financial resources shall also be done in the same process.
3. Review of development plans of PRIs –
 - a. The Block Resource Groups in coordination with working group shall review development plans for cluster of Gram Panchayat at Anchal Samiti level.
 - b. The DPC shall also review the summary of progress of development plans at the level of Gram Panchayats and Anchal Samities. DPC shall submit a physical and financial progress report of all development plans to the DSG (Regional) for purposes of review and coordination.
4. SLSC shall ensure that funds and functionaries are both made available on time to all three tiers. It shall also prescribe the extent of review and supervision on PRI plans at three different levels by different bodies such as SEG, DSG (Regional), DPC and BRG.
 - a. SLSC shall also ensure that adequate delegation of powers is made effective at the cutting edge level for technical, administrative and financial sanctions.
 - b. SLSC shall ensure that DSG (Regional) is empowered to issue necessary directions to concerned authorities regarding delegation of requisite powers of sanction and procurement especially at the GP level.
 - i. In context of Arunachal Pradesh, where due to logistical and other constraints, the Anchal Samiti is found to be more active and at cutting edge levels, there due care must be taken to vitalize and empower Gram Panchayats by providing them with requisite powers of sanction and procurement. There is also a need for clear delineation of these powers

between Gram Panchayats and Anchal Samities and between Anchal Samities and Zilla Parishad. The training and awareness generation mechanisms must ensure clear transfer of knowledge and intent of such information.

5. Supplementary arrangements for procurement, streamlining of fund flows and reporting systems.

Procurement of Items: Procurement Guidelines for GP shall be required for implementation of projects of the plan. Since the guideline is not available, Department of PR in consultation with AFO, AG & Audit and Finance Department.

Mechanism for releasing fund on time - State Government may take the following steps for releasing the fund to GPs on time:

- Designation of Nodal Person
- Updating the provisions of electronic transfer of funds to GPs.
- Ensure that GP are oriented in preparation and submission of UC.
- Monitoring of utilization of fund through MIS
- Ensure internal audit and local fund audit
- Audit of all GP accounts by AG & Audit.

State Empowered Committee shall monitor entire implementation and stock taking of the above, particularly, transferring of fund by electronic media and audits of amount by AG& Audit by conducting a meeting at least once in a year.

Resource Envelope

A. Concept

The concept of resource envelope is basically tied with the concept and philosophy of resource allocation during planning stages. It means allocation of financial resources from one or more than one sources with details of amount of fund allocation and corresponding terms and conditions. Resource envelope essentially means the envelope of resources (primarily financial) from which funds shall be used for implementing one or more than one to a maximum of entire planned interventions. In other words a 'Resource Envelope' is an aggregate of estimated expenses for all manner of expenses anticipated to be incurred for undertaking a / any planned activity.

Finalization of resource envelopes provides an indicative assessment of maximum possible fund availability for planned interventions at the time of such assessment, which is normally, as is the norm, done before implementation commences.

The process of finalization of resource envelopes may involve in certain instances obtaining administrative and financial sanction for such estimated expenses that are anticipated to be incurred.

Development planning under the aegis of government however, involves resource envelope allocation in reference to policy level decisions in reference to which public funds under one or more than one programme are to be utilized. Therefore, while it is recommended that allocation of resource envelopes are based on such prior approvals from concerned competent authorities. This recommendation is based on the analogy that government or any public body under the aegis of a government has to meet its expenditure from available resources, which in turn need to be allocated in reference to established norms of public expenditure.

Every 'resource envelope' corresponds to a specific time line. Generally when a resource envelope is allocated, it corresponds to a plan period which is generally one (financial) year. However allocation of resource envelopes are also based on more than one plan period, i.e. a resource envelope can be allocated for a period of 3 years, or even 5 years (when corresponding to a perspective plan of 5 years). For example, if the plan is being made for 2015-16, and there is fund availability under a specific head which lapses not later than 31st March 2020, then the allocation of resource envelope can be made till 31st March 2020. Resource envelopes are also allocated for the perspective period depending upon overall tenure of such perspective plan(s).

B. Use of Resource Envelopes in Planning

Allocation of resource envelopes is linked to budgeting component of planning. Its allocations lead to greater clarity amongst those involved in planning. In context of planning at Gram Panchayat level, allocation of resource envelopes lead to prior information about vital parameters pertaining to fund availability (and/or availability of human and material resources, in certain instances).

In the event allocation of resource envelopes are based in reference to such prior approvals from concerned competent authorities, execution of plans become smooth. Approvals to resource envelopes from concerned competent authorities are duly verified before according administrative approval to overall plan.

It is important to understand that a resource envelope is conceptually not a 'sealed' envelope. Whereas the envelope demarcates availability of financial resources, it also leaves the scope open for other line departments and/or agencies, including agencies outside direct administrative control of Government (such as Public Sector Undertakings, Corporate entities, etc.) can also put their funds in these envelopes. However, it shall be pertinent to add that, in order to affect this, there is a need for an enabling environment for adding such investments into resource envelopes. In many instances, if the information pertaining to aims and objective of the plans and corresponding (existing) resource envelopes are widely circulated and well explained the probability of addition to resource envelopes increases.

There is a possibility of applying the concept of resource envelope in planning through two different approaches.

The first approach being 'Resource Envelope First' is a common approach where information is made available on all possible resources to the planning unit before-hand. This is done with an understanding so as

to enable the planning unit / Gram Panchayat to be aware of the resources on the basis of which development plan is to be made.

The other approach 'Planning First' is an approach where planning units, e.g. Gram Panchayats to plan according to their needs instead of restricting itself (most likely) budgetary allocations in the form of a resource envelope. Under this approach, the felt needs of the village are encouraged to be solicited. Subsequently the financial requirements for approved needs are done. Allocation of financial resources based on village level requirements from one or more than one source is then done for creating the resource envelope for meeting such demands.

For "My village, My development Plan", Planning First approach would be adopted initially keeping in view of time constraint for planning and implementation. It is important that regardless of whatever approach to resource envelope is used in planning, it should facilitate the planning process, and not restrict or inhibit the planning. Budgetary limits are a constraint for planning process, the world over and to that extent it would be the same in the instances for Gram Panchayats, Anchal Samities and Zilla Parishads in Arunachal Pradesh.

The funds available to Gram Panchayat and for that matter for the PRIs could be tied / untied depending upon source of funds. The PRIs would only be able to plan for things, for which it is empowered by the State PR Act. In Arunachal Pradesh all the 29 items in the XI schedule have been devolved and roles of three tiers have been explicitly mentioned in gazette notified activity mapping corresponding to all 29 items.

Gram Panchayats must know the resources available to them before they can prepare their development plan. *It is also important to realise that all resource envelopes have a corresponding time frame, i.e. resources are generally allocated in reference to an applicability period, during which they are normally required to be utilised. Planning cannot take place on the premise that resources are available on a timeless basis. For e.g. funds under MG-NREGA are allocated for a fixed time period not exceeding one year, similarly in absence of availability of dedicated cadre, manpower support is also generally allocated for a fixed duration in reference to time required for completing the work.* Following types of resources can be considered in these regards:

1. **Human Resources:** GP Staff like Computer and Accounts Assistants and Accredited Social Health Activist (ASHA), Anganwadi Workers and Agriculture Field Assistants. Panchayat Technical Assistants and concerned Extension Officers at CD Block level and under other institutional set up at sub district level can also be provided for facilitating execution of Panchayat level plans.
 - a. However specific policy level decision making is needed in order to finalise the modalities pertaining to involvement of such personnel including fixation of responsibility, administrative and functional reporting, accountability, payment and performance appraisal by the State Government.

2. **Financial Resource:** Grants from Central Finance Commissions, e.g. XIV FC Grants, SFC, programme funds which mandate centrality of PRIs such as MG-NREGA, Swaach Bharat Abhiyaan, and others and Own Source Revenues (non tax and tax) which are apportioned by PRIs in reference to concerned State Panchayati Raj Act. Annexure '1' contains break-up of XIV Finance Commission Grants in respect of Arunachal Pradesh
3. Voluntary Contributions from community
4. Corporate Social Responsibility fund from companies.

C. Resource Envelope in context of Arunachal Pradesh

1. *It is required to borne in mind that a systematic and uniform process of planning including concurrent documentation of processes and outcomes shall commence from 2015-2016. Therefore, initially for 2015-2016, planning process is expected to commence for limited activities since norms for funds releases and allocation of functionaries across all concerned departments pertaining to 29 items of XI schedule have not been done in the State.*
 - a. *In the context of Arunachal Pradesh, since devolution of functionaries has not been done in respect of many departments and in the meanwhile a Panchayat specific cadre has been provided in the form of contractual engagement of Panchayat Technical Assistants (equivalent to Junior Engineers) and Computer and Accounts Assistants (CAAs), there is a need for sensitisation and orientation of concerned competent authorities for mainstreaming local area specific demands and aspirations for development so that PRIs are in a better position to implement their schemes and ensure local area development.*
 - b. *This shall help realise 'My Village My Plan'. In context of Arunachal Pradesh the resources that are not transferred to Panchayats but, where spending decisions are taken by Gram Panchayats also need to be actively considered for 'Resource Envelope'.*
2. *All steps shall be taken for ensuring that modalities regarding allocation of resource envelopes involving probable funding sources and those human resources that would be readily available to Gram Panchayats (and Anchal Samities, Zilla Parishads, respectively) shall be correspondingly factored.*
3. *It is estimated that this factorisation shall be done in two phases, while one phase shall correspond to present term of three tier PR bodies, and the second phase shall correspond with 5 year term of forthcoming three tier PR bodies that would be constituted consequent to next elections. It is also expected that delegation of responsibilities for concerned staff shall also be notified in due time.*

D. Suggested steps for allocation of resource envelopes

Allocation of resource envelopes is estimated to be a complex exercise in context of Arunachal Pradesh, since PRIs are not yet self sustained and there does not exist any replicable model of convergence of funds flow which is coordinated by the PRIs, especially at the Gram Panchayat level.

*In this context, a well thought out process is mandatory that is implementable as well as supportive towards the greater cause of providing PRIs with greater financial autonomy to meet aspirations and demands in reference to functions covered under the XI schedule of the Constitution, that have been devolved to PRIs in the State. **Therefore, the following steps are suggested for the purposes of allocation of resource envelopes.***

Table 2: Suggested activities for mapping human resources

Sl. No.	Main Activity	Details of Activity	Indicative Outcome
1)	Mapping capabilities of the Gram Panchayats	Finalisation of mandate of Gram Panchayat as per APPRA 1997 and Activity Mapping – in respect of basic services	Revisiting the Activity Mapping
2)		Clarification on roles, responsibilities, corresponding skills required for facilitation of participative planning process at GP level	Human resource allocation for each GP separately with separate mapping for functionaries and non functionaries (Head GBs, SHG members, etc.)
3)		Fixation of administrative responsibilities of elected representatives and functionaries for participative planning and concurrent documentation.	
4)		Mapping official functionaries available with each GP for all the _____ GPs separately	
5)		Mapping informal human resources with each GP for all _____ GPs separately	
6)		Gap assessment in terms of Attitude – Skills – Knowledge (A-S-K) and methods and means to bridge such assessed gaps	Need based capacity building of concerned functionaries and non functionaries
1)	Allocation of Human Resources	Allocation of human resources including functionaries from line department and non functionaries to each GP with corresponding role fixation of functionaries and non functionaries	Provision of manpower for planning, execution and monitoring including mid course correction
1)	Mapping funds (including extent of funds) to GPs	GP wise mapping of XIV FC Grants	Aggregating flow of funds to PRIs with emphasis on GPs from all available sources
2)		GP Wise mapping of programme funds from different CSS programmes	
3)		Other State Grants (esp for ASs and ZPs)	
4)		Mapping funds which are not (as of now) not transferred to PRIs but where spending decisions are taken by PRIs	
5)		Mapping voluntary contribution from community and Own Source Revenue of GP, if any.	
6)		Listing conditionality's pertaining to planning, expenditure and reporting on funds made available to GPs	Finalisation of expenditure norms
1)	Allocation of Financial Resources	Projection of funds flow for completing works in progress including spill over works from previous years	Tier wise fund allocation
2)		Allocation of funds to each GP and indicative allocation for Anchal Samities and ZPs with corresponding norms of expenditure and furnishing reports and returns	
1)	Training	Capacity Building on participative planning including skill building on using participatory methods, funds utilisation, reports and returns and ensuring concurrent documentation	

Environment Generation for GP Planning

A. Need for enabling environment

Participatory planning requires a proper enabling environment in order to ensure participation of vulnerable and often neglected communities in the process of deciding the development agenda and implementation of development works in reference to local felt needs. However several decades of 'planned development' which has resulted in a work culture of centralized execution with administrative writ being imposed in the guise of allocations and allotments coupled with skewed interpretation of norms, sanctions, approvals, permissions, etc. has alienated local population (esp.) in rural areas. In order to maximize participation of local communities, it is important for ensuring an enabling environment for the same.

In order to maximize participation, intensive efforts are required for social mobilization wherein due emphasis has to be laid on inclusion / coverage of women, physically handicapped and other members with low skills apart from traditional skills of farming (in context of Arunachal Pradesh).

Intensive efforts of social mobilization contribute most significantly towards building an enabling environment for participative planning at the grassroots level. It is equally important for building a consensus and realization amongst senior functionaries at the level of Directorate, Secretariat and District Administration. Therefore well structured interventions are recommended for ensuring proper orientation and sensitization at this level.

In the present context, it is recommended that a campaign approach be undertaken to meet the deadline of covering all Gram Panchayats in a short frame of time.

The willingness of senior officers of the State Government in various line departments to provide information, to make human and financial resources available, and to support decentralized planning process is crucial to the success of '**My Village – My Plan**' initiative. Therefore, it is also important to convene orientation cum sensitization workshops for appropriate sensitization at senior levels.

Participatory approaches and mass contact programmes are recommended to reach out to Gram Panchayats. There is also a need for converging efforts towards participative planning that are being undertaken simultaneously under MG – NREGA, Aajeevika and other rural development programmes for the purpose of increasing overall efficacy and avoiding duplication of efforts.

In order to ensure appropriate environment generation from the State level to the household level, a series of events are proposed to be undertaken which are detailed with corresponding details of activity, proposed responsibility and indicative timeline below.

Table 3: Proposed events for Environment Building

Sl. No	Main Activity	Details of Activity	Indicative Outcome
1	Policy communication	Sensitisation Workshop on "My Village, My Development Plan"	Orientation and sensitisation amongst stakeholders at State level
2		Training of Master Trainers and Facilitators	Development of District Resource Groups (DRGs)
3		Conduction (simultaneous) of district level consultative workshop on supporting Participative Planning at village level in concerned districts	Orientation and sensitisation amongst senior official functionaries and ZP members on participative planning methods and outcomes. Fixation of IEC timeline
4		Development of localised IEC content – audio visual, specific logo for 'My Village – My Plan', process to use PRA Tools, brochures, social media presence, website development, adverts, etc.	Content development as per local context, naming the initiative – ' My Village My Plan '
5		Gram Sabha for grounding of "My Village, My Development Plan"	Preparation of Development Plan at GP level
6		Village level IEC Campaign, Conducting Development Seminar <i>[Proposed to be held for cluster GPs at Anchal level]</i>	Awareness Generation, Interest build-up, Flag Development Needs
		Mass Media Campaign involving adverts in local newspapers, dailies, weeklies, mention of processes in address of HE the Governor, Hon'ble CM, Hon'ble Min PR, Deputy Commissioners, ZP Chairpersons (from time to time)	Awareness Generation and Opinion Building

This order is subjected to review by the Government from time to time.

Sd/-
Chief Secretary
Govt of Arunachal Pradesh
Itanagar

Memo No.PR-EW/828/2015

Dated Itanagar, the _____ September'2015

Copy to:-

1. The Secretary to Governor, Arunachal Pradesh, Itanagar for information.
2. The PPS to the Hon'ble Chief Minister, Arunachal Pradesh, Itanagar for information.
3. All Hon'ble Ministers/MLAs, Arunachal Pradesh for information.
4. All Chairpersons of Zilla Parishad, Anchal Samiti and Gram Panchayats for information.
5. The PPS to Chief Secretary, Govt. of Arunachal Pradesh for information.
6. All Commissioners/Secretaries, Govt. of Arunachal Pradesh for information.
7. All Directors/Chief Engineers, Govt. of Arunachal Pradesh for information.
8. The Director (Printing), Govt. of Arunachal Pradesh, Naharlagun with a request to publish in the state gazette.
9. All Deputy Commissioners/Addl. Deputy Commissioners, Arunachal Pradesh for information.
10. All DPDOs, Arunachal Pradesh for information.
11. All Project Directors, DRDA, Arunachal Pradesh for information.

12. All Member Secretaries of Zilla Parishad/Anchal Samiti/Gram Panchayat for information and necessary action.

13. Office Copy.

(Indra Mallo)
Commissioner (PR)
Govt. of Arunachal Pradesh, Itanagar
ANNEXURE- I

- i) 2011 SECC Data by PD DRDA, Deptt. of Rural Development
- ii) AOP Data by District Planning Officer, Deptt. Of Planning
- iii) District Statistics by District Statistical Officer, Deptt. Of Statistics
- iv) National Social Assistance Programme data (NSAP) gram Panchayat wise by Deputy Director Social Welfare, Deptt. Of Tribal Affairs
- v) Housing for All data by PD DRDA, Deptt. Of Rural Development
- vi) Drinking Water & Sanitation by Executive Engineer Deptt. Of PHE
- vii) Irrigation data by Executive Engineer, WRD Deptt.
- viii) Rural roads data by Executive Engineer PWD/RWD
- ix) School Education data by DDSE, Deptt. Of Education
- x) Health Services data by District Medical Officer, Deptt. Of Health & Family Welfare
- xi) Fisheries data by DFDO, Deptt. Of Fisheries
- xii) Agriculture data by DAO, Deptt. Of Agriculture
- xiii) Horticulture data by DHO, Deptt. Of Horticulture
- xiv) Forest data by DFO, Forest Department
- xv) Animal Husbandry & Veterinary services data by DVO, Deptt. Of Veterinary & Animal Husbandry
- xvi) Rural Electrification data by Executive Engineer Power, Deptt. Of Power
- xvii) Financial Inclusion & Banking Services data by Lead Bank Manager
- xviii) Women & Child Development data by Deputy Director, Deptt. WCD
- xix) PDS data by DF&CSO, Deptt. Of Civil Supplies
- xx) GP Land records & land use data by DLRSO, Deptt. Of Land Management
- xxi) Mineral & Mines data by AMDO, Deptt. Of Geology & Mining
- xxii) Transport Services data by DTO, Deptt. Of Transport
- xxiii) Renewable Energy services by Deputy Director APEDA
- xxiv) Industry & Skill Development services by Deputy Director/ADI, Department of Industries
- xxv) Textile & handicrafts data by ADTH, Deptt. Of Textile & Handicrafts

‘Suggested areas with indicators and corresponding benchmarks for Situational Analysis’

Indicative areas	Indicators	Benchmarks
MG-NREGA	<ul style="list-style-type: none"> Nos. of HHs provided with “Job Cards” Nos. of women headed HHs with job cards and nos. without job cards Average days of works with seasonality of implementation Distribution of category of works in last 3 years Status of MIS updation pertaining to concerned Gram Panchayat / Planning Unit 	<ul style="list-style-type: none"> ✓ Every HH must have their job cards in their possession. ✓ Every HH must be aware that MG NREGA provides works upon demand for 8 hours of unskilled work at Gram Panchayat level. ✓ Every women headed HH must be provided wages for at least the average works implemented ✓ The seasonality of implementation should be based on local seasonality so that local agriculture related activities are not affected ✓ Emphasis on agriculture and natural resource management related works must be observed from analysis of category of works. ✓ MIS updation related issues must be flagged for redressal.
Human Development	<ul style="list-style-type: none"> Sex Ratio including child sex ratio Infant Mortality Ratio, Maternal Mortality Ratio Extent of low birth weight, malnutrition, stunting etc. Extent of contagious diseases Levels of adult literacy Extent of social security coverage Proportion of population as unskilled labour with farm land in Gram Panchayat where present residence exists Proportion of population as casual or unskilled labour without farm land in Gram Panchayat where present residence exists 	<ul style="list-style-type: none"> ✓ Every GP or at least at cluster (Anchal level) the ratios for sex including child should be targeted to be higher than national average and IMR and MMR should be targeted to be lower than national average ✓ Every GP or at least at cluster (Anchal level) should have ‘zero’ cases of malnutrition and stunting amongst infants ✓ Periodical steps taken for control of malaria, typhoid and other contagious diseases ✓ Sakshar Bharat Mission to be revived and intensified ✓ Every HH must have access (subject to eligibility) for social security coverage such as Old Age Pension, Financial Inclusion, Housing, etc.
Education	<ul style="list-style-type: none"> Nos of Schools in Primary, Middle, Secondary and Senior Secondary categories with corresponding category of sponsorship – Govt / Private / Missionary Nos of schools with clean separate and functional toilets for girls Nos of schools with first aid facilities Nos of schools implementing mid-day meals scheme properly to the satisfaction of children Average distance of school with category in terms of normal walk time from habitation level Nos of schools where teachers are not present along with corresponding subject Nos of schools with provision of teacher quarters 	<ul style="list-style-type: none"> ✓ Every HH should be in a position to send their children till at least secondary level to schools ✓ Every girl must be going to school, and drop-out must not occur due to hygiene and sanitation related factors ✓ Every school must have separate clean toilets for girls ✓ Every school going child should be satisfied with the mid-day meals scheme implementation ✓ The location of school should not be beyond 20 – 25 minute walk from habitation level ✓ All teachers need to be present ✓ All students must have access to textbooks and other basic learning material and apparatus

	and functional, habitable teacher quarters in control of school authorities <ul style="list-style-type: none"> Nos. of HHs where minors not going to school, Nos. of girls not going to school with corresponding reasons Nos. of HHs where children not having textbooks and other basic learning material and apparatus 	
Indicative areas	Indicators	Benchmarks
Drinking Water and Sanitation	<ul style="list-style-type: none"> Nos. of HH with access to safe drinking water (min 10 – 12 litres per day per HH) Nos. of HH with individual HH toilets Presence of community drainage systems Presence of waste management and/or recycle system Existence of a functional village water and sanitation committee Functional waste disposal and management setup with recycling provisions 	<ul style="list-style-type: none"> ✓ Each HH must have access to safe drinking water ✓ Each HH must have individual HH toilet ✓ Availability of waste management and / or recycle system ✓ Presence of vital and functioning Village Water and Sanitation Committee including conduction of meetings and action taken based on meeting decisions ✓ Existence of garbage disposal and recycling mechanism at least at every cluster (Anchal Samiti) level
Access to marginalized groups	<ul style="list-style-type: none"> Nos of women headed HHs with access to <ul style="list-style-type: none"> Education (for all children upto 16 years) Access to improved farm inputs and technical assistance for agro-horti production Support for assistance for skill development and credit Housing under IAY Support for HHs unable to meet food needs Vulnerable HHs with access to support for housing and food Nos of HHs supported for housing under IAY 	<ul style="list-style-type: none"> ✓ All women headed HHs to be accorded priority in education, improved farm inputs, technical assistance, skill development, credit linkage, etc. ✓ All HHs unable to meet annual food needs from agriculture to be supported with advanced and improved farming practices ✓ All HHs classified 'vulnerable' through participatory identification processes, to be supported for housing and food requirements
Economic Development	<ul style="list-style-type: none"> Nos of HHs without any (in service) earning member Nos of HHs (nuclear family) with less than Rs.5000/- per month in soft areas, and not less than Rs.7500/- per month in hard areas Nos of HHs with more than 2 (adult) dependents Nos of HHs that have settled in present Gram Panchayat after migration and do not have land holding here Nos of HHs with land holding in current GP that have migrated (for 6+months) to any location outside the Gram Panchayat Nos of HHs unable to sell their agro-horti produce at more than cost of production Nos of HHs with access to value addition avenues for agro – horti produce (produce specified in terms of inputs and output) No. of HH Members having bank account. 	<ul style="list-style-type: none"> ✓ Every HH in the Gram Panchayat must be able to meet basic (staple) food needs from agriculture – food security to be ensured ✓ Access to all such HHs that are not able to meet food security needs to Public Distribution Systems ✓ Access to skill development on improved and/or best practices and awareness on preventive and protective measures for on farm and off farm livelihoods ✓ Forward linkage support status for sales and / or marketing including value addition, product aggregation for on farm and off farm livelihoods. ✓ Development of godowns, market sheds for each Anchal segment in a common and easy to access location. ✓ Access to Financial services / banks
Vulnerability	<ul style="list-style-type: none"> Nos of HHs with one or more than one person with recurring ailments Nos. of habitation with all weather accessible road connectivity Nos of HHs living in areas with high risk of 	<ul style="list-style-type: none"> ✓ Ensuring access to required including referral services for ailments beyond the purview of primary health centre. ✓ Scaling up of issues for ensuring all habitations with all weather accessibility roads.

	landslides <ul style="list-style-type: none"> Nos of GPs facing 1 month or more of being cut off due to landslides. Nos of GPs or at least clusters with provision of safe and accessible open spaces Existence of warning systems and disaster management systems and community support systems 	✓ Conduction of disaster risk probability status.
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‘Suggestions for conduction of situational analysis in a participative manner’

Suggestions for completion of situational analysis in a participative manner.		
Indicative areas	Suggested process	Benchmarks
Assets and Access	<ul style="list-style-type: none">Participatory mapping of assets through social mapping and resource mappingMapping of access to assets and resources such as irrigation channels, drinking water, electricity, health centre and other basic civic amenities through social mapping.The extent of access of civic amenities can be mapped through chapatti diagrams, Venn diagrams, matrix ranking etc.	<i>Minimum acceptable standards for (a) possession of assets, (b) access / accessibility to basic civic amenities has to be pre-decided by planning teams through citizen engagement and basic minimum standards as applicable. As regards coverage under social sector and other welfare schemes, prescribed outreach based on corresponding guidelines and notifications shall be the benchmarks</i>
Welfare Outreach	<ul style="list-style-type: none">Focus group discussions on identified development and welfare issues including coverage under rural development and other welfare programmes concerning public health, food security, etc.	
Corroboration of Data	<ul style="list-style-type: none">This information has to be corroborated with secondary information pertaining to reports and returns (physical and financial progress reports)Wherever there is considerable discrepancy between participatory assessment based on citizen engagement and data contained in physical and financial progress reports,, it is recommended that concerned official functionaries, elected representatives from concerned Gram Panchayats and Anchal Samiti along with certain village elders, SHG members, etc. convene a common meeting for resolution of issues.	
Potential Analysis	<ul style="list-style-type: none">Mapping of natural resources through same resource mapsMapping of human resources	<ul style="list-style-type: none">Process of tapping natural resources for ensuring greater access to communities, including resource use agreements, ensuring forest rights, etc.Converging human resources¹

Composition of Planning Teams under IPPE – II

There is a provision of a two tier support structure to support Gram Panchayat planning under IPPE as indicated below –

1. **District Resource Team (DRT)**= District Level DRDA officials involved in MGNREGA, IAY, other district level officials involved such as CDPOs, DPOs, DHOs, DAOs, DFOs, DFDOs, and DPDOs. Representatives from active CSO / NGOs that are engaged in promoting rural livelihoods.
 - a. **A maximum of 64 Nos. of Resource Team members are provisioned for Arunachal Pradesh for IPPE Blocks. 45 No. of District Resource Team from Non-IPPE Blocks.**
 - b. **These Resource Team members shall not be specific / exclusive to any concerned district and shall be used by all concerned district(s) as the case may be.**
2. **Block Planning Team (BPT)** = BDO as Charge Officer, EOs(RE/Agri/Fisheries/Credit/TA) as technical member(s), sub divisional officials engaged with departments concerned with promotion of rural livelihoods and support activities such as sanitation, drinking water, Anganwadi, literate SHG leaders are also suggested to be included.



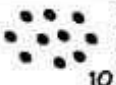


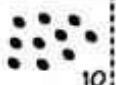

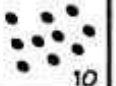
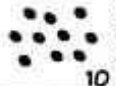
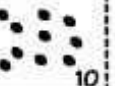
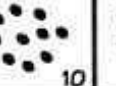





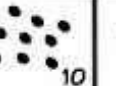




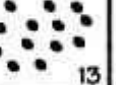


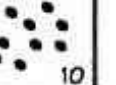






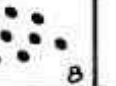



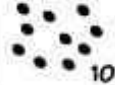






Q. What are the important maps under IPPE?

*** Three types of important mapping are required under IPPE**

- * Social Mapping**
- * Resource Mapping**
- * Seasonality Mapping**
- * Transact Walk**
- * Matrix Ranking (Prioritisation Tools)**

This is used to involve people and type of development initiatives suited to local needs. Villages use seeds, flowers, pebbles, etc. to give scores to development initiatives either individually scoring or in small groups and aggregating for community as a whole. This will facilitate the process of democratic prioritisation by the entire community, ensuring peoples involvement in their own development. This is a very important tool for micro planning by PRIs at village level.

- * An example of a Matrix Ranking – where in this case it has been done for certain resources and similar ranking can be done based on local area specific applicability**

RESOURCE USE MATRIX								
	GENDER		WEALTH			PROVENANCE OF USER		
	Men	Women	Richer	Average	Poorer	Villager	Neigh- bouring village	Stranger
Cropland	 12	 2	 10	 8	 5	 10		
Kitchen Garden Land	 3	 10	 10	 10	 10	 10		
Tree Wood	 6	 6	 5	 6	 10	 6	 4	 5
Tree Leaves	 3	 13	 6	 3	 10	 5	 3	
Medicinal Plants	 6	 8	 2	 3	 8	 5	 3	 12
Grasses	 10	 4	 9	 5	 2	 6	 4	

- * The mapping is to be done for all Gram Panchayats

Q . Should all GPs be covered by the mapping?

- * YES. All Gram Panchayats in the backward blocks are to be covered
- * The RESOURCE AND SEASONALITY mapping is recommended to be done for all the segments for all the Gram Panchayats.

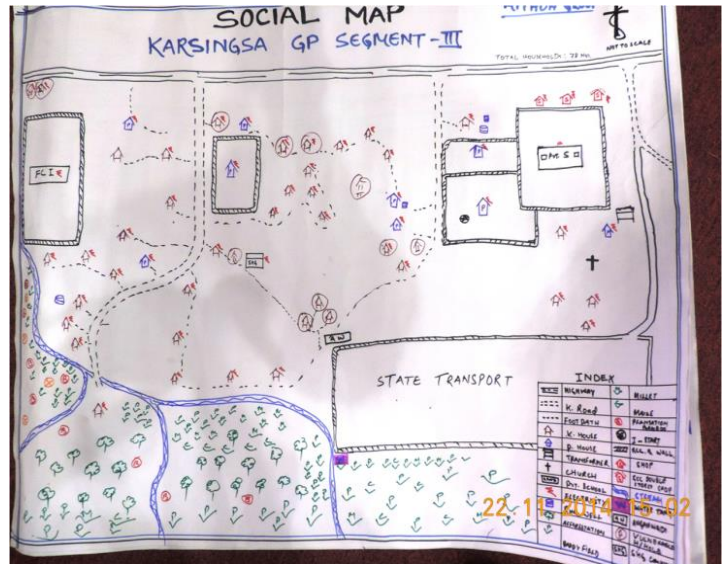
Q . What is Social Mapping?

- * Social Mapping is a process of plotting dwellings (houses) along with other civic amenities such as roads, drains, and other spatial data such as demographic data, (nos of adult members, nos of dependents, vulnerable households, etc.), local level infrastructure, owner ship pattern, village boundaries.
- * Social Mapping brings out the general community level understanding of the conditions in which the community lives.
 - * The perception of women and men in this regards have been known to generally differ the world over.
- * *IT IS IMPORTANT TO ENCOURAGE THE COMMUNITIES TO REFLECT ON THE INFORMATION BEING PRESENTED AND TO VOICE THEIR OPINIONS IN ALL TYPES OF MAPPING (SOCIAL / RESOURCE / SEASONAL)*

Q. How to do Social Mapping?

- * The following process is suggested for social mapping –
 - * The Block Planning Team should explain the purpose of Social Mapping to the villagers very clearly, preferably in local dialect.

- * The purpose of Social Mapping is to enable the villagers to plot their habitation along with local level infrastructure and amenities as per their understanding.
- * **The villagers should draw a boundary of their villages and plot the habitations with all corresponding details as already mentioned.**
 - * There is a need for general understanding of the directions, i.e. North, East, South, etc.
 - * The marking in the map must be questioned by BPT members by other members who are by standers for ensuring maximum participation
- * **All the plotting must be clear.**
- * **The Block should ideally use the same legends / index for depicting HH, roads and other infrastructure, HH specific information etc.**



Annexure-V

GRAM SABHA MINUTES OF MEETING & PROCEEDING/BUSINESS RULES PROCEDURE FOR THE CONDUCTION OF GRAM SABHA:

The following steps are to be followed during conduction of Gram Sabha & passing of the resolution for each of the Programme/Scheme/Project:

Sl No	Attendance of the Meeting : (by Name):	Remarks :
01	Quorum of the Meeting & present @ 10% of the total strength) of the direct Members:	Fulfilled : Yes/No
02	Chairperson of the Gram Sabha : Gram Panchayat Chairperson or the nominated by Gram Panchayat Members from among themselves:	By Name:
03	Ex-Office Member Secretary(by Name): Present with designated deputed officer/official	Sri/Smti:
04	Agenda for Gram Sabha (items):	By Name(Items):

05	Resolution passed against each of the agenda (two third of present and voting):	Fulfilled –Yes/No:
06	Scheme/Proposal wise discussion:	Passed –Yes/No
07	Photograph of the Gram Sabha	Attached –Yes/No

AGENDA OF THE GRAM SABHA:

Name of the Gram Panchayat:

Time:

Venue:

Dated:

Sl No	Item/Name of the Scheme/Programme With DPR for Development Work(Civil related Work/ Beneficiary related items)	Name of the Village/Location
01		
02		
03		

**(Signature of the Chairperson of Gram Sabha
With Date & Seal)**

ATTENDANCE REGISTER OF THE OFFICERS & OFFICIALS ATTENDED GRAM SABHA:

Sl No	Name & Designation	Age	Male/ Female (M/F)	ST/SC/ OBC/GEN	Name of the Office	Signature with Date
01						
02						
03						

Attestation of the Attendance of the

Meeting by concerned official (PR Official –
TAs (Technical Assistant/JE / Account's-cum-Computer-
Assistant/Member Secretary/Deputed Official etc

Counter Signature by

Chairperson (GP)/Gram Sabha Chairperson

ATTENDANCE REGISTER OF THE GRAM SABHA MEMBERS ATTENDED:

Sl No	Name & Designation	Age	Male/ Female (M/F)	ST/SC/ OBC/GEN	Name of the Office	Signature with Date
01						
02						

Attestation of the Attendance of the
Meeting by concerned official (PR Official –
TAs (Technical Assistant/JE / Account's-cum-Computer-
Assistant/Member Secretary/Deputed Official etc

**Counter Signature by
Chairperson (GP)/Chairperson of Gram Sabha**

**Model Writing of the Gram Sabha Minutes:
Financial Year (-----)**

The Gram Sabha for -----under -----Gram Panchayat with Chairpersonship of Shri/Smti/Miss ----- held on Dated ----- at ----- for the Financial Year(-----) . The list of Gram Sabha Members as per original list was present (list attached at Annexure -----).

The Gram Sabha unanimously in the presence of majority of members present and voting (attached at annexure-----) and passed the following projects/ schemes along with detailed project report (annexed at-----) for financial year

**Signature and seal of the
Gram Panchayat Chairperson /Chairperson of Gram Sabha**

**Presence of
Member Secretary (PR)/ Official of Gram Panchayat**

Annexure - VI

‘Proposed constitution of committees for facilitation and environment building support’

Level and Name	Proposed Composition	Indicative Responsibilities
State Level Steering Committee [SLSC]	<ol style="list-style-type: none"> 1. Hon'ble CM – Chairperson 2. Hon'ble Min PR – Vice Chairperson 3. Hon'ble Cabinet Ministers for Rural Development, Agriculture, Horticulture, Fisheries, Law, Industries, Tax and Excise, Labour, Social Welfare, Health, Education, Higher Education, Rural Works Department, Drinking Water and Sanitation, etc. 4. Chief Secretary – Member Secretary cum Convener 5. Commissioner (PR) – Member 6. Director (PR) – Member 7. Selected Zilla Parishad Chairpersons (1/3rd) – Special Invitees 8. Representative from National Resource Group – Special Invitee 9. Other Special Invitees as proposed by Department of PR 	<ul style="list-style-type: none"> ☞ Decisions on constitution of resource envelopes for three tiers of PRIs with emphasis on Gram Panchayats ☞ Decisions on matters pertaining to convergence of financial and human resources (official functionaries) for the purposes of fulfillment of development needs emerging from participative planning by PRIs ☞ Decisions on matters pertaining to Own Source Revenue (OSR) generation for three tiers ☞ Decisions on matters pertaining to activities to be encouraged for being taken up by PRIs in three different tiers ☞ Decisions on checks and balances including monitoring and learning mechanisms on functioning of PRIs ☞ Review and evaluation of performance of implementation of GP wise plans from each district. ☞ Decisions on human resource engagement and other miscellaneous matters pertaining to service conditions ☞ Decisions on other matters requiring resolution at

		<i>any of three tier PR level from State Government</i> <i>Other policy related matters as may be deemed fit</i>
District Planning Committee <i>[Shall also function as District Resource Group]</i>	<ol style="list-style-type: none"> 1. Zilla Parishad Chairperson - Chairperson 2. Hon'ble MP corresponding to district 3. Hon'ble MLAs corresponding to district 4. Elected PR Members / Chairpersons of Anchal Samities 5. Member Secretaries of Zilla Parishad, Anchal Samities and Gram Panchayats 6. District Planning Officer 7. District heads of line departments 	<ul style="list-style-type: none"> <i>All issues pertaining to participative planning process in reference to corresponding timelines</i> <i>Adoption of district vision including coalescing the State Vision for PR (if any) and other vision centric development in reference to (any) committees constituted at Sub State levels.</i> <i>Adoption of steps and measures for ensuring priority to vulnerable, marginalized with focus on ultra poor</i> <i>Adoption of steps and measures for augmenting own source revenue avenues for PRIs in conformity with State PR Act</i> <i>Constitution of Planning Committees at Anchal Samiti and ZP level for respective districts and anchoring the entire process of consolidation of GP Plans into AS Plans and consolidated ZP Plan.</i> <i>Adoption of steps and measures for mainstreaming promotion of rural livelihoods and skill development with PR vision</i> <i>Ensuring time bound development and consolidation of plans at Anchal Samiti and ZP level</i>

Block Resource Group at AS level	<ol style="list-style-type: none"> 1. ZP Member / ASC corresponding to local area – Chairperson 2. Member Secretary of Anchal Samiti – Member Convener 3. Panchayat Technical Assistants – Members 4. Extension Officers at block and other sub district level² – Members 5. Anchal Samiti Chairperson (s) – Member (s) 6. Gram Panchayat Chairpersons – Members 7. Technical human resources for Civil, Agriculture, off farm, non-farm and other sectors - Members 	<ul style="list-style-type: none"> <i>Acquiring capacities through training and capacity building for implementation of participative planning processes.</i> <i>Suggesting (best) participative planning processes</i> <i>Ensuring time bound planning by GP Planning Committees</i> <i>Escalation of issues to District Planning Committee and Zilla Parishad with a copy to corresponding DSG.</i> <i>Documentation of outcomes of participative planning processes</i> <i>Technical appraisal and approval for GP estimates</i> <i>Escalation of issues requiring attention of district administration / State Govt to DSG.</i>
Gram Panchayat Development	<ol style="list-style-type: none"> 1. GP Chairperson / Member – Chairperson 2. Member Secretary GP – Secretary³ 3. All Gram Panchayat Members 	<ul style="list-style-type: none"> <i>Facilitating stakeholder meetings and habitation level meetings</i> <i>Maximisation of participation in Gram Sabhas</i>

Committee	<ol style="list-style-type: none"> 4. Representatives of Women SHGs – Member 5. Functionaries including local Teacher, ASHA, ANM, etc – Member 	<ul style="list-style-type: none"> ☞ <i>Ensuring maximum awareness and sensitization on flagged development needs</i> ☞ <i>Ensuring mandatory citizen centric entitlements to all with emphasis on vulnerable and marginalized who are identified through participatory planning processes.</i> ☞ <i>Ensuring access to civic services and goods</i> ☞ <i>Promoting Livelihoods services and goods</i> ☞ <i>Ensuring emphasis on vulnerable, marginalized and ultra poor.</i> ☞ <i>Escalation of issues and constraints in reference to mandate and/or resource envelopes</i> ☞ <i>Escalation of issues including request for technical facilitation for promotion of own source revenue avenues in reference to such provisions as mandated by State Government</i> ☞ <i>Oversee projectisation and formulate GP development plans for being forwarded to Anchal Samiti</i>
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