



ABSTRACT

Fourteenth Finance Commission – Guidelines for preparation of Gram Panchayat Development Plans - Comprehensive Development of Rural areas in Tamil Nadu - Orders issued.

Rural Development and Panchayat Raj (PR-1) Department

G.O.(Ms) No.34

Dated: 02.03.2016

Read:

1. G.O. (Ms) No.108, Rural Development and Panchayat (PR-1) Department, dated 24.07.2015.
2. Secretary to Government of India, Ministry of Panchayat Raj D.O. No.Sec (PR)/2015/Misc., dated 10.08.2015.
3. Additional Secretary to Government of India, Ministry of Panchayat Raj letter D.O. No.13053/2016/1/2016, dated 15.01.2016.
4. Director of Rural Development and Panchayat Raj letter No.20909/2015/PR-1-2, dated 09.02.2016.

ORDER:

The Secretary, Ministry of Panchayat Raj, Government of India has informed that Tamil Nadu is eligible to get Rs.947.65 Crore as Fourteenth Finance Commission General Basic Grant for the year 2015-16 and the Basic Grant is to be devolved to the Village Panchayats only. The Commission has also recommended that the distribution pattern of Basic Grant should be the pattern being followed by the State for devolution of State Finance Commission Grant. The Basic Grant should be spent only on the basic services such as water supply, street lights, roads of local bodies, parks, sanitation, Storm water drainage and Solid Waste Management and Burial / Cremation Grounds.

2. In the Government Order first read above, orders were issued for utilizing the Fourteenth Finance Commission General Basic Grant and the guidelines for Planning at Village Panchayat level based on the recommendation of the Fourteenth Finance Commission.

3. In the letter second read above, the Secretary to Government of India, Ministry of Panchayat Raj has stated that he has gone through the G.O. (Ms) No.108, dated 24.07.2015, in which guidelines were issued on utilization of the grants under the Fourteenth Finance Commission general basic grant and he also congratulated the Government for being one of the first State to come out with this guidelines. He also enclosed a model guidelines for preparation of Gram Panchayat Level Development

Plan and he has requested the State Government to prepare the Gram Panchayat Development Plan based on the Government of India guidelines.

4. In the letter third read above, the Additional Secretary to Government of India, Ministry of Panchayat Raj has requested the Government to prepare the Gram Panchayat Development Plans which becomes more imperative, consequent on the increase in the fund awarded to local bodies by Fourteenth Finance Commission.

5. The Director of Rural Development and Panchayat Raj in the letter fourth read above has sent the guidelines and stated that model guidelines for decentralised planning at Village Panchayat level were prepared based on the guidelines furnished by Government of India, Ministry of Panchayat Raj and requested the Government to issue orders.

6. The Government after careful examination has decided to issue guidelines for preparation of Village Panchayat Development Plan for Comprehensive Development of Rural Areas in Tamil Nadu as annexed to this order.

7. The Director of Rural Development and Panchayat Raj is directed to ensure that the works taken up under Village Panchayat Development Plan should be properly documented at district level and the amount available as interest in the Village Panchayats shall be utilized for this purpose.

(By Order of the Governor)

Gagandeep Singh Bedi,
Secretary to Government.

To

The Director of Rural Development and Panchayat Raj, Chennai-15.
The Additional Chief Secretary / Commissioner of Rural Development and Panchayat Raj (Training), Chennai-15.
All District Collectors.

Copy to:

The Senior Personal Assistant to Hon'ble Minister, MA, RD, Law, Courts and Prisons, Chennai-9

The Principal Personal Secretary, Secretary to Government, Rural Development and Panchayat Raj Department, Chennai-9

The Secretary to Government of India, Ministry of Panchayati Raj, Krishi Bhawan, Dr.Rajendra Prasad Road, New Delhi-110 001.

The Director, Finance Commission Division, Ministry of Finance, Department of Expenditure, CGO Complex, Lodhi Road, New Delhi 110003

Rural Development and Panchayat Raj (B&C/OP II) Department, Chennai-9

The Planning Development and Special Initiatives (B&C) Department, Chennai-09.

The Director, SIRD, Maraimalai Nagar, Kanchipuram District.

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Section Officer. 2/3/16

ANNEXURE

G.O. (Ms) No.34, Rural Development and Panchayat Raj (PR-1) Department,
dated 02.03.2016.

Guidelines for the preparation of Village Panchayat Development Plan for Comprehensive Development of Rural Areas in Tamil Nadu

1. Background:

The history of the local self-governance in Tamil Nadu can be traced back to the stone edicts and carvings in Sri Vaikunda Perumal Temple of Uthiramerur in Kancheepuram District, which bear evidence to the well established local self-governance during the period of the Chola Empire. After independence, the 73rd amendment of the constitution was enacted in 1992 and came into effect from April 1993. Article 243G of the Constitution provides for the scope of devolution of powers and functions to the Panchayat Raj Institutions. 29 items were specifically listed out in the XI Schedule of the Constitution and 74th Amendment provided for formation of District Planning Committees. Accordingly, the Government of Tamil Nadu enacted Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994) which came into force on 22.4.1994. The Tamil Nadu Panchayats Act, 1994 and the rules and Government orders issued thereunder contain provisions for grassroots level decentralized planning. The Ministry of Panchayat Raj, Government of India has informed that Tamil Nadu is eligible to get Rs.947.65 crore as Fourteenth Finance Commission General Basic Grant for the year 2015-16 and the grants will continue for five year period commencing from 2015-16. The Fourteenth Finance Commission recommended that the grants should be released only to Village Panchayats, which are directly responsible for the provision of basic amenities and delivery of essential services. The Fourteenth Finance Commission also recommended for taking up planning exercise at Village Panchayat level for optimal utilization of resources and delivery of basic services effectively.

2. Need for Village Panchayat Development Plan:

As per section 240 of Tamil Nadu Panchayats Act, 1994, every Village Panchayat shall prepare a development plan for the Village Panchayat every year. Participatory planning process is important for ensuring fair, transparent and effective utilization of funds and other resources. The Government of Tamil Nadu have issued guidelines vide G.O (Ms) No.108, Rural Development and Panchayat Raj (PR1) Department, Dated 24.07.2015 for utilization of the Fourteenth Finance Commission Grant through grassroot level planning.

Village Panchayat Development Plan and Participatory Planning will enable the Village Panchayats to provide basic amenities and infrastructure facilities, expand livelihood opportunities, improve rural connectivity, converge developmental works implemented by different Line departments, promote rural housing and enable a clean and sanitized environment in rural areas, leading to substantial improvement in the quality of life of the people.

3. Key components of the Village Panchayat Development Plan:

Village Panchayat Development Plan would comprise of the following two components:

3.1. Perspective Plan (For a five year period)

Perspective Plan would provide a vision for the Village Panchayat for planning for five year period and a framework within which Annual Plans can be fitted. Perspective plan must consider a fairly large number of sectors, namely Drinking water supply, Cleanliness and Sanitation, Infrastructure facilities such as Roads, Culverts, OHT/GLRs, Pipelines, Street Lights, Sewerage systems, Natural Resource Management, Disease preparedness, Housing, Disaster preparedness, Poverty eradication, Employment generation and Social Security, Planning for increase of Own Source of Revenue in Village Panchayats, Planning for Expenditure Management in Village Panchayats and achieving harmony and convergence between the activities in the different sectors.

3.2. Annual Plan (For a single year)

Annual Plan is a detailed plan worked out by the Village Panchayat for a particular financial year. The Annual Plan would not only comprise of developmental works with detailed estimates but also social objectives including delivery of services aimed at inclusive development at the grassroot level.

4. Participatory Village Panchayat Development Planning Process

4.1. Environment creation

The participation of rural people in the planning process is of utmost importance for the success of planning. The planning process has to therefore start with the mobilization of people through massive awareness generation.

Ground work for awareness generation, multi level meetings and consultations in respect of participatory planning process is to be undertaken by the State Institute of Rural Development and Regional Institutes of Rural Development.

Campaign approach for environment generation at grassroot level will be undertaken by the Village Panchayats in co-operation with Village Poverty Reduction Committees and Panchayat Level Federations through the IEC activities based on the local physical, financial and human resources. IEC activities would include interaction with the Local community through Gram Sabha, SHGs, Youth Groups and Pamphlets etc.,

The Village Panchayat Presidents, Block Development Officers (Village Panchayats), Engineers, Over seers and the Panchayat Secretaries who are directly responsible for implementation of the scheme should be sensitized on participatory planning process. District level/ Block level sensitisation should be conducted for

Selection of works/ utilization of Village Panchayat funds. The training and capacity building in respect of Village Panchayat Development Plan for the elected representatives and officials of the Panchayat Raj Institutions shall be planned and implemented through State Institute of Rural Development (SIRD) and Regional Institutes of Rural Development (RIRDs) over a period of time.

An initial Grama Sabha, could be utilized to explain and discuss the objectives of planning for the succeeding year, needs of the Gram Panchayat and the availability of resources.

4.2. Situation Analysis and Need Assessment in participatory mode:

Situation analysis will be done by a Committee consisting of the members of the Village Panchayat Council with participation from local community including youth, SHGs and Village Poverty Reduction Committees and assistance from trained facilitators.

The following data available at Village Panchayat level will be consolidated by the Village Panchayat Secretary for the preparation of Village Panchayat Development Plan,

- o Habitation Level Survey already undertaken in the Village.
- o Base Line Survey for sanitation
- o Housing Survey
- o Participatory Identification of Poor (PIP) data from Pudhu Vaazhu Project.

In addition to the above data, the following tools will be used for situation analysis and needs assessment.

Transect Walk

Inspecting the level of development by physically walking through the habitations.

Social Mapping

Using the results from participatory ranking process to make a socio-economic development map of the area under analysis. Over time, this can be used to monitor the well being of habitations and to evaluate how a project brings about beneficial change to downtrodden social groups.

Resource Mapping

Resource map is a tool that helps Village Panchayats to make better decisions by giving better insight into the location and distribution of resources. Resource map helps to achieve the following:

- Identification of resources to develop, enhance, and sustain goals;

- Determination of whether existing resources are being used effectively to achieve expected outcomes;
- Improved alignment and coordination of resources;
- Enhanced coordination and collaboration among stakeholders with relevant resources; and
- Development of plan to meet goals and objectives.

4.3. Assessment of Needs:

Based on the above Situational Analysis, Village Panchayat shall assess the needs of the community and broadly capture the shortfalls in delivery of services, possible potential for economic development, challenges in social development, concerns in Natural Resource Management and gaps in infrastructure. The needs shall be prioritized and properly matched with the resources allocated.

While assessing the needs at Village Panchayat level, both the Perspective Plan and Annual Plan would aim to fulfill the following functions as mandated by the provisions of Tamil Nadu Panchayats Act, 1994:

- Provision of drinking water.
- Construction, repair and maintenance of all village roads (other than those classified as Highways and Panchayat Union roads), all bridges, culverts and cause-ways.
- Street lights in public places.
- Construction of drains and disposal of drainage.
- Cleaning of streets and improvement of sanitary conditions.
- Provision of public latrines.
- Burial and burning grounds.
- Other functions notified by the Government.

After taking up the above mentioned components, Village Panchayats could perform some of the important optional functions from the available resources as per the provisions of Tamil Nadu Panchayats Act, 1994 as detailed below:

- Planting and preservation of trees
- Opening and maintenance of public markets
- Control of fairs & festivals
- Opening and maintenance of cart stand and cattle sheds, public slaughter houses and reading rooms
- Establishment and maintenance of play grounds, etc.

4.4. Resource Envelope (Resource for Planning)

4.4.1. Tax Revenue

House/ property Tax
Professional Tax
Advertisement Tax

4.4.2. Non Tax Revenue

Licensing fee for building plan and layout approval
 Fees and charges on Dangerous & Offensive trades
 Market fee
 Water charges
 Social Forestry auctions
 Fishery rentals
 2-C patta fee
 Income from markets and fairs
 Fines and penalties
 Other Non Tax Revenue

4.4.3. Assigned Revenue

Stamp duty
 Entertainment Tax
 Social Forestry Receipts
 Mines and minerals seigniorage and lease amount

4.4.4. Devolution Grants

SFC Grants
 CFC Grants

4.4.5. Pudhu Vaazhvu Project and SRLM Funds

SHG Bank Linkage
 Bulk Loan to PLFs
 Project Fund (Livelihood Corpus) to PLFs
 Individual Assistance to Differently abled & Vulnerable
 Skill Training Fund
 Any other funds in this regard.

4.4.6. Grants in aid for State sponsored Schemes and Centrally sponsored Schemes: (list is indicative and not exhaustive)

Bus Plying Roads Improvement Scheme (BPRIS)
 Chief Minister's Solar Powered Green Houses Scheme
 Comprehensive School Infrastructure Development Scheme (CSIDS)
 Indira Awas Yojana
 Swachh Bharat Mission (Gramin)
 Rural Infrastructure Scheme (RIS)
 MLACDS
 MPLADS
 PMGSY
 MGNREGS
 NABARD RIDF
 Rural Road Maintenance Scheme

Clean Village Campaign-Solid and Liquid Waste Management
 Shyama Prasad Mukherjee Rurban Mission
 Rajiv Gandhi Panchayat Sashaktikaran Abiyan (RGPSA)
 Sansad Adarsh Gram Yojana (SAGY)
 National Biogas and Manure Management Programme
 Bio-digester linked community green sanitary complexes
 Laying of BT Roads with Plastic Wastes
 Tamil Nadu Village Habitations Improvement Scheme (THAI)
 Western Ghats Development Programme (WGDP).
 Infrastructure Gap filling Fund (IGFF)
 Any other scheme announced by Government from time to time.

4.4.7. Voluntary Contributions

Self Sufficiency Scheme.

5. Institutional Arrangements for participatory planning process:

- o Grama Shaba,
- o Village Panchayat Council,
- o Standing Committees,
- o Officials of Rural Development & Panchayat Raj Department,
- o Line Departments,
- o Village poverty Reduction Committees,
- o Panchayat Level Federations,
- o Community Based Organisations (CBOs).

6. Prioritization of needs/activities

Habitation Level priorities will be considered and consolidated at the Village Panchayat level for prioritization of works on the basis of availability of funds. The Gaps identified by situation analysis in respect of infrastructure development, human development, civic services at habitation level will be prioritized at the Village Panchayat level sector-wise by the Village Panchayat Standing Committees dealing with the respective subjects.

The prioritization of needs/activities at the habitation level will cover the following:

Sl. No.	Key Focus Area	Expected outcome from Village Panchayat Development Plan
1.	Drinking water supply	1. Ensure regular supply of clean drinking water to all the habitations on daily basis. 2. Ease of difficulties in collecting drinking water by extension of pipelines. 3. Water Supply works should be planned to ensure provision of 55 LPCD of water in rural areas.

		4. During water scarcity period, drinking water supply should be provided atleast once in 3 days.
2.	Cleanliness and Sanitation	<ol style="list-style-type: none"> 1. Solid and Liquid Waste Management Planning. 2. Provision of dump yards and waste disposal systems. 3. Ensure people's participation for separation of biodegradable and non-biodegradable garbage. 4. Promoting vermi-composting. 5. Attaining open defecation free status in all the habitations. 6. Ensure soak pits for liquid waste management. 7. Clean up drains and stagnant pools of water. 8. Removal of Seemai Karuvel Trees (<i>Prosopis juliflora</i>)
3.	Infrastructure-Roads, Culverts, OHT/GLRs, Pipelines, Street Lights, Sewerage systems	<ol style="list-style-type: none"> 1. Ensuring good internal link roads. 2. Undertake regular patch works and cleaning of the paths with shrubs. 3. Ensure adequate number of functioning streetlights. 4. Periodical Maintenance of Roads, Culverts, OHT/GLRs, Pipelines, Street Lights, Sewerage systems. 5. Construction of bath cum sanitary community toilets through different schemes.
4.	Natural Resource Management	<ol style="list-style-type: none"> 1. Rain Water Harvesting Structures in all the public and Panchayat buildings. 2. Renovation of Ponds, Ooranies and Water Channels through different schemes. 3. Plantation activities under MGNREGS Scheme. 4. Ensure watering of saplings and survival rates through MGNREGS Scheme. 5. Promoting Avenue, massive and homestead plantations. 6. Soil and water conservation works. 7. Maintenance of Minor Irrigation tanks. 8. Preparation of shelf of works under MGNREGS Scheme with focus on natural resource management.

5.	Disease preparedness	<ol style="list-style-type: none"> 1. Hygienic environment in all habitations. 2. Mosquito control- Eradication of all stagnant pools of waters and drains. 3. Periodical Mass cleaning of all habitations and chlorination of drinking water sources. 4. Plugging leakages in the taps and pipelines. 5. Elimination of pit taps. 6. Provision of cement concrete platforms for the handpump and bore well with soak pit to avoid breeding of mosquitoes. 7. Ensuring periodical cleaning of overhead and ground level reservoirs. 8. Preventive measures for the control of vector borne communicable diseases like, Malaria, Dengue, Chikungunya etc. 9. Co-ordination with Health and Animal Husbandry Dept. for Prevention of outbreak of human and animal diseases.
6.	Housing	<ol style="list-style-type: none"> 1. People living below poverty line should be provided with adequate housing facilities through different rural housing schemes implemented at Panchayat level. 2. Construction of houses with individual household latrines along with soak pits.
7.	Drought, floods and disaster preparedness	<ol style="list-style-type: none"> 1. Preparation of contingency plan for mitigation of water scarcity during drought period. 2. Anticipatory preventive measures for the control of damage caused by floods. 3. Preventive measures for any other disaster based on vulnerability of the concerned Village Panchayat.
8.	Poverty eradication, Employment generation and Social Security	<ol style="list-style-type: none"> 1. Selection of the poorest of the poor beneficiaries in Grama Sabha for different socio-economic development schemes. 2. Skill Development for youth through TNRLM, Women Development, Pudhu Vazhvu Project and other Government schemes.

		<ol style="list-style-type: none"> 3. 100% coverage of Wage employment for all the eligible households under MGNREGS Scheme. 4. Stabilization of assets created under MGNREGS Scheme through Rural Infrastructure Scheme (RIS) / other funds. 5. Promoting increased participation of rural women in the SHG movement. 6. Empowerment of differently abled persons through increased coverage under MGNREGS Scheme. 7. Preparation of an infrastructure plan for the provision of basic amenities for the Wards reserved for SCs and tribal hamlets. 8. Ensure Water supply, Street lights, roads and other infrastructure facilities are provided in all SC and ST habitations.
9.	Planning for increase of Own Source of Revenue in Village Panchayats	<ol style="list-style-type: none"> 1. 100% assessment of House tax, Professional Tax, D & O Trade and other taxable sources. 2. Make 100% check up of all the houses and levy demand for such houses which are constructed in the recent past and for which no tax is so far levied. 3. Make 100% verification of all water Service Connections and include such houses in the demand which are not included so far. 4. Wherever there is a scope for giving additional water service connections based on water availability and NOC of TWAD is also there (in case of CWSS), new house service water connections be given and water charges augmented. 5. The Professional Tax and Advertisement Tax should be augmented by widening the base at the given tax rates.
10.	Planning for Expenditure Management in Village Panchayats	<ol style="list-style-type: none"> 1. Prompt and timely settlement of current consumption charges payable to TANGEDCO and water charges to TWAD Board to avoid arrears. 2. New OHTs construction should be restricted to the requirement for storage of water in proportion to the size of

		<p>population. [Total capacity of all OHTs should not exceed Total Population x 55 litres for a single filling purpose. If there are 2 fillings of a tank per day, the Total Capacity of OHTs is to be accordingly reduced.]</p> <ol style="list-style-type: none"> 3. Alternative sources/ extension of pipelines, deepening of openwells wherever necessary and feasible may be taken up. 4. LED lights may be provided wherever current consumption charges are heavy by replacing bulbs, sodium and mercury lamps in the existing poles. New/ extended areas should be given priority with LED lights. 5. Ensure the savings in electricity by installing energy efficient devices. 6. Promoting fiscal prudence and expenditure management in Village Panchayats.
11.	Planning for Convergence	<ol style="list-style-type: none"> 1. The Village Panchayat can take up works from the gaps identified in Village Panchayats by dovetailing funds under MGNREGS, SFC Grant, Pooled Assigned Revenue and the general funds of Village Panchayats in addition to the CFC Basic Grant to create / improve infrastructure facilities in rural areas. 2. Through proper convergence and dovetailing of different schemes the Village Panchayats can create more number of infrastructure facilities and ensure delivery of services. 3. Anganwadies, schools, Noon meal, Women and child health care, Skill Development, Poverty eradication and generation of wage and self employment could be the focus areas of Village Panchayat Development Plan through convergence of funds, functions and functionaries devolved by different Line Departments. 4. PRI representatives are nominated as ex-officio member of several parallel bodies in different line Departments at Village Panchayat level. Such institutional

		structures available at grass roots level should be effectively utilized for better planning convergence and implementation of development initiatives.
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7. Projectization:

Based on the prioritization of works/services, the components of Village Development plan will then be projectised by the Village Panchayat council.

Handholding support for preparation of Village Panchayat development plan will be provided by trained officials of the Rural Development & Panchayat Raj Department who will give the guidance and also technical support will be provided by the Engineering wing of RD & PR Department and Line Dept officials, in case of functions devolved by Line Departments.

8. Preparation of Draft Village Panchayat Development Plan:

As per Section of 240 of Tamil Nadu Panchayats Act, 1994, every Village Panchayat shall prepare a development plan for the Village Panchayat every year. Accordingly, a draft plan shall be prepared by the Village Panchayat after the projectisation and prioritisation. The draft plan shall indicate works identified in each of the focus areas, fund allocation, timelines for completion of the works, output and outcome of the works.

9. Placement of Village Panchayat Development Plan in the Gram Sabha for validation:

A special meeting of the Village Panchayat shall be convened to discuss the draft plan. The plan approved by the Village Panchayat shall be placed before the Gram Sabha every year for validation.

10. Preparation of Estimates:

After identification and approval of works by the Village Panchayat and validation by the Gram Sabha, actual estimates should be prepared by the concerned technical officials.

No estimate should be prepared by the concerned technical officials without verification at the field. Estimates prepared by the Engineers should be randomly checked by the Assistant Executive Engineer and the Executive Engineer (RD) in order to ensure that only actual and correct estimates are prepared.

11. Administrative sanction:

Administrative sanction for the works for implementing the plan will be accorded as per the existing rules in force after detailed scrutiny of the estimates by the appropriate authorities.

12. Executing Agency for implementing plan:

Since Village Panchayat is the local body which is responsible for provision of basic amenities in rural areas, the works relating to Rural Development and Panchayat Raj Department will be executed through Village Panchayats in accordance with the provisions of the Tamil Nadu Panchayats Act, 1994 and the rules issued thereunder. The implementation of the plan will also be monitored by the Village Panchayats.

13. Model format for Village Panchayat Development Plan:

A simplified format for Village Panchayat Development Plan to serve as a template for preparation of plan documents is enclosed. The format is intended to be used as a model and for ready reference.

14. Documentation:

The works taken up under Village Panchayat Development Plan should be properly documented at District level. The amount available as interest in the Village Panchayats may be utilized for this purpose.

The Secretary to Government, Rural Development and Panchayat Raj Department is empowered to modify the guidelines whenever necessary in consultation with the Director of Rural Development and Panchayat Raj.

Gagandeep Singh Bedi,
Secretary to Government.

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V. Subramanian
Section Officer. 27/3/16

Model Village Panchayat Development Plan

Name of the Village Panchayat :

Name of the Panchayat Union:
Name of the District:

A. 1. Basic Profile of Village Panchayat:

- i. Number of Habitations
- ii. Total Population
- iii. Area (in Sq. k.m.)
- iv. Total number of households

2. Socio-economic parameters

- i) No. of BPL Households
- ii) No. of Women headed Households
- iii) Women Population
- iv) SC Population
- v) ST Population
- vi) No. of differently abled persons
- vii) Any other

3. Livelihood data:

- i) No. of households engaged in agriculture
- ii) No. of households engaged in non-agricultural livelihoods
- iii) No. of households participating in MGNREGS
- iv) No. of households participating in SHGs
- v) Any other

4. Existing Infrastructure

- i) No. of OHTs
- ii) No. of GLRs
- iii) No. of Mini Tanks
- iv) Length of Water Pipeline (in metres)
- v) Length of Road (In K.m)
 - a. Earthen Road
 - b. WBM Road
 - c. BT Road
 - d. CC Road
 - e. Other Roads
- vi) No. of Street lights
- vii) No. of Integrated Women Sanitary Complexes / Community Toilets
- viii) Any other

5. Natural Resources

- i) No. of ponds/Ooraries
- ii) No. of Minor Irrigation Tanks
- iii) Length of the Minor Irrigation channels- (if any)
- iv) Extent of land under the control of Panchayats/Vested with Panchayats.
- v) Any other

6. Village Institutions

- i) No. of Primary Schools
- ii) No. of Middle Schools
- iii) No. of High Schools
- iv) No. of Higher Secondary Schools
- v) No. of Colleges
- vi) No. of Primary Health Centres
- vii) No. of Veterinary -Sub Centre/ Hospitals
- viii) No. of Primary Agricultural Cooperative Societies
- ix) No. of Banks
- x) Any other

7. Elected Members

Sl. No.	Designation	Name	Age/Date of Birth	Gender	Education	Category (OC/BC/MB C/SC/ST)
1	President					
2						
3						
4						
5						

8. Panchayat Staff

Sl. No.	Name	Designation	Education	Nature of Job (Regular/Contractual)	Remarks
1					
2					
3					
4					

9. Support System for Village Panchayat Development Plan

i) Village Level Committees

- a) Name of the Committees (for example, Works Committee of Village Panchayat, Payment Committee-MGNREGS)
- b) Name of Chairpersons and members

ii) List of Other Committees in Line Departments related to Decentralized Plan Preparation

- iii) Name of nodal Officer for VPDP Preparation
- iv) Names of resource persons at Village level
- v) Names and designations of functionaries in-charge of VPDP in Village Panchayat.
- vi) Names of other govt. functionaries/Support staff who are part of VPDP
- vii) Names of District and Block Level Resources Groups/Persons for the GP
- viii) Any other Committee.

B. Participatory Planning

1. Activities Undertaken for VPDP in 2016-17

Sl. No.	Activity	Date of 1st meeting	No. of participants	Date of 2nd meeting	No. of participants	Date of 3rd meeting	No. of participants
1	Grama Sabha Meetings						
2	Stakeholder Consultations						
3	Working Group Meetings						
4	Resource Group meetings						
5	Village Panchayat Council Meetings on Finalisation of Plan						

2. Situation Analysis

- (i) Details of Data Collection
- (ii) Surveys done, if any
- (iii) Situation Analysis

Sl.No.	Issues/Problems Identified	Strategies Suggested to Overcome problems/issues

3. Resource Envelope for 2016-17

The expected availability of funds to the Village Panchayat from various sources should be indicated. Indicative list of sources listed below.

- a. 14th Finance Commission grants
- b. State Finance Commission grants
- c. Own resources of Village Panchayats
- d. MGNREGS
- e. Other Centrally Sponsored Schemes implemented by Village Panchayat
- f. Grants for State Sponsored schemes
- g. Grants for Externally aided schemes assigned for implementation through Panchayats
- h. Voluntary contributions by the communities and other stakeholders
- i. Schemes of Line Departments
- j. Any other

C. Annual Plan

1. Infrastructure & Other Public Works

Works suggested by Grama Sabha	Works approved by Village Panchayat	Location	Cost	Source of funds	Agency for technical sanction and supervision	Agency for implementation

2. Beneficiary Oriented Programmes

Programme	Number of Beneficiary			Agency for Implementation
	SC	ST	Others	

3. Other socio-economic development initiatives including costless development

Summary of Programme with Activities	Mode of Implementation	Expected Results

D. Five Year perspective Plan

1. Infrastructure and other Public Works

Works suggested by Gram Sabha	Works approved by Village Panchayat	Cost	Source of funds

2. Beneficiary Oriented Programme

Programme	Number of Beneficiary			Agency for implementation
	SC	ST	General	

3. Other socio-economic development initiatives including costless development

Summary of Programme with Activities	Mode of Implementation	Expected Results

E. Technical and Administrative Approval

1. Details of Authority for Administrative Approval
2. Details of Authority for Technical Approval

Attachments:

1. Attachment 1: Minutes of Gram Sabha Meetings
2. Attachment 2: Situation Analysis Reports
3. Attachment 3: Minutes/Resolutions of Village Panchayat approving the Plan
4. Attachment 4: Any other reports

Panchayat Secretary

..... Village Panchayat.

President

..... Village Panchayat.

Gagandeep Singh Bedi,
Secretary to Government.

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J. Bedi
2/3/16
Section Officer.