

**Questionnaire of District Panchayat for Deen Dayal Upadhyay Panchayat Sashaktikaran Puraskar(DDUPSP) Award for the Appraisal Year 2020-2021**



**General(Compulsory)**

**Note:**

1. Please enter answer /reply in the box provided against each question.
2. The Panchayat should upload at least 5 supportive documents/files (like Minutes of the Meeting, videos/PPTs, Audit Reports, Citizen Charter, Photographs of activities, Record of Panchayat Income, Social Audit Report, Previous National/State Level Awards certificates, any other relevant records)
3. BLC/DLC/SPPAC should ensure evaluation and verification of each question with utmost care. Evaluation & verification should be critical and clear.
4. BLC/DLC/SPPAC should ensure all the requisite documents to be uploaded on the Panchayat Awards portal. All the uploaded documents should be correct, properly structured and verified in prescribed format by SPAAC/State Government.

**Total Marks : 100.0**

Sl.No	Topic/Subtopic Name	Question Description	Max.Marks																								
1	Mandatory Committees/Constitution	<p><b>If Panchayat Committees have been constituted as per the concerned State Government legislation, then please provide following details.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">No. of Committees mandated</th> <th style="width: 40%;">No. of Committees actually constituted</th> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	No. of Committees mandated	No. of Committees actually constituted			2.0																				
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2	Mandatory Committees/Meetings/Decisions	<p><b>If the Panchayat Committees have conducted meetings then please provide following details regarding any 5 meetings conducted.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sl.No</th> <th style="width: 25%;">Date of meeting</th> <th style="width: 30%;">Any Major decision taken from different sectors per meeting</th> <th style="width: 30%;">Action taken/initiated on each decision</th> </tr> </thead> <tbody> <tr> <td align="center">i</td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td align="center">ii</td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td align="center">iii</td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td align="center">iv</td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td align="center">v</td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </tbody> </table>	Sl.No	Date of meeting	Any Major decision taken from different sectors per meeting	Action taken/initiated on each decision	i				ii				iii				iv				v				10.0
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3	Panchayat functioning/Panchayat meetings	<p><b>Whether the minutes of the Panchayat meetings are recorded?</b>  <b>Please enter remarks in the box below &amp; specify the method(s) of maintaining the record of Panchayat meetings.</b></p> <p> <input type="radio"/> Yes  <input type="radio"/> No                 </p> <p align="right">Comments, if any:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	2.0																								
4	Panchayat functioning/Panchayat meetings	<p><b>Please provide following details of participation of the ERs in the meetings of the District Panchayat .</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Date of District Panchayat meetings</th> <th style="width: 25%;">Total number of elected members in District Panchayat</th> <th style="width: 30%;">No. of members who attended the meeting</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </tbody> </table>	Date of District Panchayat meetings	Total number of elected members in District Panchayat	No. of members who attended the meeting				2.0																		
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5	Panchayat functioning/Panchayat meetings	<p><b>Whether any of the following subjects were discussed and minutes recorded by the Panchayat during 2020-21? If so, tick mark the subject discussed and mentioned.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Subjects</th> <th style="width: 55%;">Comments, if any :</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Water</td> <td style="height: 40px;"></td> </tr> <tr> <td><input type="checkbox"/> Irrigation</td> <td style="height: 40px;"></td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td style="height: 40px;"></td> </tr> <tr> <td><input type="checkbox"/> Health and Nutrition</td> <td style="height: 40px;"></td> </tr> <tr> <td><input type="checkbox"/> Women and Child Welfare</td> <td style="height: 40px;"></td> </tr> <tr> <td><input type="checkbox"/> SC / ST issues</td> <td style="height: 40px;"></td> </tr> <tr> <td><input type="checkbox"/> Sanitation</td> <td style="height: 40px;"></td> </tr> </tbody> </table>	Subjects	Comments, if any :	<input type="checkbox"/> Water		<input type="checkbox"/> Irrigation		<input type="checkbox"/> Education		<input type="checkbox"/> Health and Nutrition		<input type="checkbox"/> Women and Child Welfare		<input type="checkbox"/> SC / ST issues		<input type="checkbox"/> Sanitation		2.75								
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		<input type="checkbox"/> Rural Roads / Connectivity	
		<input type="checkbox"/> Street lights	
		<input type="checkbox"/> Livelihood	
		<input type="checkbox"/> Any Other	
6	Panchayat functioning/Panchayat meetings	Please provide following information regarding meetings of Panchayat.	
		<b>a. Out of total number of SC/ST members, how many attended Panchayat meetings during 2020-21</b> <span style="float:right">2.0</span>	
		<b>Sl.No</b>	<b>Meeting date</b>
		<b>Total number of SC/ST members</b>	<b>Number of SC/ST member who attended meeting</b>
		<b>b. Out of total number of women members, how many attended Panchayat meetings during 2020-21?</b> <span style="float:right">2.0</span>	
		<b>Sl.No</b>	<b>Meeting date</b>
		<b>Total number of women</b>	<b>Number of women who attended meeting</b>
7	Planning and preparation of Annual Plan/Process of preparation of annual plan	<b>Was the final Annual Plan of the Panchayat prepared for financial year 2020-21?</b> <span style="float:right">2.0</span>	
		<input type="radio"/> Yes <input type="radio"/> No Comments, if any:	
8	Planning and preparation of Annual Plan/Convergence	<b>If convergence with departmental plan/schemes was ensured in preparation of annual plan,then please provide name of 4 scheme with which convergence was achieved.</b> <span style="float:right">2.0</span>	
		<b>Sl.No</b>	<b>Name of scheme</b>
		i	
		ii	
		iii	
		iv	
9	Planning and preparation of Annual Plan/Consultation	<b>Was Annual Plan discussed in panchayat meeting?</b> <span style="float:right">2.0</span>	
		<input type="radio"/> Yes <input type="radio"/> No Comments, if any:	
10	Planning and preparation of Annual Plan/Consultation	<b>If lower tier of Panchayat (Intermediate Panchayat) was consulted for the issues to be included in the Annual Plan then please provide following details regarding consultative meetings conducted</b> <span style="float:right">10.0</span>	
		<b>Sl.No</b>	<b>Date of consultative meeting</b>
		<b>Suggestions provided or Issues raised by Intermediate Panchayat</b>	<b>Whether suggestion or issues of Intermediate Panchayat accepted , considered or incorporated in Annual Plan (Yes/No)</b>
		i	
		ii	
		iii	
		iv	
		v	
11	Planning and preparation of Annual Plan/Consultation	<b>Whether following stakeholder groups consulted while preparation of Annual Plan and their suggestions incorporated? Please select the option and provide details for each.</b> <span style="float:right">2.5</span>	



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		Stakeholder groups	Comments, if any :																								
		<input type="checkbox"/> Farmers																									
		<input type="checkbox"/> Women Groups/ SHGs etc.																									
		<input type="checkbox"/> Youth Groups																									
		<input type="checkbox"/> Senior Citizens																									
		<input type="checkbox"/> Others Specify																									
12	Panchayat Finance/Central Funds	<b>Please provide the following details regarding funds received from Centrally Sponsored Schemes and their utilization (actuals as on 31.03.2021)</b> <span style="float: right;"><b>3.5</b></span>																									
		<table border="1"> <thead> <tr> <th>Scheme</th> <th>Funds received in Rs</th> <th>Utilization in Rs</th> </tr> </thead> <tbody> <tr> <td>Mahatma Gandhi National Rural Employment Guarantee Scheme</td> <td></td> <td></td> </tr> <tr> <td>Samagra Shiksha</td> <td></td> <td></td> </tr> <tr> <td>Pradhan Mantri Awas Yojana Gramin</td> <td></td> <td></td> </tr> <tr> <td>Saubhagya</td> <td></td> <td></td> </tr> <tr> <td>Swachh Bharat mission Gramin</td> <td></td> <td></td> </tr> <tr> <td>National Rural Livelihood Mission</td> <td></td> <td></td> </tr> <tr> <td>Others specify</td> <td></td> <td></td> </tr> </tbody> </table>	Scheme	Funds received in Rs	Utilization in Rs	Mahatma Gandhi National Rural Employment Guarantee Scheme			Samagra Shiksha			Pradhan Mantri Awas Yojana Gramin			Saubhagya			Swachh Bharat mission Gramin			National Rural Livelihood Mission			Others specify			
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13	Panchayat Finance/Funds from other than Central sources	<b>Please provide the following details regarding funds received from other/own sources (SFC, loans etc.) and their utilization (actuals as on 31.03.2021).</b> <span style="float: right;"><b>4.0</b></span>																									
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14	Management of Personnel/Participation in Panchayat level meetings	<b>Do Panchayat Members attend the meetings of Panchayat level sectoral committees such as Health and Sanitation, Women and Child Development, Water supply etc.</b> <span style="float: right;"><b>1.0</b></span>																									
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:																								
15	Management of Personnel/Participation in Panchayat level meetings	<b>Do line department officials attend meeting of Panchayat?</b> <span style="float: right;"><b>1.0</b></span>																									
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:																								
16	Performance/Livelihood	<b>Whether the Panchayat has taken any initiatives to enhance means of livelihood of villagers?</b> <span style="float: right;"><b>1.0</b></span>																									
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:																								
17	Performance/Health, Nutrition	<b>Whether the Panchayat has undertaken any activities to improve the health and nutrition of women and children and status of</b> <span style="float: right;"><b>1.0</b></span>																									



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	and Gender issues	<p><b>women and children?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Comments, if any:</p>														
18	Performance/Environment protection	<p>Whether the Panchayat has undertaken initiatives to.</p> <p><b>a. Manage solid and liquid waste</b> <span style="float: right;"><b>1.0</b></span></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Comments, if any:</p> <p><b>b. Protect environment</b> <span style="float: right;"><b>1.0</b></span></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Comments, if any:</p>														
19	Performance/Special initiatives taken by the Panchayat for marginalized group of people	<p><b>Whether the Panchayat has taken any initiatives for women, children, SC/ST and other marginalized group of people? Please describe the efforts undertaken in the box below.</b> <span style="float: right;"><b>2.0</b></span></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Comments, if any:</p>														
20	Performance/Performance of civic duties	<p><b>Please select the Civic amenities provided by the panchayat to the people from the following options and describe the efforts undertaken to do so in the comments section.</b> <span style="float: right;"><b>3.0</b></span></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Civic amenities</th> <th style="width: 50%;">Comments, if any :</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Electricity/ Solar Street Lighting</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Drinking Water</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Drainage/ Rain water Drainage facility</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sanitation/ Sewage/Public Toilets</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Roads</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Infrastructure development Community centers/marriage hall/library</td> <td></td> </tr> </tbody> </table>	Civic amenities	Comments, if any :	<input type="checkbox"/> Electricity/ Solar Street Lighting		<input type="checkbox"/> Drinking Water		<input type="checkbox"/> Drainage/ Rain water Drainage facility		<input type="checkbox"/> Sanitation/ Sewage/Public Toilets		<input type="checkbox"/> Roads		<input type="checkbox"/> Infrastructure development Community centers/marriage hall/library	
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21	Performance/Performance in Education sector	<p><b>Does the Panchayat undertaken regular monitoring of functioning of school vis a vis Please select the option</b> <span style="float: right;"><b>2.0</b></span></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Items / Options</th> <th style="width: 50%;">Comments, if any :</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Monitoring of attendance of children</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Provision of amenities like drinking water</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Construction of toilets etc.</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Availability of playgrounds</td> <td></td> </tr> </tbody> </table>	Items / Options	Comments, if any :	<input type="checkbox"/> Monitoring of attendance of children		<input type="checkbox"/> Provision of amenities like drinking water		<input type="checkbox"/> Construction of toilets etc.		<input type="checkbox"/> Availability of playgrounds					
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22	Performance/Social responsibility	<p><b>Has the panchayat taken initiative to inform and educate people on the social issue, local issue etc during the year 2020-21?</b> <span style="float: right;"><b>2.0</b></span></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Comments, if any:</p>														



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		<input type="radio"/> Yes <input type="radio"/> No	
23	Accountability and transparency/Maintenance of accounts	Please answer the following questions .	
		<b>a. Are Panchayat accounts maintained in the format prescribed by the State Government ?</b> 2.0	
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:
		<b>b. Are these accounts updated and authenticated during the year 2020 -21 ?</b> 2.0	
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:
24	Accountability and transparency/Maintenance of accounts	<b>Whether accounts of financial year 2020-21 were placed before the panchayat?</b> 2.25	
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:
25	Accountability and transparency/Audit	<b>Whether audit paras have been complied with ?</b> 2.0	
		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	Comments, if any:
26	Accountability and transparency/Audit	<b>Whether the accounts for the year 2020-21 audited by the State Audit Department ?</b> 2.0	
		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	Comments, if any:
27	Use of PES Applications	<b>Whether the Panchayat Enterprise Suite applications developed by Ministry of Panchayati Raj being used? Please select the appropriate option .</b> 3.0	
		PES Application	Comments, if any :
		<input type="checkbox"/> PRIASoft -Accounting Module of e-GramSwaraj	
		<input type="checkbox"/> PlanPlus -Planning Module of e-GramSwaraj	
		<input type="checkbox"/> ActionSoft -Reporting Module of e-GramSwaraj	
28	Own Source of Revenue(OSR)	<b>Please provide the details regarding the increase / decrease in the Own Source Revenue in the District Panchayat .</b> 4.0	
		<b>OSR generated during the year (2020-21)</b>	<b>OSR generated in last year (2019-20)</b>
29	Poverty alleviation	<b>Please provide the details regarding the increase/decrease in the number of BPL families count in the District Panchayat.</b> 4.0	
		<b>No. of BPL families count during the year (2020-21)</b>	<b>No. of BPL families count in last year (2019-20)</b>
30	Income Generation	<b>Please mention the names of the income generating assets created during the year, if any .</b> 4.0	
		<b>Sl.No</b>	<b>Name of any 4 income generating asset created during the year (2020-21)</b>
			<b>Comments if any</b>
		1	
		2	
		3	
		4	
31	Grievance redressal	<b>Please provide the following details to ascertain the efficiency of grievances redressal mechanism .</b> 2.0	
		<b>No. of complaints received (2020-2021)</b>	<b>No. of complaints replied to/redressed (2020-2021)</b>



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32	Information disclosure/Voluntary disclosure of information	<b>Please provide the following information regarding RTI compliance .</b> <span style="float: right;"><b>2.0</b></span>	
		<b>No. of applications received (2020-2021)</b>	<b>No. of applications replied to/addressed (2020-2021)</b>
33	Information disclosure/Voluntary disclosure of information	<b>Whether voluntary disclosure of the following important information displayed on boards/offices of Panchayat as per provisions of RTI Act .</b> <span style="float: right;"><b>2.0</b></span>	
		Information/item	Comments, if any :
		<input type="checkbox"/> BPL list	
		<input type="checkbox"/> Pensioners list Widow, Old, Divyangjan, Orphan etc.	
		<input type="checkbox"/> Name of Beneficiaries of various schemes	
		<input type="checkbox"/> Income and expenditure of the Panchayat	
34	Summary	<b>Please provide information (upto 10 bullet points) regarding best practices, achievements of the District Panchayat for social and economic development of the people etc. ( To be evaluated by the State level Screening Committee)</b> <span style="float: right;"><b>5.0</b></span>	