



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	Functioning of Gram Sabhas/Meetings	Please provide the details of Gram Sabha and Special Gram Sabha meeting held.																																									
		<p>a. Gram Sabha Meetings 4.0</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black;"> <input type="radio"/> No Gram Sabha meeting held <input type="radio"/> One Gram Sabha meeting held <input type="radio"/> Two Gram Sabha meetings held <input type="radio"/> Three Gram Sabha meetings held <input type="radio"/> Four and more than four Gram Sabha meetings held </td> <td style="width: 50%; border: 1px solid black; vertical-align: top;"> Comments, if any: </td> </tr> </table> <p>b. Special Gram Sabha Meetings 2.0</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black;"> <input type="radio"/> No Special Gram Sabha Meeting held <input type="radio"/> One Special Gram Sabha Meeting held <input type="radio"/> Two or more than two Special Gram Sabha Meetings held </td> <td style="width: 50%; border: 1px solid black; vertical-align: top;"> Comments, if any: </td> </tr> </table>	<input type="radio"/> No Gram Sabha meeting held <input type="radio"/> One Gram Sabha meeting held <input type="radio"/> Two Gram Sabha meetings held <input type="radio"/> Three Gram Sabha meetings held <input type="radio"/> Four and more than four Gram Sabha meetings held	Comments, if any: 	<input type="radio"/> No Special Gram Sabha Meeting held <input type="radio"/> One Special Gram Sabha Meeting held <input type="radio"/> Two or more than two Special Gram Sabha Meetings held	Comments, if any: 																																					
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Sl.No</th> <th style="width: 25%;">Dates of Meetings</th> <th style="width: 25%;">Major Decision Taken</th> <th style="width: 25%;">Appropriate action taken/initiated on the decision. Give details</th> </tr> </thead> <tbody> <tr> <td>i</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ii</td> <td></td> <td></td> <td></td> </tr> <tr> <td>iii</td> <td></td> <td></td> <td></td> </tr> <tr> <td>iv</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl.No	Dates of Meetings	Major Decision Taken	Appropriate action taken/initiated on the decision. Give details	i				ii				iii				iv																								
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<p>Please specify the method of maintaining the record of Gram Sabha meetings- 4.0</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black;"> Methods <input type="checkbox"/> Minutes of the Meeting <input type="checkbox"/> Photographs/Any other (specify) </td> <td style="width: 50%; border: 1px solid black; vertical-align: top;"> Comments, if any : </td> </tr> </table>			Methods <input type="checkbox"/> Minutes of the Meeting <input type="checkbox"/> Photographs/Any other (specify)	Comments, if any : 																																							
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<p>Please provide following details of participation of Gram Sabha members including marginalized sections</p> <p>a. Please enter number of members who participated in the meeting against the total number of members 2.0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Gram Sabha meeting</th> <th style="width: 25%;">Date of Gram Sabha meeting</th> <th style="width: 25%;">Total number of members</th> <th style="width: 25%;">No. of members participated in the meeting</th> </tr> </thead> <tbody> <tr> <td>1st Meeting</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd Meeting</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3rd Meeting</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4th Meeting</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>b. No. of women members out of total members participated in the meeting 2.0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Gram Sabha meeting</th> <th style="width: 25%;">Date of Gram Sabha meeting</th> <th style="width: 25%;">Total number of women members</th> <th style="width: 25%;">No. of women members participated in the meeting</th> </tr> </thead> <tbody> <tr> <td>1st Meeting</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd Meeting</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3rd Meeting</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4th Meeting</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Gram Sabha meeting	Date of Gram Sabha meeting	Total number of members	No. of members participated in the meeting	1st Meeting				2nd Meeting				3rd Meeting				4th Meeting				Gram Sabha meeting	Date of Gram Sabha meeting	Total number of women members	No. of women members participated in the meeting	1st Meeting				2nd Meeting				3rd Meeting				4th Meeting				
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3	Functioning of Gram Sabhas/Record maintenance																																										
4	Functioning of Gram Sabhas/Participation																																										



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c. Please enter No. of members from SC and ST out of total members participated in the meeting. 2.0				
Gram Sabha meeting	Date of Gram Sabha meeting	Total number of SC and ST members	No of SC member participated	No of ST member participated
1st Meeting				
2nd Meeting				
3rd Meeting				
4th Meeting				

5 Functioning of Gram Sabhas/Selection of beneficiaries			If selection of beneficiaries of various Govt. schemes undertaken through open discussions then, mention name of schemes (any 4) wherein Gram Sabha selected the beneficiaries 4.0	
Sl.No	Name of Scheme	Comments if any		
i				
ii				
iii				
iv				

6 Functioning of Gram Sabhas/Approval of Plan		Whether the Annual Plan of GP has been approved by the Gram Sabha? 2.0	
<input type="radio"/> Yes <input type="radio"/> No		Comments, if any:	

7 Functioning of Gram Sabhas/Social Audit				If Gram Sabha conducted social audit then please fill up the following. 4.0	
Sl.No	Date of social audit	Name of scheme audited	Comments,if any		
i					
ii					
iii					
iv					

8 Basic services in the Gram Panchayat		Please select the basic services provided by GP to people and give detail of efforts undertaken in comments section 5.0	
Basic Services in Gram Panchayat		Comments, if any :	
<input type="checkbox"/> Water Supply			
<input type="checkbox"/> Sanitation including septic management			
<input type="checkbox"/> Sewage and solid waste management			
<input type="checkbox"/> Storm water drainage			
<input type="checkbox"/> Maintenance of community assets			
<input type="checkbox"/> Maintenance of roads			
<input type="checkbox"/> Footpaths			



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		<input type="checkbox"/> Street-lighting	
		<input type="checkbox"/> Burial and cremation grounds	
		<input type="checkbox"/> Others Specify	
9	Mandatory Committees/Constitution	If Panchayat Committees have been constituted as per the concerned State Government legislation, then please provide following details. 2.0	
		No. of Committees mandated	No. of Committees actually constituted
10	Mandatory Committees/Meetings/Decisions	If the Panchayat Committees have conducted meetings then please provide following details regarding any 5 meetings conducted. 5.0	
		Sl.No	Date of meeting
		i	
		ii	
		iii	
		iv	
		v	
		Any Major decision taken from different sectors per meeting	Action taken or initiated on each decision
11	Participation of the Elected Representatives in the meetings of the Gram Panchayat	Please provide following details of participation of the ERs in the meeting of Gram Panchayat. 2.0	
		Date of Gram Panchayat meeting any two	Total number of elected members in Gram Panchayat
			Number of members who attended the meeting
12	Gram Panchayat Development Plan	If the Gram Panchayat has prepared the GPDP then please specify whether GPDP prepared by the Gram Panchayat covers the following sectors 4.0	
		Sectors	Comments, if any :
		<input type="checkbox"/> Economic development and poverty reduction	
		<input type="checkbox"/> Human development and social development	
		<input type="checkbox"/> Ecological and environment development	
		<input type="checkbox"/> Public service delivery	
		<input type="checkbox"/> E-enablement of panchayat	
		<input type="checkbox"/> Skill development	
		<input type="checkbox"/> Women/child protection and development	
		<input type="checkbox"/> Infrastructure development	
13	Planning and preparation of	If convergence with departmental plan/schemes was ensured in preparation of annual plan,then please provide name of 4 scheme	



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	Annual Plan/Convergence	<p>with which convergence was achieved. 4.0</p> <table border="1"> <thead> <tr> <th>Sl.No</th> <th>Name of scheme</th> </tr> </thead> <tbody> <tr> <td>i</td> <td></td> </tr> <tr> <td>ii</td> <td></td> </tr> <tr> <td>iii</td> <td></td> </tr> <tr> <td>iv</td> <td></td> </tr> </tbody> </table>	Sl.No	Name of scheme	i		ii		iii		iv															
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14	Planning and preparation of Annual Plan/Consultation	<p>Was Annual Plan discussed in the Panchayat meeting? 1.0</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: right;">Comments, if any:</p>																								
15	Planning and preparation of Annual Plan/Consultation	<p>Whether following stakeholder groups consulted while preparation of Annual Plan and their suggestions incorporated? Please select the option and provide details for each. 2.5</p> <table border="1"> <thead> <tr> <th>Stakeholder groups</th> <th>Comments, if any :</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Farmers</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Women Groups/ SHGs etc.</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Youth Groups</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Senior Citizens</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Others Specify</td> <td></td> </tr> </tbody> </table>	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													
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16	Panchayat Finance/Central Funds	<p>Please provide the following details regarding funds received from Centrally Sponsored Schemes and their utilization (actuals as on 31.03.2021) 3.5</p> <table border="1"> <thead> <tr> <th>Scheme</th> <th>Funds received in Rs</th> <th>Utilization in Rs</th> </tr> </thead> <tbody> <tr> <td>Fourteenth Finance Commission grants</td> <td></td> <td></td> </tr> <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>Other (specify)</td> <td></td> <td></td> </tr> </tbody> </table>	Scheme	Funds received in Rs	Utilization in Rs	Fourteenth Finance Commission grants			Mahatma Gandhi National Rural Employment Guarantee Scheme			Samagra Shiksha			Pradhan Mantri Awas Yojana (Gramin)			Saubhagya			Swachh Bharat mission (Gramin)			Other (specify)		
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17	Panchayat Finance/Funds from other than Central sources	<p>Please provide the following details regarding funds received from other/own sources (SFC, loans etc.) and their utilization (actuals as on 31.03.2021) 5.0</p> <table border="1"> <thead> <tr> <th>Scheme</th> <th>Funds received in Rs</th> <th>Utilization in Rs</th> </tr> </thead> <tbody> <tr> <td>State Finance Commission grants</td> <td></td> <td></td> </tr> <tr> <td>State schemes grants</td> <td></td> <td></td> </tr> <tr> <td>Own Source Revenue</td> <td></td> <td></td> </tr> <tr> <td>Voluntary contribution in the form of labour or kind or cash</td> <td></td> <td></td> </tr> </tbody> </table>	Scheme	Funds received in Rs	Utilization in Rs	State Finance Commission grants			State schemes grants			Own Source Revenue			Voluntary contribution in the form of labour or kind or cash											
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		Others (Specify)		
18	Accounting/Maintenance of Accounts	Please answer the following questions .		
		a. Whether accounts of year 2020- 21 were placed before Gram Sabha for discussion and approval?		1.0
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:	
		b. Are these accounts updated and authenticated during the year 2020 -21?		1.0
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:	
		c. Are Panchayat accounts maintained in the format prescribed by the Government ?		1.0
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:	
19	Use of PES Applications	Whether Common Service Center (CSC) is running in the GP?		1.0
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:	
20	Use of PES Applications	Whether the GP has a full time Computer Operator?		1.0
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:	
21	Use of PES Applications	Whether the GP has availability of operational computer system with internet connectivity?		1.0
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:	
22	Use of PES Applications	Whether the Panchayat Enterprise Suite applications developed by Ministry of Panchayati Raj being used by the GP? Please select the appropriate option .		4.0
		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		
		<input type="checkbox"/> Geo- tagging - mActionsoft Mobile app		
23	Own Source of Revenue(OSR)	Please provide the details regarding the increase /decrease in the Own Source Revenue in the GP as per following .		4.0
		OSR generated during the year (2019-20)	OSR generated in the last year(2020-21)	
24	Poverty alleviation	Please provide the details regarding the increase / decrease in the number of BPL families count in the GP as per the following .		4.0
		Sl.No	No. of BPL families count during the year (2019-20)	No. of BPL families count during the year (2020-21)
		1		
25	Income Generation	Please mention the names of the income generating assets created during the year, if any .		4.0
		Sl.No	Name of any 4 income generating asset created during the year (2020-21)	Comments if any
		1		



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		2		
		3		
		4		
26	Performance/Social responsibility	Has the Panchayat taken initiative to inform and educate people on social issues, local issues etc. during the year (2020-21)?		1.0
		<input type="radio"/> Yes <input type="radio"/> No	Comments, if any:	
27	Grievance Redressal Monitoring	Please provide the following details to ascertain the efficiency of grievance redressal mechanism in Gram Panchayat .		2.0
		No. of complaints received (2020-21)	No. of complaints replied to/redressed (2020-21)	
28	Information disclosure/Voluntary disclosure of information	Whether voluntary disclosure of the following important information displayed on boards/offices of Panchayat as per provisions of RTI Act .		2.0
		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		
29	Information disclosure/RTI compliance	Please provide the following information regarding RTI compliance in Gram Panchayat .		2.0
		No. of applications received (2020-21)	No. of applications replied to/addressed (2020-21)	
30	Mission Antodaya Ranking	Please select the option which represents the rank of your GP in the Mission Antodaya Survey -2020 ?		2.0
		<input type="radio"/> 1-20 <input type="radio"/> 21-40 <input type="radio"/> 41-60 <input type="radio"/> 61-80 <input type="radio"/> 81-100	Comments, if any:	
31	Summary	Please provide information (upto10 bullet points) regarding best practices, achievements of the Gram Panchayat for social and economic development of the people etc, to be evaluated by the Block/District/State level screening committee		5.0