

Standard Operating Procedure

Process of orientation of Officials and Monitoring online questionnaire filling process

(A) Pre-Writeshop (Timeline: 01stAugust to 15th August, 2022)

- i. Share the list of Nodal Officers for Awards with Ministry of PanchayatiRaj **by 02.08.2022**.
- ii. Share contact details (email and Whatsapp number) of concerned District Officials (CEO, ZP/District Panchayati Raj Officer)
- iii. Nominate the Officials for National Writeshop to be held on 16-18th August, 2022 and accordingly, share the details (name, Mobile No. and Email-Id) with Ministry of Panchayati Raj **by 03.08.2022**. Also, sponsor to nominate one person/official dealing with Media/Publicity for the abovementioned Writeshop for preparing a Media Strategy and publicity of Awards in the State/UT.
- iv. Constitute the 'State Level Nodal Officer Monitoring Committee' (SLNOMC) including following members/State level officers from concerned Departments who will act as mentors regarding awards for the Districts **by 05.08.2022**:

Sl.N o.	Theme	Director/Joint Director/Deputy Director from the concerned Department
i.	Poverty Free and Enhanced Livelihoods Panchayat	Rural Development
ii.	Healthy Panchayat	Health
iii.	Child-Friendly Panchayat	Education
iv.	Water Sufficient Panchayat	Public Health/Drinking Water & Sanitation
v.	Clean and Green Panchayat	Public Health/Drinking Water & Sanitation
vi.	Self- Sufficient Infrastructure in Panchayat	Panchayati Raj
vii.	Socially Secured Panchayat	Panchayati Raj
viii.	Panchayat with Good Governance	State Program Management Unit (SPMU), Panchayati Raj
ix.	Women Friendly Panchayat	Women & Child Development
x.	Director, State Institute of Rural Development & Panchayati Raj	

- v. Study thoroughly the draft guidelines, Questionnaires already shared and SoP being shared by the Ministry (Final Guidelines and Questionnaires will be shared subsequently soon).

(B) During-Writeshop (Timeline: 16th August to 18th August, 2022)

- i. Practice of Questionnaire Filling on each of the 9 award themes.
- ii. State Presentation on Award Questionnaires/Issues.
- iii. Prepare Media Strategy/Roadmap based on National Media Strategy for publicity of National Panchayat Awards.

Format for monitoring the orientation for State/UT Level Officials:

[for Ministry of Panchayati Raj]

Sl.No.	State/UT	Number of persons oriented								
		Theme-1	Theme-2	Theme-3	Theme-4	Theme-5	Theme-6	Theme-7	Theme-8	Theme-9
		Poverty Free and Enhanced Livelihoods Panchayat	Healthy Panchayat	Child-Friendly Panchayat	Water Sufficient Panchayat	Clean and Green Panchayat	Self- Sufficient Infrastructure in Panchayat	Socially Secured Panchayat	Panchayat with Good Governance	Women Friendly Panchayat

(C) Post-Writeshop (Timeline: 19th August to 31st October, 2022)

- (1) Constitution of Panchayat Performance Assessment Committees at Block, District and State/UT level as per National Panchayat Awards Guidelines (**Timeline: 19th August to 22nd August, 2022**).
- (2) **Cascading-Mode Orientation Programme for Nodal Officers (Timeline: 23rd August to 7th September, 2022)**

2.1 For District Level Thematic Officials (23rd August to 30th August, 2022):

State/UT Level mentors will orient the District Level Thematic Officials as mentioned below:

Sl. No.	Theme/ Thematic Committee	Line Departments for concerned thematic award	Chairperson	Members
i.	Poverty free and enhanced livelihoods Panchayat	<ol style="list-style-type: none"> i. D/o Panchayati Raj ii. D/o Agriculture and Farmers Welfare 	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • District level Officer handling NRLM • District level Officer handling MGNREGS • District Panchayat Officer/District

Sl. No.	Theme/ Thematic Committee	Line Departments for concerned thematic award	Chairperson	Members
				Level Officer as Member Convenor
ii.	Healthy Panchayat	i. D/o Ayush/Ayurveda ii. D/o Panchayati Raj iii. D/o Women & Child Development	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • Chief Medical Officer/District Health Officer/ • District Level Officer from D/o Women & Child Development • Officer from D/o Ayush/Ayurveda • Faculty (Health & Training Institute) • District Panchayat Officer/District Level Officer as Member Convenor
iii.	Child friendly Panchayat	i. D/o Health & Family Welfare ii. D/o School Education iii. D/o Rural Development & Panchayati Raj	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • Deputy Director/District Level Officer (D/o Elementary Education) • District Level Officer dealing with Reproductive and Child Health • District Panchayat Officer/District Level Officer as Member Convenor
iv.	Water sufficient Panchayat	i. D/o Rural Development ii. D/o Panchayati Raj	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • District Level Officer nominated from Rural Development Department • District Panchayat Officer/District Level Officer as Member Convenor
v.	Clean and Green Panchayat	i. D/o New and Renewable Energy ii. D/o Rural Development iii. D/o Panchayati Raj	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • District Level Officer dealing with renewable energy • District Level Officer from Rural Development Department dealing with SBM-G • District Panchayat Officer/District Level Officer as Member Convenor
vi.	Self-sufficient infrastructure in Panchayat	i. D/o Rural Development ii. D/o Electronics & Information Technology/NIC iii. D/o Telecommunications	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • District Level Officer from NIC • District Level Officer dealing with BharatNET • District Panchayat Officer/District Level Officer as Member Convenor
vii.	Socially Secured Panchayat	i. D/o Social Justice and Empowerment ii. D/o Rural Development	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • District Level Officer from Rural Development Department dealing with National Social Assistance Programme (NSAP)

Sl. No.	Theme/ Thematic Committee	Line Departments for concerned thematic award	Chairperson	Members
		iii. D/o Panchayati Raj iv. D/o Empowerment of Persons with Disabilities (Divyangjan)		<ul style="list-style-type: none"> • District Level Officer from D/o Social Justice and Empowerment • District Panchayat Officer/District Level Officer as Member Convenor
viii.	Panchayat with good governance	i. D/o Rural Development ii. D/o Electronics & Information Technology/NIC	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • District Level Officer from Panchayati Raj dealing with e-GramSwaraj • District level officer from NIC • District Panchayat Officer/District Level Officer as Member Convenor
ix.	Women-friendly Panchayat (earlier called as Engendered development in village)	i. D/o Health & Family Welfare ii. D/o Rural Development iii. D/o School Education & Literacy iv. D/o Ayush/Ayurveda v. D/o Panchayati Raj	District Collector/CEO Zilla Parishad	<ul style="list-style-type: none"> • Chief Medical Officer • District level Officer from D/o Rural Development Department • District level Officer from D/o Ayush/Ayurveda • District level Officer from D/o Elementary Education • District Panchayat Officer/District Level Officer as Member Convenor

Format for monitoring the orientation for District Level Thematic Officials: [State/UT will fill the format online]

Sl.No.	District	Number of persons oriented								
		Theme-1	Theme-2	Theme-3	Theme-4	Theme-5	Theme-6	Theme-7	Theme-8	Theme-9
		Poverty Free and Enhanced Livelihoods Panchayat	Healthy Panchayat	Child-Friendly Panchayat	Water Sufficient Panchayat	Clean and Green Panchayat	Self- Sufficient Infrastructure in Panchayat	Socially Secured Panchayat	Panchayat with Good Governance	Women Friendly Panchayat

2.2 For Block Level Thematic Officials (31st August to 7th September, 2022):

District Level mentors will orient the Block Level Thematic Officials as mentioned below:

Sl. No.	Theme/ Thematic Committee	Line Departments for concerned thematic award	Chairperson	Members
i.	Poverty free and enhanced livelihoods Panchayat	i. D/o Panchayati Raj ii. D/o Agriculture and Farmers Welfare	Block Development Officer	<ul style="list-style-type: none"> Block Level Officer handling NRLM Officer handling MGNREGS Panchayat Level Extension Officer/Equivalent Officer as Member Convenor
ii.	Healthy Panchayat	i. D/o Ayush/Ayurveda ii. D/o Panchayati Raj iii. D/o Women & Child Development	Block Development Officer	<ul style="list-style-type: none"> Block Medical Officer Child Development Programme Officer (CDPO) Panchayat Extension Officer/Officer holding Equivalent position in Block as Member Convenor
iii.	Child friendly Panchayat	i. D/o Health & Family Welfare ii. D/o School Education iii. D/o Rural Development iv. D/o Panchayati Raj	Block Development Officer	<ul style="list-style-type: none"> CDPO Panchayat Extension Officer/Officer holding Equivalent position in Block as Member Convenor
iv.	Water sufficient Panchayat	i. D/o Rural Development ii. D/o Panchayati Raj	Block Development Officer	<ul style="list-style-type: none"> Block level officer/Junior Engineer/Assistant Engineer Panchayat Extension Officer/Officer holding Equivalent position in Block as Member Convenor
v.	Clean and Green Panchayat	i. D/o New and Renewable Energy ii. D/o Rural Development iii. D/o Panchayati Raj	Block Development Officer	<ul style="list-style-type: none"> Officer from Block handling SBM-G Panchayat Extension Officer/Officer holding Equivalent position in Block as Member Convenor

Sl. No.	Theme/ Thematic Committee	Line Departments for concerned thematic award	Chairperson	Members
vi.	Self-sufficient infrastructure in Panchayat	i. D/o Rural Development ii. D/o Electronics & Information Technology/NIC iii. D/o Telecommunications	Block Development Officer	<ul style="list-style-type: none"> • Nominated Officer from NIC • Panchayat Extension Officer/ Officer holding Equivalent position in Block as Member Convenor
vii.	Socially Secured Panchayat	i. D/o Rural Development ii. D/o Panchayati Raj	Block Development Officer	<ul style="list-style-type: none"> • Social Welfare Officer at Block Level • Panchayat Extension Officer/ Officer holding Equivalent position in Block as Member Convenor
viii.	Panchayat with good governance	i. D/o Rural Development ii. D/o Electronics & Information Technology/NIC	Block Development Officer	<ul style="list-style-type: none"> • Nominated member from NIC • Block Level Officer from BBNL • Panchayat Level Extension Officer/ Officer holding Equivalent position in Block as Member Convenor
ix.	Women-friendly Panchayat (earlier called as Engendered development in village)	i. D/o Health & Family Welfare ii. D/o Rural Development iii. D/o School Education & Literacy iv. D/o Panchayati Raj	Block Development Officer	<ul style="list-style-type: none"> • CDPO • Block Primary Education Officer/Equivalent • Block Medical Officer • Panchayat Level Extension Officer/ Officer holding Equivalent position in Block as Member Convenor

Format for monitoring the orientation for Block Level Thematic Officials: [District will fill the format online]

Sl. No.	District Name	Number of Blocks	Number of persons oriented								
			Theme-1	Theme-2	Theme-3	Theme-4	Theme-5	Theme-6	Theme-7	Theme-8	Theme-9
			Poverty Free and Enhanced Livelihoods Panchayat	Healthy Panchayat	Child-Friendly Panchayat	Water Sufficient Panchayat	Clean and Green Panchayat	Self-Sufficient Infrastructure in Panchayat	Socially Secured Panchayat	Panchayat with Good Governance	Women Friendly Panchayat

- (3) The Block level officers who have got orientation from District level mentors, they will visit the GPs and assist them in filling Online Questionnaire (**Timeline: 10thSeptember – 31stOctober, 2022**)

Sl.No.	Theme	Department	Designation of Key Person/Functionary*
1.	Poverty Free and Enhanced Livelihoods Panchayat	Rural Development	Panchayat Secretary/Gram Panchayat Extension Officer/Gram RozgaySahayak under MGNREGS
2.	Healthy Panchayat	Health	Block level Health Coordinator/Medical Coordinator
3.	Child-Friendly Panchayat	Education	Block Level Education Coordinator /Education Inspector
4.	Water Sufficient Panchayat	Public Health	Block Level: SBM Coordinator/Junior Engineer
5.	Clean and Green Panchayat	Swachh Bharat Mission	Block Level: SBM Coordinator/Junior Engineer
6.	Self-Sufficient Infrastructure in Panchayat	Panchayati Raj	Block Level: Junior Engineer/Assistant Engineer
7.	Socially Secured Panchayat	Panchayati Raj	Panchayat Secretary
8.	Panchayat with Good Governance	Panchayati Raj	Block Level: Programme Management Unit Coordinator
9.	Women Friendly Panchayat	ICDS	ICDS Supervisor

*Or equivalent resource persons

(3.1) Monitoring of Online Questionnaire filling: (Timeline: 10th September – 31st October, 2022)

(A) Monitoring at Block Level:

- i. The Block Panchayat Performance Assessment Committee (BPPAC) for each theme, on weekly basis, will monitor filling of online questionnaires on the National Panchayat Awards portal. The resource persons/mentors who will help GPs in filling these thematic awards questionnaires will be as follows:

Sl.No.	Theme	Department	Designation of Key Person/Functionary*
1.	Poverty Free and Enhanced Livelihoods Panchayat	Rural Development	Panchayat Secretary/Gram Panchayat Extension Officer/Gram RozgaySahayak under MGNREGS
2.	Healthy Panchayat	Health	Block level Health Coordinator/ Medical Coordinator
3.	Child-Friendly Panchayat	Education	Block Level Education Coordinator /Education Inspector
4.	Water Sufficient Panchayat	Public Health	Block Level: SBM Coordinator/Junior Engineer
5.	Clean and Green Panchayat	Swachh Bharat Mission	Block Level: SBM Coordinator/Junior Engineer
6.	Self- Sufficient Infrastructure in Panchayat	Panchayati Raj	Block Level: Junior Engineer/Assistant Engineer
7.	Socially Secured Panchayat	Panchayati Raj	Panchayat Secretary
8.	Panchayat with Good Governance	Panchayati Raj	Block Level: Programme Management Unit Coordinator
9.	Women Friendly Panchayat	ICDS	ICDS Supervisor

**Or equivalent resource persons*

- ii. Convener of the said meetings will be Gram Panchayat Extension Officer/Equivalent functionary.
- iii. The format for monitoring will be as follows (as per/generated from NationalPanchayat Awards portal):

Name of Block Panchayat:		Whether the Questionnaire on Theme filled up completely and frozen on awards portal? (Yes/No)																		
Sl.No.	Name of the Gram Panchayat	1.Poverty Free and Enhanced Livelihoods Panchayat		2.Healthy Panchayat		3.Child-Friendly Panchayat		4.Water Sufficient Panchayat		5.Clean and Green Panchayat		6.Self- Sufficient Infrastructure in Panchayat		7.Socially Secured Panchayat		8.Panchayat with Good Governance		9.Women Friendly Panchayat		
		Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons	Remarks/ Reasons		

- iv. In the event of any hurdle / slow progress of the process of questionnaire filling, the BPPAC will issue necessary instructions to the concerned functionaries to complete the said activity within timeline.

(B) Monitoring at District Level:

- i. The District Panchayat Performance Assessment Committee (DPPAC)for each theme, on weekly basis, will monitor the statusof filling of online questionnairesby GPs in each Block under supervision of BPPAC through National Panchayat Awards portal.
- ii. Convener of the said meetings will be District Panchayati Raj Officer.
- iii. DPPAC will take a stock of the situation of questionnaires filled by Gram Panchayats in each Block and accordingly,will review the same on weekly basis. DPPAC will support/follow-up with the concerned BPPACsto resolve the issues to ensure that all Gram Panchayats have filled the Questionnaires.
- iv. The format for monitoring will be as follows (as per/generated from National Panchayat Awards portal):

Name of District Panchayat:		Number of Gram Panchayats who have filled the thematic questionnaires completely and frozen them on awards portal																			
Sl.No.	Name of the Block Panchayat in the District	No. of Gram Panchayats	1. Poverty Free and Enhanced Livelihoods Panchayat		2. Healthy Panchayat		3. Child-Friendly Panchayat		4. Water Sufficient Panchayat		5. Clean and Green Panchayat		6. Self-Sufficient Infrastructure in Panchayat		7. Socially Secured Panchayat		8. Panchayat with Good Governance		9. Women Friendly Panchayat		
			Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		

- v. In the event of any hurdle / slow progress of the process of questionnaire filling, the DPPAC will issue necessary instructions to the concerned officials at lower level/BPPAC to complete the said activity within timeline.

(C) Monitoring at State/UT Level:

- i. The State/UT Panchayat Performance Assessment Committee (SPPAC/UPPAC) for each theme, on weekly basis, will monitor the status filling of online questionnaires in each District by the Gram Panchayats under supervision of DPPAC through National Panchayat Awards portal.
- ii. Convener of the said meetings will be Director, Department of Panchayati Raj.
- iii. SPPAC/UPPAC will take a stock of the situation of questionnaires filled by Gram Panchayats in each Block and accordingly, will review the same on weekly basis. The SPPAC/UPPAC will support/follow-up with the concerned DPPACs to resolve the issues to ensure that all Gram Panchayats have filled the Questionnaires.
- iv. The format for monitoring will be as follows (as per/generated from National Panchayat Awards portal):

Name of the State/UT:		Number of Gram Panchayats who have filled the thematic questionnaires completely and frozen them on awards portal																			
Sl.No.	Name of the District Panchayat	No. of Block Panchayats	No. of Gram Panchayats in the Block	1.Poverty Free and Enhanced Livelihoods Panchayat		2.Healthy Panchayat		3.Child-Friendly Panchayat		4.Water Sufficient Panchayat		5.Clean and Green Panchayat		6.Self- Sufficient Infrastructure in Panchayat		7.Socially Secured Panchayat		8.Panchayat with Good Governance		9.Women Friendly Panchayat	
				Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons		Remarks/ Reasons	

- v. In the event of any hurdle / slow progress of the process of questionnaire filling, the SPPAC/UPPAC will issue necessary instructions to the concerned officials at lower level/DPPAC to complete the said activity within timeline.

(D) Monitoring at Central/National Level:

- i. For monitoring purpose, an 'Inter-Ministerial Nodal Monitoring Committee' at National level will review the status of filling of online Questionnaires by the GPs in each State/UT on weekly basis through National Panchayat Awards portal.
- ii. Constitution of the said Committee of Ministry of Panchayati Raj will be as follows:
- Chairman - Additional Secretary
 - Convener - Economic Adviser
 - Members - Nodal Officers of concerned Nodal Ministries
- iii. The said Committee will take a stock of the situation of questionnaires filled by Gram Panchayats in each State/UT and will review the same with States/UTs on weekly basis.
- iv. The format for monitoring will be as follows (as per/generated from National Panchayat Awards portal):

Sl.No.	Name of the State/UT	No. of District Panchayats	No. of Block Panchayats	No. of Gram Panchayats in the Block	Number of Gram Panchayats who have filled the thematic questionnaires completely and frozen them on awards portal															
					1. Poverty Free and Enhanced Livelihoods Panchayat Remarks/ Reasons as stated by the State/UT	2. Healthy Panchayat Remarks/ Reasons as stated by the State/UT	3. Child-Friendly Panchayat Remarks/ Reasons as stated by the State/UT	4. Water Sufficient Panchayat Remarks/ Reasons as stated by the State/UT	5. Clean and Green Panchayat Remarks/ Reasons as stated by the State/UT	6. Self-Sufficient Infrastructure in Panchayat Remarks/ Reasons as stated by the State/UT	7. Socially Secured Panchayat Remarks/ Reasons as stated by the State/UT	8. Panchayat with Good Governance Remarks/ Reasons as stated by the State/UT	9. Women Friendly Panchayat Remarks/ Reasons as stated by the State/UT							

- v. In the event of any hurdle / slow progress of the process of questionnaire filling, the Inter-Ministerial Nodal Monitoring Committee will issue necessary instructions to the concerned State/UT officials to complete the said activity within timeline.

(4) State Level Nodal Officer Monitoring Committee

A 'State Level Nodal Officer Monitoring Committee' in each State/UT will oversee/supervise the whole process of Monitoring and Selection of Awardees at in the concerned States/UTs under officer of the level of Director/Joint Director/Deputy Director from the concerned Department as per following:

Sl.No.	Theme	Department
i.	Poverty Free and Enhanced Livelihoods Panchayat	Rural Development
ii.	Healthy Panchayat	Health
iii.	Child-Friendly Panchayat	Education
iv.	Water Sufficient Panchayat	Public Health/Drinking Water & Sanitation
v.	Clean and Green Panchayat	Public Health/Drinking Water & Sanitation
vi.	Self- Sufficient Infrastructure in Panchayat	Panchayati Raj
vii.	Socially Secured Panchayat	Panchayati Raj
viii.	Panchayat with Good Governance	State Program Management Unit (SPMU), Panchayati Raj
ix.	Women Friendly Panchayat	Women & Child Development
x.	Director, State Institute of Rural Development & Panchayati Raj	

*Or equivalent department



(5) Helpline for Awards

- i. At State/UT Level: Concerned State/UT's Programme Management Unit / State/UT's NIC team
- ii. National Level Team:
 - NIC Team, MoPR (Shri S.K. Joshi-8010405456 / Shri Sumit Tyagi-9999114445 / nic-mopr@nic.in)
 - Incentivization Division, MoPR (Contact: 011-23725310/awards-mopr@nic.in)
