

डॉ. चन्द्र शेखर कुमार, आई.ए.एस.  
अपर सचिव

**Dr. Chandra Shekhar Kumar, IAS**  
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**MINISTRY OF PANCHAYATI RAJ**  
**GOVERNMENT OF INDIA**  
Tower-II, 9<sup>th</sup> Floor,  
Jeevan Bharati Building,  
New Delhi-110001

**D.O. No.: N-19011(16)/8/2016-e-Panchayat**

**Dated: 21<sup>st</sup> January, 2021**

Dear Madam/Sir,

This is in reference to letter no. N-11013/1/2020-CB dated 04<sup>th</sup> January, 2021 (Annexure I) from this ministry regarding setting up of Control Room cum Project Management Unit (PMU) at State & District levels to streamline the planning process & implementation of Panchayat plans, providing necessary handholding support to the grassroots level users. Also D.O. letter no. N-11013/1/2020-CB dated 21<sup>st</sup> January, 2021 for setting up Block Level PMU may kindly be referred.

2. With the emphasis of the e-Governance in government operations, Ministry of Panchayati Raj has put in place e-Gram SWARAJ, a work-based accounting application, for ensuring internal administrative efficiency and transparency. It becomes critical that timely support is available to the grassroots level users. Therefore, the States are requested to expedite the process of setting up of Control Room cum PMU at State, District & Block levels as mentioned above. It may also please be ensured that the designated manpower are trained & conversant with the issues relating with the Panchayats viz. Mission Antyodaya, GPDP, e-Gram SWARAJ, Gram Manchitra, SVAMITVA etc. Further details regarding the constituents of the PMU & funding requirements may be seen in the aforementioned letter.

3. In this effect, the Ministry in partnership with National Institute of Rural Development & Panchayati Raj (NIRDPR) would be organising trainings/ workshops on the e-Governance initiatives of Ministry of Panchayati Raj in March, 2021 (tentatively 16<sup>th</sup> -19<sup>th</sup> March, 2021). **Therefore, it is requested that all necessary action be taken to ensure that the PMUs are operational by February 2021.**

Resan

Enclosed: As above

Yours Sincerely,

*21.1.2021*  
(Dr. Chandra Shekhar Kumar)

Additional Chief Secretaries/ Principal Secretaries/ Secretaries  
Panchayati Raj Department  
All States/ UTs

Copy To: DG, National Institute of Rural Development & Panchayati Raj



D.O. No: N-11013/1/2020-CB

Date: 04 January 2021

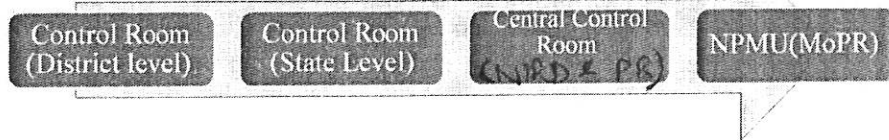
Dear *Sir/Madam*

Please refer to the DO Letter Number – M-11015/139/2020-CB issued by this Ministry on 09<sup>th</sup> December 2020 (copy attached) where procedure for preparation of Block Panchayat Development Plans (BPDPs) has been detailed. In this regard, weekly review meetings are being conducted in the preparation of BPDPs. Workshops for Master Level Trainers (MLTs) from all States and UTs have already been organized by NIRD&PR.

2 Further, It has been decided to set-up a Control Room cum Project Management Unit (PMU) to ensure proper preparation and implementation of Gram Panchayat Development Plan (GPDP), Block Panchayat Development Plan (BPDP) and District Panchayat Development Plan (DPDP) with the aim of entering up to date real time data as well as provide instant guidance to Planning Teams operating at various levels. To ensure physical presence of the organizational unit, the Control Room is required to be set-up by each State and UT (i) at the State/UT level, and (ii) at the district level immediately.

3 The modality of setting up and operation of the Control Rooms at State/UT and district levels are outlined as below:

- Composition of the Control Room:** State Nodal Officer for RGSA/GPDP/BPDP/DPDP not below the rank of Director will head the Control Room. At the district level, CEO of the District Panchayat will head the Control Room. Detailed Composition of the reporting structures and responsibility of the Control Room at the State / district levels is provided as **Annexure 1**.
- Location:** The Control Room at the State level may preferably be located at the office of the SPMU for RGSA in the Panchayati Raj Department/SIRD/SPRC or any other central venue as per convenience and discretion of the State/UT. The Control Room at the district level may be set up at the office of the CEO of the District Panchayat or at the office of the District Panchayati Raj Officer/District Planning Officer, as may be determined by the district administration.
- Trained Resource:** The officials to be discharging duty in the Control Rooms must be thoroughly trained about their roles and responsibilities and all other relevant issues. The staff must be conversant with issues related to processing of data emanating from GPDPs, Mission Antyodaya, SECC, GIS, e-GramSwaraj etc. to ensure proper entry and sanctity of data related to GPDP/BPDP/DPDP.
- Timelines:** NIC would be providing support and training on the process of organizing the Control Rooms's work would be provided from 15<sup>th</sup> February till 28<sup>th</sup> February 2021. Further, the Control Room may be made functional by 01 March 2021. Detailed schedule of Training agenda would be shared in due course.
- Escalation management:** To ensure timely resolution of issues a suitable escalation system to be put in place. Any issue that remains unresolved beyond 3 days shall be automatically escalated to next higher level. NIC would be providing the required technical support in this regard. The process of escalation would include:



- f) Each Control Room must be equipped with at least a dedicated telephone and a high-end computer along with the required software and broadband facility to enable quick access to the relevant portals and to provide demonstrative support to the Planning Teams at all concerned levels.
- g) A dedicated e-mail ID and mobile numbers & WhatsApp numbers of the officials in the State/ District level Control Rooms are to be shared with the all tiers of Panchayats, district administration, State/district level training institutions and line departments concerned.
- h) Each Control Room must be equipped with: (a) e-mail addresses, mobile numbers and WhatsApp numbers of all concerned training institutions and trainers/resource persons; (b) hard copies and soft copies of the Central and State/UT Guidelines for preparation of GPDP; (c) hard copies and soft copies of the Guidelines and the Framework for preparation of BPDP and DPDP; and (d) hard copies and soft copies of the State Panchayati Raj Acts and Rules, training modules, relevant learning materials and other important documents as may be required.
4. Expenditure to be incurred for the purpose of setting up and maintenance of the Control Rooms may be met from RGSA fund under the Component of Project Management Unit (PMU) available with the State or any other fund to be determined by the State/UT. For District PMU, if aforesaid fund is not adequate, then administrative cost permissible from Basic (Untied) grant from Fifteenth Finance Commission can be converged. No additional funding in this respect will be provided by MoPR in this regard.
5. It is requested that an Action Taken Report (ATR) in this regard may be communicated to MoPR, with copy to the NIRD&PR, latest by 31.01.2021.

With regards,

Yours sincerely,

  
(Rekha Yadav)

To

The Additional Chief Secretaries/ Principal Secretaries/ Secretaries  
Panchayati Raj Departments  
All States/ UTs

Copy to Directors of SIRDs/ SPIRDs, All States/UTs

## Annexure 1:

### Composition of State level Control Room:

Sl. No	Resource	Responsibility	Number
1	State Nodal Officer for RGSA/GPDP/BPDP/DPDP	Head/ In-charge	1
2	State Level Master Trainers (On rotation basis by order from State Government)	Member	3-6 (Depending on the size of the State)
3	SPMU/SIRD/SPRC Team members (On rotation basis by order from State Government)	Member	States may decide
4	State level NIC officials	Member	
5	Technical Assistant : on hiring	Member	2-3 (depending on the size of the State)

At the State level, there will be a simple one-level hierarchical structure headed by SNO/any other officer of Department/Directorate, not below the rank of Director and function as in charge of the control room. Other members (SLMTT/NIC/SPMU Members) may be given an additional responsibility on a rotation basis. SPMU will coordinate with DPMUs on one side and MoPR on other hand for ensuring real time data updation.

### Composition of District level Control Room:

Sl. No	Resource	Responsibility	Number
1	ZP CEO/ DPO	Head/ In-charge	1
2	District Level Trainers' Teams (On rotation basis by order from State Government)	Member	10-20 (Depending on the size of the State)
3	DPMU/DPRC Team members (On rotation basis by order from State Government)	Member	States/Districts may decide
4	DIO NIC	Member	
5	Technical Assistant	Member	2-3 (depending on the size of the District)

At the District level, there will be a simple one-level hierarchical structure wherein District level Control Room will be headed by ZP CEO/ DPO (District Panchayat Officer) and function as in charge of the control room. Other members (DLTTs/NIC/DPMU/DPRC) maybe given an additional responsibility on a rotation basis by the order. DPMU will coordinate with SPMUs on one side and panchayats on other hand for ensuring real time data updation. It will also provide technical support to panchayats as and when need arises.





D.O No.: M-11015/139/2020-CB

Dated: 09<sup>th</sup> December 2020

*Dear Sir/Ma'am.*

Over the last few years there have been frequent interactions between Ministry of Panchayati Raj (MoPR), Government of India and the States/UTs through different media and forums on the Gram Panchayat Development Programme (GPDP), with the result, Gram Panchayats (GPs) across the country are well versed with the steps and processes of preparation, implementation and monitoring of GPDP. However the preparation of Block Panchayat Development Plans (BPDPs) and District Panchayat Development Plans (DPDPs) as per recommendations of 15<sup>th</sup> Finance Commission is a new development. In this regard a Framework for preparation of BPDP and DPDP for rural areas was published by MoPR in October, 2020.

2. While moving in the direction of preparation of BPDPs and DPDPs, it is important that the process should be initiated first for preparation of BPDPs. Considering the shortage of time in the current financial year, the task of preparation of BPDPs may be commenced with the support from NIRD&PR, State RD&PR Departments, SIPRDs, District Administration and all other support organisations. For this purpose, the following actions need to be taken up systematically in a step by step manner within the timeline as stated in the following table:

Step	Activity	Timeline	Responsibility
Step-1	Development of Training Modules on Preparation of BPDP (Training Designs, Transaction Manuals and Learning Materials)	03-10 December 2020	NIRD&PR
Step-2	(A). Selection of 6-12 quality trainers as members of State Level Master Trainers' Teams (SLMTT) and communication about the same to NIRD&PR	(A). Within 11 December 2020	(A). SIPRDs
	(B). Three days' Online Training of SLMTTs on BPDP simultaneously in 3 groups for all States and UTs	(B). 16-23 December 2020	(B). NIRD&PR
Step-3	(A). Selection of 10-40 quality trainers as members of District Level Trainers' Teams (DLTT) and communication about the same to State RD&PR Departments and SIPRDs	(A). Within 15 December 2020	(A). By District Administration
	(B). Three days' Online Training of DLTTs on BPDP simultaneously in groups across the States & UTs	(B). 21-30 December 2020	(B). SLMTTs (under supervision of SIPRD)
Step-4	General Meeting of each Block Panchayat and formation of Intermediate Panchayat Planning Committee (IPPC) and Sectoral Working Groups (SWGs) with proactive members	21-31 December 2020	Block Panchayats (under supervision of District Administration)

Step	Activity	Timeline	Responsibility
Step-5	Three days' Face-to-Face / Online Training of the Members of IPPCs and SWGs on BPDP in groups simultaneously across the States/UTs	04-09 January 2021	DLTTs (under supervision of District Administration)
Step-6	First Block Sabha in all Block Panchayats along with inception of Environment Creation	11-16 January 2021	Block Panchayats
Step-7	Collection and Consolidation of Data with focus on Data emanating from GPDPs, Census, SECC, Mission Antyodaya, GIS, line departments and the primary data of Block Panchayat itself	18-20 January 2021	IPPC & SWGs (with support from Block and line dept. officials)
Step-8	Situation Analysis, based on the consolidated data and also Spatial Analysis of Needs and Preparation of Development Status Report (DSR)	21-23 January 2021	Ditto
Step-9	Special (Second) Block Sabha with focus on appraisal of the DSR by members of Block Sabha, seeking their views on Perspective & futuristic planning and Sustainable Development	25-30 January 2021	Block Panchayats
Step-10	Identification of Localised SDGs and targets under them and Strategy Formulation to achieve Sustainable Development	01-02 February 2021	IPPC & SWGs (with support from Block and line dept. officials)
Step-11	Firming up of Resource Envelope, Visioning Exercise and Identification & Prioritisation of Plan Activities	03-04 February 2021	Block Panchayats (with support from IPPC, SWGs and Block & line dept. officials)
Step-12	Preparation of Draft BPDP & Budget for 2 years – 2020-21 and 2021-22	05-08 February 2021	A core group from IPPC & SWGs
Step-13	Projectisation of the Prioritised Plan Activities, based on the Draft BPDP & Budget for the said year	05-13 February 2021	IPPC & SWGs (with support from Block and line dept. officials)
Step-14	Third Block Sabha for approval of the BPDP & Budget for 2 years	09-13 February 2021	Block Panchayats
Step-15	Uploading of the approved Plan Activities & Budget on e-GramSwaraj Portal and giving approval status to the Plan Activities	15-16 February 2021	IPPC & SWGs (with support from technical personnel)
Step-16	Preparation of the final documents of BPDP & Budget and sharing of the same with GPs, District Panchayat, DPC, line department offices at Block level and all others concerned	15-16 February 2021	Block Panchayats
Step-17	Strategy Formulation for Implementation & Monitoring of BPDP	09-15 February 2021	Block Panchayats

Step	Activity	Timeline	Responsibility
Step-18	Actual Implementation and Monitoring of the BPDP by Block Panchayat, Gram Panchayats (based on devolution / delegation), CSOs/NGOs, line departments and others as per decision of the Block Panchayats	2020-21 and carried over through 2021-22	Block Panchayats

3. In order to accomplish the tasks mentioned in the above table on time, the following actions are needed to be taken with top priority:

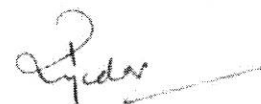
- (a) The RD&PR Department of each State/UT may send a communication to the District Administration, the District Panchayats and the Block Panchayats immediately covering the entire range of the action items for strict compliance.
- (b) The RD&PR Department of each State/UT may nominate an officer of the Department, not below the rank of Director, to function as State Nodal Officer to coordinate the entire process of preparation of BPDP in the State/UT. Similarly, each district may be requested by the State to nominate a senior officer to function as District Nodal Officer to coordinate the entire process of preparation of BPDP.
- (c) The RD&PR Department of each State/UT may urge upon the District Magistrates to nominate senior officers from District/Sub-Division level to function as Liaison Officer (@1 per Block Panchayat) to frequently visit the assigned Block Panchayat, coordinate with, supervise and monitor the activities at Block Panchayat level from beginning to the stage of inception of implementation of BPDP. The nominated officers must be thoroughly trained on all aspects of preparation, implementation and monitoring of BPDP so that when they visit the assigned Block Panchayats or attend Block Sabhas they may clarify and resolve critical issues and provide handholding support to the IPPC and SWGs in finishing their tasks in time in a qualitative manner.
- (d) The local offices of NIC need to be fully involved to obtain their support in the entire process from beginning to the step of uploading BPDP on to the eGramSwarajPortal.
- (e) Members of SLMTTs and DLTTs must be selected carefully from amongst the best trainers at the respected levels.
- (f) In each IPPC and SWG, there must be a few members conversant with handling/processing/analyzing/consolidating census, SECC, Mission Antyodaya, and GIS data.
- (g) Some of the activities must be executed concurrently as indicated in the above table.
- (h) The RD&PR Department of each State/UT may request the Chief Secretary to write a letter to all the departments concerned with a request for full involvement of the line departments at the Block level in all the stages of planning, implementation and monitoring of BPDP.
- (i) A control room may be opened and run in each RD&PR Department/SIPRD, as may be convenient, so that the districts may connect the control room to obtain guidance/clarification and support on any relevant issue. A similar control room may be opened and run at the district level too so that the Block Panchayats may connect the control room to obtain guidance/clarification and support on any relevant issue. The little expenditure to be incurred for this purpose may be met from Programme Management fund under RGSA.
- (j) The timeline mentioned in the above Table must be strictly adhered to so as to cover all the steps within the given timeline.

- (k) The Secretaries of the RD&PR Departments may monitor the progress and outputs on weekly basis involving the District Magistrates and resolve critical issues. Similarly, the District Magistrates may monitor the progress and outputs on weekly basis involving the Presidents and CEOs/EOs of Block Panchayats and resolve critical issues.
- (l) A similar advisory will be issued soon to the States and UTs on preparation of District Panchayat Development Plan.

4. It may be noted that MoPR would be organizing weekly review meetings with all States/UTs on PPC 2020 during which issues and concerns relating to developing BPDPs and DPDPs can be discussed for taking forward this exercise smoothly.

With regards,

Yours sincerely,

  
(Rekha Yadav)

To  
Additional Chief Secretary/ Principal Secretary/ Secretary  
Panchayati Raj Department  
All States/ UTs



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GOVERNMENT OF INDIA  
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Jeevan Bharati Building,  
New Delhi-110001

**D.O. Letter No: N-11013/1/2020-CB**

**Dated: 21<sup>st</sup> January, 2021**

*Dear Madam/Sir,*

Reference is invited to this Ministry's DO Letter No. M-11015/139/2020-CB dated 09<sup>th</sup> December 2020 and DO Letter of even No dated 04<sup>th</sup> January 2021 wherein all States/ UTs were requested to initiate steps for preparation of Block Panchayat Development Plan (BPDP) as well as set-up a Control Room cum Project Management Unit (PMU) at the District and State level respectively to ensure proper preparation and implementation of Plans.

2. As outlined in the DO letter, the composition of the Control Room mentioned about positioning of different office personnel working at the State and District levels in the respective control rooms. Provisioning the Control Room with dedicated telephone and a high-end computer along with the required software and broadband facility including Uninterrupted Power Supply (UPS) would enable quick access to the relevant portals and provide efficient support to the Planning Teams at all concerned levels.

3. In order to leverage the imminent potential of the PMU at the district level, it is suggested that a Control Room at the Block Level be established which would give a major fillip for preparation of Block Panchayat Development Plans (BPDPs) leading to preparation of District Panchayat Development Plan (DPDP). Suitable arrangements would need to be worked out for harmonization of working between the Control room at the District level and Block level.

4. The Control Room at the block level may be set up at the office of the Block Panchayati Raj Officer, or as may be determined by the district administration.

5. One or two dedicated manpower (technical Assistant) on hiring basis may be hired for running the BPMU effectively. She/he will be giving hand-holding support to Gram Panchayats and also would be liaisoning with DPMU/SPMU for timely implementation of e-Governance applications of MoPR.

6. It is suggested that States/ UTs may incur the expenditure for maintaining the Block level Control Room from the funds allocated for manpower resources at the Block Level under RGSA or to Block/Intermediary PRIs within the 15th Finance Commission Grants under the component of administrative expenditure for manpower on outsourcing basis where such an expenditure is permissible. Accordingly, States/ UTs are suggested for developing suitable composition for allocating human resources from the Block Panchayat Office.

7. It is envisaged that the assistance provided through Control Rooms at Block, District and State levels would improve the functioning among the three-tiers of Panchayats strengthening the grassroots democracy in rural areas.

This Ministry is looking forward to your support in this endeavour.

Regal

Yours Sincerely,

  
21.1.2021  
(Dr. Chandra Shekhar Kumar)

The Additional Chief Secretaries/ Principal Secretaries/ Secretaries  
Panchayati Raj Departments  
All States/ UTs

Copy to: Directors of SIRDs/ SPIRDs, All States/UTs