

सुनील कुमार, आई.ए.एस.
सचिव
Sunil Kumar, IAS
Secretary



सत्यमेव जयते



भारत सरकार
पंचायती राज मंत्रालय
डॉ. राजेन्द्र प्रसाद रोड,
कृषि भवन, नई दिल्ली-110001
Government of India
Ministry of Panchayati Raj
Dr. Rajendra Prasad Road,
Krishi Bhawan, New Delhi-110001

D.O.No. M-11015/171/2023-CB-Part(1)

September 01, 2023

Dear Chief Secretary

Ministry of Panchayati Raj is taking a leadership role in the process of Localization of Sustainable Development Goals (LSDGs) involving Central Ministries / Departments, State Government, NITI Aayog and Panchayati Raj Institutions (PRIs) by evolving 9 thematic approaches to attain SDGs in rural areas.

2. With an aim to assess and measure the progress of implementation of Localization of SDGs for evidence-based planning and development at the grassroots, the Ministry has prepared a report on Panchayat Development Index (PDI), which was released in the National Workshop on 28th June 2023. **PDI report is enclosed for your perusal.** Report is **also available on Ministry website at URL:** <https://panchayat.gov.in/pdi-committee-report-2023/>. PDI Report illustrate different mechanisms for calculation of scores across various local indicators of 9 themes. PDI is a multidimensional assessment index which measures the progress of Panchayats towards the attainment of LSDGs.

3. A National Write-Shop on PDI was also organized on 10-11 August 2023 at Delhi, wherein orientation and hands-on practice was carried out by the representatives of the States/UTs on PDI Portal (www.pdi.gov.in) to facilitate collection, compilation & processing of data related to health, education, and women development, agriculture, animal husbandry, accounts, land, SHG, rural housing, employment and infrastructure etc., from field offices of the Line departments. Data of GP entered online in the portal will be subjected to rigorous validation at different levels – from GP to State – before computation of thematic and composite PDI scores.

4. You would appreciate that quality data is foundation for preparation of Baseline Report and computation of PDI. The entire computation exercise requires collection and maintenance of data sets and pro-active participation of Union Ministries/Departments and State Departments will, undoubtedly, be critical for implementing PDI framework by facilitating quality data collection & validation for preparation of thematic and composite PDI scores is, accordingly, being sent separately for your consideration.

5. For PDI 2023-24, the Baseline Report will be prepared based on the data available as on 31st March, 2023. As our Nation is committed to achieving SDGs by 2030, Baseline Report of the PDI will, definitely, serve as a benchmark for the Ministry/Department in monitoring and evaluation of the progress made in achieving the concerned targets of the SDGs aligned to different flagship schemes/program and through Localized SDGs.

6. To ensure success of this initiative and to give impetus to structured quantified evaluation mechanism for developmental progress, significant efforts would be required for capacity building at different levels involving other stakeholders. Indeed, as advised and requested during the national Write-shop, States /UTs may organize the State Level

contd...2/-

Workshop/Write-shop involving all the stakeholders from different line departments and State Technical Team. **The State level Workshop can be organized before September 15, 2023, so that the GP level Data Collection and entry is completed by September 25, 2023, and validation process can start thereafter and completed by October 25, 2023.** State Write-shop/workshop will provide an opportunity to the Departments and other stakeholders to share their preparedness and strategic institutional mechanisms and plan of action in collection of data points from different sources of field offices and frontline workers of the line departments.


7. Further, it would be essential to assign clear cut roles to the officials/PRIs/ stakeholders at all level as well as **to appoint a State Nodal Officers for PDI.** It would also be imperative to **constitute Steering Committee at the State level** with representation of the Senior Officers of the key line departments and **Monitoring and DataValidation Committees at District, Sub-Division & Block level** comprising of officers from Line Departments at District, SDM & Block level, with key role of officers of Planning and Statistics Department for validating the accuracy & quality of data captured from the field offices of the line departments.

8. To ensure clarity and uniformity in the process of PDI preparation, abrief on State Strategic Institutional Arrangements and Data Validation Mechanism to take forward the PDIs at **Annexure-I.**Composition of State Level Steering Committee/State Data Validation Committee and broad structure and roles of the Monitoring and Data Validation Committees at the District, Sub-District and Block Level is at **Annexure-II.** At the same time, **Annexure-III** contains the suggested role assignment of different stakeholders.

9. I, therefore, would like to request your personal intervention in getting the orders issued for appointment of a State Nodal Officer for PDI, constitution of State Level Steering Committee/State Data Validation Committee for PDI, and constitution of Monitoring and Data Validation Committees at District, Sub-District and Block Level.

10. Evidence-based planning at all levels and assessment of developmental progress through Panchayat Development Index (PDI) can be attained only through collective and collaborative efforts of the State Line departments, Panchayati Raj Institutions and other stakeholders. I am sure that with your guidance and leadership will help in successfully undertaking the endeavor to its logical conclusion.

Yours sincerely,


1.9.23
(Sunil Kumar)

To: The Chief Secretary
(All States/UTs)

Copy to: Addl. CS /Pr. Secretary/Secretary, Panchayati Raj Department
(All States/ UTs)

Brief on Strategic Institutional Mechanisms to take forward the PDI

1. Institutional mechanism

- a) Formation of State Steering Committee
- b) Identification of Nodal Officers at State / District/ Block of line departments
- c) Constitution of District and Block Level Steering and Validation Committee
- d) Instructions/ Advisories by different line departments down the line
- e) Appointment of State Nodal Officer for PDI

2. Implementing mechanism

- a) State Write-Shop on Panchayat Development Index Portal and process of data collection and validation for preparation of Baseline Report of PDI
- b) Consultative Meeting with concerned key line departments in identification of the sources of the data points on each local indicators and mapping of data points from respective field offices
- c) Handholding, Capacity Building and Training to the Nodal Officers, other Officials/ stakeholders on PDI.
- d) Translation of the local indicators in regional language for easy understanding.
- e) Convergent planning, implementation and monitoring at different level on data sharing and ease of data collection.
- f) Involvement of domain experts from INGOs, NGOs and Academic Institutions to augment the State efforts.
- g) Preparation of Baseline Report of PDI
- h) Incentivization of Panchayats based on Baseline Data of PDI
- i) Document the progress in GPs on the LIF
- j) Preparation of Panchayat Development Plan based on

3. Monitoring & Validation Mechanism

- a) Strategic mechanism for capturing Data from various sources at field level.
- b) Data validation by respective Nodal Officers of the Line Departments at Block & District Level
- c) Establishment of standardization and validation system at different level
- d) Support GPs in reviewing & monitoring the current status of the local indicators of 9 themes and setting local actionable points in convergent mechanisms.
- e) Assess the progress of GPs on thematic scores of PDI.
- f) Road Map for policy formulation based on PDI for evidence-based planning to achieve the LSDGs.

4. Capacity Building & Training

- a) Training of Elected Representatives & Functionaries of the Panchayats and frontline workers of the line departments
- b) Handholding Training of the Facilitator engaged for data capturing from different field offices.
- c) Development of Training Modules in local language by SIRDs.

A. State Level Steering Committee

- Steering Committee constituted under the Chairmanship of the Chief Secretary for the Localization of the Sustainable Development Goals in Panchayat comprising of members from the key line departments & other stakeholders will also work as State level Steering Committee for Planning and Monitoring of the Quality Data for preparation of Baseline Report & computation of Panchayat Development Index (PDI).
- PDI Steering Committee will develop strategies on sound validation process to develop credibility to the entire data collection process and institution of PDI.
- **State Data Validation Team:** A Sub-Committee of the State Steering Committee comprising of Senior Officers from Departments of Panchayati Raj & Rural Development, Planning, Statistics, Monitoring and Implementation will validate the accuracy & quality of data captured from the field offices of the line departments and received from District Validation Team.
- State Team will configure field offices for data collection and line departments offices for validation at block level in consultation with line departments.
- State Team can revert the data to District Team in case of any disagreement with the quality of field data for reconfirmation by GP.
- State Team will supervise the data collection from different sources at Panchayat level and
- Finalization & locking of the Data at State level will be done by the State Team

B. District Level Monitoring Committee

- District Level Monitoring Committee will be chaired by District Magistrate with CEO, Zilla Parishad/Chief Development Officer as Member Secretary and District Statistical Officer and Nodal Officers of the Line Departments as Members for monitoring the data collection and monitoring the data collection process to ensures data quality.
- **District Data Validation Team:** A Sub-Committee of the District Monitoring Committee under the Chairpersonship of CEO, Zilla Parishad/Chief Development Officer with District level Statistics Officer as Member Secretary will carry out data validation of the data received from the Block level validate the GP wise data received from BDOs.
- District Team can revert the data to Block Team in case of any disagreement for reconfirmation by GP.
- Once entire data set of a GP is validated, District Team will submit to State Team for final validation.

C. Sub-Divisional Level Monitoring Committee

- Sub-Divisional Magistrate/ Officers will be chairperson to the Sub-Divisional Level Monitoring Committee. BDO concerned shall be the Convenor/Member Secretary

of the Committee. If there are more than one Block in a Sub-Division, then each will be convenor/Member Secretary of the Committee for their own Block.

- The SDM/SDO will give strategic direction to the Block level Offices, Officers of the line departments and Block Development Officers to ensure quality and accuracy of data collected from the field offices /institutions.
- The SDM/SDO will review and monitor the entire process of data collection and validation process at the Block level.
- SDM/SDO will help in facilitating the data collection at GP level from the Line Department. The Block Heads will personally monitor the data collection exercise with respect to their Department and ensure that correct data is provided by their field units.
- During the period of data collection and then validation at Block level, at least one meeting will be conducted by the SDM.

D. Block Level Data Validation Mechanism

- BDO and Heads of Line Department at Block level to validate the GP wise data mapped to their Department.
- In case of disagreement data points, such data points can be reverted to GP for reconfirmation.
- Only those data points which have been reverted to GP can be edited or revalidated by the GP after placing them before the Members of Panchayat and getting approved.
- Once entire data set of a GP is validated by BDO/Head of Line Department at Block level, they will submit it on portal for final validation/aggregation and submission by the BDO.
- BDO will validate aggregate/validate GP wise data in consultation with Block Statistics Officer / Technical Officer and submit to District on portal for validation at the District level.
- BDO will engage *Vikas Sahayak*/ Facilitator designated for collection of data from different field offices/institutions and entry of the data. *Vikas Sahayak*/Facilitator can be a Panchayat/Government Official, contractual staff, professional data collection agent deployed by an agency outsourced by the State for this purpose.
- BDO will coordinate with all concerned Departments at the Block level and convene the SDM level meetings with the block heads of the line departments to nudge them in facilitating the frontline workers of the line departments for providing the administrative data to the *Vikas Sahayak* /Facilitator.
- BDO will review and monitor the progress of the GPs in data collection and thereafter holding of Gram Sabha and placing the data collected before the Gram Sabha for approval and then submission of the same on the portal by the Panchayat Secretary/PDO.

Role Assignment of Stakeholders at Different Levels

Data Source Validation Team	<ol style="list-style-type: none">1. Identification of data points available with/at Gram Panchayat2. Identification Registers / Formats where data points would be available.3. Identification of Data points to be collected through survey.
Vikas Sahayak/ Facilitator	<ol style="list-style-type: none">1. Visit to the institutions (AWC/PHC/Schools etc.) for data collection.2. Get the duly authenticated data in hard copy.3. All Line Departments to facilitate data collection.4. Enter the data into Portal with due care & upload the pdf of hard copy.5. Submit the completed form to GP Secretary/PDO
Gram Panchayat Secretary	<ol style="list-style-type: none">1. Download the copy of uploaded form from portal and2. Place before the Gram Sabha for approval3. Upon approval of GS, submit on portal for Block Level Validation/ Scrutiny.
Block Level Officers/ Team	<ol style="list-style-type: none">1. BDO and Heads of Line Department at Block level to validate the GP wise data mapped to their Department.2. In case of disagreement data points can be reverted to GP for reconfirmation3. Once entire data set of a GP is validated, submit to BDO for final validation.4. BDO to validate GP wise and submit to District Team
District Team	<ol style="list-style-type: none">1. District Team to validate the GP wise data received from BDOs.2. If disagreement, data points can be reverted to Block for reconfirmation by GP.3. Once entire data set of a GP is validated, submit to State Team for final validation.
State Team	<ol style="list-style-type: none">1. State Team to validate the data received from District.2. If disagreement, data points can be reverted to District for reconfirmation by GP.3. Upon validation of entire data set of a GP, submit for scoring.