

Standard Operating Procedure for Project Driven District Panchayat Development Plan



सशक्त पंचायत सतत विकास



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PREFACE

India has great achievement of continuing Panchayati Raj system, which provides unique self-governance in rural area. The 73rd Amendment of the Constitution of India provides mandate for preparation of plans for economic development and social justice to all three tiers of Panchayats viz. Gram Panchayat at village level, Intermediate Panchayat (IP) at block/taluk level and District Panchayat (DP) at district level. Ministry of Panchayati Raj, Government of India (MoPR) prepared “Framework for preparation of Block and District Development Plans for Rural Area” in 2020. However, from the analysis of Block Panchayat Development Plan (BPDP) and District Panchayat Development Plan it was observed that most of IPs and DPs are incurring substantial expenditure on insignificant activities. Therefore, MoPR constituted a Committee for Project Driven Block Panchayat Development Plan and District Panchayat Development Plan. The Committee submitted a comprehensive report on “Project Driven Block Panchayat Development Plan and District Panchayat Development Plan”. In this context MoPR decided to develop Standard Operating Procedures (SOP) for Project Driven District Panchayat Development Plan to assist DP in preparing its plan based on projects in systematic and focused manner. Accordingly, this SOP has been developed.

The SOP for Project Driven DPDP provides step-by-step actions for the preparation of DPDP based on projects, which would be focused on the needs of the respective district. The SOP needs to be followed in larger perspective and State may modify them in accordance with the local needs and priorities. It is expected that it would serve as a valuable support to DPs in formulation, implementation, monitoring and evaluation of transformational Project Driven DPDP.



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Panchayats provide unique governance and developmental system for rural areas of India. The 73rd Amendment of the Constitution of India provides mandate to Panchayats for preparation of plans for economic development and social justice at all three tiers viz., Gram Panchayat (GP) at village level, Intermediate Panchayat (IP) at block/taluk level and the District Panchayat (DP) at district level. Gram Panchayats have been preparing their respective Gram Panchayat Development Plan (GPDP) since 2014. Ministry of Panchayati Raj, Government of India (MoPR) prepared “Framework for preparation of District and District Development Plans for Rural Area” in 2020. Intermediate Panchayats and District Panchayats are preparing Block Panchayat Development Plan (BPDP) and District Panchayat Development Plan (DPDP) since 2020.

The District Panchayat being in a better position with respect to human resources, infrastructure and institutional capacity, can plan for and implement larger types of activities, which are possible on their part to plan, implement and monitor. It may be necessary on the part of each District Panchayat to plan for and implement those plan activities, which territorially cover two or more Blocks or many GPs, because in such cases, the District Panchayat will be in a better position to take charge of such activities (MoPR, 2020). However, if some activities are earnestly needed and the concerned block is not in position to take up these activities, DP may undertake such activities confined to even in only one block or few GPs. Normally the District Development Plan should be formulated after completion of all GPDPs by all Gram Panchayats and the Block Panchayat Development Plans by all Intermediate Panchayats in their respective area. However, the District Panchayat may start its planning even if a few Gram Panchayats and Intermediate Panchayats could not complete their plans in time.

From the analysis of BPDP and DPDP it has been observed that most of Intermediate and District Panchayats are incurring substantial expenditure on insignificant activities. Therefore, MoPR constituted a Committee for Project Driven Block Panchayat Development Plan (BPDP) and District Panchayat Development Plan (DPDP). The Committee submitted a comprehensive report on “Project Driven BPDP and DPDP”. Further, MoPR decided to develop Standard Operating Procedures (SOP) for Project Driven District Panchayat Development Plan to assist District Panchayat in preparing respective DPDP, based on projects in systematic and focused manner. Accordingly, this SOP has been developed. It provides step-by-step actions for the preparation of Project Driven DPDP. **Following actions of SOP may be undertaken for Project Driven DPDP in sequential manner:**

1. Constituting District Panchayat Planning Committee - District Panchayat may constitute District Panchayat Planning Committee (DPPC) with the following indicative composition:

Indicative Composition of District Panchayat Planning Committee

Sl. No	Members of the Committee	Designation
1.	President of the District Panchayat	Chairperson
2.	Vice President of the District Panchayat	Vice Chairperson
3.	Elected Representatives of the District Panchayat	Members
4.	Chairpersons of Intermediate Panchayat in the district	Members
5.	Five Presidents of Gram Panchayats in the district	Members
6.	District Development Officer	Member
7.	Divisional Forest Officer	Member
8.	Representative of NRLM	Member
9.	District Agriculture Officer	Member
10.	President of Agricultural Produce Marketing Committee	Invitee
11.	District Lead Bank Manager	Invitee
12.	One Sanitation Expert	Invitee
13.	One Professor of Economics	Invitee
14.	District Panchayat Officer/ CEO of the District Panchayat	Member Secretary

DPPC may be assigned to undertake following activities:

- Assisting the District Panchayat and Working Groups for developing long term development perspective in the district
- Preparing District Panchayat Development Plan
- Encouraging healthy deliberation regarding development of the area
- Assisting Working Groups for the preparation of projects
- Exploring possibilities of additional resource mobilization
- Ensuring coordination while arranging the activities within time
- Assisting the District Panchayat in coordinating activities of Working Groups
- Undertaking appropriate studies for the project planning and give report to the District Panchayat
- Providing platform for deliberation among the stakeholders and the discussions with the banks and cooperative institutions
- Finding experts, volunteers, academic – technical institutions for assisting the process of developmental planning of District Panchayat

2. Constituting District Sabha - Depending on the nature of district and the scope of planning, District Sabha may be constituted by every District Panchayat by nominating total 60-100 members. District Sabha may consist of all District Panchayat members, Block Panchayat Presidents and Vice Presidents, Presidents/Sarpanches of at least five Gram Panchayats from the concerned District, District level officers of line department, academicians, doctors, NGOs, representatives of women collectives etc. President of District Panchayat may nominate a Facilitator preferably from NRLM or eminent expert of planning, who would be member of District Sabha and District Panchayat Planning Committee (DPPC) and facilitate planning process. The District Sabha will be presided over by President or in his absence Vice President of District Panchayat. District Panchayat Officer/District Development Officers may be nominated as convener of District Sabha.

3. Organising First Meeting of District Sabha - After constitution of DPPC and District Sabha, first meeting of District Sabha is to be organised. The first District Sabha meeting would consider constituting thematic / sectoral working groups and discuss the development needs of the district and they should consider different

developmental issues, priority areas and projects required in the district within the framework of available resources.

4. Constituting Working Groups - Every District Panchayat may constitute Working Groups (WGs) specific to the five prioritised theme on the basis of SANKALP (thematic resolution) undertaken under Vibrant Gram Sabha. Additional working groups may be constituted in accordance with other needs of important sectors of the respective district.

The Structure of Working Group (WG) (MoPR, 2020) may be as follows:

- i. An expert in the relevant field may be nominated as the Chairperson of the WG by the President of District Panchayat.
- ii. The Chairperson of the relevant Standing Committee may be nominated as the Co-Chairperson of the WG.
- iii. The senior most district level officer of the concerned department dealing with the theme/sector should be appointed as the convener of WG. In addition to the convener, another official must be a nominated as member of the WG.
- iv. The chairpersons of the Working Groups on Women and Child Development, Development of Scheduled Caste (SC) and Scheduled Tribe (ST) should be the elected representatives of women, SC and ST respectively of the DP.
- v. Each WG can have 10 to 15 members. They should include the experts from the relevant fields.
- vi. If necessary the District Panchayat or Working Groups itself can constitute sub committees for respective WGs.
- vii. Responsibilities of the Working Group are also applicable to the sub-committees. The subcommittee shall have a chairperson, convener and members as decided by the District Panchayat / WG.
- viii. Each Working Group should have representations of women, SC, ST and IP.
- ix. The quorum for the working group should be one third of the total members. Attendance of the convener is mandatory in the working group meetings.
- x. WG should function under the overall guidance of the DPPC and District Panchayat.
- xi. Each WG should have one member from each concerned line department.

Working Groups may be assigned to undertake following functions (MoPR, 2020):

- Providing technical assistance and leadership to discussions such as stakeholder consultations including with banks, co-operatives and CBOs, and in development seminars
- Consolidating, collecting and analysing data related to subject area of the Working Group
- Undertaking situation analysis by integrating primary and secondary data clearly reflecting the achievements and shortcomings
- Identifying the problems and possibilities in the situation analysis of the relevant development sector and formulating problem solving proposals
- Based on the situation analysis, preparing a development status report in a timely manner and submit it to the District Panchayat Planning Committee, outlining the major challenges faced by concerned sector, the existing gaps in development, the possibilities for improving development and the strategies that can be adopted for it.
- Preparing report for the District Sabha and the information required to be included in the plan
- Giving advice for the coordination of local development regarding projects, including various centrally sponsored schemes, flagship programmes, state schemes and other schemes
- Preparing financially and technically feasible and viable projects
- Preparing the projects of the annual plan approved by the District Sabha
- Achieving convergence and collaboration
- Ensuring public participation in preparation of projects and DPP planning
- Effectively monitoring the project implementation.

5. Capacity Building - A training workshop may be organized in every district for capacity building for respective Project Driven DPDP and a core group of at least eight persons from the DPPC, President and Members of the District Panchayat and at least two persons from each Working Group may undergo orientation training in the workshop and get necessary inputs and competence for Project Driven DPDP.

6. Creation of Environment for Preparing Project Driven DPDP - There is need to create proper environment at the District level focusing on the mobilisation of community and discussions with all groups of the stakeholders. This is a significant exercise to ensure that the Elected Representatives (ERs), Officials, and community at large are oriented towards the planning exercise. Therefore, to begin with District

Panchayat should organise meeting of Government Departments, community based organisations (CBOs) and academic institutions of the district to discuss developmental issues of rural area of the district and project based planning to be followed. Further, constitution of well represented DPPC, District Sabha and Working Groups and organizing first District Sabha in comprehensive manner, would create awareness among the stakeholders. The DPPC should take initiative in proper environment creation and ensuring wider participation of deprived section including women in District Sabha. This can be taken up with the assistance of women elected representative and SHG collectives and concerned line departments. To involve all groups of the people in the process of decision making in District Sabha, separate Sabha for women, children and elderly persons may be organised prior to main District Sabha meetings to ensure better mainstreaming of their issues in the project driven DPDP. Further, DP should undertake information, education and communication (IEC) activities and create positive environment for the plan (MoPR, 2020).

7. Vision Exercise: - Ideally DP should prepare the vision for next five years. It provides the platform to identify the local needs and demands of the community and the stakeholders. Working Groups should also decide about vision with respect to their respective theme / sector for the district.

8. Identifying Resources for Planning by District Panchayats: - DP should prepare its resource envelope consisting of the following (MoPR, 2020):

- Finance Commission Grant
- State Finance Commission Grant
- Own Source Revenue (OSR)
- CSS and State Schemes entrusted to the District Panchayats
- Funds available to the line departments under the Central and State Government Schemes
- Voluntary contributions (cash, kind, and labour)
- Corporate Social Responsibility (CSR) funds, assured and available to the District Panchayats
- Funds available under the District Credit Plan.

9. Selection of Important Theme and Activities for Preparing Project:

9.1 Selection of Important Theme for Localising SDG - Gram Panchayats have taken theme wise Sankalp throughout the country in special Gram Sabha for preparation of thematic GPDP. For every District, themes identified by Gram Panchayats in the District may be tabulated from Sankalp data and priority of themes can be decided on the basis of higher number of GPs identifying concerned theme. As for example theme identified in table below in Nandurbar district of Maharashtra the majority of Sankalp taken by six blocks are Theme 4: Water Sufficient village; followed by Theme 5: Clean and Green village; Theme 1: Poverty free and enhanced livelihoods village; Theme 2: Healthy village and Theme 3: Child friendly village. However, in these six blocks relatively less number of Sankalps have been taken in some themes like Theme 7: Socially secured village, Theme 6- Self-Sufficient infrastructure, Theme-8 village with good governance and Theme-9 women friendly village, thereby indicating lower priorities of these themes. **Therefore, efforts need to be made to prepare most of projects on priority themes, which are in this case are Theme 4: Water Sufficient village followed by Theme 5: Clean and Green village and Theme 1: Poverty free and enhanced livelihoods village; Theme 2: Healthy village and Theme 3: Child friendly village and Working Groups should be constituted for these themes.**

Theme selection in Nandurbar district, Maharashtra

S.I. No	Block Panchayat	Total No. of GPs	Theme 1: Poverty free and enhanced livelihoods village	Theme 2: Healthy village	Theme 3: Child friendly village	Theme 4: Water sufficient village	Theme 5: Clean and Green village	Theme 6: Self-sufficient infrastructure in village	Theme 7: Socially secured village	Theme 8: Village with Good Governance	Theme 9: Women Friendly village
1	AKARANI	59	48	49	49	2	1	1	0	0	0
2	AKKALKUWA	77	8	0	0	76	69	1	0	8	0
3	NANDURBAR	138	77	69	50	59	57	16	18	14	12
4	NAVAPUR	116	32	1	1	114	113	0	0	0	0
5	SHAHADA	150	6	6	4	145	142	1	0	0	0
6	TALODA	67	6	38	35	66	29	3	0	0	0
	Total	607	177	163	139	462	411	22	18	22	12

9.2. Use of Mission Antyodaya and e-GramSwaraj data – Mission Antyodaya (MA) data are very useful as it finds out criticality of gap with respect to twenty nine subjects listed in the Eleventh Schedule of the Constitution of India. The MA data can be consolidated at district level for finding specific needs with respect to these subjects. Diagram below provides gaps in development of Nandurbar district identified through Mission Antyodaya data in Agriculture sector. The critical gap in watershed projects is much higher as the district level identified gaps as for 496 out of 595 GPs identified this as critical gap. Therefore, this indicates that Watershed Project for the district is important.

Gaps in Nandurbar District in Agriculture sector



9.3 Use of Panchayat Development Index - MoPR has developed Panchayat Development Index (PDI), based on 144 targets, 577 indicators and 688 data points. MoPR has initiated PDI at village level, which may be further developed for block and district on the basis of collation of data of PDI of the Gram Panchayat in their respective areas. PDI may be used for identifying needs of the district with respect to important themes and activities for localization of SDGs.

9.4 Referred Activities from GPs and IPs – Many required activities are beyond technical and financial capabilities of GPs and IPs. Such activities may be referred by GPs and IPs to respective District Panchayat. DPPC and concerned Working Group need to consider such activities and incorporate them in their project and plan.

10. Spatial Analysis of Needs - Data related to developmental needs may be uploaded on a GIS platform, which would facilitate spatial and temporal analysis. Spatial analysis would help in exactly identifying in which geographical area the problem exists and which activity may help to address the problems. Further, it would also help in finding out number of villages and people to be impacted from particular activity/project. Similarly temporal analysis would help the progress made over years / months.

11. Avoiding Duplication of Works- With help of GPDPs, BPDPS, e-GramSwaraj all activities planned to be undertaken by GPs and IPs under the respective District Panchayat (DP) can be consolidated and the DP may consider activities to be incorporated in the projects of DPDP for addressing those gaps, which could not be addressed through GPDPs and BPDPS. Similarly with the presence of officers in WG, DPPC and deliberation in Special District Sabha, duplication of works with line departments should be avoided.

12. Identifying Focus Area of Planning and Project Formulation - The identification of important focus area for different prioritised themes needs to be undertaken. For this purpose the theme-wise focus area suggested in **Annexure - I** may be referred.

13. Achieving Convergence with Important Scheme of Central and State Governments – Depending on nature of project convergence may be achieved with following important schemes (MoPR, 2023):

- Deendayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM)
- Accelerator Fund for promotion of Agri-start-ups under RKVY

- Swachh Bharat Mission – Gramin (SBM-G)
- Jal Jeevan Mission
- Schemes of Ministry of MSME
 - Prime Minister’s Employment Generation Programme (PMEGP)
 - Scheme of Fund for Regeneration of Traditional Industries (SFURTI)
 - A Scheme for Promotion of Innovation, Rural Industries and Entrepreneurship (ASPIRE)
 - Khadi & Village Industries Commission (KVIC)
- Schemes of Ministry of New and Renewable Energy:
 - PM-KUSUM
 - Rooftop Solar Programme Ph-II
 - Virtual Net Metering
 - Off-grid Solar Programme
- Schemes of NABARD:
 - Grant Products
 - Loan Products
 - Rural Infrastructure Promotion Fund (RIPF)
 - Rural Haat
 - Watershed Development Fund
 - Rural Infrastructure Development Fund (RIDF)
 - NABARD Infrastructure Development Assistance (NIDA)

In addition to above schemes other Central and State Govt schemes and initiatives e.g. **Building Entrepreneurship Ecosystem at the District under IRMA's** incubator ISEED (Incubator for Social Enterprises and Entrepreneurs for Development) and Corporate Social Responsibility (CSR) may be tapped for projects under DPDP.

14. Referring Model Projects- Working Groups may refer to some examples of model projects given in Annexure II as guidance to consider projects on similar lines for the incorporation in respective DPDP (MoPR, 2023).

15. Situation Analysis and Development Status Report - All Working Groups may undertake comprehensive analysis of the district with particular reference to their respective theme/sector by collecting primary and secondary data. Each WG should prepare a Development Status Report (DSR) including the projects to be undertaken under the theme/sector by the respective District Panchayats on the basis of

situational analysis. The DSR would *inter alia* cover the following to help District Sabha (MoPR, 2020):

- Status of development of the District Panchayat in various thematic sectors in terms of achievements, limitations and gaps in development efforts
- Convergence strategies for optimizing development goals for the District Panchayat
- Prioritization of development agenda to be taken up over next five years on annual basis
- Issues that are to be addressed by various authorities and institutions including the District Panchayat.

16. Organizing Meeting of the Special District Sabha - Special District Sabha is very important for identifying specific projects and resource allocation to them and achieving convergence with the sister departments and their important schemes. All district officers of Government Departments engaged in development may be invited in the Special District Sabha. They may make presentation covering their activity in the current financial year and expected activities to be undertaken up under the next financial year. They may also indicate scope of convergence and collaboration. Further, all Chairpersons of Working Groups shall make presentation before the District Sabha for their projects to be incorporated in the project driven DPDP. District Sabha may advise Working Groups for modifications in the project, wherever required. Moreover, convergence with sister Departments and Schemes would also be decided by Working Groups under guidance from DPPC and District Sabha.

17. Convergence and Collaboration in projects – District Panchayat is in advantageous position for formulation of convergent and collaborative projects with line departments and community based organisations (CBOs). Therefore, all DPs should strive to have convergence and collaboration in project formulation. In fact DPs should facilitate GPs and IPs for achieving convergence with sister Govt Departments and CBOs. Achieving ideal convergence and collaboration will take time. Therefore, to begin with convergence with Department of Rural Development, Agriculture, Horticulture, Drinking Water and Sanitation etc. and some agencies e.g. NRLM, District Disaster Management Authority etc. may be given higher priorities.

18. Formulation of Projects - Projects should be prepared by respective Working Group in comprehensive and meticulous manner in the detailed format given in the **Annexure - III** of this SOP on the basis of deliberations in Special District Sabha, DPPC and Working Groups and suggestions from them.

19. Formulation of Multi-district Projects - Depending on nature of problems and solutions, interested DPs may approach State Panchayat Departments for multi-district projects. Sometime managing flood and drought may need multi-district project.

20. Coordination with District Planning Committee - Article 243ZD of the Constitution of India makes it mandatory for the States to constitute District Planning Committees (DPC). The DPC is mandated to prepare Draft Development Plan by consolidating the plans prepared by all Panchayats and Municipalities in the district. District Panchayat should co-ordinate with DPC on behalf of all Panchayats and take inputs from DPC for DPDP and submit approved DPDP to them.

21. Preparation of Draft Project Driven DPDP - Draft Project Driven DPDP shall be prepared by DPPC in the format given in Annexure IV, which would contain *inter alia* all projects prepared by Working Groups.

22. Organising Third Meeting of the District Sabha and Approval of Project Driven DPDP - Third District Sabha may be organised to deliberate Project Driven DPDP. After detailed deliberations and incorporating suggestions, District Sabha may approve Project Driven District Panchayat Development Plan. Approval of the plan should also be taken from competent authority, prescribed by State Governments.

23. Suggestive Time Schedule for Project Driven DPDP:

Sl. No.	Steps/Activities	Time Schedule (Tentative)
1.	Initiation of Planning Process including constitution of DPPC, and Working Groups and organising First District Sabha Meeting	December
2.	Resource envelop and Theme/Sector-wise data collection,	January

	compilation & visioning exercise, situational analysis	
3.	Theme/Sector wise Preparation of Development Status Report	By 7 th February
4.	Theme/sector wise draft project formulation	By 10 th February
5.	Organising Special District Sabha	By 15 th February
6.	Finalisation of Projects and preparation of Draft Project Driven DPDP and Placement of the Plan in third Meeting of District Sabha for approval	By end of February

24. Implementation of Projects and DPDP – District Panchayat may implement all approved projects and DPDP in transparent manner with participation of important stakeholders. All financial propriety and work standards should be adhered strictly.

25. Monitoring and Evaluation of the Project Driven DPDP - A Monitoring and Evaluation Committee with representatives from different organizations may be constituted to undertake concurrent monitoring and evaluation of projects and plan.

Reference

Ministry of Panchayati Raj, Govt. of India (MoPR). . 2020. ***Framework for Preparation of Block and District Development Plans for Rural Area***, Ministry of Panchayati Raj, Government of India, 11th Floor, Jeevan Prakash Building, K.G. Marg, New Delhi-110001.

MoPR. 2023. ***Report of Committee on Project Driven Block Panchayat Development Plan and District Panchayat Development Plan***, Ministry of Panchayati Raj, Government of India, 11th Floor, Jeevan Prakash Building, K.G. Marg, New Delhi-110001.

Theme-wise Focused Area for Projects

Theme - 1: Poverty Free and Enhanced Livelihood Panchayat

- Agri-allied and Agro-processing Units
- Strengthening of Supply Chain Management
- Development of Cold Chain for Perishable Products
- Promotion of Livelihood Opportunities in Secondary and Tertiary Sectors
- Rural Industry Cluster
- Developing Robust District Panchayat-Private Partnership
- Integrated approach for the economic development of the rural people
- Enhancing Income of rural Community in selected Gram Panchayats/Villages through rural Tourism activities
- Primary Processing and Basic Value Addition e.g. Cocoa Beans
- Eco-Tourism Based Livelihood Generation
- Poultry Feed Unit
- District Level support and Facilitation Centre for Education, Skilling and Employment/District Centre Skill Development in Tribal and rural Areas with the help of Block/District Panchayat and NGOs for hospitality and marketing especially e-commerce
- Medicinal and aromatic plants
- Birsa Harit Gram Yojana (Aam bagwani) and organic farming through MGNREGS
- Food processing and value addition for agriculture, dairy products, apiculture and forest products

Theme - 2: Healthy Panchayat

- Vaccination Campaign: Publicity, dissemination and 100% vaccination
- Effective operation of health centers:
 - a. Availability of doctors and support staff
 - b. Availability of drugs
 - c. Adequate equipment
 - d. Ambulance
 - e. In schools and other institutions
 - f. In other public places
- Pregnant Mother Care
- Nutrition and vaccination of children
- Care of malnourished children
- Promotion of sports activities
- Separate toilets (Male/Female) at public place
- Health camp

- Waste management Unit
- Construction of Special Toilet for Divayang
- Sewage Management Unit
- Quality Monitoring & Management of Nal Jal Yojana through Apps
- Regular water testing / Water Testing Lab for delivery of safe & adequate drinking water
- RO installation in School, Health Centers and Panchayat
- Drug de-addiction campaign / sports activities
- Promotion of yoga/ Yoga Center
- Gym (public/institution)
- Availability of playground and sports material
- Establishment of Library
- Mental Health Center
- Old age center
- Mental hospital
- Recreation center
- Ayushman Card / Medical Insurance
- Establishment of Call Center / Use of App/ Palliative Care for Old Person & Specially Abled Person
- Mid-Day-Meal in School
- Distribution of Nutrious food through FPO
- Model Neo Natal ICU

Theme - 3: Child-Friendly Panchayat

- Cyber Security
- Child missing/Trafficking Tracking App
- Child friendly Corner in Police Station
- Self Defense Training in School
- BMI Measuring Machine in School
- Model PHC, ICDS(Bala Model)
- Strengthening & Capacity Building of all Sectoral Working Committee, Standing Committee, Local Committee
- Social Audit to assess the quality & quantity
- Knowledge sharing programme for the student on Nature, Wild life, Bio diversity
- Adopting SAM Children to reduce the cases of malnourished children.

Theme - 4: Water Sufficient Panchayat

- Retrofitting of existing rural water-supply scheme for bulk water supply of villages
- Source strengthening works for multi-village water supply scheme

- Desiltation of Ponds, Lakes, Small Water Bodies
- Recharge shafts – Borewell Recharge, Rooftop Harvesting Structure
- Continuous Contour Trenches (CCT)
- Water Treatment Plants
- Regional Water Supply Scheme
- Construction of Check Dams
- Percolation Tank
- Soak Pits and Magic Pits
- Rejuvenation of the Local River System

Theme - 5: Clean and Green Panchayat

- Community Sanitary complexes (CSC);
- Solid Waste Management Unit
- Liquid waste Management Unit
- Faecal Sludge Treatment Plant (FSTP)
- Production Unit of Bio Fertilizers through SHG to promote sustainable farming
- Installation of Solar Panel in social institutions & Panchayats to conserve eco system
- Rainwater Structures to conserve water
- Communication on Clean and Green Villages - Use of mid-media and digital media at DP, IP for IEC and SBCC
- Production unit of Cloth Bag through SHG to reduce plastic in everyday use
- Plantation (Afforestation/ Reforestation)

Theme - 6: Panchayat with Self-Sufficient Infrastructure

- Product Manufacturing Unit under Make in India (Scheme for Investment Promotion, Scheme for implementation of National Manufacturing Policy, etc.)/ Start-up India/ Ease of Doing Business (e-Biz Project)
- Village Level Entrepreneur (VLE) and Tele Centre for Entrepreneur courses/ Atal Innovation Mission (AIM) including Self-employment and Talent Utilization (SETU)
- Handloom Development Centre, Indian Footwear, Leather & Accessories Development Unit
- Establishment of Milk Procurement Centre
- Catalytic Development Programme under Sericulture/Pisciculture/Horticulture.
- Multi storied local markets/shopping malls
- Solar Powered AC Godown (food grains/vegetables/flower)
- Roof-top solar facilities in all public buildings/institutions, Solar parks, and windmills for renewable source of electricity (OSR generation)
- Common Facility Centre (CFC) for procurement of farm machineries
- Disaster Mitigation & Management Centre/Disaster Shelter Centre/Multi-purpose Cyclone shelter
- Development of SEZ/Industrial Corridors (adjoining to the highways/rail routes/shipping corridors etc)

- Sports Complex for Residential Trainings (large-scale)
- Credit Guarantee Funds Umbrella Programme for Business Development of Minor Forest Produces by the Scheduled Tribe Groups/ Deen Dayal Antyodya Yojana (DAY) -National Rural Livelihood Mission (NRLM)
- Development of logistics centre at coastline areas using Sagarmala Programme.

Theme - 7: Socially Just and Socially Secured Panchayat

- Revitalizing Traditional Cottage Industries
- Livelihood Generation through SHGs
- NIRAVU initiative to make villages self-sufficient in milk, meat, and egg. The project also aims to produce value-added products from coconut and jackfruit
- Integrated approach for economic development of the rural people through promotion of local enterprises in convergence with Self-Help Group (SHGs)
- Sustainable Support for Production and Marketing of Affordable Packaged Nutritious Food Products Produced by Empowered Rural SHG Women with the Support of Gram Panchayats
- Multi-Grain Food Processing Unit for Ready to Eat Food for Children
- Geo-tagging and Ethical Labelling of Village Products
- District Level Support and Facilitation Centre for Education, Skilling, and Employment

Theme - 8: Panchayat with Good Governance

- Integrated Approach for Making a Model School
- Social Protection Facilitation Centres
- District Level support and Facilitation Centre for Education, Skilling, and Employment of Disadvantaged Groups
- District Centre Skill Development in Tribal and rural Areas with the help of Block
- Disaster Management and Risk Reduction – Cyclone/flood shelter for GPs, which do not have suitable place for cyclone/flood shelter in their area

Theme - 9: Women-friendly Panchayat

- Sustainable Support for Production and Marketing of Affordable Packaged Nutritious Food Products Produced by Empowered Rural SHG Women with the Support of Gram Panchayats
- Gender Resource cum Help Centre
- SHE Workspace
- District Level Support and Facilitation Centre for Education, Skilling, and Employment
- Pregnant Mother Care
- Layer Farming through Self-Help Group (SHG) dovetailing funds from (JSLPS & MGNREGS at District Level
- District Panchayat and NGOs for Skill Development of Nursing, Hospitality Management and Marketing involving Women Groups for e-commerce.

Suggestive Model Projects for DPDP	
1	Theme 1-Poverty Free and Enhanced Livelihood Village
1.1	High Impact Mega Watershed Project
1.2	Enhancing Income of Rural Community in selected Gram Panchayats/Villages through Rural Tourism Activities in MP
1.3	Primary Processing and Basic Value Addition of Cocoa Beans
1.4	Ananda Math Ashram – An Eco-friendly Tourism Hub
1.5	Eco-Tourism Based Livelihood Generation, Himanchal Pradesh
1.6	Livelihood Generation through SHGs in Madhya Pradesh
1.7	Project Based Support for Economic Development and Income Enhancement: SAMRUDDHI
1.8	Poultry Feed Unit, Chhattisgarh
1.9	NIRAVU, Dharmadam, Kerala
1.10	Integrated Approach for Economic Development of Rural People of Sundarban Delta Region in Digambarpur Gram Panchayat, South 24 Parganas, West Bengal
1.11	Project-Based Support for Economic Development and Income Enhancement
2	Theme 2: Healthy Village
2.1	Sustainable Support for Production and Marketing of Affordable Packaged Nutritious Food products produced by empowered rural SHG women with the support of Gram Panchayats in Kalburgi and Raichur districts of Karnataka
2.2	Establishment of Block Level Public Health Unit (BPHU)
2.3	Tele-Medicine Centres in Himachal Pradesh
3	Theme 3- Child Friendly Village
3.1	Multi-Grain Food Processing Unit for Ready to Eat Food for Children
4	Theme 4: - Water Sufficient Village
4.1	Retrofitting of Existing Rural Water Supply Scheme for Bulk Water Supply to Villages
4.2	Source strengthening works for multi-village water supply scheme.
5	Theme 5: Clean & Green Village
5.1	Development of Nature-Positive Self-Reliant Villages in Betul District,

	Madhya Pradesh
5.2	Rural Solid, Faecal Sludge Management Technology Park
5.3	Rural Liquid Waste Management Technology Park
5.4	Integrated Solid Waste Management facility 7TPD- A Multi-village/GP /Block level - Material recovery facility
5.5	Solar Roof Top Plant
5.6	Solid Waste Management (Procurement of Machinery for Solid waste management services)
6	Theme 6: Villages with Self-Sufficient Infrastructure
6.1	Mushroom – A Fungal Revolution in Purulia
7	Theme 7: Socially Just and Socially Secured Village
7.1	Revitalizing the Traditional Craft Cottage Industry
7.2	Building Entrepreneurship Ecosystem at Panchayat Level
7.3	Geo-tagging & Ethical Labelling of Village Products, Tamil Nadu
8	Theme 8: Villages with Good Governance
8.1	Integrated Approach for Making a Model School
8.2	Social Protection Facilitation centres in Bhandara District
9	Theme 9: Women-Friendly Village
9.1	Gender Resource cum Help Centre
9.2	SHE WORKSPACE –Kodakara District Panchayat
9.3	District Level Support and Facilitation Centre for Education, Skilling, and Employment

Note- For details of the Project Report of Committee for Project Driven BDPD and DPDP (MoPR, 2023) may be referred.

Annexure - III

Project Format of District Panchayat Development Plan

1.	Name of the Project					
2.	Majority of Sankalps taken by GP in the DP area	Sl. No.	Name of Themes	Number of GPs Opted for the Theme	Percentage of GPs Opted for the Theme	
		1	Poverty Free and Enhanced Livelihood 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 Just & Socially Secured Panchayat.			
		8	Panchayat with Good Governance.			
		9	Women-friendly Panchayat.			
3.	Theme of Project (as per nine LSDG themes)					
4.	SDG being addressed by the Project.					
5.	Gaps addressed as per Mission Antyodya	Name of Subject (29 Subjects)				
		Name of sub-subjects	No. of GPs in DP	No. of GPs with critical gaps	Number of GPs with Moderate gaps	No. of GPs with strength
		i)				
		ii)				
		iii)				
		iv)				
6.	Implementing Panchayat (PIA) - IP					
7.	Goal of the Project					
8.	Objective of the Project					
9.	Brief Description about the Project					
10.	Expected Outcome (Immediate/Mid-					

	Term/Long-Term)			
11.	Impact of the Project (as per the Sankalp, SDG and Mission Antyodya.			
12.	Farm/ Non-Farm Activity.			
13.	Duration of the Project with Commencement Date.			
14.	Activities to be taken along with Timeline			
15.	Key Features of the Project.			
16.	Areas Covered (No. of GP/IP).			
17.	Implementation Strategies.			
18.	Number of persons employed in the project (Regular/Mandays to be created)	Regular:		
		Mandays:		
19.	Income generation (person income)			
20.	Number of persons indirectly benefitted from the Project			
21.	Total No. of Households benefitted (if any)			
22.	No. of SHGs/FPO involved in the project			
23.	Linkages with other Institutions/Agencies (NGOs/CBOs/CSOs/Academic Institutions etc.)			
24.	Convergence with line departments			
25.	Total Cost of the Project			
	Source of funding (OSR/ Central State Schemes/ other source of funding)			
26.	Brief features of the project (in terms technology/ process/ linkages etc)			
27.	Convergence Strategies	Convergence Details	Human Resource Support	Linkages taken care of: Marketing/ Handholding/ Training/ Technology

28.	Details of beneficiaries (including number of people from vulnerable and marginalised sections of the society)			
29.	Assets created from the Project (if any)			
30.	Details of Backward-forward linkages of the Project			
31.	Monitoring Strategy (Agencies involved in the monitoring process)			
32.	Marketing Strategy			
33.	Capacity Building of the stakeholders			
34.	Evaluation of the Project			
35.	Sustainability Plan of the Project			

*Even for social sector projects direct employment at local level may be specified.

Structure of Project Driven District Panchayat Development Plan

(To be Prepared by District Panchayat)

Chapter	Content	Sub-Contents
Chapter-1	A Profile of the District and the District Panchayat	<p><u>1.General Information</u></p> <p>a) GP-wise Demographic Information including that for SC, ST and BC</p> <p>b) Description of the geographical area, forest coverage, riverine status, road connectivity/rail connectivity, internet access and specific features of the District.</p> <p>c) Socio-Economic Status (based on Census, SECC data, District Statistical Handbook etc.)</p> <p>d) No. of Educational Institutions and status of Education</p> <p>e) No. of Health Sub-Centres, Primary Health Centres/Rural Hospitals upgraded as Health and Wellness Centres and Status of Health including Public Health</p> <p>f) Status of Drinking Water and Sanitation</p> <p>g) No. of Anganwadi Centres and status of Nutrition</p> <p>h) Names of line department offices operating in the District</p> <p>i) No. of Bank Branches (including No. of GPs having no Bank Branch)</p> <p>j) No. of Cooperative Societies</p> <p>k) No. of Markets/Mandis, Cold Storage etc.</p> <p>l) No. of Animal Health Centres/Hospitals</p> <p>m) Status of Irrigation and Minor Irrigation</p> <p>n) Cropping intensity</p> <p>o) Major occupations and status of livelihoods</p> <p>p) Status of PDS</p> <p>q) No. of Industrial Units including MSME</p> <p>r) Status of Mines & Minerals</p> <p>s) Information about SHGs and their federations</p> <p>t) Status of Transport Arrangements</p> <p>u) Status of Disaster Management Arrangements</p> <p>v) If a PESA District, the Status of implementation of PESA</p> <p>w) If the area has tribal population and forest, the status of implementation of Forest Right Act may be indicated.</p> <p>x)</p> <p>y) Other relevant general information</p>

Chapter	Content	Sub-Contents
		<p>(The above list is illustrative. So, each District would provide in this chapter all the relevant information required for planning).</p> <p><u>2. Information about District Panchayat</u> (a) No. of members of the District Panchayat (including ex-officio members, if any) (b) Names of the Standing Committees of the District Panchayat and their chairperson and members and functional status (c) Total No. of employees in the District Panchayat(category-wise) (d) (e) (f) Other relevant Panchayat information</p> <p><u>3.Names of Development Authorities/Borads operating in the district and the Status of their functioning</u></p> <p><u>4.Vision Statement</u></p>
Chapter-2	Works completed in previous years and in progress	Progress report of previous Financial Year and important works likely to be completed before starting of the year for which plan is being prepared.
Chapter-3	A Brief Account of the Planning Process	This chapter may contain a brief account of the planning process including constitution of District Panchayat Planning Committee (DPPC) and Sectoral Working Groups (SWG), participation of the district level line departments in planning process, environment generation, data collection etc.
Chapter-4	Current Status of Development, Major Challenges and Scope of addressing them	This chapter may contain a summary of the current status of development in the District with reference to the 29 subjects as mentioned in the 11 th Schedule of the Constitution, the major plan activities implemented during the previous year of planning, situation and gap analysis, major challenges, availability of resources and the scope of meeting the challenges.
Chapter-5	Goals Set for Development,	This chapter may contain a brief statement on the goals set along with targets fixed in respect of the 29 subjects

Chapter	Content	Sub-Contents
	including Localisation of SDGs	as mentioned in the 11 th Schedule of the Constitution and the SDGs and also the proposed means of achieving them – over a perspective of five years and during the year for which operational annual plan is being prepared.
Chapter-6	Resource Envelope and Selection of Activities with Priority, Brief of Projects to be undertaken.	This chapter may contain a detailed statement of resources available for plan implementation by the District Panchayat for period of annual plan. The resource may include Own Source Revenue, Fifteenth Finance Commission Grant, State Finance Commission Grant, Central Sector Schemes, State Plan Schemes, resources available with the district level line departments, resources available from Development Authorities/Boards (e.g. those under Town & Country Planning Act), cess from mines and minerals, resources available from externally aided programmes etc. (All Projects to be attached as Annexe).
Chapter-7	Separate Lists of Projects and Activities with Budget for previous year and annual plan year	This chapter may contain, in a common format, two lists of Activities along with Budget proposed for implementation respectively during previous year and for which the plan and projects are being prepared.
Chapter-8	Implementation	This chapter may describe the strategy and process of implementation of the plan activities, roles of different organisations including line departments, linkage with Intermediate Panchayats and the State line departments and other related issues.
Chapter-9	Monitoring & Evaluation	This chapter may elaborate the strategy and process of Monitoring and Evaluation of the plan activities, roles of different organisations including district level line departments, linkage with Intermediate Panchayats and State line departments and other related issues.
	ANNEXURES	A District map, data abstract from different sources, consolidated data of Mission Antyodaya, PDI data if available, current year planned works of GPs and Intermediate Panchayat, copies of minutes of meetings, reports of the DPPCs and SWGs, photographs etc. All Projects initiated and ongoing in Format prescribed in Annexure III of this SOP.



सशक्त पंचायत सतत विकास

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