सत्यमेव जयते
GOVERNMENT OF ASSAM

'Aamar Gaon Aamar Achoni....'

Gaon Panchayat

Development Plan

(2015-16 to 2019-20 under 14th Finance Commission)

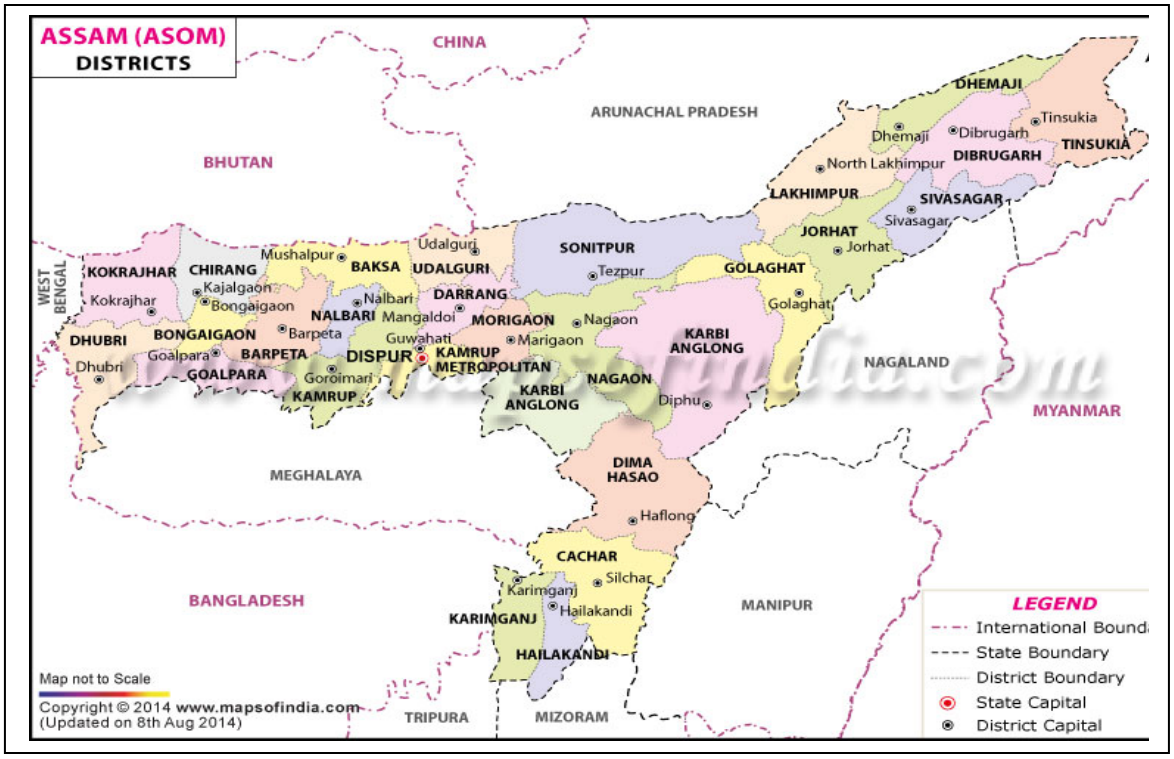
Draft Guidelines

Department of Panchayat & Rural Development

Assam

'My notion of democracy is that under if the weakest shall have the same opportunities as the strongest .... true democracy cannot be worked out by twenty men sitting at the Center. It has to be worked from the below, by the people of every village"

- Mahatma Gandhi



The State at a glance			
Area	: 78438.59 Km.	No. of Gaon Panchayats	: 2202
Districts	: 27	Total Members	: 24222
PRI District	: 21	No. of Anchalik Panchayats	: 185
Autonomous districts	: 6	Total Members	: 2202
Population (as per 2011 census)	: 31,169,272	No. of Zilla Parishads	: 21
- Male	: 15,954,927	Total Members	: 420
- Female	: 15,214,345	Total PRI members in State	: 26844
Rural Population	: 86% approximately	Last PRI Election Held	: Feb. 2013
Urban Population	: 14% approximately	No. of VCDC in 6th Schedule	: 512
SC Population (in Percentage)	: 7.15 %	Number of Sub Division	: 49
ST Population (in Percentage)	: 12.44 %	Number of Development Block	: 219
Average population per GP	: 9,173	Number of inhabited villages	: 25,124
Density of population (per sq.km)	: 397	Number of revenue Circle	: 145
Sex ratio (females per 1000 males)	: 954	Number of Towns	: 125
Population in age 0 – 6 (%)	: 14.47%		

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Abbreviations:

ACA	Additional Central Assistance
ANM	Auxiliary Nurse Midwife
AP	Anchalik Panchayat
ASHA	Accredited Social Health Activist
AWW	Angan Wadi Worker
BPL	Below Poverty Line
BRGF	Backward Regions Grant Fund
CBS	Core Basic Services
CSS	Centrally Sponsored Scheme
DLHS	District Level Household Survey
DPC	District Planning Committee
DPMU	District Planning & Management Unit
DRDA	District Rural Development Agency
DSR	Development Status Report
FFC	Fourteenth Finance Commission
FGD	Focused Group Discussion
GIS	Geographic Information System
GP	Gaon Panchayat
GPDP	Gaon Panchayat Development Plan
HDR	Human Development Reports
IAY	Indira Awas Yojana
ICDS	Integrated Child Development Services
ICPS	Integrated Child Protection Scheme
IEC	Information-Education-Communication
IMR	Infant Mortality Rate
MIS	Management Information System
MMR	Maternal Mortality Ratio
MoRD	Ministry of Rural Development
MoU	Memorandum of Understanding

MoPR	Ministry of Pacnhayati Raj
NFHS	National Family Health Survey
NGO	Non-Governmental Organisation
NIC	National Information Centre
NREGA	National Rural Employment Guarantee Act
NRHM	National Rural Health Mission
NSAP	National Social Assistance Program
NWDP	National Watershed Development Project
PDS	Public Distribution System
PHC	Primary Health Centre
PMGSY	Pradhan Mantri Gaon Sadak Yojana
PRA	Participatory Rural Appraisal
PRI	Panchayati Raj Institution
P&RD	Panchayat & Rural Development
RCH	Reproductive and Child Health
RGGVY	Rajiv Gandhi Gaonin Vidyutikaran Yojana
RKVY	Rashtriya Krishi Vikas Yojana
RTI	Right to Information
SBA	Swatchh Bharat Abhiyaan
SC	Scheduled Caste
SGSY	Swarnajayanti Gaoneen Swarozgar Yojana
SHG	Self-Help Group
SIRD	State Institute of Rural Development
SSA	Sarva Shiksha Abhiyan
SRT	State Resource Team
ST	Scheduled Tribe
SWOT	Strengths, Weaknesses, Opportunities and Threats
TSC	Total Sanitation Campaign
TSP	Tribal Sub-Plan
UNICEF	United for Children
VEC	Village Education Committee
WASH	Water and Sanitation Hygiene

Chapter: 1
Introduction:

The 14th Finance Commission has created an enormous opportunity for responsive local governance at the cutting edge institutional level of the Gaon Panchayat. The huge transfer of resources to Gaon Panchayats also necessitates urgent empowerment of the Gaon Panchayat to be able to deliver their mandate in respect of delivery of basic services responsibly and efficiently.

One of the basic prerequisite for management of funds of this scale would be to have a cogent development plan at every GP level. In the context of the constitutional mandate, this plan has to be a participatory plan involving the every segment of the community through PRA exercise, household survey, institutional survey viz. Schools, AWC, Health sub centre, etc., focussed group discussions and finally the Gaon Sabha. In the formulation of priorities, selection of projects and approval will have to ensure the mandates of social justice and economic development. Therefore the GP development plan will have to have a clear component addressing vulnerabilities of poor and marginalised people and their livelihood opportunities through an integrated poverty reduction plan that converges with the existing flagship schemes under various line department programs.

> The 14th FC has awarded a grant of Rs.4874.92 crores as basic grant and Rs. 541.66 crores as performance grant from second year onwards to the Gaon Panchayats of Assam for the period of five years (2015-16 to 2019-20), providing substantial resources to address local development issues, especially relating to provision of basic civil services mainly health, education, nutrition, drinking water, sanitation, hygiene, road connectivity, disaster preparedness, etc.

The FFC funds will be released directly to the GP. GP Development plans will have to be in place latest by November 2015. But for this to happen there has to be a great deal of preparatory and capacitory work taken up in a cascading form from the State Government to the district, sub-district and GP levels. Office orders, circulars, joint appeal, etc. will have to be framed to facilitate coordination of the various stakeholders and activities for the execution of a time bound action plan for preparation of the Gaon Panchayat Development Plans in the state.

The nature and context of decentralized planning in the state

Assam is one of the states which enacted the Panchayat Act immediately after independence through passing the Assam Rural Panchayat Act, 1948. The state had a traditional system of local self-government in different names and forms even before that. The state has been taking drives to strengthen the Panchayat system, which is very important in the context of the highly plural society with different ethnic and linguistic groups that exists in the state. Post 73rd Constitutional Amendment, the state enacted Assam Panchayat Act

1994 and framed Assam Panchayat (Administrative) Rules 2002 and Assam Panchayat (Financial) Rules 2002 to enable local bodies to work as the third tier government. The state has also identified and amended other related laws to empower the local bodies. Accordingly Establishment of State Election Commission; Reservation of Seats for SC/ST and Women; Establishment of State Finance Commission at regular intervals; Setting up District Planning Committee were carried out by Govt. of Assam. Assam also conducted 3rd term of Panchayat election and the last election held in all 3-tier during February 2013.

The Panchayats in Assam have been preparing programs / schemes specific perspective and annual plans, like those under Department of Panchayat and Rural Development mainly MGNREGA, BRGF, IAY, 13th Finance, 4th Finance, DDP, NSAP which are often perplexed with the district perspective plan as envisaged in relation to decentralised district planning. Presently Panchayats are not so much oriented in social development, particularly which concerns for overall human development of the society. Now, guidelines of all government flagship schemes implemented by other line departments i.e. Health, Education, ICDS, WASH, Agriculture, Irrigation, etc. stipulate participatory grass root level planning exercise through involvement of PRI members for preparation of plans. As per as the guidelines, some of flagship schemes prepared schematic or sectoral plans. But there is no practice of each Panchayat preparing "Holistic / Integrated Five Year Perspective and Annual Plans". Under BRGF Integrated District Plan has been prepared in 13 districts of Assam. The DPCs are constituted in all districts covered under the Part IX of the Constitution in the State with the MPs of Council of States and MLAs who are "registered electors in the district" as members along with the President of the ZP and Mayor or Chairperson of the ULBs. The President of the ZP has been given the responsibility of chairing the DPC as well. The DPC mainly gives the approval and sanction of BRGF, 13th Finance, DDP, State Finance in Assam.

In recent time Assam has gained good experiences in decentralized participatory training at GP level through BRGF, SAGY and IPPE activities under MGNREGS, etc. and developed good resource pools at different level. Under the initiative of Intensive Participatory Planning Exercise total 130 blocks were identified where intensive participatory planning process was carried out as per the guideline under MGNREGA scheme. Total 130 Block Planning Team and 54 District Resource team were formed and trained on Intensive Participatory Planning Exercise. To strengthen the convergence of MGNREGA with Irrigation, PWD, Forestry, Horticulture, Fishery and Sericulture department all districts have also prepared annual convergence plan. Under SAGY (Sansad Adarsch Gaon Yojana) village development planning exercise were conducted in 21 Gaon Panchayats as per the guidelines. The I/c Official and GP representatives and CBOs of these 21 GPs were trained on preparation of Village Development Plan. Under ASRLM scheme, 44 intensive blocks under 8 districts were indentified where micro planning of livelihood promotion activities with the involvement of SHG members were conducted. In these 44 blocks total 704 community resource persons were trained and placed for handholding and capacity building of SHGs. Under Kudumbashree program for convergence among PRI and CBO under NRLM have been initiated in 14 Gaon Panchayats in 2 blocks Bajiagaon in Nagaon and Lahorighat in Morigaon.

The need and rationale for a GP Development Plan in Assam

Assam is a state considered as the corridor of Northeast India. Located south of the eastern Himalayas, Assam comprises the Brahmaputra Valley and the Barak Valley along with the Karbi-Anglong and Dima-Hasao districts with an area of 30,285 square miles (78,440 km^2). Assam is surrounded by six of the other *Seven Sister States*: Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura and Meghalaya. Geographically Assam and these states are connected to the rest of India via a strip of land in West Bengal called the Siliguri Corridor or "Chicken's Neck". Assam shares international border with Bhutan and Bangladesh; and culture, people and climate with South-East Asia – elements in India's Look East policy. Assam tea is produced in the region of Dibrugarh, Tinsukia and Sivasagar. Petroleum is extracted in Digboi, Duliajan. The state is a major producer of Assam silk.

As per 2011 census, total population of Assam was 31,169,272. The total population of the state has increased with a growth rate of 16.93%. Higher population concentration was recorded in the districts of Kamrup, Nagaon, Sonitpur, Barpeta, Dhubri, Darang and Cachar. In 2011, literacy rate in the state was 73.18%. Male literacy rate was 78.81% and female literacy rate was 67.27%. Assam has many ethnic groups ("India Project" has studied about 115 groups) and 45 (forty five) languages are spoken by different communities in Assam. According to the 2011 census, 61.5% were Hindus, 34.2% were Muslims. Christian minorities (3.7%) are found among Scheduled Tribe population. Other religions followed includes Jainism (0.1%), Buddhism (0.2%), Sikhism (0.1%) and Animism (amongst Khamti, Phake, Aiton etc. communities). The districts of Dhubri, Goalpara, Barpeta, Morigaon, Nagaon, Karimganj and Hailakandi are Muslim majority districts in absolute terms according to the 2011 census. Bongaigaon, Darrang and Cachar districts have Muslim populations in the region of 35-50 percent. Assam's economy is based on agriculture and oil. Assam produces more than half of India's tea. The Assam-Arakan basin holds about a quarter of the country's oil reserves, and produces about 12% of its total petroleum. The economy of Assam today represents a unique juxtaposition of backwardness amidst plenty. Despite its rich natural resources, and supplying of up to 25% of India's petroleum needs, Assam's growth rate has not kept pace with that of India. In Assam among all the productive sectors, agriculture makes the highest contribution to its domestic sectors, accounting for more than a third of Assam's income and employs 69% of workforce. Assam's biggest contribution to the world is Assam tea. The state produces rice, rapeseed, mustard seed, jute, potato, sweet potato, banana, papaya, areca nut, sugarcane and turmeric. Assam's agriculture is yet to experience modernisation in a real sense. With implications for food security, per capita food grain production has declined in the past five decades. Productivity has increased marginally, but is still low compared to highly productive regions. On the other hand, after having strong domestic demand, and with 1.5 million hectares of inland water bodies, numerous rivers and 165 varieties of fishes, fishing is still in its traditional form and production is not self-sufficient.

Out of 23 large state for which HDI has been published in the India Human Development report 2007-08, position of Assam is 16. As per Census, 2011, the total population of Assam was 31.21 million, of

which 86% of the entire state population are residing in rural area comprising of. In this backdrop, the IMR for rural areas of the state was 56 against national average of 44 (SRS Bulletin 2014). Institutional delivery in rural area is 62.9% which is much lower compared to urban 84.5% (AHS 2012-13). The prevalence of Stunting and Underweight among under 3 years children are 41% and 36% respectively (NFHS-3, 2005-06). Active participation of PRI members, villagers in planning, implementation of public policy and monitoring service delivery are essential to realize their rights and all round development of the village.

Key Indicators on Poverty in Assam & Women & Children: A comparative assessment among Assam & India:

In the following table a comparative assessment of demography, health, nutrition, education, water and sanitation, child protection has been shown for the reference during brainstorming, environment generation and planning. Followed by that District wise trend analysis of key indicators is shown in the following graphical images. This could help the facilitators as well as the other stakeholders in conducting group discussion, FGD and also during preparation of plan. This information would be a catalyst in inculcating the internalization of various flagship issues or slogan in the plan viz. “Child friendly Panchayat”, “Open defecation free Panchayat”, “Mal nutrition free Panchayat”, etc.

Sector	Indicator	Data Value		Source
		Assam	India	
Demography	States/Districts	27 districts	36 states	
	Total Population	Total : 31.21m Male : 15.94m Female : 15.27m	Total : 1,210.57m Male : 623.12m Female : 587.45m	Census 2011
	Child population (0-6 years)	Total : 4.64m Male : 2.36m Female : 2.27m	Total : 164.48m Male : 85.73m Female : 78.75m	
	Child population (10-19 years)	Total : 4.56m Male : 3.38m Female : 3.18m	Total : 253.24m Male : 133.40m Female : 119.83m	
	Total SC & ST Population	Total :19.60% SC :07.15% ST :12.45%	Total :25.25% SC :16.63% ST :08.61%	
	Sex Ratio	958	943	
	Child Sex Ratio (0-6 years)	962	919	
	Under-5 Mortality Rate	T:73 (M:68;F:77) R:77 (M:72; F:82) U:34 (M:34; F:35)	T:49 (M:47;F:53) R:55 (M:51;F:59) U:29 (M:28; F:30)	SRS, Statistical Report 2013
	Infant Mortality Rate by sex and residence	T:54 (M: 53; F: 55) R:56 (M: 55; F: 58) U:32 (M: 31; F: 32)	T:40 (M: 39; F: 42) R:44 (M: 43; F: 46) U:27 (M: 26; F: 28)	SRS Bulletin 2014
	Neonatal Mortality Rate	T : 27 R : 29 U : 10	T : 28 R : 31 U : 15	SRS, Statistical Report 2013

Sector	Indicator	Data Value		Source
		Assam	India	
Health	Maternal Mortality Ratio	300	167	SRS-MMR Bulletin (2011-13)
	Institutional Births	64.4% 65.9%	72.9% ---	CES 2009 AHS 2012-13
	Mothers who had 3 or more ANC	66.4%	68.7%	CES 2009
	Mothers who received post-natal care within 2 weeks of delivery	32.8%	49.7%	DLHS-3 (2007-2008)
	Children 12-23 months fully immunized	59.1%	61.0%	CES 2009
	Children received Vitamin A	65.5%	59.4%	CES 2009
Nutrition	Children underweight (moderate and severe)	35.8 %	40.4 %	NFHS-3
	Children stunted (moderate and severe)	41.1 %	44.9 %	
	Children wasted (moderate and severe)	16.7 %	22.9 %	
	Infants exclusively breastfed	61.8%	46.8%	DLHS-3 (2007-2008)
	Children with anaemia	77.3%	78.9%	NFHS-3
	Anaemia among adolescents (15-19 yrs)	Boys: 40% Girls: 67.8%	Boys:30.2% Girls:55.8%	
	Anaemia in pregnant women	72.0%	57.9%	
	Households using iodized salt	74.6%	71.1%	CES 2009
Water and Sanitation	Primary schools with drinking water	78.32%	94.09%	DISE 2013-14
	Primary schools with girls' toilet	59.85%	80.85%	
	Main source of drinking water			Census 2011
	Handpump/ Tubewell/ Bore well	59.4	42	
	Other sources (Spring, River/Canal, Tank/Pond/Lake, Other sources)	11.3	3.5	
	Tap water	10.5	43.5	
	Well	18.9	11	
	Availability of latrine facility			
	Latrine facility available within premises Latrine not available within premises Use of public latrine Open defecation	64.9% 35.1% 1.9% 33.2%	46.9% 53.1% 3.2% 49.8%	
Education	Literacy rate	Total :72.19 Male :77.85 Female :66.27	Total :72.99 Male :80.89 Female :64.64	Census 2011
	Single Teacher in Primary Schools	9.91%	11.79%	

Sector	Indicator	Data Value		Source
		Assam	India	
	Pupil-Teacher Ratio Primary level Upper Primary level	 24:1 14:1	 25:1 17:1	DISE 2013-14
	Percentage of professional trained regular teachers	38.68%	80.06%	
	Gross Enrolment Ratio Primary level Upper Primary level	 113.43 93.13	 101.36 89.33	
	Currently attending school	91.3%	91.4%	DLHS-3 (2007-08)
	Average Dropout rate at Primary-level	6.24	4.67	DISE 2013-14
	Retention Rate at Primary level	76.09	82.38	
Child Protection	Mean age at marriage for girls	20.8 yrs	19.8 yrs	DLHS-3 (2007-08)
	Girls married <18 years	20.8%	22.1%	DLHS-3 (2007-08)
	Women aged 20-24 who were married before Boys Girls age 18	39.9%	42.9%	DLHS-3 (2007-08)
	Birth registered with certificate	37%	26.9%	NFHS-3
	Working Children Age group (5-14 Years) Age group (15-19 Years)	 4.9% 35.0%	 4.5% 30.5%	Census 2011

Effective planning, people's participation, convergence, policy, joint monitoring are essential in strengthening the implementation of basic services and developmental programs in rural areas. There are many programs and schemes addressing poverty alleviation, employment and livelihood, infrastructure development, Health, Education, Nutrition, etc. Among these under some of the program i.e. primary healthcare, education and nutrition, etc. services are provided free of cost by the government as public services. Yet the progress is not been satisfactory. Improving public health including access to water and sanitation; access to food and nutrition and elementary education, development of women and children, poverty reduction, etc. will require not only efficient delivery of services but also demand driven push through community mobilization and participation of the people. The Panchayats, particularly the Gaon Panchayats (GPs) being closest to the community have to play the most important role in reaching all these services to everyone and thereby, can be instrumental in well-being of the society and overall development of the state. Presence of more than 50% women representatives provides the right synergy to leverage the Panchayats in improving well-being of the women and children.

Chapter: 2
Resource Envelope:

Resource Envelope is basically created by Grants/Fund available under various schemes and programs for a defined/planned activity under each Panchayat. The resources so mapped should be utilized in a convergent and integrity manner to generated maximum synergy and provides benefits to identified beneficiaries through projects and planned activities as per Panchayat plan. The resources are mainly categorised as financial and human resources at GP level.

The purpose of this chapter is to make sure that the GP knows the resources on the basis of which it is to prepare the GP development plan. These resources are financial resources and human resources available to the GP. The funds available to the GP could be tied, or untied. Human resources are both formal (as in functionaries i.e. line dept. officials, frontline workers) and informal (as in SHG federations, youth groups, social auditor & Bharat Nirman volunteers, etc). The GP would emerge out of the resource envelope containing the following sources of fund:

1. Fourteenth Finance Commission Award to the State (14th CFC)
2. Transfer by State Finance Commission for development purpose (4th / 5th SFC)
3. Centrally sponsored Flagship Schemes (MGNREGA, IAY, NSAP, NRHM, ICDS, SSA, etc)
4. State Plan Scheme (DDP, CM's Special Package Program, etc.)
5. Corporate Social Responsibility (CSR)
6. Own Sources of Revenue (Tax and Non Taxes)
7. Contribution by the communities themselves (Cash / Kind)

Funds from MGNREGS – how to project?

- For 15-16 from approved labour budget
- For 16-17 after Gaon Sabha for labour budget
- Based on local demand and need

Funds from other centrally sponsored schemes – project based/allocation driven

- ICDS, SBM,SSA, NHM, Agriculture Mission, etc
- Departments to intimate GP wise/local body wise allocation
- GP to project against last year's allocation/budget

Financial resources of the GP are of following broad types

- Fully tied scheme –. IAY,PMGSY, NSAP
- Partially tied and permit flexibility - MGNREGA, NRLM, NRHM, SSA, CSR
- Largely untied - RGPSA
- Purely untied - Central Finance Award, State Finance Award and Own Revenue, CSR
- Donation by villagers
- *Shramdaan*, etc.

Major schemes which are being implemented at GP level are given in the following table:

Sl. No	Name of the Schemes	Key Areas of interventions	Department
1	**National Rural Health Mission (NRHM)**	Access to quality health services for the rural people	Health & Family Welfare
2	**Integrated Child Development Services (ICDS) Scheme**	Improve nutrition and health status of children in the age group of 0-6 years	Women & Child Development
3	**Integrated Child Protection Scheme (ICPS)**	Protection of children from abuse, exploitation and trafficking.	Women & Child Development
4	**Swachh Bharat Mission**	This campaign aims to accomplish the vision of 'Clean India' by 2nd October 2019.	Public Health Engineering
5	**Member of Parliament Local Area Development Scheme (MPLADS)**	Each MP has the choice to suggest to the Deputy Commissioner for works to the tune of Rs.5.0 crores per annum	Ministry of Statistics and Program Implementation
6	**Neheru Yuvak Kendra Sangthan (NYKS)**	Providing rural youth avenues to take part in the process of nation building as well providing the opportunities for the development of their personality and skills	Ministry of Youth Affairs and Sports
7	**Right to Education / Sarva Siksha Abhiyaan (SSA)**	Universal access to elementary education to all	Dept. of Human Resource Development
8	**National Literacy Mission (NLM)**	Mission seeks to impart functional literacy to all non-literate persons in 15-35 age group	Dept. of Human Resource Development
9	**National Child Labour Project (NCLP)**	Focus on rehabilitation of children working in hazardous occupations and processes in the first instance	Dept. of Labour & Employment
10	**Schemes of Ministry of Agriculture**	- Rashtriya Krishi Vikas Yojana - National Horticulture Mission - National Mission for Sustainable Agriculture	Dept. of Agriculture
11	**Dairy & Animal Husbandry Schemes**	Subsidy and grant for Animal Husbandry, Dairy & Fisheries	Dept. of Animal Husbandry, Dairy and Fisheries
12	**Schemes of MSME & Textile Ministry**	Scheme for assistance to training institutions, fund for regeneration of traditional industries (SFURTI), Rajiv Gandhi Udyami Mitra Yojana (RGUMY)	Dept. of Textile and MSME
13	**MGNREGA**	Enhancement of Livelihood security of rural household by providing at least 100 days of guaranteed wage employment in every financial year who volunteer to do unskilled work	Panchayat & Rural Development Department
14	**Aajeevika -National Rural Livelihood Mission (NRLM)**	Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase HH income through sustainable livelihood enhancements and improved access to financial services.	Panchayat & Rural Development Department
15	**Indira Awaas Yojana (IAY)**	Providing assistance to BPL families who are either houseless or having inadequate housing facilities for constructing a safe and suitable shelter	Panchayat & Rural Development Department
16	**Pradhan Mantri Gaon Sadak**	PMGSY to provide connectivity by way of an all	Panchayat & Rural

	Yojana (PMGSY)	weather road (with necessary culverts and cross bridge structure, which is operable throughout the year) to the eligible unconnected Habitations in the rural areas with a population of 500 persons	Development Department
17	**Pradhan Mantri Jan Dhan Yojana (PMJDY)**	Accounts holders will be provided zero balance bank account with RuPay debit card in addition to accidental insurance cover Rs.1 lakh	Ministry of Finance
18	**Integrated Watershed Management Program (IWMP)**	Restore the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover and water	Dept. of Land Resources
19	**National Rural Drinking Water Program (NRDWP)**	Ensuring House Hold level drinking water security through preparation of village water security plans and household level water budgeting	Drinking Water and Sanitation / PHED
20	**Rajiv Gandhi Gaoneen Vidyutikaran Yojana (RGGVY)**	Free of cost service connection to all families below poverty line	Ministry of Power
21	**Rajiv Gandhi Khel Abhiyaan**	To provide universal access to sports in rural areas and promote culture among both boys and girls	Ministry of Youth Affairs and Sports
22	**CSC Scheme of DEITY**	Schemes of Dept. of Electronic and Information Technology	Dept. of Electronic and Information Technology
23	**National Optical Fibre Network (NOFN)**	At present OFC (optical fibre cable) connectivity is available in all State Capitals, District HQ and upto the Block level. There is a plan to connect all the Gaon Panchayats under Digital India initiative	Dept. of Telecom
24	**National Food Security Act/ State PDS**	Provide subsidised food grains for all poor people	Ministry of Consumer Affairs

These above mentioned schemes are mainly considered as the centrally sponsored schemes being implemented by the state government. There are some state sponsored schemes which are mentioned as follows:

Sl. No	Name of the Schemes	Key Areas of interventions	Department
1	**District Development Plan (DDP)**	Schemes for social and economic development, road connectivity, infrastructure, etc.	Panchayat & Rural Development
2	**State Finance Commission**	Schemes for social and economic development, road connectivity, infrastructure, etc.	Panchayat & Rural Development
3	**CM Special Package Programs**	There are about 40 special schemes for different segment of marginal community including students, girls students, BPL families, en-employed youth, women, etc.	Agriculture, Health, Education, Labour and Employment, Social Welfare, Panchayat & Rural Development

#

Human Resources at GP level

A. Under Panchayat and rural development Assam following category of Human Resources are available at GP level

Sl.No	Name of Post	Key Function
1	Gaon Panchayat Secretary	Mainly responsible for the administration related work; Carry out the policies and direction of the GP as well as authority
2	Tax Collector cum Road Moherar	Tax Collection to assist GP Secretary
3	Peon cum Chowkidar	Duties of Grade IV employee
4	Gaon Rozgar Sahayak	Mobilise people for demand of Jobs under MGNREGA
5	Accredited Engineers	Schematic contractual staff looking after the MGNREGA related technical activities
6	Junior Engineer	Supporting the Accredited Engineers at GP level in clusters modes
7	Community Resource Person in Intensive block (44) under NRLM	Handhold to SHG, capacity building, linkages with Banks and other FIs, business development plan

B. Under the Jurisdiction of Gaon Panchayat following are the frontline workers of different Line departments

Sl.No	Name of Post	Key Function
1	Anganwadi Worker	Provide pre-school education, Supplementary Nutrition to the 0-6 yrs children, health education and awareness, health services with the support of ANM in Immunization and ANC, Growth monitoring, referral services, home visits, mothers' meeting
3	ASHA Worker	Community mobilization for timely ANC, Institutional Delivery, Immunization, referral case, mothers' meeting, awareness generation, etc.
4	ANM	Provide basic health services, conduct health camps at sub-centre and outreach for ANC and Immunization, conduct VHND, School health program, Adolescent Health program
8	Swatch Doot under Swatch Bharat Mission	Mobilise and motivate people for sanitation & hygiene, construction of toilet, promote community cleanliness
10	Agri Horti Extension Worker (VLEW)	Under the Agri. Development Officer there is VLW for every GP for extension support to the villagers in agri horti related activities, selection of beneficiaries with the support of Gaon Panchayat
11	School teachers	There are primary and secondary schools in the GP areas, which teachers are very much aware about the GP status and challenges related to child, their education particularly for the girl child.
12	Shiksha Mitra	Ensuring child enrolment in schools, addressing drop out and left out
13	PDS	Ensure public distribution system under right to food Act., Antoday, Annapurna
14	PHED	Ensuring safe drinking water and proper sanitation, construction of IHHL, water testing, etc.

C. Community Based Organization (CBO)

In every Gaon Panchayat areas there are certain schematic group, committees and traditional institutions. The leaders and active members of these community based organizations to be identified through a participatory process for different groups and committees under Gaon Panchayat Development Plan, implementation and monitoring. Few of the probable institutions are listed as follows but there would be other institutions or entity in GP areas which could be involved as per as the decision of the Gaon Sabha

- Gaon Panchayat - PRI members Standing Committees
- Self Help Groups / Mahila Mandal
- Farmer's Group / Committee
- User's Group under Watershed / Irrigation Scheme
- School Management Committee
- Joint Forest Management Committee
- Youth Group/Yubak Mandal /Local Club
- *Naam Ghar*
- Bazaar (Local Market under GP) Committee
- NGOs working in the GP areas.

D. Local Resource Person

Same way as above every GP must have some individual resources, active volunteers, trained & educated persons, youth, etc. Few of the probable human resources are listed as follows and GP could involved more volunteers as per as the need and decision of the Gaon Sabha

- Gaon Bura
- Religious Leaders
- Ethnic Group Leaders
- Retired Govt. employee
- Social Audit Volunteers
- Bharat Nirman Volunteers
- Local Entrepreneurs

Once the Gaon Panchayat prepares resources mapping, it will enable the GP for SWOT (Strength, weakness, opportunity, threats) analysis of present status of ongoing schemes, programs, institution and will have the knowledge from which source the present activities are going on. From the human resource mapping exercise members and volunteers for the proposed working committees and environment generation committee at GP level could be identified as per their interest and skill. The resource mapping will further create an enabling and conducive environment and different line department officials need to focus their thrust on their departmental participation in planning exercise and in implementation of the identified/approved activities on a prioritised manner.

Chapter: 3
Environment Generation: *"AAMAR GAON AAMAR ACHANI"*

Environment Generation for *"Amar Gaon Amar Achoni"*:

Participatory planning has a component of social mobilisation and environment generation. The main challenges are mainly timely disseminate of information of GP development plan, fund allotment pattern under 14th FC, opportunity of empowering GP and also to ensure the participation of people from every segment of the community particularly the marginalised and farthest communities. Here a slogan on GPDP is being introduced as ***"AAMAR GAON AAAR ACHANI"*** to ensure proper social mobilisation for active participatory planning through environment generation, since a large number of people, both functionaries and common citizens and elected representatives need to be enthused about participatory planning at the grassroots. There has to be massive mobilisation within a very short time frame – hence a campaign approach is recommended. The involvement of senior officers of various line departments to provide necessary instructions and office orders to make human and financial resources available and to support decentralised planning processes is crucial to the success of the program. The contribution of media including print media, electronic media, and radio message loaded with information and references can play very effective role for wider publication and mass awareness. There will have to be massive mobilisation of general villagers and field level functionaries; hence CBOs including SHG federations, GP Ward Members, Community Volunteers, etc have to generate a buzz that will reach every people on the ground sufficiently to ensure their participation and creating an enable environment for successful social mobilisation and participatory planning. The environment/campaign committee to be formed at GP level under the chairmanship of President and also at Ward level under the chairmanship of Ward Member with equal participation of all caste, religion, political parties with equal representation of women.

Environment generation programs at State, District, Block and Gaon Panchayat level need to be monitored by the various committees at different level. The district level project implementation review committee under the chairmanship of ZP President with the support of ZP members, DC, CEO and line department officials has to play an important role to ensure that the message reaches properly to every ward in every GP. Similarly the AP level project implementation review committee under the chairmanship of AP President with the support of AP members, BDO and other line department officials has to play the same role. The timelines of each activity and its key messages is also very important, and the campaign for social mobilisation needs to be timed in such a manner that there is no time lag between environment generation, formation of committees and initiation of participatory planning exercise with due responsibilities of groups.

Objectives of Environment Generation:

Environment generation is the most important activity to prepare GP based participatory planning involving all categories of people. More the focus we give for creating enabling environment - more active participation of people we could ensure. The Campaign (Environment Generation) Committee constituted at different level will bear the responsibility of awareness of villagers, creation of friendly environment for participation from all segments of the village, ensuring women's and marginalised people's participation, etc. through miking, ward Sabhas, wall paintings, leaflets, etc.

The objectives of the environment generation are:

- Awareness creation about the modalities of GP Development Plan and its funding pattern
- Building the ownership and unity among all sections of the society and their equal participation
- Create excitement and enthusiasm among all section of people for active participation
- Developing sense of volunteerism - villagers to come forward for participation and contribution in preparation of *"Aamar Gaon Aaar Achani"*
- Awareness generation for inclusion of poor, marginalised, women and children in the entire process of Planning and Implementation

Phases of Environment Generation

Different mode is required at different level for environment generation. At state level an orientation program is required for all stakeholders including the departmental head at the state level. Same way at district level one day orientation to be conducted by the Zilla Parishad with all ZP members, line department officials, BDOs, AP members, NGOs/CSO working in the districts, academicians from college/university, media, etc. At GP level environment generation is necessary at different steps of preparing GP Development plan. Environment generation to be started at the village level immediate after the training of GP Resource Team on GP Development Plan to be organised by the district with the support of ETC, SIRD. This GP level resource team will generate awareness and guide the mass campaign on GP Development Plan under 14th Finance commission. Environment generation is very crucial for people's participation mainly focusing on women, marginalised, deprived, farthest ward, all political parties, school teachers, religious leaders, Retd. Govt. employees, SHG members, volunteers, etc. as well as to maintain the transparency and harmony among the community.

Some attractive message to increase the motivation to participate in planning:

- ***"Amar Gaon Amar Achoni"***
- ***"Know your village"***
- ***"Contribute your skill to transform your village"***

The Environment committee formed at GP Level and Ward level has to ensure the environment generation before and during the various steps of GPDP process as discussed as follows:

- **Environment Generation before the formation of Working Groups / Committees**
- **Environment generation before FGD**
- **Environment generation before PRA exercise**
- **Environment generation for problems identification, gap analysis and prioritisation**
- **Environment generation before Gaon Sabha**

Responsibility Matrix & Time line for Environment Generation:

Level	Activity for Environment Generation	Responsibilities	Proposed Timeline
State	Letter from Hon'ble Chief Minister or Hon'ble Minister of P&RD to all PRI members regarding the GPDP	CPRD / SIRD	October 2015
	Letter from the Chief Secretary to all line department regarding GPDP under 14th FC	CPRD / SIRD	October 2015
	One day orientation program for all line dept. Secretaries / Commissioner / PS / ACS, Mission Directors, academicians, media, NGO/CSO, political parties, and other stakeholders	CPRD / SIRD	Sept. / Oct. 2015
	Press conference	CPRD / SIRD	Sept./Oct. 2015
	IEC : Print media, electronic media	CPRD / SIRD	Sept. /Oct.2015
District	One day orientation program for all line dept. officials, PRI members, academicians, media, NGO/CSO, political parties, and other stakeholders	President & CEO, Zilla Parishad with support of ETC, SIRD	Sept. / Oct. 2015
	Ensuring the formation of Environment Committee at each GP level & Ward Level	President & CEO, Zilla Parishad with support of the AP President & BDO	Sept. / Oct. 2015
Gaon Panchayat	Conducting Gaon Sabha on GPDP , Formation of village level environment committee under the chairmanship of GP President ,	GP President & Secretary	Sept. / Oct. 2015
	Ward Sabha, Formation of ward level environment committee under the chairmanship of ward member	Ward member & President	Sept. / Oct. 2015
	Environment generation – awareness campaign before FGD, PRA, HH Survey, Gaon Sabha, etc.	Ward member and committee	Sept. / Oct./Nov. 2015 during the planning exercise

Constitution of Environment Committee at different level

At State, District and GP level there would be different committees which will ensure, handhold and review the performance of environment and awareness generation, situational analysis, preparation of plan, proper implementation of GPDP, effective training and capacity building, convergence among GPDP and various line departments, etc.

Composition of Proposed Committee for Environment Generation:

Level	Composition	Roles and Responsibilities
State Level Steering Committee	- Chairman: Addl. Chief Secretary, P&RD - Member Secretary: Commissioner, P&RD - Members : Director ASRLM, SIRD, NRHM, SSA & other line dept. - Media (electronic and print) - Leading NGOs / INGOs working in the state - Academicians, Researchers,	- Environment generation at the state level. - Meeting cum orientation to the state level officials - Reviewing the activities of GPDP - Training and capacity building support - IEC
District Level Project Implementation & Review Committee	- Chairperson : ZP President - Member Secretary: Dy. Commissioner - Convenor: CEO, Zilla Parishad - Members : All ZP members - Line Department Officials - Media representatives at district level, - CSO/NGO representatives - Academicians from Colleges/ Universities	- Creating environment for GPDP through electronic and print media, hoardings - Conducting workshop, meeting at block level - Training cum capacity building on GPDP with coordination of ETC (SIRD)
Gaon Panchayat Level Environment Generation Committee (from all wards, min. 100 members)	- Chairperson: GP President - Members: All GP members - All Frontline workers of various line departments (ANM, ASHA, AWW, Swach Doot, Agri Extension Worker, etc.) - School teachers, - NGO/CBO representatives - Community representatives from all class, caste, religion - Retd. Govt. Employee - SHG members - Yuvak Mandal members - Trained volunteers (Social Auditor / Bharat Nirman Volunteer)	- Ensuring participation of all segments of Community irrespective of caste, clan and religion - Formation of community cadre for environment generation at GP - Special focus on women and children - Focus on marginalised and excluded groups / families - Ensuring environment generation before PRA, FGD, HH Survey, Gaon Sabha, etc.
Ward Level Environment Generation Committee (min. 20 members)	- Chairperson: Ward member - Community representatives from all class, caste, religion - Line department frontline workers - AWW, ASHA, ANM, etc. - NGO/CBO representatives - SHG members, Youth Group	- Ensuring participation of all segments of Community irrespective of caste, creed and religion. - Special emphasis on women and children - Focus on marginalised and excluded groups - Environment generation before PRA, FGD, HH Survey, Gaon Sabha, etc.

Process: Tools and Techniques:

State Level

- State level workshop on GP Development Plan – Chaired by Hon'ble Chief Minister or by Hon'ble Minister of P&RD, Assam
- State level press conference addressed by the Hon'ble Chief Minister of the state or by Hon'ble Minister of P&RD, Assam
- Hon'ble Chief Minister / Minister of P&RD will write a letter to every GP/ AP/ ZP.
- Chief Secretary writes letter to all the Additional Chief Secretaries.
- Chief Secretary writes letter to all the DCs of PRI districts.
- Technological intervention like facebook, Twitter, WhatsApp, bulk SMS
- Advertisement – print media, radio and video quickies
- Website link on GPDP

District Level

- District level workshop cum orientation
- Letter from DC to all line departments.
- IEC campaign – Hoardings at important places, rallies, inter college/school competition, etc.
- Periodical joint review meeting by Zilla Parishad and DC
- Participation by district level officials in the GPDP exercise

GP Level

- **IEC Campaign :**
    - Hoarding/ posters/wall paintings at prominent places about the launching of ***"Aamar Gaon Aamar Achani".***
    - Mike Announcement
    - Local folk media
    - Rallies
    - Template/ brochures/ leaflet distribution
    - Local meeting / ward Sabhas
    - Mahila Sabha
    - Children/ Baal Sabha

- **Motivating School Children and their Parents:**
    - Writing letters to the parent regarding ***"Aamar Gaon Aamar Achani".***
    - Essay/ Painting competition on ***"Aamar Gaon Aamar Achani".***
    - Special Assembly of Students / Adolescent Girls

- **Motivating SHGs, NGOs and CBOs:**
    - Letter from GP President to all SHGs, Youth Group, others people's forum like 'Naam Ghar', Masjid Committee, traditional people's forum, etc.
    - Letter from the GP President to the local NGOs working in the GP areas,

- To act as a Resource Persons and Social Mobiliser

- **Involvement of public institutions**
  - Letter from GP President to all School's Principals under GP areas, Head of the PHC / Sub Centre , ICDS, PHED, Agriculture, Animal Husbandry, etc. for involvement of their frontline workers and Supervisors in the GPDP exercise

- **Getting Volunteers**
  - Identifying people of the Panchayat like Community Volunteers, Social Workers, Retd. Govt. Employee, Social Auditors, Local Entrepreneurs, Trained people.
  - Letters from GP President to these people
  - Home visit by President and GP Members

Chapter: 4
Situation Analysis and Participatory Planning:

Situation analysis:

This chapter will describe the area of information ranging from the quality of basic services to the quality of life indices, available resources and infrastructure in the Gaon Panchayat area. The situation analysis to be done with two types of data sources through direct interaction (primary data) and through documented information available in records and reports of various institutions, surveys, census, etc. (secondary data). These areas would include the status, gaps and potential of a particular situation – either service, or resource, or quality of life. For convenience, five areas are identified– these are human development indices, access of marginalised groups to services and resources, civic services, economic development, and public infrastructures. As Assam is very prone to different kind of disaster, a vulnerability assessment would also have to be undertaken which could include the well being analysis (including access to core basic services, social security coverage) during flood and other disaster situation and the strength and weakness of coping mechanism during those emergency situation mainly for women, children, pregnant and elderly people.

Once the information are gathered from the primary and secondary data sources content and scope of the situational analysis are determined by which main problems and concerned areas of the GP evolved which would need more analysis and elaboration with the community, working groups PRI members, etc. For each of the areas identified for situation analysis, the chapter would have to describe how primary and secondary information can be gathered. The process of obtaining primary and secondary information and their analysis can itself be a participatory exercise. Participatory mapping of assets, access and entitlements, and focus group discussions on identified development and welfare issues need people's engagement for which the working committee at GP level must be understood the GPDP and equipped to do preparatory groundwork, organise events and document the processes and findings.

Sources of Data collection for Situational Analysis:

Generally situation analysis documents is prepared suing the following data

1. Information thrown up in the Pre planning stage during discussions, meetings, consultation etc.
2. Secondary data- like Census, SECC data, various survey viz. DLHS, NFHS, DISE, livestock census, Forest/Revenue and Land records, data from schools, Anganwadi Centre, Health Sub Centre / PHC, Data of SHGs, data on drinking water and sanitation both at IHH as well as community, irrigation coverage, MGNREGA data, etc.
3. Data obtained through the baseline survey:
4. Information gathered through Focussed Group Discussion (FGD)
5. Information from Participatory Rural Appraisal(PRA)

Major exercises of primary data collection for situation analysis are proposed as follows:

1. **Ward Sabhas** to discuss the objectives and opportunity under GPDP and methodology of primary data collection (Environment Generation) for preparation of GP Plan Document.
2. **Participatory Rural Appraisal (PRA)** exercise in every ward of the GP involving maximum people of the ward from each folk and community through Social Map, Resource Mapping and Need Assessment.
3. **Focussed Group Discussion (FGD)** with SHGs, Women Groups, Farmers, Youth groups, Elderly people, Teachers, Adolescent Boys and Girls at schools, etc.
4. **Conducting House Hold Survey:** GP has to develop a dynamic data base of House Hold level information. A Family Register to be prepared at GP level. Format of the Household Survey is given in the **Annexure**.

This information gathered would then have to be validated in the meeting with PRI members, school teachers, ANM, AWW and others as per records available with different institutions at the Gaon Panchayat level or acquired from higher offices or line departments. The findings of participatory exercise like PRA and FGD would have to be produced area wise needs and gaps analysis in accessing the core basic services.

It is extremely likely that many of the secondary data like IMR, MMR, literacy rate, % of open defecation, etc. may not be available for the GP level, and is only available at some level of consolidation and survey. Such information may either be accepted as applicable to the Gaon Panchayat in hand, or extrapolated in the specific context of the Gaon Panchayat. This can become an important supporting activity undertaken at the intermediate or district tiers of Panchayats. There will have to be specific mechanisms put in place to both collect the data and contextualise it to the Gaon Panchayats and further to validate against the primary data that has been obtained through participatory processes.

Steps of Situational Analysis:

The areas identified for situational analysis accordingly groups to be formed within the human resource pool under the concerned Gaon Panchayat. Each working group would have 6-10 members with equitable representation irrespective of gender, caste, tribe and religion. These groups would be responsible to collect the relevant information from primary and secondary data sources.

i. Development of a multi sectoral / stakeholder team for field level exercises.

- **Create a local Resource Pool**
    - People from the GP (priority to be given to the social auditors, Community resource persons, SHG group leaders, religious leaders, retired govt. employee, trained community person, job card holder, etc.)
    - Line department front line workers – ANM, AWW, ASHA, Swachh Doot, VLEW, etc.
    - NGO/CBO

ii. Identification of the steps for field level micro planning

- Creation of congenial environment in the Panchayat – Environment generation
- Training to the resource team and orientation of the environment generation committee at GP and Ward Level.
- Formation of the Working Group and their orientation
- Formation of team from the Working Group for Primary and Secondary data collection
- Conducting PRA, FGD, meeting, ward Sabha, etc. for primary data collection and visit to the village institution for secondary data collection
- Development of the template for capturing of the need and aspiration of the people.
- Data analysis, need assessment and identification of gap areas

iii. Identification of PRA exercises for situation analysis:

- **Social Mapping** - depicting Households, Institutions, physical and social infrastructure
- **Resource Mapping** - to understand the physical and natural resources of the village
- **Well-being/ Poverty/ Wealth Mapping** – area wise analysis of poverty
- **Seasonality Diagram** – season wise livelihood activities, festivals, special occasion
- ***"Chappati Diagram"*** for identification & ranking of the problems
- **Focus group discussion (FGD)** on poverty, govt. service delivery, local issues, etc.
- **Transect Walk**

iv. Presentation of resource envelope of Gaon Panchayat:

In the earlier chapter we have discussed in detail about the Resource Envelope at the GP level including existing flagship schemes and programs and available human resources including community volunteers and frontline workers of various line department.

- Scope for mobilising resources
- Discussion on potential for social Development
- Discussion on economic development
- Discussion on environmental development
- Identification of development needs (Based on the presentation and discussion)
- Presentation on resource envelope
- Comparing (mapping) need assessment against resource available
- Identification of low cost / no cost development initiatives
- Responsibility matrix and planning with timeline for the immediate activities.

Gaon Panchayat level Working Group for preparation of GPDP:

In every GP min Four (4) **Working Groups** to be formed to cover all the areas and subjects of the planning exercise under GPDP.

Composition & Responsibility Matrix of Working Group

Working Group	Chairperson & Members	Responsibility
Four Working Groups will be formed which will act as the GP Plan Facilitation Team. Four groups may be sector wise categorized : 1. **Agriculture and allied sectors** 2. **Poverty Reduction & Employment Generation** 3. **Health, Education, WASH and Nutrition, Women and Children** 4. **Infrastructure and Basic Amenities**	Chairperson of the working group could be one of the GP Vice President or any PRI members. Each group will have at least 8 members including PRI members, Line Department Frontline workers and Community Representatives from SHG member, School Teachers, Social Activist, NGO/CBO, Youth Group member, Doctor, Engineers, Retd. Govt Officials, community volunteers i.e. social auditors, Bharat Nirman Volunteers, etc. **NB:** Each working group will have at least 2 female members	Need to perform: • Situation analysis • Coordinate primary survey, • Collection and consolidation of secondary data • Assist GP in formulating vision • Coordinate Gaon Sabha and other consultation • Suggest possible strategies to the GP to address issues emerging from situation analysis • Help GP to identify priorities • Help GP to projectize • Support in preparation of Development Status report (DSR) • Support in preparation of GP Development Plan • Support in preparing projects

Preparation of Situational Analysis Report (Development Status Report) of Gaon Panchayat:

Once the information and data are gathered for situation analysis report has to be prepared. These sectoral groups will prepare the situation analysis report of their sector. All sectoral analysis will be consolidated to prepare the report. And the group of 3-4 people to be formed from the various working groups for consolidation and preparation of the situational analysis report. Various sectors or areas of the report are discussed as follows:

1. Areas of situation analysis, identification of gaps and prioritization of issues:

a. Human development indices (gender disaggregated): This is the introduction part of the development status report. This section of the DSR will elaborate the demographic details of the GP including the gender disaggregated total population with no. of children (0-6 yrs.) and other detail of the Panchayat. Some triggering issue like information on sex ratio, IMR, MMR, immunization status, status of malnutrition, access to safe drinking water and sanitation, road connectivity, literacy rate, electricity connection, etc. to be highlighted. This will come up from the analysis of the primary and secondary data collection.

b. Access to services and resources of vulnerable categories – gap in accessing entitlements, services and benefits in respect of both civic services and economic services such as education, immunization, sanitation, drinking water, entitlements, employment under MGNREGA, coverage under IAY,

NSAP, etc. could be described for the following category of people in the GP areas. It will give an idea for assessment of level of poverty in general with particular reference to Human development indicators. This report will cover the access to basic civic services resources by SC, ST, Children, Women, Aged, People with disabilities, Minorities, etc.

c. Civic services – Present status of the following civic services as mentioned below need to be analysed of the GP area. The status of sanitation, drinking water, electricity, shelter to be explored house hold wise. Other amenities like playgrounds, parks, crematoria / burial grounds, e-connectivity to be analysed as access to the community and status at different ward to be captured in the status report. Operation and maintenance part analysis is needed for the community assets only.

d. Public Infrastructure – what are present facilities, available infrastructure and quality of different institutions viz. GP office, Sub-centre, AWC, Library, Community hall in this portion.

2. Vulnerability assessment/gap analysis:

Assam is very much prone to natural disaster like earthquake, flood, landslide, cyclone, drought and even manmade disaster like communal violence, ethnic conflict, man animal conflict, etc. Vulnerability assessment of the GP and its people to be scrutinized and the coping mechanism for this type of emergency situation to be developed during the formulation of the plan. During this assessment special focus should be given to the weakest and marginalised section of the GP particularly the children, women, disabled people, etc.

3. Assessment of status and potential of local resources:

i. **Natural Resources:** the type of the soil, availability of water resources, common resources like forest, wastelands, wet lands, biomass, etc. to be discussed in this section.

ii. **Human (physical and social resources):** the status of the human resources, skilled, semi skilled and unskilled human resources, available volunteers, Retd. Govt. employees, SHGs & their federation, involvement of NGO, etc. to be elaborated in this section. The GP can develop a resource pool for planning and implementation of GPDP from this analysis.

iii. **Economic Resources:** Access to formal / informal financial institutions, availability of market places, small industries, opportunity of employment, various economic activities carried out by the SHG or Federation, availability of raw materials, opportunity of value addition and their market linkages to be described in this section.

4. Stakeholder consultations for validating draft situation analysis:

After preparing the report it is to be validated with different stakeholders at the GP level. The primary and secondary information gathered to be validated with the concerned line department officials and workers, PRI members, communities, school teacher, etc. A joint meeting could be organised at GP level and present the development status report for validation.

5. Conducting Gaon Sabha on draft situation analysis report: Gaon Sabha visioning exercises (based on situation analysis)

The GP president would present the development status report in front of the Gaon Sabha. Followed by the Gaon Sabha the villagers could sit in smaller groups under the facilitation of the resource team for prioritizing the issues. Once the draft situational analysis report is prepared, it would have to be shared with stakeholders and consultations undertaken about the agreement or disagreement with the findings and conclusions of the report. This would have to be led by the Gaon Panchayat committee – since their ownership is crucial to the exercise. The guidelines stipulate the various types of stakeholder groups with which the situation analysis report is shared. At the bare minimum, it would have to go to the Gaon Sabha. Where there are active SHGs or federations, the report would need to be shared with these groups as well. If Mahila Sabhas and Baal Sabhas have to be institutionalised, these would also need to discuss the report. Similarly, the report could be discussed in the group of job card holders or labour collectives formed under MGNREGS. It is desirable that important community based organisations, societies and local groups get an opportunity to understand the report and to discuss it. Discussion of the draft report encourages

- Transparency
- Meaningful Participation of broad spectrum of stakeholders
- Preparatory consultations to the Gaon Sabha
- Understanding issues of differential development, entitlements and access witin the GP
- Validation and ownership of the findings of situation analysis, both by elected GP and functionaries and by community stakeholders
- Social mobilisation and identification of persons who can be roped in for various activities of the Gaon Panchayat

Changes in the draft report necessitated by stakeholder consultations would have to be formally approved by the Panchayat committee. The final report is to be placed in the Gaon Sabha. The actual envisioning exercise for the GP development Plan is the prerogative of the Gaon Sabha. Before conducting the Gaon Sabha there has to be environment generation, social mobilisation and active publicity. The modalities of presentation of the report need to be determined beforehand. The Gaon Panchayat President and other PRI members should lead the presentations and the facilitators, resource persons and functionaries should support. All salient features of the report would have to be presented and it should be ensured that there is enough time for active discussion. The Gaon Sabha may be split into sub groups to study specific areas, or it may discuss in the plenary meeting. The Gaon Sabha should also be given a clear picture about the resource envelope, and would need to list desired development interventions and then prioritise them area/sector wise. It is also

It must be ensured that the discussion is led by the development need, and not by the resource envelope, but that the resource envelope is kept in mind while prioritising. The opportunities for low cost and non cost development interventions must be clearly discussed. In each prioritisation, the concerns and requirements of the weaker sections must also be discussed. In effect by the end of the prioritisation, the priorities for the poverty reduction plan should also emerge.

proposed that video documentation of the planning exercise including the recording of Gaon Sabha meeting could be taken as the sole evidence of participatory planning in the Gaon Panchayat.

Proposed Day wise activity at GP level for developing the GPDP: (Total 20 man days of each GP level teams and groups required to prepare the PLAN)

Pre-activity:

Collection/compilation of orders, notifications, meetings with all GP members, discussion on GP Resource Team, environment generation, preparation of Gaon Sabha, Preparation of plan, identification of first hand volunteers, SHG members, etc.

- **Day 1:** Conducting Gaon Sabha for orientation, environment generation, formation of resource team, environment committee and working groups
- **Day 2-4:** Ward level Sabha under the chairmanship of Ward Member, formation of Ward Level Environment Committee
- **Day 5 - 8:** Field exercise i.e. PRA, FGD, meeting, etc. at different wards for data collection, developing the database of the GP from the primary and secondary data sources, visit to the various institutions for secondary data collection
- **Day 9 - 10:** Data analysis and identification of issues by the working groups
- **Day 11:** Visualising solutions and prioritising strategies, meeting with GP members
- **Day 12 - 13:** Preparation of Development Status Report (DSR)
- **Day 14:** Conducting Gaon Sabha and approval of the DSR
- **Day 15 to 17:** Preparation of GP Development Plan,
- **Day 18 – 20:** Conducting Gaon Sabha for approval & submission to the state with a copy to DPC of concerned Zilla Parishad

Chapter: 5
Projectization & Finalization of GP Development Plan:

This chapter details the process of conversion of development and welfare issues emerged from the entire process of situational analysis, need assessment and identification of gap areas and recommendation of the Gaon Sabha and prioritization into the actionable projects which will make the annual Gaon Panchayat development plan. Some of these projects would have a life term beyond one year, and would require to be shown both against the annual plan as well as the 5 year plan. Some activities may be initiated only in the subsequent years, and the concerned projects would have to indicate that. Detailed costing for activities that are to be undertaken later would need to be done in subsequent plans. Beside the grant of 14th FC, there are other flagship schemes which also address the sectoral issues in the community. Therefore an effective interference of various programs and schemes and cutting edge analysis exercise to be carried out.

The Gaon Sabha prioritisation list would have to go through the Gaon Sabha Resolution for formal approval and the Panchayat committee would have to make tentative allocations for each sector from the budget – civic services including health, education, nutrition, PDS, etc., livelihoods and production, disaster management, social security and poverty reduction, etc. The Panchayat committee would also have to project its Operation & Maintenance (O&M) requirement for various services and assets, and set aside funds from its resource envelope for the same. This would include the administrative cost of providing services that has to be borne at the level of the GP.

The Gaon Panchayat can develop objectives with some flagship themes in the Plan:

- ***Child & Women Friendly Gaon Panchayat***
- ***Open Defecation Free Gaon Panchayat***
- ***100% Household have access to safe drinking water***
- ***Complete Immunization Gaon Panchayat***
- ***100% Institutional Delivery Gaon Panchayat***
- ***The GP with 0 (Zero) drop out***
- ***Age Friendly Gaon Panchayat***
- ***GP with All Weather Road***
- ***GP with 100% electricity***

The Gaon Panchayat committee cannot be expected to convert development ideas into projects – this requires technical and administrative inputs from institutional mechanism which can do the projectisation on behalf of the Gaon Panchayat. The concerned line departmental field level officials, GP Presidents, Secretaries will be part of the technical team. The technical team will be guided by the Block Development Officer. It should be taken care that rather than the Panchayat submitting its ideas to a higher level, the technical expertise at higher levels must be made available to the Panchayat and accountable to the Panchayat for project development. The working groups will prepare the projects with the technical guidance of the committee formed by the line department officials. The approving authority for the GP development plan is the Gaon Sabha committee itself.

The template for projects proposal – rationale/objective, components, beneficiaries, project cycle, fund source etc - would be detailed in the planning and training manual. The chapter is also dealing with the

process of consolidation of the various projects prepared by the Committees for the purpose, including the Gaon Sabha meeting that will discuss and approve the draft plan of consolidated projects after endorsement and validation by the community. If any changes brought to the plan, either on priority or volume, the Panchayat committee would have to be separately noted with clear explanation of reason for modification of the plan. The validation of the draft GP development plan could be through a development seminar, where the plan is presented and discussed before a representative group of people of the Panchayat, or taken directly to the Gaon Sabha for its final stamp of approval.

Some important steps for projectization and finalization of GP Development Plan:

1. Cataloguing of Gaon Sabha visioning exercise and suggestions including low cost/ no cost development ideas
2. Discussion of situation analysis and Gaon Sabha prioritisation in GP committee
3. Projection of Operation & Maintenance requirements for the assets developed by other projects
4. Tentative allocations for each sector by GP
5. The 4 working group's members with the support of line department officials will do projectization and prepare the project.
6. Project development and prioritisation: Following areas to be covered-
    - Title of the Project with rationale/background (including situation analysis)
    - Project objective and components
    - Cost and sources of funds
    - Timelines
    - Agencies for implementation
    - Expected outputs/outcomes
    - M&E arrangements

The project reports of the GP will be comprises of the following component

i. **Introduction (Project rationale-based on the situation analysis)**
ii. **Project objectives**
iii. **Project components**
iv. **Beneficiaries/Benefitted areas**
v. **Cost and sources of funds**
vi. **Timelines**
vii. **Agencies/Mechanism for implementation**
viii. **Expected outputs/outcomes**
ix. **Operation & Maintenance**
x. **Monitoring**

7. Submission to GP
8. Consolidation of projects – by joint committee of working groups
9. Discussion and endorsement in GP of resource allocations to each project
10. Finalisation of development plan

a. Stakeholder consultation (development seminar)

b. Validation in Gaon Sabha

The problem matrix which emerges out of the situation analysis, is to be discussed in the Gaon Sabha. On the basis of the interaction with the community people prioritisation of the issues need will be done in the Gaon Sabha

- GP should have a clarity of :
    - Projects which can be taken up using funds of the Resource Envelope
    - Projects which can be taken up jointly with the community
    - Projects which can be taken up jointly with any department or agency
    - Projects which can be done by the people themselves through motivation
    - Projects which are meant to be done by other departments /agencies over time
- Constitution of multi sectoral working group (for agriculture and allied sector, poverty reduction, health and nutrition, Infrastructure and basic amenities, Women & Children, Marginalised including SC &ST etc) for projectisation. Working groups will be constituted with the following.
    - Elected representatives
    1. Chairperson of Standing Committees : Chairman
    - Other Stakeholders
        1. Experts/Professionals
        2. Persons active in the sector
        3. Officials from line department (as convenor)
    - Retired person/Youth
    - Member SHG federation
- Role and responsibilities of Working Group
    - Providing support for preparing the situation analysis report
    - Preparing the details project report based on the priority list approved by the Gaon Sabha
    - Facilitation and presentation the projects report in Gaon Sabha meeting

The final **Plan document of the GP** will be comprises of the following chapters:

i. **Introduction (Development status, how to address the issue)**
ii. **Development strategy**
iii. **Fund allocation for sectors**
iv. **Sector wise list of project and cost**
v. **Implementation mechanism (indicating the name of the projects, Offices, Agencies etc)**
vi. **List of the projects under convergence with other schemes**
vii. **Operational & Management of different project**
viii. **Monitoring and Evaluation of project**
ix. **Annexure - list of projects, resolutions of Gaon Sabhas, Photographs,**

- Resource allocation to projects by the GP from the available resources or mobilized resources will be done on the basis of norms; This is to be done by Panchayat and approved by the Gaon Sabha.
- The projects that have a life beyond one year may be shown in the subsequent year of the plan.
- Projection of O&M requirements should mentioning in details about the mechanism including individual/institution/agencies/community organisation/NGOs etc and management mechanism
- GP will prepare a plan document with help of the resources group in consisting of the chairman, convenor and GP Secretary
- This final plan document may be place for technical and financial approval to the appropriate authority.

Chapter: 6
Technical and Administrative approval of Projects

Just as an institutional mechanism is created for project preparation and consolidation, so too must there be a mechanism for appraisal and clearance of the individual projects of the GP plan. This mechanism cannot alter the basic nature of the project, but would certainly have to assess whether the project components are in compliance with the norms for assistance and unit costs adopted by the State, whether they go against any stated policy, and in case of specific schemes, whether the conditionalities of the scheme have been complied with. Where technical appraisal is required, it would be against rough cost estimates – detailed estimates would be submitted to the pre existing technical approval authorities for clearance. The appraisal would also need to assess whether the timelines in the case of medium term projects lasting more than a year (upto 5 years) has been correctly projected.

Technical and financial proposals will send to the appropriate authority for vetting and even after follow-up if the approval is not vetted within .....days it could taken to the higher authority and after ..... days {time} the project proposal could considered approved as submitted. The responsibilities of the stakeholders in developing proposals and technical proposals, submission the proposal to the appropriate authority, follow-up, rectification in the proposal as per the recommendation should clearly fixed up with the time line by the Gaon Panchayat.

Once appraisals are completed and clearances issued, the GP development plan can be issued formal administrative sanction by the GP, and the individual projects would then be in a position to commence implementation. The record of sanction and modifications would have to be maintained in respect of each project of the GP development plan. The GP plan will have to be completely represented in the annual budget of the Gaon Sabha (to the extent of finances involved). The nature of record keeping and accounting that is required to complete the exercise has to be clearly explained.

1. **Technical Appraisal and Sanction:**

- If the project is of technical in nature the project will be appraise by the concerned technical person of the Gaon Panchayat /Block Panchayat who is also the Convenor of the working group.
- A technical appraisal team will be formed at the block level under the supervision of the Block Development officer. The technical officers from various line department at the block level will be the member of the technical appraisal and sanction committee.
- Vetting of the projects for their technical viability and conformity with the mandatory government guidelines on planning and costing as per the procurement manual.
- Sanctioning of the project should not be more than 15 days from the day of submission.
- The technical team have no right to reject/modification without the consent of the Panchayat committee/ Gaon Sabha of any proposals that is submitted by the GP.

2. Administrative and Financial appraisal:

Once the technical proposal is vetted by the Technical Appraisal and Sanction Committee at the block level, the administrative and financial approval will be given by the Gaon Sabha with the information to the Block/District level authority.

3. Coordination and monitoring of vetting process:

The GP Secretary, who is the Charge Officer of GPDP and will be responsible for following up on the technical, administrative and financial sanctioning and vetting by the appropriate authority. GP Secretary will also responsible for communicating the plan details to the higher authority.

Chapter: 7
Post Plan Arrangements & System Support

The whole process of participatory planning will get stuck if the post plan arrangements and requisite system support are not worked out and arranged simultaneously. This chapter will discuss all the administrative and organisational arrangements that need to be put in place for the entire GP development Plan exercise. The authority and responsibilities of the GP President, GP committee, functionaries, environment generation committee and working groups formed under the GP in respect of formulation and execution of the GP development Plan have been discussed in the previous chapters. The role and responsibilities of state level steering committee and project implementation & review committee at state and district level is clearly delineated in the guidelines. The secretary of the Gaon Panchayat will be the Charge Officer of the concerned GP development plan. Facilitating manuals, guidelines on various aspects of planning, training, procurement and finance will be developed by the Government. On the ground standardised implementation arrangements including technical support, procurement, maintenance of records and registers will be guided and issued by the State Government time-to-time.

At the GP level, roles and responsibilities of the GP Resource Team and members of Working Groups for various aspects of GP Planning exercise are to be supported and followed up on regular basis. The frequency of Gaon Panchayat committee meetings to discuss and review implementation is being proposed on weekly basis. The role of GP level committees and working groups including the line department frontline workers of the Panchayat in planning, implementation and monitoring would have to be made functional and operational. For this rigorous capacity building, motivation and handholding are required at the GP level. The entire process (environment generation, data collection, situation analysis, preparation of plan, approval in Gaon Sabha, etc.) has to be followed by the GPDP framework within stipulated timeline. The activity or project approved by the Gaon Sabha will be the responsibility of the concerned working group and line departments. The role and scope of community monitoring of project and plan implementation is proposed through Gaon Sabhas and Social Audit. Major focus on IEC including electronic, print and local folk media and proper environment generation are the core of ensuring people's participation, successful implementation and maintenance of transparency. Hence a strong mobilization and enlistment within the community as well as in the system including the technical support, monitoring and reporting are very much essential.

In Assam each GP is managed single handled by a Secretary; there is no supporting accounts or clerical staff. Keeping in view the work load of PRIs members and functionaries at GP level under GPDP process, the need for addition manpower at GP level is indispensable. The inadequacy of staffs not only stands in the way of efficient performance of functions, planning, implementation but also retards collection of revenue from taxes and duties allocated to PRIs. Since the administrative support structures for Gaon Panchayats in Assam is very weak, specific arrangements has been proposed for providing support in implementation of plan by Gram Panchayats - including provisioning of functionaries, allotting responsibilities to functionaries of line departments, enabling Panchayats to acquire administrative support either through contractual appointment etc. Hence, Government of Assam proposed for

arrangements of dedicated HR support at GP level to coordinate, supervise, monitor, handhold the works related to the GP development plans from the beginning of planning to roll out and actual implementation.

Present status of administrative support arrangements:

In the following table the present status of staff at the GP level has shown:

Sl No	Designation	Provision post	In Position	Short fall
1	Secretary	2202	1955	247
2	Tax Collector cum Road Moherar	2202	692	1510
3	Peon cum Chowkidar	2202	615	1587
	Total	**22020**	**3262**	**3344**

In consideration of above it has been proposed to engage an Accountant cum Computer Operator for the GPDP under 14th FC at every GP level:

One dedicated position with the designation of Accountant cum Computer Operator with commerce graduate background with computer knowledge has been proposed in every GP under GPDP (14th Finance Commission). The main roles and responsibilities of the position will be

- To assist the Gaon Panchayat President and Secretary in carrying out the environment generation activities, conducting training, doing the field exercise of primary and secondary data collection and other activities for better implementation of GPDP.
- To assist the Gaon Panchayat in planning, implementation and reporting of the Panchayat plan
- To support the Gaon Panchayat in the maintenance of Gaon Panchayat records
- To maintain the record of the Gaon Panchayat Plan and document the details of the projects/work/scheme
- To assist in conducting Gaon Sabha and other Panchayat committee meetings
- To assist the Gaon Panchayat in maintaining the assets of the Panchayat and maintain the general and programmatic accounts of Gaon Panchayat on prescribed formats
- To maintain the GP level online planning and accounting system, i.e. PlanPlus, PRIASoft and other PES applications of the e-PRI

Hence, a contingency fund should be kept apart from the flow of fund under 14th FC to engage qualified person as Accountant cum Computer Operator at each GP level for essential and compulsory support in developing and implementation of GP Development Plan in the state.

Arrangement of Organisational Support at Different Level:

A bare minimum but essential framework of institutionalised implementation support, monitoring and review has been proposed at different level with different stakeholders as follows

(A) State Level:

- **Project Implementation & Review committee**

The Project Implementation & Review committee will be formed with the following members:

a.	Commissioner, P&RDD, Assam	Chairperson
b.	Joint Director, P&RD, Assam	Convener
c.	State Mission Director, NRLM	Member
d.	State Mission Director, NHM	Member
e.	State Mission Director, SSA	Member
f.	Representatives of Line Dept.	Members
g.	Director, SIRD, Assam	Member
h.	Representatives from Leading Banks	Member
i.	Representatives from CSO	Member

- **Role of Project Implementation Review committee**
  - To oversee the activity of the GP Development plan and provide support as needed.
  - To ensure the fund flow to the Panchayat from various line department.
  - To review the proper implementation of the work.
  - To ensure the co-ordination among the line departments with Panchayat.
  - To issue necessary orders and notification for smooth and effective implementation
  - In the beginning of the GPDP process the committee will sit every month

- **A State Resource Group:** A state resource group (ToT) of trainers from different ETCs, SIRD HQ, NRLM, Academicians attached with ETCs representing various districts will be formed at the SIRD level. These resource group members will provide technical support in conducting training for different stakeholders from different level with the close coordination of concerned ETC and Zilla Parishad and District Level Project Implementation and Review Committee.

(B) District Level:

- **District Level Project Implementation Review committee**

The District Level Project Review committee will be consist of

i.	ZP President	:	Chairperson
ii.	Deputy Commissioner	:	Member Secretary
iii.	CEO, ZP	:	Convener
iv.	Head of the line department	:	Members
v.	NGO/CSO representative	:	Member

- **Role of District Level Project Implementation Review committee**
    - To oversee the activity of the GP Development plan.
    - To ensure the fund flow to the Panchayat from various line department.
    - To review the proper implementation of the work.
    - To ensure the co-ordination among the line department with Panchayat.
    - To help in implementation of Panchayat development plan.
    - The committee will sit every fortnight.

(C) <u>Anchalik Panchayat Level:</u>

a. A **Block Level Technical Committee** will be formed under the chairmanship of Anchalik Panchayat President with the BDO as the member secretary. The Junior Engineers at the Block and the Technical officers of the line departments i.e. PWD (Road), PWD (Electricity), Agriculture, Fishery, Irrigation, etc. will be the members of this block level technical committee. Main responsibilities of this technical committee will be to prepare the technical proposal and give the technical sanction.
b. The accredited engineers and the other line department field level technical staff (ICDS, Health, Education, Agriculture, PWD, Irrigation, PHED, etc.) along with the GP committee will prepare the concerned technical proposal under the guidance of block technical committee and will submit for technical sanction.

(D) <u>Gaon Panchayat Level:</u>

- At the GP level there are existing three standing committees of the Panchayat
    i. Development Standing Committee
    ii. Social Justice Committee
    iii. Social Welfare Committee

- Under the GPDP guidelines, 4 working groups have been proposed. In each groups GP members will be the Chairman of the group. The concerned line department's frontline worker and their supervisors could be the member of the working groups:
        i. Agricultural and allied sector
        ii. Poverty Reduction
        iii. Health, Nutrition, Woman and Children
        iv. Infrastructure and Basic Amenities

- For the environment generation a GP Level Environment Generation Committee under the chairmanship of GP President and Ward Level Environment Committee under the Chairmanship of the ward members have been proposed. For the ward level environment generation committee 20-25 community volunteers to be selected through ward Sabha.

Proactive Disclosure and Dissemination:

The details of all the processes and all the components of the approved plan covering the physical and financial aspects and the expected outputs and outcomes should be pro-actively disclosed and disseminated widely. It has to be ensured that the planning process organically emerges from the environment creation and social mobilisation exercise which prepares the ground for this. Also, adequate care should be taken to prevent this from becoming either a routine or technical exercise.

N.B: The deliverables under the scheme may be classified and reported as immediate (within 3 months), short term (within 6 months), medium term (within 1 year) and long term (beyond 1 year)

- The proposed tools for Proactive disclosure are discussed as follows:
    a. Gaon Sabha
    b. Citizen display board / Hoarding
    c. Panchayat notice board
    d. Wall writing
    e. Publishing in the website
    f. Annual Progress and Financial Report of GP

Chapter: 8
Monitoring, Evaluation, Learning and Documentation (MELD)

GPDP being a first and large scale local initiate as well as long term program with a multi dimensional focus, well defined Monitoring, Evaluation, Learning and Documentation (MELD) system is required to be in place. The Government of Assam envisages periodical social audits, organising Gaon Sabha, review meeting at district and state level, and engaging expert agencies (3rd parties), college, and universities for undertaking MELD process under GPDP. GPDP emphasizes on learning – by doing approach. It is realized that a well developed monitoring and learning framework is critical to ensure learning and effectively use the same for improving participatory planning and there by achieve the project objectives of social justice and local economic development. For the MELD assignment the Government of Assam proposes to engage independent and external agencies that have the skills and proven experience in the area in order to continuously monitor the processes / approaches institutional and financial systems facilitated and implemented under GPDP. The organizational learning process need to be facilitated through the observations of an external agency to assist the functionaries at various levels. For taking up impact evaluation for unbiased and reliable assessment, process monitoring, documentation of the project activities etc need to be placed. MELD under GPDP has to add value to the participated planning during the course of its implementation as well as for achievement of expected outcomes and inputs.

The following activities will be covered by the MELD system.

1. Developing the data base
2. Data collection, analysis and management at GP level
    a. Base line data
    b. Concurrent monitoring data
    c. Data analysis
    d. Data management
3. Concurrent monitoring
    a. Process and progress monitoring by the committees at District and State Level
    b. Community based monitoring through Gaon Sabha, Social Audit
    c. Checking transactions – periodical audit of GP Accounts and financial system
4. Periodic evaluation
5. Impact assessment
6. Thematic studies – involving colleges, universities students, research fellow through placements
7. Case studies and Documentation: involving colleges, universities students, research fellow through placements
8. Learning – Knowledge management workshops could be organised at district and state level

Chapter: 9
Capacity Building for Participatory Planning

An important factor that will determine the success of the GP development plan through participatory planning initiatives will be the quality and reach of the training that is provided. Better understanding of the subject is the key for the success of development of village development plan. Various personnel at various levels play an important role for development of village development plan. Therefore capacity building of those personnel is very crucial and need of the hour. The training that will be required to be undertaken is likely to be far more voluminous than can be absorbed by the training capacity of the SIRDs and ETCs of the State. Since large trainings have to be executed in a short while, there is need for engaging with different bodies i.e. Zilla Parishad and line departments for conduct of training. The ETC faculties, resource persons along with the Zilla Parishad, DPMUs including BRGF staff wherever applicable and line department officials and technical staff will form district level resource group for imparting training. Clear cascading modes of training with appropriate venue, timeline and pool of resource persons will be devised. A battery of resource persons on the various elements of the training would be required – it may turn out that the same persons who facilitate the plans would also double up as trainers.

Who are to be covered in various Capacity Building activities i.e. training, workshop, orientation, technical training (With Approx Nos.)

- Sensitization Workshop for State level Officers, officers of Devolved Departments,
- Sensitization Workshop for Chair Persons and Ex Officio members of ZPs.
- Training of Trainers (resource persons) for State and District Resource Groups.
- Elected Representatives of PRIs at all three levels- **ZP, AP and GP**
- Officials of PRIs at all three levels- **ZP, AP and GP**
- NGOs, CBOs identified for each block of the State- to provide mentoring & hand- holding support.

Training and capacity building to be covered:

Sl. No.	Clientele Group	Composition	Actual Number
1	Training of State Resource Group (ToT) on GPDP	21 districts	75
2	Training of DPMs, ADPMs of DPMU & PMEO of BRGF (ToT) on GPDP	21 districts	49
3	GP Level Resource Team: 6 members from each GP including President, Vice President, Secretary and 3 community representatives	2201	13206
4	GP Level Working Group Members: 4 groups members and all GP members	2201	52824
5	Orientation on GPDP for state, district and	185 (AP/Block)	370

	block level elected representatives and officials		
		21 (District)	251
		2201 (Gaon Panchayat)	22010
6	Training on Technical Sanction to the AP (Block) level Technical Sanction Committee	185	370
7	Training on OSR of PRI members and Officials from GP, Block and District (2 from each ZP, AP and GP)	185	4854
8	Training on PLAN Plus, PRIASoft and other PES application and MIS	2201	3201
	Total		**97210**

- **Village Level Resource Team for capacity building:**

There will be acting a village resource group for situation analysis and also anchoring the planning process. This is consist of

i. GP President
ii. GP Vice President
iii. GP Secretary

And 3 community volunteers from the following categories

1. Village Social Auditor
2. Bharat Nirman Volunteers
3. SHG members
4. Social Activist
5. NGO/ CBO Members
6. Retd. Govt Employee / Teacher
7. Prominent person of the communities
8. Educated youth
9. Members of Mahila Mandals

- **Campaign Committee:**

There will be campaign committee in each G.P. for environment creation. This committee will look into the awareness generation. This committee is composite of min. 100 members from the entire GP.

There will be also a ward level environment generation committee under the chairmanship of concerned ward member. Min. 20 members will be identified from the ward for environment generation at the ward level.

- **Monitoring Committee:**

There will be a monitoring committee in GP, which will monitor the day to day activities of the GP development plan whether it is as per the plan and estimate and will provide corrective measures if necessary. The VMC will be comprising of local youth and women who has a aptitude to do so. The committee will consist of 10 members.

District Level Resource Team:

The trainers from the ETCs under SIRD including faculties, resource persons and NGOs along with the DPMUs and PMEO from BRGF (only in BRGF district) under Zilla Parishad will formed a district level Resource Pool for conducting and imparting training. The performance of the district resource pool will be supported and monitored by District Level Implementation and Review Committee.

State Level Resource team:

A state level resource team with the support of SIRD faculties from the HQ, Experts and Officials from P&RD, representatives from NGO/INGO i.e. UNICEF, etc. will be formed

Exposure Visit:

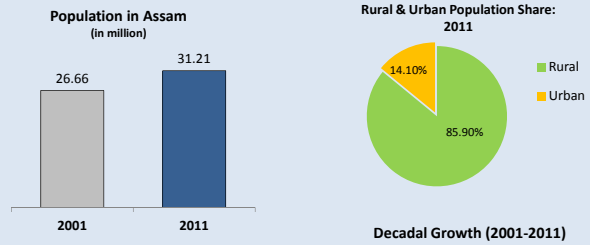
Exposure visits is proposed within the state to the good performing GPs. On the basis of the review and monitoring, block and district wise list of good performing GPs will be developed with the support of block and district team. This list will be shared with all districts and accordingly the districts may plan exposure visits of GP representatives to the identified GPs.

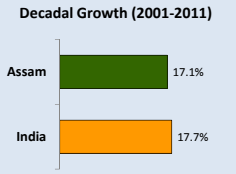
Coordination for Training Program:

SIRD, Assam will support, co-ordinate and follow-up with the support of Commissioner, Panchayat & Rural Development, CEO-Zilla Parishad, and Extension Training Centres all the capacity building and training program for preparation of GPDP and implementation more efficiently.

District wise comparison of Health, Nutrition, Education, Sanitation, etc. in Assam

Population of Assam

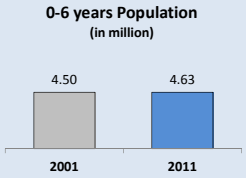


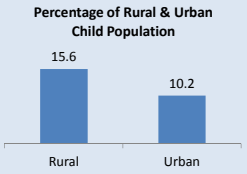


- Total Area (Sq Km) - 78,438
- Total household - 64,06,471
- Schedule Tribes- 12.45%.
- Schedule Castes – 7.15%

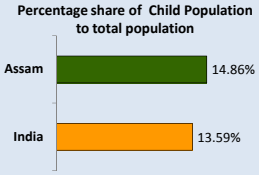
Source : Census data , 2011

Child Population (0-6yrs) of Assam



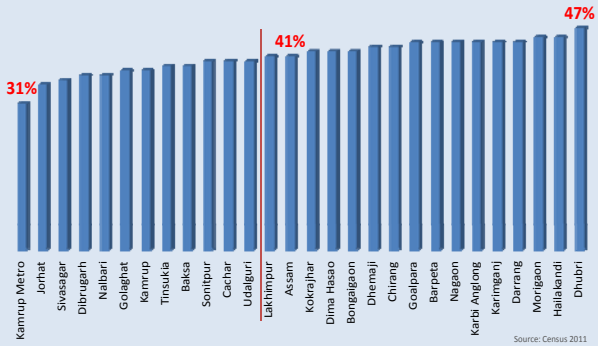


Children in the 0-6 years age group form 14.86% of the total population of Assam, higher than the national average of 13.59%



Source : Census data , 2011

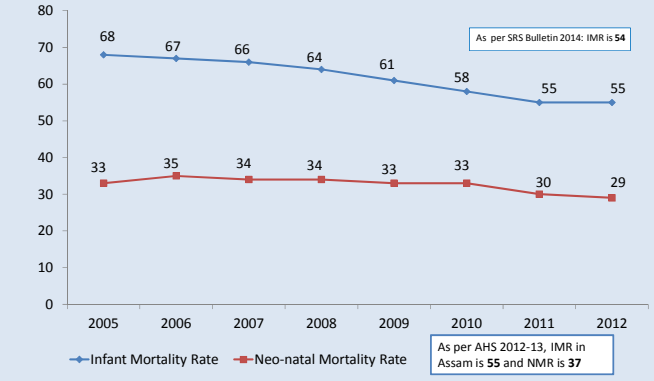
Child Population (0-18 yrs)



Child Population of Assam- Age Disaggregated:

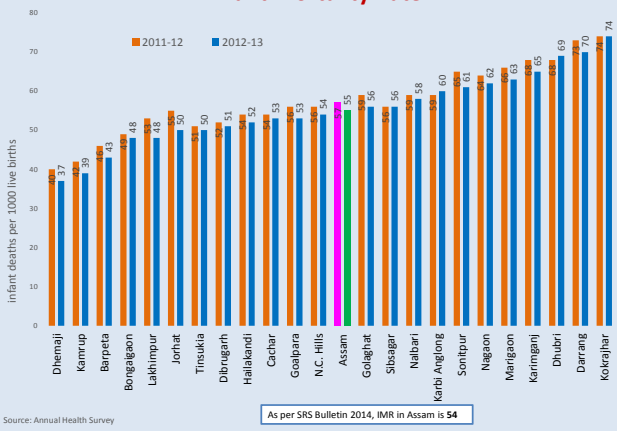
- 0-6 yrs: 46,38,130 (15%)
- 7-10 yrs: 28,85,002 (9%)
- 11-18 yrs: 52,45,491 (17%)

Child Mortality Rates in Assam



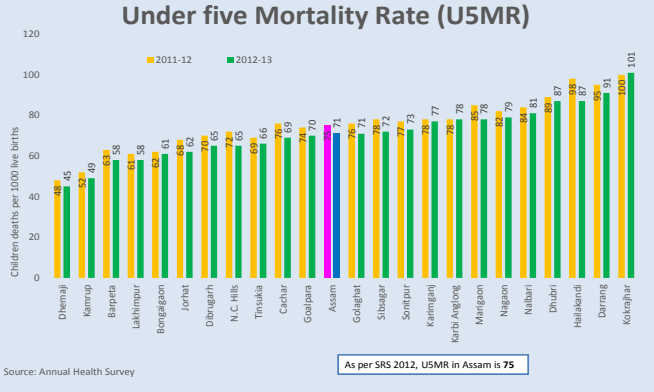
Source: Sample Registration System

Infant Mortality Rate



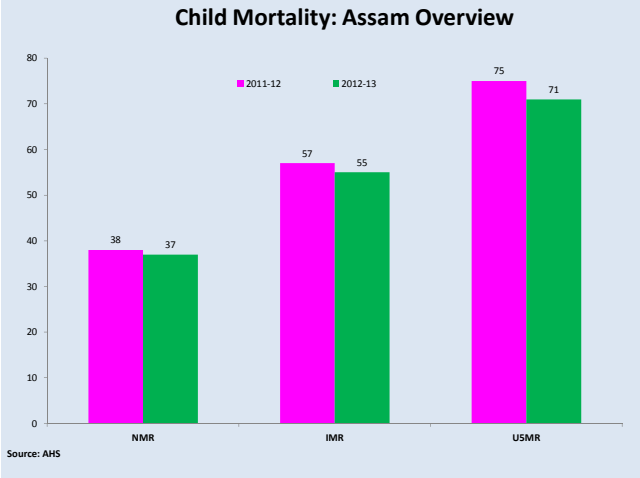
Source: Annual Health Survey

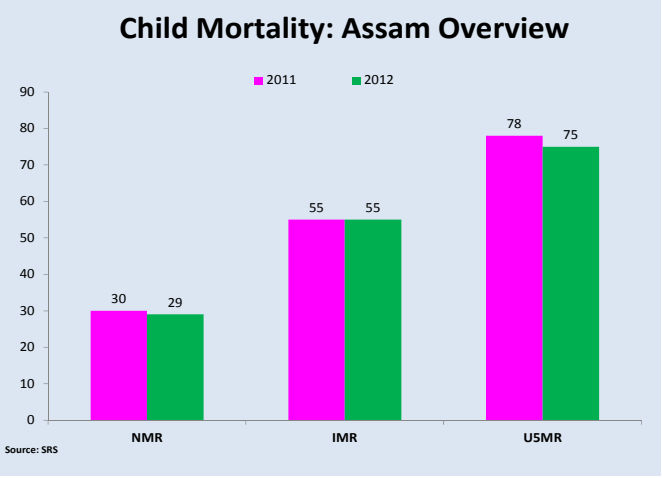
Under five Mortality Rate (U5MR)

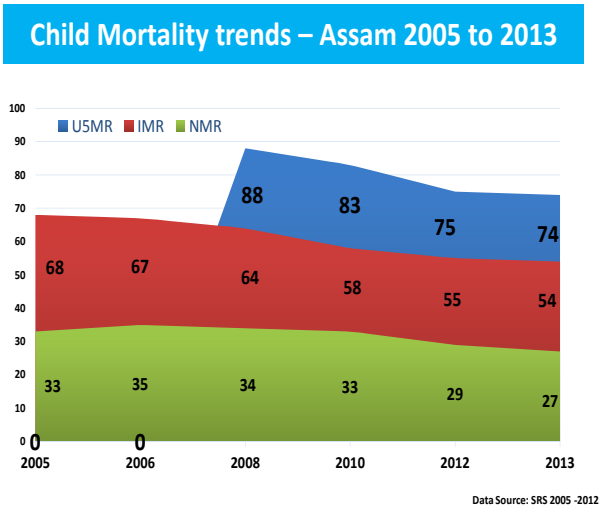


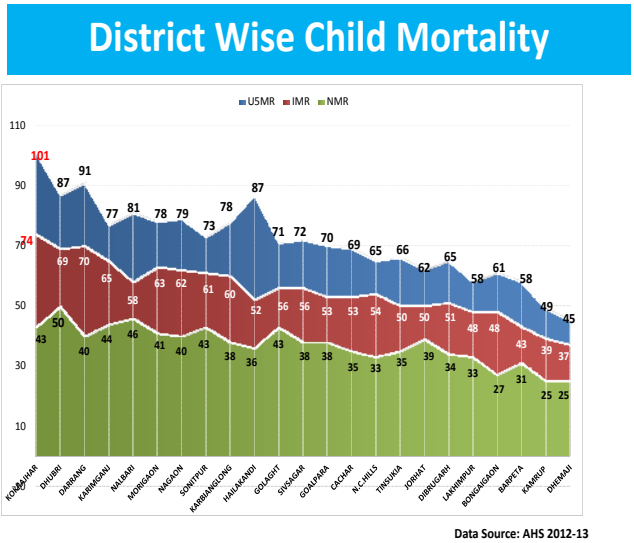
Source: Annual Health Survey

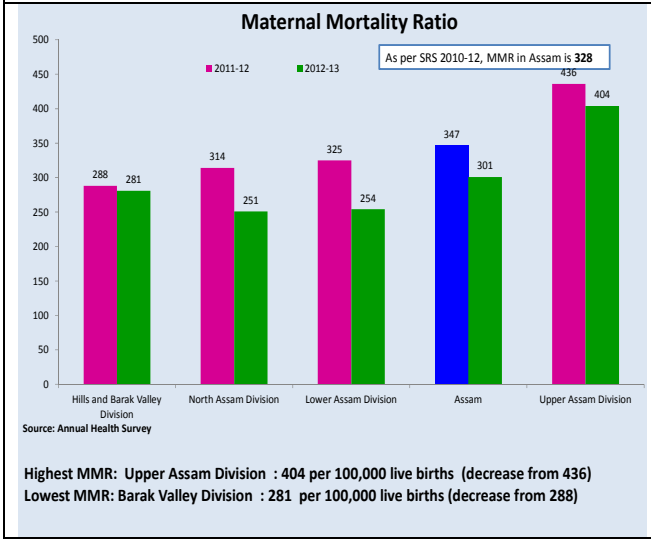
Highest District U5MR : Kokrajhar (101 per 1,000 live births)
Lowest District U5MR : Dhemaji (45 per 1,000 live births)
For U5MR : 12 districts are above the State average of 71 per 1,000 live births.

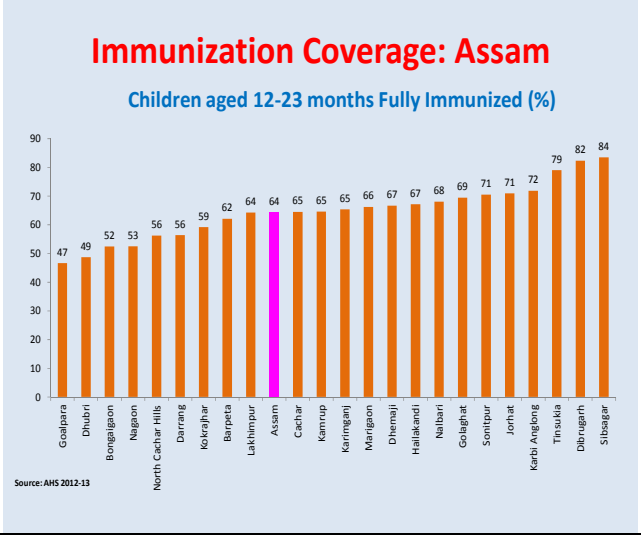

Child Mortality: Assam Overview
2011-12
2012-13
38
37
57
55
75
71
NMR
IMR
U5MR
Source: AHS


Child Mortality: Assam Overview
2011
2012
30
29
55
55
78
75
NMR
IMR
U5MR
Source: SRS

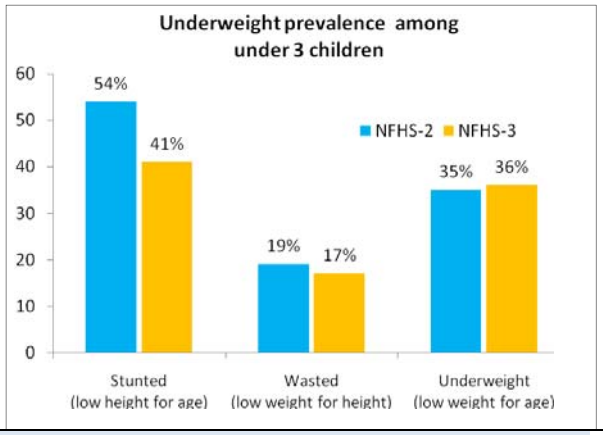

Child Mortality trends – Assam 2005 to 2013
U5MR
IMR
NMR
88
83
75
74
68
67
64
58
55
54
33
35
34
33
29
27
0
0
2005
2006
2008
2010
2012
2013
Data Source: SRS 2005 -2012

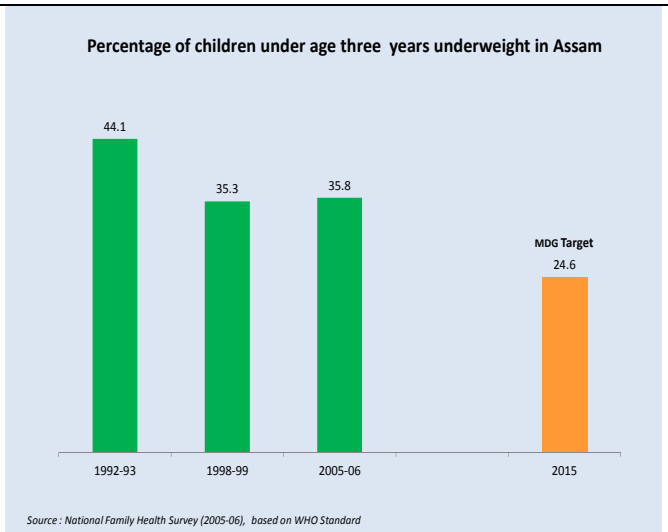

District Wise Child Mortality
U5MR
IMR
NMR
Data Source: AHS 2012-13

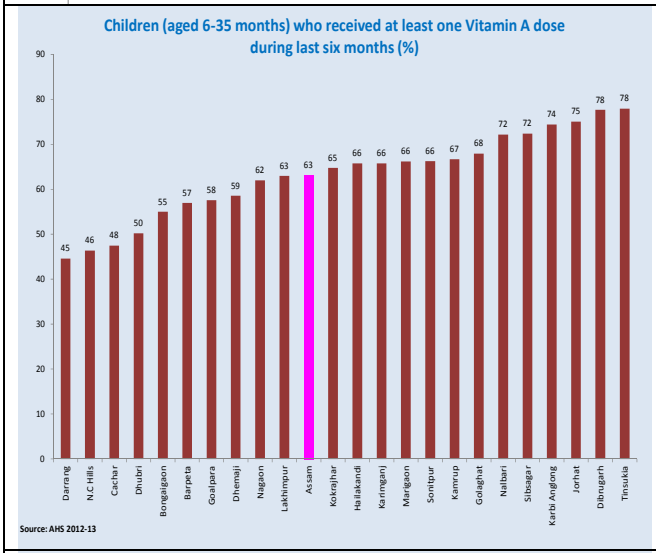

Maternal Mortality Ratio
As per SRS 2010-12, MMR in Assam is 328
2011-12
2012-13
288
281
314
251
325
254
347
301
436
404
Hills and Barak Valley Division
North Assam Division
Lower Assam Division
Assam
Upper Assam Division
Source: Annual Health Survey
Highest MMR: Upper Assam Division : 404 per 100,000 live births (decrease from 436)
Lowest MMR: Barak Valley Division : 281 per 100,000 live births (decrease from 288)

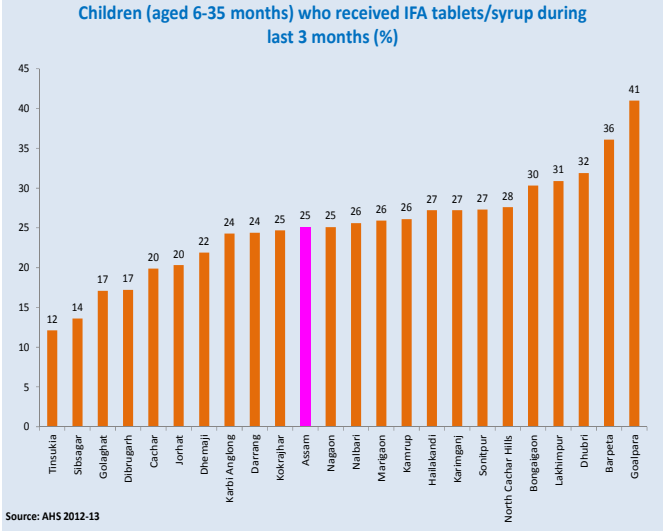

Immunization Coverage: Assam
Children aged 12-23 months Fully Immunized (%)
47
49
52
53
56
56
59
62
64
64
65
65
65
66
67
67
68
69
71
71
72
79
82
84
Goalpara
Dhubri
Bongaigaon
Nagaon
North Cachar Hills
Darrang
Kokrajhar
Barpeta
Lakhimpur
Assam
Cachar
Kamrup
Karimganj
Marigaon
Dhemaji
Hailakandi
Nalbari
Golaghat
Sonitpur
Jorhat
Karbi Anglong
Tinsukia
Dibrugarh
Sibsagar
Source: AHS 2012-13

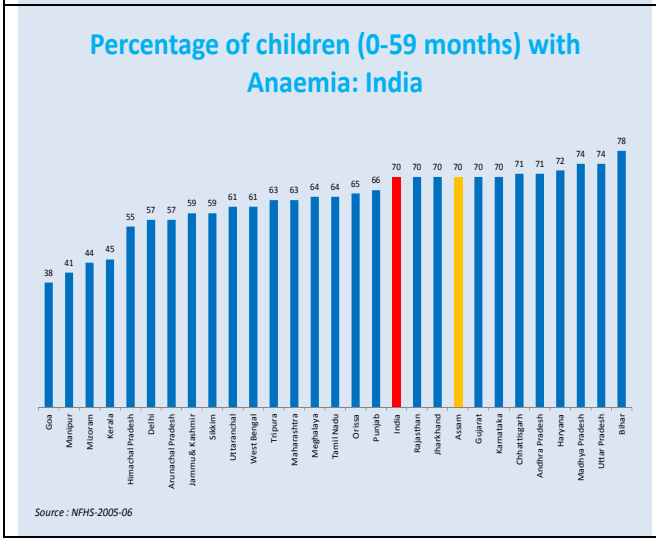
Nutrition status of children in Assam

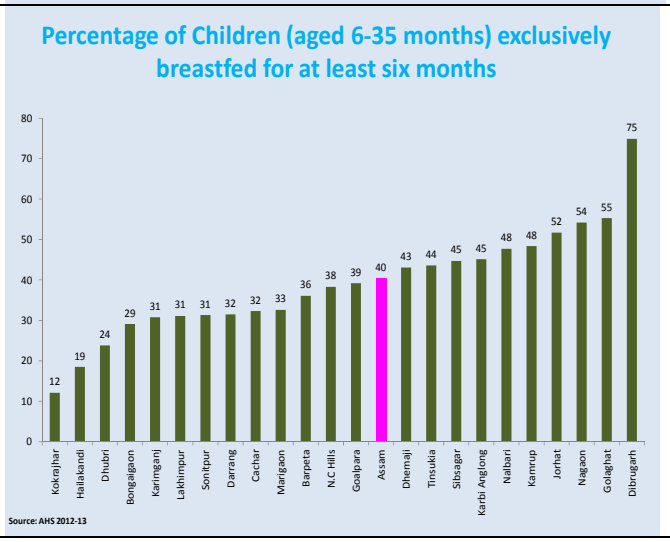


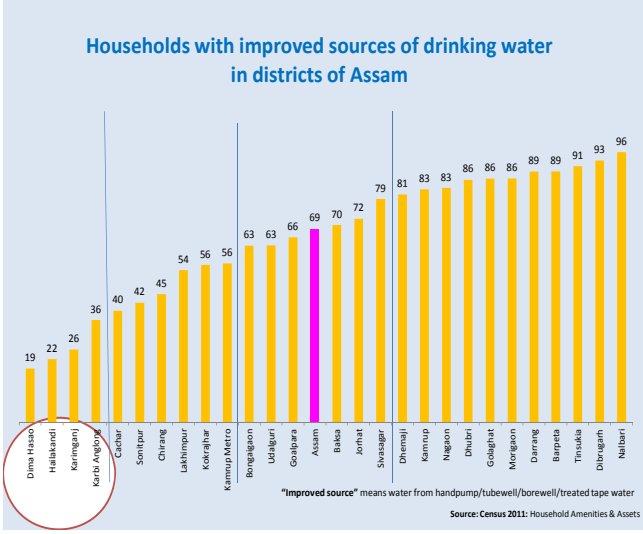


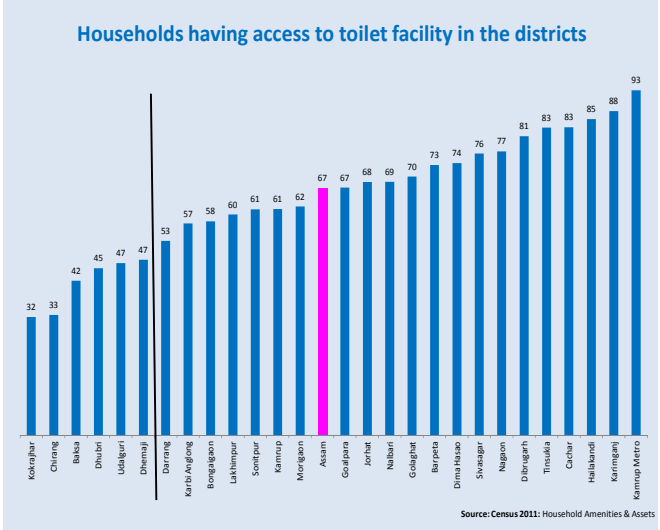


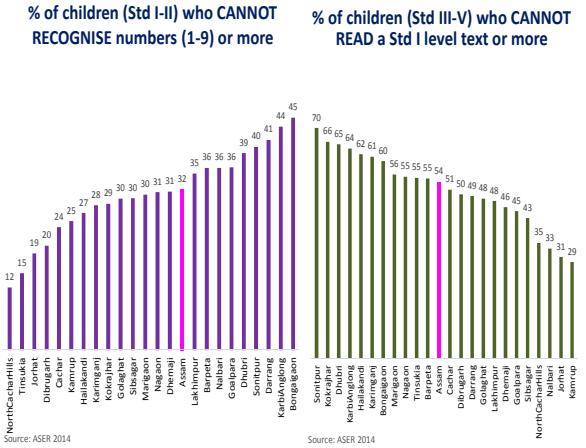


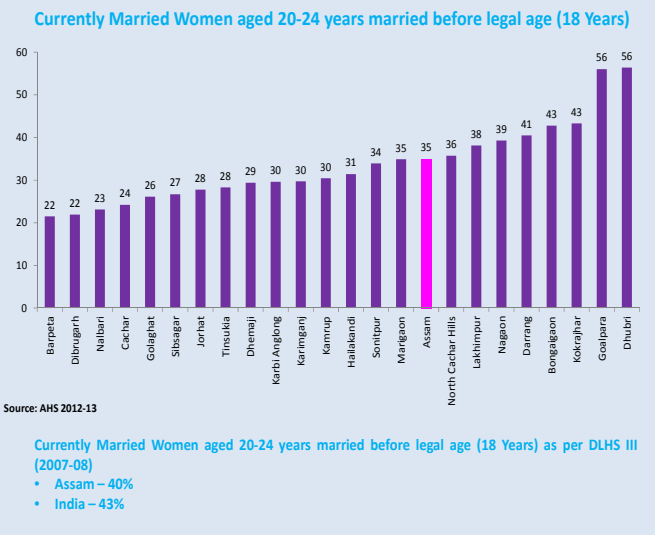






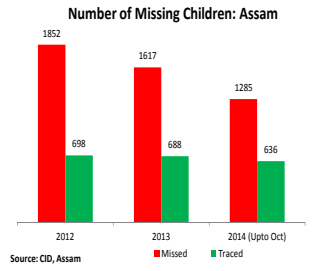






Currently Married Women aged 20-24 years married before legal age (18 Years) as per DLHS III (2007-08)

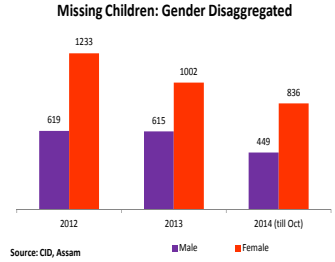
- Assam – 40%
- India – 43%

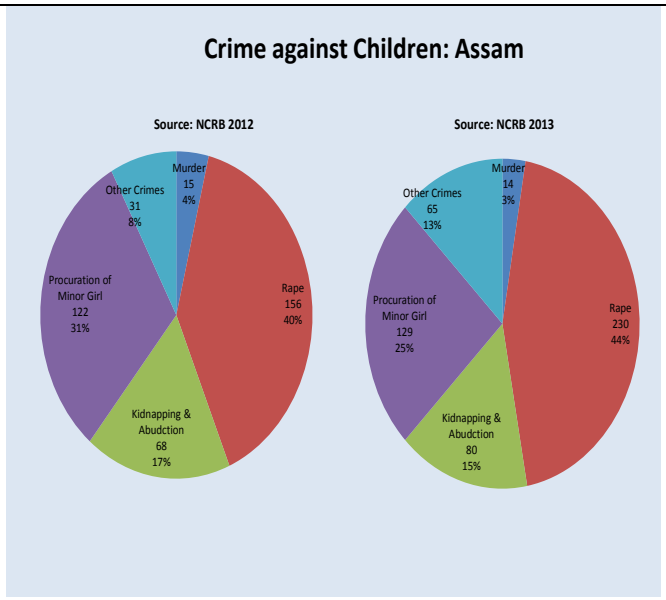


Missing Children

Data reveals that **4754** children missing from January 2012 to October 2014. Of them, **2022** children traced i.e. **42.53%**.

Every year, the number of missing female children are more than double the number of male children.





Annexure - II

Major sources of Secondary Data at the GP Level:

Name of the Institution / Survey	Sources of Information	Information to be collected
Gaon Panchayat	Panchayat records and registers	Population
		Male
		Female
		SC
		ST
		OBC
		General
		No. of Household in the GP
		No. of HH with electricity
		No. of HH access to safe drinking water
		No. of HH with own Toilet
		No. of BPL Families
		No. of Families with BPL ID
		No. IAY House beneficiaries (till date – cumulative)
		No. of Job Card Holder
		No. of HH got 100 man days job under MGNREGA during last financial year
		Average Man days generated
		Women's Participation in MGNREGA
		Own Sources of Revenue
School	Primary School records & register Secondary school records & register	Name of the School
		No. of Sanctioned position of Teachers
		No. of Teachers in position
		Male Teachers
		Female Teachers
		No. of Student enrolled
		Boys
		Girls
		ST
		SC
		Avg. attendance of students (last 3 months)
		Electricity (Yes/No)
		Light / Fan in Class rooms (Yes/No)
		Toilet for Boys
		Toilet for Girls
		Toilets for Teachers
		Running water in toilets
		Drinking water facility with source

		Separate kitchen and storage for MDM
		School boundary wall
		Cycle stands
		Library
		School covered under Adolescent Health Program
		No. of health check-up camp cum awareness conduct in a month
Health Sub Centre / Primary Health Centre	ANM Registers and Records, monthly reports	ECR (Eligible Couple Register) maintained
		Total population under Sub Centre / PHC
		No. of ASHA workers
		Immunization roaster prepared and displayed at Sub Centre / PHC/ GP Offices/ AWC
		Outreach camp organise
		Present no. of Pregnant Women
		Registration done for ANC
		Status of ANC Check-up
		1st ANC -
		2nd ANC -
		3rd ANC -
		100 IFA tablet distributed to -
		Status of Immunization
		No. of Children (0-1 yr)
		BCG +Polio 0
		DPT I + Polio I
		DPT II + Polio II
		DPT III + Polio III
		Measles + Vit. A
		No. of Children (1-2 yr.)
		Received BCG +Polio 0
		Received DPT I + Polio I
		Received DPT II + Polio II
		Received DPT III + Polio III
		Received Measles + Vit. A
		Delivery done at Sub-centre level
		No. of trained dais for emergency purpose
		Total no. of delivery during last 1 yr.
		Total Institutional delivery
		Delivery conducted at Home
		3 PNC to lactating mothers
		VHND held on regular basis, last 3 VHND held with dates
		Medicines depot at Sub Centre for fever, diarrhoea, de-worming, IFA tablets, family planning contraceptives (Condom, Pills), New Born Kit,
AWC	AWC records and registers	Name and No. of AWC
		Own Building / School building / Rented

<table>
<tr><td></td><td></td><td>No. of children (0-3 yr)</td></tr>
<tr><td></td><td></td><td>No. of children (3-6 yr)</td></tr>
<tr><td></td><td></td><td>No. of children (0-3 yr) registered in AWC register</td></tr>
<tr><td></td><td></td><td>No. of children registered (3-6 yr) in AWC register</td></tr>
<tr><td></td><td></td><td>No. of children (0-3 yr) taking SNP</td></tr>
<tr><td></td><td></td><td>No. of children (3-6 yr) attending pre-school & SNP</td></tr>
<tr><td></td><td></td><td>Learning materials at AWC</td></tr>
<tr><td></td><td></td><td>Growth monitoring register up to date</td></tr>
<tr><td></td><td></td><td>Weighing scale for children functional (Yes / No)</td></tr>
<tr><td></td><td></td><td>Flat weighing scale available and functional (Yes / No)</td></tr>
<tr><td></td><td></td><td>Baby friendly toilet functional (y/n)</td></tr>
<tr><td></td><td></td><td>Water source for toilet</td></tr>
<tr><td></td><td></td><td>Drinking water facilities</td></tr>
<tr><td></td><td></td><td>Separate kitchen & Storage space at AWC</td></tr>
<tr><td></td><td></td><td>Food stock available for how many days</td></tr>
<tr><td></td><td></td><td>Menu for SNP prepared and displayed</td></tr>
<tr><td></td><td></td><td>Kitchen garden at AWC (Yes / No)</td></tr>
<tr><td></td><td></td><td>Status of VHND, frequency of VHND</td></tr>
<tr><td></td><td></td><td>Mother’s meeting – no. of meeting conducted during last year</td></tr>
<tr><td></td><td></td><td>Home visit diary maintained</td></tr>
<tr><td>Agriculture</td><td>Agriculture related records with Gaon Bura / VLW</td><td>Total area of GP (in Bigha)</td></tr>
<tr><td></td><td></td><td>Area of cultivable land (in Bigha)</td></tr>
<tr><td></td><td></td><td>Area of Fellow Land (in Bigha)</td></tr>
<tr><td></td><td></td><td>Area of Waste Land (in Bigha)</td></tr>
<tr><td></td><td></td><td>Area of Wet Land (in Bigha)</td></tr>
<tr><td></td><td></td><td>Agriculture land (in Bigha)</td></tr>
<tr><td></td><td></td><td>Irrigated land (in Bigha)</td></tr>
<tr><td></td><td></td><td>No. of HH related to Agriculture directly</td></tr>
<tr><td></td><td></td><td>No. of HH related to Agriculture allied activities</td></tr>
<tr><td></td><td></td><td>Major crops cultivated<table><tr><td>Name of Crop</td><td>Area (in Bigha)</td></tr><tr><td></td><td></td></tr></table></td></tr>
<tr><td></td><td></td><td>Average production (in Bigha)<table><tr><td>Name of Crop</td><td>Area (in Bigha)</td></tr><tr><td></td><td></td></tr></table></td></tr>
<tr><td>Fishery</td><td>Fishery dept. related records & register</td><td>Water bodies total area (in Bigha)</td></tr>
<tr><td></td><td></td><td>No. of water bodies suitable for pisiculture (in Bigha)</td></tr>
<tr><td></td><td></td><td>No. of beneficiaries from fishery dept. during last year</td></tr>
<tr><td></td><td></td><td>Total fish production</td></tr>
<tr><td></td><td></td><td>Fish Production per Bigha</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
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