

Module 4

Planning to Strengthen Human Development

Module Objectives	<ul style="list-style-type: none"> (i) To recapitulate the 11th Plan guidelines on district level planning (ii) To learn about the process of participatory planning (iii) To take look at the experience of participatory planning in Kerala and discuss the issues therein. (iv) To learn about the experience of participatory planning in Karnataka (v) Bring out the experience of the participants in planning through group assignments
Essential Reading	The entire module
Learning Activities	<ul style="list-style-type: none"> (i) A presentation and discussion on the Kerala model and Karnataka's attempt at participatory planning followed by discussion (resource persons from KILA and ANSSIRD) (ii) Each group should select a State and prepare an approach to participatory planning in that State. (iii) Presentation by all 4 groups. All participants should participate in discussion. (iv) Trainer should summarize the discussions (v) Each group to be given the following: district profile of Gulbarga district, sector/programme wise allocations in 2006-07, 10th Plan goals and the outcome statements of health and education sectors and the 2007-08 plan size. Identify the critical human development areas in the district. What are the areas of priority for achieving the 10th Plan goals? Broadly indicate you allocation to different sectors. (vi) Each group to make presentations

1. Planning for Human Development

1.1 Preparing District Plans: Important Aspects

1.1.1 The object of district planning is to arrive at an integrated, participatory coordinated idea of development of a local area. An essential step in this direction is to ensure that each Panchayat at any level or Municipality is treated as a planning unit and the 'district plan' is built up through consolidation and integration of these plans as well as by considering the development of the district as a whole.

1.1.2 There is a tendency for most department build into their scheme guidelines separate and self-contained 'planning' processes leading to proliferation of plans. One way of curbing this tendency is to make restrictive interpretation of the word "plan" so as to mean only the overall that "plan" that is prepared at the level of each local government. Sectoral planning efforts ought to be termed as "programmes". Another important aspect is that it would entail a back-and-forth consultation as participants strive to temper and prioritize needs to fit the availability of resources. Lack of structure in this consultative process can delay planning indefinitely; yet too much hierarchy and rigidity can inhibit discussion and end up keeping essential participants out of the exercise. Avenues of consultation have to be open, but without too many steps before plan approval.

1.1.3 The process of decentralized planning falls into a broad sequence of steps. The sequence of preparing the Eleventh Five year plan from grassroots upwards could be

- (i) to undertake a decentralized envisioning and stocktaking exercise,
- (ii) a planning exercise at each local body level and,
- (iii) the consolidation and integration exercise.

1.1.4 The envisioning process, would also look at the participatory processes that enable all stakeholders to be involved. The fact that women are represented to more than 40 percent of the seats and SC & ST representation is in excess of the seats reserved for them, would all have a huge impact on the visioning process.

Building a District Vision:

1.1.5 The early part of the year (2006-07) should be devoted to preparing for each district a vision, through a participative process starting from the grassroots, as to what would be the perspective for development over the next 10 to 15 years. In basic terms, the articulation of a vision is best done in each planning unit, right down to the Gram Panchayat level, stating with respect to each area what the needs and potential are, what the attainable levels are and what the goals to be reached could be. A basic requirement is that the preparation of the vision is not conditioned by schemes and programmes. The vision would be primarily articulated in terms of goals and outcomes and would address basically, three aspects of development, namely, human development indicators, infrastructure development and development in the productive sector. The idea is that the envisioning process, being participative, would build a spirit of teamwork and hopefully break down the departmentwise 'planning' process that is now dominant.

1.1.6 Building a vision for basic human development indicators would essentially cover health, education, women and child welfare, social justice and availability of basic minimum services. Each Panchayat may propose, in its envisioning exercise, that they will achieve the levels specified for each such aspect within a particular period of time. Building a stage by stage approach is not precluded - for instance, in districts that are below the national average in literacy, the first step would be to reach the average level and the next would be to attain the desirable level. Similar envisioning could be undertaken in respect of attainments regarding education, health, water supply and sanitation etc. Special attention has to be given to women and disadvantaged groups so as to enable them to take a

lead in planning. The current means for inclusion of women in development planning and implementation as well as in allocation of funds is to offer a special women's component plan to ensure that part of sectoral funding is available and used for women. However, what is needed is that, equality has to be built into the envisioning process as a whole, by ensuring that women have an important role in the design of the entire Panchayat plan, rather than only in the women's component. For example, in surveys involved in the planning process, it needs to be ensured that women's views are especially sought, including through focus group discussions. Women community leadership will need to be identified and included in committees that may be formed under various sectors, to ensure that women are included in planning for sectors other than social development, such as infrastructure, use of common lands, natural resources and employment. In ensuring meaningful participation of traditionally muted and excluded groups like dalits and women in the envisioning exercise, there is need for special capacity building for them.

1.1.7 With respect to the vision for infrastructure, the targets aimed under Bharat Nirman could be adopted in the manner as applicable for each district. The vision for the productive sector will consider the potential of the district and what can be reached within the plan period, considering the natural and human resources available in the district. There ought to be a close look at all aspects of natural resources use such as food and agricultural production, land and its improvement, irrigation and attainment of water security etc. The vision should also cover the possible local response to the changes taking place as a result of national, state and private development efforts.

1.1.8 In the districts where the basic targets concerning human development indicators have been already achieved, the focus should be on the next level of envisioning, basically in infrastructure and economic development, modernization of traditional industry and technical development of peoples' skills.

Evolution of the District Vision Through Discussion in Panchayats and Other Local Bodies:

1.1.9 The Ward and Gram Sabhas will have to be involved fully in the preparation of the district vision. One of the processes that is suggested in the exercise for planning, namely, undertaking participative citizen surveys is itself a good way of starting the process, through giving every citizen surveyed an opportunity to voice his or her needs and vision.

1.1.10 The district vision document should be given wide publicity. There are several means by which DPCs could ensure wide of the district vision document. There can be workshops for all levels of Panchayat leaders for creating awareness. The workshops can be conducted on block-wise basis. Copies and brief abstract of the same should also be made available to the people as a priced publication.

Stock-taking

1.1.11 Parallel to the envisioning process, a stock-taking exercise should be undertaken, comprising both an assessment of the human condition in the district, as also the availability of natural, social and financial resources and infrastructure. For doing this, data pertaining to these aspects of development already existing in different forms would need to be compiled, assessed and described in a simple fashion. Using a common manner of describing and displaying the results of stock taking would be useful. This group has elsewhere made suggestions concerning the work of preparing and maintaining databases for planning. If a listing of Panchayats with the constituent revenue villages is made available by States, development radars can be prepared for Gram Panchayats too. Preparation of Developmental Radars be taken up, on priority, as part of the stock taking exercise. Other aspects of the stock taking exercise would be as follows:

- Determination of cumulative physical and financial achievement regarding the availability of government provided services, from data available with implementing officers,
- Verification of physical assets, both community and individual assets, undertaken at each panchayat level,

- Determination of works spilling over from the earlier plan and the funds required for the completion of the same,
- In many areas of service delivery, the private sector has supplemented insufficient government provision and the stocktaking exercise has to take into account the extent of such supplementation.
- The credit plans of the district can be used as a starting point for taking stock of the resources that are available through credit for planning. This will need to be supplemented by taking stock of the growth of the self-help movement and microfinance.

Taking stock of Own Revenue Raising Capability of Panchayats

1.1.12 Raising of local revenues by panchayats remains neglected in stocktaking, planning and implementation. No serious effort has been made nationwide to implement the recommendations of the Eleventh and Twelfth Finance Commissions in this regard. In several States, while taxes are assigned to local bodies by law, collection is unsupervised and neglected in practice. Experience suggests that given encouragement and with adequate capacity building, panchayats are capable and enthusiastic about collection of taxes. There has to be a substantial emphasis in local planning processes to estimate local revenues, entailing categorization of taxable properties, setting of tax rates for different categories, measurement of properties and self-declaration of taxes. Developing a framework for assessment of own tax and non-tax revenues of Panchayats would be part of the stocktaking exercise. While local variation in legislative provisions relating to taxation may exist, it is useful to look at the policies and practices of States that have undertaken successful reform of taxation at the Panchayat level.

Intimating available order of resources for planning at local levels

1.1.13 It is necessary that an exercise is done to make known the resources that will be available for planning at all levels. Even if a complete indication of funds available is not possible, an indication of the order of resources that will be available from different

sources such as centrally sponsored schemes, externally assisted schemes, if any, and state plan funds is possible. Details of funds flowing from bilateral projects and MP and MLA Local Area Development programmes should also be given so that an overall picture of resources is available and could be made public. Untied funds for local plans could be added wherever they are available. As regards the broad time frame within which these processes need to be undertaken, it is suggested that during 2006-07 itself it should be possible to indicate with reasonable precision the resources that will be available for planning at each level of panchayat. Since the process will take a year to be completed, intimation needs to go out from the Planning Commission and the State Governments early in 2006-07. Some States, such as Kerala have issued detailed guidelines on local planning, including taking stock, which could be adapted and used by other States.

Development Strategy

1.1.14 After the envisioning and stock-taking exercise, the DPC will need to determine a strategy for the development of the district as a whole and accordingly provide guidelines to the Panchayat Raj Institutions and Municipalities for formulating their Plans. The objective is to ensure that all DPCs prepare and update at least once in five years synchronous with the Five year plans of the Centre, a five year plan for the development of the district, defining the goals of development in each sector and outlining the strategy to be followed for each sector based on local conditions. Such plans may also be prepared with taluk as a unit for the rural areas and a town/city as the unit for the urban areas.

1.2 Participative Planning at the Gram Panchayat Level

1.2.1 Given below are suggestions on how the planning process could be taken up at the Gram Panchayat level so as to ensure full peoples' participation.

The Gram and Ward Sabhas

1.2.2 For proper planning at gram panchayat level, gram sabhas have to function effectively. Their

living in a gram panchayat. Several States have devised consultative mechanisms below the gram sabha, such as ward sabhas and mahila sabhas to ensure that every socio economic section is properly represented in the gram sabha. Even so, the general picture is that meetings are few and far between and that attendance is low, especially of weaker and disadvantaged sections. The following steps are suggested to be carried out on a campaign mode to ensure good participation in gram sabhas and ward sabhas:

- Dates for meetings to be determined in advance by the panchayats,
- Notices to be printed and distributed and adequate awareness created through display of fixed notices in public places particularly about the responsibilities of the gram and ward sabhas in plan formulation
- Special interest groups such as SHGs etc., to be contacted for attending the ward and gram sabhas,
- Information to be given through NGOs, libraries, schools, anganwadis and cooperatives functioning in the area about ward and gram sabhas,
- Campaigns through National Service Scheme and Nehru Yuvak Kendra (NYK) volunteers, NCC cadets and College students could be undertaken,
- House visits through squad work, particularly mobilized through the ward member could be arranged.
- The gram panchayat nominating two facilitators; one male and one female identified unanimously for each ward sabha. These facilitators could also be earmarked for special training at the Block/Municipal levels.
- Having a proper structure for the gram and ward sabha with scope to break up into smaller groups for discussion.
- It would be useful to meticulously keep records of

the meetings, such as attendance register with details; photographs, etc.

Participative Citizen Surveys

1.2.3 Information is a basic tool for planning, but information relevant to each area and its population is rarely available. A citizen survey leading to a data-base for each gram panchayat to know more about themselves, developed in a participative manner, is a desirable prerequisite for participatory planning. The process of data collection on citizens could be so dealt with that gram panchayats see in it, their own empowerment. This also builds a climate of participation even before the actual planning process starts. A good design of data collection by the gram panchayat will result in:

- The gram panchayat will own the data it collects,
- A basic framework will be developed and local initiatives and add-ons encouraged,
- Data collection would involve the local elected representatives. Gram panchayat members or their literate assistants could carry out the surveys,
- Data collection is a process, not an event. Data will be continuously refined,
- Gram panchayats will begin to act on their findings even before the data is correlated.

A natural Resources Database

1.2.4 Systems for collecting natural resources data are already available, often GIS supported. Data from an existing GIS system can be transferred into a series of static slides that can be given to the gram panchayat on a CD.

Taking Stock of Gram Panchayat Level Resources

- While the importance of this exercise has been mentioned earlier, at the gram panchayat level this exercise would, specifically look at the following points:
- Increasing local resource mobilization through taxes, user charges and contributions.
- Innovative means of financing through cess,

BOT, Community contribution and borrowings.

- Other efforts at promoting development through local action without significant outflow of funds from the local government. This could include tapping of funds from local philanthropists, NRIs, the Corporate sector and NGOs.

The use of IT in the Maintenance of Databases

1.2.5 IT ought to be positioned as a tool that enhances the quality of decision making at the gram panchayat level. Several simple processes, such as giving a standard identity number to the family, could help in linking up one database with another, thus adding greater value to it.

Making Commitments to the People on Good Governance:

1.2.6 A housekeeping plan ought to also be part of the planning exercise. Each panchayat may give details of how it is adequately equipped to handle the workload associated with decentralized planning and implementation. This will also take stock of devolution of adequate functionaries to them for better administration. Some of the priorities under the housekeeping plan can be as follows:

- Updating of records,
- Completion of Asset Register,
- Prescribing performance standards for institutions and officers,
- Steps to reduce waste and leakages,
- How procurement would be undertaken for the implementation of the plan,
- Other measures to improve the performance of obligatory functions mandated by law.

Matching of Resources to the Plan

1.2.7 Ideally speaking, each gram Panchayat should be free to allocate resources in accordance with the, assessed needs. However, at this stage of our development, the local planning exercise has to take into account the diversity of the sources of funds. The attempts should be to put them to best possible use.

1.2.8 Therefore, once the order of resources for the plan are known, it is best to place them into a matrix that is divided into three categories, namely, purely untied funds, partly untied funds (where there is some flexibility in use) and tied funds. Such a matrix would give each panchayat an idea of how it can slot its priorities into the conditionalities associated with funding. This will ensure that tied funds are first used and then untied funds are applied. Once needs are assessed at the panchayat level, a process of linking each need to the source of funding can be adopted, through the steps detailed below:

- Step 1: Classifying each need into a matrix

Discussions with people would throw up several needs, such as housing, sending children to schools, nutrition, roads, health care etc. Each of these will need to be classified under broad headings irrespective of the source of funds.

- Step 2: Assigning specific purpose grants

Having classified the needs, the next step would be to identify the specific purpose grants that address such needs and match these resources to each need.

- Step 3: Assigning part-untied funds

Part-untied funds are available for certain purposes and allow for a certain measure of convergence with other schemes. Examples are SGRY and funds from award of Central and State Finance Commission. These funds can be used for gap filling within limits.

- Step 4: Assigning fully untied funds

The final step is the placement of fully untied funds. These are typically own sources of revenue, general or untied State Plan Grants, SFC grants. In this connection, it can also be very useful to consider the assignment of non-monetary contributions, such as voluntary labour, as fully or partly untied resources.

The Adaptability to Change of a Plan

1.2.9 Several factors may call for a change in the Plan. One is the possible impact of general development and technological change on a given area and the need to adjust, respond and make use of the opportunity. There could also be a natural calamity which may necessitate leaving incomplete plans aside

and concentrating on immediate relief and rehabilitation. Currently there is no formally designed mechanism that integrates a calamity relief operation, even in a slow acting calamity such as a drought, with the existing panchayat plan. This leads to duplication of work and irregularities. Systems will have to be put in place for a calamity relief plan to act in concert with a local plan. There will also be a need for frequent monitoring of calamity relief programmes, including through an appropriate social audit mechanism too.

Sequencing and Processes of Planning at the Gram Panchayat Level

1.2.10 The planning exercise ought to lead to a five-year plan for the period corresponding with the national plan period, and annual plans that define and prioritise areas and schemes from such a plan. The longer term plans would capture the overall picture of the panchayat and allow people to understand what planning and governmental funding could hold out for them. Once a five year plan is prepared, the annual plan can be drawn out from it.

1.2.11 Considering the size and availability of personnel of gram panchayats, it is obvious that they would need assistance and help in the preparation of projects and schemes, but the decision should be that of the gram sabha. Development meets/workshops at gram sabha level will be necessary for the emergence of a draft plan, with schemes and projects listed in priority.

General Format of a Gram Panchayat Level Plan

1.2.12 A basic point to be stressed is that everybody should be able to understand the plan, more so the people of the village and the gram panchayat members. The gram panchayat level plan could follow a broad and simple pattern. Drawn from best practices, given below is a possible framework:

- The Vision
- Citizens' Profile
- Natural Resources & Infrastructure Profile
- The Financial Resources Profile
- The Anti Poverty Programme

- The Gender Justice Programme
- The Special Component and Tribal Programmes . Programmes for Social Security
- Implementation
- Monitoring and Evaluation

1.3 The Planning Process at the Intermediate Panchayat

1.3.1 The process and format of the intermediate panchayat plan will be largely the same as that suggested for the gram panchayats. However, the actual components would be dependent on the Activity Mapping for the block panchayat and the vision envisaged by the intermediate panchayat. An important role of this level of panchayat is to act as a facilitator in the various steps of planning at the gram panchayat level. The tasks of the intermediate panchayat as regards planning are:

- Prepare five year and annual plans in accordance with activity mapping and covering inter village-panchayat issues, through a participators process following the steps listed in the case of gram panchayats (as appropriate).
- Maintain multidisciplinary technical teams (which could include NGOs) for assisting gram panchayats in planning and implementation. This would especially synergize inter-tier coordination for watershed development and Rural Business Hub initiatives. There is urgent need to equip each Intermediate Panchayat with a planning support unit.
- Maintain and manage multi-panchayat cadres, such as teachers, engineers, watershed managers, social forestry supervisors, anganwadi supervisors, and intermediate level health supervisory workers.
- Feedback from gram panchayats regarding works outside their purview, such as inter-village road formation and multi panchayat irrigation structures could be included in intermediate panchayat plans.

1.4 The Planning Process at the District Level

1.4.1 The task of District Planning Committees includes assistance in planning to different levels of panchayats as well as the integration of their draft plans.

1.4.2 As regards district panchayats, the role would be one of preparing plans in accordance with activity mapping and overall coordination in planning, providing capacity building and technical support, to lower levels of panchayats. Quite often, districts are themselves highly uneven in development. The district panchayat has the responsibility to provide for equitable development of backward regions within the district. This could be done through guidelines as well as differential allocation of resources to low levels of panchayats under special component plans and programmes in the earmarked fund. The district level, in preparing its plans will particularly need to take into account gender issues, tribal sub-plans and Special Component Plans for the development of SCS.

1.4.3 It is essential that the district panchayat plan also looks into several issues that may lie outside activity mapping, but are critical to the overall development of the district as a whole. While all of them cannot obviously be tackled at the district level, the plan could cover measures that would help to promote them. Indicated indicate below are some of these issues that need to be addressed in the district panchayat plan. The list is only illustrative.

Agricultural Land Related Issues

1.4.4 Several land related regulatory issues often lie at the root of continuing and chronic poverty. These include backlogs in land survey, confirmation of grant of title to those who do not have title, identification of land alienated illegally, restoration of alienated land so identified through gram sabhas under powers vested in them under Provision of Panchayat (Extension to the Scheduled Area) Act 1996 (PESA) and in an analogous manner in non-scheduled Areas and recognition of community control over traditional areas and promotion of programmes of tree culture and husbandry, as a step towards self-sufficient and sustainable use of resources.

Forest Land Related Issues

1.4.5 These would include completing the process of conversion of forest villages into revenue villages and settlement of other old habitations, regularisation of pre-1980 occupations and resolution of other disputed claims over forest land in terms of government of India directions, livelihood rehabilitation of those whose occupation cannot be regularized, identification of all occupied lands and preparation of maps authenticated by the gram sabha concerned, the Forest Department and the Revenue Department.

Credit and Usury Related Issues:

1.4.6 These would include the following initiatives:

- Assessing the debt liabilities of members of the Scheduled Castes and Scheduled Tribes and other weaker sections,
- Revival and restructuring of the Large Area Multi-purpose Cooperative Societies (LAMPS) and Primary Agricultural Cooperative Societies (PACS) with the specific targets of providing all credit needs of the Scheduled Castes and Scheduled Tribes and weaker sections,
- Providing special arrangements for provision of long-term loans for purchase of long-term loans for purchase of land by asset less poor and resource less families, who are dependent upon agriculture for their livelihoods.
- Providing effective support price operation for all items of agriculture and minor forest produce.
- Strengthening of the public distribution system, through a system of buffer stock within a village from out of local produce, supplementing the same from outside, to the extent of deficiency.

Livelihood Issues

1.4.7 These would, in particular, deal with steps for effective implementation of the National Employment Guarantee Act, through assistance to the panchayats in the preparation of appropriate shelf of works for each area.

Primary Health Care and Nutrition Issues

1.4.8 These would include the following:

- Discontinuing commercial vending of liquor and other intoxicants in terms of the excise policy for tribal areas and institutionalize control of the gram sabha over the preparation and use of traditional drinks.
- Ensure functioning of health facilities as per national norms,
- Ensure that all sanctioned posts are mandatorily filled in by trained professionals/para professionals, if necessary through local recruitment,
- Ensure universal full immunization of all children, guaranteed safe deliveries through accredited health providers/skilled birth attendants and management/treatment of communicable diseases together with supply of essential drugs, up to health sub center level,
- Establish an identifiable and effective nutrition chain for all pregnant women and nursing mothers in rural areas all mal-nourished children and for all children studying in schools.

1.4.9 Reinforcing administration and planning through delegation of powers, setting up an effective grievance redressal system, and creation of necessary infrastructure, service conditions, and facilities for all personnel working in these areas would also need to be specifically addressed in the District Plan. The plan for provisioning of larger infrastructure would also be part of the plan. The thrust areas of Bharat Nirman, such as connectivity of roads, and electrification of all villages and habitations together with electrification of all unelectrified below poverty line households could also be addressed in the District Plan through supplementation of plans of lower levels as well as through attention to interpanchayat issues.

1.4.10 There is need to ensure close collaboration between levels of Panchayats, without converting the relationship into either a hierarchical or an effort-duplicating one. The principle of financial subsidiarity will need to be followed, by which even if a higher level

of panchayat, such as a District or Intermediate Panchayat sanctions a work of a value less than a prescribed floor limit, it transfers the money allocated for that work to the gram panchayat concerned for implementation. This will lead to a clear understanding and separation of who implements what, regardless of who sanctions it. In addition, just as district and intermediate levels of panchayats would be mandated to delegate implementation of schemes below a certain outlay ceiling to the level below, it ought also be open to lower levels of panchayats to recommend to the immediate higher level such schemes that ought to be undertaken at the higher level. In addition, there is a need to enable clustering of gram panchayats for the purpose of building a sufficient scale for efficient planning. This is particularly relevant for States that have a large number of very small and spread out village panchayats. Thus an enabling mechanism could be provided that allows panchayats, either at the three levels or amongst the same level, to form collaborative arrangements with each other. This could be through a system of contracts and MOUs concerning the assignment of functions in planning to each level.

1.4.11 Some of the ground rules for planning at the intermediate level would include mandating prior consultation with gram panchayats. It is suggested that Intermediate and District Panchayats ought to hold meetings of all elected local government members of the levels of panchayat within its jurisdiction and carry out a detailed consultation exercise. In the case of District Panchayats a meeting of all Village Panchayat Presidents along with all elected members of the District and Block Panchayats may be held, in order to ensure a structured consultation. West Bengal has developed a system, which may be considered for adoption with suitable modifications. Though an amendment to the Panchayati Raj Act in 2003, each Intermediate Panchayat is to have a Block Sansad, consisting of all members of the gram panchayats pertaining to the block and all members of that Panchayat Samiti. One half-yearly and one annual meeting of the Block Sansad are held every year. A 10 percent quorum is fixed. The Block Sansad has powers to guide and

advise the Panchayat Samiti for all matters relating to development including preparation of annual plans and budget and implementation of development programmes for economic development and ensuring social justice. The deliberations, recommendations and observations passed in the meeting of the Block Sansad shall be considered in the meeting of the Panchayat Samiti within one month from the meeting of the Block Sansad. A similar system for District Panchayats is through the Zilla Sansad, which is comprised of Pradhans of all Gram Panchayats in the district, Sabhapatis (Presidents), Sahakari Sabhapatis (Vice Presidents) and Karmadhyakshas (Standing Committee Chairpersons) of all Panchayat Samitis and all members of the Zilla Parishad.

1.4.12 At the District and Intermediate Panchayat level, it is also essential that there is detailed

consultation with other key stakeholders such as farmers, traders, industrialists, the labour, the poor and the academics and professionals, through well publicized consultations.

1.5 Time Table for Plan Finalisation

1.5.1 It is suggested that a time-table be followed by the States starting from 2006-07 to prepare for and draw up the Eleventh Five Year Plan. The following schedule is suggested for completing various phases in the Planning process. The dates are suggestive and States may make changes within the over-all time frame in accordance with local needs. The object should be that by the beginning of the Eleventh plan, a district vision document, draft Five Year Plan for 2007-12 as also an annual plan for 2007-08 would be ready for implementation.

Sequential Activity Chart for Planning

Activity No.	Activity
1.	State Level Workshop for all Chairpersons, Vice-Chairpersons and member convenors of all DPCs.
2.	First meeting of District Planning Committee to discuss the guidelines and constituting Sectoral Sub Committees for preparation of District Vision and perspective plan
3.	Formulation of District Vision
4.	Approval of District Vision by DPC and sending the same to all LB's
5.	District Level Workshops
6.	Block Level Workshops
7.	Meeting of Local Bodies to discuss the guidelines and constituting Working Groups
8.	Formulation of Local Bodies Vision
9.	Approval in the General Body Meeting of LBs
10.	Conducting Grama Sabha /Ward Sabha
11.	Development Seminars
12.	Preparation of Final Local Bodies' Five Year Plans by Working Groups
13.	Consolidation of Final Local Bodies' Five Year Plans
14.	Submission of Local Bodies Five Year Plans to DPC
15.	Discussion with representatives of Local Bodies and approval by DPCs
16.	Approval by DPCs
17.	Bringing out Development perspective of the District and Local Bodies' Five Year Plans and Annual Plan 2007-08

1.5.2 The only state that now has a system of detailed gram panchayat level plans is Kerala, where the plan follows a pattern of first stating out the human development condition, the resources available and then chapters relating the action points pertaining to each department.

1.6 Guidelines for District Plans in the Eleventh Five Year Plan

1.6.1 The Planning Commission has decided that the 'district plan process' should be an integral part of the process of preparation of state's Eleventh Five Year Plan (2007-2012) and the annual plan 2007-2008. With this in view, the Planning Commission has issued some generalized guidelines issued for preparation of the 11th Plan. The abridged guidelines are given below.

District Planning:

1.6.2 District Planning is the process of preparing an integrated plan for the local government sector in a district taking into account the resources (natural, human and financial) available and covering the sectoral activities and schemes assigned to the district level and below and those implemented through local governments in a state.

1.6.3 The document that embodies this statement of resources and their allocation for various purposes is known as the District Plan. It would essentially have three aspects namely:

1. Plan to be prepared by the Rural Local Bodies for the activities assigned to them and the national/state schemes implemented by them with their own resources and those earmarked for these purposes;
2. Plan to be prepared by the Urban Local Bodies for the activities assigned to them and the national/state schemes implemented by them with their own resources and those earmarked for these purposes;
3. Physical integration of the plans of Rural and Urban Local Bodies with the elements of the State Plan that are physically implemented within the geographical confines of the district.

All the three aspects would be considered and consolidated by the District Planning Committee (DPC) into a District Plan.

Quite obviously, the District Plan cannot be prepared in isolation, and must take into account and respond to the expected activities of the non government sector of the local economy.

1.6.4 Important among these would be:

1. Plan emerging from activities of people's groups like SHGs, Co-operatives etc.
2. Plan emerging from the financial institutions like the local branch (es) of Commercial Banks (both in the public and the private sector), NABARD, Co-operative Banks and the like.
3. Plans of International Non-Governmental Organizations (INGOs)/NGOS and Bilateral Agencies operating in the District.
4. Plans of other private agents that would either have an impact on the activities of the government or would need the government to respond to those developments insofar as its own areas of functioning/service delivery are concerned.

Preparation of District Plan

1.6.5 In the preparation of the draft district plan, the various steps detailed in Chapter 3 of the Report of the Expert Group on Planning at the Grassroots level may be generally followed. (Provided as Annexure-I). The present state of development and the resource endowment including capability vary widely across states. It is not necessary to wait for perfection or latest technology to get started with the process. Separate steps may be taken to improve internal capabilities. The following steps are suggested:

1.6.6 The available data may be put together for each local government. The state government agencies, the departments and the district statistical organizations (central and state) should assist them in this.

1.6.7 Based on the data, a vision document for 10 to 15 years is to be prepared by the district and for each local government based on a participatory assessment. The DPC may hold formal interactions

with local governments and other key stakeholders on this and then finalize it. The document should clearly identify the key reasons for backwardness/development shortcomings and address issues impeding development. It will cover:

- Agriculture and allied sectors (as relevant)
- Availability and development of water sources
- Industries - especially traditional, small industries processing
- Infrastructure including power
- Drinking water and sanitation
- Literacy, school education
- Health and medical facilities
- Poverty reduction and basic needs
- Gender and children
- Social Justice - SC/ST, Persons with disability etc. including food

1.6.8 To assist the DPC in preparing the vision document (and subsequently to vet the draft plan proposals), a Technical Support Group may be constituted in each district. It may consist of departmental officers (where available) mandated and nominated for the purpose in addition to their duties, retired persons locally available, a local academic institution/established NGO with a proven record.

1.6.9 If undertaken in a campaign mode, the preparation of vision documents can be completed in two months' time.

1.6.10 Further, if district is to be the economic unit for planning exercise, the scope of vision document could be expanded to "include areas of comparative advantage of each district (availability of technical institutions, BPO, tourism, agro-industry etc.), which would be the basis for attracting private investment.

1.6.11 Based on the vision document/s and following the same participatory process, the needs may be prioritized and goals set for a five-year period for a draft five year plan in the manner indicated below:

1.6.12 The draft plan preparation should start at the

gram sabha level. The gram panchayat may finalize its Plan based on priorities emerging from the gram sabha and give suggestions for the Intermediate Panchayat. Projects and activities which can be implemented at the gram panchayat level should be included as "Gram Panchayat Plan". Those projects and activities which can be implemented only in more than one gram panchayat, will be forwarded to the Intermediate Panchayats to be considered for inclusion into the "Intermediate Panchayat Plan". The Gram Panchayat Plans should also provide an estimate of the community contribution that can be mobilized for the purpose of implementing the development plan.

1.6.13 Based on these suggestions received from gram panchayats and its own priorities the Intermediate panchayat should finalize its Plan. Projects and activities which can be implemented at the Intermediate Panchayat Level should be included as "Intermediate Panchayat Plan". Those projects and activities which need to be implemented in more than one intermediate panchayat will be forwarded to the district panchayat to be considered for inclusion into the "District Panchayat Plan".

1.6.14 Based on the Gram Panchayat Plans, the Intermediate Panchayat Plans and District Panchayat Plans, the District Planning Committee shall finalize the District Plan for the district.

1.6.15 A similar exercise may be undertaken in Urban Local Governments. Each local government may be asked to give separate suggestions for inclusion in the Departmental components of the District Plan.

1.6.16 The time limit for different steps, in para 6 above, needs to be indicated. Similarly, time frame for integrating District Plans with State Plans also needs to be indicated in view of limited time available for the beginning of Eleventh Five Year Plan.

1.6.17 The draft plan proposals of each local government should be in accordance with the approved activity assignment and the centrally sponsored flag-ship and related programmes (as and where applicable).

1.6.18 The draft plan proposals will cover the sectors mentioned in (2) above and will indicate the expected

outcomes in terms of production, employment; infrastructure and human development.

1.6.19 While preparing the draft plan in accordance with (6), (7), (8) and (9) above, the concerned local government will take into account the district component of the departmental plans as also the Centrally Sponsored Schemes and the Externally Aided Projects that have been assigned to it for implementation. In addition, the physical integration of the district plan with the elements of the State Plan that are being implemented in the geographical area of the district would need to be given close attention. The resources and outlays in respect of these items of State Plan located in the district (but not implemented through the local bodies) would not, however, be included in the plan resources and outlays of the local bodies.

1.6.20 The local government component of the district plan would emerge out of the resource envelope containing the following sources of funds:

- a. Own resources available for development
- b. Transfers by State Finance Commission for development purposes
- c. Twelfth Finance Commission grants passed on by the State Government
- d. Untied grants for local planning.e. Grants in respect of Centrally Sponsored Schemes that have been assigned to the local bodies for the purposes of implementation.
- f. Grants for State Plan schemes assigned for implementation through Local Governments.
- g. Grants for Externally supported schemes assigned for implementation through Local Governments.
- h. Estimated contribution by the communities themselves.

1.6.21 The DPC will consolidate the two streams - the Panchayat plans and the urban area plans, integrate them with the departmental plans for the district and prepare the draft Five Year Plan and the Annual Plan.

1.6.22 The State Planning Commission/Board/Department may issue the above

as guidelines and suggest the broad 'structure of 'the district plandocument and the forms to be annexed to the document.

1.6.23 The sum total of the outlay on district plans in a state may be around 40 percent of the gross state plan outlay.

1.7 Participatory Planning and Local Self-Government in Kerala

1.7.1 India's experiment with Local Self Government (LSG) started with 73rd and 74th amendment of the Constitution. In 1994, Kerala passed the the Panchayati Raj Institutions and Municipality Act as the legislative basis for the ensuing campaign for local self-government. The Act devolved powers to LSGIs (Local Self-Government Institutions), defining clearly the functional domain of the LSGIs. The functions of LSGIs were classified into 3 categories: mandatory, general and sectoral.

Features of the Kerala Model

1.7.2 The salient features of the Kerala model of participatory planning and LSG were as following:

Extensive Capacity Building

1.7.3 The Kerala Model is rooted in a massive capacity building campaign undertaken by the State in the mid-nineties. Extensive trainings were given to the elected representatives, officials, voluntary workers, social activists and members of various micro level organizations in the different stages of participatory planning. In the initial stage of the campaign key resource persons were trained at state level who trained the resource persons at regional level. They in turn trained the target groups at local level. The government followed the Big Bang approach i.e. to give 35-40% of the plan grant to the local bodies first and then to build up their capacity to utilize the funds for development. From time to time the government issued orders as to what should be done at each phase of the participatory planning process. Naturally unexpected problems arose and there was a mechanism to bring such problems to the attention of the govt immediately. An Empowered Committee at the state level dealt with such problems and took steps to overcome them. Broad guidelines were issued by the

government delineating the process of participatory planning. Many Acts and Rules that have a bearing on LSGIs were amended to give functional freedom to local Governments.

Devolution of Functions, Functionaries and Institutions

1.7.4 In addition of devolution of functions, functionaries of the State bureaucracy are deputed work at the LSGIs, though they remain in the pay of the State.

Devolution of Financial Resources

1.7.5 Kerala took a political (not legislative) decision to devolve 1/3 rd of the plan funds to LSGIs. Ten per cent of the development funds are ear-marked for women specific schemes/ women component of development plans.

Three Tier system

1.7.6 The LSGIs are categorised into three three tiers: garama panchayat, block panchayat and zilla panchayat.

Principle of Subsidiary Function

1.7.7 The principle was developed by E F Schumacher in his acclaimed book *Small Is Beautiful*. According to the Principle of Subsidiary Function the higher bodies in an institutional hierarchy will gain in authority and effectiveness if the freedom and responsibility of the lower formations are carefully preserved. This means, in practical terms, that functions are assigned to Panchayats at the District, Block and Grama level according to appropriateness. The higher level panchayats, however, will not interfere with the functions of the lower. For example, the PHC sub centre is located the GP level, the PHC is located at the block level and the district hospital is located the district level - each being administratively independent of the higher body. Thus each tier of LSGI has specific functions assigned to it, in relation to which it is largely autonomous.

From First Campaign to the Second

1.7.8 In the 9th plan the State decided to go for peoples' plan. Hence this was the period of

'campaign' for local self-government. Over the 10th plan the State institutionalised participatory planning. As the enthusiasm for participation seemed to be on the decline with the 10th plan, Kerala has launched the second campaign for participatory planning in its preparation for the 11th plan.

Process of Participatory Planning in Kerala

1.7.9 It is easy to devolve functions and functionaries to the PRIs as evidenced by the fact that most of the states have done it. But fiscal devolution is not that easy. But in Kerala 1/3rd of the plan funds was devolved to PRIs. Once the PRIs were assured of funds they all wanted to learn the process of plan formulation. At this juncture the Kerala State Planning Board stepped in by organising massive training programmes to almost all the actor groups associated with decentralised planning. The stakeholders realised that unless they learn the process, development plans cannot be formulated and got approved by the District Planning Committee in time. If implementation does not start sufficiently early, they cannot complete it before March 31, which will lead to lapse of funds. The Plan Formulation Guidelines issued by the State Government prescribes the participatory planning process comprising 7 phases.

Phase I : Identification of Needs

1.7.10 The felt needs of the people of a locality are identified in the gramasabha or wardsabha, which is a forum for direct democracy. All voters of a constituency of a local body are members of the gramasabha or wardsabha of that constituency. The Panchayat and Municipality Acts have spelt out their rights and responsibilities. Among other things, the gramasabha is given the right to fix the priority of development projects and select beneficiaries of different projects. Identification of needs is usually done in the beginning of a Five Year Plan in the meeting of the gramasabha convened for that purpose. It is the duty of the elected representative of the ward to convene the gramasabha four times a year. As it is the forum where people have an opportunity to participate in the planning process, regular meeting of the gramasabha is ensured by law. The Act provides that if an elected member fails to convene two gramasabhas consecutively he or she will be

disqualified and by-election will be held. The Gramsabha meeting is held in a semi-structured manner with group discussion and plenary sessions. The 12 development sectors are broadly divided into three categories (1) Productive Sector (2) Service Sector and (3) Infrastructure Development Sector. Each category consists of several areas of development. For example Productive Sector consists of Agriculture, Animal Husbandry, Minor Irrigation, Small Scale Industries, etc. While the Gramasabha meets, the discussions are held in groups. There is one working group for each of the 12 areas like Agriculture, Education, Health and Drinking Water, Roads, etc. There is a separate working group for Women Development and Scheduled Caste/Scheduled Tribe Development.

1.7.11 A WG is chaired by an elected panchayat member and a local expert is co-opted as vice chairman. An officer of the concerned line department is co-opted as the convener. The convener prepares a list of probable members of the WG and submits to the panchayat. The panchayat selects the other members (usually 5-10) of the WG from or outside the list, based on choices submitted by the experts. The selected members re-intimated.

1.7.12 The participants are grouped according to their area of interest and each group discusses the development issues pertaining to that group. The development needs identified by the groups are presented in the plenary session. Thus all the participants of the Grama Sabha get an opportunity to know all the identified needs and approve them.

Phase II : Situation Analysis

1.7.13 After assessing the needs of the people, each local body prepares a status report. Status report gives existing status of development. Based on need assessment/development target and the status report each sectoral WG prepare a Working Group report. Based on 13 WG reports the GP prepares the GP Development Report. Preparation of Development Report is an exercise carried out only in the beginning of a Five Year Plan. It was in 1997 that all the local bodies of the State prepared their first Development Reports. In 2002, when the 10th Five Year Plan started the reports were revised and updated. The

Development Reports were printed and subjected to discussion in the Gramsabha and copies submitted to the District Planning Committee along with other documents. The preparation of the report was also done with people's participation. Primary and secondary data were collected from available sources for drawing up the report. The development reports of the local bodies are brilliant pieces of documentation and highly useful as a tool for local development planning. They give a very clear picture of the development status of the local body, analyze the problems in each development sector and suggest ways to solve the problems.

Phase III : Strategy Setting

1.7.14 The development needs of each locality in different development sectors are identified, the problems and challenges are analyzed and interventions are proposed. The next step is to set the strategy for development. It is obvious that all the development needs of the locality cannot be satisfied at one go and hence the need for strategy setting. This is done in a Development Seminar at the panchayat level. Besides the elected representatives, officials, representatives nominated from Gramasabhas, experts, Working Group members and other stakeholders are invited to the Development Seminar. The participants form groups and each group discusses the development sectors assigned to it. The group reports are presented in the plenary. At the end of the exercise broad priorities and general strategies for development are suggested by the seminar.

Phase IV : Projectisation

1.7.15 After setting the strategy, the next stage is to translate the development proposals into projects, which is again done by the WGs. It is the Working Groups that have to do the job. Training was given to the Working Groups as to how a project is to be prepared. The State Planning Board prepared the formats in advance for different kinds of projects. Guidelines were issued by the government regarding formulation of projects. It is the responsibility of the Working Group Convener to ensure that the projects are prepared in conformity with the guidelines. Because of the massive trainings, at present, in every local body of Kerala there is a core group of persons

who have the expertise to prepare projects without any assistance from others. The projects clearly describe the objectives, beneficiaries, activities, financial analysis, mode of execution and monitoring system.

Phase V : Plan Finalization

1.7.16 The plan is a list of projects with outlays. The finalization of the Annual Plan is done by the local government. It can happen that all the projects recommended by the Working Groups cannot be included in the Annual Plan. Some changes have to be made in the plan proposal in order to comply with the guidelines of the government. Besides, the fund allocation for the year may not be sufficient to implement all the projects suggested by the gram sabha. But the selection and omission of projects is done taking into account the priority fixed by the gram sabha. The percentage of minimum allocation for Productive Sector and the maximum for Infrastructure development are fixed by the government. Ten percent of the development fund is to be earmarked for Women Component Programme. There are separate allocations for Scheduled Caste and Scheduled Tribe development. The total outlay for the projects should not exceed the allotment for that year. The plan document of the local government must be printed and 25 copies submitted to the District Planning Committee. The following are the eleven chapters of the Plan document.

- i. Introduction Development Scenario
- ii. Evaluation of the Previous Year Plan
- iii. Achievements and Shortcomings
- iv. Physical and Economic Achievements of the Last Two Annual Plans
- v. Thrust Areas Suggested in the District Plan
- vi. Development Strategy of the Local Government
- vii. Status Report of Development Sectors
- viii. Component Plans SCP, TSP, WCP, Destitute Plan etc.
- ix. Resource Mobilization and Credit Linkages
- X. Integrated Programmes
- Xi. Monitoring System

The project documents and various other documents like attendance register of gram sabhas, minutes of the mandatory meetings of Working Groups and copy of the resolution of the PRI approving the Development Plan are also an integral part of the Annual Plan Document. The Plan Document along with the annexes is submitted to the District Planning Committee for approval.

Phase VI : Plan Vetting

1.7.17 In order to assist the (District Planning Committee) DPC in the vetting of the plan documents and projects, Expert Committees are constituted. At the district level there was a District Level Expert Committee, at Block Panchayat level there was the Block Level Expert Committee and for Municipalities there was the Municipal Level Expert Committee and for Municipal Corporations there was Corporation Level Expert Committee. At a later stage all the expert committees came to be called Technical Advisory Committees. The TAC consists of mandatory government officials, retired officials, experts and other experienced persons. The TAC cannot question the priority or social acceptability of projects. Their duty is to examine whether the project is technically viable and economically feasible and conform to the guidelines issued by the government. There is a separate setup to grant technical sanction to public works projects, called Technical Committee. It consists of engineers of government departments, Civil Engineering Faculty from educational institutions, retired engineers and other practicing engineers. The primary vetting of public works projects is done before the DPC approves the Development Plan. Examples of non-viable projects identified by TAC are:

- Distribution of one free coconut seedling along with 20 kg fertilizer (one coconut seedling won't need that much fertilizer)
- Distribution of 15 hp motors for distributing water to 20 households (lower HP rated motors would do the job as well).

1.7.18 At a later stage, detailed vetting is done and only then Technical Sanction (T.S.) is accorded to such projects. Instead of one engineer giving T.S., the work is done by a committee of engineers. Wherever the T.C.

functions properly corruption has been wiped out at least in the case of according T.S. to public works project.

Phase VII : Plan Approval

1.7.19 The Development Plans of the local governments of the district are submitted to the DPC for approval after they are vetted by the TAC. The TAC is an advisory body that assists the DPC. They only make recommendations. The authority to take decisions is the DPC. Once the DPC approves the Annual Development Plan of a PRI, the PRI can start implementation. Administrative Sanction and Financial Sanction to each project is to be given by the PRI and there is no ceiling fixed with regard to allocation of funds.

Post-Plan Monitoring

1.7.20 After the approval of the plan, the WGs are turned into monitoring committees for monitoring the works pertaining to the area of respective working groups.

Issues and Concerns

Absence of Broad/Macro Focus

1.7.21 Local level planning tends to become highly restricted to local needs without attention being paid to the overall requirement of the State. Besides, the

macro issues relating development of the State tend to be completely overlooked in the process of planning.

Lack of Bureaucratic Accountability

1.7.22 Since planning is done by local government, the bureaucracy tends to feel that they have no responsibility for development. Also, the selection and implementation of projects in many cases may be driven by the bureaucrats without any formal involvement in the process. This helps them avoid any accountability for corruption or wrong advice etc.

Decline in Enthusiasm

1.7.23 The original enthusiasm for participatory planning

- Some de-bureaucratization is needed
- Certain section of the population (2%) are marginalized. Since this is small constituency this fails to catch policy makers' attention.
- Low work-participation of women (16%)
- The movement is based on voluntarism, which is not difficult to replicate in other States and even unsustainable in Kerala in the long run. The President of a Grama Panchayat (pop. 26,000, 13 wards) gets a salary of only 4,500/-.

Case Study: Kolazhi Panchayat

Kolazhi Panchayat is one of the 5 panchayats under Ollukazha Block in Thrissur district. The Panchayat has a population of 26000 over an area of 16.6 sq km, divided into 15 wards. Sex ratio in the Panchayat is above 100. The SC/ST population is 2048. Total number of houses is 7764.

Resources of the Panchayat

The resources of the Panchayat comprise Rs.67 lakh devolved funds, Rs.26 lakh own funds and other funds such as maintenance grants, external funds amount to about Rs.57 lakh, totalling to Rs.1.50 crore.

Planning process:

Planning process is based on guidelines relating to State priorities, which is given to the grama panchayat. The need assessment is done at the gram sabha. Grama sabha is a ward level forum for participatory planning. Typically in a grama sabha meeting 200 out of the ward population of about 1000 attend. Once the activity is decided in the grama sabha, the AE/technical line officer prepares a project its costing. The project is then submitted to the Technical Advisory Group for scrutiny (but not approval). Once the project is passed it is ready for implementation.

Implementation process:

A committee of beneficiaries is constituted. Beneficiaries are people who would be benefitted by the project. For example, in project involving repairs to a school building the beneficiary committee would comprise the school head master, members of parent teacher committee. Then agreement is entered into by the Panchayat and the beneficiary committee for executing the work. The agreement includes subjects such as details of the work, release of funds, time line for completion etc. The project is executed under the supervision of the overseer/AE.

Types of work being undertaken by the GP in Agriculture

The following types of agriculture related works are generally being undertaken by the Panchayat:

- Widening of ponds
- Maintaining the walls of ponds
- Providing spraying machines to farmers at 50% subsidy
- Canal excavation
- Providing a well to all farmers having land of 30 cents or more at 50% subsidy

Healthcare

There is a health committee in every ward. The gram panchayat has one PHC subcentre, one homeopathy and ayurvedic hospital. The budget for the homeo and ayurvedic hospital is Rs. 1 lakh, and for the PHC subcentre is Rs. 6 lakh. The PHC is under the Block Panchayat.

Education

The Grama Panchayat has as many as 27 anganwaris providing elementary education of LKG and UKG. All children attend the anganwaris. The emphasis is on nutrition for the children. The typical salary of an anganwari teacher is Rs. 1000 and that of the assistant is Rs. 800.

Other activities

The Panchayat is also implementing the Kudumashree project of the State Government.

Staff of the Panchayat

The staff strength of the Panchayat is only 10, including the President, the Secretary, 3 upper division clerks and 3 lower division clerks. The President of the Panchayat get a salary of Rs.4,500 only. The staff works under considerable pressure.

1.8 Attempts at Decentralised Planning in Karnataka

1.8.1 Panchyati Raj Act was passed in 1993 which required 5-year plans to be prepared on participatory basis. In 2003 a small training intervention was undertaken by SIRD. Later, the faculty visited Gulabrga district to ascertain the impact of the training. It was found that the training had hardly made any impact in terms of the clarifying the process of planning. It was also felt that there existed a need for

training for a large number of elected representatives. Thereafter, SIRD simplified the training module and transmitted it live during August 2005 and January 2006. After this, SIRD planned to actually conduct gram sabhas and ward sabhas and hands-on prepare a gram panchayat plan. This required large-scale mobilisation of people to attend the gram/ward sabha meetings. These efforts succeeded in effective conduct of gram/ward sabhas but could not prepare a plan.

1.8.2 With the NREGA in 2006, gram/ward sabhas became mandatory because the works under NREGA could be decided only in these forums. In this direction, Backward Region Fund Project came in handy to SIRD. Under BRGF funds are provided to fill the gap between fund required under participatory plans and that available under existing government schemes. BRGF funds are totally untied and can be used for any activity provided planned at the local level. Five districts of Karnataka were identified as backward under BRGF and SIRD decided to focus its work on these districts. To begin with, SIRD selected 39 most backward talukas. Initially, the line departments were lukewarm to the project and in some talukas they were quite very cooperative. The SIRD depended on these departments for mobilising the people. It was found by SIRD that there was no concept of formulating plans at GP level and most GP members were planning for the first time. It required a lot of mobilisation to bring people together. Also, it necessitated building of capacities before the planning exercise could actually take place. Three constitutionally mandated Standing Committees were formed at the GP level to cover (a) Services and amenities (b) Production sectors (c) Social justice. The standing committees were chaired by GP members who co-opted other members. Based on the reports of these committees a plan was formulated consisting of the following chapters:

Chapter -1: Introduction,

Chapter -2: Ward-wise priorities

Chapter -3: Sector-wise consolidation

Chapter -4: The Plan

Chapter -5: Conclusion

The next Steps

1.8.3 The most important next step is to implement the peoples' plans

Prepare 5 year rolling perspective plan every year, so that the planning at local level gets established.

Conduct computer based training for elected representatives. Atleast 2 days of training per month should be available for them. CBT is suitable as validation is through online responses.

The Lessons from the Exercise

1.8.4 The presumption that people can plan is not founded on reality. People's idea of plan does not go beyond infrastructure. They cannot visualise what cannot see.

1.8.5 The poor quality of education adversely affected capacity to plan. Even 10th class passed youth cannot frame a cohesive sentence.

1.8.6 Social inequities, such as girls attending to domestic chores and boys attending school, are taken for granted. This inhibits thinking out of the iniquitous arrangements.

1.8.7 The understanding of plan is very fuzzy even at State level and is understood as a collection of standardised tables. Participatory planning has to break out of the classical understanding of plan.

1.8.8 The classical plans are based on official statistics, which have often no relation to reality. People's plans will have o based on realistic information available from local surveys, even if they contradict official statistics.

1.9 District Planning Process in Karnataka State

1.9.1 Participatory planning in Karnataka is at incipient level. By and large, planning in the State is 'classical' in its process, which is briefly stated below:

- Preparation of district plan begins with intimation of the State Plan size by the State Finance Department to The State Planning Department.
- From this, funds are supposed to be allocated to district on the basis based a certain deprivation index as recommended by the High Power Committee for Redressal of Regional Imbalances (Dr. Nanjundappa Committee).
- From the total funds allocated to the district, following pre-emptions are made
 - ◆ Lump sum grants
 - ◆ Earmarking to NABARD and incomplete projects
 - ◆ The balance available is net plan size. The net plan size allocated among the district in proportion of gross allocations

- State level meeting of district development and sectoral officers for review of performance of schemes is held and funds requirement of the district are discussed and finalized. Based on these meetings account-head wise allocation to districts is made which leads to the preparation of link documents. These documents are also placed before the State assembly in the budget session.
- Approximate allocations are as follows: ZP 20%, TP 30% and GP 50%. Typically funds flow from State to ZP and from ZP to TP and to GP. In case of special programmes funds may flow directly from the State to the GP.
- Gram Panchayat's plan is sent to Taluka Panchayat only for scrutiny.
- The GP plan does not have a salary component (?)
- Functions of each tier are well defined through activity mapping as per GO dated 16 Oct. 2004.
- Principle of subsidiarity is followed.
- On average Rs.0.35 - 1.5 crore is allocated to GP. This is in addition to their own funds.
- Shortages of funds in districts are met from additional allocation from normal budget and supplementary budgets.
- CEO of ZP is an IAS officer.
- Planning at the taluka level is done on the basis of funds allocated to the taluka after consultations. In case certain activities involve more than one GP the same is dealt at the taluka level. Likewise activities/issues involving more than one taluka is dealt at the Zilla Panchayat level.

Exercise 4.1: Approach to Participatory Planning

Based on a comparative reading of the Kerala and the Karnataka Approaches to participatory planning, Your group is required to select a State and consider which of the two models would be more relevant to the State and accordingly prepare an approach to participatory planning in that State.

Exercise 4.2: Grama Panchayat Situation Assessment -1

Preparation of Grama Panchayat Status Report is the starting point for participatory planning. In Kerala, participatory planning is already in vogue for many years. Besides, participatory planning in Kerala was preceded by a massive 'capacity building' intervention by the State. In Kerala, the level of awareness of the people, in terms of the situational status of their localities, issues in the public domain etc. is higher. People in villages of Kerala tend to think more in terms of outcomes of planning, rather than the outputs of planning or the level of monetary expenditure. It is therefore relatively easy for the Sectoral Working Group members in Kerala to prepare GP status reports by discussions at Ward/Grama Sabhas. In Karnataka, however, the GP members had to be guided in the process of discovering and ascertaining their own situation through a situation assessment procedure, before a status report could be attempted. This will be the case with most of the States in India.

You are required to prepare a questionnaire, which will be administered to Grama Sabha members. The primary objective of administering the questionnaire is to enable the GP members to understand their own situation at the ground level as well as facilitate discussion with the Executive Officer at the Taluka Panchayat – so that issues can be identified and the GP can move forward. The study should be able to throw light on the functioning of the grama panchayats. Also design a scoring matrix to grade the GPs into categories based on the quality of functioning of the Gps.

Exercise 4.2: Grama Panchayat Situation Assessment -2

Given is an illustrative questionnaire administered to the members of the GPs. The primary objective of administering the questionnaire is to enable the GP members to understand their own situation at the ground level as well as facilitate discussion with the Executive Officer at the Taluka Panchayat – so that issues can be identified and the GP can move forward.

As group you are required to (i) evaluate the questionnaire, (ii) modify the questionnaire (ii) devise a methodology for classifying the GPs according to their backwardness based the responses to the questionnaire and/or any information, (iv) consider how would the members of the GP perceive the idea of filling out the questionnaire and hurdles that you may face in the attempting this exercise.

Questionnaire

- (i) Is General Body meeting of your gram sabha being conducted once every month?
- (ii) Are you receiving the notice of the meeting 7 days in advance?
- (iii) Do the lady members talk during the meeting?
- (iv) Do members of SC/ST groups participate in the discussions?
- (v) Are the minutes recorded during the meeting itself?
- (vi) Are all members given a chance to express their opinions before taking decisions in the general body meetings?
- (vii) Are minutes of the gram sabha put on GP notice board?
- (viii) Have the decisions of the gram sabha begun to be implemented?
- (ix) Have subject-wise standing committees been formed in the formed in your GP
- (x) Have standing meetings been held?
- (xi) Is ward sabha being held in your ward?
- (xii) Has Vasathi Samithi (Housing Committee) been formed?
- (xiii) Do members of the ward participate in the meetings
- (xiv) Do members of all wards come in the gram sabha meeting?
- (xv) Is property tax being collected in your GP?
- (xvi) Do all members participate in tax collection?
- (xvii) Have the details of works undertaken by your GP put on display on the walls/notice board of GP?
- (xviii) Is you GP secretary available to you at the GP office / in the GP area
- (xix) Does the GP secretary provide you information on rules, programmes etc.?
- (xx) Does the designated Junior Engineer for your GP visit your office?

1.10 Capacity Building for Participatory Plans

1.10.1 People capacity to plan is the most important link between participation and planning and this capacity is often taken for granted. However, in reality, when asked to make a plan most PRI members would stumble. Part of the problem is that people may have never sat together to make a plan. Then, while they have a wish list, they often cannot think beyond a certain threshold. This could be because of very low-level and narrow expectations arising from severe and prolonged deprivations. The second problem is the poor quality of education imparted by schools. In many cases class X graduates would not be able to frame a cohesive sentence even in their mother tongue. Also, planning is not just a wish list. It involves systemic and organized compilation of people's requirements and conceiving the fulfillment of the requirements through projectised activity. To start the process in any meaningful sense needs focused capacity building at the local level through training courses, workshops etc. The availability of expert resources at the local level in Kerala is no less due the State's extensive involvement in training of PRI members, than the high level of literacy and good quality education imparted by its government schools. Helped tremendously by the voluntarism of her people, Kerala has relied on a traditional 'training of trainers' model to create lakhs of local level trainers throughout the State. In this model training is provided by 'tree' approach in which every trained person trains others in his/her identified domain. Thus training a few 'key resource persons' at the state level eventually leads to creation of a large body of resource persons at different levels lower down. Karnataka on the other hand has been conducting satellite-based participatory workshops and thereby has been able to extend the outreach of its capacity building activity to nooks and corners of the State. Karnataka model is an example of how high-technology can be harnessed for human development. In addition to satellite based workshops, in BGRF districts PRI members have been taught to plan initially through mock-gram sabhas, which nevertheless threw up many real issues. In the BGRF districts, it may be mentioned, capacity building projects can be funded out of that fund.

1.11 Backward Region Grant Fund

1.11.1 BGRF addresses 250 backward districts of the country. The special component of the programme addresses Bihar and KBK districts of Orissa. The objective of BGRF is to supplement any resource gap in funding district plans after accounting for development funds from all other sources (programmes etc), the only criterion being that the plan should have been formulated through participation of the people. The funds under BGRF are untied and can be used for any purpose. In Karnataka, one of the uses these funds are being put to is capacity building of the PRI functionaries. The website www.bgrf.gov.in gives in details the guidelines for plan preparation, plan documents of districts that have formulated the plans.

1.11.2 BGRF can be a powerful component in planning in backward districts as it can make planning flexible through its untied funds, thus enabling greater customization at local level.

1.12 Participatory Rural Appraisal

1.12.1 Participatory Rural appraisal (PRA) / Participatory Learning and Action (PLA) type approaches have proven their worth in participatory local development all over the world. The approach has been highly successful in Kerala since 1996, with the Peoples' Planning Campaign, and continued through the Kerala Development Programme. But not much has been done in making the PRA/PLA approaches as research tools in Kerala. Till recently the data for development research were elicited through secondary sources or survey. The PRA/PLA encourages participation between researchers and the local people as well as within the local folk themselves. Apart from quantitative data, the strength of PLA lies in generation of qualitative data which numerical measures are not capable of reflecting.

1.12.2 The basic idea is that the data is out there to be collected, objectively and quickly and this can be done by involving the local people, who are the owners of local wisdom and more knowledgeable in it than the 'outside researcher'. The 'rapid' feature of PLA needs to be appreciated in comparison to a time-tested method like survey. It was in this context that the

relatively 'quick' and participatory nature of PLA was used in the present research with expectation that it would yield better 'quality authenticated information' in a cost-effective manner.

1.12.3 Every society has stock of knowledge generated within socio-cultural system to solve problems unique to it. Such indigenous technologies are not only economic but also locally feasible. Undesirable consequences of new and exogenous technologies have drawn attention of experts to indigenous technical knowledge (ITK.). However, wide variety of ITK is highly localized and restricted to outsiders because of indigenous overtones. Many of the traditional knowledge in agriculture are targeted for productivity, stability and sustainability.

1.12.4 It is essential to document traditional knowledge to understand their practicality and rationale, thereby increasing awareness among people. However, it is not easy to document them by outsiders. Hence peoples' participatory documentation and rationalization is a meaningful approach.

1.12.5 Farming communities have developed innumerable ways of obtaining food and fiber from animals and plants through a wide range of indigenous practices based on generations of experiences, informal experiments and intimate understanding of their biophysical and socio-cultural environments. Thus the latest trend in world over is unwrapping the indigenous knowledge as an alternative to high input agriculture.

1.12.6 The indiscriminate use of broad spectrum chemicals has resulted in reduction in biodiversity of natural enemies, outbreak of secondary pests, development of resistance to pesticide induce resurgence and contamination of food and ecosystem. Singh (2000) reported that during the last century there has been cent percent increase in the number of insects and mites, mainly due to the indiscriminate use of pesticides. Recent outbreaks of gall midge in Kuttanad, brown plant hopper in Palakkad, the debates related to Eryophid mite of coconut, fate of Dicofol and the accused environmental pollution due to the application of Endosulfan in the cashew tracts of Kasaragod district are typical examples.

Case study: Participatory Learning and Action in Palakkad District

Palakkad district is the rice granary of Kerala. The areas under the study were selected following a four stage sampling method. Out of the thirteen development blocks of the district one block each was selected to represent one agro-eco zone. The selected blocks were Alathur, Coyalmannam, Nenmara, Kollengode and Agali. From each development block, except Agali, six panchayats were selected based on the criterion - 'agricultural predominance'.

Thus there were 27 panchayats. The third stage unit comprised of Agricultural Officer and one Agricultural Assistant of each of the selected panchayat. This purposive sampling gave a group of 54 extensionists. Through judgement sampling, with the help of extensionists of the respective panchayats, five Key Informant Farmers' (KIF's) were selected from the five farm production systems. Besides the 54 Agricultural Scientists, 30 veterinary scientists from various fields were selected to offer the evaluative perception and scientific rationality of the ITK items. Hence the representatives from all the subsystem identified viz., Farmer Sub System (FSS), Extension Sub Systems (ESS) and Research Sub System (RSS) were included as the respondents for the study.

A total of 432 ITK items were initially documented on pest management from all the above-mentioned cropping system. Out of this 97 ITKs were initially documented which was reduced to 60 ITKs from the preliminary survey, which constitute the key Informant guide for Key Informant Workshop. Later this number was again reduced to a total of 46 ITKs in rice based cropping system which form the rationalization guide for both ESS and RSS after Key Informant Farmer's screening through Key Informant Workshop. In rice based cropping system the first 15 ITKs ranked based on both its evaluative perception and scientific rationality are given below and represented in table 1. The scientific rationality behind each practice is also explained.

Farmers used to practice paddy seed treatment in a mixture of cow dung and top soil, RCS-ii. The practice reveals successful results by enhancing microbial activity, increasing seeds viability etc. Moreover this practice maintains stability of seeds by physical exclusion of pests and diseases. Besides the bacterial property of cow dung it also supplies hormones and microbes to the treated seeds.

The ITK item RCS-27 has a strong scientific base due to the proven insect repellent action of neem and Vitex. The insect repellent action of neem was reported in many cases and is proven fact (Stein, 1990). Majority of the RSS reasoned the pesticidal action of these plants. The active principles contained in neem leaves are nimbin, nimbidin, and azadiractin. In Pongamia an active principle Karanjin and two alkaloids namely nishindine and hydrocotylene are present, which might also have some repellent action.

Releasing ducks to control crab (RCS-58) in paddy field is a widely recommended biological control measure, which is compatible with the existing farming situation. This ITK was ranked second with a total score of 572. The field gets a ploughing action and the dropping of these ducks will add manure to the field. Hence in all perspective this practice was found worthwhile.

A very common practice followed by the farmers to control pests in general is keeping an electric bulb above a container of furadan solution kept in field bunds till 10 at night was ranked third position with score of 471. This practice RCS-3 is a blend of traditional and modern technology. This practice is widely used among farmers and was found very effective. The light attracts the insects, which are trapped in furadan solution kept below so that mass collection and destruction of insects is possible.

Farmer's practice of nipping the leaf tips controls stem borer (RCS-21), so that pests could be destroyed right from the initial stage, i.e., mass destruction of eggs is an ideal practice. This practice holds good from the point of its perceived effect and pest control. Though the practice is simple, less costly, and eco-friendly, there is a possibility to invite the bacterial wilt disease as pointed by the RSS.

Pests and disease incidence could be controlled to a certain extent by the application of an age old practice RCS-2 viz., spraying the extract of garlic, asafoetida, tobacco, neem oil and green chilli mixed with soap solution. It has not a strong scientific base. The reasons attributed by RSS to this particular practice were repellent action, insectistatic, anti feedent and favouring natural enemies. The active ingredients in garlic are allicin, allinae; chilli contains capsaicin, dihydrocapsaicin; neem oil contains margosic acid, asafoetida contains organic disulphide, umbelliferone and asaresino tannol and tobacco contains nicotine and nornicotine.

Storage pest is a major problem faced by the farmers. The farmers used to store seeds in bamboo baskets plastered with cow dung, (RCS26). This method of storing seeds is found to be very effective and common among farmers. This indigenous practice makes the seeds more airtight and prevents the entry of insects. Besides, the antibacterial property of cow dung would resist further invasion and attack of microbes. This also prevents the seeds losing viability. The crop-pest-weather interaction is an interesting phenomenon in controlling pests and disease. Adjusting the sowing time with respect to weather is an age-old practice, still practiced by the farmers. The practice RCS-7, adjusting the sowing time by Aswathi njattuvela (April 14th to April 26th) or Bharani njattuvela (April 27th to May 10th) is strictly followed by almost all the farmers of the area. Various meteorological indicators used for forecasting rains in the study area were basically in conformity with the observation made by Majumdar, 1927, Gupta, 1980 and Shukla, 1989. Adjusting sowing time is a very good practice to tackle the problems and damages caused by various pests especially gall fly.

Use of plastic covers in the paddy field (RCS59) holds seventh rank with a cumulative sum of 435. This practice is a very natural method to minimize birds' attack. The rattling sounds of plastic covers due to its movement by wind keep the birds away from the field. This practice holds good during night hours to scare rats also.

Almost all the farmers were practicing the seed drying technique locally known as 'mampookanikkal' or 'manjukollikkal', Here the seeds are exposed to three dews and three days successively (RCS-29) just before storing. This practice stands in eighth rank position. This practice makes the seed hard. After mampookanikkal process, when the seeds are broken across, a white needle tip spot at the center indicates optimum moisture percentage for seed storage. This process increases its viability by activating the metabolic process of old seeds and rejuvenates them to certain extent. It also provides uniform drying and improves germination process.

'Seedling treatment practice before transplanting generally known as 'Kundakootal' (RCS-1)' holds ninth rank. Seedlings are uprooted and made into small bundles and arranged one above the other in a pyramid shape, facing their roots outside. This is kept as such for three days. This is a very simple practice followed by almost all farmers under study. This practice generates excess heat inside the heap, which kills various pest and disease stages. Moreover the leaves turn colour from green to orange yellow. So when the seedlings are transplanted at this stage new healthy leaves emerge fast and exhibit vigorous growth.

Farmers used to practice paddy seed treatment in a mixture of cow dung and top soil, RCS-11. This practice was ranked 10th position by the subject experts and extensionists. The practice reveals successful results by enhancing microbial activity, increasing seeds viability etc. Moreover this practice maintains stability of seeds by physical exclusion of pests and diseases. Besides the bacterial property of cow dung it also supplies hormones and microbes to the treated seeds.

The ITK item RCS-41 is regarding the control of weeds in by ploughing the field after getting second rain and then by adding poultry manure. This practice of killing weeds can minimize chemical and labour cost. Most of the weed seeds sprout by getting rain during Khan! season. Deep ploughing destroys the weeds along with roots and gets incorporated into the field. Poultry manure generates excess heat which kills the non germinated seeds. Both cow dung and poultry manure are good organic manures supplying nutrients and also help in fast decomposition of the incorporated weeds.

Baiting with a mixture of fried prawn shell powder and cement for rat control, RCS-49 ranked 12th position with a cumulative score of 401. The smell of fried prawn shell powder is a good attractant for rats. The rats are easily attracted to this food material. The cement blocks the gut thereby upset the stomach and disrupts the digestive system.

In paddy, the pests and disease incidence can be minimized by green leaf manuring at the time of land preparation using leaves of 'Kanjiram' (*Strychnos nux vomica*), 'Venga' (*Pterocarpus marsupium*), 'Paanal (*Glycosmis pentaphylla*), mango (*Mangifera indica*) and bamboo (*Bambusa arundinaceae*), RCS-6. This ITK item was ranked 13 by the respondents. The reasons explained were medicinal and antiseptic properties, antifeedent, repellent, nematicidal action, antifungal action of the active principles of the above mentioned plants. Beside these functions the manurial effect of these leaves enrich and conditions the soil. Hence altogether, the soil becomes healthy and gets improved as a good medium for plant growth.

Indigenous knowledge is held in every rural society usually based on the experience of many generations and unique to each cultural group. Traditional people have vast knowledge in each field. Hence there must be a deliberate attempt to collect, document and then to find out the scientific relevance of the traditional practices for continuous use. There is urgent need to minimize the trend of romanticizing ITK's. It has been found in the present study that many age-old practices have relevance in controlling pests and diseases.

The fourteenth rank was assigned to the ITK item, RCS-52, viz., rice powder mixed with glass powder as rat bait. This practice lacks some perceived effect due to the difficulty in making glass in powder form. But when the rats feed this mixture, it definitely results in internal haemorrhage resulting in the death of rats.

Based on effectiveness and the scientific rationality, the following ITKs were among the best 15 items

Rank	Indigenous Practice	Score
I.	Leaves neem (<i>Azadirachta indica</i>) or 'Karinochi' (<i>Vitex negundo</i>) or 'ungu' (<i>Pongamia glabra</i>) used in storage bins to ward off storage pests	545
I.	Releasing flocks of geese/ducks in puddled rice field control crabs	572
III.	Keep a 200W bulb above furadan solution in a container which attracts insect pests during night hours	471
IV.	Nip the seedling tips of rice plant to reduce stemborer attack	447
V.	Spray the extract of garlic (<i>Allium sativum</i>), Asafoetida (<i>Ferula asafetida</i>), ginger (<i>Zingiber officinale</i>), Tobacco (<i>Nicotiana tobaccum</i>), neem (<i>Azadirachta indica</i>), green chilli (<i>Capsicum annuum</i>), or birds eyes chilli (<i>Capsicum fruitiscence</i>) after mixing with soap and water reduces pests	441
VI.	Storing seeds in bamboo baskets plastered with cow dung is effective against stored pests	437
VII.	Adjust sowing time by Aswatfby Njattuvela (April 14th to April 26th) or Bharani ,Njattuvela (April 27th to May 10th) reduces pests and diseases in rice crop	437
VIII.	Use of plastic cover tied to long poles against birds	435
IX.	'Mampookanikkal or 'Manjukollikkal - it is a seeddrying techniques where the seeds are exposed to three dews and three days successively before storing	431
X.	'Kundakootal - Seedling treatment practice before transplanting. The seedling bundles are arranged one above the other in a circle forming a pyramid shape. The bundles are placed with their roots facing outside.	412
XI.	Paddy seed treatment in a mixture of cow dung and topsoil for general pests and diseases.	403
XII.	Plough the field after getting 2nd rain and then add poultry manure or cow dung to control weeds.	402
XIII.	Baiting with a mixture of fried prawn shell powder and cement for rat control	401
XIV.	Green leaf manuring using leaves of 'Kanjiram' (<i>Strychnos nux vomica</i>), 'Venga' (<i>Pterocarpus marsupium</i>), 'Paanal' (<i>Glycosmis pentaphylla</i>), Mango (<i>Mangifera indica</i>) and bamboo (<i>Bambusa arundinaceae</i>) to minimize pests and disease incidence.	396
XV.	Rice powder mixed with glass powder as rat bait	393

Group Exercise:

You are given the district profile of Gulbarga District, the 10th Plan Goals, the Programme Performance Budgets on Health and Education Sectors and the size of the annual plan for 2007-08. Identify the critical human development areas in the district. What are the areas of priority for achieving the 10th Plan goals? Broadly indicate your allocation to different sectors.

References and acknowledgement

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- (ii) P. Ahamed, Associate Professor, Hamelmalo College of Agriculture, East Africa and T R Swapna, Kerala Agricultural University, Understanding Peoples' Knowledge and Perspective through Participatory Learning and Action (PLA) (Journal of Local Governance, KILA)
- (iii) Discussion with Prof. N Ramakantan, Director, KILA, Dr. J B Rajan, Assistant Professor, KILA, Dr. Abey George, Assistant Professor, KILA, Dr. G Mohan, ANSSIRD, Mysore, Shri Shankar Rao, Senior Director, Dept. of Planning, Karnataka State, Shri K V Raghurama Reddy, Director, Dept. of Planning, Karnataka State, Dr. Narain Raj, Dept. of Planning, Karnataka State, Shri H P Shivashankar, Faculty, ATI, Mysore, Prof. M Devraj, IDS, University of Mysore, Shri B K Bhattachaya, REFORM Project, USAID, Bangalore, Shri S R Varambally, REFORM Project, USAID, Bangalore and Dr. K Gayithri, Institute of Social and Economic Change, Bangalore.

APPENDIX

ACTIVITY MAPPING AMONG THE THREE PANCHAYATI RAJ INSTITUTIONS IN KARNATAKA

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Increasing Agricultural Production		
<ol style="list-style-type: none"> 1. Prepare comprehensive crop plan 2. Develop and maintain data base for cropping pattern, land use and inputs use for planning 3. Organise Kisan Melas, Fairs and Exhibitions 4. Protect biodiversity 5. Promote profitable crop technologies 	<ol style="list-style-type: none"> 1. Assist ZP IN ORGANISING Farmers fairs, Kisan Melas, etc. 2. Organise on-farm verification trials and demonstration of new technologies. 3. Report and initiate action plans for different items. 4. Coordinate activities of field level extension workers and officials 5. Act as a link between ZP and GPs for transfer of knowledge. 6. Help in crop yield estimation through maintaining links with various agencies, GPs and farmers. 7. Advise suitable cropping system based on location specific characteristics. 8. Arrange awards to progressive farmers. 	<ol style="list-style-type: none"> 1. Estimate crop yield and maintain data base regarding crops and cropping pattern. 2. Assist in preparation of crop plan. 3. Assist in advising farmers about remunerative crop activities and crop diversification 4. Assist in identifying progressive farmers for adoption and diffusion of new technologies 5. Help in providing custom hiring services for plant protection equipment and farm implements 6. Generate awareness in use of organic fertilisers and vermiculture
Activity: Assessment and Distribution of Inputs		
<ol style="list-style-type: none"> 1. Prepare consolidated plan for input requirement 2. Acquire and arrange distribution of inputs in time 3. Improve adequate storage facilities for inputs 4. Monitor distribution of quality inputs 	<ol style="list-style-type: none"> 1. Assess inputs needs for GPs inputs and forward consolidated request to TP 2. Ensure timely availability of required inputs to Gps 3. Arrange storage and transport facilities for inputs close monitoring of inputs delivery system 	<ol style="list-style-type: none"> 1. Assist in assessing needs of various such as seeds, fertilizers, pesticides. 2. Assist in timely distribution of adequate inputs to farmers

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Credit		
<ol style="list-style-type: none"> 1. Prepare credit plan 2. Ensure timely credit availability and linkage between agriculture 3. Development and credit institutions, and monitor credit mobilisation 4. Help in strengthening of cooperative credit institutions 	<ol style="list-style-type: none"> 1. Assist in preparing credit plan 2. Ensure timely credit from formal institutions 3. Monitor credit delivery system 	<ol style="list-style-type: none"> 1. Assist in assessing credit needs of various groups of farmers and crops 2. Exercise social control and regulate interest areas and recovery of loans from formal and informal credit institutions 3. Help in formation of self help groups.
Activity: Extension Support		
<ol style="list-style-type: none"> 1. Maintain linkage with research and training organisations. 2. Ensure regular visits of extension staff and help in dissemination of new technologies 3. Ensure regular training of extension officials for updating their knowledge of advancements in technologies. 	<ol style="list-style-type: none"> 1. Prepare plan for visit of extension workers and monitor their work. 2. Advice and identify extension officials for training. 3. Assist scientists in identifying local problems for designing their research work relevant to local needs. 4. Ensure better linkages between farmers and extension staff. 5. Operate and run farmer service centres, Kisan Kendras and Raitha Sampark Kendras 	<ol style="list-style-type: none"> 1. Monitor the visit of extension workers to the village farms. 2. Identify suitable plots for conducting trials and demonstration 3. Select farmers for participating in Kisan melas and training.
Activity: Soil Testing		
<ol style="list-style-type: none"> 1. Establish soil testing laboratories. 2. Monitor soil testing work 	<ol style="list-style-type: none"> 1. Monitor Soil testing work 2. Help in identifying locations for soil testing work 3. Help farmers for improvement of soil fertility in consonance with soil testing results 	<ol style="list-style-type: none"> 1. Assist technical experts in conducting soil tests. 2. Help in ensuring feed back from soil testing to farmers.

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Post-Harvest Management		
<ol style="list-style-type: none"> 1. Establish and improve storage facilities. 2. Develop marketing infrastructure at suitable locations 3. Monitor regulated marketing 4. Ensure correct weights and measures 	<ol style="list-style-type: none"> 1. Maintain godowns 2. Organize marketing committees and maintain market yards 3. Regulate market charges and ensure correct weights and measures 4. Provide, manage and run market information systems 5. Ensure prompt payment to the farmers 	<ol style="list-style-type: none"> 1. Help in organizing farmers for group sale in bulk 2. Assist in increasing awareness about better storage facilities for seeds and food grains.
Activity: Risk Management		
<ol style="list-style-type: none"> 1. Assess losses due to natural calamities and formulate relief plan 2. Monitor and supervise relief operations 	<ol style="list-style-type: none"> 1. Estimate crop losses and report action taken. 2. Monitor relief operations 3. Assist in providing benefits from Crop insurance schemes 4. Arrange crop insurance schemes and coordinate among insurance agencies 5. Prepare contingency agricultural plan 	<ol style="list-style-type: none"> 1. Report losses due to natural calamities and relief requirements 2. Supervise relief operations and distribution of material 3. Motivate and help in identifying farmers to take up crop insurance schemes 4. Assist in the implementation of contingency plan.
Activity: Protection and Maintenance of Village Commons etc.		
<ol style="list-style-type: none"> 1. Guide and coordinate the work of GPs & Ips 2. Provide legal administrative and financial assistance to GPs and TPs as far as practicable in the conduct of legal proceedings 3. Decide on disposal of village common property or their conversion to other uses with the concurrence of the GP concerned. 	<ol style="list-style-type: none"> 1. Coordinate the work of GPs where inter GP collaboration is needed. 2. Coordinate with the legally constituted machinery involved in the matter 	<ol style="list-style-type: none"> 1. Primary responsibility for keeping all common property of local nature in good condition. 2. Keep watch over them so that they are not encroached upon or converted to uses not in the interest of the community. 3. Identify encroachment as well as conversion of illegal or wrong uses of commons. 4. Provide assistance in and collection of evidence towards the conduct of the proceedings by such authority.

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Soil Conservation		
<ol style="list-style-type: none"> 1. Propagate district plan for soil and water conservation projects. 2. Desegregate this plan into TP level, GP level or even lower level deliverable units. 3. Harmonise the plan with other employment generating as well as area development plans. 4. Coordination with various agencies of the ZP as well as the district administration who will either participate in or whose work will impinge upon the implementation of the plan 	<ol style="list-style-type: none"> 1. Coordinate with officials of soil conservation machinery. 2. Inter GP coordination for smoothly carrying out soil conservation operations cutting across GP boundaries including creation of water channels. 	<ol style="list-style-type: none"> 1. Assist the professional/ official machinery for soil conservation work through helping group action by land owners. 2. Direct assistance in implementation e.g., organising owner labour as part of contributions of the cost of operations. 3. Post conservation vigilance to ensure that work done is not undone once again. 4. Create public opinion in favour of use of soil only in consonance with its properties, gradients etc. 5. Distribute subsidies and other assistance according to determined scales and priorities.

MINOR IRRIGATION, WATERSHED MANAGEMENT, AND WATERSHED

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Development of MI System, Drainage System, Water Harvesting Structures and Water Management		
<ol style="list-style-type: none"> 1. Formulate MI projects 2. Technically appraise MI projects (outside TP purview) 3. Execute MI Projects outside TP and GP plan 4. Assign projects to TP and GP 	<ol style="list-style-type: none"> 1. Formulate MI Projects 2. Technically appraise MI projects proposed in TP Plan 3. Execute MI projects included in TP Plan 4. Execute MI Projects assigned by ZP 	<ol style="list-style-type: none"> 1. Assist in formulation of MI projects and ratification by Grama Sabha 2. Identify locations for projects. 3. Execute Community MI Projects 4. Execute MI Projects assigned by ZP and TP

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
<ol style="list-style-type: none"> 5. Development of drainage system in water logged areas. 6. Sanctioning projects for percolation tanks, check dams and land leveling. 7. Supervise, monitor and review of the progress and quality of works by the subject committee. 8. Coordinate between various departments and agencies funding MI projects. 	<ol style="list-style-type: none"> 5. Construct percolation tanks and check dams (outside GP plan) 6. Supervision, monitoring and review of the progress, and quality of works by the Subject Committee. 7. Coordinate between various line departments/agencies funding for MI projects. 	<ol style="list-style-type: none"> 5. Construct percolation tanks and check dams including projects assigned by the ZP and TP 6. Enforce inter-well distance (well density) as per prescribed norms. 7. Identify beneficiaries under various programmes for MI projects through Gram Sabha 8. Supervise, Monitor and review progress, quality of work
Activity: Water Management		
<ol style="list-style-type: none"> 1. Propagate modern water management delivery methods 2. Propagate use of sprinkler and drip irrigation in drought prone/water scarce area. 	<ol style="list-style-type: none"> 1. Guide and motivate people to adopt modern methods of irrigation, on-farm development and proper maintenance of field channels. 2. Select beneficiaries for subsidized sprinklers, drip irrigation equipment and delivery system and supply them, including providing technical guidance to beneficiaries. 3. Organise farm demonstration for modern water management techniques 	<ol style="list-style-type: none"> 1. Identify beneficiaries through Gram Sabhas for subsidized sprinkler and drip irrigation system. 2. Constitute Neeru Panchayats for proper utilization of water including use for drinking purposes. 3. Encourage farmers for on-farm development and development of field channels/delivery system for proper utilization of water.
Activity: Watershed Development		
<ol style="list-style-type: none"> 1. Identify, select and approve watershed projects. 2. Promote watershed development approach in all areas for better management of natural resources and environment development 3. Supervise monitor and review of the progress and quality of works by the Subject Committee 	<ol style="list-style-type: none"> 1. Prepare watershed project in inter GP watershed. 2. Organise people to form work committees. 3. Form technical team to assist GP in the implementation of watershed projects 4. Integrate various beneficiary oriented and area development oriented schemes to harmonise with watershed projects 	<ol style="list-style-type: none"> 1. Participate in planning and implementation of watershed projects 2. Approve land/water use plan for watershed development through Grama Sabhas 3. Assist in constituting user/Beneficiary committees in the watershed for their direct participation in the execution of the project

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
	<ol style="list-style-type: none"> Monitoring supervision and reporting progress. Coordinate between various agencies and departments implementing watershed projects such as agriculture, forestry, DPAP and DDP 	<ol style="list-style-type: none"> Maintain community assets created under watershed project Supervise and monitor quality of works Select beneficiaries and provide assistance to them for executing individual works under watershed.

ANIMAL HUSBANDRY, DAIRY, AND POULTRY

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Development of Livestock		
<ol style="list-style-type: none"> Assess the need and formulate projects for the establishment, improvement and maintenance of breeding farms for cattle, sheep goats and hatcheries. 	<ol style="list-style-type: none"> Distribute quality breeds to beneficiaries under various programmes Propagate improved breed of livestock among farmers 	<ol style="list-style-type: none"> Assist in identification of beneficiaries under various programmes Motivate people to maintain quality breeds and adopt modern methods of maintaining livestock.
Activity: Veterinary Services		
<ol style="list-style-type: none"> Establish, improve and maintain veterinary hospitals, Dispensaries, Rural Livestock Units (RLUs) and AI Centres. Procure and supply medicines, equipment and other materials to hospitals, dispensaries, RLUs and AI Centres. Monitor the functions of veterinary services. 	<ol style="list-style-type: none"> Supervise the functioning of veterinary services in the TP Maintain mobile veterinary unit to provide veterinary care and control diseases and epidemics. 	<ol style="list-style-type: none"> Supervise the functioning of RLU and AI service centres. Report out-break of diseases and epidemics

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Feeding and Fodder including Support During Droughts		
<ol style="list-style-type: none"> 1. Propagate production of nutritive fodder and promote proper feeding of animals. 2. Procure and establish fodder banks in drought areas. 	<ol style="list-style-type: none"> 1. Organise cooperatives for fodder production and provide financial assistance. 2. Supply improved variety of fodder seeds. 3. Propagate modern methods of feeding to improve livestock productivity. 4. Supply fodder during droughts. 	<ol style="list-style-type: none"> 1. Help in establishing cooperative fodder farm. 2. Allocate community land for fodder production. 3. Control grazing and improve grazing and pasture lands. 4. Distribute fodder during droughts.
Activity: Dairy Development		
<ol style="list-style-type: none"> 1. Assist Dairy Development Boards or Cooperatives in the Development of infrastructure for milk collection, collection centres, transportation and processing. 	<ol style="list-style-type: none"> 1. Develop and open new milk routes for milk collection, 2. Promote milk producers, cooperative societies 3. Ensure timely payment to milk producers 4. This has to be done at GP level 5. Supply quality milch animals 	<ol style="list-style-type: none"> 1. Assist in organizing milk producers cooperative societies, 2. identify beneficiaries for dairy development programme 3. Select beneficiaries under various programmes
Activity: Poultry Development		
<ol style="list-style-type: none"> 1. Develop infrastructure for poultry farming 2. Production and supply of quality chicks to poultry farmers. 3. Allot or lease Community land for establishing poultry complex 	<ol style="list-style-type: none"> 1. Train Poultry farmers 2. Arrange for the supply of poultry feed 	<ol style="list-style-type: none"> 1. Identify beneficiaries for poultry farming. 2. Select beneficiaries and establish poultry complexes for them under various programmes.

FISHERIES

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Developing of Inland Fisheries		
<ol style="list-style-type: none"> 1. Formulate Projects for fisheries development. 2. Technically appraise and approve projects for development of inland water bodies for fisheries. 3. Establish fish seed production farms. 4. Formulate Projects for fisheries development. 5. Arrange training of fishermen in modern management techniques for fish production. 6. Procure and supply fishing equipment for distribution among selected fishermen's cooperatives and beneficiaries. 7. Monitor and supervise plan implementation. 	<ol style="list-style-type: none"> 1. Select beneficiaries for fisheries training. 2. Organise fishermen's cooperatives. 3. Distribute boats, nets and other equipment and give assistance to cooperatives and beneficiaries. 4. Monitor, supervise and report progress. 5. Lease village ponds to fishermen's Cooperatives and groups. 	<ol style="list-style-type: none"> 1. Develop village pond for fisheries. 2. Identify beneficiaries for assistance under various programmes and assist them in organizing fishermen's cooperatives. 3. Assist TPs in the distribution of boats, nets and other equipment. 4. Supervise and report progress to Tps. 5. Execute fishpond and tank improvement projects.
Activity: Development of Marine Fisheries		
<ol style="list-style-type: none"> 1. Procure and supply motorised and modern boats and equipment to selected groups of beneficiaries and cooperatives. 2. Develop brackish water fisheries. 3. Enforce environmental restrictions on marine aquaculture and brackish fish production activities 4. Install weather forecasting and early warning system for marine fishermen. 	<ol style="list-style-type: none"> 1. Select sites for marine aquaculture and brackish water fishing. 2. Organise fishermen's cooperatives. 3. Distribute boats and equipment to selected beneficiaries and cooperatives 4. Monitor impact of marine aquaculture on environment 	<ol style="list-style-type: none"> 1. Identify beneficiaries and assist them in organising into fishermen's cooperatives. 2. Select Beneficiaries for assistance 3. Distribute boats and equipment to beneficiaries and cooperatives 4. Create awareness for and adopt safety measures during rough weather 5. Monitor the impact of Marine aquaculture on village environment and initiate impact mitigation measures

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Development of Marketing Processing Infrastructure		
<ol style="list-style-type: none"> 1. Encourage private entrepreneurs to establish processing, packaging and storage facilities. 2. Assist in establishing other marketing infrastructure 	<ol style="list-style-type: none"> 1. Organise and train fishermen in processing, packaging and preservation of fish and fish products. 2. Develop tie-up arrangements between fishermen and processing units. 	
Activity: Welfare Measures		
<ol style="list-style-type: none"> 1. Promote group insurance schemes for fishermen 2. Sanction relief to affected families during natural calamities 	<ol style="list-style-type: none"> 1. Implement family and group insurance schemes for fishermen. 2. Distribute relief to families affected by calamities. 	<ol style="list-style-type: none"> 1. Encourage fishermen to take up insurance schemes. 2. Assess loss, damage and relief requirements of families affected by calamities

SOCIAL FORESTRY

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Social Forestry and Farm Forestry		
<ol style="list-style-type: none"> 1. Promote Social Forestry and Farm Forestry 2. Promote and propagate social and farm forestry for improving ecology and environment 3. Establish forest nurseries for supply of seedlings and saplings for distribution. 4. Propagate fuel fodder and timber producing plants and bio-diversity. 5. Organise vanamahotsava 6. Lease land to groups and individuals interested in social forestry on sharing basis. 	<ol style="list-style-type: none"> 1. Identify degraded and wastelands and formulate social forestry projects. 2. Implement TP social forestry projects and those assigned by ZP 3. Plant trees along roads, rails and public places. 4. produce and supply seedlings and saplings for social and farm forestry projects 5. Propagate fuel fodder and timber producing plants 	<ol style="list-style-type: none"> 1. Identify degraded and waste lands for social and farm forestry and formulate projects with the support of the Grama Sabha. 2. Execute social forestry projects through village people. 3. Encourage private farmers for farm forestry and assist them 4. Distribute seedlings and saplings 5. Organise and participate in vana mahotsava 6. Ensure adequate production of fuel, fodder and timber for local use.

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Marketing of Fuel/Fodder and Timber		
1. Establish links for marketing of forest products		1. Collect, distribute and sell fuel, fodder and timber

MINOR FOREST PRODUCE

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Regeneration of MFP Species		
<ol style="list-style-type: none"> 1. Plan raising MFP plantation in concentrated blocks to facilitate collection and marketing. 2. Encourage cultivation of MFP in existing forest, degraded forest lands, barren and uncultivable area and community wastelands 3. Encourage plantation of MFP such as gum, resin, medicinal plants, aromatic plants, leaves, oil seeds, tans and dyes, grasses, seeds, canes, bamboo, etc. particularly in tribal areas. 4. Promoting plantation of MFP species in drought prone, 	<ol style="list-style-type: none"> 1. Establish MFP nurseries for propagation of MFP species. 	<ol style="list-style-type: none"> 1. Assist in identification of families willing to plant MFP species 2. Distribute MFP seedlings for plantation
Activity: Training		
<ol style="list-style-type: none"> 1. Organise training for scientific tapping of gums, resins and grading of MFPs 	<ol style="list-style-type: none"> 1. Organise training at the TP level 	<ol style="list-style-type: none"> 1. Select and forward trainees names to the TP

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: MFP Collection		
<ol style="list-style-type: none"> 1. Monitor MFP collection activities in forest ranges 2. Timely payment of collection 	<ol style="list-style-type: none"> 1. Organise itemwise MFP cooperatives like Tendu leaf 	<ol style="list-style-type: none"> 1. Organise pruning operation of Tendu trees before the leaf plucking season
Activity: Processing and Marketing Charges		
<ol style="list-style-type: none"> 1. Set up small scale industrial units for value addition to MFPs. 2. Fix support prices for MFP procurement 3. Establish godowns for storage of MFPs 4. Strengthen market intelligence and market extension 	<ol style="list-style-type: none"> 1. Liaise with forest department for constitution of Joint Forest Management Committee for MFP regeneration collection, processing and marketing. 2. Ensure value addition to MFP before it leaves the forest area. 	<ol style="list-style-type: none"> 1. Promote collection primary processing and value addition to MFP before selling. 2. Ensure timely payment and adequate collection charges to MFP collectors.

SMALL SCALE INDUSTRIES INCLUDING FOOD PROCESSING INDUSTRIES

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Industrial Resource Potential Survey		
<ol style="list-style-type: none"> 1. Formulate Projects by the DIC in coordination with KVIC/KVIB and other agencies based on Industrial Resource Potential survey. 	<ol style="list-style-type: none"> 1. Assist industrial resource potential survey. 	<ol style="list-style-type: none"> 1. Assist survey and project formulation.
Activity: Development of Infrastructure		
<ol style="list-style-type: none"> 1. Develop inter-linkages in institutions and organisations 2. Establish small industrial estates at suitable locations and develop other related infrastructure activities. 3. Identify location and develop food processing complexes. 	<ol style="list-style-type: none"> 1. Establish small rural industrial estates and complexes. 	<ol style="list-style-type: none"> 1. Identify suitable locations for rural industries

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Entrepreneur Development		
	<ol style="list-style-type: none"> 1. Organise entrepreneurial Development Programmes 2. Select entrepreneurs and encourage private investments. 3. Establish Industrial counseling Information and guiding centres 4. Assist entrepreneurs in formulating viable projects and cooperative industrial projects. 	
Activity: Credit and Financial Assistance from Various Government Departments and Agencies		
	<ol style="list-style-type: none"> 1. Provide information and guidance about credit facilities and other financial incentives. 2. Coordinate credit support activities with financial institutions. 	<ol style="list-style-type: none"> 1. Assist in providing financial and other help to small industries.

KHADI, VILLAGE AND COTTAGE INDUSTRIES

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Planning, Monitoring and Supervision		
<ol style="list-style-type: none"> 1. Consolidate plans prepared by TPs for Khadi, Village and Cottage industries including artisan activities. 2. Monitor and supervise the overall progress in this sector and ISB sector and ISB sector of SGSY 	<ol style="list-style-type: none"> 1. Prepare plan for Khadi, Village and Cottage Industries and other artisan activities integrating schemes of other agencies such as KVIC/KVIB/Handloom/Handicraft Development 	<ol style="list-style-type: none"> 1. Assist TP in identifying potential activities and formulation of projects.

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Training Skill Development and Transfer of Technology to Beneficiaries		
<ol style="list-style-type: none"> 1. Establish and identify training Centres for Skill Development 2. Allocate and sanction funds for Training and stipend to the trainees 3. Identify appropriate technologies and arrange for their transfer to workers 	<ol style="list-style-type: none"> 1. Select beneficiaries for Training and Skill development and nominate them to training Institutes 2. Arrange master craftsmen 3. Pay stipend to beneficiaries and honorarium/training cost to the trainers 4. Transfer and upgradation of technology in different areas of production 	<ol style="list-style-type: none"> 1. Identify beneficiaries for training through Gram Sabha.
Activity: Infrastructure Development		
<ol style="list-style-type: none"> 1. Arrange supply of raw material, equipment and other inputs to workers. 2. Tie up arrangements for marketing of products through Government and non-government marketing agencies. 3. Set up retail show rooms for products 4. Encourage cooperatives for production and marketing of products 	<ol style="list-style-type: none"> 1. Supply of raw material, equipment and other inputs to beneficiary workers. 2. Coordinate programmes of various agencies for infrastructure development such as construction of common workplaces, worksheets and market complexes. 3. Organise Cooperatives for production and marketing of products. 	<ol style="list-style-type: none"> 1. Assist in Distribution of raw material equipment, etc. 2. Allow beneficiaries to use locally available raw material 3. Construct common workshops/workplaces and market complexes.
Activity: Credit and Financial Support		
<ol style="list-style-type: none"> 1. Ensure credit support through credit plan 2. Monitor and supervise credit flow and financial assistance from other agencies to cooperatives and individual units. 	<ol style="list-style-type: none"> 1. Ensure credit support 2. Assist beneficiaries in formulating project plan 3. Arrange for subsidy and financial support under various programmes to the beneficiaries 4. Monitor, supervise and report progress. 	<ol style="list-style-type: none"> 1. Identify beneficiaries for financial support under various programmes 2. Assist loan recovery

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Credit and Financial Assistance from Various Government Departments and Agencies		
<ol style="list-style-type: none"> 1. Provide information and guidance about credit facilities and other financial incentives. 2. Coordinate credit support activities with financial institutions 	<ol style="list-style-type: none"> 1. Assist in providing financial and other help to small industries. 	

RURAL HOUSING INCLUDING INDIRA AWAS YOJANA

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Approval of TP's Plan and Sanctioning of Fund for Rural Housing Schemes		
<ol style="list-style-type: none"> 1. Determine design and unit cost for guidance to GPs keeping in view technical advice and beneficiary needs. 	<ol style="list-style-type: none"> 1. Assist GPs in execution of housing projects 2. Procure and supply of building materials 	<ol style="list-style-type: none"> 1. Identify beneficiaries and prepare lists through Gram Sabha 2. Acquire land for housing layouts, (other than Ashraya housing layouts) 3. Assist in allotment and distribute housing and house sites. 4. Constitute beneficiaries committee. 5. Execute construction work 6. Provide assistance in the distribution of building material. 7. Supervise construction quality, use of material and report progress
Activity: Supervision and Monitoring of Rural Housing Schemes		

DRINKING WATER

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Development of Water Supply System		
<ol style="list-style-type: none"> 1. Formulate major water supply schemes 2. Technically appraise and approve schemes proposed by TPs and Gps 3. Award contracts for the execution of major schemes outside TP and GP plans 4. Establish water testing laboratories for control of chemical and biogenic impurities. 	<ol style="list-style-type: none"> 1. Formulate projects and seek technical approval from ZP 2. Construct schemes within the prescribed cost limits for Tps 	<ol style="list-style-type: none"> 1. identify schemes and locations, estimate cost and formulate projects through the involvement of Gram Sabha 2. Construct wells, tanks and village water supply schemes of its own or as assigned by the ZP or TP 3. periodically chlorinate open wells and treat water 4. Ensure proper distribution of water to all households in its villages 5. Collect water sample for testing
Activity: Monitoring Rural Water Supply Schemes		
<ol style="list-style-type: none"> 1. Monitor and supervise the progress, quality of work and target achievement 	<ol style="list-style-type: none"> 1. Monitor and supervise progress and quality of works 	<ol style="list-style-type: none"> 1. Monitor scheme implementation and report progress
Activity: Maintenance of Water Supply System		
		Maintain drinking water schemes, collect water charges and appoint operators wherever necessary

FUEL AND FODDER

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Production of Fuel and Fodder		
<ol style="list-style-type: none"> 1. Build awareness for use of fuel-efficient devices and improved fodder species. 2. Consolidate assessments of fodder and fuel demands for the district Plan and coordinate fuel and fodder production activities 	<ol style="list-style-type: none"> 1. Identify wastelands and degraded lands for taking up fuel and fodder plantation. 	<ol style="list-style-type: none"> 1. Assess fuel and fodder requirements. 2. Select species and sites for fuel and fodder plantations 3. Identify beneficiaries for fuel and fodder demonstration plots. 4. Undertake plantation activities 5. Maintain and protect fuel wood plantations and fodder plots in community or panchayat lands 6. Decide mechanism and oversee the distribution of fuel and fodder produced from community lots 7. Identify sites for fodder nurseries. 8. Coordinate nursery establishment programme 9. Distribute fuel efficient wood stoves and smokeless chulhas

ROAD, CULVERTS, BRIDGES, FERRIES, WATERWAYS AND OTHER MEANS OF COMMUNICATION

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Development of Road Network and Accessibility		
<ol style="list-style-type: none"> 1. Survey, technical feasibility, road alignment, and formulate road development projects 2. Approve, allocate and sanction funds 	<ol style="list-style-type: none"> 1. Identify villages as per MNP norms inaccessible by all weather road and formulate projects for construction of link roads connecting more than one TP. 	<ol style="list-style-type: none"> 1. Assist in formulating road construction projects and obtain approval through Gram Sabha 2. Seek technical advise, feasibility and approval from TP engineers.

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
<ol style="list-style-type: none"> 3. Assist in acquiring land, assess grant of compensation 4. Award contracts for procurement of material and equipment for construction of roads and bridges and make supplies 5. Monitor specifications of roads and bridges and supervise quality of works 	<ol style="list-style-type: none"> 2. Survey, technical feasibility, sanction of funds 3. Acquire land, assess and grant compensation 4. Construct roads using local labour without contractors 5. Provide technical assistance for road construction projects proposed by Gps. 6. Monitor the specifications of roads and bridges and supervise of the quality of works and reporting progress to the DP 	<ol style="list-style-type: none"> 3. Allocate, approve and sanction funds. 4. Construct village link roads and village lanes through works committees, using village labour without contractors. 5. Monitor and supervise quality of works through work committee and report progress to IP
Activity: Improvement and Maintenance of the Existing Roads/Culverts and Bridges		
<ol style="list-style-type: none"> 1. Conduct traffic volume survey and identify road sections needing improvement in capacity. 2. Convert ordinary district roads into blacktopped roads 3. Carry out annual repair and maintenance of roads, culverts and bridges 4. Approve, allocate and sanction funds for all types of improvement and annual maintenance work and award contracts 5. Monitor and supervise the quality of works 	<ol style="list-style-type: none"> 1. Convert TP roads into black topped roads 2. Undertake annual repairs and maintenance of roads, culverts and bridges 3. Approve, allocate and sanction funds for improvement and maintenance of IP roads 4. Monitor and supervise quality of works and report progress 	<ol style="list-style-type: none"> 1. Assess costs of improvement, repair and annual maintenance of village roads 2. Raise funds through government or own sources and donations with the help of Gram Sabha 3. Execute works through work committee
Activity: Development of Waterways, Ferrying, Ferry Services, etc.		
<ol style="list-style-type: none"> 1. Identify waterways suitable for construction of jetties for ferry services 2. Purchase ferries and contract private operators for ferry services 3. Deepen and dredge waterways. Regulate ferry services 	<ol style="list-style-type: none"> 1. Inspect ferries and boats and maintain vigilance on services and traffic regulations. 	

RURAL ELECTRIFICATION INCLUDING DISTRIBUTION OF ELECTRICITY

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Expansion of Electrification		
<ol style="list-style-type: none"> 1. Assess unelectrified villages, hamlets and colonies and formulate projects for their electrification in coordination with KPTCL 	<ol style="list-style-type: none"> 1. Assist in obtaining power connection for poor and SC/ST/OBC families under various programmes 2. Monitor and reporting progress of energisation of irrigation pumpsets 	<ol style="list-style-type: none"> 1. Find land for installing electric electrification transmission poles 2. Maintain and operate street lights
Activity: Monitoring Power Supply		
<ol style="list-style-type: none"> 1. Ensure power supply for agriculture during critical periods 2. Exercise vigilance against power theft and illegal connection 		<ol style="list-style-type: none"> 1. Report position during power supply prime crop season 2. Exercise Vigilance and report against power theft and illegal connections 3. Monitor power supply for agriculture and assist in checking power theft and illegal connections

NON-CONVENTIONAL ENERGY

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Assessment of District's Energy		
<ol style="list-style-type: none"> 1. Consolidate TPs plans for energy requirement and supply through non-conventional means 	<ol style="list-style-type: none"> 1. Formulate projects for use of non-conventional sources of energy in the TP 	<ol style="list-style-type: none"> 1. Assist TP in identification of potential sources of non-conventional energy devices requirement such as gobar gas, bio-mass, solar energy and wind energy

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Promoting Non-Conventional Sources of Energy		
<ol style="list-style-type: none"> Promote non-conventional energy devices and sources, Promote and popularise energy saving devices, Coordinate different agencies including NGOs for promotion of alternative sources of energy 	<ol style="list-style-type: none"> Procure and supply material and equipment for the projects. Assist in identifying suitable locations and select individual beneficiaries for installation of community and private sources of energy. Train users in the maintenance of non-conventional energy devices Monitor and supervise the operation and functioning of the projects 	<ol style="list-style-type: none"> Assist in identification of beneficiary for individual biogas plants and other devices. Organise beneficiary training Monitor functioning of NCE devices

POVERTY ALLEVIATION PROGRAMMES

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Planning and Implementation of Poverty Alleviation Programmes		
<ol style="list-style-type: none"> Coordinate with other departments and agencies Develop training infrastructure Allocate funds for training and stipend for trainees Procure and supply quality assets, machinery and equipment for beneficiary schemes Develop marketing infrastructure marketing network for SGSY self help group products Prepare plan for poverty alleviation programmes at district level 	<ol style="list-style-type: none"> Assist GPs in providing technical and managerial assistance for implementation of schemes entrusted to Tps Collect and distribute data regarding development and management at the district level Assist in the evaluation of schemes. Release of funds to banks for subsidy adjustment, formulation of credit plans through banks Prepare plans at the block level under SGSY for filling up gaps in technology, marketing tie-ups, 	<ol style="list-style-type: none"> Identify beneficiaries under SGSY and other individual beneficiary oriented poverty alleviation schemes, JGSY and other employment generation programmes entrusted to GPs after approval of Grama Sabha Utilise JGSY for the development of infrastructure in the GP Assist TP for the distribution of identity cards under Employment Assurance Scheme

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
<p>7. Assist in extending technical assistance for planning at GP and TP level</p> <p>8. Supervise and review implementation of different poverty alleviation programmes</p> <p>9. Review schemes implemented in Drought Prone Areas.</p> <p>10. The ZP in active cooperation with the TP and District Planning Committee may arrange decentralized planning.</p> <p>11. Review and supervise schemes implemented under the grants recommended by the Central Finance Commission for local bodies.</p> <p>12. Review implementation of Rural Sanitation and Water Supply scheme.</p> <p>13. Implement and supervise employment</p> <p>14. Review Central Rural Sanitation Programme.</p> <p>15. Plan and review biogas plants schemes for individuals and community</p> <p>16. Undertake planning and review of smokeless chulhas scheme and National project on improved chulhas.</p>	<p>training, strengthening infrastructure and market facilities.</p> <p>6. Assist GPs in organizing self-help groups and implement cluster strategies</p> <p>7. Review plans prepared by the GPs and accord technical approval and assistance</p> <p>8. Draw action plans, get technical approvals and funds allocated under land development scheme.</p> <p>9. TPs can implement schemes with the help of GPs and integrate other programmes with poverty alleviation schemes</p> <p>10. Assist in supervision of works under District Decentralized Plan</p> <p>11. Plan and implement infrastructure development by rural local bodies.</p> <p>12. Plan and implement integrated Rural Sanitation and Water Supply Scheme.</p> <p>13. Arrange practical demonstration under smokeless chulhas scheme.</p>	<p>4. Put up information boards about all the works taken up under Employment Assurance Scheme</p> <p>5. Assist the TP in preparation of plans for land development schemes coming within TPs purview</p> <p>6. Select beneficiaries in Drought Prone Areas Programme.</p> <p>7. Identify eligible beneficiaries under Samagra Awaas Yojana</p> <p>8. Ensure proper utilization of funds of Central Finance Commission by local bodies and ensure that the scheme works permitted within GPs are completed.</p> <p>9. Identify beneficiaries under Rural Sanitation Programme and provision of drinking water schemes</p> <p>10. Arrange live demonstration under smokeless chulhas scheme and identification of beneficiaries under National project on Improved Chulhas and Sanitation Programme.</p> <p>11. Undertake the national project on improved Chulhas and Sanitation.</p>
Activity: Wage Employment Programmes		
<p>1. Prepare ZP level shelf of projects and desegregate it into plans that can be implemented by TP and GP plans.</p> <p>2. Formulate projects outside TP and GP</p>	<p>1. Formulate projects with TP funds</p> <p>2. Scrutinise and grant technical approval to GP Projects</p> <p>3. Procure and supply material for projects</p> <p>4. Technically assist GPs for executing projects</p>	<p>1. Assist in identification of labourers in the village requiring wage employment through Gram Sabha, list them and provide employment cards to beneficiaries.</p> <p>2. Formulate projects and get approval through Gram Sabha</p>

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
<ul style="list-style-type: none"> 3. Assign projects to TPs, GPs, NGOs and various other agencies and departments for execution. 4. Approve, sanction and release funds to TPs, GPs and other organizations for the execution of ZP projects. 5. Release funds to TPs as per prescribed norms 6. Provide funds for maintenance of assets created under JGSY/EAS etc. 7. Inspect muster rolls and check quality of works and wage material ratio as per guidelines 8. Monitor and supervise progress or programmes 9. Submit quarterly returns and utilization certificates to GOI and State Government for release of next instalments. 	<ul style="list-style-type: none"> 5. Execute projects outside GPs plans 6. Inspect muster rolls quality of work, assists credited and mandays generated by projects executed by IP and Gps. 	<ul style="list-style-type: none"> and seek technical approval from TP 3. Constitute works committee for execution of works and projects 4. Ensure employment to all in the village 5. Distribute projects and works as per norms 6. Monitor and supervise quality of works, assets created and mandays generated.

EDUCATION INCLUDING PRIMARY AND SECONDARY SCHOOLS

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Expansion and Development of Educational Facilities		
<ul style="list-style-type: none"> 1. Assess the requirements of schools, teachers, equipment, etc. in the district and plan for them. 2. Supervise and monitor quality of educational services. 	<ul style="list-style-type: none"> 1. Supervise the functioning of primary and upper primary schools 2. Maintain school buildings and related infrastructure 3. Supply and distribute material and equipment to schools. 	<ul style="list-style-type: none"> 1. Ensure full enrollment of school age children 2. Maintain school buildings, and play grounds. 3. Exercise vigilance on regular attendance of teachers and students and report to the concerned. 4. Campaign for full enrollment and reduction of dropouts 5. Assess the drop out position and initiate appropriate action to reduce it.

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Establishment and Maintenance of Hostels		
<ol style="list-style-type: none"> 1. Assess and plan hostel requirements for target group students 2. Maintain hostels 3. Supply school uniforms and books for target group students 	<ol style="list-style-type: none"> 1. Distribute school uniforms, books and other materials to target group students. 2. Assist in the maintenance of hostels. 	<ol style="list-style-type: none"> 1. Assist TPs in the distribution of study material to target group students.

TECHNICAL TRAINING AND VOCATIONAL EDUCATION

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Establishment and Maintenance of ITIs		
<ol style="list-style-type: none"> 1. Establishment and maintain ITIs 2. Assess and plan for technical training 3. Assess vocational education needs 4. Supervise and monitor functioning of ITIs 	<ol style="list-style-type: none"> 1. Conduct aptitude tests for selection of students under various trades 2. Recommend for admission and placement in ITIs 	
Activity: Promotion and Identifying Suitable Vocational Courses		
<ol style="list-style-type: none"> 1. Select courses for vocational education and identify education schools and centres for important courses 2. Motivate students for vocational training 	<ol style="list-style-type: none"> 1. Assist in the promotion of vocational education in schools and centres 2. Select candidates and students for vocational courses. 	<ol style="list-style-type: none"> 1. Assist in identification and recommend eligible candidates for vocational education and training.

ADULT AND NON-FORMAL EDUCATION

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Planning and Implementation of Adult and Non-Formal Education Total Literacy Campaign		
<ol style="list-style-type: none"> 1. Identify suitable locations for establishing adult education centres 2. Select volunteers and supervisors for teaching and maintenance of centres 3. Procure and supply all relevant infrastructure and educational material to centers 4. Supervise and monitor activities of adult education centres 5. Organise total literacy campaign 	<ol style="list-style-type: none"> 1. Implement Adult and non-formal education programmes and total literacy campaigns 2. Distribute material to the centres 	<ol style="list-style-type: none"> 1. Help in mobilising people for participation in adult education and TLC CAMPAIGNS 2. Supervise and assist in functioning of centres and ensure regularity of learners and volunteers. 3. Supervise and monitor functioning of the centres

LIBRARIES

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Establishment and Maintenance of Libraries		
<ol style="list-style-type: none"> 1. Plan for establishment of new libraries and maintain and improve existing ones 2. Procure and supply books, reading material and popular literature 	<ol style="list-style-type: none"> 1. Establish and maintain libraries 2. Up-keep of library 3. Raise donations and collect books for library 4. Subscribe to vernacular news papers and magazines 	<ol style="list-style-type: none"> 1. Assist in the maintenance and functioning of libraries

CULTURAL ACTIVITIES

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Promotion of Cultural Activities		
<ol style="list-style-type: none"> 1. Guide, encourage and organise cultural programmes 2. Utilise available popular media for cultural affairs 3. Organise youth festivals, sports events on dates of national and state importance 4. Establish sports complexes, theatres and other infrastructure 5. Identify and mobilise sponsors for cultural and sports events and youth festivals 6. Maintain and supervise the functioning of Nehru Yuvak Kendras 	<ol style="list-style-type: none"> 1. Organise local festivals with the help of Gps 2. Plan and organise sports and cultural meets with the help of local organisations and voluntary efforts 	<ol style="list-style-type: none"> 1. Organise sports festivals and cultural events in villages using folk media for strengthening of national integration, family planning campaign, literacy, sanitation, etc. 2. To promote sports and organize youth clubs.

MARKETS AND FAIRS

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Identification of Location and Development of Market Yards		
<ol style="list-style-type: none"> 1. Identify locations and develop marketing yards and infrastructure for marketing rural products and formulating projects 	<ol style="list-style-type: none"> 1. Develop and maintain agricultural market yards 2. Develop and maintain places for fairs/shandies and weekly markets 	<ol style="list-style-type: none"> 1. Maintain village fairs and weekly markets 2. Construct market complex within the GP

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Regulating Wholesale and Retail Markets, Supervision and Monitoring of Marketing Activities		
<ol style="list-style-type: none"> 1. Assist in Regulating wholesale and retail markets 2. Supervise and monitor marketing activities 3. Supervise District service and marketing societies 	<ol style="list-style-type: none"> 1. Enforce fair trade practices and maintain quality of commodities 2. Assist in the maintenance of statistics on prices and commodity traded 3. Maintain statistics on prices and commodities transacted within the district 	

**HEALTH AND SANITATION, INCLUDING HOSPITALS,
PRIMARY HEALTH CENTRES AND DISPENSARIES**

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Health Care		
<ol style="list-style-type: none"> 1. Plan through health committees to provide physical infrastructure 2. Coordinate communicable diseases programme with the State 3. Coordinate construction and maintenance and supervise of PHCs 4. Maintain district ISM (Indian System of Medicine) hospitals 5. Periodically conduct epidemiological surveys 6. Promote school health programmes 7. Organise health awareness rallies and camps 	<ol style="list-style-type: none"> 1. Assist in supervision and maintenance of sub-centres and deployment of field staff 2. Supervise mid day meals schemes for school children 3. Organise health and family welfare camps and conduct demonstration-cum-exhibition programmes on, health, family welfare and sanitation. 4. Assist in supervision of Indian Systems of Medicine (ISM) dispensaries 	<ol style="list-style-type: none"> 1. Assist in formation of village health committees comprising Panchayat members, representatives of villagers, village health guide (VHG) Trained Birth Assistant (TBA) and multi-purpose health workers 2. Upkeep of village sanitation, cleaning of roads and drainage 3. Mobilise and organise people for health and family planning and immunisation camps. 4. Coordinate and supervise construction of sanitary latrines

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Sanitation		
<ol style="list-style-type: none"> 1. Plan rural sanitation programmes 2. Promote Information, Education and Communication (IEC) campaigns 	<ol style="list-style-type: none"> 1. Organise and supervise sanitary marts 2. Formulate plan for assisting in the construction of sanitary latrines 3. Assist in inspection/assessment of quality of public health inputs and services 	<ol style="list-style-type: none"> 1. Chlorinate village tanks and wells and spraying of DDT. 2. Assist in construction of individual sanitary latrines 3. Report of outbreak of epidemics 4. Assist in coordinating emergency medical relief services

FAMILY WELFARE

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Maternal and Child Health (MCH) Centres		
<ol style="list-style-type: none"> 1. Plan for Fam. Wel. Prog. 2. Establish and maintain MCHs. 3. Supply medicines and equipment to MCHs 4. Train mid-wives and para medical functionaries 5. Coordinate with state/international agencies 6. Provide immunisation services 7. Propagate family planning methods, procure supply and distribute contraceptives 8. Organise family planning and immunisation camps 9. Identify and approve NGOs for FW 10. Organise IEC/Health and FW promotional campaigns 11. Promote school Health Programmes 	<ol style="list-style-type: none"> 1. Distribute medicines, equipment and family planning materials to centres 2. Propagate and create awareness about maternal and child care immunization and family planning schemes 3. Coordinate and assist in monitoring and supervision of family welfare and family planning services 4. Assist in organising family planning and immunisation camps 5. Organise IEC Health and FW promotional campaigns Distribute ematerials, medicines and equipment ICDS Promote school health programme centres, Assist beneficiaries, mothers and children 	<ol style="list-style-type: none"> 1. Assist in propagation of maternal child care, family planning and immunisation programmes 2. Assist in identification and recommendation of beneficiaries for maternity aid under NSAP and related schemes 3. Assist in maintenance and supervision of anganwadis 4. Identify beneficiary mothers and children 5. Supervise the activities of ANMs and anganwadi workers 6. Collect vital statistics (e.g. births, deaths etc.)

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
12. Plan supervise and monitor ICDS 13. Procure, supply and distribute meals for children, medicines and equipment for ICDS centres 14. Train ANMs and others 15. Laise with State/National level health programmes	6. Distribute materials, medicines and equipment to ICDS, Promote school health programme centres 7. Assist beneficiaries	

WOMEN AND CHILD DEVELOPMENT

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Socio economic development of women		
1. Promote equal opportunity to women in all sectors of development-social economic and political. 2. Mobilise social support against social evils like dowry, sex determination, gender biases like killing girl child at birth, discrimination in educating girl child, etc. 3. Promote opportunities for women to engage themselves in income generating activities 4. Protect the interests of women workers in the unorganised sector 5. Ensure payment of minimum wages to women agricultural labourers	1. Propagate the message of equal opportunity to women in all sectors of development 2. Mobilise social support against social evils that discriminate against women 3. Identify income generating activities for women	1. Generate awareness among women about their rights 2. Promote self-help groups of women

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Maternity Benefits		
1. Help pregnant women receive maternity benefits under the National Maternity Benefit Scheme	1. Generate awareness among women about maternity benefit scheme, proper age of marriage and small family norm.	1. Identify pregnant women eligible for maternity benefit scheme, and help them in getting benefits.
Activity: Development of Women and Children in Rural Areas		
<ol style="list-style-type: none"> Supervise, guide and support district level officials concerned with the implementation of DWCRA programme Prepare district annual action plan through consolidation and aggregation of village and block level plans Appraise resources and conduct market surveys to identify demand based income-generating activities Prepare annual action plan for DWCRA in line with the credit plan Ascertain the availability of funds for women and child welfare Identify active NGOs for the implementation of the programme Ensure coordination in converging services Set up infrastructure facilities in support of the programme 	<ol style="list-style-type: none"> Prepare annual action plan Assist ZP & GP in organising training programmes, workshops and meetings. Ensure convergence of services in coordination with other departments at GP level Mobilise and organise women through NGOs for implementation of programmes 	<ol style="list-style-type: none"> Assist in development of data base for women and child development programmes. prepare annual action plan Assist ZP and TP in identification of women beneficiaries Assist in identification and selection of demand based income-generating activities for women groups. Assist in conducting credit camps to provide access to credit for women groups from financial institutions. Assist in organizing self help/thrift and credit groups as an entry point to the programme Assist in conducting training programmes in a.awareness buildingb.Gendersensitizationc. Leadership and skill development (TRYSEM) Maintain infrastructure facilities like drinking water, sanitation, anganwadi centers primary schools, common worksheds and provide accommodation for front line workers. Assist in ensuring convergence of services to women groups; literacy, health, immunisation and family welfare. Assist women groups in procuring raw materials

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Integrated Child Development		
<ol style="list-style-type: none"> Supervise, guide and support Services (ICDS) for implementation of ICDS projects Monitor functioning of the Scheme in the district Promote people's participation in programmes through involvement of local leadership Coordinate with the District Collector for elimination of child labour 	<ol style="list-style-type: none"> Supervise project staff of women and child welfare department Assist officers concerned with the programme in procurement and distribution of nutrition material and other medical supplies. Provide infrastructural facilities and other logistic support to facilitate implementation of the programme Identify child labour working in hazardous and other occupations Construct Anganwadi Centres in Gps 	<ol style="list-style-type: none"> Assist ICDS staff in TPs in conducting surveys Assist in selection of beneficiaries Assist in selection of sites for locating anganwadi centres Ensure community participation through organizing regular meetings Involve women GP members in supervising the functioning of anganwadi centres particularly while ensuring attendance in the center, maintenance of cleanliness and hygiene, supplementary nutrition in terms of dietary schedule and timings, proper child care and meeting of educational needs, regular health check up and immunization Assist in the distribution of nutrition and conduct of regular health check up

**SOCIAL WELFARE, INCLUDING WELFARE
OF THE HANDICAPPED AND MENTALLY RETARDED**

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Welfare of the Disabled		
<ol style="list-style-type: none"> Survey and classify disabled persons according to the nature of disability Make available text books in Braille to visually handicapped children in the schools. 	<ol style="list-style-type: none"> Identify disabled persons and coordinate with ZPs for their rehabilitation 	<ol style="list-style-type: none"> Assist in identification of disabled persons and coordinate with block and zilla panchayats for their rehabilitation

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
<p>3. Facilitate easy access to and mobility with buildings and public places for persons with disability especially for people on wheel chair and persons with visual disabilities.</p> <p>4. Inspect, supervise and monitor voluntary organisations receiving grant-in-aid from the Ministry of Welfare GOI for rehabilitation of persons with disability</p> <p>5. Identify and promote voluntary organs receiving grant-in-aid from the Min of Welfare, Govt. of India for rehabilitation of leprosy patients.</p> <p>6. Identify voluntary organisations and assist them to set up Special Schools for disabled persons with grant-in-aid from the Ministry of Welfare.</p> <p>7. Coordinate with organisations and government in getting assistance for purchase of aids and appliances for disabled persons.</p> <p>8. Coordinate with Special Employment Exchanges and Vocational Rehabilitation Centres for assisting disabled persons to secure employment</p> <p>9. Coordinate with District Rehabilitation Centres for providing rehabilitation services to disabled persons.</p> <p>10. Organise sports meet and cultural programmes for people with disabilities.</p>		

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Street Children		
<p>1. Identify street children suffering from destitution, neglect, abuse and exploitation and help them in getting integrated community based non-institutional basic services through voluntary organisations who get grant-in-aid from Ministry of Welfare, Government of India</p>	<p>1. Identify street children and coordinate with the ZP for their development</p>	<p>1. Assist in identification of street children Coordinate with the TP and ZP for rehabilitation and development</p>
Activity: Adoption of Children		
<p>1. Identify voluntary organisations which deal with the adoption of destitute, abandoned, orphaned and relinquished children by giving the child for growth and development to parents other than the child's biological parents, and help in the adoption of orphaned children</p>	<p>1. Identify parents willing to adopt children and coordinate with the District Panchayat for their growth and development</p>	<p>1. Assist in identification of parents willing to adopt children and coordinate with the TP and ZP for their growth and development</p>
Activity: Welfare of the Aged		
<p>1. Identify destitute and aged persons and help them in taking shelter in voluntary organisations which receive grant-in-aids from the Ministry of Welfare State Governments for running Old Age Homes; and for giving old age pension</p>	<p>1. Identify the aged and coordinate with the ZP for their maintenance and giving old age pension</p>	<p>1. Assist in identification of the aged and coordinate with the ZP and TP for their maintenance and giving old age pension.</p>

Distribution of Functions		
Zilla Panchayat	Taluk Panchayat	Grama Panchayat
Activity: Drug Use Prevention		
<ol style="list-style-type: none"> 1. Build awareness and educate people about ill-effects of drug abuse and prevent it 2. Assist drug addicts through a well rounded up programme of motivation, counseling, treatment, follow up and social reintegration of cured drug addicts at Counseling Centres for drug addicts run by voluntary organisations for which they get grant in-aid from the Welfare Ministry 3. Take drug addicts to counseling, de-addiction and after care centres, deaddiction and awareness generating camps for their rehabilitation 	<ol style="list-style-type: none"> 1. Build awareness and educate people about ill-effects of drug abuse and prevent it 2. Coordinate with the ZP for their rehabilitation 3. Take drug addicts to counseling, de-addiction and after care centres, deaddiction and awareness generating camps for their rehabilitation 	<ol style="list-style-type: none"> 1. Assist in building awareness and educating people about ill effects of drug abuse and prevent it. 2. Coordinate with the ZP and TP for the rehabilitation of drug addicts 3. Take drug addicts to counseling, de-addiction and after care centres, deaddiction and awareness generating camps for their rehabilitation