

Guidelines on Gram Panchayat Development Plan

The Fourteen Finance Commission (FFC) Award:

The FFC has recommended grants to the local rural bodies viz the Panchayats for planning and delivering of basic services smoothly and effectively within the functions assigned to them under the Act. As per the Fourteenth Finance Commission, the local bodies are required to spend the grants only to the basic services within the functions assigned to them under relevant legislations.

The earmarked basic grants for Village Panchayats shall be distributed across the Panchayats using 2011 Census population with a weight of 90% and area with a weight of 10%. The said grants will be provided in two parts namely a Basic Grant and a Performance Grant.

Basic Grant:

The grants will be released to Village Panchayats for the delivery of basic services such as including water supply, sanitation including septage management, sewerage and solid waste management, storm water drainage, maintenance of community assets, maintenance of roads, footpaths and street-lighting, and burial and cremation grounds.

Performance Grant:

The Performance Grant will be provided based on receipts and expenditure received through audited accounts and increase in own revenues. The Performance grants shall be released the next year based on the following criteria:

- (i) The Village Panchayats shall utilize 80% of the Basic grants and shall submit the Utilization Certificates along with the list of activities performed and such other reliable data as may be required.
- (ii) In case 80% of the Basic grants are not utilized, then 80% of the physical activities shall be completed.
- (iii) The Gram Panchayat shall enhance the revenue collection at least by 5% every year.
- (iv) Every Gram Panchayat shall update data in the IT enabled software.

- (v) The Gram Panchayat shall submit audited annual accounts of preceding year in which they seek to claim performance grant. (Example: to claim performance grant for the year 2016-17, audited accounts for the year 2014-15 are required to be submitted.)

Financial Resource Envelop.

Gram Panchayatwise extent of Finances available:

The following finances are available with the Village Panchayat.

- a) Own Source Revenue (taxes)
- b) Fees
- c) Garbage Menace Tackling grants
- d) Grants in Aids released by State Governments
- e) Matching grants.
- f) Grants to Village Panchayats with SC dominated population
- g) Grants to Village Panchayats with ST dominated population
- h) Grant in lieu of octroi
- i) MGNREGS funds
- j) Any other funds from Centrally sponsored and State sponsored Schemes.

Besides the above, the Village Panchayats will receive grants under the Fourteenth Finance Commission. The entire resource envelope shall be shared into Part –I, Part -II and Part –III of the Gram Panchayat Development Plan.

Resource Envelop of Part – I shall consist of

- (a) Garbage Menace Tackling Grants
- (b) MGNREGS funds (permissible projects)
- (c) Own Source Revenue (percentage to be determined by Village Development Committee)
- (d) Fourteenth Finance Commission funds.
- (e) Contributions received exclusively for Part – I of the Village Development Plan.

Resource Envelop of Part – II shall consist of :

- (a) Own Source Revenue (Percentage to be determined by Village Development Committee)
- (b) Fees
- (c) Grants in Aid by State Government
- (d) Contributions received exclusively for Part – II of the Village Development Plan.

Resource Envelop of Part – III shall consist of:

- (a) Funds made available by line departments, such as tribal sub plan, etc
- (b) Contributions received exclusively for Part – III of the Village Development Plan.

Constitution of the Village Development Committee.

The Gram Panchayat shall constitute Village Development Committee consisting of following members:

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| 1. Sarpanch | ... | Chairman |
| 2. Dy. Sarpanch and all other elected and co-opted members of Panchayat | ... | Members |
| 3. All the members of Standing Committees constituted as per the Goa Panchayat Raj Act 1994 | ... | Member |
| 4. All the members of any other Committee constituted by the Panchayat under any other Act/Scheme | ... | Members |
| 5. Eminent persons from the concerned Gram Panchayats such as Senior Citizens, Doctors, Teachers, Youth Mandals, Mahila Mandals, Educationists, Lawyers, Artists, Social Workers, NSS Students or any other personalities having interest in Village Development Plan (not exceeding 25) | ... | Member |
| 6. V.P. Secretary | ... | Member Secretary |
| 7. Member amongst them other than the Elected Representatives and officials | | Convenor |

The tenure of the Village Development Committee shall be as prescribed. The Village Development Committee shall be the Project Approval Committee. The VDC shall be involved in all the stages of the preparation and approval of the VPDP. The VDC shall conduct social audits of VPDP quarterly.

Preparation of the Gram Panchayat Development Plan.

Village Level Planning Process: An integrated approach to village level planning process will be initiated for a period of three days in the Village Panchayat. This process will include rapport building activities, situation analysis of various sectors such as education, women and child

development, social welfare, health, sanitation, cleanliness, livelihood, etc. Data Participatory Rural Appraisal (PRA) tools will be used to gather data

(a) Data collection: A survey will be undertaken to collect information on various parameters from the households in the village. Similarly basic information with regard to revenue details, population, etc from the Gram Panchayat will be collected. Data will be gathered through the PRA tools such as resource map, social map, focused group discussions, timelines, seasonality map, etc.

(b) Preparation of a situation analysis report: The data which was collected will give a status of the current situation of the village, will identify the gaps, list the shortfalls in services and deficiencies in human development, identify the problems in each sector and social development, as well as identify the potential areas of improvement and such other activities from point of VPDP. The report will cover critical sectors and areas of concern.

The resource team and VDC members shall facilitate the situation analysis, report preparation and preparation of the VPDP.

(c) Visioning for the village: The vision of the VPDP is “Clean Goa - Beautiful Goa” through Participatory Planning Process, with State slogan “Niyojit Gaon, Nitol Goen” (Planned Village - Clean Goa). All Village Panchayats shall strive to make their villages garbage free, beautiful and clean to boost tourism for economic development.

Each Gram Panchayat will identify potentials for the socio-economic, livelihood development as well as environment and improvement of governance at village level.

(d) Preparation of VPDP: Projects/works identified through the village planning process will be categorized into Part- I, Part – II and Part – III by the VDC. The same will be prepared as per formats enclosed. Hence there will be three major steps

- Identifying and listing proposal/works sector wise.
- Prioritizing proposal/works (also Swach Bharat)
- Low cost /no cost proposals*

- Action plan for implementation of VPDP

The proposals shall be prepared by adhering to the provisions of the Goa Panchayat Raj Act, 1994 and the Rules framed there under, as per the guidelines and the circulars issued by the government from time to time. The proposals shall be prepared as per the situation analysis report and gaps identified during the village planning process in the areas of Agriculture, Nutrition, Health, Sanitation and Cleanliness, Disaster management, Tourism and allied activities.

(e) Approval of Gram Sabha.

The draft VPDP prepared by the Village Development Committee along with the resource envelope will be placed before the Gram Sabha. The Gram Sabha shall prioritize the proposals further if required as per the situation analysis report and vis- a vis resource envelope available and propose the VPDP for estimation to the technical wing of the Block Development Office.

(f) Submission of the VPDP to the Village Panchayat: The VDC will submit the approved VPDP to the Panchayat body for information and onward submission to the Office of the Block Development Officer.

Preparation of the VPDP document/ report: The VDC should prepare a VDPD document as per the annexure.

**The Gram Panchayat shall be encourage to look at developing their villages in the areas such as 100% garbage free village, 100% enrollment of Adhar Cards, coverage of Insurance Schemes, 100% EPIC cards, 100 % enrollment of pregnant women, 100% open defecation free village, etc.*