



REFRESHER TRAINING FOR ELECTED REPRESENTATIVES & EMPLOYEES OF GRAM PANCHAYATS, 2025



Society for Training & Research on Panchayats & Rural Development (STARPARD)

Panchayats & Rural Development Department
Government of West Bengal



Refresher Training for Elected Representatives & Employees of Gram Panchayats



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DR. P. ULAGANATHAN, IAS

SECRETARY

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
GOVT. OF WEST BENGAL



A deep understanding of government policies, schemes, and programmes—along with the ability to align them with public needs within the constraints of available resources—is essential for effective leadership in any institution. This holds especially true for the three-tier Panchayati Raj Institutions (PRIs). Elected for a five-year term, PRI representatives and functionaries are expected to plan and deliver from day one, despite having limited opportunities for orientation and capacity-building.

This presents a significant challenge for the State: to provide comprehensive, focused training and timely support that equips these leaders to fulfil their mandates effectively. Initial orientation in the first year must therefore be followed by periodic refresher courses, ensuring continuous learning and adaptation.

The Society for Training & Research on Panchayats & Rural Development (STARPARD) has been consistently committed to this cause—actively reviewing, refining, and innovating training methods and modules, even within budgetary limitations.

As in previous years, this year’s training calendar begins with the Training of Trainers (ToT) programme at the district level. This involves District Level Resource Persons and Master Trainers, who will subsequently conduct training sessions at both District and Block levels. A notable addition this year is the inclusion of training focused on the Localization of Sustainable Development Goals (LSDG). The module dedicates one day to an overview of all nine LSDG themes, followed by a day devoted to in-depth training on a specific theme.

The training programme has been significantly enriched by the active participation and valuable inputs from officers of several departments, including Women, Child Development & Social Welfare, Health & Family Welfare, Public Health & Engineering, Agriculture, Food Processing Industries & Horticulture, Food & Civil Supplies, Micro, Small & Medium Enterprises & Textiles, Disaster Management & Civil Defence, Technical Education & Skill Development, Panchayats & Rural Development Department and B. R. Ambedkar Institute of Panchayats and Rural Development

Their collaborative efforts have helped shape the training materials and will undoubtedly enhance the effectiveness of the programme.

It is our sincere hope that this book serves not merely as a reference, but as a practical guide in everyday functioning. We also invite feedback and reflections from all stakeholders to help us strengthen and improve this collective effort.

(Dr. P. Ulaganathan, IAS)

Secretary to the Government of West Bengal
Panchayats & Rural Development Department

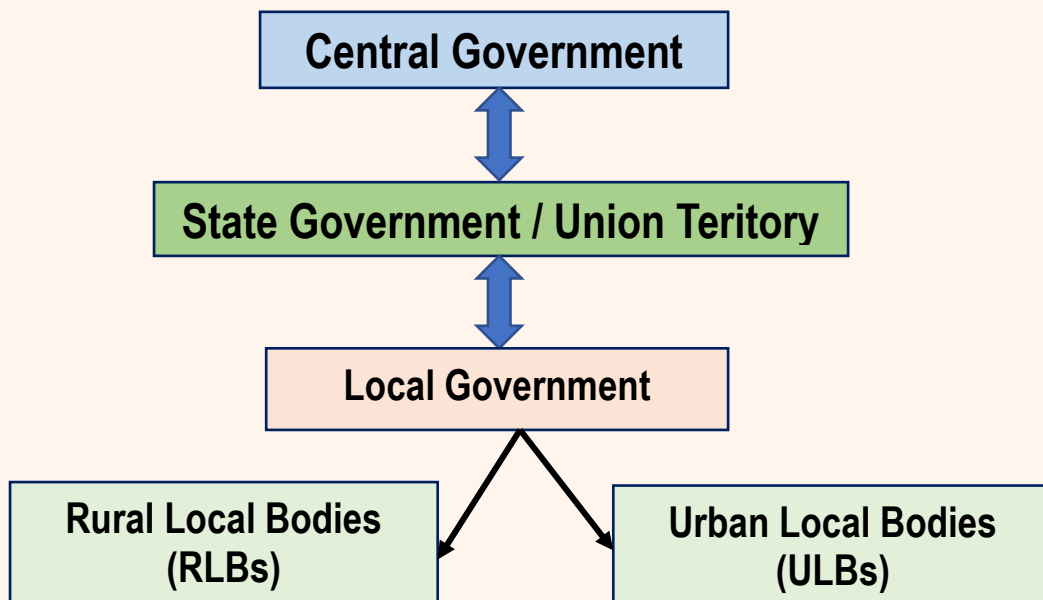
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Contribution: Policy Cell, P & RD Department

Q: What is the Panchayat System?

Ans: Panchayat System -

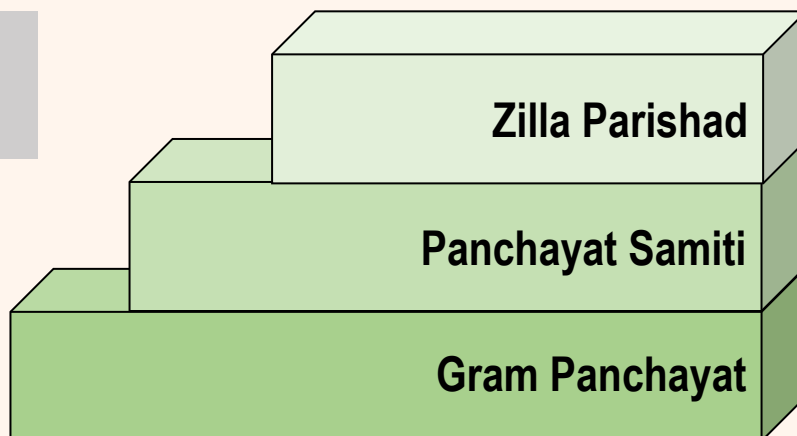


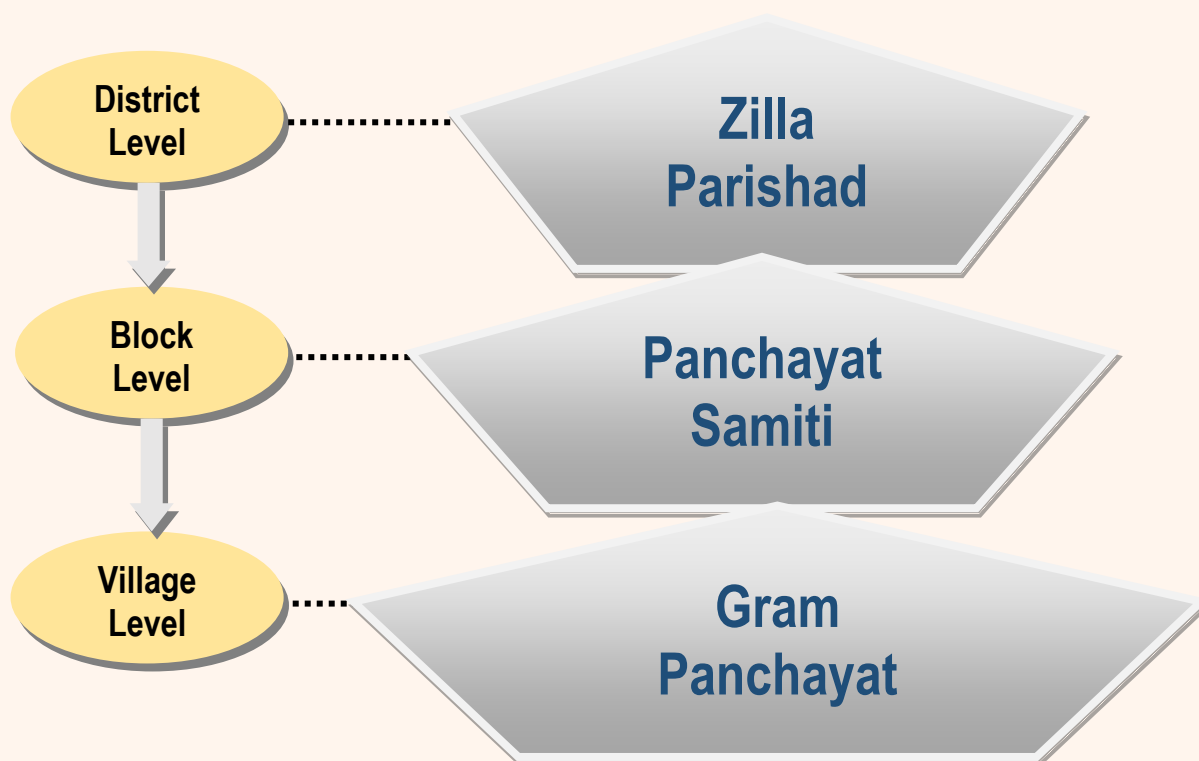
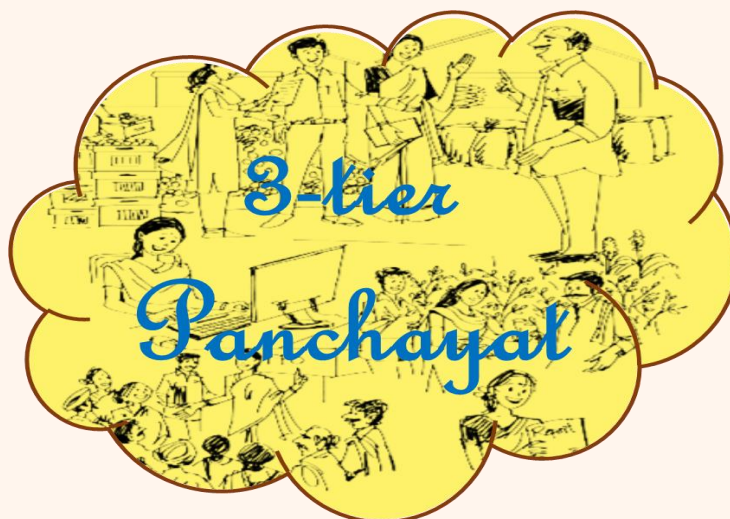
Q: What is the 3-tier Panchayat System?

Ans: 3-tier Panchayat System -

At present the Panchayat system is governed by the West Bengal Panchayat Act, 1973

3-tier Panchayat System as per West Bengal Panchayat Act, 1973





No. of Zilla Parishad – 20 and 01 Siliguri Mahakuma Parishad

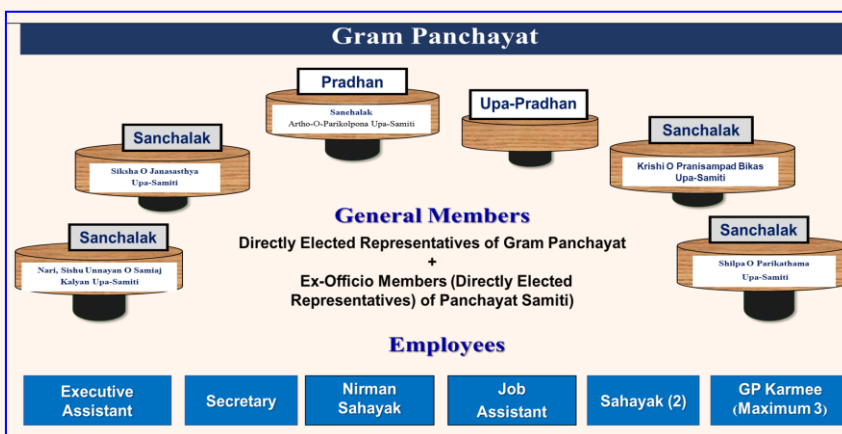
No. of Panchayat Samiti - 345

No. of Gram Panchayat - 3339

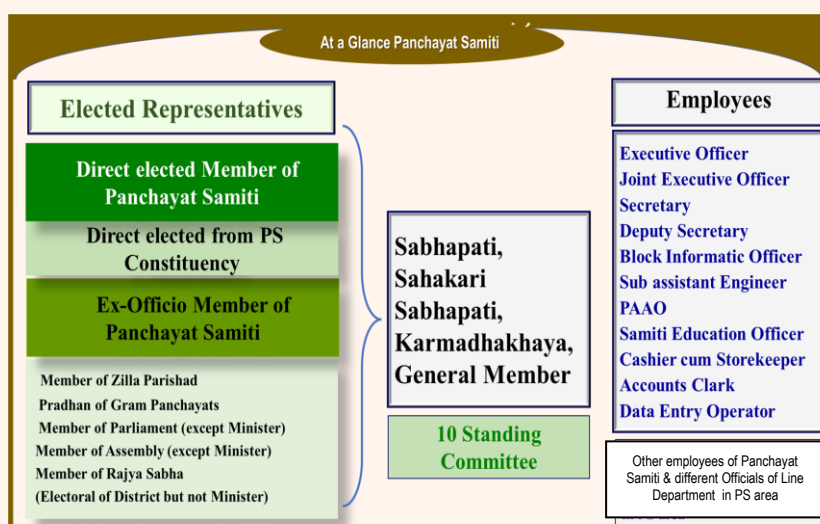
Q: What is the structure of three-tier Panchayats ?

Ans: Three-tier Panchayat system in West Bengal – Zilla Parishad at district level, Panchayat Samiti at block level and Gram Panchayat at village level (cluster of villages) has been set up under the West Bengal Panchayat act, 1973. At present, there are 20 Zilla Parishads at district level, 1 Mahakuma Parishad (Siliguri Mahakuma Parishad), 345 Panchayat Samitis at Block level and 3339 Gram Panchayats at Village level in West Bengal.

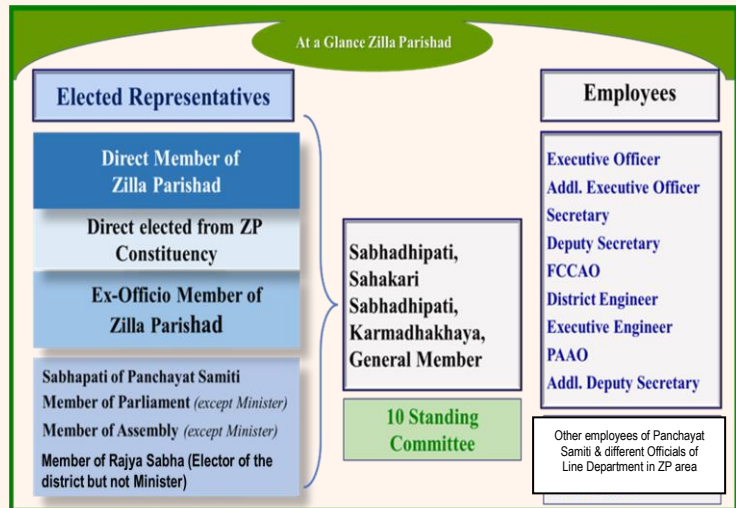
Gram Panchayat –There are directly elected members and ex-officio members in Gram Panchayat. Pradhan and Upa-Pradhan are elected from among the directly elected member of Gram Panchayat. There are five Ups-Samitis in every Gram Panchayat. In every Upa-Samiti there is one Sanchalak. Pradhan and Upa-Pradhan are ex-officio members of all Upa-Samitis and Pradhan is the ex-officio Sanchalak of Artho–O-Parikolpona Upa-Samiti. In remaining four Upa-Samitis, Sanchalaks are elected from among the elected members of concerned Upa-Samiti.



Panchayat Samiti – There are directly elected members and ex-officio members (Directly elected members of Panchayat Samiti other than Sabhapati and Sahakari Sabhapati) in Panchayat Samiti. Sabhapati and Sahakari Sabhapati are elected from among the directly elected member of Panchayat samiti. There are ten Sthayee Samitis in every Panchayat Samiti. In every Sthayee Samiti there is one Karmadhyaksha. Sabhapati and Sahakari Sabhapati are ex-officio members of all Sthayee Samitis and Sabhapati is the ex-officio Karmadhyaksha of Artho, Sanstha, Unnayan–O-Parikolpona Sthayee Samiti. In remaining nine Sthayee Samiti, Karmadhyakshas are elected from among the elected members of concerned Stayee Samitis and they must be the directly elected members Panchayat Samiti concerned.



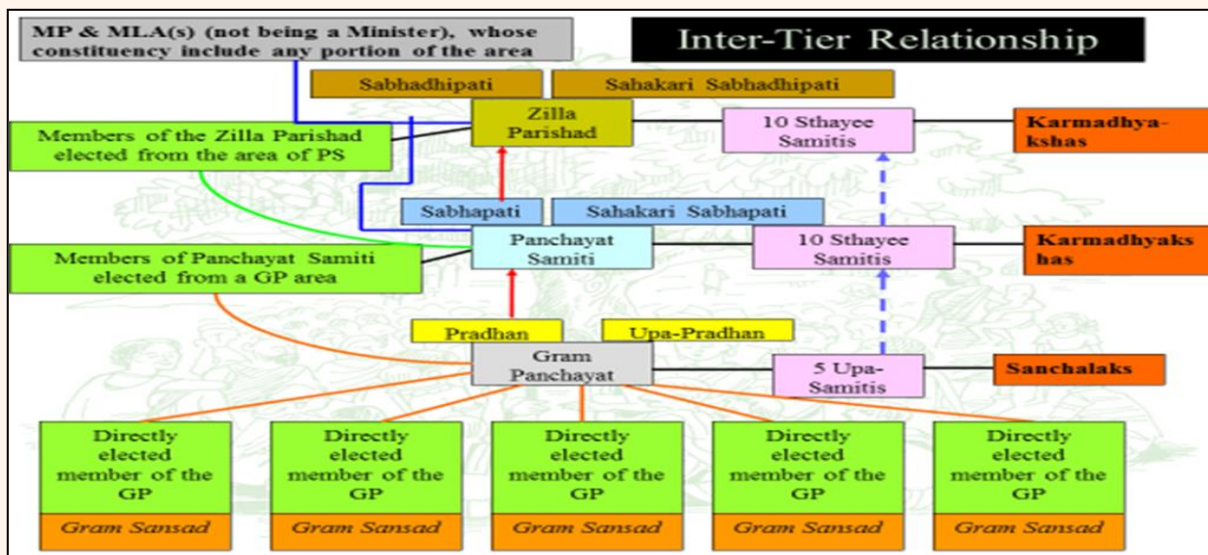
Zilla Parishad – There are directly elected members and ex-officio members in Zilla Parishad. Sabhadhipati and Sahakari Sabhadhipati are elected from among the directly elected member of Zilla Parishad. There are ten Sthayee Samitis in every Zilla Parishad. In every Sthayee Samiti there is one Karmadhyaksha. Sabhadhipati and Sahakari Sabhadhipati are ex-officio members of all Sthayee Samitis and Sabhadhipati is the ex-officio Karmadhyaksha of Artho, Sanstha, Unnayan–O-Parikolpona Sthayee Samiti. In remaining nine Sthayee Samiti, Karmadhyakshas are elected from among the elected members of concerned Sthayee Samitis and they must be the directly elected member of the Zilla Parishad concerned.



Apart from this officers and staff have been tagged with Upa-Samitis and Sthayee Samitis by Government orders.

Q: What is the structure among three-tier Panchayats?

Ans: structure among three-tier Panchayats



Q: What is the tenure of elected members of three-tier Panchayats ?

Ans : Tenure of the elected members of Gram Panchayat, Panchayat Samiti and Zilla Parishad including Siliguri Mahakuma Parishad is five years from the date of the 1st Meeting of Gram Panchayat, Panchayat Samiti and Zilla Parishad including Siliguri Mahakuma Parishad. In case of bye election, from the date of taking oath till the last date of tenure of the concerned Panchayat.

Q : What is the minimum and maximum number of elected members in a Gram Panchayat?

Ans : The number of directly elected members in a Gram Panchayat may be minimum five and maximum thirty.

Q: Who is the institutional head of Gram Panchayat, Panchayat Samiti and Zilla Parishad?

Ans :

- Institutional head as well as executive head is the Pradhan of GP.
- Institutional head is the Sabhapati and executive head is the Executive Officer of PS.
- Institutional head is the Sabhadhipati and executive head is the Executive Officer of ZP.

Q: How Pradhan, Upa- Pradhan, Member of GP; Sabhapati, Sahakari Sabhapati, Member of PS; Sabhadhipati, Sahakari Sabhadhipati, Member of ZP can resign?

Ans: Pradhan, Upa- Pradhan, Member of GP; Sabhapati, Sahakari Sabhapati, Member of PS; Sabhadhipati, Sahakari Sabhadhipati, Member of ZP may apply in writing expressing the reason thereof for resignation to the Prescribed Authority. After hearing the matter shall be settled. They may resign his office by notifying in writing their intention to do so preferably mentioning the reasons for their resignation and also their present postal address for further communication to the prescribed authority. The prescribed authority following the other provisions stated in the related sections dispose the said matter within thirty days from the date of receipt of letter of resignation.

Block Development Officer or where is no Block Development Officer, Joint BDO in charge of the Block in respect of GP, Sub-Divisional Officer or Additional Sub-Divisional Officer in respect of PS and Divisional Commissioner in respect of ZP have been appointed as the prescribed authorities for the above purpose.

Q: What are the reasons for removal of a member of three-tier Panchayats?

Ans: As per provision of section 213 of the WBP Act, 1973. removal of members of PR Bodies :

- If after his election he is convicted by a criminal court of an offence and punishable with imprisonment for a period of more than six months.
- If he was disqualified to be a member of the GP/PS/ZP at the time of his election.
- If he incurs any of the disqualifications mentioned in clauses (b) to (g) of Section 8 /97/142 after his election as a member of the GP/PS/ZP.
- If he is absent from-three consecutive meetings of the GP/PS/ZP without the leave of the GP/PS/ZP (Exception for MLA & MP as well as member of PS & ZP).
- If he does not pay any arrear in respect of any tax, toll, fee or rate payable under the Panchayat Act.

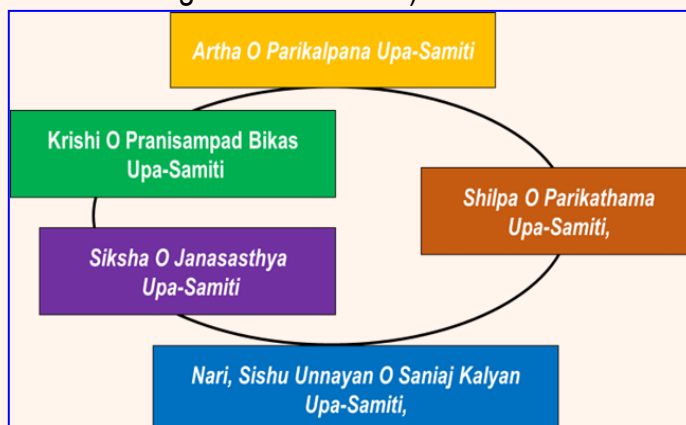
Sub-Divisional Officer or Additional Sub-Divisional Officer in respect of GP, District Magistrate in respect of PS and Divisional Commissioner in respect of ZP have been appointed as the prescribed authorities for the above purpose.

Structure of Upa-Samiti & Sthayee Samiti

Q What are the Upa-Samitis and Sthayee Samitis in three-tier Panchayats ?

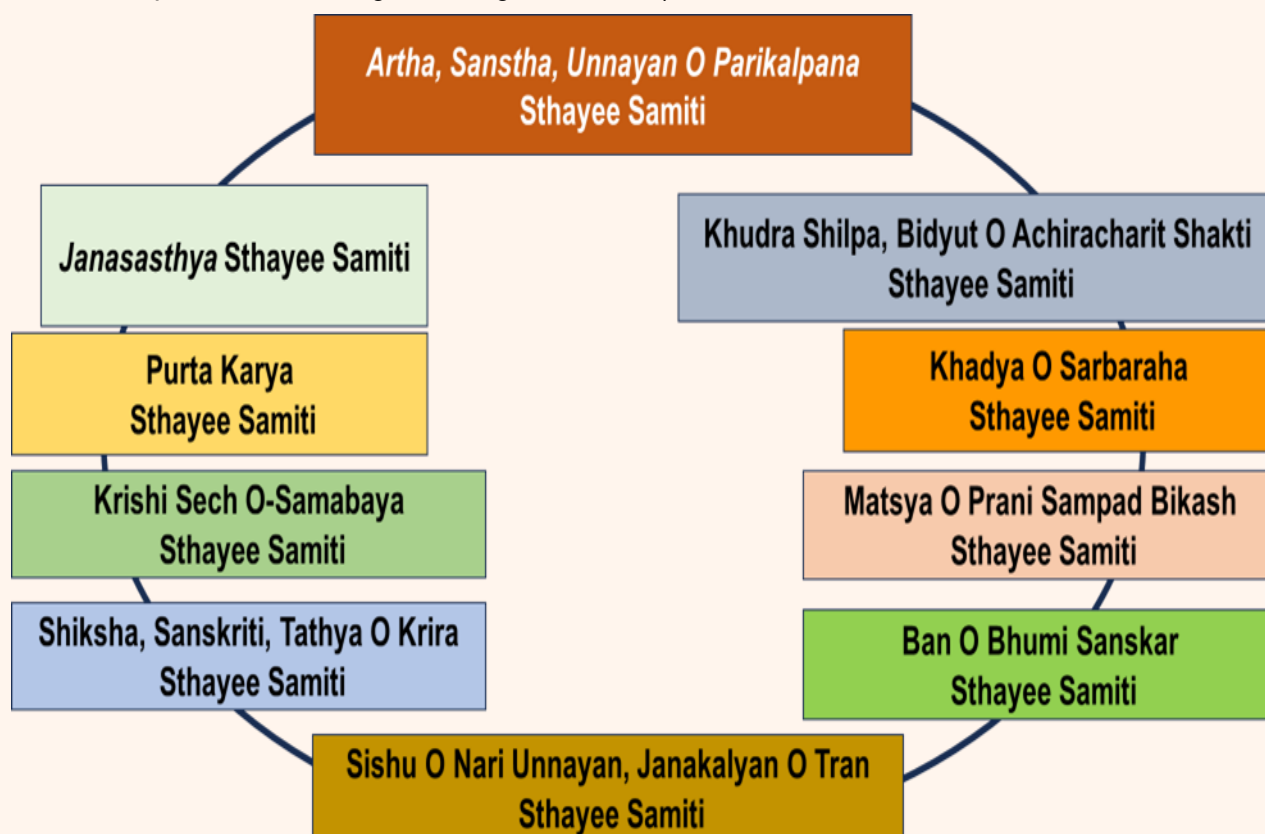
Ans: Five Upa-Samitis of Gram Panchayat are -

- Artha O Parikalpana Upa-Samiti (Finance & Planning Sub-Committee)
- Krishi O Pranisampad Bikas Upa-Samiti (Agriculture & Animal Resource Development)
- Siksha O Janasasthya Upa-Samiti (Education & Public Health)
- Nari, Sishu Unnayan O Samaj Kalyan Upa-Samiti (Women, Child Development & Social Welfare)
- Shilpa O Parikathama Upa-Samiti (Industry & Infrastructure)



Ten Sthayee Samitis of Panchayat Samiti & Zilla Parishad are -

- Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti (Finance, Establishment, Development & Planning Standing Committee).



- Janasasthya O Paribesh Sthayee Samiti (Public Health & Environment Standing Committee).
- Purta Karya O Paribahan Sthayee Samiti (Public Works & Transport Standing Committee).
- Krishi, Sech O Samabaya Sthayee Samiti (Agriculture, Irrigation & Cooperatives Standing Committee).
- Siksha, Sanskriti, Tathya O Krira Sthayee Samiti (Education, Culture, Information & Sports Standing Committee).
- Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samiti (Child & Women Development, Social Welfare & Relief Standing Committee).
- Bon O Bhumi Sanskar Sthayee Samiti (Forest & Land Standing Committee).
- Matsya O Prani Sampad Bikash Sthayee Samiti (Fisheries & Animal Resources Development Standing Committee).
- Khadya O Sarbaraha Sthayee Samiti (Food & Supplies Standing Committee).
- Khudra Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti (Small Industry, Electricity & Non-Conventional Energy Standing Committee).

[There are six Sthayee Samitis in Siliguri Mahakuma Parishad.]

Q: What is the tenure of Upa-Samiti and Sthayee Samiti?

Ans: Tenure of the Gram Panchayat, Panchayat Samiti and Zilla Parishad including Siliguri Mahakuma Parishad is five years from the date of the 1st Meeting of Gram Panchayat, Panchayat Samiti and Zilla Parishad including Siliguri Mahakuma Parishad after Panchayat General Elections. Tenure of the Upa-Samiti and Sthayee Samiti is till the date of completion of tenure of concerned Gram Panchayat, Panchayat Samiti and Zilla Parishad.

Q: Whom to apply for resignation from the post of Sanchalak of Upa-Samiti of GP and Karmadhyaksha of Sthayee Samiti of PS & ZP?

Ans: Written letter of resignation has to be given to the Pradhan of GP for Sanchalak of GP, to the Sabhapati of PS for Karmadhyaksha of Sthayee Samiti of PS and to the Sabhadhipati of ZP/ SMP for Karmadhyaksha of Sthayee Samiti of ZP/ SMP.

Pradhan, Sabhapati or Sabhadhipati shall place the resignation letter shall be placed in the General meeting of PR body concerned within one month of the receipt of the letter of resignation.

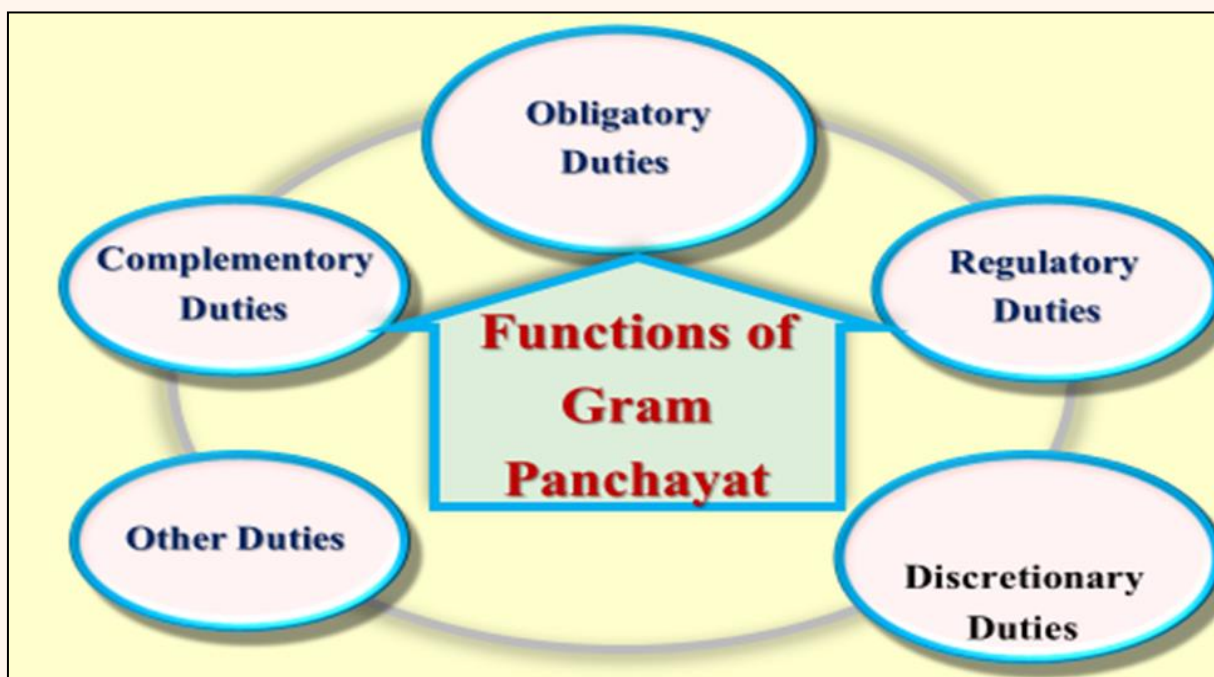
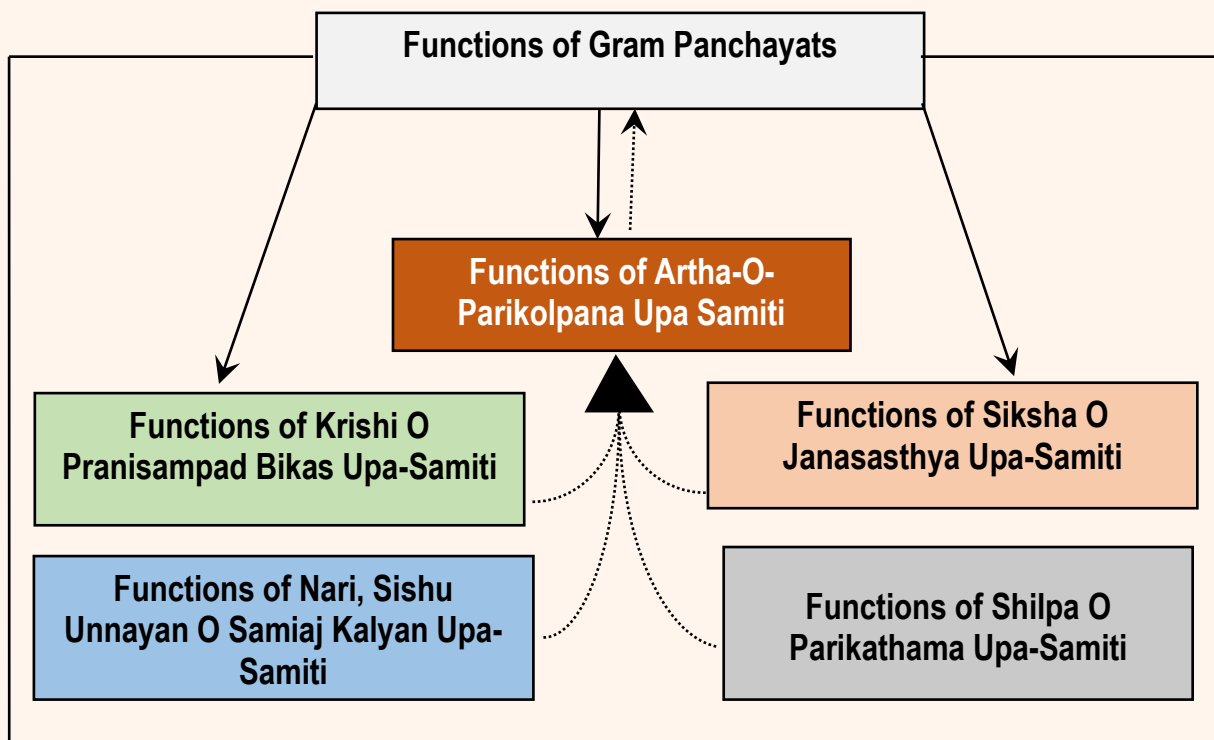
Q: Who will be the Secretary of Upa-Samitis / Sthayee Samitis?

Ans: Secretary of Upa-Samitis/ Sthayee Samitis is selected from the officers and staff tagged with Upa-Samitis and Sthayee Samitis by Government orders. No elected representative shall be selected as Secretary.

Function of 3-tier Panchayats

Q: What are the Functions of Gram Panchayats?

Ans: As per the West Bengal Panchayat Act, 1973 various functions of Gram Panchayat are as follows -



☞ **Obligatory Duties of a Gram Panchayat-**

- Prepare a development plan for the five-year term of office.
- Prepare a development plan for each year for the works proposed to be done during the following year in furtherance of its objectives.
- Social welfare including welfare of backward classes, weaker sections & persons with disabilities;
- Development of livestock including vaccination of animals against epidemic.
- Pre-school education and primary education including enrolment of children in schools, containment of drop-outs, spread of literacy campaigns.
- Promotion of agriculture including irrigation facilities and motivation of farmers for augmenting crop yield, introduction of new crop including selection of beneficiaries.

☞ **Regulatory Duties of a Gram Panchayat -**

- Assess, impose and collect taxes, rates or fees leviable under this Act
- Registration of running trade unless such trade or registration of such trade is prohibited under any other law for the time being in force
- Registration of vehicles other than vehicle required to be registered under the Motor Vehicles Act
- Registration of shallow or deep tube-wells fitted with motor driven pump sets, installed for irrigation and used for commercial purposes
- Registration of running trade unless such trade or registration of such trade is prohibited under any other law for the time being in force
- To make registration of births and deaths occurring in the area; exercise control over employees of the Gram Panchayat
- To provide for prevention of water logging and drainage of rain water
- To undertake preventive measures to control spread of epidemics etc

☞ **Complementary Duties of a Gram Panchayat-**

- Participation of people in all stages of implementation of development works
- Participation of people in preparing development plan and awareness generation among people on their role in development
- Enhancement of livelihood opportunities for people
- Organizing voluntary workers for collective activities
- Organizing campaigns against social evils like drinking, consumption of narcotics, dowry, child marriage, gender discrimination, and abuse of women and children

☞ **Other Duties of a Gram Panchayat-**

- To perform such other functions as the State Government may, by order, transfer to it or entrust upon it or devolve on it from time to time.
- Implementation of all such programmes like Rural Housing, Rural Electrification etc.
- Health Centres, Rehabilitation related issues.

Q: What are the Power, Function & Duties of Uap-Samitis?

Ans: Functions of Upa-Samitis -

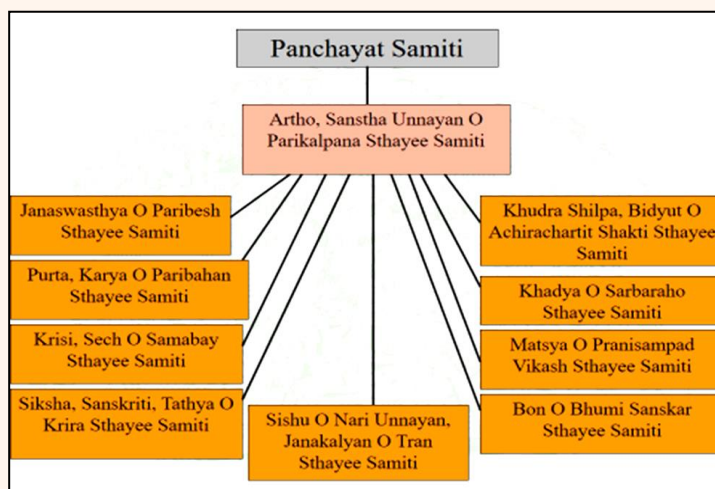
- Upa-Samiti shall deliberate upon and deal with the subjects noted against it under rule 66 of the GP Administration Rules, 2004.
- Every Upa-Samiti shall prepare its plan and budget in (Form-35) for its functional areas.
- Every Upa-Samiti shall prepare schemes for the respective subjects within the budgetary provisions.
- Every Upa-Samiti shall also perform functions relating to the allotted subject.

Q: What are the Power, Function & Duties of Panchayat Samity and Zilla Parishad ?

Ans: As per the West Bengal Panchayat Act, 1973 as a unit of Self Government, in order to achieve economic development and secure Social Justice for all, Panchayat Samiti and Zilla Parishad have various powers, functions and duties of Panchayat Samiti and Zilla Parishad are as follows –

Panchayat Samiti -

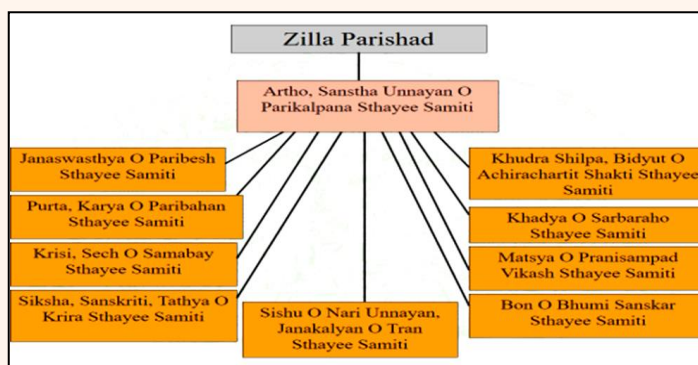
- The Sthayee Samiti shall formulate & execute schemes relating to the subjects allotted to it.
- It shall remain within its financial authority.
- If it exceeds the financial limit the matter shall be referred to the with Artha, Sanstha, Unnayan o Parikalpana Sthayee Samiti with proposed plan of action.
- In case of any doubt regarding jurisdiction of any Sthayee Samiti, the matter shall be referred to Artha, Sanstha, Unnayan o Parikalpana Sthayee Samiti.
- Sthayee Samiti shall prepare its plan and budget for its functional area.



Zilla Parishad - As per Section 140 to 163 of the West Bengal Panchayat Act, the Zilla Parishad shall function as a unit of self-government.

To establish economic development and social justice in the area –

- It will prepare five annual development plans for 5 years based on the areas mentioned in the



Eleventh Schedule of the Constitution of India.

- Every year based on five-year development plan annual plan for next year will be prepared.
- According to the law, the specific tasks of the annual development plan, which are entrusted with the responsibility of implementation, will be implemented by the Panchayat level and the work will be done at the level that is necessary and possible.
- Carry out the work assigned by the higher authority / state government.

The Panchayat Samiti and Zilla Parishad will prepare the budget within the specified period every year and can implement the planning works according to the approved budget, no work can be done without the approved budget.

Example : Upa-Samiti based Functions of Gram Panchayats



Example : Sthayee-Samiti based Functions of Panchayat Samiti & Zilla Parishad

Artha, Sanstha Unnayan O Parikalpana Sthayee Samiti	Finance, Budget, Accounts, Audit, Resource mobilization, small savings, Administration & Institution, implementation, coordination, supervision, Toll, Fees, Taxes, etc, license, information register, Hat,Bazar, etc.
Janaswasthya O Paribesh Sthayee Samiti	Public health, Sanitation, rural water supply, health, nutrition, control of diseases, family planning, rural health infrastructure, environment, etc.
Purta, Karya O Paribahan Sthayee Samiti	Culvert, Bridge, Drain, Roads, construction of house in the interest of public, rural housing, communication, etc.
Siksha, Sanskriti, Tathya O Krira Sthayee Samiti	Education, Old age education, literacy, SSK/ MSK, rural library, technical education, sports, CSC, Youth
Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samiti	Development of women & child, child labour, child marriage, dowry system, ICDS, Social Welfare, etc.
Bon O Bhumi Sanskar Sthayee Samiti	Distribution of vested land, land reforms, social forestry, production of animal food, ecosystem,
Matsya O Pranisampad Vikash Sthayee Samiti	Fishery, Milk production,bird, artificial reproduction, control of diseases, vetenary
Khadya O Sarbaraho Sthayee Samiti	Public distribution system, BPL, Antyodyoy Anna Yojona, distribution of Annapurna Yojona Card, Food security programme, grievance of beneficiaries
Khudra Shilpa, Bidyut O Achirachartit Shakti Sthayee Samiti	Small & Cottage industries,Hand running tant, Khadi & village industry,Self independent scheme, rural electrification, Non conventional
Krishi, Sech O Samabay Sthayee Samiti	New crop cultivation, variation, application of agriculture science, gardening, floriculture, vermi compost, irrigation, soil conservation, water management, cooperative, agriculture loan, cooperative agriculture



Gram Panchayat Office Management

Q: What are the types of meeting of Gram Panchayat, Panchayat Samiti and Zilla parishad?

Ans: Gram Panchayat - Following meetings are conducted by Gram Panchayats under the West Bengal Panchayat Act, 1973 (Section 16 & 17)

Name of Meeting	Invited by	When	Notice for Days	Form No.	Notice Signature by	Subjects for Agenda
General Meeting	Pradhan	at least once in every months	7 Days	1 No.	Secretary	Executive Officer & Sabhadhipati jointly decides by discussion
Emergent Meeting		as when required	3 Days	1A No.		
Special Meeting		Budget & Audit	7 Days	1 No.		
Adjoined Meeting		If the Meeting pending for quorum	7 Days	3 No.		
Requisitioned meeting	If Pradhan not calls meeting within 15 Days, then Member call	as when required	7 Days	1 C / White page	Members	Members

Panchayat Samiti - Following meetings are conducted by Zilla Parishads under the West Bengal Panchayat Act, 1973 (Section 105 & 106)–

Name of Meeting	Invited by	When	Notice for Days	Form No.	Notice Signature by	Subjects for Agenda
General Meeting	Sabhapati	at least once in every three months	7 Days	1 No.	Secretary	Executive Officer & Sabhapati jointly decides by discussion
Emergent Meeting		as when required	3 Days	1A No.		
Special Meeting		Budget & Audit	7 Days	1 No.		
Adjoined Meeting		If the Meeting pending for quorum	7 Days	3 No.		
Requisitioned meeting	If Sabhapati not calls meeting within 15 Days, then Member call	If the Meeting pending for quorum	7 Days	1 C / White page	Members	Members

Zilla Parishad - Following meetings are conducted by Zilla Parishads under the West Bengal Panchayat Act, 1973 (Section 150 & 151) –

Name of Meeting	Invited by	When	Notice for Days	Form No.	Notice Signature by	Subjects for Agenda
General Meeting	Sabhadhipati	at least once in every three months	7 Days	1 No.	Secretary	Executive Officer & Sabhadhipati jointly decides by discussion
Emergent Meeting		as when required	3 Days	1A No.		
Special Meeting		Budget & Audit	7 Days	1 No.		
Adjoined Meeting		If the Meeting pending for quorum	7 Days	3 No.		Same
Requisitioned meeting	Members	as when required	7 Days	1 C / White page	Members	Members

Q: How many meetings of Gram Sabha can be conducted ?

Ans: Gram Sabha -

- Most important institution at the GP level is Gram Sabha.
- It consists of all registered electors of a constituency within the area of a Gram Panchayat.
- Gram Sabha takes place once in a year generally in December.
- There is provision for Extraordinary/ Special Gram Sabha in the Act.

Q: How many meetings of Gram Sansad, Block Sansad, Zilla Sansad can be conducted ?

Ans: Gram Sansad –

- The most vibrant institution at the village level is Gram Sansad to which the GP is directly accountable.
- It consists of all registered electors of a constituency within the area of a Gram Panchayat.
- Gram Sansad takes place twice a year, annual meeting in May and half-yearly meeting in November.

Block Sansad -

- It consists of all members of Gram Panchayats pertaining to the Block and all members of that Panchayat Samiti.
- It holds a half-yearly and an annual meeting every year.

Zilla Sansad –

- It consists of Pradhans of all Gram Panchayats, Sabhapatis, Sahakari Sabhapatis and Karmadhyakshas of all Panchayat Samitis and all members of Zilla Parishad.
- It holds a half-yearly and an annual meeting every year.

Q: What is the list of business to be transacted in the Gram Sansad meeting?

Ans: Following issues may be taken up for deliberation in the meeting of the Gram Sansad:

- Works/schemes to be implemented and the procedure for implementation (following the guidelines of the works/schemes) along with fixation of order of priority.
- Identification of beneficiaries of works/schemes and procedure for such identification.
- Matters relating to the revised budget, accounts, beneficiaries of different schemes, works/schemes implemented during the preceding year; works/schemes being implemented during the current year and the works/schemes to be taken up during the next year may be discussed in the **half yearly meeting held in the month of May**.
- The matters relating to inviting opinion/ suggestion of the member on the draft plan and budget for the following year, accounts for the last six months, list of beneficiaries of different schemes for the last six months, plan for the next financial year, reading out the last audit report of the Gram Panchayat, to be considered in the **annual meeting held in the month of November**.

Q : What are the the list of business to be transacted in the Gram Sabha meeting?

Ans: The agenda items of the meeting of the Gram Sabha may be as under:

- Resolutions of all the Gram Sansad meetings shall be placed before the meeting of the Gram Sabha. All the issues within the jurisdiction of the Gram Sansads can be discussed in the meeting of the Gram Sabha for deliberation, views and recommendation.
- All the matters pertaining to the Gram Panchayat and the recommendations/resolutions shall subsequently be placed before the meeting of the Gram Panchayat for consideration.
- Matters relating to the budget and plan for the next year, last audit report and the report on receipt and expenditure, works/schemes executed, list of beneficiaries of the preceding year shall have to be placed before meeting of the Gram Sabha. The views and recommendation on these matters should be recorded in the form of resolution of the meeting.

Q: If Gram Sansad, Gram Sabha, Block Sansad, Zilla Sansad are not conducted what measures can be taken under the Act ?

Ans: Legal measures can be taken against a Gram Panchayat/ Panchayat Samiti/ Zilla Parishad if the meetings of Gram Sabha/ Gram Sansad / Block sansad / Zilla Sansad are not held or the instruction of the Government in this regard is not followed. If Pradhan and/or Upa-Pradhan, Sabhapati and/or Sahakari Sabhapati, Sabhadhipati and/or Sahakari Sabhadhipati is found responsible for not holding of such meetings the State Government can remove Pradhan and/or Upa-Pradhan, Sabhapati and / or Sahakari Sabhapati, Sabhadhipati and / or Sahakari Sabhadhipati in terms of the provision of the West Bengal Panchayat Act, 1973.

If the Gram Panchayat/ Panchayat Samiti/ Zilla Parishad as a whole is found responsible for non-conduct of the said meetings the State Government can supersede the Gram Panchayat/ Panchayat Samiti/ Zilla Parishad and direct for reconstitution of Gram Panchayat/ Panchayat Samiti/ Zilla Parishad in terms of the provision of the West Bengal Panchayat Act, 1973

Meeting of Upa-Samiti & Sthayee Samiti

Q What are the types of meeting of Upa-Samiti and Sthayee Samiti ?

Ans : Upa- Samiti of Gram Panchayat –

At least one meeting in a month for every Upa samiti of Gram Panchayat –

Name of Meeting	Invited by	When	Notice for Days	Form No.	Notice Signature by
General Meeting	Sanchalaka	at least once in every months	7 Days	Secretary of Upa-Samiti	Secretary & Sanchalak jointly decides by discussion
Emergent Meeting		as when required	3 Days		
Special Meeting		Budget & Audit	7 Days		
Adjoined Meeting		If the Meeting pending for quorum	7 Days		Same

Sthayee Samiti of Panchayat Samiti & Zilla Parishad –

At least one meeting in a month for every Sthayee samiti of Panchayat samiti and Zilla parishad

Name of Meeting	Invited by	When	Notice for Days	Form No.	Notice Signature by
General Meeting	Karmadhyaksha	at least once in every months	7 Days	Secretary of Sthayee Samiti	Secretary & Karmadhyaksha jointly decides by discussion
Emergent Meeting		as when required	3 Days		
Special Meeting		Budget & Audit	7 Days		
Adjoined Meeting		If the Meeting pending for quorum	7 Days		Same

Q: What are Functions of Panchayats?

Ans: Functions of Panchayats are -

- Statutory Functions (Meetings, Financial Management, Audit, Report, etc.).
- Service Delivery (Citizen Charter of Panchayats).
- Development Functions (Preparation of plans and implementation of schemes for economic development and social justice).
- Agency Functions (Functions entrusted by State Government / Line Departments).

Q. What are the roles and responsibilities of the Pradhan of Gram Panchayat ?

Ans: Roles and responsibilities of the Pradhan may be mentioned as under:

- General responsibility for the financial and executive administration of the Gram Panchayat;
- Administrative supervision and control over the work of the staff and the officers and employees whose services may be placed at the disposal of the Gram Panchayat by the State Government;
- Maintenance of the records/ registers of the Gram Panchayat;
- Execution of any scheme or incurring expenditure with the approval of the Gram Panchayat
- Granting of casual leave of the employees and sending of applications of other types of leave to the Executive Officer of the Panchayat samite with recommendation for approval
- Preparation of budgets for all the Upa-samitis (Form-35), general budget of the Gram Panchayat (Form-36) as per rule.
- Arrangement for approval of the Assessment List for fixation of land & building tax for the purpose of enhancement of OSR of the Gram Panchayat
- Preparation of Bye Laws for collection of non-tax (Toll, Rate & Fees) with the objective of increase of OSR
- Taking appropriate measures for collection of dues of tax, rates fees etc.

Q. What are the roles and responsibilities of the Upa-Pradhan of Gram Panchayat ?

Ans: Roles and responsibilities of the Upa-Pradhan may be mentioned as under:

- To discharge such duties as may be delegated by the Pradhan in writing
- In case of resignation or removal of the Pradhan or if the Pradhan is on leave, the Upa-Pradha exercises the power to perform the functions and discharge the duties of the Pradhan as per the provisions of the State Panchayat Act and Rules.
- To perform such functions and discharge such duties as may be directed by the Gram Panchayat by general or special resolution adopted in its meeting.

Q : Accounting, Budget and Audit of Gram Panchayat are guided by which rule?

Ans: The Gram Panchayats in the State follow the West Bengal Gram Panchayat Accounts, Audit and Budget) Rules, 2007 [Dept. of Panchayats & Rural Development, Govt. of West Bengal *vide* memo no. 4396/PN/O/1/3R-5/04 Dated 27th September, 2007] for maintaining its Accounts, Audit procedure and preparation of Budget.

Q : Where the saving accounts of Gram Panchayats will be maintained ?

Ans: Gram Panchayat Savings Accounts will be maintained with any one or more branches of a nearby Nationalized Bank or any other Scheduled Bank or licensed Co-operative Bank or Post Office or any two or more of them.

Q : Who will be the custodian of Gram Panchayat fund ?

Ans: The Pradhan of Gram Panchayat is the custodian of the funds of a Gram Panchayat. In absence of the Pradhan, if Upa-Pradhan holding the charges of the Pradhan shall be the custodian of the funds of the Gram Panchayat.

Q : Who will be the Cheque Signatory Authority of Gram Panchayat :

Ans: The Pradhan and the Executive Assistant of the Gram Panchayat are the joint signatories of a cheque for payment out of Gram Panchayat Funds.

Q: Who will sign the cheque of Gram Panchayat in absence of the Pradhan ?

Ans: In case absence of the Pradhan, the Upa-Pradhan holding the charge of the Pradhan shall sign the cheque.

Q6: Who will sign the cheque of Gram Panchayat in absence of the Executive Assistant ?

Ans: In absence of the Executive Assistant, the Secretary if s/he is in charge of Executive Assistant shall sign the cheque.

Q: Who will be responsible for safe custody of the registers and papers related to accounts in a Gram Panchayat ?

Ans: The Executive Assistant of the Gram Panchayat shall keep in his custody the

- i. Bank Pass Book,
- ii. Cheque Book,
- iii. Cheque/ Demand Draft receipt Register, and
- iv. Cheque Book Register.

Other than the above-mentioned registers and papers, all other registers and papers related to the accounts of the Gram Panchayat shall be there in the custody of the Secretary of the Gram Panchayat.

Q: Who will be responsible for recording all monetary transactions in the Cash Book of a Gram Panchayat ?

Ans: The Secretary of the Gram Panchayat shall be responsible for recording all monetary transactions in the Cash Book of a Gram Panchayat. In absence of the Secretary, owing to leave or if the post of the Secretary remains vacant, the Secretary in charge shall write the Cash Book.

Q: Who will be responsible for authentication of all monetary transactions in the Cash Book of a Gram Panchayat ?

Ans: The Executive Assistant shall authenticate each entry detail in the Cash Book. In absence of the Executive Assistant, the Executive Assistant in-charge shall authenticate each entry detail in the Cash Book.

Q: How many types and what kind of receipts will be used by the Gram Panchayat for collecting money by cash or check or bank draft?

A: Gram Panchayat only receiving payment through two types of receipts:

- i. Miscellaneous receipt (Form 5).
- ii. Receipts for Tax, Rates & Fees (Form 4).

Q: What will be the procedure for leasing out immovable properties of a Gram Panchayat?

Ans: Gram Panchayat may lease out any asset e.g. pond, market, land, tank and any other asset owned by it or placed at its disposal for management and control by any other department or authority, specifying the terms and conditions for such lease agreement for a specified period generally not exceeding two years. However, if, for the purpose of ensuring delivery of desired service or for obtaining reasonable return, the lessee is required to make investment for infrastructural arrangement, such lease agreement may be executed by the Gram Panchayat for a period not exceeding three years. Under any circumstances, a Gram Panchayat should not execute any lease agreement for a period extending beyond the term of office of the existing members of the Gram Panchayat. The lessee shall be determined by a public auction.

Q: What is auction?

Ans: The lessee to whom a Gram Panchayat shall lease a property should be determined by a public auction. All auctions shall be conducted by the *Artha O Parikalpanan Upa-Samiti* Finance and Planning Standing Committee of the Gram Panchayat. The following procedure should be maintained for this purpose:

- i. The Finance and Planning Standing Committee shall fix the minimum rate for leasing the property.
- ii. The auction should be held after issue of a notice and wide publicity for at least 7 days before

the date of the auction. The notice should specify the date, place, time and terms and conditions of such auction.

- III. The lessee will have to pay twenty-five per cent of the bid money as performance security, immediately after completion of the bidding.
- IV. The Gram Panchayat shall execute the lease agreement with the lessee after within the specified period as per notice (normally within one month).
- V. On consideration of the financial condition of the lessee and the nature of accrual of income, the Gram Panchayat may lease out its properties and assets for a specified period on condition of quarterly or annual payment of the lease amount, as may be agreed upon. Once the payment schedule is determined, no further instalment of payment shall be allowed and any default in payment shall make the lease agreement liable to be terminated with notice for one clear month.
- VI. If after payment of twenty five percent of the bid premium as performance security, the bidder fails to execute the lease agreement or to pay further amount as may be agreed upon within the stipulated date, the entire auction procedure shall be cancelled. Out of the amount of performance security deposit, such portion amounting to not less than fifteen percent of the bid amount as may be decided by the Gram Panchayat, shall be forfeited, and thereafter an auction process shall be started afresh.

Q : What will be the procedure for sale of movable properties by a Gram Panchayat ?

Ans: Subject to the authority of the Gram Panchayat to fix the minimum price (or, base price) for sale of a movable property, the *Artha O Parikalpanan Upa-Samiti* Finance and Planning Sub-Committee shall take decisions relating to conduct of such sale in a meeting.

In this connection, the following procedure should be maintained:

- i. If the base price is ₹500 or above and below ₹2,000, the *Artha O Parikalpanan Upa-Samiti* may sell the through auction after giving a notice
- ii. If the base price is above ₹2,000, the *Artha O Parikalpanan Upa-Samiti* may sell through sealed tender process on giving wide publicity and also issued auction notice of not less than seven days. Auction notice should be displayed on the notice board of the Gram Panchayat and two other conspicuous places within the jurisdiction of the Gram Panchayat
- iii. Fixing the date, place, time and terms and conditions of such auction, on the notice board of the Gram Panchayat and two other conspicuous places within the jurisdiction of the Gram Panchayat and the article shall be sold to the highest bidder.
- iv. No article shall be sold on auction if the highest bid money is below the minimum price. In such case, a fresh auction should be conducted. If, in the second auction also, the minimum price as fixed is not reached, then the matter should be referred by the said Standing Committee along with its views to the Gram Panchayat for a decision. The Gram Panchayat may seek advice from higher authority through the Panchayat Samiti (/Intermediate Panchayat).

Q : Can Gram Panchayat keep cash in hand to meet any emergency ?

Ans : In order to meet up any emergency need the Custodian may withdraw and keep in his safe custody in the office such amount not exceeding Rupees Two Thousand (₹2,000/-), as may be determined by the *Artha O Parikalpani Upasamiti* (or. Finance and Planning Standing Committee).

Q : Within how many days will Gram Panchayat deposit the unspent cash in hand of any scheme ?

Ans: The Custodian should deposit any unspent amount in the Savings Account within three working days from the date of withdrawal of this fund, within a maximum period of three working days following the date of withdrawal of the fund.

Q : How and by when shall a Gram Panchayat prepare and submit the monthly statement of fund position?

Ans: The Executive Assistant with the assistance of the Secretary and other employees, shall prepare a monthly statement of fund position (Form 26) showing total fund available, with its classification on the basis of sources and nature of different components of the fund and place it, with the approval of the Pradhan in the next meeting of the Gram Panchayat for deliberation and preparation of programme for utilization of the available fund. One copy of this statement shall be forwarded to the Executive Officer of the Panchayat Samiti concerned within the first week of the next month.

Q 17: When and where shall the Gram Panchayat place the account reports?

Ans:

- i) Monthly Receipts and payments (Form 26) generated from GPMS and placed in the General Meeting of the Gram Panchayat
- ii) Every year, yearly and half-yearly receipt and payments (Form 27) generated from GPMS and placed in the Gram Sabha meetings.

Q : What is GPMS ? Are the books and documents obtained through this system valid?

Ans: Gram Panchayat Management System (GPMS), is a computerised accounting system which is used to record all financial transactions of the Gram Panchayat and preparation of related reports thereafter.

On adoption of the computerised accounting system relevant, print-outs generated by the system, shall be deemed to be authentic records of accounts and shall form part of the Cash Book, ledgers and also the receipt and the payment vouchers and other records rendering it unnecessary to prepare manually any of these records. At the time of any inspection or audit, any or all such print-outs may be verified with reference to the data-base stored on the computer

Q : What is PFMS ?

Ans: The Public Financial Management System (**PFMS**) is a web-based online software application developed and implemented by the Controller General of Accounts (**CGA**), Ministry of Finance, Government of India. PFMS started during 2009 with the objective of tracking funds released under all Plan schemes of Government of India, and real time reporting of expenditure at all levels of Programme implementation.

Subsequently, the scope was enlarged to cover direct payment to beneficiaries under all schemes. Gradually, it has been envisaged that digitization of accounts shall be achieved through PFMS and beginning with Pay & Accounts Offices payments, O/o the CGA did further value addition by bringing in more financial activities of the Government of India in the ambit of PFMS. The outputs / deliverables for the various modes / functions of PFMS include (but are not limited to):

- i) Payment & Exchequer Control
- ii) Accounting of Receipts (Tax & Non-Tax)
- iii) Compilation of Accounts and Preparation of Fiscal Reports
- iv) Integration with Financial Management Systems of States

The primary function of PFMS today is to facilitate sound Public Financial Management System for Government of India by establishing an efficient fund flow system as well as a payment cum accounting network. PFMS provides various stakeholders with a real time, reliable and meaningful management information system and an effective decision support system, as part of the Digital India initiative of Government of India.

Q : What is Budget ?

Ans: Budget is an estimate of income and expenditure for the upcoming year/ next financial year of the Gram Panchayat.

Q : Who will be responsible for preparation of budget of Gram Panchayat ?

Ans: The Executive Assistant under the direction of the Pradhan and with the help of other employees of the Gram Panchayat shall prepare the budget of a Gram Panchayat.

Q : How many types of Budgets are there for Gram Panchayat ?

Ans: There are two types of budgets of a Gram Panchayat. These are:

- a) Annual Budget, b) Supplementary and Revised Gram Panchayat Budget.

Annual Budget:

The Secretary, after discussion with the Executive Assistant and the Pradhan (/ Upa Pradhan in absence of the Pradhan) of Gram Panchayat shall put up the notice for Special Meeting of Gram

Panchayat for approval of Gram Panchayat Budget. Copy of the draft budget is required to be attached with the notice for Special Meeting for Budget approval.

50 per cent of the existing elected members of the Gram Panchayat body need to be present in the Special Meeting for Budget approval. In the adjourned Special Meeting for Budget approval 50 percent of the existing elected members of the Gram Panchayat body need to be present.

Supplementary and Revised Gram Panchayat Budget

- i. The Pradhan shall review the flow of fund to the Gram Panchayat and expenditure incurred up to the month of December in the current year.
- ii. By the month of January, the Executive Assistant of the Gram Panchayat shall, in consultation with the Pradhan, prepare the draft supplementary and revised budget estimate.
- iii. The draft so prepared shall be placed and discussed in a meeting of the Finance and Planning Standing Committee by the 1st week of February of the year and shall be accepted with such modification as may be deemed appropriate.
- iv. The draft as modified shall be considered and approved with such modifications as may be decided at a meeting specially convened for the purpose on or before the last week of February in each year and in the presence of at least half of the existing members of the Gram Panchayat
- v. If any special situation arises when a Gram Panchayat receives any special allotment of fund for a specific purpose, the estimate of which have not been included either in the budget or in the supplementary and revised budget, the Gram Panchayat shall modify the supplementary and revised budget estimates in a meeting specially convened for the purpose when quorum for the meeting is available.

Q : How many types forms are used for preparation of budget of Gram Panchayat ?

Ans: Form No. 35 Budget estimate of Upa Samiti
Form No. 36 Budget estimate of Gram Panchayat
Form No. 37 Notice for Draft Budget Publication
Form No. 38 Supplementary and Revised Budget

Q : Who will convene the special meeting related with budget of Gram Panchayat ?

Ans: The Secretary, in consultation with the Executive Assistant and the Pradhan or in his absence the Upa-Pradhan, shall call a special meeting regarding the budget in Form No. 1 and shall obtain the countersignature of the Pradhan in the notice book of the meeting.

Q : What other documents should be attached with the notice of the budget meeting?

Ans: A copy of the draft budget should be provided to each and every member along with the notice.

Q : At least how many members must be present in the final budget meeting?

Ans: At least 50 percent of the existing (elected & ex-officio) members must be present.

Q: What is Audit ?

Ans : Audit is an official inspection of the accounts. It shall be the duty of the Auditor to see that:

- a) The accounts have been maintained and are presented in approved forms.
- b) The particulars of receipts and payments are stated in sufficient details.
- c) The payments are supported by adequate authority and requisite vouchers.
- d) All sums received are brought into account and entered in the Cash Book.
- e) The receipts and payments in all cases are such as are authorized by law

Q: How many types of audit are there which a Gram Panchayat has to face ?

Ans : A Gram Panchayat generally faces four types of audits:

- i. Internal Audit
- ii. Statutory Audit
- iii. Social Audit
- iv. Special Audit

Q : Who conduct Internal Audit ? and when ?

Ans: The Panchayat Development Officer (PDO) and Panchayat Accounts and Audit Officer (PA&AO), posted in the O/o the Block Development Officer, perform the Internal Audit of the Gram Panchayats at least once in every three months.

Q : To whom the Internal Auditor submits the audit report ?

Ans : The PDO and PA&AO submit the Audit report to the Pradhan of the respective Gram Panchayat, with a copy to the Block Development Officer, the Sub-Divisional Officer and the District Panchayat and Rural Development Officer within two months of the completion of Audit.

Q : What should be done by the Pradhan of the Gram Panchayat after receiving the Internal Audit report ?

Ans: The following action should be taken by the Pradhan of the Gram Panchayat after receiving the Internal Audit report:

- Within 15 days of receiving the report, the Pradhan shall place it in a specially convened meeting of the Finance and Planning Standing Committee for comprehensive discussion on the observations of the Auditor.
- Thereafter the Pradhan shall convene a special meeting of the Gram Panchayat, within next ten days, to consider the observations made by the Auditor and the recommendations of the Finance and Planning Standing Committee.
- After the said meeting, the Pradhan, with the assistance of the Executive Assistant and other employees shall prepare, within a month, a statement giving replies or comments on the audit report and send it along with the copies of the resolution of the meetings to the Block Development Officer, Sub-Divisional Officer and the District Panchayat and Rural Development Officer.

Q : Who conducts Statutory Audit of Gram Panchayat ?

Ans: On behalf of the Accountant General of the State, the Examiner of Local Accounts (ELA) conducts the Statutory Audit of the Gram Panchayat annually.

Q : What should be done by the Pradhan of the Gram Panchayat after receiving the Statutory Audit report ?

Ans:

- The Pradhan shall, within 10 days, place it in a specially convened meeting of the Finance and Planning Standing Committee for comprehensive discussion on the observations of the Auditor.
- Thereafter the Pradhan shall convene a special meeting of the Gram Panchayat, within next ten days, to consider the observations made by the Auditor and the recommendations of the Finance and Planning Standing Committee.
- After the meeting the Pradhan with such assistance of Executive Assistant and other employees shall prepare, within a fortnight, a statement giving item wise replies or comments with additional information in separate sheets annexed, if necessary, on the audit report and send it to the Block Development Officer in triplicate.
- The Block Development Officer shall record his comments in the appropriate column of the statement against item wise replies of the Gram Panchayat, retain one copy with him and send two copies to the Sub-Divisional Officer within 10 days from the date of receipt of the statement.
- The Sub-Divisional Officer shall put his comments in the appropriate column of statement prepared by the Gram Panchayat, retain one copy with him and forward other copy to the ELA within seven days.

Q: What is Social Audit ?

Ans: A Social Audit is a way of measuring, understanding, reporting the accounts, quality and outcome of a scheme by its beneficiaries ultimately improving the Gram Panchayat's social and ethical performance.

Regular Social Audit conducted:

1. MGNREGA
2. PMAY(G)
3. NSAP
4. Swach Bharat Mission

Pilot Social Audit conducted:

1. Mid Day Meal
2. National Cyclone Centre
3. 15th FC

Objectives of Social Audit:

- Promote transparency and accountability in the implementation of a program.
- In form and educate people about their rights and entitlements in the course of conducting

social audits.

- Provide a collective platform such as a social audit Gram Sabha, for people to express their needs and grievances
- Promote people's participation in all stages of the implementation.
- Strengthen participation in Gram Sabha, make it an inclusive and participatory institution, and make it a platform for positive collective action through social audits.
- Improve the capacity of stakeholders who are participants in the social audit.
- Democratize decision-making by providing a platform for implementation authorities to be accountable to beneficiaries.
- Detecting malfunctioning in the implementation in the presence of people and promoting corrective action.
- Providing a platform for systematic feedback to improve the program

Q: Why and when Special Audit conducted ?

Ans : The BDO will propose a special audit if no satisfactory reply to the matter raised by the auditor is reached within the stipulated time (within two months of receipt of the audit report) or if any significant case of financial irregularities or misappropriation of funds is noticed before or after the audit. Then the State Government can arrange special audit by order.

Q : What are the roles of the Pradhan in the Financial Management of a Gram Panchayat ?

Ans : As **custodian of the Gram Panchayat Funds**, the role of the Pradhan of the Gram Panchayat in Financial Management of Gram Panchayat are:

- Effective Utilisation of the Gram Panchayat Funds.
- Signing Cheques for payments as joint signatory along with the Executive Assistant
- Preparation of Plan and Budget of the Gram Panchayat.
- Signing the Cash Book and the other registers.
- Timely submission of the reports related to Financial Management of Gram Panchayat.
- Timely submission of the reply to the audit reports.
- Coordination between all the Members, Employees, Standing Committees, Upper tiers, Banks and local people.

Q : What are the roles of the Upa- Pradhan in the Financial Management of a Gram Panchayat ?

Ans:

- If Upa-Pradhan (or, Vice Pradhan) holding the charges of the Pradhan shall be the custodian of the funds of the Gram Panchayat.
- Signing the cheque along with the Executive Assistant in absence of the Pradhan (/Pradhan)

Q : What are the roles of the Executive Assistant in the Financial Management of a Gram Panchayat ?

Ans: The roles of the Executive Assistant in the Financial Management of Gram Panchayat are

- Signing the cheque along with the Pradhan (/Pradhan)
- Keep the Bank Pass book, Cheque book, and cheque book register in own custody.
- Prepare the Gram Panchayat Plan & Budget.
- Authenticate and sign each entry in the Cash Book.
- Sign other registers.
- Timely submission of the reports related to Financial Management of Gram Panchayat.
- Timely submission of the reply to the audit reports

Q : What are the roles of the Secretary in the Financial Management of a Gram Panchayat ?

Ans:

- Entering records of financial transaction in the Cash Book, Subsidiary Cash Book, GPMS and other registers related to Financial Management.
- Keep various registers of the Gram Panchayat (except-Pass Book, Cheque Book, and Cheque Book register) in custody.
- Assist the Executive Assistant in preparation of Gram Panchayat Plan and Budget.
- Prepare the monthly statement of fund position in Form 26 and half yearly and annual statement of receipts and payments in Form-27.
- Timely submission of the reply to the audit reports.

Q : What are the roles of the Nirman Sahayak (Junior Engineer) in the Financial Management of a Gram Panchayat ?

Ans:

- Assist the Executive Assistant in payment of bills related to construction work in the Gram Panchayat.
- Assist the Executive Assistant in preparation of Gram Panchayat Plan and Budget.

Q : What are the roles of the Sahayak in the Financial Management of a Gram Panchayat ?

Ans:

- i. To assist in the process of preparation of Plan and Budget.
- ii. To assist in the accounting procedure.

Q : What are the roles of the General Members in the Financial Management of a Gram Panchayat ?

- To discuss the plan for necessary works of the area in the annual Gram Sansad meeting of

May.

- To include the necessary works of the areas in the Plan and Budget and place it in the meeting of the Upa -Samiti and General Body
- To attend and participate in the discussions of the different meeting of Gram Panchayat
- To monitor the implementations of the different developmental works under their respective Sansad areas

Q : What is procurement by Gram Panchayat ?

Ans: Procurement is the complete process of obtaining Goods, Assets and Services for Gram Panchayat that include framing specifications, market rate analysis, and selection of bidder through appropriate bidding process, project execution and payment procedure.

Q : What measures to be taken by Gram Panchayat before starting the process of procurement for a scheme/ work ?

Ans: Gram Panchayat is required to look at the following measures:

- Whether the work/the articles that have been enlisted for procurement is immediately required and the matter has been placed and approved in the concerned Standing Committee and General Body meeting (i.e., administrative approval for the work has been taken).
- Whether there is budgetary allocation for the article/ work that has been enlisted for procurement (if required, resolution may be taken in the Gram Panchayat General Body meeting for budgetary allocation in the revised budget).
- Whether the scheme/project is in the Annual Plan and Budget of the Gram Panchayat.
- Whether a Detailed Project Report (DPR) has been prepared, and Technical Approval for the DPR has been sought, i.e., the design and the estimate for the scheme have been vetted by appropriate authority.
- Whether an implementation order has been issued in favour of the scheme.

Q : Why is a definite Procurement Process in a Gram Panchayat required?

Ans : There is requirement for a definite Procurement Process in a Gram Panchayat so that

- i. The scheme/ work can be done within the stipulated budget.
- ii The scheme/ work can be done as per the rules and regulations.
- iii. The scheme/ work can be done with transparency.
- iv. The scheme/ work can be done within the stipulated time.
- v. The scheme/ work may be done maintaining the quality

Q : On what occasions a Gram Panchayat can engage contractor?

Ans: a) If a project is not related to poverty alleviation, income assurance or social security,
b) Cost of the project for infrastructure development –

- In case of general and pipeline related works, if the estimated value is more than one lakh rupees,
- If the estimated cost for electrical work is more than twenty thousand rupees

c) If the project requires intensive technical monitoring and such monitoring is feasible for the Gram Panchayat

If these three conditions are fulfilled, the contractor can be appointed for the implementation of the project by discussing in the meeting of the relevant Upa-Samiti of the Gram Panchayat, in the meeting of the Artha-O-Parikalpana Upa Samiti and in the general meeting of the Gram Panchayat.

Q : Is there any purchase committee for purchase of different items by Gram Panchayat ?

Ans: Artho-O-Parikolpona upa samiti of Gram Panchayat will work as “Tender Selection Committee / Purchase Committee”. as per Departmental Memo No. 253/ PN/O/I/1A-01/2020 Dtd regarding Gram Panchayat Procurement. 15.01.2021 and Finance Department Memo No. 3103-F(Y) Dtd.27.07.2022.

Q : What is the procedure for any purchase by Gram Panchayat ?

Ans : As per PRDD memo no. 253/ PN/O/I/1A-01/2020 Dtd. 15.01.2021 Redefined the Procurement norms of the Gram Panchayat and FD memo no. 3103-F(Y) Dtd. 27.07.2022 tender value of ₹1 Lakh and above through the Govt. of West Bengal e-tender portal <https://wbtenders.gov.in> is mandatory and in addition to publication in print media.

Amount	To be done
Upto ₹10,000	No need for quotation or call for tender.
₹10,001 to below ₹1,00,000	<ul style="list-style-type: none"> ▪ Sealed Quotation to be invited. At least 4 quotations are required for decision-making. ▪ Seven days notice must be given. ▪ Quotation notice should be displayed on the office notice board and website [if any]
₹1,00,000 to below ₹5,00,000 [e-Tender Mandatory] Memo No. 3103-F(Y) dated 27 July 2022	<ul style="list-style-type: none"> ▪ Tenders should be invited. 3 tenders must be accepted. ▪ Seven days notices. ▪ Tender notice should be displayed on the office notice board and website [if any] ▪ In a local Bengali newspaper. ▪ In Nepali language newspaper for Darjeeling area
₹5,00,000 to below ₹10,00,000 [e-Tender Mandatory]	<ul style="list-style-type: none"> ▪ Tenders should be invited. ▪ At least 3 tenders are required. ▪ 7 days notice and 4 days notice for next call. ▪ Tender notice should be displayed on the office notice board and website [if any] ▪ Advertisement in local 1 Bengali and 1 English newspaper. In Nepali language newspaper for Darjeeling area.

Amount	To be done
₹10,00,000 to below ₹1,00,00,000 [e-Tender Mandatory]	<ul style="list-style-type: none"> e-tender should be called. At least 3 tenders are required for decision making. 14 days notice to be given. 7 days notice for emergency and 7 days notice for next call. Tender notice should be displayed on office notice board and website (if any). Advertisement in local 3 local newspapers in Bengali, Hindi and English. In Nepali language newspaper for Darjeeling area. If it is more than 50 lakh rupees, it is mandatory to do it through the central e-tender portal http://wbtenders.gov.in
Above ₹1,00,00,000 [e-Tender Mandatory]	<ul style="list-style-type: none"> E-tender should be called. At least 3 tenders are required for decision making. 21 days notice to be given. 7 days notice for emergency and 10 days notice for next call. Tender notice should be displayed office notice board and website (if any). 3 local newspapers in Bengali, Hindi and English. In Nepali language newspaper for Darjeeling area If it is more than 50 lakh rupees, it is mandatory to do it through the central e-tender portal http://wbtenders.gov.in

<https://wbtenders.gov.in> is an official web portal for e-tendering process.

The e-Procurement System of West Bengal enables the Tenderers to download the **Tender Schedule free of cost** and then submit the bids online through this portal.



Digital Signature Certificate [DSC]:

As per Dept. of Panchayats & Rural Development, Govt. of West Bengal vide memo no.3349/PN/O/I/4P-2/2012 Dtd. 05.08.2014 DSC has been introduced.

Executive Assistant, Nirman Sahayak & Secretary of Gram Panchayat may be assigned



to perform the roles of

- (i) Creator
- (ii) Bid Publisher
- (iii) Bid Opener &
- (iv) Bid Evaluator

Digital Signature Certificate:

- I. Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of physical / paper certificates (like drivers' licenses, passports). Certificates serve as a proof of identity of an individual for a certain purpose
- II. Transactions that are done using internet if signed using a DSC becomes legally valid.
- III. DSC of Class 3 category issued by a **licensed** Certifying Authority (CA) needs to be obtained for e-filing on the e-Tendering Portal. Class 3 DSC is the highest level where the person needs to present her/himself in front of a Registration Authority (RA) and prove her/his identity.

Government e-Marketplace [GeM]

Government e-Marketplace [GeM] portal is a paperless; contactless and cashless online marketplace. Purpose of GeM is to enhance efficiency, transparency, and speed in public procurement procedures.

In nut-shell, government departments/ agencies, being registered buyers, procure goods and services from the registered seller through the GeM portal.

GeM portal <https://gem.gov.in>



GeM-related Major GO's of Dept. of Finance, Govt. of West Bengal

Details of G.O.	Remarks
No.3876-F(Y) Dated 14.06.2018	Procurement of Goods and Services through GeM
No.4949-F(Y) Dated 03.08.2018	Guidelines for the creation of Organizational Hierarchy and Selection of Primary or Secondary users in GeM
No.5430-F(Y) Dated 23.08.2018	Revised Provisions for procurement through GeM
No.5480-F(Y) Dated 24.08.2018	Procurement of certain articles (like IT gadgets) only through GeM
No.4262-F(Y) Dated 26.07.2019	Revised manner of procurement through GeM
No. 375-F(Y) Dated 30.01.2023	Exemption of EMD in procurement through GeM

Types of Users in GeM

a) Primary User :

1. Primary User shall be responsible for registering the organization on GeM,
2. Creating Secondary Users (like Buyer, Consignee, DDO, etc.) assigning them roles and responsibilities on GeM, and supervising all transactions performed by Secondary Users under her/ him. e.g. *Pradhan* of Gram Panchayat

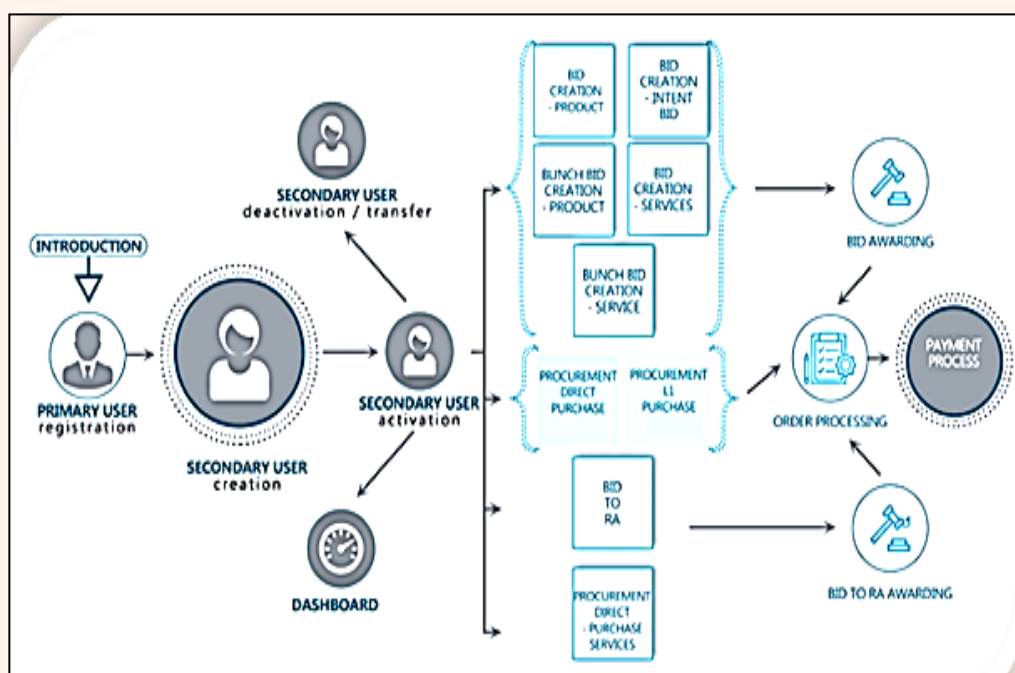
b) Secondary User:

1. **Buyer:** Responsible for doing certain procurement transactions on GeM including Placement of Contracts, Receipt of Stores and Payment to the Sellers, etc.
2. **Consignee:** receives the ordered materials and issues the concerned certificates
3. **Paymaster / D.D.O:** making payment to the sellers
4. **Technical evaluators:** Technical evaluation during the technical round

Prerequisite for Primary & Secondary user Registration

(a) NIC e-mail ID (gov.in; nic.in) of the user, (b) Aadhar no. of the user, (c) Mobile no. which is linked with Aadhar.

Procurement Process in GeM



Summarization of the Procurement (Materials/ Service) Procedures through GeM

<u>Value of procurement</u>	<u>Mode of Procurement</u>
up to ₹25,000/-	Direct Purchase
₹25,001/- to below ₹1,00,000/-	Comparison mode
Above ₹ 1,00,000/-	Bidding process

Goods and Service Tax [GST]

The Goods and Services Tax [GST] is a tax on goods and services sold domestically for consumption. The tax is included in the final price and paid by consumers at point of sale and passed to the government by the seller. The GST is usually taxed as a single rate across a nation.

GST web portal <https://www.gst.gov.in/>:

Gram Panchayat may deduct GST from the bill of the Contractor/ vendor for any works or supply contract. Gram Panchayat should have GSTIN registration as deductor. For any Company or Individual, if the bill amount is more than ₹2,50,000/- [without GST], then GST deducted by Gram Panchayat shall be- CGST @ 1%, SGST @1%, and IGST @2%. Event of GST deduction made in any days of the month by the Gram Panchayat will be deposited within 10th day of next month in favour of the authority through Bank/Treasury.



Contribution: ISGPP Cell, P & RD Department

Q : What is meant by Own Source Revenue of Gram Panchayat and what is the purpose of its utilization?

Ans : Own Source Revenue (OSR) of Gram Panchayats refers to sum of income from Tax, Non-tax and miscellaneous collection. Gram panchayats shall collect tax on Land & House Building only under section 46 of the West Bengal Panchayat Act 1973, similarly shall collect Non-Tax under section 47 subject to duly approve Bye-Law in GP's GB GP meeting while miscellaneous sources of collection refers to income from donation, renting/leasing of GP owned assets etc. To address the activities mentioned in 29 subjects under 11th schedule of the constitution, Gram Panchayats are required to collect own source revenue to provide necessary services which cannot be implemented from Central & State Finance Commission Grant

Q : What is importance of Own Source Revenue of Gram Panchayat?

Ans : Importance of Own Source Revenue

- Increasing OSR facilitates Gram Panchayat to take up more welfare activities as well as to meet aspiration of local people to some extent.
- More OSR brings greater financial autonomy and reduces dependency for welfare activities in local areas. Collection & utilization of own source revenue helps the Gram Panchayat to make self-reliant & reduce the of other Government fund
- Gram Panchayat could cater to more service delivery to in line with local demand as OSR is truly untied fund and more OSR ensures greater financial stability.
- Thrust on OSR increase by Govt. appears emerging in near future. Disbursement of Govt. (CFC) may be linked to OSR increase in some extent in coming days

Q : What is the process of collecting own resources of Gram Panchayat?

Ans : Own Source Revenue & Utilization Process

- An assessment list to be prepared every year to collect land & housebuilding tax
- 6% of yearly market price of land & housebuilding is the base value for tax determination. If annual base value is \leq Rs.250/-, tax equals zero.
If base value ranges Rs.251/- to Rs.1000/-, tax will be @1% of base value
If base value greater than Rs.1000/-, tax will be @ 2% of base value.
- Review of self-declaration form prior to prepare assessment list every year
- In case of Non-Tax, Panchayats are directed to prepare assessment list for collection of non-tax every year Under Section 223 of the West Bengal Panchayat Act 1973. Such assessment list shall be prepared subject duly approved bye-laws in GP's GB meeting.

The procedures & steps of collection & utilization of own source revenues are explained in West Bengal Panchayat (Gram Panchayat Administration) Rule 2004 & West Bengal Panchayat (Accounts, Audit & Budget) Rule 2007

Q : What are the means of tax and non-tax collection of Gram Panchayat?

Ans : Sources of Own Source Revenues

1. Tax collection from land & housebuilding.
2. Collection under Non-tax primarily from three subheads – Toll, Rate & Fee.
 - a) Toll – Collection from road, bridge etc.
 - b) Rate – Streetlighting, Supply of drinking water, water for irrigation, cleaning of private septic tank etc.
 - c) Fees – Permission for house building construction, trade registration, hoarding, advertisement, safe sanitation facility at market place, fair, Mobile tower installation, vehicle (non-motor) registration, use of creation ground etc.
 - d) Other income augmenting sources – Lease of pond, shop/market place rent, community hall rent etc.
 - e) Others – sale of scraps, trees etc.
3. Ceiling of rate/fees should be followed in line with the stated rule & guideline issued time to time from this department

Mode of collection of Tax & Non-tax

- Gram Panchayat can appoint tax collector to collect taxes. They are engaged on the basis of monthly commission from tax collection & allowance. According to the rule 31 under West Bengal Panchayats (Accounts, Audit & Budget) Rule, 2007, a Gram panchayat may appoint a tax collector for a maximum period of two years. After two years, the Gram Panchayat has to start the recruitment process again for the tax collection.
- The tax collectors go from house to house for tax collection by following form 4 for tax & non tax collection. Moreover, the tax payers can also submit their due tax to the Gram Panchayats directly. Sometimes, the Gram Panchayats also used to organize tax collection camp to collect taxes.
- If necessary, in Gram Panchayat General Body Meeting, Gram Sansad & Gram Sabha Meeting the matter on tax & non-tax can be discussed & proper decision can be taken in order to collect tax along with disclose the statistics to the citizen.
- Currently, the submission facilities of fees of building permission, mobile tower installation and trade registration are available in online.
- According to West Bengal Panchayats (Accounts, Audit & Budget) Rule, 2007, Artho-o-Porikalpana Upasamity are authorised to supervise & monitor the collection of tax & non-tax.
- Gram Panchayat pradhan, Upa-pradhan or any other individuals are not entitled to collection tax or non-tax.
- Appraisal & initiative of GP members should be taken by Gram Panchayats.
- Gram Panchayats should ensure that the tax is collected as assessed including arrear.
- New areas of non-tax to be explored by the Gram Panchayats through use of asset generating resources.

Contribution: CFC & ISGPP Cell, P & RD Department

15th Central Finance Commission Grant

Q : How is the allocation of funds of the 15th Finance Commission for 3-tier Panchayat?

Ans: Fifteenth Finance Commission has recommended allocation of funds for three-tier panchayats (FY 2021-22 to 2024-25). 60 percent of the recommended amount is tied funds (tied) and 40 percent untied funds (untied). The amount recommended in the state is allocated among the PRIs at the following rates –

Gram Panchayat	Panchayat Samiti	Zilla Parishad
70%	15%	15%

Both tied & untied grant are given in two installments. Panchayats receive allotment through PFMS and the allotment automatically reflected in E-gramswaraj Portal.

Q : How to use the tied funds of 15th Finance Commission for Tristar Panchayat?

Ans : Keeping in mind the importance of drinking water and sanitation programs, 60% of the allocation of the 15th Finance Commission has been identified as tied funds. This money should be spent on the following works:

Tied Fund (60% of 15th FC) = Sanitation (50%) + Drinking Water (50%)

- Drinking water supply, rainwater harvesting, water recycling.
- Program to maintain sanitation and open defecation free areas (ODF).
 - ✓ Provision of separate toilets for use by women and men in all schools, Anganwadi Centers and Panchayat Bhawans located in villages.
 - ✓ Safe disposal management of solid waste or liquid waste in villages.
 - ✓ Safe disposal management of liquid waste in villages.

Q : How allocated tied fund of 15th Finance Commission to be used for Sanitation?

Ans : The allocated tied funds of 15th Finance Commission spent on water & sanitation purposes -

1. Works formulated / managed / fostered by Gram Panchayat:

A. Sanitation work at community level:-

- Construction of toilets in Government Institutions – Schools, Anganwadi Centres, Tribal Residential Schools, Health Centres, Gram Panchayat Bhawans, Places where people congregate (markets, fair grounds, bus stands, playground, sport complex etc.).
- Construction of Community Toilets for All (CSC) as per need. Community toilets are planned to be used by the community. It is to be ensured that management and maintenance of such CSCs should be in a sustainable manner.

B. Solid Waste Management System :

- If the construction of compost pit is not possible at the community level, construction of compost pit at the family level.
- Construction of Compost Pit jointly by some families (Cluster) at community level.
- Construction of Shed for segregation of garbage, wet and dry.
- Operation and maintenance of SWM units.
- Purchase of e-carts for door-to-door garbage collection.
- Door-to-door garbage collection and transportation of collected garbage to processing centers.
- Procurement of materials/equipment for safe management and security of waste.
- Discharge containers (Litter Bins) for disposal of garbage separately at a specific place in the community.
- Purchase of machineries etc. for waste decomposition.
- Purchase of garbage disposal containers kept at communal/designated places.
- Cost of operation and maintenance of works related to safe disposal of solid waste.

C. Safe management of liquid waste:

- Adopting any management or technical measures suitable and compatible with the local area for the safe disposal of liquid wastes.
- Construction of small bore-pipe transportation system for Gray Water Management.
- Community level management center for safe disposal of wastewater.
- Construction of absorption pits at community level.
- Construction of soak pits for few households.
- Operation and maintenance of community soak pits.
- Renovation of drains.

D. Menstrual hygiene of women:

- Providing Sanitary pad vending machines and incinerators at various government institutions (e.g. schools, anganwadi centers, panchayat buildings, public toilets etc.).
- Providing disposal system for used sanitary pads

E. Large-scale bio-gas production projects by galvanizing agricultural and bio-chemical resources:

- Construction of project at community or cluster level (from one to atleast ten families).
- Management and maintenance of the constructed projects.

F. Faecal Sludge safe disposal management:

- Services related to safe collection of Faecal Sludge from houses, institutions, etc. in mechanized manner and its mechanical transportation to FSM plant.
- Operation and maintenance of FSM plant.
- Upgradation of one pit toilet to double pit well toilets under Retrofitting, construction of associated absorption pits of Septic Tank toilets.

2. Works carried out/ administered/ maintained by Panchayat Samiti:-

- Construction of toilets for public use as required in public places.
- Construction, operation and maintenance of Plastic Waste Management units
- Construction of Shed for safe storage of solid waste collected from villages and safe collection of solid waste from villages.
- Construction of PWMU/MRF i.e. Material Recovery Facility center.
- Management and maintenance of PWMU/MRFs consisting of multiple villages (Multi Village i.e. MV).
- Transporting plastic or plasticized waste collected from different villages to MV-PWMU/MRF.
- Management of liquid waste released from villages through drains and brought to common treatment unit (Common Treatment Unit i.e. CTU).
- Construction of waste settlement ponds for villages for settling liquid waste.
- Management and maintenance of Multi Village Waste Water arrangement.
- Implementation of large biogas projects.
- Transportation of livestock waste or other wastes from villages to large biogas project units.
- Operation and maintenance of large biogas project units.
- Upgradation of one well toilet to two well toilet with Septic Tank under Retrofitting.

3. Works carried out/administered/maintained by Zilla Parishad:

- Construction of demand-based community toilets at public places.
- Construction of sheds for safe collection and storage of solid waste collected from villages.
- Management safe disposal of plastic or plastic-based waste for Villages/Blocks (Multi Block i.e. MB).
- Operation and maintenance of MV/MB-PWMU.
- Provision of vehicles to safely bring plastic or plastic-based waste from villages/blocks to MV/MB-PWMU.
- Construction of Faecal Sludge safe disposal management center (Deep Row Entrenchment/Planted Drying Bed/Unplanted Drying Bed).
- Services related to safe mechanical collection of manure from villages and safe mechanical transport to MVFSM Plant.
- Operation and maintenance of FSM Plant.
- Creation of waste settlement ponds for villages.
- Management and maintenance of Multi Village Waste Water arrangement.
- Implementation of GOBARDhan projects.
- Transportation of livestock waste or other wastes from villages to large bio-gas production units.
- Operation and maintenance of large biogas production project units.

- Construction of Faecal Sludge safe disposal management center (Deep Row Entrenchment/Planted Drying Bed/Unplanted Drying Bed).
- Services related to safe mechanical collection of manure from villages and safe mechanical transport to MVFSM Plant.
- Operation and maintenance of FSM Plant.

Q : What can be done about drinking water with the money allocated by the fifteenth finance commission?

Ans :

- Convergence with JJM (executed by Public Health Engineering Department) in providing drinking water infrastructure at Anganwadi Centers, schools/colleges, health centres and other Government institutes.
- Program related to drinking water supply in rural areas / piped drinking water management.
- Reservoir construction program.
- Drinking water management program in Gram Panchayat institutions.
- Management program of ATM for drinking water in rural areas.
- Drinking water testing management and treatment plant management programs.
- Provision of drinking water in sub-centres, Anganwadi centres, primary health centers and government health centers in the area. Provision of drinking water in government or government sponsored schools / colleges in the area.
- Provision of drinking water in Government Homes (for destitute children / destitute women / disabled persons / for the elderly) in the area.

Q : What can be done regarding the conservation of drinking water with the money allocated by the 15th Finance Commission?

Ans: Water conservation works -

- Programs related to rain water conservation and its use.
- Provision of rain water storage and recharge of underground water level in own office.
- Provision of rainwater harvesting and ground water recharge in local schools, government institutions.
- Reservoir construction / watershed development programme. Water recycling program.

Q : What can be done with the unTied Funds allocated by the fifteenth finance commission?

Ans: Un-tied Grant –

The works that can be done under the unTied Fund as per the need of the area are –

- Maintenance of community-based resources of common use.
- Construction and maintenance of roads.
- Lighting system on roads or public places.

- Regarding disaster management.
- Marketing Complex, Grameen Haat / Market development related works.
- Purchase of sheds / machinery for productive work (through self-help groups / associations / confederations).
- Poultry / Goatry Shed for community (Through Self-help Groups / Associations / Mahasangha).
- Management of vocational training (through self-help groups / associations / confederations).
- Park for children.
- Biodiversity Park / Eco Park. Work related to Biodiversity Register.
- Child friendly room/corner in Gram Panchayat office.
- Nutritional gardening work (in Anganwadi Center / School premises).
- Funds can be used for adoption of power systems, solar powered power systems.
- Development of graveyards and crematoriums.
- Sub-centres of the area, Anganwadi centres, Primary Health Centers including Govt.
- Provision of sheds for sitting patients in health centers.
- Boundaries in government homes or government sponsored schools in the area.
- Purchase and AMC of Computers at RLBs can be purchased
- Arrangements can be made to provide allocation of Internet connection and recurring charges for the same.
- One time furniture of Gram Panchayat office can be purchased.
- Infrastructure for service delivery like GP level AYUSH dispensaries, BSKs etc.
- Enhancing Income of Rural Community through Rural Tourism Activities

The following expenses may also be incurred using the 15th Finance Commission Tied Fund (not exceeding 10 per cent of the total amount received):-

- Professional fees to Agency engaged in operation of SWM/PWM
- Construction of large biogas production plant, recruitment of subsidiary companies for PWM, FSM work.
- Preparation of accounts, auditing expenses, etc.
- Training for selected members and appointed employees of Panchayati Raj Institutions. Recruitment of skilled workers for e-Gram Swaraj, GPDP planning and reporting etc.
- Expenses for data entry work.
- Expenditure of preparation of project reports, technical plans for health work.
- Expenditure related to GPDP.

Non-permissible activities under 15th Finance Commission Fund

- Honorarium and Salaries of Employees
- Schemes normally funded by other department / Schemes.
- Organising facilitation Programme.
- Organising cultural Programme.
- Organising Inagural Programme.
- Purchase of Vechicles and air conditions.
- Travelling Allowences & D.A. of Elected Employees.

5th State Finance Commission Grant

Q : What are the constitutional guidelines of State Fifth Finance Commission?

Ans : Constitutional Guidelines - Under Article 243 (I) (1) and Article 243Y (2) of the Constitution of India every five years, the State Finance Commission (SFC) is constituted.

The function of the commission is to recommend transfer of a certain percentage of the revenue collected by the state from taxes, duties, tolls and fees to rural (RLB) and urban local bodies (UEB) development activities. The Fifth SFC Commission made the following recommendations:

- a) Grant-in-aid to Panchayats and Municipal Corporations from the revenue of taxes, duties, tolls and fees of the State.
- b) To take necessary measures to improve the financial condition of Panchayats for the period 2020-21 to 2024-25.

Q : What is the distribution of the fund of the State Fifth Finance Commission?

Ans : State Finance Commission Fund Distribution:

The Government has decided to distribute the SFC grant under 3 heads for 2024-25 & 2025-26:

- i. Distribution of incentive grants to encourage better performance.
- ii. Tied grants at all levels of PRIs to create sustainable/income generating assets with environmental sustainability provide
- iii. Implementation of assessment-based grant management and disbursement of untied grants for GPs.

Special concessions may apply to GPs under GTA as they will be covered in the current year and in case of all PSs, minimum assessment criteria will be applied (for utilization of previous year's funds, planning and budget preparation etc.).

Q: What is the State Fifth Finance Commission grant distribution rules for Local Statutory Bodies (RLB)?

Ans: Grant Distribution Rules and Scope of Work for Local Statutory Body (RLB) - Incentive Grant will be disbursed on the basis of previous year's performance:

a) Utilization of last grant (at least 60%), b) Satisfactory audit report, c) OSR collection increased by 2% over last year.

Tied Fund – to improve service delivery, address critical gaps and build sustainable assets;

- a) Natural resource management (e.g. eco tourism parks, solar power systems, rain water management),
- b) Bio diversity park,
- c) Income generating assets – market sheds, rural huts, laboratories, car parking, ferry ghats, rural artisan sheds, guest houses, Community Hall,
- d) SWM- Maintenance of SWM infrastructure,

- e) Creation of model village,
- f) Development of database management system,
- g) Climate Resilient Infrastructure – Guard Walls, Disaster Management Shelters,
- h) Women and Child Development-Mother and Child Care Centers, Cres, Sanitary Napkin Vending Machines,
- i) Accommodation arrangements for the destitute.
- j) Development of minor irrigation,
- k) Maintenance of created assets.

Q : What are the budgetary resources of the State Fifth Finance Commission ?

Ans : Budget -

Budget year	Tied Grant	Un tied Grant	Incentive Grant	Total
2023-24	887.43	698.16	14.25	1599.84
2024-25	887.43	749.82	15.67	1652.92

Allocation of three-tier panchayats – Gram Panchayat: Panchayat Samiti : Zilla Parishad = 60: 20 : 20 ;

N.B. : No remuneration or salary can be paid daily or otherwise with this grant.

Q : What is the budget allocation of State 5th FC based on composite index?

Ans: Allotment under State Fifth Finance Commission will be based on composite index value: The index values for **Gram Panchayat : Panchayat Samiti : Zilla Parishad** are prepared based on SECC and Census data 2011. The index is constructed based on the following criteria:

1. A = Geographical Area, Weightage = 10%
2. P = population, weightage = 50%
3. B = retardation, weightage = 30% (*'B' backwardness is measured by total illiterate population, weightage = 10% and total agricultural labour, weightage = 20%*).
4. Urban Population, Weightage = 10%

Q : What are the possible areas of work with Untied and Incentive Grant?

Ans: Areas of work possible with tied and incentive grants:

- a) Transport – Roads, Ferries / Boats, Bridges / Culverts, Others.
- b) Quality Assurance – Laboratory / Lab, infrastructure measuring equipment, others.
- c) Public utility infrastructure - buildings, children parks, waiting sheds, bus stands, bathing ghats, others.
- d) Street lights.
- e) Water and Sanitation – Purified drinking water, piped drinking water supply, tube well drainage, community toilets, others.
- f) Women and Children - Child Feeding Room, Vending Machine, Others.
- g) Smart Clinic - e-consultation with panchayat doctor, medicines, others.
- h) Income generating assets – market complex, guest house, others.
- i) Maintenance of assets.

j) Others - e-business, documentation, promotion, training/meetings, others.

Q : What is the method of distribution of Untied and Incentive Grant of State 5th FC?

Ans: Tied, Untied and Incentive Grant Distribution Procedure of State Fifth Finance Commission -

- Tied grant may be given in two installments / on quarterly basis.
- For tied and incentive grants, performance will be evaluated and funds will be disbursed to eligible RLBs accordingly.
- To be eligible for the next installment, 60% of the last installment and 100% utilization certificate of all previous grants for the last installment should be given.
- The utilization letter of each installment must be submitted.

Q : What are the rules of State Fifth Finance Commission Grant Monitoring (Monitoring) and Reporting (Reporting)?

Ans: Monitoring and reporting rules -

- SFC activity can be uploaded on e-Gram Swaraj.
- SFC activity mapped to SDGs to enable entry in MoPR portal All data of State Fifth Finance Commission funds to be maintained in GPIMS.
- Web application (gpims.wb.gov.in/MisTool) has been made live and password and login ID required for login has been provided for Panchayat Samiti and Zilla Parishad.

Q : What is the work of Gram Panchayat, Panchayat Samiti and Zilla Parishad?

Ans: Functions of Gram Panchayat, Panchayat Samiti and Zilla Parishad -

- I. To work as per the guidelines/instructions sent to the Panchayats from the Department of State Fifth Finance Commission for efficient utilization of funds.
- II. Statutory preparation of the plan every year as part of the overall plan for the funds of the State Fifth Finance Commission.
- III. To charge a minimum of Rs 2 lakh for each work for permanent/sustainable wealth creation.
- IV. Spending 15 percent of the money on maintenance of assets created by State Fifth Finance Commission Fund.
- V. Gram Panchayat GPIMS shall maintain all State Fifth Finance Commission fund information.
- VI. Panchayat Samiti and Zilla Parishad have to enter all State Fifth Finance Commission Fund information on this web portal - gpims.wb.gov.in/MisTool/.
- VII. Gram Panchayat, Panchayat Samiti and Zilla Parishad have to maintain sub leases for these three funds, tied and incentive.
- VIII. The utilization letter of each installment must be submitted before receiving the next installment. Note that for subsequent installments, 60% of the last installment and all SFCs prior to the last installment. 100% of the grant must be used.

Q : What is a grievance or a complaint?

Ans : The government delivers a lot of services in the public interest through different developmental and individual benefit schemes. Sometimes, problems arise during the implementation or delivery of such public services. A beneficiary has the right to inform the Gram Panchayat, Block authority, District authority, State Government, or even the Central Government about the delay or problem caused in terms of getting a government benefit. His verbal or written petition is called a complaint or grievance.

Q : What are the main sources of grievances for P&RD department?

Ans : P&RD has many flagship schemes like Mahatma Gandhi NREGA, Awas Yojana, Rural Sanitation/SBM(G), Somobyathi, National Social Assistance Programme (IGNOAP, IGNWPS, IGNDPS), National Family Benefit Scheme (NFBS), Rastashree-Pathashree, Development Fund of the Central Finance Commission/State Finance Commission, Rural Infrastructure Development Programme, employee welfare, and so on and so forth. Now, delays caused in the execution of a project, any alleged corruption or malpractice in terms of implementation of a scheme, or disruption in any kind of service delivery become potential sources of grievances and complaints towards the P&RD department.

Q : In how many ways a beneficiary can intimate P&RD department about their grievance?

Ans :

A. Online-

- i. P.G.R.S (Public Grievance Redressal System),
- ii. Chief Minister's Office (CMO) also known as 'Sorasari Mukhyamantri',
- iii. C.P.G.R.A.M (Centralized Public Grievance Redress and Monitoring System) Online

B. Offline-

- i) Lodging an application at the Gram Panchayat level, Panchayat Samiti level, District level, State level, or at the level of the Government of India.
- ii) Suo moto by the department from media reports – print, electronic, social.
- iii) Receiving complaint letters on the official mail ID: pnrddgrievancecell@gmail.com .
- iv) C.P.G.R.A.M offline.
- v) Duare Sarkar Grievance drop box.
- vi) Calling the P&RD control room number (033-2340-2022).

Q : In how many categories, complaints can be broadly divided into?

Ans : Studying the nature of the complaints over a period of time, it may be said that complaints

can be broadly divided into two categories:

A. Individual Benefit:

- i) Housing-related
- ii) Individual Household Toilet (IHHL)
- iii) Job Card-related issues pertaining to MGNREGA
- iv) Social Assistance Programmes (different Pensions & National Family Benefit Scheme - NFBS)
- v) Somobyathi
- vi) Online Trade License
- vii) SHG loan and bank transaction issues
- viii) Appointment on compassionate grounds
- ix) Salary hike for different contractual employees
- x) Prayer for conversion from temporary to permanent cadre
- xi) Different certificates like Income Certificate, Domicile Certificate, No Objection Certificate (NOC), etc.

B. Community/Collective issues:

- i) Roads and streets
- ii) Construction of drains, culverts
- iii) Dengue or Vector-Borne Disease-related issues
- iv) Installation of streetlights
- v) Drinking water issues (though it overlaps with PHED on many occasions)
- vi) Excavation of canals (though it sometimes overlaps with the works of the Irrigation & Waterways Department)
- vii) Re-excavation of ponds
- viii) Complaints regarding corrupt practices
- ix) SHG Loan, etc.

Q : What is the basic strategy of Grievance Redressal?

Ans : A complaint can be received at any GP office, Block Office, District Office, Department, Chief Minister's Office, or even at the level of the Government of India. When a competent authority receives a complaint, that authority should initiate a field inquiry to determine the eligibility or veracity of the complaint.

If, upon inquiry, it is found that the complaint is genuine, the process should be initiated towards the delivery of the said service.

In case it is revealed that the complaint is not genuine, no action is to be taken, and the grievance petition should be dropped.

However, in either case, the following conditions must be fulfilled:

- i) The disposal of the complaint should be fast, and the ultimate goal should be service or benefit delivery.
- ii) If any financial approval, administrative approval, policy approval, or demand for funds is required, the competent authority must initiate official correspondence with the higher authority or relevant department.
- iii) Whether eligible or not, the petitioner must be informed about the action taken on his petition, either over the phone or by approaching him physically. This ensures that the administration gains the petitioner's confidence.
- iv) The Action Taken Report should be comprehensive and analytical and must be sent to the complaint-delegating authority, either online or offline, as applicable.

Q : What is P.G.R.S ?

Ans :

- i) Public Grievance Redressal System or P.G.R.S is a 24x7 online grievance redressal platform of Panchayats & Rural Development Department launched on 22.09.2022.
- ii) Citizens can directly lodge a complaint on this portal. On the other hand, department can also register problems reported through different media and offline medium like hardcopy applications, complaints received from **MoRD (Ministry of Rural Development)** and **MoPR (Ministry of Panchayati Raj)**, complaints received in P&RD Control Room.
- iii) The complaints are assigned to the appropriate authorities under the purview of P&RD department, say D.P.R.D.O, District Engineer, BDO, Jt. BDO, GP Secretary through the portal.
- iv) The assigned person has to put up Action Taken Report on the portal.
- v) P.G.R.S allows citizens to register their complaints online and track the status of their complaints until they are resolved. It aims to improve transparency and efficiency in addressing public grievances.
- vi) Now, the petitioner can re-open the complaint within 15 days if he or she is not satisfied with the action taken by the authority. [URL: prdgrievance.wb.gov.in](http://prdgrievance.wb.gov.in)

Q : What is C.P.G.R.A.M?

Ans :

- i) Centralized Public Grievance Redress and Monitoring System is a 24x7 online grievance redressal platform monitored by Govt of India.
- ii) This portal is connected to different Departments and Ministries of the state government.
- iii) Ministries and Departments of state government has their individual log in to access the portal
- iv) C.P.G.R.A.M can be downloaded from Google Play store on Android phones.
- v) C.P.G.R.A.M allows citizens to register their complaints online and track the status of their complaints until they are resolved. It aims to improve transparency and efficiency in

addressing public grievances by providing a centralized platform for grievance redressal and monitoring. [URL: pgportal.gov.in](http://pgportal.gov.in)

Q : What is 'Sorasori Mukhyamantri' ?

Ans :

- i) A comprehensive portal for effective management, monitoring, and redressal of grievances addressed to the Hon'ble Chief Minister, West Bengal. Norms are established to redress grievances in an expeditious, fair, and sympathetic manner within a defined time frame.
- ii) The platform was introduced on 8th June 2023.
- iii) Citizens can call 9137091370 to register their complaints directly with the Chief Minister's Office (CMO).
- iv) The complaint is entered into the SSM portal and forwarded to various departments as applicable.
- v) Heads of Departments (HoDs) get the complaint enquired through district authorities and obtain the Action Taken Report (ATR) through the SSM portal only.
- vi) Way back in 2020-21, CMO grievances were known as 'Didi ke Bolo'.
- vii) The HoD reviews the ATR and forwards it to the CMO if the Action Taken Report is satisfactory. Otherwise, the ATR can be sent back to the district for re-enquiry and review.
- viii) As of 06.03.2025, a total of 11,95,209 complaints related to P&RD have been disposed of through the SSM portal out of 20,10,436 total complaints. The disposal rate stands at approximately 59%.
[URL: cmo.wb.gov.in](http://cmo.wb.gov.in)

Q : Which complaints can be dealt with in a short time?

Ans : Issues that do not require any major government funding or await financial approval from higher authorities, and for which funds are already approved by the government, can be resolved within a short time.

- i) Petition for Somobyathi
- ii) Petition for Household Toilet
- iii) Vector-Borne Diseases issue
- iv) Issuance of certificates and NOCs (No Objection Certificate)
- v) Online Trade License
- vi) Social Assistance Programme
- vii) Appointment on compassionate grounds, etc

Q : Which system may be introduced at Gram Panchayat, Block/Panchayat Samiti and District/ Zilla Parishad level for swift disposal of any complaint?

Ans : Since the essence of grievance disposal is in promptness and transparency, following measures may be undertaken at different level of PRI bodies to ensure the same:

A. At Gram Panchayat level-

- i) Formation of a GP-level Quick Response Team for Grievance Redressal (G.P.Q.R.T) comprising Executive Assistant/Secretary, Nirman Sahayak/STP, Sahayak, and Sanchalaks of Upa-Samiti.
- ii) The QRT would inquire into any complaints or grievance petitions that come under the jurisdiction of the GP.
- iii) They would send a comprehensive report to the BDO as an ATR, which may be transmitted upwards.

For example, suppose an area is suffering from water logging, a formal complaint is lodged over a grievance redressal portal about it. As soon as the matter comes to the knowledge of the GP as an officially registered complaint, the GP-level Quick Response Team should first make a field visit and try to solve the problem within their internal mechanism using the VBD Control Team. The Action Taken Report should be communicated to the higher authority, and the petitioner must also be informed of the relief given to their plight.

In another instance, a problem is reported about a road. The matter reaches the Block as a C.M.O complaint.

Now, the Block Level Grievance Redressal Task Force (BLGRTF) would make a field visit. Suppose it is revealed through the inquiry that the road was constructed by the Zilla Parishad. Then, a rough cost estimate for the repair of the road should be prepared with a brief note on the poor road condition at the Block level and immediately sent to the Nodal ADM in the district, soliciting their kind intervention and fund provision. The Action Taken Report must be communicated to all stakeholders.

B. At Block/ Panchayat Samiti level-

- i) Formation of a Block-level Grievance Redressal Task Force (BLGRTF) under the chairmanship of the BDO, headed by Jt. BDO, and comprising Junior Engineer (JERWP/JERWS/JEWRDD, etc.), TA (MGNREGA), PDO/PAAO, BIO, other Extension Officers (BWO, Ins BCW, WDO, FEO), BLLRO, one earmarked SI of Police from the local Thana, Karmadhyakshyas of Sthayee Samitis, and other suitable block-level officials, as deemed fit.
- ii) The members of the QRT would become active based on the nature of the complaint.
- iii) Example: For an inquiry into a road-related problem, the Joint BDO, one competent JE, and Purta Karmadhyakshya can be mobilized. For an inquiry into a land issue, the Joint BDO may be accompanied by the SI of Police, BLLRO, and the EA/Secretary of the concerned Gram Panchayat, and so on.
- iv) The Block-level QRT can inquire into the matter independently or may also involve the GP-level QRT as per the demand of the situation.
- v) The two tiers can even act conjointly and in a cohesive manner.
- vi) A Control Room should be set up functionally at the Block level for Complaint Monitoring.

- vii) BSKs (Bangla Sahayaya Kendra) should be properly oriented to act as a primary grievance lodging point at every level of Panchayati Raj Institutes.
- viii) Janasanjog Sabha/Bishesh Shunani Sabha – A periodical hearing session should be convened at the Block level with the aggrieved persons in the presence of the Block Level Grievance Redressal Task Force. This forum will help create an atmosphere of trust between the complainant and the administration. The complainant can be briefed about the status of the inquiry into their complaint, the approximate time required for service delivery, and the reason behind their exclusion from the Priority List, if applicable. The goal is to make the grievance redressal process transparent, responsive, and accountable.
- ix) Since Karmadhyakshas are also part of the BLGRTF, any major decision can be ratified in the General Body meeting if deemed fit by the BDO.

C. At District level -

In Panchayati Raj Institutions, development schemes are primarily implemented by Blocks and Gram Panchayats. However, in cases involving complaints related to transfer postings, service-related matters, establishment & employment issues, execution or maintenance of major infrastructure such as Zilla Parishad Roads, PWD roads, Bridges, Zilla Parishad Ferry Ghats, Electric Crematoriums, land disputes, and PHED issues related to Piped Water Supply, so on and so forth, District authorities must be consulted and involved for certain policy decisions and to finalize an Action Taken Report.

At District/ZP level -

- i) A **District Level Competent Body (DLCB)** for Grievance Redressal should be formed under the control of one Nodal ADM, comprising other officers, including DPLO, District Engineer, DPRDO, Dy. Secretary Zilla Parishad, Dy. DLLRO, Dy. PD (Monitoring), POBCW, DSWO, Assistant Engineer PWD, DNO-MGNREGS, Zilla Parishad Karmadhyakshas, or other suitable office bearers as deemed fit.
- ii) The panel members would examine the matters escalated to them from Panchayat Samitis and provide solutions related to their respective sections.

***For example,** some complainants under the Housing sector were not covered during the Socio-Economic and Caste Census (SECC) list. As a result, they were deprived of the benefits of the "Awas Plus scheme." Upon receiving such a complaint, a physical inquiry will be conducted on their housing conditions by the BLGRTF or GPQRT. If the inquiry reveals that the grievance petition has merit and the applicant is prima facie eligible for receiving the benefit, their case records will be sent to the district along with all necessary documents, seeking sanction under the housing scheme. The district authority or Zilla Parishad will take these cases into consideration when a new quota is allocated among different Blocks & Panchayat Samitis for housing benefits.*

Additionally, resolving certain problems requires the involvement of other line departments, Police, and the Land department. Issues related to PWD (Roads), pipeline laying by PHED, maintenance/repair/construction of Electric Crematoriums, overlapping issues with Municipalities, or bridge/culvert work under the Irrigation & Waterways Department fall into this category.

Q : Which complaints are lodged against P&RD in great frequency?

Ans : Complaints related to following segments are lodged with P&RD department in a high number:

- i) Housing (91%)
- ii) Roads (7%)
- iii) MGNREGA (1%)
- iv) House Hold Toilets (1%)

Q : What are the main constraints of Grievance Redressal at the grass root level?

Ans :

- i) Insufficiency of manpower.
- ii) Fund constraints.
- iii) Stoppage of MGNREGA works in West Bengal.
- iv) Financial embargo on the sanctioned list of Awas Yojana.
- v) Limitations of exclusion criteria and survey data of the Socio-Economic and Caste Census (SECC).
- vi) Locational constraints or jurisdiction issues.
- vii) Adverse climatic conditions.
- viii) Lack of logistics for complaint monitoring at the grassroots level.
- ix) Time constraints.
- x) Model Code of Conduct during election time.
- xi) Lack of proper orientation of manpower about grievance redressal down the line.
- xii) Lack of administrative urgency.
- xiii) Changes in government policy.
- xiv) Inadequate funds for projects, etc.

Q : When MGNREGA works are put on hold in West Bengal, what are the possible solutions to deal with the fund constraints with regards to grievance redressal?

Ans : Program implementing agencies like Gram Panchayat and Block may handle the fund constraints in the following manner when the flow of funds from MGNREGA is stopped all over the state:

- i) Keeping a special provision for unforeseen expenditure of up to Rs. 5 to 10 lakhs under the grievance redressal segment in the AAP (Annual Action Plan) of GPDP (Gram Panchayat Development Plan) at Gram Panchayat and Panchayat Samiti levels.
- ii) Sending a rough cost estimate to the district with a requisition of funds for the repair or construction of roads, culverts, drains, bridges, etc., in case any untied funds are not available at the Block level.

- iii) A policy can be framed, and funds may be sanctioned towards the Blocks/Panchayat Samitis from the district level for the redressal of grievances at the GP or Block level. The proper functioning of the District Level Competent Body (DLCB) for Grievance Redressal will become important for such policy decisions.
- iv) The district can further escalate the proposal to the state if required.
- v) Since the introduction of Sorasori Mukhyamantri on 8th June 2023, 16,343 complaints were registered through SSM in the roads sector till 15.12.2023. Out of the host of petitions, the construction of 9,642 executable roads with a total length of nearly 12,000 km has been undertaken by the P&RD through Pathashree-3, the cost of which has been fully borne by the state exchequer. Currently, field enquiry is going on in respect of the compliants received post 15.12.2023 with a view to execute the actionable cases through 4th phase of pathashree or through banglar gram sadak yojana or PMGSY.

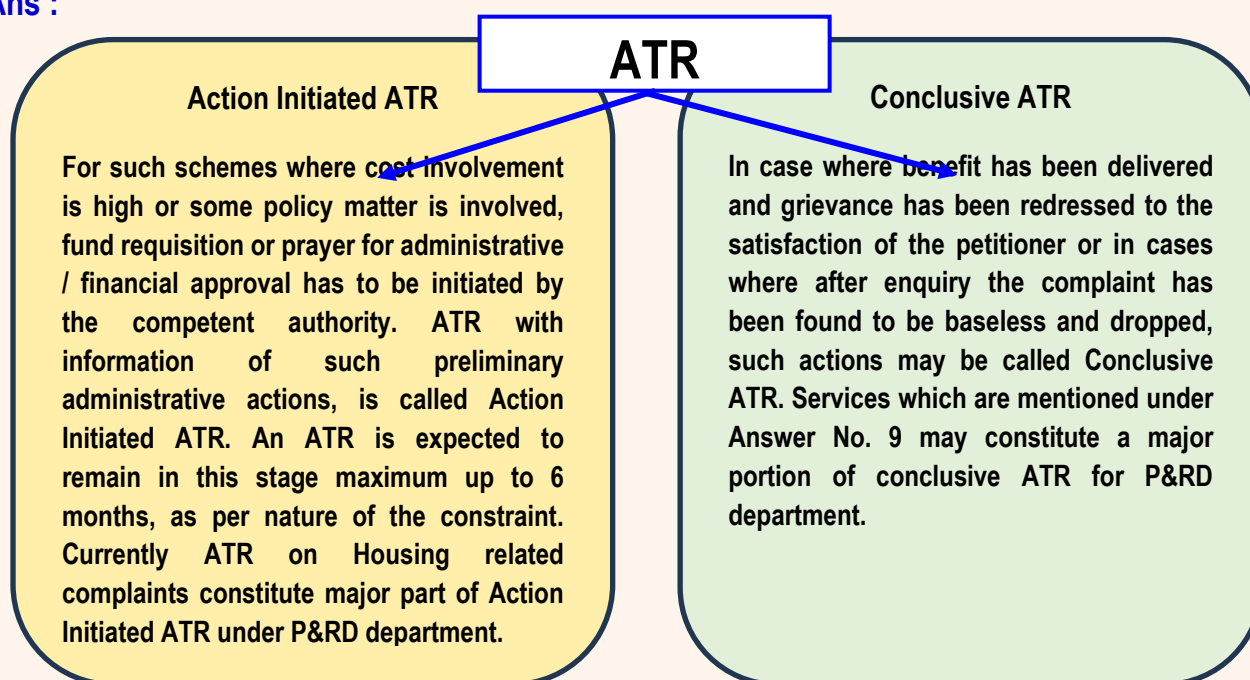
Q : Which are guiding principles of Grievance Redressal and characteristics of a quality ATR?

Ans :

- i) Prompt
- ii) Comprehensive
- iii) Analytical
- iv) Compassionate
- v) Conclusive

Q : How many kinds of Action Taken Reports (ATRs) are there ?

Ans :



Q : The present scenario of distribution of complaints across the districts in our state under 'Sorasori Mukhyamantri' (as on 07.03.2025)

Ans :

Sl. No.	Name of District	Total Grievances Received from CMO	ATR Sent to CMO	Total Grievances Pending
1	South Twenty Four Parganas	378968	147009	231959
2	Malda	372448	157783	214665
3	Murshidabad	229095	109736	119359
4	Purba Bardhaman	104740	72615	32125
5	Paschim Medinipur	106817	76471	30346
6	Birbhum	92327	64000	28327
7	North Twenty Four Parganas	135531	109199	26332
8	Uttar Dinajpur	89480	63510	25970
9	Purba Medinipur	112201	86534	25667
10	Hooghly	53742	31362	22380
11	Howrah	40350	29672	10678
12	Cooch Behar	54305	44258	10047
13	Alipurduar	19133	11201	7932
14	Dakshin Dinajpur	16284	9437	6847
15	Purulia	23282	17671	5611
16	Bankura	62622	57326	5296
17	Nadia	76902	73165	3737
18	Jalpaiguri	17866	14249	3617
19	Jhargram	9937	7207	2730
20	Paschim Bardhaman	8489	7426	1063
21	Darjeeling	5617	5145	472
22	Kalimpong	300	233	67
	South Twenty Four Parganas	378968	147009	231959
Grand Total		20,10,436	11,95,209	8,15,227

Q : What is the profile of scheme wise complaints registered through 'Sorasori Mukhyamantri' in West Bengal (as on 07.03.2025) ?

Ans :

Scheme	Total Grievances
P&RD-Awas Yojana	1835259
Road Connectivity & Infrastructure (Rural)	131247
P&RD-Nirmal Bangla (Rural Sanitation)	12794
P&RD-MGNREGA	11907
Public Health & Hygiene (Sewerage/ Water Logging/ Public Health Issues)	4163

P&RD-EWS /Income/Residential Certificate	3074
Tube-well & Drinking Water Issues	3042
P&RD - Panchyat Tax/Building & Other Permissions	2380
Appointment, Remuneration, Transfer/Posting & Other Issues of Contractual Employees	1577
Non-Descriptive Issues	1229
Establishment, Appointment, Transfer/Posting & Other Issues of Govt. Employees	928
P&RD-Old Age/Widow/Disability Pension/NFBS(NSAP)	562
Salary & Pensional benefits of Govt Employees	541
P&RD-SOMOBAYATHI	510
Illegal Construction/encroachment	458
Employment Prayer	431
P&RD-Anandadhara SHG (NRLM)	154
Compassionate Employment	147
Corruption by Public Servant	27
Appointment, Examination Related Issues	6
Total	20,10,436

Comparative analysis between P.G.R.S, SSM & C.P.G.R.A.M : (as on 07.03.2025)

P. G. R. S	SARASARI MUKHYAMANTRI	C. P. G. R. A. M
1. P.G.R.S is the Panchayat department's own grievance redressal portal.	This portal is directly connected to the Hon'ble Chief Minister's office of West Bengal.	C.P.G.R.A.M - a portal of Government of India.
2. In this portal, complaints can be registered only about Panchayat matters.	Complaints can be registered here about all the departments of West Bengal Government.	Complaints can be registered in all subjects coming under the preview of Central Government.
3. Citizen can file complaints online & offline.	A complaint can be registered directly by calling. The lodged complaint can be recorded and sent to the specific department.	People can lodge complaint online and offline.
4. If complainant is not satisfied with the solution given by PGRS, he/ she can flag it up on this portal.	If the complainant doesn't like the Action Taken Report, he/she can not re-open the problem.	If the complainant doesn't like the solution provided - by the authority, he/ she can report it through this portal.
5. P.G.R.S portal can be downloaded from Google-Play Store.	So far there is no 'Sorasori Mukhyamantri App'.	C.P.G.R.A.M can be downloaded from Google-Play Store.
6. There is no phone number available for citizen to register complaints.	Citizen can lodge complaints directly by calling 9137091370 .	No phone number is available for citizen to register complaints here.
7. Complaints can be lodged on this portal 24x7.	Complaints can be lodged from Monday to Saturday, 9:00am to 6:00pm only.	Complaints can be filed on this portal 24x7.

District wise figure of service delivery under Individual Benefit Schemes in terms of 'Sorasori Mukhyamantri': (as on 07.03.2025)

Sl No	District	Total Individual Benefit Case Under SSM	Benefit Given	Matter Taken up	Ineligible on Verious Grounds	Pendency	% of Benefit
1	Purulia	43	10	14	12	7	32
2	Bankura	122	27	57	35	3	31
3	Howrah	98	15	14	46	23	29
4	Darjiling	6	1	1	2	2	25
5	Cooch Bihar	243	37	76	91	39	24
6	Jhargram	38	7	12	7	12	23
7	Dakshin Dinajpur	84	11	42	29	2	20
8	Purba Midnapore	608	77	169	184	178	18
9	Hooghly	120	12	18	34	56	14
10	Jalpaiguri	47	6	4	3	34	14
12	Purba Bardhaman	215	26	17	13	159	13
13	Nadia	218	18	26	62	112	12
14	Alipurduar	46	4	8	4	30	10
15	North 24parganas	318	16	47	125	130	8
16	South 24 Parganas	811	28	32	31	720	4
17	Malda	944	19	264	218	443	3
18	Uttar Dinajpur	248	6	8	12	222	3
19	Murshidabad	410	9	28	39	334	2
20	Paschim Midnapore	530	10	10	16	494	2
21	Birbhum	414	7	7	11	389	2
22	Paschim Bardhaman	6	0	5	1	0	0
Total		5,569	346	859	975	3,389	8

Contribution: CHCMI Cell, P & RD Department and Health & Family Welfare Department

Community Health Care Management Initiative (CHCMI)

Q: What do we mean by Community Health Care Management Initiative (CHCMI)?

Ans: As per West Bengal Panchayat Act, 1973 and its subsequent amendment, Panchayats have the responsibility of different aspects of community health. CHCMI is an initiative of Panchayats & Rural Development Department, Government of West Bengal for awareness generation and behavioural change of community on different public health issues. It aims to install and institutionalize sustainable systems and processes for community action regarding health care management by developing capacities of the Panchayat functionaries and the communities in relation to prepare plan, implement, manage and own basic health care interventions with support from all Departments concerned.

The motto of the programme is “Community’s health in Community’s Hands”. CHCMI is the planned intervention that seeks to drive home a sense of responsibility among common people towards their own health care management under the leadership of PRIs. CHCMI has three distinctive features i.e., supporting Promotive, Preventive and Rehabilitative Health Care. Active involvement of the communities is required especially with regard to the first two aspects.

Q: What are the Objectives of CHCMI?

Ans: The Objectives of CHCMI are:

- a) To institutionalize the system of public health monitoring by the Panchayats.
- b) To build capacity of the communities to plan, implement and manage health care interventions by developing among them a strong sense of ownership of the system.
- c) To work out plans at the different levels for improving outreach, particularly in un-served and under-served areas through regular monitoring and facilitation so as to improve access of the communities to basic health services by strengthening VHSNC.

Q: What are the working Principles of CHCMI?

Ans: The working Principles of CHCMI are:

- To strengthen preventive and promotive health care and to strengthen the role of the community in improving the health system.
- To institutionalize the system of public health monitoring by the Gram Panchayat.
- To build capacity of the communities to plan, implement and manage health care interventions by developing a strong sense of ownership of the system among them.

- To work out plans at the different levels for improving outreach, particularly in under-served areas through regular monitoring and facilitation so as to improve access of the communities to basic health services by strengthening VHSNC.

Q: What are the platforms constituted to implement the Community Health Care Management Initiative (CHCMI) at different levels?

Ans: The platforms constituted to implement the Community Health Care Management Initiative (CHCMI) at different levels are -

1. The Gram Panchayats (GPs) have been made the nodal agency and the Secretary of the Gram Panchayat concerned will act as Nodal Officer for implementing the initiative of CHCMI. The Shiksha-o-Janasthaya Upa-Samity of Gram Panchayat is responsible for the coordination of all public health activities and formation of VHSNC in its geographical area. The Upa-Samity coordinates different departmental support for plugging the issues and extend its efforts for consolidating a Health Plan of Gram Panchayat. Similarly, VHSNC in each Gram Samsad, attempts to reach the community by observation of “Suswasthya Dibas” and convey message of Public Health, elicits health seeking behaviour, organizes health programmes, ensures services among the underserved and vulnerable section of the community.
2. 4th Saturday Meeting is held every month at each Gram Panchayat and it is a platform of convergence between functionaries of Panchayats & Rural Development Department, Health & Family Welfare Department, and Women & Child Development and Social Welfare Department, Government of West Bengal. A Gram Panchayat monitors each Health Indicators and resolves to reduce the gaps therein through this meeting, while VHSNC monitors the Public Health Indicators at Gram Samsad area.
3. 2nd Saturday Meeting is held every month at each Development Block and it is a platform of convergence between Janasthaya-o-Paribesh Sthayee Samiti and Nari-o-Sishu Unnayan, Janakalayan-o-Tran Sthayee Samiti to prepare plans on Community health care as per the needs emerge from the Gram Panchayat level

Q: What are the Activities Performed under CHCMI?

Ans: The Activities Performed under CHCMI are:

- Involvement of community through increasing demand and access to health services.
- Build up capacities of the functionaries of the PRI and community on public health related issues through intensive and object-oriented training programme at different levels of PRI.
- Convergence of different department and service delivery sectors through joint platforms at GP level (4th Saturday meeting etc).
- To strengthen the monitoring system of Public Health activities through 4th Saturday meeting at GP level and 2nd Tuesday meeting held at Panchayat Samiti level.
- Formation of Village Health Sanitation and Nutrition Committee (VHSNC) at Gram Samsad level.
- Observation of monthly “Suswasthya Dibas” by VHSNC at each Gram Samsad.

- Joining of SHGs with VHSNC through Upa-Sangha for performing different public health related activities.
- Preparation and implementation of the micro level health plan.
- Utilization of VHSNC fund by performing public health related activities at Samsad level
- Awareness generation about the different health services rendered by the health functionaries by different awareness campaigns.
- To set up GP level dispensaries (Homoeopathic, Ayurvedic, Unani) where any type of Govt. Medical Facilities (PHC, BPHC, RH) do not exist and to monitor them.

Q: Who are the members of Village Health, Sanitation and Nutrition Committee (VHSNC)?

Ans: The members of Village Health, Sanitation and Nutrition Committee (VHSNC) are:

Composition of VHSNC		
SI No.	Description of Member	Portfolio
1	Elected Representative of the Gram Sansad	Chairman
2	Person who secured 2 nd highest vote in last Election	Member
3	Health Assistant (Female) who works in the same Gram Sansad (more than one Gram Sansad may be included)	Secretary
4	ASHA worker	Member / Convenor
5	All Anganwadi Workers who are working in the same Gram Sansad	Member
6	Two representatives from SHG Sangha Samabay Samiti at GP level (more than one Gram Sansad may be included)	Member
7	Two leaders of SHG Upa-Sangha of the Gram Sansad	Member
8	Workers of Control of VBD in Rural Areas Programme (more than one Gram Sansad may be included)	Members
9	Two female voters of the Gram Sansad nominated by the elected member of the Gram Panchayat. If more than one member available in one Gram Sansad, then each member will choose one women voter. One of two of female voter should be belonging from SC/ST or minority families	Members
10	One representative from NGO workers working in the Gram Sansad	Members
11	One school teacher who is already member of the Village Level Child Protection Committee, who will coordinate with these two committees	Members

Q: What do we mean by TB Mukh Panchayat?

Ans: TB Mukh Panchayat is a convergent initiative between Panchayat & Rural Development Department and Health & Family Welfare Department, Government of West Bengal to eliminate tuberculosis (TB) in West Bengal by 2025. To achieve the goal, each GP should participate in ‘TB Mukh Panchayat’ initiative to combat TB at village level and develop ‘TB Mukh Bangla’.

Q: What is the role of Gram Panchayat in developing TB Mukh Panchayat?

Ans: The roles of Gram Panchayat in developing TB Mukh Panchayat are:

1. TB Mukht activities to be included in Panchayat Development Plans (PDP).
2. Community to be made aware of various aspects of TB such as symptoms, prevention, stigma reduction, treatment adherence, diagnostic and treatment facilities available and various benefits provided for TB patients.
3. TB Patients to be provided nutrition arranged by GP.
4. Promoting nutritional support through 'Nikshay Mitra'.
5. Mapping the problems against attaining TB Mukta Panchayat Status through VHSNC.
6. Monitoring quarterly pre-requisites for TB Mukht Panchayat status as per the checklist during VHSNC meetings.
7. Mapping the resources to address problems identified in attaining TB Mukht Panchayat status.

Q: What is the role of GP members in developing TB Mukht Panchayat?

Ans: The role of GP members in developing TB Mukht Panchayat is:

1. To attend each and every 4th Saturday Meeting.
2. To organize and attend each VHSNC meeting in his/ her own Gram Samsad to –
 - i. Map vulnerable population.
 - ii. To undergo awareness building among the community
 - iii. To ensure community service among the last mile of the population.
3. To plan and ensure observation of "Suswasthya Dibas" successfully.
4. To represent VHSNC in the 4th Saturday meeting and flag the situation of his/her own Samsad area.
5. To fix targets, short, mid and long term and delineate activities among key stakeholders based on situational analysis, and discourse 4th Saturday Meeting.
6. To help GP to culminate micro plan of VHSNC into GP level Health Plan especially to moot a "Healthy Village" Plan.
7. To support Upa-Samiti to bring a convergence of various Department's schemes towards Health issues.
8. To play his/ her sincere role in harnessing all resources to make "TB Mukht Panchayat".

Vector Borne Disease Control Programme (VBD)

Q: What is the major vector borne diseases in West Bengal?

Ans: The mosquito borne diseases have become a perennial public health issue with upsurges around monsoon. Lack of overall environmental cleanliness, change in lifestyle, rapid urbanization with unplanned and unregulated constructions, insufficient waste management facilities, use of plastics and thermokol, lack of community awareness are the major contributors for mosquito breeding resulting in a greater number of VBD cases, especially Dengue in every passing year. All of these diseases are life threatening and have huge socio-economic impacts. However, all these diseases are very much preventable.

The major vector borne diseases in West Bengal are:

- ☞ Malaria
- ☞ Dengue
- ☞ Japanese Encephalitis
- ☞ Chikungunya
- ☞ Kala-azar
- ☞ Filariasis

All that we need is to eliminate the vectors by 'killing them at the source'. To achieve this goal, Panchayat and Rural Development Department, Government of West Bengal has adopted the scheme "Control of Vector Borne Diseases in Rural Areas".

Q: What are the major species of mosquitos that spread diseases in rural areas?

Ans: In India there are mosquitos of nealy as large as 400 species. Out of these only 3 categories of mosquitos spread diseases such as: a) Anopheles, b) Culex and c) Aedes.

Aedes mosquitos spread Dengue and Chikungunya, Anopheles mosquitos spread Malaria and Culex mosquitos spread Filariasis, Japanese Encephalitis.

Q: What are the Common mosquito breeding sources?

Ans: The Common mosquito breeding sources are –

- 1) Open clogged drains.
- 2) Open soak-pit.
- 3) Discarded plastic/ earthen containers/ coconut shell.
- 4) Animal/ bird feeding containers.
- 5) Axils of taro/ colocasia (Kochu) plant, tree holes.
- 6) Clogged ditches/ canals, low land.
- 7) Water accumulation in fridge, coolers, AC, Flower vase/ tubs.

Q: What are the major objectives of Vector Borne Disease Control in West Bengal?

Ans: The major objectives of Vector Borne Disease Control in West Bengal are:

- To keep the environment clean and healthy.
- Identification of breeding spots and destroy vectors.
- To develop a habit of overall cleanliness among the community through intensive awareness generation, capacity building and waste management.

Q: What is the Vector Borne Disease Control (VBD) Methodology?

Ans: The Vector Borne Disease Control Methodology is -

- ✓ Performing surveillance and awareness generation activities by House-to-House Surveyor/ members of Survey Team
- ✓ Performing control measures by the members of Vector Control Team
- ✓ Supervision, overall monitoring and coordination for implementation of these activities, Supervisors, Vector Survey Team and Vector Control Team have been engaged in all GPs (140 peri-urban GPs & 3199 other rural GPs).

Q: Who are the workforce of Vector Borne Disease Control (VBD) Programme?

Ans: The workforce of Vector Borne Disease Control Programme are as follows:

- ✓ Supervisor – One in a GP
- ✓ House to House Surveyor – 8 Surveyors in a GP
- ✓ Vector Control Team – Three Teams (2 members per team) in a GP
- ✓ A provision for engagement of total no. of 57427 workers has been created. They are being engaged for 30 days in a month for Rs. 175/- per day.
- ✓ A House-to-House Survey Team of peri-urban GP has to survey 300 households in a week, whereas in the other GPs, one surveyor has to revisit a household at least within 15 days once.

Q: What are the Activities of the Workforce of VBDC Programme?

Ans: Activities of Supervisor includes -

- To share the data collected by the surveyors to the control team where further control activity is required.
- Mapping of vulnerable areas to identify breeding sites of mosquito.
- Regular participation in training and subsequently orient the VST/ VCTs
- Overseeing at-least 8 households daily that was already visited by surveyors/ a VST team to monitor the quality of works.
- Viewing daily reports, correction if required and uploading the data in the portal regularly.

Activities of Surveyor/ Members of House-to-House Survey Team includes -

- Visit every household to identify mosquito breeding grounds and destroy them with the help of the community.
- Make common people aware about hazards of stagnant water.
- Sensitize the household members about identification of mosquito larva, motivate them not to store water while discouraging water stagnation.
- Identify sources where control activity is required and share all data with supervisor.
- Distributing leaflets for people's behavioral change

The Activities of Vector Control Team (VCT) includes -

- Working to keep the environment clean; specially in the places identified by the survey team
- Destruction of mosquito breeding grounds in common areas outside the home and public places with the help of the community
- Spraying larvicide wherever the environment cannot be managed in other ways.
- Cleaning and preparation of ponds where guppy fishes/ larvivorous fishes are going to be released.

Q: What are the methods of Vector Control?

A: There are three major processes to control mosquito larvae –

1. Environmental Management,
 2. Biological Management,
 3. Chemical Management.
- ☞ Environmental control – cleaning of mosquito breeding sites like destroying water-logged containers, management of clogged drains, ponds, ghats, proper construction of covered drains maintaining proper sloping with provision of soak-pit in frequent intervals.
 - ☞ Spraying chemical larvicides and organic larvicides as provided by Health Department
 - ☞ Cultivation of larvivorous fishes like guppy fishes in village ponds and release them in small water bodies.
 - ☞ In this regard at least one pond should be designated in the Gram Panchayat area.

Special initiatives have been taken like Citizen's Task Force, Cultivation and Supply of Guppy Fish by SHGs, Village Cleanliness Week, and Weekly Pulse Cleaning to control the vectors.

Q: What special initiatives have been taken in Observation of “Village Cleanliness Week” for Vector Control?

Ans: Special initiatives that have been taken in Observation of “Village Cleanliness Week” for Vector Control are -

- **It has been decided for Observation of “Village Cleanliness Week” in first week of every month and “Weekly Pulse Cleaning” on every Sunday.**

- It has been taken care of:
 - ✓ Whether each survey team is getting torch, ladle, umbrella and diary.
 - ✓ Whether each control group is getting spades and baskets.
 - ✓ Whether the survey team is getting uniforms and masks.
 - ✓ It is the job of the Panchayat member to see that the control team is getting uniforms, gum boots, gloves and masks.
 - ✓ If necessary, the supply of fund should be ensured.

Q: How the monitoring process is being done?

Ans: The monitoring process is mainly done by:

- The Village Health, Sanitation and Nutrition Committee headed by the Gram Panchayat member in each Gram Sangsad area is responsible for the main supervision.
- Public awareness should be created to ensure that all households keep their houses, yards and surrounding areas clean every Sunday.
- Wall writing may be encouraged.
- In the first week of the month, all government offices, hospitals, schools and places of worship, clubs, meeting houses, etc. are requested to be cleaned, meeting with all necessary and fixing the agenda.
- For cleaning the canals or Nayanjuli or drains flowing through the Gram Panchayat, the control team should be assisted by public initiative.

Q: What a Gram Panchayat can do?

Ans: A Gram Panchayat can do the following:

1. Continually convince the people that they should not store water.
2. Restriction on the use of plastic and thermocol.
3. Advise the community to keep their houses and surrounding areas clean,
4. Prevent heaping of empty containers, plastic or cans in the locality unnecessarily.
5. Organize awareness camp and “Suswasthya Dibas” to highlight issues on Vector Borne Disease regularly.
6. Discuss surveillance, control and proper monitoring around Control of VBD in rural areas programme.

Q: What are the roles of Gram Panchayat Members?

Ans: The roles of Gram Panchayat Members are:

- Ensure that the survey team gets permission to enter and survey each house.
- To keep track of whether the survey team is properly warning the people about the stagnant water and making them aware of the larvae.
- If not, GP member can sit with the supervisor of the team and the head of the health and education sub-committee to specify their duties to the survey team.
- To monitor and talk if the public is complying with the advice of survey team.
- To see if there is coordination between the survey team and the control team.

- Teachers, students, health workers, SHG members can be involved in risk area mapping.
- Siting with the supervisor once in a week to view the portal and announce alerts at specific places based on the information received.



IT Tools used in VBDCP monitoring – Mobile application and Web Portal

Since inception, activities under the program, like house to house survey, vector control and awareness generation activities was implemented manually and data was collected physically in prescribed format.

From the FY 2024-25, P & RD Department has deployed an online system, a GIS based Mobile App “PRD VBDCP” synced with a Web Portal “Vector Borne Disease Reporting System - PRD VBDRS” for the sake of close and constant monitoring, ensuring transparency and effective implementation of the programme.

Key Features

Presently survey and sample verification is done through PRD VBDCP Mobile App. Geo-locations of the households/ environment sites are captured automatically.

Capturing special activities

Apart from survey and sample survey other activities like Market cleanliness activity, special cleanliness activity”, “Mapping of perennial Breeding Spots”, “Special cleanliness activity for perennial Breeding Spots”, Guppy Release activity”, awareness generation activities like - “School Awareness activity”, Community Awareness activity”, ‘IEC activity at other Public Place’ are also captured from special activity section of PRD VBDCP App.



Exception Reports for better Monitoring

“Under performing sample survey verifications”, “Under performing average Survey done by VST”, “More Average Survey by VST”, “VST same location survey report”, “Nos. of Special activity at GP level”, “Low performing GP”, “Low special Activity performing GP” etc. are generated for better monitoring from various level.

Recognizing good performance

To encourage the workers and the stakeholders list of best performing GPs, Supervisors, Survey workers every month are displayed in portal. A leader-board based on activities of current month is also displayed.

Awareness for Dengue

<p>পরামর্শ</p> <p>1 পরিবেশ জঞ্জাল মুক্ত করুন</p> <p>2 জমিয়ে রাখা জল সপ্তাহে ২ বার খালি করে দিন</p>	 <ul style="list-style-type: none"> • ডেঙ্গু একটি ভাইরাস-জনিত অসুখ যা মশার কামড়ের মাধ্যমে সংক্রামিত হয়। 	<p>3 খোলা পাত্রে জল জমতে দেবেন না</p> <p>4 মশারির মধ্যে ঘুমান</p> <p>5 যতটা সম্ভব শরীর ঢাকা পোশাক পরুন</p>	<ul style="list-style-type: none"> • ডেঙ্গুতে সাধারণ ফু-জ্বরের মতোই উপসর্গ হয়। তবে অল্প কিছু ক্ষেত্রে ডেঙ্গু জটিল আকার নিতে পারে। • সংক্রামিত ব্যক্তির দেহ থেকে ডেঙ্গুর ভাইরাস মশার দেহে যায়।
<p>জ্বরের সঙ্গে এই ধরনের লক্ষণ দেখা দিলে দেরী না করে হাসপাতালে আসুন</p> <p>মাথা ঘোরা, বেহুঁশ ভাব</p> <p>বারবার বমি</p> <p>পেটে খুব যন্ত্রণা</p> <p>খুব দুর্বল - বসতে বা দাঁড়াতে পারছে না</p> <p>রক্তক্ষরণ</p> <p>প্রস্রাব বন্ধ বা খুব অল্প এবং গাঢ় রঙের</p> <p>ডাক্তারবাবুর পরামর্শে অধিকাংশ ডেঙ্গু রোগী বাড়িতে বিছামে থেকেই সুস্থ হয়ে যান</p>		 <p>জ্বর হলেই স্বাস্থ্যকেন্দ্রে যান, প্রয়োজন হলে ডাক্তারের পরামর্শমতো রক্তপরীক্ষা করান</p>	
<p>দেখে নিন দশদিক, প্রতি রবিবার দশ মিনিট</p> <p>কোথাও জল আটকে নেই তো?</p> <p>ছাদে?</p> <p>নর্দমায়?</p> <p>ফেলে দেওয়া টায়ারে?</p> <p>টাকের ঢাকনা আছে তো?</p> <p>ত্রিপল ঢাকায় জল জমে নেই তো?</p>		<p>ডেঙ্গু প্রতিরোধে</p>  <p>খোলা পাত্রে জল জমে থাকলে ডেঙ্গুর মশা জন্মায়</p>	

Contribution: Sanitation Cell, P & RD Department

Q : What is Rural Sanitation Programme i.e. Swachh Bharat Mission Gerameen/ Mission Nirmal Bangla?

Ans: Rural Sanitation Programme i.e. Mission Nirmal Bangla/SBM-G is a mission-driven sanitation initiative aimed primarily at eliminating open defecation in the rural areas of West Bengal. It is the state-level counterpart of the national Swachh Bharat Mission Gramin (SBM-G). The mission focuses on constructing toilets in households, particularly in those without proper toilet facilities, to achieve zero open defecation. It also emphasizes improving solid and liquid waste management, contributing to a cleaner and healthier environment for rural communities. Swachh Bharat Mission (Grameen) (SBMG) Phase II aims at sustaining the open defecation free (ODF) status of villages and improve the overall cleanliness in rural areas through the implementation of solid and liquid waste management activities. SBMG Phase II is being implemented from 2020–21 to 2024–25 as a national mission to achieve the goals of ODF Plus in the villages across the country.

Q : What is the Objectives of Rural Sanitation Programme i.e. Swachh Bharat Mission Gerameen/ Mission Nirmal Bangla?

Ans:

- ❖ Bring about an improvement in the general quality of life in the rural areas, by promoting cleanliness, hygiene and eliminating open defecation
- ❖ Accelerate sanitation coverage in rural areas to achieve the vision of Swachh Bharat Motivate communities and Panchayati Raj Institutions to adopt sustainable sanitation practices and facilities through awareness creation and health education
- ❖ Encourage cost effective and appropriate technologies for ecologically safe and sustainable sanitation
- ❖ Develop, wherever required, community managed sanitation systems focusing on scientific Solid & Liquid Waste Management systems for overall cleanliness in the rural areas
- ❖ Create significant positive impact on gender and promote social inclusion by improving sanitation especially in marginalized communities.

Q : What is the Components of Rural Sanitation Programme i.e. Swachh Bharat Mission Gerameen/ Mission Nirmal Bangla?

Ans: Construction of Individual Household Latrines

As per SBM (G) guideline following are eligible to receive the SBM (G) benefit.

- i. All BPL
- ii. APL-SC
- iii. APL-ST

- iv. Persons with disability (divyangjan friendly toilet to be ensured)
- v. Landless laborers with homestead
- vi. Small farmers Marginal farmers
- vii. Women headed households

The incentive amount provided under SBM (G) to the Below Poverty Line (BPL) /identified APL households shall be up to **Rs.12, 000 /-** for construction of one unit of IHHL and to provide for water availability, and may also include storage for hand-washing and cleaning of the toilet. Central Share of this incentive for IHHLs from Swachh Bharat Mission (Gramin) shall be Rs.7,200 (60%) and the State share will be Rs.4,800 (40%).

Q : What is Community Sanitary Complex ?

Ans: Community Sanitary Complexes, equipped with an adequate number of toilet seats, bathing cubicles, washing platforms, and wash basins, can be established in villages at locations that are both accessible and acceptable to all residents. Ensuring the upkeep of these complexes is essential, with the Gram Panchayat taking primary responsibility for their operation and maintenance. Each complex is eligible for a maximum support amount of Rs. 3 lakh, with 30% of this cost covered by the Gram Panchayat through the 15th Finance Commission fund and the remaining 70% funded by SBM-G.

Q : What is Solid and Liquid Waste Management ?

Ans: In rural areas, improperly managed waste poses a significant threat to public health and sanitation. Although much of this waste is organic, poor disposal practices can result in serious issues, including the spread of water-borne and vector-borne diseases such as diarrhea, malaria, dengue, cholera, and typhoid. Ineffective solid waste management can also lead to environmental pollution and water contamination, especially during the monsoon season. Rural India faces various challenges in managing both solid and liquid waste effectively. Solid and liquid waste management includes four main components:

- 1. Biodegradable Waste Management (SWM)**
- 2. Plastic Waste Management (PWM)**
- 3. Grey Water Management (GWM)**
- 4. Faecal Sludge Management (FSM)**

Biodegradable Waste Management (SWM) :

Biodegradable waste management in rural areas involves several key components:

- **Segregation**
- **Collection and Transportation**
- **Treatment**
- **Disposal**

Household-level biodegradable waste in rural areas is typically minimal (excluding agricultural and livestock waste) and often suitable for local reuse. Source-level management is generally sufficient and beneficial; thus, household or community composting is recommended. In semi-urban areas, establishing a centralized processing unit is advisable for more effective solid waste management. Funding for solid waste management projects is allocated on a per capita basis. For populations up to 5,000, an allocation of Rs. 60 per capita is provided, while populations over 5,000 receive Rs. 45 per capita. Gram Panchayats contribute 30% of these costs through funds from the 15th Finance Commission. Each village can access a minimum of Rs. 1 lakh, based on specific requirements, for both solid and liquid waste management.

Plastic Waste Management (PWM) :

The GP/village shall make arrangements for collection of segregated waste including plastic waste from households, commercial areas, restaurants, markets, etc. and its transportation to the village segregation shed. For collection and transportation of plastic waste, the vehicles may be designed with partition of biodegradable and non-biodegradable waste. Every GP shall provide protective equipment to collectors such as gloves and appropriate tools for ensuring their safety while handling waste. Based on the concept of convergence a comprehensive plan for plastic waste management shall be prepared as a part of the GPDP. Financial assistance for Plastic Waste Management (SWM) under SBM (G) is also available. A funding provision of up to Rs. 16 lakh per unit is available for setting up a plastic waste management unit in each block. Gram Panchayats may also seek additional funding beyond SBM (G) Phase-II, utilizing sources such as 15th Finance Commission grants, MPLAD/MLALAD, CSR funds, or through convergence with MGNREGS and other State or Central Government schemes. Wages for household waste collection can be funded by the 15th Finance Commission, while funds for constructing the shed can be drawn from SBM (G), the 15th Finance Commission, SFC, or other available sources.

Grey-water Management (GWM) :

Operationalizing the ODF Plus initiatives requires not only maintaining the ODF status in villages but also developing Solid and Liquid Waste Management (SLWM) infrastructure to achieve ODF Plus status. Villages that own, operate, and manage their infrastructure while ensuring proper sanitation will be able to meet these objectives. As a result, these villages will remain visually clean, with minimal water logging and littering. To manage grey-water effectively, technologies such as community soak pits, leach pits, WSP, and DEWATS to be adopted to facilitate reuse or proper disposal. For populations up to 5,000, the cost provided is Rs. 280 per capita, while for populations above 5,000, the cost is Rs. 660 per capita. In both cases, 30% of the funding will be borne by the Gram Panchayats from their 15th Finance Commission funds.

Faecal Sludge Management (FSM) :

Faecal Sludge Management (FSM) refers to the safe and sustainable management of human excreta that is not treated through conventional sewer systems. It involves the collection, transportation, treatment, and disposal of faecal sludge from on-site sanitation systems like pit latrines, septic tanks, and other forms of sanitation that do not rely on piped sewerage. A funding allocation of up to Rs. 230 per capita is provided for the Faecal Sludge Management (FSM) project.

GOBARdhan (Galvanizing Organic Bio-Agro Resources Dhan)

It is an initiative launched to promote the management and conversion of organic waste, particularly from cattle, agriculture, and other biodegradable sources, into biogas and compost. The initiative aims to improve waste management, promote clean energy, and support rural development. Up to Rs. 50 lakh is allocated per district for the project.

Q : What is IEC (Information, Education, and Communication) and Capacity Building?

Ans: IEC (Information, Education, and Communication) for Rural Sanitation Programme aims to raise awareness, promote behavioral change, and encourage community participation in sanitation and hygiene practices in rural areas. Through mass media campaigns, workshops, street plays, school programs, and distribution of IEC materials, the initiative seeks to educate rural populations about the importance of sanitation, the risks of open defecation, and the benefits of proper waste management. The goal is to achieve open defecation-free (ODF Plus) villages, improve hygiene practices, and ensure the long-term sustainability of sanitation efforts in rural areas. Several capacity-building activities, such as training sessions and workshops, will be organized using this fund. Up to 5% of the total funding for programmatic components is allocated for IEC and Capacity Building activities, with up to 3% used at the state level and 2% at the central level.

Model Village

The main aim of the present Sanitation programme is to transmitting all villages into the model village. Here model village refers that has successfully implemented and maintained high standards of sanitation and hygiene practices. The goal is for these villages to serve as exemplary models for other rural areas, showcasing the benefits of improved sanitation, waste management, and hygiene.

Key Features of a Model Village under SBM-G:

- ❖ **Open Defecation-Free (ODF) Status:** The village has achieved and consistently maintains 100% ODF status, ensuring that all households have access to and use toilets, with no open defecation occurring in public spaces.
- ❖ **Solid and Liquid Waste Management (SLWM):** Effective systems are in place for managing both solid and liquid waste, including the collection, transportation, treatment, and disposal or recycling of waste materials. Plastic waste is also managed scientifically.
- ❖ **Community Participation:** The community actively participates in the planning, implementation, and maintenance of sanitation infrastructure and practices. Local residents play a crucial role in promoting hygiene and maintaining cleanliness.
- ❖ **Information, Education, and Communication (IEC):** Displaying information through various IEC mediums on sanitation is a key criterion for a model village.

Contribution: Department of Public Health & Engineering

Q: What are the salient aspects of Jal Jeevan Mission?

Ans: Jal Jeevan Mission is a remarkable initiative revolutionizing how we view water accessibility and management. The Jal Jeevan Mission (JJM) is a flagship initiative by the Government of India. Launched in 2019, its primary goal is to provide tap water to every rural household by 2026. The mission focuses on ensuring a sufficient and sustainable water supply for drinking and domestic use. It emphasizes community involvement, aiming to make water a community-driven asset. JJM employs a demand-driven approach, prioritizing areas with water quality issues and scarcity. The mission seeks to address water contamination promoting health and sanitation in rural areas. Infrastructure development for water supply and storage is a key component of the Jal Jeevan Mission. JJM aims to harness technology for efficient water project planning, implementation, and monitoring.



Q: What is background of Jal Jeevan Mission?

Ans: Background of Jal Jeevan Mission - In 1972, the Central Government initiated support for rural water supply with the Accelerated Rural Water Supply Programme. Renamed the National Rural Drinking Water Programme (NRDWP) in 2009, it became a centrally sponsored scheme with fund sharing between the Centre and States. NRDWP aimed to ensure safe and adequate drinking water access for all households within premises by 2030, aligning with the United Nations' Sustainable Development Goals. However, the Jal Jeevan Mission (JJM) aims to achieve this by 2026.

Q: What is Aim and Vision of Jal Jeevan Mission?

Ans: Aim and Vision of Jal Jeevan Mission :

The central aim of the Jal Jeevan Mission is to ensure access to clean and safe drinking water for every rural household in India. This initiative envisions eradicating waterborne diseases and enhancing the overall quality of life by providing households with a tap connection to a sustainable source of drinking water. The mission's launch is aligned with the focus keywords Jal Jeevan Mission budget and Jal Jeevan Mission launched, reflecting the financial commitment and timeline associated with its implementation.

Q: What are Objectives of Jal Jeevan Mission?

Ans: Objectives of Jal Jeevan Mission

- Provide Functional Household Tap Connection (FHTC) to every rural household.
- Focus on providing FHTCs in quality-affected areas, drought-prone and desert areas, Sansad Adarsh Gram Yojana (SAGY) villages, etc.



- Provide functional tap connections to Schools, Anganwadi centres, GP buildings, Health centres, wellness centres, and community buildings.
- Monitor the functionality of tap connections.
- Promoting voluntary ownership among the local community. This is through cash, kind, and/or labor contributions, as well as voluntary labor (shramdaan).
- Ensure the water supply system is sustainable for regular operation and maintenance (O&M).
- Empower and develop human resources in the water sector to meet short and long-term demands.
- Raise awareness on safe drinking water. Involve stakeholders to make water everyone's business.

Q: What are the Components of Jal Jeevan Mission?

Ans: Components of Jal Jeevan Mission are -

- Development of in-village piped water supply infrastructure to provide tap water connections to every rural household.

- Development of reliable drinking water sources. Augmentation of existing sources for long-term sustainability.
- Construction of bulk water transfer systems, treatment plants, and distribution networks to cater to every rural household.
- Technological interventions to address water quality issues and remove contaminants.
- Retrofitting completed and ongoing schemes to provide FHTCs at a minimum service level of 55 liters per capita per day (lpcd).
- Implementation of greywater management systems.
- Addressing unforeseen challenges arising from natural disasters that may affect the goal of providing FHTCs to every household by 2026.

Q: What are the Major Features of Jal Jeevan Mission?

Ans: Major Features of Jal Jeevan Mission is characterized by a range of distinctive features that set it apart as a transformative endeavor:

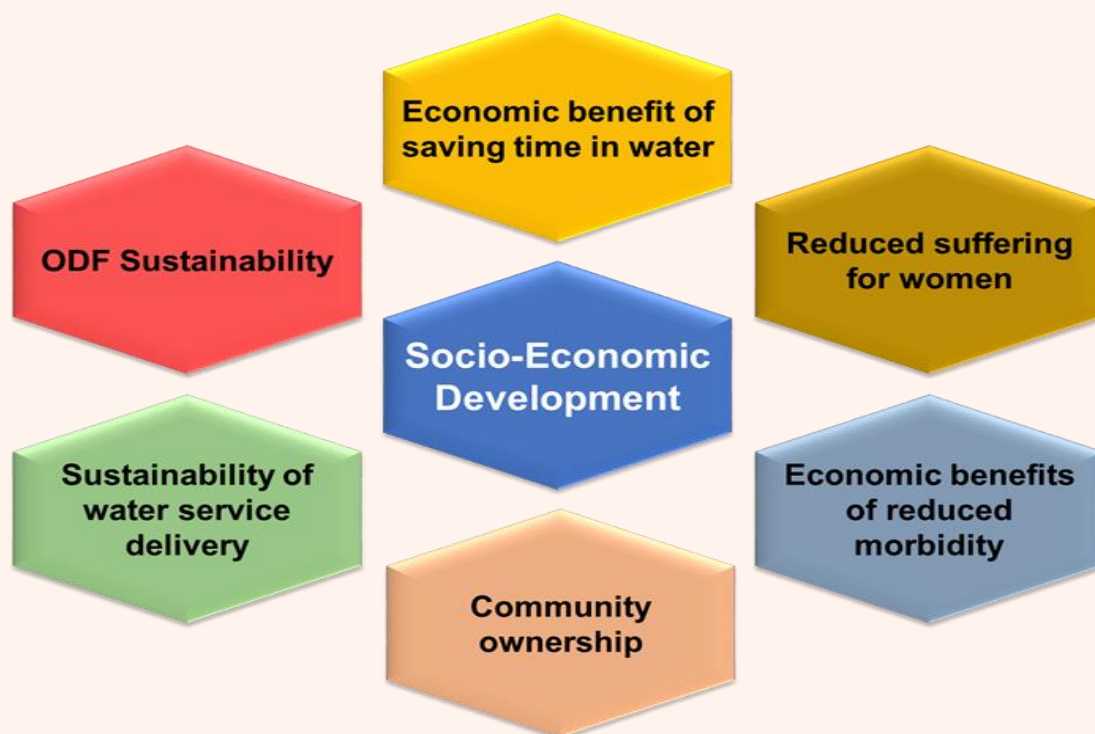
- **Community Participation:** The mission encourages active community participation by involving local communities in planning, implementing, and managing water supply systems. This approach fosters a sense of ownership and accountability among residents.
- **Infrastructure Development:** To achieve its objectives, the mission focuses on developing water supply infrastructure, including tap connections, water treatment plants, storage facilities, and distribution networks. This comprehensive approach ensures long-term sustainability.
- **Technological Integration:** Jal Jeevan Mission embraces technological advancements to optimize water supply management. Remote monitoring, real-time data collection, and analytics are crucial in tracking water quality and consumption patterns.
- **Capacity Building:** Capacity building and training programs are integral to the mission's success. These initiatives empower local water committees and workers with the necessary skills to effectively maintain and manage water supply systems.

Q: What are the advantages of Jal Jeevan Mission?

Ans: The benefits of Jal Jeevan Mission are far-reaching and impactful, contributing to various facets of society:

- **Health and Sanitation:** The mission significantly reduces the prevalence of waterborne diseases by providing access to clean and safe drinking water and improving public health and sanitation conditions.
- **Women Empowerment:** Accessible water supply reduces the burden of water collection, which women in rural areas often bear. This gives them more time to engage in other productive activities, contributing to their empowerment.
- **Economic Growth:** Improved water sup

- ply can foster agricultural development and economic growth in rural communities, increasing agricultural productivity and higher incomes.
- Environmental Sustainability: Through sustainable water management practices, Jal Jeevan Mission promotes water conservation and environmental sustainability, safeguarding precious water resources for future generations.



Q: What is the significance of Jal Jeevan Mission?

Ans: The significance of the Jal Jeevan Mission transcends the provision of clean drinking water. This mission signifies:

- Human Rights: Access to clean water is a fundamental human right, and the mission is to fulfill this right for every citizen.
- Sustainable Development: The mission contributes to the Sustainable Development Goals (SDGs) by addressing water scarcity and contamination, fostering holistic development.
- Social Equality: Jal Jeevan Mission aims to bridge the gap between urban and rural areas by ensuring equitable water access.

Q: What are Role & Responsibility of Gram Panchayat under Jal Jeevan Mission ?

Ans:

- Formation and reactivation of 'Village Water and Sanitation Committee (VWSC)' and coordinating with 'Village Health Sanitation & Nutrition Committee (VHSNC)' at the village level.

- To assist Public Health Engineering Department to extend Functional Household Tap Connections (FHTC) at home.
- Plan to install tap water connections in various institutions such as Schools, Anganwadi Centers, Health Centers and Gram Panchayat Buildings.
- The main functions of Gram Panchayats include formulation of village-based plans and getting the plans approved at the Gram Sabha, putting the plans together and sending them to the district level for approval, etc.
- After the implementation of the plan, the responsibility of Operation & Maintenance should be fulfilled, so that drinking water reaches the house on time with adequate quantity and prescribed quality.
- The projects should be monitored holistically to prevent wastage of drinking water, stop illegal water connections and ensure proper water quality.
- As per the directives of the 15th Finance Commission, 60% of the total funds received should be spent on water and healthcare programmes. In this regard, the state government's order (Memorandum NO. PHE/IV/1859/W-105/2022 dated 09/11/2020) should be strictly followed.
- Field Test Kit (FTK) is used by ASHA workers to check the quality of drinking water sources and household tap water connections in different areas of the village and make the rural people aware about it.
- To make the people of the village aware of water borne diseases, water storage, water use, water quality, recharge of drinking water sources and ensuring stability of sources.
- Design and implement wastewater management plans.
- Coordinate between District Water and Sanitation Mission (DWSM), Local Divisions of Public Health Engineering Department (PHED) and Planning Support Agencies (ISA/NGO).
- To assist in selection and acquisition of land within Gram Panchayat areas for creation of the infrastructures of water supply projects.
- To prepare the list of infrastructure related water resources in coordination with VWSC, VHSNC.
- Every gram panchayat should set up a Water Complaint Committee so that the villagers can register their grievances related to water supply.

Q: What is Village Water and sanitation Committee (VWSC) and who are members and what are the function of VWSC ?

Ans: As per the State Government Order vide Memorandum No. 18/ACS/P&RD/2022 dated 14.03.2022, the Village Water and Sanitation Committee (VWSC) shall have to be constituted with the 14 members as mentioned below which shall be approved in the General Meeting of the Gram Panchayat.

Member details	Designation
Gram Panchayat Pradhan	Chairman
Convener of Gram Panchayat Education and Public Health Sub-committee	Vice Chairman
Two Gram Panchayat Representatives (among General Caste), one male and one female	Member Chairman
Two Gram Panchayat Representatives (among Scheduled Caste or Scheduled Tribe), one male and one female	Member
Executive Assistant of Gram Panchayat (if the Executive Assistant post is vacant then the chairman of that GP, even if the post of Chairman is vacant then one assistant may be nominated by the Gram panchayat)	Member
Nirman Sahayak of that Gram Panchayat	Member
One Lady Teacher selected in the general meeting of the Gram Panchayat (whose enthusiasm towards socio economic development of the locality is well known)	Member
Two representatives from Self Help Groups	Member
One representative from Village Health Sanitation and Nutrition Committees (VHSNC)	Member
One AASHA Worker	Member
One Volunteer Jal Sahayak	Member

Q: What are the function of Water and sanitation Committee (VWSC) ?

Ans:

- Provide assistance to GP for supervision and monitoring O&M activities of safe drinking water supply works, protecting plants and machinery
- VWSC shall provide support to GP in keeping drinking water sources clean and in hygienic condition
- Help the GP, for O&M of PWSS at field level.
- VWSC shall further support the GP to prevent pollution of water from bathing, washing of clothes, washing of animals in front of water facilities created and at common water sources
- Provide requisite support to a person or agency with whom contract/agreement is made for supply of water, with prior approval from the GP

- Create awareness among the people on water and sanitation, especially on health-hygiene-water-sanitation linkages as well as on judicious use of water
- Support GP in collecting monthly water charges (if any) for O&M of in village piped water supply assets.
- Help GP in conducting water quality tests using FTK
- Help GP in testing of water quality in terms of physical, chemical and bacteriological parameters for safe drinking water supplied by SVS and IVDN
- Support GP & PHED in addressing grievance on drinking water
- Record drinking water asset details in GP/ village asset register
- Hold by monthly meetings on status of PWSS & and maintain minutes/ record of the same
- Mobilize community awareness towards preventing over extraction of water for agricultural purpose; encouraging waste water management; improving water quality, its social and health impacts; other aspect related to conjunctive use of water and undertake social audit.
- To create a skilled workforce for human resource development who will later be employed by the Gram Panchayat

Q: What are various programme / Fund need to be convergence with Jal Jeevan Mission ?

Ans: One of the most important aspects for successful implementation of Jal Jeevan Mission is that all the development projects that are going on at the central and state levels – especially those projects that are funded by various development programs related to water, should be integrated to fulfill the safe water dream.

- Fifteenth Finance Commission – This commission directly allocates funds to the villages under the Gram Panchayat for all-round development programs. According to the prevailing Govt. Order, 60 percent of the total amount received from 15th FC, has been ordered to be spent on Drinking Water, Health Care and Micro-Irrigation Projects. This money can be used for Implementation, Management and Operation & Maintenance of water supply projects.
- 5th State Finance Commission – Conditional & Incentive Fund- drinking water suppl
- Mission Nirmal Bangla (Swachh Bharat Mission - Gramin) – Wastewater Management, Soak Pits (Individual/ Group), Waste Stabilization Pond.
- Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) – Employment Generation under all water Supply and conservation programs as a part of natural resource management.

Q: What are the adverse effects of water pollution on public health?

Ans: Adverse effects of water pollution are -

- We need to know that consuming arsenic-contaminated water in large quantities for a long

time can cause skin cancer, digestive system diseases, neurological disorders, etc.

- Drinking excessively fluoride-contaminated water can cause fluorosis of teeth and bones, bone cancer, arthritis, and kidney diseases.
- If there is too much chloride in the water, the water becomes extremely salty. Excessive consumption of salty water can cause high blood pressure, heart disease, kidney disease, and digestive system diseases.
- Drinking contaminated drinking water containing harmful bacteria can cause serious bacterial diseases like typhoid, cholera, and hepatitis.

Q: What steps has the Public Health Technical Department taken to eliminate the ill effects of drinking water contamination ?

Ans: The West Bengal government has taken the following steps to make the people of the state free from water pollution

- It is very important for all of us to know the quality of drinking water. For the last 35 years, the Public Health Engineering Department has been performing the important responsibility of measuring the level of contamination of drinking water by various harmful chemicals and bacteria.
- The Public Health Engineering Department is already providing clean drinking water to more than 96.20 lakh rural people through piped drinking water supply projects, which is about 54 percent of the rural population living in the state.
- The target has been set to provide clean and safe drinking water tap connection to all rural households in the state by 2026, so that the general public of the state will be healthy and well-off.
- At present, there are a total of 239 drinking water testing centers in West Bengal, out of which 7 are Mobile Water Testing Laboratories. Out of which most of the laboratories are directly run by the Public Health Engineering Department of the state government and some laboratories are run jointly with voluntary organizations. Every year, 6,00,000 water samples are tested.
- The following chemical parameters are tested in the water laboratory to determine the quality of drinking water.
 - (i) pH (ii) Total Dissolved Solids (TDS) (iii) Turbidity (iv) Total Hardness (v) Chloride (vi) Iron (vii) Manganese (viii) Total Arsenic (ix) Fluoride (x) Free Residual Chlorine
- The microbiological parameters are - (i) Total Coliform (ii) Fecal Coliform.

- The tolerance levels of the parameters tested to determine the quality of drinking water, as per Indian Standard (IS: 10500: 2012), are:

<u>Parameter</u>	Tolerance levels
pH	6.5 – 8.5 mg/ liter
Total Dissolved Solids	2,000 mg/ liter
Turbidity	5 NTU
Total Hardness	600 mg/ liter
Chloride	600 mg/ liter
Total Iron	1 mg/ liter
Manganese	0.3 mg/ liter
Total Arsenic	0.01 mg/ liter
Fluoride	1 mg/ liter
Free Residual Chlorine	0.2 mg/ liter

- The microbiological determinants are :

<u>Parameter</u>	Tolerance levels
Total Coliform	0 s.f.u /100 milliliter
Fecal Coliform	0 s.f.u /100 milliliter
<i>* Note: Even a single germ is harmful to drinking water and this must be strictly followed.</i>	

- From the tube wells of the villages under the Gram Panchayat, 'Jalbandhu' (Water Facilitators) collect drinking water and bring it to the water laboratory to test the quality of the water.
- So that every person in the village can know the quality of drinking water and drink pure water, the Government of West Bengal, namely the Public Health Technical Department, has taken steps to make arrangements for testing the quality of pure drinking water.

Q: What is Awareness Generation (IEC) and why is it part of the Jal Jeevan Mission?

Ans: IEC (Information, Education, and Communication) is an information dissemination, education, and communication activity that helps in increasing awareness among people and bringing about behavioral changes. In Jal Jeevan Mission, IEC is used to make rural people aware about the importance of using safe drinking water, water conservation, prevention of water wastage, and proper hygiene.

IEC activities are conducted in various ways, such as

- Door-to-Door Campaign

- Block and Gram Panchayat level discussions
- School and AWC awareness programs
- Miking and mobile campaign vehicles
- Community awareness programs
- Village meetings and discussion meetings
- TV and Radio broadcasts
- Posters, banners, and flexes
- Social media, SMS, and radio campaigns
- Drama, folk songs, and street plays

Various positive changes can be observed through IEC activities

- Increased awareness about the importance of water conservation.
- Establishment of the belief that piped filtered drinking water is safe and drinkable.
- Minimize of water wastage and increased responsibility in drinking water use.
- Promotion of hygiene practices to prevent waterborne diseases.
- Increased awareness and development of healthy habits among women and children.

The success of IEC activities is evaluated according to various parameters, such as:

- Changed behavior and increased awareness among villagers.
- Increased rate of piped water use.
- Trend of reducing water wastage.
- Reduction in the rate of waterborne diseases.
- Development of sustainable habits of water conservation and use.

Contribution: Engineering Cell, P & RD Department

Q: How many types of roads are there?

Ans: Roads are mainly National Highway, State Highway, Major District Road, Other District Road & Village Road.

Q: What is a Rural Road?

Ans: Rural Roads cover the categories earlier known as “Other District Roads” (ODRs) and “Village Roads” (VRs). Other district roads are roads serving the rural areas of production and providing them with outlets for market centers, blocks, taluka/ tehsil headquarters, or main roads. Village Roads are roads connecting villages and groups of villages with each other or to the market centers and with the nearest road of a higher category.

Q: What is ODR & VR?

Ans: ODR (Other District Road) is a road that connects rural areas to market centers, block development headquarters or other main roads.

VR (Village Road) connects villages within themselves. They are maintained by PRI functionaries.

Q: What are All-Weather Roads?

Ans: An all-weather road is negotiable during all weather, with some permitted interruptions. Essentially this means that at cross-drainage structures, the duration of overflow or interruption at one stretch shall not exceed 12 hours for ODRs, 24 hours for VRs in hilly terrain, and 3 days in the case of roads in plain terrain. The total period of interruption during the year should not exceed 10 days for ODRs and 15 days for VRs.

Q: What are Fair-Weather Roads?

Ans: Fair-weather Roads are those not satisfy the minimum requirements specified for all-weather roads. These roads could be taken to be in a stage of development to be upgraded to all-weather type.

Q: What are Unpaved and Paved Roads?

Ans: Unpaved or Unsealed roads vary from ‘clay’ roads, which can only serve dry-season light traffic to heavy-duty crushed rock industrial roads which can serve heavy traffic. Typically, such roads are used for providing rural access, carrying an average of 20 to 100 vehicles per day. The base course of such roads is made from local materials e.g., natural gravels and generally using well-tried traditional methods of construction. On the other hand, Paved or Sealed Roads are those that are rendered waterproof and dust-proof by surfacing or base-cum-surfacing of bituminous materials or cement concrete.

Q: What is Village/ Habitation?

Ans: A Habitation is a cluster of populations, living in an area, the location of which does not change over time. Desam, Dhanis, Tolas, Majras, Hamlets, etc., are commonly used terminology to describe the Habitations.

Q: What is an Unconnected Habitation?

Ans: An Unconnected Habitation is one with a population of designated size 500 persons and above (Census2001) in Plain and 250 persons and above in Hilly areas located at a distance of at least 500 meters or more (1.5 km of path distance in case of Hills) from an All-weather Road or a connected Habitation.

Q: What is Through Road?

Ans: Through Roads are the ones that collect traffic from several link roads or a long chain of Habitations and lead it to Marketing centers either directly or through the higher category roads i.e., the District Roads or the State or National Highway.

Q: What is Link Road?

Ans: Link Roads are the roads connecting a single Habitation or a group of Habitations to Through Routes or District Roads leading to Market Centres. Link routes generally have dead ends terminating on a Habitation, while Through Routes arise from the confluence of two or more Link Routes and emerge onto a major Road or to a Market Centre.

Q: Identification of different roads?

Ans: The colour scheme for various roads is as follows:

- a) National Highways (NHs) – The background colour shall be white with black letters and numerals for names of stations and distances. The semicircular portion of kilometer stones shall be painted canary yellow (TS. Shade 309)
- b) State Highways (SHs) – The background colour shall be white with black letters and numerals for names of stations and distances. The semicircular portion of kilometer stones shall be painted brilliant green (I.S. Shade 221)
- c) Major District Roads (MDRs) – The background colour shall be white with black letters and numerals for names of stations and distances. The semicircular portion of kilometer stones shall be painted brilliant green (I.S. Shade 221)
- d) Other District Roads (ODRs) – The background colour shall be white with black letters and numerals for names of stations and distances. The semicircular portion of kilometer stones shall be painted Black.
- e) Village Roads (VRs) – The background colour shall be white with black letters and numerals for names of stations and distances. The semicircular portion of kilometer stones shall be painted Black.
- f) PMGSY Roads – The background colour shall be white with black letters and numerals for names of stations and distances. The semicircular portion of kilometer stones shall be painted Orange.

Q: How are proposals for roads selected?

Ans:

- a) **Survey of Roads:** Roads are surveyed by the departmental engineers. In this aspect, a transect walk will be required with the local people and elected members. During the surveying work the following road parameters are observed :
- Length of the total Road
 - Surface condition of the existing road
 - Length and type of protection work
 - Road Furniture with maintaining Road Safety
 - Proposed Culvert a) Slab Culvert, b) Hume pipe culvert

N.B. During the Survey local people or representatives may give their valuable suggestions and engineers will look into the matter for inclusion in the DPR.

- b) **Quality Control Test:** Soil for every 1 km length to find out MDD & CBR.
- c) **Determination of Pavement Thickness:** From the value of soaked CBR and Traffic in MSA as per IRC code.

After completion of the survey and necessary testing, a detailed DPR is prepared for sanction from the appropriate authority. When DPR is sanctioned SOQ / BOQ will prepare by the Engineers for process.

Q: What is CD Structure (Cross Drainage Structure)?

Ans: A Cross Drainage (CD) Structure is a construction built on roads to allow natural water flow (such as rivers, streams, or drainage channels) to pass beneath without disrupting traffic. These structures prevent waterlogging, road damage, and erosion by managing water flow efficiently.

Q: How many types of CD structures are there?

Ans:

- A. **Culverts:** Small structures that allow water to pass under a road.
Types of culverts: Pipe Culvert, Box Culvert, Slab Culvert, Arch Culvert
- B. **Minor Bridges:** Span length between 6 to 60 meters.
- C. **Major Bridges:** Span length of more than 60 meters.
- D. **Causeways:** Low-Level Causeway, High-Level Causeway.

Q: What is Pavement?

Ans: Pavement is the durable, load-bearing surface layer of a road, designed to support and distribute traffic loads while providing a smooth and safe driving surface. It consists of multiple layers, including subgrade, sub-base, base, and surface courses, and can be made of materials such as asphalt, concrete, or gravel. The primary functions of pavement are to withstand traffic stresses, resist environmental effects, and ensure the long-term usability of the road.

Type of Road Pavement:-

- A. Flexible Pavement (Bituminous Road),
- B. Rigid Pavement (Concrete Road), etc.

Q: What is Bituminous Rural Road – Composition & Explanation?

Ans: A bituminous rural road is a type of flexible pavement commonly used in rural areas, made using bitumen (asphalt) as a binding material. It provides a smooth, durable, and cost-effective surface suitable for light to moderate traffic loads.

A bituminous road consists of multiple layers, each serving a specific function in load distribution and road durability. These layers include:

i) Subgrade (Natural Soil)

- a. The bottom layer of the road, consists of compacted natural soil.
- b. Provides foundational support to the upper layers.
- c. Requires proper drainage to prevent water retention and soil weakening.

ii) Sub-base Course

- a. A layer of compacted gravel, crushed stone, or granular material.
- b. Enhances load-bearing capacity and prevents deformation.
- c. Improves drainage and stability.

iii) Base Course

- a. Composed of well-graded aggregates mixed with a binding material.
- b. Provides structural strength and load distribution.
- c. Common materials: Water Bound Macadam (WBM) or Wet Mix Macadam (WMM).

iv) Wearing Course (Bituminous Surface Layer)

- a. The topmost layer, is directly exposed to traffic and weather conditions.
- b. Provides a smooth, skid-resistant, and weather-resistant surface.
- c. Typically consists of premix carpet, surface dressing, or bituminous concrete.

Q: What is advantages of Bituminous Rural Roads?

Ans:

- a) Economical compared to rigid pavements (concrete roads).
- b) Flexible and durable, adapting to temperature variations.
- c) Quick construction and easy maintenance.
- d) Smooth riding surface with minimal noise and dust.

Q: What is concrete Rural Road – Composition & Explanation?

Ans: A concrete rural road is a type of rigid pavement made using Portland Cement Concrete (PCC). It is commonly used in rural areas where durability, low maintenance, and resistance to

weathering are required. Concrete roads have a longer lifespan than bituminous roads and are suitable for areas with heavy loads or poor soil conditions.

A concrete rural road consists of multiple layers, each serving a structural purpose:

A. Subgrade (Natural Soil Layer)

- ▢ The prepared and compacted natural soil beneath the pavement.
- ▢ Provides foundational support and must have adequate drainage.
- ▢ Compaction improves strength and prevents settlement.

B. Sub-base Course (Granular Layer - Optional)

- ▢ A layer of granular material, crushed stone, or gravel, is placed over the subgrade.
- ▢ Improves load distribution and provides additional support.
- ▢ Helps prevent cracks and settlement issues.

C. Base Course (Optional for Rural Roads)

- ▢ Sometimes included for additional strength, made of crushed stone or lean concrete.
- ▢ Helps distribute traffic loads and provides a stable surface for the concrete slab.

D. Concrete Slab (Pavement Slab)

- ▢ The main load-bearing layer is made of Portland Cement Concrete (PCC).
- ▢ Typically, 150-300 mm thick, depending on traffic volume and load requirements.
- ▢ Reinforcement (steel mesh or bars) may be added for extra strength.

E. Joints (Expansion & Contraction Joints)

- ▢ Expansion joints: Allow the concrete to expand and contract due to temperature changes.
- ▢ Contraction joints: Prevent uncontrolled cracking by shrinkage crack formation.
- ▢ Dowel bars are used at expansion joints and tie bars are used at longitudinal joints to provide load transfer between slabs.

F. Surface Finish (Texturing & Curing)

- ▢ The road surface is textured (broom finish) to provide skid resistance.
- ▢ Curing process (water spraying, curing compounds) ensures proper hydration and strength development.

Q: What is Advantages of Concrete Rural Roads ?

Ans:

- a) **Durability:** With proper design, construction, and maintenance, a concrete pavement can give a useful service life of more than 30 years.
- b) **Low Maintenance:** Requires fewer repairs compared to bituminous roads.
- c) **Resistant to Weather & Heavy Loads:** Suitable for extreme climates and agricultural vehicle traffic.
- d) **Fuel Efficiency:** Provides a smoother, harder surface, reducing vehicle fuel Consumption.

Q: What is Road Safety Engineering?

Ans: A competence and experience in the investigation and analysis of crash locations and/or potential crash locations, and the design of effective remedial engineering treatment. It is a process, based on analysis of road and traffic-related accident information, which applies engineering principles in order to identify road design or traffic management improvements that will reduce the number and severity of road accidents in the most cost-effective manner.

Q: What is Road Safety Aims ?

Ans: Road Safety aims to tackle this issue by introducing technology into all 5 Es of road safety i.e., Education, Engineering, Enforcement, Emergency Care, and Evaluation.

Q: What are the Objectives of Road Safety ?

Ans: The primary objectives of Road Safety are to reduce road traffic accidents, minimize fatalities and injuries, and enhance road infrastructure. The six pillars on Road Safety are:

Pillar no 1 - Road Safety Management, administrative issues such as setting up of Committees, lead agencies, Development of Action Plan, Road Safety Fund, Accident Recording system, investigation and research, third party audit of driving schools, etc.

Pillar No 2 - Safer Roads-implementation of design, improvement of road markings and signs. implementation of Road Safety Audit, elimination of high risk stretches (black spots), lighting removal of dangerous road side objects, training of road safety engineers etc.

Pillar No 3 - Safer Vehicles- It gives an account of inspection and certification of vehicles, audit of vehicle inspection centres, legislative reforms etc.

Pillar No 4- Safer Road Users- enforcement Traffic Regulations -use of road safety devices - helmets and seat belts, enforcement of speed limits, penalize dangerously parked vehicles, removal of encroachments.

Pillar No 5 - Education-review and research of road safety education, RSE, development of RAC curriculum, improvement and inclusion of teachers' training, community education etc.

Pillar No 6 - Emergency Cares- up gradation of trauma centre facilities, up gradation of deficient emergency services, seamless rescue services, crash rescue vehicles, regular training for first aid, training emergency technicians and doctors.

Q: What are Vulnerable Road Users (VRU)?

Ans: VRUs are Pedestrians, Bicyclists, and Motorcyclists. Who are easily injured and killed in crashes, due to lack of any protective shells around them.

Q: What Factors Influencing Road Crashes & Fatalities ?

Ans: Factors Influencing Road Crashes & Fatalities :-

1)Unsafe Road Infrastructure

a) Unsafe road design and facilities

- 2) Inadequate Law Enforcement
- 3) Human Errors
 - a) Speeding
 - b) Drunken Driving
 - c) Non-use of helmet/seatbelts
 - d) Rule violation
 - e) Distraction
- 4) Inadequate Post-crash Care
 - a) Quality of pre-hospital and hospital care
- 5) Unsafe Vehicles

Q: What are Challenges in Improving Rural Road Safety:-?

Ans: Challenges in Improving Rural Road Safety:-

- a) Safe Road Infrastructure
- b) Safe Speed
- c) Road user awareness
- d) Efficient emergency response
- e) Safe vehicle

Q: What are Road Safety Basic Principles & Approaches?

Ans: Road Safety Basic Principles & Approaches :

The zero deaths vision acknowledges that even one death on our transportation system is unacceptable. This idea was first adopted in Sweden in 1997 as "Vision Zero". To achieve zero deaths, implementation of a Safe System approach is required.

Q: What is Road Safety Audit?

Ans: Road Safety Audit (RSA) is a formal procedure for assessing accident potential and safety performance of

- Existing Road
- Future Road
- Traffic-related project
- Project that interacts with road users.

It qualitatively estimates and reports on potential road safety issues and identifies opportunities for improvements in safety for all road users.

Q: What is Role of Panchayat on Road Safety?

Ans: Role of Panchayat on Road Safety absolutely, focusing on the empowerment of Panchayati Raj Institutions (PRIs) for road safety management in rural areas is a crucial step towards improving safety on these roads. Here's breakdown of the key points you've mentioned:

Training and Capacity Building:

- **Training PRI Functionaries:** Offering training programs for PRI members in road safety management equips them with the knowledge and skills needed to address safety concern effectively.
- **Regular Refreshers:** Continuous training and refresher courses ensure that PRI members stay updated on the best practices and latest developments in road safety.
- **Awareness Campaigns:**
- **Local Language Videos:** Creating educational videos in local languages helps in conveying road safety messages effectively to the community.
- **Awareness Campaigns:** Conducting awareness campaigns with the help of local police engages the community and raises awareness about road safety measures.

Collaboration and Planning:

- **Stakeholder Discussions:** Holding discussions with all stakeholders, including Public Works Department, Health Department, Police, and citizen groups, ensures a collaborative approach towards road safety.
- **Action Plans:** Developing action plans at the village level, aligned with state-level plans, helps in addressing specific road safety issues in the local context.

Maintenance and Infrastructure:

- **Road Maintenance:** Involving Panchayats and Self-Help Groups (SHGs) in road maintenance activities ensures that features crucial for safety, such as shoulders, signboards, markings, and clear vegetation, are well-maintained.
- **Liaison with P&RD and PWD:** Collaborating with P & RD and Public Works Department (PWD) Roads to monitor and maintain roads, as well as speed breakers, contributes to safer road conditions.

Prevention of Hazards:

- **Preventing Encroachments:** Taking steps to prevent encroachments at junctions and other areas that restrict sight distance or pose hazards improves road safety.
- **Community Education:** Educating the local community on avoiding activities that hinder road safety, such as drying crops on roads or tying animals on shoulders, is crucial.

Public Transport and Infrastructure:

- **Improving Transport:** Pursuing the objective of comfortable, affordable, safe, and efficient public transport ensures better mobility options for the community.
- **Identifying Infrastructure Needs:** Identifying necessary bus stops, bays, stands, and required signage helps in facilitating safe transportation.

Other Measures:

- **Stray Animal Control:** Collaborating with the Directorate of Animal Husbandry & Veterinary Services to keep roads free from stray cattle reduces road hazards.
- **Comprehensive Plans:** Developing comprehensive road safety and traffic management plans, including parking arrangements for various institutions and public gathering places, enhances overall safety.

Events and Participation:

- Road Safety Weeks: Ensuring proper implementation and maximum participation in National Road Safety Week and State Road Safety Week reinforces the importance of road safety in the community.

By implementing these measures, PRIs can play a pivotal role in creating safer road environments in rural areas, ultimately leading to reduced accidents and improved overall road safety.

Q: What is the role of rural roads and transport?

Ans: In today's world road and transport have become an integral part of every human being. Everybody is a road user in one shape or the other. The present transport system has minimized the distances but it has on the other hand increased the life risk. Every year road crashes result in loss of lakhs of lives and serious injuries to crores of people.

Key Points of Road Safety:

- The Role of Roads in Our Lives
- The Increasing Risks of Modern Transportation
- The Alarming Statistics of Road Crashes
- Ensuring Safe Journeys for Everyone

Plan and Target

- Global Plan (SDG-3)-Decade of Action for Road Safety 2021-2030
- Target: To reduce road traffic deaths & injuries BY AT LEAST 50% during this period
- Requirement to achieve the target: Government & partners to implement integrated SAFE SYSTEM APPROACH.

Road Safety Scenario

Scenario in India

- India Ranks 1st in deaths due to Road Accidents
- 168 thousand people are killed from 460 thousand of road traffic crashes every year.
- Scenario in West Bengal
- More than 6 thousand people are killed from about 13.5 thousand of road traffic crashes every year.

Contribution: Commissioner, MGNREGS, P & RD Department

Q: What is the objective of Mahatma Gandhi National Rural Employment Guarantee Scheme?

Ans: The main objectives of the scheme are to provide at least one hundred days of unskilled labor as guaranteed employment in a financial year to every household in rural areas as per demand -

- To create productive assets of prescribed quality and durability.
- To strengthen the livelihood of the poor.
- Actively ensure social inclusion and strengthen Panchayati Raj institutions.

Q: What are the rights available in this scheme?

Ans: The entitlements available in this scheme are as follows –

- Right to get job card.
- Demand for work and right to get it.
- Right to unemployment benefits.
- Right to plan and prepare projects.
- Right to get work within 5 km radius of village.
- Benefits of right to work.
- Right to get wages within 15 days.
- Right to compensation for delay in payment of wages.
- Right to timely redressal of grievances.
- Concurrent social audit and right to conduct social audit.

Q: What are the features of this project?

Ans: Project Features: The features of this project are as follows-

- Legally guarantees wages for adult members of rural households willing to perform unskilled manual labor for a maximum of 100 days per household.
- It applies to all villages in the district. Every rural household has the right to register under the Mahatma Gandhi National Rural Employment Scheme.
- Job card is issued to every family registered under Mahatma Gandhi National Rural Employment Scheme within 15 days from the date of receipt of application for registration of job card.

- Registered job card recipients can seek jobs by making a group/individual application.
- The work will be provided within 5 km jurisdiction from the village.
- Wages of unskilled workers (up to 100 days of work) – Central Govt.
- 75% wage liability on central government and 25% non-wage liability on state government.
- Planning based on job requirements and geographic information systems.
- Facilitation of direct transfer (DBT) of wages of all employees engaged in the project to their bank accounts.
- Only Aadhaar based payment system is mandatory for wage candidates.
- Total 266 works sanctioned under the project.
- Equal pay for men and women.
- Payment of wages within a fortnight.
- Prioritizing women such that at least one-third of the beneficiaries registered and requesting work are women.
- Provision of workplace facilities such as creche, drinking water and shade.

Q: What is the eligibility for this scheme?

Ans: Eligibility for availing the benefit: a) Living in specified village panchayat area b) Adults above 18 years willing to work as unskilled labour.

Q: Who are the beneficiaries of this project?

Ans: Beneficiaries of the project: Adult persons residing in the specified Gram Panchayat. And as per Clause – 5 (Mahatma Gandhi National Rural Employment Guarantee Scheme) the families to be given priority for personal wealth creation in land and habitat are –

- Schedule Castes
- Schedule Tribes
- Tribes of nomadic communities
- Undeclared Tribes
- Other families living below the poverty line
- Female headed households
- Families headed by especially abled (disabled) persons
- Consumers affected by land reform
- Beneficiaries of Pradhan Mantri Awas Yojana (Rural).
- Beneficiaries of the Scheduled Tribes and Other Forest Holders (Recognition of Forest Rights) Act, 2006 (Section 2 of 2007).

Q : Who and where to contact to get work in this project?

Ans: If you want to get a job in this project, you have to apply for a job card in the concerned village panchayat and then apply for the job.

Q: What is the role and responsibility of Gram Panchayat in this project?

Ans: Role and Responsibilities of Gram Panchayat -

- Issuance of job card within 15 days after receiving job card application and verifying the information.
- Providing work within 15 days of job application.
- Compensation to the job seeker if he is unable to work within 15 days (in this case the state government will bear the unemployment allowance).
- Convene Gram Sabha, prepare annual action plan and implement the work as per the plan.
- Organizing social audits.

Q: Who are the Program Officers and District Program Coordinators of this project?

Ans: The Program Officer of this program is the Community Development Officer or BDO and the District Program Coordinator is the District Magistrate or DM.

Q: Who will have the job card of this project?

Ans: Keeping Job Card – As per Section 25 of MGNREGA-Act Job Card is required to be kept with the beneficiary at all times. It will never belong to the Gram Panchayat, Supervisor, or anyone else.

Q: What is the labor budget of this project?

Ans: According to Section 14 (Sub Section 6) of the Labor Budget - (Mahatma Gandhi National Rural Employment Guarantee Scheme) Act, the annual work plan is formulated and approved by the Gram Sabha.

Q: What are the areas of planning in Gram Panchayat? And what is important to pay special attention to?

Ans: Planning is a very important issue in the Mahatma Gandhi National Rural Employment Guarantee Scheme. The following points should be given importance in preparing the plan:

- 1) Before the Gram Sangsad meeting, a geographical map of the Gram Panchayat should be taken so that a proper idea of the different areas of the Panchayat, such as forest area/slope of the land/cultivable land/unutilized land etc. is obtained and the selection of the new work site is appropriate. As a result, it is possible to create an idea of what can be planned.

- 2) The list of the number of works done under Mahatma Gandhi National Rural Employment Scheme in the last 5 (five) years in the respective Gram Panchayat should be taken from

Bhuban Portal with geo tagged map so that similar works are not taken up again in the same place and cleanliness of work is maintained.

- 3) The plan should list only those works which are permissible under the Mahatma Gandhi National Rural Employment Scheme.
- 4) The above matters should be explained to the concerned public before the village meeting.
- 5) From the list of works emerging from the Gram Sabha, the list should be prioritized from those that are practical, suitable for the geographical location and only permissible under the Mahatma Gandhi National Rural Employment Scheme.

Q: What is the method of payment of wages to workers in this project?

Ans: Payment of wages to the workers - The wages of the unskilled workers who will work in this program are paid directly into their bank accounts. Within 15 days of completion of master roll. The e-master roll of this project will be issued by the Program Officer (BDO).

Q: How will transparency and accountability be maintained in this project?

Ans: Ensuring transparency and accountability

- Always keep the job card with the family to whom it is issued.
- Attendance of workers will be identified through National Mobile Monitoring System (NMMS) at workplace.
- Creation of WhatsApp groups at PIA level.
- 3 stage geo-tagging is mandatory for every job.
- Appointment of Ombudsman in each district for grievance redressal.
- System of social audit in every work.

Q: What is the issue of keeping information boards for citizens in this project?

Ans: Information Board for Citizens: Keeping information boards for citizens regarding every job. Implementation of local language information boards for citizens. In case of community work the board will be: Yellow color and information will be written in blue color. In case of personal work, the board will be: yellow color and information will be written in black color.

Q: How is the project information maintained for each task in this project?

Ans: Copy of Project Information-Description Annual Work Plan / Own Plan for each work in this project.

- Copy of technical estimate and design – technical approval.
- Administrative and financial approval.
- Coordination information.
- Action on demand of application form.
- Copy of e-master roll of work allocation.
- Copy of work measurement page or ledger.
- Documentation and use of material collection.
- Copy of wage list.
- FTO for payment of wages and material. Copy of
- Material vouchers and bills.
- Copy of royalty payment receipt.
- Photographs of the project / three stages of work.
- Work Completion Certificate.
- Masterroll movement information.
- Before, during work, after work.
- Geo-tagging photographs of assets.
- Transcript of Social Audit.

Q: How many types of registers are required to be maintained in this project?

Ans: Maintenance of seven types of registers is mandatory –

1. Job Card Details Above Family Information.
2. Social audit related to Gram Sabhas (Special Gram Sabhas).
3. Work demand, work allocation, wage payment.
4. Job registration information.
5. Book of registration of fixed assets.
6. Grievance Register Book.
7. Materials register book.

Q: What is the issue of social audit in this project?

Ans: Conducting Social Audit - According to the Mahatma Gandhi National Employment Assurance Act social audit of every work of the project is mandatory.

Q: How is it possible to maintain good governance in the implementation of this program?

Ans: Good governance system is followed in every work. For example –

- Regular updating of job card.
- Installation of citizen information board at every work place.
- Keeping work files for each job.

- To maintain seven (7) registers and grievance registers in each Gram Panchayat.

Karmrashree

Q : What is the purpose of Karmasree project?

Ans: The objective of the Karmasree scheme is to provide at least 50 (fifty) days of wage employment to every Job Card holder family in a financial year through various works implemented by various departments of the State Government.

Q : Where will the Karmasree project be implemented?

Ans: The Karmasree project will be implemented in the entire West Bengal.

Q : What is the eligibility for this scheme?

Ans: All Gramin Job Card holder families of West Bengal, who are registered under Mahatma Gandhi NREGS, are eligible for employment under this scheme.

Q : If a laborer does not have a job card, how will he be included in the workforce?

Ans: If a laborer residing in rural areas of West Bengal is willing to get employment under this scheme but his family does not have a job card, his family will be issued a job card from the local BDO office following the prescribed procedure so that the laborer can be included in the employment.

Q : Through whom will Karmasree project be implemented?

Ans: Karmasree scheme will be implemented by various departments of West Bengal Government.

Q : How can job card holders seek work in the Karmasree project?

Ans: Job card holders interested in employment under this scheme shall apply to the Gram Panchayat or BDO office in a specific job seeking form-A (Demand Form) and the applicant can seek work for a maximum period of fourteen consecutive days.

Q : What is the method of adding job card holders to the work of the department?

Ansr:

1. While issuing work orders to the contracting agencies appointed by the various departmental offices under the state government for implementation of their projects, the work order shall mention the employment of job card holders.
2. 7 days before the commencement of work, the offices of various departments, District M.G.N.R.E.G. S will inform the Nodal Officer about the number of laborers required on a daily basis for the next 14 days.

3. MGNREGA, District Nodal Officer will send it to concerned BDO. The BDO will appoint laborers from the list of job card holders who have applied for work with him or in the Gram Panchayat at the work site where the contractor is working.
4. This appointment process should be completed three days before the commencement of work and the BDO will inform the concerned department and the appointed contracting agency for which work the job card holders have been appointed.
5. Also the local BDO through his office will inform the Job Card holders who have been appointed in writing to report to the place on the specified working days through the Gram Panchayat.

It is necessary to ensure the presence of job card holders at the work place and adequate labor contribution by them so that the work of the department does not suffer due to lack of required number of laborers.

Q : From whom will the job card holders get wages in the Karmasree project?

Ans: The contractor/organization will pay wages to job card holders engaged in any work as per the guidelines of the department in which the work is being done.

Q : How much will the salary be?

Ans : In this case the rate of wages for 100 days work will not be applicable. Wages will be paid as per the guidelines of the concerned department.

Q : Who will supervise this project?

Ans:

- a) Local BDO will play an important role in taking job applications from the willing job card holders in coordination with the officials of various departments, engaging these job card holders in various jobs based on the requirement of the implementing organization.
- b) M. G. N. And. E. G. District Nodal Officer of S-
 1. Coordinate between various departmental offices and local block development offices of the district
 2. Give necessary instructions to the BDOs for adding job card holders to the contractors/organizations and make overall coordination in the implementation of Karmashri projects in the district.

The District Magistrate will be in overall charge of implementation of Karmasree project program in the district. An Additional District Magistrate will act as the Nodal Officer for this scheme.

Question: What is the means of reporting complaints in this project?

Ans: In case of any complaint under this scheme, District Magistrate, Sub-divisional Magistrate and specific block office can be contacted.

According to Article 41 of the Directive Principles, The Constitution of India mandates the State to undertake various welfare activities such as providing social assistance to disabled, aged, sick and persons with special needs. Therefore, in 1995, the National Social Assistance Program was launched in our country is being implemented across the country in joint partnership between the Central and State Governments.

National Social Assistance Programme (NSAP)

The National Social Assistance Programme (NSAP) was launched on 15th August, 1995 and represents a significant step towards the fulfilment of the Directive Principles in Article 41 and 42 of the Constitution of India recognizing the concurrent responsibility of the Central and the State Governments in the matter. In particular, Article 41 of the Constitution of India directs the State to provide public assistance to its citizens in case of unemployment, old age, sickness and disablement, and in other cases of undeserved want within the limit of its economic capacity and development.

Q: Name the schemes under NSAP Programme?

Ans: Presently NSAP comprises four schemes, namely-

1. Indira Gandhi National Old Age Pension Scheme (IGNOAPS)
2. Indira Gandhi National Widow Pension Scheme (IGNWPS)
3. Indira Gandhi National Disability Pension Scheme (IGNDPS)
4. National Family Benefit Scheme (NFBS)

Q. What are the eligibility and amount of assistance under various schemes of NSAP programme?

Ans: The eligibility and amount of assistance under various pension schemes of NSAP programme are as follows-

Eligibility	IGNOAPS	IGNWPS	IGNDPS
People living below the poverty line as per the database prepared by the	Age 60 years or more Not a beneficiary of any other old age	Age 40-79 years Not a beneficiary of any other widow	Age 18-79 years Disability 80% or more in case of

SECC 2011 Census	pension scheme	pension scheme	multiple disabilities (40% in each case total 80% disability) Not a beneficiary of any other disability pension scheme
Amount of Financial Assistance	Rs. 1000 per month	Rs. 1000 per month	Rs. 1000 per month

Q. What is the eligibility criteria and amount of assistance of NFBS scheme under NSAP?

Ans: Under the national Family Benefit Scheme, One-time financial assistance is provided on the occasion of death of the primary breadwinner of the family having at least one deprivation criteria or any auto inclusion criteria as per SECC 2011.

- Death of the primary breadwinner should have while he or she is 18-59 years old.
- Assistance will only be available in natural death (Due to general or any disease) or accidental (road accident, train accident, drowning, snakebite, sudden fall or lightning strike)
- Financial assistance is not available in case of death due to suicide.
- One-time financial assistance @ Rs. 40,000/-
- The financial assistance under NFBS is provided to the person, who supposes to be the head of the family of the deceased person after a local inquiry and on enquiring it is to be established that the family does not fall under any Auto Exclusion criteria.
- The deceased family should apply for NFBS assistance to Panchayat office or BDO office after the decease of the bread winner of the family.
- Pensions and one-time financial assistance under the NSAP are paid into the post office or bank account of the applicant.
- It is mandatory for the applicant to have a post office account or Bank account.
- Aadhaar number of the applicant should be linked with the Bank account.
- If someone does not have Aadhaar card, then have to do it first and then link it with the Bank account.
- NPCI Mapping of beneficiaries' accounts through bank or Post office branch is mandatory for APBS mode of payment of pension.

Q. What is the ratio between Central Share and State Share in various schemes under NSAP Programme?

Ans: The amount of Central and State Share are in NSAP programme as follows-

Schemes	Total Amount of Assistance	Share of Central Government	Share of State Government
Indira Gandhi National Old Age Pension Scheme (IGNOAPS)	Rs. 1000/-	Rs. 200/-	Rs. 800/-
	Rs. 1000/-	Rs. 500/-	Rs. 500/-
Indira Gandhi National Widow Pension Scheme (IGNWPS)	Rs. 1000/-	Rs. 300/-	Rs. 700/-
Indira Gandhi National Disability Pension Scheme (IGNDPS)	Rs. 1000/-	Rs. 300/-	Rs. 700/-
National Family Benefit Scheme (NFBS)	Rs. 40000/-	Rs. 20000/-	Rs. 20000

Q. What are the features of the NSAP programme?

Ans: Features of the NSAP programme are as follows-

- IGNWPS beneficiary ceases to receive the pension if she remarries.
- On the death of a beneficiary, the arrears due (benefits due till the date of death of the beneficiary), are paid to the beneficiary’s heirs. Subject to inquiry with the assistance of the Pradhan of the Gram Panchayat, the matter of the legal heir is settled.
- National Social Assistance beneficiaries are required to undergo annual physical verification.
- After verification at the ground level, the pension is stopped for dead, permanently migrated or otherwise ineligible persons.
- Pension is temporarily stopped in case of annual transferees.
- In case of deceased persons, the pension is completely stopped. Pension will not be continued to the Nominee of the pensioner after the death of that pensioner. Nominee can only draw the due arrear, if any from the bank.

Q. What is called by Auto inclusion process?

Ans: As per SECC 2011, Persons fulfilling any of the following 5 parameters will be enlisted as eligible beneficiary under NSAP scheme. This is called auto inclusion process.

- I. Households without shelter.

- ii. Destitute, living on alms.
- iii. Manual scavenger families.
- iv. Primitive tribal groups.
- v. Legally released bonded labour.

Q. What is called by Auto exclusion process?

Ans: As per SECC 2011, Persons fulfilling any of the following parameters will be enlisted as ineligible beneficiary under NSAP scheme. This is called Auto exclusion process.

- i. Motorized 2/3/4 wheeler/fishing boat.
- ii. Mechanized 3-4-wheeler agricultural equipment.
- iii. Kisan credit card with credit limit of over Rs. 50,000/-.
- iv. Household member government employee.
- v. Households with non-agricultural enterprises registered with government.
- vi. Any member of household earning more than Rs. 10,000 per month.
- vii. Paying income tax.
- viii. Paying professional tax.
- ix. 3 or more rooms with pucca walls and roof.
- x. Owns a refrigerator.
- xi. Owns landline phone.
- xii. Owns more than 2.5 acres of irrigated land with 1 irrigation equipment.
- xiii. 5 acres or more of irrigated land for two or more crop season.
- xiv. Owning at least 7.5 acres of land or more with at least one irrigation equipment.

Q. What are the Deprivation Criteria levels?

Ans: There are 7 Deprivation Criteria levels

- 1. Households with only one room with kucha walls and kucha roofs.
- 2. Households with no adult member between age 18-59 years.
- 3. Female headed households with no adult member between age 18-59 years
- 4. Households with disabled member and no able-bodied adult member.
- 5. SC/ ST households
- 6. Households with no literate adult member aged above 25 years.
- 7. Landless households deriving major part of their income from manual casual labour.

Q. What is called by 'Provisional Waitlist for Verification'?

Ans: The list of eligible persons (eligible for NSAP pension supported by the physical verification) is prepared on the basis of data of SECC 2011 by fixing deprivation criteria level. There are 7 deprivation levels. Persons fulfilling at least 3 or more criteria are recognised as eligible to get pension under NSAP scheme. Thus, a list of eligible beneficiaries is prepared. This list is called the '**Provisional Waitlist for Verification**'. The 7 Deprivation Criteria levels are given below:

1. Households with only one room with kuccha walls and kuccha roofs.
2. Households with no adult member between age 18-59 years.
3. Female headed households with no adult member between age 18-59 years
4. Households with disabled member and no able-bodied adult member.
5. SC/ ST households
6. Households with no literate adult member aged above 25 years.
7. Landless households deriving major part of their income from manual casual labour.

If a person fulfils at least any one criterion falling under 'Auto Exclusion' then his/ her name will not be enlisted.

Q. How the beneficiaries under NSAP are selected? How the 'Permanent Waitlist of Beneficiaries' is prepared?

Ans: Beneficiaries are selected from the 'Provisional Waitlist for Verification'. In National Social Assistance Programme, there is a ceiling (CAP) of beneficiaries in a year, thus it is fixed by Ministry of Rural Development how many beneficiaries would get NSAP pension benefit in a financial year. Most of the time it is seen that the number of existing beneficiaries is almost equal to the allotted quota, so there remains minimum/no gap to fill up new eligible cases. If existing beneficiary dies or is declared as ineligible then only in place of that dead or ineligible beneficiary, new beneficiary is included. In such case the new beneficiary is selected from the waitlist. The 'Provisional Waitlist for Verification', prepared on the basis of deprivation data of SECC 2011, is again verified physically at each doorstep. Through this verification ineligible persons, who are socio-economically no more deprived, are excluded and the permanent waitlist is prepared containing the names of only eligible persons who are deprived economically. This list is published in Gram Sansad. The Deputy Secretary or any other responsible officer from Block Office supervises this process in Panchayat Samiti or Block level. In District level the District Panchayat and Rural Development Officer (DP&RDO) supervises this process.

Q. What is Annual Physical Verification?

Ans: Once in a year the existing beneficiaries under NSAP are physically verified by the Verification team headed by an Officer of Block office. The present status of the beneficiary is verified through this process. Through this process it is checked whether a beneficiary has died or permanently migrated to other state, or his/ her economic condition has developed than before. The NSAP database is updated according to the data received by Annual Physical Verification.

Q. What initiative should be taken if a beneficiary does not have Aadhaar card?

Ans: The beneficiaries who are eligible to get pension but do not have Aadhaar card, they must be taken to nearby UIDAI Centre to issue Aadhaar card. In this issue help can be taken from BDO Office. Whose Aadhaar card can be issued they will go for that. Those who's biometric could not be captured due to extreme old age or any other reason, a certificate should be issued to them from the UIDAI centre. That certificate needs to be submitted to the BDO office.

Q. What is called by 'Demographic Data Mismatch'? What are the remedies to resolve the problem?

Ans: If the name of a beneficiary does not match with the Aadhaar number of that beneficiary this situation is called the 'Demographic Data Mismatch'.

This issue happens when the name of the beneficiary is updated in his/ her Aadhaar and he/ she is not putting the updated name in NSAP Portal. To resolve this problem a beneficiary has to provide his/ her updated name mentioned in his/ her current Aadhaar.

Q. What is called by 'Invalid Aadhaar'? How this problem may be resolved?

Ans: The problem regarding 'Invalid Aadhaar' happens when a beneficiary wrongfully enters the 12 digits of his/ her Aadhaar number, or his/ her Aadhaar has been deactivated somehow. To resolve this problem one must enter all the 12 digits of his/ her Aadhaar number correctly. For the second case, one must visit the nearby UIDAI Centre and apply for issuing new or updated Aadhaar card.

Q. What should be done if a beneficiary's death occurs?

Ans: If a pensioner under NSAP is deceased then the information of his / her death should be intimated to the Block office by the family members preferably within 3 days of death. In such cases the family members of the deceased beneficiary may apply for 'Samabyathi' scheme to the Panchayat Samiti or BDO Office.

Q. Is it mandatory to convey the information related to the death of a migrated beneficiary to BDO Office?

Ans: Yes. If a pensioner is temporarily or permanently migrated to other State outside West Bengal, then his / her information of death needs to be reported to BDO Office.

Q. What is meant by Last Mile Service Delivery?

Ans: The Last Mile Service Delivery means door step delivery of pension benefit to those beneficiaries who have to travel more than 3 Km to access the benefit (through bank or post office) or for Beneficiaries who could not reach to the bank branch or post office due to extreme old age or being physically challenged. Such last mile service could be delivered through Banking Correspondents (BCs), Postal Payment Bank Service, Banking Sakhis (BS), who are primarily SHG Members or through Common Service Centres (CSC).

Q. What is 'Social Audit'? What is the role of Panchayat Pradhan in Social Audit?

Ans: At present the "Social Audit Guideline 2024" is followed to conduct Social Audit. With an aim to ensure transparency, accountability and people's participation in the National Social Assistance Programme (NSAP), Social Audit is mandatory. The mandate for the conduct of social audit rests with the statutory body of the Gram Sabha.

Role of Gram Panchayat Pradhan:

- 1) The Gram Panchayat Pradhan is to create enabling environment for conduct of Social Audit. The introductory meeting of Social Audit is to be convened by each Gram Panchayat headed by the Pradhans.
- 2) The Gram Panchayat shall ensure that all relevant information such as names, addresses, mode of disbursement of NSAP pension, amount of pension disbursed etc. about the beneficiaries residing under the jurisdiction of concerned Gram Panchayats are made available to the Social Audit Unit at least 15 days before initiation of social audit process.
- 3) The Social Audit team will read out its findings publicly in the Gram Sabha.
- 4) Social Audit Reports must be prepared in the local language and shall be made available for public viewing in the Gram Panchayat.
- 5) The Social Audit Reports must be approved by the Gram Sabha. The Action Taken Reports against finding of Social Audit, also have to be submitted to the District Magistrate from the end of Executive officer Panchayat Samitis (BDOs) within 30 days of holding Gram Sabha.
- 6) Without Social Audit there would be allotment of fund for pension as mandated in the guideline.
- 7) As per latest Social Audit guideline of 2024, ATRs are collected based on mainly 3 parameters. These are- 1. Number of dead beneficiaries enlisted in portal. 2. Number of eligible beneficiaries whose pension has been discontinued. 3. Number of ineligible beneficiaries

Q. What initiatives should be taken by the Pradhan to ensure disbursement of pension in DBT mode?

Ans: The following initiatives, need to be taken by the Block as well as by the concerned Gram Panchayat offices, to ensure 100 % disbursement NSAP pension in DBT mode: -

- From Block log in, Download the detail list of beneficiaries from NSAP-PPS portal who are shown as “CASH Beneficiary “in the portal.
- In reality these beneficiaries are not getting any monthly pension as at present no Cash mode of payment of pension is done.
- Fresh bank accounts (in nationalized banks) for all these beneficiaries, need to be opened immediately.
- The bank account of each beneficiary must be seeded with his/her Aadhaar number. This to be done from the end of block office as well from bank end (KYC updating is mandatory).
- Then from the Block office, each such Bank Account of the beneficiary is to be registered in PFMS for smooth transfer of pension in each month.

Somobyathi Scheme

SOMOBYATHI programme has been launched on 24th November 2016 in this State to provide one-time financial assistance of ₹2,000/- in each case for performing the last rites and rituals and to meet incidental expenses related to cremation/ burial etc., to the next kin/ nearest family members of the deceased person under extreme financial distress. The family of a deceased person who was a resident of rural areas of this State and whose cremation/ burial takes place within West Bengal is eligible to apply for such assistance. Efforts have been taken to provide benefit to the next of kin of deceased within 48 hours of receiving information of death. Till date, since inception, 18,97,557 (*Eighteen Lakh Ninety-Seven Thousand Five Hundred and Fifty-Seven*) number of families have been supported under this scheme.

In the last financial year 2024-25, Panchayats & Rural Development Department has allotted a fund amounting to ₹46,64,44,000 (Rupees Forty-Six Crore Sixty-Four Lakh and Forty-Four Thousand) only to 22 numbers of districts from the available budgetary allocation for implementation of Somobyathi in the rural areas and 2,33,222 number of bereaved families have been expected to get benefitted from the aforementioned allocation.

Q: What is the purpose of Banglar Bari (Gramin) scheme?

Ans: To provide financial assistance to all homeless families and families living in kutcha and dilapidated houses in rural areas to build a pucca house with basic amenities. This scheme has been started from 17th December 2024.

Q: How much is the cost of Banglar Bari (Gramin) scheme?

Ans: The entire cost of the Banglar Bari (Gramin) scheme has been made from the own fund of the Government of West Bengal where it has been decided to allocate Rs. 1.2 lakh to each eligible beneficiary in two equal instalments of Rs.60,000/-. All the amount will be credited electronically to the bank/post office accounts of the beneficiaries. The state government has allocated a total of Rs 7.2 thousand crore for the first instalment of the scheme in the financial year 2024-25.

Q: What are the characteristics of the Banglar Bari (Gramin) scheme?

Ans: To build a pucca house with a healthy cooking area of 25 square meters. In addition to government financial assistance, the consumer can use their own money also for house construction. No contractor can be appointed. The logo of Banglar Bari (Gramin) should be affixed in every household as per the guidelines of the scheme.

Q: What are the characteristics of the Banglar Bari (Gramin) scheme?

Ans: In this housing scheme, a permanent waiting list was prepared through on-the-spot verification in 2022-23 where 33,42,642 families were enlisted in the permanent waiting list of AwaasPlus, out of which 11,01,723 families were approved/sanctioned, but money could not be given due to lack of central share allocation.

Under Banglar Bari (Gramin) housing schemes, 11,01,723 approved/sanctioned beneficiaries, natural calamities such as remals/floods/grains where house got completely damaged, applications directly received under Sorasori Mukhyamantri (Chief Minister Grievance), specific applications directed by the court and the list of beneficiaries on the permanent waiting list are surveyed through a specific mobile application.

Q: What is the role of the Panchayat in the implementation of this project?

Ans: After the survey, the list of beneficiaries is initially discussed in the gram sabha of the panchayat and reviewed and give feedback and sent the proposal to the blocks. Beneficiaries were informed about various important aspects of the project. Beneficiaries were also informed about where to get construction materials easily at cheaper rate and from where to get trained masons for building houses. Assisting block employees in identifying house of the beneficiaries and geo-

tagging current house and proposed house location with pictures. Assisting block employees in identifying house of the beneficiaries for geo-tagging after the house is built up to the Lintel level. Assisting block employees in taking pictures and geo-tagging after the house is complete. To provide necessary assistance to beneficiaries who are facing difficulties in building houses, especially the disabled or elderly persons. Assisting officials during social audits.

Chaa Sundari Extension Scheme

Q: What is the objective of the Chaa Sundari Extension scheme?

Ans: 'CHAA SUNDARI EXTENSION' Scheme was launched by the Hon'ble Chief Minister of West Bengal, Smt. Mamata Banerjee on 29th January, 2024 at Fulbari Ground, Jalpaiguri District.

Chaa Sundari Extension Scheme was introduced to provide financial assistance to poor tea garden dwellers for the construction of a Pucca house (minimum of 25 Sqm. area) and extension of the existing house. Financial assistance of Rs. 1.20 lakh per beneficiary is provided to eligible beneficiaries from the State fund.

Q: What are the features of Chaa Sundari Extension scheme?

Ans: The Scheme benefits dwellers of the tea garden (retiring/retired / long-termoccupiers of tea garden land) who have been given Homestead Patta within the Tea Garden. Pucca houses to be built with an area of a minimum of 25 square meters area. Rs.1.20 lakhs financial assistance is provided in three installments. (1st Installment-60,000, 2nd Installment - 40,000, 3rd Installment-20,000). Pucca house will be constructed by the beneficiary with or without his/her own contribution in addition to the financial assistance. No Contractor shall be engaged. Payments are made electronically to beneficiary bank/post office accounts. Toilet, Electricity, water supply & other essential amenities are to be provided by departments concerned.

Q: Who will be the beneficiaries and what are the rules for beneficiary identification and selection in this scheme?

Ans : The beneficiary should be retiring / retired employees of the tea garden concerned or long-time occupiers of tea garden land who have been provided homestead patta by the Government on tea garden resumed land. The list of such beneficiaries is prepared by the District Magistrates concerned. The beneficiary has in possession the homestead patta in the tea garden area. The beneficiary does not own a Pucca house in the tea garden area or owns a house of less than 25 sqm plinth area. Beneficiary Selection, enquiry, and sanction are done through an online platform with geo reference. At present funds have been allocated for the construction of 24,500 houses. Alipurduar-14,000, Jalpaiguri-10,000 and Uttar Dinajpur-500.

Q: What is the role of Block/Districts/Panchayat in implementing this Scheme?

Ans : District administration initially fills up homestead patta details of the dwellers of the tea garden in the Portal. The homestead patta holders of the tea garden area have to apply for housing assistance through Application forms with all necessary documents and will submit it to the BDO office/survey team/camp office. Basic data entry is done by the Block level user from the submitted application form. The enquiry officer/ surveyor verifies the veracity of the claim and will upload geo-tagged photos and other relevant documents. After verification, the proposal is recommended and submitted by the BDO. District Magistrate then either sanctions or rejects the individual cases and a sanction letter is issued to the beneficiary by the District Magistrate. After sanction, registration is done by the Block Level DEO after re-verifying Aadhar, Bank / Post Office Account Number, etc. Block Admin then generates 1st installment advice and sends it to the treasury for fund release as advance to the beneficiary account. Subsequently, the same process is followed and 2nd installment advice is generated when the house is constructed up to the windowsill level and 3rd installment advice is generated after the completion of the house.

Contribution: WBCADC Cell, P & RD Department

Q: What are the objectives of various projects of WBCADC - West Bengal Comprehensive Area Development Corporation?

Ans: West Bengal Comprehensive Area Development Corporation (WBCADC) was established with the enactment of the WBCAD Act, 1974 and publication of the gazette notification as an autonomous organization aimed at area based rural development through Agri and allied activities. West Bengal Comprehensive Area Development Corporation (WBCADC) operates through its 21 Projects located throughout the State of West Bengal (except Jalpaiguri, South 24 Parganas, Dakshin Dinajpur, Jhargram and Paschim Bardhaman) and one Krishi Vigyan Kendra (KVK) at Sonamukhi, Bankura to cater all the agro-climatic zones of the State. All projects undertake Agri and allied activities (mainly introduction, technology transfer & handholding training on new species) for farmers, SHG members & Farmers Producers Organization(s). WBCADC presently operates through its 21 district units as noted hereunder.



1) Balarampur, 2) Falakata, 3) Kalimpong 4) Siliguri Naxalbari, 5) Goalpokhar 6) Kaliyaganj 6) Ratua –II 7) Nalhati – I 8) Berhampore 9) Ranaghat –II 10) Haringhata 12) Gaighata 13) Deganga 14) Tamluk –I 15) Debra 16) Sonamukhi 17) Saharjore 18) Kalna-II 19) Boinchi 20) Bagnan 21) Ajodhya Hills

In addition, there is one Krishi Vigyan Kendra presently controlled & managed by WBCADC.

Q: What is the goal of various projects of West Bengal Regional Development Board?**Ans : Objective**

- WBCADC functions with the following main objectives as stated hereunder.
- Dissemination of the knowledge and expertise acquired through operation of various projects
- Strengthening the process of upliftment of the rural population by the process of action-oriented research, experimentation with production-related innovative ideas and concepts concerning agriculture and allied activities.

- Introduction of new crops and cropping patterns and improved technology agronomic practices, promotion of agro-based supportive rural industries.
- Implementation of projects for demonstrative and educative purposes and arrangement for appropriate training programmes.

Q: What is the scope of various projects of West Bengal Regional Development Board?

Ans : WBCADC Activities

The integrated farming practice in WBCADC mainly consists of three major segments like Agriculture, Animal Husbandry and the Fishery. Besides these there are certain other activities in some of the units like SSI units, tourism etc.

Agriculture:

WBCADC transfer scientific agricultural technology amongst the targeted farmers, Women SHGs, Farmers Producers Companies through training and adoption of scientific practices based on 6 agroclimatic zones in this state so that the socio-economic development can be accomplished amongst those targeted population leading to livelihood development.

Area of activities includes:

- Seed Multiplication Programme (SMP) for crops like paddy, pulses, oil seeds etc.
- Hardening of Tissue Culture Banana Plant, G-9 variety and supply to the farmer and Self-Help Groups (SHGs).
- Raising of hybrid vegetable seedlings and supply to farmers.
- Papaya seedling raising and supply to the farmers.
- Management of orchard.
- Production of vermicompost.
- Cultivation of organic vegetable.
- Rooftop cultivation.
- Mushroom spawn production.
- Mushroom cultivation.
- Cultivation of exotic fruits like Avocado, Kiwi, Dragon fruit etc. in temperate climate.

Animal Husbandry: It is a major source of economic development after agriculture in rural areas. This sector plays a greater role for self employment generation. WBCADC is engaged in development and extension of Animal Husbandry schemes like Poultry, Goatery, Piggery, Dairy etc. amongst the farmers, SHGs, FPCs through integrated farming system followed by capacity building training. The activities taken up in Animal Husbandry sector are as follows: -

- Production of Day-Old Chicks (DOC) of different varieties through the hatcheries existing in respective project.
- Production of fertilized eggs and distribution to the Farmers /SHGs after training.
- Rearing of four varieties of Pigs (Deshi, Ghongroo, T&D, Large White York Shire) & Piglets distribution amongst the Tribal population under respective projects.
- Duckery & Goatery development for production of egg & meat as well as input distribution amongst farmers.
- Quail and Turkey farming.

Fishery: Fisheries plays a key role in rural economy specially in our state where fishes are consumed largely and have a great demand in comparison to most other states. WBCADC promotes pisciculture by supplying fish seed like Spawn, Fry & Fingerlings etc. to the farmers to enhance the production of fish as well as for creative livelihood support after imparting skill development training of farmers. Main activities in this sector taken up are as follows:

- Quality accredited carp seed in the form of Fry and Fingerling production and supply.
- Seed production of endangered species 'Sarpunti'
- Production of Vietnam Koi and Deshi Koi seed.
- Production of fresh water prawn (Galda).
- Production of Singhi fish, Amur carp seed.
- Introduction of new species like Monipuri, Pengba fish etc.
- Introduction of low cost "RAS"
- Ornamental fish culture and seed production.

Training: WBCADC undertake skill development training/capacity building training in the sub sector of Agriculture, ARD, Fishery and also in non farm other sectors in convergence and with the financial assistance of WBSRLM and other some departments. The main area of training programme undertaken are shown hereunder: -

- Residential training on fish culture and hatchery management.
- Residential training on poultry and goat farming.
- Training on mushroom cultivation, vermicompost and organic vegetable cultivation.
- Training on nursery management fruit plant, coconut and Tissue Culture Banana.
- Skill development & capacity building training to SHG beneficiaries under farm & non farm sector (Tailoring, Beautician, Kantha stich etc.) in convergence with WBSRLM.

- Food processing & preservation (Pickle, Jam, Jelly, Tomato Sauce, Kasundi, Fish meat & dairy products etc.)

Q: What is Rashtriya Krishi Vikash Yojana (RKVY)?

Ans: Rashtriya Krishi Vikas Yojana (RKVY) was launched under the Department of Agriculture & Cooperation (DAC), Govt of India from 2003-04 with an aim to achieve growth in the agriculture sector through risk mitigation, strengthening the efforts of the farmers along with promoting agri-business entrepreneurship by creation of agri-infrastructure was the main thrust area. WBCADC acts as one of the programmes implementing agency in this state and has been implementing this scheme.

The main activities taken up so far are: -

- Establishment of Spices production unit by SHG/JLG
- Establishment of Kiwi & Avocado orchard unit at own farm.
- Construction of shed net vine bower for the production of Betel Leaf at own farm.
- Establishment of hanging seed bed (Paddy) along with fodder production through hydroponic system based on rice and fodder production by the involvement of JLGs & SHGs cluster
- Establishment of low-cost Mini cold storage for preservation of Raw Mushroom/ Vegetable/ Flower etc. at own farm
- Establishment of Spices processing & packaging unit at own farm
- Establishment of Packaging Machine by Using of Nitrogen Gas and Rectangular tray machine and clean seal wrapper
- Establishment of semi-automated Feed Mill Plant (400kg. /hr. capacity) at own farm.
- Installation of Mini Oil Extractor with Expeller machine at own farm
- Establishment of Paddy Transplantation unit by using paddy transplanter at own farm
- Pest & disease control by using drone at agri farm.

Contribution: WBSRL, P & RD Department

Social and inclusive – Disability and gender responsive governance**Q: What do we mean by social inclusion?**

Ans: Social inclusion is the process of improving the terms on which individuals and groups take part in society—improving the ability, opportunity, and dignity of those disadvantaged and vulnerable group on the basis of their identity. It aims to provide access to existing social schemes and programmes, education, providing information to them to eliminate deprivation of individuals from social life. Vulnerable group includes children, pregnant and lactating women, elderly people, malnourished people, prisoners, migrants & refugees, differently abled, transgender, vulnerable tribes (PVTG) etc.

Q: What do we mean by the term ‘Gender’ and ‘Sex’?

Ans: The term ‘GENDER’ talks about the differences between biological orientations and socially constructed roles and behaviors associated with females and males whereas the term ‘SEX’ refers to only biological attributes as females and males.

Q: What do we mean by the term ‘Gender inequality’?

Ans: ‘Gender inequality’ means the inequality exists between male, female and transgender in social, economic and cultural field. It is the phenomenon that is socially constructed and treated in unequal ways. In a patriarchal society, assigning of gender and fixing it into an individual’s mind begins from an early age who is trained according to his/her gender.

Q: What do we mean by Gender responsiveness in governance and Gender Responsive Budget?

Ans: Gender responsiveness in governance means equal participation of women and men in decision making, equal opportunities in influencing the management of economic, political and social affairs and equal access to benefits.

Gender Responsive Budget is a process which helps to look at general budgets from a gender perspective. It aims to determine corrective actions that are necessary so that Government Plans or Schemes and accordingly Budgets meet the needs of women and girls as well as men and boys.

Q: Why GENDER Equality matters?

Ans: Gender equality means people of all genders have equal rights, responsibilities and opportunities.

- **Gender equality** (SDG Goal 5) is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous and sustainable world
- Across the globe, gender inequality persists everywhere like domestic, economic, political and societal sector viz. education, marriage, health & nutrition for children, adolescent girls, women and transgender
- Women continue to be underrepresented at all levels of leadership and perform a disproportionate share of unpaid domestic work
- It stagnates social progress because of dropouts from school & low literacy level of women, child Marriage & low birth-weight baby, son preference & multiple pregnancy, dowry, poor health status of Women etc.

Q: What is the role of Local Bodies to maintain Gender equality?

Ans: Local governing institutions like the Panchayats, at three tiers, can play an important role as influencers to promote awareness regarding gender equality and prepare gender responsive planning & budget. It is therefore important for building capacities of elected representatives on promoting gender equality. It will enable them to take positive action in the interest of women and girls through the planning and implementation of the Gram Panchayat Development Plans (GPDP) for their villages and raising relevant concerns in Gram Sabhas. Elected representatives in their role as **Change agent** can help tackle discriminatory social norms against women, children, transgender, and differently abled persons and promote consensus for increased investments for development and well-being of them so as to give emphasis on girl's education, nutrition, health etc and enhancing values of women.

Q: Who is a child? What special initiatives are there for child protection?

Ans: According to United Nations Convention on the Rights of the Child (UNCRC) a 'Child' is a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger.

The CRC drafted by the United Nations Commission of Human Rights and adopted by the General Assembly of the United Nations on 20 November 1989, is a set of standards and measures intended to protect and promote the wellbeing of children in the society.

Child Rights are **fundamental freedoms** and the **inherent rights of all human beings** below the age of 18. These rights apply to every child, irrespective of the child's race, colour, sex, language, religion, national or social origin. These are as follows:

Right to Survival: A child has the right to life which includes the right to be born, to food, shelter and clothing and to live with dignity.

Right to Development: Survival: Children have the right to mental and physical development. Therefore, children should have opportunities for nutrition, care, education, play and recreation for their physical development.

Right to Protection: A child has the right to be protected from exploitation, neglect and abuse at home and elsewhere.

Right to Participation: A child has the right to express his views, to be informed and to participate in any decision that directly or indirectly affects him.

There are **several laws for protection of children** such as:

- Juvenile Justice (Care and Protection of Children) Act 2015
- Prohibition of Child Marriage Act 2006
- Child Labour (Prohibition and Regulation) amendment Act 2016
- Protection of Children from Sexual Offences Act 2012 (POCSO)
- Immoral Traffic Prevention Act 1956
- Child and Adolescent Labour (Prohibition and Regulation) Act, 1986
- Right of Children to Free and Compulsory Education Act, 2009

Apart from these there is 'Mission Vatsalya Scheme' under which there is Child Protection Unit, Child Welfare Committee in every District. Panchayats & Rural Development Department along with Women & Child Development Department and UNICEF is doing the activities of child protection.

WBSRLM along with UNICEF have initiated the process of developing Sanghas into Child Friendly Sanghas (CFS) with the objective that the SHG members associated with the sangha will be oriented on Gender and FNHW with focus on Gender discrimination & violence, Child Protection & Development issues like child marriage, child labour, trafficking, child abuse, nutrition, health etc and conduct activities related to Gender and Food Nutrition Health and WASH (FNHW), addressing cases/problems and referring it to appropriate service providers.

Q: Who can be termed as 'Vulnerable Children'?

Ans: The following categories of children can be termed as 'Vulnerable Children' :

- School dropout
- Child labor
- Children subjected to any kind of physical, emotional and sexual abuse
- Victims of child marriage
- Victims of Child Trafficking / Children rescued from Trafficking
- Children with physical disabilities
- Transgender children
- Children who are moving from one place to another with their parents.
- Children who are traveling alone or with friends from one place to another.
- Children whose parents have moved but the child remains at home alone or with a guardian.
- Children whose parents earn little or without income.
- Children who are without parents and live with their guardians.
- Children who have a single parent.

Q: Which probable targets can be taken by Gram Panchayats to address the issue of Gender Equality and Social inclusion?

Ans: Gram Panchayat shall set some targets to address the issue of Gender Equality and Social inclusion.

1. Vulnerability Mapping of socially disadvantaged people
2. Upliftment of the disadvantaged class
3. Women & child Protection
4. Children's wellbeing, safety and child rights protection
5. Gender responsive Governance
6. Awareness generation on social issues
7. Mapping of innovative work activities
8. Linkage with govt. schemes and social security services
9. Making the village women & child friendly, disabled friendly, gender just and socially secured

Q: Which activities can be implemented by Gram Panchayats?

Ans: Activities that can be implemented by Gram Panchayats (GP) are:

1. Identification of vulnerable pockets and household along with the nature of vulnerability related to children such as child marriage, trafficking, child labour, child abuse etc.
2. Regularization of meetings and active participation of the women members in all developmental activities of GP.
3. Taking necessary action & intervention on the cases identified by the Village level Child Protection Committee (VLCPC).
4. Referring cases to the GP level of CPC as and when required and linkages with social security services and service delivery system (Child Help Line, CWC, DCPU, Police and others).
5. Action taken to follow up rescued and restored children and recommendation for Special School or Home.
6. Organize awareness campaign on child protection issues and conducting Sishu Sabha.
7. Organize health camps on different issues like child nutrition, anaemia of children, adolescent girls, pregnant and lactating women, menstrual health & hygiene and taboo around menstruation, health schemes for pregnant women and adolescent girls, health check-ups for elderly, family planning etc.
8. Address reasons for school dropout like lack of transportation, separate & usable toilets, women teachers, etc. and take necessary actions in this regard for retention of students.
9. Encourage girl-child education, ensure scholarships, free coaching centres, provision for vocational skills and recognition through awards for good performance to prevent school dropouts, early and forced marriages.
10. Arrangement for drinking water at Anganwadi centres and schools.
11. Monitoring illegal sex-selection to check declining sex ratio.

12. Activate Village Health Sanitation and Nutrition Committees (VHSNCs) in the Panchayats, to focus on health, immunization, nutrition, sanitation, personal & menstrual hygiene issues of women and girls.
13. Activate Village level and Gram Panchayat level Child Protection Committees (VLCPC & GPCPC).
14. Formation of team with self-motivated volunteers / Kanyashree Club students to identify victims and vulnerable pockets and keep records of all students and their whereabouts under Gram Panchayat's supervision.
15. Spread awareness against social evils by organizing rallies, speech and essay competitions in schools and mobilizing the youth to boycott these malpractices.
16. Community oathtaking in Ward Sabha & Gram- Sabha to create dowry-free, child marriage-free, dropout free, child labour free villages.
17. Sensitize the male relatives of girls to curb different malpractices against girls and women.
18. Maintain registers for migrant families and girls/boys going outside the GP for study or job to prevent trafficking.
19. Develop community support infrastructure and services to reduce the work burden/ distress of women like:
 - ✓ Old age homes/day care centres for the elderly
 - ✓ Creche/child care facilities in work place
 - ✓ Drinking water facility to every house to reduce women's daily drudgery for collection of water for their family.
 - ✓ Toilet facility to every household and behavioral change in using it to ensure self-respect and dignity.
 - ✓ Promote solar energy to facilitate smokeless cooking environment at home and reduce respiratory distress.
20. Conduct Mahila Sansad (ward based) & Mahila Sabha, collecting and documenting Women's problems & their probable solutions, Women's requirements and their expectations from GP.
21. Wall painting for awareness generation and mobilization of women to organize themselves into self Help Groups (SHGs) for their social development, income generation and empowerment.
22. Initiative to form SHG group with the transgender.
23. Ensure active participation of SHG members in planning process for effective integration of Village Poverty Reduction Plan (VPRP) into GPDP.
24. Ensure mother-child room for breast feeding at Gram Panchayat Office/other government institutions.
25. Ensure access to maternal health check-ups at regular basis.
26. Monitor the Health and Nutrition status of women and girls on a regular basis.
27. Distribution of saplings/ seeds of vegetables/fruit bearing plant for developing of Nutrition-garden in all household and chicks to develop backyard poultry to households with malnourished children.

28. Initiative for counseling at adolescent friendly clinic for both girls and boys.
29. Ensure the timely access of the services to senior citizens.
30. Selection of suitable beneficiaries for different schemes.
31. Plan rehabilitation for the differently abled person.
32. Plan Gender sensitive disaster management.
33. Ensure inclusive and quality education to differently abled child by ensuring quality infrastructure in the schools & health centers e.g., ramps, railings and toilets for differently abled people.
34. Ensure provision for gender neutral toilets at GP office.
35. Awareness Campaign on different social security schemes.
36. Organize talk show/ awareness campaign / rallies on rights of the women & children and transgender.
37. Organize camp for the disadvantaged groups for health checkup and issue certificate.
38. Initiatives to stop social evils like witch-hunting, wife-beating, alcoholism etc.
39. Strengthen Gram Sansad Sabha, Gram Sabha, Sishu Sabha and Mahila Sabha for ensuring responsive, inclusive and participatory representation.

Q: How these activities shall be implemented in Gram Panchayats?

Ans: There are five Upa-Samities (sub-committee) in a Gram Panchayat in West Bengal for discharging its duties and responsibilities and effective service delivery to the people residing in the areas as per West Bengal Panchayat Act. Also, Gram panchayats shall take plan activities based on 9 thematic areas of Sustainable Development Goal (SDG.) Nari-Shishu Unnayan-o-Samajkalyan Upa-Samiti (Women & Child Development and Social Welfare) Sub-Committee is one of the Sub-committees for the development of the Gram Panchayat as Women-friendly (theme-9), Child-friendly (theme-3) and socially secured (theme-7) Gram Panchayat. Gram Panchayat shall implement its planned activities through this sub-committee (Women & Child Development and Social Welfare) based Gram Panchayat Development Plan (GPDP).

Village Poverty Reduction Plans (VPRPs) under West Bengal State Livelihood Mission (WBSRLM) shall have to be prepared as an integral part of GPDP. The Mission aims at creating efficient and effective institutional platforms for the rural poor, enabling them to increase household income through sustainable livelihoods enhancements and improved access to financial services. Preparation of VPRPs shall also be done simultaneously with the preparation of comprehensive GPDP. Members of SHGs are members of upa-samitis as representatives. So, they are included in GPPFT of GP. The overall planning of a GP should be done in such a way so that VPRPs are included in GPDP as component plan of women development.

Q: Which measures can be adopted by Pradhan and other members of Panchayats to ensure protection of children?

Ans: Measures that can be adopted by Pradhan and other members of Panchayats to ensure protection of children are as follows:

- Convene regular Child Protection Committee meetings at the Village and GP level and follow up on the decisions taken.
- Raise awareness of issues related to unsafe migration and trafficking of adolescents and adults, or disappearances and related issues of trafficking
- Create awareness about safety and precautions due to unsafe movement. Make it mandatory

to inform the local panchayat when going out of the village for work.

- Make government services related to child rights, health-nutrition, education, development and protection services mandatory and effective in your GP.
- Prevent children below the age of 14 from engaging in child labor and those between the ages of 15 and 19 in any hazardous work.
- Address issues like child marriages, missing children in villages very quickly and with appropriate action.
- Link Children who are missing, at high risk of trafficking or child labor or who have been rescued from trafficking or child labor with services or service providers, such as: Kanyashree, scholarships, loans for higher education or special scholarships for Scheduled Tribes and Minority children.
- Identify children who may come under the preventive sponsorship of the Government of West Bengal and recommend to District Child Protection Unit.
- Encourage various frontline workers such as Anganwadis or women representatives of ASHA and self-help groups to identify vulnerable children and raise any concerns or needs related to child protection.
- Observe important days like International Day of the Girl Child, International Day Against Child Labour, International Anti-Trafficking Day, Child Rights Week and Children's Day and involving children at the Gram Panchayat level in planning such days.
- If you suspect that a child or adolescent is being neglected or abused anywhere in the village, contact police at 100.

Q: What is the Gender related important Laws that Members of a Panchayat should know to ensure protection of children, women and transgender?

Ans: Members of a Panchayat should know the following laws to ensure protection of children, women and transgender:

Sl. No.	Gender Discriminatory Practices	Gender Laws to address the practice
1	Gender biased Sex-Selection	Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994
2	Child Marriage	The Prohibition of Child Marriages Act, 2006.
3	Dowry	The Dowry Prohibition Act, 1961.
4	Domestic Violence	Protection of Women from Domestic Violence Act, 2005.
5	Sexual Harassment	The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013.
6	Untouchability related Violence	Untouchability (Offences) Act, 1955.

7	Rape	Nirbhaya Act, 2013 (The Criminal Law Amendment Act)
8	Violence against Transgender	Transgender Persons (Protection of Rights) Act, 2019
9	Child Labour	Child and Adolescent Labour (Prohibition and Regulation) Act, 1986
10	Right to education	Right of Children to Free and Compulsory Education Act, 2009

Q: What are the schemes related to Women & Children development and Social Security of Disadvantaged?

Ans: Schemes related to Women & Children Development and Social Security of Disadvantaged:

Janani Suraksha Yojana (JSY)	National Rural Livelihood Mission (NRLM)	Manabik pension for differently abled people
Janani Shishu Suraksha Karyakram (JSSK)	Central Finance Commission	Muktir Alo
Bangla Matri Prakalpa	State Finance Commission	Swabalamban
Community Health Care Management Initiative (CHCMI)	Scheme for Adolescent Girls	Kahdyo Sathi
Swasthya Sathi, Sishu Sathi	Menstrual Hygiene Scheme	Samabyathi
Kanyashree Prakalpa, Rupashree Prakalpa	SC/ST Development Scheme	Lok Prasar
Sabuj Sathi, Shikshashree	Mid-Day Meal, School Health Programme	Annapurna
Integrated Child Protection Services	Integrated Child Development Services (ICDS)	Samagra Siksha Mission
Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)	National Social Assistance Programme (NSAP)	National Mission for Empowerment of Women

Q: Who are the Stakeholders to Support development of Women, Children and disadvantaged section?

Ans: Stakeholders to Support development of Women, Children and disadvantaged section:

Village level Organizations/ Panchayat level federations	Department officials- WCD / Police / Legal Aid
ICDS supervisors/ Health Supervisor	Village/ Panchayat level Child Protection Committee (VLCPC)/GPCPC, Child Protection Officer
Village Health, Sanitation & Nutrition Committee (VHSNC)	Doctors, teachers. / Literacy workers
Village Water Sanitation Committee (VWSC)	SHG members
School Management Committees	Local experts and youth
Anaawadi workers / ASHAs	Local Representatives & Youth Groups
National Rural Livelihood Mission (NRLM) Community	Kanyashree Club, Social activists

National Rural Livelihoods Mission (NRLM)

Q: What is Anandadhara / State Rural Livelihood mission (SRLM)?

Ans: National Rural Livelihoods Mission (NRLM), the flagship antipoverty programme of Government of India for organizing the rural poor for gainful self employment, envisages to enable the community to come out poverty through formation and strengthening of women Self Help Groups (SHGs) and their networks, their capacity building, financial inclusion, access to institutional credit and skill development for taking up different livelihoods options, supported with provisions of technological as well as marketing support.

The National Rural Livelihoods Mission (NRLM) has been launched under the Ministry of Rural Development (MoRD). In West Bengal, NRLM was launched as Anandadhara by Hon'ble Chief Minister, Smt. Mamata Bandyopadhyay on 17th May, 2012. Inspired by her, and committed to the vision of poverty eradication, West Bengal State Rural Livelihoods Mission (WBSRLM) has been formed the Government of West Bengal to implement the National Rural Livelihood Mission in the state as a registered society under the Society Registration Act XXVI of 1961.

Q: What are the Guiding Principles of Anandadhara / State Rural Livelihood Mission (SRLM)?

Ans: The guiding principles of the National National Rural Livelihood Mission are that social integration and strong institution building are critical to harness the latent potential of the poor. An independent, dedicated, and sympathetic support structure and workforce is needed to encourage the process of social integration, institution building, and empowerment. The poor have a strong will and latent capacity to rise out of poverty. Improvement of knowledge and skills, access to credit, opportunities to sell products and other livelihood services can be made easier for the poor to develop faster and easier.

Q: What is the Mission and Vision of Anandadhara / State Rural Livelihood Mission (SRLM)?

Ans: The mission and Vision of Anandadhara / State Rural Livelihood Mission is as follows- "To reduce poverty by enabling the poor households to access gainful self-employment and skilled wage employment opportunities, resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots institutions of the poor"

Q: What are the objectives of Anandadhara Programme?

Ans: The objectives of Anandadhara Prakaalpa is to reduce poverty by making households employable through profitable self-employment and skillful wages and building strong institutions of poor people, especially women, at the grassroots level.

Q: What are the Salient Features of the Anandadhara Programme?

Ans: The Salient Features of the Anandadhara Programme are as follows-

(1) Universal Social Mobilization – Saturation Approach (2) Institution Building (3) Capacity & Skill

Building Convergence, Partnership & Linkage (4) Building a pro-poor financial sector (5) Livelihoods promotion (6) Reducing the risk of life etc. Here coordination means coordination with the Panchayati Raj System, coordination with government institutions, and coordination with voluntary organizations.

Q: What are the structures of SHG Federations at different levels?

Ans: The structures of SHG Federations at different levels are as follows-

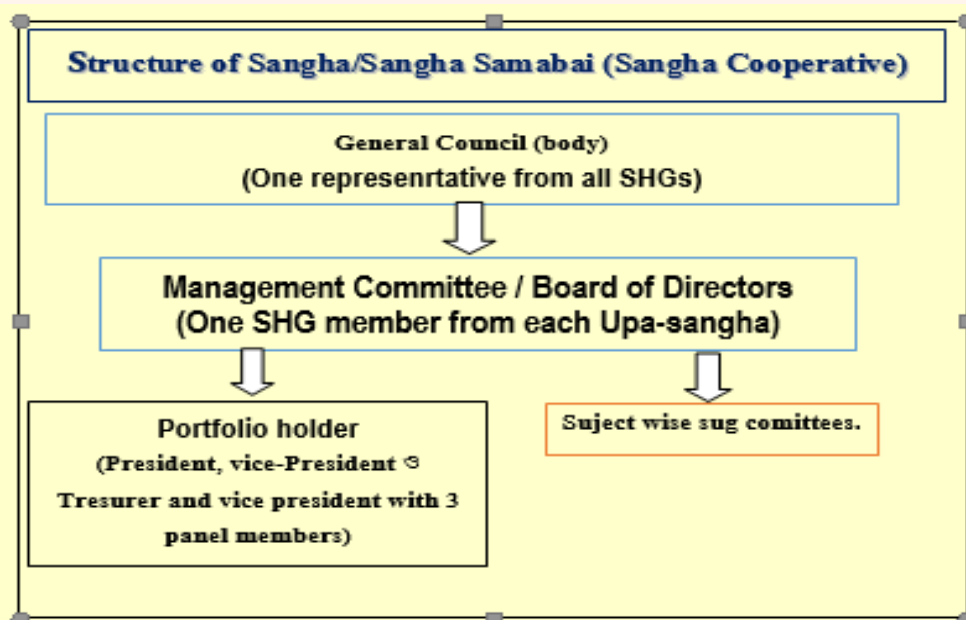
- **At Block level** - SHG Federation at the Block level registered as a Central Cooperative under the West Bengal Cooperative Act comprising representatives of Sangha Cooperatives is called Mahasangha. Presently 325 Nos. of Mahasangha are in West Bengal.
- **At Gram Panchayat level** - SHG Federation at GP level are known as SANGHA COOPERATIVE and registered under the West Bengal Cooperative Act. All member SHGs are shareholders and represents the Governing Body (GB) of the Sangha Cooperative. It is called Sangha Samabay. Presently 3339 Sangha Cooperatives are working in West Bengal. Board of Directors (BODs) of the Sangha Cooperative ensure the implementation of all programmes approved by Governing Body with the support of staff and responsible to GB. Election happens in 5 years.
- **At Village Level** - SHG federation at the Village level known as 'UPASANGHA' has an Executive Committee comprising 2 members from each SHG. One selected/elected member from each Upa-Sangha represents the Upa-Sangha as Board of Directors of Sangha Cooperative. Presently 42708 (100%) Nos. of Upa-Sanghas are working in the Villages of West Bengal.
- **At Hamlet level** - At least 10 Women (in remote/difficult areas or in special groups the 5 members may be considered) living in the same area having the same socio-economic condition may form SHG and practice Panchasutra. Each SHG has a President and secretary-treasurer. These are women SHG. Presently 12, 07,023 Nos of women SHG are working in hamlets of West Bengal.

Q: What is the reason for the formation of Sangha Cooperative Samabai?

Ans: Reason for the formation of Sangha Cooperative -

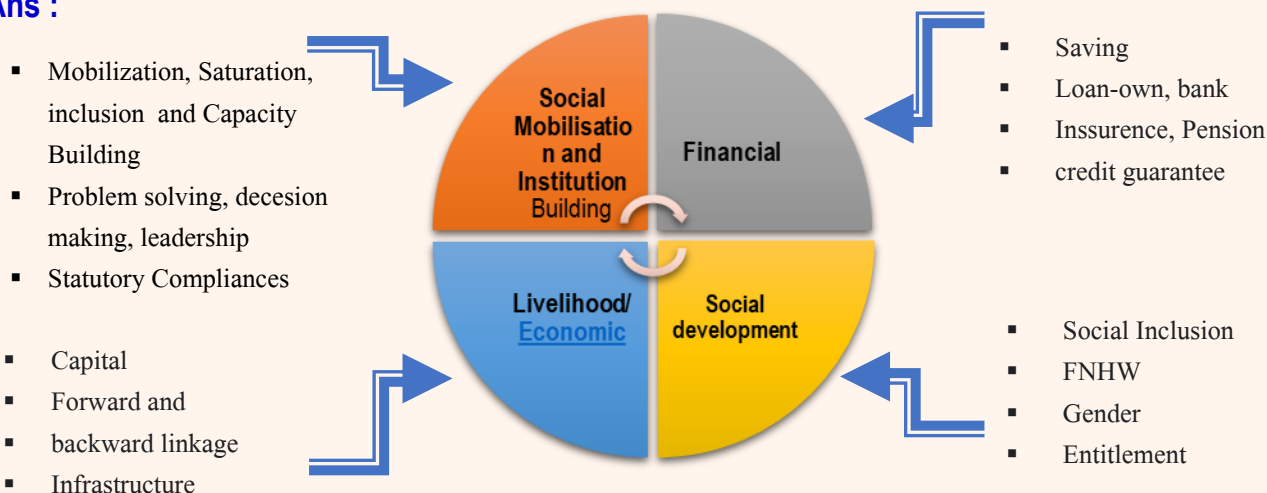
- To bring women from all the rural Household under the SHG fold, specially the wimen in distress.
- To develop sustainable, self-regulated, self-suffient, self-reliant Community institutions to deliver financial and social services to enhance socio-economic status of the families covered by Sangh Cooperatives.
- To ensure permanent and
- sustainable development of the life and livelihood of these poor families.

It is important to remember that self-help groups are the basic foundation of Panchayat-based Sangh Cooperatives. A Sangha Cooperative will not be strong unless each and every family inside the Cooperative is getting stronger financially and socially. Every member of each self-help group should have a feeling and own their own organization and need to plan their activity to achieve their goal.



Q: What are the activities of Sangha Cooperatives under Anandhara?

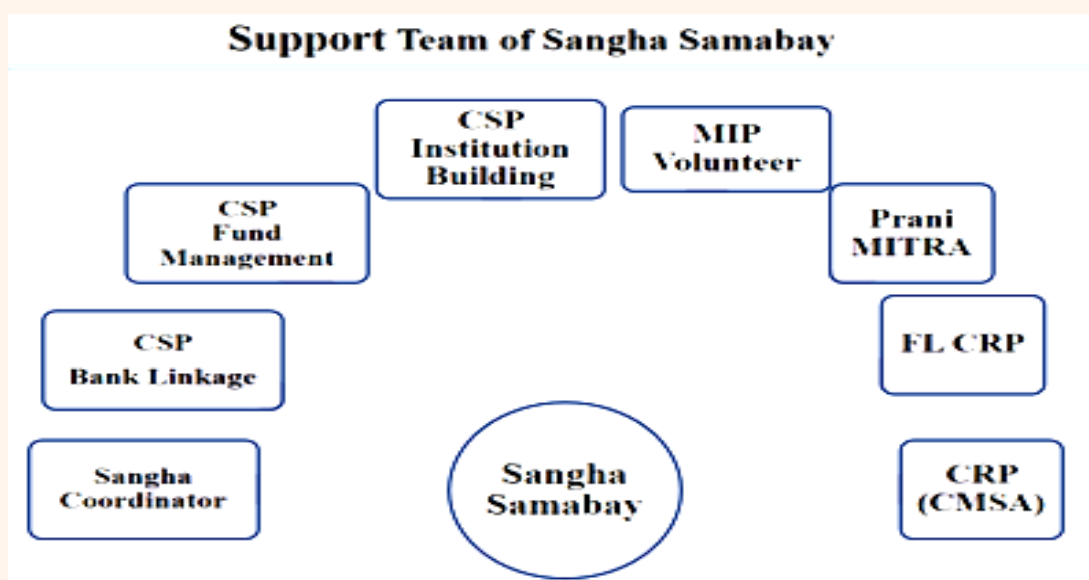
Ans :



Q: What are the support team of Sangha Samabai/ Sangha Cooperative?

A: The support team of Sangha Samabai/Sangha Cooperative is as follows- -

Social Inclusion – Special efforts are made for the vulnerable sections of the society like – widowed women, divorced women, especially abled people and unmarried women, female headed households, landless sex workers, transgenders, trafficked women. No woman shall be excluded from being a member of a self-help group. For this reason, livelihood support and services, livelihood aggregation, Connectivity, financial and non-financial, services and facilities, adoption, leveraging all opportunities, coordination, partnership–public and private, and social development. No Woman Left Behind, development of all, financial services at the doorstep, maximized income through diversified livelihoods, institutionalized mechanisms to address social problems, access to



all services and facilities including social security, essential home health, nutrition, and practicing hygiene. A rural woman can become a member of a self-help group, save through the self-help group, and get a short-term, low-interest loan from the union fund or bank through the group. Training will also be available for business ventures including various livelihood training and team building so that they can develop their livelihoods, arrange to sell products, and take advantage of various government schemes.

Q: What is not ?

Ans: This project is never a project (1) to build houses or roads (2) to donate or grant-providing project (3) Not a short-term project (4) Not just a loan-providing project (5) Not a infrastructure-building project (6) This is not a big money project (7) Not a project for easy and quick success.

Q: What specific steps have been taken under this program?

Ans: The specific steps taken out of this program are as follows –

- (1) Supply of School Uniforms - 51,723 self-help group members supplied 1,21 crore school dresses to 83,135 schools and generated a business of over Rs.307 crores in the financial year 2022-23.
- (2) Supply of ICDS food – 2,664 self-reliant team members are providing ICDS food to 312 ICDS centers and the center is earning more than 1 lakh per month.
- (3) Supply of Ready-to-Eat (RTE) Nutritional Food - 1102 skilled self-reliant team members are producing an average of 4,500 quintals of nutritional food per month at 50 Ready-to-Eat (RTE) centers with a business value of about Tk 180 crores annually.
- (4) Food-Shaya Canteen – 51 canteen services run by members of self-help groups called Food-Shaya. About 669 self-reliant team members are involved in this work.
- (5) Bengal Experience Centers – 13 Bengal Experience Centers are functioning as Handicraft Sales Centers with 52 Self Help Team Members.

- (6) Paddy procurement - During the financial year 2022-23, the members of the self-reliance team have procured more than 5 lakh metric tonnes of paddy.
- (7) BC Sakhi Dal - BC Sakhi Dal has been formed for Business Correspondence.
- (8) Financial Signature – Enabled Application
- (9) Elderly group – formation of self-help groups with the elderly.

Apart from that Lakhpati Didi, One Stop Facility Centre, Incubation Support, Artisan Cluster, FPO, FPC, Producer Group, Organic Cluster, Business Entrepreneurs Support Scheme (SVEP), Women's Land Rights (WLL), Shishu Sahaji Sangh (CFS), Dudhshree (Special Projects on Dairy & Poultry) etc.

Q: What is the role and responsibility of the Gram Panchayat member in the implementation of this program/project?

Ans: The roles and Responsibilities of Gram Panchayat Members in the implementation of this programme/project are –

- To help identify the truly poor families and integrate them into self-help groups.
- Strengthening Gram Sabhas by giving due importance to the needs and demands of these self-help groups.
- Utilizing all self-help groups and their federations in formulating local-level development plans.
- To utilize this group more effectively in the following areas; For example: - Social Development / Dissemination of various developmental information among citizens / As a group participating in planning / Poverty measurement through participation as the initial stage of planning / Incorporation of Micro Investment Plan or Micro Investment Plan in the development document or report to be presented in the village meeting etc.
- Specific utilization of self-help groups and federations in the implementation of the MGNREGS scheme.
- Utilization of Self-Help Groups to deliver various project services directly to consumers.
- Utilization of self-help groups to maintain sustainable development through regular inspection of various service delivery areas and timely delivery of eligible services to all consumers at specified levels.
- To reduce various social ills like alcoholism, physical violence, child marriage, child labour, trafficking of women, etc.
- Inclusion of self-help groups in the work of Social Audit.
- Inclusion of self-help groups and their federations in various functional committees formed under Gram Panchayat.
- Inclusion of self-help groups and their federations in various livelihoods convergence activities like school uniform production, Ready to Eat food production, sanitary napkins production etc.
- Inclusion of SHG members, self-help groups and their federations in enterprise promotion activities to ensure economic growth at the Gram Panchayat level
- Making a Partnership Plan for the work of Gram Panchayats and Self Help Groups.
- To determine the presence of Panchayats and Self-Help Groups in the discussion meeting on the second Saturday of every month and to measure the progress of various programs and resolve the issues arising through discussions.

Q: How do SHG and Federation help the Gram Panchayat?

Ans: SHG and Federation may help the Gram Panchayat in the following ways-

- To take necessary assistance of Gram Panchayats for the formation of Self-Help Groups especially for inclusion of women from backward sections of the society in Self Help Groups and if necessary, identify genuine poor families and approve it in Gram Sabha.
- Directly participating in village meetings (primarily MGNRES and GPDP focused) on identified demands and demands as per prior discussion with SHGs and their federations.
- Providing necessary support to Gram Panchayats to promote Gram Sabhas, build their database, and strengthen discussions.
- To carry out smoothly the programs (which are social welfare, beneficial, and acceptable) prescribed by the Gram Panchayat.
- Representing and participating in all functional committees of Gram Panchayat.
- Adopting various livelihood plans in discussion with the Gram Panchayat in respect of various properties of the Gram Panchayat, namely ponds, playgrounds, markets, private lands, etc.
- To review the progress of various projects under construction by the Gram Panchayat so that if there is any discussion on the matter it will be brought up in the discussion meeting on the second Saturday.
- Participating in the planning of various facilities at the Gram Panchayat level.
- Taking a direct role in the implementation of poverty reduction programs in the area by involving other organizations including Gram Panchayats and providing necessary cooperation in obtaining benefits from various government departments.
- To measure the progress of various programs and resolve the arising issues by participating and discussing the discussion meeting on the second Saturday of every month.
- To regularly review and discuss the progress of Gram Panchayat-related projects like MGNRES, GPDP, Nirmal Bangla Mission, Grameen Swasthya Plan, ICDS, etc. in their own meetings of Self-Help Groups and Federations.

Q: How to Marketing of SHG Products ?

Ans: WBSRLM under the Panchayats & Rural Development Department, Government of West Bengal, has opened a multi-storeyed permanent marketing hub Srishtishree in Kolkata for women Self Help Groups to showcase, promote and sell their handmade products as a part of "Anandadhara". District Srishtishree Outlets have also opened at 17 districts for promotion of SHG products.

Q: Objective of opening Srishtishree

Ans: Srishtishree is a first-of-its-kind marketing hub under WBSRLM (Anandadhara), which has been developed to showcase and promote the handcrafted products made by members of women SHGs across the State of West Bengal. It has multiple shopping outlets with permanent shops that will display the myriad traditional products of each Districts of West Bengal made by women SHG

members. The uniqueness of the marketing hub is that the women belonging to the SHGs who come from the rural and remote areas of the State run the stalls themselves, therefore, gaining great exposure for catering to larger markets and professional retail experience. The ultimate objective of this venture is to create permanent marketing hubs for the rural poor to sell their products and receive fair prices for their goods, enabling them to come out of poverty. The products to be displayed at the shops provide a glimpse into the rich cultural diversity of indigenous crafts of the Districts of West Bengal.

Q: What is the marketing strategy for promotion of SHG Products?

Ans: Marketing strategy for SHG products includes

Offline Marketing of SHG Products:

- State Srishtishree Outlet
- District Srishtishree Outlets
- Participation in SARAS Mela and other inter state Melas
- District specific Srishtishree Melas
- Participation in national & international events
- Participation in different Govt. Departments
- Participation in apartmental activities
- Establishment of Srishtishree KIOSKS in Airport & Railway stations etc.



Online Marketing of SHG Products:

- Srishtishree goes digital with launching of Srishtishree Web portal
- Using platform of ONDC & Flipkart



SHG Product Enhancement Training:

- Modern Technology being infused into handicraft products of Bengal with specialist partners to bring improvement and innovation



Q: What is the existing practice on sourcing of SHG products for marketing

Ans: Srishtishree Outlets managed by with the help of Marketing Federation.

- District level Marketing Sangha Cooperatives are managing the district stalls at State level Srishtishree and District level Srishtishree Outlets.
- Sourcing of products from districts, negotiation of pricing, quality checking and distribution of SHG products to State, District and other Srishtishree outlets
- A block wise register of products is maintained with details of artisans
- Knowledge of products like uniqueness, ethnic speciality, raw material used, techniques followed and other product specifications are imparted a reference for women manning the stalls.

Sustainable Agriculture :CMSA

Outreach of the project

- Total Blocks under the project: 202
- Resource Person under the project : 545
- Total benefitted Household : 5,71,632

Various activities under the project:

For 180 days in a year, various techniques related to sustainable farming are taught to women farmers and handholding support has been given by the resource person regarding preparation & use of different bio inputs. Ex-

- Nutri- Garden
- Relay Cropping
- Soil Health Management
- Conservation of Soil Moisture
- Multiple Cropping
- Azolla Feeding to Livestock
- Use Of Dung Based Manure in Crop Field
- Recycling of Crop Residue as Livestock Feed
- Vegetable Farming on The Banks of The Pond



Animal Resource Development

Outreach of the project

- Districts Covered: 23
- Blocks Covered: 345
- Pranimitra Developed: 8047
- Household benefited: 1443770

Activities under the project:

▪ Pranimitras assigned to each panchayat by the Anandhara project impart 3-day training on animal husbandry to 150-200 families at the Sanghasamobaya level under the supervision of the Block Livestock Development Officer

▪ After completion of the training at the cooperative level, each family has been visited at least 3 times a year for handholding support. During visits and at different times of the year the following tasks are performed by Pranimitra as required and directed –

- Animal Vaccination
- Cattle Deworming
- Castration
- Cattle feed management
- Hydroponics
- Azolla Feeding to Livestock
- Goat/Pig Kid Nursery
- Backyard Poultry farming



Glimpses of ARD Activities from field



Market oriented production and marketing of products

- Producer groups (PGs) are formed by bringing together members of self-help groups who are producing the same product.
- These producer groups, formed with the aim of livestock production and marketing, have already started to achieve success. All these producer groups are being brought together and registered as Agricultural Producer Companies (FPC) in collaboration with the Department of Livestock
- All these producer groups and agro-producer companies have also started supplying quality goats to the Livestock Development Corporation under the Department of Livestock and have found ways to grow financially through their businesses. Also, clusters of white pekin ducks are being implemented at 4 places in the state in coordination with WBCADC office with SHG members.
- In order to increase milk and egg production, two large-scale milk and poultry production companies (FPC) are being set up at two locations in the state under the Anandhara project in the dairy and poultry sector.



Formation & Promotion of 10K FPO-by WBSRLM



Central Sector Scheme "Formation and Promotion of 10,000 new Farmer Producer Organizations (FPOs)

Department of Agriculture Cooperation & farmers Welfare (DAC&FW) has taken initiative to promote 10k fpo in the country.

With the proposition of DAY- NRLM and (DAC&FW) FDRVC is the implantiing agency of the above program.

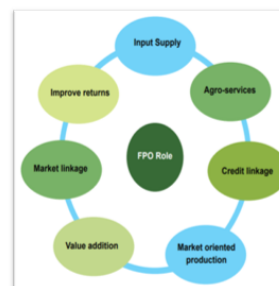
In this process all SRLMs have been selected as community based business organization.

Features of FPOs constituted under 10 k FPO

- These FPOs have been established under company act(1956) .
- Initially these CBBO will help in constitution and establishment of the FPOs
- For constitution, promotion and functioning CBBO will get 25 lakhs rupees per FPO.
- Under central sector schemes these FPOs will get total 6 lacs rupees per year ;FPOs will receive total 18 lacs rupees in 3 years.
- For first phase each FPO will continue a membership drive of 300 shareholder minimum. Each FPO will collect shareholder money from each shareholder (share money can be 1000/2000 rupees) ,they will get back the the similar amount as equity grant to the share money they have collected.
- FPO need to hire CEO and accountant for functioning of its operation apart from 5 to 15 FPO BOD members.

Services and activities performed by FPO

- Supply of input materials like seed,organic fertilisers and other inputs.**
- FPO can set up a custom hiring center where different small equipment of agriculture like solar sprayer, sprinkler, harvester etc. FPO can earn from ;these small equipment can be hired by shareholders.
- FPO can provide various services in post production activity also like sorting-grading, packaging, and other value addition services.
- Taking up higher income-generating activities like seed production, beekeeping, mushroom cultivation.
- FPO will aggregate the produce of PG's & do value addition to whatever extent it is needed and**
- FPO will do market survey of the produce.
- FPO will provide service on storage ,transportation, loading/unloading (types of logistics servicing)**
- Marketing the collective product to the customers and making the FPO profitable through marketing.

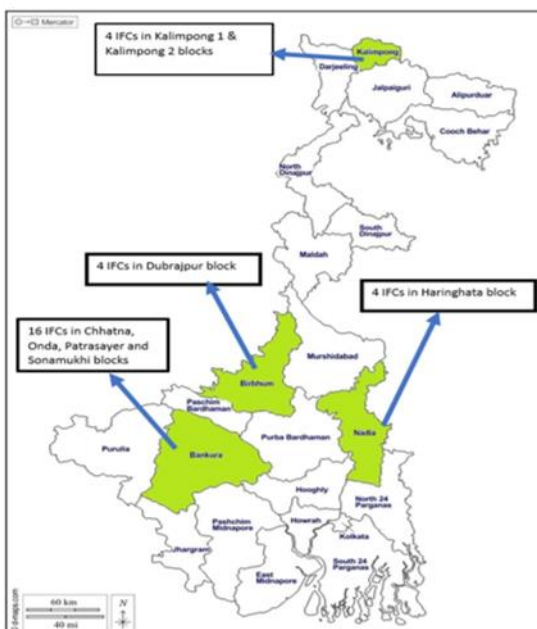


Planning & Roll out strategy ...

- ❑ 25 FPOs have been identified in 9 districts
- ❑ 25 FPOs registered under the Companies Act (1956)
- ❑ Each FPO has initiated membership drive to include 300 shareholders to get the equity grant.
- ❑ BODs of 25 FPOs have been trained on operational management and financial management of FPOs in collaboration with Department of Agri-Marketing
- ❑ Training will be given the BODs in making Business Plans.
- ❑ To help the FPO's in -Production, Post-Production, Procurement, Marketing
- ❑ Facilitating FPOs by connecting with other offices through convergence.
- ❑ Connecting FPOs with mediums like ONDC, eNAM.



NRETP IFC Outreach:



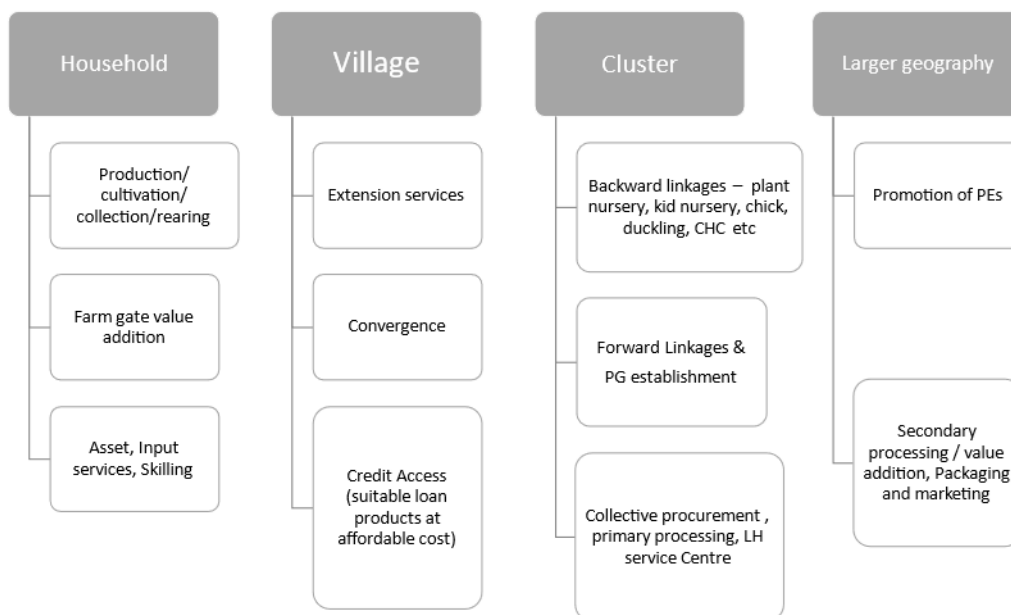
Outreach	Number
District coverage	4
Block coverage	8
IFC Cluster	32
Village coverage	152
No. of MKs	15022

Objectives

- ❑ To Provide end to end solution under Farm Intervention
- ❑ To enhance the income of rural HHs at every level of intervention
- ❑ To empower women through collective livelihood system



Intervention Plan



Key Livelihood Models

- Agriculture (cereals, pulses, oilseeds etc) – cropping system interventions
- Horticulture (fruits, flower, vegetables, plantation crops, spices etc)
- Livestock (large ruminants, small ruminants, non-ruminant, poultry, duckery, piggery etc.)
- Fishery
- Apiary
- NTFP
- Non-farm

Livelihood Service Centre

Pre – Production Support

- ✓ Agri – Input
- ✓ Farm Machinery
- ✓ Livestock Medicine
- ✓ Livestock Feed

Post Production support

- ✓ Procurement
- ✓ Processing
- ✓ Marketing



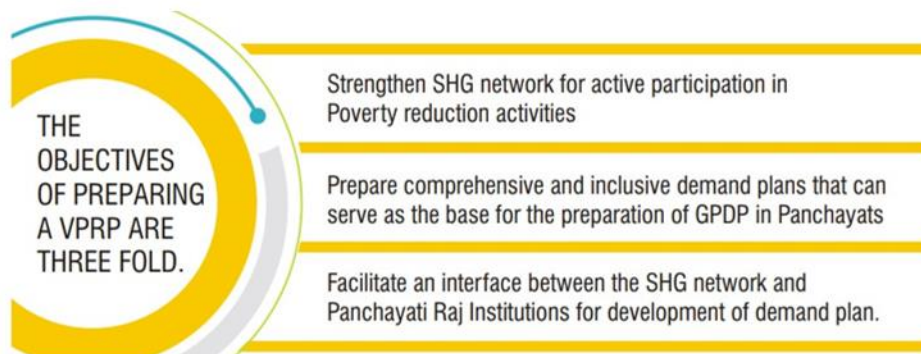
গ্রামীণ উন্নয়নের স্থিতিশীল পরিকল্পনা –
VILLAGE PROSPERITY RESILIENCE PLAN
(ভিপিআরপি-VPRP)

গ্রামীণ উন্নয়নের স্থিতিশীল পরিকল্পনা –
VILLAGE PROSPERITY RESILIENCE PLAN
(VPRP)

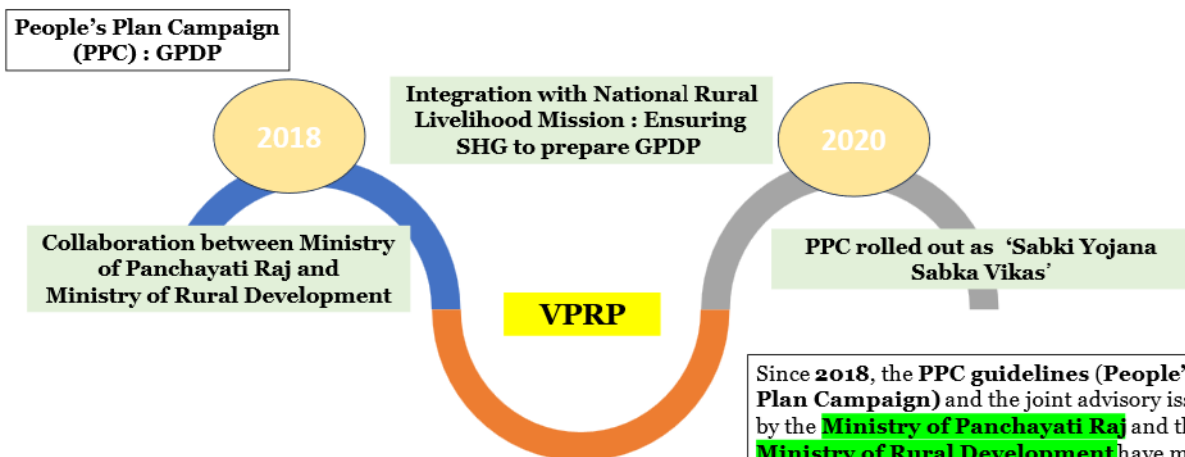
Basic Objective:

- 01 [What is VPRP?](#) (ভি.পি.আর.পি. কি?)
- 02 Understanding of SDG (SDG বলতে কি বোঝায়)
- 03 Success story
- 04 What is GPDP (গ্রাম পঞ্চায়েত উন্নতি পরিকল্পনা কি?)
- 05 How VPRP is captured in APP (ভি.পি.আর.পি. এপ্লিকেশন)
- 06 Integration of VPRP Plan with GPDP (জি.পি.ডি.পি এর সাথে ভি.পি.আর.পি এর সংযুক্তিকরণ)

What is VPRP ???



GPDP & VPRP



Since 2018, the PPC guidelines (People's Plan Campaign) and the joint advisory issued by the Ministry of Panchayati Raj and the Ministry of Rural Development have made it mandatory for Self Help Groups and their Associations under the National Rural Livelihood Mission to participate in the Annual Action Plan of Panchayats. GDPD planning process and preparation of Village Poverty Reduction Plan (VPRP). Village Poverty Alleviation Plan (VPRP) formulation process:

What is VPRP?



স্বনির্ভর দলের মাধ্যমে তাদের এলাকার পরিকল্পনা



গ্রাম পঞ্চায়েত উন্নয়ন পরিকল্পনায় নিজেদের মতামত প্রদান করা



স্বনির্ভর দল ও দলের বাইরে পিছিয়ে থাকা পরিবারের পরিকল্পনা অন্তর্ভুক্ত করা



বিভিন্ন মানুষের আবেদনের প্রতিনিধিত্বের নিশ্চয়তা



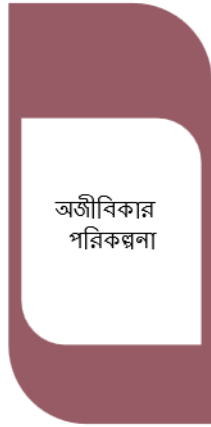
সুষ্ঠু ভাবে সবাই মিলে অংশগ্রহণ করে একটি বৃহৎ পরিকল্পনা করা

Components of VPRP



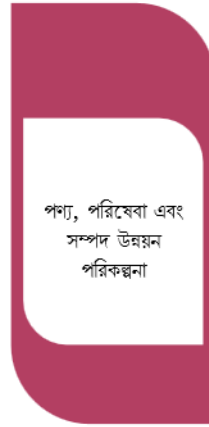
সামাজিক সুরক্ষার
পরিকল্পনা

Entitlement Plan



অজীবিকার
পরিকল্পনা

Livelihood
Plan



পণ্য, পরিষেবা এবং
সম্পদ উন্নয়ন
পরিকল্পনা

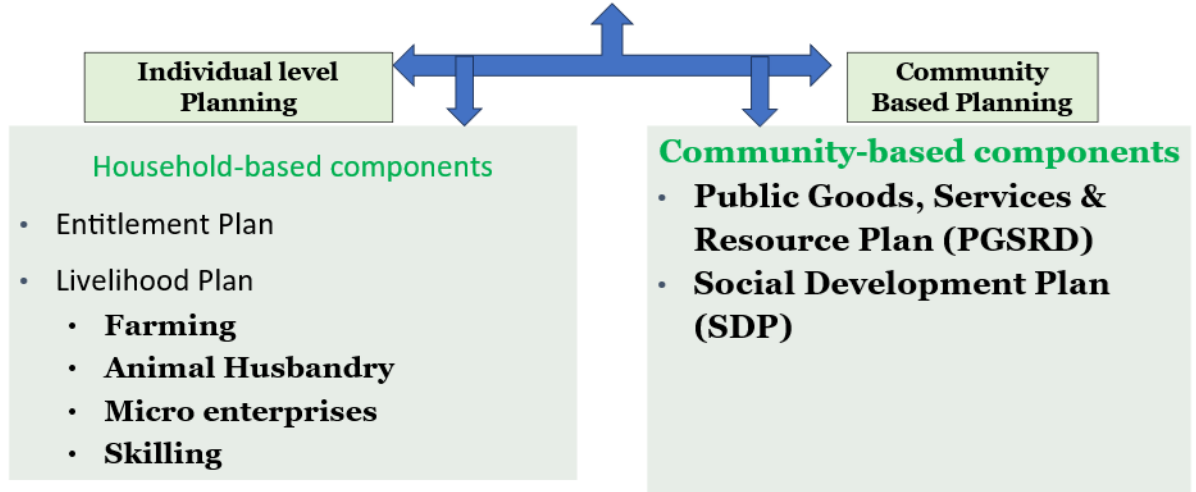
Public Goods, services
and resource
development Plan



সামাজিক উন্নয়ন
পরিকল্পনা

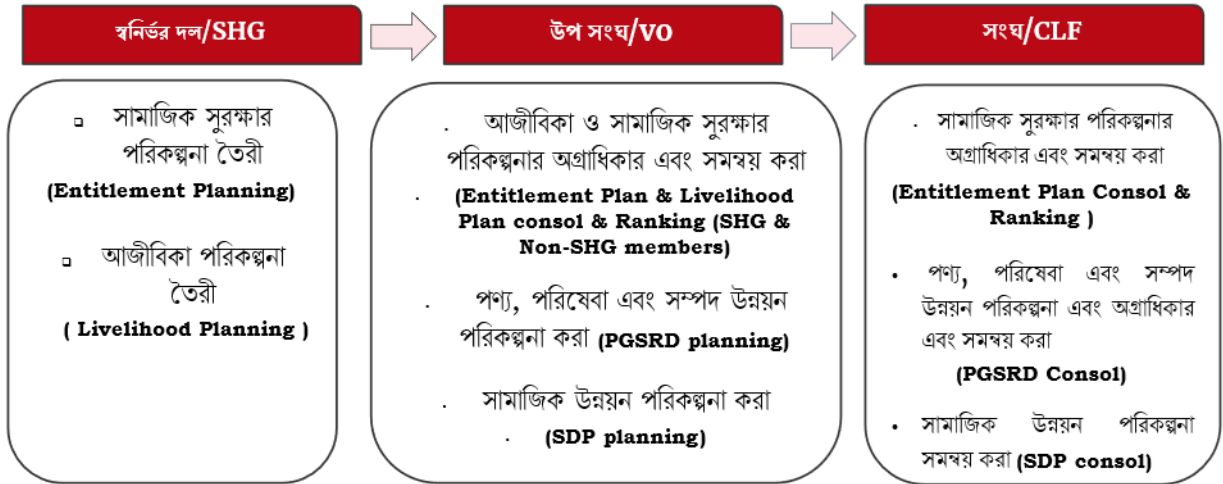
Social Development
Plan

COMPONENTS



পরিকল্পনা প্রস্তুতির স্তর

ভিপিআরপি হল সমগ্র সম্প্রদায়ের চাহিদা পূরণের জন্য একটি নিচু থেকে উপর পর্যন্ত পরিকল্পনা প্রস্তুতি



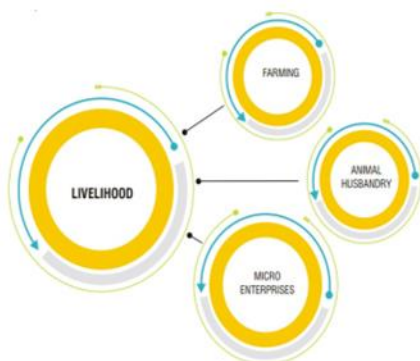
What is Entitlement Plan ?

The plan preparation is a participatory process conducted at the SHG level. **The entitlement plan reflects the gaps in access to government schemes of SHG household vis-à-vis their families.**



- ❑ 100 days' work(১০০ দিনের কাজ ও তার জব কার্ড)
- ❑ Gitanjali Yojna (গীতান্জলি যোজনা)
- ❑ Old Age & Widow Pension Scheme(বয়স্ক ভাতা বিধবা ভাতা)
- ❑ Disability Pension scheme(বিকলাঙ্গ ভাতা)
- ❑ SwastyaSathi Card(স্বাস্থ্য সাথী কার্ড)
- ❑ Jai Johar Scheme(জয় জোহার)
- ❑ Mission Nirmal Bangla(মিশন নির্মল বাংলা)
- ❑ Ration card (রেশন কার্ড)
- ❑ Kanyashree Prakalpa(কন্যাশ্রী)
- ❑ Fisherman Credit Card(মৎস্য জীবী ক্রেডিট কার্ড)

Livelihood Plan



Farm Based



Non-farm Based



Micro-Enterprise



Some considerations for farm based livelihood planning

- **Producer Group (PG) based Agriculture Production Cluster approach**
 - 40-50 members in one PG consisting of 20-25 acre land under similar kind of seasonal crop
 - Similar landholding and endowment pattern
 - Same hamlet/village/patch
 - Sector should be fixed
 - Fixed commodity round the year, no ad-hoc production is entertained
 - Segregating PG plan into individual plan for documentation and enter in VPRP application
- **Natural Resource Management (NRM)**
 - Ridge to valley approach
 - In situ soil and moisture conservation along with horticulture and afforestation
 - Durable asset creation (e.g., farm pond for irrigation and fish farming etc.)
 - Regenerative approach



Some considerations for Non-farm livelihood planning

- Based on the present context and practices
- Skill building on particular activity
- Market linkage



Examples of Public Goods, Services and Resource Development demands

Public goods		Public services		Resource Development demand	
Sl. no	Description of demand	Sl. no	Description of demand	Sl. no	Description of demand
1	Roads	1	Teachers in schools	1	Community Ponds
2	Anganwadi Centres	2	Quality of mid – day meal	2	Irrigation Wells
3	Community halls	3	Availability of ANM in PHC	3	River bunds
4	Health centre	4	Mosquito net/protection	4	Check Dams
5	Panchayat bhavan	5	Female police officer	5	Plantations/ Afforestation /30x40 Models
6	Market/ haat bazaar	6	Vaccination centre/unit	6	Forest fencing
7	Street light	7	Prenatal care	7	Land development/ Farm pond excavation
8	Community toilet	8	Free legal service		
9	Handloom small scale units /Weaving centre	9	Deworming services		
10	Waiting shed	10	Take home ration		

Broad areas for Social Development Plan



Broad areas for Social Development Plans

Health & Nutrition Related Issues

- Drug Abuse
- Alcoholism
- Malnutrition
- Lack of Clean Drinking Water
- Covid Vaccine Hesitancy
- Lack of reproductive healthcare (maternal health, Institutional delivery, family planning etc.)
- Lack of adolescent healthcare
- Issues related to sanitation

Lack of Inclusive Education

- Adult illiteracy
- School Dropout
- Lack of Digital Literacy
- Lack of access to education for PwDs

Environment Related Issues

- Lack of Cleanliness and Waste Management
- Plastic Pollution
- Deforestation
- Flood-related hazards/impacts
- Burning of stubble/crop residue
- Lack of safe fuel and firewood

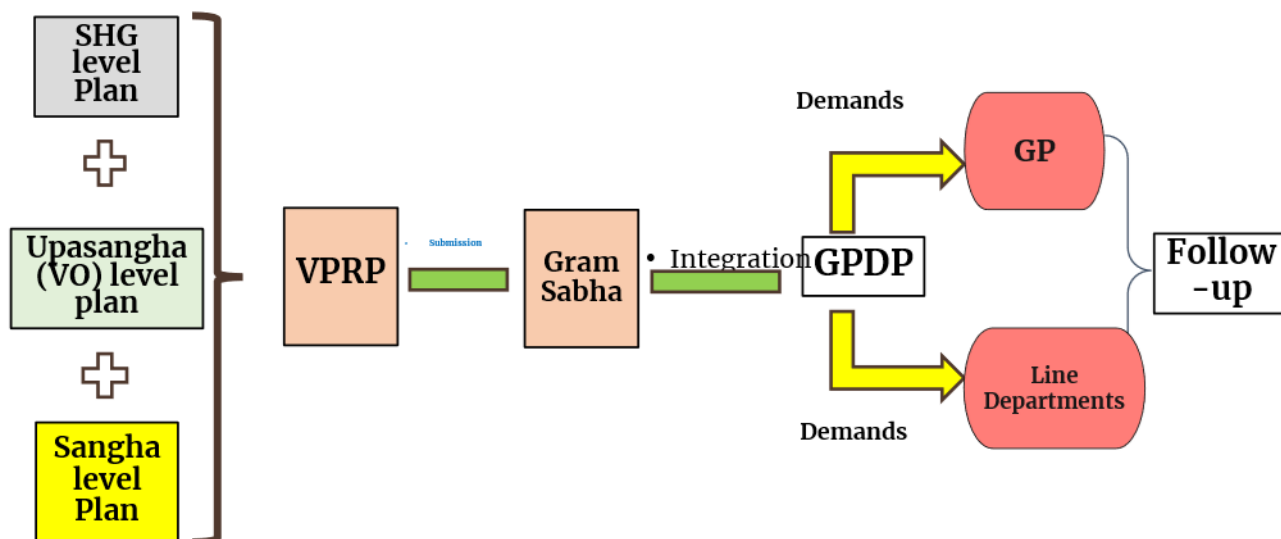
Social Exclusion

- Witch Hunting
- Discrimination against transgender
- Discrimination against SC/ST/PVTG/Religious Minorities
- Issues related to Sanitation works
- Issues related to sex workers
- Issues related to migrant labours
- Issues related to single women/ widows
- Issues related to elderly
- Issues related to person with disabilities

Issues around women and Child Development

- Taboo around menstruation
- Violence Against Women and Children (domestic violence, eve teasing, sexual harassment)
- Child Marriage
- Dowry
- Human Trafficking
- Child labour
- Female foeticide

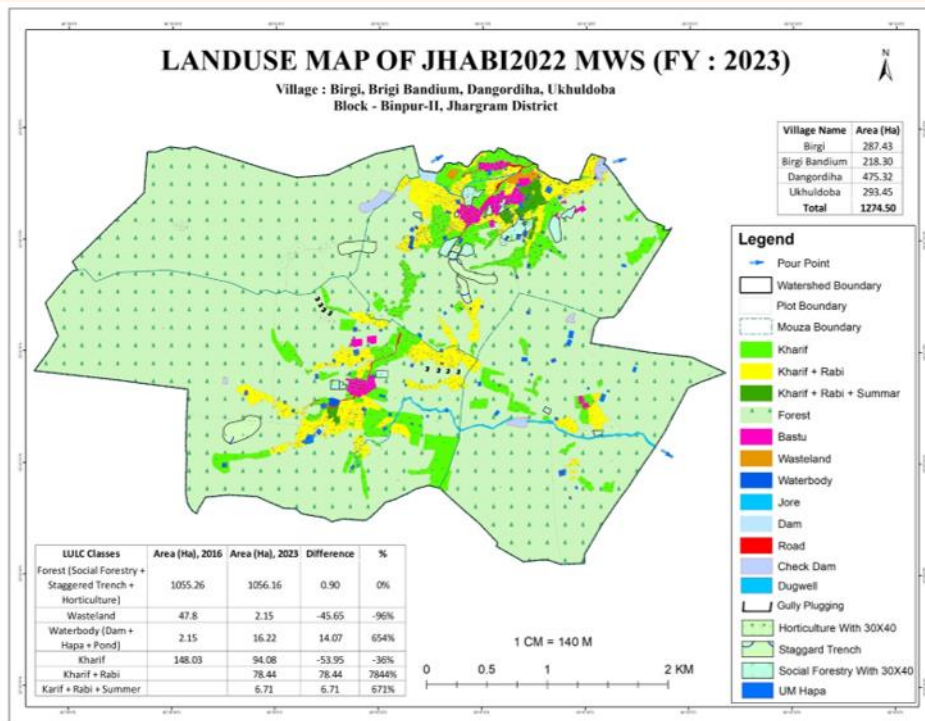
Various levels of Plan Preparation and Integration into GPDP





A story of change

**BIRGI-Tarafeni I
Micro-watershed**



Impact realized in Birgi village so far....

- 22.7 hectares uplands brought under vegetation including 14 hectares of Arjuna (Tasar host tree) plantation created for 9 HHs.
- Creation of 30.34 HaM water potential through water harvesting for irrigating 55 Ha.
- 41 farmers have started pisciculture as another livelihood from 42 farm ponds in 1.89 hectares.
- Intervention in livestock started through vaccination and deworming of livestock in collaboration with ARD Department.

Women institutions

- Women institutions (SHG, PG, WUA) plays the lead role to bring the change, now they are collaborating with GP, Block, District, Forest Department, WBADMIP, IWMP and other line Departments.
- Decision making in crop planning and other livelihood activities.
- Collective farming and marketing by women through Producer Groups.



Village economy development so far.....

- Assured kharif crop in 100 Ha of land.
- Increased double crop area– around 36 Ha.
- Aggregated marketing done from Birgi PG through FPO;
 - ✓ **Indigenous aromatic paddy: 9.01 MT, (Rs. 2.60 lakh)**
 - ✓ **Watermelon 28.42 MT, (Rs. 3.12 lakh)**
 - ✓ **Other vegetables and fish marketing is in process.**
- 10 HHs marketed scented paddy with an average income of Rs. 26,709/-
- 7 HHs marketed watermelon with average income of Rs. 42,000/-
- 9 HHs marketed fish with an average income of Rs. 12,000/-
- 9 HHs done Tasar rearing with average income of Rs. 20,255/-



Sample income data of 7 families

SI.No	Name of women	Spouse	Baseline 2018	Total Income		
				21-22	22-23	23-24
1	Sauri Hansda	Nabin Ch. Hansda	45,010	74,500	1,41,059	1,61,800 (48,000)
2	Sitarani Tudu	Sitaram Tudu	53,560	82,400	1,59,460	2,15,500 (51,000)
3	Sakuntala Tudu	Jagadis Hansda	94,880	1,20,245	1,31,450	1,66,400 (45,000)
4	Anjali Pal	Kashinath Pal	2,27,444	3,39,470	1,43,599	3,61,920 (42,000)
5	Kabita Pal	Mritunjay Pal	94,960	1,49,200	79,000	1,13,160 (48,387)
6	Sunia Hansda	Charan Hansda	92,993	1,53,020	1,24,600	1,81,500 (22,800)
7	Sova Rani Pal	Gouranga Pal	89,977	1,32,319	2,15,000	2,27,655 (39,000)

Major shifts in overall health nutrition

- Promotion of Regenerative agricultural practices in 6.2 Ha out of which 4.36 Ha of Paddy (both indigenous and high yielding varieties) were cultivated in Kharif for consumption.
- Promotion of “Vish-Mukto Thali” concept through Nutri gardens, pulses cultivation, fishery activity with regenerative approach to enhance nutritional security and daily diet.
- Consumption of 50 kg fish per family round the year.

Gram Panchayat Development Plan (GPDP)

গ্রাম পঞ্চায়েত ডেভেলপমেন্ট প্ল্যান



- ❑ Gram Panchayat Development Plan (GPDP) for economic development and social justice utilizing the resources available to them
 - ❑ Focus on productive infrastructure activities like ponds, horticulture development, fisheries, livestock, minor irrigation etc.
 - ❑ Enhance production, productivity, income, employment and value addition

সুস্থায়ী স্থিতিশীল উন্নয়নের লক্ষ্য মাত্রা

Sustainable Development Goal (SDG)

বিশ্বব্যাপী স্থিতিশীল উন্নয়নের লক্ষ্যমাত্রা

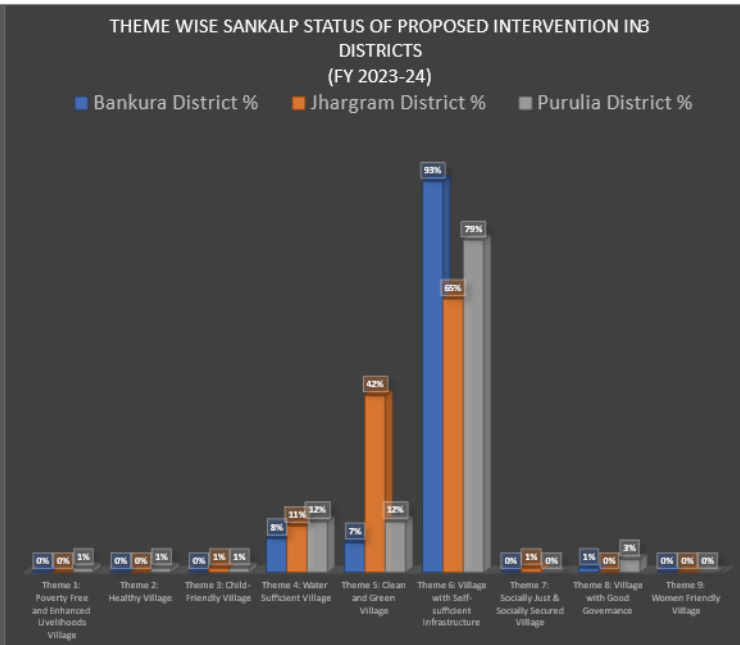
বিশ্বের ১৯৩ দেশ, আগামী ২০৩০ সালের মধ্যে সমগ্র বিশ্বকে দারিদ্র ও অনাহার মুক্ত করার এক দৃঢ় ও সুসংহত পরিকল্পনা গ্রহণ করে একত্র টি সুনির্দিষ্ট লক্ষ্য স্থির করে। এই ১৭ টি সুনির্দিষ্ট লক্ষ্য পূরণের জন্য স্থির করা হয় ১৬৯ টি সুনির্দিষ্ট লক্ষ্যমাত্রা।

11th Schedule contains the provisions that specify the powers, authority and responsibilities of Panchayats. This schedule was added by the 73rd Amendment Act of 1992. It has 29 matters

<ol style="list-style-type: none"> 1. Agriculture. 2. Land Improvement. 3. Minor Irrigation. 4. Animal Husbandry. 5. Fisheries 	<ol style="list-style-type: none"> 6. Social Forestry. 7. Minor Forest Produce. 8. Small scale industries. 9. Khadi, village and cottage industries. 10. Rural Housing. 	<ol style="list-style-type: none"> 11. Drinking Water 12. Fuel and fodder 13. Roads 14. Rural Electrification 15. Non-conventional energy
<ol style="list-style-type: none"> 16. Poverty alleviation 17. Education. 18. Vocational education. 19. Adult and non-formal education. 20. Libraries. 	<ol style="list-style-type: none"> 21. Cultural activities. 22. Markets and fairs. 23. Health and sanitation. 24. Family welfare. 25. Women and child development. 	<ol style="list-style-type: none"> 26. Social welfare. 27. Welfare of the weaker sections. 28. Public distribution system. 29. Maintenance of community assets.

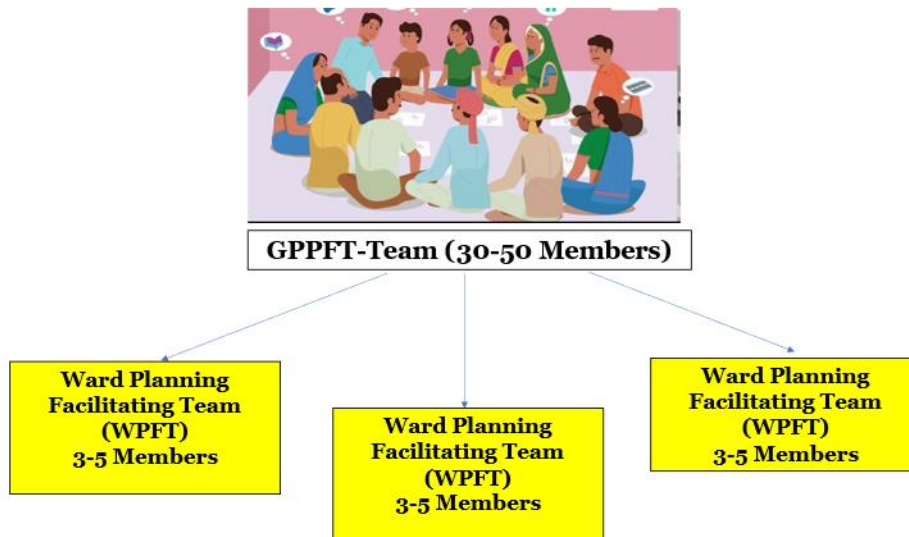
Current scenario in proposed districts

- Sankalp taken by Gram Panchayats in the State
- (FY 2023-24):
- 69% GPs taken Village with Self-sufficient Infrastructure (Theme 6),
- 11% GPs taken Clean & Green village (Theme 5)
- 10% GPs taken Water Sufficient Village (Theme 4)



Implementation of GPDP and its components

Formation of Gram Panchayat Planning Facilitating Team



NB: GPPT & WPFT teams, must include Sangha and Upa-Sangha Members for Planning

Stage-1: Formation of GPPFT and orientation of members



Facilitator-Cum-Charge Officer (FCCO/SWG) engagement

Identification and placement of frontline workers by the Departments



Environment creation

Para Baithak (Neighbourhood Meeting)



Mapping exercise

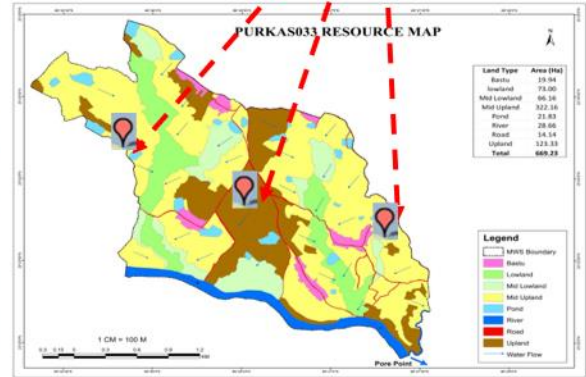
GPPFT members visiting villages and facilitating mapping and planning processes



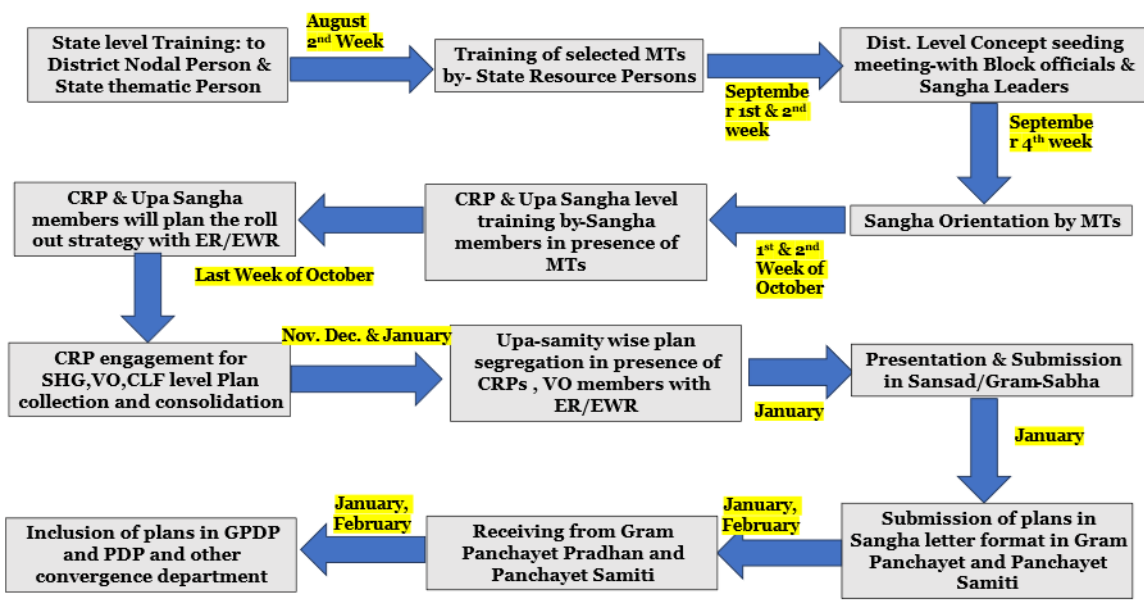
Social Mapping

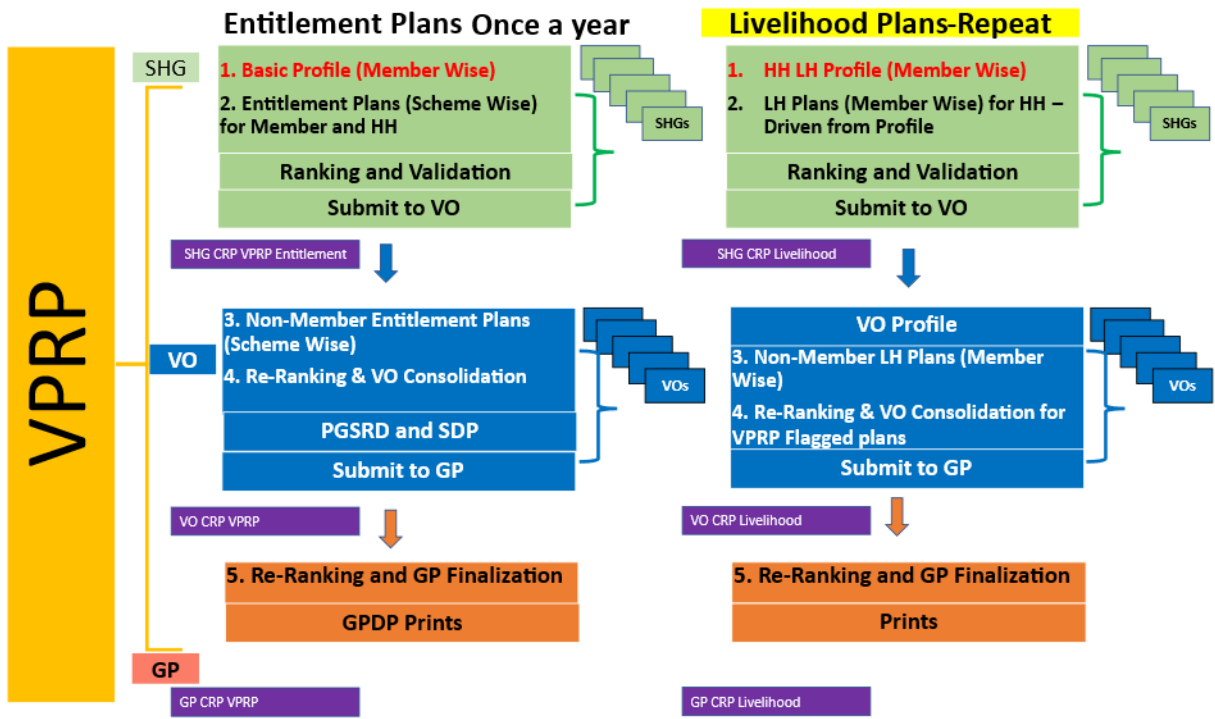


Resource Mapping

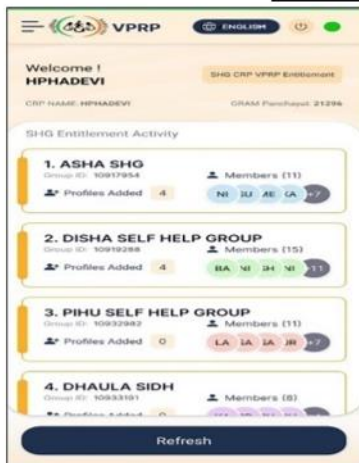


VPRP Flow Diagram





Entitlement Plan : through different login



SHG CRP Entitlement



VO CRP Entitlement



GP CRP Entitlement

Contribution: Department of Women & Child Development and Social Welfare

Q: What do we mean by social inclusion?

Ans: Social inclusion is the process of improving the terms on which individuals and groups take part in society—improving the ability, opportunity, and dignity of those disadvantaged and vulnerable group on the basis of their identity. It aims to provide access, education, information to them to eliminate deprivation of individuals from social life. Vulnerable group includes children, pregnant women, elderly people, malnourished people, prisoners, migrants & refugees, differently abled, transgender etc.

Q: What do we mean by the term 'Gender' and 'Sex'?

Ans: The term 'GENDER' talks about the differences between biological orientations and socially constructed roles and behaviors associated with females and males whereas the term 'SEX' refers to only biological attributes as females and males.

Q: What do we mean by the term 'Gender inequality'?

Ans: 'Gender inequality' means the inequality exists between male, female and transgender in social, economic and cultural field. It is the phenomenon that is socially constructed and treated in unequal ways. In a patriarchal society, assigning of gender and fixing it into an individual's mind begins from an early age who is trained according to his/her gender.

Q: What do we mean by Gender responsiveness in governance and Gender Responsive Budget?

Ans: Gender responsiveness in governance means equal participation of women and men in decision making, equal opportunities in influencing the management of economic, political and social affairs and equal access to benefits.

Gender Responsive Budget is a process which helps to look at general budgets from a gender perspective. It aims to determine corrective actions that are necessary so that Government Plans or Schemes and accordingly Budgets meet the needs of women and girls as well as men and boys.

Q: Why GENDER Equality matters?

Ans: Gender equality means people of all genders have equal rights, responsibilities and opportunities.

- **Gender equality** (SDG Goal 5) is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous and sustainable world

- Across the globe, gender inequality persists everywhere like domestic, economic, political and societal sector viz. education, marriage, health & nutrition for children, adolescent girls, women and transgender
- Women continue to be underrepresented at all levels of leadership and perform a disproportionate share of unpaid domestic work
- It stagnates social progress because of dropouts from school & low literacy level of women, child Marriage & low birth-weight baby, son preference & multiple pregnancy, dowry, poor health status of Women etc.

Q: What is the role of Local Bodies to maintain Gender equality?

Ans: Local governing institutions like the Panchayats, at three tiers, can play an important role as influencers to promote awareness regarding gender equality and prepare gender responsive planning & budget. It is therefore important for building capacities of elected representatives on promoting gender equality. It will enable them to take positive action in the interest of women and girls through the planning and implementation of the Gram Panchayat Development Plans (GPDP) for their villages and raising relevant concerns in Gram Sabhas. Elected representatives in their role as **Change agent** can help tackle discriminatory social norms against women, children, transgender, and differently abled persons and promote consensus for increased investments for development and well-being of them so as to give emphasis on girl's education, nutrition, health etc and enhancing values of women.

Q: Who is a child? What special initiatives are there for child protection?

Ans: According to United Nations Convention on the Rights of the Child (UNCRC) a 'Child' is a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger.

The CRC drafted by the United Nations Commission of Human Rights and adopted by the General Assembly of the United Nations on 20 November 1989, is a set of standards and measures intended to protect and promote the wellbeing of children in the society.

Child Rights are **fundamental freedoms** and the **inherent rights** of **all human beings** below the age of 18. These rights apply to every child, irrespective of the child's race, colour, sex, language, religion, national or social origin. These are as follows:

Right to Survival: A child has the right to life which includes the right to be born, to food, shelter and clothing and to live with dignity.

Right to Development: Survival: Children have the right to mental and physical development. Therefore, children should have opportunities for nutrition, care, education, play and recreation for their physical development.

Right to Protection: A child has the right to be protected from exploitation, neglect and abuse at home and elsewhere.

Right to Participation: A child has the right to express his views, to be informed and to participate in any decision that directly or indirectly affects him.

There are several laws for protection of children such as:

- Juvenile Justice (Care and Protection of Children) Act 2015
- Prohibition of Child Marriage Act 2006
- Child Labour (Prohibition and Regulation) amendment Act 2016
- Protection of Children from Sexual Offences Act 2012 (POCSO)
- Immoral Traffic Prevention Act 1956

Apart from these there is 'Mission Vatsalya Scheme' under which there is Child Protection Unit, Child Welfare Committee in every District. Panchayats & Rural Development Department along with Women & Child Development Department and UNICEF is doing the activities of child protection issues like child marriage, child labour, trafficking etc.

Q: Who can be termed as 'Vulnerable Children'?

Ans: The following categories of children can be termed as 'Vulnerable Children' :

- School dropout
- Child labor
- Children subjected to any kind of physical, emotional and sexual abuse
- Victims of child marriage
- Victims of Child Trafficking / Children rescued from Trafficking
- Children with physical disabilities
- Transgender children
- Children who are moving from one place to another with their parents.
- Children who are traveling alone or with friends from one place to another.
- Children whose parents have moved but the child remains at home alone or with a guardian.
- Children whose parents earn little or without income.
- Children who are without parents and live with their guardians.
- Children who have a single parent.

Q: Which probable targets can be taken by Gram Panchayats to address the issue of Gender Equality and Social inclusion?

Ans: Gram Panchayat shall set some targets to address the issue of Gender Equality and Social inclusion.

1. Vulnerability Mapping of socially disadvantaged people
2. Upliftment of the disadvantaged class
3. Women & child Protection
4. Children's wellbeing, safety and child rights protection
5. Gender responsive Governance
6. Awareness generation on social issues

7. Mapping of innovative work activities
8. Linkage with govt. schemes and social security services
9. Making the village women & child friendly, disabled friendly, gender just and socially secured

Q: Which activities can be implemented by Gram Panchayats?

Ans: Activities that can be implemented by Gram Panchayats (GP) are:

1. Identification of vulnerable pockets along with the nature of vulnerability related to children such as child marriage, trafficking, child labour, child abuse etc.
2. Regularization of meetings and active participation of the women members in all developmental activities of GP.
3. Taking necessary action & intervention on the cases identified by the Village level Child Protection Committee (VLCPC).
4. Referring cases to the GP level of CPC as and when required and linkages with social security services and service delivery system (Child Help Line, CWC, DCPU, Police and others).
5. Action taken to follow up rescued and restored children and recommendation for Special School or Home.
6. Organize awareness campaign on child protection issues and conducting Sishu Sabha.
7. Organize health camps on different issues like child nutrition, anaemia of both mother and child, menstrual health & hygiene and taboo around menstruation, health schemes for pregnant women and adolescent girls, health check-ups for elderly, family planning etc.
8. Address reasons for school dropout like lack of transportation, separate & usable toilets, women teachers, etc. and take necessary actions in this regard for retention of students.
9. Encourage girl-child education, ensure scholarships, free coaching centres, provision for vocational skills and recognition through awards for good performance to prevent school dropouts, early and forced marriages.
10. Arrangement for drinking water at Anganwadi centres and schools.
11. Monitoring illegal sex-selection to check declining sex ratio.
12. Activate Village Health Sanitation and Nutrition Committees (VHSNCs) in the Panchayats, to focus on health, immunization, nutrition, sanitation, personal & menstrual hygiene issues of women and girls.
13. Activate Village level and Gram Panchayat level Child Protection Committees (VLCPC & GPCPC).
14. Formation of team with self-motivated volunteers / Kanyashree Club students to identify victims and vulnerable pockets and keep records of all students and their whereabouts under Gram Panchayat's supervision.
15. Spread awareness against social evils by organizing rallies, speech and essay competitions in schools and mobilizing the youth to boycott these malpractices.

16. Community oathtaking in Ward Sabha & Gram- Sabha to create dowry-free, child marriage-free, dropout free, child labour free villages.
17. Sensitize the male relatives of girls to curb different malpractices against girls and women.
18. Maintain registers for migrant families and girls/boys going outside the GP for study or job to prevent trafficking.
19. Develop community support infrastructure and services to reduce the work burden/ distress of women like:
 - ✓ Old age homes/day care centres for the elderly
 - ✓ Creche/child care facilities in work place
 - ✓ Drinking water facility to every house to reduce women's daily drudgery for collection of water for their family.
 - ✓ Toilet facility to every household and behavioral change in using it to ensure self-respect and dignity.
 - ✓ Promote solar energy to facilitate smokeless cooking environment at home and reduce respiratory distress.
20. Conduct Mahila Sansad (ward based) & Mahila Sabha, collecting and documenting Women's problems & their probable solutions, Women's requirements and their expectations from GP.
21. Wall painting for awareness generation and mobilization of women to organize themselves into self Help Groups (SHGs) for their social development, income generation and empowerment.
22. Initiative to form SHG group with the transgender.
23. Ensure active participation of SHG members in planning process for effective integration of Village Poverty Reduction Plan (VPRP) into GPDP.
24. Ensure mother-child room for breast feeding at Gram Panchayat Office/other government institutions.
25. Ensure access to maternal health check-ups at regular basis.
26. Monitor the Health and Nutrition status of women and girls on a regular basis.
27. Distribution of saplings and chicks to mothers of malnourished children.
28. Initiative for counseling at adolescent friendly clinic for both girls and boys.
29. Ensure the timely access of the services to senior citizens.
30. Selection of suitable beneficiaries for different schemes.
31. Plan rehabilitation for the differently abled person.
32. Plan Gender sensitive disaster management.
33. Ensure inclusive and quality education to differently abled child by ensuring quality infrastructure in the schools & health centers e.g., ramps, railings and toilets for differently abled people.

34. Ensure provision for gender neutral toilets at GP office.
35. Awareness Campaign on different social security schemes.
36. Organize talk show/ awareness campaign / rallies on rights of the women & children and transgender.
37. Organize camp for the disadvantaged groups for health checkup and issue certificate.
38. Initiatives to stop social evils like witch-hunting, wife-beating, alcoholism etc.
39. Strengthen Gram Sansad Sabha, Gram Sabha, Shisu Sabha and Mahila Sabha for ensuring responsive, inclusive and participatory representation.

Q: How these activities shall be implemented in Gram Panchayats?

Ans: There are five Upa-Samities (sub-committee) in a Gram Panchayat in West Bengal for discharging its duties and responsibilities and effective service delivery to the people residing in the areas as per West Bengal Panchayat Act. Also, Gram panchayats shall take plan activities based on 9 thematic areas of Sustainable Development Goal (SDG.) Nari-Shishu Unnayan-o-Samajkalyan Upa-Samiti (Women & Child Development and Social Welfare) Sub-Committee is one of the Sub-committees for the development of the Gram Panchayat as Women-friendly (theme-9), Child-friendly (theme-3) and socially secured (theme-7) Gram Panchayat. Gram Panchayat shall implement its planned activities through this sub-committee (Women & Child Development and Social Welfare) based Gram Panchayat Development Plan (GPDP).

Village Poverty Reduction Plans (VPRPs) under West Bengal State Livelihood Mission (WBSRLM) shall have to be prepared as an integral part of GPDP. The Mission aims at creating efficient and effective institutional platforms for the rural poor, enabling them to increase household income through sustainable livelihoods enhancements and improved access to financial services. Preparation of VPRPs shall also be done simultaneously with the preparation of comprehensive GPDP. Members of SHGs are members of upa-samitis as representatives. So, they are included in GPPFT of GP. The overall planning of a GP should be done in such a way so that VPRPs are included in GPDP as component plan of women development.

Q: Which measures can be adopted by Pradhan and other members of Panchayats to ensure protection of children?

Ans: Measures that can be adopted by Pradhan and other members of Panchayats to ensure protection of children are as follows:

- Convene regular Child Protection Committee meetings at the Village and GP level and follow up on the decisions taken.
- Raise awareness of issues related to unsafe migration and trafficking of adolescents and adults, or disappearances and related issues of trafficking
- Create awareness about safety and precautions due to unsafe movement. Make it mandatory to inform the local panchayat when going out of the village for work.

- Make government services related to child rights, health-nutrition, education, development and protection services mandatory and effective in your GP.
- Prevent children below the age of 14 from engaging in child labor and those between the ages of 15 and 19 in any hazardous work.
- Address issues like child marriages, missing children in villages very quickly and with appropriate action.
- Link Children who are missing, at high risk of trafficking or child labor or who have been rescued from trafficking or child labor with services or service providers, such as: Kanyashree, scholarships, loans for higher education or special scholarships for Scheduled Tribes and Minority children.
- Identify children who may come under the preventive sponsorship of the Government of West Bengal and recommend to District Child Protection Unit.
- Encourage various frontline workers such as Anganwadis or women representatives of ASHA and self-help groups to identify vulnerable children and raise any concerns or needs related to child protection.
- Observe important days like International Day of the Girl Child, International Day Against Child Labour, International Anti-Trafficking Day, Child Rights Week and Children's Day and involving children at the Gram Panchayat level in planning such days.
- If you suspect that a child or adolescent is being neglected or abused anywhere in the village, contact police at 100.

Q: What is the Gender related important Laws that Members of a Panchayat should know to ensure protection of children, women and transgender?

Ans: Members of a Panchayat should know the following laws to ensure protection of children, women and transgender:

Sl. No.	Gender Discriminatory Practices	Gender Laws to address the practice
1	Gender biased Sex-Selection	Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994
2	Child Marriage	The Prohibition of Child Marriages Act, 2006.
3	Dowry	The Dowry Prohibition Act, 1961.
4	Domestic Violence	Protection of Women from Domestic Violence Act, 2005.
5	Sexual Harassment	The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013.
6	Untouchability related Violence	Untouchability (Offences) Act, 1955.
7	Rape	Nirbhaya Act, 2013 (The Criminal Law Amendment Act)
8	Violence against Transgender	Transgender Persons (Protection of Rights) Act, 2019

Q: What are the schemes related to Women & Children development and Social Security of Disadvantaged?

Ans: Schemes related to Women & Children Development and Social Security of Disadvantaged:

Janani Suraksha Yojana (JSY)	National Rural Livelihood Mission (NRLM)	Manabik pension for differently abled people
Janani Shishu Suraksha Karyakram (JSSK)	Central Finance Commission	Muktir Alo
Bangla Matri Prakalpa	State Finance Commission	Swabalamban
Community Health Care Management Initiative (CHCMI)	Scheme for Adolescent Girls	Kahdyosathi
Swasthya Sathi, Sishu Sathi	Menstrual Hygiene Scheme	Samabyathi
Kanyashree Prakalpa, Rupashree Prakalpa	SC/ST Development Scheme	Lok Prasar
Sabuj Sathi, Shikshashree	Mid-Day Meal, School Health Programme	Annapurna
Integrated Child Protection Services	Integrated Child Development Services (ICDS)	Samagra Siksha Mission
Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)	National Social Assistance Programme (NSAP)	National Mission for Empowerment of Women

Q: Who are the Stakeholders to Support development of Women, Children and disadvantaged section?

Ans: Stakeholders to Support development of Women, Children and disadvantaged section:

Village level Organizations/ Panchayat level federations	Department officials- WCD / Police / Legal Aid
ICDS supervisors/ Health Supervisor	Village/ Panchayat level Child Protection Committee (VLCPC)/GPCPC, Child Protection Officer
Village Health, Sanitation & Nutrition Committee (VHSNC)	Doctors, teachers, / Literacy workers
Village Water Sanitation Committee (VWSC) Committee (VWSC)	SHG members
School Management Committees	Local experts and youth
Anganwadi workers / ASHAs	Local Representatives & Youth Groups
National Rural Livelihood Mission (NRLM) Community Resource Persons (CRPs)	Kanyashree Club, Social activists

Q : What is objective & facility of Kanyasree ?

Ans : Kanyashree Prakalpa: Creating a pathway towards empowerment of girls
Launched in October 2013, Kanyashree Prakalpa is a social protection scheme that provides conditional cash transfers with a range of non-cash interventions for adolescent girls, with the objective of preventing their marriages before age 18, and increasing their participation and retention in the education matrix.



The programme builds on the rationale that as more and more girls remain in school, they will use the opportunity to gain skills and knowledge that will help them become economically independent. Kanyashree Prakalpa has two conditional cash transfer benefits that are designed to discourage child marriage and incentivize education:

The first is an annual scholarship or K1 of Rs.1,000/- to girls between the ages of 13 and 18 for every year that they remain in education, provided they are unmarried at the time.

The second benefit is a One-Time Grant or K2 of Rs. 25,000/- to be paid to girls between the ages of 18 and 19, provided that they are enrolled in an educational institution under the approved management categories and are unmarried.

Girls must be enrolled and attending educational institutions run by the government of West Bengal. The scheme's benefits are paid directly to bank accounts in the girls' names, thereby laying the foundation of their financial inclusion.

The beneficiaries access the scheme's conditional cash transfers through a single-window service delivery mechanism: application forms are available free of cost from educational institutions. Processing of applications is through the scheme's portal (wbkanyashree.gov.in), and cash benefits are transferred directly to the applicants' bank accounts.

When Kanyashree Prakalpa was launched in 2013, the scheme was restricted to girls between the ages of 13 and 19 belonging to families with an annual income of less than Rs. 1.20 lakh. The income criteria, however, was later withdrawn, and from 2018-19, the scheme has been open to all girls in government schools in West Bengal.

The Scheme is designed and implemented by the DWCD&SW. At the state level, the State Level Project Management Unit (under the DWCD&SW) is the main administrative unit, with corresponding units established in each of the districts, blocks and subdivisions.

The unique contributions of Kanyashree Prakalpa

Creating a vast network of beneficiaries

Since its inception, Kanyashree Prakalpa has registered a total of around 87 lakh beneficiaries.

A distinctive communication strategy

The communication strategy has ensured that each of these girls, their school-mates, both male

and female, their parents, families and community are aware of the scheme's purpose, and the core message of gender equality through education, choice, and economic empowerment.

The clubs that bring adolescents together

Kanyashree Clubs and Kishori Samoohs have fostered camaraderie and strengthened bonds among adolescent members of the clubs. All Kanyashree Club members act as focal points of support for girls who face gender-based discrimination and other pressures that affect their safety and wellbeing.

Retaining girls in school despite COVID-19

With educational institutions largely in lock-down since March 2020 owing to COVID-19, Kanyashree Prakalpa's cash transfers to a great extent helped mitigate the risk of girls dropping out of formal education.

In the post-pandemic situation, there is a concerted effort to make up for lost time by intensifying in-school and off-campus activities for Kanyashree girls, to widen their horizons and open their minds to new possibilities.

A brand synonymous with adolescent girls' empowerment

Kanyashree has become a brand in the state today, bringing adolescent girls to the fore as a distinct stakeholder group with a voice of its own. At the grassroots, educationists and non-teaching staff of over 18,000 institutions have reached out to nearly eight million beneficiaries, ages 13-19 years, since the launch of the scheme in 2013, ensuring that they stay in education and unmarried till they reach the legal age of marriage. Each of these girls has a bank account in her name.

Kanyashree Prakalpa has received a number of awards for its design and good governance features:

- West Bengal Chief Minister's Award for Empowerment of Girls, 2014
- Manthan Award for Digital Inclusion for Development (South Asia and Asia Pacific) 2014 under the category E-Women and Empowerment
- National E-governance Award 2014 – 2015 awarded by the Department of Administrative Reforms and Public Grievances, Government of India
- Skoch Award and Order of Merit 2015 for Smart Governance
- CSI-Nihilent Award, 2014-15
- Finalist in GEM Tech Awards 2016 hosted by UNWOMEN & ITU
- United Nations WSIS Prize 2016 Champion in e-governance category
- United Nations Public Service Award 2017 in the Asia-Pacific region in the category of "Reaching the poorest and most vulnerable through inclusive services and participation."

Q : What facilities are Social assistance schemes ?

Ans : Shakti Sadan

- These Homes are meant for women in distress and Trafficked women belonging to the age-group of 18-60 years

- 37 Shakti Sadans are functioning in 15 districts of West Bengal. The capacity of each home is 30 to 50 persons.
- The Homes are run by Non-Governmental Organisations providing temporary shelter, food, clothing, medical assistance
- Vocational training are imparted to the inmates in different sectors for livelihood.
- Women & Children hailing from other States are restored in their home state from the Shakti Sadans.
- This is a Centrally Sponsored Scheme under MWCD, GOI
- The fund sharing ratio is 60: 40 by the Central and State Govt. Fund in the form of management cost Rs.1,07,000/-(monthly) and cost of each residents for food cloths medicine, pocket money amounting to Rs. 5,300/- (monthly) are allotted.
- Directorate of Social Welfare is supervising the scheme as State Nodal Office.

ONE STOP CENTRE [OSC]

- OSC is the first reporting place for the women of any age-group who are victims of Social and Domestic Violence
- 22 One Stop Centres have been established in 22 districts
- One Stop Centres provide a range of services including medical, legal, temporary shelter, police assistance, psychological and counselling support.
- The scheme is run with 100% funding by the MWCD, GOI
- The District Magistrate is the implementing Authority and The Dte. of SW is the Monitoring & State Nodal Authority.

SENIOR CITIZEN'S HOME

- A scheme under Atal Vayo Abhuday Yojana for running Homes for destitute male & female with age 60 years and above.
- Presently, 28 such NGO-run OAHs are running in different districts.
- Purpose of the Scheme is to render necessary support for maintaining the quality of life of the Senior Citizens.
- The Homes are run by Non-Governmental Organisations providing temporary shelter, food, clothing, medical assistance
- It is a centrally sponsored scheme Under the Ministry of Social Justice & Empowerment [MoSJE], GOI.

Deen Dayal Divyangjan Rehabilitation Scheme [DDRS]

- 38 Special Schools are run by NGOs to support the Physically and Intellectually Challenged students.
- Grant In Aid proposals are submitted by the NGOs and recommended and forwarded to GOI by the State Govt.
- It is a centrally sponsored scheme in which 90% of the cost is borne by the Central Govt and 10% by the implementing NGO.
- These projects are recommended and monitored by the Directorate of Social Welfare.

Drug Demand Reduction

- 8 Integrated Rehabilitation Centres for Addicts (IRCA's), 2 Outreach and Drop In Centres (ODICs), 2 Community based Peer Led Intervention (CPLI)– all these are schemes under National Action Plan for Drug Demand Reduction.
- Funding pattern is 60:40 between the Central and State Govt.
- Projects are run by NGOs.
- The proposals submitted by the NGOs for Grant In Aid are recommended and forwarded to GOI by the State Government

Q : What are the facilities on Lakshmir Bhandar Scheme ?

Ans : Lakshmir Bhandar assures an income for all women in the State. Every woman will get the benefit, if

- She is a resident of the State,
- She is aged between 25 – 60 years
- She is not a government employee in permanent employment/ retired government employee of Central/ State Government, Statutory Bodies, Government Undertakings, Panchayats, Municipal Corporations/ Municipalities, Local Bodies, teaching and non-teaching employees of Government aided Educational Institutions etc. receiving regular salary/ pension.
- Women belonging to Scheduled Caste / Scheduled Tribes will get assistance of Rs. 1200/- per month and other women will get assistance of Rs. 1000/- per month.

Requisite Documents:

- AADHAAR Card
- SC/ST certificate, if applicable (Mandatory for SC/ST)
- Bank Account: Self-attested photo-copy of the first page of bank passbook which provides details of the account holder's name, account no., bank address, IFS Code and MICR No. The bank account should be in the name of the applicant woman only.
- Coloured passport size photograph of the applicant.
- Self-declaration duly signed by the applicant to the effect:
 - -That she is a resident of West Bengal
 - -That she does not earn any monthly remuneration from any regular job of State Government, Statutory Bodies, Government Undertakings, Panchayats, Municipal Corporations/ Municipalities, Local Bodies, Government aided Educational Institutions etc.
- Information furnished by her in the application form should be true.

Application procedure

Physical application to be submitted:

- In rural area – at office of Block Development Officer
- In urban areas - at office of Sub-Divisional Officer
- Applications can also be submitted at Duare Sarkar Camps.

Q: What are the facilities of Jay Bangla Pension Schemes ?

Ans : Department of WCD & SW provides social welfare pension (Old Age Pension, Widow Pension and Manabik) through the jaibangla.wb.gov.in Portal, under the umbrella of Jai Bangla, @ Rs. 1000/- per month, by Direct Benefit Transfer.

Application procedure

Physical application to be submitted:

In rural area – at the office of Block Development Officer,

In urban areas - at the office of Sub-Divisional Officer.

	Old Age Pension	Widow Pension	Manabik Scheme
Eligibility criteria	Poor person who has attained the age of sixty years and is a resident of the State. Provided that in case of physically and mentally handicapped person, the age limit shall be 55 years; Income of the person not exceed Rs.1000.00 (Rupees one thousand) per month; Person has no relation who can maintain him/her; The person applying for Old Age Pension is not a recipient of any other Government Pension; The person has been residing in the State for not less than ten years on the date of making the application.	Poor widow who is resident of the state. Her family income does not exceed Rs.1000.00 (Rupees one thousand) per month; She has no relation who can maintain her; She is not a recipient of any other Government Pension; She has been residing in the State for not less than ten years on the date of making the application.	The person should have 40 percent or more disability; The Person with Disability is a citizen of India and resident of the state of West Bengal for not less than 10 years on the date of making application for Pension; Provided that in case of the disabled person whose age is below 10 years, the period of residence shall be limited to the period covered by the date of birth and date of submission of the application. No income limit
Required supporting documents	Copy of EPIC Card, Copy of Aadhaar card, Copy of Residential Certificate (Self Declaration), Copy of Income Certificate (Self Declaration), Copy of front page of Bank Pass Book where the details of account no., IFS code, MICR code have been written and recent colour passport size photograph.	Copy of Husband's Death certificate, Copy of Aadhaar card, Copy of EPIC Card, Copy of Residential Certificate (Self Declaration), Copy of Income Certificate (Self Declaration), Copy of front page of Bank Pass Book where the details of account no., IFS code, MICR code have been written and recent colour passport size photograph.	Self-attested copy of Disability Certificate from Appropriate Authority, Copy of Aadhaar card, Copy of Digital Ration Card/EPIC card, Copy of front page of Bank Pass Book where the details of account no., IFS code, MICR code have been written and recent colour passport size photograph.
Demand driven / Quota based	Quota based	Demand driven	Demand driven

Contribution: STARPARD, P & RD Department

Q: What is the purpose of the Rashtriya Gram Swaraj campaign?

Ans: Under the Rashtriya Gram Swaraj Abhiyan (RGSA) scheme, training is arranged for all public representatives and employees/officers of Panchayati Raj institutions i.e. Zilla Parishad, Panchayat Samiti and Gram Panchayat. Under this project, all the initiatives related to Panchayat development plan are taken.



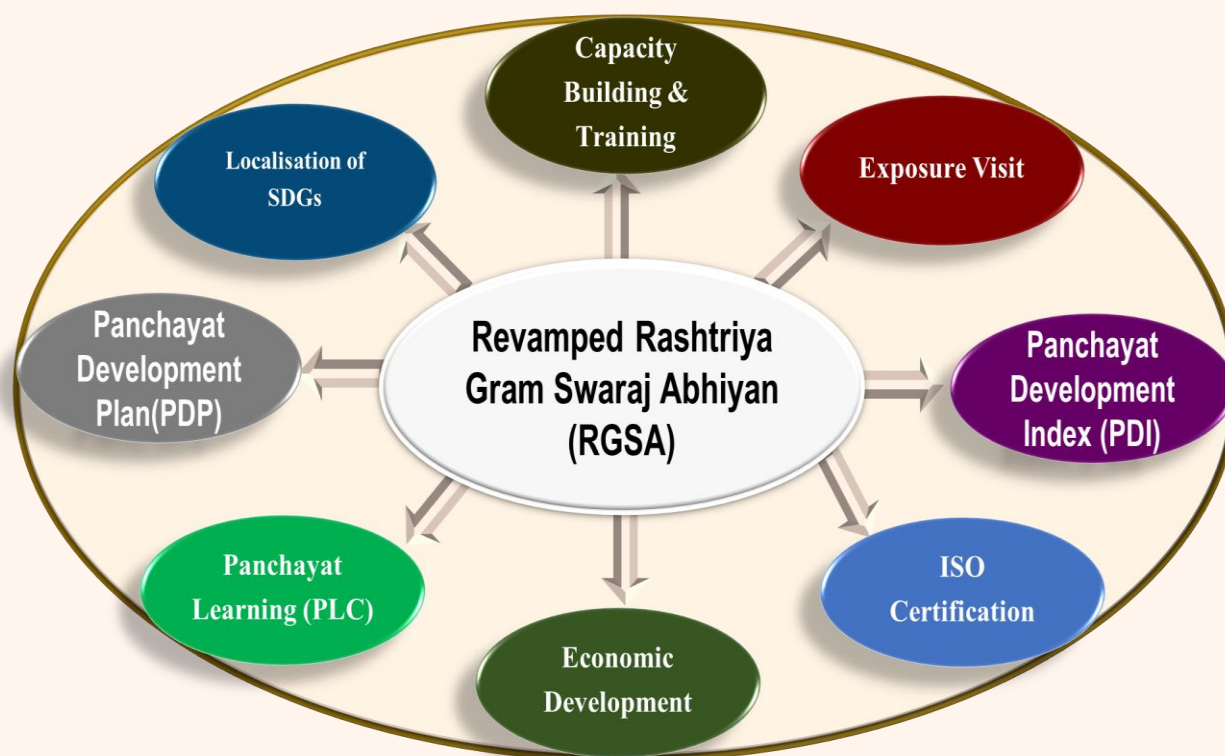
Q : What is the duration of the Rashtriya Gram Swaraj campaign?

Ans : The Rashtriya Gram Swaraj Abhiyan project has been started from the financial year 2018-19 for capacity building of the elected representatives and officials/employees of Tristar Panchayat. The Rashtriya Gram Swaraj Abhiyan scheme has been restructured for implementation from 2022-23 to 2025-26.

Q : What are the subjects of the Rashtriya Gram Swaraj Abhiyan?

Ans: In the Rashtriya Gram Swaraj Abhiyan Scheme, the Panchayat Institutions with a view to institutional strengthening of the Panchayats are important issues -

- Training every year for capacity building of three-tier panchayat representatives and employees.
- Emphasizing the application of 9 issues/themes for the purpose of localizing global sustainable development.
- Formulation and implementation of Annual Development Plan (PDP) of three-tier Panchayat.
- Updating of Panchayat Development Index (PDI) to measure and analyze the position of Gram Panchayats every year.
- Establishing Panchayat Learning Center with the objective of building Model Gram Panchayat.
- There is an opportunity to take additional programs towards financial development for the purpose of sustainable livelihood development in Gram Panchayat areas.
- Opportunities to travel within the state and outside the state for capacity building of the representatives and employees of the three-tier panchayats.



Q : Can Gram Panchayats get any fund under Rashtriya Gram Swaraj Abhiyan?

Ans: No, the Rashtriya Gram Swaraj Abhiyan does not provide any funds directly to Gram Panchayats.

Q : Who is responsible for implementing the Rashtriya Gram Swaraj Abhiyan project?

Ans: STARPARD entrusted with the implementation of the Rashtriya Gram Swaraj Abhiyan project.

Q : What programs have been taken in the fiscal year 2024-25 under the Rashtriya Gram Swaraj Abhiyan project?

Ans: Under the annual work plan approved in the financial year 2024-25, a total of 36 trainings of the following 7 types will be arranged for the elected representatives and officers/employees of all Zilla Parishads including Gram Panchayat, Panchayat Samiti and Siliguri Mahkuma Parishad.

- 1) Induction training for the newly elected representatives and employees of the Panchayat.
- 2) Refresher training of public representatives and employees every year.
- 3) Training on preparation of Panchayat Development Plan (GPDP / PSDP / ZPDP) for the financial year 2024-25.

- 4) Subject-oriented training on the theme of Localization of Global Sustainable Development (SDG).
- 5) Special training (training of women representatives, training of self-help groups etc.).
- 6) Training on e-Governance (Computer training of office bearers of three-tier panchayats).
- 7) Other training (identification of training needs, exchange of experience, field visits, management development training etc.).

Besides,

- ☞ **82.16 % (2,28,081)** Elected Representatives & Functionaries were trained through 5 types of broad headed training & Capacity Building under Revamped RGSA, financial year 2024-25
- ☞ **188 units** of IP VC System installation completed at Block & BRAIPRD.
- ☞ **5 new District Panchayat Training and Resource Centers [DPTRC]** in 5 districts (Alipurduar, Jhargram, West Burdwan, Darjeeling and Kalimpong) construction going on.
- ☞ **Construction of 112** GP Buildings (Darjeeling-70 & Kalimpong-42) in GTA area under Revamped RGSA
- ☞ **112 Gram Panchayats** of Darjeeling (70) & Kalimpong (42) has been made.

Localization of Sustainable Development Goal

Q : What are the 9 themes / issues of localization of global sustainable development?

Ans: The 9 themes / themes of localization of global sustainable development are –

Theme 1 : Poverty Free Livelihood enhanced Gram Panchayat

Theme 2 : Healthy Gram Panchayat

Theme 3 : Child Friendly Gram Panchayat

Theme 4 : Water Sufficient Gram Panchayat

Theme 5 : Clean and Green Gram Panchayat

Theme 6 : Gram Panchayat with Self Sufficient Infrastructure

Theme 7 : Social Justice and Socially Secured Gram Panchayat

Theme 8 : Gram Panchayat with Good Governance

Theme 9 : Women Friendly Gram Panchayat



Q : What are the objective of LSDG Themes ?

Ans :



Poverty free and enhanced livelihoods in village

- To bring under Anganwadi scheme for mass distribution system and social protection scheme for better livelihood and involve all the beneficiaries.
- To create economic development and employment through private or joint ventures.
- Ensuring adequate food supply to the poor and needy at subsidized prices throughout the year.
- To increase the income of farmers involved in agriculture.
- To bring under Anganwadi scheme for mass distribution system and social protection scheme for better livelihood and involve all the beneficiaries.
- To create economic development and employment through private or joint ventures.
- Ensuring adequate food supply to the poor and needy at subsidized prices throughout the year.
- To increase the income of farmers involved in agriculture.



Healthy Village

- Ensuring healthy lives and well-being for all people of all ages.
- Prevention of low weight for age, low weight for height and low height for age.
- Ensure elimination of anemia among adolescents and women.
- Ensuring supply of low cost, highly nutritious and locally sourced food grains, vegetables, fruits, eggs etc.
- Ensuring preventive and curative measures in case of communicable diseases.
- Ensure complete immunization.
- To ensure that maternal mortality and under-5 child mortality do not occur.
- Bring medical services and health facilities to all.



Child-Friendly Village

- Ensuring an environment for holistic development including the right to survival, right to development, right to participation, right to protection for all children.
- To ensure the good health of every child.
- To ensure 100 percent attendance of children in schools.
- Establishing village panchayats free of child marriage.
- Establish village panchayats free of women and children trafficking.
- Establish child labor free village panchayats.
- Creating a safe environment for every child.



Self-sufficient infrastructure in village

- Ensure access to housing and basic services for all, including self-sufficient village infrastructure.
- Provision of safe drinking water for all.
- Provision of toilet facilities including provision of public toilets.
- Provision of all-season roads along with sankos, bridges, bus stands, street lights.
- To improve the infrastructure of health sub-centres.
- To improve the infrastructure of Anganwadi Centres.
- To improve the infrastructure of Gram Panchayat buildings.
- To improve playground infrastructure for physical exercise.
- To improve infrastructure like ramps, drinking water, toilets etc. in public service centers including schools, Anganwadi centers, sub-health centers.
- Giving importance to the use of solar power for lighting roads and public areas.



Clean & Green Village

- To establish eco-friendly village panchayats with natural beauty by maintaining the balance of biodiversity, sustainable energy use, social afforestation for future generations.
- Use of unconventional energy.
- Development of open defecation free village panchayats.
- Greening through tree plantation and nurseries.
- Reduce use of wood as fuel.
- Ensuring access to non-conventional energy for cooking, housework, irrigation, household lighting for all.
- To ensure conservation of biodiversity and ecosystems.



Water Sufficient Village

- Connection and supply of quality drinking water to every house in Gram Panchayat area as per requirement and adequate water supply for agriculture and other activities and conservation of water related ecosystem.
- Increase access to adequate safe drinking water for all.
- To ensure 100 percent increase in access and utilization of health care services in Gram Panchayat areas.
- Emphasis on gray water treatment management and desalination process.
- To maintain and ensure 100% open defecation free environment in Gram Panchayat area.
- Prevention of groundwater depletion and arsenic contamination and recirculation of groundwater including rainwater harvesting.
- Maintaining ecosystems by conserving natural resources.



Socially Just & Socially Secured Village

- Ensuring healthy lives and overall well-being and social protection for all citizens of all ages.
- Upgrading the standard of living of families living below the poverty line
- Ensuring social security programs.
- Enrollment of children and pregnant women under Anganwadi programme.
- To provide productive employment.
- Develop appropriate infrastructure.
- Eliminate inequality.



Village with Good Governance

- Ensuring facilities under various developmental projects as an institution of good governance and providing quality services to all the people of the Panchayat.
- To ensure preparation and implementation of annual plans and budgets in accordance with the schedule.
- Maintain transparency and accountability in planning and implementation.
- Ensuring service delivery as per Citizen Charter and West Bengal Public Service Right Act, 2013.
- Ensuring office work through computer system / online in panchayat institutions for transparency.
- To conduct regular statutory meetings of Panchayat institutions and ensure participation and feedback of the members of the meeting.
- Emphasis on self-motivated reporting systems.



Women Friendly Village

- To empower women and girl child in a healthy environment and provide all kinds of facilities with the goal of gender equality.
- Eliminate criminal activities against women and girl children.
- Ensuring safety of women in Gram Panchayat area.
- To ensure the participation of women in social, political and economic activities and organizations.
- Ensuring equal pay for equal work for women.
- Ensuring nutritious food for all girl children under the age of five
- Inclusion of all women in banking services.
- Reduce maternal mortality rate.
- To create suitable environment to maintain the continuity of admission and attendance of every girl child in school.

PANCHAYAT DEVELOPMENT PLAN (PDP)

Gram Panchayats have been mandated for the preparation of the Gram Panchayat Development Plan (GPDP) for economic development and social justice. The GPDP planning process has to be comprehensive and based on a participatory process which involves full convergence with schemes of all State/Central Ministries/Line Departments related to 29 subjects listed in the Eleventh Schedule of the Constitution.

Subject to be covered as per XIth scheduled:

- | | |
|---|-------------------------------------|
| 1. Agriculture | 16. Poverty alleviation programme |
| 2. Land Improvement | 17. Education |
| 3. Minor Irrigation | 18. Vocational education |
| 4. Animal Husbandry | 19. Adult and non-formal education |
| 5. Fisheries | 20. Libraries |
| 6. Social Forestry | 21. Cultural activities |
| 7. Minor Forest Produce | 22. Markets and fairs |
| 8. Small-scale industries | 23. Health and sanitation |
| 9. Khadi, village, and cottage industries | 24. Family welfare |
| 10. Rural Housing | 25. Women and child development |
| 11. Drinking Water | 26. Social welfare |
| 12. Fuel and fodder | 27. Welfare of the weaker sections |
| 13. Roads | 28. Public distribution system |
| 14. Rural Electrification | 29. Maintenance of community assets |
| 15. Non-conventional energy | |

Role of Gram Panchayat:

Panchayats have a significant role to play in the effective and efficient implementation of different flagship schemes on the subjects enumerated under the State list in the Seventh Schedule of the Indian Constitution. The GPDP campaign (**People's Plan Campaign**) will be an intensive and structured exercise for planning at the Gram Sabha level through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State.

The Compulsion of Gram Panchayat Development Plan:

1. 73rd Constitutional Amendment: Article 243 (A): The Panchayat is the self-governing institution or local self-government of the rural areas & Article 243-G: defines the role of Panchayats in planning and administration
2. Local Bodies have become part of the Constitution
3. Delegation of Powers: Functions, Funds & Functionaries to Panchayats [Sections 207-B of the WB Panchayat Act]
4. Annual & Perspective Plan / Budget [Section 19(1)/48/49 for GP]
5. Mandate – 15th Finance Commission.

Localizing Sustainable Development Goals (SDGs) by Panchayats through GPDP:

Gram Panchayats are local governments, so localization of these goals at the Gram Panchayats level is essential for localization of the Sustainable Development Goals (LSDG). For localization of Sustainable Development Goals at the Gram Panchayat level, Gram Panchayat elected representatives, officials of Gram panchayats, community-based organization members, SHG members, and various line departments are required to have adequate information about these. The Ministry of Panchayati Raj (MoPR), Government of India has identified **9 thematic** areas covering **17 goals** for the localization of Sustainable Development Goals in Panchayats.

Preparation of Gram Panchayat Development Plan (GPDP):

To create a better and more effective Gram Panchayat Development Plan, Gram Panchayats need to go through a process. Important steps to involved with the planning process are as follows:

1. Formation of Gram Panchayat Planning Facilitating Team (GPPFT)- For the preparation of the Gram Panchayat Development Plan, a planning team is formed at the village and gram panchayat level which conducts the planning process.

- In this team, it is necessary to represent all the villages included in the Panchayat area so that all the issues of the Panchayat can be included in the Panchayat Development Plan.

- They will facilitate the process of participatory planning at each and every hamlet (para) / Gram Sansad dividing into groups comprising 5-7 members in each group to organize the neighbourhood meeting (Para Baithak) to discuss the essence of the people's plan, objectives of GPDP towards ensuring development with emphasis on SC/ST, a person with disabilities, women and vulnerable groups.

GPPFT Members

All the elected representatives of Gram Panchayat, all employees of Gram Panchayat, Line Department Officials working at Gram Panchayat Level (like ICDS workers, ASHA, ANM, Health Supervisor, ICDS Supervisors), retired / working school teachers, SHG members (as shared by the Sangha), interested local youth, community volunteer, NGO/ CBO representatives operating at GP level, VHSNC member, VLCPC member

- The schedule of Para Baithaks should be shared with Sanghas in advance.
- Collection of theme-wise primary data and mapping exercises like Social Mapping, Natural Resource Mapping, Seasonal Diagrams, Timelines, and Focused Group Discussion on different thematic issues may be organized in Para Baithak by forming smaller groups.
- Theme-wise data is to be digitized through **Banglar Para Baithak Portal [URL: www.parabaithak.wbprd.gov.in]**.

2. Formation of Facilitator-cum-Charge Officer (FCCO)-

- Selection of the Facilitator-cum-Charge Officer (FCCO) for every Gram Panchayat from the Block Level Officers who will be in charge of one Gram Panchayat (i.e., one FCCO for one GP) to guide, monitor and facilitate the works relating to GPDP at Gram Panchayat level for preparation of Gram Panchayat Development Plan.
- They will schedule the Gram Sabha calendar and upload Facilitator Feedback reports, Geo-tagging images of Mahila Sabha, Sishu Sabha, Special Gram Sabha & Gram Sabha, and Public Information Board image (PIB) to be uploaded in the **PDP Portal (www.gpdp.nic.in)** immediately after the Gram Sabha.

3. Frontline Workers : Formation of frontline workers among the Block/ GP level officials for each Gram Panchayat to be completed before Special Gram Sabha & Gram Sabha. It is mandatory for the Gram Panchayat-wise designated Frontline workers to remain present in the Special Gram Sabha & Gram Sabha meetings for GPDP.

4. Environment Building :

- One of the first steps towards preparation of GPDP is to raise awareness of the people regarding their active participation in the decision-making process towards their socio and economic development.
- After the awareness-raising process, the next step is to mobilize the community to take part in the process of identifying their needs and address them by preparing a Gram Panchayat

Plan

- To involve all people in the process of decision-making in Gram Sabha, separate **Gram Sabha for women and children** may be conducted prior to main regular Gram Sabha meetings to ensure better mainstreaming of their issues into the GPDP
- To ensure effective environment building to achieve the objectives and goals of GPDP, appropriate **Information, Education and Communication (IEC)** materials and activities should be initiated by the respective GPs
- A successful GPDP depends on the effectiveness of the IEC leading to active people's participation of all stakeholders in the **Gram Sansad Sabha** as well as **Gram Sabha**.

5. Focus area:

Gram Panchayats are entitled to provide basic services and take up development works related to the functions devolved to them as per the **11th Schedule of the Constitution of India**. Therefore, to ensure that Gram Panchayats fulfill the objectives envisaged in the Constitution under Art. 243G, 13 core focal areas have been identified to guide GPs to align their development activities accordingly. These areas are:

- a) **Basic Services**- The services include water supply, sanitation along with septic tank management, sewage and solid waste management, stormwater drainage, maintenance of community assets, maintenance of roads, footpaths, street-lighting, burial, cremation grounds, etc
- b) **Economic Development and Poverty Reduction** – Gram Panchayats should be encouraged to develop and use locally relevant indicators on issues of development. It should take up activities that would increase local production and productivity, increase employment and employability, improve market access and marketability of the local produce, promote value addition, and create productive infrastructure like markets, ponds, fisheries, livestock development, horticulture development, land development, minor irrigation facilities, dug wells, irrigation tanks etc. The GPs should converge different programmes for livelihood promotion through MGNREA, NRLM, PMAY, PMGSY, NSAP, RKVY, etc.
- c) **Human Development** components are related to literacy, education, skill development, health, nutrition, livelihood promotion, etc. The focus should be on improving the quality of the human development index through Anganwadis, schools, and hospitals and enhancing access to them.
- d) **Social Development** includes improving the well-being of vulnerable and marginalized sections of Scheduled Castes (SCs), Scheduled Tribes (STs), and Other Backward Classes (OBCs) including minorities, persons with disabilities, elderly people, women, children, bonded labourers, child labourers, distress migrants, manual scavengers, victims of trafficking, etc.

- e) **Ecological and Environment Development** – GPs could plan toward the conservation of biological resources. Actions related to environmental sustainability should capture the contributions of natural resources, including ecosystems and biodiversity to both the economic and social security of local communities.
- f) **Public Service Delivery** – Services include issuances of certificates, compulsory registration and issuance of birth and death certificates, marriage certificates, migration certificates, issues of licenses/permits and social security pensions given special priority with an emphasis on electronic delivery of services.
- g) **Good Governance** – Emphasis should be given on accountability, transparency and proactive disclosures and community-based monitoring of budget and expenditure
- h) **Skill Building** – GPs could play a major role in skill-building and ensure that the most vulnerable sections including women participate in the programme. GPs have to plan for generating awareness regarding skills-related programmes
- i) **Women and Child Protection and Development** - Gender mainstreaming across all activities is an internal part of the preparation of GPDP. GPs should plan activities for the empowerment of women to assert their rights and also generate awareness among children at the village level and take steps to operationalize the same.
- j) **Infrastructure Development**- GPs should identify gaps and prioritize needs relating to infrastructure development. Based on the priorities, GPs should plan accordingly for developing the infrastructure at the local level. This includes repairs, restoration, up-gradation, and new construction of identified infrastructure. Maintenance of public assets should be given due attention and priority.
- k) **E-enablement of Panchayat** – Panchayat Enterprise Suites (PES) are deployed in the Panchayats to address the core functions of Panchayats such as decentralized planning, budgeting, accounting, implementation and monitoring of service delivery such as certificates, licenses, etc. This is to ensure good, transparent and accountable governance at the GP level.
- l) **Spatial Planning** – It is a process for planned development and regulation of growth of urban and rural areas to secure their present and future without compromising on the existing resources. It provides an option for sustainable development of rural areas
- m) **GPDP and its linkages with Sustainable Development Goals (SDGs)** – GPDP presents an opportunity to localize the SDGs framework. Such a framework could be used as a consolidating tool for actions and impacts on the ground on a range of issues promoting and supporting GP-level development in the local term.

6. Data collection & situation analysis:

- The main objective of the GPDP is to involve people in the planning process to ensure the identification of the gaps as well as problems and address them at the grassroots level.

- Therefore, both **primary data and secondary data** should be collected at the grassroots level. For primary data collection, methods of **Participatory Rural Appraisal (PRA), Focus Group Discussion (FGD), Household Survey and Neighbourhood Survey** can be used. PRA tools include **Transect Walk, Social Mapping, Natural Resource Mapping** and are to be uploaded **theme-wise data in Banglar Para Baithak Portal**. In the case of secondary data, information from **Mission Antyodaya (MA), Socio-Economic Caste Census (SECC) & Census** data can be used.
- The data collected can be put to use to assess and analyze the current situation of GP. The data can be further used for development in the GP.
- The primary objectives of situation analysis are:
 1. To collect details of the existing scenario of the GP on various development issues
 2. To assess the quality of basic civic services, infrastructure and amenities available.

The process for situation analysis are:

- Existing conditions and development status of the GP related to key areas like health, education, poverty, the situation of vulnerable groups, etc. must be identified
- Information about the quality of existing services and quality of life must be collected
- Critical information on deficiencies and gaps in basic services, infrastructure and amenities including drinking water, sanitation, drainage, road conditions, cleanliness etc. that exists in the GP must be collected

Thus, situation analysis serves as the basis for setting priorities for addressing the issues to further incorporate into the GPDP

7. Prioritization of needs: Based on the collected data from various sources the GPPFT is to guide the deliberations in Gram Sabha and GP meetings to identify the prioritized needs and crucial issues of the people to fill up the gaps in local development. Prioritization of needs should be done across the various identified 9 thematic sectors covering all sections of the GP. Special focus may be given to **economic development, poverty reduction, water and sanitation, natural resource management, social justice** etc.

8. Resources for preparation of Gram Panchayat Development Plan:

- Own source revenue (OSR)- Untied Fund
- State Finance Commission – Untied Fund
- Swachh Bharat Mission-Gramin (SBMG)- Tied Fund
- 15th Finance Commission Grant- Tied & Untied Fund.
- 60% Tied Fund & 40% Untied Fund. From the Tied Fund of the 15th FC, Gram Panchayat can use 50% fund for Drinking water & rest 50% fund for Sanitation.

- From the untied fund the Gram Panchayat will use 50% funds for activities taken as per their Sankalpa & the rest 50% funds can be used for other thematic activities.
- Fund from other lines departments for various schemes of State Government & Central Government like MGNRESS, NRHM, NSAP, ICDS, SSK, NRLM, PMAY, Mid-Day Meal, NFSM, RKVY, PMGSY, etc. From this year onwards it is mandatory to take activities from Flagship Programmes of State & Central Government Schemes.

9. Organize Special Gram Sabha:

- A special Gram Sabha will be organized after the collection of primary and secondary data, and other activities as mentioned above. The frontline workers from the selected department will give a brief presentation on the activities undertaken, funds utilized for the current year and proposed activities, funds allocated for the next financial year and a statement of the same needs to be submitted to the GP.
- Facilitators appointed shall ensure community mobilization including representation from vulnerable sections such as SCs/STs/Women during the Gram Sabha.
- Poverty reduction plans prepared by SHGs can be incorporated into the GPDP after presentation and deliberations in the Gram Sabha.

10. Organize Gram Sabha

- It is very important to spread public awareness for the preparation of the Gram Panchayat Development Plan so that all the citizens can participate in it. This awareness can be increased through the announcement of the **Gram Sabha Day, home visits, Wall Writing, Miking, Songs, Programmes on the Radio, and Street shows.**
- The following methods can be adopted to do it more intensively. At the Gram Sabha date, Gram Panchayat may organize camps on various service delivery, ensure more attendance of SHG members, line department officers & officials, and know about the objectives of different programmes in the meeting.
- It is generally seen that whenever the plan for village development is made, the issues of women and children are often left out, so special emphasis has been given to organizing the **Mahila and Sishu Sabha** for the purpose of localization of the village planning process and sustainable development goals.
- The Ministry of Panchayati Raj and the Ministry of Rural Development Government of India has made it mandatory for Self Help Groups and their Associations under the Rashtriya Rural Livelihood Mission to participate in the Annual Action Plan of Panchayats, GPDP planning process and preparation of Village Poverty Reduction Plan (VPRP).

11. Identification of Sankalpa/s:

- At the time of Gram Panchayat planning all the Gram Panchayats have to take at least **one or a maximum of two Sankalpa/s** on **SDG theme/s** out of **nine SDG themes** on the basis of the local needs
- Sankalpa resolution will be uploaded in **Vibrant Gram Sabha Portal** (<https://meetingonline.gov.in/>)

- On the basis of Sankalpa taken on SDG theme/s the Gram Panchayat will take 50% of the activity from enlisted activities of the respective theme/s and the rest 50% of the activity will be taken from other SDG themes to prepare quality GPDP

12. Final GPDP

In the presence of Officials from all line departments and community including the Gram Panchayat Pradhan, Secretary and GP members, the final GPDP in the form of a brief Presentation of GPDP document with theme-wise details and discussion on the prepared plan is to be placed before the Gram Sabha by GP and GPPFT members. This draft goes for approval as per the state guidelines. During the process, the minutes of the meeting are to be recorded properly and the Facilitator-cum-Charge Officer (FCCO) will upload it to the GPDP portal (<https://gdpd.nic.in>)

Theme-wise areas of intervention and how Gram Panchayats should ensure better plan preparation:

1. Poverty free and enhanced Livelihood Village-

Areas of intervention of Panchayats:

- Connecting 100% of eligible beneficiaries with social security schemes
- To provide job cards to 100% eligible applicants and continuous employment to active job card holders under Employment Guarantee Scheme
- To get 100% families enrolled under PDS and to ensure the availability of entitlement-based ration cards
- Ensure coverage of 100% eligible citizens under the Health Scheme
- 100% access to services in accordance with the Citizen Charter

Panchayat should ensure:

- To identify the deprived and marginalized households in the village and benefit them on the priority basis with the schemes of the State and Central Government for which they are eligible
- Implementation of entitlement-based livelihood and social security schemes under village poverty alleviation scheme prepared by women groups
- Organizing Gram Sansad and Mahila Sabha for identification of persons for skill development
- Convergence of GPDP funds and programmes

2. Healthy Village-

Areas of intervention of Panchayats:

- 100% of pregnant women are to be registered at the Anganwadi Centre in the first trimester of pregnancy
- 100% enrolment of 2 to 5-year-old children in Anganwadis and monitoring of weight gain of all children
- Construction and use of toilets in 100% eligible households
- Ensure 100% institutional deliveries

- 100% full immunization of children
- Four ANC Checkups for 100% pregnant women
- 100% access to nutritional diet for pregnant women, midwives and children from 6 months to 6 years

Panchayat should ensure:

- Regular VHND Day Celebrations and Quality Services
- Stopping Child Marriage Completely
- No sex-based abortion
- Availability of nutritious mid-day meals in schools
- Emergency Preparedness (Ambulance, Helpline etc.)
- Management of clean and safe drinking water and waste
- Measures for prevention of communicable diseases
- Telemedicine facility at P.H.C / C.H.C. / Health and Wellness Centres.
- Emergency services in case of animal bites and other accidents
- Early identification and management of disability

3. Child-friendly Village-

Areas of intervention of Panchayats:

- 100% conception and birth registration in Anganwadi.
- 100% vaccination
- 100% Aadhaar Enrolment
- 100% Institutional delivery
- 100% of children enrolled in Anganwadi / Nursery
- 100% Primary Education for Children
- 100% Prohibition / Restriction on Child Labour, Child Marriage, Child Sexual Abuse, Child Illegal Trafficking
- 100% VHND's Organizing

Panchayat should ensure:

- Anganwadi and schools with water and sanitation facilities
- Formation of Children's Assembly
- Availability of quality nutritious food
- Quality Education
- Safe drinking water and hand washing unit
- Creation of Kitchen Garden
- Participation of children at risk of distress
- Providing educational assistance/training support to students belonging to weaker sections of the society

4. Clean & Green Village-

Areas of intervention of Panchayats:

- 100% ban on defecation in open areas, use of toilets by all family members every time
- Use of non-polluting fuels percent by 100% of households
- 100% Ban on single-use plastic in and around Panchayat
- Availability of toilets in 100% public institutions (Anganwadis, Schools, Panchayat Bhavan health centers)
- 100% maintenance of trees planted during the plantation drive
- 100% use of dustbins in homes, public places and institutions

Panchayat should ensure:

- Complete restrictions on illegal felling/ deforestation
- Preventing the discharge of contaminated water by firms and factories
- Natural Plantation of Flora along high slope areas, wastelands and other common lands and roads
- Arrangement of Public Biodiversity Register.
- Provision of anti-pollution and sanitation services
- Waste Management
- To strengthen Village Drinking Water and Sanitation Committee
- To strengthen Village Health, Sanitation and Nutrition Committee
- Water Consumers Group

5. Water Sufficient Village-

Areas of intervention of Panchayats:

- Pure water supply through pipes up to 100% of households
- Safe and clean drinking water through piped water supply to 100% institutions (like Anganwadis, Sub Health Centres, Panchayat Bhavans, Schools etc.)
- 100% of houses had soak pits, kitchen gardens with alternate arrangements for other water management
- Water quality testing at least twice a year for 100% public water sources
- Ensure sustainability of water availability in 100% of water sources

Panchayat should ensure:

- Safety of Water Bodies and Monitoring of Water Quality
- Micro irrigation methods (drip. Sprinkler)
- Community Labour Contribution for Watershed Management and Rehabilitation under GPDP
- Quick repair/replacement of leaks/broken taps/ water supply/pipe/water tank etc
- Cleaning of all drainage systems in and around water sources /stations

6. Self Sufficient infrastructure in Village-

Areas of intervention of Panchayats:

- Use of quality pucca roads and street lights in 100% Sansad areas/ neighborhoods
- Availability of housing to 100% eligible families
- Availability and usage of toilets in 100% of households

- Provision of proper drainage at 100% of locations
- Availability of clean drinking water to 100% of households
- Educate 100% of households on key aspects of utilization and management of water and sanitation assets

Panchayat should ensure:

- There should be the Construction and maintenance of Gram Panchayat Bhawan, Anganwadi
- School Centre Primary Health Centre and provision of toilets and drinking water.
- Proper sewage system by constructing closed and covered drains
- Sub-centers and primary health centers with recommended medical facilities (beds, curtains etc.)
- Connectivity to Bus Shelter & Major Village / Roads
- Computer and internet facility in Gram Panchayat Bhawan
- Assessing the need for infrastructure through service surveys
- Formation of committees with community members for the management of Panchayat properties

7. Socially secured Village

Areas of intervention of Panchayats:

- 100% registration of eligible children in Anganwadi
- Availability of nutritious food from Anganwadis to 100% enrolled pregnant women/midwives.
- 100% eligible families should have ration cards and get ration from a government ration shop
- 100% of eligible persons should be benefited under various social security schemes
- Safe drinking water and sanitation facilities in 100% of the habitations
- Availability of Health Cards to 100% eligible people

Panchayat should ensure:

- Availability of social security schemes for migrant workers especially ration cards
- Ensure Gram Sabhas identifies the poorest of the poor families
- Development of infrastructure and availability of essential amenities for disabled persons
- Incorporation of Disaster Management Plan for Gram Panchayat in Gram Panchayat Development Plan
- Operation and maintenance plan for all gram panchayat plan level infrastructure
- Connecting women members of all eligible families into groups and organizing training on entrepreneurial skills

8. Village with Good Governance

Areas of intervention of Panchayats:

- 100% achievement of holding monthly meetings of Gram Panchayats with their representatives

- 100% achievement in ensuring that there is a monthly meeting of panchayat-level committees
- 100% achievement in setting up a Public Information Board displaying important information regarding funds and activities
- 100% achievement in getting digital updation of all land records
- 100% achievement of time-bound service delivery by Panchayats as per Citizen Charter
- 100% achievement of compulsory convening Gram Sabhas in your village
- 100% achievement of achievement exclusive Gram Sabha with children and women on issues related to their development and opportunities (at least once a year)

Panchayat should ensure:

- Preparation of Gram Panchayat Development Plan with the participation of all including women and vulnerable groups /representatives of socially disadvantaged communities
- To ensure the participation of women members and representatives of groups and organizations in Gram Panchayat level meetings
- To hold regular meetings of other platforms like VHSNC and SMC
- Regular attendance of all panchayat level functionaries like proper Secretary, Employment Assistant etc. in the panchayat office
- Provision of a grievance redressal system in the Panchayat Office
- To organize monthly meetings of Panchayat representatives with Self Help Groups and their federations operating at the Panchayat level

9. Women-Friendly Village

Areas of intervention of Panchayats:

- 100% ending of discrimination against women and girls in all forms
- 100% ending of all forms of violence against women and girls in public and private life.
- 100% uprooting of harmful malpractices like child marriage, forced marriage, dowry system, violence against women, child trafficking, witch hunting etc
- 100% effective participation of women and girls and equal opportunity in decision-making on political, economic and social life platforms

Panchayat should ensure:

- Programme on Cyber Crime and Substance Abuse and Side Effects for School Children
- Safe transportation for school and college-going girls
- Inclusion of Village Poverty Alleviation Scheme prepared by Village Organisation in GPDP for enhancing livelihood opportunities
- Registration of all girls below the age of 18 years for the purpose of preventing human trafficking and child marriage
- Formation of crèche and sexual harassment prevention committee in institutions for improving women's participation
- Participation of women in all statutory committees of Panchayat and Mahila Sabha on a regular basis

ISO Certification of Gram Panchayats

Q: What is means of Quality Service Delivery?

Ans: Public Service is a service which is provided by government to Citizen either directly or indirectly. Gram Panchayat as local self-Government is committed to the Welfare of its Citizen and to provide high quality various Services to the Citizens in an equitable & fair manner.

Generally, Gram Panchayats are provided the following Services -

- **Civic Services** : Water Supply, Sanitation, Road, Canal, streetlights, waste management, public waiting sheds etc.
- **Welfare Services** : Social Security, Pensions, ICDS, protection of Child & Women etc.
- **Human Development Services** : Health, Nutrition, Education etc.
- **Basic Minimum Services** : Housing, Rationing, Life cycle certificates etc.

Q: What is the basic principle of service delivery?

Ans: Gram Panchayat as well as self-government providing citizen centric services from their available funds / schemes by maintaining Citizen Centeredness, Responsiveness, Effectiveness, Inclusiveness, Rationality, Efficiency, Transparency, Accountability, Fairness, Integrity, Sustainability, Grievance Redressal, Convergence, Continuous improvement and Changing Attitudes & Improving the Skills.

Q: What is Strategy for effective service delivery ?

Ans: Gram Panchayat along with its Standing Committees first need to identify the services required by the people and existing gaps in the different development sectors and analyse them. This can be done based on the information and records available and maintained at the Panchayat level. Based on which, they need to prioritise the areas where immediate interventions are essential.

Accordingly, they can take up sector-wise activities and incorporate them in their annual plans and also in their five-year plan. Priority should also be given to the activities aiming at ensuring environmental sustainability on one hand and on the other hand, priority should be given to ensure human development and improve the quality of life of the marginalised, backward and poverty-stricken people and communities of the area.

Service delivery may be more effective and quality driven based on quality management principles, i.e. Citizen centric focus, Leadership development, improving more participation of people, evidence-based decision making and using the e-Governance platform.

Q: What are the various aspects of providing services and Good Governance Gram Panchayat in terms of Localisation of Sustainable Development Goals?

Ans:

- Ministry of MoPR adopted thematic approach for the localisation of Sustainable Development Goals (SDGs) at grassroot level through local self-Government interventions.

- Theme-8: Village with Good Governance is one of the identified themes for LSDGs wherein local indicators related to service delivery and citizen centric matters with the concept of ease of living and ease of doing are included.
- The vision of this theme is ensuring benefits of development under various schemes and responsive service delivery to all.
- Under the theme -8, Village with Good Governance have 79 indicators and grouped into 5 sub sectors:
 - Teamwork
 - Technology
 - Timeline
 - Transparency
 - Transformation
- Some of the main indicators related to service delivery are:
 - Number of online services provided by GP
 - Percentage of Services delivered as per the timeline of the Citizens' Charter
 - Percentage of Grievances redressed
 - Online Management of Income and Expenditure of Panchayats
 - Preparation of Disaster Risk Reduction Plan
 - Whether the Citizen charter is prepared and upload in the Portal (Panchayat Charter website)
 - Ensuring transparency in Tender process.
 - Percentage of RTI queries responded.
 - Whether the List of beneficiaries of all Schemes displayed in Gram Panchayat.



Q: What is ISO Certification of Gram Panchayat?

Ans: ISO 9001:2015 is a standard set by the InterRashtriya Organization for Standardization (ISO) that Gram Panchayats as organizations can achieve. ISO certified Gram Panchayats consistently maintain a quality management in providing services to the Citizens.

Gram Panchayat may achieve the **Certification of ISO 9001: 2015** after developed Quality Management System for Quality Service Delivery to the Citizens:

Q: How can Gram Panchayats achieve ISO certification?

Ans: Steps of ISO Certification -

- Understanding of InterRashtriya Organization for Standardization (ISO).
- Recognize the Critical Gaps.
- Implementing the Action Plan.
- Preparation of Documentation.
- Audit by NABCB (Rashtriya Accreditation Board for Certification Bodies) for ISO Certification.
- Continuous Improvement.

Q: What is basic Principle of Quality Management System (QMS)?

Ans:

Citizen centric focus	<ul style="list-style-type: none"> • Citizen needs and overall satisfaction • Revolving around citizen needs • Assessing and understanding Citizen needs from Para Baithak, MA Survey, Complain Register, Visitors Book & Duare Sarkar Camp etc.
Leadership development	<ul style="list-style-type: none"> • Changing Attitudes & Improving the Skills and continuous improving the services of Elected Representatives & Functionaries as per their Role and Responsibility
Participation of Citizen / People	<ul style="list-style-type: none"> • Encouraging the participation of Citizens from all sections especially backward and poverty-stricken peoples.
Evidence based decision making	<ul style="list-style-type: none"> • Improving Record Management System - <i>Effective decisions are based on the analysis of data and information rather than guess work</i>
Improvement	<ul style="list-style-type: none"> • Effort to constantly improve the QMS to meet Citizen needs and expectations. • Involves planning, implementing, monitoring
Relationship Management	<ul style="list-style-type: none"> • Building a sound relationship with the Citizens • Improving the services

Q: What are the roles of Gram Panchayat for obtaining ISO certification?

Ans: Role of GramPanchayat in Pre-requisite arrangements for obtaining ISO Certification:

- Formation of Quality Circle – Forming groups of ER and GP employees.
- Upgradation/renovation of entire Gram Panchayat office infrastructure including front office.
- Records management including management of records of every activity and maintenance of documents in record room.
- Encouraging e-Governance management and usage at various levels and by citizens for all services provided by Gram Panchayat (through API).
- Distributing work among employees.
- Opened service counter in front office to receive public applications.

Contribution: BRAIPRD, P & RD Department

A disaster is any immediate or long-term natural or man-made event that causes loss of life and property, damages the environment, and requires external assistance to recover.

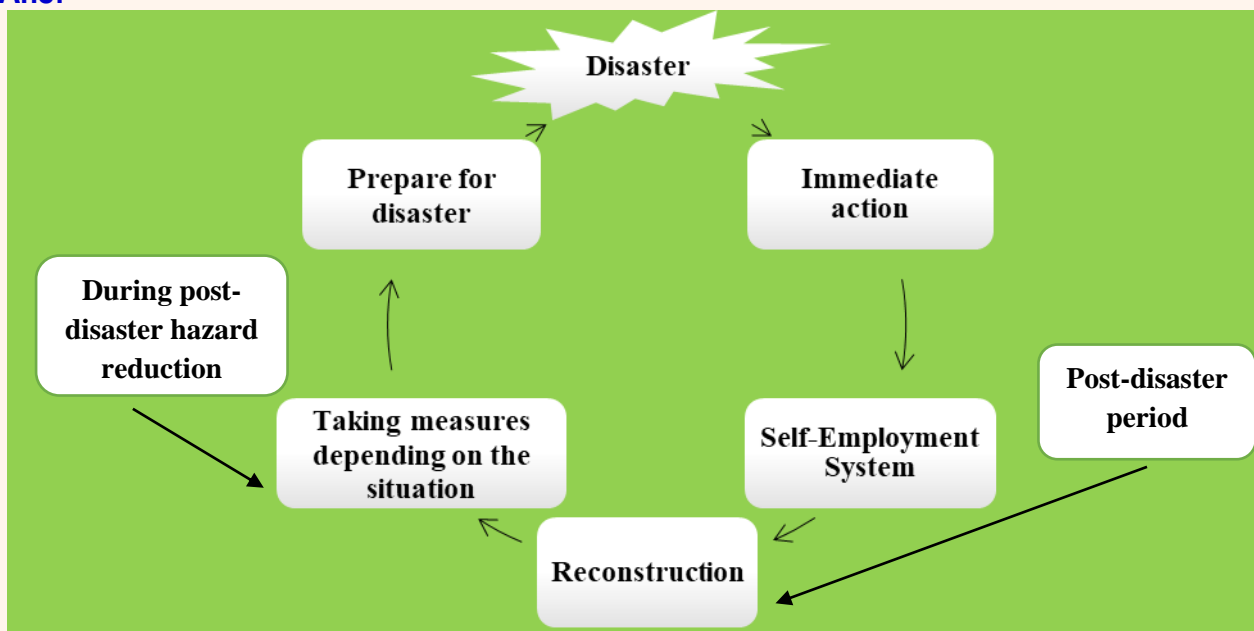
Q : What are different types of Disasters?

Ans :

Major natural disasters	Minor natural disasters	Major man-made disasters	Minor man-made disasters
<ul style="list-style-type: none"> •Flood •landslide •Cyclone •Drought •Earthquake 	<ul style="list-style-type: none"> •Snowfall •Cold Wave •Lightning •Hail Storm •Heat Wave 	<ul style="list-style-type: none"> •Accident (Fire) •Epidemic •Chemical Pollution •Pollution of Shrimp Farming 	<ul style="list-style-type: none"> •Road and Train Accidents, Boat Capsizing •Accidents as a Result of the Festival •Food Poisoning •Death by Alcohol overdose •Environmental Pollution •Acid rain •War, Riot

Q : What do you mean by Disaster Cycle?

Ans:



Q : What do you mean by Disaster management?

Ans : Disaster management is the measures taken before and after a disaster to reduce economic losses.

What is the difference between relief and disaster management? Relief is an emergency measure. It is needed during or after an accident or disaster. Its perspective is small. Disaster management in a broader sense is a holistic concept with one phase called relief; the role of relief in disaster risk mitigation is much smaller than the role of disaster management. Disaster management is a year-round program, not just an emergency measure.

Q : What do you mean by disaster risk reduction?

Ans : The scientific methods that can be adopted to increase overall capacity by reducing all kinds of hazards at the individual level or at the collective level are collectively called disaster risk reduction and risk mitigation.

Q : What is the year-round activities of West Bengal Disaster Management Department?

Ans : Formulation of efficient plans considering the causes of disaster, vulnerability of the area, risks, disaster rescue and rehabilitation, development projects, potential participating communities and public-private agencies/organizations etc.

- Training arrangements for various levels of officials, elected public representatives, volunteers, students, teachers, common people, construction workers and technicians.
- General relief, which is event neutral, lasts throughout the year.
- Emergency relief
- Financial Assistance/Financial Rehabilitation.
- Coordination of various departments and risk mitigation.

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Q : What do you understand by Normal Relief?

Ans :

Service name	What services are available?	Where to find services
Normal G.R.((N.G.R))	0.25% of the total population of Gram Panchayat will be considered for this. They will get 12 kg of wheat or sometimes 120 taka per month. Minors will get this allotment at half rate.	Generally, the N.G.R. is available from the G.R. dealer at the village panchayat level under the supervision of the village panchayat head. Beneficiary name must be in priority list.
Starvation (Cash) GR	Financial aid only. Its main purpose is to prevent death by starvation.	Starvation /Cash GR is generally given on the basis of inquiry from BDO/SDO office.

Q : What are the components of Emergency Relief?

Ans :

Service name	What services are available?
Special G.R.	Rice or wheat or other food items are given in emergency situations. Considering the situation, this aid was stopped after a few days.
Relief Materials	Sheets, blankets, tripals, dhoti, sarees, lungis, pajama-punjabi, kurtis, salwars, children's clothes-pants and other items are given based on situations.
Relief Contingency	This allocation is for boat rental, construction of temporary shelters, food, transportation, fuel etc. in case of inundation or flood.
House Building (H.B.) Grant	Allotment for kuchha or pucca houses damaged, totally or partially. Four committee members submit report after inspection of houses..
Household Components (DM Kits)	Household essentials, packed in bags are provided. Such as plates, utensils, stoves, pots etc.
Other assistance	Special charitable assistance for leprosy patients, distribution of clothes on Durga Puja and Eid through MLAs etc.

Q : What are Disaster Mitigation measures?

Ans :

Service name	What services are available?	Where to find services
House Building (H.B.) Grant	Housing grants are provided to people affected by natural calamities or fires living below the poverty line who are unable to rebuild a partially or fully damaged house on their own.	A four-member committee prepares an investigation report with photographs in Form-B and Form-C at the concerned BDO or SDO office.
Ex-Gratia Grant Financial assistance to bereaved families due to natural calamities or certain other deaths	Rs 1 lakh to Rs 4 lakh in case of death due to snakebite/sunstroke/accidental fire or riot or deliberate fire or lightning, crushing of walls, falling of trees, drowning in flood water etc.	The family of the injured or deceased person should contact the concerned BDO office or sub-divisional office with necessary documents.
Economic Rehabilitation Grant (E.R. Grant)	Sewing machines are given to poor people who are trained in sewing. Destitute people, cured TB patients, scheduled castes/tribes are given a one-time grant up to a maximum of Rs.15000/- for self employment programmes such as making paper packet, Muri/Chira/Chop making, setting up groceries, shops etc.	concerned BDO office should be contacted,

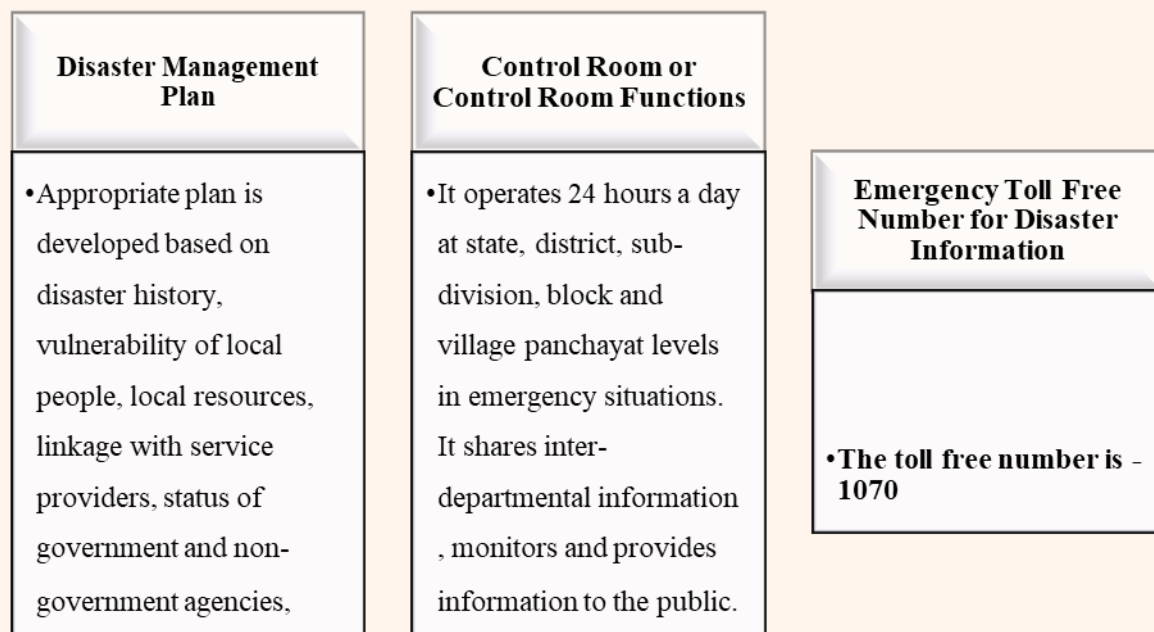
Q: What are the different Steps dealing with Disaster Management?

Ans:



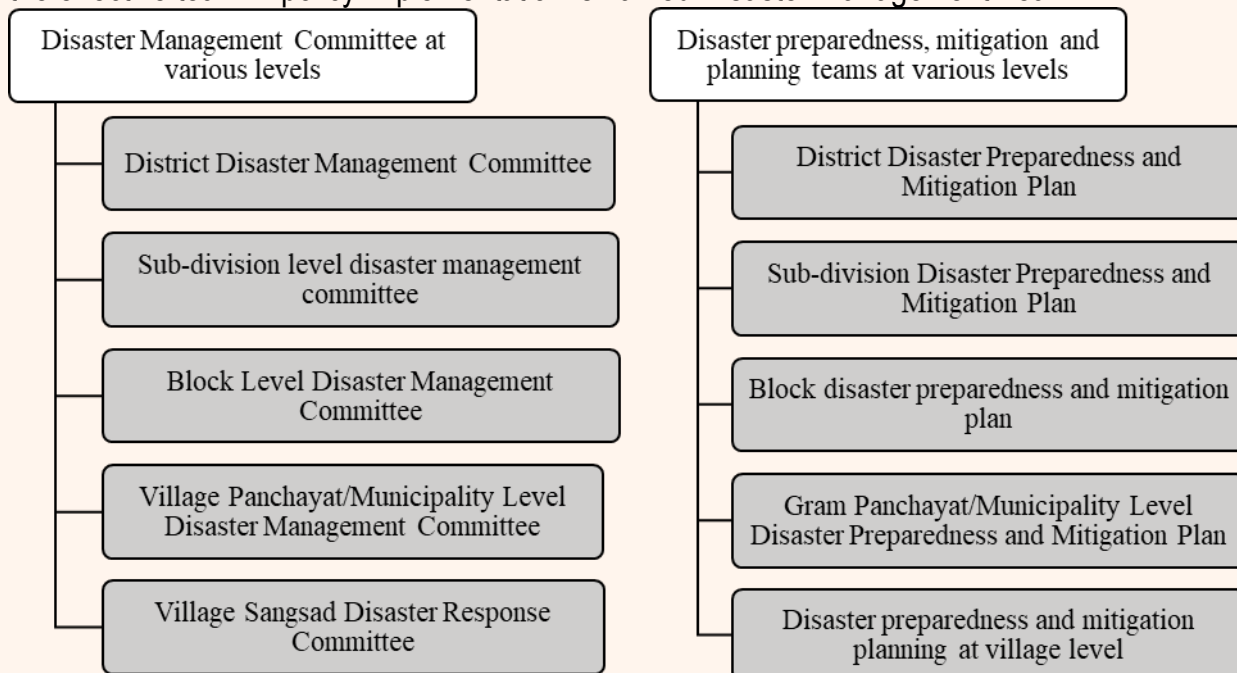
Q : What are the different steps dealing with Disaster Management?

Ans :



Q : What Is Disaster Management Committee and Disaster Management Team?

Ans : Disaster Management Committee is formed by experienced and responsible people at village panchayat, block, sub-division or district level. And under the supervision of this committee, the effective team in policy implementation is named Disaster Management Team.



Who will come forward to eliminate all these problems?

Some measures can be taken locally to deal with disasters. Because the local people know their area well, they can deal with disasters by themselves. And the role of Gram Panchayat is most important in this work. → Gram Panchayat can involve local people as well as Self Help Groups and Voluntary Organizations in this initiative. Gram Panchayat members/members should do the work of bridging the gap between the people and the administration and dealing with local problems, irrespective of caste-religion-ideology.

Q : What are the measures Gram Panchayat can adopt for Disaster Mitigation at local level?

Ans :

1. Integration and Planning:

- Integrate disaster response with development programs and ensure pre-disaster planning to mitigate risks and hazards, devising appropriate courses of action accordingly.
- Regularly revise, update, and refine the contingency plan.

2. Prioritization and Monitoring:

- Prioritize disaster management in the meetings of the Standing Committee on Child and Women Development, Public Welfare, and Relief.
- Monitor the work of the committees at the local level.

3. Awareness and Education:

- Organize awareness camps involving local people, clubs, voluntary organizations, self-help groups, social workers, and various departments on disaster management.
- Increase education and awareness about disasters.

4. Pre-Disaster Considerations:

- Assess the level of risk faced by residents.
- Evaluate household and financial situations.
- Examine the road and traffic systems.
- Identify vulnerable populations such as the sick, elderly, pregnant women, and children.
- Assess the organization and preparedness of local people.
- Ensure media access and communication.
- Evaluate first aid facilities and emergency infrastructure.
- Gauge the readiness of local people and institutions.
- Ensure availability of professional help.

5. Development Programs:

- Establish strong inter-departmental communication and coordination for development programs.

- Bring local people together to manage situations in case of delayed external aid due to communication breakdowns.
- Collect meteorological data and verify it using mass media such as television and radio.
- Prepare risk-prone area maps for Gram Panchayats.
- Develop local infrastructure to mitigate disaster risk.
- Avoid settlement in hazardous areas.
- Identify safe havens during disasters.

6. Capacity Building and Training:

- Form task forces and provide regular training for rescue and relief work.
- Assist in the rapid rescue of distressed or trapped individuals to temporary relief camps and ensure swift delivery of relief supplies.
- Arrange for special care of vulnerable groups, including pregnant and post-natal mothers, children, people with special needs, and the elderly in temporary relief camps.
- Proactively prevent outbreaks of communicable diseases.

7. Emergency Response:

- Address physical trauma such as broken bones, burns, snake or insect bites, and electrocution by ensuring immediate hospital transport.
- Properly dispose of dead animals to prevent health hazards.
- Ensure provision of drinking water, food, medicine, medical, and sanitation facilities in temporary relief camps.
- Raise awareness and take action against social issues like drug addiction, trafficking in women, domestic violence, sexual exploitation, and forced marriages during or after a disaster.
- Ensure that actual affected individuals or families receive assistance.
- Assist in preparing lists of missing persons.
- Ensure timely reporting of deaths to the police, postmortem examinations, and issuance of death certificates.

8. Financial and Social Protection:

- Strengthen financial and social protection systems by providing alternative livelihoods on an emergency basis post-disaster.

Responsibilities of the Panchayat in Disaster Preparedness:

- Encourage families to store food for several days for each family member.
- Safeguard important documents, valuables, and prescriptions.
- Keep track of expectant mothers' due dates.
- Maintain a list of necessary phone numbers.
- Provide disaster warnings and reporting.
- If a house is in a low-lying area, ensure the tube well is elevated.

Q : What do you mean by Environment?

Ans : The environment encompasses not only water, air, and soil but also social and economic conditions. To fully grasp the nuanced meaning of "environment," we must consider its three key elements: Natural environment, Bio-environment and social environment.

Natural environment	Bio-Environment	Social Environment
<ul style="list-style-type: none"> • Water, air, soil, habitat etc 	<ul style="list-style-type: none"> • Biosphere i.e. animals, insects, bacteria, viruses etc. 	<ul style="list-style-type: none"> • Social customs, bad and good habits of people, income, occupation, caste, culture etc.

The importance of the environment is immense for the healthy living of people, but some elements of the environment such as soil pollution, water pollution, and unsanitary environment at home, animal farms and contact with various disease carriers are particularly responsible for human illness. Humans are also largely responsible for environmental pollution.

Q : Where are the sources of Environmental and their remedial measures?

Ans :

Type of Pollution	Causes of Pollution	Remedy
Water pollution:	Arsenic pollution and plant residues pollute water. Sewage materials, industrial effluents, pesticides and chemical fertilizers in agricultural fields pollute water. Excessive withdrawal of irrigation water from ground causes arsenic contamination. Water pollution is also caused by abusing river or pond water or discharge of excreta around it.	Drinking water should be sterilized. Safe disposal of solid waste materials. River or pond water should not be polluted. Fertilizers and pesticides should be applied in the right amount and in the right way. Irrigation water should not be withdrawn in excess.
Air pollution	Smoke from factories or brickyard or vehicles, dust from mines or quarries, burning of crop residues etc. are sources of air pollution.	Factories, vehicles and mines should be managed as per the rules of the Environment Department. Crop residues,

		plastics etc. should not be burnt and alternative use of them should be made.
Noise pollution	Noise from factories, indiscriminate use of car horns, uncontrolled use of microphones, use of crackers etc. are causes of noise pollution.	Microphones must be used within specified decibels and within specified time limits. Production, stocking, sale and use of crackers should be stopped.
Pollution of the social environment	People's bad habits such as - use of tobacco and drugs, not eating nutritious food, lack of physical exercise, tendency to eat junk food etc. are affecting people's lifestyle which is a major cause of social environmental pollution. As a result, diseases such as cancer, heart disease, malnutrition and asthma have increased.	Good life styles should be promoted in people. It is possible to reduce social pollution through exercise, eating nutritious food, maintaining regular lifestyle etc.

Q : What are the duties and Responsibilities of Department of Environment?

Ans: The dimension environment has already been discussed. Now, let's look at how the Environment Department operates and where to access its services. The main functions of this department include: managing the environment and ecosystems, controlling air, water, and land pollution, coordinating central and state environmental policies and schemes and acting as the nodal department for climate change-related activities.

Department of Environment was created in 1982. Environment Protection Act was made in 1986 in our country. On June 5, 1995, the Department prepared an Environmental Policy Statement. **This department mainly provides services through the following institutions:**

Name of the institution	Name of the institution
West Bengal Pollution Control Board (WBPCB)	Restrictions on use of plastics, safe disposal of solid waste, control of noise and air pollution.
West Bengal Biodiversity Board (WBBB)	Conservation and management of biodiversity at state and local levels. Formation of Biodiversity Management Societies in each Gram Panchayat, Panchayat Samiti/Block, Zilla Parishad/ District, Municipality, Municipal Corporation and Notified Area. Creation of People's Biodiversity Register (PBR).
Institute of Environmental Studies and Wetland Management (IESWM)	Preparation of wetland inventory, natural resource appraisal, microbial studies, biological parameters and socio-economic surveys. Mapping of coastal areas.
East Kolkata Wetland Management Authority (EKWMA)	Conservation and maintenance of East Kolkata wetlands. Waste water recycling and proper use of land.
State Environmental Impact Assessment Authority (SEIAA)	Approve and permit development projects after assessing their potential impact on public health and natural and man-made

	resources.
West Bengal State Coastal Zone Management Authority (WBSCZMA)	Protection and improvement of coastal environment and prevention and control of environmental pollution in coastal areas.

Q : What are the Roles of Panchayats in achieving Sustainable Development Goals?

Ans : Gram Panchayats, Panchayat Samitis, and Zilla Parishads plan and officially implement various necessary developmental works based on the needs of their respective areas. These projects prioritize health, education, food, quality of life, employment, and transportation systems. As a result, every development initiative aimed at human welfare will be sustainable. Sustainable development, in turn, provides health protection, food security, and the proper use of natural resources.

In the planning and implementation of various development projects by the Panchayat, it is essential to consider the 17 Sustainable Development Goals (SDGs) set by the United Nations. Goals 13, 14, and 15 are directly linked to the protection of nature, the environment, and biodiversity. Other goals are also connected to natural resources and environmental development. For instance, while food plays a crucial role in protecting health, the environment also has a significant impact. Specifically, Goals 3, 6, 7, and 11 are directly related to the environment. Additionally, poverty alleviation (Goal 1), food security (Goal 2), employment and economic development (Goal 8), and sustainable industrialization and infrastructure development (Goal 9) are all interrelated and dependent on natural resources and the environment.

For example, agriculture, fisheries, horticulture, animal husbandry, and livelihoods through cottage industries all contribute to livelihood enhancement and economic development, which depend on local biodiversity and other natural resources.

Q : As per West Bengal Panchayat Act, 1973, What are the assigned duties of the Gram Panchats for protecting environment ?

Ans: In order to maintain a healthy environment, the West Bengal Panchayat Act, 1973 has assigned certain responsibilities and duties to the Panchayats, particularly the Gram Panchayats, in relation to environmental pollution. Such as taking action under Sections 19, 21, 24, 25, 26 and 27 of the West Bengal Panchayat Act, 1973 and issuing notices where necessary.

Clause	Provisions
	19. Mandatory duties of Gram Panchayat
19 (2)(a)	Promotional and preventive health services, reproductive and child health services, nutritional quality improvement, public health management including maintenance and upgradation of health centers and dispensaries.
19 (2)(o)	Management of solid and liquid wastes and promotion for that purpose and measures to prevent public utilities including maintenance of environmental sanitation.
21. (j)	Prevention of water logging and provision of water drainage
21. (k)	Taking preventive measures to control the spread of epidemics
24	Gram Panchayat may issue notice to certain persons or institutions to stop the same within a specified time due to the continuous discharge of garbage, excreta, solid and

	<p>liquid waste generated from hospitals, nursing homes and houses in their respective areas in the interest of sanitation.</p> <ul style="list-style-type: none"> ✓ May issue a notice within specified time to close, remove or renovate or clean, disinfect any latrines, lavatories, drains or other garbage-filled places. ✓ May order the cleaning, repair, covering, filling of drains or wells, reservoirs, pools or pits which are injurious to human health or injurious to the environment. ✓ May ask for weeding and cleaning. ✓ May ask to be remove garbage, faeces/excreta which cause bad smell and cause environmental pollution
25.	<ul style="list-style-type: none"> • The Village Panchayat may issue notices to remove the road/drainage if it is obstructed or encroached upon by anyone. • Can improve drainage system. • In order to maintain the purity of drinking water sources used by the public, it may issue notices prohibiting bathing, washing clothes, bathing domestic animals etc. in the source water. <p>In all these cases, if the person or institution does not take action within the prescribed time, the Gram Panchayat may remove the obstacles and recover its costs, if necessary, may apply for the assistance of the Sub-Divisional Magistrate.</p>
26.	<ul style="list-style-type: none"> • If a source of water belonging to a private property is polluted or is injurious to public health due to the use of such polluted water, it may issue a notice to that person to renovate the source of water, protect it from pollution, stop the use of that water if it is polluted. • That water source can be protected from being depleted, polluted, or overrun by weeds. • Stop people from using it if it is contaminated. <p>In this case the person can appeal against the notice to the specified authority.</p>
27.	<ul style="list-style-type: none"> • Action can be taken for cleaning canals, oxbow lakes, ponds or aquatic weeds owned by Gram Panchayat. • May issue orders for control of pollution of privately owned ponds or water bodies through cleaning of aquatic weeds/water haycinths.

Q : What are the additional Roles Panchayats can play for protection of Environment?

Ans:

- Zila Parishads and Panchayat Samitis can support and monitor the work of Gram Panchayats in controlling and remediating environmental pollution.
- Panchayats need to ensure that factories or houses are not built in non-compliance with environmental regulations. If such structures are already constructed, the district administration can be contacted to cancel their licenses.
- Panchayats can take initiatives for tree planting. For example, arrangements can be made to plant trees in schools or local areas with the help of students on specific occasions.
- Forests can be created through social forestry programs.
- Initiatives can be taken to raise awareness about the causes of pollution through various means such as meetings, street plays, processions, and posters.

- Awareness campaigns about the use of smokeless stoves can be conducted to reduce air pollution.
- Efforts should be made to educate people about environmental pollution, food adulteration laws, and pollution remediation laws.
- Panchayats should ensure the safe disposal of plastic waste and enforce restrictions on plastic use.
- Wetland management and ecological planning should be prioritized.
- Awareness about the use of solar energy and large-scale biogas projects can help prevent environmental pollution. Panchayats should plan and implement various programs at the Gram Panchayat level.
- During Panchayat meetings, discussions should be held on the role of each person in preventing pollution and initiating relevant actions.
- Efforts should be made to build toilets, provide safe water, and promote a garbage-free environment.
- Safe disposal of solid and liquid waste should be ensured.
- Measures should be taken to limit the use of microphones to prevent noise pollution, especially near hospitals or during examinations.
- Panchayats can collaborate with self-help groups to control tobacco and drug use in their respective areas.
- Continued focus on wetland management and ecological planning is essential.



