

Foundation Course for MPDOs - Vol - 2 (Direct Recruitment)



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**Andhra Pradesh State Institute of
Rural Development and Panchayat Raj**



**FOUNDATION COURSE
FOR MPDOS - VOL - 2
(DIRECT RECRUITMENT)**

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CHAPTER - 1

District Office Manual

The Tottenham System of office procedure, as prescribed in the District Office Manual, mainly deals with the procedure to be followed for conducting routine work in Government offices. Following are some important aspects:

1. GENERAL DISCIPLINE

Discipline is the essential prerequisite for the efficient functioning of any office or organization. Punctuality, promptness, regular attendance and obedience are the basic needs of discipline. Cleanliness and orderliness, quiet and dignified behavior, observance of silence during working hours and mutual courtesy among the members of the staff will be conducive to the smooth running of the office. Divulgence of official information and secrets is a serious offence which should not be done at any cost. Lastly, honesty is the most essential code of conduct without which all other qualities are useless.

2. ATTENDANCE

2.1 All Government servants are expected to attend office from 10.30a.m. to 5.00 p.m. on all working days. An attendance register should be maintained and all establishment members should initial it as soon as they come to office. A grace time of ten minutes is allowed after which the attendance register should be closed. Permission to attend late by one hour or leave office one hour earlier, not exceeding three times in each case, can be allowed with prior sanction. Any member who attends late should sign after entering the hour of arrival. If he attends office before 2.00 p.m. with or without permission it will be treated as half day casual leave and attendance after 2.00 p.m. will be treated as a full day's casual leave. One day's casual leave should be deducted for every 3 days of late attendance. Casual leave not exceeding 15 days can be availed with prior sanction. It can be clubbed with any public holiday or optional holiday. However such a spell of leave should not exceed 10 days.

2.2. COMPENSATORY LEAVE (CPL): If a Government Servant is directed to attend the office on a public holiday, he will be permitted, by prior sanction, to avail leave for a working day in its place. Not more than ten days of compensatory leave may be granted in a calendar year and no such leave can be availed after expiry of six months from the public holidays for which it is sanctioned. Not more than seven such compensatory leave days may be accumulated. (This concession is generally available for ministerial staff)

3. ORGANISATION

For convenient and smooth transaction of official business, the office has to be divided into sections, comprising of three or four or more clerks according to the work load, ensuring equitable distribution of work among the clerks. Each section will be denoted by an alphabetical letter and each clerk by a figure suffixed to the letter by which the section is denoted. The work of each clerk has to be specified by an office order issued by the Head of the office. The section head should exercise control and supervision over the clerks in his section and ensure that the correspondence is promptly attended to. He will also be responsible for promptness in fair copying and dispatch of tappals.

4. OFFICE SYSTEM

The method of conducting official business is known as office system. The various stages of official business, starting from opening of tappals to consignment of files to records, come under the office system. The progress of work at various stages will be watched through appropriate registers prescribed under the District Office Manual. The catalogue of registers to be maintained to conduct official business is given at pages 6 to 9 of the District Office Manual.

5. OPENING AND REGISTRATION OF TAPPALS

- 5.1 There should be an office order regarding distribution of tappals in any office.
- 5.2 Generally, soon after the tappal or dak is received, the tappal should be opened, preferably in the presence of the Head of office or his Persona Assistant or any authorized officer. Important communications such as letter from Government, Heads of departments, D.O. letters and confidential letters addressed to him must necessarily be opened in the presence of the Head of the office and seen by him before distribution to clerks.
- 5.3 The officer, in whose presence the tappal is opened, must peruse the tap and give appropriate instructions at the stage of perusal of tappal its particularly in respect of urgent and important papers indicating the act to be taken. The tappals clerk will thereafter sort out the tappals section and give them numbers, serially, as per the Distribution Register. Cash other valuables will be entered in the Security Register. When the tap with the Distribution Register is received in the section, the section h should go through them, note the instructions of officers, if any, on th and then mark them to the concerned clerks. It should be ensured t all the clerks to whom the tappals are marked in the Distribution Regi should acknowledge them without fail. Otherwise, it would become difficult to account for the unacknowledged ones in the Distribution Register at a later stage, especially at the time of office inspection. Papers marked F (to be filed), XL Dis (to be lodged), need not be entered in the Distribution Register.

6. REGISTRATION

- 6.1 The tappal received by clerks contain either new cases (for which there is no pending file) or old cases (for which there is a pending file). Tappals received by clerks should be registered in the Personal Register with out delay. New cases have to be registered as fresh currents noting the details, as required in col. 4. Old cases have to be clubbed with the pending currents duly noting their particulars in col. 9 and 10 of the PR. A current which originates in the office is

also registered in the Personal Register like any other new case, but in col.4 the word "arising" has to be noted under the head "title."

6.2 Under the head "title" in col.4 of the Personal Register, appropriate main head and subhead should be given from the list of index heads in Appendix A of the DOM

6.3 While opening a new Personal Register at the beginning of the calendar year, sufficient number of blank pages should be left to bring forward the currents of the previous year, which could not be closed by 31st March. Not more than three currents have to be entered on the page and they have to be divided by red lines. The main head has to be underlined in red ink.

7. MAINTENANCE OF FILES

7.1 A file includes both current and note file. The current file comprises o incoming and outgoing references and other intermediary correspondent other than routine reminders. The note file is the one on which notes a written summarizing the facts reported in the reference, citing relevant provisions of law, rules, and orders of Govt, or other superior authorities, whenever required, and pointing out the matters requiring orders or clarifications.

7.2 The pages of the current file and the pages of the note file have to be tagged separately. The pages of the current file have to be numbered in red ink and the pages of the note file in black or blue ink, chronologically. Files have to be maintained neatly.

8. NOTING

8.1 Nothings should be brief and to the point and should be in simple language. The object of the note is to present, in the most intelligible, condensed and convenient form possible, the facts of the case, accompanied by a brief history of the case, if any. Points at issue requiring orders/clarifications etc. are to be examined with reference to any useful precedent, rule or Law and put up in order to enable the officers to arrive at quick and correct decisions.

8.2 Reproduction of facts already available in the file is not necessary. While drawing attention to the facts already available in the file, any other important or new points and precedents, if any, could be mentioned in the note. A leading note is improper and should not be put up.

9.CURRENT FILE ARRANGEMENT

The current file, with papers arranged chronologically, numbered in re ink and tagged together neatly, should be put up along with previous papers, c disposals obtained from Records for reference in flat file pad marked 'Ordinary 'Urgent', 'Very Urgent' as may be appropriate. Statements and maps should! placed for reference below the current file.

10. REFERENCING

Referencing is one of the important elements of noting or drafting for quick and proper disposal of papers. Facts of a case previously noted or reported, relevant previous decisions or orders, Precedents, authorities and provisions of law should be aptly referred to in the notes Any relevant portion in the pending file should also be referred to. Referencing is made by noting the page number of the current file or note file and the disposal number, G.O. No., Name of the Act., code or book. Reference should be done in pencil in the margin of the note file or draft put up. Where disposals are put up for reference, they should be flagged. The flag of each

disposals or statement put up should be denoted by an alphabetical letter. Flags attached to the disposals should be pinned only to the outer dockets. Flags should not be attached to any page of the C.F. or N.F. or to any page of any code, act, book or stock file.

11. LINKED FILES

Where pending files are put up for reference they should be linked to the main file on which orders have to be passed, by placing them underneath the main file. The main file and linked file should be tied together with the strings of the linked file, if there is only one or more than one linked files. A slip should be fastened to the flap of each linked file indicating L.FI, L.FII and so on. The slip fastened to the top file should indicate "top file for orders and linked file for reference".

12. DRAFTING

12.1 After orders are passed on note file draft should be put up. In simple cases, where discussions on note is not necessary, draft may be put up along with the note.

12.2 The draft should begin with a proper title, whether it is memo, or letter or proceedings. The title should almost be the same as shown in the note file, with suitable modifications to indicate the exact nature of the reference made or orders passed.

12.3 Below the title, the references received from outside and the references sent, other than routine reminders, should be cited in chronological order..

12.4 The draft should be on the lines of the approved note taking into account the observations and comments made by the officers and orders passed. It should be in easy and natural style, and concise and at the same time comprehensive. Words or phrases which lead to ambiguity, confusion and necessitate looking back for date, person or thing referred to should be avoided. The following should also be avoided (i) long words (ii) foreign or classical words or expressions (iii) vague and clumsy phrases (iv) colloquial phrases, such as "so impertinent", "so many times", "not too bad" etc., (v) phrases which show discourtesy, "care to" (vi) short abbreviations (vii) split infinitives etc.

13. VARIOUS TYPES OF COMMUNICATIONS, THEIR FORM AND PURPOSE

13.1 The various types of communication are (i) Memo (ii) Letter (iii) D.O. Letter (iv) Proceedings and (v) Telegram.

- i) **Memo** is a reference made to a subordinate or to petitioner.
- ii) **Letter** is a reference made to an officer, often equivalent in rank, or to an officer of other department.
- iii) **D.O. Letter** is generally written where personal attention of the officer concerned is required to be bestowed.
- iv) **Proceedings** is the final orders passed with reference to certain powers invested.
- v) **Telegram** should be brief and intelligible. It should be accompanied by a post copy.

13.2 The communication should be precise and brief, setting forth the points in which clarifications or orders are required.

13.3 The proceedings should be complete in itself, with the title at the head, followed by such description as the communication with reference to which the proceedings are passed as will

be sufficient to enable any officer to whom it is communicated to trace the previous correspondence on the subject in his office without any delay.

14. REMINDER DAIRY

To watch the action on and ensure prompt replies to Government letters or other superiors, to watch action on urgent and important references from others and ensure prompt replies to them, reminder diary should be maintained by each clerk/section head.

15. DISPOSALS

15.1 The various kinds of disposals are:

1. R.Dis to be retained permanently.
2. D.Dis to be retained till the prescribed period of retention (10 years normally. Period can be extended, where necessary by obtaining orders for further retention).
3. L.Dis to be retained till one (or three) years.
4. N.D is to be returned in original
5. F.Dis to be filed
6. X.L.Dis to be filed without numbering
7. X.N.D is to be returned without numbering.

The nature of disposal depends on the importance of each file.

15.2 Government orders and proceedings of Heads of departments have to be filed normally.

But, some of those Government orders or proceedings require further action at times. Such papers should be registered in Personal Registers and final disposal given as R. Dis., or D.Dis as is necessary.

15.3 Great care should be exercised in marking the nature of disposal. The Section head is responsible for marking the correct nature of disposal on the paper. For classifying a disposal under "R" series orders of the head of the office have to be obtained. The Heads of the departments have since been empowered to prescribe suitable period of retention based upon the peculiar nature or work done in their departments and the estimated period of utility for reference, after getting such record retention schedules approved by the concerned administrative departments of the Secretariat (vide a new note added under para. 63 of the DOM in G.O. Ms.No. 65 GAD (Ser.C) dated 27.12.82). Consequently, in some departments new disposals i.e. "K.Dis" etc., with 3 years of retention or 5 years of retention have been prescribed.

15.4 Further, as per the amendment issued to para. 80 of the DOM in the above G.O. Ms. No. 65 GAD (Services C) dt.27.12.82 at the initial stage of sending disposal in the "L.Dis" and any other series with limited periods of retention for less than ten years, it should be examined closely whether the disposal needs to be rescrutinised after the prescribed period of retention and to be certified as fit for destruction or for further retention. The docket sheet of each such disposal should therefore carry a certificate to the effect. "To be destroyed straightaway/sent back for rescrutiny in the year..... after the prescribed retention period" (words not applicable to a disposal to be struck off). R Disposals require scrutiny after 50 years in order to see whether they still require to be preserved or not.

16. DISPOSAL JACKETS

The R and D disposals should be covered with brown paper jackets and the entries should be made on the jackets as instructed in paragraph 65 of DOM.

17. CALL BOOK

References of the Government and Heads of departments calling for a report after one year or so, and such other references where report is due after one year or so and where no action is necessary for more than six months will be entered in Call book closing the current in the Personal Register. The tappal clerk or record keeper will be responsible for the proper maintenance of the Call book. When the time noted in col. (5) of the Call book for taking action approaches, the current should be reopened giving a fresh current number and entering in the personal register. As soon as this is done, the entry in the Call book should be rounded off.

18. PERIODICALS

The purpose of the periodicals will be defeated if they are not sent or received in time. To ensure receipt of incoming periodicals in time advance reminders should be issued. Where an outgoing periodical has to be compiled on the basis of figures furnished or reports made in the incoming periodicals, the compilation should be done expeditiously and outgoing periodicals dispatched in time. Each periodical will be assigned a periodical number. There will be only one set of serial numbers for periodicals in an office, depending on the nature i.e. whether weekly, fortnightly, monthly, quarterly, half-yearly, annual etc. A Consolidated Periodical Register has to be maintained for the entire office. A Periodical Register showing the incoming and outgoing periodicals, to be dealt with by each clerk has to be maintained by him. Periodicals should not be given R, D. or L. Disposal. They should be simply filed with the periodical numbers only.

19. FAIR COPYING AND DESPATCH

Fair copying and dispatch should be done without any delay. The Superintendent, fair copying section should see that there is no delay at any stage of fair copying, comparing and dispatch where there is pool system of typing in any office.

19.2 When the Superintendent, fair copying section, receives an approved draft for fair copying, he should check up whether all the particulars necessary for typing are available on the draft, such as the reference or disposal number, if it is a disposal, its nature, person or persons to whom it is to be sent, the enclosures to be sent with it, etc. He should also see if it is a R or D disposal, whether the Index slips in duplicate showing the title as noted in the draft has accompanied the draft. After satisfying that all the above details are available on the draft, he should give it to the typist for typing. Soon after they are typed, they should be compared with the approved draft, get them signed by the Head of office or concerned officer and dispatched.

19.3 A Fair Copy Register as in Form IV, should be maintained in the section It serves as a dispatch register as well. Now-a-days, in many of the office section wise typists are allotted. The Head of the section should check the Fair Copy Register maintained by the typist at the end of each day to ensure that no delays are made in fair copying of the approved drafts. In most of the offices, a separate dispatch section is organized. For postal delivery stamp account has also to be maintained besides the Postal Dispatch Register. For communications to be delivered locally by hand a separate register "Local delivery book" should be maintained and should be periodically checked.

20. PREVENTION AND CHECKING OF ARREARS AND DELAY

20.1 The section heads should exercise effective supervision over the clerks in their sections to prevent delays and arrears. The periodical checking of Personal, Periodical and other Registers even with long pending currents critically, will be an effective check to prevent delays and arrears. The Superintendent and the officer concerned should point out the delays and other irregularities in the running note file accompanying the personal and periodical register put up for check, as per the programme of check drawn up and issue suitable instructions for avoidance of delays and rectification of defects. Compliance with the instructions should be insisted within 48 hours and non-compliance should be taken serious notice of.

20.2 Reminder should be issued promptly. A Reminder Diary should be maintained by each clerk for this purpose, which should also be checked periodically along with PRs etc.

20.3 Arrear Lists showing the pendency of currents, should be put up with the Personal Register. Long pending files should receive special attention of the section head.

20.4 Business return is prepared every half year to enable the head of office and his superiors to watch the progress of business in the office and to take suitable action for the reduction of pendency and arrears.

21. INDEXING OF THE TITLE

Preparation of index slips and their filing in the manner laid down in paragraphs 100 to 102 should carefully be done. The index title should correspond with the heading of the final draft and be normally identical with the entry made in col.4 of the personal register. One copy should be retained with the clerk and the duplicate copy should be retained in records. At the end of the year, the record clerk should prepare a general index register showing all the R.Dis and D.Dis files separately. The Index Register should be in the alphabetical order for ready reference. It should be typed or connected and supplied to all officers.

It should be typed or connected and supplied to all sections and all officers

22 RECORDS FILING MAINTENANCE & CUSTODY

Before the receipt of any disposal (handed over to the record keeper) is acknowledged, the record keeper should verify whether all the pages in the disposal have been numbered, securely stitched and are intact, whether the disposal number has been correctly noted and the disposal has been properly docketed, and if it is a R or D disposal and whether duplicate copy of index slip has accompanied it. According to the amendments issued to the DOM para 81,

disposals have to be arranged in the record room basing on the year of disposal and not according to the year of the current as is obtaining hitherto.

23. RESPONSIBILITY OF CLERKS AND HEADS OF SECTIONS

Every clerk is responsible for the safe custody of the files, registers, stock files and other records in his charge. If any document submitted for orders bears a court fee or adhesive stamp, he will be responsible for seeing that it is punched. This does not however absolve the Heads of sections from the responsibility from seeing that stamps are punched.

24. SUBMISSION OF FILES AT HEAD QUARTERS OR CAMP

24.1 All the files should be sent to the officer concerned who is on tour in locked tappal boxes preferably steel boxes, with an invoice. The camp clerk of the officer should verify the tappals received with the invoice. The same procedure should be adopted when tappals are returned from camp. The invoice will be prepared by the camp clerk and the tappals on receipt in office will be verified by the tappal clerk.

24.2 When an officer is at head quarters, papers for orders, approval and signature should be submitted daily in one or more batches.

24.3 Confidential papers should be in separate confidential boxes locked and sealed.

25. PRECAUTIONS AGAINST FIRE

25.1 The precautions against fire to be observed in public offices are given in appendix-c

25.2 Required firefighting equipment should be kept and they should be maintained in good condition. Office staff should be given practical drill. The head of the office should nominate an officer in his office for conducting the drill.



CHAPTER -2

Disaster Management

BASIC CONCEPTS OF DISASTER MANAGEMEME

Introduction:

Disaster, as defined by the United Nations, is a serious disruption of the functioning of a community or society, which involve widespread human, material, economic or environmental impacts that exceed the ability of the affected community or society to cope using its own resources.

Disaster management is how we deal with the human, material, economic or environmental impacts of said disaster, it is the process of how we “prepare for, respond to and learn from the effects of major failures”. Though often caused by nature, disasters can have human origins. According to the International Federation of Red Cross & Red Crescent Societies, a disaster occurs when a hazard impacts on vulnerable people. The combination of hazards, vulnerability and inability to reduce the potential negative consequences of risk results in disaster.

The International Federation of Red Cross & Red Crescent Societies defines disaster management as the organization and management of resources and responsibilities for dealing with all the humanitarian aspects of emergencies, in particular preparedness, response and recovery in order to lessen the impact of disasters.

Disaster Management Cycle: A general term covering all aspects of planning and responding to disasters, including both pre (prevention, mitigation and preparedness) and post disaster (response, search and rescue, relief, reconstruction and rehabilitation) activities. It may refer to the management of both the risks and consequences of disasters

Disaster Risk Assessment: Disaster risk assessment is a participatory process of evaluating the hazards that endanger communities, their vulnerabilities and capabilities.

Through hazard assessment, possibility of occurrence and the frequency, scope and duration of various hazards can be determined.

Vulnerability assessment can determine which elements are at risk, analyze the root causes of vulnerable conditions and identifies the families and groups most vulnerable to any given hazard. The assessment considers the natural, geographic, economic, social, political, and psychological

factors that make some people particularly vulnerable to hazards while others are relatively protected.

In the capacity assessment, the community's resources and response strategy areas are evaluated. The aim of disaster risk assessment is to figure out the disaster risks faced by the community and make it the basis for Disaster risk reduction plan.

Disaster Risk Reduction: The reduction of disaster risk is the bedrock of community-based disaster management. Disaster risk reduction includes all measures, which reduce related loss of lives, property or assets by either reducing the hazard or vulnerability of the elements at risk.

Type of Disasters: Broadly Disaster is categorized into five sub groups: -

- I. Water and Climate related disasters
- II. Geologically related disasters.
- III. Chemical, Industrial and Nuclear related disasters.
- IV. Accident-related disasters.
- V. Biologically related disasters.

Natural Disasters	Ministry of Home Affairs (MHA)
Drought	Ministry of Agriculture.
Biological Disasters	Ministry of Health and Family Welfare.
Chemical Disasters	Ministry of Environment & Forests (MoEF).
Forest related Disasters	MoEF.
Nuclear Disasters	Department of Atomic Energy.
Air Accidents	Ministry of Civil Aviation.
Railway Accidents	Ministry of Railways.

The Disaster Management Act

The Government of India (GOI), in recognition of the importance of Disaster Management as a national priority, set up a High-Powered Committee (HPC) in August 1999 and a National Committee after the Gujarat earthquake, for making recommendations on the preparation of Disaster Management plans and suggesting effective mitigation mechanisms. The Tenth Five-Year Plan document also had, for the first time, a detailed chapter on Disaster Management. The Twelfth Finance Commission was also mandated to review the financial arrangements for Disaster Management.

On 23 December 2005, the Government of India enacted the Disaster Management Act, which envisaged the creation of National Disaster Management Authority (NDMA), headed by the Prime Minister, and State Disaster Management Authorities (SDMAs) headed by

respective Chief Ministers, to spearhead and implement a holistic and integrated approach to Disaster Management in India.

The National Disaster Management Authority (NDMA), headed by the Prime Minister of India, is the apex body for Disaster Management in India. Setting up of NDMA and the creation of an enabling environment for institutional mechanisms at the State and District levels is mandated by the Disaster Management Act, 2005.

India envisions the development of an ethos of Prevention, Mitigation and Preparedness. The Indian government strives to promote a national resolve to mitigate the damage and destruction caused by natural and man-made disasters, through sustained and collective efforts of all Government agencies, Non-Governmental Organizations and People's participation. This is planned to be accomplished by adopting a Technology-Driven, Pro-Active, Multi-Hazard and Multi-Sectoral strategy for building a Safer, Disaster Resilient and Dynamic India.

NDMA, as the apex body, is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters. Towards this, it has the following responsibilities:^[3]

- Lay down policies on disaster management;
- Approves the National Plan;
- Approve plans prepared by the Ministries or Departments of the Government of India in accordance with the National Plan;
- Lay down guidelines to be followed by the State Authorities in drawing up the State Plan;
- Lay down guidelines to be followed by the different Ministries or Departments of the Government of India for the purpose of integrating the measures for prevention of disaster or the mitigation of its effects in their development plans and projects;
- Coordinate the enforcement and implementation of the policy and plans for disaster management;
- Recommend provision of funds for the purpose of mitigation;
- Provide such support to other countries affected by major disasters as may be determined by the Central Government;
- Take such other measures for the prevention of disaster, or the mitigation, or preparedness and capacity building for dealing with threatening disaster situations or disasters as it may consider necessary;
- Lay down broad policies and guidelines for the functioning of the National Institute of Disaster Management.

On 1 June 2016, [Narendra Modi](#), the Prime Minister of India, launched the Disaster Management Plan of India, which seeks to provide a frame work and direction to government agencies for prevention, mitigation and management of disasters. This is the first plan nationally since the enactment of the Disaster Management Act of 2005.

NDRF: The Disaster Management Act has statutory provisions for constitution of National Disaster Response Force (NDRF) for the purpose of specialized response to natural and man-made disasters. Accordingly, in 2006 NDRF was constituted with 8 Battalions. At present, NDRF has a strength of 12 Battalions with each Battalion consisting of 1149 personnel. In the beginning, the personnel of NDRF were deployed for routine law and order duties also. In a meeting of the NDMA with the Prime Minister on October 25, 2007, the need of NDRF being made a dedicated force was highlighted and accepted. This led to the notification of NDRF Rules on February 14th, 2008, making NDRF a dedicated force for disaster response related duties, under the unified command of DG NDRF.

APSDMA:

Andhra Pradesh State Disaster Management Authority (APSDMA) is the apex body in the state for Disaster Management which was constituted in 2007 as per the provisions of the Disaster Management Act, 2005.

Members:

- ❖ Minister of Revenue, Relief, Rehabilitation & Youth Affairs.
- ❖ Minister of Home.
- ❖ Minister of Finance.
- ❖ Minister of Health.
- ❖ Minister of Major Irrigation.
- ❖ Minister of Roads & Bridges.
- ❖ Minister of Panchayati Raj.
- ❖ Chief Secretary.
- ❖ The Chief Secretary of the state is the Chief Executive Officer of the SDMA.

APSDMA is led by the Hon'ble Chief Minister of Andhra Pradesh. In line with the formation of APSDMA, Government of Andhra Pradesh has also formed District Disaster Management Authorities (DDMA) in all districts with District Collector as Chairman of DDMA.

The District Disaster Management Authority shall consist of the following members namely:

- i) Collector and Magistrate of the district, who shall be the Chairperson, ex officio.
- ii) Chairperson of the Zilla Parishad of the district, who shall be the Co-Chairperson.
- iii) Superintendent of Police of the district, ex officio.
- iv) Chief Executive Officer of the District Authority shall be Joint Collector of the District, ex officio; who shall also be Member -Convener
- v) Project Director, District Rural Development Agency (DRDA) of the district, ex officio
- vi) Chief Executive Officer of the Zilla parishad of the district, ex officio and
- vii) District Medical and Health Officer of the district, ex officio.o

APSDMA has commissioned State-of-the-art facilities for hazard monitoring, scientific data analysis, emergency operations, response communications as facilities for innovative technological solutions which are up and running round-the-clock throughout the year.

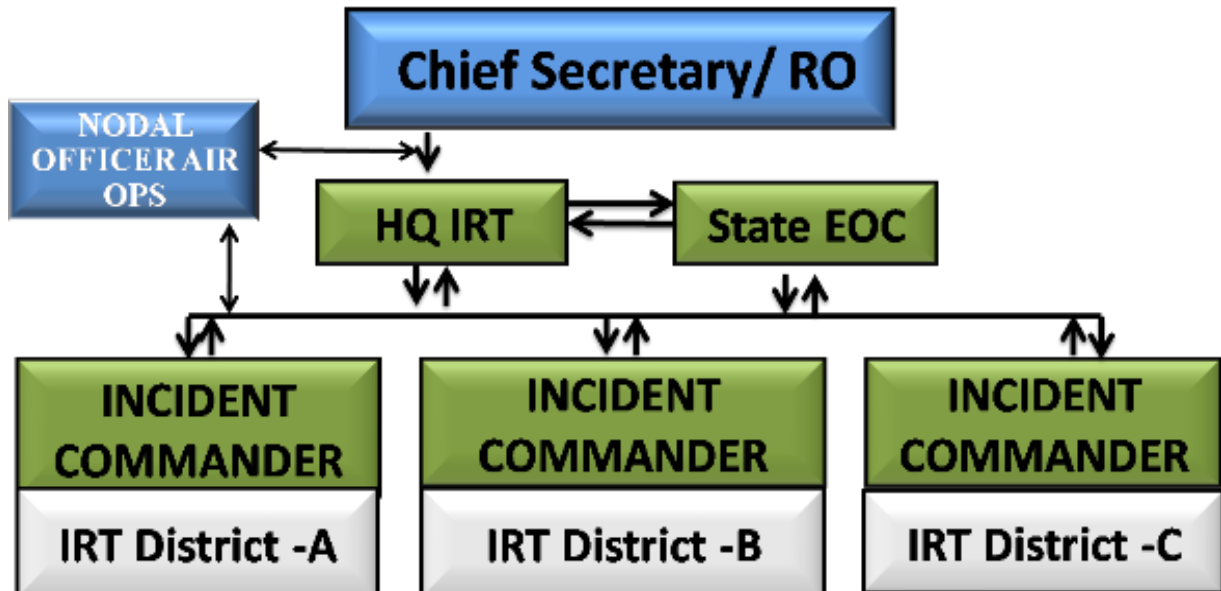
SDRF

- APSDRF comprising of six companies with two teams each setup in 2016 (vide G.O. Ms.No.3 Home (Legal.II) Department Dtd 13.1.2016.
- Location of Battalions - 2 nd Bn APSP Kurnool, 3rd Bn APSP Kakinada, 5 th Bn APSP Vizianagaram, 6 th Bn APSP Mangalagiri, 9th Bn APSP Venkatgiri Nellore Dist, 16th Bn APSP Visakhapatnam
- APSDRF Company Structure, Strength, Staffing pattern

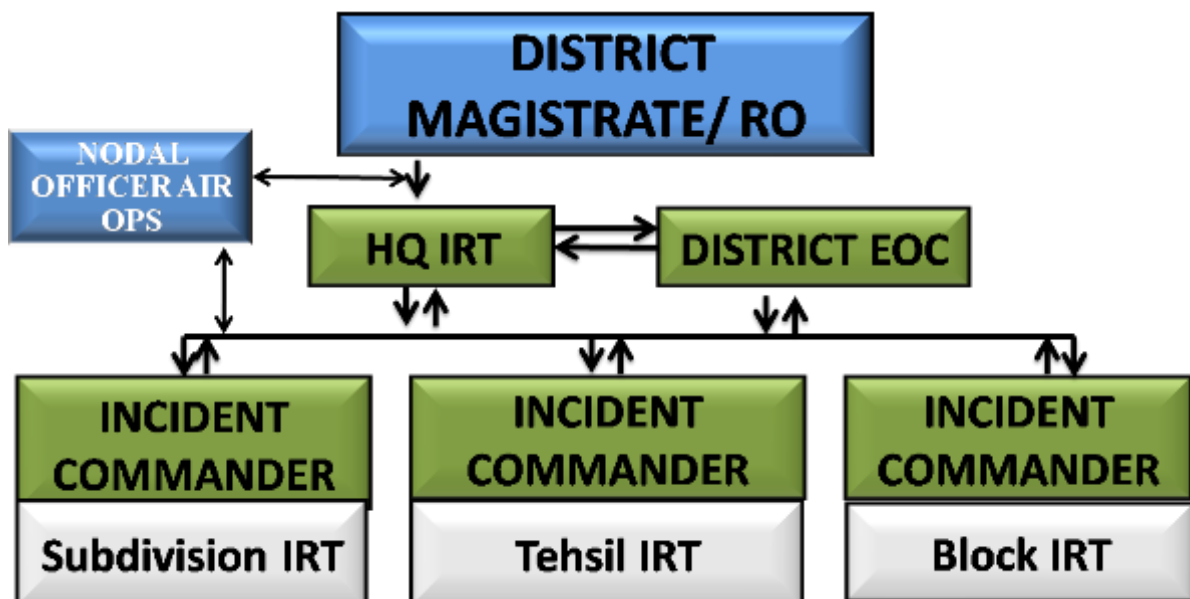
INCIDENT RESPONSE SYSTEM

- ❖ “Incident Response System is a standardized, on-scene, all-hazards incident management concept that can be used for an incident or a planned event to effectively accomplish stated objectives pertaining to an incident.”
- ❖ IRS system provides a common response framework for multiple organizations to quickly integrate and work together during disasters, emergencies and planned events. IRS system promotes an orderly response by ensuring clarity of roles and responsibilities, effective use of resources and information management, as well as coordination of participating departments/organizations. Incident Response System uses facilities, equipments, personnel, procedure and communications operating within a common organizational structure.
- ❖ It provides for the hierarchical and modular structure having unity of Command with optimal span of control which believes in the unified Command structure with predefined roles for each stakeholder leading to responsibility and accountability of officials.

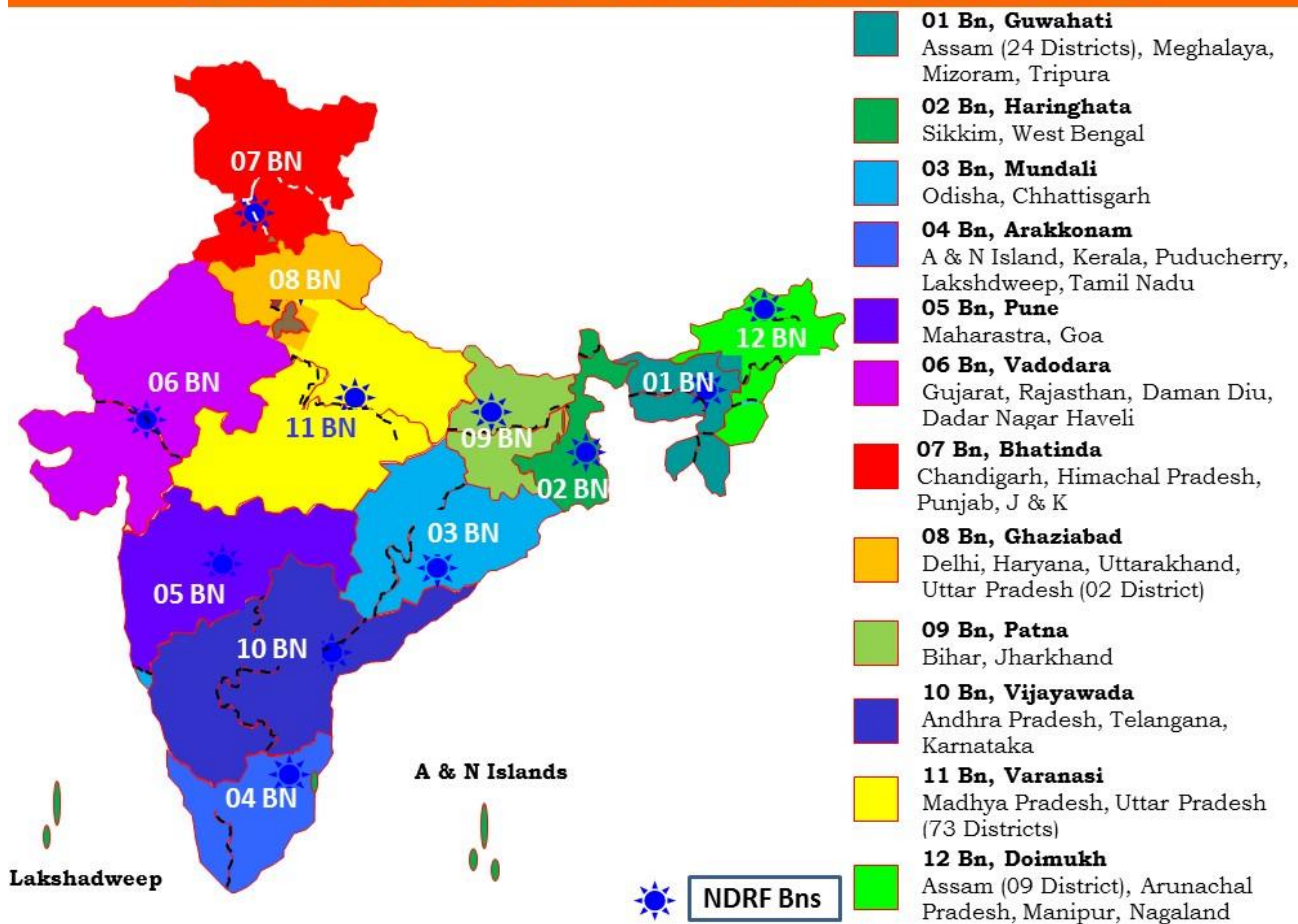
IRS AT STATE LEVEL



IRS AT DISTRICT LEVEL



NDRF BNS WITH AREA OF RESPONSIBILITY



CIVIL DEFENCE

Aims and Objectives of Civil Defence Act:

The Civil Defence Policy of the GoI until 1962 was confined to making the states and UTs conscious of the need for civil protection measures and to keep in readiness civil protection plans for major cities and towns under the Emergency Relief Organization (ERO) scheme. The legislation on Civil Defence (CD) known as Civil Defence Act was enacted in 1968 which is in force throughout the country.

The Act defines CD and provides for the powers of Central Government to make rules for CD, spelling out various actions to be taken for CD measures. It further stipulates for constitution of CD corps, appointment of members and officers, functions of members etc. The Act has since been amended in 2010 to cater to the needs of disaster management so as to utilize the

services of Civil Defence volunteers effectively for enhancement of public participation in disaster management related activities in the country.

The CD Organization is raised only in such areas and zones which are considered vulnerable to enemy attacks. The revision and renewal of categorized CD towns is done at regular intervals, with the level of perceived threat or external aggression or hostile attacks by anti- national elements or terrorists to vital installations.

COMPENDIUM OF INSTRUCTIONS ON CD – Deals very briefly with all aspects of CD in India and includes references to important policy letters including legal aspects. It was first published in February 1969. Subsequently, its scope was enlarged by including the Master Plan of Civil Defence, Civil Defence Act 1968, training courses conducted at NCDC, Nagpur, training syllabus of states.

ROLE OF CIVIL DEFENCE: During times of war and emergencies, the CD organization has the vital role of guarding the hinterland, supporting the armed forces, mobilizing the citizens and helping civil administration for saving life and property, minimizing damage, maintaining continuity in production centers and raising public morale. The concept of CD over the years has shifted from management of damage from conventional weapons to also include threat perceptions against nuclear weapons, biological and chemical warfare and environmental disasters.

Three tier structure as given below has been created to formulate CD policy and for coordinating and supervising measures to implement it.

- Civil Defence Advisory Committee under the Chairmanship of Union Home Minister
- Civil Defence Committee under the Chairmanship of Home Secretary
- Civil Defence Joint Planning Staff Committee under the Chairmanship of Director General Civil Defence.

ELIGIBILITY TO BECOME VOLUNTEERS:

- a. A person who intends to apply for appointment to a Civil Defence Corps must fulfill the following conditions: -
 - i. Be a citizen of India or Bhutan or of Nepal
 - ii. Have completed the age of 18 years provided that this age limit may be relaxed at the discretion of the competent authority up to a maximum of three years for any branch or category of the Corps.
 - iii. Have passed at least the primary standard, that is to say, the fourth class; and this condition may be relaxed by the Controller at his discretion.
- b. A person shall not be entitled to be appointed to the Corps unless he is found to be physically fit and mentally alert.
- c. Any service in the National Volunteer Force and in the armed forces of the Union shall be a special qualification
- d. Such persons shall ordinarily serve in a voluntary and honorary capacity and they are required to perform the duties assigned to them by order under the Civil Defense Regulations, 1968 or under any other law for the time being in force, for the protection of persons and property against hostile attack

A candidate who has been accepted for appointment to the Corps shall be formally enrolled in such manner as the Controller may, by order, determine and at the time of enrollment shall make an oath or affirmation before such officer as the Controller may, by order, appoint.



CHAPTER - 3

Participatory Rural Appraisal (PRA) *Tools and Techniques*

Disaster Management Public Policy frame work

Disaster Management Plans shall be made within the frame work of Disaster Management Act 2005 and the National Policy laid out in 2009-National Policy of Disaster Management -2009 guidelines.

Key aspects in the Act and Policy

- ❖ Section 2(e) of Disaster Management Act 2005 mandates to prepare comprehensive Disaster Management Plans and its implementation with the coordination of all Departments and the existing Institutions
- ❖ Disaster Management Plans shall be prepared whenever it is required (Not time bound) The respective approved plans shall be implemented immediately to reduce the disaster risk (DRR)
- ❖ Under section 37 Government of India mandates all the Ministries and their respective departments to include Disaster Management Plans into the National Plan
- ❖ The three-tier local governance with the community participation has to prepare VDRMP and integrate in to the Gram panchayats development plan/Block Panchayat/District Panchayat development

Global wide steps that influenced our VDRMP-Highlights

- ❖ SENDAI FRAME WORK for Disaster Risk Reduction (DRR) 2015
- ❖ Sustainable Development Goals by 2030
- ❖ Paris agreement on climate change 2015

Global wide steps that influenced our VDRMP-Highlights

SENGAI FRAME WORK for Disaster Risk Reduction (DRR) 2015

- Sendai Frame Work emphasized the need to strengthen Disaster Risk Governance
- The interlinkages between the disaster risk Reduction and Climatic change were acknowledged.
- Aims to achieve substantial DRR in case of human lives, animal lives, livelihoods, health issues, physical-economic-cultural-environmental assets of the communities and the countries.

Priorities of the frame work

- Understanding the Disaster Risk

- Strengthening the Disaster Risk governance to manage DR
- Investing in Disaster Risk Reduction for Resilience.
- Enhancing Disaster Preparedness for effective response to BUILD BACK BETTER (B3) in RECOVERY, REHABILITATION AND RECONSTRUCTION (R3)

Sustainable Development Goals by 2030

17 SDGs with 169 targets are the agenda adopted by UN General Assembly on 25 September 2015 w.e.f. 01.01.2016 to 31.12.2030

- Achievement of SDGs with greater integration of social, economic and environmental aspects is the main agenda
- 193 countries including union of India had signed the agreement on SDGs
- Efforts are being made to localize SDGs at grass roots and to attain sustainable development from people's perspective through active involvement of GP/IP/DP in the planning process (LSDGs)

Inclusion of Disaster Resilience to Attain SDGs

- A close and evident interlink is visible between the DRR and achievement of SDGs
- A single major disaster is capable of undoing the hard – won development and progress in a single stroke and set back development by years
- A stress incident (vulnerable to risk hazard) is capable of causing long-term socio-economic harm
- Climate change aggravates the impact of both natural hazards and human induced vulnerabilities by acting as a threat multiplier.
- Hence the vision set out in LSDGs is to include the harm of disasters and to move on for PEOPLE, PLANET, PROSPERITY and PEACE
- The seven targets laid down in Sendai frame work are inclusive of achievement of SDGs (As per revised policy of Disaster Management 2019)

Paris Agreement on climate change 2015

- Adopted on 12th December 2015 at the 21st session of CoP21(Conference of Parties to the UN frame Work Convention on Climate change) to combat climate change and adapt to its effects
- Significant convergence between problems of disaster risk reduction and climate change adaptation
- The climate related hazards and its effects are at greater risk due to frequency and the intensity of those hazards due to global climate change.

Initiatives of Government of India

- ✓ Ministry of Panchayat Raj, Government of India has prepared Disaster Management Plan (DMP) which is known as Disaster Management Plan of Ministry of Panchayat Raj 2019
- ✓ A major shift in focus from Disaster Management to DRR
- ✓ Plans and programs focusing on reducing loss of lives and property to the maximum
- Understanding the impact of climate change for occurrence of disaster and also inclusion of Disaster Reduction Plans into the plans and programs of SDGs

Prime Minister's ten-point agenda for drr

The Prime Minister of India has pronounced the TPA in his inaugural speech at the Asian Ministerial Conference on DRR 2016. The key elements are

1. All development sectors to imbibe the principles of Disaster Risk Management
2. Risk Coverage must be inclusive of all i.e., from poor households MNCs (Multi-National companies)
3. Women leadership and greater involvement should be central to disaster risk management.
4. Investing globally in risk mapping to improve global understanding of nature and disaster risk
5. Leverage technology to enhance the efficiency of disaster risk management efforts.
6. Develop a network of universities to work on disaster related issues
7. Utilize the opportunities provided by social media and mobile technologies for disaster risk reduction.
8. Build on local capacity and initiative to enhance disaster risk reduction.
9. Make use of every opportunity to learn from disasters and to achieve that, there must be studies on the lessons after every disaster.
10. Bring about greater cohesion in international response to Disasters

Why village is the basic unit for the preparation VDRMP

- Each village is unique with its own needs and priorities in Gram Panchayat. To give effective services to the people at the time of disaster preparation of VDRMP at village as a unit is must
- There is scope for people's participation in preparation of VDRMP
- Due to the active participation of people in the planning process the ownership right over the plans will be automatically felt by the people and thereby the communities will be out of insecurity during the disaster time.
- Can reduce Disaster Risk, and minimize the loss and there by achieve Disaster Risk

Reduction inclusive SDGs

- With the participation of the communities in disaster related activities, the village ensures “Transparency” and “Accountability”
- The village as unit for planning process will strengthen the communities and ensures safety to their lives, livelihoods as well as their properties. The life style of the communities will be improved and protected by the villagers themselves
- The vulnerable communities will find the ways to protect themselves with enhanced strength and self-confidence.
- Through direct participation of the village communities the local leadership will be strengthened and the utility of local knowledge, technical know-how and utility of local resources will be encouraged.

Components of Disaster Risk Reduction Plans

- ❖ DRR of Pre-Disaster Plans focusing on “PREVENTION” and “PREPAREDNESS”
- ❖ DRR OF During Disaster Plans focusing on “DISASTER RESPONSE” and “RESCUE”
- ❖ DRR of Post Disaster Plans focusing on “RELIEF” “REHABILITATION” and “RECONSTRUCTION”

DISASTER RISK REDUCTION PLANS DURING “PRE-DISASTER”

- Extensive activities on campaign mode
- Educating communities on “Community Preparedness” for DRR in the respective Village
- Preparation of Disaster Preparedness Plan with the involvement of Communities and other Panchayat Raj Institutions and line Departments
- Arrangement of resources (both physical, human, and Financial Resources
- Working along with CBOs (Community Based Organizations) and Voluntary Organizations)
- Utilizing the existing schemes and programmes for DRR
- Encouraging people to insure the life, Animals and Properties through available Insurance Policies
- Formation of VDMC and Task Force Committees

Disaster Risk Reduction Plans During Disaster

- ✓ Reviving the transport and communication systems by using the resources which are handy at the time of disaster

- ✓ Taking the communities to relief camps and shelter homes
- ✓ Ensuring emergency services, medical services and critical services
- ✓ With the support of different agencies and organizations taking part in “SEARCH” “RESCUE” and “RELIEF” operations
- ✓ Ensuring fair Relief distribution process

Disaster Risk Reduction plans After Disaster

- ❖ Assessment of loss during disaster
- ❖ Identification of victims and ensuring relief to the victims on time
- ❖ Preparation of Rehabilitation and reconstruction plans and augmenting sources
- ❖ Efforts to build local infrastructure and housing constructions
- ❖ Ensuring minimum quality in the reconstruction activities.
- ❖ Utilising additional and special funds in the hazard vulnerable and sensitive areas
Utilizing technical know-how in all DRR activities

NDMA DESIGNED 15 STEPS FOR VILLAGE DISASTER RISK MANAGEMENT PLAN

- Step 1: Focusing on the history and the background of the disasters of the village with the active interaction with the village elders, teachers, and other knowledgeable sources and also from available government records in GP
- Step 2: Transect walk by the committee. This preliminary survey of the village will give an overview of the village and prominent issues to be addressed in VDRMP
- Step 3: Conducting first meeting with the villagers. This meeting will be organized by the sarpanch and the ward members from the village. The prime objective of the first meeting is to initiate discussion on the need of a VDRMP and how this VDRMP will help in sustainable development. This meeting will lead to formation of a committee that will prepare the VDRMP within the given timeline.
- Step 4: Sharing the objectives of VDRMP and the modalities of the development following the first meeting of the committee.
- Step 5: Identifying village level institutions, functionaries and setting their roles and responsibilities for DRR.
- Step 6: Drawing social mapping indicating various social factors in the village.
- Step 7: Hazard, Risk and vulnerability mapping duly identifying the likely hazards, risks, vulnerabilities and evacuation routes with the help of village communities.
- Step 8: Through village community consultations identification of village level disaster mitigation needs/projects.
- Step 9: Resource/ equipment and capacity mapping, mapping of local resources in the village, assessing their condition and location
- Step 10: Planning for awareness generation, training and capacity buildings and mock drills, scheduling the need and strategies of the above activities
- Step 11: Disaster preparedness and response planning including identification of teams for response
- Step 12: Identification of finance resources, funds, for various activities in the VDRMP

- Step 13: Drafting of VDRMP by a team comprising gram panchayat members Sarpach, village level government functionaries, teachers and volunteers
- Step 14: Enclosing the other useful information like emergency tools, emergency contacts access to emergency services and critical services
- Step 15: Plan Management-Preparation, testing and revision of plan periodically. VDRMP prepared by Gram Panchayats will be approved by Gram Sabha and this VDRMP will be integrated into GPDP Planning for awareness generation, training and capacity buildings and mock drills, scheduling the need and strategies of the above activities

VDRMP (VILLAGE DISASTER RISK MANAGEMENT PLAN)

Disaster risk reduction plans:

- ❖ Communication and connectivity plan
- ❖ Infrastructure, Housing and planned infrastructure of village Disaster plan
- ❖ Drinking water and Sanitation Plan
- ❖ Flood protection and Drainage system plan
- ❖ Cropping Plan
- ❖ Irrigation Plan
- ❖ Live Stock Activities and additional sustainable income generation plans
- ❖ Other livelihood sustainability plan
- ❖ Ant mitigation and NREGS plan
 - ❖ Conservation Plan
 - ❖ Energy resources plan
 - ❖ Environment and ecology plan
 - ❖ Plan for distribution of Government schemes under various programme

Pre-Disaster Preparedness Plans

- ❖ Communication and Warning dissemination plan
- ❖ Individual and household preparedness plan
- ❖ Coordination and roll distribution plan [time line plan –Elected Representatives, Village Disaster Monitoring Committee (VDMC), Task force,SHGs,CBOs

During Disaster Preparedness Plans:

- ❖ Village Shelter management Plan (Cooking, medicines, fire, first aid, sanitation, water, light, rest place, clean premises and console)
- ❖ Evacuation plan
- ❖ Animal Evacuation plan
- ❖ Search and rescue plan
- ❖ First Aid plan
- ❖ Village patrol plan
- ❖ Head count and Registration Plan

Post Disaster Preparedness plan

- ❖ Situation assessment plan

- ❖ Relief distribution plan
- ❖ Community Kitchen plan
- ❖ Damage Assessment Plan
- ❖ Water and Sanitation Plan
- ❖ Carcass Disposal Plan
- ❖ Documentation Plan for photos Damage Assessment and evidence of damage with Gram Sabha Resolution

Participatory Tools and Techniques

- The essence of PRA is “change”
- In this technique all the roles will be “reversed”
- In PRA both the village communities and the facilitator transfer the knowledge and experience mutually.
- The facilitator/Resource Person will not play normal/conventional role of transferring his knowledge, technology and skills to rural people
- Instead, the facilitator/Resource person will be enriched by educating himself with the help of local experiences network shared by village communities in the process of PRA
- In PRA the village communities play crucial role in sharing the village information, knowledge of the local issues, locally available technical know-how, available resources and their utility and the existing gaps in provision of services, infrastructure etc.,
- The facilitator in PRA has limited role. He only facilitates, motivates, explains the procedures and provides technical support wherever necessary and the entire process of PRA will be carried by the village communities.
- Here the village communities revisit their own village and share valuable and extensive expertise with the fellow villagers as well as the facilitators.
- In PRA there is oral transformation of knowledge through visual mode. Expression of facts is the only mode of communication
- Mapping is the major technique where all aspects are drawn in the field itself with the help of local available material such like sticks, pebbles, stones, charcoal and rangoli powder.
- In PRA the rural communities have opportunity to express their capacities and skills in a realistic way
- In PRA the facilitator will act as catalyst and extract the local knowledge and expertise

PRA Tools and Methods Can Be Classified As

- ❖ Space related methods
- ❖ Time related methods
- ❖ Relation method

Space related methods

- ✓ Social Mapping
- ✓ Resource Mapping
- ✓ Mobility Mapping
- ✓ Service and opportunities Mapping

- ✓ Transect Walk
- ✓ Models

Time related Methods

- Time line
- Trend analysis
- Seasonal mapping
- Daily activity schedule
- Dream map

Relation Methods:

- ❖ Cause and effect diagram
- ❖ Venn diagram
- ❖ Wellbeing ranking
- ❖ Livelihood analysis
- ❖ Tree matrix
- ❖ Transect Walk
- ❖ An important tool in PRA
- Through transect walk one can revisit the village in groups focusing on village details like boundaries of the village, land pattern, land utility, crop pattern, resources, infrastructure, livelihood pattern and other social patterns
- Provides firsthand information physically about the services, amenities available in the village duly throwing light on the existing gaps. Thus “**Transect walk**” provides a comprehensive outlook of the village at a glance
- Transect walk will be taken along with the village communities representing different age groups, pursuing different livelihoods etc., The groups of people walk slowly and discuss. Respecting the opinions of villagers and sharing the experiences is important
- In Transect walk local knowledge, local material will be utilised in preparing different types of maps based on the needs and priorities of the communities
- Resource map and transect walk are different. In resource mapping there is scope to understand the locally available resources. Whereas transect walk is all pervasive, focus on specific sectors like agriculture, health, education, environment and ecology.

History Mapping and Seasonal Mapping

- ✓ Can learn about past history of the village
- ✓ Assess the past history and understand the available information
- ✓ Provides opportunities to analyse the situations and make intensive study about disaster history of the village
- ✓ Helps to vision social mapping effectively
- ✓ Through transect walk the experiences of village elders will be converted in to data, the frequency of disaster occurrence, lost to life and property will be estimated
- ✓ Disaster history mapping contain time line

- ✓ Provide opportunity to understand and estimate comparison between cause and effect and its impact.

Social Mapping

- ✓ Distribution of household's pattern, living communities, housing colonies of weaker sections in the village will be imprinted in the social mapping as they exist physically.
- ✓ Distribution of land holdings, number of land less poor in the village, women men and children, literates and illiterates exist in the village will be marked.
- ✓ It provides opportunities to understand housing pattern, social and economic as well as cultural systems.

Resource Mapping

- ❖ Equally important to social mapping tool
- ❖ Resources-natural, human and technical in the village can be identified through this tool
- ❖ Self-sufficiency of the resources can be estimated and gap identification is done
- ❖ Augmentation of required resources for planning process of the village can be estimated
- ❖ Judicious utility of resources can be planned and conservation activities of natural resources, land resources and water resources can be planned
- ❖ Enables protection of natural resources, development of human and technical resources and highlights of the requirement of infrastructure as well as assets protection in the village.

Situational Analysis Mapping

- Situational analysis map will utilize the available data profile collected through "Transect Walk" and other tools
- "Tree Matrix" will be useful for situational analysis mapping
Population, Sex-Ratio, BPL Families, Land and extent of the village, cropping pattern, available livelihoods, amenities and services in the village need to be assessed and analyzed prior to the Situational analysis mapping

Hazard, Risk, Vulnerable And Capacity Mapping

- Initially Hazard will be identified
- DRR plans to mitigate the "Risk" that occurs due to "**Hazard**" will be taken up
- Focus on evacuation plan or Preparedness plan will be made to rescue the communities
- Vulnerable communities will be identified to provide alternates in the DRR
- Assessment of Hazard, Risk and Vulnerability will pave the way to build the capacities of the communities accordingly
- Through this Analysis, Persons and communities who are deprived of livelihoods due to disaster can be identified
- Vulnerability of livelihood and its effects on community will be analysed

- Efforts to restore the present livelihood or providing alternate livelihoods can be estimated.
- Livelihood analysis is very efficient tool which enables strategic planning

Livelihood Analysis

- ✓ Through this Analysis, Persons and communities who are deprived of livelihoods due to disaster can be identified
- ✓ Vulnerability of livelihood and its effects on community will be analysed
- ✓ Efforts to restore the present livelihood or providing alternate livelihoods can be estimated
- ✓ Livelihood analysis is very efficient tool which enables strategic planning.

Venn Diagram

- Popularly known as “chapatti Diagram”
- This tool is meant to study the relations between the existing institutions and the village communities
- This tool also helps to study the inter relations that exist among the institutions in the village
- It highlights the proximity of the institutions and the service deliveries to the people
- When the chapatti is bigger it denotes that, the institution works closely with the people and efficiently provides services
- In this tool when the chapattis are bigger and closer to each other it denotes that the institutions are working in coordination



CHAPTER - 4

Behavior Changes & SBCC

1.The Art of Administration

It is often commended that administration is today crippled by cumbersome procedures and rules. It is argued that if the rules and procedures are simplified and if wider powers are delegated, administration will automatically improve. But this is only a half-truth. In the first place, no human activity can be organized without rules and procedures. Even the game of cricket is governed by a set of elaborate rules and the movement of the ball is determined by the immutable laws of physics. And yet cricket is a great game, a great art. A great cricketer abides by all these rules and yet plays immaculately and thrills the spectators. Similarly a great administrator can achieve excellent results while respecting the rules in force. This conclusion is in a sense self-evident. All District Collectorates have to function within the same framework of rules but there is wide variation in their performance. There is no doubt, on the other hand, that rules which hamper administration must be modified.

The purpose of this chapter is to demonstrate that administration is a complex art and that many intangible factors determine its tone. The subject is a vast one and it can not be comprehensively covered in a few pages. But this is an aspect of administration which is often lost sight of in reports on administrative reforms and it will be helpful to highlight the importance of these intangible factors.

A few of the intangibles in this discipline are:

- ❖ Realistic approach.
- ❖ Concern for people
- ❖ Encouraging subordinates
- ❖ Positive attitude
- ❖ Effective delegation
- ❖ Wisdom in administration
- ❖ Importance of persuasion Integrity
- ❖ Leadership

We propose to discuss their significance with the help of real-life situations in the field of public administration.

Realistic Approach:

While the administrator has to strive for perfection in his work, he must yet be satisfied with even modest accomplishments. In the following memorable passage, J.S.Mill, an adroit administrator has expressed this idea succinctly.

‘As a secretary conducting political correspondence, I could not issue an order or express an opinion without satisfying various persons very unlike myself that the thing was fit to be done. I was thus in a good position for finding out by practice the mode of putting a thought which gives it easiest admittance into minds not prepared for it by habit: While I became practically conversant with the difficulties of bodies of men the necessities the difficulties of moving bodies of men, the necessities of compromise, the art of sanctifying the non-essential to preserve the essential. I learnt how to obtain the best I could. When I could not obtain everything, instead of being indignant or dispirited because I could not have entirely my own way, to be pleased and encouraged when I could have the smallest part of it: and when that could not be to bear with complete equanimity being overruled altogether.’

Every administrator will do well to bear this wise advice in mind.

Concern for people

Rules are impersonal and framed in these language. But their application can be imaginative and humane as the following illustration shows.

An employee who had put in more than thirty years of service absented himself from duty for over a year without any intimation. Several warnings were issued to him but to no purpose. In sheer disgust it was decided to held a departmental inquiry and terminate his services. At the eleventh hour, the head of the department asked himself the question as to why a person with such a long record of service should behave so irresponsibly particularly forwards the end of his service that there might be some unforeseen compelling reasons and decided to ascertain the facts. He directed his subordinate officer in the mofussil to send a responsible person to the residence of the concerned employee. Enquiries at the residence revealed that he was critically ill and was under treatment in a specialist hospital some thirty miles away. A representative was then sent to the hospital who found that both legs of the employee had been amputated and he was in acute pain. All the Government letters addressed to him were lying unopened by his bed side. The entire family was on the brink of starvation and destitution.

The head of the department dropped the idea of a departmental inquiry, instead allowed the employee to retire voluntarily. This provided the urgently needed relief to the family.

Encouraging subordinates

People will work willingly and gladly if they are confident that in the event of some genuine error or mistake being committed their superior officer will support them and give them the necessary guidance. Example:- A very brilliant young I.C.S. Under Secretary had to sign the 19th reminder to a Collector who refused to take any notice of previous reminders. He was so upset by the Collector's indifference that. instead of a routine reminder, he sent a curt demi-official letter to him demanding a reply by return of post. When later in the day he told a senior officer of how promptly he acted in the matter. the senior officer pointed out that he had in fact committed a blunder, as such a letter conveying peremptory orders to a superior officers could be signed only by the Chief Secretary. The young officer rushed back to his office to

withdraw the letter which however had already been dispatched. He therefore submitted the file to the Chief Secretary for information.

The Chief Secretary was a wise administrator who did two things. He wrote to the Collector concerned saying. In continuation of the letter which I asked my under. Secretary to write to you today. And he wrote another confidential letter to the Under Secretary drawing his attention to the Rules for future guidance. The Chief Secretary's adroit handling of the case had a profound and lasting impact on the young officer who ultimately rose to a position of high eminence.

In marked contrast is the case of another Secretary to Government. He was a very hard-working person of unimpeachable integrity. But he did not know the difference between small and big things. He would be upset if a Very Urgent slip was attached to an 'Urgent' case. He was very particular that a person calling him on the telephone should come on the line first and that he should not be kept waiting by any intermediary. Otherwise, he should get furious with his young lady secretary who was often in tears on this account. Even his deputy secretaries were afraid of making any suggestions to him. He once wrote a demi-official letter to a head of the department (who was on the verge of retirement) observing that he had not exercised his judgement correctly in certain case. In the same letter he added in his own hand writing with good wishes. It was like adding Gradually the working of the department came to a grinding halt.

A management expert has rightly stated: "An entire organization will reflect top management's basic attitude towards the making of mistakes. If top management is intent upon making real progress. it has certainly learned that progress entails a certain amount of error, such an attitude is essential to dynamic, hard hitting high morale and successful organizations".

Positive attitude

Bertrand Russell has stated somewhere that civil servants take delight in saying no. But the willingness to make an attempt to tackle even the apparently impossible task is essential to genuine path-breaking progress.

Earnest Bevin, when he was Minister of Labour (U.K.) during the last World War. directed his department to prepare legislation to regulate the conditions of employees in the catering industry. The department experts argued that this was impossible in view of the enormous range of establishments and equally wide variety of working conditions. After considerable argument they presented the minister with a formidable list of questions that had to be answered before legislation could be framed.

Mr. Bevin took the questions away and brooded over them. Then he summoned the staff and handed back the questions. "I reckon" he said, "that the so and so who are clever enough to ask these questions are ciever enough to answer them. We will have the Bill". And they did Bevin had vision courage and robust common sense. He was a great trade union leader.

Effective delegation

E.H.H. Edye was an outstanding District Collector who had perfected the art of delegation. He insisted that his officers must do their work. His directive was: "This is your sub-division or your job. These are the lines on which I want it to be run. Now go and run it. If you really make a serious mistake. I shall have to overrule you. Otherwise, I shall not interfere. if you want advice I am here to give it. If you want a definite order. you are free to ask for it. But if you make a habit of wanting either you will be very little use to me". It is impossible to improve upon this clear and wise directive.

Wisdom in Administration

Clement Attlee was a great administrator. decisive, cool and courageous yet wise and humane. In 1948 a ceremonial book was printed for the laying of the foundation stone of the new Chamber of the House of Commons. When the proofs were shown to the Speaker. Colonel Clifton Brown, he seemed much disturbed. His name was printed in the same size type as that used for the Prime Minister (Clement Attlee) and the Leader of the Opposition (Winston Churchill). "My name must be in bigger size than theirs" he said The type had to be changed accordingly.

But Attlee left his mark on the ceremony in a most enlightened manner. He directed that all the workmen engaged on the site be invited to the ceremony. This is wisdom in administration. No Prime Minister had ever given such a directive earlier. This is originality in administration.

Importance of Persuasion

Administrative decisions cannot be proved like a geometrical theorem. A proposal based on rigorous reasoning may be dismissed as impractical. The sheer force of facts and arguments may hinder acceptance.

Administration is primarily concerned with human beings who are not merely thinking machines. It is primarily emotions, feelings and passions that determine the course of human conduct. Logical demonstration has often a limited scope in administration, and persuasion, which is totally different from logical demonstration. may assume decisive importance. Emotions cannot be altered by purely logical arguments.

H.V.R. Iyengar has given an excellent illustration of the part that persuasion plays in administration.

The late Per Jacobson, who was Managing Director of the International Monetary Fund was fond of recounting story of his discussion with General De Gaulle. a few years ago when the French franc was in an unhealthy state and vulnerable to a number of local and international pressures. The General showed no reaction to the learned discourse which the Managing Director was delivering on French monetary and fiscal policy.

As a last gamble Per Jacobsson said words somewhat to this effect: "General, do you know what was Napoleons greatest contribution to the glory of France? He gave the country a sound currency and for a hundred years thereafter the French economy never looked back. France is looking to you for a revival of the glory of Napoleon General de Gaulle immediately looked up and was visibly impressed. It is a matter of history that he took most energetic steps as a consequence of which the French currency is now one of the most stable currencies in the world and the French economy one of the soundest.

Integrity

An indispensable quality in an administrator is integrity. It does not mean merely absence of monetary corruption. It means studying a problem carefully from every relevant point of view and arriving at an appropriate decision objectively, in the public interest and without any ulterior consideration.

Peter Drucker has emphasized the importance of integrity in a memorable passage which deserves to be quoted at some length.

"Management should not appoint a man who considers intelligence more important than integrity. For this is immaturity.

A man might himself know too little perform poorly, lack judgement and ability and act not do damage as a manager. But if he lacks in character and integrity no matter how knowledgeable how brilliant, how successful - he destroys. He destroys spirit. And he destroys performance.

This is particularly true of the people at the head of the enterprise. For the spirit of an organization is created from the top. If an organization is great in spirit it is because the spirit of its top people is great. If it decays it does so because the top rots; as the proverb has it: "Trees die from the top". In appointing people to top positions. integrity cannot be over emphasized. In fact, no one should be appointed unless management is willing to have his character serve as a model for all his subordinates.

Leadership

Betrand Russell in his famous book power has argued that power is the basic concept in social sciences just as energy is in physics. Power is the driving force which makes things happen.

It is administrator's basic function to generate more and more power and use it wisely for the objectives of Government. This is not the power to control, coerce manipulate and dominate people. It is not in other words power over people. It is, on the other hand, co-active power, power generated jointly with his people.

The joint power can be best generated by facilitating the development of his people. He encourages them guides them helps them so that they in turn give of their best. He creates

harmony. He integrates the abilities and experience of his people. He gives them vision. In other words, he builds a dynamic team. This is the art of leadership.

In an ideal office, subordinates are unhappy if they have no opportunity to meet their boss off and on. In a poorly led office, they avoid meeting the boss.

One of the basic deficiencies in administration today is the inadequacy of leadership at various levels. The result is lack of power which can produce results. Administration is therefore anemic and apathetic. The main task of the administrator is to develop power.

It is rightly said that the distance between the leader and the average follower is constant. When the leader improves his own performance, the subordinates improve their own almost automatically.

Conclusion

As Professor Arthur Lewis, a Nobel Prize winner in Economics has rightly pointed out, "Management is one of the highest of the arts, because of its simultaneous demands upon character, upon intelligence and upon experience. Deficiencies in management are therefore difficult to remedy. Much can be learnt only by experience. And those requirements which depend upon personality and character can be met only by people whose outlook on life is appropriate.

The main theme of many of the widely acclaimed recent books on management such as *In Search of Excellence* by Peters and Waterman, *Leaders* by Bennis and Nanus and *A Passion for Excellence* by Peters and Austin is the art of leadership, the intangibles of administration. Most officers are not sufficiently aware of the subtleties of the administrative process. Administration can never be a matter of pure technique. The administrator requires a new perspective on men and society, an understanding of human nature and ethical values, and a burning passion for excellence in administration.

2.Interface Between Officials and Elected Representatives in Panchayat

The Constitution (73rd Amendment) Act, 1992 (hereafter the Act), has broken a distinctly new ground in the field of public governance in India. Within the next one year, the country will have around 2.5 Lakhs village Panchayats, 5000 intermediate Panchayats and 500 district Panchayats spread throughout the country. The intention of Parliament and the expectations of the public are that these Panchayati Raj Institutions (PRIs) must succeed not only as principal vehicles of rural development, but also as institutions of self-government.

Only with proper understanding and appreciation by both the polity and the bureaucracy, can PRIS develop as vigorous institutions of local self-government.

There is a popular misconception that with the advent of democratic decentralization, bureaucracy would become redundant. This, to say the least, is not more than a dream. On the contrary, bureaucracy will continue to have a major role to play in aiding, advising and assisting the newly elected representatives in the discharge of their functions. The interface between the

elected representatives and the officials in the Panchayati Raj set-up therefore, becomes very crucial for the success of the PRIS and also in fulfilling the needs and aspirations of the people whom the PRIS are expected to serve.

This paper deals with the issue from the perspective of the officials. It explores the possible bureaucratic set-up for the PRIS and the dynamics of interface between the elected and the selected actors in the scheme of decentralization.

Ideally, the PRIS should have employees of their own. Maybe some of them could be recruited by the PRIS themselves and some others may come from the state government or the parastatals on deputation basis. What ever be the source of recruitment. these officers will be controlled, in matters of discipline, by the PRI for whom they work. Since the work of these officials are to be generally supervised by the PRIS concerned, a set of rules of business will be prepared to ensure smooth passage of work and also to avoid any misunderstanding between the elected representatives and the bureaucracy. The district collector in this scenario will be an officer who will be looking after the residual work. if any, which has to be discharged for on behalf of the state government and will. therefore, be kept away from the normal day-to-day functioning of the district Panchayat.

Transfer, promotion and other service matters would be handled by the respective PRIS. The scheme for the annual performance appraisal by way of writing the annual confidential reports would be revised. providing the functionaries of the PRIS appropriate responsibilities for the purpose. The classifications, control and appeal rules meant for enforcement of discipline etc, among such government servants would also be modified to provide appropriate authority to the PRI officials.

The Practical

Bureaucracy is known for its resistance to change and this becomes even more obvious when the change involves the bureaucratic machinery itself. All officials tend to oppose changes that cause a net reduction in the amount of resources under their control and decrease the scope or relative gains of the social functions entrusted to them. The basic changes that have been brought about in the Constitution now. will considerably limit the bureaucratic power. Hence the bureaucratic view of Panchayati Raj has been on predictable line throughout the country: let the extension, planning and review functions be with the PRIS and reduce them at best to the level of development agencies of the government. One of the pet arguments of the bureaucracy is that PRIS will fritter away resources, indulge in financial in-discipline and hamper the interests of the weaker sections.

The views of the state-level politicians are also quite similar to those of the bureaucrats, though for different reasons. They fear that the people, more particularly their voters, will get closer to the PR functionaries: who would be in a position to dispense small favours through their total control over schemes of local impact, which would result in their total career becoming totally dependent on the bureaucracy and the politicians who share a common phobia of losing power, certainly makes the functions of PRIs difficult.

The status quo-loving bureaucracy will however put forward three arguments against the ideal set-up suggested in the previous paragraphs. Firstly, the promotional avenues for the PRI staff would get chopped at the top as the existing pyramid would get truncated. The second argument would be that the heads of the line departments would be left with no field machinery to implement the state policies. Thirdly, they may say that the PRIS would also not have benefit of any technical supervisory staff, as the senior most PRI staff would be mostly district level officers with limited experience.

Lending their support to these arguments, the lower level officials will also like to be under the remote control of their department superiors at the state level instead of subjecting themselves to the local control by the PRIS. The staff unions will take up the cause of these employees on the family grounds of reduced opportunities for service in smaller area as against the canvas of a state. adverse service conditions and possible victimization at the hands of the local leaders.

Interestingly the state-level politician, as a rule, appears to be more at home with the bureaucracy at the district level than with his counterparts working in the PRIS. He would, therefore, prefer a system of management through the District Collector/Deputy Commissioner, whose arm he can conveniently twist. On the other hand, the PRIS would prefer to have nothing to do with a senior functionary of the state government and would go in for recruitment to fill up all positions in the departments under their control, if they can.

The Interface

If a state decides to adopt the possible pattern indicated above, it would result in the PRIS having a substantial number of technical and non-technical officers working for them directly under their control. When the two-tier system of Panchayati Raj was introduced in the state of Karnataka during 1987, a little over 50 per cent of the 4.5 Lakhs state government employees were transferred on deputation to the PRIS. These employees had to work with 887 directly-elected members at the Zilla Parishad level and 55,188 elected members at the Mandal Panchayat level. The problem of interface, therefore, is gigantic at least in numbers.

The role of a local official differs from that of a state civil servant in several ways. His unit of administration including policymaking is much smaller than a state department. It has a shorter history and the terms of service are often less firmly established. The employer is near and is more involved with the details of the official's work. In fact, the employer and the client public are closely linked. Because work is related to a limited geographical area, horizontal harmony between the technical functions tend to be stronger than in the state service. The local departments need to understand each other's activities day-to-day. At the same time, there are demands which remain the same for both the state and local service the need of efficient administration and the need to preserve flexibility of responses. Both of them expect a decent treatment by their employers in return for which they must be prepared to work over-time to fulfil the needs and aspirations of the people whom they and their employer are expected to serve. politicians and bureaucrats cannot escape working with each other, especially in a democracy. It is, therefore, in their own interest to understand each other's problems and

limitations at a very early stage and in a small territory where the problems are comparatively easy and manageable. The attitudinal differences between the politicians and the bureaucrats can be brought down to an acceptable level over a period of time, as both the groups gain experience in working and managing local administration. Till then, certain ground rules need to be prescribed for the benefit of both and to ensure a smooth interface between the two rungs of administration.

To start with, the principal responsibility to ensure a smooth interface lies with the lawmakers at the state level. On the ground that PRIS or their chairpersons are likely to abuse their powers, the experience has been that severest controls have been exercised on them making every one of their decisions subject to review and revision by the state government officers. Even in matters transferred to them, they have had to get the approval of "higher authorities" above a certain level of expenditure and that level was kept as low as possible. In some state laws.

There is also a need to ensure that proper persons get elected to the PRIS through a process of electoral reforms if need be. There has to be a specific provision disqualifying corrupt and criminal elements from holding offices under the PRIS. Similarly, while selecting the officers to work in the Panchayat Raj bodies, great care has to be exercised by the state and only persons who have the right temperament should be asked to serve the PRIS. It may be worthwhile to constitute a separate statutory body which will be responsible both for the recruitment of lower-level officials for the PRIS and also for the selection of deputation lists from the state government to the PRIS.

President and the CEO of the PRI play a significant role in ensuring a smooth working relationship between the elected representatives and the bureaucracy within the PRI. Besides setting an example to the other functionaries, they must ensure that the officials working in the PRIS tender timely and correct advice to the elected representatives and that honest advice never gets victimized.

Similarly, at the political level, the elected representative have to be clearly briefed of their role and limitations and the fact that the bureaucracy if handled carefully, can be an efficient tool to deliver the goods. Training, awareness and motivation programmes should be organized not only for the PRI officials but also for the elected representatives. These programmes can be arranged both independently and jointly with a view not only to equipping them for their tasks but also to co-exist harmoniously. A motivated bureaucracy and a committed political leadership can certainly smoothen the interface between the officials and elected representatives in the Panchayat Raj set-up.

Conclusion

Our experience clearly indicates that the problem of adjustment between the bureaucracy and the elected representatives, though formidable, is manageable. In the first year, some of the Zilla Parishads did experience the problems of incompatibility between the chief secretary and the Adhyaksha of the Zilla Parishad, but once these initial problems were sorted out, a healthy relationship blossomed. Contrary to the fears expressed by some of my

colleagues, there have been a number of cases of civil servants who still cherish their days in the Zilla Parishad working hand in hand with the local politicians.

One basic principle that should guide the civil servant while rendering his advice, is to go by the facts of the case and not by the person who has sponsored the case. A politician, in my opinion, is never unhappy with a "NO" from the civil servant. But he is certainly unhappy if he gets a "NO" and someone else gets a "YES" even when the cases are similar. if not identical. As long as the politician is convinced of equality in treatment. he is generally happy with the civil servant, but not otherwise. The Second principle should be to justify every "NO" so that the aggrieved person knows the grounds on which his case has been turned down.

While the civil servants in the PRIS should try their best to accommodate as many requests as possible. so long as these requests are within the prescribed guidelines. the politicians should also learn to firmly say "NO" to cases which are patently illegal and improper. It is worthwhile recalling advice given by former the chief minister of Maharashtra years ago, while presiding over to conference of the PRI functionaries in Bombay. He said that the politicians should learn to say “NO” and the civil servants “YES” in more and more cases than at present. This perhaps sums up the approach required to ensure a smooth interface between the politician and the bureaucrat in the local government setting.

More important than any administrative reforms is the cleaning of the environment throughout the polity. The need to restore a sense of idealism and a spirit of dedication among the bureaucracy and a sense of commitment among the politicians will remain the real challenge in the PRIs for a long time to come. Motivating and training not only the administrators, but also the elected representatives in the pattern of social, economic and political leadership will contribute substantially to the success of the local governments of India.

3.Role of Social & Behavior Change (SBC) in Rural & Human Development

Social and Behavioral Change Communication (SBCC) employs a systematic process beginning with formative research and behavior analysis, followed by communication planning, implementation, monitoring and evaluation.

Communication for Development (C4D)" is an interactive process of any intervention with individuals, group or community to develop communication strategies to promote positive behaviors which are appropriate to their settings and thereby solving the world's most pressing health problems. This in turn provides a supportive environment which will enable people to initiate, sustain and maintain positive and desirable behavior outcomes.

- ❖ SBCC or Social and Behavior Change Communication is communicating to change or positively influence social norms in support of long-term, sustainable behavior change at the population level. It is backed by theory and evidence for change.
- ❖ SBCC works at the Individual, Interpersonal, Community, Organization and Policy level to create an Enabling Environment for Change

It involves the following steps:

1. State program goals
2. Involve stakeholders
3. Identify target populations
4. Conduct formative BCC assessments
5. Segment target populations
6. Define behavior change objectives
7. Define SBCC strategy & monitoring and evaluation plan
8. Develop communication products
9. Pretest
10. Implement and monitor
11. Evaluate
12. Analyze feedback and revise

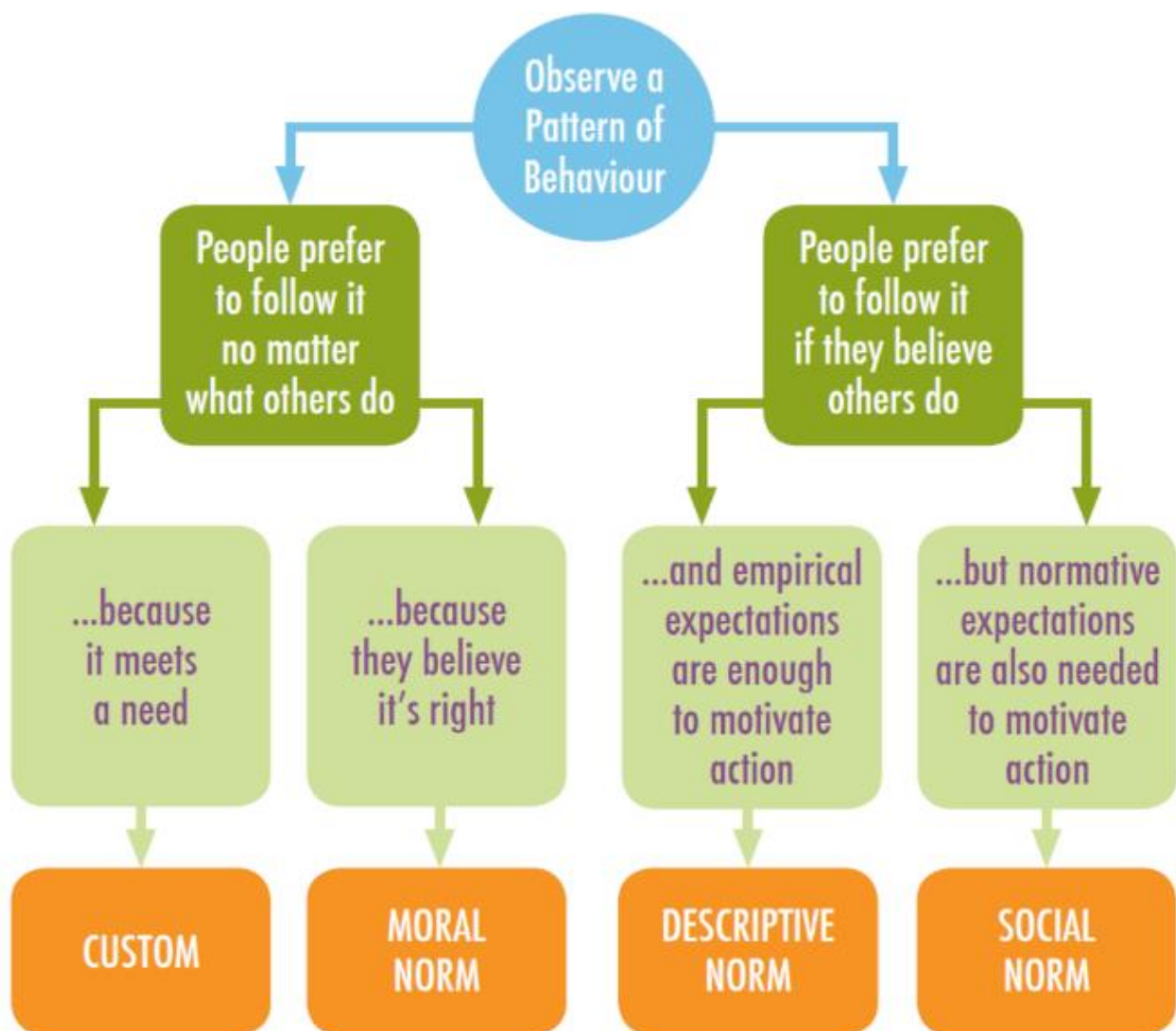
What does SBCC do

- Fostering long-term, normative shifts in behavior in support of increasing the practice of desired behaviors
- Improving services provider-client interactions
- Strengthening community responses to issues
- Influencing decision-makers and family and peer networks
- Increasing demand for services and products
- Increasing correct use of services and products
- Influencing policy
- Encouraging an increased capacity for local planning and implementation of improvement efforts.

Key Strategies of SBCC

- Behavior changes communication (BCC) using mass and social media, community level activities, and interpersonal communication for changes in knowledge, attitudes, and practices among specific audiences
- Social mobilization for wider participation, coalition building, and ownership, including community mobilization
- Advocacy to raise resources as well as political and social leadership commitment to development actions and goals
- For any SBCC Strategy Community Engagement is mandatory

Barriers : Social Construct



- ❖ Individual: Personal reasons prevent behavior change – *Girls shall not go to school after attaining puberty*
- ❖ Administrative: Administrative reasons prevent behavior change – *High school is 7 KM from my village, I cannot send my daughter alone*
- ❖ Socio-Cultural: Socio-cultural reasons prevent behavior change – *I want to educate my daughter, but no one in my community has sent girls to high school*

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CHAPTER - 5

Andhra Pradesh PESA ACT

In 2011, the Andhra Pradesh government issued the Andhra Pradesh Panchayats Extension (PESA) Code to the Scheduled Areas (PESA) Code, paving the way for the implementation of the PESA Act in the state. This move can be described as another step by the State Government in giving powers to the local bodies through democratic decentralization. With this move, Andhra Pradesh has become the first state in the country to issue rules if the PESA Act is implemented.

Thus, the scheduled area tribal people were given the most crucial powers through the Gram Sabha and other panchayat raj institutions. It is the responsibility of the local bodies to understand these and use the powers conferred by law in a democratic manner for the benefit of the people. The bureaucracy also needs to cooperate accordingly

Background

Article 40 of the Directive Principles of the Constitution of India suggested that local bodies should be constituted and empowered to survive as self-governing bodies. "Panchayati Raj institutions have been given such powers through the 73rd Constitutional Amendment Act. But the Andhra Pradesh High Court ruled that the Andhra Pradesh Panchayat Raj Act, 1994, which was formed accordingly, was not applicable to tribal areas. Consequently, sri b. for the formation of a separate law. Yes. The committee was appointed under the chairmanship of Bhuria. On the basis of the report of this Committee, the Pesa Act, 1996 came into force applying the powers conferred on the Panchayati Raj Institutions to the Scheduled Areas by the 73rd Amendment to the Constitution. Following this Act, the Andhra Pradesh Panchayat Raj (Amendment) Act was amended to facilitate the Andhra Pradesh Panchayat Raj (Amendment) Act under the Andhra Pradesh Panchayat Raj (Amendment) Act. P. P. Yes. A. Rules - 2011) to g. Oh. Issued by the Government on 24.08.2011 vide No.66.

Necessity and priority of the PESA Act The tribals (adivasis) in India have been living since time immemorial. They live peacefully, away from the mainstream of life of the people. The customs, culture, traditions and customs of the tribals are unique. The tribals living in the forest areas are intimately connected with the forests. They depend mainly on forest for their livelihood. Small-scale forest produce, small-scale minerals and small water bodies play a special role in the lives of tribals.

The tribal have been exploited for ages because of their innocence. Those who have come from other parts of the country are giving loans to tribals at high interest rates and illegally acquiring their lands based on their helplessness. When development projects are set up in the Scheduled Areas, the tribals suffer immensely due to lack of a proper platform to express their grievances at the time of land acquisition and at the time of rehabilitating the

displaced people. The tribals, who depend on the forest, are suffering financially in the matter of procurement and sale of small-scale forest produce and the lack of ownership rights.

The tribal community has special rights over small mineral resources available in the forest area. Even small water bodies in the forest area are collectively utilized by the tribal communities for their needs. With all these things in mind, the Gama Sabha has been given vast powers by the PESA Act.

Priority of PES Act

The definition of the Gram Sabha in the PESA Act of 1996 is based on the powers vested in the entire Gram Sabha. Generally, in the Panchayati Raj Act created by the 73rd Amendment to the Constitution, the Gram Sabha is a house consisting of voters belonging to the entire Gram Panchayat. Each gram panchayat generally has a separate definition of a single gram sabha with respect to more than one revenue village, suburbs and habitation. Village – Definition – Powers of gram sabha
Village – Definition According to the PESA Act, a village can be defined as a habitation or a community of habitations or hamlets (hamlets) where the community follows the customs and traditions of the Scheduled Areas resides. Each village so identified has the legality to have a Gram Sabha.

Powers of gram sabha

- Gram Sabha means the ability to resolve disputes by following the customs and traditions of the people of the village in order to preserve and preserve their cultural distinctiveness and social resources.
- Approval of plans, programmes and projects: All plans, programmes and projects for social, economic and development have to be approved by the Gram Sabha before implementation.
- Selection of beneficiaries: The Gram Sabha is responsible for the identification and selection of beneficiaries in poverty alleviation and other government programmes.
- Fund Utilization Certificate: The schemes, programmes, sizes of the projects being implemented as described above, and utilisation certificates for the funds spent at the village level are required to be obtained through the Gram Sabha.
- Powers to the Gram Sabha as a Self-Governing Body: In order to act as self-governing bodies for the Scheduled Area Panchayats, the State Government shall assign the following powers to the Panchayat and the Gram Sabha at the appropriate level.
- Prohibition on the use of narcotic substances or the authority to regulate or regulate the sale and consumption of narcotics.
- Ownership rights over small scale forest produce.
- The power to show that the land is not encroached upon in the Scheduled Areas and the power to repossession the lands which have been illegally encroached upon.

- Authority to manage rural markets (markets)
 - Regulatory authority over institutions and individuals lending to tribal people.
 - Regulatory authority over local plans and the resources required for them
- Apart from the aforesaid powers, the powers referred to below shall be delegated to the Gram Sabha or its panchayat (District Mandal or Village Level Panchayat).

Powers to be vested in the Gram Sabha or the Panchayat thereof

Implementation of development projects Land acquisition, rehabilitation of displaced persons: If the land has to be acquired for the implementation of any development project in the Scheduled Areas or those displaced due to such project, the Gram Sabha or the Panchayat at the appropriate level must be consulted first.

Management and planning of small-scale water bodies: The panchayat at the right level should be entrusted with the responsibility of managing and planning small water bodies in the scheduled area.

Mining lease for mining of minor minerals: For granting mines as licenses or lease for mining of small-scale minerals in the scheduled areas, gram sabha or panchayat C-passes of the appropriate level must be taken.

Auction for use of small-scale minerals at a lower price: The recommendation of the Gram Sabha or the panchayat at the appropriate level must be taken before conducting an auction for the use of small-scale minerals at a lower price.

Declaring villages in scheduled areas According to the PESA Act, there is a need to declare the villages as per the PESA Act so that the Gram Sabha can celebrate. This process will be done as per the rules of Andhra Pradesh PESA as indicated below. The scheduled areas of Andhra Pradesh are spread over Parvathipuram Manyam, Alluri seetharamaraju Pderu districts.

The Commissioner of Tribal Welfare will ask the district collectors concerned to prepare a list of villages as defined in the PESA Act in the 'Scheduled Areas' of these districts . After receiving such a request, the district collector I.T.D. In consultation with a proposal consisting of a settlement suburban village or villages with their groups is formulated. The proposals made in this way should be submitted to the Commissioner of Tribal Welfare Department. The Commissioner, after 5 reviewing these proposals, declares the villages in the Scheduled Areas.

Functions of gram sabha and its function

- i) For each village declared above, there shall be a Gram Sabha consisting of the adults whose names have been included in the electoral roll at the village level.
- ii) The sarpanch of the gram panchayat is the president of the gram sabha. According to the procedure laid down below, the Gram Sabha shall elect a Vice-President and a Secretary.
- iii) The corresponding I. T. d. a. P. Oh. An officer below the rank of deputy tahsildar should be deputed to conduct the first gram sabha under this code. The meeting held in this manner shall be presided over by the concerned

Panchayat Sarpanch. In the absence of the Sarpanch, the traditional village headman/habitation self-help group can preside over the gram sabha.

- iv) At least 50 per cent of the members of the Koram Gram Sabha for the gram sabha meeting, s. T. in members
- v) Should not be less than 1/3rd.
- vi) The Vice-President and the Secretary of the Gram Sabha should be elected from among the members of the Gram Sabha. The Vice-President and the Secretary should belong to the Scheduled Tribe. The tenure is 5 years. The process of selection of vice-presidents and secretary will be done by raising hands.
- vii) The Legislative Sessions of the Gram Sabha should be held at least twice a year. If so, in addition to the necessity of legislative assemblies, it may meet at such place and time as may be decided by the Gram Sabha.
- viii) The attendance bar should be maintained. The presiding member should take the signatures or fingerprints of all the members present at the Gram Sabha depending on the occasion.
- ix) At the end of each Gram Sabha meeting, the presiding officer should read out the proceedings of the Gram Sabha and obtain the approval of the members. Each aspect of the resolution should be recorded separately. Approval or otherwise should be obtained by the Gram Sabha. Members should convey their approval by raising their hands.
- x) Resolutions passed at the gram sabha meetings should be recorded in a register. The Secretary/Vice-President of the Gram Sabha should take the signature /fingerprints of the members depending on the occasion. These resolutions should be forwarded to the Government Agency/Institutions/Concerned Departments by the Secretary of the Gram Sabha within four weeks. The following things should be submitted for consideration in the presence of the Gram Sabha.
 - a) Village Agricultural Production Plans
 - b) List of places of porembole lands of the panchayat located in the villages and other related details
 - c) Owners of houses, transfer list of other immovable properties
 - d) a copy of the budget estimates approved by the Gram Panchayat.
 - e) The audit report on panchayat accounts is everything.
 - f) List of defaulters with arrears of taxes and fees due to the Gram Panchayat
 - g) Fair price shop/ d. R . Depot performance.
 - h) Performance of Anganwadi
 - i) Functioning of sub-centers
 - j) Performance of schools
 - k) Functioning of welfare hostels
 - l) Drinking water facility
 - m) electricity facility
 - n) Any other development programmes

- xi) The Gram Sabha should formulate and approve the social and economic conditions of each family. This should include village, human and natural resources. Literacy levels, landless families, families where women are the owners, the benefits provided so far, their current conditions, village issues, their importance, etc., should be shaped through participatory rural assessment tools.
- xii) Individual/social development programmes should be identified and implemented in residential areas.
- xiii) Mandal Praja Parishad may seek the advice/assistance of the multidisciplinary teams constituted by the Project Officer, the concerned Tribal Development Agency or any other Government agencies in formulating village development plans, priority of benefits and schemes.
- xiv) In the case of funds released to the Gram Sabha, a certificate of utilisation of funds shall be submitted to the concerned agency/government department.

Land acquisition in designated areas – role of local governments.

The Mandal Praja Parishad has an important role to play in matters such as land acquisition in the designated areas and it takes place in a certain manner.

1. If the Government proposes land acquisition under any act, the government or the concerned authority shall submit the following information along with the proposals to the Mandal Praja Parishad. The contents of it.
 - a) Full details of the proposed project along with the impact of the project.
 - b) Proposed land acquisition.
 - c) The newly settled people in the village, the area, its impact on the society
 - d) Proposed participation for village people, compensation amount, job opportunities
2. On receipt of full information, the Mandal Praja Parishad shall have the power to summon the representatives of the concerned officials, either individually or collectively, to examine these proposals, either individually or collectively. All the speakers so called are required to provide clear and accurate information on a topic-by-point basis.
3. The Mandal Praja Parishad should, after examining all the facts, make a recommendation on issues such as the proposed land acquisition and rehabilitation plan for those who will lose their lands.
4. The land acquisition officer should look into the mandal praja parishad's recommendation.
5. In case the collection officer does not accept the recommendations to the Mandal Praja Parishad, the case will be sent back to the Mandal Praja Parishad for consideration.

6. Even after a second examination, if the land acquisition officer issues an order against the recommendations of the Mandal Praja Parishad, he should record in writing the reasons for the same.
7. In the case of setting up of industrial projects, all mandal praja parishads affected by such projects should be consulted.
8. The progress of the rehabilitation plan should be placed in the presence of the Mandal Praja Parishad after every three months from the date of announcement of land acquisition.
9. If it is felt that the steps suggested in the view of the Mandal Praja Parishad are not being taken, the Mandal Praja Parishad should inform the State Government in writing in this regard. The state government will have to take appropriate action.
10. R. R. The package must contain the following items.
 - a) S. Priority should be given to each and every project affected family belonging to T category, in the matter of allotment of land in Ayacut.
 - b) Additional financial assistance equivalent to 500 days of minimum farm wages for losses such as traditional rights/ use of forest produce shall be provided to each tribal family affected by the project.
 - c) Rehabilitation of the project affected tribal families in close proximity to the desired natural and nivasika area. As far as possible they should be rehabilitated in a consolidated block. This enables them to maintain their moral, linguistic and traditional identities.
 - d) The tribal families residing in the project affected areas having the right to fish in the river/pond/dam shall be given the right to fish in the reservoir area.
 - e) The tribal families in the project affected area should be rehabilitated in the scheduled area.

Management of small water bodies in designated areas - the role of local governments

- i) Water resources falling within the village limits The gram sabha is responsible for the planning and management of small-scale water resources for the benefit of the village population.
- ii) If one or more such water sources apply to the interests of the people of one or more villages, the gram panchayat concerned will be responsible for the management of the small-scale water resources plan for the benefit of the people.
- iii) Mandal Parishads are responsible for the planning and management of small-scale water resources for the benefit of the people of the respective Gram Panchayats. If the scope of such water bodies falls within two or more mandals, the responsibility of planning and management of small water resources for the benefit of the people residing in the respective Mandal Parishads shall be on the Zilla Parishad.
- iv) If such water resources come under the purview of two or more Zilla Parishads, the responsibility of planning and management of water resources for the benefit of the

people living within the limits of such water bodies will be carried out by the appropriate body.

- v) Small-scale water resources plan includes the public planning and structure of new water resources. All the works related to management, repair and restoration of small water bodies include the decision of ayacut for the season season, imposition of water rate, collection and utilization of small-scale water resources.
- vi) As the case may be, gram panchayat, mandal parishad, zilla parishad, appropriate government and appropriate water rate should be collected. If there are concerned water users' associations to enable them to carry out the development activities, it should be shared in proportion to the agreement between them.
- vii) The government should provide the required amount every year for the maintenance of small-scale water resources. This grant should be proportionate and transferred to the gram panchayat account.

Small-scale minerals in adjacent areas - the role of local governments

Grant of industrial license or mining for small-scale minerals

- i) For grant of industrial license and mining lease for small scale minerals. Or only local persons belonging to scheduled classes or only local members' associations belonging to scheduled tribes are eligible for grant of subsidy for mining through auction
- ii) All applications received for grant of industrial licence or mining lease of small scale minerals in the said areas shall be forwarded to the concerned Gram Panchayat by the Mines Department for scrutiny.
- iii) Individual or tribal societies have passed an appropriate resolution within 4 weeks of the Gram Panchayat, In the case of tribal mining companies, they should convey their approval or disapproval.
- iv) The decision of the Gram Panchayat shall be binding and binding.

Powers and functions of gram panchayat and mandal parishads Abkari:

The concerned department shall communicate the intention of setting up a liquor production unit in a village for the opinion of the gram panchayat concerned on the production or manufacture of liquor in that village. The Gram Sabha has to give its opinion in the form of a resolution within 4 weeks. Based on the resolution of the Gram Sabha, the concerned department should take a decision regarding the production of liquor in the village and inform the concerned Gram Sabha. The gram sabha should be consulted before granting licences to start liquor shops in the village.

The Gram Sabha has to give its opinion by a resolution within four weeks. The licence should be granted only to the local tribals. The concerned department should issue an oral order informing the gram sabha concerned that a license is being granted or not granted to start a liquor shop/bar in the village. The Gram Sabha must abide by the resolution and be final.

The Gram Sabha shall determine the quantity of traditional liquor for kilning/production of scheduled tribes living in a village for their use for sale for the weddings of tribals and other socio-religious ceremonies, as a mark of respect to their respective traditions and cultures for the use of local liquor for their cultural identity.

Ownership and Sale of Small-Scale Forest Produce: Trade Regulation 1979, g. Although individual members of the Gram Sabha have the ownership and sale rights of small-scale forest produce. Oh. M, S. No. 20, yams. W (F2) Department, dated 14-02-1988 as per the monopoly rights for the acquisition and sale of small-scale forest produces excluding bamboo and beedi leaves. c. c. belongs to. Following the performance plans of the Forest Department, the Forest Department in the respective divisions will work for the development of forests in a scientific manner. Accordingly, maintenance, harvesting and sale of bamboo and beedi leaves will be carried out by the forest department.

The income of bamboo beedi leaves will be passed on to the concerned Gram Sabha members through the respective Gram Sabha. Any person collecting small-scale forest produce in habitations should inform the Gram Sabha for the use and sale of such traditionally procured produce in case of any dispute arising out of the limitations of the ownership. After considering the claims on the ownership rights of the individual collector for small-scale forest produce, the Gram Sabha should pass a resolution resolving such a dispute. The Gram Sabha must maintain a register with the names of small scale forest produces collectors. The project officer of the concerned Integrated Tribal Development Agency will monitor the implementation of these rules. The project officer of the Integrated Tribal Development Agency will be the Chairman of the committee constituted for the management of bamboo and beedi leaf products under the respective jurisdiction. These are the issues that the committee will look into.

- Preventing alienation of lands in the areas and repossession of the land of the encroached tribals. By organizing a Gram Sabha in this regard....
- A list of landholders should be prepared with the names of the pattadars, including the heirs, and the details of the extent of the land held.
- The genuineness of the social status of all the pattadars should be examined with regard to whether the pattadar is an actual tribal or not.
- Whether the lands were purchased in the name of a tribal woman and enjoyed by a non-grujan The matter should be looked into.
- If necessary, visit the field and physically examine whether the land acquired on lease mortgage, etc., is being cultivated by a tribal or a non- 11 tribal.
- The list of beneficiaries for allotment of government land should be approved. If the Gram Sabha is held after a thorough investigation in all the aforesaid cases and it is proved that there are definite cases against the amended Land Transfer Rules, 1959 in those cases, the Gram Sabha shall pass a resolution stating the details of the violation. In those cases, the competent authority shall initiate further action under the amended Land Transfer Rules, 1959. Through this.....

- 1) On receipt of any complaint on the allotment of any land in the name of a non-tribal or on his own, any person who has been deprived by the gram sabha resolution to take necessary action to return the land to the tribal who has transferred the land in the designated area, to take an appropriate resolution within a period of 60 days from the date of resolution, the Andhra Pradesh Scheduled Tribes Land Transfer Rules, 1959. A petition can be filed with the competent authority under.
- 2) Under the Andhra Pradesh Territorial Areas Land Transfer Rules, 1959, the competent authority can either permit or reject the P.T.S. or direct it to the concerned Gram Sabha for reconsideration.
- 3) On receipt of such an order, the Gram Sabha shall meet within 30 days, hear the arguments of the petitioner, pass a resolution on such determination and send it to the competent authority under the Andhra Pradesh Scheduled Tribes Land Transfer Rules, 1959.
- 4) Under the Andhra Pradesh Scheduled Areas Land Transfer Rules, 1959, the competent authority shall examine the resolution of the Gram Sabha and pass an appropriate order either approving or rejecting the petition.
- 5) Under the Andhra Pradesh Scheduled Tribes Land Transfer Rules, 1959, the competent officer must make a claim for the opinion examined by the concerned Gram Sabha in the case of transfer of land to a tribal and a non-tribal person. Thereby, the concerned Gram Sabha has to file a suit. The opinion of the Gram Sabha should be examined appropriately.
- 6) Under the Andhra Pradesh Scheduled Areas Land Transfer Rules, 1959, the competent officer shall provide copies of the judgment in each case to the gram sabha concerned.
- 7) In restoring the possession of the land to the tribal, the competent officer should take the signature of the member of the Gram Sabha to that extent.

Gram Sabha Markets/ Shandis / Markets / Shops – Their Maintenance

The concerned gram panchayat will be the market committee to conduct the markets (no matter what name is called) in the designated areas. The Gram Panchayats shall perform the following functions as market committee in the designated areas where weekly markets are located (by whatever name they may be called):

- a) License shall be granted only to local tribals.
- b) anagement and implementation of market yards.
- c) Regular opening and closing of market yards by gram panchayats and regulation of items that temporarily suspend transactions
- d) Supervision of market management officers.
- e) Enforcement of license terms.
- f) Agricultural products, n. T. F, production of livestock and their related products, all marketing aspects related thereto are the signing, execution or cancellation of sale agreements, regulation of weights, measurements, disbursement payments and other matters. Sale of small scale forest produce, including processing and transportation at the local level in the forest area by

bicycle and carts for sale/use of forest produce collected by a community/or individuals for subsistence.

- g) Market Agricultural production in the area n . T. F . Provision of necessary facilities for production and marketing of livestock or livestock products.
- h) Published agricultural products, n . T. F, product livestock or livestock products, other products, etc., shall show solutions to all disputes arising out of the buyer between the seller and others in any transactions relating to the marketing in all matters relating to these.
- i) Collection and storage of information on movement of declared agricultural produce and livestock, livestock related products, sale prices of any other product, and production of declared commodities, processing, taking possible steps to enhance the standardization of gadding to prevent storage adulteration, etc. , Explain.
- j) Levy, collection and receipt of fees, contributions and other amounts to be
- k) charged by the Panchayat
- l) Appoint officers and workers as required for effective implementation of the aforesaid provisions in the designated areas.
- m) The auction should be conducted as per the rules in accordance with the declared agricultural produce and livestock and their respective products in accordance with the market regulations.
- n) Measures should be taken to ensure that the weight of the declared goods is proper.
- o) Market Regulating the movement of people and vehicles into the yard
- p) Prosecuting those who have violated the above rules as per the rules of the concerned department.
- q) Any claim, action, prosecuting application, initiation or confrontation of the action for arbitration, such as a claim, action, prosecuting application or a compromise in the case of arbitration.
- r) the place where the producer can directly sell what he has grown to arrange. To prevent middlemen and provide all necessary facilities to the producer by assisting in preparing the bills on behalf of the producer.
- s) Implementation of the instructions given by the Government at the time for the establishment and development of markets.

Having control over lending to tribals :- Licenses should not be granted to non-government moneylenders in scheduled areas. Organizations in all social sectors have regulatory powers over the staff working therein.

Education:- The Mandal Parishad shall have the authority to seek the administrative reports of all the educational institutions under its jurisdiction through the respective Gram Panchayats. The Mandal Parishad shall approve the budget of all educational institutions under its purview by 31st May i.e. before the commencement of the academic year. The Mandal Parishad should send a complaint to the concerned disciplinary officer to take appropriate disciplinary action against the teachers who are absent from duties of all educational institutions and who are not

performing their duties properly. The disciplinary officer should take action by informing the Mandal Parishad or the Gram Panchayat depending on the situation.

Maintenance of Welfare Hostels:- Mandal Parishad shall monitor matters of food supply to students, repairs and other day-to-day activities in the hostels under its jurisdiction. The Mandal Parishad should take the administrative report of the hostels twice a year from all the hostel welfare officers under its jurisdiction. The Mandal Parishad has the power to make recommendations in the matter of admission of students in hostels. The Mandal Parishad should recommend to the concerned disciplinary officer to take appropriate disciplinary action against the welfare officers and other staff of the hostels for non-dereliction of duty and not performing their duties properly. The disciplinary officer should take action depending on the situation by informing the Mandal Parishad or the Gram Panchayat.

Health:- The Panchayati Raj institutions provide support and guidance to the health centres/institutions under their jurisdiction and monitor certain aspects with special focus. They are review and monitoring of national rural health scheme and all other schemes which are part of the rural health mission, reviewing the utilization of medicines, etc. Review and monitoring of health promotion activities in rural areas Review and monitoring of measures taken to prevent the spread of diseases. Review and monitoring of issues such as setting up of medical health institutions in rural areas, their maintenance and keeping those surroundings clean, etc.

The Panchayati Raj Institutions i.e. At the village level and at the district level from the Gram Panchayat to the District level, the Zilla Parishads themselves manage the functioning of the Primary Health Centres under their jurisdiction. The panchayati raj institutions maintain protected water supply, cleanliness and sanitation aspects in the villages. Whenever any suggestions are made to the health centre authorities in the District Panchayati Raj Institution for improvement of performance, the respective authorities will be responsible for taking such steps and informing those institutions about the steps taken by them. For the general body meeting organized by the Gram Panchayat, Mandal Parishad and Zilla Parishad, ANM., Primary Health Centre Medical Officer and District Medical Health Officer will be present. Primary Health Centre Medical Officer A. n . M. However, the concerned authorities working in the Panchayati Raj Institution should immediately respond to the suggestions made by the District Medical Health Officer regarding the health or improvement of cleanliness, sanitation and safe water supply and send the action taken report to the concerned health officer or district medical and health officer.

The budget of all primary health centres and sub-centres under the mandal parishad should be approved. The Mandal Parishad should seek administrative reports of all primary health centres and sub-centres under its jurisdiction within a month from the commencement of the financial year.

Women and Child Welfare:- Gram Sabha should approve the budget of Anganwadi centres. Within a month of the commencement of the financial year of the Mandal Parishad, i. c. d. S . The administration should seek reports from the project officer. The Gram Panchayat will be the Recruitment and Disciplinary Authority for recruiting anganwadi workers i.e. helpers and workers in the village panchayat varidhi and taking disciplinary action. Control over local plans including tribal sub- plan and resources of such schemes:- The tribal sub-plan communicates

the physical and financial allocations of the tribal sub-plan to the respective district collectors and zilla parishads within a month from the commencement of the financial year by the state government. The District Collector shall inform the Mandal Parishads about the allocations (physical and financial) of the tribal sub-plan to the Mandal Parishads.

The Mandal Parishad Officer shall intimate both the physical and financial allocations of the tribal sub-plan to the grampanchayats within a month from the commencement of the financial year. Mandal Parishad and Gram Panchayat should review the implementation of tribal sub-plan development under their respective jurisdictions once in a month. Mandal Parishad and Gram Panchayat should submit administrative / reports on implementation of tribal sub-plan to the government through the concerned District Collector.

Authorization in review edit items Any person/organisation affected by the resolution of the Gram Sabha may file an appeal by the Gram Sabha in the presence of the Commissioner within 60 days from the date of issue of such resolution. The Commissioner may, then, examine the veracity or legality of the decision and issue such order/order to the concerned persons as it deems fit and appropriate in the interests of the tribals. Any person / entity aggrieved by the order/order of the Commissioner may file an amendment petition in the presence of the Government within 90 days from the date of issue of such order/order. The Government shall be the competent authority to issue appropriate directions to the concerned persons as it may be deemed fit and proper in the interests of the tribals.



CHAPTER - 6

CENTRAL GOVERNMENT SCHEMES

6.1 Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)

The Government of India has set an ambitious target for providing skill training to 500 million of its youth by 2022, which is in line with the estimated demand for skilled manpower over the next decade. As per the 2011 Census, India has 55 million potential workers between the ages of 15 and 35 years in rural areas. At the same time, many industrialized nations are facing an ageing population problem. Some of these countries are expected to face a cumulative shortage of 57 million workers by 2020. These numbers represent a historic opportunity for India to transform its demographic surplus into a demographic dividend. Several Ministries have been assigned targets for skilling India's youth to contribute to the Government's vision for making India the skill capital of the world.

Brief History:

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) scheme has its origin in the wage employment linked “Special Projects” for skilling component of the Swarnajayanti Gram Swarajgar Yojana (SGSY), which was subsequently renamed as Aajeevika Skills when SGSY was converted as NRLM. Taking into account the focus on improving quality and employment outcomes in the National Policy on Skill Development, and need to increase the coverage of Skill Development program in remote rural areas, the scheme has been announced as

DDU-GKY on 25th September 2014.

Scheme Implementation

DDU-GKY follows a 3-tier implementation model.

- 1) National Unit at MoRD: it responsible for national policy-making, funding, technical support and facilitation
- 2) State skill mission: It play a central role in providing co-funding and implementation. support to DDU-GKY in the Stateand PIAs.
- 3) Project Implementing Agencies: implement the programme through skill training and placement projects. Today, DDU-GKY has over 1,650 Training Centres across the country and providing training in more than 550 job-oriented trades.

Funding of the Scheme

DDU-GKY is a Centrally Sponsored Scheme (CSS) and projects are funded by Central and State Governments in the ratio of 60:40; in case of 8 North-east States, Himachal Pradesh and Uttarakhand the funding pattern is 90:10; and in case of J&K (where Himayat is being implemented) Central Government share is 100%.

Important features of DDU-GKY:

- DDU-GKY is Completely free skill training at the Training Centre.
- There are no registration charges and no placement charges.
- Market-led, placement-linked training programme for rural youth undertaken in a PPP mode. Mandatory assured placement to 70% of the trained candidates.
- Focus on rural youth from poor families in the age group of 15 to 35 years.
- Social inclusion of candidates through mandatory coverage of socially disadvantaged groups, i.e for SC/ST-50%, Minorities- 15%, and Women 33%
- Minimum Salary of Rs.6000 per month or minimum wages of the State whichever is higher (after a three-month training course).
- Post-placement support to candidates.

Eligibility for selection

- ✓ The target group for DDU-GKY are poor rural youth in the age group 15-35.
- ✓ The upper-age limit for women candidates, and candidates belonging to Particularly Vulnerable Tribal Groups (PVTGs), Persons with Disabilities (PwDs), Transgender and other Special Groups like rehabilitated bonded labour, victims of trafficking, manual scavengers, trans-genders, HIV positive persons is 45 years.

Poor Youth from existing list of Below Poverty Line (BPL) households are identified on following criteria:

- ❖ MGNREGA job card holder with at least 15 days work in the previous financial year by any of its family members.
- ❖ RSBY card holder where in the details of youth is mentioned in the card.
- ❖ Households who have been issued Antyodaya Anna Yojana / BPL PDS cards.
- ❖ Family member is a member of SHG under NRLM.
- ❖ Household covered under auto inclusion parameters as per SECC, 2011 (when notified), shall also be eligible to avail the skilling program even if such youth are not in the BPL list.

SKILLING AND PLACEMENT UNDER DDU-GKY

- Awareness building within the community on the opportunities
- Awareness building within the community on the opportunities
- Identifying rural youth who are poor
- Mobilizing rural youth who are interested
- Counseling of youth and parents
- Selection based on aptitude
- Imparting knowledge, industry linked skills and attitude that enhance employability
- Providing jobs that can be verified through methods that can stand up to independent scrutiny, and which pays above minimum wages
- Supporting the person so employed for sustainability after placement.

COVERAGE OF THE SCHEME OF DDU-GKY

DDU-GKY is applicable to the entire country. The scheme is being implemented currently in 33 States/UTs across 610 districts partnering currently with over 202 PIAs covering more than 250 trades across 50+sectors.

Role for Gram Panchayats

The GP have a key role in the successful implementation of DDU-GKY, especially to reach out to poorest households within their jurisdiction. As DDU-GKY adopts a village saturation approach for skilling, GPs have a role in generating awareness about the programme, facilitating the mobilization efforts, creating databases for skill demand and placement, assist in conducting the Job melas and support the PIA in all stages of implementation. GPs will need to ensure that the most vulnerable sections, including women participate in the programme. When the PIAs conduct the skill training, the GPs can keep track of the implementation by accessing various MIS reports and direct interaction with the candidates undergoing training. The GPs can bring issues concerning implementation to the attention of concerned authorities at the district and state missions. The GPs can track the placement provided to the candidates after training, interact with candidates and their parents to monitor various aspects in the jobs and act as part of the redressal mechanism.

6.2 Integrated Child Development Service Scheme (ICDS) Ministry of Women Development and Child Welfare

The Integrated Child Development Service programme is one of the most important programmes implemented by the State Government for the development of women and infants. The programme is being implemented through anganwadi centres in the villages.

Origin of ICDS: The Integrated Child Development Service Scheme was launched in the year 1975 under the aegis of the Department of Women and Child Welfare. An Anganwadi Centre has been established for every 1000 population and an Anganwadi centre has an activist and an Ayya to provide a variety of services to pregnant women, lactating mothers, adolescent girls and children in the age group of 0-6 years with the aim of taking care of the mother and child.



Integrated Child Development Service Scheme, Objectives:



- 1) Reducing infant mortality and maternal mortality.
- 2) To promote nutrition and health status of children in the age group of 0-6 years.
- 3) To provide adequate resources for the physical, mental and social development of children in the age group of 0-6 years.
- 4) To enhance the skills of mothers on nutrition and health. Coordinating the various departments working for the welfare of mothers and children.
- 5) To make pregnant women take 100 iron tablets. Educate mothers on safe deliveries so that 100% hospital deliveries take place.
- 6) To reduce the number of children born with low birth weight. Feeding the newborn baby within an hour.
- 7) Drink only breast milk for the first 6 months of the baby. Initiate supplementary feeding after the child is 6 months old.
- 8) Initiate supplementary feeding after the child is 6 months old.
- 9) Provide 100% immunization vaccines to those who are eligible.
- 10) 0-5 years. Improving the level of nutrition in children

primary education

All children in the age group of 3 years to 6 years are eligible for pre-primary education. The anganwadi worker provides education to these children through play and games. The aim of this service is to create physical, mental and social development in the children and prepare them for admission in primary schools.

Children of 4 years of age are trained to identify letters and numbers and are admitted to primary school after attaining the age of 5 years. Children are also prepared for primary education in the English medium introduced by the government.

2. Pre-primary education (all children in the age group of 3-6 years are eligible)

Pre-primary education provides motivational experiences for the cognitive, physical, social and emotional development of children. This education can bridge the gaps in the home environment and enable the children to develop their energy capacities to the fullest. It helps in achieving the goals of providing primary education to all. It prepares children for school. Parents will be able to leave their children and go to work quietly. Children develop good habits and moral values.

6.3 Pradhan Mantri Gram Sadak Yojana (PMGSY)

1. INTRODUCTION

- 1.1. Rural Road Connectivity is not only a key component of Rural Development by promoting access to economic and social services and thereby generating increased agricultural incomes and productive employment opportunities in India, it is also as a result, a key ingredient in ensuring sustainable poverty reduction. Notwithstanding the efforts made, over the years, at the State and Central levels, through different Programmes, many Habitations in the country are still not connected by All-weather roads. It is well known that even where connectivity has been provided, the roads constructed are of such quality (due to poor construction or maintenance) that they cannot always be categorised as All-weather roads.
- 1.2. With a view to redressing the situation, Government had launched the Pradhan Mantri Gram Sadak Yojana on 25th December, 2000 to provide all-weather access to eligible unconnected habitations. The Pradhan Mantri Gram Sadak Yojana (PMGSY) is a 100% Centrally Sponsored Scheme. ` 0.75/ liter out of the Cess on High Speed Diesel (HSD) is earmarked for this Programme.

2. PROGRAMME OBJECTIVES

- 2.1 The primary objective of the PMGSY is to provide Connectivity, by way of an All-weather Road (with necessary culverts and cross-drainage structures, which is operable throughout the year), to the eligible unconnected Habitations in the rural areas with a population of 500 persons and above in Plain areas. In respect of the Hill States (North-East, Sikkim, Himachal Pradesh, Jammu & Kashmir and Uttarakhand), the Desert Areas (as identified in the Desert Development Programme), the Tribal (Schedule V) areas and Selected Tribal and Backward Districts (as identified by the Ministry of Home Affairs and Planning Commission) * the objective would be to connect eligible unconnected Habitations with a population of 250 persons and above.
- 2.2 The PMGSY will permit the Upgradation (to prescribed standards) of the existing roads in those Districts where all the eligible Habitations of the designated population size (refer Para 2.1 above) have been provided all-weather road connectivity.

However, it must be noted that Upgradation is not central to the Programme. In Upgradation works, priority should be given to Through Routes of the Rural Core Network, which carry more traffic (see Para 3.7 below).

3. GUIDING PRINCIPLES OF PMGSY AND DEFINITIONS

- 3.1 The spirit and the objective of the Pradhan Mantri Gram Sadak Yojana (PMGSY) is to provide good all-weather road connectivity to the eligible unconnected Habitations. A habitation which was earlier provided all-weather connectivity would not be eligible even if the present condition of the road is bad.
- 3.2 The unit for this Programme is a Habitation and not a Revenue village or a Panchayat. A Habitation is a cluster of population, 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.
- 3.3 An Unconnected Habitation is one with a population of designated size (refer to Para 2.1 above) located at a distance of at least 500 metre or more (1.5 km of path distance in case of Hills) from an All-weather road or a connected Habitation. In the blocks bordering international boundary in the hill States (as identified by the Ministry of Home Affairs), however, all habitations within a path distance of 10 km may be treated as a cluster for this purpose@.
- 3.4 Para 2.1 above refers to Population size of Habitations. The population, as recorded in the Census 2001, shall be the basis for determining the population size of the habitation. The population of all Habitations within a radius of 500 metre (1.5 km of path distance in case of Hills) may be clubbed together for the purpose of determining the population size. In the blocks bordering international boundary in the hill States (as identified by the Ministry of Home Affairs), however, all habitations within a path distance of 10 km may be treated as a cluster for this purpose@ . This Programme Guidelines cluster approach would enable provision of connectivity to a larger number of Habitations, particularly in the Hill/ mountainous areas.
- 3.5 The eligible Unconnected Habitations are to be connected to nearby Habitations already connected by an All-weather road or to another existing All- weather road so that services (educational, health, marketing facilities etc.), which are not available in the unconnected Habitation, become available to the residents.
- 3.6 A Core Network is that minimal Network of roads (routes) that is essential to provide Basic access to essential social and economic services to all eligible unconnected habitations in the selected areas through at least a single all-weather road connectivity.
- 3.7 A Core Network comprises of Through Routes and Link Routes. Through Routes are the ones which collect traffic from several link roads or a long chain of Habitations and lead it to Marketing centres either directly or through the higher category roads i.e., the District Roads or the State or National Highways. Link Routes 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 on to a major Road or to a Market Centre.

- 3.8 It should be ensured that each road work that is taken up under the PMGSY is part of the Core Network. While keeping the objective of Connectivity in view, preference should be given to those roads which also incidentally serve other Habitations. In other words, without compromising the basic objective (covering 1000+ Habitations first and 500+ Habitations next and 250+ Habitations where eligible, last), preference should be given to those roads which serve a larger population. For this purpose, while Habitations within a distance of 500 metres from the road is considered as connected in case of plain areas, this distance Pradhan Mantri Gram Sadak Yojana should be 1.5 km (of path length) in respect of Hills.
- 3.9 The PMGSY shall cover only the rural areas. Urban roads are excluded from the purview of this Programme. Even in the rural areas, PMGSY covers only the Rural Roads i.e., Roads that were formerly classified as ‘Other District Roads’ (ODR) and ‘Village Roads’ (VR). Other District Roads (ODR) are roads serving rural areas of production and providing them with outlet to market centres, taluka (tehsil) headquarters, Block headquarters or other main roads. Village Roads (VR) are roads connecting villages / Habitation or groups of Habitations with each other and to the nearest road of a higher category. Major District Roads, State Highways and National Highways cannot be covered under the PMGSY, even if they happen to be in rural areas. This applies to New Connectivity roads as well as Upgradation works.
- 3.10 The PMGSY envisages only single road Connectivity to be provided. If a Habitation is already connected by way of an All-weather road, then no new work can be taken up under the PMGSY for that habitation.
- 3.11 Provision of connectivity to eligible unconnected Habitations would be termed as New Connectivity. Since the purpose of PMGSY, inter alia, is to provide farm to market access, new connectivity may involve ‘new construction’ where the link to the habitation is missing and additionally, if required, ‘upgradation’ where an intermediate link in its present condition cannot function as an all-weather road (see Para 3.12 below).
- 3.12 Upgradation, when permitted (refer Para 2.2 and 3.11 above) would typically involve building the base and surface courses of an existing road to desired technical specifications and / or improving the geometrics of the road, as required in accordance with traffic condition (see also Para 3.14 below).
- 3.13 The primary focus of the PMGSY is to provide All-weather road connectivity to the eligible unconnected Habitations. An All-weather road is one which is negotiable in all seasons of the year. This implies that the road-bed is drained Programme Guidelines effectively (by adequate cross-drainage structures such as culverts, minor bridges and causeways), but this does not necessarily imply that it should be paved or

surfaced or black-topped. Interruptions to traffic as per permitted frequency and duration may be allowed.

3.14 There may be roads which are Fair-weather roads. In other words, they are fordable only during the dry season, because of lack of Cross Drainage (CD) works. Conversion of such roads to All-weather roads through provision of CD works would be treated as upgradation. It must be noted that on all the road works of the PMGSY, provision of necessary CD works is considered an essential element.

3.15 PMGSY does not permit repairs to Black-topped or Cement Roads, even if the surface condition is bad.

3.16 The Rural Roads constructed under the Pradhan Mantri Gram Sadak Yojana will be in accordance with the provisions of Ministry of Rural Development's Specification for Rural Roads and specifications as given in the Rural Roads Manual (IRC: SP20:2002). In case of Hill Roads, for matters not covered by the Rural Roads Manual, provisions of Hill Road Manual (IRC: SP:48-1998) may apply.

Part II - PLANNING, FUNDING, CONSTRUCTION AND MAINTENANCE OF RURAL ROADS

4. PLANNING FOR RURAL ROADS

4.1 Proper planning is imperative to achieve the objectives of the Programme in a systematic and cost-effective manner. The Manual for the Preparation of District Rural Roads Plan and the Core Network, shall be treated as part of the Guidelines and would stand amended to the extent modified by the present Guidelines. The Manual lays down the various steps in the planning process and the role of different Agencies including the Intermediate Panchayat, the District Panchayat as well as the State Level Standing Committee. In the identification of the Core Network, the Pradhan Mantri Gram Sadak Yojana priorities of elected representatives, including MPs and MLAs, are expected to be duly taken into account and given full consideration. The Rural Roads Plan and the Core Network would constitute the basis for all planning exercises under the PMGSY.

4.2 The District Rural Roads Plan would indicate the entire existing road network system in the District and also clearly identify the proposed roads for providing connectivity to eligible Unconnected Habitations, in an economic and efficient manner in terms of cost and utility. The Core Network will identify the roads required to assure each eligible Habitation with a Basic Access (single allweather road connectivity) to essential social and economic services. Accordingly, the Core Network would consist of some of the existing roads as well as all the roads proposed for new construction under the PMGSY.

- 4.3 In proposing the new links under the District Rural Roads Plan, it would be first necessary to indicate the weightage for various services. The District Panchayat shall be the competent authority to select the set of socio-economic/ infrastructure variables best suited for the District, categories them and accord relative weightages to them. This would be communicated to all concerned before commencing the preparation of the District Rural Roads Plan.
- 4.4 The Plan would first be prepared at the Block level, in accordance with the directions contained in the Manual and the priorities spelt out by the District Panchayat. In short, the existing road network would be drawn up, unconnected Habitations identified and the roads required to connect these unconnected Habitations prepared. This shall constitute the Block Level Master Plan.
- 4.5 Once this exercise is completed, the Core Network for the Block is identified, by making best use of the existing and proposed road facilities in such a manner that all the eligible Habitations are assured of a Basic access. It must be ensured that every eligible Habitation is within 500 metre (1.5 km of Path length in the Hills and in the blocks bordering international boundary in the hill States (as identified by the Ministry of Home Affairs, however, all habitations within a path distance of Programme Guidelines 10 km may be treated as a cluster for this purpose@), of a connected Habitation or an All-weather road (either existing or planned). In drawing up the proposed road links, the requirements of the people must be taken into account, through the socio-economic/infrastructure values (Road Index) suitably weighted (see Para4.3) and the alignment having the higher Road Index ought to be considered for selection.
- 4.6 The Block level Master Plan and the Core Network are then placed before the Intermediate Panchayat for consideration and approval of the Core Network. They are simultaneously sent, along with the list of all unconnected Habitations to the Members of Parliament and MLAs, for their comments, if any. After approval by the Intermediate Panchayat, the Plans would be placed before the District Panchayat for its approval. It will be incumbent on the District Panchayat to ensure that the suggestions given by the Members of Parliament are given full consideration within the framework of these Guidelines. Once approved by the District Panchayat, a copy of the Core Network would be sent to the State-level Agency as well as the National Rural Roads Development Agency. No road work may be proposed under the PMGSY for New Connectivity or Upgradation (where permitted) unless it forms part of the Core Network.

5. FUNDING AND ALLOCATION

5.1 Once the Core Network is prepared and pavement condition survey conducted (see para 6.2), it is possible to estimate the length of roads for New Connectivity as well as Upgradation for every District. States may, each year, distribute the State's Allocation among the Districts giving at least 80% on the basis of road length required for providing connectivity to Unconnected Habitations and up to 20% on the basis of road length requiring Upgradation under the PMGSY. The District-wise allocation of funds would also be communicated to the NRRDA and STAs every year by the State Government.

6.4 JAL JEEVAN MISSION(JJM)

Jal Jeevan Mission (JJM) has been launched by the Hon'ble Prime Minister of India, on 15th August, 2019, from the ramparts of the Red Fort. The mission, under implementation, in partnership with the States, aims to enable every household in villages to have Functional Household Tap Connection (FHTC) in the next 5 years. It is envisaged that with FHTC, each household will have potable water supply in adequate quantity (at least 55 lpcd) of prescribed quality (as per BIS 10500:2012) on regular and long-term basis. To implement the mission, institutional arrangements at various levels have been made and State's PHE/ RWS Departments are to play a critical role. They have to help Gram Panchayat (GP) and/ or its sub-committee to plan, implement, manage, operate and maintain its in-village water supply systems. A sense of ownership has to be instilled in the village community as they are at the centre of this mission. This will require the current programme implementation structure to transform from infrastructure development to 'utility-based' approach, with strategic shift in focus from water supply 'infrastructure creation' to 'service delivery'.

JJM is implemented through institutional mechanism at four levels, viz. National Jal Jeevan Mission (NJJM) at national level; State Water and Sanitation Mission (SWSM) at state level; District Water and Sanitation Mission (DWSM) at district level; and GP/ Subcommittee of GP, i.e., Village Water and Sanitation Committee (VWSC)/ Pani Samiti/ User Group, etc. In consonance with the 73rd Amendment of the Constitution, GP and/ or its sub-committee, i.e., VWSC/ Pani Samiti/ User Group, etc. are to plan, implement, manage, operate and maintain in-village water supply systems. Decentralized, demand-driven, community-managed implementation of the programme will instil sense of ownership among the local community, develop responsible and responsive leadership at grass root level, create an environment of trust and bring in transparency leading to better implementation and long-term sustainability and proper operation and maintenance of water supply systems.

To achieve the vision of JJM, it is required to re-orient both public health engineering and other nonnon-engineering stakeholders. The people managing the water supply services at all levels, i.e., village, GP, district and State, need to be provided with training and leadership programmes so as to enable them to discharge their role in managing the public utilities for assured quality services. The programmes are to be customized to suit different levels covering

various technical, managerial and leadership aspects. JJM offers a platform and huge potential to generate the future leadership in water sector through such capacity building/ change management programmes.

Jal Jeevan Mission (JJM): Objective and programmes

- i.) Water Supply (PWS) infrastructure in the village for a pump water connection to every household;
- ii.) Development of reliable drinking water resources/ augmentation of existing resources;
- iii.) Water transfer (multi-village scheme -MVS, for resolution in areas where there are quantity & quality issues in local water sources);
- iv.) Technical measures for the treatment of drinking water (solution in areas where there are problems with water quality and supply quantity);
- v.) Revamp and assemble the completed and ongoing piped water supply schemes to provide FHTC and increase the level of service in accordance with reuse;
- vi.) Grey Water Management (Sewage Management)
- vii.) Capacity building and supportive activities of various users (partner/stakeholders) to facilitate implementation.

The organizational mechanism under the Jal Jeevan Mission

i)	National level	National Jal Jeevan Mission
ii)	State level	State Water and Sanitation Mission (SWSM)
iii)	District level	District Water and Sanitation Mission (DWSM)
iv)	Gram Panchayat level	Village Water & Sanitation Committee (VWSC)/ User group}

Economic policies and funding pattern under Jal Jeevan Mission:

The total estimated cost of JJM is Rs. The rs 3.60 lakh crore funding sharing model between the Centre and the state is 90:10 for the Himalayas(Uttarakhand, Himachal Pradesh) and north-eastern states, 100:0 for UTs and 50:50 for the rest of the states.

To implement JJM, action plans have been prepared at every level, i.e. village, district and state

Village Action Plan (VAP): It is prepared by the District Water Sanitation Mission (DWSM) in collaboration with the District Water Sanitation Mission (DWSM) based on the baseline survey, resource mapping and the needs of the village community by the Panchayat Water and Sanitation Committee (Community)- Rural Water Supply (RWS) Department, District Water Sanitation Committee (DWSC).

The village action plan prepared in this way will be approved in the Gram Sabha (this plan will be approved only when 80 per cent of the people of the present village community attend and agree at this meeting). The village action plan (VAP) approved above for further action will be submitted to the District Water Sanitation Committee (DWSC).

District Action Plan (DAP): DWSM is responsible for its preparation and finalization.

State Action Plan (SAP): It should be prepared with the aim of achieving drinking water security of the entire state to avoid arranging water supply through tankers/trains, hand pumps, etc. in any village. Preparation and finalization of the State Action Plan (SAP) through State Water and Sanitation Mission (SWSM) with the help of RWS Department based on district action plans (DAPs).

6.5 Pradhan Mantri Awaas Yojana Grameen (PMAY G)

PMAY G Public housing programme in the country started with the rehabilitation of refugees immediately after independence and since then, it has been a major focus area of the Government as an instrument of poverty alleviation. Rural housing programme, as an independent programme, started with Indira Awaas Yojana (IAY) in January 1996. Although IAY addressed the housing needs in the rural areas, certain gaps were identified during the concurrent evaluations and the performance Audit by Comptroller and Auditor General (CAG) of India in 2014. These gaps, i.e. no assessment of housing The shortage, lack of transparency in selection of beneficiaries, low the quality of the house and lack of technical supervision, lack convergence, loans not availed by beneficiaries and weak the mechanism for monitoring was limiting the impact and outcomes of the programme. To address these gaps in the rural housing program and in view of Government's commitment to providing "Housing for All" by the scheme 2022, the of has IAY has been re-structured into Pradhan Mantri Awaas Yojana – Gramin (PMAY-G) w.e.f. 1st April 2016.

PMAY-G aims at providing a pucca house, with basic amenities, to all houseless householder and those households living in kutcha and dilapidated house, by 2022. The immediate the objective is to cover 1.00 crore household living in kutcha house/dilapidated house in three years from 2016-17 to 2018- 19. The minimum size of the house has been increased to 25 sq.mt (from 20sq.mt) with a hygienic cooking space. The unit assistance has been increased from Rs. 70,000 to Rs. 1.20 lakh in plain and from Rs 75,000 to Rs 1.30 lakh in hilly states, difficult areas and IAP district. The beneficiary is entitled to 90.95 person day of unskilled labour from MGNREGS. The assistance for construction of toilet shall be leveraged

though convergence with SBM-G, MGNREGS or any other dedicated the source of funding. Convergence for piped drinking water, electricity connection, LPG gas connection etc. different Government programmers are also to be attempted.

The cost of unit assistance is to be shared between Central and State Government in the ratio 60:40 in plain areas and 90:10 for North Eastern and the Himalayan States. From the annual budgetary grant for PMAY-G,90% of funds is to be released to States/UTs for the construction of new house under PMAY-G This would also include 4%allcation towards Administrative expenses .5%of the budgetary grant is to be retained at the central Level as reserve found for special Projects. The annual allocation to the states is to be based on the Annual Action Plan (AAP) approved by the Empowered Committee and the found to States /UTs is to be released in tow equal instalments.

Once of the most important features of PMAY-G is the selection of beneficiary. To ensure that assistance is targeted at those who are genuinely deprived and that the selection is objective and verifiable, PMAY-G instead of selecting a the beneficiary from among the BPL households selects beneficiary using housing deprivation parameters in the Socio Economic and Caste Census (SECC), 2011 date which is to be verified by the Gram Sabhas. The SECC data captures specific deprivation related to housing among households. Using the data households that are houseless and living in 0,1 and 2 kutcha wall and kutcha roof houses can be segregated and targeted . The Permanent Wait List so generated also ensures that the states have the ready list of the household to be covered under the scheme in the coming years (through Annual Select Lists) leading to better planning of implementation. To adders' grievances in beneficiary selection an appellate process has also been put in place.

Towards better quality of construction, setting up of a Nation Technical Support Agency (NTSA) at the national level is envisaged. One of the major constraints in quality house construction is the lack of the sufficient number of skilled masons. To address this, a pan-India training and certification programme of Masons has been launched in the States/UTs. This will, in addition, and career progression for rural masons. For timely construction/completion to



ensure good quality of house construction, it has also been envisaged to tag a PMAY-G the beneficiary with a field level Government functionary and a Rural Mason.

The beneficiary to be assisted by in-house construction with a bouquet of house design typologies inclusive of disaster resilience features the are suitable to their local geo-climatic conditions . These designs are developed through an elaborate public consultative process. This exercise will ensure that the beneficiary does not over-construct in the initial stages of house building which often results in the incomplete house or the beneficiary is forced to borrow money to complete the house.

In PMAY-G, programme implementation and monitoring is to be carried out through an end to end e-Governance model- Using AwaasSoft and Awaas App. While AwaasSoft is a work –flow enabled, web-based electronic service delivery platform through which all critical function of PMAY-G, right from identification of beneficiary to providing construction linked assistance (throughPFMS), will be carried out; AwaasApp-a the mobile application is to be used to monitor real time, evidence based progress of house construction through date and time stamped and georeferenced photographs of the house. The tow IT application help identify the slip ups in the achievement of targets during the course of implementation of the programme. All payments to beneficiary is to be through DBT to beneficiary’s Bank/post office accounts registered in Awaas SoftMIS.

The States have to come up with their Annual Action Plan of PMAY-That will include a plan for convergence in with other Government programme. The mechanism for convergence in PMAY-G is also to be strengthened through a system to system real-time transfer of information between the programme that are to converge with PMAY-G. A willing beneficiary is to be facilitated to avail institution finance up to Rs.70,000.-which would be monitored through the SLBC, DLBC and DLBC.The programme implementation is to be monitored not only electronically, but also through community participation (Social Audit), Member of Parliament (DISHA Committee), Central and State Government officials, National Level Monitors etc

IN PROGRESS (in crores)

Total target = 2,94,03,462

Registered = 3,16,90,695

Sanctioned = 2,85,08,945

Completed = 2,18,77,035

Fund transferred = 2,91,077,41

6.6 Mahatma Gandhi National Rural Employment Guarantee Act 2005

- **The Act was introduced in Parliament on August 23, 2005, and approved on September 5, 2005.**
- **National Rural Employment Guarantee Scheme (MGNREGS) was launched on February 2nd, 2006, in Bandlapalli village, Narpala mandal of Anantapur district.**
- **Implemented in all Rural Areas from 1st April'2006.**
- **As per an amendment to the Act, the words 'Mahatma Gandhi' were prefixed to National Rural Employment Guarantee Act from October 2nd, 2009.**
- **Schedules I and II are part of the Act itself.**

I. Mandate Of MGNREGA:

To provide at least 100 days of guaranteed wage employment in a financial year to every rural household whose adult members volunteer to do unskilled manual work.

II. Objectives of MGNREGS:

Core objectives of MGNREGS are:

- ❖ Providing not less than one hundred days of unskilled manual work as a guaranteed wage employment in a financial year in rural areas as per demand.
- ❖ Creation of productive assets of prescribed quality and durability.
- ❖ Strengthening the livelihood resource base of the poor.
- ❖ Proactively ensuring social inclusion.
- ❖ Strengthening Panchayat Raj Institutions.

III. Non- Negotiables in Implementation:

- ❖ No contractors & No labour displacing machinery
- ❖ 100 days of wage employment in a financial year to the registered rural household.
- ❖ Equal wages to men and women.
- ❖ Wages shall be paid at least once in a fortnight.
- ❖ Works approved by the GP (identified in the Gram Sabha) at village level, the Mandal Parishad at Mandal level and the Zilla Parishad at District level shall only be taken up.

IV. Salient Features:

- ❖ Rs. 257/- is the notified wage rate for the FY 2022-2023.
- ❖ Wages are paid based on the quantity of work turned out.
- ❖ Rural Standard Schedule of Rates (RSSR) prepared based on the notified wage rate.
- ❖ 60:40 wage and material ratio to be maintained at District level.
- ❖ At least 60% of the expenditure shall be towards Agriculture & Allied activities in each district.
- ❖ At least 65% of the expenditure shall be towards Natural Resource Management activities in each district.

V. Entitlements to the wage seekers:

- I. Right to a Right to notified Job Card (JC)
- II. Right to demand and receive work within 15 days
- III. Right to Unemployment Allowance
- IV. Right to plan and prepare a shelf of projects
- V. Right to obtain work within radius of 5km
- VI. Right to worksite facilities
- VII. Right to notified wage rate
- VIII. Right to receive wages within 15 days
- IX. Right to time bound redressal of grievances, right to conduct concurrent Social Audits of all MGNREGS expenditure.

Entitlement – I

Right to a Job Card (JC)

- ❖ Every rural household is entitled to a Job Card so that they can apply for and receive work.
- ❖ Para 1, Schedule II: “The adult member of every household residing in any rural area and willing to do unskilled manual work may submit their names, age and the address of the household to the Gram Panchayat at the village level.”
- ❖ Para 2, Schedule II: “It shall be the duty of the Gram Panchayat, to issue a job card within fifteen days from the date of such application.....”.
- ❖ Each job and each member of the job card shall be given with unique number.
- ❖ Job cards (JC) contain the updated details of work demanded and received; wages paid etc.
- ❖ It shall be the duty of the concerned FA to update the JC of all workers, within 15 days of work allocation & Payments.
- ❖ All the Job cards (JC) must remain in the custody of concerned workers.
- ❖ Possession of JC by any other person, including functionaries and PRIs, shall be considered as a violation of the Act.
- ❖ The households that are listed as vulnerable or deprived as per the SECC should be issued Job Cards on priority.

Entitlement – II

Right to Demand and receive work within 15 days.

- ❖ Para 6, Schedule II: “Every adult member of a registered household whose name appears in the job card shall be entitled to apply for unskilled manual work under the Scheme and every such application shall be compulsorily registered, and a receipt issued with the date, which shall be entered in the computer system.
- ❖ Additional 50 days of wage employment to FRA Beneficiaries (beyond the stipulated 100 days) of Scheduled Tribe Household in a forest area.
- ❖ Additional 50 days of wage employment where drought or natural calamities notified.
- ❖ An adequate shelf of works is approved and made available in every Gram Panchayath at all times to meet the demand for work.

- ❖ Gram Rozgar Diwas should be organized as a means of demand registration, grievance redresses and to convey the entitlements & rights of workers.
- ❖ Monthly schedule is to be devised by the DPC and is to be shared with Ministry and will be in the public domain on Rozgar Diwas
- ❖ E-muster Roll system is to be implemented in all the GramPanchayats

Entitlement – III

Right to Unemployment Allowance

- Unemployment allowance shall be paid if the work is not provided within 15 days from the date of application for work. (Section 7(1), Mahatma Gandhi NREGA: “If an applicant for employment under the Scheme is not provided such employment within fifteen days of receipt of his application seeking employment or from the date on which the employment has been sought in the case of an advance application, whichever is later, he shall be entitled to a daily unemployment allowance in accordance with this section.”)
- Unemployment allowance: Not less than one-fourth (1/4) of the wage rate for the first thirty days and not less than 50% of the wage rate for the remaining period of the financial year.
- Delay compensation shall be paid to the wage seekers in case the wage payments are not made within 15 days from the date of closure of muster.

Entitlement – IV

Right to Plan & prepare a Shelf of Projects

- **Section 16(1) of the Act:** *“The Gram Panchayat shall be responsible for identification of the projects in the Gram Panchayat area to be taken up under a Scheme as per the recommendations of the Gram Sabha and the Ward Sabha, and for executing and supervising such works.*
- **Labour Budget:**
 - Person days required to provide unskilled wage works.
 - Shall be prepared taking GP as unit.
 - Labour Budget= No. of active HHs x Ave days of Employment of the GP (100 days or Max of last three years).
 - Labour Budget in financials = No. of person days x cost per person day (Rs. 428.42/-).
 - Shelf of Projects: Permissible works to meet the demand of the person days.
 - Works shall be identified upto 1.50 times to the Labour Budget.
 - Works shall be identified and approved by the Gram Sabha.
 - PRA techniques in identification of works. Resource Mapping, Social Mapping.
 - Gram Panchayat, Mandal Panchayat and Zilla Panchayat approvals are mandatory.
 - Estimates shall be prepared based on the actual field requirement. Inflation of the estimate leads inadequate & insufficient shelf of works.
 - MCC works through SECURE software, Convergence works through NIC software.

- RSSR rates for unskilled work and CSSR rates for material.
- Technical sanctions for the MCC works by the EC as per the powers delegated and for Convergence works by respective competent TS authority.
- TS authority is responsible for wrong site selection and inflated estimates.
- The District Collector & DPC shall accord admin sanctions.

Selection of Individual Beneficiaries I. Schedule I, Para 5 of the Act:

“Works creating individual assets shall be prioritized on land or homestead owned by households belonging to the:

- a) Schedule Caste;
- b) Schedule Tribes;
- c) Nomadic tribes;
- d) De-notified tribes;
- e) Other families below the poverty line;
- f) Women-headed households;
- g) Physically handicapped headed households;
- h) Beneficiaries of land reforms;
- i) The beneficiaries under the PMAY (G) beneficiaries under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (2 of 2007)
 - ❖ 260 combinations of works are permissible under EGS.
 - ❖ 181 works are related to NRM out of which 84 are water related works.
 - ❖ 164 works are related to Agriculture and Allied activities.
 - ❖ Works which are non-tangible, not measurable & repetitive in nature shall not be taken up.
 - ❖ Bore wells & tube wells will not be considered as a permissible activity under MGNREGA.
 - ❖ Only “group wells with sand filters for recharge of wells, will be allowed with a minimum of 3 members in Areas which were critical or overexploited.
 - ❖ The benefits from the NREGA in PMAY (G) and State Housing program only to the beneficiaries/ households mentioned in Schedule-I, Para 4 (1) & Paragraph 5 of the MGNREG Act.
 - ❖ Construction of roads on the same stretch on which road construction has been carried out earlier will not be taken up under MGNREGS for at least 10 years in case of CC road and for at least 5 years in case of gravel/ WBM roads.
 - ❖ Re-excavation / renovation of individual farm ponds are not permissible activities under MGNREGS.

Entitlement – V

Right to obtain a work within a radius of 5 Kms

- The worker has to be allocated to a worksite preferably within 5 km of her/ his residence.

- Para 18, Schedule II of the Act: “As far as possible, the employment shall be provided within a radius of five kilometers of the village where the applicant resides at the time of applying.”
- Para 20, Schedule II of the Act: “In case the employment is provided outside the radius specified in paragraph 18, it must be provided within the Block.
- The labourers shall be paid ten per cent of the wage rate as extra wages to meet additional transportation and expenses for living.”

Entitlement – VI

Right to Worksite Facilities

- ❖ *Para 23, Schedule II of the Act: “The facilities of safe drinking water, shade for children and periods of rest, first aid box with adequate material for emergency treatment for minor injuries and other health hazards connected with the work being performed shall be provided at the work site.*
- ❖ In case of injury at work site the wage seeker shall be entitled to free of charge of medical treatment.
- ❖ In case of hospitalization the expenditure towards hospital accommodation, treatment, medicines, and payment of daily allowance not less than half of the wage rate shall be paid to injured wage seeker.
- ❖ If a wage seeker engaged under work dies or becomes permanently disabled at work site, ex-gratia of Rs.2,00,000/- shall be paid to the legal heir.
- ❖ **Entitlement – VII**

Right to notified wage rate.

- *Section 6(1), Mahatma Gandhi NREGA: Notwithstanding anything contained in the Minimum Wages Act, 1948, the Central Government may by notification specify the wage rate for the purposes of this Act:*
- Provided that different rates of wages may be specified for different areas:
 - **Entitlement – VIII**
 - **To receive wages within 15 days**
- Section 3 (2) of Mahatma Gandhi NREGA provides that the disbursement of wages shall be made on a weekly basis, or in any case not later than a fortnight after the date on which such work is done.
- All delay in payment of wages beyond 15 days after closure of muster roll shall attract a penalty as per Para 29 of Schedule II of the Act
 - **Entitlement – IX**
 - **Right to Time bound redress of Grievances, Social Audit**
- Workers are entitled to register a grievance related to the implementation of Mahatma Gandhi NREGA in the Gram Panchayat, Block and the District Level and receive a dated acknowledgement of the same.
- Workers have a right to get their grievances redressed by the authorities concerned within 15 days of the grievance being registered.
- The Mahatma Gandhi NREGA gives citizens the right to Social Audit of all works and expenditures through Independent Social Audit Units.

Key Processes in Implementation

1. Registration

- Application for Job cards
- Issues of Job cards
- Organizing wage seekers – Srama Shakti Sanghas

2. Planning for Works

- Labour Budget
- Identification of works
- Gram Sabha Approvals
- Administrative Approvals by DPC
- Application for Work
- Allotment of Work

3. Execution of Works

- Muster Management
- Measurement & Check Measurement

4. Payment of Wages

- Payment generation
- Wage slip distribution
- Payment of wages through Banks / Postal department.
- Aadhaar based payments.

5. Transparency & Accountability

- Extensive use of ICT & Mobile Technology
- Social Audit
- Vigilance Wing
- Quality Control Wing

VI. Planning Shelf of works:

Para 7, Schedule I of Act says, “There shall be a systematic, participatory planning exercise at each tier of Panchayat, conducted between August – January months of every year, as per a detailed methodology laid down by the State Government”.

District Programme Coordinator (DPC) shall prepare in the month December every year, a Labour Budget (LB) for the next financial year containing details of the anticipated demand for unskilled manual work in the district.

Activities for preparation of Labour Budget:

- a) Planning Teams:
 - Composition of GP Planning team is as follows:
 1. Technical Assistant of concerned GP-EGS
 2. Engineering Assistant
 3. Village Surveyor

4. Agriculture/Horticulture/Sericulture Assistant
 5. Village volunteers of concerned GP
 6. Village Organisation (OB Members)
 7. FA/Sr. Mate of GP
 8. Representatives from Line departments
 - APO/EC of concerned Mandal shall supervise the overall planning process
 - Programme Officer shall prepare the GP wise schedule for planning process.
 - Advance intimation shall be given about Planning to all the elected representatives, farmers, SSS group members, Mates and NGOs.
- b) First Gram Sabha for discussion on MGNREGA (2nd October)- Performance & Orientation
- c) Labour Budget (LB) preparation:
Gram Panchayat wise tentative LB shall be prepared based on the following principle.
LB= Number of potential wage seeking House Holds (HH) x Average Wage days required per GP x Cost per person day.
- Number of potential wage seeking House Holds (HH)= No. of households in SSS+SSS(T)+VSSS+ if any serious labour household yet to be covered in SSS system.
 - Average Wage days required per GP = Maximum number of Average Wage days generated in a year in the GP during any of the previous 3 years.
 - Cost per person day = Rs. 428.33/- (Wage Rs. 257/- + Material 171.33/-)
- d) Revisiting of Shelf of works:
- The in – progress and not started works of current FY, to be executed during the next FY
must be revisited by TA & EC, duly inspecting the work site.
- e) Planning of works:
- Through participatory approach and by using scientific and spatial data and by ground truthing GIS GP plans required works are to be identified in all Gram Panchayats.
 - In district 60% of the expenditure to be towards Agriculture & Allied activities through development of land, water and trees.
 - In Mandal & GP Plans 65% of expenditure should be on NRM works.
 - In order to fulfill above conditions 164 works related to Agriculture and allied activities and 181 works related to NRM are permitted under NREGA.
- f) Final Gram Sabha for finalization of Labour Budget and approval of AAP:
- The draft Annual Action Plan (AAP) with detailed list of works identified should be placed before Gram Sabha for approval. Then it is placed before Gram Panchayat for approval.
 - After scrutiny of works by MPDO/PO and Technical sanction by EC, mandal plan is placed before Mandal Parishad for approval.
 - After obtaining Mandal Parishad approval MPDO/PO forwards the work to PD DWMA.

- After ensuring GP/Mandal Parishad/ZP approvals and satisfying 60:40 material ratio at district level the DPC/District Collector accords administrative sanctions.

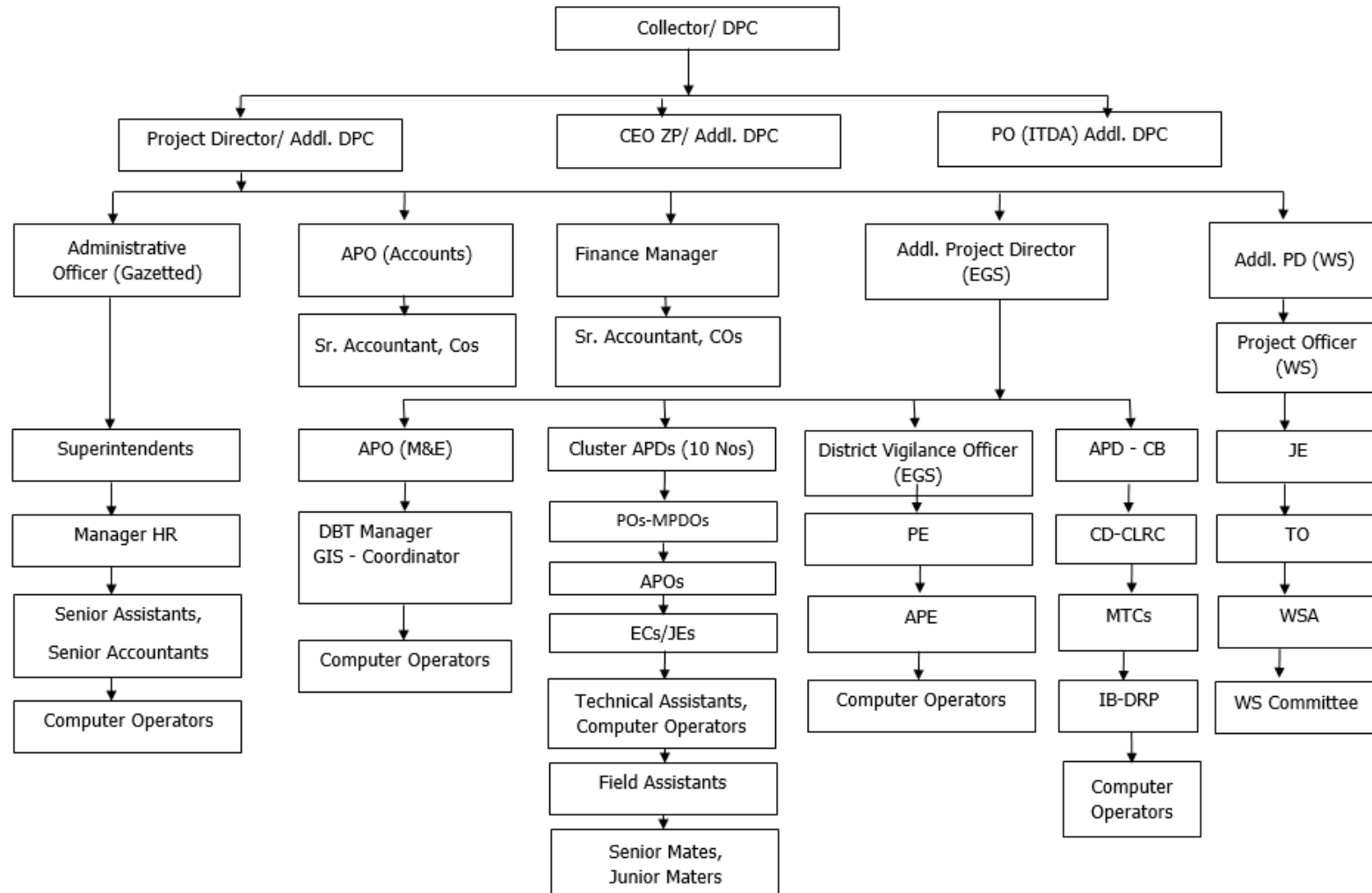
g) Time Schedule:

Name of the Activity	Timeline
Initial Gram Sabha (launch of GP level planning process)	2 nd Oct onwards
Completion of Revisiting of existing shelf of works	30 th Oct
Completion of Field work for planning	15th Nov
Gram Panchayat Approvals & Uploading of LB	15th Nov on wards
Mandal Plan approvals by Mandal Parishad	By 1st Dec
District Plan approvals by ZP	By 15th Dec
Completion of Planning process (Uploading LB, GP,MP,ZP approvals, Admin sanctions etc.)	By 31st Dec

VII. List of Permissible Works (Schedule I of the MGNREGA):

Category A: Public Works relating to NRM	Category B: Individual Assets for Vulnerable Sections	Category C: Common Infrastructure NRLM Component	Category D: Rural Infrastructure
<ul style="list-style-type: none"> ➤ Water conservation and water harvesting structures ➤ Watershed management works ➤ Micro and minor irrigation works ➤ Renovation of traditional water bodies ➤ Afforestation ➤ Land development works in common land 	<ul style="list-style-type: none"> ➤ Providing infrastructure for irrigation, i.e., dug wells, farm ponds and other water harvesting structures ➤ Improving livelihoods through Horticulture, Plantations ➤ Fallow / Waste Land Development ➤ Unskilled wage component in construction of houses ➤ Promotion of Livestock ➤ Promotion of Fisheries 	<ul style="list-style-type: none"> ➤ Durable infrastructure required for bio-fertilizers and post-harvest facilities including pucca storage facilities for agricultural produce ➤ Common work-sheds for livelihood activities of selfhelp groups 	<ul style="list-style-type: none"> ➤ Rural Sanitation ➤ All-weather road connectivity. ➤ Play fields ➤ Disaster preparedness / restoration ➤ Buildings for Gram Panchayats, women self-help groups' federations, cyclone shelters, Anganwadi centres, village haats and crematoria at the village or block level. ➤ Compound walls to Govt schools ➤ Food Grain Storage structures ➤ Maintenance of Rural public assets. <ul style="list-style-type: none"> • Any other works which may be notified by the Central Government

VIII. MGNREGS Organogram
Hierarchy Chart (Organogram) of O/o the Project Director, DWMA



IX. Core staff for ensuring quality of works under MGNREGA:

- ❖ At worksite one Mate for every 40-50 job cards may be deployed for proper supervision of work
 - ❖ 100% of the Mate's should be women, preferably from among the members of Self-Help Group
 - ❖ For every 2,500 active Job Cards, there shall be a 'Technical Assistant.'
 - ❖ The cost of payment to the technical personnel including the MATEs, TAs and BFTs shall be part of the material component.
 - ❖ There shall be a 'Junior Engineer' at the block level/Gram Panchayat level.
 - ❖ A Case Record/ Work File should be initiated by the Junior Engineer before start of work.
- **Good Governance Initiatives**

Job Card - An entitled card issued to household under MGNREGS

Work File - Consolidation of all the essential documents related to a work in a file

Worksite Board - A Board installed at every worksite giving essential details of the work

7 Registers - Maintenance of all MGNREGS related records in a set of 7 simplified Registers
Implementation of Work File

To ensure proper maintenance of the work files/case records, the field functionaries are given an amount of ₹ 100/- for each Work ID to maintain work file as per the guidelines issued. This ₹100/- is being used for printing of work file cover page, 3 stage photographs, 1 geotagged photograph and photocopies /printouts of relevant documents.

In order to maintain uniformity, the districts are instructed to design & print work file covers at respective districts and ensured usage at all GPs.

Work Site Boards

The Act: As per Para 25, (a) Schedule-I of Mahatma Gandhi National Rural Employment Guarantee Act, 2005:

Mandatory proactive disclosure of basic information to all common people and stakeholders using a 'Janata Information System' consisting of:

“Display at each worksite the 'Janata' estimate of the work – showing the details of the work, estimated labour days, quantities of materials to be used in local terminology and item-wise cost of the estimate.”

A Citizen Information Board is:

- ✓ Placed at every MGNREGA work site at the commencement of work.
- ✓ Basic source of information at the grass-root level.
- ✓ Medium for enhancing visibility, transparency and awareness about the programme.

The Ministry has been emphasizing on the installation of durable Citizen Information Boards preferably made of cement and concrete with all the **requisite information at every worksite.**

Category of Worksite Boards

Community Work – Yellow background with blue border & blue text

Individual Work – Yellow background with black border & black text

Ensure position and angle of worksite board so that the visibility of the CIB is good and clear to the people.

Worksite board is mandatory for each work in-progress/completed from 01.04.2018

X. Records to be maintained:

A. At Gram Panchayat (7 Registers):

1. Register – I : Job Card Register
Register – IA : Job Card Registration
Register – IB : Job Card Application
Register – IC : Job Card Issue
Register – ID : Household Employment
2. Register – II : Gram Sabha & Social Audit Gram Sabha
3. Register – III : Work demand, allocation and payment of wages
4. Register – IV : Work Register
Register – IVA : Works Register
Register – IVB : Work wise (payment) details
5. Register – V : Fixed Asset Register
Register – VA : Work details
Register – VB : Expenditure details
6. Register – VI : Complaint Register
7. Register – VII : Material Register

B. At MCC:

1. Technical approval register
2. M-Book issue register
3. Muster Rolls issue register
4. Fund transfer order upload register
5. Cash book
6. Cheque book issue register
7. Stock register
8. Error register
9. Social Audit reports-objections register.

Responsible persons for GGI

Sl. No	GGI parameters	Responsible Person
1	Job Card verification & updating on fortnightly basis	Field Assistant of concerned GP APO should provide on the job support
2	Maintenance of work wise files for the works executed under NREGA	APO & EC with the support of Technical Assistants and Field Assistants
3	Erection of work site boards	TA & EC
4	Maintenance of 7 Registers as per schedule	Field Assistant of concerned GP APO should provide on the job support

Completion of works

- Important parameter wrt State performance
- Criteria for work completion as per MoRD, GoI
 - **Based on Work start Financial year :**
 - No incomplete works for more than one FY from the date proposed.
 - All Works started upto FY 2019-20 & earlier shall be completed by Sep 2022.
 - Works started during FY 2020-21 excl. Plantation works to be completed by Sep 2022
 - **Based on expenditure:**
 - a. Expenditure more than 100% : Revised admin sanction & Complete
 - b. Expenditure more than 75% : Focus on completion for asset creation.
 - c. Expenditure 0% since inception : Delete/ bring the work to progress
 - d. Expenditure 0 -5% : Closure & recovery of money/ ground the work to next stage
 - e. Expenditure on only material & nil wage: Complete the work/ generate wage payment
 - In view of the migration of software to NREGASoft, completion of ongoing DCC works shall be taken up in MCC only.
 - No muster for new works allowed in case of 20 ongoing works in a GP.

Convergence

Material Component

- Maximum entitlement for the Material component is 40% (Para 20 of the Schedule-I of the Act).
 - Material entitlement will be on the wage expenditure.
 - Wage component should be minimum 60% and material component maximum 40%.
 - 40% includes material, wages of skilled and semi-skilled labour.
 - For every expenditure of Rs. 60/- on wages, the material eligibility will be Rs. 40/- (60:40).
 - 40% material limit taking district as unit.
 - Works permissible under schedule-I of the Act.
- Convergence with 19-line departments

The different modes of convergence made in the State include.

- **Sharing of Funds (Financial Convergence):**
- The project cost is shared between the line department and EGS for the permissible works under MGNREGA.
- **Utilisation of Technical Expertise of Line Departments (Technical Convergence):**
- The services of technical staff of the Line Departments like PR, RWS&S, TWED, School Education, Agriculture, SERP, Horticulture, Sericulture, fisheries, etc.

List of Permissible Works (Schedule-I of the Act)

Category-D: Rural Infra structure

1. GP Buildings/Sachivalayam Buildings
 2. Agriculture Produce Storage Building (RBKs)
 3. Gramin (Rural) Haats
 4. Common Infra structure for SHG (BMCUs/AMCUs)
 5. Women SHG Buildings (YSR Digital Library)
 6. Storage Godowns
 7. Bharat Nirman Seva Kendra (YSR Health Clinic)
 8. Kitchen Shed
 9. Play Fields
 9. Compound Walls
 10. All weather Roads
 11. Solid & Liquid Waste Management
 12. Community Sanitary complex (230 Days)
2. **Departments covered under Convergence.**
- **Panchayat Raj Eng. Dept (Tech)** - GS, RBKs, BMCUs, AMCUs, WBM/BT Roads, Gravel Roads, Digital Libraries
 - **Tribal Welfare** - CC Roads, WBM/BT Roads
 - **WD & CWD** - Anganwadi Centers, Toilets to AWCs
 - **School Education (Tech)** - School Compound walls
 - **Agriculture** - RBKs (90:10), Surface Storage Ponds, Threshing floors
 - **RWS & S (Tech)** - CC Drains, Borewell recharge structures, Community sanitary complexes
 - **Health** - YSR Health Clinics (50:50)
 - **Railway Dept** - Strengthening of railway embankments, Desilting of water ways /bridges, Plantation, Parks
 - **Dairy Development** - BMCU/AMCU (90:10)
 - **Sericulture** - Mulberry bush/tree plantations, Silkworm Rearing Sheds
 - **Housing Dept** - 90 days to Rural Houses, IHHLs, Development of Housing Colonies
 - **Animal Husbandry** - Raising of perennial fodder, Cattle troughs, Cattle Shelters, Goat Sheds, Poultry shelters.
 - **Fisheries** - Fish ponds, Fish breeding ponds, Fish drying yards
 - **PMKSY** - NRM activities, SMC works in Watershed Areas

3. Mapping of Line Departments at DPC logins:

- ❖ All the officers involved in convergence works shall be mapped in NIC software
- ❖ The Project Director, DWMA is responsible to map the line departments in the DPC login.
- ❖ The officers of the line departments shall be registered in DPC login and send it to State DB login for approval.
- ❖ After approval at State level, the roles shall be assigned again in DPC login.
- ❖ After assigning the roles, the concerned officer will get Login ID message to their register mobiles.
- ❖ The PD shall process for DSKs for the line departments.
- ❖ All material Vendors shall be registered in DPC login.

C. Social Audit:

- Section 17 of the MGNREGA has mandated social audit of all works executed under MGNREGA.
 - In our state an independent society “Andhra Pradesh Society for social audit accountability and transparency” (SSAAT) has been set-up to conduct social audit.
 - At present SSAAT is carrying out Social Audit once in every year.
 - Social Audit reports are presented before Gram Sabha in the presence of independent observer.
 - After approval of Social Audit in Gram Sabha, at Mandal level Public Hearing is conducted under the Chairmanship of Project Director DWMA or Additional Project Director DWMA.
 - **Public Hearing - Process**
 - Shall not depute any official below the rank of Addl PD for Public Hearings (Memo No 2525/RD II/A1 Dt 04.09.2012)
 - The Presiding Officer shall be fully aware of the rules framed by the Govt. i.e., SRDS rules and subsequent GOs and Memos
 - Appointment of Independent Observers
 - Ensure that all connected departments are attending the PH
 - Action Taken report (ATR) on the last Social Audit conducted shall be read out
 - Shall announce the decision on each finding in the public.
 - Shall fix responsibility and take immediate corrective /Disciplinary action on the erring official (GO Ms No 98, 9.3.2010)
 - **No requests for re-examination of witnesses or re-enquiry when an issue is cleared in Gram Sabha**
 - **No postponement of public hearing dates**
 - **Avoid others to write decisions on financial issues in public hearing**

Public Hearing - Decisions

- ❖ **What to write on DTF (Circular No 201/CVO/SA-D/PH/2011 Dt 9.12.2011)**
- ❖ 5 points
- ❖ The outcome of the SA Grama Sabha
- ❖ The remarks of the Independent observers
- ❖ The explanation given by the FTEs in Gramasabha and PH
- ❖ The response of the villagers who attended the PH
- ❖ Final conclusion arrived at
- ❖ In addition to the above, case specific additional reasons can also be mentioned so that the decision recorded in the DTF would be
- ❖ Logical
- ❖ Analytical and
- ❖ reasonable
- ❖ Updation of Job cards, 7 registers, Work files maintenance – Minor Penalty
- ❖ Updation up to Social Audit; not the audit period
- ❖ Delay in medical bills submission by APO – Minor Penalty
- ❖ Change of location (Community work) – Minor Penalty
- ❖ Error register to be maintained
- ❖ Wage component – quantity based
- ❖ Circular No 1073 to be followed
- ❖ 3 photos
- ❖ Pre-measurements
- ❖ Wageseekers/ group statement
- ❖ Work done by machinery
- ❖ 3-Men Committee (Cir. No 1/File No.14/CVO/AVO-1/Social Audit/2017 Dt 10.2.2017)
- ❖ Muster related – FA - **Recovery or Minor Penalty as per the case**
- ❖ Fake
- ❖ Benami
- ❖ Muster issue watch register not maintained – APO – **Minor penalty up to Rs.10,000**
- ❖ Wrong Computations – TA/EC -
- ❖ Muster – Work done – M Book
- ❖ Supervisory Lapses
- ❖ PO / APO – Administrative & Procedural lapses
- ❖ TA / EC – Quality & quantity related lapses
- ❖ APD – Administrative and technical lapses
- ❖ Plantation Supervisor – Plantation related issues

6.7 SWATCH BHARAT MISSION - GRAMEEN

Swatch Bharat Mission is World's Largest Behavior Change Programme. Swatch Bharat Mission is a nation-wide campaign of the Government of India which aimed at mass scale behavior change, construction of household owned and community owned toilets, their usage and Solid and Liquid waste management (SLWM) thereby establishing an accountable mechanism for achieving ODF Plus India.

NEED FOR SWACHH BHARAT MISSION:

Sanitation is the basic need of human beings. The sanitation coverage of India was as low as 39% till 2014. Around 55 Crore people in rural areas were without a toilet facility before 2014. This was severely affecting health and dignity of people in rural areas, especially of women and children.

Swatch Bharat Mission Phase -I(2014-2019)

Swatch Bharat Mission (SBM), Swatch Bharat Abhiyan, or Clean India Mission was officially launched on 2nd October 2014 at Rajghat, New Delhi by Sri Narendra Modi. It is a restructured version of the Nirmal Bharat Abhiyan launched in 2009.

The objectives of the first phase of the mission is to achieve an "open-defecation free" (ODF) India by 2nd October 2019, the 150th anniversary of the birth of Mahatma Gandhi[5] through construction of toilets. It also included eradication of manual scavenging, generating awareness and bringing about a behaviour change regarding sanitation practices and augmentation of capacity at local level.

Swatch Bharat Mission Phase -II (2020-21 to 2024-25)

The second phase of the mission aims to sustain the open defecation free status and improve the management of solid and liquid waste, while also working to improve the lives of sanitation workers.

PROGRAMME IMPLEMENTATION

Plans were made at the central, state, district and Gram Panchayat levels for the same goal and every unit was inspired with extensive field visits and monitoring. Swachhagrahis regularly mobilized community members for toilet construction and its usage. All ministries and departments of government joined the programme enthusiastically. Prime Minister equated Swatch with Service and launched 'Swachhata Hi Seva' campaign which transformed into a Jan Andolan connecting political workers, youths, religious groups, celebrities, SHGs, and community members.

FINANCIAL RESOURCES

Government made provision of Rs. 12,000 per toilet as financial incentive for promoting toilet construction and its usage. Over the five years of SBM-G, government allocated over Rs 1.3 lakh crore (US\$20 billion) and ensured no scarcity of funds.

RESULTS AND IMPACT

Under Swachh Bharat Mission (Garmin) over 10.28 crore toilets were constructed across 36 states/UTs. During five years 6,03,175 villages were declared ODF. As a result of accessibility of sanitation facilities for every households and their regular usage almost 100% rural sanitation coverage was achieved. On the occasion of 150th anniversary of Mahatma Gandhi all states/UTs and districts declared themselves ODF. In this way the nation gave the befitted tribute to the Father of Nation and realized the commitment of Hon'ble Prime Minister.

SBM has brought about an irreversible improvement in the general quality of life in the rural and urban areas by promoting cleanliness, hygiene, and eliminating open defecation.

ODF plus

With same vigor and dedication Swachh Bharat Mission in its Phase 2 is marching on towards “ODF Plus” that Includes overall cleanliness in villages, and solid and liquid waste management in rural India.

Objectives

- Open defecation free behaviours are sustained and no one is left behind.
- Solid and liquid waste management facilities are accessible and reinforcing ODF behaviours and focus on providing interventions for safe management of solid and liquid waste in villages
- To encourage cost effective and appropriate technologies for ecologically safe and sustainable sanitation.
- To develop, wherever required, community managed sanitation systems focusing on scientific Solid & Liquid Waste Management systems for overall cleanliness in the rural areas.

Criteria for declaration of ODF plus village:

1. All Households in the village has access to a functional toilet facility.
2. All Schools /Anganwadi Centres / Panchayat Ghar in the village have access to a functional toilet, with separate toilets for male and female.
3. All public places in the village are observed to have minimal litter, minimal stagnant wastewater and no plastic waste dump in public places.
4. Village has arrangements for solid waste management.
5. Village has arrangements for liquid waste management.
6. The villages should prominently ODF plus IEC messages through wall paintings/bill boards etc.

The Government of India in February 2020 approved Phase-II of the SBM(G) with a total outlay of Rs. 1,40,881 crores to focus on the sustainability of ODF status and Solid and Liquid waste Management (SLWM). SBM(G) convergence between different verticals of financing and various schemes of Central and State Governments. Apart from budgetary allocation from Department of Drinking Water and Sanitation and the corresponding State share, remaining funds will be dovetailed from 15th Finance Commission grants to Rural Local Bodies, MGNREGS, CSR funds, and revenue generation models, etc., particularly for SLWM.

Role of Panchayati raj Institutions:

As per the Constitution 73rd Amendment Act,1992, sanitation is included in the 11th Schedule. Accordingly, PRI s have a vital role in the implementation of SBM(G). PRI s will play a very important role, especially now that the 15th Finance Commission has provided earmarked funding for sanitation activities.

1. PRI s shall develop a village Swachhata plan for each financial year involving people.
2. PRI s shall also be the recipient of funds subject to conformity with state arrangements, 15th Finance Commission and shall also contribute from their own resources for the financing of community toilets and solid and liquid waste management infrastructure.
3. PRI s shall provide support to villages for engagement with business, corporates, social organizations, and institutions like Banks and Insurance Companies for the creation of assets and O&M.
4. PRI s shall regularly monitor the implementation of the programme.

JAGANANNA SWACHHA SANKALPAM(JSS)

Jagananna swachha sankalpam programme is launched on July 8 to “Create Litter free – Garbage free Visually clean Villages” and to promote good sanitary practices and sustainable sanitation facilities in Rural Andhra Pradesh. People Participation and Behavioural are the two key objectives of the programme. To create a positive ambience in the villages, to rejuvenate the existing sanitary conditions, to promote intensified cleaning of the village by removing debris, heaps of garbage and cleaning water stagnation and assess the present sanitation status of the village .

Objectives:

- ❖ 100 % Door to Door Collection of waste
- ❖ 100% Segregation of Waste at Source with Community Participation Efficacious transportation of garbage to SWPC sheds.
- ❖ Segregation of degradable and non-degradable waste
- ❖ Scientific Treatment of 100 % Solid Waste Generated
- ❖ People’s contribution of a meagre amount of Rs 2/- per day per House hold shall be pooled up
- ❖ Involving people at every level of the Solid Waste management activities i.e., Planning, Participating, Execution and Supervision
- ❖ Declaration into ODF Plus Villages
- ❖ Visually clean villages

Implementation Strategy:

- ❖ Persistent pursuance on increased usage of toilets.
- ❖ Emphasis on segregation of dry and wet waste at households itself.
- ❖ Focused drive towards marketing facilities to vermi compost as well as plastic/dry waste.
- ❖ Inculcate the habit & insist for the usage of available incinerators and plastic shredders.
- ❖ Ascertain to maintain the ratio of households and Green Ambassadors (1 per 250 households) in all rural areas of the state
- ❖ Ensure regular payment of monthly wages to Green Guards/Green Ambassadors /Sanitation Workers.



CHAPTER - 7

Financial empowerment and financial affairs of Gram Panchayats

As a local government, the Gram Panchayat must be financially self-sufficient in order to provide the basic amenities to the people properly. As much as fuel is required to run a cart, the gram panchayat also needs financial resources (money) to perform its duties. It is also necessary to mobilize financial resources to achieve economic development and social justice through the village panchayat schemes, which is a local government. The Gram Panchayats have been empowered by Article 243H of the Constitution to raise the funds they need. According to these powers, the Gram Panchayat can collect taxes and fees prescribed by law. If the Gram Panchayats are to achieve financial autonomy, the Gram Panchayat shall use the following powers to achieve financial autonomy. Suitable measures must be taken to find out various sources of income and recover funds.

- I. **Tax:** Tax is the amount that people pay without expecting any return from the government. E.g., House tax, measuring tax, tax on advertisements, etc.
- II. **Fee or fee:** Fee or fee is the amount that is paid in return for the services offered by the governments. E.g., license fee, permit fees, penalty fees, etc.

GramPanchayati income can be generated through the following mentioned items.

- ❖ House Tax Section 60(1)(A), 61, 62 & 72
- ❖ Measure or KATA Fee – 60 Section (B) (1)
- ❖ Tax on advertisements sections 63 to 68
- ❖ Other taxes fixed by the Government Section 60(1)(c)
- ❖ Duty on property transfers Section 60(2) & 69
- ❖ Vehicle Tax Section 60(3)(i) & 70
- ❖ Section 60(3)(ii) of the Tax on Agricultural Lands
- ❖ Cess on vacant plots Section 60(3)(iii)
- ❖ Section 60(3)(iv) fee for use of porambokes or social lands owned by the Gram Panchayat.
- ❖ Section 60(3)(v) fee for encroachment of buildings including chavadis and sarais under the control of gram panchayat
- ❖ Surcharge section 60(4) of the Surcharge on Sinarage Fees
- ❖ Surcharge on land cess Section 60(5)(a)
- ❖ Surcharge on Education Tax Section 60(5)(a&b)
- ❖ Surcharge on local cess Section 60(5)(b)

GramPanchayat's own sources of income

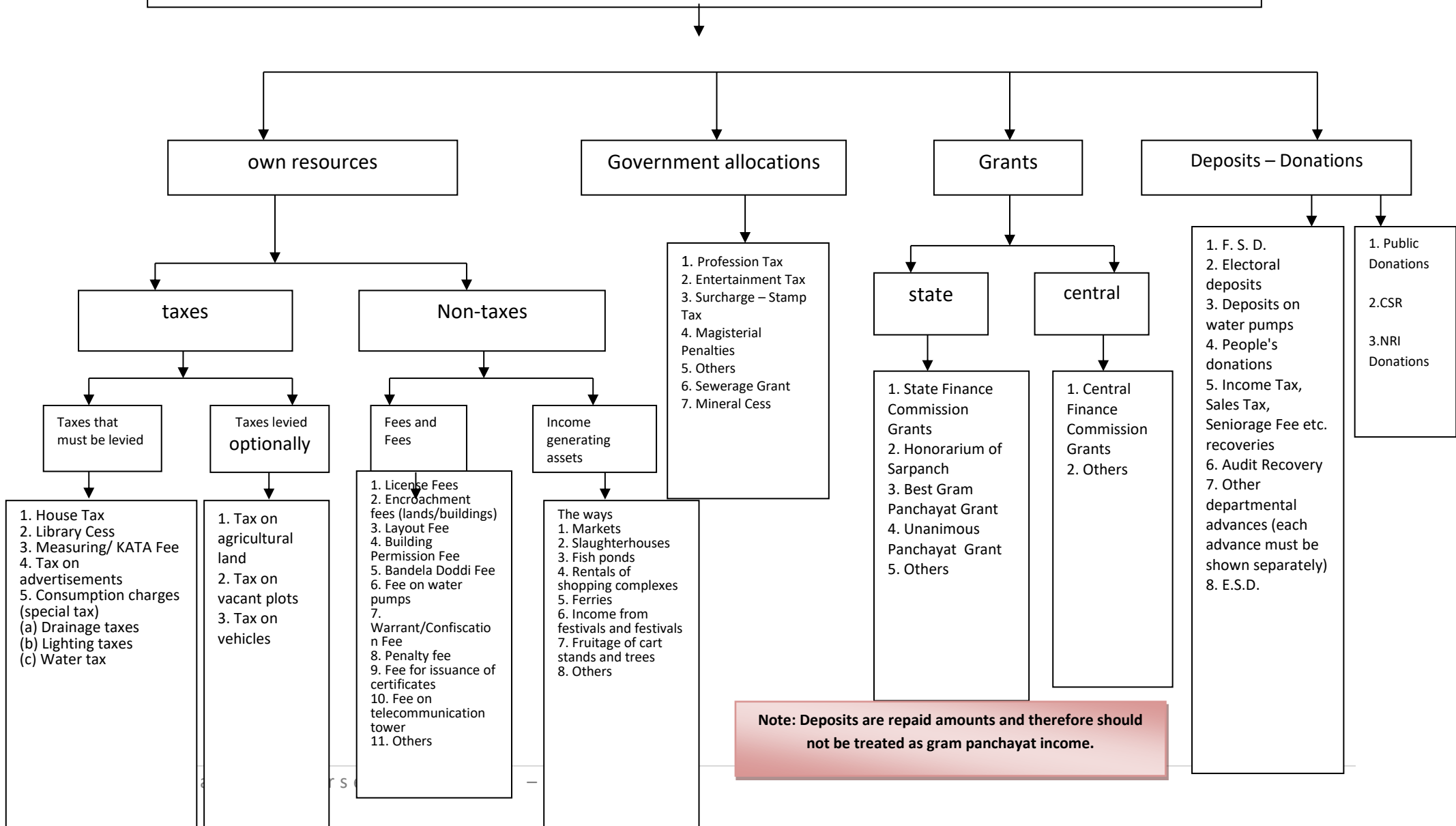
In view of the above-mentioned main factors and powers, the Gram Panchayat gets revenue through four main channels as shown in the picture below.



I. own source of income

Their own resources are provided through taxes and non-taxes. These taxes, non-taxes, the amounts arising out of the distribution of income between the Panchayati Raj institutions, the allocations made from various sources of revenue of the Government, the grants of the State Government, etc., are all explained in the table given below.

Sources of Income of Gram Panchayat



2. Government allocations

state government ayah branches via imposed collection do amounts of lower the stated in this way local governments assigns. these straight away Gram Panchayat of treasury to account every too quarter once (quarterly) credit will be. these properly to account credit is going on, is not Gram Panchayat treasury pass book based on From time to time while observing Have to.

- Profession tax (90%)
- Entertainment Tax (60:40)
- Surcharge on Stamp Duty (1.5%)
- Mineral Cess (12:26:60)
- Sewerage Fee (25:50:25)
- Magisterial Fines (12%)

3. Government Grants

Released by the Central and State Governments, finance commission funds, National Rural Health Mission funds, Mahatma Gandhi National Rural Employment Guarantee Fund, Swachh Bharat Mission funds, population grant (GOMS No. Date of 277 (P.R.&R.D.) (Mandals I). 20.06.1998) Rs. 4/- per head, incentives given to unanimously elected panchayats, honorarium of sarpanch etc.

State Government Grants	Central Government Grants
<ul style="list-style-type: none">❖ Population Grant (Rs.4/-per capita)❖ Matching Grant❖ State Finance Commission funds❖ Sarpanch's honorarium❖ Best Gram Panchayat Awards❖ Unanimous Panchayats❖ M. L. a. funds○ etc.	<ul style="list-style-type: none">❖ Central Finance Commission funds❖ National Health Mission funds❖ MGNREGS Funds (90:10)❖ Swachh Bharat Funds❖ Jal Jeevan Mission❖ Pradhan Mantri Gramin Sadak Yojana❖ M. P. funds○ etc.

4. Donations (Section 51) and Deposit:

Villagers, NRIs, industrial establishments, corporate social responsibility funds, outdated non-refundable deposits, etc. Full details in this regard, as per section 51, the Gram Panchayat may accept donations for the purpose of carrying out any work to be done.

- ✓ Water tap donations
- ✓ Public Donations
- ✓ Corporate Social Responsibility

Deposits

The amount received through deposits will have to be repaid at any time. So this will never be the income of the gram panchayat.

- Election Deposits
- Security Deposits
- Earnest Money Deposits (2.5%)
- Farther Security Deposits (2.5%)
- Time-bound deposits – Deposits that have not been claimed by anyone are treated as gram panchayat's income only when they are transferred to the general fund by a gram panchayat resolution.

What is a Gram Panchayat Fund? Explain?

As per section 74 of the Andhra Pradesh Panchayat Raj Act, 1994, all the funds received by the Gram Panchayat are collectively referred to as the "**Gram Panchayat Fund**". The income that is said to be a Gram Panchayat Fund consists of the proceeds from the following means. The sarpanch and ward members have to play their part with full cooperation in collecting these.

- i. House Tax and Usage Charges
- ii. Duty in the form of surcharge on seizure charges charged by the government on minerals other than minor minerals and minor minerals mined in the village (Section 60(4))
- iii. Surcharge on Stamp Duty (Section 69)
- iv. Any payment made by the Market Committee to the Gram Panchayat (Section 11(3) of the Andhra Pradesh (Andhra Pradesh (Andhra Pradesh) Commercial Crop Markets Act, 1933).
- v. Taxes and toll taxes levied in the village (Andhra Pradesh (Andhra Pradesh (Andhra Pradesh) Public Health Act, 1939, Section 10)
- vi. Any payment made to the Gram Panchayat under Section 13 of the Andhra Pradesh Entertainment Taxes Act, 1939
- vii. As per the classification of markets (Section 112) and for joint ferries (Section 57), the share amount received from Mandal and zilla parishads
- viii. Fee for temporary occupation of government lands and roads in the village
- ix. The fee levied by the Gram Panchayat as per the provisions of this Act or in accordance with the orders of the Government.
- x. Income from charitable endowments and trusts under the management of the Gram Panchayat
- xi. Revenue on service inams taken back by the government
- xii. Income from fish ponds in the village (including weeds, rakes and grasses)
- xiii. Income from the ports under the Gram Panchayat Management.
- xiv. Unclaimed Deposits
- xv. Sewerage fee charged by the government

- xvi. Income from porambokes (fruitage of trees)
- xvii. Penalties collected as a result of encroachments
- xviii. Income from gram panchayat auctions
- xix. Magisterial Finances
- xx. Grants from the Government, Manadala and Zilla Parishads.
- xxi. Income from investments made from gram panchayat fund
- xxii. Income from revenue sources



CHAPTER - 8

Good governance & Citizen charter

Good governance is the process of measuring how public institutions conduct public affairs and manage public resources and guarantee the realization of human rights in a manner essentially free of abuse and corruption and with due regard for the rule of law. [Governance](#) is "the process of decision-making and the process by which decisions are implemented (or not implemented)". Governance in this context can apply to corporate, international, national, or local governance^[1] as well as the interactions between other sectors of society.

In the 1992 report entitled "Governance and Development", the World Bank set out its definition of Good Governance. It defined Good Governance as **"the manner in which power is exercised in the management of a country's economic and social resources for development"**.

- ❖ Good governance has 8 major characteristics. 'It is **participatory, consensus-oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and follows the rule of law.**
- ❖ It assures that corruption is minimized, the views of minorities are taken into account and that the voices of the most vulnerable in society are heard in decision-making.
- ❖ It is also responsive to the present and future needs of society.



Participation:

- ❖ People should be able to voice their own opinions through legitimate immediate organizations or representatives.
- ❖ This includes men and women, vulnerable sections of society, backward classes, minorities, etc.
- ❖ Participation also implies freedom of association and expression.

Rule of Law:

- ❖ Legal framework should be enforced impartially, especially on human rights laws.
- ❖ Without rule of law, politics will follow the principle of matsya nyaya ie law of fish which means the strong will prevail over the weak.

Consensus Oriented:

- ❖ Consensus oriented decision-making ensures that even if everyone does not achieve what they want to the fullest, a common minimum can be achieved by everyone which will not be detrimental to anyone.
- ❖ It mediates differing interests to meet the broad consensus on the best interests of a community.

Equity and Inclusiveness:

- ❖ Good governance assures an equitable society.
- ❖ People should have opportunities to improve or maintain their well-being.

Effectiveness and Efficiency:

- ❖ Processes and institutions should be able to produce results that meet the needs of their community.
- ❖ Resources of the community should be used effectively for the maximum output.

Accountability:

- ❖ Good governance aims towards betterment of people, and this can not take place without the government being accountable to the people.
- ❖ Governmental institutions, private sectors, and civil society organizations should be held accountable to the public and institutional stakeholders.

Transparency:

- ❖ Information should be accessible to the public and should be understandable and monitored.
- ❖ It also means free media and access of information to them.

Responsiveness:

- ❖ Institutions and processes should serve all stakeholders in a reasonable period of time.

CITIZEN CHARTER

Citizen's Charter is a document which represents a systematic effort to focus on the commitment of the Organization towards its Citizens in respects of Standard of Services, Information, Choice and Consultation, Non-discrimination and Accessibility, Grievance Redress, Courtesy and Value for Money. This also includes expectations of the Organization from the Citizen for fulfilling the commitment of the Organization.

Department of Administrative Reforms and Public Grievances in Ministry of Personnel, Public Grievances and Pensions, Government of India, in its efforts to provide more responsive and citizen-friendly governance, coordinates the efforts to formulate and operationalize Citizens' Charters in Central Government, State Governments and UT Administrations. It provides guidelines for formulation and implementation of the Charters as well as their evaluation

Importance of Citizen Charter for Panchayats

- ❖ Panchayats responsible for major socioeconomic activities in consonance with Constitutional/ State regulations
- ❖ Framework required to ensure timely service delivery at grassroots; Model Citizen Charter for Panchayats developed by MoPR & NIRDPR
- ❖ Formulation and adoption of Citizen Charter to ensure o High operational standards o Transparency of processes
- ❖ Accountability o Time bound implementation of development activities
- ❖ Effective service delivery
- ❖ High delivery of service

Objectives of Citizen Charter

- ❖ Empower the Citizens w.r.t public services
- ❖ Improve service delivery on the lines of Citizens expectations
- ❖ Instil professionalism in Panchayat functioning
- ❖ Promote collaboration of all sections of community without any prejudice
- ❖ Develop yardsticks for monitoring and evaluation of service delivery



CHAPTER - 9

Biological Diversity

The Biological Diversity Act, 2002 is an Act enacted by the Parliament of India for the preservation of biological diversity in India, and provides mechanism for equitable sharing of benefits arising out of the use of traditional biological resources and knowledge. The Act was enacted to meet the obligations under the Convention on Biological Diversity (CBD), because India is a party of the convention in 2002.

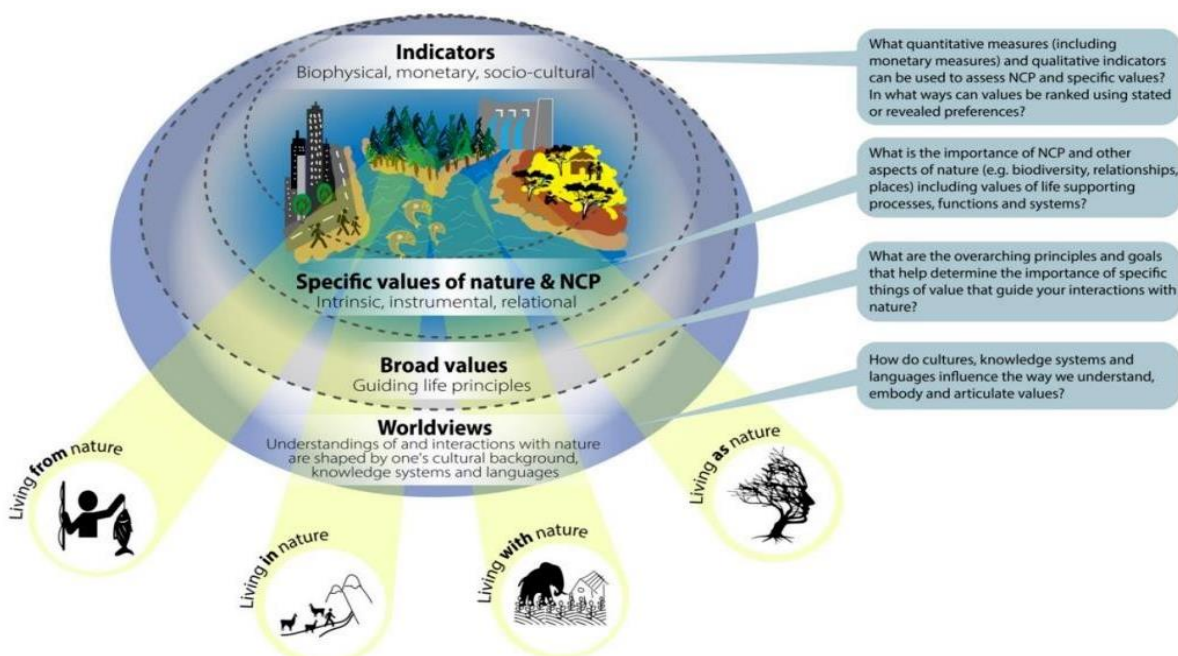
National Biodiversity Authority and State Biodiversity Boards

National Biodiversity Authority

The National Biodiversity Authority (NBA) is a statutory autonomous body, headquartered in Chennai, under the Ministry of Environment and Forests, Government of India established in 2003 to implement the provisions under the Act. State Biodiversity Boards (SBB) has been created in 29 States along with 31,574 Biological management committees (for each local body) across India.

Functions

- Regulation of acts prohibited under the Act



- ❖ Advise the Government on the conservation of biodiversity Advise the Government on selection of biological heritage sites
- ❖ Take appropriate steps to oppose the grant of intellectual property rights in foreign countries, arising from the use of biological resources or associated traditional knowledge.

Regulations

A foreigner, non-resident Indian, as defined in the clause (30) of section 2 of The Income-tax Act, 1961, or a foreign company or body corporate need to take permission from the NBA before obtaining any biological resources or associated knowledge from India for research, survey, commercial utilisation. Indian citizens or body corporates need to take permission from the concerned State Biodiversity Board.

Result of research using biological resources from India cannot be transferred to a non-citizen or a foreign company without the permission of NBA. However, no such permission is needed for publication of the research in a journal or seminar, or in case of a collaborative research made by institutions approved by Central Government.

No person should apply for patent or other form of it is very useful to studied the convention related so that people should known about this act which provide sufficient information on the public figure that breeding is very useful subject to studied and it is very important learning to have very intelligent professors who can guide intellectual property protection based on the research arising out of biological resources without the permission of the NBA. The NBA while granting such permission may make an order for benefit sharing or royalty based on utilisation of such protection.

Bio Diversity Management Committee (BMC)

The main function of the BMC is to prepare People's Biodiversity Register (PBR) in consultation with local people. The Register shall contain comprehensive information on availability and knowledge of local biological resources, their medicinal or any other use or any other traditional knowledge associated with them.

As per the Act, the local bodies constitute the BMC in accordance with Section 41, within their area of jurisdiction for the purpose of promoting conservation, sustainable use and documentation of biological diversity including preservation of habitats, conservation of land races, folk varieties and cultivars, domesticated stocks and breeds of animals, micro-organisms and chronicling of knowledge relating to biological diversity. The BMC consists of a Chairperson, and six persons nominated by local bodies, including 1/3rd women and 18% SC/ST. In Andhra Pradesh 14157 committees are working in the theme.

The functions of BMCs are as under:

1. Prepare, maintain and validate People's Biodiversity Register (PBR) in consultation with the local people. The BMC is to maintain a Register giving information about the details of biological resources and traditional knowledge available within the jurisdiction of BMC.
2. Advice on any matter referred to it by the State Biodiversity Board or Authority for granting approval, to maintain data about the local vairs and practitioners using the biological resources

Penalties:

If a person, violates the regulatory provisions he/she will be "punishable with imprisonment for a term which may extend to five years, or with fine which may extend to ten lakh rupees and where the damage caused exceeds ten lakh rupees, fine may commensurate {be in proportion} with the damage caused, or with both. Any offence under this Act is non-bailable and is cognizable.



CHAPTER - 10

Navaratnalu

The Government is committed for the Welfare and Development of all segments of the Society and aimed to revamp delivery systems in the state to improve the living standards of the people through the concept of “Navaratnalu” as core theme of governance. In order to achieve this objective, the Government have reorganized the entire administration right from the Village level to State level. As a part of this, and to implement Navaratnalu Government has established village/Ward Secretariats system & Village / Ward Volunteer system.

Navaratnalu Scheme includes the nine assurances given by the Government in the form of nine large – scale welfare schemes.

Details of the Navaratnalu:

- The primary focus of Government of Andhra Pradesh is, on enhancing the quality of life and wellbeing of its citizens through Navaratnalu.
- For this Government has kept focus on high-quality education and healthcare, increased productivity in agriculture and allied activities, creation of employment in Government Sector and by promoting Industries and Service Sectors etc.
- As a whole, the State Government wants to ensure good governance to its people.

- **YSR Rythu Bharosa**
- **Jagananna Vidhyadeevena**
- **YSR Arogyasri**
- **Jagananna Amma Vodi**
- **YSR ASARA**
- **YSR Gruha Nirmana Pathakam**
- **YSR Pension Kanuka**
- **Jalayagnam**
- **Madhyapana Nishedam**

- ❖ **YSR Rythu Bharosa:** The Farmers in Andhra Pradesh need capital to purchase inputs required for cultivation to achieve higher production and productivity and to reduce the debt burden, Rs. 13,500/Year (Rs 67,500 in 5 years) financial assistance to farmers
- ❖ **Jagananna Vidhyadeevena:** Poor families does not have sufficient income to send their children for higher education, leading them settle for unskilled or semi-skilled jobs. Government plans to provide a comprehensive fee reimbursement scheme, in line with late Chief Minister Dr. YS Rajasekhara Reddy’s vision. Total fee would be paid to college. In addition to fee Rs 20000/Year will be given towards food,

accommodation, travel, books etc., to the student. Additional 20,000 will be given to Candidate directly through DBT.

- ❖ **YSR Arogyasri** : To provide better and quality Medical facilities to the poor and middle class people through Super Speciality/ Corporate Hospitals at free of cost.
- ❖ **Jagananna Amma Vodi** : As part of Navaratnaalu, the Government is taking the burden of children education, which in turn increase literacy and builds trust and hope among the poor about their future. Parents of the students would feel more secured of their children's future by as Govt is taking care of their children education expenses. All students @ one per family studying in Government/private schools would be entitled to get an amount of Rs 15000/- per year commencing from Jan'26th 2020 , which would be credited into SB A/C of student's mother directly.
- ❖ **YSR ASARA**: To remove the debt burden of SHG women and Revival of the SHGs and to improve their quality of life.
- ❖ **YSR Gruha Nirmana Pathakam** : Hon'ble Prime Minister of India started PM Awas Yojana scheme to construct 2 crore houses by 2022. Hon'ble CM decided to construct 25 lakh Houses by 2024. The Houses constructed with a plinth area of 300 Sft under PMAY-Urban will be given free of cost to the beneficiary. 25 lakh House site pattas will be given to beneficiaries on Ugadi 2020, 6.25 lakh dwelling units will be constructed every year and 25 lakh units will be completed by 2024.
- ❖ **YSR Pension Kanuka** : State Government announced Navaratnalalu program for the development and welfare of all sections of the people in the society. As part of Navaratnalalu Government decided to increase the pension amount and reduced the eligibility age for Old Age People. Government determines to eliminate the difficulties and problems of the poor and weaker sections. YSR Pension Kanuka desires to provide dignified life to Senior Citizens, widows, Otherwise abled, HIV sufferers, kidney patients and Transgender etc
- ❖ **Jalayagnam** : Optimum utilisation of River waters Utilisation of rainwater Completion of Polavaram and Velugonda and all other Projects on war foot basis Diversion of Godavari River water to Krishna and Penna Rivers and solve the Problems of drinking water and Irrigation in Rayalasila , Southern Coastal and Northern Coastal Districts.
- ❖ **Madhyapana Nishedam** : Addiction to liquor is creating disputes in family and adversely affecting health and wealth. To improve Physical and psychological health Enhance happiness in the family Human Relations will be improved.



CHAPTER - 11

Protection of property 188 G.O.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Panchayat Raj & Rural Development Department – Rules relating to Andhra Pradesh Gram Panchayat (Protection of property) Rules – Orders – Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (Pts.IV) DEPARTMENT

G.O.Ms.No. 188

Dated: 21st July, 2011

Read the following:-

1. From the Hon'ble Supreme Court of India, Order dt.28.1.2011 in Civil Appeal No.1132/2011 SLPC.No.3109/2011 filed by Jagpal Singh and others versus State of Punjab and others.
2. From the CPR&RE, Hyd., D.O.Lr.No.2920/ CPR & RE/D2/2011, dt.2.4.2011 and Letter dt.17.05.2011.

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ORDER:

The Hon'ble Supreme Court of India, in its order dated 28.1.2011 in Civil Appeal No.1132/2011 @ SLP C.No.3109/2011 filed by Jagpal Singh and others versus State of Punjab and others has given directions to the all the State Governments that the State Governments to prepare scheme for eviction of illegal / unauthorized occupation of Gram Sabha / Gram Panchayats / Poramboke / Shamlat lands and the same should be restored to the Gram Sabha / Gram Panchayat for the common use of villagers of the Village. The said scheme should provide for the speedy eviction of such illegal occupants, after giving him/her a show cause notice and a brief hearing. Keeping in view said judgment of the Hon'ble Supreme Court of India, the Government have examined the matter in accordance with the provisions of the Andhra Pradesh Panchayat Raj Act'1994 (Act No.13 of 1994) and decided to issue the following rules.

The following Notification will be published in the Extra Ordinary Issue of the Andhra Pradesh Gazette, Dated 22.07.2011.

NOTIFICATION

In exercise of the powers conferred under sub-section (1) of Section 268 of the Andhra Pradesh Panchayat Raj Act'1994 (Andhra Pradesh Act No.13 of 1994), the Governor of Andhra Pradesh here by makes the following rules.

RULES

1. Short title:-

- (i) These rules may be called the Andhra Pradesh Gram Panchayats (Protection of property) Rules, 2011.
- (ii) These rules shall come into to force with immediate effect.

2. Classification of Gram Panchayat properties :-

- (1) The lands belonging to Gram Panchayats shall be classified into three categories as follows:-

(i) CATEGORY- A: OWN AND ACQUIRED

All general roads and drains, cattle pounds, cattle sheds, common market areas, 10% open spaces in layouts, existing parks, lands purchased by the Gram Panchayats.

(ii) CATEGORY-B: GIFTS, DONATIONS, TRANSFER OF LANDS to Gram Panchayats.

(iii) CATEGORY-C: VESTED WITH GRAM PANCHAYATS

All public water works, All public water courses, Springs, Reservoirs, Tanks, cisterns, Fountains, Wells, Stand Pipes and other water works (as per section 80 of Andhra Pradesh Panchayat Raj Act) Minor Irrigation Tanks, Tank bunds and all water bodies and vested porambokes (Grazing Lands threshing floors, Burning and Burial grounds, cattle stands, cart stands topes.

(2) The Gram Panchayats shall keep on accumulating properties (category A & B) year by year perpetually, as and when new Layout plans are approved in Gram Panchayat area.

(3) In respect of lands identified under categories A & B, the responsibility of protection of such lands lies solely with the Gram Panchayat.

(4) In respect of category 'C' lands, the Protection of such lands lies not only with Gram Panchayat but also with Revenue Department.

3. Procedure to be followed for protection of Gram Panchayat Properties:-

(a) Preparation of inventory:

- (i) The executive authority (Panchayat Secretary) of the Gram Panchayat shall prepare inventory of landed properties of the Gram Panchayats based on FMB (Field Measurement Book) / FSA (Field Survey Atlas) and field inspections.
- (ii) District Collectors shall instruct the Tahsildars to provide the above information to the executive authority (Panchayat Secretary).
- (iii) Web based solutions may be evolved over a period of time to locate Gram Panchayat lands in the public domain.

(b) Validation in Gram Sabha and Gram Panchayat:

- (i) After obtaining the land inventory details the executive authority (Panchayat Secretary) shall convene Grama Sabha and validate the information.
- (ii) Later the Gram Panchayat shall convene its meeting to discuss and approve the land inventory details by passing a resolution.

- (iii) If any objections are received in the Grama sabha and Grama Panchayat meetings, the same shall be settled as per the recorded evidence.

(c) Gazette publication and placing in web:

- (i) The Gram Panchayat land inventory details approved by the Gram Panchayat shall be published in the District Gazette.
- (ii) The information published in the district Gazette may be placed in the web domain and updated from time to time.

4. EVICTION OF ENCROACHMENTS:

- (i) Where it is brought to the notice that any property of the Panchayat is under occupation of any persons the Executive authority (Panchayat Secretary) shall serve a notice to the party concerned and give a brief hearing before proceeding for eviction.
- (ii) Suitable orders shall be passed by the Executive authority (Panchayat Secretary) before actual eviction takes place.
- (iii) The Divisional Panchayat Officer will conduct a monthly review of these cases for protecting Gram Panchayat properties in his jurisdiction through monitoring the process of eviction. He will also give periodical reports to District Panchayat Officer, who will review the cases once in two months.
- (iv) The Executive authority (Panchayat Secretary) may take necessary assistance from the police as per section 139 of the Andhra Pradesh Panchayat Raj Act'1994.
- (v) The evicted property of the Gram Panchayat shall be protected by making fencing or by constructing a compound wall depending on the value of the property and by displaying a notice board.
- (vi) A permanent register on encroachment of Panchayat properties shall be maintained in all Gram Panchayats and the same will be validated in the Gram Sabha and Gram Panchayat meetings at least twice in a year.
- (vii) Aggrieved parties may file representations to the Executive authority (Panchayat Secretary) concerned by marking a copy to the Divisional Panchayat Officer.
- (viii) The petitions filed by the aggrieved parties will be monitored and disposed of by the Divisional Panchayat Officer / District Panchayat Officer.

5. ADMINISTRATIVE ARRANGEMENTS : A separate cell at district level in the Office of the District Panchayat Officer by name Gram Panchayat (Protection of properties) shall be constituted to monitor and protect Gram Panchayat properties from time to time.

6. The supporting staff for taking up these activities at the Divisional Panchayat Office / District Panchayat Office shall be provided as per necessity, from out of the available Junior Assistants to assist the Divisional Panchayat Officer / District Panchayat Officer in the eviction process from time to time.

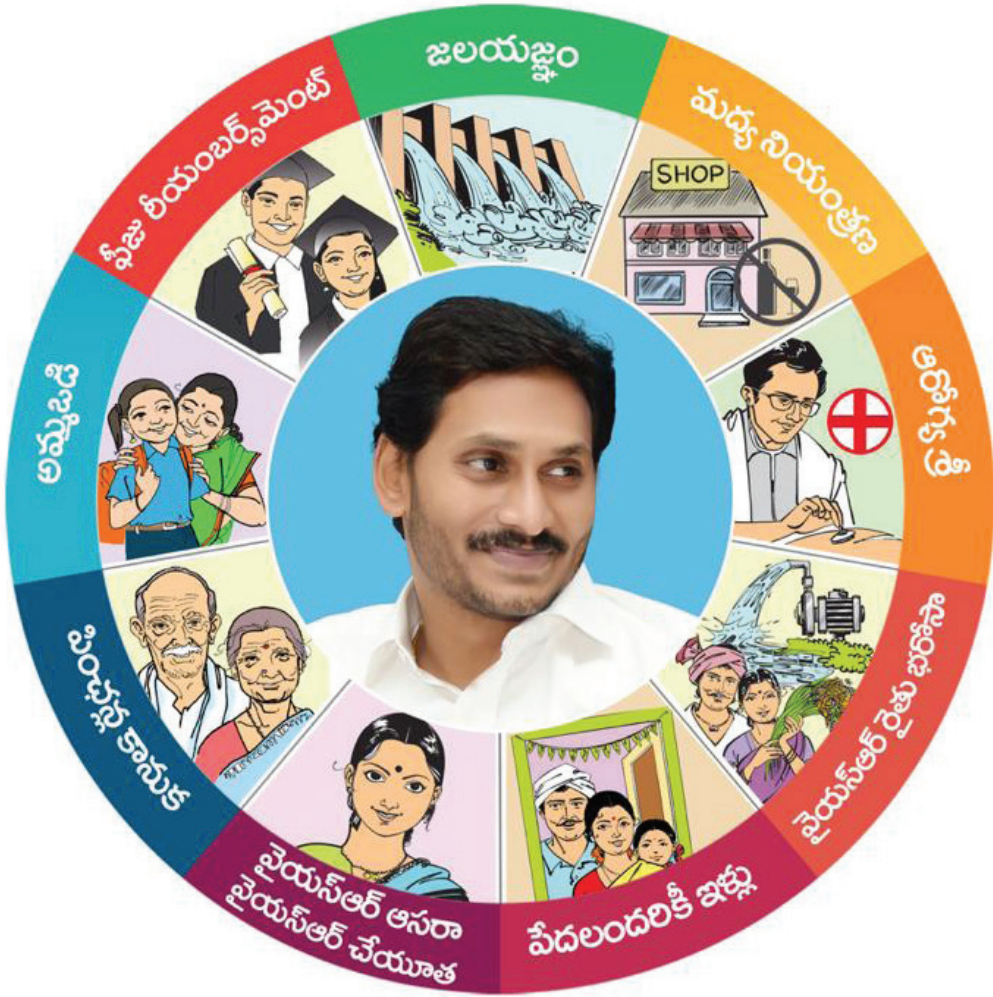
7. At District level a High Power Committee shall be constituted with the following Officers to meet every three months and review the progress of identification and removal of encroachments.

1) District Collector	–	Chairman
2) Joint Collector	–	Member
3) Superintendent of Police	–	Member
4) Superintending Engineer (P.R)	–	Member
5) Superintending Engineer (R&B)	–	Member
6) Superintending Engineer (Irrigation)	–	Member
7) Assistant Director (Survey & Land Records)	–	Member
8) Assistant Director (Mines)	–	Member
9) District Panchayat Officer	–	Member Convenor

8. At Commissionerate level, a Vigilance & Enforcement Wing shall be constituted with Additional Commissioner / Deputy Commissioner to protect the Gram Panchayat properties and to monitor the activities of district level Cells.

9. Regulation of any matter:-The Commissioner, Panchayat Raj and Rural Employment shall be the final authority in regard to the regulation of any matter arising out of the application of these rules.

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