

Checklist for Decentralised Planning

**Annual Plan Discussion
2007-08**

State:

Contents

Table showing the pattern of the Checklist

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Total 25 questions

Aspect I: Prerequisites for Decentralised Planning:

Section I-A: Activity Mapping:

SI	COMPONENT	YES / NO	REMARKS
1	Whether activity mapping has been undertaken by the State Government? Give details		
2	If so, for how many functions as listed in the Eleventh Schedule?		
3	Does activity mapping cover the sectors listed in the Planning Commission guidelines dated 26-8-2006 at Para IV(2)?		
4	How many departments are covered by Activity Mapping?		
5	In pursuance of Activity Mapping, have individual departments issued orders notifying the devolution of activities to Panchayats? If so, provide details of the number of departments that have done so. Alternatively, has a combined official notification been issued?		

Overall comments and assessment:

Table 1-b Urban Local Bodies Plan:

S.No.	Sector	Local Body's Own Plan	Implementing Agency Plan				Total
			State Plan	CSS	EAP	Total	

Table 2: Abstract of own revenues and devolved funds:

Table 2-a Own Sources of Revenue:

Sl no.		
1	<i>Estimated collection of own tax and non-tax revenues</i>	
2	<i>Estimated contribution by the communities themselves. Other than through Panchayat taxes etc.</i>	
3	<i>Any other own source</i>	
4	<i>Total Own resources available for development</i>	

Table 2-b Resources devolved from higher levels:

1	<i>Transfers by State Finance Commission for development purposes</i>	
2	<i>Twelfth Finance Commission grants passed on by the State Government.</i>	
3	<i>Any other Untied grants for local planning.</i>	
4	<i>Grants for State Plan schemes assigned for implementation through Local Governments.</i>	
5	<i>Grants in respect of Centrally Sponsored Schemes that have been assigned to the local bodies for the purposes of implementation.</i>	
6	<i>Grants for Externally supported schemes assigned for implementation through Local Governments.</i>	
7	<i>Total</i>	

	<i>Grand Total of Tables 1 and 2.</i>	
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Overall comments and assessment:

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Section I-C: District Planning Committees:

S.No	COMPONENT	YES / NO	REMARKS
1	Whether District Planning Committees (DPCs) have been constituted as envisaged in the constitution, with 80% members being elected from the elected members of the District Panchayat and ULBs in each district and the remaining 20% being nominated by State governments.		
2	Has the State Government issued guidelines for the functioning of DPCs?		
3	Has the State Government issued detailed guidelines for district planning?		
4	If district planning guidelines have been issued, do they meet the points contained in the Checklist, placed at Table 3? (see next page)		

Table 3: Checklist of essential points to be contained in the decentralized Planning guidelines of States:

S.No.	Essential points		Whether contained or otherwise (Y/N)	
A	General points: Do the guidelines provide for			
1	each Panchayat and Municipality to be treated as a planning unit?			
2	district plan to be built up through consolidation and integration of plans of Panchayats and Municipalities as a composite whole?			
3	Display of the main Items of data for District Plan Proposals (Please see Table 4)			
4	A time Table for Plan Finalisation (please refer Table 5)			
5	Gender Budgeting	a	Do the guidelines provide for generation and collection of gender dis-aggregated data?	
		b	Have processes of inclusion specifically provided for consultation with women so as to establish gender equity in participation and decision making?	
		c	Do the guidelines provide for the listing of schemes and programmes which are gender specific?	
6	Do the guidelines emphasize	a	Mutual reinforcement of sectoral programmes?	
		b	Back-and-forth consultation to temper and prioritize needs to fit resource availability?	

B	Whether guidelines provide for the following broad sequence of steps.		
1	decentralized envisioning and stocktaking exercise*		
2	Planning exercise at each local body level*		
3	Consolidation and integration exercise for all stakeholders*		

*Further details in respect of the above points are captured in the tables overleaf.

B-1	Decentralized envisioning and stocktaking exercise	
a	Whether vision building guidelines includes articulation of goals and outcomes addressing:	
i	human development indicators	
ii	infrastructure development	
iii	development in the productive sector (agriculture and industry)	
b	Process of building a district vision – do the guidelines provide that the envisioning process includes:	
i	discussion in Panchayats and municipalities.	
ii	Use of HDR Reports of States	
iii	a parallel stock taking exercise, which includes:	Taking stock of own revenue raising capability of Panchayats
		Intimating available order of financial resources for planning at local levels.
		Physical assets available at Panchayat level
		Assessing natural resources and preparing a natural Resource Database
		Use of IT in the maintenance of databases

B-2	Planning exercise at each local body level	
	Gram Panchayat	
1	Do the guidelines prescribe a general format for a Gram Panchayat level participatory plan?	
2	Whether the process of Gram Panchayat level planning in the guidelines include the following steps and prescribes a sequence for the same?	
a	Consultation with people	
i	Conduct of Gram and Ward Sabhas	
ii	Participative Citizens Survey	
iii	Making commitments to the people on good governance	
b	Matching of resources to the plans:	
i	Classifying each need into a matrix	
ii	Assigning specific purpose grants	
iii	Assigning part – untied funds	
iv	Assigning fully untied funds	
v	Provisions for adapting changes to Plans, in case of unforeseen circumstances, such as natural disasters	

Intermediate and District Panchayat

i	<i>Have processes and formats for Intermediate Panchayat level plans been prescribed?</i>	
ii	<i>Has provision been made for the development of the vision of the intermediate and district Panchayats?</i>	
iii	<i>Has provision been made for the preparation of sectoral plans based on the Activity Mapping for the Intermediate Panchayat and the District Panchayat.</i>	
iv	<i>Has provision been made in the guidelines for Planning for Inter Village / Multi village schemes and projects by the Intermediate Panchayats?</i>	
v	<i>Has provision been made in the guidelines for Planning for Inter-Block and larger Multi village schemes and projects by the District Panchayats?</i>	

B-3	Consolidation and integration exercise for all stakeholders.	
1	<i>Do the guidelines stipulate the process of consolidation of plans by the DPC?</i>	
2	<i>In particular, has provision been made in the guidelines for integration of larger projects in the district sector, with State level projects?</i>	

Overall comments and assessment:

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Section I-D. Data Collection:

S. No	COMPONENT	YES / NO	REMARKS
1	Has the state government compiled essential data as listed in Table 4 from Central and State departments and district statistical organizations (both central and state), so as to assist the Panchayats in planning?		

Table 4

Sl. No	Indicators	Possible Data Sources	
A. General Indicators			
1	Population by sex, general and SC by sex, age and by social group	Census, 2001	
2	No. of Gram Panchayat, no. of elected representatives, by sex and by Social Group. Year of last election	State Panchayat Dept.	
3	Natural endowments in the Block (resource mapping) and water sources	PR Dept., Forestry, Water resources	
4	% of population affected by natural calamities, by type, (last 5 years)	Panchayat Dept	
B. Educational attainments			
1	Literacy levels of people by social groups and by sex	Census 2001	
2	Enrolment rate, drop out rate, by sex	DISE, NIEPA	
3	Teacher-pupil Ratio % of trained teachers, Primary/ Higher Sec.	DISE, NIEPA	
4	Number of schools, Primary, Secondary and Higher Sec.	DISE, NIEPA	
5	Number of Arts and Science colleges, Engineering Colleges, Medical Colleges, ITI's etc., vocational institutes, etc.	Education Dept.	
6	Access to School, (by distance,	Education	

	<i>within the village, upto 2 km, 2-5 km, beyond 5 km)</i>	<i>Dept.</i>	
C. Health indicator attainments			
1	<i>Birth rate, death rate and infant mortality rate</i>	<i>Civil Registration Scheme /District Statistics Unit</i>	
2	<i>Age distribution of people by sex</i>	<i>Census 2001</i>	
3	<i>Population covered by PHC/Sub Centre in the Block</i>	<i>Health Department</i>	
4	<i>Population covered by ICDS</i>	<i>Women and Child Dept.</i>	
5	<i>Number of Health workers, ANM's ICDS workers</i>	<i>Health Dept./W and CD Dept</i>	
6	<i>Average no.of Doctors, and paramedical staff per PHC/Sub Centre</i>	<i>Health Department</i>	
7	<i>Number of Govt. Hospitals/Private hospitals, Clinics, etc.</i>	<i>Health Department</i>	
8	<i>Number of posts sanctioned (PHC/Sub Centre, ICDS) and no. of posts filled</i>	<i>Health Department</i>	
D. Income and Poverty indicators			
1	<i>Number of families below poverty line as per BPL census (2002) line, by social group as per BPL Census (2002)</i>	<i>RD Department</i>	
2	<i>Poverty profile, as per BPL coding</i>	<i>RD and Panchayat department</i>	
	<i>no. of households without pucca house,</i>		
	<i>frequency distribution of households by land possessed,</i>		
	<i>occupation,</i>		
	<i>education standard,</i>		
	<i>indebtedness, Ownership of assets etc.</i>		
3	<i>Estimated number of working children (Child labour)</i>	<i>RD/Panchayat, Labor Dept.</i>	

4	<i>Major crops grown, area under crops and average yield rate of major crops or crops, area irrigated/unirrigated</i>	<i>Agri Dept./ TRS/LUS statistics & Crop Estimation Surveys</i>	
5	<i>Number of enterprises as per Economic Census (98/2005), no. of workers, list of any major Census 1998/2005 by category of NIC, no.of workers</i>	<i>Economic Census/DI C data base</i>	
6	<i>Number of employed, no.of unemployed, educated employed by sex and educated unemployed by sex</i>	<i>Panchayat s/RD/Labo ur Dept.</i>	
7	<i>Number of landless labour, agriculture labour and other labour by sex</i>	<i>Panchayat/ RD/Labour Dept.</i>	
8	<i>Per capita consumer expenditure of people below poverty line</i>	<i>RD/Panch ayts Dept (BPL Census)</i>	
9	<i>Wage rate for skilled/unskilled labour</i>	<i>Labour Dept./Labo ur Bureau</i>	
10	<i>Food security – items supplied through PDS, PDS price vis-à-vis market price for items, quality of items supplied as per consumers assessment</i>	<i>Food and Civil Supplied Dept.</i>	
E. Infrastructure and other facilities			
1	<i>Whether all villages are connected by Pucca road with Block hq., if not by kutcha road/semi pucca road</i>	<i>RD/Plannin g Dept./Panc hayat</i>	
2	<i>District to nearest Town, Railway Station, Bus stand, Police Station if not located within the block</i>	<i>RD/Plannin g Dept.</i>	
3	<i>Percentage of villages not electrified</i>	<i>Panchayat/ Planning Departmen ts, SEBs</i>	

4	<i>Distance from nearest agricultural marketing centres</i>	<i>Panchayat Department</i>	
5	<i>Number of commercial banks, banks/rural RRBs, Cooperative banks</i>	<i>Agriculture Department/RD Dept.</i>	
6	<i>Existence of money lenders (Yes/No)</i>	<i>RD Dept./Agriculture Dept</i>	
F. Agriculture and related sectors			
1	<i>Principal items as applicable in each case</i>	<i>RD Dept./Agriculture Dept</i>	
G. Industries: Traditional and small			
1	<i>Principal items as applicable in each case</i>	<i>Industries Dept</i>	

Overall comments and assessment:

Aspect II. The process of District Planning:

Section II-A: Preparation of Plans by each Local Government:

S.No	COMPONENT		YES / NO	REMARKS
1	Taking into account the resources indicated in Tables 1 & 2, have separate participative plans have been prepared at:	a	each village panchayat	
		b	each intermediate panchayat	
		c	each district panchayat	
		d	each urban local government	
2	Whether participative plans have been made public and is available in the public domain	a	each village panchayat	
		b	each intermediate panchayat	
		c	each district panchayat	
		d	each urban local government	
3	Whether the participative plans have been inclusive of gender and have included gender budgeting?	a	Has any dissemination been done of the gender budgeting process, through a gender budget circular being circulated and discussed in the district envisioning workshops?	
		b	Is there a quantification of allocation of resources for women?	
		c	Were key Gender issues defined during the Programme Identification Stage?	

		d	Has each Panchayat conducted a situational analysis of gender disaggregated data?		
		e	Were gender related hindrances and constraints concerning implementation of ongoing schemes were analyzed during the planning process?		
4	Has district planning preparation followed the timelines contained in the Guidelines of the Planning Commission? Details may be furnished in Table 3 below:				

Table 5: Calendar for preparation of plans:

Sl.	Activity	To be completed by	Remarks
1	<i>State Level Workshop for all Chairpersons, vice-chairpersons and member convenors of all DPCs.</i>	<i>May, 2006</i>	
2	<i>First meeting of District Planning Committee to discuss the guidelines and constituting Sectoral Sub Committees for preparation of District Vision and perspective plan</i>	<i>June, 2006</i>	
3	<i>Formulation of District Vision</i>	<i>by July 2006</i>	
4	<i>Approval of District Vision by DPC and sending the same to all LB's</i>	<i>July, 2006</i>	
5	<i>District Level Workshops</i>	<i>Aug '06</i>	
6	<i>Block Level Workshop</i>	<i>Aug '06</i>	
7	<i>Meeting of Local Bodies to discuss the guidelines and constituting Working Groups</i>	<i>September, 2006.</i>	
8	<i>Formulation of Local Bodies Vision</i>	<i>Sept 2006</i>	

9	<i>Approval in the General Body meeting of LBs</i>	<i>October , 2006</i>	
10	<i>Conducting Grama Sabha/Ward Sabha</i>	<i>Oct-Nov 2006</i>	
11	<i>Development Seminars</i>	<i>Nov-Dec 2006</i>	
12	<i>Preparation of Final Local Bodies' Five Year Plans by Working Groups</i>	<i>January , 2007</i>	
13	<i>Consolidation of Final Local Bodies' Five Year Plans</i>	<i>January , 2007</i>	
14	<i>Submission of Local Bodies Five Year Plans to DPC</i>	<i>January , 2007</i>	
15	<i>Discussion with representatives of Local Bodies and approval by DPCs</i>	<i>February, 2007</i>	
16	<i>Approval by DPCs</i>	<i>March, 2007</i>	
17	<i>Bringing out Development perspective of the District and Local Bodies' Five Year Plans and Annual Plan 2007-08.</i>	<i>March, 2007</i>	

Overall comments and assessment:

Section II-B: Consolidation of PRI and ULB Plans by the DPCs:

S.No			COMPONENT	YES / NO	REMARKS
1	Whether District Plans have been consolidated as per Article 243 ZD of the Constitution from the plans of PRIs and ULBs?	a	Has the District Plan presented the break-up of the rural component of the plan Gram Panchayat, Intermediate Panchayat and District Panchayat Wise?		
		b	Has the DPC consolidated the Panchayat plans and the urban area plans? Is this consolidation manifested in the plan document?		
		c	Whether there has been physical integration of the plans of Rural and Urban Local Bodies with the elements of the State Plan that are physically implemented within the geographical confines of the district?		
2	Whether the District Plan process has been an integral part of the process of preparation of state's Eleventh Five Year Plan (2007-2012) and the annual plan 2007-2008 and covers the following three aspects.				
3	Does consolidation by the DPC take the following into account:	a	Plan emerging from activities of people's groups such as SHGs,		
		b	Plans of Co-operatives etc.		
		c	Plan emerging from financial institutions including local Commercial Banks, NABARD, Co-operative Banks etc.		
		d	Plans of International Non-Governmental Organizations (INGOs)/NGOS and Bilateral Agencies operating in the District.		
		e	Plans of other private agents that would either have an		

			impact on the activities of the government or would need the government to respond to those developments insofar as its own areas of functioning/service delivery are concerned.		
4			Has an MIS been developed for feed back from implementing agencies on Gender budgeting targets and priorities?		

Overall comments and assessment:

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Section III-C: Presentation of Consolidated District Plans along with State Plan proposals for the Eleventh Five Year Plan/Annual Plan 2007-08:

S.No	COMPONENT	YES / NO	REMARKS		
1	Has a summary of District Plans been presented in the format indicated in Section IV of the Planning Commission's circular dated 26-8-06, along with State Plan proposals for the Annual Plan 2007-08?				
2	Does the vision contained in the district for the district cover the following sectors?	a	Agriculture and allied sectors		
		b	Availability and development of water sources.		
		c	Drinking water and sanitation		
		d	Literacy, school education.		
		e	Health and medical facilities		
		f	Poverty reduction and basic needs		
		g	Gender and children		
		h	Social Justice – SC/ST, Persons with disability etc.		
		i	Industries – especially traditional, small industries including food processing		
		j	Infrastructure including power		
3	Are the following questions relating to gender equity in planning adequately addressed ?	a	Has the local level Gender Plan been compiled and circulated to all sector heads at the District level?		
		b	List of schemes and programmes which are gender specific, briefly indicating activities undertaken under each programme for women,		
		c	Indicating expected output indicators like number of women beneficiaries,		
		d	Would there be an increase in employment of women, post project increase in Resources/ income/skills etc.?		

		e	Are the allocation of resources quantified in the annual plan annual budget and physical targets for major social sector Ministries like Health and Family Welfare, Education, Rural Development, where women constitute a significant part of the beneficiaries?		
		f	Are the pro-womens' allocation quantified in the allocations for Agriculture and Cooperation, Small Scale Industries, Agro and Rural Industries?		
		g	Has the adequacy of resource allocation in terms of population of targeted beneficiaries that need the schematic intervention concerned, been analysed?		
		h	Are users/beneficiaries being categorized by sex to the extent feasible?		

Overall comments and assessment:

