

# VILLAGE POVERTY REDUCTION PLAN- Handbook



**Kudumbashree National Resource Organization**



Aajeevika  
National Rural Livelihoods Mission  
Government of India



Kudumbashree  
Kerala State Poverty Eradication Mission  
Government of Kerala

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## MESSAGE

Deendayal Antyodaya Yojana-National Rural Livelihood Mission (DAY-NRLM), since its early days, has launched various innovative projects which have been instrumental in bringing about transformation in communities across the country. One of the thrust areas of the mission has been in helping communities access their entitlements; this meant communities working closely with the government, and more so with Gram Panchayats.

Being constitutionally mandated local governments for economic development and social justice, Grama Panchayats should be natural allies of the Self Help Groups (SHGs) of women and their federations under the DAY-NRLM fold. This relationship, however, has not been matured to the desired levels to make both the institutions benefit out of it.

Gram Panchayat Development Plan (GPDP) offers Gram Panchayats an opportunity to take up leadership role by engaging the community in the preparation of local development plans. SHGs and their federations can use this opportunity not only to improve the entitlements under various programmes but in deepening systems of participatory democracy at the local level.

Village Poverty Reduction Plan (VPRP) has been designed in such a way that the SHGs are able to carve out an alternate space for advancing the interests of the poor in the areas of public service delivery and poverty alleviation. SHGs and their federations are trained in preparing demand plans through participatory processes which can then be integrated with the development plan. Plans are being made considering all the 29 subjects in the Part XI of the Constitution. It is a pleasure to know that Kudumbashree National Resource Organization in partnership with DAY-NRLM has developed a handbook for the preparation of Village Poverty Reduction Plans. The handbook is a consolidation of the experiences of Kudumbashree NRO in supporting their partner States for the preparation of VPRP as part of the PRI-CBO Convergence Project.

I wish that the State Rural Livelihood Missions use this handbook for enhancing the capacities of SHGs in claiming their legitimate citizenship space in matters relating to local governance in general and participatory planning process in particular.

Wish you all the best for the coming season of festivals.

[Nagendra Nath Sinha]

S. Harikishore IAS  
Executive Director, Kudumbashree



## FOREWORD

National Rural Livelihoods Mission (NRLM) has evolved into the country's flagship programme in poverty eradication through the promotion of women's self-help groups (SHGs) and related institutions. Kudumbashree has been a proud partner in this endeavour, supporting partner States on two domains under NRLM, viz., enterprise promotion, and facilitating women SHGs and Panchayati Raj Institutions (PRIs) to work together. While doing this, Kudumbashree has gained from the partner States as well as from NRLM itself, as the partnership took us to new challenges and possibilities.

Considering the huge resources that the PRIs get through the finance commission's grant, preparation of Gram Panchayat Development Plans (GPDP) has become very important. Bringing the aspirations of rural women into the GPDP not only enriches the plans but enhances women's access to entitlements and support. This is where Village Poverty Reduction Plan (VPRP) becomes an effective tool for development action. Kudumbashree as National Resource Organisation has been working with partner States in firming up a methodology for VPRP for the last few years.

Our experience in VPRP preparation has been really encouraging. Women are able to raise their demands at SHG level, consolidate them at higher levels, and come up with Village level plans. The process of getting these plans integrated with GPDP across various States has really been challenging, yet rewarding. The current handbook is expected to be an effective tool in helping women in the NRLM network in preparing VPRPs. I thank NRLM and the Ministry of Rural Development in providing Kudumbashree the opportunity to work on such an important programme and also to develop this handbook.

I hope that this handbook will be used widely by various SRLMs to help their women's network prepare VPRPs and use them as a means to engage more effectively with local governance.

A handwritten signature in blue ink, appearing to read 'Harikishore', with a horizontal line underneath it.

S Harikishore  
Kudumbashree, Governemnt of Kerala

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## PREFACE

The Finance Commission has enabled transfer of huge grants to the Local Self Governments to plan for their local development. With additional financial resources and greater power, Local Self Governments are required to prepare and implement plans for economic development and social justice for their areas. Gram Panchayat Development Plan is a need-based comprehensive plan prepared for efficient and optimum utilization of available resources to address local developmental issues. Despite significant fiscal transfers under the Finance Commission, MGNREGS and funds generated by the Local Self Governments, larger challenges with regard to participatory processes adopted for planning and implementation of GPDP became evident.

The most effective way to achieve this goal is to involve women's Self-Help Group network under the National Rural Livelihood Mission in this process. The SHG network presents an opportunity to reach the last mile and absorb the demands of even the most vulnerable sections of the society through a plan termed as the Village Poverty Reduction Plan. This plan is prepared through an intensive process and is thus able to reflect the diverse needs of the community by virtue of the widespread SHG network. The ultimate goal is to integrate the VPRP with the GPDP prepared by the Gram Panchayat to ensure that the demands are fulfilled and the people most in need are benefitted. The preparation of VPRP and its integration into GPDP guarantees the representation of demands from all sections of the community, thereby creating a fair, transparent and participatory plan.

This handbook is designed to support any organisation wanting to prepare VPRP for furthering its sustainable development and empowerment agenda. It primarily targets the programme implementation team of any State Rural Livelihood Mission.

The handbook is a consolidation of the learnings, translated into a process, of Kudumbashree National Resource Organisation (KS-NRO) on assisting its nine partner states in India on preparing and integrating Village Poverty Reduction Plan.

## I. ACRONYMS AND ABBREVIATIONS

<b>BPL</b>	Below Poverty Line
<b>CBO</b>	Community Based Organisation
<b>CLF</b>	Cluster Level Federation
<b>CSS</b>	Centrally Sponsored Scheme
<b>EC</b>	Executive Committee
<b>GP</b>	Gram Panchayat
<b>GPDP</b>	Gram Panchayat Development Plan
<b>IHHL</b>	Individual Household Latrine
<b>KYC</b>	Know your Customer
<b>LPG</b>	Liquified Petroleum Gas
<b>LSG</b>	Local Self Governments
<b>ME</b>	Micro Enterprise
<b>MGNREGS</b>	Mahatma Gandhi National Rural Employment Guarantee Scheme
<b>MIS</b>	Management Information System
<b>MoPR</b>	Ministry of Panchayati Raj
<b>MoRD</b>	Ministry of Rural Development
<b>NRLM</b>	National Rural Livelihood Mission

## I. ACRONYMS AND ABBREVIATIONS

<b>NRO</b>	National Resource Organization
<b>NSAP</b>	National Social Assistance Program
<b>PMAY -G</b>	Pradhan Mantri Awas Yojana - Grameen
<b>PMJJBY</b>	Pradhan Mantri Jeevan Jyoti Bima Yojana
<b>PMSBY</b>	Pradhan Mantri Suraksha Bima Yojana
<b>PR</b>	Panchayati Raj
<b>PRI</b>	Panchayati Raj Institution
<b>RF</b>	Revolving Fund
<b>SECC</b>	Socio Economic and Caste Census
<b>SBM</b>	Swachh Bharath Mission
<b>SDP</b>	Social Development Plan
<b>SHG</b>	Self Help Group
<b>SMMU</b>	State Mission Management Unit
<b>SSS</b>	State Sponsored Scheme
<b>VC</b>	Village Council
<b>VO</b>	Village Organization
<b>VPRP</b>	Village Poverty Reduction Plan



VPRP Presentation and submission in West Pilak GP, South Tripura, Tripura

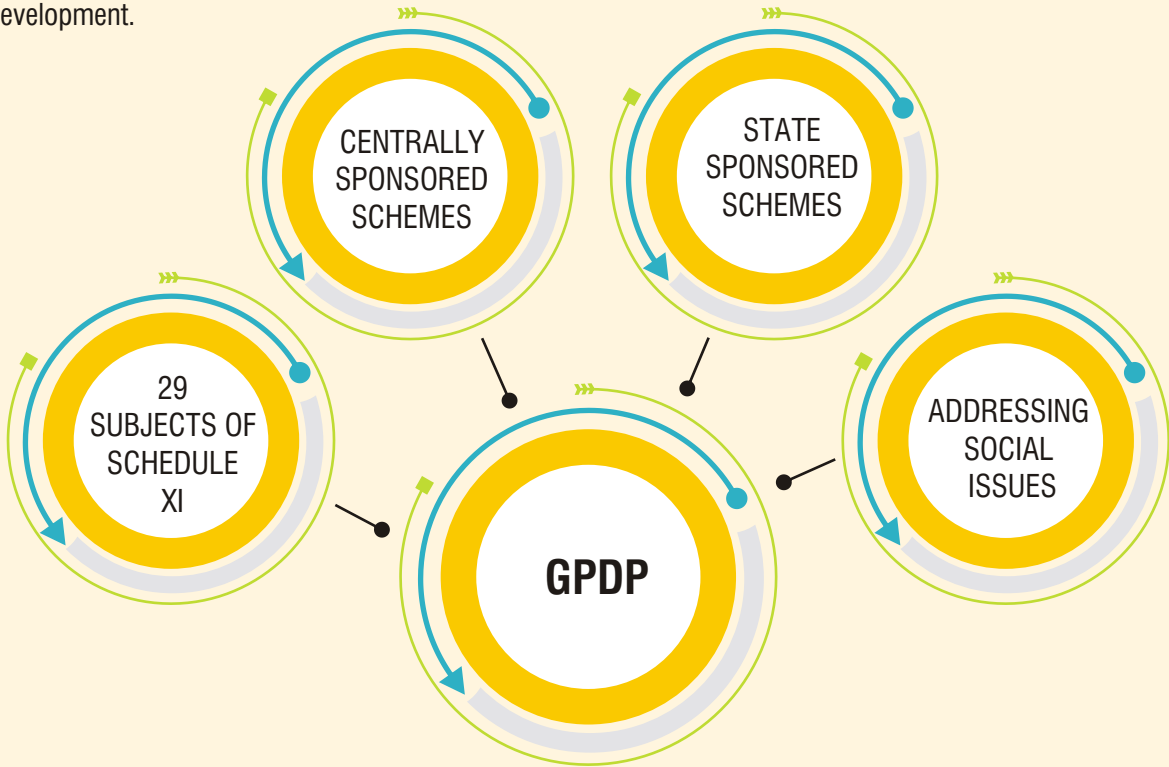


# Gram Panchayat Development Plan

The Article 243G of constitution intended to empower the Gram Panchayats by enabling the State Governments to devolve powers and authority including all 29 subjects listed in the Eleventh Schedule for local planning and implementation of schemes for economic development and social justice. The local bodies play a significant role in the effective implementation of flagship schemes on subjects of national importance for transformation of rural India. In 2015, the Fourteenth Finance Commission grants were devolved to GPs that provided them with an enormous opportunity to plan for their development. Since then, local bodies across the country were expected to prepare context specific, need based Gram Panchayat Development Plan.



Decentralised planning process is the core of local self-government institutions. Thus, the process of GPDP preparation strives to bring together both citizens and their elected representatives in the planning process. GPDP should reflect the developmental issues, perceived needs and priorities of the community including that of the marginalised sections. This can be ensured through convergence with schemes of all related Central Ministries / Departments mentioned in the 29 subjects. In addition to incorporating demands related to infrastructure and schemes, GPDP also has the potential to address the social issues of the community. Thus GPDP process helps in generating collective energy and creating a conducive environment for local development.



## 1.1 29 Subjects listed under Schedule XI

Panchayat plans are expected to cater to the needs of the rural people with respect to 29 subjects mentioned in the Eleventh Schedule of the Constitution of India.

<ol style="list-style-type: none"><li>1. Agriculture.</li><li>2. Land Improvement.</li><li>3. Minor Irrigation.</li><li>4. Animal Husbandry.</li><li>5. Fisheries</li></ol>	<ol style="list-style-type: none"><li>6. Social Forestry.</li><li>7. Minor Forest Produce.</li><li>8. Small scale industries.</li><li>9. Khadi, village and cottage industries.</li><li>10. Rural Housing.</li></ol>	<ol style="list-style-type: none"><li>11. Drinking Water</li><li>12. Fuel and fodder</li><li>13. Roads</li><li>14. Rural Electrification</li><li>15. Non-conventional energy</li></ol>
<ol style="list-style-type: none"><li>16. Poverty alleviation</li><li>17. Education.</li><li>18. Vocational education.</li><li>19. Adult and non-formal education.</li><li>20. Libraries.</li></ol>	<ol style="list-style-type: none"><li>21. Cultural activities.</li><li>22. Markets and fairs.</li><li>23. Health and sanitation.</li><li>24. Family welfare.</li><li>25. Women and child development.</li></ol>	<ol style="list-style-type: none"><li>26. Social welfare.</li><li>27. Welfare of the weaker sections.</li><li>28. Public distribution system.</li><li>29. Maintenance of community assets.</li></ol>

## GPDP AND SHG NETWORK

The preparation of GPDP must ensure people's participation as these plans are prepared to identify and address the needs of all communities through convergence of available resources. As per MoPR guidelines for GPDP, the GP is obligated to include the institutions of poor in the planning process. To realise this objective, it is essential to include formal and informal stakeholders such as CBOs, NGOs and other civil society organisations in the planning process. In the current scenario, the largest community based organisation is the NRLM's women SHG network. This network represents households of various socio-economic backgrounds of the community. Recognising the potential of SHG network, Government of India has mandated the local bodies to incorporate their demands and use their social capital in mobilisation for GPDP



### ROLE OF SHG NETWORK IN GPDP

- ◆ Inclusion of the poor and vulnerable household and ensuring active participation in planning process
- ◆ Identification of local needs, problems and optimum utilisation of available resources.
- ◆ Community monitoring, service delivery and implementation of developmental initiatives
- ◆ Strengthening Gram Sabha- publicity, mobilisation, facilitation and documentation

The upcoming chapter will delve into the methodology to be adopted by the SHG network to prepare, present and incorporate their demands into GPDP.



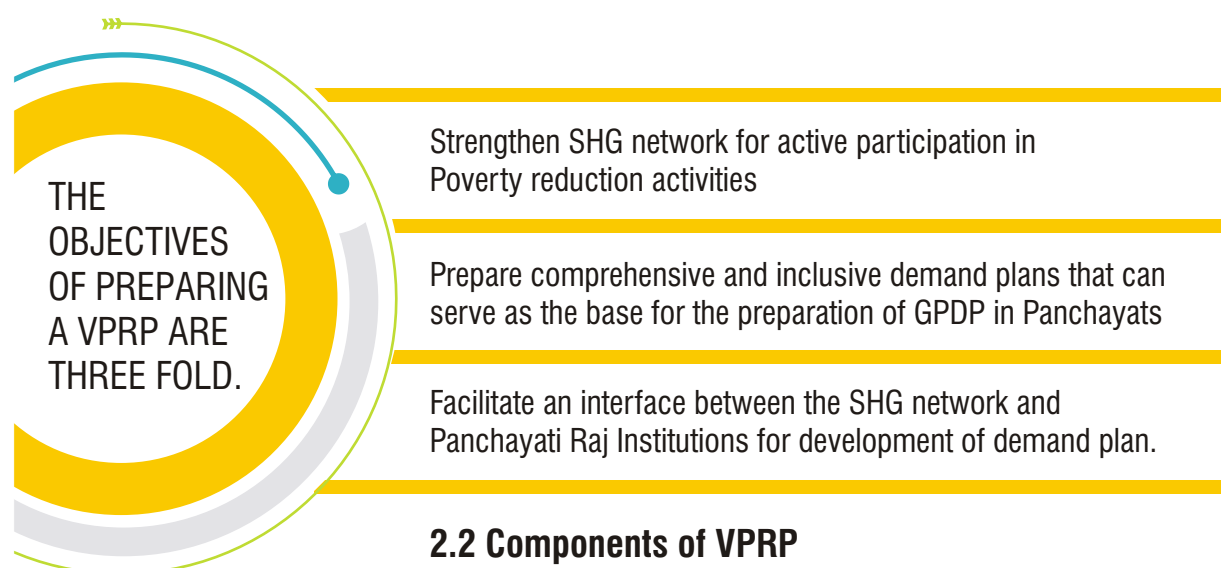
Discussion of Village Poverty Reduction Plan  
with Gram Panchayat President, Kathonigaon GP,  
Nagaon, Assam

# Village Poverty Reduction Plan and Components

The Village Poverty Reduction Plan (VPRP) is a community demand plan prepared by the SHG network which can be further integrated in to the Gram Panchayat Development Plan (GPDP). Realising the importance of VPRP, Government of India has issued letters and advisories directing participation of SHG network. In a letter from MoPR to the States and UTs, it was mandated to promote SHG federations in preparation of GPDP in consultation with the PRIs. Subsequently, a letter was issued on 7th September 2018 by the Ministry of Rural Development mandating the State Rural Livelihood Missions to ensure the SHG demand plans are prepared and presented at the Gram Sabha.

The VPRP process provides the SHG network an opportunity, to raise their demands in a systematic manner. This serves as the mission and plan document around which the Gram Panchayat and the SHG network work together to address the basic needs of the people. It sensitizes the community on the comprehensive manner in which poverty can be addressed. It also generates an awareness on entitlements , planning for financial resources and livelihood opportunities. The process creates an environment for localised and specialised poverty reduction plans to be made through participatory activities.

## 2.1 OBJECTIVES



## 2.2 Components of VPRP

VPRP compiles the demands generated by the community under the four plans mentioned in the figure below.



## 2.3 Steps and Timelines of VPRP Preparations

The table gives an outline of the activities undertaken for the VPRP plan preparation

- Organiser is responsible for preparing the programme schedule, inviting the participants and resource persons for taking the sessions, and for coordinating other details related to logistics and finance. For VPRP, organiser is BMMU.
- Facilitator(s) is/are responsible for conducting session(s) in the best possible manner. For VPRP, the facilitator is the Community Resource Person .

Steps in VPRP Process	Activity	Facilitator	Participants	Topics covered	Duration
Step 1 (One day Activity )  (VO level Activity – Activity to be conducted with each VOs )	Concept Seeding	Community Resource Persons	2 members from each SHG who are part of VO Executive Committee	<ul style="list-style-type: none"> <li>■ Brief introduction to GPDP &amp; VPRP</li> <li>■ Seeding the idea of Entitlement Plan</li> <li>■ Seeding the idea of Livelihood Plan</li> <li>■ Seeding the idea of Public goods, services and resource development</li> <li>■ Discussion about Social Development Plan</li> <li>■ Finalising the dates for each plan preparation at SHG/ VO level</li> <li>■ Preparation of activity calendar</li> </ul>	3 hours
Step 2 (One day activity)  (SHG level Activity – Activity to be conducted with each SHGs separately)	Entitlement Plan & Livelihood Plan preparation	Community Resource Persons	All SHG members	<ul style="list-style-type: none"> <li>■ SHG level Entitlement Plan preparation for CSS and SSS based on the format</li> <li>■ Livelihood Plan preparation on Farming, Animal Husbandry &amp; Micro Enterprise based on the format</li> </ul>	2 hours

Steps in VPRP Process	Activity	Facilitator	Participants	Topics covered	Duration
<p>Step 3 (One day Activity )</p> <p>(VO level Activity – Activity to be conducted with each VOs )</p>	VO Plan preparation and consolidation	Community Resource Persons	2 members from each SHG who are part of VO Executive Committee / Any two active members from each SHG	<ul style="list-style-type: none"> <li>■ Prepare VO summary sheet of Entitlement and Livelihood Plan based on the respective SHG level data along with the demands of vulnerable and Poorest of Poor outside SHG fold</li> <li>■ Attach the Entitlement formats and Livelihood formats from each SHGs along with the respective summary sheet</li> <li>■ VO/village level mapping for Public goods, services and resource development demands</li> <li>■ Discussion on Social Development plans, identification of the issues and plans/ activities to address the issue. This discussion should be based on the SDP format.</li> </ul>	<p>4 hours</p> <p>(States can decide to conduct the activities in a single day or in two different days)</p>
<p>Step 4 (One day Activity)</p> <p>(GP level Activity – Activity to be conducted in each GP )</p>	GP level prioritisation and consolidation	Block Resource Person (Area Coordinator/ Cluster Coordinator/ PRP) assisted by Community Resource Person	At least 2 members from each VO	<ul style="list-style-type: none"> <li>■ Attach the Entitlement Plan, Livelihood Plan, Public goods, services and resource development plan of each VO together to make it as a GP plan.</li> <li>■ Conduct the ranking exercise and prioritise beneficiaries / demands under each plan.</li> <li>■ VOs who identified the same issue for SDP can be combined together.</li> </ul>	3 hours



**Note:**

States can decide on a timeline to complete the steps of VPRP Preparation Activity based on the GPDP guidelines of respective states. Usually as per MoPR guidelines, GPDP process starts from October and ends by December.

**Things to remember:**

1. Prior to starting the VPRP process on field, it is crucial to engage with the elected representatives of GP/VC, Block Development Officer and Line departments.

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2. Block Nodal Person can organise consultative meeting on preparation of VPRP and conducting GPDP with
  - (a) the BDO and line depts

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  - (b) With all Panchayat Pradhan and Secretary

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3. During the process of VPRP, elected representatives of GP/VC should be informed and involved in various stages of plan preparation.

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Entitlement Plan Preparation,  
Bampur GP, Gomati, Tripura

# Entitlement Plan

Every citizen has the right to a life with dignity which entails right to work, food, education, health, etc. To achieve this goal, government policies and programmes have been designed to ensure that people are entitled to a certain standard of physical and social well-being. The most effective delivery mechanism to achieve this is through greater participation of the LSG institutions and collaboration with its citizens.

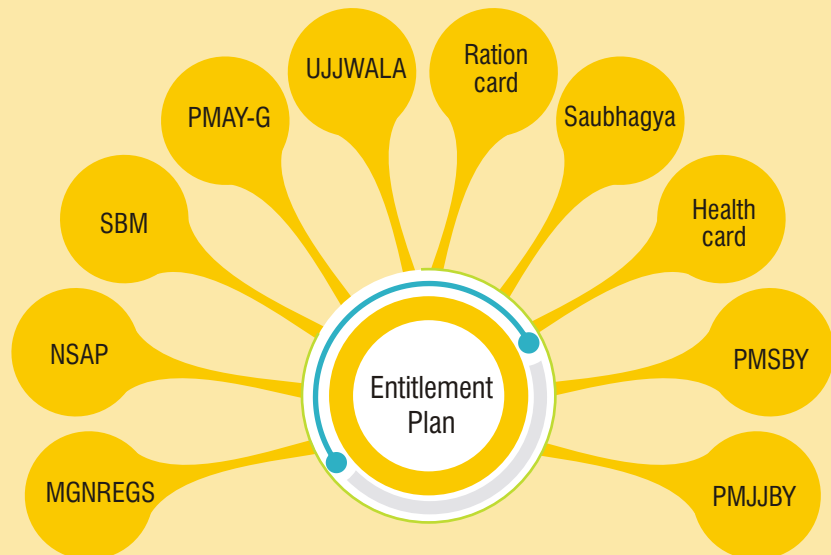
In order to widen the reach and access of government programmes, it is essential to recognise the role of the community as decision makers and not merely as passive beneficiaries. Keeping this in mind, a component of VPRP, entitlement plan is designed. The plan preparation is a participatory process conducted at the SHG level. The entitlement plan reflects the gaps in access to government schemes of SHG household vis-à-vis their families.

## Did you know

As per the Indian Constitution, Article 41 of Directive Principles says- “The State shall within the limits of its economic capacity and development, make effective provision for securing the right to work, to education and to public assistance in cases of unemployment, old age, sickness and disablement, and in other cases of undeserved want.” Article 42 says- “The State shall make provisions for securing just and humane conditions of work and for maternity benefits”.

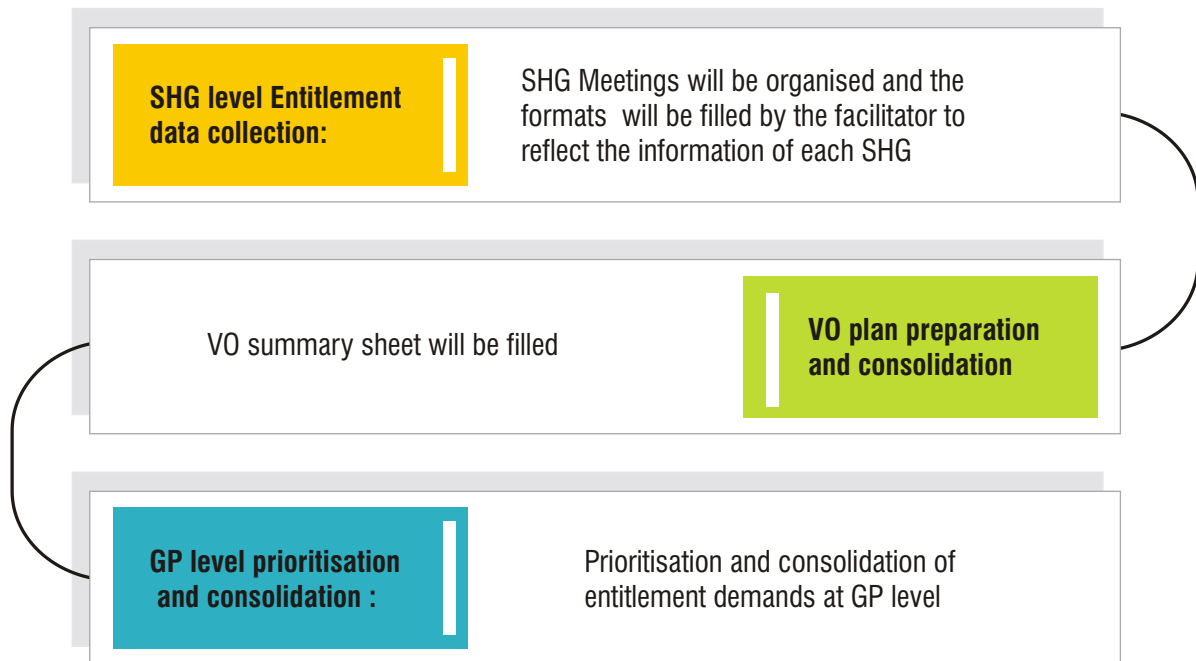
### 3.1 Schemes covered in Entitlement plan

The Entitlement plan covers Centrally Sponsored Schemes and State Sponsored Schemes. Some of the major schemes are shown in the figure below. This is a suggestive set of schemes to be included in the entitlement plan. This can be updated as per State's requirements.



- Refer **Annexure 1** for SHG / VO/ GP level entitlement plan formats
- Refer **Annexure 2** for eligibility criteria of schemes covered in entitlement plan
- Refer **Annexure 3** for criteria of prioritisation of beneficiaries /demands

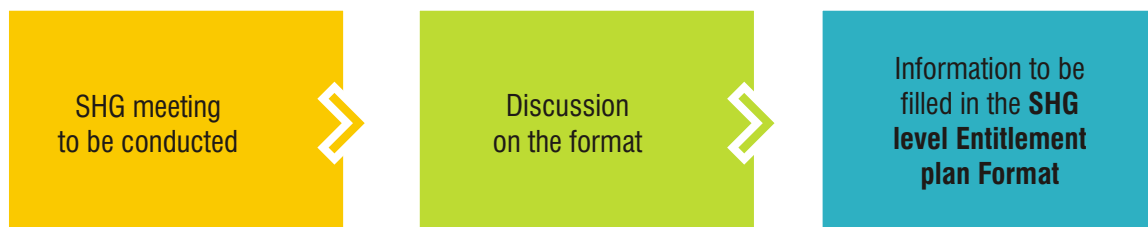
### 3.2 Stages of plan preparation



### 3.3 Process of plan preparation

#### 3.3.1 SHG level Entitlement data collection

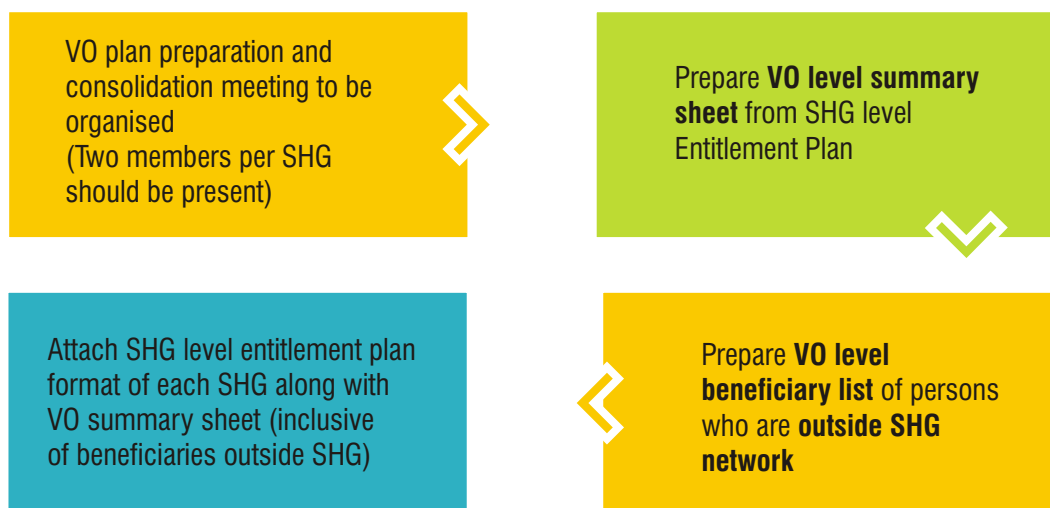
- SHG meeting will be conducted on the scheduled date and time.
- All the members of the SHG must be present for the meeting
- All the members of the SHG must bring a copy of existing documents like ration card, BPL card, Aadhar etc as a proof of identity and eligibility.
- If any member is eligible and does not possess the required documents, the SHG network can take necessary action to apply for the same. However, they can include the name of the eligible beneficiaries in the format even in the absence of the required documents.
- The SHG members must sit in a circle while the facilitator fills the demands in the SHG level entitlement plan format.
- The facilitator must clarify the eligibility criteria for each scheme before collecting demands so that the SHG members do not place an invalid demand.
- The facilitator must ensure that the entries in the formats are done in an order of priority based on the prioritisation criteria given in Annexure 3
- The facilitator must ensure that the column '**Rank for Prioritisation**' is left blank during this stage.
- The facilitator must read out the names of the beneficiaries and the corresponding data filled in the SHG level entitlement plan format as a final verification



### 3.3.2 VO plan preparation and consolidation

After all the SHG level entitlement plan format has been prepared for all SHGs under a VO, a VO meeting must be organised

- Two members from each SHG must be present for the VO meeting to ensure representation of all SHGs.
- A VO summary sheet must be prepared in this meeting based on the SHG level entitlement plan format which must be attached with the summary sheet.
- Prepare a list of beneficiaries who are not part of the SHG network in the given format. These beneficiaries would be from the most vulnerable sections of the community or the poorest of poor. If the VO has prepared Vulnerability Reduction Plan, this plan can be taken as a reference for identifying beneficiaries and their demands.



### 3.3.3 GP level prioritisation and consolidation

After VO level summary sheets have been prepared for each VO in a GP, a GP level meeting with all the VOs must be organised.

- At least two members per VO must be present in this meeting to ensure representation of all VOs

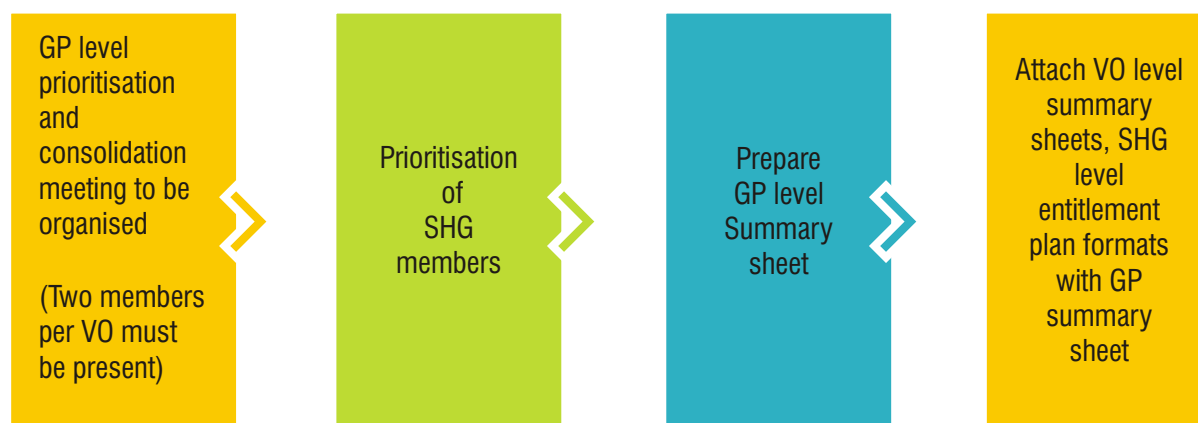
- The SHG level entitlement plan must be revisited. The column titled 'Rank for Prioritisation' must be filled during this meeting. The process of Ranking should be done based on the prioritisation criteria given in Annexure 3.

- Rank must be given keeping in mind all the members of the SHG within the GP. Ranking must be given from 1 to n, n being the total number of beneficiaries for the concerned scheme. For example, if there are 10 SHGs in a GP with each SHG having 10 beneficiaries for the concerned scheme.

- Then the total beneficiaries in the SHG network within the GP would be 100. Hence, the ranking will be given from 1 to 100.

- After the process of ranking is completed, a GP level summary sheet must be prepared keeping the VO summary sheet (inclusive of beneficiaries outside SHG network) of all the VOs in the GP as a reference.

- The SHG level entitlement plan formats of all SHGs and VO level summary sheet of all VOs must be attached along with the GP level summary sheet.



**Things to remember:**

1. An activity calendar must be prepared at the VO level prior to plan preparation process.
2. The activity calendar must include name of SHG, date and time on which the SHG level entitlement plan format will be filled.
3. The date and time of SHG level entitlement plan preparation must be communicated to all the members of the SHG to ensure maximum participation.
4. MGNREGA work demand, NSAP and PMAY-G are the only schemes to be prioritised in Entitlement plan.
5. The final SHG level and VO level format must be signed and sealed by the office bearers.



Livelihood Plan Preparation, Angtha GP,  
Imphal East, Manipur



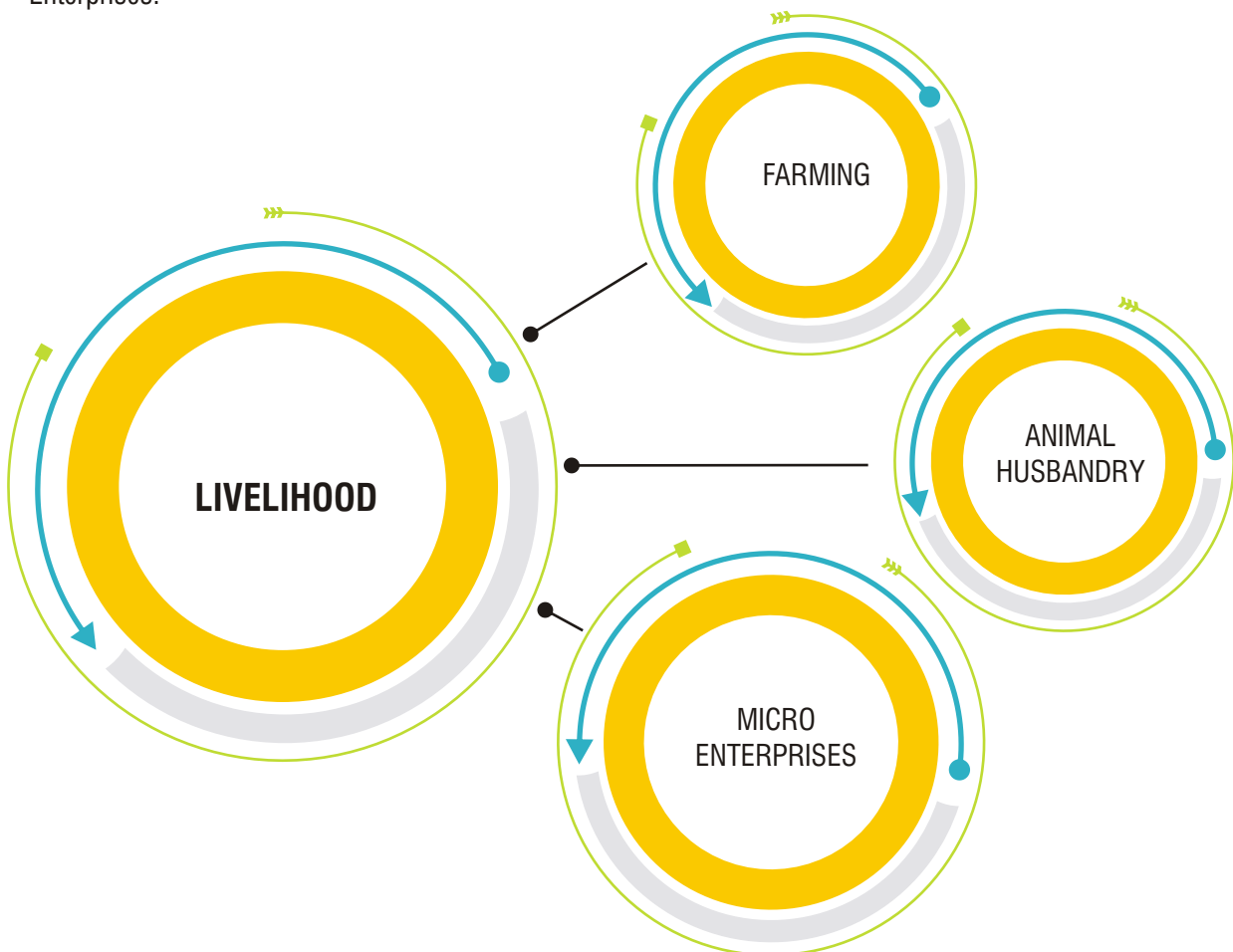
# Livelihood Plan

Livelihood refers to means of promoting economic growth and alleviating poverty. As a plan that emerges from the felt needs of the community, VPRP aims to enhance economic development among the rural poor by providing livelihood support. This support involves creating avenues for finding new livelihood opportunities as well as reviving or scaling up existing livelihoods.

The livelihood plans reflect the demands of the members of the SHG network. This plan can have individual or group demands and type of support required by the SHG members or their family members. This provides the SHG network an opportunity to engage with various line departments and access the benefits available to them.

## 4.1 Sectors covered under livelihood plan

Demands under livelihood plan can be submitted under three sectors; Farming, Animal Husbandry and Micro Enterprises.





## Farming

Farming comprises of both individual as well as group demands on own or leased land

The support needed for farming activities can be support for seeds, fertiliser, subsidies, technical advice or trainings etc.

The demands corresponding to farming can be considered under Gram Panchayat/ Local bodies' funds as well as available schemes of various departments.

Agriculture Department , Horticulture Department, Land, Soil and Water Conservation Department, Irrigation Department, Sericulture Department.



## Animal Husbandry

Demands for rearing cows, goats, buffalos, poultry etc.

Support needed for animal husbandry activities are demands for constructing sheds, subsidised fodder, vaccines, insurance and other financial aids.

The demands corresponding to animal husbandry can be considered under Gram Panchayat/ Local bodies' funds as well as available schemes of various departments.

Animal Husbandry Department, Fisheries Department.



## Micro Enterprise

Demands for Micro enterprise can be individual as well as group.

Type of micro enterprises can vary from production (Papad making, agarbathi making etc.), trading (Kirana store, garment store etc.) and services (Beauty parlour, restaurant etc.)

Various supports can be such as subsidies, grants, trainings, marketing support and financial aid for meeting contingency expenditures etc.

The demands corresponding to animal husbandry can be considered under Gram Panchayat/ Local bodies' funds as well as available schemes of various departments.

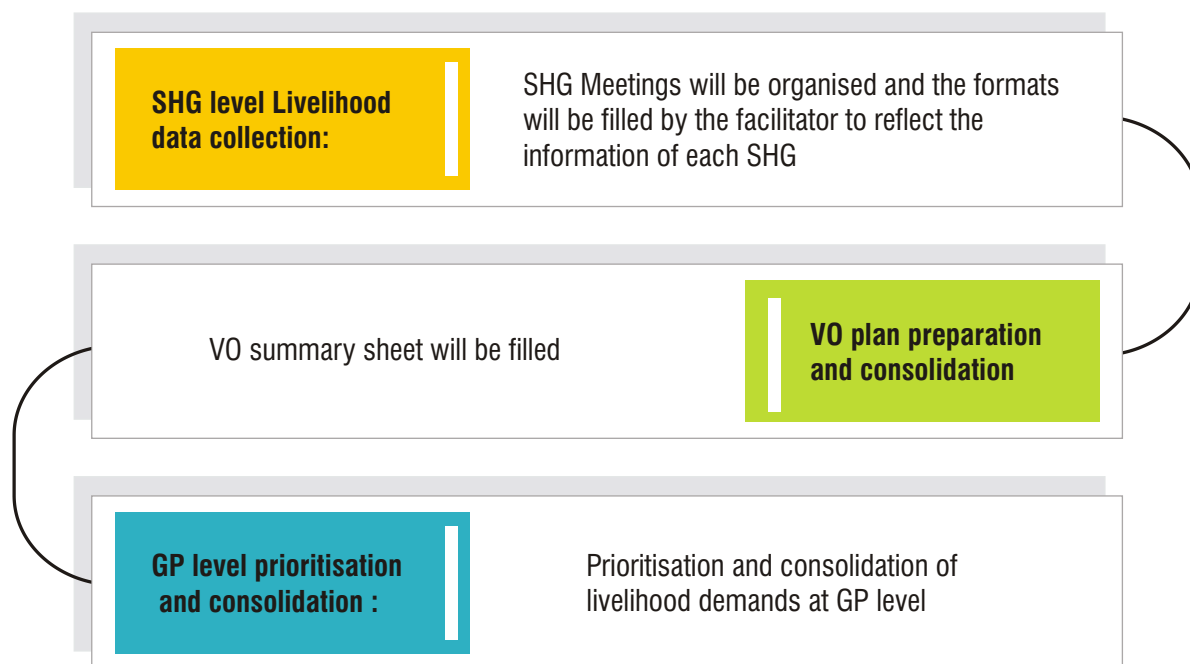
Micro Small and Medium Enterprises and Food Processing Industries.



Note:

Refer **Annexure 1** for SHG / VO/ GP level livelihood plan formats and details of types of support. Refer **Annexure 3** for criteria of prioritisation of beneficiaries /demands.

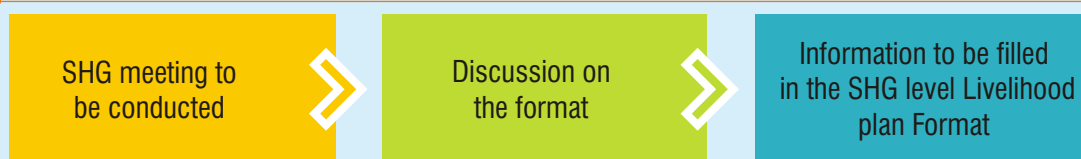
## 4.2 Stages of plan preparation



## 4.3 Process of plan preparation

### 4.3.1 SHG level livelihood demand preparation

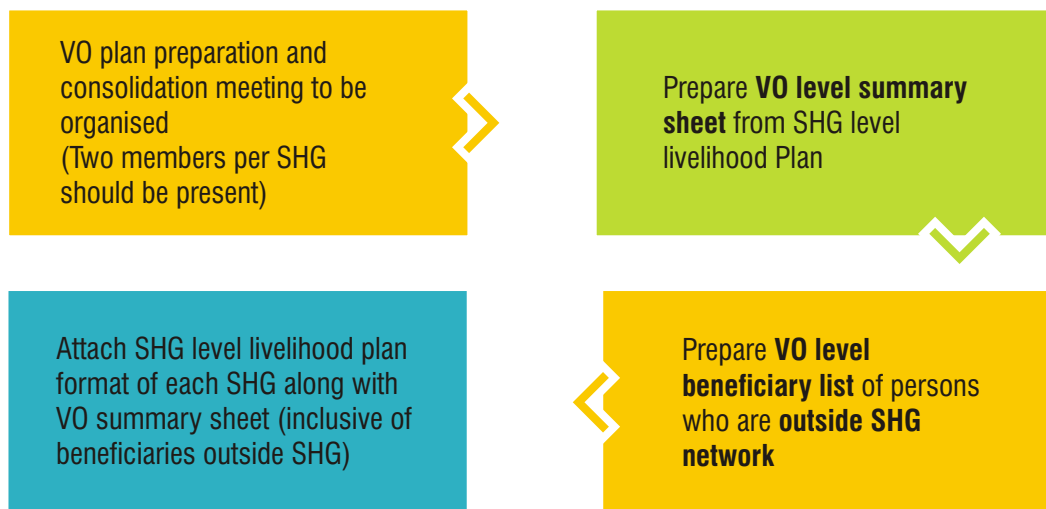
- SHG meeting will be conducted on the scheduled date and time.
- All the members of the SHG must be present for the meeting
- The SHG members must sit in a circle while the facilitator fills the demands in the SHG level livelihood plan format.
- The facilitator must clarify the types of support corresponding to each sector before collecting demands so that the SHG members do not place an invalid demand.
- The facilitator must ensure that the entries in the formats are done in an order of priority based on the prioritisation criteria given in Annexure 3
- The facilitator must ensure that the column 'Rank for Prioritisation' is left blank during this stage.
- The facilitator must read out the names of the beneficiaries and the corresponding data filled in the SHG level livelihood plan format as a final



### 4.3.2 VO plan preparation and consolidation

After all the SHG level livelihood plan format has been prepared for all SHGs under a VO, a VO meeting must be organised

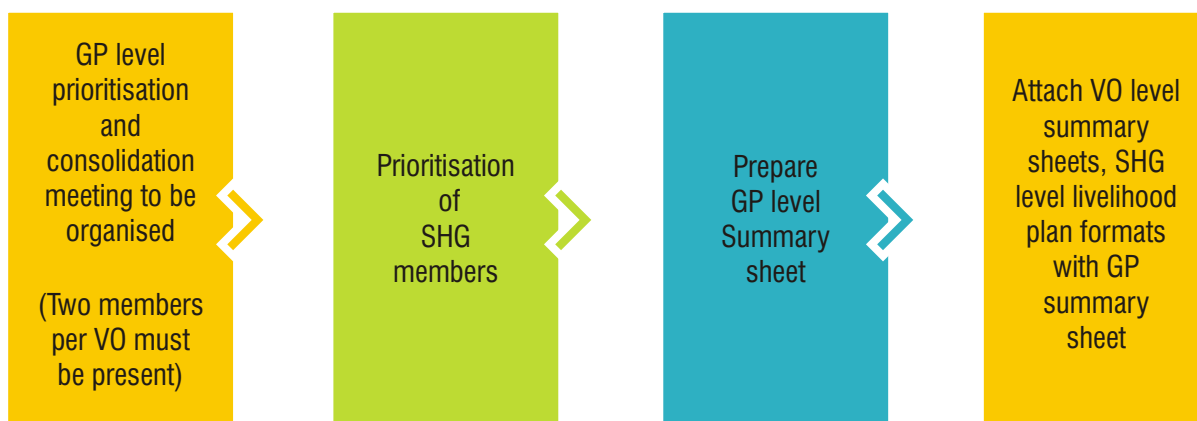
- Two members from each SHG must be present for the VO meeting to ensure representation of all SHGs.
- A VO summary sheet must be prepared in this meeting based on the SHG level livelihood plan format which must be attached with the summary sheet.
- Prepare a list of beneficiaries who are not part of the SHG network in the given format. These beneficiaries would be from the most vulnerable sections of the community or the poorest of the poor. If the VO has prepared a Vulnerability Reduction Plan, this plan can be taken as a reference for identifying beneficiaries outside SHG and their demands.



### 4.3.3 GP level prioritisation and consolidation

After VO level summary sheets have been prepared for each VO in a GP, a GP level meeting with all the VOs must be organised.

- At least two members per VO must be present in this meeting to ensure representation of all VOs
- The SHG level livelihood plan must be revisited. The column titled 'Rank for Prioritisation' must be filled during this meeting. The process of Ranking should be done based on the prioritisation criteria given in Annexure 3.
- Rank must be given keeping in mind all the members of the SHG within the GP. Ranking must be given from 1 to n, n being the total number of beneficiaries for the concerned scheme. For example, if there are 10 SHGs in a GP with each SHG having 10 beneficiaries for the concerned scheme. Then the total beneficiaries in the SHG network within the GP would be 100. Hence, the ranking will be given from 1 to 100.
- After the process of ranking is completed, a GP level summary sheet must be prepared keeping the VO summary sheet (inclusive of beneficiaries outside SHG network) of all the VOs in the GP as a reference.
- The SHG level livelihood plan formats of all SHGs and VO level summary sheets of all VOs must be attached along with the GP level



**Things to remember:**

1. An activity calendar must be prepared at the VO level prior to the plan preparation process.
2. The activity calendar must include the name of SHG, date and time on which the SHG level livelihood plan format will be filled.
3. The date and time of SHG level livelihood plan preparation must be communicated to all the members of the SHG.
4. The SHG level entitlement plan format and livelihood plan format can be filled on the same day at each SHG.
5. The final SHG level and VO level format must be signed and sealed by the office bearers.



Public goods, services and resource development Plan preparation, Dumri Khas GP, Gorakhpur, Uttar Pradesh

## Public goods, services and resource development Plan

Public goods, services and resource development demand plan is an important component of VPRP. The plan lists the gaps in the availability and quality of services and also comprises of a VO level map reflecting the demands for public goods and resources within the village. The VO level mapping is facilitated in the field so as to enhance the capacity of the VO members to identify the infrastructural gaps in their village and place demand for the same. The mapping is done through a Participatory Rural Appraisal technique. The mapping exercise is conducted at a common place in the village where members of all SHGs within that VO have easy access to.

The tables mentioned below are examples of demands under Public goods, services and resource development. This suggestive list can be updated based on the requirement of the community. The purpose of this list is to serve as a reference for the facilitator.

### Public goods and services demands

*(This is a suggestive list. More context based local demands can also be included)*

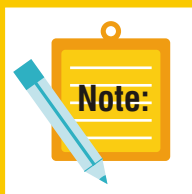
Sl.no	Description of demand	Sl.no	Description of demand
1	Roads	19	VO office
2	Anganwadi Centres	20	Dustbins
3	Community halls	21	Weaving centre
4	Drainage	22	Drinking water facilities
5	Panchayat bhavan	23	Library
6	Market/ haat bazaar	24	Culvert
7	Street light	25	Boundary wall
8	Community toilet	26	Waiting shed
9	Teachers in schools	27	Mid -day meal provisions
10	Deworming	28	Staff nurses in health centres
11	Provisions for immunization	29	Mosquito nets
12	Handwash facilities	30	Uniform in schools
13	Grain storage facilities / Warehouse	31	Baby feeding rooms in public spaces
14	Grain drying platform	32	Facilitation / common centres for Producer groups
15	Handloom small scale units	33	School furniture (Desk, bench, black boards)
16	Women police officers	34	Equipment for sub – centres (medicines, Syringes, BP apparatus)
17	Sanitary pad vending machines	35	Safai Karamchari
18	Incinerator	36	Cultural centres and clubs



## Resource development demands

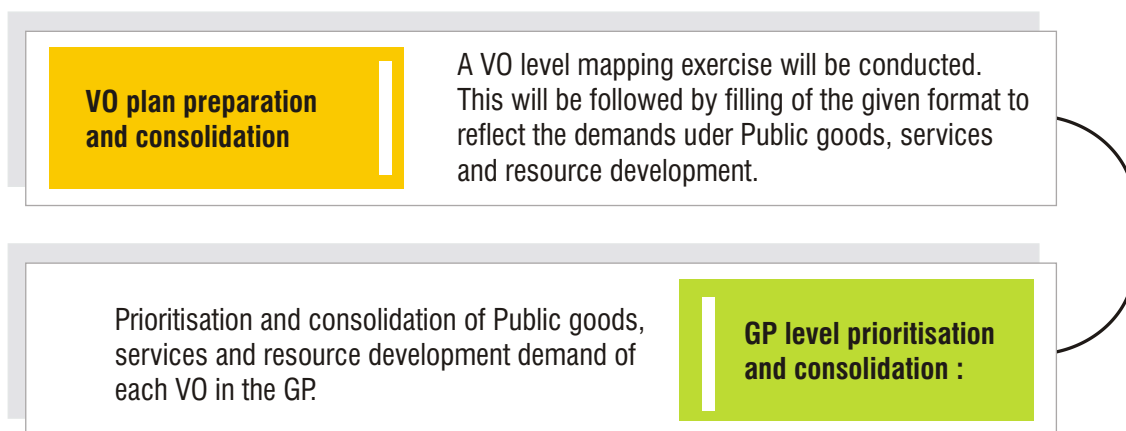
*(This is a suggestive list. More context based local demands can also be included)*

Sl.no	Description of demand	Sl.no	Description of demand
1	Ponds	9	Agri bund
2	Wells	10	Ring well
3	River bunds	11	Embankment
4	Rainwater harvesting	12	Check dams
5	Tubewell	13	Land development
6	Plantations ( Tree, mango, bamboo, arecanut etc.)	14	Borewell
7	Elephant trench	15	Forest fencing
8	Medicinal plant nurseries	16	Management of wetlands



- Refer **Annexure 1** for VO/ GP level Public goods, services and resource development plan formats
- Refer **Annexure 3** for criteria of prioritisation of beneficiaries /demands

### 5.1 Stages of plan preparation

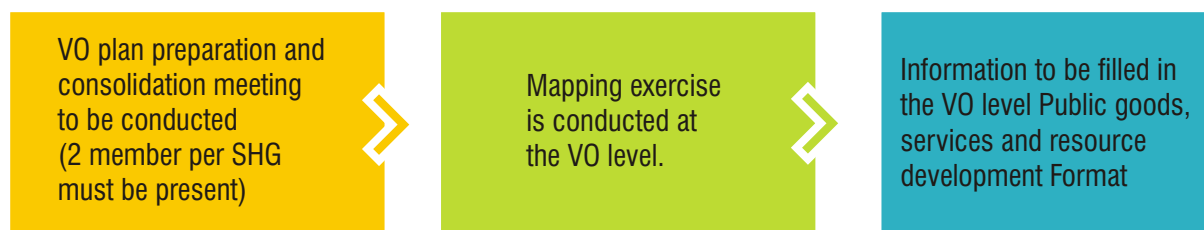


## 5.2 Process of plan preparation

### 5.2.1 VO plan preparation and consolidation

Two members from each SHG must be present for the VO meeting to ensure representation of all SHGs.

- A VO level mapping exercise must be conducted.
- The VO level Public goods, services and resource development format will be filled by the facilitator based on the mapping process conducted by the VO.
- The facilitator must ensure that the column 'Rank for Prioritisation' is left blank during this stage.



## 5.2.2 GP level prioritisation and consolidation

After VO level Public goods, services and resource development format of each VOs in the GP have been filled, a GP level meeting with all the VOs must be organised.

- At least two members per VO must be present in this meeting to ensure representation of all VOs

- The VO level plan must be revisited. The column titled 'Rank for Prioritisation' must be filled during this meeting. The process of Ranking should be done based on the prioritisation criteria given in Annexure 3.

- Rank must be given keeping in mind the total number of demands placed by all the VOs within the GP. Ranking must be given from 1 to n, n being the total number of demands within the GP.

For example, if there are 5 VOs in a GP with each VO has placed 10 demands. Then the total number of demands within the GP would be 50. Hence, the ranking will be given from 1 to 50.

- After the process of ranking is completed, a GP level summary sheet must be prepared keeping the VO summary sheet of all the VOs in the GP as a reference.

- GP level summary sheet must be prepared keeping the VO level Public goods, services and resource development format as a reference

- VO level Public goods, services and resource development format of all VOs must be attached along with the GP level

GP level prioritisation and consolidation meeting to be organised (Two members per VO must be present)

Prepare GP level Summary sheet

The Public goods, services and resource development demand of all the VOs will be attached together

# Mapping Process

The following steps must be adhered to while conducting the mapping exercise so as to enable better results and better demands.

	Draw the boundary of the village.
	Mark the directions- North, south, west and east.
	The markings can be made using different colours or materials like leaves, flowers, stones, twigs etc.
	Mark major rivers or streams and then the existing Landmarks present in the village such as streams, lower primary schools, sub centres, temples.
	Once the map is drawn then ask the community to map out the new infrastructure required like anganwadi, community toilets, market shed, VO office etc. with a different color.
	After this, ask the members for the demand of repairing the existing infrastructure - Road, anganwadi centre etc. with a different color.
	Ask the community to map new resource demands like ponds, tube wells, public wells others.
	The facilitator can ask questions pertaining to the number of different ponds, wells, tube wells and others that need to be renovated.



Examples of more questions - Number of rainwater harvesting needed? Number of Plantation saplings required in an area?



Number of demands need to be noted down properly.  
For example: Number of streetlights, number of dustbins, number of electricity post.



### Did you know

- Inviting elected representatives to the mapping process can enhance quality of relationship with Local bodies
- Inviting elders, learned persons, village head can help the members understand the geographical area better

### Things to remember:

1. An activity calendar must be prepared at the VO level prior to plan preparation process.
2. The activity calendar should also contain the date, time and venue of VO consolidation process.
3. The date, time and venue must be communicated to all the members of the VO.
4. The VO summary sheet of entitlement and livelihood plan may be prepared on the same day as that of the mapping exercise.
5. The facilitator must be mindful of the demands that are repeating under various plans.



Social Development Plan preparation - School drop out re-enrolment,  
Bithung VDC, West Karbi Anglong, Assam

## Social Development Plan


Social development plans are proposals that address certain social issues specific to the community. These plans have emerged from intense discussions amongst the members of the Village Organisation to identify the issues and the measures to resolve them. The proposal stems from their own lived experiences. Hence, collective ownership and action is crucial to transform their social realities.

The scope of GPDP is not confined to the funds allocated to the local bodies. The plans can also be low cost / no cost interventions that are driven by the community. The Social Development plans can fall under the umbrella of 'Low Cost/ No cost' demands in GPDP.

Sl. No	Social Issues	Activities
1	Alcoholism	<ul style="list-style-type: none"> <li>■ Shutting down illicit alcohol shops</li> <li>■ Providing alternative livelihood opportunities</li> <li>■ Registering complaints in police station</li> <li>■ Referral services to de-addiction centres</li> </ul>
2	Drug Abuse	<ul style="list-style-type: none"> <li>■ Services for counselling and therapy</li> <li>■ Referral services to de-addiction centres</li> <li>■ Formation of community vigilance teams</li> </ul>
3	Adult illiteracy	<ul style="list-style-type: none"> <li>■ Linking to Block / District adult literacy programme, if any</li> <li>■ Initiation of adult literacy classes</li> <li>■ Environment creation for enhancing literacy such as pasting posters with proverbs in public spaces</li> <li>■ Mobilizing resources for adult literacy classes through Local Self Government Institutions</li> <li>■ Establishing linkages with State literacy mission for admission in open schools</li> </ul>

SI. No	Social Issues	Activities
4	School drop out	<ul style="list-style-type: none"> <li>■ Activation / revival of School Management Committee</li> <li>■ Re-enrolment in schools through School Management committee</li> <li>■ Mobilizing resources for school drop outs through Local Self Government Institutions</li> <li>■ Ensuring access to services like teachers, toilets for girls in schools</li> <li>■ Ensuring quality of services like mid – day meal schemes</li> </ul>
5	Malnutrition	<ul style="list-style-type: none"> <li>■ Encourage Nutri – garden / kitchen garden in Anganwadi centres and schools</li> <li>■ Regular health check – up in schools</li> <li>■ Regular monitoring of children’s weight and height in anganwadis and meeting specific nutritional requirements of children from Severe Acute malnourished, Moderate acute malnourished, Severely underweight , Moderately underweight categories, pregnant and lactating mothers</li> <li>■ Ensuring community monitoring through various committees like Village Health Sanitation and Nutrition committee, Mother’s committee in Anganwadis</li> <li>■ Ensuring quality of services like food provided in Anganwadis</li> <li>■ Ensuring availability of services like immunization, de-worming tablets, Iron folic tablets at regular intervals</li> </ul>
6	Violence against women (domestic violence, eve teasing, sexual harassments etc.)	<ul style="list-style-type: none"> <li>■ Setting up Help centres / Gender resource cell for women to seek support with regard to safety, health, mental health services etc.</li> <li>■ Village level mapping of areas that are considered to be unsafe for women</li> <li>■ Organising legal awareness classes for women</li> <li>■ Setting up legal aid cells at GP / VC level</li> <li>■ Demand for women police officers in the nearest police station</li> <li>■ Gender sensitisation classes</li> <li>■ Providing livelihood opportunities for survivors of violence</li> </ul>



Sl. No	Social Issues	Activities
7	Child marriage	<ul style="list-style-type: none"> <li>■ Sensitisation of community</li> <li>■ Setting up legal aid cells at GP/VC level</li> <li>■ Ensuring education of children until the age of 18</li> </ul>
8	Environment related issues	<ul style="list-style-type: none"> <li>■ Conducting plantation and cleanliness drives</li> <li>■ Promotion of environment clubs in schools</li> <li>■ Initiate plastic free campaigns through usage of cloth bags</li> <li>■ Practice of waste segregation at household level</li> <li>■ Initiation of waste disposal and management facilities at GP/VC level</li> <li>■ Formation of community emergency response teams for disaster management</li> </ul>
9	Dowry	<ul style="list-style-type: none"> <li>■ Organising legal awareness classes</li> <li>■ Setting up legal aid cells at GP / VC level</li> <li>■ Registering complaints in police station</li> <li>■ Sensitisation of community</li> <li>■ Setting up Help centres / Gender resource cell for women to seek support with regard to safety, health, mental health services etc.</li> </ul>
10	Human Trafficking (including child trafficking)	<ul style="list-style-type: none"> <li>■ Registering complaints in police station</li> <li>■ Linking up with police station for legal awareness</li> <li>■ Establishing a link for survivors with District Legal Services Authority</li> <li>■ Setting up Help centres / Gender resource cell to seek support with regard to safety, health, mental health services etc.</li> </ul>
11	Social exclusion (Victims of witch hunting, homeless persons, persons belonging to the transgender communities, migrant labourers, bonded labourers, Particularly Vulnerable Tribal Groups, sanitation workers etc.)	<ul style="list-style-type: none"> <li>■ Sensitisation of community</li> <li>■ Provision of essential services like food grains, clothes etc.</li> <li>■ Helping them access basic entitlements including ration card, Aadhar card, Voter ID card, and other certificates.</li> <li>■ Linking up with centres that provide mental health services.</li> </ul> <div data-bbox="671 1783 1396 1874" style="background-color: #FFD700; padding: 5px;">  <b>Note:</b> Refer <b>Annexure 1</b> for VO/ GP level SDP formats </div>

## 6.1 Stages of plan preparation



## 6.2 Process of plan preparation

### 6.2.1 VO plan preparation and consolidation

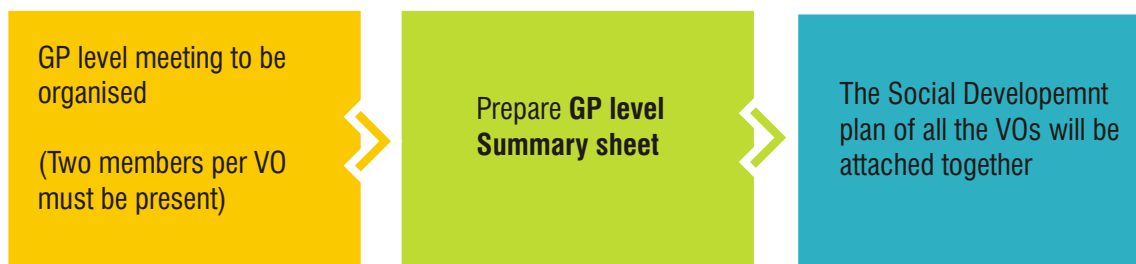
Two members from each SHG must be present for the VO meeting to ensure representation of all SHGs.

Social Development plan will be prepared by the facilitator based on the discussion and information shared by the members of the VO.



## 6.2.2 GP level consolidation

- VO level Social development plans on the same social issue may be made into one plan
- In case of multiple social issues, each SDP corresponding to the social issue will be attached with the GP level summary sheet.
- GP level summary sheet must be prepared keeping the VO level SDP as a reference.
- VO level SDP of all VOs must be attached along with the GP level summary



### Things to remember:

1. Prior to VO level Social Development Plan preparation, themes for social issues must be discussed and finalised by the members of the VO.
2. The date and time of VO level SDP preparation must be fixed.
3. The date and time must be communicated to all the members of the VO.
4. The VO summary sheet of entitlement and livelihood plan along with the Public good, services and resource development mapping process may be prepared on the same day as that of the SDP preparation.



Gram Sabha Rally, Beraipar GP,  
Gorakhpur, Uttar Pradesh

# Gram Sabha and Mobilisation

Gram Sabhas are a constitutionally mandated platform which ensures that members of the community who have been registered in the electoral rolls of the Panchayat can participate in the process of governance and decision making without any biases. This platform is used for discussions relating to all programmes and schemes aimed at poverty reduction and local development. The platform improves efficiency and reduces leakages. Hence, the functioning of Gram Sabha, which is considered as the base of decentralised democracy, becomes crucial to facilitate the representation of the people from the village. Gram Sabha, thus, becomes a space where the rights of the citizens can be realised and asserted. It is a space that allows creating opportunities that enable individuals to live freely as equal members of society.



### Role of Gram Sabha

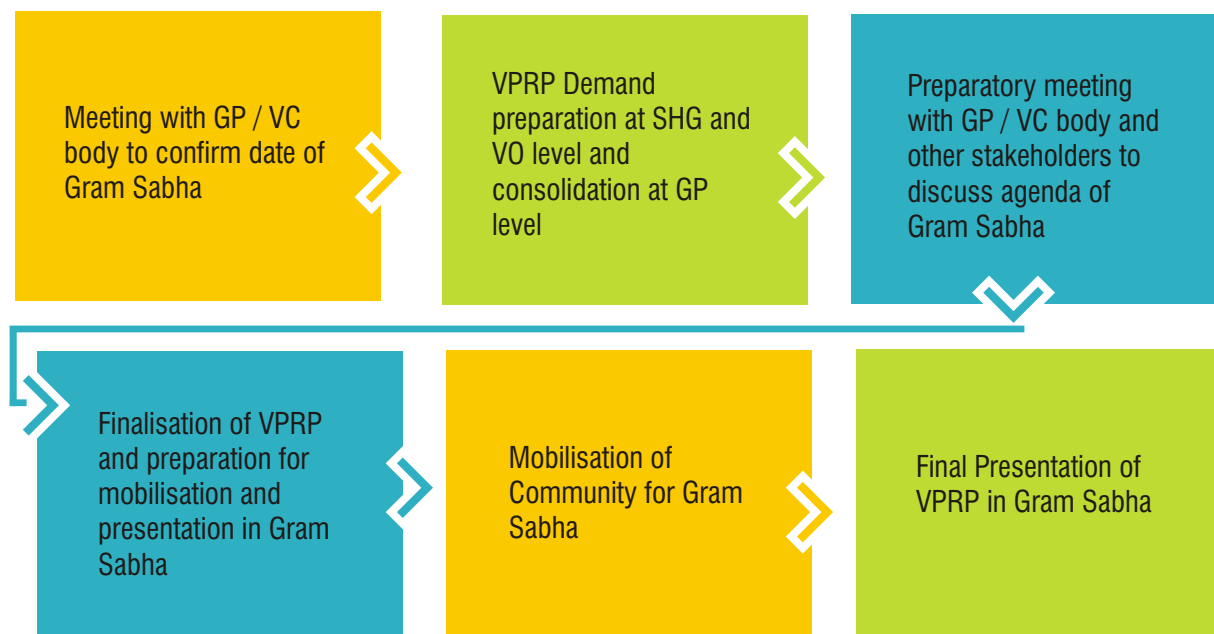
- Providing a space for people to participate in the decision making process at a local level.
- Facilitating discussions regarding various public issues and programme and arrive at solutions for the same.
- Prioritisation of discussed work and activities and responsibilities for intervention to solve these problems can be assigned at Gram Sabha meetings.
- Documents and information required for the Plan Preparation can be collected during Gram Sabha meetings.
- Gram Sabhas can be used to identify beneficiaries and the benefitting areas for the various schemes and programme.
- Gram Sabhas help in the process of resource mobilisation to improve revenue earnings of the Panchayat.
- Gram Sabhas monitor developmental activities and institutions in the village. Concerns regarding these can be brought in the Gram Sabha.
- Any problems, disputes and complaints can be brought to Gram Sabha and decisions can be taken on the matter collectively. A mechanism for grievance redressal should be in place.
- The Gram Panchayat audit report along with its financial statement must be discussed during Gram Sabhas to maintain accountability and transparency.
- Gram Sabhas can be utilized to grant permission for incurring any expenditure by the Panchayat on the development schemes.
- Gram Sabhas can be utilized to review the progress of the schemes and programmes being implemented.
- Gram Sabhas can be utilized for protecting the rights of the marginalized community and addressing their problems.

## 7.1 GPDP Gram Sabha

As per the MoPR guidelines for GPDP, Gram Sabha will be used as a site of participation and validation for all the decisions made for GPDP. The GPDP process entails creating awareness about the participatory plan preparation process followed by selection of beneficiaries, identification of infrastructural gaps to final approval of GPDP. In this regard, special Gram Sabhas are conducted over the course of three months starting from October 2nd to December 31st. Gram Sabhas also provide an opportunity for the citizens to interact with the frontline functionaries or officials of the various line departments. These functionaries provide an account of the activities to be undertaken in the upcoming financial year and funds to be allocated for the same.

The success of GPDP Gram Sabha largely depends on the effectiveness of participatory initiatives which can be ensured through the SHG network. The SHG network plays an important role in ensuring active participation of women in large numbers to place their prioritized demands. The network helps in steering the discussions around topics of infrastructure, social issues, access to services and resources to reflect their lived realities. Hence, it is crucial that the SHG demand plans, referred to as VPRP, be taken up as one of the major agendas of the Gram Sabha.

## 7.2 Preparatory steps undertaken by SHG network for GPDP Gram Sabha



## 7.3 Gram Sabha Mobilisation strategy

Mobilisation forms an essential component before the commencement of every Gram Sabha to ensure maximum participation from the community and other stakeholders. This mobilisation contributes towards efficient creation of the environment required for the planning process. Experiences show that mobilisation and dissemination of information carried out through the SHG network is effective and maximum participation from different sections of society can be ensured. Innovative techniques can be initiated by the SHG network. A few of them are:

DAY-NRLM



Discussion of Gram Sabha agenda in CLF / VO / SHG meetings



SHG members can conduct public rallies from village to village shouting slogans of the importance of Gram Sabha



Announcements can be made in the public spaces of the villages to ensure reach of people



SHG members can utilize various methods of performance arts such as skits, street plays, dramas etc. to spread awareness about the relevance of Gram Sabha to a larger audience



Songs and use of musical instruments like drums can also be an effective mobilisation technique



Posters and wall paintings can be pasted / drawn so as to gather attention

**Things to remember:**

SHG network must put a signature against their name in the minutes book of the Gram Sabha to ensure attendance and verify whether the matters discussed in the Gram Sabha is entered in the minutes book.

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SHG network must ensure that the presentation of VPRP is added as an agenda in the minutes meeting.

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SHG network must present two copies of the VPRP for approval and signature from the elected representatives. One approved copy must be submitted to the elected representatives and the other approved copy must be retained by the SHG network.

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## Integration of VPRP into GPDP and follow up

In the context of the finance commission awarding a huge grant to the local self-governments, integration of VPRP document with GPDP is crucial. It is mandated that GPs adopt a participatory planning process to ensure fair, transparent and effective utilization of this grant and other resources over which they have access. VPRP prepared by the SHG network through a community-driven process adds value to the plan of a GP/VC. Thus, the demands must be incorporated into the GPDP and this will be considered as integration.

The GPDP is actualized keeping in mind the prioritized needs mentioned in the VPRP and existing resources available with the Local Self Government.

### 8.1 Integration of plans

To facilitate such integration, following processes are conceptualised (See the figure below):



The platform through which the integration of plans can be ensured is the platform of Gram Sabha. The plan that is submitted in Gram Sabha and has received approval must find its way into the development plan of the panchayat. However, a stakeholder consultative meeting can also ensure the same. A consultative meeting between the members of the SHG network, GP/VC body along with the Rozgar sevak, Secretaries and front line functionaries of the line department can also lead to fruitful discussions and deliberations. Through consultative meetings with various stakeholders, duplication and redundancy of demands can be highlighted and rectified.

### 8.2 Working with Department

- The SHG network, Community Resource Persons and Block Resource Persons (Area Coordinator/Cluster Coordinator/PRP) must ensure that the concerned demands of the VPRP are followed up on. The Block missions have to be clear about the responsibility that has to be entrusted for the actualisation of each of the plans. They should devise special strategy for the follow up.

- The Block Resource Person must follow up with the concerned departments on the status and access of the benefits after the plans are being submitted.

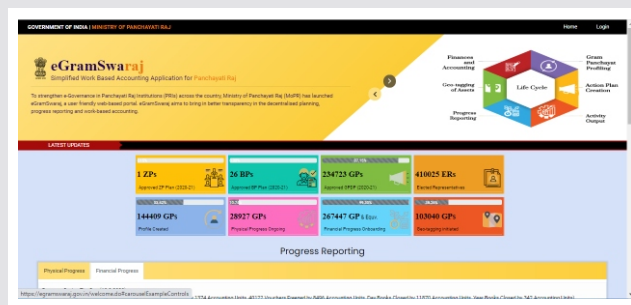
## VPRP Plans: Follow up and responsibility

Plans	Responsible agencies supporting GP/VC*
Entitlement plans	Line departments
Livelihood plans	BMMU Line departments concerned with livelihood generation and support
Public goods, services and resource development plan	Concerned departments
Social development plans	BMMU and concerned departments

\* The plans are made for GPDP and the primary responsibility of steering the plans lies with the Gram Panchayat. However the table represents responsibilities of other stakeholders in supporting the Gram Panchayats in realization of these plans

### 8.3 Uploading of GPDP and VPRP

Final GPDP to be uploaded in [e-gramswaraj](http://e-gramswaraj.gov.in) website



VPRP demand plan to be uploaded in [gdpd.nic.in](http://gdpd.nic.in) along with Gram Sabha data



The nodal person at the block and district should also follow-up with the local bodies on the status of updating VPRP in GPDP website and GPDP [e-gramswaraj](http://e-gramswaraj.gov.in) website.

## 8.4 Role of SHG network in follow up

- Insert a mandatory agenda in the monthly VO meetings to track the incorporation and achievement status of the VPRP demands placed in GPDP.
- Regularly update the minutes book of the VOs to reflect the incorporation and achievement status.
- Maintain regular interactions with the Local Self Government.

## Annexure 1 Formats

### **Village Poverty Reduction Plan** *SHG Level Data Collection Formats*

**SHG level data is collected only for two components**

- A. Entitlement Plan
- B. Livelihood Plan

## A. Entitlement Plan Data Collection Format

1	MGNREGS
1.1	MGNREGS Job Card
1.2	MGNREGS Work Demand
1.2.1	MGNREGS - Individual Work Demand
1.2.2	MGNREGS - Community Work Demand
2	NSAP
2.1	Old Age Pension
2.2	Widow Pension
2.3	Disability Pension
3	SBM
4	Health card
5	UJJWALA Scheme
6	Ration Card
7	Pradhan Mantri Sahaj Bijli Har Ghar Yojana - Saubhagya
8	Pradhan Mantri Suraksha Bima Yojana (PMSBY)
9	Pradhan Mantri Jeevan Jyoti Bima Yojana ( PMJJBY)
10	Pradhan Mantri Awas Yojana Gramin (PMAY - G)

# 1. MGNREGS

## 1.1 MGREGS Job Card

Name of the SHG:			
Name of the VO:			
Name of the GP:			
Sl. No.	Name of beneficiary (in order of priority)	Name of head of the household	Ward name and number
1			
2			
3			

### Facilitator's Note:

Please note down the details of only those individuals who want to apply for new Job Card

1. In the column for **Name of beneficiary (in order of priority)**: Please fill the name of the **eligible** SHG member who needs a new job card. The name has to be written in a prioritised order. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
2. Beneficiaries must have valid proof of identity such as Ration card to apply for the scheme.
3. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
4. In the column for **Ward name and number** : Please fill the ward name and number of the beneficiary's place of residence

# 1. MGNREGS

## 1.1 MGREGS Job Card

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	Name of the work	Details of work demanded	Name of beneficiary (in order of priority)	Name of head of the household	Ward name and number	Rank for Prioritisation (To be filled during GP consolidation and Prioritisation meeting)
1						
2						
3						

### Facilitator's Note for filling up MGNREGS Individual work demand format:

Please note down the details of only those individuals who want to demand for work under MGNREGS. The facilitator must refer to the State permissible work list for individual and community work. The work demanded must be based on the State permissible work list.

1. In the column for **Name of Work**: Please fill in the name of work that the beneficiary is demanding for. For example, Cattle Shed, Poultry Shed etc.
2. In the column for **Details of work demanded**: Please fill in the details of the kind of work, location of the work etc. For example: Cattle Shed at Sita's house, behind shammu kirana shop, ward 6
3. In the column for **Name of beneficiary (in order of priority)**: Please fill the name of the eligible SHG member who has demanded for MGNREGA work. The name has to be written in a prioritised order. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
4. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
5. In the column for **Ward name and number** : Please fill the ward name and number of the beneficiary's place of residence
6. In the column for **Rank for prioritisation** : **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. Ensure that this column is left blank during SHG level data collection.

- One entry will correspond to one demand. In case, the beneficiary demands for more than one work, then the demands must be written separately with the name of the beneficiary repeating.

## 1.2.2 MGNREGS Work Demand - Community Work Demand

Name of the SHG:				
Name of the VO:				
Name of the GP:				
Sl. No	Name of the work (in order of priority)	Details of work demanded	Ward name and number of the work demanded	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1				
2				
3				

### Facilitator's Note for filling up MGNREGS community work demand format:

Please note down the details of only those individuals who want to demand for work under MGNREGS. The facilitator must refer to the State permissible work list for individual and community work. The work demanded must be based on the State permissible work list.

- Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
- In the column for **Name of Work (in order of priority)**: Please fill in the name of community work demanded in the order of priority. For example: compost pit, road fencing etc
- In the column for **Details of work demanded**: Please fill in the details of the kind of work, location of the work etc. For example: Between Gita and Radha's house, opposite Krishna Temple etc
- In the column for **Ward name and number of work demanded**: Please fill the ward name and number of the location of the work demanded.
- In the column for **Rank for prioritisation** : **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**



2. National Social Assistance Programme -NSAP\* (Pensions)  
*\*Mentions only three pensions, tables can be increased according to the available schemes in the state*

2.1 Old Age Pension

Name of the SHG:  
 Name of the VO:  
 Name of the GP:

Sl. No	Name of SHG member/family member eligible for pension (in order of priority)	Name of SHG Member	Name of head of the household	Ward name and number	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1					
2					
3					

2.2 Widow Pension

Name of the SHG:  
 Name of the VO:  
 Name of the GP:

Sl. No	Name of SHG member/family member eligible for pension (in order of priority)	Name of SHG Member	Name of head of the household	Ward name and number	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1					
2					
3					

## 2.3 Disability Pension

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	Name of SHG member/family member eligible for pension (in order of priority)	Name of SHG Member	Name of head of the household	Ward name and number	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1					
2					
3					

### Facilitator's Note for filling up NSAP format:

1. Please note down the details of only those individuals who are eligible for pension.
2. NSAP includes names of eligible family members as well. This can be added to the column Name of SHG member/family member eligible for pension.
3. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority.
4. In the column for **Name of SHG member/family member eligible for pension (In order of Priority)**: Please fill in the name of the beneficiary. The beneficiary can either be the SHG member or any eligible member of her family. Write the name of beneficiaries in a prioritized order.
5. In the column for **Name of SHG Member**: Please fill the name of the SHG member related to the beneficiary filled in the previous column (Name of SHG member/family member eligible for pension).
6. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
7. In the column for **Ward name and number**: Please fill the ward name and number of the beneficiary's place of residence.
8. In the column for **Rank for prioritisation**: **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**

## 2. SBM

Name of the SHG:					
Name of the VO:					
Name of the GP:					
Sl. No	Name of beneficiary (in order of priority)	Name of head of the household	Name of head of the household	Ward name and number	New Toilet / Repair
1					
2					
3					

**Facilitator's Note:** Please note down the details of only those individuals who are eligible for SBM and haven't received IHHL under any government schemes before

1. SBM is a household level data where one household gets one toilet.
2. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
3. In the column for **Name of beneficiary(in order of priority)**: Please fill the name of the eligible SHG member who is demanding for SBM. Please write the names in a prioritised order.
4. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
5. In the column for **Name of SHG**: Please fill the name of the SHG, beneficiary belongs to.
6. In the column for **Ward name and number**: Please fill the ward name and number of the beneficiary's place of residence
7. In the column for **New Toilet/Repair**: Please fill whether the beneficiary wants a new toilet or is demanding for repair.

*If the State doesn't focus on repairing of IHHL, the option can be avoided and the format can only capture new IHHL demands.*

#### 4. Health Card (Ayushman Bharat/State sponsored health card)

Name of the SHG:			
Name of the VO:			
Name of the GP:			
Sl. No	Name of beneficiary (in order of priority)	Name of head of the household	Ward name and number
1			
2			
3			

#### 5. Ujjwala Scheme (LPG Connection)

Name of the SHG:			
Name of the VO:			
Name of the GP:			
Sl. No	Name of beneficiary (in order of priority)	Name of head of the household	Ward name and number
1			
2			
3			

#### 6. Ration Card

Name of the SHG:			
Name of the VO:			
Name of the GP:			
Sl. No	Name of beneficiary (in order of priority)	Name of head of the household	Ward name and number
1			
2			
3			

## 7. Pradhan Mantri Sahaj Bijli Har Ghar yojana - Saubhagya

Name of the SHG:			
Name of the VO:			
Name of the GP:			
Sl. No	Name of beneficiary (in order of priority)	Name of head of the household	Ward name and number
1			
2			
3			

### Facilitator's Note for filling up Health Card/Ujjwala/Ration Card / Saubhagya details:

1. Please note down the details of only those individuals who want to apply for new Health Card/Ujjwala/Ration Card / Saubhagya
2. Health Card/Ujjwala/Ration Card / Saubhagya are household level schemes
3. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
4. In the column for **Name of beneficiary (in order of priority)**: Please fill the name of the eligible SHG member who need a new Health Card/Ujjwala/Ration Card / Saubhagya connection. Please write the names in a prioritised order.
5. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
6. In the column for **Ward name and number**: Please fill the ward number of the beneficiary's place of residence

## 8. Pradhan Mantri Suraksha Bima Yojana (PMSBY)

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	Name of beneficiary (in order of priority)	Ward name and number
1		
2		
3		

## 9. Pradhan Mantri Jeevan Jyoti Bima Yojana ( PMJJBY)

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	Name of beneficiary (in order of priority)	Ward name and number
1		
2		
3		

### Facilitator's Note for filling up PMSBY/PMJJBY details:

1. Please note down the details of only those individuals who want to apply for new PMSBY/PMJJBY
2. PMSBY/PMJJBY are individual level schemes where each individual is entitled to the benefits
3. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
4. In the column for **Name of beneficiary (in order of priority)**: Please fill the name of the eligible SHG member who need PMSBY/PMJJBY. Please write the names in a prioritised order.
5. In the column for **Ward name and number**: Please fill the ward name and number of the beneficiary's place of residence

## 10. Pradhan Mantri Awas Yojana Gramin (PMAY - G)

Name of the SHG:				
Name of the VO:				
Name of the GP:				
Sl. No	Name of beneficiary (in order of priority)	Name of head of the household	Ward name and number	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1				
2				
3				

### Facilitator's Note for filling up PMAY - G details:

1. Please note down the details of only those individuals who want to apply for new **PMAY - G**
2. **PMAY - G** are household level schemes
3. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
4. In the column for **Name of beneficiary (in order of priority)** : Please fill the name of the eligible SHG member who need a new **PMAY - G**. Please write the names in a prioritised order
5. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
6. In the column for **Ward name and number**: Please fill the ward name and number of the beneficiary's place of residence
7. In the column for **Rank for prioritisation**: **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**

11. Any other scheme

*(Mention the name of the scheme.*

*Modify the table as per the information required under the scheme)\**

Name of the SHG:			
Name of the VO:			
Name of the GP:			
Sl. No	Name of beneficiary (in order of priority)	Name of head of the household	Ward name and number
1			
2			
3			

*\*Incase of any state specific scheme is included in the entitlement plan, this table can be used to collect the details of SHG members*

Seal and Signature of SHG leaders



## B. Livelihood Data Collection Format

1	Farming
1.1	Individual Farming
1.2	Group Farming
2	Animal Husbandry
2.1	Animal Husbandry - Individual
2.2	Animal Husbandry - Group
3	Micro Enterprise
3.1	Individual ME
3.2	Group ME

## 1. Farming

Table 1: List of Types of Support for Farming:

Sl. No	Types of Support
1	Training and capacity building
2	Assistance in irrigation in the form of subsidies and loans for equipment
3	Assistance in seed distribution, manure and fertilizers in the form of subsidies
4	Access to market and marketing support
5	Inputs such as quality seeds/ fertilizers/ organic manure/ azolla/ saplings/ seedlings/ medicinal plants / fencing etc.
6	Mechanised agri equipment / implements - power tiller, motor pump, weeders, sprayer, thresher, etc.
7	Bore well, lift irrigation, drip irrigation, irrigation channels, Pipes, ponds etc.
8	Cold storage/ godown/ cooling plant/ pump house
9	Vermi compost/ Nadep pit,
10	Drying platforms.
11	Training for Specific crop cultivation, exposure visit
12	Certification of the produce, promotion and branding support, market linkages, organizing fairs
13	Crop insurance
14	Sericulture, Horticulture and Forestry Plantation Related Inputs and Equipments



Note that the ones listed above are the most common types of support. Apart from this, each state may also have a state-specific list of the types of support available for each category of livelihood. The states may prepare a state-specific list and circulate it among the participants/facilitators/cadre who will be facilitating the planning exercise on field.

The demands corresponding to farming can be considered under Gram Panchayat/ Local bodies' funds as well as available schemes of various departments such as mentioned below:

Sl. No	Name of Department
1	Agriculture Department
2	Horticulture Department
3	Land, Soil and Water Conservation Department
4	Irrigation Department
5	Sericulture Department

## 1.1 Individual Farming

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	Name of SHG member (in order of priority)	Name of head of the household	Ward name and number	Farming on own land/leased land	Type of Support Required	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1						
2						
3						

### Facilitator's Note for Individual Farming:

1. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority.
2. In the column for **Name of SHG member (in order of priority)**: Please fill the name of the SHG members who are interested in individual farming practices. Please write the name in a prioritised order.
3. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
4. In the column for **Ward name and number**: Please fill the ward name and number of the SHG member's place of residence.
5. In the column for **Farming on own land / leased land**: Please write "own land" if the SHG member wishes to farm on her own land or land owned by her family; and write "leased land" if the SHG member wishes to farm on leased land for which she has to pay rent.
6. In the column for **Type of support required**: Please mention the type of support that the SHG member requires for the particular demand. Support required maybe more than one. For example, type of crops, agricultural subsidies, financial loans, specialized trainings, etc. (Refer table 1)
7. In the column for **Rank for prioritisation** : **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**

## 1.2 Group Farming

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	No. of SHG members in the group	Name of SHG Members of the group and Name of SHG of respective members	Ward name and number of any one SHG Member in the group	Farming on own land/leased land	Type of Support Required	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1						
2						
3						

**Facilitator's Note for Group Farming: For SHG members who wish to undertake farming practices collectively as a group. A group may consist of three or more SHG members:**

1. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
2. In the column for **No. of SHG members in a group**: Please write the number of SHG members in one particular group.
3. In the column for **Name of SHG Members of the group and Name of SHG of respective members**: Please write the names of all the SHG members in the group. For example, if 3 SHG members want to form a group for farming, then the names of all 3 SHG members must be mentioned in this column. Corresponding to each name, please specify the name of SHG of that member in brackets.
4. In the column for **Ward name and number of any one SHG member**: Please fill the ward name and number of any one of the SHG members' place of residence from a group.
5. In the column for **Farming on own land / leased land**: Please write "own land" if the group wishes to farm on land owned by any of the members in the group or their family; and write "leased land" if the group wishes to farm on leased land for which they have to pay rent.
6. In the column for **Type of support required**: Please mention the type of support required. Support required maybe more than one. (Refer table 1 )
7. In the column for Rank for prioritisation : **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**

## 1. Animal husbandry

Table 2: List of Types of Support for Animal Husbandry:

Sl. No	Types of Support
1	Subsidy for fingerlings/chicks/calf, etc. and other inputs
2	Support for Veterinary
3	Training, capacity building and extension support
4	Access to market and marketing support
5	Quality livestock / fingerlings
6	Vaccines and medicines
7	Equipments/Inputs for poultry/ bee keeping/ fisheries - weighing scales
8	Health camp for livestock
9	Pond renovation/new Construction
10	Fishing nets for Custom Hiring Centre
11	Providing fish /cattle/ poultry /pig feed
12	Poultry sheds/ Cattle sheds/ goat sheds/ pig sty
13	Fodder cultivation
14	Mini-refrigerators for vaccines and medicines
15	Certification of the produce, branding, market facility, organizing fairs for marketing etc
16	Milk Chilling plants
17	Work shed
18	Animal insurance
19	Training for specific livestock/ small ruminants/ pisciculture



Note that the ones listed above are the most common types of support. Apart from this, each state may also have a state-specific list of the types of support available for each category of livelihood. The states may prepare a state-specific list and circulate it among the participants/facilitators/cadre who will be facilitating the planning exercise on field.

The demands corresponding to animal husbandry can be considered under Gram Panchayat/ Local bodies' funds as well as available schemes of various departments such as mentioned below:

Sl. No	Name of Department
1	Animal Husbandry Department
2	Fisheries Department

## 2.1 Animal husbandry - Individual

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	Name of SHG member (in order of priority)	Name of head of the household	Ward name and number	Category of Animal Husbandry	Type of Support Required	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1						
2						
3						

### Facilitator's Note for Animal Husbandry - Individual

Animal husbandry will include livestock like poultry, pigs, goats, cows, etc. This sector will include demands from SHG members who are interested in animal husbandry.

1. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority.
2. In the column for **Name of SHG member (in order of priority)**: Please fill the name of the SHG members who are interested in animal husbandry. Please write the names in a prioritised order.
3. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
4. In the column for **Ward name and number**: Please fill the ward name and number of the SHG member's place of residence.
5. In the column for **Category of Animal Husbandry**: Please write the type of livestock the SHG members demand. For example, goatery, cattle, poultry, piggery, etc.
6. In the column for **Type of Support Required**: Please mention the type of support needed, like cattle, cattle/poultry shed, subsidy on fodder grains, financial loans or specialized training. Support required maybe more than one. If the members demand for cattle/pigs/etc., mention the **number of animals demanded** in this column too. For example, if in the category of animal, a member demands goatery then under type of support, please specify the number of goats needed "Goat-3" (Refer table 2)
7. In the column for **Rank for prioritisation** : **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**

## 2.1 Animal husbandry - Group

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	No. of SHG members in the group	Name of SHG Members of the group and Name of SHG of respective members	Ward name and number of any one SHG Member in the group	Category of Animal Husbandry	Type of Support Required	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)

### Facilitator's Note for Animal Husbandry

For SHG members who wish to start animal husbandry collectively as a group. A group may consist of three or more SHG members:

1. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority.
2. In the column for **No. of SHG members in a group**: Please write the number of SHG members in one particular group who are willing to start animal husbandry in a group.
3. In the column for **Name of SHG Members of the group and Name of SHG of respective members**: Please write the names of all the SHG members in the group. For example, if 3 SHG members want to form a group for farming, then the names of all 3 SHG members must be mentioned in this column. Corresponding to each name, please specify the name of SHG of that member in brackets.
4. In the column for **Ward name and number of anyone SHG member in group**: Please fill the ward name and number of any one of the SHG members' place of residence from a group.
5. In the column for **Category of Animal Husbandry**: Please write the type of livestock the SHG members demand. For example, goatery, cattle, poultry, piggery, etc.
6. In the column for **Type of Support Required**: Please mention the type of support that the SHG member requires for the particular demand. Support required maybe more than one. For example, financial loans, specialized skill trainings, support for market promotion, etc.(Refer table 2).
7. In the column for **Rank for prioritisation: This column must be filled only during the consolidation and prioritisation meeting to be held at GP level**. A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**

### 3. Micro Enterprise

SHG members can start MEs individually or in groups of two or more together.

Table 3:List of Types of Support for Micro Enterprises:

Sl. No	Types of Support
1	Subsidy in rent for Micro and Small Enterprises
2	Contingency expenditure
3	Capacity building of entrepreneurs in technology, skills, market access, etc.
4	Seed capital for new enterprise development and support for existing enterprise
5	Access to market and marketing support
6	Designing and packaging of products
7	Training on Business development skills
8	Equipment / implements for different types of activities such as for food processing, spices drying and grinding, handloom, handicraft, making products from NTPF produce, equipment for packaging.
9	Work shed
10	Drying platforms.
11	Storage units
12	Certification of product and services, promotion and branding support, market linkages, organizing fairs.
13	Training for specific types of activities (Handloom, Handicraft, sericulture, food processing,



Note that the ones listed above are the most common types of support. Apart from this, each state may also have a state-specific list of the types of support available for each category of livelihood. The states may prepare a state-specific list and circulate it among the participants/facilitators/cadre who will be facilitating the planning exercise on field.

The demands corresponding to Micro Enterprises can be considered under Gram Panchayat/ Local bodies' funds as well as available schemes of various departments such as mentioned below:

Sl. No	Name of Department
1	Micro Small and Medium Enterprises (MSME)
2	Food Processing industries



The micro-enterprises can be divided into three categories.

Table 4: Categorisation of Micro Enterprise

Sl. No	MANUFACTURING	TRADE	SERVICES
1.	Weaving	Garment store	Beauty parlour
2.	Papad-making	General store	Catering services
3.	Agarbathi making	Bakery	Sound and Light rental
4.	Pickle making	Pharmacy	Restaurants
5.	Flower garland and bouqet making	Pooja items shop	Laundry services
6.	Paper plate making	Bed and mattress shops	Autorickshaw / Vans
7.	Bangle making	Book stall	Bike/ car repair
8.	Coir rope making	Bricks or tiles trading shop	Carpenter
9.	Handloom and handicraft	Dairy products shop	Mobile repairing
10.	Pottery	Electrical shop	Electronics repair
11.	Rice mill	Fish trading	Fresh fruit juice and other drinks
12.	Sericulture (rearing of silk worm)	Groundnut (chana ) trading	Painting
13.	Sweets making	Jewellery	Printing press
14.	Note- book making	Mushroom trading	Tuitions
15.	Vegetable cultivation	Shoe trading shop	Salon
16.	Bag making	Vegetable/ fruit trading	Photo studio
17.	Wooden or bamboo furniture making	Utensils trading	Taxi services
18.	Mat making	Scrap dealing	Tailoring
19.	Soap and detergent making	Hardware store	Welding
20.	Water purifier plant	Cold drink shop	Watch/ clock repair

### 3.1 Individual Micro Enterprise

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	Name of SHG member (in order of priority)	Name of head of the household	Ward name and number	Type of ME	Type of Support Required	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1						
2						
3						

#### Facilitator's Note for Individual MEs:

1. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
2. In the column for **Name of SHG member (in order of priority)**: Please fill the name of the SHG members who are interested in starting individual MEs or require support for existing MEs. Please write the names in a prioritised order.
3. In the column for **Name of head of the household**: Please fill the name of the father/husband/head of the household of the beneficiary.
4. In the column for **Ward name and number**: Please fill the ward name and number of the SHG member's place of residence.
5. In the column for **Name of SHG**: Please fill the name of the SHG to which the member belongs.
6. In the Column for **Type of ME**: In this column, please write the type of ME such as Kirana shops, beauty parlour, agarbatthi unit, pickle making unit, shoe shop, barber shop etc.
7. In the column for **Type of Support Required**: Please mention the type of support that the SHG member requires for the particular demand. Support required maybe more than one. For example, financial loans, specialized skill trainings, support for market promotion, etc. (Refer table 3)
8. In the column for Rank for **prioritisation**: **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**

## 3.2 Group Micro Enterprise

Name of the SHG:

Name of the VO:

Name of the GP:

Sl. No	No. of SHG members in a group	Name of SHG Members of the group and Name of SHG of respective members	Ward name and number of any one SHG member in a group	Type of ME	Type of Support Required	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1						
2						
3						

### Facilitator's Note for Group MEs:

For SHG members who wish to start micro enterprises collectively as a group. A group may consist of three or more SHG members:

1. Ensure that the entries are made in an order of priority with the vulnerable and poorest of poor getting the higher priority
2. In the column for **No. of SHG members in a group**: Please write the number of SHG members in one particular group who are willing to start a group ME.
3. In the column for **Name of SHG Members of the group and Name of SHG of respective members**: Please write the names of all the SHG members in the group. For example, if 3 SHG members want to form a group for farming, then the names of all 3 SHG members must be mentioned in this column. Corresponding to each name, please specify the name of SHG of that member in brackets.
4. In the column for **Ward name and number of any one SHG member in group**: Please fill the ward name and number of any one of the SHG members' place of residence from a group.
5. In the Column for **Type of ME**: In this column, please write the type of ME such as Kirana shops, beauty parlour, agarbatthi unit, pickle making unit, shoe shop, barber shop etc.
6. In the column for **Type of Support Required**: Please mention the type of support that the SHG member requires for the particular demand. Support required maybe more than one. For example, financial loans, specialized skill trainings, support for market promotion, etc. (Refer table 3)
7. In the column for **Rank for prioritisation**: **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column is left blank during SHG level data collection.**

Seal and Signature of SHG leaders

## VO Level Data Summary Sheet & Data Collection Formats

Data from SHG is consolidated and made into a summary at VO level only for two components :

- A. Entitlement Plan
- B. Livelihood Plan

VO level data is collected directly from VOs only for two components:

- C. Public goods, services and resource development Plan
- D. Social Development Plan

Name of Village Organisation:

Name of Gram Panchayat :

Number of SHGs :

Seal and Signature of VO leaders

### Present status of SHGs and Plan for upcoming year

Present status

Sl. No	Status	Number
1	Total no. of households in VO /PLF jurisdiction	
2	No. of households covered in SHGs	
3	Total no. of SHGs existing	
4	Total no. of SHGs received RF	
5	Total no. of SHGs accessed bank loan	

### Plan for upcoming year

Sl. No	Plan	Number
1	No. of household to be brought under SHG fold	
2	No. of SHGs to be provided RF	
3	No. of SHGs that will access bank loan	

### Facilitator's Note for filling up Present status

1. In the row for **Total no. of households in VO /PLF jurisdiction**: Please fill the total number of households within the jurisdiction of VO.
2. In the row for **No. of households covered in SHGs**: Please fill the number of households that have been included under the SHG fold
3. In the row for **Total no. of SHGs existing**: Please write the total number of SHGs within that particular VO
4. In the row for **Total no. of SHGs received RF**: Please write the total number of SHGs that have received revolving fund(RF)
5. In the row for **Total no. of SHGs accessed bank loans**: Please write the number of SHGs that have accessed bank loan services

### Facilitator's Note for filling up plan for upcoming year:

1. In the row for **No. of households to be brought under SHG fold**: Please write the number of households that can be brought under SHG fold in the upcoming year
2. In the row for **No. of SHGs to be provided RF**: Please write the number of SHGs to be provided with Revolving fund in the upcoming year
3. In the row for **No. of SHGs that will access bank loan**: Please write the number of SHGs that will be able to access bank loan in the upcoming year

### Facilitator's Note for filling up VO Summary Sheet for Entitlements :

1. Each Scheme's SHG level data will have a cover page which will be the respective VO Summary Sheet
2. In the column for **Name of SHG**: Please fill the name of the SHG, beneficiaries belong to as per the SHG level Data Sheet
3. In the column for **No of beneficiary**: Please fill the total number of the beneficiaries from a particular SHG for the scheme mentioned in the format
4. In the column for **No of Work**: Please fill the total number of individual and community work demanded from each SHG. (*Applicable only to MGNREGA individual and community work*)

## A. Entitlement Plan

### 1. MGNREGS

#### 1.1 New Job Card

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

New Job Card for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

#### 1.2 MGNREGS Work Demand

##### 1.2.1 MGNREGS - Individual Work

Sl. No	Name of SHG	No. of work
1		
2		
Total work demanded		

## 1.2.2 MGNREGS - Community Work

Sl. No	Name of SHG	No. of work
1		
2		
Total work demanded		

## 1. NSAP (Pension)

### 2.1 Old Age Pension

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

### Old Age Pension for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			



## 2.2 Widow Pension

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Widow Pension for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## 2.3 Disability Pension

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Disability Pension for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

### 3. SBM

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

SBM for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

### 4. Health Card

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Health card for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## 5. Ration Card

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Ration card for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## 6. Ujjwala Gas

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Ujjwala Gas beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## 7. Pradhan Mantri Sahaj Har Ghar Bijli Yojana - Saubhagya

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Pradhan Mantri Sahaj Har Ghar Bijli Yojana-Saubhagya for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## 8. Pradhan Mantri Suraksha Bima Yojna (PMSBY)

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

PMSBY for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## 9. Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

PMJJBY for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## 10. Pradhan Mantri Awas Yojna - Gramin (PMAY - G)

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

PMAY - G for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## 11. Any Other Scheme (*Mention the name of the scheme*)

Sl. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

*Any other scheme* for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

## C. Livelihood Plan

### 1.1 Farming - Individual Farming

Sl. No	Name of SHG	No. of SHG members interested in individual farming	No. of SHG members farming on own land	No. of SHG members farming on leased land
1				
2				
Total				

#### **Facilitator's Note for Individual Farming:**

This table will contain consolidated details of only individual farming.

1. In the column for **Name of SHG**: Please write the name of the SHG whose details will be filled.
2. In the column for **No. of SHG members interested in individual farming**: Please write the total number of SHG members interested in individual farming for the corresponding SHG.
3. In the column for **No. of SHG members farming on own land**: Please write the total number of SHG members farming on own land for the corresponding SHG.
4. In the column for **No. of SHG members farming on leased land**: Please write the total number of SHG members farming on leased land for the corresponding SHG.

## 1.2 Farming - Group Framing

Sl. No	Name of SHG	No. of SHG members interested in group farming	No. of groups farming on own land	No. of groups farming on lease land
1				
2				
Total				

### Facilitator's Note for Group Farming:

This table will contain consolidated details of only group farming.

1. In the column for **Name of SHG**: Please write the name of the SHG whose details will be filled.
2. In the column for **No. of SHG members interested in group farming**: Please write the total number of SHG members interested in group farming for the corresponding SHG.
3. In the column for **No. of groups farming on own land**: Please write the total number of groups farming on own land for the corresponding SHG.
4. In the column for **No. of SHG members farming on lease land**: Please write the total number of groups farming on lease land for the corresponding SHG.

## 1.3 Farming - Support required for both individual and group farming

Sl. No	Type of Support	Total number of support required
1		
2		
Total		

### Facilitator's Note for Support Required for Farming:

This table will give the consolidated details for the different types of support that SHG members have demanded for farming.

1. In the column for **Type of Support**: Please write the different types of support requirements that have come from the SHGs. Each type will be written in a separate row.
2. In the column for **Total number of support required**: Please write the sum total of support required in both Individual and group animal husbandry

Farming for beneficiaries outside SHG fold  
(Vulnerable / Poorest of Poor as identified by VO)

Sl. No.	Name of beneficiaries (in order of priority)	Name of head of the household	Ward name and number	Individual / Group	Farming on own land/leased land	Type of Support Required
1						
2						

2.1 Animal Husbandry - Individual and Group

Sl. No.	Name of SHG	No. of Individuals demanded for Individual animal husbandry	No. of groups demanded for group animal husbandry
1			
2			
	Total		

**Facilitator's Note for Animal Husbandry Individual and group:**

1. In the column for Name of SHG: Please write the name of the SHG whose details will be filled.
2. In the column for No. of Individuals demanded for Individual animal husbandry: Please write the total number of Individuals demanded for Individual animal husbandry from each SHG
3. In the column for No. of groups demanded for group animal husbandry: Please write the total number of groups demanded for animal husbandry in groups from each SHG



## 2.1 Animal Husbandry - Support Required for individual and group animal husbandry

Sl. No.	Type of Support	Total number of support required
1		
2		
	Total	

### Facilitator's Note for Support Required for Animal Husbandry:

This table will give the consolidated details for the different types of support that SHG members have demanded for Animal Husbandry

1. In the column for Type of Support: Please write the different types of support requirements that have come from the SHGs. Each type will be written in a separate row.
2. In the column for Total number of support required: Please write the sum total of support required in both Individual and group animal husbandry

### Animal Husbandry for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

Sl. No.	Name of beneficiaries (in order of priority)	Name of head of the household	Ward name and number	Individual / Group	Category of Animal Husbandry	Type of Support Required
1						
2						

### 3.1 Micro Enterprises Individual and Group

Sl. No.	Name of SHG	No. of Individuals demanded for Individual Micro enterprise	No. of groups demanded for group Micro enterprise
1			
2			
	Total		

#### Facilitator's Note for Micro Enterprises-Individual and group:

1. In the column for Name of SHG: Please write the name of the SHG whose details will be filled.
2. In the column for No. of Individuals demanded for Individual Micro Enterprise: Please write the total number of Individuals demanded for Individual Micro Enterprise from each SHG.
3. In the column for No. of groups demanded for group Micro Enterprise : Please write the total number of groups demanded for Micro Enterprise in groups from each SHG.

### 3.3. Micro Enterprises- Support Required for both individual and group micro enterprises

Sl. No.	Type of Support	Total number of support required
1		
2		
	Total	

### Facilitator's Note for Support Required for Micro Enterprises:

This table will give the consolidated details for the different types of support that SHG members have demanded for under Micro enterprises

1. In the column for Type of Support: Please write the different types of support requirements that have come from the SHGs. Each type will be written in a separate row.
2. In the column for Total number of support required: Please write the sum total of support required in both Individual and group animal husbandry

### Micro Enterprises for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

Sl. No.	Name of beneficiaries (in order of priority)	Name of head of the household	Ward name and number	Individual / Group	Type of ME	Type of Support Required
1						
2						

## D. Public goods, services and resource Plan

### Public goods and services demands

*(This is a suggestive list. More context based local demands can also be included)*

Sl. no	Description of demand	Sl. no	Description of demand
1	Roads	19	VO office
2	Anganwadi Centres	20	Dustbins
3	Community halls	21	Weaving centre
4	Drainage	22	Drinking water facilities
5	Panchayat bhavan	23	Library
6	Market/ haat bazaar	24	Culvert
7	Street light	25	Boundary wall
8	Community toilet	26	Waiting shed
9	Teachers in schools	27	Mid -day meal provisions
10	Deworming	28	Staff nurses in health centres
11	Provisions for immunization	29	Mosquito nets
12	Handwash facilities	30	Uniform in schools
13	Grain storage facilities / Warehouse	31	Baby feeding rooms in public spaces
14	Grain drying platform	32	Facilitation / common centres for Producer groups
15	Handloom small scale units	33	School furniture (Desk, bench , black boards)
16	Women police officers	34	Equipment for sub – centres (medicines, Syringes, BP apparatus)
17	Sanitary pad vending machines	35	Safai Karamchari
18	Incinerator	36	Cultural centres and clubs

### Resource development demands

(This is a suggestive list. More context based local demands can also be included)

Sl. no	Description of demand	Sl. no	Description of demand
1	Ponds	9	Agri bund
2	Wells	10	Ring well
3	River bunds	11	Embankment
4	Rainwater harvesting	12	Check dams
5	Tubewell	13	Land development
6	Plantations (Tree, mango, bamboo, arecanut etc.)	14	Borewell
7	Elephant trench	15	Forest fencing
8	Medicinal plant nurseries	16	Management of wetlands

### 1.Format to capture public goods and services

Name of the VO:  
 Number of SHG:  
 Name of the GP:

Sl. No.	Description of Demand	Location	New / Renovation	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1				
2				
3				

## 1. Format to capture resource development demands

Name of the VO: Number of SHG: Name of the GP:				
Sl. No.	Description of Demand	Location	New / Renovation	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1				
2				
3				

### Facilitator's Note for Public goods, services and resource development

1. In the column for **Description of demand**: The description of demand must be the public goods, services and resource development demanded for. Example: Panchayat Bhavan, Anganwadi Kendra, Street light, public well, provision for immunization, setting up hand wash facilities etc.
2. In the column for **Location**: The location of the infrastructure or resource development must include ward name and number as well. Example: Ward number 6, Kishangaon, Rita's house to Suman's house.
3. In the column for **New / Renovation**: The nature of demand must be specified. If the said demand is new, the entry would be New. If the said demand is for renovation, the entry would be renovation.
4. In the column for **Rank for prioritisation** : **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level.** A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column must be left blank during SHG level data collection.**

## D. Social Development Plan

**Topic :** *Social Issue that is addressed in the Plan*

1. Introduction
2. Objectives of the Plan
3. Data Regarding the identified Issue
4. Role of Stakeholders
5. Activities to address the social Issue
6. Budget Required
7. Follow-up/ Monitoring

Sl.No	Social Issues	Activities
1	Alcoholism	<ul style="list-style-type: none"><li>■ Shutting down illicit alcohol shops</li><li>■ Providing alternative livelihood opportunities</li><li>■ Registering complaints in police station</li><li>■ Referral services to de-addiction centres</li></ul>
2	Drug Abuse	<ul style="list-style-type: none"><li>■ Services for counselling and therapy</li><li>■ Referral services to de-addiction centres</li><li>■ Formation of community vigilance teams</li></ul>
3	Adult illiteracy	<ul style="list-style-type: none"><li>■ Linking to Block / District adult literacy programme, if any</li><li>■ Initiation of adult literacy classes</li><li>■ Environment creation for enhancing literacy such as pasting posters with proverbs in public spaces</li><li>■ Mobilizing resources for adult literacy classes through Local Self Government Institutions</li><li>■ Establishing linkages with State literacy mission for admission in open schools</li></ul>
4	School drop out	<ul style="list-style-type: none"><li>■ Activation / revival of School Management Committee</li><li>■ Re-enrolment in schools through School Management committee</li><li>■ Mobilizing resources for school drop outs through Local Self Government Institutions</li><li>■ Ensuring access to services like teachers, toilets for girls in schools</li><li>■ Ensuring quality of services like mid – day meal schemes</li></ul>

SI.No	Social Issues	Activities
5	Malnutrition	<ul style="list-style-type: none"> <li>■ Encourage Nutri – garden / kitchen garden in Anganwadi centres and schools</li> <li>■ Regular health check – up in schools</li> <li>■ Regular monitoring of children’s weight and height in anganwadis and meeting specific nutritional requirements of children from Severe Acute malnourished, Moderate acute malnourished, Severely underweight , Moderately underweight categories, pregnant and lactating mothers</li> <li>■ Ensuring community monitoring through various committees like Village Health Sanitation and Nutrition committee, Mother’s committee in Anganwadis</li> <li>■ Ensuring quality of services like food provided in Anganwadis</li> <li>■ Ensuring availability of services like immunization, de-worming tablets, Iron folic tablets at regular intervals</li> </ul>
6	Violence against women (domestic violence, eve teasing, sexual harassments etc.)	<ul style="list-style-type: none"> <li>■ Setting up Help centres / Gender resource cell for women to seek support with regard to safety, health, mental health services etc.</li> <li>■ Village level mapping of areas that are considered to be unsafe for women</li> <li>■ Organising legal awareness classes for women</li> <li>■ Setting up legal aid cells at GP/VC level</li> <li>■ Demand for women police officers in the nearest police station</li> <li>■ Gender sensitisation classes</li> <li>■ Providing livelihood opportunities for survivors of violence</li> </ul>
7	Child marriage	<ul style="list-style-type: none"> <li>■ Sensitisation of community</li> <li>■ Setting up legal aid cells at GP/VC level</li> <li>■ Ensuring education of children until the age of 18</li> </ul>



SI.No	Social Issues	Activities
8	Environment related issues	<ul style="list-style-type: none"> <li>■ ·Conducting plantation and cleanliness drives</li> <li>■ Promotion of environment clubs in schools</li> <li>■ Initiate plastic free campaigns through usage of cloth bags</li> <li>■ Practice of waste segregation at household level</li> <li>■ Initiation of waste disposal and management facilities at GP/VC level</li> <li>■ Formation of community emergency response teams for disaster management</li> </ul>
9	Dowry	<ul style="list-style-type: none"> <li>■ Organising legal awareness classes</li> <li>■ Setting up legal aid cells at GP/VC level</li> <li>■ Registering complaints in police station</li> <li>■ Sensitisation of community</li> <li>■ Setting up Help centres / Gender resource cell for women to seek support with regard to safety, health, mental health services etc.</li> </ul>
10	Human Trafficking (including child trafficking)	<ul style="list-style-type: none"> <li>■ Registering complaints in police station</li> <li>■ Linking up with police station for legal awareness</li> <li>■ Establishing a link for survivors with District Legal Services Authority</li> <li>■ Setting up Help centres / Gender resource cell to seek support with regard to safety, health, mental health services etc.</li> </ul>
11	Social exclusion (Victims of witch hunting, homeless persons, persons belonging to the transgender community migrant labourers, bonded labourers,Particularly Vulnerable Tribal Groups, sanitation workers etc.)	<ul style="list-style-type: none"> <li>■ Sensitisation of community</li> <li>■ Provision of essential services like food grains, clothes etc.</li> <li>■ Helping them access basic entitlements including ration card, Aadhar card, Voter ID card and other certificates.</li> <li>■ Linking up with centres that provide mental health services.</li> </ul>

## Facilitator's Note : Social Development Plan

### Plan Format

#### Introduction

A basic introduction about the Gram Panchayat/ Village and the issue identified. Name of the GP/ village/s should be mentioned here. Details regarding the number of families in the village and no of SHGs in the village can be given here.

**Name of GP/VC/VDC/VA :**

**Name of the Village/s :**

**No of families in the Village/s :**

**Number of SHGs in the village :**

**Number of VOs :**

A small paragraph about the issue identified is necessary. What is the issue and why it needs to be addressed should be mentioned in this session.

#### Objectives of the plan

What is the reason to prepare this plan. The major reason is to address the identified issue and the next objective is to incorporate the plan into GPD plan. The objective can also be drafted based on the intervention designed in the plan. To bring the identified social issue towards the public and the authority can also be an objective.

#### Data Regarding the Issue Identified

It is always important to show the numbers/ examples of the identified social issue. This will help to show the intensity of the identified issue. If it is an issue which can be measured qualitatively, for eg; number of drop out children/ no of illiterate people / no of illicit alcohol shops etc, those numbers should be a part of the plan. If there are any incidents to support the social issue identified, include that also in this session. An example of a table depiction is given below :

Name of Village	Number
	*Write the number of cases/ people affected by the identified social issue

#### Role of Stakeholders

- This session will have the name of each stakeholder and their role to address the identified issue. SHGs network, GP/VC level, and the concerned departments will be the major stakeholders and the details regarding other stakeholders, their roles should be mentioned.

Name of Stakeholder	Role of the stakeholder
GPs/ VCs/VDCs/VAs	
SHGs	
VOs	
Concerned Line Departments	

## Activities to address the social Issue

This session can have the list of activities that are planned by SHG network to address the issues. The activities can have timelines also attached to it. VOs can mention the activities that other stakeholders can organise too.

Activity Planned	Responsibility of the activity / Organizers of the activity	Timeline of the Activity

## Budget Required (Only if its required)

Since these are 'Low cost/ no cost plans', the budget is not a necessary heading in all the plans. Certain issues can be addressed without money but with appropriate intervention by the stakeholders. But if the social issue demands the necessity of a minimal amount, that can be mentioned in the session. Make sure that the budget head is also given.

Materials Required	Cost per unit	Number of units required	Total Cost
Total Budget			

## Followup / Monitoring

After the submission of the plan, it's necessary that VOs monitor the status of the plan submitted. VOs can coordinate with stakeholders to do the same. This session should include the details of followup mechanisms. This can include, meeting with stakeholders, organising activities, conduct of the activities, Status check etc.

## *GP Level Data Summary Sheet*

Data from VO is consolidated and made into a summary at GP level for all four components :

**A. Entitlement Plan**

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**B. Livelihood Plan**

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**C. Public goods, services and resource development Plan**

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**D. Social Development Plan**

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# Village Poverty Reduction Plan 2021-2022

## Index

Sl. no	Name of Plan	Page Numbers
1	Basic Information of GP	
2	Present Status and Plan for upcoming year of GP	
3	Present Status & Plan for upcoming year of VO	
5	Entitlement Plan	
6	Livelihood Plan	
7	Public Goods, Services and Resource Development Plan	
8	Social Development Plan	

### Basic Information

Gram Panchayat	
Block	
District	
State	
Number of VO	
Number of wards in the GP	

### Present status

Sl. no	Status	Number
1	Total no. of households in Panchayat jurisdiction	
2	No. of households covered in SHGs	
3	Total no. of SHGs existing	
5	Total no. of SHGs received RF	
6	Total no. of SHGs accessed bank loan	

### Plan for upcoming year

Sl. no	Plan	Number
1	No. of household to be brought under SHG fold	
2	No. of SHGs to be provided RF	
3	No. of SHGs that will access bank loan	

## A. Entitlement Plan

Sl. No	Name of entitlement	Total no. of beneficiaries / work
1	MGNREGS Job card	
2	MGNREGS Individual Work (Mention the no. of works)	
3	MGNREGS Community work (Mention the no. of works)	
4	Old Age Pension	
5	Widow Pension	
6	Disability Pension	
7	SBM	
8	Health Card	
9	Ration card	
10	Ujjwala	
11	Saubhagya	
12	PMSBY	
13	PMJJBY	
14	PMAY	

## B. Livelihood Plan

Sl. no	Sectors	Total no. of individuals demanded	Total no. of Groups demanded	Total support required
1	Farming			
2	Animal Husbandry			
3	Micro Enterprises			



**C.Public goods, services and resources**

(This is a suggestive list. More context based local demands can also be included)

Sl. No	Sectors	Total no. of demands
1	Roads	
2	Anganwadi Centres	
3	Community halls	
4	Drainage	
5	Panchayat bhavan	
6	Market/ haat bazaar	
7	Street light	
8	Community toilet	
9	Teachers in schools	
10	De-worming	
11	VO office	
12	Dustbins	
13	Weaving centre	
14	Drinking water facilities	
15	Library	
16	Culvert	
17	Boundary wall	
18	Waiting shed	
19	Mid -day meal provisions	
20	Staff nurses in health centres	
21	Mosquito nets	
22	Ponds	
23	Handwash facilities	
24	Uniform in schools	
25	Grain storage facilities / Warehouse	
26	Grain drying platform	

Sl. No	Sectors	Total no. of demands
27	Handloom small scale units	
28	Women police officers	
29	Sanitary pad vending machines	
30	Incinerator	
31	Baby feeding rooms in public spaces	
32	Facilitation / common centres for Producer groups	
33	School furniture (Desk, bench , black boards)	
34	Equipment for sub – centres (medicines, Syringes, BP apparatus)	
35	Safai Karamchari	
36	Cultural centres and clubs	
37	Wells	
38	River bunds	
39	Rainwater harvesting	
40	Tubewells	
41	Plantations ( Tree, mango, bamboo, arecanut etc.)	
42	Agri bund	
43	Ring well	
44	Embankment	
45	Check dams	
46	Land development	
47	Borewell	
48	Elephant trench	
49	Medicinal plant nurseries	
50	Forest fencing	
51	Management of wetlands	

#### D. Social Development

*(This is a suggestive list. More context based local demands can also be included)*

Topic	Number of plans submitted
Alcoholism	
Drug Abuse	
Adult illiteracy	
School drop out	
Malnutrition	
Violence against women (domestic violence, eve teasing, sexual harassments etc.)	
Child marriage	
Environment related issues	
Dowry	
Human Trafficking (including child trafficking)	
Social exclusion (Victims of witch hunting, homeless persons, persons belonging to the transgender community etc.)	
Total number of Social Development plan submitted	

## Annexure – 2 Eligibility Criteria

### Centrally Sponsored Scheme

**Please Note:** The basic criteria of some Centrally Sponsored Schemes are mentioned below. The schemes to be included in the format can vary based on the needs of the State. The facilitator has to ensure that the forms are filled keeping the Eligibility Criteria in mind. The list should contain only the names of eligible beneficiaries.

#### 1. MGNREGS 1.1 New Job Card

1. All residents of the Gram Panchayat are eligible for applying
2. The person should be above 18 years of age
3. The beneficiary should submit the registration form along with necessary documents to the Ward Member/Gram Rozgar Sevak/Panchayat Secretary.
4. Once the documents are verified, the Gram Rozgar Sewak will send the registration forms for MIS entry to the block level.
5. Beneficiaries should collect the receipt once the registration for the job card is submitted.
6. The Secretary/ Gram Rozgar Sewak will maintain a register at the Gram Panchayat level to make entries of registration.
7. Beneficiaries should receive the job card within 15 days after submission of application form, if required criteria are fulfilled.

## 1.2 Work Demand

1. The facilitator should mandatorily refer to the permissible work list of MGNREGS developed by the central government and the respective state governments before work identification demands. This will ensure that the demands that can be taken up by GPs are being demanded
2. The details of the work demand should be entered with the ward number of where the work has to be initiated.
3. Beneficiaries should approach the Gram Sewak/ Panchayat Secretary for demand for work.
4. They should fill up the form 1 (A) for demand for work and submit it to the Gram Rozgar Sewak or Panchayat Secretary.
5. They can also put the demand for work as an application in plain paper.
6. The concerned beneficiaries should also collect the acknowledgement receipt from the Panchayat Secretary/ Gram Rozgar Sewak, following submission of application form.
7. They should also collect Form no.2 from the Gram Panchayat Rozgar Sewak or the Panchayat Secretary as a promise for demand of work.
8. The Gram Rozgar Sewak should allot work to eligible beneficiaries within 15 days from the date of receipt of application.

## 2. NSAP (Pension)

### 2.1 Old Age Pension

1. The facilitator should be mindful of the age of an applicant (male or female) should be 60 years and above and he/she should belong to Below the Poverty Line (BPL). The SHG members can be asked to bring their valid ID proofs for verification.
2. The beneficiary of the scheme is identified through Gram Sabha and based on the approval taken by the Gram Sabha, the list is prepared every year.

### 2.2 Widow Pension

1. The facilitator should make sure the beneficiary should be a widow
2. The eligibility age of the widow is 40 years.
3. The applicant must belong to Below Poverty Line (BPL).

## 2.3 Disability Pension

1. The facilitator should make sure that the eligible age for the pensioner is 18 years and above
2. The disability level has to be 40%.
3. Dwarfs are also eligible for this pension.

## 3. Swachh Bharat Mission (SBM)

1. The facilitator should be mindful of the services provided state wise. Some states provide repairing services, while others don't.
2. The facilitator should be clear that the beneficiary for SBM is taken from SECC,2011 list which is continuously updated.
3. Any person/member in the village, who has a Voter ID and doesn't have a latrine in his/her family, is the beneficiary under this mission.
4. State guidelines specifying special provision of IHHL to households of Persons with Disability and other vulnerable sections of the community may also be considered and included.

## 4. Health Card (Ayushman Bharat Card)

1. The facilitator should make sure that whenever a person is applying for a Ayushman Bharat/ state sponsored card name of family members are also included in the card.
2. The beneficiary is a BPL card holder
3. The maximum cover for a household under Ayushman Bharat is 5 Lakhs

## 5. UJJWALA gas (LPG Connection)

1. The facilitator should identify the beneficiary who does not have an LPG connection at all and
2. The beneficiary should be a BPL card holder

## 6. Ration Card

1. The facilitator should only include names of the beneficiary who don't have a ration card in their name and are not included in the name of their family members card.
2. Beneficiary lists will only be prepared for new ration cards.

## 7. Pradhan Mantri Sahaj Har Ghar Bijli Yojana - Saubhagya

1. All households including APL, BPL and AAY are eligible for this scheme.
2. Households that are included in the SECC list can avail the connection free of cost.
3. Households that are not eligible as per SECC data would also be provided electricity connection on payment of Rs. 500 per household.

## 8. Pradhan Mantri Suraksha Bima Yojana (PMSBY)

1. Individuals between the age bracket of 18-70 years who have a bank account and have KYC (Aadhar Details) can apply.
2. The Accident Insurance Scheme offers accidental death and disability cover for death or disability on account of an accident.
3. The cost of the policy is Rs. 12 and the amount gets auto debited from the account in the month of May every year.
4. It has to be renewed year after year.

## 9. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)

1. Any individual who is above 18 years of age and less than or up to 50 years of age, is eligible to take the benefit of the scheme.
2. The cost of the policy is Rs. 330 and the amount gets auto debited from the account of the policy holder in the month of May every year.
3. The beneficiary will get death benefit of the sum insured of Rs. 2,00,000

## 10. Pradhan Mantri Awas Yojana- Gramin (PMAY-Gramin) (Housing)

The facilitator should keep in mind these criterion during data collection.

1. Named should be in SECC 2011

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2. Beneficiary should belong to a Homeless family

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3. Beneficiary can be Families with houses having zero, one, or two rooms with a kutcha wall and kutcha roof.

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4. Beneficiaries can be Households without a literate adult above 25 years of age.

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5. Beneficiaries can be Households without an adult male member aged between 16 and 59 years of age.

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6. Beneficiaries can be Households without any adult member between 16 and 59 years of age.

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7. Beneficiaries can be Households without any able-bodied members and with a disabled member.

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8. Beneficiaries can be landless households who derive income from casual labour.

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9. Scheduled Caste, Scheduled Tribe, Others, and Minorities.

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## Annexure – 3

### Prioritisation criteria

The process of prioritisation is carried out at different levels of plan preparation to ensure that the vulnerable or the marginalised section of the community get preference on availing benefits. Prioritisation also ensures that the plans prepared are truly inclusive in nature reflecting demands of every section of the community. The facilitator must keep in mind that priority is accorded to vulnerable persons/ households who fall under the below mentioned categories.

#### List of vulnerable persons

*(This list can be edited on the basis of state context)*

- Person with Disability
- Elderly
- Women headed households including single mother, unwed mother, abandoned, widow and separated etc.
- Victims of witch hunting
- Particularly Vulnerable Tribal Groups
- Scheduled Caste and Scheduled Tribe
- Homeless and destitute
- Bed ridden/ Paralyse
- Persons belonging to Transgender communities
- Bonded labourers, Migrant labourers
- Persons with terminal or Incurable disease
- Woman victims of atrocities/trafficking
- Sanitation workers
- Households with no source of income

## Annexure – 4

### Timeline and checklist for major activities-VPRP preparation process

The whole process of VPRP preparation takes approximately three months. It may be rolled out in three phases:

<b>Phase I</b>	Preparatory activities to be undertaken before rolling out of VPRP preparation on field. This phase includes preparatory meeting with state, district and block level stakeholders, and capacity building of resource persons.
<b>Phase II</b>	Activities to be undertaken to prepare the plans of different components under VPRP. This phase will also include the mobilization, preparations and conduct of Gram Sabha.
<b>Phase III</b>	This phase entails follow-up activities to be undertaken after VPRP submission, to ensure integration of demands into GPDP and website updating.

## Phase I

Activity	Checklist of Things to Do
1 <sup>st</sup> week of GPDP Preparation	
State level preparation for VPRP	To co-ordinate the process of VPRP: <input type="checkbox"/> Appoint nodal person at block level for VPRP
2 <sup>nd</sup> week of GPDP Preparation	
Preparatory meeting at the district and block level	<input type="checkbox"/> Meeting at block level- BMMU <input type="checkbox"/> Prepare field-level action plan for VPRP roll-out <input type="checkbox"/> Ensure that the letters regarding Gram Sabha / consultative meeting with GP/ VC is issued from Panchayati Raj department
3 <sup>rd</sup> week of GPDP Preparation	
Training of Community Resource Persons on VPRP- Components and process	<input type="checkbox"/> Preparing a training calendar <input type="checkbox"/> Issue letters for training and budgetary allocation <input type="checkbox"/> Print-out of formats and other resource materials required for training <input type="checkbox"/> VPRP- MIS data entry regarding trainings (as and when the training happens) <input type="checkbox"/> Prepare a VO concept seeding meeting calendar for every VO

## Phase II

Activity	Checklist of Things to Do
After completion of VPRP training for cadre	
VPRP Preparation	<p>Things to be finalized in VO concept seeding meeting :</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preparation of SHG and VO calendar for plan preparation</li> <li><input type="checkbox"/> Finalising date, time and venue for preparation of VO Summary Sheets of the four plans and conduct the mapping exercise.</li> <li><input type="checkbox"/> Inform the VO members about identifying and discussing social issues for SDP in upcoming VO meeting</li> </ul> <p>Things to ensure during consolidation of plan:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare VO level summary sheet during VO consolidation</li> <li><input type="checkbox"/> Ensure that the demands of members outside SHG fold are included.</li> <li><input type="checkbox"/> Prepare GP level summary sheet at GP consolidation and prioritisation meeting</li> <li><input type="checkbox"/> Rank the demands in order of priority during GP consolidation and prioritisation meeting</li> <li><input type="checkbox"/> After completion of plan preparation VPRP- MIS data entry on the status of plan preparation</li> </ul>
Before 1st Gram Sabha	
Preparations for Gram Sabha	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fix meeting with Panchayati Raj department for Gram Sabha roaster/dates</li> </ul>

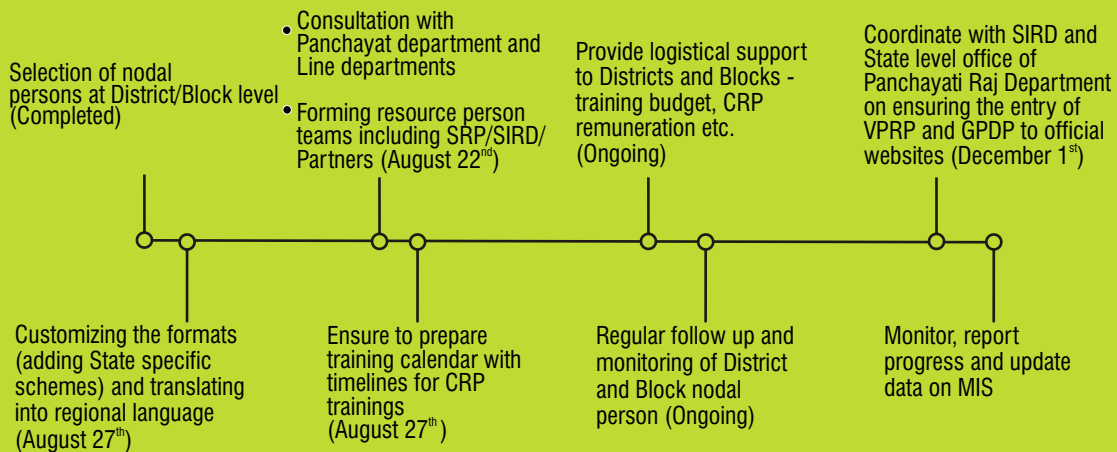
<p>Preparations for Gram Sabha</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Issue letter to GP/VC to set VPRP presentation by CBO leaders as an agenda in Gram Sabha</li> <li><input type="checkbox"/> Finalize dates and include agendas of Gram Sabha</li> </ul>
<p>Gram Sabha Mobilization</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Orientation to VO-EC members on importance of Gram Sabha</li> <li><input type="checkbox"/> Prepare mobilization strategy with VO-EC members</li> <li><input type="checkbox"/> Organize rallies / prepare placards, etc for mobilisation</li> </ul>
<p>October- December</p>	
<p>Gram Sabha <i>(Number of GPDP Gram Sabha varies according to state GPDP guidelines)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1st Gram Sabha organized</li> <li><input type="checkbox"/> 2nd Gram Sabha organized</li> <li><input type="checkbox"/> 3rd Gram Sabha organized</li> <li><input type="checkbox"/> Presentation of complete VPRP or its components in 1st/2nd/3rd Gram Sabha</li> <li><input type="checkbox"/> Maintain records of participation data in 1st/2nd/3rd Gram Sabha</li> </ul>

## Phase II

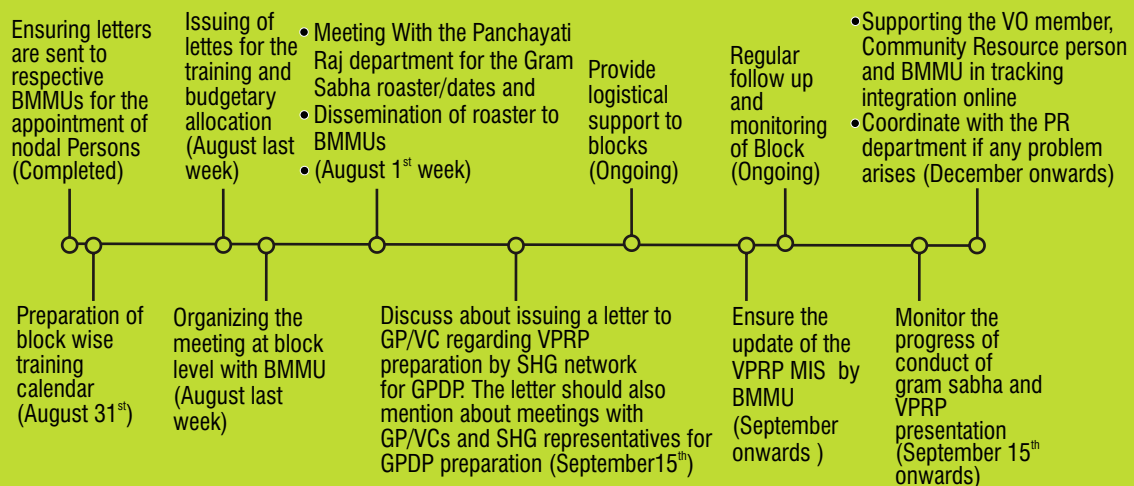
Activity	Checklist of Things to Do
After approval of VPRP in Gram Sabha	
Integration of VPRP into GPDP	<ul style="list-style-type: none"><li><input type="checkbox"/> VPRP-MIS data entry regarding Gram Sabha and plan submission status</li><li><input type="checkbox"/> Fix consultative meetings between CBO and PRI members to check integration into GPDP</li><li><input type="checkbox"/> Submit necessary forms and documents for individual entitlements</li><li><input type="checkbox"/> VPRP plans of all the GPs are updated on official website- <a href="https://gpdp.nic.in/">https://gpdp.nic.in/</a></li><li><input type="checkbox"/> GPDP VPRP plans of all the GPs are updated on official website- <a href="https://egramswaraj.gov.in/">https://egramswaraj.gov.in/</a> Share the demands with concerned departments</li><li><input type="checkbox"/> Follow up with departments on the demands submitted</li></ul>

## Annexure 5 Responsibility Matrix

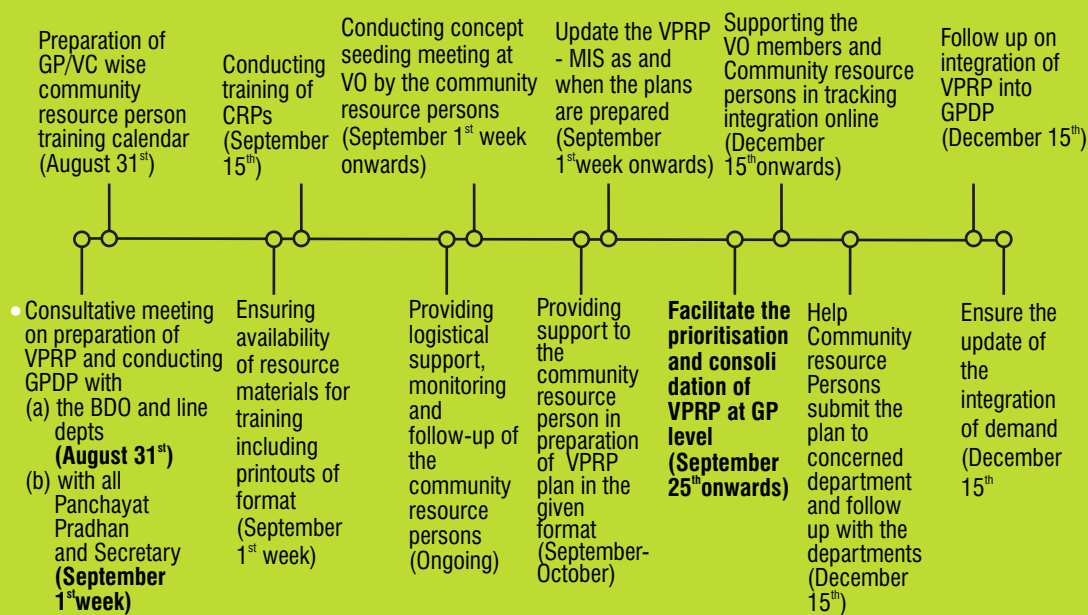
### Role of Staff- State level



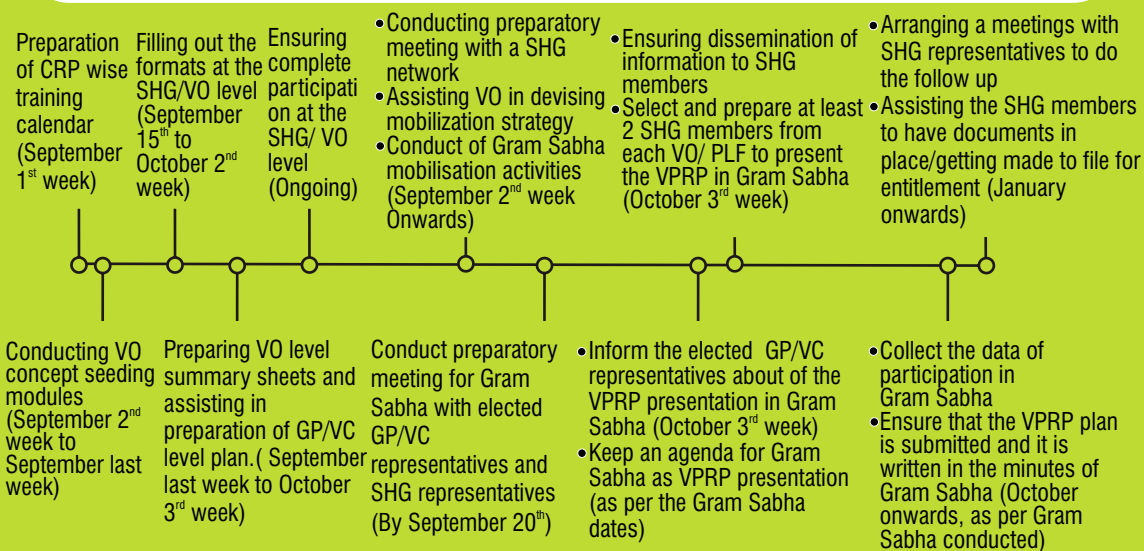
### Role of Staff- District level



## Role of Staff-Block level



## Role of Community Resource Person





## Role of Staff- Panchayati Raj Department

Dissemination of information to districts on VPRP preparation (September 1<sup>st</sup> week)

Issue letter regarding VPRP preparation by SHG for GPDP. The letter should also mention about meetings with GP/VCs and SHG representatives for GPDP preparation (September 1<sup>st</sup> week)

PR department should ensure that Gram Sabha roster is shared with the SRLM (September 20<sup>th</sup>)

VPRP presentation by SHG members as an agenda of Gram Sabha (during the GPDP Gram Sabha)

The department should ensure that the secretaries and elected GP/VC representatives share data regarding VPRP integration into GPDP (After preparation of GPRP)

Providing logistical (support to districts and blocks) (September onwards)

## Annexure 6

### Frequently Asked Questions

#### 1. Concept of GPDP and VPRP

**Q-** What is the difference between the Village Poverty Reduction Plan (VPRP) and Gram Panchayat Development Plan (GPDP)?

**A-** VPRP is a plan made by the SHG federation, consolidated at VO and GP level which gets integrated into the plan made by the Gram Panchayat. The participatory plan made by the Gram Panchayat is referred to as the GPDP.

**Q-** What is the difference between the five-year action plan and annual action plan prepared by the panchayat under GPDP?

**A-** Under GPDP, the panchayat prepares a five-year action plan which contains the list of works to be done by the panchayat in the next five years. The Annual Action Plan (AAP) is subsequently prepared by the panchayat every year as part of the GPDP process to achieve the objectives and goals of the five-year plan. The AAP plans are taken from the five year plans made.

**Q-** What is the time-frame for VPRP?

**A-** The GPDP gram sabhas are conducted during October- December. VPRP prepared by the CBO has to be submitted in the GPDP gram sabha. Thus the VPRPs have to be prepared prior to the dates of the GPDP gram sabha.

**Q-** Does the steps mentioned under the VPRP timeline need to be done on consecutive days?

**A-** No, the steps are only an outline of the process to be undertaken. The timeline for the process can be decided by the state team as per the gram sabha dates in the state.

**Q-** What if the GP/VCs are not aware about VPRP?

**A-** In such a scenario, community leaders can take the help of the Block Mission Management Unit and get state level guidelines to negotiate with the GP/VCs members.

#### 2. VPRP Components and Process

**Q.** If there are more than one VO in a GP/VC, does each VO have to prepare a separate VPRP?

**A.** Yes, each VO will prepare one VPRP.

**Q.** Will data for VPRP be collected from newly formed SHGs which have not joined the VO yet?

**A.** Yes, data can be collected from new SHGs. The VPRPs for new SHGs can be prepared and submitted along with the VPRPs being submitted by the VO as a separate set.

**Q-** If data is collected for SHGs that are not under the VO, how will their consolidation be done?

**A-** For SHGs that are outside the VO, the plans can be submitted directly with the plans prepared by Vos. If the number of SHGs outside the VO is large in number, the data collected from SHGs outside the VO can be consolidated by forming a loose VO consisting of members from the concerned SHGs.

**Q-** Do we need to collect data from members outside the SHG fold?

**A-** Yes, data must be collected for eligible beneficiaries outside the SHG network. Provisions have been made in the VO formats to collect the data.

**Q-** Where will the data of the members who are not from SHG fold be captured?

**A-** The data of the members who are outside the SHG fold is being directly captured in the VO formats.

**Q-** Can the VO use its VRP to capture data for members who are outside the SHG fold?

**A-** Yes, if the VO has completed the VRP process, it can use that data to fill in the details of members outside the SHG fold

**Q-** What is VRP (Vulnerability Reduction Plan)?

**A-** VRP is a plan prepared by VOs to identify vulnerable families/ individuals within their GP/VC and prepare intervention plans for them. The Vulnerability Reduction Fund received by the VO can be utilised based on the VRP prepared.

**Q-** If a VO has not done VRP how will they capture the data from outside the SHG fold?

**A-** In such a scenario, during the VO consolidation meeting for VPRP, VO members can suggest names of vulnerable members who are outside SHG.

**Q-** Is it necessary to do all the components of VPRP?

**A-** Yes, it is advisable to complete all the components of VPRP.

**Q-** Can the entitlement and livelihood plans be prepared in two separate SHG meetings?

**A-** Ideally, it is preferable that both the SHG level plans are prepared in the same meeting to reduce confusion for the SHG members. However, the plans can also be prepared in two separate SHG meetings provided that all members of the SHG agree to be present on both days.

**Q-** What is meant by consolidation of plans?

**A-** Consolidation is bringing together different plans to make one complete VPRP. Since the plans for different components are prepared separately, it is important to combine them to make the VPRP a comprehensive document. Thus, each VPRP prepared will have a plan for each component.

**Q-** Should the VO keep a copy of the VPRP prepared?

**A-** The VO should make 3 sets of copies of the VPRP. One will be submitted in Gram Sabha to the GP/VC with a receipt of acknowledgement from the GP/VC. One copy will have to be submitted in the respective line departments while the VO can keep one copy for its own reference and follow up later.

**Q-** Should all these VO copies have the seal and signature of GP/VC President/Secretary?

**A-** If all the three copies have the seal and signature of the GP /VC with the date of submission, it acts as a proof for the VO for submission of demands in the Gram Sabha.

### 3. Entitlement Plan and Livelihood Plan Preparation

**Q-** Does the Entitlement Plan formats have to be printed separately for each SHG?

**A-** Yes, data for each SHG will have to be filled in individual formats. Filling data of one SHG with another SHG will create confusion at the time of consolidation.

**Q-** The criteria for a particular scheme is different in my state. Which criteria is correct?

**A-** Criterion for state sponsored schemes like pension may differ from state to state. Please refer to state specific guidelines.

**Q-** Can the SHG level entitlement and livelihood plan preparation process be done in a VO EC meeting with two members from each SHG?

**A-** No, both entitlement and livelihood plans have to be prepared in a SHG meeting in the presence of all members.

**Q-** How to avoid mistakes during data collection for SHG level data?

**A-** For SHG level data collection, SHG members must bring their valid ID cards and other relevant documents like job card, ration card etc. For example, if an SHG member is not sure about her BPL/APL status, the facilitator can ascertain this by checking her ration card and thus avoid mistakes.

**Q-** How many people make a group in group farming?

**A-** Three or more people should make a group. However it is recommended to refer to state guidelines.

**Q-** Can one person demand for more than one individual work under MGNREGA

**A-** Yes, one member can demand for more than one individual work under MGNREGA. In such cases, separate entries will be made in the format corresponding to the SHG member's name.

**Q-** What is the kind of support needed in a Livelihood Plan?

**A-** In the 'Type of Support' column, write the specific support that has been demanded. For example, if under animal husbandry SHG member has asked for goats, then write the number of goats demanded. If under farming, SHG member has demanded fertilizer then write that.

**Q-** Can one person demand for more than one sector under livelihood?

**A-** Yes, one SHG member can demand for more than one livelihood and more than one support under each livelihood demanded. However, in the interest of benefit for the larger community, it is desirable that the SHG members place a demand for the most urgently required support. In such a case, other women from the SHG fold have a higher chance to get the support they seek.

**Q-** Where should the Entitlement and Livelihood Plan formats of each SHG be attached?

**A-** The Entitlement and Livelihood Plan formats of each SHG will be attached with the VO summary sheet.

#### 4. Public Goods, Services and Resource Development Plan Preparation

**Q-** At which level is the Public Goods, Services and Resource Development Plan made?

**A-** The plan is made at VO level and consolidated at GP/VC level.

**Q-** How is the mapping to be done?

**A-** The mapping process has to be done in an open space like a playground or field. It can be done using any locally available materials like leaves, twigs, rocks etc. Mapping can start by drawing the boundary of the village first and then proceed by adding different institutions like anganwadi, school etc. Detailed instructions can be found in the VPRP handbook. Can members outside SHG

**Q-** fold be invited for the mapping process?

**A-** Yes. Community elders, ward members, school teachers and other active citizens of the GP/VC can be invited to make the mapping process a fruitful exercise.

**Q-** Who will arrange the materials required for the mapping process?

**A-** Most of the materials required for the mapping are locally available like twigs, branches, leaves etc. However materials that are not available locally and need to be bought like rangoli colours, must be procured by BMMU. The BMMU has to ensure that materials are available for all VOs to conduct the mapping exercise.

**Q-** During the mapping process, how will 'services' be mapped?

**A-** Services need not be mapped. Services required can be directly written down in the format.

**Q-** What is the data we have to fill when we ask for Public Goods, Services and Resourcedemand in the consolidated sheet?

**A-** In the format for Public Goods, Services and Resource plan, the column 'description of demand' will contain the total number of demands from the VO for a particular infrastructure/resource. In the next column 'location', the name of the ward and ward number where the public good, service or resource is required will be written. For example, if the VO has demanded street lights, then write the number of street lights demanded- say '10 street lights' in the 'description of demand' column. In the location column, you can write the name of the place where it is required- say 'Ward number 3'

## 5. SDP Plan Preparation

**Q-** What are the topics that can be taken under SDP?

**A-** The topics can differ from one GP/VC to another. It should be around the social issues that the VOs can take up and work on with the Panchayats or departments. E.g: School drop out, adult literacy, awareness on health and hygiene etc

**Q-** What can be done if the same issue is identified by more than one VO in a panchayat?

**A-** If the same issue is identified by more than one VO, then one plan on the issue is to be prepared.

**Q-** How many issues can be taken up for one SDP?

**A-** One SDP will be prepared for one issue identified.

**Q-** Can a VO make more than one SDP?

**A-** If more than one social issue is important to the VOs, they can go ahead and make more than one plan. However it is advisable to prioritize and make the plans.

**Q-** Who will convert the social issue into a plan?

**A-** After discussion in the VO meeting with all members, the Block Resource Person (Area Coordinator/Cluster Coordinator/ PRP) assisted by the CRPs and VO leaders can convert the issues into a plan.

## 6. Prioritisation of Plans

**Q-** What is meant by prioritisation?

**A-** Prioritisation means, giving first priority to members who are most vulnerable and belong to the poorest of the poor category. For e.g consider that two SHG members- Sita and Gita- have applied for a house under PMAY-G. Sita's house got washed away in the flood and she is currently living in the school premises. Gita has a dilapidated kutcha house which gets severely damaged during monsoon. In such a case, Sita will get the first priority since she does not even have a house to live in.

**Q-** Is it mandatory to prioritise?

**A-** Yes. While filling the SHG level formats the names of the beneficiary should be written in the prioritised order, with the name of the most vulnerable members being written first. Demands under Public Goods, Services and Resource will also be prioritised. Later, during GP /VC consolidation a GP/VC level ranking for all the members and demands can be given after due discussion. Ranking must be given from 1 to n, 'n' being the total beneficiaries in the SHG network within the GP/VC. For example, if there are 10 SHGs in a GP/VC with each SHG having 10 beneficiaries. Then the total beneficiaries in the SHG network within the GP/VC would be 100. Hence, the ranking will be given from 1 to 100.

**Q-** Who will prioritise?

**A-** Members of the community will prioritise the demands.

**Q-** What is the process of prioritization of demands?

**A-** Prioritisation of demands will be done in the GP prioritisation and consolidation meeting. Entitlement and Livelihood Plan formats of all SHGs will be revisited in this meeting to rank all members. Prioritisation will depend upon the vulnerabilities of the people or the urgency/ need of the demands placed. A suggestive list of criterion for prioritisation has been attached as an annexure to the handbook.

**Q-** When will the 'Rank for Prioritisation' column in the formats be filled?

**A-** The "Rank for Prioritisation" column will be filled during the GP level prioritisation and consolidation meeting.

## 7. Gram Sabha

**Q-** How many Gram Sabhas happen for VPRP Preparation and submission?

**A-** There are three Gram Sabhas starting from 2nd October till the month of December of every year for GPDP. The actual conduct of gram sabha in the state will depend on the state GPDP guidelines.

**Q-** How can I find out the dates for gram sabhas of different panchayats?

**A-** The Gram Sabha roster will be available in the block office with the panchayat officer.

**Q-** What is the role of VO in a Gram Sabha?

**A-** VOs can ensure mobilisation of the community people in large numbers. They can also submit and get approval for the plans prepared by them in the Gram Sabha with chart presentation.

**Q-** Where are VPRP Plans to be submitted?

**A-** After preparation and discussion the plans must be submitted in the Gram Sabha.

**Q-** What is the purpose of submitting VPRP plans in Gram Sabha?

**A-** The plans are submitted, presented and approval is taken in the Gram Sabha. Once the plans are approved in the Gram Sabha, it is to be integrated in the GPDP plan.

**Q-** Which Gram Sabha is for plan submission?

**A-** The VOs can submit it in any Gram Sabha between October- December, as and when the plans for different components are made. However the last and final Gram Sabha can be targeted to submit the consolidated plan. Further, it is to be noted that according to GPDP guidelines, different Gram Sabhas have different agendas. The VOs should consult the Block level Panchayat officer and GP/VCs to get the agenda and plan accordingly. The VO can also insert their own agenda and thereby present their plan. It is advised to get the information 15 days prior to the first Gram Sabha.



## 8 . VPRP Integration to GPDP

**Q-** How can we check if the VPRP has been integrated with the GPDP?

**A-** The final VPRP and GPDP is required to check integration. If demands from the VPRP are included in the GPDP action plan of the panchayat, then it is considered as integration. Thus, the number of demands that have been included in the GPDP can be counted in order to analyse the percentage of integration.

**Q-** I cannot find any demand from the VPRP in the GPDP. What does this mean?

**A-** It might mean that the Gram Panchayat did not consider the VPRP to prepare the GPDP. However, it is also possible that the demands included in the GPDP have been described using different names/ identification points. For instance, if an SHG member demanded for SBM, the GPDP might have her husband's name in the list of beneficiaries. If the VO demanded road construction from point A to point B, the identification markers for point A and B might be described differently in the GPDP. Thus it will be helpful to check integration in the presence of CBO members who will be able to recognise these details.

**Q-** How can VOs ensure maximum integration?

**A-** To ensure maximum integration VO leaders and community cadres should engage in frequent meetings with the Gram Panchayat since the beginning and negotiate on their demands. Vos should also mandatorily do a presentation of all their plans in the Gram Sabha so that the community is updated.

# Kudumbashree National Resource Organization



Aajeevika  
National Rural Livelihoods Mission  
Government of India



Kudumbashree  
Kerala State Poverty Eradication Mission  
Government of Kerala