

Dated, Agartala, the 2/11/ 2022

M E M O R A N D U M

Subject: Standard Operating Procedure (SOP) for conducting Bal Sabha .

A platform is always required to represent a community or a section of a community to address the issues of the respective community or a section of the community before the larger society. In this context, Bal Sabha may be a great platform for the children of a Gram Panchayat/Village Committee, through which they can voice their issues/demands; which will be key weapon in order to attain the Theme No.3 of LSDGs i.e. "Child Friendly Panchayat". In this regard, a Standard Operating Procedure (SOP) is here under for conducting Bal Sabha in all Gram Panchayats/Village Committees across the State of Tripura.

SOP FOR CONDUCTING BAL SABHA

Introduction:-

- The **Gram Sabha** is the broad fulcrum (event) of the Panchayati Raj and village development. People use the forum of the Gram Sabha to discuss **local governance and development, and make need-based plans for the village.** The Panchayat implements **development programs** under the overarching mandate, supervision and monitoring of the Gram Sabha. All decisions of the Panchayat are taken through the Gram Sabha and **no decision is official and valid without the consent of the Gram Sabha.**
- Apart from that, whereas **India is a signatory of SDGs 2030** and Ministry of Panchayat Raj (MoPR) is committed to the achievement of SDGs will require localization at the grassroot level is at Panchayat level. **The MoPR has adopted a thematic approach** for attainment of SDGs through 9 (nine) themes and the **Theme No.3 is "Child Friendly Panchayat"**.
- **In order to attain Child Friendly Panchayat, it is the need of the hour to organise "Bal Sabhas" and the concept requires to be popularized.**

Bal Sabha - Meaning-

- Bal Sabha is a **Village level meeting with the Children's of the village.**
- The platform of the Bal Sabha can be used to **promote Children's participation.** Bal Sabhas are one of the ways to initiate discussion and generate interest among Children's regarding Children's issues.
- Finding their voices in an environment such as theirs, is challenging but an important step in making them confident to voice their issues, not just among themselves but in public settings (such as a Gram Sabha meeting) as well.



Increasing participation of Children in local governance processes needed action related to:

- Giving Children confidence to voice their issues ;
- Improving participation of Children in the Gram Sabha ;
- Sensitising government officials to the needs of Children ;
- The platform of the Bal Sabha can be used to promote Children's participation and leadership.

Is organising Bal Sabha a mandatory process?

- Organising Bal Sabha before Gram Sabha in **People' Plan Campaign** became a **mandatory process**.

How to organise Bal Sabha?

- The Bal Sabha shall hold **at least two meetings in every 6 (Six) months within a year**, one may be conducted on 14th November e.g. on Children's Day and one may be conducted before conduction of PPC related first Gram Sabha.
- The meeting of Bal Gram Sabha shall be **presided over preferably by** a Child Member of the panchayat area preferably age between 14-18 years. The concerned children shall be accompanied by any adult person.
- Along with the Pradhan, other members, children aged up to 18 years along with parent, Panchayat Officials and representatives from other line departments like Teachers, MPW, ASHA, Anganwadi, SHG groups, VLCPC Members, SMC Members, VHSNC Members etc. shall present in the meeting.
- Children shall be given chance to raise their demands in Bal Sabha and demand shall be recorded from at least 15 to 20 number of children.
- Separate Action Plan shall be prepared according to the demands raised in Bal Sabha.
- **As children are the main stakeholder of Bal Sabha, a Body shall be constituted with all the children as member and they may be given some responsibility over conduction of Bal Sabha in future endeavour.**
- **Follow up action need to be discussed in the next Bal Sabha.**

How to spread information about the date/time/agenda of Bal Sabha?

- The notice of holding Bal Sabha should be issued in advance, **ideally 10 days prior** to the date of the meeting.
- Issuing letter to every house having children aged up to 18 years in the village to remain present in the meeting.
- Notice shall be issued in front of every AWC, Schools, Playground and other prominent places in the panchayat area.
- Such information can also be shared by Miking or by using any local way of communication.

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What is the best time to hold the meeting?

The best time to conduct Bal Sabha would be in the afternoon.

Who can attend a Bal Sabha?

- All children (aged up to 18 years) of the village;
- Representative of every Educational Institution of the village particularly School Headmaster;
- Representatives of Health Institutions;
- Parents;
- SHG president along members;
- ASHA;
- AWC;
- MPW;
- NGOs;
- VLCPC Members;
- SMC Members;
- VHSNC Members etc.

What is the required quorum for a Bal Sabha?

The quorum for a Bal Sabha can be **10% (proposed) of the total children** of the respective Gram Panchayat.

What happens if the quorum is not met?

If the quorum is not met, the Bal Sabha must be cancelled and a new date for the Bal Sabha must be decided.

What issues can be discussed in a Bal Sabha?

- In the meeting, the **issues relating to children and issues pertaining to the overall development of Gram Panchayat** shall be discussed
- Any issue specific to the area and context that concerns children which they want the Panchayat to take action can be discussed.
- Apart from maternal health, child-centric issues like Child Labour, Child Marriage, Physical and Mental Development of children, infrastructure related to child welfare and development etc can be discussed in the Bal Sabha.
- **The following list of issues are given as template which shall be discussed in Bal Sabha-**

Survival Issues-

- **Birth Registration**
- **Immunization**
- **VHND Programs**
- **RBSK Program**

Development Issues-

- **Enrollment in AWCs, Schools**
- **Facilities in AWCs, Schools**
- **New Education Policy**
- **Play Ground Facilities**
- **Library Facilities**
- **Skill Development**

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- New initiatives / Schemes of the government for child development
- Career Counselling

Protection-

- Role of VLCPC
- Role of VHSNC
- Child protection issues like child labour, child marriage
- Act and Rules related to child protection/Child Abuse
- Rights of children

Participation-

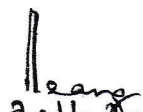
- Participation in Planning and development activities of panchayat
- Participation in different child welfare and protection committees
- Participation in different sports and cultural events

Who is responsible to record the proceedings of the meetings?

The minutes of the meetings should be duly documented by the **Panchayat Secretary / Rural Programme Manager**. It is necessary to take **Signature/Thumb Impressions of children** who have attended the meeting.

How can the resolutions/decisions taken in Bal Sabha processed?

The resolutions/decisions can be taken **collectively in the meeting** are **further to be presented in Gram Sabha**. These issues can be included in the village level planning process i.e. Gram Panchayat Development Plans. **At least 10% of the demands** recorded on Sub-Plan for Children need to be addressed in Gram Panchayat Development Plan.


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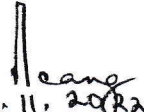
Addl. Secretary to the
Government of Tripura

Copy to :-

1. PS to the Chief Secretary, Government of Tripura for kind information to the Chief Secretary.
2. PS to the Principal Secretary, RD(Panchayat) Department for kind information to the Principal Secretary.
3. PS to the all Principal Secretary/Secretary, Department, Government of Tripura, for kind information.
4. PA to the Special Secretary, RD(Panchayat) Department for kind information.
5. The CEO, TTAADC, Khumulwng, Tripura for kind information.
6. The Executive Officer, (DM & Collector) District for information.
7. All Director,.....Department, Government of Tripura, for information.
8. The District Panchayat Officer, District for information.
9. The Block Development Officer, RD Block for information.

Copy also forwarded to :-

1. PS to the Hon'ble Chief Minister Tripura for kind information to the Chief Minister Tripura.
2. PS to the Hon'ble Deputy Chief Minister Tripura for kind information to the Deputy Chief Minister Tripura.
3. The Sabhadhipati,..... Zilla Parishad for kind information.
4. The Chairman,Panchayat Samiti/ BAC, for kind information.


2.11.2022
Addl. Secretary to the
Government of Tripura.

ANNEXURE -1

Attendance Sheet

1. Name of Gram Panchayat / Village Committee:-
2. Date of Meeting:-
3. Place of Meeting :-
4. Time of Meeting :-
5. Total No. of Participants :-

Sl. No.	Name of the Participant	Signature or LTI of the Participant	Time of Arrival	Attested by (In Case of LTI only)

Issues to be discussed with the Children during the Bal Sabha :-

- Whether every child is getting meal at least three times a day in their home?
- Whether the mid-day offered in the school is regular and sufficient?
- Whether the every child is getting exposed to child abuse in house as well as their locality?
- Whether parents are residing happily and is there any incident of physical or mental assault in their house?
- Whether the parents are victims of substance abuse?
- Whether the parents have regular earning sources?
- Whether every child is feeling safe while roaming in the locality?
- Whether every child is getting sufficient assistance for studying (e.g., books, pen, pencils, notebooks etc.)?
- Whether every child is having sufficient dress other than school uniform?
- Whether free medicines like Iron tablet, Folic acid tablet, de-worming medicines etc. are given regularly in the schools and Anganwadi centers?
- Whether sanitary pads are getting distributed regularly in the schools?
- Whether every child is having sufficient basic amenities for survival (e.g. soup, tooth brush, tooth paste, etc.)?
- Whether the Schools or Anganwadi Centers have clean toilets for boys and girls?
- Whether the Schools or Anganwadi Centers have purified drinking water facility?
- Whether girls have separate changing rooms?
- Whether library facility is available in the Schools or Anganwadi Centers?
- Whether playground facility is available for the children?
- Whether any suspicious activity has been recorded in the school premises as well as in the locality (e.g., selling of unwanted substance, etc.)?
- What according to you will enhance the quality of lifestyle of a child?
- What according to you will enhance the quality of lifestyle of a disabled child?

**Reporting Format
Bal Sabha**

Name of Gram Panchayat/ Village Committee	
Name of Block	
Name of District	
Date of Bal Sabha	
Place of Bal Sabha	
Total Number of Children in the GP/VC	
Total Number of Children Present	Boy- Girl-
Name of the President of Bal Sabha	
Whether Pradhan participated in the Bal Sabha	Yes/No
Whether the followings are present in Bal Sabha :-	
VLCPC Members	
VHSNC Members	
SMC Members	
MPW	
ASHA Workers	
AWC Workers	
No. of Representative from Line Department participated with details	
Whether any special activities carried out	Yes/No
If yes, what type of activity	
Number of Children's raised demands	
What are the issues discussed during the Bal Sabha	
Activities identified that may be included in the GPDP	