

District Panchayat Development Plan (DPDP)

RD (Panchayat) Department
Government of Tripura

Introduction

- Constitution of India mandates the District Panchayat to prepare the District Panchayat Development Plan (DPDP) for economic development and social justice by converging and integrating all such programmes / schemes of the Panchayat, State and Centre to be implemented in their geographical area.
- Further, as local government, the District Panchayat are also responsible for ensuring delivery of basic services to local citizens and addressing vulnerabilities of the poor and marginalized sections of the population in their area.
- This can only be achieved through implementation of a comprehensive plan through efficient and responsible utilization of available resources and expanding the resources to cater to their needs.

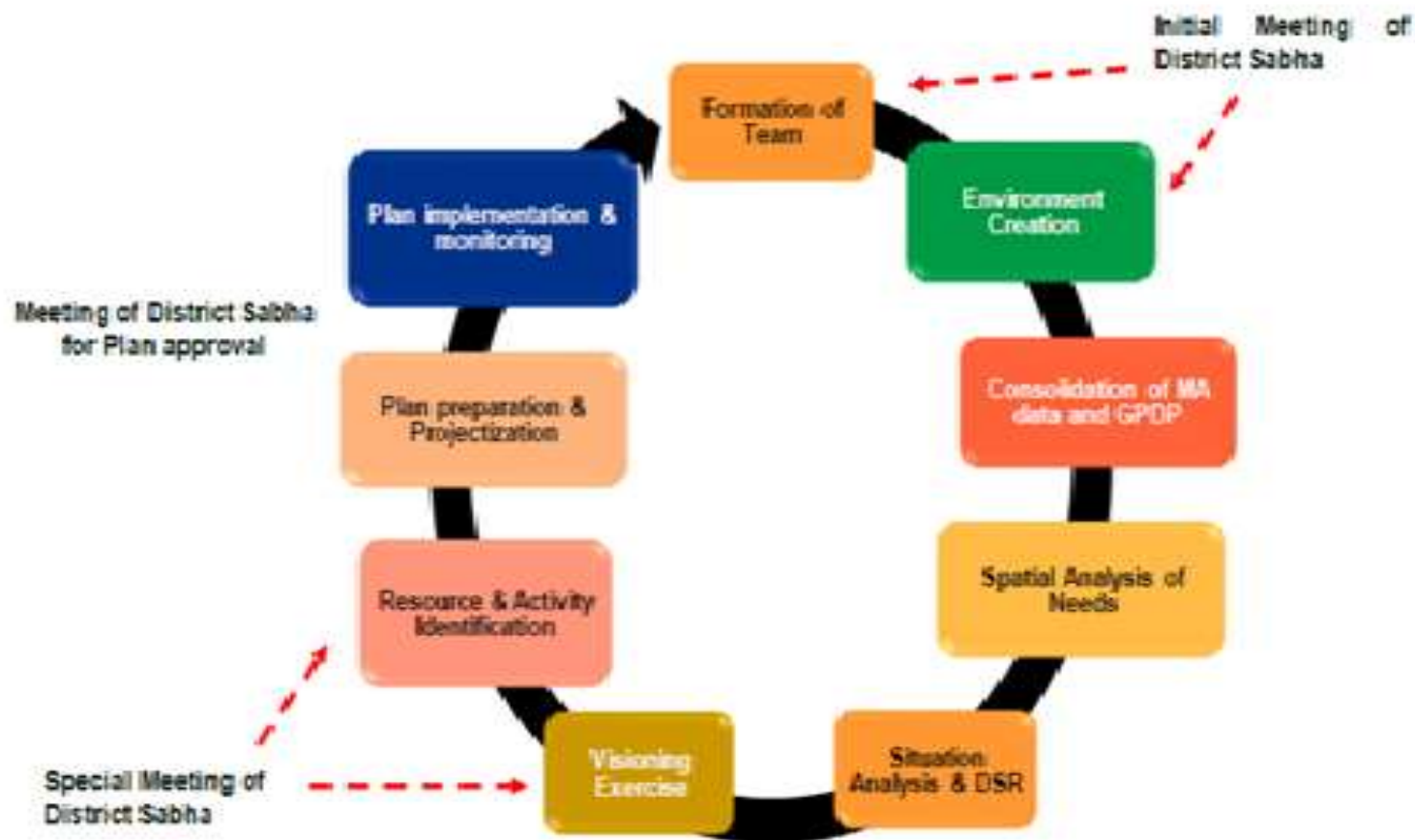
Process of DPDP

The following may be the process for preparation of the District Development Plan:

- Formation of District Panchayat Planning Committee (DPPC) for every Zilla Parishad for shared understanding and facilitation of the entire planning process orienting and activating them to take up and carry forward the entire process of the District Development Plan.
- Environment creation and community mobilization.
- Collection of primary and secondary data and consolidation of data.
- Situation analysis, need assessment and gap identification and preparation of Draft Development Status Report.
- Visioning exercise for goal setting.
- Resources and identification / estimation of corresponding activities – Special Block Sabha.
- Preparation of draft District Development Plan based on prioritization of needs and projectisation of planned activities.
- Approval of the District Development Plan Implementation, monitoring and impact analysis.

Plan Cycle

Diagram 11: Plan Cycle of District Development Plan



Note: District Panchayat and their committees will take active part and ensure preparation of the District Development Plan.

Formation of DPPC

Indicative Composition of District Panchayat Planning Committee:

Sl. No.	Members of the Committee	Designation
1	Sabhadhipati	Chairperson
2	Sahakari Sabhadhipati	Vice-Chairperson
3	Elected Representatives of the Zilla Parishad	Member
4	Chairpersons of Panchayat Samity	Member
5	Pradhan of Gram Panchayats	Member
6	DPO/CEO	Member Secretary
7	Assistant Director of Panchayats	Member
8	Representatives from all the Line Departments	Member
9	Representatives from NGOs/SHGs	Member

Functions of DPPC

- To help the Zilla Parishad and the Sectoral Working Groups for preparing District Development Plan and Sectoral plan respectively.
- To encourage healthy deliberations regarding development of the area.
- To support the working groups for the preparation of projects.
- To explore the additional resource mobilization possibilities.
- To ensure coordination while arranging the activities according to the timeline.
- To coordinate working group activities.
- To assist in the meetings with the stakeholders and the discussions with the banks and cooperative institutions.
- To find experts, volunteers, academic – technical institutions for assisting in preparation of the District Development Plan.

Formation of SWGs

In order to achieve the above the DPPC needs technical and managerial Support from various Sectoral Working Group (SWG), which may be constituted for each of the following:

- Public Administration and Finance (Preparation of statistics and records, Improvement of governance etc.)
- Agriculture (including storage, processing and marketing of the products), Fisheries, Employment Guarantee Scheme, Soil Water Conservation, Environmental Protection
- Animal Husbandry, Dairy Development and Fisheries
- Economic development and Income Generation (including small business entities, micro enterprises) and cooperation
- Poverty Alleviation (Including housing) and Skill Development
- Social Justice (Differentially able, aged people, children, transgender etc.)
- Women Development
- Development of Scheduled castes and Scheduled tribes
- Health and Nutrition
- Drinking water and Sanitation
- Education, Arts and Development and Youth welfare
- Public Works (including electricity and energy)
- Disaster Management Working Group

Functions of SWGs

- The SWG shall co-opt such other members and/or experts for the preparation of the plan
- The SWG shall collect all necessary data required for preparing the Vision document for the sector and assess the current status of development at the District Panchayat level
- The Groups shall have discussions with the respective Standing Committees of the District Panchayat and collect their feedback
- The Groups shall analyze the data available and prepare the Development Status Report for the entire Zilla Parishad. The Development Status Report would include the situation analysis pertaining to the sector based on the data collected, identify the gaps and project the vision for the Zilla Parishad.
- The SWG shall formulate draft vision plan for the sector
- The Development Status Report shall be submitted to the District Panchayat Planning Committee within the specified time frame.

Environment Generation

- One of the first steps towards preparation of PDP is to raise awareness of the people regarding their active participation in the decision-making process towards their socio and economic development. After the awareness-raising process, the next step is to mobilize the community to take part in the process of identifying their needs and address them by preparing a District Panchayat Development Plan.
- This whole process of awareness-raising and mobilization comes under the umbrella of environment creation/building. It is the DPPC with assistance from women ward members and Self-Help Groups (SHGs) are involved in the environment building process for PDP at the Zilla Parishad level.

Data Collection-Situational Analysis

- The main objective of the PDP is to involve people in the planning process to ensure identification of the gaps as well as problems and address them at the grassroots level. To achieve this, facts and figures of the existing issues need in hand to do proper analysis of existing socio-economic conditions.
- Mission Antyodaya (MA), Socio-Economic Caste Census (SECC), Census and data from different line departments can be used.
- The data collected can be used to assess and analyze the current situation of PS/BAC. The data can be further used for development in the PS/BAC.

Situation and Gap Analysis

Situation and Gap Analysis

Situation Analysis for Identified Problems and Developmental Options:

Sl. No.	Problem Identified	Situation Analyzed	Possible Development Options
1	Example Poor sanitation in public places	<ol style="list-style-type: none"> 1. Poor drainage facility 2. Community toilets defunct due to lack of maintenance 3. Open excretion 4. Lack of awareness about hygiene practices 5. VHSC not constituted 	<ol style="list-style-type: none"> 1. Construction of new drainage line 2. Construction of improved community toilets 3. Creating awareness on consequences of open defecation and poor hygienic practices. 4. Activating Village Health and Sanitation Committee
2	Low Crop Productivity	<ol style="list-style-type: none"> 1. Lack of awareness about high breed varieties. 2. Poor adoption of modern agriculture technologies 3. Poor crop protection measures 	<ol style="list-style-type: none"> 1. Creating awareness on improved agricultural practices. 2. Introduction of high breed varieties of cereals, pulses and vegetables. 3. Exposure visits to improved agri - farms/ Krishi Vigyan Kendra. 4. Periodical interaction with agriculture department about rm practices
3	Malnutrition in SC children	<ol style="list-style-type: none"> 1. Lack of balanced diet to pregnant women and children. 2. Poor livelihoods leading poor expenditure pattern on nutritional food 3. No practices of kitchen gardening 	<ol style="list-style-type: none"> 1. Creating awareness about need of balanced dietary food. 2. VHSC to be strengthened. 3. Encourage kitchen garden as source of nutritional vegetables / fruits.
4	Lack of Quality Education	<ol style="list-style-type: none"> 1. Lack of quality teaching methods and materials. 2. No monitoring of teachers by village education committee 	<ol style="list-style-type: none"> 1. SMC to be strengthened to monitor quality of teaching. 2. Supply of teaching aids 3. New equipment to be procured for science laboratory.

Preparation of DSR

- On completion of situation analysis, the DPPC is to prepare Draft Development Status Report as per indicative guidelines of PDP and place before the District Sabha to make people aware about the exact and real time situation of the community in the respective thematic areas of economic development and social justice.

Visioning Exercise

- District Sabha is to undertake visioning exercise on the basis of the findings of the DSR. The visioning exercise is to ensure objectivity in planning and endow people with a sense of ownership of the planning process.
- The vision document is to clearly show the commitment of Zilla Parishad to make its functions more effective and efficient in improving the quantity and quality of basic services.
- It should also help to identify priorities in the identified key thematic areas and set clear milestones to be achieved by the Zilla Parishad during the plan period.

Prioritization of Needs

- Based on the DSR the DPPC is to guide the deliberations in District Sabha to identify the prioritized needs and crucial issues of the people to fill up the gaps in local development.
- Prioritization of needs should be done across the various identified thematic sectors 29 covering all sections of the Zilla Parishad.
- Special focus may be given to economic development, poverty reduction, water and sanitation, natural resource management, social justice etc

Resource Envelope

- Resources are not confined to financial resources only. Zilla Parishad should be aware about all kind of resources at its disposal to carry out activities through PDP.
- Therefore, identification of these key resources is an essential part of the planning process.

Type of Resources

Resource for Planning

- **Social Resources-** Institutional strength, peace, social harmony/ unity within the community.
- **Natural Resources** – Land, forests, water, air and all naturally available resources.
- **Human Resources** – People living in the Zilla Parishad area, people associated with the area in any other capacity, DPPC, women SHGs.
- **Financial Resources** – Funds available from Central and State Governments, OSR, Contribution by the Community etc.

Zilla Parishad as local government should try to use these resources judiciously for sustainable development of the entire area.

Resource Envelope

Name of Scheme	Department	Expected Amount to be received (10 to 15% increase from the last FY)	Unspent Fund of Previous Years	Total Fund (Approx.)	Remarks
(Example) PDF	RD (Panchayat)	110000	30000	140000	
XV FC	CFC	1100000	Nil	1100000	
Own Resource					
Voluntary Contribution					
Others					

Special District Sabha

- A comprehensive Special District Sabha should be organized after the collection of primary and secondary data, gap analysis, visioning, estimating resource envelop and identifying corresponding activities.
- In this Special District Sabha, all developmental needs and gaps would be discussed. All SWGs would make presentation covering their proposed activities along with estimated budget requirement.
- Further, the representative of line departments would give a brief structured presentation regarding the activities of the department. The officers representing line departments are also to make public disclosure before the District Sabha regarding progress of activities being implemented in the current year along with fund utilization for the same, as well as activities proposed to be taken up during next year (year in which the DPDP is to be implemented) and funds to be allocated for the same.
- The representative of NRLM may also present their activities in the block and poverty reduction plan for the block.

Model Structure of Presentation by Representative of Line Departments in Special District Sabha

Model Structure of Presentation by Representative of Line Departments in Special Block Sabha

1. The representative of line departments will present brief overview of schemes related to that department including eligibility criteria, entitlements and benefits accruing/ to be accrued under scheme; indicating role of Intermediate Panchayat and incorporation in Block Development Plan.

Sl. No	Name of the Scheme	Activities permissible under Schemes	Eligibility criteria for beneficiary selection	Benefits/ Entitlements for the scheme

2. Activities taken in current financial year and progress made so far along with timelines.

Sl. No.	Name of Activity	Activity wise status Report						
		Progress Status			Timelines		Fund Utilization Status	
		Activity Completed	In-Progress	Not Started	Planned Timelines	Actual Timeline	Fund Allocated	Funds Utilized

3. Activities proposed to be taken in next financial year

Sl. No.	Construction of on-going Activities	New activities to be taken up	Proposed plan of Action

Perspective (Five Years) Plan

- Following the steps mentioned above, Zilla Parishad firstly, should prepare five years perspective PDP and subsequently based on prioritisation, separate plans should be prepared annually from the perspective plan after necessary changes based on current situation.
- Perspective plan is an important long-term vision document which will direct Zilla Parishad to develop its area in a sustainable manner. It is easier for Zilla Parishad to prepare annual plan every financial year if the perspective plan is prepared based on proper methodologies.

Plan Preparation & Approval of DPDP

- The draft District Panchayat Development Plan shall be prepared after consolidation of the GPDP in the District, detailed deliberation in Special District Sabha leading to the activities to be undertaken and project development by each SWG.
- After finalizing the draft plan, it should be placed before District Sabha for approval. District Sabha would approve and adopt the integrated District Development Plan as approved plan. During the meeting, a brief presentation on the District Development Plan document and project-wise details should be made and the proposed plan should be deliberated on.
- Every Zilla Parishad will have a Public Information Board of size 10' X 20' at important public place and approved plan may be written on the Board schematically.

Model Chapter of DPDP

Chapter	Particulars	Subjects of Chapter
Chapter-1	Status of Zilla Parishad	<p>1. Zilla Parishad Profile-Basic Information</p> <p>Demographic Information, Socio-economic parameters, Livelihood data, Natural resources, Village Institutions etc., Detail of Elected Representatives</p> <p>2. List of Standing Committees/ list of IPPC/ SWG related to Decentralized Plan Preparation, Names of other Govt. functionaries/support staffs who are part of PDP</p> <p>3. Vision Statement</p>
Chapter-2	Progress Status of Previous Year's approved activities- Works completed Works In progress	Progress report of last Financial Year
Chapter-3	Process of Participatory Planning and analysis of Developmental gap/deficit	Environment Generation, Data Collection and compilation (Primary & Secondary), Situation & Gap Analysis, Problem –Resources- Potential Analysis, Development of Status Report (DSR)
Chapter-4	Goals Set for PS/BAC including localization of SDGs	<p>Few Examples</p> <p>Open defecation-free ZP, Safe drinking water available to all households of ZP, Destitute free ZP, Child labour-free ZP, trafficking free-ZP, 100% Anganwadi enrolment ZP, 100% school enrolment ZP, 100% child and mothers are covered through immunization ZP, Malnutrition-free ZP, Infant death free ZP</p>
Chapter-5	Resource Envelope and Activities (Scheme & Sector wise)	The availability of funds to the ZP from various sources e.g. 15h Finance Commission grants, Transfers by State Finance Commission, Own Resources of Gram Panchayats, MGNREGS, Other CSSs implemented by ZP, Grants for State Plan schemes, Grants for Externally supported schemes, Voluntary contributions by the communities and other stake holders on the basis of Situation & Gap Analysis; activities may be identified w.r.t. the likely available resources of the Panchayat and under the schemes of Central & State Govt.
Chapter-6	Annual Plan and Perspective Plan Along with Prioritization of activities	Perspective plan for five years and annual plans with details of activities
	Annexures	Important baseline data from Census, SECC and Mission Antyodaya, other data collected in different formats Minutes of Block Sabha Meetings(s), Report(s) of Sectoral Working Groups, Minutes/Resolutions of PS/BAC accepting/ approving the Plan, Photographs

Public Information Board



150th BIRTH ANNIVERSARY OF MAHATMA GANDHI

District Panchayat/Zila Parishad:

LGD Code:

State:

Name of President/Adhyaksha:

Names of Blocks:

Total Population:

Population of Scheduled Caste:

Population of Scheduled Tribe:

Sr. No.	Scheme	Activity	Funds

Critical Gaps as per Mission Antyodaya

-
-
-
-
-

Facilitator Report

Sl. No	Field	Details	Remarks (if any)
1	Number of people present in Block Panchayat Meeting		
2	Frontline workers present and made presentation		
2.1	Department of Panchayati Raj		
2.2	Department of Rural Development		
2.3	Department of Agriculture		
2.4	Department Health & Family Welfare		
2.5	Department of Women & Child Development		
2.6	Department of Power		
2.7	Department of Chemicals & Petrochemicals		
2.8	Department of Animal Husbandry and Dairying		
2.9	Department of Revenue		
2.10	Department of Drinking Water		
2.11	Department of New and Renewable Energy		
2.12	Department of Education		
2.13	Department of Skill Development		
2.14	Department of Social Justice		
2.15	Department of Food and Supply		
2.16	Department of Health		
2.17	Department of Finance		
2.18	Irrigation Department		
2.19	Department of Fisheries		
2.20	Department of Forest		
2.21	Department of small-scale industries		
2.22	Department of Khadi		
2.23	<State> Electricity Board		
2.24	Rural Road Development Corporation/ PWD		
2.25	<State> PWD		
3	Discussion on Block Panchayat Development Plan		
3.1	Review of current year activities & fund utilised		
3.2	Presentation & Discussion on resources likely to available to the Block Panchayats during 2021- 2022		
3.3	Discussion on gaps as emerged from Mission Antyodaya survey and proposed interventions		
3.4	Resolution passed & recorded in Block Sabha meeting		
4	Geo tagged photograph of Block Sabha in progress		

Step	Activity	Timeline	Responsibility
Step-1	One Day Training Programme on DPDP for DPPC and SWG Members		SLMTs
Step-2	First Block Sabha in all Block Panchayats along with inception of Environment Creation		District Panchayats
Step-3	Collection and Consolidation of Data with focus on Data emanating from BPDPs, Census, SECC, Mission Antyodaya, GIS, line departments and the primary data of District Panchayat itself		DPPC and SWGs (With Support from District Panchayat and Line Departments)

Step	Activity	Timeline	Responsibility
Step-4	Situation Analysis, based on the consolidated data and also Spatial Analysis of Needs and Preparation of Development Status Report (DSR)		DPPC & SWGs (with support from District Panchayat and line dept. officials)
Step-5	Special (Second) District Sabha with focus on appraisal of the DSR by members of District Sabha, seeking their views on Perspective & futuristic planning and Sustainable Development		DPPC & SWGs (with support from District Panchayat and line dept. officials)
Step-6	Identification of Localised SDGs and targets under them and Strategy Formulation to achieve Sustainable Development		DPPC & SWGs (with support from District Panchayat and line dept. officials)

Step	Activity	Timeline	Responsibility
Step-7	Firming up of Resource Envelope, Visioning Exercise and Identification & Prioritisation of Plan Activities		District Panchayats (with support From DPPC, SWGs and line dept. officials)
Step-8	Preparation of Draft DPDP & Budget for 2 years – 2020-21 and 2021-22		A core group from DPPC & SWGs
Step-9	Projectisation of the Prioritised Plan Activities, based on the Draft DPDP & Budget for the said year		DPPC & SWGs (with support from District Panchayat and line dept. officials)

Step	Activity	Timeline	Responsibility
Step-10	Third District Sabha for approval of the DPDP & Budget for 2 years		District Panchayat
Step-11	Uploading of the approved Plan Activities & Budget on e-GramSwaraj Portal and giving approval status to the Plan Activities		DPPC & SWGs (with support from technical personnel)
Step-12	Preparation of the final documents of DPDP & Budget and sharing of the same with PS, DPC, line department offices at District level and all others concerned		District Panchayat

Thank You