

## Operational Guidelines

### Preparation of Quality GPDP Document

*Department of Panchayati Raj, Government of Himachal Pradesh*

#### 1. Preface

- Table of Elected Representatives
- Table of GPPFT (Gram Panchayat Planning and Facilitation Team) members
- Map of Gram Panchayat
- Preface by Pradhan (The vision of the panchayat till the end of his/her term)

#### 2. Introduction to the Gram Panchayat

(A printout of the table to be taken and pasted in the Proceedings Register of the GP)

Sr No.	Details of Gram Panchayat	Number
1.	Name of GP	
2.	Name of Block	
3.	Name of District	
4.	Name of State	
5.	No. of Wards	
6.	No. of Revenue Villages	
7.	No. of Registered Voters	
8.	No. of SC Ward Members	
9.	No. of ST Ward Members	
10.	No. of OBS Ward Members	
11.	No. of women Ward Members	
12.	No. of Standing Committees	
13.	No. of Gram Sabhas held during 2021-22	
14.	No. of Mahila Sabhas held during 2021-22	
15.	No. of Bal Sabhas held during 2021-22	
16.	Date of last audit by DPO	
17.	Date of last Social Audit	
18.	No. of registers maintained in the GP Office	
19.	No. of Primary Schools in GP	
20.	No. of High Schools in GP	
21.	No. of Sr Secondary Schools in GP	
22.	No. of playgrounds	
23.	No. of parks/Panchvati parks	
24.	No. of Health Sub Centres	
25.	No. of PHCs	
26.	No. of Anganwadi Centres	
27.	No. of SHGs	
28.	No. of BPL	
29.	No. of banks/bank branches	
30.	No. of ATMs	
31.	No. of NGOs/Youth Clubs (mention if registered)	
32.	Size of Approved Plan Budget for 2021-2022 (Rs)	
33.	Size of Approved Plan Budget for 2022-2023 (Rs)	
34.	Grant received from 15 <sup>th</sup> FC in 2021-22 (Rs)	
35.	Grant received from 15 <sup>th</sup> FC in 2022-23 (Rs)	
36.	MGNREGA grant received in 2021-22 (Rs)	
37.	MGNREGA grant received in 2022-23 (Rs)	

38.	Grant received from State FC in 2021-22 (Rs)	
39.	Grant received from State FC in 2022-23 (Rs)	
40.	OSR generated in 2021-22	
41.	OSR utilized in 2021-22	
42.	Total land of GP (in hectares)	
43.	No. of RTIs received in 2021-22	
44.	No. of RTIs received in 2022 (till present)	
45.	Total number of Solar Street Lights	
46.	Are no cost/low cost activities added in GPDP? (Y/N)	
47.	Number of trainings on GPDP for Elected Representatives in 2022	
48.	Number of trainings on LSDGs for Elected Representatives in 2022	
49.	Number of trainings on GPDP for panchayat staff in 2022	
50.	Number of trainings on LSDGs for panchayat staff in 2022	

### 3. Major Problems/Critical Gaps existing in the GP after Mission Antyodaya Survey

Sr No.	Sector	Problem
1.	HEALTH	
2.	SANITATION	
3.	AGRICULTURE	
4.	ANIMAL HUSBANDRY	
5.	WOMEN/GIRLS	
6.	CHILDREN	
7.	ELDERS	

8.	PwD (Persons with Disabilities)	
9.	SC/ST/OBC	

**4. Activity Prioritization (Based on Sankalps and VPRP)**

**Chosen Sankalps of Panchayats:**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**Activities from VPRP:**

Sr No.	Activity Name from VPRP	Source of Fund	Amount in Rs	Estimated Month of Completion
1.				
2.				
3.				
4.				
5.				
6.				



**Activities based on LSDGs:**

<b>Theme</b>	<b>Activities</b>
<b>Theme 1</b> Poverty Free and Enhanced Livelihood	
<b>Theme 2</b> Healthy Village	
<b>Theme 3</b> Child Friendly Village	
<b>Theme 4</b> Water Sufficient Village	
<b>Theme 5</b> Clean and Green Village	
<b>Theme 6</b> Self Sufficient Infrastructure	
<b>Theme 7</b> Socially Secured Village	
<b>Theme 8</b> Good Governance	
<b>Theme 9</b> Women Friendly Village	

**5. List of Main Participating Line Departments:**

<b>Line Department</b>	<b>No of Officials who attended Gram Sabha</b>

**Things to be annexed along the GPDP document:**

- **VPRP Plan of SHGs**
- **Mission Antyodaya Gap Report**
- **List of members of GPPFT (Copy from Proceeding Register)**
- **Copy of GPDP uploaded on E Gram Swaraj**
- **Photographs of GPPFT and making of GPDP**

**NOTE:**

***The GPDP document must be signed by all members of GPPFT, Pradhan, Secretary, SHG members***