

Panchayat Strengthening Index Survey for States-2012-13**As on December 31, 2012****(To be answered by the State Government)**

Name of the State : _____
 Nodal Officer's Name : _____ Designation: _____
 Nodal Officer's Contact Numbers :Tel: _____ Fax: _____ Mobile: _____ Email: _____

Instructions:

1. Please read the following notes as well as note (s) against each question.
2. All the sections need to be answered. Please write **-NA-** if not applicable.
3. Please **tick (√)** the appropriate box against each question/ information sought, unless mentioned otherwise. Please make multiple selections, if needed. If a box is not ticked or not filled, it will be treated as **'No'** filled in that box.
4. Please add more rows if need arises and give explanatory notes/observations wherever required. Please read the following table for acronyms.
5. The information sought in this exercise is for research and index making purpose only.

Acronyms	Expansions	Acronyms	Expansions
ARWS	Accelerated Rural Water Supply Programme	LAN	Local Area Network
ASHA	Accredited Social Health Activist	MDM	Mid Day Meal Programme
ATR	Action Taken Report	MMA	Macro Management of Agriculture
BDO	Block Development Officer	MNREGA	Mahatma Gandhi National Rural Employment Guarantee Act
BPL	Below Poverty Line	NGO	Non Governmental Organisation
BP	Block Panchayat	NRHM	National Rural Health Mission
C&AG	Comptroller and Auditor General	NRLM	National Rural Livelihoods Mission
CBO	Community Based Organisations	PMGSY	Pradhan Mantri Gram Sadak Yojana
CRSP	Central Rural Sanitation Programme	PHC	Primary Health Centre
DPC	District Planning Committee	RTI	Right to Information Act
DRDA	District Rural Development Agency	SCs	Scheduled Castes
EVM	Electronic Voting Machine	SEC	State Election Commissioner
GP	Gram Panchayat	SFC	State Finance Commission
GIS	Geographic Information System	SGSY	Swarna Jayanti Gram Swarajgar Yojana
GS	Gram Sabha	Sl. No.	Serial Number
IAY	Indira Awas Yojana	SSA	Sarva Siksha Abhiyan
ICDS	Integrated Child Development Scheme	SIRD	State Institute for Rural Development
ICT	Information and Communication Technology	STs	Scheduled Tribes
ITDA	Integrated Tribal Development Agency	WAN	Wide Area Network

Documents Sought: Please send the following reports/ documents/ any other relevant material and questionnaire duly filled in to Prof. V N Alok, The Indian Institute of Public Administration, IP Estate, New Delhi, 110002. Please email soft copies of reports/ documents/ any other relevant material and questionnaire to vnalokindex@gmail.com

Sl No.	Documents	Whether such Act/ document made	Year of Publication/ Enactment/ Order	Sending all document	
				Yes	Some
1.	Panchayat Act of State				
2.	Amendments on State Panchayat Act				
3.	Enactment/notification on SFC				
4.	Amendment on SFC				
5.	Report of SFC				
6.	ATR on report of SFC				
7.	Office orders on the ATRs				
8.	Act on SEC				
9.	Amendments on SEC				
10.	Circulars on and by SEC				
11.	Election Notification by SEC				
12.	Act on DPC				
13.	Amendment on DPC				
14.	State Guidelines on DPC				
15.	Circulars on DPC				
16.	Annual Report on Panchayats for the year 2011 - 2012				
17.	Panchayat Rules				
18.	Compilation of Acts/Amendments/ Rules				
19.	Social Audit Orders and Rules				
20.	RTI Provisions				

A. Basic Details of Panchayats

Sl. No.	Constitutional Provisions	Gram Panchayat	Block Panchayat	District Panchayat
1.	Please write here the name of each level of Panchayat as mentioned in State Act:			
2.	Number of Panchayats at each level:			
3.	Number of Elected Representatives for the entire State at each level of Panchayats:			
4.	Number of Women Representatives for the entire State at each level of Panchayats:			
5.	Number of SC Representatives for the entire State at each level of Panchayats:			
6.	Number of ST Representatives for the entire State at each level of Panchayats:			
7.	What is the percentage of reservation for Women?			
8.	What is the percentage of reservation for Scheduled Castes (SCs)?			
9.	What is the percentage of reservation for Scheduled Tribes (STs)?			
10.	Panchayat elections conducted by SEC (Please mention Month/ Year)	1 st Election		
		2 nd Election		
		3 rd Election		
		4 th Election		
11.	Date on which previous/last election was due:			
12.	Date on which previous/last election was held:			
13.	Please mention reason(s), if there was a delay in the conduct of election:			
14.	Please write the nomenclature of 'Gram Sabha' as mentioned in the State Act:			

B. Panchayat Elections

S.No.	Please fill up the boxes as per the questions in respective rows.		
1	Is the State Election Commission in place for conducting Panchayat Elections? (Yes/No)		
	If yes, what is the status of the SEC in the State? Please tick if applicable:		
	a) High Court Judge		
	b) Chief Secretary		
	c) Secretary to Govt. of India		
2	Whether, the SEC is at par with a Judge of High Court with respect to:	Emoluments	Service Conditions
			Removal
3	What is the tenure of State Election Commissioner?		
4	Who appoints the State Election Commissioner?		
5	Do the SECs use Electronic Voting Machines during elections? (Yes/No)		
	If yes, how many panchayats have been using EVMs for elections? (Give numbers)	Gram Panchayat	Block Panchayat
			District Panchayat
	Does the State provide financial support to SECs for purchase of EVMs & other Equipment? (Yes/No)		
If no, who provides the fund to purchase EVMs?			
Recent initiatives taken since April 2011?			

C. Dissolutions and Bye Elections

Sl. No.	Items	Gram Panchayat				Block Panchayat				District Panchayat			
		2009-10	2010-11	2011-12	2012-till date	2009-10	2010-11	2011-12	2012-till date	2009-10	2010-11	2011-12	2012-till date
1.	Number of Panchayats dissolved before the completion of five year term since 1 st April 2009												
2.	Of which, the number of bye elections conducted within 6 months												
3.	Number of Head of Panchayat suspended												
4.	Number of Member of Panchayat suspended												
5.	Number of Head removed.												
6.	Number of Member removed.												
7.	Whether head of the Panchayat is directly elected or not? (Yes/No)												
8.	What is the provision in case a Sarpanch is suspended/removed?												
9.	In case of removal who takes charge of Panchayat activities?												
10.	Was the Bye Election conducted by the date? (Yes/No)												
	If not, reason thereon:												

D. Constitution and Function of District Planning Committee (DPC)

Please answer question no. 1 to 6 and 9 & 10 in “Yes” or “No”. Please mention numbers in question no. 7 and 8

Sl. No.	Questions	Responses
1	Whether there are District Planning Offices?	
	If yes, whether it takes into consideration the proposals of Town and Country Planning, District Statistical Office, District Industry Centre, etc.?	
2	Whether notification/order for DPC is issued by the State Government?	
3	Whether DPCs are functional and holding meetings for planning purposes; integrating grass root rural and urban plans to District Plans?	
4	Are there guidelines or rules to make the DPCs functional?	
5	Whether the State has issued any guidelines for the preparation of district plan?	
6	Whether Chairperson of DPC is an elected representative of Panchayats/ Municipal bodies?	
7	How many DPCs submitted integrated plan to State government in 2011 – 12?	
8	How many DPCs have submitted integrated plan to State government in 2012 – 13 till date?	
9	Does the Plan of DPC form the part of State plan?	
10	Are the Gram Panchayats involved in planning at the local level?	
Please write the composition of DPC. Please mention, from which background nominated members are taken. What is the ratio of elected representatives of Panchayats and Municipalities in the total membership of DPC?		

E. Role of Panchayats in Parallel Bodies/Institutions

(i). Please tick in appropriate box to show the nature of control of Panchayats on parallel bodies? The list is only indicative. Please add other important parallel bodies.

Sl. No.	Status/Parallel Bodies	Village Education Committee	Village, Health and Sanitation Committee	Joint Forest Management Committee	Watershed Development Committee	Others	Others
1.	Parallel bodies merged with Gram Panchayat						
2.	Parallel bodies accountable to Gram Panchayat						
3.	Parallel bodies are chaired by <i>Sarpanch</i> /Chairperson/ Ward Member						
4.	Parallel bodies totally separated from Gram Panchayat						
5.	Any other (Please mention)						
Please mention recent initiative(s) that has/have been undertaken since April 2011.							

(ii). Please tick in appropriate box to show the nature of control of Panchayats on parallel bodies? The list is only indicative. Please add other important parallel bodies.

Sl. No.	Status/Parallel Bodies	DRDA	ITDA	District unit of Water & Sanitary Mission	District unit of NRHM	District Agriculture Corporation	District unit of SSA Mission	Others	Others
1	Parallel body merged with the District Panchayat Institution								
2	Parallel body made an unit of the Panchayat Institution								
3	Function of parallel body limited to Fund/accounts Management								

Sl. No.	Status/Parallel Bodies	DRDA	ITDA	District unit of Water & Sanitary Mission	District unit of NRHM	District Agriculture Corporation	District unit of SSA Mission	Others	Others
4	Parallel body is Presided/ Chaired by Elected Representatives of the Panchayat								
5	Elected Representatives of Panchayats are represented in Board of the parallel body								
6	Parallel body remains separate, but under the control of the Panchayat.								
7	Parallel body remains separate and not under the control of the Panchayat Institution								
Please mention recent initiative(s) that has/have been undertaken since April 2011.									

F. Autonomy to Panchayats

Please write the designation(s) of the authority(ies) who has/have the power to Suspend or Supersede (Dissolve) Panchayats/ Suspend or Dismiss Representatives of Panchayats/ resend the resolutions for reconsideration or quash such resolutions. [Please name the authority/ official whose approval is needed.]

Category	Level of Panchayats	Suspend representatives/ Panchayats	Resend for reconsideration of resolutions	Dismiss/Supersede/ Dissolve/Quash
Representatives of	District Panchayat		*****	
	Block Panchayat		*****	
	Gram Panchayat		*****	
Panchayat Bodies of	District Panchayat		*****	
	Block Panchayat		*****	
	Gram Panchayat		*****	
Resolutions of	District Panchayat			
	Block Panchayat			
	Gram Panchayat			
Is there any provision of charge sheet by State		Gram Panchayat	Block Panchayat	District Panchayat

Government? (Yes/No)			
Please mention recent initiative(s) that has/have been undertaken in this regard since April 2011:			

G. Functions Assigned to Panchayats and Actual Involvement of Panchayats

Please tick the appropriate box, if answer is "Yes". Add other important functions but not the revenue collecting functions in this table at the end.

Sl. No.	Functions	Delegated by Legislature	Activity Mapping with date	Executive Order Issued with date	Level of Panchayats Actually Undertaking (Please tick the appropriate box)		
					Gram Panchayats	Block Panchayats	District Panchayats
	Core Functions						
1.	Drinking Water, Water Supply for Domestic Purpose						
2.	Roads						
3.	Culverts						
4.	Bridges						
5.	Ferries						
6.	Waterways						
7.	Other means of Communication						
8.	Building Control						
9.	Land Use and Building Regulation						

Sl. No.	Functions	Delegated by Legislature	Activity Mapping with date	Executive Order Issued with date	Level of Panchayats Actually Undertaking (Please tick the appropriate box)		
					Gram Panchayats	Block Panchayats	District Panchayats
10.	Maintenance of Community Assets						
11.	Street Lighting, Parking Lots, Bus Stops						
12.	Public Conveniences						
13.	Parks, Gardens, Playgrounds (Civic Amenities)						
14.	Primary Health Centre/Community Health Centre						
15.	Sanitation & Solid Waste Management						
16.	Cremation & Burial						
17.	Public Safety (Noxious Vegetation, Pests & Vermin's)						
	Welfare Functions						
18.	Poverty Alleviation Programmes						
19.	Family Welfare						
20.	Women & Child Development						
21.	Social Welfare, Welfare of Handicapped & mentally retarded						
22.	Welfare of the weaker sections, and in particular, of the Scheduled Castes & the Scheduled Tribes						
23.	Public Distribution System						
24.	Vital Statistics Including Registration of Births & Deaths						
25.	Elementary Education						
26.	Adult & non-Formal Education						
27.	Secondary Education						
28.	Technical Training & Vocational Education						

Sl. No.	Functions	Delegated by Legislature	Activity Mapping with date	Executive Order Issued with date	Level of Panchayats Actually Undertaking (Please tick the appropriate box)		
					Gram Panchayats	Block Panchayats	District Panchayats
29.	Libraries						
30.	Promotion of Cultural , Educational and Aesthetic Aspects						
31.	Slum Improvement & Up gradation						
32.	Fire Services						
33.	Rural Housing						
34.	Non-conventional Energy						
	Agriculture and Allied Functions						
35.	Watershed Development						
36.	Water supply for Agriculture Purpose, Minor Irrigation, Water Management						
37.	Agriculture & Agricultural Extension						
38.	Land Improvement						
39.	Implementation of Land Reforms						
40.	Land Consolidation						
41.	Soil Conservation						
42.	Animal Husbandry						
43.	Dairying						
44.	Poultry						
45.	Fisheries						
46.	Social Forestry						

Sl. No.	Functions	Delegated by Legislature	Activity Mapping with date	Executive Order Issued with date	Level of Panchayats Actually Undertaking (Please tick the appropriate box)		
					Gram Panchayats	Block Panchayats	District Panchayats
47.	Farm Forestry						
48.	Minor Forest Produce						
49.	Market & Fairs						
50.	Regulation of Slaughter Houses						
51.	Prevention of Cruelty to Animals						
	Industries						
52.	Water supply for Commercial and Industrial Purpose						
53.	Small Scale Industries						
54.	Food Processing Industry						
55.	Khadi, Gram & Cottage Industry						
56.	Rural Electrification & Distribution						
57.	Any other						
58.	Any other						
59.	Any other						
60.	Any other						

Please mention recent initiative(s) that has/have been undertaken, with respect to the devolution of functions, since April 2011.

H. Involvement of Panchayats in Important Schemes

Please tick the appropriate box (es) indicating respective activities undertaken by Panchayats under each scheme.

Sl. No	Important Union Government Schemes	Levels of Panchayats Actually undertaking in each scheme		
		Gram Panchayats	Block Panchayats	District Panchayats
1	National Horticulture Mission			
2	Macro Management of Agriculture (MMA) Scheme			
3	Micro Irrigation			
4	Accelerated Rural Water Supply Programme (ARWS)			
5	Central Rural Sanitation Programme (CRSP)			
6	National Programme of Nutritional Support to Primary Education (MDM)			
7	Sarva Shiksha Abhiyan (SSA)			
8	National Rural Health Mission (NRHM)			
9	Integrated Watershed Management Programme (DPAP, DDP & IWDP)			
10	Mahatma Gandhi National Rural Employment Guarantee Programme (MNREGA)			
11	Rural Housing / IAY			
12	Swarna Jayanti Gram Swarajgar Yojana (SGSY)			
13	Pradhan Mantri Gram Sadak Yojana (PMGSY)			
14	Integrated Child Development Services (ICDS)			

Sl. No	Important Union Government Schemes	Levels of Panchayats Actually undertaking in each scheme		
		Gram Panchayats	Block Panchayats	District Panchayats
15	National Rural Livelihoods Mission (NRLM)			
16	National Food Security Mission (NFSM)			
17	National Social Assistance Program (NSAP)			
	State Government Schemes			
18	Pension Schemes			
19	Health and Sanitation			
20	Any other (specify)			

I. National Finance Commission (NFC) Grants to the Panchayats

Please furnish amount in Rs. Lakh and Date/ Month/Year in the format DD/MM/YYYY.

Instalments of NFC Grants	NFC Grants Released by Govt. of India		Released by State	
	Amount	Received by State on <u>DD/MM/YYYY</u>	Amount	Released to Panchayats on <u>DD/MM/YYYY</u>
1 st for the year 2009-10				
2 nd for the year 2009-10				
1 st for the year 2010-11				
2 nd for the year 2010-11				
1 st for the year 2011-12				
2 nd for the year 2011-12				
1 st for the year 2012-13				
2 nd for the year 2012-13				

J. State Finance Commission (SFC)**(I)**

Whether qualifications and manner of selection of members of SFC are prescribed in the Act/ Rules? (Yes/No)	
Whether there is a permanent State Finance Commission Cell? (Yes/No)	

	Period Covered	MM/YY of Formation	MM/YY of Submission of Report	MM/YY of ATR laid before the Legislature
1 st SFC				
2 nd SFC				
3 rd SFC				
4 th SFC				

Please State the reasons, if the gap is more than 5 years in the constitution of two SFCs, if there is substantial delay in submission of report by the SFCs or there is substantial delay in laying of the same in the Legislature.

Please list 5 most important recommendations of last SFC on which ATR is laid before the legislature. Also illustrate the ATR on those recommendations. Please State, if major recommendations of (e.g. Resource Sharing, Assignment of Tax Proceeds, and Grants) have been accepted.

(II) Money Transfers to Panchayats on account of the SFC recommendations (Rupees in Lakhs)

Year	Amount Recommended	Amount Budgeted	Amount Sanctioned	Amount Released
2009 – 10				
2010 – 11				
2011-12				
2012-13 (till date)				

K. Empowerment of Panchayats to Impose and Collect revenue (Taxes/ Fees/ Duties/ Cess/ Toll/ Rent etc.)

Please tick appropriate boxes, if Panchayats are empowered and/or actually collecting taxes. Please add any other Panchayat revenue not in the list.

Sl. No.	Name of Revenues	Tick only those revenues collected by State agencies and partly shared with Panchayats	Tick only those revenues collected by the State but transferred totally to Panchayats	Gram Panchayats		Block Panchayat		District Panchayat	
				Empowered to collect	Actually collecting	Empowered to collect	Actually collecting	Empowered to Collect	Actually collecting
1	House or property tax								
2	Surcharge on house or property tax								
3	Tax on agriculture land for specific purpose								
4	Cess on land revenue or surcharge								
5	Surcharge on additional stamp duty								
6	Tax on professions, trades, calling, etc								
7	Octroi								
8	Entertainment tax								
9	Pilgrim tax or fees								
10	Tax on advertisements								
11	Education Cess								
12	Tolls								
13	Tax on goods sold in a market, haat, fair, etc								
14	Vehicle tax								
15	Cattle tax								
16	Conservancy rate								
17	Lighting rate								
18	Water rate								
19	Drainage rate								
20	Special tax for community civic services or works								
21	Surcharge on any tax imposed by Gram Panchayat								

22	Minor Minerals Tax								
23	Pond/Tank Lease								
24	Village Land Lease								
25	Shops Lease								
26	Any other								
27	Any other								

L. Fund Available with Panchayats

Please enter the figure in 'Rs. Lakh' only against the appropriate level of Panchayats.

Sl. No.	Break up of Revenue	Panchayats			
		Gram Panchayat	Block Panchayat	District Panchayat	Total
Financial Year 2010 – 11					
1	Revenue transferred to Panchayats by State				
2	Panchayats Own Revenue including collection from rental, lease, etc.				
3	Plan Grant transferred by State to Panchayats untied to any scheme				
4	Plan Grant transferred by State to Panchayats tied to schemes				
5	Non-Plan Grant transferred by State to Panchayats untied to any scheme				
6	Non-Plan Grant transferred by State to Panchayats tied to schemes				
7	Loan taken by the Panchayats				
8	Any other transfer-Please specify				
	Total				
Financial Year 2011 – 12					
1	Revenue transferred to Panchayats by State				
2	Panchayats Own Revenue including collection from rental, lease, etc.				
3	Plan Grant transferred by State to Panchayats untied to any scheme				
4	Plan Grant transferred by State to Panchayats tied to schemes				
5	Non-Plan Grant transferred by State to Panchayats untied to any scheme				
6	Non-Plan Grant transferred by State to Panchayats tied to schemes				
7	Loan taken by the Panchayats				
8	Any other transfer-Please specify				
	Total				

Any Government orders issued to improve the funds of Panchayats since April 2011; if so, please describe:

M. Expenditure of Panchayats

Sl. No.	Items	2010-11	2011-12
1	Does the State have consolidated data on expenditure of Panchayats? (Yes/No)		
2	If yes, expenditure on Salaries paid by the State		
3	If yes, expenditure on salaries paid by the Panchayat		
4	Capital Expenditures made by Panchayats		
5	Revenue Expenditures made by Panchayats		
6	Expenditure on Centrally Sponsored Schemes		
7	Expenditure on other Schemes		
8	Total expenditure made by all Panchayats of the State		

N. Recent Initiatives related to Finance and Accounts

Please mention whether the following have been undertaken with respect to the following:

	Items	Please answer in Yes or No	Which Year it was done
1	Supplement to State Budget for Panchayats		
2	Placing the Annual Report of Panchayat Audit before the State Legislation		
3	Electronic funds transfer system for Panchayats		
4	Prescribing qualifications of SFC members following central legislation and rules meant for National Finance Commission (NFC).		
5	Strengthening Panchayat to levy Property Tax.		
6	Setting standard for the delivery of essential civic services		

O. Accounting and Audit

1	Does the State law have provisions related to maintenance of accounts and audit of Panchayats (Yes/No)			
2	Please state recent guidelines and other initiatives introduced since April 2011 in this regard:			
3	Whether Budget & Account format for Panchayats as prescribed by C&AG is followed? (Yes/No)			
	If yes, in which year it was introduced?			
4	Are the following documents of the panchayats available on internet? Please tick			
	a) Budget Proposals			
	b) Accounts Statements			
	c) Audited Accounts			
	d) Annual Performance Report			
	If yes, specify the website, where accounts of Panchayats are available?			
	If not, what are the actions taken to make it online?			
5	How many Panchayats have disclosed Account Statement online? (Please give numbers)	Gram Panchayat	Block Panchayat	District Panchayat
6	Who undertook the process of updating accounts online? (Own Staff/Outsourced)			
7	Number of Panchayats audited in the fiscal year 2011-12:			
8	Are the Consolidated Audit Reports of Panchayats for 2011-12 placed in State Assembly? (Yes/No)			
9	Has the State developed a Financial Database for revenue and expenditure of Panchayats? (Yes/No)			
	If yes, how many Panchayats are included in such data? (Please give numbers)			
10	Are there trained staffs for upkeep of accounts at the GP level?			

11	Who audits the accounts of Panchayats in the State? Please tick	Gram Panchayat	Block Panchayat	District Panchayat
	C&AG			
	Local Fund Audit			
	Others (Specify)			

Please name the departments in the State Government. having Account with Panchayat Head:

a)

b)

c)

d)

Please describe, if recent initiative(s) have been undertaken related to Accounting & Audit since April 2011.

P. Social Audit

1	Please elaborate the Rules and Orders regarding Social Audit in the State. (Copies may be provided)					
2	Is Social Audit conducted in the State? (Yes/No)					
	If yes, who conducts it :	Gram Sabha	Others (Specify)			
3	Please explain the administrative structure for the conduct of social audit:					
4	Are there social audit teams in the State? (Yes/No)					
	If yes, how many such teams are in existence?					
5	Are social audit conducted for these schemes? (Please tick)	NREGA	IAY	SSA	ICDS	Others (Specify)
6	How often are the social audits conducted?	Once in a year	Once in 6 months	Others (Specify)		
7	Are the reports of social audits put in public domain? (Yes/No)					
	If yes, how such reports are disseminated?					
8	Has any ATR is prepared on the report of Social Audit? (Yes/ No)					
9	Are the Action Taken Reports of Social Audit discussed in GS Meeting? (Yes/No)					
10	Is there any training available at the state to conduct social audit? (Yes/No)					
	If yes, who imparts the training?	State Institutions	NGOs	CBOs	Others (Specify)	
11	To whom the training is being imparted for Social Audit?	Panchayat Officials	Elected Representatives	Citizens	Others (Specify)	
Recent Initiatives with respect to Social Audit in the Year 2011-12:						

Q. Gram Sabha (GS)

1.	Are a minimum number of Gram Sabha meetings mandated? (Yes/No)	
2.	Is there a system in the State to monitor and ensure the mandated quorum of GS meetings in each Panchayat? (Yes/No)	
	If so, please elaborate:	
3.	As per the State Panchayat Act, enumerate the powers and functions of Gram Sabha:	
	a)	
	b)	
	c)	
	d)	
	e)	
4.	Is there a mandated Quorum for Gram Sabha meetings? (Yes/No)	
	If yes, what is the prescribed quorum of GS in the State?	
5.	Has the State issued guidelines as to how the Gram Sabha Meetings can be convened? Please elaborate:	
6.	How many special Gram Sabha meetings were convened by the State in 2011-12?	
7.	Do the Gram Sabha have sufficient funds to convene GS Meeting and for videography/photography of such meeting? (Yes/No)	
8.	In case of insufficiency of funds, do the State provide fund to Gram Panchayats for convening GS meeting?	
9.	In case of non-convening of Gram Sabha, what are the actions taken by the State, if any?	
10.	Elaborate the measures taken by the State to promote people's assemblies below Gram Sabha, including the following in Gram Panchayats?	
	a) Ward Sabha:	
	b) Mahila Sabha:	
	c) Village Forest Committee:	
	d) Others (Specify):	

11.	Has the State taken any measure for the following? (Yes/No)	
	a) Minutes Preparation of Gram Sabha Meeting	
	b) Ensuring that Number of Meetings are held	
	If yes, please elaborate the measures:	
12	What is the role of Gram Sabha that the State has identified in the following?	
	a) Planning	
	b) Budget Preparation	
	c) Passing of Accounts	
	d) Social Audit	
	e) Preparation of BPL List	
	f) Preparation of Beneficiary list	
		MGNREGA
		IAY
		AAY
		Others (Specify)
	g) Preparation of Labour Budget under MGNREGA	
	h) Any other (Specify)	
13.	Has the State recommended for ' <i>Gaurav Gram Sabha</i> ' in 2011-12?(Yes/No)	
14.	Any other steps taken by the State for community mobilisation since April 2011:	

Recent initiative(s) undertaken since April 2011 to strengthen "Gram Sabha":

R. Transparency and Anti-corruption

		Gram Panchayat	Block Panchayat	District Panchayat
1	Whether the following Panchayats provide information to the public under RTI Act? (Yes/No)			
2	Who is the Information Officer under RTI Act at each Panchayat? (mention their designations)			
3	Who is the 1st Appellate Authority under RTI Act? (mention their designations)			
4	Who is the 2 nd Appellate Authority under RTI Act? (mention their designations)			
5	How many Panchayats submitted Annual Report to their respective authorities in 2011-12? (Please give numbers)			
6	Has the State made any policy for disclosure of information by the Panchayat to the public? (Yes/No)			
	If yes, what are the modes used for disclosure of information?			
	a) Display in Notice Boards			
	b) Website			
	c) Others (Specify)			
7	Does the State have the provision of Citizens' Charter at each level of Panchayats? (Yes/No)			
	If yes, does the charter have the following? Please tick			
	a) List of services			
	b) Procedure for obtaining the service			
	c) Time required for providing service			
	d) Grievance redressal of citizens			
	e) Others (Specify)			
8	Which institution undertakes the complaints of Panchayat? Please tick			
	a) Ombudsman			
	b) Lokayukta			
	c) Govt Agency			
	d) Others (Specify)			

9	Number of cases reported for action by the above institutions in the last fiscal year. (Give numbers)			
10	Number of complaints received against the following. (Please give numbers)	Elected Representatives	Panchayat Officials	Others (Specify)

Please describe recent initiative(s) undertaken since April 2011 with respect to the transparency in Panchayats:

S. Physical Infrastructure of Panchayats & e-Connectivity

Please write numbers. The list is only indicative. Please add other most important infrastructures in last rows.

(i). Physical Infrastructure of Panchayats

Sl. No.	Equipment & Applications	Gram Panchayats	Block Panchayats	District Panchayats
1.	How many Panchayats have Panchayat 'Ghar' (Pucca building)?			
2.	How many Panchayats have Computers & Printers?			
3.	How many Panchayats have Scanners?			
4.	How many Panchayats have Telephone?			
5.	How many Panchayats have Internet?			
6.	Has the State Government taken any measure for construction of new GP buildings, repair of existing buildings, construction of barrier free access, construction of toilets (including separate toilets for women) and electricity and water connections?			

Recent initiatives taken since April 2011 with respect to infrastructure development:

(ii). e- Connectivity

	Particulars	Gram Panchayats	Block Panchayats	District Panchayats
1	How many Panchayats are connected to each other through LAN or WAN?			
2	How many Panchayats use wireless connectivity?			
3	How many Panchayats have their e-mail address?			
4	How many Panchayats are regular in uploading their data online?			
5	Do the Panchayats use ICT for delivering services? (Yes/No)			
	If yes, how many Panchayats use Information Technologies, for service delivery? (Give numbers)			
6	What all services are delivered using ICT in the Panchayats			
7	How many Panchayat officials have been trained in computer applications?			
8	In the process of computerization do the Panchayats have the following support? Please tick, if applicable			
	a) Technical Support			
	b) Hardware			
	c) Connectivity			
	d) Others (Please specify)			
9	Are the following software applications adopted in the State?	PlanPlus	PRIASoft	
10	How many other software applications are coming up? Please tick, if applicable			
	a) Local Govt. Directory			
	b) Panchayats Profiler			
	c) Asset Directory			
	d) Action Soft			

	e) Grievance Redressal	
	f) Social Audit	
	g) Training Management	
	h) GIS	
	i) Panchayats Portals	
	j) Service Plus	
11	Has the State developed its own software for the functioning of Panchayats? (Yes/No)	
	If yes, name the software developed by the State?	
	a)	
	b)	
	c)	
	d)	
	e)	
12	Has the State been nominated for the e-Panchayats Award?	
	If yes, when the State was nominated?	

Recent initiatives taken since April 2011 with respect to e-Connectivity:

T. Panchayat Officials

Whether there exists State Panchayat Service? (Yes/No)						
If yes, which year it was introduced:						
Staff Structure of Gram Panchayats	Secretary	Junior Engineers	Technical Assistants	Data Entry Operators	Accountant	Others (Pl.specify)
How many Gram Panchayats have the following staff?(in Numbers)						
Who pays the salary of the above staff? (State or Panchayat)						

(i) Please give sanctioned and actual staff position of Panchayat's own office only (not other officials under its control) for the entire State/UT.

Sl. No.	Designation of Employee (pls tick where applicable)				Designation of Recruiting Authority	Sanctioned Strength	Actual Number	Vacant
Gram Panchayat								
	Designation	Nature of Appointment		Existence of Rules (Tick)				
		Regular	Contractual	Recruitment Rules	Service Rules			
1								
2								
3								
4								
5								
6								
7								
8								
	Total Employees							
Block Panchayat								
	Designation	Nature of Appointment		Existence of Rules (Tick)				
		Regular	Contractual	Recruitment Rules	Service Rules			
1								
2								
3								
4								
5								
6								
7								
8								
	Total Employees							

Sl. No.	Designation of Employee (pls tick where applicable)	Designation of Recruiting Authority	Sanctioned Strength	Actual Number	Vacant				
District Panchayat									
	Designation	Nature of Appointment		Existence of Rules (Tick)					
		Regular	Contractual	Recruitment Rules	Service Rules				
1									
2									
3									
4									
5									
6									
7									
8									
	Total Employees								

(ii) Please specify the power and functions of Panchayats: Please tick in appropriate box

Sl. No	Officials	Gram Panchayats				Block Panchayats				District Panchayats			
		Appointment	Transfer	Disciplinary matter	Others	Appointment	Transfer	Disciplinary matter	Others	Appointment	Transfer	Disciplinary matter	Others
1	Primary School Teacher												
2	Secondary School Teacher												
3	High School Teacher												
4	Para Teachers												
5	Child Development Project Officer or equivalent in ICDS												

Sl. No	Officials	Gram Panchayats				Block Panchayats				District Panchayats			
6	Angan Wadi Worker (AWW)												
7	Medical Officer/Veterinary Officer												
8	Primary Health Worker												
9	Accredited Social Health Activist (ASHA)												
10	Agriculture Extension Officer												
11	Agriculture Extension Worker												
12	Block Development Officer (BDO)												
13	Welfare Extension Officer												
14	Gram Panchayat Extension Officer												
15	Village Level Worker												
16	Any other (Specify)												

Recent initiatives in this regard since April 2011:

U. Training Institutions

Does the State have its own capacity building framework to train the elected representatives and panchayat officials? (Yes/No)	
If yes, please specify	

1.	Please name institutions responsible for the training of Panchayats:					
	<u>State Level</u>	No. of Trainers	No. of Trainers Dedicated for Panchayats	<u>District level</u>	No. of Trainers	No. of Trainers Dedicated for Panchayats
	a)			a)		
	b)			b)		
	c)			c)		
d)			d)			
2.	Is the State level Training Institution an autonomous agency? (Yes/No)					
3.	State, if any new training institutes are proposed or coming up. (Yes/No)					
	If yes, mention the name of the institutes/centres and the year proposed for its launching:					
	a)	Year-				
	b)	Year-				
	c)	Year -				
d)	Year -					
4.	Number of partner institutions/organizations involved in training, if any?					
5.	Whether the institutional support for training is available throughout the year or only after elections?					
6.	How long does the State Institute take to complete the training of all officials and elected representatives?					
Recent initiatives in this regard since April 2011:						

V. Training Activity**(i). Training Details**

1	Whether any Training Needs Assessment for Panchayats is conducted in the State in the last three years? (Yes/No)	
2	In case of residential training, is it through hired arrangement or regular institutional arrangement?	
3	What are the topics of training covered in 2011-12?	
	a)	
	b)	
	c)	
	d)	
4	Does the State provide training material in local language? (Yes/No)	
5	In what form the training materials were provided in 2011-12? (Please tick)	
	a) Written material	
	b) Training films	
	c) Film shows	
	d) CDs	
e) Others (Specify)		
6	What are the various methods adopted for training?	
	a)	
	b)	
	c)	
	d)	
7	Is there distance learning through satellite based training in 2011-12? (Yes/No)	
	If yes, how many block resource centres are in existence? (Please give numbers)	

(ii) Training of Elected Representatives and Officials

Level and Year	Total Number of		Number Trained	
	Elected Representatives	Panchayat Officials	Elected Representatives	Panchayat Officials
District Panchayat				
2010-11				
2011-12				
2012-13 till date				
Block Panchayat				
2010-11				
2011-12				
2012-13 till date				
Gram Panchayat				
2010-11				
2011-12				
2012-13 till date				
Percentage of Elected Representatives trained in 2011-2012:	Women		Men	
Percentage of Elected Representatives trained in the following categories in 2011-2012	SC (%)	ST (%)	General (%)	
Is there any mechanism to assess the impact of training provided? (Yes/No)				
If yes, please elaborate:				

W. Panchayat Assessment & Incentives

1	Whether there is Performance Audit for Panchayats? (Yes/No)			
	If Yes, state the number of Panchayats in the State where Performance Audit was conducted during the last financial year 2011-12.			
2	Does the state measure the performance of the Panchayats? (Yes/No)	Gram Panchayat	Block Panchayat	District Panchayat
3	Has the State framed the following for assessing the performance of Panchayats under PEAIS? If yes, please tick			
	a) Indicators			
	b) Questionnaire			
	c) Scoring plans for assessment			
4	How many Panchayats have submitted information for the PEAIS in 2011-12?	Gram Panchayat	Block Panchayat	District Panchayat
5	Has the State instituted any other prize (s) for Panchayats? If so, please name & give details :			
6	Has the State instituted any prize for best performing Elected Representatives? (Yes/No)			
	If yes, please specify the prize:			
7	In what way do you support the activities of the poor performing Panchayats? Please elaborate:			

Recent initiative(s) taken since April 2011 with regard to Performance Assessment and Incentivisation:

Thank You !!!!