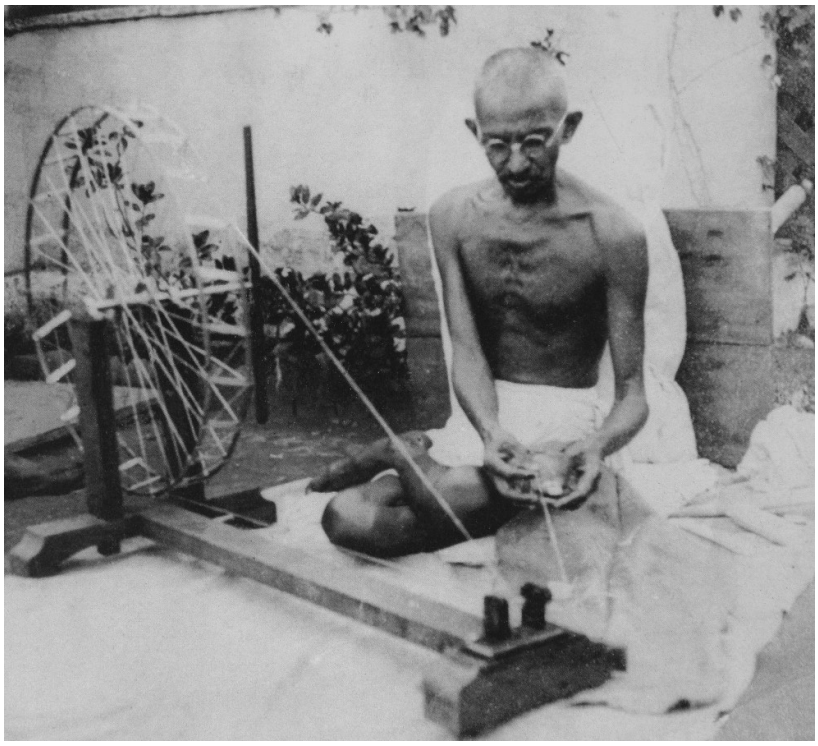
THE SIXTH STATE FINANCE COMMISSION KERALA

THIRD & FINAL REPORT

Volume 1

PLANNING AND DEVELOPMENT

March 2022



"My idea of village swaraj is that it is a complete republic, independent of its neighbours for its own vital wants, and yet interdependent for many others in which dependence is a necessity. Thus every village's first concern will be to grow its own food crops and cotton for its cloth. It should have a reserve for its cattle, recreation and playground for adults and children. Then if there is more land available, it will grow useful money crops, thus excluding ganja, tobacco, opium and the like. The village will maintain a village theatre, school and public hall. It will have its own waterworks, ensuring clean water supply. This can be done through controlled wells or tanks. Education will be compulsory up to the final basic course. As far as possible every activity will be conducted on the co-operative basis. There will be no castes such as we have today with their graded untouchability "

SIXTH STATE FINANCE COMMISSION

S. M. VIJAYANAND
Chairman

Room No. 605, 6th floor, Annexe-1
Government Secretariat
Thiruvananthapuram - 695 001

April, 2022

Hon'ble Governor of Kerala,
Thiruvananthapuram

Sir,

The Sixth State Finance Commission constituted as per G.O.(P) No.146/2019/Fin. dated 31-10-2019, has already submitted three Reports, the First Report on 15-12-2020, the next Report in the form of Supplement to the First Report on 22-09-2021 and the Second Report on 28-12-2021. Now the Commission has finalized its Third and Final Report which has three volumes. The Report was formally approved by the Commission on 28th March, 2022 and is now submitted with the request that they may be forwarded to Government for examination and appropriate action.

Yours faithfully,

S.M. VIJAYANAND

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Acknowledgement

Even though the third wave of COVID affected its functioning, the State Finance Commission managed to do its work, thanks to the excellent cooperation of Government, especially the following Departments.

- Directorate of Panchayats
- Directorate of Urban Affairs
- Office of the Chief Engineer (LSGD)
- Commissionerate of Rural Development

The Commission also places on record its gratitude to the following agencies for their active support

- Kerala Water Authority
- Jalanidhi
- Kerala State Electricity Board Ltd.
- ANERT
- Energy Management Centre
- Haritha Keralam Mission
- Suchitwa Mission
- Clean Kerala Company
- State Poverty Eradication Mission
- Information Kerala Mission
- LIFE Mission

The biggest contribution to the work of the Commission came from the unstinted efforts of the Working Groups constituted by the Commission to look into different aspects of decentralization. The list of the Working Groups along with the names of the Chairpersons is given below.

Sl. No	Working Group	Chairperson
1	Convergence of Resources and Services	Shri. V.N. Jithendran IAS (Retd.)
2	Co-ordination between Local Governments and Kerala State Electricity Board	Smt. Mini George, Director (Planning), Kerala State Electricity Board Ltd.
3	Co-ordination between Local Governments and Kerala Water Authority	Shri. V.K. Baby IAS (Retd)
4	Audit Commission	Shri. Rajesh Kumar Singh IAS, ACS (Finance)
5	Local Statistics	Shri. A.Meerasahib

Sl. No	Working Group	Chairperson
		Former Director, Department of Economics and Statistics
6	Spatial Planning	Shri. A. Kasturi Rangan, Former Chief Town Planner
7	E-Governance	Smt. Sarada G Muraleedharan, IAS, ACS (LSGD)
8	Public Works	Shri. K. Sundaran Former Chief Engineer, LSGD
9	Appropriate Construction Technologies	Shri. V.N. Jithendran IAS (Retd.)
10	Enhancing Social Accountability of Local Governments	Shri. S.M. Vijayanand, Chairman, SSFC
11	Role of Local Government in Addressing Climate Change Adaptation and in Disaster Management	Smt. Sarada Muraleedharan IAS, ACS (LSGD)
12	Convergence with Kudumbashree	Executive Director, Kudumbashree Mission

The Commission would not have been able to formulate its recommendations but for the excellent inputs received from the Working Groups.

The Working Group on E-governance commissioned a study on E-governance by Dr. Santhosh Babu, MD, Kerala State IT Infrastructure Ltd. (KSITIL) who did high quality work with the support of a team from the SFC and gave a very good report.

The Commission also managed to get high quality inputs from the best experts on social audit in the country. They include:

(1) Shri. Nikhil Dey, Mazdoor Kisan Shakti Sangathan (MKSS), Rajasthan
(2) Prof. C. Dheerja, Professor NIRD&PR
(3) Smt. M S Sowmya Kidambi, Director, Social Audit, Telangana
(4) Smt. Rakshita Swamy, SAFAR
(5) Shri. Gurjeet Singh, former Director, Social Audit, Jharkhand
(6) Shri. Karuna Muthayya, NIRD&PR

The Commission held an interesting discussion with the following persons who are top experts on decentralization in the country and who also have a good understanding of the Kerala situation.

(1) Shri. S. S. Meenakshi Sundaram, former Secretary (Drinking Water) to Government of India
(2) Dr. M. N. Roy, former Additional Chief Secretary to Government of West Bengal
(3) Shri. T. R. Raghunandan, former Joint Secretary to Ministry of Panchayati Raj, Government of India
(4) Dr. W. R. Reddy, former Director General, NIRD&PR
(5) Dr. Uma Mahadevan, Principal Secretary, Panchayati Raj, Government of Karnataka
(6) Prof. (Dr.) G Palanithurai, former Head, Rajiv Gandhi Chair for Panchayati Raj Studies, Gandhigram Rural Institute, Tamil Nadu
(7) Smt. Yamini Aiyar, Director, Centre for Policy Research, New Delhi
(8) Shri. Dilip Pal, Consultant, GPDP, NIRD&PR

These experts helped the Commission validate its assessment of twenty-five years of decentralization.

While finalizing its critical recommendations related to setting up of the Audit Commission, it got excellent support, particularly from Shri. N.S.Pillai, IA&AS (Retd.), former Chairman, Kerala State Electricity Board, Ltd. Shri. D. Sanky, Director, Kerala State Audit Department and Shri. P. Rahul, Deputy Accountant General, Kerala, looking after audit of Local Governments.

On the specific request of the Commission, the Director of Economic and Statistics Department shared the data on the physical achievements of the Local Governments from the 'Decentralization Round Survey, 2021" even before publication. This helped the Commission immensely in the assessment of the Local Governments over the last twenty-five years. The Commission is grateful to DES for this.

The Information Kerala Mission provided the necessary data and the National Informatics Centre continued to help the Commission in making use of the data collected right at the beginning using the software developed by it.

The work of the Commission would not have been possible without the superb logistical support rendered by KILA by arranging hundreds of on-line meetings. The Commission conveys its immense gratitude to Dr. Joy Elamon, Director General of KILA who was ably supported by Shri. O. S. Mirash, System Administrator, KILA. Dr. Joy and his team also supported the Commission with good material on District Planning.

The Chairman of the Commission had a discussion with Shri M. Ramachandran IAS (Retd), Former Secretary (Urban Development) to Government of India for his insights on metropolitan planning. Shri. Rajeev Sadanandan, former Additional Chief Secretary (Health), Kerala and now the Chief Executive Officer, Health Systems Transformation Platform (HSTP) gave his expert suggestions to the Commission on health and decentralization.

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The Commission acknowledges the quality studies done for it by the Grameena Patana Kendram (GPK) and the Centre for Management Development (CMD). The Commission acknowledges the generous support of the UNICEF in supporting a study on Local Governments and Social Justice.

The CMD made available its hall for all the physical meetings of the Commission team and provided all necessary support arrangements which eased the functioning of the Commission in difficult times.

All the staff members of the Commission need to be thanked individually and collectively for their hard work and sincere support. They are:

Sl. No.	**Name and Designation**
1.	Shri. Abdul Jalil M., Secretary
2.	Prof. (Dr.) Shaheena P, Advisor
3.	Dr. Mariamma Sanu George, Advisor
4.	Shri. P. Gopakumar, Joint Secretary
5.	Shri. P. Radhakrishnan, Joint Director of Urban Affairs
7.	Smt. Timple Magi P. S., Joint Director of Panchayats
8.	Shri. Ajith S, Under Secretary
9.	Smt. Vijaya V, Consultant

Sl. No.	Name and Designation
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26.	Shri. Clemenze M, Personal Assistant
27.	Shri. P. C Chellappan, Computer Assistant
28.	Shri. Saji M, Office Attendant
29.	Smt. Reena J, Part Time Sweeper

The Commission continued to get top class professional support from Prof.(Dr.) P. Shaheena and Dr. Mariamma Sanu George, Full-time Advisors and Smt.Vijaya.V, Consultant.

The two Joint Directors from the Department of Panchayats and the Department of Urban Affairs, namely, Smt. P.S.Timple Magi and Shri. P.Radhakrishnan, used their remarkable domain expertise and assisted the Commission in formulating important recommendations, especially in respect of e-governance and other aspects of good governance.

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The Commission consulted several experts individually, but special mention is to be made of Shri. V.N.Jithendran, IAS (Retd.) who generously provided his inputs in enriching the Commission's understanding, especially in matters related to social

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My fellow Members in the Commission, Shri. Rajesh Kumar Singh, IAS, Additional Chief Secretary (Finance) and Smt. Sarada Muraleedharan, IAS, Additional Chief Secretary (Local Self Government) worked as a team and provided invaluable ideas coming out of their long experience in the area of local governance.

S.M.VIJAYANAND

Contents

	Acknowledgements	i
	List of Abbreviations	viii
	List of Tables	xiii
	List of Figures	xiv
	List of Appendices	xv
	List of Annexes	xvi
1	Introduction	1
2	Methodology	4
3	Overview of Planning Methodology	7
4	District Plan	20
5	Spatial Planning	39
6	Convergence	48
7	Local Statistics	55
8	Strengthening District Planning Committees	65
9	Metropolitan Planning Committee	75
10	Local Economic Development	81
11	Human Development	90
12	Social Justice – Inclusion and Equity	98
13	Gender and Women Component Plan	138
14	Infrastructure	152
15	Local Governments and the Environment	174
16	Centrally Sponsored Schemes and Externally Assisted Projects	217
17	Localizing and Communitizing SDGs	226

List of Abbreviations

ADB	Asian Development Bank
ADS	Area Development Society
AIIB	Asian Infrastructure Investment Bank
AMRUT	Atal Mission for Rejuvenation and Urban Transformation
ANERT	Agency for New and Renewable Energy Research and Technology
ATR	Action Taken Report
AYUSH	Ayurveda, Yoga & Naturopathy, Unani, Siddha, and Homoeopathy
BDC	Block Development Committees
BMC	Biodiversity Management Committee
BP	Block Panchayat
BPC	Block Planning Committees
BRC	Buds Rehabilitation Centre
BRGF	Backward Regions Grant Fund
CBO	Community Based Organisations
CC	Climate Change
CDS	Centre for Development Studies
CFC	Central Finance Commission
CMD	Centre for Management Development
CMFRI	Central Marine Fisheries Research Institute
CoE	Centre of Excellence
CORP	Corporation
COSTFORD	Centre of Science and Technology for Rural Development
CRZ	Coastal Regulation Zone
CSO	Civil Society Organisation
CSS	Centrally Sponsored Scheme
CVI	Climate Vulnerability Index
CWRDM	Centre for Water Resources Development and Management
DAC	District Advisory Committee
DAY	Deendayal Antyodaya Yojana
DCAT	DRM and Climate Action Tracker
DDC	District Development Council
DDMA	District Disaster Management Authority
DDR	District Development Report
DES	Department of Economics and Statistics
DESO	District Economics and Statistics Office
DHDRs	District Human Development Reports
DLO	District Level Officer
DM	Disaster Management
DMHP	District Mental Health Programme
DoECC	Directorate of Environment and Climate Change

DP	District Plan
DPC	District Planning Committee
DPO	District Planning Officer
DPP	District Perspective Plan
DPR	Detailed Project Report
DPU	District Planning Unit
DRC	District Resource Centre
DRR	Disaster Risk Reduction
DTPO	District Town & Country Planning Office
EAP	Externally Aided Projects
EIA	Environment Impact Assessment
EPC	Economic Programme Committee
FAO	Food and Agriculture Organisation
FBC	Form Based Coding
FGD	Focus Group Discussion
FSTP	Faecal Sludge Treatment Plants
GAD	Gender and Development
GB	Gender Budgeting
GEWE	Gender Equality and Women Empowerment
GI	Galvanized Iron
GIS	Geographic Information System
GO	Government Order
GoI	Government of India
GoK	Government of Kerala
GPDP	Grama Panchayat Development Plan
GPK	Grameena Patana Kendram
GPS	Global Positioning System
HDPE	High Density Polyethylene
HoD	Head of Department
HSTP	Health System Transformation Platform
ICDS	Integrated Child Development Services
IDDP	Integrated District Development Plan
IEC	Information Education Communication
IIM	Indian Institute of Management
IIT	Indian Institute of Technology
IKM	Information Kerala Mission
IMD	Indian Meteorological Department
IMG	Institute of Management in Government
INTACH	Indian National Trust for Art and Cultural Heritage
IPR	Intellectual Property Rights
IRDP	Integrated Rural Development Program
IRMA	Institute of Rural Management Anand
IRTC	Integrated Rural Technology Centre

IT	Information Technology
ITPI	Institute of Town Planners of India
IWMP	Integrated Watershed Management Programme
KAU	Kerala Agriculture University
K-bip	Kerala Bureau of Industrial Promotion
KFRI	Kerala Forest Research Institute
KILA	Kerala Institute of Local Administration
KLGSDP	Kerala Local Government and Service Delivery Project
KMA	Kerala Municipality Act
KPRA	Kerala Panchayat Raj Act
KRPLLD	Kerala Research Programme on Local Level Development
KSDMA	Kerala State Disaster Management Authority
KSEBL	Kerala State Electricity Board Limited
KSI	Kerala Statistical Institute
KSLUB	Kerala State Land Use Board
KSPB	Kerala State Planning Board
KSREC	Kerala State Remote Sensing and Environment Centre
KSSP	Kerala Sastra Sahitya Parishad
KSUDP	Kerala Sustainable Urban Development Project
KSWMP	Kerala Solid Waste Management Project
KUFOS	Kerala University of Fisheries and Ocean Studies
KUHS	Kerala University of Health Sciences
KVASU	Kerala Veterinary and Animal Sciences University
KWA	Kerala Water Authority
LAPCC	Local Action Plan for Climate Change
LBC	Laurie Baker Centre for Habitat Studies
LDPE	Low Density Polyethylene
LED	Local Economic Development
LG	Local Government
LGBTQ	Lesbian, Gay, Bisexual, Transgender and Queer
LGDP	Local Government Development Plan
LIF	Local Indicator Framework
LSG	Local Self Government
LSGD	Local Self Government Department
LSGIs	Local Self Government Institutions
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MLA	Member of the Legislative Assembly
MLTY	Municipality
MP	Member of Parliament
MPC	Metropolitan Planning Committee
MSMEs	Micro, Small & Medium Enterprises
NCESS	National Centre for Earth Science Studies
NFSA	National Food Security Act

NGO	Non-Government Organisation
NH	National Highway
NHG	Neighbourhood Group
NHM	National Health Mission
NIC	National Informatics Centre
NIRD&PR	National Institute of Rural Development & Panchayati Raj
NITI	National Institution for Transforming India
NRLM	National Rural Livelihoods Mission
NRuM	National Rurban Mission
NSAP	National Social Assistance Programme
NSC	National Statistical Commission
NSSO	National Sample Survey Office
NULM	National Urban Livelihoods Mission
OBC	Other Backward Class
PBR	People's Biodiversity Register
PforR	Program for Results
PMAY	Pradhan Mantri Awas Yojana
PMGSY	Pradhan Mantri Gram Sadak Yojana
PMKSY	Pradhan Mantri Krishi Sinchayee Yojana
PPC	People's Plan Campaign
PRA	Participatory Rural Appraisal
PRM	Participatory Resource Mapping
PRT	Plot Reconstitution Technique
PTA	Parent Teacher Association
PTSD	Post-Traumatic Stress Disorder
PUD	Planned Unit Development
PVTG	Particularly Vulnerable Tribal Group
PWDs	Persons with Disabilities
PWD	Public Works Department
RAW	Research and Analysis Wing
RFS	Rural Frame Survey
RGSA	Rashtriya Gram Swaraj Abhiyan
RKI	Rebuild Kerala Initiative
RKVY	Rashtriya Krishi Vikas Yojana
SBM-G	Swachh Bharat Mission – Grameen
SC	Scheduled Castes
SCERT	State Council of Educational Research and Training
SCP	Special Component Plan
SCSP	Scheduled Caste Sub Plan
SD	Secure Digital
SDC	State Development Council
SDG	Sustainable Development Goal
SDMF	State Disaster Mitigation Fund

SDRT	Survey Design Research and Training
SECC	Socio Economic and Caste Census
SFC	State Finance Commission
SHG	Self Help Group
SIFFS	South Indian Federation of Fishermen Societies
SLRG-DP	State Level Resource Group for District Plan
SMC	State Monitoring Committee
SMEs	Small and Medium Sized Enterprises
SoR	Schedule of Rate
SPA	Schools of Planning and Architecture
SPARK	Service Payroll Administrative Repository for Kerala
SPS	Samaj Pragati Sahayog
SSA	Samagra Shiksha Abhiyan
SSFC	Sixth State Finance Commission
SSS	State Sponsored Schemes
SST	Sea Surface Temperature
ST	Scheduled Tribes
SWD	Storm Water Drainage
SWG	Sectoral Working Group
SWM	Solid Waste Management
T&T	Traffic and Transportation
TAG	Technical Advisory Group
TCPO	Town and Country Planning Organization
TISS	Tata Institute of Social Sciences
TNA	Training Needs Assessment
ToT	Training of Trainers
TS	Technical Sanction
TSP	Tribal Sub Plan
UN	United Nations
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNICEF	United Nations Children's Fund
USB	Universal Serial Bus
USD	United States dollar
VCB	Vented Cross Bars
VP	Village Panchayat
VTC	Voluntary Technical Corps
WCP	Women Component Plan
WID	Women in Development

List of Tables

Table Numbers	Description	Page Number
4.1	Chronological order of District Planning in the State	21
6.1	Types of Convergence	48
7.1	Strengthening of Data Collection in Local Governments	59
7.2	Posts of statistical personnel attached to the Departments under LSGD	63
11.1	Estimated number of additional pupils enrolled, Standards I-X, Government and aided schools, Kerala, 2016-17 to 2020-21 in numbers	90
11.2	Number of projects and expenditure undertaken in Health sector by all Local Governments from 2014-20	93
11.3	Tier wise number of projects and expenditure within Health sector by all Local Governments from 2014-20 by all Local Governments	93
11.4	Number of sector wise projects and expenditure within education sector of all Local Governments	95
11.5	Tier wise number of projects and expenditure in Education Sector from 2014-20 by all Local Governments	96
12.1	Number of projects and expenditure for Child Welfare from 2014 to 2020 by all Local Governments	104
12.2	Number of projects and expenditure related to Anganwadis from 2014 to 2020 by all Local Governments	105
12.3	Number of projects and expenditure related to elderly from 2014 to 2020 by all Local Governments	108
12.4	Number of projects and expenditure related to Poorest of the Poor from 2014 to 2020 by all Local Governments	111
12.5	Inter se wise expenditure for PWDs from 2014 to 2020 by all Local Governments	112
12.6	Expenditure for Buds school and Buds rehabilitation centre from 2014 to 2020 by all Local Governments	112
12.7	Health related activities for palliative care from 2014 to 2020 by all Local Governments	114
12.8	Trends in SCSP Devolution to Local Governments	115
12.9	Trends in devolution through TSP Plan to Local Governments in Kerala	116
13.1	Summary of the Guidelines of Women Component Plan from 1998 onwards	139
14.1	Tier wise details of projects and expenditure roads related projects during 2014-20 by all Local Governments	153
14.2	Road projects – Size wise total number of projects from 2014-20 by all Local Governments	154
14.3	New buildings constructed – Expenditure wise projects during 2019-20 by all Local Governments	158

14.4	No. of projects and Investment for irrigation by all Local Governments during 2014-20	163
15.1	Composite Vulnerability Index	181
15.2	Sector wise Problems and Possible Solutions	190
16.1	Details of funding of the different Centrally Sponsored Schemes in 2020-21	218
16.2	Different categories and rate of pensions paid in Kerala	222
16.3	Cost under PMAY and LIFE Mission	223
17.1	Composite score and rank of SDGs with respect to last three years of Kerala	226

List of Figures

Figure Number	Description	Page Number
10.1	Total and tier wise sub sector expenditure of productive sector from 2014 to 2021	83
12.1	Modes of participation	103
12.2	Theory of change for adolescent participation	103
15.1	Sendai Framework and Sustainable Development Goals	186

List of Appendices

Appendices Number	Description	Page Number
7.1	Local indicator Framework (LIF) for SDG	235
7.2	Government Order on DES as a nodal agency for the following statistical activities	245
7.3	Government Order on Special arrangements by DES assigning Data Managers to Local Governments	247
12.1	Anti-poverty Sub Plan	251
12.2	Expert Committee on Assisted Living	259
12.3	Government Order for Palliative Care Policy	312
12.4	Jurisdiction of Tribal Extension Officers as Implementing Officer	313
12.5	Local Governments with Tribal population of > 5000	315
14.1	Norms for Estimation of Maintenance Expenditure of Local Governments	316
14.2	Draft Government Order for Accreditation of Agencies for Appropriate Construction Technologies	329
14.3	Draft Master Government Order for Appropriate Construction Technology	339
14.4	Methods, specifications and analysis of rates for Appropriate Construction Technology	364
14.5	Institutional Arrangements for Appropriate Construction Technology	382
15.1	Broad Framework for Local Action Plans for Climate Change	386
15.2	Climate Change Adaptable Approaches at the Local Government Level – An Indicative Framework	389
15.3	Structure of a Disaster management Plan	404
15.4	Activity- Impact Matrix -Environmental implications of Village Panchayats & Municipalities	407
15.5	Proforma A: Screening for Regulated Activities	430
15.6	Proforma B: Master Data: Indicative List of Environmental impacts & Mitigation measures	433
15.7	Proforma C: Screening for Environmental Clearance	439
17.1	SDG 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all- An illustrative example	441

List of Annexes

Annexes No.	Description	Page Number
2.1	Kerala State Audit Department- Terms of Reference of the Study Conducted	449
2.2	State Performance Audit Wing -Terms of Reference of the Study Conducted	449
2.3	Terms of References of the Twelve Working Groups	450
2.4	Online Meeting with Recognised Political Parties, Representatives of Grama Panchayat Association, Block Panchayat Association and Kerala Chamber of Municipal Chairmen	474
2.5	Online Meeting with Mayors of Municipal Corporations and Presidents of District Panchayats	475
2.6	Online Meetings with District Collectors, District Planning Officers and DPC Government Nominees	476
2.7	Online Meetings with Heads of Departments, Senior Officers and Subject Experts	477
2.8	Offline Meetings with Support Institutions	479
2.9	Offline Meetings held with various Agencies and Departments	481
2.10	Online Meetings with Key Experts of People's Plan in Kerala	482
2.11	Online Meetings and Discussions held with Selected Secretaries and Officials of Local Governments	483
2.12	Questionnaire for data collection from 1200 Local Governments in 2021	485
4.1	District Plan guideline issued in the 80's by Kerala State Planning Board	580
5.1	Methodology of preparation of Local Development Plans and Integrated District Development Plan	639
12.1	Extract from Lancet report on Kerala's Palliative Care	647
12.2	Government Order for Preparation of Tribal Sub Plan	651
13.1	Government Order on Gender Equality and Women Empowerment Policy	662
14.1	Government Order for demarcation of roads using unique colours in the milestones of Local Governments	682
15.1	Government Order on constituting Working Group for Biodiversity, Climate Change, Environment and Disaster management	688
15.2	IPCC 2021 Report Climate Change 2021: Implications for Kerala	691
15.3	Government Order on Constitution of Climate Change Cell in Directorate of Environment and Climate Change	699
15.4	Government Order on the Guideline on Integrated Watershed Management Programme	700

Chapter 1
Introduction

1.1. The Sixth State Finance Commission (SSFC) has already given the following Reports:

1. The First Report focusing basically on Devolution was given on 15/12/2020.
2. The Supplement to the First Report essentially dealing with Maintenance Funds, particularly for Buildings was submitted on 22/09/2021
3. The Second Report dealing with Own Revenues was submitted on 28/12/2021.

1.2. This is the Third Report and has three Volumes:

I – Dealing mainly with issues related to Planning and Development

II – Concentrating on issues of Governance including Good Governance of which Service Delivery is an important part.

III –Assessment of 25 years of Decentralization drawing from all the Reports of the Commission.

1.3. The Commission was able to cover all the Terms of Reference (ToR) entrusted to it by the Government.

Approach

1.4. Kerala's decentralization initiative of the mid 1990's was not an ordinary kind of initiative. It had a clear vision of governance and development with definite objectives. The Commission whose term coincided with 25 years of decentralization, looked back at developments from 1995 and formulated its recommendations – instead of confining to the period after the Fifth State Finance Commission.

1.5. Considering the unique experience in democratic decentralization the sole objective of the Commission is to facilitate it to be a developed further into a model worthy of international attention. Accordingly, it is more critical that shortcomings and deficiencies are highlighted for quick follow up by the policymakers.

1.6. There have been areas of very good performance like response to floods and the pandemic and in respect of care and compassion. These areas need to be further strengthened so that the momentum is sustained. There are also areas of concern particularly relating to local economic development in terms of jobs and incomes. This requires special attention and the best experts and practitioners to development have to be mobilized to nurture local models, especially in the secondary and tertiary sectors.

1.7. The Commission believes that good governance leads to development and substantial space has been given to different aspects of governance. The recommendations push for a people centric rights-based governance which is clean and ethical.

1.8. For the kind of governance and development which Local Governments pursue, processes are very important particularly to ensure participation, transparency and responsiveness. Therefore, the Commission has put forward several suggestions for toning up the existing processes, especially those related to planning.

1.9. The Constitution has set up important institutions like the Election Commission, State Finance Commission and the District Planning Committees. In addition to these institutions, the State has set up formal institutions like Ombudsman, Tribunal for Local Governments, State Development Council (SDC), etc. The State has also created several support structures and institutions. These include:

(i) Kerala Institute of Local Administration (KILA)
(ii) State Poverty Eradication Mission (Kudumbashree)
(iii) Information Kerala Mission (IKM)
(iv) Suchitwa Mission
(v) Haritha Keralam Mission

1.10. Strengthening these institutions and clarifying their roles is very critical for the effectiveness of the Local Government functioning.

1.11. Kerala's decentralization has several innovative and positive features. The earlier phases of experimentation, rectification and stabilization were handled very well with Governments responding well to different challenges. But decentralization needs full institutionalization so that pucca processes and systems are in place. The freedoms and limits of Local Governments have to

be defined so that Local Governments can act on their own without any prompting or permission from Government, but of course with active support and facilitation. This could be called institutionalization. It is worth quoting from the Fourth State Finance Commission:

> *"Institutionalisation signifies the creation of a permanent framework for Local Government functioning in all aspects which protects Local Government freedoms and autonomy, which obviates the need for day to day governmental interventions and provides all that is required for effective, efficient, accountable and democratic local governance in respect of laws, procedures, systems, processes and expert advisories. Briefly, this is the way towards evolving a regime of autonomous Local Government. For a variety of reasons, there is no escape from institutionalisation."*

1.12. In sum, it is hoped that the recommendations of the Sixth SFC would collectively help realizing different aspects of institutionalisation.

Chapter 2
Methodology

2.1. Even though the Commission was severely handicapped in holding physical meetings and visiting the field due to the three waves of Covid, it tried to make up through a rigorous methodology. The methodology followed for the Final Report is outlined below:

2.1.1. The Commission accessed a lot of available literature on local governance focusing on best practices across the world with special reference to the United Kingdom, South Africa and the Commonwealth countries.

2.1.2. The Commission benefited from the old reports of the Committee on Decentralization of Powers (popularly known as Sen Committee), the Third Kerala Administrative Reforms Committee and the Kerala Administrative Reforms Commission.

2.1.3. All the five earlier State Finance Commission Reports were re-visited in minute detail and their un-implemented recommendations as relevant now have all been incorporated into the Reports.

2.1.4. Formal studies were commissioned through Grameena Patana Kendram (GPK) focusing on service delivery and social audit and through the Centre for Management Development (CMD) on human resources in Local Governments. Also, with the assistance from UNICEF, a study was conducted in 2020-21 on Social Justice aspects.

2.1.5. The Kerala State Audit Department conducted a special study for the Commission with clear Terms of Reference ***(Annexe 2.1).***

2.1.6. Likewise, the State Performance Audit Wing carried out an elaborate study again with clear terms of reference ***(Annexe 2.2).***

2.1.7. To harness the best expertise available in the State, the Commission set up 15 Working Groups with exhaustive Terms of Reference (ToR). The details of the Working Groups are given in ***Annexe 2.3.*** The

Commission was really enriched by their high quality suggestions and has relied heavily on them while finalizing its recommendations.

2.1.8. In respect of social audit, the Commission could put together a special Working Group consisting of the best talent in the country and they also provided a very useful report. The details of the members of this Working Group are given in ***Annexe 2.3.***

2.1.9. As e-governance is a priority area, the Commission requested Shri Santhosh Babu, IAS (Retd.), former Secretary to Government (IT), Tamil Nadu and a top domain expert, to conduct a special study on improving e-governance. He was supported by a team put together by the Commission. The team has given an outstanding report which if followed up and acted up on can really impact the quality of e-governance, with far-reaching improvements in accountability and efficiency.

2.1.10. Special interaction was held with the Additional Chief Secretary to Government (Water Resources) and Managing Director, KWA on Jal Jeevan Mission.

2.1.11. Two rounds of discussions were held with the Managing Director, Kerala State Electricity Board Limited (KSEBL), Director, Energy Management Centre (EMC) and Director, Agency for New and Renewable Energy Research and Technology (ANERT) on energy related issues.

2.1.12. In respect of health, the Commission got special inputs from Sri Rajeev Sadanandan, Chief Executive Officer, Health Systems Transformation Platform, formerly Additional Chief Secretary to Government (Health), Kerala and a high-ranking expert in the matter of public health in the country.

2.1.13. As in the case of earlier reports, the Commission continued to adopt the following methodologies:

(i) Meeting with all political parties. ***(Annexe 2.4)***

(ii) Video conference with all the three Local Government Associations representing Village Panchayat, Block Panchayat and Municipalities. ***(Annexe 2.4)***

(iii) Meeting with all the District Panchayat Presidents. ***(Annexe 2.5)***

(iv) Meeting with the Mayors. ***(Annexe 2.5)***

(v) Meeting with all the District Collectors. ***(Annexe 2.6)***

(vi) Meeting with all the Government nominees of the District Planning Committee (DPC). ***(Annexe 2.6)***

(vii) Meeting with all the District Planning Officers. ***(Annexe 2.6)***

(viii) Elaborate video conferences with Heads of Department and Senior Officers followed by submission of suggestions by them. ***(Annexe 2.7)***

(ix) Interactions with the key support organizations, namely, State Poverty Eradication Mission (Kudumbashree), Suchitwa Mission, Haritha Keralam Mission, KILA and Information Kerala Mission (IKM). ***(Annexe 2.8)***

(x) Special discussions with Commissioner, Rural Development Department, Director of Panchayats, Director of Urban Affairs, Chief Town Planner and Chief Engineer, LSGD. ***(Annexe 2.9)***

(xi) Video Conference with key experts of People's Plan in Kerala. The data from Information Kerala Mission was again used extensively, mostly in respect of performance under the People's Plan. ***(Annexe 2.10)***

(xii) Meetings with selected Secretaries of all categories of Local Governments. ***(Annexe 2.11)***

(xiii) Specific interaction with the Secretaries of Local Governments by the Joint Directors of the Commission. ***(Annexe 2.11)***

(xiv) The data collected through survey formats in the beginning as related to the topics of the Third Report were analyzed and utilized. ***(Annexe 2.12)***

2.1.14. The Commission as its concluding activity, held an interesting consultation with selected experts of national standing in the matter of Local Governments especially Panchayati Raj who also have a reasonably good understanding of Kerala's decentralization. A frank discussion was held with them. They provided Delphi like inputs on the big picture of decentralisation in Kerala. Their assessment of Kerala's decentralization over the last 25 years from an external perceptive was helpful in summing up the third volume.

2.1.15. The Commission met 24 times during its tenure to discuss ideas and formulate recommendations, happily so, unanimously.

Chapter 3
Overview of Planning Methodology

3.1. It is to be noted that the methodology adopted for people's planning was evidence-based, in the sense that led by the Kerala Sasthra Sahithya Parishad (KSSP), an effort was made in the Kalliasseri Panchayat of Kannur District from 1991onwards. After intensive work, guided by professionals and volunteers, which took four to five months, the plan was prepared. Later as part of the Kerala Research Programme on Local Level Development (KRPLLD) supported by the Centre for Development Studies (CDS), 25 Village Panchayats were taken up for replication and further validation of the methodology developed in Kalliasseri. While this project was going on People's Planning was launched throughout the State on 17th August 1996 (First of Chingam).

3.2. While the core methodology has remained intact over the years certain useful additions by way of deepening the methodology have been introduced especially for Tribal Sub Plan (TSP) and Anti-Poverty Sub Plan. On the negative side, the abandoning of the concept of Voluntary Technical Corps (VTC) hit one of the critical pillars of the methodology and weakened it. It is to be noted that special planning was mandated for women with the expectation of ultimately achieving gender planning. Similarly, for the special groups like children, the elderly and the differently-abled; an appropriate methodology was indicated deeply but never rolled out in detail in the form of guidelines. Though spatial planning to improve the quality of planning was piloted by Kollam District in the 10th Five Year Plan and later five more districts were added in the 11th Five Year Plan and a good methodology was developed, it could not be formally integrated into the main planning process. Similarly, even after trial and error, a final satisfactory methodology has not been developed for District Planning and Five-Year Planning, based on a vision-based, data-supported perspective plan.

3.3. Broadly after 25 years, one feels that with the advancements in technology and learning from the long experience, there is a need to improve sectoral planning to make them holistic. This would include agriculture and allied sectors, micro and small enterprises, health, education, nutrition,

connectivity, natural resources management, etc. And cutting across sectors a viable methodology for the preparation of plans for local economic development is still on the drawing board.

3.4. To be effective, decentralization requires multi-level planning and iterative planning. Though this was taken up during the 11th Five Year Plan, an easily doable methodology has not emerged. Probably one of the most serious deficiencies which has more to do with practice than with the concept is the important stage of need assessment. Right at the outset, detailed Development Reports were mandated and elaborate Gram Sabhas /Ward Sabhas were required to assess people's priorities in a scientific manner in which people modify their perceptions based on data and come out with clear priorities. In fact, over the years data based-planning has become very weak and participatory identification of needs is also lax. Though participatory techniques were promoted, the use of formal techniques like Needs Matrix, Focus Group Discussions (FGD), Livelihood Analysis, Wealth Ranking, etc., could not be duly adapted into the process of identification of needs.

3.5. In respect of implementation, People's Plan brought in innovations like accredited NGOs and beneficiary committees. Though accredited NGOs are still active, Local Governments do not seem to prefer them as was envisaged. Similarly, implementation using beneficiary committees got a bad name as benami contractors crept in and corruption increased even while the system smoked out genuine beneficiary committees. A systematic community contracting methodology could not be put in place.

3.6. Though convergence was mandated, in effect it was not taken seriously. The biggest casualty is MGNREGS. It is to be noted that while the Village Panchayats spent Rs. 6,738 crore under Plan during 2021-22, during the same period, they spent Rs. 4,057.8 crore under MGNREGS without any formal integration. Similarly, the methodology of convergence with State plan schemes of similar nature especially in sectors like agriculture and SC/ST development has been weak, so much so they have been functioning as parallel schemes sometimes even with duplication.

3.7. Surprisingly, the plan stands apart from the budget of the Local Governments even after repeated instructions. This dichotomy is against the basic principles of budgeting and is also a violation of the law.

3.8. A serious shortcoming has been monitoring of works both internal and external. Though people's oversight was attempted in the beginning, it faded out. A formal participatory monitoring system could not be designed. Even with the introduction of good software's, there is no effective capturing of physical achievements let alone outcomes or impact.

3.9. To enhance participation and augment the capacity of Local Governments in carrying out a process-intensive planning exercise, Civil Society Organizations (CSOs) and academic institutions could play an effective role. Baring a few attempts and certain individual exceptions, a system to access their potential is not yet in place.

3.10. Despite serious concerns and shortcomings, it has to be stated that the methodology followed in Kerala is a national model. So much so, when the Government of India pushed the concept of the Grama Panchayat Development Plan (GPDP) in 2015, the methodology adopted across the country is very similar to the one practiced in Kerala.

3.11. Yet the experience of 25 years has thrown up key lessons for improvement and up-gradation and it can be boldly stated that of all states in the country, Kerala is the only one that can pioneer such changes.

Recommendations for improving the quality of different steps in the planning methodology and evaluation:

3.12. Gram Sabha / Ward Sabha

(i) Detailed recommendations have been given elsewhere in Chapter 1 of Volume 2 of this Report.

3.13. Working Groups

Working Groups are the mini–Planning Boards of the Local Governments in respect of the sectors concerned. They are the professional support wings of the Local Government, to provide holistic opinion on the status, needs and priorities to enable the Local

Government to make informed choice. A typical Working Group should consist of the following members:

- **(i) Chairperson - a people's representative capable of bringing in the democratic view points.**
- **(ii) Vice Chairperson – an eminent expert bringing in professional inputs.**
- **(iii) Convener - the officer concerned bringing in department specific information and policy and also ensuring adherence to the instructions of the Government.**
- **(iv) Stakeholder/User members - to bring in the perspective of the beneficiary or user.**
- **(v) Experts and Activists – to bring in critical inputs both professional and social from experience.**

3.14. In a sense this composition enables quin-angulation, that is seeing development issues from multiple points of view and arriving at a rounded consensus.

3.15. Over the years Working Groups have dwindled into insignificant institutions. This is largely due to the neglect by the Local Government arising out of the ignorance of the potential of the Working Group as a support system of the Local Government. Also, many officials are not comfortable with interacting with non-government experts and activists. What is even more saddening is that, the Convener does not participate in most of the meetings and delegates it to a junior functionary which is a breach of administrative discipline. The quality of planning is directly dependent on the effectiveness of the Working Groups. Considering their supreme importance, the following recommendations are made:

3.15.1. Working Groups should be notified as the Functional Committees of Local Governments and act as a Standing Body.

3.15.2. The selection of members should be carefully done. The identification could be fivefold as follows:

- **i) Using their personal knowledge, the elected members could give their suggestions,**
- **ii) The Convener could give additional suggestions,**
- **iii) The District Planning Committee (DPC) through the departments concerned may identify volunteers through a**

process that would include finding out the Local Government each person is willing to work.

iv) Once in five years, there should be a public appeal seeking volunteers from among professionals, activists, other stakeholders and based on a discussion with them, short listing can be made.

v) In the case of eminent professionals, it would be good if the head of the Local Government directly makes a request.

3.15.3. Efforts should be taken to ensure that there is adequate representation of women, scheduled castes, scheduled tribes, traditional fisherfolk (in Local Governments where there is a significant population of scheduled tribes or fisherfolk) and persons with disabilities.

3.15.4. Once the Working Groups are finalized the names and brief profiles of the members should be published.

3.15.5. The District Planning Committee should monitor the formation and composition of the Working Groups and render necessary advice to the Local Governments.

3.15.6. The Members of the Working Group other than the Chairperson and Convener should be given a per diem allowance to take care of their expenses. The rates may be fixed by the Government.

3.15.7. The methodology to be followed by the Working Group should be as follows:

i) Discuss various Government instructions and DPC instructions related to the subject.

ii) Conduct situation analysis using data available in the Department and, where there are gaps, hold a quick participatory collection of data.

iii) This should be supplemented with the inputs from Gram Sabha / Ward Sabha.

iv) Further, the Working Groups could hold small group consultations with the stakeholders.

v) At the beginning of every Five-Year Plan, a quick evaluation of projects taken up in the sector including those by the Government over the last five years should

be made. In the case of the Annual Plan, the evaluation of the previous year's Plan may be done.

vi) The Working Groups should visit institutions wherever applicable and also conduct strategic field visits.

vii) The Working Groups should consult outside experts through video conferencing, as required.

3.15.8. The Report of the Working Group should consist of the following:

i) Issues and problems in the sector backed up by data.

ii) Strategies for addressing them.

iii) Different options which are available for achieving the strategies and the recommendation of the most efficient option with justification.

iv) Ranking of action plans in the order of priority with a brief statement justifying the priority.

v) The suggested action plans should indicate the costs, the timelines and monitorable indicators of performance.

vi) The Working Group proposals relating to institutions should include specific suggestions on and improvement of service delivery ie. a Service Delivery Plan.

3.15.9. The Report of the Working Group should be submitted to the Local Government and simultaneously made public. The Convener should send a copy to the intermediate level and the district level officers concerned for information.

3.15.10. The Working Groups should submit their Reports in two stages: In the first stage, the Report should give the list of projects in their priority with approximate costs and timelines and expected outputs. The second stage, the Report should be prepared after the Local Government indicates the priorities and allocation for the sector. This would contain detailed projects.

3.15.11. In order to, facilitate the proper functioning of the Working Groups, the District Level Officers may send guidance notes and share good practices with the Convener. They should also monitor their proper functioning.

3.15.12. Conveners of Working Groups within the district should be brought together into digital based knowledge sharing platform which would

facilitate discussion of experience and seeking of suggestions from peers.

3.15.13. In addition to the Gram Sabha / Ward Sabha and stakeholder consultations, it is suggested that once in five years, resource teams selected from among CSOs and academic institutions, should conduct participatory appraisals through Focus Group Discussions and other Participatory Rural Appraisal (PRA) techniques as a distinct stage in the methodology of participatory planning in respect of women, children, elderly, persons with disabilities, SCs/STs, traditional fisherfolk and also the important occupational groups like farmers, entrepreneurs, traders, etc.

3.15.14. There should be annual consultations with children which are detailed in the Chapter 12 on Social Justice.

3.15.15. Certain other recommendations regarding Planning are:

- **(i) In the case of schools, hostels, anganwadis, hospitals, and veterinary institutions, there should be Master Plans for the development of infrastructure and facilities and priority items for implementation within this Master Plan. This Master Plan can be revised once in five years. Only works from the Master Plan should be taken up by the Local Governments.**
- **(ii) To guide the Local Governments in the preparation of institution level Master Plans, the Education, Social Justice, SC/ST Development, WCD, Health and Animal Husbandry Departments should lay down standards for minimum desirable infrastructure and facilities for institutions under them. This should be done in six months.**
- **(iii) In the case of agriculture, the focus should be on crops and areas rather than on beneficiaries.**
- **(iv) In the case of dairying the focus should be on specific targets in respect of milk production, meat production, egg production, etc.**
- **(v) In the case of ICDS the focus should be on adequate nutrition for all categories - adolescent girls, pregnant women, lactating children, children in the age group 0 to 3 and 3 to 5.**

3.15.16. Other stages in the planning process are:

(i) The Working Group reports should be formally presented and explained in the Standing Committee by the Chairperson, Vice-Chairperson and Convener.

(ii) This should be followed by Plan discussions by the Local Governments in which the Working Group Chairperson and Vice-Chairperson, Convenor and others participate and make presentations to the Local Governments. This is basically to enable the Local Government to get a thorough understanding of the development issues and the ways to address them.

3.15.17. The next stage is the Development Seminars. To strengthen Development Seminars, the following are recommended.

(i) There should be an advance intimation of the date, time and venue of the Development Seminar and the agenda items along with the rights and obligations of the participants.

(ii) Invitation should be given to all key stakeholders so that in a Local Government, 300 to 500 serious participants are there.

(iii) It should be ensured that all the socio-economic groups are adequately represented especially SC/ST, fisherfolk, women, people with disabilities, teachers, other professionals, civil society organizations, etc.

(iv) Since it is invited participation, all the participants should be given a summary of the proposed plan along with the invitation.

(v) There should be trained facilitators for the conduct of Development Seminar chosen from among officials or suitable volunteers.

(vi) After an opening plenary session in which the agenda is explained, there should be thematic groups covering different Working Groups. These thematic groups should discuss the suggested plan proposals vis-à-vis the suggestions of the public and the Working Group and give their recommendations which should be written down and presented in the concluding plenary session. This should be captured in the Plan software.

(vii) Recommendations of the Development Seminar should be considered before the Plan is finalized. If rejected, brief reasons for doing so should be recorded.

3.15.18. After the Development Seminar, the Local Government should communicate the resource allocation and their priorities to the Working Groups and the Working Groups should prepare detailed projects. There should be 'speaking' formats for different types of projects with sufficient provision for describing the need of the project, and its objectives. The different stages in the project implementation wherever applicable should also be captured along with the timelines. The outputs and outcomes along with the monitorable indicators should also be part of the project.

3.15.19. Considering the delays in plan preparation and the large number of spill over works the Commission recommends that, with the Five-Year Plan there should be Rolling Plans for two years.

A. Monitoring and Evaluation

3.16. As is mentioned several times earlier, monitoring and evaluation have been exceedingly weak in People's Plan. Though the guidelines over time provided for monitoring by the Working Group, the Local Governments including the Standing Committees and the District Planning Committee (DPC) and even the Line Departments, the process is extremely weak. Even the e-governance initiatives have not improved the situation. Also, a formal independent evaluation in general or sector wise was done only once in 2005 by the Planning Commission.

3.17. At this point of time when there is widespread appreciation of the role of Local Government in the development of Kerala, it is a sad fact that at the Local Government level or the State level it is not possible to specify the achievements with facts and figures. One has to rely on impressions and stray case studies. It goes without saying that planning without monitoring and evaluation is no planning at all.

3.18. The Commission feels that monitoring and evaluation should not be seen as separate add on to the planning process. They are a natural stage in planning and should be integrated into the processes and systems. If taken up as discrete activities they would unnecessarily add to work and invite resentment from elected representatives and officials.

3.19. The recommendations are:

3.19.1. E-governance arrangements should be modified in such a way that monitoring takes place simultaneously and automatically and this would facilitate ease of conducting evaluation studies.

3.19.2. A monitoring framework should be in place which would consist of monitoring both the processes and the projects. The Result Based Framework should be suitably adapted for effective monitoring. Simply put it would include the following:

- **(i) Objectives**
- **(ii) Strategies**
- **(iii) Activities**
- **(iv) Responsibilities**
- **(v) Resources including support arrangements**
- **(vi) Timelines**
- **(vii) Risks and their mitigation**
- **(viii) Outputs**
- **(ix) Outcomes**

3.19.3. A project monitoring system using an adaptation of the PERT chart needs to be put in the system so that it is self-generated. Ideally, it should contain the following elements:

- **(i) Different stages of progress from ideation till completion**
- **(ii) Expenditures**
- **(iii) Effective use of the assets after completion (particularly true of buildings that remain unused after construction)**

3.19.4. Monitoring at the cutting-edge level should start with the implementing officer who is expected to inspect the assets or verify different aspects of the project on ground. Along with the implementation officer the Working Group should meet once in a quarter at least and come out with a monitoring report focusing on the quantitative and qualitative aspects.

3.19.5. The Standing Committees should meet every month and the second item of their agenda after the Action Taken Report (ATR) should be review of progress of projects. Similarly, the Local Governments should review the progress systematically every month focusing on key monitorable indicators. The Local Governments should also

spell out the instructions to the implementing officer to ensure that the implementation is on track and issues if any get sorted out.

3.19.6. There should also be monitoring at the higher level of the transferred department that is at the Block level, District level, and level of the Head of Department (HoD) and State level. The e-governance system should be designed in such a way that information automatically flows to these levels with the required aggregation at each level. A system should be instituted to follow up issues of concern. It is particularly relevant for the district level and State level officers.

3.19.7. At the DPC level two kinds of monitoring would be done. Joint Secretaries of the DPC would present to the Committee performance of different types of Local Governments in respect of their sector. The District Planning Officers (DPO) would present overall performance Local Government wise.

3.19.8. Now that the human resources across Local Governments have been integrated into a unified cadre, it is necessary to restore the old system of monitoring by the secretaries of the Local Governments at the Block level and District level by calling all the Secretaries of Local Governments at the Village and Block levels, respectively, and holding meetings to discuss performance.

3.19.9. At the District level, the DPC has a constitutional obligation to monitor the performance of Local Governments. The broad framework for monitoring of DPC is given below:

- **(i) Adherence to the process**
- **(ii) Convergence and integration**
- **(iii) Physical achievements**
- **(iv) Expenditures with special reference to earmarked allocations**
- **(v) Implementation issues**
- **(vi) Mobilization of additional resources**
- **(vii) Innovation outcome**
- **(viii) Outcomes wherever monitoring**

3.19.10. It is the duty of the Secretariat to prepare notes to enable the DPC to monitor the programmes effectively. The District Collector and Member Secretary of the DPC should take the lead in ensuring

follow up and also trouble-shooting as and when required. Monitoring should be taken up as a separate item in the monthly meetings of the DPC. A summary of the proceedings prepared by the Secretariat should be sent to the Local Self Government Department (LSGD) and Planning Department.

3.19.11. Outcome monitoring through selected parameters in different sectors should be done by the DPC every year by June. LSGD and the Planning Board should issue joint instructions on this.

3.19.12. The monitoring by the Local Governments, DPC and officials needs to be supplemented by people's monitoring and the following are suggested:

(i) **The Gram Sabhas / Ward Sabhas should have monitoring and review as a regular item. An officer should be authorized to make a general presentation on key indicators both relating to the Ward and the Local Governments as a whole.**

(ii) **A citizen monitoring system should be put in place as part of e-governance which enable citizens to track the performance of projects. This point is elaborated in the chapter on e-governance in Vol 2 of this Report.**

(iii) **Community based monitoring should be introduced and operationalised through the Kudumbashree system. Essentially the approved projects of the Local Governments including the Block Panchayats and District Panchayats would be shared with CDSs of Kudumbashree. The CDS would pass on the list in the case of ward level projects to the ADSs and in the case of beneficiary-oriented projects to the Neighbourhood Group (NHGs). A community resource person should be put in charge of tracking the projects and the feedback should be given to the Local Governments every six months. If the community monitors feel that there is a need to report any serious issue, should be brought to the notice of the Local Government then and there. Kudumbashree should put in a formal system to operationalise this suggestion and conduct a special capacity programme for this. In the new e-governance system there should be a module facilitating community-based monitoring.**

3.19.13. Students of academic institutions should be involved in purposive monitoring and the details may be decided by the DPC in

consultation with the institutions. There should be an annual plan of action with specified tasks. Students of Polytechnics and Engineering Colleges should be formally used for ensuring quality assurance of public works.

3.19.14. Planning Forum could be set up in academic institutions to get students interested and involved in local planning at all stages.

3.19.15. The State should put in a system of State Quality Monitors of public works both for testing a sample as well as total coverage of all works costing more than Rs. Ten Lakh. This system may be coordinated by the Secretary, LSGD with the support of the Chief Engineer, LSGD.

3.19.16. The DPC and the Kerala State Planning Board (KSPB) may carry out concurrent evaluation studies preferably through the institutions of excellence in the State and also by capable academic institutions. The KSPB may liaise with the DPC to arrive at a mutually complementary plan of action. Funds should be provided by KSPB along with technical guidelines including cost norms. Some of the quantitative studies could be conducted by the Director, Department of Economics & Statistics (DES) along with the KSPB evaluation division.

3.19.17. The State Planning Board should arrange comprehensive evaluation once in five years in such a way that the findings are available in the first half of the last year of a Five-Year Plan so that they could be incorporated in the guidelines for the succeeding plan.

Chapter 4
District Plan

4.1. Preparation of District Plan (DP) is mandated by Article 243 G of the Seventy Third (73rd) Amendment of Indian Constitution. Though there are differences of opinion on what exactly is meant by District Plan in the Constitution, taking into account the provision of mandatory approval by Government, it is clear that it is a plan for the district as a whole, going beyond the resources at the command of Local Government. This is buttressed by the word "draft".

4.2. There have been several attempts over time to prepare District Plan, for example the plan prepared for the Burdwan District, West Bengal in 1985 is often referred to as a good example. In the 80's the Department of Science and Technology supported preparation of District Plans focusing on use of local natural resources. Kerala's attempt in preparing District Plans started in the 80's, with the issue of guidelines prepared by the Kerala State Planning Board ***(Annexe 4.1).*** The Mysore District Plan prepared in 1989-90 is again cited as a model. When Backward Regions Grant Fund (BRGF) scheme was launched several districts prepared District Plans but mostly with the help of Technical Support Agencies. Around this time with the technical support of United Nations Development Programme (UNDP) a lot of districts prepared District Human Development Reports (DHDRs).

4.3. In the year 2000, Kerala made a serious effort to get District Plans prepared under the leadership of the DPC. The State went in for the preparation of the district plan with the objective of a comprehensive assessment of the district; assessment of the problems of resource use, provide a clear perspective for sustainable development of the district; identify gaps and duplications and link the local plans with the district perspective. First the District Plan for Thiruvananthapuram was prepared as a model based on detailed guideline regarding the structure and content of each chapter. This, being the first experiment of the bottom-up process of preparing a district plan, it had its strengths and weakness. There was capacity building on a massive scale which helped

to build the awareness of the people and mobilise the voluntary services of retired officers and experts. The District Plan was based on a sectoral approach and majority of its proposals were of short-term projects of a general nature, with lack of integration among the development sectors and not location specific. There was no long-term perspective and systematic and scientific data analysis. The development sectors continued to be in watertight compartments and key sectors were not co-ordinated or integrated.

Table 4.1: Chronological order of District Planning in the State

Period	Particulars
1976-77	District Planning Unit (DPU) made the first attempt of district planning in Kollam district
1983-84	Special Component Plan and Tribal Sub Plan- A lumpsum provision of 'untied funds' of nearly 10 per cent of the plan outlay is provided to the districts under SCP and TSP together.
1989	Kollam District Plan
1990	Kottayam District Plan
1992	Kannur District Plan
2000	Fourteen District Plans
2003	Kollam - Integrated District Development Plan (IDDP) for the district as a whole and a Local Development Plan (LDP)
2005-06	Backward Region Grant Fund -Wayanad is considered a "core" district while Palakkad comes under the "peripheral" category
2016	Kerala Town and Country Planning Act, 2016
2018	Fourteen District Plans

4.4. Despite the considerable achievements of the Five-Year Plans, very little constructive attention was paid to the spatial aspects of social and economic change taking place in the country. The functional character of an area is determined by the aggregate functions of all sectors of economy concentrated therein. During the Tenth Plan period, the Kollam DPC decided to prepare an Integrated District Development Plan (IDDP) for the district as a whole and a Local Development Plan (LDP) for each Local Self-Government Institutions (LSGIs) in the district in a spatial planning approach supported by the Department of Town and Country Planning.

4.5. The guidelines for the preparation of annual plan (2007-08) and Eleventh Five-Year Plan (2007-2012) specifies the role of DPC. A separate circular was issued on the district plan, stated that the DPC will have to coordinate the preparation of decentralised plans and integrate them into

district plan. The DPC with the technical support from the District Town and Country Planning Office had to mandatorily bring together all available data on spatial platform as a decision support system. Again, the DPC had to take lead in the preparation of the following plans with special methodologies and integrate all the plans into a district plan with a spatial platform as well.

(i) Watershed management
(ii) Local Economic Development plan
(iii) Health plan
(iv) Education plan
(v) Total sanitation plan
(vi) Water supply plan
(vii) Energy plan
(viii) Connectivity plan
(ix) Special component plan
(x) Tribal sub plan
(xi) Anti-poverty sub plan
(xii) Women component plan
(xiii) Plan for children (including ICDS), aged and the disabled
(xiv) Governance plan
(xv) Plan for sports

4.6. A new initiative known as District Resource Centre (DRC) has been introduced for enhancing participation and for improving the knowledge content of the Plans prepared by the Local Governments. In September 2019, the State Government directed all DPCs to form DRCs consisting of professionals from development, research, and technical institutes as well as retired experts from Government departments. The main functions of DRC are:

(i) To conduct studies in areas and topics required by the DPC as well as the Local Governments,
(ii) Give technical advice to improve the knowledge content of the Local Government Plans,
(iii) To prepare Detailed Project Report (DPR) on projects as required by the Local Governments,
(iv) To scrutinise the Plans prepared by Local Governments and point out the weaknesses and suggest measures to improve them,
(v) Study the model projects and bring them to the attention of the State, and revision of the District Plan every year.

4.7. It is expected, this will help in improving the quality of plans of the Local Governments and in turn give emphasis to areas that require core attention.

Reasons for limited success

4.8. It is worth examining why different attempts in different parts of the country at different times have not succeeded as expected. Some of the reasons can be surmised as follows:

(i) There was no clarity on the financial resources for which the plans have to be prepared.

(ii) Most of the plans prepared outside Kerala were pushed by expert agencies which did not result in real ownership.

(iii) Also, such plans were prepared without following an elaborate participatory process with the Local Governments in the central place.

4.9. In Kerala, in spite of a long experience in decentralised planning and clear policy commitments, District Planning has not struck roots. A simple test of a good District Plan is that its components should be implemented as per the priority subject to availability of resources by the Local Governments. This has not happened; the reasons could be:

(i) Though the plans were prepared in a bottom-up approach, the Local Governments did not own them and there was no clear direction that once the plan is ready all the Local Governments have to implement it.

(ii) The Local Governments are used to preparing projects on the basis of local negotiations largely influenced by the elected member without resorting to a rational data-based plan, responding to people's priorities.

(iii) The District Plans were prepared only for the Local Government resources and not covering all the development activities of the district.

(iv) Also elaborate processes were not followed like analysis of data and use of spatial techniques.

(v) The Departments have their own independent systems for planning even for programmes which are essentially for decentralised implementation at District levels and below. Therefore, they did not put in the required effort to come up with good plans which they would be bound to incorporate into the State Plan of their Department and implement them.

(vi) Though there were reasonably good capacity building efforts, they were not sufficient to facilitate the complex exercise like District Planning.

(vii) In the preparation of the latest District Plan, the key innovation of people's planning was ignored, that is the participation of experts and professionals from outside the Government system on a voluntary basis – the Voluntary Technical Corps (VTC).

(viii) Also, there was no campaign approach which would have enthused the people and created a bottom-up pressure for including people's priorities and adhering to them.

(ix) Further the time limit for the different processes was unrealistically short.

Importance of District Planning in Kerala

4.10. Kerala is the pioneer in different aspects of decentralised planning and the nation looks up to the State for evolving a viable in preparing a District Plan, which is a constitutional necessity. With the experience of 25 years, this is the right time to go in for preparation of a District Plan especially since the 14th Five Year Plan is in the offing.

4.11. The rationale for District Plan includes several other points which are listed below:

(i) The district is a viable unit with qualified staff, professionals and institutions. Data availability at the district level is very rich. The district is a very good unit for integrated planning for utilities, human development, natural resources management, local economic development and mobility. It is also the important unit in preparation of plans for different centrally sponsored schemes like Rashtriya Krishi Vikas Yojana (RKVY), Pradhan Mantri Krishi Sinchayee Yojana (PMKSY), Pradhan Mantri Gram Sadak Yojana (PMGSY), Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Jal Jeevan Mission and so on. To supplement, Credit Plans are also available at the district level.

(ii) District planning can address many of the concerns arising out of the implementation of People's Plan over the last quarter of the century. These include:

a. Small projects
b. Relying on impressionistic priorities

c. No consideration of the big picture
d. Too much focus on individual projects and not the sector
e. No integration across the sectors or across tiers

(iii) District planning can reduce intra-district disparities.

(iv) It would facilitate redirection and intensification of development efforts in backward pockets within the district.

(v) It can improve the understanding of the developmental issues of District through analysis of the causes of backwardness.

(vi) It will facilitate positive competition for attracting more investments both public and private.

(vii) If District Planning is carried out with good Information Education Communication (IEC), it will help people to get a larger and deeper understating of development leading to discussions and dialogues and on to consensus and motivate them to participate in its implementation and even contribute resources.

(viii) Real problems and priorities will be thrown up for collective action and also for influencing the State Plan.

(ix) There are greater possibilities of innovations and also of big projects.

(x) Viable scales can be understood for different activities.

(xi) Development trends in different sectors can be better understood.

(xii) It will bring greater clarity on spill over effect of different development programmes across Local Governments.

(xiii) It will lead to a rational location of facilities and services.

(xiv) It will be easier to identify plans with potential for integration and convergence.

(xv) It will enable a better understanding of emerging challenges like urbanisation, climate change, second generation issues in health and development and so on and throw up ideas for addressing them.

(xvi) There will be greater clarity on development issues and strategies, as also key targets and performance indicators.

Issues to be addressed

4.12. The District Planning is untested on a large scale; even the intensive exercise of Kollam could not be replicated.

4.13. The political and policy signals need to be as strong or clear as they were 25 years ago.

4.14. Since volunteer professionals have been kept away for nearly 10 years, it requires a lot of effort to bring them back. It is very difficult to assemble a proactive think-tank consisting of political leaders, experts, activists and officials which was the hallmark of the early days of People's Plan.

4.15. There is no consensus on a definite methodology for District Plan incorporating best elements of people's planning and conventional planning.

4.16. District planning has to be multi-level and iterative which requires a lot of effort and patience to achieve in practice.

4.17. The departments may be reluctant to start a planning process from the bottom most rung and may not realise that they stand to gain by riding on the energies of Local Governments and the participatory processes.

4.18. The Local Governments themselves could have fears that their powers of resource allocation and choice of projects would be taken away. And individual elected representatives may not realise that the gains of overall development benefits them more electorally and politically than small projects in their constituencies.

4.19. Over the years, there has been, lot of routinisation, trivialisation and domestication of important processes and procedures, much so, an

inefficient equilibrium has set in and everybody is used to easy planning or lazy planning. To move the system from this state is not easy.

4.20. Another serious issue is the weakening of DPC particularly the ineffectiveness of the technical secretariat, absence of multi-disciplinary support systems and waning interest of the District Collector. These issues can be got over if it is realised that the District Plan will boost the State's overall development effort particularly in creation of jobs and improvement of production.

Recommendations for District Plan

For addressing the issues all that is required is to retrace the steps to the early days of People's Plan and learn lessons objectively. There has to be strong political push and buy-in by the development bureaucracy and elected representatives.

4.21. The District Plan should be for all sectors and departments barring a few like Major Irrigation, Highways, Tertiary Health, Higher Education, Science & Technology, Power Generation other than non-conventional energy sources and Forests other than social forestry.

4.22. This is not to state that the plan for the State would also be prepared at the district level. While District Plan should cover all the development projects of Local Governments, the State Plan would be largely based on the suggestions emanating from the districts following guidelines issued by the KSPB and the departments concerned on how the State component of the plan would be prepared using them.

4.23. District Planning should have a component of investment planning in such a way that public investment can leverage private investment. This could be got done by DPC through an expert group in consultation with the key private sector players, manufacturing, services and trade. This could be reflected as a separate component.

4.24. Basic Principles

4.24.1. It should be multi-level in the sense that policies and advice would flow from above which will be discussed and contextualised at intermediate and cutting-edge levels with suitable detailing as per the situation at that level and later move up for further enrichment.

In this sense it will also be iterative. This could be time consuming but can be managed if there is clarity.

4.24.2. The whole planning process should be data based, results and goal based including SDGs.

4.24.3. It should be on the basis of a vision with goals and strategies and targets emanating from the vision, justified by data and people's priorities emerging from their understanding of their situation.

4.24.4. The principles of integration within the sectors and across the sectors horizontally and vertically should be clearly followed.

4.24.5. The whole exercise should have a strong spatial dimension particularly for urbanisation, environmental planning, mobility and transportation, location of facilities and utilities, etc.

4.24.6. In view of the recent experience in natural calamities, the ecological dimensions should be incorporated.

4.24.7. The temporal dimension is also important considering the past trajectories and the future projections especially in respect of urbanisation, natural resources etc.

4.24.8. The lead sector(s) of development of the district or a definite geographical area within the district should emerge especially for economic development.

4.25. Approach

4.25.1. Naturally a realistic approach based on do ability is advocated with quality and integrity of the process as the foundational principle. While providing space for innovation and excellence, the non-negotiable should be clear.

4.25.2. Through a process of consensus built up rationally on the basis of evidence followed by adherence to the consensus, quality can be achieved. While achieving the consensus iterations may be required to reduce the mismatch between people's ideas and data-based inputs.

4.25.3. Ultimately to sustain interest of the people and professionals and officials at different levels it needs to be made clear right at the beginning that it will be a "real" plan which would be owned, widely disseminated and implemented. While there has to be a 15-year perspective which gives broad priorities of their district serving as a guidance document for future plans and influence fund allocation, the Five-Year Plan should have clear sectoral allocations, and detailed projects for infrastructure, priorities for services and clarity on sub-sectors in respect of economic development. As of now, the annual plan would consist of precise projects with definite targets, investments, and results.

4.25.4. Right at the beginning the potential game changing nature of this process should be recognised and there is need to aim high and make it big, as an incremental approach is not viable. There is a need to take time and learn by doing, crossing the river feeling the stones. This should be seen as providing a development alternative through a new politics of development. Of course, the system needs to be shaken up to shed doubts and fear. Most importantly the plunge has to be taken. But it is not a leap into dark as was the case 25 years ago as now the lessons of experience can be fully utilised.

4.26. Steps in the Preparation of District Plan

4.26.1. State Level Action - Step I

(i) Taking of the policy decision and announcing it to the people of Kerala by the Chief Minister.

(ii) Explanatory meetings with the Secretaries, Heads of Department (HoD) and District Collectors by the Chief Minister and Chief Secretary.

(iii) Meetings with the Local Government heads category-wise by the Minister, LSGD

(iv) Meeting with all the members of the DPC by Minister, LSGD

(v) Meetings by HoDs with their District Level Officers (DLO).

(vi) Meeting of District Level Officers with their field level officers at the intermediate and village levels.

(vii) Zoom meeting by the Minister, LSGD directly with the elected members and staff, Corporations, Municipalities, District and Block Panchayats and district-wise with the elected members and staff of the Village Panchayat.

(viii) Meeting of the State Development Council to chalk out a Plan of Action.

(ix) **Set up high power advisory group at the State level.**

(x) **Set up a State Level Resource Group for District Plan (SLRG-DP) working under the joint leadership of the State Planning Board and the LSGD. This should be on the lines of the People's Plan Campaign Cell working on a mission mode.**

(xi) **Nominate teams for each District drawing from the resource persons who have been active in the last 10 years in People's Plan based on suggestions from DPC.**

(xii) **Drawing lessons from the literacy campaign and People's Plan campaign, launch campaigns right from the ward level. Now use of technology can improve outreach and communication. The intense campaign should be for at least two months before other stages are initiated.**

4.26.2. State Level Action - Step II

(i) **The State Planning Board in partnership with the Director, Economics & Statistics should prepare district profiles and provide data to the DPC, disaggregated to the most decentralised level as possible. The data should be accompanied by simple interpretations as relevant for local planning.**

(ii) **The Government may task institutions of excellence like Kerala Institute of Local Administration (KILA), Directorate of Economic & Statistics (DES), Kerala State Planning Board (KSPB), Kerala Veterinary and Animal Sciences University (KVASU) , Kerala University of Fisheries and Ocean Studies – (KUFOS) State Council of Education Research and Training (SCERT), Centre for Management Development (CMD) in partnership with Kerala Bureau of Industrial Promotion (K-bip), Kerala State Remote Sensing and Environment Centre (KSREC), Centre for Development Studies (CDS), Centre for Water Resources Development and Management (CWRDM), National Centre for Earth Science Studies (NCESS), Kerala Forest Research Institute (KFRI), Kerala State Disaster Management Authority (KSDMA), Climate Change Cell, Directorate of Environment and Climate Change (DoECC), Indian Meteorological Department (IMD), Kerala Agricultural University (KAU), Kerala University of Health Sciences (KUHS), etc., to provide necessary support to the DPCs as specified by Government. Using Unnat Bharat Abhiyan, the services of Indian**

Institute of Management (IIM), Kozhikode and Indian Institute of Technology (IIT), Palakkad may also be harnessed.

4.26.3. District Level Action -Step I

(i) A spatial analysis may be done by a team constituted by the DPC under the District Town Planner with experts drawn from academic institutions, retired officials and other volunteers to conduct a spatial analysis, involving parameters like roads and waterways, rivers, water bodies, settlements, pattern of agriculture, commons including forest, ecologically fragile lands, slopes including disaster prone areas, public institutions, commercial areas, modes based on settlement intensity …etc. The analysis should be put on Geographic Information System (GIS) and be made available to all Local Governments.

4.26.4. District Level Action -Step II

4.26.4.1. Position Papers may be prepared by teams consisting of officials and experts from outside Government to be set up by the DPC. The Position Papers should be in respect of the following sectors:

(i) **Health**
(ii) **Education**
(iii) **Agriculture and allied sectors**
(iv) **Micro, Small & Medium Enterprises (MSMEs)**
(v) **Connectivity**
(vi) **Women, Children, Elderly, Differently Abled and Transgender**
(vii) **Scheduled Castes / Schedule Tribes**
(viii) **Traditional Fisherfolk**
(ix) **Water supply**
(x) **Power**
(xi) **Irrigation**
(xii) **Waste management**
(xiii) **Ecological issues**
(xiv) **Tourism**

4.26.4.2. Broadly, the Position Papers would analyse the sector including its historical performance, current status, adequately supported by data. The Position Papers should analyse the key issues confronting the sector and the different strategies for addressing them. The Position Papers should also indicate the options available for operationalising

the strategies and the positive and negative aspects of each option. The papers naturally would indicate the schemes and resources currently available for different priorities within the sector. They should suggest norms and criteria for prioritising suggestions. The paper should also indicate cross sectoral linkages which are critical for development of the sector. The SLRG-DP should circulate model Position Papers developed in real situations in different districts for different sectors with formats to the districts for guidance.

(i) **The field level officers should consult stakeholders including holding of Focus Group Discussions with them and come out with suggestions for the local Position Paper.**

(ii) **There will be consolidation clinics at the Block level where teams from the Village Panchayat level would come and interact with the selected team from the district level and consolidate the Position Paper at the Block level.**

(iii) **A similar effort would be taken at the district level to consolidate Block level reports and integrate them with the reports from urban Local Governments.**

(iv) **There should be a crowd sourcing of ideas and suggestions from different stakeholders through specific requests and general appeals.**

(v) **The entire process should be backed up by intensive capacity building exercises.**

4.26.5. District Level Action -Step III

(i) **Using the Position Papers and the data available at the district level, a team would prepare a Development Report. The Development Report should begin with an analysis of the development history of the district including a detailed analysis of the last twenty-five years with particular reference to the interventions of Local governments.**

(ii) **The key results of the spatial analysis should also be incorporated in the District Development Report (DDR). A District Resource Group should vet the quality of the DDR.**

4.27. Processes of preparation of District Plan

(i) **There would be widespread dissemination of Position Papers and the DDR among the elected members and leaders and officials. Detailed explanatory discussions could be held at sub-district level.**

(ii) **All the Local Governments should meet individually and discuss the Position Papers and the DDR as specific to their Local Governments and submit their detailed comments and suggestions on operationalising the priorities, particularly the norms and criteria to be applied for setting priorities across and within sectors and locating projects.**

(iii) **The DPC may set up Technical Advisory Groups (TAGs) at the Block, Municipality, Corporation and District levels for different sectors. All the members of the teams who participated in the earlier stages should mandatorily be members of these groups. The TAG should consist of officials, professionals from outside Government and activists.**

(iv) **The TAG should go through the comments and suggestions of the Local Government and prepare a paper for discussion.**

(v) **The DPC would hold consultations if required spread over more than one day with the elected heads of Local Governments on deciding district level and local level priorities. To the extent possible a unanimous decision must be arrived at. If this is not possible, at least 2/3rd of the Local Governments, that is from all the five categories should agree. If there is a deadlock, the SLRG-DP should intervene and try to arrive at a consensus. If this is impossible, the SDC after hearing the Chairperson and Member Secretary of the DPC and considering the comments of the SLRG-DP, take a decision which shall be binding.**

4.28. Thereafter, the Working Groups at the local level should be re-constituted following the process indicated in para 3.13 to 3.15.5. Once the Working Groups are constituted, a detailed training should be arranged by KILA using local resource persons. The functions of the Working Group would be as indicated in paras 3.15.7 to 3.15.13.

4.29. Based on the Reports of the Working Groups Development Reports would be prepared for each Local Government guided by Resource Teams from the DPC.

4.30. **Once the priorities and norms for prioritisation are decided, the DPC would facilitate the conduct of Gram Sabhas / Ward Sabhas and stakeholder discussions. Observers would be sent to all these meetings selected from among TAG members who would explain in simple language in the respective fora.**

4.31. **In the Gram Sabha / Ward Sabha meetings the suggestions of the Working Group would be discussed in detail and additional suggestions arising in the discussion properly minuted. Also, stakeholder consultations would be held.**

4.32. **After the suggestions of the Gram Sabhas/Ward Sabhas and stakeholder consultations are received the Working Groups would examine them and incorporate them as necessary in their Reports and submit them to the Local Government.**

4.33. **The Standing Committees would thereafter consider the Working Group Reports and with their recommendations submit it to the Local Government. The Local Government would consider the proposals of each implementing officer giving enough time for presentation, discussion and decision.**

4.34. **Once the decisions are taken, a document for discussion would be prepared and taken to the Development Seminar. In the Development Seminar, there should be four representatives of each Ward Sabha of which two are women, four representatives of each ADS and all the functionaries of the CDS. Experts and activists from different sectors should also be invited. After a plenary session, there would be break-out sessions and after which they would reassemble and give their comments and suggestions on the Draft.**

4.35. **The Local Government should meet again, examine these suggestions and allocate resources to different sectors indicating the priorities. After this, the Working Groups should prepare detailed projects.**

4.36. **The projects should be detailed with a clear narrative giving the justification of the project with objectives and output and outcomes. This narrative should be captured in a computerised format. Further, there should be flexibility for innovative projects and integrated projects which may not fit into the standard classification of projects.**

4.37. **The next stage would be the vetting of the projects. It should be done by the TAGs concerned, that is the Block level TAG would look and take the projects of Village Panchayat and the District level TAG would look into the projects of Block Panchayat, Municipalities and Corporations.**

4.38. **The projects of district panchayat should be vetted by state level TAGs. TAGs should be set up for each sector with an eminent non official professional as Chairperson, two other non-officials and two other officials as members, with the senior among them being the convenor. After studying the projects, the TAGs would schedule meetings with the Local Governments concerned and explain their comments and correct the projects then and there. The Chairperson and Vice Chairperson and Convenors of the working group should attend these meetings. After this, the projects would be submitted to the DPC.**

4.39. **If there are objections by Local Governments in accepting suggestions of the TAG, it would be referred to the DPC and a final decision taken by the DPC Sub-committee consisting of the Chairperson, Member Secretary, Government Nominee in the DPC, the District Level Officer and the Head of the TAG at the District level.**

4.40. **The plans prepared by Local Governments would not only be for the resources allocated to them but also include clear suggestions for State Plan. These portions should be consolidated by the DPC with the help of the Secretariat in which the Joint Secretaries concerned should play an important role. The suggestions for the State Plan should be sent to the Departments concerned and the State Planning Board. When the departments prepare the annual plan and five-year plan, they should list out all the suggestions from Districts and give a response to each suggestion, with justification for not agreeing whenever the departments take such a decision.**

4.41. **For identification of members of the Technical Advisory Group and Technical Committees, the DPC should set up Search Committees for identification which could be through an open application process and verification, as also nomination based on the standing of the professionals concerned.**

4.42. **Technical sanction for works should be given by the Technical Committees as before. The Technical Committee should consist of a**

chairperson who is a non-government professional and have at least three more members consisting of a senior official, a retired official and an expert from an academic institution / NGO.

4.43. KILA would prepare handbooks on the following:

(i) Functioning of the Working Group

(ii) Functioning of Technical Advisory Group including toolkits for vetting of projects

(iii) Functioning of Technical Committees

4.44. Time Frame

(i) The time frame for the preparation of District Plan should be six months at the District Level on mission mode.

4.45. Support Systems

(i) **The support systems for the preparation of District Plan are given below:**

Activities	Support Organisations
Preparation of District profile	State Level Resource Group for District Plan (SLRG-DP) & Directorate of Economics & Statistics (DES)
Preparation of formats for Position Papers	SLRG-DP and Teams led by the HoDs
Formats and guidelines for DDR	SLRG-DP, CDS and KILA
Making available necessary maps, issue of technical guidelines of spatial planning and verification of quality	SLRG-DP, Chief Town Planner and Kerala State Remote Sensing and Environment Centre (KSREC), SDMA
IT support	SLRG-DP, IKM and NIC

(ii) **Sector-wise state level institutions of excellence mandated to support all districts**.

Sectors	Institutions
Water resources	Centre for Water Resources Development & Management (CWRDM)
Ecological aspects related to forest and hilly areas	Kerala Forest Research Institute (KFRI), Directorate of Environment and Climate Change (DoECC)
Ecological aspects related to land including the coastal area	National Centre for Earth Science Studies (NCESS), DoECC

Sectors	Institutions
Agriculture	Kerala Agricultural University (KAU)
Animal Husbandry and Dairy Development	Kerala Veterinary and Animal Sciences University (KVASU)
Fisheries	Kerala University of Fisheries and Ocean Studies – (KUFOS)
Health	Kerala University of Health Sciences (KUHS)
Education	State Council of Education Research and Training (SCERT)
SC/ST Development, Gender, Vulnerable group and Poverty	Centre for Development Studies (CDS)
Industries	Centre for Management Development (CMD) in partnership with Kerala Bureau of Industrial Promotion (K-bip)
Infrastructure and other sectors not indicated above	Kerala State Planning Board (KSPB)
Capacity Building	Kerala Institute of Local Governments (KILA)

4.46. The SLRG-DP through the district teams should ensure the quality of the processes and documents. The State Planning Board and the Chief Secretary would ensure departmental ownership and support. The SDC should continuously review the process and facilitate trouble shooting.

4.47. Structure of District Plan

(i) The district plan may have four major parts, with chapters as given below:

Part I: District Development Perspectives		
Part II: Status of Development		
1.Status of Resources	1.1:	Natural Resources
	1.2:	Human Resources
	1.3:	Finances
	1.4:	Status in terms of SDG indicators and targets
	1.5:	Spatial Dimensions
2.Status of Productive Sector	2.1:	Agriculture & Irrigation
	2.2:	Animal Husbandry
	2.3:	Fisheries
	2.4:	Forest
	2.5:	Industry
	2.6:	Tourism

3. Status of Service Sector	3.1:	Health
	3.2:	Drinking Water
	3.3:	Sanitation
	3.4:	Housing
	3.5:	Education
	3.6:	Social Welfare
	3.7:	Culture
4. Status of Infrastructure Sector	4.1:	Energy
	4.2:	Connectivity and mobility
	4.3:	Financial infrastructure including cooperatives
5. Status of Special Categories	5.1:	Women
	5.2:	Scheduled Castes
	5.3:	Scheduled Tribes
	5.4:	Fisherfolk
	5.5:	Other Special Categories – Elderly, Children, Differently Abled, etc., LGBTQ, and destitute
	5.6:	Migrants
6. Ecology	6.1:	Biodiversity
	6.2:	Ecological fragile areas
	6.3:	Climate Change
	6.4:	Disaster Management
	6.5:	Watersheds
7. Spatial Dimensions	7.1:	Urbanisation
8. Goals and Targets	8:1	Goals and targets in each based-on SDGs and Suggestions for Planning to Local Governments and Departments
Part III		
9. Consolidated Plan of Local Government Institutions	9.1:	Funds Envelope
	9.2:	Sector-wise Allocations
Part IV		
10. Sectoral Plans and Schemes	10.1:	Sectoral Plan consolidation (State sponsored)
	10.2:	Consolidation of Special schemes and programmes in each sector
	10.3	Suggestions for State Plan, department wise
Part V		
11. District Plan Suggestions	11.1:	Analysis of centrally and state sponsored schemes and scope for convergence
	11.2:	Analysis of annual plans of Local Government institutions and suggestions for future improvement.

Chapter 5
Spatial Planning

5.1. The methodology of Kerala's People's Plan has found application across the country in the preparation of Gram Panchayat Development Plans (GPDPs). In Kerala, the core methodology has stood the test of time and with reinforcement as required, has evolved. However, spatial planning which is so critical for scientific medium-term planning could not be fully integrated with the planning process. During the Tenth Five-Year Plan, Kollam District under the leadership of the Chairperson of the DPC, ably supported by the Town and Country Planning Department, developed, spending considerable time and energy, a doable methodology for preparing local plans imbibing the principles of spatial planning ***(See Annexe 5.1)***

5.2. This successful experiment was sought to be extended to five more districts but for want of ownership by the DPC and capacity of the local Town and Country Planning Department, it could not make any headway.

5.3. The Kerala Town and Country Planning Act was brought into force in 2016 and amended in 2021. As per the Act, each Local Government has to prepare a Master Plan and the DPC has to prepare the District Development Plan. Even after six years, a viable local process for preparing a participatory spatial plan harmonized with the overall Local Government plan has not been developed.

Issues in spatial planning

5.4. For good spatial plans, granular data would be useful, historic as well as current. But such data are not easy to collect. IT applications for analysis of spatial data and bringing them to GIS platform have been highly developed are quite affordable. Though layered maps make planning easy and rational, the capacity and the will to develop and use them are still limited.

5.5. There is a misconception that Town and Country Planning Act is only for Local Governments. Actually, it is mandatory for all departments also. Even the State Government has not been pro-active in mandating

preparing of spatial plans even though the law demands so. Since spatial planning has a dimension of controlling land use, especially in building construction, there is lot of hesitancy by elected Local Governments in adopting spatial planning, especially in zoning. The power of the real estate sector is another deterrent factor.

5.6. In a State with high density of population, zoning is difficult, especially in delineating and protecting 'no development zones' and also bringing in any restrictions on construction activity. It is often forgotten that unrestricted construction affects all the entire community in respect of right to light, ventilation, privacy, exploitation of water, congestion of services etc.

Approach to spatial planning

5.7. The Commission strongly advocates the implementation in letter and spirit of the Town and Country Planning Act. The Master Plan which every Local Government has to prepare is to be conceived as a comprehensive long range development plan as explained below:

5.7.1. **Comprehensive –** it considers all the developmental activities such as industries, trade and commerce, amenities including schools, colleges, hospitals, etc., and the infrastructure requirements like roads, railways, water supply, sewerage, telecommunication etc. – all of which have spatial dimensions in their locations. It encompasses ecological dimensions also.

5.7.2. **Long Range –** in the sense that the Plan has a horizon period, usually 15 years – a horizon period for which estimations of requirements can be done, in such a way that the uncertainties could be minimal; and

5.7.3. **Development –** as the Plan proposes overall development of the settlement by studies of various sectors with respect to the existing profile, problems faced now, issues, and potential for development of each of the sectors - based on which a development scenario is projected and their spatial dimensions are understood.

5.8. Sometimes, Master Plans may also be prepared only for conservation and maintenance of natural and/or manmade assets, where no further

development may be proposed, except to accommodate technological changes and social wants.

5.9. Master Plan is not a compilation of projects. Master Plan for a human settlement is a scientific guideline document for development. In that respect Master Plan is a kind of policy document guiding the implementation of the development strategies, but evidence and analysis based, incorporating needs and perceptions of people well-informed of the situation. So, it is both a scientific and social constraint. A Master Plan may comprise of many development programmes and projects, which have to be identified and phased for implementation.

5.10. The past, present and the future are considered in the preparation of a Master Plan. The past - to learn the evolution, heritage and trends; the present – for situational analysis, understanding the problems, strengths, weaknesses, opportunities and threats (SWOT); and the future – to understand the probable future developments, based on the potential, geographical features and the peoples' aspirations. Projecting the future scenario could be a tricky exercise since the situation may change in quantity and quality over a period of time, the population characteristics – composition, skill levels and occupational structure – may change, technological developments may influence changes and nature of governance may change.

5.11. Naturally, projected development scenarios are subject to uncertainties. In view of this, Master Plans need to be reviewed and revised at regular intervals, without waiting for completion of the horizon/plan period. Mid-term course corrections help in regulating development through revised strategies.

5.12. Since planning is for people based on place-oriented habitation, a Master Plan is both 'people-oriented' and 'place-oriented,' based on a judicious mutually supportive mix of the two objectives. For this a series of development options are generated and they are evaluated to find the most feasible ones. The most feasible ones are then tested – normative and/or empirical – to select the preferred development scenario. The infrastructure requirements are estimated for this scenario and the networks are proposed.

5.13. Newer planning parameters like water management, waste management, disaster resilience, climate change, sustainable development etc. are now part of the spatial planning exercise. In addition to the Master Plan, the Act provides for spatial area plan for special areas. These could be for ecologically fragile areas, disaster prone areas, tourism locations, etc.

5.14. There is also a provision for preparation of a District Development Plan. The provisions of the Town and Country Planning Act have to be read harmoniously with the Constitution and the District Development Plan needs to be prepared integrating the principles of spatial planning. While District Development Plan is a perspective plan for fifteen years, a priority action plan has to be carved out for a short-term period of five years.

5.15. The Commission considers it of paramount importance to integrate spatial planning principles into the current planning exercise, so that the quality improves. Sound spatial analysis by itself can enhance efficiency of resource use by avoidance of arbitrary proposals and projects. It can play an important role in safeguarding the environment and, most importantly, ensure that future development is not hampered by the current development especially in respect of infrastructure.

Recommendations on spatial planning

5.16. The original name of the State Town and Country Planning Department may be restored, for it conveys that it is a department for the whole State; the new name of Local Self Government Department (Planning) can create confusion and also limit the stature and role of the department.

5.17. Based on the proposals from the Chief Town Planner, Government should mandate compulsory sharing by departments and agencies of all data relevant for spatial planning including historical data. It should ideally be enforced through a notification under the provisions of law which may be enacted.

5.18. The District Development Plan should classify the order of settlements based on current levels of development and likely development in the near time.

5.19. This order of settlements should be used by the Local Governments and the DPC in prioritizing provision of basic facilities like connectivity, electricity, water supply, location of institutions, etc.

5.20. The preparation of Master Plans may be demystified and a participatory process designed to ensure the full involvement of elected members, officials and the people and the process should be harmoniously integrated with the People's Plan process.

5.21. Regulation of spaces for the current and future development cannot be whimsical nor can it be delayed beyond a point. Therefore, all Local Governments may be directed to prepare such aspects of Master Plans related to roads, water ways, water bodies, wet lands, ecologically fragile places, paddies, commons and other open spaces which need to be protected within a reasonable time to be prescribed, failing which the Government cause the plan to be prepared them and give it to the Local Governments for comments and objections within three months and finalize it.

5.22. Preparation of Master Plans should be brought under the mandatory functions of Village Panchayats, Municipalities and Corporations by inserting in Schedule III of the Kerala Panchayat Raj Act, 1994 and Schedule I of the Kerala Municipality Act, 1994.

5.23. It should be mandated to use spatial plans for development of roads, location of institutions, protection and upgradation of water bodies and provision of facilities for water supply and power. In respect of priority action plan for immediate implementation, Local Government should have sufficient freedom in developing norms and setting priorities within the framework of the Master Plan, particularly for connectivity, protection of water bodies, provision of services and location of facilities.

5.24. **The Government in consultation with Local Governments may identify "priority special areas" for fast track, theme-based spatial planning. In matters like natural calamities and climate change, there is lot of inter connectedness among Local Governments. Through proper spatial planning this could be brought out and common plans prepared to minimize negative externalities.**

5.25. The Town and Country Planning Act 2016 has been amended to set up the Kerala Art and Heritage Commission with the mandate of preserving, developing and maintaining natural and built heritage and upgrading them and propagating aesthetic and environmentally sound designs. This should also include the design of public spaces. The institution to carry out this function could be on the lines of the Kerala Art and Heritage Commission suggested in the Town and Country Planning Act. Operationalization instructions may be developed in consultations with expert institutions like Indian National Trust for Art and Cultural Heritage (INTACH), Archaeological Survey of India, United Nations Educational, Scientific and Cultural Organization (UNESCO) and Schools of Planning and Architecture (SPA).

5.26. Kerala is fast urbanizing, there is no integrated system to visualize and accordingly influence the manner of urbanization though it is implicit in the Town and Country Planning (TCP) Act. It is recommended that a section may be introduced to set up an Urbanization Commission under the TCP Act. This Commission should be responsible for analysing trends in urbanization, coordinating multi–Local Government spatial planning for emerging clusters, identifying development interventions for orderly urbanization, ensuring resilience and environmental sustainability and promoting equity and right to city in the emerging urban areas.

5.27. Since spatial planning is evidence-based, steps may be taken for collection and collation of the following data:

- **(i) Physical features, for which maps at 1:25,000 scale with three metre contour intervals should be arranged. For urban areas like Kochi and areas at or below sea level, special maps may be got prepared at 1:10,000 scale with one metre contour intervals. All hazard prone zones should have similar maps.**
- **(ii) Traffic and transportation showing data on roads and streets, railway lines, water ways, etc.**
- **(iii) Population data with detailed characteristics.**
- **(iv) Economic data including data on industries.**

(v) **Housing data.**

(vi) **Data on conservation areas including areas of archaeological importance.**

(vii) **Land use data.**

(viii) **Data on water bodies.**

5.28. All the available data should be pooled at the Kerala State Spatial Data Infrastructure (KSDI). The current system should be upgraded into a Kerala Observatory to be coordinated by the Town and Country Planning Department with the involvement of Indian Space and Research Organisation (ISRO), NCESS, KSRSEC, KFRI, CWRDM and SDMA.

5.29. Since spatial planning involves expertise, it should be done on a mission approach with an exclusive state level mission under LSGD constituted with the involvement of the agencies including those mentioned in recommendation para 5.28 above.

5.30. In order to supplement the staff of the Town and Country Planning Department, the services of retired officials, volunteers and students and teachers of professional institutions should be fully utilized. Government may bring in all the qualified persons who are willing to work in the field as Chartered Town Planners. The norms could be developed in partnership with the Institute of Town Planners of India (ITPI) and Town and Country Planning Organization (TCPO).

5.31. The State Mission could develop a detailed capacity building plan through KILA. Some of the important topics which are relevant for Kerala are given below:

(i) Techniques and practices of land pooling, land reconstitution or Plot Reconstitution Technique (PRT) which are widely used in Korea, Japan, Indonesia, Gujarat and Andhra Pradesh, can be developed as an efficient tool in lieu of compulsory land acquisition for development / infrastructure projects or for planned area development.

(ii) Urban Design – especially for area development, informal sector rehabilitation, rehabilitation of street vendors, corridor

development around major monumental structures and public institutions, planning for open spaces and recreational areas, river front development etc.

(iii) Land Use Planning and Zoning – newer approaches practiced around the World – to reduce rigidity, to promote mixed Planned Unit Development (PUD), Form Based Code (FBC) etc.

(iv) Modern concepts about Traffic and Transportation (T&T) Planning, including non-motorized transport.

(v) Infrastructure financing, project planning and project financing, project cycle, (project identification report, pre-feasibility report, feasibility report, and DPR preparation, project management, facility management, etc.)

(vi) Environment engineering aspects like Solid Waste Management (SWM), Storm Water Management / Drainage (SWD), flood mitigation measures and best practices around the World, Storm water Drainage Master Plan, Sewerage – various options, planning for water management, etc.

(vii) Energy Efficient Cities (including solar powered Neighbourhoods), Concept and components of Healthy Cities, Concept of Pedestrian Cities and Low Carbon Cities (including interventions to combat Climate Change) etc.

(viii) Planning for resilient habitations to mitigate damages due to natural disasters, measures to be adopted in Spatial Planning to reduce loss of life and properties due to sea level rise, forms of land form alteration and their impacts in landscape, etc.

5.32. KILA could diversify the training method using alternatives like:

(i) Two-way dialogues as interactive sessions, which stir curiosity to know.

(ii) Exposure visits to actual fields to see for themselves how 'things' work.

(iii) Real work planning or project experiences; project presentations.

(iv) Interaction with visiting experts.

(v) Learning-by-doing, in which planners can join a planning team and actually work with the team to learn in the process.

(vi) FGDs and subject discussions within small groups on specific topics mentored by a knowledgeable senior planner.

(vii) Day out with mentors /subject experts.

Chapter 6
Convergence

6.1 Though convergence is widely recognized as an important principle for the efficient use of public resources, its practice is quite difficult. Convergence can be defined as a conscious bringing together of human resources, financial resources and institutions to enhance the value of a development intervention. Joined-up functioning of officials within a Local Government and across tiers alone can substantially improve their performance.

6.2 One of the assumptions of decentralization is that convergence would be natural for two reasons: Firstly, Local Governments are supra-departmental and are more interested in addressing problems holistically and secondly, demand from the people to address their issues often requires a coordinated response.

6.3 The Working Group on convergence set up by the Commission, in its report has given an excellent Table on types of convergence which is extracted below:

Table 6.1: Types of Convergence

Type of Convergence	Example if Available
Services	• *Suchitwa Mission* (Sanitation Mission) was created to provide technical and financial assistance and information, education and communication support to rural and urban Local Self-Governments to promote improved sanitation coverage in the state • MNREGS along with other agencies such as agriculture department, irrigation department, women and child development department, Kudumbashree etc.
Multisector around shared goals	• ICDS: Women and Child Development (WCD), Health (National Health Mission), Kudumbashree, Education etc
Joint Capacity Development (CD) or Awareness Raising interventions to train staff on their roles in ensuring convergence	• Joint CD through shared training goals • Joint IEC Programs towards similar goals

Type of Convergence	Example if Available
Intra-program convergence for improved efficiency	• In Delhi, the Government integrated 46 welfare schemes into a single, enabled delivery channel as part of its poverty reduction program.
Between tiers of governance	• Convergence between different levels of governance both horizontally and vertically • Communities and Civil Society forge more effective partnerships of accountability and transparency at the local levels such as social audits. • Actual convergence often occurs within a community, where multiple local authorities (panchayat/municipality, block, district levels) jointly implement a program. Local authorities furthermore can link with communities, other entities such as Kudumbashree, other civil society organizations that address the needs of especially vulnerable communities.
Natural Capital and Geographical	Environment-related goals such as watershed management
Needs-Based	This would involve say convergence of services for physically, visually, or mentally challenged people between the health, education, social security and public works sectors etc. where any infrastructure or service provided would cater to the needs of the targeted groups. Another example would be the need to ensure a convergent response to emergencies or natural disasters or floods, or to pandemics or epidemics.
Temporal	Timelines for planning – This would require convergence between planning cycles – say between Local Self Government and CSS and/or departmental schemes and so on
Technological	Combining two or more discrete technologies to create a new product or a service
Spatial	Spatial dimension takes care of the important links between say land-related upgrading and the existing wider processes of Urban planning, land management, and service and infrastructure provision or standards for the town or the city.

Type of Convergence	Example if Available
Knowledge Based	This would include a uniform data base and knowledge portal that is accessible for all development planners and implementers at the first stage.

Source: Literature Review by 6th SFC Working Group

6.4 Convergence has several benefits, they include:

1) Better development results and benefit to the population
2) More resources for achieving the desired objectives
3) Enabling a multi-dimensional perspective to address the issues
4) Reducing inefficiencies due to parallel intervention
5) Improving governance by enabling working as a team

6.5 At the same time convergence is an uphill road, which most people are not inclined to follow. It requires extraordinary political will to break departmental identities and silos as also the vested interests behind some of these. Sometimes convergence does not happen just due to a false and foolish sense of territoriality. In some cases, different procedures and even different ways of accounting expenditures affect convergence. An institutional mechanism promoting convergence does not exist. It is also true that really successful models of convergence don't exist for others to replicate. Similarly, capacity building programmes do not give the necessary importance to convergence.

Recommendations for Convergence

Of course, convergence is a time-consuming process and has challenges particularly, in terms of additional responsibilities and time requirements. Yet the gains of convergence are far out way the challenges and difficulties in operationalising them. Therefore, the Commission recommends the following:

6.6 **To start with, convergence needs to be given as much political and policy priority as participation in respect of Local Governments.**

6.7 **The underlying principles of the strategy for convergence need to be stated and understood:**

(i) **Local Governments should be the prime driver**
(ii) **Convergence should be pushed by demand creation**
(iii) **Convergence should have a clear results orientation**
(iv) **There should be a strong partnership among Government, non-government and community stakeholders.**
(v) **There has to be shared data across the tiers and departments**

(vi) **Joined capacity development is critical**
(vii) **Convergence should focus on vulnerable groups and difficult geographies including the ecologically vulnerable.**
(viii) **Models of convergence should be pushed consciously to create beacons from which others can learn.**
(ix) **A multi-level approach is called for. At the State level, a joint exercise has to be undertaken by the KSPB in which the key departments including LSGD participate to work out in detail convergence frameworks.**

6.8 **To start with convergence should focus on the following:**

(i) **Poverty reduction**
(ii) **Development of SC and ST**
(iii) **Development of women and children**
(iv) **Development of the elderly**
(v) **Development of people with disabilities**
(vi) **Natural resources management and eco-development.**
(vii) **Human development including health, education and nutrition**
(viii) **Agriculture and allied sectors**

6.9 **A detailed framework decided at the State level should be sent to the DPC for fleshing them out according to local necessities and a district level framework should be issued by the DPC.**

6.10 **Responsibilities of convergence should be clearly defined.**

6.11 **This should be followed by training programmes of the officers concerned along with the heads of Local Governments; this could be done in groups.**

6.12 **Before the plan preparation starts, there should be a joint meeting of all the key functionaries of the Working Groups involved in the convergence plan. Each Working Group should list out the convergence needs and share them with the Working Group concerned which should give its response and suggestions to the Planning Committee at the Local Government level which needs to integrate them and incorporate them as part of the draft plan which of course would be discussed and approved by the Local Government.**

6.13 **Spatial planning is the sine qua non of convergence. A multi-layered map prepared after spatial analysis could show the convergence needs and possibilities.**

6.14 **The guidelines for MGNREGS mandate convergence. Therefore, immediately after identifying the works as per local needs, it should be converted into components of the labour budget that can fit into the Plan of the Local Government. It is particularly relevant for assets supporting agriculture, especially through the broader focus on watershed management, waste management, and permissible assets for SHGs and vulnerable families. A special exercise should be undertaken jointly by the officers concerned to determine convergence with MGNREGS.**

6.15 **For need-based and demand-based convergence the Anti-Poverty Sub Plan should be restored and the methodology indicated in Para 12.8 of the Commission's report be suitably adopted.**

6.16 **In respect of health, there should be a local analysis of the social determinants of health as relevant to the Local Government by the Working Group on health which should be shared with the Working Groups concerned and the final decision got taken by the Local Government.**

Single Planning Process

6.17 **The Planning Board should set in motion a single process for preparing plans from the Village Panchayat up to the State Government adopting the principles of multi-level planning covering all levels from their Village Panchayat to the departments. This should be part of the District Planning and Five-Year Planning exercise. The following steps are suggested:**

(i) The Head of the Department should communicate to the district, their priorities, the ongoing programmes and technical standards if any, for the projects.

(ii) This should be discussed in the DPC which would add district level inputs including suggested priorities.

(iii) This will be discussed at the Local Government level. The Working Groups would prepare plans for their tier and give suggestions to the higher tier which would be considered by the Working Groups of the higher tier. Thus, a bottom-up planning process is suggested. All the suggestions and modifications of the suggestions at higher level should be tracked using Information Technology and be available for public scrutiny.

(iv) **The Departments could consolidate suggestions from the district and with their inputs finalize the plans for the Department. To start with this should be done in respect of the following departments:**

- **a) SCSP**
- **b) TSP**
- **c) Fisheries**
- **d) Women and Child Development**
- **e) Health**
- **f) Agriculture**
- **g) Animal Husbandry/Dairy Development**
- **h) Education**

6.18 **Till the time single planning is operationalized, there has to be a single document at the local level for all schemes implemented by the State Government and different tiers of Local Governments in that jurisdiction. For this to happen the State departments need to finalize their allocations to the districts and from the districts to their sub units immediately after the budget so that their consolidation can take place and the single document can be brought out at the beginning of the financial year. The advantage of the document is the people would know what services and schemes they can expect from the department in the Local Government. To start with such an exercise should be done for all departments mentioned in Para 6.17 (iv).**

6.19 **To facilitate organic convergence, it must be mandatory to implement an integrated watershed management plan in all Districts. This should bring about the convergence of human resources as well as better delivery of other schemes, especially in agriculture and allied sectors. It will also enable resource convergence particularly MGNREGS and the productive sector of the Local Governments.**

6.20 **In respect of the Centrally Sponsored Schemes (CSS), the Samagra Shiksha Abhiyan (SSA) for which the State share is met by the Local Government, the convergence is mandatory. But it doesn't happen and ends up as a deposit of shares of Local Governments. To get over this anomaly, suggestions are given in Para 16.22 of the Commission's Report dealing with Centrally Sponsored Schemes.**

6.21 **Similarly, National Health Mission again offers a lot of possibilities for need and demand-based convergence. The details are given by the Commission in Para 16.31 dealing with Centrally Sponsored Scheme.**

6.22 **To ensure convergence across tiers suggestions have been given by the Commission while dealing with the District Plan in chapter 4 of this report.**

6.23 **There should be a mechanism at the level of the DPC which can be approached to sort out operational issues hindering convergence.**

6.24 **Similarly, those issues which require instructions from Government should be taken up with the Coordination Committee on Decentralization of the State level and their decision should be accepted.**

Chapter 7
Local Statistics

7.1. As the Constitution has tasked Local Governments with the preparation of plans for economic development and social justice, it is clear that this has to be based on data that is locally owned and understood by the people, elected representatives and officials. From the very beginning of the People's Plan, a lot of importance was given to analysing available data and even filling up the gaps through primary surveys. All local governments prepared their Development Reports based on analysis of data.

7.2. In the context of decentralized planning, local data are important not only from an instrumental point of view but also in a fundamental sense. People, especially the vulnerable groups, need to know their situation for which facts are required. Only by analysing these, can they understand their development status and get motivated to change for the better. This is the fundamental premise of the People's Plan. Another feature worth noting is that at the local level, people know the situation; so, statistics have to be accurate; otherwise, they will be looked at with disdain.

7.3. Data are required also to know the impact of planning. The Local Governments need to know whether their efforts have resulted in an increase in production and productivity, more jobs and incomes, improved outcomes in health, education and so on.

7.4. Realising the importance of local statistics, the National Statistical Commission, headed by Shri. C. Rangarajan, highlighted the importance of village level data and the need for a system to compile, aggregate and analyse them. Later, the Planning Commission set up Committees on Local Statistics and even initiated a scheme called Basic Statistics for Local Level Development (BSLLD). Local statistics got a boost with Socio-Economic and Caste Census (SECC), the details of which are available village panchayat-wise.

7.5. In Kerala, the Directorate of Economics and Statistics (DES) played an important role in compiling available statistics to help local planning. This was done in 1996, 2001 and 2011. Now the DES has compiled data on more

than 1,000 parameters which are available with them but not yet accessible to Local Governments as they are being fine-tuned. Towards the end of the Eleventh Five Year Plan period, granular data on SC/ST families and habitats were collected by the SC/ST Department with the involvement of KILA. After a long and rigorous process, data covering all aspects of the development of SC/ST were generated and provided to every local government in the State.

7.6. Another total survey was in respect of people with disabilities. An excellent census was conducted in 2015 and data was compiled Local Government wise. At the instance of the State Planning Board, DES collected physical and financial achievements of 12 sectors for the years 2015-16 to 2019-20. Further, since 2018 Mission Antyodaya survey was coordinated by DES on behalf of the Ministry of Rural Development. Also, a survey on delivery of basic services to the deprived households identified as per the SECC was conducted by DES as part of the Ease of Living Survey on behalf of the Ministry of Rural Development.

7.7. An innovative experiment worth mentioning is the effort of Malappattom Panchayat in Kannur District to prepare detailed local statistics as relevant for planning. Even a ward was divided into identifiable blocks with definite characteristics; to use a technical term, some kind of Rural Frame Survey (RFS) was conducted with data collection work entrusted to trained volunteers. About 96 areas were delineated for this purpose. The survey covered details of infrastructure, agriculture and also household details.

Issues regarding local statistics

7.8. The basic presumption that local statistics would get a push through decentralized planning has sadly been proved wrong. There is a huge reluctance on the part of elected local governments and officials to collect and use data. As per the plan guidelines, the Working Groups have to prepare a situation analysis based on available data. This is followed only by a few Local Governments. Even the data collected at a huge cost like a total survey on SC/ST families, and persons with disabilities are not being put to use. It is an irony that the largest Statistics Department in the country spends most of its time for collecting statistics for Government of India in a State, which is the most decentralized one in the country.

Recommendations on local statistics

7.9. The National Statistical Commission (NSC) has stressed the importance of developing Local Level Statistics for grass roots level planning as well as for identification of the outputs and outcomes of developmental programmes. In the context of Kerala which has operationalized decentralized planning through local governments in a big way, it is imperative to develop a formal local level statistical system along with a system for monitoring the fiscal and development performance of local governments. This could be done jointly by the KSPB and the DES who should identify the following:

- **(i) Data that are now generated by different departments and agencies as part of their work.**
- **(ii) Data which are collected by DES in the normal course for the State.**
- **(iii) Data related to Kerala in National Census like the decennial census, quinquennial livestock census, and economic census.**
- **(iv) Data collected for national-level sample surveys. In the case of national sample surveys, the issue of increasing sample size may be scientifically assessed so that interpretation of data at disaggregated level is possible, at least at the levels of Blocks, Municipalities and Corporations. The additional cost could be borne by the State Government.**
- **(v) Data for indicators of Sustainable Development Goals. This is very much essential considering the fact that absence of reliable data in the areas like Environment, Gender. The Local Indicator Framework (LIF) developed by KILA is a very useful guide (*See Appendix 7.1)***

7.10. This joint effort should also focus on improving the quality of data currently being generated by different departments and agencies as part of their work. It should also identify gaps where primary surveys would be required.

7.11. Of course, the above recommendation would take time to be fully operationalized. Therefore, a series of fortnightly meetings should be taken by the Chief Secretary convened by the Secretary (Planning & Economic Affairs) in which all the other Secretaries relevant to local level development participate. This group should immediately identify available statistics, historical and current, from different departments, get them compiled and make them available to Local Governments with

simple guidelines for their interpretation and use. The Director of Economics and Statistics should provide technical support to this. It should be completed in three months.

7.12. Considering the increasing demand for local level statistics for decentralised planning, based on the Kerala State Strategic Statistical Plan, the post of Director, Statistics for Decentralised Planning (SDP) was created and later abolished due to stoppage of central funds. The post of Director (SDP) should be revived to coordinate the statistical system for local level planning and be put under the direct control of Secretary, LSGD. In the context of integration of all departments under LSGD under a unified service, all statistical staff in the Rural Development, Department of Town & Planning, Department of Urban Affairs and Department of Panchayats should be put under the control of the Director (SDP) in respect of all statistical activities for Local Governments.

7.13. The National Statistics Commission (NSC) (2001)[1] recommended that "in view of the renewed importance of the Block Statistical Organisation in the context of local area planning, the State Governments should bring it directly within the fold of the State's Statistical System by either transferring the organisation to their Directorates of Economics & Statistics, or by making it responsible for its statistical work to the Directorate and bringing it under the Directorate's technical supervision through the district statistical organisation" (Recommendation 74 under Para 14.6.34). By abolishing the existing Taluk Statistical Offices and establishing Block Statistical Offices, by re-deployment of existing staff from Taluk Statistical Offices, District Offices, Directorate of Economics & Statistics, Block Statistics offices may be set up as part of the Block Panchayats.

7.14. The large contingent of field staff of DES may suitably be re-deployed to Village Panchayats under each Block Statistics Office. As per the work study conducted by CMD, there are 260 Statistical Personnel at the Directorate, 370 at the District Offices and 1,147 at various levels (District Panchayat, Taluk, Block, Municipality/Corporation level). This includes all the posts in the Department and excludes those in other departments. Re-deployment of this Statistical Personnel to Local Governments under Block Statistics Offices and to the Statistical Cells in urban Local

[1] **https://mospi.gov.in/documents/213904/0/Ch+03+07-09-01.pdf/01636cc4-a74b-e095-8cf0-99eedd2034dc?t=1599812972131**

Governments in a rational manner by thorough in-house assessment of the existing workload at each level is highly essential. With the implementation of Service and Payroll Administrative Repository for Kerala (SPARK), e-Office, SCORE and many other e-governance initiatives, there is a lot of manpower rendered surplus in the Department.

7.15. There is an urgent need to equip the Department of Economics and Statistics for enabling the Government to take policy decisions on need-based surveys. For this purpose, the Survey Design and Field Operations Division has to be set up. Based on the Kerala State Strategic Statistical Plan, the post of Director, Survey Design Research & Training (SDRT) was created and later abolished due to stoppage of central funds. The post of Director (SDRT) should be revived and put in charge of Survey Design and Field Operations Division in addition to the responsibility of managing the Training Institute, State Academy on Statistical Administration (SASA).

7.16. About 35 posts were created nearly three decades ago under a scheme for strengthening of data collection in Local Governments. Extract of staff appendix of the state budget for the year 2022-23 is reproduced in the following Table.

Table 7.1: Strengthening of Data Collection in Local Governments (No.)

Designation code	Name of Post	Permanent staff	Temporary staff
33	Additional Director	0	2
1894	Joint Director	0	1
1004	Deputy Director	2	6
3022	Research Officer	12	4
3441	Statistical (Asst. Gr.I)	0	2
1247	Driver (Sr. Gr.)	0	2
1252	Driver (Grade I)	0	1
1253	Driver (Grade II)	0	2
Total		**14**	**20**

Note: Head: 3454-02-203-99-00 N.V
Source: Staff Appendix, Budget (2022-23) GoK

7.17. This unit created as per para 7.17 may be made functional again.

7.18. Research & Analysis Wing (RAW) under Director (SDRT) may be set up to conduct various studies and communicate their relevance to the government and DPCs from time to time and bring out policy briefs when

the new data is available. National Institution for Transforming India (NITI) Aayog has been publishing several reports such as India Innovation Index, Health Index, Composite Water Management Index, School Education Quality Index, and Export Preparedness Index. RAW may be entrusted to prepare analytical reports based on NITI Aayog's reports.

7.19. The State Statistical Commission may be requested to suggest operational methodologies for small area estimation as relevant to local governments in respect of production in agriculture and allied sectors, local health, local employment, local incomes, etc. The SDRT wing can design surveys based on these techniques.

7.20. With the State Government's policy decision to transform Kerala as a 'Knowledge Economy', the need and necessity to use data analytics, big data analysis, data mining techniques optimally for facilitating the smooth flow of data from the local level up to the state level has become imperative. As part of e-governance in Local Governments, there should be a streamlined and automatic system of collection of data from the lowest unit and their aggregation at higher levels in a seamless manner. Naturally, the data should be made available to the Local Government supported by tools for visualization and analytics. The use of portal-based data collection system can ease the workload and facilitate faster compilation of data, generation of reports and dissemination of information required. For this purpose, each data manager in the local governments may be provided with tablet PCs. The Computer Division at the Directorate of Economics & Statistics could provide sufficient technical support in this regard. In the Department, there are a lot of personnel with computer qualifications. Pooling of such personnel for effective utilisation of IT for local level statistics is a must. The hiring of personnel on a contract basis may also be explored.

7.21. DES should develop a repository of meta data that are currently available in the State. The meta data should be closely examined to avoid any duplication. A mechanism for avoiding such duplication in future through consultations with user departments may be worked out.

7.22. For local level planning, data collection through Participatory Rural Appraisal (PRA)/ Participatory Resource Mapping (PRM) Techniques are useful. These can be facilitated by the Data Manager in each of the Local Government for the preparation of Local Development Plan.

7.23. As per G.O.(P)No.16/2009/Plg. dated 23/4/2009 *(Appendix 7.2)*, **Government have declared the DES as a nodal agency for the following statistical activities:**

(i) Coordination of Statistical activities of various line departments and organizations of the state.

(ii) Maintenance and generation of data required in different policy sectors and suggesting measures to improve the quality and Coverage of data Series in the state.

(iii) Taking measures to avoid duplication in collection and compilation of data adoption of accepted standards in collection, classification processing and dissemination of data both within the department and in the line Departments of the state.

(iv) Identification of gaps in the availability of statistics in different sectors and suggesting suitable measures for improving the coverage.

(v) Developing and advising sampling design and methodologies for collection of data by various line Departments of State, scrutinizing and examining all statistical schemes relating to all other departments and organizations of the state.

(vi) Auditing the statistics generated by line departments being released, disseminated and suggesting measures for improving quality and coverage of data collected.

This order may be operationalized. The District Planning Committee should be delegated powers to conduct surveys.

7.24. All the Convenors of the Working Groups of Local Governments should be given a technical note on using the data which are available locally. This technical note should be prepared by KILA with the involvement of the heads of the departments concerned. This should be followed by proper training which would discuss model local level reports using available data.

7.25. All the data generated locally should be the property of the Local Governments which has to be shared mandatorily with different departments and the DES.

7.26. Also, all data on development should be in the public domain with the only exception being private health data and individual data relating to persons with disabilities.

7.27. The Scheduled Castes Development Department is updating the original survey. They should be completed within three months after duly validating the data and shared with the local governments. SCSP and TSP should be prepared only in accordance with the data using which the local governments would have to prepare status reports. The departments concerned should coordinate this process.

7.28. One Village Panchayat and one Municipality in every district and two Corporations in the State should be identified as 'beacons' in respect of local statistics. This would involve compilation of available data and filling up of the gaps which would be done following the model of Malappattom. This should be done on a mission mode utilizing the services of volunteers and students and qualified members of Kudumbashree. This should be completed in three months and then rolled out in all Local Governments. Using the data, Development Reports should be got updated.

7.29. The Commission also proposes the re-deployment of staff under DES as follows:

(i) At present Thiruvananthapuram, Kollam, Kochi and Kozhikode Corporations and Alappuzha Municipality have three officers each, deployed from DES (Research Assistant-1, Statistical Assistant-2 each). Thrissur and Kannur Corporations and 27 Municipalities have one officer each (total 29 Statistical Assistant posts). All Block Panchayats have Research Assistant Posts (Extension Officer, Planning & Monitoring – total 152 posts). Remaining Local Governments (14 District Panchayats, 60 Municipalities and 941 Village Panchayats) have no statistical officers deployed from DES.

(ii) Poverty Alleviation Units attached to the District Panchayat has one Statistical Assistant post (Total 14 posts). At present they are rendering services to the PAU only.

(iii) There are 64 posts of statistical personnel attached to the Departments under LSGD as detailed below:

Table 7.2: Posts of statistical personnel attached to the Departments under LSGD (No.)

Department	DD	AD	RO	RA	Stat. Asst Gr 1	Stat. Asst. Gr 2	Total
Town Planning (including posts in the District Town planning offices)	1	1	2	9	18	9	**40**
Rural Development	1	--	--	1	18	--	**20**
Urban Affairs	--	--	--	1	1	1	**3**
Panchayat	--	--	--	--	1	--	**1**
Total	**2**	**1**	**2**	**11**	**38**	**10**	**64**

Source: 6th SFC Working Group

(iv) For those Local Governments which have no Statistical Officer posts on full time basis (941 Village Panchayats and 60 Municipalities) DES has made special arrangements by assigning Data Managers from the existing staff as per the instruction of G.O(Rt) No. 172/2017/P&EA dt. 27/03/2017 *(Appendix 7.3).* **These officers have to render their services to the respective Local Governments in addition to their normal duties assigned.**

(v) The Government may work out a proposal for redeploying the statistical posts attached to the departments under LSGD and Local Governments (DD-2, AD-1, RO-2, RA- 168, and Statistical Assistant-87). A statistical cell may be set up in the unified Principal Directorate (LSGD) with adequate staff and the remaining posts be shifted to Local Governments. The Cell should be headed by a Joint Director, for which a proposal may be sent to Government for shifting one post of Joint Director from DES to the Principal Directorate. The post of Statistical Assistant in the 14 Poverty Alleviation Units may be shifted to respective District Panchayats (total 14 posts).

(vi) Data Managers assigned as per G.O.(Rt.) No. 172/2017/P&EA dt. 27/03/2017 may be directed to be physically present in the respective Local Governments on three working days (every Monday, Wednesday and Saturday) in a week. They should be deemed to be transferred officers.

(vii) **The officers deployed to Local Governments on full time basis and assigned as Data Managers should render services in plan formulation and monitoring activities; particularly for the preparation of Status Reports for Working Groups and Development Reports of the Local Governments.**

(viii) **E-governance system should automatically transfer data from all officers / institutions to the Desk Managers, who would compile them for the use of the Standing Committees and the Local Governments.**

7.30. CMD had done a detailed work study of the statistics department recently. CMD may be asked to top up the study and provide specific suggestions to operationalize the recommendations of the Commission relating to redeployment of staff to support Local Governments.

7.31. Statistical personnel working in unified LSGD service / Local Governments and Data Mangers assigned to those Local Governments should be given regular training by KILA and SASA.

Chapter 8
Strengthening District Planning Committees

8.1. The District Planning Committee (DPC) is the only constitutionally mandated institution tasked with preparing plans. The Constitution makes it clear that it has to plan for the district taking into account urban-rural linkages and environmental factors, among other things. Of course, the word 'draft' has created a lot of confusion on the powers of the DPC. Also, there are other issues like, it has representation only from the District Panchayat and urban Local Governments and excludes the village and intermediate tiers.

8.2. It goes to the credit of Kerala that it activated the DPC right from the beginning when the People's Plan was launched. The Government nominated eminent experts of status to the DPCs. The DPCs were given the dual responsibility of vetting projects and plans prepared by local governments and giving final approval, subject to the condition that the autonomy of the Local Governments in deciding their priorities within the framework of the guidelines should not be infringed.

8.3. To perform the functions, the DPCs were serviced by Technical Advisory Groups (TAGs). Freedom was given to include the best experts in the TAGs from the academic and research institutions and from the civil society if such persons were willing to support voluntarily. DPCs also ensured that the time limits in the submission of plans were adhered to. But their involvement in enhancing the quality of the processes at local levels was not as active as expected except in the first few years. Over time, the vetting process became weak and there were widespread complaints of delays and the TAGs not meeting as a group. In response to these complaints and the Government instead of re-vitalizing the system abolished it with effect from 1-4-2012 and it has not been revived since then. It has to be noted that the institution of TAG evolved from an innovative and radical concept expounded by late Shri E.M.S. Namboodiripad in the form of Voluntary Technical Corps (VTC). It was expected that committed professionals and experts would be given formal space to express their ideas in the plan formulation stage and use their

experience and expertise in appraising the projects in ensuring quality. It ensured de-bureaucratization of the old system of hierarchical approval and avoided unnecessary delays. More importantly, it facilitated a multi-perspective assessment of projects and plans.

8.4. After the Eleventh Five-Year Plan, the vetting of the projects is being done departmentally. Also, to bring in greater sharpness and avoid unnecessary paperwork, the whole process was computerized. Though this was a very positive step, it destroyed key features of a project like clear narratives on objectives and expected outcomes and outputs. Over time, the description of the project has become very weak with the result it is difficult to ascertain the true value of a project.

8.5. Though a policy decision was taken to empower the DPC in aspects beyond vetting and approval of plans, nothing much could be done. Now the DPCs have only the freedom to approve innovative projects which may not conform to the general guidelines in all respects.

8.6. An important decision taken right at the beginning was to make the District Collector, the Member Secretary of the DPC. This was done so to ensure that the Collectors' stature in the district and more so his/her training and development experience would be made available in full measure to the DPC. As the representative of the Government in the District, the Collector has access to the top government functionaries. Also, the Collector is in the best position to ensure coordination of different departments including those which have not been formally brought under the Local Governments, but whose services are critical for the successful implementation of several projects, for example, the Revenue Department which is the department for all land related matters. Later, the District Collector was made the Chairman of the Disaster Management Authority under the Disaster Management Act and the District Programme Coordinator under the Mahatma Gandhi National Rural Employment Guarantee Act. These statutory positions have huge relevance for development matters, but the impression is that the Collectors have gradually distanced themselves from active involvement as the Member Secretary of the DPC and most of them shifted to a proforma role.

8.7. All the district level officers are Ex-officio Joint Secretaries to the DPC. Unfortunately, this role has also remained weak. The expectation that they

would bring their professional expertise into the preparation of plans has not been realized and it is now limited to a weak role in the vetting and approval of the plans at levels below the district. Further, the Joint Secretaries have not been active in coordinating the officials of their respective departments in providing effective support to the Local Governments in the preparation and implementation of plans.

8.8. A landmark decision was taken in 2006 which is unique in the country, to place the services of the district level officers in charge of Planning, Economics and Statistics in Town and Country Planning at the disposal of the DPC, constituting a kind of technical secretariat to be headed by the District Collector. Though formal orders were issued, nowhere has this gelled into a properly functioning team with definite roles and responsibilities. Another innovation of Kerala is the construction of an exclusive office for the District Planning Committee to house the Secretariat. The buildings have been completed in ten districts, are under construction in Pathanamthitta and Kottayam; Thiruvananthapuram yet to start and in Palakkad it has run into a problem as the Archaeological Survey of India has raised some serious objections to its location which is very close to the Fort which is a protected monument.

8.9. An important function envisaged was active monitoring and review by the DPC of the plans prepared by Local Governments. But this function has become much routinized.

8.10. The Committee on Decentralization of Powers (popularly known as the Sen Committee) had strongly recommended that the District Development Councils (DDCs) should be abolished and the DPC should perform the functions of the DDC. Though it was accepted by Government, due to objections raised by the MLAs, DDCs were restored. Now it functions as a parallel body under the chairmanship of the District Collector.

8.11. Though the hallmark of Kerala's decentralization is its participatory planning, the Kerala Panchayati Raj Act and the Kerala Municipality Act do not have many provisions related to planning. Also, the statutory provisions regarding the powers and functions of DPC are very weak. This is a serious lacuna.

Recommendations for strengthening DPC

8.12. Though at no point of time, did the DPC attain the position envisaged in the Constitution, probably it is the only institution related to decentralization in Kerala, which has lost its original status and slipped. Therefore, the following recommendations are made to ensure that it gains stature as a constitutional body discharging the key responsibilities mandated to it, including urban-rural integration, incorporation of ecological aspects into the plan and preparation of district plan.

8.12.1. The responsibilities of DPC should include:

(i) Preparation of the urbanization study of the district to be updated once in five years. This should be done in a participatory manner for which guidelines may be issued by LSGD on the advice of the Chief Town Planner and Director of Urban Affairs.

(ii) Preparation of a spatial plan for the district in accordance with the Town and Country Planning Act.

(iii) Preparation of strategies for bringing about the synergy between rural and urban areas of the district.

(iv) Carrying out special area planning within the district with reference to ecologically vulnerable areas, areas with significant tribal population or traditional fisherfolk population and for clusters with potential for economic development.

(v) Preparation of a Development Report for the district once in five years to be completed by 31st December 2022 in the first instance and later to be revised in such a manner that the report is available six months before the start of the Five-Year Plan. The Development Report should contain details of human development, economic development and social development as also eco-development.

(vi) Conduct action research with specific reference to the development of vulnerable habitats and marginal populations.

(vii) Jointly prepare the District Disaster Management Plan along with the District Disaster Management Authority. The fact that the District Collector who is the Member Secretary of the DPC is the Chairman of the District Disaster Management Authority and the President of the District Panchayat who is the Co-Chairperson of DPC is the Co-Chairperson of DDMA, should help in doing this.

(viii) Maintain a data observatory of the district by mandating data flow from individual offices in the form to be prescribed by the DPC after due consultations.

(ix) The DPCs should also perform the following functions.

(a) Give suggestions to MPs and MLAs on priority projects for using the Development Fund or the Asset Fund.

(b) Send proposals to State Planning Board and Heads of Department on major priorities of the district and specific projects to be included in the Annual / Five Year Plan.

(c) Request the Government for conduct of locally relevant surveys by the Director of Economics and Statistics and evaluation studies.

(d) Represent major district level issues to State Ministers with adequate justification.

(e) Suggest agenda items for the State Development Council.

8.12.2. The DPC should have the following powers:

(i) To suggest district specific mandates and priorities to Local Governments after discussions with them and developing consensus with at least two-third of the Local Governments supporting it.

(ii) Ensuring multi-Local Government projects in respect of watershed management, water supply and road connectivity.

(iii) Conducting studies and surveys for the district as a whole or for selected localities.

(iv) Getting into partnership in research institutions of the State and Central Governments to achieve specific outputs.

(v) Coordinating the implementation of Unnat Bharat Abhiyan and facilitating the academic institutions in the district to render services to the Local Governments in their vicinity.

(vi) Ensure convergence between the Local Government plan and the State plan by the issue of mandatory instructions.

(vii) Issue directions on the use of appropriate technology in building and road construction, use of coir in soil conservation and road construction and use of renewable energy after due assessment by expert institutions or committees.

(viii) Issue directions on promoting agro-ecological farming.

(ix) Impose environmental criteria in the planning and implementation of projects by Local Governments.

(x) Issue directions to ensure convergence between MGNREGS and the local plans.

(xi) Develop service delivery standards for institutions like hospitals including veterinary hospitals, schools, anganwadis and care institutions and direct the Local Governments concerned to prepare projects for attaining the standards within a reasonable time.

(xii) **In partnership with the Village Panchayats, Municipalities and Corporations and the District Panchayats, prepare the District Rural Road network and issue criteria for prioritization.**

(xiii) **Likewise, prepare plans for irrigation, water supply and power connectivity.**

(xiv) **Develop local plan guidelines within the framework set by the state guidelines and enforce it if it has the support of two-thirds of the Local Governments concerned.**

(xv) **Appraise the composition of the Working Groups and give directions for strengthening them and if the directions are not complied with, nominate expert members to the Working Group.**

(xvi) **Suggest special items to be mandatorily discussed with the Gram/Ward Sabhas.**

(xvii) **Lay down milestones in the preparation of plans by Local Governments including fixing the last dates.**

(xviii) **Modify project formats incorporating additional information as relevant to the district.**

(xix) **Decide on modifying the mandatory share of Local Governments in the productive sector after technical appraisal of the potential. The increase or decrease should not be more than 5 per cent. If there is a decrease, that much amount should be shifted to sectors other than infrastructure.**

(xx) **Assign observers to ensure adherence to the plan processes and issue mandatory directions to the defaulting Local Governments.**

(xxi) **Conduct campaigns as relevant for the whole district or for selected localities.**

(xxii) **Take measures to provide adequate plan publicity but this does not include advertisement in the media.**

(xxiii) **To the extent possible, DPCs should have fixed day meetings every month. During the plan approval season and plan revision period, dates may be fixed with greater frequency. For a meeting to be valid, the Chairperson of the DPC and its Member Secretary should be mandatorily present throughout. Since both these officials are very busy persons, the DPO has to do the liaising to fix the meeting suiting the convenience of both.**

(xxiv) **The agenda items with notes should be submitted well in advance.**

(xxv) **In the monthly meetings, most of the time may be spent on review of Local Government plans and the state plan.**

(xxvi) **The District Development Councils should be abolished. Since all MLAs and MPs are special invitees to the DPC, their roles would not be affected.**

8.12.3. To improve the support systems to the DPC, the following are recommended:

8.12.3.1. The job chart of the Secretariat and its mode of functioning needs to be specified. The recommendations are:

The DPC Secretariat has to work as a team under the leadership of the District Collector, with the active involvement of the District Development Commissioner (wherever they are posted), District Planning Officer, Joint Director of LSGD, District Town Planner, the Deputy Director, Statistics and DDC as Advisory. The District Development Commissioners (DDCs) be made Additional Secretaries to DPC to assist the Collector and they should support the Collector in performing all the roles of Collector which are outlined in great detail in Volume 2 of this third report but subject to the Collector leading by his/her actual presence. This team should meet once in a fortnight, review its activities and prepare a plan of action for activities in the next fortnight.

8.12.3.2. As a team the Secretariat should provide high quality professional support to the DPC to achieve the larger objectives of the Constitution and People's Plan.

I. **<u>District Planning Officer (DPO)</u>**

(i) **Arrange all aspects of the logistics for conducting DPC meetings, like preparation of agenda items, fixing of meeting day by liaising with the Collector and DPC Chairperson, getting the agenda approved, supplementing the agenda with detailed notes collected from the Joint Secretaries, etc.**

(ii) **Prepare the draft minutes in consultation with other members of the Secretariat and got approved without delay.**

(iii) **Draft the proceedings of the DPC after the minutes are approved and submit it through the Member Secretary to the Chairpersons.**

(iv) **Process the requests to be sent to the Coordination Committee with the draft comments and suggestions.**

(v) **Assist the DPC in deciding local subsidy variations as permitted.**

(vi) **Coordinate the preparation and monitoring of plans for SC/ST, women and the special groups with special focus on quality.**

(vii) **Be the repository of all relevant Government Orders and other instructions on decentralized planning and should make them simultaneously available to all officers and Local Governments.**

(viii) **Coordinate the smooth functioning of the Appeals Committee of the DPC.**
(ix) **Coordinate the preparation of joint projects of Local Governments.**
(x) **Take the lead in facilitating Local Governments to take up innovative projects.**
(xi) **Facilitate, inter-tier, coordination and integration.**
(xii) **Be in charge of the DPC building and ensure its proper operation and maintenance.**

II. **Deputy Director, Statistics**

(i) **To collect and furnish all available statistics relevant for planning in the district.**
(ii) **Interpret different national statistics for use in the district.**
(iii) **Identify gaps and initiate steps to fill up the gaps.**
(iv) **Analyze the performance of Local Governments with reference to their projects and expenditures and outputs.**
(v) **Develop a system to monitor outcomes especially in health, education, economic development including production and jobs.**
(vi) **Prepare progress reports for review in the DPC.**
(vii) **Monitor deposit works of different Local Governments.**
(viii) **Supervise and coordinate the functioning of Data Managers in Local Governments.**
(ix) **Coordinate capacity building activities related to local statistics within the district.**

III. **District Town Planner**

(i) **Analyze spatial data and visualizing them through GIS.**
(ii) **Identify economically fragile areas and hazard prone areas and map their characteristics spatially.**
(iii) **Preparation of data regarding urbanization including classification of settlements in different orders with the characteristics.**
(iv) **Assist the DDC in preparing spatial plans for connectivity, location of institutions, including markets, provision of amenities like water supply and sanitation.**
(v) **Coordinate the preparation of Master Plans and Detailed Town Plans.**

8.12.4. The District Collector is the head of the Secretariat and should play the leadership role effectively. The assessment of the performance of the

District Collector in this respect should be done by the Secretary (Planning & Economic Affairs) and intimated to the Chief Secretary.

8.12.5. The State Government should empanel institutions and direct them to provide services as may be required by DPCs.

8.12.6. DPC should empanel experts both for specific tasks and as standing groups for specific purposes.

8.12.7. The KSPB and KILA may jointly develop a detailed Manual on the powers and functions of the DPCs and the processes and procedures to be followed while discharging their roles and responsibilities.

8.12.8. KILA should organize a specific capacity building programme for DPC members within the first six months including tailor-made courses for at least one week in IRMA, NIRD&PR, Tata Institute of Social Sciences (TISS) and IIM, Kozhikode.

8.12.9. The Kerala Municipality Act 1994 may be amended to insert provisions regarding DPC as well as key features of the planning process as recommended below:

8.12.10. The Planning process at the local level should be as follows:

(i) All local governments shall prepare plans for the resources over which they have command including their own funds, funds devolved from the State Government, all the schemes entrusted by the State or Central Governments to them for planning and implementation and resources mobilized in cash or kind from the public. All projects should be included in the plan document and should be executed only with the approval of DPC. The plan shall be for the functions and responsibilities transferred to Local Governments and shall include plans for maintenance as well as for improving delivery as services.

(ii) For preparation of the plans, needs shall be identified from the Gram Sabha / Ward Sabha which would discuss the status studies prepared on various subjects and come out with suggestions in the order of priority.

(iii) The Local Governments shall device norms and criteria for prioritizing the requests from Gram Sabha / Ward Sabha and apply norms and criteria in a fair and transparent manner and finalize the plan in accordance with the priorities listed. In the case of tribals, the

priorities set by the Oorukoottam shall not be changed by the local government except with their prior approval.

(iv) The Government shall earmark funds as a lump sum for SCSP and TSP and as a percentage of funds devolved to be spent on women, children, elderly, people of dis-abilities and the Local Governments shall strictly ensure that earmarked funds are spent only for that purpose.

(v) While preparing the plans, the local governments shall ensure horizontal or vertical integration of plans duly facilitated by government.

(vi) While preparing the plans, the Local Governments shall pay special attention to the spatial aspects of planning in accordance with the Town and Country Planning Act.

(vii) The local governments shall take care to ensure that the projects do not harm the environment by affecting bodies or take up activities resulting in soil degradation or harmfully impacting ecologically fragile lands.

(viii) Government shall issue necessary directions from time to time on the process to be followed in the preparation of the plan and the formats to be adhered to while preparing the plan.

(ix) All plans shall clearly indicate the objectives, activities, costs, responsibilities and time-lines, outputs and, to the extent possible, expected impact.

(x) All the plans shall be submitted to the District Planning Committee for vetting and clearance before implementation starts.

(xi) Selection of beneficiaries, individual family or group should be on the basis of objective eligibility criteria and prioritization criteria to be included in the project itself and widely publicised. Marks should be awarded according to the prioritization criteria through a verification process by teams consisting of officials, non-officials and elected representatives and validated by the Gram Sabha/ Ward Sabha.

(xii) Local Governments shall come out with a document latest by 31st May indicating all the development programmes within the jurisdiction of the local government by the state and Local Governments in respect of functional areas devolved to Local Governments.

Chapter 9
Metropolitan Planning Committee

9.1. The 74th Amendment of the Constitution provides for the setting up of District Planning Committee (DPC) in Article 243-ZD and for Metropolitan Planning Committee (MPC) in Article 243-ZE. For easy reference they are extracted below:

*(1) There shall be constituted in every State at the district level a **District Planning Committee** to consolidate the plans prepared by the Panchayats and the Municipalities in the district and to prepare a draft development plan for the district as a whole.*

(2) The Legislature of a State may, by law, make provision with respect to –

(a) the composition of the District Planning Committees;
(b) the manner in which the seats in such Committees shall be filled:

Provided that not less than four-fifths of the total number of members of such Committee shall be elected by, and from amongst, the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district;

(c) the functions relating to district planning which may be assigned to such Committees;
(d) the manner in which the Chairpersons of such Committees shall be chosen.

(3) Every District Planning Committee shall, in preparing the draft development plan, –

(a) have regard to –

(i) matters of common interest between the Panchayats and the Municipalities including spatial planning, sharing of water and other physical and natural resources, the integrated development of infrastructure and environmental conservation;

(ii) the extent and type of available resources whether financial or otherwise;

(b) consult such institutions and organisations as the Governor may, by order, specify.

(4) The Chairperson of every District Planning Committee shall forward the development plan, as recommended by such Committee, to the Government of the State.

1) There shall be constituted in every Metropolitan area a ***Metropolitan Planning Committee*** *to prepare a draft development plan for the Metropolitan area as a whole.*

(2) The Legislature of a State may, by law, make provision with respect to –

(a) the composition of the Metropolitan Planning Committees;
(b) the manner in which the seats in such Committees shall be filled:

Provided that not less than two-thirds of the members of such Committee shall be elected by, and from amongst, the elected members of the Municipalities and Chairpersons of the Panchayats in the Metropolitan area in proportion to the ratio between the population of the Municipalities and of the Panchayats in that area;

(c) the representation in such Committees of the Government of India and the Government of the State and of such organisations and Institutions as may be deemed necessary for carrying out the functions assigned to such Committees;

(d) the functions relating to planning and coordination for the Metropolitan area which may be assigned to such Committees;

(e) the manner in which the Chairpersons of such Committees shall be chosen.

(3) Every Metropolitan Planning Committee shall, in preparing the draft development plan, –

(a) have regard to –

(i) the plans prepared by the Municipalities and the Panchayats in the Metropolitan area;

(ii) matters of common interest between the Municipalities and the Panchayats, including co-ordinated spatial planning of the area, sharing of water and other physical and natural resources, the integrated development of infrastructure and environmental conservation;

(iii) the overall objectives and priorities set by the Government of India and the Government of the State;

(iv) the extent and nature of investments likely to be made in the Metropolitan area by agencies of the Government of India and of the Government of the State and other available resources whether financial or otherwise;

(b) consult such institutions and organisations as the Governor may, by order, specify.

(4) The Chairperson of every Metropolitan Planning Committee shall forward the development plan, as recommended by such Committee, to the Government of the State.

9.2. Both the Articles have an inbuilt lack of clarity. While the DPC has to prepare a Draft Development Plan for the District and send it to the Government, the MPC has to prepare a Draft Development Plan for the Metropolitan area and send it to the Government. Obviously, the plans are area based and cannot be limited to the plans of Local Governments. But such an interpretation has not been given or accepted. Another serious area of lack of clarity is whether DPCs and MPCs can coexist or whether they are mutually exclusive.

9.3. The only differences between DPC and MPC are the following:

(i) Two thirds of the members are elected in MPC from among Municipal/ Corporation Councillors and Chairpersons of the Panchayats which implies all the three tier Panchayats; whereas 4/5^{ths} of the members of the DPC members are elected from the members of the District Panchayats alone and the Councillors. Unlike the DPC, MPC is expected to have representation from the Government of India and the Government of the State and also organizations and institutions necessary for carrying out the functions assigned to it. But it is not clear how the nomination of the representative of Government of India has to be made.

(ii) In the case of MPCs in addition to planning, "co-ordination" is also assigned to it. Probably it implies co-ordination of all developmental interventions within the Metropolitan area.

(iii) Also, the MPCs expected to have regard to the overall objectives and priorities set by the State and the Union Government. This again is a matter of interpretation.

(iv) Though DPCs have been constituted all over they don't function as envisaged in the Constitution. It is not known whether there are fully functional MPCs anywhere.

9.4. Now that Kochi has defacto become a metropolitan area and Thiruvananthapuram city is expected to cross the population of 10 lakhs in the ensuing Decennial Census, it is obvious that MPCs have to be constituted. There is a provision for MPC in the Kerala Municipalities Act 1994 which is more or less a reproduction of constitutional provision. It is reproduced below:

Section 54. Metropolitan Planning Committee. –

(1) The Government shall, by notification in the Gazette, constitute a Metropolitan Planning Committee in a Metropolitan area to prepare a draft development plan

for such area as a whole.

(2) The Metropolitan Planning Committee shall consist of fifteen members of whom.

(a) ten shall be elected, in such manner as may be prescribed, by and from amongst, the elected members of the Municipalities and the Presidents of the Village Panchayats in the Metropolitan area in proportion to the ratio between the population of the Municipalities and Village Panchayats in that area;

(b) five shall be nominated by the Government of whom-

(ii) one shall be an officer of the rank of a Secretary to Government or an eminent personhaving experience in local administration or public administration;

(iii) one shall be an officer not below the rank of Senior Town Planner of the Town PlanningDepartment;

(iv) one shall be an officer not below the rank of Superintending Engineer of thePublic Works Department;

(v) one shall be an officer of any Government Department not below the rank of a Deputy Secretary to Government; and

(vi) one shall be the Collector of the district in which the metropolitan area is comprised or wheremore than one district is comprised in the metropolitan area one of the Collector of such districts as theGovernment may determine.

(3) The members mentioned under clause (a) to sub-section (2) shall he elected underthe guidelines, supervision and control of the State Election Commission and one among them shall be elected as the Chairman.

(4) The officer nominated under item (iv) of clause (b) of sub-section (2) shall be appointed as the Member Secretary of the Committee.

(5) Where the Government are of opinion that representation of the Central or Slate Government and of any organisation or institution is necessary for carrying out the functions assigned to the Metropolitan Planning Committee, they may provide for the inclusion "[A][as invitees! of the representatives of the Government, either of the Central or the State, and of such organisation or institution in the Committee for the limited purpose of carrying out the functions so assigned to it.

(6) The Metropolitan Planning Committee shall prepare draft development plan for the Metropolitan area as a whole and perform such other functions relating to planning and coordination for the Metropolitan area as may be assigned to it by the Government, from timeto time.

(7) The Metropolitan Planning Committee shall, in preparing the draft development plan-

(a) have regard to -

(ii) the plans prepared by the Municipalities and the Panchayats in the Metropolitan area;

(iii) matters of common interest between the Municipalities and Panchayats including the coordinated spatial planning of the area, sharing of water and other physical and natural resources, the integrated development of infrastructure and environmental conservation;

(iv) the overall objectives and priorities set out by the Central or the State Government;

(v) the extent and the nature of investments likely to be made in the Metropolitan area by agencies of the Central and the State Governments and other available resources, whether financialor otherwise;

(b) consult such institutions and organisations as the Governor may, by order, specify.

(8) The Secretary shall forward the development plan, as recommended by the Metropolitan Planning Committee, to the Government for approval.

(9) The procedure to be followed in the meeting including the quorum for such meetingshall be governed by such rules as may be prescribed.

Recommendations for Metropolitan Planning Committee

9.5. The Commission makes the following recommendations:

9.5.1. Provisions related to MPC may be incorporated in the Kerala Municipalities Act.

9.5.2. The total number of the members may be fixed as 30.

9.5.3. The Mayor of the Corporation within the MPC area should be the Chairperson.

9.5.4. The ten nominated members should be:

- **(i) Chief Town Planner**
- **(ii) Chief Engineer, PWD**
- **(iii) Managing Director, Kerala Water Authority**
- **(iv) District Collector**
- **(v) Senior Representative from Town and Country Planning Organization, Government of India**

(vi) Two Professors from leading Schools of Planning and Architecture in the country
(vii) Three Experts in Metropolitan Planning
(viii) In addition, the senior most state level officers of the Ministries of Railways, Highways, Telecommunications should be permanent invitees.

9.5.5. The DPC Chairperson should be a permanent invitee in the MPC and the MPC Chairperson should be the permanent invitee to the DPC.

9.5.6. While the DPC should be consulted before finalizing the plan it need not look into the areas assigned to MPC while preparing the District Plan. It should accept the plan of the MPC after mutual discussions facilitating a consensus and integrate it into the District Plan.

9.5.7. To start with MPCs may be constituted for the six Urban Agglomerations in the State to facilitate an orderly urbanization.

9.5.8. MPC should prepare a plan to address urbanization in respect of the areas assigned to it. While preparing the plans they would consider the views of the Local Governments within their jurisdiction.

9.5.9. MPCs should be preparing consolidated plan for the following areas:
(i) Connectivity and mobility
(ii) Water supply and sewerage
(iii) Zoning within the metropolitan area
(iv) Detailed Town plans for identified areas within the MPC

9.5.10. The MPCs should formally consult the Departments concerned before finalizing the plan.

9.5.11. The plan prepared by the MPC should be binding on every agency concerned with the areas under the Plan.

9.5.12. The MPCs should prepare a Five year as well as 15 year Perspective Plan.

9.5.13. The MPCs should consult the following institutions while preparing their plans.
(i) IIT, Chennai (ii) CWRDM (iii) NCESS
(iv) School of Planning & Architecture, New Delhi

Chapter 10
Local Economic Development

10.1. Economic Development can be seen as the process by which the economic well-being and quality of life of a nation, community, or a region is improved according to predefined goals and objectives. This involves an increase in production, inclusive growth and improvement in the quality of life of the people.

10.2. A core mandate of Local Governments as per the Constitutional Amendments is economic development. Put simply, Local Economic Development (LED) means an increase in production and productivity and the creation of jobs either directly or through last mile skilling enabling the youth to get a formal job. Though Local Governments have been making efforts, the results are not visible except in poverty reduction partly due to lack of data and monitoring and partly due to lack of quality projects, the latter being caused by low expertise or routinization of project preparation. As Local Governments tend to over-spend on infrastructure, Government, right from the beginning, as a policy has been stipulating a minimum share for the productive sector ranging from 30 to 40 per cent over the Plans. The productive sector covers agriculture and allied sectors, enterprises, skilling and also projects producing energy.

10.3. The direct economic development functions listed in Eleventh Schedule are agriculture, animal husbandry, dairying and poultry, fisheries, social forestry and farm forestry, minor forest produce, small scale industries, including food processing industries, khadi, village and cottage industries and market and fairs.

10.4. More than 40 per cent of the productive sector Plan expenditure is spent on Agriculture. Animal husbandry presents a mixed scenario. Cattle population has declined, but total poultry production egg, milk etc from registered positive growth. The expectation on agricultural growth front was high when the decentralization programme was launched in 1996. However, the period coincided with the decline in agricultural prices and the state took a number of measures to arrest the declining trend in the area under cultivation and improve production and productivity. The Local

Governments, supplemented these. Highest rate of growth in production and productivity was achieved in paddy followed by vegetables. Special efforts were undertaken by the Local Governments to bring more fallow lands under cultivation.

10.5. Local Governments have given priority to skilling of youth for wage employment or self-employment. The Local Governments have distributed various agricultural implements like tractors, mini tractors, brush cutters, coconut climber etc for the benefit of the farmers and farmer collectives. Also, manures and pesticides were distributed. These have helped to enhance productivity.

10.6. Local Governments distributed milch animals, female and male calves, fodder and feed, Poultry, goat and pig rearing to generate employment, income and reduce poverty. A substantial amount has been given as a subsidy to the dairy farmers. During the period from 2015-16 to 2019-20, Rs. 1.13 crore chicks were distributed for egg production.

10.7. Interventions in the fisheries sector by Local Governments during the period of the study consisted of distribution of machines and implements like Auto rickshaws, Boats, Ice Boxes, Life Jackets, Motorcycles ..etc.

10.8. A few mini-industrial estates were created by the Local Governments in their jurisdiction but they have not taken off. The Local Government have to spent a considerable amount towards setting up individual self-employment ventures. This also has not been very successful.

Issues regarding Local Economic Development

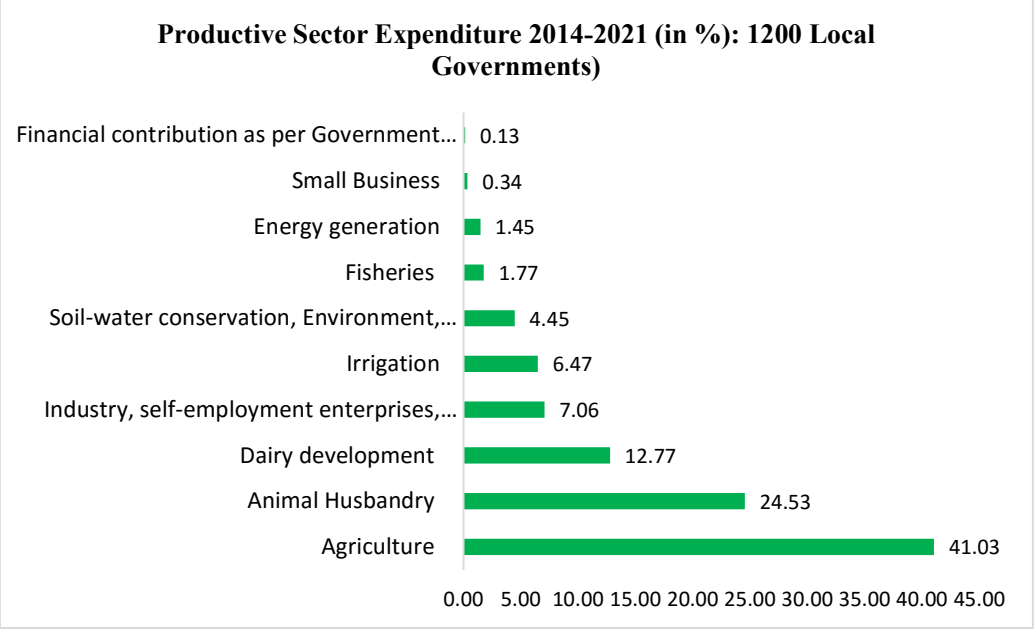
10.9. In spite of clear instructions which are mandatory, the actual share of productive expenditure is far below the stipulated figure. The major issue seems to be poor quality of plan preparation without being backed by data and analysis. Projects in the primary sector are mostly related to distribution of inputs and subsidies with less focus on area or crop. There is no synergy with the state plans in the sector or even with MGNREGS, which is planned and fully implemented by the Village Panchayat. Also, there is no inter-tier clear division of responsibilities or coordination of activities with the result that the schemes tend to be repeated across the tiers.

10.10. In respect of schemes for self-employment or skilling for wage employment, they have also become stereotyped without any serious analysis of their viability. In respect of skilling, there are possibilities of duplication with government schemes, especially in SCSP and TSP. In self-employment, provision of working capital and marketing have been perennial problems, ever since the days of Integrated Rural Development Program (IRDP) implemented by the erstwhile Blocks.

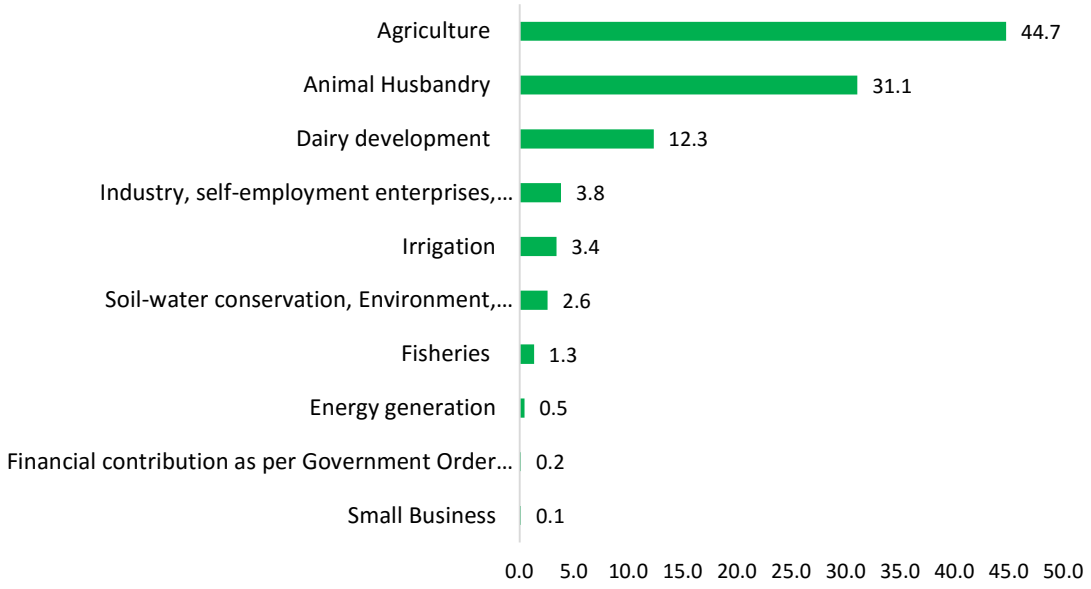
10.11. Almost all the beneficiary-oriented schemes, related to self-employment, barring skilling, provided for a loan component, but unlike IRDP, local governments find it difficult to tie up loans from banks. This is mainly because there is no systematic monitoring of the credit flow to the schemes and therefore no general directions are given by the State Level Bankers Committee or the District Level Bankers' Committee.

10.12. Figure 10.1 shows the subsector wise inter se expenditure of Local Governments relating to economic development for seven years. Of the total expenditure incurred for the productive sector, 41.03 per cent was for Agriculture, followed by Animal Husbandry (24.53 per cent), Dairy Development (12.77 per cent), Irrigation (6.47 per cent), Energy generation (1.45 per cent) Industry and self-employment (7.06 per cent). Expenditure in fisheries accounted for just 1.77 per cent while for soil and water conservation it was 4.45 per cent.

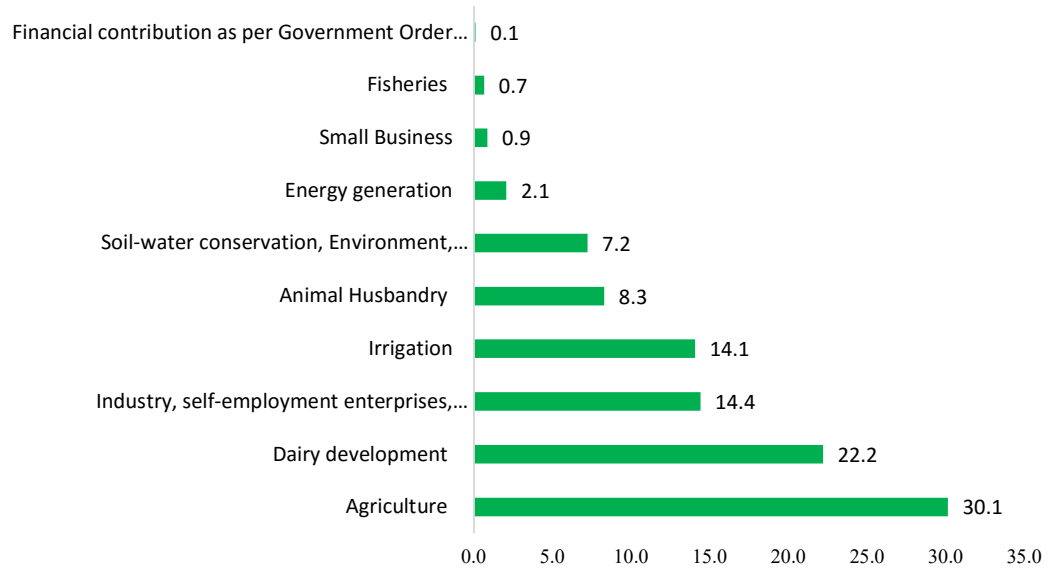
Figure 10.1: Total and Tier wise sub sector expenditure of productive sector from 2014-2021

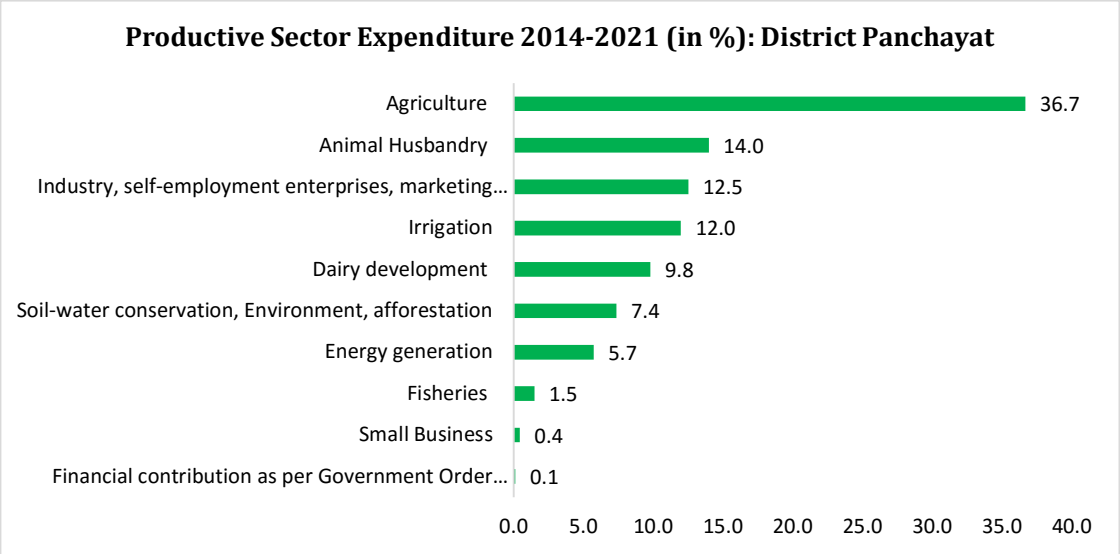


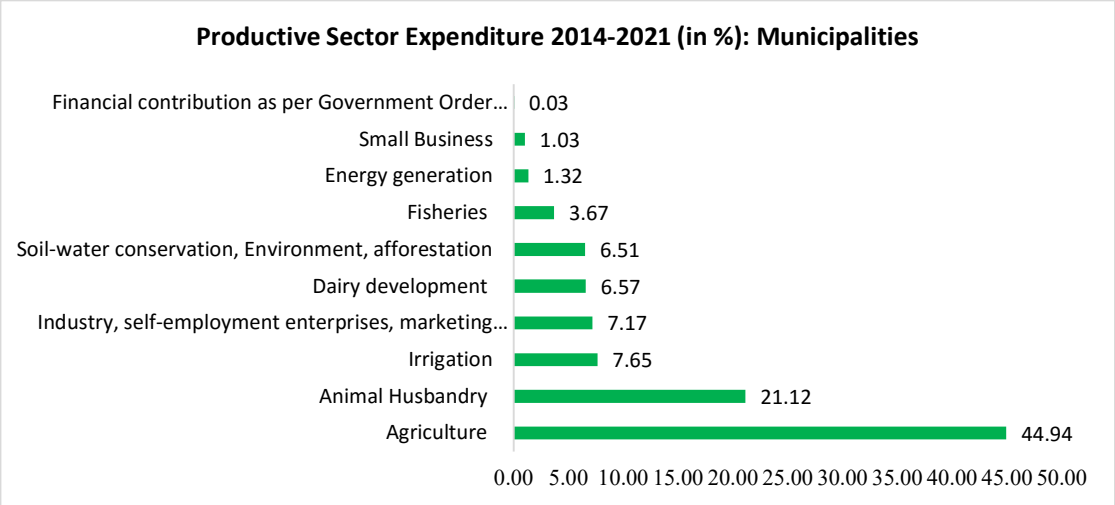
Productive Sector Expenditure 2014-2021 (in %): Village Panchayat

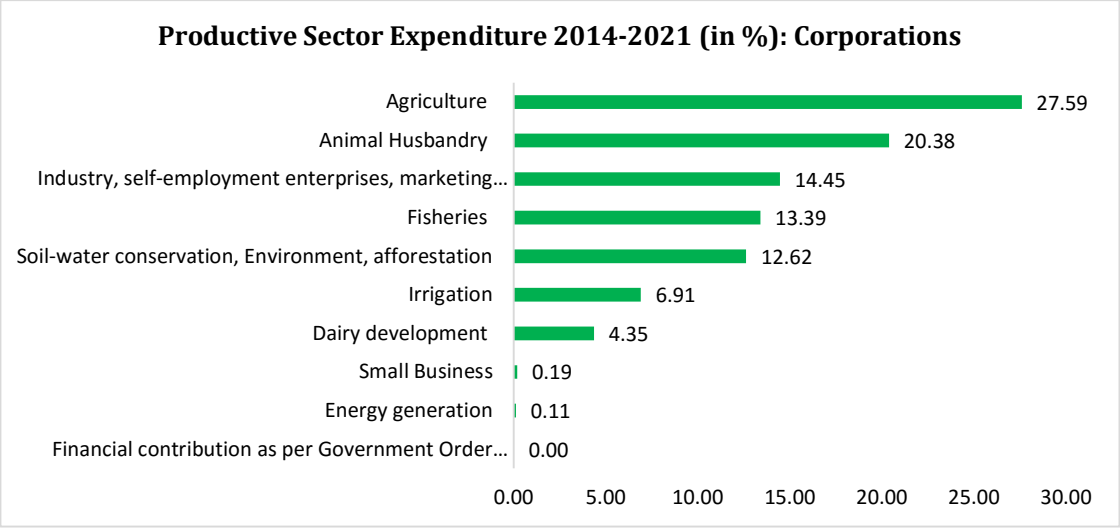


Productive Sector Expenditure 2014-2021 (in %): Block Panchayat









Source: Data of 1200 Local Governments consolidated from Sulekha Software, 2014-2021, IKM

Recommendations for Local Economic Development

10.13. There should be a State Level Resource Group under LSGD which could guide the plan preparation at the District and Local levels. It should be mentored by a consortium of institutions like IIM Kozhikode, KSIDC, Kerala Bureau of Industrial Promotion (K-bip), CMD and MSME.

10.14. Planning for economic development in the non-agriculture sector is quite complex and requires lot of data and quality analysis which calls for expertise. This calls for pooling of human resources in the non-agricultural sector from the industries department, officers of the erstwhile rural development department, officers of the Khadi and Village Industries Department, representatives of organizations of MSMEs and volunteers from academic institutions by the District Planning Committee into an Advisory Group on LED.

10.15. DPC could take the following steps:

10.15.1. Prepare a Status Report on local economic development which should contain details regarding population, educational attainments, and skills available, the current employment pattern.

10.15.2. Using the economic census, the annual survey of industries, etc., the pattern of economic activity and employment in each sector may be identified. The infrastructural facilities including IT and finance should be mapped and gaps identified.

10.15.3. Based on the Status Report, goals and objectives could be developed through consultations and workshops at the district level. It is very important that key private actors in different sectors of the local economy are invited and their considered views taken.

10.15.4. Based on these steps, core areas for intervention should be identified. This should include the following:

- **(i) Upgradation of local clusters,**
- **(ii) Supplementary skilling programmes,**
- **(iii) Facilitating local markets to emerge,**
- **(iv) Providing support to small units in a systematic manner,**
- **(v) Filling gaps identified in the status report,**
- **(vi) Pushing soft measures which would include conduct of a Local Investors meet after publishing the status report.**

Under the leadership of Lead Bank, a group of bankers should also be present in the Meet.

(vii) Time-bound issue of all permits and provision of essential infrastructure should be facilitated. Simultaneously, loans to entrepreneurs should also be facilitated.

10.15.5. There should be standing arrangements at the district and Local Government levels to handhold the new enterprises and trouble-shoot as and when required. The Local Governments should actively facilitate cordial labour relations.

10.15.6. Officers implementing NRLM and NULM should be put in charge of implementation of all livelihood programmes at different levels. At the level of Village Panchayat, the core resource persons of Kudumbashree, at the Block level could be assigned the task of planning for livelihood activities at the Village Panchayat level.

10.15.7. The Micro Enterprises Consultants of Kudumbashree should be increased in number, so that they are also involved in the planning process and of course in mentoring and handholding of micro enterprises.

10.15.8. In respect of skills,

(i) Kudumbashree should get a study conducted on the market demand through an expert agency, preferably, IIM, Kozhikode, which can partner with different industry associations. Based on the results of the study, skilling programmes could be formulated by Local Governments guided by the DPC.

(ii) Skilling programmes should broadly follow the processes of skills component of NULM and NRLM – especially the curricula and tracking systems.

(iii) Special efforts should be taken to ensure that at the aggregated level, at least 25 per cent of the placements obtained after skilling, should be from among Scheduled Castes and Scheduled Tribes, measured after completing one year in the job.

10.15.9. In the industrial growth clusters identified by the Industries Department and related agencies, complementary efforts should be

taken by DPC to maximize the advantage of cluster, in boosting local economic development.

i) **The principles of Provision of Urban Amenities in Rural Areas (PURA) as laid down by former President of India, Dr.J.B.Abdul Kalam, may be kept in mind while developing the clusters.**

ii) **PURA is a concept for all round development of backward rural areas expounded by Late Dr Abdul Kalam and Late Professor Indiresan. Essentially, it seeks to break the linear pattern of Indian villages through deft spatial planning, providing good connectivity, in a circular or elliptical fashion linking several villages. This has multiple possibilities. It creates a cluster of an optimal population and also a viable area for provision of many higher services like health, education, market and so on. Besides physical connectivity provided through a good road, it envisages other connectivity's like financial connectivity, knowledge connectivity, electronic connectivity. These together can convert a cluster of villages into a vibrant habitation retaining core rural characteristics, natural and social with much better amenities and opportunities.**

iii) **The Centrally Sponsored Scheme under the Ministry of Food Processing being implemented by the Industries Department, focusing on one product in each district, should be implemented with the active involvement of local governments. The General Manager of the District Industries Centre should hold discussions with the Local Governments on this.**

10.15.10. In respect of agriculture, as was mentioned in the Chapter on Convergence, a single plan should be prepared at the level of each Local Government. This would bring about the required synergy between state and local schemes and benefit the farmer. Here again, crop and area focused schemes should be taken rather than individual beneficiary-oriented programmes. At least one-third of the funds earmarked for agriculture within the productive sector should be spent on farming using agro-ecological principles.

10.15.11. MGNREGA has a mandate that 60 per cent of the spending should directly benefit agriculture. Therefore, this portion should be carved out and integrated with the agricultural plan of the Village Panchayat.

10.15.12. In rural areas, while Village Panchayats would continue to have the existing powers and freedom, the Block Panchayat should be given the task of coordinating activities for support of MSMEs within the Block area. They should take the lead in enabling Village Panchayats to prepare their plans for this component.

10.15.13. In order to promote local economic development, Local Governments should harness the potential of the returning Non-resident Keralites and promote local investment by them, fully facilitated. With their experience and local relationship, these people combine both social and human capital.

Chapter 11
Human Development

11.1. Kerala is proud to claim that the nature of its development has been shaped by the prominence which it has been given to human development over a long time. Though the economic growth of the State was not very impressive till the 1980s, the State has managed to catch up with the rest of India since then, giving rise to the claim that human development leads to sustainable economic development even if there is a lag.

11.2. It is accepted by all that after decentralization of powers, the quality of services in schools and hospitals has improved considerably and is reflected in the outcomes. In respect of schools, the following data show that more students prefer government schools now than before.

Table 11.1: Estimated number of additional pupils enrolled, Standards I-X, Government and aided schools, Kerala, 2016-17 to 2020-21 (No.)

Period	No of children enrolled		Total number of pupils enrolled
	Government	Aided	
2016-17 to 2017-18	59,852	96,713	1,56,565
2017-18 to 2018-19	70,644	1,15,327	1,85,971
2018-19 to 2019-20	65,215	98,343	1,63,558
2019-20 to 2020-21	69,344	1,06,956	1,76,300
Total	2,65,055	4,17,339	6,82,394

Note: In each standard, the size of a normal cohort at the beginning of an academic year was assumed to be the size of the cohort in the preceding standard in the previous year. The excess in the size of a given standard in a given year over the size of the cohort of the preceding standard in the preceding year was assumed to be the additional enrolment in the given standard in the given year. The sum of additional enrolment over all Standards (i.e., I-X) was taken to be the total additional enrolment for the year.
Source: GoK 2021

11.3. In respect of hospitals, the change is quite dramatic. Around the time People's Plan was launched, a detailed study by KSSP revealed that only 28 per cent of Kerala's population used public health facilities Kerala's population used public health facilities. This increased to 33.3 per cent in the 71st round of National Sample Survey Office in 2014 and further to 47.7 per cent in the 75th round in 2017-18 (NSSO 2015, 2019). The response of the Health Department including Medical Colleges to Covid-19 has further reinforced public trust in these hospitals.

11.4. While Local Governments cannot be given the full credit for this turn around, as most of the infrastructure is being provided by the government. But it is only due to the efforts of the Local Governments that effective demand among people for

public services has been created and in respect of delivery of services, the constant pressure by elected representatives and the elected Local Government has helped.

A. HEALTH

11.5. In the initial days of the People's Plan, many Local Governments came up with small buildings in the hospital campus without verifying whether they could be put to full use with the available staff. As staff creation is not that easy, this resulted in a lot of unutilized infrastructures. But since then, Local Governments have focused more on service delivery and running of Hospital Management Societies.

11.6. There is a widespread feeling, validated by people in the know of things that right from the beginning, the AYUSH wing of the department benefited immensely through decentralization. But the Allopathy wing was not pro-active in working with Local Governments, so much so, they could not pull the resources from Local Governments to the extent they could have. But over the past ten years, particularly since the launch of Aardram, the situation has changed dramatically.

Issues in respect of Health

11.7. The following are the issues in respect of health:

(i) There is no planning based on data and consultation with stakeholders

(ii) Most of the plans focus on infrastructure and that too without a Master Plan

(iii) As in the case of other sectors, projects are adhoc and small

(iv) Urban primary health continues to be a problem in Kerala

(v) For many of the additional facilities provided by Hospital Management Committees, there is a reluctance to collect user charges.

(vi) In the case of AYUSH, there are special problems especially in respect of the Primary Health Centres under Homeopathy (400 numbers), Ayurveda (263 numbers), Siddha (28 numbers) and Unani (15 numbers). Though the funding of the Medical Officer is from the National Health Mission (NHM), the Pharmacists have not been appointed even though there is a provision for funding from NHM. There are also problems in providing medicines to these PHCs. The professional staff from these

AYUSH, PHCs are not trained in respect of working with Local Governments.

11.8. The performance of the health sector is given in Tables 11.2 and 11.3. The tables illustrate the number of projects implemented and the expenditure incurred for activities related to health sector by the1200 Local Governments.

Table 11.2: Number of projects and expenditure undertaken in Health sector by Local Governments from 2014-20

(Rs. in crore)

Tier	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		Total	
	No. of project	Exp.	No. of project	Exp.	No. of project	Exp.	No. of project	Exp.	No. of project	Exp.	No. of project	Exp.	No. of project	Exp.
VP	7,166	137.98	6,948	154.36	6,777	166.93	8,350	231.76	8,505	229.78	8,643	238.83	46,389	1,159.65
BP	752	33.23	883	39.47	960	41.17	1,210	56.13	1,348	66.68	1,462	63.03	6,615	299.72
DP	312	34.98	306	47.66	300	41.54	374	53.70	449	68.99	430	52.89	2,171	299.77
MLTY	525	19.21	790	29.56	719	28.42	918	39.19	957	43.28	974	40.87	4,883	200.52
CORP	157	12.96	184	13.42	130	12.49	183	22.76	202	23.45	179	19.24	1,035	104.33
Total	8,912	238.35	9,111	284.48	8,886	290.55	11,035	403.54	11,461	432.20	11,688	414.85	61,093	2,063.97

Source: Data consolidated from Sulekha software, IKM, GoK

Table 11.3: Number of sector wise projects and expenditure within Health sector by all Local Governments from 2014-20

(Rs. in crore)

Sub Sector		2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		Total	
		No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
Medical Institutio	Allopathy	1,767	62.35	1,898	84.20	2,209	75.88	3,119	123.97	4,395	174.55	4,888	179.37	18,276	700.31
	Ayurveda	2,934	93.82	2,993	106.54	2,618	103.54	3,154	133.94	2,169	99.79	2,069	97.32	15,937	634.94
	Homoeopathy	1,541	22.88	1,549	27.62	1,458	26.42	1,604	34.81	1,612	35.16	1,504	34.38	9,268	181.27
	Siddha	73	1.66	68	2.14	74	3.10	81	2.75	98	2.88	64	2.43	458	14.96
	Unani	53	1.98	59	2.29	49	1.55	48	1.14	58	1.80	47	1.77	314	10.54
Health related addit. Activities		2,184	51.52	2,227	57.92	2,217	76.70	2,766	103.32	2,870	113.52	2,863	96.78	15,127	499.76
Epidemic control		360	4.14	317	3.78	261	3.37	263	3.60	259	4.49	253	2.81	1,713	22.19
Total		**8,912**	**238.35**	**9,111**	**284.48**	**8,886**	**290.55**	**11,035**	**403.54**	**11,461**	**432.20**	**11,688**	**414.85**	**61,093**	**2,063.97**

Source: Data consolidated from Sulekha software, IKM, GoK

Recommendations for Health Sector

11.9. The context of the recommendations of the 15th Union Finance Commission, Government may come out with a comprehensive policy for primary health coverage in urban Local governments and prepare an Action Plan for State implementation. For developing this comprehensive plan, the pro bono services of an expert agency like Health System Transformation Platform (HSTP) may be sought.

11.10. Minimum and desirable standards facilities and services provided in each health institution should be laid down by the Health Department.

11.11. Master plans should be got prepared for all kinds of hospitals under the Local Governments using the standards. Chartered professionals may be accredited to help Local Governments prepare the master plan particularly in designing the buildings according to proper standards and conventions.

11.12. Based on good practices and expert inputs, model projects may be developed by the DHS concerned and sent to all Local Governments through the DPC.

11.13. In the AYUSH sector if the number of Primary Health Centres do not match the number of Local Governments, service area map for all these institutions may be drawn up showing the Local Governments under each health institutions. Also, it should be clarified that Local Governments falling within the service area should be free to provide funds for the hospitals even if it is not located within the Local Government.

11.14. Even though most of the Medical Officers of the AYUSH, Primary Health Centres are contract employees, they could be made implementing officers. Medicines to the AYUSH PHCs could be supplied from the same system supplying medicines to other hospitals in the sector. The Local Governments may be permitted to provide instruments, furniture, computers, internet connection, etc., to these AYUSH PHCs from the Maintenance Fund. Also, water supply and electricity facility could be provided from Development Fund.

11.15. Service delivery plan may be prepared for all the health institutions.

11.16. Social Audit of all hospitals should be arranged. The experience of Centre for Management Development (CMD) in Social Audit for health institutions should be analyzed to develop a new methodology.

B. EDUCATION

11.17. In respect of education, the Local Governments have been active in supporting small infrastructure and, more so, provision of equipment's and consumables. They have developed a good working relationship with the PTAs.

11.18. Many education schemes are small and relate to infrastructure. The focus on quality of education and outcomes is very weak. Also, there is no regular system of reviewing performance of institutions especially by visiting to the institution. Tables 11.4 and 11.5 illustrate the number of projects implemented and the expenditure incurred for activities related to education sector by the1200 Local Governments.

Table 11.4: Number of projects and expenditure within Education sector of all Local Governments ***(Rs. in crore)***

Sub Sector	VP		BP		DP		MLTY		CORP		Total	
	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of project	Exp.
Education related additional activities	24,650	882.71	1,058	96.22	733	275.86	2,544	159.70	315	85.41	29,300	1,499.90
Primary education	11,064	283.48	157	6.91	62	4.89	1,535	65.79	427	36.67	13,245	397.73
Higher secondary education	113	2.71	25	1.30	3,117	270.00	733	38.67	288	31.96	4,276	344.63
Secondary education	357	9.01	33	1.23	1,776	188.98	728	38.61	249	26.03	3,143	263.85
Pre-primary education	2,641	66.82	46	2.55	53	4.20	363	15.56	171	12.70	3,274	101.82
Fin. Assist. to SC & ST students for higher studies admission	1,423	25.96	553	41.62	87	23.48	176	5.41	42	3.81	2,281	100.28
Vocational HS education	63	1.63	2	0.09	513	51.10	235	10.10	65	6.00	878	68.92
Technical education	354	8.25	13	0.61	174	10.65	110	5.28	25	2.85	676	27.63
Encourage SC / ST for excellency	237	5.18	92	10.67	22	7.82	30	0.91	2	0.01	383	24.58
Equivalence exam	3,188	17.71	284	3.04	24	2.04	299	3.12	20	3.27	3,815	29.18
Continuing literacy	1,439	9.90	147	1.13	42	2.15	158	1.72	26	0.64	1,812	15.54
Total	45,531	1,313.38	2,410	165.37	6,605	841.25	6,913	344.86	1,630	209.33	63,089	2,874.19

Source: Data consolidated from Sulekha software, IKM, GoK

Table 11.5: Tier wise number of projects and expenditure in Education Sector from 2014-20 by all Local Governments

(Rs. in crore)

Tier	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		Total	
	No. of projects	Exp.	No. of projects	Exp.	No. of project	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
VP	6,654	167.50	7,123	173.58	6,743	191.20	9,047	277.15	8,642	280.62	7,322	223.32	45,531	1,313.38
BP	225	8.29	295	11.46	260	10.02	364	20.21	598	55.00	668	60.40	2,410	165.37
DP	1,204	128.85	1,142	144.09	836	116.03	1,237	150.50	1,229	181.91	957	119.87	6,605	841.25
MLTY	845	41.08	1,131	49.33	1,103	51.67	1,482	77.24	1,329	75.09	1,023	50.45	6,913	344.86
CORP	315	29.92	317	35.14	216	34.25	294	38.98	302	41.26	186	29.76	1,630	209.33
Total	9,243	375.65	10,008	413.59	9,158	403.18	12,424	564.08	12,100	633.89	10,156	483.81	63,089	2,874.19

Source: Data consolidated from Sulekha software, IKM, GoK

Recommendations for the Education sector

11.19. The Education Department should lay down standards for infrastructure and facilities in different kinds of schools and Local Governments should prepare phased action plan to achieve the standards. All Local Governments should prepare institutional developmental plans focusing on infrastructure development, facilities and educational outcomes.

11.20. Local Governments in consultation with DIETs should develop simple tools for measuring the levels of education of different children and design programmes for quality upgradation.

11.21. KILA in consultation with SCERT may analyze recent best practices in improving school education, steered across the State, mostly by MLAs. The lessons learned should be disseminated to all Local Governments.

11.22. Educational Standing Committee should visit all the schools at least once in a year and hold consultative meetings with teachers, PTA and representatives of students. In the case of District Panchayat, they should delegate this activity to the Block Panchayat.

11.23. DIETs should assist the DPC in ensuring the quality of planning in education.

Chapter 12
Social Justice – Inclusion and Equity

12.1. Social Justice connotes setting right socio-cultural wrongs historically meted out to certain sections of people and which over time have crept into their economic life and in some cases even affected their political participation. The Indian Constitution clearly mandates Social Justice and Economic Development as the twin objectives of Local Government and it doesn't have to be stated that Social Justice and Economic Development go together.

12.2. Right at the beginning of decentralization, especially during the launch of the People's Plan Campaign (PPC), policies, processes and procedures to ensure that Local Government had a special duty to protect the interests of the weakest and the poorest were put in place. The capacity building efforts supplemented these to ensure that the Local Governments imbibed the sensitivity required to deliver pro-poor development. It was believed that Local Governments being closest to the people, with the capability of reaching out to the unreached, are in the best position to identify programmes for the benefit of the poorest.

12.3. In 1997, a land mark decision was taken which ensured that even while about 30 per cent of the State plan resources were devolved to Local Governments for the People's Plan, in respect of Scheduled Caste Sub Plan (SCSP), then called Special Component Plan (SCP) and Tribal Sub Plan (TSP), the devolution was 2/3rd of the total allocation. This reflected government's thinking that Local Governments are in the best position to serve the interests of SCs and STs. Clear processes were introduced including social mapping to ensure that at least 50 per cent of the beneficiaries of an infrastructure project including water supply, electricity extension, etc., would be from the targeted community. In the case of tribals, powers akin to those envisaged under PESA were given to the Oorukoottam or tribal hamlet level assembly. Whereas in the case of Gram Sabhas and Ward Sabhas, the Local Government concerned has the power to make modifications (except in the case of beneficiary selection), in accordance with feasibility, especially financial, in the case of decisions of Oorukoottams, the Local Government is not given any power whatsoever to over-rule the suggestions. In case of projects which are not feasible they have to go back to

the Oorukoottam, explain the reasons and get the prior approval for modifications / changes.

12.4. Observing the fact that there was a tendency to under spend under SCSP & TSP resulting in lapse of more funds, it was decided that any short fall would be met from the general sector fund. This important socially significant provision was dropped in 2015-16 but fortunately restored on the recommendation of the Commission with effect from 2021-22. Diversion of funds for schemes not benefitting SCs and STs was deemed to be an offence attracting provisions of the Protection of Civil Rights Act. Working Groups had to be independently created for SCSP and TSP even while all other working groups had to make recommendations for SCSP and TSP in respect of the sector(s) concerned. This was to ensure that benefits from different sectors flowed to the SCs and STs.

12.5. Another important decision taken in 1997 was to earmark 10 per cent of the total plan fund devolved to Local Governments for the Women Component Plan, which implied that the beneficiaries of the plan would be women. It was a pioneering attempt to engender local planning. Guidelines were issued and training programmes conducted to enable Local Governments to prepare Gender Analysis, prepare Gender Status Reports and even do Gender Audit of all their schemes. The idea was to graduate from a Women in Development (WID) approach to a Gender and Development (GAD) approach. The guidelines and training programme also distinguished between 'practical gender needs' and 'strategic gender needs'.

12.6. In 2001, a decision was taken to earmark 5 per cent of the devolution for schemes exclusively benefitting children, differently abled and the transgender. Another 5 per cent for the elderly and for palliative care. This percentage was enhanced to 10 with effect from 2017-18. Though detailed common guidelines were not issued in respect of what could be called the Special Groups, a lot of field level action research was taken in respect of volunteering Local Governments mostly Village Panchayats to prepare status studies of these groups and also convert such Local Governments into child friendly, aged friendly and disabled friendly Local Governments.

12.7. Realizing that the poorest of the poor did not automatically benefit from decentralization, an important policy decision was taken to launch the new programme Asraya. Through a rigorous identification process, carried out by

the community through the NHGs of Kudumbashree, the poorest of the poor were identified, constituting less than 2 per cent of the population in almost all the Local Governments. All such identified families were visited and based on a detailed proforma; family-based plans were prepared to address different aspects ranging from basic survival needs to larger developmental needs. Now government have decided to revisit ASRAYA and make it even more effective and performance oriented. All the Village Panchayats, Municipalities and Corporations are in the process of identifying the poorest of the poor through a rigorous methodology.

12.8. It was also decided that from the 10th Five-year plan, Local Governments would prepare an Anti-Poverty Sub Plan (G.O.(MS) No. 40/2004/Plg.Dated, Thiruvananthapuram, 31st March 2004 using the Kudumbashree set up. This was to ensure that Local Governments get a clear understanding of different dimensions of poverty in their jurisdiction and take concerted action for addressing the multi-dimensional aspects and features of poverty in their area. The process for preparation of anti-poverty sub plan prescribed is given in ***Appendix 12.1***

12.9. During 2001-02 while the Venganoor Village Panchayat conducted a survey, a shocking result came out – that there were a significant number of mentally challenged children languishing unnoticed in their homes, with their parents struggling to look after them. Through a kind of intensive action research under the active leadership of the Village Panchayat, Kudumbashree succeeded in developing a community-based institution for building the capabilities of these children to the extent doable; this was called the BUDS school. This was actively pushed by Government and now there are 177 BUDS schools with 5,126 children functioning in the State, all run through a partnership of Local Governments and the Kudumbashree system in their area. For those above 18 years, another institution called Buds Rehabilitation Centres (BRC) has been developed and now there are 165 such institutions with 4,419 persons.

12.10. In 2008-09, learning from the efforts of some Village Panchayats in Malappuram and Kozhikode under the guidance of the Institute of Palliative Medicine, Kozhikode, Government felt that Palliative Care is an important area for social action which can be led by Local Governments in association with Kudumbashree, the local civil society organizations and volunteers and with the involvement of the Primary Health Centres (PHCs). This developed into a

kind of movement and spread to all Local Governments in a short period of time. It has been recognized now as an international best practice as can be seen in the report of the Lancet Commission[2]. The report states that "Kerala has a long history of social action, and the response was resoundingly that this was a societal concern. This model of community organizing and action was a familiar part of Keralan life. Radically reimagining a better system for death and dying, the Lancet Commission on the Value of Death has set out the five principles of a realistic utopia: a new vision of how death and dying could be. The model that has developed in Kerala since the early 1990s is an example of profound systems change and is close to the Commission's realistic utopia. It has succeeded in changing narratives around death and dying, building a powerful community response, increasing the number of people able to access care, influencing state and national policy, and challenging models of care globally. It has succeeded in redefining care at the end of life as a public concern beyond services and professionals". The full extract of the Lancet report's views on Kerala's palliative care is given in ***Annexe 12.1***.

12.11. It may be stated that these kinds of schemes particularly for the special groups, the poorest of the poor, the mentally challenged and the terminally ill have helped in a silent transformation of the welfare State into a caring State.

A. CHILD DEVELOPMENT

12.12. Child development should go beyond the current focus on investment and get into the larger dimension of child rights. Kerala pioneered the concept of Balasabha and as of now it is reckoned that there are Balasabhas in 941 Village Panchayats, 87 Municipalities and 6 Corporations. There are 28,387 Balasabha units with a total of 3,95,401 children; of these 2,10,882 are girls and 1.84,519 are boys.

12.13. A very important child right is participation in the governance of cities, towns and villages. Children, especially the adolescents, need to be involved in project ideation, implementation and monitoring of services and programmes as also laws. Initiating children into developmental matters would ensure their deeper citizenship in future. Through participation, children's skills would improve and it could also create a demand for improvement of Local Government programmes and services. Obviously, child participation needs to focus on the priorities of children and in matters

[2] Published online January 31, 2022 https://doi.org/10.1016/S0140-6736(21)02314-X

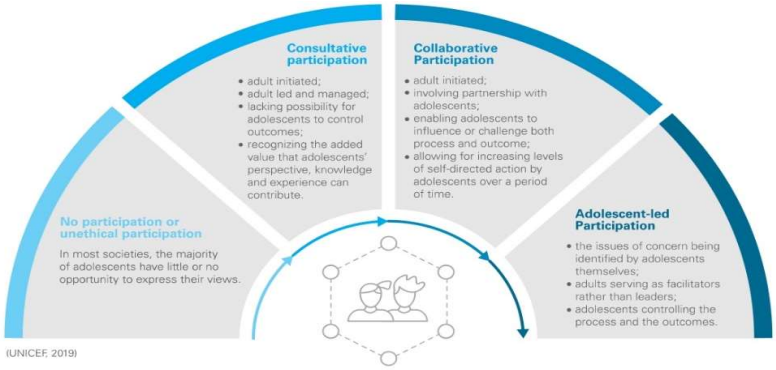
relevant to their lives. Ideally such participation should be aligned to the accepted process.

12.14. UNICEF has developed nine basic requirements for effective and ethical participation of children, especially adolescents. They are re-produced below:

1.	Transparent and Informative:	Adolescents must receive full, accessible, diversity-sensitive and age-appropriate information about their right to express their views and the purpose and scope of participation opportunities.
2.	Voluntary:	Adolescents should never be coerced into expressing views against their wishes, and they should be informed that they can cease involvement at any stage.
3.	Respectful:	Adults should acknowledge, respect and support adolescents' ideas, actions and existing contributions to their families, schools, cultures and work environments.
4.	Relevant:	Adolescents should have opportunities to draw on their knowledge, skills and abilities and to express their views on issues that have real relevance to their lives.
5.	Child - /Adolescent-Friendly:	Environments and working methods should consider and reflect adolescents' evolving capacities and interests.
6.	Inclusive:	Participation opportunities should include marginalized adolescents of different ages, genders, (dis)abilities and backgrounds.
7.	Supported by training:	Adults and adolescents should be trained and mentored in facilitating adolescent participation so they can serve as trainers and facilitators.
8.	Safe and Sensitive to Risk:	Expression of views may involve risks. Adolescents should participate in risk assessment and mitigation and know where to go for help if needed.
9.	Accountable:	Adolescents should receive clear feedback on how their participation has influenced outcomes and should be supported to share that feedback with their peers.

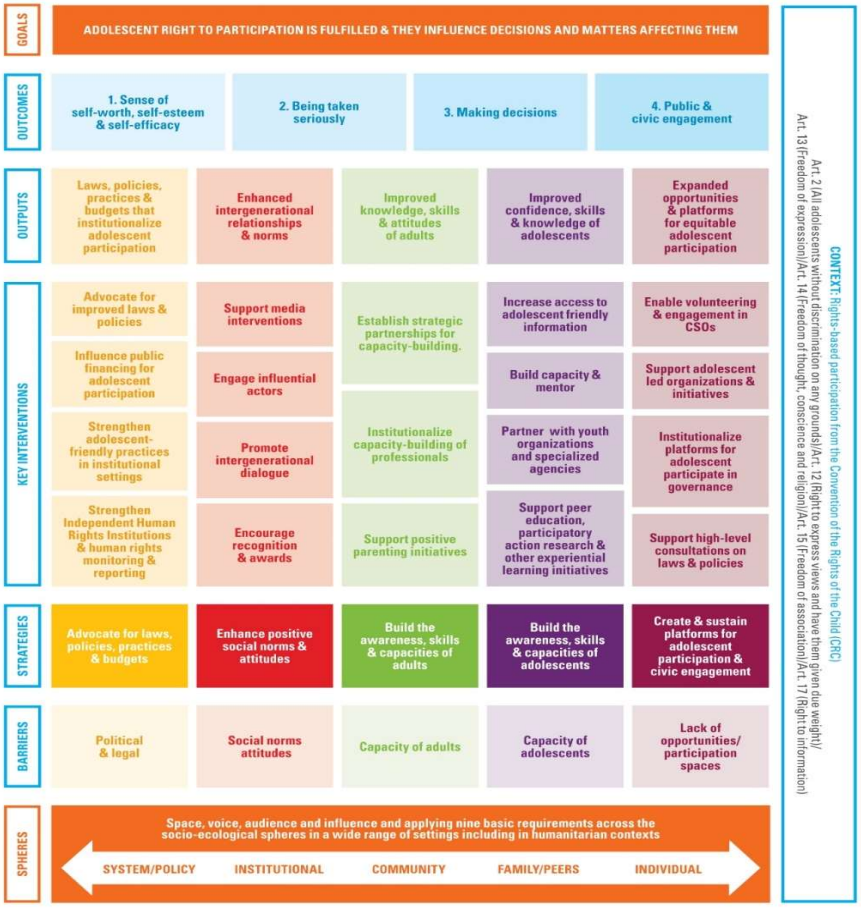
12.15. UNICEF has also conceptualized the modes of participation which is extracted below:

Figure 12.1: Modes of participation



12.16. Further, the theory of change particularly for adolescent participation is also well brought out by UNICEF and is extracted below.

Figure 12.2: Theory of change for adolescent participation



12.17. The following tables illustrate the number of projects implemented and the expenditure incurred for activities related to child welfare and anganwadis.

Table 12.1: Number of projects and expenditure for Child Welfare from 2014 to 2020 by all Local Governments

(Rs. in crore)

MICRO SECTOR	VP		BP		DP		MLTY		CORP		TOTAL	
	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
Honorarium for BUDS school teacher	871	38.30	38	1.94	1	0.01	92	5.63	7	0.33	1,009	46.21
Honorarium for BUDS school helpers	834	36.06	29	1.18	1	0.01	77	4.88	6	0.31	947	42.44
Travel facilities for BUDS school	706	27.13	29	1.24	6	0.51	55	4.01	7	0.33	803	33.21
Construction of building for BUDS school	196	15.19	60	4.66	48	5.32	10	1.04	6	0.71	320	26.92
Honorarium for BUDS school specialist	373	18.19	14	0.78	2	0.03	51	3.67	5	0.22	445	22.89
Balasabha programmes	1,971	8.90	9	0.23	15	5.90	133	1.30	11	0.17	2,139	16.50
Purchase of equipment for BUDS school	324	9.16	48	1.41	2	0.11	22	0.63	6	0.23	402	11.54
Repair of BUDS school building	206	5.64	29	1.35	9	0.93	24	1.12	6	0.16	274	9.21
Repair of govt institutions for children	261	4.37	45	1.77	14	1.65	37	1.05	1	0.07	358	8.90
Purchase of furniture for BUDS school	172	4.28	24	0.60		0.00	12	0.37	4	0.21	212	5.46
Travel fare for BUDS school	68	1.85	2	0.03		0.00	16	0.39		0.00	86	2.27
Child friendly LSGIs- Related expenditure	88	1.39	11	0.08	2	0.05	8	0.60	2	0.01	111	2.14
Purchase of land for BUDS school	16	1.37	5	0.34		0.00	1	0.05		0.00	22	1.76
Yoga practice joined with Ayush	130	0.90	6	0.16	3	0.11	11	0.07		0.00	150	1.24
Child friendly feeding, immunization system under Allopathy system health institutions	20	0.12	2	0.08	2	0.29	4	0.03		0.00	28	0.52
Child friendly toilet in govt primary schools	3	0.20	1	0.02		0.00		0.00		0.00	4	0.23
Child friendly IEC boards	3	0.06	1	0.02	2	0.10	1	0.01		0.00	7	0.18
Formation of adolescent club	4	0.03	7	0.11	1	0.03		0.00	1	0.00	13	0.18
Data analysis of children and differently abled	6	0.03	1	0.09		0.00	1	0.00		0.00	8	0.12
Scheduled Caste / Scheduled Tribe Cum Feeding Center	2	0.01	2	0.10		0.00		0.00		0.00	4	0.11
Drug free zone programs in schools	7	0.03	1	0.04		0.00	2	0.01		0.00	10	0.07
Construction of school compost	2	0.01		0.00		0.00		0.00		0.00	2	0.01
Total	**6,263**	**173.19**	**364**	**16.24**	**108**	**15.05**	**557**	**24.87**	**62**	**2.76**	**7,354**	**232.11**

Source: Data consolidated from Sulekha software, IKM, GoK

Table 12.2: Number of projects and expenditure related to Anganwadis from 2014 to 2020 by all Local Governments

(Rs. in crore)

Sector	Type of Projects	VP		BP		DP		MLTY		CORP		TOTAL	
		No. of projects	Exp.	No. of project	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of project	Exp.
Anganwadi nutrition	For children of the age of 0-3	8,111	1,289.18	104	9.13	11	6.45	654	173.19	125	92.19	9,005	1,570.15
	For children of the age of 3-6	8,166	1,269.68	115	10.51	12	7.03	662	168.61	137	94.02	9,092	1,549.86
	For adolescent girls	7,654	1,215.37	83	7.43	7	4.27	596	158.19	101	79.38	8,441	1,464.65
	For lactating mothers	7,723	1,244.86	78	7.09	10	7.15	598	160.39	113	87.11	8,522	1,506.59
	For pregnant women	7,619	1,230.60	75	6.90	6	3.27	585	157.19	111	85.77	8,396	1,483.73
Other nutrition distribution programmes	Food for the children in BUDS school	303	3.82	7	0.08		-	12	0.19	4	0.01	326	4.10
	For pupils of Balawadi / sisumandiram recognised by SC/ST/Social justice department	123	1.91	8	0.90		-	10	0.09	1	1.07	142	3.98
	For pupils of sisumandiram below 5 years old	119	0.49	1	0.25		-	8	0.02	4	0.04	132	0.81
Infrastructure facilities for Anganwadi	Building construction	3,709	167.08	898	49.21	333	36.83	517	27.12	351	30.19	5,808	310.42
	Repair of building	13,463	245.19	94	4.19	16	1.68	1,380	37.11	554	21.58	15,507	309.75
	Purchase of other equipment	4,441	54.41	156	7.32	6	1.78	444	8.73	102	5.18	5,149	77.42
	Sidewall construction	2,360	42.91	40	1.50		-	224	5.72	79	3.65	2,703	53.79
	Electrification	1,919	20.49	24	1.24	3	0.04	111	2.70	55	0.69	2,112	25.15
	Purchase of land	357	10.70	41	1.82	10	0.43	31	2.24	15	5.75	454	20.94
	Purchase of toys and preparation	888	14.16	51	2.88	2	0.04	92	2.28	14	1.43	1,047	20.78
	Facilities for drinking water	1,377	16.38	18	1.00	2	0.29	83	1.91	24	0.48	1,504	20.05
	Repair of sidewall	444	6.82	7	0.23	1	0.16	49	1.78	26	0.61	527	9.60
	Providing latrine facilities	302	4.38	5	0.11		-	16	0.28	10	0.32	333	5.09
	Repair of drinking water facilities	256	2.96	2	0.07	2	0.16	17	0.59	3	0.22	280	3.99
	Purchase of study materials	125	1.88	13	0.72		-	22	0.86	2	0.01	162	3.48
	Playground construction	78	1.99	13	1.03	1	0.04	7	0.14	1	0.05	100	3.24
	Repair of latrine facilities	127	1.71	1	0.02	1	0.16	15	0.70	4	0.06	148	2.65

Sector	Type of Projects	VP		BP		DP		MLTY		CORP		TOTAL	
		No. of projects	Exp.	No. of project	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of project	Exp.
	Repair of playground	99	1.64		-		-	19	0.67	4	0.18	122	2.48
	Kitchen renovation	81	0.78		-	1	0.16	1	0.01	2	0.06	85	1.01
Related services of Anganwadi	Honorarium for Anganwadi workers	6,358	372.20	1	0.01		-	522	52.57	74	25.22	6,955	450.01
	Honorarium for Anganwadi helpers	5,359	310.10		-		-	417	41.50	70	25.17	5,846	376.78
	Physical and mentally challenged	92	6.92	7	0.73		-	10	1.00		-	109	8.65
Total		**81,653**	**7,538.65**	**1,842**	**114.36**	**424**	**69.94**	**7,102**	**1,005.77**	**1,986**	**560.43**	**93,007**	**9,289.15**

Source: Data consolidated from Sulekha software, IKM, GoK

Recommendations for child development

12.18. **Ad hoc participation is largely ineffectual. Therefore, it needs to be institutionalized in the form of universal Balasabhas which would be mentored by Kudumbashree but it should include children from all families. Children could be classified into two groups, one from six years to 12 years and the other from 13 years to 18 years and programmes formulated accordingly.**

12.19. **Special efforts are required to ensure participation of children of SC, ST, fisherfolk, poorest of the poor and children with disabilities.**

12.20. **It is estimated by the Women and Child Development that there are 5.5 Lakh vulnerable children The details of these children should be provided by the department to the Local Governments to provide preferential treatment to them.**

12.21. **Through a democratic process of consensus and not divisive, elections from Balasabha upwards Children's Panchayat / Municipality could be set up.**

12.22. **Some of the activities in which children should be involved are:**

- **(i) Formal consultation for Local Government activities especially in respect of schools and basic minimum services important to children.**
- **(ii) Participation in data gathering.**
- **(iii) Participation in monitoring the quality of services and facilities, especially through simple score cards.**
- **(iv) In the meetings with children, a wide range of communication tools should be employed like drawings, debates, plays, focus group discussions and of course use of social media - particularly for adolescents.**
- **(v) In order to maintain interest, children themselves should decide the agenda for the next meeting as also their action plan.**
- **(vi) Children should be encouraged to come out with literary and artistic creations on their experience in participation.**

12.23. **A systematic capacity building of both elected representatives and children, especially the Balasabha leaders should be arranged. This capacity building should include leadership training, child rights, issues**

related to children, and constitutional values and SDGs as relevant to children. Schools could play the lead role in this.

12.24. Ideally, the engagement with Local Governments should be converted into formal civic education in schools at Primary, High School and Higher Secondary levels.

12.25. Detailed guidelines should be issued on the process of preparation of plans for children and making the Local Governments child friendly.

B. ELDERLY

12.26. Though some Local Governments have come out with innovative projects relating to the special health needs of the elderly, have facilitated intergenerational inter actions, held gram sabhas of senior citizens and so on, most of the plans are very ordinary. The following table shows the number of projects and expenditure for activities for the welfare of the elderly by 1200 the Local Governments during 2014 to 2020.

Table 12.3: Number of projects and expenditure related to elderly from 2014 to 2020

(Rs. in crore)

Type of Projects	VP		BP		DP		MLTY		CORP		TOTAL	
	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
Programmes for the welfare of geriatrics	2,331	58.97	343	17.16	47	3.85	265	10.26	28	3.09	3,014	93.32
Old age caring activity	1,266	35.83	122	6.22	38	9.21	119	5.65	14	1.30	1,559	58.21
Construction of "Pakalveedu"	324	16.22	253	18.12	90	11.92	42	3.97	27	3.35	736	53.56
Construction of old age homes	112	5.59	115	7.20	33	4.89	28	1.87	10	1.24	298	20.79
Repair of "Pakalveedu"	213	3.96	66	2.74	7	0.47	29	0.82	6	0.13	321	8.12
Repair of old age home building	115	2.82	42	1.79	21	1.26	16	0.52	7	1.10	201	7.48
Repair of govt institutions for geriatrics	89	2.23	32	1.40	11	0.90	12	0.33	10	0.54	154	5.39
Purchase of furniture for old age homes	159	2.03	48	1.28		-	11	0.11	11	0.66	229	4.07
Increasing facilities in old age home	82	1.50	43	1.38	2	0.06	7	0.20	3	0.11	137	3.24
Purchase of equipment for old age homes	85	0.90	50	1.23	3	0.12	11	0.15	6	0.18	155	2.57
Purchase of land for old age homes	12	0.97	3	0.30		-	4	0.68		-	19	1.95

Type of Projects	VP		BP		DP		MLTY		CORP		TOTAL	
	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
Yoga practice joined with Ayush	125	0.90	19	0.36	2	0.12	5	0.03		-	151	1.40
Installation of solar lights in oldage homes	9	0.34	4	0.13	3	0.05		-	1	0.19	17	0.71
Repair of govt destitute homes	3	0.10	1	0.01	1	0.07	3	0.15	3	0.31	11	0.63
Total	**4,922**	**132.34**	**1,140**	**59.30**	**257**	**32.83**	**549**	**24.58**	**123**	**11.86**	**6,991**	**260.82**

Source: Data consolidated from Sulekha software, IKM, GoK

Recommendations for Elderly

12.27. The Elderly Self-Help Groups may be universalized including all those who are willing to be part of it irrespective of sex or economic status and this should be linked to Kudumbashree.

12.28. Based on ability levels Local Government should categorize the elderly for differential support in tune with needs.

12.29. It should provide door step services to the elderly who are confined to their homes.

12.30. A special system for prioritizing service delivery to senior citizens when they come to Government hospitals should be put in place.

12.31. Detailed guidelines on the process of fair plans for the elderly should be laid down. A phased programme to make the Local Governments elder friendly should be chalked out.

12.32. Local Government should develop schemes which facilitate inter-generational interactions in sharing of skills and cultural knowledge.

12.33. Village Panchayats, Municipalities and Corporations should play an active role in the implementation of Maintenance and Welfare of Parents and Senior Citizen Act 2007.

12.34. Village Panchayats, Municipalities and Corporations should be given the power to issue direction to the owner of a house where the elderly live to make basic alterations to ensure that the building become aged friendly.

12.35. Several Local Governments have constructed buildings for day care centers for the elderly. Using the services of Kudumbashree and other Civil Society Organisations (CSOs) they should make these centers functional.

12.36. Local Governments should design programmes for utilizing the voluntary services of the elderly.

C. MIGRANTS

12.37. During Covid, the flight of migrants has been highlighted across the country. Of course, the migrants working in Kerala earn a fairly decent wage but they lack proper services and access to minimum needs. Therefore, Local Governments especially Village Panchayats, Municipalities and Corporations may perform the following tasks in respect of migrants:

Recommendations for Migrants

12.38. Take stock of the migrants those who are staying within the jurisdiction of the Local Government.

12.39. Ensure decent habitations. Assess their access to decent accommodation with facilities like drinking water and electricity and help the migrants to access such facilities.

12.40. There should be a proactive approach in ensuring the health of the migrants.

12.41. The migrants should be incorporated in the socio-cultural activities within the Local Government.

12.42. Special efforts have to be taken to ensure that the children of migrants get a place in anganwadis and schools.

12.43. In Local Governments with large number of migrants, there should be consultations with them once in a year. One officer should be designated as a coordinator of migrants' support services in Local Governments.

D. POOREST OF THE POOR

12.44. Government have identified through an elaborate survey 64,006 number of families who are absolutely destitutes. This is a pioneering programme to provide social security to the most marginalised. But it should be noted that

poor are not a homogeneous group and those towards the bottom of the poverty profile still require special efforts. The following table gives the type of project and expenditure undertaken by the 1200 Local Governments for handholding the poorest of the poor.

Table 12.4: Number of projects and expenditure for the Poorest of the Poor from 2014-20

(Rs. in crore)

Type of Projects	VP		BP		DP		MLTY		CORP		TOTAL	
	No. of projects	Exp.	No. of project	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
Asraya- Housing	2,083	68.43	28	1.22	43	15.64	134	9.48	13	5.09	2,301	99.85
Asraya-other services	2,894	77.12	68	2.42	22	4.52	265	11.39	19	1.89	3,268	97.34
Asraya-Health service	524	16.69	22	0.76	2	0.45	54	2.89	4	1.13	606	21.92
Cancer protection, Thalolam, cochlear implantation initiative-Contribution to Kerala Social Security Mission by LSGIs	472	9.42	73	3.70	6	1.00	18	1.28	4	1.00	573	16.40
Nutrition distribution programmes	63	1.25	7	0.57	13	3.34	13	0.41	11	0.59	107	6.16
Huger-free initiative-Contribution to Kerala Social Security Mission	130	2.55	16	0.76	3	0.60	8	0.55		0.00	157	4.46
Repair of govt destitute homes	3	0.10	1	0.01	1	0.07	3	0.15	3	0.31	11	0.63
Repair of govt destitute homes	3	0.10	1	0.01	1	0.07	3	0.15	3	0.31	11	0.63
Total	**6,172**	**175.66**	**216**	**9.44**	**91**	**25.69**	**498**	**26.29**	**57**	**10.31**	**7,034**	**247.39**

Source: Data consolidated from Sulekha software, IKM, GoK

Recommendations for the Poorest of the Poor

12.45. It is recommended that through participatory techniques, Kudumbashree should identify 5 per cent of the poorest people among the general communities, 10 per cent among Scheduled Castes and Fisherfolk and 20 per cent among Scheduled Tribes and prepare a programme for them focusing on accessing all entitlements including minimum needs and also livelihoods through family-based plans on the basis of Asraya in the early days.

E. PERSONS WITH DISABILITIES

12.46. Most of the schemes for Persons with Disabilities (PWDs) have been distribution of assistive devices. There has not been careful planning based on need. Also, the Rights of Persons with Disabilities Act, 2016 is not being considered. The financial performance by all the Local Governments for the welfare of PWDs during the last six years is captured in the tables given below:

Table 12.5: Inter se wise expenditure for Persons with Disabilities from 2014 to 2020

(Rs. in crore)

Micro Sectors	VP	BP	DP	MLTY	CORP	Total
Scholarship for students	19.30	3.15	1.54	2.17	8.11	34.27
Providing scholarship / batta	7.14	3.34	4.49	1.45	0.22	16.66
Repair of Govt. centres	361.74	72.60	63.79	60.25	51.94	610.32
Providing equipment	27.99	17.31	14.43	9.00	11.87	80.60
Specially designed tri-cycle	2.49	4.23	1.42	1.58	-	9.73
Scooter with sidewheel	16.60	30.95	30.80	4.21	4.54	87.10
Early detection and intervention clinics	0.18	0.26	-	0.00	-	0.45
Repair & Service Centre for aid tools of differently abled	0.30	0.00	0.19	0.06	0.04	0.59
Arts, sports competitions	2.47	0.20	0.08	0.19	0.03	2.97
Related services of Anganwadi	6.92	0.73	-	1.00	-	8.65
Total	445.14	132.77	116.74	79.91	76.74	851.30

Source: Data consolidated from Sulekha software, IKM, GoK

12.47. The following table shows the expenditure for Buds school and Buds rehabilitation centre.

Table 12.6: Expenditure of Buds schools and Buds Rehabilitation Centres

(Rs. in crore)

Year	VP	BP	DP	MLTY	CORP	Total
2014-15	13.98	1.75	1.61	2.08	0.13	19.54
2015-16	18.54	1.48	0.98	2.55	0.58	24.13
2016-17	20.25	2.10	1.23	2.85	0.03	26.47
2017-18	34.06	3.34	5.05	4.08	0.46	46.99
2018-19	53.61	4.01	5.13	5.37	0.66	68.78
2019-20	62.72	4.37	2.04	8.36	1.10	78.59
AAGR	36.88	22.92	47.83	33.02	315.87	34.27

Source: Data consolidated from Sulekha software, IKM, GoK

Recommendations for Persons with Disabilities (PWDs)

12.48. **Local Governments have been doing marvellous work in supporting mentally challenged children and young adults through the BUDS School and BUDS Rehabilitation Centres. It is recommended that they should also focus on adult mentally challenged persons. The State Planning Board had set up an Expert Committee on Assisted Living which has given an excellent report as given in *Appendix 12.2.***

12.49. **It is recommended that LSGD may hold consultations with experts on the basis of this report and develop a programme of action through a few pilots as was done in the case of BUDS Schools.**

12.50. **Using the data on Persons with Disabilities, Local Governments should prioritize the need for rehabilitation as well as assistive devices based on the severity of disability and prepare a programme of action. This should be done with expert involvement.**

12.51. **Self-Help Groups of persons of disabilities should be set up covering all those who are willing to be part of it, irrespective of the age, sex or economic status of the person. These Self-Help Groups should be linked to the Kudumbashree system.**

12.52. **Local Governments should mandatorily prepare a plan of action to implement different provisions of the Rights of Persons with Disabilities Act.**

12.53. **As stipulated in the Rights of Persons with Disabilities Act, 5 per cent of all individual benefits should mandatorily go to persons with disabilities. This is outside the earmarked amount.**

12.54. **Experts have compiled the list of jobs which can employ persons of disabilities with varying degrees of severity. Kudumbashree, as part of NULM and NRLM, and in consultation with the Local Governments, should develop a skill and placement programme exclusively for the people with disabilities.**

12.55. **In the plans of Village Panchayats, Municipalities and Corporations, there should be a component which provides door step services to persons with disabilities who are confined to their home.**

F. PALLIATIVE CARE

12.56. Though Kerala is by far the best State in terms of providing Palliative Care, there are certain issues which need to be flagged:

(i) The provision of Palliative Care is not of uniform quality across the States. It is relatively poor in big urban areas.

(ii) There is no individual care plan as such and the activities are sporadic.

(iii) The programme for the livelihoods of palliative care patients or their families is not taken up on priority.

(iv) Though several Civil Society Organizations and philanthropic individuals provide excellent services, there are no arrangements for coordinating them.

12.57. The following table gives the expenditure for health-related additional activities for palliative care from 2014 to 2020 by the different Tiers of Local Governments.

Table 12.7: Health related activities for palliative care from 2014-20

Tier	No. of projects	Exp. (Rs in crore)
VP	7,119	292.67
BP	980	52.49
DP	157	28.04
MLTY	744	36.09
CORP	98	11.59
Total	9,098	420.89

Source: Data consolidated from Sulekha software, IKM, GoK

Recommendations for Palliative Care

12.58. Government have approved a new Palliative Care policy as per GO (P) No.107/2019/H&FW dt 16.12.2019 *Appendix 12.3.* **All Local Governments should revise, restructure their Palliative Care plan in accordance with the new policy. This would include:**

(i) **Exhaustive identification of people who require care.**

(ii) **Accreditation of NGOs, civil society organizations through a transparent process for providing services according to their capacity.**

(iii) **Preparation of individual care plan linked to the households which will detail the services which would be guaranteed to such persons and households. These plans should also wherever possible have a component of improving livelihoods of the individual / family concerned.**

(iv) **Registration of NGOs and Civil Society Organizations by Local Governments and coordinating their support services to ensure that there is equity in accessing them.**

(v) **Strengthening the Neighbourhood Network for Palliative Care, of course, using the services of accredited agencies and registered volunteers.**

G. SCHEDULED CASTES AND SCHEDULED TRIBES

12.59. While the financial performance by itself has not been that bad, the study commissioned on SCSP and TSP and the anti-poverty sub plan including Asraya by the Finance Commission and the interaction of the Finance Commission with experts and other stakeholders revealed certain important concerns which are listed below:

12.59.1. In terms of the share of SCSP and TSP transferred to Local Government, there has been a steady decline. In 2002, after the agitation by tribal groups, TSP was completely taken away from Local Governments. But was restored at a reduced share of 50 percentage from 2004-05 realizing that the performance by the Government in directly implementing TSP did not show any significant improvement. But since then, basically to keep the general sector funds at a reasonable level even while pegging the total devolution to a fixed percentage as decided from time to time, the shares of the SCSP of Local Governments in relation to the total SCSP and TSP of the State Plan have been coming down which is revealed in the following Table:

Table 12.8: Trends in SCSP Devolution to Local Governments *(Rs. in crore)*

Year	State Plan Outlay	SCSP				Ratio between Dept outlay and Local Government Outlay		
		Dept	Local Government	Total	% of SCSP outlay	Dept.	Local Government	Total
2007-08	6,950.00	143.09	443.30	586.39	8.44	24.40	75.60	100.00
2008-09	7,700.47	179.32	487.63	666.95	8.66	26.89	73.11	100.00
2009-10	8,920.00	338.74	536.00	874.74	9.81	38.72	61.28	100.00
2010-11	10,025.00	393.96	589.49	983.45	9.81	40.06	59.94	100.00
2011-12	12,010.00	529.74	660.23	1189.97	9.91	44.52	55.48	100.00
2012-13	14,010.00	549.75	739.46	1289.21	9.20	42.64	57.36	100.00
2013-14	17,000.00	839.50	828.20	1667.70	9.81	50.34	49.66	100.00
2014-15	20,000.00	1034.42	927.58	1962.00	9.81	52.72	47.28	100.00
2015-16	20,000.00	1040.92	927.58	1968.50	9.84	52.88	47.12	100.00
2016-17	24,000.00	1315.50	1038.90	2354.40	9.81	55.87	44.13	100.00
2017-18	26,500.00	1427.60	1172.05	2599.65	9.81	54.92	45.08	100.00

Year	State Plan Outlay	SCSP				Ratio between Dept outlay and Local Government Outlay		
		Dept	Local Government	Total	% of SCSP outlay	Dept.	Local Government	Total
2018-19	29,150.00	1570.36	1289.26	2859.62	9.81	54.91	45.09	100.00
2019-20	30,610.00	1649.00	1353.84	3002.84	9.81	54.91	45.09	100.00
2020-21	27,610.00	1487.39	1221.15	2708.54	9.81	54.91	45.09	100.00

Source: GoK (Budget Documents Various years)

Table 12.9: Trends in devolution through TSP Plan to Local Governments in Kerala

(Rs. in crore)

Year	State Plan Outlay	TSP				Ratio between Dept outlay and Local Government Outlay		
		Dept.	Local Government	Total	% of TSP outlay	Dept.	Local Government	Total
2007-08	6950.00	50.82	66.55	117.37	1.69	43.30	56.70	100.00
2008-09	7700.47	61.90	73.19	135.09	1.75	45.82	54.18	100.00
2009-10	8920.00	100.34	80.51	180.85	2.03	55.48	44.52	100.00
2010-11	10025.00	112.03	88.47	200.50	2.00	55.88	44.12	100.00
2011-12	12010.00	186.88	99.09	285.97	2.38	65.35	34.65	100.00
2012-13	14010.00	201.43	110.98	312.41	2.23	64.48	35.52	100.00
2013-14	17000.00	265.55	124.30	389.85	2.29	68.12	31.88	100.00
2014-15	20000.00	460.78	139.22	600.00	3.00	76.80	23.20	100.00
2015-16	20000.00	465.28	139.22	604.50	3.02	76.97	23.03	100.00
2016-17	24000.00	526.80	156.00	682.80	2.85	77.15	22.85	100.00
2017-18	26500.00	575.08	176.00	751.08	2.83	76.57	23.43	100.00
2018-19	29150.00	632.59	193.60	826.19	2.83	76.57	23.43	100.00
2019-20	30610.00	663.27	202.99	866.26	2.83	76.57	23.43	100.00
2020-21	27610.00	598.26	183.10	781.36	2.83	76.57	23.43	100.00

Source: Kerala State Planning Board

12.60. In the case of SCSP and TSP most of the schemes baring those related to scholarships and higher education, there is a great similarity between schemes implemented by the departments and the Local Governments without any synergy. While duplication is largely avoided, parallel implementation takes place following different processes. This has prevented intensification and consolidation of development efforts for the most backward social groups of the State even while Kerala probably has the highest allocation for SCSP and TSP in relation to the population of SCs and

STs in the country. As against a population share 9.10 per cent, SCSP has been fixed at 9.81 per cent. Similarly, while the tribals constitute only 1.45 per cent of the population, the share of TSP in the plan is 2.83 per cent.

12.61. A general malaise affecting decentralized planning, namely the thin spread of resources across Wards, has affected all the programmes related to Social Justice including SCSP and TSP. Funds get divided badly even while a good number of Local Governments have been following division of funds according to the share of the SC/ST population in each Ward.

12.62. As regards SCSP and TSP most of the projects are related to housing, water supply and to lesser extent other infrastructure. Of course, there is a lot of distribution of agricultural inputs, milch animals and the like. But there have not been many effective projects for planned economic development. Though lot of resources get earmarked for skilling there is hardly any follow up to ensure a meaningful job of the skilled youth. It is sad that no special efforts for the human development of the SC/STs to bridge the divides are evident.

12.63. In respect of Tribal Sub Plan the Commission can state with reasonable degree of confidence that the Local Governments have failed to address the outlier status of the tribal communities, especially the Particularly Vulnerable Tribal Group (PVTG) and other relatively backward tribal groups. The intensive process of preparation of Tribal Sub Plan prescribed as per G.O MS No. 54/2003/planning dt 31.05.2003 has been largely routinized and trivialized ***(Annexe 12.2).*** The agency of tribals in deciding their development has been largely ignored and there are several complaints of under spending and leakage.

12.64. As per the Kerala's devolution system more than 3/4th of the devolved funds go to the cutting edge level Local Governments namely Village Panchayats, Municipalities and Corporations. But unfortunately, human resources of departments barring Women and Child Development and Rural Development do not have any presence at these levels with the result that responsibilities for planning and implementing such schemes of high social relevance are done by officials who have either no interest or capability or accountability in respect of these programmes.

12.65. The most glaring deficiency in respect of all these plans is the absence of data or a stubborn unwillingness to use data. In 2013 high quality granular data at the level of family was prepared in respect of SCs/STs. There is no evidence of any Local Government having effectively used it. Similarly in 2015 a total survey of all persons with disabilities was conducted by the Department of Social Justice and the rich data shared with the Local Governments. Here again they are not being used. In respect of other groups even available data from Census, SECC and other sources are not used. This unwillingness to use data undermines the very concept of planning.

12.66. Working Groups are the most critical institutions in preparing the status report after analysing data, examining the impact of past efforts and incorporating the suggestions of stakeholders using the collective experience of the members. Working Group typically has an elected representative as the chairperson, the official concerned as its convener, with professionals, activists and stakeholders as members. The study by the Commission clearly revealed that there is no interest, official or political, at the local level in making Working Groups functional. To put it mildly, it has become a sham institution in most of the Local Governments. Another concern is that data on outputs and outcomes is very weak. There is no monitoring at any level.

12.67. In the case of projects under TSP for tribals living within forests, the non-provision of Development Rights and Community Forest Rights under the Forests Rights Act has severely affected the planning and implementation of TSP of such groups who are usually more backward.

12.68. The study by the Commission shows that the selection of SC/ST Promoters leaves much to be desired. Political influence seems to have once taken merit. In the case of tribals where ethnic identity is very critical, the weaker groups get left out. Though the officers at the district level and below of the SC Development Department and ST Development Department have been transferred to the respective Local Governments, there is no clarity on relationship between Local Governments and the SC/ST promoters.

Recommendations for SC/ST

12.69. Barring a few exceptions after 25 years, it is necessary to deeply reflect more on the failure than on the successes especially in relation to the marginalized sections. Most of the policies and processes seem to be very good but their operationalisation has been abysmal, bringing discredit to the very idea of

local level development. But a State like Kerala cannot look away and needs to focus on the issues and take bold steps with strong political will as was visible in the mid-1990s to set is right. Therefore, it is with hope that the Commission submits the following recommendations:

12.69.1. The data on SC/ST published in 2013 is now being updated. This work may be completed in three months and the data made public and provided Local Government wise with necessary guidelines for interpretation to enable them to understand the local situation.

12.69.2. These data have to be shared with the community and the promoters tasked to explain to them, so that they are aware of their status.

12.69.3. In addition to other steps in the planning process in respect of SCSP and TSP there should be Focus Group Discussions (FGDs) for which trained facilitators from educational institutions and civil society organizations may be used. The SC/ST promoters should also be trained in FGD so that they can work along with others.

12.69.4. The composition of the Working Group has to be revamped to include interested professionals from academic institutions and NGOs. Also, representatives of SC/ST organisations should be included.

12.69.5. In respect of Tribal Sub Plan family-based plans have to be prepared. Teams of trained student volunteers may be sent to each household and data recorded electronically.

12.69.6. The Oorukoottam system has to be revamped. When groups of Oorus are got together for convenience the total number of people should not exceed 250. But it should be ensured that whatever be the number they should all be from the same tribe. The powers and functions of the Oorukoottam now mentioned in government orders should be given legislative backing through a combination of provisions of the Act and exclusive rules for their functioning.

12.69.7. The DPC may depute observers to Oorukoottam meetings and Development Seminars.

12.69.8. SC/ST Promoters should be selected by an independent agency using criteria like merit, attitude with fair representation of community and geographical area wise.

12.69.9. The SC/ST promoters need to be brought under Village Panchayat, Municipalities and Corporations with the condition that they will also service the department as and when required.

12.69.10. Kerala Institute of Local Administration (KILA) in partnership with the SC Development Department and ST Development Department should arrange a special training course for the SC/ST promoters. In future they should have a rigorous induction training for atleast two months.

12.69.11. The selection of ST Promoters should be such that they represent all tribes in proportion to the population with double the share in respect of PVTGs and others identified as backward by the State Planning Board.

12.69.12. The key functions of the SC/ST Promoters would be:

- **(i) Make the communities aware of their rights and entitlements and ensuring that they get all the entitlements for which they are eligible.**
- **(ii) Make the hamlets/habitats and the communities aware of their situation using the data available.**
- **(iii) Provide all details of development programmes to the SC/ST communities and the funds flowing through them.**
- **(iv) Monitor their development status with special respect to livelihoods, health and education.**
- **(v) Actively facilitate all the processes in the preparation of SCSP and TSP**
- **(vi) Provide adequate information to the communities to enable them to conduct a kind of concurrent Social Audit.**
- **(vii) Bring the grievances of the communities to the notice of the authorities and follow them up till they are redressed.**

12.69.13. Once in five years using the data and interactions through special FGDs, status studies of SCs/STs should be prepared by each Local Government. While the Working Group should be in charge of this, an academic institution should be formally involved to ensure quality.

12.69.14. These academic institutions should be involved in field level monitoring of projects including quality assurance.

12.69.15. In the case of housing for the STs, the decision announced in the budget speech of 2016 which is extracted below should be followed:

> ***"The housing scheme for Scheduled Tribes implemented successfully in Attappady by the last LDF Government will also be adopted in other Adivasi centres"***

This essentially means that space norms for tribal housing should be linked to the number of family members ie., concept of per-capita space. Also, the cost should be determined on the basis of actual requirements for a family and this would vary according to the terrain and remoteness of the habitat. There should be a credible agency for handholding the construction to be identified on the basis of a transparent process after due verification of the performance of such organizations. The existing guidelines on tribal housing may be modified suitably.

12.69.16. According to the Scheduled Caste Development Department, there are above 20,000 extremely vulnerable scheduled castes. The data of these groups should be made available to the Local Government concerned by the Scheduled Caste Development Department. They should be identified specially and Local Governments should prepare a comprehensive plan for such groups.

12.69.17. As regards the problem of implementing officers at the level of the Village Panchayats, it is quite serious. To get over it, the following recommendations are made.

(i) The 54 Tribal Extension Officers (TEOs) should be made the Implementing Officer, of 51 Village Panchayats and three Municipalities with the largest number of tribal populations as given in *Appendix 12.4***.**

(ii) In other Village Panchayats the Implementing Officer should be one of the Village Extension Officers, by whatever name called after reorganization.

(iii) In the case of the Panchayats and Municipalities with tribal population of more than 5000 which are given in *Appendix 12.5***. Twenty nine interns may be taken for two years from those who have completed post-graduation in social work and paid Rs.20,000/- in the first year and Rs.25,000/- in the second year.**

(iv) In all the Village Panchayats, Municipalities and Corporations, the SC/ST Promoters should work with the Implementing Officer.

(v) In the case of SCSP the Implementing Officer in the Village Panchayat should be the second VEO by whatever name called after reorganization.

(vi) It is seen there are lot of parallel programmes and schemes implemented by the State Government and Local Governments in respect of SCSP/TSP. There is a need to prepare a scientific responsibility mapping for different categories of Local Governments, for the district level outside the Local Government system and for the State level. A professional institution under Government could develop this in consultation with the Departments and Local Governments and submit it to the SC/ST Development Department for a policy decision.

12.69.18. **The SC/ST Development Law may be enacted as assured in the Governor's address to the Assembly in 2016 which is extracted below:**

> ***"It will be my government's endeavour to work for the holistic development of the Scheduled Caste population of our State. My government will enact a legislation to ensure accelerated development of Scheduled Castes and Scheduled Tribes and to see that the funds allocated for their development are spent for the purpose envisaged, and the reservation earmarked to persons belonging to the SC/ST categories is given to them"***

12.69.19. The Commission recommends that the Law could be on the following lines:

Kerala Scheduled Castes Sub Plan and Tribal Sub Plan (Formulation and Implementation) Bill - Suggested draft

Chapter I: Preliminary

Chapter II: Preparation of Development/Status Reports and Setting standards & Norms

1. *Government shall prepare a Report on Social Development of Scheduled Castes and Scheduled Tribes every five years well before the formulation of Five-Year Plan, in such manner and following the procedure, as may be prescribed. However, the first such report shall be prepared immediately after the enactment of this legislation. Government shall assess the status of backwardness covering factors related to economic, educational and health related aspects among the SCs/STs at periodic intervals and publish reports.*

2. *Government shall lay down definitive standards for infrastructure facilities and services in institutions run by the SC/ST Department like Model Residential Schools, SC/ST hostels, ITIs etc and lay down a plan for attaining them in a time bound manner.*

3. *Government shall develop a system to revise all types of financial assistance for SCs/STs and unit costs of schemes under Plan and Non Plan every year based on the cost-of-living index through a notification at the beginning of the financial year not later than 1st April;*

4. *Government shall publish clear norms and develop systems to ensure that the Antyodaya approach of selecting 'poorest of the poor first' is made applicable for all types of assistance and developmental schemes.*

5. *For the accelerated overall development of SCs and STs in Kerala there shall be Plans such as Perspective Plan, Five Year Plan and Annual Plan. Responsibility for the formulation of these Plans shall be vested with the State Planning Board in the case of State Plans and the respective Local Governments in the case of Local Government Plans. State Planning Board and the respective Local Governments shall prepare the Perspective and Five-Year Plans for the development of SCs and STs through a consultative process involving stakeholders within such time and following such procedure as may be prescribed by the Government.*

Chapter III: Formulation of Annual Plan and its Implementation

6. *Earmarking of SCSP and TSP funds from State Plan Outlay:*

(1) *The State Government shall earmark, in every financial year, a portion of the State Plan Outlay for the development of Scheduled Castes, which shall not be less than an amount equivalent to the share of scheduled caste population, as per the latest census figures, to be called as the Scheduled Caste Sub Plan (SCSP) Fund and a portion of the State Plan Outlay for the development of Scheduled Tribes, which shall not be less than twice the share of the Scheduled Tribe Population as per the latest census figures to be called as the Tribal Sub Plan (TSP) Fund.*

Provided that a portion of the SCSP and TSP funds so earmarked shall be set apart for the Local Governments in the State Budget indicating Local Government-wise allocations for planning and implementing local level schemes and the remaining funds under SCSP/TSP shall be implemented through the SC/ST Departments.

Provided further that the funds earmarked under SCSP and TSP for the Local Governments shall not be less than 50 per cent of the outlay in the case of SCSP and 40 per cent of the outlay in the case of TSP.

(2) *In case of funds under SCSP and TSP out of allocation in a particular financial year are not fully utilized as on 31st March, the unspent balance shall be carried forward to the next year under the respective streams treating them as non-lapsable funds.*

7. *Formulation of Annual Plan:*

(1) *Sub Plans (Special Component Sub Plans for the Development of Scheduled Castes and Tribal Sub Plans for the development of Scheduled Tribes) using SCSP and TSP funds earmarked for implementation through Departments shall be got prepared by the State Planning Board annually through a joint process with SC/ST Development Departments and other related Departments well before the presentation of the State Budget. The Sub Plans using SCSP and TSP funds earmarked for implementation*

through Local Governments shall be prepared by the respective Local Governments through a consultative process, in a highly participatory manner, within such time and following such procedure, as may be prescribed, by the Government.

(2) The schemes/projects included in these Sub Plans shall be in consistent with the priorities set for the Annual/Five Year/Perspective Plans by the Government from time to time and to address the problems and gaps identified in the Social Development Report and Status Reports.

(3) The Sub Plans shall include only such schemes that secure direct and quantifiable benefit to the SC/ST individuals or SC/ST households or SC/ST habitations or tribal areas, following the norms laid down by the Government.

(4) The Sub Plans shall be prepared with the objective of promoting equity in the development among various social groups within the SCs and STs and focused development of backward Scheduled Caste and Scheduled Tribe habitations.

(5) The Sub Plans prepared by the Local Governments shall contain habitat based plans for providing basic minimum needs to households like housing, sanitation, electricity etc, and minimum needs of habitats like water supply, streetlights and other common facilities and contain schemes for achieving economic development of SCs/STs through self-employment or wage employment with special emphasis on improving skills for accessing jobs.

(6) In the case of Tribal Sub Plan only such projects approved by the Oorukoottams shall be included and at the Village Panchayat level, four categories of projects shall be identified, each category giving a prioritized list, as follows:

(i) Projects to be taken up by the Village Panchayat
(ii) Projects to be taken up by the Block Panchayat
(iii) Projects to be taken up by the District Panchayat
(iv) Projects to be taken up by the Tribal Development Department.

This list would have to be submitted by the Village Panchayat to the other tiers. Only schemes/projects which cannot be done at the local level should be assigned to the higher level.

(7) The Sub Plans prepared by the State Planning Board for implementation through SC/ST Departments shall be made as part of the State Budget under respective Demands for Grants of the Departments with relevant heads of account.

(8) Oorukoottam meetings: The Local Governments shall convene Oorukoottam meetings in such manner and procedure, as may be prescribed, on a fixed day, for the prioritization and approval of schemes/projects. The quorum for the Oorukoottam meetings shall be 50 per cent of the adult population and among those participating at least 50 per cent shall be women.

(9) Obligation to cover Scheduled Castes/Scheduled Tribes in general schemes: The Government shall ensure due coverage of Scheduled Castes/Scheduled Tribes in the general schemes consistent with their eligibility; but outlays on such general schemes shall not be included under SCSP and TSP

(10) Allocating SCSP/TSP funds to schemes and projects: While allocating SCSP/TSP funds to the schemes/projects, the officers concerned and the Local Governments shall ensure that the norms given below are scrupulously followed namely;

(a) For beneficiary oriented schemes which may cover individuals or families or groups all the beneficiaries shall be belong to the SCs/STs;

(b) For infrastructure development schemes the majority of the beneficiaries shall be belong to SCs/STs as follows;

(i) For community activities and infrastructure development works, more than 50 per cent of the beneficiaries shall be people belonging to the SCs/STs;

(ii) For area development schemes like watershed management, irrigation etc., the number of families shall not be the criteria and more than 50 per cent of the area benefited shall be belong to the SCs;

(iii) All schemes for infrastructure shall contain a social map, prepared by an officer of SC/ST Department, showing the households benefited with SC/ST households being marked separately and certificate from an officer of SC/ST Department that the schemes are in accordance with the provisions of this Act and that the majority of its beneficiaries are SCs/STs.

(c) Schemes not benefiting SCs/STs shall not be taken up utilizing provision under SCSP/ TSP funds;

(d) For infrastructure development, SC/ST habitations may be identified based on clustering of SC/ST houses numbering not less than five;

(e) The SCSP/TSP funds shall not be diverted.

(11) Approval of Sub Plans and Projects

(1) The Sub Plans and projects prepared by the Local Governments shall be subjected to appraisal of officers concerned/group of officers/ technical group for ensuring that they are in conformity with the provisions of this Act and priorities/norms set by the Government. Based on the appraisal, a considered decision shall be taken by the officers concerned/ Group of officers/District Panning Committee, as may be prescribed by the Government.

(2) A Special Committee of DPC with the following composition including non-members of DPC shall clear the projects, which are proposed to be implemented in districts by the SC/ST Departments considering the local conditions and utilizing the funds allotted to the districts.

1	*Chairperson, District Planning Committee*	*:*	*Chairperson*
2	*District Collector*	*:*	*Member Secretary*
3	*SC/ST MLAs in the District*	*:*	*Members*
4	*All SC/ST elected Members in the DPC*	*:*	*Member*
5	*Three eminent social workers belonging to SC/ST from the district nominated by the Government*	*:*	*"*
6	*Convenor of the District Level Bankers Committee*	*:*	*"*
7	*Assistant General Manager, NABARD*	*:*	*"*
8	*All Joint Secretaries of DPC*	*:*	*Invitees*
9	*District Level Officers of agencies like KSEB, KWA etc.*	*:*	*"*

11 District Planning officer & Joint Secretary, DPC : Convenor (Coordination)

(The officer of the concerned Department/Agency need take part in the Committee meeting only when the subject of the concerned Department/Agency is taken up for consideration)

(12) Implementation of SCSP and TSP: The approved schemes/projects under Sub Plans shall be implemented by the SC/ST Development Departments, Line Departments and Local Governments following the procedure as may be prescribed by the Government.

Provided that the implementing officers shall be responsible for the implementation of the projects as per the time schedule prescribed.

(13) Release of funds: Funds for execution of schemes and projects shall be released in accordance with the procedure prescribed by the Government from time to time.

Chapter IV: Transparency and Accountability in the implementation of SCSP/ TSP and Control of malfeasance

(14) Transparency and accountability shall be ensured at all level in the implementation of SCSP and TSP schemes.

(15) State Government/Local Governments shall host the plan documents as well as the list of schemes/projects, as may be prescribed, in public domain.

(16) Details of execution of projects like, beneficiaries, targets and achievement, expenditure, output and outcome and its consolidation at various levels like Local Government, Block, District etc. shall be maintained and hosted in a portal.

(17) The Government shall place before the State Legislature in the Budget Session every year, an Annual Report on outcome of implementation of SCSP and TSP containing achievements and the unutilized funds during the financial year under report.

(18) In order to control malfeasance, the following measures shall be put in place.

(a) *All records of development schemes shall be public documents available for scrutiny by any individual or organization;*

(b) *SC/ST Development Departments and Local Governments shall proactively disclose as much information to the public at regular intervals through various means of communication as mandated in section 4 of the Right to Information Act, 2005.*

(c) *A Grievance Redressal Committee shall function with the District Collector as Chairman consisting of District Planning Officer (convenor), District SC Development Officer, ITD Project Officer, Tribal Development Officers, Deputy Director of Panchayats, Assistant Development Commissioner (General), Regional Joint Director of Urban Affairs as members. This Committee shall monitor grievances regarding sub plan formulation and implementation and conduct enquiries. The decision of the Committee shall be final on the complaints against beneficiary selection and identification of location.*

(19) Incentives and Penalties:

(1) The Government shall formulate an appropriate scheme to award incentives/awards to officers and Local Governments for their commendable performance under SCSP and TSP.

(2) Failure of officials and functionaries to implement the provisions of this Act or any lapse shall be presumed to be an offence punishable under Section 4 of the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989.

Provided that schemes not benefiting SCs are found to be taken up, the responsible person(s)/officers shall be liable for being charged with mis-utilisation of funds and the person(s) is liable to make good the amount so misutilised.

Provided also that wilful diversion of SCSP/TSP funds and giving assistance based on wrong data are found to be taken place, the person responsible for such lapse shall be liable for being charged with mis-utilisation of funds and proceeded against for legal action including recovery of the amount.

Provided further that such officers shall be liable for disciplinary action under the relevant Service/Conduct Rules applicable to Government servants.

(20) Monitoring systems: The following monitoring systems shall be put in place for the implementation of SCSP and TSP:

(a) There shall be monitoring units at the Directorate of Scheduled Castes and Directorate of Scheduled Tribes utilizing the services of project monitoring specialists for the concurrent monitoring of the implementation of Sub Plans.

(b) At the district level, the District Planning Committee shall be responsible for conducting concurrent monitoring and set up monitoring teams from among the officers in the technical secretariat of DPC and others, who would visit the field and report regularly. The DPC shall report on a monthly basis to the monitoring units at the State level, as prescribed, about implementation of the SCSP and TSP at the district level and send special reports wherever necessary if any urgent action or course-correction is required. The District Collector being the Member Secretary of the DPC shall be responsible for reporting.

(c) Social auditing of expenditure of SCSP and TSP funds shall be conducted atleast annually as per the procedure, as may be prescribed for the purpose;

(d) Independent agencies shall be nominated by the Government to conduct concurrent monitoring;

(e) Community based monitoring through NHGs particularly for individual beneficiary schemes shall be put in place;

(f) The District Level Committee for SC/ST shall monitor the implementation of schemes implemented by the Local Governments as well as the Departments.

Chapter V : General

(21) Oversight and Guidance Committee: As soon as, may be after the commencement of this Act, the Government shall, by notification, constitute an Oversight Committee to monitor, facilitate, and oversee the implementation of this Act.

(22) Oversight Committee shall meet atleast twice in a year and consist of the following, namely:-

1	*Chief Minister*	*:*	*Chairperson*
2	*Minister for Welfare of SC/ST*	*:*	*Co-chairperson*

3	*Chief Secretary*	*:*	*Member*
4	*Chairman, SC/ST Commission*	*:*	*"*
5	*Two SC/ST MLAs nominated by the Speaker (one of whom shall be from the opposition)*	*:*	*"*
6	*Additional Chief Secretary/Principal Secretary, Planning & Economic Affairs Department*	*:*	*"*
7	*Principal Secretary, Local Self Government Department*	*:*	*"*
8	*Director, Development of SC*	*:*	*"*
9	*Director, Development of ST*	*:*	*"*
10	*One representative of District Panchayat Presidents Chamber*	*:*	*"*
11	*One representative of Mayor's Council*	*:*	*"*
12	*One representative of Municipal Chairmen's chamber*	*:*	*"*
13	*One representative of Block Panchayat President's Association*	*:*	*"*
14	*President and Secretary of Village Panchayat Association*	*:*	*"*
15	*Two eminent economists with expertise on developmental/rural economics and other areas relevant to SC/ST- nominated by the Government*	*:*	*"*
16	*Two eminent social workers / representatives of reputed NGOs working for the welfare of SC/ST – nominated by the Government*	*:*	*"*
17	*Principal Secretary, SC/ST Development Department*	*:*	*Convenor*

(23) Functions of the Oversight Committee: The Committee shall perform the following functions, in addition to the functions listed in Section 21.

(i) advise the State Government on all policy matters relating to the SCs/STs;

(ii) suggest measures for proper planning and implementation of the schemes;

(iii) advise State Government to repeal and amend such laws, policies and decisions now in existence which are adverse to the interests of the SCs/STs and their development, welfare and empowerment and to the purposeful formulation and effective implementation of SCSP and TSP;

(iv) review the implementation and monitoring of the SCSP and TSP;

(v) identify impediments and suggest measures for overcoming the impediments;

(vi) discus and approve the Annual Report that has to be placed before the State Legislature as per Section 20;

(vii) perform such other functions, as may be prescribed.

(24) Institutional strengthening for effective implementation and Monitoring: The Development Departments of SC and ST shall take measures as may be

necessary for institutional strengthening of State, District and Sub District Units by providing necessary guidelines, capacity building to the staff and other support systems in the manner prescribed for effective implementation and monitoring.

(25) *SC/ST Promoters: Government shall frame clear norms for the recruitment of SC/ST promoters and develop systems to ensure that they are the grass root level functionaries of SCSP/TSP for which a functional manual indicating the duties and functions of Promoters would be published.*

(26) *Power to frame Rules: Subject to the other provisions of this Act the State Government may, by notification in the State Gazette, make rules to carry out all or any of the purpose of this Act.*

(27) *Power to remove difficulties: If any difficulty arises in giving effect to any provisions of the Act, the Government may, by order, make such provisions or give such directions not inconsistent with the provisions of the Act as may appear to it to be necessary or expedient for the removal of the difficulty.*

H. TRADITIONAL FISHERFOLK -Recommendations

12.70. Inspite of special training Local Governments have not performed well in addressing development issues of fisherfolk other than providing individual projects. There is no evidence of an area-based planning for the village of fisherfolk. Also, fund allocation even in Local Governments with substantial population of fisher population does not match the needs.

12.71. In order to include the traditional fisherfolk, it is necessary to prepare a participatory plan jointly by the Fisheries Department and the Local Governments concerned in such a way that there is a single plan for the fishing villages. The detailed methodology for preparation of such a plan which may take place once in five years is given below:

Preparation of participatory plan for coastal areas

12.71.1. There are over ten lakhs traditional fisherfolk in Kerala and they are considered as an outlier to the Kerala model, with poor access to basic minimum needs and huge deficiencies in human development. The Commission during interactions with experts and Local Government leaders realized that decentralization has not particularly benefited the fisherfolk in addressing their core issues. The Commission studied the report of the Tata Institute of Social Sciences on the coastal areas and it is clear that absence of participatory development is a big lacuna which can be addressed easily, particularly in the context of People's Plan. Accordingly, the Commission recommends a Sub Plan

Approach for the traditional fisherfolk integrating the efforts of the state and Local Governments.

12.71.2. The approach of the plan should be:

- **(i) Area based convergence of all programmes and services.**
- **(ii) Intensive local planning jointly by the elected Local Governments and the officers of the Fisheries Department with the involvement of volunteer experts.**
- **(iii) Preparing a single plan through a highly participatory process from which the state government and the Local Government could pick up components relevant to them.**
- **(iv) The focus should be on economic development, human development and provision of basic minimum services, following a family and habitation based approach.**
- **(v) Universal access to entitlements should be there.**
- **(vi) The ecological aspects also needs to be in-built into the local plans.**
- **(vii) In order to achieve synergy, the Nava Kerala Mission needs to develop a sub plan for coastal areas covering all components and the Kudumbashree SHG system needs to be harmonized with the SHGs of Fisheries Department.**

Process for planning

12.71.3. Joint guidelines for planning should be issued by the Local Government, Fisheries and Planning Departments. A state level a resource group from these departments and supported by the other institutions in the sector like KUFOS, CMFRI, SIFFs, Matsyafed, and experts should be set up.

12.71.4. DPC may set up Voluntary Technical Corps (VTC) at the district level consisting of officials, experts and key stakeholders from the fishing community. The State government may also supplement the VTC by suggesting names of state level professionals and experts for each district. This VTC should function in coordinating and supporting the entire process of plan preparation.

12.71.5. At the level of Matsya gramams or for groups of Matsya gramams, special VTCs should be set up consisting of officials, experts, Local Government leaders and, most importantly, representatives from the community, civil society organizations and academic institutions. All data available should be sliced to the level of the

Local Government or if possible, the Matsya gramams and provided to the VTC. Using services of trained teams from the community facilitated by experts, Participatory Rural Appraisal (PRA) would be conducted focusing on:

(i) Focus group discussion.
(ii) Livelihood analysis.
(iii) Wealth ranking.
(iv) Priority matrix.

12.71.6. Combining the data and results of the PRA, status studies should be prepared using trained personnel supported by academic institution for each Matsya gramam and should be integrated for the Local Government.

12.71.7. Working Groups should be set up as in the case of People's Plan for each Local Government with the active involvement of officials of the Fisheries Department and academia. The Working Group should prepare detailed plans for local development covering all items except big infrastructure like ports and harbours and should have the following components. Providing basic minimum needs like housing, sanitation, water supply, power and reasonable connectivity. This component should indicate the willingness of fisherfolk who are constantly affected by natural calamities to shift to a convenient location.

(i) Livelihoods improvement including skilling and placing and micro enterprises.
(ii) Improving health, nutrition and education.
(iii) Universalizing access to entitlements.
(iv) Universalizing programmes of care and compassion like BUDS Schools, Palliative Care and schemes for the poorest of the poor.
(v) Special projects for peoples with disabilities, elderly and children.
(vi) Women component plan.
(vii) Addressing socially harmful habits and practices.
(viii) In respect of Anganwadis, schools and hospitals, there should be clear service delivery plans. Resource Persons from ICDS for nutrition, Samagra Shiksha Abhiyan for education, health insurance and National Health Mission for health could be converged.
(ix) Suggestions for shore protection.

12.71.8. The participatory process should result in prioritized set of needs and this should be published. From this list, projects should be picked up by the Municipalities and Corporations in urban areas and the three tier Panchayats in rural areas. Projects which cannot be implemented by these agencies should be picked up by the Fisheries Department and incorporated in the annual and Five-Year Plans. After the plans are accepted by the respective authorities, they would be put together Matsya gramam /local/district-wise and given wide publicity.

12.71.9. There should be special review and monitoring system at the level of Local Government, DPC and the state level including independent monitoring by educational institutions and community-based monitoring using NHG/SHG network.

Deepening the SHG system in the coastal areas

12.72. **For participatory planning to be effective in the coastal areas, Community Based Organizations (CBOs) should be strengthened. Now there are SHGs set up by the Fisheries Department and NHGs of Kudumbashree. They need to be harmonized. Detailed recommendations are given in chapter 10 (Para 10.36), Volume 2 of this report of relating to Convergence with Kudumbashree**.

I. MATSYA BHAVAN

12.73. For decentralization to bring about significant improvement in coastal areas, there needs to be a common institution to coordinate the preparation of plan, implement or oversee implementation, provide services to the fisherfolk and address their grievances and monitor overall development.

12.74. As part of decentralization, offices of all development departments at the district level and below were transferred to the respective Local Governments in the four-year period from 1995 to 1999. This included Krishi Bhavans, Hospitals, Schools, etc. However, in the case of the Fisheries Department, since they did not have formal separate institution at the local level, there was a lot of confusion in providing development services to fisherfolk and their habitations. Realizing this, Government as per G.O(MS) No.33/1998/F&PD dated 31.7.1998 set up 100 Matsya Bhavans and

identified their service areas. Now Government have modified that Order as per G.O (P) No.40/2019/F&P dated 29.10.2019 reducing the number to 67.

12.75. While this is a very important land mark policy decision, its operationalization has been affected by lack of clarity and want of detailed operational instructions. As Local Governments are gaining importance and stature in providing developmental services, it is imperative that there is an institution which works with the Local Governments as a transferred institution looking after the development interests of the fisherfolk.

Recommendations Matsya Bhavan

12.76. Accordingly, the Commission recommends a revamped system of Matsya Bhavan:

12.76.1. To start with, G.O.(P) No.40/2019/F&P dated 29.10.2019 may be operationalized. But ideally there should be one Matsya Bhavan in all the Local Governments, Village Panchayats, Municipalities and Corporations. This would involve creation of 40 new Matsya Bhavan Offices. As creation of posts would take some time, it is suggested that the Matsya Bhavans be created and charge given to the neighbouring Matsya Bhavan Officer. This would ensure that the Fisheries Department gets an institution of the level of the Local Government.

12.76.2. Now most of the assistance to fisherfolk flows from three agencies namely, Fisheries Department, Matsyafed and Matsya Board, all of them functioning independently. At this point of time, it would be impractical to integrate these institutions administratively. But it is essential that they function in a convergent fashion so that the fisherfolk get the services in an integrated manner at a single place. This change alone can increase the impact of government programmes manifold and more importantly change the perception of the fisherfolk and increase their cooperation and participation in development matters.

12.76.3. While the Matsya Bhavan could work under the Matsya Bhavan officer, officers from the other two agencies should also be assigned Matsya Bhavans. The Matsya Bhavan office structure would not be hierarchy but a team with clear responsibilities for the team as well as individual officers. Of course, the coordinating function would be done by the

Matsya Bhavan Officer who would be working full time in the Matsya Bhavan.

12.76.4. It is true that officers of Matsyafed and Matsya Board cannot be assigned to all Matsya Bhavans individually. However, they could be assigned to more than one Matsya Bhavan. In this case, they would be present in the Matsya Bhavan on fixed days as decided by the Director of Fisheries. This should be intimated to the Local Governments concerned and also exhibited prominently in the Matsya Bhavan.

12.76.5. It is understood that only 57 Matsya Bhavans have their own buildings. If these require repairs or renovations, the Local Government concerned may permitted to carry it out as a one-time effort from the non-road maintenance fund. Others should be constructed by the Local Governments for which funds from the productive sector could be allowed as one-time special exemption.

12.76.6. A typical Matsya Bhavan should have the following facilities as detailed in the Administrative Manual for Matsya Bhavans prepared by Kerala Institute of Local Administration (KILA).

Building	**There should be three separate and independent office rooms with toilet facilities for the following officers:** **(i) Sub Inspector of Fisheries** **(ii) Project Officer Matsyafed** **(iii) Fishery Officer Matsya Board**

The Officers of other departments may also visit Matsya Bhavan periodically. Therefore, a common room will be required for them also, with basic facilities.

Furniture	**All office rooms should be provided with sufficient furniture, almirahs, etc.**
Store room	**A store room with sufficient space should be provided for keeping valuable and other life-saving apparatus with sufficient number of racks.**
Veranda	**A veranda shall be arranged for the use of the visitors. It shall have seating arrangements for at least 10 persons.**
Drinking Water Facilities	**Drinking water necessary for visitors and office staff shall be arranged in the Matsya Bhavan.**
Electrification	**The electrification of the Matsya Bhavan shall be carried out as per the provisions of the PWD Manual.**

Computer and Phone	**A Matsya Bhavan should be provided with a computer having internet connectivity and a telephone.**
Meeting Hall	**A meeting hall with separate toilet facilities for ladies and gents should be provided to distribute various benefits to the fisher people especially under old age schemes. This hall can also be utilized for the front office management services and small-scale gatherings.**
Alert Room	**Another separate room for keeping working equipment, used for alerting fisher people on adverse situations should be provided.**
Fish Kiosk	**A separate space with sufficient protection may be provided to keep 'FISH KIOSK' that will give up to date fingertip information about Fisheries including satellite information on weather warnings and fish wealth availability in the sea by latitude/longitude.**

12.76.7. It is recommended that Matsya Bhavan should be constructed using cost effective and green construction technologies.

12.76.8. Right from the beginning, the Matsya Bhavan has to be people friendly and welcoming in all respects. This would include preparation of a Citizens Charter displaying details of services provided including how to access the services and have pro-active disclosure especially the mode of selection of beneficiaries, suggestion box, etc. Since it is a new office, it should have e-governance covering as many aspects as possible, right from the beginning. The National Informatics Centre (NIC) may be requested to develop the required software which should have the required link with the software in use in the Local Government.

12.76.9. The important functions of the Matsya Bhavan would be:

(i) **Functioning as a one-stop centre for all services available to fisherfolk from Government and Local Governments.**

(ii) **Conducting detailed Participatory Rural Appraisal (PRA) exercises in the Matsya Gramams and also collecting socio-economic data once in five years.**

(iii) **Tracking the access to entitlements by the fisherfolk including those not under the Fisheries Department like Social Security Pensions, National Food Security Act (NFSA), Right to Education, Rights of People with Disabilities, Mental Health Care Act, Right to Work and so on.**

(iv) **Providing a platform for convergence of all services and resources for the benefit of fisherfolk. An environment has to be created for the same by exchanging information between the departments and agencies. Convergence workshops may be organised at Local Governments with the participation of Matsya Bhavan and with the participation of the relevant departments**

(v) **Implementation of Coastal Regulation Zone (CRZ).**

12.77. Plans for Children, Elderly, Differently-Abled:

12.77.1. In all these cases every five years Status Studies would be done. The typical formats and instructions for Status Studies should be developed by KILA in partnership with the WCD and Social Justice Department, UN agencies, CSOs and professional agencies functioning in the sector from within and outside Kerala. In the preparation of Status Studies local academic institutions and civil society organizations should be actively involved.

12.77.2. Based on the Status Studies, there should be a formal situation analysis which done by the Working Group concerned. Here again services of experts need to be used.

12.77.3. The Working Groups should be strengthened. The Local Government may put out notices and get volunteers having experience / expertise in the related area. The Working Groups should invariably have at least two volunteer academics. The department concerned may also identify volunteers and submit them to the Local Government concerned after due verification. From all the volunteers the Local Government could shortlist in such a manner that the Working Group has at least 10 persons other than the Chairperson and the Convener. At least 50 per cent of the members should be women.

12.77.4. In the case of persons with disabilities, individual care plan should be prepared using teams of volunteers including students and Kudumbashree volunteers.

12.77.5. There should be Focus Group Discussions for all the groups. Also, the Kudumbashree system should be used to get suggestions in respect of all the groups starting from the Neighbourhood Groups (NHGs) and consolidated at ADS and further at the CDS levels. This would ensure

that issues related to the bottom half of the population are directly identified.

12.77.6. KILA in partnership with reputed institutions and civil society organizations having experience/expertise in the area concerned should work closely with 10 percentage of the Village Panchayat, Block Panchayat, Municipalities and two Corporations and three District Panchayats for at least two years and through a process of action research develop good quality plan for each of the four target groups.

12.77.7. These Local Governments could then reach out to a remaining 20, 30 and 40 percentage of the Local Government starting from after the first year in such a way that in four years all the Local Governments should have good quality plans.

12.77.8. LSGD may put in place a concurrent monitoring system and a quality assurance system using the services of voluntary agencies and students. They should also facilitate Social Audit.

Chapter 13
Gender and Women Component Plan

13.1. The Peoples Plan Campaign consciously adopted a few important steps to incorporate gender concerns and encourage greater participation of women in the planning process. One of the steps adopted was to encourage greater participation of women in the planning process. Guidelines were issued to ensure greater participation of women in every stage of the planning process. Another, step was related to the development plans. Apart from the special consideration to be given to women, in all plan programmes, a minimum 10 per cent of the outlay was step apart for Women Component Plan (WCP) by the Local Governments for preparing projects that directly benefit women; one of the noteworthy features of Kerala's decentralised planning. The State Government realised that to bring women to the mainstream it is required mandatorily earmark 10 per cent of the sum of normal share of General sector funds, SCP and TSP towards projects exclusively for women specific projects. In the first year of the 9th Five Year plan, since it was not mandatory and due lack of understanding the allocation was low. Therefore, in the second year onwards government made it mandatory, gave sufficient guidelines, trainings, and even suggested model projects. The third step was to make a cost benefit assessment of the projects gender impact and make a gender statement of all other schemes. More women were included in the Voluntary Technical Corps (VTC) to strictly scrutinise the gender impact statements during the appraisal stage.

13.2. A notable achievement of the decentralised planning activities of the last 25 years is that many women have been able to reach out to the public through self-help groups, employment and ventures and have made a name for themselves through the Kudumbashree system. This has led to an increase in the participation of women in local self-government. Some Local governments have undertaken studies on the status of women to understand on the specific issues and needs of women in terms of their practical and strategic needs in the area and to formulate women's development plans.

13.3. The Women's Development Working Group' was set up in every Local Government to discuss women's issues, prepare women's development plans,

conduct necessary studies, discussions and gather information. The members of the Kudumbashree Community Development Society (CDS) are also given due representation in the Working Group. In addition to this, women got representation in all other working groups.

Women Component Plan guidelines

13.4. Though no formal guidelines have been issued detailing the process for preparing WCP, as in the case of TSP, certain provisions were made in the general guidelines and they are summarized below in the Table.

Table 13.1: Summary of the Guidelines related to WCP from 1998 onwards

Guideline reference	Suggestions
GO(MS) No. 19/98/Plg/ dtd 04-06-98	• It was suggested that 10 per cent of the total plan outlay should be earmarked for the women component scheme • Formation of a special action plan (Women Development Action Committee) for this purpose, with the Women elected Representative as the Chairperson and the ICDS Supervisor as Convener made mandatory. • All working groups should be consisted of 30 per cent women members. • A separate subject group for discussing the development of women in the Gram Sabhas • It has been made mandatory that one out of 2 candidates selected from the Gram Sabha Subject Group for the Development Seminar should be a woman.
	• Mandatorily minimum 10 per cent of the total plan outlay should be earmarked for the women component plan. • Amount restricted to be used for the projects that benefit women only. • Block Level Expert Committee was constituted as a sub-committee to examine the women component project. That subcommittee will be chaired by a woman elected representative and convener will be a block level chief servant
G.O (P) 105/98LAD dtd 25/06/99	• Minimum 10 per cent of the total plan outlay should be earmarked for the women component plan • To ensure the participation of women in implementation the Beneficiary Committee should have 7 to 15 members. • Roads, toilets, electrification, and smokeless stoves should not be included in the women component plan. • Undertake basic infrastructure, marketing facilities and micro entrepreneurship development program for women micro enterprises. • Gender status studies can be initiated.
	• The action committee must be held general counsel at least for three times. • SHGs, Neighbourhood Groups and Co-operative Societies should be involved in WCP.

Guideline reference	Suggestions
GO(MS) No. 20/2002/plg/6/6/2002 GO No. 5319 (DP. 3/2003/L. S. G. D - 26/10/2005	• Minimum 10 per cent of the total plan outlay should be earmarked for the women component plan. • Anganwadi building, supplementary food should not be included in the women component plan. If there is a shortfall of 10 per cent in the WCP of the year 2001- 02, compensation should be provided. • The chairperson of the Women's Working Group should be a woman representative. • The amount of WCP can only be used for projects that benefit only women. The DPC should check and confirm this.
GO (MS) No. 128/2007/ LSGD/ dt 14/05/2007	• Minimum 10 per cent of the total plan outlay should be earmarked for the women component plan.
Revised guidelines GO (MS) No. 362/2013/ LSGD/ dt 16/11/2013	• Minimum 10 per cent of the total plan outlay should be earmarked for the women component plan. • 10 per cent of the total plan outlay should be set aside for the welfare and development of widows. Public needs such as housing, toilets, drinking water, electrification, construction of anganwadi buildings, anganwadi nutrition etc. should not be included in the plan. Women who are the head of the family for those who do not have the adult men can fund for the house and toilets. • Sports education, taekwondo, judo, and karate training for self-defence can be taken up for the girls. In schools, toilets can be constructed only in proportion to the number of girls. Breastfeeding centres can be started in places where women gather. • 35 per cent subsidy can be sanctioned for self-employment ventures of at least five persons under the Women component plan. Revolving Fund can be sanctioned to Kudumbashree ADS and SDS members for entrepreneurial projects. Women can start self-employment training. • Stakeholder discussions for project formulation should be held with ADS, CDS, JLG, Mathru Samithi, Mother PTA and Anganwadi Worker.
GO (MS) No. 79/2017/LSGD/ dt 03/04/2017	• Elevate the social and financial status • Increase the employment and income • Initiatives can be taken up in the productive sector with the help of Kudumbashree • Start sports education, napkin welding unit, training of yoga, vigilance committee and gender resource centre must be begun in the schools. • At the DPC level, a Gender Resource Team of not more than 15 members should be formed in each district. This includes DPC Member Chairperson and Women Protection Officer as Convener, Candidates who have studied Gender Studies / Women Studies as an optional subject, Researchers in these disciplines, Expertise in Gender and Women, expert in Decentralized Planning, representative of legal authority, CI- women cell and the Women Development Officer should be the members of this committee. • At the Gram Panchayat level, 15 members team may be constituted for the purpose of the Gender Resource Center including the Welfare Standing Committee Chairperson, Assistant Secretary, Convener, ICDS Supervisor, CDS Chairperson, two women elected representatives, women volunteers and experts. • The study of social status of women can be completed in the local bodies where it has not been completed and it can be updated in the completed local bodies. A project not exceeding Rs. 2 lakhs can be prepared in each

Guideline reference	Suggestions
	institution for activities. The main objective of each local body is to prepare the Women component plan for the coming years on the basis of rational information and to uplift the social status of women in the area. • The monthly review meeting of those appointed for counselling of adolescent girls should be convened and a report should be submitted to the local body for further action. • Necessary suggestions and interventions can be made by the Local Government to make all their constituent bodies women friendly and to ensure the safety and security of women in public places. • At the end of each year, a status analysis report on the development of women and the performance review report of the concerned institutions should be published. • Gender audit must be conducted by the Local Government. <u>Vigilance Committee</u> 1. Functioning of vigilance committees at village level must be made efficient by vigilance committee of rural/ district / urban governing body. 2. Establish gender desks in schools to facilitate student safety, grievance redressal, counselling, and mental health under the leadership of the Vigilance Committee. 3. A qualified person can be appointed on contract basis for the activities of the Vigilance Committee and the Gender Resource Centre. The cost can be met by the project. <u>Community Women Facilitator (CWF)</u> A woman with a qualification of MSW or equivalent postgraduate degree in Women's Studies, Psychology and Sociology (graduated from a regular batch) can be hired and paid on a contract basis by the Local Government to facilitate the activities of vigilance committee. The District Gender Resource Centre should clarify and review their activities and determine the procedures applicable to the whole district. It can also coordinate activities in relation to women empowerment at the respective local body level and in the district in general for the upliftment of women and their social status. It can be done in the local bodies where the status of women has not been studied and if the document has been prepared after studying the status of women, it can be revised and made contemporary. For this, the local bodies which require training from KILA should be requested in writing. Gender dusk must be formed in all schools and workplaces. They can be paid a salary not exceeding Rs. 15,000 / - per month by including in the women component plan. Monthly review should be done at the local body and district level to ensure progress and keep minutes. The project can be taken over by all the local bodies. <u>Gender desk</u> Gender desk can be set up to facilitate grievance redressal and counselling for the safety of students and women. <u>Counselling for teenage girls</u> Counsellors with specific qualifications can be appointed on a contract basis to provide counselling to adolescent girls. Depending on the number of girls in government / aided HS /

Guideline reference	Suggestions
	HSS schools in a local body, a school councillor may be assigned a maximum of two or three schools per unit. The school counsellors appointed by the Department of Social Justice and the Department of Education should be taken into consideration and the services of counsellors should be arranged in all high schools and higher secondary schools in the district. In such an arrangement, if additional councillors are required, the councillors with specific qualifications can be appointed on contract basis to the District Panchayat / Municipalities and can be paid for 10 months. Eligibility and pay can be determined according to the criteria of the Department of Social Justice. To make the work of the councillors more efficient and to evaluate the monthly progress of the work, the following members should form a monitoring committee. Chairperson: - District Panchayat President Convener: District Social Justice Officer Members: 1) Deputy Director of Education 2) District Women Welfare Officer 3) One volunteer with technical expertise 4) Deputy Director of Panchayat 5) District Medical Officer • The 'Unarvu' program conducted by the Thiruvananthapuram District Panchayat can be extended. All District Panchayats / Municipalities are required to undertake this project.

Source: KILA 2020

Issues related to Gender and Women Component Plan

13.5. An overview of the WCP programmes of the last seven years shows certain general patterns and trends regarding projects formulated and executed under WCP. However, an overall view is that the guidelines have not been followed. The overall sector and sub sector classification shows that there are a set of projects which are exclusively for women, i.e. 100 per cent for women. This is mainly for women welfare aspects. The sector details are not sufficient to understand the nature of projects carried under WCP. It is seen that the micro sector details are required for a detailed understanding of the needs addressed by the Local Government for the development of women.

13.6. The Commission has analysed the data on the different aspects to understand the magnitude of impact on the empowerment of women through the mandatory 10 per cent set aside for exclusively for women. The Commission finds that the projects designed are mostly to do with the practical gender needs of women. Many of the projects are in the traditional mould of women development such as kitchen gardening, animal husbandry catering etc,. There are also a number general projects allocated

under WCP. It is evident that fund is allocated for public buildings, purchase of vehicles, electrification of offices, streetlights, roads, bus stand, waiting sheds, footpaths, culverts, public ferry ...etc which should have come under infrastructure sector. All the tiers have spent for public buildings and streetlights. There is hardly any project which addresses the strategic gender needs of women, and these are not even captured in the list of micro codes used to classify projects. Even today the projects do not address issues related to women status.

13.7. The feeling that women have 10 per cent of the funds to deal with all their problems leads to ghettoization of women's issues. There has to be demand from the women themselves regarding their needs. Better articulation of women's needs can only take place if there is proper understanding of the social and development issues affecting women. The Women's Development Working Group is not equipped to plan properly. Their lack of knowledge and expertise to conduct status studies. There is very limited gender disaggregated data at the local level and even the available data are not used for planning. This is a major reason for the declining the quality of the WCP.

13.8. Very few panchayats have undertaken the Status Study of women suggested by the State Planning Board from the 9th plan onwards. Even in places where it is done, it is not a comprehensive study which can help in planning. In some places, data was collected but the skill to compile and analyze the data and write it as report was lacking or not sought from other sources like academic institutions or NGO's.

13.9. The Local Government and its Welfare Standing Committee pay little attention to reviewing the issues of women and in formulating projects accordingly. There is not even a semblance of gender auditing.

Recommendations for Gender and Women Component Plan

13.10. The Women Component Plan (WCP) needs to be prepared on the basis of proper gender analysis resulting in a gender Status Study followed by gender planning and gender budgeting and ultimately verified through gender auditing. Local Governments do not have a deep understanding of these techniques. Therefore, there should be a Manual for WCP incorporating these processes with adequate illustrations from practice particularly among the Local Governments in Kerala.

13.11. A brief description on preparation of Gender Status Study, Gender Planning, Gender Budgeting, Gender auditing is given below maybe suitably adapted:

13.11.1. Steps for preparing status studies are given below[3]:

I. **Significance and objectives:**

It helps in understanding women's problems, finding out its causes and solutions in a participatory manner. The study process is also a gender sensitisation process whereby people are made aware of issues affecting women and hence along with their close participation, remedies can be chalked out and implementing responsibilities divided. This has several broad objectives:

- **(i) Understanding women's condition**
- **(ii) Evaluate the problems faced by women in various areas and ensure women's participation in developmental processes.**
- **(iii) Assess needs and priorities of women as needed for future policy formulation**
- **(iv) Empower women to intervene in policy formulation and implementation at the Local Government level.**
- **(v) Create consciousness about status of women and the specific problems faced by them among various categories of people.**
- **(vi) Through this participatory study, empower women and society, to recognise problems and intervene in solutions**

II. **Development of methodology and sample size**

III. **Collect information on primary and secondary data**

IV. **Indicators to measure status study. Indicators are pointers to the results of a movement or transformation. Some of the indicators which are commonly used for the study are health, education, work, decision making processes within the family, invisible work, violence against women, women and media, women and legal status, political participation, women and power, perspective/perception in relation to women, mobility, reproductive health, marriage and access and control over sexuality.**

[3] Panchayati Raj System and Women – A handbook on Panchayat level women status study, prepared by Sakhi Women's Resource Centre for SDC CapDecK programme in 2006

V. **Organisational structure to be formed involving various committees, support groups and study group**

VI. **Different stages of the study:**

(i) **Decision to study by the Panchayat/Municipal Committee**

(ii) **Sub-committee to plan the study and activity calendar**

(iii) **Meeting with working group, study team**

(iv) **Training for the study team**

(v) **Collection of secondary data and primary data**

(vi) **Interviews and focus group discussions**

(vii) **Gender analysis of transferred institutions**

(viii) **Analysis of Women Component Plan**

(ix) **Analysis of data collected**

(x) **Preparation of draft report**

(xi) **Validation of the report with various groups, gram sabha and committees**

(xii) **Finalise the report. Sample structure of the study report**

1. **Introduction: Geographical, historical and social background of the area (village) studied.**
2. **Role of women in history.**
3. **Issues identified through the study-form chapters as per the indicators used to undertake the study**
4. **Needs of women brought out through the study.**
5. **Suggestions and recommendations emerged from various discussions. This can be categorised as what can be done at the different levels of Local Government and by the state and central governments**

13.11.2. Using the outputs of the status studies, projects should be prepared as follows:

(i) **The problems identified through status study should be listed along with the causes, solutions and they should be prioritised.**

(ii) **Deliberations should take place on what can be done for the next**

5 years with emphasis on priorities to be fixed for each year. After every 5 years, the status of women should be assessed and updated.

(iii) Once priorities determined, to implement them, resources have to be identified. Gender budgeting is the process by which funds should be set aside for meeting for meeting the needs of women and men, girls and boys. It is not about dividing the resources equally instead it is to look at the full government budget from a gender perspective to assess how it will address the different needs. It provides a way of assessing the impact of government revenue and expenditure on women and men, girls and boys. It helps to improve economic governance and financial management.

(iv) Next implementation and monitoring. As part of project formulation, evaluation guidelines should be formulated and monitoring conducted regularly

13.11.3. A brief guideline on Gender Planning, Budgeting and Auditing is given below:

(i) Gender Planning improves the status women by developing activities that confront problems arising from gender inequalities, exploitation and discrimination. It helps in planning and designing the implementation phase of policies, programmes, or projects from a gender perspective. It is required to understand the existing social and gender inequalities and for the formulation of appropriate development approaches and process and activities in development planes to address the inequalities.

(ii) Gender budgeting is primarily a tool for social change and a process towards gender equity. This is primarily to ensure that women's needs and priorities are also taken into account in the budget allocation of the Local Governments. The budget should give attention to classify the expenses to address practical and strategic needs separately.

(iii) The Gender audit is a kind of social audit. Gender auditing implies auditing the income and expenditure of Local Government from a gender perspective and also analysing the

development process including the process of legislation, guidelines, taxes, and social development projects. The gender audit is carried out to create a space for women, to voice their concerns, suggestions, and opinions. It also assesses the differential impact on projects and polices on women and men, girls and boys and the progress attained in realising the objectives of gender equity and equality. The objective of gender auditing is to integrate a women's perspective to the process of planning implementation, monitoring and evaluation in Local Government. A project should deem to be closed only on completion of the gender audit. The conduct of gender audit should be undertaken by a team trained in the methodology and tools for gender analysis. The methodology can be at five levels namely policy, plan, institutional, structural and process level. The gender audit report should consist of two parts. The first part is the analysis of the project and its outcome and the second part of the report would consist of recommendations for future. The report should also contain[4]:

(i) Suggestions for appropriate policies, strategies, models, and activities for gender mainstreaming in Local Government,

(ii) Suggestions for planning and project formulation to address and prioritize the practical and strategic gender needs of women who are disadvantaged and marginalised

(iii) Capacity building activities for gender mainstreaming

13.12. In 2015, the Government of Kerala issued the Gender Equality and Women Empowerment (GEWE) Policy as per G.O. (M.S) 27/2015/SJD dated 16-04-2015 *(See Annexe 13.1)***. The important points in this policy maybe kept in mind while preparing the Women Component Plan.**

13.13. All the elected representatives should be given a special training right at the beginning on gender issues separately and not as part of the general training.

13.14. The Working Group of WCP needs to include experts who understand gender and development. It is necessary to identify suitable people and

[4] Gender Planning, budgeting, and auditing manual, prepared by Sakhi Women's Resource Centre for the Department of Local Self Government for the DSP mission in 2006

train them properly and make available their services to Local Governments.

13.15. Best practices on gender and development from Kerala and outside should be prepared as case studies and circulated widely. This should be done by KILA.

13.16. The Technical Advisory Group of WCP should be given special training so that it can vet the projects under WCP properly.

13.17. There should be special focus within WCP on SC/ST and traditional fisherfolk focusing on livelihoods especially enterprises and skills upgradation resulting in decent wage employment.

13.18. The Women Component Plan should separately indicate schemes which address practical gender needs and strategic gender needs.

13.19. The guidelines have to specially indicate the ratio of budget to be earmarked for practical gender needs, strategic gender needs and for innovative projects.

13.20. The existing Gender Resource Centres need to be universalized and linked with the Jagratha Samithi.

13.21. The Jagratha Samithi should be reactivated and should be given legal status in the Kerala Panchayati Raj Act and Kerala Municipalities Act.

13.22. In the Gram Sabhas and Ward Sabhas there should be a special sub-group to discuss WCP. This could be coordinated by trained Community Resource Persons from Kudumbashree and other experts.

13.23. Kerala State Audit Department should conduct gender auditing. Also, teams of Community Resource Persons should do social auditing of gender activities.

13.24. All the students in the High Schools and Higher Secondary Schools should be given sensitization classes on gender.

JAGRATHA SAMITHI

13.25. The Kerala Women's Commission came into being in 1996 as a statutory body. It formed Jagratha Samithi (Vigilance Committee) at each LG level as its 'ear and eye' to address atrocities against women and children. Jaagratha Samithi was built on the principles of gender equity and gender justice. Vigilance committees were made mandatory to address women's issues, atrocities, discrimination, and exploitation at the local level, like the Women's Commission at the state level.

13.26. There are many mechanisms and institutions in our country to ensure rights and justice. The relevance of Jagratha Samithi's functioning as revealed by the following observations:

(i) Women could seek justice with no expense, within a short span of time.

(ii) They are able to approach the Samithi without fear. The Samithi provides the environment for women to present their cases with full freedom and confidence.

(iii) It is the local people and their representatives who are in the Jaagratha Samithi and they can understand the local conditions. They are also able to probe the real situation by studying the problem in detail in a friendly manner.

(iv) Many of them adopt techniques like counselling. The Samithi also provides legal counselling in cases where it is necessary. The ability and acceptance of the people's representatives in conflict resolution. It also provides more credibility. Such initiatives also prevent similar incidents in the village.

(v) Women are provided with information on higher levels of grievance redressal like the State Women's Commission, Family Courts etc.

(vi) The revelation that there is a forum in one's own Panchayat which provides legal backing and support to women and which questions violation of women's rights, has the potential to prevent further incidents or reduce them.

(vii) The environment creation for launching Jagratha Samithi and its functioning initiated a process of gender sensitisation in the Panchayat.

Recommendations for Jagratha Samithi

13.27. The experiences of the Jagratha Samithi suggest the following recommendations:

i. **Effective forward and backward linkages need to be established between ward-Local Government -district Vigilance Committees and Local Governments, NHGs-ADS-CDS network, and voluntary organisations.**

ii. **Gender Resource Centres should conduct gender audit of all activities and programs conducted and submit it to the Local Government.**

iii. **Establish gender desk in all schools.**

iv. **Organise awareness programs, care programs and activities such as counselling for children with the help of Kerala State Legal Services Authority (KELSA), District Legal Services Authority (DLSA), Taluk Legal Services Committees (TLSC) and Childline.**

v. **The monthly reports received from the district level may be codified by the Women's Commission and discussed at the Women's Commission meeting on alternate months. Based on these discussions, the Women's Commission may give necessary suggestions and support for improvement.**

vi. **A meeting of the District Vigilance Committee convenors and chairpersons may be convened once in six months to conduct a comprehensive evaluation of the activities of the Vigilance Committee.**

vii. **The Women's Commission members may attend District Committee meetings and hold joint sittings, wherever feasible.**

viii. **The activity report of the Vigilance Committee of the respective ward should be prepared and presented at the Gram Sabha / Ward Sabha meeting held every three months. In this way, the Vigilance Committee will get more acceptance and support from the community. Gender Resource Centres should support in preparing the reports.**

ix. **The activities of the Vigilance Committee should be regularly monitored and evaluated at the departmental review meetings by Local Self Government Department with the Social Justice Department, the Police Department.**

x. **Jagratha Samithis should be given a statutory place in the KPR Act and KM Act.**

Chapter 14
Infrastructure

14.1. The most visible performance of Local Governments has been in the area of infrastructure particularly roads.

A. ROADS

14.2. It is obvious that during twenty-five years of decentralization, the biggest investment has gone into roads. It is widely accepted that a lot of roads, particularly in the interior locations, have been constructed or upgraded enhancing land values and improving mobility in such locations.

14.3. Of course, these roads have been supplemented by investments from the Area Development Scheme (ADS) of MPs and MLAs, and the Asset Fund of MLAs and, to some extent, flood and drought relief works. Table 14.1 capture the investment of funds in roads by different categories of Local Governments.

14.4. But sadly enough, there is no data to capture quantitatively the achievements of Local Governments even though all roads other than Highways and Major District Roads (MDRs) have been transferred to Local Governments. It is also not possible to disaggregate under which fund the road was constructed or upgraded.

14.5. A related issue is that, though there are clear instructions that Village Panchayats would look into the roads within their jurisdiction, the Block Panchayats into roads which cut across Village Panchayats but which lie within the Block Panchayat area and the District Panchayats, all roads which cut across Block Panchayats and the Other District Roads (ODRs) which usually are important roads covering several Local Governments. But in practice, this division of responsibility has not been honoured with the result that everybody is doing everything with even possibilities of duplication.

Table 14.1: Tier wise details of projects and expenditure of roads related projects during 2014-20

(Rs. in crore)

Sec Type	Micro Sector	VP		BP		DP		MLTY			CORP	TOTAL	
		No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
Road	Retarring	58,589	1,820.51	2,942	142.86	11,231	1,175.81	14,921	564.36	4,856	424.00	92,539	4,127.54
	Concreting	1,08,288	2,496.34	5,750	254.42	2,597	237.56	16,128	487.37	3,721	355.68	1,36,484	3,831.38
	New tarring	61,986	1,957.09	4,997	245.78	3,971	403.32	7,918	289.20	1,868	148.05	80,740	3,043.43
	Side wall	27,763	745.23	2,677	125.38	3,166	336.72	3,435	129.15	419	39.19	37,460	1,375.66
	New drainage construction	10,179	325.97	1,246	59.02	3,088	327.15	3,797	163.10	1,376	139.26	19,686	1,014.50
	Metalling of mud roads	23,354	592.42	1,385	65.07	559	48.02	3,096	98.66	146	11.38	28,540	815.55
	Drainage renovation	2,247	61.44	125	7.52	113	11.21	2,016	73.84	1,592	160.80	6,093	314.80
	Construction of new mud roads	6,134	133.29	513	24.13	249	50.76	1,019	34.19	28	4.80	7,943	247.16
	Patch work	4,615	102.68	70	3.87	310	22.51	1,049	37.68	223	24.70	6,267	191.44
	Works with interlocking & concrete blocks	568	14.52	15	0.67	-	-	145	5.02	3	0.20	731	20.41
	Transfer of Local Governments share	8	0.19	54	1.50	2	0.21	2	0.59	2	9.86	68	12.35
	Mapping- connectivity plan	25	0.60	2	0.09	3	0.20	3	0.04	1	0.20	34	1.13
	Road safety activities	3	0.01		-		-		0.00		0.00	3	0.01
Foot path	Repair	7,203	106.70	132	5.82	71	6.98	1,138	29.17	268	17.79	8,812	166.46
	New construction	12,245	219.00	516	23.02	230	20.98	2,813	70.06	790	51.91	16,594	384.98
Bridge	Repair	389	6.62	12	0.34	27	2.55	28	0.77	8	0.71	464	11.00
	New construction	684	27.47	129	8.83	179	22.48	65	4.40	17	2.24	1,074	65.43
Culvert	Repair	720	13.31	18	0.75	28	3.17	81	1.95	20	0.76	867	19.94
	New construction	3,280	79.61	400	17.48	230	20.96	322	10.37	24	1.18	4,256	129.59
Chappatt/ Causew	Repair	65	1.10	2	0.04		-	18	0.44		0.00	85	1.58
	New construction	282	5.94	14	0.55	1	0.08	61	1.71	1	0.03	359	8.32
Footbridge	Repair	221	2.97	2	0.05	1	0.03	34	0.86	5	0.37	263	4.27
	New construction	829	13.02	14	0.69	10	1.31	47	1.31	9	10.24	909	26.59
Total		**3,29,677**	**8,726.05**	**21,015**	**987.88**	**26,066**	**2,692.03**	**58,136**	**2,004.25**	**15,377**	**1,403.31**	**4,50,271**	**15,813.53**

Source: Data consolidated from Sulekha software, IKM, GoK

14.6. The most important concern in respect of roads is the size of the projects. Due to pressures from the ward members, very small projects are taken up whose investment will not be enough to cover even a reasonable portion of a road let alone its full length. The following tables capture these phenomena. Out of the 65,535 projects for road maintenance 10 per cent projects comes under less than one lakh, 20 per cent comes between one and two lakh and 18 per cent between two and three Lakh. District panchayats have 1,114 projects costing between 6 and 8 Lakh. Out of the nine projects above one crore, the maximum amount spent is Rs 1,70,56,239 crore by a project taken by Kasaragod district panchayat in 2017-18 for road retarring. All the above 1 crore projects were for retarring of roads undertaken by Kasaragod and Kannur district panchayats in 2014-15 and 2017-18. Similarly, Cochin and Kollam corporations have spent above Rs. one crore in 2014-15 and 2018-19 for the same purpose.

Table 14.2: Road projects – Size wise total number of projects 2014-20

Amount (Rs)	VP	DP	MLTY	CORP	Total
< 2,00,000	15,519	230	3,393	348	19,492
2,00,001-4,00,000	16,325	477	3,281	498	20,581
4,00,001-6,00,000	7,367	1,836	1,962	510	11,675
6,00,001-8,00,000	2,023	1,114	739	455	4,331
8,00,001-10,00,000	894	2,659	374	399	4,326
10,00,001-12,00,000	263	548	132	211	1,154
12,00,001-14,00,000	126	651	77	176	1,030
14,00,001-16,00,000	78	570	53	125	826
16,00,001-20,00,000	53	640	30	192	915
20,00,001-30,00,000	29	582	55	171	837
30,00,001-40,00,000	4	172	25	29	230
40,00,001-50,00,000	3	66	11	21	101
50,00,001-80,00,000	-	18	-	5	23
80,00,001-1,00,00,000	-	3	-	2	5
1,00,00,001-1,72,00,000	-	6	-	3	9
Total	**42,684**	**9,572**	**10,132**	**3,145**	**65,535**

Source: Data consolidated from Sulekha software, IKM, GoK

Issues related to roads

14.7. Some of the other issues regarding roads are:

(i) There is no clear definition between maintenance works and normal works using Development Fund, in respect of roads.

(ii) The environmental impact of roads is not considered even in a common sensical manner with the result that in high ranges roads have increased to instability of the slopes and in the lower areas due to inadequate drainage, they have even contributed to flooding.

(iii) As budgets are tight and the demand for number of roads is high, technical standards are often compromised to eke out the resources. This is particularly evident in respect of side and cross drainage and quality of surfacing.

(iv) There is no rigorous quality assurance system.

(v) Due to the sheer number of works and the pressure of work, engineers are not able to visit the work sites as frequently as they should. Their support staff is limited.

(vi) Even social monitoring, pushed very strongly in the initial days of People's Plan, has fallen into disuse.

(vii) Improved technologies like use of coir geo textiles, mixing of plastic with bitumen and use of rubberized bitumen, though strongly advocated by LSGD are not being utilized as they should be.

(viii) Works up to Rs 50,000/ in Village Panchayat and Municipalities are allowed to be executed through beneficiary committees. PTAs in schools are allowed to take up projects upto Rs.5,00,000/ But it is common knowledge that all of them are by benami contractors, being selected based on their clout. There is hardly any beneficiary participation in such works and these Committees do not follow the principles of community contracting.

(ix) The major problem is that Local Governments do not follow a rational plan for improving connectivity and mobility. Instead, ad hoc works are taken up scattered all over which may provide local gains but certainly do not provide economic returns, and not even better mobility.

Recommendations for Roads

14.8. To identify the existing network of roads, the DPC should give priority to the preparation of a plan for road networking starting from the national highway through the state highways, major district roads, other district roads, village roads to the level of local roads reaching up to households.

This should be put on the GIS. The base could be the Rural Roads Network prepared under PMGSY.

14.9. Through consultation with experts, there should be an ordering of the roads based on population benefitted, public institutions serviced, economic activities like markets supported, and unconnected areas linked.

14.10. Thereafter through consultations with all the elected representatives in a cascading manner, norms and criteria for prioritization may be developed and the roads and locations identified using these norms and criteria and entered on GIS map and published for comments. Based on feedback and suggestions, the DPC with expert support may finalize the priorities which would be valid for five years and become part of the District Plan.

14.11. Proposals under PMGSY should be picked up only from this priority list, subject of course, to the eligibility conditions of the scheme. Similarly, MPs and MLAs may be provided this plan with the request to adhere to the priorities to the extent possible.

14.12. In rural areas, Village Panchayats alone should look into roads which are confined to their area. Similarly, Block Panchayats should look after roads which cover more than one Village Panchayat and fall within their jurisdiction. Only other roads may be taken up by the District Panchayat.

14.13. In order to ensure that the public clearly know who the owner of a road is, the Commission in its First Report had given the following recommendation:

14.13.1. In G.O (Rt) No. 165/2010/LSGD dt 16.01.2010 a decision was taken by the Government to demarcate roads under different categories of Local Governments using unique colours in the milestones. For reasons unknown, this simple decision has not been implemented. There anecdotal information that since the public do not know who is the owner of roads, repairs could be undertaken by several agencies or at least shown to be undertaken. That such a possibility exists is serious. Also, there is the issue of accountability, if the users know who is responsible for the proper maintenance of roads, naturally, they would exert pressure on the real owner to maintain it properly.

14.13.2. Therefore, the Commission strongly recommends immediate implementation of the G.O (Rt) No. 165/2010/LSGD dt 16.01.2010, the

details of which are given in *Annexe 14.1.* **This should be done on a mission mode and completed in three months from January 2021. It is suggested that an Empowered Committee be set up under the Chief Secretary to Government including Principal Secretary, Local Self Government Department, Secretary, Public Works Department, State Technical Agency of PMGSY, Chief Engineer of the Local Self Government Engineering Wing, Chief Engineer of Public Works Department, Director, NATPAC, Chief Technical Examiner and the Director of Panchayats and Director of Urban Affairs. It is suggested that the implementation could be entrusted to the micro-enterprises of Kudumbashree who could manufacture the milestones locally and fix them as per technical specifications. The cost can be met from Maintenance Fund for roads. This recommendation is reiterated.**

14.14. Mandatory convergence with MGNREGS is recommended to ensure that, to the extent possible, basic work related to road formation including soling and even metalling and side drainage should be done using MGNREGS funds as an independent work after which the other works can be taken up.

14.15. All roads should be submitted to quality assurance. At the first level, it should be done by the engineering staff. The Chief Engineer may lay down necessary guidelines. At the second level, all works should be monitored by Engineering Colleges and Polytechnics for which a small fee may be fixed and at the apex level, there should be a team of State Quality Monitors modelled on the level of the National Quality Monitors under PMGSY with strict entry qualifications and rigorous selection process. They should inspect all roads costing Rs 10,00,000 and above and also 10 per cent of other roads identified randomly using a computer programme. All inspections should be captured in the GIS based software.

14.16. There should be mandatory requirements of transparency which should include the following elements.

- **(i) Summary of the estimate in the local idiom and on site display.**
- **(ii) Public intimation of the key aspects of the measurement and bills.**
- **(iii) Permanent display in a suitable board containing the following aspects.**
  - **a. Original cost, final cost.**
  - **b. Original time period, final time period.**
  - **c. Source of funds.**

d. **Name of the contractor.**
e. **Defect liability period.**

14.17. For every road work, including substantial upgradation, a simple environmental impact assessment should be made by a team consisting of the Engineer, Secretary of the Local Government and the Agricultural Officer with special reference to possibilities of flooding and/or disturbing a fragile eco system. The report of this group should be part of the project and published.

14.18. PWD has already adopted technologies like use of plastics, coir geo textiles and rubberized bitumen. This should be adopted widely and mandated in the Local Government roads. The Commission understands that in respect of mixing plastic with bitumen, there are some technical problems where the quantity of bitumen is small. To get over this problem suitable bitumen mixing plant should be set up for atleast in each Taluk jointly by the contractors. The PWD and LSGD engineering wing should facilitate this process.

14.19. There needs to be a programme to be organized by KILA in partnership with Kerala Highway Research Institute and Chief Engineer, LSGD, to build the capacity of contractors and their key support staff. This could be modelled on the contractor capacity building carried out by Ministry of Rural Development in respect of PMGSY in certain states of the country like Madhya Pradesh.

B. BUILDINGS

14.20. Since building works require substantial investment, Local Governments have been reluctant to construct big buildings. So, capital investment in schools and hospitals has been largely done by government with Local Governments limiting it to relatively smaller structures including anganwadis. The following table capture the preference of Local Governments as also the size of the projects in 2019-20.

Table 14.3: New buildings constructed – Expenditure wise projects 2019-20 (No.)

Amount in Rs.	VP	BP	DP	MLTY	CORP	Total
Construction of Krishi Bhavan and ware house						
<1,00,001	13	2	1	3		19
1,00,001-3,00,000	25	1	1	3		30

Amount in Rs.	VP	BP	DP	MLTY	CORP	Total
3,00,001-5,00,000	15	8		2		25
5,00,001-7,00,000	3	1	1			5
7,00,001-9,00,000	6	2				8
9,00,001-11,00,000	5	1				6
11,00,001-20,00,000	4	4				8
20,00,001-31,00,000	1			1		2
Total	**72**	**19**	**3**	**9**		**103**
Construction of Veterinary hospital and ICDP sub centre						
<1,00,001	6					6
1,00,001-3,00,000	6					6
3,00,001-5,00,000	7					7
5,00,001-7,00,000	1					1
7,00,001-9,00,000	2			1	1	4
9,00,001-11,00,000	1					1
11,00,001-20,00,000	2			1	2	5
20,00,001-31,00,000					1	1
Total	**25**			**2**	**4**	**31**
Construction of Anganwadi buildings						
<1,00,001	48	13	6	5	6	78
1,00,001-3,00,000	114	24	3	15	4	160
3,00,001-5,00,000	105	45	6	24	10	190
5,00,001-7,00,000	70	12	11	16	2	111
7,00,001-9,00,000	42	19	9	3	6	79
9,00,001-11,00,000	28	9	7	4	3	51
11,00,001-19,00,000	8	2	8	3	9	30
19,00,001-40,00,000	1		2		3	6
Total	**416**	**124**	**52**	**70**	**43**	**705**
Construction of buildings in education sector						
<1,00,001	42	6	15	4	3	70
1,00,001-3,00,000	80	9	27	18	7	141
3,00,001-5,00,000	42	13	36	12	5	108
5,00,001-7,00,000	16	4	18	3	6	47
7,00,001-9,00,000	14	1	23	6	3	47
9,00,001-11,00,000	4	1	26	9	5	45
11,00,001-31,00,000	4	2	72	7	4	89
31,00,001-49,00,000			5	1	1	7
51,00,001-93,00,000			3			3
Total	**202**	**36**	**225**	**60**	**34**	**557**
Construction of buildings in health sector						
<1,00,001	28	5		2		35
1,00,001-3,00,000	51	9	5	5	1	71
3,00,001-5,00,000	28	15	1	5		49
5,00,001-7,00,000	11	4	1	1		17
7,00,001-9,00,000	17	1		1		19

Amount in Rs.	VP	BP	DP	MLTY	CORP	Total
9,00,001-11,00,000	10	6	5	1	2	24
11,00,001-19,00,000	11	5	3	5	3	27
19,00,001-50,00,000	9	3	5		3	20
50,00,001-67,00,000		1				1
Total	165	49	20	20	9	263
Construction of buildings for BUDs school, BRC, Pakalveedu, old age homes						
<1,00,001	26	7	1	1		35
1,00,001-3,00,000	34	6	2	1		43
3,00,001-5,00,000	33	23	7	3	3	69
5,00,001-7,00,000	18	11	2	2		33
7,00,001-9,00,000	16	9	2		2	29
9,00,001-11,00,000	10	9	5	2	1	27
11,00,001-19,00,000	13	11	8	2	1	35
19,00,001-40,00,000	1		3		2	6
40,00,001-50,00,000			1			1
50,00,001-99,00,000				1		1
Total	**151**	**76**	**31**	**12**	**9**	**279**
Construction of library buildings						
<1,00,001	5	2				7
1,00,001-3,00,000			3			3
3,00,001-5,00,000	6	4	6	2		18
5,00,001-7,00,000		1	1	1	1	4
7,00,001-9,00,000		2				2
9,00,001-11,00,000	1					1
11,00,001-19,00,000	1		3	1		5
Total	**13**	**9**	**13**	**4**	**1**	**40**
Construction of cultural centres and for sports development						
<1,00,001	5	2	3	3		13
1,00,001-3,00,000	9	4	9	5		27
3,00,001-5,00,000	11	21	4	2		38
5,00,001-7,00,000	2	6	7	1		16
7,00,001-9,00,000	1	3	8			12
9,00,001-11,00,000	4		4	1		9
11,00,001-19,00,000	7	1	7	1		16
19,00,001-40,00,000	1					1
40,00,001-43,00,000		1				1
Total	**40**	**38**	**42**	**13**		**133**
Construction of buildings in tourist centres						
<1,00,001	1		2	2		5
1,00,001-3,00,000	2	1		2		5
3,00,001-5,00,000		1			1	2
5,00,001-7,00,000	1	1				2

Amount in Rs.	VP	BP	DP	MLTY	CORP	Total
7,00,001-9,00,000		1				1
9,00,001-11,00,000	1		1			2
11,00,001-13,00,000	2					2
Total	**7**	**4**	**3**	**4**	**1**	**19**
Construction of LG offices and other public buildings included in infrastructure sector						
<1,00,001	55	12	4	10	2	83
1,00,001-3,00,000	119	18	1	22	10	170
3,00,001-5,00,000	103	17	4	21	15	160
5,00,001-7,00,000	37	9	1	12	3	62
7,00,001-9,00,000	41	4	3	9	3	60
9,00,001-11,00,000	14	3	2	3	1	23
11,00,001-19,00,000	40	9	10	10	5	74
19,00,001-41,00,000	14	2	4	12	1	33
41,00,001-79,00,000	9	0	1	4	0	14
79,00,001-1,00,00,000	4	0	1	0	0	5
1,00,00,001-4,75,99,999	2	0	1	4	0	7
Total	**438**	**74**	**32**	**107**	**40**	**691**

Source: Data consolidated from Sulekha software, IKM, GoK

14.21. Here again, there is no quantitative data. The huge possibilities of MGNREGS in supplementing infrastructure, particularly for livelihoods, have not been effectively utilized. Decentralization pioneered a large-scale adoption of affordable alternative construction technologies, but the number of buildings constructed using such technologies seems to be coming down very fast.

Recommendations for Buildings

14.22. For all institutions like hospitals, at the level of PHC and above, veterinary hospitals, schools, hostels and care institutions, Government may fix minimum and desirable standards of infrastructure and facilities and an Institution Level Master Plan prepared to be implemented in phases after due prioritization in consultation with the PTA, Hospital Management Committee and similar Committees for other institutions.

14.23. For construction of anganwadis, MGNREGS funds could be utilized, supplemented if required, with the funds of Local Governments to meet additional material cost. The following plan of action is suggested.

(i) List out all anganwadis which have land but do not have building. check
(ii) Draw up type designs preferably using cost affordable technologies.

(iii) **Designs prepared by Ministry of Rural Development for MGNREGS and those prepared by late Shri Laurie Baker may be suitably adopted.**

(iv) **DPC should ensure that maximum number of anganwadis get constructed. It should be declared as a priority work under MGNREGS. To check for criteria – population density based, if available**

(v) **The construction should be entrusted to accredited agencies or community construction groups of Kudumbashree, Tribal Development Department, etc.**

14.24. There are 137 creches under the Child Welfare Council in Kerala. The Local Governments should ensure that these creches should have proper infrastructure facilities and support facilities and services.

14.25. LSGD should lay down a type design for Gram Seva Kendra and Ward Seva Kendra and stipulate a time-limit for construction of these buildings. In the village panchayats, MGNREGS funds could be used.

14.26. In the case of buildings, a two tier quality assurance is recommended. The first level by the engineers and the second level by the Engineering Colleges and Polytechnics. Social monitoring of construction should be arranged as in the case of roads.

C. IRRIGATION

14.27. When People's Plan started, irrigation works were transferred to Local Governments. Though initially it was stipulated that works up to 5 ha would be taken up by local governments, later this stipulation has not been insisted on. The extent of Local Government investment in irrigation is given in the following Tables.

Table 14.4: No. of projects and Investment for irrigation by all Local Governments during 2014-20

(Rs in crore)

Sector	Micro Sector	VP		BP		DP		MLTY		CORP		TOTAL	
		No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
Providing facilities (individual)	Pump set	1,136	18.42	2	0.03		-	96	0.99	50	0.45	1,284	19.88
	Construction of well for irrigation	258	3.72	5	0.15		-	26	0.19	26	0.25	315	4.32
Public irrigation-Lift irrigation	Installation of pipe	423	11.29	229	10.83	48	4.05	37	1.81		-	737	27.98
	Canal construction	170	4.41	149	7.49	43	4.83	4	0.17	4	0.19	370	17.09
	Installation of pump set	169	5.13	105	5.64	49	3.38	17	0.72	4	0.16	344	15.04
	Construction of pump house	111	4.12	82	4.71	31	2.44	17	0.96	3	0.10	244	12.33
	Repair of canal	108	2.34	36	2.18	19	1.72	4	0.15		-	167	6.40
	Public Irrigation Schemes -One time charge for electric connection	68	1.84	30	1.47	13	0.95	2	0.02		-	113	4.29
	Repair of pipes	80	1.55	12	0.34	13	0.96	14	0.36	1	0.06	120	3.27
	Repair of pump house	45	0.73	14	0.40	18	1.24	3	0.06	1	0.03	81	2.46
	Repair of pump set	39	0.56	5	0.06	13	1.04	6	0.19	1	0.04	64	1.89
Irrigation Others	Check dam construction	120	5.24	191	13.84	54	14.12	10	0.45		-	375	33.65
	Repair of water stream	268	5.58	102	4.91	90	10.29	133	6.72	20	2.08	613	29.58
	Vented cross bar construction	73	3.12	163	11.87	58	13.70	7	0.19		-	301	28.88
	Repair of ponds for irrigation	203	5.81	92	4.28	59	7.72	64	2.40	25	5.36	443	25.57
	Installation of pipe	218	6.13	109	5.12	32	4.11	33	3.12	3	0.24	395	18.73
	Pond construction for irrigation	38	1.78	66	3.61	29	5.80	5	0.29	2	0.05	140	11.54
	Installation of pump set	110	3.32	82	4.06	27	2.14	12	0.47	18	0.83	249	10.82

Sector	Micro Sector	VP		BP		DP		MLTY		CORP		TOTAL	
		No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.	No. of projects	Exp.
	Repair of check dam	254	5.55	37	2.85	10	0.88	13	0.51	1	0.08	315	9.87
	Para and box for irrigation	56	3.32	49	6.01	5	0.23	1	0.08		-	111	9.64
	Construction of pump house	61	2.14	77	3.42	17	2.61	5	0.13	1	0.03	161	8.34
	Construction apron	109	1.97	50	2.09	32	3.67	11	0.34		-	202	8.08
	Repair of canal	52	1.07	56	2.32	18	4.12	6	0.25	3	0.14	135	7.90
	Repair of vented cross bar	210	3.42	67	3.01	13	1.11	12	0.34		-	302	7.87
	Construction of water stream	65	1.49	98	4.26	10	0.98	19	0.65	3	0.32	195	7.70
	Irrigation Schemes for Public -One time charge for electric connection	67	1.73	34	1.99	17	1.50	4	0.18		-	122	5.40
	Construction of public well for irrigation	64	1.78	54	2.63	4	0.25	13	0.28	2	0.03	137	4.97
	Repair of public open wells for irrigation	144	1.67	12	0.74	13	0.74	25	0.44	3	0.04	197	3.63
	Repair of canal	52	1.12	23	1.07	14	1.27	1	0.04	2	0.06	92	3.56
	Repairing of pipes	76	2.20	4	0.12	8	0.45	4	0.05		-	92	2.82
	Construction public bore-well for irrigation	84	1.31	14	0.58	4	0.07	7	0.11	3	0.36	112	2.43
	Repair of apron	119	0.93	19	0.73	4	0.69	3	0.03		-	145	2.39
	Repair of pump house	34	0.57	8	0.24	3	0.13	6	0.12	3	0.03	54	1.10
	Repair public bore-well for irrigation	19	0.19	5	0.07	1	0.19	3	0.07	2	0.05	30	0.57
	Repair of pump set	23	0.22	3	0.09	1	0.01		-		-	27	0.32
Total		**5,126**	**115.77**	**2,084**	**113.24**	**770**	**97.41**	**623**	**22.89**	**181**	**10.99**	**8,784**	**360.29**

Source: Data consolidated from Sulekha software, IKM, GoK

14.28. The projects are small and there is no data on the benefitted ayacut and or extent of water storage. Here again, the huge possibilities of MGNREGS have not been used optimally. There are also reports that many a time irrigation works are end up just providing side protection to private properties and local connectivity, especially in the case of Vented Cross Bars (VCB).

Recommendations for Irrigation

14.29. The DPC should prepare a detailed irrigation plan for the district by re-visiting the plan already prepared under Pradhan Mantri Krishi Sinchayee Yojana (PMKSY). The preparation of the plan should follow a bottom-up process giving priority to the requisite padasekharam committees and other farmer groups. The irrigation plan should specially take steps to ensure maximum utilization of major, medium and minor irrigation structures in place. In the case of minor irrigation structures, first priority may be given for their rehabilitation wherever they can be made functional. A census of MI structure should be done by the DPC

14.30. Once the plan is finalized based on the involvement of elected members and the Local Governments, the priority list may be drawn up with the criteria of providing maximum irrigation at the lowest cost.

14.31. Each project should clearly indicate the ayacut area and the benefitted farmers and map them on GIS.

14.32. Construction should be entrusted to the farmers' groups following the principles of community contracting with 10 per cent of the capital cost and the entire O&M cost being met by the farmers' groups.

14.33. Here also, quality assurance and social monitoring should be introduced on the lines for the system suggested for roads and buildings.

General Recommendations for all Public Works

14.34. A pool of Design Consultants from within and outside government should be prepared at the district level whose services can be sought by the local governments. The remuneration should be fixed by Government.

14.35. A typical project report of works, whether it is a road, building irrigation structure, water supply or power generation structure should have the following components.

(i) **Salient features of the project including background.**
(ii) **Project definition and scope.**
(iii) **Objectives, outputs and outcomes.**
(iv) **Feasibility.**
(v) **Functional design.**
(vi) **Engineering surveys and investigations required.**
(vii) **Engineering design.**
(viii) **Financial estimates.**
(ix) **Costs and benefits.**
(x) **Environmental and sustainability aspects.**
(xi) **Risks.**
(xii) **Strategy for project management including contract management.**
(xiii) **Implementation schedule including breakdown of the work.**
(xiv) **Clearances required and obtained from different agencies.**
(xv) **Quality management arrangements.**
(xvi) **Operation and maintenance envisaged.**

14.36. The work plan indicating stages should be included in the bid document indicating the start and finish dates for the key steps and payments should be made on achieving of milestones rather than running bills. This should be mandated to all building works costing Rs 50 lakh and above and all road works costing Rs.2.5 crore and above.

14.37. For complaints regarding infrastructure, an IT based system is recommended allowing people to directly photograph or video record and send a complaint. After the complaint is lodged, the responsible officers in the local governments need to follow up till it is closed. The complainant should be able to track the progress of his complaint. The IKM could run a centralized facility for this.

14.38. The following sustainable practices are recommended in respect of roads.

(i) **For all resurfacing of roads, milling existing surfaces and the materials so obtained should be mandatory.**
(ii) **Recycling of construction and demolition waste should be encouraged.**

(iii) **Both these methods require special machinery which can be set up as private enterprises facilitated jointly by the PWD and the Local Government Engineering Wing.**

14.39. In all the estimates, there should be a summary in the local idiom enabling the people to understand.

14.40. There should be a social monitoring committee in every ward for monitoring all Public Works which should have the following members:

- **(i) The candidate who got the second highest votes in the previous election.**
- **(ii) At least two members from local civil society groups.**
- **(iii) Representative of the ADS.**
- **(iv) One or two retired officials.**

14.41. For ensuring quality control, the contractor shall be mandated as part of the contract, on the mandatory tests to be done – the frequency, the manner of doing and means of verification.

14.42. There should be a mobile App to show the details of all works immediately after the Administrative Sanction indicating the details of the estimate with the key components in the local idiom, the tender date, date of opening, approval of the tender, execution of agreement, handing over site, date of commencement of work, materials required, materials procured, source of materials, specification of materials, test results, commencement and completion of each discreet item in the work. This would facilitate better supervision by the engineers.

14.43. Defect Liability Period should be provided for each road work involving black topping with an extended maintenance period for which the contractor can claim additional amounts. The norms used by PMGSY can be suitably adopted and works which require such extended period of maintenance should be stipulated by LSGD.

14.44. LSGD may issue a technical guideline for concrete roads.

14.45. The use of cold mix technology may be enhanced, particularly in filling pot holes.

14.46. LSGD may lay down detailed guidelines for ensuring that new buildings constructed by local governments follow the green protocol.

14.47. LSGD may introduce a system whereby the past performance of the contractor can be introduced as a criterion for selection, both as an incentive for good performers and disincentive for bad performers.

14.48. For managing road cutting, it is understood that PWD is developing a software which may be suitably adopted by LSGD. Instead of getting payments remitted for road restoration, the contractor responsible for the work should be asked to do the restoration also.

14.49. In order to avoid benami works, a rigorous community contracting manual may be issued by LSGD. The experience of Jalanidhi could be utilized in designing this.

14.50. In the case of roads, to promote safety, the required measures should be mandatorily included in the estimate itself, especially the signages required.

14.51. **As regards maintenance, the recommendations of the Fourth Finance Commission have been suitably updated and are given in** *Appendix 14.1.*

D. USE OF APPROPRIATE CONSTRUCTION TECHNOLOGIES IN THE PUBLIC WORKS OF LOCAL GOVERNMENTS

14.52. Appropriate technology is the technology designed with special consideration for the environmental, ethical, cultural and developmental aspects of the community for which it is intended. It has preference for decentralized, labour intensive, energy efficient, environmentally sound, small scale, affordable, people centered technology affording lot of local freedoms. It essentially puts control in the hands of the users and reuses and recycles material and makes the optimum use of the natural resources. Naturally such technology reduces costs, conserves the scarce resources, nurtures local economy and provides multiple eco system services.

14.53. Appropriate construction technology can be used in practically every construction activity of Local Governments but particularly the following:

(i) Retrofitting of old buildings
(ii) Heritage conservation
(iii) New buildings
(iv) Roads including drainage and retaining walls
(v) Sanitation and waste management

(vi) Landscaping
(vii) Irrigation
(viii) Watershed development

14.54. For the first time appropriate construction technologies were formally incorporated into the Local Government system with the launch of the People's Plan. Instead of wasting precious time in developing standards and specifications which at that point of time were not formally validated fully, government adopted an innovative method of accrediting agencies of proven ability and track record in construction of buildings using appropriate technology and these included Centre of Science and Technology for Rural Development (COSTFORD), Habitat Technology Groups and Nirmithi Kendrams.

14.55. During the early phase of the People's Plan, several Local Governments expressed their preference for appropriate building construction technology and sought the help of these accredited agencies sometimes beyond their performance capacity. But unfortunately, over time there is a steep decline in the construction of such buildings using this agency.

14.56. Interaction with the agencies as well as the Local Governments revealed certain problems, the most important of which are:

(i) Lack of understanding about the significance of appropriate construction technology among elected representatives and officials.
(ii) Bureaucratic apathy and sometimes antipathy especially on the part of certain engineers.
(iii) Corrupt motives
(iv) Lack of skilled workers
(v) False narratives about the quality of buildings constructed using appropriate technology and also about the so called superiority and longevity of buildings constructed using conventional technologies.
(vi) Issues on the part of the accredited agencies like delays in construction and internal financial issues.
(vii) Limited capacity of accredited agencies
(viii) Weakening of special arrangements set up for technical approval of works using appropriate technology.
(ix) Absence of a system for quick redressal of grievances of accredited agencies especially in technical disputes and delays in honouring of bills.

(x) Inability of the accredited agencies to match the manoeuvring skills of traditional contractors in negotiating the Local Government system.

(xi) Weakening of proactive government policies.

14.57. Even now there is no technical manual for construction works using appropriate technology detailing standards, specifications, data, terms of engagement, etc. Also a master circular with working instructions for carrying out such projects is still not there and capacity development of stakeholders is absent.

Recommendations of Appropriate Construction Technology

14.58. Government should come out with a clear policy on the use of appropriate construction technology. These should include matters like:

- **(i) Listing of appropriate technologies in different areas of construction**
- **(ii) Setting a target for adopting such technologies**
- **(iii) Incentive for adoption of these technologies**
- **(iv) Wider training to understand and use these technologies**
- **(v) In-service training of the staff concerned.**
- **(vi) Promoting R&D in the sector.**

14.59. The present system for accreditation of agencies needs to be streamlined. An elaborate process for accreditation is suggested in the form of a draft G.O as given in *Appendix 14.2* **of this report. It comprises (i) the constitution of the Committee (ii) guidelines for evaluation and (iii) application format.**

14.60. A Master G.O. may be issued giving working instructions for implementation of projects involving appropriate technology. The draft order suggested may be seen in *Appendix 14.3* **and comprises: (i)Comprehensive guidelines (ii) Types of public works and (iii) Model agreement format.**

14.61. There should be an appeal system, when bills are delayed by Local Government. This should have two independent engineers familiar with appropriate technology, EE of LSGD and a senior engineer of the concerned accredited agency.

14.62. The Price Software which is used in Kerala in respect of public works does not contain items coming under appropriate technology forcing the accredited agencies to develop observed data using their own methods

resulting in adhocism and discretion. For easy adoption of appropriate technology, it is necessary to come out with a separate set of standards and specifications which now is scattered in the National Building Code, DMTPC handbook, CBRI publications, etc., and still do not find a place in the Public Works Department system. Accordingly, the standards and specifications including an illustrative list of analysis of rates for items of works using appropriate technology is given in *Appendix 14.4* **of the report.**

14.63. **In order to streamline the process of implementation, new institutional arrangements are recommended in of** *Appendix 14.5.*

14.64. A Centre of Excellence (CoE) may be identified and designated to assist the State government in furthering the cause of appropriate technology. This institution is envisaged as an independent agency to be identified by Government in the LSGD based on the following criteria:

- **(i) At least ten years of experience in research, documentation, training, etc. in the field of appropriate construction technology**
- **(ii) A record of undertaking activities benefiting the society**
- **(iii) A registered institution with a democratic, inclusive style of functioning**
- **(iv) Has a pool of experts in appropriate technology.**

14.65. The mandate of the CoE shall be:

- **(i) Study and analysis of data pertaining to appropriate technology projects in Kerala and suggest improvements in institutional arrangements and implementation processes.**
- **(ii) Orientation training programmes for the members of Technical Sanction (TS) Committees**
- **(iii) Orientation training programmes for LSGD engineering staff.**
- **(iv) Obtain and disseminate new knowledge in appropriate technology**
- **(v) Conduct R&D in appropriate technology**

14.66. The Government may provide an annual core financial support to the Centre of Excellence, on the basis of regular monitoring and review of performance.

14.67. In order to bring about increased awareness and build the capacity of different stakeholders the following are suggested:

- **(i) The fact that despite the newly-found interest in climate change mitigation or the sustained efforts over time in spreading appropriate construction technology across the State has not gained much traction, particularly in the**

field of construction should be a matter of serious concern. This predicament can be attributed largely to the lack of general awareness, absence of public demand, limitations in knowledge creation and sharing and gaps in the capacity of key actors. Strategic capacity building is required to enable Local Governments and accredited agencies to make effective and efficient use of the possibilities of appropriate technology in construction works.

(ii) The key players in the delivery and usage of appropriate technology are: community-based organisations, potential users, non-governmental organisations, people's representatives, Local Governments staff, accredited agencies, workers and artisans, academic institutions and the Government. Head masons, artisans and small contractors wield much power in swaying the opinion of those who intend to build their houses, particularly so in the case of the large number of buildings being constructed in the private sector. It is important that some effort is targeted specifically at this group.

(iii) It is essential that Training Needs Assessment (TNA) of the stakeholders is made scientifically and systematic capacity building measures are taken on a continuing basis covering the entire gamut of target groups. A multi-modal programme covering both class room based and field-based modes may be attempted to improve efficacy.

(iv) Expert committees and institutions like KILA, Laurie Baker Centre for Habitat Studies (LBC) etc can be tasked to prepare and update curricula and syllabi for formal and non-formal education courses. These should be designed to cater to the public, artisans, school students, higher education students, government functionaries, etc.

14.68. The various methods for capacity building are outlined below-

14.68.1. Information, Education and Communication (IEC)

The Information, Education and Communication (IEC) strategy will aim at disseminating information on appropriate technology and systematically creating awareness on its advantages. The objective will be to promote the use of appropriate technology among the people. The strategy will be to deliberate, discuss, disseminate and share learnings and knowledge on 'Appropriate Technology' amongst the multiple stakeholders viz. students, elected representatives, LSGD engineers, community leaders and the community at large. An effective IEC programme would generate demand for adoption of appropriate technology both for public and private works.

14.68.2. Training Programmes

(i) Training programme (under institutions such as KILA, LBC, Integrated Rural Technology Centre (IRTC), GPK, COSTFORD) Considering the large volume of the target group to cater to, it would be necessary to establish a network of training organisations. Cascading mode of training by using Training of Trainers (ToT) strategy can be resorted to. Appropriate technology may be added as an additional topic for the training programmes in Kerala Institute of Local Administration (KILA), LBC, GPK, COSTFORD, IRTC, Institutions of technical education, Nirmithi Kendras, etc.

(ii) Appropriate Technology Skill development
Skill Development Centres in the ITIs and Vocational Higher Secondary Schools, advanced skill development centres in the engineering colleges and community skill parks in the polytechnics should develop various programmes to make available skilled hands in the promotion of appropriate technology.

(iii) Malayalam translation of books on appropriation construction technologies particularly those by Laurie Baker.

Chapter 15
Local Governments and the Environment

15.1. Local Governments have been playing an important role in fostering development which is ecologically sustainable. Right from the beginning of the People's Plan, Local Governments were asked to apply a simple check list to all projects to ensure that those projects having adverse impact on the environment could be detected and modified or avoided. But over time due to clericalization and mechanicalization of the plan preparation and plan vetting processes, this system was discontinued. At the same time, Local Governments have pioneered nationally accepted initiatives related to the environment.

15.2. The Commission has decided to consider the following components related to environment:

A. Biodiversity management
B. Addressing climate change locally including achieving carbon neutrality
C. Disaster management
D. Watershed management
E. A green appraisal tool for Local Governments

A. BIODIVERSITY MANAGEMENT

15.3. In the early days of People's Plan, Ernakulam District Panchayat undertook the task of preparing the People's Biodiversity Register (PBR) which later came to be mandated under the Biological Diversity Act, 2002. Following this enactment, Kerala was the first State to set up Biodiversity Management Committees at the level of Local Governments and initiate the process of preparation of People's Biodiversity Register.

15.4. Government of Kerala notified the Kerala Biological Biodiversity Rules 2008 as per G.O.(P)No.1/2008/Envt. dated 6th June 2008. Rule 20 provides for the setting up of Biodiversity Management Committees (BMCs), with the elected head as the Chairperson and the Secretary of the Local Government as Convener with six nominated members of which one-third should be women and one should be belonging to the SC or ST community. The nominated members should have expertise or stake in biodiversity. In addition, special invites from Forest, Agriculture, Animal Husbandry, Fisheries, Health and

Education Departments are also to be invited. The mandate of the BMC includes ensuring the following:

(i) Conservation, utilization and equitable sharing of benefits from bio-diversity.
(ii) Facilitate preparation of people's bio-diversity register.
(iii) Ensure protection of knowledge recorded in the PBR.
(iv) Mainstream biodiversity conservation concerns in the development planning process.

15.5. Further, as per G.O.(P)No.4/13/Envt. dated 13th May, 2013, BMCs were empowered to take up the following activities:

(i) Environmental management initiatives at the grass-root level.
(ii) Inform the authorities, at once, on the violation of the provisions of environmental acts, rules and notifications, public health issues and issues posing threat to human life.
(iii) Duly inform the authorities on the violation of the environmental clearance conditions.
(iv) Formulate recommendations for environmental management requirements of the Local Government and enable its implementation through Local Government Council.
(v) Implementation of awareness campaign for the upkeep of sanitation and environmental conservation.
(vi) Environmental conservation and cleaning activities during special occasions
(vii) Organize discussions, seminars, awareness programs etc., involving educational institutions, cultural centres, environmental organizations, other non-governmental organizations, environmental activists, voluntary organizations etc., of the Local Government.
(viii) Inform the concerned people about the illegal exploitation of the natural resources, environmental issues and status of ecosystems.
(ix) Initiatives for incorporating environmental conservation activities required for the Local Government in their annual plan after discussing the recommendations in the gram sabha.
(x) Popularize government programs for environmental conservation and their inclusion in the annual plan of the Local Government.

15.6. The primary responsibilities of BMCs for conserving biodiversity and sharing its benefits for development and secondary responsibilities assigned to the BMCs makes it a potentially formidable institution at the grass-root level for influencing the development process, ensuring environmental conservation

and assuring sustainable development. Further, the government have also taken the following steps to facilitate the conservation and benefit sharing of biodiversity:

(i) Working Group for Biodiversity, Climate Change, Environment and Disaster Management:

In Kerala, as per Panchayati Raj Act, 1994 it is mandatory for each Local Self Government to constitute Working Groups for different sectors which is responsible for formulation and implementation of plan process in the sector. The 13th Working Group for Biodiversity, Climate Change, Environment and Disaster management was constituted at all Local Governments vide GO No. 2462/2018/LSGD dated 19.09.2018 including BMC members. ***Annexe 15.1***

(ii) Designation of Authorized officers for Biodiversity Conservation:

Range officers of Kerala Forest Department were designated as Biodiversity nodal officer (vide GO No 19/2019 F & WLD dated 16.01.2019) for enforcing Biodiversity Act and for strengthening BMCs to function as Environmental watch groups.

(iii) State Steering Committee on Biodiversity:

State level steering committee for Biodiversity (vide G.O 60/2018/Envt. dated 11/05/2018) was constituted with Secretaries of LSGD, Water resources, Agriculture, Forest, Fisheries, Tourism, Animal Husbandry, Department of Environment and Climate Change for integration of activities and schemes of different departments utilizing biodiversity and to ensure that biodiversity concerns are addressed in the policies of the line departments.

(iv) Authorizing Police Officers:

The Police department vide Executive directive No.2/2020/PHQ dated 03/02/2020 has authorized that if any police officers have reasonable grounds to believe that an offence has been committed under the provisions of the Act, they shall verify the facts by spot inspection and inform the concerned forest officers to take necessary action.

(v) Kerala Biodiversity Fund:

The Kerala State Government by G.O(Rt No.7/2020/Envt. dated 18/01/2020 has issued an order for the establishment, administration, utilization and auditing of Kerala Biodiversity Fund. The fund is meant for conservation of biological diversity, fair and equitable sharing of the

benefits arising out of the use of biological resources and associated knowledge.

(vi) Locally Important Biodiversity Heritage Site:

Kerala State Government by G.O 5/2020/Envt. dated 03/03/2020 has empowered BMC to notify locally important biodiversity rich area/ ecosystems/ trees as Locally Important Biodiversity Heritage Areas after conducting a preliminary survey with the help of TSG.

Peoples' Biodiversity Register

15.7. One of the mandates of the BMC is to facilitate preparation of Biodiversity Registers for each Local Governments involving the local communities. Since the registers are prepared with the help of the local people, it is called as People's Biodiversity Register (PBR). It is a comprehensive data base recording people's traditional knowledge and insights on the status, uses, history, ongoing changes and forces driving these changes in the biological diversity resources of their own localities. This will also provide information on the current utilization patterns of biodiversity, its economic benefits to the local communities. The registers have to provide baseline data for future management strategies required for the sustainable utilization of biodiversity in a participatory manner. Further, PBR facilitates equitable sharing of benefits from commercial utilization of biodiversity resources. It also brings about conservation, protection of Intellectual Property Rights (IPR), especially traditional knowledge. Identification of biological resources and documentation with extensive consultations and focus group discussions at the local level are prerequisites for the preparation of PBR. As per G.O.(Rt.) 2945/2013/LSGD dated 30.11.2013, Govt. accorded permission to incur specified expenditure from the General Sector Development Fund or own on General-Purpose Fund of the Local Government for PBR preparation.

Problems and Prospects in Biodiversity Management

15.8. Biodiversity conservation is a social, cultural and political process to conserve non-human life by humans for the well-being of humans themselves as well as for the planet's health. But biodiversity is declining at an unprecedented rate globally. Kerala scenario is no exception. A major reason for this situation is the weak involvement of the local community, men and women, in decision making related to conservation. Despite the major role played by local community in conservation, their involvement in research and action related to biodiversity management has not received the attention it deserves, in

Kerala. There are many farmers in the State who promote biodiversity. But their legacy is not used properly.

15.9. Kerala has the advantage of being the first state in India that prepared the People's Biodiversity Registers (PBR) for all the Panchayats, Municipalities and Corporations of the state. But these registers remain as documents of only academic interest.

15.10. Section 43 of the Act mandates constitution of Local Biodiversity Fund in every area notified by the state governments. But this has not been operationalized.

15.11. The reconstitution of the BMCs is often delayed which affects the continuity of the activities. There is no mechanism by which the BMCs are monitored. Though very significance environmental responsibilities are mandated to the BMC, they are not capacitated or facilitated for undertaking such responsibilities. There is no infrastructure support provided to the BMC in any of the Local Governments for facilitating the realization of responsibilities assigned to the BMCs as well as for record keeping including PBR.

15.12. The BMC are formed and run as a ritual. The Chairperson is not seriously briefed about the mandate and importance of the Committee. The Member Secretary is unable to find time from routine administrative responsibilities and he/she is mostly not aware of the important mandates of the Committee. The nomination of the members is also done casually.

15.13. There is no economic valuation of the local biodiversity resources and ecosystems of the Local Governments which are mandated to be managed by the BMC. This is one of the reasons attributed to the lack of ownership of the BMC.

15.14. The PBR can lead to new discoveries and development of new commercial products, patenting of such products, equitable distribution of benefits, if any, and through this, paving the way for a new economic order in the country through biodiversity conservation. However, the PBR prepared in most of the Local Governments are not based on wider consultations and hence it ends with names of species and their distribution in a given area without comprehending the holistic richness of the bio-resource of the locality.

Recommendations for Biodiversity Management

15.15. In order to improve the preparation and use of the People's Biodiversity Register, the following recommendations are made:

15.15.1. In addition to the officials concerned, the Working Group on Biodiversity, Climate Change, Environment and Disaster Management, should have committed volunteers with good knowledge of the themes.

15.15.2. Detailed capacity building programmes should be evolved by KILA in consultation with the State Biodiversity Board, Department of Climate Change and the State Disaster Management Authority. For this purpose, KILA should prepare a detailed hand book explaining the principles in simple language.

15.15.3. PBRs may be comprehensively updated. This should be done by a campaign mode involving the members of the Working Group and the local civil society organizations and academic institutions including Higher Secondary Schools. The detailed methodology for updation should be laid down by LSGD in consultation with the State Biodiversity Board.

15.15.4. The Local Biodiversity Funds needs to be enhanced. The Local Governments should partner with the NGOs and private sector for mobilizing additional resources. LSGD and the State Biodiversity Board should give detailed instructions on mobilization of additional resources for the fund.

15.15.5. Services of local High Schools and Higher Secondary Schools may be availed off. The teachers of these schools could contribute significantly in the implementation of the mandates of the BMC as well as the Working Group on Biodiversity. The biology teachers, as an extracurricular activity, could review the PBR and take initiatives for updating it with the support of experts drawn from among the local people through Participatory Rural Appraisal (PRA), interviews and Focus Group Discussion with those having traditional wisdom. The social sciences teachers could mobilize local participation and facilitate the process of group activities. The chemistry teachers could strengthen the school laboratory to facilitate testing of water quality. The teachers could also motivate their Higher Secondary School students to take up projects on biodiversity, water quality and other environmental aspects as co-curricular activity.

15.15.6. The state government should persuade higher educational and research institutions such as Science and Engineering Colleges, Technology Institutions, R&D Centres etc. to adopt Local Governments and provide them handholding support for implementing appropriate action plans in accordance with the mandate of BMC.

B. CLIMATE CHANGE

15.16. The IPCC in its 2022 (February) report *Climate Change 2022 - Impacts, Adaptation and Vulnerability - Summary for Policymakers* states "The cumulative scientific evidence is unequivocal: Climate change is a threat to human well-being and planetary health. Any further delay in concerted anticipatory global action on adaptation and mitigation will miss a brief and rapidly closing window of opportunity to secure a liveable and sustainable future for all ". Many adaptation measures that are currently implemented are quick fixes and therefore reduce long-term benefits. Adaptation needs to be transformational by reducing the root causes of vulnerability and also needs to be inclusive, comprehensive and integrated working across sectors and regions at different levels. It is globally well acknowledged that while climate change is global, its impacts are local and therefore decentralised local risk governance is very important. Adaptation to climate change should be citizen centric and technologically advanced that captures the transitions in land use and demographic patterns. Therefore, any future planning needs to account for local understanding of climate change.

15.17. Climate change is increasing the negative impacts in Kerala as evident from the flood hazard assessment jointly conducted by KSDMA and UNEP. Kerala State Action Plan on Climate Change (SAPCC, 2014) states that the major climate change hotspot districts in Kerala are Alappuzha, Palakkad and the hilly districts of Wayanad and Idukki. A Simple Composite Vulnerability Index was developed in GIS Platform by combining socio economic vulnerability index and environmental vulnerability index. Based on this Index the state is classified into four groups of Districts, i.e. Very Highly Vulnerable (Very High), Highly Vulnerable (High), Moderately Vulnerable (Medium) and Least Vulnerable (Low) as given in Table 15.1. The Map given below shows the Composite Vulnerability Index zonation.

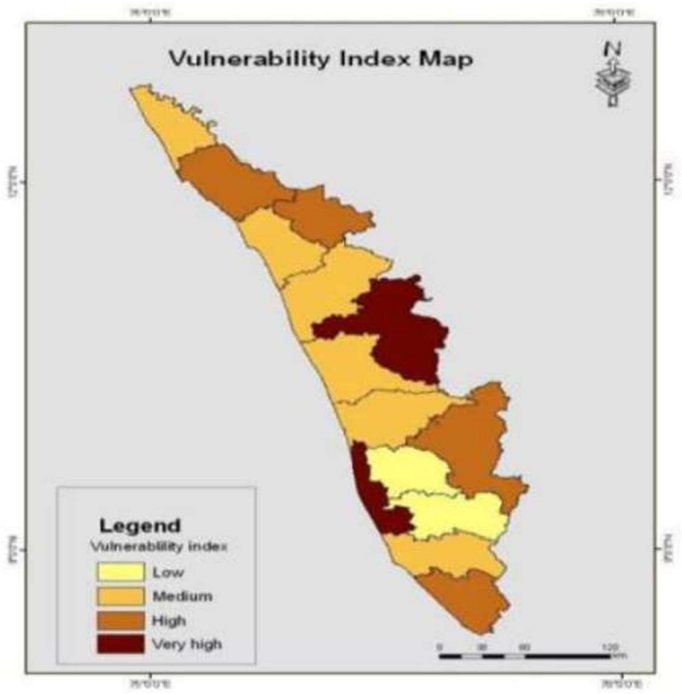


Table 15.1: Composite Vulnerability Index

Districts	No. of Local Governments	Composite Vulnerability Index			
		Very High	High	Medium	Low
Thiruvananthapuram	90		√		
Kollam	85			√	
Pathanamthitta	66				√
Alappuzha	91	√			
Kottayam	89				√
Idukki	63		√		
Ernakulam	111			√	
Thrissur	111			√	
Palakkad	109	√			
Malappuram	122			√	
Kozhikode	91			√	
Wayanad	31		√		
Kannur	93		√		
Kasaragod	48			√	
TOTAL	**1200**	**2**	**4**	**6**	**2**

Source: State Action Plan on Climate Change 2014, DOECC, Government of Kerala

15.18. In the context of Kerala, which is highly vulnerable to climate change, in view of its geography with a long coastline and an equally long stretch of mountains and narrow strip of land in between, depending to a large extent on monsoons, Local Governments certainly have a role in addressing climate change especially in adaptation and mitigation.

15.19. Kerala's current conditions and expected climate change would expose the narrow coastal strip and its inhabitants to heightened vulnerabilities. It is estimated that about 8 lakh people are directly or indirectly engaged in fishing as their prime occupation in marine fisheries, living in the 222 fishing villages situated along the coastline of the state. Out of the 1,200 odd Local Governments, 10 per cent are located along the coastal regions. Two major impacts that the coastal Local Governments are open to are Sea Level Rise (SLR) and rise in Sea Surface Temperature (SST). SLR exacerbates storm surges, erosion and floods caused by increased frequency of sudden and severe weather events. These can in turn lead to increasing salinity, which in the context of erratic rains can cause severe shortage of potable water. Drought-like situations are also possible across the coast. Frequent shifts in the shoreline affect coastal infrastructure including houses. The State has been hit by a series of natural disasters, including the Cyclone Ockhi in 2017, and severe floods resulting from extreme rainfall events in 2018 and 2019.

15.20. Sea Surface Temperature (SST) on the other hand has direct impacts on the fish resources, both marine as well as that of other coastal waters. Disturbances thus caused in ecosystem functions lead to lateral and vertical movement of fish resources, and fishers report presence of invasive species in their catch. These are critical for coastal Local Governments as their planning has to consider the impacts of these factors.

15.21. There are several challenges affecting Local Governments in the preparation of action plan for climate change.

i. Climate change is a complex issue and to develop a local understanding will take time. Also, this is one area where the State has to give detailed guidance and technical support directly or through accredited agencies.

ii. There are multiple verticals from above dealing with disaster, climate action, coastal zone management, watershed management and so on. Their inter-relationship as well as their distinctive characteristics are

often not understood. Data and information related to climate change are not easily available at the local levels.

15.22. An innovative action by the Local Governments to combat climate change was initiated by the Meenangadi Village Panchayat of Wayanad District which partnered with a leading NGO, Thanal, to move towards carbon neutrality. It has to be noted that preparation of a Plan of Action to combat carbon emission at the local level is a very intricate exercise which requires high quality professional support and deep commitment from the Local Government. It is also time consuming. For example, it took two years to prepare the plan in Meenangadi. Through a kind of intense action research, a doable methodology has been developed by Thanal and the Village Panchayat, but it has not been replicated elsewhere. Also, the implementation of the plan has still a long way to go even in Meenangadi.

Recommendations for Climate Change

15.23. As regards climate change, the recommendations are:

15.23.1. Village Panchayats and Municipalities, preferably volunteers should be identified from different agro-ecological zones and the Meenangadi experiment in trying to attain carbon neutrality replicated. Agencies with related experience could be accredited to assist the Local Governments in preparing action plans for moving towards carbon neutrality subject to the condition that a pool of local voluntary resource persons would be developed by that agency who could continue supporting the Local Government. Considering its experience Thanal could be the nodal resource organization to mentor and guide the accredited agencies. The following generic steps are for planning, to achieve carbon neutrality recommended for preparation:

(i) Circulate a note explaining in simple terms carbon neutrality and LSGD can do detailing the steps taken in Meenangadi Village Panchayat to all Local Governments and seek volunteers. The Local Governments before volunteering should have an idea of their responsibilities including financial.

(ii) If there are more volunteers than can reasonably be mentored, LSGD may take a decision on the number to be taken up in such a manner that all agro-ecological zones get represented.

(iii) Once the Local Governments are identified, a detailed presentation should be made to the elected committee along with key officials, on the concept as

well as the practice so far in Meenangadi. This should be done by an expert agency having experience in the matter.

(iv) **The Local Government should be given a chance to give informed consent.**

(v) **A Carbon Neutrality Facilitation Group should be set up in the Local Governments under the elected head and it should have the Chairpersons of the Development and Finance Standing Committees, the Secretary and other key officials and at least five experts to be identified by government and two experts to be identified by the Local Governments.**

(vi) **A local level awareness creation campaign may be launched, coordinated by members of the Facilitation Group. It should reach out to all educational institutions in the Local Governments, farmer groups, Kudumbashree network, political parties and trade unions, civil society organizations and youth groups.**

(vii) **Thereafter, volunteers who are interested in the programme should be asked to register in the Local Governments. They could be from anywhere in the district or even outside.**

(viii) **Then the technical exercise to identify Green House Gas (GHG) emission and sequestration profile should be studied. This would involve the following:**

a) **Identifying current GHG emission sources (Energy, Industry, AFOLU and Waste) and carbon sinks within the Local Governments.**
b) **Assessing the data and estimating GHC emissions and carbon sequestration of the Local Governments.**
c) **Collating emissions from previous years and projecting potential emissions in future to set a target for achieving carbon neutrality.**

(ix) **The findings of the study should be presented to a state level expert group to be set up by LSGD and suggestions for way forward obtained from them.**

(x) **The findings along with the suggestions of experts should be presented to the local stakeholders and officials along with the carbon neutrality facilitation group.**

(xi) **This should also be mentioned in the Gram Sabha / Ward Sabha meetings.**

(xii) **The Facilitation Group should prepare a draft Action Plan and submit it to the Local Government.**

(xiii) **The Local Government should identify the funding including from other government departments, CSR, voluntary contributions, etc.**

(xiv) **The Local Government should monitor the progress of the plan every month.**

(xv) **There should be an annual evaluation of the impact by an expert agency.**

15.23.2. **Local Action Plans for Climate Change (LAPCC) need to be prepared in extremely vulnerable Local Governments to address climate change in addition, to all volunteering Local Governments. A framework for the LAPCC is given in** *Appendix15.1.*

15.23.3. KILA should, through action research, develop a simple process for climate change impact appraisal in respect of selected projects under productive and infrastructure services.

15.23.4. An indicative framework on climate change adaptable approaches developed in the context of coastal Local Governments is given in *Appendix 15.2.*

15.23.5. Government of Kerala may develop a Climate Vulnerability Index (CVI) for Local Governments. KILA in partnership with other state level institutions could develop this. The index should look into the differential impact related to gender, age, disability and social status.

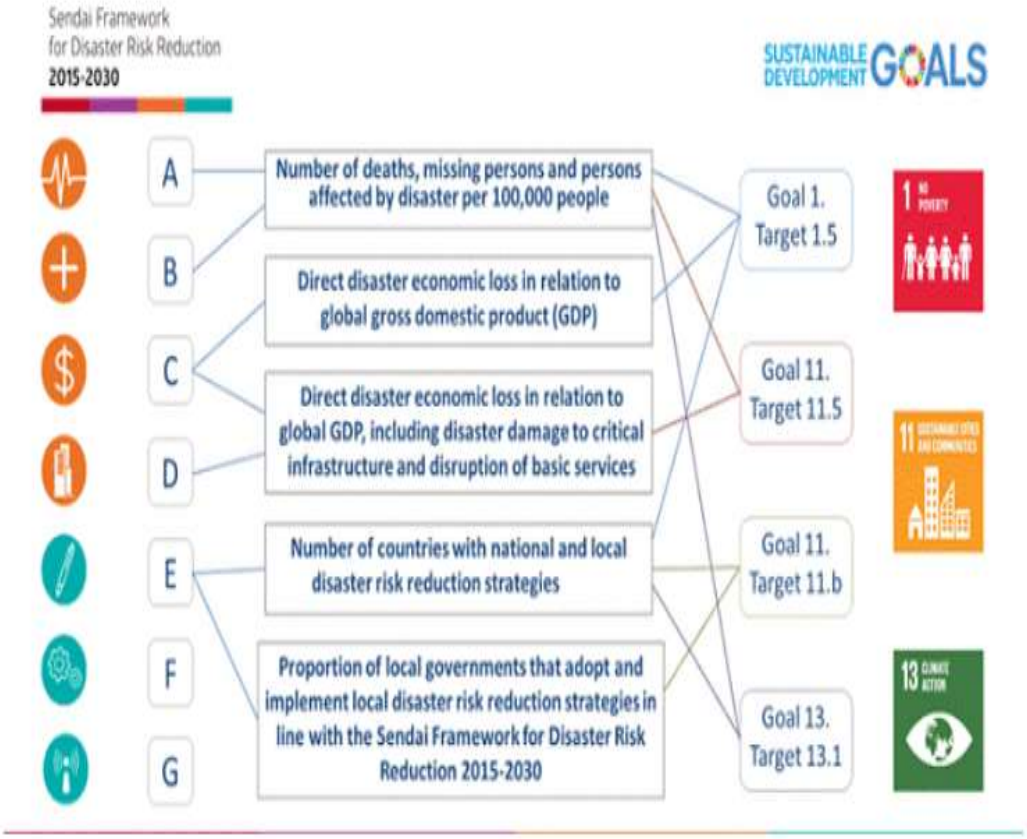
C. DISASTER MANAGEMENT

15.24. Climate change and disaster risk reduction are closely linked. More extreme weather events in future are likely to increase the number and scale of disasters. Disasters occur first at the local level and affect local people. These localised impacts can then cascade to have regional, state, national and global

ramifications. As a result, the responsibility for managing such risks requires the support of community and Local Governments. The disaster risk management options have to have bottom-up strategies, designed by Local Governments with the support from the state administration. Local Governments vary in their disaster experience, who and what is at risk, the potential geographical extent of the potential impact and responses, and in stakeholders and decisionmakers.

15.25. Local Government is important because local community experiences disasters first hand, has considerable experience with short-term coping responses, adjustments to disaster risk response, they retain local and traditional knowledge valuable for disaster reduction and adaptation, and lastly, they have to implement adaptation and mitigation plans. Having local Disaster Risk Reduction (DRR), strategies is essential to manage the disaster risks, as reflected in the Target E1 of the Sendai framework and the indicator SDG11b and 13.1.2 of the Sustainable Development Goals (SDG). The development and implementation of DRR strategies contribute to decreasing the direct economic losses caused by disasters and protecting the poor and people in vulnerable situations. Here, the Local Governments' commitment is essential. Post Kerala 2018 deluge, 100 per cent Local Governments have prepared Disaster Management Plans.

Figure 15.1: Sendai Framework and Sustainable Development Goals



SDG indicators		Sendai Framework indicators
Goal 1. End poverty in all its forms everywhere		
1.5.1	Number of deaths, missing persons and directly affected persons attributed to disasters per 100,000 population	A1 and B1
1.5.2	Direct economic loss attributed to disasters in relation to global gross domestic product (GDP)	C1
1.5.3	Number of countries that adopt and implement national disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030	E1
1.5.4	Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with national disaster risk reduction strategies	E2
Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable		
11.5.1	Number of deaths, missing persons and directly affected persons attributed to disasters per 100,000 population	A1 and B1
11.5.2	Direct economic loss in relation to global GDP, damage to critical infrastructure and number of disruptions to basic services, attributed to disasters	C1, D1, D5
11.b.1	Number of countries that adopt and implement national disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030	E1
11.b.2	Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with national disaster risk reduction strategies	E2
Goal 13. Take urgent action to combat climate change and its impacts		
13.1.1	Number of deaths, missing persons and directly affected persons attributed to disasters per 100,000 population	A1 and B1
13.1.2	Number of countries that adopt and implement national disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030	E1
13.1.3	Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with national disaster risk reduction strategies	E2

Source: https://www.undrr.org/implementing-sendai-framework/sf-and-sdgs

15.26. The term "*local authority*" is mentioned 14 times in the Disaster management Act, 2005. Chapter VI (41) is on the functions of the local authority and it is mentioned in various other sections of the Act (Section 22, 25, 30, 31, 33, 34, 38, 73). The DM Act, 2005 No. 53 of 2005 defines the role of Local Governments as:

> "*local authority*" *includes Panchayati Raj Institutions, municipalities, a district board, cantonment board, town planning authority or Zila Parishad or any other body or authority, by whatever name called, for the time being invested by law, for rendering essential services or, with the control and management of civic services, within a specified local area.*

15.27. Prime Minister's 10 point Agenda for Disaster Risk Reduction is a pragmatic perspective towards achieving it. The 10 point agenda are:

1. All development sectors must imbibe the principles of Disaster Risk Management (DRM).

2. Risk coverage must include all, starting from poor households to Small and Mid-size Enterprises (SMEs) to multi-national corporations to nation states.
3. Women's leadership and greater involvement should be central to DRM.
4. Invest in risk mapping globally to improve global understanding of Nature and disaster risks
5. Leverage technology to enhance the efficiency of DRM efforts
6. Develop a network of universities to work on disaster-related issues
7. Utilise the opportunities provided by social media and mobile technologies for Disaster Risk Reduction (DRR).
8. Build on local capacity and initiative to enhance DRR.
9. Make use of every opportunity to learn from disasters and, to achieve that, there must be studies on the lessons after every disaster.
10. Bring about greater cohesion in international response to disasters.

15.28. Kerala has demonstrated a unique resilience to disasters and the strength of public action in overcoming crises. Kerala was heavily jolted in the devastating floods of August 2018. Post the deluge, the vision set out for Nava Keralam, intends to build back better.

15.29. Disaster risks are exacerbated by a crucial factor that has been silently rising in the state, which is the land use pattern and practises. Multiple, incongruent Acts, orders and rules on land use do not allow the development of a single land management policy/regulation which official agencies can enforce. Due to this reason, business and habitation zones have overlapped over the years. This is further compounded by the State's high density of population of 860 people per square kilometre (2011 Census), narrow roads, dense and intrinsic road network, high density of coastal population and the general higher standard of living of the public.

15.30. The widespread flooding in urban and semi-urban areas of Kerala is primarily owing to the lack of risk-informed urban planning, non-compliance to design standards, and non-incorporation of resilient features in urban infrastructure. Uncontrolled expansion of habitations on the banks of the rivers/water bodies, encroaching into water channels/bodies and constricting the floodplains, inadequate storm water drainage and silting of minor storage ponds and flood plains in urban and urban sprawl areas have only added to flood risks.

15.31. The impacts of climate change are largely present through increase in the intensity and frequency of extreme weather events, unpredictability of precipitation, and changes to water regimes and peak seasonal runoff, caused in part by erratic

precipitation, and rising temperatures. The state has had to face serious droughts in 2013 and 2016.

15.32. Another impact being witnessed is progressive coastal erosion affecting nearly 63 per cent of the state's 580 kms coastline. While the Local Self-Government Department has taken legislative steps to mainstream risk informed spatial planning starting with the lessons learned from the Local Government disaster management plans prepared in 2019-20, other Government departments are yet to follow suit and accept the critical role of Local Governments in disaster resilience building of the society and incorporate risk information in planning. Heat impacts, lightning impacts and wind impacts are becoming more and more evident.

15.33. Household level resilience is the capacity of a social-ecological system to cope with shocks of disasters without changing its fundamental identity which are measurable through livelihood diversity, wealth, and a comprehensive resilience index based on a combination of human, financial, physical, social, and natural capital. Households with greater social connectivity have greater resilience. Households that are more socially networked have a wider range of livelihood strategies and greater overall capital and therefore, they are more resilient.

Planning for the long term

15.34. It is only within the framework of planning for long term that the inter-departmental linkages, mutually enhancing or negating approaches, synergies and risks can be identified. Development plan of each sector, being a "stand-alone" system, does not promote such analysis of inter-dependencies and therefore a platform for inter-departmental risk informed planning needs to be created. Although there are Nodal Officers and Virtual Cadre Officers identified in each department, the pro-active engagement still remains limited, due to various reasons.

15.35. In order to identify problems and possible solutions, KSDMA conducted a detailed technical stakeholder consultation on 29-30 January 2020. Recommendations in each sector are summarised below for the respective departments to implement.

Table 15.2: Sector wise Problems and Possible Solutions

Areas	Key Problems / Challenges	Reasons for the problems	Possible solutions
Local Government, Local Community and Resilience			
Institutions and Institutional Mechanisms	• Lack of coordinated planned, inclusive action at the local level	• Multiple institutions and multiple lines of control • No clarity on roles and responsibilities • Certain communities left out like tribals, elderly, Persons with Disabilities (PWDs) and responsibilities	• Local Government to be given the mandate at the local level • Working Group on "Environment, Biodiversity, Climate Change, Disaster" constituted should include representatives from the different communities- Kudumbashree and other SHG members, Elderly Groups, Tribals, Theeramythri etc. • Residents' associations, libraries, literacy preraks, Community Based Organizations (CBOs) like youth organizations
	• Limited powers for Local Governments	• Provision in the Disaster Management Act not reflected in the Panchayati Raj and Nagarapalika Acts • Lack of networking • No forward and backward linkages	• The Panchayati Raj and Nagarapalika Acts to be revisited and provisions made for legitimising the spaces and roles of these community-based institutions • Ensure upward integration with Block Level and district level institutions, departments, state government, District Disaster Management Authority (DDMA), Kerala State Disaster Management Authority (KSDMA) • These linkages will ensure promoting synergy in utilisation of resources, neutrality, transparency and in effectively combating local level area specific biases and agendas
	• Challenge in incorporating technical, social and ecological factors into local development and Disaster Management (DM) plans	• Lack of capacities at the local level	• Linking with block level and district level expertise available • Developing a list of empanelled experts at block/district level who can be on call to support planning processes.

Areas	Key Problems / Challenges	Reasons for the problems	Possible solutions
Capacity Building	• Challenge to make a local level DM Plan to be a "Living Document"	• Lack of capacities for Risk and Vulnerability Assessments, planning for preparedness and mitigation	• Developing a comprehensive list of training modules by Kerala Institute of Local Administration (KILA) and KSDMA. • "Vulnerability/Risk Assessment" to be considered under the list of "non-negotiables", and others as "desirables" eg. risk informed micro-enterprise planning • Local development plans to specify the modules it would like to take up in the DM Plan/Local Development Plan.
	• Challenge to make local DM Plans as inclusive and participatory	• Lack of capacity/awareness at community level. • Disaster Management Teams (DMTs) not formed and/ or capacitated.	• Individuals trained by KILA and KSDMA in disaster management, risk informed planning etc. to guide participatory planning processes • Special modules to be developed for DMT and all DMTs to be trained
Early Warning Systems (EWS)	• EWS, in its present format, not conducive to decision making at panchayat/municipal levels	• Decoding of technical jargon • Lack of clarity on actions to be taken	• Demystifying hazard specific warnings • Linking with actionable points • Standard Operating Procedures (SOPs) for responding to warnings to be evolved at panchayat/ municipality levels based on guidelines developed by KSDMA
	• Last Mile Connectivity often missing	• Inaccessible areas/ communities • Lack of ability specific EWS	• DMTs to include community specific/ need appropriate members from the community (Tribal Volunteers /Kudumbashree members/ Youth/ Fishermen etc) • Ability specific IEC to be developed, especially for Early Warning Systems, Evacuation Procedures, Camp Management
	• Too many messages	• Lack of clarity in roles and responsibilities	• Guidelines to be developed for early warning systems, triggers for actions like evacuation at state level and disseminated • Local Governments to adopt/adapt these guidelines as SOPs for their Local Governments
	• Depending on limited communication channels	• Lack of awareness on effective utilisation of other media of communication	• Multiple channels of communication to be adopted • Social media to be utilised for effective communication in times of emergency with adequate safeguards in place to minimise confusion/ false information

Areas	Key Problems / Challenges	Reasons for the problems	Possible solutions
	• Loss of productive working days due to generalised information	• Predictions not area specific	• KSDMA to provide more localised predictions especially for coastal communities • R&D at state level for micro-level predictions/ trends • Predictions to also take into account the agro-climatic zones specified by the agricultural sector
	• Lack of clarity on dealing with localised disasters	• Guidelines lacking on dealing with localised disasters	• EWS, Response plans to also take into account localised disasters • SOPs to be developed for localised disaster management
Vulnerability Assessment	• Multiple lists available of "Vulnerable families"	• Vulnerability assessment currently sectorally driven • Currently, identifying "vulnerability" is linked with sector specific benefits/ entitlements • Lack of transparency, ulterior motives currently affecting Vulnerability assessment due to its link with entitlements	• Defining "vulnerability" in terms of coping with identified hazards • Parameters to be defined at State level and used by the Local Government • These state level parameters to be discussed and approved at Gram / Ward Sabha • Involve community representatives in Vulnerability assessments • Vulnerability Index to be developed at state level for the Local Government to understand their level of vulnerability
	• Non availability of current data	• Prohibitive cost and lack of time required for survey/data collection for periodic updation by Local Government	• Making periodic updation a part of the system • Outsourcing survey/ data collection to Kudumbashree/ youth clubs on a payment basis • This activity to be budgeted in the Annual Development Plan of Local Government
	• Confidentiality / Privacy Issues	• Some of the data collected, like Health issues, types of housing, vulnerability assessments, etc. may be sensitive and can be misused for private gains or can even have adverse effects like land prices crashing in areas that are conspicuously marked vulnerable, insurance rates increasing for	• State to develop protocols on data storage/ utilisation / sharing etc.

Areas	Key Problems / Challenges	Reasons for the problems	Possible solutions
		vulnerable areas and vulnerable people	
Data, Information and	• Limited access to wealth of information already available	• Sectoral data not accessible • Confidentiality of information	• KSDMA to collect and collate all relevant and sector specific data • Provide an interactive, query based information portal that Local Governments can access for data related to DM Planning
Risk Informed Planning	• Local Governments/ community not involved in assessing risks of sectoral development interventions	• Spaces not provided, not articulated as their mandate/right • Lack of capacities	• Local Governments to be given the right and responsibility of Risk Audits/ Environment Impact Assessment (EIA) of Sectoral development projects planned • Capacities to be built up for EIA • Skilled human resources to be made available and accessible to support PRIs in Risk audits and EIAs • Gram / Ward Sabhas to be acknowledged as the representation of the communities and approval of Gram / Ward Sabha to be taken to ensure "do no harm" approach • But for this to be inclusive, various CBOs need to be involved.
Social Security	• Interruption in the performance of the social security due to disaster	• Risk and hazard assessment of social security is not available/ not linked with implementation.	• Social security continuity planning. • Kudumbashree Self Help Groups (SHGs) are to be empowered locally for resilience in terms of budget and capability for social security.
Grievance Redressal	• There is no place for submission of grievance or people do not know of it.	• Non-availability and lack of awareness of grievance platform and processes.	• Local Government level grievance officer should be available and proper mechanism for redressal should be in place.

Areas	Key Problems / Challenges	Reasons for the problems	Possible solutions
Mental Health	• Acute stress reaction • People with existing mental illness • Lack of mental health services at the grassroot level • Long-term mental health issues like depression, Post-Traumatic Stress Disorder (PTSD) • Substance abuse withdrawal symptoms	• Lack of awareness about mental health issues in general public and stigma	• Mental health disaster management teams under District Mental Health Programme (DMHP) in each district. • Training/ capacity building on post-disaster mental health for volunteers, Local Government elected representatives, officials, revenue, police, rescue workers etc. • Awareness creation in general public regarding post-disaster mental health issues through IEC. • Regular screening through house visits by ASHAs. • Strengthening the Primary Care Health System to deal with mental health issues long-term and Primary Care integration of Mental Health.
Migrant Population	• Lack of exact data • Language and cultural barriers • Discrimination in camp	• Lack of enforcement of existing rules and regulation on migrant workers.	• Strict enforcement of existing rules and regulation on migrant workers. • Provide IEC materials on Disaster Risk Reduction (DRR) in their own languages.
Community Role in Safety Audit	• No provision for conducting safety audit at present • Non-adherence of rules on safety issues by general public	• Lack of clarity on jurisdiction/ responsibility between line departments, roles not clarified.	• Safety audit should be done for all public buildings (schools, hospitals etc.) • Formation of people's committee with experts at local level to undertake safety audit • Awareness creation among target population (residents associations, Kudumbashree, other CBOs)
Transport, Communication and Technology			
Alternate Routes and Vulnerability	• Absence of alternate routes will result in reducing the accessibility to lifeline facilities	• Either there will not be any alternate route or the available one will not be usable	• Based on the flood map being prepared, the routes that are vulnerable may be identified • Geotag all the lifeline facilities in the region and identify the existing routes, and maintain them as all-weather roads • If alternate routes are not available, develop alternate routes for the lifeline facilities which are to be planned at a height above the anticipated flood level

Areas	Key Problems / Challenges	Reasons for the problems	Possible solutions
Continuity of Business/Multimodal Transportation/Rescue	• The disasters may result in reducing the accessibility and mobility of the residents.	• Washing out of roads • Failure of bridges and culverts • Calamities like landslips/landslides • Flooding of roads • Failure of power lines	• Power Charging systems • Portable bridges • Inflatable boats/ Fibre boats • Hovercraft/Hydrofoil • Floating Jetties • Hot Air Balloon • Ropeway/Cable car • Embedded Ropeway for Canals • Drone/Unmanned Aerial Vehicles • Development of canal bund roads • Helipads at strategic location • Revival of waterways
Social Mechanism	• Absence of trained rescue personnel at local level and public awareness.	• A proper training mechanism was unavailable.	• Formation of Special Task Force and regular updation • Involvement of local NGOs and public • Involvement, participation and control of local bodies • Involvement of experts • Continued Evaluation • Sustainability to be ensured
Design Consideration	• Failure of roads, bridges and Culverts • Slope Failure • Failure of bank protection for water ways	• Lack of Designed Roads • Reduction of Vent way at bridge locations in design • Debris accumulation leading to blockade of vent • Lack of drainage layer for roads • Inadequate number of CDs and side drains • Lack of maintenance of roads as well as drains • Inadequate land width resulting in unstable side slope	• Drainage layer should be provided to ensure sub surface drainage. • Design should include adequate number of CDs and side drain. • Additional land spans on either side of the bridges in future construction. • Alignment shall match the topography • Climate resilient pavement to be adopted • Eco-friendly bank protection measures • slope design and slope protection measures • Periodic inspection and maintenance of roads and other assets

Source: KSDMA

15.36. When the devastating floods hit the State in 2018, the Local Governments willingly led from the front even though they were not given any definite roles in disaster management. They provided the rescue and initial relief and also coordinated the early steps of rehabilitation, at least in making dwellings habitable and clearing the debris affecting local mobility.

15.37. Government took a major and significant policy decision to set up a new Working Group in all the Local Governments which focuses on biodiversity,

climate change, environment and disaster management and almost all Local Governments prepared Disaster Management Plans (DM Plans). Moreover, it became an important component of the campaign by the name *Nammal Namukkayi (by Us for Us)* launched by Rebuild Kerala Initiative (RKI) with the aim to utilize the knowledge, experience, and ideas of the entire people of the state in a participatory and practicable manner for rebuilding Kerala. Standardized template of tables and guidelines for garnering data required for the preparation of DM Plans and guidelines for the formulation and implementation of regional and community-based disaster management activities at local government were issued by the Department of Local Self Government as per two Government orders (G.O (MS) No.14/2020/LSGD Dtd. 14/10/2020 and GO. (MS) NO.156/2019/LSGD dtd., 4/12/2019). Every Local Government prepared its own DM plan, incorporating adaptation and mitigation measures. The DM Plans were able to capture factors needed for immediate response and relief like contact details of volunteers and key personnel like doctors, availability of different equipment's particularly for clearing debris, etc., but most of the plans failed to tap into people's experience of the floods and their suggestions for a local action plan to mitigate the worst affects in future. The participation of experts in deciding local plans was limited. It also could not prioritize activities on the basis of rational criteria and feed them into the resource envelope. However, a beginning has been made and it needs to be followed up.

15.38. The DM plan is structured into eight chapters. The structure of DM plan is given in ***Appendix 15.3***. The components of the DM plan are the following:

a. General information (profile) pertaining to the Local Governments.
b. Hazard and vulnerability profile.
c. Capacity and resources.
d. Response plan.
e. Preparedness, mitigation, and community resilience plan.

15.39. Local planning has to take into consideration the seven targets of SENDAI framework in light of the Sixth Assessment Report (AR6) and should be in line with the State Disaster Management Plan as given **in *Annexe 15.2.***

Recommendations for Disaster Management

15.40. For actions by Local Governments and for improving Disaster Management Plans, the following recommendations are made:

(i) **Convergence of Local Government led activities with the State Plan for KSDMA is essential.**

(ii) **There are sufficient funds under the State Disaster Mitigation Fund (SDMF) which needs to be utilized in priority by Local Governments for mitigation projects. Therefore, a specific Government level decision in this regard to allocate at least 80 per cent of the SDMF for Local Government level projects may be considered.**

(iii) **Development of DRM and Climate Action Tracker (DCAT) Tool under the World Bank funded Program for Results (P for R) being implemented by LSGD through KILA with the support of KSDMA will help in discerning various local climatic risks with the help of long-term scientific data refined by data generated through local Weather Labs to be established by KSDMA as well as under the Samagra Shiksha Keralam. This will nudge the Local Governments to formulate plans which will contribute to long term climate resilience and get co-benefits. DCAT would provide the first of its kind in the world where Local Governments will be able to visualise the climatic impacts of the local planning process so that they can do necessary course correction. Post the interventions under Program for Results, DCAT tool needs to be mainstreamed into the local climate governance system.**

(iv) **Since real time communication of risks to the citizens is an integral part of effective risk governance, Local Governments need to be equipped to use various communication tools including social media to coordinate with various stakeholders, citizen groups and individuals at risk during extreme situations. A system which can harness and curate agile data in real time along with a clear set of risk communication strategies will empower the Local Governments to address various hazards more effectively. This needs to be piloted by SDMA in atleast 50 most vulnerable Local Governments.**

(v) **In order to effectively integrate climate and disaster risks into the planning process, a Guideline for Risk Informed Master Plans is being developed by LSGD Planning in partnership with KILA and KSDMA. This may be operationalised quickly.**

(vi) **The role of Local Governments needs to be included and made evident in the State Action Plan on Climate Change (SAPCC) for mainstreaming climate risk. The Climate Change Cell at DoECC** *(Annex15.3)* **and technical institutions need to support the Local Governments.**

~~(vii)~~ **The e-governance platform needs to include a tracking tool to enhance the capacities of Local Governments to better prepare and respond to unexpected disasters or impacts or disturbances due to changing climate thereby achieving disaster and climate resilience. It will aid Local Governments in planning, monitoring the interventions and incentivizes the plans to be climate proofed and disaster risk reducing, leading to a resilience plan. This assessment will help to identify the financial requirements, human resource requirements, available resource and material management and the intended benefits for the community so as to realign priorities for the community welfare and quality of life.**

(viii) Climate services provided through information from weather forecasts and traditional knowledge are becoming the most significant intervention in integrating climate and disaster into the planning process. Integration of local knowledge with external scientific, global, and technical knowledge is an important dimension of climate change adaptation and disaster management. Activity for enhancing local level climate services will aid in mainstreaming actions. (For instance, spotting large number of dragonflies in coastal areas is a sign of bad weather and signal for deep sea fishers by traditional knowledge providers). Local knowledge is often tacit and invisible to outsiders. Within a climate change context, indigenous people as well as elder residents provide important information about changing environmental conditions. Local and traditional knowledge is increasingly valued as important information to include when preparing for disasters. Community participation in disaster management is essential to tap this information as it can offer alternative perspectives and approaches to problem-solving. Pilots to operationalise this concept may be tried out in selected Villages Panchayats in Kuttanad.

(ix) Context specific climate and disaster related indicators need to be listed out by KILA. The indicators must be linked with SDGs.

(x) A key aspect of planning for adaptation at the local level is the identification of the differentiated social impacts of climate change based on gender, transgender, age, disability, ethnicity, geographical location, livelihood, and migrant status. Emphasis needs to be given to identify the adaptation measures that serve the most vulnerable groups, address their urgent needs, and increase their resilience. This often means using a more coordinated and integrated management approach with the involvement of diverse stakeholder groups. Moreover, gender-disaggregated information is required

to develop a gender responsive DM plan. A methodology for this should be piloted by KILA in partnership with experts and professional institutions.

D.WATERSHED MANAGEMENT THROUGH LOCAL GOVERNMENTS

15.41. Though Integrated Watershed Management has been attempted in the State from the days of Kundah Valley Project in the early 80s, given a specific push by the Western Ghats Development Programme since mid-80s and mandated by several centrally sponsored schemes since the 90s and in a sense given top priority by the MGNREGS, it is next to impossible to come across successful operationalisation of the principles of watershed management even in a relatively small area. The only exception could be the Japanese supported Attappady Hill Area Development Project which followed some principles of watershed management and showed impressive results.

15.42. Right from the early days of People's Plan, watershed management was pushed as a policy but not backed up by field experimentation and technical support. Later from the 11th Five-Year plan onwards it got additional push especially when MGNREGS was rolled out in all the districts. Detailed guidelines were issued as per G.O(MS)No.105/2011LSGD dt 14.06.2011 which is given in ***Annexe 15.4*** in the original Malayalam version considering its length. Following this watershed maps were prepared for all the Village Panchayats.

15.43. When the Harita Kerala Mission was launched in 2016, watershed management was one of the three pillars but barring two or three local attempts, at river rejuvenation a systematic approach could not be followed except, to some extent, in the Kattakada area.

Need for Watershed Management in Kerala

15.44. Kerala has been going through cycles of water stress bordering on droughts in some places and flooding for quite some time. In such a scenario, watershed management can sharply reduce the intensity of both, essentially by slowing down run off, promoting infiltration of water in the soil and releasing it over a longer time into streams and rivers. Along with in situ water conservation, soil conservation is also simultaneously taken up followed by biomass production as suited to the locality enabling animal husbandry. Thus, watershed management can enrich the soil, enhance local availability of water over a longer time and boost agriculture. In a sense it enables eco system regeneration and livelihood improvement. In this sense watershed management is both ecological and developmental.

Reasons for watershed management not taking off in Kerala

15.45. There are several reasons identified by experts on why watershed management could not gain traction in Kerala. Some of the important reasons are:

(i) In a State with relatively high rain fall the need for water conservation was not much realized even by the farmers and it never became a policy priority. As the mid land and highland regions of the State were brought under cultivation relatively recently the traditional wisdom of farmers in conserving water and soil could not evolve, as in similar eco systems in the country.

(ii) In a highly departmentalized scenario watershed management has always been seen as verticals with each component independently implemented by the departments without sequencing or inter-relatedness which are the critical features of watershed management. Due to lack of understanding by officials concerned, successive schemes have been trivialized.

(iii) There has been a preference for engineering solutions focusing exclusively on stone-pitched contour bunding even in areas where such measures are not required. In certain areas the potential for corruption facilitated by using this technique prevented further experimentation. The sad example being the Kundah River Valley Project in Attappady tribal area.

(iv) Watershed management projects were implemented without much participation of the farmers, though the latter schemes provided for IEC and entry point activities, which was not effectively used.

(v) Though there are top class manuals prepared by the Food and Agriculture Organization (FAO) and also organizations like MYRADA and Samaj Pragati Sahayog (SPS) they were not been suitably adapted for the State.

Recommendations for Watershed Management

15.46. In this context, the Commission strongly recommends that Integrated Watershed Management should be adopted as one of the key strategies in the State's efforts to address climate change and manage disasters.

15.47. Instead of spreading out throughout the State, three areas, from each of the 14 agro-ecological zones may be identified.

15.47.1. As the first step resource teams should be created for carrying out IEC activities. The IEC team drawn from among officials, interested farmers, civil society organizations and volunteers of the People's Plan may be trained by inviting experts from MYRADA, SPS, CWRDM, NCESS, etc.,

15.47.2. Simultaneously technical training has to be given to the agricultural officers and selected engineers from the LSGD and Water Resources Department as also the technical teams of MGNREGS. These training programmes could be conducted initially in the field schools of MYRADA and Samaj Pragati Sahayog (SPS) and later in the priority watersheds.

15.47.3. At the State level, an exclusive Mission may be created having a multi departmental character from LSGD, Water Resources Department and Agriculture Department with the involvement of Haritha Keralam Mission. Or it could be a distinct Sub-Mission under the Haritha Keralam Mission. The Mission should have the following roles:

- **(i) Providing technical support including setting up of VTC,**
- **(ii) Ensuring convergence of departments and agencies both for resources and services,**
- **(iii) Preparation of technical manual, coordination of training,**
- **(iv) Dissemination of best practices,**
- **(v) Facilitating cross Local Government coordination on the basis of watershed boundaries,**
- **(vi) Arranging monitoring and evaluation,**
- **(vii) Serving as a help desk, and carryout trouble shooting whenever there is need.**

Agencies like Centre for Water Resources Development and Management (CWRDM), KFRI, NCESS, Kerala State Land Use Board and KSREC should be part of the Mission.

15.48. Watershed maps in digital format should be prepared by each Local Government on which the development plan could be built considering the past and present and required interventions for which the following process is recommended:

15.48.1. All Local Governments should prepare a study of water in their jurisdiction including what comes in, what goes out, what is stored, changes across seasons and over time, etc. CWRDM could develop a simple methodology and train Local Governments to do this exercise. Such an understanding is critical for Natural Resources Management.

15.48.2. The mapping can be done through a trained local team having an android-based smart phone. They can function as a resource team for updating the database and making it dynamic.

(i) **Available base layers viz., LSGI boundary, micro watershed boundary, drainage network, water bodies, disaster management hotspots (flood prone area and land hazard zones) can be integrated and made available to the team constituted in each LSGI by the State Level Nodal Agency or competent support organization such as Kerala State Land Use Board (KSLUB)**

(ii) **The field level mapping can be done through a trained local team using an open-source android application (eg.QField for QGIS). There are also other open-source android applications.**

(iii) **The QField project for each LSGI can be configured in QGIS–Desktop version by using shape files, Google Earth imagery. New shape files area also created for collecting field data. Once the projects are configured, it can be ported to android mobiles through blue tooth, Secure Digital (SD) Card, Universal Serial Bus (USB) or by e-mail. If sent through e-mail, the user has to download and extract the project data to the desired folder in the android mobile or tablet.**

(iv) **Once the QField files are on the Android device, the project can be opened with the QField for QGis app and the real location is displayed with the help of Global Positioning System (GPS) in the user interface. It is also possible to collect data offline like a printed map.**

(v) **Field data can be collected in all the three shape file formats (point, polyline and polygon). The attribute details such as the name of the feature identified, type, issues related to that location, suggestions, other relevant details can be entered in the attribute table. Columns (fields) can be added in the attribute table according to the requirement at the time of creating new shape files before it is geo-packed for QField app. There is no need to use the desktop version by everyone who is going to collect the field data.**

(vi) **After collecting the data by using the mobile app, the same folder can be sent back (either by e-mail or any other means mentioned above) to the support organization coordinating the project.**

(vii) **The layers provided for field reference includes drains, watershed boundary and hot spot locations. For marking interventions in a drain, both line or point shape files can be used, according to the nature of the work identified. Using line feature, the path of the intervention from the beginning to the end can be marked by walking along the side of the drain and simultaneously tapping the icon in the user interface of the QField app at frequent intervals. After reaching the end point, save the line and enter the problems identified and the details of the works suggested. This help to get the location specific running units with accuracy.**

(viii) **If the point file is used for collecting data, only the location of the work identified can be marked, for e.g., suggested location of gully plugs, culverts, check dams, etc.**

(ix) **Polygon features are suitable for collecting data by drawing the shape of the ponds, quarries, quarry ponds etc. and also for marking the location and size of structures proposed, e.g. farm pond, percolation pit, etc.**

(x) **Any other feature / proposed work identified in the project area, according to the requirement of the project, can also be captured either as points or poly lines or polygons without any limitation.**

15.48.3. Thus, a participatory resource map using satellite imagery and GIS software to define watershed boundary, catchment area, topography, perennial and seasonal streams, hydrology and hydraulics of flows, land use, non- farm activities, livestock management, roads, bridges, houses, industry etc. can be generated involving local people. This database will serve as a prerequisite for organizing watershed development program.

15.49. After the IEC in each of the selected locality, participatory planning needs to be conducted with special emphasis on use of participatory techniques like Focus Group Discussions with farmers and agricultural labourers, Historic Time Lines, Transect Walks, Livelihood Analysis, etc.

15.50. Along with the planning process, a local organization of the community should be created giving representation to the farmers, agricultural labourers and Kudumbashree leaders using the principle of networked SHGs.

15.51. Using existing Manuals, and relying on experience, a detailed Manual should be prepared as applicable to different regions of Kerala.

15.52. In order to carry out the work, local teams can be created like the Green Army experiment of Wadakanchery Block. These teams could be carrying out work on a turnkey basis. They should be supported by a Project Implementation Agency to be identified specifically for this purpose from among public institutions or NGOs. For accreditation of project implementation agencies, the following criteria are recommended:

15.52.1. The Local Self-Government Department has a system for accrediting agencies which are willing to take up projects of Local Governments for implementation. The accreditation has to be done based on the evaluation of the agencies by subject experts. The evaluation can be done in terms of:

- **(i) Experience,**
- **(ii) Democratic nature of the activities,**
- **(iii) Physical amenities,**
- **(iv) Management's systems and expertise,**
- **(v) Upkeep of documents and its updating,**
- **(vi) Financial strength,**
- **(vii) Voluntary activities undertaken,**
- **(viii) Office set up and employees,**
- **(ix) Expertise and use of modern technology tools,**
- **(x) Technical expertise and expert employees, (xi)**
- **(xi) Excellence of the activities undertaken during the last three years,**
- **(xii) Sectoral expertise and experience,**
- **(xiii) Quality of services rendered,**
- **(xiv) Accountability and transparency in financial dealings,**
- **(xv) Social benefits of the activities undertaken,**
- **(xvi) Cost efficiency considerations,**
- **(xvii) Follow up support offers,**
- **(xviii) Transparency in the activities, and**
- **(xix) Liability of the institution.**

15.53. There are about 24 works which do not have Schedule of Rate (SoR) and the costing is done using Observed Data. These includes:

- **(i) Gully plugging and Galvanized Iron (GI) wire gabion gully plugging using collected stones (kattukallu),**
- **(ii) GI wire gabion High density Polyethylene / Low density Polyethylene (HDPE/LDPE) lined check dam,**
- **(iii) Temporary check dam with sand filled polyethene bags,**
- **(iv) Brush wood gully plugging,**
- **(v) Wooden crib gabion gully plugging,**

(vi) Side protection with coir geo textile,
(vii) HDPE/LDPE lined pond construction and silk Pauline tanks,
(viii) Subsurface dike with HDPE/LDPE lined clay lining,
(ix) Well recharge system with harvested roof water and filter unit,
(x) Bore well recharge system,
(xi) Waste water treatment with artificial wetland,
(xii) Pitcher irrigation,
(xiii) Bio fencing,
(xiv) Cost of making 100m2 of Gabion net from GI wire,
(xv) Ferro cement water harvesting tank,
(xvi) Side protection using jungle stone,
(xvii) Stone pitched Bunt,
(xviii) Bench Terracing,
(xix) Bund strengthening by growing Vettiver grass, fodder grass etc.,
(xx) Preparation of waste land for cultivation,
(xxi) Removing weed from pond prior to pond de-siltation,
(xxii) Mulching of coconut basing/mulching 10 Sq. M land area,
(xxiii) Strengthening of paddy field bund by soil covering (Bund pothiyal)
(xxiv) Compost pit with filled broken bricks.

15.54. In this background it is desirable to set up a Working Group in each district including representatives of Local Governments, accredited agencies / local NGOs, independent professionals and government officials and engineers. The Working Group should prepare and revise District Schedule of Rates (DSR) periodically and also arrange to disseminate it up to the Gram Sabha. This is of particular significance in areas with a high degree of location specificity and variability in the soil, slope and geological conditions and seasonal variation. It is also desirable to have a matrix of rates for the same task in different eco-regions of the district, which preferably may be done at the state level in a standardized manner.

15.55. There should be a system of quality assurance and GIS based monitoring as also participatory monitoring by the community organizations should be provided for.

15.56. To ensure transparency, mandatory disclosure of information and social audit should be compulsory.

15.57. There should also be formal concurrent evaluation by expert organizations.

15.58. As regards measures they should focus on using appropriate technology and avoid engineering solutions to the extent possible especially in relation to soil conservation and slope protection. Agrostological measures should obviously be given preference.

15.59. The funding of the projects could be by MGNREGS, 15th Finance Commission grant supplemented by Local Government funds. Beneficiary contribution for works in private land should be at least 10 per cent.

15.60. The detailed guidelines issued for Integrated Watershed Management Programme (IWMP) *Annexe 15.4* **in 2011 may be suitably revised and reissued as a Government Order.**

J. GREEN APPRAISAL TOOL FOR LOCAL GOVERNMENTS

15.61. At the request of the Commission, the Grameena Patana Kendram (GPK) developed a Green Appraisal Tool for Local governments which has been done after elaborate field testing and modification to suit local requirements. The Commission endorses the suggestions of GPK and the details are given below:

15.61.1. The Activity- Impact Matrix may be seen in *Appendix 15.4.* **It suggests that there are twenty project categories which affects the environment and need to be assessed appropriately. These are:**

1. **Buildings:**	**Construction and Repair**
2. **Ponds/Tanks/Wells/Canals:**	**Construction, De-silting, Cleaning**
3. **Public amenities and places:**	**Construction, Operation and Maintenance**
4. **Roads/Bridges/Culverts/Public properties:**	**Construction & Maintenance**
5. **Waiting sheds for travellers:**	**Construction & Maintenance**
6. **Ferries:**	**Operation & Maintenance**
7. **Bathing and washing ghats:**	**Construction & Maintenance**
8. **Storm water drainage**	**Construction, upkeep & Maintenance**

9. **Slaughter houses:**	**Construction / Regulation of animal slaughtering and sale of meat**
10. **Sanitation:**	**Solid & Liquid waste management**
11. **Burial & burning grounds:**	**Establishment & Maintenance**
12. **Fairs & festivals: Regulation:**	**Organization & Management**
13. **Public markets:**	**Upkeep, Maintenance & Management**
14. **Colonies and Slums areas:**	**Providing basic facilities**
15. **Minor and micro-irrigation:**	**Construction and Maintenance**
16. **Agriculture/Horticulture/Social Forestry:**	**Management and Extension**
17. **Animal Husbandry and Dairy Farming:**	**Development & Extension**
18. **Fisheries and Pisciculture:**	**Development & Extension**
19. **Tiny and Small-Scale Industries:**	**Establishment and Expansion**
20. **Drinking water supply:**	**Implementation and Maintenance**

15.62. The Local Governments may subject any projects proposed to be implemented by them under the above categories to Green Appraisal after preparing the Detailed Project Report (DPR). It is conducted by adopting the following steps:

15.62.1. Initial preparation

1. **Evaluate the proposed Project Proposal forming part of the above listed 20 categories.**
2. **List out the activities envisaged in the proposed projects during the implementation and post-implementation (operation) phases of the project.**

15.62.2. Screening for Regulated activities (Use Proforma-A as given in *Appendix 15.5*)

(i) **Select each activity enlisted under the proposed project one by one for screening using Proforma-A.**

(ii) **Examine whether the selected activity of the project involves land acquisition. If so, ascertain whether it is voluntary or involuntary.**

(iii) **If it is voluntary, project passes the screening as involuntary land acquisition is absent. The project is then screened as acceptable.**

(iv) **If involuntary land acquisition is present, the project is not readily acceptable. In such a case, it has to be examined whether there is any feasibility for revision. The land acquisition in India is governed by 'The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013'. It has to be examined whether there is feasibility for revising the project making use of the provisions of this Act. If not, the project has to be rejected.**

(v) **Examine whether the selected activity of the project involves Coastal Regulation Zone (CRZ) areas. If not, the project is screened as acceptable.**

(vi) **If the selected activity of the project involves discharge of untreated wastes or effluents, the project is not acceptable. However, there is a feasibility to revise the project by incorporating appropriate treatment system for avoiding pollutant discharge. Therefore, the project can be revised incorporating appropriate waste and effluent treatment system, as applicable, and screen the project as acceptable.**

(vii) **Similarly, the selected activity of the project can be screened for other provisions stipulated for CRZ areas; Forests, Natural Habitats and Trees; Physical and Cultural Resources and Air, Land and Water Resources and ascertain whether the project is acceptable and if not, whether there is feasibility for revision.**

(viii) **The screening process has to be repeated for each of the activity involved in the proposed project based on which a decision can be taken to decide whether the project is acceptable with or without revision.**

15.62.3. Understanding environmental impacts and mitigation measures (Use Proforma-B as given in *Appendix 15.6*)

The Activity Impact Matrix suggests the most anticipated environmental impacts/concerns for the activities normally conceived for the projects under the above listed 20 project categories. It also suggests standard mitigation plan for the anticipated environmental impacts of project activities. It is desirable to familiarise with the environmental impacts and understand their implications so as to select and incorporate mitigations measures from the standard list appropriately.

(i) Biodiversity loss:

Biodiversity or biological diversity refers to the variety of life on Earth at all its levels, from genes to ecosystems, and can encompass the evolutionary, ecological, and cultural processes that sustain life. It is the existence of a number of different kinds of animals and plants which together make a good and healthy environment. It provides functioning ecosystems that supply oxygen, clean air and water, pollination of plants, pest control, wastewater treatment and many ecosystem services. Biodiversity loss is caused by five primary drivers: habitat loss, invasive species, overexploitation (extreme hunting and fishing pressure), pollution, climate change associated with global warming.

(ii) Community conflicts:

It is the disagreement among the community and it can be destructive to the socio-economic environment, if not resolved. Conflict creates insecurity, psychological well-being and displacement of people.

(iii) Depletion of water source:

Depletion of water means scarcity of water which means that there is a lack of sufficient freshwater resources to meet water demand. It is due to excessive use above the availability, evapotranspiration, source pollution etc.

(iv) Disease burden:

It describes the total, cumulative consequences of a defined disease or a range of harmful diseases with respect to disabilities in a community. The consequences include health, social aspects, and costs to society.

(v) Disfiguration of landscape/Landscape modification:

Changing the appearance or quality of land permanently by levelling the land, removal of top soil or uprooting trees.

(vi) Drainage modification/Disruption of drainage:

It is the change or alteration induced on the natural surface and subsurface drainage pattern due to human intervention. It leads to build up of hydrostatic pressure, drainage congestion, flooding, erosion, landslides, landslips, debris flows etc.

(vii) Dust and particulate emission:

Dust is very small pieces of dry dirt, sand, etc. in the form of a powder. Particulate emission is described as solid particles and liquid droplets found in the air. The complex mixture contains dust, pollen, soot, smoke, and liquid droplets. The composition and size of these airborne particles and droplets vary. It includes suspended particulate matter; thoracic and respirable particles and inhalable coarse particles. The coarse particles with a diameter of 10 micrometers (µm) or less is designated as (Particulate Matter) PM_{10}. The fine particles with a diameter of 2.5 µm or less is designated as $PM_{2.5}$. There are also ultrafine particles with a diameter of 100 nm or less. As the size of the particle reduces, its penetration depth increases. Particulates are the most harmful form of air pollution due to their ability to penetrate deep into the lungs, blood streams and brain, causing health problems including heart attacks, respiratory disease, and premature death.

(viii) Hydrologic modification:

Hydrologic modification includes significant changes in the magnitude, duration, timing, frequency or rate-of-change of natural stream flows. It can cause a range of pressures on aquatic ecosystem health and service provision, including changes to the quantity, quality, velocity and temperature of water flows, changes to channel and bed erosion and deposition processes, flow congestions, water stagnation etc.

(ix) Increased radiation:

Radiation is described as energy or particles from a source that travel through space or other mediums and include light, heat, microwaves, radio waves etc. Many buildings emit heat radiation and ionising radiation. Ionising radiation produces charged particles (or ions) in matter such as X-rays, gamma-rays etc.

(x) Indigenous groups:

Indigenous Peoples are distinct social and cultural groups that share collective ancestral ties to the lands and natural resources where they live, occupy or from which they have been displaced. They are inheritors and practitioners of unique cultures and ways of relating to people and the environment. They have retained social, cultural, economic and political characteristics that are distinct from those of the dominant societies in which they live. Disturbance or displacement of them will affect the cultural diversity and traditional knowledge.

(xi) Land use change:

Land use change is a process by which human activities transform the functional use of land by converting from one purpose to another. For example, land may be converted from cropland to grassland, or natural vegetation to plantation or cropland for building purpose. This will normally affect the intrinsic property of land adversely.

(xii) Loss of open space:

Open space is any open piece of land that is undeveloped (has no buildings or other built structures) and is accessible to the public. It can also include green space (land that is partly or completely covered with grass, trees, shrubs, or other vegetation). Its loss will lead to reduced groundwater recharge and increased siltation and runoff. There will also be loss of habitat for native vegetation and wildlife. It enhances pressures of development and reduces the assimilative capacity of environment.

(xiii) Loss of vegetation cover:

Vegetation cover defines the percentage of soil covered by green vegetation. Loss of native vegetation is the removal of native vegetation by direct or indirect actions. Reduced vegetation cover exposes more soil directly to the atmosphere. A vegetation cover above the critical value of 45-50 per cent protects soil from raindrop impact and reduce soil erosion. The loss of trees and other vegetation accentuates climate change impacts, desertification, soil erosion etc.

(xiv) Loss of rare trees and plants:

These are the ones that are very uncommon, scarce, or infrequently encountered. The U.N. Convention on Biological Diversity reported that "Every day, up to 150 species are lost." That could be as much as 10 percent a decade. The loss of plant species may lead to habitat destruction and subsequent loss of various animal species.

(xv) Lowering of water table:

If water is withdrawn from the ground at a faster rate that it is replenished, either by infiltration from the surface or from streams, then the water table can become lower, resulting in a "cone of depression" around the well. Excessive pumping and lowering of groundwater table can lead to land subsidence, due to loss of support below ground.

(xvi) Noise pollution:

Noise pollution is considered to be any unwanted or disturbing sound that affects the health and well-being of humans and other organisms. Exposure to prolonged or excessive noise can cause a range of health problems ranging from stress, poor concentration, productivity losses in the workplace, and communication difficulties and fatigue from lack of sleep, to more serious issues such as high blood pressure, heart disease, sleep disturbances, stress, cardiovascular disease, cognitive impairment, tinnitus and hearing loss.

(xvii) Occupational safety:

It deals with all aspects of physical, mental and social health and safety in a workplace. It is the umbrella for company's efforts to prevent injuries and hazards in all work environments.

(xviii) Possibility for accidents and hazards:

Accident is an unexpected and unwanted occurrence or unintended event or series of events which could result in injury to persons, death, loss of system or service, damage to equipment, materials or environment. Hazard is a situation or condition which has the potential to cause harm to people, equipment and environment. It is a physical situation that could lead to an accident with a potential for human injury.

(xix) Recharge potential:

It refers to the potential for unused water to infiltrate via the soil profile down to groundwater systems. The assessment is based on the assumption that recharge is a function of soil profile water holding capacity, substrate porosity and rainfall.

(xx) Siltation:

Siltation occurs as a result of human activities that leads to fine soil leaching into nearby water bodies. Silt accumulations prevent the natural function of

the water body and contaminate it leading to water quality deterioration and storage, flow or depth reduction of water bodies.

(xxi) Soil erosion and soil loss:

Soil erosion is a gradual process that occurs when the impact of water or wind detaches and removes soil particles, causing the soil to deteriorate. Soil loss is the loss of organic matter and loss of fertile land. It is usually caused due to the removal of vegetation, or any activity that renders the ground dry. Farming, grazing, mining, construction and recreational activities are some of the causes of soil erosion. The soil erosion leads to land degradation, increased pollution and sedimentation in water bodies, clogging of drains and waterways. It promotes critical losses of water, nutrients, soil organic matter and soil biota, harming forests, rangeland and natural ecosystems.

(xxii) Soil quality deterioration:

Soil quality is the capacity of a soil to function for specific land uses and characterised by organic-matter content, salinity, tilth, compaction, available nutrients, and rooting depth help measure the health or condition of the soil-its quality-in any given place. The quality of a soil is determined by a combination of physical, chemical, and biological properties such as texture, water-holding capacity, porosity, organic matter content, and depth. Erosion, compaction, salinization, sodification, acidification, and pollution with toxic chemicals degrade soil quality.

(xxiii) Stream bank erosion:

It is a natural process that occurs when the forces exerted by flowing water exceed the resisting forces of bank materials and vegetation. It occurs due to increased flow or removal of local protective vegetation. It increases stream sediment and turbidity.

(xxiv) Traffic congestion:

Traffic flow slows down when the number of vehicles travel on the road increases or the roadway capacity decreases due to various reasons. It is stressful, enhances fuel consumption and increases atmospheric pollution.

(xxv) Tree felling:

Trees protect the earth and play a significant role in reducing soil erosion and moderating the climate. They remove carbon dioxide from the atmosphere and store large quantities of carbon in their tissues. Trees and forests provide a habitat for many species of animals and plants.

(xxvi) Vector menace:

Vectors are living organisms that can transmit infectious diseases between humans or from animals to humans or from plants to plants. Many of these vectors are blood or sap sucking, which ingest disease-producing microorganisms during a meal from an infected host and later inject it into a new host during their subsequent meal. The common vectors include mosquitoes, bed bugs, ticks, flies, sand flies, fleas, triatomine bugs, tsetse flies, black flies, lice, cockroaches, some freshwater aquatic snails, dogs and rodents.

(xxvii) Waste accumulation:

Waste is unwanted or unusable materials. Waste is any substance which is discarded after primary use, or is worthless, defective and of no use. The types of waste include municipal solid waste (household trash/refuse), agricultural waste, biomedical waste, industrial hazardous waste, wastewater (such as sewage, which contains faeces and urine, radioactive waste etc. Inappropriately managed waste can attract rodents and insects, which can harbour gastrointestinal parasites, yellow fever, worms, the plague etc. Exposure to hazardous wastes, particularly when they are burned, can cause various diseases including cancers. Toxic waste materials can contaminate surface water, groundwater, soil, and air causing serious health problems. Biodegradable wastes such as food waste produces significant Greenhouse Gas (GHG) emissions, which contributes significantly to global warming.

(xxviii) Water quality deterioration:

Water quality describes the condition of the water, including chemical, physical, and biological characteristics, usually with respect to its suitability for a particular purpose such as drinking or swimming. Pollutants are typically the cause of major water quality deterioration. Major water pollutants include microbes, nutrients, heavy metals, organic chemicals, oil and sediments. Heat, which raises the temperature of the receiving water, can also be a pollutant. If the water quality deteriorates, it can pose health risk for ecosystems.

15.62.4. Screening for Environmental Clearance (Use Proforma-C as given in *Appendix 15.7*)

(i) Select the Project Category as given in the Master Data (Proforma-B) and write down the activities envisaged in the proposed project in Column 1.

(ii) **Write down the anticipated environmental impacts in Column 2 as drawn from the Master Data.**

(iii) **Examine whether there is possibility of any other environmental impacts other than that drawn from the Master Data considering the significance and constraints of the proposed location for implementation of the project. Do this by using the checklist given in Column 3 and select the additional impacts, if any, other than that listed in Column 2.**

(iv) **Write down the appropriate mitigation measures in Column 4, by drawing from the Master Data and additional measures, if any, required based on the environmental scenario of the proposed location based on expert opinion and local wisdom.**

(v) **Prepare a rough cost estimate of the proposed mitigation measures making use of the local expertise and location characteristics and enter it in Column 5. Generally, the mitigation measures are small additional interventions to the activities envisaged in the project or small and appropriate modification of the envisaged activities of the project.**

(vi) **Add the rough cost estimate made for the mitigation measures to the Project Cost and revise the total Project Cost. Enter the revised cost of the Project after incorporating the cost for mitigation in Column 6. The revision of the Project Cost is essential to ensure that there is adequate financial provision made for the implementation of mitigation measures. Otherwise, the mitigation measures will go unimplemented leaving the environmental impact unresolved.**

(vii) **The project can be considered as cleared from the point of view of environment provided all the above six steps are completed satisfactorily.**

15.62.5. Ways and means for the adoption of Green Appraisal Tool in the Local Governments.

The projects undertaken in Local Governments form part of three sectors namely (i) Productive, (ii) Service and (iii) Infrastructure. These projects are prepared in detail by the Implementing Officer of the designated sector using Sulekha Software through data entry using designated Forms. There are three types of forms; Form 1 for Projects requiring beneficiary selection, Form 2 for Projects involving construction activities and procurement and Form 3 for Projects in the Service sector. All the three forms are versatile enough to include all the project details including the details of activities involved. The Implementing Officer, first has to enter all the details of the projects in the form applicable to the respective project. The projects requiring green appraisal for obtaining environmental clearance are given in Proforma B (Appendix 15.6). These projects have to be screened using the Proforma A (Appendix 15.5) and Proforma C (Appendix 15.7). The screening

has to be done by the Implementing Officer with the help of respective Working Group. The preparation of the projects requiring green appraisal will be complete only after completion of screening for environmental clearance. Therefore, in the Project Formulation Forms and Sulekha Software, appropriate modifications have to be made.

Chapter 16
Centrally Sponsored Schemes and Externally Assisted Projects

16.1. The Local Governments in Kerala implement a large chunk of Centrally Sponsored Schemes (CSS), some of which are allocation based and some of which are demand based. Even in allocation based schemes if the funds are not fully absorbed, the State is the loser. The major CSSs implemented by rural Local Governments as of now are:

(i) MGNREGS
(ii) Pradhan Mantri Gram Sadak Yojana (PMGSY)
(iii) Pradhan Mantri Awas Yojana (PMAY) Rural
(iv) Swachh Bharat Mission – Grameen (SBM-G)
(v) Deendayal Antyodaya Yojana-National Rural Livelihoods Mission (DAY-NRLM)
(vi) National Rurban Mission (NRuM)
(vii) Rashtriya Gram Swaraj Abhiyan (RGSA)
(viii) Integrated Child Development Services (ICDS)

16.2. All the above schemes are implemented by the Panchayats.

16.3. Centrally Sponsored Schemes in urban areas are:

(i) Atal Mission for Rejuvenation and Urban Transformation (AMRUT) implemented in the six Corporations and three Municipalities I & II
(ii) Deendayal Antyodaya Yojana- National Urban Livelihoods Mission (DAY-NULM)
(iii) Pradhan Mantri Awas Yojana (PMAY)
(iv) Swachh Bharat Mission
(v) Smart Cities in two City Corporations
(vi) Integrated Child Development Services (ICDS)

16.4. DAY-NRLM and DAY-NULM are implemented by Kudumbashree. ICDS and National Social Assistance Programme (NSAP) is for both rural and urban areas.

16.5. In addition, for Samagra Shiksha Abhiyan (SSA), the State share is met by the Panchayats, Municipalities and Corporations and the proposals originate from these Local Governments.

16.6. National Health Mission (NHM) covers the Public Health Institutions all of which are under Local Governments. But it is being implemented separately by the NHM of the State.

16.7. Local Governments implemented two major Externally Assisted Projects namely Kerala Sustainable Urban Development Project (KSUDP) for the five City Corporations implemented from 2007 to 2016 and Kerala Local Government Service Delivery Project (KLGSDP) for Village Panchayats implemented from 2011 to 2017. Its post 2017 phase, was called the Kerala Urban Service Delivery Project (KUSDP).

16.8. In the Jalanidhi Project supported by the World Bank Local Governments had a marginal role in providing capital cost and mobilizing the community.

Funding

16.9. The details of funding of the different CSSs which are ongoing are given below. Details are provided for each of the five implementing agencies under the Department of Local Self Government, namely, Kudumbashree, Panchayat Department, Rural Development Commissionerate, Suchitwa Mission and State Mission Management Unit.

Table 16.1: Details of funding of the different Centrally Sponsored Schemes in 2020-21

(Rs in Lakhs)

Items		Outlay	Expenditure	Percentage of Expenditure
Nodal Agency: Kudumbashree				
National Rural Livelihoods Mission (NRLM) General - Deendayal Antyodaya Yojana, Deen Dayal Upadhyaya Grameen Kaushalya Yojana, SVEP and MKSP (60% CSS) -(Central Share)		9,750	3,256.89	33.4
National Urban Livelihood Mission (General) –	Corporations	1,200	687.72	57.31
	Municipalities	1,800	1,031.58	57.31
National Urban Livelihood Mission (SCP) Corporations	Corporations	225	128.93	57.3
	Municipalities	337.5	193.41	57.31
National Urban Livelihood Mission (TSP)	Corporations	75	42.97	57.29
	Municipalities	112.5	64.47	57.31
Pradhan Mantri Awas Yojana (General)	Corporations	5,310	282.46	5.32
	Municipalities	21,240	944.21	4.45
Pradhan Mantri Awas Yojana (SCP)	Corporations	600	0	0
	Municipalities	2,400	0	0
Pradhan Mantri Awas Yojana (TSP)	Corporations	90	0	0
	Municipalities	360	0	0

Items		Outlay	Expenditure	Percentage of Expenditure
National Rural Livelihood Mission	SCSP	4875	1,780.69	36.53
	TSP	1,624.5	1,335.52	82.21
Nodal Department: Panchayat Department				
Rashtriya Gram Swaraj Abhiyan (RGSA)		1,200	656.46	54.7
National Social Assistance Programme-National Old Age Pension Scheme (100% CSS)		15,000	15,000	100
Nodal Department: Rural Development Commissionerate				
Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) (90% CSS) (Central Share)		3,13,964	2,79,188	88.92
National RURBAN Mission		3,000	1,936.91	64.56
MGNREGS (Material Cost)		68,805	60,944.46	88.58
Prime Minister's Grama Sadak Yojana (60% CSS) Central Share		15,000	1,875.71	12.5
Pradhan Mantri Awas Yojana (Rural)		1,500	1,430.33	95.36
Pradhan Mantri Awas Yojana (Rural) SCP		750	669.4	89.25
Pradhan Mantri Awas Yojana (Rural) TSP		300	181	60.33
Nodal Agency: Suchitwa Mission				
Swachh Bharat Mission (Grameen)-Nirmal Bharat Abhiyan - 60% CSS		2,870	26.01	0.91
Swachh Bharat Mission (Grameen) -Special Component Plan-State share		525	4.76	0.91
Swachh Bharat Mission (Grameen) -Tribal Sub Plan-State share		105	0.95	0.9
Swachh Bharat Mission (Corporations)		750	0	0
Swachh Bharat Mission (Municipalities)		1,750	0	0
Suchitwa Keralam		3,500	847.29	24.21
Suchitwa Keralam - Solid Waste Management Scheme for Urban Areas		2,233	137.68	6.17
Nodal Agency: State Mission Management Unit				
Smart Cities Mission		20,000	10,003.49	50.02
AMRUT Municipal Corporations		30,150	5,751.5	19.08
AMRUT Municipalities		14,850	2,921.93	19.68

Source: PlanSpace, State Planning Board, Government of Kerala

16.10. With reference to Externally Aided Projects (EAPs), the Kerala Sustainable Urban Development Project (KSUDP) supported by the Asian Development Bank (ADB) was initiated in 2007 and continued until 2016. The components of

the Project for five City Corporations were (i) promotion of good governance in municipal management (ii) development and expansion of infrastructure for water supply, sewerage, solid waste management, drainage, roads and transport and (iii) improvement of urban social services for the elderly, destitute, women and street children. The total project cost was Rs 1,423 crore of which Rs. 995.4 crore was the share of the ADB and the State and the five Municipal Corporations were to contribute Rs. 269.1 crore and Rs. 158 crore respectively. However, the utilization was only Rs 654.6 crore. Commitment charges had to be paid to the tune of Rs 55 crore as a penal provision for non-utilization of amount based on a 0.75 per cent penalty per annum.

16.11. The objective of the Kerala Local Government and Service Delivery Project (KLGSDP) launched in 2011 was to enhance and strengthen the institutional capacity of the Local Government system in Kerala to deliver services and undertake basic administrative and governance functions more effectively and in a sustainable manner. The project had four components (i) discretionary funds to provide increased resources for expanded local investment for the creation, maintenance, and operation of capital assets in a manner which incentivizes the strengthening of their institutional capacity. (ii) capacity-building inputs to strengthen and supplement the existing systems and human resource of Municipalities and Village Panchayats to enhance their institutional performance (iii) strengthen the system of performance monitoring of Village Panchayats and Municipalities in Kerala and (iv) to support project management.

16.12. The post 2017 phase of the programme was called the Kerala Urban Services Delivery Project. From 2020 a new phase of the project, the Kerala Solid Waste Management Project (KSWMP) has just been approved.

16.13. The development objective of the KSWMP is to strengthen the institutional and service delivery systems for solid waste management in Kerala. The duration of this Project is six years. The total outlay of the Project is 300 million USD out of which 105 million USD (Rs.710 crore) is World Bank share, 105 million USD (Rs.710 crore) is Asian Infrastructure Investment Bank (AIIB) share and the remaining 90 million USD (Rs.680 crore) is State share. As per G.O (Ms) No.20/2020/LSGD dated.23.01.2020, Government have sanctioned the implementation of Kerala Urban Service Delivery Project. The World Bank funds were to be released as an additional amount on top of the yearly annual allocation as additionality to the budget provisions given as plan funds. As per G.O.(Rt) 1420/2020/LSGD, dated 29/07/2020, Government have renamed the Project as

Kerala Solid Waste Management Project. Project will comprise of the following three components:

(i) Institutional Development, Capacity Building and Project Management
(ii) Grant support to ULBs for Solid Waste Management and
(iii) Development of Regional SWM facilities.

Performance of Schemes

16.14. MGNREGS

16.14.1. Kerala is one of the best spenders under MGNREGS. It has given succour to about 63.49 lakh persons of which around 90 per cent are women. It has had a huge impact in reducing poverty. However, the following issues need to be noted:

(i) Though the MGNREG Act allows several assets to be taken up particularly in the agriculture sector, MGNREGS has not been integrated with the local plans of Village Panchayats. The quality of assets needs a lot of improvement.

(ii) Convergence especially in enhancing the quality of assets by providing supplementary funds to meet the additional material component is very rare.

16.15. DAY-NRLM and DAY-NULM

16.15.1. Kerala is one of the best performers in the country under the scheme. Kudumbashree has an excellent system and is implementing these schemes very well. The involvement of Village Panchayats, Municipalities and Corporations is very low.

16.16. Swachh Bharat Mission – Rural

16.16.1. Kerala was the first big State to Open Defecation Free (ODF). Swachh Bharat which is implemented through the Local Governments with the technical support of the Suchitwa Mission is rather slow in respect of solid and liquid waste management.

16.17. Swachh Bharat Mission – Urban

16.17.1. Here again ODF status has been achieved but other components related to solid and liquid waste management have not taken off.

16.18. NSAP

16.18.1. Kerala gives very high pensions under different categories as may be seen from the following Table:

Table 16.2: Different categories and rate of pensions paid in Kerala

Sl. No.	Name of Pension	Pension given in Kerala (Rs)	NSAP rate (Rs)
1	Indira Gandhi National Old Age Pension Scheme (IGNOAPS)	1,600	500 (for those above 80 years of age) 200 (for those below 80 years of age)
2	Indira Gandhi National Widow Pension Scheme (IGNWPS)	1,600	300
3	Indira Gandhi National Disability Pension Scheme (IGDNDPS)	1,600	300
4	Pension for the Unmarried Women above 50 years	1,600	-
5	Agricultural Labour Pension	1,600	-

Source: DBT Cell, Panchayat Directorate

16.18.2. Also, Kerala gives pensions to much greater number of people than NSAP.

RURBAN

16.19. Thirteen clusters have been taken up under RURBAN and plans have been prepared with the help of support agencies. However, the implementation is very tardy and there is no convergence with plans of the Panchayats.

PMGSY

16.20. This is a major infrastructure project where the progress is slower than many States. The State has not been able to absorb the allocation for which it is eligible.

PMAY – Rural and PMAY – Urban

16.21. These schemes are performing exceedingly well as they are converged with the Life Mission. Kerala's coverage of beneficiaries is more and the unit rates are much higher as is evident from the following Table.

Table 16.3: Cost under PMAY and LIFE Mission

Sl. No.	Particulars	GoI Unit Cost		Total	Cost under LIFE Mission[5]
		Central Share (60%)	State Share (40%)		
1.	PMAY – Rural	72,000	48,000	1,20,000	2,50,000
2.	PMAY – Urban	1,50,000	1,00,000	2,50,000	1,50,000

Source: PlanSpace, State Planning Board, Government of Kerala

Samagra Shiksha Abhiyan (SSA)

16.22. This is an allocation based scheme where the projects have to be approved by GoI. There is no system for planning from below even though Local Governments give their proposals. There is lot of confusion regarding the provision of State share by Local Governments because only when the project is approved can the Local Governments know their share. Also, the share for components which are for Aided Schools are also collected from the Local Governments which is not fair.

ICDS

16.23. One of the oldest CSS in operation since 1975, ICDS is solely implemented by the Village Panchayats, Municipalities and Municipal Corporations, who manage the Anganwadis. They spend as per norms using their Plan Funds. As and when central allocation for ICDS is received they are passed on to Local Governments according to a formula. Number of children in Anganwadis is coming down. Also, inspite of the MGNREGS allowing Anganwadi construction, it is estimated that around 700 number of Anganwadi Centres in the state do not have own buildings. The food given in the Centres caters to the average child and micronutrient deficiency is not addressed.

AMRUT and Smart Cities

16.24. The performance of Urban Local Governments in the implementation of AMRUT and Smart City Mission is extremely poor. There is no project approach and the components get delayed substantially. Compounding the problem is that, for water supply, which is a major component, the

[5] LIFE Mission of the State Government has fixed the cost per Dwelling Unit as 4,00,000 for both rural and urban areas as against the per Dwelling Unit Cost of the GoI fixed at 1,20,000 for rural areas and 2,50,000 for urban areas. It may be noted that of a total of 2,79,465 houses constructed between 2017-2021, 1,89,840 have been constructed exclusively by Government of Kerala. 70,454 houses have been built under the PMAY Urban and 7,0454 houses under the PMAY Rural.

implementation is through the Kerala Water Authority (KWA) over which the Urban Local Governments have no control.

16.25. Regarding the sewerage component, local resistance has delayed the setting up of Faecal Sludge Treatment Plants (FSTPs) which are to be done by Local Governments. Also, their technical capacity for these items is rather weak.

General Issues related to CSS and EAPs

16.26. The General issues in implementation is listed below:

(i) For big projects, the capacity is weak right both in relation to preparation of Detailed Project Report and implementation.

(ii) Land acquisition and shifting of utilities are major issues.

(iii) Limited contractor capacity affects schemes like PMGSY, AMRUT and Smart City.

(iv) Poor inter departmental coordination also is a major hurdle.

Recommendations for CSS and EAPs

16.27. MGNREGS should be linked to the Village Panchayat plan. A separate Working Group may be set up for MGNREGS which includes officers of the Agriculture, Animal Husbandry, Dairy Development and Kudumbashree. Also, officers in charge of Watershed Management, Waste Management should be part of this Working Group. As in other Working Groups, in addition to Officers, Experts and Stakeholders need to be involved.

16.28. LSGD should put in a central monitoring system for all the CSS and troubleshooting should be done by District Level Officers wherever possible.

16.29. There should be an independent professional group to guide preparation of DPRs and to vet them after they are ready.

16.30. For big CSSs and EAPs, the Local Governments should be directly involved even if they take professional assistance for implementation. This is to ensure that the experience resides in Local Governments.

16.31. In the case of NHM, the plans should be prepared after getting proposals from each Local Governments. But the implementation could continue as of now.

16.32. Anganwadi construction should be taken up on a priority under MGNREGS.

16.33. Most malnourished children particularly in the tribal and coastal areas should be identified for special nutrition programmes

16.34. The actual number of children in Anganwadis may be identified in a fool-proof manner after giving an assurance that the number of Anganwadis will not be reduced. After this exercise, utilizing the same amount now spent, higher order benefits should be given to the children as it is expected that the actual number would come down substantially.

16.35. Anganwadi is an important source of data regarding the status of children especially those from vulnerable communities. But the quality of data needs a lot of improvement. Special training should be given to the Anganwadi workers on this. The ICDS Supervisor should ensure superior quality of data.

16.36. The Janani Jatak software developed during the crisis in Attappady should be suitably updated and used in all Anganwadis.

16.37. The Anganwadi Level Monitoring and Support Committee needs to be activated. There needs to be a link between the NHGs within the service area of the Anganwadi to ensure parental involvement.

Chapter 17
Localizing and Communitizing SDGs

17.1 Sustainable Development Goals (SDGs) are being pushed globally with rare unanimity, and India is one of the leaders in this process. It is a progressive agenda that recognises development as a continuous process of improvement and always works in progress; and second and third-generation challenges and so on will come up. The goals and targets have been well laid down and a special feature of SDGs is focused on full achievement with none left behind and also in its balance of development and environment. The SDGs recognize that sustainability is a universal goal and that all countries and communities can play an important role in achieving this agenda. Kerala is undoubtedly the leader in SDGs as far as the country is concerned. However, its position is not always at the top in respect of individual goals, as may be seen from the table below:

Table 17.1: Composite score and rank of SDGs with respect to last three years of Kerala

Goals	2018 Composite score	2018 Rank	2019 Composite score	2019 Rank	2020 Composite score	2020 Rank
SDG 1	66	5	64	7	83	2
SDG 2	72	3	74	3	80	1
SDG 3	92	1	82	1	72	9
SDG 4	87	1	74	2	80	1
SDG 5	50	1	51	2	63	2
SDG 6	62	12	77	15	89	7
SDG 7	60	10	70	14	100	1
SDG 8	61	12	61	16	62	9
SDG 9	68	2	88	1	60	8
SDG 10	72	12	75	5	69	10
SDG 11	46	5	51	9	75	10
SDG 12	0		57	12	65	15
SDG 13	0		56	10	69	2
SDG 14	0		0	8	0	5
SDG 15	75	11	98	3	77	6
SDG 16	82	6	77	7	80	4
State Composite Score	69	1	70	1	75	1
India Score	57		60		66	

Note: The SDG India Index offered insights into the social, economic, and environmental status of the country and the States/UTs in their march towards achieving the SDGs. For every goal, all States/UTs were ranked. A composite score was also calculated, which ranked the States/UTs based on their overall performance across multiple goals. The category of Aspirants in red color with a score of less than 50, Performers as Yellow color with (scores between 50 and 64, including both), the Front Runners as green color (with a score in the range 65-99, including both) and Achiever as blue color with the score of 100.

Source: KILA

17.1 SDGs are important to Kerala in several ways. Most importantly, it confers a lot of soft power on the state, through independent assessments of its leading status, which could bring in recognition and even possible benefits. In spirit, SDGs are very similar to the Kerala model and in the tune of the Nava Keralam concept. If one were to map the state priority programmes to the SDGs and targets, there would be a high degree of match. Further, it will help the state to understand where it stands in development, especially shortfalls vis-à-vis, other leading states or even countries in the world. Of course, there are challenges as well, the most important of which, is to achieve convergence and understanding of the inter-relatedness of many goals and at the state level. Also, they are to be closely aligned with the Fourteenth and Fifteenth Five-Year Plans. At the same time, the state should not get into the "indicator trap" instead focus on developing its own understanding of the SDGs as relevant to the state.

17.2 In addition to being the leader in the country in respect of SDGs, only Kerala can innovate on two things, i.e., localizing SDGs through its strong Local Governments and communitizing SDGs through its equally strong Kudumbashree network.

Localizing SDGs

17.3 The Ministry of Panchayati Raj had set up an expert group which has identified nine themes for localizing SDGs as follows:

(i) Poverty free and enhanced livelihoods village
(ii) Healthy Village
(iii) Child friendly village
(iv) Water sufficient village
(v) Clean and green village
(vi) Self-sufficient infrastructure in village
(vii) Social secured village
(viii) Village with Good governance
(ix) Engendered development in village

17.4 This is quite comprehensive. In a State like Kerala, the following themes could be added:

(i) Inclusion
(ii) Natural resources management
(iii) Local jobs
(iv) Sustainable food production

(v) Quality education
(vi) Inclusive growth
(vii) Sustainable cities and communities

17.5 The expert group has identified 168 local targets and 389 individual targets and developed the local indicator framework. It has mapped the role of Village Panchayats in the Centrally Sponsored Schemes. It is a happy fact that KILA has been the thought leader in localizing SDGs and it has contributed significantly to the national report. Also, it has developed a Local Indicator Framework along with targets as given in **Appendix 7.1.** So, much work has been done and the time is right for Kerala to push localization of SDGs.

Recommendations on localizing SDGs

17.6 Accordingly, the Commission makes the following recommendations:

(1) In accordance with the experience of twenty-five years of decentralization and the functions being performed by Local Governments, the State may identify the themes as suggested in paras 17.4 and 17.5 above for operationalising SDGs through Local Governments, with freedom being given to Local Governments to fix priorities based on their situation and also add on goals as may be relevant.

(2) The concepts underlined in the SDGs need to be understood locally as part of their development understanding. They are to be demystified and made simple for easy understanding. Some of the concepts which could be taken up are:

(i) Poverty
(ii) Inequality
(iii) Climate change and resilience
(iv) Biodiversity and natural resources management
(v) Decent work
(vi) Gender
(vii) Inclusion
(viii) Peace and non-violence
(ix) Life-style in harmony with nature
(x) Social evils

(3) **It is felt that Village Panchayats, Municipalities and Corporations should not be burdened with targets from above. They should be free to choose their targets and indicators which could feed into performance data at higher levels.**

From the framework developed by KILA, an illustrative example of education is given in *Appendix 17.1.*

17.6.1 As the first step, there should be a dialogue with the Local Governments and feedback sought on how to incorporate SDGs in their planning process which should be explained in very simple terms to the Local Governments by mapping SDGs on their functions and on the programmes which they have formulated as part of the People's Plan. Special emphasis should be laid on rights-based development.

17.6.2 KILA should prepare guidelines for organically integrating SDGs into the current planning process of Local Governments. There should be a simple methodology for capturing the local situation in respect of key themes identified by the State. This should form part of the guidelines for the Fourteenth Five-Year Plan. The Status Report prepared by Working Groups and Development Report should specifically capture the relevant SDGs. KILA may come out with a list of items of development related to SDGs which are either costless or of low cost.

17.6.3 KILA in partnership with IKM should determine the way of capturing activities and achievements directly related to SDGs. The dash board developed by KILA can be adopted.

17.6.4 The DPCs should be sensitized on this aspect of planning and should be empowered to coordinate at the district level.

17.6.5 Based on earlier experience, efforts need to be taken to prevent routinization and trivialization of work related to SDGs. KILA should mentor resource of Local Governments and develop them as 'beacons' so that the others can learn from their experience.

17.6.6 Government should put in place a system of vertical collaboration in realising SDGs.

Communitizing SDGs

17.7 In Kerala by its sheer size, the Kudumbashree network is ideally suited for communitizing SDGs. Of course, farmers groups, libraries and civil society organizations could supplement their efforts. By the very nature of SDGs, community participation is critical for almost all the goals, especially related to

poverty, zero hunger, health, gender equality, clean water and sanitation, reduction of inequalities, decent work, climate action, gender, peace and justice.

17.8 The Commission makes the following recommendations:

17.8.1 A top-down approach imposing additional burden to NHG network should be avoided as also preparation of separate parallel plans.

17.8.2 The focus should be on the NHG network imbibing values and content of the goals on the lines of gender self-learning programme. The community should be sensitized on the concepts which are relevant to their immediate life. Kudumbashree should launch a cascading capacity building effort to achieve this.

17.8.3 Based on past experience and in consultation with a set of NHGs, a quick action research should be conducted jointly by Kudumbashree and KILA so that what is doable emerges with specificity.

17.8.4 The focus of the action should be to access entitlements and services which are available and relevant for SDGs.

17.8.5 In addition, the NHG network should develop a bottom-up process to influence local plans by generating demand for certain missing elements related to SDG goals.

17.8.6 A simple framework on SDGs should be developed for NHGs from them to understand SDGs and decide specifies on how they can contribute to attaining them.

17.8.7 The elements of SDG which the communities can plan for should be incorporated into their normal planning process. The elements of the plan would emerge from the action research and, to the extent possible, it should be theme-wise and build up to an SDG Plan from NHG upwards. Here again, indicators should be very simple and captured through a community-based process.

17.8.8 To help the Kudumbashree network, information on various services and entitlements should be provided to them.

17.8.9 A group of Community Resource Persons should be created to assist the NHGs in understanding SDGs and in preparing their plan.

17.8.10 The Kudumbashree network should be given the freedom to rank the SDG priorities.

17.8.11 A campaign approach is required for this as there is a great opportunity for revitalizing Kudumbashree system.

17.8.12 A simple system of performance rating of the Kudumbashree units should be developed through internal processes.

17.9 Though the Kudumbashree network could be at the nodal point in communitizing SDGs, it is necessary to involve other collectives and students in the process adapting the process suggested above.

17.10 Community activities for SDGs cannot be stand alone. They have to be seamlessly complemented by supportive action at the level of the Local Governments and the State Government, but the most important outcome to be targeted should be deepening the understanding of the community on sustainability so that local public action is possible which would be on issues of local relevance. For this an IEC campaign on SDGs is necessary.

S. M. Vijayanand
Chairman

Rajesh Kumar Singh IAS
Member

Sarada Muraleedharan IAS
Member

APPENDICES

Appendix 7.1: Local indicator Framework (LIF) for SDG

Indicator – Label	Description	Suggestions
Goal 1. End poverty in all its forms everywhere		
1.1.1	Number of People Living Below the National Poverty Line	
1.3.1.a	Number of households with any usual member covered by a health scheme or health insurance	
1.3.1.b	Number of households living in katcha house/make shift house	
1.3.1.c	Number of Beneficiaries under State/Centre Medical insurance Scheme	
1.3.2	Number of Beneficiaries under Integrated Child Development Scheme – ICDS	
1.3.3	Persons provided employment as a percentage of persons who demanded employment under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	
1.3.4	Number of Self Help Groups (SHGs) provided bank credit linkage	
1.3.5	Number of the population (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana (PMMVY)	
1.3.6	Number of senior citizens provided institutional assistance through Senior Citizen Homes/Day Care Centers funded by the Government	
1.4.1	Number of HHS getting safe and adequate and potable drinking water	
1.4.2	Proportion of population (Urban) living in households with access to safe drinking water & sanitation (Toilets)	
1.4.3	Percentage of households electrified, 2019-20	
1.4.4	No of homeless population	
1.4.5	No of people having counts (including deposit and credit) in banks	
1.4.7	No of households having toilets facility	
1.5.1	No of deaths, missing persons and directly affected persons attributed to disaster	
1.5.4	Whether the local government that adopt and implement local disasters risk reduction strategies	

Indicator – Label	Description	Suggestions
1.a.2	Proportion of total local government spending on essential services (education, health and social protection)	
1.b.1	Proportion of budget earmarked under gender budget	
Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture		
2.1.1	Number of children aged under 5 years who are underweight	
2.1.2	Number of beneficiaries covered under National Food Security Act 2013	
2.2.1	Number of children under age 5 years who are stunted	
2.2.2	Number of children under age 5 years who are wasted	
2.2.3	Number of women whose Body Mass Index (BMI) is below normal	
2.2.4	Number of women whose Body Mass Index (BMI) is below normal	
2.2.5	Number of Children age 6-59 months who are anaemic (<11.0g/dl)	
2.3.1.a	Agriculture productivity of rice	
2.3.1.b	Area under paddy cultivation (hectare)	
2.3.1.c	Total production of milk (Ltr.)	
2.3.2.	Number of households engaged in agricultural activity	
2.3.3.a	Ratio of institutional credit to agriculture to the agriculture output	
2.3.3.b	Number of households engaged in non-agricultural activity	
2.4.1	Proportion of Net Sown Area to Cultivable land	
2.4.2	Percentage of farmers issued Soil Health Card	
2.4.3.a	Percentage of net area under organic farming	
2.5.3	Conservation of fish genetic resources	
Goal 3: Ensure healthy lives and promote well-being for all at all ages		
3.1.1	Number of Maternal deaths in the previous year	
3.1.2	No of births attended by skilled health personnel	
3.2.1	Number of children under 5 who died in the previous year.	
3.2.2	Number of Neonatal deaths in the previous year.	
3.3.1	Number of new HIV infections in the previous year.	

Indicator – Label	Description	Suggestions
3.3.2	New Tuberculosis cases detected in the previous year.	
3.3.3	New Malaria detected in the previous year.	
3.3.4	No of hepatitis B cases in the previous year	
3.3.5	Number of deaths due to Dengue	
3.3.6	Number of grade-2 cases amongst new cases of Leprosy,	
3.3.7	Number of Kala Azar case reported during the last year	
3.3.9	Number of new cases of leprosy	
3.4.1	Number of deaths due to cancer	
3.4.2	Number deaths due to Suicide	
3.5.2	Number of persons treated in de-addiction centres (in number)	
3.6.1	No of people killed injured in road accidents	
3.7.1	No of families adopted family planning	
3.7.2	Number of pregnant women and mothers in the age group of A 15–19 years.	
3.7.3	No of institutional births	
3.8.2.a	Proportion of households expenditure on health as a share of total household expenditure	
3.8.2.b	Number of TB cases successfully treated (cured plus treatment completed) among TB cases notified to the national health authorities during a specified period	
3.8.3	No of people living with HIV currently receiving ART among the detected no of adults and children living with HIV	
3.8.4	Prevalence of hypertension among men and women age 15-49 years 2015-16 (in percentage)	
3.a.1	Percentage of adults 15 years and above tobacco	
3.c.1	Total physicians, nurses and midwives	
Goal 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all		
4.1.3.a	Gross Enrolment Ratio in higher secondary education	
4.1.3.b	Total no of girls in school	
4.1.3.c	No of separate toilets just for girls at schools	
4.1.3.d	Total number of boys in school	
4.1.3.e	No of separate toilets just for boys in school	

Indicator – Label	Description	Suggestions
4.1.4	Enrolment ratio in primary and upper primary education	
4.1.5.a	Adjusted Net Enrolment Ratio in primary, upper primary and secondary education	
4.1.5.b	Adjusted Net Enrolment Ratio in Upper Primary Education	
4.1.5.c	Adjusted Net Enrolment Ratio in Upper Secondary Education	
4.1.6	Proportion of students enrolled in Grade 1 who reaches last grade or primary/upper primary/ secondary levels	
4.1.7	Out of school ratio (primary, upper primary, elementary, secondary and higher secondary)	
4.2.1	Participation rate in organized learning one year before official primary entry	
4.2.2	Gross early childhood education enrolment ratio	
4.3.2	Proportion of male-female enrolled in higher education, technical and vocational education	
4.3.3	Gross enrolment ratio for tertiary education	
4.4.1.a	Proportion of youth and adults with information and communication technology (ICT) skills	
4.4.1.b	Number of youths with computer literacy	
4.5.1.a	Gender Parity indices for Primary/ Secondary/Higher Secondary/Tertiary education	
4.5.1.b	No of female differently abled enrolment in education	
4.6.1	Literacy rate of youth in the age group of 15-24 years, 2011	
4.c.1.a	Number of trained teachers, by education level (Pre-primary education)	
4.c.1.b	Number of trained teachers, by education level (primary education)	
4.c.1.c	Number of trained teachers, by education level (secondary education)	
4.c.1.e	Number of trained teachers, by education level (higher secondary education)	
Goal 5: Achieve gender equality and empower all women and girls		
5.1.2	Dowry incidents during (previous year)	
5.1.2.b	Reported dowry incidents during (previous year)	

Indicator – Label	Description	Suggestions
5.1.3 a	No of male children born in (previous year)	
5.1.3. b	No of female children born in (previous year)	
5.1.4	Number of crimes against women	
5.2.1	Number of "reported" crimes against women to total no of crimes reported in grama panchayat	
5.2.2	Number of women who have experienced sexual crimes during the year	
5.2.3	Number of women who have experienced cruelty/ physical violence by husband or his relative during the calendar year	
5.2.4	number of sexual crimes against boy children	
5.2.5	Number of cases of trafficking among girl children	
5.2.6	No of male child (0-6) no of female child (0-6) (till previous year	
5.3.2.a	No of men who have experienced cruelty/physical violence by wife or her relative during (previous year)	
5.3.2.b	Number of Child marriages	
5.5.2.a	No of women in managerial positions ….. listed companies (permanent resident/voter)	
5.5.2.b	No of women in govt service (permanent resident voter)	
5.5.2.c	No of women employed in private sector (permanent resident voter)	
5.6.3	No of HIV/AIDS case among age group 15-24 in the previous year	
5.a.1	Land holdings owned by females	
5.a.2.a	No of borrower from credit institutions	
5.a.2.b	Number of female agricultural laboures	
5.a.2.c	Number of male agricultural labourers	
5.a.3	Wages of casual labourers (gender wise) other than public works, (Rs. per day)	
5.a.4	Average agricultural wage earnings from casual labour work other than public works, (Rs. per day)	
5.a.5	Exclusive women SHGs in Bank linked SHGs.	
5.a.6 a	Number of males having an account at a formal financial institution	
5.a.6. b	No of females having an accountant at a formal financial institution	
5.c.1	Whether the local government has a Gender resource centre	

Indicator – Label	Description	Suggestions
5.c.2	Percentage of plan funds used for Women Component Plan (WCP)	
6: Ensure availability and sustainable management of water and sanitation for all		
6.1.1.a	No of HHS with drinking water pipeline supply	
6.1.1.b	No of HHS with pipeline water supply	
6.1.2	No of HHS with any other source of water supply other than pipeline	
6.2.1	No of HHS with pakka toilet	
6.2.3.a	No of AWCs with child friendly toilets	
6.2.3.c	Number of aged-friendly toilets in public places No of different ahead friendly toilets	
6.3.3	No of functional treatment plants available	
6.3.3.b	Capacity of the functional water treatment facilities	
6.4.2	Per capita storage of water,	
6.4.3	Per capita availability of water (in m3/person)	
Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all		
7.1.1.a	Total no of households in the panchayat	
7.1.1.b	No of households electrified in the panchayat	
7.1.1.c	Number of Biogas plants in households, schools and anganwadis	
7.1.2.a	No of household using clean cooking fuel	
7.2.1.b	No of enterprises having solar panels installed	
7.2.1. c	No of institutions having solar panels installed	
Goal 8: promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all		
8.1.1	Annual growth rate of Own resources mobilizations.	
8.2.3.a	Number of units in manufacturing sector,	
8.2.4	Annual growth in agriculture sector, (in percentage)	
8.3.1.a	Percentage of workers in informal sector among total workers engaged in non-agriculture sector	
8.3.1.b	Number of workers engaged in MSMEs	

Indicator – Label	Description	Suggestions
8.3.5	Number of start-ups recognized under Start-up India, (in number)	
8.4.1.a	Proportion of waste recycled vs. waste generated	
8.4.1.b	Volume of waste managed in GPs	
8.5.1.a	Number of physically challenged workers engaged	
8.5.2	Unemployment rate/ Number of unemployment persons in the local government	
8.5.6	Share of unemployed persons in population aged 15-24	
8.7.1	Human trafficking cases	
8.7.2	Number of missing children	
8.8.1	Percentage of households receiving social protection benefits under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	
8.8.2.a	Number of migrant workers	
8.8.2.b	Number of Women migrant workers	
8.8.3	Number of accidents in factories	
8.9.1	Number of Tourists who visited the area	
8.10.2	Total Number of banking accounts	
8.10.3	Number of banking outlets	
8.10.4	Automated Teller Machines (ATMs)	
8.b.2	Number of person days created under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	
Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation		
9.1.1	Proportion of all season road to total road in panchayat	
9.1.2	Total number of industrial units	
9.2.2	No of persons employed in manufacturing sector in the given GP	
9.3.a	Share of household sector in total industry	
9.3.2.b	Total allocation for MSMEs by local governments	
9.5.1	Amount earmarked for industries.	
9.c.1	No of households without internet connectivity	
9.c.2	Number of broadband subscribers	
Goal 10: Reduce inequality within and among countries		
10.2.2	Proportion of seats held by women in LSG	
10.2.3	Proportion of SC/ST persons in Local governments	

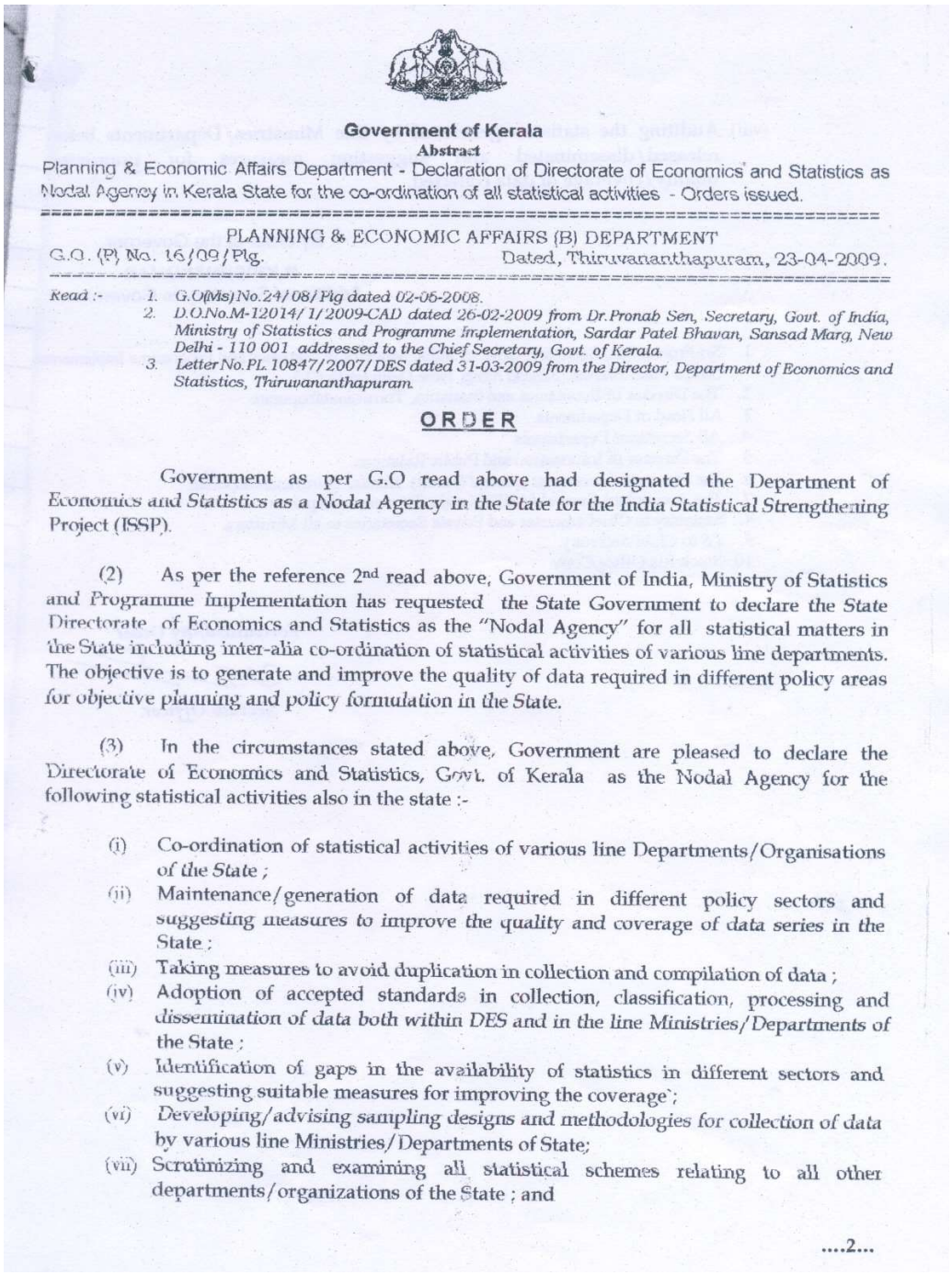
Indicator – Label	Description	Suggestions
10.4.3.a	Percentage of budget allocated for welfare of SCs and STs	
10.4.3. b	Percentage of budget allocation for welfare for elderly population	
10.4.3.c	Percentage of budget allocated for welfare for disabled group	
Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable		
11.1.1.a	Proportion of urban population living in slums, informal settlements or inadequate housing	
11.1.1. b	Number of urban households with pipe water supply	
11.1.1.c	Number of urban households living in rented houses	
11.2.1	Proportion of Households in urban areas having convenient access to public transport	
11.2.2	People killed/injured in road accidents	
11.3.1	Does the local government have a Master plan	
11.4.1.a	Percentage of budget earmarked for expenditure on the preservation, protection and conservation of all cultural and natural heritage	
11.5.1	Number of deaths, missing persons and directly affected persons attributed to disasters	
11.6.1.a	Proportion of households from where solid waste is regularly collected, by agency of collection, by frequency of collection	
11.6.1.b	Total solid waste generated in the Urban Local Body	
11.6.2	Annual mean levels of fine particulate matter (e.g. PM2.5 and PM10) in cities (population weighted)	
11.6.4	Percentage of wards with 100% door to door waste collection	
11.6.5	Percentage of waste processed	
11.7.1	Proportion of households reporting an open space within 500 meters from premises (urban)	
Goal 12: Ensure sustainable consumption and production patterns		
12.4.2.a	(a) Hazardous waste generated per capita (in MT/ person); and (b) proportion of hazardous waste treated, by type of treatment	
12.4.2.b	Types of hazardous waste treatment	
12.5.1	Number of waste recycling plants installed	

Indicator – Label	Description	Suggestions
12.5.2	Number of Urban Local Bodies using waste segregation techniques	
12.5.3	Number of municipal corporations banning single use plastic	
Goal 13: Take urgent action to combat climate change and its impacts		
13.1.1	Number of deaths, missing persons and directly affected persons attributed to disasters	
13.1.3	Whether the local governments have disaster risk reduction plans	
13.1.4	Whether DRR plans have prepared in consultation with grama sabha/community	
13.1.5	Whether any emergency response team is constituted and trained at ward level	
13.1.6	Percentage of fund earmarked in GPDP, BPDP, DPDP	
Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development		
14.1.2	Use of nitrogenous fertilizer to total fertilizer (N, P & K)	
14.1.2	Percentage of nitrogenous fertiliser used against total fertilizer	
14.1.3	Change in area under mangroves	
14.4.1	No of fishing ponds in the Village Panchayat	
14.5.1	Coverage of protected areas in relation to marine areas	
14.5.2	Percentage change in area under mangroves	
14.a.1	Allocation of budget resources for fisheries and coastal protection	
14.b.1	Assistance to the traditional/artisanal fishers for procurement of FRP boats and other associated fishing implements,	
Goal 15: protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss		
15.1.1	Forest cover as a percentage of total geographical area	
15.1.2.a	Protected area as percentage of total geographical area	
15.1.2. b	Total plantation done under avenue plantation	
15.1.2.b	Number of trees planted as part of social forestry	
15.2.2	Total area covered under different afforestation schemes (in Hectare)	

Indicator – Label	Description	Suggestions
15.2.3	Tree cover as percentage of total geographical area	
15.3.1	Proportion of land that is degraded over total land area	
15.7.1	Number of cases registered under the Wildlife Protection Act, 1972	
15.b.1	Percentage of funds earmarked for environmental protection	
Goal 16: promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels		
16.1.1.a	Number of victims of intentional homicide	
16.1.1. b	No of suicide cases in the GP	
16.2.1	Number of crimes committed against children	
16.2.2.a	Number of victims rescued from human trafficking	
16.2.2.b	Number cases registered for human trafficking	
16.4.1	Number of cases under the Arms Act	
16.5.1.a	Cases reported under Prevention of Corruption Act and related section of IPC	
16.5.1.b	No of cases punished under prevention of Corruption Act	
16.6.2	Percentage of RTI queries responded,	
16.6.3	Number of Government services provided online to citizens	
16.7.1	Proportion of seats held by women in Local Self Government	
16.7.2	Proportion of SC/ST persons in the local governments	
16.9.1	Percentage of births registered	
16.9.2	Proportion of population covered under Aadhaar	

Source: Kerala Institute of Local Administration

Appendix 7.2: Government Order on DES as a nodal agency for the following statistical activities



Government of Kerala
Abstract

Planning & Economic Affairs Department - Declaration of Directorate of Economics and Statistics as Nodal Agency in Kerala State for the co-ordination of all statistical activities - Orders issued.

PLANNING & ECONOMIC AFFAIRS (B) DEPARTMENT

G.O. (P) No. 16/09/Plg. Dated, Thiruvananthapuram, 23-04-2009.

Read :-
1. *G.O(Ms) No.24/08/Plg dated 02-06-2008.*
2. *D.O.No.M-12014/1/2009-CAD dated 26-02-2009 from Dr.Pronab Sen, Secretary, Govt. of India, Ministry of Statistics and Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi - 110 001 addressed to the Chief Secretary, Govt. of Kerala.*
3. *Letter No.PL 10847/2007/DES dated 31-03-2009 from the Director, Department of Economics and Statistics, Thiruvananthapuram.*

ORDER

Government as per G.O read above had designated the Department of Economics and Statistics as a Nodal Agency in the State for the India Statistical Strengthening Project (ISSP).

(2) As per the reference 2nd read above, Government of India, Ministry of Statistics and Programme Implementation has requested the State Government to declare the State Directorate of Economics and Statistics as the "Nodal Agency" for all statistical matters in the State including inter-alia co-ordination of statistical activities of various line departments. The objective is to generate and improve the quality of data required in different policy areas for objective planning and policy formulation in the State.

(3) In the circumstances stated above, Government are pleased to declare the Directorate of Economics and Statistics, Govt. of Kerala as the Nodal Agency for the following statistical activities also in the state :-

(i) Co-ordination of statistical activities of various line Departments/Organisations of the State ;
(ii) Maintenance/generation of data required in different policy sectors and suggesting measures to improve the quality and coverage of data series in the State ;
(iii) Taking measures to avoid duplication in collection and compilation of data ;
(iv) Adoption of accepted standards in collection, classification, processing and dissemination of data both within DES and in the line Ministries/Departments of the State ;
(v) Identification of gaps in the availability of statistics in different sectors and suggesting suitable measures for improving the coverage ;
(vi) Developing/advising sampling designs and methodologies for collection of data by various line Ministries/Departments of State;
(vii) Scrutinizing and examining all statistical schemes relating to all other departments/organizations of the State ; and

....2...

(viii) Auditing the statistics generated by line Ministries/Departments before released/disseminated and suggesting measures for improving quality/coverage of data collected.

By order of the Governor,

R.KRISHNAKUMAR
Additional Secretary to Government

To

1. Sri.Pronab Sen, Secretary, Govt. of India, Ministry of Statistics and Programme Implementation, *Sardar Patel Bhavan, Sansad Marg, New Delhi (with CL).*
2. The Director of Economics and Statistics, Thiruvananthapuram.
3. All Head of Departments.
4. *All Secretariat Departments.*
5. The Director of Information and Public Relations.
6. The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
7. The Accountant General (A&E) Kerala, Thiruvananthapuram.
8. Secretary to Chief Minister and Private Secretaries to all Ministers.
9. *J.S to Chief Secretary.*
10. Stock file/Office Copy.

Forwarded/By Order

Section Officer.

Appendix 7.3: Government Order on Special arrangements by DES assigning Data Managers to Local Governments

9654
26/4/17

കേരള സർക്കാർ

സംഗ്രഹം

ആസൂത്രണ സാമ്പത്തികകാര്യ വകുപ്പ് - സാമ്പത്തിക സ്ഥിതിവിവരക്കണക്ക് വകുപ്പ് - ഡി.പി.സി. സെക്രട്ടറിയേറ്റ് രൂപീകരണവുമായി ബന്ധപ്പെട്ട് സാമ്പത്തിക സ്ഥിതിവിവരക്കണക്ക് വകുപ്പിലെ ജില്ലാ ഡെപ്യൂട്ടി ഡയറക്ടർമാർക്കും മറ്റു ജീവനക്കാർക്കും താഴെ പറയുന്ന ചുമതല നൽകി -ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ആസൂത്രണ സാമ്പത്തികകാര്യ(ഡി) വകുപ്പ്

സ.ഉ(സാധാ) നം.172/2017/ആ.സാ.വ **തിരുവനന്തപുരം, തീയതി 27/03/2017**

പരാമർശം -1. ആസൂത്രണ സാമ്പത്തിക കാര്യ വകുപ്പിന്റെ 30.08.2005 ലെ സഉ (എം.എസ്) 59/2005/പ്ലാനിംഗ് നമ്പർ ഉത്തരവ്.

2. ആസൂത്രണ സാമ്പത്തിക കാര്യ വകുപ്പിന്റെ 20.01.2017 ലെ സഉ(സാധാ) 29/2016/പ്ലാനിംഗ് നമ്പർ ഉത്തരവ്.

3. ആസൂത്രണ സാമ്പത്തിക കാര്യ വകുപ്പിന്റെ 20.03.2017 ലെ സഉ(സാധാ) 138/2016/പ്ലാനിംഗ് നമ്പർ ഉത്തരവ്.

4. 15.02.2017 ലെ സാമ്പത്തിക സ്ഥിതിവിവരക്കണക്ക് വകുപ്പ് ഡയറക്ടറുടെ PL3822/2017/DES നമ്പർ കത്ത്.

ഉത്തരവ്

തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങൾ നടപ്പിലാക്കുന്ന വിവിധ പദ്ധതി - പദ്ധതിയേതര പ്രവർത്തനങ്ങളുടെ പുരോഗതി അവലോകനം ചെയ്യുന്നതിനും സ്ഥിതിവിവരക്കണക്കുകൾ ശേഖരിക്കുന്നതിന്റേയും പ്രാധാന്യം മനസ്സിലാക്കി ഗവൺമെന്റ് സാമ്പത്തിക സ്ഥിതി വിവരക്കണക്ക് വകുപ്പിനെ ചുമതലയേൽപ്പിച്ച് സൂചന 1 പ്രകാരം ഉത്തരവായിട്ടുണ്ട്.

രണ്ടാം ഘട്ട സ്രോതസ്സുകളിൽ നിന്നും ലഭ്യമാകുന്ന സ്ഥിതിവിവരക്കണക്കുകളെക്കുറിച്ച് അവബോധം നൽകേണ്ടതിനാൽ വകുപ്പിലെ ജീവനക്കാർക്ക് പുറമെ വിദ്യാഭ്യാസ വകുപ്പ്, ആരോഗ്യവകുപ്പ്, കൃഷി വകുപ്പ്, മൃഗസംരക്ഷണവകുപ്പ്, ഗ്രാമ വികസനവകുപ്പ്, കോർപ്പറേഷൻ/ മുനിസിപ്പാലിറ്റി, നഗര ഗ്രാമ ആസൂത്രണ വകുപ്പ്, ആരോഗ്യവകുപ്പ് , വ്യവസായ വകുപ്പ്, ചെറുകിട ജലസേചന വകുപ്പ്, പട്ടികജാതി വികസന വകുപ്പ്, പട്ടിക വർഗ്ഗ വികസന വകുപ്പ്,നഗര കാര്യ വകുപ്പ്, സാമൂഹ്യ നീതി വകുപ്പ്, മത്സ്യബന്ധന വകുപ്പ്,ക്ഷീരവികസന വകുപ്പ് എന്നീ വകുപ്പുകളിലെ സ്റ്റാറ്റിസ്റ്റിക്കൽ സെല്ലിലെ ജീവനക്കാരുടെ സേവനം ഇക്കണോമിക്സ് ആൻറ് സ്റ്റാറ്റിസ്റ്റിക്സ് ജില്ല ഡെപ്യൂട്ടി ഡയറക്ടർമാർ ആവശ്യപ്പെടുന്ന മുറയ്ക്ക് ലഭ്യമാക്കുവാൻ ബന്ധപ്പെട്ട വകുപ്പ് തലവൻമാർക്ക് നിർദ്ദേശം നൽകി പരാമർശം 2 ഉം 3 ഉം പ്രകാരം സർക്കാർ ഉത്തരവ് പുറപ്പെടുവിച്ചിരുന്നു.

കൂടാതെ ഡി.പി.സി. സെക്രട്ടറിയേറ്റ് രൂപീകരണവുമായി ബന്ധപ്പെട്ട് സാമ്പത്തിക സ്ഥിതിവിവരക്കണക്ക് വകുപ്പിലെ ജില്ലാ ഡെപ്യൂട്ടി ഡയറക്ടർമാർക്കും മറ്റു ജീവനക്കാർക്കും ചുവടെ പറയും പ്രകാരം ചുമതല നൽകുന്നതിന് സാമ്പത്തിക സ്ഥിതിവിവരക്കണക്ക് വകുപ്പ് ഡയറക്ടർ പരാമർശം 4 പ്രകാരം ശുപാർശ ചെയ്തിട്ടുണ്ട്.

മേൽ സാഹചര്യത്തിൽ പദ്ധതി - പദ്ധതിയേതര പ്രവർത്തനങ്ങളുടെ പുരോഗതി അവലോകനം ചെയ്യുന്നതിനും സ്ഥിതിവിവരക്കണക്കുകൾ ശേഖരിക്കുന്നതിന്റേയും ഭാഗമായി വകുപ്പിലെ ജില്ലാ ഡെപ്യൂട്ടി ഡയറക്ടർമാർക്കും മറ്റു ജീവനക്കാർക്കും ചുവടെ പറയും പ്രകാരം ചുമതല നൽകി ഉത്തരവാകുന്നു

സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർ

1. പ്രാദേശിക പദ്ധതി രൂപീകരണത്തിന് ആവശ്യമായ പ്രാഥമിക / ദ്വിതീയ വിവരശേഖരണം നടത്തി ക്രോഡീകരിച്ച് ഡാറ്റാ ബാങ്ക് തയ്യാറാക്കുക.

2. പ്രതിമാസ പദ്ധതി പുരോഗതി റിപ്പോർട്ട് ബന്ധപ്പെട്ട തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിൽ നിന്നും ശേഖരിക്കുക.
3. തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിലെ പദ്ധതി ചെലവ് പുരോഗതി ശേഖരിക്കുക.
4. തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിൽ നടക്കുന്ന പദ്ധതി അവലോകന യോഗങ്ങളിൽ പങ്കെടുക്കുക.

മേൽ പറഞ്ഞ ചുമതലകൾ കാര്യക്ഷമമായി നടപ്പിൽ വരുത്തുന്നതിന് ബന്ധപ്പെട്ട തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളുടെ വികസനകാര്യ സ്റ്റാൻഡിംഗ് കമ്മിറ്റി യോഗങ്ങളിൽ പങ്കെടുക്കുന്നതിനുള്ള അവസരം സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർമാർക്ക് ലഭിക്കുന്നത് സഹായകരമാകും.

എക്സ്റ്റൻഷൻ ഓഫീസർ (പ്ലാനിംഗ് ആന്റ് മോണിറ്ററിംഗ്)

ഗ്രാമവികസന വകുപ്പിന് കീഴിലുള്ള ബ്ലോക്ക് ഡവലപ്പ്മെന്റ് ഓഫീസറുടെ കീഴിൽ ജോലി ചെയ്യുന്ന എക്സ്റ്റൻഷൻ ഓഫീസർ (പ്ലാനിംഗ് ആന്റ് മോണിറ്ററിംഗ്) ബ്ലോക്ക് പഞ്ചായത്തിന് കീഴിൽ വരുന്ന തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളുടെ പദ്ധതി അവലോകനവുമായി ബന്ധപ്പെട്ട പ്രവർത്തനങ്ങൾ ക്രോഡീകരിച്ച് ജില്ലാ ഡെപ്യൂട്ടി ഡയറക്ടർമാർക്ക് പ്രതിമാസ റിപ്പോർട്ട് തയ്യാറാക്കി നൽകുന്നതിന് ചുമതലപ്പെടുത്താവുന്നതാണ്.

എക്സ്റ്റൻഷൻ ഓഫീസർ (പ്ലാനിംഗ് ആന്റ് മോണിറ്ററിംഗ്) ന്റെ ചുമതല

1. ബ്ലോക്ക് പഞ്ചായത്ത് തല പ്രതിമാസ പുരോഗതി റിപ്പോർട്ട് തയ്യാറാക്കുക.
2. ബ്ലോക്ക് പഞ്ചായത്തിന് കീഴിൽ വരുന്ന തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിൽ നിന്നും ബന്ധപ്പെട്ട സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർമാർ ശേഖരിക്കുന്ന വിവരങ്ങൾ ബ്ലോക്ക് തലത്തിൽ ക്രോഡീകരിക്കുക.
. ബ്ലോക്ക് പഞ്ചായത്തിന് കീഴിൽ വരുന്ന തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളുടെ ചുമതലയുള്ള സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർമാരുടെ യോഗം വിളിക്കുകയും പ്രവർത്തന അവലോകനം നടത്തുകയും ചെയ്യുക.
4. തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിൽ നിന്നും ശേഖരിച്ച വിവരങ്ങൾ ക്രോഡീകരിച്ച് ബ്ലോക്ക് തല ഡാറ്റാ ബാങ്ക് തയ്യാറാക്കുക.

താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസർ

സാമ്പത്തിക സ്ഥിതിവിവരക്കണക്ക് വകുപ്പിന്റെ താഴെത്തട്ടിലുള്ള ഓഫീസ് താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസ് ആണ്. തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിലേക്ക് ജീവനക്കാരെ ചുമതലപ്പെടുത്തേണ്ട ഉത്തരവാദിത്വം ബന്ധപ്പെട്ട താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസറിനായതിനാൽ ഈ പ്രക്രിയയിൽ താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസർമാരും കൃത്യമായ ചുമതല നിർവ്വചിച്ച് നൽകേണ്ടതുണ്ട്.

താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസർമാരുടെ ചുമതല

1. എല്ലാ തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിലേക്കും സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർമാരെ ചുമതലപ്പെടുത്തിയിട്ടുണ്ടെന്ന് ഉറപ്പുവരുത്തേണ്ടതാണ്.
2. തദ്ദേശ സ്വയംഭരണ സ്ഥാപന അടിസ്ഥാനത്തിൽ ശേഖരിക്കുന്ന വിവരങ്ങൾ പരിശോധന നടത്തേണ്ടതും ആവശ്യമായ മാർഗ്ഗനിർദ്ദേശങ്ങൾ ബന്ധപ്പെട്ട സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർമാർക്ക് നൽകേണ്ടതുമാണ്.
3. താലൂക്ക് തലത്തിൽ താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസറുടെ നേതൃത്വത്തിൽ മൂന്ന മാസത്തിൽ ഒരിക്കൽ ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥരുടെ യോഗം വിളിച്ച് പുരോഗതി അവലോകനം നിർവ്വഹിക്കേണ്ടതാണ്.

ഡെപ്യൂട്ടി ഡയറക്ടർ

സാമ്പത്തിക സ്ഥിതിവിവരലക്കണക്ക് വകുപ്പ് ജില്ലാ ഡെപ്യൂട്ടി ഡയറക്ടർമാർ ജില്ലാ പ്ലാനിംഗ് സമിതിയിൽ ജോയിന്റ് സെക്രട്ടറിമാരായി നിയോഗിച്ചിട്ടുണ്ട്. ഗ്രാമപഞ്ചായത്ത്, ബ്ലോക്ക് പഞ്ചായത്ത്, മുനിസിപ്പാലിറ്റി, കോർപ്പറേഷൻ, ജില്ലാ പഞ്ചായത്ത് എന്നീ തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളുടെ ആസൂത്രണപ്രക്രിയക്ക് ആവശ്യമായ സ്ഥിതിവിവരക്കണക്ക് ശേഖരിച്ച് നൽകുന്നതിന് ക്രമീകരണം ഡെപ്യൂട്ടി ഡയറക്ടർമാർ നിർവ്വഹിക്കേണ്ടതാണ്.

ഡെപ്യൂട്ടി ഡയറക്ടറുടെ ചുമതല

1. പദ്ധതികളുടെ പ്രതിമാസ ഭൗതിക, സാമ്പത്തിക പുരോഗതി റിപ്പോർട്ട് ശേഖരിച്ച് ക്രോഡീകരിച്ച് ഡി.പി.സി. ക്ക് സമർപ്പിക്കുക.
2. തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിലേക്ക് ആവശ്യമായ ജീവനക്കാരെ നിയോഗിച്ചിട്ടുണ്ടെന്ന് ഡെപ്യൂട്ടി ഡയറക്ടർ ഉറപ്പുവരുത്തേണ്ടതാണ്.
3. ആവശ്യമായ പക്ഷം തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളുടെ ചുമതലയുള്ള ജീവനക്കാരുടെ യോഗം വിളിക്കുകയും പ്രവർത്തന അവലോകനം നടത്തുകയും ചെയ്യുക.
4. ജില്ലാ പ്ലാൻ തയ്യാറാക്കുന്നതിന് ആവശ്യമായ സ്ഥതിവിവരക്കണക്ക് ശേഖരിച്ച് ജില്ലാ പഞ്ചായത്തിന് നൽകുന്നതിന് ആവശ്യമായ ക്രമീകരണം ജില്ലാ ഡെപ്യൂട്ടി ഡയറക്ടർമാർ നിർവ്വഹിക്കേണ്ടതാണ്.
5. ത്രിതല പഞ്ചായത്തുകളുടെ ഡാറ്റാ ബാങ്ക് തയ്യാറാക്കുന്ന ഘട്ടത്തിൽ ഡെപ്യൂട്ടി ഡയറക്ടർമാർ ആവശ്യമായ പരിശോധന നടത്തേണ്ടതും കൃത്യത ഉറപ്പുവരുത്തുന്നതിനുള്ള മാർഗ്ഗനിർദ്ദേശം യഥാസമയം നൽകേണ്ടതുമാണ്.

ജില്ലാ ഡെപ്യൂട്ടി ഡയറക്ടർ തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിലേക്ക് ആവശ്യമായ സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർമാരെ ചുമതലപ്പെടുത്താൻ ജീവനക്കാരുടെ കുറവുമൂലം സാധിക്കാതെ വരുന്നപക്ഷം നിലവിലുള്ള ജീവനക്കാർക്ക് അധികചുമതല നല്കാവുന്നതും മറ്റ് സ്ഥീമുകളിലുള്ള ജീവനക്കാരെ നിയോഗിക്കാവുന്നതുമാണ്

ഗവർണ്ണറുടെ ഉത്തരവിൻപ്രകാരം,
പ്രസന്നകുമാരി.എം.സി
അഡീഷണൽ സെക്രട്ടറി

To
ഡയറക്ടർ ഓഫ് പബ്ലിക്ക് ഇൻസ്ട്രക്ഷൻസ്.
ഡയറക്ടർ, ആരോഗ്യവകുപ്പ്
ഡയറക്ടർ,വിദ്യാഭ്യാസ വകുപ്പ്
ഡയറക്ടർ, കൃഷി വകുപ്പ്
ഡയറക്ടർ, വ്യവസായ വകുപ്പ്
ഡയറക്ടർ, മൃഗസംരക്ഷണവകുപ്പ്
ഡയറക്ടർ, നഗര ഗ്രാമാസൂത്രണവകുപ്പ്
ഡയറക്ടർ, ചെറുകിട ജലസേചന വകുപ്പ്
ഡയറക്ടർ, പട്ടികജാതി വികസന വകുപ്പ്
ഡയറക്ടർ, പട്ടിക വർഗ്ഗ വികസന വകുപ്പ്
കമ്മീഷണർ ,ഗ്രാമ വികസന വകുപ്പ്
ഡയറക്ടർ,സാമൂഹ്യ നീതി വകുപ്പ്
ഡയറക്ടർ,മത്സ്യബന്ധന വകുപ്പ്
ഡയറക്ടർ,ക്ഷീരവികസന വകുപ്പ്
സെക്രട്ടറി, കോർപ്പറേഷൻ/ മുനിസിപ്പാലിറ്റി

ഡയറക്ടർ ജനറൽ സാമ്പത്തിക സ്ഥിതിവിവിരക്കണക്ക് വകുപ്പ്
വെബ് ആന്റ് ന്യൂമീഡിയ
കരുതൽ ഫയൽ/ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

പകർപ്പ്

ആരോഗ്യ വകുപ്പ് അഡീഷണൽ ചീഫ് സെക്രട്ടറിയുടെ പിഎയ്ക്ക്
കൃഷിവകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പിഎയ്ക്ക്
തദ്ദേശ സ്വയംഭരണ വകുപ്പ് പ്രിന്റ്സിപ്പൽ സെക്രട്ടറിയുടെ പിഎയ്ക്ക്
വിദ്യാഭ്യാസ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറി യുടെ പിഎയ്ക്ക്
വ്യവസായ വകുപ്പ് അഡിഷണൽ ചീഫ് സെക്രട്ടറി യുടെ പിഎയ്ക്ക്
മൃഗസംരക്ഷണ വകുപ്പ് സെക്രട്ടറിയുടെ പിഎയ്ക്ക്
ജല വിഭവ വകുപ്പ് അഡിഷണൽ ചീഫ് സെക്രട്ടറി യുടെ പിഎയ്ക്ക്
പട്ടിക ജാതി /പട്ടിക വർഗ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറി യുടെ പിഎയ്ക്ക്
സാമൂഹ്യ നീതി വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പിഎയ്ക്ക്
മൽസ്യ ബന്ധന വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പിഎയ്ക്ക്
ആസൂത്രണ സാമ്പത്തിക കാര്യ വകുപ്പ്അഡിഷണൽ ചീഫ് സെക്രട്ടറിയുടെ പിഎയ്ക്ക്
ആസൂത്രണ സാമ്പത്തിക കാര്യ വകുപ്പ്അഡീഷണൽ സെക്രട്ടറിയുടെ സിഎയ്ക്ക്

Appendix 12.1: Anti-poverty Sub Plan

An Anti-poverty Sub Plan has to be mandatorily prepared by all Local Governments. The procedure prescribed below may be followed.

1. Step 1 – Constitution of Working Group

1.1 All local governments have to constitute a Working Group exclusively for povertyreduction under the Chairmanship of the elected head of the Panchayat. TheConvenors of this Working Group would be:

Village Panchayat	:	Member Secretary of the Community Development Society.
Block Panchayat	:	Secretary, Block Panchayat
District Panchayat	:	District Mission Coordinator, Kudumbashree
Municipality	:	Project Officer, UPA Cell
Corporation	:	Project Officer, UPA Cell

1.2 All officials dealing with SC/ST Development, and Social Welfare would automatically be members of this Working Group. Other members may be as decided by the local government concerned. Special effort should be made to include the President and at least three members of the CDS in the case of Village Panchayats, Municipalities and Corporations. At the Block level, all CDS Presidents should be members. At the District level, one CDS President from each Block Panchayat be included. Experts and activists involved in poverty issues should also be nominated.

2. Step 2 - Situation Analysis

The Working Group should analyse the available data on BPL families and prepare a concise report. The Working Group should also list out all schemes implemented for the benefit of BPL families and comment on their effectiveness.

3. Step 3 - Bottom-up Planning by the CDS System

3.1 A bottom-up planning process should be initiated through the CDS system having the following sub-steps.

(1) Conduct of training programme for NHGs, ADSs and CDSs. The District Mission Co-ordinator of Kudumbashree would make necessary arrangements for this.

(2) Preparation of a database of the poor. This would be done by the NHGs.

(3) Situation analysis and need assessment. Using the database the NHGs wouldanalyse the poverty situation in their locality with special reference to the following:

a) Availability of minimum infrastructure like housing, toilet, water supply, electricity and connectivity.
b) Health situation.
c) Education
d) Access to entitlements like ration cards, pensions.
e) Functioning of micro enterprises and possibility of micro enterprises.
f) Need for developing skills.
g) Special problems of the aged, children, disabled and women especially widows and abandoned women
h) Destitutes

(4) Suggestions for Anti-poverty Sub Plan from the NHGs.

(5) *Integration of plans by ADS*: This has to be done by the General Body of the ADS. While doing so the ADS would also look into poverty issues and problems relating to the entire ward and give their suggestions.

(6) *Integration of Plans by CDS*: This would be done in the General Body of the CDS. While doing so, the CDS would also consider poverty issues and problems relating to the whole of the local government.

4. Step 4 - Convergence Workshop

Before finalizing the Plan by the Local Governments, a convergence workshop should be held at the level of each Local Government in which the members of theWorking Group on Poverty Reduction, Chairpersons, Vice Chairpersons andConvenors of all Working Groups and general body members of the CDS would participate. This is to ensure proper integration of schemes and fine tune allocation of funds from different sectors for poverty reduction.

5. Step 5 - Preparation of the Draft Anti Poverty Sub Plan

5.1 The Working Group at the Village and Municipal/Corporation levels should hold joint sittings with the General Body of the CDS and draw up the Anti Poverty Sub Plan. This Plan should contain the following Chapters:

(1) Analysis of the poverty situation in the local government.
(2) Summary of the experience in the last seven years.

(3) Issues and problems related to poverty.
(4) Suggestions for addressing these issues and problems and their priority.
(5) Suggested schemes and allocations.
(6) Mode of implementation.
(7) Monitoring arrangements

5.2 In the case of Block Panchayats, the Working Group will collect the suggestions of the CDSs within their jurisdiction and interact with the Presidents of CDSs before drawing up their draft plans.

5.3 The Block Panchayats should take special care to give priority to those schemes identified at the Village Panchayat level which cannot be taken up locally.

5.4 In the case of District Panchayats, the Working Group would have a one day workshop with all the CDS Presidents. During this meeting group discussions would be held on key issues and suggestions obtained.

6. Preparation of Ashraya Project for Destitutes

6.1 Within the Anti Poverty Sub Plan there has to be a clear project for destitutes to be called 'Ashraya'. The preparation of 'Ashraya' project is the responsibility of Village Panchayats, Municipalities and Corporations. Block Panchayats and District Panchayats should support certain definite components of Ashraya falling within the Plans of the Village Panchayat.

6.2 As the first step the destitutes have to be identified using the criteria developed by Kudumbashree. All families qualifying under at least seven out of the following nine criteria may be listed.

(i) Kutcha house
(ii) No access to safe drinking water
(iii) No access to sanitary latrine
(iv) Illiterate adult in the family
(v) Family having not more than one earning member
(vi) Family getting barely two meals a day or less
(vii) Presence of children below the age of five in the family
(viii) Alcoholic or drug addict in the family
(ix) Scheduled Caste or Scheduled Tribe family

6.3 These short-listed families may be verified with reference to the following eightcriteria.

(i) Having no landed property to create their dwelling place (living in poramboke land, forest land, side bunds of canal and paddy fields etc.)
(ii) Spending the night time in public places, streets or in the verandas ofshops for sleeping.
(iii) Unwed mothers, single parent or those separated women living indistress
(iv) Young widows who are economically poor or women who have passedthe age of marriage and remain unmarried.
(v) Subject to severe, chronic and incurable diseases or physically andmentally challenged.
(vi) No healthy member to win bread for the family below the age of sixty
(vii) Beggars who resort beggary as a vocation.
(viii) Women subjected to atrocities.

6.4 All families of the short list having at least one of the criteria mentioned above would qualify to be a destitute family.

6.5 Once this listing is done by the Neighbourhood Group they would visit individualfamilies in teams including members of the Working Group as far as possible. These teams would draw a profile of the family. The proforma for this purpose would be supplied by the District Mission Coordinator, Kudumbashree of the District. List of identified families should be placed before the Grama Sabha and the approval obtained. Every complaint raised thereon are to be examined carefully and a detailed report is to be presented in the next meeting of Grama Sabha / Ward Sabha.

7. Package of Care Services for the Destitute Families

7.1 The Village Panchayats, Municipalities and Corporations may in addition to the existing programmes for the poor prepare a Package of Care Services for the destitute families under 'Ashraya'. The details are given below:

7.1.1. Food

7.1.1.1. All destitutes above the age of 65 years should be provided food grains under Annapoorna Programme.
7.1.1.2. The destitute families which face extreme poverty and there is

no source of income, not even pension may be provided food grains under Antyodaya Anna Yojana Programme. The cost of food grains can be met from Destitute Rehabilitation Fund released to Village Panchayat/Urban Local Government by Kudumbashree and it should be directly remitted in the ARD shop where the families have registered their ration cards.

7.1.1.3. Provide employment opportunities to members of destitute families under Food for Work Programmes like SGRY to ensure wage employment and supply of food grains.

7.1.1.4. Serve food through the anganwadis for physically and mentally challenged (disabled), and persons affected by chronic and incurable diseases, and very old persons with nobody in the family able enough to prepare food. The responsibility for this can be entrusted to Neighbourhood Groups and Area Development Societies of Kudumbashree. The expenses of cooking and serving food to the above category of destitutes can be met from the Destitute Rehabilitation Fund allotted to the local government. The amount required for one month for this purpose can be given as advance to Area Development Societies.

7.1.2. Health Care

7.1.2.1. Special efforts may be taken by the local governments to utilise the services available in the transferred institutions for the special care of destitutes who suffer from T.B., Leprosy, Cancer, AIDS, Cardiac/Kidney/Neuro diseases.

7.1.2.2. The services of specialist doctors available in Medical Colleges and District/ General Hospitals may be availed of for the treatment of patients of the above category. Special medical camps can be arranged for this purpose by utilising the Destitute Rehabilitation Fund.

7.1.2.3. Efforts may be made by local governments to persuade the speciality hospitals in the private sector functioning within the area of local government to sponsor the treatment of chronic patients at free of cost.

7.1.2.4. The local government may initiate action to obtain assistance from Chief Minister's/Prime Minister's Distress Relief Fund for the treatment of destitutes.

7.1.2.5. Those destitute patients who are in need of medicines have to be provided medicines free of cost. This may be done utilizing the funds available with the PHC / other government hospitals or, if required, from the Destitute Rehabilitation Fund. To ensure transparency a Technical Committee of medical experts would decide on the medicines required and procure them and hand them over to the patients. The Neighbourhood Group would ensure that the medicines are properly administered.

7.1.2.6. Philanthropists and charitable organizations may be requested to sponsor the treatment of destitutes. Such sponsors can be identified by conducting awareness camps, seminars etc.

7.1.2.7. A corps of voluntary health workers may be constituted at the local government level to render assistance to destitute families to solve their health problems.

7.1.3. Assistance to Physically and Mentally Challenged (Disabled)

7.1.3.1. Three percent allocation for the disabled under Centrally Sponsored Schemes such as Indira Awaz Yojana, Sampoorna Gramin Rozgar Yojana etc. may be spent on priority basis for the disabled belonging to Ashraya families.

7.1.3.2. Promote skill development programmes for destitutes through the involvement of agencies such as Kerala State Handicapped Persons Welfare Corporation, Kerala Federation of the Blind etc.

7.1.3.3. Local governments should promote employment oriented projects for the disabled in the destitute families by utilising their plan grant under general sector.

7.1.3.4. Local government may initiate action for obtaining financial assistance for employment oriented projects for the disabled from Central/State Social Welfare Advisory Board.

7.1.3.5. Local Governments should give top priority for distribution of old age and other pensions to the eligible beneficiaries of destitute families.

7.1.4. House sites

7.1.4.1. Local governments have to provide house sites to all landless destitute families before providing them to other BPL families. District Panchayats and Block Panchayats are also permitted to buy house sites for destitutes irrespective of their community.

7.1.4.2. For rehabilitation of destitute families land to the extent of minimum three cents in rural areas and 1½ cents in urban areas may be identified by the Community Development Society and the actual cost subject to a ceiling of Rs. 19,500 in rural areas, Rs. 20,000 in Municipal areas and Rs. 25,000 in Corporation areas may be paid to the land owner directly – that is the concession available to SC/ST families will be available to all destitute families irrespective of community.

7.1.5. Housing

7.1.5.1. All houseless destitute families having enough land for construction of a house should be provided with a house on a priority basis before covering other eligible BPL families.

7.1.5.2. The construction of houses should be done through the Neighbourhood Groups or Voluntary Agencies.

7.1.6. Drinking water

7.1.6.1. Public stand posts, nearest to the houses of destitute families may beerected in the existing water supply projects.

7.1.6.2. In the case of newly started water supply projects preference may be given to areas with large number of destitute families.

7.1.6.3. Open draw wells, may also be constructed for them.

7.1.7. Education

7.1.7.1. Efforts should be made to admit all children of destitute families to schools, if they have not joined in school.

7.1.7.2. Efforts may also be taken to re-admit the dropouts in the school, so as to ensure that all children below the age of 18 years from the destitute families continue their studies.

7.1.7.3. Efforts may be taken to provide study materials, uniform, umbrella, chappals, school bag etc. to children of destitute families through sponsorship by individuals and voluntary agencies.

7.1.7.4. Special coaching may be arranged to ensure the improvement of the educational level of children belonging to destitute families. For this purpose a Support Group may be formed at Village Panchayat/ Municipality/Corporation level, consisting of qualified graduates, college students, school teachers, literacy prerakhs etc. The organisational expenses of the Support Group can be met form the Destitute Rehabilitation Fund. But, honorarium shall not be paid for the purpose.

7.1.8. Social Deprivation

7.1.8.1. Community Development Societies should initiate steps for enlisting the members of destitute families in the Neighbourhood Groups so as to avoid their social exclusion.

7.1.8.2. The execution, supervision and monitoring of projects under rehabilitation of destitute families should be entrusted to the Neighbourhood Groups.

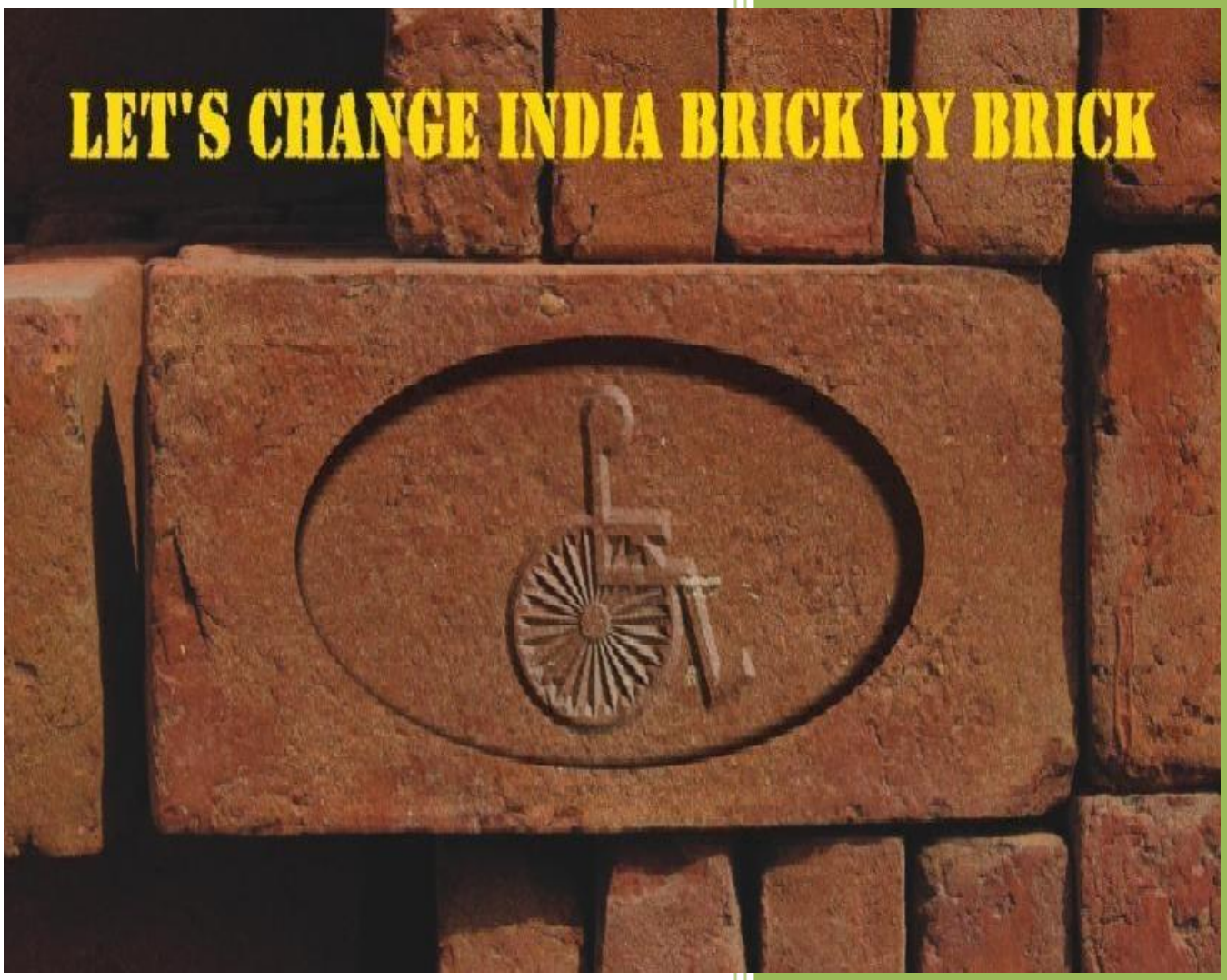
7.1.8.3. Local governments may take initiatives with the involvement of Community Development Societies to bring the problems of destitutes to the attention of the general public, organise awareness activities and conduct survey for identification of destitutes.

7.1.8.4. Local governments may arrange counselling to develop the innate potential of the members of destitute families to improve their capacity and confidence to mingle with the community.

7.1.8.5. Training programmes for building up the mental and physical efficiency of destitutes may be conducted by the local governments with the professional advice of psychologists and experts by utilising their plan fund under general sector.

8. A special system should be put in place at the DPC level to vet Ashraya Projects. A copy of the approved Ashraya Project of every local government would be sent to the State Poverty Eradication Mission for co-financing using State Plan funds to the extent of 25% of the project cost or Rs.10 lakh whicheveris lower.

A Model Programme for Support and Rehabilitation of Adult Mentally Challenged Persons



Submitted to:
State Planning Board
Govt. Of Kerala

Report of Expert Committee on Assisted Living

Preface

The State Planning Board, Govt. of Kerala, with reference to the 12th Five Year Plan 2012-2017 for preparation of a Model Programme for Assisted Living for Adults with Disabilities, set up an Expert Committee for preparing a detailed project report. The TOR and composition of the Committee is in ***Annexure - I***.

The Expert Committee has been extremely excited about this very progressive move of the government of Kerala. At the National Trust, we have been keen to develop such models for a long time. This will be a pioneering work and will also show the way for dismantling large impersonal institutions which function at present in many states and have been getting a very bad reputation for neglect, abuse and over-crowding. These institutions were formed because of many people with disabilities being abandoned on the streets. However, these institutions lack capacity in supporting such persons or help them develop.

The assisted living programmes across the world are an answer to deinstitutionalisation and community living.

The government of Kerala has been the first in the country to think of a state-wide programme specially for adults with intellectual and developmental disabilities. This marks a first step in India where we are still struggling to set up residential facilities for adults with disabilities-- most are for children.

It has been a pleasure and sense of fulfilment for me personally to Chair this Committee. I do hope that the model we have developed and the plan do get executed at the earliest.

(Poonam Natarajan)
Chairperson
Expert Committee

Table of Contents

Preface
Preamble

1. **Some Learning's from Recent Studies in India**
    - Status of Persons with Disabilities and their Supported Living Needs By Ms. Vandana Bedi
    - On Needs Assessment for Development of a Model For Assisted Living Program for People With Disabilities by Ms. Jahnvi Andharia
    - Impact Evaluation of Samarth Scheme by Ms. Shabnam Aggrawal
2. **Models identified in India**
    - Disabled people led Model
    - The Group home Model
    - Foster Care Model
    - Social therapy Model
    - Parivaar Model
    - National Trust Model
    - Self Help Group & Local Self Government Model
3. **Model developed by the expert committee including the pilot**
4. **Guidelines**
    - Infrastructure & Assistive devices
    - Personnel/Man power
    - Vocational – Livelihoods
5. **Monitoring Mechanisms**
    - State Assessment Accreditation Authority for Assisted Living Facilities (SALF)
    - Minimum Standards of National Trust
6. **Training Module –**
    - Sahyogi Module
    - Training of social workers
    - Sensitizing the community
    - Sensitizing Govt. officials (National Trust Panchayati Raj Training Module)
7. **Linkages**
        - Kudumbshree
        - ARUNIM

List of Annexures

- **Annexure – I** : Terms of Reference
- **Annexure – II** : Study Report on Supported Living Project by Ms. Vandana Bedi
- **Annexure – III** : Questionnaire On Needs Assessment for Development of a Model For Assisted Living Program for People With Disabilities by Ms. Jahnvi Andharia
- **Annexure – IV** : Sahyogi's Training Programme
- **Annexure – V** : Sambhav – Assistive Devices Brochure
- **Annexure – VI** : Panchayati Raj Training Module
- **Annexure – VII** : Minimum Standards for Residential Facilities
- **Annexure – VIII** : : Movies on Group Homes
    - **Arunima** : Group Home in Dehradun
    - **Independent Living** : Group Home in Delhi

Annexure IX – Vocational Assessment Tool
Annexure – X – Self Employment/ Micro Enterprise (Business Plan)

Preamble

An internet search for assisted living in India shows up assisted living programmes for senior citizens. This seems to be the new commercial activity, in the service sector. However, there is not a single one for people with disabilities.

The private sector has a number of facilities for people living with mental illness, these are regarded more as nursing homes and institutions not assisted living programmes.

The difference between a "Nursing home" "Home or institution" and an assisted living programme for people with intellectual and developmental disabilities are listed below:

S.No.	Homes/Institutions	Assisted Living
1	Large numbers/ faceless residents, counted by numbers not names. No individual treatment	Small group, not more than 10-12 people living together in a home like environment and as a small community.
2	Closed gates. Cut off from the neighbourhood or community	Within the community, with good healthy interaction.
3	Residents live to a rigid timetable	Daily routine flexible and open
4	Top down decisions on all aspects of living , even aspects like menu, clothes, washing, work , activities of the day	Each one has an individual plan and support. (Supported decision making) This will be both short and long term. Decision taken in a group or as individuals.
5	No long or short term goals, will live there a lifetime, no exit policy	Go out to work each day. They have an exit policy, if needed
6	Generally seem to have poor health conditions – residents prone to communicable conditions, like scabies, lice etc. Hair has been shaved off, no right to choose hairstyle, all residents wear clothes of uniform colour, size and shape. They even have common toothbrushes.	Each one has their own wardrobe and personal belongings – clothes, soap, toothbrush, bed sheet etc. Good hygiene and nutrition.
7	Non descript smelly & dreary	Not a dreary, smelly institutional feeling
8	May identify a handful of residents for specific skill development as status for organisation e.g. Special Olympics, or trips abroad	One size does not fit all – so individual needs in all areas, vocational job seeking, leisure time indoor / outdoor, developing skills like learn to draw, dancing, painting, potteries etc. Friendships to be encouraged, participating in community, courses, lessons etc.
9	No individuality is possible.	May be allowed to keep a pet

Table 1: *Difference between a "Nursing home" "Home or Institution" and an Assisted Living Programme*

Table 1 illustrates the difference. The former traditional institutions that are bleak and dreary are the main reason that parents agonise over the question as to "What will happen to my child when I am no more". Therefore, every parents organisation only dreams and plans on how to set up a living arrangement where their children will be able to live in a safe and happy environment.

Understanding Disability

There has been a paradigm shift in the thinking about disability. While earlier it was a charity or welfare subject, now it is thought of as a development and human rights issue.

Earlier a `cradle' to the `grave' living in an institution was considered the way to protect and care for people with disabilities. They were supposed to be the passive beneficiaries of welfare measures, with their lives decided and controlled by professionals. In India, though, as there were not many institutions, very much the same treatment of being passive and invisible happened within the family.

Though there are not hundreds of institutions, however, there are some in every state. In Delhi State at the moment there is a reform process going on, for one of the largest homes for adults with intellectual disability, and this is due to a public interest litigation. In Maharashtra a committee setup by the High Court to look at homes with children with disabilities has found children living in abysmal condition and very poor amenities.

Now, people with disabilities, are looking for autonomy and more control over their own lives. Disability is regarded as part of the human experience and human diversity.

The United Nations Convention for Rights of People with Disabilities (UNCRPD) is the first treaty signed by India and is a path breaking document, which has been worked out, after two decades of debate, dialogue and listening to the voices of people with disabilities. India has signed and ratified this document and is committed to many of the new ways of thinking about disability.

While developing models of assisted living it will be appropriate to flag some of these new concepts included in the UNCRPD.

a) One of the **general principles** is that the evolving capacity of people with disabilities and their right to preserve their identity are recognised.

   This is particularly important, when we focus our services on adults with intellectual disabilities (mental retardation). Intellectual and developmental disabilities in our country are regarded as "arrested mental growth". It is assumed, that people with low IQ's cannot learn and think logically. However, this `myth' has now been challenged. People with intellectual disabilities may need to be explained in plain language but they also learn and `evolve' like all human beings, throughout their lives. However, they may learn in a different way.

   The `stigma' attached may force families to hide a member with mental disabilities. However, people with disabilities are now advocating for their identity to be accepted as a person with a disability.

b) **Definition** – Persons with Disabilities include those who have long term, physical, mental, intellectual and sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis as others. It is important to consider physical, social, and attitudinal barriers.

c) Interdependence is not a lack of independence. People with disabilities have been able to clearly enunciate the concept of interdependence. `Independence' over generations has been a patriarchal way of thinking, where needing of support, in any way, is considered `dependent' and therefore contrary to any assertions for autonomy or choices in one's life. People with disabilities have busted this myth, by propagating universal interdependence where no one is an island.

d) **Supported decision making** : People with intellectual and other disabilities want to make decisions about their lives. They want to decide and have a choice of where and how to live, what to eat, where to work and chose their friends. They, however, may need more support and explanations, before they can take a decision, about each aspect of their life. The argument is for the right to make decisions, whether in traditional `wisdom' these may be right or wrong.

e) **Legal Capacity**: This led to inclusion of Article 12 of the UNCRPD, which has been most discussed and debated. It recognises all people as equal before the law.

f) Living and participating in the community on an equal basis as others. This means going to same schools and colleges, working together and using the same facilities. This requires dismantling large and faceless institutions and setting up community based facilities.

g) **Accessibility**: The concept has been enlarged to include not only physical barriers, but also barriers in communication, technology, social, attitudinal and access to justice.

h) **High Support Needs**: "High Support" means support which may be needed by individuals who require ongoing intensive support for activities of daily living; independent and informed decision-making; accessing facilities and participating in all areas of life including education; employment; family and community life; treatment and therapy; recreation and leisure. The need for High Support often arises due to significant disability in a single area or multiple or cumulative disabilities in cognition, communication, sensory-perceptual processing (not including blindness), emotional regulation, socialization, behaviour and mobility in interaction with attitudinal and environmental barriers;

i) "Support Plan" means a plan which is suitable for life situation of persons with disability respecting their individual preferences and enabling them to exercise their legal capacity and enhance their community participation specified in the Second Schedule;

j) "Support Network" means a group which supports a person with disability in carrying out his or her life activities and may be made of family members, friends, friendship forums/associations, service providers and others who have a personal connection and are in a trusted relationship with the person with disability;

k) **Reasonable Accommodation**: The United Nations uses this term in the Convention on the Rights of Persons with Disabilities. Denying it is defined to be discrimination. In the convention "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure that persons with disabilities enjoy or exercise on an equal basis with others of all human rights and fundamental freedoms.

Assisted living is new concept. In our study we found many of the models more institutional and top down. Assisted living means creating a living arrangement, which provides for people with intellectual and developmental disabilities to have opportunities to live in the community, make decisions for themselves and develop their complete potential and lead a fulfilling life.

Chapter – 1

Some Learning's from Recent Studies in India

❖ Status of Persons with Disabilities and their Supported Living Needs

Started in 1969 the Rural Development Trust (RDT) is based in all 63 blocks of Anantpur district, Andhra Pradesh. It works with dalits, tribals, weaker sections and disabled persons in the areas of education, community health, housing, ecology, livelihood development and empowerment of women.

RDT has recognised over the last few years that families, communities and institutions where it works find themselves inadequate in providing necessary support to adolescents with severe impairments. It also came across disabled persons abandoned by their families unable to provide care due to poverty and lack of services. This was when RDT learnt about the concept of "supported or assisted living" as a service that addresses the needs of people with severe impairments with active participation and ownership of disabled people, support organizations, care givers, communities and the government.

RDT contacted a number of agencies and individuals in different countries to learn about supported living programs, but could not find any appropriate programs or guidance. So it decided to commission this study.

Salient Learnings

The study covered 455 disabled people.

1. People with multiple disabilities, were enumerated as physically impaired.

2. Most services benefit people with mild impairments. A person with high support needs may have access to benefits, but to make use of these, he/she may require financial aid for a personal assistant or an accessible environment.

3. Majority of respondents in the study were primary caregivers as the participants with disabilities had inadequate communication skills or training in the use of Alternative & Augmentative Communication methods.

4. Activities of Daily Living (ADLs) remained the main problem with families and persons with disabilities who were not independent in carrying out self-care.

5. There was no communication skills developed among some surveyed.

6. Besides the primary care taker, other family members also offered support to the person. But there were also few instances where only the primary care givers (the immediate family) had concerns regarding the needs and problems of the person with disability. Other family members remained indifferent or negative. In such situations, the level of anxiety amongst the primary carer was very high-- they had serious concerns for the future of the person after their death.

7. Community Self Help Groups (SHG's) facilitated access to pension and other benefits. They felt that persons with disabilities had equal rights and should be given equal opportunities in education and employment equal share in the family property. Women with disabilities, it was felt, had lesser security in the community and were more discriminated against than men.

8. Impact of SHG on the lives of its members: The group provided its members a conducive atmosphere where members received mutual emotional support and help.

9. Many disabled persons with severe impairments are unable to achieve their potential in life because they are dependent on their family members for any movement inside/outside the house. There are persons with severe impairments requiring high support who have done wonders by utilizing the services of a day-time or live-in personal assistant. They help manage education, job, leisure, social relationships etc. This arrangement also provides livelihood to another person.

10. The report recommends on alternatives for long-term care and support. These are based on an understanding that has emerged from the study that the long-term care and support needs of disabled persons are not just dependent on the severity of their impairment. They also depend on the attitudes and accessibility/inclusivity of family, community and state resources. In fact in the absence of appropriate capacity building support and presence of barriers within family and community, even a person with mild-moderate impairment may require maximum long-term care with much less quality of life.

❖ **On Needs Assessment for Development of a Model For Assisted Living Program for People With Disabilities**

The study undertaken by the National Trust conceives a plan that would be a model of Assisted Living, which will be piloted and then replicated and up scaled.

I. Objective of the Assignment

This assignment focuses on those persons covered by the National Trust Act -- those who have Cerebral Palsy, Autism, intellectual disability or multiple disabilities. Thus while the general term persons with disabilities is used in this document – the reference is to the four disabilities mentioned above. The specific objectives of the task undertaken were:

- To comprehensively study the existing scenario in India on the ability to promote the concept of independent living for Persons with Disabilities.
- To study the development of various existing global models of Assisted Living.
- To offer recommendations on the way forward.

In this early stage of model building the key methods followed were:

- Desk review of research studies, relevant documents to understand the global experience.
- Field visits to sites that offer lessons on Assisted Living for Persons with Disabilities in India.
- Interviews with persons with disabilities, and secondary stake holders (either face to face / email / telephonic)
- Focus Group Discussions with families taking care of Persons with Disabilities and members of associations of Persons with Disabilities and experts.

Finalising the Tools for Data Collection

After the first round of desk review an overall Needs Assessment Framework was developed. This framework formed the basis of developing an interview guide. The interview guide was field tested with some parents and experts. ((Refer to annexure 1)

About the Report: This report provides key findings from the field visits and the Indian experience. This section is further sub divided to offer insights into the various components that would be significant to model building. Key lessons learnt from the models visited, their strengths and challenges are provided at the end of the section.

The next section provides the key Findings from global experience and lessons from individual countries.

And finally a set of recommendations are provided on the way ahead.

In the initial sections of the report the reader is likely to find that there is an underlying assumption that the model building will take place around group homes. However, as the study progressed, the author was introduced to many people and their perspectives which challenged this notion and pushed the idea of diverse meanings of assisted living. It is hoped that the reader will be able to see the transition by the end of the report.

There are different perspectives that emerged while speaking to different stake holders with regards to how an intervention on assisted living should be implemented. From the parents perspective it meant a safe place for their children after they passed away, for the professionals it meant applying the principles of the UNCRPD, others spoke of using the Conventions' principles but ultimately arriving at a practical solution that is governed by a strong sense of ethics, respect and dignity for all.

Internationally there is a conscious move to de-institutionalise, and move away from the bio medical approach to disability. There is a strong shift towards community based solutions to rehabilitation and care.

Key Findings

1. All human beings are social beings and have to depend on one other for their existence. Hence, the point made was that the concept of "independent living' should not be a goal, but how "inter-dependence" with mutual respect is defined for different people.

2. In the context of persons with disabilities, they need adequate support systems to function like any other citizen. Every citizen has a right to a barrier free life, access to public institutions and facilities like banks, railways, road transport, entertainment, shopping, etc. Living independently also involves the ability to express one's opinions, receive and give love. These notions guide the meaning of "assisted living".

3. In the study people with disabilities felt that ideally the age of entry should be between ages 25-35. At this age the individual is open to adaptation and learning new skills/behaviour. As the person gets older, adaptability reduces and adjusting to a new residential place stressful. However, most parents would like to look after their wards till as long as they can.

4. Most of the respondents wanted a group home to have mixed categories of intellectual disabilities staying together. It was expressed that they would actually complement roles in supporting each other. Men and women could stay in the same campus but should have separate living quarters. Most felt that there should be no need to segregate on religious grounds.

5. On the class parameter, there were more diverse views. Some family members felt that some basic minimum criteria should be fulfilled with regard to hygiene, care, emergency care, food quality and maintaining respect and dignity of others. Some parents and experts felt that there could be different categories from which families could choose based on their ability to pay. For instance, some felt that their family members who were used to eating say in one way-- either in the Indian way of sitting on the floor or eating at the table-- might find it difficult to adjust to the other way. Similar would be the case for toilet types. Others defined assisted living as "simple, safe and comfortable" minus class distinctions.

6. With regard to language, most felt that a common spoken language would help while others were of the opinion that as long as there was respect for other forms of communication it did not matter and that other languages can be learnt.

7. The unresolved issue remains for persons with autism. For them being with the others causes difficulty and hence the nature of support they require in assisted living is going to be different. Similarly, for those who suffer from multiple conditions -- who are severely and profoundly disabled -- and for those who

require specialised medical care, living in groups and independently may be special decisions that families and group home managers would have to take on a case basis.

8. It would seem that there is a trade off between being 'as close to the community' and 'having open space' especially in urban areas. The respondents of this study offered ideas such as mandatorily keeping specific spaces and housing stock during urban planning. In rural areas, the housing schemes should have specific allocations for persons with disability. These places should be accessible and rules about who can access, pricing should be worked out.

9. One of the important aspects to be considered would be the additional costs and care required as residents grow older.

10. With regards to management almost all stated that residents should be involved in daily routine management tasks and decision making.

11. There has to be a set of dedicated professionals who will be responsible for the overall management of the home keeping in mind the support required. Laying down set standards would be difficult as according to the UNCRPD guidelines every person with disability would need individualised support to ensure "a barrier free life". But the key aspect that should be taken care of is an adequate ratio of care-takers and residents. Parents or family members should be involved in decision making and ideally the community should also play a role which will lead to better integration.

12. The extent of awareness among the community is still quite limited in terms of what persons with disability can do, hence currently the responsibility of looking after them falls largely on the family. As awareness spreads, one of the aims should be that the community becomes more involved and community mechanisms are evolved to look after those requiring special support.

13. The issue of availability of care givers with requisite training was of serious concern. Although there are courses meant for them, the education criteria for admission was seen as too high and the training too long. Some suggested that shorter duration courses should be developed, while others felt that this may not be adequate training. The National Trust is aware of the shortcomings of its Sahayogi (care giver) scheme and has proposed several changes to address the limitations. Some of the barriers to professional care -giving services are:

- Lack of standard pay scales
- The caste system based on notions of purity which labels personal care work as undignified.
- No career growth
- Family members of persons with disability assume that the care- giver is available for other household work.

The culture of formal individual volunteering is not very strong in India though it is gaining momentum.

14. Persons with disabilities face many barriers to find and keep work. Just like other individuals, they have diverse talents, interests and abilities. These should be taken into account while devising livelihood options.

15. A related aspect of work for adults would be having a personal bank account. Currently there are challenges to opening accounts for persons with intellectual disabilities. Supported decision making should keep this particular function as a priority as this will help the persons who are working to have control and access to the money they have earned.

16. Each one of the respondents said that any kind of home for persons with disability should have leisure time activity in the group home.

How a group home should function (key components)

1. Set a daily rhythm but not a rigid one.

2. Provide accessibility
3. Solve minor problems and offer first level emergency care.
4. Activities as per skills/talents and interest should be offered to engage the residents.
5. Persons can be involved in the daily upkeep of the place as per their abilities and should be supported to become responsible for the management.
6. It should be a place where everyone prays together, eats together, works together and celebrates together.
7. Not more than two-three persons should share a room.
8. Attached or adequate common toilet or bathing facilities conducive to their needs should be provided.
9. Ventilation should be adequate.
10. A garden space will be useful.
11. A compound wall and a manned security gate should be there especially in urban homes – more from the point of view of not letting outsiders come inside and not as much as to keep the residents inside.
12. Common kitchen and a dining place, provision could be made for a small kitchenette in case the people residing want to prepare something of their choice.
13. Adequate design aspects like tactile tiles, hold bars, sliding doors etc should be paid attention to with inputs from architects, engineers, planners. However, the basic thrust should be to "adapt" not construct the most "ideal" home with the best design aspects and standards. Such a building is likely to stand out in the surrounding and will send the message that highly specialised spaces are required for persons with disability. Moreover such an alien building is unlikely to make the people from the surrounding areas feel "at home".
14. Some of the concepts such as 'freedom', 'barrier free', 'quality of life' were explored. It was felt that ideally there should be no difference between the meaning for persons with disabilities and those without. Nevertheless, these concepts will evolve as persons with disability gain greater voice and it will be they who will define its meaning for themselves. One has to therefore be careful about making generalised statements such as "persons are most happy when they are with the family and are getting quality care." There could be a host of reasons why the family may not be the best place.

Emerging Issues

- There is a huge role of sensitising the community and spreading awareness about the rights of persons with disability. Just offering a service without community involvement will not lead to sustainable solutions.
- While Indian sensibilities will have to be kept in mind, at the same time, the country will have to undertake affirmative action to meet the goals of UNCRDP. Thus while dealing with caste and religious issues, the implications of living together will have to dealt with. The stigma associated with care giving will have to be replaced with a highly professional approach.
- While it is extremely important to centrally involve the organisation of persons with disability and activists from the sector, there will have to be other mechanisms through family or supported decision making to include the concerns of those persons who are severely profoundly affected. There is a continuum of needs that have to be addressed and there can be no one size fits all approach.
- There is a lot of scope for convergence among the various government bodies that can play a role in developing assisted living and National Trust could be the hub to ensure this convergence.

❖ **Impact Evaluation of Samarth Scheme**

- The study findings indicate out of the total 1952 samarth residents, 1259 (64.5%) residents are male and 693 (35.5%) are female. Further, age-wise break up reflects 389 residents (19.9%) are below 10 years of age. Similarly, 1189 (57.3%) residents belong to the age group of 11 to 18. This is followed by 382 (19.6%) residents between 19 to 35 years of age, 46 (2.3%) residents between 36 to 50 years of age and only 16 (0.8%) residents are above 50 years of age.

- The study also intended to assess the severity of disability of the residents. The findings reveal the disability of 107 (5.5%) residents are profound in nature, followed by 838 (42.9%) cases have severe disability, 784 (40.2%) have moderate disability where as 223 (11.4%) have mild disability. Further, it was also observed out of the total residents, 657 (33.6%) are from the middle class family, 634 (32.6%) are from the lower class family and 661 (33.8%) are from the family of below poverty line.

Chapter - 2

Models Identified in India

❖ Disabled People Led Model

People With Disability Promoted Model

Assisted living is an area that has /is being debated in a number of platforms. The group that is very vociferous about it is the parents group. The parents eternal worry "what after me?" has led to this discussion, but this debate has invariably discussed "homes" a more passive placing of adults or children in a sheltered place.

Over the years, and particularly after India's ratification of the UNCRPD, the growth of the disability movement, professionals, parents and persons with disabilities are now looking at the concept of Independent Assisted Living.

This shift from a passive "home" or institutionalization to a concept of independent living in the community is a reflection of new ideas that are emerging.

To quote Gerard Quinn and Michael Stein: "This right to legal capacity, acknowledges that people with disabilities have an innate capacity to decide their destinies for themselves – where to live, who to live with, what education or employment to pursue – and to have those choices respected. And if there is to be an intervention on the part of the State, the primary impulse should be to support a residuum (class of society that is unemployed and without privileges or opportunities) of capacity and to intervene to support people to make decisions for themselves, with appropriate safeguards".

This statement is particularly relevant to the idea of Independent Assisted Living promoted by the government of Kerala.

People with disability led model of Assisted Living

To get the views of persons with disabilities for their idea of an Assistive Living model a number of focus group discussions were held.

The size of the focus group was 4-6 people at a time. There was one discussion with only two people with disabilities and one where it was a one on one discussion. The discussions were with people with multiple disabilities, one with a person with visual impairment. There was no one who had hearing impairment.

The results / outcome was very interesting. They started with some:

Philosophical thoughts:

The decision / choice of going into a home should be in consultation with the person with disability. It should preferably be the last choice and the exit policy should be insured even when entering. Re-entering should also be allowed.

Physical environmental:

It should obviously be an accessible building and preferably divided into cottages. It should be cheerful, well ventilated with light walls. The construction / infrastructure should ensure privacy, but at the same time make sure that the area can be accessed if the person gets locked in. The cottages / rooms should have specified spaces for individuals. And definitely separate cupboards. Each person should have a key to the house and his room.

Residents:

There can be 30 in a home, divided into groups of 8 & 10 in each cottage (depending on floor area). It should definitely be a mixed group, that is, both genders and a mix of disability and the severity. Privacy has to be ensured. These smaller groups can work with 2 -3 care givers.

Emotional Environment:

Decision making is the prerogative of the residents where ever required. Flexibility in time, freedom of movement, freedom of religion, freedom of choice for leisure has to be ensured. The house should have music, TV, Games etc., and medical support on call.

Work:

Separate work place from home. If work has to be at home – choice of work in relation to age, cognitive ability and if possible, interest, has to be ensured. If the person with disability gets a salary they should contribute to the home. Choice of work should be left to the person with disability.

Leisure:

The residents have the right to choose the leisure activity. The activity is planned in such a way that it is age appropriate. Also encourage the development of activities like hiking, dancing, gardening etc.

Monitoring:

Monitoring is important. The Monitoring committee should be made up of people with disabilities, parents and professionals. The majority number in the committee should be people with disabilities.

Meetings:

Regular meetings of the monitoring committee has to be ensured and a grievance cell to be set up at various levels. Action should be taken as fast as possible if there is any abuse.

To summarize: The people with disability came up with the following non-negotiables.

- Security / secure environment
- Freedom of movement
- Separation of work / vocation from home
- The option to have religious freedom
- Accessibility in all areas
- Independent / supported decision making
- Entertainment / leisure
- Diversity

❖ Group Home Model

Swayamkrushi in Hyderabad has set up six group homes within the community. These group homes are located in apartments within larger complexes. Each unit houses six women with intellectual disabilities and a care giver.
Before starting a unit, a sensitization of residents in that complex happens over a cup of tea. This has helped to integrate and have complete acceptance. Residents of these units do all the household chores and also go out to work. They have an active social life within the complex and have been trained to budget and shop. This has been an unique experiment in our country and some of the learnings are important.

a. The ultimate aim is not just to care for the persons with intellectual disability, but to integrate them into society's fabric with status and self respect.

b. The social environment and culture being so diverse, the training of persons should be tailored to suit geographical, linguistic and social mores.
c. Training can be imparted in post-school programmes.
d. Such training must be imparted with the active interaction and appreciation of the parents. It has to be dynamic in nature and requires a good review mechanism.

A feeling of participation is encouraged through the following:

1) A normal rhythm of the day such as going to bed and getting up, getting dressed and eating as other peers.
2) A normal routine of life such as living in one place, working or attending school somewhere else and having leisure activities.
3) Experiencing the normal rhythm of the year with holidays, visiting the family and vacations away from one's home.
4) Having an opportunity to undergo normal developmental experiences which help grow and flourish with choices respected.
5) Experiencing normal economic and financial privileges which promote personal use of money through realistic social training and fostering of independent use. Work in open employment or in sheltered workshops or within institutions should be paid for accordingly.

❖ Foster Care Model

Persons with Neuro-Developmental Disorders (NDD) need proper care and individual attention from childhood for their all-round development. Though it is advised that such persons live with their families, often due to varied socio-economic reasons parents of Children with Intellectual Disability are not able to provide the much needed systematic training to their wards.

The purpose of providing Residential Care/ Foster Care is to provide a temporary safe placement for children with NDD so that they can be groomed and trained for independent living, also indirectly preparing them to be contributive members in an assisted living environment**.**

We do accept the fact that natural parents are the best care givers. Generally children with Mental Retardation and other Developmental Disorders stay with their parents and are provided with inclusive or special educational facilities. However, our experience has been that though these children are being cared for and trained by their parents within their own family set-up, when they reach 18-20 years of age parents look for an alternative residential shelter as they find it difficult to handle their behavioural problems and lack of independent living skills. It has also been found that 60 per cent of siblings of persons with disabilities (PwD) are not ready to accept the behaviour of the individual. (The unfortunate fact is that at the age of 18 years when we try to separate the PwDs from their families, it often causes immense mental / psychological trauma for them).
The "Ashraya Model" of foster care homes attempts to address several of these issues. It provides girl children with NDD Residential Facilities (Home away from Home) where they receive love, care and all sorts of facilities which are essential for their all-round development. They can also spend time with their parents and siblings during holidays and attend all important family functions. By the age of 18-20 years they achieve all pre-requisite skills needed to lead an independent adult life within their family, and above all, they can take care of their aged parents.

If such foster care homes, managed by dedicated NGOs, are made available throughout the country, parents can be free from their primary anxiety – "what would happen to our child when we are no more".

In order to achieve the objectives of the foster care programme the number of members in each home should not exceed 25-30. It is also better to have separate homes for boys and girls, with interaction programmes for them once a week or fortnight.

Each district could have 3-4 such foster care homes based on the needs of parents.

- **Ashrya** is a Residential Rehabilitation Home located in Kollam District for children with physical and mental disabilities from economically, educationally and socially backward communities. Its mission is to mould each child into a self-reliant, confident individual.

Ashraya provides the following services:

- Takes over the responsibilities of looking after girl children, which allows the mother the much needed freedom and opportunity to work.

- Provides employment to graduate women with disabilities by training them to be Special Educators.

THE ASHRAYA FAMILY

A girl child with NDD walks into the warmth of a family which consists of

- A mother (a single woman 45-50 years of age)
- An elder sister/teacher (a qualified special educator who lives on campus).
- Eight siblings with multi-abilities who compliment each other with their skills.
- Grandparents (senior citizens who are ready to utilize their wisdom/ life experience

ASHRAYA- ACTIVITIES

Ashraya extends a comprehensive rehabilitation services to girl children. It provides hygienic surroundingas, a well balanced diet, medical intervention and well rounded services.

INFRASTRUCTURE:

Ashraya is not an institution, it is a Home. Ashraya's building is totally disabled friendly, with great emphasis given to the atmosphere, such as bright and soothing colours on the walls, decorated with paintings, proper ventilation and lighting. It is designed to achieve maximum utilization of space. It provides dormitory facility with attached toilets at the same time providing the much needed privacy.
To run the present Residential Rehabilitation programme for 25 children, i.e. 3 families, Ashraya requires a sum of `100000 /- per month including expenses for students, welfare activities and staff salary.

ASHRAYA- A SUCCESSFUL MODEL

Senior children are now acting as caretakers/ sisters/teachers of the younger siblings. Hence Ashraya does not face any problem when a staff member leaves the home. Ashraya children are totally independent and are able to not only look after themselves but can take care of others as well. Independent Assisted Living has helped them achieve this.

❖ Social Therapy Model- Assisted living for adults with disabilities

Introduction

The Social Therapy Model for Assisted Living for adults with disabilities practised at Campion Hill Bangalore hinges on peer group companionship. The rehabilitation of the individual is addressed primarily through social therapy by way of involvement in housekeeping, kitchen work, maintaining the farm, vocational training, leisure, art and cultural activities.

The model is suited for people within the age group of 18 to 40 years with any or multiple disabilities. It involves 12 friends coming together to live under one roof along with one house parent and five co-workers. It would be best if both genders were included in the composition, with mild, moderate and

severely disabled being incorporated in the same home. Below Poverty Line Assisted Living homes would need to be sponsored.

MANAGEMENT

a. In each house, it is the responsibility of the house parent to oversee and supervise infrastructure and monitor progress.

b. There will be five co-workers in each house, both short term as well as long term. Their task is to support individuals with disabilities in ADL, in personal care and mobility at all times. They are trained to work on the farm, conduct workshops, cook, execute housekeeping, keep night watch and engage with the residents in outdoor activities, celebrate festivals and share meals.

c. There are day workers who teach pottery, weaving, tailoring, clay modelling art and work on the farm. The cooks are assisted by co-workers and residents. One of the co-workers is a driver.

d. Weekly and monthly interactions with parents, guardians and guests are organized.

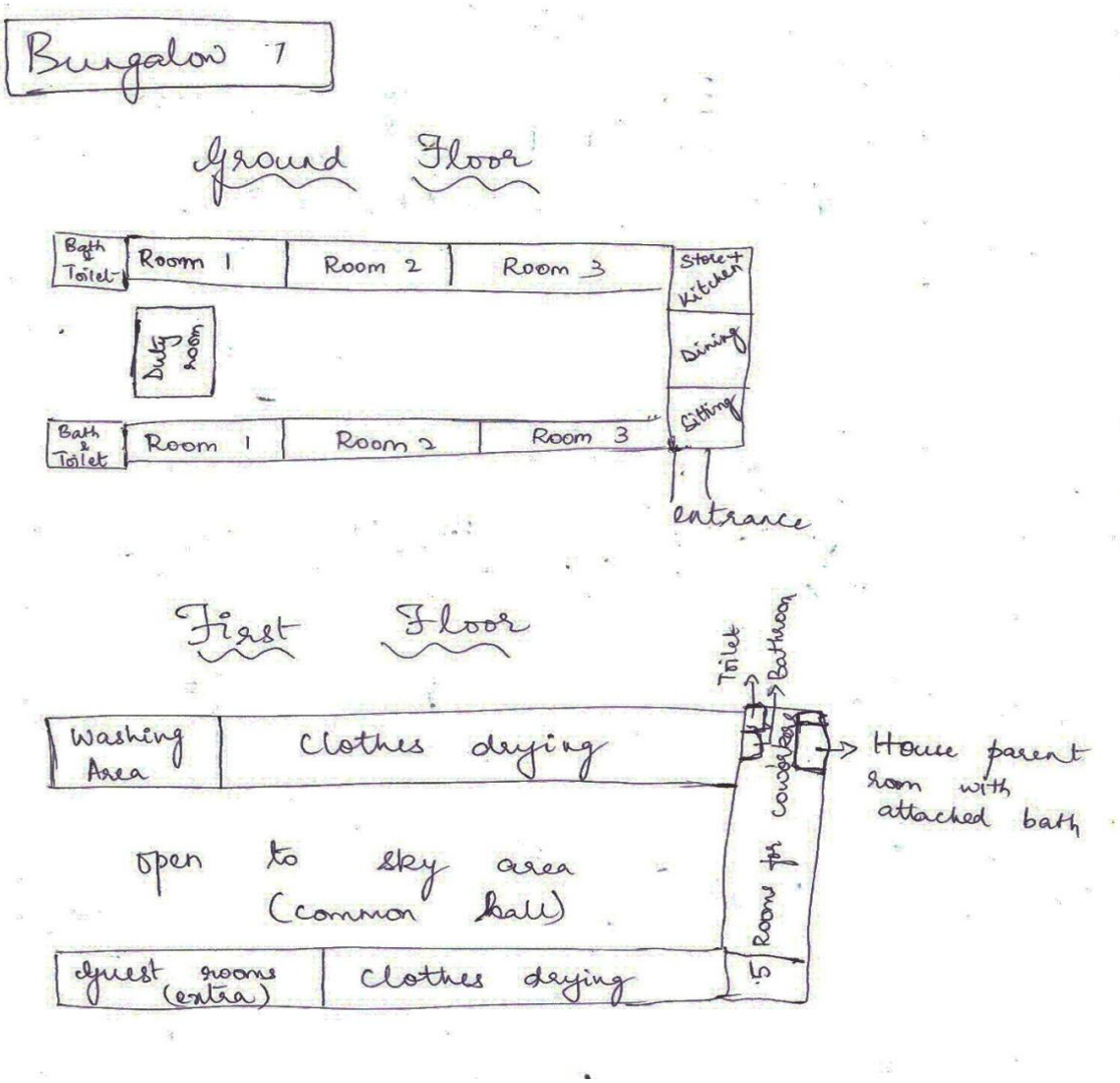
INFRASTRUCTURE



The infrastructure and architecture is designed to enable a healthy and barrier free environment.

The Campion Hill campus has two independent bungalows separated by a Vocational Training Unit Block. It is surrounded by a garden and a farm.

BUNGALOW 1



The ground floor is a T- shaped, rectangular plan, with an open courtyard on the horizontal access and three rooms on either side of the courtyard housing two people in each room -- six men and six women.

There is one duty room with a 24 hour co-worker on the job.

At the two ends of the living rooms, there are bathrooms on either side for men and women. They consist of one Indian closet and two western closets, both having design adaptations and accessibility for wheelchair users and others.

Three shower rooms with hot water and cold water facilities and three wash basins outside the shower rooms at different heights complete the bathroom set ups.

Three quarter doors with latches that swing into lock and unlock position are there with no bolts.

Handle bars are provided in all rooms. Switch boards are at wheelchair level.

Flooring is without any obstacles and grip tiles.

The vertical part of the T-shaped room will consist of three portions:

One big common room for relaxing, indoor games, music, reading and prayers.

One big dining room with table and chairs to accommodate 18-20 people. The room has a wash area and cupboards to stack crockery and miscellaneous items with a lock and key. All utensils (plates, tumblers, spoons, etc) are of stainless steel, some stylized for easy use.

The dining room leads to the kitchen, with a small wash area with double sink, one for dirty dishes and one for washing. A fridge, a gas stove and a locked store room are additional features.

The two floors are connected by a ramp

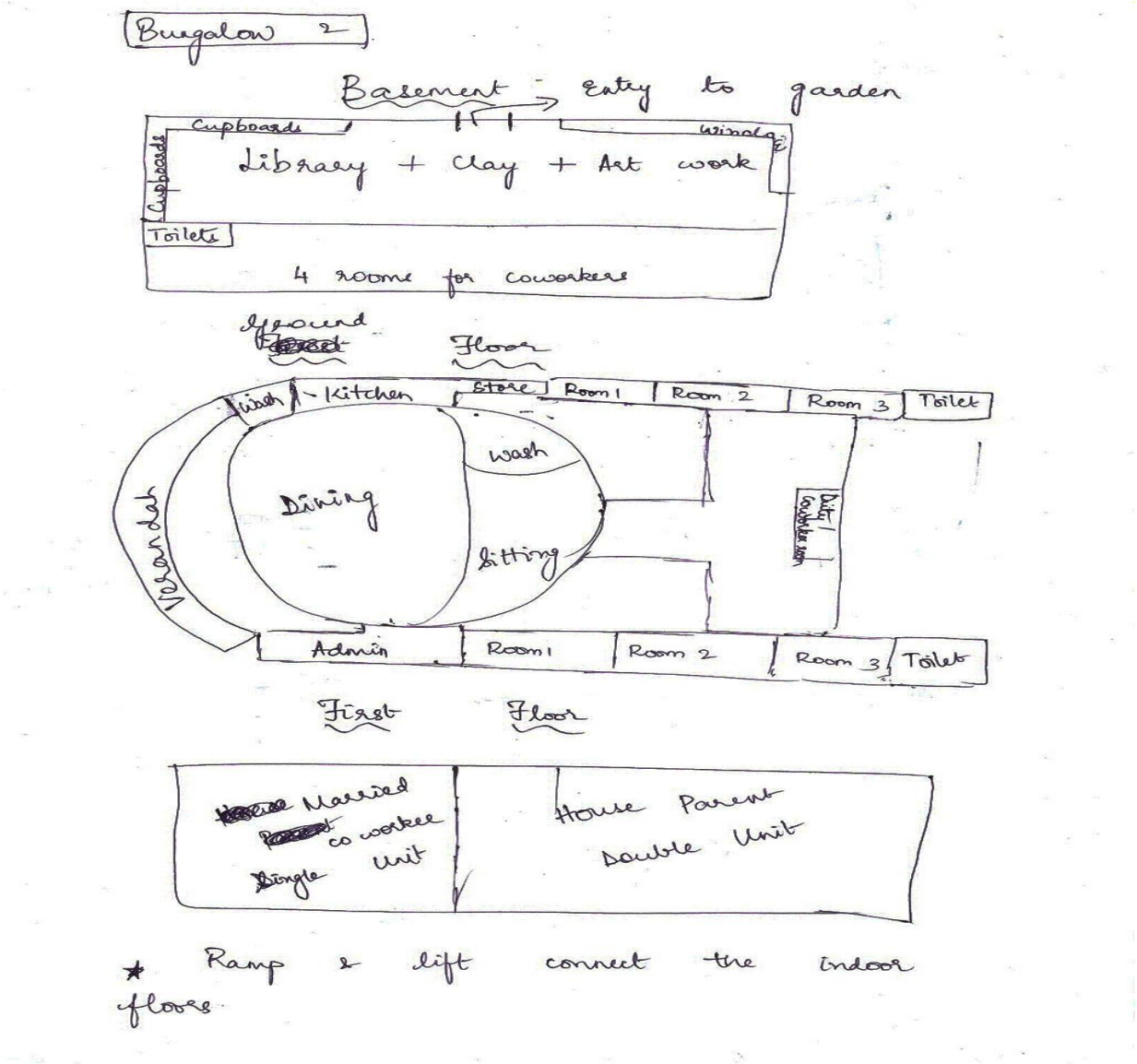
First Floor

On the horizontal wing, there is a room with three washing machines and an open space for drying clothes. Facing this room are two extra guest rooms.

On the vertical plane, there is one double room with an attached bathroom for the long stay house parent.

Adjacent to this, there are five rooms for co-workers. The corridor has two toilets and two shower rooms.

Bungalow – 2



This consists of three levels – basement, ground and first floor.

BASEMENT

The basement is a rectangular room with a huge meeting room used for various purposes including as a library, for clay work, art work, reading and house meetings.

On the adjacent side of the meeting room, accommodation for 4 co-workers are provided with two western toilets, two shower rooms and two sinks.

The toilets can be accessed by people who come for activities or meetings.

A ramp connects the basement to the ground floor. Steps connect the meeting room to the garden outside.

GROUND FLOOR

The ground floor comprises rectangular floor space with circular walls to be used as dining space and a sitting room.

On one side of it is the administration office. Facing the office, leading from the dining room is a common kitchen with a store room fitted with a wash area.

The kitchen has a solar stove, a fridge, platforms, two sinks and wall mounted cupboards.

The sitting room leads to an open courtyard. On either side there are three rooms for men and three for women, each for two people. These rooms lead to common toilets on either side.

There is a duty room for the co-worker in between the living rooms of men and women. Bathrooms and living rooms are designed according to the specifications given in the first bungalow.
A semi-circular verandah runs all along the dining room with overlooking bay windows.

FIRST FLOOR

A ramp connects the ground floor to the first floor which has a huge open terrace. There is a lift that can carry two wheelchair bound persons at the same time. The rest of the design for indoor leisure activities is similar to the first bungalow.

The first floor houses two quarters, one for permanent house parents and one for married co-workers. The quarter for the permanent house parent comprises two bedrooms with dining cum sitting room, kitchen, toilet and bathroom. For the married co-worker, a single bedroom with a small kitchenette and dining cum sitting room, toilet and bathroom are provided.

OUTDOORS

The outdoors is designed for leisure activities -- a swimming pool, hand ball court, a field for racing and other games. Rest of the land is an organic kitchen garden. There is a shed to house cattle and a garage with parking for two vehicles. There is one family car and one van for shopping and transportation.

VOCATIONAL TRAINING BLOCK

The vocational training block is hexagonal with a doorway in the front, a room on each wall, a toilet and a common conference hall. Activities such as pottery, weaving, tailoring and mat making are conducted here. The roofing is of Mangalore tiles with sun windows to allow light to the central conference room.

Summary

Life in the house is geared towards a healthy social life so that the community may contribute to one another towards a healing effect on everyone.

❖ Parivaar Model

PARIVAAR – the National Federation of Parents' Associations (NFPA) was formed in 1995. It is the apex organization at the national level that speaks for the rights of persons with Mental Retardation, Autism, Cerebral Palsy and Multiple Disabilities and their families. Parivaar is a full member of Inclusion International, a world body of parents' associations of the above disabilities in over 200 countries.

In India it is a federation of over 150 Parents Associations and NGOs in 27 states and a grassroots organization with 70 urban, 42 semi-urban and 38 rural parents' associations. Almost all the associations plan to set up living arrangements for their children, which will take care of their needs when they are no more. Most of the parents' associations are also members of the National Trust and some run the Samarth and Gharaunda programme.

To understand the models being developed by the parents' associations, the Expert Committee sent out a questionnaire. Five organisations responded, two of which are part of National Trust's Gharaunda scheme and one part of the Samarth project.

We present one example here from Thane, Maharashtra:

Assisted Living Centre at Nirdhar Pratishthan

Objectives:

- A model assisted living facility with vocational training and a sheltered workshop.
- A model of Agro based vocational training for residents and day care students from adjoining rural/ adivasi areas
- Create strong group of care givers, vocational trainers for agro-based vocational training.
- Build awareness among parents about government pension and health care provisions.

Target Group:

- Assisted living – 48 residents. Care givers 8.
- Counselling and home based vocation for 100 persons in rural/ Adivasi areas.
- Awareness and Advocacy : 360 guardians and well-wishers for implementation of pension, health care, legal rights and right to receive special education and therapies.

Answers to Expert Committee's questionnaire

Facilities provided

Dormitory type accommodation, hygienic food, toiletries, clothing (optional), non-prescriptive medicines, appliances for accessibility, reading material, sports facilities, vocational training and recreational facilities.

What is the Admission and Exit policy.

- Persons over 18 years with mild to moderate intellectual disability
- MR, CP-MR, Down syndrome
- Should be more or less ADL independent
- Self mobile during admission
- Should not have violent/ disruptive characteristics
- No contagious disease
- Care is provided for life time
- Exit is only due to persisting non acceptable behavior which can cause self injury or disruption to peaceful living of other residents.

1) **Vocational training and employment :**

SewiSewing, arts and crafts, weaving, pager bag making, cooking, training as watchmen, care givers and agro-based voc s and agro based vocation.

❖ National Trust Model

Samarth Scheme

The Samarth Scheme was launched in 2005 as a residential facility for 30 residents both girls and boys of all ages. This scheme was preceded by a pilot called the Reach & Relief Scheme. The Samarth Scheme is given to the registered organisations of National Trust, the funding is minimal as a tapering grant for nine years. The main aim is to help NGOs to become independent in running residential facilities. In fact, most of the project holders will be completing nine years either this year or next year. We have already given the learnings from Samarth programme in the earlier chapter. We would like to give one example of PASS which is both a member of National Trust and Parivaar in Guwahati.

There are 120 Samarth projects across the country and in terms of quality of services, it is a variable range.

1. Centres that are doing well are those which have explored and created newer opportunities for its residents. They have been able to raise funds to sustain and at the same time support skill-development of residents many of whom are earning members today.

2. Organisations that do not have a strong foundation in running services have had limited growth and not been able to diversify their services or create wider opportunities for their residents. These are mainly in remote or rural areas. Access to training facilities both for the staff and the residents and funding opportunities are limited.

3. Centres that have not been able to establish themselves are those who had to rent space for the project. They also lacked capacity is raising funds and running residential services for adults and preferred to run it for children.

PASS - (An organization of Parents for welfare of Persons with Intellectual and Developmental disabilities), Birubari, Guwahati-781 016

Facilities provided:

1. Provide all beneficiaries the required services without any discrimination.
2. Enable the beneficiaries to become self reliant in daily living to the best of their abilities. They are encouraged to assist in taking care of cooking, gardening, cleaning and recreation activities etc.
3. Involve the residents in planning and decision making. They are encouraged to work as a team following an approach of mutual support.
4. Provide facilities for vocational training.
5. Provide opportunities for outdoor activities---recreation, sports, art, music, celebration of festivals and social interactions.
6. Encourage the participation of Parents/Guardians.
7. Manage the residential complex in a homely atmosphere.

A. <u>Admission to Home-cum- Care Centre (Samarth Centre)</u>

The resident should have attained 18 years of age. Hostel accommodation is provided to those below 18 years who are from outstation, to avail special education services at Shishu Sarothi, a special school.
At the time of admission the following documents are required:

1. Disability certificate
2. Legal guardianship certificate
3. Medical reports from specified medical centre as well as previous medical history reports.
4. Support network of minimum 3 members (family members, relatives, friends etc.) residing in Guwahati.
5. An MOA (memorandum of agreement) is signed between PASS and the parents/guardian.
6. An initial trial period of maximum 1 month is kept as observation period during which either party i.e. PASS or the parent/guardian may withdraw admission giving adequate reason/explanation for the same.
7. Parents/guardian would be required to intimate the resident's existing assets if any and his/her inheritance rights. PASS shall be duly informed if there is any change in the resident's assets or inheritance rights (e.g. due to a WILL etc.).

GHARAUNDA

The National Trust launched GHARAUNDA - a scheme for Lifelong Shelter and Care. Its objectives:

1. To provide an assured minimum quality of care services throughout the life of persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities
2. To encourage assisted living with independence and dignity
3. To facilitate establishment of requisite infrastructure for assured care system throughout the country
4. To provide care services at an affordable price on a sustainable basis.

PARTNER HOOGHLY - RESIDENTIAL CARE SERVICE

No of residents: 3. Healthy food, medical attention and other facilities are provided. There are two care givers. Vocational training, workshops and recreational activities are provided.

Admission and Exit policy:

Life-time/monthly payment option. Each boarder is kept on 3 months trial before final enrollment. To leave, 60 days prior notice is required.

Monitoring mechanism

Three parent member sub-committee monitor the day to day activities and look after the maintenance and proper running of the residential care unit.

KARNATAKA PRARENTS' ASSOCIATION FOR MENTALLY RETARDED CITIZENS [KPAMRC], VISHWASHANTI NIKETAN,

(Group Home Rehabilitation Complex)

No. of Residents : 34. Number of care givers: 6
Age : Between 22 years to 60 years
Sex : Male – 22; Female – 12
Class : 27 Lower Middle Class, 02- Upper Middle Class, 05 - BPL

Facilities provided

Long term residential care, short-term care, quarterly medical checkups, vocational training, day care, periodical outings, participation in sports and games competition and cultural events.

Rules :

i) Parents should be a member of the Association.
ii) Admission is for persons who are 21 years and above.
iii) Parents / guardians can take back their children at any time of their choice after three months of admission giving 30 days notice.
iv) Parents/guardians to provide required medicines, clothes etc., for their wards except those from BPL category.

Monitoring Mechanism

Core group consisting of two representatives from parents of persons who are residing at Vishwashanti Niketan and two from the Governing Council of KPAMRC.

Monthly meeting held on Second Saturday of the month for parents of residents staying at Vishwashanti Niketan.

Monthly meeting of governing council of KPAMRC held on 3rd Sunday of every month.

Prayas, Kolkata, West Bengal

The Project undertaken by Prayas Community Living Centre(PCLCT) towards Assisted Living is "SWAPNANEER" where people with disabilities will live under one roof with their parents.

Project "SWAPNANEER" thus comprise of three components:

(a) The Living Component comprising of Residential Units in the form of small living-cum-bed rooms with attached bath and a small balcony, separate dormitories for male and female residents with disabilities. It functions like a commune with a common kitchen and dining area. People with disabilities will be looked after by other parents once their own parents are no more.
(b) It has a pre-vocational centre and a full-fledged vocational training centre.
(c) Remedial education, assessment and counselling centre.
(d) Parents counselling centre.
(e) Centre for early detection of disability and intervention.
(f) One normal lift and a larger Lift (for carrying ailing residents on a Stretcher).

The Project has been planned for 25 families in the first phase. The care giver ratio is 1:5.

ADMISSION AND EXIT POLICY

As per the system of community living as conceptualized in this Project, the resident member shall live in the Swapnaneer complex as part of a joint family. Parents wishing to join the project have to enroll themselves first as members of the Society with the details of their child. There is a period of time when the new members get to know the earlier residents and a mutual decision is taken on whether they will fit into this community.

MONITORING MECHANISM:

In-house monitoring within the building will be through CCTVs to be fixed in various strategic places/rooms/dormitories. The monitoring will be done from the control room by a batch of Resident Members on a roaster basis. Surprise visits to various places will also be another mode of monitoring.

❖ Self Help Group and Local Self Government Model

RDT is a non-government organization based in Ananthpur district of Andhra Pradesh. This program is the implementation of a study mentioned earlier.

In 2009 RDT recognized that its program with disabled people also needs to include services for adolescents and adults with profound degree of Cerebral Palsy, Intellectual Disability, physical Disability and Multiple Disability.

Based on the recommendations of the Study, RDT designed a community based program called "Supported Living Program". The rationale of this design is its strong base in villages and its approach of community organization.

The key principles of this new initiative are:

- A community based initiative led by disabled people, their families and their organizations.
- A life span approach.
- A multi-sectoral focus

Entry point for implementation of this program is SHGs of persons with disabilities at the village level and Federations at the mandal level. The strategy adopted by RDT is facilitating SHGs and Federations (Disabled Peoples' Organistaion (DPO)) to take ownership of the program and ensuring future sustainability.

The general perspective of the facility, rules and regulations:

The engine that drives this program is disabled people's organizations. RDT's role is to facilitate DPOs to initiate and implement the program. The DPOs plan and implement the program. Almost all the resources are provided by the DPOs (caregivers and money) augmented by RDT with other services i.e. infrastructure, technical assistance.

Day Care Respite Centres function from already existing RDT school buildings, or where it is not available, alternative space is identified. The centres provide recreational facilities.

The village level caregivers are preferably members of SHG or a sibling/parent of person with disability in need of high support. There are two care givers (a man and a woman) in each village. They work in the centres primarily to assist people with disabilities to improve abilities and they work at home providing care.

The caregivers get honorarium on par with NREGA (National Rural Employment Guarantee Act) rate.

DPOs select caregivers and supervise their day to day work. If caregivers are not found in the SHG then they are engaged from the village. Caregivers are trained on the job according to the specific needs of the people being cared for. RDT conducts generic orientation and training programmes.

Funding:

RDT provides a one time grant to DPOs for income generation as a rolling fund. The DPOs lend this money to its members on interest. The DPOs have decided that they will contribute 50% of the interest earned on the loans given to members for the honorarium of the caregivers and the rest of the salaries are provided by RDT. The DPO members also contribute a one time of RS 50/- to 200/- at the commencement of the program. All this money is kept in a separate account by the DPOs.

In addition the interest that is returned by banks on the loan taken by members after 9 months of regular payment is also to be use for this program. It is planned that the care givers and mandal rehabilitation workers attend the DPO meeting every month.

Monitoring:

Planning and monitoring are carried out jointly by the staff and DPOs, both at the village and mandal levels. The caregivers maintain a roaster which is submitted to the mandal level rehabilitation workers. The DPOs verify and make payments to caregivers.

SHGs are responsible for monitoring the caregivers day to day work, and MS is responsible for monitoring the total program.

Chapter - 3

Model developed by Expert Committee in Assisted Living

After understanding all the models, the Expert Committee has evolved a model for Kerala State. (If accepted, we can find a specific name for it).

The Govt. of Kerala will set up 500 such units, across the state.

1. **Size of Each Unit**: Each unit, will be for 10-12 residents, and if space allows perhaps 1-2 residents for short term stay traditionally called Respite Care.
2. **Location**: Units will have to be located within the community, and not in an isolated or far off place, as is generally done for homes and institution. Units can be located within villages, small towns or could be an in an apartment building in the city.
3. **Composition**: Each unit can house both men and women, with separate living arrangements and common spaces eating, socialisation, leisure time activity. Depending on the situation, it can also be decided to have single sex units. However, the former is preferred, to support mainstream living which has been found to be therapeutic.
4. **Typical unit**: Each unit will house adults with intellectual and developmental disabilities (autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities). Each unit will have at least 2 residents with high support needs.
5. **Culture of the Unit** : Each unit will have a unique personality, reflecting the likes and dislikes of the residents. It will have a home like atmosphere, where each resident will contribute, by being responsible for any one task. Decision making in the unit will be a collective exercise, especially for menu, cleanliness, decor, leisure time activities and working out a broad rhythm of the day. Each resident will go out to work, which may be a job in the community or an enterprise which a group among them has started.
6. **Protection Policy**: A policy against violence and abuse will be formulated from the guidelines developed by National Trust on his website. Each member of the staff and resident will need to sign a code of conduct.
7. **Women with disabilities** : Since women face double discrimination it is important for the entire project to keep in mind the special need and vulnerability that women face.

The residents will collectively decide on outings, celebrations and inviting community members over, just as it is done in a family.

Entrance Policy: The following criteria should be followed for admission:

1. A person who has no family support.
2. A person whose family support has diminished because of death or illness of parents and breakdown of the joint family system e.g. siblings live separately and do not want to keep the person with disability. (However, as far as possible living with the family should be encouraged).
3. A person with high support needs, due to profound disability, epilepsy or behaviour issues.
4. A person who would like to move out of his/her parental home and look for skills, training, livelihood and may want to return to the family after having acquired the skills.
5. A person who would like to move out of his parental home, to live an independent life but many need support to live independently.

Exit Policy – All residents will have individual short and long term goals.

1. A resident may like to return and live with parents or siblings once they have learnt the required skills or have a livelihood.

2. A resident may like to move out and try and live independently in the community, once he/she has the ability to earn a living wage.

   If he/she does not succeed, the individual must be given the opportunity to come back to the assisted living facility.

3. A resident may want to get married and raise a family.

All Exits will have to be planned by the manager and the residents in consultation with the Management Committees.

Implementing Agencies : Kudumbshree & NGO's

Wherever needed if an NGO is commissioned to run a unit, norms for accessing the capability and credibility of NGO's will be laid down but may broadly be the following

1. The NGO must have a proven track record of not less than 10 years working with persons of the above disabilities.

2. It should believe in the philosophy of assisted living as against a top down institutional set up.

3. It should be accredited by Credibility Alliance or any other recognised agency.

Manpower – The ratio of caregivers can be 1:4 – e.g. for 12 residents we can have 3 live in staff. (1 amma – 2 chechis) and 1 Social Worker or Manager of the unit, who will be a non resident. The Manager / Social Worker will be responsible for the day to day administration of the unit.

Sensitising the community in the neighbourhood – Before setting up a unit, there must be a programme to sensitize the entire neighbourhood.

The Manager (Social Worker) will identify key people in the neighbourhood, not just elected leaders, but active opinion makers. They will be invited for a cup of tea and explained in detail about disabilities and the philosophy of assisted living. This can be done several times with larger gatherings each time.

This will also help, to identify volunteers and a community committee of 5-7 people.

- Rapport with the families of the residents.

- Day to day decision making (collective one).

Support Plans – Each resident will have an Individual Plan for the skills he or she may need to learn in ADL, household skills, social skills and vocational skills leading to livelihood or employment. Each plan will have both long term and short term goals. The long term goals may also change, as the person grows and evolves. Therefore, they will need to be revisited at least twice a year.

Each resident can also develop a circle of support, over a time. A circle of support or the first circle of friends are people who support for different aspects of one's life for e.g. what to wear, choosing a health treatment, choosing a leisure time activity, how to use one's money etc.

Volunteers – The Managers will look for volunteers from the community, who may like to come in for leisure time activities like – Yoga/Music/Theatre/Art/Pottery etc.

Local Doctors and other special requirements will have to be arranged.

Care givers : Training of caregivers will be essential and they will be taught day to day therapy, specially needed for any resident.

Livelihood Manager / Social Worker

For every 5 units there will be one Social Worker to work on Livelihood and Employment for the Residents. He/she will need to do the following:-

Resource Mapping :To locate opportunities for employment in the neighbourhood and matching them with the skills of each resident, supporting residents to get a job, travel to work and also keep the job.

Job Coach – The social worker may need to help residents to learn the skills needed for the job and also skills for keeping the employment.

Micro enterprises – In case, appropriate employment is not available, residents may join a self help group of Kudumbshree if they enjoy the livelihood work that group is doing.

They may also set up their own micro enterprise. ARUNIM of National Trust may be one possible link (see linkages).

Therapists – For every 10 units there will be at least two of the following:-

- Physiotherapist
- Occupational Therapist
- Speech Therapist
- Communication Therapist

They will visit each unit in rotation, at least one of them once a week. They will also be on call. Specific day to day therapies will be taught to the caregivers

Initial Pilot

It is suggested that we pilot the model in three places – south, central and north Kerala for a period of ten months in 2014-15.

This will require that the Department of Social Justice locates the buildings where this could be piloted. It would be beneficial to have one in a rural area, one in a small town and one in a city.
As we have identified Kudumbshree as the implementing agency, it can help with the planning and implementing of the pilot.

1.Sensitising the community – this will be done using the module that has been developed by Manjula Kalyan and NIMH. This will also help us to identify the beneficiaries for the pilot.

2.Training: in order to train caregivers, we will need to first train Master Trainers who are chosen either from Kudumbshree or another NGO. This is important as the caregiver training programme will have to be done in Malayalam. Master Trainers must have experience of working in disability for at least five years.

3.We will also need to sensitize Govt. officials, panchayats, parents and members of the Local Level Committee. This can be done by the Members of the Expert Committee.

4. We will need to recruit at least four social workers. Three will be the managers of each of the pilot units and one can help with resource mapping, employment and livelihoods or setting up of micro enterprises.

5.Mid-term review by the Expert Committee in seventh month and end term review in the 10th month must be carried out before rolling out the rest of the programme.

It is also suggested that a pilot could be initiated for a half way home : The main objective would be to understand and help settle down prospective resident, with the following difficulties. This will be before admitting them into a permanent home

a) Persons who have been abandoned
b) Have serious health or psychiatric issues.
c) Have high support needs, which need careful planning.

Staffing suggested:

1 Social worker, (full time) 2 Care givers (residential) and 1 Medical practioner (part time)

Chapter – 4

Guidelines

❖ ASSISTIVE DEVICES FOR INDEPENDENT LIVING

Article 19 of the UNCRPD provides that people with disabilities have the right to live independently in the community. Community living refers to persons with disability being able to live in their local community as equal citizens, with the support that they need to participate in everyday life. It also states that persons with disability have access to aids, devices and adaptations as per their requirements. It further states that the disabled have the right to support for living independently. Throughout the convention we see an acknowledgement and recognition of the right of the people with disability to a full range of support – from mobility aids to personal assistants; from access to building and public spaces to access to information. They may also require support to make decisions.

Therefore supported or assistive independent living does not mean a lack of independence; rather it reiterates the concept of interdependence and promotes it. And so assistive independent living is about having the autonomy to make decisions and having control over their choices. If support is required, to make this possible, it has to be provided.

In India, models for independent assistive living for multiple disabilities are very few – if none at all. One of the main reasons could be the complete lack of Assistive devices or access to assistive devices.

However, there has been an effort to develop indigenous aids and also to acquire and to list out the aids that are required.

In the model that is promoted by the Government of Kerala, it is crucial to make access to assistive devices available

This Chapter explores this under three headings:

1. Personal
2. Environment and
3. Community

Personal:

a) Communication aids
b) Daily living aids
c) Clothes

Environment:

- Home environment
- Work environment

Community

- Access to public spaces

1. Personal :

Communication Aids: If the person is non-verbal or has limited ability to communicate, it is essential to give him a communication aid. As Daniel Webster puts it *"If all my possessions were taken away with one exception. I choose to keep the power of communication, for by it. I would soon regain all the rest".*

In any living environment it is crucial to be able to communicate with each other. If one of the family members is non-verbal it should not be assumed that the person has nothing to say. A communication device has to be made possible for that person.

Communication aids can be high technology – that is using technology for accessing voice output devices. They can also be low technology – which is using charts, gestures and signs.

India today has developed a large range of communication aids which are cost effective and suitable for our culture and environment. They are all cited under the Isaac (International Society for Augmentative and Alternative Communication aids) India website: www.isaac.india.org

Daily living aids:

Daily living aids would address the persons' needs during the day. From tooth brushes to diapers: from eating and drinking aids to being able to make tea for oneself. National Trust: (address 6B, Bada Bazar Marg, Old Rajendra Nagar New Delhi-110060,website: www.thenationaltrust.in) has compiled all aids developed in India for living independently . These are showcased under the name of Sambhav and can be viewed at: AADI – Action for Ability Development and Inclusion, 2, Balbir Saxena Marg, Hauz Khas, New Delhi-110016, (www.aadi.org.in)

For more information a brochure is attached:

Clothes:

Clothes can be make in such a way, that they are attractive, but also gives the person the independence and privacy that is required. From simple things like using velcro and elastics to having an attractive "loop" to a zip. Today there are saris which can be put on like a skirt. Care should be taken that after an adaptation the clothes should enhance the personality not demean it.

Environment:

To further state. The UNCRPD also talks about the Right to movement for the person with disability. If this right has to be exercised the environment at home and in the community has to be made accessible.

2. Home environment:

From flooring in the house which should be non slippery, to step, stairs, and ramps – which should have bright contrasting colours;. There has been extensive research in this area. The details can be found in (Samarthya: website: www.samarthyam.org).

Adults with disabilities may also require motorized wheelchairs to make mobility efficient and effective.

Bathrooms; washbasins; switches and socket position should be accessible from a wheelchair .The window and latches should be at a height that a person with disability can use.

The kitchen counter should be at a height where the people with disability can access (All information in Sambhav brochure).

3. Community:

For people with disability to live independently and be included in a community the community needs to be accessible. From public spaces, to buses and the pavements, have to be constructed in a way that accords a person with disability liberty and dignity .

Leisure:

Leisure possibilities have to be made possible for people with disabilities. Inclusive parks, accessible cinema halls, restaurants, malls have to follow the guidelines laid down for access (www.samarthyam.org).

Inclusive Café's for people with disabilities should be encouraged (www.vidyasagar.co.in)

Employment Opportunities :

In a focus group discussion it was stated that the work place for person with disability has to be away from the home.

Transport and access in offices and public spaces is mandatory. It has to be ensured that the person is provided or can access public transport by themselves.

An accessible taxi service has been started in Bangalore. This service has been a great relief to the person with disability as he /she can now access leisure or employment independently.

(Taxi service website: www.kickstartcabs.com)

Conclusion:

To promote the right to independent living, it is necessary to remove the barriers that hamper it. The government of Kerala is working towards making a policy change towards this direction. They would need to address barriers that stem from stigma, inaccessibility, social structures and lack of support.

The government in Kerala is also addressing policy reform which has budgetary implications. They are also involving multiple stakeholders, other development groups, the local authority and the community.

The model that is developed will naturally be an evolving and dynamic one. If this proves to be a success; the road to recognizing the right to legal capacity, the right to live independently within the community with dignity and adequate support – will become a reality.

For detailed information on measurement, sizes, architecture and access to public spaces, please look up:

Isaac India Chapter: www.isaac.india.org
National Trust: www.thenationaltrust.in
Sambav: www.aadi.org.in
Samarthya: www.samarthyam.org
Vidya Sagar : www.vidyasagar.co.in
Taxi service: www.kickstartcabs.com

Public spaces:

www.chennaicityconnect.com,
https://go.itdp.org/display/live/Chennai
www.accessability.co.in

Sambhav Brochure – Annexure - V

❖ Guidelines for Personnel and Manpower

The caregiving model that has been chosen for the project is replicable. It will ease.
Functioning, Execution, Assessing, Monitoring, Reporting

The objective of the programme is to support the adult disabled to live with dignity, as independently as possible, in thought and action, in a safe environment.

An overall balance in relation to the freedom of the individual to do what one likes and the smooth running of the residence without infringement on others freedom, has to be achieved.

LEVELS OF THE PROGRAMME

1st Level

1) Government to identify the area for pilot study and the temporary building for the pilot study, while the residence is being constructed.
2) To invite members of Kudumbashree to interact with Expert committee members, for sensitizing them to the vision and proposed task that has to be brought into the community ,for sharing the importance of UNCRPD concepts ,so as to create and support the Assisted living.
3) They will share with the committee, the pros and cons of that particular community, so as to mutually understand the cultural background and sensitivities of the community for further planning.
4) They can help to meet the local panchayat and other community members and focus groups(eg parents and to be residents),for initial sensitization
5) They can help identify the following helpers:
    a) Caregivers - Senior and peer group people
    b) Mentors
    c) Volunteers

2nd Level-identification of staff

1) CARE GIVERS - identified from community by Kudumbashree

a) Entry criteria

- To have previous experience of care giving: either as professional, or as a relative(mother, wife ,daughter etc)of medical disability
- Will be agreeable to the need of having physical health check up and psychological assessment
- Should be able to read and write to a certain extent
- A pre test assessment to gauge the candidate's aptitude about care giving
- To attend orientation workshop
- Post workshop assessment, to decide what areas of the groups understanding needs to be worked on further
- ID proof and address verification by police, to check for any criminal records
- A personal letter why the candidate seeks this job
- 2 references from previous work place or from members of the community with regard to the candidate's reliability and skills.

GUIDELINES

Certain guidelines to immediate care givers have to be instituted for the interests and safety of the residents. The guidelines have to be in such a way that the care givers understand that this is for their own safety as well as the residents. If self discipline in the service of the disadvantaged individuals is not put in place then monitoring, execution and follow ups will be difficult. Thus the ultimate beneficiary in various geographical areas must be protected and supported uniformly. However, even in a home the parents have certain amount of discipline.

The guidelines are:

- Must have bath prior to working with residents, and must be personally hygienic; must be ready for work by 7:30 am
- 2 Sundays off in a month for their well being – by turns.
- Cell phone conversations restricted to post lunch siesta and night after 9:00 pm. All mobiles to be left with S.W during day time.

- Relatives and friends meeting them at work place by prior appointments and permission of S.W and only during S.W office time.
- Allowed to leave residence only on days off.
- Must learn to liaison with all levels of people:
    - Colleagues
    - Social Workers
    - Therapists
    - Mentors
    - Volunteers
    - Answer phone calls
    - Receive people

ROLE OF CARE GIVERS: To train as per care givers model given below

- Everyone's rights should be taken care based on UNCRPD during orientation- this must be made to understand.
- Must be able to participate in the informed decisions regarding health and rights of the residents.
- Must be able to counsel parents with the right information and share with them the goals of the residents, so as to reassure their apprehensions.
- Assist and support the residents in:
    - Personal care and hygiene
    - House keeping and menu planning
    - Any other help they may need
    - One care giver to be allotted to the 2 profoundly disabled by Rota
- Daily meeting for ½ an hour so that social worker understands the happenings the night before and will be able to liaison with the mentors and volunteers.
- Must accompany the residents to health services and help them understand information being provided to them.
- Should assist in maintaining compliance of treatment regimes, i.e. medication, physio, yoga, sun-bathing etc.
- They must partake in leisure activities and outdoor games so as to build the comradeship and wellbeing between them and the residents.
- Must not take over the personal tasks of the residents but must be supportive and encouraging to help them complete their tasks whether it is ADL or other activities, e.g. shopping.
- Must instil the right way of lifting, mobilizing and change of position as taught by the physio in the use of assistive device, wheelchair assistance and supervision to prevent pressure sores.
- Must eat along with residents.
- Must be able to report to social worker, observations of changes in the resident's health and wellbeing like skin care, sleep, bowels, urination, mood swings, behavior changes, seizure episodes, etc.
- Must earn the trust of the residents so as to be able to relate with ease and come to them for conflict resolution and abuses. It is important for caregiver to exercise utmost patience, serve with love, compassion and reverence.
- Must be able to understand any communication devices used by the residents so as to maintain communication.
- Must learn to ask for help and advice.
- Must understand legal capacity, decision making.
- How to practice advocacy on behalf of the disabled.
- Confidentiality of resident's personal lives must be taken care of constantly and not discussed as an object.

Master Trainers from KUDUMBASHREE: To choose master trainers who will later train caregivers sensitize social workers and Govt. servants and the community.

Since all the training will be in Malayalam, local trainers will need to be developed. The Expert Committee with the help of Kudumbashree will identify ten master trainers who will be trained for all the courses and sensitization programmes.

The National Trust Sahyogi programme master trainer programme is ideally for one month. This is for a training Sahyogi (Caregivers) the other sensitization training will take two weeks. The master trainers programme will be for six weeks

Qualification required to be a master trainer:

i. Experience of working with Intellectual and Developmental Disabilities at least ten years

ii. Should know good Malayalam

iii. Should have experience in training staff at different levels

The Sahyogi caregiver training is for 5 months, with one month face to face training and four months of practical work with the careseeker.

Therefore, the pilot programme can start one month after the caregiving training started so that at least some of the caregivers can do the practical work directly in the assisted living unit.

VOLUNTEERS FROM COMMUNITY

Volunteers will have two week training on disability and how to be a support person.

They will do the following:

1. Help with recreational activities
    - Reading daily news
    - Sharing story telling
    - Games
    - Needlework
    - Music: Learning vocal and learning instruments
    - Gardening and kitchen garden- to help with any infrastructure repairs.
    - Art/ Yoga/ Music
2. Give assistance in travelling
3. To accompany groups and outings
4. To support micro enterprise
5. To help a therapy
6. A volunteer may become part of a support plan or first circle of friend in the persons support network

Guidelines for livelihoods and employment:

There are two different types of employment and livelihoods.

Open placement:

In this model we are planning that one social worker will serve five assisted living units. Therefore, typically she will be giving services to 50-60 people with disabilities.

She will do the followings:

1. Functional analysis skills and interest of each of the residents. **Annexure - IX**

2. Resource Mapping of the Community
3. Identifying appropriate jobs in the community
4. Matching the skills with the residents with the jobs

Once a resident agrees to the job

I. Task Analysis of the Job
II. Training of the resident on the job
III. Acting as a job coach. A job coach will help the person with disability to settle down in the job and will stay with the person until all the skills are learnt including traveling independently. Then the job coach will slowly fade away.

Self employment / micro enterprise: ARUNIM (see linkages) provides a Business Plan Format for anyone wanting to start a small venture / enterprise. (Please refer to CD Business Plan Format)

Resource Mapping

Resource Mapping - Participatory Identification of Resources

It is generally a participatory process for identifying and understanding various resources available in the villages. The people themselves will do the PIR for specific purposes.

PURPOSE:

The purpose of the PIR is to understand

- Existing skills and in the village
- Existing resources in the village and nearby areas
- Opportunities available in the village

PREPARATION FOR PIR

1. Inform the people in advance about your visit to the area.
2. Find out their convenient timings and arrange for organizing people.
3. Prepare the objectives of PIR exercise.
4. Make a list of topics that you is to be studied and the data that is to be generated from the mapping.
5. Have white and color powder, chalk pieces, seeds, chart papers and markers to be used in exercise in the village.
6. Divide the responsibility among the team members like those of Facilitation, Organizing, Process observing and Recording information.

HOW TO CONDUCT

1. On entering the village, greet the villagers whom you meet.
2. Seek their co-operation in organising people - women / men / children, youth club, fan club representing different parts (streets / colony) of the village.
3. Ensure target population are present during exercise
4. Choose a spacious and flat place with the involvement of the villagers.
5. Do a round of introduction
6. State the purpose or objective of the exercise.
7. Facilitate people to start with their map without interrupting them often.
8. Start off with the roads and other landmarks and proceed further.
9. After drawing the general outline of the map like roads, rivers, ponds, canal or other landmarks and other infrastructures and tell them to keep appropriate symbols / objects that are locally available.
10. Ask probing questions to find about the details omitted.

11. Ask villagers to present their map and make corrections if any.
12. Ensure that a copy of the diagram of the map on the ground is made.
13. Present the results to the whole group and make alterations if pointed out.

TIPS FOR MAPPING

1. Do not select too small a place for mapping exercise.
2. Do not choose a spot where the exercise will be interfered or interrupted.
3. If the village is too large divide the area to be mapped.
4. Do not seek information that is irrelevant.
5. Have energizers if you feel that mood of the group is waning.

USE OF PIR

- Identify areas of specific problems.
- Recognize potential for improvement.
- Identify the coverage and linkages with service providers
- Understand various aspects of development as people perceive it.
- Identify resources developed by various schemes
- Gain insights into the ways in which people think & their priorities. Locate the appropriate places for installation of certain infrastructure facilities.
- Monitor the status of infrastructure facilities.

RESOURCES (Infrastructure)

Electrified houses, Houses having TV, Radio, Vehicles, Carts, Roads, Tube wells, Open wells, Wells (not in use) Hand pumps, Streetlights, Community hall, Post office, Library, Community vacant places, Anganwadi centre, Sub centre, School ,Play ground, Places of worship, Burial ground, Grazing land ,Shops - provision shops, Petty shop etc. Fair price shop, Toddy / Arrack shop, Barbers shop, Dhobi shop, Blacksmith, Bus stop, Tank, ponds, Natural resources, Types of soils, Trees, Details of field and land usages, PHC, who does or does not use PHC.

Occupation

Agriculture, Bonded, Dais, Entrepreneurs, Shop keepers, Traditional / Trained Dais, Traditional / Herbal medicines healers.

RESOURCE FLOW

DEFINITION

It is the study of flow of resources from the village to outside and vice-versa besides the consumption of resources within the village.

PURPOSE

- Resource flow exercise is used to understand the inflow and outflow of various resources pertaining to a village.
- Resources can include products, skills, services, cash, etc.
- This exercise is a useful starting point for understanding the village economy and planning development interventions.

HOW TO CONDUCT

1. Gather a group of people.
2. Select a suitable spot to conduct the exercise along with the people.
3. Do a mutual introduction.
4. Explain the purpose of the exercise to the group of people.
5. Request them to represent through meaningful symbols, all the resources that are

coming in, going out and consumed in the village. For e.g:

- What is coming in or going out.
- In what form.
- Approximately how much.
- Approximately of what value.

6. Analyze the diagram, discuss issues and opportunities.
7. Present the final output to the community.
8. Record the final output on paper without making changes.

USES AND APPLICATIONS

- It helps to create awareness among the community about their resources.
- It gives us an understanding of the utility of resources.
- It enables us to know the economic situation of a village.
- It encourages income possibilities.
- To understand the prospects for marketing.
- It helps to do a village budget planning.

Status of Livelihood Capitals

Human Capital

Labour Force Participation
Literacy Rate among the Population
Education
Health Status

Natural Capital

Private natural capital-Land Holding - Livestock
Common Property Resources

Physical Capital

Community Owned Physical Capital - community hall,

Financial Capital

Savings
Debt

Social Capital

Participation in SHGs
Participation in Grama Saba

Chapter - 5

Monitoring Mechanisms

DRAFT FRAMEWORK OF

❖ STATE ASSESSMENT AND ACCREDITATION AUTHORITY FOR ASSISTED LIVING FACILITIES (SALF)

Introduction

Assisted Living Facilities (ALF) constitute an establishment to provide residential facilities for individuals with disabilities who need continuous care and assistance in daily activities. These facilities are established as per the approved models set by the Social Justice Department and operated by Non-governmental agencies (NGO) who have the resources, expertise and commitment to cater to the needs of people with disabilities.

The Need for Standards

It is required to have norms for assessing the capability and credibility of the agency that comes forward to establish and operate ALF. Additionally norms are needed for the personnel, infrastructure, operating protocol for the facility so that care of the personnel is done as per the minimum standards required to maintain the basic quality of living.

This is all the more important because the individuals who require assistance are often not able to voice their needs due to their physical and mental limitations. The rights of persons and welfare of persons with disabilities cannot be compromised on the basis of lack of or limited resources. Standards are necessary to ensure that the project holders, with the support from an authorized accrediting agency of the state government, deliver quality services to persons with disabilities.

The standards ensure protection of the residents and safeguard the health, welfare and quality of life of the persons with disabilities living in these residential Centres.

SALF: The Definition

The State Assessment and Accreditation Authority for Assisted Living Facilities (SALF) is constituted as an independent agency authorized by the Kerala State Government to conduct initial evaluation for approval of the organization as well as periodic inspection for grading of the facility depending on the performance

The Core Principle of SALF: Standards to Uplift NOT Putdown

While standards are required for maintaining quality, there is a danger of pointing fingers, ordering shut down, or penalizing the agency or people who are found to be below standard. This may be okay in a regular production industry, but can be counter-productive in the case of a field such as assisted living for the individuals with disabilities. As such it is difficult to find genuine individuals or groups or organizations who want to organize and operate such a facility for a group of people who place high demands of care giving.

In such cases, the standards should not be an instrument to search out the ill-equipped organizations and used as basis to terminate support. The State Monitoring Agency, SALF in its capacity, will support project holders in meeting the standards. At the initial implementation, existing project holders who do not meet the standards will be given opportunity to improve, or opt to voluntarily close down if they believe they cannot or do not want to comply with these standards. At the periodical inspections, there should be a mutually agreed set of recommendations to improve the facility. There should be specific time limit set to improve the conditions and enhance the facility. There should be minimum standards set for the services provided. SALF and its peer assessment team should discuss with respective project holders what to do with existing residents in event of closure.

Structural Framework of SALF

SALF should have a structural framework to operate. This structural framework should define its mandate, funding mechanism, and constitution.

Mandate

SALF will be the central agency that will implement the evaluation and rating of the ALF across the state. SALF will have the authority to constitute multiple expert committees consisting of experts with a track record of objective analysis and reporting. The approval and rating will be done based on the reports submitted by the expert committees after visiting the ALF and providing grades for different criteria as laid out by the SALF.

Funding

The SALF will be funded by a mechanism that will ensure the independent nature of the agency (as worked out by Government policy on such agencies which needs to have the framework and freedom to work objectively)

Constitution

The SALF will have an executive council (SALF Council) that consists of Chairperson, Vice-Chairperson and Expert Advisors (EA) who are responsible for the operation of the agency. The EA will represent each district of the state and will be nominated based on specific criteria laid out. The initial SALF council will be set up on the recommendation of the Expert Committee for Assisted Living. The committee will set up criteria for nomination into the SALF council and qualification for the position of Chairperson and Vice-Chairperson and Expert Advisors. The tenure of service and other terms of reference of the SALF council also will be as per guidelines set by the existing Expert Committee for Assisted Living.

Operational Framework of SALF

The number of facilities are expected to exceed 500 across the state since each facility may not house more than 10 to 12 people and each Block may have a facility or a few adjoining blocks may have an ALF depending on the need as well as availability of funds.

The SALF will be a central agency to set standards, criteria, monitoring and coordination. The SALF itself will not do any evaluation by itself.

The Peer Inspection Team (PIT)

The individual inspection will be conducted by a Peer Inspection Team (PIT) consisting of three experts authorized by the SALF council.

The SALF will create a database of peer professionals from across the state after careful evaluation of their background, expertise and work history. The qualifications of the professionals should not be limited to degrees and years of experience but also reputation, objectivity, integrity, hard work, and team work. The peer professionals can be experts who have expertise in setting up and running ALF previously.

The state will be divided into three regions – North, Central and South – for the purpose of inspection and monitoring. Database of peer professionals will also be prepared and categorized region wise.

The Expert Advisors

The SALF council will have Expert Advisors (EA) who will each be responsible for one district of the state. Two EA's will team up to work on two districts with the understanding that they will be back to back substitutes for both their districts.

The Inspection Visit by PIT

The Expert Advisor (EA) for a district will set up, depute and authorize PIT to perform peer team inspection of ALF and obtain reports on the status of ALFs. The report will be prepared based on specific criteria laid out by the SALF council. The peer team will allocate scores for the specific criteria as per the

guidelines from SALF council. The SALF council will review the report and allocate grade for the ALF. The grading will be applicable for specific period after which the ALF will be reviewed.

The EA will select three professionals for each peer team inspection visit from the state database. The condition for selection will be a) there is no conflict of interest with the ALF to be inspected 2) the peer team member resides and works in another region other than where the ALF is located.
EA teams consisting of two EA (other than the EA responsible for the district) will perform random surprise visits periodically to ALF where peer inspection reports have been submitted. The EA team will verify the accuracy of the report and scores. This will serve as a check & balance for the SALF.

The expenses for the PIT visit

The expenses for the PIT visit will be borne by the ALF. The expense accounts for each PIT visit will be reported to the ALF and the same will be reviewed by the SALF council while considering the report from PIT. Specific criteria will be set for the travel expense, honorarium, and stay expense of the PIT team which will be adhered by the ALF. PIT will not receive any extra remuneration, gifts or other gratuity or perks from the ALF as this could be influence the objectivity of the exercise.

The Criteria Framework of PIT Visits

The following criteria may be included in the accreditation process for initial induction and awarding of rating for the ALF under consideration:

Organization/Management

- Office location details
- Hierarchy – Officers, workers details
- Financial status – Audited Accounts for at least two previous years
- Evidence of Expertise and Experience in Assisted Living Management

Personnel – Caregivers and Support Staff

- Number of people and their qualifications, pay, experience, geographical location etc.
- Duty Hours
- Ongoing training
- Checks and balances to ensure accountability
- Feedback mechanism
- Grievance Redress mechanism

Infrastructure

- Physical area, number of rooms, furniture, toilet facilities, kitchen, dining, common area, visitors area, entertainment facilities, library and reading room, consultants rest and work area, caretakers area, training space
- Outside grounds, general ambience, proximity to other neighbours, proximity to shopping, proximity to medical and therapy facilities, nearest recreational facilities
- Involvement of inmates in daily routines, keeping place clean, gardening, cooking
- Internet, electricity, water, sewage, waste disposal
- Maintenance routine, frequency

Operations

- Daily routines – Hygiene, Food, Cleaning, Schedules
- Recreation
- Engagement in activities
- Facilities for Medical Emergency
- Treatment for illness
- Documentation
- Established Systems
- Interaction with the community
- Accounting, Auditing
- Consulting schedule for Psychologist, OT, PT, Physiatrist, Social worker

Innovative Methods

- Unique features
- Stimulation of senses through activity
- Utilization of expertise/experience of inmates
- Community involvement

Grading

The PIT will be given guidelines so as to score the marks and grade based on the inspection. Each member of the PIT should independently score and the average should be taken to arrive at the final score. A weighted average of all the scores will give the grading for the ALF under consideration. This should be further categorized from best, good, satisfactory and unsatisfactory as Grade A, Grade B, Grade C or Grade D. The grades should be available for public viewing and the criteria should be published on the website so as to make the process transparent.

Dismantling Institutions

SALF should also form PIT teams to smoothly dismantle institutions that decide to close down operations. This could be due to SALF ordering a shutdown in case the project owner doesn't comply even after repeated warnings and cautionary notices. Alternatively an agency may decide to voluntarily close its operations due to its own reasons.

In such a case there should be procedures set to

- Transfer the residents to another facility as per informed choice as well as based on the need of the resident decided by a doctor or a social worker or care giver as may be appropriate.
- Transfer the assets to another facility or project holder who is willing to continue the operations.
- Be an assessor to determine the assets and liabilities of the organization and a mediator who will ensure smooth transition
- Be a liaison agency which can provide counselling and advisory support to the parents and immediate family.
- Provide information to the community leaders, volunteers and other stake holders

Continuous Local Monitoring Group (CLMG)

In addition to the SALF at the State level accrediting and monitoring through a set of PIT that visits annually or bi-annually, there is a need for a continuous monitoring of the upkeep of the facility and quality of service to the residents. This can be achieved only with the inputs from a Continuous Local Monitoring Group (CLMG) set up at each location. Although CLMG will be constituted of people from the local community, the reports they furnish should be copied to the SALF and kept on record along with the PIT reports. The CLMG can monitor, advise, take steps to maintain certain minimum standards. With the joint efforts from the CLMG and SALF it is possible to provide the quality of service and life to the residents of the ALF across the state.

CLMG guidelines should be to cover infrastructure maintenance and Operations of the ALF. The CLMG should consist of parents of residents, local self government (LSG) representative, and one or two professionals. The CLMG can form task groups who will visit the facility on a rotational basis so as to avoid overburden. Detailed guidelines need to be written down for CLMG.

Conclusion

This framework should be expanded to fill in the details as required. The important feature of SALF should be the independence and objectivity of the body and continued maintenance of quality. This can only be ensured if the leadership team constituted for SALF Council is a group of dedicated professionals who have a passion and personal commitment in a system that will take care of persons with disabilities.

❖ MINIMUM STANDARDS FOR RESIDENTIAL FACILITIES – NATIONAL TRUST AS ANNEXURE - VII

Chapter – 6

Training Module

THE CAREGIVERS COURSE CURRICULUM

Objective of the course:

The objective of the course is to mobilize and develop a cadre of caregivers from the community and maximize their potential by giving them skills required to ensure well being and safety of people with disabilities, taking into account the legal capacities of the persons, and working within the framework of autonomy and inclusion in the community. This course will also impart to the caregiver, the importance of having the right attitude of service: utmost patience, reverence, compassion and love.

The modules of the course (for details refer to the main document above)

Module 1: Pillars of care giving

Developing perspectives, the right attitude and an understanding of inclusion.

Module 2: Establishing trust and relationships through interaction with people

Developing the skills of communication and listening and to interact effectively with persons with disabilities.

Module 3: Understanding needs of people with disabilities

Module 4 : Ensuring safety and protection

Training in developing intuition and observation (in an anthroposophical way)

Giving an overall knowledge of first aid, Imparting knowledge about monitoring physiological parameters of (temperature, pulse rate, BP, blood sugar levels)

Module 5 : Implementation of care plan for movement, mobility, personal care, hygiene and nutrition

Module 6 : Supporting everyday lives of people with disabilities

Module 7 : Implementation of plans on leisure and recreation

Module 8 : Developing skills of functioning within the community

-identifying and using community resources for support (supplementary services on a limited basis to compliment the work of the care givers-mentors and volunteers from the community)

Module 9 : Care givers support

Information to care givers about available services

Assistance to care givers in giving access to supportive services

Individual counselling, organization of support groups, caregivers meeting-once every 3 months-(i.e. - meeting of caregivers of ten residences), care givers training to assist caregivers in making decisions and solving problems related to their roles

Respite care – to enable care givers to be temporarily relieved from care giving responsibilities

Training of Social Workers for resource mapping and livelihood, micro enterprise and as job coach for open placement

- **Module in Annexure- IV**

- **Sensitising of Community**

GOAL:

Sensitization of the community, to focus on understanding different levels of care to people with different degrees of disabilities, and how to evolve and extend appropriate support to the residents.

WHY:

To support the co-existence of the residents in the community to achieve a state of mental, physical and emotional well being.

HOW:

- Through films and TV advertisments
- Through posters
- Through discussions and brainstorming sessions
- Games,excercizes,role plays-experiential learning
- Through street plays/skits
- School visits-to enlist support of 11^{th} std students and teachers(for peer group interactions and latently might also help to detect disabled in the community.)

WHAT:

1)Disability vs handicap

2)Barriers (mental, physical, social)

3)Dispelling myths and superstitions,and co-relating with scientific evidence

4)Understanding perspectives:human rights,legal capacities

5)Inclusion,as a necessity into the community

6)Community participation (forming committees to be mentors,volunteers,supporting residential co-existence,addressing greviences,ombudsman)

WHERE:

- community identified places,which could be : under a tree/panchayat office/school building

WHEN:

Prior to choosing the community workers by Kudumbashree

WHO:

-Kudumbashree,to help co-ordinate on all these fronts (identify people,place,focus groups,mentors,volunteers,and give feedback of the inputs)

-NGOs

-School students and teachers

- **Sensitising of Govt. Officials - National Trust Panchayat Training Module as Annexure - VI**

Chapter – 7

Linkages

❖ Kudumbshree

The Mission of Kudumbashree

There are two distinguishing characteristics to Kudumbashree which set it apart from the usual SHG model of empowerment. These are

1.The universality of reach – from its very inception Kudumbashree has attempted to bring very poor woman in the state within its fold, as a consequence of which today Kudumbashree is present in every village panchayat and municipality, and in nearly every ward, colony and hamlet. The sheer spread is mind boggling, and it is only because the local community of women drive the system that it has managed to persevere.

2.The scope of community interface in local governance – the functioning of Kudumbashree is tied up to the development initiatives of the local government be it for social infrastructure, welfare or right based interventions or for employment generation. From food security to health insurance, from housing to enterprise development, from the national wage employment programme to the jagratha samiti, every development experience depends on Kudumbashree to provide the community interface.

It is using these opportunities that Kudumbashree strives to convert a microfinance led financial security model into a more comprehensive model of local economic development.

The Mission Statement

"To eradicate absolute poverty in ten years through concerted community action under the leadership of local governments, by facilitating organization of the poor for combining self-help with demand-led convergence of available services and resources to tackle the multiple dimensions and manifestations of poverty, holistically."

The Vision of Kudumbashree

Kudumbashree strives to develop the model of a micro finance led financial security process into a more comprehensive model of local economic development under the aegis of local governments. This would hopefully sustain the transformation of the local governance agenda from welfare to entitlement. Such a transformation does not come about easily and requires rewriting established administrative and development practices. It requires the community acquiring voice and being heard. It requires institutionalizing processes that allow for participation and meaningful contribution. And when we speak of community we speak of the people for whom government is a palpable entity influencing the quality of their lives, as well as of the people on the periphery, both social and physical, for whom manifold deprivations have snuffed out hope of change. We speak of the women who are finding, through collective endeavours, the stepping stones leading from participation to citizenship in its truest sense. It is through the realization of citizenship that Kudumbashree would be able to significantly address issues of equity and justice.

❖ ARUNIM

Association for Rehabilitation under National Trust Initiative of Marketing (ARUNIM)

ARUNIM is a pioneering and path-breaking innovation for creating livelihoods through entrepreneurship, with a special focus on persons with developmental disabilities

Background Information

As on date, there are about 900 NGOs registered under the National Trust. Majority of them have set up sheltered workshops, which focus on vocational training and on making products. However, various

formal and informal studies undertaken about the functioning of these workshops revealed that people with disabilities engaged in these workshops did not have sustainable work and income. They were unable to leverage the potential of the real-world markets. There was lack of proper training, access to resources, business skills and marketing expertise. To address these issues of sheltered workshops and to convert them to micro enterprises, ARUNIM was set up by National Trust.

Introduction



ARUNIM (Association for Rehabilitation under National Trust Initiative of Marketing) is a path breaking initiative of National Trust which is a statutory body under the Ministry of Social Justice and Empowerment. ARUNIM is registered as a non-profit society and was launched by Dr. Abdul Kalam on the 22nd Sep 2008. It is an independent Marketing Federation which works towards Economic Empowerment of persons with moderate to severe disabilities employed in sheltered/supported work environments particularly those covered under the National Trust Act. Its key objective is to facilitate livelihood and capacity building through the promotion of market driven products and services.

Vision

Persons with disabilities are empowered to be active partners in contributing to the growth of the global economy

Mission

ARUNIM builds an entrepreneurial approach towards economic empowerment and self reliance for Persons with Disabilities and other marginalized groups, with a focus on developmental disabilities.

ARUNIM will enable Persons with Disabilities to say I AM…I CAN!

Core Focus Area

ARUNIM's mandate is:

- To strive for minimum wages for persons employed in sheltered/supported work environments
- Innovative product designing and entrepreneurship skill development
- Introducing adaptations and mechanization where appropriate and feasible
- Working towards building 'ARUNIM' brand for chosen products
- Standardizing quality
- Marketing products using sound strategies in Packaging, Pricing, Placing and Promotions
- Establishing web based initiatives
- Setting up retail outlets across the country

Details of the Project and its Beneficiaries

ARUNIM's strategies include building the membership base across the country and networking with financial sectors, Corporate sectors and the various Government bodies and Ministries that promote micro enterprises, and building a brand. Its activities range from **policy level interventions to providing information, training in product design, introducing technology based solutions and marketing opportunities to all its members** and to providing intensive support to sheltered workshops, individual with disabilities, Self Help Groups, which could be inclusive of parents, siblings and persons from other marginalised group, for incubating micro enterprises. ARUNIM works with **235** NGOs, and individual entrepreneurs, as members across 24 states in the country. It reaches out to more than 3,000 persons with disabilities. ARUNIM training on Micro Enterprise, Design Workshops and Product Evaluation Programmes have been attended by more than **1000 trainers and participants** from across the country since its inception.

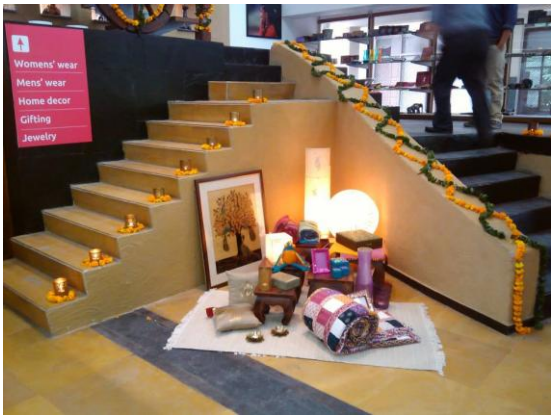
Marketing and Branding

ARUNIM's products are categorized under six business verticals.

1. Life style and Décor
2. Handcrafted Gifts and Souvenirs
3. Food products
4. Festival and celebrations
5. Stationery
6. Printing and Packaging

Currently the marketing channels are-

1. 4 Retail outlets in Delhi through which products are sold.
2. Participating in mainstream Exhibitions and Fairs and creating Corporate campus fairs opportunities
3. Bulk orders through Institutional sales from Govt bodies, Corporate and other organisation.
4. Participating in International Fairs and initiating export orders.



ARUNIM has networked and converged with other Ministries (Textiles, MSME, Environment, Labour & Employment, etc) for mainstreaming persons with disabilities and benefit from their schemes which would enable and include them to be part of the society.

Key achievements 2008 – 13:

1. ARUNIM has member base of 230 NGO & individual entrepreneurs with disabilities pan India covering 29 States.
2. Conducted more than 60 Capacity Building Workshops - 14 Awareness & Product Assessment trainings, 24 Product Development trainings and 22 trainings on Microenterprise Skills to enhance better understanding of their business and make it more sustainable. We have trained more than 1000 master trainers and producer members so far.



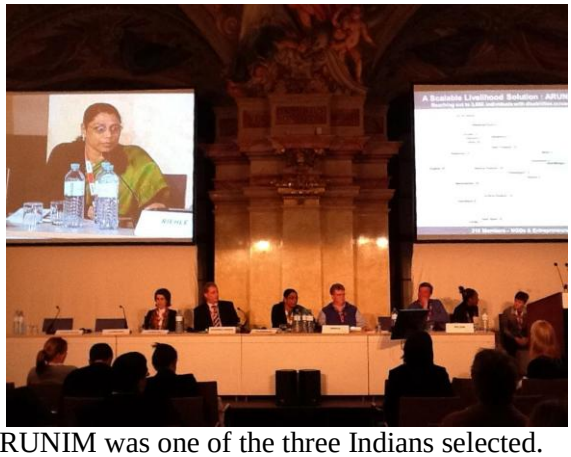
3. ARUNIM launched the E3 (Economic Enterprise and Empowerment) Challenge 2010, a business plan competition as a first ever unique programme for persons with disabilities in partnership with NSDC, NT and UNDP to scale up participation. ARUNIM received 21 business proposals from 8 States and selected 6 projects for incubation and mentoring to convert them to business models especially focusing on people with developmental disabilities. These 6 projects were given close mentoring in every aspect to convert the sheltered workshops into micro enterprises.



4. A Pilot Project: ARUNIM installed a semi automated paper bag unit for production of paper bags as a pilot project. This has helped our members in mass production of paper bags in competitive rates. The automated paper bag project, has trained 46 people with disabilities and people from marginalised group so far.



5. ARUNIM has facilitated producer member sales from Rs. 3 lakhs (2008) to Rs. 70 lakhs (till November 2013), which is a sign of improved product quality and market response.
6. 128 member NGOs got an opportunity to participate in Shilpotsav organized by the Ministry of Social Justice and Empowerment in Delhi, Mumbai, Kolkata and Chennai. Members also participated in number of corporate fairs, India International Trade Fair, Blind Relief Association, and International Conferences
7. ARUNIM is registered with Fair Trade India
8. ARUNIM was recognized in the International platform as one of the Innovative Practices for "Promoting Micro Enterprise & Entrepreneurship for persons with disabilities" by Zero Project. The zero project is the Essl Foundation's project which advocates a new and innovative approach to the rights of persons with disabilities internationally. Its mission is working for a world with zero barriers. More than 71 experts from 30 countries took part in the Zero Project by nominating outstanding and Innovative Practices and a total of round 120 nominations were submitted and only 40 were selected and ARUNIM was one of the three Indians selected.



ARUNIM's Key objective is to create a Marketing Federation and facilitate Entrepreneurs with disabilities to become "Contributors and Job Creators".

Further information and reading:
http://www.arunim.in
https://www.facebook.com/ArunimIndia

A 'Different' Market, The Hindu - http://www.thehindu.com/todays-paper/tp-national/article3402558.ece -.T6vTjC6JoFM, 10 May 2012



Annexure - I

PROCEEDINGS OF THE MEMBER SECRETARY
STATE PLANNING BOARD, THIRUVANANTHAPURAM

(Present: Dr. Anuradha Balaram IES)

Sub:- 12th Five Year Plan (2012-17) – Preparation of a Model Programme for Assisted Living for Adults with Disabilities - Constitution of Expert committee- Orders Issued.

Read:- 1. Budget 2013-14 for Social Security and Welfare Sector.
2. Minutes of the workshop on Assisted Living for Adults with Disabilities held on 21/06/2013.

ORDER No. 288/ SSD/ 2013/ /SPB Dated: 13/08/2013

As a State initiative programme for the rehabilitation and welfare of adult mentally challenged persons, a scheme has been included in the budget 2013-14, Viz. "A model Programme for Support and Rehabilitation of adult mentally challenged persons". As per the proposal the State Planning Board jointly with the Social Justice Department and Education Department would take a lead role to work out the detailed project and implementation plan after constituting an expert committee. As per minutes read as 2nd above the State Planning Board had conducted preliminary discussion regarding the models to be worked out and decided to constitute the expert committee for preparing the detailed project report.

In the above circumstances, the expert Committee is here by constituted with the following persons as Chairperson/Members.

Chairperson: Smt. Poonam Natarajan

Members:

1. Smt.Manjulaa Kalyaan, Director, Swayamkrushi, Hydeabad
2. Smt. Rajul Padmanabhan, Director, Vidyasagar, Chennai
3. Dr. Veera Panch, Neuro Rehabilitation Centre, Chennai
4. Sri. R.Venugopalan Nair, Kollam
5. Director, Social Justice Department
6. Executive Director, NISH
7. Principal, State Institute for Mentally Retarded Children
8. Executive Director, Kerala Social Security Mission

Member Convener: Smt.Shila Unnithan, Chief,
Social Services Division, State Planning Board

Terms of Reference

1. To identify the most suitable and effective model/models for Assisted Living of Adults with Disabilities and prepare an Action Plan.
2. To prepare the detailed project report of the model/models identified.
3. To prepare draft guidelines for implementation of the model programme and provide necessary guidance to the implementing agency to execute the programme.
4. To support the implementing agency for developing a monitoring mechanism and training modules.
5. To explore the possibility of linkages with the programmes run by the LSGs.
6. To recommend policy changes needed in the area of assisted living for adults with disabilities.

The Chairperson is authorized to co-opt additional members in the committee with the clearance of SPB and invite experts in this area of disabilities to the meeting, if necessary.

The detailed project report (draft) and related documents will be submitted to the State Planning Board for approval on or before 30th December 2013 positively. After approval of the Board the project report will be transmitted to the concerned implementing agency for execution.

The non-official members of the committee will be entitled to travelling allowances as applicable to class 1 Officers of the Govt. of Kerala. They are also entitled to honorarium/ sitting fee as per rules. The local non official members will be eligible for TA/DA as per rules. The Class 1 Officers of GOI will be entitled to travelling allowances as per rules if reimbursement is not allowed from Departments. The expenditure towards the functioning of the committee will be met from out of the outlay provided under the head of account 3451-00-101-93 -Surveys and Studies of SPB, during 2013-14.

(Sd/-)
Member Secretary (i/c)

Forwarded/ By Order

Chief (Social Services Division)

To

The persons concerned

Copy to

1. P.S to Vice Chairman
2. P.A to Member, Shri. G. Vijayaraghavan
3. P.A to Additional Chief Secretary, Social Justice Department
4. P.A to Member Secretary
5. CA to Sr. Administrative Officer
6. SS, Accounts for drawing and disbursing amount
7. The Accountant General(A&E), TVPM
8. The Sub Treasury Officer, Vellayambalam
9. Stock / Spare

Annexure - II

Study Report on Supported Living Project (PDF)- Given in DVD

Annexure - III

On Needs Assessment for Development of a Model Assisted Living Program for People Living With Disabilities

Questionnaire

1. **How do you conceptualise independent Living?**

2. **What would it mean for persons with disability***?*
   (pose the question and the following points to be prompted if needed – in terms of mobility, being able to do basic personal care on their own? Being economically independent/ productive? – or would it be something very different from these concepts? How would this be different for people with different kinds and different levels of disability?

3. **What should a facility that offers "assisted community living" look like? Would it mean a separate location? Where would that be? Describe the key elements of such a facility. Should it be an integrated community?**

4. **What would be the infrastructural requirements of such a facility? How would the concept of "barrier free" be applied? What would be concerns of safety that such a facility should take care of? What would the safety violations that should not be permitted at all? How would this be different for people with different kinds and different levels of disability?**

5. **Who would such a facility cater to? Can a facility that offers "assisted community living" be mixed in terms of religion? Class? Caste? Language? Gender? What would be other factors that need to be considered while developing such a facility? Would it matter if this facility were to be open for people with different kinds and different levels of disability? How should this be addressed?**

6. **Who should be responsible for setting up such a facility? Should it be private charity/ government/corporate? Joint ventures? What else?**

7. **How should such a facility be managed in the long run? Community managed? How would the persons with disability be involved in the management/governance? Should it be jointly managed with professionals being an integral part of the management? What should be the role of government be in the management?**

8. **What would be the economics of such a model ? Would you consider user fees? Self sustaining/reliant? How would these concepts be applied and what could be the challenges in applying them? Or should it be entirely donation/grant based? Should it provide some kind of remuneration if the persons with disabilities produce items for sale at the workshop/crafts/bakery etc?**

9. **How would the need for care takers/ specialised service providers be met for such facilities? How would this be different for people with different kinds and different levels of disability?**

10. **How should such a model address ageing for persons with disability? In terms of medical care, physical support, costs?**

11. **How do you envisage the involvement of the larger community at such a facility? What kind of volunteering?**

12. **Would you think that use of art/folk culture/music/physical activity such as gardening/agriculture should be an integral part of daily routine at such a facility? How would this be different for people with different kinds and different levels of disability?**

13. **How can one ensure that minimum standards are followed at such a facility in terms of overall ambience, daily care safety, emergency care, service providers, access to technology or other aspects?**

14. **What would be the role of persons with disabilities be in defining minimum standards/ implementing these standards and legislating standards and norms? Who are the others who should be involved – professional service providers, government, academicians/researchers, any one else?**

15. **Could assisted living mean that people who are living in mainstream communities should be assisted on a regular daily basis by specially trained service providers for their tasks? How would this be different for people with different kinds and different levels of disability?**

16. **How would one apply the meaning of "ensuring quality of life" for persons with disability? What do you/they do to enjoy life? What more needs to be done to lead a joyful life? How would this be different for people with different kinds and different levels of disability?**

17. **How would you apply the concept of privacy for persons with disability in India? How would this be different for people with different kinds and different levels of disability?**

Note: Depending on the person being interviewed (in terms of the stakes they represent) some of the questions would be posed slightly differently in order to bring out their perspective more sharply.

Annexure - IV

Sahyogi training Programme – Given in DVD

Annexure - V

Sambhav – Assistive Devices Brochure (PDF)- Given in DVD

Annexure – VI

Panchayati Raj Training Module (PDF)- Given in DVD

Annexure – VII

Minimum Standards for Residential Facilities (PDF) – Given in DVD

Annexure – VIII

Movies on Group Homes- Given in DVD

- Arunima: Group Home in Dehradun
- Independent Living: Group Home in Delhi

Annexure – IX

Vocational Assessment Tool – Given in DVD

Annexure – X

Self Employment / Micro Enterprise (Business Plan) – Given in DVD

References:

1. **Ms. Vandana Bedi** : Status of Persons with Disabilities and their Supported Living Needs
2. **Ms. Jahnvi Andharia** : On Needs Assessment for Development of a Model for Assisted Living Programme for People with Disabilities
3. **Ms. Shabnam Aggrawal**: Impact Evaluation of Samarth Scheme
4. **Ms. Asha Bajpai** : Executive Summary Status Report of Homes for Mentally Deficient Children in Maharashtra

Appendix 12.3: Palliative Care Policy
(GO (P) No.107/2019/H&FW dt 16.12.2019)

File No.HEALTH-FW1/363/2019-HEALTH 6076/2019/NHM

SD

'ഭരണഭാഷ- മാതൃഭാഷ'

കേരള സർക്കാർ

15 YEARS OF CELEBRATING THE MAHATMA

സംഗ്രഹം

ആരോഗ്യ കുടുംബ ക്ഷേമ വകുപ്പ് - പാലിയേറ്റീവ് പരിചരണ നയം-2019 അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ആരോഗ്യ കുടുംബ ക്ഷേമ (FW) വകുപ്പ്

സ.ഉ.(അച്ചടി) നം.107/2019/ആ.കു.വ തീയതി,തിരുവനന്തപുരം, 16/12/2019

പരാമർശം:- ദേശീയ ആരോഗ്യ ദൗത്യം സ്റ്റേറ്റ് മിഷൻ ഡയറക്ടറുടെ 4/9/2019- തീയതിയിലെ NRHM/JC (SD)/2019 spmsu നമ്പർ കത്ത്.

ഉത്തരവ്

ദേശീയ ആരോഗ്യ ദൗത്യം സ്റ്റേറ്റ് മിഷൻ ഡയറക്ടർ, പാലിയേറ്റീവ് പരിചരണ നയം 2019 - ന്റെ കരട് രേഖ മേൽ പരാമർശം പ്രകാരം സർക്കാരിന്റെ അംഗീകാരത്തിനായി സമർപ്പിക്കുകയുണ്ടായി. പ്രസ്തുത കരട് നയം സർക്കാർ വിശദമായി പരിശോധിച്ചു .ആയതിന്റെ അടിസ്ഥാനത്തിൽ ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്തിട്ടുള്ള പാലിയേറ്റീവ് പരിചരണ നയം -2019 അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

(ഗവർണറുടെ ഉത്തരവിൻ പ്രകാരം)
RAJAN NAMDEV KHOBRAGADE
പ്രിന്സിപ്പല് സെക്രട്ടറി

ആരോഗ്യ വിദ്യാഭ്യാസ ഡയറക്ടർ
ആരോഗ്യ വകുപ്പ് ഡയറക്ടർ

സ്റ്റേറ്റ് മിഷൻ ഡയറക്ടർ, നാഷണൽ ഹെൽത്ത് മിഷൻ
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ഓഡിറ്റ്/എ&ഇ) കേരള, തിരുവനന്തപുരം
ധനകാര്യ വകുപ്പ്
ഇൻഫർമേഷൻ & പബ്ലിക് റിലേഷൻ ഡിപ്പാർട്ട്മെന്റ്
പൊതുഭരണ (എസ്.സി) വകുപ്പ് 11.12.2019 തീയതിയിലെ ഇനം നമ്പർ 3578 പ്രകാരം
സ്റ്റോക്ക് ഫയൽ/ ഓഫീസ് കോപ്പി

പകർപ്പ്

ബഹു: മുഖ്യ മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്
ബഹു: ആരോഗ്യ കുടുംബക്ഷേമ വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്
പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പേഴ്സണൽ സെക്രട്ടറിക്ക്

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

Appendix 12.4: Jurisdiction of Tribal Extension Officers as Implementing Officer

Sl.no	District	Block	Code	Village Panchayat/ Municipalities	TEO Jurisdiction	Population
1.	Thiruvananthapuram	Vamanapuram	G010407	Peringammala	Vamanapuram	3,020
2.		Vellanad	G010504	Vithura	Nedumangad	4,289
3.	Kottayam	Erattupetta	G050601	Melukavu	Melukavu	2,615
4.	Idukki	Adimaly	G060101	Adimaly	Adimaly	6,162
5.		Devikulam	G060201	Marayoor	Marayoor	3,812
6.			G060207	Mankulam	Munnar	2,547
7.		Elamdesom	G060405	Velliyamattom	Poomala	4,737
8.		Idukki	G060503	Arakulam		3,039
9.			G060501	Idukki Kanjikuzhy	Idukki	2,777
10.	Ernakulam	Kothamangalam	G071110	Kuttampuzha	Edamalayar	4,113
11.	Palakkad	Attappady	G090601	Agali	Agali	11,982
12.			G090602	Pudur	Puthur	10,239
13.			G090603	Sholayoor	Sholayoor	9,165
14.		Kollamgode	G091003	Muthalamada	Kollamkode	4,842
15.	Kannur	Thaliparamba	G130306	Naduvil	Thaliparambu	3,250
16.		Iritty	G131001	Aralam	Iritty	6,891
17.		Peravoor	G131105	Kolayad	Koothuparambu	4,694
18.	Kasargod	Karadka	G140205	Delampady	Kasargod	5,435
19.			G140206	Bedaduka		3,884
20.			G140207	Kuttikol		5,321
21.		Manjewswaram	G140107	Enmakaje	Enmakaje	7,432
22.		Kasargod	G140305	Badiyadka	Enmakaje	3,517
23.		Kanhangad	G140405	Pullurperiya	Neeleswaram	3,257
24.			G140502	Kodombellur	Panathady	6,762
25.			G140503	Panathady		7,639
26.			G140504	Kallar		5,355
27.			G140501	Balal	Bheemanadi	6,892
28.			G140505	East Eleri		2,580

Sl.no	District	Block	Code	Village Panchayat/ Municipalities	TEO Jurisdiction	Population
29.			G140506	West Eleri		5,131
30.			G140507	KinanoorKarinthalam		3,543
31.	Wayanad	Mananthavady	G120102	Vellamunda	Kunjome	7,571
32.			G120103	Thirunelly	Kattikkulam	14,422
33.			G120104	Thondernad	Kunjome	5,862
34.			G120105	Edavaka	Mananthavady	5,726
35.			G120106	Thavinhal	Thavinhal	8,884
36.		Panamaram	G120201	Panamaram	Panamaram	11,888
37.			G120202	Poothadi	Poothadi	9,212
38.			G120203	Mullamkolly	Pulpally	3,534
39.			G120204	Pulpally		7,866
40.			G120205	Kaniambetta	Kaniambetta	6,252
41.		Sultan Bathery	G120301	Meenangadi	Cheengeri	8,301
42.			G120302	Nenmeni	Sultan Bathery	8,202
43.			G120303	Ambalavayal	Cheengeri	6,211
44.			G120305	Noolpuzha	Noolpuzha	11,229
45.		Kalpetta	G120401	Kottathara	Pinangode	4,871
46.			G120402	Vengappally		3,068
47.			G120404	Mutil	Kaniyampatta	5,711
48.			G120405	Pozhuthana	Vaithiri	3,553
49.			G120406	Thariyode	Padinjarethara	3,009
50.			G120407	Padinharethara		3,754
51.			G120408	Meppadi	Kalpetta	3,591
52.	Wayanad	M120100		Kalpetta	Kalpetta	3,218
53.		M120200		Mananthavady	Mananthavady	8,532
54.		M120300		Sulthan Bathery	Sultan Bathery	7,057

Source: 6th State Finance Commission

Appendix 12.5: Local Governments with Tribal population of > 5000

District	Block	Code	LG Name	Population
Idukki	Adimaly	G060101	Adimaly	6,162
Palakkad	Attappady	G090601	Agali	11,982
		G090602	Pudur	10,239
		G090603	Sholayoor	9,165
Kannur	Iritty	G131001	Aralam	6,891
Kasargod	Manjewswaram	G140107	Enmakaje	7,432
	Karadka	G140205	Delampady	5,435
		G140207	Kuttikol	5,321
	Parappa	G140501	Balal	6,892
		G140502	Kodombellur	6,762
		G140503	Panathady	7,639
		G140504	Kallar	5,355
		G140506	West Eleri	5,131
Wayanad	Mananthavady	G120102	Vellamunda	7,571
		G120103	Thirunelly	14,422
		G120104	Thondernad	5,862
		G120105	Edavaka	5,726
		G120106	Thavinhal	8,884
	Panamaram	G120201	Panamaram	11,888
		G120202	Poothadi	9,212
		G120204	Pulpally	7,866
		G120205	Kaniambetta	6,252
	Sultan Bathery	G120301	Meenangadi	8,301
		G120302	Nenmeni	8,202
		G120303	Ambalavayal	6,211
		G120305	Noolpuzha	11,229
	Kalpetta	G120404	Mutil	5,711
		M120200	Mananthavady	8,532
		M120300	Sultan Bathery	7,057

Source: 6th State Finance Commission

Appendix 14.1: Norms for Estimation of Maintenance Expenditure of Local Governments

Estimation of the maintenance expenditure of the Local Governments (LGs) is being attempted in the background of the recommendations of the first three SFCs and the expectation that updated and comprehensive data on the assets in each of the LGs will be available in the Asset Registers. It is thought that the efforts should now focus on evolving user-friendly practical formulae to estimate the maintenance expenditure for the various types of assets in the LGs and link it to the digitized inventory of assets by developing suitable software. This would enable more objective estimation of maintenance expenditure and could be done at the State as well as LG levels.

A matter of concern, even after accurate estimation of maintenance expenditure of the LGs based on the inventory of assets, would be the ability of the State to allocate enough funds to cover the required funds for maintenance. Nevertheless, it is essential that the requirement of maintenance funds is estimated accurately so that the LGs are motivated to improve their revenue generation in order to assign higher portions of their tax and other revenue towards maintaining their assets.

The norms for maintenance of non-road assets in Public Works Department (PWD) was formulated as a percentage of the capital cost (cost of construction) based on the age of assets and the type of assets. The PWD norms are reproduced in Table 1.

Table 1 PWD Norms for Maintenance of Assets(G.O (Rt) 1190/77 PW of 07.07.77)

Sl. No.	Non road asset description	Norms
1	Ordinary buildings constructed before 01.04.1962	3% of capital cost
2	Ordinary buildings constructed after 01.04.1962	2% of capital cost
3	Special buildings (hospitals, rest houses, residential quarters, etc.), constructed before 01.04.1962	4% of capital cost

Sl. No.	Non road asset description	Norms
4	Special buildings (hospitals, rest houses, residential quarters, etc.), constructed after 01.04.1962	3% of capital cost
5	Prestigious buildings constructed before 01.04.1962	6% of capital cost
6	Prestigious buildings constructed after 01.04.1962	5% of capital cost

Formation of Sub Committee to develop Norms for Estimation of Expenditure

1 A Workshop organised on 28.08.2010 to deliberate on the development of norms for maintenance of assets in the LGs by the Fourth State Finance Commission, decided to set up a Sub Committee of Engineers from various departments under the leadership of the Chief Engineer, Local Self Government Department, to formulate norms for estimating the annual maintenance expenditure for assets in the LGs. The report of the Sub Committee is reproduced in the following paragraphs.

Scope of Task of the Sub Committee

2 The Scope of the task entrusted with the Sub Committee covers developing of Norms for Estimation of annual expenditure for maintenance of all assets of the LGs, looking at the information currently being updated in the Asset Registers maintained by the individual LGs. The Sub Committee can also provide suggestions on any relevant aspect to ensure proper utilisation of the annual maintenance funds allotted to the LGs as well as effective maintenance activities.

Methodology

3 The Sub Committee adopted a methodology of consultations among its members as the prime methodology for evolving the required norms. No field investigations, field discussions and data analysis were resorted to for paucity of time. The Sub Committee met thrice in 10 days before finalizing the draft norms.

4 It was also decided to utilise the existing norms for maintenance as being practiced by the various departments, to the extent possible,

with necessary updating/ modifications to suit the changes/increase in the parameters of cost of maintenance (cost of materials, labour cost, etc.). The Sub Committee alsoendeavoured to keep the norms simple, user friendly and practical.

Premises for Developing Norms for Estimating Expenditure for Maintenance of Assets

Preventive Maintenance

5 The maintenance of assets mentioned in this report pertains to the preventive maintenance activities required to keep a building durable and in continuous goodcondition. Maintenance refers to works such as painting, patch plastering, patch flooring, minor maintenances to roof, etc. In case of roads, the works carried out as routine maintenance are pot hole filling, maintenance and clearing of drain,side formation, etc.

6 It is assumed that the maintenance activities shall be undertaken in a timely manner as necessary. The norms are suggested to take up routine, timely and planned maintenance activities. If maintenance works are not taken up in time, it may lead to the requirement of more cost for maintenance or the assets or even reconstruction as in the case of destruction/collapse of the structures.

7 Many of the public buildings are found to suffer damages due to the negligencein routine cleaning. For eg., stagnation of water on RCC roof, obstruction in rain water pipes, non-removal of plant growth on terrace, parapets and walls of building, etc., leads to heavy damages if not attended to in a timely manner. Cleaning/clearing of such obstructions shall be done as and when seen or found necessary by engaging suitable wage labourers.

8 Similar is the case with roads and lanes. It is generally seen that the need for maintenance for roads is more in the State due to the rains. However, equally important is the aspect of major deficiencies in the formation and development of roads that leads to early and frequent failures/damages needing very frequent maintenance. The only way to curb expenditure on maintenance of roads and to keep the roads in good condition for a longer time is to bestow more care in development of the roads, adhering to the standard norms.

9 Apart from the preventive maintenance activities, works of the nature of adding asset value to the building are also taken up. These are classified as Special Maintenance. Such works are treated as new works and generally got done using plan funds or own funds of local bodies.

Classification of Buildings

10 For Local Self Government Institutions Buildings may be classified as per the below table.

Table 2 Classification of Buildings

Type I	Type 2	Type 3
School Buildings	Anganwadi Buildings	Hospitals
	Office Buildings	Primary Health Centres
Compound walls	Commercial Buildings	Family Welfare Centres
Bus stand	Crematorium	

11 Heritage buildings have not been left out since some such buildings do exist under the control of some of the local bodies. For example, the Shangumugham Palace in Thiruvananthapuram is maintained by Thiruvananthapuram Corporation and the Artist Memorial Cultural Centre in Kozhikode is maintained by the Kozhikode Corporation.

Maintenance Expenditure

12 Maintenance cost is generally suggested as percentage of the capital cost of the building following the norms prevalent in PWD. The capital cost is estimated based on plinth area rates fixed by PWD and hence the maintenance costs are indirectly plinth area rates.

13 The capital cost pertains to the present capital cost. The maintenance cost is to be calculated on the basis of the cost of the structure at the present rate. There shall be a typical chart for estimating the maintenance cost based on the nature and age of the structure. The current capital cost can be estimated by the Engineer in charge of the particular LG, based on the prevailing rules/rates.

14 It may be noted that, on introduction of new Schedule of Rates (SOR) by the Government, the plinth area rates for building also are to be modified immediately. However, in practice, often there are delays in revision of plinth area rates. In such cases a particular percentage as the difference in percentage between the old and new schedule of rate can be determined and published by the Chief Engineer, Local Self Government Department. Based on this, the present cost of construction can be estimated.

15 The plinth area rates do not include cost of plumbing, water supply, drainage, electrical arrangements, etc. These can be added to the plinth area rates as lump sum percentages. The plumbing, water supply and sanitary costs can be 7.5% of the other costs, while for electrical fittings, the cost can be 7.5% of the other costs (the prevailing rates in PWD). Cost of maintenance to compound wall, gate, yard, etc., if required, should be added to the total cost thus estimated.

16 The plinth area rates published are based on the nature of structures namely RCC, RCC framed, tiled, permanent structures and semi-permanent structures as per the DSR 2018. Classification of buildings as tiled, RCC, etc., are taken care of in the calculation of the rate of maintenance as per the DSR.

Norms for Estimating Expenditure for Maintenance

Land

17 The Clearing of vegetation and similar works in common land, play grounds, etc.,held by LGs can be now carried out under MG NREGS. However, maintenanceof protection works like retaining wall, compound wall, fencing, etc., of these assets are to be done according to the necessity. It is suggested that a maximum of1% of the capital cost of the protection works can be allotted for maintenance as per the DSR.

Buildings

18 The maintenance cost of buildings based on table of para (13) may be fixed as follows for LSGIs.

Type 1 @ Rs.300/m2/Year
Type 2 @ Rs.600/m2/Year.
Type 3 @ Rs.900/m2/Year.

Roads and Lanes

19 The roads possessed by LGs mostly fall in the category of Other District Roads and Village Roads. But in Municipal areas and Grama Panchayats abutting Municipality and Corporation, the roads are classified into Town and Municipal Roads. These have traffic intensity equal to State Highways or even National Highways. Hence the maintenance grant shall be allotted according to the importance of the road.

20 The roads can be classified according to the surfacing provided, viz, concrete roads, black topped roads, metalled roads, and earth and gravel roads. The maintenance of roads can be divided to ordinary maintenance, renewal of surface and special maintenance.

Ordinary Maintenance

21 All kinds of routine maintenance works of repetitive nature, required to maintain the road in good condition, except renewal of surface, shall be included under ordinary maintenance. Some of the major items of works are the following:

i. Patch work to metalled, black topped and earthen roads
ii. Clearing jungle growth, sectioning and forming shoulders, clearing side drains
iii. Filling up of erosions and removal of slips
iv. Maintenances to pitching, retaining walls, etc.

v. Painting sign boards, kilometre stones, guard stones, etc.

Renewal of Surface

22 Renewal of roads of different kinds will need to be carried out periodically. The suggested period of renewal is as follows.

Concrete roads	once in 10 years	Black top roads –
	once in 5 years	Metalled Roads –
	once in 3 years	Earthen Roads –
	once in 3 years	

23 The standard practice adopted for the construction and maintenance of roads owned by Local Self Government Institutions shall be as per MoRD/MoRTH specifications.

24 Roads in many of the LGs pass through low lying areas that are liable to submergence for a continuous period. Due to submergence and capillary rise from the raised ground water table, the roads are subjected to settlement which resultsin damaging road surfaces or the crust as a whole. More often, these roads are constructed without proper design. Hence frequent maintenances are found essential especially in rainy seasons. In such cases, the periods of renewal mentioned as above become inapplicable. Therefore, more vigil should be applied to construct or improve roads based on proper designs, that too with sufficientdrainage systems.

25 Also, it is seen that the standards for periodical removal are not being adhered to on the roads due to shortage of funds, resulting in increase in expenditure for the ordinary maintenance. Road Charts should be maintained in the prescribed form for each important road which will give all data about the history of renewal of surfacing of different sections of the road. This will be helpful in selecting the reaches requiring renewal or special attention. The arrangement for renewal works shall be in accordance with the Road Chart. The status of the road as per the Road Chart shall be attached to the estimate for obtaining project sanction.

Special Maintenance

26 Special Maintenance refers to such items of maintenance for re-construction or additional construction occasionally necessary to keep the road in good condition. This includes construction or re-construction of retaining walls, raising a portion of the road, widening of pavements, etc.

Maintenance Expenditure

27 The maintenance expenditure for road works is generally calculated according to the length of road, ie., per kilometre. The road width is not considered in this calculation. This is so since the width of the National or State highways and other major roads maintained by PWD more or less confirms to standard measurements.However, this is not the case with the roads maintained by the local bodies andthe width of roads varies depending upon the land available. Hence, it would be appropriate to estimate the maintenance costs per unit area, thereby accounting forboth the length and width of roads.

28 **Concrete Road:** Local Self Government Institutions are constructing Concrete Roads as per MoRD specification with 15 cm thickness. Considering renewal of concrete roads in every 10 years and taking cost of cement concrete for 75mm as maintenance cost then average maintenance cost comes to Rs.70/m2 based on DSR 2018.

29 **Black topped**: The average cost of new road 3m width with 15cm WMM and 2cm Chipping Carpet come to Rs.2540/m as per DSR 2018. Considering period of renewal as 5 years then average yearly maintenance cost comes to Rs.508/m.

Bridges and Culverts

30 A bridging structure more than 6m long can be termed as a bridge and others as culverts. The following works are to be carried out regularly for Bridges and Culverts.

i. Keeping the area in the vicinity of the bridge clear of undergrowth andrubbish
ii. Preventing accumulation of logs and debris against upstream side of thepiers at the time of floods
iii. Periodic painting of steel bridges and greasing of bearings
iv. Temporary maintenance to structures involved in accidents
v. Attending to expansion joints of concrete bridge
vi. Cleaning pipe and other culverts of blocked material
vii. Pointing or/and plastering of exposed masonry faces of structures
viii. Painting to RCC Bridges

31 The culverts are to be maintained using the funds allotted for maintenance of roads. The maintenance grant for bridges can be calculated based on the length ofbridge, width of bridge, height of piers, nature of construction and materials of construction. Since it is an important structure which requires regular maintenance, 0.1% of

the capital cost of construction of the bridge as the ordinary maintenance cost in the case of RCC bridge and 0.5% of the capital cost in the case of steel bridges/cable suspension foot bridges can be provided.

Drinking Water Supply System

32 Maintenance of the drinking water supply system includes maintenance of source of water (intake well, pond, pumping of water, storage of water, treatment ofwater and distribution system). The cost of operation of the system cannot be accounted in the maintenance cost. Kerala Water Authority is carrying out the maintenance works based on the actual necessity. The prevailing norms in the Authority limits the operation and maintenance cost to 15% of the capital cost of the system. No separate norm for maintenance alone is prescribed.

33 The main components of the system which requires annual maintenance is pump house and storage tank, water treatment plants, pumps and motors, fittings such as valves, taps, etc. Satisfactory working of the drinking water system can be ensured with the regular maintenance of the system and a minimum of 2.5% ofthe Capital Cost is recommended for the ordinary maintenances of the system based on detailed discussions with the concerned Officers of Kerala Water Authority.

Irrigation System

34 Major works associated with the irrigation system are maintenance of vented cross bars, lift irrigation systems, canals and field boothy. The maintenance expenditure fixed based on SOR 2010 is Rs. 588/ha of the ayakutt area. This amount seems to be meager as far as the maintenance cost required is concerned. However, in the absence of any other accepted/prescribed norms, the same amount can be adopted in LGs too for maintenance of irrigation systems.

Electrical Facilities

35 Maintenance of electrical facilities in LGs comprises of maintenance of such facilities in the buildings and the street lighting system. The component of maintenance of electrical facilities in buildings can be met with from the maintenance fund for buildings. The maintenance of electrical lines is taken up by the KSEB without any expenditure for the LGs. Hence separate maintenance expenditure needs to be provided only for periodic replacing of the electrical fittings (fittings can rarely be repaired) in the street lighting system. Based on the general rate of replacing the electrical fittings in the street lighting system, it is estimated that 10% of the total cost of fittings shall be

provided as maintenance expenditure for the electrical facilities.

Sewage Treatment Plant

36 In some of the LGs, sewage treatment plants are installed and operated in hospitals, markets, slaughter houses and other institutions. Currently there is no specific guidelines on norms for maintenance cost of such installations. Requirement of maintenance cost for sewage treatment plant is mainly for mechanical and electrical components of the installations. Approximate percentage of capital cost for such installations is about 50 % of the treatment plant. In the case of maintenance of civil work, the norms followed for other civil structures can be followed. Hence the following norms may be followed for the purpose (Table 4).

Table 4 – Norms for Maintenance Expenditure for Sewage Treatment Plant

Sl. No.	Item	Norms for maintenance expenditure
1	Civil works	Norms followed for building can be followed, ie., 2% of capital cost)
2	Electrical and Mechanical Components	2.5 % of the capital cost

Solid Waste Treatment Plants

37 Windrow compost plant, Vermi compost plants and Biogas plants are the commonly adopted solid waste treatment plants in LGs. Norms are available for capital cost and operation and maintenance (O&M) cost for small size solid wastetreatment plants. But specific norms are not available for maintenance cost alone. Operation and maintenance cost includes cost of man power, chemicals, electricity and day-to-day maintenance of the plant.

38 The maintenance cost for solid waste treatment plants may be as suggested in Table 3.5. The cost is suggested considering the fact that the corrosion of material is high and replacement of machineries is inevitable over a period of time.

Table 5 – Maintenance Expenditure for Solid Waste Treatment Plantsand Period of Maintenance

Sl. No.	Particulars	Maintenance expenditure
1	Annual maintenance cost of buildings/civil works	10% of capital cost after 3 year of establishment

Sl. No.	Particulars	Maintenance expenditure
2	Annual maintenance cost of machineries /equipments	20 % of capital cost after 2 years of establishment

39 Replacement of machinery and equipment used in the solid waste treatment plant will be essential over a period of time. Norms/Government approved rates are available for capital cost and operation and maintenance cost for different capacity city solid waste treatment plants. These details and the suggested maintenance expenditure are given in Table 6.

Table 6 – Type/Capacity of Treatment Plant and Maintenance Expenditure

Sl. No.	Treatment plant	Capacity	Government approved cost		Maintenance expenditure (Rs.)
			Capital (Rs)	O & M	
1	Biogas plant	50 kg/day to 200 kg/day 300 kg/day to 2000 kg/day	1.2 to 4.25 lakh 5 to 17 lakh	0.20 to 0.60 lakh per annum 0.60 to 3 lakh per annum	0.10 to 0.30 lakh per annum 0.30 to 1.5 per annum
2	Vermi compost plant	10 kg/day to 100 kg/day 250 kg/day to 1000 kg/day	0.65 to 5.36 lakh 7.6 to 20.72 lakh	0.0054 to 0.8 lakh 0.0019 to 5.47 lakh	0.002 to 0.4 lakh per annum 2.73 lakh per annum
3	Windrow compost plant	1 to 5 tonnes per day	7.39 to 24.67 Lakh	2.38 to 9.10 lakh	1.19 to 4.56

40 Considering the amount of solid waste generated in the LGs, it will be necessary to allocate maintenance expenditure for higher capacity Windrow compost plants (Table 7).

Table 7– Maintenance Expenditure for Windrow Compost Plant

Sl. No.	Capacity of Windrow compost plant	Maintenance Expenditure(Rs.)
1	≤ 5 tpd	0.60 lakh/tonne/year
2	5 to 10 tpd	0.50 lakh/tonne/year
3	10 to 50 tpd	0.40 lakh/tonne/year
4	50 to 100 tpd	0.30 lakh/tonne/year
5	100 to 300 tpd	0.25 lakh/tonne/year

Slaughter House

41 The approved rates of capital cost for two types of slaughter houses are given in Table 8.

Table 8 – Capital Cost for Slaughter Houses

Sl. No.	Capital cost of model slaughter house	Civil (Rs in lakh)	Mechanical and Electrical (Rs in lakh)	Waste Management (Rs in lakh)	Total (Rs in lakh)
1	Mini slaughter house for 20 large and 40 small animals	39.50	27.00	18.50	85
2	Tiny slaughter house for 5 - 10 large and 20 small animals	14.40	10.60	5.00	30

42 Maintenance expenditure at the rate of 2% of the above capital cost may be considered for annual maintenance for civil works. An expenditure of 5% for machines, electrical, plumbing, waste management facility and other accessories may be provided as maintenance expenditure for these items per annum.

Park and Market

43 Parks and markets are also being maintained by the LGs. These facilities consist of buildings, compound walls, gate, joy rides, swings, etc. Periodical maintenance is necessary for these components. An annual maintenance expenditure of 5% of the capital cost may be provided for the facilities except buildings. For buildings the maintenance expenditure may be as proposed for ordinary buildings.

Ponds and Tanks

44 Ponds and tanks are associated with the water supply systems and irrigationsystems. Usual maintenance is necessary for protection works like retaining wall, compound wall, fencing, etc. Hence 1% of the capital cost of the protectionworks can be allotted towards maintenance expenditure for these structures.

Estimation of Expenditure for Maintenance of Assets

45 The expenditure for maintenance of assets of all the LGs can be estimated on an annual basis using the norms given in Chapter 3. However, certain prerequisites are essential so that the estimation can be attempted. These are discussed in the ensuing paragraphs.

Software for estimation of the expenditure for maintenance of assets of LGs

46 Once the proposed norms are approved, appropriate software module to utilise these norms can be prepared so that the LG wise estimate of expenditure for maintenance of assets can be prepared annually, as per details in the asset registers. The task of preparing the software module to enable estimation of requirement of funds for annual maintenance of assets of LGs using parameters inthe asset register and the prescribed formulae/other conditions can be entrusted with Information Kerala Mission (IKM).

47 IKM may develop the required module based on the directions and guidelines from LSGD. The local module should have facility for viewing and updating details of assets by local governments as well as generation of various reports. There may be a central module for consolidating the details of assets at various levels. Data from the local module should be updated to the central module periodically. The local and central modules should have facility for estimating the maintenance requirements for each year, based on the assets of each local government. The formula for estimation would be fixed as specified by the Government**.**

48 Additionally, IKM may also think of integration of the software with *Sulekha* for preparation of maintenance projects, estimation of works using *"Price Software"*, etc. Updation of the Asset Register before payment is made for new works, on completion, could also be made mandatory along with implementation of *Saankhya* accounting software.

49 Additionally, the assets could be marked on the geographical information system (GIS) to create a spatial database of assets for easier monitoring.

50 The module may be deployed in all the local governments by IKM. IKM may alsobe entrusted with the training of concerned staff in the LGs for

operation of the module.

Completion of the Asset Registers

51 As indicated earlier, the asset registers were being updated and completed in the LGs. However, it is understood that in spite of efforts by the Information Kerala Mission, the process could not be completed as anticipated; even in local bodies where updation of the registers has been completed, the quality of data has to be improved. Further, it may also be noted that the asset registers are to be updated continuously, as and when new assets are added, so that estimates for maintenance expenditure are accurate.

Estimation of the Capital Cost of the Assets

52 Since the Sub Committee formed to develop norms for estimation of the expenditure for maintenance of assets of LGs has also recommended estimationof expenditure based on the 'capital cost' of the assets, as in PWD, it is essential that the 'capital cost' of the various assets of the LGs be determined before the actual estimation can be done. It is understood that the Government plans to ascertain the capital cost of all the assets of the LGs to facilitate introduction of the Double Entry book keeping system and that a pilot programme is in progress in the LGs in Kannur District to determine the capital cost of the assets. However,the process is expected to take about five to six months to be completed once it is initiated in the other 13 Districts.

53 Therefore, for the recommended norms to be utilised for estimating the expenditure for maintenance of the assets of the LGs for the next fiscal year, the capital costs of the assets should be determined using suitable alternate methodology. One of the options would be to assign a Team of Engineers (or a Sub Committee) to ascertain the capital costs from the available data on the plintharea and age of each of the asset. Such an exercise is expected to produce near accurate values of the capital cost, which can be used for estimation of expenditure for maintenance of the assets.

Appendix 14.2: Accreditation of Agencies for Appropriate Construction Technologies – Draft GO

DRAFT G.O. Annexure V: Accreditation G.O.

Government of Kerala

Read: -

1 The Kerala Panchayat Raj (Execution of Public Works) Rules,1997
2 The Kerala Municipality (Execution of Public Works) Rules,1997
3 G O (Ms) No. 68/98/LAD dated 21-03-1998
4 GO (P) No. 135/99/LAD dated 08-07-1999
5 GO (P) No. 67/2021/Fin dated 28/04/2021
6 GO suggested to be issued based on recommendation at Annexure VI

The Rules cited at 1 and 2 above prescribe the conditions for execution of Public Works by Panchayats and Municipalities. Rule 3(3) of the above Rules prescribes the manner of execution of Public Works. The LSGs have been executing public works through accredited agencies, among others.

The Government had issued orders vide GO (Ms) No. 68/98/LAD dated 21-03-1998, cited at (3) above, recognising agencies such as Kerala State Nirmithi Kendra (KESNIK), District Nirmithi Kendras and Centre of Science and Technology for Rural Development (COSTFORD) as accredited agencies to execute public works without contractors' profit, for all local bodies subject to the conditions prescribed in the Government Order. The Habitat Technology Group was also included in the list of recognised agencies subsequently vide GO (P) No. 135/99/LAD dated 08-07-1999.

Appropriate construction technology which is conducive to maintenance of sustainability in ecosystems, society and economy has been gaining great acceptability and relevance. This approach reduces carbon footprint, conserves scarce resources such as materials, minerals, energy, water, etc., minimises ecological impact, ensures cost-effectiveness, nurtures local economy by using local resources including skills, nurtures a culture of liberty, togetherness and equity and ensures sanitation, health and comfort. This will go a long way in achieving Sustainable Development Goals (SDG).

Government have issued guidelines in GO (P) No. 67/2021/Fin dated

28/04/2021, cited at (5) above, for implementation of projects by Government Departments and PSUs, in PMC and Non-PMC modes, undertaken by accredited agencies. Guidelines for implementation of projects by LSGs, using the services of accredited agencies executing projects directly (non-PMC) using Appropriate Technology (cost effective, energy efficient, environment friendly, etc.) have been issued as per the GO (suggested to be issued based on recommendation made at Annexure VI) read as 6th paper above.

Guidelines for granting accreditation and renewing accreditation to agencies which use Appropriate Technology have been engaging the attention of Government. The matter was examined in detail by the Government and the procedure for granting accreditation to agencies, implementing works directly (non-PMC) using appropriate technology, as detailed in the Appendix I, II and III to this Government Order are issued.

The Secretary to Government, LSGD will be the convener of the committee mentioned in Appendix I of this Government Order and shall initiate steps necessary for granting accreditation at the earliest.

By Order of the Governor

APPENDIX I: CONSTITUTION OF THE COMMITTEE FOR GRANTING ACCREDITATION TO AGENCIES DIRECTLY EXECUTING WORKS (non-PMC) USING APPROPRIATE TECHNOLOGY

A committee with the following members shall be constituted to advise the Government on selection and granting accreditation of agencies authorised to execute public works directly using appropriate technology.

1 Secretary to Government, (LSGD) -- Chairperson
2 Secretary to Government, Department of Finance
3 Secretary to Government, Planning Department
4 Secretary to Government, Science Technology and Environment Department
5 Chief Engineer LSGD
6 State Performance Audit Officer
7 Three experts to be nominated by Government. The Expert Members shall be reputed engineers conversant with appropriate technology.

APPENDIX II: GUIDELINES FOR EVALUATION OF AGENCIES FOR GRANTING ACCREDITATION

Agencies shall be accredited for executing public works using appropriate technology on the basis of the following criteria.

1 Eligibility Criteria

These are criteria to be essentially fulfilled to make the agency eligible for further evaluation. Therefore, these are not used for grading.
Also ascertained at this stage is the area of expertise of the agency so as to provide accreditation in the specific area of expertise.

2 Criteria for Grading

Sl. no	Criteria	Maximum marks to be awarded
I	**General details and Organisational Structure: -** This includes the agency registration details, legal status, place of business, organisational structure, details about the earlier accreditation such as category and period of accreditation.	
	Working for Social Change: Advocacy, preparation of IEC materials, Publications, Seminars, Awareness creation, Capacity building activities	The maximum score will be 05
	Efforts in Social Justice: Representation of vulnerable groups in decision making, management and staff.	The maximum score will be 05
II	**Resource availability: -** This includes resource personnel available for project planning, designing, estimating, supervising and management of works being executed.	The maximum score will be 25
III	**Financial Condition: -** The financial information of the organisation like audited statement of accounts, turnover for the last three years, details of assets owned by the agency, sources of income etc; will be assessed under this segment.	The maximum score will be 25
IV	**Experience and Performance: -** Experience is a very critical factor in deciding the accreditation of agencies for entrusting public works. Experience in execution of similar category of works is essential for an accredited agency so as to get the most economical output with compliance of Government procedures and related orders / rules.	Out of the total score of 30, performance will be given 20 scores and 10 for experience
V	**Excellence: -** Achievements and awards, innovative key appropriate technology interventions employed in works, along with innovations, if any.	The maximum score will be 10

	Total Score	The maximum score will be 100
VI	**Defaulted Liabilities: -** The defaulted liabilities to Government (other than advances received for executing works) / Bank/ financial institutions, court cases pending, penalty imposed for poor quality of work or breach of contract during the last three years, whether blacklisted by any Government Department, details of vigilance enquiries against the agency with respect to the Government works carried out by the agency, if any, etc. will be evaluated under in this section.	The accreditation committee may judiciously review these aspects and reduce marks or disqualify the agency.

3 Method of selection and grading

- Based on the eligibility criteria, applications are either accepted or rejected.
- Based on the area of expertise of the agency, accreditation may be awarded for undertaking public works in the specific field of expertise, such as (a) building and construction (b) agriculture (c) water and sanitation (d) non formal energy etc.
- Based on the score secured in the evaluation, the Agencies found eligible will be grouped under different slabs as shown below to determine the volume of work to be entrusted with them.

Grade	Evaluation score (Total score 100)	Maximum value of a single work (Rs in Crore)	Total work at hand (Rs in Crore)
A	30-40	10	100
B	41-55	15	150
C	56-70	20	200
D	71-85	25	250
E	86 and above	35	350

- Agencies securing score less than 30 will not be eligible for accreditation. However, these Agencies can apply for accreditation after improving their capabilities after six months.
- The period of accreditation shall be for three years.
- All Agencies shall submit application for accreditation in the proforma prescribed in Appendix III, for new accreditation and for renewal.

APPENDIX III: APPLICATION FORMAT
APPLICATION FOR ACCREDITATION/ RENEWAL

1. Basic Information

S1. No.	Item	Details to be filled by the Applicant *(Attach details in separate sheets, if needed)*
I	**General details and Organisational Structure**	
1	Registered name	
2	Address	
3	Registration No. and year (attach copy of MoA, Trust deed, etc.)	
4	Nature of the Agency (Society/ Trust/ Cooperative society, etc;)	
5	Place of Registration	
6	Jurisdiction (State/ District / LSG)	
7	Name, designation, address and phone numbers of Chief Executive of the Agency	Name: Designation: Address: Telephone No.: E-mail address:

2. Eligibility Criteria

S1. No.	Item	Details to be filled by the Applicant *(Attach details in separate sheets, if needed)*
I	**Eligibility Criteria**	
1	Legal status (Name of the Act under which the agency is registered)	
	Does the agency have an experience of two years in the field of execution of construction projects, including private works, employing appropriate technology?	
	Does the agency have a minimum aggregate turnover of Rs.10 Crore in the last two financial years? (Provide reference in audited statement of accounts)	

S1. No.	Item	Details to be filled by the Applicant *(Attach details in separate sheets, if needed)*
	Does the agency have at least one architect on its rolls?	
	Does the agency have at least one engineer, with a bachelor's degree, on its rolls?	
	Does the agency have at least one licensed person competent to authenticate documents accompanying application for building approval, on its rolls?	
	Have audited statements of accounts for the preceding three financial years been attached?	
	Area of expertise in doing works using appropriate technology. • more than one area can be selected. • Additional areas, if any. If yes, please specify. • Attach a short portfolio containing information on a few important projects undertaken by the agency in the last three years, as evidence.	• Buildings • Farming and Agriculture • Water and Sanitation • Non-formal energy • Watershed management • • •

3. Grading Criteria

S1. No.	Item	Details to be filled by the Applicant *(Attach details in separate sheets, if needed)*
I	**<u>General details and Organisational Structure</u>**	
10	Brief description of the Agency including details of its main activities.	
11	Does the Applicant agency function as a consultant or advisor along with the functions as an implementing agency and / or a manufacturer?	Yes/No
12	Details of previous accreditations. If yes, provide Government order No. and Date.	
	Period of previous accreditation in years	

S1. No.	Item	Details to be filled by the Applicant *(Attach details in separate sheets, if needed)*
	Area of accreditation given	
	Allowed maximum value of a single work that can be entrusted as per accreditation (Rs. in Crores)	
	Allowed maximum value of work in hand at a time as per accreditation (Rs. in Crores)	
12	Organisational structure of the agency with details of members of Governing body / Executive Committee / Trust.	
13	What is the extent of representation of Schedule Caste / Schedule Tribe on the Governing Body / Executive Committee / Trust / Staff?	
14	What is the extent of representation of women on the Governing Body / Executive Committee / Trust / Staff?	
15	Is the Membership Register being properly maintained?	Yes/No
16	Are the minutes of General Body meeting being maintained properly?	Yes/No
17	Are the Asset Register and Project Registers being maintained and certified by the Statutory Auditor?	Yes/No
18	Are the meetings of Governing Body / Executive Committee/General Body being convened regularly as prescribed in the bye-laws?	Yes/No
19	Is the annual report being published regularly	Yes/No
20	Whether the agency intends to subcontract its assignment / part of the assignment where specialised types of works other than appropriate technology are involved? If yes, give details of the type of works intended to be sub-contracted.	Yes/No
21	Provide information on the geographical spread of the agency with details of regional offices.	
22	Does the agency collaborate with Community Organisations like Self Help Groups, Youth Clubs, Cooperative Institutions, etc.? (If yes, give details)	

S1. No.	Item	Details to be filled by the Applicant *(Attach details in separate sheets, if needed)*
23	Does the agency make efforts to promote rights of persons with disabilities? (If yes, give details)	
24	Does the agency make efforts to promote the cause of socially and economically marginalised groups? (If yes, give details)	
25	Details of training Programmes, Campus/ Group Level Meetings conducted (give details, if any)	
II	**Resource Availability**	
1	Details of staff on the rolls in appropriate technology, architectural, engineering, administration, financial, skilled and unskilled areas with qualification and experience with current engagement (The details of both technical and skilled staff are to be furnished with proof of qualification and experience. The nature of their employment and experience shall also be furnished. The agency should have at least one qualified Architect having registration with the Council of Architecture in addition to at least one qualified Civil Engineer. The agency should also have statutory license holders for taking approvals from local bodies)	
2	Does the Applicant intend to borrow or hire, temporarily, personnel of specified skills for the performance of specialised components of the project? If yes, give details.	Yes/No.
III	**Financial Information**	
1	Financial information of the agency – audited statement of accounts for the immediate past three financial years to be submitted.	
2	Details of GST Registration	

S1. No.	Item	Details to be filled by the Applicant *(Attach details in separate sheets, if needed)*
3	Are the Income Tax Returns and GST returns being filed regularly?	Yes/No.
4	Turnover of the agency for the immediate past three financial years. Please give disaggregated information.	
5	Total value of works in hand at present.	
6	Details of assets of the agency like land, buildings, etc.	
7	Sources of income of the agency.	
8	Are the bank accounts being operated jointly?	Yes/No.
9	Are all financial transactions being routed through bank accounts?	Yes/No.
IV	**Experience and Performance**	
1	Nature of Activities of the Agency	
2	Details of experience in executing works - details of major works executed for the immediate past three years. (Provide segregated information giving details of projects involving social engagement, such as social housing, in-situ slum rehabilitation, etc.)	
3	Details of works executed in each year during the last three financial years.	
4	Details of existing commitments for on-going works	
5	Details of works in hand (not started) with nature, scope and amount of the contract.	
6	Does the agency ensure Quality assurance both in terms of quality of work delivered and adherence to Government procedures and guidelines for execution and documentation of works? (Give details)	Yes/No.
V	**Excellence**	
1	Achievements made and Awards received. (Give details)	
2	Key appropriate technology interventions employed in works during	

S1. No.	Item	Details to be filled by the Applicant *(Attach details in separate sheets, if needed)*
	the last three years, along with innovations, if any. (Give details)	
3	Any other additional information relevant to accreditation.	
VI	**Liabilities**	
1	The defaulted liabilities to Government (other than advances received for executing works) / Bank/ financial institutions. (Mention nature of the liabilities and defaults)	
2	Has the agency been convicted in any case?	
3	Has the Applicant been penalized by any organisation for the poor quality of work or breach of contract in the last three years? If yes give details.	Yes/No
4	Has the Applicant been blacklisted by any Government Department/Public Sector Undertaking in the last three years? If yes give details	Yes/No
5	Are there any court cases, with respect to Government works, pending? If yes, give details.	
	Is there any vigilance enquiry against the agency with respect to Government works? If yes, give details.	
VII	Any other relevant information sought by the committee	

(Signature, name and designation of the, authorised signatory) For and on behalf of.....

Appendix 14.3: Draft Master Government Order for Appropriate Construction Technology

DRAFT G.O. Annexure VI: Master G.O.

Government of Kerala

Read: - (1) GO (P) No. 216/97/LAD dated 23-09-1997
(2) GO (Ms) No. 254/97/LAD dated 12-11-1997
(3) G O (Ms) No. 68/98/LAD dated 21-03-1998
(4) GO (P) No. 135/99/LAD dated 08-07-1999
(5)G O (Ms) No. 133/07/LSGD dated 18-05-2007
(6) G O (P) 25/2018/Fin dated 21-02-2018
(7) G.O.(P)No.77/ 2019/Fin dated 04/07/2019
(8) G. O (Rt) No.161/2019/Fin Dated: 25/11/2019
(9) G.O.(P) No. 67/2021/Fin dated 28/04/2021

1. A good number of Local Self Government Institutions have been executing public works using cost-effective and appropriate technologies through accredited agencies since 1993. The Government issued orders vide G O (Ms) No. 68/98/LAD dated 21-03-1998, recognising agencies like the Kerala State Nirmithi Kendra, District Nirmithi Kendras and Centre of Science and Technology for Rural Development (COSTFORD) to execute public works for all local bodies subject to the conditions prescribed in the Government Order. The Habitat Technology Group was also included in the list of recognised agencies vide GO (P) No. 135/99/LAD dated 08-07-1999.

2. Government have been issuing operational guidelines, from time to time, for accrediting agencies like Kerala State Nirmithi Kendra, District Nirmithi Kendras, Centre of Science and Technology for Rural Development (COSTFORD) and Habitat Technology Group, to execute works directly (non-PMC) using cost-effective and appropriate technologies. Government have also been issuing orders to renew the accreditation without any break, from time to time. The latest Government Order on this subject was GO (P) No.77/2019 dated 04-07-2019, referred as (6) above.

3. Appropriate construction technology in this context denotes technology which is conducive to maintenance of sustainability in ecosystems, society and economy.

This reduces carbon footprint, conserves scarce resources such as minerals, energy, water, etc., minimises ecological impact, ensures cost-effectiveness, nurtures local economy by using local resources including skills.

4. For ensuring sustainability, it is also important to use appropriate methods and concepts in planning, construction, operation and end-of-life of projects and buildings and related activities. A few of such methods and concepts are given below:

    i Participatory planning, implementation, and monitoring

    ii Habitat literacy

    iii Aesthetics of simplicity and friendliness

    iv Space audit and minimalist design

    v Universal design / Accessible design

    vi Response to larger scales of spatial plans

    vii Material resource management policies and strategies

    viii Reuse of salvaged materials from demolished buildings, use of construction and demolition (C&D) waste, use of renewable materials

    ix Strengthening of natural systems such as water, biodiversity, etc.

    x Reducing pollution of air, water and soil.

5. An approach which conforms to the above-mentioned criteria is commonly termed a 'Green Approach'. Implementing public projects in a Green Approach provides the much-needed demonstrative value, inspiring confidence in the general public for adopting appropriate technology.

6. Local Self Governments (LSGs) shall strive to implement their projects following Green Approach. For a beginning a minimum of 10 percent of public works may be executed in this manner annually, which may be increased every year. This will also go a long way in achieving Sustainable Development Goals (SDG).

7. A number of LSGs, in-order to meet their local requirements, have been utilising the services of accredited agencies like Kerala State Nirmithi Kendra (KESNIK), District Nirmithi Kendras, Centre of Science and Technology for Rural Development (COSTFORD) and Habitat Technology Group. Government have considered the matter in detail and are convinced that separate guidelines for LSGs are required for implementing projects utilising the services of agencies, accredited for directly executing (non-PMC mode) the works using cost effective

and appropriate technology. Government is pleased to issue guidelines as detailed in the appendices to this Government Order, for executing works for LSGs through agencies mentioned above, for implementing works directly (non-PMC) using cost effective and appropriate technology.

8. These guidelines shall come into force with immediate effect. All LSGs and accredited agencies are directed to comply with these guidelines.

By order of the Governor

List of Appendices:

I Comprehensive guidelines for implementing public works through accredited agencies – executing directly- (non-PMC) – using appropriate technology

II Types of public works (services and activities) by LSGs where Appropriate Technology can be employed through Accredited Agencies executing directly (non- PMC)

III Model form of Agreement, (with annexures), to be executed between the LSG and the accredited agency for direct execution of works (non-PMC mode).

APPENDIX I: Comprehensive Guidelines for implementing public works through Accredited Agencies- executing directly - (non-PMC)- using appropriate technology.

1 Non-Project Management Consultant (Non-PMC):

Non-Project Management Consultants are those agencies which have capability to execute works directly using their own in-house capacities, man power and / or cost-effective techniques, etc. like Kerala State Nirmithi Kendra (KESNIK), District Nirmithi Kendras, COSTFORD and HABITAT.

2 Types of works that can be entrusted:

The details of the types of public works that can be entrusted to the above accredited agencies are listed under Appendix II.

3 When to go in for an Accredited Agency:

Activities in the categories listed below shall be entrusted to agencies accredited, subject to the terms of accreditation.

3.1 **Works involving appropriate technology:**

Implementation of public works, which are conducive to maintenance of sustainability in ecosystems, society and economy, adopting appropriate technology. These are technologies which reduce carbon footprint, conserve scarce resources such as minerals, energy, water, etc., minimise ecological impact, ensure cost-effectiveness, nurture local economy by using local resources including skills, nurture a culture of liberty, togetherness and equity and ensure sanitation, health and comfort.

3.2 **Cost Effective works:**

Construction and / or maintenance using cost effective techniques and locally available materials conforming to the prescribed standards. The cost of construction of such works shall be less than the estimated cost of construction, in conventional mode, based on prevailing schedule of rates. In respect of items of work for which cost-effective / appropriate technology of the accredited agency cannot be made applicable, PWD specifications and standards shall be applicable.

3.3 **Specialised works:**

Works requiring specialised physical infrastructure, professional expertise, etc; like soil investigation, supply and erection of equipment, fire protection services, elevators, crematorium, sewage treatment plant, HT power supply, solar power, biogas plant, rainwater harvesting, etc, which are not within the inhouse capabilities of the LSG.

3.4 **Procurement of Services:**

Procurement of services requiring specialised organisational and institutional infrastructure and professional expertise and could not be implemented using the inhouse capabilities of the LSG. for example; studies, researches, design development, preparation of detailed project reports (DPR) investigations, documentations, practical training programmes requiring professional expertise, rehabilitation of differentially abled, etc;

Procurement of services for which the centage charges do not exceed Rs 10.00 Lakh shall be directly entrusted to accredited agencies mentioned in this Government Order. Procurement of services for which the centage charges exceed Rs 10.00 Lakh shall be made in terms of QCBS/LCS/FBS methods, among the accredited agencies mentioned in this Government Order.

4. **Selection of Accredited Agency:**

For all Non-PMC works, selection shall be done among the qualified Accredited agencies through a fair and transparent bidding process according to the type of work, technical requirement, centage charges, etc; only.

4.1 For works of value less than equivalent cost of construction of building up to 500 square metres, following prevailing schedule of rates or Rs. One Crore (as in 2021, subject to periodic revision) whichever is higher, the bidding process shall need to compare only the centage charges.

4.2 For works of value above equivalent cost of construction of building up to 500 square metres, following prevailing schedule of rates or Rs. One Crore (as in 2021, subject to periodic revision) whichever is higher, the bidding process shall be based on the QCBS system. The quality comparison part shall compare the performance of the building, including functional parameters, based on the design concept and specifications proposed by the accredited agency, in various aspects such as green principles, carbon footprint, user comfort, universal design, ecological benefits, etc.

5. **Investigation, Planning, Design & Preparation of estimates:**

5.1 Detailed investigation, architectural design, structural design (if required), preparation of drawings, are to be done before preparation of detailed estimates. The structural designs done through private firms shall be subject to the approval of the TS authority, proof checked by a competent Government agency, if required.

5.2 Detailed estimates shall be prepared in PRICE Software based on CPWD/MoRTH/MoRD/Accredited agencies' specifications & Data, as the case may be, and prevailing schedule of rates and relevant Government Orders.

5.3 The contractor's profit (CP) is not admissible in the estimate rate. Overhead charges and statutory taxes as approved by the Government shall be provided in the estimate rates.

6. **Technical Sanction:**

6.1 **Technical Committees**

Technical Committees shall assist the LSGs in:

- Identifying appropriate technology for various projects
- Identifying specific projects where higher proportions of appropriate technology can be used
- Accord technical sanction
- Check measurements
- Monitoring and Quality Control

- Awareness creation
- Dispute resolution
- Technical inspection in response to complaints

6.1.1 Block Level Technical Committee (BLTC)

The BLTC will have a total of five members out of which three members will form a quorum

Government members: three persons

- Asst. Executive Engineer of the Block Panchayat concerned – Chairperson
- Engineer of the respective LSG for which technical committee is being convened – Ex-officio member
- Reputed architect/engineer from an academic institution

External members: two persons

- Expert member 1: from among retired government/PSU technologists, retired academics, prominent technology experts.
- Expert member 2: co-opted by the committee from among experts in the specific field of technology for special works. Experts could be drawn from retired government/PSU technologists, retired academics, prominent technology experts.

Special Invitee: one person

- The competent authority of the accredited agency may be invited to the BLTC meeting to provide clarifications, if necessary, at the discretion of the Chairperson.

Delegation of powers shall be on the basis of the next higher level of that of the Chairperson.

6.1.2 District Level Technical Committee (DLTC)

This technical committee will have total of five members with a quorum of three.

Government members: three persons

- Executive Engineer, of the District Panchayat concerned – Chairperson
- Engineer of the respective LSG for which technical committee is being convened – Ex-officio member
- Reputed architect/engineer from an academic institution

External members: two persons

- Expert member 1: from among retired government/PSU technologists, retired academics, prominent technology experts.
- Expert member 2: co-opted by the committee from among experts in the specific field of technology for special works. Experts could be drawn from retired government/PSU technologists, retired academics, prominent technology experts

Special Invitee: one person

- The competent authority of the accredited agency may be invited to the DLTC meeting to provide clarifications, if necessary, at the discretion of the Chairperson.

An expert member may be co-opted by the Committee from specific field of technology whenever required. For instance, this would be essential when electrical works are being considered. Experts could be drawn from retired government/PSU technologists, retired academics, prominent technology experts, etc.

Delegation of powers shall be on the basis of the next higher level of that of the Chairperson.

6.1.3 State Level Technical Committee (SLTC)

The SLTC shall be constituted by the government.
There will be a total of five members with a quorum of three.
Government members: four persons

- Chief Engineer, LSGD – Chairperson
- Reputed engineer not below the rank of Executive Engineer (conversant with appropriate technology shall be considered as an added advantage)
- Engineer of the respective LSG for which the specific DLTC is being convened – Ex-officio member
- Reputed architect/engineer from an academic institution

External member: one person

- Expert member: from retired government/PSU technologists, retired academics, prominent technology experts

Special Invitee: one person

- The competent authority of the accredited agency may be invited to the SLTC meeting to provide clarifications, if necessary, at the discretion of the Chairperson.

An expert member may be co-opted by the Committee from specific field of technology whenever required. For instance, this would be essential when electrical works are being considered. Experts could be drawn from retired government/PSU technologists, retired academics, prominent technology experts, etc.

The remuneration to be paid to each of the retired engineers / experts on the committee shall be as fixed by government from time to time.

7. Execution of Agreement:

7.1 An Agreement shall be executed in the model format, prescribed in Appendix III of this Government Order on Stamp Paper of prescribed value between the Implementing Officer of the LSG and the accredited agency, within seven days of receipt of the work order entrusting the works to the accredited agency. The total agreement amount shall consist of the total estimate amount of the work, the centage charges and GST.

7.2 No EMD or Security Deposit shall be collected from the accredited agencies by the LSG and no Retention Money shall be deducted from the various work bills of the accredited agency, by the LSG.

8. Centage Charges:

8.1 The maximum admissible Centage Charges on the estimated value or value of work done, whichever is lower, shall not exceed the upper limit as per the details given below:

8.1.1 For all works costing Rs. 5 Crore and above @ 5% subject to a minimum of Rs. 30 Lakh.

8.1.2 For all works costing below Rs. 5 Crore and up to Rs. 3 Crore @ 6% subject to a minimum of Rs. 21 lakh.

8.1.3 For all works costing below Rs. 3 Crore and up to Rs. 1 Crore @ 7% subject to a minimum of Rs. 8 Lakh.

8.1.4 For all works costing below Rs. 1 Crore @ 8%.

8.2 However, in the case of works being executed directly by the accredited agencies without any bidding process, a recovery @0.50% of the estimated value or value of work done, whichever is lower, shall be effected from the centage charges.

8.3 In the case of non-performance of components enlisted at 1, 3, 4 and 5 of the table, the split up of maximum recovery shall be regulated as per the details given below. Part of the recoveries in respect of items 4 and 5 can be utilised for

payment of remuneration to the retired engineers / experts for their service on the DLTC or for providing assistance in check measurements.

Sl. No.	Particulars of Split up	Centage @ 8% (works below 1 crore)	Centage @7% (works below 3 crore up to 1 crore)	Centage @ 6% (works below 5 crore up to 3 crore)	Centage @ 5% (works costing 5 crore and above)
1	Investigation, Planning, Design, preparation of drawings, detailed estimates and DPR	@2.50%	@2.00% subject to a minimum of Rs. 2.50 Lakh	@1.50% subject to a minimum of Rs. 6.00 Lakh	@1.50% subject to a minimum of Rs. 7.50 Lakh
2	Preparation of tender documents issue of tender notification including advertisement charge, evaluation of tenders, award of work and execution of contract.	@0.50%	@0.50% subject to a minimum of Rs. 0.50 Lakh	@0.50% subject to a minimum of Rs. 1.50 Lakh	@0.50% subject to a minimum of Rs.2.50 Lakh
3	Supervision, Quality Control, Measurement and preparation of contract bills.	@4.50%	@4.05% subject to a minimum of Rs. 4.50 Lakh	@3.60 % subject to a minimum of Rs. 12.15 Lakh	@2.70% subject to a minimum of Rs. 18.00 Lakh
4	Technical Sanction	@ 0.20%	@ 0.20 % subject to a minimum of Rs. 0.20 Lakh	@ 0.20% subject to a minimum of Rs. 0.60 Lakh	@ 0.15% subject to a minimum of Rs. 1.00 Lakh
5	Check Measurement	@ 0.30%	@ 0.25% subject to a minimum of Rs. 0.30 Lakh	@0.20% subject to a minimum of Rs. 0.75 Lakh	@0.15% subject to a minimum of Rs. 1.00 Lakh

8.4 Centage charges for procurement of services:

For other projects like procurement of services such as training, conduct of studies and surveys, centage charges up to a maximum of 8% of expenses and applicable taxes shall be worked out on a case-to-case basis depending on the type of the project including remuneration of resource persons, trainers, surveyors, etc. and cost of training material, rent, conveyance, stationery, food etc. on actual basis.

9. Supervision, Measurement, Check measurement, Inspection and Certification, Preparation and Passing of Contract Bills:

9.1 Accredited agency shall ensure that the supervision, recording of measurement, preparation and submission of bills, etc. in respect of the works, are carried out in compliance with the relevant stipulations in Kerala PWD Manual 2012, except

for all items specifically mentioned in this Government order.

9.2 Arrangements for supervision, recordings of measurements and preparation of bills for the works executed shall be carried out by the accredited agency.

9.3 The LSG shall entrust its Engineer for supervision, joint check measurement of works, inspection and certification of equipment and approval and passing of bills for the works. The services of the members of the District Level Technical Committee could be utilised for assisting the LSG in these activities.

9.4 The accredited agency shall ensure that the work shall comprise the entire subsidiary and incidental items of works connected therewith, in the same site, as may be ordered to be done from time to time by the LSG, even though such works may not be shown in the said drawings or described in the said specifications. Extra items if any shall be executed by the accredited agency subject to Technical Sanction.

10. Payments to the Accredited Agency

10.1 Payment of 20 percent of the total agreement amount may be released as advance payment on execution of the agreement. This payment should be adjusted in the subsequent part bills on pro rata basis, (proportionate to the value of work done passed in each bill), which means 20 percent of the value of each part bill if the advance released was 20 percent.

10.2 Payments for the work executed shall be released directly to the accredited agency by the Implementing Officer, based on the recommendations of the LSG Engineer concerned. In the case of specialised works the recommendations of the LSG Engineer concerned shall be subject to certification, by the competent authority as decided by the DLTC, if required.

10.3 The LSG shall release payment up to a maximum of seventy-five percent of value of the part bills submitted within seven working days of submission of the bill and the remaining value shall be paid, after scrutiny of the bill, within twenty-one working days of submission of the bill. (Refer PWD Manual Part II, Work Methodology, sub head 21: Section no. 2110: Payment of work bills: The officer competent to make payment for the work bill will be authorised to effect payment up to a maximum of seventy-five percent of the bill amount without detailed scrutiny in his office, if the officer himself is satisfied of genuineness of the bills subject to the condition, if any excess payment is noticed, the officer who authorised the payment will be held responsible. The officer, who passes the bill, before making payment, will record a certificate to this effect in the bill). The final bill of the project shall be settled within thirty working days of completion of the works and submission of the final bill. Any delay in payment of the bills beyond

the stipulated dates shall be considered as a valid reason for extension of the agreed date of completion of the project.

11. Secured advance:

In terms of Para 10.2.33 of KPW Accounts Code, where the accredited agency, whose contract is for finished work, requires an advance on the security of materials and/ or equipment supplied at the site, the LSG may sanction advances up to an amount not exceeding seventy-five per cent of the value (as assessed by the LSG) of such materials and/ or equipment, provided that they are of an imperishable nature and that a formal agreement is drawn up with the accredited agency. Recoveries of advances so made shall not be postponed until the whole of the work entrusted to the accredited agency is completed. They shall be made from the bills for work done as the materials are used / equipment are commissioned, the necessary deductions being made whenever the items of work in which they are used are billed for.

12. Release of Centage charges:

The LSG shall pay to the accredited agency, centage charges and its applicable statutory taxes, as prescribed in Clause 8. This amount shall be paid along with each bill, proportionate to the value of work done passed in each bill.

13. Inspection Authority and Submission of reports to CTE:

13.1 The Chief Technical Examiner, Finance (Inspection Wing-Technical) Department, Government Secretariat, Thiruvananthapuram shall be the designated authority to conduct Inspections, inquiry and offer advice on all technical and contractual matters pertaining to the public works entrusted to the Accredited agencies.

13.2 Government Accredited agencies shall submit the pre-measurements of prescribed items of work to the Chief Technical Examiner through the designated check measuring official within the stipulated time as per rules in force.

13.3 In the case of Non-Governmental Accredited Agencies, reporting to Chief Technical Examiner shall be done through the Engineer of the LSG, as per prevailing rules.

13.4 All Heads of Accredited agencies shall submit the Quarterly progress report of public works costing more than Rs. 5 Crores to the Chief Technical Examiner, Finance (Inspection Wing- Technical) Department, Bank Employees Union Buildings, Pulimoodu, Thiruvananthapuram – 695001, within 10th of subsequent month, through email id: cte.fin@kerala.gov.in positively.

APPENDIX II: Types of public works (services and activities) by LSGs where Appropriate Technology can be employed through Accredited Agencies executing directly (non- PMC)

Appropriate technology can be employed in various services and activities taken up by LSGs as illustrated below. The list given below is not exhaustive. Additional works may be included as per local requirements. The cost of construction of such works shall be less than the estimated cost of construction, in conventional mode, based on prevailing schedule of rates. In respect of items of work for which cost-effective / appropriate technology of the accredited agency cannot be made applicable, PWD specifications and standards shall be applicable.

1. Services: Conduct of studies and research, development of design ensuring sustainability, preparation of Detailed Project Reports (DPR), investigations, documentations, practical training programmes requiring professional expertise, studies and rehabilitation of differentially abled, etc.
2. Public Works: For ensuring sustainability, it is important to use appropriate methods and concepts in planning, construction, operation and end-of-life of projects and buildings and related activities, as mentioned in Para. 4 of this Government Order. Building works: Civil, Structural and Electrical works, HVAC, Communications, Water supply and Sanitary arrangements, Fire protection and Security system etc; necessary for construction, repair and maintenance of all types of buildings
   - 2.1 Road works: Construction, maintenance and improvement of all types of Roads including culverts, construction and maintenance of drainage, cross drainage, retaining walls and other side protection and road furniture works.
   - 2.2 Bridge works: Construction, maintenance and improvement of Bridges with RCC, Steel and its combination.
   - 2.3 General Civil works: Construction, repair and maintenance of different types of structures and infrastructure works which include Buildings, Roads, Culverts, Interior works, furniture and furnishings, Landscaping, Recreational, Tourism infrastructure, Markets, Slaughter houses, Crematoria, etc; and allied works.
   - 2.4 Power Plants: Construction and /or maintenance of Hydro Electric power projects, Thermal Power Plants, Renewable Energy Power Plants, Power Sub Stations, etc. including connected Civil, Mechanical, Electrical and Electronic works.
   - 2.5 Irrigation related works: Infrastructure works intended to increase the

agricultural productivity like construction/maintenance of Dams, Weirs, RCBs, Barrage, VCBs, Canals, Ponds, intake structures etc.

2.6 Industrial Infrastructure Development works: Construction and maintenance of Internal roads, Bridges/culverts, Water supply and Sanitary lines, Effluent Treatment Plant, Power Sub Stations, Warehousing, Testing facilities etc. for development of Industries including Information Technologies.

2.7 Agricultural Land Development works: Soil and water conservation works necessary for improving the agricultural productivity of soil like Construction/maintenance of Soil protection works, Thodus, Ponds, Bunds, Installation and maintenance of Agricultural machinery, etc.

2.8 Electro-mechanical works which are part of civil works: Construction/maintenance of public works having Electrical or Mechanical works like Power Generating Plants, Power Sub Stations, Plant & Equipment, HVAC, Building Automation, Communication, Firefighting works etc.

2.9 Steel works which are part of civil works: Fabrication Erection and maintenance of all types of steel structures.

2.10 Water supply and Sewage works: Construction, commissioning and maintenance of water supply systems like Ordinary and Deep Wells, Intakes, Pipelines, Water Tanks, Water and Sewage Treatment Plants, etc.

2.11 Water Management works: Soil and water conservation works necessary for micro and macro level watershed management, rainwater harvesting and storage, ground water recharging, recycling and reuse of wastewater, etc.

2.12 Sanitation and waste management: Development of infrastructure required for sanitation and waste management.

2.13 Landscaping, agro-forestry, greening and ecosystem conservation.

2.14 Watershed development: Rejuvenation of water bodies and catchment areas, including soil, water and biomass regeneration.

2.15 Sports Infrastructure Development works: Construction and maintenance of sports infrastructure works like Playgrounds, Synthetic Track, Indoor and Outdoor Stadiums, etc.

2.16 Marine/inland water works: Construction and maintenance of Fishing harbours, Ports, Break waters, Wharf, Jetties, etc.

2.17 Coastal and bank protection: Prevention of sea erosion, protection of river and pond banks.

2.18 Information Technology works: Design, Development, Implementation and Management of Software applications, installation and Commissioning of Computer Hardware, Internet, Networking and related work.

2.19 Conservation and restoration work: Additions, alterations, repair, conservation and retrofitting (for structural and for accessibility features) of

existing buildings, Conservation and restoration of buildings having heritage value and natural heritage structures and systems.

2.20 Disaster management: Works like flood protection, land slide protection, emergency relief works, drainage systems, etc.

APPENDIX III: Model Agreement Format

Model form of Agreement, (with annexures), to be executed between the LSG and the Accredited Agency for direct execution of works. (non-PMC mode).

Agreement Number ...../.....(year)

This agreement executed on this ..... **st/th day of……(month)…….(year)** between **<the LSG>** represented by its **<Implementing officer of the LSG>,** who is the implementing officer of the project for the **<LSG>** (hereinafter referred to as "**the First Party**" which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and assigns) on the FIRST PART and **<the accredited agency>,** represented by its **<Authorised officer of the accredited agency>** who is the authorised officer of the accredited agency (hereinafter called "**the Second Party**", which expression shall, where the context so admits or imply, be deemed to include its successors and assigns) on the SECOND PART for **"<Project Name>" for <the LSG>;**

Whereas the Government of Kerala have issued orders vide G.O.(P)No. 77/2019/Fin dated 04/07/2019, approving **the Second Party** as an accredited agency to execute public works for local bodies and Government Departments and have issued guidelines for the implementation of projects undertaken by the accredited agencies vide G.O.(P) No. 67/2021/Fin dated 28/04/2021 and <other relevant GO>;

And whereas **the First party** has decided vide <Number and date of communication/decision > to entrust the execution of **<name of the project>,** to **the Second Party,** at a total estimated cost of **<cost of the project, in figures and words>**, as per the specifications, drawings and estimates given in the Appendices 3 and 4.

Now it is mutually agreed that:

1 **The Second Party** agrees to execute and complete the works of *construction, renovation and/or maintenance, using cost-effective techniques and locally available materials* following the standards and specifications of the second party (the accredited agency)**,** as mentioned vide G.O.(P) No. 67/2021/Fin dated 28/04/2021. *The cost of construction of such works shall be less than the estimated cost of construction, in conventional mode, based on prevailing schedule of rates.* In respect of items of work for which *cost-effective / appropriate technology of the accredited agency cannot be made applicable,* PWD specifications and standards shall be applicable.

2 **The First party** shall make an advance payment of 20 percent of the estimated cost to **the Second Party** on execution of agreement, which shall be recovered from the subsequent bills on pro-rata basis, which means 20 percent of the value of each part bill.

3 **The first party** shall hand over the proposed site, accessible and hindrance free in all respects, to **the Second Party** within <….> days of execution of the Agreement.

4 **Date of commencement and date of completion:** Time shall be considered as the essence of the contract. **The Second Party** shall adhere to the time schedule for execution of each stage of work as per Appendix No 6. to this agreement. **The Second Party** shall start the work within < … > days after handing over of the site, hindrance-free, with necessary permits and statutory clearances to start the work or receiving the initial advance, whichever is later, and complete the works within <…. > months from the date of commencement.

5 **The Second Party** shall follow provisions of KPWD/ CPWD manual, relevant Government Orders and Circulars in letter and spirit for the project undertaken. All procurement of goods, if any, shall be in compliance with the provisions of Kerala Stores Purchase Manual.

6 **The Second Party** shall not sublet the work or part of the work to another agency or contractor. However, for specialised works which are not covered under the core competency of **the Second Party**, requiring specialised physical infrastructure, professional expertise, etc; like soil investigation, supply and erection of equipment, firefighting systems, elevators, sewage plants, HT power supply systems, etc, required for the proper implementation of the project, may be exempted from the above condition with prior intimation to **the First Party**.

7 **The Second Party** shall arrange supervision, recordings of measurements and preparation of bills for the construction for the quantity of works executed.

8 **The First party** shall ensure the services of the serving competent Engineers of the LSG institution for the timely supervision, measurement and check measurement, as prescribed in Appendix I, Clause 9.3 of the Master G.O. proposed in this report.

9 **The Second party** hereby agrees that the work mentioned above shall comprise the entire subsidiary and incidental items of works connected therewith, in the same site, as may be ordered to be done from time to time by **the First Party,** even though such works might not have been shown in the said drawings or described in the said specifications. Extra items if any shall be executed by the accredited agency subject to Technical Sanction.

10 **The Second Party** shall afford all facilities to the authorised representatives of **the First Party** during the progress of work to watch and inspect the work including the quality of the materials to be used to ensure that the construction is carried out in accordance with the terms and conditions of this agreement. All works under execution shall at all reasonable times be open to the inspection and supervision of **the First Party** or his nominees and always, **the Second Party**, should have a responsible technical representative present at the work site during the usual working hours and at all other times when reasonable notice of the intention to visit the works has been given by **the First Party**.

11 **The First Party** shall release payment up to a maximum of seventy-five percent of value of the part bills submitted within seven working days of submission of the bill and the remaining value shall be paid, after scrutiny of the bill, within twenty-one working days of submission of the bill. *(Refer PWD Manual Part II, Work Methodology, sub head 21: Section No. 2110).* The final bill of the project shall be settled within thirty working days of completion of the works and submission of the final bill. Any delay in payment of the bills beyond the stipulated dates shall be considered as a valid reason for extension of the agreed date of completion of the project.

12 **Secured advance:** In terms of Para 10.2.33 of KPW Accounts Code, where **the Second Party**, whose contract is for finished work, requires an advance on the security of materials and/ or equipment supplied at the site, **the First Party** may sanction advances up to an amount not exceeding seventy-five per cent of the value (as assessed by **the First Party**) of such materials and/ or equipment supplied at site, provided that they are of an imperishable nature and that a formal agreement is drawn up with the accredited agency. Recoveries of advances so made shall not be postponed until the whole of the work entrusted to **the Second Party** is completed. They shall be made from the bills for work done as the materials are used / equipment are commissioned, the necessary deductions being made whenever the items of work in which they are used are billed for.

13 **No collection of EMD and Security Deposit and no deduction of retention money.** As prescribed in the Master G.O. proposed in this report, no EMD or Security Deposit shall be collected from **the Second Party** by the **First Party** and no Retention Money shall be deducted from the various work bills of the Second Party by the First party.

14 **Centage charges:** The **First Party** shall pay **< …. percent >** of the estimated project cost or value of work done, whichever is lower, to **the Second Party** as centage charges and its applicable statutory taxes, as prescribed in Clause 7 of G.O.(P) No. 67/2021/Fin dated 28/04/2021 and Appendix I, Clause 8 of the Master G.O. proposed in this report. This amount shall be paid proportionate to the value of work done claimed in the bills submitted by **the Second Party**.

15 **The First Party** shall arrange to obtain all necessary permits and sanctions from local bodies and Government Departments / Agencies, required for the execution of the project and for obtaining electricity, water supply and other service connections and statutory clearances for the project on completion of the works or as and when required. **The Second Party** shall prepare and submit to **the First Party**, all necessary applications, sketches, designs and other required technical documents, including online submissions (if required), to obtain necessary permission/clearance from the statutory authorities. **The First Party** shall provide the documents related to the site required for obtaining the necessary permission /clearance. **The First party** shall arrange the necessary liaison with the respective authorities as required, to obtain the necessary permission/clearance from the statutory authorities and shall pay all the necessary fees and other statutory charges as required. **The Second Party** shall provide necessary technical assistance, (if required), to **the First Party** for obtaining the permission/ clearance.

16 **The Second Party** shall arrange and pay for the electricity and water connections and its consumption charges required for the construction purpose. **The First Party** shall arrange for the relevant documents for obtaining the necessary connections as required.

17 **Transparency and voluntary disclosure:** Upon execution of the Agreement, a display board shall be provided at a prominent location at the site by **the Second Party**, providing details regarding the project as per the template provided in the Appendix 7. The project shall be subjected to social audit. **The Second party** shall undertake to make its records relating to the Project available with **the Second Party** for inspection **the First Party** or its authorised representatives at any time and upon reasonable written notice, both during the term of this Agreement and at any time during the period of 5 years following the completion of the project.

18 **Extension of Time: The Second Party** shall inform immediately to **the First Party** of any delays caused in the progress of the work. If there is a failure to complete the work on the stipulated date, **the Second Party** shall apply for extension of time of completion to **the First Party** at least fifteen days before the agreed date of completion. **The First Party** shall issue orders on the matter within seven days of receipt of the application.

As prescribed in Section 2112 of KPWD Manual, the extension of time of completion that can be granted at a time shall not exceed 25% of the original time or six months whichever is less. The maximum extension that can be granted for a work shall be limited to half the original time of completion.

19 **Date of Completion of Project:** As per section 2113 of KPWD Manual, the date of completion of the work is the date of the last measurement recorded by the Engineer concerned of **the Second Party** on completion of the works. A completion certificate in the prescribed proforma, (Appendix 2100 G of KPWD Manual), along with the final bill

shall be submitted by **the Second Party** to **the First Party,** accompanied by the as-built drawings of the work and any guaranty, warranty, Operation and Maintenance Guidelines, as required. In respect of the multiple independent components as mentioned in Appendix <…> of this agreement, individual completion certificates shall be issued for each completed component.

20 **Handing over and taking over**: On receipt of the completion certificate, a joint inspection shall be conducted, and **the First Party** shall take over the completed work, on or before a mutually agreed date. A duly signed handing over - taking over certificate shall be issued by **the Second Party** after affixing the signature on the handing over part and **the First Party** shall return a copy of the certificate after affixing the signature and seal on the taking over part.

21 Defect Liability Period and undertaking to cover defect liability period.

The defect liability period shall be as detailed in G.O (Rt) No. 161/2019/Fin Dated: 25/11/2019. The date of completion, as in clause 19 of this agreement, shall be reckoned as the date for commencement of the defect liability period.

As prescribed in G O (P) 25/2018/Fin dated 21-02-2018, **the Second Party** shall furnish an unconditional undertaking, on Kerala Government Stamp Paper worth Rs. 200/- to the effect that "the manufacturing defects / short coming in the works done, as pointed out by **the First Party** during the defect liability period shall be rectified within the mutually agreed time frame, except for any products which are covered under OEM warranty, without any extra cost" as detailed in G.O (Rt) No. 161/2019/Fin Dated: 25/11/2019. Consequently, no deduction shall be made from the bills towards guarantee for defect liability.

Defect liability of **the Second Party** shall not cover any damages/defects which occur due to the improper way of handling and/or misuse or natural calamities, of any items such as glass panes of doors/windows, hardware of doors/windows, electrical and sanitary fittings and fixtures, etc. after the date of handing over – taking over of the completed project.

22 **Penalties for delay in completion of works:** Such delays which are due to any reasons not attributable to **the Second Party** shall not be considered as the liability of **the Second Party** and no penalties shall be imposed on **the Second Party** on the extension of the time of completion of the project. However, when there is default on the part of **the Second Party**, penalties shall be imposed on **the Second Party** as listed below.

Period	Rate of fine
First Extension	1% of the PAC subject to a minimum of Rs.1000/- and maximum of Rs. 50000/-
Beyond First Extension	2% of the PAC subject to a minimum of Rs. 2000/- and maximum of Rs. 100000/-

23 **Incentives for timely completion**: As prescribed in Section 2112.1 of KPWD Manual, incentive at the rate of 1 (one) percent of the estimate amount, subject to the maximum of Rs. 4 Lakh shall be paid to **the Second Party** if the work is completed within the originally agreed time of completion.

24 **Supplemental Agreements:** A supplemental agreement shall be executed, based on mutually agreeable terms and conditions, for any of the following situations.

.i Extension of time of completion of the project

.ii Deviation in agreed quantities up to plus or minus (+/_) twenty-five percent without exceeding the allocated AS amount of the project

.iii Deviations in agreed items, such as change in specifications and extra items, without exceeding the allocated AS amount of the project.

25 Force Majeure

Definitions

For the purpose this Agreement, "Force Majeure Event" means an event beyond the control of **the First and Second parties**, which prevents either of the Parties from fulfilling any of its obligations under this Agreement, including, but not limited to:

b Disastrous events such as, but not limited to fires, explosions, earthquakes, landslides, drought, tidal waves, cyclones and floods;
c War, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, embargo;
d Rebellion, revolution, insurrection, usurped power, civil war;
e Riot, commotion, strikes, go slows, disruption due to local issues or outside interventions, lock outs or disorder, unless solely restricted to employees of the **Second Party**;
f Acts or threats of terrorism;
g Restraints, restrictions, lockdowns, imposed by Government or any Statutory Authority.

Consequences

8 Neither of **the Parties** shall be considered in breach of this Agreement to the extent that performance of their respective obligations is prevented by a Force Majeure Event that arises after the date of agreement.

9 The Affected **Party** which is prevented from carrying out its obligations due to any such Force Majeure Event, shall give immediate notice to the **other Party** upon foreseeing such occurrence or on actual occurrence of such Force Majeure Event.

10 If the **Second Party** is prevented from executing its obligations by such Force Majeure event, it shall be relieved of its obligations only to the extent that it has been rendered so incapable, and shall endeavour and continue to perform all its other obligations within the prescribed timelines, under this Agreement.

26 **Escalation of rates during the period of the agreement including the period of extension:**

i) The Rates and Estimated Cost shall hold firm for the entire scope of execution of the awarded work until the completion of all awarded works and handover. There is no cost escalation allowable towards material and/ or labour, due to the delay in completion for the reasons attributable to **the Second Party**.

4 However, any variation in the cost of materials or labour, which happened during the period of delays due to an event of Force majeure or reasons beyond the control of **the Second Party**, shall be suitably effected in the mutually agreed rates, adhering to the agreed time schedule, subject to the decision of the District Planning Committee or the Government, as the case may be.

5 In case of any significant variation occurring in the cost of materials and/or other components pertaining to the work, during the period of execution, that variation shall be considered for granting revision in the rates as decided by the Government.

27 **Settlement on foreclosure of work:** If the work is foreclosed for reasons beyond the control of the second party, the claim of **the Second Party** shall be suitably settled by **the First Party** based on the quantity of work executed till that date.

28 **Amicable Resolution of Disputes**: On the aspects where the clauses of the agreement are silent or such cases relating to deviation from these clauses, efforts shall be made to resolve the issues through mutual dialogues and consultations between **the Parties**. If such a resolution is not reached between the parties, within thirty days, the issue shall be referred to a mutually agreed competent Arbitrator.

29 The documents appended to this agreement as Appendix 1 to 12 shall form an integral part of this agreement.

IN WITNESS WHERE OF the parties here to have affixed their signature.

Dated the <date>, at <Place>, Kerala, by

<The Implementing Officer>
<The LSGI>

<Authorised Signatory>
<The Accredited Agency> <District>
<District>

Witness

(1) ……..

(2) ……..

(1) ……..

(2) ……..

List of Appendices: -

1 Copy of AS
2 Work order or Copy of the resolution of the LSG to award the work
3 Drawings
4 Copy of TS along with schedule of rates
5 Copies of statutory approvals
6 Project time schedule
7 Details to be provided on the display board at site
8 Proforma of Completion certificate (2100 G)
9 Proforma of Site handing over report
10 Proforma of Handing over and taking over report
11 Proforma of the undertaking to cover the defect liability period
12 All G.Os mentioned in this agreement
    i. G.O.(P) No. 67/2021/Fin dated 28/04/2021
    ii. G.O (Rt) No. 161/2019/Fin Dated: 25/11/2019
    iii. G.O.(P)No. 77/ 2019/Fin dated 04/07/2019
    iv. G O (P) 25/2018/Fin dated 21-02-2018
    v. G O (Ms) No. 133/07/LSGD dated 18-05-2007
    vi. Master G.O. proposed in this report.

Appendix 7: Format of Display Board at site: (Minimum size: 1.2m x 1.2m)

Name of the Local Self Government Institution

തദ്ദേശ സ്വയം ഭരണ സ്ഥാപനത്തിന്റെ പേര്

Details of the work

പ്രവൃത്തിയുടെ വിവരങ്ങൾ

പ്രവൃത്തിയുടെ പേര് :
Name of work

നിർവ്വഹണ ഉദ്യോഗസ്ഥൻ :
Implementing Officer

പ്രവൃത്തി ചെയ്യിക്കുന്ന
അക്രെഡിറ്റഡ് ഏജൻസിയുടെ
പേര് :
Name of the accredited agency-
Which has taken up the work

എസ്റ്റിമേറ്റ് തുകയും കാലാവധിയും
Estimate amount and period :

ലഭ്യമാകുന്ന സൗകര്യങ്ങൾ
ചുരുക്കത്തിൽ
Available facilities in short :

കെട്ടിടത്തിന്റെ ഒരു ചതുരശ്ര
അടിയുടെ നിർമ്മാണ തുക
Construction cost per square metre
of the building :

പ്രവൃത്തി തുടങ്ങിയ തീയ്യതിയും
ചെയ്തു തീർക്കേണ്ട തീയ്യതിയും
Date in which the work
Started and the date on which the
Work to be completed :

പ്രവൃത്തിക്കു നൽകിയ മുൻകൂർ
തുക .....(എസ്റ്റിമേറ്റിന്റെ (ശതമാനം.....
Advance amount given for the work :

എസ്റ്റിമേറ്റ് തുകയിൽ കോൺടാക്ടറുടെ ലാഭം ചേർത്തിട്ടില്ല.
Contractor's profit is not included in the estimate amount)

ചെലവ് കുറഞ്ഞതും പ്രകൃതി സൗഹൃതവുമായ നിർമ്മാണം.
Cost effective and eco-friendly construction

Appendix 8: CERTIFICATE OF COMPLETION OF WORK (2100 G of PWD Manual)

Name of Work :

Name of Accredited Agency :

Agreement No. and date :

Supplemental Agreement No. and date :

Certified that the works as per the above agreement and supplemental agreements have been completed in all respects on .... The certificate does not however absolve the accredited agency from any of the liabilities for which the accredited agency is responsible as per terms of the agreement.

.....

< Signature of Authorised Signatory of the Accredited Agency, Designation and Date >

Appendix 9: Site Handing over report

ACKNOWLEDGEMENT FORM OF HANDING OVER THE SITE

APPENDIX 2100A (Referred to in Para 2102.1)

1. Name of work :
2. Name of Accredited Agency :
3. Estimate amount :
4. Agreement No and date :

I have this day <…….> taken over the site for the above work subject to the conditions in the notes below.

Handed Over:	Taken Over:
Signature and seal of Implementing Officer of the LSG with date.	Signature and seal of authorised officer of Accredited Agency with date

NOTES: -

(1) Handing over site in this context would imply making available the site for the accredited agency and its authorised representatives, workmen etc., to enter the site and carry on the work entrusted to them.

(2) This does not mean occupancy right in the normally accepted sense of the word. (3) In respect of maintenance work and works of additions and alterations to existing structure, the accredited agency's right of entry to the site and carrying on the work should be so exercised as not to cause hindrance or disturbance to the existing structures or occupants / Traffic in case of road works thereof.

(4) The Accredited agency should vacate the site after clearing it of all debris etc., on completion of the work or when the contract is terminated.

Appendix 10: REPORT OF HANDING OVER AND TAKING OVER OF WORK ON COMPLETION

Name of Work	:
Name of Accredited Agency	:
Agreement No. and date	:
Supplemental Agreement No. and date	:

I have handed over the site for the above work along with the enclosures.	I have taken over the site for the above work along with the enclosures.
Signature and seal of authorised officer of Accredited Agency with date	Signature and seal of Implementing Officer of the LSG with date.

Enclosures:

1. List of inventories
2. As built drawings
3. guaranty, warranty
4. OEM warranty

Appendix 11: Undertaking to cover defect liability pertaining to the Agreement

No. ----, dated ---------- for the work ----------

Second Party namely <…… accredited agency…> hereby unconditionally undertakes that the defect/ shortcomings in the works done due to use of inferior quality of materials or poor workmanship as pointed out by the First Party namely <…. LSG… > during the defect liability period as prescribed in G.O (Rt) No. 161/2019/Fin Dated: 25/11/2019 shall be rectified within the prescribed time as mutually agreed by both the parties without any extra cost and any failure on the above shall result in recovery of expenditure incurred by the First Party towards rectification of the defect from any future payment due to the Second Party or through revenue recovery.

Defect liability of the Second Party shall not cover any damages/defects which occur due to the improper way of handling and/or misuse or natural calamities, of any items such as glass panes of doors/windows, hardware of doors/windows, electrical and sanitary fittings and fixtures, etc. after the date of handing over – taking over of the completed project.

Signature and seal of authorised officer of Second Party with date	Signature and seal of authorised officer of First Party with date.

Appendix 14.4: Methods, specifications and analysis of rates

Annexure VII: Methods, specifications and analysis of rates

In response to the finding that there is a dire need for standardisation of specifications and analysis of rates, the following suggestions are being made. Various schedules have been made operational as a part of the PRICE software. Apart from the Delhi Schedule of Rates (DSR) which is the primary schedule, there are schedules prepared by various works departments of the government such as PWD, LSGD, Irrigation, Harbour engineering, etc. It is suggested that a dedicated schedule be prepared and integrated with the PRICE platform to enable hindrance-free usage of appropriate technology in LSG public works. The schedule could be named the 'Appropriate Technology Schedule' (ATS).

1. Method for introducing items of works in the ATS

A standard procedure is suggested for introduction of items of works in the ATS and the components involved are as follows.

- The government may constitute a committee of experts to recommend the inclusion of new items in the ATS. The members of the committee shall be one technical representative from each of the following institutions. Meetings of the committee may be convened by the member from the organisation which seeks to include a new item. Any other accredited agency wanting to include an item shall contact the member from KESNIK.
    - Kerala State Nirmithi Kendra (KESNIK)
    - Centre of Science and Technology for Rural Development (COSTFORD)
    - Habitat Technology Group (HTG)
- Rationale for inclusion in the ATS
    - Check with DSR and other schedules linked in PRICE and make sure that the item is not available in any of these schedules.
    - Provide a write-up detailing the reasons for the item to be environmentally, socially and economically sustainable and thus eligible for inclusion.
    - List out the advantages and disadvantages.
    - Unanimous endorsement by the committee members of the performance of the item of work for the basic purposes of its use.
    - Include five photographs of the item of work as it has been incorporated in buildings from which the observed data is collected. The photos should

cover the work in progress and after completion clearly indicating the context of application.

- Prepare detailed specifications of the item including measurement unit, mode of measurement, measurement tolerance, etc.
- Prepare the nomenclature to be used in estimates.
- Preparation of Analysis of Rates (Data)
  - Check for any similar items in DSR and other schedules which are linked with the PRICE platform. If available, derive the analysis for the new item from the available item.
  - If similar items are not available, analysis of rates based on observed data may be prepared. Procedure for recording observed data shall be as follows.
    - The final coefficients for materials, labour, sundries, wastage, etc. shall be the average value obtained from the following.
      - Observed data from at least three independent worksites, ideally from three different agencies, if the item of work in question is being practised by various agencies.
      - Observed data from worksites where the all the expected conditions of the item concerned, including levels, are involved.
  - Base rates of all components available in DSR and other schedules linked with PRICE platform shall be used as they are.
  - Where base rates are not available in any of these schedules, a request may be forwarded to the approving authority to make available market rates for such components. If the material is not freely available in the market, quotations to help arrive at the least market rate along with detailed specifications for the material may be included in the request.
  - Include sundries
  - Add water charges
  - Add overheads
  - Apply cost index
  - Do not add Contractor's Profit
- The committee may send its recommendation to the Chief Engineer, LSGD, along with all the details prepared. Copies shall be sent to the CEOs of all the agencies accredited for doing works using appropriate technology.
- The LSGD and PWD (Buildings) may study the recommendation and process it in consultation with the expert committee.

- The LSGD and PWD (Buildings) may request NIC to make a new schedule exclusively for appropriate technology, called the Appropriate Technology Schedule (ATS)
- The LSGD and PWD (Buildings) may forward the approved recommendation to NIC to incorporate the new item in the ATS.

2. Specifications and Analysis of Rates

Specifications, reasons for inclusion in the Appropriate Technology Schedule, sketches or photographs and analysis of rates are given below for a few items works which are eminently eligible for inclusion in the ATS.

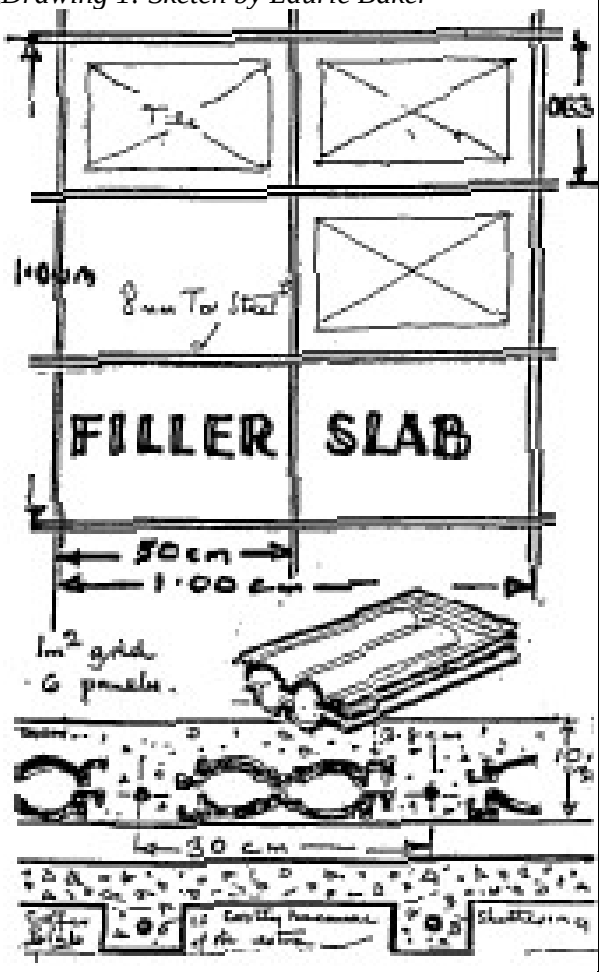
Appropriate Technology Schedule - Sample

(Codes used from DSR 2016)

1. RCC FILLER SLAB

Filler slab is an alternative to conventional RCC slab, in which the redundant concrete in the tensile zone is replaced with a light weight, economical material, which reduces the overall material consumption and thus the cost.

Drawing 1: Sketch by Laurie Baker



Justification for inclusion in the Appropriate Technology Schedule

- Adequate strength and performance
- Approximately 35 % reduction in consumption of concrete
- Approximately 40% reduction in consumption of steel
- No change in labour requirement
- Reduced energy consumption, hence lower carbon footprint
- More comfortable interiors because of thermal insulation
- Saves mortar for plastering the ceiling and recurring maintenance expenses
- Reuse of an otherwise wasted/salvaged material as Filler
- Overall cost savings.

Limitations:

Placement of concrete will be slightly slower compared to conventional RCC slabs, as care needs to be taken not to displace the filler materials while concreting.

Specification and analysis of rate

Sl. No	Code	Description	Unit	Quantity	Rate	Amount
1a	ATS xx	**R.C.C. filler slab, using cement concrete 1:1.5:3 (1 cement: 1.5 coarse sand: 3 graded stone aggregate 20 mm nominal size) with salvaged M.P. tiles as filler material in roofs having slope up to 15°, above plinth level up to floor five level excluding the cost of centering, shuttering, finishing and reinforcement.**				
Details of cost for 1 cum.						
Material						
	295	Stone Aggregate (single size):20 mm	cum	0.44		

		nominal size				
	297	Stone Aggregate (single size): 10 mm nominal size	cum	0.22		
	2202	Carriage of Stone aggregate below 40 mm nominal size	cum	0.66		
	982	Coarse sand (zone III)	cum	0.33		
	2203	Carriage of Coarse sand	cum	0.33		
	367	Portland Cement (0.2225 cum)	tonne	0.31		
	2209	Carriage of Cement	tonne	0.31		
	MR	Salvaged MP Tiles	no	84.00		
	2207	Brick tiles	1000 no's	84.00		
		Labour				
	155	Mason (average)	Day	0.24		
	114	Beldar	Day	2.15		
	101	Bhisti	Day	0.90		
	2	Hire charges of Concrete Mixer 0.25 to 0.40 cum with Hopper	Day	0.08		
	12	Vibrator (Needle type 40 mm)	Day	0.08		
	9999	Sundries	L.S	1.43		
Extra labour for lifting and placing MP tiles						
	115	Coolie	Day	0.20		
Extra labour for slow progress of work						
	155	Mason (average)	Day	0.05		
Extra labour for lifting material up to floor V level: Coolie (2.5x0.75=1.88)						
	115	Coolie	Day	1.88		
		TOTAL				
		cost for 1 cum				
		Add 1 % Water charges				
		TOTAL				
		Add 7.50 % overheads charges				
		TOTAL				
		Add cost index .....%				
		TOTAL with cost index				
		Say				
1b	ATS xx	**R.C.C. filler slab, using cement concrete 1:1.5:3 (1 cement: 1.5 coarse sand: 3 graded stone aggregate 20 mm nominal size) with salvaged M.P. tiles as filler material in roofs having slope more than 15°, above plinth level up to floor five level excluding the cost of centering, shuttering, finishing and reinforcement.**				
Details of cost for 1 cum						
Material						
	295	Stone Aggregate (single size):20 mm nominal size	cum	0.44		
	297	Stone Aggregate (single size): 10 mm nominal size	cum	0.22		
	2202	Carriage of Stone aggregate below 40 mm nominal size	cum	0.66		

	982	Coarse sand (zone III)	cum	0.33		
	2203	Carriage of Coarse sand	cum	0.33		
	367	Portland Cement (0.2225 cum)	tonne	0.31		
	2209	Carriage of Cement	tonne	0.31		
	MR	Salvaged MP Tiles	no	84.00		
	2207	Brick tiles	1000 no's	84.00		
		Labour				
	155	Mason (average)	Day	0.24		
	114	Beldar	Day	2.15		
	101	Bhisti	Day	0.90		
	2	Hire charges of Concrete Mixer 0.25 to 0.40 cum with Hopper	Day	0.08		
	12	Vibrator (Needle type 40 mm)	Day	0.08		
	9999	Sundries	L.S	1.43		
		Extra for laying CC over sloping surfaces				
	123	Mason (brick layer) 1st class	Day	0.187		
	124	Mason (brick layer) 2nd class	Day	0.187		
	101	Bhisti	Day	0.056		
	115	Coolie	Day	0.168		
		Extra labour for lifting and placing MP tiles				
	115	Coolie	Day	0.20		
		Extra labour for slow progress of work				
	155	Mason (average)	Day	0.05		
		Extra labour for lifting material up to floor V level: Coolie (2.5x0.75=1.88)				
	115	Coolie	Day	1.88		
		TOTAL				
		cost for 1 cum				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index .....%				
		TOTAL with cost index				
		Say				

2. BRICKBAT FLOOR BASE

Brickbats are utilised to provide a solid base for the floor overlay instead of conventional PCC floor. Brickbats are laid side by side, over compacted earth, and mortar is filled in the joints.

Justification for inclusion in Appropriate Technology Schedule.

- Adequate strength and performance.
- Drastically reduced cement consumption.

- Labour intensive work, which increases employment opportunities.
- Reduced energy consumption, hence lower carbon footprint.
- Overall cost savings.

Limitations:

- Laying of brickbats will be slightly slower compared to conventional PCC floors.

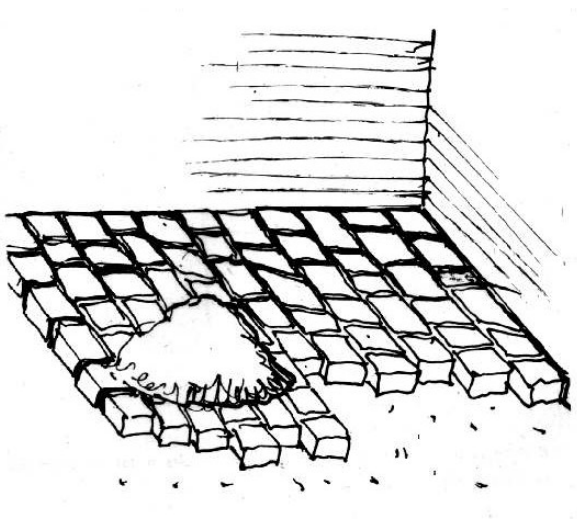


Figure 1: Sketch by Laurie Baker

Specification and analysis of rate

3	ATS xx	**Floor base using brickbats, on a levelled earth bed, including filling joints with cement mortar of 1:6 (1cement: 6 coarse sand)**				
Details of cost for 10 Sqm						
Material						
	362	Brick bats	cum	0.70		
	2260	Carriage of brick bats	cum	0.70		
	3.11	Cement mortar 1: 6 (1 cement :6 coarse sand) Rate as per Item Number 3.11 of SH: Mortars	cum	0.26		
		Labour				
	124	Mason (brick layer) 2nd class	Day	0.75		
	114	Beldar	Day	0.25		
	115	Coolie	Day	1.62		
	101	Bhisti	Day	0.270		
		TOTAL				
		cost for 10 sqm				
		cost for 1 sqm				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index .....%				
		TOTAL with cost index				
		Say	For 1 sq.mtr			

3. BRICK CONCEALED RCC BAND

Plinth level bands and lintels are normally made of RCC. A cavity arrangement of brick on edge, with reinforced concrete is adequate to counter superimposed and seismic loads.

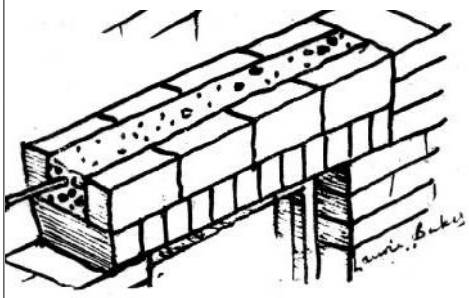
Justification for inclusion in Appropriate Technology Schedule

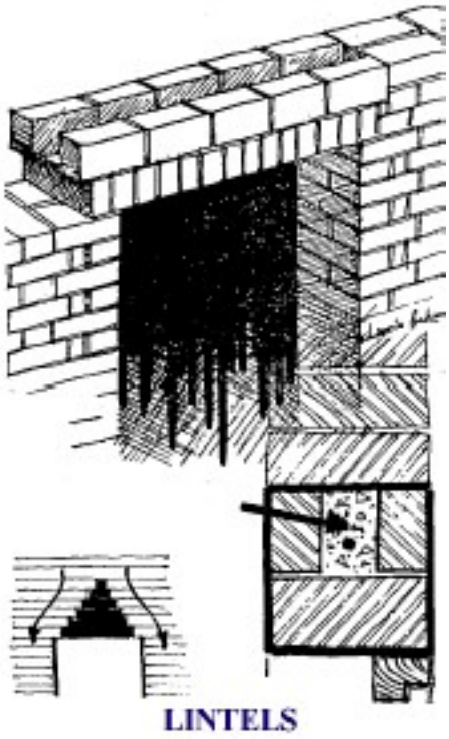
- Adequate strength and performance
- More than 50% reduction in consumption of concrete
- More than 85% reduction in consumption of steel
- Elimination of requirement of formwork, enabling hindrance-free masonry work.
- Reduced energy consumption, hence low carbon footprint
- Enhances aesthetics as the RCC is concealed in the brick lining
- Overall cost savings.

Limitations:

- Not suitable for very large openings.

Drawing 2: Sketches by Laurie Baker





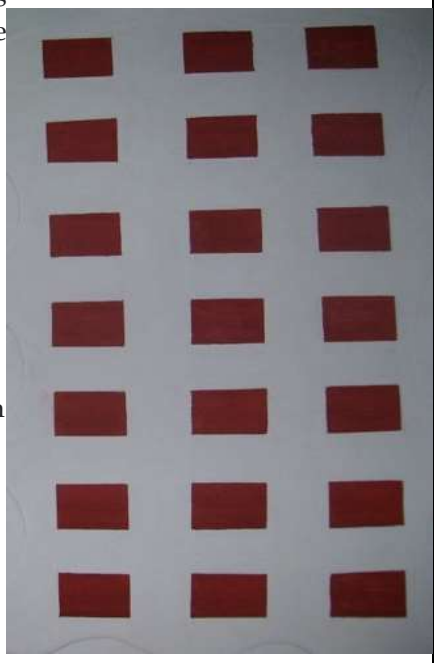
Specification and analysis of rates

4	ATS xx	**Brick Concealed R.C.C. band: using cement concrete 1:1.5:3 mix, 11 cm deep and 8 cm wide, with 7 cm thick brick-on-edge lining on both sides with common burnt clay F.P.S. (non-modular) bricks of class designation 7.5, in cement mortar 1:4 (1 cement: 4 coarse sand) excluding cost of form work & reinforcement. (Above plinth level and up to floor two level)**				
		Details of cost for 1 cum				
		Material				
	MR	Country Burnt Brick (22 x 7 x 10 cm, table moulded with finished flat face for exposed masonry)	1000 no's	377.00		
	2201	Carriage of Bricks	1000 no's	377.00		
	3.11	Rate as per Item Number 3.11 of SH:	cum	0.0091		

		Mortars				
	5.3	Rate as per item number 5.3 of SH: Reinforced cement Concrete work	cum	0.39		
	9999	Sundries	L.S	22.36		
		Labour				
	123	Mason (brick layer) 1st class	Day	0.80		
	124	Mason (brick layer) 2nd class	Day	0.80		
	115	Coolie	Day	1.00		
	101	Bhisti	Day	0.20		
	9999	Sundries	L.S	22.36		
		TOTAL				
		cost for 1 cum				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index .... %				
		TOTAL with cost index				
		Say				

4. CEILING PLASTERING FOR FILLER SLAB.

Plastering of the ceiling only on places where concrete is visible (excluding the area of filler materials) reduces the overall materials consumption and thus the cost.



Justification for inclusion in the Appropriate Technology Schedule

- Adequate performance.
- Approximately 25 % reduction in materials consumption
- Approximately 20% increase in labour
- Labour intensive work, which increases employment opportunities.
- Reduced energy consumption, hence lower carbon footprint
- Improved acoustic and thermal properties.
- More aesthetic interiors because of dual coloured ceiling patterns
- Overall cost savings.

Limitations:

- Additional time is required for the finishing edges of filler material.

Specification and analysis of rate

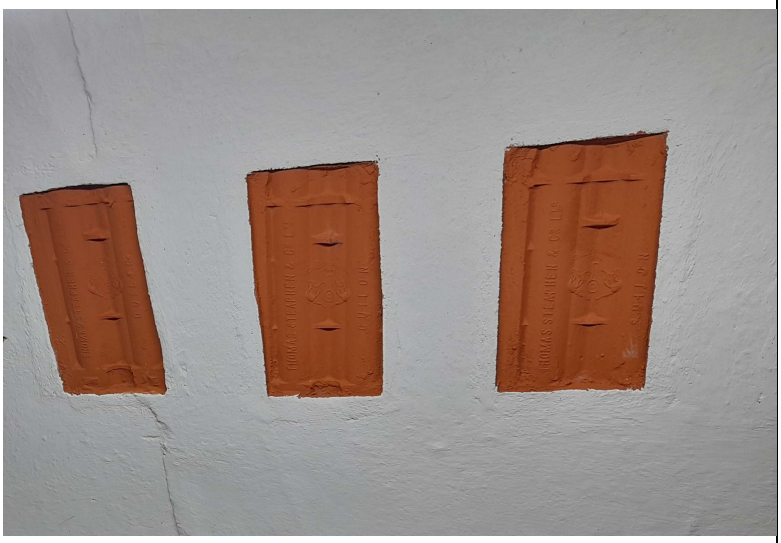
5	ATS xx	**Ceiling plastering for RCC filler slab, on the entire surface, excluding where filler materials are visible, in cement mortar 1:4 (1 cement: 4 fine sand), 6mm thick.**
Details of cost for 10 Sqm		

		Material				
	3.4	Cement mortar 1:4 (1 cement: 4 fine sand). Rate as per Item Number 3.4 of SH: Mortars	cum	0.049		
		Labour				
	123	Mason (brick layer) 1st class	Day	2.000		
	115	Coolie	Day	0.750		
	101	Bhisti	Day	0.920		
	9999	Extra for removing burrs, cleaning with wire brushes, pock making with pointed tool etc. complete.	L.S	13.390		
	9999	Scaffolding and sundries	L.S	11.7		
		cost for 10 sqm				
		cost for 1 sqm				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index .....%				
		TOTAL with cost index				
		Say				

5. CEILING POINTING FOR FILLER SLAB.

Pointing the edges of the visible filler materials of the ceiling reduces the overall materials consumption and thus the cost.

Justification for inclusion in Appropriate Technology Schedule



- Adequate performance.
- Approximately 80 % reduction in materials consumption
- Approximately 60% reduction in labour
- Reduced energy consumption, hence lower carbon footprint
- Improved acoustic and thermal properties.
- More aesthetic interiors because of dual coloured ceiling patterns
- Overall cost savings.

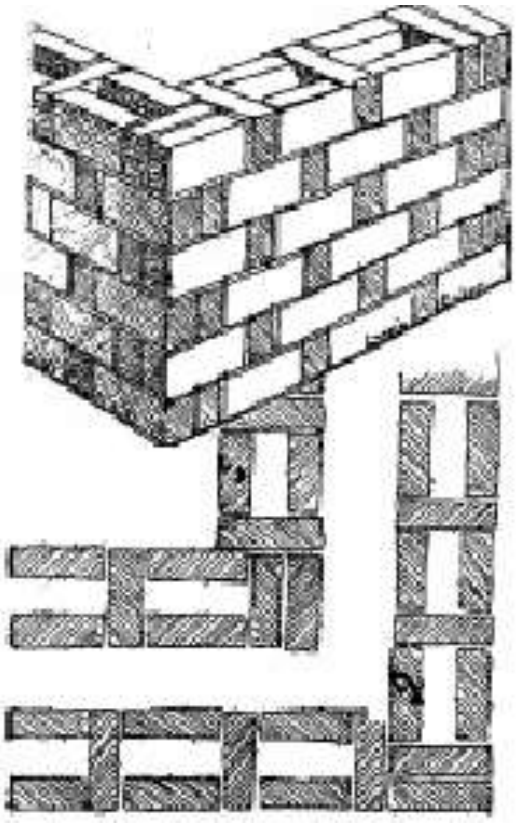
Limitations:

- Nil

Specification and analysis of rate

6	ATS xx	**Ceiling pointing for RCC filler slab: cleaning and finishing the edges of filler materials, using cement mortar 1:4 (1 cement: 4 fine sand).**				
Details of cost for 10 Sqm.						
Material						
	3.4	Cement mortar 1:4 (1 cement: 4 fine sand). Rate as per Item Number 3.4 of SH: Mortars	cum	0.010		
Labour						
	123	Mason (brick layer) 1st class	Day	1.000		
	115	Coolie	Day	0.750		
	101	Bhisti	Day	0.920		
	9999	Extra for removing burrs, cleaning with wire brushes, pock making with pointed tool etc. complete.	L.S	13.390		
	9999	Scaffolding and sundries	L.S	11.7		
		cost for 10 sqm				
		cost for 1 sqm				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index .....%				
		TOTAL with cost index				
		Say	for 1 sqm			

6. EXPOSED BRICK MASONRY IN RAT-TRAP BOND.



Brick work in exposed masonry with country burnt clay, non-modular bricks of class designation 7.5 (21 x 10 x 05 cm, table moulded with finished flat face for exposed masonry) using rat-trap bond, creating a cavity wall, in cement mortar, to line and level.

Justification for inclusion in Appropriate Technology Schedule

- Adequate strength and performance
- Approximately 18% reduction in bricks consumption
- Approximately 25% reduction in mortar
- Approximately 12% increase in labour
- Labour intensive work, which increases employment opportunities.
- Reduced energy consumption, hence lower carbon footprint
- More comfortable interiors because of thermal insulation
- Improved acoustic performance.
- Saves mortar for plastering and recurring maintenance expenses
- Overall cost savings

Limitations:

- More time consuming compared to conventional bonds

Specification and analysis of rate

7	ATS xx	**Brick work in exposed masonry with country burnt clay, non-modular bricks of class designation 7.5 (21 x 10 x 05 cm, table moulded with finished flat face for exposed masonry) in superstructure using rat-trap bond (above plinth level and up to floor two level), in cement mortar 1:6, to line and level.**				
		Material				
	MR	Country Burnt Brick (21 x 10 x 05 cm, table moulded with finished flat face for exposed masonry)	1000 no's	463.00		
	2201	Carriage of Bricks	1000 no's	463.00		
	3.11	Rate as per Item Number 3.11 of SH: Mortars	cum	0.16		
	9999	Sundries	L.S	2.73		
		Labour				
	123	Mason (brick layer) 1st class	Day	1.05		

	124	Mason (brick layer) 2nd class	Day	1.05		
	115	Coolie	Day	1.43		
	101	Bhisti	Day	0.20		
	9999	Sundries	L.S	22.36		
		TOTAL				
		cost for 1 cum				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index .....%				
		TOTAL with cost index				
		Say				
8	ATS xx	**Brick work in exposed masonry with country burnt clay, non-modular bricks of class designation 7.5 (21 x 10 x 05 cm, table moulded with finished flat face for exposed masonry) in superstructure using rat-trap bond (above plinth level up to floor five level) in cement mortar 1:6, to line and level.**				
Details of cost for 1Cum						
Material						
	MR	Common burnt clay F.P.S. (non modular) bricks class designation 7.5	1000 no's	463.00		
	2201	Carriage of Bricks	1000 no's	463.00		
	3.11	Rate as per Item Number 3.11 of SH: Mortars	cum	0.16		
	9999	Sundries	L.S	2.73		
Labour						
	123	Mason (brick layer) 1st class	Day	1.05		
	124	Mason (brick layer) 2nd class	Day	1.05		
	115	Coolie	Day	1.43		
	101	Bhisti	Day	0.18		
	9999	Sundries Scaffolding	L.S	22.36		
		Extra labour required for lifting of materials (above floor two level up to floor five level)				
	115	Coolie	Day	1.13		
		TOTAL				
		cost for 1 cum				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index ..... %				
		TOTAL with cost index				
		Say				

7. MUD MORTARS AND SCREED

Mud has been used widely from ancient times as a building material. In this section preparation of mud mortar with lime as a stabiliser, and laying of lime mud screed over bamboo floor plate is discussed.

Justification for inclusion in Appropriate Technology Schedule

- 100% reduction in consumption of manufactured materials
- Labour opportunities for traditional artisans
- Very low energy consumption, hence very low carbon footprint
- More comfortable interiors because of thermal insulation
- Minimum environmental impact on future demolitions
- Overall cost savings

Limitations:

- More time required for curing and attaining strength

Specification and analysis of rate

9	**ATS xx**	**Lime mud mortar of mix 1: 10(Lime: selected mud).**				
		Details of cost for 1 cum				
Material						
	811	Mud(dry)	cum	1.08		
	773	Unslaked lime	qtl	2.21		
	2208	Carriage of lime	cum	2.21		
Labour						
	114	Beldar	day	0.90		
	101	Bhisti	day	0.45		
	9999	Sundries	LS	6.45		
		TOTAL				
		cost for 1 cum				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index ..... %				
		TOTAL with cost index				

8. MUD MORTARS AND SCREED

Mud has been used widely from ancient times as a building material. In this section preparation of mud mortar with lime as a stabiliser, and laying of lime mud screed over bamboo floor plate is discussed.

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- 100% reduction in consumption of manufactured materials
- Labour opportunities for traditional artisans
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- More comfortable interiors because of thermal insulation
- Minimum environmental impact on future demolitions
- Overall cost savings



Limitations:

- More time required for curing and attaining strength

Specification and analysis of rate

10		***Screeding with lime mud mortar of mix 1:10 (Lime: selected mud) of 40mm (average) thick over bamboo floor plate and HDPE lining. excluding the cost bamboo and HDPE Sheet. (Above plinth level and below floor two level)***				
Details of cost for 10 Sqm						
Material						
		Lime mud mortar (item 9.)	cum	0.40		
Labour						
	O155	Mason(average)	Day	0.60		
	114	Beldar	day	1.40		
	101	Bhisti	day	0.25		
	9999	Sundries	LS	40.43		
		TOTAL				
		cost for 10 Sqm				
		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		TOTAL				
		Add cost index .....%				
		TOTAL with cost index				
		Total cost per sqm				

9. BAMBOO FOR STRUCTURAL MEMBERS.

Bamboo is widely utilised for structural purposes in a building as members like columns, beams, floor plates, etc; Bamboo is treated with Boric acid-Borax solution.

Justification for inclusion in Appropriate Technology Schedule

- Adequate strength and performance
- Bamboo is a fast growing, renewable resource
- Carbon sequestration
- Labour opportunities for tribals and local craftsmen
- Reduced energy consumption, hence lower carbon footprint
- More comfortable interiors because of thermal insulation
- Overall cost savings



Limitations:

- Bamboo treated with Boric acid-Borax solution which is leachable and hence cannot be exposed to rain / water.
- Require extra care for fire safety.

Specification and analysis of rate

11	**ATS xx**	**Supplying and fixing selected treated bamboo in floor plates.**				
Details of cost for 1sqm						
Material						
	MR	Cost of treated bamboo (middle portion) (Minimum dia 80mm)	m	14.37		
Labour						
	112	Carpenter 2nd class	day	0.25		
	114	Beldar	E	0.25		
	155	Mason (average)	E	0.13		
	115	Coolie	E	0.06		
	9999	Sundries (bitumen, cutting blade etc...)	LS	20.22		
		TOTAL				
		cost for 1sqm				

		Add 1 % Water charges				
		TOTAL				
		Add 7.5 % overheads charges				
		Cost of 1sqm				
		Add cost index .....%				
		TOTAL with cost index				
		Say				

10. BAMBOO FOR STRUCTURAL MEMBERS.

Bamboo is widely utilised for structural purposes in a building as members like columns, beams, floor plates, etc; Bamboo is treated with Boric acid-Borax solution.

Justification for inclusion in Appropriate Technology Schedule

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- Bamboo is a fast growing, renewable resource
- Carbon sequestration
- Labour opportunities for tribals and local craftsmen
- Reduced energy consumption, hence lower carbon footprint
- More comfortable interiors because of thermal insulation
- Overall cost savings



Limitations:

- Bamboo treated with Boric acid-Borax solution which is leachable and hence cannot be exposed to rain / water.
- Require extra care for fire safety.

Specification and analysis of rate

12	**ATS xx**	**Supplying and fixing selected treated bamboo in beams and columns excluding cost of full threaded rod, nuts, bolts etc...**				
Details of cost for 12m						
Material						
	MR	Cost of treated bamboo	m	13.8		
Labour						
	112	Carpenter 2nd class	day	1.00		
	114	Beldar	E	1.00		
	155	Mason (average)	E	0.50		
	9999	Sundries (bitumen, cutting blade etc...)	LS	40.43		
		TOTAL				
		cost for 12m				
		Add 1 % Water charges				
		TOTAL				

		Add 7.5 % overheads charges				
		Cost of 12m				
		Add cost index ..... %				
		TOTAL with cost index				
		Total cost per m				
		Say				

Appendix 14.5: Institutional Arrangements for Appropriate Technology

In order to squarely meet the challenges facing public works using appropriate technology, it is essential that specialised institutional mechanisms are put in place. It will also further the cause of complementary systems and procedures designed to support appropriate technology-based works.

The extant procedure for technical sanction as per clause No.9.5 of G.O.(P) No. 67/2021/Fin., dated 28-04-2021 is as follows:

> *For cost effective works, Technical Sanction shall be issued by the committee chaired by head of client department and comprising of two serving / retired engineers not below the rank of Executive Engineer and competent authority of the Accredited Agency. However, such agencies shall ensure that the construction works are completed using the cost-effective techniques as per the original proposal only.*

As per the government orders, responsibility for constituting technical committees is vested with the client departments. Constituting separate TS committees for each client department frequently is a time-consuming process and ends up in delays and unnecessary wastage of time because of redundant repetitive activity. Also, it is not an easy task to identify engineers conversant in appropriate technology.

Instead of each department constituting separate TS committees, it would be more sensible if technical committees are constituted for a specific period at the state, district and block levels for the purpose of issuing technical sanction for works involving appropriate technology, as indicated below.

Technical Committees

Technical Committees shall assist the LSGs in:

- Identifying appropriate technology for various projects
- Identifying specific projects where higher proportions of appropriate technology can be used
- According technical sanction
- Checking measurements already recorded
- Monitoring and Quality Control

- Awareness creation
- Dispute resolution in respect of technical matters
- Technical inspection in response to complaints

Block Level Technical Committee (BLTC)/Municipal Level Technical Committees (MLTC)

The BLTC for Appropriate Technology will have a total of five members out of which a minimum of three members will form a quorum

Government members: three persons

- Asst. Executive Engineer of the Block Panchayat/Municipality/Municipal Corporation concerned – Chairperson
- Engineer of the respective LSG for which technical committee meeting is being convened – Ex-officio member
- Reputed architect/engineer from an academic institution

External members: two persons

- Expert member 1: from among retired government/PSU technologists, retired academics, prominent technology experts.
- Expert member 2: co-opted by the committee from among experts in the specific field of technology for works of a specialised nature. Such experts can be drawn from among retired government/PSU technologists, retired academics, prominent technology experts in the given area of specialisation.

Special Invitee: one person

- The competent authority of the accredited agency shall be invited to the BLTC meeting to provide clarifications.

Delegation of powers shall be on the basis of the next higher level of that of the Chairperson.

District Level Technical Committee (DLTC)

This technical committee will have total of five members with a quorum of a minimum of three.

Government members: three persons

- Executive Engineer, of the District Panchayat concerned – Chairperson
- Engineer of the respective LSG for which technical committee meeting is being convened – Ex-officio member
- Reputed architect/engineer from an academic institution

External members: two persons

- Expert member 1: from among retired government/PSU technologists, retired academics, prominent technology experts.
- Expert member 2: co-opted by the committee from among experts in the specific field of technology for specialised nature of works. Experts could be drawn from retired government/PSU technologists, retired academics, prominent technology experts

Special Invitee: one person

- The competent authority of the accredited agency shall be invited to the DLTC meeting to provide clarifications.

An expert member may be co-opted by the Committee from specific field of technology whenever required. For instance, this would be essential when electrical works are being considered. Experts could be drawn from retired government/PSU technologists, retired academics, prominent technology experts, etc.

Delegation of powers shall be on the basis of the next higher level of that of the Chairperson.
The Bock, Municipal and District level Technical Committees for Appropriate Technology shall be constituted by the District Collector concerned in consultation with the DPC Chairperson.

State Level Technical Committee (SLTC)

The SLTC for Appropriate Technology shall be constituted by the government in the LSGD. There will be a total of five members with a quorum of a minimum of three members.
Government members: four persons

- Chief Engineer, LSGD – Chairperson
- A reputed engineer not below the rank of an Executive Engineer (conversance with appropriate technology shall be an added advantage)
- Most senior Engineer of the LSG for which the specific SLTC meeting is being convened – Ex-officio member
- Reputed architect/engineer from an academic institution

External member: one person

- Expert member 1: from retired Government/PSU technologists, retired academics, prominent technology experts.

- Expert member 2: co-opted by the committee from among experts in the specific field of technology for specialised nature of works. Experts could be drawn from retired government/PSU technologists, retired academics, prominent technology experts

Special Invitee: one person

- The competent authority of the accredited agency shall be invited to the SLTC meeting to provide clarifications.

An expert member may have to be co-opted by the Committee from specific field of technology whenever required. For instance, this would be essential when electrical or electronics works are being considered for technical sanction.

Centre of Excellence

A Centre of Excellence may be designated to assist the State government in furthering the cause of appropriate technology. This institution is envisaged as an independent agency to be identified by Government in the LSGD based on the following criteria.

- At least ten years of experience in research, documentation, training, etc. in the field of appropriate construction technology
- A record of undertaking activities benefiting the society
- A registered institution with a democratic, inclusive style of functioning
- Has a pool of experts in appropriate technology.

The mandate of the CoE shall be:

- Study and analysis of data pertaining to appropriate technology projects in Kerala and suggest improvements in institutional arrangements and implementation processes.
- Orientation training programmes for the members of Technical Sanction (TS) Committees
- Orientation training programmes for LSGD engineering staff.
- Obtain and disseminate new knowledge in appropriate technology
- Conduct R&D in appropriate technology

The Government may provide an annual core financial support to the Centre of Excellence, on the basis of regular monitoring and review of performance.

Appendix 15.1: Broad Framework for Local Action Plan for Climate Change[1]

Chapter 1: General Introduction on the Panchayat

This chapter describes the history, geographical features, population details, economy, resources and various institutions and offices coming under the local self-government department. The information has to be explained with the available data, collected and recorded using advanced means and methods. For example: recording the situation of the agricultural fields and ponds of a panchayat 10 years before and at present by using Google Earth and other advanced technologies.

1.1 Map

A map specifying the boundaries and wards of the panchayat has to be included with a fairly large scale of representation.

1.2 Topography

Details regarding the topography of the region such as the structure of the soil, its characteristics, water bodies and its features, hills and mountains, forests, coastal areas etc. can be described.

1.3 History

If it is a historically significant region with an ancient legacy, such details also can be provided along with its historical background, the connection between the lifestyle of the people and its history etc. All these have to be recorded into a single document.

1.4 The Economy

The sectors influencing the economy of the region (production sectors such as agricultural, service sector such as tourism etc.), major income activities, the financial condition of the inhabitants etc. has to be described.

1.5 Resources

Information regarding the human and natural resources available in the region can be given in detail. The knowledge, expertise (including the traditional ones) and human resource capacity are to be considered as human resources. The rivers, agricultural fields, hills and mountains, water bodies, trees, animals and the rich biota etc. come under natural resources.

1.6 Important Institutional Facilities

[1] The framework as prepared by KILA for the Local Governments

The details concerning the institutions, schools, buildings and public and private enterprises working under the local administration body etc. are to be specified in this part.

Chapter 2: Climate Change and our Panchayat

The changes that happened in these climatic factors in the past 30 years and the consequences brought forth by them are to be documented in this chapter.

Details regarding the regional climatic changes that happened within the panchayat can be collected from the following sources:

- The quantitative data on climate change can be obtained from India Meteorological Department (IMD).
- The qualitative data on climate change –including the developments in some events can be gathered from senior citizens or from experts in the field. (For data collection, Form 2.1 can be used). A map visualizing the changes that took place among the climatic factors, for the past 30 years, in the panchayat, may be included as well.
- Drought, forest fire, flood, cyclones, temperature fluctuations, river and coastal erosions, landslides and increasing global temperatures are some of the devastating after-effects of climate change.

Chapter 3: Climate Change and its Impact on Environment

Even small changes in the environment (to any physical, chemical or biological components) can bring greater consequences. This can affect water bodies, agricultural fields, sacred groves, forests, coastal areas and such other sectors directly. Climate change can bring in changes in the region's rivers, ponds, estuaries, lakes, wetlands, streams and other water bodies. For example, the variations in rainfall pattern and availability and the changes in temperature would result in the decline of water level in the wells and other water bodies thereby impacting aquatic environment. All these have to be documented.

Chapter 4: How Climate Change Affects Human Life?

Climate change could severely affect the lives and livelihoods of the people in an unprecedented way since it is directly affecting the production, service and other economic sectors. The changes occurring in the climatic factors can seriously affect agriculture, livestock, dairy and fisheries sectors. Unexpected rainfall can severely impact agriculture. A rise in relative humidity may lead to pest and disease attack on crops. Increase in temperatures of water bodies may lead to a decline in the native

species and a surge in the invasive species in the water bodies. The impacts of climate change on various sectors like agriculture, Livestock/Dairy Sector, Health Sector, Fisheries Sector, Water Bodies, Biodiversity etc. to be narrated.

Chapter 5: Climate Change and Natural Disasters

The damages resulting from a disaster depends on the topography, climate, surface characteristics etc. of the place. The data collection on past natural disaster experiences must be based on analysing its type and characteristics. Was the disaster topography, water or climate, or biology-related, and the characteristics of the disaster and the problems brought forth by it must be analysed

Chapter 6: Local Level Intervention Possibilities

The local self-governments must find the intervention possibilities in different sectors and accordingly must design short-term and long-term action plans. Through the preparation of LAPCC, every panchayat or local-government comes to know about the changes that have occurred in the panchayat due to the changing climate, the impacts caused by it, the affected sectors etc. Accordingly, further discussion with the affected and knowledgeable people within the panchayat leads to the finding of locally suitable eco-friendly adaptation or mitigation plans which serves as the only viable solution for the issue of climate change. LSGDs being the local governments have a great deal to play in this. Following are some possible interventions for the Local Governments.

- Carbon Neutral Panchayat
- Filament-Free Panchayat
- Low Carbon Development Pathway
- Green Protocol
- Green Building
- Zero Waste
- Local Interventions in Agricultural Sector
- Livestock Management Sector

Appendix 15.2: Climate Change Adaptable Approaches at the Local Government Level – An Indicative Framework

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/ INFRASTRUCTURE	GENDER		
1. Agriculture, including agricultural extension (Livelihoods other than fisheries)					
Regional inequalities in agriculture production in coastal areas due to scarce or surplus water availability, increasing temperature (This includes *Kaippad* and *Pokkali* farming)[xix]	Climate resilient agriculture systems	Seeds, solar based technologies, organic farming.	Farmer oriented support system, seed bank networks	District Farms and Departments of Agriculture office, Animal Husbandry, Minor Irrigation, Soil Survey and Soil Conservation SAF	CRZ Notification 2011
	Water Conservation	Rain water harvesting-domestic and community level.			
	Measures to reduce run off and storm water flows, reducing salinity.	Swales, infiltration, rainwater catchment and retardation of runoff. Maximise composting, mulching and humus improvement and minimise burning of stubble and residues. Shade tree planting to reduce soil surface temperatures and erosion. Intercropping for shade of shallow-root crops. RWH from roofs, roads, pavements, land.	Programs specific to empowering women with access to credit, technology, tech support, land, water and markets and legal support		
	Popularise simple filtration and sterilization methods	Solar Disinfection (SODIS)			
Flooding and salinity intrusion	Enhancing vegetation	Planting and afforesting with indigenous species of trees and shrubs		Fisheries Department (ADAK), Fish Farm	

[xix] *Kaippad* and *Pokkali* are saline resistant paddy-fish farming systems that have evolved in the coastal wetland regions.

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/ INFRASTRUCTURE	GENDER		
				Development Agency, ICRISAT	
	Innovative insurance schemes and support mechanisms. More effective methods of regulating bar mouths.	Infrastructure improvements and innovations that ensure maximum infiltration of rainwater to recharge aquifers and wells. Flood control infrastructure planning to minimise impacts			
	Promotion of crops resistant to salinity and floods				
	Bio-shields		Rights to local communities to manage bio-shields and benefit from fruits and other produce from them.		
2. Land improvement, implementation of land reforms, land consolidation and soil conservation (Coastal protection and adaptations)					
Increased flooding, storm surges, and soil erosion	Buffer and activity zones in beaches	Develop a legal requirement for retreat, no development zones and proving buffer zones, maintaining tree density in a range of zones.		Coastal Zone Management Authority, State Disaster Management Agency, Soil conservation Department, Forests Department, Revenue Department	CRZ Notification, Environment Protection Act, Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation, and Re-

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
					Settlement Act 2013 (LABR), Transfer of Property Act 1882
3. Minor irrigation, water management and watershed development (Surface and ground water and water conservation)					
Floods and Droughts, salinity intrusion, erratic rainfall, water pollution	Conservation and protection of coastal water bodies; Adhere to traditional and indigenous solutions and innovations.	Drip irrigation technologies, low tech, Bunding, check dams, pond and tank maintenance and development to recharge and enhance water table. Avoid inappropriate high transpiration species of trees. Local specific appropriate measures for protection of open wells, rain water recharging of open wells.	Schemes managed by women's groups and coops	Gram Panchayat, Minor Irrigation Department, Ground Water Department, KSCADC, KWA	Water (Prevention and Control of Pollution) Act 1974; Kerala Irrigation and Water Conservation Act 2003; Kerala Ground Water (Control and Regulation) Act 2002
4. Animal husbandry, dairying and poultry (Household rearing of animals and birds)					
Temperature rise and spread of diseases	Promotion of local breeds with better resistance to diseases	Simple shade and shelter with ventilation and water to provide humane living conditions	Training, credit and ongoing support for women entrepreneurs	Veterinary Clinic, Dairy Development Board animal husbandry	

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/ INFRASTRUCTURE	GENDER		
5. Fisheries (Resource conservation, livelihoods, and aquaculture)					
Due to increasing SST, horizontal and vertical displacement, life cycle disruption of catadromous and anadromous species and ecosystem functions;	Conservation of fish resources.	Significant reduction of trawl and purse seine fishing; Ecosystem Approach to Fisheries Management EAFM, Voluntary Guidelines on Small Scale Fisheries VGSSF and Code of Conduct for Responsible Fisheries CCRF. Rebuild fish stocks and the entire marine ecosystem to its full potential rather than merely struggle to conserve/sustain it at its current level; No fishing zone, phasing out of stakenets with rehabilitation, Chinese dip nets operating in bar mouths, promotion of sea ranching, and ecosystem restoration. The long-term future of the marine fishery and its management will influence the type, scale and location of fisheries infrastructure and hence also its vulnerability and adaptation to climate change.	Maximise women's inputs and participation in developing and holistic review of fisheries management through VGSSF, EAFM, CCRF.	Department of Fisheries, Marine Enforcement, Community Institutions of the fisher people.	KMFRA, CCRF, VGSSF
Livelihoods - Falling catches, reduced incomes	Improved livelihoods for fishers and fish vendors	Supplementary and alternative livelihoods (cage culture, aquarium), interventions in value chain, schemes for fishermen, ancillary labour, and women fish vendors	empowering women with access to credit, technology, tech support, land, water and markets and legal support	Matsyafed, KFWFB, ADAK, SAF, MPEDA, CMFRI	KMFRA, CCRF, VGSSF, Kerala Fishermen's Welfare Fund Act 1985

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
Aquaculture (Fresh and brackish water) - Floods, salinity intrusion, diseases, decline in seed availability, eutrophication, aquatic weeds	Appropriate technologies for adaptation of aquaculture infrastructure to cope with cc effects	Hatcheries, seed banks, sea and river ranching, ensuring water circulation	empowering women with access to credit, technology, tech support, land, water and markets and legal support	FFDA, ADAK, CIBA, CMFRI, MPEDA, FIRMA	CRZ, Water (Prevention and Control of Pollution) Act 1974
6. Social forestry and farm forestry (Coastal protection)					
Increased erosion	Afforestation, reef and beach protection	Generate more innovative schemes for improving tree cover in all areas through bio shields, artificial reefs including geo textiles, sediment supply, bunds, dunes, dykes	Training and support for women's engagement and rules to protect their rights to benefits from the outcomes of this work	Social Forestry	EPA, Kerala Forest Act
7. Minor Forest produce.					
Coastal erosion, resource depletion	Improving biodiversity, afforestation of selected useful plants as a green belt	Bio-shields	Involvement of communities, SHGs and training programs	Social Forestry	Forest Rights Act

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
8. Small scale industries, including food processing industries (Fish processing, peeling, and drying)					
Resource depletion and falling incomes	Improve working conditions in a warming climate by appropriate technologies and more shade from tree cover. Demonstrate, encourage, promote alternative renewable energy systems and efficiencies, promote water use and reuse efficiencies and holistic management of waste and by-product flow lines. Supplementary livelihoods, interventions in value chain	Waste management infrastructure to cope with cc effects, especially higher temperatures, water requirements. Greater attention to working environment inside and outside buildings in a hotter climate.	Training and support for women to take greater control and management of such enterprises and be early adopters of new technical processes and new products.	Department of Fisheries, SAF, Matsyafed, MPEDA, CIFT	Food Safety Act
9. Khadi, village and cottage industries (Additional livelihoods)					
Falling incomes due to declining fish resources	Specialised market interventions for products based on screw pine, coir, shells.	Developing enterprise models	Special attention to the needs of women and flexibility (in loan repayments for example) to cope with childcare and pregnancy	SAF, KVIB, Specialist institutions	

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
10.Rural housing of coastal communities					
Erosion, flooding, storm surges, disaster vulnerability, water scarcity, sanitation problems	Flood resilience in prone areas, Climate resilient housing	Include tree planting, RWH, solar power, heat reduction strategies and techniques.	Toilets light, ventilation, adequate water supply and sanitation must specifically meet the requirements of women and adolescent girls.	KSCADC	CRZ, GRIHA, Guidelines for housing in disaster prone areas
11. Drinking water					
Water scarcity, water pollution, salinity, water borne diseases	Protection and enhancement of ground water and ponds/tanks. Water scarcity mapping, specific steps to address identified problems, protection of drinking water sources including open wells.	SODIS, RWH, Hand-held (HH) filters for drinking water. Simple water test kits and training. Rain water recharging of open wells and rain water harvesting, Waste management systems, regular monitoring of water quality, specific measures for water quality improvement, emergency response systems. Specific steps for purifying water with high iron, sulphur, or fluoride content. Emergency / crisis tanker service and deployable desalination units. Perhaps a disaster preparedness responsibility.	Full participation of women in all decisions and plans for drinking water supply.	Kerala Water Authority, PHED, Local Governments, Public Health Lab, Pollution Control Board, State Disaster Management Authority (SDMA)	Water (Prevention and Control of Pollution) Act 1974; The Kerala Ground Water (Control and Regulation) Act 2002; The Kerala Water Supply and Sewage Act, 1986.
12. Fuel and fodder					
Fuel shortage, rising cost of fuel, fodder scarcity, rising cost of fodder	Alternate sources to conventional fuel, Conservation and support for fodder management	Use of solar photo-voltaics. Domestic electrical circuits and connections raised above probably flood and surge levels in vulnerable locations. Use of solar	Preferential access to women for management and use of community	ANERT, EMC, Veterinary Department,	National and State policies and guidelines on fodder and feed

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
		electricity for cooking, either from domestic solar or from local solar power stations. Maximise tree cover, for shade, fodder, fruits and nutritious leafy greens for human consumption, compost leaf fall and twigs to improve soil quality, do not burn fallen leaves and biomass. Simple tech and training to reduce cooking fuel consumption. More efficient use of fuels, adoption of solar energy option, identifying areas for fodder cultivation.	vegetation, trees, shelter belts, swales etc.	Dairy Development Department	development and gauchar (grazing) land
13. Roads, culverts, bridges, ferries, waterways and other means of communication					
Storm surges, floods, water-logging, clogging of ferry channels	Design appropriate flood or storm surge water removal, Population density based infrastructure planning	Constructions ensuring protection of natural drains, safety measures for ferries, improving the navigability of canals and backwaters, foot path maintenance in densely populated settlements, provisions for evacuation of people during disasters. Bridges, culverts, roads, waterways, navigation channels, jetties to be designed or modified in vulnerable locations to manage and survive storm surge and flood/flood retreat water flows. Swales and organic natural flood pathways which maximise infiltration can be more appropriate than concrete drains in many contexts, providing green cover and shade and micro-climate benefits.	Management of natural floodwater pathways and swales by women's groups can provide income or benefits in kind.	Local governments, NATPAC	CRZ

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
14. Rural electrification, including distribution of electricity (Household electrification and street lighting)					
Storm surges, floods, water-logging	Ensure benefits to community and community infrastructure, feedback tariffs and infrastructure fully available to all households, Waste management	Use of solar photo voltaic technology. Sub surface cabling. Community biogas and composting as part of waste management. Solar energy and wind energy options could be explored. Domestic electrical circuits and connections raised above probably flood and surge levels in vulnerable locations	Illumination of critical neighbourhood areas to ensure safety of women and girls	KSEB, Local Governments	Kerala Electricity Act
15. Non-conventional energy sources					
Fuel shortages, Unsustainable energy use	Promotion of appropriate technologies	Technologies for improving energy efficiency, non-conventional energy sources	Women-focused training programs for improving energy efficiency	ANERT, Energy Management Centre, IRTC	
16. Poverty alleviation programme for eradication of absolute and relative poverty, and reduction of vulnerabilities					
Front line victims of erratic climate, storm surges, floods and drought.	Employment generation and engaging members of the community in asset creation	Asset creation for the poor, supplementary and alternative livelihoods, housing, house maintenance, destitute rehabilitation schemes, community infrastructure, nutrition supplements, health care.	Priority for women in access to credit and schemes to meet basic needs	Local Governments, Kudumbashree	Article 21 (Right to life, and right to livelihood), Food Security, Shelter)

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
17. Education, including primary and secondary schools					
Storm surges, floods, drought; psycho-social impacts of these on school children, loss of school days during floods, damages to school buildings and infrastructure; these impacts adding to the existing backwardness in education in coastal Gram Panchayats.	Online and digital education Integration of awareness programmes on climate change impacts in the curriculum, special sessions for children in disaster preparedness.	Improve internet coverage to all areas, disaster preparedness drills and climate-proofing of school buildings and infrastructure	Computer / internet literacy programmes for women to ensure wider access to rights, education, schemes and information.	Local Governments, DPI, Disaster Management Agency	Right to Education Act 2009, Kerala Panchayat Building Rules, Kerala Municipal Building Rules
18. Technical training and vocational education.					
Inability of the current education to address CC imposed challenges	Curriculum modifications to address CC imposed challenges and capacity building training programs	Training infrastructure and systems	Special courses for girls	Directorate of Technical Education, VHSE, LSGIs	

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
19. Adult and non-formal education					
Skills to adapt CC is low among uneducated sections	Use of traditional knowledge and practices for awareness building		Special focus on women	Literacy and Library Mission	
20. Libraries					
Storm surges, floods impacting library buildings	Online and digital education; Climate proofing of buildings, use of libraries as centres for disseminating information on climate change impacts and resilience building. Raise awareness of CC issues	Improve internet coverage to all areas. Protect from storm surge. Modify for cooler working environment. Consider relocation from highly vulnerable locations.	Computer / internet literacy programmes for women to ensure wider access to rights, education, schemes and information.	State Library Council, District Library Council, Local Governments	Kerala Panchayat Building Rules, Kerala Municipal Building Rules
21. Cultural activities					
Ruin of cultural foundations and traditional knowledge	Documenting and keeping traditional knowledge alive	Setting up institutions		Government and Non- governmental cultural organizations	

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
22. Improvement of Panchayat / Municipal markets and conducting of fairs					
Storm surges, floods affecting markets	Management of solid and liquid waste	Waste segregation at HH - education, training, implementation of composting, recycling and reuse Use of fairs as message carriers on climate change impacts and resilience building.	Safe sanitation, access, and lighting to provide safe areas and secure passage at night. Women-only rest areas.	Local Governments, KSCDC	Kerala Panchayat Raj Rules, Municipal Rules (Waste management)
23. Health and sanitation, including hospitals, primary health centres and dispensaries					
Floods, drought, water pollution, water-borne diseases, re-emergence of vector diseases	Strategies to improve health and sanitation	Dry Compost Toilets, Decentralised Wastewater Treatment System (DEWATS), Preventive health care, waste management, protection of water bodies, emergency response systems, Improved and digitised communication, record keeping. Diagnostics and access to medical knowledge and support services.	Specific clinics for women and girls health and wellbeing.	Suchitwa Mission, Primary and Community Health Centres, Health Department, Local Governments	Water (Prevention and Control of Pollution) Act 1974; Kerala Panchayat Raj Rules, Municipal Rules (Waste management)

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
24. Family welfare vulnerable sections					
Elderly, people with disabilities, and persons in need of palliative care are more vulnerable to climate change impacts	Special programmes for the vulnerable sections including elderly, people with disabilities, and persons in need of palliative care.		Special focus and attention to women's issues and challenges	Department of Health, Local Governments, Department of Social Justice	
25. Women and child development					
Women, children, elderly, people with disabilities, and persons in need of palliative care are more vulnerable to climate change impacts	Special programmes for women and children		Improve digital literacy and access to welfare, health, and other support schemes	Social Welfare Department	

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
26. Social welfare of vulnerable sections, including welfare of the handicapped and mentally retarded					
CC impact of floods and drought, disasters	Accessibility and support for the challenged and aged	Infrastructure that enables safe access and useability by the sight, hearing, and mobility impaired persons. Ramps, lifts, accessibility features at all public buildings, toilets, schools, colleges. Financial assistance to provide the same at the homes of sight- hearing- mobility-impaired persons. Specialised support; disaster resilience, home care, livelihood support programmes, rehabilitation	Special focus and attention to women's issues and challenges	Kudumbashree, Social Justice Department	Persons with Disabilities (Equal Opportunities, Protection of Rights, and Full Participation) Act 1995
Weaker sections of coastal fishing communities, and SC ST families are vulnerable to CC impacts.	Special attention to weaker sections	Climate proofing of houses and community infrastructure, livelihood support programmes, rehabilitation	Special focus and attention to women's issues and challenges	Social Welfare Department, SC Development Department, ST Development Department, Department of Social Justice	
27. Public distribution system					
Fuel such as kerosene	Encouraging alternate and non- conventional energies for CO_2 reduction.	Solar photo-voltaic energy for charging batteries of electric OBMs, Bio fuels as supplementary or alternative sources and sail as a propulsion means, particularly for passive methods of fishing	Awareness raising among women to reduce kerosene in household use	ANERT, Energy Management Centre, IRTC	

CC IMPACTS / VULNERABILITY	CC ADAPTABLE INTERVENTIONS			SERVICE DELIVERY INSTITUTIONS	LEGAL FRAMEWORK
	APPROACHES	TECHNOLOGIES/INFRASTRUCTURE	GENDER		
28. Maintenance of community assets					
SLR, storm surges, and floods causing erosion of beaches and other community assets.	Beach nourishment, artificial reefs for beach protection and sediment retrieval/retention. Shelter belt development, nurture and management Buttressing, plinth raising, relocation, micro-climate management with building technologies, protection and development of wells and ponds. Soft measures for protecting beaches; climate proofing of other community assets.	Development of preferential pathways for flood and storm/surge water. For vulnerable housing and other community buildings strengthening of plinths, relocation to higher, safer locations, raising thresholds and / or providing storm shutters to prevent water ingress, protecting electrical installations and wiring. Deter or ban building in the more vulnerable areas/locations Planting, nurturing and maintaining protect vegetation. Where harbours, wharves or beneficial breakwaters exist they may need strengthening, protecting and possibly raising. Steel infrastructure needs protecting against more severe corrosion.	Ensure full representation of women in identifying and implementing the maintenance and protection of community assets. Ensure full transparency of planning, costing, implications and comparisons of various options in maintenance of community assets and infrastructure.	Harbour Engineering Department, PWD, Fisheries Department, Irrigation Department, Forest Department, Local Governments.	CRZ

Source: Climate Change Adaptability for Local Self Governments in Coastal Kerala, Prepared for the Directorate for Environment and Climate Change by Action on Climate Today (ACT) in November 2017

Appendix 15.3: Structure of a Disaster management Plan

(The Board framework as prepared by LSGD)

Chapter-1 Local Self Government Institution – General Information

General information pertaining to local self-government institutions is to be included in this chapter. Map showing the boarders and wards of the local body may be included.

1.1 Geography

Geographical particulars like composition and nature of soil, water bodies and their peculiarities, hills/hillocks, forest, coastal area etc. can be elucidated.

1.2 History

Particulars of historical importance and heritage of the area can be recorded. But main focus should be on information related to disasters and climate change occurred there.

1.3 General Information

Primary information regarding the local self-government institution has to be given here. Institution can use data of Census 2011 and other recently renewed data for the purpose. But source of the data shall be specified.

1.4 Economy

Details of economy would be useful for future planning pertaining to disaster management. This data could be used while preparing the section *economic weakness* in the second chapter. Through this, special care can be given to economically weaker sections living in disaster affected areas. It will also enable studies in relation with history of disasters. Details of sectors like agriculture, service etc. having impact over the economy of the region where the local body is situated, main livelihood means and their economic situation can be included here.

1.4.1 Economic Statistics

1.4.2 Livelihood Record

It is important collect the particulars of livelihood means to identify infrastructure facilities vulnerable to disasters, against social and economic background. Details of the main livelihood means of the people coming under the local body may be recorded here. Besides the livelihood details of permanent residents, particulars of guest labourers may also be included. Data in this regard could be collected from departments concerned. For example, details of unskilled guest labourers may be collected from PHCs. Particulars of vocations, number of people involved in each vocation, wards in which people involved in same vocation live together etc. may be given in table 1.5. Ward wise lists given in Annexure 1 can be standardized for filling in More columns may be added to the annexure in accordance with the number of wards. General information pertaining to livelihood means may be recorded in table

1.6. Number of units in each category may be recorded in column 2. Information pertaining to each ward shall be recorded in Annexure 2.

1.4.3 Basic Infrastructure Facilities

Information related to available basic infrastructure facilities is essential for planning rescue and disaster mitigation operations and for setting up shelters. Public assets available in the local body have to be entered in table 1.7. Put tick marks below the public assets available in each ward. If any assets other than the public ones are available, that may also be recorded. Details are given in chapter 2. The term *market* covers different village markets.

1.5 Education:

1.5.1 Education Institutions:

Information regarding nursery schools, day care centres, schools, colleges and other higher education centres may be recorded in table 1.8 as shown below. Ward -wise details of education institutions may be collected in the proforma given in annexure 3 and the details so collected to be codified for making entries in table 1.8.

1.5.2 Anganwadis

Information regarding Anganwadis and total number of children admitted has to be recorded, specifying ward, location, anganwadi number and number of children

1.6 Health Institutions:

Information regarding each health institution (PHC/CHC/FHC/Sub Centre hospital/ Clinic/Para medical institution), including their nature of ownership, location and intake capacity may be entered. In the column assigned for *other facilities* information regarding ambulance, ventilator, anti-snake venom, mortuary, mobile mortuary, laboratory, X- ray unit etc. shall also be recorded.

1.7. Community Centres

When the details of community centres are recorded, their ownership (organization/co-operative/private/religious/government) may be specified.

18. Religious Centres

More information regarding religious centres may be collected in Annexure 4 and such details many be codified and recorded in Table 1.13. Centres of worship could be used for sheltering victims of disasters and as centres for co-ordinating relief and rescue operations. Therefore, details of centres of worship having sufficient space and facilities may be included here.

1.9 Infrastructure Facilities:

1.9.1 Roads

This proforma is for understanding the disaster vulnerability of roads. This information could be a pointer for taking up construction/repair of roads. In column titled *category,* type and length of the road in the given LSG institution may be recorded. In Annexure 5, name of the region and length of the roads used to get damaged in floods and landslides may be recorded. Status of the roads may be

graded and recorded as *good, average,* and *poor*. This Annexure (5) shall be codified in ward level document and kept in the panchayat. These details may also be recorded in the *disaster-prone area map* of the panchayat.

1.9.2 Bridges

Information regarding bridges may be recorded in table1.15. This table would show which all construction and repair works to be taken up by the local body. Category of bridges (iron, wooden, culvert, check dam, micro hydel project) may be specified. Information regarding bridges shall be recorded in Annexure 6.

1.9.3 Inhabitable Buildings:

Different types of houses (thatched, tiled, asbestos) and number of families inhabiting in each category shall be recorded here. Information codified from tables given in Annexure 7 may be recorded in table 1.16.

1.9.4 Apartments/flats

Ward wise total number of flats and apartments and number of families inhabiting in such constructions may be recorded. Basement floor may also be included while recording the number of floors of apartments.

1.9.5 Colonies

Names of colonies, number of inhabiting families and details of roads leading to the colonies may be recorded.

1.9.6 Manmade Irrigation and hydel power systems

Number and area of manmade irrigation and hydel power systems coming in the local body area may be recorded. Ward-wise particulars of canals, drainages including names, flowing ones, those having blocks, those require to be repaired, stretch of the canal to be repaired etc may be appended. Forward-wise details Annexure 8 may be examined.

Information regarding rivers, rivulets, lakes, ponds, wetland and marshes may be recorded here. Names of rivers and lakes may be specifically recorded. Information regarding the stretches of canals/rivers requiring maintenance may also be recorded. Ward wise information may be codified from Annexure 9.

1.10 Implementing Officers

To make the process of contacting responsible officers during emergencies easy, their particulars may also be included in the primary data collection

Appendix 15.4: Activity- Impact Matrix -Environmental implications of Village Panchayats & Municipalities

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
A. Mandatory Functions					
1	Buildings: Construction & repair	•Land modification •Tree felling •Material transportation •Construction activities	•Disfiguration of landscape •Drainage modification •Loss of open space & vegetation cover •Dust and particulate emission •Accumulation of waste •Traffic congestion •Increased radiation •Construction related accidents •Creation of asset	Overall adverse; Beneficial impact on social environment	•Retain landscape and optimize landuse through appropriate design •Avoid conversion of wetland, environmentally sensitive areas and agricultural land •Promote vegetative fencing, green belt, vertical gardens & avenue trees •Enforce water harvesting and design a water use plan •Design & execute appropriate water recharge and drainage plan •Compliance to sanitation guidelines and waste management rules •Optimize the use of construction materials •Promote use of alternate materials and technology •Enforce construction protocols
2	Roads/Bridges/Culverts/ Public properties: Construction & maintenance	•Land modification •Tree felling •Material transportation •Construction activities	•Drainage modification •Increased water consumption •Dust & particulate emission •Increased noise level •Construction related accidents •Infrastructure in place	Overall adverse; Beneficial impact on social environment	•Ensure adequate provision for culverts •Optimize the use of construction materials including water •Promote use of alternate materials & technology •Enforce construction protocols- waste collection, sprinkling etc •Periodic maintenance •Provide waste collection systems
3	Public amenities & places: Providing foot path & road crossing facilities for	•Material transportation •Construction activities	•Drainage modification •Increased water consumption	Overall beneficial; Adverse	•Ensure adequate provision for culverts •Optimize the use of construction materials including water •Promote use of alternate materials & technology •Enforce construction protocols- waste collection, sprinkling etc.

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
	Pedestrians		•Dust & particulate emission •Construction related accidents •Safety of pedestrians	impact during construction	•Periodic maintenance
4	Waiting sheds for travellers: Construction & maintenance	• Material transportation • Construction activities	•Dust & particulate emission •Construction related accidents	Overall beneficial; Insignificant construction impact	•Provide water harvesting facilities •Provide sanitation waste collection facilities •Periodic maintenance
5	Ferries: Operation & maintenance	•Movement of mechanized boats •Compliance of safety protocols	•Oil spills •Accidents •Water pollution •Facility in place •Employment	Overall beneficial; adverse impacts on health	•Periodic maintenance of engines & safeguard of fuel storages •Provide life jackets, floats, life guards •Comply with safety precautions- Life jackets, Seating etc. •Prevent littering & provide waste collection & disposal facilities
6	Bathing and washing ghats: Construction & maintenance	•Removal of dirts •Construction activities •Use of soaps and detergents	•Dust & particulate emission •Increased turbidity of water •Increased hardness of water •Facility in place	Overall beneficial; Adverse construction impacts	•Periodical cleaning •Limit the use within the assimilative capacity •Prevent direct discharge of wash water into the water body •Improve flushing of water body
7	Ponds/Tanks/Canals/ Reservoirs: Construction, desiltation, cleaning & conservation	•Land clearance •Tree felling •Desiltation & cleaning •Removal of dirt •Side protection •Periodical disinfection •	•Loss of vegetation & soil •Hydrologic modification •Bank failure/caving •Accumulation of waste •Improved storage & capacity •Increased recharge potential •Reduced vector menace	Overall beneficial; Adverse construction impacts	•Scientific selection of location and lay-out •Obtain permit for tree felling and adopt compensatory planting •Conserve the catchment for enhanced recharge •Ensure regular use through aquaculture, leisure games etc. •Prevent dumping of litter & discharge of solid & liquid waste •Regulate water use based on safe yield •Regulate washing and bathing to its assimilative capacity •Consensus building through local participation

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
			•Community conflicts •Upkeep of common property resource		
8	Storm water drainage-Construction, upkeep& maintenance	• Design & construction • Desiltation & upkeep • Periodical cleaning •Block waste water inflow to storm water drain	•Construction related nuisance •Accidents due to poor protection •Avoidance of water stagnation, drain clogging & flooding •Prevention of vector menace •Improved aesthetics	Overall beneficial; Adverse construction impacts	•Ensure pre-monsoon cleaning and desiltation •Promote energy saving technologies for protection of drains •Prevent dumping of litter & discharge of solid & liquid waste •Provide siltation ponds wherever feasible, especially prior its discharge point to water bodies •Minimise disruption of natural drains
9	Slaughter houses: Construction	•Design & construction •Equipment installation •Animal movement •Slaughtering •Meat recovery & Sale •Maintenance of hygiene	•Inadequacies & accidents •Decline of water resource •Nuisance to nearby habitation •Possibility for contamination •Waste accumulation •Unhygienic surroundings •Vector menace •Risk of food poisoning •Facility in place	Overall beneficial; Adverse on poor management	•Guideline based design, construction & installations •Adoption of pneumatic cleaning procedures •Modernize storage facilities •Installation of appropriate solid & liquid waste management systems •Enforcement of Personal Protective Equipments •Ensure appropriate drainage system & Vector control •Provide fencing and pest control measures •Adopt hygienic handling of raw materials, products and by products
10	Sanitation: Solid & Liquid waste management	•Design & construction •Equipment installation •Operation & Maintenance •Regular monitoring •Cleaning & upkeeping	•Functional inadequacies •Nuisance to nearby habitation •Waste accumulation •Unhygienic surroundings •Vector menace •Facility in place	Overall beneficial; Adverse on poor management	•Guideline based design, construction & installations •Adoption of pneumatic cleaning procedures •Enforcement of Personal Protective Equipments •Ensure appropriate drainage system & Vector control •Provide fencing and pest control measures •Adopt hygienic handling of waste & use/movement of products

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
11	Burial & burning grounds: Establishment & maintenance	•Design & construction •Equipment installation •Operation & Maintenance •Fuel storage & use •Cleaning & upkeeping	•Increased emissions •Nuisance to nearby habitation •Depletion of fuel •Groundwater contamination •Increased emissions •Amenity in place	Overall beneficial; Adverse on poor management	•Guideline based design, construction & installations •Provide adequate buffer between the burial ground and habitation as well as with water bodies •Provide crematorium with chimney height as per PCB guidelines •Adoption of pneumatic cleaning procedures •Enforcement of Personal Protective Equipments •Provide fencing and pest control measures •Adopt hygienic handling of waste
12	Public Toilets: Construction & maintenance	•Material consumption •Construction activities •Operation & Maintenance •Cleaning & upkeeping	•Nuisance to nearby habitation •Decline of water resource •Waste accumulation •Unhygienic surroundings •Vector menace •Amenity in place	Overall beneficial; Adverse on poor management	•Guideline based design & construction •Optimize the use of construction materials •Promote use of alternate materials and technology •Adoption of pneumatic cleaning procedures •Adoption of appropriate waste management system •Ensure appropriate drainage system & vector control •Enforce water harvesting and design a water use plan
13	Fairs & festivals: Regulation: Organization & management	•Untidy use of place •Gathering of public •Use of light & sound •High risk activities (like use of firework)	•Littering & waste accumulation •Dust & particulate emission •Noise pollution •Accidents & hazards •Poor aesthetics (post festival) •Food poisoning •Unhygienic surroundings	Overall adverse; Beneficial on social environment	•Waste collection & disposal arrangements •Drinking water & sanitation arrangements •Modulation of light & sound arrangements •Accident & hazard warning and precautionary arrangements •Control measures for dust & particulate emission •Regular cleaning & upkeeping of the location •Arrangements for medical emergencies
14	Public land: Protection from encroachment	•Fencing & vigilance •Land utilization •Tree planting	•Increase in open space •Increase in vegetation •Land availability	Beneficial	•Identification and demarcation of puramboku / other govt land •Regular monitoring for prevention of encroachments •Utilize it to provide green cover

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
15	Traditional drinking water sources- Construction & Conservation	•Desiltation •Providing parapet wall •Periodical disinfection	•Improved yield & quality •Reduced vector menace •Increase in recharge •Community conflicts •Upkeep of common property resource	Overall beneficial; Adverse on poor upkeep	•Campaign for involving community for maintenance of traditional drinking water sources & popularize its importance and upkeep •Promote rainwater rechange structures near the water sources •Consensus building and local participation
16	Waterways and canals controlled by LSGs: Maintenance	• Desiltation & upkeep • Provide protective fencing • Periodical cleaning	•Improved flushing & navigation •Risks & accident reduction •Utrophication	Overall beneficial; Adverse on poor upkeep	•Ensure pre-monsoon cleaning, deweeding and desiltation •Protect the banks using appropriate technology and bio-fencing •Regulate activities like washing, husk retting etc. •Prevent dumping of litter & discharge of solid & liquid waste •Monitoring & control of pollution due to oil spill & invasive fishing
17	Environmental hygiene: Maintenance & Upkeep	•Construct & maintain public urinals& toilets •Sweeping public places & streets •Provide litter bins •Prevent open defecation •Prevent water stagnation	•Construction related nuisance •Reduced disease burden •Improved aesthetics	Beneficial	•Periodic monitoring and surveillance •Periodic maintenance of public urinal and toilets •Period maintenance of storm water drains •Minimise disruption of natural drainage systems •Regular cleaning of public place •Promote regular vector control measures
18	Public markets: Upkeep, maintenance & management	•Construct urinals& toilets •Maintain drainage & sanitation infrastructure •Maintain litter bins & wash water treatment •Sweeping & cleaning	•Construction related nuisance •Hygienic surroundings •Improved aesthetics •Reduced disease burden •Local economic prosperity	Overall beneficial; Adverse on poor upkeep	•Periodic monitoring and surveillance •Periodic maintenance of drainage & sanitation infrastructure •Regular sweeping, cleaning & vector control measures •Operate appropriate and exclusive market waste management system
19	Vector control	•Dry day observance •Fumigation	•Reduced disease burden •Improved civic sense	Beneficial	•Ensure pre-monsoon cleaning •Periodic monitoring and surveillance

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
		•Drainage arrangements	•Harmful effects of chemicals		•Promote biological control measures
20	Regulation of animal slaughtering and sale of meat, fish and perishable foods	•Controlled slaughtering •Storage & preservation of meat & byproducts •Hygiene maintenance	•Hygienic maintenance •Preserving food quality •Optimization of material recovery	Beneficial	•Regulate number of slaughtering per day •Strict compliance of operation & maintenance protocol •Incremental improvement to achievement towards zero waste management and zero discharge
21	Eating houses: Control	•Hygienic maintenance •Cleaning & upkeeping	•Avoidance of food poisoning	Beneficial	•Ensure hygienic handling of food stuff •Regular cleaning and appropriate waste management
22	Food adulteration: Prevention	•Hygienic maintenance •Cleaning & upkeeping	•Avoidance of food poisoning •Prevention og health hazards	Beneficial	•Monitoring, spot checks and punitive action
23	Street lights: Maintenance.	•Installation & maintenance	•Improved safety & security •Risk & accident reduction •Increased energy consumption	Beneficial	•Promote use of energy efficient luminaries •Encourage use of renewable energy sources •Community participation for management
24	Immunisation: Adopt measures	•Organize immunization camp and campaign	• Improved health security	Beneficial	• Organize awareness campaign and health education
25	Prevention & control of diseases: Implementation of National & State level strategies & programmes	•Health surveillance	• Improved health security	Beneficial	• Organize appropriate awareness campaign
26	Dangerous & offensive trades and industries: Issue of licences	•Enforce license administration	• Possible accidents & hazards • Increased risk of social issues	Insignificant	• Screening of projects to ensure license • Strict control on licensing • Periodic inspection and spot check

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
27	Births & deaths: Registration	•Enrolment action	• Delay in processing certificate	Insignificant	• Adopt automation
28	Parking spaces for vehicles: Provision and upkeep	•Design & construction •Material consumption	•Compliance to rules •Improved aesthetics •Gaseous emissions •Avoidance of traffic congestions	Beneficial	•Adopt Automated Parking System •Avoid wayside parking
29	Domestic dogs: Issue licence & destroy stray dogs.	•Licensing dogs •Vaccination stray dogs	• Reduced risk of rabies • Improved health security	Beneficial	•Compulsory vaccination and sterilization of stray dogs •Establishment of animal care facilities
30	Slum areas: Providing basic facilities	•Providing water supply •Providing drainage facilities •Ensure modern sanitation facilities •Improve road conditions •Cleaning & upkeeping	•Improved hygienic condition •Reduced risk of epidemics •Improved health security	Beneficial	•Captive treatment system for solid & liquid waste •Scientific desing of storm water drains •Provision of adequate open space and green belt •Planning & installation of street lights •Establish operation & maintenance system
31	Town planning & Action plan: Preparation & implementation	•Planning & design •Consultations •Consensus building	•Sprawling of slums •Insufficient infrastructure and amenities •Guidelines for land management	Insignificant	•Provision for adequate open space and green belt areas •Secured & separate space for foot-path and cycles •Modern traffic design & management protocols •Scientific distribution of public amenities •Adoption of energy saving public transport mode
B. General functions					
1.	Collection and updating of essential statistics.			Insignificant	--
2.	Organising voluntary workers and make them participate in collective activities.			Insignificant	--
3.	Organise campaign for thrift			Insignificant	--

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
4.	Awareness building against social evils like drinking, consumption of narcotics, dowry & abuse of women and children.			Insignificant	Organization an sustained awareness campaign
5.	Ensuring maximum people's participation in all stages of development.			Insignificant	
6.	Organise relief activities during natural calamities.			Beneficial	•Prepare Disaster Management plan & conduct mock drills •Mobilise community volunteers to assist relief activities
7.	Inculcating environmental awareness and motivating local action for its upgradation.			Beneficial	•IEC campaigns for environmental awareness & mainstreaming environmental considerations into development planning •Capacitate local govts and citizens for environmental management
8.	Development of Co-operative Sector.			Insignificant	• IEC activities & organization building
9.	Promoting communal harmony.			Insignificant	•Sustained consultations and consensus building
10.	Mobilising local resources in cash or in kind including free surrender of land for developmental purposes.			Insignificant	•Sustained consultations and consensus building
11.	Propagating legal awareness among the weaker sections.			Insignificant	•IEC campaign activities
12.	Campaign against economic offences.			Insignificant	•IEC campaign activities
13.	Organising neighbourhood groups and self-help groups with focus on the poor.			Insignificant	•IEC campaign and organization building efforts
14.	Awareness building on civil duties.			Insignificant	•IEC campaign and awareness building efforts
C. Sector-wise distribution of functions					
I. Agriculture					
1.	Bring into cultivation barren land and surrounding land.	•Tilling & planting •Soil nourishment	•Enhanced production	Beneficial	•Introduction of group farming •Nutrient enrichment of soil •Water harvesting and appropriate irrigation
2.	Ensure optimum utilization of land.	•Terrain characterization •Landuse planning •Soil nourishment	•Enhanced utilization •Improved productivity	Beneficial	•Introduce Low Input Sustainable agricultural practice •Nutrient enrichment of soil •Water harvesting and appropriate irrigation

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
3.	Soil conservation.	•Benching & Terrace farming •Provide drainage •Contour ploughing •Greening & mulching	•Prevention of soil loss •Sustain productivity	Beneficial	•Promote soil protection measures suitable for local conditions
4.	Production of organic manure.			Beneficial	Promote production, use and marketing of organic manure
5.	Establishment of nurseries.			Beneficial	
6.	Promotion of co-operative-group farming.			Insignificant	
7.	Organising self-help groups among farmers.			Insignificant	
8.	Promotion of horticulture and vegetable cultivation.			Insignificant	
9.	Implementation of fodder crop development.	• Planting & nurturing fodder crop	•Increased green cover •Reduced soil loss •Improved soil nutrients	Beneficial	•Promote fodder cultivation in waste lands
10.	Encourage plant protection activities.			Insignificant	
11.	Development of seed production.			Insignificant	
12.	Implementation of farm mechanisation.	Mechanization	•Consumption of non-renewable fuel •Increased emissions •Labour loss •Enhanced production	Beneficial	Controlled mechanization and sharing of equipment's through group farming and cooperatives
13.	Running of Krishi Bhavans			Insignificant	

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
14.	Organise Agricultural exhibitions.			Insignificant	
II. Animal Husbandry and Dairy Farming					
1.	Implementation of cattle improvement programmes.			Beneficial	
2.	Increase the production of milk.	•Rearing cattle •Use better breads with higher milk production	•Waste generation •Open grazing/ fodder consumption/loss of green cover •Increased risk of diseases/ vectors spread through cattle •Enhanced food production	Beneficial	•Appropriate facilities for handling waste •Monitoring and surveillance for cattle diseases or the diseases spread through cattle
3.	Poultry farming, bee keeping, piggery development, goat rearing and rabbit rearing.		Waste generation Increased risk of diseases/ vectors of animal origin Enhanced food production	Beneficial	Appropriate facilities for handling waste Monitoring and surveillance for diseases or the diseases spread through animals
4.	Running of veterinary hospitals.	•Disease monitoring •Waste generation	•Contamination of land & water •Increased risk of diseases/ vectors of animal origin	Beneficial	•Appropriate facilities for handling waste •Monitoring and surveillance for diseases or the diseases spread through animals
5.	Running of ICDP sub-centres.			Insignificant	
6.	Formulation and implementation of preventive-health programme for animals.	•Surveillance •Animal health management	•Prevention of epidemics •Improvement of productivity	Insignificant	•Monitoring and surveillance for animal diseases and animal borne diseases •Implementation of preventive health programmes

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
7.	Prevention of cruelty to animals.	NA	NA	Insignificant	
8.	Implementation of fertility improvement programmes.	NA	NA	Insignificant	
9.	Control of animal origin disease.	•Surveillance •Animal health management	•Increased risk of diseases of animal origin	Insignificant	•Monitoring and surveillance for animal origin diseases and animal origin diseases •Implementation of preventive health programmes
10.	Running of veterinary poly-clinics and Regional Artificial Insemination Centres.			Insignificant	
11.	Providing of speciality services in animal husbandry.			Insignificant	
12.	Conduct cattle-poultry shows.			Insignificant	
III. Minor Irrigation:					
1.	Minor, Lift & Micro irrigation: Construction & maintenance	Canal laying Land modification Material transport Construction activities Energy supply Periodic maintenance	•Landuse change •Drainage modification •Resource consumption •Siltation and capacity loss •Canal breach and water stagnation •Enhanced groundwater recharge •Increased production	Overall beneficial	•Periodic maintenance of irrigation canals •Participatory irrigation management
2.	Implementation and Maintenance of all micro-irrigation projects.	Periodic maintenance Energy supply	•Drainage modification •Resource consumption •Siltation and capacity loss	Overall beneficial	•Periodic maintenance of irrigation structures and de-siltation •Participatory irrigation management

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
			•Canal breach and water stagnation •Enhanced groundwater recharge •Increased production		
3.	Carry out conservation of water		•Increased water availability	Beneficial	•Promoting water conservation measures •Promoting rain water harvesting and recharge measures •IEC campaigns
4.	Implementation of ground water resources development.	•Well construction •Resource extraction	•Lowering of ground water table •Possibility for land subsidence •Reduced water availability	Overall adverse	•Regulate extraction based on safe yield of the well •Enhance recharge measures considering the terrain conditions •Periodic monitoring of water table
IV. Fisheries:					
1.	Implementation of Pisi-culture in ponds, fresh water and brackish in water, and development of marine products.	•Habitat development •Upkeep of habitat •Seedling development •Harvest processing •New and alien species	•Pollution of water bodies •Depletion of mangrove vegetation •Possibility for spread of nee and alien species •Eutrophication •Disease spread •Food security	Overall beneficial with potential adverse impacts	•Promote indigenous species •Provide technical support to farmers •Prevent destruction of mangrove vegetation for conversion to hatcheries •Ensure proper waste management in hatcheries & processing centres •Disease surveillance and monitoring and adopt preventive measures
2.	Promotion of fish-seed production and distribution.			Beneficial	
3.	Distribution of fishing implements.	•Procurement and supply Increase in number of fishing boats and gears	•Increased catch & income •Resource depletion •Species reduction •Habitat destruction	Beneficial	•Enforce implementation of KMFRA •Evolve and implement procurement protocols & transparency •Ensure participation of fishing community •Develop local consensus for fisheries resource conservation •Enhance provision for maintenance facilities

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
			•Pollution from mechanised crafts		
4.	Providing assistance for fish marketing.			Insignificant	
5.	Providing of minimum basic services for fishermen families.	•Provisioning water supply and sanitation •Providing medical facilities	•Improved living conditions •Reduced morbidity •Improved physical well being	Beneficial	•Arrangements for regular O&M of water supply, sanitation and waste management systems •Periodic disease surveillance and medical facilities •Arrangements for leisure time activities
6.	Implementation of fishermen welfare scheme.			Insignificant	
7.	Development of traditional landing centres.			Insignificant	
8.	Administrative control of fisheries schools.			Insignificant	
V. Social Forestry:					
1.	Growing of trees for fodder or fuel and growing of fruit trees.	•Selection of species, •Planting & nurturing	•Possibility for spread of alien invasive species	Beneficial	•Ensure selection of local species •Ensure community participation for nurturing
2.	Organise campaign for planting of trees and environmental awareness.			Insignificant	
3.	Afforestation of waste land.	•Selection of species •Nursery development •Planting & nurturing •Involving community	•Spread of alien invasive species •Mono-culture vegetation •Reduced species diversity	Beneficial	•Ensure selection of local species •Ensure community participation for nurturing

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
			•Enhanced vegetation density •Increased resource availability		
VI. Small Scale Industries:					
1.	Promotion of cottage-village industries.	•Subjective depending on the type of industry selected		Beneficial	•Pollution control measures •Sustained raw material supply •Appropriate energy saving measures
2.	Promotion of handicrafts.			Insignificant	
3.	Promotion of traditional and mini-industries.	•Subjective depending on the type of industry selected		Beneficial	•Pollution control measures •Sustained raw material supply •Appropriate energy saving measures
4.	Establishment of Mini Industrial Estates.	•Land acquisition •Land modification •Construction activities •Material transport •Installation of waste management facilities	•Land conversion •Drainage modification •Construction related accidents •Loss of open space & vegetation cover •Increased risk of industrial accidents and chemical hazards •Dust and particulate emission •Accumulation of waste •Traffic congestion •Increased radiation •Creation of asset	Overall beneficial; many adverse impacts	•Retain landscape and optimize landuse through appropriate design •Avoid conversion of wetland, environmentally sensitive areas and agricultural land •Design & execute appropriate water recharge and drainage plan •Arrangements for O&M of waste management systems •Promote vegetative fensing, green belt, vertical gardens & avenue trees •Provide adequate buffer from habitation areas •Enforce water harvesting and design a water use plan •Preparedness plan for managing chemical or industrial accidents •Conduct regular mockdrills •Compliance to sanitation guidelines and waste management rules •Optimize the use of construction materials •Promote use of alternate materials and technology

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
					•Enforce construction protocols •Regularly monitor of environmental pollution load
5.	Encourage the industries with investment of one-third of S.S.I. limit.		As above	As above	As above
6.	Formulate and implement self-employment schemes in Industrial Sector.	As above	•As above	As above	•As above
7.	Promotion of small scale Industries.	•As above	•As above	As above	•As above
9.	Implementation of the entrepreneur development programmes.			Insignificant	
VII. Housing:					
1.	Identify the homeless and purampoke dwellers and to provide house sites and houses.	•Identification of land •Beneficiary identification •Land modification •Tree felling •Material transportation •Construction activities •Waste generation	•Disfiguration of landscape •Drainage modification •Loss of vegetation cover •Dust and particulate emission •Accumulation of waste •Increased radiation •Construction related accidents •Creation of asset •Reduced ground water recharge •Material consumption •Improved social equity	Overall beneficial; marginal adverse impacts	•Retain landscape and optimize landuse through appropriate design •Avoid conversion of wetland, environmentally sensitive areas and agricultural land •Promote vegetative fensing, green belt, vertical gardens & avenue trees •Design & execute appropriate water recharge and drainage plan •Compliance to sanitation guidelines and waste management rules •Optimize the use of construction materials •Promote use of alternate materials and technology •Enforce construction protocols •Provide roof top rain water harvesting in water scares areas

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
2.	Implementing housing programmes.	•As above	•As above	As above	•As above
3.	Implementing the shelter rejuvenation programmes.	As above	As above	As above	As above
4.	Popularising the low-cost housing.			Beneficial	
5.	Encourage housing co-operative societies.			Insignificant	
6.	Implement the development of housing complex and infrastructure.	•Identification of land •Beneficiary identification •Land modification •Tree felling •Material transportation •Construction activities •Waste generation	•Disfiguration of landscape •Drainage modification •Loss of vegetation cover •Dust and particulate emission •Accumulation of waste •Increased radiation •Construction related accidents •Creation of asset •Reduced ground water recharge •Material consumption •Improved social equity	Overall beneficial; marginal adverse impacts	•Retain landscape and optimize landuse through appropriate design •Avoid conversion of wetland, environmentally sensitive areas and agricultural land •Promote vegetative fensing, green belt, vertical gardens & avenue trees •Design & execute appropriate water recharge and drainage plan •Compliance to sanitation guidelines and waste management rules •Optimize the use of construction materials •Promote use of alternate materials and technology •Enforce construction protocols •Provide roof top rain water harvesting in water scares areas
7.	Mobilise fund necessary for housing.			Insignificant	
VIII. Water Supply:					
1.	Maintain water supply schemes within the respective Municipal area.	•Conservation of water source •O&M of source and supply system	•Facility in place	Beneficial	•Prevent contamination of water source •Periodic maintenance of source and supply network

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
2.	Arrange water supply schemes within the respective Municipalities.	•Survey & design •Laying of pipelines, •Construction •Source protection •Resource extraction	•Resource depletion •Improved water availability	Beneficial	•Assess the water need and capacity of source •Regulate supply as per the safe yield of source •Recharge of source and protection of catchment areas
IX. Electricity and Energy:					
1.	Install street lights.	•Installation	•Increased energy consumption •Increased risk •Facility in place	Beneficial	•Use energy efficient luminaries •Use renewable energy sources for street lighting
2.	Encourage the consumption of bio-gas.	Installation Waste collection & processing Gas utilization	Waste management Availability of alternate fuel Improved aesthetics	Beneficial	•Linkages with solid waste management and poverty alleviation function
3.	Promote the non-conventional energy sources.	•Subjective depending on type of technology	•Pollution •Depletion of non-renewable resources	S	•Minimise the use of fossil fuels and non-renewable resources •Choose environment friendly technologies
X. Education:					
1.	Run the Government pre-primary schools, primary schools and High schools.			Insignificant	•Periodic maintenance of buildings •Ensure provision for water, sanitation and waste management •Promote greening of campus
2.	Implement literacy programmes			Insignificant	
3.	Run the Government Industrial Training Centres in the Municipal area.			Insignificant	•Periodic maintenance of buildings •Ensure provision for water, sanitation and waste management •Promote greening of campus
4.	Run the Government Higher Secondary			Insignificant	•Periodic maintenance of buildings •Ensure provision for water, sanitation and waste management •Promote greening of campus

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
	Schools in the Municipal area.				
5.	Run the Government Technical Schools in the Municipal area.			Insignificant	•Periodic maintenance of buildings •Ensure provision for water, sanitation and waste management •Promote greening of campus
6.	Run the Government Vocational Training Centres and Polytechnics in the Municipal area.			Insignificant	•Periodic maintenance of buildings •Ensure provision for water, sanitation and waste management •Promote greening of campus
7.	Run the Government Vocational Higher Secondary Schools in Municipal area.			Insignificant	•Periodic maintenance of buildings •Ensure provision for water, sanitation and waste management •Promote greening of campus
XI. Public Works:					
1.	Roads/Brdges/Culverts: Construction & repair (Except National Highways, State Highways and major District roads)	•Tree felling, Site clearing •Land modification •Material transportation •Construction activities	•Drainage modification •Reduced vegetative cover •Dust and particulate emission •Construction related accidents •Creation of asset •Resource depletion •Increased risk of road accidents •Amenity in place	Overall adverse; Beneficial impact on social environment	•Avoid conversion of wetland, environmentally sensitive areas and agricultural land •Minimise cutting of trees, Promote avenue trees •Design & execute appropriate storm water drains •Optimize the use of construction materials •Promote use of alternate materials and technology •Enforce construction protocols •Design and alignment with minimal environmental impact •Provide adequate lighting and road signs/ reflectors and the like
2.	Construction of building for institutions including those were transferred from Government.	•Land modification •Tree felling •Material transportation •Construction activities	•Disfiguration of landscape •Drainage modification •Loss of vegetation cover •Dust and particulate emission •Accumulation of waste	Overall adverse; Beneficial impact on social environment	•Retain landscape and optimize landuse through appropriate design •Avoid conversion of wetland, environmentally sensitive areas and agricultural land •Promote vegetative fensing, green belt, vertical gardens & avenue trees

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
			•Increased radiation •Construction related accidents •Creation of asset		•Enforce water harvesting and design a water use plan •Design & execute appropriate water recharge and drainage plan •Compliance to sanitation guidelines and waste management rules •Optimize the use of construction materials •Promote use of alternate materials and technology •Enforce construction protocols •Installation and maintenance of waste management facility
XII. Public Health and Sanitation:					
1.	Run Dispensaries, Primary Health Centres and sub centres under all systems of medicines.	•Upkeep of infrastructure •Biomedical &domestic waste management •Disease surveillance	•Reduced disease burden •Increased risk of health hazards •Pollutant discharge	Overall beneficial impact	•Periodical maintenance of infrastructure •Provision for sanitation & waste management facilities •Disease surveillance
2.	Conduct child welfare centres and mother care homes.			Insignificant	
3.	Organise remedial and other preventive measures against disease.			Insignificant	
4.	Implement family welfare programmes.			Insignificant	
5.	Implement sanitation programmes.	Installation of facilities O&M of systems Organize IEC campaigns	•Waste accumulation •Increased risk of health hazards	Beneficial	•Compliance to sanitation & waste management protocols •Adopt overflow waste management options •Provide sanitation facilities in public places
6.	Run Public Health Centres and Taluk hospitals under all	•Upkeep of infrastructure	•Reduced disease burden •Increased risk of health hazards	Overall beneficial impact	•Periodical maintenance of infrastructure •Provision for sanitation & waste management facilities •Disease surveillance

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
	system of medicine, in Municipal area.	•Biomedical &domestic waste management •Disease surveillance	•Pollutant discharge		
XIII. Social Welfare:					
1.	Run Anganwadis.			Insignificant	
2.	Sanction and distribute pension to destitutes, widows, handicapped and agricultural labourers.			Insignificant	
3.	Sanction and distribute unemployment wages.			Insignificant	
4.	Sanction financial assistance for the marriage of the daughters of widows.			Insignificant	
5.	Implement Group Insurance Scheme to the poor sectors.			Insignificant	
6.	Provide grant to orphanages,			Insignificant	
7.	Start institutions for the welfare of handicapped, destitutes etc.			Insignificant	
XIV. Eradication of poverty:					
1.	Identify the poor.			Insignificant	
2.	Implement self employment and group employment schemes for the poor, especially for women.			Insignificant	

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
3.	Create community assets to get continuing benefit to the poor.			Insignificant	
4.	Develop the skills of those below poverty line to do self- employment and for remunerative employment.			Insignificant	
5.	Provide basic facilities for self-employment schemes.			Insignificant	
XV. Development of the Scheduled Caste/Scheduled Tribe:					
1.	Implementation of beneficiary-oriented schemes under Special Component Plan (SCP) and Tribal Sub Plan (TSP)			Insignificant	
2.	Run Nursery schools for the Scheduled Caste/Scheduled Tribe.			Insignificant	
3.	Provide basic facilities in the residential centres for the Scheduled Caste/ Scheduled Tribe.			Insignificant	
4.	Provide financial assistance for the Scheduled Caste/Scheduled Tribe Students.			Insignificant	
5.	Provide assistance discretionally to the			Insignificant	

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
	Scheduled Caste and the Scheduled Tribes who deserve.				
6.	Run Pre-rnetric hostels in Municipal area.			Insignificant	•Periodical maintenance of building & regular upkeep •Provision for sanitation & waste management facilities
7.	Develop Scheduled Caste/Scheduled Tribe Co-operative Societies.			Insignificant	
8.	Run post-metric hostels in Municipal area.			Insignificant	•Periodical maintenance of building & regular upkeep •Provision for sanitation & waste management facilities
9.	Run Vocational Training Centres for the Scheduled Caste/Scheduled Tribe in Municipal area.			Insignificant	•Periodical maintenance of building & regular upkeep •Provision for sanitation & waste management facilities
XVI. Sports and Cultural Affairs:					
I.	Construct playgrounds and stadiums	•Land modification •Tree felling, Site clearing •Levelling and compacting •Material transportation •Construction activities	•Drainage modification •Reduced vegetative cover •Resource depletion •Dust and particulate emission •Construction related accidents •Creation of asset •Reduced ground water recharge •Increased radiation	Overall beneficial; marginal adverse impacts	•Avoid conversion of wetland, environmentally sensitive areas and agricultural land •Minimise cutting of trees, Promote green fencing •Design & execute appropriate storm water drains •Optimize the use of construction materials •Promote use of alternate materials and technology •Enforce construction protocols •Design and alignment with minimal environmental impact
XVII. Public Distribution system:					
1.	Examine Complaints against Public distribution system and			Insignificant	

Sl no	Functions	Activities linked to the function	Possible beneficial/adverse impacts	Nature of dominant impact	Mitigation/Augmentation measures
	to find out and implement remedial measures.				
2.	Organise campaigns against offences relating to weights and measures.			Insignificant	
3.	General Supervision of Ration shops, Maveli Stores, Neethi Stores and other public- distribution systems and to provide guidance, and start new public distribution centres if necessary.			Insignificant	
XVIII. Natural Calamity relief:					
1.	Maintain relief centres.			Beneficial	•Ensure water supply, sanitation & waste management facilities •Measures to prevent vector menace •Regular upkeep
2.	Organise relief activities.			Beneficial	•Ensure water supply, sanitation & waste management facilities •Measures to prevent vector menace •Regular upkeep
XIX. Co-operation:					
1.	Organise Co-operative Societies within the Municipal area.			Insignificant	
2.	Distribute Government grants and subsidies.			Insignificant	

Note: The projects dealing with infrastructure, industries, intensive landuses, high magnitude resource consumption and some of the service sectors like sanitation are found to be the causing adverse impacts of high magnitude and intensity. This is mainly due to inadequate compliance to the stipulated protocols and poor environmental management measures.

Appendix 15.5: Proforma A: Screening for Regulated Activities

1. Project Details

Name of the LSG	Name of the Project	Project Code	Outlay (Rs)	Duration (Months)	Ward No. & Name	Location

2. Screening Details

No	Screening aspect	Regulated activities/clauses	Screening Result	Whether Project is Acceptable?	Feasibility for revision, if not acceptable	Remarks
1	Land acquisition	Activities involving involuntary land acquisition	o Present o Absent	o Yes o No	o Yes o No	
3	CRZ areas	Activities involving discharge of untreated wastes and effluents	o Present o Absent	o Yes o No	o Yes o No	
		Activities involving harvesting or drawal of ground water in the CRZ (between 200 m and 500 m from High Tide Line) using mechanical pumps unless when done manually through ordinary wells for drinking water or domestic purposes only.	o Present o Absent	o Yes o No	o Yes o No	
		Activities involving land reclamation, bunding or disturbing the natural course of sea water except those required for control of coastal erosion and maintenance or clearing of water ways, channels or for prevention of sandbars or for tidal regulators, storm water drains or for structures for prevention of salinity ingress and sweet water recharge	o Present o Absent	o Yes o No	o Yes o No	
		Activities involving mining of sands, rocks and other substrata materials	o Present o Absent	o Yes o No	o Yes o No	
		Any construction activity between the Low Tide Line and High Tide Line in the CRZ-I and III without permission from the Kerala State Coastal Zone Management Authority.	o Present o Absent	o Yes o No	o Yes o No	
4	Forests, Natural	Activities likely to cause significant damage to forests, mangroves, nesting grounds or any other kind of identified / designated natural habitat.	o Present o Absent	o Yes o No	o Yes o No	

No	Screening aspect	Regulated activities/clauses	Screening Result	Whether Project is Acceptable?	Feasibility for revision, if not acceptable	Remarks
	Habitats and Trees	Activities in forest areas and inside designated Protected Areas (e.g. National Parks, Wild Life Sanctuaries, Tiger Reserves, etc. without permission from the Forest Department.	o Present o Absent	o Yes o No	o Yes o No	
		Any activity that involves extraction of timber or any non-timber forest produce from a forest area or its transport without permission from the Forest Department, except in accordance with the provisions of the Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.	o Present o Absent	o Yes o No	o Yes o No	
		Any activity that involves cutting of grass or grazing of livestock in a forest area without permission from the Forest Department (except in accordance with the provisions of the Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006).	o Present o Absent	o Yes o No	o Yes o No	
		Any activity that involves cutting of any tree or trees except in accordance with the provisions of the Kerala Preservation Of Trees Act (1986)	o Present o Absent	o Yes o No	o Yes o No	
		Activities involving destruction / exploitation of any kind of wildlife.	o Present o Absent	o Yes o No	o Yes o No	
5	Physical and cultural resources	Activities likely to cause damage to objects, sites, structures, groups of structures, and natural features and landscapes that have archaeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance	o Present o Absent	o Yes o No	o Yes o No	
		Any subproject involving construction within 200 meter to historical monuments and within 100 meter to railways, highways, etc.	o Present o Absent	o Yes o No	o Yes o No	
6	Air, land and water resources	Activities pertaining to construction of any reservoir or anicut or weir or any other permanent structure in or across any water course for the purpose of diverting water	o Present o Absent	o Yes o No	o Yes o No	
		Activities involving abstraction of water from a water course by a mechanical device of more than five horse power	o Present o Absent	o Yes o No	o Yes o No	
		Activities connected with quarrying of sand in any area in a water course within a distance of five hundred metres from any dam, check dam, reservoir or any other structure or construction on or across such watercourse, owned or controlled or maintained by Government for the purpose of irrigation	o Present o Absent	o Yes o No	o Yes o No	
		Digging of a tube-well or well from which water is extracted without permission of the State Ground Water Authority in notified areas or in areas classified as Critical / Over Exploited Zones	o Present o Absent	o Yes o No	o Yes o No	

No	Screening aspect	Regulated activities/clauses	Screening Result	Whether Project is Acceptable?	Feasibility for revision, if not acceptable	Remarks
		Any activity involving promotion, use, storage and distribution of pesticides that are banned by the Government of India, Government of Kerala or are included in classes Ia, Ib and II of the WHO classification (Refer to Annexure IX on WHO classification of pesticides)	o Present o Absent	o Yes o No	o Yes o No	
		Any industrial and mining activity without obtaining necessary permits (compliance with siting restrictions, Consent to Establish, Consent to Operate) from the Kerala State Pollution Control Board	o Present o Absent	o Yes o No	o Yes o No	
		Any activity involving conversion or reclamation of paddy land or wetland	o Present o Absent	o Yes o No	o Yes o No	
		Any activity involving discharge of effluent or water into public places or water bodies without permission from the State Pollution Control Board	o Present o Absent	o Yes o No	o Yes o No	
		Any construction activity involving locating of the leach pit, soak pit, earth closet or septic tank within a distance of 7.5 m radius from existing well or 1.2 m from the plot boundary	o Present o Absent	o Yes o No	o Yes o No	
		Any activity involving littering and burning of Municipal Solid Waste in cities, towns and in urban area	o Present o Absent	o Yes o No	o Yes o No	
		Activities involving new drinking water supply without testing of water quality to ensure that it is safe for human consumption and effective water treatment measures	o Present o Absent	o Yes o No	o Yes o No	
		Activities involving pollution of the air from any industrial activity without consent from the State Pollution Control Board	o Present o Absent	o Yes o No	o Yes o No	

NB: *The list of protected forests, such as biosphere reserve, National parks, wildlife sanctuaries, tiger reserves, reserve forests etc are given in Annexure. The maps depicting CRZ 1 areas are given in the document 'Coastal Zone Management Plan for Kerala' approved by the Ministry of Environment & Forest, Government of India and published by the Kerala Coastal Zone Management Authority (KCZMA). The list of banned pesticides and insecticides are given in Annexure. The endogenous people involve the scheduled tribe settlements. In the Notification on Coastal Regulation Zone, CRZ-I includes (i) Areas that are ecologically sensitive and important, such as national parks/marine parks, sanctuaries, reserve forests, wildlife habitats, mangroves, corals/coral reefs, areas close to breeding and spawning grounds of fish and other marine life, areas of outstanding natural beauty/historically/heritage areas, areas rich in genetic diversity (ii) Area between Low Tide Line and the High Tide Line;* CRZ II: Areas that have been already developed up to or close to shoreline; *CRZ III: Areas that are relatively undisturbed, including coastal zone in the rural areas (developed and undeveloped).*

Appendix 15.6: Proforma B: Master Data: Indicative List of Environmental impacts & Mitigation measures

Environmental concerns	Mitigation measures / Best practices
1. Buildings- Construction and Repair	
• Disfiguration of landscape • Land use change • Tree felling • Drainage modification • Loss of open space • Loss of vegetation cover • Loss of rare trees and plants • Dust and particulate emission • Accumulation of waste • Traffic congestion • Increased radiation • Construction related accidents	• Promote use of alternate materials and green technologies • Regulate the use of construction materials • Introduce energy saving painting, lighting and cooling techniques • Retain landscape and optimize land use through appropriate design • Avoid conversion of wetland, environmentally sensitive areas and agricultural land • Securely plant and nurture rare trees and plants uprooted • Promote vegetative fencing, green belt, vertical gardens & avenue trees • Enforce water harvesting and design a water use plan • Design & execute appropriate water recharge and drainage plan • Compliance to sanitation guidelines and waste management rules • Enforce construction protocols
2. Ponds/Tanks/Wells/Canals: Construction, de-silting, cleaning	
• Tree felling & Loss of vegetation • Land clearance & loss of top soil • Hydrologic modification • Siltation • Stream bank erosion • Accumulation of waste • Improved storage & capacity • Increased recharge potential • Reduced vector menace • Community conflicts	• Scientific selection of location w.r.t watershed and lay-out • Obtain permit for tree felling and adopt compensatory planting • Conserve the catchment for enhanced recharge • Ensure regular use of ponds & tanks through aquaculture, leisure games etc. • Prevent dumping of litter & discharge of solid & liquid waste • Regulate water use based on safe yield • Restrict washing and bathing to its assimilative capacity • Consensus building through local participation • Reuse the top soil removed in barren/wasted land
3. Public amenities and places: Construction, Operation and Maintenance	
• Loss of open space • Drainage modification • Increased water consumption • Dust & particulate emission • Construction related accidents	• Optimize land use through appropriate design and plan • Regulate the use of construction materials including water • Promote use of alternate materials & green technologies • Ensure adequate provision of drainage and soak pits

Environmental concerns	Mitigation measures / Best practices
• Littering & waste accumulation • Unhygienic surroundings • Poor aesthetics	• Enforce construction protocols- waste collection, sprinkling etc. • Comply with sanitation guidelines and waste management rules • Maintain distance norms and pollution control norms • Periodic maintenance
4. Roads/Bridges/Culverts/Public properties: Construction & Maintenance	
• Material consumption • Drainage modification • Tree felling • Dust & particulate emission • Increased noise level • Construction related accidents	• Ensure adequate provision for culverts and storm water drains • Optimize the use of construction materials including water • Promote use of alternate materials & technology • Enforce construction protocols- waste collection, sprinkling etc • Periodic maintenance • Provide waste collection systems • Promote planting and nurturing of avenue trees
5. Waiting sheds for travellers: Construction & Maintenance	
• Material consumption • Dust & particulate emission • Construction related accidents	• Promote use of alternate materials & technology • Provide sanitation & waste collection facilities • Enforce construction protocols- waste collection, sprinkling etc. • Periodic maintenance
6. Ferries: Operation & Maintenance	
• Movement of mechanized boats • Oil spills & Water pollution • Possibility for accidents • Compliance to safety protocols	• Periodic maintenance of engines & safeguard of fuel storages • Comply with safety precautions- Life jackets, floats, life guards etc. • Prevent littering & provide waste collection & disposal facilities
7. Bathing and washing ghats: Construction & Maintenance	
• Material consumption • Dust & particulate emission • Increased turbidity of water • Increased hardness of water	• Periodical cleaning • Regulate the use within the assimilative capacity of water • Prevent direct discharge of wash water into the water body • Improve flushing of water body
8. Storm water drainage- Construction, upkeep& maintenance	
• Construction related nuisance • Accidents due to poor safeguards	• Promote energy saving technologies for construction • Ensure pre-monsoon cleaning and desiltation

Environmental concerns	Mitigation measures / Best practices
• Water stagnation & drain clogging • Vector menace • Siltation & waste accumulation	• Prevent dumping of litter & discharge of solid & liquid waste • Provide siltation ponds wherever feasible, especially prior its discharge point to water bodies • Minimize disruption of natural drains • Block waste water inflow
9. Slaughter houses: Construction/Regulation of animal slaughtering and sale of meat	
• Nuisance to nearby habitation • High water requirement • Waste accumulation • Unhygienic surroundings • Vector menace • Possibility of accidents • Risk of food poisoning • Material recovery • Facility in place	• Guideline based design, construction & installations • Adoption of pneumatic cleaning procedures • Modernize storage facilities • Installation of appropriate solid & liquid waste management systems • Enforcement of Personal Protective Equipment • Ensure appropriate drainage system & Vector control • Provide fencing and pest control measures • Adopt hygienic handling of raw materials, products and byproducts • Regulate number of slaughtering per day • Strict compliance of operation & maintenance protocol • Plan for achieving zero waste management and zero discharge
10. Sanitation: Solid & Liquid waste management	
• Nuisance to nearby habitation • Unhygienic surroundings • Water stagnation & vector menace • Accumulation of bio-medical waste • Accumulation of domestic waste	• Guideline based design, construction & installations • Promote use of alternate materials and building technology • Adoption of pneumatic cleaning procedures • Ensure appropriate drainage system & vector control • Provide fencing and pest control measures • Adopt hygienic handling of waste & use/movement of products • Construction of soak pits and periodic cleaning of premises
11. Burial & burning grounds: Establishment & Maintenance	
• Nuisance to nearby habitation • Smoke & particulate emission • Fuel/energy consumption • Leachate inflow to groundwater	• Guideline based design, construction & installation of crematorium • Provide buffer between burial ground and habitation • Keep burial spot at safe distance from the water bodies • Keep clay packing for burial in high water table areas • Provide crematorium with chimney height as per PCB norms • Adopt pneumatic cleaning procedures • Enforce Personal Protective Equipment • Provide fencing and adopt hygienic handling of waste

Environmental concerns	Mitigation measures / Best practices
12. Fairs & festivals: Regulation: Organization & management	
• Untidy use of place • Littering & waste accumulation • Dust & particulate emission • Noise pollution • Possibility of accidents & hazards • Poor aesthetics (post festival) • Food poisoning • Unhygienic surroundings	• Protocol based spatial plan and appropriate use of land • Control measures for dust & particulate emission • Regular cleaning & upkeeping of the location • Waste collection & disposal arrangements • Drinking water & sanitation arrangements • Modulation of light & sound arrangements • Accident & hazard warning and precautionary arrangements • Arrangements for medical emergencies
13. Public markets: Upkeep, Maintenance & Management	
• Construction related nuisance • Unhygienic surroundings • Potential vector menace • Increased disease burden • Local economic prosperity	• Guideline based construction of toilets and drainage systems • Regular cleaning using pneumatic system & upkeeping of the location • Provision for drinking water & waiting shed • Provision for vehicle parking • Operate appropriate and exclusive market waste management system • Establish & maintain leachate and wash water treatment system • Regular sweeping, cleaning & vector control measures • Periodic maintenance of drainage & sanitation infrastructure • Periodic monitoring and surveillance
14. Colonies and Slums areas: Providing basic facilities	
• Improved infrastructure-Roads, Water supply, Storm water drains • Improved hygiene and aesthetics • Reduced risk of epidemics • Improved health security	• Provision of adequate open space and green belt • Planning & installation of street lights • Captive treatment system for solid & liquid waste • Scientific design of storm water drains • Establish operation & maintenance system
15. **Minor and micro-irrigation: Construction and Maintenance**	
• Increased water consumption • Super saturation of soil, reduced aeration • Increased soil salinity	• Plan, design and adopt appropriate irrigation method • Ensure periodic maintenance of canals • Periodic desiltation of source • Provision for water harvesting and recharge augmentation

Environmental concerns	Mitigation measures / Best practices
• Water stagnation & vector menace • Increased groundwater recharge • Nutrient build up in groundwater	• Minimize irrigation requirement through soil moisture conservation • Prevent over-irrigation to maintain soil aeration and drainage • Participatory Irrigation Management
16. **Agriculture/Horticulture/Social Forestry: Management and Extension**	
• Possibility for soil loss • Deterioration of soil quality • Productivity decline • Increased soil toxicity • Increased water consumption • Ecosystem imbalance due to spread of invasive alien crops • Food security	• Adopt adequate soil conservation measures • Promote use of organic soil nutrients/manures/pesticides • Promote species diversity and prevent spread of alien species • Promote group farming and participatory irrigation management • Adhere to regulatory list of banned pesticides (WHO Class 1a, 1b& II) • Ensure proper storage facilities for pesticides • Promote locally adaptable species • Promote controlled farm mechanizations • Adopt integrated pest management practices • Adopt Low Input & Environmentally Sustainable Agricultural practices
17. **Animal Husbandry and Dairy Farming**	
• Animal waste accumulation • Increased vector menace • Increased greenhouse gas emission • Increased disease incidences • Increased water consumption • Open grazing and species loss • Increased food security • Increased employment potential	• Adopt animal husbandry and livestock farming protocols • Regular cleaning, upkeep and hygiene maintenance • Appropriate waste collection and management mechanism • Diet modification and grazing management • Genetic selection and immunization • Appropriate system for production of biogas and manure • Efficient use of water and fodder • Appropriate mechanization of farm • Monitoring and surveillance for diseases and its spread • Implementation of preventive health programs
18. Fisheries and Pisciculture- Development & Extension	
• Reduction of species abundance & genetic diversity • Destructive fishing& habitat destruction	• Regular monitoring of the amount of nitrogen and phosphorous as well as feed conversion ratio (FCR) • Improve supplemental feed and feeding strategy considering higher hydro stability and better attractability and palatability

Environmental concerns	Mitigation measures / Best practices
• Nutrification & eutrophication • Transmission of aquatic animal diseases • Pollution from fish processing plants • Water quality deterioration • Hyper saline & acidic soil • Livelihood support	• Promote natural feeds, use of feeding trays & increase feeding frequency • Selection of site based on soil characteristics, water availability, soil fertility, vegetal animal communities and carrying capacity of water • Selection of native species instead of exotics • Ensure appropriate size & capacity of farming structure • Regular cleaning and upkeeping of farming structure • Regulate stock density and biomass harvest • Ensure appropriate design and provision for water inlet and outlet • Adopt polycultures and integrated multitrophic aquaculture (IMTA) • Comply with effluent management protocols using settling lagoons, treatment systems and system with low or zero water exchange and bioremediation
19. **Tiny and Small-Scale Industries- Establishment and Expansion**	
• Land modification & conversion • Gaseous and particulate emission • Increased noise level • Water contamination • Waste accumulation & soil pollution • Reduced vegetation cover • Accidents & health hazards	• Land development design based on terrain characteristics • Incorporate scrubbing and sprinkling facilities • Use of personal protective measures • Compliance to rules for management of different types of wastes • Establish and operate effluent treatment plan wherever required • Ensure appropriate green belt • Provision for acoustic enclosures for noise generating machines • Secured storage facilities for raw materials and finished products • Appropriate drainage facilities for preventing stagnation of water • Enforce provisions for management of accidents, risks and disasters
20. Drinking water supply: Implementation and Maintenance	
• Over-exploitation & source failure • Water quality deterioration • Failure of supply lines • Facility in place	• Plan extraction based on yield test • Periodic desiltation and maintenance of source • Ensure periodic disinfection of water source • Adopt appropriate treatment of water to improve the quality • Periodic maintenance of water supply lines

Source: Grameena Patana Kendram

Appendix 15.7: Proforma C: Screening for Environmental Clearance

3. Project Details

Name of the LSG	Name of the Project	Project Code	Outlay (Rs.)	Duration (Months)	Ward No. & Name	Location

4. Screening details

Project Category & Activities envisaged in the Project	Anticipated environmental impacts as per Master Data	Checklist for additional environmental impacts, if any, after considering the field scenario	Feasible Mitigation measures as per Master Data, field scenario & local wisdom	Anticipated rough cost estimate for mitigation	Revised Project cost incorporating cost for mitigation	Environmental Clearance (Yes/No)
1	2	3	4	5	6	7
		○ Landscape modification ○ Land use change ○ Disruption of drainage ○ Soil erosion & soil loss ○ Soil quality deterioration ○ Depletion of water source ○ Lowering of groundwater table ○ Siltation of water source ○ Surface water quality deterioration ○ Groundwater quality deterioration ○ Drainage congestion & flooding ○ Gaseous & particulate emission ○ Noise pollution ○ Loss of vegetation ○ Biodiversity loss ○ Increase of disease burden				

Project Category & Activities envisaged in the Project	Anticipated environmental impacts as per Master Data	Checklist for additional environmental impacts, if any, after considering the field scenario	Feasible Mitigation measures as per Master Data, field scenario & local wisdom	Anticipated rough cost estimate for mitigation	Revised Project cost incorporating cost for mitigation	Environmental Clearance (Yes/No)
1	2	3	4	5	6	7
		○ Possibility for accidents & hazards ○ Inadequacy of occupational safety ○ Appropriateness of material use ○ Waste accumulation ○ Poor Sanitation & hygiene ○ Disturbance to indigenous group ○ Poor aesthetics				

Appendix 17.1: SDG 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all- An illustrative example

Quality education is one of 17 Global Goals that make up the 2030 Agenda for Sustainable Development. The Sustainable Development targets for 2030 call for ensuring the completion of primary and secondary education by all boys and girls, guaranteeing equal opportunities for access to quality technical and vocational education for everyone and to eliminate gender and wealth disparities with the aim of achieving universal access to a quality higher education. Achieving inclusive and quality education for all reaffirms the belief that education is one of the most powerful and proven vehicles for sustainable development. Policy interventions will require improving access and improving quality, as well addressing relevant obstacles which include gender inequalities, food insecurity etc. Education is a force multiplier which enables self-reliance, better health, boosts economic growth by enhancing skills, and improves people's lives by opening up opportunities for better livelihoods. India enacted 'The Right of Children to Free and Compulsory Education Act' or 'Right to Education Act, for upholding the importance of free and compulsory education for children between 6 and 14 years under Article 21A of the Indian Constitution. The new national Education Policy and Sustainable Development Goal 4 share the goals of universal quality education and lifelong learning, higher education, and teacher training. So, an integrated approach is crucial for progress across the multiple goals.

Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all - Local level Indicator frame work

National Target	Data Source	Modified LG level Target	Modified LG level Indicator	Data source for LG level	Departments/ Agencies/ Stakeholder groups
Target 4.1: By 2030, ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes	4.1.1: Percentage of students in grade 3, 5, 8 and 10 achieving at least a minimum proficiency level in terms of nationally defined learning outcomes to be attained by pupils at the end of each of above grades				
	Department of School Education and Literacy, Ministry of Education	Create environment for total enrolment and retention of children in school Ensure quality of			Education Department Samagra shiksha abhiyan SCERT, DIET, SIET,

National Target	Data Source	Modified LG level Target	Modified LG level Indicator	Data source for LG level	Departments/ Agencies/ Stakeholder groups
		education through the PTAs/SMC Ensure that all girls and boys complete free, equitable and quality primary and secondary education			AEO, DEO, Higher education department, Directorate of collegiate education, PRIs/ULBs. WCD department functionaries. CSOs and NGOs. Private Sector/CSR managers. Other Stakeholders State Government. Policy Makers. MLAs, Bureaucrats
	4.1.2: Gross Intake Ratio to the last grade (primary, upper primary and secondary)				
	Department of School Education and Literacy, Ministry of Education				
	4.1.3: Gross Enrolment Ratio in higher secondary education				
			Same as NIF	SSA	
	4.1.4: Net Enrolment Ratio in primary and upper primary education				
	MIS, NSS, MoSPI				
	4.1.5: Adjusted Net Enrolment Ratio in primary, upper primary and secondary education				
	Department of School Education and Literacy,		Number of Students in (primary, upper	SSA	

National Target	Data Source	Modified LG level Target	Modified LG level Indicator	Data source for LG level	Departments/ Agencies/ Stakeholder groups
	Ministry of Education		primary and secondary School(s)		
	4.1.7: Out of school ratio (primary, upper primary, elementary, secondary and higher secondary)				
	Department of School Education and Literacy, Ministry of Education		Same as NIF Dropout rate in (primary, upper primary, elementary, secondary and higher secondary)	SSA	
	4.1.8: Number of years (i) free and (ii) compulsory education guaranteed in legal frameworks				
		Facilitate access to scholarships/ uniform/ text books/ mid-day meals/ other entitlements for children	Same as NIF	SSA	
Target 4.2: By 2030, ensure that all girls and boys have access to quality early childhood development, care and pre-primary education so that they are ready for primary education	4.2.1: Participation rate in organized learning one year before official primary entry				
	MIS, NSS, MoSPI	Ensure that all girls and boys have access to quality early childhood development, care and pre –			

National Target	Data Source	Modified LG level Target	Modified LG level Indicator	Data source for LG level	Departments/ Agencies/ Stakeholder groups
		primary education			
	4.2.2: Gross early childhood education enrolment ratio				
	Department of Higher Education, Ministry of Education		Same as NIF Total number of students in early childhood education		
Target 4.3: By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university	4.3.2: Proportion of male-female enrolled in higher education, technical and vocational education				
	Department of Higher Education, Ministry of Education	ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education	Number of male-female enrolled in higher education, technical and vocational education	District Panchayat	
	4.3.3: Gross enrolment ratio for tertiary education				
	MIS, NSS, MoSPI		Same as NIF	District Panchayat	
Target 4.4: By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship	4.4.1: Proportion of youth and adults with information and communication technology (ICT) skills				
	Department of School Education and Literacy, Ministry of Education	Facilitate skill training to youth	Percentage of computer literacy among youth in GP	Panchayat	
4.5 By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational	4.5.1: Gender Parity indices for Primary/ Secondary/Higher Secondary/Tertiary education				
	Office of the Registrar General,	Eliminate gender disparity in all levels	Number of male-female enrolled	SSA, Panchayat, District Panchayat	

National Target	Data Source	Modified LG level Target	Modified LG level Indicator	Data source for LG level	Departments/ Agencies/ Stakeholder groups
training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations	India, Ministry of Home Affairs	of education	Primary/ Secondary/ Higher Secondary/ Tertiary education		
Target 4.6: By 2030, ensure that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy	4.6.1: Proportion of population in a given age group achieving at least a fixed level of proficiency in functional (a) literacy and (b) numeracy skills, by sex				
	Department of School Education and Literacy, Ministry of Education	Achieve cent percent literacy and numeracy	Literacy rate of youth in the age group of 15-24 years	Panchayat	
Target 4.7: By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development	4.7.1: Extent to which (i) global citizenship education and (ii) education for sustainable development are mainstreamed in (a) national education policies; (b) curricula; (c) teacher education; and (d) student assessment				
	Department of School Education and Literacy, Ministry of Education				
Target 4.a: Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and	4.a.1: Proportion of schools offering basic services, by type of service				

National Target	Data Source	Modified LG level Target	Modified LG level Indicator	Data source for LG level	Departments/ Agencies/ Stakeholder groups
effective learning environments for all					
Target 4.b: By 2020, substantially expand globally the number of scholarships available to developing countries, in particular least developed countries, small island developing States and African countries, for enrolment in higher education, including vocational training and information and communications technology, technical, engineering and scientific programmes, in developed countries and other developing countries	4.b.1: Volume of official development assistance flows for scholarships by sector and type of study				
	Department of School Education and Literacy, Ministry of Education				
4. C. By 2030 substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries and small island developing States	4.C.1: Proportion of trained teachers with the minimum required qualifications, by education level (primary, upper primary, elementary, secondary and higher secondary education)				
	Ministry of Women and Child Development	Ensure improved infrastructure in Schools Ensure qualified teachers are in schools	No of trained teachers, by education level (primary, upper primary, elementary, secondary and higher secondary education	SSA, Panchayat	

Source: KILA

ANNEXES

Annexe 2.1

Kerala State Audit Department- Terms of Reference of the Study Conducted

1. Project execution – Work and non-work
2. Cost escalation
3. Procurement – Tendering, delay etc.
4. Funding to transferred institutions both General Purpose Fund and maintenance Fund, plan fund.
5. Project preparation, approval and implementation relating to the above two funds.
6. Own Source Revenue delay in assessment, demand and collection.
7. Accounting / Cash book
8. Budgeting – Deficiency in budget Estimation, Fund etc.
9. An extract of the Audit Objections pointed out by KSAD and AG for the last 5 to 6 years to be given as a note to the Commission.
10. Deposit work – relating to electricity, water and others
11. E- Governance issues
12. and issues relating to clearing of dues/payment of collected dues and timely remittance like Income Tax, GST etc.

Annexe 2.2

State Performance Audit Wing -Terms of Reference of the Study Conducted

1) Total planning process of Local Governments
   a) General
   b) Development wise
   c) Specific area like SC/ST, Women and Child, Elderly, special grants etc.
2) Governance:
   a) Conducting meetings – General and Standing Committee meetings
   b) Grama Sabha/Ward Sabha/Ward Council
   c) Beneficiary Selection procedure and
   d) Service delivery – (i) Social Security Pension – enrolment (ii) Administration – issuing License, Other Certificates building permit etc.
   e) Front Office
   f) Grievance redressal
   g) Citizens charter
   h) Accountability and transparency

Examination of the general report of the Performance Audit for the last 5 years and major issues pointed out in those reports to be made.

(The sample for study is 50 GPs, 10 BPs, 10 Municipalities and 2 Corporations.)

3) Asset Maintenance System
4) Practical issues in the e-Governance
5) Own source of revenue – its assessment and collection
6) Staff – Whether adequate or deficit or surplus
7) Record keeping process – Past and present
8) Making agenda for meeting, minutes recording, decision taking AS/TS etc.

Annexe 2.3

Terms of References of the Twelve Working Groups

1. Convergence of Resources and Services
2. Co-ordination between Kerala State Electricity Board and Local Governments
3. Co-ordination between Kerala Water Authority and Local Governments
4. Audit Commission
5. Spatial Planning
6. e-Governance in the Local Governments
7. Public Works
8. Appropriate Construction Technologies
9. Role of Local Government in addressing Climate change adaptation and in Disaster Management
10. Convergence with Kudumbashree
11. Local Statistics
12. Enhancing social accountability of Local Governments

1. Convergence of resources and services

The composition of the Working Group is as given below:

Chairperson:	Shri V N Jithendran IAS (Retd)	Former Director Social Justice
Convenor:	Shri Sanal Kumar S R	Joint Director, Decentralised Planning Division, KSPB
Co-ordinator:	Dr Mariamma Sanu George	Advisor, 6th SFC

The following are members of the Working Group:

Sl.No.	Name of Member	Designation
1	Dr. A.P Kutty Krishnan	State Project Director Samagra Shiksha, Kerala
2	Shri. Prasanth. D	Chief (Retd), State Planning Board
3	Dr. Gita Gopal	Former Gender Advisor, Government of Kerala
4	Shri. Sajith.B	Joint Development Commissioner (Retd), Rural Development Department
5	Dr. Jagatheeshan. C.K	Deputy Director Directorate of Health Service
6	Shri. L.P. Chithar	Addl. Development Commissioner (Retd) Rural Development Department
7	Dr. M. Sureshkumar	District Planning Officer (Retd)
8	Shri. Sajith. S	Chief Operating officer, Kudumbashree – NRO
9	Smt. S.N. Sivanya	Joint Director ICDS, Dept. of Women & Child
10	Smt. K.H Lejeena	Programme Officer ICDS, Thiruvananthapuram
11	Shri. Subodh. S	Project Officer, AUEGS
12	Shri. V. Sivaramakrishnan	Joint Director, Agriculture Department Vikas Bhavan
13	Shri. Manivarnan. G.K	Agricultural Officer, Pallikkal Panchayat
14	Dr. Shajil. A.H	Assistant Director (Planning) Directorate of Animal Husbandry
15	Shri. Koshy. K. Alex	Assistant Director (Planning), Directorate of Dairy Development
16	Shri. P. Sahadevan	Additional Director (Retd.) Fisheries Department
17	Shri. Ignatious Munro	Joint Director, Directorate of Fisheries
18	Smt. V. Vijaya	Consultant, 6th SFC

The Working Group shall make recommendations on the following:

(1) Improving convergence across different centrally sponsored schemes/externally aided projects/CSR funds/ activities undertaken under PPP.

(2) Adding value by converging centrally sponsored schemes with local self-government plan, maintenance, etc.

(3) Ensuring convergence of local self-government plan and State level schemes and plans implemented in the area.

(4) Measures needed to ensure flow of credit to beneficiaries from commercial banks including cooperative banks.
(5) Bringing about convergence of services of staff working under the local government including transferred staff.
(6) Achieving convergence across tiers and among local governments especially in implementation of schemes using 15th FC grants in ULBs.
(7) Convergence of various Mission activities (4 Missions, IKM, Suchitwa Mission, National Health Mission, Samagra Shiksha Keralam, Kudumbashree Mission etc.
(8) Inter and intra departmental convergence (except transferred institutions)
(9) Convergence with projects undertaken by various Special Purpose Vehicles.
(10) Working Group will give specific suggestions on the possibilities of convergence and the mode of achieving that

2. Co-ordination between Kerala State Electricity Board and Local Governments

The composition of the Working Group is as given below:

Chairperson:	Smt. Mini George	Director (Planning) Kerala State Electricity Board
Convenor:	Shri Ajith S	Under Secretary, Sixth State Finance Commission

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1	Shri. Raj Kumar. S	Chief Engineer, Distribution (South), KSEB
2	Shri. D. Pradeep	Chief Engineer (Planning), KSEB
3	Smt. Lekha. G	Chief Internal Auditor, KSEB
4	Shri. Suresh Kumar. S.B	Deputy Chief Engineer, Electrical Circle Perumbavoor, KSEB
5	Shri. Biju. R.R	Executive Engineer, Electrical Section, Attingal, KSEB
6	Shri. Abu Faizal.K	Secretary, Kalpakanchery Panchayat, Thrissur
7	Shri. Santhosh Kumar. V.P,	Secretary, Karivelloor Panchayat, Thiruvananthapuram
8	Shri. Sajeev. P.K,	Secretary, Kollam Corporation
9	Smt. Sini. T.N	Secretary, N. Paravur Municipality

The Working Group shall make recommendations on the following:

(1) Terms and conditions of the contract and responsibilities and liabilities of the local government and KSEB.
(2) Standing arrangements for coordination of KSEB and local government:
    (a) At the level of local government.
    (b) At the District level.
    (c) At the HoD level and roles and responsibilities of coordination system.
(3) Mapping of street lights – Possibilities of using improved technology including IT for ensuring quality service delivery including introduction of quality metering system, timer mechanism.
(4) Issues related to repair of street lights – including procurement of quality materials.
(5) Action Plan for metering of street lights covering issues like preparation of estimate, approval by local governments, time-lines for implementation, monitoring arrangements in different levels including trouble shooting.
(6) Mode of redressing public complaints regarding street lights.
(7) Roles and responsibilities.
(8) Possibilities of innovation.
(9) Learning lessons from best practices.
(10) Determination of dues from local governments for electricity charges for street lights and for institutions including systems for redress of grievances.
(11) Mode of payment of dues to KSEB by local governments.
(12) Identification process for deposit works and roles and responsibilities for deciding viability, estimation of costs, issue of administrative sanction and technical sanction.
(13) Process of making deposits.
(14) Monitoring of deposit works.
(15) Trouble shooting arrangements
(16) Providing electricity connection to houses and flats constructed for the poor under LIFE Mission/PMAY, etc.

(17) Possibilities of solar wind and micro hider power units by local governments and protocols for putting up such systems.

(18) Conversion to energy efficient lighting system especially with reference to the NILAVU Project being implemented.

3. Co-ordination between Kerala Water Authority and Local Governments

The composition of the Working Group is as given below:

Chairperson:	Shri. V.K. Baby IAS (Retd)	Former Secretary, LSGD
Convenor:	Shri P Gopakumar	Joint Secretary, 6th SFC
Co-ordinator:	Smt. V. Vijaya	Consultant, 6th SFC

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1.	Shri. Shijith. V	Finance Manager and Chief Accounts Officer, KWA
2.	Shri Haris S	Director -Technical and Operations, Jalanidhi
3.	Shri M. Premlal	Director-HRD, Jalanidhi
4.	Shri.Vinu C Kunhappan	Secretary, Thrissur Corporation
5.	Shri.Binu Francis	Secretary, Thiruvananthapuram Corporation
6.	Shri.T.K.Sujith	Secretary, Kunnamkulam Municipality
7.	Shri. Ajithkumar	FM & CAO, KWA
8.	Shri. Gokul Sethuraj	Secretary, Kerala Water Authority
9.	Shri. Subhash Kumar. S	Accounts Officer, Revenue Monitoring Cell, KWA
10.	Shri. Surfaras. A	U.D. Clerk, Revenue Monitoring Cell, KWA
11.	Shri. Sreekanth. P.S	Secretary, Aloor Panchayat, Thrissur
12.	Smt. Preethi Nath. G	Secretary, Chenkal Panchayat
13.	Shri. Sanjay Prabhu. D	Secretary, Kuzhippilly Panchayat, Ernakulam
14.	Smt. Rekha M.K	Secretary, Thiruvarppu Panchayat, Kottayam
15.	Shri. Saju Sebastian	Executive Director, Socio Economic Unit Foundation

The Working Group shall make recommendations on the following:

General

- Leveraging the respective strengths of Local governments, KWA and Jalanidhi for sustainable service delivery under the overarching goal of universal piped water supply of GoK (JJM – urban and rural)
- Clarity in roles and ownership, accountability and transparency mechanisms across key stakeholders recognizing the constitutional mandate and the service authority cum provider functions of Local Governments

1. Institutional Coordination, Institutional strengthening and capacity building: Standing arrangements for coordination of KWA and local governments and roles and responsibilities of coordination system
    a. At the level of local government
    b. At the District level
    c. At the HoD level
    d. Responsibility mapping in general and under JJM
    e. Incentivizing coordination

2. Sector Financing and user charges: Improving the system of ascertaining the dues from local governments for standposts and ensuring prompt payment including redress of grievances of local government.
    a. Overall sector financing and financing capital costs water supply by LSGs
    b. Costing of schemes, Cost recovery, asset management and O&M
    c. Creating an IT based data base for functional stand post – issues and solutions.
    d. Bringing about conversion of stand posts to metered water connections.
    e. Places where stand posts would have to be retained and justification.
    f. Reducing waste of drinking water from stand posts and ensuring effective maintenance of those retained.

3. Planning Design and Implementation of water supply schemes
    - Contract management

- Coordination with local governments for road cutting and restoration of the damaged road surface.
- Trouble shooting arrangements
- Issues in acquiring land for water supply projects by Local Bodies.
- Costing of schemes some indicators
- Quality assurance – construction and service delivery-sustainability

4. Rehabilitation and rejuvenation of Water Supply schemes including the modus operandi for handing over single Gram Panchayat piped water supply schemes to the Village Panchayats.

5. Source sustainability, source protection and water quality
   - Suggest measures to link MNREGS and ongoing relevant schemes for source sustainability
   - Water supply to hydrologically challenged areas

6. Contract Management
   - Terms and conditions of the contract and responsibilities and liabilities of the Local Government and Kerala Water Authority
   - Review of Service Agreement or MoU between Local Bodies and KWA/Jalanidhi and proposes ways to address concerns of both the parties.
   - Systems to address grievance of KWA and Local governments against such MoU/ agreements.

7. Deposit works: Process of making deposits and monitoring of deposit works. Identification process for deposit works and roles and responsibilities for deciding viability, estimation of costs, issue of administrative sanction and technical sanction, cost/time overruns.

8. Small Piped Water Supply:
   - Assessment of the functioning of isolated water supply schemes started by the local governments under Jalanidhi and other schemes like Swajaldhara, etc. and other projects started and owned by Local Bodies and the way forward
   - Post construction support to over 11000 small piped CB water schemes and integration into JJM
   - Examine the role of open well based self-supply in the State

9. Urban Water Supply:
    - Role of Urban Local Governments in Water Supply/Sanitation schemes of AMRUT/Smart City
    - Review of water supply distribution system in Thrissur Corporation with respect to the Water Efficient Thrissur (WET) project being introduced there under AMRUT

10. Gender, exclusion and Equity based pro-poor service delivery
    - Focus on excluded, SC/ST narrow coastline, fisheries, drought prone areas, Kuttanad
    - Issues related to getting water connection to houses and flats taken up under LIFE Mission, PMAY etc

11. Community and civil society engagement
    - Role of NGOs/ SHGs

12. Monitoring Service Delivery
    - Institutional systems for Benchmarking service delivery at local government level both urban and rural
    - Social accountability, customer focus and IT enabled grievance redressal
    - Monitoring and Evaluation mechanism
    - Sector Information management system including stock and asset mapping

4. Audit Commission

The composition of the Working Group is as given below:

Chairperson:	Shri. Rajesh Kumar Singh, IAS	Additional Chief Secretary, Finance Department
Convenor:	Shri. D. Sanky	Director, Kerala State Audit Department

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1	Shri. Rahul. P	Deputy Accountant General, (Local Body Audit) Office of the Deputy Accountant General, Thrissur

Sl. No.	Name of Member	Designation
2	Shri. M.S. Bijukuttan	State Performance Audit Officer, Govt. Secretariat, Annexe-I, 6th Floor
3	Shri. Divakaran Pillai. S	Former State Performance Audit Officer
4	Shri. N.S. Pillai	Former SPAO & former Chairman, KSEB

The Working Group shall make recommendations on the following:

(1) Improving the quality of audit report at the level of Local Government.
(2) Improving consolidation of audit reports at State level.
(3) Ensuring a fair appeal system in respect of surcharges and recoveries.
(4) Follow up of audit paras and recommendations at the level of local government and at the level of the State government including institutional arrangements, monitoring system, reporting requirements, etc.
(5) Issues related to conduct of audit especially the process and procedures.
(6) Ensuring audit transparency vis-à-vis Gram Sabha/Ward Sabha and citizens.
(7) Changes required in the statutes related to the audit regarding composition.
(8) Introduction of improved audit standards.
(9) Ensuring proper audit planning.
(10) Role of CAG especially in TGS and improving coordination.
(11) Role of the Assembly Committee on local accounts.
(12) Suggestions for internal audit in Local Governments.
(13) Scope for introduction of single audit system in LSGIs
(14) Suggestions for setting up of an Audit Commission with special reference to composition, functions, power types of audits, qualification of Auditors for future recruitments, upgradation of capacity of existing Auditors, institutional arrangements, autonomy in audit and related matters, etc.
(15) Review of role of Audit Monitoring Committee chaired by Dt Collector.

5. Spatial Planning

The composition of the Working Group is as given below:

Chairperson:	Shri. A. Kasturi Rangan	Former Chief Town Planner
Convenor:	Dr Joy Elamon	Director General, KILA

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1	Dr. Ajith Kaliyath	Urban Chair Professor, KILA
2	Dr. Monish Jose	Assistant Professor, KILA
3	Shri. A. Nizamudeen	Commissioner, Land Use Board
4	Shri. K. Devarajan	Chief Town Planner (Retd.)
5	Shri. Suresh Francis	Scientist, Kerala State Remote Sensing and Environment Centre
6	Smt. Sudha.T.M	Chief Town Planner (Retd)
7	Shri. Rajesh. P.N	Senior Town Planner, Town & Country Planning Department
8	Shri. Biju. K	Senior Town Planner, Town & Country Planning Department
9	Shri. N. Jagajeevan	Consultant, Haritha Keralam Mission
10	Shri. S.R. Sanal Kumar	Joint Director, Decentralised Planning Division, State Planning Board
11	Shri. Eapen Varghese	Former Chief Town Planner
12	Shri. V. Krishnan	Former Chief Town Planner
13	Shri. Jacob Easow	Former Chief Town Planner
14	Shri. Rajesh T Varghese,	Secretary, Mulanthuruthy Panchayat
15	Shri. Anilkumar.G	Secretary, Elanthoor Panchayat
16	Shri. M. Suresan	Secretary, Thalassery Municipality
17	Shri.Bijumon Jacob	Secretary, Thodupuzha Municipality
18	Shri.Ansal Isac	Secretary, Kothamangalam Municipality
19	Dr. Malini Krishnankutty	Consulting Urban Planner
20	Smt. V. Vijaya	Consultant, Sixth State Finance Commission

The Working Group shall make recommendations on the following:

(1) Review of frequency in revising and updation of Master Plan/Schemes and effective implementation.

(2) Suggestions for operationalizing the Town and Country Planning Act including preparation of a process of spatial plan organically linked to the existing people's planning process.

(3) Suggestions for effective Involvement of Local Governments in Spatial Planning including capacity development.

(4) Scope for effective utilization of the Local Trouble Master Plan/Schemes by LSGIs.

(5) Aligning the Building regulations and Master Plans/Schemes

(6) Scope to fast track the Special Area Plan for disaster prone and environmentally sensitive area.

(7) Existing data to be used for spatial planning including historic and current.

(8) Gaps and suggestions for filling them up.

(9) Suggestions for regular updation.

(10) Use of students and volunteers for collection and updation of data.
(11) Suggestions for using high-resolution maps (1:10000,1:5000) and related technologies to strengthen spatial planning.
(12) Measures to ensure quality , accessibility and transparency of spatial data.
(13) Transparency of spatial data.
(14) Streamlining norms related to Land and Building regulations with reference to spatial planning.

6. e-Governance in the Local Governments

The composition of the Working Group is as given below:

Chairperson:	Smt. Sarada G Muraleedharan IAS	Additional Chief Secretary, LSGD
Convenor:	Dr. Santhosh Babu IAS (Retd)	Managing Director, KSITIL and K-FON
Co convenor:	Smt. Timple Magi	Joint Director (Rural), 6th SFC

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1.	Dr. Deepak Rajendra Prasad	Assistant Professor, Computer Science and Engineering, IIT Palakkad
2.	Shri. Jayachandran M.B	Chief Technical Officer, IITMK, Thiruvananthapuram
3.	Smt. Asha Varma. K.C	Senior Technical Director, NIC
4.	Director	Kerala State IT Mission
5.	Shri. K Premkumar	Director, IKM
6.	Shri. Anup Krishna	Dy Director of Panchayats
7.	Shri. Abdul Basheer P.K.	GIS Consultant
8.	Shri. Jobin John	Domain Expert, IKM
9.	Smt. Hemalatha T.R.	VP, ULCCS
10.	Smt. Vijaya V	Consultant
11.	Shri. Radhakrishnan	Joint Director (Urban), 6th SFC

The Working Group shall make recommendations on the following:
(1) Evaluate the progress of e-governance in Kerala and identify the success and shortcomings.
(2) Assess the good practices in other States like Karnataka and West Bengal and the Centrally Sponsored Schemes.

(3) Suggestions for making the software more integrated and intelligent.
(4) Suggestions for integrating all the transferred institutions into the system.
(5) Suggestions for ensuring the system with improved and good e-governance like transparency, first and first come served, re-duplication of benefits, etc.
(6) Suggestions for incorporating processes into the system starting from Gram Sabha/Ward Sabha.
(7) Suggestions for incorporating citizen inputs and responding to citizen's grievances.
(8) Ensuring integration of various registers and data base with the system.
(9) Possibilities of using improved technologies like mobile applications.
(10) Suggestions for proper interface with State and Central systems relating to local governments like PFMS, Treasury, etc.
(11) Suggestions for local ownership and use of systems particularly by elected representatives and citizens.
(12) Suggestions for e-governance applications covering G2G, G2C and G2B relations.
(13) Review and suggestions for improving integrated ILGMS software.
(14) Challenges in e- Governance
(15) Suggestions for capacity building of staff.

7. Public Works

The composition of the Working Group is as given below:

Chairperson:	Shri. K. Sundaran	Former Chief Engineer, LSGD
Convenor:	Dr Mariamma Sanu George	Advisor, 6th SFC

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1.	Shri. Johnson. K	Chief Engineer, LSGD
2.	Shri. Thomas John	Joint Director, Kerala Highway Research Institute
3.	Shri. Abhijith Ravikumar	Assistant Director, Kerala Highway Research Institute
4.	Dr. B.G. Sreedevi	Former director and Chief Scientist, NATPAC

Sl. No.	Name of Member	Designation
5.	Smt. Sudha. S	Deputy Chief Engineer, Public Works Department
6.	Shri. K.S. Jayachandrakumar	Dy. Chief Engineer, (Rtd.), LSGD
7.	Dr. Anil. R	Associate Prof. Govt. College of Engineering, Thiruvananthapuram
8.	Shri. A.L. Charles	Deputy Mission Director, Amrut Mission
9.	Shri. Krishnakumar. S	Technical Examiner, Finance (IW-T) Department
10.	Shri. Sathish. N	Senior Finance Officer, Public Works Department (R&B)
11.	Smt. Vijaya. V	Consultant, Sixth State Finance Commission

The Working Group shall make recommendations on the following:

(1) Suggestions for quality control of works including independent arrangements.
(2) Introduction of DLP (Defect liability period) in all Public works as done in PWD.
(3) Issues related to cost overrun, labour shortage, availability of materials etc. resulting in revision of estimates and suggestions for management of public works to ensure timely completion within the estimate.
(4) Suggestions for improving community contracting of works especially beneficiary committees, PTA, etc. and prevention of benami works.
(5) Enhanced use of appropriate and green technologies in road and building construction.
(6) Improvements in IT enabled system and usage in all fields from estimation to payment of work bill.
(7) Suggestions for coordinating the road cutting and restoration issues.
(8) Introducing Geo tagging in all works and proper chainage for all roads.
(9) Review the contract systems and incorporate the best practices including for maintenance.
(10) Suggestions for smoothening of different procedures while utilizing accredited agencies.
(11) Suggestions for rational prioritization of road works.
(12) Suggestions for technical standards for maintenance–road and non-road.
(13) Monitoring of execution of public works.
(14) Transparency and other accountability measures.

(15) Execution of minor maintenance and other repair works related to small buildings like Anganwadis under LSGIs in light of the issues regarding the reluctance of contractors to take up the works.

8. Appropriate construction technologies in building, sanitation and wate supply

The composition of the Working Group is as given below:

Chairperson:	Shri. V.N. Jithendran IAS (Retd.)	Former Director Social Justice
Convenor:	Dr Mariamma Sanu George	Advisor, 6th SFC

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1	Shri. G. Sankar	HABITAT
2	Prof. Lakshmanan Nair	Zonal Co-ordinator, State Nirmithi Kendra
3	Shri. P. Chandra Babu	Director, COSTFORD
4	Shri. P.B. Sajan	Joint Director, COSTFORD
5	Shri. R.D. Padmakumar	Consultant Architect, COSTFORD
6	Shri. G. Jaigopal	Architect
7	Shri. Sivarajan Urav	NGO, Cost Effective Construction Technology
8	Shri. V.V. Sudhakaran	Facilitator, Decentralisation, Thrissur
9	Prof. Sunil Edward	Head of Department of Architecture, College of Engineering, Thiruvananthapuram
10	Smt. Tessy Varkey	Assistant Professor, Rajiv Gandhi Institute of Technology, Kottayam

The Working Group shall make recommendations on the following:

(1) Identify issues faced by Local Governments and the implementing agencies, especially accredited agencies in the execution of works involving appropriate technology.
(2) Identify factors and challenges which affect the adoption of appropriate technology in different construction works.
(3) Assess the use of appropriate technology in different aspects of rural development with special reference to public buildings, sanitation systems, and water supply, and watershed management.
(4) Identify potential appropriate technologies for different construction works taken up by local governments and suggest standards and specifications to the extent possible.

(5) Outline the systems needed for taking up estimates, issue of administrative and technical sanctions, measurement of works, quality control of works, etc. using appropriate technology.
(6) Document the positive and negative experience of accredited agencies using appropriate technology and suggest methods for sorting out issues and expanding the use of such technology.
(7) Suggest institutional arrangements for promoting, monitoring and trouble-shooting in respect of works using appropriate technology.
(8) Suggest capacity building for elected representatives and Engineers to improve adoption of appropriate technology in different areas of development.

9. Role of Local Government in addressing Climate change Adaptation and in Disaster Management

The composition of the Working Group is as given below:

Chairperson:	Smt. Sarada Muraleedharan IAS	Additional Chief Secretary, LSGD
Convenor:	Dr. Joy Elamon	Director General, KILA
Joint Convenor:	Dr. Mariamma Sanu George	Advisor, 6th SFC

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1.	Shri. Sekhar Kuriakose,	Director, Kerala State Disaster Management
2.	Dr. R. Ajaykumar Varma	Former Chief Scientist & Head (Natural Resources & Environmental Management), National Centre for Earth Science Studies
3.	Shri. Jayakumar,	Director, Thanal
4.	Shri. Jerin Thomas Abraham	Project Officer, Natural Resources and Environment Management, UNDP HRML Project
5.	Shri. N. Jagajeevan	Consultant, Haritha Keralam Mission

The Working Group shall make recommendations on the following:

1. Outline possibilities of local action for combatting climate change especially in the context of Sustainable Development Goals (SDGs).

2. Identify best practices of local action from within Kerala and outside.
3. Suggest the process and procedures required to incorporate this element in planning and implementation by Local Governments.
4. Suggest measures for co-ordination with state level departments and agencies related to climate change.
5. Suggest measures to optimize the use of funds in Government, parastatals and Local Governments.
6. Indicate possibilities of accessing additional funds for combatting climate change.
7. Suggest support systems required by Local Governments and the mode of providing them.
8. Suggest a monitoring and evaluation framework and the mode of operationalising it.
9. Recommend capacity building measures for the different stakeholders.

10. Convergence with Kudumbashree

The composition of the Working Group is as given below:

Chairperson:	Shri. S. Hari Kishore IAS	Executive Director, Kudumbashree
Convenor:	Shri. Manu Sankar,	Kudumbashree

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1.	Shri. N. Jagajeevan	Consultant, Haritha Keralam Mission
2.	Shri. Kesavan Nair	Managing Director, Clean Kerala Company
3.	Shri. Sajith Sukumaran	Chief Executive, National Resource Organisation, NRCM, Kudumbashree
4.	Shri. Liby Johnson	Former NRO
5.	Shri. L.P Chithar	Former Additional Development Commissioner
6.	Dr. P. Leela Kumari	Prof. (Retd), KILA
7.	Shri. K.K.Manoj	Secretary, Wadakanchery Municipality
8.	Smt. H. Seena	Secretary, Valanchery Municipality
9.	Smt. Jayalakshmy	Secretary, Kondazhy Panchayat
10.	Smt. Chinnamma.P V	Secretary, Meenangadi Panchayat
11.	Smt. Soya Thomas	Former Co-ordinator, Kudumbashree
12.	Smt. Timple Magi	Joint Director (Rural) 6th SFC

The Working Group shall make recommendations on the following:

(1) Preparation of Anti-Poverty Sub Plan – how to revive.
(2) Improving Asraya.
(3) Improving the partnership between Kudumbashree and local governments.
(4) Linkage with Plan of LBs and Kudumbashree plan
(5) Strengthening the functioning of the Local Body Level Review Committee.
(6) Participation of Kudumbashree members in different Working Groups.
(7) Linking Neighbourhood Groups to Gram Sabhas/Ward Sabhas.
(8) Possibilities of District Panchayats – including institutional arrangements and Block Panchayats assisting Kudumbashree.
(9) Utilization of the services of the Block level resource persons of Kudumbashree by local governments.
(10) Outsourcing of different services to Kudumbashree.

11. Local Statistics

The composition of the Working Group is as given below:

Chairperson:	Shri A. Meerasahib	Director (Retd.), Department of Economics & Statistics
Convenor:	Shri Sanal Kumar S R	Joint Director, Decentralised Planning Division, Kerala State Planning Board

The following are members of the Working Group:

Sl. No.	Name of Member	Designation
1.	Shri. P.V. Babu	DES
2.	Shri. P.P.Sajeevu	Additional Director, DES
3.	Shri. K.Damaodaran	Additional Director (Prices)
4.	Smt. J. Josephine	Chief, Decentralised Planning Division, SPB
5.	Shri. P.D.Santhoshkumar	Senior Joint Director, O/o DGE
6.	Shri. T.P.Vinodan	Joint Director, DES
7.	Shri. Usman Sherif Koori	Joint Director, DES
8.	Shri. K.Vimalan	Senior Joint Director (Retd.), DES
9.	Dr.V.Surjit	Associate Professor, NIRD
10.	Shri. Sreekumar B	Joint Director, CPMU
11.	Smt. Resmi C.P	Nosologist, DES
12.	Smt. Sudarsa R	Manager (EI), Ernakulam
13.	Shri. Manoj M	Joint Director, DES
14.	Shri. P.Surendran Pillai	Senior Joint Director (Retd.), DES
15.	Shri. Shibukumar D.S	Deputy Director, Computer Division

Sl. No.	Name of Member	Designation
16.	Smt. Haleema Beegum	Deputy Director, IDRB
17.	Shri. E.V.Premarajan	Deputy Director (E&S), Wayanad
6th State Finance Commission		
18.	Shri. Radhakrishnan P	Joint Director (Urban), 6th SFC
19.	Smt. Timple Magi	Joint Director (Panchayats), 6th SFC
20.	Dr. P. Shaheena	Advisor, 6th SFC
21.	Dr. Mariamma Sanu George	Advisor, 6th SFC
22.	Smt. V.Vijaya	Consultant, 6th SFC

The Working Group shall make recommendations on the following:

1. To oversee functioning of Sub Groups
2. To consolidate and appraise the reports of sub groups.

Sub Group Tasks and Members:

Task and members of Sub Groups **1 to 4**

1. List out the data already been generated at the local level.
2. Limitations of present data collection and aggregation system
3. Give suggestions for improvement of the present system - including suggestions for updating data at regular intervals and making available them for local level planning, suggestions for proper use of data etc.
4. Assess the data gap (i.e., Difference between data compulsorily required for local level planning and actually collected) including new areas for local data collection - with suggestions for collection, updating, periodicity modalities and responsibilities, etc.
5. Furnish the details of statistics already been generated by national and state agencies (i.e through census and surveys) - name of such census/surveys, periodicity, levels at which the data is available, sample size etc. Also give suggestions for better utilization of such statistics enhancing sample size - so as to provide data at local level.

Additional tasks for **Sub Group-II (Education, Health & Social Services)**

1. Data on self-financing/private institutions may be considered while discussing Education & Health.
2. The possibility of building a database on human resources may be explored while discussing Education

Members of Sub Group-1

Areas	Sl. No.	Name of Member	Designation
1. Agriculture Development and Farmers Welfare 2. Animal Husbandry 3. Dairy Development 4. Soil Survey and Soil Conservation 5. Fisheries 6. Civil supplies 7. Cooperation 8. Irrigation 9. Other Sectors / Agencies in the related sectors	1.	Shri. K. Damodaran	Convener, Sub Group 1
	2.	Shri. Usman Sherif Koori	Co-Convener, Sub Group 1
	3.	Shri. Sunil Augustine	Joint Director, Directorate of Animal Husbandry
	4.	Shri.A Murugan	Deputy Director, Agriculture
	5.	Shri. Gopakumar	Deputy Director, Fisheries
	6.	Shri. Roy Thomas	Deputy Director, IDRB
	7.	Shri. Nisarudeen	ADO, Irrigation Department
	8.	Smt. S.A Deepa	Deputy Director, DES

Members of Sub Group 2

Area	Sl. No.	Name of Member	Designation
1. General Education 2. Higher Secondary Education 3. Vocational higher secondary 4. Technical Education 5. Samagra Shiksha Kerala 6. Health Services 7. Medical Education 8. AYUSH 9. National Health Mission 10. Social Justice 11. Women and Child Development /Nutrition 12. Sports 13. Other sectors/Agencies in the related sectors	1	Shri. P.D Santhosh Kumar	Convener, Sub Group 2
	2	Smt. Resmi C.P	Co-Convener, Sub Group 2
	3	Dr. Kamala	Associate Professor, Dept of Pulmonary Medicine, Directorate of Medical Education
	4	Dr.P.K Mohanlal	Director of Ayurveda Medical Education (Retd)
	5	Dr.C Sundaresan	Professor (Retd), Homoeopathic Medical Education
	6	Shri. K.Vimalan	Senior Joint Director (Retd.), DES
	7	Smt. Sivanya. S.N	Joint Director, Women & Child Development
	8	Smt. Jalaja. S	Joint Director, Social Justice Department
	9	Shri. Preeth	Deputy Director, DHS
	10	Smt. Saleena K	Manager (EI), Palakkad
	11	Shri. Abhinesh S.S	Deputy Director (E&S), Kasaragod

	12	Shri. Misha S.V	Project Manager (Sevana), IKM

Members of Sub Group 3

	Sl. No.	Name of Member	Designation
1) Industries and Commerce 2) Khadi and Village Industries 3) Culture 4) Information Technology 5) Tourism 6) Kerala State Electricity Board 7) ANERT 8) Transport/Roads/Public Works/Port 9) KWA/Drinking Water 10) Labour and Employment Other sectors/Agencies in the related sectors	1	Shri. T.P Vinodan	Convener, Sub Group 3
	2	Smt. Sudarsa R	Co-Convener, Sub Group 3
	3	Smt. A.R Yamuna	Manager (EI), Thiruvananthapuram
	4	Smt. Sini Kasim	Manager (EI), Thrissur
	5	Dr. K.G Geetha	Assistant Professor, CUSAT (Deputy Director on deputation)
	6	Smt. A. Dhanya	Deputy Director (E&S), Malappuram
	7	Shri. Rakeshkumar K	Manager (EI), Wayanad

Members of Sub Group 4

Area	Sl. No.	Name of Member	Designation
1. Panchayats 2. Rural Development 3. Urban affairs 4. Mahatma Gandhi National Rural Employment Guarantee Project 5. Ayyankali Urban Employment Guarantee Project 6. Kudumbashree 7. Suchitwa Mission/Sanitation 8. LSGD Engineering 9. Town & Country Planning 10. Information Kerala Mission 11. Scheduled Castes Development 12. Scheduled Tribes Development	1	Shri. Usman Sherif Koori	Convener, Sub Group 4
	2	Shri. E.V Premarajan	Co-Convener, Sub Group 4
	3	Shri. Pradeepkumar P	Chief Planning Officer, SC Development Dept
	4	Shri. M Kalamudeen	Chief Planning Officer, ST Development Dept
	5	Shri. Rajesh V	Deputy Director (E&S), Kozhikode
	6	Smt. Divya	Deputy Director, CRD
	7	Smt. Maya S	Deputy Director, O/o CTP
	8	Smt. Sincymol Antony K	Deputy Director (E&S), Ernakulam
	9	Smt. Naidhi Sabu M.J	Junior Statistical Inspector, Directorate of Panchayats

Area	Sl. No.	Name of Member	Designation
13. Development of OBC /Minorities and Other sectors/Agencies in the related sectors	10	Shri. G. Harikumar	Statistical Assistant, Directorate of Urban Affairs

Tasks of the Sub Group-V Sub Group-V (Environment related statistics)

1. List out the environment related statistics which are currently available at the local level - with the details of data generating agencies
2. Give suggestions for making available these statistics to local governments
3. Give suggestions for collection of environment related statistics which are currently not available.
4. Give suggestions of better utilization of these statistics by the local governments for local level planning

Members of Sub Group 5

Area	Sl. No.	Name of Member	Designation
1. Environment and Climate Change 2. Forest 3. KSLUB 4. KSREC 5. KSDMA 6. KSPCB and 7. Agencies in the related sectors	1	Dr. Mariamma Sanu George	Convener, Sub Group 5
	2	Shri. Manoj M	Co-Convener, Sub Group 5
	3	Shri. Jerin Thomas Abraham	Project Officer, Natural Resources and Environment Management, UNDP HRML Project
	4	Smt. Geetha L	Deputy Director, Forest
	5	Smt. Shailamma	Deputy Director, Kerala State Land Use Board
	6	Smt. Sangeetha R	Manager (EI), Kollam
	7	Shri. Krishnakumar. K.K	Centre for Socio Economic and Environment Studies
	8	Shri. Bibin Thampi	Senior Research Officer
	7.	Smt. Neha Kurian	Programme Coordinator, KILA

Tasks of the Sub Group 6 Fiscal statistics related to LGs and strengthening the statistical system of DPCs)

1. Give suggestions for improving collection and use of fiscal statistics related to local governments both revenue and expenditure
2. Give suggestions on other statistics required for local planning and monitoring (which are currently not available)
3. Give suggestions for strengthening the statistical system of DPCs
4. Give suggestions on the possibilities of participatory data
5. Suggestions on using educational and academic institutions of the local governments in building local statistics

Members of Sub Group 6

Sl. No.	Name of Member	Designation
1	Smt. J. Josephine	Convener, Sub Group 6
2	Shri. P.Surendran Pillai	Co-Convener, Sub Group 6
3	Shri. G.S Rajath	Deputy Director (E&S), Kannur
4	Shri. Anish A.	Project Manager (Sulekha), IKM
5	Shri. M.Hussain	Deputy Director, District Planning Office, Alappuzha
6	Shri. Mohamed Ansal Babu.N.K	Assistant Director, Decentralised Planning Division, SPB
7	Smt. Timple Magi	Joint Director (Panchayats), 6th SFC
8	Shri. P. Radhakrishnan	Joint Director (Urban), 6th SFC
9	Dr. P. Shaheena	Advisor, 6th SFC

Tasks of the Sub Group 7 (Digitisation of Local Level Data)

1. Suggestions for making available digitized data in a single platform for the effective use of local level planning
2. Suggestions for improving access to data available in public domain and timely updating for ensuring transparency.

Members of Sub Group 7

Sl. No.	Name of Member	Designation
1	Shri. S.R.Sanal Kumar	Convener, Sub Group 7
2	Shri. Shibukumar D.S.	Co-Convener, Sub Group 7
3	Shri. R. Ajith Kumar	Assistant Professor, IIITMK
4	Shri. K.Vimalan	Senior Joint Director (Retd.), DES
5	Shri. Jiju Krishnan.K	Domain Expert, Information Kerala Mission
6	Shri. Abhilash	Research Officer, DES

Sl. No.	Name of Member	Designation
7	Shri. Kiran	Manager (EI), Idukki
8	Shri. Francis Thomas	Research Officer, DES

Tasks of the Sub Group 8 (Sub Group on review of literature)

Give suggestions after reviewing the literature and reports brought out by the Central/Governments and various agencies of eminence in the area of local level statistics.

Members of the Sub Group 8

Sl. No.	Name of Member	Designation
1	Smt. V. Vijaya,	Convener, Sub Group 8
2	Smt. Haleema Beegum,	Co-Convener, Sub Group 8
3	Dr. V.Surjith	Associate Professor, NIRD
4	Prof. P. Shaheena	Advisor, 6th SFC
5	Shri. Sreekumar B.	Joint Director, CPMU
6	Smt. Prabha George	Deputy Director (E&S), Kollam
7	Shri. V.Vijayakumar	Manager (EI), Pathanamthitta

12. Social Audit

The composition of the Working Group is as given below

Chairperson:	Shri. S.M. Vijayanand	Chairman, SSFC
Convenor:	Dr. Abey George	Associate Professor, KILA

The following are members of the Working Group

Sl. No.	Name	Designation & Organisation
1.	Shri. Nikhil Dey	Mazdoor Kisan Shakti Sangathan (MKSS)
2.	Smt. Rakshita Swamy	Social Accountability Forum for Action and Research (SAFAR)
3.	Prof. C. Dheerja	National Institute of Rural Development and Panchayati Raj, Hyderabad (NIRD & PR)
4.	Shri. Karuna Muthayya	
5.	Smt. M.S Soumya Kidimbi	Director, Social Audit, Telangana
6.	Shri. Gurjeet Singh	Director, Social Audit, Jharkhand
7.	Shri. E. Sreekumar	Director (i/c), Social Development Specialist, Social Audit, Kerala
8.	Dr. Jyothi Krishnan	HoD, Department of Social Work (Disaster Management), Loyola College of Social Sciences, Trivandrum

The Working Group shall make recommendations on the following:

1. Identify best practices in social accountability as relevant to Local Governments of Kerala.
2. Outline procedures and processes for putting them into practice.
3. Suggest systems and institutions for oversight.
4. Indicate Capacity building measures for different stakeholders including citizen education.
5. Suggest changes in the legal framework.

Annexe 2.4

Online Meeting with Recognised Political Parties, Representatives of Grama Panchayat Association, Block Panchayat Association and Kerala Chamber of Municipal Chairmen

Sl. No.	Name	Details
Political parties of Kerala 16th Dec. 2021		
1	Shri. K. Prakash Babu	Communist Party of India (CPI)
2	Dr. T.M. Thomas Isaac	Communist Party of India, Marxists (CPI(M))
3	Shri. Krishnakumar. C	Bharatiya Janata Party (BJP)
4	Shri. Ashokan Kulanada	Bharatiya Janata Party (BJP)
5	Shri. Vadacodu Monachan	Kerala Congress-B
Grama Panchayat Association on 13th Dec. 2021		
1	Smt. Usha K M	President, G.P Association
2	Shri. Suresh K S	General Secretary, State G.P Association
3	Shri. V. Viju Mohan	President, Thiruvananthapuram District, G.P Association
4	Shri. P. K. Chandrasekharan Nair	President, Ernakulam District, G.P Association
5	Shri. M. Sreedharan	President, Kannur District G.P Association
Block Panchayat Association on 14th Dec. 2021		
1	Shri. C.M. Krishnan,	State General Secretary.
2	Shri. T.R. Hariprasad,	Secretary, Thiruvananthapuram.
3	Shri, T.K. Devadas,	Secretary, Palakkad.
4	Shri. K. Sudhakaran	Secretary, Kannur
5	Shri. P.A.M. Basheer,	President, Ernakulam.
6	Shri. V. Sethumadhavan,	President, Palakkad
7	Shri. K. Harshakumar,	President, Kollam.
8	Shri. Manikandan,	President, Kasaragod.
9	Smt. Ambili,	President, Thiruvananthapuram.
Kerala Municipal Chairpersons Chamber Association on 14th Dec. 2021		
1	Shri.M Krishnadas	Chairman, Chamber f Municipal Chairmen
2	Shri.M.O.John	General Secretary, Chamber of Municipal Chairmen

Sl. No.	Name	Details
3	Smt.Sherly Bhargavan	Cherthala Municipality, Vice-Chairman,
4	Adv.T.Zakir Hussain	Pathanamthitta Municipality, Ex.Member,
5	Smt T.V.Santha	Neeleswaram Municipality, Ex.Member,

Annexe 2.5

Online Meeting with Mayors of Municipal Corporations and Presidents of District Panchayats

Sl. No.	Name	Municipal Corporation / District
Mayors of Municipal Corporation -13th December 2021		
1.	Shri. M.K. Varghese	Thrissur
2.	Dr. Beena Philip	Kozhikode
3.	Adv. T.O. Mohanan	Kannur
4.	Adv. M. Anilkumar	Kochi
5.	Smt. Prasanna Earnest	Kollam
Presidents, District Panchayat - 13th December 2021		
1.	Adv. Omallur Sankaran	Pathanamthitta
2.	Shri. Ullas Thomas	Ernakulam
3.	Smt. Baby Balakrishnan	Kasaragod
4.	Smt.Rafiya	Malappuram
5.	Smt.Sheeja Sasi	Kozhikode

Annexe 2.6

Online Meetings with District Collectors, District Planning Officers and DPC Government Nominees

Sl. No.	Name	District
District Collectors on 10th Dec. 2021		
1.	Smt. Navjot Khosa, IAS,	Thiruvananthapuram
2.	Smt. Dr. Divya S Iyer, IAS,	Pathanamthitta
3.	Shri. A. Alexander, IAS,	Alappuzha
4.	Smt. Dr. P. K. Jayasree, IAS,	Kottayam
5.	Smt. Sheeba George, IAS	Idukki
6.	Shri. Jafar Malik, IAS	Ernakulam
7.	Smt. Haritha V Kumar, IAS	Thrissur
8.	Smt. Mrunmai Joshi, IAS	Palakkad
9.	Shri. Premkumar VR, IAS	Malappuram
10.	Shri. Muhammed Rafeeq	ADM, Kozhikode
11.	Smt. Geetha A, IAS	Wayanad
12.	Shri. Chandrasekar S, IAS	Kannur
13.	Smt. Bhandari Swagat Ranveerchand, IAS	Kasaragod
DPC Government Nominees on 10th Dec. 2021		
1.	Shri. Viswanathan M.,	Kollam
2.	Smt. Rajini Jayadev	Alappuzha
3.	Adv. K. Thulacy,	Ernakulam
4.	Shri. M N Sudhakaran,	Thrissur
5.	Shri. Ajayan T.R.,	Palakkad
6.	Shri. A.N. Prabhakaran,	Wayanad
7.	Shri. Sudhakaran,	Kozhikode
8.	Shri. Govindan K.V.,	Kannur
9.	Shri. C. Ramachandran,	Kasaragod
DPC Government Nominees on 30th Nov. 2021		
1.	Smt. Josephine J	Chief, Decentralised Planning Division and all District Planning Officers

Annexe 2.7

Online Meetings with Heads of Departments, Senior Officers and Subject Experts

Sl. No.	Department	Name	Designation	Date
1.	Agriculture Department	Dr. K. Vasuki, IAS	Director	26th May 2021
2.		Shri. Subash. T.V, IAS	Director	29th Nov. 2021
3.	Animal Husbandry Department	Dr. K. M. Dileep	Director	25th May 2021
4.		Dr. A. Kowsigan, IAS	Director	26th Nov. 2021
5.	Dairy Development	Shri. P.B. Suresh Kumar	Director (i/c)	26th Nov. 2021
6.	Women and Child Development Department	Smt. Anupama. T.V, IAS	Director	25th May 2021
7.				25th Nov. 2021
8.	Social Justice Department	Smt. Sheeba George, IAS	Director	6th May 2021
9.		Smt. M. Anjana, IAS	Director	27th Nov. 2021
10.	Scheduled Caste Development Department	Smt. Sreevidya P.I, IAS	Director	27th May 2021
11.		Shri. M. G. Rajamanickam, IAS	Director	25th Nov. 2021
12.	ST Development	Smt. Anupama. T.V, IAS	Director	25th Nov. 2021
13.	General Education Department	Shri. K. Jeevan Babu, IAS	Director of General Education	6th May 2021
14.				25th Nov. 2021
15.		Shri. Santhosh. C.A	Additional Director of General Education (General)	25th Nov. 2021

Sl. No.	Department	Name	Designation	Date
16.	Health Services Department	Dr. R. Ramesh	Former Director of Health Services	26th May 2021
17.		Dr. Raju V R	Director of Health Services	24th Nov. 2021
18.		Dr. C.K. Jagadeesan	Additional DHS (Planning)	24th Nov. 2021
19.	Homoeopathy Department	Dr. M.N. Vijayambika	Director	7th May 2021
20.				24th Nov. 2021
21.	India Systems of Medicine	Dr. K.S. Preeya	Director	7th May 2021
22.				24th Nov. 2021
23.	Labour Department	Smt. S. Chitra, IAS	Labour Commissioner,	28th Oct. 2021
24.	Department of Panchayats	Shri. H. Dinesan, IAS	Director	12th Oct. 2021
25.	Urban Affairs Department	Dr. Renu Raj, IAS	Director of Urban Affairs	12th Oct. 2021
26.				14th Dec. 2021
27.	Economics and Statistics.	Shri. Sajeevu. P.P	Director	12th Nov. 2021
28.	Industries and Commerce	Shri. S. Harikishore, IAS	Director and senior officials	26th Nov. 2021
29.				18th Dec. 2021
30.	Engineering Wing Local Self Government Department (LSGD)	Shri. Johnson. K	Chief Engineer	22th Nov. 2021
31.	Kerala State Rural Roads Development Agency (KSRRDA)	Shri. Sandeep. K. G	Chief Engineer	22th Nov. 2021

Sl. No.	Department	Name	Designation	Date
32.	Fisheries Department and experts	Smt. R Girija, IAS	Director of Fisheries	18th Dec. 2021
33.		Prof. John Kurien	Visiting Professor, Azim Premji University, Bangalore	18th Dec. 2021
34.		Shri. Sajith Sukumaran	Chief Executive, National Resource Organisation, NRCM, Kudumbashree	18th Dec. 2021
35.		Shri. P.K. Shajahan,	Dean, Academics, TISS, Mumbai	18th Dec. 2021
36.		Shri. Sahadevan. P,	Addtl. Director of Fisheries (Retd.)	18th Dec. 2021
37.		Shri. Vivekanandan. V,	Director, FishMARC, Thycaud, Thiruvananthapuram	18th Dec. 2021
38.		Shri. Rajan. J.B,	Associate Professor, KILA	18th Dec. 2021
39.		Shri. A.J. Vijayan,	Spokesperson, Coastal Watch, Thiruvananthapuram	18th Dec. 2021
40.		Shri. Sivakumar,	Additional Development Commissioner (Retd.)	18th Dec. 2021

Annexe 2.8

Offline Meetings with Support Institutions

Sl. No.	Institution	Name	Designation	Date
1.	Clean Kerala Company	Shri. Kesavan Nair	Managing Director	17th Dec. 2021
2.	Navakeralam Karma Padhathi	Smt. Indu. S	Admn. Officer	17th Dec. 2021
3.	Haritha Keralam Mission	Shri. Sanjeev. S.U	Consultant	17th Dec. 2021
4.		Shri. V. Rajendran Nair	Technical Officer	17th Dec. 2021

Sl. No.	Institution	Name	Designation	Date
5.	Public Education Rejuvenation Campaign	Smt. Meenambika. M.I	Admn. Officer	17th Dec. 2021
6.		Smt. Sreerenjini	Mission Project Officer	17th Dec. 2021
7.	Kudumbashree	Smt. P.I. Sreevidya, IAS	Executive Director	21st Dec. 2021
8.	Suchitwa Mission	Shri. Mir Mohammed Ali, IAS	Executive Director	21st Dec. 2021
9.	Kerala Institute of Local Administration (KILA)	Dr. Joy Elamon	Director General	27th Dec. 2021
10.	Information Kerala Mission (IKM)	Shri. K. Prem Kumar	Executive Director	27th Dec. 2021
11.		Shri. Jobin John	Domain Expert	27th Dec. 2021
12.		Shri Anish A	Domain Expert	27th Dec. 2021
13.	Kerala State Information Technology Infrastructure Limited (KSITIL)	Shri. Santhosh Babu	Managing Director	27th Dec. 2021
14.	Uralungal Technology Solutions (ULTS), Kozhikode	Shri. Abdul Basheer	GIS Consultant	27th Dec. 2021
15.	Water Resources	Shri. T.K Jose, IAS	Additional Chief Secretary	12th Jan. 2022
16.	Kerala Water Authority	Shri. Venkatesapathy S. IAS	Managing Director	

Annexe 2.9

Offline Meetings held with various Agencies and Departments

Sl. No.	Department	Name	Designation	Date
1.	Kerala State Electricity Board Ltd (KSEBL)	Shri. B. Ashok IAS	Chairman & Managing Director	1st Dec. 2021
2.	Agency for New and renewable Energy Research & Technology (ANERT)	Shri. Narendra Nath Veluri, IFS	Chief Executive Officer	1st Dec. 2021
3.	Energy Management Centre (EMC)	Shri. R. Harikumar	Director	1st Dec. 2021
4.	Department of Economics & Statistics	Shri. Sajeevu. P.P	Director	9th Dec. 2021
5.		Shri. Vinodan. T.P	Joint Director	9th Dec. 2021
6.	Town and Country Planning Department	Shri. J. Jayakumar	Additional Chief Town Planner	9th Dec. 2021
7.		Smt. Asha Ajaya Ghosh	Town Planner	9th Dec. 2021
8.	Directorate of Panchayats	Shri. H. Dinesan, IAS	Director of Panchayats	20th Dec 2021
9.		Shri. M.P Ajithkumar	Additional Director	20th Dec 2021
10.		Shri. HariKrishnan	Admirative Officer	20th Dec 2021
11.		Shri. Hari	Law Officer	20th Dec 2021
12.		Shri. AnilKumar	Senior Superintendent	20th Dec 2021
13.		Shri. SureshKumar	Junior Superintendent	20th Dec 2021
14.		Shri. Jain	Junior Superintendent	20th Dec 2021
15.	Urban Affairs Department	Dr. Renu Raj, IAS	Director, Urban Affairs	20th Dec 2021
16.		Shri. Harikumar	Joint Director	20th Dec 2021
17.	Solid Waste Advisory Group (SWAG) Urban Affairs	Shri. Muhammed Huwaiz	Deputy Director	20th Dec 2021

Sl. No.	Department	Name	Designation	Date
18.	Ayyankali Urban Employment Guarantee Scheme (AUEGS)	Shri. Subodh S	Project Officer	20th Dec 2021

Annexe 2.10

Online Meetings with Key Experts of People's Plan in Kerala

Sl. No.	Name	Designation & Department
1	Shri. Sanal Kumar. S.R	Joint Director, Decentralised Planning Division, State Planning Board
2	Prof. Kunhikannan T.P	Economics Professor (Retd.), CKG Memorial Govt. College, Perambra.
3	Prof. Raveendran P.K	Member, State Resource Group, State Planning Board & Deputy Director (Rtd.), Collegiate Education Department
4	Shri. N. Jagajeevan	Executive Director, Grameena Patana Kendram, Thiruvananthapuram
5	Shri. Madanmohan K.B	Chief Executive Officer, Kerala Grama Panchayat Association
6	Dr. Jos Chathukulam	Director, Centre for Rural Management, Kottayam
7	Shri. Krishnakumar K.K	Senior Fellow, CSES, Kochi.
8	Shri. Jamal N -	Member, State Resource Group, Decentralised Planning & Joint Director (Retd.), Co-operation Department
9	Shri. Nujum. M.A	Expert, People Planning Cell, State Planning Board & Superintendent (Retd.), Corporation of Thiruvananthapuram.
10	Shri. Pappan Kuttamath	District Co-ordinator, Peoples Planning, Kasaragod District & Head Master (Retd.), Govt. UPS Pulloor, Kasaragod
11	Shri. Ajith Kumar. R	Vice-Chairman, Planning Committee, District Panchayat, Pathanamthitta.

Annexe 2.11

Online Meetings and Discussions held with Selected Secretaries and Officials of Local Governments

Sl. No.	Name	Local Governments / Department	Designation
1.	Shri. Arun Kumar	Panachikkad, Kottayam	Secretary
2.	Shri. Ajmal	Sooranad South, Kollam	Secretary
3.	Shri. Abdul Basheer	Uralungal Technology Solutions (ULTS), Kozhikode	Former Secretary
4.	Smt. Chinnamma P V	Meenangadi, Wayanad	Secretary
5.	Shri. Jaison Neddumbala	Thamarassery, Kozhikode	Secretary
6.	Shri. Abdul Jaleel	Poomangalam, Thrissur	Secretary
7.	Shri. Abdulla	Mullankolly, Wayanad	Secretary
8.	Shri. Santhosh	Karivelloor-Peralam, Kannur	Secretary
9.	Shri. Abu Faisal	Kalpakancherry, Malappuram	Secretary
10.	Shri. Shajahan	Adimali, Idukki	Secretary
11.	Shri. Anil	Olavanna, Kozhikode	Secretary
12.	Shri. Sreekanth	Aloor, Thrissur	Secretary
13.	Shri. Arun Kumar	Panachikad, Kottayam	Secretary
14.	Shri. Vijay S S	Niranam, Pathanamthitta	Secretary
15.	Shri. Anil Kumar G	Elanthoor, Pathanamthitta	Secretary
16.	Shri. Siby Varghese	Padinjarethara, Wayanad	Secretary
17.	Smt. Rekha Varrier	Thiruvarp, Kottayam	Secretary
18.	Smt. Preethi	Chenkal, Thiruvananthapuram	Secretary
19.	Shri. Mahesh	Pallassana, Palakkad	Secretary
20.	Smt. Mini	Thiruvarp, Kottayam	Junior Superintendent
21.	Shri. Shibu	DDP Office Alappuzha	Junior Superintendent
22.	Shri. Cletus	Kavalam, Alappuzha	Secretary
23.	Smt. Jayalakshmy	Mulloorkkara, Thrissur	Secretary
24.	Shri. Prasad	Kunnothuparamba, Kannur	Secretary
25.	Shri. Shaju	Karulai, Malappuram	Secretary
26.	Shri. Manoj	Kayanna, Kozhikode	Secretary
27.	Shri. Anoop Krishna	Department of Panchayats	MI Specialist
28.	Shri. Benny Joseph		DDP, Thrissur
29.	Shri. Sreekumar S		DDP, Alappuzha

Sl. No.	Name	Local Governments / Department	Designation
30.	Shri. Sreekumar G		ADP, Palakkad
31.	Shri. M. Gopakumar		PAU III, Kattakada
32.	Shri. Rajeev. VV	Directorate of Panchayats	Senior Superintendent
33.	Shri. Suresh Kumar V		Junior Superintendent
34.	Shri. Shahul Hameed	Kanjirappalli, Kottayam	Secretary
35.	Shri. Ajith Kumar	Karavaloor, Kollam	Secretary
36.	Shri. Demastan	Mynagappally, Kollam	
37.	Shri. Rajesh T. Varghese	Kuruvilangad, Kottayam	Secretary
38.	Shri. Suresh Kumar	Poovachal, Thiruvananthapuram	Assistant Secretary
39.	Shri. Sanjay Prabhu	District Panchayat	SS, Ernakulam
40.	Shri. BabuApial	Cheruvathur, Municipality	Accountant
41.	Shri. Noushad A	Chittoor Thathamangalam, Municipality	Special Grade Secretary
42.	Shri. Hareesh N.K	Mukkom, Municipality	Secretary
43.	Shri. Toby Thomas	Thrissur, Municipality	Secretary
44.	Shri. Krishnaraj N.P	Piravom, Municipality	Secretary
45.	Shri. Manoj K.K	Wadakanchery Municipality	Secretary
46.	Shri. T K Sujith	Cherthala Municipality	Secretary
47.	Shri. Jobin John	IKM	Domain Expert/ Municipal Secretary
48.	Shri. Muhammed Huwaiz	Solid Waste Advisory Group (SWAG) Urban Affairs	Deputy Director
49.	Shri. P.M. Devarajan	KILA	Co-ordinator
50.	Shri. Shafiq PM	KILA	Dy. Director
51.	Shri. Deepak. A.D	KILA	Programme Co-ordinator
52.	Shri. R. Balagangadharan	KILA	Help Desk, Consultant
53.	Shri. Vineeth. K	KILA	Training Associate
54.	Shri. Suresh		IT Consultant

Annexe 2.12 Questionnaire for data collection from 1200 Local Governments in 2021

2.12.1 Questionnaire for data collection from Village Panchayat

PART-I
(The Panchayat Committee should discuss and prepare a detailed answer to the questions in this section)

A. Tax revenue

1) Property Tax

i) The fact remains that the assessment of Property Tax has not been made or has been assessed below the normal rate. How can this be fixed?

ii) How can the income from Property Tax be improved?

2. Profession Tax

i) It has been noticed that companies, self-employed persons, professionals etc. are exempted from paying Profession Tax or pay less Profession Tax than the actual amount due. How can this be resolved?

ii) How can the income from Profession Tax be improved?

3. Entertainment Tax

i) Has there been any decline in Entertainment Tax revenue since the implementation of GST? If so, the suggestion to resolve it.

ii) What are the difficulties in levying Entertainment Tax after implementation of GST?

iii) In which areas can the Entertainment Tax be newly introduced? (Eg. Tourist centre, parks with entry tickets, etc.)

iv) How can the revenue from Entertainment Tax be improved?

4. Advertisement Tax

i) How to define Advertisement Tax?

ii) What are the difficulties encountered in calculating Advertisement Tax?

iii) In which areas Advertisement Tax can be levied?

iv) How can the revenue from Advertisement Tax be improved?

5. Service Tax

Service Tax is generally not collected. Why is this tax source not being utilized properly?

6. New taxable taxes

(i) What all new taxes can be levied? Provide details, including justification for imposition.

(ii) How much additional revenue is expected on each item?

(iii) What amendments are required in the existing system to enhance the efficiency of tax collection?

B. Non-tax Revenue

1**. Licence fee**

i) What are the suggestions for revising the existing licence fee?

ii) What are the suggestions regarding licence fees that can be imposed in future?

2. What are the suggestions for scientifically revising the Building Permit fee?

3. What are the suggestions for scientifically revising other fees?

4. Proposals to increase the rental income of the Village Panchayat from Building, Shopping Complex, Auditorium and Community Hall?

5. Suggestions for scientifically modifying the various types of penalties that are currently in place:

6. User charges

i) How to determine user charges at affordable rates?

ii) How to improve user charge collection?

iii) Suggestions for timely revision of user charges?

iv) What are the new areas where user charges may be levied?

v) In this regard, how can the responsibilities of the officers be improved?

7. i) Describe in detail each of the new sources of Non-tax Revenue that can be imposed by the Village Panchayats.

ii) Explain the justification for imposing, the method of collection and the amount that can be recovered per year.

C. Other sources of income

1. Loan

i) Why not take advantage of the possibility of taking loans from financial institutions like KURDFC under the Kerala Local Authorities Loans Act?

ii) Suggestions for making more use of the possibility of taking loans from Co-operative Banks

iii) What are the changes required in the processes related to borrowing?

iv) What assistance from the Government is required for such loans?

v) In which areas can the projects be implemented with repayable loan using the Panchayat's own funds or proceeds from the proposed project?

2. Other sources

i) What are the other sources of fund mobilization besides the existing funding sources? (Eg. Beneficiary contribution, assistance in cash or in kind from individuals or local organizations)

ii) How can funds be raised from such sources?

3. In which areas and with whose collaboration the PPP (Public Private Partnership) model development activities be carried out? Explain the areas.
4. Suggestions as to whether there is a need for regulation in the implementation of the loan-linked scheme for repayment of plan assistance.
5. CSR (Corporate Social Responsibility) - Suggestions regarding fund potential.
6. i) What can the Village Panchayats do to increase their own revenue?

ii) Suggestions for Village Panchayats to use their own revenue more freely.

D. Project

1. Central and State schemes and local schemes in the areas of Agriculture, Health, Education, Animal Husbandry, Dairy Development, Fisheries, Integrated Child Development Scheme and Scheduled Caste / Scheduled Tribe Development are now being implemented separately by the Local Governments and Government Departments. What steps can be taken to avoid parallel activities in such projects and implement them as a single project in a more beneficial manner without any change in the existing management system through proper supervision?
2. (i) What innovative technologies are available during the construction phase to reduce costs and extend the life of assets (roads, buildings, other assets)? How can they be utilized effectively?

(ii) What assistance do the Panchayats need for this?

3. Village Panchayats are implementing more small projects. Such investment does not yield adequate returns and do not seem to be successful. How can this be resolved?
4. What are the practical difficulties in the implementation of Scheduled Caste Sub Plan (SCSP)? What are the suggestions for fixing it?
5. i) It is alleged that the planning of the Scheduled Tribes Sub Plan (TSP) is not being implemented with the full participation of the Adivasis as per the TSP guidelines. How can this be fixed ?

ii) What are the practical difficulties in implementing TSP?

iii) What are the suggestions for resolving it?

6. i) What are the problems faced by the traditional fishermen?

ii) What can the Village Panchayats do to address them?

iii) What assistance is required from the Fisheries and Ports Department in this regard?

7. How can projects for senior citizens, children, and people with disabilities be improved?
8. It is alleged that the "Asraya" scheme was not as effective as intended. How can this be implemented more effectively?

9. Suggestions for improving the Women's Component Plan.
10. Suggestions for formulating a comprehensive health plan.
11. Suggestions for improving the Palliative Care system.
12. How can the participation of the Village Panchayat in the planning process of the MGNREG project be enhanced? Suggestions for undertaking some more effective actions.
13. Suggestions for enabling local economic development (Eg. Increasing employment, increasing income, increasing production and productivity).
14. To make the planning process more efficient:
    i) Recommendations for strengthening the participation of the public and experts in the process of project formation, allocation of funds, plan allocation, development seminar, plan verification and plan approval.
    ii) What are the possibilities of utilizing colleges, polytechnics, ITIs, professional colleges and technical institutes in this process?
    iii) Suggestions for strengthening the Gram Sabha and increasing participation.
    iv) How can Gram Sabhas, Ooru Kootams, Matsya Sabhas and Special Gram Sabhas be convened keeping physical distance?
    v) How can a Virtual Gram Sabha be convened with the help of technology to accommodate non-resident citizens?
    vi) Suggestions regarding the inclusion of more experts in working groups.
    vii) What tasks can be assigned to the working group?
    viii) What are the shortcomings in the functioning of the Working Groups? How can they be resolved and the group strengthened?
    ix) What are the suggestions to make the evaluation of the District Planning Committee (DPC) more efficient in the planning process?
    x) Is it necessary to replace Technical Advisory Group (TAG)? If so, how can they be used effectively to address past shortcomings?
    xi) Can a technical committee be set up as before to give technical sanction after vetting the project? Submit suggestions for resolving previous deficiencies and improving the Committee.
    xii) Should the Voluntary Technical Core (VTC), which existed at the time of peoples planning, be replaced? If so, what changes are needed, including criteria for finding volunteer experts?
    xiii) How to improve project monitoring through People's Committees?
15. i) In which areas are joint projects essential?
    ii) What mechanisms and proposals are required for undertaking joint projects?
16. Suggestions for improving the quality of the status report on development projects implemented in the Village Panchayat?

17. How often should the development report be prepared? Suggestions for improving its quality.
18. There is a general allegation that many schemes implemented through the Beneficiary Committee are implemented as proxy schemes through the Contractor. How can this be fixed and popularized?
19. There are various Accredited Agencies (Coast Ford, Habitat, Uralungal Labor Contract Society etc.) to carry out the maintenance work of the Village Panchayats. Suggestions for improving the service of these agencies.
20. How can the quality of public works be improved?
21. In which year the Watershed Master Plan has been prepared? Where did the technical support for that come from?
22. What development activities have been carried out with the Watershed Master Plan?
23. What follow-up activities can be carried out using the watershed master plan? What technical assistance is required for that?
24. Has the watershed master plan been revised as part of the Haritha Kerala Mission?
25. What development activities have been undertaken by the Village Panchayats so far using the information in the Resource map?
26. What follow-up action can be taken using the information on the resource map?
27. Accurate statistics are not available for planning or evaluation of its benefits. How can this be resolved?
28. The new centralized scheme 'Jal Shakti Abhiyan' envisages that the cost of piped water supply within the Panchayat boundaries should be borne by the beneficiaries through metering.

    In this project-

    i) What are the activities that can be undertaken by the Village Panchayat?

    ii) What is the technical assistance being received from KWA?

    iii) What are the criteria for charging user fee?
29. Provide information related to the missions listed below:

Mission	Role of Village Panchayat	Suggestions for improvement
1Haritha Keralam		
a. Watershed Management		
b. Waste Management		
2. 'Ardram'		
3. 'Life'		
4. Pothu vidhyabyasa samrakshana yajnam		

E. Review and evaluation of project activities:

Suggestions on the following matters relating to the supervision of the project activities and the evaluation of the material benefits thereof:

i) Panchayat Committee Evaluation

ii) Project evaluation using software

iii) Evaluation with the participation of the people.

iv) Assessment by third parties (Colleges, Polytechnics, ITIs etc.)

F. Cost efficiency

1. Suggestions regarding the feasibility of undertaking and implementing large projects with a view to fair and balanced development at all levels by eliminating ward level fund allocation.

2. How can the deposit work through KSEB, KWA and Groundwater Department be carried out efficiently?

G. Budgeting, Accounting & Auditing

1. Budgeting

i) Suggestions for strengthening the budgeting systems.

ii) Suggestions for consolidating the plan and budget.

iii) How can the revenue be calculated objectively while preparing the budget for the coming year?

2. Accounting

i) Suggestions for strengthening the accounting system.

ii) Are the accounts evaluated more effectively by the Panchayat Committee and the Finance Standing Committee?

iii) Suggestions for simplifying accounts and disclosing them in a way that is understandable also to the general public.

3. Auditing

i) Recommendations for reorganizing the Statutory Audit System.

ii) What should be the duties and responsibilities of the Performance Audit Division at the Village Panchayat level?

iii) What are the suggestions for timely resolution of the issues pointed out by the existing audit?

iv) How can the Audit Monitoring Committee be strengthened to evaluate and oversee audit references?

v) There is an allegation that social audit is not conducted effectively in Kerala. How can this be resolved? Suggestions for improving it.

vi) Recommendations for increasing transparency, eliminating corruption and strengthening social accountability.

H. Funds

1. The criteria for distribution of General Purpose Fund, Maintenance Fund and Development Fund provided by the State Government are as follows:
   - Public demand fund - based on population
   - Protection Fund- As protection information is not available, the protection fund is now provided as per the norms given by the development fund.
   - Development Fund - 50% of population, 30% of deficit, 10% of land area and 10% of tax collection by weightage.

   i) Do these criteria need to be changed? Suggestions for fair and equitable distribution of these funds.

   ii) Suggestions for more scientific utilization of Maintenance Fund-road and Non-road Maintenance Fund.

   iii) Suggestions regarding inclusion of new items in the utilization of non-road protection funds.

   iv) Can a grant for specific purpose be granted in addition to the regular contribution?

   v) If so, for what purposes can this grant be sanctioned?

   vi) What are the criteria for sanctioning this grant?

2. Is it possible to formulate an Annual Maintenance Plan? So how can that be?
3. Recommendations for settlement of arrears to institutions such as KWA and KSEB.
4. Suggestion / Comment on Source Deduction of Non-Road Maintenance / Other Funds Payable by the Government to the KWA and KSEB for payment of drinking water and electricity charges to the Village Panchayat Office and the transferred offices.
5. i) What are the purposes for which Permissive Sanction is required?

   ii) What are the areas in which the Village Panchayat can now take its own decisions without the permission of the Government in areas where the permissive sanction is required?

I. Software

Information regarding currently used software.

Sl No.	Name of Software	Practical difficulties / disadvantages for using	Suggestions for efficiency
1	SANKHYA		
2	SULEKHA		
3	SANJAYA		
4	SUCHITRA		
5	STHAPANA		

6	SAKARMA		
7	SEVANA		
8	SAMAGRA		
9	SANKETHAM		
10	SOOCHIKA		
11	SUREKHA		
12	SANCHITHA		
13	SUGAMA		

J. Services (Service delivery)

1. Suggestions for improving the services available to the public through Village Panchayats and transferred institutions.
2. How can delays in getting services to the public be avoided?
3. Suggestions for ensuring benefits to those who are eligible.
4. Many requests of the public to reconsider the decision of the Panchayat Committee are unreasonably rejected. How can this be resolved?
5. How can the public avoid being denied the rights they are entitled to?
6. Does the Front Office system exist? Suggestions for making it more efficient, if any.

K. Support systems

1. What services are required in addition to those available today through the assistance schemes to increase the efficiency of the Panchayats such as KILA, Poverty Alleviation Mission (Kudumbashree), Sanitation Mission, Haritha Kerala Mission and IKM?
2. Suggestions for improving such support systems.
3. Suggestions for improving the relationship between Village Panchayat and Kudumbashree CDS.
4. Suggestions for improving the Kudumbashree system.
5. Suggestions for improving the following various types of People's Committees:
    (i) Ward Health & Sanitation Committee
    (ii) PTA
    (iii) Hospital Management Committee (HMS)
    (iv) Vigilance Committee
    (v) Anganwadi Mother's Committee
    (vi) Bio-diversity Management Committee

6. i) Are 'Sevagram' Village Centres functioning in Village Panchayats at present?
ii) Suggestions for doing this effectively.
iii) How many buildings are there in the Village Panchayat for these centres?
    a) Own building

b) Rental building

7. i) Is the Gender Resource Centre functioning?

ii) How many buildings are there in the Village Panchayat for these centres?

a) Own building

b) Rental building

iii) What are the current activities of these centres?

iv) What are the suggestions for running these centres in conjunction with Kudumbashree?

L. Environment and Biodiversity

1. What are the proposals for eco-friendly development?
2. What can the Village Panchayat do to protect the environment?
3. What can the Village Panchayat do about climate change?
4. What development activities can the Village Panchayats carry out using the information in the Biodiversity Register?
5. What are the restrictions under the Biological Diversity Act, 2002? How can it be improved?
6. When was the Biodiversity Register updated?
7. Suggestions for Incorporating Educational experts, Scientists and Persons with Traditional Knowledge into the structure of the Biodiversity Management Committee.
8. How many active members are there in the Biodiversity Management Committee?
9. How many meetings has the Committee convened to date?
10. How many members have attended the Biodiversity Management Committee? What was the main agenda? What actions have been taken?
11. Information on the major activities carried out in connection with the conservation of biodiversity from 2017-18 to 2019-20.

Year	Name of Activity	Amount Received	Amount Spent

12. Does the Village Panchayat receive assistance from the District Office of the Biodiversity Board? If so, in what way?
13. How can the environment be improved based on the river basin?

M. Disaster Management

1. In case of frequent calamities like floods, droughts and contagious diseases, how can the Panchayats prioritize relief activities, rehabilitation, maintenance works and reconstruction?

2. What powers does the Panchayat need in such matters?
3. What are the lessons learned and challenges associated with Covid-19?
4. What future actions need to be planned based on the experience associated with Covid-19?

N. Employees

1. What are the human resource and skills required for Village Panchayats to function more efficiently?
2. Suggestions for increasing the efficiency of the Village Panchayat and its officials.
3. How can the performance of the employees in the transferred institutions be improved?
4. Do the heads of the institutions transferred under the Kerala Panchayat Raj Act act as ex-officio secretaries? If not, what changes are needed for that?
5. What steps are expected from the Government to improve the existing relationship of the Village Panchayats with the District and Block level officials of the transferred institutions?
6. Information on which posts need to be transferred from which departments to make the Village Panchayats work more efficiently?

Department	Name of Post	Number	Justification

7. Suggestions regarding new areas for staff training from KILA.

O. Other Items

1. What additional powers and responsibilities should be given to the VillagePanchayats to function in accordance with the Constitution? The justification for that.
2. Suggestions regarding the power to appoint temporary officers to perform additional duties.
3. At what stage should the freedom be granted to take up projects as per the decision of the Board (without the approval of the District Planning Committee)?
4. Freedom to modify the plan (reducing or increasing the project cost up to a certain percentage, other amendments without changing the project cost and purpose)
5. Suggestions for changes in laws and regulations to increase operational independence.

6. Suggestions for improving training from KILA for People's representatives and officials.
7. How can better treatment facilities be made available to the public from transferred hospitals by charging only Operation and Maintenance costs?
8. What are the ways to increase revenue from the transferred hospitals?
9. Suggestions for improving solid waste treatment.
10. Include a special note on National and State-level models that have gained public recognition and can be identified in various areas (Eg Women and Child Welfare, Geriatric Welfare, Transgender, Palliative Care, Dependency, etc.) from the beginning of People's Planning to date.

PART II

a) Buildings in the Village Panchayat:

Sl No	Zone classification	Property Tax rate	Number of buildings

b) Number of Commercial Buildings Exempt from Property Tax Payment:

c) Is property tax levied on transferred institutions? If so, the amount received under this item.

2017-18	
2018-19	
2019-20	

d) Details of the submission of the appeal against the assessment of property tax

Year	Number of appeals received	Number of appeals allowed	Original amount	Revised amount
2017-18				
2018-19				
2019-20				

e) Information on property tax levied on illegally constructed buildings from 2014-15 to 2019-20

Collected amount (In Rupees)					
2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**

f) Information on property tax levied on temporary buildings from 2014-15 to 2019-20

Collected amount (In Rupees)					
2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**

g) Details of property tax levied from Central Public Sector Undertakings from 2014-15 to 2019-20

Sl. No.	**Name of Institution**	**Collected amount (In Rupees)**					
		2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**

h) Details of service tax imposed and levied on Central Government buildings

Sl No	**Year**	**Name of Institution**	**Number of buildings**	**Total amount**

2. Professional Tax

Provide the following information regarding professional tax levied on licensed companies and their employees / workers there:

a) Institutions

Sl No	**Professional Tax slab**	**Number of institutions**
1	Turn over> 20 lakh	
2	Turn over > 16 lakh & < 20 lakh	
3	Turn over > 8 lakh & < 16 lakh	
4	Turn over 4 lakh & < 8 lakh	

5	Turn over > 2 lakh & < 4 lakh	
6	Turn over > 50,000 & < 2 lakh	

b) Employees / workers

Sl No.	Professional Tax slab	Number of tax payees
1	I	
2	II	
3	III	
4	IV	
5	V	
6	VI	
7	VII	
8	VIII	

3. Number of Cinema theatres :

4. Number of Multiplex Cinema theatres:

5. Number of theam parks in Village Panchayat (May not be in the ownership of Village panchayat):

6. Details of following items collected and remitted for the last two years (2018-19, 2019-20)

Item	2018-19		2019-20	
	Collected amount	Remitted amount	Collected amount	Remitted amount
Income Tax				
G S T				
Share for Building construction workers welfare fund board				
Library cess				

7. The following details regarding KSEB may be furnished:

(a) Outstanding arrear amount :

(b) Furnish the details of deposit work which are not completed till date:

Name of the work	Year in which the amount deposited	Deposited amount	Estimate amount of the work	Amount spent so far	Reason for non-completion

(c) Furnish the details of deposit work which were completed from 2017-18 to 2019-20:

Name of the work	Year in which the amount deposited	Deposited amount	Estimate amount of the work	Amount spent so far	Year of completion

(d) Details of items bought and handed over to KSEB for the use of street lights for the period from 2017-18 to 2019-20 (Ordinary bulb, LED bulb, other electric equipment etc.)

2019-20	2019-20	2019-20	2019-20

(e) Number of electric posts having meter:

(f) Details of electric charge before and after the installation of meter (amount)

(g) Number of street lights:

(h) The amount spent for illuminating street lights for the last three years (2017-18 to 2019-20)

(i) Number of high mast lamps:

(j) Electric charge for the functioning of high mast lamps:

(k) How many solar light points are there?

(l) How many solar panels are installed? :

(m) Amount spent for the installation of solar panels:

8. Provide information on energy conservation measures and non-conventional energy activities covered under the plan activities of panchayath

9. The following details regarding KWA may be furnished.

(a) Number of public taps as per KWA bill:

(b) Out of these, number of working taps:

(c) Whether joint inspection of public taps with KWA officials from 2017-18 to 2019-20 may be conducted?

(d) If so, number of such inspections

(e) Number of taps exempted after inspection and amount reduced due to this

(f) If joint inspection is not conducted, furnish the reason for the same

10. Details of bank/ treasury accounts of Village Panchayat

Account Number	**Name of bank/Treasury**	**Type of account (SB, Current, FD,TSB, STSB etc)**	**Purpose of account**	**Interet Rate**	**Balance as on 01/04/2020**

11. Details of additional Expenditure during the last two years (2018-19, 2019-20) on the following items as per Government directive

Item	**2018-19**	**2019-20**
Integrated Child Development Scheme(ICDS)		
Ardram Mission		
Palliative Care		

12. (i) Details of the amount received from the Suchithwa Mission from 2014-15 to 2019-20

Year	**Received Amount**	**Purpose**	**Expended amount**	**Reason for non expenditure , if any**
2014-15				

Year	Received Amount	Purpose	Expended amount	Reason for non expenditure , if any
2015-16				
2016-17				
2017-18				
2018-19				
2019-20				

(ii) Details of the amount received from Kudumbasree from 2014-15 to 2019-20

Year	Received Amount	Purpose	Expended amount	Reason for non expenditure , if any
2014-15				
2015-16				
2016-17				
2017-18				
2018-19				
2019-20				

13. Reasons for Difference between budget estimate and actual revenue in the following items from 2014-15 to 2019-20.

Year	Item	Budget Estimate	Actual Amount	Reason for difference
2014-15	(i) Tax Revenue			
	(ii) Non Tax revenue			
	(iii) Plan share			
	(iv) General purpose fund			
	(v) Maintenance Fund			
2015-16	(i) Tax Revenue			
	(ii) Non Tax revenue			

Year	Item	Budget Estimate	Actual Amount	Reason for difference
	(iii) Plan share			
	(iv) General purpose fund			
	(v) Maintenance Fund			
2016-17	(i) Tax Revenue			
	(ii) Non Tax revenue			
	(iii) Plan share			
	(iv) General purpose fund			
	(v) Maintenance Fund			
2017-18	(i) Tax Revenue			
	(ii) Non Tax revenue			
	(iii) Plan share			
	(iv) General purpose fund			
	(v) Maintenance Fund			
2018-19	(i) Tax Revenue			
	(ii) Non Tax revenue			
	(iii) Plan share			
	(iv) General purpose fund			
	(v) Maintenance Fund			
2019-20	(i) Tax Revenue			
	(ii) Non Tax revenue			
	(iii) Plan outlay			
	(iv) General purpose fund			

Year	Item	Budget Estimate	Actual Amount	Reason for difference
	(v) Maintenance Fund			

14. Details of Social Security pension applications received during the last three years (2017-18 to 2019-20).

Year	Number of application received	Number of applications sanctioned	Remaining
2017-18			
2018-19			
2019-20			

15. Details of loans taken from 2015-16 to 2019-20 (excluding housing scheme):

Year	Name of institution	Loan Amount	Purpose	Interest Rate	Present arrear

16. Details of Non Road assets of Panchayath

(i) Immovable items

Sl No	Item	Number of Buildings	Total area of building in sq meter	Total area of the land where building located (In cent)
1	Own building of Panchayath			
2	Shopping Complex			
3	Community Hall			
4	Old age homes			

Sl No	Item	Number of Buildings	Total area of building in sq meter	Total area of the land where building located (In cent)
5	Day care home			
6	Destitute home			
7	Markets			
8	Crematoriums			
9	Slaughter houses			
10	Bus stands			
11	Parking places			
12	Stadia/ playing grounds			
13	Other buildings			

(ii) Details of movable items

Sl No	Item	Year of procurement	Cost Price	Present status
(a) Vehicles				
1	Car			
2	Jeep			
3	Ambulance- Under the direct control of Panchayath			
4	Ambulance- Under the control of Hospital Management Samiti			
5	Van			

Sl No	Item	Year of procurement	Cost Price	Present status
6	Tractor/Tiller			
7	Bus			
8	Pick up van			
9	Other vehicle			
(b) Agriculture equipments				
1	Sprayer			
2	Sowing machine			
3	Reaping machine			
4	Threshing machine			
5	Pump Set			
6	Spade, pickaxe etc.			
7	Others (Specify the items)			

17. (i) Explain the actions taken during the floods in 2018 and 2019 and COVID-19 in 2020.

(ii) Provide the following information regarding these.

(a) Flood

Year	Receipt			Expenditure
	Scheme	Government aid	Other items*	

* If the goods have been received, the quantity and the estimated cost should be recorded.

(b) COVID-19

Year	Receipt			Expenditure
	Scheme	Government aid	Other items*	

18. How many Gram Sabhas have been convened in the last 2 years (2018-19, 2019-20) and the participation in each Gram Sabhas (average number of people present in a Sabha)

(i) Number of Gram sabha

Year	Number of Gram sabha
2018-19	
2019-20	

(ii) Participation in Gram sabha

Category	2018-19		2019-20	
	Average	Percentage	Average	Percentage
Female				
Male				
Total				
General				
S.C				
S.T				
Total				

19. Details of Mathsya sabha, Oorukootam, special Gram sabha

Sabhas	2018-19		2019-20	
	Number of sabhas to be convened	Number of sabhas actually convened	Number of sabhas to be convened	Number of sabhas actually convened
Mathsya sabha				
Oorukootam				
Special Gram sabha				

20. Representation in the Gram Sabha held during the last 2 years (2018-19,2019-20) in connection with the Plan activities (Average number of people present in a Sabha)

Category	**2018-19**		**2019-20**	
	Average	**Percentage**	**Average**	**Percentage**
Female				
Male				
Total				
General				
S.C				
S.T				
Total				

21. Details about created and unusable / unused immovable articles (buildings, equipment) created to date:

Year	**Building/Equipment**	**Estimate amount**	**Expended amount**	**Reason for non-use**

22. Details of completed and later unusable / damaged roads Village Panchayat (Information to be collected from the Engineering Wing)

Duration	**Number of roads**	**Total length of unusable roads (k.m)**	**Reason**
Below 6 months			
Between 6 months and 1 year			
Above 1 year			

23. Details of Agriculture instruments which are idle without any maintenance

Year	Agriculture instruments	Cost price	Year in which it become non functioning	Reason for non-functioning

24. Provide the following details regarding the use of statutory powers.

25. Details of drinking water schemes started by the Village Panchayath and run by them

Sl No	Item	Rule /section	Number of contraventions	Number of buildings/ number of prosection actions initiated	Fined amount
1	Building construction violation	KPRA Sec.235 W, X, Z. Rule 104, 106, 107			
2	Waste disposal / throwing away	KPRA Sec.219H			
		KPRA Sec.219S			
		KPRA Sec.219T			
3	KPRA 6 th schedule	257 (1)			
	KPRA 7 th schedule	257 (2)			

(a) Number :

(b) Average amount of water distributed per day (In litre) :

(c) Number of families benefitted out of these projects :

General :
S.C :
S T :
Total :

(d) Details of drinking water schemes in Village Panchayat –

(i) Amounted expended to date :
(ii) Amount received in terms of user fee :
(iii) Suggestions for controlling expenditure :

26. Rent rates and operating expenses for the last 3 years:

Item		**Year**	**Number**	**Rate**	**Date of renewal of rent rate**	**Receipt (Rs)**	**Operating Expense (Rs)**
(a)	Market	2017-18					
		2018-19					
		2019-20					
(b)	Shopping complex	2017-18					
		2018-19					
		2019-20					
(c)	Auditorium/ Community hall	2017-18					
		2018-19					
		2019-20					
(d)	Slaughter house	2017-18					
		2018-19					
		2019-20					
(e)	Crematorium	2017-18					
		2018-19					
		2019-20					
(f)	Bus stand	2017-18					
		2018-19					
		2019-20					

Item		Year	Number	Rate	Date of renewal of rent rate	Receipt (Rs)	Operating Expense (Rs)
(g)	Ferry service	2017-18					
		2018-19					
		2019-20					
(h)	Junkar service	2017-18					
		2018-19					
		2019-20					

27. i) Provide the following expenses related to waste management for the last three years.

Sl No	Item	Construction cost			Maintenance cost		
		2017-18	2018-19	2019-20	2017-18	2018-19-	2019-20
1	Public Toilets						
2	Crematoriums						
3	Slaughter houses						
4	Haritha Karma sena (Including MGF, RRF, Shredding Unit)						
5	Construction of Drainage						

ii) Physical information of waste treatment systems

Item	Year of purchase/ construction	Expenditure	Area (Land cent, Building Sq Meter)	Purpose	Present condition
Land					
Building					
Plant & Machinery					
Vehicles					

iii) Provide the following details on waste management carried out by the Panchayath with its own staff in addition to the Haritha Karma Sena,

Item	Expenditure of 2017-18	Expenditure of 2018-19	Expenditure of 2019-20
Cleaning of public places			
Waste collection from public spaces			
Waste collection from commercial areas			

iv) Details of decentralized waste management of the panchayath

Item	2017-18		2018-19		2019-20	
	Number	Cost	Number	Cost	Number	Cost
Pipe Compost						
Vermi compost						
Aerobic bin						
Kitchen bin						
Bio gas						
Other items						

v) Details of centralized waste management of the panchayath

Item	2017-18		2018-19		2019-20	
	Number	Cost	Number	Cost	Number	Cost
Solid waste						
Liquid waste						

28. Has the Pollution Control Board imposed a fine on the Village Panchayat for violating the rules? If so, provide details (year, amount charged, amount paid, reason).

29. Using software other than IKM software? If so

(i) Name of software :

(ii) Institution developed the Software:

(iii) Cost :

30. Details of any software developed by the Gram Panchayath without any external technical assistance or other costs

31. Information about the staff of the Gram Panchayath (w e f 01/04/2020).

Sl No	Name of post	Pay scale	Class(A/B/C/D)	(Sanctioned Strength)	Present Strength	Remarks

II. Employees appointed through the Employment Exchange

Sl No	Name of post	Pay scale	Class(A/B/C/D)	(Sanctioned Strength)	Present Strength	Remarks

III. Contract staff

Sl No	Name of post	Monthly wages	Sanctioned Strength	Present Strength	Requirement for appointment	Remarks

VI. Daily wages employees

Sl No	**Name of post**	**Daily wages**	**Sanctioned Strength**	**Present Strength**	**Requirement for appointment**	**Remarks**

Signature of Secretary

Name of Secretary

(Office Seal)

Annexe 2.12.2

Questionnaire for data collection from Block Panchayat

General Information (as on 01/04/2020)

PART-I

(The Panchayat Committee should discuss and prepare a detailed answer to the questions in this section)

A. Non-tax Revenue

Suggestions for increasing the rental income of the Block Panchayat building, shopping complex, auditorium, community hall and mini industrial estate?

B. Other sources of income

1. Loan
   i) Why not take advantage of the possibility of taking loans from financial institutions like KURDFC under the Kerala Local Authorities Loans Act?
   ii) Suggestions for making more use of the possibility of taking loans from Co-operative Banks.
   iii) What are the changes required in the processes related to borrowing?
   iv) What assistance from the Government is required for such loans?
   v) In which areas can the projects be implemented with repayable loan using the Panchayat's own funds or proceeds from the proposed project?
2. What can the Block Panchayats do to increase their own revenue?
3. Other sources
   i) What are the other sources of fund mobilization besides the existing funding sources? (Eg. Beneficiary contribution, assistance in cash or kind from individuals or local organizations).
   ii) How can funds be raised from such sources?
4. In which areas and with whose collaboration the PPP (Public Private Partnership) model development activities be carried out? Explain the areas.
5. Suggestions as to whether there is a need for regulation in the implementation of the loan-linked scheme for repayment of plan outlay.
6. CSR (Corporate Social Responsibility) - Suggestions regarding fund potential.

C. Plan

1. Central and State schemes and local schemes in the areas of Agriculture, Health, Education, Animal Husbandry, Dairy Development, Fisheries, Integrated Child Development Scheme and Scheduled Caste / Scheduled Tribe Development are now being implemented separately by the Local Governments and Government Departments. What steps can be taken to avoid parallel activities in such projects and implement them as a single project in a more beneficial manner without any change in the existing management system through proper supervision?
2. i) What innovative technologies are available during the construction phase to reduce costs and extend the life of assets (roads, buildings, other assets)? How can they be utilized effectively?
   ii) What assistance do the Block Panchayats need for this?
3. How to improve the quality of public works.
4. Grama Panchayats are implementing more small projects. Such investment does not yield adequate returns and do not seem to be successful. How can this be resolved?
5. What are the practical difficulties in the implementation of Scheduled Caste Sub Plan (SCSP)? What are the suggestions for fixing it?
6. It is alleged that the planning of the Scheduled Tribes Sub Plan (TSP) is not being implemented with the full participation of the Adivasis as per the TSP guidelines. How can this be fixed ? What are the practical difficulties in implementing TSP? What are the suggestions for resolving it?
7. i) What are the problems faced by the traditional fishermen?
   ii) What can the Block Panchayats do to address them?
   iii) What assistance is required from the Fisheries and Ports Department in this regard?
8. How can projects for senior citizens, children, and people with disabilities be improved?
9. Suggestions for improving the Women's Component Plan.
10. Suggestions for improving the functioning of transferred hospitals, especially CHCs.
11. Suggestions for formulating a comprehensive health plan.
12. Suggestions for improving the Palliative Care system.
13. How can the participation of the Block Panchayat in the planning process of the MGNREG project be enhanced? Suggestions for undertaking some more effective actions.
14. Suggestions for enabling local economic development (Eg. Increasing employment, increasing income, increasing production and productivity).

15. To make the planning process more efficient:
    i) Recommendations for strengthening the participation of the public and experts in the process of project formation, allocation of funds, plan allocation, development seminar, plan verification and plan approval.
    ii) What are the possibilities of utilizing colleges, polytechnics, ITIs, professional colleges and technical institutes in this process?
    iii) Suggestions for strengthening the Block Panchayat Sabha and increasing participation.
    iv) Suggestions for strengthening development seminars and increasing participation.
    v) What are the shortcomings in the functioning of the Working Groups? How can they be resolved and the group strengthened?
    vi) Suggestions regarding the inclusion of more experts in working groups.
    vii) What tasks can be assigned to the working group?
    viii) How can the working group be strengthened?
    ix) What are the suggestions to make the evaluation of the District Planning Committee (DPC) more efficient in the planning process?
    x) Is it necessary to reconstitute Technical Advisory Group (TAG)? If so, how can they be used effectively addressing past shortcomings?
    xi) Can a technical committee be set up as before to give technical sanction after vetting the project? Submit suggestions for resolving previous deficiencies and improving the Committee.
    xii) Should the Voluntary Technical Core (VTC), which existed at the time of Peoples Planning, be replaced? If so, what changes are needed, including criteria for finding volunteer experts?
    xiii) How to improve project monitoring through People's Committees?
16. i) In which areas are joint projects essential?
    ii) What mechanisms and proposals are required for undertaking joint projects? Suggestions for making the Joint Committee system effective?
17. Suggestions for improving the quality of the status report on development projects implemented in the Block Panchayat?
18. How often should the block level development report be prepared? Suggestions for improving its quality.
19. There is a general allegation that many schemes implemented through the Beneficiary Committee are implemented as proxy schemes through the Contractor. How can this be fixed and popularized?
20. Suggestions for effective implementation of project proposals of Grama Panchayats in Block Panchayats and Block Panchayats of District Panchayats.

21. There are various Accredited Agencies (Coast Ford, Habitat, Uralungal Labor Contract Society etc.) to carry out the maintenance work of the Block Panchayats. Suggestions for improving the service of these agencies.
22. In which year the Watershed Master Plan has been prepared? Where did the technical support for that come from?
23. What development activities have been carried out with the Watershed Master Plan?
24. What follow-up activities can be carried out using the watershed master plan? What technical assistance is required for that?
25. Has the watershed master plan been revised as part of the Haritha Kerala Mission?
26. What development activities have been undertaken by the Block Panchayats so far using the information in the Resource map?
27. Do Block Panchayats have any role in solid waste management? Suggestions on how to improve it, if any.
28. Accurate statistics are not available for planning or evaluation of its benefits. How can this be resolved?
29. Suggestions and solutions for the Block level joint implementation of the proposals from Grama Panchayat and District Panchayat.
30. Provide information related to the missions listed below:

Mission	**Role of Grama Panchayat**	**Suggestions for improvement**
1. Haritha Keralam		
a. Watershed Management		
b. Waste Management		
2. 'Ardram'		
3. 'Life'		
4. Pothu Vidhyabyasa Samrakshana Yajnam		

D. Review and evaluation of project activities:

Suggestions on the following matters relating to the supervision of the project activities and the evaluation of the material benefits thereof:

i) Panchayat Committee Evaluation
ii) Project evaluation using software
iii) Evaluation with the participation of the people.
iv) Assessment by third parties (Colleges, Polytechnics, ITIs etc.)

E. Cost efficiency

1. Suggestions regarding the feasibility of undertaking and implementing large projects with a view to fair and balanced development at all levels by eliminating ward level fund allocation.
2. How can the deposit work through KSEB, KWA and Groundwater Department be carried out efficiently?

F. Budgeting, Accounting & Auditing

1. Budgeting

i) Suggestions for strengthening the budgeting systems.
ii) Suggestions for consolidating the plan and budget.

2. Accounting

i) Suggestions for strengthening the accounting system.
ii) Are the accounts evaluated more effectively by the Panchayat Committee and the Finance Standing Committee?
iii) Suggestions for simplifying accounts and disclosing them in a way that is understandable also to the general public.

3. Auditing

i) Recommendations for improving the Statutory Audit System.
ii) What should be the duties and responsibilities of the Performance Audit Division at the Block Panchayat level?
iii) What are the suggestions for timely resolution of the issues pointed out by the existing audit?
iv) How can the Audit Monitoring Committee be strengthened to evaluate and oversee audit references?
v) There is an allegation that social audit is not conducted effectively in Kerala. How can this be resolved? Suggestions for improving it.
vi) Recommendations for increasing transparency, eliminating corruption and strengthening social accountability.
vii) How many audit references have been made by the Local Fund Department and the Accountant General every year for the last three years?
viii) How many of these audit references have been omitted in reply? What is its percentage?

G. Funds

1. The criteria for distribution of General Purpose Fund, Maintenance Fund and Development Fund provided by the State Government are as follows:
    - General Purpose Fund - based on population
    - Maintenance Fund - As details of Assets is not available, the Maintenance Fund is now provided as per the norms given by the Development Fund.
    - Development Fund - 50% of population, 30% of deficit, 20% of land area.
        i) Do these criteria need to be changed? Suggestions for fair and equitable distribution of these funds.
        ii) How should the Maintenance Fund (Non road) be allocated according to the assets transferred?
        iii) Suggestions regarding inclusion of new items in the utilization of Maintenance Fund (Non road).
        iv) Can a grant for specific purpose be granted in addition to the regular allocation ?
        v) If so, for what purposes can this grant be sanctioned?
        vi) What are the criteria for sanctioning this grant?
2. Is it possible to formulate an Annual Maintenance Plan? So how can that be?
3. Suggestion / comment on deduction at source of dues payable to KWA and KSEB for the payment of drinking water and electricity charges of Block Panchayat offices and other transferred offices from the non-road maintenance / other funds granted by the Government.
4. i) What are the purposes for which Permissive Sanction is required?
    ii) What are the areas in which the Block Panchayat can now take its own decisions without the permission of the Government in areas where the permissive sanction is required?

H. Software

Information regarding currently used software.

Sl No.	Name of Software	Practical difficulties / disadvantages for using	Suggestions for efficiency
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2	SULEKHA		
3	SANJAYA		
4	SUCHITRA		
5	STHAPANA		

Sl No.	Name of Software	Practical difficulties / disadvantages for using	Suggestions for efficiency
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7	SEVANA		
8	SAMAGRA		
9	SANKETHAM		
10	SOOCHIKA		
11	SUREKHA		
12	SANCHITHA		
13	SUGAMA		

I. Services (Service delivery)

1. Suggestions for improving the services available to the public through Block
2. Panchayats and transferred institutions.
3. How can delays in getting services to the public be avoided?
4. Suggestions for ensuring benefits to those who are eligible.
5. Many requests of the public to reconsider the decision of the Panchayat Committee are unreasonably rejected. How can this be resolved?
6. How to avoid the situation where the public is denied the rights they are entitled to?
7. Does the Front Office system exist? Suggestions for making it more efficient, if any.

J. Support systems

1. What services are required in addition to those available today through the assistance schemes to increase the efficiency of the Panchayats such as KILA, Poverty Alleviation Mission (Kudumbasree), Sanitation Mission, Haritha Kerala Mission and IKM?
2. Suggestions for improving such support systems.
3. Suggestions for effective use of Kudumbasree in the activities of the Block Panchayat.
4. Suggestions for utilizing the services of Kudumbasree Block Co-ordinators working at block level for the activities of the Block Panchayat.
5. Suggestions for improving the functioning of the Hospital Management Committee (HMS) under the Block Panchayat.

6. Suggestions for improving the functioning of schools, Anganwadis and Veterinary Hospitals which have not been handed over to the Block Panchayat.

K. Environment and Biodiversity

1. What can the Block Panchayat do for environmental protection and eco-friendly development?
2. What technical assistance is required for the Block Panchayat on what it can do for climate change related issues?
3. How can the environment be improved on the basis of river basin?

L. Disaster Management

1. In case of frequent calamities like floods, droughts and contagious diseases, how can the Panchayats prioritize relief activities, rehabilitation, maintenance works and reconstruction? What powers and funding resources will be required for that?
2. What powers does the Block Panchayat need in such matters?
3. What are the lessons learned and challenges associated with Covid-19?
4. What future actions need to be planned based on the experience associated with Covid-19?

M. Employees

1. What are the human resource and skills required for Block Panchayats to function more efficiently?
2. Suggestions for increasing the efficiency of the Block Panchayat and its officials.
3. How can the performance of the employees in the transferred institutions be improved?
4. Do the heads of the institutions transferred under the Kerala Panchayat Raj Act act as ex-officio Secretaries (E.g., Medical Officer, SC/ST Development Officer, Industrial Extension Officer, ICDS Project Officer)? If not, what changes are needed for that?
5. What steps are expected from the Government to improve the existing relationship of the Block Panchayats with the District and Block level officials of the transferred institutions?

6. Information on which schemes and posts should be transferred from which Departments for Block Panchayats to function more efficiently as per the absolute functions prescribed under Kerala Panchayat Raj Act (Schedule 4)?

Department	Institution	Name of Post	Number	Schemes	Justification

N. Other Items

1. What additional powers and responsibilities should be given to the Block Panchayats to function in accordance with the Constitution? The justification for that.
2. Suggestions regarding the power to appoint temporary officers to perform additional duties.
3. At what stage should the freedom be granted to take up projects as per the decision of the Board (without the approval of the District Planning Committee)?
4. Freedom to modify the plan (reducing or increasing the project cost up to a certain percentage, other amendments without changing the project cost and purpose)
5. Suggestions for changes in laws and regulations to increase operational independence.
6. Suggestions for improving training from KILA for People's representatives and officials.
7. Include a special note on National and State-level models since the beginning of People's Planning to date, that have gained public recognition and can be identified in various areas (E.g. Women and Child Welfare, Geriatric Welfare, Transgender, Palliative Care, Asraya, etc.).
8. How can better treatment facilities be made available to the public from transferred hospitals by charging only Operation and Maintenance costs?
9. What are the ways to increase revenue from the transferred hospitals?

PART II

(Answers to this part may be prepared meticulously by the Secretary. Not mandatory to discuss in Block Panchayath Committee)

1. The following details regarding KSEB may be furnished:

a) Outstanding arrear amount :

(b) Furnish the details of deposit work which are not completed till date:

Name of the work	Year in which the amount deposited	Deposited amount	Estimate amount of the work	Amount spent so far	Reason for non-completion

(c) Furnish the details of deposit work which were completed from 2017-18 to 2019-20:

Name of the work	Year in which the amount deposited	Deposited amount	Estimate amount of the work	Amount spent so far	Year of completion

2.Provide information on energy conservation measures and non-conventional energy activities covered under the plan activities of Block Panchayath

3.Details of bank/Treasury accounts of Block Panchayath

Account Number	Name of bank/Treasury	Type of account (SB, Current, FD,TSB, STSB etc)	Purpose of account	Interest Rate	Balance as on 01/04/2020

4.Details of additional Expenditure during the last two years (2018-19, 2019-20) on the following items as per Government directive

Item	2018-19	2019-20
Integrated Child Development Scheme(ICDS)		
Ardram Mission		
Palliative Care		

5.Reasons for difference between budget estimate and actual revenue in the following items from 2014-15 to 2019-20.

Year	Item	Budget Estimate	Actual Amount	Reason for difference
2014-15				
2015-16				
2016-17				

6.Details of loans taken from 2015-16 to 2019-20 (excluding housing scheme):

Year	Name of institution	Loan Amount	Purpose	Interest Rate	Present arrear
2014-15					
2015-16					
2016-17					
2017-18					
2018-19					
2019-20					

7. Details of Non Road assets of Block Panchayath

(i) Immovable items

Sl No	Item	Number of Buildings	Total area of building in sq meter	Total area of the land where building located (In cent)
1	Own building of District Panchayath			
2	Shopping Complex			
3	Community Hall			
4	Old age homes			
5	Day care home			
6	Destitute home			
7	Markets			
8	Stadia/ playing grounds			
9	Building			

(ii) Details of movable items

Sl No	Item	Year of procurement	Cost Price	Present status
(a) Vehicles				
1	Car			
2	Jeep			
3	Ambulance- Under the direct control of Panchayath			
4	Ambulance- Under the control of Hospital Management Samiti (HMS)			
5	Van			
6	Tractor/Tiller			
7	Bus			
8	Pick up van			
9	Other vehicle			
(b) Agriculture equipment				
1	Sprayer			
2	Sowing machine			
3	Reaping machine			
4	Threshing machine			
5	Pump Set			
6	Spade,pick-axe etc.			
7	Others (Specify the items)			

8.(i) Explain the actions taken during the floods in 2018 and 2019 and COVID-19 in 2020.

(ii) Provide the following information regarding these.

Year	Flood / Covid19	Receipt							Expenditure
		Scheme	Maintenance fund	General Purpose Fund	Own Fund	Govnment Aid	Contribution	Other item	

* If the goods have been received, the quantity and the estimated cost should be recorded.

9. Details about created and unusable / unused immovable articles (buildings, equipment) created to date:

Year	Building/Equipment	Estimate amount	Expended amount	Reason for non-use

10.Details of Revenue Generating Assets under Block Panchayath

Sl No	Name of Asset	2018-19		2019-20	
		Revenue	Expenditure	Revenue	Expenditure

11. Using software other than IKM software? If so

(i) Name of software :

(ii) Institution developed the Software:

(iii) cost :

12. Details of any software developed by the Block Panchayath without any external technical assistance or other costs.

13. Does the Block Panchayat run any training institutes directly? If so, provide the following details.

Year	Revenue	Expenditure
2018-19		
2019-20		

14. Does the Block Panchayat have its own agricultural farms? If so, please provide the following details.

Year	Number of farms	Revenue	Expenditure
2018-19			
2019-20			

15. How many farms have been transferred from the department? Provide the following details

Year	Number of farms	Revenue	Expenditure
2018-19			
2019-20			

16. Do industrial estates exist? If so, provide the following details.

Year	Number of estates	Number of workers	Revenue	Expenditure
2018-19				
2019-20				

17. Details of own income for the last two years.

Sl No	Item of Revenue	Sum	
		2018-19	**2019-20**

18. Details of roads maintained by the Block Panchayat

Type of road	Length in KM
Tar/ Concrete	
Metal Road	
Others (Earthen Road)	

19. Revenue Expenditure for 2019-20 for the following items

Month	Sitting fee	Honorarium	TA	RRT	Electricity Charge	Water Charge	Tel. Charge	POL	Stationery	others
April 2019										
May 2019										
June 2019										
July 2019										
Aug 2019										
Sep 2019										
Oct 2019										
Nov 2019										
Dec 2019										
Jan 2020										
Feb 2020										
March 2020										

20. Information about the staff of the Block Panchayath (w.e.f 01/04/2020).

I. Permanent Employees

Sl No.	**Name of Post**	**Pay scale**	**Class (A/B/C/D)**	**(Sanctioned Strength)**	**Present Strength**	**Remarks**

II. Employees appointed through the Employment Exchange

Sl No	**Name of post**	**Pay scale**	**Class(A/B/C/D)**	**(Sanctioned Strength)**	**Present Strength**	**Remarks**

III. Contract staff

Sl No	**Name of post**	**Monthly wages**	**Sanctioned Strength**	**Present Strength**	**Requirement for appointment**	**Remarks**

IV. Details of Contract Employees who worked with effect from 1-4-2020 in addition to the Sanctioned Strength prescribed by Government Order

Sl No	Post	Number	Date of Appointment	Necessity of appointment	Monthly remuneration	Remarks

V. Daily wages employees

Sl No	**Name of post**	**Daily wages**	**Sanctioned Strength**	**Present Strength**	**Requirement for appointment**	**Remarks**

IV. Details of Contract Employees who worked with effect from 1-4-2020 in addition to the Sanctioned Strength prescribed by Government Order

Sl No	Name of post	Daily wages	Sanctioned Strength	Present Strength	Requirement for appointment	Remarks

Signature of Block Panchayath Secretary
Name of Block Panchayath Secretary

(Office seal)

Annexe 2.12.3

Questionnaire for data collection from District Panchayats

PART-I
(The District Panchayat Committee should discuss and prepare a detailed answer to the questions in this section)

A. Non-tax Revenue

Suggestions for increasing the rental income of the District Panchayat building, shopping complex, auditorium, community hall and mini industrial estate.

B. Other sources of income

1. Loan
   i) Why not take advantage of the possibility of taking loans from financial institutions like KURDFC under the Kerala Local Authorities Loans Act?
   ii) Suggestions for making more use of the possibility of taking loans from Co-operative Banks.
   iii) What are the changes required in the processes related to borrowing?
   iv) What assistance from the Government is required for such loans?
   v) In which areas can the projects be implemented with repayable loan using the District Panchayat's own funds or proceeds from the proposed project?
2. Other sources
   i) What are the other sources of fund mobilization besides the existing funding sources? (Eg. Beneficiary contribution, assistance in cash or kind from individuals or local organizations)
   ii) How can funds be raised from such sources?
3. In which areas and with whose collaboration the PPP (Public Private Partnership) model development activities be carried out? Explain the areas.
4. Suggestions as to whether there is a need for regulation in the implementation of the loan-linked scheme for repayment of plan outlay.
5. CSR (Corporate Social Responsibility) - Suggestions regarding fund potential.

C. Plan

1. Central and State schemes and local schemes in the areas of Agriculture, Health, Education, Animal Husbandry, Dairy Development, Fisheries, Integrated Child Development Scheme and Scheduled Caste / Scheduled Tribe Development are now being implemented separately by the Local

Governments and Government Departments. What steps can be taken to avoid parallel activities in such projects and implement them as a single project in a more beneficial manner without any change in the existing management system through proper supervision?

2. (i) What innovative technologies are available during the construction phase to reduce costs and extend the life of assets (roads, buildings, other assets)? How can they be utilized effectively?

   (ii) What assistance do the District Panchayats need for this?

3. How to improve the quality of public works?

4. It is alleged that the District Panchayats are implementing relatively small projects. Such investment does not yield adequate returns and do not seem to be successful. How can this be resolved?

5. What are the practical difficulties in the implementation of Scheduled Caste Sub Plan (SCSP)? What are the suggestions for fixing it?

6. i) It is alleged that the planning of the Scheduled Tribes Sub Plan (TSP) is not being implemented with the full participation of the Adivasis as per the TSP guidelines. How can this be fixed?

   ii) What are the practical difficulties in implementing TSP?

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24. What follow-up activities can be carried out using the watershed master plan? What technical assistance is required for that?

25. Has the watershed master plan been revised as part of the Haritha Kerala Mission?
26. Is it possible to implement river basin management plan in the District? If so, give suggestions.
27. What development activities have the District Panchayats carried out so far using the information in the Panchayat level Resource Map?
28. Do District Panchayats have any role to play in solid waste management? Suggestions on how to improve it, if any.
29. Accurate statistics are not available for planning or evaluation of its benefits. How can this be resolved?
30. Provide information related to the missions listed below:

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iii) Evaluation with the participation of the people.

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1. Suggestions regarding the feasibility of undertaking and implementing large projects aimed at the equitable and balanced development of the District as a whole by eliminating the division level fund allocation.

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i) Suggestions for strengthening the budgeting systems.

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iii) What are the suggestions for timely resolution of the issues pointed out by the existing audit?

iv) How can the Audit Monitoring Committee, for evaluation and supervision of audit references, be strengthened?

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4. Suggestions for utilizing the services of Kudumbasree Mission Co-ordinator at the district level for the activities of the District Panchayat.
5. Recommendations for improving the functioning of the Hospital Management Society in the hospitals under the District Panchayat.

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3. How can the environment be improved based on the river basin?

L. Disaster Management

1. What can the District Panchayats do in the event of frequent disasters such as floods, droughts and epidemics related to relief activities, rehabilitation, repair and reconstruction? What powers and sources of funding will be required for that?
2. What powers does the District Panchayat need in such matters?
3. What are the lessons learned and challenges associated with Covid-19?
4. What future actions need to be planned based on the experience associated with Covid-19?

M. Employees

1. What are the human resource and skills required for District Panchayats to function more efficiently?

2. Suggestions for increasing the efficiency of the District Panchayat and its officials.
3. How can the performance of the employees in the transferred institutions be improved?
4. Do the heads of the institutions transferred under the Kerala Panchayat Raj Act act as ex-officio Secretaries? If not, what changes are needed for that?
5. What steps are expected from the Government to improve the existing relationship of the District Panchayats with the District and Block level officials of the transferred institutions?
6. Information on which schemes and posts should be transferred from which Departments to District Panchayats in order to operate more efficiently as per the absolute functions prescribed under Kerala Panchayat Raj Act (Schedule 5)?

Department	Institution	Name of Post	Number	Schemes	Justification

N. Other Items

1. What additional powers and responsibilities should be given to the District Panchayats to function in accordance with the Constitution? The justification for that.
2. Suggestions regarding the power to appoint temporary officers to perform additional duties.
3. At what stage should the freedom be granted to take up projects as per the decision of the Board (without the approval of the District Planning Committee)?
4. Freedom to modify the plan (reducing or increasing the project cost up to a certain percentage, other amendments without changing the project cost and purpose)
5. Suggestions for changes in laws and regulations to increase operational independence.
6. Suggestions for improving training from KILA for People's representatives and officials.
7. Include a special note on National and State-level models that have gained public recognition and can be identified in various areas (Eg. Women and Child Welfare, Geriatric Welfare, Transgender, Palliative Care, Dependency, etc.) from the beginning of People's Planning to date.

8. How can better treatment facilities be made available to the public from transferred hospitals by charging only Operation and Maintenance costs?
9. What are the ways to increase revenue from the transferred hospitals?
10. What steps can be taken to produce extra non-toxic vegetables on the occasion of Onam, Vishu and other special days and distribute them to the society at reasonable prices through the institutions of the Department of Agriculture transferred to the District Panchayat?
11. Are there any special arrangements or plans in place for the District Hospital to increase its own funding, to provide low cost treatment to the public and to provide dialysis, X-ray, CT scan and MRI scan facilities?
12. What is the role of District Panchayat in Centrally Sponsored Schemes PMGSY, SSA, MHM, RKVY, PMKSY, JJM, PKVY and RURBAN? What suggestions are there to improve these?
13. Proposal for implementation of Poverty Alleviation, Watershed Development and Other Economic Development (Local Economic Development) projects at the district level as an integrated project.
14. What are the existing guidelines for making a District Plan? Is it required to make any changes to this?
15. Is it possible to mobilize investment by holding a local investor meeting under the leadership of the District Panchayat? What are the suggestions for that?
16. How long will it take to prepare a better district plan?
17. How can the functioning of the District Planning Committee (DPC) be improved?
18. Suggestions for improvement of the District Planning Committee:
    i. The role of the District Collector.
    ii. Functioning of the District Planning Committee Secretariat.
    iii. Cooperation with the DPC Secretariat by the District Planning Officer, the District Statistics Officer and the Deputy Director of the Panchayat.
    iv. Regarding the process of selecting a nominated member of the DPC and the qualifications required for that member.
19. What are the proposals for integrating rural and urban areas?

PART II

(Answers to this part may be prepared meticulously by the Secretary. Not mandatory to discuss in District Panchayat Committee)

1. The following details regarding KSEB may be furnished:

a) Outstanding arrear amount :

(b) Furnish the details of deposit work which are not completed till date:

Name of the work	Year in which the amount was deposited	Deposited amount	Estimated amount of the work	Amount spent so far	Reason for non-completion

(c) Furnish the details of deposit work which were completed from 2017-18 to 2019-20:

Name of the work	Year in which the amount was deposited	Deposited amount	Estimated amount of the work	Amount spent so far	Year of completion

2.Provide information on energy conservation measures and non-conventional energy activities covered under the plan activities of District Panchayath

3.Details of bank/ treasury accounts of District Panchayath

Account Number	Name of bank/Treasury	Type of account (SB, Current, FD,TSB, STSB etc)	Purpose of account	Interest Rate	Balance as on 01/04/2020

4.Details of additional Expenditure during the last two years (2018-19, 2019-20) on the following items as per Government directive

Item	2018-19	2019-20
Integrated Child Development Scheme (ICDS)		
Ardram Mission		
Palliative Care		

5. Reasons for Difference between budget estimate and actual revenue in the following items from 2014-15 to 2019-20.

Year	Budget Estimate	Actual Amount	Reason for difference
2014-15			
2015-16			
2016-17			
2017-18			
2018-19			
2019-20			

6.Details of loans taken from 2015-16 to 2019-20 (excluding housing scheme):

Year	Name of institution	Loan Amount	Purpose	Interest Rate	Present arrear
2014-15					
2015-16					
2016-17					
2017-18					
2018-19					
2019-20					

7. Details of Non Road assets of District Panchayath

(i) Immovable items

Sl No	Item	Number of Buildings	Total area of building in sq meter	Total area of the land where building is located (In cent)
1	Own building of District Panchayath			
2	Shopping Complex			
3	Community Hall			
4	Old age homes			
5	Day care home			
6	Destitute home			

Sl No	Item	Number of Buildings	Total area of building in sq meter	Total area of the land where building is located (In cent)
7	Markets			
8	Stadia/ playing grounds			
9	Building			

(ii) Details of movable items

Sl No	Item	Year of procurement	Cost / Price	Present status
(a) Vehicles				
1	Car			
2	Jeep			
3	Ambulance- Under the direct control of Panchayath			
4	Ambulance- Under the control of Hospital Management Samiti (HMS)			
5	Van			
6	Tractor/Tiller			
7	Bus			
8	Pick up van			
9	Other vehicle			
(b) Agriculture equipment				
1	Sprayer			
2	Sowing machine			

Sl No	Item	Year of procurement	Cost / Price	Present status
3	Reaping machine			
4	Threshing machine			
5	Pump Set			
6	Spade, pick-axe etc.			
7	Others (Specify the items)			

8.(i) Explain the actions taken during the floods in 2018 and 2019 and COVID-19 in 2020.

(ii) Provide the following information regarding these.

(a) Flood/Covid19

Year	Receipt							Expenditure
	Scheme	Maintenance fund	General Purpose Fund	Own Fund	GoGovnment Aid	CoContrintribution	Other item	

* If the goods have been received, the quantity and the estimated cost should be recorded.

9. Details about created and unusable / unused immovable articles (buildings, equipment) created to date:

Year	Building/Equipment	Estimate amount	Expended amount	Reason for non-use

10.Details of Revenue Generating Assets under District Panchayath

Sl No	Name of Asset	2018-19		2019-20	
		Revenue	Expenditure	Revenue	Expenditure

11. Using software other than IKM software? If so

(i) Name of software :

(ii) Institution developed the Software:

(iii) Cost :

12. Details of any software developed by the District Panchayath without any external technical assistance or other costs.

13. Does the District Panchayat run any training institutes directly? If so, provide the following details.

Year	Revenue	Expenditure
2018-19		
2019-20		

14. Does the District Panchayat have its own agricultural farms? If so, please provide the following details.

Year	Number of farms	Revenue	Expenditure
2018-19			
2019-20			

15. How many farms have been transferred from the department? Provide the following details

Year	Number of farms	Revenue	Expenditure
2018-19			
2019-20			

16. Do industrial estates exist? If so, provide the following details.

Year	Number of estates	Number of workers	Revenue	Expenditure
2018-19				
2019-20				

17. Details of own income for the last two years.

i) Revenue from institutions except transferred institutions

Sl No	Item of Revenue	Sum	
		2018-19	2019-20

ii) Income from transferred institutions

Sl No	Item of Revenue	Sum	
		2018-19	2019-20

18. Details of roads maintained by the District Panchayat

Type of road	Length in KM			
	Having width below 6 m	Having width between 6 m and 8 m	Having width between 8 m and 12 m	Having width greater than 8 m
Tar/ Concrete				
Metal Road				
Others(Earthen road)				

19. Revenue Expenditure for 2019-20 for the following items

Month	Sitting fee	Honorarium	Salary of employees	TA	RRT	Electricity Charge	Water Charge	Tel. Charge	POL	Stationery	others
April 2019											
May 2019											

Month	Sitting fee	Honorarium	Salary of employees	TA	RRT	Electricity Charge	Water Charge	Tel. Charge	POL	Stationery	others
June 2019											
July 2019											
Aug 2019											
Sep 2019											
Oct 2019											
Nov 2019											
Dec 2019											
Jan 2020											
Feb 2020											
Mar 2020											

20. Information about the staff of the District Panchayath (w.e.f 01/04/2020).

I. Permanent Employees

Sl No	**Name of post**	**Pay scale**	**Class (A/B/C/D)**	**(Sanctioned Strength)**	**Present Strength**	**Remarks**

Sl No	Name of post	Pay scale	Class (A/B/C/D)	(Sanctioned Strength)	Present Strength	Remarks

II. Employees appointed through the Employment Exchange

Sl No	Name of post	Pay scale	Class (A/B/C/D)	(Sanctioned Strength)	Present Strength	Remarks

III. Contract staff

Sl No	Name of post	Monthly wages	Sanctioned Strength	Present Strength	Requirement for appointment	Remarks

IV. Details of Contract Employees who worked with effect from 1-4-2020 in addition to the Sanctioned Strength prescribed by Government Order

Sl No	Post	Number	Date of Appointment	Necessity of appointment	Monthly remuneration	Remarks

V. Daily wages employees

Sl No	Name of post	Daily wages	Sanctioned Strength	Present Strength	Requirement for appointment	Remarks

IV. Details of Contract Employees who worked with effect from 1-4-2020 in addition to the Sanctioned Strength prescribed by Government Order

Sl No	**Name of post**	**Daily wages**	**Sanctioned Strength**	**Present Strength**	**Requirement for appointment**	**Remarks**

Signature of District Panchayath Secretary
Name of District Panchayath Secretary

(Office seal)

Annexe 2.12.4

Questionnaire for data collection from Urban Local Governments

General Information (As of 1-4-2020)

PART I

(Answers to this part should be discussed in the Municipal Council and prepared detailed answers)

A. Tax Revenue

1. Property Tax

i. The fact remains that the assessment of Property Tax has not been made or is being calculated below the normal rate. How can this be fixed?
ii. How to improve income from Property Tax?
iii. Are the regional classifications and current Property Tax rates set by the Municipal Council adequate? Or need to re-examine?

2. Profession Tax
   i. It has been noticed that companies, self-employed persons, professionals, etc. are exempted from paying labor tax or pay labor tax less than the actual amount due. How can this be resolved?
   ii. How can Profession Tax revenue be improved?

3. Entertainment Tax
   i. Has there been a decline in Entertainment Tax revenue since the implementation of GST? If so, the proposal to resolve it.
   ii. What are the difficulties in levying Entertainment Tax following the implementation of GST?
   iii. In which areas can the Entertainment Tax be newly introduced? (Ex: Tourist center, parks with entry tickets, etc.)
   iv. How can revenue from Entertainment Tax be improved?

4. Advertisement Tax
   i. How to define Advertisement Tax?
   ii. What are the difficulties in calculating Advertisement Tax?
   iii. In which areas can Advertisement Tax be levied?
   iv. How to improve revenue from Advertisement Tax?

5. Service tax

   Service tax is not generally levied. Why is this tax source not being utilized properly?

6. Newly levied taxes
   i. What are the new taxes that can be levied? Provide details, including justifications for imposing.
   ii. How much extra revenue that are expected from each item?
   iii. What amendments are required in the existing system to improve the efficiency of tax collection?

B. Non-Tax Revenue

1. Licence Fee
   i. What are the suggestions for revising the existing Licence Fee?
   ii. What are the suggestions for future Licence Fees?

2. What are the suggestions for revising the Building Permit Fee scientifically?
3. What are the suggestions for revising other fees scientifically?
4. Suggestions for increasing the rental income of the Municipal building, shopping complex, auditorium and community hall?
5. Suggestions for the scientific revision of the various types of penalties currently in place.
6. User Charges
   i. How to set user charges at affordable rates?
   ii. How to improve user charge collection?
   iii. Suggestions for periodic revision of user charges?
   iv. What are the new areas where user charges may be levied?
   v. In this regard, how can the responsibilities of officials be improved?
7.
   i. Describe in detail each of the new sources of Non-tax revenue that Municipalities can impose.
   ii. Explain the justification for the charge, the method of collection, and the amount that can be collected each year.

C. Other Revenue Sources

1. Loan

i. Why not take advantage of the possibility of taking loans from financial institutions like KURDFC under the Kerala Local Authorities Loans Act?
ii. Suggestions for making more use of the possibility of taking loans from co-operative banks.
iii. Can funds be raised through Municipal bonds? If so, provide information such as the amount that can be raised and the maturity of the bond. What are the ideal schemes to be implemented with this amount?
iv. What changes are needed in the process of borrowing?
v. What kind of assistance is required from the Government to take such a loan?
vi. In which areas can the projects be implemented with repayable loans, either from the own funds of the Municipality or from the proceeds of the proposed project?

2. Other Sources
   i. What are the other sources of fund mobilization besides the available funding sources? (Eg: Beneficiary contribution, Cash or In-kind assistance from individuals or Local Organizations.).
   ii. How can funds be raised from such sources?
3. In which areas and with whom can development work be done under the PPP? Describe areas.
4. Suggestions on whether there is a need for control over the implementation of the loan-linked scheme in such a way as to repay from the project outlay.
5. Suggestions for the potential of the CSR (Corporate Social Responsibility) Fund.
6.
   i. What can Municipalities do to increase their Own Revenue?
   ii. Suggestions for more independent use of Municipal revenue.

D. Plan

1. Central and State schemes and local schemes in the areas of Agriculture, Health, Education, Animal Husbandry, Dairy Development, Fisheries, Integrated Child Development Scheme and Scheduled Caste / Scheduled Tribe Development are now being implemented exclusively by Local Governments and Government Departments. What steps can be taken to avoid parallel activities in these projects and implement them as a single

project in a more beneficial manner to the people without any change in the existing management system?

2.

i. What innovative technologies are available during the construction phase to reduce costs and increase the lifespan of assets (roads, buildings, bridges and other assets)? How can they be effectively utilized?
ii. What assistance do Municipalities need for this?

2. Municipalities are increasingly implementing small projects. Such investment does not yield adequate results. Such projects do not seem to be successful. How can this be resolved?
3. What are the practical difficulties in the implementation of the Scheduled Caste Sub Plan (SCSP)? What are the suggestions for fixing it?
4. It is alleged that the planning of the Tribal Sub Plan (TSP) is not being implemented with the full participation of the Adivasis as per the TSP guidelines. How can this be fixed?
5.

i. What are the issues faced by traditional fishermen?
ii. What can Municipalities do to address them?
iii. What assistance is required from the Fisheries and Ports Department in this regard?

6. How to improve projects for senior citizens, children and differently abled people?
7. What can be done to make the public infrastructure in the Municipal area more disability-elderly friendly?
8. It is alleged that the "Asraya" scheme was not as effective as intended. How can this be implemented more effectively?
9. Suggestions for improving the Women Component Project.
10. Evaluations on the functioning of the existing BUD School and suggestions for further improvement and expansion of the functioning of the schools.
11. Suggestions for formulating a comprehensive health plan.
12. What are the issues related to implementation of AUEGS (Ayyankali Urban Employment Guarantee Scheme)? How can the amount allocated in this scheme be utilized effectively?

13. Suggestions for enabling local economic development (Eg: Increasing employment, increasing income, increasing productivity and productivity).
14. What are the problems faced by slum development projects? Suggestions for improving them?
15. Making the planning process more efficient: i) Recommendations for strengthening the participation of the public and experts in the process of project formation, allocation of funds, project allocation, development seminar, plan verification and plan approval.
    ii. What are the possibilities of utilizing colleges, Polytechnics, ITIs, Professional colleges and Technical institutes in the process?
    iii. Suggestions for strengthening the Ward Committee / Ward Council and increasing participation.
    iv. How can the Ward Committee / Ward Councils, Oorukoottam, Matsya Sabha, Special Ward Committee / Ward Council be convened keeping physical distance?
    v. How can a virtual Ward Committee / Ward Council be convened with the help of technology to accommodate homeless citizens?
    vi. Suggestions for including more experts in Working Groups.
    vii. What responsibilities can be assigned to a Working Group?
    viii. What are the shortcomings in the functioning of Working Groups? How can we solve them and strengthen the group?
    ix. What are the suggestions to make the assessment of District Planning Commission (DPC) more efficient in the Planning Process?
    x. Technical Advisory Group (TAG) need to be reinstated? If so, how can they be used effectively to address past shortcomings?
    xi. Can a Technical Committee be set up externally to issue technical sanction after vetting the project? If so, submit suggestions for the same.

16.
    i. In which areas are joint projects essential?
    ii. What systems and proposals are required to undertake joint projects?

17. How often should a status report be prepared on development projects implemented in the Municipality? Suggestions for improving its quality?

18. How often should a development report be prepared? Suggestions for improving its quality.
19. There is a general allegation that many of the schemes implemented through the Beneficiary Committee are implemented as benami schemes through the contractor. How can this be fixed and popularized?
20. Various accredited agencies exist to assist Municipalities. How can their service be better utilized?
21. How to improve the quality of public works?
22. Should the Voluntary Technical Corps (VTC), which existed at the beginning of the People's Planning, be replaced? If so, what changes are required?
23. What development activities have been carried out using the Watershed master plan?
24. What follow-up activities can be carried out using the Watershed mast plan?
25. What development activities have been undertaken by the Municipalities so far using the information on the resource map?
26. What follow-up can be done using the information on the resource map?
27. Accurate statistics are not available for planning or evaluating its benefits. How can this be fixed?
28. What can Municipalities do to increase employment opportunities and increase private investment?

E. Town Planning

1. Have the old master plans been validated under the Town & Country Planning Act 2016? At what stage is the formation of the new master plan? Has the Detailed Town Planning (DTP) Scheme been formulated as envisaged in the Act? If so, its details.
2. Can Land Pooling System be implemented for road and other public purposes? If so, the possibilities for that.

F. Review and Evaluation of Project Activities

The following are suggestions for monitoring the project activities and evaluating the physical benefits from it:

i. Evaluation of the Municipal Council
ii. Project evaluation using software
iii. Evaluation with the participation of the people.
iv. Assessment by third parties (Colleges, Polytechnics, ITIs, etc)

G. Cost Effectiveness

1. Suggestions on the feasibility of undertaking and implementing large projects with a view to fair and balanced development at all levels by eliminating ward level fund allocation.
2. How can the deposit work through KSEB, KWA and the Department of Groundwater be carried out efficiently?

H. Budgeting, Accounting & Auditing

1. Budgeting
    i. Suggestions for strengthening budgeting systems.
    ii. Proposals to consolidate plan and budget.
    iii. How can revenue be calculated objectively when preparing the budget for next year?

2. Accounting
    i. Suggestions for Strengthening Accounting Systems.
    ii. Are the accounts evaluated by the Financial Standing Committee?
    iii. Suggestions for simplifying accounts and disclosing them in a way that ordinary citizens can understand.

3. Auditing
    i. Suggestions for reorganizing the Statutory audit system.
    ii. Suggestions for reorganizing the Performance audit system.
    iii. What are the suggestions for timely resolution of issues pointed out by the existing audit?
    iv. There is an allegation that social audit is not being carried out effectively in Kerala. How can this be fixed? Suggestions for improving it.
    v. Suggestions for increasing transparency, eradicating corruption and strengthening social accountability.

I. Funds

1. The criteria for allocation of General Purpose Fund, Maintenance Fund and Development Fund provided by the State Government are as follows:
    - General Purpose Fund- based on population
    - Maintenance Fund - Due to the unavailability of asset information, the Maintenance Fund is now provided in accordance with the criteria set by the Development Fund.

- Development Fund - 50% of the population, 30% of the deficit, 10% of the land area and 10% of the tax collection efficiency by weightage.
    i. Do these norms need to be changed? Suggestions for fair and equitable distribution of these funds.
    ii. Suggestions for more scientific utilization of the Roads and Non-road Maintenance Fund.
    iii. Suggestions for inclusion of new items in the utilization of Non-road protection funds.
    iv. Can a Specific purpose grant be granted in addition to the regular share?
    v. If so, for what purposes can this grant be sanctioned?
    vi. What are the criteria for allocating this grant?

2. Can an annual maintenance plan be formulated? If so, how can that be?
3. Suggestions for settlement of arrears to institutions such as KWA and KSEB.
4. Suggestions to avoid deducting from the source due to non-payment of dues to the Electricity Board and Water Authority.
5.
    i. Permission Sanction is required for which purposes?
    ii. What are the areas where Municipalities can make their own decisions without the permission of the Government in areas where arbitrary approval is required now?

J. Software

1. Information about currently used software.

Sl No.	Name of Software	Practical difficulties / shortcomings of use	Suggestions for efficiency
1	Sankhya		
2	Sulekha		
3	Sanjaya		
4	Sachitra		
5	Sthapana		
6	Sakarma		
7	Sevana		
8	Samagra		
9	Sanketham		

Sl No.	Name of Software	Practical difficulties / shortcomings of use	Suggestions for efficiency
10	Suchika		
11	Surekha		
12	Sanjitha		
13	Sugama		

K. Services

1. Suggestions for improving the services available to the general public through Municipalities and transferred institutions.
2. In most of the urban areas, there are no institutions providing services similar to primary health care centers in the Grama Panchayats. What can Municipalities do to make it available?
3. How to avoid delays in getting services to the public?
4. Suggestions for ensuring benefits to those who are eligible.
5. Many requests from the public to reconsider the decision of the Municipal Council are unreasonably rejected. How can this be fixed?
6. How to avoid being denied rights?
7. Suggestions for improving the functioning of the transferred institutions?
8. How to improve Total Quality Management using Front Office system?
9. Under Section 18B of the Kerala Water Supply & Sewerage Act 1986, the drinking water supply should be handed over to the Municipality from the Water Authority, if required by the Municipality. However, except Thrissur Corporation, no other Municipality has taken over the responsibility. The reason for that?

L. Support Systems

1. What services are required in addition to what is being provided today through the assistance schemes by KILA, Poverty Alleviation Mission (Kudumbasree), Suchithwa Mission, Haritha Kerala Mission and IKM to enhance the efficiency of Municipalities?
2. Suggestions for improving this support systems.
3. Suggestions for improving the relationship between Municipalities and Kudumbasree CDS.
4. Suggestions for improving the Kudumbasree system.
5. Suggestions for improving the various types of People's Committees.

    i. Ward Health & Sanitation Committee

ii. P.T.A.
iii. Hospital Management Samithi (HMS)
iv. Vigilance Committee
v. Anganwadi Mother's Committee
vi. Biodiversity Management Committee

6.

i. Is the Gender Resource Center functioning?
ii. How many buildings are there in the Municipality for these centers?
iii. What are the current activities of these centers?
iv. What are the suggestions for running these centers integrating with Kudumbashree?

M. Environment and Biodiversity

1. What are the proposals for eco-friendly development?
2. What can Municipalities do to protect the environment?
3. What can Municipalities do in relation to climate change?
4. What development activities can Municipalities carry out with the information in the Biodiversity Register?
5. What are the regulations under the Biological Diversity Act, 2002? How can it be improved?
6. When was the Biodiversity Register updated?
7. Suggestions for the inclusion of Educational experts
8. Scientists and Persons with Traditional Knowledge in the structure of the Biodiversity Management Committee.
9. How many active members are there in the Biodiversity Management Committee?
10. How many meetings has this Committee convened to date?
11. How many members are participated in the Biodiversity Management Committee? What was the main agenda? What steps have been taken?
12. Information on the major activities carried out in connection with the conservation of biodiversity from 2017-18 to 2019-20.

Year	Name of the activity	Amount Received	Expenditure

13. Does the Municipality receive assistance from the District Office of the Biodiversity Board? If so, by what means?

14. What are the shortcomings in the implementation of CRZ? Suggestions for resolving them.
15. Suggestions for conservation of paddy fields and water bodies in municipal areas.

N. Disaster Management

1. Does the Municipality have a Disaster Management Plan?
2. In the event of frequent disasters such as floods, droughts and epidemics, how can Municipalities prioritize Rescue operation, relief, rehabilitation, maintenance and reconstruction?
3. What powers do Municipalities need in these matters?
4. What are the lessons learned and challenges associated with Covid-19?
5. What future activities need to be planned based on the experience associated with Covid-19?

O. Employees

1. Suggestions for increasing the efficiency of the Corporation and its officials.
2. How to improve the performance of employees in transferred institutions?
3. Are the heads of the institutions transferred under the Kerala Municipality Act acting as Ex-Officio secretaries? If not, what changes are needed for that?
4. What steps are expected from the Government to improve the existing relationship of Municipalities with the officials of the transferred institutions?
5. Information on which posts need to be transferred from which departments to make the Municipalities work more efficiently?

Department	Post	Number	Justification

6. Considering the special services provided by the Municipalities, in which areas are specialist posts (Eg: Environmental Engineer etc.) required?
7. What human resources and skills are needed for Municipalities to function more efficiently?
8. Suggestions on new areas for staff training conducted by KILA.
9. Recommendations for employees of Local Self Government Institutions and various Government Departments to work in harmony with Local Governments avoiding parallel activities while working in the same sector.

10. In what areas are Municipalities and municipal corporations in need of specialized personnel (environmental engineers, accounts officers, etc.)?

P. Others

1. What additional powers and responsibilities should be given to Municipalities to operate in accordance with the Constitution? The justification for that.
2. Suggestions for authorizing the appointment of temporary officers to perform additional duties.
3. In what situations should the Governing body be given the freedom to take on projects (without the permission of the District Planning Committee)?
4. Freedom of plan amendment (reduction or increase of a certain percentage of the project cost, other amendments without any change in the project cost or purpose)
5. Suggestions for changes in laws and regulations to increase operational independence.
6. Suggestions for improving the palliative care system.
7. Include a special note on National and State-level models that have gained public recognition and can be identified in various areas (Eg. Women and Child Welfare, Geriatric Welfare, Transgender, Palliative Care, and Asraya) since the beginning of People Planning.
8. Provide information related to the missions listed below.

Sl. No.	Missions	Role of Municipality	Suggestions for improvement
1	Haritha Keralam		
2	Watershed Management		
3	Waste Management		
4	Ardram		
5	Life		
6	Pothu Vidhyabyasa Samrakshana Yajnam		

9. Suggestions to improve training by KILA as part of capacity building.
10. Suggestions for improving the following areas
    i. Solid waste treatment
    ii. Sewage & Septage Treatment
    iii. Decentralized sewerage system
    iv. Waste water treatment

v. Rainwater harvesting
vi. Preservation of monuments
vii. Ban on plastic and use of eco-friendly materials
viii. Conservation of water bodies

11. Suggestions for conservation and improvement of existing parks and construction of new ones in Municipal areas.
12. What special assistance can be given to pedestrians on high traffic roads?
13. What powers do Municipalities have to regulate vehicle parking within Municipal boundaries?

PART - II

(Answers to this part may be prepared meticulously by the Secretary. Not mandatory to discuss in Municipal Council)

1. Property Tax

a) Provide following details of the residential buildings in the Municipality.

Sl. No.	Zone classification	Rate of Property Tax	Number of buildings

b) Number of residential buildings exempted from paying Property Tax.

c) Provide following details of the commercial buildings in the Municipality:

Sl. No.	Zone classification	Property Tax rate	Number of buildings

d) Number of commercial buildings exempted from paying Property Tax.

e) Is Property Tax levied on transferred institutions? If so, the amount received on this item.

Sl.No.	Year	Amount received

f) Details of the submission of the appeal against the assessment of Property Tax.

Year	Number of appeals received	Number of appeals allowed	Original amount	Revised amount
2017-18				
2018-19				
2019-20				

g) Details of Property Tax levied from 2014-15 to 2019-20 on illegally constructed buildings.

Sl No.	Year	Amount collected (in Rs.)

h) Details of Property Tax levied on temporary buildings from 2014-15 to 2019-20

Sl No.	Year	Amount collected (in Rs.)

i) Details of Property Tax levied from Central Public Sector Undertakings from 2014-15 to 2019-20

Sl. No.	Name of Institution	Amount collected (in Rs.)					
		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20

j) Details of Service Tax imposed and levied on Central Government buildings.

Sl. No.	Year	Name of Institution	Number of buildings	Total Amount

2. Profession Tax

Provide details of the following regarding Profession tax levied from licensed establishments and their employees / workers.

a) Institutions

Sl. No.	Profession Tax Slab	Number of Institutions
1	Turnover > 20 lakhs	
2	Turnover > 16 lakhs & <20 lakhs	
3	Turnover > 8 lakhs & <16 lakhs	
4	Turnover > 4 lakhs & <8 lakhs	
5	Turnover > 2 lakhs & <4 lakhs	
6	Turnover > 50,000 & <2 lakhs	

b) Employees / Workers

Sl. No.	Profession Tax Slab	Number of taxpayers
1	I	
2	II	
3	III	
4	IV	
5	V	
6	VI	
7	VII	
8	VIII	

c) Are Licences issued to business establishments linked to Profession tax? (Are Profession tax levied on licensed business establishments and their employees?)

3. Number of Cinema Theaters :
4. Number of Multiplex Theaters :
5. Number of theme parks in the Municipality (may not be owned by the Municipality) :
6. Has the by-law been approved for levying Advertisement Tax?
7. Details of the collection and remittance of the following items during the last two years (2018-19, 2019-20).

Item	2018-19		2019-20	
	Collected Amount	Remitted Amount	Collected Amount	Remitted Amount
Income Tax				
GST				

Item	2018-19		2019-20	
	Collected Amount	Remitted Amount	Collected Amount	Remitted Amount
Construction Workers Welfare Fund Allocation				
Library Cess				

8. Provide details of the following related to KSEB :
   a) Arrears to be paid :
   b) Provide details of the following regarding unfinished deposit work :

Name of the work	Year in which amount was deposited	Deposit amount	Estimate of the Work	Amount expended so far	Reason for incompleteness

   c) Provide details of the following deposit works completed from 2017-18 to 2019-20.

Name of the work	Year in which amount was deposited	Deposit amount	Estimate of the Work	Amount expended so far	Year of completion

   d) Details of items purchased and supplied to KSEB for street lighting from 2017-18 to 2019-20 (ordinary bulb, LED bulb, other electrical equipment, etc.)

Year	Item	Number	Amount

   e) Number of posts where Electricity Metres are installed :
   f) Electric charge before and after the metre is installed (Amount) :
   g) Number of street lights :

h) Amount spent on street lighting for the last three years (2017-18 to 2019-20) :
i) Number of high-mast lamps :
j) Electricity charge for high-mast lamp lighting :
k) How many solar light points are there? :
l) How many solar panels are installed? :
m) Expenditure incurred on installation of solar panel :

9. Provide details of energy conservation measures and non-conventional energy activities covered under the project activities of the Municipality.
10. Provide details of the following in relation to KWA :
    a) Number of public taps as per KWA Bill :
    b) Of these, the number of public taps that can be operated :
    c) Have joint inspections of public taps been carried out with KWA officials from 2017-18 to 2019-20?
    d) If so, the number of inspections :
    e) The number of taps that were discarded after inspection and the amount of shortfall.
    f) If joint inspection has not been carried out, explain the reason.

11. Details of Bank / Treasury accounts of the Municipality.

Account number	Name of Bank / Treasury	Type of Account (SB, Current, FD, TSB, STSB etc)	Purpose of the account	Rate of Interest	Balance as on 1-4-2020

12. i) Is there an approved Master Plan in the Municipality?
    ii) If so, the current status of the Master Plan.
    iii) Are decentralized planning schemes integrated with the Master Plan / DTP?
13. Information about slums within the municipal boundaries.

Sl. No.	**Name of slum / number**	**Number of Houses**

14. Provide details on the following areas from 2014-15 to 2019-20.

Year	Area	Number of projects	Total Estimate (In Rs.)	Total Expenditure (in Rs.)
2014-15	Non-motorized urban transportation			
	Footpath, Underpass, Pedestrian overpass			
	Night Shelter			
	Urban afforestation			
	Wayside Amenities			
	Bus waiting area			
	Low cost construction and promotion of green building construction			
2015-16	Non-motorized urban transportation			
	Footpath, Underpass, Pedestrian overpass			
	Night Shelter			
	Urban afforestation			
	Wayside Amenities			
	Bus waiting area			
	Low cost construction and promotion of green building construction			
2016-17	Non-motorized urban transportation			
	Footpath, Underpass, Pedestrian overpass			
	Night Shelter			
	Urban afforestation			
	Wayside Amenities			

Year	Area	Number of projects	Total Estimate (In Rs.)	Total Expenditure (in Rs.)
	Bus waiting area			
	Low cost construction and promotion of green building construction			
2017-18	Non-motorized urban transportation			
	Footpath, Underpass, Pedestrian overpass			
	Night Shelter			
	Urban afforestation			
	Wayside Amenities			
	Bus waiting area			
	Low cost construction and promotion of green building construction			
2018-19	Non-motorized urban transportation			
	Footpath, Underpass, Pedestrian overpass			
	Night Shelter			
	Urban afforestation			
	Wayside Amenities			
	Bus waiting area			
	Low cost construction and promotion of green building construction			
2019-20	Non-motorized urban transportation			
	Footpath, Underpass, Pedestrian overpass			
	Night Shelter			

Year	Area	Number of projects	Total Estimate (In Rs.)	Total Expenditure (in Rs.)
	Urban afforestation			
	Wayside Amenities			
	Bus waiting area			
	Low cost construction and promotion of green building construction			

15. Details of Excess Expenditure during the last two years (2018-19, 2019-20) on the following items as per Government directive.

Item	2018-19	2019-20
Integrated Child Development Scheme (ICDS)		
Ardram Mission		
Palliative Care		

16. i) Is Service Level Benchmarking (SLBM) Notified?
    ii) If so, what services are included?
    iv) What is the level of Benchmarking?

17. i) Has the service delivery been reviewed by any external agency / NGO?
    ii) Are such services provided ISO certified?
    iii) If not, have steps been taken to obtain ISO certification?

18. Has the Citizen's Charter been prepared and updated from time to time?
19. i) Details of the amount received from the Suchithwa Mission from 2014-15 to 2019-20.

Year	Amount received	Purpose	Expenditure	Reason for unspent, if any
2014-15				
2015-16				
2016-17				
2017-18				
2018-19				
2019-20				

ii) Details of the amount received from Kudumbasree from 2014-15 to 2019-20.

Year	Amount received	Purpose	Expenditure	Reason for unspent, if any
2014-15				
2015-16				
2016-17				
2017-18				
2018-19				
2019-20				

20. Reasons for difference between Budget Estimate and Actual Revenue in the following items from 2014-15 to 2019-20.

Year	Item	Budget Estimate	Actual Amount	Reason for difference
2014-15	(i) Tax Revenue Income			
	(ii) Non-tax revenue			
	(iii) Plan Outlay			
	(iv) General Purpose Fund			
	(v) Maintenance Fund			
2015-16	(i) Tax Revenue Income			
	(ii) Non-tax revenue			
	(iii) Plan Outlay			
	(iv) General Purpose Fund			
	(v) Maintenance Fund			
2016-17	(i) Tax Revenue Income			
	(ii) Non-tax revenue			
	(iii) Plan Outlay			
	(iv) General Purpose Fund			
	(v) Maintenance Fund			
2017-18	(i) Tax Revenue Income			
	(ii) Non-tax revenue			
	(iii) Plan Outlay			

	(iv) General Purpose Fund			
	(v) Maintenance Fund			
2018-19	(i) Tax Revenue Income			
	(ii) Non-tax revenue			
	(iii) Plan Outlay			
	(iv) General Purpose Fund			
	(v) Maintenance Fund			
2019-20	(i) Tax Revenue Income			
	(ii) Non-tax revenue			
	(iii) Plan Outlay			
	(iv) General Purpose Fund			
	(v) Maintenance Fund			

21. Details of Social Security Pension application received during the last three years (2017-18 to 2019-20).

Year	Number of applications received	Number of applications accepted	Pending
2017-18			
2018-19			
2019-20			

22. Details of loans taken from 2015-16 to 2019-20 (excluding Housing Scheme):

Year	Name of Institution	Amount of Loan	Purpose	Rate of Interest	Present due
2015-16					
2016-17					
2017-18					
2018-19					
2019-20					

23. Details of Non-road Assets of Municipality

i) Immovable property

Sl. No.	Item	Number of Buildings	Total Area of the Building (Sq.m)	The total area of the land where the building is located (in cents)
1	Own Building of the Municipality			
2	Shopping Complex / Office Complex			
3	Community Hall / Auditorium / Open Hall			
4	Old-Age Home			
5	Day care home			
6	Poor Home			
7	Markets and stalls			
8	Crematorium			
9	Slaughterhouse			
10	Bus Stand			
11	Parking Spaces			
12	Stadium / Playground			
13	Parks and related facilities			
14	Lodges, Stay Homes and Hostels			
15	Industrial Estates			
16	Other buildings			

ii) Information on movable property

Sl. No.	Item	Year of purchase	Purchase price	Current status	Remarks
(a) Vehicles					
1	Car				
2	Jeep				
3	Ambulance-Directly operated by Municipalities				
4	Ambulance - Controlled by the Hospital Management Committee (HMS)				
5	Van				
6	Tractor / Tiller				
7	Bus				
8	Pickup Van				
9	Other Vehicles				
(b) Agricultural implements					
1	Sprayer				
2	Sowing Machine				
3	Harvesting Machine				
4	Threshing Machine				
5	Pump Set				
6	Mowing, Handcuffs, Pick-axe, etc.				
7	Others (Specify)				

24. (i) Describe the activities carried out in the Floods in 2018 and 2019 and COVID-19 in 2020.

ii) Provide the details about the following:

a) Flood

Year	Revenue Receipt			Expenditure	Remarks
	Plan outlay	Assistance from Government	Others *		

* If materials have been received, quantity and estimated cost should be recorded.

b) Covid-19

Year	Revenue Receipt			Expenditure	Remarks
	Plan outlay	Assistance from Government	Others		

25. How many Ward Committees / Ward Sabhas have been convened in the last 2 years (2018-19, 2019-20). Participation in the Committee / Sabha (average number of people in a meeting).

i) Number of Ward Committees / Sabhas

Year	Number of Ward Committees / Sabhas
2018-19	
2019-20	

ii) Participation in Ward Committees / Sabhas

Category	2018-19		2019-20	
	Average number	Percentage	Average number	Percentage
Female				
Male				
Total				
General				
SC				
ST				
Total				

26. Details of Matsya Sabha, Oorukkoottam, Special Ward Committee / Sabhas etc.

Sabha	2018-19		2019-20	
	Number of Sabhas to be convened	**Actual number of Sabhas convened**	**Number of Sabhas to be convened**	**Actual number of Sabhas convened**
Matsya Sabha				
Oorukkoottam				
Special ward Committee / Sabha				

27. Representation of Ward Committee / Sabha in the last 2 years (2018-19,2019-20) regarding Project Activities (average number of people attended the Sabha).

Category	2018-19		2019-20	
	Average number	**Percentage**	**Average number**	**Percentage**
Female				
Male				
Total				
General				
SC				
ST				
Total				

28. Details on created and unusable / unused movable and immovable property (Buildings, Equipment) up-to-date.

Year	Building / Tool	Estimated cost	Amount Expended	Reason for the non-use

29. Details of roads that have been completed by the Municipality and are no longer usable / damaged (data should be collected from the Engineering Wing).

Duration	Number of roads	Total Length of Unusable Roads (km)	Reason
Below 6 months			
Between 6 months and 1 year			
Above 1 year			

30. Details of agricultural equipment which are inactive without any maintenance.

Year	Agricultural equipment	Purchase amount	Inactive year	The reason for the inactivity

31. Provide details of the following on the use of Statutory Powers.

Item	Rule/Section	Number of violations	Number of demolished buildings / prosecution proceedings	Amount charged
Violation of Building Construction Rule	K.M. Act 1994 Section 406, KMBR 2019 Rule 107(2)			
Waste disposal / dumping	K.M.Act 1994 Section 334A, 340, 340A,B, Bylaw passed by the Municipality, K.M. (Compounding of offenses) Rule 1996			
K M.Act 1994 Section List IV	Section 275(2), 511			
K.M.Act 1994 Section List V	Section 511(2)(c)			
Others	Others			

32. Details of the drinking Water Projects started and run by the Municipality.
    a) Number :
    b) Average volume of water supplied per day (in liters) :
    c) Number of families benefiting from it :

Sl. No.	Category	Number
1	General	
2	SC	
3	ST	
	Total	

    d) Drinking Water Projects of Municipality -
        i. Amount spent so far :
        ii. Amount received as user fee till date :
        iii. Expenditure Control Proposals :

33. Rent, Rates and Operating costs of the following for the past 3 years.

Item		Year	Rate, if more than one, No. (rate) in the order	Rate	Date of renewal of rent	Revenue (Rs.)	Operating Expenditure (Rs.)
(a)	Market & Stall	2017-18					
		2018-19					
		2019-20					
(b)	Shopping Complex	2017-18					
		2018-19					
		2019-20					
(c)	Office Complex	2017-18					
		2018-19					
		2019-20					
(d)	Auditorium / Community Hall / Open Hall	2017-18					
		2018-19					
		2019-20					
(e)	Stadiums / Play grounds	2017-18					
		2018-19					
		2019-20					
(f)	Parks and Ancillary facilities	2017-18					
		2018-19					
		2019-20					
(g)		2017-18					

Item		Year	Rate, if more than one, No. (rate) in the order	Rate	Date of renewal of rent	Revenue (Rs.)	Operating Expenditure (Rs.)
	Lodges and Stay Homes	2018-19					
		2019-20					
(H)	Hostels	2017-18					
		2018-19					
		2019-20					
(i)	Industrial Estates	2017-18					
		2018-19					
		2019-20					
(j)	Slaughter House	2017-18					
		2018-19					
		2019-20					
(k)	Crematorium	2017-18					
		2018-19					
		2019-20					
(l)	Bus stand	2017-18					
		2018-19					
		2019-20					
(m)	Parking Space	2017-18					
		2018-19					
		2019-20					
(n)	Ferry service	2017-18					
		2018-19					
		2019-20					
(o)	Junker service	2017-18					
		2018-19					
		2019-20					
(p)	PPP projects	2017-18					
		2018-19					
		2019-20					

34.

i) Provide details the following expenses related to the Waste Management for last three year.

	Item	Construction costs	Maintenance costs

Serial no.		2017-18	2018-19	2019-20	2017-18	2018-19-	2019-20
1	Public utility toilet						
2	Crematorium						
3	Slaughterhouse						
4	Haritha Karma Sena (including MGF, RRF, Shredding Unit)						
5	Construction of Drainage						

ii) Physical details of Waste Treatment Systems

Item	Year established / purchased	Cost	Area (Land in cents, Building in Sq.M.)	Purpose	Current status
Land					
Building					
Plant & Machinery					
Vehicles					

iii) In addition to the Haritha Karma Sena, provide details of the waste treatment process carried out by the Municipality with their own employees.

Item	Expenditure for 2017-18	Expenditure for 2018-19	Expenditure for 2019-20
Cleaning of public places			
Waste collection-public space			
Waste Collection-Commercial Center			

iv) Details of decentralized Waste Management of the Municipality.

Item	2017-18		2018-19		2019-20	
	Number	**Cost**	**Number**	**Cost**	**Number**	**Cost**
Pipe compost						
Vermi compost						
Aerobic bin						
Kitchen bin						
Biogas						
Others						

v) Details of centralized waste management of the Municipality.

Item	2017-18		2018-19		2019-20	
	Number	Cost	Number	Cost	Number	Cost
Solid waste						
Liquid waste						

35. Provide details of the following about the Sewage Treatment Plant (STP)

Name of the plant	**Year established**	**Construction costs**	**Plant Capacity**	**Annual maintenance cost**					
				2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**

36.

i) Has the Pollution Control Board (Pollution Control Board) imposed any fine on Municipality for violation of rules?

ii) If so, provide the details.

Year	**Amount charged**	**Amount paid**	**Reason**

37. How many cases have the Municipality taken up in the last 5 years against those who violated the CRZ rules?

38.

i) Whether using non-IKM software

ii) If so :

The name of the software	Developed Institution	Amount spent	Current status

39. Information on any software developed by the Corporation without external technical assistance and at no other cost.
40. Details of the Employees of the Municipal (effective 01/04/2020).

I) Permanent employees

Sl.No.	Name of the post	Salary scale	Class (A/B/C/D)	Sanctioned Strength	Present Strength	Remarks

II) Employees appointed through the Employment Exchange

Sl.No.	Name of the post	Salary scale	Class (A/B/C/D)	Sanctioned Strength	Present Strength	Remarks

III) Contract Employees

Sl.No.	Name of the post	Monthly salary	Sanctioned Strength	Present Strength	Requirement for appointment	Remarks

IV) Daily Labourers

Sl.No.	Name of the post	Daily wage	Sanctioned Strength	Present Strength	Requirement for appointment	Remarks

V) Details of Employees temporarily appointed on a seasonal basis in the Municipality for the last two years.

Year	Name of the season	Number of employees	Appointment period

9017

Annex 4.1 District plan guideline 1980

9017

C O N T E N T S

		Page
SECTION I	Why District Planning	1
SECTION II	District Planning in the Kerala context	10
SECTION III	Preparatory Work	13
SECTION IV	Subject coverage for district level planning	23
SECTION V	Organisational arrangements	32
SECTION VI	Formulation of district plans	45

Appendices:

I	A note on identification, formulation and appraisal of projects	59
II	Formulation of district plan - Flow Chart	69
III	Resource Inventory - List of Maps	70

SECTION I

WHY DISTRICT PLANNING

An analysis of the planning process in India would reveal that the major initiative in planning so far has come from the Central Government. As such, the five year plans have been characterised by a highly sectoral approach and the State plans have also not departed from the lines on which the national plans are worked out. This, after all, cannot be described as wrong, for any plan which makes an attempt to cover the whole economy must necessarily aim at achieving a balance between sectors. Moreover, for a country like India which is characterised by shortage of capital, lacks a strong industrial base and is deficient in basic and heavy industries, it is necessary that there should be emphasis on sectoral planning. As a result however, the importance of spatial dimension has by and large remained ignored in the scheme of Indian Planning, and we are yet to work out an integrated approach to planning. Nevertheless, the significance of such an approach can hardly be denied for a number of reasons.

1.2 Before going into these reasons, it may be worth pointing out here that in many centrally planned economies like the Soviet Union and Yugoslavia, there exists a fairly large measure of delegation of powers and decentralisation of the planning process. These countries are mentioned only to emphasise the point that decentralisation of the planning process is not incompatible with a centralised planning system. Decentralisation also does not mean or imply relaxation of controls or the lack of a Central frame work for economic policy, nor does it in any way contradict the basic philosophy of planning. Even the most sophisticated planning agency cannot be expected to succeed in making all the planning decisions on its own and without any deconcentration whatsoever.

1.3 In a country like India where planning process

takes place within a democratic framework it becomes all the more important that the process, to be fully effective, has to be carried to the grass-root level. This is the only means by which participation of the people can be achieved in planning. People's participation in planning depends upon several conditions. First of all, the people should be aware of the functioning of the process. Secondly, there must be a machinery which enables people to participate meaningfully in the planning process. Thirdly, people must feel that their participation is not a formality but that they have the ability to influence the planning process. These conditions can be met only when there is a reasonable degree of decentralisation of the process because it is at sub-national levels like the district and the block at which people are able to see the direct relevance of planning to their life.

1.4 Besides, there are also a number of valid technical considerations, most important of which is the practical impossibility of a single planning agency being able to make all the detailed decisions which are required at different territorial and sectoral levels of the planning process. The crucial problem here relates to the flow of information and data from lower levels in the hierarchy to the State and Central level agencies. Planning requires not only the formulation of a broad policy framework but also detailed decisions. Detailed decision making depends for its success almost exclusively on the availability of information and data. It is obvious that this kind of information is more readily available on the spot, that is at the level to which it pertains. In the Indian situation, in the absence of data and information from the district level downwards, neither the Central nor the State Planning authority is really in a position to make right decisions regarding the policies for development, location of projects and a host of other related issues. It is this absence of information and data at the local levels, which results in the application of uniform policies, norms and development schemes

all over the country without reference to local variations inneeds prospects and problems. This is particularly true of agriculture and allied activities.

1.5 · While discussing decentralisation of planning process, one has to consider the important question of co-ordination - both vertical and horizontal- of different levels and facets of planning. The problem of vertical co-ordination is bound to be seriously felt in a federal system where the states share the powers and responsibilities with the Centre. However, if there is a consensus on the broad natnational objectives of planned development, vertical co-ordination need not pose any serious problem. Since in India these are determined by the National Development Council consisting of representativesof States, Centre and Planning Commission, such conflicts have not actually surfaced on the principal objectives of plans, Certain problems, however, do exist by way of disagreements between the Centre and States on the location of major industries and prestigious projects and also inter-state allocation of financial resources.

1.6 Horizontal co-ordination is an attempt to see that the plans of the different units at the same hierarchic level are properly co-ordinated so that duplication is avoided. The imprtance of such co-ordination can hardly be questioned. If, for instance, within a state all the districts want to have specified prestigious projects, some of them would be deficient in supply of essential raw-materials and / or infrastructure. While discussing this aspect, one cannot ignore the possibility of conflict between political considerations and technical considerations. From a purely technocratic angle, one could argue that location of projects and formulation of plans in general should proceed along strictly rational and scientific lines. This may not always be possible. Apart from the more obvious factor namely, political pressure, there is also the need to achieve a more equitable distribution of activities among the different regions which might influence decisions. Efficiency in planning cannot be emphasised to the total neglect

of enquiry. For instance, we cannot envisage a planning framework where our attention is restricted to increasing production irrespective of spatial imbalances. A perfect balance between equity and efficiency may not be possible. The conflict has, however to be recognised and an attempt has to be made to ensure reasonable balance between the two.

1.7 While discussing the scope and content of district planning, it is, however, important that the role of planning at state level is defined and clarified first. Without this, no scheme of decentralisation can prove successful. Even if we desire that planning should be decentralised to the lowest possible levels we cannot skip the States. In the Indian context, one cannot visualise decentralisation taking place at the regional level where regions could be demarcated on the principle of homogeneity and viability or nodality. A planning unit which is chosen must also be viable, i.e. possessing convenience for formulation and implementation of programmes. In the absence of this facility it may be hard to formulate plans and even harder to implement them. Therefore, the first order of decentralisation of planning in India should be from the Centre to the states which have the obvious advantage of possessing a homogeneous political and administrative structure, although no rigid line can be drawn between the Centre and the states in the sharing of planning functions.

1.8 However, certain planning functions may be clearly demarcated at the state level. First of all, the State Planning authority should undertake a systematic inventory of the States's resources. The sectors in which the states can function with great relevance would be agriculture and allied activities, irrigation, transport (excluding railways, shipping and air) medium and small industries (in some cases even some large industries), provision of social services and trade and commerce activities, to mention the more important ones. The state planning machinery should perform three other essential functions also. Firstly, it should diagnose the special problems encountered within its area. When this is done, it will become possible to avoid the tendency to

apply uniform solutions irrespective of the socio-economic conditions of different regions. Secondly, it should give close attention to spatial planning and physical planning, which would require probe into details, and can be executed at lower levels. Thirdly, the State Planning authority should take upon itself the task of helping the lower levels in the hierarchy - the districts, blocks and the panchayats to formulate their plans, and should co-ordinate them. It should also be able to come out with steps for mobilising resources, and for introducing innovations which are relevant to its particular context and special problems.

1.9 From the foregoing, it would be evident that in the multi-level planning process, the states India should occupy an important position and the first order of decentralisation should be from the Centre to the states. In the absence of this intermediate level, no further decentralisation can hope to succeed. Our discussion from now on regarding process of further decentralisation at the district level will be on the assumption that the framework of the state plan is given.

1.10 The importance of planning at the district level has now acquired added significance. The question that needs to be considered is the extent to which the district qualifies as a viable and feasible unit of planning. Viewed strictly from the technical standpoint, the district may not be described as a homogeneous planning unit. It is basically a revenue and administrative unit and was not designed for the purpose of planning. In choosing units of planning below the State level, two important considerations have, however, to be taken into account. Firstly, such a unit must be reasonably compact and should neither be too large nor too small because, asiin the case of every activity, planning too may be regarded as having a threshold in terms of an optimum range and activities. Secondly, the unit must be operationally viable in terms of possessing a structure for administrative purposes. May be, this method of demarcating regions is inferior to a homogeneous model or

natural economic region. But from the point of view of operational feasibility such a demarcation would not lend itself to easy formulation of plans and their implementation. On the basis of these criteria the district may be considered as the most relevant unit of planning below the state level, although as mentioned before, it may not be a natural planning region or an ideal unit for planning purposes.

1.11 Planning at the district level should not become a duplication of the efforts at the state level. The most crucial requirement is proper definition of the functions of district planning. In particular, planning functions which cannot be performed at this level, have to be eliminated from its purview. There should, therefore, be a clarification of the role of the district in the sphere of planning. Plan so drawn up at that level has to be integrated within the framework of the State plan so that problems of vertical co-ordination could be eliminated. Within such a framework of broad objectives, every district can and should attempt to tackle the special problems of that area. With each level of decentralisation, planning must become more detailed and more micro in nature. Certain districts may have unique problems or some other distinctive characteristics which call for a departure from the pattern of programmes recommended in the state plans. For example, a chronically drought-prone area would require special types of programmes. Similarly a district which is dominated by a single developed centre might suffer from excessive imbalances which require to be corrected. Once the distinctive features of a district have been diagnosed, it would be possible to have a small framework for the district plan which need not be identical with that of state plan, but not also contradictory to it.

1.12 There is the important question of identifying the sectors where district level planning could be successfully carried out. With respect to agriculture, although the major policy decisions are taken at the Centre and in the States, the details of programmes are best worked out at the district

level. In this sector, the district plan should give special importance to activities such as affore-station and soil conservation. Another important function of district plans must be the provision of necessary facilities to the agricultural sector. These facilities include proper varieties of seeds, fertilisers, credit and marketing facilities. These are areas where detailed knowledge of local conditions is an important necessity. In addition, district plan should give special importance to small scale industries and perhaps also to medium scale industries. In this area, the success of a district plan will depend largely on the thoroughness with which an inventory of resources has been made because it is this inventory which will give an indication of a district's potentials in different sectors. Another area where district plans should be able to make worthwhile contribution is social services like education and health. In education, the district plan may include programmes upto secondary education. It could also include technical education which does not call for big investment.

1.13 Transport sector also should be within the framework of district plan. But the emphasis can be only on the provision of intra-district road linkages. There are even now many areas and pockets which are not properly co • connected with major centres. The district plan should also consider in detail the provision of market facilities. Market centres have a tremendous potential to engender development activity on a large scale.

1.14 It is also important that a district plan must take into account the existing pattern of settlements. In most areas in this country today, there is a great inadequacy of proper linkages between rural and urban areas and within the rural areas themselves. It is the absence of such linkages which leads to imbalance not only in the distribution of economic activity but also with regard to the availability of essential facilities

1.15 From what has been discussed so far, it would be noted that there is no inherent conflict between the concept of macro-planning at the national level which takes a total view of national resources at a given point of time and seeks to deploy them in a particular manner for the achievement of certain social and economic goals, and the concepts of state and district planning. They have to be looked upon as mutually reinforcing activities. Without a perspective of the total national plan and of the state plan which flows from the national plan, district planning would largely be an exercise in futility. At the same time without clearly formulated district plans, the Central and state plans would lack solidity. It is at the district level that the various social welfare programmes designed to provide employment and to raise the productivity of small farmers and agricultural labourers are implemented. All such programmes have to be integrated and clearly delineated with reference to specific groups of people in specific locations. District level planning can play a pivotal role in ensuring that the strategy of redistributive growth is fully embodied in the schemes and programmes that are operated at the district level.

1.16 Before going into a detailed discussion of the organisational arrangements and the various steps in the process of district level planning, there is the important problem of resource allocation to be tackled. Having defined the scope and content of district planning, it will be necessary to give an advance indication, however broad it might be, of the financial magnitude within which the schemes and programmes have to be contained This would first of all, depend on the size of the state plan and the irreducible minimum outlays that would be required to accommodate major state-wide projects and programmes including the commitments for completion of on going schemes. After earmarking funds for such programmes, the balance amount left would have to be distributed amongst the different districts in accordance with certain well-chosen criteria. This exercise has to precede the physical plan exercises

at the district level so that some idea exists regarding the broad financial parameter of a district plan. Once this is done, it would become possible to draw up an integrated district development plan which would be matched by the availability of adequate resources. This would involve a series of exercises at synthesising financial planning with physical planning at the district level.

1.17 The concept of district planning as outlined above would imply a wide-ranging set of delegations, both financial and administrative, and devolution of authority in a real sense to the persons who have responsibility of implementing a district plan. The departmental working at the state level with its time-honoured notions of hierarchy has to undergo the necessary changes so that new institutional structures can emerge. Today, the district can make no experiment, can carry out no innovation, can provide no role for local talent, because for most things one needs to secure sanction of a long series of authorities, laid one on top of another. There can be no movement, no progress towards a new order, in such circumstances. "It is often not understood that power, in the broadest political sense, is not something one is holding on to but it is something that comes from new ways of doing things, in new contributions and in new institutions. This does not mean that the district would exist in isolation. This only means that the new impulses of growth will radiate from the district upwards, thereby strengthening the institutional structures of the State and of the Centre".

SECTION - II

DISTRICT PLANNING IN THE KERALA CONTEXT

In a State like Kerala where there is an abundance of unexploited natural resources on the one hand and where there is rising unemployment on the other, the adoption of area based micro level planning has special scope and significance. According to an estimate based on the results of the National Sample Survey, 27th round, the magnitude of unemployment and underemployment measured in terms of person years was 18.8 lakhs in 1972-73 for the State. This amounts to 25.23 percent of the total labour force. This situation highlights the urgency for the formulation of area based plans for the maximum utilisation of local resource potential and for maintaining a balance between economic growth and employment generation, which after all is the essence of planning.

2.2 Another important factor that makes district planning relevant is the industrial backwardness of the State. In the absence of a developed industrial sector, the agricultural sector is forced to bear the burden of sustaining a larger work force than it would normally require. During the twenty year period 1951-71 the work force increased by about 19 lakhs, out of which more than 10 lakhs went to swell the ranks of cultivatiors and agricultural workers. While the number of cultivators registered a marginal increase of one lakh, the number of agricultural labourers almost doubled during this period. The agricultural sector still continue to accommodate around 55 per cent of the total work force in the State. The proportion of work force in the industrial sector which was about 20 per cent of the total workforce in 1951 declined to around 16 per cent in 1971. As a result of this phenomenon of crowding of workers in the agricultural sector, the problem of underemployment in this sector is becoming more and more acute.

2.3 If the agricultural sector has to be relieved of the pressure of increasing workforce, labour-intensive

rural industries based on agriculture will have to be developed. The planning machinery at the district will be able to undertake this task of organising labour oriented agro-based industries in the villages taking into account the resource endowments and infrastructure facilities of each area.

2.4 The State is blessed with most of the pre-requisites of development like the availability of cheap power, educated labour force and a fairly developed system of transport and communications. But these facilities have not been fully made use of so far owing to the lack of a proper machinery to exploit these favourable factors to the maximum extent possible and to organise industries suited for the different regions of the State. In fact, no serious attempt has been made to utilise even the available institutional finance for developing industries in the State. No financial institution will advance money without appraising the economic viability of the projects for which loans are sought. Thus in the absence of economically viable projects and schemes, institutional finance will not be forthcoming. The setting up of a planning machinery at the district level with the necessary technical personnel will, it is hoped, make formulation of projects and timely evaluation of their progress easier.

2.5 The industrial development of the State has also been hampered by the lack of an efficient institutional infrastructure at the grass root level for marketing the products in agriculture and industry. At present most of the industrial units do not conduct any market survey to assess the possibilities of future trends in demand conditions before starting production. Producing goods without conducting studies on long term market conditions will ultimately create marketing problems and the industrial units may even be compelled to close down for lack of sufficient demand for their products. The planning machinery at the district level with the support of necessary technical expertise will be able to chalk out plans for developing the necessary institutional infrastructure for marketing

the agricultural and industrial products of rural areas.

2.6 Last of all, the most important factor that must be ensured for the successful implementation of any developmental programme is the active participation of the people. By people's participation it is meant that the policies and programmes included in the plan should enlist not only the support of the masses, but also their wholehearted participation at the stages of formulation and implementation. Out planners have been conscious of this all-important fact from the very beginning and this has been regularly stated in the successive plans as an important aim of planning and a condition for its success. The following passage from India's First Five Year Plan document testifies the conception of the architects of planning in India in this regard. "Democratic planning will not succeed unless the sanction of an awakened public opinion operates powerfully and the force of public action in pursuit of constructive ends, continually grows. A democracy working for social ends has to base itself on the willing assent of the people and not the coercive power of the State. Other conditions have to be fulfilled before the full flow of the people's energy for the task of national reconstruction can be assured. The ignorance and apathy of large numbers have to be overcome. A clear understanding of the conditions and problems and of the appropriate remedies has to be carried to the people at all levels. Their own views about their needs and difficulties and the correct solutions must be elicited and given the fullest weight in making the plans, in the execution of which they will be called upon to assist. The initial interest aroused by the prospect of better things for themselves can be sustained only by the sight of achievement, however moderate, and the consciousness of a share in it, however indirect. Means have, therefore, to be devised to bring the people into association both at the stage of formulation of the plans and in their implementation from stage to stage". The role of the planning machinery at the district level is important in this context.

SECTION -III

PREPARATORY WORK

In approaching the problem of regional development it is, first of all, necessary to review the development work done in the past with a view to assessing the achievements and ascertaining the level of development attained in each sector. Apart from giving an idea of the work that remains to be done, this will also serve as a benchmark for future evaluation of planned development.

3.2 The scope for development of a region is, to a large extent, dependant on the resource endowments of the area concerned. This constraint is specially relevant in the case of schemes which are intended to benefit a comparatively small area like a block. It is therefore considered necessary to prepare a resource inventory for each district and if possible in terms of each block.

3.3 Each region may have its own problems and potentialities for development. Meaningful regional planning should seek to solve such special problems and exploit the available development potential to the maximum extent possible. This would necessitate identification of special problems and potentialities having a bearing on socio-economic development.

3.4 An attempt is made in this section to give in sufficient detail the procedure for executing these preparatory items of work. The guide-lines given in this respect indicate the scope and coverage also in respect of them.

1. Preparation of a Status Paper for the district.

3.5 It would be necessary to ascertain the level of development already achieved by the district in various sectors of the economy before formulating a development plan for it. The Status Paper will serve as a bench mark for purposes of evaluation. The preparation of Status Paper may now be attempted for the year 1977-78 which is the last year of the Fifth Five Year Plan. It would be desirable in this connection to review past progress under the plans in the various sectors or at least in the major ones. However, the whole exercise

will have to be based on the data already available including those generated in the normal process of administration and plan implementation by the different development departments at the district level.

3.6 The Status Paper should serve as a bench mark of the level of development of the district. For the present, the information will have to be drawn largely from secondary data available at the district and block levels. Wherever possible block level data should be assembled. The data may be collected for the period 1960-61 to 1977-78 subject to availability. A tentative synopsis of the Status Paper is given below:

Status Paper for the district

1. General information regarding the district.

1. Area and population
2. Topography and geographical features
3. Domographic characteristics like birth and death rates, literacy, sex ratio, work force etc.
4. Analysis of district income figures
5. Maps showing various characteristics and factors like physical features, infrastructure, etc.

II. Agriculture and rural development

1. Land use and cropping pattern
2. Crop-wise area, production and productivity of major crops in the district
3. Distribution of paddy lands according to single, double or tripple crop
4. Area under High Yielding Varieties under different crops.
5. Area, production and productivity of paddy, seasonwise
6. Consumption of fertilizers and pesticides - past trends
7. Irrigation - area irrigated source-wise-major, medium and minor irrigation projects - number of pumpsets energised - ground water resources
8. Soil and water conservation - Command Area Development.

9. Land reforms - Progress in implementation

10. Animal Husbandry - livestock data category-wise - Up-grading of stock - milk production and consumption - Veterinary institutions - key village centres/artificial insemination centres, milk chilling plants - food and fodder development - dairy co-operatives -

11. Fisheries - marine and inland - water resources- length of coastline, backwaters, tanks and ponds reservoirs, etc. - Fishing vessels - mechanised, non-mechanised - fishermen population - number of workers in fishing - fish landings category-wise - fisherman co-operatives - fish processing and marketing organisations.

12. Forests - total area under forests:

(a) reserved (b) others - out-turn of forest produce - past trend - area under forest plantations, species - wise.

III. Community development

Organisational set up - number of blocks - main activities - blocks selected for intensive rural development -

IV. Co-operative movement

Details such as membership, capital structure, overdue position, etc. in respect of different types of co-operatives.

1. Credit Co-operatives
2. housing co-operatives
3. labour co-operatives
4. warehousing, marketing and processing co-operatives
5. farming co-operatives and
6. consumer co-operatives.

V. Flood control and anti-sea erosion

Magnitude of the problem and present level of achievement (physical)

VI. Power

1. Scheme-wise details of projects commissioned and under construction.

2. Total and per capita power consumption
3. Power-consumption for
   (a) industrial purposes, (b) agricultural purposes, (c) domestic purposes, (d) public lighting etc.
4. Rural electrification.

VII. Industry and minerals

1. Large and medium industries - Government-owned Government majority companies and private companies.
2. Working factories and employment
3. Small scale industries-registered units
4. Industrial estates and mini-estates - number of working units and employment
5. Consultancy services
6. Functioning of District Industries Centres
7. Handloom and powerloom
8. Coir industry - coir co-operatives under coir project offices.
9. Khadi & village industries
10. Cashew industry
11. Bricks & tiles
12. Bamboo
13. Beedi-making
14. Handicrafts and other cottage industries
15. Central sector concerns - programme of development
16. Mineral development - important minerals, production and utilisation.

VIII. Transport & communications.

1. Port development - major, intermediate and minor ports.
2. Roads and Bridges - length of roads classified according to national highways, district roads, village roads etc., - number of major and minor bridges in progress and completed till 1977-'78.
3. Number of motor vehicles registered with the Regional Transport Officer - Number of other vehicles like bullock carts as available in the

livestock Census - nationalised sector and private sector -

4. Road Transport Corporation - Passenger traffic - collections - route length etc.
5. Goods Traffic - Salestax check post - survey report of the Bureau of Economic and Statistics -
6. Inland water transport - route length, passenger and goods carried etc.
7. Places of tourist importance.
8. Railways - Number of stations, goods traffic, passenger traffic, length of railways.
9. Posts and telegraphs, telephone network, radio licences etc.
10. Air transport.
11. Linkage of villages with marketing centres, educational institutions, medical institutions etc.

IX. Education.

1. General education: Number of institutions category-wise - enrolment (male, female) - enrolment ratio by age-groups, number of teachers, teacher pupil ratio - schools run in rented buildings - in temporary or dilapidated buildings - schools without playgrounds, without libraries, laboratories etc. - separately for Government schools and private schools - per capita expenditure on education.
2. Higher education (details as above)
3. Cultural programmes - names of major institutions- special arts flourishing in the area.

X. Health and other social services

1. Health

   Number of institutions, beds, registered practitioners etc. for modern and indigenous systems of medicine.
2. Water supply and drainage and urban development Urban and rural water supply - number of schemes - area and population covered.
3. Housing

   Number of houses - number of houseless families - number of families provided with house-sites under various schemes of Government - house construction activities, agency-wise - private house construction.

4. Welfare of scheduled castes

Number and distribution of scheduled castes population - major castes - concentrations if any - educational status - economic and social status.

5. Scheduled tribes

Major tribes in the district - number - location present level of development etc.

6. Social welfare

Social welfare institutions in the district - Government institutions - grant-in-aid institutions - important schemes - number of beneficiaries -

7. Nutrition - different schemes under operation - benefits, scheme-wise.

XI. Sectoral development under the Plans

This section should give a complete sector-wise picture of the development activities taken up under the past plans highlighting the important achievements. Efforts should also be made to identify shortfalls in achievements and the reasons thereof . Past data on district plan allocation and expenditure to be assembled and analysed. Performance of important on-going schemes.

XII. Employment and manpower

1. Employment Exchange data

2. Census data (work force according to industrial category and educational level based on Economic Tables of 1971 Census)

3. Unemployment (based on Unemployment Surveys of Bureau etc.)

XIII. Institutional finance and banking facilities

Credit Plansof Lead Banks, data of the District Consultative Committee, banking statistics of the Reserve Bank of India, Chit funds etc.

XIV. Local level institutions and facilities

An inventory of important institutions and organisations in the district like financial institutions, corporations, other autonomous bodies, service centres, etc. with their objectives and working details.

XV. District finances

Analysis of the receipts and expenditure of panchayats, municipalities and corporations - source - wise taxes - fees grants from the Government - expenditure, item-wise.

A statistical appendix also is to be provided as part of the Status Paper.

II. Preparation of Resource Inventory

3.7 The schemes covered by district plans will, as a rule, be those depending on the resources available within the districts. These resources will include, apart from natural resources, infrastructure, different categories of manpower etc., Natural resources comprise a large number of items like land, soils, climate, forest, fisheries, minerals industrial raw materials, livestock, water-surface and underground, power etc. The same is the case with infrastructure. It includes items such as transport and communication, education, health services, banks and other financial institutions, water supply and drainage, irrigation systems, housing and organisational structure. The preparation of an inventory of resources is an essential pre-requisite for planning at grass root level. Planned development is essentially an attempt at optimum use of the available resources. It is therefore suggested that a sufficiently detailed analysis of each of the resources available in the district may be made so that a clear picture of the different items of resources available for exploitation is brought out.

3.8 A complete and comprehensive investigation of natural resources is a difficult and time consuming process. Moreover, changes in the development of technology will also influence the quantum and variety of resources. The preparation of the resource inventory should not be considered as an one time activity. The inventory will have to be periodically updated and the work has to be considered as a continuing process. However, for the present purpose, what is required is only the collection of available data on resources and presentation of the analysis based on such data as early

as possible, so as to give an idea ofthe resources which remain to be developed.

3.9 The inventory of resources to be prepared will consist of a write-up giving details of total availability, present level of exploitation and potential for exploitation in the case of each item supported by necessary statistics. A checklist for the preparation of resource inventory is given below.

Resource Inventory - check list.

1. General
(i) Orientation
(ii) Administrative divisions

2. Physical conditions
(i) Physiography
(ii) Geology and minerals
(iii) Soils
(iv) Rainfall
(v) Forests

3. Demographic structure etc.
(i) Demographic structure
(ii) Occupational pattern

4. Agriculture and allied subjects.
(i) Land utilisation
(ii) Agricultural holdings
(iii) Agriculture
(iv) Soil conservation
(v) Fisheries
(vi) Forestry
(vii) Animal husbandry
(viii) Dairy
(ix) Irrigation
(x) Drainage and water resources.

5. Power
6. Transport and communications

7. Industries and mining
(i) Industries
(ii) Mining

8. Social services

(i) Education
(ii) Medical and public health

9. Posts and telegraph services

10. Banking and co-operation

11. Regional income
12. Development potential

3.10 The checklist is only illustrative and not exhaustive. Items can be added taking into account the peculiar features of the district. Some of these items can be presented in terms of maps. A list of such maps is provided in Appendix III.

III. Identification of special problems and potentialities.

3.11 One of the major objectives of grass root level planning is to give adequate attention to the special features of each area having a bearing on economic development. It is well known that Kerala despite its small size presents considerable diversity in physical features, resource endowments and infrastructure development. Thusthere is great regional variation in the nature and magnitude of special problems and possibilities for development. The emphasis in the preparation of Status Paper taken up as the first item of preparatory work was for ascertaining the level of development reachedby the district as a result of plan efforts. In the case of Resource Inventory, importance was given to mapping out the resources, natural as well as infrastructural and gauging the extent of exploitation. In addition to these two items of work, the District Planning Machinery, before taking up actual planning work, has to take into account the nature and magnitude of the special problems and potentialities for development in the district.

3.12 The District Planning Units for the present, will have to depend upon available information on the special features of a region. However, they may attempt an analysis of the direct and indirect effects of these specialities with a viewto indicate the course of action to tackle the problems and take advantage of the development potential.

SECTION - IV

SUBJECT COVERAGE FOR DISTRICT LEVEL PLANNING

At present the five year plan proposals for the State are prepared by processing and aggregating the plan proposals received from various departments. Thus there is practically no scope for popular participation in the formulation of plan programmes. These plan proposals are subjected to further discussion and revision on the basis of financial resources available and discussions with the various State departments and the Planning Commission at the Centre.

4.2 District plans are now presented by splitting up the State plan on the basis of rough estimates of plan outlays going to the various districts. There is no provision to allocate plan funds among the districts and among the sectors within the districts according to the need and scope for development. Under the de-centralised planning proposed to be introduced it is sought to reverse the present process of dis-aggregating the State Plan to district plans. Instead, plan proposals and schemes will be built up from below and separate plans for the districts will be prepared sector-wise. What is attempted in this Section is to specify the types of subjects and schemes to be included in the plan at district level.

4.3 The district-wise break up of plan outlays now prepared by the Government classifies development schemes and programmes into four categories. While Category I comprises State level schemes which are not location-bound, Category II represents schemes located in one district but intended to serve the whole State. Then there are schemes located in a particular area and benefiting that area on account of specific advantages obtaining in the area concerned, which are grouped under Category III. Schemes under Category IV can be and are located in all or most of the districts in the State.

4.4 It can be seen from the categorisation of schemes described above that only Category III and Category IV schemes are amenable to district level planning. To begin with, attempts at district planning may be confined to Category IV schemes. The present practice is that schemes falling under this category are prepared by the heads of departments with the help of their field organisation and later on broken up into district-wise programmes, largely on an ad-hoc basis. With the introduction of de-centralised planning, it should be possible to aggregate schemes and programmes of this type from the district to the State level.

4.5 The Kerala District Administration Bill passed by the Legislature has in Schedule I, enumerated subjects coming under the purview of the district administration. Generally speaking, there is no conflict between Category IV schemes referred to earlier and the subjects allotted to the District Council by Schedule I of the Bill. This section primarily aims at specifying for guidance the subjects and schemes relevant for district level planning. A list of the subjects and schemes amenable to planning and implementation at district level is provided here. Both the Category IV schemes and subjects allotted to district administration in the Kerala District Administration Bill have been consulted in preparing the list.

List of topics for district planning

I Agriculture

1. Development of minor irrigation
2. Installation of community pumpsets
3. Renovation of disused community tanks
4. Water management and proper use of water for irrigation
5. Construction of field channels and field bothies in the command areas of small irrigation works
6. Construction and maintenance of irrigation works other than major irrigation works.

7. Development of proper drainage in paddy fields.
8. Construction of wells for Irrigation
9. Soil conservation measures.
10. Reclamation of water-logged areas
11. Procurement of improved seeds and distribution of the same.
12. Multiplication of improved seeds which are approved by the State Government.
13. Popularisation of high yielding variety seeds for paddy cultivation.
14. Demonstration of improved agricultural practices and organising crop competitions
15. Soil testing
16. Pest control measures.
17. Organising community operations in rice lands (common nursery, appropriate variety of seeds etc.)
18. Utilisation of summer fallow paddy lands for growing crops like pulses, green manure, fodder etc.
19. Planting of perennial crops on upper slopes
20. Replanting, gap filling and intercropping of coconut gardens and other such lands.
21. Control of coconut diseases and bunchy top disease of banana.
22. Eradication of noxious weeds and plants
23. Cultivation of green manure crops
24. Making compost from waste.
25. Kitchen gardens and orchards
26. Developing organisations to procure and market vegetables
27. Supply and servicing of tractors, power tillers, pumpsets and other improved agricultural implements.

II <u>Co-operation and credit</u>

1. Membership campaign
2. Arranging supply of inputs to farmers through co-operatives
3. Educating the farmers on the economic aspects of co-operation
4. Organising irrigation co-operatives

5. Campaigns for arrear collection of co-operatives
6. Securing consumption loans for farmers
7. Educating the farmers on the role of co-operatives in marketing
8. Developing marketing societies
9. Deposit mobilisation drive
10. Assisting weaker sections for getting credit from rural banks.

III Marketing

1. Marketing co-operatives
2. Regulated markets and marketing yards
3. Ware housing facilities
4. Grading and quality control
5. Export promotion

IV Social forestry

1. Tree planting campaign
2. Planting of cashew in the sandy coastal areas
3. Raising and distribution of fuel wood
4. Soft wood cultivation by planting ailanthus along the fende
5. Cultivation of fodder trees and shrubs along the fence

V Animal husbandry and dairying

1. Formation of milk co-operatives for procurement and distribution of milk and milk products
2. Common cold storage facility for fish, dairy and poultry products
3. Propagation of cross bred cattle through artificial insemination
4. Recycling programme of cow dung and fodder in home steads
5. Gobar gas
6. Establishment of veterinary hospitals and dispensaries
7. Setting up of mobile diagnostic and clinical laboratories
8. Breeding farms for cows and pigs

9. Poultry farms, duck farms and goat farms
10. Development of poultry and distribution of improved poultry
11. Establishment of food mixing plants
12. Fodder development programmes
13. Dairy extension service
14. Establishment of chilling plants.

VI Fisheries

1. Development of pisciculture in tanks
2. Rearing fish in community and private tanks
3. Development of inland fisheries
4. Assistance to traditional fishing
5. Organising fish marketing co-operatives
6. Extension of educational facilities to the fishermen by giving scholarships, stipends, boarding grants and other grants for the purchase of books and other accessories.

VII Household industries

1. Identification of traditional skills in the locality
2. Assessment of raw material requirements so as to ensure timely supply
3. Design and production to suit the changing consumer demand
4. Organisation of training programme for craftsman-artisans
5. Liaison arrangements to tap bank credit for self-employment of trained persons
6. Marketing of finished products
7. Popularising the use of products of household industries
8. Industrial Estates
9. Development of handloom, handicrafts and village and cottage industries

VIII Rural roads and inland water ways

1. Identification of major link roads connecting markets, educational institutions, health centres etc.

2. Organisin[illegible] or

2. Organising voluntary surrender of lands for new roads or widening of existing roads
3. Cleaning of village tanks and providing necessary outlets and bunding to prevent pollution
4. Construction of small bridges and culverts wherever necessary
5. Maintenance of roads
6. Maintenance of waterways and canals
7. Planting and maintenance of avenue trees

IX Minimum needs programme

1. Rural drinking water facilities
2. Cleaning up public wells
3. Renovating wells used by weaker sections of society
4. To help nutrition programme by organising local contribution (fuel, utensils etc.)
5. Identification of locally available food materials and popularising them
6. Steps to assure replenishment of basic life saving drugs in the rural dispensaries and chemists' shops

X Education and social welfare

1. Opening of new schools
2. Eradication of illiteracy
3. Programme for adult education and library movement
4. Explaining the role of science and technology in rural development
5. Campaign against superstition, casteism, untouchability, alcoholism, expensive marriages and social functions, dowry and conspicuous consumption
6. Encouraging community marriages
7. Assistance for developing lands assigned to landless labourers
8. Redemption of land alienated by tribals

9. To free and rehabilitate bonded labour
10. To organise cultural & recreational activities
11. To give new form & social content to traditional festivals
12. Identification of eligible couples to induce them to accept family planning
13. Educating the masses on family planning programme.
14. Follow up of acceptors of family planning programmes with a view to sort out social and psychological problems, if any
15. Extension of educational facilities to the scheduled castes, scheduled tribes and backward classes by giving scholarships, stipends, boarding grants and grants for the purchase of books and other accessories
16. Running of hostels for the benefit of scheduled castes and scheduled tribes
17. Conduct of Model Welfare Centres and Craft Centres to train scheduled - castes and scheduled tribes in cottage and rural industries
18. Government Residential Basic Schools for scheduled castes and scheduled tribes
19. Other welfare schemes for the uplift and development of scheduled castes and scheduled tribes
20. Implementation of the programme for intensified agricultural production, development of village and small industries, developing co-operative institutions, extending and improving communication facilities and promoting public health and sanitation at the Block level in a co-ordinated manner.
21. Promoting people's contribution in cash, kind and labour in the above activities
22. Rural manpower programme
23. Applied nutrition programme
24. Local development works programme

25. Women's organisation and welfare
26. Children's organisation and welfare
27. Maintenance of social welfare institutions such as Poor Homes, Orphanages, Rescue Shelters, etc.
28. Distribution of pension for widows, old and physically disabled destitutes and allowances for the unemployed and couples of inter-caste marriages in which one party is a member of scheduled caste or scheduled tribe.
29. Encouragement of sports and games and construction of rural stadia

XI. Health and hygiene

1. Establishment and maintenance of hospitals, primary health centres and dispensaries except medical college hospitals, T.B. sanatoria, leprosy hospitals and mental hospitals.
2. Education on healthy habits
3. Popularisation of E.S.P. type latrines
4. Vaccination campaigns(smallpox, cholera, polio, BCG)
5. Encouraging voluntary blood donations
6. Control of mosquito
7. Organising health camps
8. Maternity and child health activities
9. Family welfare activities
10. Rural water supply --protected water supply as well as drinking water from wells
11. Measures against environment pollution

XII Housing

1. Identification of houseless families
2. House building programmes utilising locally available materials
3. Popularising various housing programmes of the Government.
4. Popularising low cost housing
5. Special housing programmes for the weaker sections

5. Special housing programmes for the weaker sections

XIII. Local resource mobilisation

1. Promotion of saving habits
2. Small savings campaign
3. Fight against usurious money lending practices & rural indebtedness.

4.6 The dynamism inherent in planned development will no doubt necessitate conception and formulation of new schemes and programmes under the various sectors. It goes without saying that those new schemes which belong to category IV will have to be added to the list and handled under the appropriate sectors, in formulating district plans. In the same way, the possibility of some of the schemes becoming obsolete or irrelevant with the passage of time also cannot be ruled out. It has to be noted that there is no rigidity about the list given here in choosing subjects or schemes for planning at district level. It may have to be supplemented and modified to suit the changing requirements in the process of decentralised planning.

SECTION - V

ORGANISATIONAL ARRANGEMENTS

The State Legislature has passed the Kerala District Administration Bill 1978 but it has not become operative. Pending the enforcement of the Kerala District Administration Act, the function of formulation of plans at district level will be the responsibility of District Collector, who will be assisted in this task by the District Planning Officer and his staff.

5.2. It is considered necessary to have representative bodies at block and district levels in order to facilitate planning from below. This requirement is now being fulfilled partly by the Block Development Committee at the block level and the District Development Council at the district level. Even though these bodies are not statutory, adequate representation for the people has been given in their composition. However, the constitution of these bodies is not such as would facilitate the exercise of scientific planning. It is therefore necessary to have planning committees both at the block and the district level to formulate technically sound development plans. Obviously these committees will have to be equipped with adequate expertise in relevant disciplines related to the various development sectors and sub-sectors as well as the modern techniques of planning. This does not preclude the need for people's participation in the planning process.

5.3 It is considered necessary that apart from the D.D.C. and B.D.C. which are mainly forums for discussion on development matters, there should be separate committees at both the levels for formulation and integration and co-ordination of development programmes. This function is essentially technical in nature, so that it will be inevitable that the main brunt of the work is borne by technical personnel of various departments available at block and district levels. Nevertheless the people who are the ultimate beneficiaries of development plans will be given an opportunity to air their views regarding various aspects of planning by inducting non-official representatives of the B.D.C. and the D.D.C. into the Block Planning Committee and the District Planning Committee respectively.

5.4. The Block Planning Committee is expected to prepare a plan for the block as a whole by integrating the proposals received from the B.D.C. and block level officials as also schemes which have block-wide importance. The District Planning Committee will process the block plans by splitting them up into sectoral plans for further scrutiny. These plans will again be supplemented by programmes of district-wise relevance. These tasks can be handled efficiently only by Technical Committees constituted for each sector or sub-sector as the case may be. The District Planning Committee consisting of representatives will of the various sectors/sub-sectors and people's representatives will produce the draft district plan proposals.

SECTION - VI

FORMULATION OF DISTRICT PLANS

The District Collector will be ultimately responsible for the formulation and effective implementation of district plans. In the formulation and appraisal of district plans, the District Planning Officer will act as the chief functionary under the District Collector. The various steps involved in the formulation of district plans are outlined below.

1. Preliminary meetings

6.2 As a first step the District Collector may convene a meeting of the District Development Council specially for the purpose of initiating action on planning at district level. The meeting may discuss and evolve a broad strategy of development for the district, indicating the inter-sectoral and intrasectoral priorities. This may be followed by similar meetings by all Block Development Committees where the District Planning Officer will explain the scope and methodology of planning at block level. It will be desirable to have such meetings convened at Panchayat level also.

6.3 The various committees envisaged for planning at block level and district level may then start their activities. While the Block Planning Committee (BPC) will identify schemes of block level importance for inclusion in the block plan, the District Planning Committee supported by the Technical Committees, will evolve district level projects to be included in the district plan.

2. Evolution of block plan proposals

6.4 In the first meeting of the Block Development Committee it would be useful to have a more broadbased participation by inviting to the meeting representatives of the various interest groups in the block such as farmers' associations, mahila mandals and other voluntary organisations as also selected knowledgeable persons who can contribute effectively to the discussions. Attempts should also be made to ensure the participation of all officers working in the block area.

The District Planning Officer should explain to the participants the new approach to planning viz. planning from the grass root level. This objective can be achieved by giving an opportunity to the Panchayats to bring forward plan proposals embodying their suggestions and felt needs. These should, of course, take into account the resource endowments of the area. Each Panchayat will be requested to present their plan proposals to the Block Development Committee.

6.5 Mobilisation of cash contribution and voluntary effort for developmental programmes is at present an accepted practice. More vigorous efforts in this direction are called for. Every region, whether it be a panchayat or a block, can rest assured that a legitimate share of the State's plan outlay will be available to them. The principal means of maximising the investment in the area is to step up the community's effort to maximise the investment in the area by mobilising people's contribution and popular participation in development programmes and also through a vigorous attempt to appropriate a large quantum of institutional finance. Special care should be taken to include proposals for the solution of pressing problems of certain categories of people like Scheduled Castes and Scheduled Tribes, village artisans and craftsmen and unemployed persons in general even if such proposals could not wholly be based on locally available resources. Limitations of financial resources need not at this stage of operation be considered as a serious constraint. The approach here is problem-oriented and need-based. The block level discussions should succeed in creating sufficient awareness of these vital aspects of the new approach among the public.

6.6 Generally, it has been noticed that the blocks have a tendency to propose mainly items of public works like roads and irrigation. This is due to the fact that in the past they were called upon to give proposals only on such items. But in the new exercise, this would not suffice. All sectors of production and all development activities should receive due consideration. The subject coverage for district level planning has already been indicated in Section IV.

6.7 Perhaps the most important function of the Block Planning Committee is to critically examine the proposals received from the panchayats. The official members of the B.P.C. naturally will have to take up the bulk of the responsibility of examining technically the feasibility and viability of the schemes proposed. It should be remembered that the proposals received from the panchayats will be largely in the nature of demands, ideas and resolutions and the required data for assessing either the costs or the benefits will be lacking in the majority of cases. The concerned officers will have to collect the required information, very often by making visits to the locations of the proposed schemes. After gathering the necessary information the officials may present the proposals in the form of projects and programmes in the technical sense. A note indicating the main aspects of project preparation and appraisal is appended for the benefit of the officials who undertake this work. (Appendix-I)

6.8 It is suggested that the Block Planning Committee may meet as many times as necessary and have very detailed discussions on these aspects. The plan formulation at the block level should also serve as a process of plan education for the people. Important aspects of the implementation of the proposed schemes may also be subjected to discussions, so that mobilization of the participation and involvement of the people will be easier at the time of implementation. The Block Planning Committee (BPC) should also keep in mind the fact that the schemes put forward will be subjected to thorough scrutiny at higher levels for their technical feasibility and economic viability. Care should, therefore be exercised to accord priorities for the schemes in as objective a manner as possible.

6.9 The B.P.C. may also think of other schemes which in their opinion should find a place in the Block Plan. There may be some important projects and programmes which the panchayat representatives might have left out because they benefit more than one panchayat. There may be certain other schemes which could be conceived of only for the block as a

whole. The B.P.C. may add all such schemes which are necessary for the preparation of an integrated Block Plan.

6.10 The Block Planning Committee after preparing their proposals should arrange the schemes in each sector in the order of priority. In determining priorities the principal criterion should be the benefits that are likely to accrue from the project. An attempt may also be made to classify the schemes into five categories as follows based on the nature of financing contemplated.

1. Schemes to be financed exclusively by Government
2. Schemes to be financed partly by Government in the form of subsidies and partly by financial institutions
3. Schemes to be taken up with Government finance and local contribution including voluntary labour
4. Schemes to be financed by Institutional finance and private finance and
5. Schemes to be implemented exclusively with private finance and effort.

6.11 A large number of appraised projects and programmes will, thus, be available with the B.P.C. The B.P.C. may first arrange them sector-wise and within each sector into five groups on the basis of the pattern of financing as explained earlier. The projects in each such group may then be arranged in the order of priority determined on the basis of cost benefit ratio, wherever such ratios are directly applicable and on the basis of general information about the quantum of benefits in other cases. The schemes proposed to be financed out of institutional finance should again be scrutinised by the official members with a view to reshaping them wherever necessary into bankable project reports.

6.12 The format suggested for the Block Plan is as follows:-

Section 1:- This section will give a brief account of the topography, rainfall, rivers and streams, drainage, soil structure, composition and distribution of the population, their economic social and cultural characteristics etc. The

extent of availability of natural resources, their present level of utilisation and future potential should be indicated. This should be followed by an assessment of the coverage and quality of infrastructure and social service facilities such as communications, marketing, credit, storage, power, irrigation, education and training, medical and public health and veterinary services. The employment and unemployment situation may also be briefly reviewed.

Section 2:- A critical appraisal of the ongoing development schemes from the point of view of the economic and social objectives these are to subserve, with a view to determining which of these should be continued or extended with or without modifications. The long term perspective for the development of the region should then be described based on the present trends of economic development, the availability of natural resources, the availability of infrastructure facilities etc. The priorities, if any, between different sectors and regions may also be stated in this section.

Section 3:- A sector-wise description of the important programmes envisaged should be attempted in this section. The strategy proposed for the sector, the organisational arrangements necessary for the successful implementation of the proposed programmes and the pattern of financing may be indicated.

Appendix : This will contain the list of schemes, projects and programmes formulated by the Block Planning Committee arranged into sectors and groups as described earlier.

6.13 It should be clearly understood that the plan so prepared by the B.P.C. is a perspective plan, to be further examined at the district level by the Technical Committees and the District Planning Committee. This plan after final examination by such committees and after its inclusion in the District Plan will have to be suitably phased for implementation, depending on the availability of financial resources and the capacity to raise local contributions and voluntary labour for the various items of works involved. Three copies of the Plan so prepared may be sent to the District Planning

Officer who in turn will arrange its examination by the district level technical committees.

3. Evolution of plans for Municipalities and Corporations

6.14 In the foregoing paragraphs the methodology for evolving the block plans has been explained. The aggregate of the block plans will not be an area plan for the whole district since the block areas exclude municipal and corporation areas. It is therefore necessary to have an arrangement for preparation of development plans for the urban areas, viz. the municipal and corporation areas also forming part of the district. As in the case of block areas where Block Planning Committees are set up to prepare the block level plans it is not considered necessary to have separate planning committees for each Municipality and Corporation. The planning function can very well be attended to by the Municipal Councils and Corporation Councils. These Councils may, if necessary, constitute separate Working Groups for evolving development plans for various sectors of development.

6.15 The Municipal/Corporation Commissioners will be responsible for transmitting the plan for Municipal/Corporation areas within the prescribed time limit to the convener of the District Planning Committee. The plan proposals in respect of Municipal/Corporation areas may be prepared in the format suggested in Para 6.12 after assigning priorities for individual schemes. The District Planning Committee will disaggregate the plan proposals of each Municipal and Corporation area into sectoral programmes and pass them over to the appropriate Sectoral Committees for scrutiny. The District Planning Committee can if found necessary, supplement the schemes and programmes in respect of Municipal/Corporation areas.

4. Technical Committees and their working.

6.16 The composition and functions of the Technical Committees have been explained earlier. As a starting point the Technical Committees may prepare a review of the performance of the plan schemes in the district. This review should highlight the problems and bottlenecks in implementation.

PLANNING BO

The main purpose of the review is to identify after a critical examination which of the schemes currently in operation can be continued or extended with or without modification. In case modifications are felt necessary, the nature of such modifications may also be spelt out in detail. It should be remembered that at the field level often organisational arrangements are more important than technical aspects. It is within the purview of the Committee to recommend appropriate organisational arrangements for the effective implementation of the schemes they propose. If the Technical Committee feels that a particular scheme or project in the present form should be discontinued, this fact should be communicated to the Block Planning Committee (BPC) in the early stages of their deliberations. This review should also indicate the future possibilities of development in the different activities.

6.17 Anticipating from the Block Planning Committees only programms of development falling exclusively within their area the Technical Committees may attempt to identify, develop and appraise projects of district level importance and those benefitting more than one block. They may also evolve appropriate development strategies for the different sectors and sub-sectors in line with the national and state level policies.

6.18 As soon as the block plans are received each Technical Committee should consolidate the schemes and programmes falling under its purview. They should examine the schemes for their technical feasibility. The schemes in each sector should then be classified depending on the proposed mode of financing into four categories as described earlier. In each category the schemes should be arranged in the order of priority, priority being determined on the basis of benefit-cost ratios wherever such ratios could be worked out and on the basis of some suitable measure of the quantum of benefits per unit investment. Details regarding the manner in which costs and benefits may be identified are given in the Appendix I of this volume.

6.19 The above exercise will result in a shelf of projects and programmes for each sector arranged in the order of priority. The next step is to examine the material input requirements for the implementation of these projects. In

the case of bigger projects such details have to be worked out for each project separately. In certain other cases, for instance in the case of fertiliser requirements, the total for the district alone need be shown. After obtaining a consolidated picture of the material input requirements, the Technical Committees may make a critical assessment of the possibility of getting the required quantum of inputs. Similarly the anticipated increase in output resulting from the completion of the programmes under consideration may also be indicated in a consolidated form.

6.20 For the effective implementation of a project proposed in one sector, sometimes it may be necessary to undertake a complementary project in some other sector. A road leading to an industrial estate is an instance in point. Each Technical Committee should therefore identify such programmes which should be included in the sectors coming under the other Committees. A list of such items should be forwarded to the other Committees for inclusion in their sectoral plan.

6.21 The Technical Committee may then prepare an integrated sectoral plan. It should be remembered that each Committee deals with more than one sector of economic activity. The concerned member of the Technical Committee, therefore, will have to take up the responsibility of drafting the sectoral plan. It would be convenient to prepare the sectoral plans in a uniform manner. The following general format is, therefore, proposed.

Section 1 : Review of ongoing programmes.
Section 2 : Enuncipation of the long term perspective, strategy and policy proposed.
Section 3 : Requirements of investment and inputs and anticipated benefits including additional employment generation.

Appendix : The projects and programmes.

The sectoral plans so prepared may be forwarded to the Convener of the District Planning Committee.

6.22 The above discussion on the working of the Technical Committees are relevant in the case of the eight Committees which are concerned with sectors of development. There are two more Technical Committees viz. one on Employment and manpower and the other on Resources. These two Committees have to work in a slightly different manner.

6.23 The Committee on Employment and Manpower should first attempt an analysis of the employment and unemployment situation in the district. A sector-wise analysis of employment is called for. This will enable an analysis of the extent of underemployment also. Problems of specific sectors should be highlighted. Of particular relevance in this context is the problem of the workers in the traditional industries like cashew, coir, handloom, tiles and bidi making. There are also traditional craftsmen in the rural areas, like blacksmiths and potters who have become outdated in the developing economy. This Committee should analyse such problems of employment and unemployment and should also indicate the surpluses and shortages of manpower particularly among the educated and skilled categories. Projection of the new entrants to the labour force during the plan period, should also be made.

6.24 Next, the Committee should examine the sectoral plans prepared by the Technical Committees from the point of view of their employment potential. The consolidated statement showing the category-wise employment content of these schemes should be worked out. The present level of unemployment together with the additions to the labour force during the plan period constitutes the size of the employment problem to be tackled during the plan period. This has to be compared with the employment potential of the plan. If a balance sheet is prepared it is likely that the plan, in spite of the contemplated efforts, will end up with substantial unemployment.

6.25 At this stage of its working the Committee will not be able to get a total picture of the additional employment likely to be generated in the region during the plan period, in view of the fact that projects of State level importance

do not come under the purview of the Committee. However the Committee may examine the scope of increasing the employment content of the proposed schemes and projects without detriment to the other important goals. They may also suggest altogether new schemes which are necessarily employment oriented especially for the educated and professionally qualified unemployed persons.

6.26 The Committee on Resources should first assess the total flow to the district of financial resources for development purposes from the various financing institutions. The experience of the preceding three to five years would help to bring out the trends of such flows. Though there is a general view among representatives of financing agencies that the availability of institutional finance is almost unlimited, the actual disbursement of such credits is found to be very low in Kerala. The Committee should make a thorough study of the factors which contribute to this low off-take. They may also propose measures to ensure a higher rate of utilisation of institutional finance.

6.27 The Committee should attempt to estimate based on the available data the savings potential, and the resource mobilisation potential of the district. The existing data may not be sufficient to make an accurate assessment of these aspects. Remittance into or out of the district which result in an addition to or reduction in the household income of the region is of crucial importance in the context of Kerala in view of the substantial remittances into the State particularly from abroad. It would be useful to get some idea about such flows. The Committee may, therefore, propose suitable studies and surveys for this purpose.

6.28 It was mentioned earlier that the other Technical Committees would prepare their sectoral programmes and arrange the schemes into five groups according to the proposed mode of financing. The Committee on Resources may examine these schemes and pick out all schemes which in their view can attract institutional finance from different agencies. They may go into the details of costs, benefits, rate

of return and such other aspects as are necessary to ensure that these schemes are economically viable from the point of view of the financing institutions. Additional details wherever necessary may be called for from the respective Technical Committee and suitable modifications in the format to meet the requirements of the financing institutions may be made. In short when these schemes are processed by the Committee on Resources a shelf of projects readily acceptable to the financing institutions should emerge.

6.29 The Committee should also attempt to estimate the credit needs for the implementation of the perspective plan. This would also include working capital requirements for all sectors. An attempt should be made to apportion the total credit requirements so estimated among the different financing agencies including Government. This exercise should result also in proposals for mobilisation of additional resources from the district.

5. District Planning Committee and the evolution of District Plan proposals.

6.30 As soon as the reports of the Technical Committees are received the District Planning Committee should attempt to prepare the consolidated perspective plan for the district. An appropriate strategy for the development of the district including the inter-sectoral priorities will have to be evolved consistent of course with the overall national and State level policies and priorities. The projects and programmes proposed in the sectoral plans should undergo the detailed examination of the District Planning Committee also.

6.31 In preparing the district plan the following points should be given emphasis.

(i) Inter-sectoral complementarity. In an agricultural production programme for example the sectors of agriculture, irrigation, soil conservation, co-operation and power are sometimes involved. It is necessary to ensure that complementary schemes do find a place in the concerned sectoral plans.

(ii) An overall picture of the sector-wise requirements classified according to the five modes of financing explained earlier.

(iii) A consolidated statement showing the sector-wise additional production anticipated.

(iv) A sector-wise statement showing the additional employment generated - continuing as well as construction phase - classified into skilled and unskilled.

(v) Sector-wise requirements of critical inputs including a brief write up on their availability, source etc.,

(vi) A discussion on requirements of credit and the manner in which the same can be mobilised.

(vii) The extent to which the proposed plan helps in the uplift of the poor and vulnerable sections of the community especially the Scheduled Castes and Scheduled Tribes.

(viii) A review of the administrative and organisational problems involved in the implementation of the plan particularly in the context of ensuring the involvement of the people. Problems of inter-departmental co-ordination at the district level should also find a place in this review. The District Planning Committee ,may propose modifications in the existing framework for plan implementation including procedural changes wherever necessary.

6.32 The perpective plan so prepared may be placed in the District Development Council for discussion. Copies of the plan may be circulated among the members sufficiently in advance and detailed examination and discussions should be conducted. After discussions in the D.D.C. the plan proposals may be finalised. Copies of this plan may be forwarded to the State Planning Board.

6.33 As soon as some firm indication regarding the size, strategy and sectoral allocations of the State Plan are known, the State Planning Board should work out that part of the State Plan outlay which can be distributed among the districts. The divisible part should then be allocated among the districts, according to certain criteria evolved for the purpose. The share of each district may then be communicated to the districts with

a request tovprepare and forward to the State Planning Board, a Five Year Plan for the district in which the public sector outlay will be limited to the quantum of resources indicated. However, all attempts should be made to maximise the investment out of institutional finance, people's contribution and direct investment by the individual citizens.

6.34 In preparing the Five Year Plan, care should be exercised to ensure that schemes capable of producing the largest quantum of benefits get priority for inclusion in the plan, subject to the condition that the different blocks and panchayats in the district get a reasonable share of the public sector outlay. The other points to be borne in mind in the preparation of the Five Year Plan are similar to those of the perspective plan and need not therefore be repeated here.

6.35 The Five Year Plan so prepared may be forwarded to the State Planning Board after discussion in the District Development Council. The integration of the District Plans into a State Five Year Plan will be the responsibility of the State Planning Board. From past experience it appears likely that the size of the State Plan will undergo changes many times before it is finalised. It will therefore be necessary to revise the District Plan as many times as there are changes in the State Plan outlay.

Annual Plans

6.36 The preparation of the Annual Plan for the district is also the responsibility of the District Planning Committee. As in the case of the Five Year Plan the State Planning Board should work out the divisible pool of the State Plan outlay and its allocations among the districts for the Annual Plan also. As soon as these allocations are comm nicated to the district, the District Planning Committee should prepare the Annual Plan for the district limiting the public sector outlay to the amount indicated. However, there

is no such limit prescribed for schemes to be financed out of resources from other sources. But it should be remembered that the Annual Plan is really the operational programme of action. Therefore the plan should be highly realistic. The District Planning Committee should consult the Technical Committees in general and the Committee on Resources in particular to make a realistic assessment of the quantum of financial resources that can be raised locally as well as from financing institutions. They should also assess, against the backward of the prevailing administrative and organisational constraints, the scale of people's involvement that can be mobilised for the implementation of plan programmes. The Annual Plan may be prepared keeping in view these considerations and the schemes, projects and programmes included in the plan in each sector should be classified according to the five modes of financing mentioned earlier. The plan so prepared may be forwarded to the State Planning Board. It will be the responsibility of the State Planning Board to integrate the Annual Plans for the Districts into the State's Annual Plan. Needless to say, the Annual Plan for the District will have to be revised as often as there are changes in the size of the States Annual Plan.

APPENDIX I.

A note on Identification formulation and appraisal of Projects.

Economic and Social development is a long-term process involving activites on a wise front. Pre-condition for rapid development is the achievement of greater efficiency in use of resources. Consequently, in each sector and sub-sector, priority should be given to those projects which can utilise resources more effectively and which can have the maximum catalytic effect in promoting further development. Project analysis makes it possible to identify promising opportunities for development and facilitees rational choices among alternatives. Before the resources can be committed project must pass through three district phases - identification and selection, formulation and appraisal. The nature of such analysis is given in the figure attached.

Better project identification means that the project should serve the needs of the economy and of the given sector and sub-sector with in a certain time perspective; that it shouldd be of a high priority and consistent with the development policy targets of the sector and sub-sector concerned; and that it must rank high among alternate projects. A sound project formulation entails a number of stipulations. It must make certain that the objectives and targets are clearly defined; that costs are properly identified and computed; that supply of needed inputs is ensured; that the output output of the project is in demand and can find a market; an that the financing of the project is ensured; that the organisation and management needs of the project are met; that

Based on this data information, a few alternatives for the investment project are engaged. The alternatives can be ranked in order to help select the most favourable of the choices. The factors which influence the choice are :

(1) Technical:- the project should have the least technical complications, the greatest chance of acceptability by the concerned people, the greatest adaptability to factors of production.

(2) Financial:- the project should require the least capital and recurring costs, the minimum amount of foreign exchange components (if at all it is required), the most desirable cash-flow and the maximum financial returns.

(3) Economic:- the project should have the potential of giving quick results, the shortest capital recovery period, the highest rate of retun on the capital employed and the widest impact on development in the region.

(4) Organisation and Management:- the project should result in low cost of administration and the lovest rat of administrative to technical personnel, the highest probability of being run effectively by internal staff without undue reliance on foreigh peronnel, the greatest promise of maintaining direct communication with producers and consumers without reliance on too many intermeiaries, and the least danger at becoming a superstructure beyond the reach and control of the authorities.

Project's inter dependence with other projects is assessed; and finally the project is formulated in relation to the absorptive capacity of the region. A sound project appraisal implies that the technical, commercial, management, financial and economic aspects of project should pass various tests of consistency and efficiency so as to justify it's worthiness to the society and facilitate it's ranking with other competing projects.

Project identification and selection

For identification and selection of projects four cardinal points are to be observed.

(1) Projects should be subjected to rigorous examination to ensure their priority with the needs of the region and especially the sector and sub-sector in which they fall.

(2) Projects should make a positive contribution towards neutralising or minimising the constraints facing the development of the sector and sub-sector.

(3) Projects should make the optimum use of the scarce resources in the region.

(4) Projects selected should be capable of yielding a high social return.

The data and information base for this, would therefore be for:

(a) understanding the economic setting of the project.

(b) exploring the constraints - resource, infrastructure, institution and Policy, and Technical constraints - facing the sector/sub-sector.

(c) broadly analysing the future demand and supply positions of products/services generated by the project.

(d) identification of the project area.

(e) choosing from alternatives relating to products/services, processes, technology, size of operation, location and timing for completion.

Project formulation

Having identified and selected the project it is imperative to formulate the project. The project formulation starts with an explanation of the nature and purpose of the problem (s) to be tackled. The project objec tives are defined. Then a description of the project area and the choice of location are given. The details of the products/services and the production process are clearly spelt out. The size of the project should be explained with reference to the volume of demand, the geographical extent of market, the technology of production, the availability of funds and the administrative and managerial capacity. The project life is also defined.

The next part of the project formulation gives the details of the project componets . major works and ancilliary works. The associated costs are also given. While computing the capital costs, market prices can be taken for the different items. The establishment charges, contingency expenditure, technical fess, etc. during implementation of the project can be capitalised. In case of projects which are tied up with other projects, the hoint costs are to be apportioned. The phasing of the works and the respective costs which are capitalised are then shown in the periods of implementation f the project. T he capital costs may be split up into local and foreigh currency requirments.

The analysis of the market outlook for the products/services in terms of the quantity/extent of, the prices to be realised, the expenses for promoting the product (s)/service (s). etc. are made. The expenses for producing the product/services over the period of operation of the product are calculated and shown for each period of operation.

This is followed by the organi ation and management details like the balance in functional composition, leadership technical and administrative cadres, co-ordination with supporting agencies, flow of information, liason staff, beneficiary participation, staff prodedures and recruitment, need for consultants, policy issues and institutional modification etc, The period wise costs for these are also assessed.

Then the financing of the project is explained in terms of own funds, borrowed funds, grants, etc. and also the interest rates oropportunity costs of these funds mentioned. The periods during which the funds are available and the expenditure during these periods are spelt out both for capital investment and recurring expenditure. The working capital requirment is also computed.

Finally the project formulation should contain the financial analysis from the point of view of the project authority and the beneficiary. The profits accuring at each level and also the net cash positions from period to period are computed. The rate of financial retun is also computed. For this calculation, depreciation need not be considered as a cash flow. Also the rate of return can be computed for net cash flows before payment of taxes and interest on long term mentioned. For this the secondary costs and benefits due to forward and backward linkages of the project should be taken into account. Also where ever necessary shadow pricing is to be done for capital, labour, foreigh exchange requirement, etc. The economic rate of return is also computed.

The project formulation may highlight the non-quantifiable costs and benefits of the project. increase in production and income accruing to the region and the increase in income accruing to the beneficiary can be stressed.

Project appraisal

Having formulated the project, it is appraised for its technical soundess in terms of the data and information given in the project as regards the technical proposals including size and location, design of works, scheduling of construction and operation, identification of potential causes for delay, input mix, expected levels of technology in relation to output targets and other technological problems associated with project construction and operation.

The commercial aspects are appraised for arrangements and procedures for procurement of necessary goods and services for the construction and operation phases of the project including disposition of expected output. On the procurement of inputs it is necessary to ascertain the reliability of the

sources of supply (domestic and foreign), the quality of inputs required, bidding procedures, prices, freight costs, financial arrangements, storage facilities and provision for the distribution of annual inputs in the project area. On the output side a recheck is made of the data, parameters and variables used in demand projection, and to assess the validity of the forward price estimates and possible future movements of prices received and paid. It also examines the prospective market outlets, arrangements for storage and disposition of supply, effects of indirect taxes on the sale of output, insurance costs and credit arrangements, etc.

The organisational and management review centres on the adequacy and competence of the organisation and management responsible for the construction and operation of the project. It examines the legal status of the project authority, its powers, direction and management, finances, internal organisation, staffing and its relationship with other public and semi-public bodies. An assessment of the suitability and effectiveness of the supporting institution, eg: the financing agency, extension services, credit and marketing, etc. and availability of needed local staff, procedures for their recruitment and training, etc. are also looked into.

The financial review covers two major aspects. One is the reliability of project cost estimate, their composition in terms of local and foreign currency, the phasing of capital and current expenditures, unit costs and specific work items, adequacy of contigency funds for unforeseen changes in project works and rising prices, the source of funds and terms, conditions and legal arrangements on which funds are obtained, etc. The second aspect covers a thorough review of the financial viability of the project from the beneficiary's and project authority's, the financing agency's, the Government's, etc. points of view. A reexamination of the projects cash flow, the pattern of income and expenditure at the beneficiary level, the net operating result to the project authority, the adequacy of the rate of return on invested capital, and the

scale of revenue accruing to the Government are done. It would help in establishing the conditions on which finance can be made available to the project - interest rate on loans, limitations to raise additional debt, procedures for distribution of profits, etc.

Finally the project is examined in terms of its economic justification in the list of development priorities. The evaluation of the development priorities of the sector in which the project falls, including an examination of the relative scarcity of resources to be employed by the project are done. Special emhpasis is placed on the criteria for measuring the economic (or social) costs, economic (or social) benefits, including validity of the values of parameters used in measuring social costs and benefits. The areas of uncertainity about the project itself and of the general environment in which it operates are thoroughly reviewed, including sensitivity of the project to changes in values of parameters - prices, yields, exchange rates, delay in project execution, etc. There may be costs borne by the economy which actually relate to the project operation, eg: investment in infrastructure to support the project, or there may be indirect benefits resulting from the project such as increased employment, better income distribution, future market exapnsion, etc. All such indirect costs and benefits should receive a careful re-examination under economic appraisal of the project.

Methods to select projects on the basis of costs and benefits.

1. Ranking by inspection: With the same investment if two projects produce the same net value of bene it per period, but one continues to earn for a longer period, then the other project is considered to have a lower preference. Also among two project, if one has more of the flow of returns earlier in the time sequence, then for the same total net returns, the second project will have a lower preference. Thus it is easy to ranks projects by inspection, when the project is very limited (say 1 year or so).

2. Pay-back period: The pay-back period is the length of time it would take to recover the initial investment out of the annual cash flow. If the annual net cash flows throughout the operation period is equal, then

$$\text{Pay back period} = \frac{\text{Initial investment or capital}}{\text{annual net cash flow}}$$

The annual net cash flow is obtained by deducting current costs and taxes, but not depreciation and repayment of long term, from the gross receipts through operation of the project.

If the annual net cash flow are not uniform then Pay back period is that time period which equates the investment to the sum of a stream of annual net cash flows.

If the pay back period is lower than the economic life of the project, the project can be considered for investment, Only short duration projects are assessed on this basis and ranked for investment. The reciprocal of the pay back period is the rate of return for the project when the annual net cash flows are uniform.

3. Receipts per unit outlay: Projects can be ranked on the basis of the ratio of total net receipts to outlay or ratio of average net receipts to outlay. Since this fails to take into consideration the length of time of the benefit stream, only short lived investments with high cash proceeds can be ranked.

4. Discounted methods of assessing project worth

Since a project can be expected to last for a number of periods, the net proceeds of the future through current investments have to be discounted for the time value of money. For example Rs.100 deposited now at 10% interest rate would bring in Rs. (100 + 100 x 0.10 + 110 x 0.10) = Rs.121 by the end of 2 years. Therefore Rs. 121 received at the end of 2 years is equivalent to only Rs.100 now at 10% discount rate. This relationship is used to assess the present worth of cash flows. Thus if r is the discount rate and P_n, the net cash flow (net benefit) in period n, then the present value of that cash flow is $\frac{P_n}{(1+r)^n}$.

In a developing economy the discount rate may vary from 8% to 15%, depending on the type of project.

(i) Benefit-cost ratio: All the net benefits received through the project are converted to their present value at a particular discount rate (which may be the weighted average cost of capital - that is the opportunity cost of capital) and divided by the present value of investments made at the same discount rate. Thus if investments K_1, and K_2 are made in period 1 and 2 and the project starts operating thereafter for n periods with annual net benefits of P_1, P_2,.....,P_n, then the discounted benefit cost ratio is

$$\frac{\frac{P_1}{1+r} + \frac{P_2}{(1+r)^2} + \ldots\ldots\ldots + \frac{P_n}{(1+r)^n}}{K_1 (1+r)^2 + K_2 (1+r)}$$

If the ratio is greater than one, then the project can be considered for investment.

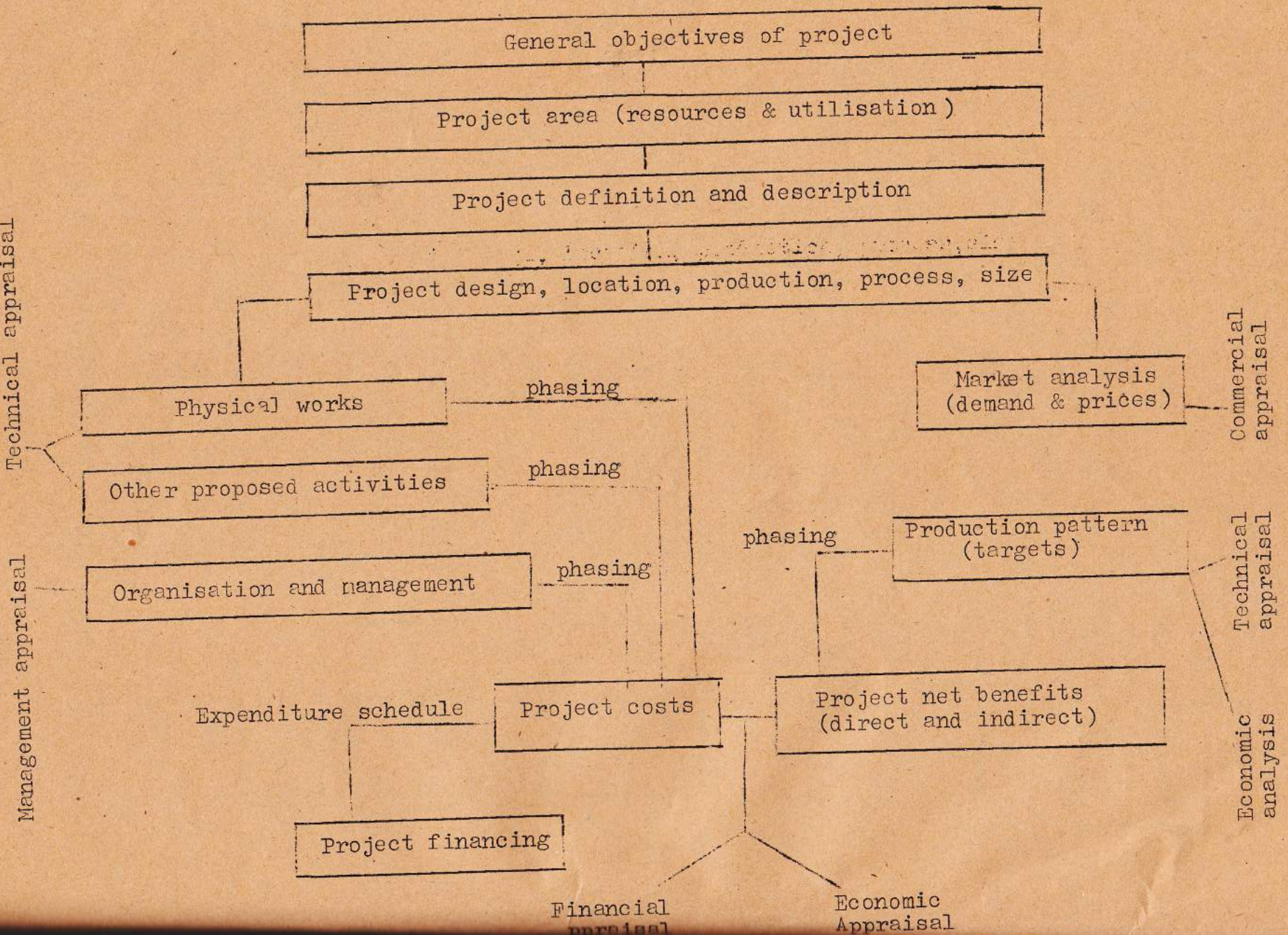
(ii) Net Present value (NPV): In this case the discounted cash outflows (capital costs and recurring costs) is subtracted from the discounted cash inflows (receipts) for the project life time, including the implementation period. If the net result is positive, the project can be considered for investment.

(iii) Internal Rate of Return (IRR): In the preceeding two cases, a discount rate is assumed. But in computing the IRR, the discount rate at which the net present value of cash flows is zero is calculated. This is compared with an acceptable rate of return for the project authority. If IRR is above this acceptable rate, then the project is considered for investment.

IRR also helps in ranking projects for investments.

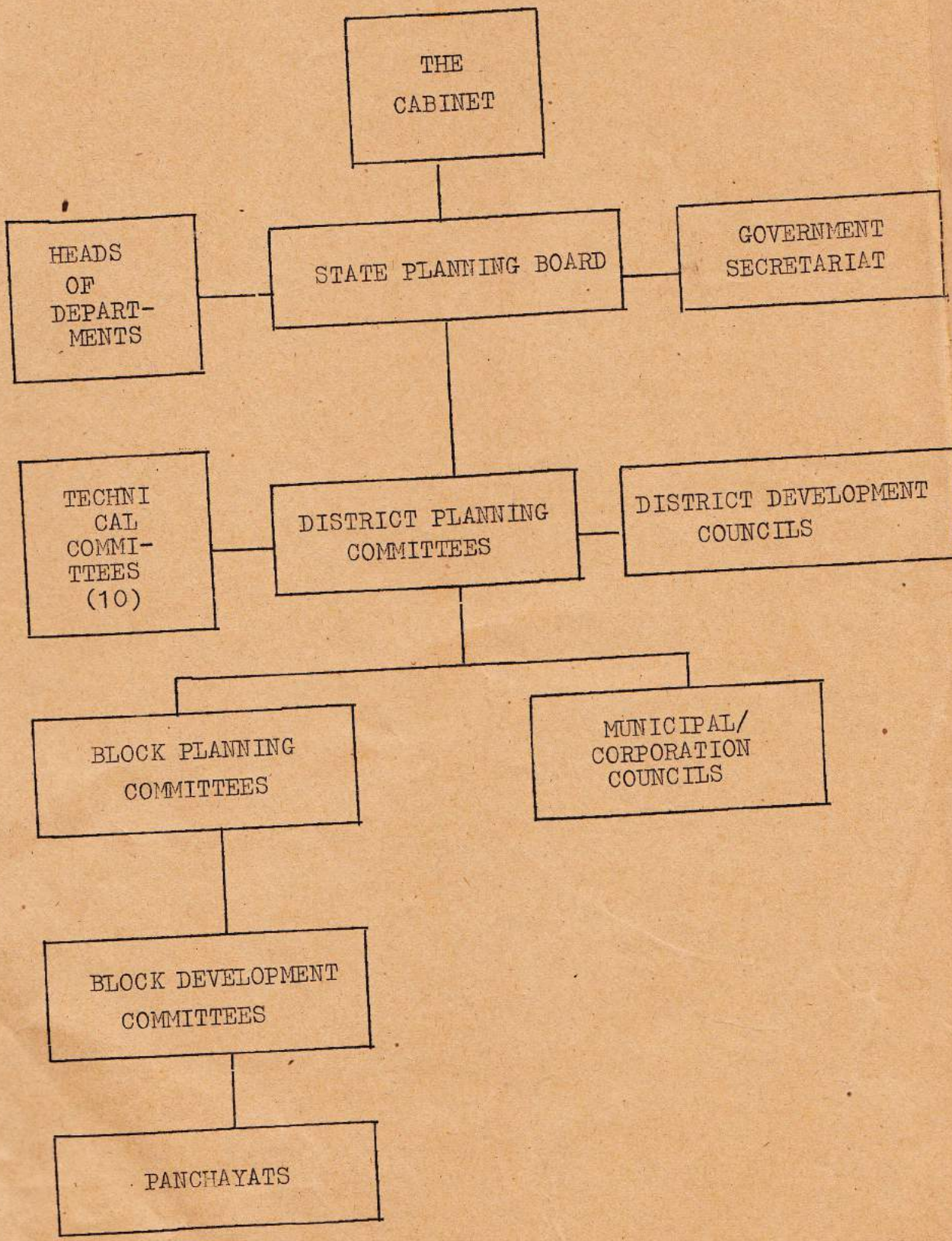
For computing the IRR, NPV is calculated for discount rates resulting in a negative NPV and a positive NPV. From the two rates IRR is then obtained through interpolation for a zero NPV.

All the above mentioned indices can be used for assessing the financial worth and economic worth of the projects.


General objectives of project
Project area (resources & utilisation)
Project definition and description
Project design, location, production, process, size
Technical appraisal
Physical works
phasing
Other proposed activities
phasing
Management appraisal
Organisation and management
phasing
Market analysis (demand & prices)
Commercial appraisal
phasing
Production pattern (targets)
Technical appraisal
Expenditure schedule
Project costs
Project net benefits (direct and indirect)
Economic analysis
Project financing
Financial appraisal
Economic Appraisal

APPENDIX - II

FORMULATION OF DISTRICT PLAN - FLOW CHART



Annexe 5.1

Methodology of preparation of Local Development Plans and Integrated District Development Plan

1. Introduction.

As per Article 243 ZD of the Constitution, every State shall constitute a District Planning Committee (DPC) to consolidate Grama Panchayat/Municipality plans in the District and to prepare a **Draft Development Plan** for the District as a whole. It also specifies that while preparing the Development Plan, due regard shall be given to matters of common interest between the Grama Panchayats and Municipalities, including **spatial planning**, sharing of water and other physical and natural resources and the integrated development of infrastructure and environmental conservation.

As per section 175 of the Kerala Panchayat Raj Act, a long-range development plan for each Grama Panchayat is to be prepared giving importance to spatial planning. As per Section 51(3) of the Kerala Municipality Act, 1994 the Municipal Corporations shall prepare a long-range Master Plan and submit it to the District Planning Committees. The clearly indicates why spatial planning is regarded as the essential tool in any planning process.

Therefore, steps were taken to introduce spatial approaches into the system so that a Development Plan is prepared at every local self government institution level in order to strengthen the process through a comprehensive rather than a piece-meal approach. The Development Plans prepared for the Local Self Government Institutions are termed as **Local Development Plans**

(LDP) and Development Plan prepared for the district as a whole is termed as an **Integrated District Development Plan (IDDP).**

District Planning Committee (DPC) of Kollam has taken up an initiative in this regard. The DPC has conceptualized a project for the preparation of Integrated District Development Plan for the District and Local Development Plans for all the Local Self Government institutions of the District with the technical support of the District office of the Town and Country Planning Department. The project was submitted before the State Government and

Government gave approval to start the project in the District as a pilot project [(G.O.(Ms)/62/03/Planning, Thiruvananthapuram. Dt.01-08-03].

2. Components of LDP

The Local Development Plan consists of:

- A Perspective Plan for 15-20 years, comprising of
  - A Policy Plan
  - Spatial strategies for optimum utilization of resources
  - Infrastructure plan
- An Execution Plan for 5 years, comprising of:
  - Strategy for development incorporates physical, social and economic dimensions
  - General land use plan
  - Infrastructure plan
  - Sectoral strategies for integrated development
  - Development code

3. Components of IDDP

The Integrated District Development Plan consists of:

- A Perspective Plan for 15-20 years comprising of
  - Settlement pattern giving hierarchy and functions of settlements.
  - District level policies and strategies for integrated development
  - Regional infrastructure plan
- An Execution Plan for 5 years comprising of
  - Strategy for integrated development
  - Transportation network
  - Location criteria for services and facilities
  - Specific projects to be implemented at block and local levels

4. Concept of the Plan preparation process

The process of preparation of these two plans (LDP and IDDP) is sequentially linked and the plans are prepared in an integrated manner. Draft Local Development Plans are prepared first. Then, the Integrated Development Plan for the District is prepared. Afterwards the Draft Local Development Plans are modified and finalized based on the sanctioned Integrated District Development Plan (Figure 1.1).

Clearly, the process starts with the collection of data and moves almost in parallel for both the plans up to the analysis stage. The data and the results of the analysis for the preparation of LDP for each Local Self Government Institution is an input for the preparation of Integrated District Development Plan. Later on, based on suggestions and proposals of the Sanctioned Integrated District Development Plans are modified and finalized. Actually the concept of this process is based on a combination of top-down and grass-root approach wherein policies and strategies flow down wards, while plans, programmes and projects are conceived and implemented at grass root level which can be integrated to obtain the desired spatial pattern at higher levels at any given point of time (National Commission on Urbabization, 1988).

5. Organizational Set Up for the Preparation of LDP and IDDP

District Planning Committee (DPC), constituted under 74th Constitutional Amendment Act, is the apex body for the preparation of these Development Plans with the Department of Town and Country Planning acting as the nodal agency (Figure 1.2). A coordination committee is formed at district level consisting mainly of elected political heads of Local Self Government Institutions (LSGIs), for activating the preparation of LDP in each LSGI.

For the preparation of LDP, respective Grama Panchayat Committee/Municipal Council is the apex body. Eleven Working Groups, namely agriculture, industries, poverty reduction and social security, schedule caste and tribe, health, education, infrastructure, environment, financial resources and watershed development will be attending the data collection and the brief analysis of the collected data for the LDP. Working Groups consists of elected representatives, government officials, NGOs etc. A core committee of selected members of these Working Groups viz. Spatial Integration Committee (SIC) is constituted for each LSGI. This committee has a key role in the preparation of LDP and has the overall responsibility right from data collection to report writing. Therefore a graduate engineer is appointed by the respective of LSGI to assist the SIC who is designated as Engineering Trainee. In addition to that a Resource Person for each LSGI has to be identified to act as a spokesman of spatial planning. In order to coordinate the process of preparation of LDP at District level, and LDP Processing Committee is functioning with the official heads of LSGIs as members (Secretaries) under the chairmanship of the District Collector.

For the preparation of IDDP, the District Level Technical Advisory Committee (DLTAC) is specially constituted. This Special TAC has 19 Sub committees with a DPC member as Chairman, District Level head of line department as Convener and other officials, retired officials, NGO's, representatives of research and educational institutions etc. as members. The Sub Committees of Special TAC are 1. Agriculture 2. Irrigation 3. Watershed Development and Land Use 4. Forest, 5. Animal Husbandry and Diary Development 6. Fisheries 7. Industries, Co-operation, Trade and Commerce 8. Infrastructure (Roads, Bridges, Housing) 9. Health 10. Drinking Water and Sanitation 11. Education 12.Finance 13. Social Welfare, Women and child development 14.Poverty Alleviation and Rural Development 15. Power and Tele Communications 16. Scheduled Caste and Scheduled Tribe Development 17. Tourism, Culture, Sports and Youth Affairs 18. Human Resources Development and 19. Spatial Planning.

Spatial Planning Sub Committee of Special TAC is the key committee of the whole project of preparation of LDP and IDDP and act as the implementation committee of the project. A core committee (IDDP integration Committee) is also constituted from Special TAC for validation of suggestions of the Special TAC.

A Spatial Analysis Team (SAT) is constituted with planners from the Town and Country Planning Department as members. The technical support of the Department for the preparation of LDP and IDDP is given through the SAT. SAT members are associated with the spatial analysis of each LSGI and they are also members of the Special TAC constituted for the sectoral studies. SAT is also entrusted with task of preparing manuals, hand outs, methodology of analysis etc. needed to smoothen the process of spatial analysis of both LDP and IDDP.

At the State Level, a Steering Committee headed by the Chief Town Planner, functions in Town and Country Planning Department for the monitoring of both the LDP and IDDP. State Level Expert Committee chaired by Government Secretary of LSGD (Urban) with the Chief Town Planner as Convener monitors the project at the State level and gives directions for the preparation of LDP and IDDP. Other members of this Committee are Member Secretary of State Planning Board, Government Secretary LSGD (Rural), and Four expert members nominated by the Government.

6. Preparation of the Plans

A. Preparation of Draft LDP

1. Data collection is done by each Grama Panchayat/Municipality. Physical Survey and Socio-economic Survey are the two primary surveys and are conducted through local surveyor trainees selected by respective LSGI under the supervision of the engineering head of LSGI and engineering trainee after receiving technical training from Town and Country Planning Department. Secondary data collection is entrusted with the Working Group of the respective LSGI. Discussions of working groups with the stakeholders are a special activity for data collection. In order to ensure grass-root level participation, a Grama/Ward Sabhas are conducted at LSGI level and the suggestions are compiled.

2. Physical Survey is done in cadastral maps (scale 1:5000) and fed into Arc Geographic Information System (GIS) format. The Socio-Economic survey is carried out by systematic sampling technique with 10% sample. Both primary and secondary data are systematically compiled in formats and entered in Microsoft Access and finally linked to the GIS. Further, all existing planning documents like development reports, five year plan documents, Grama/Ward Sabha suggestions, summary of discussions with stake holders etc., are compiled in systematic formats.

3. Two analyses are done using the above data. Analysis done by the Spatial Integration Committee is named as Local Level Analysis mainly for finding local development requirements with emphasis on people's aspirations. The analysis done by the Town and Country Planning Department is named as Spatial Analysis mainly for finding the development issues with emphasis on synergic spatial linkages.

4. An integrated finding of both the analysis will result in identification of development issues, followed by planning concept, policies and strategies and finally Draft LDP, which are formulated jointly by Town and Country Planning Department and Spatial Integration Committee. The findings from the IDDP analysis is another input for the identification of development issues of the LDP. Simultaneously analysis and findings of Draft LDP will be an input for the preparation of IDDP.

B. Preparation if IDDP.

There are basically four main stages involved in the preparation of an Integrated District Development Plan. They are:

1. Preparatory Works
   - Preparation of the base map of the district
   - Preparation of checklist for secondary data collection and collections of other relevant materials, etc.
2. Data Collection and Compilation
   - District level secondary data collection through Special TAC and various departments.
   - Data Compilation and feeding the data into the computer and linking with the Spatial data in GIS format.
3. Analysis

In the preparation of IDDP also, two types of analyses are done: (a) Sectoral analysis done by various sub Committees of Special TAC and (b) Spatial Analysis policies and suggestions , etc. are some of the assignments in the Sectoral analysis. Whereas the study of the settlements with respect to population, population distribution, hierarchy of settlements, land use analysis, occupational structure are included in the spatial analysis. The spatial analysis is done by the Spatial Analysis Team using GIS.

4. Plan Formulation

The analysis is followed by identification of development issues, setting up of goals and objectives, developing planning concept and formulating policies and strategies. A report incorporating the analysis, findings, concept, development policies and sectoral programmes and projects is prepared namely Draft Preliminary IDDP. At the stage of identification of development issues and formulation of planning concept, general direction of growth of the district will be arrived. Based on this general direction of growth, the development policy of each sector is formulated and the strategies carved from sectoral policy will act as a guideline for identification of the sectoral proposals.

Draft Preliminary IDDP will be presented before an Expert Committee whose members shall be persons invited by the DPC and the general body of the Special TAC and IDDP Integration Committee, who shall finalize the plan. Further Special TAC will detail proposals based on the validations of the IDDP will be formulated. The Preliminary IDDP will again be discussed among the

public through a Development Seminar conducted at the district level and modified it required and the modified plan will be placed before the DPC for approval. The plan approved in the DPC will be the draft IDDP. Finally the Draft IDDP will be forwarded to the Government for sanctioning.

C. Preparation of Final LDP

Process involved for the final LDP are given below:

- Modification of draft LDP based on sanctioned IDDP.
- Modification of the Draft LDP based on the development seminar.
- Sanctioning of LDP by the DPC

7. Uniqueness

The preparation of LDP and IDDP is having the following uniqueness.

- Both LDP and IDDP are prepared based on spatial planning approach. This ensures integration of various development sectors over a space (An LSGI in the case of LDP and District ad a whole in the case of IDDP). The integration of various sectors is performed taking into account the specialties in social, physical and economic aspects of the space, over which the sectors are integrated. This ensures the best and optimum utilization of land, the most valuable resource in the planning area.
- Both IDDP and LDP are prepared based on top down grass root up approach. The data collection, analysis and local level proposals are carved at the grass root level which is later modified, if necessary, based on the policies deriving at a higher level i.e. at the district level while preparing the IDDP. At the same time the policies at the higher level are formulated taking in to account the proposal at the lower level (LSGI level).
- All the development partners like technocrats, politicians, NGO's, Government Departments, common man and other decision makers are involved in the process of preparation of LDP and IDDP.
- State of the technology- GIS, GPS, satellite imagery to name a few – are utilized in the preparation of LDP and IDDP.
- The beauty of the decentralized planning system is also seen in the funding pattern adopted for the project of preparation of LDP and IDDP. The project was initiated by DPC, Kollam conceiving as a joint project of all the LSGIs of the district. All LSGIs of Kollam district allocated fund for the project from their Tenth and Eleventh Five Year Plan allocation.

8. Kollam Experience

The process of preparation of IDDP and LDP started in Kollam District in August, 2003. The first one and half years of the project was spent for conducting training programmes for the various stakeholders of the project and primary data collection at the Grama Panchayat and Municipality level. Training programme was conducted for about 12000 stakeholders ranging from DPC members to NGO's at the Grama Panchayat level. This created awareness about the process of preparation of LDP and IDDP among the stakeholders which is inevitable for the success of the project. As a part of the primary data collection, land use survey on survey number basis (cadastral level) was conducted in the 69 Grama Panchayats and 3 Municipal councils of the District. Socio-Economic survey was conducted in about 70000 units comprising households and other occupancies of the district. GPS survey was conducted in all the LSGIs of the District (presently there are 71 Grama Panchayats). Both land use data and socio-economic data were entered in to the computer format for analysis in GIS.

As a part of the preparation of LDPs, two model LDPs that of Paravoor Municipality (urban) and Pooyappally (rural) Grama Pcnahayt prepared and reports on Local Level Analysis of majority of (68 out of 72) the LSGIs have been prepared. A guideline (Govt. Circular No.71810/2008/LSGD dated 29.11.2008) for the preparation of remaining LDPs has also been prepared.

Regarding the preparation of IDDP, both the Perspective Plan and the Execution Plan and an Executive Summary have been completed and District Planning Committee has approved the Integrated District Development Plan (Draft) report on the meeting held on 06.06.2009.

Annexe 12.1

Extract from Lancet report on Kerala's Palliative Care

Many forces are at work on the third point of leverage, the power to evolve or self-organise the structure of systems. The movements for compassionate cities and communities, as described earlier in this report, are good examples of such forces and are spreading across the globe. The death doula movement, which operates in many countries, has a specific aim to "bring dying 'home' in our communities as we believe it is all of our business and not the sole preserve of experts and professionals."[131] Again, more evaluation is needed to understand how these approaches challenge and reform current experience and practice. Multiculturalism can also change the death system, introducing different cultural practices—for example, Hindus in Britain campaigning for open cremation. A move as simple as encouraging open coffins at funerals could change death systems.

Changing the rules within systems can lead to change, and perhaps the introduction of assisted dying in an increasing number of countries and states is the most powerful example of laws changing the death system. In many countries it is the law rather than cost that blocks availability of opioids. Rules can also change at lower levels—for example, increasing the range of practices, like giving injections and medication, that can be performed by family carers and community health workers.

Meadows identifies as a further leverage point changing the way that information is held and flows. Traditionally health records have belonged to health professionals, not patients and citizens, but increasingly patients and citizens are being given not just access to records but control of them.[304] This move has been compared to the Reformation, which shifted power from the church to people, and it can help shift power relationships at the end of life.[305] People often come close to death without them or their family understanding that they are dying, and the need for health professionals to conduct the ineptly named "difficult conversation" is being widely promoted by professional and non-professional organisations, as we have described.

Some of the multiple changes being made to death systems are likely to move systems closer to the Commission's realistic utopia, but others might work against it. After the publication of this report, the Commission and its networks will study, learn from, support, and encourage developments that move death systems towards the realistic utopia. Some readers might view the realistic utopia as unrealistic, but there is already a death system that is moving towards to the Commission's realistic utopia—in Kerala, in South India. We thus give space to describing the system, its origins and spread, and its strengths, weaknesses and need for further development.

Section 14: Care at the end of life in Kerala

While many of the above examples present work at one leverage point or one aspect of a system, the changes seen in care for people at the end of life in the southern Indian state of Kerala (population approximately 35 million) over the past three decades represent much more complete system change.

India comprises over one-sixth of the world's population and has around 60 million deaths each year. With basic health care out of reach for millions and many people bankrupted through catastrophic out-of-pocket spending on health care in India, Kerala has emerged as a symbol of hope for low cost, equitable, and participatory palliative care, including end-of-life care. The success of this model rests on a series of paradigm shifts relating to how illness, dying, caring, and grieving are viewed within the state.

In 1993 a civil society organisation was formed by two doctors, M R Rajagopal (a member of the Commission) and Suresh Kumar, and a volunteer, Asoka Kumar, with the aim of managing the pain and other symptoms of people with serious illness. It was based in an outpatient clinic in a medical college in Kozhikode. Although community donations supported the work and volunteers assisted, the project was based on a clinical model of palliative care. The inadequacy of this model soon became evident: people needing the care could not travel to attend the clinic; family members were losing a day's wages, on which they depended heavily, to come and attend the clinic; and the complex social, emotional, and spiritual needs people described could not be met by a distant clinical service, even with volunteer support.[306] Two years later, the team started moving out to visit bed-bound patients in their homes.

The next paradigm shift took place in 2000, when the initiative reframed how death and dying were understood by health-care workers and communities alike. They stated that dying from a life-limiting illness is a social problem with medical aspects, rather than the commonly held converse view. The initiative held discussions with local communities through religious organisations, activists, and local businesses, asking if they felt that caring for and supporting dying or chronically ill people was a societal concern. Kerala has a long history of social action, and the response was resoundingly that this was a societal concern. This model of community organising and action was a familiar part of Keralan life.[307]

Communities responded by starting their own local networks to identify and support people who were dying or had a chronic illness. An umbrella organisation, the Neighbourhood Network in Palliative Care, was formed in 2001 to provide support with training for volunteers, access to medical and nursing skills, and initial funds to start the work. Groups were run by people from the local communities, such as farmers, teachers, and local businesspeople, and drew on existing community resources and assets. Doctors and nurses undertook the clinical roles, but importantly, the cooperatives of community volunteers led the service. Principles of equity within the project were made clear from the outset

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with the statement "every volunteer is a leader".[306] By 2007 there were close to 100 autonomous centres running throughout Kerala with a network of thousands of volunteers supporting them and donations coming from the local community.

This model of care transformed how people lived and died in the state. People with incurable illnesses now had people coming to visit them at home, supporting their families with care, mobilising community resources to raise finances to keep children in school, providing food for the family, and helping bereaved spouses find work to support their families. Medical and nursing care was provided free of charge, and honest conversations about prognosis were held. Volunteers also promoted public health messages to communities, challenging misconceptions such as cancer being contagious, and spreading the message locally to stop people smoking or chewing betel nut. Community initiatives were particularly effective in fighting the social stigma against people living with HIV and AIDS. Volunteers focused on giving families the tools to care for a dying person in a sustainable way. For example, for people who could no longer swallow and who had a nasogastric tube in place, families were taught to use coconut water for hydration. Coconut water is a safe and sterile replacement for water and minerals and is readily accessible to almost all people in Kerala.

Wider participation in the movement came from diverse groups, such as the police, who would refer people into the initiatives and provide transport, students, who would often fundraise to set up a clinic and home-care service from their campus, and, once the movement became better known, local political groups and the media.

Volunteer groups also act as advocates for the local community and challenge powerful local institutions. Tension initially existed with private oncology services. The initiative was viewed with suspicion by these services, who thought they were trying to take patients away from the private sector. Through discussions and shared care, oncologists from the public and private sectors were brought onside with ideas of death not being a failure, of palliative care, and of care at home. Today many partnerships exist whereby patients under the care of the Neighbourhood Network in Palliative Care can access inpatient beds or transport from local private hospitals free of charge. The landscape of how people approach the end of life when dying from chronic and incurable illnesses was revolutionised in many parts of the state.

Yet there were still many areas in the state that had no volunteer groups and no coverage. The project had begun in the north of the state, an area perceived to be more open to community action and civic responsiveness. There were concerns that the same approach would not work further south. There were also concerns that the Neighbourhood Network in Palliative Care was in effect creating a parallel system of care for the chronically ill, absolving the health systems of their responsibility to support people when seriously ill or dying. At the same time, local volunteer units started responding to other concerns raised by local people: for example, how poorly chronic psychiatric conditions were being managed in the community; the limited rehabilitation options for young men who became paraplegic after falling from coconut trees as part of their employment; and the devastating financial costs on families of renal replacement therapy. Volunteers responded to these calls, which were beyond the scope of most palliative care services, by setting up new initiatives. In the words of one volunteer, "We see suffering and not diseases."

Caution was also drawn in romanticising the community response. Communities are not benign, homogenous entities waiting to share resources. Competing interests and power bases exist within them. Building links with one group may reinforce existing inequalities or disadvantage for other groups. This issue was discussed openly from the start, and dialogue and learning continue within the projects. It was understood that the assumptions on which projects were planned and implemented on may need revisiting as communities evolve and adapt to interventions.[307] The meaning of the term community is explored further in the appendix.

The second paradigm shift came in 2005 when the Government of Kerala responded to the groundswell of community action to create a state palliative care policy. The policy was declared in 2008, stating that palliative care should be participatory and work closely with community actors. It further described how all primary health-care units should provide palliative care in collaboration with local volunteer units.[309]

The desire was to embed this model of home-based, volunteer-led care at the end of life throughout all primary health-care centres as a core component of universal health coverage. At the same time a media campaign through the largest regional newspaper in India, *Malayala Manorama*, spoke to the public about the needs of people who are dying or living with chronic illness and of the role societies play in supporting them. The newspaper received over 5000 calls in three days from people wishing to volunteer in the movement. This second shift rapidly expanded the number of services available and reintegrated the skills from the movement into mainstream health-care services.

Today, over 1600 institutions deliver palliative care services throughout the state; of the 2000 palliative care services in India, 80% are in Kerala, and tens of thousands of volunteers have been trained. At least limited palliative care services are available in every district in Kerala and these services are estimated to reach over 70% of those in need, compared with the national average for India of 23%.[310] The spread of the model through the public health system has provided many benefits in terms of access and setting quality standards for care, but some consider this progress to be at the cost of innovation and

the ability to respond to new concerns raised by the community. The restrictions posed by service delivery through a health-care system limits health-care workers, who deliver only what they are contracted to do. This tension continues, but the partnerships that have developed among public and private health-care services and local volunteer collectives show how these tensions can be negotiated and services and communities can work together on a common platform.

The model is recognised by the WHO as a collaborating centre, the WHO Collaborating Centre for Community Participation in Palliative Care and Long Term Care. As part of this collaboration, the model is being tested in other states in India (Puducherry, West Bengal, Manipur, and Delhi) and in Bangladesh, Indonesia, Myanmar, and Thailand.

Policy reform

In addition to caring for people with serious illness and at the end of life, the initiatives in Kerala transformed policy regarding opioids in the state and the relevant law by the Indian Parliament.

Working with the Pain and Policy Studies Group at the University of Wisconsin–Madison, palliative care leaders were successful in persuading the Government of India to accept model rules on palliative care and opioid use for adoption by state governments. The states were not legally bound to accept them, but some state governments did comply, including Kerala in 1998. The amended rules allowed trained health-care professionals to prescribe opioids, and supply issues were resolved. Pallium India was formed in 2003 with the intention of building palliative care capacity beyond Kerala and challenging the complex legislation across the 28 different states that was restricting opioid availability and use. In 2014, the Indian Parliament amended the 1985 Narcotic Drugs and Psychotropic Substances law, drastically simplifying the process for prescribing opioids and improving access to opioids for moderate to severe pain, including at the end of life, throughout India. Sustained advocacy led to the announcement of the National Program for Palliative Care by the Government of India in 2012, initiation of a postgraduate course in palliative medicine in 2012, inclusion of palliative care in national health policy in 2017, and inclusion in undergraduate medical education from 2019.

Global application of the Kerala model: a possibility?

The model that has developed in Kerala since the early 1990s is an example of profound systems change. It has succeeded in changing narratives around death and dying, building a powerful community response, increasing the number of people able to access care, influencing state and national policy, and challenging models of care globally. It has succeeded in redefining care at the end of life as a public concern beyond services and professionals.

As a result, interest has developed in whether this model might work in other contexts. Many sites around the world have been influenced by the work undertaken in Kerala, but we consider its translation to two further sites: West Bengal, and London, UK.

In 2014 the Sanjeevani Palliative Care Society was inaugurated as an experiment in community mobilisation in palliative care in Nadia district, West Bengal. The context differs in many respects to that of Kerala—for example, life expectancy, literacy, and government spending on health are all lower.[311] Furthermore, West Bengal does not have a long history in civic or grassroots action, with politics and political affiliation instead dominating cultural and social life. The initiative that developed needed to be responsive to these differences, and as a result, the role of political and government leaders was more central. Despite these differences in structure, over 1000 volunteers were recruited following the initial awareness event in 2014, and more than 900 remained active in 2016.[311] The project has grown to cover 30 *panchyats* (districts) in West Bengal. It remains based on a model of volunteer action, with volunteers leading the care and increasingly the decision making. Although it differed from the Kerala model of volunteer ownership from the outset, the project represents a substantial change to the professionally led models of care in the remainder of the state and reflects a change in attitudes to community organising in health.

In 2014, in an urban hospice in east London, UK, the Compassionate Neighbours project was initiated based on the principles of the Neighbourhood Network in Palliative Care from Kerala.[312] It aimed to develop a volunteer-led, community response to end-of-life care. The context again differed from that in Kerala in terms of demographics and health and social care structures, but there was a similarity in the strong history of community activism among local residents. While the core aims of the project were to build community networks and action in end-of-life care, an additional aim was to challenge the professionally led model of care that had arisen in the UK and to understand what a shared lay/professional model would look like. The project developed to have 200 compassionate neighbour volunteers by 2016 across three districts in London. The initiative has been adopted across ten further hospices with over 2000 compassionate neighbours now involved in the work.[312] An evaluation of the project described the three crucial factors in its success: (1) recognising and challenging power differentials across communities and institutions from the start; (2) placing relationships at the centre of the work, among people, communities, and institutions; and (3) building of agency not only for volunteers but people at the end of life.[313]

Lessons for transforming death systems

Examples of the different settings in which the Kerala model has been developed illustrate that local

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interpretations are needed for success. In all sites, many people volunteered to support people dying, caring, and grieving and remained engaged with the work, showing that there is a desire to support others at these times. Relationships and connections among volunteers—with people at the end of life and their families, and with wider community groups—were drivers for people's engagement and the success of the projects. They provide examples of how civil society and health-care services can work together to care for people as they die.

Section 15: Recommendations

Radical change across death systems is achievable but requires action from all in society. The realistic utopia sets out a vision for future death, dying, and grieving, and these recommendations provide a route through which it may be achieved.

Recognising that systems vary greatly across and within countries, we have made these recommendations general, but we ask that any person, group, or organisation adopting them makes them locally and contextually relevant and SMART (specific, measurable, attainable, relevant, and time-bound).

Recommendations for all

Relationships are fundamental to death, dying and grief. Relationships and networks across society must be placed at the centre of efforts to improve experiences at the end of life.

In whatever country context, high or low income, the responsibility for dying well should not fall solely to health and social services, nor solely to communities; a partnership approach involving shared power, shared decision making, and codesign of services is essential to enable people to die well.

The substantial inequities underpinning how people die globally must be widely acknowledged and steps taken to reduce them. Recognition of intersectional and structural disadvantages by class, gender, race, and geography must be key to this acknowledgment. In particular, the disproportionate role of and burden on women in community care and support in death, dying, and grieving, must be recognised and challenged.

The recommended essential package of palliative care and pain relief health services[7] must be provided as a minimum by the health services of all countries. Policies supporting this package, such as opioid access, availability, and education, should be implemented. The package must also include access to personal protective equipment.

Death literacy—the knowledge and skills that people need to navigate death systems—must be developed for all.

Recommendations for civil society

Models of community action in death and dying—such as the compassionate communities, and death education and awareness movements—should be expanded in ways that are sensitive to local populations and led by actors beyond those in palliative care.

Stories and experiences of people dying and grieving in routine, ordinary circumstances from all parts of society should be shared through a range of media to provide a realistic understanding of what happens at the end of life and in grief.

Rituals, traditions, and support structures around death, dying, and grieving should be preserved but re-examined by communities to ensure that they do not reinforce inequities.

Recommendations for health and social care systems

The management of suffering should sit alongside the extension of life as a goal of health-care services and research bodies across settings.

Education on death, dying, and end-of-life care for a person and their family must be integral, substantial, and mandatory in the curriculum of every health and social care student and continuing education for practicing professionals.

All health and social care professionals in all countries and systems must be competent in caring for dying patients and their families. These are core skills, and dying patients should be referred to specialist palliative care services (where available) only when specialist support is necessary.

Patients and families should be provided with clear information about the uncertainties as well as the potential benefits, risks, and harms of interventions in potentially life-limiting illness to enable more informed decisions.

For people with a life-limiting illness, conversations about the fact that they are likely to die from their disease must be sensitively offered throughout their disease course. This conversation should be a core professional duty of the health-care team.

Specialist palliative care should focus on education, research, building capacity of general health-care workers, and extending reach and equity in access to the palliative-care approach rather than just delivering specialist services.

People are increasingly likely to die in care homes, so efforts to improve the experience of living, dying, and grieving in care homes, and adequate resourcing, must be a priority.

Recommendations to researchers and research funders

Funders of research should invest in programmes, institutions, and communities to experiment with rebalancing death and dying.

Funders of research should reflect this rebalancing by increasing spending on end-of-life-care research alongside research aimed at preventing and curing disease. This research should include diverse and innovative work outside health systems, in marginalised populations, and in low-income and middle-income countries.

Annexe 12.2.

Government Order for Preparation of Tribal Sub Plan

GOVERNMENT OF KERALA
(Abstract)

Decentralised Planning – Annual Plan 2003-2004 – Formulation and Implementation of Tribal Sub Plan (TSP) by Local Governments – Guidelines – Approved – Orders Issued:-

PLANNING & ECONOMIC AFFAIRS (A) DEPARTMENT

G.O.(MS)No. 54/2003/Plg. Dated, Thiruvananthapuram, 31st May, 2003

ORDER

Government have decided to allot 50 percent of Tribal Sub Plan funds to Local Governments from the year 2003-2004. Government consider that there is need to improve the quality of planning under Tribal Sub Plan, revamp the implementation arrangements and introduce close monitoring with the objective of empowering the tribal communities within the Local Government system. Therefore, the planning process for Tribal Sub Plan has been restructured and the new guidelines are appended to this Order. The calendar for preparation of Tribal Sub Plan by Local Governments following the new guidelines would be:-

Events Date

(i) Constitution of Working Group : 10-06-2003
(ii) Training & Sensitization : 30-06-2003
(iii) Constitution of Special Technical Advisory Committee : 01-07-2003
(iv) Environmental Creation and Situation Analysis : 15-07-2003
(v) Oorukoottam Meetings : 31-07-2003
(vi) Plan Formulation Meeting at the Village Panchayat / Municipality Level : 15-08-2003
(vii) Draft Plan Finalisation by all Local Governments : 31-08-2003
(viii) Development Seminar : 15-09-2003
(ix) Plan Finalisation and Submission to District Planning Committee through Special TAC : 25-09-2003
(x) Approval by District Planning Committee : 30-09-2003
(xi) Plan Publicity : 15-10-2003

2. The above dates should be adhered for completing the various events noted against them. The date for approval of plan and projects by District Planning Committee is mandatory and if it is delayed, the Local Government would forfeit an amount equivalent to 25 percent of Tribal Sub Plan allocation for 2003-2004, which would be deducted from the General Sector funds.

By Order of the Governor
S.M.Vijayanand
Secretary (Planning and Economic Affairs)

To
1. The Director of Panchayats
2. The Commissioner of Rural Development
3. The Director, Urban Affairs
4. Director, Scheduled Tribes Development

5. The Principal Secretary, Finance
6. The Principal Secretary, SC/ST Development
7. The Principal Secretary, Rural Development
8. The Secretary, Local Self Government (Rural)
9. The Secretary, Local Self Government (Urban)
10. All other Principal Secretaries and Secretaries to Government
11. The Member Secretary, State Planning Board
12. The Director of Public Relations (For immediate press release)
13. All Chairpersons of District Planning Committees
14. All District Collectors & Secretaries of District Planning Committees
15. All Presidents/Secretaries of Grama Panchayats
16. All Presidents/Secretaries of Block Panchayats
17. All Presidents/Secretaries of District Panchayats
18. All Mayors/Secretaries of Corporations
19. All Chairpersons/Secretaries of Municipalities
20. Director, KILA, Thrissur
21. Director, KIRTADS, Kozhikode
22. All District Planning Officers
23. All ITDP Project Officers/All Tribal Development Officers/All Tribal Extension Officers (Through the Director of Scheduled Tribes)
24. The Convenor, State Level Bankers Committees (Canara Bank, Thiruvananthapuram) (with C/L)
25. All Convenors, District Level Bankers Committees (with C/L)
26. All Departments in the Secretariat
27. The Accountant General (A&E), Kerala, Thiruvananthapuram (with C/L)
28. The Accountant General (Audit), Kerala, Thiruvananthapuram (with C/L)
29. The Director, Local Fund Audit, Thiruvananthapuram
30. State Performance Audit Officer
31. General Secretary, Kerala Grama Panchayat Association
32. Secretary, Kerala Block Panchayat Association
33. Secretary, Chamber of Municipal Chairpersons

Copy to:

1. The Principal Secretary to Chief Minister
2. The Private Secretary to the Minister, Local Self Government
3. The Private Secretary to the Minister, Rural Development
4. The Private Secretary to the Minister for Welfare of Backward & Scheduled Communities
5. Private Secretaries to other Ministers
6. The P.A. to Vice Chairman, State Planning Board
7. Additional Secretary to Chief Secretary
8. All Members of State Level Coordination Committee
9. Planning & Economic Affairs Department
10. Local Self Government Department
11. Rural Development Department

3

(Appendix to G.O. (MS) No. 54/2003/Plg. dt. 31-05-2003)

GUIDELINES FOR PREPARATION OF TRIBAL SUB PLAN BY LOCAL GOVERNMENTS

1. INTRODUCTION

1.1 Though Tribal Sub Plan (TSP) was introduced way back in 1975 with the objective

of formulating a plan appropriate to the tribal situation, after the initial years it has not met with much success. Even the initiative of decentralization of TSP to local governments in the IXth Plan could not bring any significant change. Thus there is a strongly felt need to improve the quality of planning under Tribal Sub Plan, revamp the implementation systems and introduce innovative monitoring arrangements to move towards the genuine empowerment of the tribal people by giving not only "voice" and "choice", but also significant control over the utilization of resources meant for their development.

1.2 In keeping with the cardinal principle of democratic decentralization, of giving power to the people, particularly the hitherto excluded groups, through the local governments, a separate set of guidelines for preparation of TSP is formulated which embodies the twin objectives of strengthening local governments and empowering the tribal people.

2. THE TRIBAL SITUATION

2.1 In spite of the high human development in Kerala and its features of equity, most of the tribal communities have continued to be outliers always subject to the danger of being pushed further away from the development process. A quick analysis of the tribal situation in the State reveals the following features.

(i) Extreme levels of poverty, deprivation and vulnerability.

(ii) High levels of exclusion both developmental and social.

(iii) Extremely low levels of empowerment – political, social and economic.

(iv) Rapid marginalization due to unfair, unequal and exploitative relations of production and exchange between tribal communities and others.

(v) Low level of access to entitlements

(vi) Practically zero participation in development matters with no autonomy in any form of decision making.

(vii) Abnormally huge siphoning off of developmental resources and benefits meant for tribal people by middlemen.

(viii) Poor human development with low levels of literacy and access to health care.

(ix) Rapid alienation of assets like land.

4

(x) Alarming depletion of social capital especially traditional forms of organization and leadership.

(xi) Quick deterioration of traditional knowledge systems and cultural attainments.

(xii) Fast increasing tendency to use tribal people as cat's-paws in criminal activities like illicit distillation, cultivation of narcotic plants, stealing of forest wealth etc.

(xiii) High levels of exploitation of women by outsiders.

(xiv) Weak delivery system of public services.

(xv) Dependency - inducing developmental programmes relying on distribution of benefits rather than building up of capabilities.

(xvi) Implementation of ad hoc and stereo-typed developmental progammes in the absence of proper planning.

(xvii) Very weak monitoring systems.

3. APPROACH TO PREPARATION OF TSP

3.1 The new approach to tribal development in the context of local governments includes the following elements:

(i) Creation of a democratic niche for tribal communities within the local

government system in which they enjoy considerable autonomy in decision making on utilization of resources earmarked for their development.
(ii) Rights based concept of development focusing on empowerment of the tribal communities through free and fair participation at all levels of plan formulation and implementation.
(iii) Importance to understanding of the development situation by the tribal people themselves through a process of analysis, reflection and action to come out of the existing plight, realized in a framework for participatory planning from the grassroots.
(iv) Appropriate mix of programmes for social security, human development and economic development with the proportion depending on the actual situation which varies from community to community and even from settlement to settlement.
(v) Planning with the family as the basic unit appropriately aggregated at the tribal hamlet level and then at the local level.
(vi) Full participation in implementation of programmes including execution of public works with handholding by NGOs and institutions of proven capability and commitment.
5
(vii) Exposure to concurrent monitoring by independent agencies linked to online correctives.
(viii) Building in a system of severe penalties for malfeasance by whomsoever responsible.
3.2 What is required is a long term approach to planning, based on a sound data base created in partnership with the communities and owned and interpreted by them. The planning process would feed the preparation of plans not only by the local governments but also by the State government.
3.3 Since this process would take some time, for the year 2003-04 only an Annual Plan need be prepared for TSP to take care of the immediate and pressing priorities which are outlined below.

4. DEVELOPMENT PRIORITIES

4.1 The following development priorities are to be followed while preparing the plan:
(i) Putting to optimum use the existing land in the possession of tribals preferably through organic agriculture giving priority to locally relevant crops as decided by the tribal farmers.
(ii) Providing a homestead of at least five cents to those tribal families who are absolutely landless so as to enable them to have a shelter.
(iii) Promoting micro enterprises through the Neighbourhood Group set up following the Kudumbashree mode.
(iv) Providing a package of care services to the poorest with focus on women, children, the aged and the disabled. The package should consist of food security, minimum levels of nutrition, health security and basic minimum services like housing, water supply, sanitation and, wherever possible, electricity by integrating available schemes and filling the gaps.
(v) Enhancing human development with focus on quality of education right from pre-school up to higher secondary, including providing placement in schools of repute, making arrangements for quality assurance, remedial teaching and re-education of failed students on the Giri Vikas model of Palakkad.
(vi) Improving the quality of fixed public assets which are directly and regularly

used by tribals including upkeep, upgradation and expansion. These are
6
anganwadis, schools, hostels, hospitals, worksheds, godowns for tribal produce etc.
(vii) Empowerment by strengthening Oorukoottams and NHGs of women. This would be a joint effort of the State Government and local government.
4.2 There is need to intelligently integrate the existing schemes. For example, for food security and supplementary nutrition, the Annapoorna and the Antyodaya Anna Yojana schemes and ICDS schemes have to be utilised. In order to provide purchasing power the tribal families without work have to be provided at least 100 man days of work under SGRY during the lean season, by preparing a list of workseekers.
4.3 Using the tribal promoters it should be ensured that every child attends anganwadis or goes to school. Drop out rate should be brought down to zero. Wherever required hostel accommodation has to be provided. These promoters should watch the academic performance of tribal students and give feed back for remedial coaching. At least twice in a year tests have to be conducted by experts on minimum levels of learning. The education component should be suitably integrated with the Sarva Siksha Abhiyan, under which a sub-project has to be prepared for tribal areas. Better education scheme should be implemented in full to assure good quality education to poor tribal students in institutions of repute.

5. SECTORAL ALLOCATION OF FUNDS

5.1 No fund should be earmarked by local governments for roads for TSP for the year 2003-04. However foot-bridges may be taken up wherever they are of use only to tribal hamlets.
5.2 Water supply schemes need not be taken up in Village Panchayats where Kerala Rural Water Supply and Sanitation Agency is implementing the Jalanidhi programme.
5.3 Money spent for infrastructure should not exceed 25% of the allocation.
5.4 At least 50% should be earmarked for providing the package of care services to the poorest of the poor identified by the Oorukoottams on transparent criteria on the lines of the 'Ashraya' programme under Kudumbashree for development of destitutes.
7
5.5 In Attapady only schemes not taken up by AHADS should be included. There should be suitable integration right from Oorukoottam levels.

6. PLANNING PROCESS

Step 1: Constitution of the Working Group

6.1 For the Tribal Sub Plan there shall be a single Working Group chaired by the elected head of the local government. All the tribal members, head of the Standing Committee in charge of tribal development, senior most officers of the Agriculture, Animal Husbandry, Dairy Development, Social Welfare, Tribal Development, Local Self Government, Rural Development, Industries, Health and Education Departments, and the Engineer, would be members of the Working Group. All tribal members of CDS Executive Committee would also be members. The Convener of the Working Group would be the senior most officer of the Tribal Development Department functioning within the jurisdiction of the local government concerned. In case there is no such officer, the Secretary of the local government would be the Convener. All NGOs working within the local government area in the field of tribal development and all tribal NGOs would be represented. The Tribal Promoters from within the local government area would

also be members subject to a maximum of six of which three shall be women.
6.2 The Working Group members would be given charge of Wards wherever tribal population is more than 250. The duties of the Working Group would be:
(i) Update the data base on the tribal hamlet.
(ii) Take stock of what happened during the Ninth Plan and first year of the Tenth Plan.
(iii) Identify the levels of poverty particularly extreme forms of deprivation.
(iv) Identify gaps in infrastructure which are of direct relevance to the tribal community.
6.3 The Working Group would interact closely with the tribal promoters, Ooru Mooppans, representatives of Oorukoottams. Wherever required sub-groups can conduct field visits. It would basically act on the priorities fixed by the Oorukoottams.
8

Step 2 : Training & sensitisation

6.4 A Training programme would be conducted for all elected members, Working Group members, Tribal promoters, Volunteers of AHADS in Attappady, representatives of tribal organisations and Tribal Youth Clubs under Nehru Yuvak Kendra, representatives of NGOs involved in tribal development, representatives of Tribal Community Development Societies, and officials of the Tribal Development Department. This training programme would be organised by KILA.

Step 3 : Environment creation

6.5 The trained persons particularly the Tribal Promoters would fan out to every tribal settlement and hold preliminary Oorukoottam meetings and meetings of tribal NHGs under Kudumbashree. In these meetings the forthcoming planning process would be explained clearly in the local dialect and the Oorukoottams would be requested to hold internal meetings and come out with their suggestions for development projects. Also copies of the guidelines written in simple language would be circulated among the tribal population.

Step 4 : Situation analysis

6.6 The data from the survey organised by the Tribal Development Department would be consolidated Oorukoottam-wise by the Tribal Development Department and given to the Tribal Promoters who would take it to the hamlets and provide it for internal discussions in the Oorukoottams and NHGs of Tribal women.

Step 5 : Oorukoottam Meeting

6.7 The Oorukoottam meetings would be held on a fixed day for which notice has to be given at least two weeks in advance during the environment creation phase. The services of all the trained persons especially the tribal promoters would be fully utilised to ensure maximum participation. The local governments should assign different functionaries to participate in Oorukoottams from among VEOs/LVEOs, Agriculture Demonstrators, Health Workers, Anganwady Workers, school teachers etc. Teams of two Tribal Promoters each should be set up by the local government and each team should be given a definite number of hamlets in whose Oorukoottams they have to attend.
6.8 Members of local governments and wherever feasible, the elected heads, should attend the Oorukoottam.
9
6.9 The quorum for the Oorukoottam meetings would be 50% of the adult population and among those participating at least 50% should be women. The attendance has to be taken by the Tribal Promoter and signature/thumb impression of the participants

obtained against their names.

6.10 The Oorukoottams would have a semi-structured schedule. There would be a plenary session in which the elected Village Panchayat member/Municipal Councillor of that Ward or in his absence the Tribal Promoter would read out a notice explaining the purpose of the meeting and the planning process. The draft of this notice would be circulated by Government. In these Oorukoottams where the participants number more than 25 they would be broken up into groups of not less than 10 people so as to facilitate intense group discussion. The Tribal Promoters would be trained as facilitators for conducting the discussions which would be on the basis of data relating to the hamlet.

6.11 Group discussions would be followed by a plenary session and different suggestions for development would be prioritised following the participatory methodology. The prioritised suggestions would be recorded and read out. Copies would be made and at least two copies would be given to the hamlet. Each Oorukoottam would identify two representatives from the hamlet – one male and one female through a transparent process where volunteers would be identified for the plan formulation exercise of the local government, and representatives selected by drawing lots in the presence of everyone. In addition the Ooru Mooppan would be automatically nominated.

6.12 To facilitate the successful conduct of the meeting of the Oorukoottam the local government would provide sufficient stationery to the Tribal Promoter.

Step 6 : Draft Plan Formulation

6.13 For Village Panchayats having more than 25 Oorus, sub-Village Panchayat joint meetings of representatives of Oorukoottam (3 each), President of the Village Panchayat, Chairman of the Standing Committee concerned, elected Ward members, Tribal Promoters of the area and selected members of the Working Group would be held so as to cover about 25 Oorus falling adjoining Wards. This meeting would discuss the prioritized suggestions which would be presented in writing by the representatives of the Oorukoottam concerned.

10

6.14 The meeting would discuss suggestions from different Oorus. The methodology of this meeting would be the same as that of Oorukoottams. Before prioritising, norms for prioritisation would be drawn up after discussions. And using the norms, each suggestion may be prioritised.

6.15 The sub-panchayat level Plan formulation meetings would send at least 20 representatives from among the Oorukoottams consisting of 10 men and 10 women to be drawn from among volunteers by lot subject to the condition that one Ooru shall not have more than one representative. These people will hold a Plan formulation meeting at the Village Panchayat level, which shall be presided over by the President and in which all Panchayat members attend. In case the Village Panchayat has only 25 Oorus or less, only one meeting is required for the whole Panchayat. The Members of the Working Group will also attend. This meeting will repeat the process outlined earlier, and come out with a clear action plan.

6.16 The DPC may send its representatives both official and non-official to the Plan formulation meetings at the Village Panchayat level. The Block Panchayat and District Panchayat members of the area should also participate as observers.

6.17 At the Village Panchayat level Plan formulation meeting, four categories of schemes would be identified, each category giving a prioritized list. They are:

(i) Schemes to be taken up by the Village Panchayat

(ii) Schemes to be taken up by the Block Panchayat

(iii) Schemes to be taken up by the District Panchayat
(iv) Schemes to be taken up by the Tribal Development Department. This may include schemes for sectors not allowed under TSP of local governments.
This list would have to be submitted by the Village Panchayat to the other tiers.
6.18 Only schemes which cannot be done at the local level should be assigned to the higher level.
6.19 The District Panchayat and Block Panchayat may take up individual beneficiary oriented schemes under the TSP. They may do so directly or preferably through the Village Panchayat.
6.20 Municipalities will follow the same procedure as Village Panchayats.
11
Step 7 : Projectisation
6.21 The schemes finalised at the Plan formulation meeting at the Village Panchayat level will be written up as proper projects by the Working Groups at the Village, Block and District levels respectively. PERT charts are to be given for each scheme. In the case of schemes targeted at individuals or groups, the eligibility criteria and prioritization criteria among eligible applicants need to be clearly spelt out in the case of prioritization criteria, marks assigned for each criterion has to be noted with the total being 100.
6.22 The subsidy norms would be the same as indicated in GO (MS) No. 20/2002/Plg. dated 06-06-2002 and as modified from time to time. The negative list in the GO would be applicable to the TSP also.
Step 8 : Draft Plan finalisation by Local Governments
6.23 The Block and District Panchayats should finalise their Tribal Sub Plans as per their allocation under TSP in accordance with the priorities fixed by the plan formulation meetings at the Village Panchayat level. The priorities fixed by the Plan formulation meeting shall not be changed except with the prior concurrence of Oorukoottams or joint meeting of the Oorukoottams, as the case may be. As regards Village Panchayats and Municipal bodies, the Tribal Sub Plan would be the same as the one finalised in the Plan formulation meeting.
Step 9 : Development Seminar
6.24 DPC shall organise a single development seminar for the Tribal Sub Plans of all local governments in the district. The following members would be invited to the development seminar.
(i) All DPC members.
(ii) President/Vice President/Chairperson of Standing Committees of all local governments having TSP allocation.
(iii) Three representatives from each of the plan formulation group at the Village Panchayat/Municipality level.
(iv) All tribal elected members of the local governments in the district.
(v) Key members of the Working Group on TSP.
(vi) Officers of Scheduled Tribal Development Department not below the rank of Tribal Extension Officers.
(vii) Representatives of selected NGOs.
(viii) Selected individuals having expertise in tribal development.
12
6.25 All local governments having TSP allocation will submit their plan proposals to the development seminar for discussion. The Development Seminar will give special focus to Block and District level plans. If the development seminar

suggests any modification, the plan formulation meeting at the Village Panchayat level has to be reconvened and consider the suggestions of the development seminar.

6.26 The priorities fixed in the Plan Formulation meeting shall not be changed except with the prior concurrence of the Oorukoottam or joint meeting of the Oorukoottams as the case may be.

Step 10 : Plan finalisation by local governments

6.27 Local Governments should thereafter formally approve their Tribal Sub-Plan and send them to the TAC direct for vetting. Only changes cleared by Oorukoottam or joint meetings of Oorukoottam as the case may be, can be incorporated in the Tribal Sub-Plan. The plan document should include the following:

(i) Development scenario of the Scheduled Tribes
(ii) Efforts on Tribal Development during the Ninth Five Year Plan
(iii) Success and failures
(iv) Physical and Financial achievements
(v) Thrust areas identified in the District Plan
(vi) Description of schemes sector-wise and in each sector giving the existing scenario, the intended scenario, size of the gap and the phased filling up of the gaps with monitorable targets.
(vii) Credit linkages
(viii) Efforts at integration & suggestion for higher tiers
(ix) Monitoring arrangements.

Step 11 : Vetting of Plans

6.28 A single special TAC would be set up at the District level under the District Collector for all TSP projects consisting of experts from Government, academic institutions and NGOs. All existing members of the District level Working Group on TSP (State Sector) would be members of the Technical Advisory Committee. DPO would be the Convener of this TAC. They can constitute the required subgroups for detailed analysis of projects in different sectors. But the full TAC has to clear the plan of a local government as a whole. For all infrastructure projects social maps would be insisted on by the TAC. Wherever the TAC feels that a scheme may not be beneficial to the tribal people, they may refer it to the Panchayat or

13

Municipality concerned with suggestions. Wherever required the Panchayat or Municipality would discuss this with the joint meeting of Oorukoottams before giving a response.

Step 12 : Approval by DPC

6.29 The vetted Plans would be formally approved by the DPC.

Step 13 : Plan Publicity

6.30 There would be a Plan Publicity meeting at the Oorukoottam level where all the approved Plans within the Oru as well as within the Village Panchayat/Municipal area by any local governments including Block and District Panchayats would be intimated to the members. In this meeting all the Tribal NGOs, Tribal Youth Clubs and Tribal Promoters would participate. The Ward Member also would attend these meetings. The Working Group will prepare the details for this purpose.

6.31 Each scheme would be explained in detail showing the amount earmarked, the mode of implementation, the benefits expected. Summary of the Schemes would be given in writing to each Oorukoottam in the local language.

Step 14 : Plan Implementation

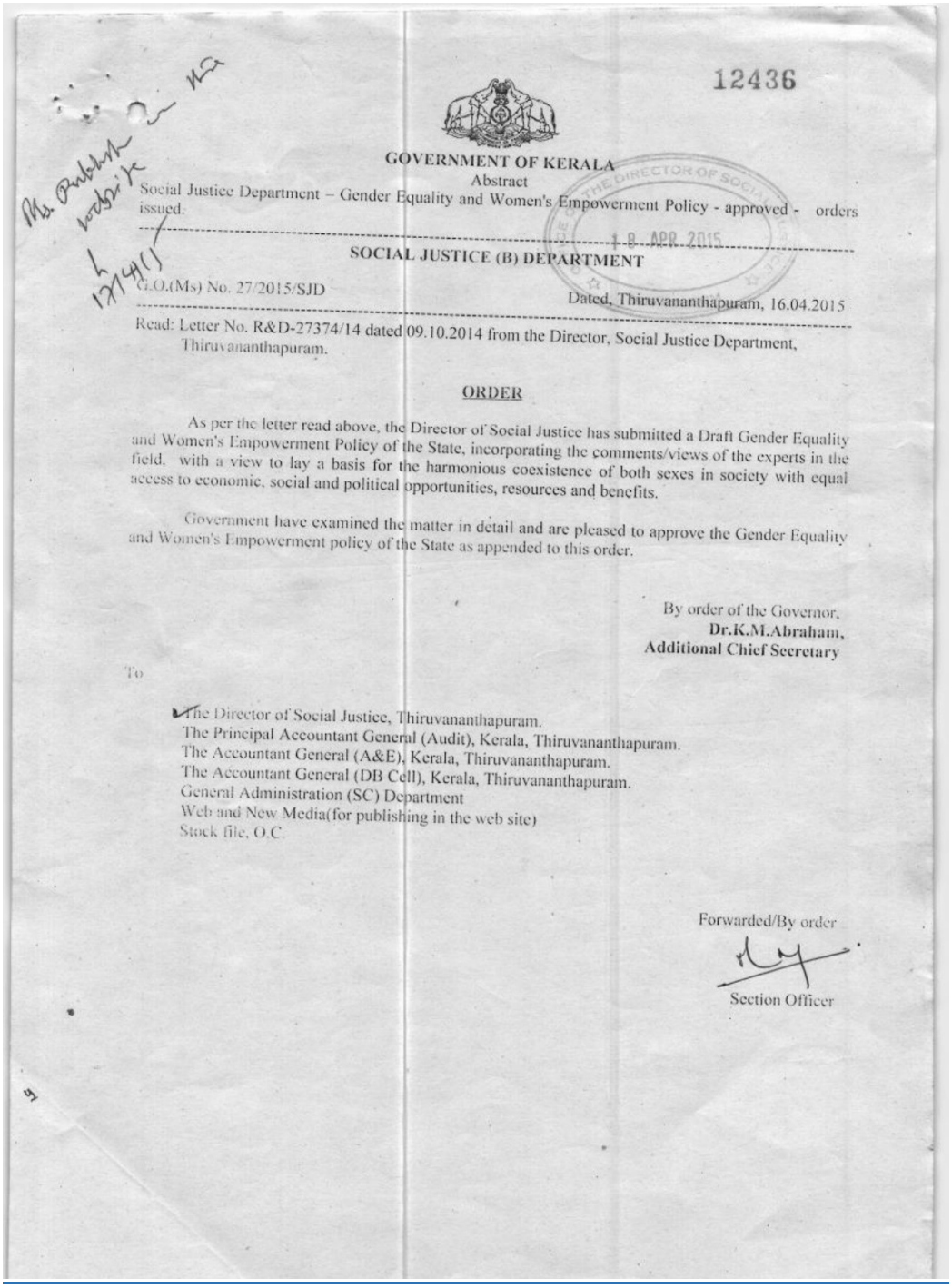
6.32 In order to avoid benami contractors who have played the most destructive role in

tribal development the following procedure is prescribed.
(i) Construction of houses, repair of houses, construction of buildings, setting up of water supply systems and construction of irrigation schemes would be through approved agencies. These approved agencies would train local tribal youth – male and female - in construction technologies and use these groups for the construction. A training component may be built in to the schemes for this purpose.
(ii) All self-employment programmes including those for male members would be taken up through the tribal NHG network.
(iii) All integrated schemes for the poorest tribals would be implemented through tribal NHG network with the technical support of the Kudumbashree District Mission.
(iv) All Schemes of agriculture development would be taken up through farmers' self-help groups or by NHGs of tribal women who would be given sufficient training for this purpose.
14
6.33 Technical Sanction would be given by the respective Technical Committees.
Special Provisions for Attappady
6.34 In the Attappady ITDP area, the tribal volunteers, Ooru Vikasana Samithies and Thaikula Sangoms organised by AHADS would be fully utilised by the Panchayats in all the stages. For the Plan Formulation team at the Sub-Panchayat and Panchayat levels, one male and female representative may be chosen from the top functionaries of Ooru Vikasana Samithy.
6.35 After plan formulation, AHADS may be consulted and asked to specify those schemes which they would take up. Only the remaining schemes need be taken up by local governments.
Special provisions for scattered population or low tribal population.
6.36 Where there is scattered tribal population such families would be called to the meeting of the nearest Oorukoottam. In local governments with low and mostly scattered population, group meetings may be held of suitable number of families (from 25 to 75 as decided by the local government) and these meetings shall be deemed as Oorukootam meetings. In local governments with 100 or less of tribal families, the joint meetings of all families will function both as Oorukoottam as well as Plan formulation groups.
7. MONITORING
7.1 The following monitoring systems would be put in place:
(i) Quarterly meetings of Oorukoottams where social audit would be done as per the procedure to be prescribed separately for the purpose.
(ii) Quarterly meeting of the Plan formulation Team including representatives of the Oorukoottam would be held to review the Plan progress and conduct a general social audit.
(iii) Independent agencies would be nominated by the State Planning Board to conduct online monitoring.
(iv) Community based monitoring through tribal NHGs particularly for individual beneficiary programmes would be put in place.
(v) DPC would set up monitoring Teams who would visit the field and report regularly.
15
8. CONTROL OF MALFEASANCE
8.1 In order to control malfeasance the following measures are put in place.

(i) All records of development programmes would be public documents available for scrutiny by any individual or organization.
(ii) Capacity building of tribal organizations like NHGs, Youth Clubs and NGOs as well as Oorukoottams to conduct social audit. This would be done by KILA and KIRTADS.
(iii) If TSP funds are diverted or misused the person(s) would be proceeded against for recovery of the amount.
(iv) A Grievance Redress Cell would function with the District Collector as Chairman consisting of representatives of the Tribal Development, Planning and Local Self Government Departments. This Committee would monitor grievances regarding plan formulation and implementation, conduct enquiries and send the report to Government for referring to Ombudsman in case there is a prima facie case of malfeasance.
(v) Wherever applicable the provision of Protection of Civil Rights Act and Prevention of Atrocities Act would be invoked against those guilty of misusing funds meant for tribal development.
*****

Annex 13.1

Government Order on Gender Equality and Women Empowerment Policy



12436

GOVERNMENT OF KERALA

Abstract

Social Justice Department – Gender Equality and Women's Empowerment Policy - approved - orders issued.

SOCIAL JUSTICE (B) DEPARTMENT

G.O.(Ms) No. 27/2015/SJD Dated, Thiruvananthapuram, 16.04.2015

Read: Letter No. R&D-27374/14 dated 09.10.2014 from the Director, Social Justice Department, Thiruvananthapuram.

ORDER

As per the letter read above, the Director of Social Justice has submitted a Draft Gender Equality and Women's Empowerment Policy of the State, incorporating the comments/views of the experts in the field, with a view to lay a basis for the harmonious coexistence of both sexes in society with equal access to economic, social and political opportunities, resources and benefits.

Government have examined the matter in detail and are pleased to approve the Gender Equality and Women's Empowerment policy of the State as appended to this order.

By order of the Governor,
Dr.K.M.Abraham,
Additional Chief Secretary

To

The Director of Social Justice, Thiruvananthapuram.
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A&E), Kerala, Thiruvananthapuram.
The Accountant General (DB Cell), Kerala, Thiruvananthapuram.
General Administration (SC) Department
Web and New Media(for publishing in the web site)
Stock file, O.C.

Forwarded/By order

Section Officer

GENDER EQUALITY AND WOMEN'S EMPOWERMENT POLICY FOR KERALA (2014-2020)

DEPARTMENT OF SOCIAL JUSTICE
GOVERNMENT OF KERALA

I. BACKGROUND AND INTRODUCTION 3
II. WHY GENDER EQUALITY & WOMEN'S EMPOWERMENT? 4
III. SUMMARY ANALYSIS OF GENDER ISSUES IN KERALA 6
IV. GOK'S GEWE POLICY 9
GOALS AND OBJECTIVES OF GEWE POLICY 9
POLICY APPROACHES 10
POLICY IMPLEMENTATION 11
HUMAN AND FINANCIAL RESOURCES FOR GENDER MAINSTREAMING 12
ACCOUNTABILITY FRAMEWORK FOR POLICY IMPLEMENTATION 12
MONITORING AND EVALUATION OF THE RESULTS OF THE STATE'S GENDER POLICY 15
SPECIFIC AREAS OF FOCUS 16
OBJECTIVE: STRENGTHENED ECONOMIC EMPOWERMENT OF WOMEN THROUGH LIVELIHOOD OPPORTUNITIES AND CAPACITY DEVELOPMENT 17
OBJECTIVE: IMPROVED JUSTICE AND REDUCED GENDER-BASED VIOLENCE 17
OBJECTIVE: GENDER-RESPONSIVE INFRASTRUCTURE 17
OBJECTIVE: STRENGTHENED PROTECTION OF WOMEN IN DIFFICULT CIRCUMSTANCES 17
OBJECTIVE: IMPROVED ADAPTATION TO CLIMATE CHANGE 18
OBJECTIVE: REDUCED MALE GENDER ISSUES THAT CONSTRAIN GENDER EQUALITY 18
OBJECTIVE: IMPROVED AVAILABILITY OF, AND USE OF GENDER-AWARE STATISTICS 18

Acronyms

Department of Social Justice:	DSJ
Economic and Social Council:	ECOSOC
Gender Advisory Committee:	GAC
Gender State Coordination Committee:	GSCC
Gender-Based Violence:	GBV
Gender Equality & Empowerment Policy:	GEWE
Information, Education, and Communication	IEC
Kerala Legal Services Association	KLSA
National Family Health Survey	NFHS

Kerala Gender Equality & Empowerment Policy

I. Background and Introduction

1. **The Gender Equality and Empowerment Policy (the GEWE Policy) outlines the approach of the Government of Kerala (GOK) to gender and development.**[1] The GEWE Policy applies to all departments, agencies, enterprises, boards or other units (entities) in Kerala that that receive public funds. This policy aims to lay a basis for the harmonious coexistence of both sexes. It aims to do so within a framework of mutual respect, for the equal access of women and men to economic, social, and political opportunities, resources, and benefits; and for a society where both women and men can participate in and benefit as equal partners in the development process of their communities, the State, and the country.

2. **This policy updates GOK'spreviousPolicy on Women issued in 2009** (GO (Rt) No 13/2009/SWD dated 17 Feb 2009 referred to as previous policy).The GEWE policy differs from the previous policy in three important ways that are discussed below.

3. **The GEWE policyshifts from a focus on women to one on gender equality and rights.** This shift implies two differences from the previous policy. The GEWE will adopt gender mainstreaming as the key approach to achieving gender equality, that is, it will address underlying gender biases in development that lead to unequal sharing of development benefits. Second, the GEWE recognizes that men, along with women, need to be fully involved in the process of social transformation and change. The primary focus of the GEWE Policy will continue to be on women's empowerment and rights, which is central to achieving gender equality in the Kerala context. However, the policy recognizes that there are emerging male gender issues that also must be considered if Kerala is to achieve gender equality. This is necessary not only to ensure an 'equality' approach, but also to mitigate risks that these emerging male gender issues such as alcoholism and increased violence could pull Kerala back from its significant levels of achievement in the area of women's empowerment.

4. **The GEWE policy establishes a process and accountability framework to design and monitor gender-informed development projects and programs in the State, across all line departments.** The policy consolidates and strengthens the institutional arrangements in the state to ensure that gender is integrated into all relevant development interventions.

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[1]There are 3 recognized genders in India: Female, Male, and Transgender, who are all entitled to protection under Article 14 of the Constitution. (In The Supreme Court Of India Civil Original Jurisdiction Writ Petition) (Civil) No.400 Of 2012 National Legal Services Authority ... Petitioner Versus Union Of India And Others ... Respondents). The Department of Social Justice (DSJ) is undertaking a survey to better understand the priorities and needs of the transgender community. After an analysis of the feedback, this policy will be revised or another policy will be issued in this regard.

Projects and programs for addressing gender issues in the State will be determined at the entity level within the framework of the GEWE policy, which only provides the institutional arrangements for preparing and monitoring of such gender action plans. Thus, a tribal gender action plan will need to be prepared by the tribal development department with inputs from all stakeholders, particularly tribal women and men. Such a policy framework enhances accountability of all entities for addressing gender equality issues.

5. **Third, the GEWE policyenhances accountability for results in the area through clearly articulating a results framework within which gender issues can be addressed and monitored in Kerala.** This was a major lacunae in the previous policy. The previous approach has also resulted in fragmented results that may be individually successful, but do not effectively contribute to strengthened gender equality at a state level.

6. **In sum, the GEWE policy is based on a more inclusive policy.** Itcovers both women and men, [2]focuses on addressing gender biases embedded in Kerala society and traditions through a shift to gender mainstreaming, and provides a framework that will enhance development effectiveness, increase accountability at the agency level, and facilitate monitoring at the State level.

7. **There is also now significant demand for gender equality in Kerala.** A study conducted by the Kerala State Planning Board noted that nearly 74.72 per cent of the respondents to a survey (25.51 % partially agree, 21.63 % almost agree and 27.58 % completely agree) had reported that gender inequality is a serious social issue in Kerala (2012). Ninety percent of the respondents were of the view that it is important to integrate gender considerations into the evaluation of development projects. Further, in order to see gender outcomes in evaluations, it is critical to ensure gender considerations at the level of planning, design, budgeting, implementation and monitoring.

8. **The road map for the policy paper is as follows.** After this brief section on the rationale for the policy, the next session discusses the reasons why "gender equality" is selected as an objective. Section III briefly summarizes a situational analysis of gender issues in Kerala. Section IV presents the proposed GEWE policy, its objectives, approaches, implementation arrangements, and the results framework.

II. Why GenderEquality, Rights & Women's Empowerment?

9. **Gender equality is a Constitutional promise in India.** Article 14 guarantees both women and men equality before the law and equal protection of the law. Article 15 prohibits any discrimination on a variety of grounds, including sex. Article 15(3) permits the state to make special provisions to address inequalities faced by women. Article 16 provides for equality of opportunities in matters relating to employment or appointment to any office

[2] While discrimination against men happens in individual cases (such as gender based violence by women, particularly emotional and verbal), typically discrimination against women is more entrenched and is more pervasive in society.

under the State. Article 39 (a) directs that state policies should secure that all women and men have equal rights to means of livelihood, as well as equal pay for equal work. Article 42 requires the State to make provision for ensuring just and humane conditions of work and maternity relief. The Constitution also imposes a fundamental duty on every citizen through Articles 51 (A) (e) to renounce practices derogatory to the dignity of women. Thus, gender equality is an indigenous concept emphasized in the governance framework of the country and the State.

10. The Indian government is also a signatory to CEDAW, and ratified it in 1993, so is bound under international law to uphold the principles and values enshrined in CEDAW with regard to non-discrimination, substantive (not just formal) equality and state obligation for planning, programming and financing for women's rights. The only reservation was non-interference with regard to customary and family law. The Indian government's progress on CEDAW obligations are charted every four years in front of an independent CEDAW Committee made up of experts.

11. **Promoting gender equality is nowinternationally accepted as anintegral facet of development strategy**. Since the 1995 Beijing conference[3] and the 2000 Millennium Development Goals,as well as in the proposed Sustainable Development Goals (SDGs) for the post-2015 development agenda, gender equality, women's empowerment and rights are a key objective accepted by all progressive countries around the world. There is ample development evidence that gender equality helps to reduce poverty levels among women and men, enhance inclusive growth, and increase efficiency of public investments, in addition to being part of the human rights agenda of all member states. Gender equality is not about equal numbers, because the needs and priorities of women and men differ based on their biological differences; it is about removal of any social constructs that prevent equal access to economic, social, and political opportunities and development resources.[4]It facilitates conditions for women and men to share power equitably, and influences all aspects of life leading to a truly democratic society. This is the principle of 'substantive equality', enshrined in CEDAW, which emphasizes equality in results, not only in access and opportunity.

12. **Even under a GEWE policy, therefore, it will be essential to focus on women's rights and empowerment – social, economic, and political**. The GEWE policy recognizes that gender equality will remain illusory without an equal playing ground. This implies thatspecial provisions or 'temporary special measures' for women will continue to be necessary, even in present day Kerala to address thesignificant inequalities faced by women.

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[3]**Fourth World Conference on Women: Action for Equality, Development and Peace**, a conference convened by the United Nations 4–15 September 1995 in Beijing, China

[4] Thus, more women may seek to become teachers, while more men may seek to become pilots. This is not considered inequality, as long as this is based on individual choices and preferences, and not because of constraints placed by society to accessing preferred opportunities.

III. Summary Analysis of Gender Issues in Kerala

13. **Successive governments of Kerala have taken significant efforts to implement the Constitutional promise of gender equality.** The Government has formulated and implemented many recognized programs to support women's empowerment. As early as in 1998, Kerala initiated the gender budgeting process at the Local Government level and mandated the Local Bodies to allocate at least 10per cent of the plan funds devolved by the State specifically for women (Women Component Plan). The Kerala Panchayat Raj Act 2009 and Kerala Municipality Act 2009 helped to reserve 50 percent seats in local bodies for women. "Kudumbashree", another major program started in 1998, has contributed to empowering women through grassroots organizations. The Kerala Rural Employment Guarantee Scheme is currently benefitting a large group of women; it provides 100 days of guaranteed employment in a financial year, wages for which are directly deposited into the women's bank accounts.

14. **More recently, there have been some innovative activities established by the Department of Social Justice that has led to economic empowerment of women through innovative partnerships.**With overall support and facilitation from the state machinery, in close collaboration with many private sector partners, the She Taxi project is incentivizing and empowering women in a field where women were almost invisible. In partnership with NGOs, DSJ has recently expanded the experience of running one shelter for sexually abused women in Trivandrum to nine districts in Kerala, in close collaboration with Civil Society Organizations to ensure that the social and economic rights of these women are fully protected and their mainstreaming into society is facilitated. The Kerala State Women's Development Corporation (KSWDC) also seeks to bring women out of binding normative strictures by making them active participants in the development of the State. The Kerala' Women's Commission has been working to empower women inter alia through several capacity development efforts as well as addressing complaints about harassment of women.

15. **As a result of these sustained efforts and other factors, Kerala has achieved enviable social development indicators.** Its achievements in the areas of universal primary education both for boys and girls and itshigh literacy rates for women and menare a pride not only to the State but also to the country. Kerala has also achieved the distinction of having the lowest dropout rates among Indian states in 2011-2012 (Economic Review Report 2013). Although there are still many gender issues that need to be addressed, conventional issues of enrollment and completion have been addressed to a great extent. In fact, there is a growing concern that there are biases against boys at the tertiary level.

16. **Health indicators are some of the best in the country.** Kerala is one of the few States where the female-male sex ratio is over one (1084 women for every 1000 men while the national rate is 940 according to the provisional data for the 2011 census). Life expectancy is at 71 years for men and at 74 for women.[5] A woman in Kerala is expected to have an average of 1.9 children in her

[5](http://www.kerala.gov.in)

lifetime. The National Family Health Survey-3, 2006 (NHFS-3) found than almost all women who gave birth in the five years preceding the survey received antenatal care from a health professional, including 98 per cent from a doctor and one per cent from a traditional birth attendant or ICDS worker. Interestingly, 90 per cent of fathers were present at least at one antenatal care visit. This said, there are other issues suggesting a gender imbalance. The child female-male sex ratio is below one, and there is a critical need to understand this disturbing phenomenon. There is need for updated and further disaggregated indicators to better understand gender issues The Planning Commission Report on Kerala (2008) notes that the educational and health capabilities of women in Kerala have been harnessed within a familial ideological structure that has served to reinforce gender divisions rather than to expand freedoms for women and men.Many have suggested that there is a need to study new and emerging issues such as mental health through a gender lens.

17. **There is, however, significant concern that the high levels of human development are not sufficient by itself to usher in gender equality.**[6] There continue to be high levels of gender inequalities at the economic, social, and political levels. Women's limited ownership over physical assets (such as land and space for activities), and their lack of mobility, constrains outcomes.

18. **At the economic level, significant gender inequalities in labor participation are noted.** The Economic Review report (2013) of the Kerala Planning Board notes that the female labor participation rate (LPR) in Kerala is only 35.4, while the male LPR higher at 82.4.[7] Typically, in other countries with high human development, the Review notes that female LPR is around 60 and the male LPR is around 70. As noted in the 2013 report, "the economic empowerment of women is attained only when they become an integral part of labour force and ultimately be gainfully employed." The 2008 Planning Commission Kerala State Development report points out that withdrawal from the labor force could be partly the result of an "informed choice" but adds that such a choice entails considerable risk of vulnerability by reducing women's direct access to earned incomes (pg. 406).Across India, the burden of unpaid and care work and lack of recognition, and redistribution of women's unpaid work, including care, also contributes to low levels of labour force participation.

19. **Gender-based violence against women is prevalent in Kerala despite its superior levels of women's educational attainments.** Statistics from the National Crime Records Bureau indicate that Kerala is among the top six states in terms of rates against women (crimes per 100000). Kerala has the third highest rate of incidence of violent crimes in 2010, next only to Jammu and Kashmir and

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[6] "The crucial issue for Kerala is why the high levels of literacy and education of women are not enabling them to move from low value adding to high value adding activity; the mobility is from one low end to another low end activity, " says MridulEapen, honorary fellow, Centre for Development Studies (CDS), Thiruvananthapuram. "Patriarchy in contemporary Kerala is apparent in a generalised social commitment to women's domestic role, implicit in their poor visibility in the public sphere reflected also in their poor employment profile. "http://www.timescrest.com/society/high-learning-low-work-10753

[7] The calculation for Kerala is based on data from NSSO 68TH Round (July 2011- June 2012).

Manipur. In 2006, National Family Health Survey-3 found that 66 percent of women respondents and 55 percent of the male respondents were of the view that spousal beating is acceptable if there is a justifiable cause. Despite the protection afforded by the Law on Protection of Women from Domestic Violence Act (2005), NHFS-3 also found that only 36 percent of women who had ever experienced violence have sought help through institutional remedies. Fast track courts to try crimes against women are still to be established.

20. **Although much better than in other states, limited access to water and energy sources is still a problem for a sizeable proportion of women in Kerala.** Women, typically responsible for domestic chores, suffer from multiple burdens. The NHFS-3 indicates that 69 per cent of households use an improved source of drinking water (77 per cent of urban households and 65 per cent of rural households), but only 13 per cent have water piped into their dwelling, yard, or plot and 12 per cent get drinking water from a public tap or standpipe." Access to LPG (cooking gas) is limited to only 22 per cent of the rural population and 59 per cent of the urban population. The rest depend on firewood and other sources of energy (NSSO data 2008). In urban Kerala, dependence on firewood and chips for cooking is highest in India (41 per cent).

21. **Increasing alcoholism and violence against women are further increasing the stress on women and constraining achievement of gender equality.** In addition, more boys than girls are missing at the tertiary levels, and there is inadequate data to understand this phenomenon because there is no focus on boys or men, the important "other" of the gender equation.[8] Thus, while the predominant focus in development may continue to be on women, the State also recognizes that there are male gender issues that cannot be ignored if gender equality and empowerment are to be achieved.[9]

22. **At the political level, the voices of women are weak at the state level, as noted in the Economic Review (2013).** With one woman out of a high court of 29 (judiciary), 7 women out of 142 legislators (legislative), and one out of 9 State Planning Board Members (executive), the voices of women are not equally heard in these important state-level decision making bodies. There are few developed countries (or for that matter states in India) where there is such a lack

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[8]Figures released by the Ministry of Human Resources Development (MHRD) (GOI, 2011) indicate that in Kerala, out of every 100 students, about 54 are women; in India, on the other hand, only 40 out of every 100 students are women. (GoI (2011) Statistics of Higher and Technical Education: 2009-10. MHRD: Bureau of Planning, Monitoring & Statistics, New Delhi); Seehttp://www.spb.kerala.gov.in/~spbuser/images/pdf/er12/Chapter4/chapter04.html#UHE "15665 students were admitted to post graduate course in the State in 2011-12. 78.6 per cent of those enrolled in PG courses are girls. ... Girls constitute 68.8 per cent of total enrolment for degree courses." Many reasons have been suggested for this, including the pressure to join the labour market being higher among young males from the poor families than females because of taboos against sending women out for jobs; boys joining out-of-state universities for higher education, immigration, girls obtaining higher grades and being able to join universities on a merit basis, and so on.

[9] For example, while countries such as UK had policies to protect women from violence perpetrated by men, increasingly the policies also protect men who suffer violence at the hands of women.

of women's voices in key bodies.

23. **Although the framework for addressing gender equality must be framed under the leadership of the Government, the roles of NGOs, civil society, particularly women's rights organisations,and the private sector cannot be understated.**Forging critical partnerships with these groups is essential. Setting aside Kudumbashree, other NGOs play an ad hoc role; there is also no strategic involvement of the private sector, except in a few cases such as the She Taxi. The private sector should be a very helpful partner in strengthening relevant capacity among girls and women. Stronger partnerships under the leadership of the Government, thus, will help to enhance the achievement of desired objectives.

24. **Thus, there are miles to go in Kerala before the state can achieve gender equality.** There is a clear need to rejuvenate and modernize the gender policy. The implementation of the current policy is weak; the results are fragmented given the lack of a holistic vision; and there is no cohesive monitoring framework. The proposed policy is forward looking, brings in greater accountability, and ensures a holistic monitoring framework.

IV. GOK's GEWE Policy

25. This GEWE Policy of the Government of Kerala explains the broad framework within whichgenderconsiderations will be integrated into development interventions in Kerala. It statesthe policy goals and objectives, the approaches, implementation processes, and notes a few selected areas of focus given Kerala's socio-economic context.

Goals and Objectives of GEWE Policy

26. **The** GEWE**Policysupportsthe achievement of a just society where men and women have equal access to development opportunities, resources, and benefits and equal voice in key decisions that shape their lives, communities, and the state, and to live a life free from all forms of violence.** Specifically, it aims to reduce gender-based discrimination and disparities in access to, and control over development benefits.

Gender equality is an imprecise term that is interpreted differently by different peopleand cultures. For purposes of this policy, gender equality will be achieved through the following specific objectives and outcomes:

- **Objective 1**: To ensure security and freedom from violence, particularly gender-based violence;
- **Objective 2**: To ensure women's access, ownership and control over resources and capabilities, in order to obtain theirright to livelihoods, decent work, and social protection, including gender-responsive infrastructure and policies/programmesaddressing women's unpaid work; and

- **Objective 3**: To create and strengthen voice and agency of women in formal as well as informal institutions that are involved in decision-making on social, political and economic issues.

27. **The above objectives together provide a cohesive and comprehensive results-based framework for achieving gender equality in the State**. A result that contributes to any of the above 3 objectives will be considered a contribution to gender equality. This resultsframework (Figure 1) consisting of these 3 dimensions will guideall institutionalstakeholders in designing their contribution to gender equality. Capacity development and justice issues will form cross-cutting issues in all 3 dimensions, as will innovative partnerships with private and the non-governmental sectors.



Figure 1: A Results Framework for Gender Equality

Policy Approaches

28. **The State government will give high priority to gender mainstreaming in all development policies and interventions financed in full or part through use of public funds.** Gender mainstreaming is not a new approach10; it was established as an intergovernmental mandate in the Beijing Declaration and Platform of Action as early as in 1995, and again in the Economic and Social Council (ECOSOC) Agreed Conclusions (1997/2).

29. **Gender mainstreaming requires that gender perspectives are an integral part of all development activities and interventions.** This will require integration of gender considerations across all programmes, policy development, research, advocacy, development, implementation, and monitoring of norms and standards, and planning, implementation, monitoring and evaluation of projects.Indesigning policies and programs, a preliminary gender

[10] In Kerala too, gender mainstreaming has been recommended by previous Governments as an optimal strategy to achieve gender equality and women's empowerment. At a sector level, it is being practiced by some departments, with women's empowerment as the key objective (Kudumbashree, for example).

analysis should be undertaken to identify any differentiated effect of the activity on women and men. Gender issues may then be addressed in interventions, which have a differentiated impact preventing women and girls in accessing the benefits of the intervention.

30. **This policy encourages a simultaneous focus on rights and empowerment of women.** On the one hand, the Government will support mainstreaming gender issues into all policies, programs, and projects supported by the State to support gender equality. On the other hand, the Government willcontinue to support targeted interventions to promote women's rights and empowerment, particularly through grassroots organising and training in areas where women are marginalized and their access to resources or voice is highly restricted. In the short- and medium-term, such support will be essential. Both approaches are complementary, and must be carried out to support gender equality.

Policy Implementation

31. **Each entity receiving public funds from the State or central government must prepare a gender action plan as an annex to its overall planning document**. The action plan[11] will include:

- A brief note on the specific gender issues in the sector, and assessment on whether existing approaches and programs are consistent with the new GEWE policy, and if not what steps are being proposed;
- Explanation of how gender will be mainstreamed in the entity's interventions;
- Description of specific interventions focused on women's empowerment; and
- Identificationand improvement inthe availability of gender-related data in the sector.
- Definition of gender-responsive indicators for outcomes and outputs in the results framework
- Reports and outcome documents of consultative meetings carried out with women's rights organisations, collectives and other relevant civil society representatives in addition to due consultative process with government stakeholders

32. **Participation of women in the design, implementation, and monitoring of development interventions will be part of this approach.** In Kerala, given the highly participatory nature of development planning and implementation, there are several mechanisms to do this. Each entity can select the most relevant and efficient mechanism to foster such participation in the preparation of its gender action plan. Consultation may be undertaken with both women and men to understand all perspectives of the gender dimension. In conservative pockets, where it may not be possible to have such mixed groups, it

[11]A sample gender action plan and an overall monitoring framework will be developed by Department of Social Justice (DSJ) in consultation with relevant stakeholders within 3 months of the approval of the policy and such tools will be available on the webpage.

will adequate to hold such sessions separately.

33. **Strengthened Partnerships will be a special facet of the policy.** The involvement of voluntary organizations, associations, societies, non-governmental organizations, women's organizations, as well as institutions dealing with education, training and research will be encouraged in the formulation, implementation, monitoring and review of gender action plans under the GEWE Policy. To this end, networks must be encouraged and directories of relevant agencies and stakeholders developed. Such agencies can be provided with appropriate support in terms of resources and capacity building, and facilitated to participate actively in the process of supporting gender equality.

Human and Financial Resources for Gender Mainstreaming

34. **Each entity shouldappoint a staff member as a gender resource person (GRP).**[12]At least 50 percent of such person's time must be assigned for gender-related responsibilities, although in specific cases this may differ depending on the extent of gender mainstreaming in the institution. The GRP shall be responsible for advising his or her entity on gender issues, provide feedback and reports as required under the policy, and establish a simple but effective monitoring and evaluation system.

35. **Each entity should also set aside a specific percentage of its resources to support capacity development, undertake evaluations, anddevelop schemes to achieve policy objectives.** This should be an amount not less than 1 percent of its development funds. The amount of funds set aside for the purpose must be specified in the Gender Action Plan, and must be made available to the Gender Resource Person in the entity to develop and support targeted interventions to support gender equality as well as to support gender mainstreaming in key project to strengthen the capacity of entity staff.

36. **DSJ, as lead agency, will initiate the organization of "Training of Trainer" capacity development modules for gender mainstreaming.** This will include training relevant functionaries on gender mainstreaming, creating forums for discussing plans and experiences, and disseminating information on gender mainstreaming. A manual on gender mainstreaming, as well as references to various relevant sources for capacity development, will be available on the DSJ webpage within 30 days of policy approval. DSJ will also maintain a list of trainersandgender experts to support the effort of government agencies to promote and sustain gender mainstreaming.

Accountability Frame work for Policy Implementation

Table 1: Roles and Responsibilities of Different Stakeholders

Institution/Unit	Responsibilities
Gender Resource Person	• Strengthen self capacity on theories of gender equality and gender mainstreaming through reading and participating

[12] Where the entity has already established a gender unit or charged a person with such responsibility, this would be adequate and such unit or person may be charged with the responsibility of implementing the GEWE Policy.

Institution/Unit	Responsibilities
	in available training • Support other staff to understand the criticality of gender equality for effective development and support them in gender mainstreaming • Monitor, evaluate, and cause to collect disaggregated data on sector programmes and their impact on gender equality • Prepare and submit to the CAG bi-annual reports along the format prescribed under the policy
Entity receiving public funds	• Appoint a Gender Resource Person, with knowledge and technical ability in the subject, and support them in developing their capacity in gender analysis and planning • Assess the current status of gender mainstreaming in the department, which should feed into the departmental action plan • Establish a process through which the quality of gender mainstreaming and the adequacy of the monitoring framework is verified • Provide budget lines for gender operations • Support the Gender Resource Person to translate the GEWE into institution-specific strategies and programmes (action plans)
Department of Social Justice	• Establish appropriate mechanism for coordinating Gender Mainstreaming at all levels as required by the GEWE Policy and develop a more detailed strategy an overall monitoring framework for the policy within 3 months of policy approval • Develop resources and tools for effective gender mainstreaming at the departmental level as well within DSJ and make available on the webpage • Develop and deliver a model training on gender mainstreaming, implementation, and monitoring • Increase awareness on gender issues at all levels including from policy makers to actors at the grassroots level through a carefully planned IEC program
Gender Advisory Committee	• Supervise the overall implementation and monitoring of the GEWE Policy, and the progress thereof • Coordinate, and tap synergies among, the efforts of different entities • Prepare an annual report on progress and results of GEWE Policy to be presented to the GSCC no later than June 30th of each year
Gender State Coordination Committee	• Facilitate the effective implementation of the GEWE Policy by advising, guiding, and taking necessary action on key legal and policy issues and strategies to attain gender equality • Review allocation and utilization of funds to support gender equality • Enhance awareness among legislators on the importance of gender equality for the development of Kerala • Mobilize adequate resource for the implementation of the GEWE Policy

37. **No new institutional arrangements are envisaged for policy implementation.** Existing committees will be restructured and their mandates expanded to address gender issues.[13] A Gender Advisory Committee (GAC) and a State Gender Coordination Committee will supervise the implementation, coordination, and monitoring of the GEWE Policy.[14] State-level accountability for policy implementation and results will lie with the GSCC (Table 1) Accountability for gender mainstreaming at the sector or thematic levels will remain with individual departments or agencies.

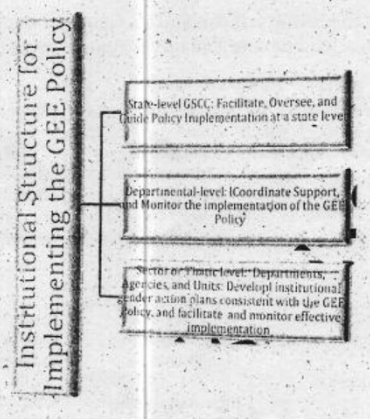


Figure 2: Implementing Arrangements for GEWE Policy

38. **The Minister of Social Justice will chair the GAC.** The GAC will be responsible for providing guidance as well as establishing norms for monitoring policy implementation.[15] The GAC will meet twice every year to discuss issues related to capacity development in this area, and assess progress in policy implementation. The GAC will issue an annual gender equality report recording the results in this area and their contribution to policy objectives. It should also indicate proposed actions to enhance development effectiveness in this area.

The GAC will work under the overall guidance of a Gender State Coordination Committee (GSCC). The Chief Minister of the State will chair the GSCC. This high-level committee willreview and inform key policy decisions, ensure that the synergies between different departments are being tapped, review allocation and utilization of funds, and oversee policy implementation and progress at a state level. Unless specifically required otherwise, the GSCC will meet once a year to discuss the annual gender equality report from the GAC, which will be presented to GSCC no later than June 30 of each year. The GSCC will

[13] The Current Nirbhaya State Committee will be transformed into the Gender State Coordination Committee. The GAC, which previously existed in the State, will be revived.
[14] After the policy is issued, membership of the GAC and the GSCC will be confirmed by DSJ in consultation with other key Government Departments.
[15] The GAC and the GSCC will be reconstituted keeping in mind its new mandate after the GEWE Policy is approved.

make recommendations as may be needed to GAC for improving policy implementation and results. Within 2 months of receipt of the report, the Annual Report will be endorsed by GSCC and placed before the legislature.

Each entity will send a brief progress report on policy implementation every 6 months to GAC.[16] A common format for the report will be prepared and provided by GAC. This is necessary to understand and aggregate the results of the policy at a state level.

Monitoring and Evaluation of the Results of the State's Gender Policy

Table 2: Sample Results Framework for Gender Equality & Empowerment in Kerala

Goals/Impact Universal Results Framework for gender equality	Women lead lives with security and free from all forms of violence	Women have equal access, ownership and control over resources and capabilities, for their right to livelihoods, decent work and social protection	Women have stronger voice and agency in formal as well as informal institutions involved in decision-making on social, economic and political issues
Outcomes/Objectives (Outcomes are defined and understood as owned by the State; they reflect expected development changes in programme countries.)	Reduced incidence of gender based violence Reduced maternal mortality	Reduced gender disparity in tertiary enrollments Increased equality in employment, business ownership, and managerial or decision making positions Improved female labour force participation Reduced unemployment of women Reduction in women's unpaid work, including care (as demonstrated through time use studies) Improved access, ownership and control by women, individually and/or collectively, over productive resources	Increased voices of women in key decision making bodies Strengthened gender equality resulting from improved gender friendly budgeting and monitoring in local councils

[16] A simple format for the report will be provided on the DSJ webpage.

Goals/Impact Universal Results Framework for gender equality	Women lead lives with security and free from all forms of violence	Women have equal access, ownership and control over resources and capabilities, for their right to livelihoods, decent work and social protection	Women have stronger voice and agency in formal as well as informal institutions involved in decision-making on social, economic and political issues
		such as land, finance, and technology	
Intermediate Outcomes and Outputs for Gender Equality (these are results of support provided by different departments and agencies at the institutional level)	Increased awareness of the public including youth on the importance of gender equality Opening of one stop service centers to address GBV Improved quality of alcohol de-addiction centers Justice systems strengthened to addressing gender-based violence including treatment of offenders to reduce recidivism	Gender-responsive social and economic infrastructure that responds to the differentiated needs of both women and men Improved skills in relevant tasks through retooling and training Strengthened support for credit, technical support, and other allied services	Improved IEC programs on gender equality Improved availability and use of relevant gender statistics in designing development interventions

39. **The State Government gives high priority to monitoring and evaluation of policy results.** Each entity will specifically identify and monitor the key indicators for assessing its contribution to gender equality. These indicators will be associated with the one or all of the three dimensions of the policy's results framework, and will include a baseline to assess change, as well as a benchmark to assess performance. Table 2 illustrates the type of outcome and outputs indicators associated with each of the 3 key dimensions. Gender-aware monitoring and evaluation capacity development will be a module in the initial training conducted by DSJ. Utilizing a methodology agreed with GAC, DSJ will also conduct amid-term evaluation of policy implementation and results in 2017, three years after the initiation of the policy implementation.

Specific Areas of Focus

40. **While all entities must mainstream gender as required in this GEWE Policy, there are areas where special focus will be warranted, given the status of gender equality in Kerala.** The following are some key priority areas where gender issues will need to be addressed, and appropriate monitoring indicators identified.

Objective: Strengthened Economic Empowerment of Women Through Livelihood Opportunities and Capacity Development

- Strengthen women's right to livelihoods through access to decent work opportunities for paid employment, self-employment and through social protection measures
- Strengthen access to credit with requisite technical support and capacity development through self-help groups such as Kudumbashree, particularly to women below poverty line.
- Enhance the equitable participation of women in capacity development and vocational training efforts to improve skills and business training so that larger numbers of women can translate their literacy and/or education into remunerative activities or work.
- Strengthen women's role in electronics, information technology and food processing and agro industry through provision of comprehensive support in terms of support services and training to participate in various industrial sectors, as well as through advocacy with the private sector.

Objective: Improved Justice and Reduced Gender-Based Violence

- Develop and implement an Information, Education Communication Campaign to raise awareness on social and cultural determinants of gender equality to change mindsetsand to establish gender harmony.
- Expand the concept of Nirbhaya shelters from Trivandrum to other districts in a phased manner in collaboration with NGOs and other partners.
- Strengthen amore empathetic justice mechanism through capacity development of key actors, establishment of fast-track courts to try cases involving crimes against women and children, and issuance of standards of care documents for Nirbhaya.
- Expand and establish one-stop crises centers and publicize services afforded by the Kerala Legal Services Authority (KLSA) (2012, p.126) in collaboration with the judiciary and KLSA...
- Revise laws and strengthen processes to reduce violence against women and to also address issues related to any misuse of the law.

Objective: Strengthened Protection of Women in Difficult Circumstances

- Ensure a comprehensive package of social protection for women recognizing the diversity of women's situations in extreme poverty, destitute women, women affected by natural calamities, elderly women, single women and men in difficult circumstances, women headed households, women who are victims of GBV, deserted women and so on. In addition, efforts should aim at enabling homeless residents in the State, particularly those who have no residential addresses, to access social transfers and benefits provided by the Government.

Objective: Gender Responsive Infrastructure

- Equitable representation of women and men should be ensured in all strategic planning, consultations, design, implementation, and monitoring and evaluation processes for preparing and implementing infrastructure projects to ensure that they respond to the priorities and needs of both women and men. Particularly separate male and female toilets in all public

places, daycare centers for children, street lighting, safe public transport measures, and so on.

Objective: Improved Adaptation to Climate Change

- Both women and men will be involved and their perspectives reflected in the policies and programmes for environment, conservation and restoration. Considering the impact of environmental factors on their livelihoods, both women and men's participation will be ensured in the conservation of the environment, control of environmental degradation (such as wetlands), and in adapting to climate change.

Objective: Reduced Male Gender Issues That Constrain Gender Equality

- Addresses issues related to malealcoholism that are affecting men's health but also constraining women's empowerment
- Undertake research to better understand the lower male participation at tertiary levels of education
- Provide better counseling for women and men (families) to address issues of abuse and reduce violence
- Engage young adolescent boys and youth in productive and state building activities

Objective: Improved Availability of, and Use of Gender-Aware Statistics

- Improve availability and use of gender-related and sex-disaggregated data, in policy formulation and in the planning and implementation of development interventions
- Ensure existing information is available in a user friendly form for use by policy makers, researchers, and the public in general

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Annex 14.1

Government Order for demarcation of roads using unique colours in the milestones of Local Governments

കേരള സർക്കാർ
സംഗ്രഹം

തദ്ദേശസ്വയംഭരണ വകുപ്പ് – തദ്ദേശഭരണ സ്ഥാപനങ്ങളുടെ സംരക്ഷണത്തിലുള്ള റോഡുകളിൽ കിലോമീറ്റർ, ഹെക്ടോമീറ്റർ കല്ലുകൾ സ്ഥാപിച്ച് ചെയിനേജ് രേഖപ്പെടുത്തൽ – മാർഗനിർദ്ദേശങ്ങൾ അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശസ്വയംഭരണ(ഡി.എ)വകുപ്പ്

സ.ഉ.(സാധാ)നമ്പർ. 165/2010/തസ്വഭവ തിരുവനന്തപുരം, തീയതി: 16–01–2010

പരാമർശം: തദ്ദേശസ്വയംഭരണ വകുപ്പ് ചീഫ് എഞ്ചിനീയറുടെ 26.05.2008–ലെ ഡി.ബി.1/ 90/08/സി.ഇ./തസ്വഭവ നമ്പർ കത്ത്

ഉത്തരവ്

തദ്ദേശഭരണ സ്ഥാപനങ്ങളുടെ സംരക്ഷണത്തിലുള്ള റോഡുകളെ തിരിച്ചറിയുന്നതിന് പേര് സൂചിപ്പിക്കുന്ന ബോർഡ് സ്ഥാപിക്കുന്നതിനും കൃത്യമായ ദൂരം കാണിക്കുന്ന കിലോമീറ്റർ, ഹെക്ടോമീറ്റർ കല്ലുകൾ സ്ഥാപിക്കുന്നതിനും നടപടി സ്വീകരിക്കണമെന്ന് അക്കൗണ്ടന്റ് ജനറൽ (കേരളം) സർക്കാരിനോട് ആവശ്യപ്പെട്ടിട്ടുണ്ട്. സർക്കാർ ഈ വിഷയം വിശദമായി പരിശോധിച്ച് ചുവടെ വിവരിക്കുന്ന മാർഗനിർദ്ദേശങ്ങൾ അംഗീകരിച്ച് ഉത്തരവാകുന്നു.

1. എല്ലാ ഗ്രാമ/ജില്ലാ പഞ്ചായത്തുകളും നഗരസഭകളും അതത് സ്ഥാപനങ്ങളുടെ സംരക്ഷണത്തിലുള്ള റോഡുകളിൽ റോഡിന്റെ സംരക്ഷണ ചുമതലയുള്ള തദ്ദേശഭരണ സ്ഥാപനത്തിന്റെ പേര്, റോഡിന്റെ പേര്, ദൂരം, കടന്നു പോകുന്ന പ്രധാന സ്ഥലങ്ങൾ എന്നിവ രേഖപ്പെടുത്തിയ ബോർഡും കിലോമീറ്റർ, ഹെക്ടോമീറ്റർ കല്ലുകളും സ്ഥാപിക്കേണ്ടതാണ്. രണ്ട് കിലോമീറ്റർ കല്ലുകൾക്കിടയിൽ ഓരോ 200 മീറ്റർ ദൂരത്തെയും വ്യക്തമാക്കുന്നതിനാണ് ഹെക്ടോമീറ്റർ കല്ലുകൾ സ്ഥാപിക്കേണ്ടത്. മൂന്ന് മീറ്ററിൽ കൂടുതൽ വീതിയുള്ള എല്ലാ റോഡുകളിലും ബോർഡും കിലോമീറ്റർ, ഹെക്ടോമീറ്റർ കല്ലുകളും സ്ഥാപിക്കേണ്ടതാണ്. ലൈനുകളിൽ സ്ഥാപിക്കേണ്ടതില്ല.

2. ബോക്ക് പഞ്ചായത്തുകൾക്ക് റോഡുകളുടെ സംരക്ഷണ ചുമതലയില്ല. ജില്ലാ പഞ്ചായത്തുകൾക്ക് മറ്റ് ജില്ലാ റോഡുകളുടെയും (ODR), പി.എം.ജി.എസ്.വൈ റോഡുകളുടെയും സംരക്ഷണ ചുമതല മാത്രമാണുള്ളത്. ദേശീയ പാതകൾ, സംസ്ഥാന പാതകൾ, മേജർ ജില്ലാ റോഡുകൾ (MDR), മറ്റ് ജില്ലാ റോഡുകൾ (ODR), പി.എം.ജി.എസ്.വൈ റോഡുകൾ എന്നിവ ഒഴികെയുള്ള എല്ലാ റോഡുകളുടെയും സംരക്ഷണ ചുമതല ഗ്രാമപ്രദേശങ്ങളിൽ ഗ്രാമ പഞ്ചായത്തുകൾക്കും നഗര പ്രദേശങ്ങളിൽ നഗരസഭകൾക്കുമാണ്. ബോർഡുകളും കിലോമീറ്റർ, ഹെക്ടോമീറ്റർ കല്ലുകളും സ്ഥാപിക്കുമ്പോൾ ഇക്കാര്യങ്ങൾ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

3. റോഡിന്റെ ആരംഭ സ്ഥാനത്താണ് (zero chainnage) ബോർഡ് സ്ഥാപിക്കേണ്ടത്. കിലോമീറ്റർ കല്ലുകളുടെ ടൈപ്പ് ഡിസൈൻ ഈ സർക്കുലറിന്റെ അനുബന്ധമായി നൽകിയിട്ടുണ്ട്. കല്ലുകൾ സ്ഥാപിക്കുമ്പോൾ ടൈപ്പ് ഡിസൈനിൽ പ്രത്യേകം അടയാളപ്പെടുത്തിയിട്ടുള്ള ഭാഗത്ത് ഗ്രാമപഞ്ചായത്തുകളുടെ റോഡുകൾക്ക് പച്ച നിറവും ജില്ലാ പഞ്ചായത്തുകളുടെ റോഡുകൾക്ക് മഞ്ഞ നിറവും നഗരസഭകളുടെ റോഡുകൾക്ക് നീല നിറവും രേഖപ്പെടുത്തണം. മലയാളത്തിലായിരിക്കണം കല്ലുകളിൽ വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടത്. ഹെക്ടോമീറ്റർ കല്ലുകളെ

സംബന്ധിച്ചിടത്തോളം പൊതുമരാമത്ത് വകുപ്പിൽ സ്വീകരിച്ചു വരുന്ന അതേ ഡിസൈൻ തന്നെ തദ്ദേശഭരണ സ്ഥാപനങ്ങളും അവലംബിക്കേണ്ടതാണ്. രണ്ട് കിലോമീറ്റർ കല്ലുകൾക്കിടയിൽ നാല് ഹെക്ടോമീറ്റർ കല്ലുകളാണ് സ്ഥാപിക്കേണ്ടത്. ഒരു കിലോമീറ്റർ കല്ലിനെ തുടർന്നുള്ള ആദ്യ 200 മീറ്ററിനെ സൂചിപ്പിക്കുന്ന ഹെക്ടോമീറ്റർ കല്ലിൽ 200/1000 എന്നും രണ്ടാമത്തെ ഹെക്ടോമീറ്റർ കല്ലിൽ 400/1000 എന്നും തുടർന്നുള്ള രണ്ട് കല്ലുകൾക്ക് 600/1000, 800/1000 എന്നും രേഖപ്പെടുത്തണം.

4. കിലോമീറ്റർ, ഹെക്ടോമീറ്റർ കല്ലുകൾ സ്ഥാപിക്കുന്നതിന് വേണ്ട ചെലവുകൾക്ക് വികസന, റോഡ് മെയിന്റനൻസ്, തനത്, ജനറൽ പർപ്പസ് ഫണ്ടുകൾ വിനിയോഗിക്കാവുന്നതാണ്. 2009–10–ൽ ഇതിനാവശ്യമായ തുക കണ്ടെത്താൻ കഴിയുന്നില്ലെങ്കിൽ 2010–11 വാർഷിക പദ്ധതിയിൽ വിഹിതം കണ്ടെത്തി നിർബന്ധമായും പ്രോജക്ട് ഏറ്റെടുക്കേണ്ടതാണ്.

5. 2010–11 വാർഷിക പദ്ധതി മുതൽ റോഡുകളുടെ സംരക്ഷണ പ്രവൃത്തികൾ ഏറ്റെടുക്കുമ്പോൾ റോഡുകളിലെ ചെയിനേജിന്റെ അടിസ്ഥാനത്തിലായിരിക്കണം പ്രോജക്ടുകൾ നിർദ്ദേശിക്കേണ്ടത്.

ഗവർണറുടെ ഉത്തരവിൻ പ്രകാരം

എസ്.എം.വിജയാനന്ദ്
പ്രിൻസിപ്പൽ സെക്രട്ടറി

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

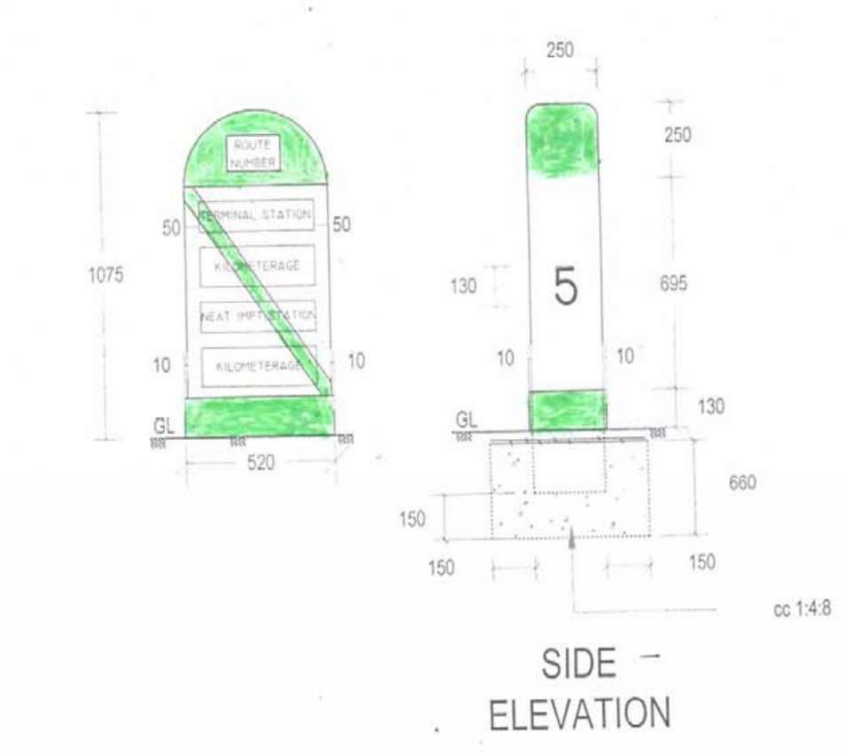
1 എല്ലാ ഗ്രാമപഞ്ചായത്ത് പ്രസിഡന്റുമാർക്കും സെക്രട്ടറിമാർക്കും
2 എല്ലാ ബ്ലോക്ക് പഞ്ചായത്ത് പ്രസിഡന്റുമാർക്കും സെക്രട്ടറിമാർക്കും
3 എല്ലാ ജില്ലാ പഞ്ചായത്ത് പ്രസിഡന്റുമാർക്കും സെക്രട്ടറിമാർക്കും
4 എല്ലാ കോർപ്പറേഷൻ മേയർമാർക്കും സെക്രട്ടറിമാർക്കും
5 എല്ലാ മുനിസിപ്പൽ ചെയർപേഴ്സൻമാർക്കും സെക്രട്ടറിമാർക്കും
6 എല്ലാ ജില്ലാആസൂത്രണസമിതി ചെയർപേഴ്സൻമാർക്കും
7 സെക്രട്ടറി, ആസൂത്രണ സാമ്പത്തികകാര്യവകുപ്പ്
8 പ്രിൻസിപ്പൽ സെക്രട്ടറി, ഊർജ്ജവകുപ്പ്
9 മെമ്പർ സെക്രട്ടറി, സംസ്ഥാന ആസൂത്രണ ബോർഡ്
10 പഞ്ചായത്ത് ഡയറക്ടർ
11 ഗ്രാമവികസന കമ്മീഷണർ
12 നഗരകാര്യ ഡയറക്ടർ
13 മുഖ്യ നഗരാസൂത്രകൻ
14 ഡയറക്ടർ, കേരള ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ലോക്കൽ അഡ്മിനിസ്ട്രേഷൻ
15 ഡയറക്ടർ, സ്റ്റേറ്റ് ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് റൂറൽ ഡെവലപ്മെന്റ്, കൊട്ടാരക്കര
16 എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, കുടുംബശ്രീ മിഷൻ
17 ചെയർമാൻ, കേരള സംസ്ഥാന വൈദ്യുതിബോർഡ്
18 എക്സിക്യൂട്ടീവ് ചെയർമാൻ ആന്റ് ഡയറക്ടർ, ഇൻഫർമേഷൻ കേരള മിഷൻ
19 ചീഫ് എൻജിനീയർ, തദ്ദേശസ്വയംഭരണവകുപ്പ്
20 എല്ലാ ടെക്നിക്കൽ അഡ്വൈസറിഗ്രൂപ്പ് ചെയർമാൻമാർക്കും കൺവീനർ മാർക്കും
21 എല്ലാ ജില്ലാ ആസൂത്രണസമിതി മെമ്പർസെക്രട്ടറി(ജില്ലാ കളക്ടർമാർ)മാർക്കും
22 എല്ലാ ജില്ലാ പ്ലാനിംഗ് ഓഫീസർമാർക്കും
23 എല്ലാ പഞ്ചായത്ത് ഡെപ്യൂട്ടി ഡയറക്ടർമാർക്കും
24 എല്ലാ അസിസ്റ്റന്റ് ഡവലപ്മെന്റ് കമ്മീഷണർ(ജനറൽ)മാർക്കും
25 നഗരകാര്യ മേഖലാ ജോയിന്റ് ഡയറക്ടർമാർക്ക്
26 ഡയറക്ടർ, ലോക്കൽ ഫണ്ട് ഓഡിറ്റ്, തിരുവനന്തപുരം
27 സ്റ്റേറ്റ് പെർഫോമൻസ് ആഡിറ്റ് ഓഫീസർ
28 ജനറൽ സെക്രട്ടറി, കേരളഗ്രാമപഞ്ചായത്ത് അസോസിയേഷൻ

29 സെക്രട്ടറി കേരള ബ്ലോക്ക് പഞ്ചായത്ത് അസോസിയേഷൻ
30 സെക്രട്ടറി മുൻസിപ്പൽ ചെയർമാൻമാരുടെ ചേംബർ
31 സെക്രട്ടറി ജില്ലാപഞ്ചായത്ത് പ്രസിഡന്റുമാരുടെ ചേംബർ
32 പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്) കേരള, തിരുവനന്തപുരം (ഉപരിപത്രം സഹിതം)
33 അക്കൗണ്ടന്റ് ജനറൽ (എ ആന്റ് ഇ) കേരള, തിരുവനന്തപുരം (ഉപരിപത്രം സഹിതം)

പകർപ്പ്:-

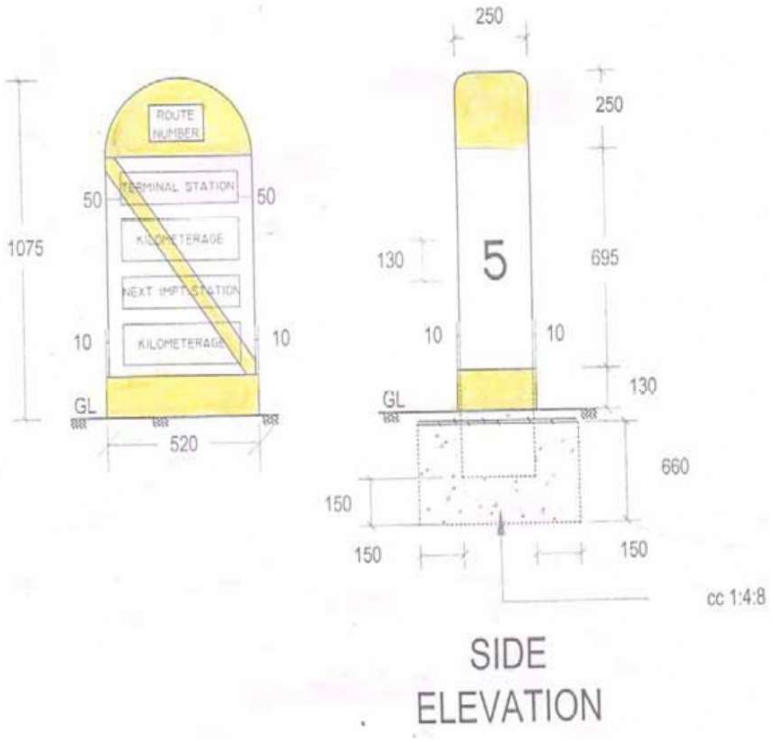
1. തദ്ദേശ സ്വയംഭരണ വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്
2. തദ്ദേശ സ്വയംഭരണ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പി.എ.യ്ക്ക്
3. തദ്ദേശസ്വയംഭരണ ഡി.ബി/ഡി.സി/ഡി.ഡി/എഫ്.എം സെക്ഷനുകൾക്ക്
4. ഓഫീസ് കോപ്പി/കരുതൽ ഫയൽ

TYPE DESIGN FOR ORDINARY KILOMETER STONE



ഗ്രാമപഞ്ചായത്ത്

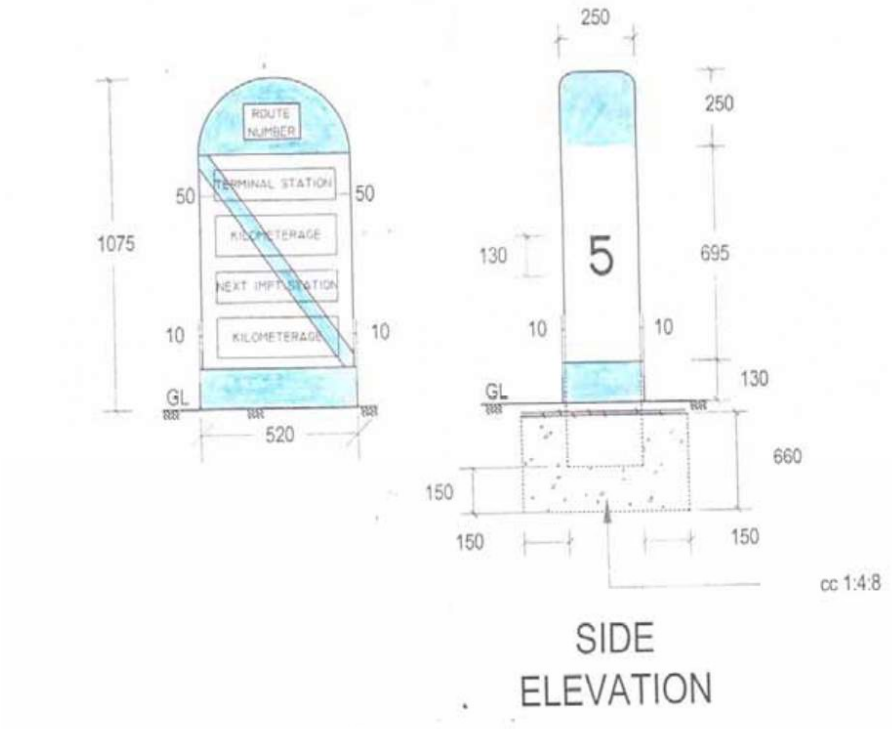
TYPE DESIGN FOR ORDINARY KILOMETER STONE



SIDE ELEVATION

ജില്ലാപഞ്ചായത്ത്

TYPE DESIGN FOR ORDINARY KILOMETER STONE



കോർപ്പറേഷൻ/മുനിസിപ്പാലിറ്റി

Annexe 15.1

Government Order on constituting Working Group for Biodiversity, Climate Change, Environment and Disaster Management

കേരള സർക്കാർ

സംഗ്രഹം

തദ്ദേശസ്വയംഭരണ വകുപ്പ് - തദ്ദേശ ഭരണ സ്ഥാപനങ്ങളുടെ 2019-20 വാർഷിക പദ്ധതി തയ്യാറാക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങൾ ആരംഭിക്കുന്നതിന് നിർദ്ദേശം നൽകി - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശസ്വയംഭരണ (ഡി.എ) വകുപ്പ്

സ.ഉ(സാധാ)നം. **2462/2018/തസ്വഭവ** **തീയതി, തിരുവനന്തപുരം 19.09.2018**

പരാമർശം :- 1. 29.01.2018 ലെ സ.ഉ (എം.എസ്) നം. 11/2018/ ത.സ്വ.ഭ.വ
2. 02.02.2018 ലെ സ.ഉ (എം.എസ്) നം. 17/2018/ ത.സ്വ.ഭ.വ
3. 14.02.2018 ലെ സ.ഉ (എം.എസ്) നം. 22/2018/ ത.സ്വ.ഭ.വ

ഉത്തരവ്

തദ്ദേശ ഭരണ സ്ഥാപനങ്ങളുടെ 2019-20 വർഷത്തേക്കുള്ള പദ്ധതി തയ്യാറാക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങൾ ആരംഭിക്കാൻ സമയമായിരിക്കുകയാണ്. ഈ സാമ്പത്തിക വർഷാവസാനം പാർലമെന്റ് തെരഞ്ഞെടുപ്പ് നടക്കാൻ സാധ്യതയുണ്ട് എന്നതുകൊണ്ട് 2018 ഡിസംബർ മാസം അവസാനത്തോടുകൂടി പദ്ധതി രൂപീകരണം പൂർത്തിയാക്കി ജില്ലാ ആസൂത്രണ സമിതിയുടെ അംഗീകാരം നേടാൻ കഴിയുന്ന രൂപത്തിലുള്ള സമയക്രമത്തെക്കുറിച്ചാണ് സർക്കാർ ആലോചിക്കുന്നത്. പരാമർശത്തിലെ ഉത്തരവുകൾ പ്രകാരം പതിമൂന്നാം പദ്ധതിക്കാലത്തേക്ക് പുറപ്പെടുവിച്ച പദ്ധതി രൂപീകരണ മാർഗ്ഗരേഖയിലോ സബ്സിഡി മാർഗരേഖയിലോ വലിയ മാറ്റങ്ങൾ വരുത്താൻ ഉദ്ദേശിക്കുന്നില്ല എന്ന കാര്യം വ്യക്തമാക്കുന്നു. താഴെത്തട്ടിൽ നിന്നും സൂചിപ്പിച്ച ചില പ്രശ്നങ്ങൾ പരിഹരിക്കുന്നതിനും കൂട്ടിച്ചേർക്കലുകൾ വരുത്തുന്നതിനും മാത്രം ശ്രമിക്കുന്നതാണ്. ഇത്തരത്തിൽ കൂട്ടിച്ചേർക്കലുകൾ വരുത്തിക്കൊണ്ടും പദ്ധതി രൂപീകരണത്തിന്റെ സമയക്രമം നിശ്ചയിച്ചുകൊണ്ടും വൈകാതെ ഉത്തരവ് പുറപ്പെടുവിക്കുന്നതാണ്. എന്നാൽ, അതിനു മുൻപു തന്നെ പുതിയ വാർഷിക പദ്ധതി രൂപീകരിക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങൾക്ക് തുടക്കം കുറിക്കേണ്ടതുണ്ട്. ആയതിനാൽ സർക്കാർ ചുവടെ വിവരിക്കുന്ന മാർഗ്ഗനിർദ്ദേശങ്ങൾ അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

2) തദ്ദേശ ഭരണ സ്ഥാപനങ്ങളിലെ ആസൂത്രണ സമിതികളും വർക്കിംഗ് ഗ്രൂപ്പുകളും പുനസംഘടിപ്പിക്കേണ്ടതുണ്ടെങ്കിൽ അത് സെപ്റ്റംബർ 28-ന് മുൻപ് പൂർത്തിയാക്കേണ്ടതാണ്. സംസ്ഥാനത്ത് ഉണ്ടായ മഹാപ്രളയത്തിന്റെയും ഇടയ്ക്കിടെ ഉണ്ടാകുന്ന പ്രകൃതി ദുരന്തങ്ങളുടെയും പശ്ചാത്തലത്തിൽ 'ജൈവവൈവിദ്ധ്യ മാനേജ്മെന്റ്', കാലാവസ്ഥാ വ്യതിയാനം, പരിസ്ഥിതി സംരക്ഷണം, ദുരന്തനിവാരണം' എന്ന മേഖലയ്ക്ക് എല്ലാ തലത്തിലെയും തദ്ദേശ ഭരണ സ്ഥാപനങ്ങൾ ഒരു പുതിയ വർക്കിംഗ് ഗ്രൂപ്പ് നിർബന്ധമായും രൂപീകരിക്കേണ്ടതാണ്. ഈ വർക്കിംഗ് ഗ്രൂപ്പിന്റെ അദ്ധ്യക്ഷൻ തദ്ദേശ ഭരണ സ്ഥാപനത്തിന്റെ പ്രസിഡന്റും (നഗരസഭകളിൽ ചെയർ പേഴ്സൺ/മേയർ) കൺവീനർ തദ്ദേശ ഭരണ സ്ഥാപനത്തിന്റെ സെക്രട്ടറിയും ആയിരിക്കണം. ഗ്രാമ/ബ്ലോക്ക് പഞ്ചായത്തുകളിൽ വികസന സ്റ്റാന്റിംഗ് കമ്മിറ്റിക്ക് കീഴിലും ജില്ലാ പഞ്ചായത്തുകളിലും മുനിസിപ്പാലിറ്റികളിലും കൊർപ്പറേഷനുകളിൽ നഗരാസൂത്രണ സ്റ്റാന്റിംഗ് കമ്മിറ്റിക്ക് കീഴിലും വേണം വർക്കിംഗ് ഗ്രൂപ്പ് പ്രവർത്തിക്കേണ്ടത്. വർക്കിംഗ് ഗ്രൂപ്പിൽ, ബന്ധപ്പെട്ട മേഖലകളിൽ പരിചയവും പ്രാവീണ്യവുമുള്ള പ്രഗത്ഭരെ ഉൾപ്പെടുത്തേണ്ടതാണ്. തദ്ദേശ ഭരണ സ്ഥാപന പരിധിയിൽ പ്രവർത്തിക്കുന്ന ജൈവവൈവിദ്ധ്യ പരിപാലന കമ്മിറ്റിയിലെയും ദുരന്തനിവാരണ സമിതിയിലെയും അംഗങ്ങളുടെ പ്രാതിനിധ്യം വർക്കിംഗ് ഗ്രൂപ്പിൽ ഉണ്ടാകണം. അതുപോലെ മഹാപ്രളയം അതിജീവിക്കുന്നതിന് സ്വമേധയാ സേവനം നൽകാൻ സന്നദ്ധരായ യുവാക്കൾ അടക്കമുള്ള എല്ലാ വിഭാഗം ജനങ്ങളുടെയും പ്രാതിനിധ്യം വർക്കിംഗ് ഗ്രൂപ്പിൽ ഉണ്ടാകുന്നതിന് ബന്ധപ്പെട്ട തദ്ദേശ ഭരണ സ്ഥാപനങ്ങൾ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

3) പുതിയ വാർഷിക പദ്ധതിയെ (2019-20) പറ്റിയുള്ള ചർച്ചയ്ക്ക് തുടക്കം കുറിയ്ക്കുന്നതിന് എല്ലാ തദ്ദേശഭരണ സ്ഥാപനങ്ങളിലും 2018 ഒക്ടോബർ രണ്ടാം തീയതി ഗാന്ധിജയന്തി ദിനത്തിൽ ജനപ്രതിനിധികൾ, നിർവ്വഹണ ഉദ്യോഗസ്ഥർ, ആസൂത്രണ സമിതി അംഗങ്ങൾ, വർക്കിംഗ് ഗ്രൂപ്പ് അംഗങ്ങൾ എന്നിവരുടെ ഒരു സംയുക്ത യോഗം വിളിച്ചുചേർക്കേണ്ടതാണ്. ഈ യോഗത്തിൽ 2018-19 ലെ

പദ്ധതി നടത്തിപ്പിന്റെ പുരോഗതിയും, പ്രളയംമൂലം ഉണ്ടായ നഷ്ടത്തെക്കുറിച്ചുള്ള വിവരങ്ങളും റിപ്പോർട്ട് ചെയ്യേണ്ടതാണ്. ഒപ്പം, 2018-19 വാർഷിക പദ്ധതിയിൽ സർക്കാർ അനുവദിച്ച പ്രകാരം വരുത്തിയ മാറ്റങ്ങളും റിപ്പോർട്ട് ചെയ്യേണ്ടതാണ്. കൊടിയ വരൾച്ച, മഴക്കെടുതി, ഉരുൾപൊട്ടൽ, പ്രളയം, കടലാക്രമണം തുടങ്ങിയ പ്രകൃതി ദുരന്തങ്ങളുടെ പശ്ചാത്തലത്തിൽ അടുത്ത വാർഷിക പദ്ധതി രൂപീകരിക്കുന്നതിനുള്ള പ്രാഥമിക ചർച്ച നടത്തുകയും വേണം. പദ്ധതി രൂപീകരണത്തിനുള്ള ഗ്രാമ/വാർഡ് സഭകൾ ജനപങ്കാളിത്തത്തോടെ നവംബർ പകുതിക്ക് മുമ്പായി പൂർത്തിയാക്കുന്നതിന് സ്വീകരിക്കേണ്ട കർമ്മപരിപാടി യോഗത്തിൽ ആവിഷ്കരിക്കുന്നതിനും ശ്രദ്ധിക്കേണ്ടതാണ്.

4) കേരളത്തിൽ രണ്ട് ദശാബ്ദമായി നടപ്പിലാക്കിക്കൊണ്ടിരിക്കുന്ന ജനകീയാസൂത്രണം ഇന്ത്യയിലെ എല്ലാ ഗ്രാമപഞ്ചായത്തുകളിലേക്കും 'ഗ്രാമപഞ്ചായത്ത് വികസന പദ്ധതി' (Grama Panchayat Development Plan-GPDP) എന്ന പേരിൽ വ്യാപിപ്പിക്കുന്നതിന് കേന്ദ്ര സർക്കാർ നിർദ്ദേശിച്ചിരിക്കുന്നു എന്നത് കേരളത്തിന് അഭിമാനകരമായ ഒരു കാര്യമാണ്. കേന്ദ്ര സർക്കാർ ജനകീയാസൂത്രണം എല്ലാ സംസ്ഥാനങ്ങളിലേക്കും വ്യാപിപ്പിക്കുന്നതിന്റെ ഭാഗമായി കേരളത്തിലെ പദ്ധതി പ്രവർത്തനങ്ങളിൽ മാറ്റം വരുത്തേണ്ടതില്ല. എന്നാൽ ഇതു സംബന്ധിച്ച വിവരങ്ങൾ നൽകേണ്ടതുണ്ട്. എല്ലാ ഗ്രാമപഞ്ചായത്തുകളിലെയും പദ്ധതി ആസൂത്രണവും നിർവഹണവുമായി ബന്ധപ്പെട്ട കാര്യങ്ങളും സ്ഥിതി വിവരക്കണക്കുകളും കേന്ദ്ര സർക്കാർ നിർദ്ദേശിക്കുന്ന വിവരശേഖരണ സംവിധാനത്തിന് നൽകണം. ഗ്രാമപഞ്ചായത്തുകളുടെ പദ്ധതി രൂപീകരണ-നിർവഹണ പ്രവർത്തനങ്ങളും വികസന പ്രവർത്തനങ്ങളും സംബന്ധിച്ച നാം നൽകുന്ന വിവരങ്ങളെ അടിസ്ഥാനമാക്കി ഗ്രാമപഞ്ചായത്തുകളെ കേന്ദ്ര സർക്കാർ റാങ്ക് ചെയ്യുന്നതാണ്. കേന്ദ്ര സർക്കാർ നിർദ്ദേശിക്കുന്ന മൊബൈൽ ആപ്ലിക്കേഷനിലേക്ക് ഡാറ്റാ അപ് ലോഡ് ചെയ്യുന്നത് സംബന്ധിച്ച നിർദ്ദേശങ്ങൾ വിശദമാക്കിക്കൊണ്ടും ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥരെയും ഭരണ സമിതികളെയും ഇതിന് ചുമതലപ്പെടുത്തിക്കൊണ്ടുമുള്ള ഉത്തരവ് ഉടൻതന്നെ പുറപ്പെടുവിക്കുന്നതാണ്.

5. പദ്ധതി ആസൂത്രണം സംബന്ധിച്ച് കേരളത്തിൽ പുറപ്പെടുവിച്ചിട്ടുള്ള മാർഗരേഖയ്ക്ക് അനുസൃതമായി ഗ്രാമപഞ്ചായത്തുകൾ ഏറ്റെടുക്കുന്ന വികസന പ്രവർത്തനങ്ങൾ തന്നെ കേന്ദ്ര ഗവൺമെന്റിന്റെ 'ഗ്രാമപഞ്ചായത്ത് വികസന പദ്ധതിയുമായി' ബന്ധപ്പെട്ട വിവരശേഖരണ സംവിധാനത്തിലേക്ക് നൽകാവുന്നതാണ്. ഇതിന് സുലേഖ സോഫ്റ്റ് വെയറിൽ നിന്നും കേന്ദ്ര സർക്കാരിന്റെ പ്ലാൻ പ്ലസ് സോഫ്റ്റ് വെയറിലേക്ക് വിവര കൈമാറ്റം സാധ്യമാക്കുന്നതിനുള്ള സംവിധാനം പ്രാവർത്തികമാക്കുന്നതാണ്.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം
റ്റി.കെ.ജോസ്
അഡീഷണൽ ചീഫ് സെക്രട്ടറി

പഞ്ചായത്ത് ഡയറക്ടർ
നഗരകാര്യ ഡയറക്ടർ
ഗ്രാമവികസന കമ്മീഷണർ
മെമ്പർ സെക്രട്ടറി, ആസൂത്രണ സാമ്പത്തികകാര്യ വകുപ്പ്
ഡയറക്ടർ, സംസ്ഥാന ഓഡിറ്റ് വകുപ്പ്, തിരുവനന്തപുരം
എല്ലാ ഗ്രാമപഞ്ചായത്ത് അധ്യക്ഷൻമാർക്കും/സെക്രട്ടറിമാർക്കും (പഞ്ചായത്ത് ഡയറക്ടർ മുഖേന)
എല്ലാ നഗരസഭാ അധ്യക്ഷൻമാർക്കും/സെക്രട്ടറിമാർക്കും (നഗരകാര്യ ഡയറക്ടർ മുഖേന)
എല്ലാ മുനിസിപ്പൽ കോർപ്പറേഷൻ അധ്യക്ഷൻമാർക്കും/സെക്രട്ടറിമാർക്കും (നഗരകാര്യ ഡയറക്ടർ മുഖേന)
എല്ലാ നഗരകാര്യ റീജിയണൽ ജോയിന്റ് ഡയറക്ടർമാർക്കും(നഗരകാര്യ ഡയറക്ടർ മുഖേന)
എല്ലാ ബ്ലോക്ക് പഞ്ചായത്ത് അധ്യക്ഷൻമാർക്കും/സെക്രട്ടറിമാർക്കും (ഗ്രാമവികസന കമ്മീഷണർ മുഖേന)
എല്ലാ ജില്ലാ പഞ്ചായത്ത് അധ്യക്ഷൻമാർക്കും/സെക്രട്ടറിമാർക്കും (പഞ്ചായത്ത് ഡയറക്ടർ മുഖേന)
എല്ലാ ജില്ലാ ആസൂത്രണ സമിതി അധ്യക്ഷൻമാർക്കും (പഞ്ചായത്ത് ഡയറക്ടർ മുഖേന)
എല്ലാ ജില്ലാ കളക്ടർമാർക്കും (പഞ്ചായത്ത് ഡയറക്ടർ മുഖേന)
എല്ലാ ജില്ലാ പ്ലാനിംഗ് ഓഫീസർമാർക്കും(സംസ്ഥാന റിസോഴ്സ് ഗ്രൂപ്പ് മുഖേന)
എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, ശുചിത്വ മിഷൻ, തിരുവനന്തപുരം
എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, കുടുംബശ്രീ, തിരുവനന്തപുരം
ചെയർമാൻ, സംസ്ഥാന റിസോഴ്സ് ഗ്രൂപ്പ്, ആസൂത്രണ ബോർഡ്, തിരുവനന്തപുരം
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്/എ&ഇ) കേരള, തിരുവനന്തപുരം
എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, ഇൻഫർമേഷൻ കേരള മിഷൻ, തിരുവനന്തപുരം

സംസ്ഥാന പെർഫോർമെൻസ് ഓഡിറ്റ് ഓഫീസർ, ഗവ.സെക്രട്ടറിയേറ്റ്
ഡയറക്ടർ, ഐ&പി.ആർ.ഡി/വെബ് & ന്യൂ മീഡിയ (വ്യാപകമായ പ്രസിദ്ധീകരണത്തിന്)
കരുതൽ ഫയൽ/ഓഫീസ് കോപ്പി)

പകർപ്പ് - ബഹു. മുഖ്യമന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്
ബഹു. തദ്ദേശ സ്വയം ഭരണ വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്
ചീഫ് സെക്രട്ടറിയുടെ സ്പെഷ്യൽ സെക്രട്ടറിക്ക്
തദ്ദേശ സ്വയം ഭരണ വകുപ്പ് അഡീഷണൽ ചീഫ് സെക്രട്ടറിയുടെ പി.എസ്സ്
തദ്ദേശ സ്വയം ഭരണ വകുപ്പ് സ്പെഷ്യൽ സെക്രട്ടറിയുടെ സി.എസ്സ്

ഉത്തരവിൻ പ്രകാരം

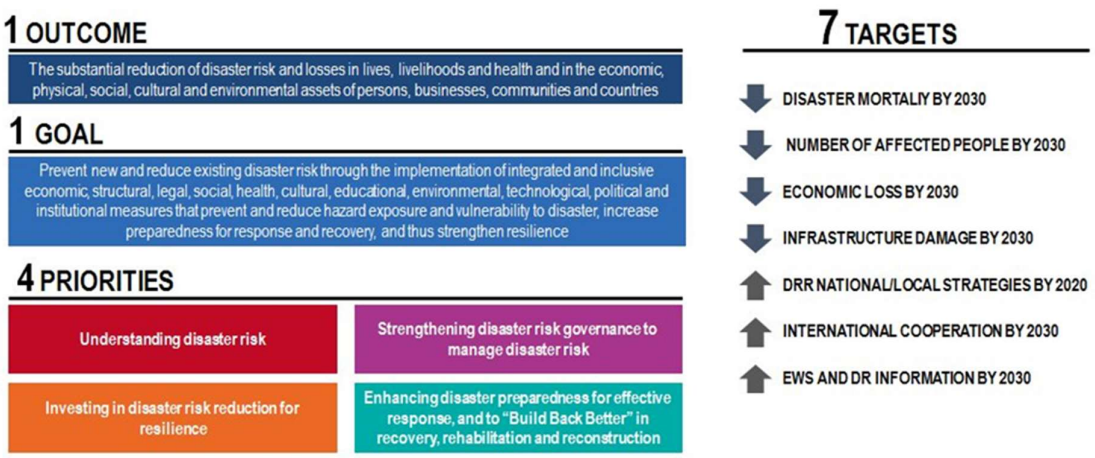
സെക്ഷൻ ഓഫീസർ

Annexe 15.2

IPCC 2021 Report Climate Change 2021: Implications for Kerala

Local planning has to take into consideration the seven targets of SENDAI framework in light of the Sixth Assessment Report (AR6) and should be in line with the State Disaster Management Plan.

SENDAI FRAMEWORK



The IPCC in its 2022 (February) report *Climate Change 2022 - Impacts, Adaptation and Vulnerability - Summary for Policymakers* states "The cumulative scientific evidence is unequivocal: Climate change is a threat to human well-being and planetary health. Any further delay in concerted anticipatory global action on adaptation and mitigation will miss a brief and rapidly closing window of opportunity to secure a liveable and sustainable future for all. (very high confidence)". Many adaptation measures that are currently implemented are quick fixes and therefore reduce long-term benefits. Adaptation needs to be transformational by reducing the root causes of vulnerability. Adaptation also needs to be inclusive, comprehensive and integrated working across sectors and regions at different levels. It is globally well acknowledged that while Climate Change is global, its impacts are local and therefore decentralised local risk governance is the future. Therefore, any future planning needs to account for the global understanding of climate change.

***IPCC 2021 Report Climate Change 2021: The Physical Science Basis* and what is in it for Kerala as a perspective for future is given below:**

Summary from the Report	Implication for Kerala
• A.3. Global mean sea level (GMSL) is rising... • A.9. Coastal communities are exposed to multiple climate-related hazards...	• This implies that Kerala's lowlands and coastal area has to be more concerned of coastal and riverine flooding impacts. Increased wave action may lead to more coastal erosion. • More room for River and More Room for Ocean • Conscious landuse change needs to be brought in • Promote Clustered living – vulnerability linked relocation plan has to be mainstreamed
• A.8. Changes in the ocean have impacted marine ecosystems... • B.5. A decrease in global biomass of marine animal communities, their production, and fisheries catch potential, and a shift in species composition...	• Coastal livelihood patterns to drastically change & this needs to be promoted in a faster pace unlike as in the past and may have to be a time bound action. • Resilience of fishermen community – better fishing gear and efficient boats
• C.1. Impacts of climate-related changes...increasingly challenge current governance efforts... • C.1.4 Financial, technological, institutional and other barriers exist for implementing responses to current and projected negative impacts... • C.3. Coastal communities face challenging choices in crafting context-specific and integrated responses...All types of options, including protection, accommodation, ecosystem-based adaptation, coastal advance and retreat...	• Rolling plan vs rigid plan • One solution and one time solution may not last • Protection vs retreat needs to be considered at a faster pace • Adaptive and evolving administrative and financial mechanisms for targeted risk reduction • Static rate contracts and expenditure based allocation patterns to risk linked allocation
• C.4. Emissions reductions coupled with coordinated sustained and increasingly ambitious adaptation actions...	• In light of the IPCC report and the special reports, the State may have to expedite its effort for evolving methods for risk informed spatial planning • Resilience building shall be a mainstream developmental prerequisite for any and all projects. Key Performance Indicators for Resilience needs to be evolved for local self governments based on terrain and ecological mapping units like Agro-Climatic Zones.

Summary from the Report	Implication for Kerala
	• In general, Kerala addressed some of the key areas in the IPCC Report in the Rebuild Kerala Development Plan. While the plan is in place, Kerala needs to introspect whether resilience and climate change adaptation were considered while implementing infrastructural developments and implementing projects
• SPM.B.1 Human-induced climate change, including more frequent and intense extreme events, has caused widespread adverse impacts and related losses and damages to nature and people, beyond natural climate variability. Some development and adaptation efforts have reduced vulnerability. and climate extremes have led to some irreversible impacts as natural and human systems are pushed beyond their ability to adapt. (high confidence)	• Such a dire situation is yet to be visible in Kerala, probably owing to its tropical ecology and societal resilience. However, there has to be a very detailed investigation into the most sensitive species and ecosystems to capture any early signs of stress. However, heat is a major stress factor in Kerala and impacts of heat related health stress are visible. Therefore the heat action plan of the state needs to be scrupulously implemented. New vector borne diseases and zoonotic diseases are seen emerging in Kerala.
• SPM.B.2 Vulnerability of ecosystems and people to climate change differs substantially among and within regions (very high confidence), driven by patterns of intersecting socio-economic development, unsustainable ocean and land use, inequity, marginalisation, historical and ongoing patterns of inequity such as colonialism, and governance (high confidence). Approximately 3.3 to 3.6 billion people live in contexts that are highly vulnerable to climate change (high confidence). A high proportion of species is vulnerable to climate change (high confidence). Human and ecosystem vulnerability are interdependent (high confidence). Current unsustainable development patterns are increasing exposure of ecosystems and people to climate hazards (high confidence).	• The vulnerable population of Kerala are well notified. However, disaggregated data on the impacts of disasters on this vulnerable section is not very well quantified. Financial constraints continue to confine a large number of people to hazard susceptible areas and this results in unsustainable landuse practices that leads to increased vulnerabilities of such population. Ecosystem sensitivity needs to be monitored closely to ensure that species diversity and presence are not declining significantly in identified monitoring plots.
• SPM.B.3 Global warming, reaching 1.5°C in the near-term, would cause unavoidable increases in multiple climate	• Kerala is a rapidly developing society, particularly from an infrastructure perspective. This also implies that the

Summary from the Report	Implication for Kerala
hazards and present multiple risks to ecosystems and humans (very high confidence). The level of risk will depend on concurrent near-term trends in vulnerability, exposure, level of socioeconomic development and adaptation (high confidence). Near-term actions that limit global warming to close to 1.5°C would substantially reduce projected losses and damages related to climate change in human systems and ecosystems, compared to higher warming levels, but cannot eliminate them all (very high confidence).	exposure level of the society is rapidly increasing. Therefore, risk informed planning becomes an essentiality
• SPM.B.4 Beyond 2040 and depending on the level of global warming, climate change will lead to numerous risks to natural and human systems (high confidence). For 127 identified key risks, assessed mid-and long term impacts are up to multiple times higher than currently observed (high confidence). The magnitude and rate of climate change and associated risks depend strongly on near-term mitigation and adaptation actions, and projected adverse impacts and related losses and damages escalate with every increment of global warming (very high confidence).	• The essentiality of developing a climate change modelling environment with the ability to continuously upgrade the system and downscale the assessments for facilitating local risk assessments and adaptation actions is reiterated by this observation. Routine hazard phenomena modelling environment associated to changing climate scenarios will be required
• SPM.B.5 Climate change impacts and risks are becoming increasingly complex and more difficult to manage. Multiple climate hazards will occur simultaneously, and multiple climatic and non-climatic risks will interact, resulting in compounding overall risk and risks cascading across sectors and regions. Some responses to climate change result in new impacts and risks. (high confidence)	• Complex, Compound and Cascading risks are seen emerging in the event of even minor events. Therefore risk informed planning should be able to inbuild resilience from multi hazards perspectives. Risks emanating from non-climatic causes need to also be accounted for. Avoidance of maladaptation is essential
• SPM.B.6 If global warming transiently exceeds 1.5°C in the coming decades or later (overshoot), then many human and natural systems will face additional severe risks, compared to remaining below 1.5°C (high confidence). Depending on the magnitude and	• This implies that the trajectory in which negative impacts of climate change are ongoing will not cease to exist even if earnest local to global efforts are made for mitigation and adaptation. Therefore, irrespective of the negative impacts that may occur, scientifically

Summary from the Report	Implication for Kerala
duration of overshoot, some impacts will cause release of additional greenhouse gases (medium confidence) and some will be irreversible, even if global warming is reduced (high confidence).	informed sustained long term actions will be required for adaptation
• SPM.C.1 Progress in adaptation planning and implementation has been observed across all sectors and regions, generating multiple benefits (very high confidence). However, adaptation progress is unevenly distributed with observed adaptation gaps (high confidence). Many initiatives prioritize immediate and nearterm climate risk reduction which reduces the opportunity for transformational adaptation (high confidence)	• Technical skills for empowering local adaptation is essential and therefore providing dedicated human resource for resilience building upto to Grama Panchayath level for Risk Informed planning is essential
• SPM.C.2 There are feasible and effective adaptation options which can reduce risks to people and nature. The feasibility of implementing adaptation options in the near-term differs across sectors and regions (very high confidence). The effectiveness of adaptation to reduce climate risk is documented for specific contexts, sectors and regions (high confidence) and will decrease with increasing warming (high confidence). Integrated, multi-sectoral solutions that address social inequities, differentiate responses based on climate risk and cut across systems, increase the feasibility and effectiveness of adaptation in multiple sectors (high confidence).	• Tracking the effectiveness of adaptation strategies adopted and facilitating multi-sectoral, multi-year programmes for adaptation is essential. Mainstreaming such an accounting procedure into development planning is essential
• SPM.C.3 Soft limits to some human adaptation have been reached, but can be overcome by addressing a range of constraints, primarily financial, governance, institutional and policy constraints (high confidence). Hard limits to adaptation have been reached in some ecosystems (high confidence). With increasing global warming, losses and damages will increase and additional human and natural systems will reach adaptation limits (high confidence).	• Climate Change Adaptation and Disaster Risk Reduction projects, even on an experimental basis, should be promoted. Specific financial allocation should be made available for such experimental projects.

Summary from the Report	Implication for Kerala
• SPM.C.4 There is increased evidence of maladaptation across many sectors and regions since the AR5. Maladaptive responses to climate change can create lock-ins of vulnerability, exposure and risks that are difficult and expensive to change and exacerbate existing inequalities. Maladaptation can be avoided by flexible, multi-sectoral, inclusive and long-term planning and implementation of adaptation actions with benefits to many sectors and systems. (high confidence)	• Maladaptation is visible in major sectors in Kerala for eg: constructing check dams without quantifying the runoff or afforesting non-forested areas or creating water recharge and storage areas in steep slopes should be avoided. While carbon neutral approaches are widely promoted in Kerala, it still remains as pilot projects. Experimentation of hard measures for mitigating the effects of coastal erosion along various parts of the State is an example of such experimentation. However, care must be take to ensure that such hard solutions do not create lock in situations for future
• SPM.C.5 Enabling conditions are key for implementing, accelerating and sustaining adaptation in human systems and ecosystems. These include political commitment and follow-through, institutional frameworks, policies and instruments with clear goals and priorities, enhanced knowledge on impacts and solutions, mobilisation of and access to adequate financial resources, monitoring and evaluation, and inclusive governance processes. (high confidence)	• The political and financial commitment of Kerala for ensuring climate change adaptation and risk reduction is evident from the Rebuild Kerala Initiative. However, efficiency and effectiveness needs to be monitored and quantified in the long term. Kerala also mainstreamed disaster risk reduction into development planning through local government disaster management plans. Changes in governance systems that facilitate more empowerment of Local Governments is the key essentiality. Attempt to manage risks and respond to disasters in a centralised manner should be given away
• SPM.D.1 Evidence of observed impacts, projected risks, levels and trends in vulnerability, and adaptation limits, demonstrate that worldwide climate resilient development action is more urgent than previously assessed in AR5. Comprehensive, effective, and innovative responses can harness synergies and reduce tradeoffs between adaptation and mitigation to advance sustainable development. (very high confidence)	• The State should have a 10 year road map to achieve selected key performance targets in becoming a green and climate change resilient one.
• SPM.D.2 Climate resilient development is enabled when governments, civil society and the private sector make inclusive	• Inclusive Disaster Risk Reduction is already a norm in Kerala and is well experimented. Essential involvement of

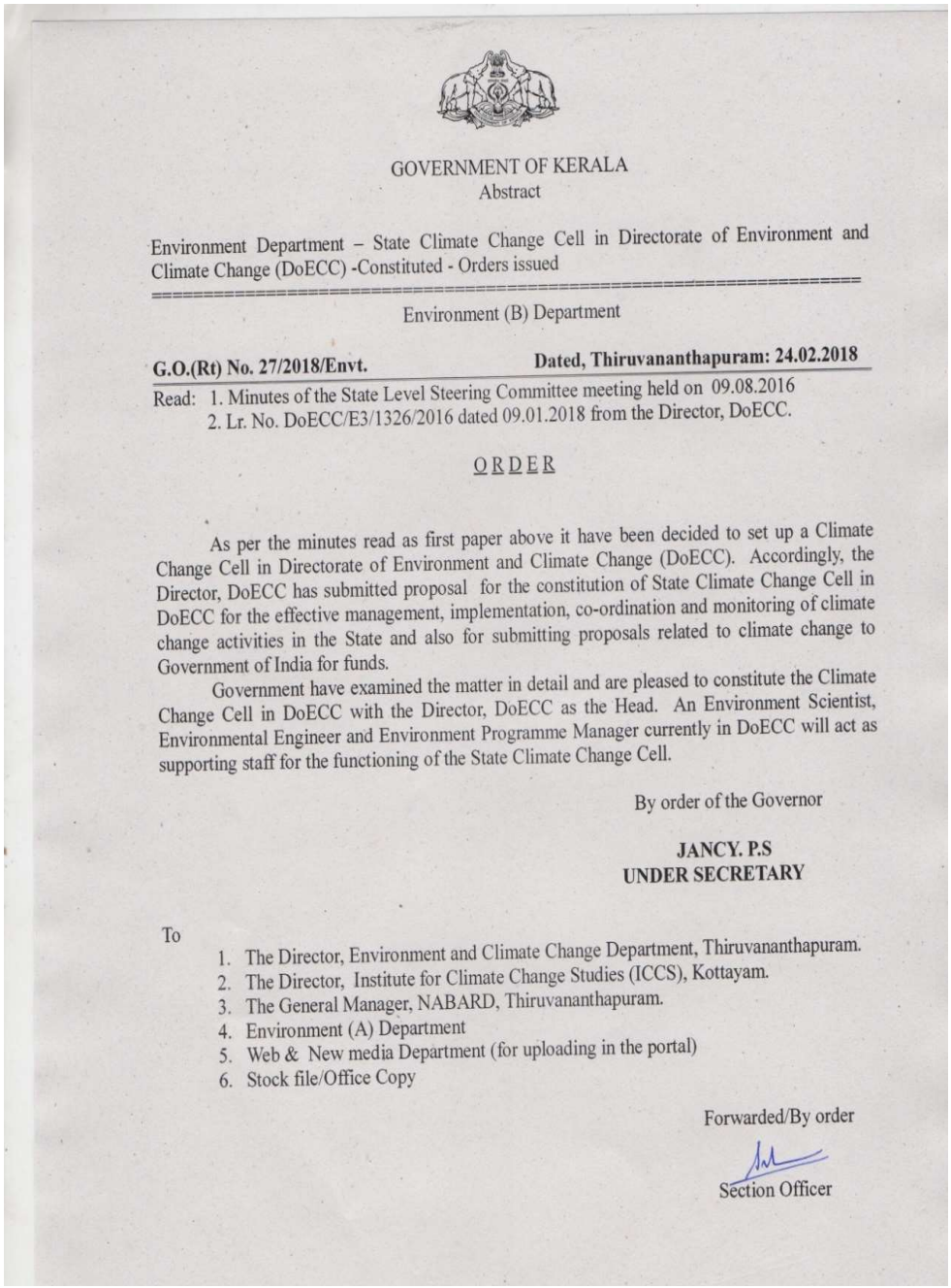
Summary from the Report	Implication for Kerala
development choices that prioritise risk reduction, equity and justice, and when decision-making processes, finance and actions are integrated across governance levels, sectors and timeframes (very high confidence). Climate resilient development is facilitated by international cooperation and by governments at all levels working with communities, civil society, educational bodies, scientific and other institutions, media, investors and businesses; and by developing partnerships with traditionally marginalised groups, including women, youth, Indigenous Peoples, local communities and ethnic minorities (high confidence). These partnerships are most effective when supported by enabling political leadership, institutions, resources, including finance, as well as climate services, information and decision support tools (high confidence).	the private sector and marginalisation should be championed and fostered.
• SPM.D.3 Interactions between changing urban form, exposure and vulnerability can create climate change induced risks and losses for cities and settlements. However, the global trend of urbanisation also offers a critical opportunity in the near-term, to advance climate resilient development (high confidence). Integrated, inclusive planning and investment in everyday decision-making about urban infrastructure, including social, ecological and grey/physical infrastructures, can significantly increase the adaptive capacity of urban and rural settlements. Equitable outcomes contribute to multiple benefits for health and well-being and ecosystem services, including for Indigenous Peoples, marginalised and vulnerable communities (high confidence). Climate resilient development in urban areas also supports adaptive capacity in more rural places through maintaining peri-urban	• Decentralisation of risk governance and disaster response should be the immediate future requirement in Kerala

Summary from the Report	Implication for Kerala
supply chains of goods and services and financial flows (medium confidence). Coastal cities and settlements play an especially important role in advancing climate resilient development (high confidence).	
• SPM.D.4 Safeguarding biodiversity and ecosystems is fundamental to climate resilient development, in light of the threats climate change poses to them and their roles in adaptation and mitigation (very high confidence). Recent analyses, drawing on a range of lines of evidence, suggest that maintaining the resilience of biodiversity and ecosystem services at a global scale depends on effective and equitable conservation of approximately 30% to 50% of Earth's land, freshwater and ocean areas, including currently near-natural ecosystems (high confidence).	• Invest in preserving the presently 'stable' ecosystems as against investing in protecting the already eroding/eroded ecosystems
• SPM.D.5 It is unequivocal that climate change has already disrupted human and natural systems. Past and current development trends (past emissions, development and climate change) have not advanced global climate resilient development (very high confidence). Societal choices and actions implemented in the next decade determine the extent to which medium and long-term pathways will deliver higher or lower climate resilient development (high confidence). Importantly, climate resilient development prospects are increasingly limited if current greenhouse gas emissions do not rapidly decline, especially if 1.5°C global warming is exceeded in the near term (high confidence). These prospects are constrained by past development, emissions and climate change, and enabled by inclusive governance, adequate and appropriate human and technological resources, information, capacities and finance (high confidence).	• Mainstreaming Risk Informed Planning is an immediate agenda to be implemented within the next 5 years

Source: KSDMA

Annexe 15.3

Government Order on Constitution of Climate Change Cell in Directorate of Environment and Climate Change



GOVERNMENT OF KERALA
Abstract

Environment Department – State Climate Change Cell in Directorate of Environment and Climate Change (DoECC) -Constituted - Orders issued

Environment (B) Department

G.O.(Rt) No. 27/2018/Envt. **Dated, Thiruvananthapuram: 24.02.2018**

Read: 1. Minutes of the State Level Steering Committee meeting held on 09.08.2016
2. Lr. No. DoECC/E3/1326/2016 dated 09.01.2018 from the Director, DoECC.

ORDER

As per the minutes read as first paper above it have been decided to set up a Climate Change Cell in Directorate of Environment and Climate Change (DoECC). Accordingly, the Director, DoECC has submitted proposal for the constitution of State Climate Change Cell in DoECC for the effective management, implementation, co-ordination and monitoring of climate change activities in the State and also for submitting proposals related to climate change to Government of India for funds.

Government have examined the matter in detail and are pleased to constitute the Climate Change Cell in DoECC with the Director, DoECC as the Head. An Environment Scientist, Environmental Engineer and Environment Programme Manager currently in DoECC will act as supporting staff for the functioning of the State Climate Change Cell.

By order of the Governor

JANCY. P.S
UNDER SECRETARY

To

1. The Director, Environment and Climate Change Department, Thiruvananthapuram.
2. The Director, Institute for Climate Change Studies (ICCS), Kottayam.
3. The General Manager, NABARD, Thiruvananthapuram.
4. Environment (A) Department
5. Web & New media Department (for uploading in the portal)
6. Stock file/Office Copy

Forwarded/By order

Section Officer

Annexe 15.4

Government Order on the Guideline on Integrated Watershed Management Programme



കേരള സർക്കാർ
തദ്ദേശ സ്വയംഭരണ വകുപ്പ്

സംയോജിത നീർത്തട പരിപാലന പരിപാടി
(INTEGRATED WATERSHED MANAGEMENT PROGRAMME)

പ്രവർത്തന മാർഗ്ഗ നിർദ്ദേശങ്ങൾ

സ.ഉ.(കൈ)നം. 105/2011 ത.സ്വ.ഭ.വ തീയതി 14.06.2011

കേരള സർക്കാർ

സംഗ്രഹം

തദ്ദേശസ്വയംഭരണ വകുപ്പ് - സംയോജിത നീർത്തട പരിപാലന പരിപാടി പ്രവർത്തന മാർഗ്ഗ നിർദ്ദേശങ്ങൾ അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശസ്വയംഭരണ (ഡി.ഡി) വകുപ്പ്

സ.ഉ. (കൈ) നം. 105/2011/തസ്വഭവ തിരുവനന്തപുരം, തീയതി 14.06.2011

പരാമർശം: - ഗ്രാമവികസന കമ്മീഷണറുടെ 10.05.11 ലെ 29875/ആർ. & ഐ.5/10 /സി.ആർ.ഡി നമ്പർ കത്ത്.

ഉത്തരവ്

കേന്ദ്രാവിഷ്കൃത പരിപാടിയായ സംയോജിത നീർത്തട പരിപാലന പരിപാടി മുൻ പദ്ധതികൾക്കു സംഭവിച്ച ന്യൂനതകൾ പരിഹരിച്ചുകൊണ്ട് പരിപൂർണ്ണ ജനപങ്കാളിത്തം ഉറപ്പാക്കി പഞ്ചായത്തിരാജ് സംവിധാനത്തിലൂടെയാണ് നടപ്പിലാക്കുന്നത്. പദ്ധതി ആസൂത്രണത്തിനും നിർവ്വഹണത്തിനും മോണിറ്ററിങ്ങിനും പ്രത്യേകമായ ഭരണസംവിധാനവും സാങ്കേതിക സംവിധാനവും അനുവദിക്കപ്പെട്ടിട്ടുണ്ട് ഈ സാഹചര്യത്തിൽ ടി പദ്ധതി കാര്യക്ഷമമാക്കുന്നതിന് ആവശ്യമായ പ്രവർത്തന മാർഗ്ഗ നിർദ്ദേശങ്ങൾ പരാമർശത്തിലെ കത്ത് പ്രകാരം ഗ്രാമവികസന കമ്മീഷണർ സമർപ്പിക്കുകയുണ്ടായി.

സർക്കാർ ഇക്കാര്യം പരിശോധിച്ച് സംയോജിത നീർത്തട പരിപാലന പരിപാടിയുടെ സുഗമമായ നടത്തിപ്പിനായി തയാറാക്കിയിട്ടുള്ള ഇതോടൊപ്പം ചേർത്തിരിക്കുന്ന പ്രവർത്തന മാർഗ്ഗ നിർദ്ദേശങ്ങൾ അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം

എസ്.എം. വിജയാനന്ദ്,
അഡീഷണൽ ചീഫ് സെക്രട്ടറി

1. ഗ്രാമവികസന കമ്മീഷണർ, തിരുവനന്തപുരം.
2. പഞ്ചായത്ത് ഡയറക്ടർ, തിരുവനന്തപുരം.
3. എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, കുടുംബശ്രീ, തിരുവനന്തപുരം.
4. മിഷൻ ഡയറക്ടർ, ദേശീയ ഗ്രാമീണ തൊഴിലുറപ്പുപദ്ധതി തിരുവനന്തപുരം.
5. പ്രസിഡന്റ്/സെക്രട്ടറി, എല്ലാ ജില്ലാ പഞ്ചായത്തുകൾക്കും.
6. പ്രസിഡന്റ്/സെക്രട്ടറി, എല്ലാ ഗ്രാമ പഞ്ചായത്തുകൾക്കും (പഞ്ചായത്ത് ഡയറക്ടർ മുഖേന)
7. പ്രസിഡന്റ്/സെക്രട്ടറി, എല്ലാ ബ്ലോക്ക് പഞ്ചായത്തുകൾക്കും (ഗ്രാമവികസന കമ്മീഷണർ മുഖേന)
8. എല്ലാ മെമ്പർമാർക്കും (എസ്.എൽ.എൻ.എ.), (ഗ്രാമവികസന കമ്മീഷണർ മുഖേന)
9. കരുതൽ ഫയൽ, ഓഫീസ് കോപ്പി.

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

ഉള്ളടക്കം

I.	ആമുഖം	1
II.	സംഘടനാ സംവിധാനങ്ങൾ	10
III.	ജനപങ്കാളിത്തത്തിനുള്ള സംവിധാനങ്ങൾ	25
IV.	പ്രോജക്ട് മാനേജ്മെന്റ്	35
V.	ആസൂത്രണം	37
VI.	Entry point Activities.	49
VII.	പ്രവൃത്തികളുടെ നിർവ്വഹണം	50
VIII.	മോണിറ്ററിംഗും വിലയിരുത്തലും	61
IX.	ഡോക്യുമെന്റേഷൻ	64
X.	സോഷ്യൽ ആഡിറ്റ്	65
XI.	തുടർപ്രവർത്തനം	66
XII.	അനുബന്ധം 1, 2, 3	67

സംയോജിത നീർത്തട പരിപാലന പരിപാടി (IWMP)

മാർഗ്ഗനിർദ്ദേശങ്ങൾ

I. ആമുഖം

നമ്മുടെ അടിസ്ഥാന പ്രകൃതി വിഭവങ്ങളായ മണ്ണ്, ജലം, ജൈവസമ്പത്ത് എന്നിവയുടെ അശാസ്ത്രീയമായ ഉപഭോഗവും ചൂഷണവും ഗുരുതരമായ വരൾച്ച, വെള്ളപ്പൊക്കം ഉൾപ്പെടെയുള്ള നിരവധി പാരിസ്ഥിതിക പ്രശ്നങ്ങൾക്ക് കാരണമാകുന്നുണ്ട്. സ്ഥായിയായ വികസനത്തിനും, കാർഷികോൽപാദന വർദ്ധനവിനും പരിസ്ഥിതി സംരക്ഷണത്തിനും നീർത്തടാടിസ്ഥാനത്തിലുള്ള പ്രവർത്തനങ്ങൾ ആവശ്യമാണ്. ഇതിനായി വിവിധ പദ്ധതികൾ നമ്മുടെ സംസ്ഥാനത്ത് നടപ്പിലാക്കിയിട്ടുണ്ട്. എന്നിരുന്നാലും ഉദ്ദേശിച്ച തരത്തിലുള്ള ലക്ഷ്യപ്രാപ്തിയിലേയ്ക്ക് എത്താൻ സാധിച്ചിട്ടില്ല.

കേരളത്തിൽ നടപ്പാക്കിയ നീർത്തട വികസന പരിപാടിക്ക് സംഭവിച്ച ഏറ്റവും വലിയ അപചയം, അതിനെ ഒരു പരിസ്ഥിതി പുനസ്ഥാപനത്തിനുള്ള സമ്പൂർണ്ണ സംയോജിത പദ്ധതിയായി കാണുന്നതിന് പകരം ഒറ്റപ്പെട്ട നിർമ്മാണ പ്രവർത്തനങ്ങൾ നടത്തുന്നതിനുള്ള പദ്ധതിയായി കണ്ടു എന്നതാണ്. ഉദാഹരണത്തിന് തെങ്ങിൻതടം എടുക്കൽ, കല്ല് കയ്യാലകെട്ടൽ, തോടിന്റെ വശങ്ങൾ സംരക്ഷിക്കൽ, ബയോഗ്യാസ് ടാങ്ക് നിർമ്മാണം മഴവെള്ള ടാങ്ക് നിർമ്മാണം, തൈകൾ വിതരണം ഒക്കെയാണ് നീർത്തട പരിപാടിയെന്ന് ഒരു തെറ്റായ ധാരണ പരന്നിട്ടുണ്ട്. ഇതുതന്നെയാണ് കേരളത്തിലെ നീർത്തട വികസന പരിപാടികളുടെ പ്രധാന പരിമിതിയെന്ന് പറയാം. അതുകൊണ്ട് തന്നെ ഒരു സമ്പൂർണ്ണവും സംയോജിതവുമായ കാഴ്ചപ്പാട് സാധാരണ ജനങ്ങളിലും ജനകീയ സമിതികളിലും ഭരണ ഉദ്യോഗസ്ഥ സംവിധാനത്തിലും ഉണ്ടാക്കിക്കൊണ്ടുവരിക എന്നതും, അതിന്റെ വ്യക്തമായ പ്രതിഫലനം പദ്ധതിയുടെ ആസൂത്രണത്തിലും നടത്തിപ്പിലും ഉണ്ടാവുക എന്നതും ആവശ്യമാണ്.

പ്രകൃതിവിഭവങ്ങളായ മണ്ണ്, ജലം, സസ്യസമ്പത്ത് എന്നിവയുടെ സംരക്ഷണവും ശക്തിപ്പെടുത്തലുമാണല്ലോ നീർത്തട പരിപാടിയുടെ ലക്ഷ്യം. ഇതിൽ ഏതെങ്കിലും ഒന്നിനെ മാത്രം സംരക്ഷിച്ചത് കൊണ്ട് ഉദ്ദേശിച്ചഫലം ലഭ്യമാകില്ല. ശാശ്വതമായ ഏത് സംരക്ഷണ പരിപാടിയും ഈ മൂന്ന് വിഭവങ്ങളുടേയും പരസ്പര ബന്ധം മനസ്സിലാക്കിക്കൊണ്ടായിരിക്കണം. മരങ്ങളുടെ വേരുകളും പൊഴിയുന്ന ഇലകളും, കായ്കളും, പൂക്കളുമാണ് മണ്ണിനെ മണ്ണാക്കുന്നത്. മരങ്ങൾ നൽകുന്ന തണലും മണ്ണിന്റെ ഈർപ്പവും കൂടിച്ചേർന്നിട്ടാണ് അനവധി സൂക്ഷ്മജീവികൾക്ക് മണ്ണിൽ താമസിക്കാനുള്ള അവസ്ഥയുണ്ടാക്കിയെടുക്കുന്നത്. സസ്യങ്ങൾക്ക് വളരാൻ മണ്ണിലെ ജലവും അന്തരീക്ഷത്തിലെ ഈർപ്പവും സൂക്ഷ്മജീവികളും കൂടിയേ തീരൂ.

1. ഏത് ഇടപെടലും പ്രദേശത്തെ സസ്യസമ്പത്തിനെ പരിപോഷിപ്പിക്കുന്നതും എന്നാൽ ഒരു തരത്തിലുള്ള കുറവുകളും ഉണ്ടാക്കാത്തതും ആകണം. ഇത് അളവിലും, എണ്ണത്തിലും, വൈവിദ്ധ്യത്തിലും ഉണ്ടായിരിക്കണം. ഒരു സാധാരണ കൃഷിയിടമോ, പൊതുഭൂമിയോ എടുത്തുകഴിഞ്ഞാൽ നീർത്തട ഇടപെടലിനു ശേഷം അവിടെത്തെ സസ്യസമ്പത്ത് എണ്ണ

ത്തിലും വൈവിധ്യത്തിലും വർദ്ധിക്കുന്നു. അതോടൊപ്പം, കൂടുതൽ ബയോമാസ് ഉത്പാദിപ്പിക്കുന്ന അവസ്ഥയും ഉണ്ടാവണം. ഒരു മരം പോലും പദ്ധതിനിർവ്വഹണത്തിനു വേണ്ടി മുറിച്ചുമാറ്റപ്പെടുന്ന അവസ്ഥയുണ്ടാവരുത്.

2. നിലവിലുള്ള ജലത്തിന്റെ ഉപയോഗം കുറയ്ക്കുന്നതിനോടൊപ്പം കൂടുതൽ ജലം മണ്ണിലേക്കിറങ്ങാനുള്ള പ്രവർത്തനങ്ങളും ആവിഷ്ക്കരിക്കണം. ഇങ്ങനെ ജലസമ്പത്ത് പരിപോഷിപ്പിച്ചതിനു ശേഷം മാത്രമേ അധികജലം ഉപയോഗിച്ചുള്ള കൂടുതൽ കൃഷിയിലേയ്ക്കോ മറ്റ് പ്രവർത്തനങ്ങളിലേക്കോ മാറുവാൻ കഴിയുകയുള്ളു. മുറ്റം മുഴുവൻ സിമന്റിട്ട് ഒരു തുള്ളി വെള്ളം താഴേക്കിറങ്ങാത്ത അവസ്ഥയുണ്ടാക്കി, തൊടിയിലേയും പറമ്പിലേയും വെള്ളം മണ്ണിൽ താഴാൻ അനുവദിക്കാതെ, ഓടകളിലേക്കും തോടുകളിലേക്കും തുറന്നുവിടുന്നവർ ഈ പദ്ധതിയുടെ ആനുകൂല്യം അർഹിക്കുന്നില്ല

3. ഒരുപിടി മണ്ണ് ഉണ്ടാക്കിയെടുക്കാനുള്ള സാങ്കേതികവിദ്യ ഇന്നും നമുക്ക് ആർജ്ജിക്കാനായിട്ടില്ല. അതുകൊണ്ട് തന്നെ മണ്ണിനെ മലിനപ്പെടുത്തുവാനും നശിപ്പിക്കുവാനും ഉള്ള അവകാശവും ഇല്ല. കടുത്ത സൂര്യപ്രകാശം, കാറ്റ്, മഴ എന്നിവയിൽ നിന്നും മണ്ണിന് വേണ്ടത്ര ആവരണങ്ങൾ കൊടുത്ത മണ്ണിരയേയും മറ്റ് സൂക്ഷ്മജീവികളേയും സംരക്ഷിക്കണം. മണ്ണിനെ മലിനപ്പെടുത്തുന്ന വസ്തുക്കൾ ആയ പ്ലാസ്റ്റിക് ഉൽപ്പന്നങ്ങൾ, രാസവസ്തുക്കൾ, മണ്ണിൽ അലിഞ്ഞുചേരാത്ത വസ്തുക്കൾ, എലി, ഈച്ച മുതലായവയെ വളർത്തുന്ന മാലിന്യങ്ങൾ എന്നിവ മണ്ണിലേക്ക് വരാതെയുള്ള സംരക്ഷണ പ്രവർത്തനങ്ങളും നടത്തണം.

4. പരിമിത വിഭവങ്ങളുടെ ഉപയോഗം കുറയ്ക്കണം. - മണൽ, കരിങ്കല്ല്, സ്റ്റീൽ, സിമന്റ്, മറ്റ് ലോഹങ്ങൾ, മരം, പെട്രോളിയം ഉൽപ്പന്നങ്ങൾ, വൈദ്യുതി എന്നിവയെല്ലാം തന്നെ ഇന്ന് പരിമിതമായ വിഭവങ്ങളാണ്. എക്കാലത്തേക്കും ഇപ്പോഴത്തെ രീതിയിൽ ഉപയോഗിക്കാൻ വേണ്ടിയുള്ള വിഭവങ്ങൾ ഇന്ന് ആഗോളാടിസ്ഥാനത്തിലോ പ്രാദേശികാടിസ്ഥാനത്തിലോ ലഭ്യമല്ല. മാത്രവുമല്ല ഇവയുടെ ഖനനവും ഉത്പാദനവും ഇനി തിരിച്ചുപോകാനാവാത്ത അവസ്ഥയിലേക്ക് പ്രകൃതിയെ മാറ്റിക്കൊണ്ടിരിക്കുകയാണ്. ഇത്തരം വിഭവങ്ങൾ ഉപയോഗിച്ച്കൊണ്ടുള്ള പദ്ധതികൾ കഴിയുന്നത്ര കുറയ്ക്കണം

ചുരുക്കത്തിൽ നീർത്തടാധിഷ്ടിത പ്രവർത്തനങ്ങൾ ശാസ്ത്രിയമായി ആസൂത്രണം ചെയ്ത് നടപ്പാക്കുന്നതിലൂടെ കുറഞ്ഞകാലഘട്ടത്തിനുളളിൽ വർഷങ്ങൾക്ക്മുൻപ് ഉണ്ടായിരുന്ന അവസ്ഥയിലേക്ക് ജൈവവൈവിധ്യവും ബയോമാസിന്റെ ഉൽപ്ദാനവും പുനസ്ഥാപിക്കാൻ കഴിയണം.

കേരളത്തിലെ നീർത്തടവികസന പ്രവർത്തനങ്ങൾ

1962-63 കാലഘട്ടത്തിൽ രൂപം കൊടുത്ത റിവർ വാലിപ്രോജക്ടുകളുടെ ഭാഗമായി കേരളത്തിൽ കുന്ത പ്രോജക്ട്, കബനി പ്രോജക്ട് എന്നീ റിവർ വാലി പ്രോജക്ടുകൾ നീർത്തടാധിഷ്ഠിത കാഴ്ചപ്പാടിൽ ആരംഭിച്ചു. 1974-മുതൽ മുതൽ നടപ്പിലാക്കിവരുന്ന പശ്ചിമഘട്ട വികസന പരിപാടിയിൽ നീർത്തടാധിഷ്ഠിത വികസന സമീപനം സ്വീകരിച്ചുവരുന്നുണ്ട്. 1991-92 മുതൽ നടപ്പിലാക്കിവരുന്ന ദേശീയ നീർത്തട വികസന പദ്ധതി (NWDPRA) യും, 1991-92 മുതൽ ആരംഭിച്ച IWDP യും, തുടർന്ന് 2003 മുതൽ നടപ്പിലാക്കി വരുന്ന ഹരിയാലി പദ്ധതിയും നീർത്തടാധിഷ്ഠിതമായി നടപ്പിലാക്കിവരുന്ന മറ്റ് പ്രധാന പദ്ധതികളാണ്. ഒമ്പതാം പഞ്ചവത്സര

പദ്ധതി മുതൽ പഞ്ചായത്തിരാജ് സംവിധാനത്തിലൂടെ ജനപങ്കാളിത്തം ഉറപ്പാക്കിക്കൊണ്ടുള്ള നീർത്തടാധിഷ്ഠിത ആസൂത്രണത്തിനും നിർവ്വഹണത്തിനും ഊന്നൽ നൽകി. പത്താം പഞ്ചവത്സര പദ്ധതിയായപ്പോഴേയ്ക്കും ഉൽപാദനമേഖലയിലെ വികസന പദ്ധതികൾ പരിപൂർണ്ണമായും നീർത്തടാധിഷ്ഠിതമായിരിക്കണമെന്ന നയപരമായ തീരുമാനം കൈക്കൊള്ളുകയും ചെയ്തു.

മഹാത്മാഗാന്ധി ദേശീയ ഗ്രാമീണ തൊഴിലുറപ്പു പദ്ധതിയുടെ പ്രവർത്തനങ്ങൾ ഊർജ്ജിതമായതോടെ കഴിഞ്ഞ രണ്ടുവർഷക്കാലമായി നിർത്തടാധിഷ്ഠിത സമീപനത്തിനും വികസനത്തിനും പ്രത്യേകം പ്രാധാന്യം കൈവന്നിട്ടുണ്ട്. സംസ്ഥാനത്തെ ഭൂരിപക്ഷം ഗ്രാമപഞ്ചായത്തുകളും നീർത്തട വികസന മാസ്റ്റർ പ്ലാനുകൾ ജനപങ്കാളിത്തത്തോടെ തയ്യാറാക്കി അംഗീകാരം വാങ്ങുകയും പദ്ധതി പ്രവർത്തനങ്ങൾ, സംയോജന സാദ്ധ്യതകൾ പ്രയോജനപ്പെടുത്തി കൂടുതൽ ഫലപ്രദമായി നടപ്പിലാക്കി വരുകയും ചെയ്യുന്നു.

നീർത്തടാധിഷ്ഠിത വികസനത്തിന്റെ കേരളത്തിലെ പ്രസക്തി

കേരളത്തിന്റെ സവിശേഷമായ ഭൂപ്രകൃതി : മൊത്തം ഭൂപ്രദേശത്തിന്റെ 48% മലമ്പ്രദേശവും, 42% ഇടനാടും 10% തീരപ്രദേശവും ചേരുന്ന സഹ്യപർവ്വത ചരിവുപ്രദേശമായിട്ടാണ് കേരളം സ്ഥിതിചെയ്യുന്നത്. മലനാടും ഇടനാടും ചേർന്ന 90% പ്രദേശവും ഉയർന്ന ചരിവുള്ളതും രൂക്ഷമായ മണ്ണൊലിപ്പു പ്രശ്നം നേരിടുന്നതുമായ ഭാഗമാണ്.

അശാസ്ത്രീയ കാർഷികരീതികൾ : ജനസാന്ദ്രതയിൽ ഉണ്ടായ വർധനവും മലനാടുകളിലേയ്ക്കുള്ള കുടിയേറ്റവും കേരളത്തിന്റെ കാർഷിക മേഖലയിൽ വലിയ മാറ്റങ്ങൾക്ക് തുടക്കം കുറിക്കുകയും, കൂടുതൽ പ്രദേശങ്ങൾ തോട്ടവിളകൾക്കായി രൂപാന്തരപ്പെടുത്തുകയും ചെയ്തു. അനുയോജ്യമല്ലാത്ത ഭൂവിനിയോഗവും, ഇടനാടുകളിലേയും മലനാടുകളിലേയും കൃഷിരീതിയിൽ സംഭവിച്ച മാറ്റങ്ങളും,വനനശീകരണത്തിനും പ്രകൃതി വിഭവങ്ങളുടെ ശോഷണത്തിനും വഴിയൊരുക്കി.

കാലാവസ്ഥ : 3000 മി. മീറ്റർ ശരാശരി മഴ ലഭിക്കുന്ന സംസ്ഥാനത്ത് മൊത്തം മഴയുടെ 60% ഉം ഇടവപ്പാതി സമയത്തും 30% തുലാവർഷ സമയത്തുമായി പെയ്തൊഴിയുന്നു. ചുരുങ്ങിയ കാലയളവിനുള്ളിലുള്ള ശക്തിയായ മഴ, കേരളത്തിന്റെ പ്രത്യേക ഭൂപ്രകൃതിയിൽ വളരെ വേഗം ഒഴുകി നഷ്ടപ്പെടുന്നു. ജലസംഭരണവും മഴക്കൊയ്ത്തും വേണ്ടത്ര രീതിയിൽ നടക്കാത്തതു കാരണം, മഴക്കാലം കഴിയുന്നതോടെ മിക്കയിടങ്ങളിലും രൂക്ഷമായ കുടിവെള്ള പ്രശ്നം നേരിടേണ്ടിവരുന്നു. ആളോഹരി പ്രതിദിന ജലലഭ്യത നോക്കുമ്പോൾ കേരളം മഴ കുറവു ലഭിക്കുന്ന രാജസ്ഥാൻ, ഗുജറാത്ത് എന്നി സംസ്ഥാനങ്ങളെക്കാളും പിന്നിലാണ്. CWRDM ന്റെ കണക്കുകൾ സൂചിപ്പിക്കുന്നത്. ഉപരിതലജലം, മഴ, ഭൂഗർഭ ജലം എന്നിവയുടെ ആകെ പ്രതിശീർഷ ലഭ്യത ഭാരതത്തിൽ പ്രതിദിനം 19492 ലിറ്റർ ആയിരിക്കുമ്പോൾ കേരളത്തിൽ അത് 14932 മാത്രമാണ്. രാജസ്ഥാനിൽ 49597-ും ഗുജറാത്തിൽ 16301-ും ആണ്. കേരളം ജലവിഭവത്തിന്റെ വിനിമയത്തിനും സംരക്ഷണത്തിനും ശരിയായ ശ്രദ്ധ നൽകേണ്ടതിന്റെ ആവശ്യകത ഇതിൽ നിന്നും വ്യക്തമാണല്ലോ.

നദികളുടെ പ്രത്യേകത : പശ്ചിമഘട്ട മലനിരകളിൽ നിന്നും ഉത്ഭവിക്കുന്നവയാണ് കേരളത്തിലെ എല്ലാ നദികളും. പശ്ചിമഘട്ടത്തിലെ ഉത്ഭവ സ്ഥാനങ്ങളിൽ നിന്നും സമുദ്രത്തിലേയ്ക്കുള്ള ദൂരം കുറവായതിനാലും, മലനിരകൾക്ക് സമുദ്രനിരപ്പിൽ നിന്നുള്ള ഉയരം വളരെ കൂടുതലായതിനാലും, എല്ലാ നദികളുടെയും ഹെീലു വളരെ വലുതാണ്.ഇത് ശക്തിയായ ഒഴുക്കിനും, അതിവേഗത്തിലുള്ള ജലനിർഗമനത്തിനും ഇടവരുത്തുന്നു.

അശാസ്ത്രീയമായ ഇടപെടൽ: മണ്ണെടുപ്പ്, മലയിടിയ്ക്കൽ, പാടങ്ങളും തണ്ണീർ തടങ്ങളും ചതുപ്പുകളും നികത്തൽ തുടങ്ങിയ അശാസ്ത്രീയമായ ഇടപെടലുകളും, പ്രകൃതിയിലേൽപ്പിക്കുന്ന ആഘാതങ്ങളും, അടിയന്തിര ശാസ്ത്രീയ മാർഗ്ഗങ്ങൾ അവലംബിക്കാൻ നിർബന്ധിക്കുന്നു. നെൽപാടങ്ങൾ നികത്തി നാണ്യവിളകൾക്കു വേണ്ടി മാറ്റം വരുത്തുന്നതും, വ്യാവസായിക, ഗാർഹിക ആവാസ ആവശ്യങ്ങൾക്കായി രൂപാന്തരപ്പെടുത്തുന്നതും വിവിധ കാരണങ്ങളാൽ തരിശിടുന്നതും സങ്കീർണ്ണമായ പ്രശ്നങ്ങളിലേയ്ക്ക് നയിച്ചുകൊണ്ടിരിക്കുന്നു

നെൽക്കൃഷിയിൽ സംഭവിച്ച ഇടിവും റബറിൽ വന്ന വർദ്ധനവും: 1960-61-ൽ 753009 ഹെക്ടർ സ്ഥലത്ത് നെൽക്കൃഷിയുണ്ടായിരുന്നത് 2005-06-ൽ അത് 275742 ഹെക്ടർ ആയി ചുരുങ്ങി. നെൽക്കൃഷിയിൽ 63% കുറവാണ്, ഈ കാലയളവിൽ സംഭവിച്ചത്. എന്നാൽ റബറിന്റെ കാര്യത്തിൽ നേരെ തിരിച്ചാണ് സംഭവിച്ചത്. 1961-62-ൽ 133133 ഹെക്ടർ ആയിരുന്നത് 2005-06-ൽ 4,94,450 ഹെക്ടർ ആയി വർദ്ധിച്ചു.

മണ്ണൊലിപ്പ് :- കേരളത്തിൽ 9.52 ലക്ഷം ഹെക്ടർ സ്ഥലത്ത് സാമാന്യം രൂക്ഷമായതോ, അല്ലെങ്കിൽ അതിരൂക്ഷമായതോ (moderate erosion and severe erosion) ആയ മണ്ണൊലിപ്പ് പ്രശ്നം നേരിട്ടു കൊണ്ടിരിക്കുന്നു. ഉരുൾപൊട്ടൽ, നദീതീരങ്ങളിലുണ്ടാകുന്ന മണ്ണിടിച്ചിൽ തുടങ്ങിയ പ്രശ്നങ്ങളും 2 ലക്ഷം ഹെക്ടർ സ്ഥലത്ത് നേരിടുന്നതായാണ് കണക്കുകൾ സൂചിപ്പിക്കുന്നത്.

വനസമ്പത്തിന്റെ ശോഷണം : കേരളത്തിലെ വന പ്രദേശത്തിന്റെ വിസ്തൃതി മൊത്തം കേരളത്തിന്റെ ഭൂവിസ്തൃതിയുടെ 27.83% മാണ്. വനഭൂമിയിൽ നല്ലൊരു ശതമാനം degraded ഫോറസ്റ്റ് ആയിട്ടാണ് തരം തിരിയക്കപ്പെട്ടിട്ടുള്ളത്. .

വരൾച്ചയും വെള്ളപ്പൊക്കവും: ശരാശരി 3000 മില്ലിമീറ്റർ മഴ ലഭിക്കുന്ന സംസ്ഥാനമാണെങ്കിലും വേനൽകാലത്ത് പുഴകളും തോടുകളും വറ്റിപോകുന്നതും, ഭൂഗർഭ ജലനിരപ്പ് വളരെ താഴ്ന്നുപോകുന്നതും പല പ്രദേശങ്ങളും വരൾച്ചയുടെ പിടിയിലമർന്നു പോകുന്നതും മിക്കവാറും എല്ലാക്കൊല്ലവും സംഭവിക്കുന്നുണ്ട്. അത്പോലെ തന്നെ മഴക്കാലത്ത് ശരിയായ ജലസംരക്ഷണ പ്രവർത്തനത്തനങ്ങളുടെയും, നീർവാഴ്ച്ച സൗകര്യത്തിന്റെയും അഭാവത്തിലും അശാസ്ത്രീയ ഭൂവിനിയോഗത്തിന്റെയും ഫലമായി ഏകദേശം 2.5% ഭൂപ്രദേശത്ത് വെള്ളപ്പൊക്കത്തിന്റെ ദുരിതങ്ങൾ അനുഭവിക്കേണ്ടിവരുന്നു. ഇത് മുഖാന്തിരം ജനസംഖ്യയിൽ 16% ആളുകൾക്ക് ദുരിതം നേരിടുന്നുണ്ട്.

ഭൂഗർഭജലത്തിന്റെ അവസ്ഥ

ഭൂഗർഭജലം ക്രമാതീതമായി ചൂഷണം ചെയ്യപ്പെട്ടതിന്റെ അടിസ്ഥാനത്തിൽ ഓവർ എക്സ്പ്ലോയിറ്റഡ് ബ്ളോക്കുകളായി പ്രഖ്യാപിക്കപ്പെട്ട 5 ബ്ളോക്കുകളും (30 ഗ്രാമപഞ്ചായത്തുകൾ) ക്രിറ്റിക്കൽ വിഭാഗത്തിൽ 15 ബ്ളോക്കുകളും (15 ഗ്രാമപഞ്ചായത്തുകൾ) സെമി ക്രിട്ടിക്കൽ വിഭാഗത്തിൽ 30 ബ്ളോക്കുകളും (196 ഗ്രാമപഞ്ചായത്തുകൾ) പ്രത്യേക ശ്രദ്ധ അർഹിക്കുന്ന പ്രദേശങ്ങളാണ്. ഇതിനുപുറമേ സംസ്ഥാനത്തിന്റെ പല ഭാഗങ്ങളിലും ഇരുമ്പ്, നൈട്രേറ്റ് എന്നിവയുടെ ആധിക്യം ഭൂഗർഭ ജലത്തിൽ കണ്ടുവരുന്നുണ്ട്. പാലക്കാട് ജില്ലയിലെ ചില പ്രദേശങ്ങളിൽ ഫ്ളൂറൈഡിന്റെ ആധിക്യവും കണ്ടുവരുന്നു

മുൻപദ്ധതികളുടെ അനുഭവം

- നീർത്തടാധിഷ്ടിത കാഴ്ച്ചപ്പാടും അതിനനുസരിച്ചുള്ള പദ്ധതി രൂപീകരണവും നിർവ്വഹണവും വേണ്ട രീതിയിൽ ഉൾക്കൊണ്ടിരുന്നില്ല.

- പദ്ധതികൾ കുറെ ചെറിയ ചെറിയ പ്രവൃത്തികൾ അങ്ങിങ്ങായി നിർവ്വഹിക്കുന്ന തരത്തിലുള്ളതും, സമഗ്ര കാഴ്ചപ്പാടില്ലാത്തതും, മണ്ണ് ജലം ജൈവ സമ്പത്ത് എന്നീ പ്രകൃതി വിഭവങ്ങളുടെ ജൈവ ബന്ധം ഉറപ്പാക്കുന്നതലത്തിലുള്ളതുമായിരുന്നില്ല. ഉദാഹരണത്തിന് ചില പ്രദേശങ്ങളിൽ നീർത്തട പദ്ധതി പ്രകാരം ഏറ്റെടുത്ത പ്രധാന പ്രവർത്തനങ്ങൾ ജീവനോപാധികൾ നൽകുന്നതിലോ നടീൽ വസ്തുക്കൾ നൽകുന്നതിലോ മഴവെള്ള സംഭരണികൾ നിർമ്മിക്കുന്നതിലോ ഒക്കെ മാത്രമായി ചുരുങ്ങിപ്പോയി. ചിലയിടങ്ങളിൽ കുറെയേറെ തടയണകൾ നീർച്ചാലുകൾക്കു കുറുകെ ഭാരിച്ച ചെലവിൽ നിർമ്മിച്ച് പദ്ധതി പണം ചെലവു ചെയ്തു എന്നല്ലാതെ ശാസ്ത്രീയമായി ആസൂത്രണം ചെയ്യപ്പെട്ടതും പദ്ധതി ലക്ഷ്യം കൈവരിക്കുവാൻ ഉതകുന്നതുമായിരുന്നില്ല. നീർത്തടത്തിന്റെ ഉയരം കൂടിയ ഭാഗങ്ങളിൽ നിന്നും താഴോട്ട് എന്ന റിഡ്ജ് റ്റു വാലി സമീപനം മണ്ണ് ജല സംരക്ഷണ പ്രവൃത്തികൾ ഏറ്റെടുത്തപ്പോൾ കൃത്യമായി പാലിക്കപ്പെട്ടില്ല.

- ജനപങ്കാളിത്തം ഉറപ്പാക്കുന്നതിൽ പരാജയപ്പെട്ടിരുന്നു. ഏറെക്കുറെ ഡിപ്പാർട്ട്മെന്റ് പദ്ധതികളായിത്തന്നെ നടപ്പിലാക്കിവന്നു.

- ആസൂത്രണ പ്രക്രിയ ശക്തമായിരുന്നില്ല

- പദ്ധതി നിർവ്വഹണത്തിനുള്ള പ്രത്യേക സംവിധാനം നിലവിലില്ലായിരുന്നു

- അടിസ്ഥാനവിവരശേഖരണം പലപ്പോഴും ശാസ്ത്രീയമായി നിർവ്വഹിക്കപ്പെടാതിരിക്കുകയും പദ്ധതിയുടെ മോണിറ്ററിംഗിനും വിലയിരുത്തലിനും വേണ്ടതായ പദ്ധതി പൂർവ്വ വിവരങ്ങൾ ലഭ്യമായിരുന്നുമില്ല.

സംയോജിത നീർത്തട പരിപാലന പരിപാടി

(Integrated Watershed Management Programme – IWMP)

കേന്ദ്രാവിഷ്കൃത പദ്ധതിയായ സംയോജിത നീർത്തട പരിപാലന പരിപാടി, മുൻ പദ്ധതികൾക്കു സംഭവിച്ച ന്യൂനതകൾ പരിഹരിച്ചുകൊണ്ട് പരിപൂർണ്ണ ജനപങ്കാളിത്തം ഉറപ്പാക്കി പഞ്ചായത്തിരാജ് സംവിധാനത്തിലൂടെയാണ് നടപ്പിലാക്കുന്നത്. പദ്ധതി ആസൂത്രണത്തിനും, നിർവ്വഹണത്തിനും മോണിട്ടറിങ്ങിനും, പ്രത്യേകമായ ഭരണസംവിധാനവും സാങ്കേതിക സംവിധാനവും അനുവദിയ്ക്കപ്പെട്ടിട്ടുണ്ട്.

ലക്ഷ്യങ്ങൾ

- മണ്ണും ജലവും ജൈവസമ്പത്തും തമ്മിൽ ഉണ്ടാകേണ്ട സ്വാഭവിക ജൈവബന്ധം നിലനിർത്തുന്നതിനാവശ്യമായ പ്രവർത്തനങ്ങൾ ക്രമാനുഗതമായും ശാസ്ത്രീയമായും നടപ്പാക്കുകയും മണ്ണിലെ ജലസന്തുലിതാവസ്ഥ നിലനിർത്തുകയും ചെയ്യുക.
- മഴവെള്ളം പരമാവധി സംഭരിക്കാനും മണ്ണിലേക്ക് ഇറക്കാനും ആവശ്യമായ പ്രവർത്തനങ്ങൾ നടപ്പിലാക്കി ജലലഭ്യത ഉറപ്പാക്കുകയും ഭൂഗർഭജലവിതാനം ക്രമാനുഗതമായി ഉയർത്തികൊണ്ട് വരുകയും ചെയ്യുക.
- ജൈവസമ്പത്തിന് സംഭവിച്ച്കൊണ്ടിരിക്കുന്ന ശോഷണം തടയുകയും പരമാവധി സംരക്ഷണ പ്രവർത്തനങ്ങൾ നടപ്പാക്കി പരിസ്ഥിതി പുന:സ്ഥാപനം ഉറപ്പാക്കുകയും ചെയ്യുക.
- മണ്ണ് ജല സംരക്ഷണ പ്രവർത്തനങ്ങൾ ശാസ്ത്രിയമായി നടപ്പാക്കി കാർഷിക വിളകളുടെ ഉൽപ്പാദനം, ഉൽപ്പാദനക്ഷമത എന്നിവ വർദ്ധിപ്പിക്കുന്നതിന് അനുകൂലമായ അന്തരീക്ഷം സംജാതമാക്കുക
- രൂക്ഷമായികൊണ്ടിരിക്കുന്ന മണ്ണൊലിപ്പ് തടയുക. മണ്ണിന്റെ ഫലഭൂയിഷ്ടതയും ജലസംഭരണ ശേഷിയും വർദ്ധിപ്പിക്കുക, ഉൽപ്പാദനവും ഉൽപ്പാദനക്ഷമതയും ഉയർത്തുക.
- മണ്ണ് ജലസംരക്ഷണ പ്രവർത്തനങ്ങളിലൂടെ പ്രകൃതി വിഭവങ്ങളെ ആശ്രിയിച്ച് കഴിയുന്ന ജനവിഭാഗങ്ങൾക്ക് കൂടുതൽ തൊഴിലവസരങ്ങളും ജീവനോപാധികളും ലഭ്യമാക്കുക.
- പ്രദേശിക സാമ്പത്തിക വികസനത്തിന്റെ അടിസ്ഥാനമായ പ്രകൃതി വിഭവ അടിത്തറ ശക്തമാക്കുകയും തൊഴിലവസരങ്ങൾ വർദ്ധിപ്പിക്കുകയും ചെയ്യുക.
- വരൾച്ച വെള്ളപ്പൊക്കം തുടങ്ങിയ പ്രകൃതി ദുരന്തങ്ങളുടെ കാഠിന്യവും രൂക്ഷതയും കുറയ്ക്കുക
- തരിശായി കിടക്കുന്ന ഭൂമി കൃഷിക്ക് ഉപയുക്തമാവുംവിധം മാറ്റിയെടുക്കുക
- നാശോന്മുഖമായിക്കൊണ്ടിരിക്കുന്ന ജലസ്രോതസുകൾ പുന:രുജ്ജീവിപ്പിക്കുകയും സംരക്ഷിക്കുകയും ചെയ്യുക
- കൃഷി യോഗ്യമായ മുഴുവൻ തരിശുഭൂമികളിലും അനുയോജ്യമായ കാർഷിക പ്രവർത്തനങ്ങൾ ഏറ്റെടുക്കുന്നതിലൂടെ തരിശുരഹിത ഗ്രാമപഞ്ചായത്തുകൾ സൃഷ്ടിക്കുക.

തന്ത്രങ്ങൾ

നീർത്തട അയൽക്കൂട്ടങ്ങൾ, കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങൾ, വാട്ടർഷെഡ് കമ്മിറ്റികൾ എന്നിവയുടെ ഒരു സ്ഥിരം ഫെഡറേറ്റഡ് സംവിധാനത്തിന് രൂപം നൽകുകയും, പദ്ധതി ആസൂത്രണവും നിർവ്വഹണവും അത്തരം സംവിധാനത്തിലൂടെ നടത്തുകയും ചെയ്യുക.

നീർത്തടാധിഷ്ഠിത വികസന തന്ത്രങ്ങളിൽ വൈദഗ്ദ്ധ്യം ആർജ്ജിച്ച ഒരു സാങ്കേതിക വിദഗ്ദ്ധ ഗ്രൂപ്പിനെ ഓരോരോ പ്രദേശത്തും പരിശീലിപ്പിച്ചു കൊണ്ടുവരുകയും, പദ്ധതി പ്രവർത്തനങ്ങൾ പൂർത്തീകരിച്ച് മുന്നോട്ടുകൊണ്ടുപോകാൻ അവരെ പ്രാപ്തരാക്കുകയും ചെയ്യുക.

പ്രകൃതി വിഭവ പരിപാലന പ്രവർത്തനങ്ങൾക്കും, ഉൽപാദനമേഖലയിലെ പ്രവർത്തനങ്ങൾക്കും ലേബർ ടീമുകൾക്ക് നീർത്തട/ഗ്രാമപഞ്ചായത്തു വാർഡ് അടിസ്ഥാനത്തിൽ രൂപം നൽകുക. സാങ്കേതിക വൈദഗ്ദ്ധ്യം ആവശ്യമുള്ള പ്രവൃത്തികൾ ചെയ്യുന്നതിന് വിദഗ്ദ്ധ പരിശീലനം നൽകി സ്കിൽഡ് ലേബർ ബാങ്കുകൾക്കു രൂപം നൽകുക.

മഹാത്മാഗാന്ധി ദേശീയ ഗ്രാമീണ തൊഴിലുറപ്പു പദ്ധതി മുഖാന്തിരം ഏറ്റെടുക്കാൻ കഴിയുന്ന അവിദഗ്ദ്ധ കായിക പ്രവൃത്തികൾ, ആ പദ്ധതിയിലൂടെ നിർവ്വഹിക്കുകയും, മഹാത്മാഗാന്ധി ഗ്രാമീണ തൊഴിലുറപ്പു പദ്ധതിയിൽ ഏറ്റെടുക്കാൻ കഴിയാത്ത പ്രവൃത്തികൾ IWMP യിലൂടെ ഏറ്റെടുക്കുകയും ചെയ്യുന്ന സംയോജിത പദ്ധതി ആവിഷ്കരിച്ചു നടപ്പിലാക്കുക.

ഉൽപാദനമേഖലയിലെ പദ്ധതികൾ കൃഷിവകുപ്പിന്റേയും കാർഷിക മേഖലയിലെയും മറ്റു പദ്ധതികളുടെയും സംയോജനത്തിലൂടെയും, ദാരിദ്ര്യനിർമ്മാർജ്ജന / വരുമാനദായക സംരംഭ പ്രവൃത്തികൾ NRLM ന്റെ പദ്ധതി സംയോജനത്തിലൂടെയും നടപ്പിലാക്കുകയും, പ്രാദേശിക തലത്തിലുള്ള ഭക്ഷ്യ സുരക്ഷാ ഉറപ്പാക്കുകയും, കാർഷികോൽപാദനവും ഉൽപ്പാദനക്ഷമതയും ഉയർത്തുകയും ചെയ്യുക.

നീർത്തടാധിഷ്ഠിത വികസനവുമായി ബന്ധപ്പെട്ട് ഉണ്ടാകുന്ന നടീൽ വസ്തുക്കളുടെ ഉൽപാദനം, ഗ്രാമപഞ്ചായത്തുതലത്തിൽ സാമൂഹ്യാധിഷ്ഠിത സംഘടനകളുടെ നേതൃത്വത്തിൽ ഉറപ്പാക്കുക.

പദ്ധതി പൂർത്തീകരണത്തിനു ശേഷവും വികസനപ്രക്രിയ മുന്നോട്ടുകൊണ്ടുപോകുന്നതിനും, സൃഷ്ടിച്ച ആസ്തികളുടെ സംരക്ഷണത്തിനും, സാമൂഹ്യാധിഷ്ഠിത സംഘടനാ സംവിധാനത്തിന്റെ ജനാധിപത്യപരമായ തുടർ പ്രവർത്തനത്തിനും സാദ്ധ്യമായ തരത്തിൽ താഴെത്തട്ടിലുള്ള സാമൂഹ്യാധിഷ്ഠിത സംഘടനാസംവിധാനത്തെ ശക്തിപ്പെടുത്തുക.

നീർത്തട അയൽക്കൂട്ടങ്ങളേയും നീർത്തട കമ്മിറ്റികളേയും പ്രകൃതി വിഭവ സംരക്ഷണത്തിനുള്ള സമൂഹ സ്ഥാപനമായി വളർത്തിയെടുക്കുക.

ലേബർ ടീമുകൾക്കും, സ്കിൽഡ് ലേബർബാങ്കുകൾക്കും രൂപം നൽകുകയും ആവശ്യമായ പരിശീലനങ്ങൾ നൽകി ശാക്തീകരിക്കുകയും ചെയ്യുക.

സവിശേഷതകളും മുൻപദ്ധതികളുമായുള്ള വ്യത്യാസങ്ങളും

- സൂക്ഷ്മ നീർത്തടങ്ങൾ ഒരു യൂണിറ്റായി എടുക്കുന്നതിന് പകരം ഇത്തരം സൂക്ഷ്മ നീർത്തടങ്ങൾ ഉൾപ്പെടുത്തി 5000 മുതൽ 6000 ഹെക്ടർ വരെയുള്ള നീർത്തടക്കൂട്ടങ്ങൾ ഒന്നായി

കണ്ടെത്തി (Cluster of watershed) അവയെ സമഗ്രമായി പരിപാലിക്കുന്ന സമീപന രീതിയാണ് IWMP യിൽ അവലംബിക്കുന്നത്.

- ബ്ളോക്ക് പഞ്ചായത്തിന്റെ നേതൃത്വത്തിലും ഗ്രാമപഞ്ചായത്തുകളുടെ പങ്കാളിത്തത്തിലുമാണ് സംസ്ഥാനത്ത് പദ്ധതി നിർവ്വഹണം നടത്തുന്നത്.
- മലമ്പ്രദേശ ജില്ലകളിൽ ഹെക്ടറൊന്നിന് 15000 രൂപയും, മറ്റ് ജില്ലകളിൽ 12000 രൂപയും ഒരു ഹെക്ടറിന് പ്രോജക്റ്റ് കോസ്റ്റായി നിശ്ചയിക്കപ്പെട്ടിരിക്കുന്നു.
- IWMP യുടെ പ്രവർത്തനങ്ങൾ പൂർത്തീകരിക്കേണ്ട സമയപരിധി 3-4 വർഷം വരെയാണ്. മൂന്ന് ഘട്ടങ്ങളായി ആയിരിക്കും പദ്ധതി നടപ്പാക്കുക. പ്രാരംഭ ഘട്ടം, നിർവ്വഹണ ഘട്ടം, തുടർ പ്രവർത്തന ഘട്ടം എന്നിവയാണ് ഈ മൂന്ന് ഘട്ടങ്ങൾ.
- മോണിട്ടറിംഗിന് വിപുലമായ ക്രമീകരങ്ങൾ ഉറപ്പാക്കികൊണ്ട് പദ്ധതിചെലവിന്റെ 1% തുക ഇതിനായി പ്രത്യേകം വകയിരുത്തിയിരിക്കുന്നു.
- പ്രോജക്ട് പ്രദേശം തെരഞ്ഞെടുക്കുന്നത് വ്യക്തമായ മാനദണ്ഡങ്ങളുടേയും വെയിറ്റേജിന്റെയും (weightage) അടിസ്ഥാനത്തിൽ തയ്യാറാക്കിയ സ്റ്റേറ്റ് പെഴ്സ്പെക്ടീവ് ആന്റ് സ്ട്രാറ്റജിക് പ്ലാൻ അനുസരിച്ചാണ്.
- GIS, Remote sensing തുടങ്ങിയ ആധുനിക ശാസ്ത്ര സാങ്കേതിക വിദ്യകളുടെ സാധ്യതകൾ പ്രയോജനപ്പെടുത്തി നീർത്തടങ്ങളിൽ നടപ്പാക്കേണ്ട പ്രവർത്തികൾ തീരുമാനിക്കുന്നു.
- ദാരിദ്ര്യ ലഘൂകരണത്തിനാവശ്യമായ പ്രവർത്തനങ്ങൾ സംയോജന സാധ്യതകൾ പ്രയോജന പ്പെടുത്തി ഏറ്റെടുക്കുന്നു.
- സാമൂഹ്യാധിഷ്ഠിത സമിതികൾക്ക് രൂപം നൽകുകയും അവ ശക്തിപ്പെടുത്തുകയും ചെയ്തുകൊണ്ട് സ്ഥിരം സംവിധാനമായി നില നിർത്തുന്നു.
- പദ്ധതി പൂർത്തിയായ ശേഷവും സാമൂഹ്യാധിഷ്ഠിത സംഘടനകളുടേയും പ്രാദേശിക സ്ഥാപനങ്ങളുടേയും മേൽനോട്ടത്തിൽ പദ്ധതികളുടെ പ്രയോജനങ്ങളും ആസ്തികളും സംരക്ഷിക്കപ്പെടുകയും ചെയ്യുന്നു.

സമീപനം

1. നീർത്തടാധിഷ്ടിത വികസന പദ്ധതിയുടെ ആസൂത്രണം, നിർവ്വഹണം, മോണിറ്ററിംഗ്, ആസ്തിസംരക്ഷണം തുടങ്ങിയ ഘടകങ്ങളിൽ, സ്വാഭാവികവും, പ്രാദേശികവുമായ ജൈവ ബന്ധം.
2. പരിസ്ഥിതി സൗഹൃദവും, സുസ്ഥിരവുമായ വികസനത്തിലൂടെ പ്രകൃതിവിഭവങ്ങളുടെ ശാസ്ത്രീയ വിനിയോഗവും അതുവഴി വർദ്ധിച്ച തൊഴിലവസരങ്ങളും വരുമാനവും.
3. പരിപൂർണ്ണ ജനപങ്കാളിത്വം
4. പാരമ്പര്യ അറിവുകളും, അനുഭവ സമ്പത്തും പരമാവധി പ്രയോജനപ്പെടുത്തുകയും ഒപ്പം ആധുനിക ശാസ്ത്ര സാങ്കേതിക വിദ്യകളുടെ സംയോജനവും

5. ചെലവ് കുറഞ്ഞതും, എൻജിനിയറിംഗ് വൈദഗ്ദ്ധ്യം കുറഞ്ഞതുമായ ജൈവമാർഗ്ഗങ്ങൾ ഉപയോഗിച്ചുള്ള പ്രകൃതിവിഭവ പരിപാലന മുറകൾ

6. വിവിധ പദ്ധതികളുടെ സംയോജന സാദ്ധ്യതകൾ പരമാവധി പ്രയോജനപ്പെടുത്തികൊണ്ടുള്ള സമഗ്ര വികസന കാഴ്ച്ചപാട്

7. ഗ്രാമപഞ്ചായത്തിൽ സാമൂഹിക സംഘടനകളും വ്യക്തികളും തമ്മിലുള്ള പരസ്പര ബന്ധം

8. സമൂഹത്തിൽ അധിഷ്ടിതമായ വികസനം- ഭൂരഹിതർക്കും പാവപ്പെട്ടവർക്കും കർഷകർക്കും കർഷക തൊഴിലാളികൾക്കും തുടങ്ങി സമൂഹത്തിലെ എല്ലാവർക്കും പദ്ധതിയുടെ പ്രയോജനം.

9. സമ്പൂർണ്ണമായ സുതാര്യത

10. പദ്ധതിയുടെ എല്ലാ ഘട്ടത്തിലും ജനപങ്കാളിത്വം

11. പഞ്ചായത്തിരാജ് സ്ഥാപനങ്ങൾക്ക് പദ്ധതി പ്രദേശങ്ങൾക്കുള്ളിൽ നേതൃസ്ഥാനം

12. പ്രാദേശിക സാമ്പത്തിക വികസനവും ഭക്ഷ്യസ്വയം പര്യാപ്തതയും

13. നീർത്തടാധിഷ്ടിത സമഗ്ര വികസന കാഴ്ച്ചപാടിൽ നിന്നും വ്യതിചലിക്കാതെ പ്രാദേശിക ആവശ്യങ്ങൾ കണ്ടറിഞ്ഞുള്ള പദ്ധതി നിർവ്വഹണ ക്രമം

14. പദ്ധതി പ്രയോജനങ്ങളും ഫലങ്ങളും കൃത്യമായി പ്രതിഫലിപ്പിക്കുന്ന പ്രവർത്തന ചട്ടക്കൂട്.

II. സംഘടനാ സംവിധാനങ്ങൾ

സംസ്ഥാനത്ത് IWMP യുടെ നിർവ്വഹണത്തിനുള്ള നോഡൽ ഡിപ്പാർട്ട്മെന്റ് തദ്ദേശ സ്വയംഭരണ വകുപ്പായിരിക്കും. സംസ്ഥാനത്തെ IWMP പ്രോജക്ടുകളുടെ അംഗീകാരം നൽകുന്നതിനും ഓരോ പ്രോജക്ടിന്റെയും ആസൂത്രണം, നിർവ്വഹണം, മോണിറ്ററിംഗ്, വിലയിരുത്തൽ, തുടങ്ങിയവ സമയബന്ധിതമായി നടപ്പാക്കുന്നതിനും ജില്ലാ, ബ്ലോക്ക്, ഗ്രാമപഞ്ചായത്ത്തല പ്രവർത്തനങ്ങൾക്ക് ആവശ്യമായ മാർഗ്ഗനിർദ്ദേശങ്ങൾ നൽകുന്നതിനും വേണ്ടി ഒരു സംസ്ഥാന തല നോഡൽ ഏജൻസി ഉണ്ടായിരിക്കും. ഇത് കൂടാതെ ഗ്രാമവികസന കമ്മീഷണറേറ്റിൽ IWMP പ്രവർത്തനങ്ങളുടെ സുഗമമായ നിർവ്വഹണത്തിന് വേണ്ട ഭരണപരവും സാങ്കേതികവും ആയ സഹായം നൽകുന്നതിനും സമയബന്ധിതമായി പ്രവർത്തനപുരോഗതി വിലയിരുത്തുന്നതിനുമായി ഒരു IWMP സാങ്കേതിക സഹായ യൂണിറ്റും ഉണ്ടായിരിക്കുന്നതാണ്.

സംസ്ഥാനതല നോഡൽ ഏജൻസി (SLNA)

അഗ്രികൾച്ചറൽ പ്രൊഡക്ഷൻ കമ്മീഷണർ ചെയർമാനായും തദ്ദേശ സ്വയംഭരണ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറി കോ ചെയർമാനായും, ഗ്രാമവികസന കമ്മീഷണർ ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസറായും സംസ്ഥാനത്ത് SLNA രൂപീകരിച്ചിട്ടുണ്ട്. SLNA യുടെ ഘടന ചുവടെ ചേർക്കുന്നു.

1.	അഗ്രിക്കൾച്ചറൽ പ്രൊഡക്ഷൻ കമ്മീഷണർ	-	ചെയർമാൻ
2.	പ്രിൻസിപ്പൽ സെക്രട്ടറി എൽ.എസ്.ജി.ഡി.	-	കോ-ചെയർമാൻ
3.	ഗ്രാമവികസന കമ്മീഷണർ	-	സി.ഇ.ഒ& കൺവീനർ
4.	സെക്രട്ടറി അഗ്രികൾച്ചർ ഡിപ്പാർട്ട്മെന്റ്	-	മെമ്പർ
5.	സെക്രട്ടറി എൽ.എസ്.ജി.ഡി.	-	മെമ്പർ
6.	ഡെപ്യൂട്ടി ജനറൽ മാനേജർ നബാർഡ്	-	മെമ്പർ
7.	സെക്രട്ടറി, പ്ലാനിംഗ് ആന്റ് എക്കണോമിക് അഫയേഴ്സ് ഡിപ്പാർട്ട്മെന്റ്	-	മെമ്പർ
8.	പ്രിൻസിപ്പൽ ചീഫ് ഫോറസ്റ്റ് കൺസർവേറ്റർ, ഫോറസ്റ്റ് ഡിപ്പാർട്ട്മെന്റ്	-	മെമ്പർ
9.	മിഷൻ ഡയറക്ടർ MGNREGS		മെമ്പർ
10.	ഡയറക്ടർ കൃഷിവകുപ്പ്	-	മെമ്പർ
11.	ഡയറക്ടർ മൃഗസംരക്ഷണവകുപ്പ്	-	മെമ്പർ
12.	ഡയറക്ടർ ഗ്രൗണ്ട് വാട്ടർ ഡിപ്പാർട്ട്മെന്റ്	-	മെമ്പർ
13.	ഡയറക്ടർ ഡയറി ഡവലപ്പ്മെന്റ്	-	മെമ്പർ
14.	ഡയറക്ടർ പഞ്ചായത്ത്	-	മെമ്പർ
15.	ഡയറക്ടർ സി.ഇ.എസ്.എസ്.	-	മെമ്പർ
16.	ഡയറക്ടർ സോയിൽ സർവേ ഡിപ്പാർട്ട്മെന്റ്	-	മെമ്പർ
17.	ഡയറക്ടർ ലാന്റ് യൂസ് ബോർഡ്	-	മെമ്പർ

18.	ഡയറക്ടർ, ഫിഷറീസ്	-	മെമ്പർ
19.	അഡീഷണൽ ഡയറക്ടർ, സോയിൽ കൺസർവേഷൻ	-	ജോയിന്റ് സി.ഇ.ഒ.
20.	അഡീഷണൽ കമ്മീഷണർ ആർ.എഫ്.എസ്. അഗ്രികൾച്ചർ ഡിവിഷൻ - കൃഷിമന്ത്രാലയം ന്യൂഡൽഹി	-	മെമ്പർ
21.	പ്രതിനിധി എൻ.ആർ.എ.എ.	-	മെമ്പർ
22.	പ്രതിനിധി, ഡിപ്പാർട്ട്മെന്റ് ഓഫ് ലാന്റ് റിസോഴ്സ്, ഗ്രാമവികസന മന്ത്രാലയം കേന്ദ്രസർക്കാർ - ന്യൂഡൽഹി	-	മെമ്പർ
23.	എക്സിക്യൂട്ടീവ് ഡയറക്ടർ സി.ഡബ്ല്യു.ആർ.ഡി.എം. കോഴിക്കോട്	-	മെമ്പർ
24.	പ്രതിനിധി, ഐ.എസ്.ആർ.ഒ.	-	മെമ്പർ
25.	പ്രതിനിധി, ബി.ആർ.ജി.എഫ്.	-	മെമ്പർ
26.	ഡയറക്ടർ, മിത്രനികേതൻ	-	മെമ്പർ
27.	ജോയിന്റ് ഡയറക്ടർ, പശ്ചിമഘട്ടസെൽ, ആസൂത്രണ സാമ്പത്തികകാര്യ വകുപ്പ്	-	മെമ്പർ

SLNA യുടെ ചുമതലകൾ

1. സംസ്ഥാനാടിസ്ഥാനത്തിൽ നീർത്തടാധിഷ്ഠിത സമഗ്രവികസനത്തിനായുള്ള ദീർഘകാല പരിപ്രേക്ഷ്യം (State Perspective and Strategic Plan – SPSP) തയ്യാറാക്കി കേന്ദ്രഗവൺമെന്റിന്റെ അംഗീകാരം വാങ്ങുക.
2. മാനദണ്ഡങ്ങൾക്കനുസൃതമായി SPSP യിൽ ഉൾപ്പെടുത്തി പദ്ധതി പ്രദേശത്തിന്റെ ജില്ലാ, ബ്ലോക്ക് തലത്തിൽ തയ്യാറാക്കുന്ന നീർത്തട പ്ലാനുകൾ പരിശോധിച്ച് വിലയിരുത്തി അവയുടെ നിർവ്വഹണ തന്ത്രങ്ങൾ, കാഴ്ചപ്പാട് തുടങ്ങിയവ വ്യക്തമാക്കി ആവശ്യമായ ഫണ്ട് എത്രയെന്ന് നിശ്ചയിച്ച് കേന്ദ്രഗവൺമെന്റിന്റെ നോഡൽ ഡിപ്പാർട്ട്മെന്റിന് സമർപ്പിച്ച് അംഗീകാരം വാങ്ങുക.
3. നീർത്തട വികസന പ്രവർത്തനങ്ങളുടെ data cell സ്ഥാപിക്കുകയും വിവരങ്ങൾ online ആയി നൽകാൻ വേണ്ട ക്രമീകരണങ്ങൾ നടത്തുകയും ചെയ്യുക. വിവിധ വകുപ്പുകളും ഏജൻസികളും തമ്മിലുള്ള ഏകോപനം സുഗമമാക്കുക.
4. ജില്ലാതലത്തിലുള്ള നീർത്തട വികസന യൂണിറ്റുകൾക്ക് ഭരണപരവും സാങ്കേതികവും ആയ സഹായം സമയബന്ധിതമായി നൽകാനുള്ള ക്രമീകരണങ്ങൾ ഉറപ്പാക്കുക.
5. പരിശീലന ബോധവൽക്കരണം, സാങ്കേതിക സഹായം തുടങ്ങിയവയ്ക്കു സ്ഥാപനങ്ങളെ കണ്ടെത്തുകയും, അംഗീകരിക്കുകയും ചെയ്യുക.
6. പരിശീലന പദ്ധതിയക്ക് (Training plan) അംഗീകാരം നൽകുക
7. മോണിറ്ററിംഗ് സംവിധാനങ്ങൾ ഏർപ്പെടുത്തുകയും അതോടൊപ്പം തന്നെ സ്വതന്ത്ര ഏജൻസികളുടെ സഹായത്തോടെ വിലയിരുത്തലുകളും പഠനങ്ങളും നടത്തിക്കുക. ഫീൽഡു വിസിറ്റുകൾ നടത്തുകയും പ്രവർത്തനങ്ങൾ വിലയിരുത്തുകയും നടപടികൾ സ്വീകരിക്കുകയും ചെയ്യുക.
8. ഓൺലൈൻ മോണിറ്ററിംഗിനും ഓൺലൈൻ റിപ്പോർട്ടിംഗിനും ആവശ്യമായ സാങ്കേതിക സംവിധാനങ്ങൾ ലഭ്യമാക്കുക.

9. ജില്ലാതലത്തിലും PIA തലത്തിലും പ്രവർത്തനങ്ങൾക്ക് ആവശ്യമായ ഫണ്ട് യഥാസമയം ലഭ്യമാക്കുന്നതിനുള്ള ക്രമീകരണങ്ങൾ നടത്തുക. പദ്ധതിപ്രവർത്തനങ്ങളുമായി ബന്ധപ്പെട്ട് ഉണ്ടാകാവുന്ന തർക്കങ്ങളും പ്രശ്നങ്ങളും സംസ്ഥാനതലത്തിൽ പരിഹരിക്കുക.
10. വിവിധ വകുപ്പുകൾ തമ്മിലുള്ള ഏകോപനവും നിലവിൽ നടപ്പിലാക്കികൊണ്ടിരിക്കുന്ന വിവിധ പ്രവർത്തികളുടെ സംയോജനവും ഉറപ്പാക്കുക
11. ഫീൽഡ് തല പ്രവർത്തനങ്ങൾ സുഗമമായി നടത്തുന്നതിനാവശ്യമായ നിർവ്വഹണ മാനുവൽ, സാങ്കേതിക മാനുവൽ തുടങ്ങിയവ തയ്യാറാക്കി ഫീൽഡ് തല പ്രവർത്തകർക്ക് ലഭിക്കാനുള്ള ക്രമീകരണങ്ങൾ ചെയ്യുക.
12. പദ്ധതി നിർവ്വഹണ ഏജൻസി (PIA) കളായ ബ്ലോക്ക് പഞ്ചായത്തുകളെ പദ്ധതി നിർവ്വഹണ പ്രവർത്തനങ്ങളിൽ ആവശ്യാനുസരണം സഹായിക്കുകയും പദ്ധതി പ്രവർത്തനം വിലയിരുത്തുകയും ചെയ്യുക. പദ്ധതി ചെലവുകൾ, യൂണിറ്റ് കോസ്റ്റ്, എന്നിവയിൽ കാലാനുസൃത മാറ്റങ്ങൾ വരുത്തുക, അംഗീകാരം നൽകുകയും ചെയ്യുക

സംസ്ഥാനതല സാങ്കേതിക സഹായ യൂണിറ്റ്

കൃഷി, വാട്ടർ മാനേജ്മെന്റ് കപ്പാസിറ്റി ബിൽഡിംഗ്, സോഷ്യൽ മൊബിലൈസേഷൻ, വിവര സാങ്കേതിക വിദ്യ, അഡ്മിനിസ്ട്രേഷൻ, ഫൈനാൻസ് / അക്കൗണ്ട്സ് മേഖലകളിലെ വിദഗ്ദ്ധർ ഉൾപ്പെടുന്ന ഒരു വിദഗ്ദ്ധ സാങ്കേതിക സഹായ യൂണിറ്റ് (TSU) SLNA യുടെ പ്രവർത്തനങ്ങളെ സഹായിക്കാൻ വേണ്ടി ഉണ്ടായിരിക്കും.

സാങ്കേതിക സഹായ യൂണിറ്റിന്റെ ചുമതലകൾ

1. SLNA യുടെ സുഗമമായ പ്രവർത്തനങ്ങൾക്ക് ആവശ്യമായ ഭരണപരവും സാങ്കേതികവുമായ സഹായം നൽകുക.
2. ജില്ലാതലത്തിലും ബ്ലോക്ക് തലത്തിലും പ്രോജക്ടുകൾ തയ്യാറാക്കുന്നതിന് സഹായിക്കുകയും, സാങ്കേതിക വൈദഗ്ദ്ധ്യം നൽകുകയും ചെയ്യുക.
3. സംസ്ഥാനതലത്തിൽ പരിശീലന പരിപാടികൾ സംഘടിപ്പിക്കുക, നീർത്തട വികസന പ്രവർത്തനങ്ങളിൽ വൈദഗ്ദ്ധ്യമുള്ള സ്ഥാപനങ്ങൾ, സംഘടനകൾ, വ്യക്തികൾ എന്നിവരെ കണ്ടെത്തി, ജില്ലാതലത്തിലും ബ്ലോക്ക് തലത്തിലും അവരുടെ സേവനങ്ങൾ ലഭ്യമാക്കുക. (Consortium Appraoch).
4. പദ്ധതി നടത്തിപ്പിന്റെ പ്രതിമാസ പുരോഗതി വിലയിരുത്തി ജില്ലാ / ബ്ലോക്ക് തല യൂണിറ്റുകൾക്ക് ആവശ്യമായ നിർദ്ദേശങ്ങൾ നൽകുക.
5. തദ്ദേശ സ്വയംഭരണവകുപ്പ് ഏൽപ്പിക്കുന്ന നീർത്തടപദ്ധതികളുമായി ബന്ധപ്പെട്ട വിവിധ ഉത്തരവാദിത്വങ്ങൾ നിർവ്വഹിക്കുക.

ജില്ലാതലം

ജില്ലാ ആസൂത്രണ സമിതി

IWMP യുടെ ജില്ലാതല ആസൂത്രണത്തിന്റെയും, നിർവ്വഹണത്തിന്റെയും മേൽനോട്ട ചുമതല ജില്ലാ ആസൂത്രണ സമിതിക്കാണ്. ഈ പ്രവർത്തനങ്ങളിൽ ജില്ലാ ആസൂത്രണ സമിതിയെ സഹായിക്കുന്നതിനായി IWMP കോഓർഡിനേഷൻ കമ്മറ്റിക്ക് ഡി.പി.സി രൂപം നൽകണം, ഇത് ഡി.പി.സി-യുടെ ഒരു സബ് കമ്മിറ്റിയായിരിക്കും. ഈ സബ്കമ്മിറ്റി ഓരോ മാസവും യോഗം ചേരുകയും ജില്ലയിലെ IWMP പ്രവർത്തനങ്ങളുടെ പ്രവർത്തന പുരോഗതി വിലയിരുത്തുകയും വേണം. ജില്ലാ പഞ്ചായത്ത് പ്രസിഡന്റ് അതിന്റെ ചെയർമാനും ജില്ലാ കളക്ടർ അതിന്റെ മെമ്പർ സെക്രട്ടറിയുമായിരിക്കും. പ്രിൻസിപ്പൽ കൃഷി ആഫീസർ ഈ സബ് കമ്മിറ്റിയിൽ ടെക്നിക്കൽ കോ-ഓർഡിനേറ്ററും, പി.എ.യു-വിന്റെ പ്രോജക്ട് ഡയറക്ടർ മെമ്പർ കൺവീനറുമായിരിക്കും. നിലവിലുള്ള ജില്ലാ തല കോർഡിനേഷൻ കമ്മിറ്റി (ഡി.എൽ.സി.സി) യെ ഈ ചുമതല ഏൽപ്പിക്കാവുന്നതാണ്. സബ്കമ്മിറ്റിയുടെ സെക്രട്ടേറിയറ്റ് പി.എ.യുവിന്റെ ഓഫീസായിരിക്കും.

ചുമതലകൾ

1. പ്രോജക്ട് റിപ്പോർട്ടിന് അന്തിമ അംഗീകാരം നൽകുക.
2. വിവിധ പദ്ധതികളുടെ സംയോജനം സാദ്ധ്യമാക്കുക
3. മോണിറ്ററിംഗ് നടത്തുക

ജില്ലാതല കോഓർഡിനേഷൻ കമ്മറ്റിയുടെ ഘടന

ചെയർമാൻ	ജില്ലാ പഞ്ചായത്ത് പ്രസിഡന്റ്
മെമ്പർ സെക്രട്ടറി	ജില്ലാ കളക്ടർ
കൺവീനർ	പ്രോജക്റ്റ് ഡയറക്ടർ, പി.എ.യു

<u>അംഗങ്ങൾ</u>

1. ജില്ലാ പ്ളാനിംഗ് ഓഫീസർ
2. ജില്ലാ മൃഗ സംരക്ഷണ ഓഫീസർ
3. ജില്ലാ സോയിൽസർവ്വേ ഓഫീസർ
4. ജില്ലാ മണ്ണു സംരക്ഷണ ഓഫീസർ
5. ഡെപ്യൂട്ടി ഡയറക്ടർ, ഫിഷറീസ്
6. എക്സിക്യൂട്ടീവ് എൻജിനിയർ, മൈനർ ഇറിഗേഷൻ,
7. ഡിവിഷണൽ ഫോറസ്റ്റ് ഓഫീസർ
8. എക്സിക്യൂട്ടീവ് എൻജിനിയർ, കേരള വാട്ടർ അതോറിറ്റി
9. ജില്ലാ ഓഫീസർ, ഗ്രൗണ്ട് വാട്ടർ ഡിപ്പാർട്ട് മെൻറ്
10. പ്രതിനിധി, കേരള റൂറൽ വാട്ടർ സപ്ളൈ ഏജൻസി
11. ജില്ലാ മെഷീൻ കോഓർഡിനേറ്റർ, കുടുംബശ്രീ
12. ജില്ലാ കോഓർഡിനേറ്റർ, ഐ.കെ.എം
13. ജില്ലയിലെ ഒരു എം.എൽ.എ
14. ഒരു ബ്ളോക്ക് പഞ്ചായത്ത് പ്രസിഡന്റ്

എം.എൽ.എ, ബ്ളോക്ക് പഞ്ചായത്ത് പ്രസിഡന്റ് എന്നിവരെ സർക്കാർ നോമിനേറ്റ് ചെയ്യുന്നതാണ്.

ജില്ലാതല കോ-ഓർഡിനേഷൻ കമ്മിറ്റിയുടെ ചുമതലകൾ

1. നീർത്തട വികസന പരിപാടികൾ കാര്യക്ഷമമായി നടപ്പാക്കാൻ സഹായം നൽകാൻ കഴിയുന്ന സാങ്കേതിക സ്ഥാപനങ്ങളുടേയും അക്കാഡമിക് സ്ഥാപനങ്ങളുടേയും എംപാനൽ ചെയ്ത ടെക്നിക്കൽ സപ്പോർട്ട് ഓർഗനൈസേഷനുകളുടേയും സേവനം PIA ക്ക് ലഭ്യമാക്കുക.
2. DPR തയ്യാറാക്കാൻ ആവശ്യമായ സാങ്കേതിക ഉപദേശങ്ങളും ആവശ്യമായ മറ്റ് വിവരങ്ങളും PIA ക്ക് ലഭ്യമാക്കുക.
3. IWMP യിലൂടെ ഏറ്റെടുക്കുന്ന പ്രവർത്തനങ്ങൾ മറ്റ് ഡിപ്പാർട്ട്മെന്റ് പരിപാടികളുമായി സംയോജിപ്പിച്ച് നടപ്പാക്കാൻ വേണ്ട ശുപാർശകൾ നൽകുക.
4. PIA തയ്യാറാക്കുന്ന വാർഷിക പദ്ധതികൾ പരിശോധിച്ചv DPC അംഗീകാരത്തിനായി സമർപ്പിക്കുക.
5. PIA തയ്യാറാക്കുന്ന DPR പരിശോധിച്ച് അംഗീകാരം നൽകുന്നതിനായി DPC യ്ക്ക് സമർപ്പിക്കുക.
6. പദ്ധതി പ്രവർത്തനങ്ങളുടെ മോണിറ്ററിംഗും വിലയിരുത്തലും കൃത്യമായ ഇടവേളകളിൽ നടത്തുക.

വാട്ടർഷെഡ് സെൽ കം ഡേറ്റാ സെന്റർ (WCDC)

3 ജില്ലാതലത്തിലുള്ള കമ്മിറ്റിയെ സഹായിക്കുന്നതിനും ഓരോ പദ്ധതിയിലേയും പ്രവർത്തനങ്ങൾ ഏകോപിപ്പിക്കുന്നതിനുമായി ജില്ലാതലത്തിൽ വാട്ടർഷെഡ് സെൽ കം ഡേറ്റ സെന്റർ (WCDC) ഉണ്ടായിരിക്കും. തദ്ദേശസ്വയംഭരണ വകുപ്പിലെ അസിസ്റ്റന്റ് ഡെവലപ്മെന്റ് കമ്മീഷണർ (ജനറൽ) ന്റെ ചുമതലയിലാണ് ഈ സെൽ പ്രവർത്തിക്കുന്നത്. ഒരു കാർഷിക വിദഗ്ദ്ധൻ, ഒരു അക്കൗണ്ടന്റ്, GIS പരിശീലനം നേടിയ ഒരു ഡാറ്റാ എൻട്രി ഓപ്പറേറ്റർ എന്നിവരെ ഡെപ്യൂട്ടേഷൻ/കരാർ അടിസ്ഥാനത്തിൽ WCDC യിൽ നിയമിക്കുന്നതാണ്. ജില്ലയിലെ, പദ്ധതിനിർവ്വഹണ ഏജൻസികളായ ബ്ലോക്കു പഞ്ചായത്തുകൾക്കാവശ്യമായ സാങ്കേതിക സഹായവും സൗകര്യങ്ങളും, നിർദ്ദേശങ്ങളും നൽകുന്നതിനായി ജില്ലാതല കോ-ഓർഡിനേഷൻ കമ്മിറ്റിയെ ഈ സെൽ സഹായിക്കേണ്ടതാണ്. ദാരിദ്ര്യ ലഘൂകരണ യൂണിറ്റിന്റെ പ്രോജക്ട് ഡയറക്ടർ ഈ സമിതിയുടെ പ്രവർത്തനങ്ങൾ കാര്യക്ഷമമായി നടക്കുന്നു എന്ന് ഉറപ്പു വരുത്തേണ്ടതാണ്. IWMPക്ക് ആവശ്യമായ പ്രൊഫഷണൽ നേതൃത്വവും ദിശാബോധവും മാർഗ്ഗനിർദ്ദേശങ്ങളും നൽകേണ്ടത് WCDCയാണ്.

ചുമതലകൾ

1. പദ്ധതി നിർവ്വഹണ ഏജൻസിയ്ക്കും, ജില്ലാ പഞ്ചായത്തിനും ആവശ്യമായ ഭരണപരവും, സാങ്കേതികവുമായ സഹായം നൽകുക.
2. DPC-യ്ക്കും,DPC യുടെ ഉപസമിതിക്കും ആവശ്യമായ പിന്തുണ സഹായം നൽകുക.

3. ജില്ലയിലെ പദ്ധതി പ്രവർത്തനങ്ങളുടെ നേരിട്ടുള്ള ഡോക്യുമെന്റേഷൻ നടത്തുകയും അതിന്റെ റിപ്പോർട്ടുകളും രേഖകളും സമയാസമയങ്ങളിൽ പ്രസിദ്ധീകരിക്കുകയും, സംസ്ഥാനതലത്തിൽ ലഭ്യമാക്കുകയും ചെയ്യുക.
4. ഓൺലൈൻ മോണിട്ടറിംഗ് (MIS.)
5. ജില്ലയിലെ വിവിധ ഡിപ്പാർട്ടുമെന്റുകളും ഏജൻസികളുമായുള്ള Convergence.
6. ജി.ഐ.എസ്. ബേസ്ഡ് സപ്പോർട്ട് സിസ്റ്റം ഡെവലപ്പ് ചെയ്യുക.
7. ആക്ഷൻ റിസർച്ച് (Action Research)

പദ്ധതി നിർവ്വഹണ ഏജൻസി

4 IWMP യുടെ പ്രോഗ്രാം ഇംപ്ലിമെന്റേഷൻ ഏജൻസി (PIA) ബ്ലോക്ക് പഞ്ചായത്തുകൾ ആയിരിക്കും. പ്രോജക്ട് പ്രദേശത്ത് ഒന്നിൽ കൂടുതൽ ബ്ലോക്കുകൾ ഉൾപ്പെടുന്നുവെങ്കിൽ കൂടുതൽ പ്രദേശം ഉൾപ്പെടുന്ന ബ്ലോക്ക് പഞ്ചായത്ത് ആയിരിക്കും PIA. മറ്റ് ബ്ലോക്കിലെ പ്രസിഡന്റ്/പ്രസിഡന്റുമാർ പ്രോജക്ട് തലത്തിലുള്ള Co-ordination Committee യിൽ അംഗങ്ങളായിരിക്കും. നീർത്തടാടിസ്ഥാനത്തിലുള്ള DPR കൾ തയ്യാറാക്കുന്നത് മുതൽ പദ്ധതി പൂർത്തീകരണം വരെയുള്ള മുഴുവൻ ചുമതലയും PIA ആയ ബ്ലോക്ക് പഞ്ചായത്തിന് ആയിരിക്കും. IWMP യിലൂടെ സൃഷ്ടിച്ച ആസ്തികളും, സൗകര്യങ്ങളും സംരക്ഷിക്കുന്നതിനു വേണ്ട ക്രമീകരണങ്ങൾ നടത്തേണ്ടത് ബന്ധപ്പെട്ട ബ്ലോക്ക് പഞ്ചായത്തിന്റെ ചുമതലയാണ്. PIA ആയ ബ്ലോക്ക്പഞ്ചായത്തിന്റെ സെക്രട്ടറി ആയിരിക്കും ബ്ലോക്ക്തലത്തിൽ IWMP യുടെ നിർവ്വഹണ ഉദ്യോഗസ്ഥൻ.

PIA ആയ ബ്ലോക്ക് പഞ്ചായത്തിന്റെ ചുമതലകൾ

1. പദ്ധതി പ്രദേശത്ത് IWMP യുടെ മാർഗ്ഗനിർദ്ദേശങ്ങൾ SLNAയുടെയും DPCയുടെയും നിർദ്ദേശങ്ങൾക്കനുസൃതമായി പദ്ധതി നടപ്പിലാക്കുക.
2. വാട്ടർഷെഡ് ഡവലപ്പ്മെന്റ് ടീമിനെ മാനേജ് ചെയ്യുകയും, ടീമിന്റെപ്രവർത്തനങ്ങൾ ഏകോപിപ്പിക്കുകയും ചെയ്യുക.
3. സമയബന്ധിതമായി DPR തയ്യാറാക്കുകയും, അംഗീകരിക്കുകയും ചെയ്യുക. ഇതിനായി WDT യുടേയും, സാങ്കേതിക സഹായസംഘടനകളുടേയും, സർക്കാർ നിർദ്ദേശിക്കുന്ന മറ്റു ഏജൻസികളുടേയും സേവനം പ്രയോജനപ്പെടുത്തുക.
4. DPR തയ്യാറാക്കുന്നതുമായി ബന്ധപ്പെട്ട അടിസ്ഥാനരേഖകൾ ഭാവി ഉപയോഗത്തിനായി സൂക്ഷിക്കുകയും ലഭ്യമാക്കുകയും ചെയ്യുക. സംയോജന സാദ്ധ്യതകൾ പരമാവധി പ്രയോജനപ്പെടുത്തുക.
5. വാല്യുവേഷൻ, യു.സി. എന്നിവയുടെ അടിസ്ഥാനത്തിൽ പഞ്ചായത്ത് വാട്ടർഷെഡ് കമ്മിറ്റി അക്കൗണ്ടിലേയ്ക്ക് ആവശ്യമായ ഫണ്ട് ട്രാൻസ്ഫർ ചെയ്യുക.

6. ഗ്രാമപഞ്ചായത്തുകൾ അംഗീകരിച്ച DPR, BLTAG നെക്കൊണ്ട് പരിശോധിപ്പിച്ച് ആവശ്യമെങ്കിൽ ഭേദഗതികൾ നിർദ്ദേശിച്ച് അംഗീകാരത്തിനായി ജില്ലാതല കമ്മിറ്റിയ്ക്ക് സമർപ്പിക്കുക.

പ്രോജക്ട് പ്രദേശത്തെ വിവിധ ബ്ലോക്കുകൾ തമ്മിലോ, സാങ്കേതിക ഉപദേശക സമിതികൾ തമ്മിലോ വ്യത്യസ്ഥ അഭിപ്രായങ്ങൾ ഉണ്ടായാൽ PIA ആയ ബ്ലോക്ക് പഞ്ചായത്തിന്റെ BLTAG യുടെ അഭിപ്രായം അന്തിമമായിരിക്കും.

പ്രോജ്ക്ട് തല IWMP കോ-ഓർഡിനേഷൻ സമിതി

IWMP യുടെ പ്രവർത്തനങ്ങൾ സമയബന്ധിതമായി മുന്നോട്ടു കൊണ്ടു പോകുന്നതിനും ആവശ്യമായ ഭരണപരവും സാങ്കേതികവുമായ സഹായ സംവിധാനങ്ങൾ ഒരുക്കുന്നതിനും വേണ്ടി ഒരു പ്രോജക്ട് തല IWMP കോ-ഓർഡിനേഷൻ സമിതിക്ക് PIA ആയ ബ്ലോക്ക് പഞ്ചായത്ത് രൂപം നൽകേണ്ടതാണ്. IWMP-യുമായി ബന്ധപ്പെട്ട വിഷയങ്ങളിലുള്ള ചർച്ചകൾക്കായി മറ്റ് ബ്ളോക്ക് പ്രസിഡന്റുമാരെയും വകുപ്പ് ഉദ്യോഗസ്ഥരെയും ഡബ്ളിയു ഡി.റ്റി അംഗങ്ങളെയും കൂടി കമ്മിറ്റിയിലേയ്ക്ക് വിളിക്കേണ്ടതാണ്. കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടർ ടെക്നിക്കൽ കോ-ഓർഡിനേറ്റർ എന്ന നിലവിൽ വിവിധ സാങ്കേതിക വകുപ്പുകളുടെ പ്രവർത്തനങ്ങൾ ഏകോപിപ്പിക്കണം.

ബ്ലോക്ക് തല IWMP കോ-ഓർഡിനേഷൻ സമിതിയുടെ ഘടന.

1.	ബ്ലോക്ക് പഞ്ചായത്ത് പ്രസിഡന്റ്	-	ചെയർമാൻ
2.	മറ്റ് ബ്ലോക്കുകളിലെ പ്രസിഡന്റുമാർ	-	മെമ്പർ Co-chairmen
3.	വികസന സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ	-	മെമ്പർ
4.	ക്ഷേമ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ	-	മെമ്പർ
5.	അസിസ്റ്റന്റ് ഡയറക്ടർ അഗ്രികൾച്ചർ	-	മെമ്പർ – Tech: Expert
6.	BLTAG ചെയർമാൻ	-	മെമ്പർ
7.	അസിറ്റന്റ് എക്സിക്യൂട്ടീവ് ഇൻജീനിയർ	-	മെമ്പർ
8.	നീർത്തട വികസനം നടപ്പാക്കുന്ന പഞ്ചായത്തുകളിലെ പ്രസിഡന്റുമാർ	-	മെമ്പർ
9.	ബ്ലോക്ക് പഞ്ചായത്ത് സെക്രട്ടറി	-	മെമ്പർ സെക്രട്ടറി
10.	ടെക്നിക്കൽ സപ്പോർട്ട് ഓർഗനൈസേഷൻ	-	മെമ്പർ
11.	WDT	-	മെമ്പർ

ചുമതലകൾ

1. PIA എന്ന നിലയിൽ പ്രവർത്തിക്കുന്നതിനാവശ്യമായ സാങ്കേതികവും ഭരണപരവുമായ സഹായങ്ങൾ ബ്ലോക്ക് പഞ്ചായത്തിന് നൽകുക
2. Technical Support Organisation ന്റെ പ്രവർത്തനങ്ങൾക്കാവശ്യമായ സൗകര്യങ്ങൾ നൽകുകയും അവരുടെ പ്രവർത്തന പുരോഗതി നിശ്ചിത ഇടവേളകളിൽ വിലയിരുത്തുകയും ചെയ്യുക.

3. ആവശ്യമായ പ്രചരണ പ്രവർത്തനങ്ങൾ, പരിശീലന പരിപാടികൾ എന്നിവ സംഘടിപ്പിക്കുക.
4. യഥാസമയം DPR ഉം വാർഷിക പദ്ധതികളും തയ്യാറാക്കുന്നുവെന്ന കാര്യം ഉറപ്പാക്കുക.
5. ഓരോ നീർത്തടത്തിലും നടത്തുന്ന പ്രവർത്തനങ്ങൾ സമയബന്ധിതമായി വിലയിരുത്തുകയും ആവശ്യഘട്ടങ്ങളിൽ ഇടപ്പെടുകയും ചെയ്യുക.
6. പ്രാദേശിക സാങ്കേതിക വിദ്യ ഉപയോഗിച്ചുള്ള പ്രവർത്തനങ്ങൾ കണ്ടെത്താനും പ്രോത്സാഹിപ്പിക്കാനും വേണ്ട ശ്രമങ്ങൾ നടത്തുക.
7. DPR തയ്യാറാക്കുന്നതിനാവശ്യമായ മാപ്പുകൾ, നിർദ്ദേശങ്ങൾ തുടങ്ങിയവ ലഭ്യമാക്കുക.
8. അടിസ്ഥാന വിവര ശേഖരണം PRA, Data Collection തുടങ്ങിയവയ്ക്ക് ആവശ്യമായ സൗകര്യങ്ങൾ ഒരുക്കുക.
9. വിവിധ പഞ്ചായത്തുകളിലായി നടക്കുന്ന നീർത്തട പ്രവർത്തനങ്ങൾ ഏകോപിപ്പിക്കുക

ഗ്രാമപഞ്ചായത്ത് തലം

നീർത്തട വികസന പ്രവർത്തനങ്ങൾ പ്രായോഗികതലത്തിൽ നടപ്പാക്കുന്നത് ഗ്രാമപഞ്ചായത്ത് പ്രദേശത്താണ്. പ്രവർത്തി നിർവ്വഹണത്തിന്റെ നേരിട്ടുള്ള മേൽനോട്ടം ഗ്രാമപഞ്ചായത്തുകളുടെ ചുമതലയായിരിക്കും. IWMP പ്രവർത്തനങ്ങൾ സമയബന്ധിതമായി നടപ്പാക്കാനും മോണിറ്റർ ചെയ്യുന്നതിനുമായി ഒരു ഗ്രാമപഞ്ചായത്ത് തല നീർത്തട കമ്മറ്റി രൂപീകരിക്കേണ്ടതാണ്.

ഘടന

1) ഗ്രാമപഞ്ചായത്ത് പ്രസിഡന്റ്	-	അദ്ധ്യക്ഷൻ
2) നീർത്തടം വരുന്ന വാർഡുകളെ പ്രതിനിധീകരിക്കുന്ന ജില്ല/ബ്ലോക്ക് മെമ്പർമാരും ഗ്രാമപഞ്ചായത്ത് മെമ്പർമാരും	-	അംഗങ്ങൾ
3) ഗ്രാമപഞ്ചായത്ത് വികസന സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ	-	അംഗം
4) LSGD അസിസ്റ്റന്റ് എഞ്ചിനിയർ/അസിസ്റ്റന്റ് എക്സിക്യൂട്ടീവ് എഞ്ചിനിയർ	-	അംഗം
5) തൊഴിലുറപ്പ് പദ്ധതിയിലെ എഞ്ചിനിയർ/ഓവർസിയർ	-	അംഗം
6) CDS ചെയർപേഴ്സൺ	-	അംഗം
7) കൃഷി ഓഫീസർ	-	ടെക്നിക്കൽ - കോ-ഓർഡിനേറ്റർ
8) വെറ്റിറിനറി സർജൻ	-	അംഗം
9) ഡയറി എക്സ്റ്റൻഷൻ ഓഫീസർ	-	അംഗം
10) പബ്ലിക്ക് ഹെൽത്ത് ഇൻസ്പെക്ടർ (പി.എച്ച്. സെന്റർ)	-	അംഗം
11) അസിസ്റ്റന്റ് എഞ്ചിനിയർ MI / CADA		അംഗം
12) ചുമതലയുള്ള VEO മാർ	-	അംഗം
13) ഗ്രാമപഞ്ചായത്ത് സെക്രട്ടറി	-	മെമ്പർ സെക്രട്ടറി
14) ചുമതലയുള്ള WDT മെമ്പർ	-	അംഗം
15) ഗ്രാമപഞ്ചായത്തിലെ പ്രാദേശിക നീർത്തട കമ്മിറ്റികളുടെ എല്ലാ Joint സെക്രട്ടറിമാരും	-	അംഗം

ക്ഷണിതാക്കൾ

16) DPR തയ്യാറാക്കുന്നവർ, Concurrent Monitoring ചെയ്യുന്നവർ, Evaluation ചെയ്യുന്നവർ, Documentation ചെയ്യുന്നവർ.

17) മോണിറ്ററിംഗ് കമ്മറ്റി, വിജിലൻസ് കമ്മറ്റി, സോഷ്യൽ ഓഡിറ്റ് കമ്മറ്റി എന്നിവയുടെ കൺവീനർമാർ

ചുമതലകൾ

1. കമ്മിറ്റി മാസത്തിലൊരിക്കൽ യോഗം ചേർന്ന് ഓരോ നീർത്തടത്തിലേയും പ്രവർത്തന പുരോഗതി വിലയിരുത്തുക.
2. പ്രാദേശിക നീർത്തട കമ്മിറ്റികൾ, നീർത്തട അയൽക്കൂട്ടങ്ങൾ എന്നിവയുടെ രൂപീകരണത്തിനും ശാക്തീകരണത്തിനും നേതൃത്വം വഹിക്കുക.
3. പദ്ധതി ആസൂത്രണം മുതലുള്ള മുഴുവൻ പ്രവർത്തനങ്ങളിലും ഓരോ മേഖലയുമായി ബന്ധപ്പെട്ട കാര്യങ്ങളിൽ അതാത് വകുപ്പ് ഉദ്യോഗസ്ഥന്മാർക്ക് സാങ്കേതിക ഉത്തരവാദിത്വം നൽകുക.
4. പദ്ധതി ആസൂത്രണം നിർവ്വഹണം എന്നിവയുമായി ബന്ധപ്പെട്ട് ഉണ്ടാകുന്ന പ്രാദേശിക പ്രയാസങ്ങളും പ്രശ്നങ്ങളും പരിഹരിക്കുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കുക.
5. PIA യിൽ നിന്ന് ഫണ്ട് സ്വീകരിക്കുകയും പ്രാദേശിക നീർത്തട കമ്മിറ്റികൾക്ക് നിബന്ധനകൾക്കും ചട്ടങ്ങൾക്കും അനുസരിച്ച് ഫണ്ട് നൽകുകയും ചെയ്യുക.
6. പ്രാദേശികമായ വിജിലൻസ് കമ്മറ്റികൾക്ക് രൂപം നൽകുകയും അവയുടെ റിപ്പോർട്ടുകൾ യഥാസമയം പരിശോധിച്ച് ആവശ്യമായ നടപടികളെടുക്കുകയും ചെയ്യുക.
7. കുടുംബശ്രീ KAASS മായി യോജിച്ച് ഓഡിറ്റിംഗ് യഥാസമയം നടത്തുക.
8. MGNREGS സോഷ്യൽ ഓഡിറ്റിംഗ് കമ്മറ്റിക്ക് IWMP പദ്ധതിയുമായി ബന്ധപ്പെട്ട സോഷ്യൽ ഓഡിറ്റിംഗിന്റെ ചുമതലകൾ നൽകുകയും, കമ്മറ്റിയുടെ റിപ്പോർട്ടുകൾ യഥാസമയം പരിശോധിച്ച് ആവശ്യമായ നടപടികൾ എടുക്കുകയും ചെയ്യുക.
9. പ്രവൃത്തികളുടെ അളവുകൾ എടുക്കുന്നതിനുള്ള സംവിധാനം കൃത്യമായി നടക്കുന്നുണ്ടെന്ന് ഉറപ്പുവരുത്തുക.
10. പ്രാദേശിക നീർത്തട കമ്മറ്റികളിലെ Skilled ലേബർ ഗ്രൂപ്പുകളെ കൂട്ടിച്ചേർത്ത് ഗ്രാമ പഞ്ചായത്ത് തലത്തിൽ Skilled ലേബർ ബാങ്ക് രൂപീകരിക്കുകയും അവർക്കാവശ്യമായ സഹായങ്ങൾ നൽകുകയും ചെയ്യുക.
11. വിവിധ പദ്ധതികളുടെ സംയോജനം (Convergence) ഉറപ്പുവരുത്തുക.
12. ഓരോ നീർത്തടത്തിന്റേയും Convenor ഉടെ ചുമതല ഗ്രാമപഞ്ചായത്തിലെ നിർവ്വഹണ ഉദ്യോഗസ്ഥർക്ക് (VEO, അഗ്രികൾച്ചർ ഓഫീസർ, വെറ്റിനറി ഓഫീസർ, അഗ്രികൾച്ചർ അസിസ്റ്റന്റ്, താന്ത്രര്യമുള്ള സ്കൂൾ അദ്ധ്യപകർ, മറ്റു ഉദ്യോഗസ്ഥർ) നൽകുക.

നീർത്തട ഡെവലപ്മെന്റ് ടീം (WDT)

പദ്ധതി നിർവ്വഹണ ഏജൻസിയായ ബ്ലോക്ക് പഞ്ചായത്തുകൾക്ക് സാങ്കേതികസഹായം നൽകുന്നതിനായി നിർദ്ദിഷ്ട യോഗ്യതയും പ്രായോഗിക പരിചയവും ഉള്ള വ്യക്തികളുടെ ഒരു

ടീമിനെ ഡെപ്യൂട്ടേഷനിലോ, കരാർ അടിസ്ഥാനത്തിലോ സംസ്ഥാനതലത്തിൽ തെരഞ്ഞെടുത്ത് PIA ആയ ബ്ലോക്ക് പഞ്ചായത്തുകളിൽ നിയമിക്കുന്നതാണ്. ഇവർക്കുള്ള വേതനം പ്രൊജക്ടിൽ അനുവദിച്ചിട്ടുള്ള അഡ്മിനിസ്ട്രേഷൻ ചെലവിൽ ഉൾപ്പെടുത്തി നൽകുകയും ചെയ്യണം.

1. **ടീം അംഗങ്ങൾ**

    1. ടീം ലീഡർ

       വികേന്ദ്രീകൃത ആസൂത്രണ പ്രവർത്തനങ്ങളിൽ പങ്കെടുത്തിട്ടുള്ള സർക്കാർ ഉദ്യോഗസ്ഥരോ ഗ്രാമപഞ്ചായത്ത് സെക്രട്ടറി/ബ്ലോക്ക് ഡെവലപ്പ്മെന്റ് ഓഫീസർ/BPO തുടങ്ങിയവരേയോ ആണ് ഈ പോസ്റ്റിലേക്ക് ഉദ്ദേശിക്കുന്നത്.

    2. അഗ്രികൾച്ചർ സ്പെഷ്യലിസ്റ്റ്

       നിലവിൽ അഗ്രികൾച്ചർ ഓഫീസറായോ, അഗ്രികൾച്ചർ അസിസ്റ്റന്റ് ഡയറക്ടർ ആയോ പ്രവർത്തിക്കുന്നവരായ ഉദ്യോഗസ്ഥർ.

       മേൽപറഞ്ഞ പോസ്റ്റുകളിലേക്ക് ഡെപ്യൂട്ടേഷനിലാണ് വ്യക്തികളെ തിരഞ്ഞെടുക്കുന്നത്.

    3. എഞ്ചിനീയർ

       സിവിൽ എഞ്ചിനീയറിങ്ങിൽ ഡിഗ്രിയോ ഡിപ്ലോമയോ അല്ലെങ്കിൽ അഗ്രികൾച്ചർ എഞ്ചിനീയറിങ്ങിൽ ബിരുദമോ ഡിപ്ലോമയോ ഉള്ള ഒരാൾ.

    4. Geography / Environmental Science തുടങ്ങിയവയിൽ ബിരുദമോ അതിൽ കൂടുതൽ വിദ്യാഭ്യാസ യോഗ്യതയോ ഉള്ള ഒരാൾ.

    5. കൃഷി വിഷയമായിട്ടെടുത്ത് VHSE/THS ലോ പ്ലസ് ടു വരെ പഠിച്ച ഒരാൾ.

    6. സിവിൽ എഞ്ചിനീയറിങ്ങിൽ സർട്ടിഫിക്കറ്റ് കോഴ്സ് പൂർത്തീകരിച്ച ഒരാൾ

    7. സാമൂഹ്യസംഘടനകളിൽ പ്രവർത്തിച്ച് മുൻപരിചയമുള്ള, ഹ്യൂമാനിറ്റീസിൽ (Humanities – Sociology, Social work, Rural development etc.) ബിരുദമോ അതിൽ കൂടുതൽ വിദ്യാഭ്യാസ യോഗ്യതയോ ഉള്ള ഒരാൾ.

       കിലയുടെ കോഴ്സുകൾ പൂർത്തീകരിച്ചിട്ടുള്ള മുൻ ജനപ്രതിനിധികൾ, പ്രാഗൽഭ്യം തെളിയിച്ചിട്ടുള്ള മുൻ കുടുംബശ്രീ സി.ഡി.എസ്. അദ്ധ്യക്ഷകൾ തുടങ്ങിയവർക്ക് വിദ്യാഭ്യാസ യോഗ്യതയിൽ ഇളവ് അനുവദിക്കുന്നതാണ്.

മേൽപറഞ്ഞ പോസ്റ്റുകളിലേക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കാവുന്നതാണ്. പ്രദേശത്ത് ജനിച്ചുവളർന്ന് സ്ഥിരതാമസമാക്കിയവർക്ക് മുൻഗണനയുണ്ടായിരിക്കും. SLNA യാണ് ടീം അംഗങ്ങളെ നിയമിക്കുന്നത്. പ്രദേശത്തുള്ള പരിചയം ഇതിന് പരിഗണിക്കുന്നതായിരിക്കും. മൂന്ന് വർഷമോ അല്ലെങ്കിൽ പദ്ധതിയുടെ നിർവ്വഹണം പൂർത്തിയാക്കുന്നതുവരെയുള്ള കാലഘട്ടമോ ഏതാണോ ചെറുത് അതായിരിക്കും WDT യുടെ കാലാവധി. ഒരുവർഷത്തിൽ മൂന്നിൽ ഒന്നിൽ കൂടുതൽ ടീമംഗങ്ങൾ കൊഴിഞ്ഞുപോകാതിരിക്കാൻ പ്രത്യേക ശ്രദ്ധ വേണ്ടതാണ്. അതിനാവശ്യമായ തരത്തിൽ ബോണ്ടുകളും ഉണ്ടായിരിക്കും. WDT അംഗങ്ങളുടെ പ്രവർത്തനം തുടർച്ചയായി വിലയിരുത്തുന്നതും മോണിറ്ററിങ്ങ് ഏജൻസികളുടെ റിപ്പോർട്ടിന്റെ അടിസ്ഥാനത്തിൽ PIAയുടെ ആവശ്യം അനുസരിച്ച് SLNA നടപടികൾ എടുക്കുന്നതുമാണ്.

2. ചുമതലകൾ

ഓരോ WDT അംഗത്തിനും ഒരു നീർത്തടത്തിന്റെ പ്രത്യേക ചുമതല ഉണ്ടാകും. അതല്ലാതെ ഓരോ WDT അംഗത്തിനും അവരുടെ വിദ്യാഭ്യാസ യോഗ്യതയ്ക്കും, മുൻപരിചയത്തിനും അനുസരിച്ചുള്ള ചുമതലകളും ഉണ്ടാകും. ഇവ എല്ലാ നീർത്തടങ്ങളിലും നിർവ്വഹിക്കേണ്ട ചുമതലകളാണ്.

a. WDT – പൊതുചുമതലകൾ, ഓരോ അംഗവും നിർവ്വഹിക്കേണ്ടത്

1. ചുമതലയുള്ള നീർത്തടത്തിൽ നീർത്തട അയൽക്കൂട്ടങ്ങളിലും നീർത്തട കമ്മറ്റിയിലും യോഗങ്ങൾ സംഘടിപ്പിക്കുക.
2. നീർത്തട അയൽക്കൂട്ടങ്ങളെയും നീർത്തട കമ്മറ്റികളെയും പ്രതിമാസ റിപ്പോർട്ട് തയ്യാറാക്കാൻ സഹായിക്കുക.
3. പങ്കാളിത്ത പഠനപരിപാടികൾക്ക് നേതൃത്വം നൽകുക
4. പങ്കാളിത്ത പഠനരീതികളുടെ ഡോക്യുമെന്റേഷൻ ചെയ്യുക.
5. MGNREGS ലേബർ ടീമുകളുടെ പ്രവർത്തനങ്ങൾക്ക് മേൽനോട്ടം വഹിക്കുക.
6. വാർഷിക പദ്ധതി തയ്യാറാക്കുക.
7. DPR തയ്യാറാക്കുന്ന പ്രക്രിയക്ക് നേതൃത്വം നൽകുക.
8. പരിശീലനങ്ങൾക്ക് Faculty ആവുക.

b. ഓരോ ടീമംഗങ്ങൾക്കുമുള്ള പ്രത്യേക ചുമതലകൾ

1. ടീം ലീഡർ

a) ടീം അംഗങ്ങളുടെ പ്രവർത്തനം ഏകോപിപ്പിക്കുകയും വിലയിരുത്തി നിർദ്ദേശങ്ങൾ നൽകുകയും ചെയ്യുക.

b) ത്രിതല പഞ്ചായത്ത് പദ്ധതികളും മറ്റ് MGNREGS, NRLM, MP, MLA പദ്ധതികളും ആയി IWMP പദ്ധതിയുടെ സംയോജനം ഉറപ്പാക്കുക.

c) എല്ലാ കമ്മറ്റി യോഗങ്ങളിലും (ജില്ല/PIA/ഗ്രാമപഞ്ചായത്ത് തലം) പങ്കെടുക്കുകയും മിനിറ്റ്സുകളുടെ കോപ്പികൾ സൂക്ഷിക്കുകയും ചെയ്യുക.

d) പങ്കാളിത്ത പഠനപരിപാടികളും പരിശീലനങ്ങളും സംഘടിപ്പിക്കുക.

2. എഞ്ചിനീയർ

a. സിവിൽ വർക്കുകളുടെ ജനകീയ എസ്റ്റിമേറ്റുകൾ തയ്യാറാക്കുക.

b. അവയ്ക്ക് സാങ്കേതിക അനുമതി നേടിയെടുക്കുക.

c. പ്രവൃത്തികളുടെ ചെക്ക് measurement എടുക്കുക.

d. സിവിൽ വർക്കുകളുടെ സ്റ്റേജ് സർട്ടിഫിക്കറ്റും പൂർത്തീകരണ സർട്ടിഫിക്കറ്റും തയ്യാറാക്കുക.

3. **അഗ്രികൾച്ചർ സ്പെഷ്യലിസ്റ്റ്**

a) സാങ്കേതികാനുമതി ആവശ്യമുള്ള, കൃഷിയുമായി ബന്ധപ്പെട്ട പ്രവൃത്തികളുടെ എസ്റ്റിമേറ്റ് തയ്യാറാക്കുക.

b) പ്രസ്തുത പദ്ധതികൾക്ക് സാങ്കേതികാനുമതി നേടിയെടുക്കുക.

c) കൃഷിയുമായി ബന്ധപ്പെട്ട പ്രവൃത്തികളുടെ സ്റ്റേജ് സർട്ടിഫിക്കറ്റും പൂർത്തീകരണ സർട്ടിഫിക്കറ്റും തയ്യാറാക്കുക.

d) ബയോ മാസ്സ് ഉൽപ്പാദനം, Agrostological പ്രവർത്തനങ്ങൾ തുടങ്ങിയ പരിപാടികൾക്ക് നേതൃത്വം നൽകുക

e) കൃഷി ഡിപ്പാർട്ട്മെന്റിന്റെ പദ്ധതികളുമായുള്ള സംയോജനം ഉറപ്പാക്കുക.

f) ആധുനിക കൃഷിരീതികളെക്കുറിച്ചുള്ള സാങ്കേതികോപദേശം നൽകുക.

g) Skilled ലേബർ ഗ്രൂപ്പിന്റെ പ്രവർത്തനങ്ങൾക്ക് മേൽനോട്ടം വഹിക്കുക.

4. **Geography / Environmental Specialist**

a) ദ്വിതീയ വിവരങ്ങൾ ശേഖരിക്കുക.

b) മാപ്പുകൾ ശേഖരിക്കുക.

c) ഇവ രണ്ടും, പദ്ധതിയുമായി ബന്ധപ്പെട്ട ഏജൻസികൾക്കും കമ്മറ്റികൾക്കും യഥാസമയം ലഭ്യമാക്കുക.

d) പുതിയ മാപ്പുകൾ തയ്യാറാക്കുക.

e) വിഭവഭൂപടം പരിഷ്കരിക്കുക (updating)

f) GIS based മോണിറ്ററിംഗ്

5. **കൃഷി അസിസ്റ്റന്റ്**

അഗ്രികൾച്ചർ സ്പെഷ്യലിസ്റ്റുമായി ബന്ധപ്പെട്ടാണ് പ്രവർത്തിക്കേണ്ടത്

a) നെൽകൃഷിയുമായി ബന്ധപ്പെട്ട SRI രീതികൾ, യന്ത്രവൽക്കരണം, സംയോജിത കീടനിയന്ത്രണം, Integrated Nutrient Management, Zero chemical farming തുടങ്ങിയവയിൽ പദ്ധതികൾ ഉണ്ടാക്കുകയും വിലയിരുത്തുകയും ചെയ്യുക.

6. **എഞ്ചിനിയറിംഗ് അസിസ്റ്റന്റ്**

എഞ്ചിനിയറുമായി ബന്ധപ്പെട്ടാണ് പ്രവർത്തിക്കേണ്ടത്

7. **കമ്മ്യൂണിറ്റി ഫസിലിറ്റേറ്റർ**

ജനകീയ സമിതികളുടെ സംഘാടനത്തിന് വേണ്ടിയായിരിക്കും ഈ നിയമനം നടത്തുന്നത്. ഇദ്ദേഹം ടീം ലീഡറുമായി ബന്ധപ്പെട്ടാണ് പ്രവർത്തിക്കേണ്ടത്.

a. എല്ലാ ജനകീയ സമിതികളുടേയും മിനിറ്റ്സും മറ്റ് രേഖകളും കൃത്യമായി രേഖപ്പെടുത്തുന്നുണ്ടെന്ന് ഉറപ്പാക്കുക.

b. എല്ലാ സമിതികളും കൃത്യസമയങ്ങളിൽ തിരഞ്ഞെടുപ്പ് നടത്തുന്നുണ്ടെന്ന് ഉറപ്പാക്കുക.

ടെക്നിക്കൽ സപ്പോർട്ട് ഓർഗനൈസേഷൻ (TSO)

PIA ആയ ബ്ലോക്ക് പഞ്ചായത്തുകൾക്ക് പങ്കാളിത്ത പഠനരീതികളിലൂടെ DPR തയ്യാറാക്കുന്നതിനുള്ള ടെക്നിക്കൽ സപ്പോർട്ട് ഓർഗനൈസേഷൻ (TSO) ആയി, ഈ മേഖലയിൽ മികവ് തെളിയിച്ച, SLNA Empanel ചെയ്ത സ്ഥാപനങ്ങളെ / സംഘടനകളെ ആവശ്യമെങ്കിൽ നിയോഗിക്കാവുന്നതാണ്.

1. മാനദണ്ഡങ്ങൾ (നിർബന്ധം)

1. TCLCS ആക്ട്, ഇന്ത്യൻ ട്രസ്റ്റ് ആക്ട്, അല്ലെങ്കിൽ സമാന സ്വഭാവമുള്ള നിയമങ്ങൾ അനുസരിച്ച് രജിസ്റ്റർ ചെയ്തിട്ടുള്ള സന്നദ്ധ സംഘടനകളേയോ ഇന്ത്യൻ കമ്പനീസ് ആക്ട് സെക്ഷൻ 25 അനുസരിച്ച് രജിസ്റ്റർ ചെയ്ത ലാഭേച്ഛയില്ലാത്ത സ്ഥാപനങ്ങളോ ആയിരിക്കണം. രജിസ്റ്റർ ചെയ്ത് 3 വർഷമെങ്കിലും ആയിരിക്കണം
2. നിലവിലുള്ള നീർത്തട പദ്ധതികൾ - WGDP, ഹരിയാലി, IWDP, NWDPRA, NABARD തുടങ്ങിയവയിൽ/ ജലനിധിയിൽ പദ്ധതി രൂപീകരിച്ചോ നടപ്പിലാക്കിയോ, വിലയിരുത്തിയോ ഉള്ള 3 വർഷത്തെയെങ്കിലും പരിചയം.
3. പങ്കാളിത്ത പഠനരീതികൾ ഉപയോഗിച്ച് പദ്ധതികൾ രൂപീകരിച്ചും നടപ്പിലാക്കിയും ഉള്ള മുൻപരിചയം - ചുരുങ്ങിയത് 2 പദ്ധതികളെങ്കിലും - 500 കുടുംബങ്ങളേയെങ്കിലും ഉൾപ്പെടുത്തിക്കൊണ്ട്.
4. കൃഷിയുമായി ബന്ധപ്പെട്ട പദ്ധതികൾ ആസൂത്രണം ചെയ്തും നടപ്പിലാക്കാൻ സഹായിച്ചും ഉള്ള മുൻപരിചയം.

2. മാനദണ്ഡങ്ങൾ (അഭികാമ്യം)

1. ജില്ലാതലത്തിലും സംസ്ഥാനതലത്തിലും പ്രകൃതിവിഭവങ്ങളുമായി ബന്ധപ്പെട്ട പരിപ്രേക്ഷ്യ പദ്ധതികൾ രൂപീകരിച്ചുള്ള പരിചയം.
2. ത്രിതല പഞ്ചായത്തുകളുടെ നീർത്തട മാസ്റ്റർ പ്ലാനുകൾ രൂപീകരിച്ചുള്ള പരിചയം.
3. GIS സാങ്കേതിക വിദ്യകൾ ഉപയോഗിച്ച് പദ്ധതികൾ തയ്യാറാക്കിയിട്ടുള്ള പരിചയം.
4. പ്രാദേശിക സമിതികൾ, നീർത്തട അയൽക്കൂട്ടങ്ങൾ തുടങ്ങിയ സാമൂഹ്യാധിഷ്ഠിത സംഘടനകൾ, ഗ്രാമപഞ്ചായത്തിന്റെ ആഭിമുഖ്യത്തിൽ രൂപീകരിച്ച് അത്തരം സ്ഥാപനങ്ങൾ വഴി പദ്ധതികൾ നടപ്പിലാക്കിയുള്ള മുൻപരിചയം

ഈ മാനദണ്ഡങ്ങൾ ഉപയോഗിച്ച് കണ്ടെത്തിയ സ്ഥാപനങ്ങളേയാണ് TSO കളായി Empanel ചെയ്യുന്നത്. ഏജൻസികളെ തിരഞ്ഞെടുക്കുന്ന രീതിയും മാനദണ്ഡങ്ങളും അതിന്റെ പ്രക്രിയയും അതാത് സമയങ്ങളിൽത്തന്നെ SLNA യുടെ വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതും പൊതുജനങ്ങൾക്ക് അഭിപ്രായങ്ങളും ആക്ഷേപങ്ങളും രേഖപ്പെടുത്തുവാൻ അവസരമുണ്ടായിരിക്കുന്നതുമാണ്. അന്തിമ ലിസ്റ്റ് പ്രസിദ്ധീകരിച്ച് ചുരുങ്ങിയത് മുപ്പതു ദിവസമെങ്കിലും ഇത്തരത്തിൽ അതിനോടു ബന്ധപ്പെട്ട അഭിപ്രായങ്ങൾ പരിഗണിച്ചതിനു ശേഷമേ ഏജൻസികൾക്ക് ഔദ്യോഗിക അംഗീകാരം നൽകുകയുള്ളു. പൊതുജനങ്ങൾ രേഖപ്പെടുത്തുന്ന അഭിപ്രായങ്ങളും അതിന് ബന്ധപ്പെട്ട ഏജൻസികൾ നൽകുന്ന മറുപടികളും SLNA അതിനോട് ബന്ധപ്പെട്ട് എടുക്കുന്ന തീരുമാനങ്ങളും ഇത്തരത്തിൽ പ്രസിദ്ധീകരിക്കുന്നതായിരിക്കും.

ഓരോ ഏജൻസിയും ഓരോ മാനദണ്ഡത്തിനും അർഹരാവാൻ വേണ്ടി സമർപ്പിച്ച പദ്ധതികളുടെ/പ്രവർത്തനങ്ങളുടെ ലിസ്റ്റ് വെബ്സൈറ്റിൽ സ്ഥിരമായി പ്രസിദ്ധീകരിക്കേണ്ടതാണ്. ഇത്തരം കാര്യങ്ങളിൽ സമർപ്പിച്ച രേഖകളിൽ തെറ്റുകൾ ഉണ്ടെന്ന് ചൂണ്ടിക്കാണിക്കപ്പെട്ടാൽ അത് പരിശോധിക്കുകയും അതിനനുസരിച്ച് പ്രസ്തുത സ്ഥാപനത്തെ Empanelled പട്ടികയിൽ നിന്ന് നീക്കം ചെയ്യുന്നതുമായിരിക്കും. അതോടൊപ്പം പ്രസ്തുത ഏജൻസി IWMP യുമായി ബന്ധപ്പെട്ട് വച്ചിരിക്കുന്ന എല്ലാ കരാറുകളും സ്വയമേവ റദ്ദാവുന്നതും ഏതെങ്കിലും തരത്തിലുള്ള പണം കൈപ്പറ്റിയിട്ടുണ്ടെങ്കിൽ അത് തിരിച്ചടക്കേണ്ടതുമാകുന്നു.

ഏകീകൃത പ്രവർത്തന രീതി

ഇത്തരം ഏജൻസികൾ വിവിധ മേഖലകളിൽ പ്രാഗൽഭ്യം തെളിയിച്ചവരാണെങ്കിലും IWMP യുടെ ഉദ്ദേശലക്ഷ്യങ്ങൾക്ക് അനുസൃതമായി, സംസ്ഥാനത്തിന്റെ പല ഭാഗങ്ങളിലും ഒരേ തരത്തിലുള്ള പ്രവർത്തനങ്ങൾ കാഴ്ചവക്കുവാൻ സാധിക്കണമെന്നില്ല. അതുകൊണ്ട് തന്നെ ഏകീകൃതമായ രീതിയിലുള്ള ഒരു പ്രവർത്തനശൈലി രൂപീകരിക്കുന്നതിന് SIRD നടപടികൾ സ്വീകരിക്കുന്നതാണ്.

തിരഞ്ഞെടുക്കപ്പെട്ട ഏജൻസികളുടെ (TSO) പ്രധാനപ്പെട്ട പ്രവർത്തകരേയും ഈ രംഗത്ത് പ്രാഗൽഭ്യം തെളിയിച്ചിട്ടുള്ള മറ്റ് ഏജൻസികളേയും വിദഗ്ദ്ധരേയും ഒരുമിച്ച് കൊണ്ടുവന്ന് പലഘട്ടങ്ങളിലായുള്ള ശിൽപ്പശാലകളിലൂടെ, പദ്ധതിയുടെ പല ഘട്ടങ്ങളിലുള്ള രീതിശാസ്ത്രം വിശദമായി ചർച്ച ചെയ്ത് അവ നടപ്പിലാക്കുന്നതിനുള്ള നടപടികൾ അക്കമിട്ട് ചിട്ടപ്പെടുത്തി എടുക്കുന്നതാണ്. പദ്ധതി പ്രവർത്തനം ഏറ്റെടുക്കുന്ന എല്ലാ സംഘടനകളും ഈ നടപടിക്രമങ്ങൾ പൂർണ്ണമായും പാലിക്കേണ്ടതാണ്. എന്നാൽ അവയ്ക്കുപരിയായി കൂടുതൽ മികവുറ്റ പ്രവർത്തനങ്ങളും നൂതന മാതൃകകളും സൃഷ്ടിക്കുന്നതിനുള്ള അവസരം എല്ലാ സ്ഥാപനങ്ങൾക്കും ഉണ്ടായിരിക്കുന്നതും പിന്നീടുള്ള ഘട്ടങ്ങളിൽ അത്തരം നൂതന മാതൃകകളെ പൊതുവായ നടത്തിപ്പിലേക്ക് കൊണ്ടുവരികയും ചെയ്യുന്നതാണ്.

TSO യുടെ ചുമതലകൾ

DPR തയ്യാറാക്കുന്നത് സംബന്ധിച്ച ചുമതലകൾ

1. നീർത്തടത്തിലെ ജനകീയ സംവിധാനങ്ങളുടെ രൂപീകരണത്തിന് ഗ്രാമപഞ്ചായത്തിനെ സഹായിക്കൽ.
2. ജനകീയ സംവിധാനങ്ങളുടെ പരിശീലനത്തിന്റെ സംഘാടനം-ഇവ കഴിയാവുന്നതും WDT, പഞ്ചായത്ത് തല ഉദ്യോഗസ്ഥർ എന്നിവരെ Faculty ആക്കിക്കൊണ്ട് ആയിരിക്കണം.
3. നീർത്തട അയൽക്കൂട്ടങ്ങളിൽ പങ്കാളിത്ത പഠനരീതികൾ നടത്തുവാൻ സഹായിക്കൽ.
4. ദ്വിതീയ വിവരങ്ങളും, പങ്കാളിത്ത പഠനരീതികളിലൂടെ ലഭിച്ച വിവരങ്ങളും വിശകലനം ചെയ്ത് വിവിധ തലങ്ങളിലുള്ള (കുടുംബം, നീർത്തട അയൽക്കൂട്ടം, നീർത്തടം) പദ്ധതി രേഖകൾക്ക് രൂപം നൽകുക.

PIA ആയ ബ്ലോക്ക് പഞ്ചായത്ത് ആണ് TSO യുമായി കരാറിലേർപ്പെട്ട് ചുമതലകൾ ഏൽപ്പിക്കുന്നത്. പക്ഷേ ഓരോ TSO യും ബന്ധപ്പെട്ട ഗ്രാമപഞ്ചായത്ത് നീർത്തട കമ്മറ്റിയുമായി കൂടിയാലോചിച്ച് വേണം പ്രവർത്തിക്കേണ്ടത്. ഇത്തരം ചർച്ചകളും തീരുമാനങ്ങളും മിനിട്ട് ചെയ്ത് TSO കളുടെ പ്രതിമാസ റിപ്പോർട്ടിനോടൊപ്പം അയക്കേണ്ടതാണ്. TSO യുടെ പ്രതിമാസ റിപ്പോർട്ട് ഗ്രാമപഞ്ചായത്ത് തല നീർത്തട കമ്മറ്റിക്കും, PIA തല കമ്മറ്റിക്കും, ജില്ലാതല കമ്മറ്റിക്കും, SLNA യ്ക്കും സമർപ്പിക്കേണ്ടതാണ്. TSO യുടെ പ്രവർത്തനങ്ങൾ യഥാസമയം പ്രോജക്ട് തല കോ-ഓർഡിനേഷൻ കമ്മിറ്റി വിലയിരുത്തുന്നതും തൃപ്തികരമല്ലാതെ വന്നാൽ SLNA യ്ക്ക് റിപ്പോർട്ട് നൽകേണ്ടതുമാണ്.

SLNA യ്ക്ക് ആവശ്യാനുസരണം മോണിറ്ററിങ്ങ് ചുമതലകൾ എംപാനൽ (Empanel) ചെയ്യപ്പെട്ട ഏജൻസികളെ ഏൽപ്പിക്കാവുന്നതാണ്. PIA കൾക്ക് ഡോക്യുമെന്റേഷൻ ചുമതലകളും ഇവരെ ഏൽപ്പിക്കാം. തൽസമയ മോണിറ്ററിങ്ങിനും (Concurrent monitoring) SLNA ക്ക് ഇത്തരം ഏജൻസികളെ ചുമതലകൾ ഏൽപ്പിക്കാവുന്നതാണ്.

III. ജനപങ്കാളിത്തം-സാമൂഹ്യാധിഷ്ഠിത സംഘടനകളുടെ രൂപീകരണം

നീർത്തടത്തിലെ ആസൂത്രണം, നിർവ്വഹണം, മോണിറ്ററിംഗ് തുടങ്ങി സോഷ്യൽ ആഡിറ്റ് വരെയുള്ള ഓരോ ഘട്ടവും നീർത്തട നിവാസികളുടെ പങ്കാളിത്തത്തോടെയാണ് നടപ്പാക്കുന്നത്. കൂടാതെ നീർത്തടത്തിൽ ചെയ്യുന്ന പ്രവർത്തികളുടെ സംരക്ഷണവും ഭാവി മെയിന്റനൻസും നീർത്തട പ്രദേശത്തെ നിവാസികളുടെ നേതൃത്വത്തിൽ തന്നെ നടത്തേണ്ടതാണ്. ഇതിനായി ഓരോ നീർത്തട പ്രദേശങ്ങളിലും ചുവടെ ചേർത്തിരിക്കുന്ന പ്രകാരം സാമൂഹ്യാധിഷ്ഠിത സംഘടനകൾ രൂപീകരിക്കേണ്ടതാണ്. ഓരോ സംവിധാനത്തിനും പ്രത്യേക ചുമതലകളും ഉണ്ടായിരിക്കും.

- കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങൾ
- നീർത്തട അയൽക്കൂട്ടങ്ങൾ
- നീർത്തട കമ്മിറ്റികൾ
- നീർത്തട സഭകൾ
- മോണിറ്ററിംഗ് സമിതികൾ
- സോഷ്യൽ ആഡിറ്റ് ടീം

ഗ്രാമപഞ്ചായത്തിന്റെ നേതൃത്വത്തിൽ, കുടുംബശ്രീ സംവിധാനത്തിന്റെയും IWMP നിർവ്വഹണത്തിനു വേണ്ടി തിരഞ്ഞെടുക്കപ്പെട്ടിട്ടുള്ള ഏജൻസികളുടെയും ഉദ്യോഗസ്ഥരുടെയും സഹകരണത്തോടെയായിരിക്കും നീർത്തട അയൽക്കൂട്ടങ്ങളുടെയും മറ്റ് ജനകീയ സംവിധാനങ്ങളുടെയും രൂപീകരണം നടത്തുക. ഇതിനു വേണ്ടി ഗ്രാമപഞ്ചായത്ത് അദ്ധ്യക്ഷൻ പഞ്ചായത്തിലെ നിർവ്വഹണ ഉദ്യോഗസ്ഥരുടെയും, നീർത്തട വർക്കിംഗ് ഗ്രൂപ്പ് അംഗങ്ങളുടെയും, കുടുംബശ്രീ ഭാരവാഹികളുടെയും ഒരു യോഗം വിളിച്ചുചേർക്കുന്നതാണ്. പ്രസ്തുത യോഗത്തിലേക്ക് പാടശേഖരസമിതികൾ, കേര സമിതികൾ, കുടിവെള്ള സമിതികൾ തുടങ്ങിയ സാമൂഹ്യാധിഷ്ഠിത സംഘടനാ ഭാരവാഹികളേയും വായനശാലകൾ, കലാ-കായിക-സാംസ്കാരിക സംഘടനകൾ എന്നിവയുടെ പ്രതിനിധികളേയും ക്ഷണിക്കുന്നതായിരിക്കും. പ്രസ്തുത യോഗത്തിൽ SLNA പ്രതിനിധിയും, പദ്ധതിക്ക് ജില്ലയിൽ നേതൃത്വം നൽകുന്ന ഉദ്യോഗസ്ഥനും (പ്രോജക്ട് ഡയറക്ടറും), ബ്ലോക്ക് പഞ്ചായത്തിന്റെ സെക്രട്ടറിയും, WCDC, WDT അംഗങ്ങളും, TSO യെ തിരഞ്ഞെടുത്തിട്ടുണ്ടെങ്കിൽ അവരുടെ പ്രതിനിധികളും നിർബന്ധമായും പങ്കെടുക്കേണ്ടതാണ്. ഗ്രാമപഞ്ചായത്ത് പ്രദേശത്തു നിന്നും തിരഞ്ഞെടുത്തിരിക്കുന്ന ബ്ലോക്ക്, ജില്ലാ പഞ്ചായത്ത് പ്രതിനിധികളേയും ഇതിൽ ക്ഷണിക്കേണ്ടതാണ്.

ഈ യോഗത്തിൽ SLNA പ്രതിനിധി സംസ്ഥാനത്തെ ഇതുവരെയുള്ള നീർത്തട പ്രവർത്തനങ്ങളെക്കുറിച്ചുള്ള വിലയിരുത്തലും ഇപ്പോൾ നേരിടുന്ന വെല്ലുവിളികളും ഹ്രസ്വമായി അവതരിപ്പിക്കും. പ്രോജക്ട് ഡയറക്ടറും ബ്ലോക്ക്പഞ്ചായത്ത് സെക്രട്ടറിയും, WDT, TSO പ്രതിനിധികളും പദ്ധതിയുടെ ഉദ്ദേശലക്ഷ്യങ്ങളും വിശദാംശങ്ങളും രീതിശാസ്ത്രവും വിശദീകരിക്കും. DPR തയ്യാറാക്കുന്നതിനുള്ള നടപടിക്രമങ്ങളും, അതിന് വേണ്ടിയുള്ള ജനകീയ

സംഘടനകളുടെ രൂപീകരണവും, അവർക്കുള്ള പരിശീലനവും, പദ്ധതി രൂപീകരണത്തിന്റെ പ്രക്രിയയും വിശദമായ ചാർട്ടുകളുടെ സഹായത്തോടെ യോഗത്തിൽ അവതരിപ്പിക്കണം.

ഗ്രാമപഞ്ചായത്ത് തലത്തിലുള്ള സംഘടനാ സംവിധാനങ്ങളുടെ രേഖാചിത്രവും ഈ യോഗത്തിൽ അവതരിപ്പിക്കേണ്ടതാണ്. ചർച്ചകൾക്കും സംശയനിവാരണങ്ങൾക്കും ഒടുവിലായി, ചില തീരുമാനങ്ങൾ ഈ യോഗത്തിൽ എടുക്കേണ്ടതാണ്. ഓരോ നീർത്തടത്തിലേയും ഓരോ വാർഡിലേയും Transect Walk നുള്ള സമയം, തീയതി, തുടങ്ങുന്ന സ്ഥലം, പങ്കെടുക്കുന്ന അംഗങ്ങൾ എന്നിവ ഈ യോഗത്തിൽ നിശ്ചയിക്കേണ്ടതാണ്. അതാത് വാർഡുകളിലെ, വെല്ലുവിളികൾ നേരിടുന്ന പ്രദേശങ്ങൾ, ജനസമൂഹങ്ങൾ തുടങ്ങിയവ ഉൾപ്പെടുന്ന ഒരു റൂട്ടും Transect Walk നായി തീരുമാനിക്കേണ്ടതാണ്. നീർത്തട അയൽക്കൂട്ടങ്ങൾ, നീർത്തട കമ്മറ്റികൾ എന്നിവയുടെ രൂപീകരണത്തിന്റെ ഒരു ഏകദേശ കാലയളവും ഈ യോഗത്തിൽ തീരുമാനിക്കണം.

1) കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങൾ

പദ്ധതിയുടെ ഭാഗമായുള്ള ജീവനോപാധികൾ നൽകുന്നതിനുള്ള പ്ലാൻ (Livelihood plan) തയ്യാറാക്കുന്നതും നടപ്പിലാക്കുന്നതും പ്രദേശത്തെ കുടുംബശ്രീ സംവിധാനം

വഴിയായിരിക്കും. നീർത്തട അയൽക്കൂട്ടത്തിലെ പാവപ്പെട്ട കുടുംബങ്ങൾ കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങളിൽ ഇല്ലെങ്കിൽ അവരെ കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങളിൽ അംഗങ്ങളാക്കണം. നീർത്തട അയൽക്കൂട്ടപരിധിക്കുള്ളിൽ കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങൾ നിലവിലില്ലെങ്കിൽ കുടുംബശ്രീ സംവിധാനം കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങൾ രൂപീകരിക്കുന്നതിനുള്ള മുൻകൈ എടുക്കുന്നതായിരിക്കും

2) നീർത്തട അയൽക്കൂട്ടങ്ങൾ (Watershed Neighbourhood Groups)

ഏതൊരു പദ്ധതിയുടേയും വിജയം ആശ്രയിച്ചിരിക്കുന്നത് പദ്ധതിയിലുള്ള ഗുണഭോക്താക്കളുടെ പങ്കാളിത്തത്തേയാണ്. പ്രാദേശികമായ പ്രത്യേകതകളും ആവശ്യങ്ങളും കണക്കിലെടുത്ത് പ്രദേശത്തെ ജനങ്ങളുടെ പങ്കാളിത്തത്തോടുകൂടി രൂപകൽപ്പന ചെയ്ത് നടപ്പിലാക്കുന്ന പദ്ധതികൾ മാത്രമേ വിജയിക്കുകയുള്ളു. ഒരു പ്രദേശത്തെ, ഭൂമിശാസ്ത്രപരമായി അടുത്തടുത്തു കിടക്കുന്ന വീടുകളെ ചേർത്ത് രൂപീകരിക്കുന്ന നീർത്തട അയൽക്കൂട്ടങ്ങളാണ് ഈ പദ്ധതിയിൽ ഇത്തരമൊരു പങ്കാളിത്തം ഉറപ്പാക്കുന്നത്.

40 മുതൽ 50 വരെ വീടുകളാണ് ഒരു നീർത്തട അയൽക്കൂട്ടത്തിൽ അഭികാമ്യം. വീടുകളുടെ എണ്ണം അധികമാകുന്നത് വീടുകൾ തമ്മിൽ പരസ്പര ബന്ധം പുലർത്തുന്നതിന് ബുദ്ധിമുട്ടുകൾ ഉണ്ടാക്കും. ഒരു പ്രദേശത്തെ വീടുകളുടെ എണ്ണം വളരെ അധികമാണെങ്കിൽ ആ പ്രദേശത്ത് ഒന്നിലധികം നീർത്തട അയൽക്കൂട്ടങ്ങൾ രൂപീകരിക്കേണ്ടതാണ്. യാതൊരു വിധത്തിലുള്ള രാഷ്ട്രീയ, മത പരിഗണനകളും നീർത്തട അയൽക്കൂട്ട രൂപീകരണത്തിൽ ഉണ്ടാവരുത്.

2.1. നീർത്തട അയൽക്കൂട്ടം രൂപീകരിക്കുന്ന പ്രക്രിയ

a. Transect Walk- TSO,WDT പ്രതിനിധികളും, അതത് പ്രദേശത്തെ തിരഞ്ഞെടുക്കപ്പെട്ട ഗ്രാമപഞ്ചായത്ത് മെമ്പറും, കുടുംബശ്രീ പ്രതിനിധിയും, പ്രദേശത്തെ സന്നദ്ധ പ്രവർത്തകരും ചേർന്ന് നീർത്തടത്തിലെ ഓരോ വാർഡും നടന്നുകാണുന്നു.

b. നീർത്തട അയൽക്കൂട്ടങ്ങൾ എവിടെയെല്ലാം വേണമെന്ന് തീരുമാനിക്കൽ

Transect Walk നു ശേഷം അതിൽ പങ്കെടുത്തവർ ചേർന്ന് ഏതെല്ലാം ദിവസം എവിടെയെല്ലാം നീർത്തട അയൽക്കൂട്ടങ്ങൾ രൂപീകരിക്കാമെന്ന് തീരുമാനിക്കുന്നു. ഇത് ഗ്രാമപഞ്ചായത്ത് അംഗങ്ങളുടെയും, കുടുംബശ്രീയുടെയും IWMP പദ്ധതി നിർവ്വഹണത്തിന് നിയോഗിച്ചിട്ടുള്ള ഏജൻസികളുടെയും ഉദ്യോഗസ്ഥരുടേയും സഹായത്തോടെ കഡസ്ട്രൽ (Cadestral) മാപ്പിൽ രേഖപ്പെടുത്തുന്നു. ഭൂമിശാസ്ത്രപരമായി തുടർച്ച നീർത്തട അയൽക്കൂട്ടങ്ങൾ തമ്മിൽവേണം

C. പ്രാദേശികമായ യോഗങ്ങൾ വിളിച്ചു കൂട്ടാനുള്ള തയ്യാറെടുപ്പ്

ഒരു പ്രദേശത്ത് യോഗം വിളിച്ചുകൂട്ടുന്നതിനുള്ള സമയവും, തീയതിയും ഗ്രാമപഞ്ചായത്ത് മെമ്പറും കുടുംബശ്രീ പ്രവർത്തകരും പ്രദേശത്തെ ജനങ്ങളെ അറിയിക്കണം. മുൻകൂട്ടി നിശ്ചയിച്ച തീയതിയിൽ യോഗസമയത്തിന് 23 മണിക്കൂർ മുമ്പ് തന്നെ TSO, WDT പ്രതിനിധികൾ നിശ്ചയിച്ച പ്രദേശത്ത് എത്തുകയും അവിടത്തെ ജനങ്ങളുടെ സഹായത്തോടെ പ്രദേശത്തെ വീടുകളുടെ ഒരു പട്ടിക തയ്യാറാക്കുകയും ചെയ്യുന്നു. മേൽപറഞ്ഞ കഡസ്ട്രൽ മാപ്പിൽ വീടുകൾ രേഖപ്പെടുത്തി അടുത്തടുത്തുള്ള വീടുകൾ ഒരുമിച്ചുവരുന്ന തരത്തിൽ ഏഴായി തിരിക്കുന്നു. ഭൂമിശാസ്ത്രപരമായി അടുത്തടുത്തുള്ള വീടുകൾ ഏതൊക്കെയാണോ അതേപടിയായിരിക്കണം പട്ടികയിലും രേഖപ്പെടുത്തേണ്ടത്. ഇതോടൊപ്പം ഓരോ വീട്ടിലും കയറി യോഗ വിവരം അറിയിക്കുകയും ഓരോ വീട്ടുകാരുടേയും ഒപ്പ് വാങ്ങുകയും ചെയ്യുന്നു.

d. പ്രാദേശികയോഗങ്ങൾ വിളിച്ചുകൂട്ടൽ

തുടർന്ന് പ്രാദേശികമായ യോഗം വിളിച്ചുകൂട്ടുന്നു. പ്രദേശത്തെ ഗ്രാമപഞ്ചായത്ത് മെമ്പർ ആണ് യോഗത്തിൽ അദ്ധ്യക്ഷം വഹിക്കേണ്ടത്. ഒരു കാരണവശാലും പ്രദേശത്തെ ഗ്രാമപഞ്ചായത്ത് മെമ്പർ ഇല്ലാതെ യോഗം വിളിച്ചുകൂട്ടാൻ പാടുള്ളതല്ല. യോഗത്തിൽ പദ്ധതിയെക്കുറിച്ചും വിവിധ പങ്കാളികളെക്കുറിച്ചും, നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ആവശ്യകതയെക്കുറിച്ചും വിവരിക്കുകയും, തുടർന്ന് ജനങ്ങളുടെ സംശയങ്ങൾക്ക് മറുപടി നൽകുകയും ചെയ്യുന്നു.

e. Social Mapping

പ്രദേശത്തിന്റെ ഒരു മാപ്പ് തയ്യാറാക്കലാണ് അടുത്ത പരിപാടി. നിലത്താണ് സാധാരണ മാപ്പ് തയ്യാറാക്കുന്നത്. കളർ ചോക്കുകളോ പ്രാദേശികമായി ലഭ്യമാകുന്ന മറ്റ് വസ്തുക്കളോ ഇതിനായി ഉപയോഗിക്കാം. ആദ്യ പടിയായി ദിശ രേഖപ്പെടുത്തുന്നു. തുടർന്ന് പ്രദേശത്തെ പ്രധാന റോഡുകളും പൊതു സ്ഥാപനങ്ങളും മാപ്പിൽ രേഖപ്പെടുത്തുന്നു. പ്രാദേശികമായി ലഭ്യമാകുന്ന വസ്തുക്കളാണ് ഇതിനുപയോഗി ക്കുന്നത്. ഇതിനു ശേഷം ഓരോ വീടും എവിടെയാണോ അവിടെ ചാർട്ട് പേപ്പറിൽ നിന്ന് വെട്ടിയുണ്ടാക്കിയ കാർഡുകൾ (വലിപ്പം-7* 4 സെ.മീ.) വയ്ക്കുന്നു. ഓരോ കാർഡിലും ഗൃഹനാഥൻ/നാഥയുടെ പേരും സീരിയൽ നമ്പറും (1, 2, 3 എന്നിങ്ങനെ) അടയാളപ്പെടുത്തുന്നു. അതേ സീരിയൽ നമ്പർ തന്നെ ആദ്യം ഉണ്ടാക്കിയ വീടുകളുടെ ലിസ്റ്റിലും നൽകണം. വിട്ടുപോയ വീടുകളുണ്ടെങ്കിൽ കൂട്ടിച്ചേർക്കണം. ഗൃഹനാഥന്റെ മുഴുവൻ പേരും, വീട്ടുപേരും ഉണ്ടാവണം. ഒരേ പേരിൽ തന്നെ ഒന്നിലധികം പേരുണ്ടെങ്കിൽ തിരിച്ചറിയാൻ വേണ്ടിയാണിത്. ഇങ്ങനെ നിലത്ത് തയ്യാറാക്കിയ മാപ്പ് കടലാസിലേക്ക് പകർത്തുകയും ഫോട്ടോയെടുത്ത് സൂക്ഷിക്കുകയും വേണം.

f. നീർത്തട അയൽക്കൂട്ടം രൂപീകരിക്കൽ

ജനങ്ങളെ പദ്ധതിയെക്കുറിച്ചും നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ആവശ്യകതയും ബോദ്ധ്യപ്പെടുത്തിയതിന് ശേഷം നീർത്തട അയൽക്കൂട്ട രൂപീകരണത്തിലേക്കു കടക്കുന്നു. മുൻകൂട്ടി തയ്യാറാക്കപ്പെട്ട നിയമാവലി (അനുബന്ധം 1) ചർച്ച ചെയ്യുകയും അതുപ്രകാരം കമ്മറ്റി അംഗങ്ങളേയും ഭാരവാഹികളേയും തിരഞ്ഞെടുക്കുകയും ചെയ്യുന്നു.

മുൻപു തയ്യാറാക്കിയ വീടുകളുടെ ലിസ്റ്റ് പ്രകാരം പ്രദേശത്തുള്ള വീടുകളെ അടുത്തടുത്തുള്ള 7 ഗ്രൂപ്പുകളായി തിരിച്ച് (Sub group) ഓരോ ഗ്രൂപ്പിൽ നിന്നും ഒരാളെയാണ് കമ്മറ്റി അംഗമായി തിരഞ്ഞെടുക്കേണ്ടത്. Sub Group ൽ നിന്ന് കമ്മറ്റി അംഗത്തെ തിരഞ്ഞെടുക്കുന്നതിനുള്ള അവകാശം ആ Sub Group ലുള്ള വീടുകൾക്കായിരിക്കും. ആകെയുള്ള 7 കമ്മറ്റി അംഗങ്ങളിൽ 3 പേരെങ്കിലും സ്ത്രീകളായിരിക്കണം.

കമ്മറ്റി അംഗങ്ങളിൽ നിന്നാണ് നീർത്തട അയൽക്കൂട്ടം ഭാരവാഹികളെ തിരഞ്ഞെടുക്കുന്നത്. പ്രസിഡന്റ്, വൈസ് പ്രസിഡന്റ്, സെക്രട്ടറി, ജോയിന്റ് സെക്രട്ടറി, ഖജാൻജി എന്നിവരാണ് ഭാരവാഹികൾ. ഇതിൽ ഖജാൻജിയും മറ്റൊരു ഭാരവാഹിയും സ്ത്രീകളായിരിക്കണം. പട്ടികജാതി പട്ടിക വർഗ്ഗ കുടുംബങ്ങൾക്ക് കമ്മറ്റിയിൽ ആനുപാതിക പ്രാതിനിധ്യം നൽകേണ്ടതാണ്. സ്ത്രീ പ്രാതിനിധ്യത്തിന് പുറമേയാണിത്.

ഏതെങ്കിലും തരത്തിലുള്ള പ്രതിഫലം കമ്മറ്റി അംഗങ്ങളോ ഭാരവാഹികളോ കൈപ്പറ്റാൻ പാടുള്ളതല്ല. നീർത്തട അയൽക്കൂട്ടത്തിന്റെ പ്രവർത്തനങ്ങൾക്കായി യഥാർത്ഥത്തിൽ ചെലവാക്കുന്ന യാത്രക്കൂലി മുതലായ ചിലവുകൾ മാത്രം ഇവർക്ക് അയൽക്കൂട്ടത്തിൽ നിന്ന് സ്വീകരിക്കാവുന്നതാണ്. ഓരോ ഇനത്തിലും പരമാവധി നൽകാവുന്ന തുക നീർത്തട അയൽക്കൂട്ടം മുൻകൂട്ടി തീരുമാനിക്കേണ്ടതാണ്. യഥാർത്ഥത്തിൽ ചിലവായ തുകയോ പരമാവധി നൽകാവുന്ന തുകയോ, ഏതാണോ കുറവ് അതാണ് കൊടുക്കാവുന്നത്.

g. ഗ്രാമപഞ്ചായത്തിന്റെ അംഗീകാരം തേടൽ

നീർത്തട അയൽക്കൂട്ടം രേഖാമൂലം ഗ്രാമപഞ്ചായത്തിന് അപേക്ഷ നൽകുകയും മണ്ണ്, ജല സംരക്ഷണ പ്രവർത്തനങ്ങൾ ഏറ്റെടുത്തു നടത്തുന്നതിനുള്ള ഏജൻസിയായി ഗ്രാമപഞ്ചായത്തിൽ രജിസ്റ്റർ ചെയ്യുകയും ചെയ്യുന്നു.

2.2. നീർത്തട അയൽക്കൂട്ടത്തിലെ അംഗത്വം

അയൽക്കൂട്ടത്തിന്റെ പ്രവർത്തന പരിധിക്കുള്ളിൽ വരുന്ന എല്ലാ വീടുകളും നീർത്തട അയൽക്കൂട്ടത്തിൽ ഉൾപ്പെടുന്നതാണ്. ഒരു വീട്ടിൽ നിന്ന് പ്രായപൂർത്തിയായ ഒരു സ്ത്രീയും പുരുഷനും വീതമാണ് നീർത്തട അയൽക്കൂട്ടത്തിൽ അംഗങ്ങളാവുക. പ്രദേശത്ത് സ്വന്തമായി വീടില്ലാതിരിക്കുകയും ഭൂമി മാത്രം ഉണ്ടാവുകയും ചെയ്യുന്നവർ നീർത്തട അയൽക്കൂട്ടത്തിൽ അംഗങ്ങളായിരിക്കുമെങ്കിലും അവർക്ക് വോട്ടവകാശം ഉണ്ടായിരിക്കുന്നതല്ല. ഭൂമിയിൽ ചെയ്യാവുന്ന പ്രവർത്തികൾക്കുള്ള ആനുകൂല്യം അവർക്ക് ലഭിക്കും. പ്രദേശത്തെ തിരഞ്ഞെടുക്കപ്പെട്ട ഗ്രാമപഞ്ചായത്ത് പ്രതിനിധികളും, കുടുംബശ്രീ എ.ഡി. എസ് ചെയർ പേഴ്സൺമാരും നീർത്തട അയൽക്കൂട്ടത്തിൽ Ex-officio മെമ്പർമാരായിരിക്കും.

2.3. നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ചുമതലകൾ

താഴെ പറയുന്ന ചുമതലകളാണ് നീർത്തട അയൽക്കൂട്ടത്തിനുള്ളത്.

a. പൊതുവായവ

1. പ്രദേശത്തെ പ്രകൃതിവിഭവ പരിപാലനത്തിനും പ്രത്യേകിച്ച് കാർഷിക പ്രവർത്തനങ്ങൾക്കും നേതൃത്വം നൽകുക.
2. കേന്ദ്ര, സംസ്ഥാന സർക്കാരുകളുടേയും മറ്റ് ഏജൻസികളുടേയും പദ്ധതികൾ കണ്ടെത്തുകയും അവ നേടിയെടുത്ത് ലേബർ ടീം/ വിദഗ്ദ്ധ ലേബർ ഗ്രൂപ്പുകൾ വഴി നടപ്പിലാക്കുകയും ചെയ്യുക.
3. ത്രിതല പഞ്ചായത്തുകളുടെ പദ്ധതികൾ ഏറ്റെടുത്ത് ലേബർ ടീം/ വിദഗ്ദ്ധ ലേബർ ഗ്രൂപ്പുകൾ വഴി നടപ്പിലാക്കുന്നതിനുള്ള (deemed) ഗുണഭോക്തൃ സമിതിയായി പ്രവർത്തിക്കുക.
4. പ്രദേശത്തെ മറ്റ് കാർഷിക സമിതികളുമായി - പാടശേഖര സമിതികൾ, കേരസമിതികൾ, VFPCK സ്വയംസഹായ സംഘങ്ങൾ മുതലായവയുമായി ബന്ധപ്പെട്ട് പ്രവർത്തിക്കുക.

b. പദ്ധതിയുമായി ബന്ധപ്പെട്ടവ

1. പദ്ധതിയിൽ നീർത്തട അയൽക്കൂട്ടത്തിലെ എല്ലാ വീടുകളുടേയും പങ്കാളിത്തം ഉറപ്പാക്കുക.
2. വിവിധ പരിശീലനങ്ങളിൽ നീർത്തട അയൽക്കൂട്ടം അംഗങ്ങൾ പങ്കെടുക്കുമെന്ന് ഉറപ്പാക്കുക.
3. പദ്ധതിരേഖ തയ്യാറാക്കുന്നതിൽ പങ്കാളികളാവുകയും TSO യ്ക്കും WDT യ്ക്കും ആവശ്യമായ സഹായങ്ങൾ നൽകുകയും ചെയ്യുക.
4. പദ്ധതിരേഖ തയ്യാറാക്കാനാവശ്യമായ പ്രാഥമിക വിവരശേഖരണം നടത്തുക.
5. പ്രദേശത്തിന് ഇണങ്ങുന്നതും ആവശ്യമുള്ളതുമായ പ്രവർത്തികൾ കണ്ടെത്തി പദ്ധതിരേഖയിലുൾപ്പെടുത്തുക. ഉദാ: ജലക്ഷാമം മൂലം ഉണക്ക് നേരിടുന്ന പ്രദേശത്തെ കർഷകരെ സംഘടിപ്പിച്ച് ലിഫ്റ്റ് ഇറിഗേഷൻ പദ്ധതികളുടെ സാദ്ധ്യതകൾ ആരായുക. അല്ലെങ്കിൽ നിലവിലുള്ള ജലവിനിയോഗം എങ്ങനെയെല്ലാം മെച്ചപ്പെടുത്താൻ കഴിയുമെന്ന് ആരായുക
6. പദ്ധതിരേഖ തയ്യാറാക്കുന്നതിനും കാലാകാലങ്ങളിൽ പുതുക്കുന്നതിനും പ്രദേശത്തെ ജനങ്ങളെ സംഘടിപ്പിച്ച് പങ്കാളിത്ത ഭൂപട നിർമ്മാണം, പ്രശ്നവൃക്ഷ വിശകലനം, സാമൂഹ്യ ഭൂപടം, കാർഷിക കലണ്ടർ, ഫോക്കസ് ഗ്രൂപ്പ് ചർച്ച തുടങ്ങിയ പങ്കാളിത്ത രീതിയിലുള്ള പഠനങ്ങൾക്ക് നേതൃത്വം നൽകുക.
7. പ്രദേശത്തെ കുടുംബശ്രീ അയൽക്കൂട്ടവുമായി ചേർന്ന് ജീവനോപാധികൾക്കുള്ള പ്ലാൻ (livelihood plan) തയ്യാറാക്കുകയും നടപ്പിലാക്കുകയും ചെയ്യുക
8. വ്യക്തിഗത ആനുകൂല്യങ്ങൾക്കുള്ള ഗുണഭോക്താക്കളെ നീർത്തട സഭയുടെ അംഗീകാരത്തിനായി നിർദ്ദേശിക്കുക.
9. പദ്ധതിയിൽ നിർദ്ദേശിച്ചിരിക്കുന്ന പ്രകാരമുള്ള ഗുണഭോക്തൃവിഹിതം സമാഹരിക്കുക.
10. നിശ്ചിത കാലയളവിൽ ചെയ്യാവുന്ന പ്രവർത്തികളുടെ ലിസ്റ്റ് തയ്യാറാക്കി യഥാസമയം നീർത്തട കമ്മറ്റിയെ അറിയിച്ചുകൊണ്ടിരിക്കുക.

11. പദ്ധതിയുടെ പ്രവർത്തനം സമയബന്ധിതമായി നടപ്പിലാക്കുന്നതിനു വേണ്ടി പദ്ധതി പ്രദേശത്തുള്ള അവിദഗ്ദ്ധ തൊഴിലാളികളുടെ ഒരു ലേബർ ടീം രൂപീകരിക്കുകയും, ലേബർ ടീമിന്റെ പ്രവർത്തനങ്ങൾക്ക് ആവശ്യമായ സഹായങ്ങൾ നൽകുകയും ചെയ്യുക.
12. വിദഗ്ദ്ധ തൊഴിൽ ചെയ്യുന്ന Skilled Labour Group ന്റെ രൂപീകരണത്തിനും തുടർ പ്രവർത്തനങ്ങൾക്കും നീർത്തട കമ്മറ്റിയെ സഹായിക്കുക.
13. നീർത്തട കമ്മറ്റിയുടെ Work Order പ്രകാരമുള്ള പ്രവൃത്തികളുടെ നിർവ്വഹണത്തിന് നേതൃത്വം നൽകുക.
14. MGNREGS ലേബർ ടീമിന്റേയും Skilled Labour Group ന്റേയും പണികളുടെ മസ്റ്റർ റോളിൽ Counter sign ചെയ്യുക.
15. പ്രവൃത്തികൾ യഥാസമയം നിരീക്ഷിക്കുകയും വിലയിരുത്തുകയും പ്രശ്നങ്ങൾ ഉണ്ടെങ്കിൽ ആ സമയം തന്നെ പരിഹരിക്കുകയും ചെയ്യുക.
16. പൊതുവായ പ്രവൃത്തികൾക്കാവശ്യമായ നിർമ്മാണ സാമഗ്രികൾ സുക്ഷിച്ചുവയ്ക്കുകയും അവയുടെ കണക്കുകൾ സൂക്ഷിക്കുകയും ചെയ്യുക.
17. ബെയർഫൂട്ട് എഞ്ചിനിയർമാരുമായി സഹകരിക്കുകയും സഹായിക്കുകയും ചെയ്യുക
18. പ്രവൃത്തികളുടെ അളവ് രേഖപ്പെടുത്തുന്നതിനും മൂല്യം തയ്യാറാക്കുന്നതിനും ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർക്ക് ആവശ്യമായ സഹായങ്ങൾ ചെയ്തുകൊടുക്കുക.
19. നീർത്തട കമ്മറ്റി / WDT / ഗ്രാമപഞ്ചായത്ത് എന്നിവരുമായി നിരന്തരം ബന്ധപ്പെടുകയും പ്രവൃത്തികൾ നടപ്പാക്കുന്നതിന് ആവശ്യമായ നിർദ്ദേശങ്ങൾ, സാങ്കേതിക സഹായം, ഫണ്ട് എന്നിവ ഉറപ്പാക്കുകയും ചെയ്യുക.
20. പദ്ധതി പ്രവർത്തനങ്ങളുമായും നീർത്തട അയൽക്കൂട്ടം നടത്തിപ്പുമായും ബന്ധപ്പെട്ട രേഖകളും രജിസ്റ്ററുകളും സൂക്ഷിക്കുകയും യഥാസമയം രേഖപ്പെടുത്തുകയും ചെയ്യുക.
21. പദ്ധതിയുടെ കണക്കുകൾ തയ്യാറാക്കുന്നതിന് കുടുംബശ്രീ KAASS ഉമായി സഹകരിക്കുക.
22. പദ്ധതിയുടെ Documentation യഥാസമയം കൃത്യമായി ചെയ്യുക. പദ്ധതിയുടെ വിവിധ ഘട്ടങ്ങളിലുള്ള രേഖകൾ ചിട്ടയായി സൂക്ഷിക്കണം. ഇതോടൊപ്പം ഗുണഭോക്താവിന്റേയും, പ്രവൃത്തികളുടേയും ഫോട്ടോഗ്രാഫുകളുടെ Soft copy യും നീർത്തട കമ്മറ്റിക്ക് കൈമാറേണ്ടതാണ്. ഇതിനുവേണ്ടി ഒരു ഡിജിറ്റൽ ക്യാമറ നീർത്തട അയൽക്കൂട്ടം സ്വന്തം ചിലവിൽ വാങ്ങേണ്ടതാണ്.
23. പദ്ധതി സുതാര്യമായി നടക്കുന്നുണ്ടെന്ന് ഉറപ്പുവരുത്തുക.

2.4 സബ് ഗ്രൂപ്പുകൾ

7 കമ്മിറ്റി അംഗങ്ങളിൽ ഓരോ കമ്മറ്റി അംഗത്തിനും പ്രത്യേകമായി ചുമതലകൾ ഉണ്ടാകും. അതിനായി 2 നീർത്തട അയൽക്കൂട്ട സമിതി അംഗങ്ങളെ വീതം ചേർത്ത് പ്രത്യേക സബ് ഗ്രൂപ്പുകൾ രൂപീകരിക്കണം.

ഓരോ സബ് ഗ്രൂപ്പിനുമുള്ള ചുമതലകൾ താഴെ ചേർക്കുന്നു.

1. പ്രവൃത്തികളുടെ അതാതു സമയത്തെ മോണിറ്ററിങ്ങ്.
2. പണികളുടെ അളവും ഗുണനിലവാരവും ഉറപ്പുവരുത്തൽ.

3. സാമ്പത്തിക ഇടപാടുകളുടെ കൃത്യതയും സുതാര്യതയും ഉറപ്പുവരുത്തൽ.
4. ജീവനോപാധികൾക്കുള്ള പദ്ധതികൾക്കും സ്വന്തമായി ഭൂമിയില്ലാത്ത വീട്ടുകാർക്കുള്ള പ്രവൃത്തികൾക്കും നേതൃത്വം നൽകൽ.
5. MGNREGS ലേബർ ടീമിന്റേയും, വിദഗ്ദ്ധ ലേബർ ഗ്രൂപ്പിന്റേയും പ്രവർത്തനങ്ങൾക്ക് സഹായം നൽകൽ.
6. യോഗങ്ങൾ കൃത്യമായി വിളിച്ചുകൂട്ടുക, കമ്മറ്റി അംഗങ്ങൾ / ഭാരവാഹികൾ എന്നിവരെ യഥാസമയം തിരഞ്ഞെടുക്കുന്നതിന് നേതൃത്വം നൽകുക.
7. പദ്ധതിയുമായി ബന്ധപ്പെട്ട രേഖകളും രജിസ്റ്ററുകളും ഫോട്ടോഗ്രാഫുകളും കൃത്യമായി സൂക്ഷിക്കൽ.

2.5. നീർത്തട അയൽക്കൂട്ടം കൈവശം വെക്കേണ്ട രേഖകളും രജിസ്റ്ററുകളും

1. മിനിറ്റ്സ് ബുക്ക്
2. ക്യാഷ് ബുക്ക്
3. അംഗത്വ രജിസ്റ്റർ
4. ഗുണഭോക്തൃവിഹിത രജിസ്റ്റർ
5. വൗച്ചറുകൾ / രസീതുകൾ
6. മസ്റ്റർ റോൾ
7. പ്രവൃത്തികളുടെ അളവുകൾ രേഖപ്പെടുത്തുന്ന രജിസ്റ്റർ
8. സ്റ്റോക്ക് രജിസ്റ്റർ
9. ബാങ്ക് പാസ്സ് ബുക്കും, ചെക്ക് ബുക്കും
10. ലേബർ ടീമിന്റെ വിവരങ്ങൾ രേഖപ്പെടുത്തുന്ന രജിസ്റ്റർ

2.6. ബാങ്ക് അക്കൗണ്ട്

സെക്രട്ടറിയുടേയും ഖജാൻജിയുടേയും പേരിൽ ദേശസാൽകൃത ബാങ്കിൽ ഒരു ജോയിന്റ് ബാങ്ക് അക്കൗണ്ട് നീർത്തട അയൽക്കൂട്ടം തുടങ്ങേണ്ടതാണ്. ഗുണഭോക്തൃവിഹിതം നിക്ഷേപിക്കുന്നതിനും നീർത്തട അയൽക്കൂട്ടത്തിന്റെ നടത്തിപ്പുമായി ബന്ധപ്പെട്ട ചെലവുകൾ കൈകാര്യം ചെയ്യാനും ഇത് സഹായകരമാവും. ഭാവിയിൽ ത്രിതല പഞ്ചായത്തുകളുടേയോ കേന്ദ്ര-സംസ്ഥാന സർക്കാരുകളുടേയോ, മറ്റ് ഏജൻസികളുടേയോ ഫണ്ടുകൾ ഈ അക്കൗണ്ട് വഴി കൈകാര്യം ചെയ്യാവുന്നതാണ്.

നീർത്തട അയൽക്കൂട്ടത്തിലെ എല്ലാ വീട്ടുകാർക്കും വെവ്വേറെ ബാങ്ക് അക്കൗണ്ട് ആവശ്യമാണ്. വ്യക്തിഗത ആനുകൂല്യങ്ങൾക്കുള്ള തുക ഈ അക്കൗണ്ടിലേക്ക് നേരിട്ടാണ് നൽകുക. യാതൊരു സാഹചര്യത്തിലും ഈ തുക പണമായി നൽകുകയില്ല.

2.7. പ്രവൃത്തികളുടെ ഭാവിസംരക്ഷണം

ഓരോ നീർത്തട അയൽക്കൂട്ടത്തിന്റെയും പരിധിയിൽ പെടുന്ന പ്രദേശത്ത് ചെയ്യുന്ന പ്രവൃത്തിയുടെ ഭാവിസംരക്ഷണം പ്രസ്തുത നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ചുമതലയായിരിക്കും. സ്വകാര്യ ഭൂമിയിൽ ചെയ്യുന്ന പ്രവൃത്തികൾക്ക് വ്യക്തികൾക്കും, പൊതുവായി ചെയ്യുന്ന പ്രവൃത്തികൾക്ക് അതിൽ നിന്ന് ഫലം കിട്ടുന്ന കുടുംബങ്ങൾക്കും ഉത്തരവാദിത്വമുണ്ടായിരിക്കും.

2.8. സുതാര്യത ഉറപ്പുവരുത്തൽ

ഇതിന്റെ ഭാഗമായി രേഖകൾ സ്വമേധയാ പ്രസിദ്ധീകരിക്കുന്ന ഒരു രീതി ഉണ്ടാവണം. അറിയിപ്പുകൾ, മിനിറ്റ്സ്, തീരുമാനങ്ങൾ, ആനുകൂല്യങ്ങൾ, വരവ് ചെലവ് കണക്കുകൾ തുടങ്ങിയവ എല്ലാംതന്നെ പ്രദേശത്തെ വായനശാലകൾ, ക്ലബ്ബുകൾ, സ്കൂളുകൾ, മറ്റ് പൊതു സ്ഥാപനങ്ങൾ എന്നിവയുടെ ചുവരിൽ പ്രദർശിപ്പിക്കേണ്ടതാണ്. പദ്ധതിയുടെ ഭാഗമായി പണി നടക്കുന്ന എല്ലാ സ്ഥലങ്ങളിലും ഒരു ബോർഡ് വയ്ക്കേണ്ടതും പ്രസ്തുത ബോർഡിൽ മേൽപറഞ്ഞ വിവരങ്ങളും ആ പണിയെക്കുറിച്ചുള്ള വിശദവിവരങ്ങളും പ്രദർശിപ്പിക്കേണ്ടതുമാണ്. മേൽപറഞ്ഞ രേഖകൾ മലയാളത്തിൽ ആയിരിക്കുമെന്നും സാധാരക്കാർക്ക് മനസ്സിലാക്കാൻ പറ്റുന്ന വിധത്തിൽ ലളിതമായിരിക്കുമെന്നും അവർക്ക് വായിക്കാൻ തക്കവണ്ണമുള്ള സ്ഥലത്തായിരിക്കുമെന്നും ഉറപ്പിക്കേണ്ടതാണ്. ഇത്തരം കാര്യങ്ങൾക്ക് അഡ്മിനിസ്ട്രേഷൻ ഫണ്ടിൽ നിന്നും പണം കണ്ടെത്താവുന്നതുമാണ്.

നീർത്തട അയൽക്കൂട്ടത്തിൽ നടത്തുന്ന ഓരോ പ്രവർത്തനങ്ങളുടേയും സുതാര്യത ഉറപ്പുവരുത്തിയാൽ മാത്രമേ അംഗങ്ങളുടെ വിശ്വാസം ആർജ്ജിക്കാനും പദ്ധതി വിജയിപ്പിക്കാനും കഴിയു. അതിനായി താഴെ പറയുന്ന മാർഗ്ഗങ്ങൾ സ്വീകരിക്കേണ്ടതാണ്.

1. നോട്ടീസ് ബോർഡുകൾ – ഓരോ നീർത്തട അയൽക്കൂട്ടത്തിലും ആളുകളുടെ ശ്രദ്ധ പെട്ടെന്ന് പിടിച്ചുപറ്റുന്ന സ്ഥലത്ത് ഒരു നോട്ടീസ് ബോർഡ് സ്ഥാപിക്കേണ്ടതാണ്. ഗുണഭോക്താക്കളുടെ വിവരങ്ങൾ, ഗുണഭോക്തൃവിഹിതം, ഓരോ ഗുണഭോക്താവിനും നൽകിയ തുക, പ്രവൃത്തിയുടെ വിവരങ്ങൾ, ഇനം, ചെലവായ തുക മുതലായവ യഥാസമയം നോട്ടീസ് ബോർഡിൽ രേഖപ്പെടുത്തണം.
2. യോഗങ്ങൾ – മേൽപറഞ്ഞ വിവരങ്ങൾ എല്ലാ മാസവും നടക്കുന്ന യോഗത്തിൽ വിശദീകരിക്കണം.
3. സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തൽ – നീർത്തട അയൽക്കൂട്ടത്തിലെ ഓരോ പ്രവർത്തനങ്ങളും വിലയിരുത്തലിന് വിധേയമാകണം. (വിശദാംശങ്ങൾ സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തലിൽ (Social auditing) ൽ ചേർത്തിട്ടുണ്ട്).

3) നീർത്തട കമ്മിറ്റി (Watershed Committee)

IWMP പദ്ധതി നിർവ്വഹണത്തിൽ നിർണ്ണായക പങ്കുവഹിക്കുന്ന ഘടകമാണ് നീർത്തട കമ്മറ്റി. പദ്ധതിയുടെ ഉദ്ദേശലക്ഷ്യങ്ങൾ ഫലപ്രാപ്തിയിലെത്താൻ തികച്ചും ജനാധിപത്യരീതിയിൽ തെരഞ്ഞെടുക്കപ്പെടുന്നതും കാര്യക്ഷമതയും സുതാര്യതയും ഉറപ്പുവരുത്തുന്നതുമായ ഒരു കമ്മറ്റി രൂപീകരിക്കപ്പെടേത് അനിവാര്യമാണ്. ഓരോ നീർത്തടത്തിലും ഒരു നീർത്തട കമ്മിറ്റി രൂപീകരിക്കണം.

IWMP പദ്ധതിപ്രദേശത്ത് പ്രത്യേക മാർഗ്ഗനിർദ്ദേശങ്ങളും നിയമാവലിയും അനുസരിച്ച് രൂപീകരിക്കപ്പെടുന്ന നീർത്തട അയൽക്കൂട്ടങ്ങളുടെ (WS NHG) ഒരു Federation എന്ന നിലയിലാണ് നീർത്തട കമ്മറ്റി രൂപീകരിക്കപ്പെടേത്. ഓരോ നീർത്തട അയൽക്കൂട്ടത്തിൽ നിന്നും തെരഞ്ഞെടുക്കപ്പെടുന്ന പ്രസിഡന്റ്, സെക്രട്ടറി, എന്നിങ്ങനെ 2 ഭാരവാഹികളാണ് നീർത്തട കമ്മറ്റിയുടെ പൊതുസഭയിലെ അംഗങ്ങൾ.

ഗ്രാമപഞ്ചായത്ത്, പഞ്ചായത്തിന്റെ ഒരു നിർവ്വഹണ ഉദ്യോഗസ്ഥന് ഒരു നീർത്തടത്തിന്റെ പ്രത്യേക ചുമതലയേൽപ്പിക്കുന്നതാണ്. ഇങ്ങനെ ഗ്രാമപഞ്ചായത്ത് നിയോഗിക്കുന്ന ഉദ്യോഗസ്ഥനാണ് നീർത്തട കമ്മറ്റിയുടെ കൺവീനർ. കൺവീനർ ഗ്രാമപഞ്ചായത്തിന്റെ ബന്ധപ്പെട്ട വകുപ്പിൽ നിന്നുള്ള നിർവ്വഹണ ഉദ്യോഗസ്ഥനോ അതല്ലെങ്കിൽ താൽപര്യമെടുത്ത് മുന്നോട്ടുവരുന്ന, വേറെ ഏതെങ്കിലും വകുപ്പിലെ നിർവ്വഹണ ഉദ്യോഗസ്ഥനോ ആവാം.

നീർത്തട പ്രദേശത്തിന്റെ കഡസ്ട്രൽ മാപ്പിൽ നീർത്തട അയൽക്കൂട്ടങ്ങൾ രേഖപ്പെടുത്തി അടുത്തടുത്തുള്ള നീർത്തട അയൽക്കൂട്ടങ്ങൾ ഒരുമിച്ചുവരുന്ന തരത്തിൽ ഒൻപത് സോണുകളായി തിരിക്കുന്നു. ഒരു സോണിൽ നിന്നും ഉള്ള നീർത്തട അയൽക്കൂട്ടങ്ങളുടെ ഭാരവാഹികളിൽ നിന്നും ഒരാൾ എന്ന നിലയിൽ നീർത്തട കമ്മിറ്റിയിലേക്ക് തെരഞ്ഞെടുക്കപ്പെടണം. ഒരു സോണിൽ നിന്ന് കമ്മറ്റി അംഗത്തെ തിരഞ്ഞെടുക്കുന്നതിനുള്ള അവകാശം ആ സോണിലുള്ള നീർത്തട അയൽക്കൂട്ട ഭാരവാഹികൾക്കായിരിക്കും.

ഓരോ വർഷത്തിലും പുന:സംഘടിപ്പിക്കപ്പെടുന്ന നീർത്തട കമ്മറ്റിയിലേക്ക് കഴിഞ്ഞ വർഷത്തിൽ പ്രാതിനിധ്യം ലഭിക്കാത്ത നീർത്തട അയൽക്കൂട്ടങ്ങൾക്ക് പ്രാതിനിധ്യം നൽകണം. ഇത്തരത്തിൽ 9 സോണുകളെ പ്രതിനിധീകരിക്കുന്ന 9 അംഗങ്ങളാണ് നീർത്തട കമ്മറ്റിയിലെ തെരഞ്ഞെടുക്കപ്പെട്ട അംഗങ്ങൾ. ഇവരെ കൂടാതെ പദ്ധതി നടത്തിപ്പ് കാര്യക്ഷമമായി നടക്കുന്നതിനായി വിവിധ സർക്കാർ ഉദ്യോഗസ്ഥരും തെരഞ്ഞെടുക്കപ്പെട്ട പഞ്ചായത്ത് പ്രതിനിധികളും അടക്കം 8 Ex Officio അംഗങ്ങൾ കൂടി നീർത്തട കമ്മറ്റിയിൽ ഉണ്ടായിരിക്കും.

കമ്മറ്റിയുടെ രൂപീകരണം, അംഗങ്ങൾ, ഭാരവാഹികൾ, ചുമതലകൾ തുടങ്ങിയ കാര്യങ്ങൾ ഇതോടൊപ്പം ചേർക്കുന്ന Annexure No. 2 ആയി കൊടുത്തിട്ടുള്ള നീർത്തട കമ്മറ്റിയുടെ നിയമാവലിയിൽ വ്യക്തമായി സൂചിപ്പിച്ചിട്ടുണ്ട്. കമ്മറ്റി വർഷത്തിലൊരിക്കൽ നിയമാവലിയിലെ നിബന്ധനകൾക്കനുസരിച്ച് പുന:സംഘടിപ്പിക്കപ്പെടേണ്ടതും ആവശ്യമായ പരിശീലനങ്ങൾ നൽകി ശാക്തീകരിക്കേണ്ടതും പദ്ധതിയുടെ സുഗമമായ പൂർത്തീകരണത്തിന് അത്യാവശ്യമാണ്.

നീർത്തട കമ്മിറ്റിയുടെ ചുമതലകൾ

- ❖ DPR ഉം വാർഷികപദ്ധതിയും അനുസരിച്ചുള്ള പ്രവർത്തികൾ നീർത്തട അയൽക്കൂട്ടങ്ങൾ, MGNREGS ലേബർ ടീമുകൾ, വിദഗ്ദ്ധ ലേബർ ഗ്രൂപ്പുകൾ എന്നിവ വഴി നിർവ്വഹണം നടത്തുക.
- ❖ നീർത്തടത്തിലെ പ്രവർത്തന പുരോഗതി യഥാസമയം വിലയിരുത്തുകയും പ്രശ്നങ്ങൾ ഉണ്ടെങ്കിൽ പരിഹരിക്കുകയും ചെയ്യുക
- ❖ പദ്ധതി പ്രവൃത്തികളുടെ കണക്കുകൾ, ബന്ധപ്പെട്ട രജിസ്റ്ററുകൾ, വൗച്ചറുകൾ, സ്റ്റോക്ക് രജിസ്റ്റർ എന്നിവ സൂക്ഷിക്കുക.
- ❖ നീർത്തട സഭകൾ സമയാസമയങ്ങളിൽ ചേരുന്നതിനുള്ള സൗകര്യം ഒരുക്കുക
- ❖ PIA, WDT, TSO, ഗ്രാമപഞ്ചായത്ത് എന്നിവരുമായി നിരന്തരം ബന്ധപ്പെട്ട് നീർത്തടത്തിലെ പ്രവർത്തികൾ നടപ്പാക്കുന്നതിന് ആവശ്യമായ നിർദ്ദേശങ്ങൾ, സാങ്കേതിക സഹായം, ഫണ്ട്, എന്നിവ ലഭ്യമാക്കുക.

- ❖ നീർത്തടത്തിലെ പ്രവർത്തികൾ ചെയ്യുന്നതിനുള്ള എസ്റ്റിമേറ്റ് തയ്യാറാക്കുന്നതിന് വേണ്ട സഹായം ലഭ്യമാക്കുക.

5. നീർത്തട സഭ

ഓരോ നീർത്തട (Watershed) തലത്തിലുമാണ് നീർത്തട സഭകൾ ചേരേണ്ടത്. ഒരു നീർത്തട പ്രദേശത്ത് സ്ഥിരം താമസിക്കുന്ന എല്ലാ കുടുംബങ്ങളിൽ നിന്നും പ്രായപൂർത്തിയായ ഒരു പുരുഷനും സ്ത്രീയും ചേർന്നതാണ് നീർത്തട സഭ. നീർത്തട സഭ വിളിച്ച് ചേർക്കാനുള്ള ചുമതല ബന്ധപ്പെട്ട നീർത്തട കമ്മിറ്റിയുടെ Convenor ക്കായിരിക്കും. ആദ്യ നീർത്തട സഭ WDT/TSO യുടെ സഹായത്തോടെ ഗ്രാമപഞ്ചായത്ത് വിളിച്ച് ചേർക്കണം. വർഷത്തിൽ ചുരുങ്ങിയത് 4 പ്രാവശ്യമെങ്കിലും, ആവശ്യമെങ്കിൽ അതിലധികവും നീർത്തട സഭ ചേരേണ്ടതാണ്.

ജനുവരി 26, ഇടവം 1, ചിങ്ങം 1, ഒക്ടോബർ 2 എന്നീ ദിവസങ്ങളിലാണ് നീർത്തട സഭ ചേരേണ്ടത്. ജനുവരി 26 ന് ചേരുന്ന സഭയിൽ വാർഷിക പദ്ധതിയും ഗുണഭോക്താക്കളേയും അംഗീകരിക്കേണ്ടതാണ്. ഒക്ടോബർ 2 ന് നീർത്തട സഭ ചേരുന്നത് സോഷ്യൽ ഓഡിറ്റിംഗിനു വേണ്ടിയാണ്.

ഇടവം 1 ാം തിയ്യതി ചേരുന്ന യോഗത്തിൽ മഴക്കാലത്തിനു മുമ്പായി നടപ്പിലാക്കാവുന്ന പദ്ധതികളുടെ ക്രമീകരണം പരിശോധിക്കുകയും അതുവരെ നടത്തിയ പ്രവർത്തനങ്ങളെ വിലയിരുത്തുകയും വേണം. ചിങ്ങം 1 ന് ചേരുന്ന യോഗത്തിൽ പ്രവർത്തനങ്ങളുടെ പുരോഗതി വിലയിരുത്തുകയും ആവശ്യമെങ്കിൽ വേണ്ട മാറ്റങ്ങൾ വരുത്തുകയും വേണം.

ചുമതലകൾ

1. സോഷ്യൽ ഓഡിറ്റിംഗ്
2. വാർഷിക പദ്ധതി അംഗീകരിക്കൽ
3. ഗുണഭോക്താക്കളെ അംഗീകരിക്കൽ
4. പുരോഗതി വിലയിരുത്തൽ

IV. പ്രോജക്ട് മാനേജ്മെന്റ്

IWMP നിർവ്വഹണം പ്രധാനമായും മൂന്ന് ഘട്ടങ്ങളിലായിട്ടാണ് നടപ്പിലാക്കുന്നത്.

1. ആസൂത്രണ ഘട്ടം (Planning phase)
2. നിർവ്വഹണ ഘട്ടം (Implementation phase)
3. തുടർ പ്രവർത്തന ഘട്ടം (Consolidation phase)

IWMP യുടെ മാർഗ്ഗ നിർദ്ദേശങ്ങൾ പ്രകാരം പ്രോജക്ട് കാലാവധി 4 മുതൽ 7 വർഷം വരെയാണ്. എന്നാൽ സംസ്ഥാനത്ത് IWMP പദ്ധതി 3 മുതൽ 4 വർഷത്തിനുളളിൽ പൂർത്തീകരിക്കാനാണ് ലക്ഷ്യമിടുന്നത്. അതിനാൽ ഓരോ ഘട്ട പ്രവർത്തനങ്ങളും ചുവടെ ചേർക്കും പ്രകാരം ക്രമീകരിക്കേണ്ടതാണ്.

1) ആസൂത്രണ ഘട്ടം (Planning phase)

പദ്ധതി പ്രവർത്തനം ആരംഭിച്ച് 6 മാസത്തിനുളളിൽ പ്രാരംഭ ഘട്ടം (Planning Phase) പൂർത്തീകരിക്കണം. പ്രധാനമായും ആസൂത്രണ പ്രവർത്തനങ്ങളാണ് ഈ ഘട്ടത്തിൽ നടത്തേണ്ടത്. Entry point പ്രവർത്തനങ്ങളും ഈ ഘട്ടത്തിൽ ആരംഭിക്കണം. ചുവടെ ചേർക്കുന്ന പ്രവർത്തനങ്ങളാണ് ഈ ഘട്ടത്തിൽ പ്രധാനമായും നടത്തേണ്ടത്.

- നീർത്തടം, അവയിലുളള നീർത്തട അയൽക്കൂട്ട പ്രദേശങ്ങൾ എന്നിവ വേർതിരിക്കുക
- WDT യെ തിരഞ്ഞെടുക്കുക, TSO കളുമായി ധാരണയിലെത്തുക, അവരുടെ പ്രവർത്തനങ്ങൾ ആരംഭിക്കുക
- പ്രാദേശിക സംവിധാനങ്ങളായ നീർത്തട കമ്മിറ്റികൾ, നീർത്തട അയൽക്കൂട്ടങ്ങൾ, MGNREGS ലേബർ ടീമുകൾ, വിദഗ്ദ്ധ ലേബർ ഗ്രൂപ്പുകൾ എന്നിവ രൂപീകരിക്കുകയും സ്ഥാപനവൽക്കരിക്കുകയും ചെയ്യുക.
- ബോധവൽക്കരണ പരിപാടികൾ, പരിശീലനങ്ങൾ എന്നിവ നടത്തുക
- DPR (Detailed Project Report) തയ്യാറാക്കുന്നതിനാവശ്യമായ Baseline survey, PRA, ഭൂപടങ്ങൾ ശേഖരിക്കൽ, മാപ്പിംഗ് തുടങ്ങിയ പ്രവർത്തനങ്ങൾ നടത്തുക
- പ്രശ്നങ്ങൾ, സാദ്ധ്യതകൾ, പരിഹാര നിർദ്ദേശങ്ങൾ തുടങ്ങിയവ കണ്ടെത്തുക.
- DPR തയ്യാറാക്കി ബന്ധപ്പെട്ട തലങ്ങളിൽ പരിശോധിച്ച് അംഗീകാരം ലഭ്യമാക്കുക
- വാർഷികപദ്ധതി തയ്യാറാക്കുക
- Entry point പ്രവർത്തനങ്ങൾ ആരംഭിച്ച് നടപ്പാക്കുകയും തുടർന്ന് വാർഷികപദ്ധതിയനുസരിച്ച് അംഗീകാരം കിട്ടിയ പ്രവൃത്തികൾ ഏറ്റെടുക്കുന്നതിനുളള സാഹചര്യങ്ങൾ ഒരുക്കുകയും ചെയ്യുക.

2) നിർവ്വഹണ ഘട്ടം (Implementation phase)

ആദ്യത്തെ 6 മാസത്തിന് ശേഷമുള്ള രണ്ടര വർഷമാണ് നീർത്തടത്തിലെ പ്രവർത്തികൾ നടപ്പാക്കുന്ന ഘട്ടം. നീർത്തടത്തിൽ നടപ്പാക്കാൻ വേണ്ടി DPR ൽ ചേർത്ത് അംഗീകരിച്ചിട്ടുള്ള പ്രവൃത്തികൾ എല്ലാം തന്നെ ഈ ഘട്ടത്തിലാണ് നിർവ്വഹിക്കേണ്ടത്.

നീർത്തടത്തിലെ ഏറ്റവും ഉയർന്ന പ്രദേശത്തെ മണ്ണൊലിപ്പ് തടഞ്ഞതിനു ശേഷം മാത്രമേ ചില പ്രവൃത്തികൾ താഴെയുള്ള പ്രദേശങ്ങളിൽ ചെയ്യാൻ സാധിക്കൂ. ഉദാഹരണമായി മണ്ണൊലിപ്പുള്ള ഒരു പ്രദേശത്തിന്റെ താഴെ ഭാഗത്ത് കുളം, ലിഫ്റ്റ് ഇറിഗേഷൻ എന്നിവ നിർമ്മിച്ചാൽ മണ്ണ് അടിഞ്ഞ് ഇവ നികന്നുപോകും. അതിനാൽ മുകൾപ്രദേശത്തെ മണ്ണൊലിപ്പ് നിർത്താനും വെള്ളം മണ്ണിൽ ആഴ്ന്നിറങ്ങാനുമുള്ള നടപടികൾ ആദ്യം തന്നെ സ്വീകരിക്കണം.

മറ്റു ചില പ്രവൃത്തികളാവട്ടെ എല്ലാ സ്ഥലത്തും ഉയരവ്യത്യാസം നോക്കാതെ ചെയ്യാൻ സാധിക്കും. ഉദാ: തെങ്ങിൻതടം, ഭൂമി തട്ട് തിരിക്കൽ, ഡ്രിപ്പ് ഇറിഗേഷൻ മുതലായവ.

ഇങ്ങനെ രണ്ടുതരത്തിലുള്ള സമീപനങ്ങളും ഉയരം കൂടിയ സ്ഥലത്ത് ചെയ്ത ശേഷം മാത്രം താഴെ ചെയ്യാവുന്ന പ്രവൃത്തികളും, എല്ലായിടത്തും ഒരുമിച്ച് ചെയ്യാവുന്ന പ്രവൃത്തികളും, പദ്ധതിയുടെ ഭാഗമായിരിക്കും.

എല്ലാ ഭാഗത്തും ആദ്യം മുതൽ അവസാനം വരെ ചെയ്യാവുന്ന പ്രവൃത്തികളുടെ ലിസ്റ്റ് തയ്യാറാക്കി, അവയെ വിവിധ വാർഷിക പദ്ധതികളാക്കി തിരിക്കേണ്ടതാണ്.

3. തുടർ പ്രവർത്തന ഘട്ടം (Consolidation phase)

നിർവ്വഹണ ഘട്ടം കഴിഞ്ഞ് തുടർന്നുള്ള 12 മുതൽ 18 മാസക്കാലമാണ് ഈ ഘട്ടം.

ഈ ഘട്ടത്തിൽ

- ഏറ്റെടുത്ത എല്ലാ പ്രവർത്തികളും പൂർത്തിയാക്കുക
- പ്രോജക്ട് അവസാനിച്ച ശേഷം തുടർന്ന് നടത്തേണ്ട പ്രവർത്തനങ്ങൾ ക്രമപ്പെടുത്തുക.
- ജനകീയ സംവിധാനങ്ങൾ സ്ഥാപന വൽക്കരിക്കുക
- വിജയകരമായ കാർഷിക രീതികളേയും കാർഷികേതിര പ്രവർത്തനങ്ങളും കൂടുതൽ ഉയർന്ന നിലവാരത്തിലേയ്ക്ക് എത്തിക്കുക
- ഓരോ ഇടപ്പെടലിന്റേയും ഗുണദോഷങ്ങൾ സംബന്ധിച്ച റിപ്പോർട്ടും പൂർത്തീകരണ റിപ്പോർട്ടും തയ്യാറാക്കുക
- ഡോക്യുമെന്റേഷൻ
- യൂസർ ചാർജുകൾ ശേഖരിക്കുന്നതിനുള്ള പ്രവർത്തങ്ങൾ ഊർജിതമാക്കുക
- പദ്ധതികൾ വിപുലീകരിക്കുന്നതിനുള്ള സാങ്കേതിക സഹായം തുടങ്ങിയവ ലഭ്യമാക്കുക
- ലക്ഷ്യങ്ങളും നേട്ടങ്ങളും വിലയിരുത്തുക

V. ആസൂത്രണം

വിശദമായ പദ്ധതിരേഖ (DPR)

IWMP യിൽ അനുവാദം ലഭിച്ച നീർത്തടങ്ങൾ കൃത്യമായി വേർതിരിച്ച് ഓരോ നീർത്തടത്തിലേയും നീർത്തട അയൽക്കൂട്ടങ്ങൾ ഏറ്റെടുക്കേണ്ടതായ പ്രവർത്തനങ്ങൾ ഉൾപ്പെടുത്തി പദ്ധതി പ്രദേശത്തിന്റെ വിശദമായ പ്രോജക്ട് റിപ്പോർട്ടുകൾ (DPR) തയ്യാറാക്കണം. പ്രോഗ്രാം ഇംപ്ലിമെന്റേഷൻ ഏജൻസിയായ ബ്ലോക്ക് പഞ്ചായത്തിന്റെ നേതൃത്വത്തിൽ ബന്ധപ്പെട്ട ഗ്രാമപഞ്ചായത്തുകൾ, നീർത്തടസഭകൾ, നീർത്തട അയൽക്കൂട്ടങ്ങൾ എന്നിവരുടെ സഹകരണത്തോടെയായിരിക്കണം DPR തയ്യാറാക്കേണ്ടത്. DPR തയാറാക്കാനുള്ള ചുമതല WDT യുടെയും ഓരോ പ്രോജക്ടിനും വേണ്ടി തിരഞ്ഞെടുത്തിട്ടുള്ള TSO വിനും ആയിരിക്കും. WDT അംഗങ്ങൾ ഇതിനാവശ്യമായ പ്രവർത്തനങ്ങൾ TSO നുമായി സഹകരിച്ച് നിർവ്വഹിക്കേണ്ടതാണ്.

ആസൂത്രണ പ്രവർത്തനങ്ങൾ ആരംഭിച്ച് കഴിഞ്ഞാൽ പരമാവധി അഞ്ച് മാസത്തിനുള്ളിൽ അന്തിമ DPR തയ്യാറാക്കുകയും ആവശ്യമായ ചർച്ചകൾക്കും വിലയിരുത്തലിനും ശേഷം ഒരു മാസത്തിനുള്ളിൽ DPC യുടെ അംഗീകാരം വാങ്ങുകയും വേണം. നീർത്തട പ്രദേശത്തെ ഭൗതിക സാഹചര്യങ്ങളും മറ്റ് അനുബന്ധകാര്യങ്ങളും വിശദമായ പഠനത്തിന് വിധേയമാക്കി, കൃത്യമായ വിവരശേഖരണം നടത്തി ലഭ്യമായ വിവരങ്ങൾ വിശകലനം ചെയ്ത് വേണം DPR തയ്യാറാക്കേണ്ടത്. പങ്കാളിത്ത പഠന രീതീകൾ പ്രയോഗിച്ച് വേണം വിവരശേഖരണം നടത്തേണ്ടത്. നീർത്തടത്തിലെ എല്ലാ വിഭാഗം ജനങ്ങളുമായി വ്യാപകമായ ചർച്ചകൾ സംഘടിപ്പിക്കുകയും, പ്രശ്നങ്ങളും സാധ്യതകളും മാർഗ്ഗങ്ങളും മനസിലാക്കുകയും വേണം.

ഒരു വ്യക്തിയുടെ സ്ഥലത്ത് അഥവാ ഒരു അയൽക്കൂട്ടത്തിൽ അല്ലെങ്കിൽ നീർത്തടത്തിന് പദ്ധതി തയ്യാറാക്കുമ്പോൾ പ്രഥമ പരിഗണന നൽകേണ്ടത് ജൈവവൈവിധ്യം കൂട്ടുന്നതിനും സസ്യസമ്പത്ത് വർദ്ധിപ്പിക്കുന്നതിനുമുള്ള പദ്ധതികൾക്കാണ്. ദ്വിതീയ പരിഗണന ജലം ഒഴുകിപ്പോകാതെ മണ്ണിലേക്ക് ഇറക്കുവാൻ സഹായിക്കുന്ന, മണ്ണും സസ്യങ്ങളും ഉപയോഗിച്ചു ചെയ്യുന്ന പ്രവർത്തനങ്ങൾക്കാണ്. ഓരോ വ്യക്തിയുടെ സ്ഥലത്തും റീച്ചാർജ്ജ് ചെയ്യുന്ന വെള്ളത്തിന്റെ അളവും ആവശ്യം വേണ്ട ജലത്തിന്റെ അളവും രേഖപ്പെടുത്തുവാൻ ശ്രദ്ധിക്കണം. ഒരേക്കറിൽ കൂടുതൽ വിസ്തൃതിയുള്ള, 300 യിൽ കുറവ് ചരിവുള്ള ഭൂമിയിൽ Zero run off വരുന്ന രീതിയിൽ നിർമ്മാണപ്രവർത്തനങ്ങൾ ആസൂത്രണം ചെയ്യണം. ഇത് ഏതെങ്കിലും ഒരു വ്യക്തിയുടെ സ്ഥലത്ത് മാത്രം ഒതുങ്ങി നിൽക്കാതെ അയൽക്കൂട്ട പ്രദേശത്ത് മൊത്തമായി വരുന്ന രീതിയിൽ നടപ്പിലാക്കി എടുക്കണം. ആ പ്രദേശത്ത് ഓടയിലോ അരുവിയിലോ മഴപെയ്താലുടനെ വെള്ളം ഒലിച്ചുവരുന്നില്ല എന്നും വെള്ളം ഉറവയായിട്ടെത്തുന്നു എന്നതും, അത് തെളിഞ്ഞതാണെന്നും, മഴ കഴിഞ്ഞിട്ട് ആഴ്ചകളോളം വെള്ളം ഒഴുകുന്നു എന്നതുമാണ് ഇടപെടലിന്റെ വിജയത്തിന്റെ സൂചകങ്ങളായി കണക്കാക്കാൻ കഴിയുക.

ഇങ്ങനെ നേരത്തെ പറഞ്ഞ രീതിയിൽ പുനസ്ഥാപിക്കപ്പെട്ട പ്രദേശത്ത് ഭക്ഷ്യോത്പാദനം കൂട്ടുന്നതിനുള്ള പദ്ധതികൾ ആരംഭിക്കാം. ഇവ അതാത് പ്രദേശത്തെ അഗ്രോ ക്ലൈമാറ്റിക്ക് സോൺ (ICAR – തയ്യാറാക്കിയത്) അനുസരിച്ചിട്ടുള്ളതായിരിക്കുമെന്നും ഉറപ്പാക്കണം. സോണിന്

അനുയോജ്യമല്ലാത്ത ഒരു തരത്തിലുള്ള പ്രവർത്തനങ്ങളും ഈ പദ്ധതിയിൽ ഏറ്റെടുക്കാൻ കഴിയുന്നതല്ല.

ഭക്ഷ്യോത്പാദനം ശക്തിപ്പെടുത്തുന്നതിനുവേണ്ടി പരിമിത വസ്തുക്കൾ ഉപയോഗിച്ചിട്ടുള്ള നിർമ്മാണ പ്രവർത്തനങ്ങൾ അവസാനഘട്ടത്തിൽ മാത്രം ഏറ്റെടുക്കാം. മണൽ, കരിങ്കല്ല്, സ്റ്റീൽ, സിമന്റ്, പ്ലാസ്റ്റിക്, മറ്റ് ലോഹങ്ങൾ, മരം, പെട്രോളിയം ഉൽപ്പന്നങ്ങൾ, വൈദ്യുതി എന്നിവയെല്ലാം തന്നെ ഇന്ന് പരമിതമായ വിഭവങ്ങളാണ്. ഇത്തരം വിഭവങ്ങൾ ഉപയോഗിച്ചുകൊണ്ടുള്ള പദ്ധതികൾ കഴിയാവുന്നത്ര കുറക്കുകയും, അത്യാവശ്യം ഉള്ളവ മാത്രം പദ്ധതിയുടെ ഏറ്റവും അവസാനഘട്ടത്തിൽ ഏറ്റെടുക്കുകയും അതിന് തക്കതായിട്ടുള്ള വിശദീകരണവും EIA (Environmental Impact Assessment) സ്കോറുകൾ നൽകുകയും വേണ്ടതാണ്.

നേരത്തെ വിശദീകരിച്ച മൂന്നു ഘട്ടങ്ങളും വിജയിച്ചുവെന്ന്, ബന്ധപ്പെട്ട ഏജൻസികളുടെ വിലയിരുത്തലിന് ശേഷം മാത്രമേ ഇവ സാദ്ധ്യമാവുകയുള്ളു. ഈ വസ്തുതകൾ പദ്ധതിയുടെ എല്ലാ ഘട്ടങ്ങളിലും തലങ്ങളിലും ഉള്ള ചർച്ചകളിലും പഠനപരിപാടികളിലും വ്യക്തമായി പ്രതിപാദിച്ചിരിക്കണം.

5.1. വിശദമായ പദ്ധതിരേഖ (DPR) തയ്യാറാക്കേണ്ട വിധം

a. ആമുഖം

ഏതൊരു പദ്ധതിയുടേയും നടത്തിപ്പ് ആശ്രയിച്ചിരിക്കുന്നത് അതിന്റെ വിശദമായ പദ്ധതി രേഖയെ ആണ്. അതുകൊണ്ടുതന്നെ പരമപ്രാധാന്യം അർപ്പിക്കുന്ന ഒന്നാണ് ഈ രേഖ.

ജനകീയ സമിതികൾ പദ്ധതിയുടെ നടത്തിപ്പുകാരായി വരുമ്പോഴാകട്ടെ, ഈ DPR ന്റെ പ്രാധാന്യം വീണ്ടും വർദ്ധിക്കുന്നു. ഓരോ ഇടപെടൽ പ്രവർത്തനവും എങ്ങിനെ,എവിടെ, ആര്, എപ്പോൾ നടത്തുമെന്ന് വ്യക്തമായ ധാരണ നൽകാൻ DPR ന് കഴിയണം. അതുകൊണ്ടുതന്നെ തികച്ചും പങ്കാളിത്തപരമായ രീതിയിൽ ജനങ്ങളുടെ ആശയാഭിലാഷങ്ങൾ തിരിച്ചറിഞ്ഞ് അവരുടെ ശേഷിയും കഴിവും വിഭവങ്ങളും അവസരങ്ങളും തിട്ടപ്പെടുത്തി, കഴിയാവുന്ന ഇടങ്ങളിൽ ഇവയെ പരിപോഷിപ്പിച്ച്, പരിമിതികളെയും കുറവുകളെയും കണക്കിലെടുത്ത് അതിലേയ്ക്ക് ആധുനികവും ശാസ്ത്രീയവുമായ പുതിയ അറിവുകൾ കൂട്ടിച്ചേർത്ത് വേണം പദ്ധതി പ്രവർത്തനങ്ങൾ നിശ്ചയിക്കുവാനും, പിന്നീടത് ഒരു രേഖയാക്കി മാറ്റുവാനും.

അതായത് പദ്ധതി രേഖ തയ്യാറാക്കുന്ന പ്രവർത്തി ചെയ്യേണ്ടത് ജനകീയ സമിതികളെ സംഘടിപ്പിച്ച്, അവർക്കാവശ്യമായ പരിശീലനങ്ങൾ നൽകി, പങ്കാളിത്തപഠനങ്ങൾ നടത്തി, ഓരോ കുടുംബത്തിന്റേയും, പ്രദേശത്തിന്റെയും പ്രശ്നങ്ങളും ആവശ്യങ്ങളും മനസ്സിലാക്കിയിട്ടാണ്. ഇതൊരു ഒറ്റപ്പെട്ട പ്രവർത്തി അല്ല.

നീർത്തട അയൽക്കൂട്ടങ്ങളുടെ രൂപീകരണം, അവരുടെ പരിശീലനം, പങ്കാളിത്ത പഠന പരിപാടികൾ എന്നിവയുടെ തുടർച്ചയായിട്ടു മാത്രമേ വിശദമായ പദ്ധതിരേഖ തയ്യാറാക്കുന്ന പ്രവർത്തനം നടത്താൻ പറ്റുകയുള്ളു.

b. നീർത്തട അയൽക്കൂട്ടങ്ങളുടെ രൂപീകരണം

നേരത്തേ വിശദമാക്കിയ രീതിയിൽ നീർത്തട അയൽക്കൂട്ടങ്ങളിൽ നിന്ന് നീർത്തട കമ്മറ്റിയെ കൂടി തിരഞ്ഞെടുത്തു കഴിയുന്നതോടെ ആദ്യഘട്ട സംഘാടന പ്രവർത്തനം അവസാനിക്കുന്നു.

c. നീർത്തട അയൽക്കൂട്ടം ഭാരവാഹികളുടെ പരിശീലനം

പലഘട്ടങ്ങളായിട്ടാണ് ഈ പരിശീലനം നടത്തുന്നത് എങ്കിലും, വിശദമായ പദ്ധതിരേഖ തയ്യാറാക്കുന്നതിനും പ്രാരംഭ നിർമ്മാണ പ്രവർത്തനങ്ങൾ നടത്തുന്നതിനുമുള്ള പരിശീലനങ്ങൾ ആദ്യം തന്നെ കൊടുത്തേ തീരൂ. ഇതിനായി നിർദ്ദിഷ്ട പരിശീലന സ്ഥാപനം (SIRD, KILA, ETC തുടങ്ങിയവ) PIA യുടെ ഉദ്യോഗസ്ഥന്മാർക്കും, വിവിധകമ്മറ്റികൾക്കും, WCDC, WDT അംഗങ്ങൾക്കും TSO ഉണ്ടെങ്കിൽ അവരുടെ പ്രവർത്തകർക്കും, പരിശീലനത്തിന് ചുമതലയുള്ള റിസോഴ്സ് പേഴ്സൺസ് ഉണ്ടെങ്കിൽ അവർക്കും ToT കൾ സംഘടിപ്പിക്കും.

ഇങ്ങനെ പരിശീലനം ലഭിച്ച ഉദ്യോഗസ്ഥന്മാരോ, സന്നദ്ധ പ്രവർത്തകരോ, സന്നദ്ധസംഘടനാ പ്രതിനിധികളോ ആണ് നീർത്തട അയൽക്കൂട്ട അംഗങ്ങൾക്കുള്ള പരിശീലനം നടത്തുന്നത്. പരിശീലനങ്ങൾ സംഘടിപ്പിക്കാനുള്ള ചുമതല WDT യ്ക്കായിരിക്കും. വിശദമായ പദ്ധതിരേഖ തയ്യാറാക്കുന്നതിനും പ്രാരംഭ നിർമ്മാണ പ്രവർത്തനങ്ങൾ നടത്തുന്നതിനുമുള്ള വിഷയങ്ങളിലാണ് നീർത്തട അയൽക്കൂട്ടത്തിന് പരിശീലനം ആവശ്യമായി വരുന്നത്.

1. പ്രകൃതി വിഭവ പരിപാലനം.
2. നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ഘടന, ചുമതല, പഞ്ചായത്ത് രാജ് സംവിധാനവുമായുള്ള ബന്ധങ്ങൾ.
3. പ്രാഥമിക വിവരശേഖരണം.
4. വിഭവ ഭൂപടം കാലാനുസൃതമായി മാറ്റങ്ങൾ വരുത്തൽ.
5. പങ്കാളിത്ത പഠനരീതികൾ
6. പങ്കാളിത്ത രീതിയിലുള്ള സാമൂഹ്യാധിഷ്ഠിത നിരീക്ഷണവും സാമൂഹ്യ വിലയിരുത്തലും.
7. കൃഷിരീതികളും ആധുനിക സാങ്കേതിക വിദ്യകളും.
8. പദ്ധതിയുടെ മാനേജ്മെന്റ്.
9. അളവുകൾ എടുക്കൽ.

2 ദിവസം നീണ്ടുനിൽക്കുന്ന പരിശീലനങ്ങളായാണ് ഇവ സംഘടിപ്പിക്കുക. ഓരോ പരിശീലനത്തിനും നീർത്തട അയൽക്കൂട്ടത്തിൽ നിന്ന് 2 പേർ വീതം പങ്കെടുക്കണം. പങ്കെടുക്കുന്നവരുടെ മുഴുവൻ സമയവുമുള്ള പൂർണ്ണമായ പങ്കാളിത്തം ഉറപ്പാക്കുന്നതിനാണ് ഇത്തരത്തിൽ താമസിച്ചുകൊണ്ടുള്ള പരിശീലനങ്ങൾ ഉൾക്കൊള്ളിച്ചിരിക്കുന്നത്. പ്രദേശത്തു നിന്നും 1 - 2 മണിക്കൂർ യാത്ര ചെയ്ത് എത്താവുന്ന സ്ഥലങ്ങളായിരിക്കും പരിശീലനങ്ങൾക്കായി തിരഞ്ഞെടുക്കുന്നത്. പ്രദേശത്ത് വച്ച് തന്നെ നടത്തുന്ന പരിശീലനങ്ങളിൽ എല്ലാ അംഗങ്ങൾക്കും മുഴുവൻ സമയം പങ്കെടുക്കാനോ, മുഴുവൻ ശ്രദ്ധയും പരിശീലനത്തിന് മാത്രം നൽകാനോ സാദ്ധ്യമായെന്നു വരില്ല. പരിശീലനം സംഘടിപ്പിക്കുന്നത് ജില്ലാ ആസ്ഥാനത്തോ താലൂക്ക്

ആസ്ഥാനത്തോ ആവരുത്. മറ്റു കാര്യങ്ങൾക്കായി പുറത്തുപോകുന്നത് ഇത്തരം സ്ഥലങ്ങളിൽ കൂടുതലായിരിക്കും.

ഓരോ നീർത്തട അയൽക്കൂട്ടത്തിലും പരിശീലനത്തിൽ പങ്കെടുക്കേണ്ടവരുടെ ലിസ്റ്റ് തയ്യാറാക്കി, ഏതൊക്കെ സമയങ്ങളിൽ എവിടെ വെച്ചാണ് പരിശീലനങ്ങൾ നൽകേണ്ടത് തുടങ്ങിയവ സംബന്ധിച്ച ഒരു പ്ലാൻ TSO തയ്യാറാക്കി സമർപ്പിക്കേണ്ടതാണ്. പരിശീലനങ്ങൾക്ക് ചെലവാക്കുന്ന തുകയ്ക്കുള്ള മാനദണ്ഡങ്ങൾ ഉണ്ടായിരിക്കും.

ഓരോ പഠന പരിപാടിയും, ഓരോ പരിശീലനത്തിലൂടെ ലഭിക്കുന്ന അറിവുകൾ പ്രായോഗികതലത്തിൽ കൊണ്ടുവന്നുകൊണ്ടായിരിക്കും. ഒരു നീർത്തടത്തിൽ ഏകദേശം നാൽപ്പതോളം നീർത്തട അയൽക്കൂട്ടങ്ങളായിരിക്കും രൂപീകരിക്കപ്പെടുക എന്ന് കണക്കാക്കുന്നു. ഒരു നീർത്തട അയൽക്കൂട്ടത്തിൽ നിന്ന് 7 കമ്മറ്റി അംഗങ്ങൾ എന്ന രീതിയിൽ 280 പേരെയാണ് DPR തയ്യാറക്കുന്ന കാലയളവിൽ വിവിധ പരിശീലനങ്ങൾക്കായി തിരഞ്ഞെടുക്കുന്നത്. ഇത്തരം പരിശീലനങ്ങളിലൂടെ നീർത്തടാടിസ്ഥാന വികസനത്തിന്റെ ആവശ്യകത പൂർണ്ണമായും ബോദ്ധ്യപ്പെട്ട്, പങ്കാളിത്ത പഠനരീതികളിലൂടെ ജനങ്ങളെ സംഘടിപ്പിച്ച്, സർക്കാരിൽ നിന്നും മറ്റ് ഏജൻസികളിൽ നിന്നും വിഭവ സമാഹരണം നടത്തി, പദ്ധതി മുന്നോട്ട് കൊണ്ടുപോകാൻ കഴിവുള്ള പ്രതിജ്ഞാബദ്ധരായ ഒരു സംഘം ആളുകളെ എല്ലാതലങ്ങളിലും രൂപപ്പെടുത്താൻ കഴിയുമെന്ന് പ്രതീക്ഷിക്കുന്നു.

d. DPR തയ്യാറാക്കുമ്പോൾ സ്വീകരിക്കേണ്ട നടപടി ക്രമങ്ങൾ.

1. നീർത്തടങ്ങളുടെ അതിരുകൾ രേഖപ്പെടുത്തൽ

നീർത്തട മാപ്പുകൾ, കഡ്സ്ട്രൽ, Google/Bhuvan മാപ്പുകൾ എന്നിവയുടെ സഹായത്തോടെ ഓരോ നീർത്തടത്തിന്റേയും നീർത്തട അയൽക്കൂട്ടം പ്രാദേശത്തിന്റേയും അതിരുകൾ പ്രത്യേകം പ്രത്യേകം രേഖപ്പെടുത്തണം. WDT, TSO എന്നിവരുടെ നേതൃത്വത്തിൽ ബന്ധപ്പെട്ട ഗ്രാമ പഞ്ചായത്തിന്റെയും, നീർത്തട നിവാസികളുടേയും സഹകരണത്തോടെയാവണം ഈ പ്രവർത്തനം നടത്തേണ്ടത്. ഇതിനാവശ്യമായ മാപ്പുകൾ TSO സമാഹരിക്കേണ്ടതാണ്. PIA, WCDC, WDT എന്നിവ ഇതിനാവശ്യമായ സഹായങ്ങൾ TSOക്ക് നൽകണം.

2. വിവരശേഖരണം, വിശകലനം.

a) പങ്കാളിത്ത പഠനപരിപാടികളിലൂടെയുള്ള പ്രാദേശിക വിവരങ്ങൾ (പൊതുവായവ)

ഓരോ നീർത്തടത്തിലേയും വിവിധഭാഗങ്ങളിൽ രൂപീകരിച്ച നീർത്തട അയൽക്കൂട്ടങ്ങളിൽ പങ്കാളിത്ത പഠന രീതികൾ ഉപയോഗിച്ച് വേണം വിവര ശേഖരണം നടത്തേണ്ടത്. മണ്ണ്, ജലം, ജൈവ സമ്പത്ത് ഇവ സംബന്ധിച്ച വിവരങ്ങൾ സ്ഥാപനങ്ങൾ, പൊതു ആസ്തികൾ തുടങ്ങിയവ, പൊതു അവസ്ഥ, കാർഷിക വിളകൾ, കൃഷി രീതിയിൽ വന്നിട്ടുള്ള മാറ്റങ്ങൾ തുടങ്ങിയവ സംബന്ധിച്ച വിവരങ്ങൾ PRA യിലൂടെ തന്നെ കണ്ടെത്തണം. അതോടൊപ്പം തന്നെ ഇന്നത്തെ അവസ്ഥക്കുള്ള കാരണങ്ങളും ഈ അവസ്ഥാ വിശേഷങ്ങൾ അതിജീവിക്കാനുള്ള തന്ത്രങ്ങളും PRA യിലൂടെ തന്നെ സമാഹരിക്കാൻ കഴിയണം. ഓരോ മേഖലയിലും ചെയ്യേണ്ട പ്രവർത്തികൾ

എന്തൊക്കെയായിരിക്കണമെന്നും അവ എപ്പോഴാണ് ചെയ്യേണ്ടതെന്നും, ഏത് ക്രമത്തിലാണ് ഓരോ പ്രവർത്തികളും നടപ്പാക്കേണ്ടതെന്നും പങ്കാളിത്ത പഠനത്തിലൂടെ കണ്ടെത്തണം.

PRA നടത്തുന്നതിനുള്ള -facilitators നെ നീർത്തട അയൽക്കൂട്ടത്തിൽ നിന്നും കണ്ടെത്തി ആവശ്യമായ പരിശീലനം നൽകി ഫലപ്രദമായ രീതിയിൽ PRA സംഘടിപ്പിക്കണം. വിവരശേഖരണം നടത്താനുള്ള ചുമതല TSO-യ്ക്കായിരിക്കും. WDT ഇതിനാവശ്യമായ സഹകരണം നൽകണം. പ്രദേശം നേരിടുന്ന പ്രശ്നങ്ങൾ എന്തൊക്കെയാണ്, അവ എത് മേഖലയിലാണ്, അവയ്ക്കുള്ള പരിഹാര നിർദ്ദേശങ്ങൾ തുടങ്ങിയവ കണ്ടെത്തണം.പ്രശ്നങ്ങൾ മുൻഗണനാ ക്രമത്തിൽ ലിസ്റ്റ് ചെയ്യുകയും ഏതൊക്കെ പ്രവർത്തനങ്ങളും പ്രവർത്തികളും ഏറ്റെടുക്കുന്നതിലൂടെ അവ പരിഹരിക്കാൻ കഴിയും എന്നത് കണ്ടെത്തണം. ഓരോ കുടുംബത്തിന്റേയും ഭൂമിയിൽ നടത്തേണ്ട പ്രവർത്തികളും ഇപ്രകാരം കണ്ടെത്താവുന്നതാണ്. കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങൾ, നീർത്തടത്തിൽ രൂപീകരിക്കുന്ന നീർത്തട അയൽക്കൂട്ടങ്ങൾ, നീർത്തട കമ്മിറ്റികൾ, ജന പ്രതിനിധികൾ, കർഷകർ എന്നിവരുടെ സഹായത്തോടെ TSO യും WDTയും സംയുക്തമായി ഈ പ്രവർത്തനം നടത്തണം. ഓരോ പഠന പരിപാടിയും, ഓരോ പരിശീലനത്തിലൂടെ ലഭിക്കുന്ന അറിവുകൾ പ്രായോഗികതലത്തിൽ കൊണ്ടുവന്നുകൊണ്ടായിരിക്കും. നീർത്തട അയൽക്കൂട്ട സമിതി അംഗങ്ങൾക്ക് അനുയോജ്യമായ അന്തരീക്ഷം ഒരുക്കുന്നതും, എന്തെങ്കിലും ബുദ്ധിമുട്ടുകൾ ഉണ്ടെങ്കിൽ പരിഹരിക്കുന്നതും DPR തയ്യാറാക്കുന്നതിന് നിയോഗിക്കപ്പെട്ട ഉദ്യോഗസ്ഥന്മാരുടെയും സന്നദ്ധസംഘടനയുടേയും ഉത്തരവാദിത്വമായിരിക്കും.

നീർത്തട അയൽക്കൂട്ടം രൂപീകരണ സമയത്തുതന്നെ, അതിൽ ഉൾപ്പെടുന്ന കുടുംബങ്ങളുടേയും, പ്രദേശത്ത് താമസമില്ലാത്ത സ്ഥലം ഉടമസ്ഥരുടേയും പട്ടിക തയ്യാറാക്കുന്നുണ്ട്. Digital Cadastral Map ന്റെ സഹായത്തോടെ Bhuvan/Google സാങ്കേതികവിദ്യ ഉപയോഗിച്ച് വീടുകളും മറ്റ് ആസ്തികളും, ജലസ്രോതസ്സുകൾ, മറ്റ് പശ്ചാത്തല സൗകര്യങ്ങൾ, ഭൂവിനിയോഗം എന്നിവ പ്രാദേശിക പങ്കാളിത്തത്തോടെ രേഖപ്പെടുത്തി എടുക്കാവുന്നതാണ്. മുൻപ് തയ്യാറാക്കിയ പഞ്ചായത്ത് റിസോഴ്സ് മാപ്പ് ഇതിന് ആധാര രേഖയായി ഉപയോഗിക്കുന്നതാണ്. ഇങ്ങനെ തയ്യാറാക്കിയ നീർത്തട അയൽക്കൂട്ട തല ഭൂപടം പ്രദേശത്തിൽ ഒരു സ്ഥലത്തെങ്കിലും ബോർഡിൽ/ചുമരിൽ രേഖപ്പെടുത്തി വയ്ക്കാവുന്നതാണ്. (ഇതിനായി Adminstration fund ഉപയോഗപ്പെടുത്താം).

വീടുകളുടെ സ്ഥാനവും, കൃഷി, മണ്ണ്, ജലസംരക്ഷണം എന്നീ വിഷയങ്ങളുമായി അതാതു വീട്ടുകാരുടെ കൈവശത്തിലുള്ള ഭൂമിയുമായി ബന്ധപ്പെട്ട പ്രത്യേകതകൾ - കൃഷിയിൽ/കൃഷിപ്പണിയിൽ നിന്നുള്ള വരുമാനമാണോ പ്രധാന വരുമാനം, പ്രധാന കൃഷിപ്പണി ഏതാണ്, ജലസേചന സൗകര്യങ്ങൾ എന്തെല്ലാമാണ്, വരൾച്ച, കാട്ടുമൃഗങ്ങൾ, കാട്ടുതീ, വെള്ളപ്പൊക്കം, ഉരുൾപൊട്ടൽ തുടങ്ങിയ പ്രകൃതി ദുരന്തങ്ങൾ മുൻപ് ബാധിക്കുകയോ, ഇനി ബാധിക്കാൻ സാദ്ധ്യതയുണ്ടോ-എന്നിവ നീർത്തട അയൽക്കൂട്ടം രൂപീകരണ സമയത്തു തന്നെ ഒരു Social Mapping പരിപാടിയിലൂടെ രേഖപ്പെടുത്താവുന്നതാണ്.

നീർത്തട അയൽക്കൂട്ടത്തിലെ സ്ഥലം ഉടമ രജിസ്റ്ററിൽ പേരുള്ള എല്ലാ വീട്ടുകാരുടെയും പ്രാഥമിക വിവരങ്ങൾ - 1520 കാര്യങ്ങൾ - നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ഭരണസമിതി യോഗം ചേർന്ന് തയ്യാറാക്കാവുന്നതാണ്. ഈ വിവരങ്ങൾ അപൂർണ്ണമെങ്കിൽ, TSO/WDT അംഗങ്ങൾ അത്

പ്രദേശത്ത് പോയി പൂർണ്ണമാക്കുകയും, വിവരങ്ങളെ ക്രോഡീകരിച്ച് നേരത്തെ തയ്യാറാക്കിയ ഭൂപടത്തിന്റെ ഒപ്പം പ്രദർശിപ്പിക്കുന്നതുമായിരിക്കും. വിവരശേഖരത്തിനുള്ള മാതൃക ഒപ്പം ചേർക്കുന്നു.

നീർത്തട അയൽക്കൂട്ടത്തിലെ അംഗങ്ങളെ ഒരുമിച്ച് ഇരുത്തിയിട്ടുള്ള പ്രശ്നവൃക്ഷം (problem tree) തയ്യാറാക്കുന്ന പരിപാടിയാണ് അടുത്തത്. പ്രദേശത്തെ പൊതുവായി ബാധിക്കുന്ന, പ്രകൃതിവിഭവങ്ങളുമായി ബന്ധപ്പെട്ടിട്ടുള്ള ഒരു പ്രശ്നം - വരൾച്ച, വെള്ളപ്പൊക്കം, കാട്ടുമൃഗങ്ങളുടെ ശല്യം, കാട്ടുതീ, ഉരുൾപൊട്ടൽ, പണിക്ക് ആളെ കിട്ടാത്തത്, പണി ഇല്ലാത്തത്, കീടബാധ, വിളവ് കുറയുന്നത്, ലാഭം കുറയുന്നത്, കുടിവെള്ള ക്ഷാമം തുടങ്ങിയവയിൽ നിന്നും ഏറ്റവും അടിയന്തിരം എന്നു തോന്നുന്നവ - എടുത്തിട്ടാണ് പ്രശ്നവൃക്ഷം തയ്യാറാക്കുന്നത്.

മുൻകൂട്ടി സ്ഥലവും സമയവും തീരുമാനിച്ച് വേണ്ടത്ര മുന്നൊരുക്കങ്ങൾ നടത്തി, ഇത് വളരെ പ്രധാനപ്പെട്ട ഒരു പരിപാടിയാണെന്നും, ബന്ധപ്പെട്ടവരുടെ ആറ്, ഏഴ് മണിക്കൂർ സാന്നിദ്ധ്യം ആവശ്യമാണെന്നും ബോദ്ധ്യപ്പെടുത്തിയിട്ട് വേണം ഈ പരിപാടി നടത്താൻ. ഉച്ചയ്ക്ക് ഊണിന് ശേഷം തുടങ്ങുന്നതാണ് നല്ലത്. ചായ / കാപ്പി / കുടിവെള്ളം എന്നിവ ലഭ്യമാക്കണം.

തിരഞ്ഞെടുത്ത പ്രശ്നത്തിനെ, നിർവ്വചിച്ച് പ്രദേശത്തെ അതിന്റെ ചരിത്രം തയ്യാറാക്കിയിട്ട് വേണം അതിന്റെ കാരണങ്ങളിലേയ്ക്ക് പോകുവാൻ. പ്രാഥമികവും ദ്വിതീയവും, തൃതീയവുമായ കാരണങ്ങളും ലക്ഷണങ്ങളും എങ്കിലും എല്ലാവരുടെയും സാന്നിദ്ധ്യത്തിൽ തന്നെ വിശകലനം ചെയ്യണം. സമയക്കുറവ് വരികയാണെങ്കിൽ തൃതീയ തലം വേറൊരു ദിവസത്തേയ്ക്ക് മാറ്റുന്നതായിരിക്കും നല്ലത്.

ഇതിന്റെ തുടർച്ചയായിത്തന്നെ, ലക്ഷണങ്ങളിൽ നിന്ന് പദ്ധതിയുടെ വിജയത്തിന്റെ സൂചകങ്ങളും ഇടപെടൽ സാദ്ധ്യതകളുടെ പട്ടികയും തയ്യാറാക്കണം. ഇങ്ങനെ തയ്യാറാക്കുന്ന ഇടപെടൽ സാദ്ധ്യതകളെ specific, measurable, achievable, realizable and time bound – (SMART)ആക്കി, മുൻഗണന തീരുമാനിച്ച് അളവുകൾ തിട്ടപ്പെടുത്തി, പ്രദേശത്തെ ഇടപെടൽ തന്ത്രത്തിന് രൂപം നൽകണം. ഈ പട്ടികകളും നേരത്തേ തയ്യാറാക്കിയ ഭൂപടത്തിനും പ്രാഥമിക വിവരങ്ങൾക്കും ഒപ്പം സ്ഥിരമായി പ്രദർശിപ്പിക്കേണ്ടതാണ്.

b. പ്രാഥമിക വിവരങ്ങൾ (കുടുംബതലം)

ഓരോ നീർത്തടത്തിലേയും നീർത്തട അയൽക്കൂട്ടത്തിലേയും ഓരോ കുടുംബങ്ങളേയും സംബന്ധിച്ച വിവരങ്ങൾ DPR ന്റെ ഭാഗമാണ്. പ്രത്യേകിച്ച് പ്രകൃതി വിഭവങ്ങൾ, Livelihood തുടങ്ങിയവയും ആയി ബന്ധപ്പെട്ട കാര്യങ്ങൾ.

നീർത്തട അയൽക്കൂട്ടത്തിലെ വിവിധ തലത്തിലുള്ള അംഗങ്ങളെ കൂട്ടിച്ചേർത്തുകൊണ്ടുള്ള ഫോക്കസ് ഗ്രൂപ്പ് ചർച്ചകളാണ് (FGD) അടുത്ത പരിപാടി. വിവിധ തരത്തിലുള്ള കർഷകർ, കർഷകത്തൊഴിലാളികൾ, കുടുംബശ്രീ ഗ്രൂപ്പുകൾ തുടങ്ങിയ തലങ്ങളിൽ ഈ പരിപാടി നടത്താം. ഓരോ സ്ഥലമുടമയുടെയും കൈവശഭൂമിയിൽ മണ്ണ്, ജല സംരക്ഷണ പ്രവർത്തനങ്ങൾ എങ്ങിനെ നടത്താം, വരുമാനദായക പ്രവർത്തനങ്ങൾ എങ്ങിനെ ഏറ്റെടുത്ത് നടത്താം, എങ്ങിനെ ക്ഷീരകൃഷി കൂടുതൽ വ്യാപിപ്പിക്കുകയും ലാഭകരമാക്കുകയും ക്ലേശം കുറയ്ക്കുകയും ചെയ്യാം, ജലസേചന സൗകര്യങ്ങൾ എങ്ങിനെ കൂട്ടാം, എന്തെല്ലാം പുതിയ കൃഷിരീതികളും സാങ്കേതിക വിദ്യയും, യന്ത്രവൽക്കരണവും പരീക്ഷിച്ച് നോക്കാം, എങ്ങിനെയെല്ലാം സംയോജിത - കീട, വള,

ജലസേചന - മാനേജ്മെന്റ് സംവിധാനങ്ങൾ കൊണ്ടുവരാം തുടങ്ങിയ ചോദ്യങ്ങളാണ് FGD യിൽ ചർച്ച ചെയ്യേണ്ടത്. ചർച്ചയുടെ ഒടുവിൽ ബന്ധപ്പെട്ട ഫോമുകളിൽ വിവരങ്ങൾ രേഖപ്പെടുത്താൻ നീർത്തട അയൽക്കൂട്ടം അംഗങ്ങളെ സഹായിക്കുകയും വേണം. ഓരോ സ്ഥലം ഉടമയ്ക്കും വെവ്വേറെ ഫോമുകൾ ഉപയോഗിക്കുവാൻ ശ്രദ്ധിക്കണം. (മാതൃക അനുബന്ധമായി കൊടുത്തിട്ടുണ്ട്).

ഇങ്ങനെ തയ്യാറാക്കിയ ഫോമുകളുമായി നീർത്തട അയൽക്കൂട്ടം/TSO/WDT അംഗങ്ങൾ, ഓരോ വീടും സന്ദർശിക്കുന്നതാണ് അടുത്ത പരിപാടി. മുൻകൂട്ടി തിയ്യതിയും സമയവും ഉറപ്പിച്ചിട്ടായിരിക്കണം ഈ പരിപാടി. നേരത്തേ തയ്യാറാക്കിയ വിവരങ്ങളുടെ കൂടുതൽ വിശദാംശങ്ങളിലേയ്ക്കും പ്രായോഗികതയിലേക്കും ചർച്ചയിലൂടെ കടക്കുവാൻ സാധിക്കണം. പദ്ധതി കാലയളവിൽ എന്തെല്ലാം ചെയ്യാൻ കഴിയുമെന്നും അതുകൊണ്ട് എന്തു ഫലം ഉണ്ടാകുമെന്നും തിട്ടപ്പെടുത്തുവാൻ സാധിക്കണം. ആ സ്ഥലത്തിന്റെ പ്രത്യേകതകൾ, സ്ഥലം ഉടമസ്ഥന്റെ മനുഷ്യവിഭവശേഷി, മറ്റു വിഭവങ്ങൾ, പരിമിതികൾ, കുറവുകൾ എന്നിവ കൂടി കണക്കിലെടുക്കണം.

ഓരോ കുടുംബത്തിന്റേയും ആസ്തി വിവരങ്ങൾ ഭൂവിനിയോഗം, ഭൂമിയുടെ സ്ഥിതി, ജല ലഭ്യത, ജൈവസമ്പത്ത് ജീവിത അവസ്ഥ തുടങ്ങിയവ സംബന്ധിച്ച് വിവരങ്ങൾ കണ്ടെത്തണം. പ്രശ്നങ്ങളും അവ പരിഹരിക്കാനുള്ള നടപടികളും മനസിലാക്കണം. പരമാവധി പത്ത് ആഴ്ച കൊണ്ട് ഫീൽഡ് തലത്തിലുള്ള പഠനവും അവയുടെ ക്രോഡീകരണവും പൂർത്തിയാക്കാൻ കഴി യുംവിധമാകണം പ്രവർത്തനങ്ങൾ ക്രമീകരിക്കേണ്ടത്.

ഓരോ നീർത്തടത്തിലും ഓരോ കുടുംബങ്ങളുടേയും യഥാർത്ഥത്തിലുള്ള സാമൂഹ്യ സാമ്പത്തിക സ്ഥിതി, ഓരോ കുടുംബത്തിന്റേയും കൈവശഭൂമി സംബന്ധിച്ച വിവരങ്ങൾ, സർവ്വേ നമ്പർ, നിലവിലുള്ള വിളകൾ, തരിശ് ഭൂമിയുടെ വിസ്തൃതി, നിലവിൽ കാർഷിക പ്രവർത്തനങ്ങൾ ഏറ്റെടുക്കുന്നതിന് വിഘാതമായി നിൽക്കുന്ന പ്രശ്നങ്ങൾ,ഓരോ കുടുംബത്തി ന്റേയും ഭൂമിയിൽ വേണ്ടിവരുന്ന കൃത്യമായ ഇടപ്പെടലുകൾ എന്നിവ രേഖപ്പെടുത്തണം.
ബാഹ്യമായ പ്രേരണകൾക്ക് വിധേയമായി യാതൊരു കാരണവശാലും സർവ്വേയിൽ വിവരങ്ങൾ തെറ്റായി രേഖപ്പെടുത്താൻ പാടില്ല.

ഇങ്ങിനെ തയ്യാറാക്കുന്ന വ്യക്തിഗത പദ്ധതിയ്ക്ക് താഴെ പറയുന്ന പ്രത്യേകതകൾ ഉണ്ടായിരിക്കണം.

1. പ്രദേശത്ത് പൊതുവായി നടപ്പിലാക്കാവുന്ന-സംയോജിത കീട നിയന്ത്രണം, മണ്ണിന്റെ ഫലഭൂയിഷ്ടിത തിട്ടപ്പെടുത്തിയിട്ടുള്ള സംയോജിത വളപ്രയോഗം, ജലത്തിന്റെ ഉപയോഗ ക്ഷമത കൂട്ടിക്കൊണ്ടുള്ള സംയോജിത ജലമാനേജ്മെന്റ് തുടങ്ങിയ- പദ്ധതികളിലൂടെ പരിഹരിക്കാവുന്ന കാര്യങ്ങൾ.
2. തൊഴിലുറപ്പ് പദ്ധതിയിലൂടെ ചെയ്യാവുന്ന കാര്യങ്ങൾ.
3. കൃഷിവകുപ്പിന്റെ പരിപാടികൾ - SDA, RKVY, ATMA, NHM, SHM തുടങ്ങിയവ - വഴി ചെയ്യാവുന്ന കാര്യങ്ങൾ.
4. ത്രിതല പഞ്ചായത്തുകളുടെ സ്ഥിരം പദ്ധതികളിലൂടെ - നിലമൊരുക്കൽ, വിത്ത്, വളം, കുമ്മായം, മണ്ണ് പരിശോധന, ജീവാണു വളം, സംയോജിത കീടനിയന്ത്രണം തുടങ്ങിയ - ചെയ്യാവുന്ന കാര്യങ്ങൾ.

5. മറ്റേതെങ്കിലും കേന്ദ്ര-സംസ്ഥാന ആവിഷ്കൃത പദ്ധതികളിലൂടെയോ, MLA/MP വികസന പരിപാടിയിലൂടെയോ ചെയ്യാവുന്ന കാര്യങ്ങൾ.

ഇങ്ങനെ വേറെ പരിപാടികൾക്കുള്ള (2 മുതൽ 5 വരെ) അപേക്ഷാഫോമുകൾ, അവ കൊടുക്കേണ്ട വഴികളും സമയവും, ആവശ്യമായ രേഖകൾ എന്നിവ തയ്യാറാക്കാനും അവ യഥാസമയം കൊടുക്കുന്നുണ്ടെന്ന് ഉറപ്പാക്കാനും പുരോഗതി വിലയിരുത്താനും നീർത്തട അയൽക്കൂട്ടം /TSO/WDT അംഗങ്ങൾ പ്രത്യേക ശ്രദ്ധ എടുക്കണം.

വ്യക്തിഗത പദ്ധതിയ്ക്ക് താഴെ പറയുന്ന ഘടകങ്ങൾ ഉണ്ടെന്ന് ഉറപ്പാക്കണം.

1) ഭൂമിയിലെ മണ്ണ്, ജല സംരക്ഷണ പ്രവർത്തനങ്ങൾ - തൊഴിലുറപ്പ് പദ്ധതിയിൽ നിന്നും ചെയ്യാവുന്നവ.

2) Biomass ന്റെ അളവ് കൂട്ടുന്നതിനുള്ള പരിപാടികൾ.

3) ജൈവവൈവിധ്യം കൂട്ടുന്നതിനുള്ള പദ്ധതികൾ - 2 ഉം 3 ഉം ആയി, പച്ചിലവളം, തീറ്റപ്പുല്ല്, വിറക്, തടി, പഴവർഗ്ഗങ്ങൾ, കായ്കൾ, ഔഷധങ്ങൾ, പൂക്കൾ തുടങ്ങിയവ നൽകുന്ന മരങ്ങളുടെ പട്ടിക - പ്രദേശത്തിനും വ്യക്തിയുടെ അഭിരുചിക്കും കാലാവസ്ഥയ്ക്കും പരിസ്ഥിതിയ്ക്കും ഇണങ്ങുന്നതുമായ - തയ്യാറാക്കി അവ നട്ടുവളർത്തുന്നതിനുള്ള പദ്ധതി തയ്യാറാക്കണം. തൊഴിലുറപ്പ് പദ്ധതിയിൽ നിന്നും ചെയ്യാൻ പറ്റുന്നവ, Social Forestry, KFRI etc.

4) നിലവിലെ ജലസ്രോതസ്സിനെ - കുളം, കിണർ, ബോർവെൽ മുതലായവ റീചാർജ്ജ് ചെയ്തുകൊണ്ട് - ശക്തിപ്പെടുത്തുന്നതിനുള്ള പരിപാടികൾ. (മേൽക്കൂരയിലെ/ പാറപ്പുറത്തെ വെള്ളം ഉപയോഗിച്ചുകൊണ്ടുള്ളവ).

5) ജലസേചന സൗകര്യങ്ങൾ ശക്തിപ്പെടുത്തിക്കൊണ്ട് - ജലസ്രോതസ്സിനും, ജലസേചനത്തിനും യുക്തമായ ഊർജ്ജക്ഷമതയുള്ള പമ്പുകൾ, ഫുട്ട് വാൽവുകൾ, ജലവിതരണത്തിനുള്ള പൈപ്പുകൾ, വാൽവുകൾ തുടങ്ങിയവ സ്ഥാപിച്ചുകൊണ്ട് - പദ്ധതികൾ.

6) സ്ഥലത്തേയ്ക്ക് എറിയപ്പെടുന്ന, ഒഴുകിയെത്തുന്ന മലിന വസ്തുക്കളെ സംസ്കരിക്കാനുള്ള പദ്ധതികൾ - മലിനവസ്തുക്കളെ വേർതിരിക്കുവാനും ജൈവ വസ്തുക്കളെ, ബയോഗ്യാസ് ടാങ്കുകളോ, മണ്ണിര കംപോസ്റ്റോ ഉപയോഗിച്ച് വളമാക്കി ഭൂമിയിൽ ചേർക്കാനും കഴിയണം.

7. മണ്ണിലെ മൂലകങ്ങൾ പരിശോധിച്ച് കുറവുള്ളവ നികത്താനുള്ള - ജീവാണു വളങ്ങൾ സ്യൂഡോമോണസ്, അസോള തുടങ്ങിയ - പരിപാടികൾ

8. വിളപരിക്രമം, ബഹുനിലകൃഷികൾ തുടങ്ങിയ പരിപാടികൾ ആവിഷ്കരിച്ചിട്ടുണ്ടാവണം.

9. കൃഷിയിലെ വരുമാനം കൊണ്ടു മാത്രം ജീവിക്കുന്ന കുടുംബങ്ങൾ ആവുമ്പോൾ, അവർക്ക് ദിവസത്തിലും ആഴ്ചയിലും, മാസത്തിലും, വർഷത്തിലും വരുമാനം കിട്ടുന്ന തരത്തിലുള്ള വിളകളും, മൃഗസംരക്ഷണം, മത്സ്യകൃഷി തുടങ്ങിയവ ആവിഷ്കരിക്കൽ.

10. ക്ഷീരകൃഷി പ്രോത്സാഹിപ്പിക്കാനുള്ള മാർഗ്ഗങ്ങൾ - വൃത്തിയുള്ള തൊഴുത്ത്, ബയോഗ്യാസ് ടാങ്കുകൾ, ഉൽപ്പാദനം കൂടിയ പശുക്കൾ, ഒന്നിലധികം പശുക്കൾ, കറവ യന്ത്രം, തീറ്റപ്പുൽ മുതലായവ.

11. ഭൂമിയിൽ നിന്നുള്ള വരുമാനം വർദ്ധിപ്പിക്കാനുള്ള പരിപാടികൾ - പച്ചക്കറി കൃഷി, സൂക്ഷ്മകൃഷി, പോളിഹൗസ്, ഗ്രീൻഹൗസ്, SRI തുടങ്ങിയവ - ആവിഷ്കരിക്കണം.

    ഭൂവുടമയ്ക്ക് നേരിട്ട് ഇത്തരം പ്രവർത്തനങ്ങൾ നടത്താൻ സമയമോ താൽപര്യമോ ഇല്ലെങ്കിൽ കുടുംബശ്രീ അയൽക്കൂട്ടം /MGNREGS ലേബർ ടീം ആയി ചേർന്ന് ഭൂമി പാട്ടത്തിനെടുത്ത് മേൽപറഞ്ഞ കൃഷിരീതികൾക്കുള്ള സാദ്ധ്യതകൾ ആരായണം.

12. ജല ഉപയോഗക്ഷമത വർദ്ധിപ്പിക്കുന്നതിനുള്ള കണിക ജലസേചനം പോലുള്ള പദ്ധതികൾ.
13. വിറകിന്റെ ഉപയോഗം കുറക്കുന്ന പുകയില്ലാത്ത അടുപ്പുകൾ പോലെയുള്ള ഇടപെടലുകൾ
14. വിത്ത്, വളം എന്നിവ ഉറപ്പാക്കുന്നതിനുള്ള പദ്ധതികൾ.
15. പണം / ലോൺ ലഭ്യമാക്കാനുള്ള പ്ലാൻ

വ്യക്തിഗതപദ്ധതി തയ്യാറാക്കികഴിഞ്ഞാൽ, താഴെ പറയുന്ന കാര്യങ്ങൾ ഉണ്ടോ എന്ന് ഉറപ്പാക്കണം.

1) വ്യക്തിയുടേയും നീർത്തട അയൽക്കൂട്ടം ഭാരവാഹികളുടെയും പേരും ഒപ്പും.
2) സ്ഥലത്തിന്റെ Location Sketch ഉം, Sketch ഉം സർവ്വേ നമ്പറും.
3) സ്ഥലത്തെക്കുറിച്ച് ലഭ്യമായ ദ്വിതീയ വിവരങ്ങൾ.
4) വ്യക്തിയുടെയും സ്ഥലത്തിന്റെയും ഫോട്ടോകൾ.
5) താഴെപ്പറയുന്ന സാക്ഷ്യപ്പെടുത്തലുകൾ.

    a. വേറെ ഏതെങ്കിലും പദ്ധതിയിൽ നിന്ന് ലഭിക്കാവുന്ന ആനുകൂല്യത്തിന് IWMP യിൽ നിന്നും പണം കണ്ടെത്തിയിട്ടില്ല.
    b. ഈ പദ്ധതി നടപ്പിലാക്കുന്നതിലൂടെ, ഊർജ്ജം, ജലം എന്നിവയുടെ ഉപയോഗക്ഷമത കൂട്ടുന്നുണ്ട്.
    c. ഈ പദ്ധതി നടപ്പിലാക്കുന്നതിലൂടെ കൂടുതൽ പാഴ്വസ്തുക്കൾ ഉണ്ടാക്കുന്നില്ല. പ്ലാസ്റ്റിക്ക്, സിമന്റ്, മണൽ, സ്റ്റീൽ തുടങ്ങിയ വസ്തുക്കളുടെ ഉപയോഗം പരമാവധി കുറച്ചിട്ടുണ്ട്. മണ്ണ്, ജല സംരക്ഷണം പൂർണ്ണമായും ഉറപ്പാക്കിയിട്ടുണ്ട്. അത്തരം പണികൾക്ക് ശേഷമേ മറ്റ് IWMP പണികൾ ആരംഭിക്കുകയുള്ളു.
    d. ഈ പദ്ധതി നടപ്പിലാക്കുന്നതിലൂടെ കൂടുതൽ ഭക്ഷ്യവസ്തുക്കൾ ഉൽപാദിപ്പിക്കുന്നതാണ്.
    e. ഈ പദ്ധതി നിലങ്ങളുടെ (wet land) സംരക്ഷണത്തിന് പറ്റുന്നതെല്ലാം ചെയ്യുന്നുണ്ട്. അത്തരം ഭൂമിയുടെ ഉപയോഗം - നെല്ലിൽ നിന്നും - മാറ്റുന്നതിനുള്ള ഒന്നും തന്നെ ചെയ്യുന്നില്ല.
    f. പൊതുവായി ചെയ്യാവുന്ന പദ്ധതി വ്യക്തിഗത പദ്ധതി ആയി വന്നിട്ടില്ല.

മേൽപറഞ്ഞവയിൽ ഏതെങ്കിലും തെറ്റാണെന്ന് കണ്ടെത്തിയാൽ പദ്ധതി തയ്യാറാക്കിയ ഏജൻസി, സാങ്കേതിക അനുമതി നൽകിയ സമിതി, പണം കൊടുത്ത ഉദ്യോഗസ്ഥർ എന്നിവരിൽ

നിന്നും ഒറ്റയ്ക്കോ കൂട്ടായോ നഷ്ടം ഈടാക്കുന്നതിന് PIA/SLNA യ്ക്ക് നടപടികൾ എടുക്കാവുന്നതാണ്.

ഇങ്ങനെ തയ്യാറാക്കുന്ന ഓരോ സ്ഥലത്തിന്റേയും പദ്ധതികൾ - ഒരാൾക്ക് പറമ്പും നിലവും ഉണ്ടെങ്കിൽ, രണ്ടും പ്രത്യേകം തയ്യാറാക്കി കൂട്ടിച്ചേർക്കണം. തയ്യാറാക്കിയത് നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ഭരണസമിതി അംഗീകരിക്കുകയും തുടർന്ന് പൊതുയോഗത്തിൽ അവതരിപ്പിക്കുകയും വേണം. ഭേദഗതികൾ ഉണ്ടെങ്കിൽ അവ വരുത്തി തയ്യാറാക്കിയ പദ്ധതി രേഖ നീർത്തട കമ്മിറ്റിയ്ക്ക് കൈമാറേണ്ടതാണ്.

c. ദ്വിതീയ വിവരശേഖരണം.

നീർത്തടത്തിലെ ജനസംഖ്യ, കുടുംബങ്ങളുടെ എണ്ണം, പട്ടിക ജാതി പട്ടിക വർഗ്ഗ കുടുംബങ്ങൾ, കോളനികൾ, പൊതു സ്ഥാപനങ്ങൾ, സ്വയം സഹായ സംഘങ്ങൾ, തുടങ്ങിയവ സംബന്ധിച്ച വിവരങ്ങൾ ബന്ധപ്പെട്ട സ്ഥാപനങ്ങളിൽ നിന്നും ശേഖരിക്കണം.

d. സാങ്കേതിക വിവര ശേഖരണം

ഭൂഗർഭ ജലം റീചാർജ്ജ് ചെയ്യാനും ശേഖരിച്ച് നിർത്താനും സുസ്ഥിരമായി ഉപയോഗിക്കാനും കൂടുതൽ സാദ്ധ്യതയുള്ള പ്രദേശങ്ങൾ കണ്ടെത്താനുള്ള Geo- Hydrological survey, GIS, സാറ്റലൈറ്റ് ഇമേജറി തുടങ്ങിയ സംവിധാനങ്ങൾ ഉപയോഗിച്ച് നീർത്തട ഇടപെടൽ നടത്തുന്നതിനാവശ്യമായ സാങ്കേതിക വിവരശേഖരണം എന്നിവയും TSO, WDT ഈ രംഗത്തെ വിദഗ്ദ്ധ സ്ഥാപനങ്ങളുമായി ബന്ധപ്പെട്ട് നടത്തേണ്ടതാണ്.

3. വിവരങ്ങളുടെ വിശകലനം, ക്രോഡീകരണം, മാപ്പിംഗ്

പ്രാഥമിക വിവരശേഖരണ പ്രക്രിയയിലൂടെ ലഭിച്ച വിവരങ്ങൾ വിശകലന വിധേയമാക്കുകയും തുടർന്ന് അവ ക്രോഡീകരിക്കുകയും വേണം. സർവ്വേയിലൂടെ കണ്ടെത്തിയ കാര്യങ്ങളും, PRA യിലൂടെ ലഭിച്ച വിവരങ്ങളും പൊരുത്തപ്പെടുന്നുണ്ടോ എന്ന കാര്യം വിശകലനത്തിലൂടെ വിലയിരുത്തണം. ഒപ്പം ദ്വിതീയ വിവരങ്ങളും, സാങ്കേതിക സർവ്വേയുടെ ഫലമായി ലഭിച്ച വിവരങ്ങളും ക്രോഡീകരിക്കുകയും കഡസ്ട്രൽ/Google/Bhuvan മാപ്പിൽ അവ രേഖപ്പെടുത്തുകയും വേണം നീർത്തടത്തിലെ പൊതു ആസ്തികൾ സംബന്ധിച്ച വിവരങ്ങൾ, പ്രധാനമായും മണ്ണും ജലവും ആയി ബന്ധപ്പെട്ടവ, അവയുടെ ഇന്നത്തെ അവസ്ഥ, അവ ഉപയോഗപ്രദമാക്കാനുള്ള പ്രവർത്തനങ്ങൾ അവ കൊണ്ട് ഉണ്ടാവുന്ന നേട്ടങ്ങൾ എന്നിവ പ്രത്യേകം ലിസ്റ്റ് ചെയ്യുകയും കഡസ്ട്രൽ/Google/Bhuvan മാപ്പിൽ മാർക്ക് ചെയ്യുകയും വേണം.

നേരത്തേയുള്ള പഠനപരിപാടിയിലൂടെ കണ്ടെത്തിയതും, വ്യക്തിഗത പദ്ധതികളിൽ പെടാത്തതുമായ, പൊതുപദ്ധതികൾ - ലിഫ്റ്റ് ഇറിഗേഷൻ പദ്ധതികൾ, കുളം, വിസിബികൾ, ചെക്ക് ഡാമുകൾ, തുടങ്ങിയവയുടെ നിർമ്മാണവും പുനരുദ്ധാരണവും, കാഡാചാലുകളുടെ നവീകരണം, പൊതുസ്ഥലത്തുള്ള പദ്ധതികൾ, തുടങ്ങിയവ - നിയുക്ത ഏജൻസി/ടീം നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ഭരണസമിതിയും പൊതുഭൂമിയുടെ ചുമതലക്കാരുമായ ഉദ്യോഗസ്ഥന്മാരുമായി ചേർന്നിരുന്ന് മേൽ വിശദീകരിച്ച രീതിയിൽത്തന്നെ തയ്യാറാക്കേണ്ടതാണ്. ഉദാഹരണമായി റവന്യൂ പുറമ്പോക്ക് സ്ഥലമാണെങ്കിൽ വില്ലേജ് ഓഫീസറുമായും പ്രാഥമികാരോഗ്യ കേന്ദ്രത്തിന്റെ വളപ്പാണെങ്കിൽ ബന്ധപ്പെട്ട സ്റ്റാന്റിങ്ങ് കമ്മറ്റിയുടെ ചെയർമാനും പ്രാഥമികാരോഗ്യകേന്ദ്രത്തിന്റെ ചുമതലയുള്ള ഓഫീസറുമായും. TSU/WDT ഇങ്ങനെ തയ്യാറാക്കിയ നീർത്തട അയൽക്കൂട്ടം

പദ്ധതി എടുത്ത് അതിലെ ഓരോന്നിനും വിശദമായ എസ്റ്റിമേറ്റുകളും, രേഖാചിത്രങ്ങളും തയ്യാറാക്കണം. പൊതു ആസ്തികൾ ചെയ്യാൻ ഉദ്ദേശിക്കുന്ന സ്ഥലങ്ങൾ ഭൂപടത്തിൽ രേഖപ്പെടുത്തുകയും ഇപ്പോഴത്തെ അവസ്ഥ നീർത്തട അയൽക്കൂട്ടം അംഗങ്ങളെ ഉൾപ്പെടുത്തി ഫോട്ടോ എടുത്ത് DPR ൽ വയ്ക്കുകയും വേണം.

4. DPR ന്റെ ഘടന

DPR എഴുതി തയ്യാറാക്കുമ്പോൾ പ്രസ്തുത പ്രദേശത്തെ എല്ലാ വിവരങ്ങളും വിവരശേഖരണ രീതിയും പ്രശ്നങ്ങളും, പരിഹാര നിർദ്ദേശങ്ങളും അവയ്ക്ക് വേണ്ടി നിർദ്ദേശിച്ചിട്ടുള്ള പ്രവർത്തികളും വ്യക്തമായി രേഖപ്പെടുത്തണം. ഓരോ നീർത്തട അയൽക്കൂട്ടത്തിനും പ്രത്യേകം പ്രത്യേകം DPR കൾ തയ്യാറാക്കേണ്ടതാണ്.

ഏതൊക്കെ പ്രവർത്തികളാണ് പ്രസ്തുത നീർത്തടത്തിൽ ഏറ്റെടുക്കുന്നത്, ഏതെല്ലാം പ്രവർത്തികൾ ഏതൊക്കെ സമയത്താണ് നിർവ്വഹിക്കുന്നത് ആരാണ് പ്രവർത്തികളുടെ നിർവ്വഹണം നടത്തുന്നത്, പ്രസ്തുത പ്രവർത്തനങ്ങൾ നടത്തുന്നതിലൂടെ ഉണ്ടാവുന്ന നേട്ടങ്ങൾ എന്തൊക്കെയാണ്, ഇപ്പോൾ നിലനിൽക്കുന്ന ഏതൊക്കെ പ്രശ്നങ്ങൾക്കാണ് പ്രസ്തുത പ്രവർത്തി കൊണ്ട് പരിഹാരമാവുന്നത് തുടങ്ങിയ കാര്യങ്ങളും പ്രസ്തുത പ്രവർത്തി നിർവ്വഹിക്കുന്നതിനാവശ്യമായി വരുന്ന തുക എത്രയാണെന്നും പ്രവർത്തന പദ്ധതിയിൽ ഉൾപ്പെടുത്തണം.

നീർത്തട അയൽക്കൂട്ടങ്ങളുടെ DPR കൾ സംയോജിപ്പിച്ച് ഓരോ നീർത്തടങ്ങൾക്കും ഇത്തരത്തിൽ വിശദമായ പ്രവർത്തന പദ്ധതികൾ തയ്യാറാക്കുകയും അവ സംയോജിപ്പിച്ച് പ്രോജക്ട് തല DPR തയ്യാറാക്കുകയും വേണം.

5. വിശദമായ പ്രോജക്ട് റിപ്പോർട്ടിന്റെയും വാർഷിക പ്രവർത്തന പദ്ധതിയുടേയും അംഗീകാരം

(Approval of DPR and Annual Action plan)

ഇത്തരത്തിൽ തയ്യാറാക്കിയ നീർത്തട അയൽക്കൂട്ടം പദ്ധതികളെ നീർത്തട കമ്മറ്റി പരിശോധിക്കുകയും വേണ്ട അഭിപ്രായങ്ങൾ രേഖപ്പെടുത്തി നീർത്തട സഭയുടെ അംഗീകാരത്തിനും തുടർന്ന് ഗ്രാമപഞ്ചായത്ത് ഭരണസമിതിയുടെ അംഗീകാരത്തിനും സമർപ്പിക്കണം.

DPR തയ്യാറാക്കാൻ വിവരങ്ങൾ ചർച്ച ചെയ്യാൻ വിളിച്ച് ചേർക്കുന്ന നീർത്തട സഭയിൽ, രണ്ട് അവതരണങ്ങളും, ഗ്രൂപ്പ് ചർച്ചയും ഉണ്ടാവണം. നീർത്തടം ഉൾപ്പെടുന്ന പ്രദേശത്തെ ജില്ലാ പഞ്ചായത്ത് അംഗം, ബ്ലോക്ക് പഞ്ചായത്തംഗം, ഗ്രാമപഞ്ചായത്ത് അംഗം എന്നിവർ നീർത്തട സഭയിൽ പങ്കെടുക്കണം. നീർത്തടത്തിന്റെ ഇന്നത്തെ അവസ്ഥ നീർത്തട വികസനത്തിന്റെ ആവശ്യകത, അതിലൂടെ ലഭ്യമാകുന്ന ഗുണഫലങ്ങൾ ജനപങ്കാളിത്തത്തിന്റെ ആവശ്യകത എന്നിവ വ്യക്തമാക്കുന്നതാവണം ആദ്യ അവതരണം. തുടർന്ന് പ്രസ്തുത നീർത്തടത്തിൽ ഇതുവരെ നടന്ന പ്രവർത്തനങ്ങൾ, അതിന്റെ ഫലമായി തയ്യാറാക്കിയ പ്രശ്ന, പരിഹാര മാർഗ്ഗങ്ങൾ ഏറ്റെടുക്കാൻ ഉദ്ദേശിക്കുന്ന പ്രവർത്തികളുടെ വിശദ വിവരങ്ങൾ എന്നിവ അവതരിപ്പിക്കണം. തുടർന്ന് അംഗങ്ങൾ ഗ്രൂപ്പുകളായി തിരിഞ്ഞ് ചർച്ച ചെയ്യുകയും നിർദ്ദേശങ്ങൾ സമർപ്പിക്കുകയും വേണം. പ്രസ്തുത നിർദ്ദേശങ്ങൾ WDT/TSO യുടെ പ്രതിനിധികൾ രേഖപ്പെടുത്തേണ്ടതാണ്. എന്തെങ്കിലും പുതിയ നിർദ്ദേശങ്ങൾ ഉണ്ടെങ്കിൽ അവ കൂടി ഉൾപ്പെടുത്തി DPR സമ്പുഷ്ടമാക്കുകയും വേണം.

ഗ്രാമപഞ്ചായത്ത് സമിതി ചർച്ച ചെയ്ത ശേഷം നിർദ്ദേശങ്ങൾ എന്തെങ്കിലും ഉണ്ടെങ്കിൽ ആയത് TSO യേയും WDT യേയും അിറയിക്കണം. പ്രസ്തുത നിർദ്ദേശങ്ങൾ കൂടി ഉൾപ്പെടുത്തി പ്രോജക്ട് തലത്തിലുള്ള DPR തയ്യാറാക്കണം..

ഇങ്ങനെ അംഗീകാരം ലഭിച്ച പദ്ധതികൾ അതാത് തലത്തിലെ സാങ്കേതിക സമിതികളുടെ (യൂണിറ്റ് ചിലവ് അനുസരിച്ച് - നീർത്തട അയൽക്കൂട്ടം പദ്ധതി ഒന്നാകെ സമർപ്പിക്കേണ്ടതില്ല) അഭിപ്രായങ്ങൾക്ക് സമർപ്പിക്കണം.

ലഭിച്ച അഭിപ്രായങ്ങൾ അനുസരിച്ച് ആവശ്യമെങ്കിൽ ഭേദഗതികൾ വരുത്തി, തർക്കമുണ്ടെങ്കിൽ അത് രേഖപ്പെടുത്തി PIA യുടെ അംഗീകാരത്തിന് സമർപ്പിക്കണം. തുടർന്ന IWMP (DLCC) ഓരോ DPR ഉം IWMP മാർഗ്ഗ നിർദ്ദേശങ്ങൾക്കും പ്രവർത്തനനിർദ്ദേശങ്ങൾക്കും അനുസൃതമായിട്ടാണോ തയ്യാറാക്കിയിട്ടുളളതെന്നും സംയോജന സാദ്ധ്യതകൾ പരമാവധി പ്രയോജനപ്പെടുത്തിയിട്ടുണ്ടോ എന്നും പരിശോധിക്കണം. തുടർന്ന് DPR, DPC ക്ക് സമർപ്പിച്ച് അംഗീകാരം ലഭ്യമാക്കണം. DPC യാണ് DPR നും വാർഷിക പ്രവർത്തന പദ്ധതിക്കും അന്തിമ അംഗീകാരം നൽകേണ്ടത്.

തർക്കങ്ങളിൽ - പ്രത്യേകിച്ചും നൂതനമായ പദ്ധതികളിൽ - ജില്ലാതല സമിതിയ്ക്ക് തീർപ്പു കൽപ്പിക്കാവുന്നതാണ്. അതിലും PIA യ്ക്ക് പരാതി ഉണ്ടെങ്കിൽ SLNA യുടെ അംഗീകാരത്തിനായി പോകാവുന്നതാണ്.

നീർത്തട കമ്മറ്റി പദ്ധതി അംഗീകരിച്ചതു മുതൽ പദ്ധതികൾ വിവിധ ഘട്ടങ്ങളിൽ അവതരിപ്പിക്കേണ്ടതും, ചർച്ചകളിൽ പങ്കെടുക്കേണ്ടതും നീർത്തട കമ്മറ്റിയും WDT യും ആണ്. TSO ആവശ്യമായ ഭേദഗതികൾ വരുത്തുകയും ജില്ലാതല സമിതി ആവശ്യപ്പെട്ടാൽ മാത്രം വിശദീകരണം നൽകുകയും ചെയ്യും.

എല്ലാത്തരം അഭിപ്രായങ്ങളും, ഭേദഗതികളും, അഭിപ്രായവ്യത്യാസങ്ങളും കാര്യകാരണസഹിതം രേഖാമൂലം എല്ലാ ഘട്ടത്തിലും രേഖപ്പെടുത്തിയിരിക്കും.

DPC/SLNA അംഗീകാരം നൽകുന്നതോടെ DPR ഉണ്ടാക്കുന്നതിനുള്ള ഘട്ടം അവസാനിച്ചതായി കണക്കാക്കി PIA, പൂർത്തീകരണ സർട്ടിഫിക്കറ്റ് TSO യ്ക്ക് നൽകേണ്ടതാണ്.

അംഗീകരിച്ച DPR ന്റെ ഒരു കോപ്പി സംസ്ഥാന IWMP cellനും ഒരു കോപ്പി DLCC കൺവീനറായ പ്രോജക്ട് ഡയറക്ടർക്കും നൽകണം. ബാക്കി മൂന്ന് കോപ്പികൾ PIA യ്ക്ക് നൽകണം. രണ്ട് കോപ്പികൾ PIA സൂക്ഷിച്ച ശേഷം ഒരു കോപ്പി TSO യ്ക്ക് തിരികെ നൽകണം.

VI. Entry point Activities.

നീർത്തട വികസന പ്രവർത്തനങ്ങളുടെ വിജയം എന്നത് ആ പ്രദേശത്തെ ജനങ്ങളുടെ പങ്കാളിത്തത്തെ ആശ്രയിച്ചിരിക്കും. ജനങ്ങളുടേയും നീർത്തട വാസികളുടേയും പങ്കാളിത്തവും സഹകരണവും ഉണ്ടാവണമെങ്കിൽ ഈ പദ്ധതിയിലൂടെ ചെയ്യുന്ന പ്രവർത്തനങ്ങൾ കൊണ്ട് അവർക്ക് ഗുണം ഉണ്ടാകും എന്ന് ബോധ്യം വരണം. അതോടൊപ്പം ണഉഠ ഉൾപ്പെടെയുള്ള നിർവ്വഹണ സംവിധാനങ്ങളിൽ വിശ്വാസവും ഉണ്ടാവണം. നീർത്തട നിവാസികളുമായി നിർവ്വഹണ സംവിധാനത്തിന് ഒരു നല്ല ബന്ധവും (Rapport) സൃഷ്ടിക്കേണ്ടതുണ്ട്.

സാധാരണയായി പ്രദേശത്തു ചെയ്യുന്ന നീർത്തട പ്രവർത്തനങ്ങൾ ദൈനംദിന പ്രശ്നങ്ങൾക്ക് പെട്ടെന്ന് പരിഹാരം കണ്ടെത്തുമെന്ന് എല്ലാവരും പ്രതീക്ഷിക്കുന്നില്ല. അതിനാൽ നീർത്തട പരിപാടികൾ നടപ്പിലാക്കുന്നതിൽ പലരും താൽപര്യക്കുറവ് പ്രദർശിപ്പിക്കാറുണ്ട്. പല നൂതന രീതികളും (SRI, സംയോജിത കീടനിയന്ത്രണം) ഭാഗികമായി നടപ്പിലാക്കി വേണ്ടത്ര ഫലം ലഭിക്കാതെ ജനങ്ങളുടെ വിശ്വാസം നഷ്ടപ്പെട്ടിട്ടുമുണ്ട്. ഈ സാഹചര്യത്തേയും കാഴ്ചപ്പാടുകളേയുമാണ് Entry point activities ലൂടെ മാറ്റിയെടുക്കേണ്ടത്. കൂടാതെ പലപ്പോഴും ഒരു പദ്ധതി പ്രവർത്തനം നിർദ്ദേശിക്കുമ്പോൾ അത് എന്താണെന്ന് ജനങ്ങൾക്ക് പൂർണ്ണമായി ധാരണയില്ല. ഈ പ്രവർത്തനങ്ങളുടെ മാതൃകകൾ കാണിച്ചുകൊടുക്കുന്നത് ജനങ്ങൾക്ക് എന്താണ് പ്രവൃത്തിയെന്ന് കൃത്യമായി ധാരണയുണ്ടാക്കാൻ സഹായിക്കും. കൂടാതെ ഈ പ്രവൃത്തികളുടെ പ്രാദേശിക എസ്റ്റിമേറ്റ് തയ്യാറാക്കാനും നടത്തിപ്പിൽ നിന്നുള്ള പാഠങ്ങൾ ഉൾക്കൊള്ളാനും സാധിക്കും. പലയിടത്തും ഒറ്റപ്പെട്ട പ്രവൃത്തികൾ വിജയിച്ചിട്ടുണ്ടാവും. പക്ഷേ സംയോജിത പ്രവർത്തനത്തിന്റെ മാതൃകകൾ ഉണ്ടായിക്കൊള്ളണമെന്നില്ല. Entry point activities ൽ ഉൾപ്പെടുത്തി ഇത്തരം സംയോജിത മാതൃകകൾ ഉണ്ടാക്കാനും സാധിക്കും.

DPR ൽ നർദ്ദേശിച്ചിട്ടുള്ള നൂതനപ്രവർത്തനങ്ങളുടെ മാതൃകകളാണ് Entry point പ്രവർത്തനങ്ങളായി ചെയ്യേണ്ടത്. ഉദാഹരണമായി കുടിവെള്ളം ദൗർലഭ്യം അനുഭവപ്പെടുന്ന സ്ഥലങ്ങളിൽ നിലവിലുള്ള കിണറുകളിൽ ജലലഭ്യത ഉണ്ടാവുന്ന പ്രവർത്തികൾ, പ്രാദേശിക തലത്തിൽ ഊർജ്ജ ഉൽപാദന സൗകര്യങ്ങൾ ഒരുക്കൽ, മണ്ണ് പരിശോധന നടത്തി ശാസ്ത്രീയ വള പ്രയോഗത്തിലൂടെ ഉൽപാദനം വർദ്ധിപ്പിക്കൽ, മഴവെള്ള സംഭരണത്തിലൂടെ ഭൂഗർഭ ജലലഭ്യത വർദ്ധിപ്പിക്കൽ, നിലവിലുള്ള കൃഷിരീതികൾ കൂടുതൽ പ്രയോജനകരമാവുംവിധം മാറ്റി ക്രമീകരിക്കാനുള്ള സൗകര്യങ്ങൾ നൽകൽ തുടങ്ങിയവ Entry point പ്രവർത്തനങ്ങളായി നടത്താവുന്നതാണ്. ഒപ്പം ബോധവല്ക്കരണവും പരിശീലനങ്ങളും നടത്തണം. ഈ പ്രവർത്തനങ്ങളിലൂടെ അപ്രാപ്യമായിട്ടുള്ള ലക്ഷ്യങ്ങൾ വയ്ക്കാതെ മാതൃകകൾ സൃഷ്ടിക്കുന്നതിൽ ശ്രദ്ധ വയ്ക്കേണ്ടതാണ്.

VII. പ്രവൃത്തികളുടെ നിർവ്വഹണം

1. ആമുഖം

DPR ന് അംഗീകാരം ലഭ്യമാകുന്നതോടെ തുടർന്നുള്ള മൂന്ന് വർഷങ്ങളിലായി പ്രവർത്തികളുടെ നിർവ്വഹണം നടത്തണം. വിശദമായ പദ്ധതിരേഖയുടെ ഒപ്പംതന്നെ വാർഷിക പദ്ധതികളും തയ്യാറാക്കുന്നുണ്ട്. പക്ഷേ ഓരോ വർഷവും അതാത് പദ്ധതികൾക്ക് പ്രത്യേക അംഗീകാരം - DPC യുടെ - വേണമെന്ന് മാത്രം. ഇത്തരത്തിൽ തയ്യാറാക്കുന്ന വാർഷിക പദ്ധതികൾ ഓരോ വർഷവും PIA, DPC യ്ക്ക് സമർപ്പിച്ച് അംഗീകാരം വാങ്ങണം. DPR തയ്യാറാക്കുമ്പോൾ നിഷ്കർഷിക്കുന്ന അനുപാതത്തിലുള്ള തുകകൾ പ്രവർത്തി നിർവ്വഹണ ഘട്ടത്തിൽ ഓരോ ഘടകങ്ങൾക്കും വേണ്ടി വിനിയോഗിക്കണം. നീർത്തടത്തിലെ വികസന പ്രവർത്തികൾക്ക് മൊത്തം പ്രോജക്ടിന്റെ 60%, ജീവനോപാധികൾ ഇല്ലാത്ത നീർത്തട നിവാസികൾക്ക് അവ നൽകാൻ 10%, ഉൾപാദന മേഖലയുമായി ബന്ധപ്പെട്ട് ലഘു സംരംഭങ്ങൾക്കായി 13%, എന്നീ അനുപാതത്തിലാണ് പ്രവർത്തികൾ ക്രമപ്പെടുത്തേണ്ടത്.

IWMP മാർഗ്ഗനിർദ്ദേശം പ്രകാരം ഒരു ഹെക്ടറിന് മലമ്പ്രദേശങ്ങളിൽ 15000 രൂപയും, നിരന്ന പ്രദേശങ്ങളിൽ 12000/ രൂപ എന്ന നിരക്കിലുമാണ് പ്രവർത്തനങ്ങൾ കണ്ടത്തേണ്ടതും നടപ്പാക്കേണ്ടതും.

താഴെപറയുന്ന അനുപാതത്തിലാവണം പ്രോജക്ട് ഫണ്ട് വിനിയോഗിക്കേണ്ടത്.

1. ഭരണപരമായ ചിലവുകൾ	-	10%
2. മോണിറ്ററിംഗ്	-	1%
3. വിലയിരുത്തൽ	-	1%
4. പ്രാരംഭ പ്രവർത്തനങ്ങൾ (Entry point Activities)	-	4%
5. പ്രാദേശിക സംവിധാനങ്ങൾ സ്ഥാപിക്കലും പരിശീലനവും (Institution and Capacity Building)	-	5%
6. DPR തയ്യാറാക്കൽ	-	1%
7. നീർത്തട വികസനത്തിനുള്ള പ്രവർത്തികൾ	-	73%
8. ഉൽപാദന മേഖലയുമായി ബന്ധപ്പെട്ട സൂക്ഷ്മ സംരംഭങ്ങൾ	-	13%
9. പ്രവർത്തികൾ പൂർത്തിയാക്കിയ ശേഷമുള്ള തുടർ പ്രവർത്തനങ്ങൾ (Consolidation phase)	-	5%

ഉൽപാദന മേഖലയുമായി ബന്ധപ്പെട്ട സൂക്ഷ്മ സംരംഭങ്ങൾ തുടങ്ങുന്നതിനുള്ള വിഭവങ്ങൾ ത്രിതല പഞ്ചായത്തുകൾ, കുടുംബശ്രീ, NRLM, തുടങ്ങിയ ഏജൻസികളുടെ സഹായത്തോടെ കണ്ടെത്തേണ്ടതും അത് ചുരുങ്ങിയത് പദ്ധതിയുടെ 13% എങ്കിലും വരുന്നുണ്ടെന്ന് ഉറപ്പിക്കേണ്ടതുമാണ്.

2. ജനകീയ എസ്റ്റിമേറ്റുകൾ (People's Estimates)

നീർത്തട പ്രവർത്തനങ്ങളുടെ എസ്റ്റിമേറ്റുകൾ സാധാരണ ജനങ്ങൾക്ക് എളുപ്പത്തിൽ മനസ്സിലാക്കുവാൻ കഴിയുന്നതല്ല. പോരാത്തതിന് നിർവ്വഹണത്തിന്റെ ഓരോ ഘട്ടത്തിലും എന്തൊക്കെ പണികളാണ് ചെയ്യുക, അതിന് എന്തൊക്കെ സാമഗ്രികൾ വേണം, എന്തുതരം പണിക്കാരെയാണ് ആവശ്യം, എത്ര ദിവസങ്ങൾ കൊണ്ട് പണിതീർക്കാം, അതിന്റെ മുൻപും, പിൻപും ചെയ്യേണ്ട കാര്യങ്ങൾ എന്തൊക്കെ, എന്തെല്ലാം രേഖകൾ സൂക്ഷിക്കണം തുടങ്ങിയവയെല്ലാം കൃത്യമായി അറിഞ്ഞാൽ മാത്രമേ ഒരു ജനകീയ സംവിധാനത്തിന് പണികൾ ഏറ്റെടുത്ത് ചെയ്യുവാനും മേൽനോട്ടം വഹിക്കുവാനും കഴിയുകയുള്ളൂ. അതുകൊണ്ടുതന്നെ ഈ പദ്ധതിയുടെ നിർവ്വഹണത്തിനു വേണ്ടി തയ്യാറാക്കുന്ന വിശദമായ എസ്റ്റിമേറ്റുകളിൽ മേൽപറഞ്ഞ ഘടകങ്ങൾ ജനങ്ങൾ സാധാരണ സംസാരിക്കുന്ന ഭാഷയിൽ തയ്യാറാക്കി നൽകിയിരിക്കണം. ഇത്തരം എസ്റ്റിമേറ്റുകളുടെ ഗുണനിലവാരം നിർണ്ണയിക്കുന്നത് അതൊരു സാധാരണ നീർത്തട അയൽക്കൂട്ട ഭാരവാഹിക്കോ, ലേബർ ടീം അംഗത്തിനോ ഒന്നോ രണ്ടോ വായനയിൽ പൂർണ്ണമായും മനസ്സിലാക്കാൻ സാധിക്കുന്നുണ്ടോ എന്നതിനെ ആശ്രയിച്ചിട്ടായിരിക്കും.

3. സാങ്കേതിക അനുമതി

വാർഷികപദ്ധതി DPC അംഗീകരിച്ചു കഴിഞ്ഞാൽ WDT, സാങ്കേതിക അനുമതിയ്ക്ക് വേണ്ടിയുള്ള എസ്റ്റിമേറ്റുകൾ തയ്യാറാക്കി സമർപ്പിക്കും. ഇത് DPR ലുള്ള മാതൃകാ എസ്റ്റിമേറ്റുകളിൽ ആവശ്യമായ മാറ്റം വരുത്തി ആയിരിക്കും. യൂണിറ്റ് കോസ്റ്റ് അടിസ്ഥാനത്തിൽ മാത്രമേ പ്രവർത്തികൾക്ക് സാങ്കേതികാനുമതി ആവശ്യമുള്ളൂ.

സാങ്കേതിക അനുമതിയ്ക്ക് വേണ്ടി പദ്ധതി പ്രവർത്തനങ്ങളെ മൂന്നായി തിരിക്കാം.

1. സാങ്കേതിക അനുമതി ആവശ്യമില്ലാത്തവ. ഉദാ: ഔഷധ ചെടികളുടെ കൃഷി.
2. യൂണിറ്റ് കോസ്റ്റിന് അനുസരിച്ച് പണിയുന്നവ. ഉദാ: ബയോഗ്യാസ് ടാങ്ക്, ഡ്രിപ്പ് ഇറിഗേഷൻ തുടങ്ങിയവ.
3. പ്രത്യേകം അനുമതി വേണ്ടവ. ഉദാ: കുളം നിർമ്മാണം, LI Scheme തുടങ്ങിയവ.

വിശദമായ പദ്ധതിരേഖയിൽ തന്നെ ഈ വേർതിരിവ് കൊണ്ടുവന്നിട്ടുണ്ടാവണം.

ജില്ല/Block തല TAG /GP തല MGNREGS TAG കളാണ് എസ്റ്റിമേറ്റുകൾ പരിശോധിച്ച് സാങ്കേതികാനുമതി നൽകേണ്ടത്. സാങ്കേതികാനുമതി ലഭിക്കുന്നതിന് കാലതാമസം ഉണ്ടാകാൻ പാടില്ല. ഇക്കാര്യം ബ്ലോക്ക് പഞ്ചായത്ത് സെക്രട്ടറി ഉറപ്പാക്കണം.

4. നിർവ്വഹണം

PIA, ഗ്രാമപഞ്ചായത്ത്, ഇവയുടെ നേരിട്ടുള്ള മേൽനോട്ടത്തിൽ നീർത്തട കമ്മിറ്റി, നീർത്തട അയൽക്കൂട്ടം എന്നിവരാണ് നീർത്തടത്തിലെ പ്രാരംഭ പ്രവർത്തികൾ ഉറ്റപ്പെടെയുള്ള എല്ലാ പ്രവൃത്തികളും നടത്തേണ്ടത്. വ്യക്തിഗത ഭൂമിയിൽ നടപ്പാക്കുന്ന പ്രവർത്തികൾ നീർത്തട അയൽക്കൂട്ടം തെരെഞ്ഞെടുക്കുന്ന skilled Labour Group / MGNREGS ലേബർ ടീം/ഭൂഉടമകൾ വഴി നടപ്പാക്കണം. നീർത്തടത്തിലെ പൊതു ആസ്തികളുമായി ബന്ധപ്പെട്ട പ്രവർത്തികൾ

Skilled Labour Group/MGNREGS ലേബർ ടീം ആണ് നിർവ്വഹണം നടത്തേണ്ടത്. പ്രവർത്തിക ളുടെ നിർവ്വഹണത്തിനാവശ്യമായ സാങ്കേതിക സഹായങ്ങൾ WDT നൽകേണ്ടതാണ്.

ഓരോ കുടുംബത്തിനും, നീർത്തട അയൽക്കൂട്ടത്തിനും പദ്ധതിരേഖ ഉള്ളതുകൊണ്ട്, ഗുണഭോക്താക്കളെ തിരഞ്ഞെടുക്കുന്നത് പ്രത്യേകിച്ച് ഒരു വിഷയമല്ല. ഓരോ പണിയും എപ്പോൾ എങ്ങിനെ ചെയ്യുമെന്നും പദ്ധതി രേഖയിൽ നിർദ്ദേശിച്ചിട്ടുണ്ട്.

വാർഷിക പദ്ധതിക്ക് അനുമതി ലഭിച്ചുകഴിഞ്ഞാൽ സാങ്കേതിക അനുമതി ലഭിക്കുന്നതിന് ഒപ്പം തന്നെ ഗുണഭോക്തൃ വിഹിതം ശേഖരിക്കാനും, പണികൾക്കു വേണ്ടിയുള്ള ക്രമീകരണങ്ങൾ നടത്തുവാനും കഴിയണം.

ഗുണഭോക്താക്കളുമായി സംസാരിച്ച് അവർക്ക് വിഹിതം അടയ്ക്കുവാനുള്ള സമയം ക്ലിപ്തപ്പെടുത്തണം. അതിന്റെ അടിസ്ഥാനത്തിലും, പ്രാദേശിക കാർഷിക കലണ്ടറിന്റെ പ്രത്യേകതകളും, Skilled Labour Group ന്റെയും MGNREGS ലേബർ ടീമിന്റെയും പണികളുടെ Schedule ഉം കൂടി കണക്കിലെടുത്ത്, ഓരോ നീർത്തട അയൽക്കൂട്ടവും അവരുടെ നടത്തിപ്പ് കലണ്ടറിന് രൂപം നൽകണം.

ഓരോ മാസത്തിലും മൂന്നാമത്തെ ശനിയാഴ്ച വരെ ലഭിക്കുന്ന ഗുണഭോക്തൃവിഹിതത്തിന്റെ അടിസ്ഥാനത്തിൽ നീർത്തട അയൽക്കൂട്ടം അടുത്ത മാസത്തേയ്ക്കുള്ള പണികൾ തീരുമാനിക്കുന്നു. ഇവ വ്യക്തികൾ നേരിട്ട് ചെയ്യുന്നത്, MGNREGS ലേബർ ടീം ചെയ്യുന്നത്, Skilled labour group ചെയ്യുന്നത് എന്നിങ്ങനെ മുന്നായി തിരിക്കുന്നു.

Documentation ചുമതലയുള്ളവർ, പട്ടികയിലുള്ള പണിസ്ഥലങ്ങളുടെ അവസ്ഥ, Digital Camera ഉപയോഗിച്ച് എടുക്കുന്നു. നിർമ്മാണ പ്രവർത്തനങ്ങൾ ആണെങ്കിൽ (Bare foot Engineers മുതൽ Block AExE വരെ) പണികൾ തുടങ്ങുന്നതിന് മുൻപുള്ള അളവുകൾ എടുക്കുന്നു. KAASS ഗുണഭോക്തൃവിഹിതം ബാങ്കിൽ അടച്ചതിന്റെ രേഖകളുടെ അടിസ്ഥാനത്തിൽ പരിശോധിക്കുന്നു. ഈ മൂന്ന് റിപ്പോർട്ടുകളുടെ ഒപ്പം നീർത്തട അയൽക്കൂട്ടം അടുത്ത മാസത്തെ Plan നീർത്തട കമ്മറ്റിയ്ക്ക് സമർപ്പിക്കുന്നു.

നീർത്തട കമ്മറ്റി ഇങ്ങനെ ലഭിക്കുന്ന എല്ലാ പദ്ധതികളും സംയോജിപ്പിച്ച് (WDT യുടെ സഹായത്തോടെ) അവരുടെ മാസപദ്ധതി ഗ്രാമപഞ്ചായത്ത് തല നീർത്തട കമ്മറ്റിയ്ക്ക് (GPWC) സമർപ്പിക്കുന്നു. GPWC, ഓരോ നീർത്തട കമ്മറ്റിയുടെ കൺവീനർമാരുടെയും മോണിറ്ററിംഗ് & വിജിലൻസ് കമ്മറ്റി, സോഷ്യൽ ഓഡിറ്റ് കമ്മറ്റി എന്നിവയുടെ അഭിപ്രായം കൂടി കേട്ട്, ചർച്ച ചെയ്ത്, ഫണ്ടിന്റെ ലഭ്യത അനുസരിച്ച്, ഓരോ നീർത്തട കമ്മറ്റിയ്ക്കുമുള്ള അടുത്ത മാസത്തെ തുക നിശ്ചയിക്കുന്നു. ഇതിന്റെ അടിസ്ഥാനത്തിൽ നീർത്തട കമ്മറ്റി, Skilled labour group നും MGNREGS ലേബർ ടീമിനും വർക്ക് ഓർഡറുകൾ നൽകുന്നു. Work order ന്റെ കോപ്പികൾ നീർത്തട അയൽക്കൂട്ടത്തിനും നൽകുന്നുണ്ട്; ഒപ്പം മസ്റ്റർ റോളും.

SLG / MLT യും മസ്റ്റർ റോളുകൾ വച്ച്, അവരുടെ Bare foot Engineers ന്റെ സഹായത്തോടെ പണി തുടങ്ങുന്നു. ഓരോ ആഴ്ചയിലും മസ്റ്റർ റോളുകൾ

അവസാനിപ്പിക്കുകയും, പണികളുടെ അളവുകളും, ഫോട്ടോയും എടുക്കുകയും, മൂല്യം നിർണ്ണയിക്കുകയും ചെയ്യുന്നുണ്ട്. M Book ലും Part/Full Bill ലും നീർത്തട അയൽക്കൂട്ടം ഭാരവാഹി സാക്ഷ്യപ്പെടുത്തേണ്ടതാണ്. മെഷർമെന്റ് വികേന്ദ്രീകൃത ആസൂത്രണത്തിന്റെ നിലവിലുള്ള മാനദണ്ഡങ്ങൾ അനുസരിച്ച് District/Block TAG/ GP MGNREGS TAG എഞ്ചിനിയർമാരോ, WDT യിലെ എഞ്ചിനിയറിംഗ് വിദ്യാഭ്യാസമുള്ളവർക്കോ ചെയ്യാവുന്നതാണ്. ഇങ്ങനെ ഒരു മാസം ലഭിക്കുന്ന മസ്റ്റർ റോളിന്റെയും, മൂല്യനിർണ്ണയത്തിന്റെയും, Digital Photograph ന്റെയും അടിസ്ഥാനത്തിൽ GPWC പണം SLG/MLT/ നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ബാങ്ക് അക്കൗണ്ടിലേക്ക് നേരിട്ട് ട്രാൻസ്ഫർ ചെയ്യുകയും ആയത് ഒരു കത്ത് മുഖാന്തിരം ബന്ധപ്പെട്ട എല്ലാവരേയും അറിയിക്കുകയും ചെയ്യുന്നു. വ്യക്തികൾക്ക് നേരിട്ട് നൽകേണ്ട പണം നീർത്തട അയൽക്കൂട്ടം ചെക്കായി എഴുതി ഒരു പൊതുയോഗത്തിൽ വച്ച് വിതരണം ചെയ്യുന്നു.

4. വിദഗ്ദ്ധ തൊഴിൽ സേന (Skilled Labour Group)

IWMP പദ്ധതിയുമായി ബന്ധപ്പെട്ട വിദഗ്ദ്ധ തൊഴിൽ പ്രവൃത്തികൾ ഏറ്റെടുത്ത് നടപ്പിലാക്കാൻ പ്രാപ്തിയുള്ള ഒരു സംഘത്തെ അതാത് നീർത്തട പ്രദേശത്തു തന്നെ വാർത്തെടുക്കുക എന്ന ഉദ്ദേശ്യത്തോടെയാണ് ഒരു വിദഗ്ദ്ധ തൊഴിൽ സേനയുടെ രൂപീകരണം വിഭാവനം ചെയ്യുന്നത്.

ഓരോ നീർത്തട പ്രദേശത്തെയും നീർത്തട അയൽക്കൂട്ടങ്ങൾ തെരഞ്ഞെടുക്കുന്ന / നിർദ്ദേശിക്കുന്ന ആളുകളാണ് വിദഗ്ദ്ധ തൊഴിൽ സേനയുടെ അംഗമായി വരുന്നത്. IWMP പദ്ധതിയുടെ ഭാഗമായും പ്രദേശത്ത് നടപ്പിലാക്കുന്ന മറ്റ് വികസന പദ്ധതികളുടെ ഭാഗമായും ചെയ്തു തീർക്കേണ്ട വിദഗ്ദ്ധ തൊഴിൽ പ്രവർത്തികൾ അംഗീകൃത നിരക്കിൽ ഏറ്റെടുത്ത് കാര്യക്ഷമവും ഗുണമേന്മയുമുള്ളതുമായ രീതിയിൽ ഏറ്റെടുത്ത് നടത്തുക എന്നതാണ് പ്രധാന ലക്ഷ്യം.

ഇതിലേക്കുള്ള അംഗങ്ങളെ പ്രദേശത്തെ തന്നെ വിദഗ്ദ്ധ തൊഴിൽ മേഖലയിൽ നിന്ന് ഉൾപ്പെടുത്തുകയോ അവിദഗ്ദ്ധ തൊഴിൽ മേഖലയിൽ നിന്നും കണ്ടെത്തി ആവശ്യമായ തൊഴിൽ പരിശീലനങ്ങൾ നൽകി പ്രാപ്തരാക്കുകയോ ചെയ്യാം.

ഒരു നീർത്തട അയൽക്കൂട്ടത്തിൽ നിന്ന് ഭൂരഹിതരും, നാമമാത്ര കർഷകരുമായ 5 പേരെയാണ് ലേബർ ഗ്രൂപ്പിൽ ഉൾപ്പെടുത്തേണ്ടത്. ഒരു നീർത്തടത്തിൽ 40 നീർത്തട അയൽക്കൂട്ടങ്ങൾ എന്ന കണക്കിൽ ഏകദേശം 200 പേരാണ് ഒരു ലേബർ ഗ്രൂപ്പിൽ ഉണ്ടാവുക.

a. വിദഗ്ദ്ധ തൊഴിൽ സേനയുടെ ചുമതലകൾ

1. ബയോഗ്യാസ് ടാങ്കുകൾ, പുകയില്ലാത്ത അടുപ്പുകൾ, മഴവെള്ളം ശേഖരിച്ച് റീച്ചാർജ്ജ് ചെയ്യുന്ന യൂണിറ്റുകൾ തുടങ്ങിയവയുടെ നിർമ്മാണവും, പരിപാലനവും,
2. ഡ്രിപ്പ് ഇടലും പരിപാലനവും.
3. സൂക്ഷ്മകൃഷി, പോളിഹൗസ്, ഗ്രീൻ ഹൗസ് തുടങ്ങിയവയുടെ നിർമ്മാണവും പരിപാലനവും.
4. SRI (ഒറ്റഞാർ കൃഷി / System of root intensification) പോലെയുള്ള നൂതന കൃഷിരീതികളിൽ കർഷകർക്ക് ആവശ്യമായ സഹായങ്ങൾ നൽകുക.

5. വെള്ളത്തിന്റെ ലഭ്യത, ജലസേചനം നടത്തേണ്ട ഭൂമി, വിള എന്നിവ നോക്കി പമ്പുകൾ തിരഞ്ഞെടുക്കുകയും സ്ഥാപിക്കുകയും കാലാകാലങ്ങളിലുള്ള അറ്റകുറ്റപ്പണികൾ നടത്തുകയും ചെയ്യുക.
6. മണ്ണിന്റെ സാമ്പിൾ എടുക്കുകയും പ്രാഥമിക പരിശോധനകൾ ചെയ്യുകയും ചെയ്യുക.
7. അതനുസരിച്ച് ജീവാണുവളങ്ങളുടെ ഉൽപ്പാദനത്തിനും ഉപയോഗത്തിനും കർഷകരെ സഹായിക്കുക.
8. സംയോജിത കീടനിയന്ത്രണത്തിന് (Trichocards, Pheromone trap തുടങ്ങിയവ) കർഷകരെ സഹായിക്കുക.
9. കൃഷിപ്പണിക്കാവശ്യമായ യന്ത്രങ്ങൾ (Tiller, Transplanter, Simple harvester, Thresher, Winnover, Weeder, Sprayer തുടങ്ങിയ) ഉപയോഗിച്ച് കാർഷിക പ്രവർത്തനങ്ങൾ നടത്തുക.
10. യന്ത്രം ഉപയോഗിച്ചുള്ള തെങ്ങുകയറ്റം.

മേൽപറഞ്ഞ പ്രവൃത്തികളെല്ലാം തന്നെ സമയബന്ധിതമായി ഒരു നിശ്ചിത ലേബർ റേറ്റിൽ ലേബർ ഗ്രൂപ്പ് ചെയ്തുകൊടുക്കുന്നതാണ്. ഇതിനാവശ്യമായ യന്ത്രങ്ങൾ, ഉപകരണങ്ങൾ, ആവശ്യമായ പരിശീലനങ്ങൾ എന്നിവ വിവിധ പദ്ധതികളെ സംയോജിപ്പിച്ച് കണ്ടെത്തുന്നതാണ്.

ഗ്രാമപഞ്ചായത്തിലെ എല്ലാ നീർത്തടങ്ങളിലേയും Skilled ലേബർ ഗ്രൂപ്പുകളെ കൂട്ടിച്ചേർത്ത് ഗ്രാമപഞ്ചായത്ത് തലത്തിൽ ഒരു Skilled ലേബർ ബാങ്ക് രൂപീകരിക്കാവുന്നതാണ്.

b. രൂപീകരണം / നടത്തിപ്പ് / ലക്ഷ്യങ്ങൾ

1) പ്രദേശത്തെ വിദഗ്ദ്ധ തൊഴിലാളികളിൽ നിന്നും സ്വീകരിക്കുന്ന അപേക്ഷ അനുസരിച്ച് രജിസ്ട്രേഷൻ നടത്തുക.

2) ഒരു മാതൃക നിയമാവലിയുടെ അടിസ്ഥാനത്തിൽ ഒരു സംഘമായി രജിസ്റ്റർ ചെയ്യുക. ഇതിനായി വടക്കാഞ്ചേരി ഗ്രീൻ ആർമിയുടെ നിയമാവലി അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്.

3) പദ്ധതി പ്രവർത്തനവുമായി ബന്ധപ്പെട്ട് വരുന്ന പ്രവർത്തികൾക്ക് ആവശ്യമായ തൊഴിലാളികളെ മേഖല അനുസരിച്ച് ഗ്രൂപ്പുകൾ ആക്കുക.

4) ആളുകൾ കുറവുള്ള തൊഴിൽ മേഖലകളിലേക്ക് കൂടുതൽ പേരെ അവിദഗ്ദ്ധ മേഖലയിൽ നിന്നും ഉൾപ്പെടുത്തി ആവശ്യമായ പരിശീലനങ്ങൾ നടത്തി സജ്ജരാക്കുക.

5) നീർത്തട കമ്മിറ്റികളുടെ work order കൾ സ്വീകരിച്ച് അംഗീകൃത നിരക്കിൽ പ്രവർത്തികൾ പൂർത്തീകരിക്കുക.

6) IWMP പദ്ധതിയുടെയും, പ്രദേശത്തെ മറ്റ് വികസന പദ്ധതികളുടെയും വിദഗ്ദ്ധ തൊഴിൽ ആവശ്യമായ പ്രവൃത്തികൾ ഏറ്റെടുത്ത് നടപ്പിലാക്കുക.

7) നീർത്തട പ്രദേശത്തെ ജനങ്ങൾക്ക് വിദഗ്ദ്ധ തൊഴിൽ മേഖലയിലേക്ക് എത്തിപ്പെടാനും മെച്ചപ്പെട്ട തൊഴിലവസരങ്ങളും വരുമാനവും ഉണ്ടാക്കിക്കൊടുക്കുക.

8) അംഗങ്ങൾക്ക് ആവശ്യമായ തൊഴിൽ പരിശീലനങ്ങൾ നൽകി സജ്ജരാക്കുക.

9) അംഗങ്ങളുടെ ജോലി ഭാരം കുറയ്ക്കുന്നതിനാവശ്യമായ യന്ത്രസാമഗ്രികൾ വാങ്ങുകയും പ്രവർത്തിപ്പിക്കാൻ വേണ്ട പരിശീലനങ്ങൾ നൽകുകയും ചെയ്യുക

5. MGNREGS ലേബർ ടീം

IWMP പദ്ധതിയുടെ നടത്തിപ്പിൽ കാര്യമായ പങ്കു വഹിക്കാൻ കഴിയുന്ന സംഘങ്ങളാണ് ലേബർ ടീമുകൾ. ഓരോ നീർത്തട അയൽക്കൂട്ടതലത്തിലും രൂപീകരിക്കുന്ന അവിദഗ്ദ്ധ/കാർഷിക തൊഴിലാളികളുടെ ഒരു സംഘമായിരിക്കും **MGNREGS** ലേബർ ടീം എന്ന പേരിൽ അറിയപ്പെടുന്നത്.

മഹാത്മാഗാന്ധി തൊഴിലുറപ്പു പദ്ധതിയിൽ രജിസ്റ്റർ ചെയ്ത, സ്ഥിരമായി പണിക്ക് പോകുന്ന, നീർത്തട അയൽക്കൂട്ടത്തിന്റെ പരിധിക്കുള്ളിൽ വരുന്ന വ്യക്തികളായിരിക്കണം ലേബർ ടീമിൽ അംഗങ്ങളായി വരേണ്ടത്. നീർത്തട പദ്ധതിയുടെ ഭാഗമായി വരുന്ന അവിദഗ്ദ്ധ തൊഴിലുകൾ ചെയ്യുന്ന ചുമതലയാണ് ഈ ലേബർ ടീമിനുള്ളത്. ലേബർ കോൺട്രാക്ടിന്റെ അടിസ്ഥാനത്തിലാണ് ലേബർ ടീം ഇത്തരം പണികൾ ഏറ്റെടുത്ത് ചെയ്യുന്നത്. ഉദാഹരണമായി ഒരു ടീം 100 തെങ്ങിൻതടമെടുത്താൽ, എത്ര ദിവസമെന്നോ, എത്ര ആളുകളെന്നോ നോക്കാതെ ഒരു തടത്തിന് നിശ്ചിത രൂപ എന്ന കണക്കിൽ 100 തടത്തിന് ഇത്ര രൂപ എന്ന് കണക്കാക്കിയാണ് ഇവർക്ക് വേതനം നൽകുന്നത്.

പദ്ധതിയുടെ ഭാഗമായ അവിദഗ്ദ്ധ തൊഴിലുകൽ ഏറ്റെടുത്ത് നടത്തുക എന്നതാണ് ലേബർ ടീമിന്റെ പ്രധാന ലക്ഷ്യം. ഈ സംഘം അംഗത്വം ഭരണസമിതി, ചുമതലകൾ എന്നിവ

a. MGNREGS ലേബർ ടീമിന്റെ ചുമതലകൾ

1. IWMP പദ്ധതിയുമായി ബന്ധപ്പെട്ട അവിദഗ്ദ്ധ തൊഴിൽ പ്രവർത്തികൾ അംഗീകൃത നിരക്കുകൾ പ്രകാരം ഏറ്റെടുത്തു നടപ്പിലാക്കുക.
2. പ്രദേശത്തെ കാർഷിക പ്രവർത്തികൾ, തൊഴിലുറപ്പ് പദ്ധതി നടത്തിപ്പ് എന്നിവ അനുസരിച്ച് IWMP പദ്ധതി നിർവ്വഹണ പ്രവർത്തനങ്ങൾക്ക് ഒരു Calendar തയ്യാറാക്കി പ്രവർത്തിക്കുക. ഇതിലൂടെ ഇതിൽ ഉൾപ്പെട്ട അംഗങ്ങൾക്ക് പ്രദേശത്ത് ലഭ്യമായ പരമാവധി തൊഴിൽ ദിനങ്ങൾ സൃഷ്ടിച്ചുകൊടുക്കുക.
3. പ്രദേശത്തെ കർഷകരും കർഷകസംഘങ്ങളുമായി സഹകരിച്ച് കാർഷിക പ്രവർത്തികൾ ഏറ്റെടുത്ത് കാര്യക്ഷമമായി നടത്തിക്കൊടുക്കുക.
4. അംഗങ്ങളുടെ തൊഴിൽ ദിനങ്ങളും വരുമാനവും പരമാവധി ഉയർത്തി മെച്ചപ്പെട്ട ജീവിതം നയിക്കാൻ പ്രാപ്തരാക്കുക.
5. പ്രദേശത്തെ മറ്റ് വികസന പ്രവർത്തനങ്ങളുമായി ബന്ധപ്പെട്ട പ്രവർത്തികൾ ഏറ്റെടുത്ത് കാര്യക്ഷമമായ രീതിയിൽ നടപ്പിലാക്കുക.
6. അംഗങ്ങൾക്ക് ലഭ്യമായ എല്ലാ ആരോഗ്യ സുരക്ഷാ സംവിധാനങ്ങളുടെയും സാധ്യതകൾ എത്തിച്ചുകൊടുക്കാൻ വേണ്ട പ്രവർത്തനങ്ങൾ നടത്തുക.
7. നൂതന കാർഷിക രീതികൾ കണ്ടു മനസ്സിലാക്കാനും പ്രദേശത്ത് പ്രാവർത്തികമാക്കാനും വേണ്ട അവസരങ്ങൾ സൃഷ്ടിക്കുക.

8. അംഗങ്ങൾക്കും അവരുടെ ആശ്രിതരായി വരുന്ന കുട്ടികൾക്കും ആവശ്യമായ ആരോഗ്യ, വിദ്യാഭ്യാസ പ്രവർത്തനങ്ങൾക്ക് നേതൃത്വം കൊടുക്കുക.
9. ലൈഫ് ഇൻഷൂറൻസ്, പ്രോവിഡന്റ് ഫണ്ട്, ആരോഗ്യ ഇൻഷൂറൻസ് തുടങ്ങിയ സാമൂഹ്യ സുരക്ഷാ സംവിധാനങ്ങൾ അംഗങ്ങൾക്കിടയിൽ എത്തിക്കുക.

b. പ്രവർത്തന രീതി

1) MGNREGS ലേബർ ടീമിൽ ഉൾപ്പെട്ട അംഗങ്ങളുടെ ഒരു രജിസ്റ്റർ തയ്യാറാക്കുക.
2) ടീമിൽ കൂടുതൽ അംഗങ്ങൾ രജിസ്റ്റർ ചെയ്യുന്ന പക്ഷം 5/10 അംഗങ്ങൾ വീതം ഉൾപ്പെടുന്ന സബ് ഗ്രൂപ്പുകളായി തിരിക്കും.
3) ഓരോ സബ് ഗ്രൂപ്പിനും ഒരു ലീഡറെ തെരഞ്ഞെടുക്കുക.
4) IWMP പദ്ധതി പ്രവർത്തനം, തൊഴിലുറപ്പ് പദ്ധതി, പ്രാദേശിക കാർഷിക പ്രവർത്തികൾ, മറ്റു വികസന പദ്ധതികൾ എന്നിവയുടെ സാധ്യതകൾ കണക്കിലെടുത്ത് ഒരു വിശദമായ തൊഴിൽ കലണ്ടർ തയ്യാറാക്കുക.
5) തൊഴിൽ കലണ്ടർ അനുസരിച്ച് ഓരോ സബ് ടീമിനും പ്രവൃത്തി വിവരങ്ങൾ മുൻകൂട്ടി തയ്യാറാക്കുക.
6) WC, നീർത്തട അയൽക്കൂട്ടങ്ങൾ, കർഷകസംഘങ്ങൾ തുടങ്ങിയ തൊഴിൽദായകർ നൽകുന്ന Work Order കൾക്ക് അനുസരിച്ച് പ്രവർത്തികൾ നടത്തിക്കൊടുക്കുക.

Bare foot Engineers

നീർത്തട കമ്മിറ്റിയുടെ ചുമതലയിൽ സമയബന്ധിതമായി അളവുകൾ രേഖപ്പെടുത്താനായി Bare foot Engineers നെ ഉപയോഗപ്പെടുത്താവുന്നതാണ്. ഒരു നീർത്തട അയൽക്കൂട്ടത്തിൽ നിന്ന് ഒരു ആളെ വീതമാണ് Bare foot Engineer ആയി തിരഞ്ഞെടുക്കേണ്ടത്. അവർ പ്രദേശത്തെ MGNREGS ലേബർ ടീമിലോ, നീർത്തടത്തിലെ Skilled ലേബർ ഗ്രൂപ്പിലോ അംഗമായിരിക്കണം.

ചുമതലകൾ

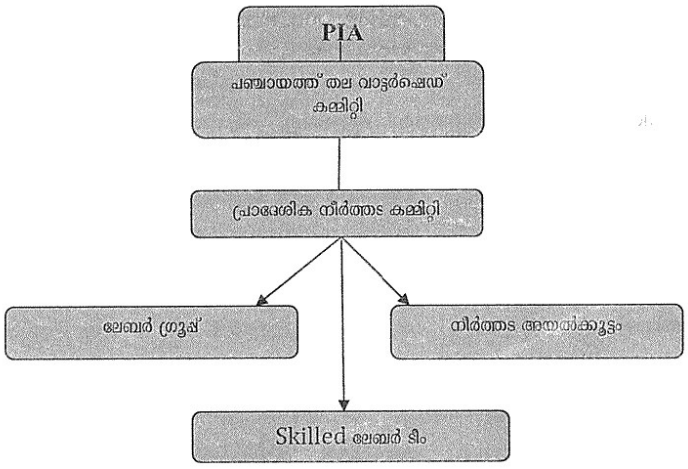
1. IWMP പദ്ധതിയിൽ ഉൾപ്പെടുത്തേണ്ട പ്രവൃത്തികളുടെ (ഉദാ: കുളം മണ്ണ് മാറ്റൽ, ചെക്ക് ഡാം മുതലായവ) പ്രാഥമിക എസ്റ്റിമേറ്റുകൾ തയ്യാറാക്കുക. ഭൂമിയുടെ നീളം, വീതി എന്നിവ അളന്ന്, മണ്ണിന്റെ തരം രേഖപ്പെടുത്തി, എത്ര ആഴത്തിൽ / ഉയരത്തിൽ പണി ചെയ്യണമെന്ന് തിട്ടപ്പെടുത്തിയാണ് പ്രാഥമിക എസ്റ്റിമേറ്റുകൾ തയ്യാറാക്കേണ്ടത്. ഇതോടൊപ്പം ഇവയുടെ ഫോട്ടോയും എടുക്കേണ്ടതാണ്.
2. ഓരോ പണിക്കും ആവശ്യമായി വരുന്ന വിഭവങ്ങൾ, അവിദഗ്ദ്ധ തൊഴിൽ, വിദഗദ്ധ തൊഴിൽ, നിർമ്മാണ സാമഗ്രികൾ എന്നിവയുടെ നിർണ്ണയം നടത്തുക.
3. പ്രാഥമിക എസ്റ്റിമേറ്റുകളെ ആസ്പദമാക്കി എഞ്ചിനീയർമാർ തയ്യാറാക്കുന്ന വിശദമായ എസ്റ്റിമേറ്റുകൾ മനസ്സിലാക്കുകയും ജനങ്ങൾക്ക് വിശദീകരിച്ചു കൊടുക്കുകയും ചെയ്യുക.

4. ഡിജിറ്റൽ ക്യാമറ ഉപയോഗിച്ച് പ്രവൃത്തികളുടെ വിവിധ ഘട്ടങ്ങളിലെ ഫോട്ടോയെടുക്കുകയും പുരോഗതി രേഖപ്പെടുത്തുകയും ചെയ്യുക.
5. നിർമ്മാണവസ്തുക്കൾ പ്രദേശത്ത് ഇറക്കിയാൽ അവയുടെ അളവ് എടുക്കുകയും ഉപയോഗം രേഖപ്പെടുത്തുകയും ചെയ്യുക.
6. ആവർത്തനസ്വഭാവമുള്ള ചെറിയ പണികൾ (തെങ്ങിൻ തോട്ടത്തിലെ ഡ്രിപ്പ് തുടങ്ങിയവയുടെ ബിൽ തയ്യാറാക്കുന്നതിനുള്ള പ്രാഥമിക രേഖ തയ്യാറാക്കുക.

മേൽപറഞ്ഞ പ്രവർത്തനങ്ങൾ ചെയ്യാൻ കഴിവുള്ളവരെയായിരിക്കണം Bare foot Engineers ആയി തിരഞ്ഞെടുക്കേണ്ടത്. ഇവർക്ക് ഇത്തരം കാര്യങ്ങൾ ചെയ്യുന്നതിനു വേണ്ടി പരിശീലനം കൊടുക്കേണ്ടതാണ്.

ധനവിനിയോഗം.

പദ്ധതി നിർവ്വഹണത്തിനുള്ള തുക ബ്ലോക്ക് പഞ്ചായത്തിനാണ് നൽകുന്നത്. ബ്ലോക്ക് പഞ്ചായത്ത് ഇത് പ്രസിഡന്റ്, സെക്രട്ടറി എന്നിവരുടെ ഒരു സംയുക്ത അക്കൗണ്ടിൽ നിക്ഷേപിക്കണം. IWMP യ്ക്ക് വേണ്ടി ബ്ലോക്ക് പ്രദേശത്തെ ഒരു ദേശസാത്കൃതബാങ്കിൽ ഒരു പ്രത്യേക SB അക്കൗണ്ട് ആരംഭിക്കേണ്ടതാണ്. ഇപ്രകാരം ലഭ്യമാകുന്ന തുക പദ്ധതിയുടെ വിവിധ ഘടകങ്ങൾക്ക് വേണ്ടി ചിലവഴിക്കാനുള്ളതാണ്. പദ്ധതിയുമായി ബന്ധപ്പെട്ട ഭരണ ചെലവുകൾ പരിശീലന ചെലവുകൾ PIA ആയ ബ്ലോക്ക് പഞ്ചായത്ത് നേരിട്ട് തന്നെ നിർവ്വഹിക്കണം. DPR തയ്യാറാക്കാനുള്ള ചുമതല TSOക്കാണ്. DPR തയ്യാറാക്കുന്നതിന്റെ പുരോഗതിയനുസരിച്ച് തവണകളായി TSO ക്ക് ഈ തുക നൽകണം.



പ്രവർത്തികൾക്കുള്ള തുക ബ്ലോക്ക് പഞ്ചായത്ത് തവണകളായി ഗ്രാമ പഞ്ചായത്ത് നീർത്തട കമ്മിറ്റികൾക്ക് നൽകണം. ഗ്രാമ പഞ്ചായത്ത് നീർത്തട കമ്മിറ്റികൾ ഇതിനായി ഒരു പ്രത്യേക SB ബാങ്ക് അക്കൗണ്ട് ആരംഭിച്ച് കമ്മിറ്റിയുടെ കൺവീനറുടെയും സെക്രട്ടറിയുടേയും, സംയുക്ത അക്കൗണ്ടിൽ നിക്ഷേപിക്കണം.

പഞ്ചായത്ത് തല വാട്ടർഷെഡ് കമ്മറ്റിയാണ് പ്രാദേശിക നീർത്തട കമ്മറ്റിയിലേക്ക് ഫണ്ട് കൈമാറുന്നത്. പ്രാദേശിക നീർത്തട കമ്മറ്റി അയൽക്കൂട്ടം, WDT, എഞ്ചിനിയറിങ്ങ് ചുമതലയുള്ള ആൾ, KAASS എന്നിവരുടെ സാക്ഷ്യപത്രങ്ങളുടെ അടിസ്ഥാനത്തിൽ ഈ ഫണ്ട് പണി ചെയ്ത ലേബർ ഗ്രൂപ്പിനോ, skilled ലേബർ ടീമിനോ, നീർത്തട അയൽക്കൂട്ടത്തിനോ നൽകും. വ്യക്തിഗത ഗുണഭോക്താവിനുള്ള ചെക്ക് നീർത്തട അയൽക്കൂട്ടമാണ് നൽകുക. ഓരോ പ്രവർത്തിയും പൂർത്തിയാകുന്ന മുറയ്ക്ക് പ്രവർത്തിയുടെ പൂർത്തീകരണ റിപ്പോർട്ടും അനുബന്ധരേഖകളും ബന്ധപ്പെട്ട പഞ്ചായത്തിന് സമർപ്പിക്കണം. ഓരോ പ്രവർത്തിയുടേയും ചിലവുകൾ ബന്ധപ്പെട്ട രേഖകൾ സഹിതം ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റിക്ക് പരിശോധനയ്ക്ക് നൽകേണ്ടതും ഇപ്രകാരം ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി പരിശോധിച്ച് തിരിച്ച് നൽകുന്ന രേഖകൾ മറ്റ് പരിശോധനകൾക്കായി ബ്ലോക്ക് പഞ്ചായത്ത് സെക്രട്ടറി സൂക്ഷിക്കേണ്ടതുമാണ്.

കുടുംബശ്രീ അയൽക്കൂട്ടങ്ങൾക്ക് ജീവനോപാധികൾ ആർജ്ജിക്കാനുള്ള തുക, റിവോൾവിംഗ് ഫണ്ട്, സൂക്ഷ്മ സംരംഭങ്ങൾ ആരംഭിക്കുന്നതിനുള്ള തുക തുടങ്ങിയ ബ്ലോക്ക് പഞ്ചായത്ത് മറ്റു വകുപ്പുകളും, ധനകാര്യ സ്ഥാപനങ്ങളുമായി ബന്ധപ്പെട്ട് ലഭ്യമാക്കണം.

വാട്ടർ ഷെഡ് ഡവലപ്മെന്റ് ഫണ്ട്

ഓരോ പ്രാദേശിക നീർത്തട കമ്മറ്റിയും പ്രോജക്ട് ഫണ്ടിനുള്ള ബാങ്ക് അക്കൗണ്ടിനു പുറമേ ഒരു വാട്ടർ ഷെഡ് ഡവലപ്മെന്റ് ഫണ്ട് അക്കൗണ്ട് കൂടി ദേശസാൽകൃത ബാങ്കിൽ തുടങ്ങണം. ഈ **SB** അക്കൗണ്ട് നീർത്തട ജോയിന്റ് സെക്രട്ടറി, ഖജാൻജി എന്നിവരുടെ ജോയിന്റ് അക്കൗണ്ട് ആയിരിക്കണം. നീർത്തടത്തിലെ ഗുണഭോക്താക്കളിൽ നിന്നും ഈടാക്കുന്ന യൂസർ ചാർജ്ജ്, ഗുണഭോക്തൃ വിഹിതം, പൊതു ആസ്തികളിൽ നിന്നുള്ള വരുമാനം, സംഭാവനകൾ തുടങ്ങിയ വരുമാനം WDF-ൽ നിക്ഷേപിക്കേണ്ടതാണ്. പദ്ധതി കാലാവധി പൂർത്തിയായതിനുശേഷം, പദ്ധതിയിലൂടെ സൃഷ്ടിച്ച ആസ്തികളുടെ സംരക്ഷണത്തിനും, നീർത്തട പ്രദേശത്തിന്റെ പൊതുവികസന ആവശ്യങ്ങൾക്കുമായി വേണ്ടിവരുന്ന ചെലവുകൾ WDF -ൽ നിന്നും എടുക്കാവുന്നതാണ്. 50 % ഫണ്ട് തുക എങ്കിലും ഇത്തരം ആവശ്യങ്ങൾക്കായി മാറ്റി വക്കുകയും ബാക്കി തുക WDF ലേയ്ക്ക് വിഹിതമടച്ചവർക്ക് ലോൺ നല്കുന്നതിനുള്ള റിവോൾവിംഗ് ഫണ്ട് ആയി വിനിയോഗിക്കാവുന്നതാണ്.

യൂസർ ചാർജ്ജ്

കുറച്ചു ഗുണഭോക്താക്കൾക്ക് മാത്രമായി പ്രയോജനം നൽകുന്ന പ്രവൃത്തികൾ ഏറ്റെടുക്കുമ്പോൾ, അത്തരം ഗുണഭോക്താക്കളിൽ നിന്നും, പദ്ധതി പ്രയോജനം ലഭിക്കുന്നതിന് ഒരു നിശ്ചിത സംഖ്യ യൂസർ ചാർജ്ജായി ഈടാക്കേണ്ടതും അത് WDF ൽ നിക്ഷേപിക്കേണ്ടതുമാണ്. ഏതൊക്കെ കാര്യങ്ങൾക്ക് യൂസർ ചാർജ്ജ് ഈടാക്കണമെന്നും അത്

എത്രയെന്നും നീർത്തട കമ്മിറ്റി തീരുമാനിക്കുകയും നീർത്തട സഭയുടെ അംഗീകാരം വാങ്ങുകയും വേണം.

ഉദാഹരണത്തിന് 10 കർഷകരുടെ ഭൂമിയിൽ ജലസേചനം നടത്തുന്നതിന് ഒരു ലിഫ്റ്റ് ഇറിഗേഷൻ സ്കീം നടപ്പിലാക്കിയാൽ അതിന്റെ വൈദ്യുത ചാർജ്ജ്, അല്ലെങ്കിൽ ഡീസൽ വാങ്ങുന്നതിനുള്ള സംഖ്യ, കേടുപാടുകൾ തീർക്കുന്നതിനുള്ള ചെലവുകൾ, ഒരു കാലയളവു കഴിഞ്ഞാൽ പുതിയ യന്ത്രങ്ങൾ വാങ്ങുന്നതിനുള്ള ചെലവുകൾ, ദൈനംദിന നടത്തിപ്പിനുള്ള ചെലവുകൾ എന്നിവയെല്ലാം തിട്ടപ്പെടുത്തി മാസംതോറുമുള്ള ഒരു സംഖ്യയായി ക്ലിപ്തപ്പെടുത്തി അത് പിരിച്ചെടുത്ത് മേൽപറഞ്ഞ ചിലവുകൾ നടത്തുന്നതിനുള്ള സംവിധാനത്തിന് രൂപം നൽകേണ്ടതാണ്.

ഗുണഭോക്തൃ വിഹിതം

ഗുണഭോക്തൃവിഹിതമായി നിശ്ചയിച്ചിരിക്കുന്ന തുക മുൻകൂറായി നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ബാങ്ക് അക്കൗണ്ടിൽ അടക്കേണ്ടതാണ്. സ്വകാര്യ ഭൂമിയിൽ നടത്തുന്ന വ്യക്തിഗത പ്രവൃത്തികൾക്കും പൊതുഭൂമിയിൽ നടത്തുന്ന പ്രവൃത്തികൾക്കും ഗുണഭോക്തൃ വിഹിതം നൽകേണ്ടതുണ്ട്. ഇതിൽ വ്യക്തിഗത പ്രവൃത്തികൾക്കുള്ള വിഹിതം ആ ഗുണഭോക്താവ് തന്നെയാണ് നൽകേണ്ടത്.

പട്ടികജാതി, പട്ടികവർഗ്ഗ വിഭാഗക്കാർക്ക് നാമമാത്ര ചെറുകിട കർഷകർക്കും പദ്ധതിയുടെ 5% മാണ് ഗുണഭോക്തൃവിഹിതം. ഇത് പട്ടികജാതി, പട്ടികവർഗ്ഗ വിഭാഗക്കാർക്ക് പണിയായും ചെയ്യാവുന്നതാണ്.

ഒരു സംഘം ആളുകൾക്കു ഉപകരിക്കുന്ന ചെയ്യുന്ന പ്രവൃത്തിയാണെങ്കിൽ ഉദാ: ചെക്ക് ഡാം, കുളത്തിന്റെ നവീകരണം തുടങ്ങിയവ, പദ്ധതിയിൽ നിന്ന് ഗുണം ലഭിക്കുന്ന സ്ഥലമുടസ്ഥർ തങ്ങളുടെ സ്ഥലത്തിന്റെ വിസ്തൃതിക്ക് ആനുപാതികമായി ഗുണഭോക്തൃവിഹിതം അടക്കേണ്ടതാണ്.

നീർത്തട അയൽക്കൂട്ടത്തിലെ എല്ലാ വീട്ടുകാർക്കും പൊതുവായി ഗുണം ലഭിക്കുന്ന പ്രവൃത്തികൾക്കുള്ള ഗുണഭോക്തൃ വിഹിതം എല്ലാ വീട്ടുകാരും കൂടിച്ചേർന്ന് സ്വരൂപിക്കണം. ഒരു പൊതുസ്ഥലത്ത് നടത്തുന്ന പ്രവൃത്തിക്ക് (ഉദാ: സ്കൂളിന്റെ കോമ്പൗണ്ടിലെ പ്രവൃത്തികൾ) നീർത്തട അയൽക്കൂട്ടത്തിലെ മുഴുവൻ പേരും ചേർന്ന് ഗുണഭോക്തൃ വിഹിതം അടക്കേണ്ടതാണ്.

പ്ലാൻ ഫണ്ടിലോ / നിലവിലുള്ള കേന്ദ്ര സംസ്ഥാന സർക്കാർ പദ്ധതികളിലോ ഓരോ പ്രവൃത്തികൾക്കും നിർദ്ദേശിച്ചിട്ടുള്ള ഗുണഭോക്തൃ വിഹിതം തന്നെയാണ് ഈ പദ്ധതിയിലും അടയ്ക്കേണ്ടത്. ഇവയിൽ ഉൾപ്പെടുത്താത്ത പ്രവൃത്തികൾക്ക് 10% ആണ് ഗുണഭോക്തൃ വിഹിതമായി സ്വരൂപിക്കേണ്ടത്.

നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ബാങ്ക് അക്കൗണ്ടിലാണ് ഗുണഭോക്താവ് വിഹിതം നിക്ഷേപിക്കേണ്ടത്. നീർത്തട അയൽക്കൂട്ടം ഈ തുക ചെക്ക് വഴി നീർത്തട കമ്മിറ്റിയുടെ ബാങ്ക് അക്കൗണ്ടിൽ നിക്ഷേപിക്കുന്നു.

ഗുണഭോക്തൃ വിഹിതത്തിന്റെ കണക്കുകളെക്കുറിച്ചുള്ള പ്രത്യേക രജിസ്റ്റർ നീർത്തട അയൽക്കൂട്ടം സൂക്ഷിക്കേണ്ടതാണ്. MGNREGS ലേബർ ടീം അംഗങ്ങളോ പ്രദേശത്തുള്ള വിദഗ്ദ്ധ ലേബർ ഗ്രൂപ്പ് അംഗങ്ങളോ പ്രവൃത്തികൾ ചെയ്താൽ അവർക്കു ലഭിക്കുന്ന വേതനത്തിൽ നിന്ന് ഗുണഭോക്തൃ വിഹിതം അടയ്ക്കാവുന്നതാണ്.

റിക്കാർഡുകൾ

ധനവിനിയോഗമായി ബന്ധപ്പെട്ട് ആവശ്യമായി വരുന്ന റിക്കാർഡുകൾ, രജിസ്റ്ററുകൾ, ഫോറങ്ങൾ തുടങ്ങിയവ യഥാവിധി സൂക്ഷിക്കാനുള്ള ഉത്തരവാദിത്വം PIA ആയ ബ്ലോക്ക് പഞ്ചായത്ത് സെക്രട്ടറിക്കായിരിക്കും. അതു പോലെ തന്നെ ഗ്രാമ പഞ്ചായത്ത്/പ്രാദേശിക നീർത്തട കമ്മിറ്റികളും ധനവിനിയോഗം നടത്തുമ്പോഴും ആവശ്യമായ രേഖകൾ സൂക്ഷിച്ചിരിക്കണം. നീർത്തട കമ്മിറ്റി സെക്രട്ടറി ഇതിന് ഉത്തരവാദിയായിരിക്കും. ആവശ്യമായ ഫാറങ്ങളും രജിസ്റ്ററുകളും ബ്ലോക്ക് പഞ്ചായത്ത് സെക്രട്ടറി ആവശ്യാനുസരണം അച്ചടിച്ച് നൽകണം.

ബ്ലോക്ക് പഞ്ചായത്തിന്റേയും വാട്ടർ ഷെഡ് കമ്മിറ്റിയുടേയും അക്കൗണ്ടുകളും ധനവിനിയോഗവും പരിശോധിക്കുന്നതിന് ഉദ്യോഗസ്ഥരെ ചുമതലപ്പെടുത്തേണ്ടതാണ്. ബ്ലോക്ക് പഞ്ചായത്തിന്റെ അക്കൗണ്ടുകൾ പരിശോധിക്കാൻ PAU യിലെ ഒരു ഉദ്യോഗസ്ഥനേയും പഞ്ചായത്ത് നീർത്തട കമ്മിറ്റിയുടെ അക്കൗണ്ടുകൾ പരിശോധിക്കാൻ ബ്ലോക്ക് പഞ്ചായത്തിലെ ഒരു എക്സ്റ്റൻഷൻ ഓഫീസർ / ജോയിന്റ് ബി. ഡി. ഒ യെ ചുമതലപ്പെടുത്തണം. പ്രാദേശിക നീർത്തട കമ്മിറ്റിയുടെ അക്കൗണ്ടുകൾ പരിശോധിക്കാൻ WDT യെ ചുമതലപ്പെടുത്തണം.പ്രസ്തുത ഉദ്യോഗസ്ഥർ രണ്ട് മാസത്തിലൊരിക്കൽ നിർബന്ധമായും കണക്കുകൾ പരിശോധിച്ച് റിപ്പോർട്ട് പ്രോജക്ട് ഡയറക്ടർക്കും ബ്ലോക്ക് പഞ്ചായത്ത്/ഗ്രാമ പഞ്ചായത്ത് സെക്രട്ടറിക്കും നൽകണം. വാർഷിക കണക്കുകൾ ചാർട്ടേഡ് അക്കൗണ്ടന്റിനെ കൊണ്ട് ഓഡിറ്റ് ചെയ്യിക്കണം. എല്ലാ സാമ്പത്തിക വർഷവും ഏപ്രിൽ മാസം തീരുന്നതിന് മുമ്പായി ചാർട്ടേഡ് അക്കൗണ്ടന്റ് ഓഡിറ്റ് സ്റ്റേറ്റ്മെന്റ് ഓഫ് അക്കൗണ്ട്സ് നീർത്തട കമ്മറ്റികൾ, PIA ക്കും, പ്രോജക്ട് ഡയറക്ടർക്കും, പ്രോജക്ട് ഡയറക്ടർ IWMP cell ലേയ്ക്കും സമർപ്പിക്കണം.

IWMP പ്രകാരം ലഭിക്കുന്ന ഫണ്ട് അനുവദനീയമായ പ്രവർത്തനങ്ങൾക്ക് മാത്രമേ ചിലവാക്കാൻ പാടുള്ളൂ. ഏത് തലത്തിലായാലും ഫണ്ടിന്റെ ദുർവിനിയോഗം ഗൗരവമായി കാണുന്നതാണ്.

VIII. മോണിറ്ററിംഗും വിലയിരുത്തലും

സമയബന്ധിതമായി IWMP പ്രവർത്തനങ്ങൾ നടത്തുന്നതിന് വ്യക്തമായ ഒരു മോണിറ്ററിംഗ് സംവിധാനത്തിന് രൂപം നൽകണം. ജില്ലാ തലത്തിലും ബ്ലോക്ക് തലത്തിലും ഗ്രാമപഞ്ചായത്ത് തലത്തിലും മോണിറ്ററിംഗ് സമിതികൾ രൂപീകരിക്കണം. കൃത്യമായ ഇടവേളകളിൽ മോണിറ്ററിംഗ് സമിതികൾ യോഗം ചേരേണ്ടതും പ്രവർത്തന പുരോഗതി വിലയിരുത്തേണ്ടതുമാണ്. മോണിറ്ററിംഗിനായി ടെക്നിക്കൽ സപ്പോർട്ട് ഓർഗനൈസേഷന്റെ സാങ്കേതിക സഹായവും തേടാവുന്നതാണ്.

a) ജില്ലാതലം

ജില്ലാതലത്തിൽ ഓരോ നീർത്തടത്തിന്റേയും പ്രവർത്തനങ്ങൾ മോണിറ്റർ ചെയ്യാനായി ജില്ലാ തല ഉദ്യോഗസ്ഥരെ DLCC ചുമതലപ്പെടുത്തണം. ജില്ലയിലെ APO മാർ ADC മാർ എന്നിവർക്ക് ഈ ചുമതല നൽശാവുന്നതാണ്. മാസത്തിൽ ഒരു തവണയെങ്കിലും പ്രസ്തുത ഉദ്യോഗസ്ഥർ നീർത്തടങ്ങളിൽ പോയി പ്രവർത്തനങ്ങൾ വിലയിരുത്തേണ്ടതും റിപ്പോർട്ട് പ്രോജക്ട് ഡയറക്ടർമാർക്ക് നൽകേണ്ടതുമാണ്. പ്രസ്തുത മോണിറ്ററിംഗ് റിപ്പോർട്ടുകളും ബ്ലോക്ക് പഞ്ചായത്തിൽ നിന്നും ലഭിക്കുന്ന മോണിറ്ററിംഗ് റിപ്പോർട്ടുകളും പ്രോജക്ട് ഡയറക്ടർ ക്രോഡീകരിച്ച് DLCC ക്ക് സമർപ്പിച്ച് ചർച്ച ചെയ്യണം. അതോടൊപ്പം സംസ്ഥാന തലത്തിലുള്ള IWMP Cell -നും സമർപ്പിക്കണം. കൂടാതെ പ്രോജക്ട് ഡയറക്ടറും രണ്ട് മാസത്തിൽ ഒരിക്കലെങ്കിലും നീർത്തടങ്ങൾ സന്ദർശിച്ച് മോണിറ്ററിംഗ് നടത്തേണ്ടതാണ്.

ഇവ കൂടാതെ DLCC സ്വതന്ത്ര മോണിറ്റർമാരേയും നിയോഗിക്കേണ്ടതാണ്. കൃഷി സോയിൽ കൺസർവേഷൻ തുടങ്ങിയ വകുപ്പുകളിലെ ജില്ലാ തല ഉദ്യോഗസ്ഥർ, പരിശീലന സ്ഥാപനങ്ങൾ, അക്കാഡമിക് സ്ഥാപനങ്ങൾ തുടങ്ങിയവയിൽ നിന്നും തെരെഞ്ഞെടുക്കുന്നവരേയും ഇതിനായി ചുമതലപ്പെടുത്താവുന്നതാണ്. IWMP cell സംസ്ഥാനതലത്തിൽ നിയോഗിക്കുന്ന External monitors ന്റെ (സ്ഥാപനങ്ങൾ) റിപ്പോർട്ടും ഓരോ പ്രോജക്ടിനെ സംബന്ധിച്ചും എല്ലാ വർഷവും IWMP cell ന് നല്കണം

b) ബ്ലോക്ക്തലം

ബ്ലോക്ക് തലത്തിൽ ബ്ലോക്ക് പഞ്ചായത്ത് പ്രസിഡന്റ് അദ്ധ്യക്ഷനായി ഒരു ഏഴംഗ മോണിറ്ററിംഗ് സമിതി രൂപീകരിക്കണം., കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടർ, TSO യുടെ ഒരു പ്രതിനിധി, ക്ഷേമകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ, ബ്ലോക്ക് പഞ്ചായത്ത് നോമിനേറ്റ് ചെയ്യുന്ന രണ്ട് അനൗദ്യോഗിക അംഗങ്ങൾ (പ്രസ്തുത നീർത്തടത്തിൽ നിന്നും) എന്നിവർ മോണിറ്ററിംഗ് സമിതിയിൽ അംഗങ്ങളായിരിക്കും. ബ്ലോക്ക് പഞ്ചായത്ത് സെക്രട്ടറിയായിരിക്കും പ്രസ്തുത സമിതിയുടെ കൺവീനർ. മാസത്തിൽ ഒരു തവണയെങ്കിലും പ്രസ്തുത സമിതി യോഗം ചേരേണ്ടതും പ്രവർത്തന പുരോഗതി വിലയിരുത്തേണ്ടതുമാണ്. മോണിറ്ററിംഗ് റിപ്പോർട്ട് പ്രോജക്ട് ഡയറക്ടർക്ക് അനന്തര നടപടികൾക്കായി അയച്ച് കൊടുക്കണം. കൂടാതെ ഓരോ നീർത്തടത്തിനും എക്സ്റ്റൻഷൻ ഓഫീസർമാർക്ക് ചുമതല നൽകേണ്ടതാണ്. ഇവരുടെ റിപ്പോർട്ടുകളും ബ്ലോക്ക് തല മോണിറ്ററിംഗ് സമിതി യോഗം ചേരുമ്പോൾ ചർച്ച ചെയ്യണം.

c) ഗ്രാമപഞ്ചായത്ത് തലം

നീർത്തടത്തിലെ പ്രവർത്തനങ്ങൾക്ക് നേരിട്ട് മോണിറ്റർ ചെയ്യാനുള്ള ചുമതല ബന്ധപ്പെട്ട ഗ്രാമപഞ്ചായത്തുകൾക്കാണ്. ഇതിനായി നീർത്തടസഭയിൽ നിന്നും ഓരോ നീർത്തടത്തിനും വേണ്ടി 5 മുതൽ 7 പേരടങ്ങുന്ന ഒരു മോണിറ്ററിംഗ് സമിതി രൂപീകരിക്കണം. നീർത്തടത്തിലെ എല്ലാ പ്രവർത്തനങ്ങളും മോണിറ്ററിംഗ് സമിതി വിലയിരുത്തുകയും യഥാസമയം ഗ്രാമപഞ്ചായത്തിനേയും PIA യും അറിയിക്കുകയും വേണം. പ്രവർത്തികളുടെ പൂർത്തീകരണ റിപ്പോർട്ടിനോടൊപ്പം മോണിറ്ററിംഗ് സമിതിയുടെ റിപ്പോർട്ടും ലഭ്യമാകേണ്ടതാണ്. മോണിറ്ററിംഗ് സമിതി നൽകുന്ന റിപ്പോർട്ടുകൾ ഗ്രാമപഞ്ചായത്ത് ക്രോഡീകരിച്ച് ബ്ലോക്ക് പഞ്ചായത്തിന് ഓരോ മാസവും നൽകണം. ഇതിനുള്ള ചുമതല ഗ്രാമപഞ്ചായത്തിലെ ഒരു VEO യെ ഏല്പിക്കാവുന്നതാണ്. അതോടൊപ്പം ഗ്രാമസഭയും നീർത്തടത്തിലെ പ്രവർത്തനങ്ങൾ മോണിറ്റർ ചെയ്യേണ്ടതാണ്.

ഇവ കൂടാതെ സംസ്ഥാന തലത്തിൽ നിന്നും കൃത്യമായ ഇടവേളകളിൽ IWMP പ്രോജക്ടുകൾ മോണിറ്റർ ചെയ്യുന്നതിനുള്ള ക്രമീകരണങ്ങൾ ചെയ്യുന്നതാണ്.

വിലയിരുത്തൽ

പ്രോജക്ട് നടപ്പാക്കി തുടങ്ങുന്നതിനോടൊപ്പം തന്നെ Concurrent evaluation ന് വേണ്ട സംവിധാനങ്ങളും ഉണ്ടായിരിക്കും. ജില്ലാതലത്തിൽ ഇതിനായി സ്വതന്ത്ര ഏജൻസികളെ SLNA തീരുമാനിക്കണം. പ്രോജക്ട് ആരംഭിക്കുന്നതിന് മുമ്പായി നീർത്തടത്തിന്റെ അവസ്ഥ വിലയിരുത്തണം. ഓരോ മൂന്ന് മാസം കൂടുമ്പോഴും പ്രോജക്ട് പ്രവർത്തനങ്ങൾ വിലയിരുത്തലിന് വിധേയമാക്കണം. പ്രോജക്ടിന്റെ നിർവ്വഹണ ഘട്ടത്തിൽ ഓരോ ആറ് മാസത്തിലൊരിക്കൽ വിലയിരുത്തൽ നടത്തേണ്ടതാണ്. പ്രോജ്ക്ട് പൂർത്തിയായ ശേഷവും പൂർത്തിയായി ഒരു വർഷം കഴിഞ്ഞും വിലയിരുത്തൽ നടത്തണം. ജില്ലയിലെ അക്കാഡമിക് സ്ഥാപനങ്ങൾ, പരിശീലന സ്ഥാപനങ്ങൾ, നീർത്തടപരിപാടികളും പ്രകൃതി വിഭവ പരിപാലന രംഗത്തും പ്രവർത്തിക്കുന്ന വ്യക്തികൾ എന്നിവരെ ജില്ലാ തലത്തിൽ കണ്ടെത്തി വിലയിരുത്തൽ ചുമതല ഏല്പിക്കണം. കൂടാതെ സംസ്ഥാന തലത്തിലും വിലയിരുത്തൽ സംവിധാനം ഉണ്ടായിരിക്കും. പ്രോജക്ടിൽ വിലയിരുത്തൽ പ്രവർത്തനങ്ങൾക്കായി മാറ്റി വച്ചിട്ടുള്ള തുക വിനിയോഗിക്കാവുന്നതാണ്.

കൂടാതെ IWMP പ്രവർത്തനങ്ങൾ നടത്തിയത് മൂലം പ്രസ്തുത പ്രദേശത്തുണ്ടായഭൗതിക മാറ്റങ്ങൾ വിലയിരുത്തുന്നതിനുള്ള സാങ്കേതിക ക്രമീകരണങ്ങളും നടത്തേണ്ടതാണ്. (ഉദാ. കിണറുകളിൽ ജല ലഭ്യത വർദ്ധിച്ചു. നീരൊഴുക്ക് ചാലുകളിൽ നീരൊഴുക്കിന്റെ സമയ ദൈർഘ്യം ഉണ്ടായി, കാർഷിക മേഖലയിൽ കൂടുതൽ കൃഷികൾ നടന്നു. തുടങ്ങിയവ). ഇത്തരം പ്രവർത്തനങ്ങൾക്ക് ടെക്നിക്കൽ സപ്പോർട്ട് ഓർഗനൈസേഷന്റെ സാങ്കേതിക സഹായം പ്രയോജനപ്പെടുത്തേണ്ടതാണ്

IX. ഡോക്യുമെന്റേഷൻ

പദ്ധതി നടപ്പിലാക്കിയതു വഴി, പദ്ധതി പ്രദേശത്ത് വിവിധ രംഗങ്ങളിലുണ്ടായ മാറ്റങ്ങൾ യഥാസമയം രേഖപ്പെടുത്തുകയും അത് പദ്ധതി പൂർത്തീകരിക്കുന്ന ഘട്ടം വരെ ചിട്ടയായി ഗവേഷണ ബുദ്ധിയോടെ സ്ഥായിയായ രേഖകളാക്കി മാറ്റുകയും ചെയ്യണം. ഫോട്ടോഗ്രാഫുകളും, വീഡിയോ റെക്കോഡിംഗും, പഠന റിപ്പോർട്ടുകളുമൊക്കെ ഇത്തരത്തിൽ ഡോക്യുമെന്റേഷൻ ഉപാധികളായി സ്വീകരിക്കാം. വിജയ കഥകൾ (Success stories) കേസ് സ്റ്റഡീസ്, അഭിമുഖങ്ങൾ മുതലായവയൊക്കെ യഥാസമയം തന്നെ ഡോക്യുമെന്റ് ചെയ്യണം. പദ്ധതി ആരംഭിക്കുന്നതിനു മുമ്പുള്ള അവസ്ഥയും, പദ്ധതി നടപ്പിലാക്കിയ ശേഷമുള്ള അവസ്ഥയും താരതമ്യം ചെയ്യുന്നതും അനിവാര്യമാണ്.

ഇപ്പോഴത്തെ നിലവിലുള്ള അവസ്ഥ - സാമൂഹ്യസാമ്പത്തിക അവസ്ഥ, മണ്ണ്, ജലം, സസ്യസമ്പത്ത്, കൃഷി എന്നിവയുടെ അവസ്ഥ എന്നിവ ശേഖരിക്കുകയും അത് Spatial data യായി സൂക്ഷിക്കുകയും വേണം. ഇവയുടെ സംക്ഷിപ്തം അതാത് അയൽക്കൂട്ടത്തിന്റെ നോട്ടീസ് ബോർഡുകളിൽ പ്രദർശിപ്പിക്കുകയും അച്ചടിച്ച രേഖയായി ഓരോ കുടുംബത്തിനും നൽകുകയും വേണം.

പ്രദേശത്ത് ഇപ്പോൾ നടന്ന പദ്ധതികളിൽ, നല്ല പദ്ധതികൾ, അനുകരിക്കാൻ കഴിയുന്ന പദ്ധതികൾ, പദ്ധതി വിജയത്തിലേക്ക് നയിച്ച ഘടകങ്ങൾ, നടത്തിപ്പിൽ വന്ന തെറ്റുകൾ, പാളിച്ചകൾ, സംഭവിക്കാൻ സാദ്ധ്യതയുള്ള പാളിച്ചകൾ എന്നിവ ഡോക്യുമെന്റ് ചെയ്യുകയും കേസ് സ്റ്റഡീസ് തയ്യാറാക്കുകയും വേണം. ഇവയും അച്ചടിച്ച രേഖയായി ഓരോ കുടുംബത്തിനും നൽകണം.

ഓരോ അയൽക്കൂട്ടത്തിന്റേയും പദ്ധതിരേഖയും പദ്ധതി തയ്യാറാക്കിയ രീതിശാസ്ത്രവും തയ്യാറാക്കി പ്രസിദ്ധപ്പെടുത്തണം. ഓരോ വർഷത്തേയും പദ്ധതിയുടെ വിലയിരുത്തൽ - ഉദ്ദേശിച്ച കാര്യങ്ങൾ, നടപ്പിലാക്കിയ പദ്ധതികൾ, നടപ്പിലാക്കാത്ത പദ്ധതികൾ, പദ്ധതികൾ നടപ്പിലാക്കിയിട്ടില്ലെങ്കിൽ അതിന്റെ കാരണങ്ങൾ എന്നിവ കൃത്യമായി ഡോക്യുമെന്റ് ചെയ്യുകയും വിവിധ തലങ്ങളിൽ ബന്ധപ്പെട്ട രേഖകൾ പ്രസിദ്ധപ്പെടുത്തുകയും വേണം. ഓരോ വർഷവും മാതൃകയാക്കാവുന്ന പദ്ധതികളും സൂക്ഷിക്കേണ്ട കാര്യങ്ങളും തയ്യാറാക്കണം. ഇവയെല്ലാം അവതരിപ്പിച്ചുകൊണ്ടുള്ള നീർത്തട തല/ഗ്രാമപഞ്ചായത്ത് തല സെമിനാറുകൾ വിളിച്ചു ചേർക്കണം. രേഖകൾ തയ്യാറാക്കുന്നതിനായും ശിൽപശാലകൾ അനുയോജ്യമായ തലങ്ങളിൽ വിളിച്ചു ചേർക്കണം.

ഇതിന്റെ ഉത്തരവാദിത്തം PIA ക്ക് ആയിരിക്കും. PIA ഇക്കാര്യം ടെക്നിക്കൽ സപ്പോർട്ട് ഓർഗനൈസേഷൻ / WDT മുഖാന്തിരം നിർവ്വഹിക്കേണ്ടതാണ്. ഇതിന് വേണ്ടി പരമാവധി 0.5% വരെ തുക ഭരണ ചെലവുകൾക്ക് നീക്കി വച്ച് 10% ൽ നിന്നും ചെലവാക്കാവുന്നതാണ്.

X. സോഷ്യൽ ആഡിറ്റ്

സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തൽ (Social Auditing)

മഹാത്മാഗാന്ധി ദേശീയ ഗ്രാമീണ തൊഴിലുറപ്പു പദ്ധതിയുടെ ഭാഗമായി നിർദ്ദേശിച്ചിട്ടുള്ള സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തലിന്റെ നടപടിക്രമങ്ങൾ അതിന്റെ എല്ലാ അർത്ഥത്തിലും നടപ്പിലാക്കണം. MGNREGS ന്റെ Social Audit Cell ഉം അതുപോലെ സമാന സ്വഭാവമുള്ള സർക്കാർ സ്ഥാപനങ്ങളും സാമൂഹ്യ വിലയിരുത്തലിൽ നിർദ്ദേശിക്കുന്ന ഭേദഗതികൾ ഈ പദ്ധതിക്കും ബാധകമായിരിക്കും. പല ഘട്ടങ്ങളായാണ് സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തൽ നടത്തേണ്ടത്.

നീർത്തട അയൽക്കൂട്ടത്തിലെ സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തൽ

നീർത്തട അയൽക്കൂട്ടത്തിൽ നടത്തിയ എല്ലാ പ്രവർത്തനങ്ങളും വിലയിരുത്തലിന് വിധേയമാകണം. നീർത്തട അയൽക്കൂട്ടം തന്നെയാണ് ഇത്തരമൊരു വിലയിരുത്തൽ നടത്തേണ്ടത്. ഓരോ പ്രവർത്തനങ്ങളും അതു നടത്തിയ രീതിയും വിലയിരുത്തലിന് വിധേയമാകണം. വർഷത്തിലൊരിക്കലാണ് വിലയിരുത്തൽ നടത്തേണ്ടത്. ഇതിന് നേതൃത്വം നൽകുന്നതിനായി സമിതിയിലെ 5 പേർക്ക് ഉത്തരവാദിത്തം നൽകണം. ഇവർ ഓരോ പ്രവർത്തനങ്ങളും, സാമ്പത്തിക ഇടപാടുകളും വിവിധ സംഘടനാ സംവിധാനങ്ങളുടെ പ്രവർത്തനങ്ങളും വിലയിരുത്തി അവയുടെ റിപ്പോർട്ട് തയ്യാറാക്കുകയും അവ ചാർട്ട് രൂപത്തിൽ നീർത്തട അയൽക്കൂട്ടത്തിൽ പ്രദർശിപ്പിക്കുകയും വേണം.

മുൻകൂട്ടി നിശ്ചയിച്ച ദിവസം, പ്രദേശത്തെ ഏതെങ്കിലും പൊതുസ്ഥാപനത്തിൽ വെച്ച് ഈ പരിപാടി നടത്താവുന്നതാണ്. എല്ലാ അംഗങ്ങളും ഇതിൽ പങ്കെടുക്കുകയും അവരുടെ നിർദ്ദേശങ്ങളും വിമർശനങ്ങളും അവിടെ സൂക്ഷിച്ചിട്ടുള്ള രജിസ്റ്ററിൽ രേഖപ്പെടുത്തുകയും വേണം. ഇതോടൊപ്പം നീർത്തട അയൽക്കൂട്ടം സൂക്ഷിക്കുന്ന എല്ലാ രേഖകളും രജിസ്റ്ററുകളും പൊതുവായി പ്രദർശിപ്പിക്കേണ്ടതാണ്. ഏതൊരാൾക്കും ഇവ പരിശോധിക്കാവുന്നതാണ്.

തുടർന്നു നടക്കുന്ന നീർത്തട അയൽക്കൂട്ടത്തിന്റെ യോഗത്തിൽ ഈ പരിപാടിയിൽ വന്നിട്ടുള്ള നിർദ്ദേശങ്ങളും വിമർശനങ്ങളും ചർച്ച ചെയ്ത് ആവശ്യമായ നടപടികളെടുക്കണം.

നീർത്തടത്തിലെ സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തൽ

എല്ലാ നീർത്തട അയൽക്കൂട്ടത്തിലേയും സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തൽ തീർന്നതിന് ശേഷമാണ് നീർത്തടത്തിലെ സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തൽ നടത്തേണ്ടത്. നീർത്തട കമ്മറ്റിയാണ് ഇതിന് നേതൃത്വം നൽകേണ്ടത്. നീർത്തട കമ്മറ്റി നടപ്പിലാക്കിയ പ്രവർത്തനങ്ങൾ, സാമ്പത്തിക ഇടപാടുകൾ, സംഘടനാ സംവിധാനങ്ങളുടെ പ്രവർത്തനം മുതലായവയും വിലയിരുത്തി അവയുടെ റിപ്പോർട്ടും ചാർട്ടും തയ്യാറാക്കണം.

പരിപാടിയുടെ ദിവസം മുൻകൂട്ടി നിശ്ചയിക്കുകയും അത് എല്ലാ നീർത്തട അയൽക്കൂട്ടങ്ങളേയും, എല്ലാ നീർത്തട കമ്മറ്റി അംഗങ്ങളേയും രേഖാമൂലം അറിക്കണം. ഒരു ദിവസം നീണ്ടുനിൽക്കുന്ന ഈ പരിപാടിയിൽ പങ്കെടുത്തവർക്ക് അവരുടെ വിമർശനങ്ങളും നിർദ്ദേശങ്ങളും രേഖപ്പെടുത്താനുള്ള സൗകര്യമൊരുക്കണം. നീർത്തട കമ്മറ്റിയുമായി ബന്ധപ്പെട്ട എല്ലാ രേഖകളും എല്ലാവർക്കും പരിശോധിക്കാവുന്ന വിധത്തിൽ പ്രദർശനത്തിനു വയ്ക്കേണ്ടതുമാണ്. ഓരോ നീർത്തട അയൽക്കൂട്ടത്തിലും സാമൂഹ്യാധിഷ്ഠിത വിലയിരുത്തലിനോടനുബന്ധിച്ച് തയ്യാറാക്കിയ ചാർട്ടുകളും, രേഖകളും, റിപ്പോർട്ടുകളും ഇതിൽ പ്രദർശിപ്പിക്കണം.

XI. തുടർ പ്രവർത്തനം

നീർത്തട വികസനം പോലുള്ള പദ്ധതിയുടെ ഗുണഫലങ്ങൾ വർഷങ്ങൾ കഴിയും തോറും ക്രമാനുഗതമായാണ് ലഭ്യമാവുന്നത്. അതുകൊണ്ട് തന്നെ ഇത്തരം ആസ്തികളുടെ പരിചരണത്തിനും ശാക്തീകരണത്തിനും വേണ്ട ഒരു സംഘടനാ സംവിധാനം ഉണ്ടാവണം. പദ്ധതി പൂർത്തിയായ ശേഷവും രജിസ്റ്റർ ചെയ്യപ്പെട്ട നീർത്തട കമ്മിറ്റികളും നീർത്തട അയൽക്കൂട്ടങ്ങളും നിലനിൽക്കുന്നതും, ഇവരുടെ മേൽനോട്ടത്തിലും ചുമതലയിലും ആവണം ആസ്ഥികളുടെ ഭാവി സംരക്ഷണം നടത്തേണ്ടതുമാണ്. നീർത്തട ഡവലപ്പ്മെന്റ് ഫണ്ട് പൊതു ആസ്തികളുടെ മെയിന്റനൻസിനായി വിനിയോഗിക്കാവുന്നതാണ്.

അതാത് പ്രദേശത്തിന് അനുയോജ്യമായ ചെറിയ പദ്ധതികൾ നീർത്തട അയൽക്കൂട്ട അടിസ്ഥാനത്തിൽ എല്ലാ വർഷങ്ങളിലും തയ്യാറാക്കണം. അവ ത്രിതല പഞ്ചായത്തുകളുടെ പദ്ധതികളിൽ ഉൾപ്പെടുത്താൻ ശ്രദ്ധിക്കുകയും വേണം. അതുപോലെ തൊഴിലുറപ്പു പദ്ധതിയിൽ ഉൾപ്പെടുത്തി ചെയ്യാവുന്ന പദ്ധതികൾ തൊഴിലുറപ്പു പദ്ധതിയുമായി കൂട്ടിയോജിപ്പിക്കണം. പാവപ്പെട്ട കുടുംബങ്ങൾക്കു വേണ്ടി NRLM പദ്ധതിയുമായി സംയോജനം ഉറപ്പുവരുത്തണം. ബന്ധപ്പെട്ട വകുപ്പുകളിൽ പുതുതായി വരുന്ന പദ്ധതികളിൽ നിന്ന് പ്രദേശത്തിന് അനുയോജ്യവും ആവശ്യവുമായി വരുന്ന പദ്ധതികൾ എല്ലാ വർഷവും കണ്ടെത്തി അവയുമായുള്ള സംയോജനവും ഉറപ്പാക്കണം.

ഇതോടൊപ്പം സുസ്ഥിരതയ്ക്ക് ആവശ്യമായ Norms പങ്കാളിത്ത പ്രവർത്തനങ്ങളിലൂടെ കണ്ടെത്തി, അവ നടപ്പിലാക്കുക എന്നതും അതത് നീർത്തട അയൽക്കൂട്ടങ്ങളുടെ ചുമതലയാണ്. ഉദാഹരണമായി :

1. കുഴൽക്കിണറുകളുടെ എണ്ണവും പമ്പിന്റെ ശേഷിയും കൂടുന്നില്ലെന്ന് ഉറപ്പുവരുത്തുക.
2. പൊതുഭൂമിയുടെ പരിപാലനം.
3. പ്രദേശത്തിന് അനുയോജ്യമായ ഭൂവിനിയോഗം മാത്രമേ ചെയ്യുകയുള്ളുവെന്ന് ഉറപ്പുവരുത്തുക.
4. ജൈവ വൈവിദ്ധ്യവും ബയോമാസ്സും കൂട്ടുവാനുള്ള നടപടികളെടുക്കുക.
5. ഭൂമിയിലേക്ക് വെള്ളം ഇറങ്ങാനുള്ള നടപടികൾ.
6. മാലിന്യങ്ങൾ ഉണ്ടാവുന്നതു തടയാനും സംസ്കരിക്കുന്നതും സംബന്ധിച്ചുള്ള നടപടികൾ.
7. മണ്ണ്, സിമന്റ്, കരിങ്കല്ല് തുടങ്ങിയവയുടെ അമിത ഉപയോഗമുള്ള പ്രവർത്തനങ്ങൾ കുറയ്ക്കുക.

പ്രകൃതിവിഭവങ്ങളായ മണ്ണ്, ജലം, ജൈവസമ്പത്ത് എന്നിവയുടെ ശാശ്വതസംരക്ഷണം എന്ന കാഴ്ചപ്പാട് അയൽക്കൂട്ടത്തിന് ഉണ്ടാവണം.

അനുബന്ധം -1

നീർത്തട അയൽക്കൂട്ടത്തിനുള്ള മാതൃകാ നിയമാവലി

1. സംഘടനയുടെ പേര് :

2. സംഘടനയുടെ മേൽവിലാസം :

3. സംഘടനയുടെ പ്രവർത്തനപരിധി :

ഗ്രാമപഞ്ചായത്ത് കുടുംബശ്രീയുടെയും IWMP പദ്ധതി നിർവ്വഹണത്തിന് നിയോഗിച്ചിട്ടുള്ള ഏജൻസികളുടെയും ഉദ്യോഗസ്ഥരുടേയും സഹായത്തോടെ കഡസ്ട്രൽ (Cadestral) മാപ്പിൽ രേഖപ്പെടുത്തുന്ന ഭൂമിശാസ്ത്രപരമായി തുടർച്ചയുള്ള .....
.....പ്രദേശം.

4. ഉദ്ദേശ്യങ്ങളും ലക്ഷ്യങ്ങളും

1. പ്രദേശത്തെ വികസനപ്രവർത്തനങ്ങളിൽ തദ്ദേശവാസികളുടെ പങ്കാളിത്തം ഉറപ്പുവരുത്തുക.
2. പ്രസ്തുത പ്രദേശത്തിന്റെ സമഗ്രവും, സുസ്ഥിരവുമായ വികസനത്തിന് ആവശ്യമായ പഠനപരിപാടികളും ബോധവൽക്കരണവും നടത്തുക.
3. ശ്രമദാനങ്ങളിലൂടെ പ്രകൃതിവിഭവങ്ങളുടെയും, പ്രകൃതിയുടെയും സമഗ്രവും സുസ്ഥിരവുമായ പരിപാലനത്തിന് വേണ്ടിയുള്ള പ്രാദേശിക ഇടപെടലുകൾ ശക്തമാക്കുക.
4. പ്രദേശത്തെ, കൃഷിയുമായി ബന്ധപ്പെട്ട പ്രവർത്തനങ്ങൾക്ക് നേതൃത്വം നൽകൽ.
5. ത്രിതല പഞ്ചായത്തുകളുമായി ബന്ധപ്പെട്ട എല്ലാ പ്രവർത്തനങ്ങളും ഏറ്റെടുത്ത് നടത്തൽ.
6. യാതൊരു ലാഭോദ്ദേശ്യമില്ലാതെ രാഷ്ട്രീയ-മത-വർഗ്ഗ ചിന്തകൾക്കതീതമായുള്ള സംഘടനാപ്രവർത്തനം.
7. വിവിധ വികസന പദ്ധതികൾ നിബന്ധനകൾക്ക് വിധേയമായി ഏറ്റെടുത്ത് നടത്തൽ
8. ഏറ്റെടുത്ത് നടത്തുന്ന പദ്ധതികളുടെ ഗുണഭോക്തൃ വിഹിതം സമാഹരിക്കുക.
9. ബ്ലോക്കിലെ ..... ഗ്രാമപഞ്ചായത്തിലെ ..... നീർത്തടത്തിലെ ..... പ്രദേശത്ത് നടപ്പിലാക്കുന്ന ഇൻഗ്രേറ്റഡ് നീർത്തട മാനേജ്മെന്റ് പദ്ധതി (IWMP) നിബന്ധനകൾക്ക് അനുസൃതമായി ഏറ്റെടുത്ത് നടത്തൽ.

5 അംഗത്വം

പ്രവർത്തന പരിധിക്കുള്ളിൽ വരുന്ന എല്ലാ വീടുകളും നീർത്തട അയൽക്കൂട്ടത്തിൽ ഉൾപ്പെടുന്നതാണ്. ഒരു വീട്ടിൽ നിന്ന് പ്രായപൂർത്തിയായ ഒരു സ്ത്രീയും പുരുഷനും വീതമാണ് നീർത്തട അയൽക്കൂട്ടത്തിൽ അംഗങ്ങളാവുക. പ്രദേശത്ത് സ്വന്തമായി വീടില്ലാതിരിക്കുകയും ഭൂമി മാത്രം ഉണ്ടാവുകയും ചെയ്യുന്നവർ നീർത്തട അയൽക്കൂട്ടത്തിൽ അംഗങ്ങളായിരിക്കുമെങ്കിലും

അവർക്ക് വോട്ടവകാശം ഉണ്ടായിരിക്കുന്നതല്ല. ഭൂമിയിൽ ചെയ്യാവുന്ന പ്രവർത്തികൾക്കുള്ള ആനുകൂല്യം അവർക്ക് ലഭിക്കും. പ്രദേശത്തെ തിരഞ്ഞെടുക്കപ്പെട്ട ജനപ്രതിനിധികളും, കുടുംബശ്രീ എ.ഡി.എസ് ചെയർപേഴ്സൺമാരും നീർത്തട അയൽക്കൂട്ടത്തിൽ Ex-officio മെമ്പർമാരായിരിക്കും. അംഗത്വത്തെക്കുറിച്ച് തീരുമാനമെടുക്കുന്നതിനുള്ള പരമാധികാരം നീർത്തട അയൽക്കൂട്ടത്തിന് ഉണ്ടായിരിക്കുന്നതാണ്.

6. കമ്മിറ്റി

നീർത്തട അയൽക്കൂട്ടത്തിന്റെ പൊതുയോഗം പ്രദേശത്തെ ഗ്രാമപഞ്ചായത്ത് അംഗത്തിന്റെ അദ്ധ്യക്ഷതയിൽ ചേർന്നാണ് കമ്മറ്റി അംഗങ്ങളെ തിരഞ്ഞെടുക്കുന്നത്. മേൽപറഞ്ഞ കഡസ്ട്രൽ മാപ്പിൽ വീടുകൾ രേഖപ്പെടുത്തി അടുത്തടുത്തുള്ള വീടുകൾ ഒരുമിച്ചുവരുന്ന തരത്തിൽ ഏഴായി തിരിക്കുന്നു. (Sub Group) ഓരോ ഗ്രൂപ്പിൽ നിന്നും ഒരാളെയാണ് കമ്മറ്റി അംഗമായി തിരഞ്ഞെടുക്കേണ്ടത്. Sub Group ൽ നിന്ന് കമ്മറ്റി അംഗത്തെ തിരഞ്ഞെടുക്കുന്നതിനുള്ള അവകാശം ആ Sub Group ലുള്ള വീടുകൾക്കായിരിക്കും. ആദ്യമായി പട്ടികജാതി/പട്ടികവർഗ്ഗ പ്രാതിനിധ്യമുള്ള ഗ്രൂപ്പിൽ നിന്നും അവരുടെ പ്രതിനിധി (സ്ത്രീ/പുരുഷൻ) യെ തിരഞ്ഞെടുക്കണം. പ്രദേശത്ത് പട്ടികജാതി/പട്ടികവർഗ്ഗ കുടുംബങ്ങളില്ലെങ്കിൽ ആദ്യഗ്രൂപ്പിൽ നിന്ന് ജനറൽ പ്രതിനിധിയെ (സ്ത്രീ/പുരുഷൻ) തിരഞ്ഞെടുക്കാവുന്നതാണ്. പട്ടികജാതി പട്ടിക വർഗ്ഗ കുടുംബങ്ങൾക്ക് കമ്മറ്റിയിൽ ആനുപാതിക പ്രാതിനിധ്യം നൽകേണ്ടതാണ്. സ്ത്രീ പ്രാതിനിധ്യത്തിന് പുറമേയാണിത്. ഒട്ടാകെ കുടുംബങ്ങളുടെ എത്ര ശതമാനമാണ് പട്ടിക ജാതി/പട്ടികവർഗ്ഗ കുടുംബങ്ങൾ എന്നു നോക്കി അതേ ശതമാനത്തിൽ തന്നെ കമ്മറ്റിയിൽ അവർക്ക് പ്രാതിനിധ്യം ഉണ്ടാകുന്ന തരത്തിലായിരിക്കണം കൂടുതൽ കമ്മറ്റി അംഗങ്ങളെ തിരഞ്ഞെടുക്കേണ്ടത്. ആകെയുള്ള 7 കമ്മറ്റി അംഗങ്ങളിൽ 3 പേരെങ്കിലും സ്ത്രീകളായിരിക്കണം. തുടർന്ന് മൂന്ന് വ്യത്യസ്ത ഗ്രൂപ്പുകളിൽ നിന്ന് മൂന്ന് സ്ത്രീ പ്രതിനിധികളെ തിരഞ്ഞെടുക്കണം. ബാക്കിയുള്ള മൂന്ന് ഗ്രൂപ്പുകളിൽ നിന്നും പുരുഷൻമാരെയോ സ്ത്രീകളെയോ കമ്മിറ്റിയിലേക്ക് തിരഞ്ഞെടുക്കണം. കമ്മിറ്റിയുടെ കാലാവധി ഒരുവർഷമായിരിക്കും. നീർത്തട അയൽക്കൂട്ടത്തിന്റെ പൊതുയോഗത്തിലാണ് കമ്മിറ്റിയംഗങ്ങളെ വീണ്ടും തിരഞ്ഞെടുക്കുന്നത്. ഈ അവസരത്തിൽ ഓരോ Sub Group ൽ നിന്നും മുൻവർഷങ്ങളിൽ പ്രാതിനിധ്യം ലഭിക്കാത്ത കുടുംബത്തിന് പ്രാതിനിധ്യം നൽകണം.

7. ഭാരവാഹികളെ തിരഞ്ഞെടുക്കുന്ന വിധം

കമ്മറ്റി അംഗങ്ങളെ തിരഞ്ഞെടുത്ത അതേ യോഗത്തിൽ വച്ചുതന്നെ അവരിൽ നിന്നും ഭാരവാഹികളെ പൊതുയോഗം നിർദ്ദേശിക്കേണ്ടതാണ്. പ്രസിഡന്റ്, വൈസ് പ്രസിഡന്റ്, സെക്രട്ടറി, ജോയിന്റ് സെക്രട്ടറി, ഖജാൻജി എന്നിവരാണ് ഭാരവാഹികൾ. 5 ഭാരവാഹികളിൽ ഖജാൻജിയടക്കം 2 പേർ സ്ത്രീകളായിരിക്കും.

8. ഭരണസമിതി

ഭാരവാഹികളും മറ്റു കമ്മിറ്റി അംഗങ്ങളും ചേർന്നതാണ് നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ഭരണസമിതി.

9. ഭാരവാഹിത്വം നഷ്ടപ്പെടൽ

ഭാരവാഹികളുടെ പ്രവർത്തനം തൃപ്തികരമല്ലെങ്കിൽ നീർത്തട അയൽക്കൂട്ടത്തിന്റെ പൊതുയോഗത്തിലെ ഭൂരിപക്ഷ തീരുമാനപ്രകാരം ഭാരവാഹികളെ ഭാരവാഹിത്വത്തിൽ നിന്നും നീക്കം ചെയ്യാവുന്നതാണ്. ഒരു കമ്മിറ്റി അംഗത്തെ തിരഞ്ഞെടുത്ത വീട്ടുകാർ ആ കമ്മറ്റി അംഗത്തെ തൽസ്ഥാനത്തു നിന്നും നീക്കം ചെയ്താൽ ആ അംഗത്തിന്റെ ഭാരവാഹിത്വം നഷ്ടപ്പെടും.

10. കമ്മിറ്റി മെമ്പറെ നീക്കം ചെയ്യാൻ

1. കമ്മറ്റിയംഗങ്ങളുടെ പ്രവർത്തനം തൃപ്തികഗമമടടല്ലങ്കിൽ ആ കമ്മറ്റി അംഗത്തെ തിരഞ്ഞെടുത്ത വീട്ടുകാർക്ക് ആ അംഗത്തെ തൽസ്ഥാനത്തു നിന്നും നീക്കം ചെയ്യാവുന്നതാണ്. ഇതിനു വേണ്ടി ഒരേ ടൗയ ഗ്രൂപ്പിലേയും കുടുംബങ്ങളിലെ പ്രായ പൂർത്തിയായവർ ഒരുമിച്ച് ചേർന്ന് യോഗം നടത്തി തങ്ങളുടെ പ്രതിനിധിയെ നീക്കം ചെയ്തതായും പുതിയ ആളെ തിരഞ്ഞെടുത്തതായി രേഖാമൂലം നീർത്തട അയൽക്കൂട്ടത്തിന്റെ കമ്മിറ്റിയെ അറിയിക്കണം. ഇങ്ങനെ ചെയ്യുമ്പോൾ കമ്മറ്റിയുടെ സ്ത്രീ-പുരുഷ അനുപാതത്തിനോ, പട്ടികജാതി പട്ടികവർഗ്ഗ പ്രാതിനിധ്യത്തിനോ വ്യത്യാസം വരരുത്. പ്രതിനിധിയെ മാറ്റുന്നതിനുള്ള കാരണങ്ങൾ വ്യക്തമാക്കിയിരിക്കണം.
2. മറ്റ് കമ്മറ്റി അംഗങ്ങൾക്ക് വേറോരു കമ്മിറ്റി മെമ്പറെ നീക്കം ചെയ്യാൻ അധികാരം ഉണ്ടായിരിക്കുന്നതല്ല.
3. തുടർച്ചയായി 3 യോഗങ്ങളിൽ തക്കതായ കാരണമില്ലാതെ ഒരു കമ്മിറ്റി അംഗം ഹാജരാകാതിരുന്നാൽ ആ വ്യക്തിയുടെ കമ്മിറ്റി അംഗത്വം സ്വമേധയാ റദ്ദാകുന്നതാണ്

11. കോറം

1. നീർത്തട അയൽക്കൂട്ടത്തിന്റെ പൊതുയോഗത്തിലെ കോറം ആകെ അംഗങ്ങളുടെ 51% ആയിരിക്കും.
2. കമ്മിറ്റിയുടെ കോറം 2/3 ആയിരിക്കും.

12. യോഗം ചേരൽ

1. നീർത്തട അയൽക്കൂട്ടവും കമ്മറ്റിയും നിർബന്ധമായും മാസത്തിലൊരിക്കൽ വീതം യോഗം ചേർന്ന് പ്രവർത്തനങ്ങൾ വിലയിരുത്തുകയും വിശകലനം ചെയ്യുകയും വേണം. ആവശ്യമാണെങ്കിൽ മാസത്തിൽ ഒന്നിലധികം തവത്തും സമിതിയുടേയോ / കമ്മറ്റിയുടേയോ യോഗം ചേരാവുന്നതാണ്.
2. നീർത്തട അയൽക്കൂട്ട യോഗങ്ങളുടെ തിയ്യതിയും അജണ്ടയും 7 ദിവസത്തിനു മുമ്പെങ്കിലും പൊതുസ്ഥലത്ത് വെക്കുന്ന നോട്ടീസ് ബോർഡിൽ പ്രദർശിപ്പിക്കേണ്ടതാണ്.

3. കമ്മറ്റിയുടെ എല്ലാ തീരുമാനങ്ങളും മിനിറ്റ്സ് ബുക്കിൽ വ്യക്തമായി രേഖപ്പെടുത്തണം. നോട്ടീസ് ബോർഡിൽ പകർപ്പ് പ്രസിദ്ധപ്പെടുത്തുകയും വേണം.

13. വാർഷിക പൊതുയോഗം

വാർഷിക പൊതുയോഗം എല്ലാ വർഷവും ഏപ്രിൽ ആദ്യവാരം നടത്തി പുതിയ കമ്മറ്റിയേയും ഭരണസമിതിയേയും തിരഞ്ഞെടുക്കേണ്ടതുമാണ്. കമ്മറ്റിയുടെ വൈസ് പ്രസിഡന്റിന് ആണ് അടുത്ത കമ്മറ്റിയെ തിരഞ്ഞെടുക്കുന്നതിനുള്ള പ്രക്രിയയുടെ ചുമതല. ഏപ്രിൽ 15 നുള്ളിൽ പുതിയ ഭരണസമിതി നിലവിൽ വന്നില്ലെങ്കിൽ നീർത്തട അയൽക്കൂട്ടത്തിന്റെ ബാങ്ക് അക്കൗണ്ടുകൾ സ്വമേധയാ മരവിപ്പിക്കുകയും സമിതി ഇല്ലാതാവുകയും ചെയ്യും.

14. യോഗനടപടി

1. നീർത്തട അയൽക്കൂട്ട പൊതുയോഗങ്ങളും, കമ്മിറ്റി യോഗങ്ങളും പ്രസിഡന്റിന്റേയോ പ്രസിഡന്റിന്റെ അഭാവത്തിൽ വൈസ് പ്രസിഡന്റിന്റേയോ അദ്ധ്യക്ഷതയിൽ കൂടേണ്ടതാണ്.
2. യോഗത്തിൽ മിനിട്ട്സ് ബുക്ക് വയ്ക്കേണ്ടതും എല്ലാ യോഗത്തിലും മുൻ യോഗത്തിന്റെ തീരുമാനങ്ങളും റിപ്പോർട്ടും അവതരിപ്പിച്ച് പാസ്സാക്കേണ്ടതുണ്ട്.

15 ഭാരവാഹികളുടെ ചുമതലകൾ

പ്രസിഡന്റ്	നീർത്തട അയൽക്കൂട്ട പൊതുയോഗത്തിലും കമ്മിറ്റി യോഗത്തിലും അദ്ധ്യക്ഷത വഹിക്കുക, അയൽക്കൂട്ടത്തിന്റെ മൊത്തം പ്രവർത്തനങ്ങളിൽ മേൽനോട്ടം വഹിക്കുക.
വൈസ് പ്രസിഡന്റ്	പ്രസിഡന്റിനെ സഹായിക്കുക, പ്രസിഡന്റിന്റെ അഭാവത്തിൽ അദ്ദേഹത്തിന്റെ ചുമതലകൾ നിർവ്വഹിക്കുക. തിരഞ്ഞെടുപ്പ് നടത്തുക.
സെക്രട്ടറി :	നീർത്തട അയൽക്കൂട്ട തീരുമാനങ്ങൾ നടപ്പിലാക്കുന്നതിന് നേതൃത്വം നൽകുക, സംഘടനയുടെ എല്ലാ റിക്കോർഡുകളും സൂക്ഷിക്കുക, ആവശ്യമായ കത്തിടപാടുകൾ നടത്തുക, കമ്മിറ്റി യോഗത്തിനും, പൊതുയോഗത്തിനും നോട്ടീസ് കൊടുക്കുക. യോഗങ്ങളുടെ മിനുട്ട്സ് ബുക്കുകൾ തയ്യാറാക്കി അവതരിപ്പിക്കുക
ഖജാൻജി :	നീർത്തടഅയൽക്കൂട്ടത്തിന്റെ ധനപരമായ ഇടപാടുകളിൽ ചുമതല വഹിക്കുക, വരവ് ചെലവ് കണക്കുകൾ സൂക്ഷിക്കുകയും യോഗങ്ങളിൽ അവതരിപ്പിക്കുകയും ചെയ്യുക.

16 അസാധാരണ പൊതുയോഗം

1. 51% അംഗങ്ങൾ രേഖാമൂലം ആവശ്യപ്പെടുകയാണെങ്കിൽ പൊതുയോഗം ചേരാൻ കമ്മിറ്റി ബാദ്ധ്യസ്ഥമാണ്.

2. അടിയന്തിര പൊതുയോഗം ചേരേണ്ടി വരുകയാണെങ്കിൽ അതിന് 48 മണിക്കൂർ മുമ്പെങ്കിലും നീർത്തടഅയൽക്കൂട്ടസമിതി എല്ലാ അംഗങ്ങളെയും രേഖാമൂലം അറിയിക്കേണ്ടതാണ്.

17 സാമ്പത്തിക ഇടപാടുകൾ

1. കമ്മറ്റിയിലെ ഒരു അംഗവും പദ്ധതി നിർവ്വഹണവുമായി ബന്ധപ്പെട്ടോ ഭരണപരമായ പ്രവർത്തിയുമായി ബന്ധപ്പെട്ടോ യാതൊരു പ്രതിഫലവും കൈപ്പറ്റാൻ പാടുള്ളതല്ല.

2. വരുമാനങ്ങൾ

    1. കേന്ദ്ര-സംസ്ഥാനാവിഷ്കൃത പദ്ധതികൾ നടത്തുന്നതിനു വേണ്ടി ബന്ധപ്പെട്ട ഏജൻസികളോ കമ്മറ്റികളോ നൽകുന്ന പണം.

    2. ത്രിതല പഞ്ചായത്തുകൾ സമിതി പ്രദേശത്തെ പദ്ധതികൾ നടപ്പിലാക്കുന്നതിനുവേണ്ടി നൽകുന്ന പണം.

    3. നീർത്തടഅയൽക്കൂട്ടത്തിലെ അംഗങ്ങളിൽ നിന്നും പിരിച്ചെടുക്കുന്ന വരിസംഖ്യ.

    4. അംഗങ്ങളോ മറ്റ് സ്ഥാപനങ്ങളോ നൽകുന്ന സംഭാവനകൾ.

    5. നീർത്തടഅയൽക്കൂട്ടത്തിന്റെ ആസ്തികളിൽ നിന്നും ലഭിക്കുന്ന വരുമാനം (വാടക, യൂസർ ചാർജ്ജ് മുതലായവ).

3. നീർത്തടഅയൽക്കൂട്ടത്തിന്റെ കമ്മിറ്റിയിലെ ധനപരമായ എല്ലാ ഇടപാടുകളും സെക്രട്ടറിയുടെയും ഖജാൻജിയുടെയും കൂട്ടുത്തരവാദിത്വത്തിലായിരിക്കും.

4. ധനപരമായ ഇടപാടുകളുടെ എല്ലാ റിക്കാർഡുകളും ബുക്കുകളും സൂക്ഷിക്കുന്നത് ഖജാൻജിയായിരിക്കും.

5. ബാങ്ക് അക്കൗണ്ട് കൈകാര്യം ചെയ്യുന്നതും, നയപരമായ എല്ലാ പ്രമാണങ്ങളിലും ഒപ്പുവയ്ക്കുന്നതും സെക്രട്ടറിയും ഖജാൻജിയുമായിരിക്കും.

6. പണം ചെലവാക്കുന്നത്

    1. പദ്ധതിയുമായി ബന്ധപ്പെട്ട എല്ലാ ചെലവുകളും പ്രസ്തുത പദ്ധതിയുടെ നിർദ്ദേശങ്ങൾക്ക് അനുസരിച്ചായിരിക്കും.

    2. മറ്റ് മാർഗ്ഗങ്ങളിലൂടെ ലഭിക്കുന്ന ഫണ്ടിന്റെ ചിലവ് നീർത്തടഅയൽക്കൂട്ടത്തിന്റെ പൊതുയോഗം നിർദ്ദേശിക്കുന്ന രീതിയിലായിരിക്കും. ഇത്തരം ചിലവുകൾക്കുള്ള പരമാവധി സംഖ്യ എത്രയെന്ന് പൊതുയോഗത്തിന് നിഷ്കർഷിക്കാവുന്നതാണ്.

7. കമ്മറ്റി അംഗങ്ങളുടെ യാത്രാചെലവുകൾ, സ്റ്റേഷനറി ചെലവുകൾ തുടങ്ങിയവ പദ്ധതിയേതര ചെലവുകളിൽ ഉൾപ്പെടുത്തി reimburse ചെയ്യാവുന്നതാണ്. ഓരോ ഇനത്തിലും പരമാവധി നൽകാവുന്ന തുക സമിതി മുൻകൂട്ടി തീരുമാനിക്കേണ്ടതാണ്. യഥാർത്ഥത്തിൽ ചിലവായ തുകയോ പരമാവധി നൽകാവുന്ന തുകയോ, ഏതാണോ കുറവ് അതാണ് കൊടുക്കാവുന്നത്.

8. ധനപരമായ എല്ലാ ഇടപാടുകളുടെയും കണക്കുകൾ എല്ലാ പൊതുയോഗങ്ങളിലും കമ്മറ്റി യോഗങ്ങളിലും അവതരിപ്പിച്ച് അംഗീകാരം വാങ്ങേണ്ടതാണ്.

18 പ്രത്യേക നിബന്ധനകൾ

1. IWMP പദ്ധതി കാലാകാലങ്ങളിൽ മുന്നോട്ടുവെക്കുന്ന (SLNA, DLCC, PIA, WDT, ഗ്രാമപഞ്ചായത്ത്, നീർത്തട കമ്മറ്റി തുടങ്ങിയവർ) നിർദ്ദേശങ്ങൾ പരിപൂർണ്ണമായി പാലിക്കാൻ നീർത്തടഅയൽക്കൂട്ടത്തിലെ എല്ലാ അംഗങ്ങളും ബാദ്ധ്യസ്ഥരാണ്.

2. IWMP പദ്ധതിയുടെ ഉദ്ദേശലക്ഷ്യങ്ങൾക്ക് വിരുദ്ധമായി പ്രവർത്തിക്കുന്ന കുടുംബത്തെ ഈ പദ്ധതിയിൽ നിന്നും ഒഴിവാക്കാൻ നീർത്തടഅയൽക്കൂട്ടത്തിന് അധികാരമുണ്ട്.

19 നിയമാവലി ഭേദഗതി ചെയ്യൽ

പുതിയതായി ഏതെങ്കിലും പദ്ധതികൾ ഏറ്റെടുക്കുന്നതിനോ ആസ്തികൾ ആർജ്ജിക്കുന്നതിനോ ആവശ്യമെങ്കിൽ മാത്രം നിയമാവലിയിൽ ഭേദഗതി വരുത്താവുന്നതാണ്. അങ്ങിനെ നിയമാവലിയിൽ ഏതെങ്കിലും വ്യത്യാസമോ, കൂട്ടിച്ചേർക്കലോ കുറവു ചെയ്യലോ വേണ്ടിവരുന്ന പക്ഷം അക്കാര്യത്തിനുവേണ്ടി വിഷയം കാണിച്ച് 7 ദിവസം മുമ്പ് നോട്ടീസ് നൽകി വിളിച്ചുകൂട്ടുന്ന യോഗത്തിൽ നീർത്തടഅയൽക്കൂട്ടത്തിലെ 2/3 അംഗങ്ങളുടെ ഭൂരിപക്ഷത്തോടുകൂടി തീരുമാനിക്കേണ്ടതാണ്.

20 സംഘം പിരിച്ചുവിടൽ

ഏതെങ്കിലും കാരണവശാൽ ഈ സംഘടന പിരിച്ചു വിടേണ്ടതായി വരുന്ന പക്ഷം നീർത്തടഅയൽക്കൂട്ടം വക ബാദ്ധ്യതകൾ നീക്കിയുള്ള ആസ്തി, സർക്കാരിലേക്കോ അല്ലെങ്കിൽ സർക്കാർ നിർദ്ദേശിക്കുന്ന സ്ഥാപനങ്ങൾക്കോ ചെന്നുചേരുന്നതാണ്. ഇതിന്റെ സ്വത്തുക്കൾ അംഗങ്ങൾക്കിടയിൽ വീതിക്കാൻ പാടുള്ളതല്ല. സർക്കാരോ സർക്കാർ ചുമതലപ്പെടുത്തിയ ഉദ്യോഗസ്ഥരോ ആവശ്യപ്പെട്ടാൽ നീർത്തടഅയൽക്കൂട്ടം പിരിച്ചുവിടാവുന്നതാണ്.

മെമ്മോറാണ്ടം ഓഫ് അസോസിയേഷൻ

1. സംഘടനയുടെ പേര് :

2. സംഘടനയുടെ മേൽവിലാസം :

3. സംഘടനയുടെ പ്രവർത്തനപരിധി :

ഗ്രാമപഞ്ചായത്ത് കുടുംബശ്രീയുടെയും IWMP പദ്ധതി നിർവ്വഹണത്തിന് നിയോഗിച്ചിട്ടുള്ള ഏജൻസികളുടെയും ഉദ്യോഗസ്ഥരുടേയും സഹായത്തോടെ കഡസ്ട്രൽ (Cadestral) മാപ്പിൽ രേഖപ്പെടുത്തുന്ന ഭൂമിശാസ്ത്രപരമായി തുടർച്ചയുള്ള .....
.....പ്രദേശം.

4 ഉദ്ദേശ്യങ്ങളും ലക്ഷ്യങ്ങളും

1. പ്രദേശത്തെ വികസനപ്രവർത്തനങ്ങളിൽ തദ്ദേശവാസികളുടെ പങ്കാളിത്തം ഉറപ്പുവരുത്തുക.
2. പ്രസ്തുത പ്രദേശത്തിന്റെ സമഗ്രവും, സുസ്ഥിരവുമായ വികസനത്തിന് ആവശ്യമായ പഠനപരിപാടികളും ബോധവൽക്കരണവും നടത്തുക.
3. ശ്രമദാനങ്ങളിലൂടെ പ്രകൃതിവിഭവങ്ങളുടെയും, പ്രകൃതിയുടെയും സമഗ്രവും സുസ്ഥിരവുമായ പരിപാലനത്തിന് വേണ്ടിയുള്ള പ്രാദേശിക ഇടപെടലുകൾ ശക്തമാക്കുക.
4. പ്രദേശത്തെ, കൃഷിയുമായി ബന്ധപ്പെട്ട പ്രവർത്തനങ്ങൾക്ക് നേതൃത്വം നൽകൽ.
5. ത്രിതല പഞ്ചായത്തുകളുമായി ബന്ധപ്പെട്ട എല്ലാ പ്രവർത്തനങ്ങളും ഏറ്റെടുത്ത് നടത്തൽ.
6. യാതൊരു ലാഭോദ്ദേശ്യമില്ലാതെ രാഷ്ട്രീയ-മത-വർഗ്ഗ ചിന്തകൾക്കതീതമായുള്ള സംഘടനാപ്രവർത്തനം.
7. വിവിധ വികസന പദ്ധതികൾ നിബന്ധനകൾക്ക് വിധേയമായി ഏറ്റെടുത്ത് നടത്തൽ
8. ഏറ്റെടുത്ത് നടത്തുന്ന പദ്ധതികളുടെ ഗുണഭോക്തൃ വിഹിതം സമാഹരിക്കുക.
9. ബ്ലോക്കിലെ ..... ഗ്രാമപഞ്ചായത്തിലെ ..... നീർത്തടത്തിലെ ..... പ്രദേശത്ത് നടപ്പിലാക്കുന്ന ഇൻഗ്രേറ്റഡ് നീർത്തട മാനേജ്മെന്റ് പദ്ധതി (IWMP) നിബന്ധനകൾക്ക് അനുസൃതമായി ഏറ്റെടുത്ത് നടത്തൽ.

മേൽപ്പറഞ്ഞ ഉത്തരവാദിത്തങ്ങൾ നിറവേറ്റുന്നതിനുവേണ്ടി കൂട്ടായ പ്രവർത്തനം നടത്താനും ആത്മാർത്ഥമായി ശ്രമിക്കുന്നതിനും ഈ നീർത്തടഅയൽക്കൂട്ടത്തിലെ എല്ലാ അംഗങ്ങളും പ്രതിജ്ഞാബദ്ധരാണ്.

താഴെ പേരെഴുതി ഒപ്പിട്ടിരിക്കുന്ന നീർത്തടഅയൽക്കൂട്ട സമിതി അംഗങ്ങളായ ഞങ്ങൾ ടി സംഘടന രജിസ്റ്റർ ആക്കുവാൻ തീരുമാനിക്കുകയും. തിയ്യതിയായ ഇന്നേ ദിവസം സാക്ഷികൾ മുമ്പാകെ ഇതിൽ ഒപ്പിടുകയും ചെയ്തിരിക്കുന്നു.

ഈ സംഘടനയുടെ പ്രവർത്തന പരിധിയിൽ ഇതേ പേരിൽ രജിസ്റ്റർ ചെയ്യപ്പെട്ട വേറെ സംഘടന പ്രവർത്തിക്കുന്നില്ലെന്ന് സത്യബോധ്യപ്പെടുത്തുന്നു.

നം	പേര്	മേൽവിലാസം	തൊഴിൽ	സ്ഥാനം	ഒപ്പ്
1					
2					
3					
4					
5					
6					
7					

സാക്ഷികളുടെ പേരും, മേൽവിലാസവും ഒപ്പും:-

1.

2.

സെക്രട്ടറി പ്രസിഡന്റ് ഖജാൻജി

അനുബന്ധം - 2

നീർത്തട കമ്മറ്റിക്കുള്ള മാതൃകാ നിയമാവലി

1. സംഘടനയുടെ പേര് :

2. സംഘടനയുടെ മേൽവിലാസം :

3. സംഘടനയുടെ പ്രവർത്തന പരിധി :

ഗ്രാമപഞ്ചായത്ത് കുടുംബശ്രീയുടെയും IWMP പദ്ധതി നിർവ്വഹണത്തിന് നിയോഗിച്ചിട്ടുള്ള ഏജൻസികളുടെയും ഉദ്യോഗസ്ഥരുടേയും സഹായത്തോടെ കഡസ്ട്രൽ (Cadestral) മാപ്പിൽ രേഖപ്പെടുത്തുന്ന ഭൂമിശാസ്ത്രപരമായി അതിരുകൾ ഉള്ള .....നീർത്തട പ്രദേശം.

4. ഉദ്ദേശ്യങ്ങളും ലക്ഷ്യങ്ങളും :

1. പ്രദേശത്തെ വികസനപ്രവർത്തനങ്ങളിൽ തദ്ദേശവാസികളുടെ പങ്കാളിത്തം ഉറപ്പുവരുത്തുക.
2. പ്രസ്തുത പ്രദേശത്തിന്റെ സമഗ്രവും, സുസ്ഥിരവുമായ വികസനത്തിന് ആവശ്യമായ പഠനപരിപാടികളും ബോധവൽക്കരണവും നടത്തുക.
3. ശ്രമദാനങ്ങളിലൂടെ പ്രകൃതിവിഭവങ്ങളുടെയും, പ്രകൃതിയുടെയും സമഗ്രവും സുസ്ഥിരവുമായ പരിപാലനത്തിന് വേണ്ടിയുള്ള പ്രാദേശിക ഇടപെടലുകൾ ശക്തമാക്കുക.
4. പ്രദേശത്തെ, കൃഷിയുമായി ബന്ധപ്പെട്ട പ്രവർത്തനങ്ങൾക്ക് നേതൃത്വം നൽകൽ.
5. ത്രിതല പഞ്ചായത്തുകളുമായി ബന്ധപ്പെട്ട എല്ലാ പ്രവർത്തനങ്ങളും ഏറ്റെടുത്ത് നടത്തൽ.
6. യാതൊരു ലാഭോദ്ദേശ്യമില്ലാതെ രാഷ്ട്രീയ-മത-വർഗ്ഗ ചിന്തകൾക്കതീതമായുള്ള സംഘടനാപ്രവർത്തനം.
7. വിവിധ വികസന പദ്ധതികൾ നിബന്ധനകൾക്ക് വിധേയമായി ഏറ്റെടുത്ത് നടത്തൽ
8. ഏറ്റെടുത്ത് നടത്തുന്ന പദ്ധതികളുടെ ഗുണഭോക്തൃ വിഹിതം സമാഹരിക്കുക.
9. ബ്ലോക്കിലെ ..... ഗ്രാമപഞ്ചായത്തിലെ ..... നീർത്തടത്തിലെ ..... പ്രദേശത്ത് നടപ്പിലാക്കുന്ന ഇൻഗ്രേറ്റഡ് നീർത്തട മാനേജ്മെന്റ് പദ്ധതി (IWMP) നിബന്ധനകൾക്ക് അനുസൃതമായി ഏറ്റെടുത്ത് നടത്തൽ.
10. നീർത്തടഅയൽക്കൂട്ടങ്ങൾ നീർത്തട പദ്ധതി നടത്തുന്ന രീതിയുടെയും ഫലത്തിന്റെയും വിലയിരുത്തൽ.

5. അംഗത്വം

1) നീർത്തട പ്രദേശത്ത് രൂപീകരിക്കുന്ന നീർത്തടഅയൽക്കൂട്ടങ്ങളുടെ പ്രസിഡന്റ്, സെക്രട്ടറി എന്നിവർ ഉൾപ്പെടുന്ന പൊതു സഭയിൽ നിന്നാണ് നീർത്തട കമ്മറ്റിയിലെ സാധാരണ അംഗങ്ങളെ തെരഞ്ഞെടുക്കുക. പൊതുസഭ ഗ്രാമപഞ്ചായത്ത് പ്രസിഡന്റിന്റെ അദ്ധ്യക്ഷത

യിൽ ചേർന്നാണ് ഈ അംഗങ്ങളെ തിരഞ്ഞെടുക്കുന്നത്. ഇതിനായി മേൽപറഞ്ഞ കഡസ്ട്രൽ മാപ്പിൽ നീർത്തടഅയൽക്കൂട്ടങ്ങൾ രേഖപ്പെടുത്തി അടുത്തടുത്തുള്ള നീർത്തടഅയൽക്കൂട്ടങ്ങൾ ഒരുമിച്ചുവരുന്ന തരത്തിൽ ഒൻപത് സോണുകളായി തിരിക്കുന്നു. ഒരു സോണിൽ നിന്നും ഉള്ള നീർത്തടഅയൽക്കൂട്ടങ്ങളുടെ ഭാരവാഹികളിൽ നിന്നും ഒരാൾ എന്ന നിലയിൽ നീർത്തട കമ്മിറ്റിയിലേക്ക് തെരഞ്ഞെടുക്കപ്പെടണം. ഒരു സോണിൽ നിന്ന് കമ്മറ്റി അംഗത്തെ തിരഞ്ഞെടുക്കുന്നതിനുള്ള അവകാശം ആ സോണിലുള്ള നീർത്തടഅയൽക്കൂട്ടങ്ങളുടെ ഭാരവാഹികൾക്കായിരിക്കും.

2) നീർത്തട കമ്മറ്റിയിലെ സാധാരണ അംഗങ്ങളിൽ പട്ടികജാതി പട്ടിക വർഗ്ഗ വിഭാഗത്തിൽ നിന്നും നീർത്തടത്തിലെ ജനസംഖ്യയുടെ അനുപാതത്തിലുള്ള പ്രാതിനിധ്യം ഉറപ്പാക്കണം. സ്ത്രീ പ്രാതിനിധ്യത്തിന് പുറമേയാണിത്. ആദ്യമായി പട്ടികജാതി/പട്ടികവർഗ്ഗ പ്രാതിനിധ്യമുള്ള സോണിൽ നിന്നും അവരുടെ പ്രതിനിധി (സ്ത്രീ/പുരുഷൻ) യെ തിരഞ്ഞെടുക്കണം. ഒട്ടാകെ കുടുംബങ്ങളുടെ എത്ര ശതമാനമാണ് പട്ടികജാതി/പട്ടികവർഗ്ഗ കുടുംബങ്ങൾ എന്നു നോക്കി അതേ ശതമാനത്തിൽ തന്നെ കമ്മറ്റിയിൽ അവർക്ക് പ്രാതിനിധ്യം ഉണ്ടാകുന്ന തരത്തിലായിരിക്കണം കൂടുതൽ കമ്മറ്റി അംഗങ്ങളെ തിരഞ്ഞെടുക്കേണ്ടത്.

3) തെരഞ്ഞെടുക്കപ്പെടുന്ന അംഗങ്ങളിൽ 1/3 സ്ത്രീകൾ ആയിരിക്കണം. തുടർന്ന് മൂന്ന് വ്യത്യസ്ത സോണുകളിൽ നിന്ന് മൂന്ന് സ്ത്രീ പ്രതിനിധികളെ തിരഞ്ഞെടുക്കണം. ബാക്കിയുള്ള മൂന്ന് സോണുകളിൽ നിന്നും പുരുഷൻമാരെയോ സ്ത്രീകളെയോ കമ്മിറ്റിയിലേക്ക് തിരഞ്ഞെടുക്കണം.

4) ഇത്തരത്തിൽ തെരഞ്ഞെടുക്കപ്പെടുന്ന അംഗങ്ങൾക്കു പുറമെ താഴെ കാണിച്ചിട്ടുള്ള ഉദ്യോഗസ്ഥൻ Ex Officio അംഗങ്ങളായിരിക്കും.

1) നീർത്തടം ഉൾപ്പെടുന്ന ഗ്രാമപഞ്ചായത്ത് വാർഡുകളിലെ തെരഞ്ഞെടുക്കപ്പെട്ട ജനപ്രതിനിധികൾ.

2) നീർത്തട പ്രദേശത്ത് പ്രവർത്തിക്കുന്ന എല്ലാ പ്രാഥമിക സർവ്വീസ് സഹകരണ ബാങ്കുകളുടെയും പ്രസിഡണ്ടുമാർ.

3) നീർത്തട പ്രദേശത്തെ ബ്ലോക്ക് പഞ്ചായത്തിന്റെ തെരഞ്ഞെടുക്കപ്പെട്ട ജനപ്രതിനിധികൾ.

4) പ്രദേശത്തെ ജില്ലാ പഞ്ചായത്തിന്റെ തെരഞ്ഞെടുക്കപ്പെട്ട ജനപ്രതിനിധി.

5) ഗ്രാമപഞ്ചായത്ത് തല നീർത്തട കമ്മറ്റി നിർദ്ദേശിക്കുന്ന ഉദ്യോഗസ്ഥൻ.

7) നീർത്തടം ഉൾപ്പെടുന്ന വാർഡുകളിലെ കുടുംബശ്രീ ADs ചെയർപേഴ്സൺസ്.

8) PIA നാമനിർദ്ദേശം ചെയ്യുന്ന WDT അംഗം.

6. ഭാരവാഹികൾ

നീർത്തട കമ്മറ്റിയുടെ പൊതുസഭയിൽ നിന്ന് തിരഞ്ഞെടുക്കുന്ന നീർത്തട അയൽക്കൂട്ടങ്ങളുടെ പ്രതിനിധികളിൽ നിന്നും കമ്മിറ്റിയുടെ ജോയിന്റ് സെക്രട്ടറി, ജോയിന്റ് കൺവീനർ, ഖജാൻജി എന്നിവരെ തിരഞ്ഞെടുക്കുന്നതായിരിക്കും.

1) ചെയർപേഴ്സൺ

നീർത്തടത്തിന്റെ കൂടുതൽ പ്രദേശം ഉൾപ്പെടുന്ന ഗ്രാമപഞ്ചായത്തിന്റെ പ്രസിഡന്റ് കമ്മിറ്റിയുടെ ചെയർപേഴ്സൺ ആയിരിക്കും.

2) വൈസ് ചെയർപേഴ്സൺ

നീർത്തടത്തിൽ ഒന്നിൽ കൂടുതൽ പഞ്ചായത്തുകൾ ഉൾപ്പെടുകയും മൊത്തം നീർത്തട ജനസംഖ്യയുടെ 20 ശതമാനത്തിൽ കൂടുതൽ രണ്ടാമത്തെ പഞ്ചായത്തിൽ വരുകയും ചെയ്യുന്നുണ്ടെങ്കിൽ രണ്ടാമത്തെ പഞ്ചായത്തിന്റെ പ്രസിഡന്റ് കമ്മറ്റിയുടെ വൈസ് ചെയർമാൻ ആയിരിക്കും.

നീർത്തടം ഒരു പഞ്ചായത്തിൽ മാത്രം ഉൾപ്പെടുന്നുവെങ്കിൽ നീർത്തടത്തിൽ ഉൾപ്പെടുന്ന ഏറ്റവും വലിയ വാർഡിന്റെ (വിസ്തീർണ്ണത്തിന്റെ അടിസ്ഥാനത്തിൽ) ജനപ്രതിനിധി കമ്മറ്റിയുടെ വൈസ് ചെയർപേഴ്സൺ ആയിരിക്കും.

3) കൺവീനർ

നീർത്തട പ്രദേശം ഉൾക്കൊള്ളുന്ന ഗ്രാമപഞ്ചായത്ത് നീർത്തട കമ്മറ്റി നിർദ്ദേശിക്കുന്ന ഉദ്യോഗസ്ഥൻ നീർത്തട കമ്മറ്റിയുടെ കൺവീനർ ആയിരിക്കും.

4) ജോയിന്റ് കൺവിനർ

പൊതുസഭ തെരഞ്ഞെടുക്കപ്പെടുന്ന ഒരു നീർത്തട അയൽക്കൂട്ട പ്രതിനിധി ജോയിന്റ് കൺവീനർ ആയിരിക്കും.

5) സെക്രട്ടറി

PIA നാമനിർദ്ദേശം ചെയ്യുന്ന WDT അംഗം നീർത്തട കമ്മറ്റിയുടെ സെക്രട്ടറി ആയിരിക്കും.

6) ജോയിന്റ് സെക്രട്ടറി

പൊതുസഭ തെരഞ്ഞെടുക്കപ്പെടുന്ന ഒരു നീർത്തട അയൽക്കൂട്ട പ്രതിനിധി ജോയിന്റ് സെക്രട്ടറി ആയിരിക്കും.

7) ഖജാൻജി

പൊതുസഭ നീർത്തടഅയൽക്കൂട്ടങ്ങളിൽ നിന്നും തെരഞ്ഞെടുക്കപ്പെട്ട വനിതാ പ്രതിനിധികളിൽ നിന്ന് ഒരാളെ ഖജാൻജിയായി തെരഞ്ഞെടുക്കും.

8) ഭരണസമിതി

നീർത്തടഅയൽക്കൂട്ടങ്ങളിൽ നിന്നും പ്രതിനിധികളായി വരുന്ന 9 അംഗങ്ങളും മുൻപ് പട്ടിക ചേർത്തിട്ടുള്ള 8 Ex Officio അംഗങ്ങളും ചേർന്നതാണ് കമ്മിറ്റിയുടെ ഭരണസമിതി.

7. ഭാരവാഹിത്വം നഷ്ടപ്പെടൽ

ഭാരവാഹികളുടെ പ്രവർത്തനം തൃപ്തികരമല്ലെങ്കിൽ കമ്മറ്റിയുടെ ഭൂരിപക്ഷ തീരുമാനപ്രകാരം അംഗങ്ങളെ ഭാരവാഹിത്വത്തിൽ നിന്നും നീക്കം ചെയ്യാവുന്നതാണ്.

8. കമ്മറ്റി അംഗത്തെ നീക്കം ചെയ്യൽ

1) കമ്മറ്റി അംഗത്തിന്റെ പ്രവർത്തനം തൃപ്തികരമല്ലെങ്കിൽ കമ്മറ്റിക്ക് ഭൂരിപക്ഷ തീരുമാന പ്രകാരം അംഗത്വം റദ്ദാക്കാവുന്നതാണ്.

2) തുടർച്ചയായി 3 യോഗങ്ങളിൽ തക്കതായ കാരണമില്ലാതെ ഒരു കമ്മിറ്റിയംഗം ഹാജരാകാതിരുന്നാൽ ആ വ്യക്തിയുടെ അംഗത്വം സ്വമേധയാ റദ്ദാവുന്നതാണ്.

3) ഒരു കമ്മറ്റി അംഗം പ്രതിനിധീകരിക്കുന്ന നീർത്തടഅയൽക്കൂട്ടം പ്രസ്തുത അംഗത്തിന്റെ നീർത്തടഅയൽക്കൂട്ട സമിതി ഭാരവാഹിത്വം പിൻവലിക്കുന്ന പക്ഷം ആ അംഗത്തിന്റെ സ്ഥാനം സ്വമേധയാ റദ്ദാവുന്നതാണ്.

9. യോഗം ചേരൽ

1) ഓരോ മാസത്തിലെയും അവസാനത്തെ ശനിയാഴ്ച ചെയർപേഴ്സന്റെയോ, വൈസ് ചെയർപേഴ്സന്റെയോ അദ്ധ്യക്ഷതയിൽ കമ്മറ്റി യോഗം ചേരുന്നതാണ്.

2) യോഗത്തിന്റെ കോറം നീർത്തട അയൽക്കൂട്ടപ്രതിനിധികളുടെ 2/3 ഭാഗവും ചെയർമാൻ അല്ലെങ്കിൽ വൈസ് ചെയർമാനും കൺവീനറും സെക്രട്ടറിയും ചേർന്നതാണ്.

3) കമ്മറ്റിയുടെ എല്ലാ തീരുമാനങ്ങളും മിനിറ്റ്സ് ബുക്കിൽ വ്യക്തമായി രേഖപ്പെടുത്തണം. നോട്ടീസ് ബോർഡിൽ പകർപ്പ് പ്രസിദ്ധപ്പെടുത്തുകയും വേണം.

10. കമ്മറ്റിയുടെ പുനസംഘടന

എല്ലാ വർഷവും ഏപ്രിൽ 3-ാം വാരത്തിൽ ചേരുന്ന നീർത്തട പൊതുസഭയുടെ (നീർത്തടത്തിലെ നീർത്തടഅയൽക്കൂട്ടങ്ങളുടെ 2 വീതം ഭാരവാഹികൾ ഉൾപ്പെടുന്ന സഭ) യോഗത്തിൽ വച്ച് പുതിയ കമ്മറ്റിയെ തെരഞ്ഞെടുക്കേണ്ടതാണ്. ഈ അവസരത്തിൽ ഓരോ സോണിൽ നിന്നും മുൻവർഷം പ്രാതിനിധ്യം ലഭിക്കാത്ത നീർത്തടഅയൽക്കൂട്ടത്തിന് പ്രാതിനിധ്യം നൽകണം.

11. ഭാരവാഹികളുടെ ചുമതലകൾ

ചെയർപേഴ്സൺ	-	കമ്മറ്റി യോഗത്തിൽ അദ്ധ്യക്ഷത വഹിക്കുക. കമ്മിറ്റിയുടെ മൊത്തം പ്രവർത്തനത്തിൽ മേൽനോട്ടം വഹിക്കുക.
വൈസ് ചെയർപേഴ്സൺ	-	ചെയർപേഴ്സണെ സഹായിക്കുക. ചെയർപേഴ്സണന്റെ അഭാവത്തിൽ അദ്ദേഹത്തിന്റെ ചുമതലകൾ വഹിക്കുക.
കൺവീനർ	-	കമ്മിറ്റിയുടെ തീരുമാനങ്ങൾ നടപ്പിലാക്കുന്നതിന് നേതൃത്വം നൽകുക. IWMP പദ്ധതി നടത്തിപ്പുമായി ബന്ധപ്പെട്ട സാമ്പത്തിക ഇടപാടുകൾ നടത്തുക. Bank A/c. ൽ Joint Signatory ആയി പ്രവർത്തിക്കുക.
ജോയിന്റ് കൺവീനർ	-	കൺവീനറുടെ ചുമതലകൾ നിർവ്വഹിക്കുന്നതിന് സഹായിക്കുക. എന്നാൽ സാമ്പത്തിക ഇടപാടുകളിൽ അധികാരം ഉണ്ടായിരിക്കുന്നതല്ല.

സെക്രട്ടറി	-	കമ്മറ്റിയുടെ എല്ലാ റെക്കോർഡുകളും സൂക്ഷിക്കുക. ആവശ്യമായ കത്തിടപാടുകൾ നടത്തുക. കമ്മിറ്റി യോഗത്തിന്റെ നോട്ടീസുകൾ തയ്യാറാക്കി നൽകുക. യോഗങ്ങളിൽ മിനുട്ട്സ് ബുക്കുകൾ എഴുതി സൂക്ഷിക്കുക. പദ്ധതി നടത്തിപ്പുമായി ബന്ധപ്പെട്ട ബാങ്ക് ഇടപാടുകളിൽ Joint Signatory ആയിരിക്കും.
ജോയിന്റ് സെക്രട്ടറി	-	സെക്രട്ടറിയെ തന്റെ ചുമതലകളിൽ സഹായിക്കുക. കമ്മറ്റിയുടെ പദ്ധതിയിതര പ്രവർത്തനങ്ങളുടെ രേഖകളും മറ്റും സൂക്ഷിക്കുക. പദ്ധതി പൂർത്തീകരണത്തിനു ശേഷം സെക്രട്ടറിയുടെ എല്ലാ ചുമതലകളും ഏറ്റെടുക്കുക. പദ്ധതിയിതര Bank A/c ൽ Joint Signatory ആയിരിക്കും.
ഖജാൻജി	-	കമ്മറ്റിയുടെ പദ്ധതിയിതര പണമിടപാടുകൾ നടത്തുക. പദ്ധതിയിതര Bank A/c ൽ Joint Signatory ആയി പ്രവർത്തിക്കുക.

12. അസാധാരണ പൊതുയോഗം (പൊതുസഭ)

1) നീർത്തട പ്രദേശത്തെ നീർത്തടഅയൽക്കൂട്ട ഭാരവാഹികൾ 2 പേർ വീതം ഉൾപ്പെടുന്ന പൊതുസഭയുടെ 51% പേർ ആവശ്യപ്പെടുന്ന പക്ഷം പൊതുയോഗം വിളിച്ചു ചേർക്കാൻ നീർത്തട കമ്മറ്റി ബാധ്യസ്ഥരാണ്.
2) അസാധാരണ പൊതുയോഗം ചേരേണ്ടി വരുകയാണെങ്കിൽ അതിന് 7 ദിവസം മുൻപെങ്കിലും കമ്മറ്റി എല്ലാ അംഗങ്ങളേയും രേഖാമൂലം അറിയിക്കേണ്ടതാണ്.

13. സാമ്പത്തിക ഇടപാടുകൾ

1) IWMP പദ്ധതി നിർവ്വഹണവുമായി ബന്ധപ്പെട്ട എല്ലാ പണം ഇടപാടുകളും, ബാങ്ക് അക്കൗണ്ട് തുടങ്ങിയവയും കൺവീനറും സെക്രട്ടറിയും കൂട്ടായി നിർവ്വഹിക്കും.
2) വരുമാനങ്ങൾ
   i. കേന്ദ്ര-സംസ്ഥാനാവിഷ്കൃത പദ്ധതികൾ നടത്തുന്നതിനു വേണ്ടി ബന്ധപ്പെട്ട ഏജൻസികളോ കമ്മറ്റികളോ നൽകുന്ന പണം.
   ii. ത്രിതല പഞ്ചായത്തുകൾ സമിതി പ്രദേശത്തെ പദ്ധതികൾ നടപ്പിലാക്കുന്നതിനുവേണ്ടി നൽകുന്ന പണം.
   iii. അംഗങ്ങളോ മറ്റ് സ്ഥാപനങ്ങളോ നൽകുന്ന സംഭാവനകൾ.
   iv. കമ്മറ്റിയുടെ ആസ്തികളിൽ നിന്നും ലഭിക്കുന്ന വരുമാനം (വാടക, യൂസർ ചാർജ്ജ് മുതലായവ).
3) കമ്മറ്റിയുടെ IWMP പദ്ധതിയേതര ഇടപാടുകൾ നിർവ്വഹിക്കേണ്ടത് നീർത്തട അയൽക്കൂട്ട ഭാരവാഹികളിൽ നിന്നു തെരഞ്ഞെടുക്കപ്പെടുന്ന ജോയിന്റ് സെക്രട്ടറിയും ഖജാൻജിയും ചേർന്നാണ്.

4) പൊതുസഭ തെരഞ്ഞെടുക്കുന്ന കമ്മറ്റിയിലെ ഒരു അംഗവും പദ്ധതി നിർവ്വഹണവുമായി ബന്ധപ്പെട്ടോ ഭരണപരമായ പ്രവർത്തിയുമായി ബന്ധപ്പെട്ടോ യാതൊരു പ്രതിഫലവും കൈപ്പറ്റാൻ പാടുള്ളതല്ല.

5) പണം ചെലവാക്കുന്നത്

1. പദ്ധതിയുമായി ബന്ധപ്പെട്ട എല്ലാ ചെലവുകളും പ്രസ്തുത പദ്ധതിയുടെ നിർദ്ദേശങ്ങൾക്ക് അനുസരിച്ചായിരിക്കും.
2. മറ്റ് മാർഗ്ഗങ്ങളിലൂടെ ലഭിക്കുന്ന ഫണ്ടിന്റെ ചിലവ് സമിതിയുടെ പൊതുയോഗം നിർദ്ദേശിക്കുന്ന രീതിയിലായിരിക്കും. ഇത്തരം ചിലവുകൾക്കുള്ള പരമാവധി സംഖ്യ എത്രയെന്ന് പൊതുയോഗത്തിന് നിഷ്കർഷിക്കാവുന്നതാണ്.

6) പൊതുസഭ തെരഞ്ഞെടുക്കുന്ന കമ്മറ്റി അംഗങ്ങളുടെ യാത്രാചെലവുകൾ, സ്റ്റേഷനറി ചെലവുകൾ തുടങ്ങിയവ പദ്ധതിയേതര ചെലവുകളിൽ ഉൾപ്പെടുത്തി reimburse ചെയ്യാവുന്നതാണ്. ഓരോ ഇനത്തിലും പരമാവധി നൽകാവുന്ന തുക സമിതി മുൻകൂട്ടി തീരുമാനിക്കേണ്ടതാണ്. യഥാർത്ഥത്തിൽ ചിലവായ തുകയോ പരമാവധി നൽകാവുന്ന തുകയോ, ഏതാണോ കുറവ് അതാണ് കൊടുക്കാവുന്നത്.

7) പദ്ധതിയുമായി ബന്ധപ്പെട്ട എല്ലാ രേഖകളും സൂക്ഷിക്കേണ്ടത് സെക്രട്ടറിയുടെ ചുമതലയും, പദ്ധതിയേതര പ്രവർത്തനങ്ങളുടെ രേഖകൾ സൂക്ഷിക്കേണ്ടത് നീർത്തട അയൽക്കൂട്ട പ്രതിനിധിയായ ജോയിന്റ് സെക്രട്ടറിയുമായിരിക്കും.

8) ധനപരമായി എല്ലാ ഇടപാടുകളുടെയും കണക്കുകൾ എല്ലാ പൊതുയോഗങ്ങളിലും കമ്മറ്റി യോഗങ്ങളിലും അവതരിപ്പിച്ച് അംഗീകാരം വാങ്ങേണ്ടതാണ്.

9) IWMP പദ്ധതിയുമായി ബന്ധപ്പെട്ട കണക്കുസൂക്ഷിപ്പിനായി Kudumbasree Accounting Services ന്റെ സേവനം ഉപയോഗപ്പെടുത്തേണ്ടതാണ്.

14. പ്രത്യേക നിബന്ധനകൾ

1. IWMP പദ്ധതിയുമായി ബന്ധപ്പെട്ട് അതാത് പദ്ധതിക്കാലത്ത് മുന്നോട്ട് വയ്ക്കുന്ന (SLNA, DLCC, PIA, WDT, ഗ്രാമപഞ്ചായത്ത്, നീർത്തട കമ്മറ്റി തുടങ്ങിയവർ) നിർദ്ദേശങ്ങൾ പരിപൂർണ്ണമായി പാലിക്കാൻ കമ്മറ്റിയിലെ എല്ലാ അംഗങ്ങളും ബാദ്ധ്യസ്ഥരാണ്.
2. IWMP പദ്ധതിയുടെ ഉദ്ദേശലക്ഷ്യങ്ങൾക്ക് വിരുദ്ധമായി പ്രവർത്തിക്കുന്ന ഒരു നീർത്തട അയൽക്കൂട്ടത്തിനേയോ കുടുംബത്തിനേയോ പദ്ധതിയിൽ നിന്നും ഒഴിവാക്കാൻ കമ്മറ്റിക്ക് അധികാരമുണ്ട്.

15. നിയമാവലി ഭേദഗതി ചെയ്യൽ

പുതിയതായി ഏതെങ്കിലും പദ്ധതികൾ ഏറ്റെടുക്കുന്നതിനോ ആസ്തികൾ ആർജ്ജിക്കുന്നതിനോ ആവശ്യമെങ്കിൽ മാത്രം നിയമാവലിയിൽ ഭേദഗതി വരുത്താവുന്നതാണ്. അങ്ങിനെ നിയമാവലിയിൽ ഏതെങ്കിലും വ്യത്യാസമോ കൂട്ടിച്ചേർക്കലോ കുറവു ചെയ്യലോ വേണ്ടിവരുന്ന പക്ഷം അക്കാര്യത്തിനു വേണ്ടി വിഷയം കാണിച്ച് 7 ദിവസം മുൻപ് നോട്ടീസ് നൽകി വിളിച്ചുകൂട്ടുന്ന പൊതുസഭയുടെ യോഗത്തിൽ 51% അംഗങ്ങളുടെ ഭൂരിപക്ഷത്തോടുകൂടി തീരുമാനിക്കേണ്ടതാണ്.

16. നീർത്തട കമ്മറ്റി പിരിച്ചുവിടൽ

ഏതെങ്കിലും കാരണവശാൽ ഈ കമ്മറ്റി പിരിച്ചുവിടേണ്ടതായി വരുന്നപക്ഷം കമ്മറ്റി വക ബാദ്ധ്യതകൾ, നീക്കിയുള്ള ആസ്തി തുടങ്ങിയവ സർക്കാരിലേക്കോ അല്ലെങ്കിൽ സർക്കാർ നിർദ്ദേശിക്കുന്ന സ്ഥാപനങ്ങൾക്കോ ചെന്നു ചേരുന്നതാണ്. ഇതിന്റെ സ്വത്തുക്കൾ അംഗങ്ങൾക്കിടയിൽ വീതിക്കാൻ പാടുള്ളതല്ല. സർക്കാരോ സർക്കാർ ചുമതലപ്പെടുത്തിയ ഉദ്യോഗസ്ഥരോ ആവശ്യപ്പെട്ടാൽ കമ്മറ്റി പിരിച്ചുവിടാവുന്നതാണ്.

മെമ്മോറാണ്ടം ഓഫ് അസോസിയേഷൻ

1. **സംഘടനയുടെ പേര്** :
2. **സംഘടനയുടെ മേൽവിലാസം** :
3. **സംഘടനയുടെ പ്രവർത്തന പരിധി** :

ഗ്രാമപഞ്ചായത്ത് കുടുംബശ്രീയുടെയും കണങ്ങജ പദ്ധതി നിർവ്വഹണത്തിന് നിയോഗിച്ചിട്ടുള്ള ഏജൻസികളുടെയും ഉദ്യോഗസ്ഥരുടേയും സഹായത്തോടെ കഡസ്ട്രൽ (Cadestral) മാപ്പിൽ രേഖപ്പെടുത്തുന്ന ഭൂമിശാസ്ത്രപരമായി അതിരുകൾ ഉള്ള .....നീർത്തട പ്രദേശം.

4. **ഉദ്ദേശ്യങ്ങളും ലക്ഷ്യങ്ങളും** :

1. പ്രദേശത്തെ വികസനപ്രവർത്തനങ്ങളിൽ തദ്ദേശവാസികളുടെ പങ്കാളിത്തം ഉറപ്പുവരുത്തുക.
2. പ്രസ്തുത പ്രദേശത്തിന്റെ സമഗ്രവും, സുസ്ഥിരവുമായ വികസനത്തിന് ആവശ്യമായ പഠനപരിപാടികളും ബോധവൽക്കരണവും നടത്തുക.
3. ശ്രമദാനങ്ങളിലൂടെ പ്രകൃതിവിഭവങ്ങളുടെയും, പ്രകൃതിയുടെയും സമഗ്രവും സുസ്ഥിരവുമായ പരിപാലനത്തിന് വേണ്ടിയുള്ള പ്രാദേശിക ഇടപെടലുകൾ ശക്തമാക്കുക.
4. പ്രദേശത്തെ, കൃഷിയുമായി ബന്ധപ്പെട്ട പ്രവർത്തനങ്ങൾക്ക് നേതൃത്വം നൽകൽ.
5. ത്രിതല പഞ്ചായത്തുകളുമായി ബന്ധപ്പെട്ട എല്ലാ പ്രവർത്തനങ്ങളും ഏറ്റെടുത്ത് നടത്തൽ.
6. യാതൊരു ലാഭോദ്ദേശ്യമില്ലാതെ രാഷ്ട്രീയ-മത-വർഗ്ഗ ചിന്തകൾക്കതീതമായുള്ള സംഘടനാപ്രവർത്തനം.
7. വിവിധ വികസന പദ്ധതികൾ നിബന്ധനകൾക്ക് വിധേയമായി ഏറ്റെടുത്ത് നടത്തൽ
8. ഏറ്റെടുത്ത് നടത്തുന്ന പദ്ധതികളുടെ ഗുണഭോക്തൃ വിഹിതം സമാഹരിക്കുക.
9. ബ്ലോക്കിലെ ..... ഗ്രാമപഞ്ചായത്തിലെ ..... നീർത്തടത്തിലെ ..... പ്രദേശത്ത് നടപ്പിലാക്കുന്ന ഇൻഗ്രേറ്റഡ് നീർത്തട മാനേജ്മെന്റ് പദ്ധതി (IWMP) നിബന്ധനകൾക്ക് അനുസൃതമായി ഏറ്റെടുത്ത് നടത്തൽ.

10. നീർത്തട അയൽക്കൂട്ടങ്ങൾ നീർത്തട പദ്ധതി നടത്തുന്ന രീതിയുടെയും ഫലത്തിന്റെയും വിലയിരുത്തൽ.

മേൽപ്പറഞ്ഞ ഉത്തരവാദിത്തങ്ങൾ നിറവേറ്റുന്നതിനുവേണ്ടി കൂട്ടായ പ്രവർത്തനം നടത്താനും ആത്മാർത്ഥമായി ശ്രമിക്കുന്നതിനും ഈ സമിതിയിലെ എല്ലാ അംഗങ്ങളും പ്രതിജ്ഞാബദ്ധരാണ്.

താഴെ പേരെഴുതി ഒപ്പിട്ടിരിക്കുന്ന സമിതി അംഗങ്ങളായ ഞങ്ങൾ ടി സംഘടന രജിസ്റ്റർ ആക്കുവാൻ തീരുമാനിക്കുകയും. തിയ്യതിയായ ഇന്നേ ദിവസം സാക്ഷികൾ മുമ്പാകെ ഇതിൽ ഒപ്പിടുകയും ചെയ്തിരിക്കുന്നു.

ഈ സംഘടനയുടെ പ്രവർത്തന പരിധിയിൽ ഇതേ പേരിൽ രജിസ്റ്റർ ചെയ്യപ്പെട്ട വേറെ സംഘടന പ്രവർത്തിക്കുന്നില്ലെന്ന് സത്യബോധ്യപ്പെടുത്തുന്നു.

നം	പേര്	മേൽവിലാസം	തൊഴിൽ	സ്ഥാനം	ഒപ്പ്
1					
2					
3					
4					
5					
6					
7					

സാക്ഷികളുടെ പേരും, മേൽവിലാസവും ഒപ്പും:-

1.

2.

സെക്രട്ടറി **പ്രസിഡന്റ്** **ഖജാൻജി**

അനുബന്ധം -3

ഗ്രീൻ ആർമി വടക്കാഞ്ചേരി ബ്ലോക്ക് ലേബർ ബാങ്ക് മെമ്മോറാണ്ടം ഓഫ് അസോസിയേഷൻ

1.0 പേര് : ഗ്രീൻ ആർമി വടക്കാഞ്ചേരി ബ്ലോക്ക് ലേബർ ബാങ്ക്

1.1 മേൽവിലാസം : വടക്കാഞ്ചേരി ബ്ലോക്ക് ലേബർ ബാങ്ക്
അത്താണി പി.ഒ., തൃശൂർ

1.2 പ്രവർത്തന പരിധി : വടക്കാഞ്ചേരി ബ്ലോക്ക്

2.0 നിർവചനങ്ങൾ

2.1 ഈ സമിതിയുടെ നിയമാവലിയിൽ പ്രതിപാദിച്ചിട്ടുള്ള ഉദ്ദേശ്യലക്ഷ്യങ്ങൾക്കും സന്ദർഭത്തിനും ഏതെങ്കിലും വിധത്തിൽ വിപരീതമല്ലാത്ത പക്ഷം നിയമാവലി എന്നാൽ ഈ സമിതിയുടെ നടത്തിപ്പിനുവേണ്ടി പ്രത്യേകം തയ്യാറാക്കി അംഗീകരിച്ചിട്ടുള്ള നിയമാവലി ആകുന്നു.

2.2 'ആക്ട്' 1955-ലെ 12-ാം മത് തിരു-കൊച്ചി ശാസ്ത്രീയ ധർമ്മ സംഘങ്ങളുടെ രജിസ്ട്രേഷൻ ആക്ട് എന്നർത്ഥമാകുന്നു.

2.3 'കമ്മിറ്റി' എന്നാൽ ഈ നിയമാവലിയിലെ നിബന്ധനകൾ പ്രകാരം രൂപീകരിക്കപ്പെടുന്ന കമ്മിറ്റി എന്നർത്ഥമാകുന്നു.

2.4 'പൊതുയോഗം' എന്നാൽ ലേബർ ബാങ്ക് അംഗങ്ങളുടെ നിയമാനുസൃതമായി വിളിച്ചു കൂട്ടിയ പൊതുയോഗത്തിന് പൊതുയോഗം എന്നർത്ഥമാകുന്നു.

2.5 'അംഗം എന്നതുകൊണ്ടുദ്ദേശിക്കുന്നത് ഈ നിയമാവലി പ്രകാരം ലേബർ ബാങ്കിൽ രജിസ്റ്റർ ചെയ്യുന്ന അംഗങ്ങളെയാണ്.

2.6 'അസിസ്റ്റന്റ് ഡയറക്ടർ' എന്നാൽ പ്രസ്തുത ലേബർ ബാങ്ക് പ്രവർത്തിക്കുന്ന ബ്ലോക്ക് പഞ്ചായത്തിലെ കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടർ ആകുന്നു.

2.7 'ലേബർ ബാങ്ക്' എന്നാൽ വടക്കാഞ്ചേരി ബ്ലോക്ക് ലേബർ ബാങ്ക് എന്നർത്ഥമാകുന്നു.

2.8 'ഉന്നതതല സമിതി' എന്നാൽ ലേബർ ബാങ്ക് പ്രവർത്തനങ്ങൾക്കാവശ്യമായ മാർഗ്ഗ നിർദ്ദേശങ്ങളും തൊഴിൽ നോംസും നിശ്ചയിക്കുന്നതിന് പ്രത്യേകമായി രൂപംകൊടുക്കുന്ന കമ്മിറ്റി എന്നർത്ഥമാകുന്നു.

3.0 ലക്ഷ്യങ്ങൾ

3.1 15.09.2008-ലെ 1379/08-ാം നമ്പർ സർക്കാർ ഉത്തരവ് അനുസരിച്ചുള്ള ലേബർ ബാങ്കിന്റെ ലക്ഷ്യങ്ങൾ കൈവരിക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങൾ നടത്തുക.

3.2 കേന്ദ്രസർക്കാർ, സംസ്ഥാന സർക്കാർ, മറ്റ് തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങൾ, ഏജൻസികൾ എന്നിവരുടെ സമാനലക്ഷ്യങ്ങളുള്ള പദ്ധതികൾ ഏറ്റെടുത്ത് നടത്തൽ.

3.3 ബ്ലോക്ക് പഞ്ചായത്തിലെ മൊത്തത്തിലുള്ള കാർഷിക ഉത്പാദനവും ഉത്പാദനക്ഷമതയും വർദ്ധിപ്പിക്കുന്നതിനാവശ്യമായ പ്രവർത്തനങ്ങൾ കർഷകരുമൊത്ത് ആവിഷ്ക്കരിച്ച് നടപ്പിലാക്കുന്നു.

3.4 കാർഷിക രംഗത്തെ കർഷകത്തൊഴിലാളി പ്രശ്നം പരിഹരിക്കുന്നതിനായി സ്ക്കിൽഡ് ലേബർ ബാങ്ക് എന്ന നിലയിൽ പ്രവർത്തനങ്ങൾക്ക് രൂപം നൽകുക.

3.5 അംഗങ്ങൾക്കിടയിൽ ആത്മാർത്ഥതയും അർപ്പണ ബോധവും വളർത്തുന്നതിനുതകുന്ന ബോധവൽക്കരണ പരിശീലന പരിപാടികൾ ത്രിതല പഞ്ചായത്തുകളുടേയും കൃഷിഭവന്റേയും സഹകരണത്തോടുകൂടി നടപ്പിലാക്കുന്നു.

3.6 നവീന കാർഷിക യന്ത്രഉപകരണങ്ങളുടെ പ്രവർത്തനം, അറ്റകുറ്റപണി നടത്തൽ എന്നിവയിൽ അംഗങ്ങൾക്കുപരിശീലനം നൽകുകയും ഉയർന്ന പ്രയത്നഫലം (ലേബർ ഔട്ട്പുട്ട്) കർഷകർക്കു ലഭ്യമാക്കുകയും ചെയ്യുക.

3.7 നിയമാവലിക്കനുസൃതമായി രൂപീകരിക്കപ്പെടുന്ന ബ്ലോക്ക് പഞ്ചായത്തുതല ഉന്നത തല കമ്മിറ്റിയുടെ നിർദ്ദേശാനുസരണവും നിബന്ധനകൾക്കനുസൃതമായും കർഷകർക്കു വേണ്ടി കാർഷിക പണികൾ ചെയ്തുകൊടുക്കുന്ന ഒരു തൊഴിൽ സേനയ്ക്ക് രൂപം നൽകുക.

3.8 പുത്തൻ തലമുറയെ കർഷകത്തൊഴിലാളി രംഗത്തേയ്ക്ക് ആകർഷിക്കുന്നതിനുതകുന്ന കർമ്മ പരിപാടികൾക്ക് രൂപം നൽകി നടപ്പിലാക്കുക.

3.9 പഞ്ചായത്തുകളുടെ പൊതു വികസനപ്രവർത്തനങ്ങൾക്കുവേണ്ടി സന്നദ്ധ സേവനം നടത്തുക.

3.10 കാർഷികവൃത്തി ലാഭകരമാക്കുന്നതിന് കർഷകരെ സഹായിക്കുക.

3.11 കർഷക-കർഷകത്തൊഴിലാളി തർക്കങ്ങൾക്കും ഭിന്നതകൾക്കും ശാശ്വതമായ പരിഹാരം കണ്ട് മേഖലയ്ക്ക് പുത്തൻ ഉണർവ് നൽകുക.

3.12 ലഭ്യത അനുസരിച്ച് കേരളത്തിലെ മറ്റു പഞ്ചായത്തുകളിലും സ്ഥാപനങ്ങളിലും കാർഷിക വൃത്തിക്ക് തൊഴിലാളികളെ വിട്ടുകൊടുക്കുക.

4.0 പ്രവർത്തന ലക്ഷ്യങ്ങൾ

4.1 പഞ്ചായത്തുതലത്തിലും വാർഡുതലത്തിലും കർഷകതൊഴിലാളികളുടെ തൊഴിൽസേന രൂപീകരിക്കുക.

4.2 ബ്ലോക്ക്തല-ഉന്നതതല കമ്മിറ്റികളുടെ നിബന്ധനകൾക്കനുസരിച്ച് കർഷകരുടെ കൃഷിയിടങ്ങളിൽ കൃഷിപ്പണികൾ നടത്തിക്കൊടുക്കുക.

4.3 കർഷകത്തൊഴിലാളികൾക്ക് ബോധവൽക്കരണ പരിശീലനങ്ങളും സാങ്കേതിക പരിശീലനങ്ങളും നൽകുക.

4.4 ഭാഗിക യന്ത്രവൽക്കരണ പ്രവർത്തനങ്ങൾ നടപ്പിൽ വരുത്തുക.

4.5 കർഷകസമിതികൾ, കർഷകഗ്രൂപ്പുകൾ എന്നിവയെ ഒത്തുചേർത്ത് യോജിച്ച കാർഷിക വികസന പ്രവർത്തനങ്ങളിൽ ഏർപ്പെടുത്തുക.

4.6 പഞ്ചായത്തിലെ തരിശുഭൂമിയിൽ അനുയോജ്യമായ സ്ഥലങ്ങളിൽ സന്നദ്ധമായി കൃഷി പ്പണികൾ ചെയ്തുകൊടുക്കുക.

4.7 പഞ്ചായത്തിന്റെ പൊതുനിർമ്മാണപ്രവർത്തനങ്ങൾ സന്നദ്ധമായി ചെയ്തുകൊടുക്കുക.

4.8 തികഞ്ഞ അച്ചടക്കമുള്ള തൊഴിൽസേനയ്ക്ക് രൂപം നൽകുക.

4.9 മറ്റു സംസ്ഥാനങ്ങൾ, ജില്ലകൾ എന്നിവിടങ്ങളിൽ സന്ദർശിച്ച് കൃഷിരീതികൾ പഠിക്കുവാൻ അംഗങ്ങൾക്ക് അവസരം നൽകുക.

4.10 വാർഡുതലത്തിൽ തൊഴിലാളിസേനാ ഓഫീസുകൾ സ്ഥാപിച്ച് കർഷകരുടെ ആവശ്യത്തിന നുസൃതമായി തൊഴിലാളികളെ ലഭ്യമാക്കുക.

ഗ്രീൻ ആർമി വടക്കാഞ്ചേരി ബ്ലോക്ക് ലേബർ ബാങ്ക്

നിയമാവലി

1.0	പേര്	:	ഗ്രീൻ ആർമി വടക്കാഞ്ചേരി ബ്ലോക്ക് ലേബർ ബാങ്ക്
1.1	മേൽവിലാസം	:	വടക്കാഞ്ചേരി ബ്ലോക്ക് ലേബർ ബാങ്ക് അത്താണി പി.ഒ., തൃശൂർ
1.2	പ്രവർത്തന പരിധി	:	വടക്കാഞ്ചേരി ബ്ലോക്ക്

2.0 നിർവചനങ്ങൾ

2.1 ഈ സമിതിയുടെ നിയമാവലിയിൽ പ്രതിപാദിച്ചിട്ടുള്ള ഉദ്ദേശ്യലക്ഷ്യങ്ങൾക്കും സന്ദർഭ ത്തിനും ഏതെങ്കിലും വിധത്തിൽ വിപരീതമല്ലാത്ത പക്ഷം നിയമാവലി എന്നാൽ ഈ സമി തിയുടെ നടത്തിപ്പിനുവേണ്ടി പ്രത്യേകം തയ്യാറാക്കി അംഗീകരിച്ചിട്ടുള്ള നിയമാവലി ആകു ന്നു.

2.2 'ആക്ട്' 1955-ലെ 12-ാം മത് തിരു-കൊച്ചി ശാസ്ത്രീയ ധർമ്മ സംഘങ്ങളുടെ രജിസ്ട്രേഷൻ ആക്ട് എന്നർത്ഥമാകുന്നു.

2.3 'കമ്മിറ്റി' എന്നാൽ ഈ നിയമാവലിയിലെ നിബന്ധനകൾ പ്രകാരം രൂപീകരിക്കപ്പെടുന്ന കമ്മിറ്റി എന്നർത്ഥമാകുന്നു.

2.4 'പൊതുയോഗം' എന്നാൽ ലേബർ ബാങ്ക് അംഗങ്ങളുടെ നിയമാനുസൃതമായി വിളിച്ചു കൂട്ടിയ പൊതുയോഗത്തിന് പൊതുയോഗം എന്നർത്ഥമാകുന്നു.

2.5 'അംഗം എന്നതുകൊണ്ടുദ്ദേശിക്കുന്നത് ഈ നിയമാവലി പ്രകാരം ലേബർ ബാങ്കിൽ രജിസ്റ്റർ ചെയ്യുന്ന അംഗങ്ങളെയാണ്.

2.6 'അസിസ്റ്റന്റ് ഡയറക്ടർ' എന്നാൽ പ്രസ്തുത ലേബർ ബാങ്ക് പ്രവർത്തിക്കുന്ന ബ്ലോക്ക് പഞ്ചായത്തിലെ കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടർ ആകുന്നു.

2.7 'ലേബർ ബാങ്ക്' എന്നാൽ വടക്കാഞ്ചേരി ബ്ലോക്ക് ലേബർ ബാങ്ക് എന്നർത്ഥമാകുന്നു.

2.8 'ഉന്നതതല സമിതി' എന്നാൽ ലേബർ ബാങ്ക് പ്രവർത്തനങ്ങൾക്കാവശ്യമായ മാർഗ്ഗ നിർദ്ദേശങ്ങളും തൊഴിൽ നോംസും നിശ്ചയിക്കുന്നതിന് പ്രത്യേകമായി രൂപംകൊടുക്കുന്ന കമ്മിറ്റി എന്നർത്ഥമാകുന്നു.

3.0 ലക്ഷ്യങ്ങൾ

3.1 15.09.2008-ലെ 1379/08-ാം നമ്പർ സർക്കാർ ഉത്തരവ് അനുസരിച്ചുള്ള ലേബർ ബാങ്കിന്റെ ലക്ഷ്യങ്ങൾ കൈവരിക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങൾ നടത്തുക.

3.2 കേന്ദ്രസർക്കാർ, സംസ്ഥാന സർക്കാർ, മറ്റ് തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങൾ, ഏജൻസികൾ എന്നിവരുടെ സമാനലക്ഷ്യങ്ങളുള്ള പദ്ധതികൾ ഏറ്റെടുത്ത് നടത്തൽ.

3.3 ബ്ലോക്ക് പഞ്ചായത്തിലെ മൊത്തത്തിലുള്ള കാർഷിക ഉത്പാദനവും ഉത്പാദനക്ഷമതയും വർദ്ധിപ്പിക്കുന്നതിനാവശ്യമായ പ്രവർത്തനങ്ങൾ കർഷകരുമൊത്ത് ആവിഷ്ക്കരിച്ച് നടപ്പിലാക്കുന്നു.

3.4 കാർഷിക രംഗത്തെ കർഷകത്തൊഴിലാളി പ്രശ്നം പരിഹരിക്കുന്നതിനായി സ്ക്കിൽഡ് ലേബർ ബാങ്ക് എന്ന നിലയിൽ പ്രവർത്തനങ്ങൾക്ക് രൂപം നൽകുക.

3.5 അംഗങ്ങൾക്കിടയിൽ ആത്മാർത്ഥതയും അർപ്പണ ബോധവും വളർത്തുന്നതിനുതകുന്ന ബോധവൽക്കരണ പരിശീലന പരിപാടികൾ ത്രിതല പഞ്ചായത്തുകളുടേയും കൃഷിഭവന്റേയും സഹകരണത്തോടുകൂടി നടപ്പിലാക്കുന്നു.

3.6 നവീന കാർഷിക യന്ത്രഉപകരണങ്ങളുടെ പ്രവർത്തനം, അറ്റകുറ്റപണി നടത്തൽ എന്നിവയിൽ അംഗങ്ങൾക്കുപരിശീലനം നൽകുകയും ഉയർന്ന പ്രയത്നഫലം (ലേബർ ഔട്ട്പുട്ട്) കർഷകർക്കു ലഭ്യമാക്കുകയും ചെയ്യുക.

3.7 നിയമാവലിക്കനുസൃതമായി രൂപീകരിക്കപ്പെടുന്ന ബ്ലോക്ക് പഞ്ചായത്തുതല ഉന്നത തല കമ്മിറ്റിയുടെ നിർദ്ദേശാനുസരണവും നിബന്ധനകൾക്കനുസൃതമായും കർഷകർക്കു വേണ്ടി കാർഷിക പണികൾ ചെയ്തുകൊടുക്കുന്ന ഒരു തൊഴിൽ സേനയ്ക്ക് രൂപം നൽകുക.

3.8 പുത്തൻ തലമുറയെ കർഷകത്തൊഴിലാളി രംഗത്തേയ്ക്ക് ആകർഷിക്കുന്നതിനുതകുന്ന കർമ്മ പരിപാടികൾക്ക് രൂപം നൽകി നടപ്പിലാക്കുക.

3.9 പഞ്ചായത്തുകളുടെ പൊതു വികസനപ്രവർത്തനങ്ങൾക്കുവേണ്ടി സന്നദ്ധ സേവനം നടത്തുക.

3.10 കാർഷികവൃത്തി ലാഭകരമാക്കുന്നതിന് കർഷകരെ സഹായിക്കുക.

3.11 കർഷക-കർഷകത്തൊഴിലാളി തർക്കങ്ങൾക്കും ഭിന്നതകൾക്കും ശാശ്വതമായ പരിഹാരം കണ്ട് മേഖലയ്ക്ക് പുത്തൻ ഉണർവ് നൽകുക.

3.12 ലഭ്യത അനുസരിച്ച് കേരളത്തിലെ മറ്റു പഞ്ചായത്തുകളിലും സ്ഥാപനങ്ങളിലും കാർഷികവൃത്തിക്ക് തൊഴിലാളികളെ വിട്ടുകൊടുക്കുക.

4.0 പ്രവർത്തന ലക്ഷ്യങ്ങൾ

4.1 പഞ്ചായത്തുതലത്തിലും വാർഡുതലത്തിലും കർഷകതൊഴിലാളികളുടെ തൊഴിൽസേന രൂപീകരിക്കുക.

4.2 ബ്ലോക്ക്തല-ഉന്നതതല കമ്മിറ്റികളുടെ നിബന്ധനകൾക്കനുസരിച്ച് കർഷകരുടെ കൃഷിയിടങ്ങളിൽ കൃഷിപ്പണികൾ നടത്തിക്കൊടുക്കുക.

4.3 കർഷകത്തൊഴിലാളികൾക്ക് ബോധവൽക്കരണ പരിശീലനങ്ങളും സാങ്കേതിക പരിശീലനങ്ങളും നൽകുക.

4.4 ഭാഗിക യന്ത്രവൽക്കരണ പ്രവർത്തനങ്ങൾ നടപ്പിൽ വരുത്തുക.

4.5 കർഷകസമിതികൾ, കർഷകഗ്രൂപ്പുകൾ എന്നിവയെ ഒത്തുചേർത്ത് യോജിച്ച കാർഷിക വികസന പ്രവർത്തനങ്ങളിൽ ഏർപ്പെടുത്തുക.

4.6 പഞ്ചായത്തിലെ തരിശുഭൂമിയിൽ അനുയോജ്യമായ സ്ഥലങ്ങളിൽ സന്നദ്ധമായി കൃഷിപ്പണികൾ ചെയ്തുകൊടുക്കുക.

4.7 പഞ്ചായത്തിന്റെ പൊതുനിർമ്മാണപ്രവർത്തനങ്ങൾ സന്നദ്ധമായി ചെയ്തുകൊടുക്കുക.

4.8 തികഞ്ഞ അച്ചടക്കമുള്ള തൊഴിൽസേനയ്ക്ക് രൂപം നൽകുക.

4.9 മറ്റു സംസ്ഥാനങ്ങൾ, ജില്ലകൾ എന്നിവിടങ്ങളിൽ സന്ദർശിച്ച് കൃഷിരീതികൾ പഠിക്കുവാൻ അംഗങ്ങൾക്ക് അവസരം നൽകുക.

4.10 വാർഡുതലത്തിൽ തൊഴിലാളിസേനാ ഓഫീസുകൾ സ്ഥാപിച്ച് കർഷകരുടെ ആവശ്യത്തിനനുസൃതമായി തൊഴിലാളികളെ ലഭ്യമാക്കുക.

5.0 ധനാഗമ മാർഗ്ഗങ്ങൾ

5.1 അംഗങ്ങളുടെ പ്രവേശന ഫീസ്

5.2 കർഷകരിൽ നിന്നും ലഭിക്കുന്ന സർവീസ് ചാർജ്

5.3 കേന്ദ്ര-സംസ്ഥാന സർക്കാരുകളിൽ നിന്നോ ത്രിതലപഞ്ചായത്തിൽനിന്നോ ലഭിക്കാനിടയുള്ള ഗ്രാന്റുകൾ, സബ്സിഡി, മറ്റാനുകൂല്യങ്ങൾ, വായ്പകൾ.

5.4 വ്യക്തികളിൽ നിന്നോ സ്ഥാപനങ്ങളിൽ നിന്നോ ലഭിക്കുന്ന സംഭാവന.

6.0 അംഗത്വം

6.1 ലേബർ ബാങ്ക് പ്രോജക്ടിൻമേൽ ബ്ലോക്ക് പഞ്ചായത്തിലെ വിവിധ പഞ്ചായത്തുകളിൽനിന്നും തിരഞ്ഞെടുക്കപ്പെട്ട 18 വയസ്സ് തികഞ്ഞ കർഷക-കർഷിക തൊഴിലാളികളാണ് ഈ സമിതിയിൽ അംഗങ്ങളാകാൻ അർഹരാകുക.

6.2 ഓരോ അംഗവും അംഗത്വഫീസായി 1000 രൂപയും വാർഷികവരിസംഖ്യയായി 120 രൂപ എന്ന ക്രമത്തിൽ നൽകേണ്ടതാണ്.

6.3 ലേബർ ബാങ്ക് മുഖേന തൊഴിൽ ലഭിക്കുന്ന ഓരോ ദിവസവും ഓരോ അംഗവും 5 രൂപ ലേബർ ബാങ്കിൽ അടയ്ക്കേണ്ടതാണ്.

6.4 വാർഷിക വരിസംഖ്യ മുടക്കംവരുത്തുകയോ ലേബർ ബാങ്ക് മുഖേന തൊഴിൽ ലഭിക്കുന്ന ദിവസങ്ങളിൽ 5 രൂപ ക്രമത്തിൽ ലേബർ ബാങ്കിൽ അടയ്ക്കാതിരിക്കുകയോ ചെയ്താൽ അംഗത്വം നഷ്ടമാകുന്നതാണ്. സമിതിയുടെ നിയമാവലിക്കെതിരായി പ്രവർത്തിക്കുകയോ ലക്ഷ്യപ്രാപ്തിക്കനുസരണമായി പ്രവർത്തിക്കാതിരിക്കുകയോ ചെയ്യുന്ന അംഗത്തിന്റെ

അംഗത്വം കമ്മിറ്റിയുടെ ശുപാർശയോടുകൂടി പിൻവലിക്കുവാൻ പൊതുയോഗത്തിന് അധികാരമുണ്ടായിരിക്കും. എന്നാൽ 15 ദിവസത്തിനുമുമ്പ് കാരണം കാണിച്ചു സമാധാനം ആവശ്യപ്പെട്ടുകൊണ്ടുള്ള നോട്ടീസ് ടി അംഗത്തിന് നൽകേണ്ടതാണ്.

6.5 പുറത്താക്കപ്പെടുന്ന അംഗത്തിന് ബ്ലോക്ക്തല ഉന്നതതല കമ്മിറ്റി പൊതുയോഗ തീരുമാനത്തിനെതിരെ അപ്പീൽ നൽകാവുന്നതാണ്. അംഗത്തിന്റെ ഭാഗത്തുനിന്നുള്ള തെറ്റുതിരുത്താൻ തയ്യാറാണെന്ന് കമ്മിറ്റിക്ക് ബോധ്യമായാൽ പൊതുയോഗ തീരുമാനം പുനപരിശോധിക്കാൻ ആവശ്യപ്പെടാവുന്നതാണ്.

7.0 പൊതുയോഗം

7.1 ഓരോ വർഷവും മാർച്ചുമാസത്തിൽ വാർഷികപൊതുയോഗം കൂടി റിപ്പോർട്ടും കണക്കുകളും ബാക്കിപത്രവും ബഡ്ജറ്റും പാസ്സാക്കേണ്ടതും ഭരണസമിതി കൊണ്ടുവരുന്ന നയപരമായ പരിപാടിക്ക് അവസാനരൂപം നൽകേണ്ടതുമാണ്.

7.2 പൊതുയോഗത്തിന് പ്രസിഡണ്ട് ഹാജരുള്ളപ്പോൾ അദ്ദേഹവും അദ്ദേഹത്തിന്റെ അഭാവത്തിൽ വൈസ് പ്രസിഡണ്ടും അദ്ധ്യക്ഷതവഹിക്കേണ്ടതാണ്.

7.3 പൊതുയോഗത്തിന്റെ കോറം മൊത്തം അംഗസംഖ്യയുടെ നാലിൽ ഒന്നോ 25 അംഗങ്ങളോ ഏതാണോ കുറവ് അതായിരിക്കുന്നതാണ്.

7.4 നിയമാവലിക്ക് വിധേയമായി സമിതിയുടെ പരമാധികാരം പൊതുയോഗത്തിൽ നിക്ഷിപ്തമായിരിക്കുന്നതാണ്.

7.5 ഒരംഗത്തിന്റെ പേരിൽ ഏതെങ്കിലും നടപടി സ്വീകരിക്കേണ്ടിവരുമ്പോൾ ഹാജരുള്ളവരുടെ മുന്നിൽ രണ്ട് ഭൂരിപക്ഷം ഉണ്ടായിരിക്കണം.

7.6 ലേബർ ബാങ്ക് രജിസ്ട്രർ ചെയ്ത് പതിനാല് ദിവസത്തിനുള്ളിൽ പൊതുയോഗം ചേർന്ന് ഭരണസമിതിയെ തെരഞ്ഞെടുക്കേണ്ടതാണ്.

7.7 നിയമാവലിപ്രകാരം രൂപം നൽകിയിട്ടുള്ള ഉന്നതതല കമ്മിറ്റിയിലെ അംഗങ്ങൾക്ക് പൊതുയോഗത്തിൽ സംബന്ധിക്കാവുന്നതാണ്. എന്നാൽ അവർക്ക് വോട്ടവകാശം ഉണ്ടായിരിക്കുന്നതല്ല.

7.8 ലേബർ ബാങ്കിന്റെ പ്രവർത്തനങ്ങൾക്കായി ഒരു ബ്ലോക്ക്തല ഓഫീസും പഞ്ചായത്ത് തല ഉപ ഓഫീസുകളും ഉണ്ടായിരിക്കുന്നതാണ്. ഓഫീസുകളുടെ സുഗമമായ പ്രവർത്തനത്തിനും രേഖകൾ കൈകാര്യംചെയ്യുന്നതിനും ആവശ്യമായ ജീവനക്കാരെ നിയമിക്കുന്നതാണ്.

8.0 വിശേഷാൽ പൊതുയോഗം

താഴെപറയുന്ന ഏത് അവസരത്തിലും വിളിച്ചുകൂട്ടാവുന്നതാണ്.

8.1 ഭരണസമിതി തീരുമാനപ്രകാരം

8.2 സമിതിയിലെ 1/5ൽ കുറയാത്ത അംഗങ്ങളുടെ രേഖാമൂലമുള്ള ആവശ്യപ്രകാരം.

8.3 ഭരണസമിതിയിലെ പകുതിയിൽ കുറയാത്ത അംഗങ്ങളുടെ രേഖാമൂലമുള്ള ആവശ്യപ്രകാരം.

8.4 ഉന്നതതല കമ്മിറ്റിയുടെ നിർദ്ദേശാനുസരണം.

9.0 പൊതുയോഗത്തിനുള്ള നോട്ടീസ്

9.1 തീയതി, സമയം, സ്ഥലം, കാര്യപരിപാടി എന്നിവ വ്യക്തമാക്കിയിട്ടുള്ള നോട്ടീസ് സമിതി സെക്രട്ടറി 7 ദിവസത്തിനുമുമ്പെങ്കിലും അംഗങ്ങൾക്ക് നൽകി പൊതുയോഗവും വാർഷിക പൊതുയോഗവും വിളിച്ചുകൂട്ടേണ്ടതാണ്.

9.2 തീയതി, സമയം, സ്ഥലം, കാര്യപരിപാടി എന്നിവ വ്യക്തമാക്കിയിട്ടുള്ള നോട്ടീസ് 3 ദിവസത്തിനുള്ളിൽ കുറയാത്ത കാലാവധിയിൽ നൽകി സമിതിയിലെ വിശേഷാൽ പൊതുയോഗവും വിളിച്ചുകൂട്ടാവുന്നതാണ്.

9.3 മൊത്തം അംഗസംഖ്യയുടെ നാലിൽ ഒന്നോ 25 അംഗങ്ങളോ ഏതാണോ കുറവ് അതായിരിക്കും പൊതുയോഗത്തിന്റെ കോറം.

9.4 പൊതുയോഗദിനം നിശ്ചിതസമയംകഴിഞ്ഞ 30 മിനിറ്റുവരേയും കോറം തികയുന്നില്ലെങ്കിൽ ആ യോഗം പ്രിസൈഡിംഗ് ഓഫീസറുടെ നിശ്ചയപ്രകാരം മറ്റൊരു ദിവസത്തേയ്ക്ക് മാറ്റിവെയ്ക്കാവുന്നതും ആയത് എല്ലാ അംഗങ്ങളേയും അറിയിക്കേണ്ടതുമാണ്. അപ്രകാരം കൂടുന്ന പൊതുയോഗത്തിലും നിയമാവലിയിൽ പറഞ്ഞിരിക്കുന്നതിൽ കുറവ് അംഗങ്ങളെ സംബന്ധിച്ചിട്ടുള്ളുവെങ്കിലും കോറം തികഞ്ഞതായി കണക്കാക്കാവുന്നതാണ്. പക്ഷെ കാര്യവിവരപട്ടികയിൽ വ്യക്തമാക്കിയിരിക്കുന്നതല്ലാതെ മറ്റൊരു വിഷയവും പരിഗണിക്കുവാൻ പാടുള്ളതല്ല.

10.0 പൊതുയോഗത്തിന്റെ അധികാരങ്ങൾ

10.1 ലേബർ ബാങ്കിന്റെ പരമാധികാരം പൊതുയോഗത്തിനായിരിക്കും.

10.2 കഴിഞ്ഞ യോഗനടപടികൾ അംഗീകരിക്കുക.

10.3 തെരഞ്ഞെടുപ്പ് നിയമങ്ങൾക്കനുസൃതമായി തെരഞ്ഞെടുക്കപ്പെട്ടിട്ടുള്ള ഭരണസമിതി അംഗങ്ങളുടെ പേരുകൾ പ്രഖ്യാപിക്കുക.

10.4 വരവു-ചെലവുകണക്കുകൾ അംഗീകരിക്കുക.

10.5 അടുത്ത വർഷ ബഡ്ജറ്റ്, പ്രവർത്തന പരിപാടികൾ എന്നിവ അംഗീകരിക്കുക.

11.0 വോട്ടവകാശം

11.1 ലേബർ ബാങ്കിൽ അംഗമായ മുഴുവൻപേർക്കും വോട്ടവകാശം ഉണ്ടായിരിക്കും.

11.2 ഉന്നതതല കമ്മിറ്റി അംഗങ്ങൾ, എന്നിവർ എക്സ് ഒഫിഷ്യോ അംഗങ്ങളാകയാൽ വോട്ടവകാശം ഉണ്ടായിരിക്കുന്നതല്ല.

12.0 ഭരണസമിതി

12.1 പൊതുയോഗംകൂടി 13 പേർ അടങ്ങുന്ന ഭരണസമിതി തെരഞ്ഞെടുക്കേണ്ടതാണ്.

12.2 പൊതുയോഗം ഭരണസമിതി തെരഞ്ഞെടുത്തുകഴിഞ്ഞാൽ ഭരണസമിതി അംഗങ്ങൾ അവരിൽ നിന്നുതന്നെ പ്രസിഡണ്ടിനെ തെരഞ്ഞെടുക്കേണ്ടതാണ്.

12.3 പ്രസിഡണ്ട് ഭരണസമിതി അംഗങ്ങളുമായി ആലോചിച്ച് സെക്രട്ടറി, വൈസ് പ്രസിഡണ്ട്, ജോ. സെക്രട്ടറി, ഖജാൻജി എന്നിവരെ തെരഞ്ഞെടുക്കേണ്ടതാണ്.

12.4 സമിതിയുടെ കണക്കുകൾ ഓഡിറ്റ് ചെയ്യുന്നതിലേയ്ക്കായി രണ്ട് ഓഡിറ്റർമാരെ പൊതുയോഗം അംഗങ്ങളിൽനിന്നും തെരഞ്ഞെടുക്കേണ്ടതാണ്.

12.5 വാർഷിക പൊതുയോഗത്തിനുശേഷമുള്ള ഭരണസമിതിയുടെ ആദ്യയോഗം വാർഷികപൊതുയോഗം വിളിച്ചുകൂട്ടി ഒരു മാസത്തിനകം കൂടേണ്ടതാണ്.

12.6 ഭരണസമിതിയുടെ കാലാവധി ഒരു വർഷമായിരിക്കും.

12.7 ഭരണസമിതി എല്ലാമാസവും യോഗംചേരേണ്ടതാണ്. കോറം 7 പേർ ആയിരിക്കും.

12.8 തുടർച്ചയായി മൂന്ന് കമ്മിറ്റികളിൽ ഹാജരാകാതിരുന്ന ലേബർ ബാങ്ക് അംഗത്തിന്റെ സ്ഥാനം നഷ്ടമാവുന്നതാണ്. ഈ അവസരത്തിൽ പകരം ആളെ നോമിനേറ്റ് ചെയ്യാൻ ഭരണസമിതിക്ക് അധികാരമുണ്ടായിരിക്കും.

12.9 തെരഞ്ഞെടുക്കപ്പെട്ട സമിതി അംഗങ്ങളുടെ ഔദ്യോഗിക കാലത്ത് മരണംമൂലമോ മറ്റ് കാരണങ്ങളാലോ ഉണ്ടാകുന്ന ഒഴിവുകൾ തെരഞ്ഞെടുപ്പ് വഴി നികത്തേണ്ടതാണ്.

12.10 സ്ത്രീകളുടെ ഭരണസമിതിയിലെ അംഗത്വം അവർ പരിശീലനം ലഭിച്ച് ജോലിയിൽ പ്രാവീണ്യം നേടുന്നതിനനുസരിച്ച് 2 വർഷത്തിനുള്ളിൽ 50% മെങ്കിലും ആയി ഉയർത്തും.

13.0 ഭാരവാഹികളുടെ ചുമതലകൾ

13.1 പ്രസിഡണ്ട്

പ്രവർത്തനങ്ങളിൽ പൊതുവെ മേൽനോട്ടം വഹിക്കുക, യോഗങ്ങളിൽ അദ്ധ്യക്ഷം വഹിക്കുക, സംഘടനയെ പ്രതിനിധീകരിച്ച് ഔദ്യോഗിക സ്ഥാപനങ്ങളിലും മറ്റും ഹാജരാകുക, ദൈനംദിന പ്രവർത്തന ചെലവുകൾ ബോദ്ധ്യപ്പെടുക തുടങ്ങി സമിതിയുടെ പരമാധികാരിയായി പ്രവർത്തിക്കേണ്ടതാകുന്നു.

13.2 സെക്രട്ടറി

സെക്രട്ടറി ലേബർ ബാങ്കിന്റെ പ്രധാന പ്രവർത്തകനാണ്. സമിതിയുടെ ദൈനംദിന പ്രവർത്തനങ്ങളുടെ നടത്തിപ്പ് നിയന്ത്രിക്കുക, ഭരണസമിതിയുടെ തീരുമാനങ്ങൾ നടപ്പിലാക്കുക, സ്ഥാവരജംഗമ വസ്തുക്കളുടെ സൂക്ഷിപ്പ്, ഭരണസമിതി യോഗങ്ങളിലും പൊതുയോഗങ്ങളിലും ആവശ്യമായ കണക്ക്, റിപ്പോർട്ട്, ബഡ്ജറ്റ് മുതലായവ തയ്യാറാക്കി പൊതുയോഗം നിശ്ചയിച്ച ഓഡിറ്റർമാരെകൊണ്ട് ഓഡിറ്റ് ചെയ്യിച്ച് ഹാജരാക്കുക, റിക്കാർഡുകൾ യഥാസമയം എഴുതിവെയ്ക്കുക, യോഗങ്ങൾ യഥാസമയം വിളിച്ചുകൂട്ടുക തുടങ്ങിയവകളാകുന്നു. പൊതുയോഗങ്ങളും ഭരണസമിതിയോഗങ്ങളും യഥാസമയം വിളിച്ചുകൂട്ടേണ്ടതും സെക്രട്ടറിയുടെ ചുമതലയാണ്.

13.3 ഖജാൻജി

ലേബർ ബാങ്കിന്റെ പണം സൂക്ഷിപ്പുകാരൻ ഖജാൻജിയാണ്. കമ്മിറ്റി നിർദ്ദേശിക്കുന്ന ചെലവുകൾ ചെയ്യുന്നതിന് സെക്രട്ടറിയെ അനുവദിക്കുക, വൗച്ചറുകൾ അതാതുദിവസം ബോധ്യപ്പെടുത്തുക, സമിതിക്ക് വരവുണ്ടാകുന്ന തുക പ്രസിഡണ്ടിന്റെ കൂടി ജോയിന്റ് അക്കൗണ്ടിൽ നിർദ്ദിഷ്ട ബാങ്കിൽ നിക്ഷേപിക്കുകയും 250 രൂപയിൽ കവിയാത്ത കൈവശം വെയ്ക്കുകയും ചെയ്യുക. ദൈനംദിന ആവശ്യമായ തുക സെക്രട്ടറിക്ക് നൽകുക തുടങ്ങി ലേബർ ബാങ്കിന്റെ

എല്ലാവിധി സാമ്പത്തിക ഇടപാടുകളിലും ഖജാൻജിക്ക് കൂട്ടുത്തരവാദിത്വം ഉണ്ടായിരിക്കുന്നതാണ്.

13.4 വൈസ് പ്രസിഡണ്ട്

പ്രസിഡണ്ടിന്റെ അഭാവത്തിൽ അദ്ദേഹത്തിന്റെ ചുമതലകൾ വഹിക്കേണ്ടത് വൈസ് പ്രസിഡണ്ടാണ്.

13.5 ജോ. സെക്രട്ടറി

സെക്രട്ടറിയുടെ അഭാവത്തിൽ അദ്ദേഹത്തിന്റെ ചുമതലകൾ വഹിക്കേണ്ടത് ജോ. സെക്രട്ടറിയാണ്.

13.6 ഓഡിറ്റർ

1. ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ വരവുചിലവുകത്തചനജുകൾ ഓഡിറ്റ് ചെയ്യുന്നതിനായി ഭരണസമിതി അംഗമല്ലാത്ത ഒരാളെ ഓഡിറ്ററായി പൊതുയോഗം തിരഞ്ഞെടുക്കേണ്ടതാണ്.
2. ഓഡിറ്റർ വാർഷിക പൊതുയോഗത്തിന് മുമ്പായി വരവുചിലവു കണക്കുകൾ പരിശോധിച്ച് സെക്രട്ടറിക്ക് പൊതുയോഗത്തിൽ അവതരിപ്പിക്കാനായി കൈമാറേണ്ടതാണ്.

14.0 ഉന്നതതല കമ്മിറ്റി

ലേബർ ബാങ്കിന്റെ പ്രവർത്തനങ്ങൾ നിയന്ത്രിക്കുന്നതിനും തൊഴിലാളികളുടെ വേതനം നോംസ് എന്നിവയെ സംബന്ധിച്ച് തീരുമാനമെടുക്കുന്നതിനും അധികാരമുള്ള ഒരു ഉന്നതതലകമ്മിറ്റി ബ്ലോക്ക് പഞ്ചായത്ത് തലത്തിൽ ഉണ്ടായിരിക്കുന്നതാണ്. ഉന്നതതല കമ്മിറ്റി തീരുമാനങ്ങൾക്കും നിർദ്ദേശങ്ങൾക്കും അനുസൃതമായിട്ടായിരിക്കും ലേബർ ബാങ്ക് രൂപം കൊടുക്കുന്ന തൊഴിൽ സേനയിലെ അംഗങ്ങൾ പ്രവർത്തിക്കുക. ഉന്നതതല കമ്മിറ്റിയിൽ താഴെപറയുന്നവർ അംഗങ്ങൾ ആയിരിക്കും.

2005-2010 വടക്കാഞ്ചേരി ബ്ലോക്ക് പഞ്ചായത്ത് പ്രസിഡണ്ട്, വൈസ് പ്രസിഡണ്ട്, 2010-2015 വടക്കാഞ്ചേരി ബ്ലോക്ക് പഞ്ചായത്ത് പ്രസിഡണ്ട്, വൈസ് പ്രസിഡണ്ട്, കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടർ, സമിതിയുടെ പ്രസിഡണ്ട്, സെക്രട്ടറി, 2 കൃഷിസാങ്കേതിക വിദഗ്ധർ, ലേബർ ബാങ്കിന് അംഗത്വമുള്ള ബാങ്കിന്റെ പ്രതിനിധി. ഉന്നതതല കമ്മിറ്റിയിലെ അംഗങ്ങൾക്ക് സമിതി പൊതുയോഗം, ഭരണസമിതിയോഗം എന്നിവയിൽ പങ്കെടുക്കാവുന്നതാണ്. ഉന്നതതല കമ്മിറ്റി രണ്ട് മാസത്തിലൊരിക്കൽ യോഗംകൂടി സമിതി പ്രവർത്തനം വിലയിരുത്തുന്നതാണ്.

15.0 ധനവിനിയോഗം 297 പെരിങ്ങണ്ടൂർ സർവ്വീസ് സഹകരണ ബാങ്കിൽ നടത്തേണ്ടതാണ്.

15.1 പ്രവേശനഫീസ്, മാസവരി, സംഭാവനകൾ, ഗ്രാന്റുകൾ, മറ്റ് വരവുകൾ തുടങ്ങിയ ലേബർ ബാങ്കിന്റെ പേരിൽ വരവുണ്ടാക്കുന്ന തുകകൾ രസീതുപടി അതാതുദിവസത്തെ ആകെ വരവ് അതിന്റെ തൊട്ടടുത്തദിവസം ബാങ്കിൽ നിക്ഷേപിക്കേണ്ടതും ചെലവിന് ആവശ്യമായ തുക ചെക്ക് എഴുതി ബാങ്കിൽനിന്നും പിൻവലിച്ച് ചെലവ് ചെയ്യേണ്ടതുമാണ്.

15.2 ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ ഫണ്ട് പ്രസിഡണ്ട്, സെക്രട്ടറി, ഖജാൻജി എന്നിവരുടെ പേരിൽ സത്യുക്തമായി പെരിങ്ങണ്ടൂർ സർവ്വീസ് സഹകരണ ബാങ്കിൽ നിക്ഷേപിക്കേണ്ടതാണ്.

16.0 ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ ആസ്തി

ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ വകയായ സ്ഥാവരജംഗമവസ്തുക്കൾ ആ ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ അതാതു കാലങ്ങളിലെ ഭരണസമിതിയിൽ തൽക്കാലത്തേക്ക് നിക്ഷിപ്തമായിരിക്കുന്നതാണ്. ഗ്രീൻ ആർമി ലേബർ ബാങ്കിനുവേണ്ടി വാങ്ങുന്ന വസ്തുവഹകൾ അതാതുകാലത്തെ പ്രസിഡണ്ടിന്റേയും, സെക്രട്ടറിയുടേയും കൂട്ടായ പേരിൽ വാങ്ങേണ്ടതാണ്. ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ ആസ്തി യാതൊരു കാരണവശാലും അംഗങ്ങൾക്കിടയിൽ വീതിക്കുവാൻ പാടില്ലാത്താകുന്നു.

16.1 ആസ്തികൾ വാങ്ങുന്നതിനും വിൽക്കുന്നതിനും വാടകയ്ക്ക് എടുക്കുന്നതിനും കൊടുക്കുന്നതിനും ലേബർബാങ്കിന് അധികാരമുണ്ടായിരിക്കുന്നതാണ്.

17.0 ഈ സംഘടനയുടെ പ്രവർത്തനം ഏതെങ്കിലും കാരണവശാൽ നിലച്ചുപോകുന്നപക്ഷം ഇതിന്റെ ആസ്തി ബാധ്യതകൾ തിട്ടപ്പെടുത്തി മിച്ചമുള്ള തുകയും സ്ഥാവര ജംഗമവസ്തുക്കളും സർക്കാരിലേയ്ക്കും / ബ്ലോക്ക് പഞ്ചായത്തിലേയ്ക്കും മുതൽകൂട്ടുന്നതാണ്. അല്ലാതെ അംഗങ്ങൾക്കിടയിൽ വീതിച്ചെടുക്കാനും വ്യക്തിപരമായി ആരും കൈവശംവെയ്ക്കാനും പാടില്ലാത്തതാകുന്നു.

18.0 ഗ്രീൻ ആർമി ലേബർ ബാങ്ക് സൂക്ഷിക്കേണ്ട റിക്കാർഡുകൾ

1. രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റ്.
2. നിയമാവലി
3. മിനിറ്റ്സ് ബുക്ക്
4. അംഗങ്ങളുടെ പേരും വിലാസവും തൊഴിലുണ്ടെങ്കിൽ അതും അംഗമായി തീർന്ന തിയ്യതിയും രേഖപ്പെടുത്തിയിട്ടുള്ള അംഗത്വ രജിസ്റ്റർ.
5. അതാതു കാലത്തെ 3 ഭരണസമിതി അംഗങ്ങൾ ഒപ്പിട്ടുവെച്ചിട്ടുള്ള ഓരോ വർഷത്തേയും വരവുചിലവു കണക്കുകളും ബാക്കി പത്രവും.
6. ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ ആസ്തിബാധ്യതകൾ സംബന്ധിച്ചുള്ള ശരിയായ കണക്കുകൾ രേഖപ്പെടുത്തുന്ന ബുക്കുകൾ.
7. ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ വരവിന്റേയും ചിലവിന്റേയും എല്ലാ തുകകളും ആ വരവു ചിലവുകൾ ഏതെല്ലാം ഇനങ്ങളിൽ വന്നുകൂടുന്നവോ ആ വക കാര്യങ്ങൾ രേഖപ്പെടുത്തുന്ന അക്കൗണ്ട് ബുക്കുകൾ.
8. രസീതു ബുക്കുകൾ
9. പ്രവർത്തന റിപ്പോർട്ടുകൾ
10. ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന് വേണ്ടതായ മറ്റു റിക്കാർഡുകൾ.

19.0 വാർഷിക റിട്ടേൺസ് സമർപ്പിക്കൽ

ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ വാർഷിക പൊതുയോഗം ചേർന്ന് 14 ദിവസത്തിനകം പുതിയ വർഷത്തേക്കുള്ള ഭരണസമിതി അംഗങ്ങളുടെ ലിസ്റ്റും പൊതുയോഗം പാസ്സാക്കിയ വരവു ചിലവു കത്തചനജ് സ്റ്റേറ്റ്മെന്റ്, ബാലൻസ് ഷീറ്റ് എന്നിവയുടെ 3 ഭരണസമിതി അംഗങ്ങൾ സാക്ഷ്യപ്പെടുത്തിയ ശരിപകർപ്പും സൊസൈറ്റി രജിസ്ട്രാർക്ക് സമർപ്പിക്കേണ്ടതാണ്.

19.1 ആവശ്യമായ സന്ദർഭങ്ങളിൽ ചാർട്ടേർഡ് അക്കൗണ്ടൻമാരുടെ സേവനം ഓഡിറ്റ് ആവശ്യങ്ങൾക്ക് ലഭ്യമാക്കുന്നതിനും പ്രതിഫലം നൽകുന്നതിനും ഭരണസമിതിക്ക് അധികാരമുണ്ടായിരിക്കും. ആയത് അടുത്ത പൊതുയോഗത്തിന്റെ അംഗീകാരം നേടേണ്ടതാണ്.

20.0 നിയമാവലി ഭേദഗതി

ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ മെമ്മോറാണ്ടത്തിലോ നിയമാവലിയിലോ ഭേദഗതി വരുത്തുന്നതിന് ഭരണസമിതി തീരുമാനിക്കുന്ന പക്ഷം, ആ പ്രമേയം എഴുതിയതോ അച്ചടിച്ചതോ ആയ റിപ്പോർട്ടായി ഗ്രീൻ ആർമി ലേബർ ബാങ്കിലെ അംഗങ്ങൾക്ക് സമർപ്പിക്കേണ്ടതും അതിന്റെ പര്യാലോചനക്കായി 10 ദിവസത്തെ നോട്ടീസ് നൽകി പൊതുയോഗം വിളിച്ചു കൂട്ടേണ്ടതാണ്. ഈ പ്രമേയം അംഗങ്ങളിൽ അഞ്ചിൽ മൂന്ന് ഭാഗം നൽകുന്ന വോട്ടുകൾ മുലം ആദ്യത്തെ പൊതുയോഗത്തിൽ അംഗീകരിച്ചതിനു ശേഷം ഒരു മാസത്തെ ഇടവിട്ട് ഭരണസമിതി വിളിച്ചുകൂട്ടുന്ന രണ്ടാമതൊരു പ്രത്യേക പൊതുയോഗത്തിൽ ഹാജരാകുന്ന അഞ്ചിൽ മൂന്ന് ഭാഗം അംഗങ്ങളുടെ വോട്ടുമൂലം പാസ്സാക്കി നടപ്പിൽ വരുത്താവുന്നതാണ്.

നിയമാവലി ഭേദഗതിയുടെ ഒരു കോപ്പി ശരിപകർപ്പാണെന്ന് ഭരണസമിതിയിലെ മുന്നിൽ കുറയാതെയുള്ള അംഗങ്ങൾ സാക്ഷ്യപ്പെടുത്തും. പൊതുയോഗത്തിന്റെ തിയ്യതി മുതൽ 14 ദിവസത്തിനകം ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ രജിസ്ട്രാർ മുമ്പാകെ ഫയൽ ചെയ്യേണ്ടതാണ്.

21.0 പിരിച്ചുവിടൽ:

ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ അംഗങ്ങളിൽ നാലിൽ മൂന്ന് ഭാഗത്തിൽ കുറയാത്ത അംഗങ്ങൾ ഗ്രീൻ ആർമി ലേബർ ബാങ്ക് പിരിച്ചുവിടണമെന്ന് തീർച്ചപ്പെടുത്തുന്നപക്ഷം 1955-ലെ 12-ാംമത് തിരു-കൊച്ചി സാഹിത്യ ശാസ്ത്രീയ ധർമ്മ സംഘങ്ങളുടെ രജിസ്ട്രേഷൻ ആക്റ്റിന് വിധേയമായി ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ സകല കടബാദ്ധ്യതകളും കൊടുത്തു തീർന്നശേഷം അവശേഷിക്കുന്ന സ്വത്ത് സമാനസ്വഭാവമുള്ള രജിസ്റ്റർ ചെയ്ത മറ്റേതെങ്കിലും സംഘത്തിനോ, അഥവാ സർക്കാരിലേയ്ക്കോ, വിട്ടുകൊടുക്കേണ്ടതാണ്. അല്ലാതെ അംഗങ്ങൾക്കിടയിൽ വീതിച്ചെടുക്കുവാൻ പാടില്ലാത്തതാകുന്നു.

22.0 1955-ലെ 12-ാംമത് തിരുകൊച്ചി സാഹിത്യ ശാസ്ത്രീയ ധർമ്മ സംഘങ്ങളുടെ രജിസ്ട്രേഷൻ ആക്റ്റിലെ എല്ലാ വ്യവസ്ഥകളും ഈ സംഘത്തിന് ബാധകമായിരിക്കും ..... തിയ്യതി ചേർന്ന ഗ്രീൻ ആർമി ലേബർ ബാങ്കിന്റെ പൊതുയോഗത്തിൽ വെച്ച് സർവ്വർക്കും സമ്മതമായി അംഗീകരിച്ച നിയമാവലിയുടെ ശരിപകർപ്പാണ് ഇതെന്ന് സാക്ഷ്യപ്പെടുത്തിക്കൊള്ളുന്നു.

പ്രസിഡണ്ട് സെക്രട്ടറി ട്രഷറർ