



Saansad Adarsh Gram Yojana (SAGY)

Dated: - 26th February, 2015

To

- (i) **All Principal Secretaries/Secretaries (RD) Department.**
- (ii) **Principal Secretary, Samagra Gram Vikas Vibhag, Uttar Pradesh**

Subject:- Tracking of Village Development Plan.

Sir/Madam,

Saansad Adarsh Gram Yojana (SAGY) has been launched by Hon'ble Prime Minister on 11th October, 2014. As per clause 10 of the Guidelines on SAGY approved by the Cabinet, a Village Development Plan would be prepared for every identified Gram Panchayat. The Village Development Plan frame work document and participatory assessment material has been developed and uploaded in the website on 16.02.2015 for reference of all stake holders.

2. In order to keep track of the progress of implementation of VDP, a Village Development Plan Tracking template has been developed. There are two templates for monitoring of implementation status of VDP. In the first format, all the areas of work identified under VDP should be categorised sector wise with the implementation strategy/scheme. The second format will provide the details of each area of work to be broken down into milestones with expected timelines and outcomes.

3. Both the templates along with the instructions and indicative examples are forwarded herewith with the request to bring these to the notice of all concerned. A facility for online filling of these templates on the GP portal is being provided shortly.

Yours faithfully,

(Aparajita Sarangi)
Joint Secretary (SAGY)

27/2/15

Copy to: All Collectors pertaining to the districts where GPs have been identified.

Tracking the Village Development Plan: Instructions

Clause 10 of Guidelines on Saansad Adarsh Gram Yojana mandates that a Village Development Plan would be prepared for every identified Gram Panchayat with Special focus on enabling every poor household to come out of poverty. The plan has to be prepared by the Gram Panchayats with professional and technical support to be mobilized from officials, practitioners, professionals and other experts both from outside and within the Gram Panchayat. A model structure of the Village Development Plan document has been shared over the SAGY website and is available in the 'Guideline' section. The Model Structural Framework will help in the situational analysis of the Gram Panchayat by way of conducting effective Participatory Rural Appraisal (PRA).

2. After the completion of Situation Analysis (Baseline + PRA), comprehensive Village Development Plan should be prepared keeping in view Model Structural Framework for VDP. Once the VDP is prepared, it should be finally reflected in one sheet for effective tracking of the progress of implementation, The template has been prepared for the tracking of various priority segments of the Gram Panchayat with certain timelines.

3. There will be two tables for monitoring the implementation status of the VDP. In the first sheet named as 'Statement- I', the 'Areas of work' to be undertaken for development should be identified and categorised sector wise. Each such 'Area of Work' should be mapped with the various Schemes of Government of India / State Government along with line departments who are responsible for the activity. As the project is strictly time bound, each such activity should have clear stipulated and realistic timelines and priority. Though VDP can include as many segment of improvement / development, only such 'Area of Work' should be chosen which can be completed within the timeframe laid down under SAGY.

4. The second table 'Statement- II' should be filled up for each such identified scheme. Each scheme will be broken down into tangible milestones with expected timelines and outcomes. These milestones will be monitored by Members of Parliament, Charge Officer, Collectors, State Governments and Central Government from time to time.

5. Along with the two tables, there is a pre populated table which can be used as reference.

Village Development Plan of _____ Gram Panchayat

Statement I Summary of all Areas of Work							
1	2	3	4	5	6	7	8
SNO	Area of Work	Sector	How? (Scheme(s)/ Strategy)	Line Department / Agency	Budget (If any) (In Rupees)	Completion timeline (in Months)	Priority (1 to 3, 1 is top)
1							
2							
3							
4							
5							

Statement II Detail of Each Area of Work					
1	2	3	4	5	6
SNO	Scheme	Milestones	Milestone Timelines	Responsibility	Outcome
1					
2					
3					

PS: The GP/ GPs identified in 2014 will be converted into 'Adarsh Gram' by Oct 2016. The mid-term assessment will be carried out by the Ministry in October 2015

HOW TO FILL STATEMENT I TABLE

- 1. Serial Number (SNO)**
- 2. Area of Work:** To be filled in by the Charge Officer. Refer to Example Table. These details should clearly bring out the nature of problem identified & various components which require development.
- 3. Sector:** To be filled by Charge Officer. Use one of the following
 1. Infrastructure
 2. Civic and other Amenities
 3. Human Development
 4. Social Development
 5. Economic Development
 6. Ecology & Environment
 7. Governance
 8. Others (Please specify)
- 4. Implementation Strategy / Scheme(s):** This will be filled in by the Collector /DM along with the Charge Officer by referring to various Central Sector / Central Sponsored / State Schemes / Local Initiatives/ CSR Initiative / Private Initiative e.t.c The Example table may be referred to for guidance.
- 5. Line Department / Agency:** This would be filled in by the Collector / DM relating to the Schemes identified.
- 6. Budget:** This would be filled in by the Collector /DM after obtaining the estimates / plan from the Department involved.
- 7. Completion timeline:** This would be filled in by implementing the relevant scheme by the Collector /DM in consultation with the Member of Parliament. The timeframe should be entered as months (numeric only).
- 8. Priority:** To be filled in by the Charge Officer. Use one of the following. This should be done after PRA Exercise. This should be entered as 1 to 3 where 1 is the TOP Priority.

After populating all the information, the items first should be sorted by 'Completion timelines' column wise (Column 7) and then by 'Priority' wise (Column 8). As SAGY Scheme is 'Time-bound Development of Model Gram Panchayats', all the activities proposed to be undertaken in the Village Development Plan should be so selected to ensure that they can be finished within 12 month period only. Only those items falling within 12 months period will be taken as SAGY activities. (Refer to the Example table for guidance)

HOW TO FILL STATEMENT II TABLE

- 1. SNO**
- 2. Scheme:** This table needs to be filled in for each of the scheme identified in the summary table after applying Completion timeline and priority filter.
- 3. Milestone:** Each Scheme should be broken down into milestones (which can be tangible and monitor able). The Example Tables may be seen to fill in the details
- 4. Milestone Timelines:** Corresponding to column (3), each milestone should be assigned timelines for completion within the overall timelines specified in the column (7) of the Statement I table.
- 5. Responsibility:** Each Milestone specified in column (3) should correspondingly be in filled with the responsibility matrix. Please refer to the example table for details
- 6. Outcome:** This column should be filled in corresponding to each Milestone specified in column (3).

Indicative Examples for filling up Village Development Plan

[EXAMPLE ONLY] Statement I Summary of all Areas of Work							
1	2	3	4	5	6	7	8
SNO	Area of Work	Sector	How? (Scheme(s)/ Strategy)	Line Department / Agency	Budget (If any) (In Rupees)	Completion timeline (in Months)	Priority (1 to 3, 1 is top)
1	Posting of Doctors	Health	State Government	State Health Department	0	3	1
2	Duck Rearing	Economic Development	National Agriculture Innovation Project	National Council for Agriculture Research	130000	6	1
3	New Housing	Basic Amenities	IAY	State Rural Department	3000000	8	1
4	Computer Training	Economic Development	Aajeevika- National Rural Livelihood Mission	Ministry of Rural Development	200000	12	3
5	Electrification of 50 Households	Infrastructure	DDUGJY	State Rural Electrification Corp Ltd	5400000	14	2

Items beyond the SAGY Model Development phase i.e. Oct 2016 will not be considered for evaluation under SAGY

[EXAMPLE ONLY] Statement II Detail of Each Area of Work					
1	2	3	4	5	6
SNO	Scheme	Milestones	Milestone Timelines	Responsibility	Outcome
1	Posting of Doctors	Request for Posting	1 Months	District Collector	Fully Functional Community Health centre
		Posting Orders	2 Months	Health Department	
		Joining of Doctor	3 Months	Charge Officer	
2	Duck Rearing	Requirement Assessment	2 Weeks	Scientist	Assessment of Potential of Economic Activity
		Polythene Pond Creation	2 Months	National Council for Agriculture Research	Artificial ponds for rearing ducks
		Purchase of Ducklings	3 Months	National Council for Agriculture Research	Innovative Activity Starting
		Selling of Eggs	6 Months	Villagers	Enhancement in the Livelihood of Villagers

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