



Sarada Muraleedharan
Joint Secretary
Tel. No. 2374 7911
Fax No. 2374 7912
E-mail : sarada.m@nic.in

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Dear *Secretary*,

You would kindly recall that this Ministry had initiated the process for developing some Panchayats across the Country as peer learning sites for neighbouring Panchayats of the State. In this connection, nominations of Panchayats were received from some States.

2. It is widely accepted that exposure visits to well performing Panchayats is one of the most inspirational ways of learning for Panchayat representatives. During these visits they get to see for themselves the good work done by other Panchayats, the challenges faced by those Panchayats and the avenues explored by those Panchayats to overcome those challenges.

3. The GPDP guidelines have established participatory planning processes wherein the focus is towards developing holistic Gram Panchayat plans that are demand based. In the changed scenario brought about by the FFC award, the concept of model panchayats is being developed in order to be able to provide handholding support to Gram Panchayats with the intent of achieving local development goals.

4. There is potential to maximize the gains for local development and achievement of SDG targets by systematically developing such Panchayats as Panchayat Learning Centres (PLCs), where exposure visits of elected representatives and Panchayat functionaries can be facilitated in a systematic manner as part of capacity building initiatives, and which can become demonstration/immersion sites for excellence in Panchayat functioning.

5. Development of model Panchayats will focus around core institutional functioning like regular meetings, functioning of Standing Committees, Gram Sabha meetings, development plan preparation, high percentage of revenue collection, updated accounts and maintenance of records, voluntary disclosure as mandated, Provision of basic civic services such as drinking water, sanitation etc. Thematic excellence across a gamut of sectors/ programmes touching on water conservation, sustainable agriculture, education, health, child and maternal development, inclusion of vulnerable groups like the aged, People with Disabilities, community engagement etc. relevant to the Sustainable Development Goals, and highlighted in

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the Gramoday se Bharat Uday address of the Hon'ble PM may be promoted through these model panchayats.

6. The Ministry will be providing support for model panchayats under the new scheme of Rashtriya Gram Swaraj Abhiyan. A brief concept note is attached. You are requested to kindly identify at least 10 panchayats in your State that are doing well in GPDP as per criteria mentioned in the Concept Note and send nominations of such Panchayats alongwith documentary details of overall practices for developing as model panchayats in the State. Those States that have already identified their model panchayats and intimated the Ministry of the same may please provide detailed report based on the checklist pertaining to the performance of the panchayat under GPDP. Details of these panchayats may be communicated to the Ministry **by 20th July, 2016 positively.**

With regards,

Yours sincerely,



(Sarada Muraleedharan)

To

**The Principal Secretaries / Secretaries of Panchayati Raj Department
Of all States /UTs**

Concept note on Model Panchayats

Objective :

- To develop panchayats in all districts of the country as good governance models in the context of FFC and GPDP
- To showcase goal oriented performance by panchayats in respect of specific SDGs
- To develop models of peri urban governance responsive to the challenges of urbanisation
- To develop these panchayats as peer learning centres for other panchayats that are similarly placed in the State
- To document good governance processes and practice for assimilation into PRI training

Identification of model panchayats

These panchayats are to be identified by the State. Only those panchayats which have potential to be grow into peer learning centres are to be identified. The idea of peer learning centre is a panchayat which is similar to other panchayats in terms of infrastructure and administrative capability, but has been able to develop participatory systems of good governance leading to tangible improvement in local development parameters. Some indicative parameters are given below:

- a. ODF GP
- b. Green (plastic free/climate resilient) GP
- c. Farmer friendly (Kisan Mitra) GP
- d. GP where all farmers have soil health card
- e. Drought free GP
- f. Bonded labour free GP
- g. NRM friendly GP
- h. Zero school dropout GP
- i. 100 percent child immunisation GP
- j. Safe motherhood and 100 percent institutional delivery GP
- k. Litigation free GP
- l. Dowry free GP
- m. Digital GP/ e – GP
- n. Energy efficient GP
- o. Effective SWM GP
- p. Innovative OSR GP
- q. Girl child friendly GP
- r. Aged friendly GP

These parameters are directly linked to the Sustainable Development Goals. The panchayat would then be in a position to provide practical real life experience based learning tips to similarly placed panchayats of neighbouring areas that will inspire and empower those panchayats also to set local development goals and work towards achieving them.

The main ground for identification of the panchayat as a model panchayat would be the quality of its participatory planning and governance processes under GPDP. The framework for participatory planning under GPDP is unique to each State, and therefore the criteria adopted would have to be specific to each State. However the broad criteria that can be considered by the State in the identification of potential model panchayats are given below:

1. Quality of leadership shown by the Sarpanch/Panchayat President
2. Extent of community participation ensured by the panchayat in the GPDP process
 - a. In environment generation
 - b. In consultative processes and PRA prior to the gram sabha
 - c. In the visioning process of the gram sabha
3. Quality and range of project ideas arising out of GPDP
4. Whether any particular development issue – sanitation, school education, community health and nutrition, energy needs etc has been specifically highlighted by the panchayat in its final GPDP plan
5. Whether the panchayat has access to good mentoring and handholding support
6. Whether the panchayat is already attempting to achieve specific development goals?
7. Whether the panchayat committee is open to e governance solutions and increased transparency in transactions?

For every model panchayat that is selected, a baseline report is to be prepared touching on the development status of the panchayat, the governance processes, the nature of civil society participation (farmer groups, gram sabhas etc), and containing an analysis of opportunities and threats in the achievement of the identified development goal. An indicative checklist for selection of the GPs and understanding their baseline situation is provided at **Annexure**. This checklist may be modified by the State to adapt to its own context.

A special area of focus are the SAGY gram panchayats and peri urban panchayats which would form part of Rurban clusters. These panchayats are to demonstrate convergent models of development. It is important in these panchayats that the elected bodies are also able to undertake their development functions properly, and that the community interface with panchayats is well developed. Active gram sabhas and peoples committees are an important ingredient for the success of local development initiatives and schemes. Therefore States are requested to consider selection of potential model panchayats from among these panchayats, wherever feasible. Where peri urban panchayats are identified the States may also consider handholding of these panchayats for addressing issues and opportunities arising out of urbanisation and proximity to urban centres – specifically solid waste management, own source revenue generation and e services.

Model e panchayats

The panchayats that have been identified for showcasing e governance and e services would necessarily have to have the basic infrastructure and facilities including internet connectivity to be able to provide e services seamlessly. The preconditions to be ensured are as follows:

1. The Gram Panchayat should have their own Panchayat Bhawan.
2. The Gram Panchayat should have IT connectivity (*preferably GPs connected through NoFN*)
3. The Gram Panchayat Bhawan should have reliable power connectivity (either through conventional or non-conventional power sources)
4. The Gram Panchayat should preferably have IT infrastructure available (Computers, UPS, Printer & Scanner)
5. The Gram Panchayat should have adequate skilled manpower (Panchayat Functionaries & Data Entry Operator) who can be trained

Preference may be given to Gram Panchayats having Common Service Centres (CSCs) in the Panchayat Bhawan. Preference may also be given to Gram Panchayats with population greater than the average population of GPs in the State. In the case of panchayats that are to be developed as models for e services, the State needs to list the services which have been devolved to panchayats

for delivery, along with the supporting financial resources and which can be or are currently being provided at the Gram Panchayat level.

Support to model panchayats

- Selected Model panchayats are to be given continuous handholding support (3 to 5 years) for becoming models of local good governance, especially in respect of a specified identified SDG. This support will include
 - Handholding for setting doable targets in identified development themes
 - Support for development of action plan for achieving the development goal/target
 - Mentoring support for implementation of action plan for SDG, including convergence with the line department's activities (resource persons or resource organisations identified through a process will be entrusted with this responsibility)
 - Intensive training support (GP specific training plan to be developed by the State)
 - For the panchayat committee including standing/functional committees
 - For the field functionaries associated with the SDG
 - For panchayat functionaries responsible for record keeping and accounting
 - For the community based structures like the School management committees, VHSNCs etc
 - For SHG collectives associated with NRLM/DAY
 - For participatory planning structures of GPDP – working groups, task forces, participatory planning teams etc at the panchayat and ward levels
 - Support for data entry for MIS and use of the data by the panchayat
 - Additional Support for panchayat processes
 - Incentive for achievement of development goals
- Assistance will also be provided to the SIRD/PRTI to give handholding support to the identified GPs. This will include
 - HR support for handholding of GPs
 - Support for conduct of workshops
 - Support for consultancies for mentoring model panchayats
 - Support for convergent training
 - Support for documentation of processes
 - Support for M&E
 - Incentivisation for achievement of development goals by the panchayats
- Process documentation of the work in these panchayats would be done from the time of their selection to the achievement of the development target. Once these panchayats have shown their calibre in attaining their development targets, there will be a report on the strategies adopted and dissemination of both governance approaches that worked and which did not deliver anticipated results. This will be coordinated by the State training institution. The case studies of these panchayats would be built into the training curriculum for the concerned SDG.
- These panchayats would then be facilitated to function as Immersion sites for learning by other panchayats in the block/district. An entire protocol for exposure visits to these panchayats will be developed by the SCPRI project in collaboration with the State SIRDs/PRTIs.

- The immersion training will be institutionalised into the CB&T strategy of the State.

Role of States

The States would be expected to

- Select suitable number of gram panchayats to be developed as model panchayats
- Identify the SDGs that they would like the panchayat to take initiative for attainment of specific goals
- Provide necessary baseline information to the selected panchayats regarding their development status
- Organise consultations with sectoral stakeholders and selected panchayats to finalise the SDGs to be taken up by the panchayats and to develop the gram panchayat specific action plan for achieving the panchayat's SDG targets
- Ensure that field functionaries pertaining to the concerned sectors interact and work with the panchayat to achieve the identified goals
- Monitor the progress of achievement of the SDG by the model panchayats

Role of SPRCs

The SIRD/ SPRC will be responsible for:

- Strengthening the model Panchayats to become an inspiring knowledge centre for peer learning.
- Identifying champions (people who played key role in helping the Panchayat to do exemplary work) and utilise them in training of PRIs.
- Developing appropriate field visit programmes in model panchayats.
- Coordinating exposure visits for the visiting teams of trainees from within and outside the State.

Further, as it would not be possible for existing elected representatives and functionaries of the model panchayats to be available for trainees all the time, the panchayats may be allowed to identify 3-5 'Field Visit Coordinators', who can coordinate the field visits of trainees. Such Field Visit Coordinators may be retired officials, ex- Panchayat members or other resource persons, and can be paid on per day basis. The main role of field visit coordinators would be:

- Coordinate the field visits, and provide inputs on various processes and projects taken up by the respective Panchayats
- Help the trainees with logistics related to exposure visit to the model panchayat

Development of Field Visit Programmes (Exposure visit protocol)

One or more field visit programmes around the model panchayat will be developed. Ideally, each model panchayat should offer several types of programmes such as:

- Three day 'standalone' exposure visit programme

- One day field visit programme which can be part of a longer institutional training programme.
- Longer 'attachments' in the model panchayat for trainees who want an in-depth understanding.

The field visit programme may include:

- Introductory lectures, presentations, films, discussions and other exercises etc.
- Interaction with persons who can provide information and share experiences
- Visits to identified sites
- Closing lectures, discussions, quiz programmes etc.

Once the field visit is concluded there should be critical assessment of the learning from the field visit and preliminary road maps developed for pursuit of development goal in the panchayats that participated in the visit. This will be part of the debriefing to be done by the SIRD/PRTI. Panchayats which have undergone field visits should be further supported by training and handholding by the SIRD to develop their own models inspired by the peer learning centres.

Monitoring and Supervision

A system for monitoring the model panchayats would be developed through SIRDs/PRTIs. There are 2 phases that are to be monitored – **Phase I**, is the development of the model panchayat and attainment of the identified goal. The monitoring that is to be done would be with respect to the developed action plan and progress achieved in respect of development indicators. The local systems that come up as part of the process would also have to be tracked for efficiency.

Phase II is the performance of the panchayat as peer learning centre. As peer learning centre, Model panchayats will be expected to maintain records of visits made by trainees. To some extent, the quality of the model panchayats will be evident from their popularity. The model panchayats that offer rich insights will be in demand. However, from time to time, feedback will be taken from trainees. MoPR will also send a team to assess each model panchayat every year and provide inputs for improvement.

CRITERIA FOR IDENTIFYING BEACON PANCHAYATS

A			
Assessment criteria with relation to GPDP			
Sl. No.		GP	Means of verification
1.	Criterion : Involvement of ERs in GPDP processes		
	Identification of active GPs on the basis of involvement of ERs in various activities of GPDP	Whether the panchayat has regular interactions with various stakeholders for the purpose of discussing and reviewing the modalities and progress of GPDP?	Feedback from trainers, Resource persons and Charge officers GP meeting register - Interaction with the ERs and community
		Whether Panchayat Committee or Sarpanch have taken any special initiative in respect of GPDP?	Feedback from trainers, Resource persons and Charge officers GP meeting register Interaction with the ERs and community – details of the initiative to be noted
2.	Criterion : Nature of participatory planning structure at GP level for GPDP		
	Compliance with the provisions indicated in the State Guidelines - Working group/task force/participatory planning team etc – (State may choose from provision options below) <ul style="list-style-type: none"> 1. Cluster level team of officials 2. GP level team of functionaries 3. GP level team comprised of both officials and ERs 4. GP level team comprise only of ERs/standing committees/functional committees 5. GP level team comprised of ERs, officials and Community members 6. GP level team comprised of Community members and ERs 7. GP level team of community members and functionaries 8. GP level team of community members alone 	Whether WG/TF/ GP plan facilitation teams have been constituted as indicated in State Guidelines? Whether the participatory planning teams have been active in GPDP? Whether the participatory planning team undertook exercises for <ul style="list-style-type: none"> a. Environment generation b. Community consultation c. Situation analysis 	Block level records, Minutes of GP meetings Record of meetings of the participatory planning teams Situation Analysis report Feedback from Trainer, Resource person or charge officer
3.	Criterion : Extent of participation in training		
3a.	Extent of training undertaken by ERs of particular panchayat Whether State has completed trainings for ERs? (State may choose from options below) <ul style="list-style-type: none"> a. All ERs 	If trainings completed, whether the concerned ER/s of the GP have participated throughout the training?	Feedback from Resource Persons, trainers Records of training conducted

	<p>b. Sarpanches only</p> <p>c. Sarpanches and upa sarpanches only</p> <p>d. Standing Committee members only</p> <p>e. ERs of participatory planning teams only</p>		
3b.	<p>Extent of training undertaken by the participatory planning structures constituted for GPDP</p> <p>Whether state has undertaken trainings for the participatory planning structures? (as listed in point 2 above)</p>	<p>If yes, have all the members of the participatory planning structures taken part throughout the training</p> <ul style="list-style-type: none"> • Sarpanch and Up Sarpanch • Other ERs • Standing committee members • Functionaries • Community members • Only functionaries • WG members • Any others 	<p>Interaction with members of TF/WG/PFT etc.</p> <p>Feedback from Trainer, Resource person or charge officer</p> <p>Records of training conducted</p>
4.	Criterion : Selection as site for intensive handholding under GPDP		
	<p>Have any GPs been identified by the State or the SIRD/training team for intensive mentoring and handholding support to facilitate GPDP?</p>	<p>If so, whether the identified panchayat has received mentoring and handholding support provided by the State?</p> <p>Have ERs or Standing Committees received the mentoring and handholding support?</p>	<p>Interaction with the ERs and mentors</p>
5.	Criterion : Extent of environment generation		
	<p>What were the environment generation activities suggested in the guidelines/any other executive instructions?</p>	<p>Whether any of the following Activities were taken up for Environment Generation for GPDP by the GP?</p> <p>Letters sent to various stake holders</p> <p>Miking/public announcements</p> <p>Distribution of pamphlets</p> <p>Wide publicity through various other media</p> <p>Information displayed on notice boards</p> <p>Special meetings held</p> <p>Any other means.....</p>	<p>Discussions with ERs and community</p> <p>Verification of documents</p>
6.	Criterion : Accessing information for planning – quality of situation analysis		
6a.	<p>Nature of secondary data for GP level planning</p> <p>Whether state guidelines provides template for collection or use of secondary data?</p>	<p>If yes,</p> <p>Whether GP or participatory planning structure has made efforts for collection and compilation of secondary</p>	<p>Physical verification of collected document on secondary data</p> <p>Scrutiny of projects/ approved plan of GP</p>

	Whether any GP level database (reports etc) is available to GP for use?	data? Whether information from the data reports available have been presented in the gram sabha? Whether any projects prepared under GPDP have relied on the data compiled?	Feedback from mentors/RPs/charge officers
6b	Nature of primary data collection and analysis What are the methods of primary data collection and analysis suggested in the GPDP guidelines? (State may choose from options shown below) a. Focus group discussions with stakeholder groups b. Ward/thanda/neighbourhood level meetings c. Household surveys d. PRA techniques like transect walk, social and resource mapping e. Participatory identification of the Poor	Did the GP resort to all methods (indicated in the State Guidelines) of primary data collection and community consultation?	Physical verification of documents Photographs Interaction with community
		Was participation of women and other vulnerable groups ensured during PRA exercises	Social resource maps, Photographs, reports
		Was the Situation Analysis Report of the Gram Panchayat prepared? Were the findings discussed in GP meeting	SA Report GP meeting minutes
7.	Criterion : extent of participation of women		
	Do the GPDP guidelines require the participation of women SHGs supported under government programmes – WCD, NRLM/DAY, SGSY etc – in GPDP?	Does the GP have women SHGs supported under government programmes – WCD, NRLM/DAY, SGSY etc? Have these women SHGs or SHG collectives been active in GPDP? What is the proportion of SHG members who have participated in GPDP? What is the nature of participation? <ul style="list-style-type: none"> • Member of participatory planning team • Conduct of FGD • Conduct of PRA • Participation in FGD • Participation in PRA • Mobilisation for Gram sabha • Participation in gram sabha 	Interaction with SHG /VO members Interaction with EWRs
8.	Criterion : Quality of functioning of gram sabha for GPDP		
	State may list the number of gram sabhas mandated to be conducted (1, 2 or 3) as part of the GPDP exercise State may also indicate whether ward level or thanda level sabhas were also mandated to be conducted as per the	Quantum of participation in gram sabha <ul style="list-style-type: none"> • Were all mandated gram sabhas conducted in the gram panchayat? 	Minutes of Gram Sabha/ Ward Sabha/ habitation meetings Vision document

	State Guidelines.	<ul style="list-style-type: none"> • What was the percentage of participation in the gram sabha? • What was the percentage of participation of women? 	
		Were ward/thanda sabhas mandated? If so, were they conducted by the GP? What was the proportion of ward/thanda sabhas that could be done?	Minutes of Gram Sabha/ Ward Sabha/ habitation meetings Vision document
		<p>Quality of discussion in the gram sabha</p> <p>Was the situation analysis report discussed?</p> <p>Were Local needs discussed and prioritised in Habitation meeting/Ward Sabha/Gram Sabha?</p> <p>Were new project ideas prioritised arising out of gram sabha discussions?</p> <p>Do the prioritised activities feature in GPDP approved plans?</p>	<p>Minutes of Ward Sabha/habitation/ Gram Sabha along with GPDP document</p> <p>Interaction with the ERs and mentors</p>
9.	Criterion : low cost community based , convergent projects for improving development performance		

	<p>Low cost/ no cost projects leading to social development, convergence and improved service delivery</p> <p>Whether the State Guidelines touch on activities to be taken up by the GP for sectoral development (ICDS,BBBP, MDM, Swachh Bharat etc)</p>	<p>Whether the GP has discussed specific development goals for GP in the GPDP with relation to any of the following:</p> <ol style="list-style-type: none"> a. ODF GP b. Green (plastic free/climate resilient) GP c. Farmer friendly (Kisan Mitra) GP d. GP where all farmers have soil health card e. Drought free GP f. Zero school dropout GP g. 100 percent child immunisation GP h. Safe motherhood and 100 percent institutional delivery GP i. Dowry free GP j. Digital GP/ e – GP k. Energy efficient GP l. Effective SWM GP m. Girl child friendly GP n. Aged friendly GP o. Bonded labour free GP p. GP excelling in NRM q. GP to improve and innovate on OSR/ revenue generation r. Litigation free GP s. Any other as per local priority 	<p>Minutes of visioning Gram Sabha/ward sabha/habitation meetings etc.</p> <p>Interaction with ERs and mentors, resource persons, charge officers</p>
	<p>Whether the GP has taken any initiative under GPDP for convergence with any important sectoral scheme – ICDS, BBBP, PMKSY, DDUGKY,MDM,NHM, SSA, Swachh Bharat</p> <p>Whether concerned committees like VHSNC, SMC etc are active?</p>		<p>Interaction with line department functionaries</p> <p>Approved GPDP plan document</p> <p>Interaction with ERs and concerned committee members</p>

		<p>Whether specific development issue has been specifically highlighted by the Plan in its final plan such as:</p> <ul style="list-style-type: none"> • Health • Support for vulnerable women • Support for destitute and vulnerable households • Support for Persons with disabilities • Activities for specially vulnerable groups 	Plan document
		Whether any community based monitoring projects brought into GPDP?	Plan/project document
10.	Criterion : Innovation under GPDP		
		Whether GP has come up with some innovative range of projects in the GPDP?	Plan/project document
11.	Criterion : Nature of monitoring and Review		
		Whether GPDP implementation progress is monitored/reviewed by ERs	GP committee meeting minutes
12.	Criterion : Transparency and e governance		
	For Peri urban panchayats and panchayats with e connectivity*	<p>Whether the panchayat committee has attempted e governance solutions?</p> <p>Has the panchayat tried to increase transparency in disclosures and transactions?</p>	<p>Status of entry in PES</p> <p>Feedback from e PMU</p> <p>Interaction with ERs and panchayat functionaries</p>

*In the case of e panchayats, the following preconditions would necessarily have to be met :

1. The Gram Panchayat should have their own Panchayat Bhawan.
2. The Gram Panchayat should have IT connectivity (*preferably GPs connected through NoFN*)
3. The Gram Panchayat Bhawan should have reliable power connectivity (either through conventional or non-conventional power sources)
4. The Gram Panchayat should preferably have IT infrastructure available (Computers, UPS, Printer & Scanner)
5. The Gram Panchayat should have adequate skilled manpower (Panchayat Functionaries & Data Entry Operator) who can be trained

In addition, if the GP Committees have been in office for more than two years, the basic functioning of the GP may also be taken into account.

Some illustrative indicators are given. States may modify according to administrative situation in the State.

B GP functioning/GP Meetings		
Sl. No.	Assessment criteria	Means of verification
1	Mandated number of GP meetings are conducted on regular basis No. of mandated meetings in a year	Signed minutes of the GP meetings
	No. of meetings held during current FY	
2	SC, ST and Women members attended GP meetings regularly	GP meeting & attendance Register
3	Standing Committees have been formed as per norm No. of committee mandated in PR Act..... No. of committee formed.....	GP meeting register/Standing Committee meeting registers, Relevant provisions of PR Act
4	Mandatory number of meetings of Standing Committees are held	Standing Committee meeting registers
5	Mandated number of Gram Sabhas are held	Minutes and attendance register of Gram Sabha meeting
6	At least -----% of Gram Sabha members attended Gram Sabha	
7	At least 1/3 rd of those who attend meetings of Gram Sabha are Women	Minutes of last two Gram Sabha meetings
8	No Gram Sabha meeting has been adjourned due to non-fulfilment of quorum.	Gram Sabha meetings register/attendance register; Minutes of Gram Sabhas held in previous year
9	Following processes are followed in the meetings of Gram Sabha: (i) Notice of the meeting is served as many days before the meeting as mandated (ii) Action taken on the resolutions of last meetings are read out (iii) Proceedings of the meeting are recorded and read out at the end of the meeting	(i) Notice Register (ii) Copy of Gram Sabha resolutions (iii) Proceedings register of Gram Sabha
10	Gram Sabha resolutions are discussed in the subsequent GP meeting	Minutes of GP meetings
11	GP provides services to local citizens as mandated under State Panchayati Raj Act. For example: • Birth and death registration	GP documents (birth and death registration and related registers)

	<ul style="list-style-type: none"> • Caste certificates • Issuance of trade license • Proof of residence • Clearance for Building construction 	
12	The GP reviews activities and local institutions (school, health sub-centre, Anganwadi, PDS shop) on regular basis	<ul style="list-style-type: none"> • Minutes of such meetings and action taken • Minutes of standing committee meeting • Minutes of Gram Sabha •
13	GP Books of accounts are updated regularly	Verification of Cash book signed and verified by the GP employee and GP President
14	The GP places annual accounts statement in Gram Sabha for discussion/approval	Minutes of Gram Sabha
15	The GP makes proactive disclosure of important information, for example <ul style="list-style-type: none"> • List of beneficiaries under various schemes • Income and expenditure of the GP • List of officials to whom grievances are to be addressed etc. • Services provided by the GP with timings 	GP registers and documents Minutes of Gram Sabha Wall writings/ paintings/ notice board List of beneficiaries Minutes of Gram Sabha GP Website
16	GP keeps a complaint/suggestion box and complaint register in an accessible place	Physical verification
17	Elected Women Representatives have been provided leadership opportunities and space for decision making	Committees headed by women Minutes of GP meetings Standing Committee meeting Minutes of Gram Sabha
18	The GP has complied with Audit requirements	Audit reports and replies Audit file

Template for report on identified model panchayats

Sl. no	Criterion/Indicator	Status of GP
1.	Involvement of ERs in GPDP processes	
2.	Nature of participatory planning structure at GP level for GPDP	
3.	Extent of participation in training <ul style="list-style-type: none"> • ERs • Participatory planning structures 	
4.	Whether GP selected as site for intensive handholding under GPDP	
5.	Extent of environment generation	
6.	Accessing information for planning – quality of situation analysis <ul style="list-style-type: none"> • Secondary data • Primary data 	
7.	Extent of participation of women	
8.	Quality of functioning of gram sabha for GPDP	
9.	Details of low cost community based , convergent projects for improving	

	development performance	
10.	Innovation by GP under GPDP	
11.	Nature of monitoring and supervision by GP	
12.	Transparency and e governance in the GP	

Additionally for e panchayats :

Name of panchayat:	
1. Whether GP has own Panchayat Bhawan.	
2. Whether GP has IT connectivity (<i>preferably GPs connected through NoFN</i>)	
3. Whether GP has reliable power connectivity (either through conventional or non-conventional power sources)	
4. Whether GP has IT infrastructure available (Computers, UPS, Printer & Scanner)	
5. Whether GP has adequate skilled manpower (Panchayat Functionaries & Data Entry Operator) who can be trained	