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अपर सचिव

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पंचायती राज मंत्रालय

भारत सरकार

टावर-II, 9वां तल  
जीवन भारती बिल्डिंग,  
नई दिल्ली-110001

**MINISTRY OF PANCHAYATI RAJ**  
**GOVERNMENT OF INDIA**

Tower-II, 9<sup>th</sup> Floor,  
Jeevan Bharati Building,  
New Delhi-110001

**D.O. No: J-11011/10/2020-Media**

**Dated: 28<sup>th</sup> January, 2021**

*Dear Madam/Sir,*

Panchayati Raj Departments and Panchayati Raj Institutions have played pivotal roles in responding to the COVID-19 pandemic crisis at the grassroots level since the onset of the pandemic in the country. Our Panchayat representatives and functionaries have been working shoulder to shoulder with the frontline COVID-19 warriors and workers in the health sector at all the three tiers of rural local self-governance.

2. India's COVID-19 vaccination drive has already started with priority given to the healthcare workers and the frontline workers, to be followed by voluntary vaccination of those above 50 years of age and the under-50 population groups with co-morbidities.

3. Under the guidance of National Expert Group on Vaccine Administration for COVID-19 (NEGVAC), various Ministries/Departments are converging at National/State/ District/ Block/ Gram Panchayat level to support various aspects of COVID-19 vaccination. Roles expected from Panchayati Raj Institutions to support COVID-19 vaccination have broadly been defined as under [Vaccine Rollout – Planning & Implementation / Social Mobilization and Awareness Generation]:

- i. Ensure registration of health care workers working in health facilities under Zila Parishad / Panchayat;
- ii. Identification and planning for vaccination site;
- iii. Support in organizing vaccine sessions including vaccine site preparation and logistics; and
- iv. Create awareness through community meetings, Special Gram Sabhas and messages to PRIs [IEC material can be accessed to through shareable Google Drive link: <https://drive.google.com/drive/folders/1Y6eQohnz8-y1M9YDqghIDPnrZdQMByQJ?usp=sharing>]

4. A community-based strategy involving elected representatives and all functionaries under the overall leadership of Gram Panchayats can continue to play an important role in COVID-19 vaccination strategy going forward and enhancing public trust / acceptance of COVID-19 vaccine. In view of the importance of the matter, I would like to request all State/ UT Departments of Panchayati Raj to call upon Panchayati Raj Institutions to extend their active support to the COVID-19 vaccination programme. As these activities are being monitored at the highest level, I would request you to kindly designate a Nodal Officer to update the editable Google Drive link mentioning the activities undertaken with regard to the COVID-19 vaccination programme in different States/UTs: [https://drive.google.com/drive/folders/1wtGYEbHr\\_KwVlKqp-KSmIaSzmcFq-pW3?usp=sharing](https://drive.google.com/drive/folders/1wtGYEbHr_KwVlKqp-KSmIaSzmcFq-pW3?usp=sharing) under intimation to this Ministry.

*Respect*

Yours Sincerely,

*28.1.2021*  
**(Dr. Chandra Shekhar Kumar)**

Principal Secretary / Secretary  
Department of Panchayati Raj  
All States/ UTs (except Delhi & Chandigarh)