

V 24011/13/2004-NREGA  
Government of India  
Ministry of Rural Development

Krishi Bhawan, New Delhi  
Dated the 16<sup>th</sup> November, 2007

To  
Secretary (Incharge of NREGA)  
Rural Development Department  
All States

**Sub: Guidelines on preparation of Perspective Development Plans by Phase-II and Phase-III districts under NREGA.**

Madam/Sir,


NREGA Guidelines provide for preparation of Perspective Development Plans for NREGA. Guidelines for preparation of Perspective Development Plans were shared with State Governments based on which Phase-I districts have prepared these Plans..

2. Similarly, Phase-II and Phase III districts are required to prepare Perspective Development Plan for which central assistance @ Rs. 10.00 lakh per district has already been made available. The Guidelines for preparation of these Plans and approval procedure to be followed are enclosed herewith. These guidelines are also available on Ministry's NREGA website. These Plans need to be prepared strictly in accordance with these Guidelines.

3. Necessary action may therefore be initiated by the States and suitable instructions to all District Programme Coordinators (DPCs) of Phase-II and Phase-III districts be issued. Action taken may please be intimated.

Thanking you,

Yours faithfully,

  
(Sanjay Mishra)  
Director (NREGA)

**GUIDELINES FOR PREPARATION OF  
PERSPECTIVE PLAN  
UNDER  
NATIONAL RURAL EMPLOYMENT GUARANTEE  
ACT**

## **BROAD GUIDELINES FOR PREPARATION OF PERSPECTIVE PLAN OF FIVE YEAR FOR ENSURING 100 DAYS OF GURANTEED WAGE EMPLOYMENT TO ALL RURAL HOUSEHOLDS OPTING FOR IT AND ALL ROUND DEVELOPMENT IN THE RURAL AREAS OF THE DISTRICTS**

National Rural Employment Guarantee Act, 2005 was notified on September 7, 2005. It was notified on 2<sup>nd</sup> February 2006 in 200 districts, and then extended to 130 additional districts in 2007-2008 and has now been notified in all the remaining districts with effect from April 1, 2008. The Act provides a legal Guarantee of 100 days of wage employment in a financial year to every rural household whose adult members volunteer to do unskilled manual work at the minimum wage rate notified for agricultural labour prescribed in the State or else an unemployment allowance. The objective of the Act is to supplement wage employment opportunities in rural areas and in the process also build up durable assets. Planning is critical to the successful implementation of the Rural Employment Guarantee Act (NREGA). A key indicator of success is the timely generation of employment within 15 days while ensuring that the design and selection of works are such that good quality assets are developed. The need to act within a time limit necessitates advance planning. The basic aim of the planning process is to ensure that the District is prepared well in advance to offer productive employment on demand. The Act under section 16, mandates the formulation of a development plan by the Gram Panchayat on the recommendations of the Gram Sabha. The development Plan will be an Annual Plan that consists of a 'shelf of projects' to offer employment on demand. The Development Plan will be like a rolling plan, since the approved shelf of projects may carry over from one financial year to the next. The Development Plan will have three key components:

- i) Assessment of labour demand
- ii) Identification of works to meet the estimated labor demand
- iii) Estimated Cost of works and wages

### **2. District Perspective Plan**

The need to integrate work priorities with a longer-term development strategy is reflected in Schedule I of the Act, which states that the 'creation of durable assets and strengthening the livelihood resource base of the rural poor shall be an important objective of the Scheme'. It is suggested, therefore, that Districts develop Perspective Plans to enable them to assess the causal factors of poverty that are latent in and possible interventions. The District Perspective Plan (DPP) is intended to facilitate advance planning and to provide a development perspective for the District. The aim is to identify the types of NREGA works that should be encouraged in the District, and the potential linkages between these works and long-term employment generation and sustained development.

A District Perspective Plan of five years will be a framework of long-term planning and will have the advantage of facilitating the annual development plans. The annual development plans will even while drawing upon the approved perspective plan be able to respond to new emerging needs of the area, the experience of implementation, and the new works that may be approved by the Central Government.

Generally, a District Perspective Plan will have the following features:

- a) Village-based: with the village as the unit for planning;
- b) Holistic: attempt to cover all aspects of natural resource management alongwith socio-economic infrastructure requirements so as to identify all critical aspects of development in the local area;
- c) Diagnostic: include a causal analysis of poverty. This will help identify gaps and needs, and indicate the nature of interventions required.
- d) Finalise the works that can be included under the NREGA
- e) Delineate baselines;
- f) Indicate outcome-based strategies;
- g) Indicate methods for measurement of outcomes;
- h) Identify the existing programmes and financial resources and assess the additional resources required.

The District Perspective Plan will enable the adoption of a project approach to works rather than just an activity approach.

3. The preparation and approval of the projects reflecting the priorities of the Gram Panchayats in the Perspective Plan will follow the same process of plan approval as laid down in the Act. The District Administration will facilitate Panchayats in preparation of a 5 year Plan. If required assistance of an expert agency may be hired that assist Panchayats to prepare/develop the perspective Plan. The procedure to be followed for the selection of the agency if any, has to be in accordance with the guidelines for the purpose given at **Annexure I**. The Perspective Plan shall be prepared through actual survey of every village to facilitate the Gram Sabha and GP to assess local needs. The interventions should be decided based on the needs assessment and gaps that can be met under NREGA. Rough cost estimate for project/works suggested must be given based on acceptable parameters. Once the District Perspective Plan is prepared, the approval procedure of the same is to be followed as per guidelines given at **Annexure II**.

## CHAPTER – I

### INTRODUCTION

The information for the **District as a whole** must be given in tabular form on demography with SC/ST, women and children population with work force divided into employed, semi-employed, unemployed, occupational distribution, month-wise rainfall distribution, depth of water table, depletion rate, gender-wise illiteracy, main crops, number of crops per year, per hectare productivity, type of soil, agriculture productivity per worker, distribution of average land holding, average size of tilling, distribution of commercial/ Regional Rural Bank, availability of bank branches per sq.km, potential occupation, service and industry. There may be some special economic activity in the form of agriculture crops, industry, handicraft, cottage industry, special mention thereof and data on output etc., be given. The introductory part must also identify the main problems of the different geographical zones of the district, identify the reasons for poverty and the strategy adopted in the plan document to tackle these problems.

The Consultation process followed and steps in formulation of plan at each level be explained.

## CHAPTER-II

### Section-A

1. On the first page of this section scheme-wise availability of resources for the **District as a whole** in respect of all employment and development oriented programme such as Swarnajayanti Gram Swarozgar Yojana(SGSY), Backward Regions Grant Fund(BRGF), Watershed Development Programmes ( such as IWDP, DPAP, DDP) and similar programmes of Agriculture Ministry, PMRY ( its share for rural segment), Rural Employment Generation Programme of KVIC, Sarv Shiksha Abhiyan(building component), MPLAD, MLALAD and finally NREGA and all other Centrally and State sponsored programmes that aim at providing additional employment and development of infrastructure in any form in the rural areas, may be indicated in the format given at the end of Section-A. MPs and MLAs may be consulted to ascertain their preference of activities in which they volunteer their funds. The name of the implementing agency may clearly be indicated against each programme.

2. Thereafter, in the same format, **Block-wise** breakup of distribution/availability of resources under the above programmes may be given. The format for both District-wise consolidated information (to be given on the first page of this section) and block-wise break-up thereafter is as under:

Sl.No.	Programme	Implementing Agency	Availability of Resources for 1 year (Rs. In lakh)	Availability of Resources for 5 years (Rs. In lakh)
1	2	3	4	5
1	SGSY			
2	BRGF			
3	IWDP			
4	DPAP			
5	DDP			
6	PMRY			
7	Sarv Shiksha Abhiyan (Building Component)			
8	PMGSY			
9	National Rural Health Mission (Building Component)			
10	REGP			
11	MPLAD			
12	MLALAD			
	Add more schemes of Central/State			
	<b>Total</b>			

### **Section-B**

1. A comprehensive exercise needs to be undertaken to assess somewhat near to actual number of wage seekers through PRA techniques. Historical data of wage seekers under Relief and Wage employment programmes needs to be analysed for the purpose. The District-wise break-up of this data might be available with the Relief Department. This data may be used for cross verification of any such estimation. If the district is already under NREGA, the number of actual wage seekers would be available. Estimation also needs to be made at least on representative sample basis to arrive at a reasonably correct estimation of the likely percentage of the job seekers out of the total rural adult population. Seasonality of demand may also be assessed. A table indicating GP-wise work force for each block separately may be given in the following format. The information in the following format from Column 3 to 6 and again from Column 8 to 12 will be taken from secondary source whereas information in Column 7 and 13 will be based on primary assessment. Though the NREGA is self targeting but the demand is generally made by Agricultural labourers, Marginal Farmers etc. and at the same time this information would facilitate District/State to know the pattern of demand.



S.No	Name of GP	Total Population		No. of Rural Households		Migration Prone HH	Marginal Farmers	Agriculture Labour	Educated unemployed	Other Households	Total (8+9+10+11)	Out of Col. 5, expected Households to demand work	%age Wage seeking HHs to total HHs (col. 5)
		Total	BPL	Total	BPL								
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
n													
Total for Block													

**\* Column 12 must match with Column 5**

2. The potential for employment generation of the projects/works identified must match the expected demand for labour as per NREG Act. The basis for calculating the number of employment seekers should be clearly indicated and justified with support of historical data on extent of labour turn out in relief works, migration and any other similar data available.

### **Section-C**

1. The main objective of the exercise in this section is to draw a benchmark with regard to attaining minimum floor level in various development indicators in each Panchayat at the same time ensuring 100 days of wage employment to each rural household opting for it. This section must contain on the first page of this section location/area specific kinds/types of infrastructure which are expected in the Panchayat. For convenience, an illustrative list of activities/works is given as under:

- (i) Water conservation activities like digging of ponds/percolation tanks and de-silting of ponds
- (ii) Small check dams and other water harvesting structures
- (iii) Tube/open wells (whichever is relevant in that area) for drinking /irrigation purpose.
- (iv) Drainage/nallah to drain out extra water in the water logged /flood prone areas.
- (v) Internal roads providing connectivity with main roads.
- (vi) One Panchayat Ghar
- (vii) One primary/Secondary school building sufficient for the number of children studying.
- (viii) One low cost storage godown for storing foodgrains
- (ix) Dairy /Veterinary development infrastructure.
- (x) Erection of permanent/pucca embankment for flood protection
- (xi) Strengthening of marketing infrastructure at local Panchayat haats/market such as construction of permanent sheds and low cost community storage godowns for safe storage of goods etc.
- (xii) Individual/community horticulture/social forestry development.
- (xiii) Any other facility considered essential on the local needs.

2. The above list of infrastructure is only illustrative and not exhaustive. It is possible that some of the above infrastructure may not be suitable for a particular State/District/Panchayat but may be relevant in other. As such, the above list may be modified and prepared taking into account local needs and aspirations.

### CHAPTER-III

1. This chapter will have details on Panchayat-wise (i) list of infrastructure already existing and (ii) List of infrastructure that are missing out of the list given at section –C, Chapter-II (iii) requirement of resources for creation of missing infrastructure alongwith programme-wise inflow/share of that Panchayat out of all development programmes listed at section – A of Chapter-II and (iv) estimated employment generation in terms of both self and wage employment while creating missing infrastructure. The above information is to be given year-wise. While assessing resource inflow from all sources, 15% for maintenance of assets already created/being created be shown separately and as such only 85% of the total inflow may be taken into account for showing resource inflow for creation of assets. The above Panchayat-wise list of missing infrastructure have to be prepared in a manner that each missing infrastructure will give a clear cut idea under which programme it is proposed with estimated cost and the number of expected beneficiaries to be covered under self and wage employment. In case of wage employment, number of potential mandays generation from identified works/activities is to be divided by (Minimum wages (60%) plus material cost (40%) assuming 60:40 wage material ratio ( e.g. if Rs.60 is minimum wage than Rs. 40 be taken as material cost and as such number of mandays be divided by 100 to arrive at number of persons to be employed. The potential for employment generation of the projects/works identified must match with the expected demand for labour as per NREG Act and at Section II – B above. All activities/works shown under the existing programme would have to be implemented in accordance with their respective programme guidelines. If any activity is permissible under more than one programme, it may be shown under that programme which has larger share for that Panchayat. It should, however, be ensured that one activity is shown under one programme only with the stipulation that it is completed during one financial year itself. Spillover to the next year may be indicated in exceptional cases where inflow of resources is limited during the year. Estimated cost may include an increase of 5 to 10% every year while showing year-wise activities to be taken up. It should be ensured that existing integrated watershed development plan if any for the district is kept in mind to avoid overlapping and duplication while proposing any activity under this category in the Perspective Plan.

2. The list of infrastructure already available out of list indicated at section-B Chapter-II, is to be given hereunder. For example:

- 1
- 2
- 3 and so on

3. The following tables will reflect light on the Panchayat-wise resource availability under the ongoing developmental and employment oriented

programmes vis a vis requirement of resources for creation of infrastructure with focus on employment generation at the Panchayat level.

**(A) Expected Resources inflow (share of the Panchayat) to the concerned Panchayat under various programmes**

S.No	Programme	Total Expected Availability for 1 year (Rs. In lakh)	Total Expected Availability for 5 year (Rs. In lakh)
1	2	3	4
1	SGSY		
2	BRGF		
3	IWDP		
4	DPAP		
5	DDP		
6	PMRY		
7	Sarv Shiksha Abhiyan (Building Component)		
8	PMGSY		
9	National Rural Health Mission (Building Component)		
10	REGP		
11	MPLAD		
12	MLALAD		
	Add more schemes of Central/State		
	<b>Total</b>		

Out of total availability only 85% may be taken as actual availability since, atleast 15% resources may be assumed for the maintenance and upkeep of infrastructure so created.

**(B) Requirement of Panchayat-wise Resources for creation of missing Infrastructure with Prioritization of activities/works.**

Sl. No	Missing Infrastructure with priority (Shelf of Projects) (for example )	Total Cost ( Rs. in lakhs)	Programme under which proposed	Year in which proposed
1	Check dam to store water			
2	Drainage/Nallah to drain extra water in water logged/flood affected areas			
3	Digging of pond			
4	Land Development of Common			

	Waste land area			
5	Percolation Wells			
6.	Storage Godown and so on.			
	Total			

If the activity is shown under the SGSY, it may be shown under 20% permissible limit for infrastructure creation under the SGSY. In case the work is projected under NREGA, it should be ensured that atleast 50% of works in terms of cost are to be executed by the GP in accordance with the Act.

2. However, the third table will give a summary Panchayat-wise, of employment generation with regard to both self and wage employment which will be in the following format:

**Name of the Panchayat:-**

Employment Generation	Year					Total (2+3+4+5+6)
	2008-09	2009-10	2010-11	2011-2012	2012-2013	
1	2	3	4	5	6	7
<b>Under Self Employment Programmes ( No. of expected beneficiares)</b>						
<b>Wage Employment Programmes</b>						
a) Number of expected Mandays to be generated (In Numbers)						
b) Number of expected beneficiaris getting employment { (a) above/as discussed at para III.1 above }						
<b>Area Development Programmes</b>						
a) Number of exptected beneficiaries ( In Numbers)						
b)(i) Number of expected Mandays to be generated (In Numbers)						
b)(ii) Number of expected Mandays converted into number of persons { (b)(i) above/100}						

3. It has to be ensured that if the potential of providing wage employment through works identified in a GP is less than the potential wage seekers in that

area than additional works that may include more than one GP have to be added with the consent of the respective panchayats at the Block level.

#### **CHAPTER-IV**

In the previous chapter, Panchayat-wise details of missing infrastructure with estimated cost and prioritization of activities and expected employment generation have been indicated. Now in this chapter, **Block-wise** exercise by consolidating above Panchayat-wise information (given in chapter-III) under respective blocks may be taken up. Summary for each block separately to indicate missing infrastructure-wise details giving year-wise cost estimates and expected employment generation may be given as per following two tables:



**Name of the Block:-**



At the end of the above each block-wise table, names and address with phone/mobile numbers of the Panchayat Samiti Adhyaksha and Programme Officer be given as under:

Officer	Name	Address	Phone Number	
			Office	Res.
Panchayat Samiti Adhyaksha				
Programme Officer				

After detailing block-wise picture in the above two tables, a consolidated picture of the **District as a whole** in the above two tables by clubbing together the information of all blocks, may be given on a separate page at the end of this chapter.

## CHAPTER-V

In the preceding chapters, detailed exercise to assess Panchayat-wise total quantum of resource inflow, identification of missing infrastructure, activities to be taken up with estimated cost and expected employment generation under all ongoing programmes meant for infrastructure development and employment generation, have been carried out. Based on which, Annual Development Plan for each of the indicated programme in the previous chapters can easily be drawn up. At the same time, it will also provide necessary tool to facilitate greater co-ordination/convergence and integration of various developmental and employment oriented programmes at the grassroot level for optimum utilization of resources to maximize the benefit in favour of rural poor. Therefore, it is necessary to **segregate** activities /works **Panchayat-wise**, those proposed under NREGA in the previous chapters. As such, Panchayat-wise and year-wise works/ activities to be taken up under the NREGA drawn from the Perspective Plan discussed in the four previous chapters with clear cut prioritization will have to be given in the following format for each Panchayat separately. It should be ensured the kind of activities under NREGA to be indicated in the Perspective Plan discussed in the four previous chapters and the Annual Development Plan in the present chapter must be in accordance with para 5.1.1 of the NREGA Guidelines. No other activity under NREGA is allowed.

2. However, a new activity which deserves inclusion under NREGA under Section I(ix) of Schedule I of the Act may be separately mentioned with adequate justification, its employment potential and resources required. While identifying location of works and plans of other programmes and Departments must be kept in view to avoid duplication and overlap. For example plans of Haryali, PMGSY, BRGF and other major programmes under implementation in the district/Panchayat be kept in mind. Some plans in the past have given standard designs and cost

estimates for some structures for guidance of field functionaries. As far as possible these may be referred to.

3. The location indicating plot /Khasra number etc of structures/works identified for each Panchayat should be shown on a map (may be NOT to SCALE). Digital mapping techniques have been used earlier by some districts with advantage. Possibility of such use may be kept in mind.

Name of Panchayat..... Block.....District.....																																					
S.No	Name of Activities in priority order (for Example)	Year																																			
		2008-09					2009-10					2010-11					2011-12					2012-13					Total for Five Years										
		Cost (Rough Estimate)	Expected No. of Self Employment (No. in lakhs)	Expected Mandays Generation (In lakh Mandays)	Mandays Convert into No. of Persons @ 100 Mandays (Col. 5/ 100)	Total Employment (Col. 4+5)	Cost (Rough Estimate)	Expected No. of Self Employment (No. in lakhs)	Expected Mandays Generation (In lakh Mandays)	Mandays Convert into No. of Persons @ 100 Mandays (Col. 10/ 100)	Total Employment (Col.9+11)	Cost (Rough Estimate)	Expected No. of Self Employment (No. in lakhs)	Expected Mandays Generation (In lakh Mandays)	Mandays Convert into No. of Persons @ 100 Mandays (Col. 15/ 100)	Total Employment (Col. 14+16)	Cost (Rough Estimate)	Expected No. of Self Employment (No. in lakhs)	Expected Mandays Generation (In lakh Mandays)	Mandays Convert into No. of Persons @ 100 Mandays (Col. 20/ 100)	Total Employment (Col. 19+21)	Cost (Rough Estimate)	Expected No. of Self Employment (No. in lakhs)	Expected Mandays Generation (In lakh Mandays)	Mandays Convert into No. of Persons @ 100 Mandays (Col. 25/ 100)	Total Employment (Col. 24+26)	Cost (Rough Estimate)	Expected No. of Self Employment (No. in lakhs)	Expected Mandays Generation (In lakh Mandays)	Mandays Convert into No. of Persons (Col. 4+9+14+18+24)	Total Employment (Col. 5+10+15+20+25)	Mandays Convert into No. of Persons (Col. 6+11+16+21+26)	Total Employment (Col. 23+31)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32						
1	Checkdams																																				
2	Digging of ponds/ desilting																																				
3	Drainage (in waterlogged/flood affected areas)(In Km)																																				
4	Development & Bunding of degraded lands																																				
5	Other Waterharvesting Structures (mention type of structure)																																				
6	(and so on)																																				
	Total																																				
Note: The location of structures should be indicated very clearly given details of works like type of Earthen Checkdams, Concrete Checkdams etc, size of the structure for example Earthen Chekdams on "A" Nala or Stream at "B" Site approximate length of 10 meters.																																					





4. The above Panchayat-wise exercise will be followed by **Block-wise** consolidated information in the same format as has been indicated for Panchayat-wise information with only addition of one column indicating number of works/ activities against each indicated activity under each year so as to give a clear cut picture that how many of one category of activity is being taken up in the concerned Block. This has to be done for each block separately.

5. Finally the information of all the blocks will be consolidated into one statement in the same format as has been shown in case of blocks to present the **picture of the entire District** for the activities being taken up under the NREGA during the next five years.

## CHAPTER-VI

### Indicators of Effectiveness

The effectiveness of the programme will be assessed based on the following type of parameters on pre (as on 2008) and post (as on 2013) Perspective Plan assessment. The assessment of the Block and District as a whole will be indicated in the following manner:

Item ( For Example)	Status at the time of preparation of Perspective Plan(2008)	Estimated status after the completion of the Five year Plan period (2013)	Total Increase/ Decrease (Both in absolute and percentage terms)
Extent to which NREGA has supplemented employment days(Average per HH)			
Extent to which NREGA has supplemented wage earnings (Average per HH)			
Rural Urban Migration (In Persons)			
Rural Poverty Ratio (in %age)			
Irrigated Areas (In Ha.)			
single crop or double crop			
Water table (In Feet)			
Agricultural Output of different crops(In Per Ha)( illustrative) a)Rice b)Wheat c) Maize d)Pulses e)Oilseeds			

f)Main Cash crop(mention) OVERALL			
Diversification of area to cash crops (In Ha)			
Village connectivity to Towns ( in %age) Internal roads --			

2. It should be ensured by the District Programme Coordinator while estimating improvement against each development indicator after the 5 year period in tabular form as elaborated above giving absolute figures as well as percentages and are adequately supported with justifications as to how they have come to that conclusion. Each indicator has to be justified in one para separately. All the development indicators as given in the Perspective Plan Guidelines **must be filled up** and if the District Programme Coordinator want to add any additional indicator with justification, the same can be done. While indicating impact against each development indicator, it must be ensured that estimated impact has to take into account the overall investment made during the 5 years from all social sector programmes.

3. It should also be ensured that the entire Perspective Plan containing six chapter are neatly paginated and contents/index given at the beginning of this document.

4. At the end of the Chapter, names and address with phone/mobile numbers of the Chairman, Zilla Parishad and District Programme Coordinator (DPC) be given as under:

Officer	Name	Complete Office Address	Phone Number & Fax No.		E-Mail
			Office	Res.	
Chairman, Zilla Parishad					
District Programme Coordinator(DPC)					

### **EXECUTIVE SUMMARY OF DISTRICT PERSPECTIVE PLAN**

Each plan will be accompanied by an Executive Summary with all major key indicators chapter-wise not exceeding 15-20 pages in all with a sufficient number of soft copies as may be required by DPC. The summary for the district as whole will include:

- a) brief description of district profile,
- b) a map of the district with topography,
- c) consultation/approval process followed,
- d) identification of major reasons for poverty and strategy suggested to tackle these bottlenecks,

- e) availability of labour for manual work,
- f) expected demand for work,
- g) existing and missing infrastructure for development, including items not permissible under NREGA(summary of Chapter III),
- h) summary of NREGA shelf of works(Chapter V) alongwith rough cost estimates,
- i) a table to indicate year-wise resources required, resources available and the gap to bridge the same both in terms of providing 100 days of guaranteed unskilled wage employment to expected rural households and creating all required infrastructure

**Copies to be delivered :**

1. Each Gram Panchayat to be given a hard copy of GP Plan
2. Each Intermediate Panchayat & Programme Officer to be given a hard copy and soft copy of Block Plan.
3. District Panchayat and District Programme Coordinator to have hard and soft copy of District Plan.
4. State Government to be sent hard and soft copy of Executive Summary and District Plan.
5. Central Government to be sent Executive Summary and soft copy of District Plan.
6. Extra copies as may be required by District Programme Coordinator.
7. Plan to be uploaded on website of the District.

**PROCEDURE TO BE FOLLOWED FOR SELECTION OF EXPERT AGENCY TO FACILITATE PANCHAYATS IN PREPARATION OF DISTRICT PERSPECTIVE PLANS**

If it is felt necessary that Panchayats/district need facilitating agency for preparation of Perspective Plan, it can be engaged, but the selection of agency for the purpose must be done very carefully. The agency should have sufficient expertise in rural engineering, preparation of plans, adequate manpower to undertake field surveys and communicate with village Panchayats, access and process data. The remuneration must be decided and paid commensurate with the work.

The State Government after the approval of State Employment Guarantee Council through an administrative order will constitute a committee at the State level to shortlist/select facilitating agency and prescribe a set of parameters for selection of such agency/institution for the purpose. The State Government will also prescribe a standard format of MoU for the purpose which will include terms and conditions to cover all aspects and features of preparation of Perspective Plan discussed in this annexure and the present guidelines and so the task to be done by the agency must be clearly spelt out. The agency will be expected to conduct field survey of each village, build capacity of Gram Panchayat, and Gram Sabha through intensive interaction to make them assess demand for wage employment, seasonality of demand with concentration pockets, priority for works and expected outcomes. It will be expected of the agency to guide the Gram Sabha about possible types of works which can be taken up and will ultimately help in achieving objectives of NREGA and overall development of the village. The role of agency will be that of a surveyor, facilitator and expert. The experts of the agency will be expected to check the technical and economic feasibility of each work proposed.

## **Annexure - II**

### **PROCEDURE FOR ACCORDING APPROVAL OF DISTRICT PERSPECTIVE PLANS TO BE PREPARED BY THE DISTRICTS UNDER NREGA**

Following procedure is to be followed for scrutiny and approval of District Perspective Plans that will be formulated by the Districts under NREGA

(i) Since State Councils have been formed in most of the States they are authorized to approve these Plans if found in conformity with the Ministry's guidelines on Perspective Plans and the **checklist enclosed**. The State Councils may, if they so decide, delegate this to a Committee under Secretary, Rural Development incharge of NREGA of the State.

(ii) A nominee from the Central Ministry will be present in this approval process and will participate in the discussion in the State Council/Committee.

(iii) The District Programme Coordinator (DPC) and the Agency engaged for the purpose of preparing the Perspective Plans should present the Perspective Plan of their district based on which the State Council can take necessary decision for approval.

(iv) The scrutiny and approval will be based on the checklist enclosed and approval to the Perspective Plans may be accorded and the final instalment amounting to 25% of the total administrative approval due to the respective agencies may be released thereafter.

(v) The District Programme Coordinator of NREGA will certify that the works selected conform to the NREGA schedule 1 and no work not permissible under the Act has been identified. The State Rural Development Secretary incharge of NREGA shall ensure its observance.

(vi) The participation of the Centre nominee would be necessary for the approval process to be initiated and completed and therefore State Government must ensure that advance information of the meeting to discuss the District Perspective Plan must be given to the Ministry.

(vii) After approval of the Perspective Plans the State Secretary will ensure uploading the same on the state website.

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**Checklist for NREGA**

<b>I. Is there information for district as a whole on:</b>	
<p>A. (1) Total population (2) SCs &amp; STs (3) Women &amp; (4) Children</p> <p>B. Work force (1) Employed (2) Semi-employed (3) Unemployed (4) Occupational distribution</p> <p>C. (1) Rainfall distribution monthwise (in mm)</p> <p>(2) Depth of water table (3) Depletion rate</p> <p>D. Genderwise illiteracy</p>	
<p>E. (1) Main crops (2) No. of crops/year (3) Per hectare productivity</p> <p>(4) Type of soil (5) (a) Agricultural Productivity (b) Agricultural worker</p> <p>(6) Distribution of average landholding</p> <p>(7) Average size of tilling</p> <p>F. (1) Distribution of commercial banks &amp; RRBs</p> <p>(2) Availability of bank branches/sq.km.</p> <p>G. (1) Potential occupations, services and industry</p>	

<p>(2) Existing economic activities – agriculture, industry (handicrafts &amp; cottage industry included) with value of output.</p>	
<p>What do the above indicate about the district?</p>	
<p>II. Resources available for district as a whole under:-</p>	
<p>A. SGSY  B. BRGF  C. Watershed development programmes  a) DPAP &amp; DDP  b) IWDP  c) Programmes of the Agriculture Ministry  d) Others  D. Rural employment generation programme of KVIC  E. NREG expected funding  F. MPLADS and MLALADS  G. Other Central and State programmes aimed at employment and infrastructure development in rural areas (are details given?)</p>	
<p>Has A to G been given in format given in Section A of guidelines?</p>	
<p>H. Have MPs and MLAs been consulted on their preference of activities for which they volunteer funds?</p>	
<p>Has blockwise data been given in the format given in Section A of guidelines?</p>	
<p>III. Has information been given on location specific types of infrastructure required for the Panchayat on:</p>	

<ul style="list-style-type: none"> <li>a) Panchayat ghar</li> <li>b) Primary &amp; secondary school building</li> <li>c) Storage godown for foodgrains</li> <li>d) Tube or open well for drinking water and/or irrigation</li> <li>e) Internal roads to connect to main road</li> <li>f) Drains</li> <li>g) Dairy and other veterinary infrastructure</li> <li>h) Flood protection work</li> <li>i) Check dams, ponds, percolation tanks &amp; pond desilting</li> <li>j) Market haats</li> <li>k) Horticulture and social forestry</li> <li>l) Other requirements</li> </ul>	
<p>IV. Is there yearwise data, panchayatwise on:</p>	
<ul style="list-style-type: none"> <li>A. Existing infrastructure and missing infrastructure?</li> <li>B. Resources required for missing infrastructure</li> <li>C. Programme-wise funds available now</li> <li>D. Estimated employment (self and wages to be created while providing missing infrastructure)</li> <li>E. Has 15% been set aside from resources for maintaining existing assets.</li> <li>F. Has 5%- 10% cost escalation/year been provided</li> <li>G. Has executing agency been suggested for work?</li> </ul>	
<p>Please confirm that there is no double counting of an item under different activities.</p>	
<p>V. Block- wise and district-wise picture of missing items as per format given in guidelines</p>	
<p>VI. Have indicators of success been given as prescribed under Chapter VI of guidelines?</p>	

<p>VII. Did the consultant</p> <ul style="list-style-type: none"> <li>a) Survey every village</li> <li>b) Consult local community</li> <li>c) Hold gram sabhas</li> <li>d) Meet all gram panchayats, panchayat samitis and zilla parishads</li> <li>e) Consult MLAs &amp; MPs</li> </ul>	
<p>VIII. Has the consultant analysed unemployment and demand for employment panchayatwise?</p>	
<p>IX. Have technical estimates been prepared by experts?</p>	
<p>X. Have PRI levels approved plan?</p>	
<p>XI. Has State government examined and approved plan?</p>	
<p>XII. Whether works proposed are matched with expected demand for employment?</p>	