



Abstract

Revamped Rashtriya Gram Swaraj Abhiyan – 2022-2026 – Implementation – Guidelines – Approved – Orders - Issued.

Rural Development and Panchayat Raj (PR.II) Department

G.O.(Ms) No.108

Dated: 27.09.2022.

சுபகிருது வருடம், புரட்டாசி 10.
திருவள்ளூர் ஆண்டு 2053.

Read:

From the Commissioner of Rural Development and Panchayat Raj, Letter Rc.No.25803/2022/Trg.-1, dated 09.06.2022.

ORDER:

In the letter read above, the Commissioner of Rural Development and Panchayat Raj has stated that Centrally Sponsored Scheme of Revamped Rashtriya Gram Swaraj Abhiyan has been approved by the Union Government on 13.04.2022 for implementation in all the States and Union Territories (UTs) from 01.04.2022 to 31.03.2026 (co-terminus with XV Finance Commission period) at a total cost of Rs.5911 crore including Central Share of Rs.3700 crore and State share of Rs.2211 crore and the Ministry of Panchayat Raj has informed that the Revamped Rashtriya Gram Swaraj Abhiyan envisages to strengthen capacities of institutions for rural local governance to become more responsive towards local development needs, prepare participatory plans, leveraging technology and efficiently utilize available resources for realizing sustainable solutions to local problems linked to Sustainable Development Goals. Integrating Sustainable Development Goals in the Revamped Rashtriya Gram Swaraj Abhiyan crystallizes the localization of Sustainable Development Goals in rural areas with all responsible converging their plans in the Panchayat Development Plans to achieve Sustainable Development Goals and realization of poverty free, healthy, child friendly, water sufficient, clean & green, self-sufficient infrastructure, socially secured, good governed and women-friendly villages.

2. Further, the Commissioner of Rural Development and Panchayat Raj has stated that the Ministry of Panchayat Raj has sent the Framework on Revamped Rashtriya Gram Swaraj Abhiyan to be implemented from 2022-23 to 2025-26. The funding pattern is in the ratio of 60:40 among Centre and State respectively.

3. The Commissioner of Rural Development and Panchayat Raj has therefore sent the draft Guidelines for implementing Revamped Rashtriya Gram Swaraj Abhiyan 2022-2026 for approval.

4. After careful examination of the proposal of the Commissioner of Rural Development and Panchayat Raj, the Government hereby approve the guidelines for implementation of Revamped Rashtriya Gram Swaraj Abhiyan as in the Annexure to this order.

(BY ORDER OF THE GOVERNOR)

**P.AMUDHA,
PRINCIPAL SECRETARY TO GOVERNMENT.**

To

The Commissioner of Rural Development and
Panchayat Raj, Chennai-15.

The Commissioner of Rural Development and Panchayat Raj /
Director General, Rural Development and Panchayat Raj (Trg.) (FAC),
Chennai-15.

The Director, State Institute of Rural Development
and Panchayat Raj, Maraimalai Nagar.

The Additional Chief Secretary to Government, Planning,
Development and Special Initiatives Department, Chennai-9.

The Additional Chief Secretary to Government,
Finance Department, Chennai-9.

The Additional Chief Secretary to Government, Social Welfare and
Women Empowerment Department, Chennai-9.

The Principal Secretary to Government, Information Technology
and Digital Services Department, Chennai-9.

The Principal Secretary to Government,
School Education Department, Chennai-9.

The Principal Secretary to Government, Youth Welfare
and Sports Development Department, Chennai-9.

The Principal Secretary to Government, Health and
Family Welfare Department, Chennai-9.

The Principal Secretary to Government, Agriculture and
Farmers Welfare Department, Chennai-9.

The Additional / Joint Director of Rural Development and
Panchayat Raj, Chennai-15.

The Commissioner, Agriculture Department, Chennai-5.

The Commissioner, Social Welfare Department,
Chennai-15.

The Director, Public Health and Preventive Medicine
Department, Chennai-6.

The Director, Tamil Nadu e-Governance Agency, Chennai-2.

..3..

The Managing Director, Tamil Nadu Corporation for Development of Women Ltd, Chennai-34.

The Member Secretary, Sports Development Authority of Tamil Nadu, Chennai-3.

The Head of Division, RD&DP, State Planning Commission, Chennai-5.

The State Project Director, SSA, School Education Department, Chennai-6.

The Technical Director, National Informatics Centre, Chennai-9.

All District Collectors (except Chennai)(through the Commissioner of Rural Development and Panchayat Raj, Chennai-15).

All Project Directors, District Rural Development Agencies(through the Commissioner of Rural Development and Panchayat Raj, Chennai-15)

Copy to

The Finance(RD) Department, Chennai-9.

The Special Personal Assistant to Hon'ble Minister (Rural Development), Chennai-9.

The Principal Private Secretary to the Principal Secretary to Government, Rural Development and Panchayat Raj Department, Chennai – 9.

//FORWARDED BY ORDER//

Nadk
27.9.2022
SECTION OFFICER.

**Annexure to G.O.(Ms) No.108, Rural Development and
Panchayat Raj Department, dated 27.09.2022.**

**GUIDELINES FOR IMPLEMENTING REVAMPED RASHTRIYA GRAM
SWARAJ ABHIYAN (RGSA) 2022-2026 IN TAMIL NADU.**

Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)

1. Perspectives:

Centrally Sponsored Scheme of Revamped RGSA has been approved by the Government of India on 13.04.2022 for 4 years for implementation from 01.04.2022 to 31.03.2026 (co-terminus with XV Finance Commission period) at a total cost of Rs.5911 crore including Central Share of Rs.3700 crore and State share of Rs.2211 crore. The Revamped RGSA extend to all States and Union Territories (UTs) of the country including institutions of rural local government in non-Part IX areas, where Panchayats do not exist.

Government of India is a signatory to the United Nations Sustainable Development Goals (SDGs) 2030 agenda and committed to achieve the Goals and targets adopting multipronged strategy with the involvement of NITI Aayog, Central Ministries, State Governments, UN agencies specialised in respective fields, Panchayati Raj Institutions (PRIs) etc. PRIs are mandated for delivery of critical public services up to the level of Gram Panchayats/ villages. Therefore, role of PRIs became more important for achievements of SDGs through localization. Ministry of Panchayati Raj has been facilitating the efforts in direction of attainment of SDGs through Panchayats adopting thematic approach, which cover almost all the SDGs.

2. Objectives of RGSA

- Develop governance capabilities of Panchayat Raj Institutions to deliver on the Sustainable Development Goals.
- Focus on developing the capacity of Elected Representatives of PRIs for leadership roles to enable the Village Panchayat to function effectively as 3 tier of Government.

- Enhance capabilities of Panchayats for inclusive local governance with focus on optimum utilization of available resources and convergence with other schemes to address issues of national importance.
- Enhance capabilities of Panchayats to raise their own sources of revenue.
- Strengthen Gram Sabhas to function effectively as the basic forum of people's participation, transparency and accountability within the Panchayat system.
- Strengthen institutions capacity enhancement of PRIs at different level; collaborate with other Departments & Stakeholders for optimal use of available training infrastructure to ensure quality standards in infrastructure facilities, human resources and outcome based training;
- Collaboration with Academic Institute / Institute of Excellence to support capacity building and hand-hold for Panchayat Raj Institutions.
- Strengthen institutions for capacity enhancement of Panchayat Raj Institutions at various levels.
- Promote e-governance and other technology driven solutions to enable good governance in Panchayats for administrative efficiency and improved service delivery with transparency and accountability.
- Recognize and incentivize the performance of Panchayat Raj Institutions towards attainment of SDGs.
- Enhance capabilities of Panchayats through action research and publicity to reach out to multiple and diverse target groups and taking up research studies related to PRIs for assessments and informed policy decision.
- Exchange of information / ideas through international organisations and exchange programmes in local governance.

3. Focus of Revamped RGSA: To ensure:

- Basic orientation training for the Elected Representatives (ERs) of Panchayats, within 6 months of their election.
- Refresher training to be ensured within 2 years.
- Strengthening of Panchayat – SHG Convergence.

- Training at State, District and Block/Cluster of GPs level for Elected Representatives (ERs) and Functionaries of Panchayats, Resource persons, Trainers/ Master Trainers etc. on various aspects of PRIs with focus on Development Plan, e-Governance and localization of SDGs following thematic approach;
- Physical / Virtual/online and hybrid mode of trainings leveraging emerging technologies, with focus on practical approach;
- Standardisation of Training needs assessment, training modules, training materials, training of Master Trainers and impact assessment of training programmes;
- Training of additional Trainers/ Master Trainers in 9 thematic areas for localisation of SDGs;
- Leveraging the Institutes of excellence/ reputed institutions for capacitating ERs for leadership roles at all tiers of Panchayats and other such activities.
- Building of Capacity of PRIs on digital literacy.

4. Expected outcomes of RGSA:

- Enhanced capabilities of Panchayats for good governance and attainment of Sustainable Development Goals (SDGs) adopting 9 thematic approach through participatory local planning, democratic decision-making, transparency and accountability.
- Increased use of e-governance and technology driven solutions at the Panchayat level to attain administrative efficiency, improved service delivery & greater accountability.
- Building Institutional structure for capacity building at the National, State, District and Block levels with adequate infrastructure, facilities and human resources.
- Strengthen PRIs and empower Gram Sabhas to function as effective institutions with social inclusion of citizens particularly the vulnerable groups.
- Strengthening PRIs will promote equity and inclusiveness, along with Social Justice and economic development of the community, as

Panchayats have representation of Scheduled Caste, Scheduled Tribes and women and institutions closest to the grass-roots.

- Panchayats will progressively be strengthened through Incentivization on the basis of nationally important criteria which will encourage competitive spirit among them.

5. Funding under Revamped RGSA:

The scheme comprises of both Central and State Components. The Central Components comprising of national level activities including National Plan for Technical Assistance (NPTA), Collaboration with Academic Institute/ Institute of Excellence/ NIRD&PR, 'Mission Mode project (MMP) on e-Panchayat', 'Incentivization of Panchayats', 'Action Research & Publicity' and 'International Cooperation' will be fully funded by the Central Government. However, the funding pattern for State Components is in the ratio of 60:40 among Centre and States respectively.

Central Empowered Committee (CEC) of revamped RGSA will be competent to decide the quantum of funds to be provided to each State, to implement their capacity building plans with due consideration given to the number of Panchayat/ equivalent bodies in the State, subject to budget availability. Unit costs/expenditure ceilings for various activities shall be adhered to, while sending and appraising State Plans. The release of funds to the State Governments will be in accordance with the General Financial Rules (GFR) provisions.

Funds under revamped RGSA would be provided in two equal instalments. In the first instalment, 50% of the fund approved in the annual plan would be paid immediately after deducting unspent balance with the State from the previous year's release. The second instalment (the remaining 50%) would be released after expenditure of 60% of the total available funds i.e. opening balance and funds released as first instalment. Release of fund will be linked to regular reporting of progress by States.

For receiving the funds under the revamped RGSA Scheme, Separate budget lines for central and state shares to be opened by State Government and necessary provision of funds is made in the state budget

for both components. State Government to ensure that the provision of the budget should be in accordance with the approved Annual Action Plan (AAP).

Single Nodal Agency (SNA) is designated for the scheme and Single Nodal Account should be opened and mapped with Public Finance Management System PFMS and operated by Panchayat Raj Division of DRD&PR with assistance from SPMU of RGSA.

The Conditions to be fulfilled to access RGSA funds are:

1. Regular conduct of elections to Panchayats or local rural bodies in non-Part IX areas.
2. Not less than one third reservation for women in Panchayats.
3. Constitution of State Finance Commission (SFC) every five years, and placement of Action Taken Report (ATR) on the recommendations of the SFC in the State legislature.
4. Constitution of District Planning Committees (DPCs) in all districts, and issuing of Guidelines/rules to make these functional.
5. The respective level of PRIs will approve the Projects of Economic Development and Income Enhancement and Innovative Project
6. Preparation and submission of detailed annual State Capacity Building Plan for PRIs to MoPR.

6. STATE COMPONENT IMPLEMENTATION

6.1. Overview:

The State Component of the scheme primarily includes Capacity Building & Training (CB&T) of PRIs. The focus of trainings for Elected Representatives (ERs) is to equip them to discharge their mandated duties efficiently and effectively on the 29 subject areas that are to be devolved to Panchayats.

The Notable activities to be supported under RGSA for CB&T of PRIs are:

- ❖ Orientation programmes for newly elected representatives within 6 months of election and refresher courses within 2 years;
- ❖ Training at State, District and Block/Cluster of GPs level for Elected Representatives (ERs) and Functionaries of Panchayats, Resource persons, Trainers/ Master Trainers etc.;
- ❖ Physical/ Virtual/online and hybrid mode of trainings;
- ❖ Collaboration with academic institutions, Civil Society Organizations (CSOs), NGOs registered with NITI Aayog and other relevant organisations for handholding support for preparation of Panchayat Development Plan aligned with SDGs;
- ❖ Training Needs Assessment (TNA), development of training modules and training materials, training of Master Trainers and independent impact assessment of training programmes;
- ❖ Exposure visits (both within and outside State) for PRIs for cross learning;
- ❖ Support for development of Panchayat Learning Centres;
- ❖ Training of Trainers/ Master Trainers in thematic areas for localisation of SDGs;
- ❖ The Institutes of excellence/ reputed institutions would be engaged for capacitating ERs for leadership roles at all tiers of Panchayats and other such activities.

The other activities under the scheme are:

- ❖ Institutional Infrastructure and Human Resource
- ❖ Distance learning Facility
- ❖ Support for Panchayat Infrastructure
- ❖ Programme Management Unit
- ❖ E-enablement of Panchayat
- ❖ Special Support for strengthening Gram Sabhas in PESA Areas
- ❖ Support for Innovation (Innovative activities)
- ❖ Project based support for Economic Development & Income Enhancement
- ❖ IEC Activities and Programme Management.

States are expected to prepare plans for central funding to undertake activities as per their requirements/priorities, from the list of activities permitted under the scheme.

6.2 State Steering Committee (SSC) for Revamped RGSA:

In accordance with Government of India guidelines, for effective appreciation of mandate of Revamped RGSA, formulating appropriate strategy, policy for implementation, monitoring, and ensuring transparency and accountability in the scheme. State Steering Committee (SSC) is constituted with following composition. It shall be convened if necessary direction is needed by Member Secretary from time to time.

No.	Name of the Post	Position in SSC
1.	Chief Secretary to Government of Tamil Nadu	Chairperson
2.	Principal Secretary to Government, Rural Development and Panchayat Raj Department	Member Secretary
3.	Director General of Rural Development and Panchayat Raj (Training)	Member
4.	Additional Chief Secretary to Government, Finance Department	Member
5.	Additional Chief Secretary to Government, Planning, Development and Special Initiatives Department	Member
6.	Additional Chief Secretary to Government, Social Welfare and Women Empowerment Department.	Member
7.	Principal Secretary to Government, Information Technology and Digital Services Department	Member

8.	Principal Secretary to Government, Health & Family Welfare Department	Member
9.	Principal Secretary to Government, School Education Department	Member
10.	Principal Secretary to Government, Agriculture and Farmers Welfare Department.	Member
11.	Principal Secretary to Government, Youth Welfare and Sports Development Department.	Member
12.	Commissioner of Rural Development and Panchayat Raj.	Member
13.	Director, State Institute of Rural Development and Panchayat Raj, Maraimalai Nagar.	Member
14.	Additional / Joint Director of Rural Development and Panchayat Raj	Member
15.	Two Nominees from BLF of Tamil Nadu State Rural Livelihood Mission by Tamil Nadu Corporation for Development of Women Ltd.	Member
16.	Two Special Invitees	1) Member Secretary, State Planning Commission 2) Head of Department, Political Science and Development administration, Gandhi Gram Rural Institute, Dindigul.

6.3 State Executive Committee (SEC) for Revamped RGSA:

The SEC is constituted under Revamped RGSA as under, and it shall approve Annual Action Plan (AAP) prepared based guidelines and demand of components in RGSA. It will direct SPMU, recommend plans, projects and suggestions to MoPR based on review and observation. Following will be the composition of SEC under Revamped RGSA in Tamil Nadu.

No.	Name of the Post	Position in SEC
1.	Principal Secretary to Government, Rural Development and Panchayat Raj Department.	Chairperson
2.	Director General of Rural Development and Panchayat Raj (Training)	Member
3.	Additional Chief Secretary to Government, Finance Department	Member
4.	Commissioner of Rural Development and Panchayat Raj.	Member
5.	Commissioner, Agriculture Department	Member
6.	Commissioner, Social Welfare Department	Member
7.	Director, Public Health and Preventive Medicine Department	Member
8.	Director, Tamil Nadu e-Governance Agency	Member
9.	Managing Director, Tamil Nadu Corporation for Development of Women Ltd.	Member
10.	Director, State Institute of Rural Development and Panchayat Raj, Maraimalai Nagar.	Convener Member
11.	Member Secretary, Sports Development Authority of Tamil Nadu	Member
12.	Head of Division, RD & DP – State Planning Commission	Member
13.	State Project Director, SSA, School Education Department	Member
14.	Additional Director/ Joint Director(PRI), O/o Director of Rural Development and Panchayat Raj.	Member
15.	Technical Director, National Informatics Centre, Chennai.	Member

16.	State Programme Manager SPMU RGSA.	Member
17.	Two Special Invitees	1) Head of Division/ Officer Incharge, Sustainable Development Goal cell, State Planning Commission 2) District Panchayat Chairperson, Thiruvallur District

6.4. Capacity Building & Training activities in Revamped RGSA:

Based on Training Needs Assessment (TNA), Consultation with ERs, PFs and other stakeholders, Assessment of Trainers, Impact assessment of training programmes the capacity Building and Training will be planned annually. Following are the broad framework as envisioned by MoPR Government of India.

Sl. No.	Training Category	Training Subjects
1.	General Orientation Trainings for ERs within 6 months	Functioning of PRIs covering 29 Subjects with the introduction of thematic approach on LSDGs.
2.	Refresher Programme Trainings for ERs within 2 years	Functioning of PRIs covering 29 Subjects with the introduction of thematic approach on LSDGs.
3.	Panchayat Development Plan Trainings	Gram Panchayat Development Plan (GPDP) oriented toward thematic approach on LSDGs.
		Block Panchayat Development Plan (BPDP) oriented toward thematic approach on LSDGs.
		District Panchayat Development Plan (DPDP) oriented toward thematic approach on LSDGs.

4.	Thematic Training - Localization of Sustainable Development Goals (LSDGs)/ Sector Enablers Trainings	(i) Poverty free village
		(ii) Healthy Village
		(iii) Child-friendly Village
		(iv) Water Sufficient Village
		(v) Clean and Green Village
		(vi) Village with Self-sufficient infrastructure
		(vii) Socially Secured Village
		(viii) Village with Good Governance
		(ix) Women Friendly Village
5.	Miscellaneous Trainings	e-Governance Trainings
		PESA Trainings
		Own Source Revenue Generation Trainings
		SHG-PRI Convergence Trainings
		Any other training

6.5. Institutional Structure for Training (Institutional Infrastructure and Human Resource)

State Institutes of Rural Development (SIRDs)/ Panchayat Raj Training Institutes (PRTIs) like RIRD&PR and other available training infrastructure of other departments in the State institutes may be utilized for conduct of trainings for PRIs.

6.5.1. Constitution of SPRC / DRCPs / BRCPs :

State Panchayat Resource Centers (SPRCs) has already been established at State Institutes of Rural Development & Panchayat Raj (SIRD&PRs). Likewise District Resource Centre for Panchayats (DRCPs) have been established in 37 Districts and functioning.

Block Resource Centres for Panchayat (BRCPs) will be established preferably in existing Government institutions like District Administration & Block Panchayat Service Centre (BPSC) respectively.

These centres will be focal points for conduct and coordination of training, research and analysis, documentation and communication as per prescribed standards. These centres would be responsible for developing State training networks with academic and research institutions.

6.5.2. Responsibilities of the SPRCs:

Broadly SPRCs will develop training curricula, train resource persons, prepare training materials, undertake research and lead the capacity building & training activities in the State. The specific responsibilities of SPRCs are as under:

- (i) Prepare Annual Training Calendar based on the approved AAP of CB & T.
- (ii) Design the Standard Operating Procedure (SoP) for Training Need Assessment for the Elected Representatives & Functionaries of PRIs
- (iii) Organise Trainers Development Training of Trainers (ToT) Program for Master Trainers
- (iv) Empanel Master Trainer at State level on different domain
- (v) Develop learning modules (Handbook / PPTs/ Short Films/ Video Clips) on different thematic learning areas.
- (vi) Design layout and concept of IEC materials on the institutional capacity of Panchayats
- (vii) Develop a roadmap on CB&T of PRIs
- (viii) Prepare blue print and support DRCPs and BRCPs to conduct training of PRIs and engagement of Human Resource
- (ix) Prepare Budget Outlay for SPRC which will play a role in monitoring and supervising the functioning of the DRCPs / BRCPs and training their faculty members as well as to take various quality control measures for attaining required standard of training by all the DPRCs.
- (x) Perform as the apex institution for conducting research/ action research on various aspects of rural local governance, democratic functioning of GPs, participatory planning, social audit etc. and to suggest policy reforms and other ways for improving their functioning through adopting various policies and systemic changes/ reengineering of processes to the RD&PR Department.
- (xi) Perform as State Resource Centre on Panchayats & Rural Development and repository of all acquired knowledge available

through books/journals/ research papers etc. within and outside the state on functioning of rural local Government.

- (xii) Assess the functioning of the Panchayats on various agreed parameters and to find out the areas of weakness in their functioning and to work out ways for building required capacity.
- (xiii) Develop capacity of Elected Representatives and functionaries of GP and to provide handholding support to GPs for improving financial management; improvement of governance; application of ICT in governance; preparation, implementation and monitoring of GPDP/BPDP/DPDP.
- (xiv) Coordinate and monitor the training programmes relating to Panchayats and Rural Development being imparted by the DPRCs and BPRCs.
- (xv) Identifying the capacity gaps and organizing training of all the GP level functionaries, elected representatives, employees of other departments who are working at the village level as well as Community Based Organizations (CBOs) who work at the grass-root level in synergy with the GPs.
- (xvi) Plan for Exposure Visit of the ERs & Functionaries of the PRIs.
- (xvii) Establishment of linkages and coordination with specialist institutes to provide training in various subjects such as education, health, sanitation, women and child, agriculture, etc.
- (xviii) Networking with NGOs and other resource institutes to share experiences, mutual learning and sharing of training material.
- (xix) Conduct of training, seminars, conferences, workshops in the broad field of Panchayati Raj, decentralized planning, decentralized development and other emerging needs of topical relevance.
- (xx) Promotion and coordination of research work on its own and also in association with universities, specialized research institutes etc. on Panchayati Raj, decentralised development and other related contemporary issues.
- (xxi) Analysis of specific problems of PRIs and formulation of strategies for problem solving.

(xxii) Provision of guidance for conduct of monitoring and evaluation on various aspects relating to Panchayat Raj system in the state.

6.5.3. Organization Structure in Tamil Nadu:

SPRC will have Faculty to deliver for e-Governance, GIS and on LSDG themes which could not be covered by regular Faculties of SIRD&PR. Thus following will be approved strength of Faculties.

No	Faculties of SPRC	Numbers	Qualification
1	Faculty in IT and e-Governance	1	ME / MCA /Ph.D in Computer/ IT with 3-5 years of Experience in Training.
2	Faculty in GIS Application	1	M Tech /Ph.D in Remote Sensing/GIS with 3- 5years of Experience in Training.
3	Faculty in Rural Engineering	1	M.E /Ph.D in Civil Engineering with 3-5 years of Experience in Training.
4	Faculty in Gender &Livelihood	1	PG Degree /Ph.D in Entrepreneurship, Banking / Finance with 5 years of Experience in Training.
5	Faculty in Health and Nutrition	1	PG Degree /Ph.D in Nutrition/Dietics /Nursing with 3-5 years of Experience in Training.
6	Faculty in Water Engineering	1	M.E /Ph.D in Civil or Environmental Engg. with 3-5 years of Experience.
7	Faculty in Clean Green Initiative	1	PG Degree /Ph.D in Environmental Sci. Engg./Energy /Forestry with 3-5 years of Experience in Training.
8	Faculty in Governance	1	PG Degree /Ph.D in Public Administration / Rural Development / HR Management with 3-5 years of Experience in Trg.
9	Faculty in Social Security	1	PG Degree /Ph.D in Community/ Rural Development/ Banking with 3-5 years of Experience in Training.
10	Specialist in IT Network & Communication	1	BE /ME with 5-7 years of experience in IT networking& Communication

Faculties and their supporting staff will be hired on contract basis from time to time or outsourced to professional agencies for SPRC as per cost norms approved in AAP annually. Selection committee comprising 1) Commissioner, RD&PR Training, 2) Director, RD&PR, 3) Director, SIRD&PR, 4) Two Nominated member from MoU Universities shall select the Faculties following methodology with exams, group discussion and interviews. Director SIRD & PR shall notify vacancies, receive applications and convene the committee. The services of the Faculty shall be lent to RIRD&PR and DRCP as per requirement assessed by SPRC periodically.

6.5.4. Responsibilities of the DRCPs:

DRCPs at the district level will roll out training for PRIs and provide continuous training and handholding support to ERs and functionaries in collaboration with existing government and non-government resource institutions. The specific responsibilities of DPRCs are as under:

- (i) All routine training of the GP level functionaries will be conducted at the DPRCs as per approved AAP.
- (ii) Institutional management of the training centres for smooth conduct of the training program of the PRIs.
- (iii) Conduct the Training Need Assessment at Block and Gram Panchayat for the Elected Representatives & Functionaries of the Gram Panchayat.
- (iv) Organise need-based training for the ERs, Functionaries & Officials of the Panchayati Raj & Rural Development and assisting SIRD&PR and RIRD&PRs.
- (v) Organize training of the GP functionaries and the ERs, to organise meetings, seminars, workshops on functioning of GPs and building their capacities.
- (vi) Participate in meetings, seminars, workshops etc., organised by line departments / NGOs/ Academic Institutions.
- (vii) Implement strategic campaign for environment building for GPDP through a wide range of IEC tools.

- (viii) Organise Exposure Visit of the ERs & Functionaries to the Best Performing PRIs.
- (ix) Organise SATCOM / Hybrid Training to the Block and Gram Panchayat on different themes.
- (x) Capture the training data on real time in the TMP.
- (xi) Develop as a Resource Centre for exchanging best practices on rural development.
- (xii) Liaison & Networking with different line departments / organizations / institutions / CBOs for providing support in strengthening capacity building & training of the PRIs.
- (xiii) Provide support in the formulation of Panchayat Development Plan through District Controlling Unit.

6.5.5. Organization Structure in Tamil Nadu:

Following will be the approved strength of DRCP Faculties in the District.

No	Position	Numbers	Qualification
1	DRCP Faculty	2 per District	PG Degree in Social Work / Community/ Rural Development/ Management or Equivalent with 3 - 5 years of Experience in Capacity Building.

Faculties and their support staff will be hired from time to time or outsourced to professional agencies for DRCP by respective District Collector through Assistant Director (Panchayat) with the concurrence of SPMU and as per cost norms approved in AAP annually.

6.5.6. Responsibilities of the BRCPs:

BRCPs at the Block level will be outsourced and run by Block Level Federation of NRLM in BPSC building's training hall to roll out training for PRIs and provide continuous training and handholding support to ERs and functionaries in collaboration with existing government and non-government resource institutions. The specific responsibilities of BRCPs are as under:

- (i) Implement the approved training program in a cluster mode of the Village Panchayat.

- (ii) Execute the plan exposure visit of the Elected Representatives & Functionaries of the PRIs.
- (iii) Organise thematic training to promote sector enabler among the ward members.
- (iv) Organise distant mode training to the Elected Representatives & Functionaries of cluster of Village panchayat.
- (v) Provide handholding support in formulation of Village Panchayat Development Plan(GPDP).
- (vi) Provide support in institutional strengthening of the Village Panchayat through handholding support.
- (vii) Organise different meetings / workshop on various areas of rural development.
- (viii) Maintain Distance Learning Centers established at Block Level.

7. Distance Learning Facility through virtual Class room/ similar technology:

RGSA will support the capital expenditure and maintenance cost for a specific period for Distance Learning Facility. In view of the rapidly evolving technology, the focus should be on adoption of new and emerging sustainable technologies for distance education.

SIRD & PR will need to develop state-specific content and ensure optimal utilization of the facility for capacity building and awareness building of key stakeholders. SPRCs, DRCPs, BRCPs and other major training Institutions utilised for training of PRIs should be connected through distance learning facilities. Under AAP appropriate technology will be proposed from Tamil Nadu.

8. E-enablement of Panchayats (5% of Funds)

E-enablement of PRIs to avail the opportunities provided by rapidly changing technology from the internet and cloud, to mobile applications and satellite communication would help modernize and enhance citizen centric service delivery and governance in Panchayats. The e-applications developed under e-Panchayat will form the bedrock of e-enablement of Panchayats to increase their effectiveness for governance and service

delivery. Tamil Nadu with own software and perceive their software to be more relevant in terms of context specificity will be supported to develop interface software to report to Union Government through PES / e-GramSwaraj applications.

Computer hardware may be accessed through other schemes / Central Finance Commission Grants to the extent possible for **e-enablement of Gram Panchayats**. However, up to the limited scale with gap filling approach computer, UPS and printer will be supported under Revamped RGSA, including committed liabilities under the previous scheme of RGSA.

9. Support for Village Panchayat Buildings Infrastructure: (16% of Funds)

Panchayat Office functions as the office of the Village Panchayats for discharging assigned functions like issuing of certificates, permits, licenses etc. It can also be used as a Central point for all functions like holding of Gram Sabha, place for providing information etc. However, some Village Panchayats do not have their own office buildings. Revamped RGSA provide support for the constructions of Village Panchayat Office buildings. Funds for establishing common service center at Panchayat office will also be provided in the budget. Since the provision under this head is inadequate, construction of Village Panchayat Office can be taken up by convergence of funds from other schemes e.g. MGNREGA etc. as far as possible.

10. Programme Management Unit (PMU)

To support the Panchayat Raj department of the State, an integrated and structured PMU at State, District and Block level shall be set up for planning, implementation and monitoring of Revamped RGSA along with effective data management, e-enablement, streamlining convergence, improved monitoring and handholding in planning of Panchayats.

Professionals with relevant experience and expertise in capacity building, Panchayati Raj & social development, IEC, monitoring & evaluation etc. shall be engaged. They shall be hired on contract from time

to time or outsourced to professional agencies for programme management as per norms approved by the SEC.

The Structure of Programme Management Unit (PMU) at State, District and Block level is as under:

Structure of SPMU	Numbers	Qualification
State Programme Manager	1	Retired Panchayat Development State Service Officer with Experience. Engaged up to 65 years of Age.
State Coordinator (e-governance)	1	ME/MCA/MBA SYS/MIS with 5 years of Technical Experience.
State Coordinator (M&E)	1	MCA/MBA with 5 years of Experience in CBT&MIS.
Assistant cum Data Entry Operator	1	Degree with Computer Skills and 5 years of Experience
Total	4	
Structure DPMU		
District Programme Manager	2	ME / MBA SYSTEM / MIS / MCA with Computer skills & 5 years of Experience in CBT.
Total	2	
Structure BPMU		
Block Coordinator (e-governance, M&E)	1	BE / MCA / MBA with 2 of years experience
Assistant cum Data Entry Operator	1	Degree with Computer Skills and 1 year of Experience.
Total	2	

The broad responsibilities of the above mentioned personnel under PMU are as under:

SPMU

1. State Programme Manager

- The Programme Manager is responsible for the successful delivery of Scheme.
- Assisting the Director RD&PR, Additional Director Panchayat Raj, for Co-ordination with Commissioner RD&PR Training, SIRD&PR, RIRD&PRs, DPMUs and DRCPs and management of overall implementation of scheme.

- Timely submission of Annual Action Plan (AAP) for consideration of State Executive Committee / Central Empowered Committee of RGSA as per norms.
- Shall be responsible for all the documentation work.
- Support training and provide hand holding support to all rural local bodies in the district and function as helpdesk for them.
- Shall support to conduct TNA workshop.
- Ensuring redressal of all issues related to scheme.
- Assessment of State / District / Block performance.
- Ensuring completion of deliverables/action points as per time lines and reporting status to MoPR on regular basis.
- Development of materials that can be adapted by the States.
- Promotion of cross-State sharing.
- Organizing meetings, trainings, workshops on various issues as and required.
- Continuous improvement and refinement in Panchayat indicators and process of PRI assessment through special focus on Localization of SDGs.
- Provide assistance to NPMU as and when required for liaison on issues involving other State Depts.
- Liaising with Districts/ Blocks for smooth functioning of scheme.
- Identification of best practices and dissemination through training and other means.
- Any other task related to scheme assigned for time to time.

2. State Coordinator (e-governance)

- Rollout of Panchayat Enterprise Suites (PES) and/or State specific e-Governance applications (facilitating and ensuring their qualitative and full adoption in the State within fixed timelines (as fixed by State Panchayat Raj/Local Government Department)
 - Have pre-defined templates and instructions in place for other team members to follow.

- Maintain an online repository of work and have the timelines defined for each major activity being done on a regular basis by State e-Governance Resource Group (SeGRG).
- Liaising with District e-Governance Resource Group (DeGRG) and DIOs in the Districts to ensure that all issues and requirements are either resolved in a timely manner by technical personnel (within SPMU or State/District NIC) or escalated to NPMU/respective team leads at NIC-HQ with copy to NPMU for resolution.
- Provide assistance to NPMU as and when required for liaison on issues involving other State Depts.
- Organize meetings, training and workshops on PES or State specific e-governance applications.
- Ensure that suitable members of SeGRG are trained on different e-Governance applications being/to be rolled out in the State, so that they are able to function as master trainers for others.
- Ensure completion of deliverables/action points as per timelines and report status to MoPR on a quarterly basis.
- Review and ensure timely submission of monthly progress reports from District coordinators to State
- Update, refine, validate and implement the State DPR
- Developing an action plan for each application with timelines, monitoring electronically liaising with State NIC.
- Ensure connectivity with related e-Applications of the States.
- Identifying and replicating best practices in State
- Coordinate with other depts. in State Govt to align/synergize implementation of PES with other e-Governance projects.
- Enabling electronic delivery of services through Panchayats
- Preparation of Draft Action Plan of the State on e-Governance in consultation with District authorities in view of the issues and challenges.
- Ensure completion of updated contact list of Elected Representatives and Panchayat Functionaries in State and Central portals (eSampark, AreaProfiler etc.)

- Provide information to MoPR on various activities related to e-Governance as called for.
- Any other task related to e-Governance assigned from time to time

3. State Coordinator (M&E)

- Coordinate and monitor the training programmes relating to Panchayats and Rural Development being imparted.
- Periodic checking and ensure updating of data in State/Central specific applications and take follow up action as required.
- Providing Support to Districts and Blocks as and when required.
- Ensure steps towards electronic record keeping of all sources of funds by GPs/equivalent bodies.
- Uploading of AAP approved by MoPR.
- Assess and assist convergence / mapping of state specific accounting applications with e-Gramswaraj, PRIAssoft, PFMS, etc.,
- Uploading of quarterly Physical and financial progress report of the scheme and timely reporting in RGSA MIS website.
- Any other task assigned by the Project Manager from time to time.

4. Assistant cum Data Entry Operator in SPMU

- Assisting in preparation of Annual Action Plan for timely submission to competent authority.
- Assisting in collecting and updating of various data in State/Central specific applications.
- Verification/ review of data with the help of State Coordinator before entering data in various applications.
- Assisting in updating training details on Training Management Portal regularly.
- Scan documents and print files, when needed.
- Assisting in Keeping Files, Accounts and Ledgers.
- Any other task assigned by seniors from time to time.

DPMU

1. District Programme Manager (e-Governance, M&E)

- The Programme Manager is responsible for the successful delivery of Scheme at District level.
- Management & implementation of scheme till District level in Co-ordination with State, District Collector, Assistant Director Panchayat of the District.
- Shall be responsible for documentation training and other activities done at District level.
- Timely organization of training programme and provide hand holding support to all rural local bodies in the district and function as helpdesk for them.
- Shall assist the course Coordinator/ Faculty to prepare day to day schedule.
- Shall support to conduct TNA workshop, course design and developing the proposed training material
- Ensuring redressal of all issues related to RGSA in district.
- Assessment of Block performance, Promotion of sharing.
- Organizing meetings, trainings, workshops on various issues as and when required.
- Continuous improvement and refinement in Panchayat indicators and process of PRI assessment through special focus on Localization of SDGs.
- Provide assistance to SPMU as and when required.
- Liaising with Districts / Blocks level officials for smooth functioning of scheme.
- Identification of best practices and dissemination through training and other means.
- Keep Files, Accounts and Ledgers of DPMU
- Any other task related to scheme assigned from time to time

- Operate RGSA accounts in coordination with AD Panchayat and District Collector.
- Provide necessary support for ensuring proper usage of PES / State specific applications, including (but not limited to) following:
 - Troubleshooting technical issues; discuss and resolve / escalate them to SGRG.
 - Resolve operational issues.
 - Visit BPs and GPs (or equivalent bodies) periodically to find out issues concerned with rollout of PES or State specific e-Governance applications OR gather new requirements to be incorporated in the applications and discuss and resolve or include them in consultation with State technical consultant.
- Have a plan of regular meetings of GPs/BPs at fixed intervals.
- Coordinate with DIOs/DIAs, SeGRG and report to CEO(ZP)/DPRO.
- Organize training and provide hand holding support to all rural local bodies in the district and function as helpdesk for them.
- Monitor the commissioning of computers and internet connectivity in the local bodies under the District.
- Get trained on e-Governance applications to become the trainer for the district;
 - Function as the nodal person for addressing/mitigating technical issues.
 - Liaise with SeGRG/State nodal official and District nodal official for addressing operational issues
- Coordinate with IT professionals dealing with CSS like MGNREGS/ SBM/ NSAP, etc.
- Any other task related to e-Governance assigned from time to time

BPMU

1. Block Coordinator (e-Governance, M&E)

- Organize training and provide hand holding support for training organized at block level and function as helpdesk.
- Coordinate and monitor the training programmes relating to Panchayats being imparted.

- Periodic checking and timely submission of data to Districts for updation of information.
- Providing Support to Districts and Blocks as and when required.
- Liaising with Districts/ Blocks level officials for smooth functioning of scheme.
- Review and provide insights on improving the State accounting procedures/rules, manuals, toolkits, etc. for Panchayats.
- Ensure steps towards electronic record keeping of all sources of funds by GPs/equivalent bodies.
- Provide necessary support for ensuring proper usage of PES / State specific applications.
- Troubleshooting technical issues; discuss and resolve / escalate them to SGRG.
- Resolve operational issues.
- Any other task assigned by the Project Manager time to time.

2. Assistant cum Data Entry Operator

- Provide insights on improving the State accounting procedures/rules, manuals, toolkits, etc. for Panchayats.
- Assist and support the State/ District in implementation of Central /State specific accounting application for rural local bodies.
- Coordinating with concerned agencies for resolving issues relating to various accounting practices concerning the rural local bodies.
- Ensure steps towards electronic record keeping of all sources of funds by GPs/equivalent bodies
- Managing and disposing routine office correspondence and other activities
- Periodic checking of data at block level and sharing with State/District.
- Necessary Supports to be provided to trainers for training of participants.
- Updating training details on Training Management Portal regularly
- Necessary logistic managements.

- Coordination with Project Management Unit at State and District level.
- Follow up with participants of meetings and workshops.
- Keep Files, Accounts and Ledgers of BPMU
- Timely completion of any other task related to scheme assigned by seniors time to time.

11. Programme Management Fund

An integrated and structured PMU at different level shall be established under Revamped RGSA and 1.5% of the fund shall be utilised. For the functioning of Programme Management unit day to day expenditure on account of computer, accessories, consumables, broadband, stationery, rent, EB, daily wages, meeting expenses, vehicle hire charges, etc., shall be met out from 1.5% of the fund allocated.

12. Support for Innovations:

Revamped RGSA will provide support for Innovations for incubating and developing models of good governance and results based programme delivery through Panchayats. The Project proposal should highlight Innovative activities & processes. Such projects by government and reputed non-government organizations, resource institutions may be included in State plans. Proposals for innovative activities at the Panchayat level in line with following suggestive issues may be proposed:

- Innovation in strengthening GP governance and service delivery
- Innovation in use of technology to deliver local solutions
- Innovative methodologies of capacity building
- Increasing own source revenue of Panchayats
- Strengthening transparency & accountability
- Enhancing impact of panchayat led governance in respect of SDGs etc.

The decision on supporting innovations will be taken by the CEC of RGSA in MoPR.

13. Project based support for economic development and income enhancement:

Panchayats are expected to be engaged in planning and implementation of schemes for economic development activities. Article 243-G of the Constitution has empowered the States to devolve the responsibility inter-alia for implementation of schemes for economic development and social justice including 29 subjects listed in Eleventh Schedule. The Panchayats must utilize their potential in catering to the need for economic development and other subject areas.

- Under this component, GP/cluster of GPs will be funded for micro projects on economic development and income enhancement. Financial assistance in the form of viability gap funding for micro projects catering to subject areas enlisted in the Eleventh (11th) Schedule of the Constitution for devolution to Panchayats would be provided based on the merit of the proposal and its viability and sustainability.
- These projects would be forwarded by the State Government after approval of respective level of Panchayat (Village Panchayat for the project of VP level, Block Panchayat for the project of Block level and District Panchayat for the project of District level). The funding from the MoPR will be limited to critical resource gaps, which are not available under any other scheme or require more resources in critical areas.

14. Information, Education, Communication (IEC)–(2% of Funds)

Upto 2% of funds can be utilised for IEC. The communication strategy should include the following:

- IEC about, Responsibilities and Powers of Panchayats under the Constitution and Different State & Central Acts.
- Importance of Community Participation in voting and in meetings of Gram Sabhas.
- Citizen centric Governance and its institutionalisation. awareness on socio-economic issues – this should specially focus on issues that can be taken up at the local level.

- Awareness on Government Schemes including Revamped RGSA Information regarding resources available to Panchayats under different schemes & voluntary disclosure by GPs regarding activities undertaken and expenditure there to under GPDP, Localisation of Sustainable Development Goals adopting thematic approach as identified by Expert Group.

For facilitating such awareness campaigns-communication material can be developed in the form of manuals, flip books, posters, role plays, puppet shows, audio material etc. Permanent displays like Information walls, village model, and citizen information counters on fixed days can be considered. Other activities can include:

- IEC-BCC drive in campaign mode in line with Panchayat week/fortnight celebration/ other campaign across the State.
- Showcasing good practices and innovations by Panchayats.
- Use of social media, mobile apps, audio visual media, community radio.
- Special programmes / features in television channels.
- Cultural activities, exhibitions, mobile vans to disseminate information about Panchayats and relevant Government schemes or issues.
- Use of innovative/emerging/new technologies for IEC.
- Establishment of Digital Library in Panchayats.

Effort should be made to reach out to multiple target groups like poor households, PRI representatives, Policy makers, Opinion makers & Government functionaries & Gram Sabha members.

P.AMUDHA
PRINCIPAL SECRETARY TO GOVERNMENT

//True Copy//

Nadk
27.9.2022
SECTION OFFICER