



GIPARD

Goa Institute of Public Administration and Rural Development



NIYOJIT AMCHO GAON, NITOL AMCHE GOEM

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I wish to thank State Resource Group of GIPARD for sharing expertise on role of Anganwadi Workers in participatory planning process at village level.

I also thank Directorate of Panchayat for providing an opportunity to this Institute and their State Resource Group to facilitate the GPDP and thereby interact with people at panchayat level.

Introduction

To ensure participatory planning and motivate gram panchayats to prepare GPDP, the Fourteenth Finance Commission has issued guidelines. Based on this, each State Government has formulated their state specific guidelines on GPDP as per the instructions received from Ministry of Panchayati Raj, Govt of India.

GIPARD being State Apex Training Institute has entrusted the task of capacity building and facilitating the process of preparation of GPDP.

The training module designed on “**Report Writing of Draft Status Report (DSR) and Draft GPDP for Planning Team** (V.P. Secretary, Gram Sevak, GRS & VDC Convenor)” will further help the State Resource Group of this Institute to conduct training programmes smoothly and effectively.

Module on
Report Writing of Draft Status Report (DSR) and Draft GPDP
for Planning Team (V.P. Secretary, Gram Sevak, GRS & VDC Convenor)

1.	Session:	Compilation of data for writing Draft Status Report (DSR) and Draft GPDP
	Duration :	1 hour & 30 mins.
	Objective :	The participants will be able to analyse the data gathered during the situation analysis and that provided by the panchayat.
	Training Method :	Lecture cum discussions
	Training aid:	Handout
	Activity :	<p>The resource person will explain the different types of data that needs to be analysed</p> <ul style="list-style-type: none"> • Details obtained from village panchayats • Data obtained from Sector Visits • Data from Social Map cum Resource Map-tool of PRA, Transect Walk • Data from Focus Group Discussions(FGDs) <p>The resource person will explain to the participants the draft model of status report as shown in the handout-Annexure-I in order to get a feel of how the data can be compiled.</p> <p>She/he will explain the data gathered from the sector visits, PRA, FGDs & panchayat details will all become a part of Draft Status Report (DSR) which further will be used to prepare draft GPDP as per the guidelines.</p> <p>The resource person will explain to the participants that the entire DSR cum GPDP will consist of the following points:</p> <ol style="list-style-type: none"> 1. Introduction of the village with important details such as population , socio economic details, etc 2. Schemes implemented by the Village Panchayat. 3. Introduction of each sector, problems, observation, and suggestions 4. The GPDP prepared in 4 parts with the projects/proposals put up as per resource envelop.

		At the end, all these will be combined as shown in the handout to make a comprehensive DSR & draft GPDP.
	Expected Outcome:	The participants will be able to analyse the data collected through situation analysis to prepare DSR & draft GPDP of their panchayats.
2.		
	Session:	Writing the DSR
	Duration :	1 hour & 30 mins.
	Objective :	The participants should be able to write a DSR
	Training Method :	Lecture, exercises, group work
	Training aid:	Formats, handouts, guidelines
	Activity	The resource person will divide the participants into groups as per the list of panchayats. Each group will be given the task to write a draft DSR for e.g. Agriculture, Health, Education etc.,. The participants will compile the information in given format which consist of : The introduction of the sector, problems, issues identified & highlighting suggestions.
	Expected Outcome	The participants should be able to prepare the draft status report of their village panchayat.
3.		
	Session :	Preparation of draft GPDP
	Duration :	3 hrs.
	Objective :	To enable the participants to prepare a draft GPDP of their panchayats as per the guidelines.
	Training Method :	Discussions,group work
	Activity :	The resource person will facilitate the team to prepare a draft GPDP of the village panchayats. The resource person will ask the participants to segregate the proposals submitted during the discussions into sectors as well as approximate costs as shown in the format in the handout. These will be placed in Part – I, Part – II, Part – III and Part IV – low cost/ no cost as per resource envelop. The participants will be asked to submit the formats filled in Annexure e.g. Annexure-II: Details of Village Panchayat,

		Annexure-III: Panchayat Revenue Details, Annexure-IV: Details of Other Committees, Annexure-V: Details of Village Development Committee (VDC), Annexure-VI: Formats of Sector Visits- Govt. Primary Schools, Anganwadi Centres & Sub-Health Centre/s. Annexure VII: Photographs of situation analysis
	Expected Outcome:	The participants should prepare a draft GPDP of the Village Panchayat.

Report Writing of Draft Status Report (DSR) and Draft GPDP for Planning Team (V.P. Secretary, Gram Sevak, GRS & VDC Convenor)

Aim: To prepare Draft Status Report & Draft GPDP based on information obtained during situation analysis through Sector Visits, Social cum Resource Map, Focussed Group Discussions, etc.

Programme Schedule

Sr. No.	Time	Topic
1.	9.30 -10.00 a.m.	Registration, Introduction
2.	10.00 – 11.30 a.m.	Compilation of data for writing Draft Status Report (DSR) and Draft GPDP
3.	11.30– 1.15 p.m.	Writing the DSR
4.	2.00 – 5.15 p.m.	Preparation of draft GPDP

Tea break: 11.30 a.m. & 3.30 p.m. Lunch break: 1.15 – 2.00 p.m.

Course team: State Resource Group

Annexure

Annexure-I: Draft Status Report cum GPDP model

Annexure-II:Format of Details of Village Panchayat,

Annexure-III:Format of Panchayat Revenue Details,

Annexure-IV: Format of Details of Other Committees,

Annexure-V: Format of Details of Village Development Committee (VDC),

Annexure-VI: Formats of Sector Visits- a. Govt. Primary Schools, b. AnganwadiCentres&c. Sub-Health Centre.

Annexure-I

Draft Status Report cum GPDP of V.P

General introduction:

The aim of the situation analysis was

- a. To create awareness about the village level planning process with peoples involvement.
- b. To understand the status of various sectors in the village.
- c. To collect data, identify problems and issues existing in the village and eventually enable the Panchayat to prepare their village “Panchayat Development Plan”.
- d. To identify projects, proposals, works in various sectors of development as part of the GPDP.

I. Introduction of the village:

The Village Panchayat of _____ is situated in the _____ Taluka of South Goa District. It has a population of 4114, with 2048 males and 2066 female population. The Panchayat consists of 7 wards and has 07 elected representatives. (Male 05, Female 02). There are 25 households of SC and 403 households of STs.

The Panchayat has _____ primary schools, with an enrollment of 137 students. There are ... AWC with 87 children. It has one river, 12 streams, one waterfall. There is one SHC centre. The distance between the SHC and the Panchayat is 12 Km, the distance between the main hospital and the Panchayat is 55 Kms. The major source of income for the Panchayat is the house tax, fees, and grant –in- aid and other grants.

II. Schemes and programmes implemented by the village Panchayat:

Sr No	Title of the scheme	Department	Amount (wherever possible)
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III. Observations / information collected during the field visits, PRA, FGDs:

Name of the sector: Education

Key observations:

- 1) The primary school buildings require major repairs.
- 2) Govt. Primary schools do not have independent class rooms for each standard; only one class room is occupied for conducting all the classes.
- 3) No Storage facilities are available, for office equipments, sports material and stationery etc
- 4) All Schools do not have compound walls.
- 5) Surrounding of the GPS requires cleaning.
- 6) No separate toilets for Girls and Boys.

Suggestions:

- Water filters should be provided.
- Development of playground is required.
- CCTV cameras should be installed in every Government schools.
- Health Check up must be compulsory every 3 months.
- Training should be provided to staff on the usage of fire extinguishers and timely replacement should be done.

➤ **Name of the sector:** Health (SHC)

Key observations:

- 1) Telephone Service is needed in Sub Health Centre
- 2) Regular Doctor is not available.

Suggestions:

- Regular doctor should be available.
- The Village water sanitation committee should be active.

➤ **Name of the sector:** Women, Child, drinking water

Key observations:

- 1) One of the AWC is housed in rental premises requires independent building.
- 2) The AWCs are to be made child friendly by painting the walls with pictures of Stories, Animals, Flowers, and Fruits etc.
- 3) It is observed that some of the AWCs require repairs & renovation.

Suggestions:

- Five AWCs should be provided with separate storage and kitchen facilities.
- Water filter to be supplied to all AWCs.

➤ **Issues related to women and SHGs:**

- 1) Financial problems faced before starting activity.
- 2) Illiteracy among the aged group.
- 3) Awareness about various schemes.
- 4) No toilets in some of the households.

Suggestions:

- Training of various handicrafts such as candle making, tailoring, bag making, soft toys etc.
- Proper implementation of Sanitation scheme.
- Need of training to SHGs to avail benefits of different government schemes.

➤ **Issues related to the youth:**

- 1) No Playground to play.
- 2) No Community Hall for culture activities.
- 3) Employment problems.
- 4) No career guidance courses.

Suggestions:

- Need for a playground and Community Hall.
- The Art & Culture Committee should be active and it can take up activities for the youth.
- To collect data on unemployment as well as place where Information on employment opportunities are available.

- Awareness among youth on the functioning of the Panchayat and Gram Sabha, its committees is needed.
- Conduct awareness programmes on AIDS and Drug De-Addiction.
- Career guidance courses should be organised.
- Training must be given to youth about Agriculture.

➤ **Name of the sector:** Agriculture

Key observations:

- 1) Due to climate change late flowering of crops is witnessed.
- 2) No proper water and electricity supply.
- 3) Insecticides and pesticides are not provided by the government.
- 4) Wild animals create havoc in fields.
- 5) There exist barren land in the village.
- 6) No labour to carry goods from the farm.
- 7) Lack of knowledge about different schemes in agricultural sector.

Suggestions

- Survey of barren land should be conducted.
- Supply of motor for irrigation purpose.
- Solar fencing should be done to avoid wild animals.
- Need of construction of water harvesting unit for irrigation purpose.
- Training on modern farming techniques.
- The panchayat must make use of the MGNREGA scheme for helping the farmers in the village.

Activity: Social cum Resource Map

Key Observations/Suggestions

Ward No. 1

- 1.
- 2.
- 3.

Ward No. 2

- 1.
- 2.
- 3.

➤ **Governance:**

The following committees are constituted by the Panchayat:

1. Standing Committee on Social Justice
2. Standing Committee on Production
3. Standing Committee on Amenities
4. The Ward Development Committee
5. The Village Education Committee
6. The Child Committee
7. The Garbage Management Committee
8. The Forest Committee
9. The Village Development Committee

Observations:

These committees are formed however they do not meet regularly. If these committees meet and conduct their meetings regularly, several issues of the people in the village can be addressed.

Suggestion

The committees need to be activated through regular meetings.

Development of SC/STs: *The Panchayat which has a sizeable SC or ST population should compulsorily conduct a focus group discussions with the representatives of this population.*

Problems:

Observations

Suggestions:

IV. The proposed GPDP plan:

The proposals under GPDP in different parts are mentioned below:

Part – I (state briefly why these activities are important and proposed in part – I upto 2.00 lakhs)

Sr. No	Sector	Activity	Source of fund	Amount approx	Time frame for implementation	Priority
1.	Health /sanitation	Repair of Panchayat Office toilet.	OSR/FFC			
2.	Health /Sanitation	Segregation of garbage (door to door collection)	OSR/Garbage TM scheme			
3.	Health	Refilling of fire extinguisher in all primary schools.	FFC			
4.	Drinking water	Water filters in all Anganwadi/ Schools	FFC/OSR/CSR			

Part – II (state briefly why these activities are important and proposed in part – II more than 2.00 lakhs)

Sr. No	Sector	Activity	Source of fund	Amount	Time frame for implementation	Priority
1.	Agriculture	Solar fencing of agriculture land at	GEDA dept			
2.	Agriculture	Construction of water harvesting at	WRD/ Agriculture			
3.	Agriculture	Financial assistance for pesticides and insecticides	Agriculture			
4.	Infrastructure	Construction of compound walls for schools	OSR/MGNREGS/FC			
5.	Health / sanitation	Construction of One urinals for boys & Toilet for girls at Primary School	OSR/MGNREGS/FC			
6.	Health /sanitation	Construction of toilet for Girls at primary school	OSR/MGNREGS/FC			

Part – III (state briefly why these activities are important and proposed in part – **III** projects by linedepts)

Sr. No	Sector	Activity	Source of fund	Amount	Time frame for implementation	Priority
1.	Water and sanitation	Development of existing Spring at	Water resources dept			
2.	Health/sanitation	Construction of community toiletsward no. 5, 6 & 7)	PWD			
3.	Infrastructure	Play-ground at	Sports and youth affairs			
4.	Agriculture	Provision of water supply for irrigation at	WRD			
5.	Education	Installation of CCTV cameras in all schools	Education Dept			
6.	Education	Repairing of roof of all the Primary School in	Education dept			

Proposals under low cost/no cost: (Part IV: state briefly why these activities are important and proposed)

Sr. No	Sector	Activity	Source of fund	Amount	Time frame for implementation	Priority
1.	Health and sanitation	Maintenance of open places	OSR			
2.	Agriculture	Provision of hybrid seeds/	OSR/Agriculture dept			
3.	Human development	Awareness on social issues	sponsors/OSR			
4.	Agriculture	Survey of barren land	no cost			
5.	Agriculture	Training for farmers(Usage of modern farming techniques)	no cost request to FTC Agriculture			
6.	Skill development	Training on income generating activity to SHGs	no cost			

V: Annexure

- 1. A-I: Details of Panchayat**
- 2. A-II: Revenue details of Panchayat**
- 3. A-III: Details of other Committees**
- 4. A-IV: Village Development Committee (VDC)**
- 5. A-V: Formats of Sector Visits**
 - a. Govt. Primary School**
 - b. AWC**
 - c. SHC**

- 6. Photographs of Situation Analysis**

Annexure-I: Format of Details of Village Panchayat

VILLAGE PANCHAYAT DETAILS:

Name	
Taluka	
District	
Population Details	
Adults:	
Males	
Female:	
Children 6 to 14 -	
Schedule Caste	
Schedule Tribe	
Other Backward Classes	
APL	
Schedule Caste	
Schedule Tribe	
Other Backward Classes	
Others	
BPL	
Schedule Caste	
Schedule Tribe	
Other Backward Classes	
Others	
Public amenities	
Market	
Public toilet working and non working	
Crematorium	
Anganwadi	
Post Box	
Gymnasium	
Education data	
Pri Primary	
Government	
Male dropout	

Female dropout	
Sitting capacity	
Teachers pupil ratio	
PRIVATE school-	
Sitting capacity	
Male Dropout:	
Female Dropout:	
Teachers pupil ratio	
Government	
Male dropout	
Female dropout	
Sitting capacity	
Teachers pupil ratio	
Private	
Male dropout	
Female dropout	
Sitting capacity	
Teachers pupil ratio	
Middle	
Government	
Male dropout	
Female dropout	
Sitting capacity	
Teachers pupil ratio	
Private	
Male dropout	
Female dropout	
Sitting capacity	
Teachers pupil ratio	
Secondary	
Government enrollment dropouts	
Private enrollment dropouts	

Higher secondary	
Government enrollment dropouts	
Male dropout	
Female dropout	
Private enrollment dropout	
Male dropout	
Female dropout	
College	
Male	
female	
Tourism	
Number of Hotels	
5 star hotel/ rooms	
3 star hotel/ rooms	
0 star hotel/ rooms	
Number of shacks	
Number of Guest houses	
Number of restaurants/Bars	
Agricultural data	
Total agricultural land	
Irrigated	
Non irrigated	
Khaza	
Private Forest	
Garden Lands	
Main Agricultural products	
Number of Ponds	
Small industries data	
No of SSI/Tiny industries	
Club Associations, SHGs, Mandals, Youth	

clubs/NGO	
Financial Institutions	
Banks	
NBFCs	
Transport/Accessibility	
No of routes	
No of bus tops/Shelter	
Distance to critical institutions	
PHC	
Block Office	
Big hospital	
Availability of Ambulance	
Communications	
No of telephone towers	
Estimation of phones	
Natural resources	
Rivers	
Streams	
Beaches	
Waterfalls	
Forts	
Places of worship	
Water supplies	
No of OHC	
No of Open wells	
No of water connections	
No of Bore wells	
No of street taps	
Average use of water/ day(Liters)	
Panchayat	
No of staff Regular/Contractual	

Own building	
Conservancy vehicles	
Other Panchayat assets	
a. Shops	
b. Go down	
c. Tractor	
d. Vehicles	
No of polling stations	
Aadhar card registration	

Annexure-II: Format of Panchayat Revenue Details

VILLAGE PANCHAYAT REVENUE DETAILS:

Sr. No	Particular	Amount of Income Received	Amount of Expenditure	Balance of the last year
1.	Balance of the last year			
2.	Grants from Government			
	a) Special Grant + XIV FFC Grants			
	b) General Grant			
3.	Other Grants (MGNREGA)			
	a) Octroi			
4.	Proceeds of taxes fees under sec 153 of the Act			
	a) Certificate			
	b) NOC			
	c) RTI			
	d) RBD			
	e) House Tax			
	f) Cart Tax			
	g) Bicycle Tax			
	h) Dog Tax			
	i) Licensing fees (building shops/hotel/industries)			
	j) Tourist fees			
	K) Penalty			
	l) Interest			
	m) Trade Tax			
	n) Application fee			
	o) Market fee			
	p) Parking fee (
	q) Tender form fee			
	r) Sale process			
	Recovery tax/fees I.T,S.T, Royalty, EMD,SD, Ed. cess			
	Advertisement on which tax shall be levied			
	Entertainment tax			

	Rent for Village Panchayat			
	Others Receipts			
5.	Agriculture including agriculture extension			
6.	Land improvement implementation of land reforms, land consolidation and soil conservation			
7.	Minor irrigation, water management and watershed development			
8.	Animal husbandry, dairying and poultry			
9.	Fisheries			
10.	Social Forestry & forestry			
11.	Minor Forest Produce			
12.	Small scale industries, including food processing industries			
13.	Khadi, Village & collage industries			
14.	Rural Housing			
15.	Drinking Water			
16.	Fuel and Fodder			
17.	Roads, culverts, bridge, ferries, water ways and other means of communication			
18.	Rural electrification, including distribution of electricity			
19.	Non-conventional energy source			
20.	Poverty alleviation programmes			
21.	Education, including primary & secondary schools			
22.	Technical training and vocational education			
23.	Adult & non-formal education			
24.	Libraries			
25.	Cultural activities			
26.	Markets and fairs			
27.	Health & sanitation, including hospitals, primary health centres and dispensaries			
28.	Family Welfare			
29.	Woman & child Development			

30.	Social Welfare, including welfare of the handicapped and mentally retarded			
31.	Welfare of the weaker sections,& in particular of the scheduled Caste and the Scheduled Tribes			
32.	Public distribution System			
33.	Maintenance of Community assets			
34.	Construction and maintenance of cattle sheds, ponds and cars stands			
35.	Construction & maintenance of slaughter houses			
36.	Maintenance of public parks, playground etc			
37.	Providing reliefs in natural calamities			
38.	CSR/Donation			
39.	Administration			
	a) Refreshment			
	b) staff salary			
	c) Stationary			
	d) Maintenance of Building			
	e) Utility Services			
	f) TA/DA			
	Misc			
	Total			

Annexure-VI: Formats of Sector Visits- a. Govt. Primary Schools, b. AnganwadiCentres& c. Sub-Health Centre

a. PRIMARY SCHOOL

District:

Block:

Ward/ Wada:

Constituency:

Name of Govt. School:

Village Panchayat:

School Code:

Date of Visit:

**Name of Headmaster, address,
Contact number :**

Senior Teacher :

**Whether member of VEC
(Village Education Committee) :**

Part-A

Basic facilities available

Sr. No.	Service	Information	Current Status	Observation	Solution/Suggestion
1	School Details	Feeding area (ward, village)			

		Total No. of Students (Boys/Girls)			
		Std I			
		Std II			
		Std III			
		Std IV			
2	Location of building	Whether located centrally	Yes/No		
		Whether accessible by public transport	Yes/No		
3	School Building	Independent building	Yes/No		
		Rented	Yes/No		
		Own	Yes/No		
		Physical condition of school building			
4	Teaching Faculty	Students below 60 – 2 teachers Students between 61 to 90- 3 teachers Students between 91 to 120 -4 teachers Students between 121 to 200- 5 teachers 200 & above 200- Teacher child ratio 40:1			
5	Drinking water facility	Tap connection	Yes/No		
		Stored tap/well water	Yes/No		
		Filter water	Yes/No		
		Boiled Water	Yes/No		

		No facility	Yes/No		
6	Toilet facility	Separate toilets for boys & girls with 3 urinals	Yes/No		
		Functional and clean	Yes/No		
		Toilets for special children	Yes/No		
		Water available in toilet	Yes/No		
7	No. of classroom (atleast 2 classroom with verandah)	One classroom for each standard	Yes/No		
		Total No. of classroom			
		Office/Headmaster cabin	Yes/No		
		Store room	Yes/No		
		Availability of blackboard	Yes/No		
		maps, charts & other educational material	Yes/No		
8	Other facilities	Electricity	Yes/No		
		Library	Yes/No		
		Cupboards	Yes/No		
		Playground	Yes/No		
		Sports material	Yes/No		
		Separate kitchen for cooking of mid-day meals	Yes/No		
		Compound wall for school	Yes/No		
		Seating benches 2 children one bench	Yes/No		
		Ramp for special children	Yes/No		
		CCTV facility	Yes/No		
		Composting Unit	Yes/No		
		Solar Lighting	Yes/No		

		First Aid Box	Yes/No		
		Visitor Book	Yes/No		
		Complaint Registers/ Box	Yes/No		
		Fire Extinguisher	Yes/No		
		Other facilities	Yes/No		
9	Training for teachers	Attended 20 days training every year	Yes/No		
		30 days training programme for newly appointed teachers	Yes/No		
		One day training for permanent teachers	Yes/No		
		5 days training for permanent teachers	Yes/No		
		90 days training for special teachers	Yes/No		
		Refresher training/course	Yes/No		
		Any recognition/ award won by teacher at District, State or National level	Yes/No		
		Other			
10	Training for village leaders (women)	As per SarvaShikshaAbhiyaan (2 person per year)	Yes/No		

Services

Sr.	Service	Information	Current	Observation	Solution/Suggestion
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No.			Status		
1	Enrollment and number	Boys between 6 to 14 years	Yes/No		
		Girls between 6 to 14 years	Yes/No		
2	Scholarship and number (NRTS)	4 th std students appeared	Yes/No		
		4 th std students qualified			
3	Attendance last one month	No. of Children present on all working days last month	Yes/No		
4	Uniform provided	Number of Students			
5	Text Book provided	No. of students			
6	Mid-day meal provided	Provided (atleast 220 days) working days			
7	Raincoat provided	No. of students	Yes/No		
8	Health checkup	Every 3 month for every student	Yes/No		
9	Facilities for special children	As per SSA	Yes/No		
10	Other				

Name and signature of Head Teacher with stamp:

b. Anganwadi

District:

Block:

Village Panchayat:

Wada/Ward:

Constituency:

Anganwadi Code:

Date of visit:

**Anganwadi Worker name :
address, contact number:**

**Aanganwadi Helper name,
address, contact number:**

Sr. No.	Service	Information	Number	Observation	Solution/Suggestion
1	Aanganwadi Beneficiaries status for last financial year	Pregnant women			
		Lactating mothers			
		0 - 6 month infant			
		>6 -30 months child			
		>30 months – 6 years child			
		Adolescent girls (age) 11-18			
2	Human Resource	Anganwadi Worker			
		Anganwadi Helper			
		Date of last refresher Training attended by Anganwadi Worker			

		Date of last refresher Training attended by Anganwadi Helper				
3	Anganwadi Building	Own Building				
		Rented				
		Independent				
		Area available in Sq.m.				
4	Kitchen and other associated facilities	Kitchen Room				
		Utensils facilities				
		Cooking facility (gas/kerosene stove)				
		Storage facilities				
		Nashta Chart displayed				
		Nashta Chart largely followed				
5	Toilet facilities	Toilet for Children				
		Toilet with running water				
		Toilet with stored water				
6	Drinking Water facilities	Water filter				
		Boiled water made available				
		Tap/ Well Water				
7	Facilities/Equipments and their operational status	Weight Machine	Below 1 yr child			
			Between 1-5yr child			
			Adult			
		Other facilities	Medicine Kit			
			Toys (Types and adequacy related to age and number of children)			

			Nail cutter			
			Growth chart			
			Pre education kit/material (chart, posters, drawing, abacus, etc)			
8	Maintenance of Registers	0-6 yrs boy child				
		0-6 yrs girl child				
		Lactating mother				
		Pregnant women				
		Adolcense girl				
9	Provision of Nutritional food in last financial year	No. of children between 6 month to 2 and 1/2 yrs				
		No. of children between 2 ½ 6 yrs				
		No. of pregnant women				
		No. of Lactating mother (Atleast 6 months)				
		No. of Adolcense girl (Atleast 3 months continuously)				
		Whether ration received in time and eligible quantity				
10	Maintenance of Weight & Growth chart	Once in the month for children up to 6 yrs				
11	Medicine & nutritional food for malnourished child	No. of children between grade 2 & 3 as per growth chart				
12	Distribution of iron	No. of Adolescent girls given iron				

	tablets	tablets atleast once in a week			
13	Health & Nutrition education sessions organized in last financial year	For Lactating mother, Pregnant Women and Adolescent Girls once in a month			
14	Total No. of Home visits	To all women & new born in last financial year			
	Full immunization	12 months to 23 months children			
	Titnus injection	Between 10-16 yrs boys/girls			
	Family planning	No. of couple			
	JananiSurakshaYojana	-BPL women -Benefit for first two delivery			
15	Referral service	For Lactating mothers, Pregnant women, New Born Babies & Malnourished Children			
16	Celebration of Village Health & Nutritional Day	Information regarding health nutritional programme for villagers			
17	Health Check up (by government, private agencies)	Details of health check up conducted in last one financial year. (for 6 months to 6yrs children) (date & name of doctor)			
18	Visits by officials of Women & Child Development Department	Number of visit of Child Development Project Officer in last financial year			
		Number of visit of MukhyaSevika in last financial year			
19	Mamata Scheme by Women & Child	Number of application received under Mamata Scheme by the			

	Development Dept	Anganwadi worker			
		Number of beneficiaries under Mamata Scheme			

Name and signature of Anganwadi Teacher with stamp:

c. SUB HEALTH CENTRE

District:

Block:

Village Panchayat:

Constituency:

Wada/Ward:

Sub Health Centre Code:

Date of Visit:

**Health Worker name, address
& contact number :**

Whether member of Village Sanitation Committee:

Part-A

1	Target Population in numbers to be served (mention Male and Female Separately)	
2	Male / Female	
	Target Area (Mention name of revenue villages covered)	
3	Name of the Furthest village from Sub Health Centre and K.M.	
4	Name of the Primary Health Centre to which affiliated and its distance in K.M. from Sub Health Centre	

Sr.	Service	Information	Current	Observation	Solution/Suggestion
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No.			Status		
1	Human Resource	Doctor (Days when present per week)	Yes/No		
		Compounder	Yes/No		
		Health Worker	Yes/No		
		Helper	Yes/No		
		Contract Health Worker	Yes/No		
		No. of trained Dai/s	Yes/No		
		Other information	Yes/No		
2	Information and Communication material	Citizen Charter	Yes/No		
		IEC material	Yes/No		
3	Essential Infrastructure	Independent Building	Yes/No		
		Rented/ Owned	Yes/No		
		Waiting room	Yes/No		
		Electricity available	Yes/No		
		Water supply	Yes/No		

		Toilet with water supply	Yes/No			
		Compound wall	Yes/No			
		Telephone facilities	Yes/No			
		Check up table	Yes/No			
		Procedure followed for disposal of Biomedical Waste (please specify)	Yes/No			
4	Equipments & Medicines (Please look at the functioning of the equipments and record their status including expiry date of the medicines and working condition of equipments)	Medicine Kit	Yes/No			
		ORS Available	Yes/No			
		Chloroquin tablets	Yes/No			
		Iron tablets	Adult	Yes/No		
			Child	Yes/No		
		B P Apparatus and stethoscope	Yes/No			
		Blood test equipment (malaria testing etc.)	Yes/No			
		HB Testing	Yes/No			

		Weighing Machine	Children	Yes/No		
			Adult	Yes/No		
		Height Chart		Yes/No		
		Delivery equipment's & medicines		Yes/No		
		Disposable Delivery Kit		Yes/No		
		Disposable syringe & Hub Cutter		Yes/No		
		Urine testing Kit		Yes/No		
		Other equipments (specify)				
4	Training for Health Worker	New born care training received	Yes/No			
		Child care training received	Yes/No			
		Any other training received	Yes/No			

Service & facilities

Sr. No.	Service	Information	Number	Observation	Solution/Suggestion
1	New Born Baby Register	Total newborn children (within 28 days)			
2	Services for Pregnant Women provided in the last financial year	No. of pregnant women who had done three checkups			
		No. of pregnant women given one Titanus injection			
		No. of pregnant women given 2 T.T. injection			
		No. of pregnant women given Booster injection			
		No. of pregnant women given 100 iron tablet			
3	Delivery details for the last financial year	No. of last year's delivery			
		No. of institutional delivery	Yes/No		
		No. of delivery at S.H.C	Yes/No		
		No. of Home Delivery	Yes/No		
4	Total No. of Home visits	To all women & new born in last financial year			
	Full immunization	Children up to 6 yrs			
	Tetanus injection	Between 10-16 yrs boys/girls			

	Family planning	No. of eligible couples			
	JananiSuraksha Yojana	-BPL women -Benefit for first two delivery	Yes/No		
			Yes/No		

Sr. No.	Issues	Grant Eligibility (Rs.)	Grant Received in last financial year (Rs.)	Grant Utilized (Rs.)
1	Annual Maintenance			
2	Received Budget for maintenance of infrastructure			
3	Other Expenditure			
4	Balance Amount			
5	Sanitation Committee Grant			

Name and signature of Health Worker with stamp:

