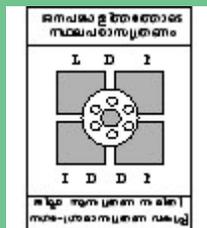
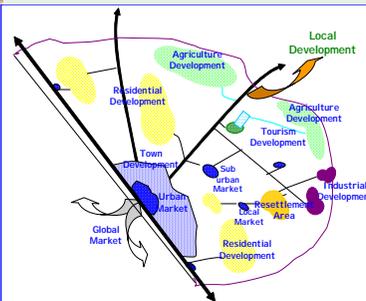




Government of Kerala

**ELEVENTH FIVE YEAR PLAN (2007-2012)
PREPARATION OF LOCAL, DISTRICT AND STATE DEVELOPMENT PLANS**

**INTEGRATED DISTRICT DEVELOPMENT PLAN
LOCAL DEVELOPMENT PLAN**



**DEPARTMENT OF TOWN AND COUNTRY PLANNING
LOCAL SELF GOVERNMENT DEPARTMENT
KERALA STATE**

CONTENTS

Forword

Preface

Acknowledgement

PART I

THE DEVELOPMENT PLANS AND ORGANISATIONAL SETUP

CHAPTER I

ROLE OF SPATIAL PLANNING IN DECENTRALISED PLANNING PROCESS

- 1.1.0 Planning Process in India
- 1.2.0 Planning Process in Kerala
 - 1.2.1 Ninth Five-Year Plan – People's Plan
 - 1.2.2 Tenth Five-Year Plan
 - 1.2.3 Drawbacks
- 1.3.0 Need of Spatial Planning
- 1.4.0 Spatial Planning – A Comprehensive Approach for Local Development
- 1.5.0 Spatial Planning Efforts in Kerala
- 1.6.0 Kollam Model of Development Plan preparation
- 1.7.0 Legal Validity of Spatial Development Plans

CHAPTER II

THE DEVELOPMENT PLANS

- 2.1.0 Development Plan
- 2.2.0 Integrated District Development Plan and Local Development Plans
 - 2.2.1 Components of an Integrated District Development Plan
 - 2.2.2 Components of a Local Development Plan
- 2.3.0 Planning System and Inter relationship of Development Plans

CHAPTER III

ORGANISATIONAL SETUP

- 3.1.0 General
- 3.2.0 State Level Steering Committee
 - 3.2.1 Formation
 - 3.2.2 Structure

- 3.3.0 State Level Project Cell of Town and Country Planning Department
 - 3.3.1 Formation
 - 3.3.2 Structure
 - 3.3.3 Responsibilities
- 3.4.0 District Level Co-ordination Committee
 - 3.4.1 Formation
 - 3.4.2 Structure
 - 3.4.3 Responsibilities
- 3.5.0 District Town and Country Planning Office
 - 3.5.1 Responsibilities
- 3.6.0 Local Development Plan Processing Committee
 - 3.6.1 Formation
 - 3.6.2 Structure
 - 3.6.3 Responsibilities
- 3.7.0 Working Groups
 - 3.7.1 Formation and Structure
 - 3.7.2 Responsibilities
- 3.8.0 Spatial Integration Committee
 - 3.8.1 Formation
 - 3.8.2 Structure
 - 3.8.3 Responsibilities
 - 3.8.4 Responsibilities of Engineering Trainee
 - 3.8.5 Responsibilities of Resource Person for the Preparation of LDP
- 3.9.0 Special Technical Advisory Group (TAG) for Integrated District Development Plan
 - 3.9.1 Formation & Structure
 - 3.9.2 Responsibilities
- 3.10.0 IDDP Integration Committee
 - 3.10.1 Formation & Structure
 - 3.10.2 Responsibilities
- 3.11.0 Spatial Planning Sub Group of Special TAG
 - 3.11.1 Formation
 - 3.11.2 Structure
 - 3.11.3 Responsibilities
- 3.12.0 Other Sub Groups of Special TAG
 - 3.12.1 Formation and Structure
 - 3.12.2 Responsibilities

PART II

LOCAL DEVELOPMENT PLAN - PREPARATION PROCESS

CHAPTER IV

LOCAL LEVEL DATA COLLECTION AND COMPILATION

- 4.1.0 General
- 4.2.0 Data collection Process
- 4.3.0 Preparatory Works
 - 4.3.1 Collection of Cadastral Maps
 - 4.3.2 Global Positioning System (GPS) Survey
 - 4.3.3 Preparation of Digitised maps
 - 4.3.4 Collection of Relevant Materials
 - 4.3.5 Selection of Engineering Trainees
 - 4.3.6 Selection of Surveyor Trainees
- 4.4.0 Data Collection
 - 4.4.1 Primary Data Collection
 - 4.4.2 Secondary Data Collection
- 4.5.0 Data Compilation
 - 4.5.1 Primary Data Compilation
 - 4.5.2 Secondary Data Compilation

CHAPTER V

DRAFT LOCAL DEVELOPMENT PLAN

- 5.1.0 General
- 5.2.0 Preparation Process
- 5.3.0 Data Analysis
 - 5.3.1 Spatial Analysis
 - 5.3.2 Local Level Analysis
- 5.4.0 Discussion with stakeholders
- 5.5.0 Conducting Special Grama/ Ward Sabha
- 5.6.0 Identification of Development Issues, and Setting up of Goals and Objectives
- 5.7.0 Formulation of Development Concept
- 5.8.0 Carving out Policies and Strategies
- 5.9.0 Local Development Plan (Preliminary Draft)
- 5.10.0 Draft Local Development Plan

CHAPTER VI

FINAL LOCAL DEVELOPMENT PLAN

- 6.1.0 General
- 6.2.0 Modification of Draft Local Development Plan Based on Sanctioned Integrated District Development Plan
- 6.3.0 Development Seminar
- 6.4.0 Sanctioning of Local Development Plan
- 6.5.0 Preparation of Development Plan for Block Panchayats
- 6.6.0 Preparation of Development Plan for Jilla Panchayat
- 6.7.0 Implementation and Monitoring

PART III

INTEGRATED DISTRICT DEVELOPMENT PLAN- PREPARATION PROCESS

CHAPTER VII

SECTORAL DATA COLLECTION AND COMPILATION

- 7.1.0 General
- 7.2.0 Data Collection and Compilation
- 7.3.0 Preparation of District Data Master Table
- 7.4.0 Preparation of Base Map of District

CHAPTER VIII

INTEGRATED DISTRICT DEVELOPMENT PLAN

- 8.1.0 General
- 8.2.0 The Process
- 8.3.0 Data Analysis
 - 8.3.1 Sectoral Analysis
 - 8.3.2 Spatial Analysis
- 8.4.0 Identification of Development issues and Setting up of Goals and Objectives
- 8.5.0 Formulation of District Development Concept
- 8.6.0 Presentaion of the Development Concept and General Development Policies before LSGIs
- 8.7.0 Carving out Policies and Strategies
- 8.8.0 Integrated District Development Plan (Draft Preliminary)
- 8.9.0 Integrated District Development Plan (Preliminary)
- 8.10.0 Integrated District Development Plan (Preliminary, modified based on Development Seminar)
- 8.11.0 Draft Integrated District Development Plan
- 8.12.0 Sanctioning of Integrated District Development Plan
- 8.13.0 Implementation and Monitoring

PART IV

TIME SCHEDULE AND CAPACITY BUILDING

CHAPTER IX

TIME SCHEDULE FOR THE PREPARATION OF INTEGRATED DISTRICT DEVELOPMENT PLAN AND LOCAL DEVELOPMENT PLANS

- 9.1 General
- 9.2 Time Schedule

CHAPTER X

CAPACITY BUILDING

- 10.1 General
- 10.2 Training Requirements

List of Annexure

- Annexure I** Methodology For Conducting Socio-Economic Surveys
- Annexure II** Methodology For Conducting Ward/Division wise Physical Survey
- Annexure III** Traffic and Transportation Data Collection
- Annexure IV A** Environment Survey
- Annexure IV B** Heritage Survey
- Annexure V** Phasing of the work and mode of payment to Engineering Trainee
- Annexure VI** Model Application Form for Engineering Trainees
- Annexure VII** Model Application Form for Surveyor Trainees
- Annexure VIII** Check List for Local Level Secondary Data Collection
- Annexure IX** Spatial Analysis by Department of Town and Country Planning
- Annexure X** Check List for Sectoral Data Collection for Integrated District Development Plan
- Annexure XI** Contents of Local Development Plan
- Annexure XII** Sectoral Analysis for Integrated District Development Plan - Aspects to be analysed
- Annexure XIII** Contents of Integrated District Development Plan
- Annexure XIV** Activities in Sequence for the preparation of LDP and IDDP
- Annexure XV** Government Order for the Preparation of LDP, IDDP and State Perspective Plans

FOREWORD

As we all know 'comprehensive development with social justice' is the declared agenda of the Government of Kerala. Comprehensive development can be achieved only when the economic, social and physical dimensions are integrated. Ensuring social justice means ensuring equal accessibility to opportunities for all sections of the society. The opportunity shall be guaranteed to the present society, considering the ability of the future generation to meet their needs as well. Such a development ought to be achieved in a democratic manner for which people's participation in development is inevitable. In order to fulfil the Government's commitment towards decentralised planning, the People's Planning Campaign movement was introduced in our state during the Ninth Five Year Plan.

Achieving local development is the main objective of decentralised planning. Local development can be achieved only when deliberate co-ordination of at least a few key sectors is ensured depending upon the character of the area. Such an attempt for co-ordination of key sectors of an area is actually a spatial planning attempt. This aspect is however missing in the present decentralised planning practice. The Hand Book for preparation of Integrated District Development Plan and Local Development Plan details out the methodology for preparation of these Plans in a participatory spatial planning approach.

I take this opportunity to appreciate the efforts of the Department of Town and Country Planning to bring in this hand book and wish success for the programme of preparation of local, district and state Development Plans.

PALOLI MOHAMMED KUTTY
Minister for Local Self Government

PREFACE

As part of People's Plan, Kerala succeeded in developing and operationalising a viable methodology of participatory planning. This path-breaking innovation has now been adopted nationally and the Planning Commission has recommended a similar methodology to be followed by all States in the preparation of the XIth Five Year Plan.

In spite of the pioneering nature of decentralised planning, it must be admitted, the development priorities were set and development options chosen on the basis of perceptions and negotiations among the stakeholders under the leadership of elected local governments and not on the basis of analysis. To start with it was good enough.

Now that decentralisation in Kerala has entered the institutionalisation phase, time is ripe for upgrading the quality of planning, moving on to analysis of development data and trends with people and their representatives in the centre stage, assisted by officials and experts. Also the planning process has to be informed by a vision emerging from a deep understanding of the developmental situation and potential.

In this respect, Kollam has conducted an important experiment, crafted patiently and meticulously by a team of top quality professionals from the Town and Country Planning Department, in partnership with enlightened political leadership of local governments. After a series of trials and errors, a sound methodology has been developed capable of being replicated. Now, it is being presented in the form of a Handbook so that the lessons of Kollam can be utilised in the preparation of the District Plans as part of the XIth Five Year Plan. Following the methodology outlined in the handbook would take quite some time; but it is possible to compress the steps and still carry out all the salient processes, if there is all-round involvement of departments. This is what is expected of the District Planning Committees in the coming six months.

Thiruvananthapuram

S.M.Vijayanand
Principal Secretary (LSGD)

ACKNOWLEDGEMENT

Investments, irrespective of sectors, have definite physical manifestations and geographical locations. The resultant developmental impulses, affecting in several cases the activities of other sectors, and leads to a related spatial pattern. It is clear that through planned interventions, one can specifically determine the types of activities and their locations, which are most suitable to develop at any given point of time. Such a development vision or perspective is essential in achieving the objectives set in the decentralised planning process being practised in our State.

The Kollam model of Development Plan preparation based on participatory spatial planning approach, taken up under the auspices of District Planning Committee, Kollam with the technical support of District Office of the Department of Town and Country Planning as nodal agency, is highly noteworthy in this context due to its several uniqueness such as:

- Uniqueness of approach viz. participatory spatial planning approach in which all the development partners - Technocrats, Politicians, NGO's, Government Departments, Common man and other decision makers - are involved.
- Clear change over from sectoral approach to spatial planning approach as the project ensures integration of various development sectors over a space (An LSGI in the case of LDPs and District as a whole in the case of IDDP).
- Ensures the best and optimum utilisation of land, the most valuable resource in the planning area.
- Development perspectives are evolved by integrating the view points of various stakeholders. Aspirations of the people and results from scientific analysis form the basis for evolving future development perspectives.
- Uniqueness due to the top down - grass root up approach adopted. The data collection and analysis and carving out local level proposals are attempted to a great extent at the grass root level. Mean while the local level plans are later modified based on the policies derived at the District level while preparing the IDDP. At the same time the policies at the higher level are formulated taking in to account the proposal at the lower level (LSGI level).
- Adoption of state of the art technology including GIS in the preparation of LDP and IDDP.

Based on the success of the pilot project in Kollam, the Government has decided to extend the project to other districts in the State as well and vide G.O.(Rt) No.354/07/LSGD. Dated 01-02-07 accorded sanction for the programme of Preparation of Local Development Plans and Integrated District Development Plans for all Districts and Preparation of State Perspective Plan. As per the order, a hand book has to be prepared detailing out the methodology for preparation of these Plans. For the time bound preparation of the hand book a department level task force

was constituted and the task force after various sittings has come out with this hand book- in modification to the Hand Book No.18, 'Integrated District Development Plan, Local Development Plans' issued in connection with Plan preparation of Local Self-Government Institutions during Tenth Five Year Plan- based on the experiences gained in the implementation of the pilot project at Kollam.

This Hand Book details out the methodology of preparation of Local Development Plans and Integrated District Development Plans for all districts. The preparation of State Perspective Plan has to be attempted subsequently.

Part I of the hand book examines the role of spatial planning in decentralised planning process and suggests the types and contents of spatial development plans to be prepared to achieve the stated objective of local development. The legal validity of these plans and the organisational set up at state, district and local levels in connection with the preparation of plans are also discussed. Part II and III of the hand book details out the process of preparation of a Local Development Plan and an Integrated District Development Plan respectively. The time frame for the programme and the capacity building requirements are explained in Part IV. Data requirements for preparation of Plans, methodology for conducting various surveys and analysis and contents of Plans etc. are also given in detail in the Annexure. I am proud to mention that this comprehensive hand book will enable successful implementation of the programme in the state. I take this opportunity to appreciate the earnest efforts of all those who were involved in the successful implementation of the pilot project at Kollam and in the timely preparation of this hand book.

EAPEN VARUGHESE
Chief Town Planner

PART I **The Development Plans and Organisational Setup**

- ✍ **CHAPTER I : ROLE OF SPATIAL PLANNING
IN DECENTRALISED PLANNING PROCESS**
- ✍ **CHAPTER II : THE DEVELOPMENT PLANS**
- ✍ **CHAPTER III : ORGANISATIONAL SETUP**

CHAPTER I

ROLE OF SPATIAL PLANNING IN DECENTRALISED PLANNING PROCESS

1.1 Planning Process in India

The planning system in India has been all the more centralised one. Since it is a top-down plan preparation model, it had ignored people's participation on the whole; this is not advisable in any democratic country especially in India. Again the Indian planning system was allocative and sectoral in nature which resulted in excessive concentration of economic activities in metropolitan regions. Thus lack of spatial concern in economic planning has resulted in unbalanced development. Therefore based on various discussions held in this regard, efforts were made to decentralise the planning system.

The most important event in the history of decentralised planning process in India was the promulgation of 73rd and 74th Constitutional Amendment Acts on December 22nd 1992 conferring constitutional status to Local Self-Government Institutions (LSGIs). These Acts were notified by the Central Gazette on April 20, 1993 aiming to devolve functional and fiscal powers to the local bodies. This became a landmark in democratic decentralisation in the country, giving Local Self-Government Institutions the required constitutional legitimacy. Thus the 9th Plan was an opening for the States to adopt the decentralised planning system based on bottom up approach. However though a number of sporadic experiments and theoretical manifestations by experts in the realm came along, most of the States in the country did not take up the initiative as envisaged in the Constitutional Amendment Acts.

1.2 Planning Process in Kerala

In Kerala State also, the planning process adopted was based on top-down approach till the 8th Five Year Plan. However, subsequent to 73rd and 74th Constitutional Amendment Acts, the Kerala State Legislature enacted the Kerala Panchayat Raj Act, 1994 and the Kerala Municipality Act, 1994 repealing the previous Acts. Under the provisions of these acts, the three tiers of Panchayats viz. Grama, Block and Jilla Panchayats along with Municipal Councils / Corporations for urban areas were reconstituted and local body elections were conducted in 1995. Thus decentralised planning process was enacted by the devolution of functional and fiscal powers to the Local Self Government Institutions. This gave sufficient statutory backing to the decentralised planning process and the new planning process was introduced in the State through the launching of "Janakeeyasoothranam" in a campaign model on 17th August 1996 by structuring the Ninth Plan as People's Plan.

1.2.1 Ninth Five-year Plan – People's Plan

The Campaign basically aimed to solve the strong antagonistic trends in the field of local development. There were short term and long-term objectives.

The decentralised planning process already established in the State is briefly discussed in this chapter over viewing its drawbacks. Then the need of Spatial Planning in the context of decentralised planning is established and the legal validity of spatial development plans are discussed. The salient features of Kollam Model of Development Plan preparation is also brought out.

The major short-term objectives were:

- ☞ To improve the production sector through revitalising the various sub-sectors including agriculture, animal husbandry, fishing and small scale industries.
- ☞ To improve quality of service sector

The major long-term objectives were:

- ☞ To create comprehensive changes in the approach to the over all development of the State
- ☞ To promote a development culture for local development irrespective of socio-political diversity

With State Planning Board as the apex body, the campaign was conducted in seven phases starting from conducting Grama/Ward Sabhas in 1996 to plan integration in 1997. Since it is of utmost importance to provide sufficient institutional capacity building, at the out set itself, extensive training was given to the elected representatives and officials working on the campaign as well as in the planning process. Direct participation of people in the planning process was ensured at the Grama/Ward Sabhas.

In order to make an objective assessment of the natural and human resources, a series of participatory studies including secondary data collection, study of local geography and natural resources through transect walks and consolidation of Grama/Ward sabha reports etc. were conducted. Based on these, a Development Report was made for each local body with an overall development perspective for 5 years. These were presented before a Development Seminar and from there onwards; annual plans were prepared at the Grama/Ward sabha level for each local body.

Project formulation and consolidation were done by *Task Forces (Working Groups in 10th Plan)* for various development sectors and technical input was given to the projects by *Expert Committees (Technical Advisory Committees in 10th Plan)* at various levels. Thus a system of planning was introduced with grass root -up approach, in which annual plans are prepared at the Grama/Ward Sabhas, which are approved by the District Planning Committees (DPC) and finally implemented and monitored at the local body level.

1.2.2 Tenth Five-Year Plan

In the Tenth Five-year Plan preparation, the focus was to institutionalise the established decentralised planning process by building on positive features, upgrading and replicating successes, avoiding mistakes, addressing the needs and concerns and making use of the opportunities thrown up by the process so that effective and efficient local governments accessible and responsive to people would emerge.

Thus the core objectives of the Tenth Plan were:

- ☞ Promote local economic development by increasing production and productivity in agriculture and allied sectors and the traditional industrial and small-scale industrial sectors with focus on employment generation and poverty reduction.
- ☞ Move towards greater social justice and reduction in gender disparities.
- ☞ Focus on natural resource management and integrated area development.
- ☞ Upgrade the quality of basic services provided by the local governments with special emphasis on health, education, water supply, sanitation including solid waste management and welfare of the disabled.
- ☞ Improve governance particularly with reference to responsiveness, transparency, people's participation and management.
- ☞ Achieve improved efficiency of resource use.

Preparation of Working Group reports, meeting of Grama/Ward Sabhas, strategy setting, projectisation, plan formulation by Local Self Government Institutions, vetting of plans and technical approval were the major steps of annual plan preparation involved in the 10th Five Year Plan.

1.2.3 Drawbacks

Implementation of Decentralised Planning Process i.e., execution of devolved powers is done through the activities and projects specified in various documents prepared both at District and Local levels such as Development Reports (Development Vision Documents in the 10th Plan) and Plan Documents prepared by the LSGIs and District Plans prepared by the District Planning Committees. Despite the fact that, hitherto decentralised planning process could attain considerable physical achievements, there exist a few drawbacks in the process as well as in the products evolved from the process.

The major drawbacks are:

- ✍ The process is simply based on Sectoral allocative approach. Functional character of an area is determined by the aggregate functions of all sectors of economy concentrated therein. Development of an area, therefore, requires a deliberate integration of at least a few key sectors. Here, various working groups representing different development sectors prepare the annual projects, which are rather compartmentalised, and never integrated.
- ✍ Detailed study about the development issues and potentials of the planning area and in-depth study and analysis of such aspects which are necessary for formulating development projects are lacking in the process.
- ✍ Location of development activities should be decided on the basis of scientific criteria. Here, local interests mostly gets the upper hand.
- ✍ At Grama/Ward sabha level, individual benefits get predominance over ward level or city level projects which is a clear indication of lack of approach to overall local development
- ✍ At local level, development projects are formulated without considering the overall development needs of the district, which is an indication of lack of vision in regional context.
- ✍ Being allocative and sectoral in nature, the spatial impact of investments is often not considered, thus restraining planned development. In other words this is rather a piece-meal approach to development whereas a comprehensive approach is indispensable.
- ✍✍ Project identification and formulation are done in a short span of time.

In the absence of an integrated development vision derived from extensive study and analysis, the projects formulated are often trivial and unviable ones resulting in misuse of financial resources.

Hence there is a need for evolving location specific integrated development vision, which will provide a holistic approach to plan formulation for a local body area which will enable selection of most suitable projects for implementation.

1.3 Need of Spatial Planning

National Commission on Urbanization (NCU), 1988 rightly identifies the need of spatial planning given below. "Each investment, whatever is the sector, has a definite physical manifestation and geographical location. Also, it generates a chain of developmental impulses affecting, in several cases, the activities of other sectors and results in a related spatial pattern. For example, the impact of investment in an irrigation project, a large dam (in the agricultural sector), on other sectors can be identified at two stages – first during the construction of the dam and secondly after its completion. During the first stage, the reservoir of the dam will cause displacement of village and people. This will demand a resettlement plan for displaced persons and a new spatial order. This work would need the co-ordination of the spatial planning sector (Figure 1.1), which has yet to be put into practice.

✍✍ Each investment, whatever is the sector, has a definite physical manifestation and geographical location. Also, it generates a chain of developmental impulses affecting, in several cases, the activities of other sectors and results in a related spatial pattern.

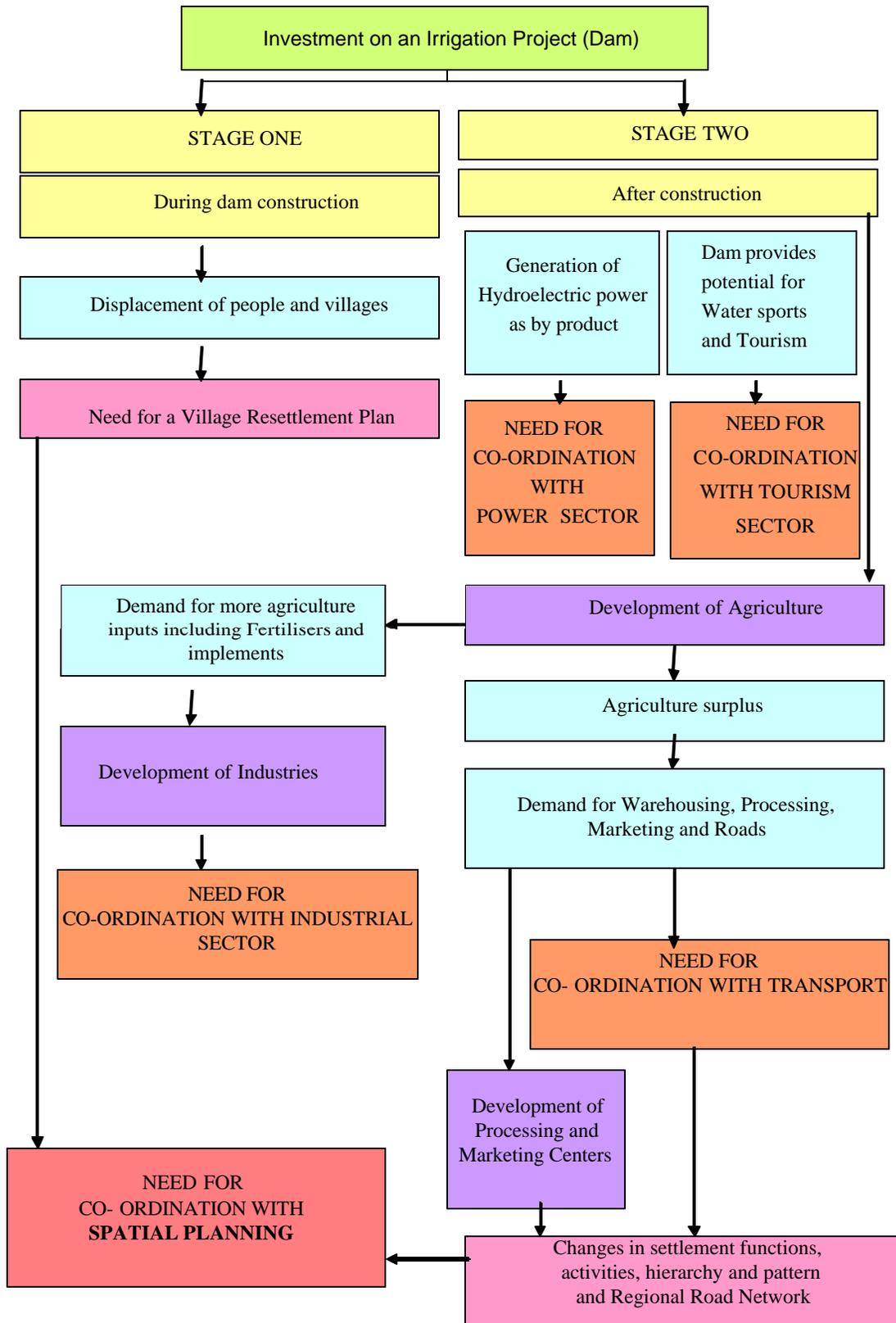


Figure 1.1 Impact of Investment in an Irrigation Project on other related sectors

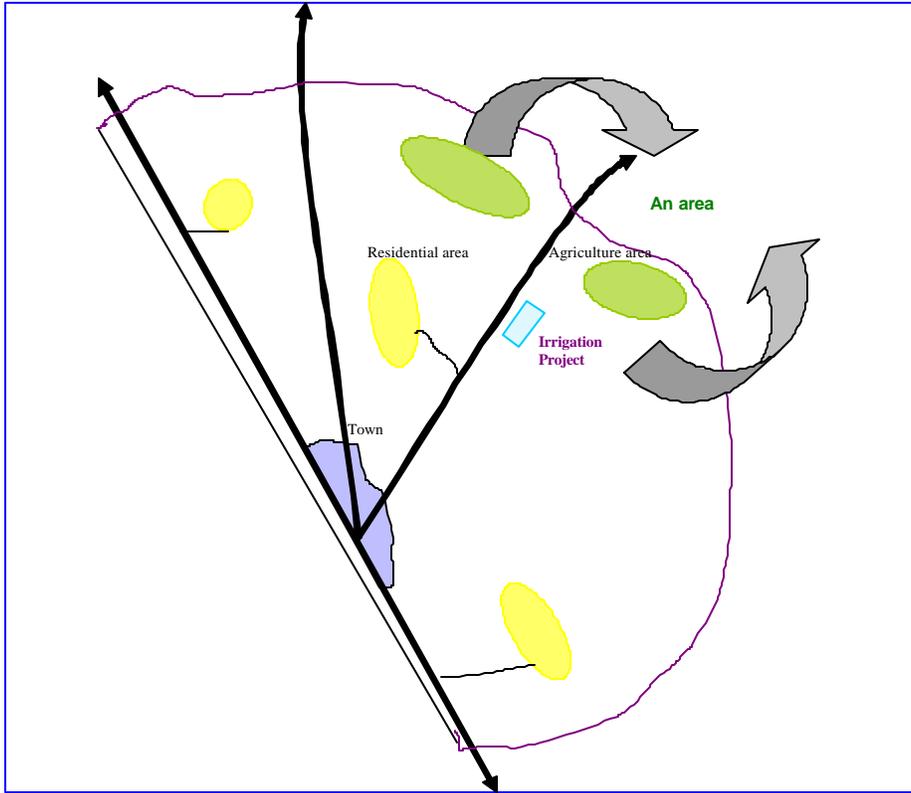


Figure 1.2 New Irrigation Project in an area

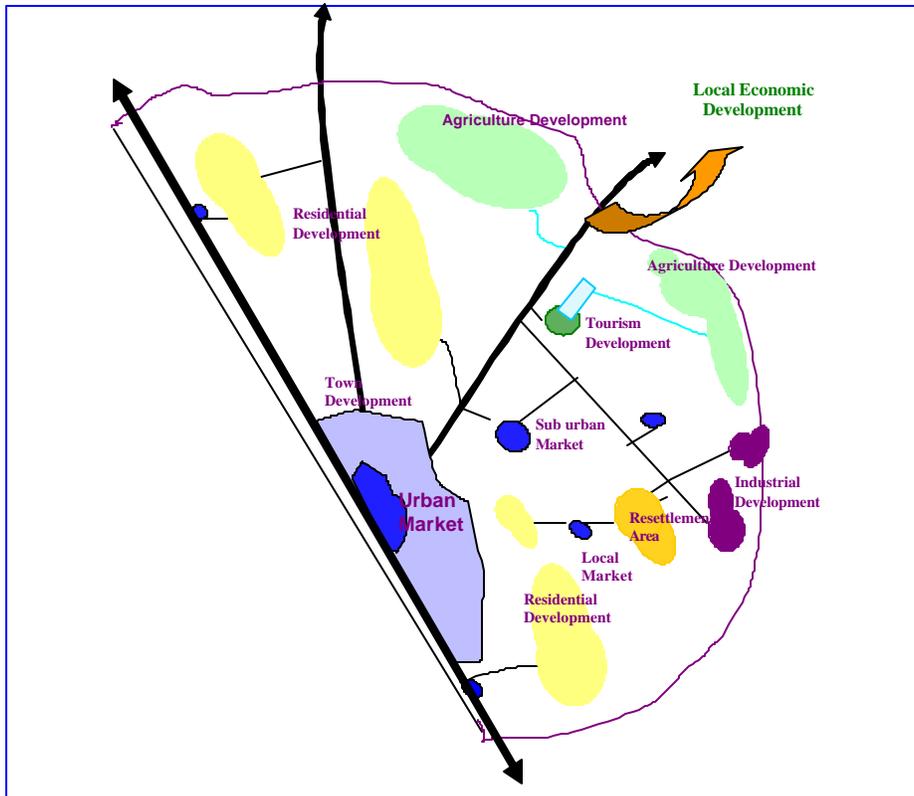


Figure 1.3 Local Development through Spatial Planning

Local development has to be achieved through spatial planning approach, where in key development sectors are synergically co-ordinated.

It is of utmost importance to prepare urban/local development plans with a long-term perspective by integrating various development sectors. Such a spatial plan is classically referred to as a Development Plan or Master Plan.

The second stage generates three chains of developmental impulses. The first results in generation of hydroelectric power, which needs co-ordination with power sector. The second may attract development of water sports and tourism requiring integration with the tourism sector. Finally, the third adds to the development of agriculture and this, on one side, increases area under intensive cultivation which will enhance demands for more agricultural inputs like fertilizers and also agricultural implements (e.g. Tools and tractors), resulting in industrial development and, hence co-ordination with the industrial sector. On the other side, the agricultural development increases marketable surplus, requiring ware housing, processing, marketing and roads. This will give rise to the development of processing and marketing centres, which will effect changes in the existing settlement functions, activities, hierarchy and spatial pattern. This in turn would require co-ordination with the spatial planning sector. Development of rural roads will require co-ordination and integration with the transport sector and since land use and settlement pattern are closely related to transportation network, it will further need co-ordination with the spatial planning sector (*Figure 1.1*). Similar cases of chains of developmental impulses generated by investments in one sector affecting the activities of other sectors can be identified".

Figure 1.2 shows an area where a new irrigation project has been commissioned. If we consider the impact of this project on other sectors a number of scenarios may be evolved. *Figure 1.3* shows a possible change in the same area shown in *Figure 1.2* after the completion of the project. This is just one of the possibilities and there may be more scenarios on the line, depending on many factors, including the availability of resources, both natural and human and local needs etc. The assessment of needs and availability of resources can be best done at the grass root level. The Grama sabhas, the working groups and the Committee/ Council of the Local Self Government Institution shall indeed provide the platform. The assessment of local needs and availability of resources in an area combined with impact study of investments on other sectors would enable to take decisions on the type of activities that would be most suitable for the development of the area.

Then comes the important part of determining the most suitable locations for these activities, essentially services and infrastructure facilities, which thoroughly depends on the land use pattern of the area. This further emphasizes the need for spatial planning.

It is clear that through planned interventions, one can specifically determine the type of activities and their locations, which are most suitable to develop at any given area at a given point of time so that they can create synergic developmental impulses leading to the formation of a required spatial pattern. If the developmental impulses and ensuing spatial pattern resultant of a particular activity can be foreseen, that indeed will provide the vision or perspective, which is at the moment lacking in our decentralised planning process.

1.4 Spatial Planning – A Comprehensive Approach for Local Development

India has been engaged in farsighted economic planning since independence. Despite the considerable achievements of the Five Year Plans, very little constructive attention has been paid to the spatial aspects of social and economic change taking place in the country. The functional character of an area is determined by the aggregate functions of all sectors of economy concentrated therein. Development of an area, therefore, requires a deliberate coordination of at least a few key sectors. Such a coordination is conspicuously missing in planning efforts. The poorly developed urban hierarchies that lie between metropolis and village in India are administrative rather economic in origin (NCU, 1988). Thus local development, one of the major objectives of decentralised planning process, can be attained only when deliberate co-ordination of at least a few key sectors is ensured depending upon the character of the area. This means that, sectoral decentralised planning presently in practice is actually de-concentrated planning and true decentralised planning can be achieved only through spatial planning approach (*Regional Development Dialogue, U.N Centre for Regional Development, 1988*). So, local development has to be achieved through spatial planning approach, wherein key development sectors are synergically co-ordinated.

This may be thought of in a different view. Irrespective of whether it be a town or a country, it is essential for every settlement to have planned development. Various development sectors of town and countryside are inter-linked and there exists an interdependence between these sectors and factors such as land utilisation, availability of land and water, topography etc. So, it is of utmost importance to prepare urban/local development plans with a long-term perspective by integrating various development sectors. Such a spatial plan or an area plan is classically referred to as a Development Plan or Master Plan.

1.5 Spatial Planning Efforts in Kerala

As elsewhere in the Country, the planning efforts in Kerala are being made by two parallel streams viz. economic planning (Preparation of Five Year Plans) by the State Planning Board and Spatial Planning by the Department of Town and Country Planning. While economic planning practice in the State is based on allocative planning approach, spatial planning efforts are limited mostly to urban centres. Thus Master/ Development Plans have been prepared for many urban local bodies under the orbit of developmental spatial planning. However, these plans were seldom integrated with the Five Year Plans and lacked people's participation.

It was during the 9th Five Year Plan that the decentralised planning process started in Kerala. The experiences gained by implementing various novel activities involved in the process is commendable. The foremost important achievement being that the people's body themselves could formulate and implement development projects at local level. To some extent, these projects could identify the problems of various development sectors and formulate solutions for them. Such a decentralised planning approach can be termed as allocative spatial planning approach. However, as mentioned earlier, most of them were short-term projects and there was lack of integration among the development sectors. Further, even though interim and immediate solutions could be formulated for both urban and rural areas, projects could not be formulated in a comprehensive and long-term perspective by considering their spatial impacts. Clearly, spatial planning approach is inevitable for the successful implementation of such a development process.

During this plan period in Kerala a few important activities in spatial planning have been exercised as follows.

- ✍ District Plan prepared by District Planning Committee
- ✍ Preparation of Master Plan for Watershed Based Development

The District Plan prepared by District Planning Committee during the plan was based on sectoral approach and majority of its proposals were of a general nature and not location specific. There was lack of long term perspective vision and

systematic and scientific data analysis. The development sectors continued to be in watertight compartments and key sectors were not co-ordinated or integrated.

The Master Plans for Watershed Based Development needs special mention as they were prepared based on an approach somewhat similar to spatial planning approach. The project envisaged preparation of Watershed Based Master Plans at Block level. However preparation of the Plans could be completed partially only. As a part of preparation of the Plans, Watershed Review Report at Block level were prepared in many Blocks. The project gave thrust to development of agricultural and allied sectors. Even though watershed was the basic planning unit, for the Master Plan area it was compromised as Block Panchayat boundary which is an administrative boundary, while the LSGIs are the planning unit in the context of 73rd and 74th Constitutional Amendment Acts. More over the approach stipulated that all developments should be based on a single physical element i.e. watershed. Further apart from data collection and resource mapping, scientific analysis of data is not specified in the project. So the approach remained piece-meal rather than comprehensive spatial planning approach, spilt into a number of loosely integrated efforts. This approach of adaptive spatial planning clearly lacked the co-ordination of all key development sectors. Moreover, this approach is static in nature and spatial development goals are not addressed here.

By the 10th Five Year Plan emphasis was given for the preparation of spatial plans and thus a Handbook was prepared on spatial planning. This Handbook adopted a developmental spatial planning approach, but was very theoretical which made it very difficult to be implemented through people's participation. During this period some of the Block Panchayats went ahead with the preparation of Block level Master Plan for Watershed Based Development which again were loosely integrated. It was during this period the District Planning Committee, Kollam realised and enacted its powers in accordance with the legal provisions of 73rd and 74th Constitutional Amendment Acts and created a model for Development Plan preparation, the approach of which among the various efforts is much closer to developmental spatial planning approach.

1.6 Kollam Model of Development Plan Preparation

In an effort to institutionalise the decentralised planning process in Kerala which during 9th Five Year Plan was initiated in a campaign model, the 10th Five Year Plan gave a little emphasis to spatial planning for the plan preparation of Local Self Government Institutions. To some extent this helped the planners of the Department of Town and Country Planning to create an opening to link the spatial planning approach to the existing decentralised planning process of Local Self Government Institutions. Thus, along with other subject matters, classes on spatial planning were also included in the training programmes of Local Self Government Institutions, at the beginning of Tenth Plan and Block level classes on the subject were handled by spatial planners of the Department in many districts.

It was at this juncture that the District Planning Committee, Kollam decided to prepare an Integrated District Plan for the District as a whole (IDDP) and a Local Development Plan (LDP) for each Local Self Government Institution in the district in the Spatial Planning approach. The matter was taken up to State Planning Board and the Government Order (GO (MS) 62/03 / Planning dt. 01-08-03) was issued to prepare these plans as a pilot project in Kollam under the auspices of Kollam DPC with Town and Country Planning Department as the nodal agency. Subsequently a Handbook for the preparation of IDDP and LDP for Kollam was prepared by the Department of Town and Country Planning which was vetted by the State Planning Board and was issued as one of the Handbooks prepared for the 10th Five Year Plan.

Thus the process of preparation of IDDP and LDP started in Kollam District in August, 2003. Conducting training programmes to various stakeholders of the project and primary data collection at the Grama Panchayat and Municipality levels was the task carried out for the first one and a half years. About 12000 stakeholders ranging from DPC members to NGO's at the Grama Panchayat level were given training and thus created awareness about the project among stakeholders which is inevitable for the success of the project.

The preparation of LDP and IDDP has the following uniqueness.

✍ The project is based on participatory spatial planning approach. All the development partners like Technocrats, Politicians, NGO's, Government Departments, common men and other decision makers are involved in the process of preparation of LDP and IDDP.

✍ Unlike other spatial plans prepared in this country, specialty of IDDP and LDP is that the sectoral policies of various development agencies of the planning area are translated to spatial plans. Thus there was a clear change over from sectoral approach to spatial planning approach as the project ensures integration of various development sectors over a space (An LSGI in the case of LDPs and District as a whole in the case of IDDP). The integration of various sectors is performed by taking into account the specialties in social, physical and economic aspects of the space, over which the sectors are integrated. This ensures the best and optimum utilization of land, the most valuable resource in the planning area.

✍ The local plan preparation included integration of analysis based on people's aspirations and technical spatial analysis. The District plan preparation comprised integration of sectoral analysis and spatial analysis including settlement studies. Thus the development perspectives are evolved by integrating the view points of various stakeholders both from mere aspirations and scientific analysis.

✍ Both IDDP and LDPs are prepared based on top down grass root up approach. The data collection, analysis and carving out of local level proposals are done at the grass root level which is later modified, based on the policies derived at a higher level i.e. at the District level while preparing the IDDP. At the same time the policies at the higher level are formulated taking in to account the proposal at the lower level (LSGI level).

✍ State of the art technology – GIS, GPS, satellite imagery to name a few – are utilized in the preparation of LDP and IDDP.

The beauty of decentralized planning system is seen also in the funding pattern adopted for the project of preparation of LDPs and IDDP. The project was initiated not at State level but at District level by DPC, Kollam, conceiving it as a joint project of all the LSGIs of the district.

All LSGIs of Kollam district allocated fund for the project from their 10th Five Year Plan allocation. Thus Kollam district is all set to implement the proposals of these Plans in the 11th Five Year Plan itself. Based on the success of the project in Kollam, Government has decided to extend the project to other district in the State as well vide G.O.(Rt) No. 354/07/LSGD dt. Thiruvananthapuram 01-02-2007. (More details about the project is available at www.townplanning.kerala.gov.in)

1.7 Legal validity of Spatial Development Plans

As per Article 243 ZD of the Constitution of India, every state shall constitute a District Planning Committee to consolidate Panchayat / Municipality plans in the district and to prepare a **draft development plan** for the district as a whole. It also specifies that while preparing development plan, due regard shall be given to matters of common interest between the Panchayats and Municipalities including **spatial planning**, sharing of water and other physical and natural resources, the integrated development of infrastructure and environmental conservation.

This is in contrary to the present activities of District Planning Committees in the State, which are more or less limited to vetting of projects submitted by the local bodies in the district. Even after 10 years of promulgation of the 73rd and 74th Constitutional Amendment Acts, the District Planning Committees have not initiated to prepare such an Integrated District Development Plan in the spatial planning approach.

Further as per section 175 of the Kerala Panchayat Raj Act a long-range development plan for each Grama Panchayat is to be prepared giving importance to spatial planning. Also as per section 51 (3) of the Kerala Municipality Act, 1994 the Municipal Corporations have to prepare a long-range Master Plan and submit it to the District Planning Committee.

All the above statutory provisions clearly indicate why spatial planning is essential in any planning process. Overall it can be seen how important a role spatial planning aspect has to play in the decentralised system. Therefore, it is high time that some steps are taken to introduce spatial plans into the system so that a District Development Plan is prepared for each District in the State and a Development Plan is prepared for each LSGI in the state in order to strengthen the process through a comprehensive rather than a piece-meal approach as envisaged in the Constitution.

CHAPTER II THE DEVELOPMENT PLANS

2.1 Development Plan

This chapter briefly explains the Development Plans need to be prepared at District and Local levels in the present decentralised planning process and their components

It is imperative to prepare Development Plans for a planning area so as to successfully institutionalise the decentralised planning process. A Development Plan will be comprehensive in content when it identifies growth centres, considering physical, social and economic variables and suggests the future course of action for development of these centres and their environs to promote and sustain the local spatio-economic pressures and requirements in a given time frame. In simple words, a Development Plan spells out development strategies and policies in the physical, social and economic aspects suitable for the planning area for the next 15- 20 years.

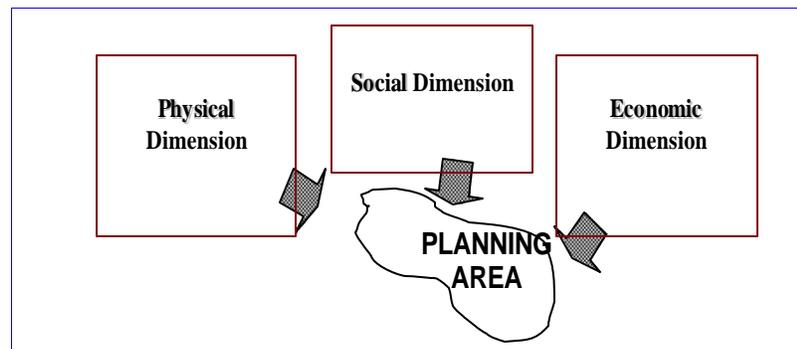


Figure 2.1 Development Plan - A schematic representation of aspects covered

A Development Plan spells out development strategies and policies in the physical, social and economic aspects suitable for the planning area for the next 15-20 years.

To be more specific, a Development Plan may be defined as the declared statement of the public, which sets forth its major policies concerning desirable future physical development. The Development Plan's document normally includes a single unified physical design for the community and attempts to clarify the relationships between development policies and socio-economic goals. In other words, the Development Plan aims at restoring order and dignity to the economic viability and social stability for the present and the foreseeable future. Development Plan's main objective is to create a 'total environment', which is functional, efficient, healthy and aesthetically satisfying as a setting for living, working and recreating. It is to serve as a policy framework to fulfil the needs and aspirations of the community. The physical component of the Development Plan essentially deals with land use, circulation, housing, utilities services, facilities, open space etc. The economic component of the Development Plan aims at strengthening and diversifying the economic base while the socio-cultural component is directed towards ensuring social equity and cultural fulfillment.

So, overall, the structure of a Development Plan comprises a written document, maps showing general land use and other supporting maps and diagrams etc. Obviously, it adopts a comprehensive analysis approach

by considering all the development sectors together with emphasis on its spatial dimension in the planning area. Being a spatio-economic plan it plays a vital role in investment decisions in the area for all the development partners viz. Local Government, Regional Government (Jilla Panchayat), State Government (Line Departments), Central Government, Non-Governmental Organisations, Autonomous bodies or Private developers etc.

If the existing scenario is analysed it can be seen that, among these various development agencies only a few have a long range development vision and they are infact acting in isolation without any integration for a planning area (Fig. 2.2). This integrated development vision is known as Development Plan.

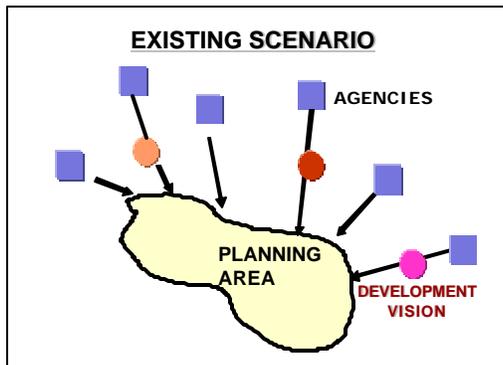


Figure 2.2 Existing Scenario : Isolated Development Activities

This is certainly not desirable for the comprehensive development of an area. The required scenario would be that these agencies together prepare a development vision which specifies development suggestions for the comprehensive development of the planning area (Fig. 2.3).

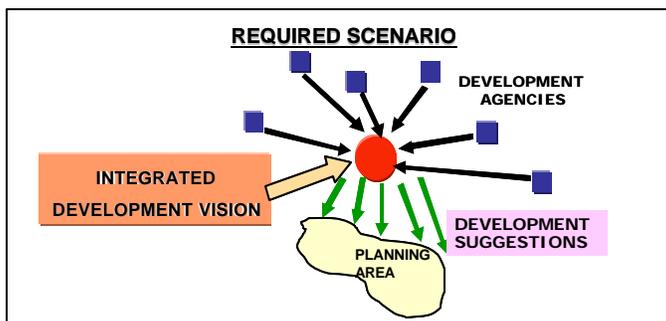
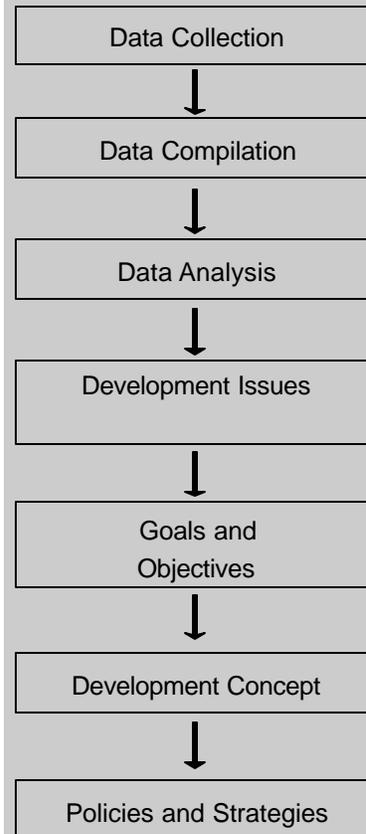


Figure 2.3 Required Scenario - Integrated Development Vision

The preparation process of a Development Plan in general includes

- ? Data Collection
- ? Data Compilation
- ? Data Analysis
- ? Identification of Development Issues
- ? Setting up of goals and objectives
- ? Formulation of Development Concept
- ? Carving of Policies and Strategies



The spatio-economic Development Plans are called Integrated District Development Plan (IDDP) at district level and Local Development Plan (LDP) at Local Self Government Institution's level.

2.2 Integrated District Development Plan and Local Development Plans

In order to have a holistic approach to the decentralised planning process, it is desirable to prepare development plans at two levels of administration i.e. at regional level and at local levels viz. for District as a whole and for Grama Panchayats / Municipalities (the lowest tier of local self government).

The District level development plan shall deal with

- ? District level development issues, concept, policies and strategies, sectoral projects and programmes
- ? Defining the role of the district in the overall development context of the state
- ? Identification of the major role of each local body in the context of overall development of the district

The Local Development Plan shall deal with

- ? Local level development issues, concept, specific policies and strategies, sectoral projects & programmes
- ? Defining the role of LSGI in the overall development context of the district.
- ? Identification and formulation of local level projects to fulfil its development role as identified with in the LSGI.

In general, these Spatio-economic Development Plans shall be termed as Integrated District Development Plan (IDDP) at district level and Local Development Plan (LDP) at Local Self-Government Institution level. It may be noted that Local Development Plans refers to Development Plans for Grama Panchayat / Municipal Council /Municipal Corporation only. Block and Jilla Panchayat Plans are prepared by consolidating projects and programmes under the respective listed subjects derived from Integrated District Development Plan and Local Development Plans.

2.2.1 Components of an Integrated District Development Plan

The Integrated District Development Plan shall consist of two basic components:

- ✍ A Perspective Plan for 15-20 Years
 - ✍ Settlement pattern giving hierarchy and functions of settlements
 - ✍ District level policies for integrated development
 - ✍ Regional infrastructure plan
- ✍ An Execution Plan for 5 Years
 - ✍ Strategy for integrated development
 - ✍ Transportation network
 - ✍ Location criteria for services and facilities
 - ✍ Specific projects to be implemented at district, block and local levels
 - ✍ Development Code

2.2.2 Components of a Local Development Plan

The Local Development Plan shall also consist of two basic components:

- ✍ A Perspective Plan for 15-20 years, which shall contain
 - ✍ A Policy Plan
 - ✍ Spatial strategies for optimum utilisation of resources
 - ✍ Infrastructure plan
- ✍ An Execution Plan for 5 years, which shall contain
 - ✍ Strategy for development – incorporates physical, social and economic dimensions
 - ✍ General land use plan
 - ✍ Infrastructure plan
 - ✍ Sectoral strategies for integrated development and identification of projects
 - ✍ Development regulations

2.3 Planning System and Inter relationship of Development Plans

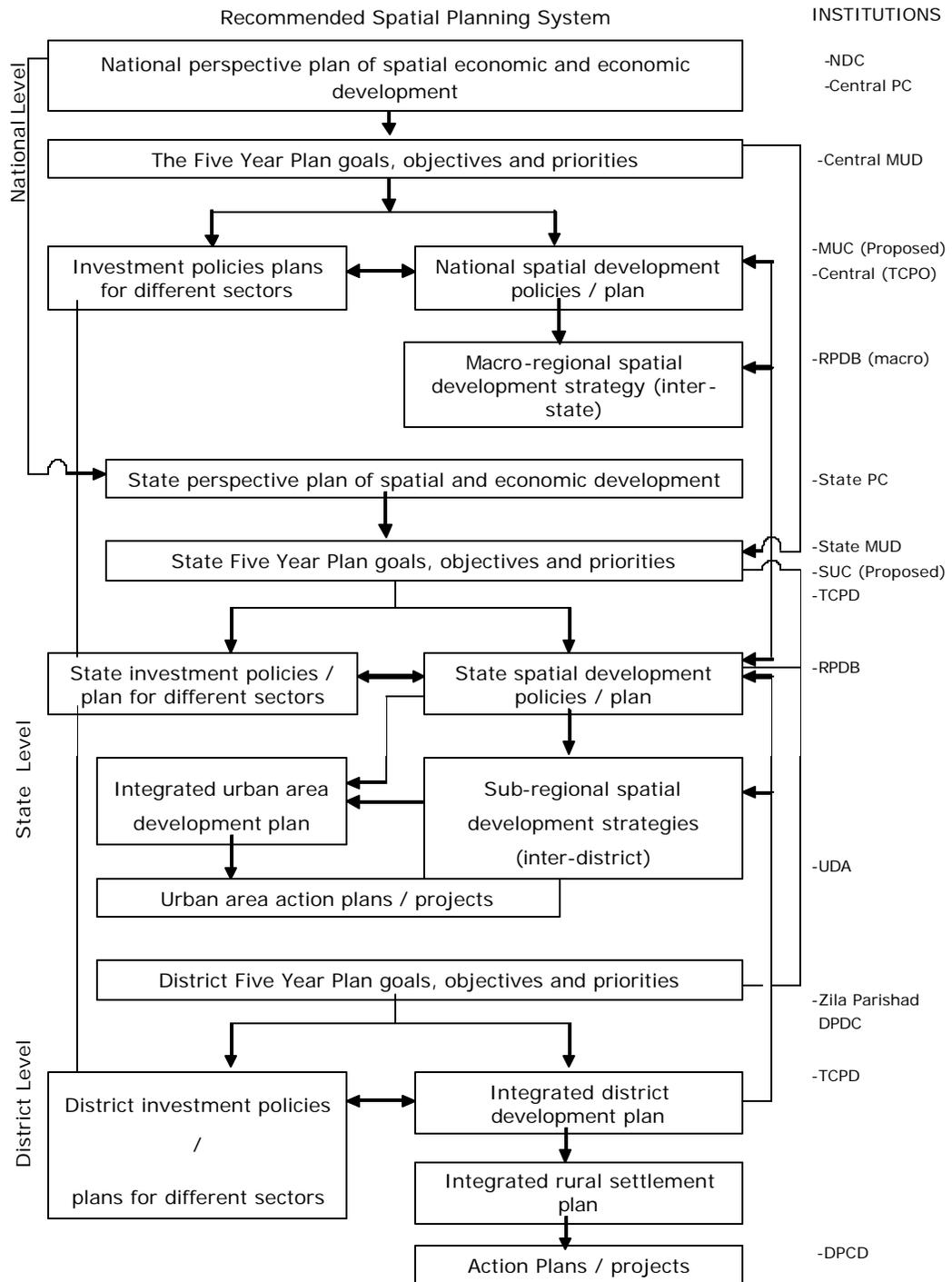
The National Commission on Urbanisation (NCU), August 1988 and Urban Development Plans Formulation and Implementation (UDPFI) Guide lines, Ministry of Urban Affairs and Employment, Government of India; August 1996 have given specific recommendations on the process of preparation of Development Plans. The spatial planning system recommended by the NCU (fig. 2.4) follows a multi-level planning approach and therefore functions at three levels i.e. national, state and district. This system suggested disaggregation of development policies, at national level, into integrated inter-state and state spatial development strategies and inter-district and district plans, programmes and projects. The Commission stressed here that spatial planning will be most effective at state level and spatial development plans should be formulated and implemented at inter-district and district levels. This system is based on a combination of a top-down and grass root-up strategies wherein policies and strategies flow downwards while plans, programmes and projects are conceived and implemented at grass root level and can be aggregated to get spatial patterns at higher levels (state, inter-state or national) at any given time. The content of various plans at different levels were also recommended by the Guidelines. At district level, the Integrated District Development Plan should, apart from

showing various programmes and projects, also identify various operators (ministries, local bodies and organisations), the action areas (various settlements in the district), and the actions classified by sectors and a time-frame to be adopted by each operator. This will help the operators to formulate their Five Year and Annual Plans, ensuring the desired integration of spatio-economic development efforts (NCU, 1988).

The Planning System recommended by UDPFI Guidelines consists of a set of four inter-related plans as follows :

- (a) Perspective Plan : A long term (20-25 years) written document supported by necessary maps and diagrams providing the state government the goals, policies, strategies and general programmes of the urban local authority regarding spatio-economic development of the settlement under its governance.
- (b) Development Plan : Conceived within the frame work of the approved perspective plan, this is a medium term (generally five years) plan.
- (c) Annual Plan : Conceived within the frame work of development plan, this is a plan containing the details of new and ongoing projects that the local authority intends to implement during the respective finance year.
- (d) Projects / Schemes : Conceived within the frame work of approved Development Plan, Projects / Schemes are detailed working layouts with all supporting infrastructure, and documents including cost of development, source of finance and recovery instruments for their execution by a public or private agency.

Taking into account the entire planning process and also incorporating the suggested planning system, Fig. 2.5 shows the inter-relationship of different development plans, directly or indirectly related to urban development, at various levels ranging from national to a transitional urban area under the jurisdiction of a nagar panchayat. Fig. 2.5 also shows the linkages for aggregation of plan's proposals for consolidation and integration of physical and fiscal planning efforts at local district, metropolitan area, state and national levels. It further indicates the pattern of disaggregation of policies, programmes and resources (UDPFI Guide lines, 1996).



Notes :

NDC: National Development Council PC : Planning Commission

MUD : Ministry of Urban Development NUC : National Urbanisation Council
 TCPO : Town and Country Planning Department RPDB : Regional Planning and Development Board
 UDA : Urban Development Authority DPDC : District Planning and Development Council
 SUC : State Urbanisation Council NCU : National Commission on Urbanisation

Figure 2.4 Spatial Planning system Recommended by NCU, 1988

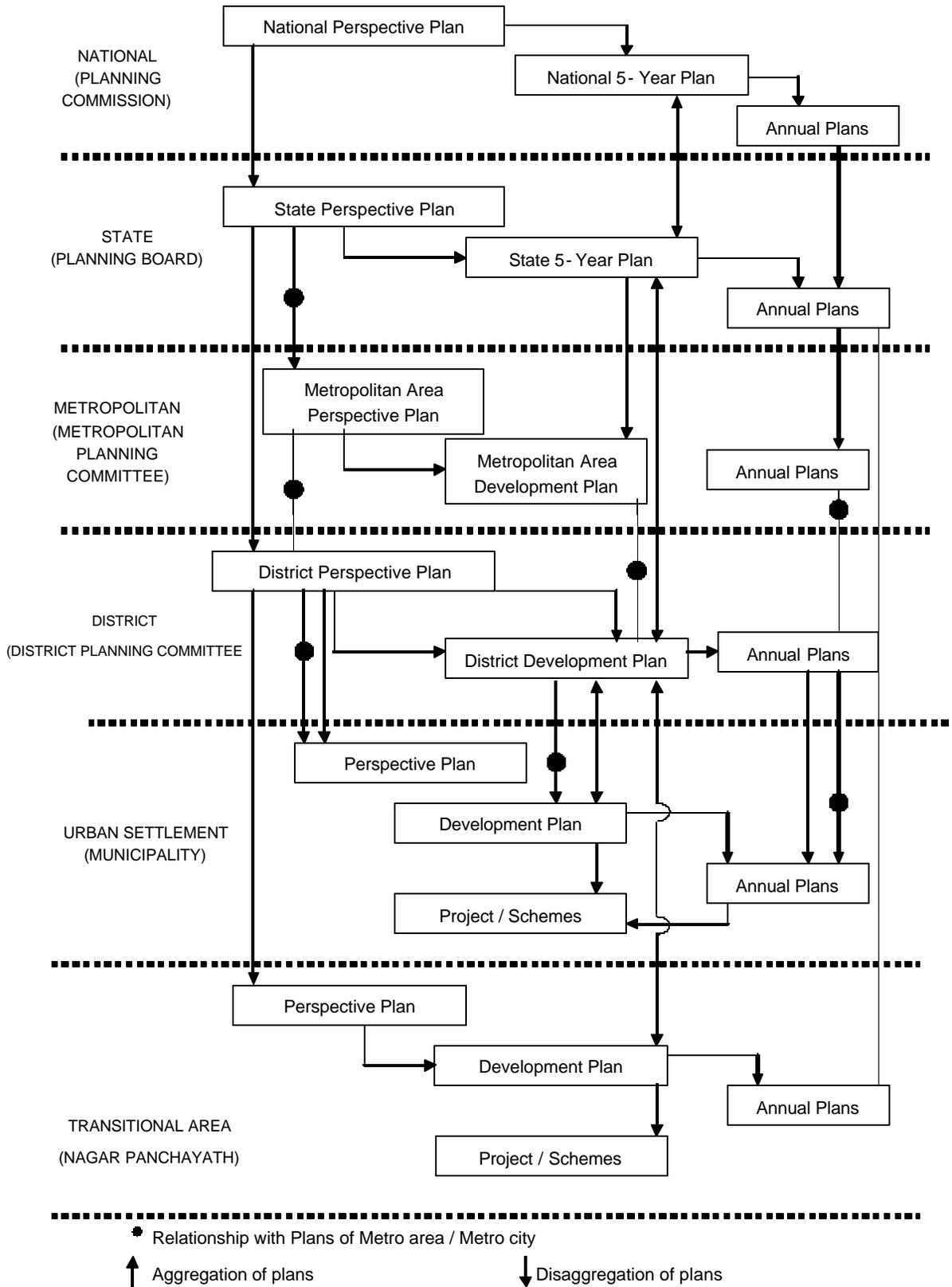


Figure 2.5 Inter-relationship among various Development Plans, UDPFI Guide lines 1996

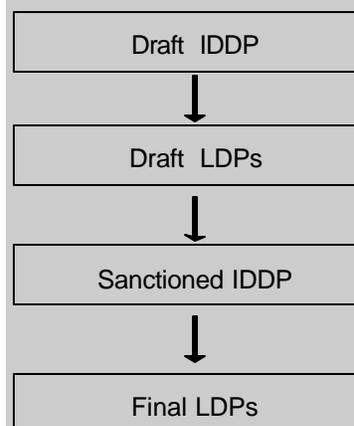
The recommendations of both NCU and UDPFI Guidelines are mostly suitable in the North Indian context where Grama Panchayats are basically the area comprising a few clustered settlements. So the recommendations structured basically for urban context is applicable there. In Kerala, the scenario is different as it has a pattern of scattered settlements with urban rural continuum and so the recommendations per se may not be applicable here. Unlike the Planning System recommended by NCU and UDPFI Guidelines, there are no State Perspective Plan prepared so that the policies and strategies from State level trickle down to the District / Local Level Plans. This is a major limitation in the preparation of IDDP and LDPs. However presently there is an initiation at the State level to prepare a State Perspective Plan. Since the preparation of LDPs and IDDP is a district level initiative, the sequential linking of the Plans are limited within the District only, whereby the process of preparation of District Level Plan (IDDP) and Local Level Plans (LDPs) are sequentially linked.

Based on the analysis of data both from District and Local Levels, Draft IDDP is prepared first. Based on the suggestions of the Draft IDDP, Draft LDPs are prepared and then Draft IDDP is modified based on the suggestions of Draft LDPs. The final LDPs are prepared based on the suggestions of sanctioned IDDP. *Figure 2.6* depicts the inter relationship of Local Development Plans and Integrated District Development Plan.

The process of preparation of the Plans starts with collection of data. Up to the analysis stage, the sequential steps of plan preparation are almost parallel for both the plans. Findings from the analyses are utilized for both the Plans as and when required. Based on the analysis, the district level development issues are identified and the development goals and objectives are set. Based on that, Draft IDDP is prepared for the district incorporating suggestions of LSGIs also. The Draft IDDP thus prepared shall be an input for the identification of development issues and setting up of development goals and objectives of each LSGI and thus becomes the frame within which the Draft LDPs are prepared. Based on suggestions and proposals of the Draft LDPs the Draft IDDP is modified and finalised. Once the draft IDDP, approved by the DPC, is sanctioned by the State Government, the Draft LDPs shall be modified and finalised.

Block and Jilla Panchayat Development Plans will be prepared based on policies and strategies of Sanctioned Integrated District Development Plan and Sanctioned Local Development Plans within their administrative boundary. Hence, the Projects and Programmes of these Plans will be based on those policies and strategies of both Sanctioned District and Local Level Plans, which are to be implemented by the Jilla and Block Panchayats.

- ✍ *The Overall sequence of Development Plan Preparation:*
- ✍ *Preparation of Draft Integrated District Development Plan*
- ✍ *Preparation of Draft Local Development Plans*
- ✍ *Modification of Draft IDDP based on Draft LDPs*
- ✍ *Modification of Local Development Plans based on Sanctioned Integrated District Development Plan*



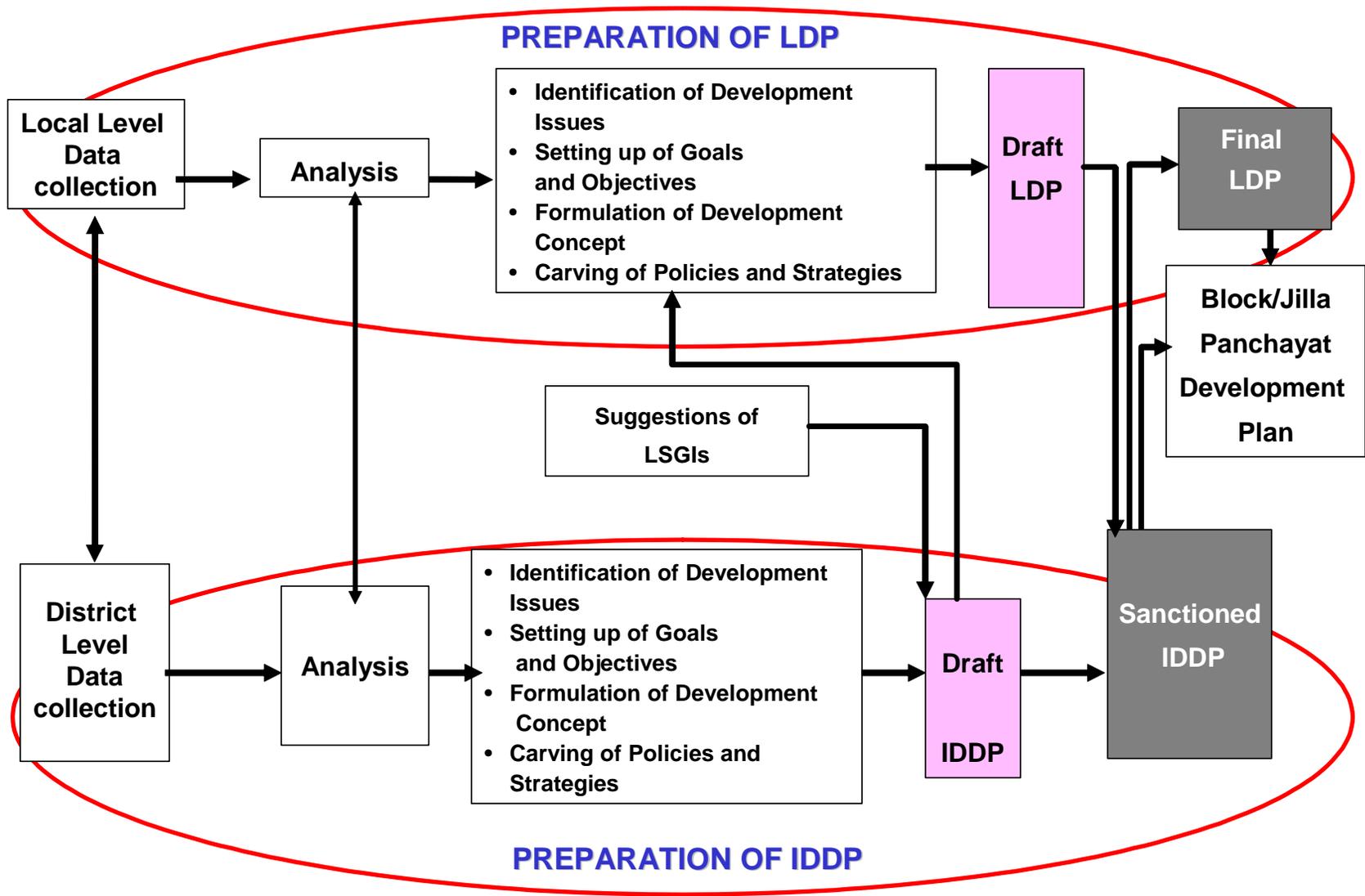


Figure 2.6 Inter-relationship of LDP and IDDP in Detail

The organisational setup for the preparation of Integrated District Development Plan and Local Development Plans is explained in this Chapter.

CHAPTER III ORGANISATIONAL SETUP

3.1 General

Figure 3.1 depicts the District level Organisational Setup for the preparation of Integrated District Development Plan and Local Development Plans. The District Planning Committee will be the apex body with the district office of the Department of Town and Country Planning acting as the nodal agency for the preparation of the plans. A Coordination Committee shall be formed under the District Planning Committee for the district level coordination of the preparation of the Plans.

A Special Technical Advisory Group shall be constituted for the preparation of the Integrated District Development Plan. This Special Technical Advisory Group shall have Sub Groups on various development sectors. A Core Committee of Special Technical Advisory Group shall act as the Implementation and Monitoring Agency of the Project.

For the preparation of Local Development Plans and Block /Jilla Panchayat Development Plans, a Processing Committee shall be formulated under the Co-ordination Committee.

Figure 3.2 depicts the Organisational Setup at Grama Panchayat / Municipality level for the preparation of LDP. The Panchayat Committee/ Municipal Council / Municipal Corporation shall be the apex body for the preparation of LDP and shall have the overall responsibility of preparing the Local Development Plan within the stipulated time.

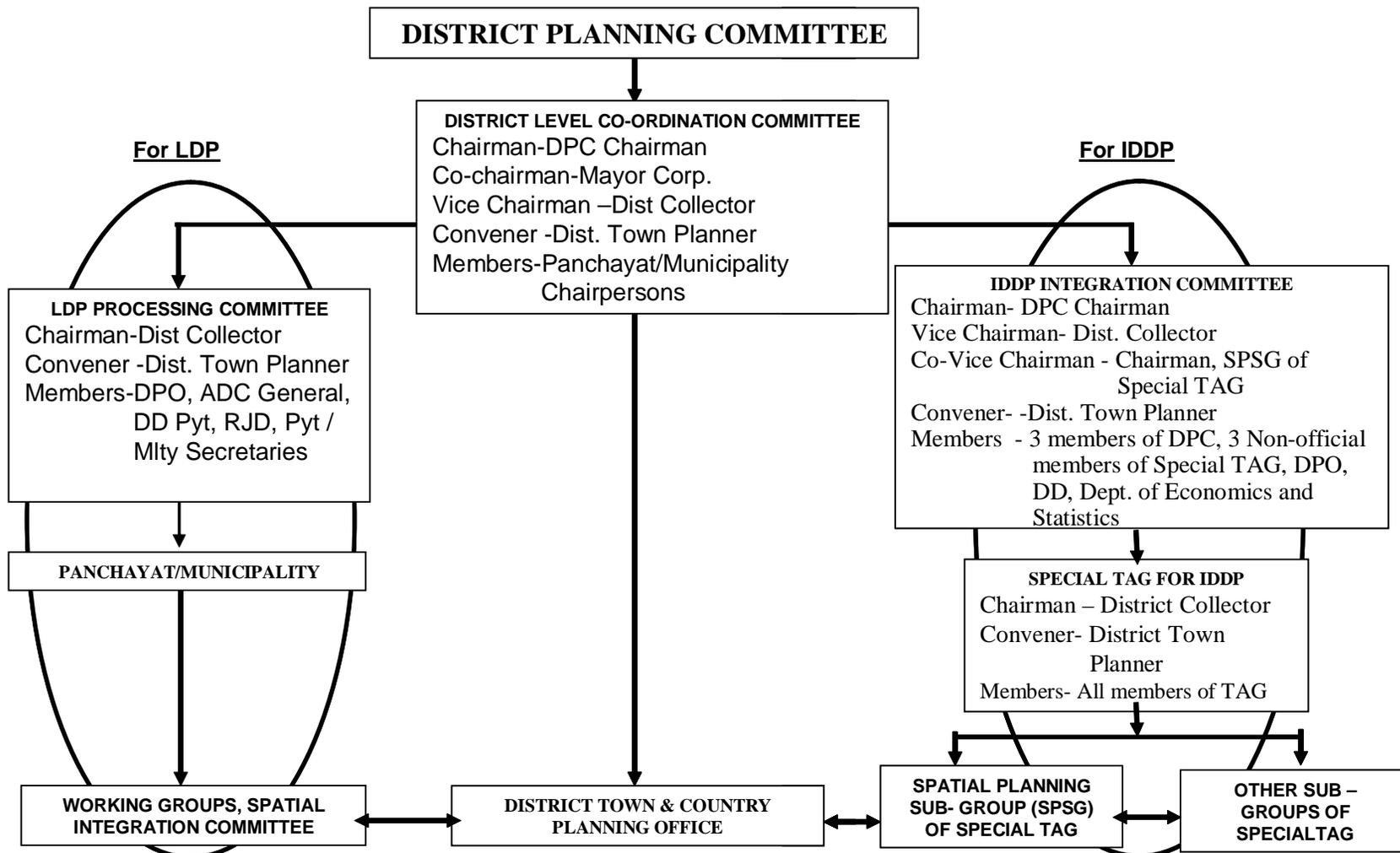
At State level, there shall be a State Level Steering Committee for the overall monitoring of the programme of preparation of Local Development Plans and Integrated District Development Plan in all the Districts in the State. In addition, for the State Level co-ordination of preparation of Plans a Project Cell shall be formed in the Town and Country Planning Department.

The formation, structure and responsibilities of the various Committees are discussed below.

3.2 State Level Steering Committee

3.2.1 Formation

A Steering Committee shall be formed at State level for the effective co-ordination of Local Development Plans and Integrated District Development Plans in all the Districts in the State. All policy matters dealing with the preparation of Plans shall be taken by this Committee. The State Level Steering Committee shall be monitoring the preparation of LDPs and IDDP in all the Districts in the State. The Committee shall give necessary guidance to the District level Offices in this regard from time to time.



Abbreviations

IDDP- Integrated District Development Plan
 LDP- Local Development Plan
 TAG – Technical Advisory Group

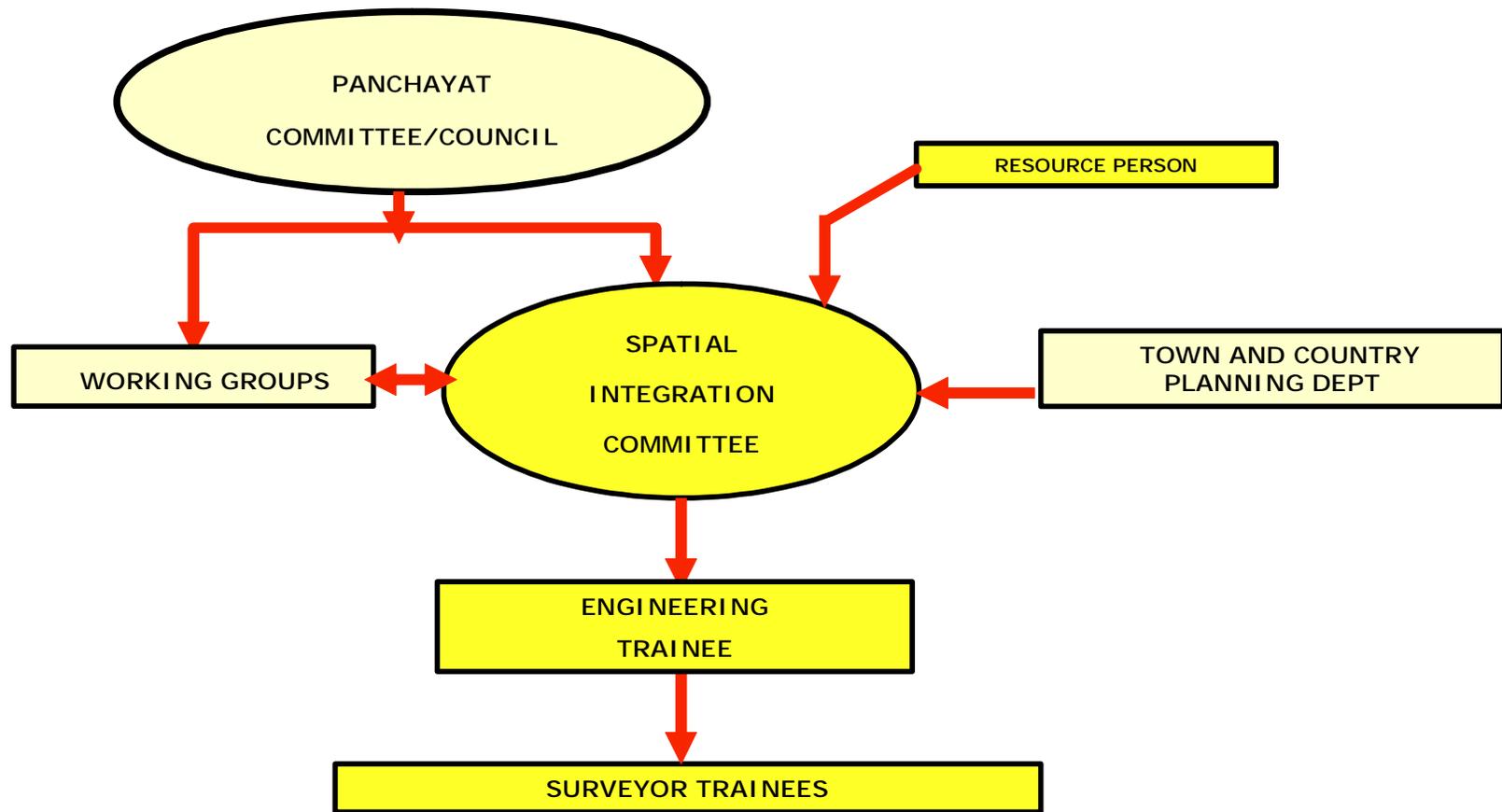


Figure 3.2 Grama Panchayat/Municipality Level Organisational Setup for the Preparation of LDP

3.2.2 Structure

The Chairman of State Level Steering Committee shall be the Principal Secretary, Local Self Government Department. Secretary, Local Self Government Department (Urban) shall be the Vice chairman. The Chief Town Planner shall be the Convener and Director, Department of Economics and Statistics, Additional Director and Head (Soil Survey), Commissioner, Kerala State Land use Board, Director, Survey and Land Records, Director of Panchayats, Chief Engineer, State PWD (Roads), Rural Development Commissioner, Director, National Transportation Planning and Research Centre (NATPAC), Chairman, Kerala Chapter of Institute of Town Planners, India and 3 Spatial Planning Experts (Nominated by the State Government) shall be the members.

3.3 State Level Project Cell of Town and Country Planning Department

3.3.1 Formation

A State Level Project Cell shall be formed in the Department of Town and Country Planning in connection with the preparation of Local Development Plans and Integrated District Development Plans for all the Districts in the State. The Project Cell shall function as the Technical Secretariat of the State Level Steering Committee.

3.3.2 Structure

There shall be a Co-ordination Wing, Training Wing and GIS Wing for this Project Cell.

3.3.3 Responsibilities

The responsibilities of Project Cell include overall Project Co-ordination, preparation of training materials and doing GIS based works at the State level for the preparation of the Development Plans. The cell shall set desirable norms and standards, customise various activities etc. in connection with the preparation of Development Plans in general. The specific responsibilities of the Project Cell are:

- ✍ Designing Questionnaires and guidelines for socio-economic survey
- ✍ Designing format for District Data Master Table
- ✍ Designing Training Modules, Training materials etc.
- ✍ The technical vetting of the Local Development Plans and Integrated District Development Plans.

3.4 District Level Co-ordination Committee

3.4.1 Formation

A Co-ordination Committee shall be formed at district level for the preparation of Local Development Plans and Integrated District Development Plan.

3.4.2 Structure

The Chairperson of DPC shall be the Chairperson of the Co-ordination Committee and in those Districts having Municipal Corporation, the Corporation Mayor shall be the Co-Chairman. District Collector shall be the Vice chairman of the Co-ordination Committee and District Town Planner shall be the Convener. Panchayat / Municipality Chairpersons shall be the other members.

3.4.3 Responsibilities

The responsibility of this Committee shall be the district level co-ordination of preparation of LDPs and IDDP.

3.5 District Town and Country Planning Office

3.5.1 Responsibilities

The District office of Town and Country Planning Department shall act as the nodal agency for the preparation of the Plans in the District. In each District office, there shall be a supporting wing for the State Level Project Cell. The overall responsibilities of District Town and Country Planning Office shall be the co-ordination of the project preparation in the district and carrying out technical works in the spatial planning aspects.

In project co-ordination, the responsibilities include

- ✍ Preparation of weekly work schedules for the smooth operation of the project as decided by the IDDP Integration Committee.
- ✍ Conducting and coordinating Training programmes and Workshops on planning aspects for various personnel at the district and local levels
- ✍ Convening meetings and discussions of various district and local level committees

The Plan fund contribution of LSGIs for the preparation of IDDP shall be utilised by the District Town Planner. Expenditure statements from time to time shall be presented before the IDDP Integration Committee for approval.

The responsibilities w.r.t. technical works in connection with various tasks are:

(a) Local Level Data Collection and Compilation

- ✍ Preparation of digitised Base map of the Grama Panchayat / Municipality (See Article 4.2, 1)
- ✍ Collection of cadastral maps (See Article 4.3.1)
- ✍ Conducting Global Positioning System (GPS) Survey (See Article 4.3.2)
- ✍ Preparation of digitised maps (See Article 4.3.3)
- ✍ Selection of Engineering Trainees (See Article 4.3.5)
- ✍ Guiding Spatial Integration Committee in the verification of data collected through primary and secondary survey
- ✍ Checking of Land use map, Traffic and Transportation Data, Environment and Heritage Data (See Article 4.4.1, Assignment 2, Action 3)
- ✍ Digitisation of Land use, Traffic and Transportation, Environment and Heritage maps (See Article 4.5.1, Assignment 8, Action 3)
- ✍ Checking of Socio-economic survey data in CD (See Article 4.5.1, Assignment 10, Action 2)
- ✍ Preparation of Data Master Tables (See Article 4.5.1, Assignment 10, Action 3)

(b) Preparation of Local Development Plan:

- ✍ Spatial analysis using GIS (See Article 5.3.1)
- ✍ Suggesting corrections on Draft Local Level Analysis Report (See Article 5.3.2, Assignment 27)
- ✍ Identification of Development Issues and Goals and Objectives in consultation with Spatial Integration Committee (See Article 5.6)
- ✍ Formulation of Development Concept in consultation with Spatial Integration Committee (See Article 5.7)
- ✍ Carving out Policies and Strategies in consultation with Spatial Integration Committee (See Article 5.8)
- ✍ Modification of Draft Local Development Plan based on Sanctioned Integrated District Development Plan in consultation with Spatial Integration Committee (See Article 6.2)

- ✍ Modification of Block Panchayat Development Plan based on Development Seminar in consultation with Spatial Integration Committee (See Article 6.5)
- ✍ Modification of Jilla Panchayat Development Plan based on Development Seminar in consultation with Spatial Integration Committee (See Article 6.6)
- ✍ Giving necessary assistance to Spatial Integration Committee and Working groups on any planning aspects as and when required

Sectoral Data Collection and Compilation:

- ✍ Verification of Sectoral Data Book (See Article 7.2, Assignment 17)
- ✍ Data Collection for Spatial Analysis (See Article 7.2, Assignment 18)
- ✍ Preparation of District Data Master Table -DDMT (See Article 7.3)
- ✍ Preparation of Base Map of the District (See Article 7.4)

Preparation of Integrated District Development Plan:

- ✍ Giving technical assistance to Sub Groups of Special TAG for conducting Sectoral Analysis (See Article 8.3.1, Note)
- ✍ Spatial analysis using Geographical Information System (See Article 8.3.2)
- ✍ Assistance to Spatial Planning Sub Group for the Identification of Development Issues and Setting up of Goals and Objectives (See Article 8.4)
- ✍ Assistance to Spatial Planning Sub Group for the Formulation of District Development Concept (See Article 8.5)
- ✍ Assistance to Spatial Planning Sub Group for the Carving of Policies and Strategies (See Article 8.7)
- ✍ Assistance to Spatial Planning Sub Group for the preparation of Reports of Integrated District Development Plan (See Articles 8.8, 8.9, 8.10 and 8.11)
- ✍ Giving necessary assistance to Spatial Planning Sub-committee and other Sub Groups of Special TAG on any planning aspect as and when required

3.6 Local Development Plan Processing Committee

3.6.1 Formation

A Processing Committee shall be formed at the district level specifically for executing the decisions of the Co-ordination Committee relating to the preparation of Local Development Plans. This Committee shall monitor the preparation of the Local Development Plans.

3.6.2 Structure

The District Collector shall be the Chairperson and District Town Planner shall be the Convener of the Processing Committee. The other members shall be the District Planning Officer, Assistant Development Commissioner (General), Deputy Director Panchayat, Regional Joint Director (Urban Affairs) and Secretaries of Local Self- Government Institutions.

3.6.3 Responsibilities

The responsibilities of the LDP Processing Committee include:

- ✍ Execution of the decisions of District level Co-ordination Committee
- ✍ Monitoring the preparation of Local Development Plans
- ✍ Giving timely suggestions for the preparation of Local Development Plans

3.7 Working Groups

3.7.1 Formation and Structure

The working groups shall be formulated as per the guidelines for the prevailing Five Year Plan preparation. They include working groups on:

1. Agriculture and allied sectors including irrigation and agro-processing
2. Local economic development other than agriculture including local industries
3. Poverty reduction and social security including care of the aged and disabled.
4. Development of scheduled castes and scheduled tribes
5. Women and Child Development
6. Health, water supply and sanitation
7. Education
8. Other Infrastructure etc.

Two working groups viz. Working Groups on Natural Resources, Ecology and Environment and Financial resources are also to be formed. Besides, formation of a working group for Watershed Development is also

desirable. If such a Working Group is not formed, the works related to the sector shall be attended by the working group for Agriculture and allied sectors.

3.7.2 Responsibilities

The specific responsibilities of working groups for preparation of Local Development Plan shall be

- ✍ Giving guidance and support to the Spatial Integration Committee and Engineering Trainee for Primary and Secondary data Collection (See Articles 4.4.1, 4.4.2 and *Annexure VIII*)
- ✍ Give necessary support to the Spatial Integration Committee during Data Compilation and Local Level Analysis (See Articles 4.5.1, 4.5.2 and 5.3.2)

3.8 Spatial Integration Committee

3.8.1 Formation

At the Local Self-Government Institution level (Grama/ Block/ Jilla Panchayat/ Municipality), the Spatial Integration Committee (SIC) shall be reconstituted to prepare the Local Development Plan and Block/ Jilla Panchayat Development Plans.

3.8.2 Structure

Figure 3.3 shows the structure of Spatial Integration Committee. Accordingly-

- ✍ Chairperson of the SIC shall be the Chairman of Standing Committee of the Local Self-Government Institution dealing with the Town Planning/Spatial Planning.
- ✍ The Secretary of the Local Self-Government Institution shall be the Convener of Spatial Integration Committee
- ✍ The Head of the Engineering section of the Local Self-Government Institution shall be the Joint-convener of SIC
- ✍ One member from each Working Group shall be a member of this committee. The Panchayat Committee/ Municipal Council / Municipal Corporation shall nominate an active member preferably with knowledge and experience in planning like decentralised planning, Watershed development planning etc.

For Urban Local Self-Government Institutions including Panchayats with Census Towns, the District Town Planner or his representative shall be a member

One non official (from Civil Society Groups) member from among this Committee shall be selected as Resource Person by the LSGI

Apart from this, an Engineering Trainee shall be selected at the Local Self-Government Institution level for assisting the Spatial Integration Committee.

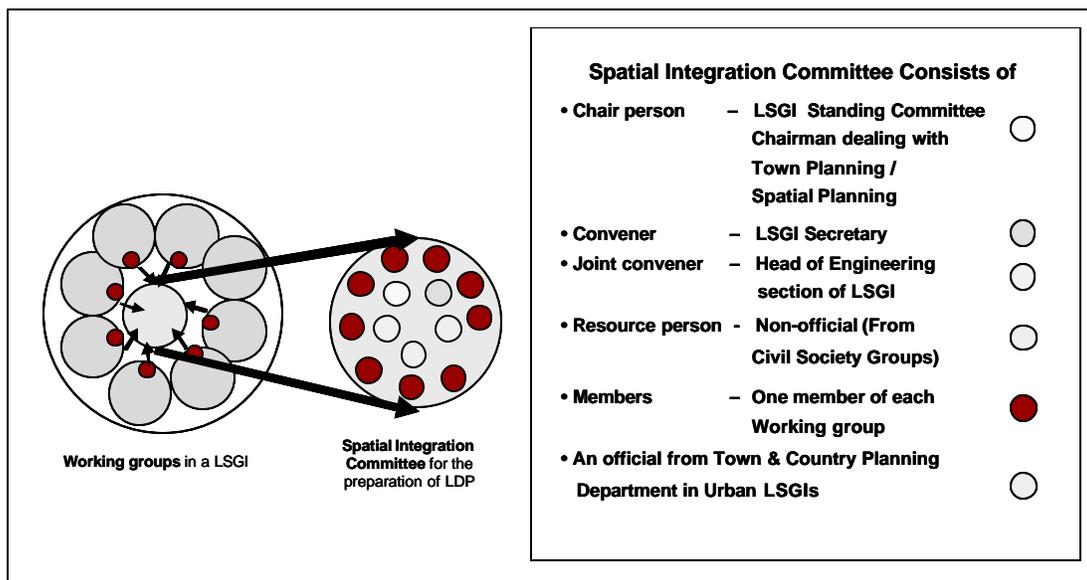


Figure 3.3 Members of Spatial Integration Committee

3.8.3 Responsibilities

Spatial Integration Committee shall have the overall responsibility of preparation of the Local Development Plan, such as

- Ensuring timely procuring of materials for Primary and Secondary Survey (See Article 4.3.4)
- Rendering necessary guidance to Surveyor Trainees for conducting primary data collection
- Correction of collected primary data including maps
- Obtaining necessary support from the working groups for secondary data collection
- Certifying the works done by the Engineering Trainees (See Article 4.3.5)
- Certifying the works done by the Surveyor Trainees (See Article 4.3.6)
- Verifying Land use map, Traffic and Transportation data and Environment and Heritage survey data (See Article 4.5.1, Assignment 8, Action1)

- Secondary Data Compilation (See Article 4.5.2)
- Discussion with the Stake holders (See Article 5.4)
- Conducting Special Grama/Ward Sabha (See Article 5.5)
- Local level analysis (See Article 5.3.2)
- Identification of Development Issues and Setting up of Goals and Objectives in consultation with District Town and Country Planning Office (See Article 5.6)
- Formulation of Development Concept jointly with District Town and Country Planning Office (See Article 5.7)
- Carving out Policies and Strategies in consultation with District Town and Country Planning Office (See Article 5.8)

- ✍ Preparation of Preliminary and Draft Local Development Plans in consultation with District Town and Country Planning Office (See Article 5.9 and 5.10)
- ✍ Modification of Draft Local Development Plan based on Sanctioned Integrated District Development Plan in consultation with District Town and Country Planning Office (See Article 6.2)
- ✍ Presentation of modified Draft Local Development Plan at Development Seminar
- ✍ Modification of Draft Local Development Plan based on suggestions of Development Seminar in consultation with District Town and Country Planning Office (See Article 6.3)
- ✍ Rendering assistance for the preparation of Integrated District Development Plan

The Spatial Integration Committees of Block Panchayat and Jilla Panchayat shall prepare Development Plans for Block and Jilla Panchayat respectively (See Article 6.5 and 6.6).

3.8.4 Responsibilities of Engineering Trainee

The Engineering Trainee shall play a key role in the preparation of Local Development Plan by assisting Spatial Integration Committee in applying spatial planning aspects in particular during local level analysis. He/she shall also be assisting the district Town and Country Planning office and the Spatial Integration Committee in the Identification of Development Issues, Setting up of Goals and Objectives, Formulating Development Concepts and Carving of Policies and Strategies. The Engineering Trainee shall also have the following additional responsibilities.

- ✍ Assisting the Spatial Integration Committee in co-ordinating Socio-economic and Physical surveys (See Article 4.4.1, Assignments 1 and 2)
- ✍ Collecting Traffic and Transportation data and conducting Environment and Heritage Surveys (See Article 4.4.1, Assignments 3 and 4)
- ✍ Assisting the Joint Convener of Spatial Integration Committee in checking digitised maps and data compiled in digital form (See Article 4.5, Assignment 9, Action 2)
- ✍ Final data compilation and mapping works such as preparation of problem severity maps, level of potential maps, maps showing influence zones etc. (See Article 5.3.2 Assignments 22 and 25)

- ✍ Preparation of reports to be prepared by the Spatial Integration Committee from time to time in digital form (See Article 5.3.2, Assignment 26)
- ✍ Preparation of computer presentations for Spatial Integration Committee as and when required

3.8.5 Responsibilities of Resource Person for the preparation of LDP

The Resource Person selected at local level by the Panchayat Committee/Municipal Council shall coordinate of Primary and Secondary data collection and shall give necessary guidance to the Engineering Trainee in understanding the area surveyed. Specifically the Resource Person shall have the following responsibilities

- ✍ Checking of Socio-economic survey data checked by Engineering Trainee (See Article 4.4.1, Assignment 1, Action 2)
- ✍ Verification of Land use map on ground (See Article 4.4.1, Assignment 2, Action 2)
- ✍ Verification of Traffic and Transportation data collected by Engineering Trainee (See Article 4.4.1, Assignment 3)
- ✍ Guidance to Engineering Trainee on Environment and Heritage Survey and verification of data collected (See Article 4.4.1, Assignment 4)
- ✍ Verification of Local level Secondary data collection (See Article 4.4.1, Assignment 2, Action 2)
- ✍ Giving necessary support to the Spatial Integration Committee as and when required for carrying out various other activities in connection with the preparation of LDP

3.9 Special Technical Advisory Group (TAG) for Integrated District Development Plan

3.9.1 Formation and Structure

A Special Technical Advisory Group shall be constituted for Integrated District Development Plan with District Town Planner as Convener. There shall be Sub-groups for the Special TAG based on various development sectors.

3.9.2 Responsibilities

The Special TAG shall be acting as a general body of the Sub-groups.

3.10 IDDP Integration Committee

3.10.1 Formation and Structure

IDDP Integration Committee shall be a core committee of Special Technical Advisory Group with the Chairman of DPC as the Chairman, District Collector as Vice-Chairman, Chairman of Spatial Planning Sub Group of Special TAG as Co-Vice Chairman, District Town Planner as Convener and 3 members of DPC, 3 Non-official members of Special Technical Advisory Group, District Planning Officer and Deputy Director of the district office of the Department of Economics and Statistics as members.

3.10.2 Responsibilities

The IDDP Integration Committee shall act as the implementing agency of the Project at the District Level. So the Committee may take decisions for the smooth preparation of the project from time to time including

- ✍ Finalising detailed working methodology of various committees
- ✍ Specify activities of personnel like Resource Persons, Engineering Trainees, Conveners of Sub Groups of Special TAG etc.
- ✍ Auditing the expenditure of funds pooled from LSGIs and credited to the Treasury Savings Bank (TSB) Account of District Town Planner for the preparation of IDDP
- ✍ Finalising Schedules of Training Programmes and Workshops
- ✍ Finalising Schedule of Review, Meetings etc.

The other responsibilities of the IDDP Integration Committee shall be

- ✍✍✍ Finalising the Integrated District Development Plan (Preliminary) prior to presentation before Development Seminar (See Article 8.10)
- ✍✍✍ Giving timely suggestions for the preparation of IDDP

3.11 Spatial Planning Sub-committee of Special TAG

3.11.1 Formation

For the preparation of Integrated District Development Plan, a Spatial Planning Sub Group of Special Technical Advisory Group shall be constituted.

3.11.2 Structure

District Town Planner shall be the convener of this committee. The Chairman of the standing committee of Jilla Panchayat dealing with spatial planning shall be the Chairman of this Sub Group. Members of the Sub Group shall preferably be

- ✍✍ Planning professionals
- ✍✍ Retired planners from the Department of Town and Country Planning
- ✍✍ Persons with experience in watershed management
- ✍✍ Persons with wide experience in Decentralised Planning
- ✍✍ Environment activists

3.11.3 Responsibilities

Spatial Planning Sub Group shall have the overall responsibility of vetting the Technical (Sectoral and Spatial Analysis aspects) works and preparation of Report of IDDP. The other responsibilities include

- ✍ Giving necessary guidance to the other Sub Groups of Special TAG for the secondary data collection
- ✍ Vetting of Sectoral Analysis (See Article 8.3.1)
- ✍ Vetting of Spatial Analysis (See Article 8.3.2)
- ✍ Identification of Development Issues and setting up of Goals and Objectives with the assistance of District Town and Country Planning Office (See Article 8.4)
- ✍ Formulation of Development Concept with the assistance of District Town and Country Planning Office (See Article 8.5)
- ✍ Carving out Policies and Strategies with the assistance of District Town and Country Planning Office (See Article 8.7)
- ✍ Preparation of Integrated District Development Plan - Draft Preliminary with the assistance of District Town and Country Planning Office (See Article 8.8)
- ✍ Presentation of Integrated District Development Plan in the Development Seminar (See Article 8.10)
- ✍ Modification of Integrated District Development Plan based on Development Seminar (See Article 8.10)

3.12 Other Sub-Groups of Special TAG

3.12.1 Formation and Structure

For the preparation of Integrated District Development Plan, the following Sub Groups shall also be constituted.

1. Agriculture
2. Irrigation
3. Watershed Development and Land Utilisation
4. Animal Husbandry and Dairy Development
5. Fisheries
6. Industries, Co-operation, Trade and Commerce
7. Health
8. Drinking water and Sanitation
9. Infrastructure (Roads, Bridges, Buildings including houses)
10. Forest, Environment, Mining and Geology
11. Education
12. Social Welfare (Development of Women, Children and the Old aged)
13. Poverty Alleviation and Rural Development
14. Power, Telecommunication, Post and Telegraph
15. SC/ST Development
16. Tourism, Culture, Arts, Sports and Youth affairs
17. Human Resources
18. Finance

The Chairman of each Sub Group of Special TAG shall be a DPC Member and the Convener shall be the district level officer of the concerned sector. The members shall be the other officials of the line departments related to the concerned sector. The convener as well as the official members of each Sub Group shall be as decided by Government or otherwise selected by the DPC. There shall be non official (from Civil Society Groups) members selected by the DPC in each Sub Group.

There shall also be a Resource Person selected for each Sub Group from among the non-official members, who shall monitor the works of the concerned Sub Group.

Each of these Sub Groups shall constitute a Working Group which will actually carrying out the technical works of Sectoral Analysis. The Working Group shall attend the Project Cell attached to the District Town and Country Planning Office on a weekly basis for getting support on GIS and other Computer based analysis related to the sector.

Also the district level offices related to each Sub Group shall constitute a separate Cell for IDDP in their Office for continuously monitoring and executing their works such as Data Collection, Data Compilation and Sectoral Analysis.

The Sub Group on Human Resources shall analyse the data pertaining to demography. The Deputy Director, of the district office of the Department of Economics and Statistics shall be the convener of this group.

3.12.2 Responsibilities

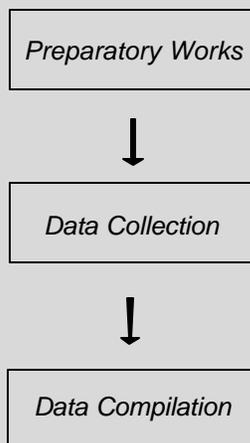
The responsibilities of other Sub Groups of Special Technical Advisory Group shall be

- ✍ Sectoral data collection and compilation (See Article 7.2, Assignment 16)
- ✍ Submission of Sectoral Data Book (See Article 7.2, Assignment 17)
- ✍ Sectoral analysis (See Article 8.3.1, Assignments 28-35)
- ✍ Submission of Sectoral Analysis Report (See Article 8.3.1., Assignment 36)
- ✍ Formulation of Sectoral Policies and Strategies (See Article 8.7, Assignment 37)

PART II Local Development Plan- Preparation Process

- ✍ CHAPTER IV: LOCAL LEVEL DATA COLLECTION AND COMPILATION
- ✍ CHAPTER V: DRAFT LOCAL DEVELOPMENT PLAN
- ✍ CHAPTER VI: FINAL LOCAL DEVELOPMENT PLAN

The process of collection of data at Grama Panchayat/ Municipality level and its compilation is described in this Chapter.



- ☞ GPS survey
- ☞ Land use survey
- ☞ Socio economic survey
- ☞ Traffic and Transportation Data Collection
- ☞ Environment and Heritage survey
- ☞ Secondary Data Collection.

CHAPTER IV LOCAL LEVEL DATA COLLECTION AND COMPILATION

4.1 General

Local level data is the data collected at , i.e. at Grama Panchayat / Municipality Level. This data is utilised for the preparation of both Local Development Plans and Integrated District Development Plan. The local level data collection is done by Engineering Trainee and Surveyor Trainees under the supervision of Resource Persons and under the guidance of Spatial Integration Committee (SIC).

4.2 Data Collection Process

There are basically three stages involved in the local level data collection process.

1. Preparatory works
 - ☞ Preparation of digitised base map of the Grama Panchayat/ Municipality by the Town and Country Planning Department
 - ☞ Purchase of materials (Pencil, rubber, scale set, measuring tape etc.) needed for land use survey.
 - ☞ Collection of other materials like Questionnaire for socio-economic survey etc.
 - ☞ Selection of Engineering Trainees
 - ☞ Selection of Surveyor Trainees
2. Data collection
 - ☞ Primary Data collection - Physical survey, Socio-economic survey, Traffic and Transportation Data Collection, Environment and Heritage Survey.
 - ☞ Secondary data collection - Secondary data as per checklist in *Annexure VIII*, Development Reports (Vikasana Rekha), Review Report of Watershed Based Master Plan, Previous year's Plan documents (Padhathi Rekha).
3. Data compilation
 - ☞ Primary Data Compilation
 - ☞ Secondary Data Compilation
 - ☞ Feeding the data in to computer

4.3 Preparatory Works

4.3.1 Collection of Cadastral Maps

The District Town Planner, with the help of District Collector or District Planning Committee Chairperson, shall collect the copies of all the RSV / Litho / Re survey maps of the entire geographical area of the District from Survey Department.

4.3.2 Global Positioning System (GPS) Survey

The District Town Planner shall make necessary arrangements for the GPS survey. GPS survey is performed in such a way that the latitude and longitude values of at least four points per map at sufficient distance apart is taken during the survey.

4.3.3 Preparation of Digitised maps

Digitised maps are prepared with the aid of computer, based on cadastral maps known as RSV / Litho maps / Re-survey maps. The digitisation of the maps is done by the District Office of the Town and Country Planning Department observing the technical standards / norms fixed by the State Level Project Cell of the Town and Country Planning Department.

The digitising of the maps in GIS format is done in Five actions as given below.

- Action 1 - Scanning of cadastral Maps in to computer.
- Action 2 - Georeferencing and projection (poly conic projection) of the scanned image of survey maps using latitude and longitude values noted during GPS survey
- Action 3 - Correction of the projected maps by filling gaps (if any) or removing overlapping between adjacent maps. Thus we will get the cadastral image of the entire district.
- Action 4 - Digitisation of the district map with the themes District boundary, Taluk boundary and Village boundary. Once these boundaries are drawn, digitisation of remaining features such as survey boundary, survey numbers, road, rail, water bodies, other land marks etc.as per the original map has to be done within each village boundary. This will enable the digitisation work to be done in separate computers.
- Action 5 - Computer print out of the village maps of a Grama Panchayat / Municipality area in tracing film in 1 : 5000 scales.

The final print out in 1:5000 scale in tracing sheet will be the base map of the Grama Panchayat / Municipality for physical survey, in the data collection stage. 1:10000 scale maps and A3 size maps are also prepared for marking the secondary data.

4.3.4 Collection of Relevant Materials

- Action 1 - The Grama Panchayat / Municipality / Corporation Secretary shall acquire all the materials including questionnaire for socio-economic survey, stationeries drawing materials etc. The Spatial Integration Committee shall ensure time procuring of materials.
A Model questionnaire for socio-economic survey is given in *Annexure I*.
- Action 2 - The Grama Panchayat / Municipality / Corporation Secretary shall acquire sufficient copies of maps for Physical survey in 1:5000 scale (At least two ammonia prints of the maps of each Ward / Division shall be acquired) from the District Office of the Town and Country Planning Department.

Action 3 - The Grama Panchayat / Municipality / Corporation Secretary shall also acquire sufficient copies of maps of Local Self-Government Institution in 1:10000 scale for the mapping work assigned to Spatial Integration Committee. The map shall show the major roads, junctions etc. along with survey boundaries and survey numbers.

4.3.5 Selection of Engineering Trainees (ET)

Two options are put forward here for the selection of Engineering Trainees.

Option 1- Selection of Engineering Trainees by the Grama Panchayats / Municipalities

In this case application is invited by the Secretary and the Secretary will pay the stipend to the Engineering Trainee from the plan fund set aside for the preparation of LDP and IDDP.

Option 2 - Selection of Engineering Trainees by the District Town Planner

At least three Engineering Trainees (with maximum equal to the number of Grama Panchayats) shall be selected at each Block Panchayat level. Here the application is invited by the District Town Planner and the payment to the Engineering Trainees is met from the fund separately pooled for Engineering Trainee from all the Grama Panchayats / Municipalities for the preparation of LDP - IDDP.

1. Engineering Trainees shall preferably be Civil Engineering / Architectural Graduates. In the absence of Graduate Architect or Civil Engineers, diploma holders in Civil Engineering can also be considered. In the absence of candidates belonging to the above categories, Post Graduates in Geography or Geology can be selected. [The stipend to the graduate Architect or Civil Engineer will be 20% more than that of others]
2. The following experiences are desirable for Engineering Trainee
 - ? Certificate in AutoCAD, GIS, MS Office
 - ? Work experience in Watershed Based Development Working Group
 - ? Experience as a Working group member in decentralised planning
 - ? Involvement in works related to decentralised planning
 - ? Experience in socio-economic or physical survey/ resource mapping

3. The application for appointment may be invited through newspaper advertisement. The advertisement may be given at the district level by the District Town Planner. A model application form is given in *Annexure VI*. If necessary, the candidates shall be interviewed for final selection.
4. The remuneration to the Engineering Trainee shall be given after the data is checked and approved by Spatial Integration Committee of a Grama Panchayat /Municipality. Remuneration of the Engineering Trainee will be given in stages. (The stages of work of the Engineering Trainee and tentative payment at the end of each stage is shown in *Annexure V*).
The remuneration shall be fixed by DPC.
5. Necessary training to Engineering Trainee will be given by the Town and Country Planning Department
6. The Engineering Trainee shall execute a bond with the Secretary of the LSGI stating that he/she shall work for the LSGI, till the completion of the works specified.

4.3.6 Selection of Surveyor Trainees

1. Surveyor trainees are selected at the local level to do the primary data collection.
2. Two surveyor trainees from each ward/division are selected for doing the surveys. They will be doing Physical survey and socio economic survey.
3. The Local Self-Government Institution shall select and the Secretary shall appoint the surveyor trainees. The criteria for the selection of surveyor trainees are:
 - ✍ shall be an ITI certificate holder in Draft's man Civil or Surveying. Degree or Diploma holders in Civil engineering may also be considered.
 - ✍ shall preferably be residents of the same ward to be surveyed.
4. The application may be invited through news paper advertisement. A model application form is given in *Annexure VII*. If necessary the candidates shall be interviewed for final selection.
5. The remuneration of the surveyor trainees as fixed by DPC, shall be given by the Secretary of Grama Panchayat / Municipality/ Corporation, when the Joint Convener of Spatial Integration Committee certifies that the survey work has been successfully completed. Remuneration of surveyor trainees may be given in stages. The first stage of remuneration maybe given after the socio-economic survey and the second stage after the completion of land use survey.

6. The selected candidates shall attend to two day training programme comprising theory class and field training on the primary surveys. The Department of Town and Country Planning shall conduct the training.

4.4 Data Collection

Data collection include collection of primary and secondary data. Since the aggregate of local level data will also be district level data, the co-ordination of data collection is entrusted to Spatial Integration Committee at the Grama Panchayat/ Municipality level. Trainings in this regard will be given by the Town and Country Planning Department.

4.4.1 Primary data collection

Primary data collection comprises:

- ? Socio - Economic Survey
- ? Physical Survey
- ? Traffic and Transportation Data Collection
- ? Environment and Heritage Survey

The methodology for conducting the surveys is given in *Annexure I to IV*.

Surveyor trainees shall do the Physical survey and Socio-economic survey under the supervision of Engineering Trainee and Spatial Integration Committee.

Necessary support shall be given by working group members also. The Resource Person shall co-ordinate the work. The data collection schedule for Grama Panchayats/ Municipalities of these two surveys shall be fixed in such a way that during the survey the service of one Engineering Trainee is ensured in the Grama Panchayat / Municipality. Other two surveys shall be conducted by the Engineering Trainee.

Assignment 1: Socio - Economic Survey

Action 1- 10% of all the residential buildings in each ward/division shall be surveyed. The survey shall be completed in 3 days rural local bodies and in 4 days in urban local bodies. The survey is to be performed as per *Annexure I*

Action 2- 10% of the Socio-economic survey data shall be checked by the Engineering Trainee by visiting the houses and this data shall be further checked by the Resource Person.

Assignment 2: Physical Survey

Action 1 -The physical survey is conducted by marking the predominant land use of each parcel of land and occupancy of major buildings in the 1:5000 scale map of the local body. (Please see Article 4.3.3., Action 5 and Article 4.3.4, Action 2).

Action 2- Physical survey data, i.e. land use map shall be thoroughly checked by the Engineering Trainee. Major landmarks, roads, water bodies etc. are to be verified on ground by the Engineering Trainee. The Resource Person shall also verify the land use map on ground.

The survey is to be performed as per *Annexure II*

Action 3- Physical survey data shall also be selectively verified on ground by the officials of District Town and Country Planning Office.

Assignment 3: Traffic and Transportation Data Collection

The data collection is to be performed as per *Annexure III*. The major actions involved are classification of all the roads according to ownership and identifying their hierarchical order based on the interval of buses plying in a particular road.

It may be noted that in some districts, Traffic and Transportation survey has already been done by agencies like NATPAC. In that case, relevant data from such surveys may be adopted. Additional data required, if any, only shall be collected through primary survey. The survey shall be conducted as per the directions of the Department of Town and Country Planning. The data collected by Engineering Trainee shall be thoroughly verified by the Resource Person.

Assignment 4: Environment and Heritage Survey

The major actions involved in the Environmental survey are identification of environmentally sensitive area including water bodies, forest, sacred groves, man groves etc. This survey is to be performed as per *Annexure IV A*.

In the Heritage Survey, various heritage buildings and precincts are identified and graded as given in *Annexure IV B*. The Resource Person shall give necessary guidance to the Engineering Trainee in these surveys and the data collected shall be thoroughly verified by Resource Person.

4.4.2 Secondary data collection

The secondary data shall be collected by the Engineering Trainee. The working groups in the Grama Panchayat / Municipality/ Corporation shall share the secondary data with the Engineering Trainee and shall see that the data collected by the Engineering Trainee are correct. Necessary guidance and help shall be given by the Resource Person in collection of the data.

Assignment 5: Local Level Secondary Data Collection

Action 1- The Engineering Trainee shall collect the secondary data according to the checklist given in *Annexure VIII*. It basically includes sector wise data.

Action 2 -The details collected are checked with the Land use map.

Action 3 - Data collected by Engineering Trainee shall be thoroughly verified by the Resource Person.

Assignment 6: Collection of other secondary data

The Engineering Trainee shall also collect secondary data such as

- ? Development Reports (Vikasana Rekha) of both 9th and 10th Five Year Plan of the respective LSGI.
- ? Review Report of Watershed Based Master Plan of the respective Block.
- ? Previous year's Plan documents (Padhathi Rekha) of the Local Self-Government Institution and projects and programmes of the line departments.

4.5 Data Compilation

4.5.1 Primary Data Compilation

Assignment 7: Compilation of Physical survey data

Action 1 - Preparation of the land use map in 1:10000 scale map of the Grama Panchayat / Municipality/ Corporation by transferring the land use data from the ward maps of the LSGI in 1 : 5000 scale. The work shall be done by the Engineering Trainee.

Action 2 - Marking the Traffic and Transportation survey data (ownership of roads, hierarchy of roads, traffic congestion areas, sharp curve areas, steep gradient areas, name of road junctions) collected as per *Annexure III* in the land use map prepared in as above or in another map of 1:10000 scale.

Action 3 - Marking the environment and heritage survey details collected as per *Annexure IV* in to the land use map prepared in Action 1 above or in another map of 1:10000 scale.

Assignment 8: Handing over of Land use, Traffic and Transportation, Environment and Heritage Data

Action 1- The Spatial Integration Committee shall thoroughly verify the Land use /Traffic and Transportation/Environment and Heritage Data.

Action 2 -The data shall be handed over to District Town Planner duly signed by the Secretary of Grama Panchayat / Municipality/ Corporation

Action 3- The data in maps handed over to the District Town Planner shall be digitised in GIS. This shall be done by the District Town and Country Planning Office.

Assignment 9: Compilation of Socio-economic survey data

Action 1 - The data collected through socio-economic survey shall be entered into computer through the front end supplied by the office of the District Town Planner. The data entry can be directly done by the Grama Panchayat / Municipality Office or, entrusted

to an accredited (by the District Town Planner) computer institute by the Secretary. The training necessary for the data entry shall be given by the District Town and Country Planning Office.

Action 2 - Data checking : The Joint Convener of the Spatial Integration Committee, with the assistance of Engineering Trainee, shall check the digital data.

Action 3 - Copy the data into a Compact Disk (CD).
Assignment 10: Handing over of Socio-Economic Survey data in CD

Action 1 - Hand over the socio-economic data CD along with 10% socio-economic survey formats randomly selected, to the District Town and Country Planning Office for checking.

Action 2 - Office of the District Town Planner shall check the accuracy of data entry and shall issue permission to the Secretary for making necessary payment to the computer institute.

Action 3 – Preparation of the Data Master Table: Data master table is prepared for each

LSGI by the District Town and Country Planning Office. The Data from these Master Tables of each LSGI is then compiled to prepare the District Master Table.

4.5.2 Secondary data compilation

The secondary data compilation is done by the Spatial Integration Committee.

Assignment 11: Compilation of data in Development Report and Review Report of Block Level Watershed Based Master Plan

The problems and potentials identified and development suggestions given in the above two reports shall be compiled in the format given in *Table 4.1 to Table 4.3*.

While identifying the problems, the Spatial Integration Committee shall exert attention to list major development problems only. In other words, they should group the general problems listed and come up with common development problems. Also overall potentials shall be grouped and common development potentials shall be identified.

NAME OF THE LOCAL SELF GOVERNMENT INSTITUTION :			
Development Sector :			
Sub Sector :			
Sl.No.	Development Problems	Location	
		Ward No.	Name of Place

Table 4.1 Format for Compiling Development Problems

NAME OF THE LOCAL SELF GOVERNMENT INSTITUTION :			
Development Sector :			
Sub Sector :			
Sl.No.	Development Potential	Location	
		Ward No.	Name of Place

Table 4.2 Format for Compiling Development Potentials

NAME OF THE LOCAL SELF GOVERNMENT INSTITUTION :			
Development Sector :			
Sub Sector :			
Sl.No.	Development Suggestions	Location	
		Ward No.	Name of Place

Table 4.3 Format for Compiling Development Suggestions

Assignment 12 : Preparation of Severity Table for Identified Problems

Action 1 -The SIC shall then select a maximum of 10 major problems (Similar problems shall be grouped if necessary) in each Sub-sector.

Action 2 -Based on the problems listed in *Table 4.1* a severity table of problems shall be prepared (*Table 4.4*) according to the grading

given below.

1. Most severe
2. Severe
3. There is problem, but not severe

Action 3 - Here, as far as possible the name / number of affected Ward shall also be specified.

NAME OF THE LOCAL SELF-GOVERNMENT INSTITUTION			
Sub Sector			
Sl.No	Problems	Grade	Ward Nos
1	Identified as per Table 4.1	1	1, 11, 12
2		1	3, 5, 8
3		1	
4		1	2, 10, 8
5		2	5, 9, 7
6		2	
7		3	4, 5, 7

Table 4.4 Problem Severity Table

Assignment 13:Preparation of Level of Potential Table

Action 1 - The Spatial Integration Committee shall then prepare a level of potential table (*Table 4.5*) based on the potentials listed in *Table 4.2* according to the grading given below. Here also, similar potentials shall be

grouped if necessary.

The grading of the level of potentials shall be as given below:

1. Less potential
2. High potential
3. Very High potential

NAME OF THE LOCAL SELF-GOVERNMENT INSTITUTION Sub Sector			
Sl.No	Potentials	Grade	Ward Nos
1	Identified as per Table 4.2	1	1, 11, 12
2		1	3, 5, 8
3		3	4, 5, 7

Table 4.5 Level of Potential Table

Assignment 14: *Compilation of Plan Document Data*

Relevant data from the Plan Document of each LSGI is compiled in format given in *Table 4.6*.

Action 1 - While compiling data from Plan Document, the Spatial Integration Committee shall consider the major projects in their respective Sub-sector.

Action 2 - The Spatial Integration Committee shall group the projects based on their service levels as given below.

☞ ☞ ☞ Local Self-Government Institution level

☞ ☞ ☞ Ward level

☞ ☞ ☞ Individual beneficiaries level

Assignment 15: *Submission of Local Level Data Report and Secondary Data*

The Spatial Integration Committee shall make a brief report incorporating major problems and potentials and development suggestions based on the data collected and present it before the District Town and Country Planning Office. The Engineering Trainee has to submit the local level secondary data collected as per *Annexure VIII* to the District Town and Country Planning Office..

NAME OF THE LOCAL SELF GOVERNMENT INSTITUTION Sub Sector									
Sl.No.	Projects Suggested	Year of Starting	Stage of work * (Present status)	Project Cost (Actual)	Level of Service			Location	
					Local Self Government Institution level	Ward level	Individual beneficiaries level	Ward No	Name of Place

*Stage of work: Completed, On going, Not yet started, Abandoned

Table 4.6 Format for Compiling Plan Document Data

In this Chapter the details of local level data to be collected and the procedure for collection and compilation of data is explained. The compiled data shall be utilised for the preparation of LDPs as well as IDDP of the District.

CHAPTER V

DRAFT LOCAL DEVELOPMENT PLAN

5.1 General

Local Development Plan (LDP) refers to Grama Panchayat/ Municipality Development Plans. This chapter details the preparation process of draft LDP. Chapter IV detailed out the data requirement and collection and compilation procedures. This chapter starts with Data analysis for the preparation of Draft LDP.

5.2 Preparation Process

There are basically three stages involved in the preparation of Local Development Plan of a Grama Panchayat / Municipality. Schematic representation of the process involved in the preparation of a Local Development Plan is shown in figure 5.1.

The process of preparation of Draft Local Development Plan with specific reference to the preparation of Draft Development Plan for a Grama Panchayat / Municipality is discussed in this Chapter.

- ✍ Major activities in the Preparation of Local Development Plan are
- ✍ Data collection and compilation
- ✍ Analysis
- ✍ Plan formulation

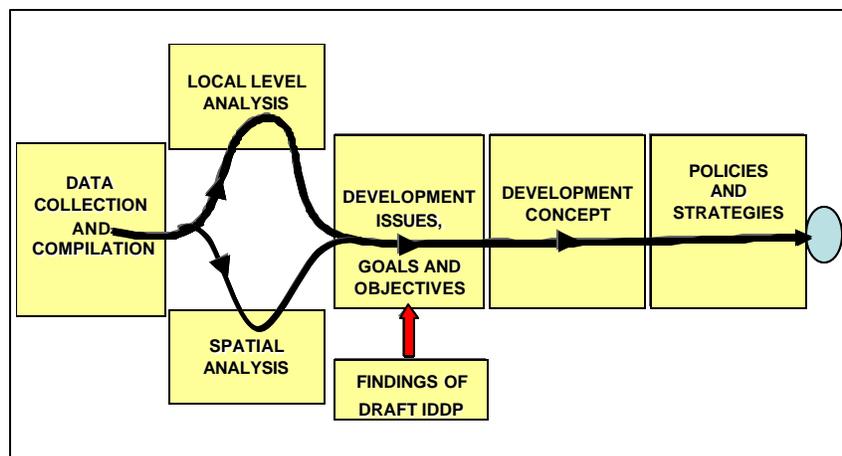


Figure 5.1 Process of Preparation of LDP

1. Data collection and compilation.
(explained in Chapter IV)
2. Analysis
 - ✍ ✍ ✍ ✍ ✍ Spatial analysis - Done by Department of Town and Country Planning.
 - ✍ ✍ ✍ ✍ ✍ Local Level Analysis - Done by Spatial Integration Committee.
3. Plan formulation
 - ✍ ✍ Identification of Development issues and setting up of Goals and objectives
 - ✍ ✍ Formulating Development Concept
 - ✍ ✍ Carving out Policies and Strategies
 - ✍ ✍ Report Preparation

5.3 Data Analysis

Two types of analysis are done for the preparation of LDP. Spatial analysis and Local level analysis. Spatial Analysis is a Technical Analysis (*Annexure IX*) and local level analysis is performed to ascertain the development aspirations of the people. The data collected and compiled for both spatial analysis and local level analysis for each local self-government institution would be as follows.

- ✍ Existing Land use Map, including details of Traffic and Transportation Survey, Environment and Heritage survey, Existing Communication Network Map, Existing Other Infrastructure Map- in digitized form (Assignment 1,2,3 & 4)
- ✍ Socio-economic data – in digital form (Assignment 9)
- ✍ Secondary data - Sector wise as per Annexure VIII
- ✍ Compiled study report of Development Report [Vikasana Rekha] (Assignment 11)
- ✍ Compiled study report of Plan Documents [Padhathi Rekha] (Assignment 14)

✍ ✍ Analysis:

✍ Spatial analysis by
Department of Town
and Country Planning

✍ Local level analysis
by Spatial Integration
Committee

Figure 5.2 depicts the analysis of data suggested for the Local Development Plan. There are three features for the analysis, viz.

1. Aspects : Various developmental aspects are selected for the analysis of data pertaining to the particular LSGI
2. Parameters : Parameters such as planning standards are selected for analysing each of the developmental aspects
3. Findings : Findings are evolved from the analysis of data based on each parameters

As mentioned earlier, the analysis of data shall be conducted in two parts, one by the Department of Town and Country Planning (spatial analysis) and other by the Spatial Integration Committee at the LSGI level (local level analysis), which are later integrated as shown in the *Chart 5.2*.

5.3.1 Spatial Analysis

The basic data input for spatial analysis by the Department of Town and country Planning are

- ? Primary data - Physical survey, Socio - economic survey, Transportation survey, Environment and Heritage Survey
- ? Secondary data

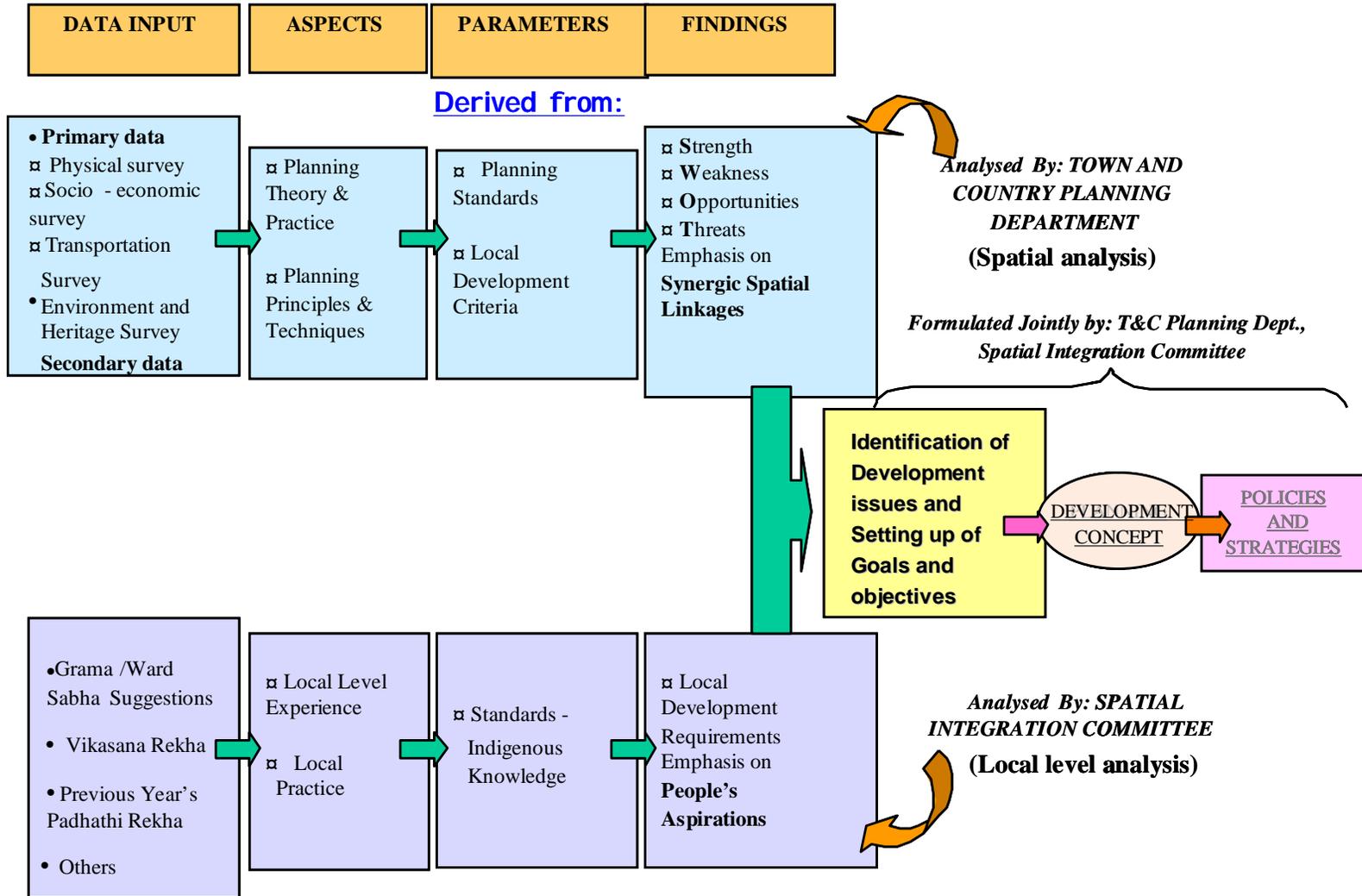
Various developmental aspects for spatial analysis are derived from

- ? Planning theory and Practice
- ? Planning Principles and Techniques

Parameters for the selected aspects are derived from

- ? Planning Standards
- ? Local development Criteria

Features



The findings are derived through SWOT analysis, which shall be area specific with emphasis on synergic spatial linkages i.e. identifying the spatial linkages, which have a synergic effect on each other. The spatial analysis done at the Department level is further detailed out in *Annexure IX*.

5.3.2 Local Level Analysis

The major data input for the local level analysis by the Spatial Integration Committee are the problems and potentials compiled by the Committee based on

- ??? Development Report (Vikasana Rekha)
- ??? Block Level Watershed Based Review Reports and related documents prepared for Watershed Based Development Plan
- ??? Pervious year's Plan Document (Padhathi Rekha) and projects and programmes of line departments

The developmental aspects for analysing the above are derived from

- ??? Local level Experiences and
- ??? Local Practices

The parameters for the aspects are derived from

??? Standards fixed based on Indigenous Knowledge

The findings of the local level analysis will be Local Development requirements with emphasis on People's aspirations.

The Working Groups shall give necessary support to Spatial Integration Committee for doing Local level analysis.

As part of Local level analysis, the Spatial Integration Committee has to accomplish Eight Assignments as listed below.

1. Study and analysis of the most predominant achievements in the area during last 10 years
2. Activities related to Watershed Development
3. Prioritisation of Problems and Potentials
4. Mapping and analysis of data
5. Study and analysis of economic base of the Local Self-Government Institution
6. Study and analysis of the field(s) of specialisation, if any, particular to the Local Self-Government Institution
7. Identification of influence zones of major junctions/ nodes
8. Submission of Draft Local Level Analysis Report

Final data compilation and mapping works such as preparation of problem severity maps, level of potential maps, maps showing influence zones etc. and preparation of reports to be prepared by the Spatial Integration Committee from time to time in digital form shall be done by the Engineering Trainee.

Assignment 19: Study and analysis of the most predominant achievements in the area during last 10 years

The Spatial Integration Committee shall identify the major achievements in terms of not more than ten projects implemented in the Local Self Government Institution in the last 10 years. The Spatial Integration Committee shall locate them on the map of the Local Self- Government Institution. A brief Report (not more than two pages) comprising the following particulars shall also be prepared.

- o Names of the Projects
- o Location
- o Development Sector
- o Total cost of project
- o Commencement and completion dates of the project
- o Number of beneficiaries
- o Beneficiary contribution in terms of financial assistance and implementation
- o Reasons for successful implementation of the project

While analysing the project, the impact of the project on other sectors shall also be assessed. This will give a notion on the general trends in the successful implementation of projects in the Local Self- Government Institution. The Spatial Integration Committee shall locate these projects on the map of the Local Self-Government Institution (1:10000 scale or A3 size) and analyse its impact on other sectors.

Assignment 20: Activities related to Watershed Development

Action 1 - Mapping of Watersheds

The Watersheds in Grama Panchayat of the respective Block Panchayat as identified in the Watershed Review Report shall be transferred to the map of the Grama Panchayat already prepared in 1:10,000 scale.

Action 2- Review of Block Level Watershed Review Report

Initially, it is to be verified whether all the streams mentioned in the report are actually existing in the field. For this, the watersheds marked in the map shall be compared with the land use map of the Grama Panchayat/ Municipality (as detailed out in Article 4.5). In case there be differences, it shall be verified and necessary corrections incorporated in the map prepared under Action 1 above through a transect walk.

Action 3 - Group the water bodies in the order of priority of their protection.

Action 4 - Analysis

The analysis shall be done with the help of the following documents.

- ????? Land Use Map
- ????? Block Level Watershed Review Report
- ????? Panchayat Level Resource (PRM) Map
- ????? Details collected during transect walk

An overall analysis of the actors (E.g.Physical features, soil types, land use, vegetational coverage, water resources, water sources, Environmental problems) mentioned in the Handbook for preparation of Watershed Based Master Plan shall be done. Importance shall be given for factors that will help in the interrelated development of soil, water and bio-mass.

Action 5 - Listing of problems, potentials and suggestions.

The problems, potentials and suggestions based on the above said analysis shall be listed in the format given in Table 4.1 to 4.3.

Assignment 21: Prioritisation of Problems and Potentials

Here, the Spatial Integration Committee has to compile all the problems and potentials at Local Self Government Institution level. While doing so they shall limit the problems and potentials to around 30 to 50 each. They shall prioritise the problems graded as most severe and severe and potentials ranked as high and very high.

Assignment 22: Mapping and Analysis of data

Action 1: Marking of Projects on Maps

1. The Spatial Integration Committee shall also mark all the major projects listed in the Plan Document (*Table 4.6*) on the map of the LSGI (1:10000 scale or A3 size)
2. While locating the projects, the current status of the works also shall be indicated in different colors. It is desirable to show the completed works in green, on going works in blue, works not yet started in red and works abandoned in yellow.



Figure 5.3 Problem Severity Map

- Then, the percentage distribution of the projects at Local Self-Government Institution level, ward level and individual beneficiaries level shall be worked out and represented on pie-charts.

Action 2: Locating of Problems and Potentials on Maps

- The Spatial Integration Committee shall mark the location of prioritised problems and potentials (done in *Assignment 13 and 14*, in the Local Self-Government Institution map. *Figure 5.3* shows a typical problem severity map and *Figure 5.4* shows a typical level of potential map at LSGI level.

- Maps of 1:10000 scale or A3 size shall be utilized for the purpose.
- The Spatial Integration Committee shall give special attention to consider and include any major problems or potentials missed by the working groups.

This assignment will give an idea of spatial distribution of projects hitherto implemented by the Local Self-Government Institution as well as the spatial distribution of major problems and potentials at LSGI level, irrespective of development sectors.

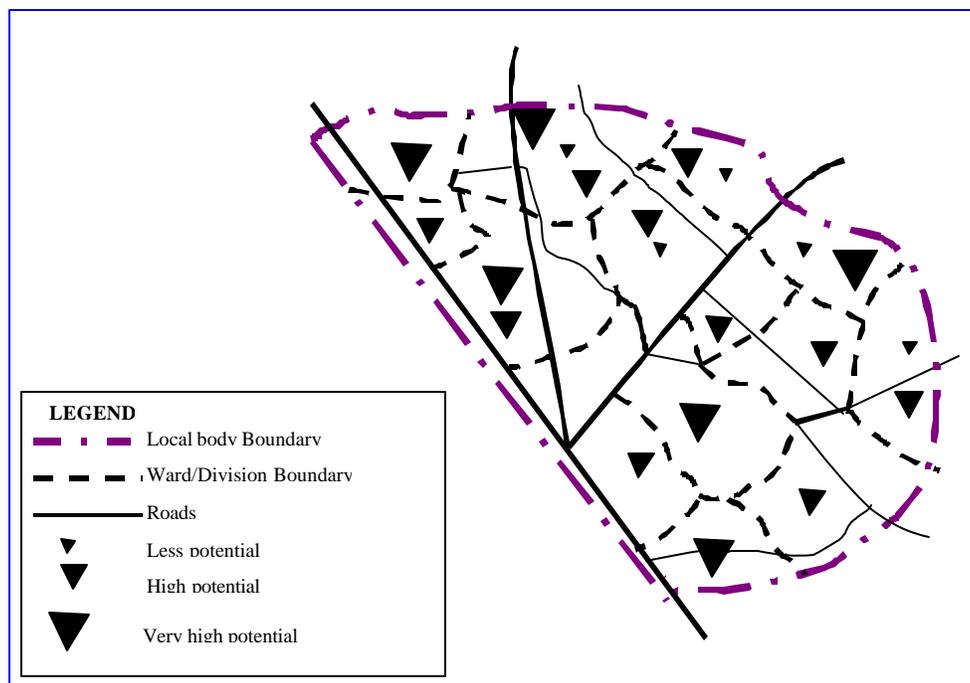


Figure 5.4 Level of Potential Map

Assignment 23 : Study and Analysis of Economic Base of the Local Self- Government Institution

- Here, a detailed study of the existing economic base of the Local Self-Government Institution shall be done in general, and the major potentials identified in *Assignment 21* limited to 15 numbers, shall be studied in detail. Mostly the economic base of the LSGI would be based on one or more of these potentials. An examination

of the existing land use map shall also give an understanding of the physical distribution of socio-economic activities.

- Based on the above study, 3 major potentials that are determinants of the economic base for the LSGI shall be selected.
- Special mention on any possible new economic base for the Local Self- Government Institution is also necessary.

Assignment 24: Study and analysis of the field(s) of specialisation, if any, of the Local Self-Government Institution area.

The Spatial Integration Committee shall conduct an in-depth study on the identified field(s) of specialisation in consultation with the working group of the concerned development sector.

The aspects to be studied are:

- ? Benefits to the Local Self-Government Institution
- ? Benefits to the District/State
- ? Impact on local economic development (w.r.t increase in production, service, employment etc.)

For example, when we talk about Neendakara Grama Panchayat in Kollam District, the first picture that comes in our mind is the fishing activity in Neendakara harbour. This has to be studied in depth by the Spatial Integration Committee and the concerned working group. The aspects studied may include

- ? History of development of the fishing activity
- ? Development of allied industries and commercial development
- ? Approximate number of direct and indirect beneficiaries (like fisher men and industrial workers)

- ? Approximate turn over generated by the activity
- ? Approximate annual revenue received by the Local Self-Government Institution from these activities

Through such an analyses, the Spatial Integration Committee would be able to state how the activity could boost up local economic development. It will be useful if the committee could identify & state the future trend of the activity. It may be noted that, if the Local Self-Government Institution do not have a predominant activity by which it is popularly known, this exercise shall be avoided.

Assignment 25: Identification of Influence Zones of Major Junctions/Nodes

1. The Spatial Integration Committee shall prepare a list of the junctions/ nodes in the Local Self-Government Institution. This shall be obtained from the Existing Land Use Map.
2. Based on the importance of the junctions or nodes, assign hierarchical orders (first order, second order etc) to these nodes and mark them on a map of the Local Self Government Institution (1:10000 scale or A3 size).

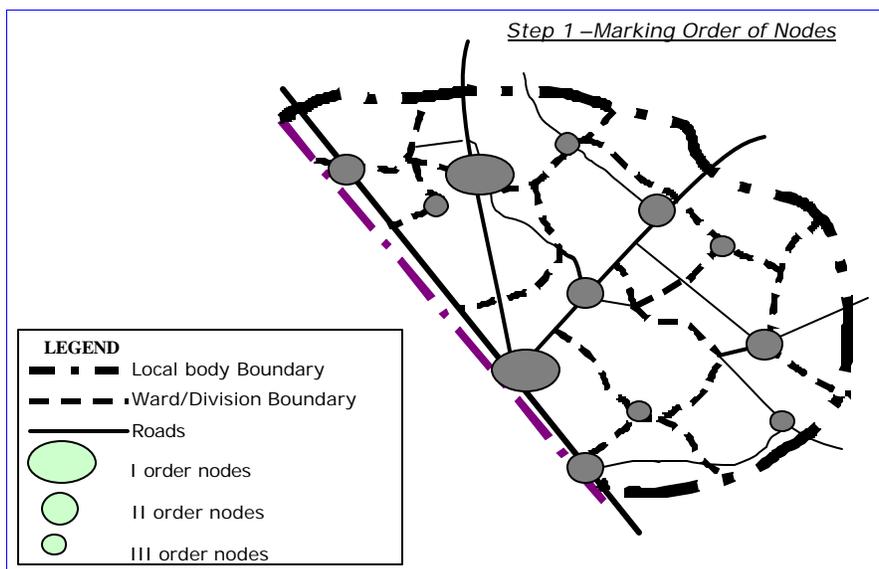


Figure 5.5 Marking order of nodes - Step 1

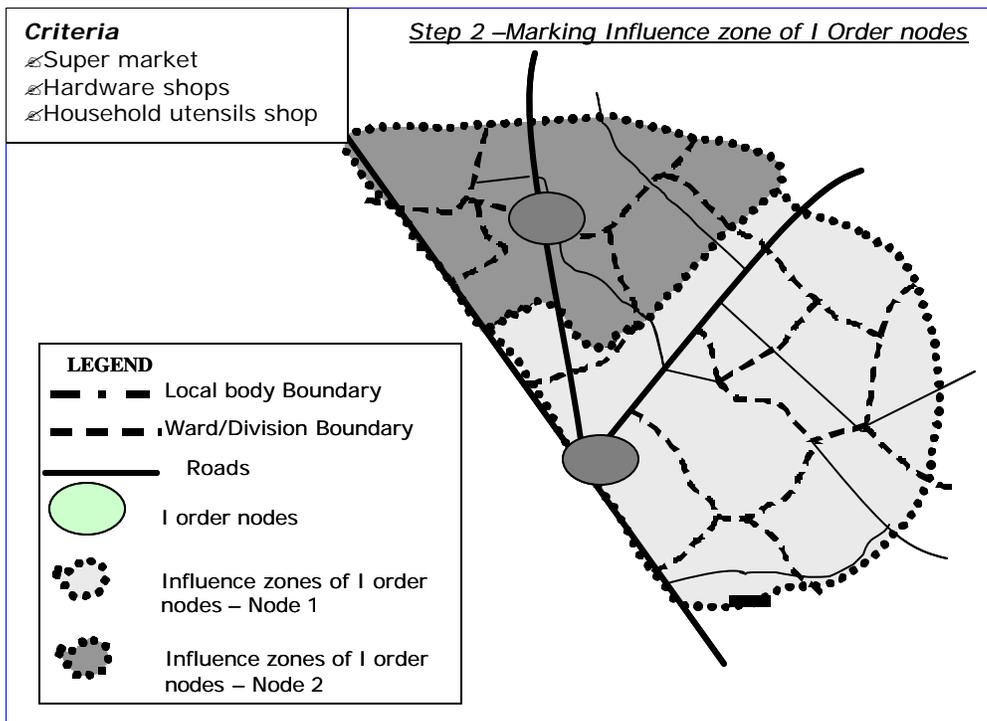


Figure 5.6 Map showing Influence Zones of Ist order nodes - Step 2

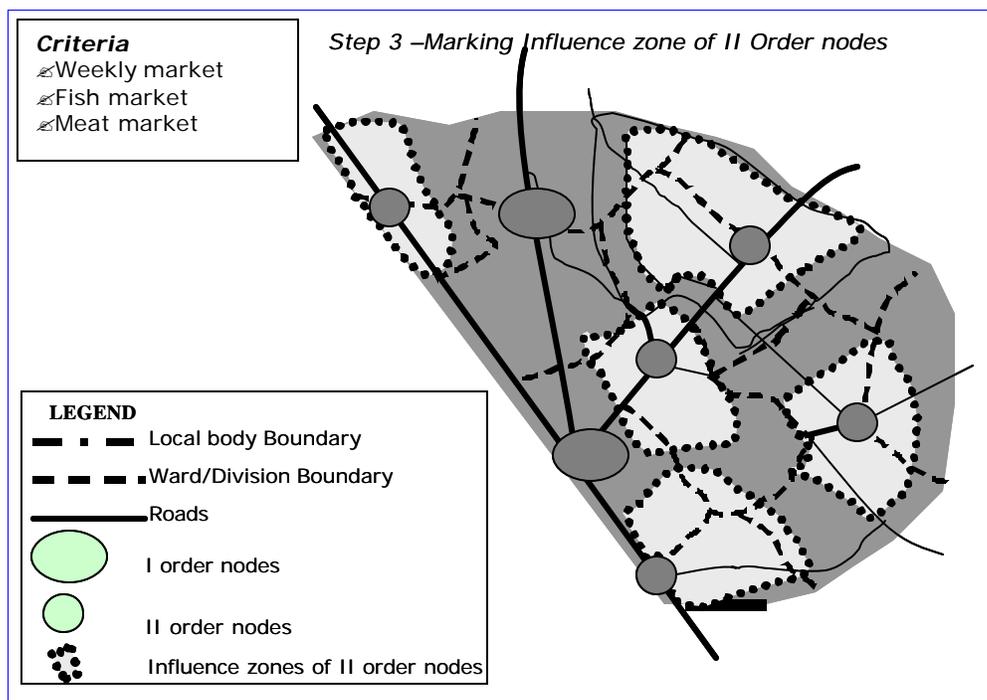


Figure 5.7 Map showing Influence Zones of IInd order nodes - Step 3

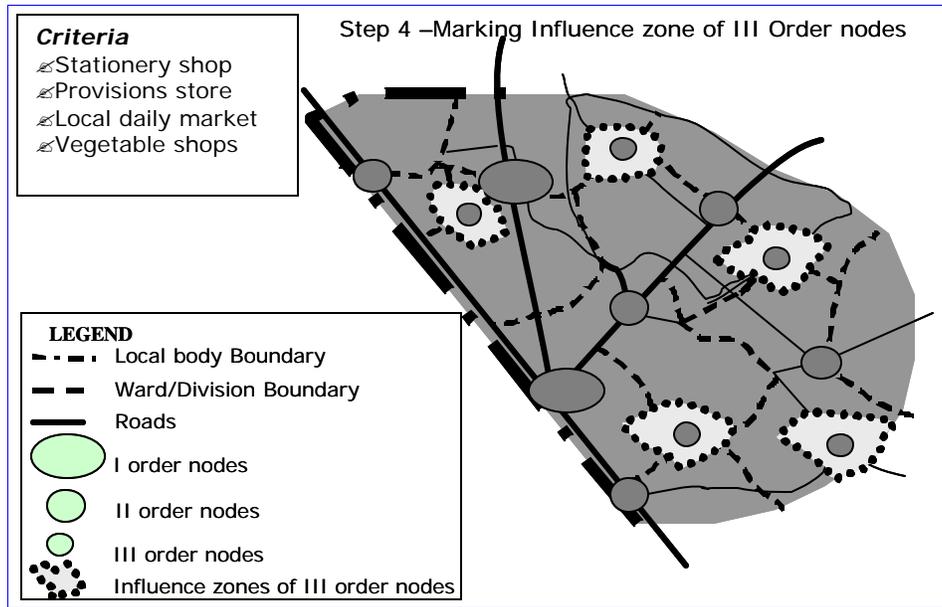


Figure 5.8 Map Showing Influence Zones of 3rd order nodes - Step 4

3. Mark the influence zones of each of these nodes based on the criteria given Figures 5.5 to 5.8

? Copies of the report including soft copies shall be made available to the Working Groups and Town and Country Planning Office.

Assignment 26 : Report Preparation and Presentation

The entire documents, tables and maps prepared in connection with the Local Level Analysis shall be compiled in a report form by the Spatial Integration Committee. The report shall be typed in MS-Word or other DTP form in A4 size paper.

- ? Digitised maps shall be utilised for marking the details

Assignment 27 : Submission of Draft Local Level Analysis Report

The Spatial Integration Committee has to submit 5 copies of Local Level Analysis Report along with its soft copy, to the District Town and Country Planning Office, duly signed by the Secretary of the Grama Panchayat/ Municipality. The District Town and Country Planning Office shall verify the report and give suggestions to the Spatial Integration Committee for corrections, if any.

The content of the Report shall be as follows.

(Name of Local Self-Government Institution)
DEVELOPMENT PLAN

**Report on
 Local Level Analysis**

Prepared by:
 Spatial Integration Committee
 (Year)

CONTENTS

Introduction

History

Assignments

19.....

20.....

20.....

22.....

23.....

24.....

25.....

5.4 Discussion with stakeholders

(Assignment 38 :)

1. Spatial Integration Committee has to discuss the local level analysis report including project prospects with the stakeholders of the respective development sectors.
2. The Spatial Integration Committee shall record all the suggestions of the stakeholders even if they are beyond the purview of the Local Self Government Institution. Say, state level or district level projects if any suggested shall also be recorded.
3. The abstract of the discussions shall be compiled and annexed to the local level analysis report.
4. Here also, the common development problems and potentials shall be listed.

5.5 Conducting Special Grama /Ward Sabha

(Assignment 39 :)

In order to ensure grass-root level participation, a special Grama / Ward Sabha shall be convened for each local self-government institution. It shall be conducted after the completion of local level analysis so that, the existing land use map and identified problems and potentials can be presented and explained before the Grama / Ward Sabha. The Grama / Ward Sabha shall be convened as per the guidelines of the prevailing Five Year Plan, except for the agenda of meeting. The Sabha shall primarily discuss the problems and potentials and the development suggestions pertaining to the Grama Panchayat / Municipality as a whole for the preparation of Local Development Plan.

The discussions shall be conducted in three sessions.

Session 1: This shall be a plenary session in which one member of the Spatial Integration Committee shall explain the following points.

- ✍ How the special Grama / Ward sabha differs in objective from the previous Grama /Ward Sabha?
- ✍ Need of Spatial Planning.
- ✍ What is Local Development Plan and what are its approaches?
- ✍ What are activities done in this regard so far?

Then, the Spatial Integration Committee member shall present the Land Use map and local

level analysis report before the Sabha. Suggestions of the Grama/Ward Sabha on the land use map shall be obtained and changes if any, pointed out shall be recorded.

The next agenda item in this session is a discussion on development problems and potentials of the area. To begin with, the prioritised problems and potentials in the local level analysis report shall be discussed probing into the following aspects, viz.

- ✍ What are the major problems in the ward constraining the overall development of the Ward and Grama Panchayat/Municipality in addition to the problems mentioned in the Draft Local level analysis report.
- ✍ What are the major potentials available in the Ward for the overall development of the Ward and Grama Panchayat/Municipality in addition to the potentials listed in the Draft Local level analysis report.

The additional problems and potentials thus listed out are to be limited to 10 numbers.

Then there shall be a general discussion on the economic base of the Grama Panchayat / Municipality mentioned in the Local level analysis report. The sabha should come with any new suggestions with reasoning for it.

Session 2: This session is a group discussion on the identified problems and potentials (including that mentioned in Draft local level analysis report). There shall be 5 groups and each group shall discuss 2 problems and potentials each and come up with location specific development suggestions with respect to the following.

- ✍ What are the solutions to the identified problems?
- ✍ What are the methods to enhance the potentials?
- ✍ Which are the development sectors to be coordinated for the above?

Session 3: This is the concluding session. Here the findings of each group shall be presented before the Grama/Ward Sabha and discussed. The member of the Spatial Integration Committee shall read the minutes before the Sabha. The problems, potentials and development suggestions shall be listed in the

format given in Table 4.1, 4.2 and 4.3 respectively. If more than 10 problems, potentials and development suggestions are identified by the Sabha, they shall also be tabulated in a separate sheet.

Assignment 40 : Modification of the Local Level Analysis Report

The Spatial Integration Committee has to analyse the suggestions evolved and the problems and potentials identified by the Grama / Ward Sabhas and during discussions with stakeholders. Thus the Local level analysis report shall be modified accordingly incorporating the suggestions of the District Town and Country Planning Office on the Draft report as well. The stake holders suggestions and Grama Ward Sabha suggestions shall be annexed to the Local level analysis report.

Assignment 41 : Submission of Modified Local Level Analysis Report

The Secretary of Grama Panchayat/ Municipality shall submit five copies of final Local Level Analysis Report along with soft copy to the District Town Planner.

5.6 Identification of Developmental Issues and Setting up of Goals and Objectives

Obviously, the Department of Town and Country Planning and Spatial Integration Committee shall be working hand in hand in the analysis of the data. They shall integrate findings of both spatial analysis and local level analysis to identify the development issues of the planning area. Based on the development issues thus identified, development goals and objectives of the LDP shall be set.

5.7 Formulation of Development Concept

The formulation of the development concept is actually the integration of the findings of the spatial analysis and local level analysis to achieve the goals and objectives. The development concept of the Grama Panchayats / Municipalities is expressed in terms of future activity pattern, hierarchy of settlements and road network which otherwise can be termed as the spatial structure of that

Grama Panchayat/ Municipality. While doing so, a number of probable future scenarios will be evolved and two or more alternate development concepts shall be derived from them. After evaluating the alternate development concepts, on the basis of probable impact on the environment, chances of generating local economic development and social progression, the District Town and Country Planning Office in consultation with Spatial Integration Committee shall formulate the final Development Concept for the Local Self-Government Institution. This concept plan shall preferably be represented schematically on the LSGI map.

5.8 Carving out Policies and Strategies

Based on the Development concept, the District Town and Country Planning Office in consultation with Spatial Integration Committee shall identify various policies and strategies.

5.9 Local Development Plan (Preliminary Draft)

The policies and strategies thus formulated would become the frame for drafting the Draft Local Development Plan. The Spatial Integration Committee with technical guidance of the District Town and Country Planning Office shall prepare the Preliminary Draft Local Development Plan comprising a written document with supporting maps. There shall be two components for the document

- Perspective Plan for 15-20 years
- Execution plan for 5 years

The contents of a Preliminary Local Development Plan is given in *Annexure XI*.

5.10 Draft Local Development Plan

The Local Development Plan (Preliminary Draft) shall be presented before the Committee/ Council of the Local Self-Government Institution, which now will be the Draft Local Development Plan. With the suggestions of the Committee/Council, the Draft Plan shall be submitted to the DPC.

CHAPTER VI

FINAL LOCAL DEVELOPMENT PLAN

6.1 General

This Chapter explains the process involved in the finalisation of the Draft Local Development Plans based on the sanctioned Integrated District Development Plan. This Chapter also explains process of preparation of Block Panchayat Development Plan and Jilla Panchayat Development Plan.

6.2 Modification of Draft Local Development Plan based on Sanctioned Integrated District Development Plan

It shall be noted that the suggestions of the Integrated District Development Plan for a Local area would be derived based on the overall development perspective of the district. Such considerations are not possible in the preparation of Local Development Plan. So, the final Local Development Plan can be prepared only after the completion of the Integrated District Development Plan. Based on the suggestions of Integrated District Development Plan, the Local Self- Government Institutions have to modify the Draft Local Development Plans. The Spatial Integration Committee, in consultation with the District Town and Country Planning Office shall accomplish this task.

6.3 Development Seminar

The modified Local Development Plan has to be further discussed at a development seminar conducted at the local self-government institution level. Persons selected by the Local Self-Government Institution will attend this seminar. Based on the suggestions of the Development Seminar, the Plan will be further modified by the Spatial Integration Committee in consultation with the Department of Town and Country Planning.

6.4 Sanctioning of Local Development Plan

The Local Self-Government Institution after approving the modified Local Development Plan, shall submit it to the District Planning Committee for sanction. The Grama Panchayat Development Plans and Block/Jilla Panchayat Development Plans shall be sanctioned by the DPC. Meanwhile the Municipality/ Corporation Development Plans shall be sanctioned by the State Government. The annual plans of the Local Self-Government Institution would be prepared based on the Sanctioned Local Development Plan.

6.5 Preparation of Development Plan for Block Panchayats

The Block Panchayat Development Plan shall be prepared by consolidating projects / programmes - under respective listed subjects of Block Panchayat - derived from Sanctioned IDDP and Sanctioned Grama Panchayat Development Plans (LDP) of all LSGIs within the Block. The Development Plans for Block Panchayat shall be prepared by the Spatial Integration Committee of the Block Panchayat in consultation with the Department of Town and Country Planning.

Development Seminar

The Development Plan has to be discussed at a development seminar conducted at the Block Panchayat level. Persons selected by the Block Panchayat will attend this seminar. Based on the suggestions of the Development Seminar, the Plan shall be modified by the Block Spatial Integration Committee in consultation with the Department of Town and Country Planning. The Development Plan will be vetted and approved by DPC finally.

6.6 Preparation of Development Plan for Jilla Panchayat

Similarly, Jilla Panchayat Development Plan shall be prepared by consolidating projects / programmes - under respective listed subjects of Jilla Panchayat - derived from Sanctioned IDDP and Sanctioned LDPs of the Grama Panchayats. Development Plan for Jilla Panchayat will be prepared by Spatial Integration Committee of the Jilla Panchayat in consultation with the Department of Town and Country Planning.

Development Seminar

The Development Plan has to be further discussed at a development seminar conducted at Jilla Panchayat level. Persons selected by the Jilla Panchayat will attend this seminar. Based on the suggestions of the Development Seminar, the Plan will be modified by the Jilla Panchayat Spatial Integration Committee in consultation with the Department of Town and Country Planning. The Development Plan will be vetted and approved by DPC finally.

6.7 Implementation and Monitoring

The LDP Processing Committee shall monitor the execution of the Local Development Plan preparation process. However, there shall be a monitoring Committee at the Local Self-Government Institution level. The President of Local Self-Government Institution shall chair this committee and the Secretary of Local Self-Government Institution shall convene it. Standing committee Chairpersons, the Engineering Head of Local Self Government Institution and a person deputed by the District Town Planner shall be the members of this Committee.

PART III Integrated District Development Plan- Preparation Process

 **CHAPTER VII: SECTORAL DATA COLLECTION AND
COMPI LATION**

 **CHAPTER VIII: INTEGRATED DISTRICT DEVELOPMENT
PLAN**

CHAPTER VII

SECTORAL DATA COLLECTION AND COMPILATION

7.1 General

The data requirements for the preparation of IDDP and the mode of data collection and compilation are discussed in this Chapter.

The data collection for Integrated District Development Plan include collection of data sector wise for sectoral analysis and data required for spatial analysis. Sectoral data is mainly the secondary data from the line departments. It is collected by the Sub Groups of Special Technical Advisory Group. Data required for spatial analysis will be collected mainly by the District Town and Country Planning Office.

7.2 Data Collection and Compilation

The data collection includes collection of sector wise secondary data. Each Sub-group of Special Technical Advisory Group and the Department of Town and Country Planning collect data for the following purposes.

- ✍ For Sectoral analysis - done by Sub Groups of Special Technical Advisory Group
- ✍ For Spatial analysis - done by Department of Town and Country Planning

Assignment 16: Data collection for Sectoral analysis

This shall be based on

✍✍ District Level data which include:

- ? District Plan prepared by the District Planning Committee
- ? Sectoral data from line departments as given in *Annexure X* including Departmental Perspective/Master Plans and work done by various autonomous bodies and research organisations like NATPAC, CESS, CWRDM, CSIR, NABARD, DRDA etc.
- ? Data on ongoing and committed projects and programmes
- ? Previous year's Plan Documents (Padhathi Rekha) of the Jilla/Block Panchayats
- ? Data from discussions with stakeholders at the district level
- ? Any other relevant data

✍✍ Local level data –Collected at local level including maps (Refer Article 4.4 and 4.5)

Action 1 - All the Sub Groups shall review the District Plan prepared by the District Planning Committee (available at the District Planning Office). This shall give an overall outlook of the development of the district to each Sub Group.

Action 2 - The Sub Groups shall collect data from the line departments etc. *Annexure X* (This list is only illustrative, not exhaustive) gives the Checklist for Secondary data collection for IDDP. The data shall have sufficient temporal dimensions (For e.g. data belonging to consecutive 5 years 1971, '81, '86, '91, '96, 2001 and 2006), so that past trends can be analysed.

✍ Data collection and compilation

✍ District Data Master Table

✍ Base map of District

For example, while analyzing cropping pattern, (Agriculture sector) aspects like crop sown, yield/hectar etc. for each crop (viz. paddy, rubber etc.) have to be collected for each Grama Panchayat for the previous years.

Sl. No.	Aspect	1971	1981	1986	1991	1996	2001	2006

Table 7.1 Temporal Data

For enabling comparison and for analysing trends, the data corresponding to the present limits of the Local Self-Government Institutions for previous years has to be arrived at by interpolation,

if there are any jurisdictional changes.

Action 3 - Vetting of secondary data collected at local level by Special TAG. The SIC of each Grama Panchayat / Municipality has collected data relevant to the Special TAG in form in *Annexure VIII*. This data has to be vetted by Special TAG and make necessary corrections. The Special TAG can take necessary data from this form in order to prepare the sectoral data book.

Action 4 - The Sub Group shall also compile the details of ongoing and committed programmes and projects at National, State, District and Block levels. *Table 7.2* gives the format for collecting the same.

Sl. No	Name of Project	Estimated Cost	Targeted no. of beneficiaries	Present Stage *	Expected year of completion	Level of Project **	Type of Project ***	Category of Project ****
<p>* Completed in last year, Final stage of completion, 50% completed, Just initiated, Abandoned ** International, National, State, District, Block, Grama Panchayat levels *** Centrally sponsored schemes, State funded schemes **** Area Development project, Beneficiary oriented project, Neighborhood or Cluster Development project, Target Area (eg. Intensive paddy cultivation area) project, Target Group (eg. SC/ST) project</p>								

*Stage of work: Completed, Work in progress, Not yet started, Abandoned

Table 7.2 Format for collecting details of ongoing and committed projects and programmes

While doing so, the Sub Groups shall give special attention to include major projects, limiting to a maximum of 50 numbers.

Action 5 - The data from the Plan Document of Jilla / Block Panchayats shall be compiled in the format given in *Table 7.3*.

NAME OF JILLA / BLOCK PANCHAYAT :									
Name of Sub Group of Special TAG:									
Development Sector:									
Sub sector:									
YEAR:									
Sl.No.	Projects Suggested	Year of Starting	Stage of work * (Present status)	Project Cost (Actual)	Level of Service			Location	
					Jilla / Block Panchayat level	Grama Panchayat level	Individual beneficiaries	Name of Panchayat	Name of Place

*Stage of work: Completed, On going, Not yet started, Abandoned

Table 7.3 Format for compilation of Block / Jilla Panchayat Plan Document Data

1. While compiling data from Plan document, the Sub Groups shall consider only the major projects in their respective sub-sector.
2. After compiling this data, the Sub Groups shall group the projects in three levels
 - ✍ Jilla / Block Panchayat level
 - ✍ Grama Panchayat level
 - ✍ Individual beneficiaries level
3. Data regarding the various projects / programmes of the line departments, related to a Sub Group shall also be compiled in a similar table.

Action 6 - Next is the discussion held by each Sub Group with the stakeholders in the sub sectors of the development sector. Even at the district level there might be stakeholders, like an industrialist who might be willing to take up a district level project. So, each Sub Group has to discuss the problems, potentials and development suggestions including project prospects with stakeholders of the respective development sectors. The outcome of stakeholder discussions shall be presented in a summarized form in the format given in *Table 7.4*.

Name of District: Name of Sector: Name of Sub sector:						
Sl.No.	Problems	Potentials	Development Suggestions	Location		
				Name of LSGI	Ward No.	Name of Place

Table 7.4 Format for Compilation of Summary of Discussion with Stakeholders

Action 7 - The Sub Groups may also collect, Block/ Jilla Panchayat Development reports and other relevant local level data. Relevant data from nearby Districts and State / National / International level shall also be collected.

Action 8 - Even though the Sub Groups may refer to any data available at the local level, it is recommended to initially collect and compile the data compiled by Spatial Integration Committee of Grama Panchayats/Municipalities on problem Severity (*Table 4.4*) and Level of Potential (*Table 4.5*) tables. The formats for compilation are given in *Tables 7.5 and Table 7.6*.

The grading of the severity of the problems shall be

1. Most severe
2. Severe
3. There is problem, but not severe
4. No problem

Sl.No.	Problems	Name of Local Self-government			
		A	B	C	D
1	Compiled as per Table 4.4	1	1	1	2
2		3	3	3	2
3		2	2	3	2
4		4	0	3	2
5		2	1	2	3
6		4	3	2	4
7		4	4	4	3
8		4	4	3	2

Table 7.5 Problem Severity Table of Panchayats

The grading of the level of potential shall be

1. No potential
2. Less potential
3. High potential
4. Very high potential

Sl.No.	Potentials	Name of LSGI			
		A	B	C	D
1	Compiled as per Table 4.5	1	2	1	2
2		2	3	4	2
3		4	2	3	4
4		4	3	4	2
5		2	1	2	2
6		1	3	2	4
7		2	1	4	3
8		4	2	3	4

Table 7.6 Level of Potential Table of Panchayats

Action 9 - In order to ensure timely progress it is of utmost importance to review the progress of work at the end of each stage of the plan preparation process. So at the end of every stage, all the Sub Groups shall present the details of data collected and compiled before the General body of Special Technical Advisory Group for IDDP.

A Power Point presentation has to be done and an abstract of the presentation shall be given to the members before presentation. A report shall be submitted to the Special Technical Advisory Group during each presentation. Five copies of reports shall be submitted along with soft copies of the same.

Assignment 17: Submission of Sectoral Data Book

Each Sub Group of Special TAG has to compile the data collected (in Action 1 to 8 in the general format given by the Town and Country Planning Department and submit the same (both hard copy and soft copy) to the District Town and Country Planning Office.

The Sub Group may entrust the data compilation work in Computer to the Reprographic Centre of the district or similar agencies. The data shall be verified by the District Town and Country Planning Office and corrections if any shall be incorporated by each Sub Group.

Assignment 18: Data collection for Spatial Analysis

This shall be based on

- ✍ District Plan prepared by the District Planning Committee
- ✍ Land use data
- ✍ Census data
- ✍ Regional level data including Regional setting, Traffic and transportation data etc.
- ✍ Sectoral Data
- ✍ Data from local level
- ✍ On going & Committed Projects & Programmes

Of this, the land use data would be prepared by combining land use maps prepared at the local level. The Department of Town and Country Planning shall collect regional level data. These data shall also be presented before the Special Technical Advisory Group. The data from line departments collected by other Sub Group shall be shared with the Department of Town and Country Planning.

7.3 Preparation of District Data Master Table (DDMT)

The DDMT is prepared by compiling the data from Data Master Table of Grama Panchayats / Municipalities within the District. Then this DDMT is linked with the District Map in GIS to perform various analysis needed for both sectoral and

settlement studies. This shall be done by the District Town and Country Planning Office.

7.4 Preparation of Base Map of District

Two base maps are prepared. The first one is prepared by digitising the District map with Grama Panchayat / Municipality boundaries, network of major roads, water bodies and major landmarks. This map is mainly used for initial analysis and marking the secondary data. The second one

is prepared as explained in Article 4.3.3. Obviously, the base map shall contain Taluk boundaries, Block boundaries and Panchayat/ Corporation/ Municipality boundaries, survey boundaries, major road net work, major land marks, names of major junctions and survey numbers as obtained from the original maps. This map is used for detailed analysis. The Department of Town and Country Planning shall prepare both the maps.

The process of preparation of Integrated District Development Plan is described in this Chapter.

- ✍ Major activities in the preparation of Integrated District Development Plan are:
- ✍ Data collection and compilation
- ✍ Data Analysis
- ✍ Plan Formulation

CHAPTER VIII INTEGRATED DISTRICT DEVELOPMENT PLAN

8.1 General

This chapter explains in detail the process involved in the preparation of Integrated District Development Plan.

8.2 The Process

There are basically three stages involved in the preparation of an Integrated District Development Plan (Figure 8.1)

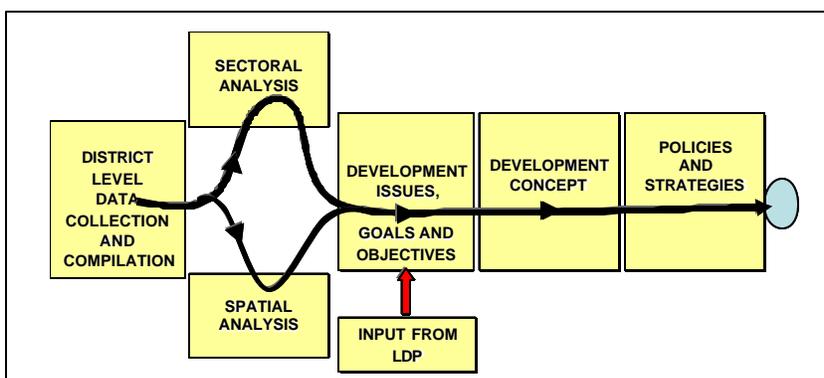


Figure 8.1 IDDP Preparation Process

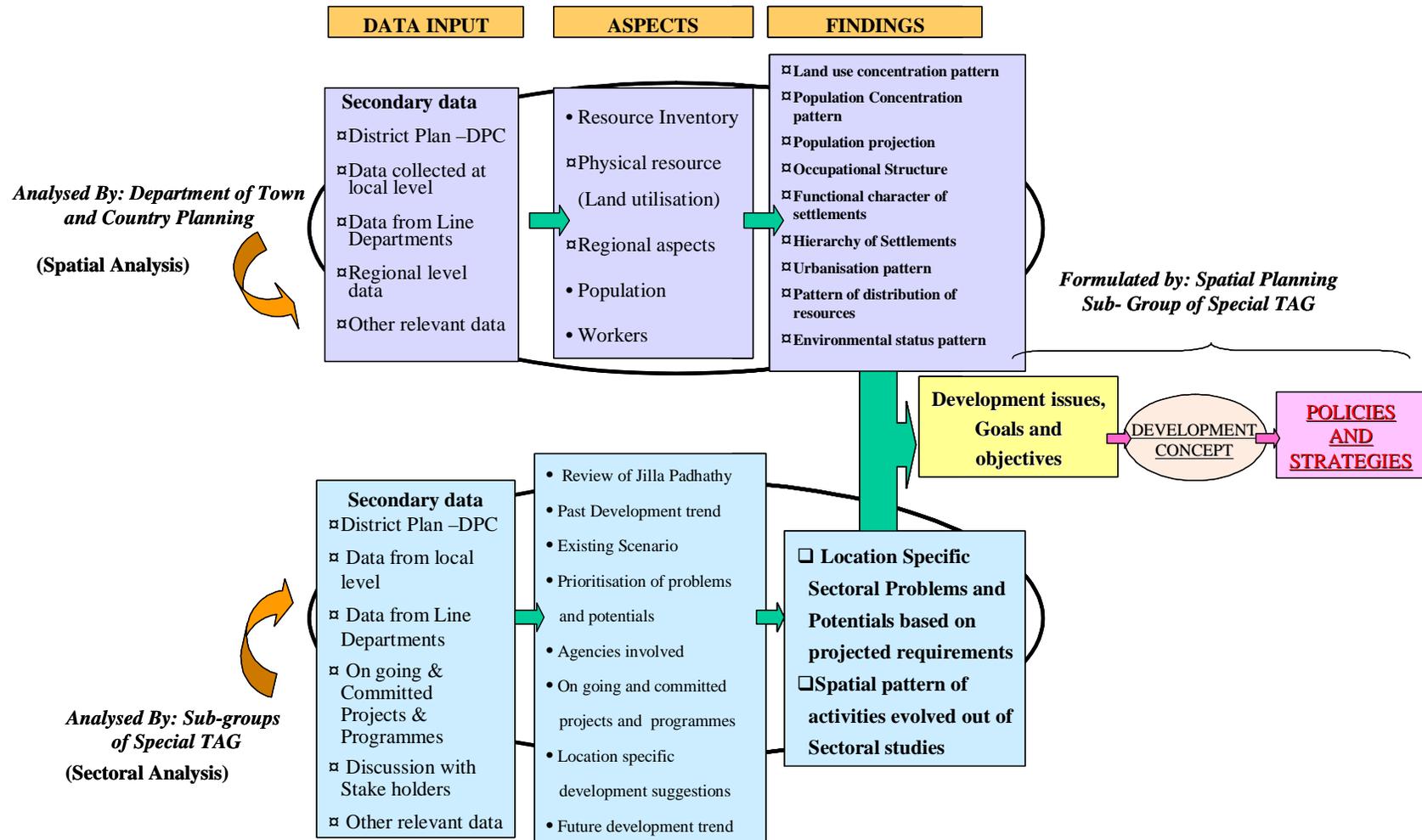
1. Data collection and compilation

The data used for analysis for the preparation of the District Plan includes

 - ✍ Data collected at the local level - includes data from Physical survey, Socio-economic survey, Traffic and Transportation survey, Environment and Heritage Survey and Secondary data collection (Refer Article 4.4 and 4.5)
 - ✍ Sectoral data collected at District level- includes data collected for sectoral analysis and spatial analysis (Refer Article 7.2)
2. Data Analysis
 - ✍ Sectoral Analysis - done by Sub Groups of Special Technical Advisory Group
 - ✍ Spatial Analysis - done by the Department of Town and Country Planning.
3. Plan formulation
 - ✍ Identification of Development issues and Setting up of Goals and Objectives
 - ✍ Formulation of Development Concept
 - ✍ Carving out Policies and Strategies
 - ✍ Preparation of Integrated District Development Plan.

8.3 Data Analysis

The analysis of data shall be conducted in two parts, one by the Department of Town and Country Planning and other by the Sub Groups of Special Technical Advisory Group. The results of both analysis are integrated as shown in the Figure 8.2.



8.3.1 Sectoral Analysis

The aim of the sectoral analysis, apart from analysing the existing scenario and the past and future development, is to come up with the role of each sector in the development of the district within the framework of the development concept. Subsequently the Sub Groups of Special TAG shall derive policies and location specific strategies for their respective sectors. For this they have to carry out analysis using sectoral data collected at the district level. The analysis includes

1. Review of Jilla Padhathy
2. Study of Past Development Trend of the sector
3. Analysis of Existing Scenario
4. Identification and Prioritisation of problems and potentials
5. Activities of Agencies involved
6. Evaluation of District level On going and Committed Projects and Programmes
7. Formulation of Location specific Development Suggestions
8. Study of Future Development Trend

✍ **Analysis:**

- ✍* Sectoral analysis by
Sub Groups of
Special Technical
Advisory Group
- ✍* Spatial analysis by
Department of Town
and Country Planning

Assignment 28: Review of Jilla Padhathy:

In order to analyse the existing scenario it is essential that each Sub Group reviews the analysis works done previously on their sector concerned.

Action 1 - All the Sub Groups shall review the District Plan (Jilla Padhathy) prepared by the District Planning Committee which would be available at the District Planning Office. This shall give an overall outlook of the development of the district to each Sub Group. They shall present the analysis as computer presentation before the Working Committee of Special TAG.

Assignment 29: Study of Past Development Trend of the sector:

At some point of time, the sector concerned might have been subjected to a change in development trend which shall be reasoned w.r.t socio-economic, political, technological or any other impact. The change can be either growth or decline of the sector. For example, consider industrial sector. The decline or growth can be analysed by looking into a number of factors including the change in the number industries, number of workers etc.

Action 1 - All the Sub Groups shall do this analysis by studying various aspects using previous years data.

Assignment 30: Analysis of Existing Scenario:

The various aspects to be analysed are detailed out in *Annexure XII*. (This is only illustrative, not exhaustive)

Action 1 - Each Sub Group shall analyse sectoral data with respect to relevant aspects and represent the result in tables, maps, charts, pie-diagrams etc. The foremost thing to be analysed is the present level of production or service in the given sector. Again the reasons for such a situation shall be identified for which the local level findings and the findings from discussion with stakeholders shall be utilised.

Assignment 31: Identification of Problems and Potentials:

Action 1 - Based on the study of present scenario of the sectors, problems and potentials of the sector also are to be identified by the Sub Groups.

Even though there may be a few sectoral and location specific aspects on which the problems and potentials depend upon, most of them may be depending on certain common aspects like;

- ????????? Economical
- ????????? Social
- ????????? Technological
- ????????? Policy level etc.

Action 2 - The problems and potentials of each sector shall be depicted location specifically in a map, based on which they shall be prioritised.

Assignment 32: Activities of Agencies involved:

There may be a number of agencies involved in the developmental activities of a particular sector other than the line department concerned such as Central Government agencies, autonomous bodies, NGO's etc. For carving the development perspective of the sector it is essential to understand the activities of various agencies involved in the sector.

Action 1 - The Sub Group shall list out the various agencies in the development of the sector specifying their role.

Assignment 33: Evaluation of District level On going and Committed Projects and Programmes:

In order to analyse why and how the present problems and potentials have evolved as such, it is essential to evaluate the ongoing and committed projects and programmes.

Action 1 - The Sub Groups shall locate the District Level on going and committed projects and programmes as in *Table 7.2* on the District map.

Action 2 - Evaluate the projects and programmes based on how far they have helped to solve the problems and enhance the potentials identified.

Assignment 34: Carving Location specific Development Suggestions:

Action 1 - Based on the above studies, all the Sub Groups shall carve location specific development suggestions so as to solve the problems and enhance the potentials.

Assignment 35: Future Development Trends

Action 1 - Each Sub Group has to explain the future prospects of their sector in the District after taking it into account the existing scenario of the sector and the development suggestions within the District and its development elsewhere in the State and Country. It is to be noted here that this is only a projection of a sector not taking into account the overall development concept of the district. Later when the development concept of the district is derived, there may be changes in the future prospects of a particular sector in the district.

Note

The Sub Groups shall analyse the data spatially, by preparing spatial distribution maps identifying LSGI wise disparities / concentrations of various aspects. So from Assignment 29 to 35 technical assistance on planning as well as GIS technology may be availed by each Sub group from the officials of the District Town and Country Planning Office. For this, Working Groups of each Sub group shall attend the project office of the District Town and Country Planning Office on a weekly basis.

All the Assignments from 28 to 35 shall be presented in Power Point before the District Collector and Working Committee of Special TAG. The presentations may be in 3 stages

- 1 1 1 At the completion of Review of Jilla Padhathy (Assignment 28).
- 1 1 1 At the completion of Identification and Prioritisation of Problems and Potentials (Assignment 29-31)

After working out Future Development Trends (Assignment 32-35)

Assignment 36: Submission of Sectoral Analysis Report:

The various aspects related to sectoral analysis shall be compiled in a report form and this shall be presented by the concerned Sub Group before general body of Special TAG. The Report shall be in A4 size and soft copies shall also be submitted to the Special TAG General Convener. The Sectoral Analysis shall be vetted by the Spatial Planning Sub Group of Special TAG.

8.3.2 Spatial Analysis

Spatial analysis for IDDP starts as soon as the data compilation and map preparation at the local level is completed.

The following aspects are analysed.

1. Land use concentration patterns with in the District
2. Population concentration pattern
3. Population density variation pattern
4. Occupational Structure
5. Projection of population (Trend based)
6. Functional character of settlements
7. Urbanisation
8. Existing Hierarchy of settlements
9. Resources pattern
10. Environmental status pattern

(The resources pattern includes the analysis of the pattern of distribution of various resources (natural resources, human resources etc.) within the district).

The spatial analysis is done based on the Spatial Analysis Manual prepared by the Town and Country Planning Department. *Annexure IX* briefly discusses the methodology for spatial analysis. The spatial analysis shall also be vetted by the Spatial Planning Sub Group of Special TAG.

8.4 Identification of Development Issues and Setting up of Goals and Objectives

After the spatial analysis and the sectoral analysis the development issues (both quantitatively and spatially) of various sectors in particular and the

settlement in general will be clear. The synthesis of these issues based on problems and potentials will give out a clear idea about the critical development issues within the district. The goals and objectives of the district development plan are to be framed with the aim of solving these critical development issues in particular and the remaining development issues is general. The Spatial Planning Sub Group of Special TAG shall set the goals and objectives assisted by the District Town and Country Planning Office.

8.5 Formulation of District Development Concept

Once the goals and objectives of the integrated district development plan are set, the ways and means to achieve them have to be explored. In other words the development concept for the district shall be formulated. This is done by integrating the findings of the spatial analysis and sectoral analysis over the district platform. The development concept of the district is generally expressed in terms of future activity patterns, hierarchy of settlements and road network which in other words can be termed as the spatial structure of the district. A number of probable alternative future scenarios shall be envisaged and two or more suitable development concepts shall be derived from them. The Spatial Planning Sub Group of Special TAG shall formulate the development concept with assistance from the District Town and Country Planning Office.

After comparing the advantages and disadvantages, of the alternative development concepts, the Spatial Planning Sub Group shall formulate the final Development Concept for the District. This shall be represented schematically on the district map. The Development Concept of the District shall be presented by the Officials of Town and Country Planning Department before the General Body of Special TAG and District Planning Committee.

8.6 Presentation of the Development Concept and General Development Policies before LSGIs

In accordance with the spirit of top down-grass root up approach, adopted in the preparation of IDDP, the concept and the General Development Policies of the District shall be presented before the Grama Panchayats / Municipalities of the district by

conducting one day awareness programmes preferably at Block/Town level. The council of each LSGI has to come up with projects and programmes in each of the development sector relevant to their respective jurisdictional area (Even district level / block level projects and programmes can be proposed by the Grama Panchayat / Municipality in their area).

8.7 Carving out Policies and Strategies

Based on the Development Concept, the Sub-groups of Special TAG shall identify various policies and strategies for the Integrated District Development Plan, which shall be evaluated by the Spatial Planning Sub Group of Special TAG.

It is envisaged that, these policies and strategies will generate a socio-economic momentum enabling the creation of a new spatial order in the next 10 - 20 years. Accordingly population projections have to be worked out considering the future functional hierarchy of settlements and sectoral (in particular infrastructure) requirements.

Assignment 37: Detailing of Policies and Strategies

Based on the District Development Concept, Identified problems and potentials and the above said projections, each Sub Group of Special TAG shall detail out their policies and strategies with respect to

- ✍ Projected requirements
- ✍ Detailed policies and strategies for project formulation
- ✍ Changes in other sectors

These policies and strategies shall be presented before the Special TAG and DPC.

8.8 Integrated District Development Plan (Draft Preliminary)

The policies and strategies thus formulated would become component of the Integrated District Development Plan. The Spatial Planning Sub Group, with the assistance of District Town and Country Planning Office shall prepare, the Preliminary Integrated District Development Plan (a written document with supporting maps). There shall be two components for this plan.

- Perspective Plan for 15-20 years
- Execution Plan for 5 years

The contents of the report is given in *Annexure XIII*.

8.9 Integrated District Development Plan (Preliminary)

The Draft Preliminary Integrated District Development Plan shall be presented before the Special Technical Advisory Group of IDDP. The IDDP Integration Committee shall finalise it, which will be now termed as Preliminary Integrated District Development Plan.

8.10 Integrated District Development Plan (Preliminary, Modified Based on Development Seminar)

The Preliminary Integrated District Development Plan has to be discussed at a Development Seminar conducted at district level. This seminar will be attended by persons invited by the DPC. Based on the suggestions of the Development Seminar, the Spatial Planning Sub Group will further modify the plan.

8.11 Draft Integrated District Development Plan

The Modified Preliminary Integrated District Development Plan shall be forwarded to the District Planning Committee for approval which when approved by DPC shall be termed as Draft Integrated District Development Plan. This draft IDDP shall be major guideline for the preparation of LDPs, especially for the Identification of Development Issues and Setting up of Goals and Objectives of each LDP.

8.12 Sanctioning of Integrated District Development Plan

The Draft Plan approved by DPC shall be submitted to the State Government for sanction. The Local Development Plans shall be modified on the basis of Sanctioned Integrated District Development Plan. The Block /Jilla Panchayat Development Plans shall also be modified based on sanctioned IDDP and LDPs.

8.13 Implementation and Monitoring

The preparation of the Integrated District Development Plan shall be monitored by the IDDP Integration Committee as mentioned in the previous Chapter.

PART IV Time Schedule and Capacity Building

✍ CHAPTER IX: TIME SCHEDULE FOR THE
PREPARATION OF INTEGRATED DISTRICT
DEVELOPMENT PLAN AND LOCAL DEVELOPMENT
PLANS

✍ CHAPTER X: CAPACITY BUILDING

CHAPTER IX

TIME SCHEDULE FOR THE PREPARATION OF INTEGRATED DISTRICT DEVELOPMENT PLAN AND LOCAL DEVELOPMENT PLANS

9.1 General

The time schedule for the preparation of Local Development Plans and Integrated District Development Plan in a district are discussed in this Chapter.

9.2 Time Schedule

The total period of time required for the preparation of the Local Development Plan and Integrated District Development Plan is 27 months. Nearly 22 months is needed for the preparation of the Integrated District Development Plan. It is to be noted here that both LDP-IDDP are prepared almost simultaneously.

1. Constitution of various committees at local and district levels - 3 months
2. Capacity building (Trainings etc.) - 3 months
3. Preparation of digital map of local self-government institutions - 6 months

Preparation of Local Development Plan

1. Data Collection - Land Use Survey, Socio-Economic Survey, Secondary data collection - 6 months
2. Feeding the Data into Computer, Compilation, Map preparation - 4 months
3. Data Analysis - 4 months
4. Development Concept, Sectoral policies - 5 months
5. Preparation of Draft Local Development Plan - 3 months

Preparation of Integrated District Development Plan

1. Preparation of base map of district - 1 month
2. District level data collection - 3 months
3. Data compilation - 3 month
4. Data analysis & formulation of Developmental issues and setting goals & objectives - 8 months
5. Development concept - 2 months
6. Sectoral detailing - 2 months
7. Report - 2 months
8. Seminar - 1 months

Total time required for the preparation of IDDP is 22 months. (Fig 9.1)

✍ Total time required for the preparation of IDDP is 1 1/2 years.

✍ Total time required for the preparation of LDPs of all the Grama Panchayats / Municipalities within a District is two years.

✍ Since both the Plans are prepared simultaneously, time requirement for the completion of both LDPs and IDDP is 2 years.

Activities for the preparation of LDP and IDDP - Schedule of time

		Months																										
		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
A.Preparation of LDP																												
1	Preparatory Works																											
	a. Collection of Cadastral map																											
	b. Scanning																											
	c. GPS Survey																											
	d. Georeferencing and joining																											
	e. Digitisation																											
2	Constituion of commites,Steering Comm,SIC																											
3	Capacity buildings -Trainings(SIC,ET,RP, Surveyor Trainees)																											
4	Data collection																											
	a.Land use and socio economic survey																											
	b.Secondary data collection																											
5	Data compilation and data entry																											
	a.Vikasana report																											
	b. Data entry tp prepare MT																											
	c.Land use map																											
6	Training forLocal level analysis																											
7	Local level Analysis																											
8	Spatial Analysis																											
	a.1st satge																											
	b.2nd stage																											
9	Development concept,Sectoral policies and strategies																											
10	Draft Report																											
	B.Preparation of IDDP																											
1	Training for District level officers																											
2	Sectoral Data collection																											
3	Data compilation																											
4	Sectoral analysis																											
	a.1st stage																											
	b.2nd stage																											
5	Settlement studies																											
6	Spatial Analysis																											
7	Development concept																											
8	Sectoral Detailing																											
9	Report																											
10	Seminar																											

CHAPTER X

CAPACITY BUILDING

10.1 General

The first and foremost thing to be done in any plan preparation process is capacity building to the personnel involved. The training requirements for the preparation of IDDP and LDP are discussed in this Chapter. Extensive training is envisaged at different levels.

10.2 Training Requirements

Table 10.1 gives the training requirements for various personnel involved in the preparation of IDDP and LDP. Apart from this, in-house training in Computer Aided Design and Geographical Information System is also suggested for the officials of Department of Town and Country Planning. The State Government shall fund the training programmes.

Sl.No.	Trainees	Training on	Period of Training
1	Training to Technical Staff of Department of Town and Country Planning	LDP – IDDP Preparation Process, GIS and other relevant software	3 days
2	DPC Members	Workshop on IDDP	1 day
3	Engineering Trainee & Joint Convener of Spatial Integration Committee, Resource Person	Preparation of LDP- IDDP	3 days
4	Spatial Integration Committee Members	Preparation of LDP	2 days
5	Panchayat Committee / Municipal Council	Awareness on LDP- IDDP	1 day
6	Surveyor Trainees	Physical & Socio-Economic Survey	2 days
7	Special TAG	Preparation of IDDP	3 days
8	Presidents and Secretaries of LSGIs	Awareness on LDP- IDDP	1 day
9	Engineering Trainee, Joint Convener of SIC, Resource Person	Local level analysis	Block level one day training
10	Engineering Trainee, Joint Convener of SIC, Resource Person	Special Grama / Ward Sabha	1 day

Table 10.1 Training Requirement for the Preparation of LDP and IDDP

ANNEXURE I

METHODOLOGY FOR CONDUCTING SOCIO-ECONOMIC SURVEY

(See Article 4.3.6 and Article 4.4.1, Assignment 1)

Procedure of conducting socio economic survey in a ward

I. Method of Selecting the Residential Buildings to be Surveyed

Separately write and serially number from 1, the residential buildings in each ward/division of the LSGI. The last serial number would be the total number of all the residential buildings in the ward/division. 10% of all the residential buildings in each ward/division have to be included in the survey. The number of residential buildings to be surveyed will be obtained when the total number of buildings is divided by 10 and rounded to the next whole number.

In order to find the first building to be surveyed, take one number by lot from 0 to 9. This would be the serial number of the first building to be surveyed. The numbers of remaining buildings to be surveyed will be obtained by just adding 10 to this number and so on. To obtain the last serial number of the building to be surveyed add 10 to the previous number and subtract the total number of buildings. This is explained as follows. Write the residential building numbers from Building Tax register of the ward / division

Sl. No.	Residential building number (As per building tax register of the LSGI)	Building Tax (As per building tax register of the LSGI)	Remarks
1	1		
2	2		
3	5 *		(3 and 4 are omitted being non-residential buildings)
....		
....		
....		
642	709		
643	710		

Total no of buildings in a ward / division	643
10% would be	64.3
Next whole number	65
Total no. of buildings to be surveyed	65

If 4 is obtained while taking lot, the serial number of building to be surveyed would be 4, 14, 24, 34, 44, 634, $1(1=634+10-643)$

Note 1: If the door is locked or if it is not possible to conduct survey in a building thus selected due to some other reasons, the next residential building shall be surveyed

Note 2: As far as possible data shall be collected from the head of the house hold itself.

Note 3: Code -The data shall be entered in the blank columns/spaces provided for the purpose, using the codes mentioned in the Code chart, or put a tick (☑) mark in the appropriate columns as the case may be. This is to facilitate computer analysis.

There shall be two surveyors from each ward for data collection. The survey should be completed within 3 days in rural local bodies and within 4 days in urban local bodies. This means that one surveyor trainee shall survey 1/6th and 1/8th of the total number of residential buildings in a ward / division in rural local bodies and urban local bodies respectively, in a day.

Note 4: Identification No (ID) should be written on the top

Eg:

District Code	Block Code	Grama Panchayat Code	Ward Code	Serial No. of the building
1 3	0 5	0 3	0 2	0 0 1

A. GENERAL DETAILS

District	Block	Grama Panchayat	Ward	Building Serial Number
<input type="text"/>				

- Name of local body..... Name of Surveyor.....
- Ward no.
- Building no.
- Survey no.
- Name of the nearest junction
- Plinth area of the building (in Sqm)

Below 20	20-50	50-75	75-150	150-250	Above 250
----------	-------	-------	--------	---------	-----------
- Area of the building (in Sqm)

Below 20	20-50	50-75	75-150	150-250	Above 250
----------	-------	-------	--------	---------	-----------
- Total area of the residential plot

Up to 3 cents	3- 5	5-10	10-25	25-50	50-70	Above 70
---------------	------	------	-------	-------	-------	----------
- Predominant type of building

Pucca	Moderate	Kutchra	Hut
-------	----------	---------	-----
- No. of storeys
- Construction material of wall

Plastic	Grass	Coconut leaves	Earth blocks	Earth blocks plastered	Brick	Brick Plastered
---------	-------	----------------	--------------	------------------------	-------	-----------------
- Construction material of floor

Earth	Ordinary Tiles	Cement	Mossaic	Marble	Others
-------	----------------	--------	---------	--------	--------
- Construction material of roof

Plastic	Grass	Coconut leaves	Tin	Asbestos	Tiles	Concrete
---------	-------	----------------	-----	----------	-------	----------
- Land ownership

Own	Lease	Others
-----	-------	--------
- Extent of land available, other than for residential use, with in the LSGI

Below 25	25-50	50-70	70- 1acre	1- 2acre	2-5 acre	Above 5 acre
----------	-------	-------	-----------	----------	----------	--------------
- Nature of ownership of the building

Own	Lease	Rented	Others (specify)
-----	-------	--------	------------------
- Number of rooms

1	2	3	4	5	Above 5
---	---	---	---	---	---------
- Annual building tax in Rs.

B. SPECIFIC DETAILS

1. PERSONAL DETAILS OF HEAD OF HOUSE HOLD (HOH)

- 1) Name
- 2) Religion
- 3) SC / ST
- 4) Relation of the informant With the HOH Use code

2. PRIORITY OF DEVELOPMENT

- 1) H.H / Neighborhood level
 - 2) Ward level/Division level
 - 3) Panchayat/ Municipal level
- } Use code

3. DETAILS OF OWNERSHIP OF VEHICLES (House hold)

(a) Type of vehicle owned	Cycle	Two Wheeler	Three Wheeler	Four Wheeler	Others
(b) Number of vehicles	<input style="width: 20px;" type="text"/>				

4. AVAILABILITY OF :

- (a) Air conditioner
- (b) Refrigerator
- (c) Television
- (d) Washing Machine
- (e) Mobile Phone
- (f) Computer
- (g) Telephone
- (h) Internet Connection
- (i) LPG

5. DETAILS OF MIGRATION / CHANGE OF PLACE OF RESIDENCE

- 1) Place of birth
- 2) Have you migrated within last 5 years ? Yes | No
- 3) If so, from where?
- 4) Reason for change of place of residence/migration (use code)
- 5) Nature of change of place of residence/migration (use code)
- 6) Are there any out-migrants from your house? Yes | No
- 7) If yes, to where? And No of out migrants (use code)
- 8) Relation of the out-migrant with HOH (use code)

6. DISTANCE TO FACILITIES (FROM HOUSE)

(use code)

1. Motorable road 2. Bus stop 3. Auto stand 4. Pre- primary school
5. Lower primary school 6. Upper primary school 7. High school
8. Post office 9. Health centre 10. Hospital 11. Ration shop
12. Petrol filling station 13. Maveli store 14. Milk Booth 15. Place of Worship
16. Cinema Theatre 17. Play ground 18. Any others (specify)

7. PHYSICAL INFRASTRUCTURE**1. Water**

- a) Nature of Water scarcity No Scarcity 1-2 Months Scarcity for 2 to 3 months Scarcity for 3 to 6 months Scarcity more than 6 months
- b) Main Sources of water currently used
(Tick the applicable) Well Mlty / KWA water supply Community well Public bore well river Owned Pond Community Pond others
- c) Distance to the source of water (use code)
- d) Duration of water supply (public) < 1 hr 1-6 hr 6-12 hr 12-24 hr Once in two days or more

2. Sanitation

- a) Any sanitary waste disposal method Yes No
- b) If yes Method of sanitary waste disposal Septic tank Pit Latrine Open Ground others (specify)
- c) Place of solid waste disposal Own compound Street Garbage Bin Open Ground others (specify)

3. Power

- a) Whether available Yes No

8. DETAILS OF MONTHLY EXPENDITURE IN RUPEES

- 1. Food -----
- 2. Health -----
- 3. Education -----
- 4. Travelling -----
- 5. House Maintenance / Rent -----
- 6. Servants -----
- 7. Electricity -----
- 8. Telephone -----
- 9. Water -----
- 10. Entertainment -----
- 11. Religious / Social -----
- 12. Other dependants -----
- 13. Cosmetics -----
- 14. Any other -----

9 . NO. OF DOMESTIC ANIMALS

Dog Hen Duck Rabbit Goat
 Ox Cow Buffalo Pig Others
 (specify)

10. STATUS OF CHILDREN (5 TO 14 YEARS)

No of Children			Total No. of Children
School Going	School going and working	Working	

11. WHETHER ANY MEMBER OF THE FAMILY WAS DIAGONISED WITH FOLLOWING DISEASES WITHIN THE LAST FIVE YEARS

Cholera
 Dengue
 Chickun Guinea
 Hepatites
 Tuberculosis
 Typhoid
 Malaria

Code chart

1. PERSONAL DETAILS OF HOH

- 4) 0 - Husband, 1 - Wife, 2 - Son, 3 - Daughter, 4 - Grand son, 5 - Grand daughter, 6 - Father, 7 - Mother, 8 - Daughter in law, 9 - Son in law, 10 - Father in law, 11 - Mother in law, 12 - Others

2. PRIORITY OF DEVELOPMENT

- 1 - Road, 2 - Water, 3 - Educational institution, 4 - Market, 5 - Park and open space, 6 - Sanitation, 7 - House, 8 - Electricity, 9 - Cremation facility, 10 - Transport facility, 11 - Hospital, 12 - Parking area, 13 - Others (Specify)

5. DETAILS OF MIGRATION

- 3) 1 - Within the local body, 2 - Outside the local body but within the District, 3 - Outside District but within Kerala, 4 - Tamilnadu, 5 - Karnataka, 6 - Mahe, 7 - Lekshadweep, 8 - Other parts of South India, 9 - Other parts of India 10 - Abroad
- 4) 1 - Job, 2 - Educational opportunity, 3 - social reason (availability of more facilities, presence of relatives etc), 4 - Any others (specify)
- 5) 1 - Rural to rural, 2 - Rural to urban, 3 - Urban to rural, 4 - Urban to urban
- 7) 1 - Out side the local body area but within the District, 2 - To nearby District, 3 - Other parts of Kerala, 4 - Other parts of India, 5 - Middle east, 6 - America, 7 - Other parts out side India.
- 8) 0 - HOH, 1 - Husband/Wife, 2 - Son/ Daughter, 3 - Grandson /Grand daughter, 4 - Father/Mother, 5 - son-in-law/ daughter-in-law, 6 - Father-in-law/ Mother -in -law, 7 - Grand father/Grand mother, 8 - Others

6. DISTANCE OF FACILITIES (FROM HOUSE)

- 1 - < 0.5 km, 2 - 0.5 to 1 km, 3 - 1 to 2 km, 4 - 2 to 3 km, 5 - 3 to 5 km, 6 - > 5 km

7. PHYSICAL INFRASTRUCTURE

1. Water

c. Distance to the main source of water

- 1 - within compound, 2 - outside up to 50 m, 3 - 50 - 100 m, 4 - 100 - 250 m
5 - 250 - 500 m, 6 - 500 - 1000 m, 7 - more than 1 km

12. FAMILY DETAILS

12.1) 0- Husband, 1- Wife, 2- Son, 3- Daughter, 4- Grand son, 5- Grand daughter,
6- Father, 7- Mother, 8- Daughter in law, 9- Son in law, 10- Father in law, 11- Mother in law,
12 - Grand Mother, 13- Grand Father, 14- Others

12.2) Male-1, Female-2

12.4). 1- Married, 2- Un married, 3- Widow/Widower, 4 - Divorcee

12.5) 0- Illiterate, 1- Primary Education, 2- High school, 3- Pre-degree, 4- Degree,
5- Post graduate, 6- Technical education, 7- Professional graduates, 8- Others(specify)

12.6) 1- Public sector, 2- Semi public, 3- Pvt. sector, 4- Self employed, 5- Un employed/
trying for employment, 6- Social worker, 7- Pensioner, 8- Un employed / not trying for employment
9- Students 10- Others (specify)

12.7) 1- < 1000, 2- 1000 to 3000, 3- 3000 to 8000, 4 - > 8000

12.8) Government Employee -1, Agriculture labourer - 2, Agriculture cultivators-3, Live stock worker- 4,
Employed outside the Country-5, Head load workers - 6, Beedi Workers - 7, Carpenter -8, Coir
worker -9, Other Household industrial worker - 10, Construction Worker (helper)-11, Vegetable trader -12,
Retail fish vendor-13, Wholesale fish vendor-14, Conventional fisherman- 15, Plantation worker-16,
Hotel worker -17, Driver -18, Retail seller (other than edible items)-19, Beverage worker - 20,
Construction worker -21, Other Major industrial worker- 22, Other workers -23

12.9) 1 - upto 1km, 2 - 1 to 3 km, 3 - 3 to 10 km, 4 - > 10km

12.10) 1 - By foot, 2 - Bicycle, 3 - Own vehicle, 4 - Public transport

12.11) 1 - yes, 2-No

ANNEXURE II
METHODOLOGY FOR CONDUCTING WARD /DIVISION WISE
PHYSICAL SURVEY

(See Article 4.4.1; Assignment 2)

I General

Re survey maps of the ward in 1:5000 scale is the base map on which details are to be marked (If the Re-survey map of the local body is not available old survey map may be made use of). The base map will have the followings details in it. Names of major junctions, major roads and some of the public buildings, religious buildings and water bodies in the locality. During the survey, the surveyor has to mark the predominant land use (In colours specified in legend) of each parcel of land and occupancy of major buildings uses (with notations specified in legend) in the base map. Color pencil set, ordinary pencil, scale and a 15m tape are supplied for the survey. Procedure for conducting the survey is explained below.

Note 1: Though the survey area is limited to a ward, it may be noted that land of depth 50 m around the ward boundary also shall be surveyed.

II. Procedure of survey

Step. 1

Write the following information on the base map before starting the survey

1. Name of the village
2. Name of the Local Self Government Institution
3. Ward/ Division name and number
4. Name of the Surveyor trainee
5. North direction
6. Date of survey

Step. 2

Start the survey from a major junction /well defined point within the ward. Identify this place on the map and note down the name of the place.

Step. 3

With this point as one corner, identify a land parcel bounded by linear features like road, railway line or thodu. Locate this parcel of land and the boundaries on the map.

Step. 4

Verify minimum three survey numbers within this area, with the land records of the plot owners, to check the accuracy. This step of the survey is a very important as it ensures accuracy in surveying. Proceed the survey further only if convinced about the accuracy.

Step. 5

Plot the linear features (road, railway line, thodu) on the map (If they are missing in the given base map). Plot the ward boundary if the plot selected is having the ward boundary as one side.

Step. 6

Mark the road width at every 500m intervals and note down the name of important junctions.

Step. 7

This step includes marking the **predominant land use** of each plot within the land parcel selected in step 3

- 7(a)** Identify plots in which commercial buildings are situated and mark these plots in the map with blue color.
- 7(b)** Identify the plots in which industrial buildings are situated and mark these plots in the map with violet color.
- 7(c)** Identify the plots in which public buildings are situated and mark these plots in the map with red color.
- 7(d)** Identify the plots in which transport facilities are situated and mark these plots in the map with brown color.
- 7(e)** Identify the plots in which slums are situated and mark these plots in the map with dark yellow color.
- 7(f)** Identify the plots in which wet cultivation (Paddy) are there and mark such plots in the map with pale green color
- 7(g)** Identify the vacant plots and mark them in the map with brown line hatching
- 7(h)** Identify the water bodies and mark with sky blue colour
- 7(i)** If any other land use other than those mentioned above except residential use are identified, mark them with gray color and specify the use of that particular land.
- 7(j)** The land use of the area remaining unmarked in the map will be residential or dry agriculture or residential plus agriculture. If it is a clear residential area mark the land use with yellow color. If it is clearly a dry agricultural area mark it with pale green line hatching. The type of the dry agriculture should be specified with the notation given in the legend. In the case of agriculture plus residential area identify the predominant land use and mark it in the map with the respective color.

Note2: Identifying predominant land use

Predominant land use, is the predominant/major activity in the land. Use of a particular building should not be misinterpreted as the land use. For example, suppose there are one or two houses within or adjacent to a paddy field, while marking the land use of this area one need not consider the houses but mark the whole area as paddy. Similarly, one or two isolated shops in a residential area need not be taken into consideration while determining land use of that area and the whole area can be marked as residential. While marking the land use, one need not mark each and every buildings & plots, but the predominant land uses within the selected area only be marked.

Note 3: *While marking the land use of a particular area on the map, the shape and extent of that area in the field and that on the map should be proportionate.*

Step. 8

This step includes marking important buildings (with notations for building use given in the Legend). While marking the building use on the map, the compound wall of that building should also be marked.

With this step, the physical survey of the area, selected in step 3, is over. Select another parcel of land, adjacent to the area already surveyed and within a closed traverse formed by linear features, and conduct the survey as explained from steps 3 to 8. In this manner, physical survey can be conducted in the entire area of that ward.

Step. 9: Checklist

Check whether you have marked the following on the map

- (1). Ward boundary (2). Roads, Railway line, road width at every 500m (3.) Natural features like ponds, hills, thodu, river etc (4.) Name of the major junctions (5). All public buildings and other important buildings (6.) land use

Step.10

Complete the plotting as described above, put the signature of the surveyor on the sheet and hand over the sheet to the responsible officer for detailed verification.

LEGEND

I. Reference for boundaries

- 1. Panchayat / Municipal boundary
- 2. Panchayat / Municipal ward boundary

II. Net Work and linear features

- 1. Major bus route (Buses plying in an interval of less than 15 minutes) - Black Thick Line
- 2. Sub major bus route (Buses plying in an interval of 15-30 minutes) - Red Thick Line
- 3. Minor bus route (Buses plying an an interval of 30-60 minutes) - Brown Thick Line
- 4. Sub minor bus route buses plying in (more than 1 hr) interval - Green Thick Line
- Not a bus route - Violet Thick Line
- 5. Foot Path -
- 6. Railway Line -
- 7. Water Body, River and thodu -
- 8. Culvert -
- 9. Level Crossing -

A road network showing the nature of ownership of road should also be prepared separately for the following notation along with other linear features.

Sl. No.	Type	Notation
1.	NH & SH	Thick Black Line
2.	Major District Road	Thick Red Line
3.	Jilla Panchayat Road	Thick Green Line
4.	Block Panchayat Road	Thick Yellow Line
5.	Grama Panchayat Road	Thick Blue Line
6.	Forest Road	Thick Orange Line

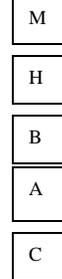
Sl. No.	Type	Notation
7.	Harbour/Port/Fisheries Road	Thick Violet Line
8.	KSEB Road	Thick Magenda Line
9.	Other Roads	Thick Brown Line
10.	Electric Power Line (High tension line only)	
11.	Pipe Line (Major line only)	
12.	Irrigation Canal	

III. Notations for building uses

1. Commercial (C)

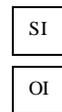
- C-1 Market
- C-2 Hotel, Lodge
- C-3 Banks
- C-4 Auditorium/Community halls
- C-5 Commercial Building with more than two storeys

Symbols



2.Industrial (I)

- I-1 Service Industries
- I-2 Other Industries



3.Public and semipublic (P)

- P-1 Government office
- P-2 Pre-Primary school
- P-3 Educational Building
Other than pre-primary school
- P-4 Religious Building



Church



Temple



Mosque



P-5 Medical building



P-6 Cultural Institution



P-7 Utility Building



(e.g.-water supply, power etc)

4. Color notations for land uses

<u>Land use</u>	<u>Color</u>	<u>Notation</u>
1.Residential (R)		
R-1 Residential	Yellow	Nil
R-2 Residential –High density (Above one building block per 5 cents)	Yellow	RD
R-3 Slum	Dark Yellow	SL
2. Commercial	Blue	
3. Public and semipublic	Red	
4. Industrial	Violet	

5.Green and open space (G)

G-1 Stadium, Play ground etc	Green	PL
G-2 Park	Green	PK
G-3 Burial ground, cemetery etc	Green	++++
G-4 Open maidan	Green	M
G-5 Vacant land	Gray	V
G-6 Waste land	Gray	W

6. Transportation (T)

T-1 Railway station	Brown	
T-2 Bus stand / terminal	Brown	
T-3 Bus stop	Brown	
T-4 Boat Kadav/Boat jetty	Brown	
T-5 Taxi/ auto stand / Parking lot	Brown	

7.Water body

W-1 Pond	Light blue	
W-2 Others	Light blue	

8.Dry Agriculture (A1)

pale green line hatching

A-1 Coconut	Do	C
A-2 Rubber	Do	R
A-3 Tapioca	Do	T
A-4 Others (specify)	Do	O

ANNEXURE III

TRAFFIC AND TRANSPORTATION DATA COLLECTION

(See Article 4.4.1; Assignment 3)

✍ The traffic and transportation data is to be collected by the Engineering Trainees.

Step 1 :- Take two copies of the map of the Grama Panchayat or Municipality in 1 : 10000 scale.

Step 2 :- Classify all the roads (marked in the land use survey) according to ownership and mark it in different colours as below (This is to be done in the first map)

NH & SH - Thick Black line

M D R - Thick Red line

Jilla Panchayat Road - Thick Green line

Block Panchayat Road - Thick Yellow line

Grama Panchayat Road - Thick Blue line

Step 3 :- In the map showing the ownership of the roads (step 2) mark the following details also.

Traffic congestion areas -  (Red)- Note down the place name in the map

Junctions where improvement is needed-  (Red)- Note down the name of the junction the map

Steep gradient stretch -  (Red)
- Note down the place name in the map

Missing Links -  (Red)
- Note down the place names in the map

Step 4 :- In the second map mark the roads in the order of their hierarchy. The hierarchy of a road is identified here by the interval of buses plying in a particular road.

Major bus route (Buses plying in an interval of less than 15 minutes) - Black Thick Line

Sub major bus route (Buses plying in an interval of 15-30 minutes) - Red Thick Line

Minor bus route (Buses plying an an interval of 30-60 minutes) - Brown Thick Line

Sub minor bus route buses plying in (more than 1 hr) interval - Green Thick Line

Not a bus route - Violet Thick Line

Step 5 :- Fill up the details of the roads (major, sub major and minor bus routes) in the chart below and submit along with the maps.

Name of Road	Name of Road Section	Average Width (m)	Type of Surface	Riding * Quality	Missing Links / Bridges	Drainage (Y/N)

* Good - Average speed of a car 60 - 80 Kmph

* Medium - Average speed of a car 40 - 60 Kmph

* Bad - Average speed of a car 30 - 40 Kmph

ANNEXURE IV A

ENVIRONMENT SURVEY

(See Article 4.4.1; Assignment 4)

Environment and Heritage survey is done by the Engineering Trainee with the support of survey trainees. Land use survey data may be referred for this survey.

Environment Survey

1. In the Environment Survey the following details are marked in the map of the Grama Panchayat / Municipality/ Corporation in 1 : 10,000 scale. Details should be marked to scale
 - ✍ Water bodies (Pond, Lake, River, Thodu, Reservoir, Brackish water) in blue colour. Mention the local name of the water bodies in the map.
 - ✍ Forest - Green colour
 - ✍ Kavu (Sacred grooves) - Green Colour with symbol (K). Mention name of the Kavu also
 - ✍ Mangroove Forest - Green Hatch
 - ✍ Other environmentally sensitive areas. (Give a colour and mark it in the legend)

2. Regarding water bodies the following details are also to be noted and submitted along with the map.

Name of the water body	Availability of water (Perennial/Seasonal)	Present use of water (Drinking, Irrigation, etc./ Not used)	Quality of water (Polluted / Not Polluted)	Remarks Area (Width) has shrunk/Not shrunk from the past

3. Submit the map showing the above details to the District Town Planner after verification and approval by SIC and Grama Panchayat / Municipality / Corporation Secretary

ANNEXURE IV B

HERITAGE SURVEY

(See Article 4.4.1; Assignment 4)

DEFINITIONS

Heritage Buildings mean buildings, artefacts, sacred tanks, traditional bathing ponds, and other structures or their remains of historic and/or aesthetic and/or architectural and/or cultural significance including, but not limited to, historic flag poles, historic walls, historic memorials, graveyards, street furniture, cemetery, plaques, light houses etc.

Heritage Precinct means precinct of historic and/or aesthetic and/or architectural and/or cultural significance.

Listed building means a heritage building listed for preservation and/or restoration and/or conservation

Listed precinct means a heritage precinct listed and notified by for preservation and/or restoration and/or conservation.

Conservation means all processes of looking after heritage building and/or heritage precinct and/or natural heritage, so as to retain its historic and/or aesthetic and/or architectural and/or cultural significance and includes preservation and restoration according to circumstances.

Preservation means all processes of maintaining the fabric of heritage building and/or heritage precinct and/or natural heritage in its existing state and retarding deterioration.

Restoration means all processes involving rebuilding the existing fabric of heritage building and/or heritage precinct and/or natural heritage, to known earlier state by removing accretions or by reassessing existing components without the introduction of new materials as nearly as possible to a known earlier state and is distinguished by the introduction of new or old materials into the fabric.

Name of Building/Precinct:		Category: (#)	Survey Numbers & Village:			
(Insert Picture)		Reference Number:(*) - - -				
		Location Description:				
		PIN code :	Local Body:	Taluk:	District:	
HERITAGE VALUE (See the table appended)		BRIEF DESCRIPTION:			ADDITIONAL INFORMATION:	
Age		Historic Association:			Ownership:	
Architecture					Use :	
History		Social /Cultural Association:			Original [____ AD] : _____	
Social/Cultural					Present [____ AD] : _____	
Centrally Protected monument (ASI)		Architectural Details:			Additional Pictures to supplement the heritage values	
Whether State protected monument (Kerala Archaeology Department)						
Total Heritage Value						
HERITAGE GRADE					Additional Images to supplement the heritage values	
If a protected monument:						
Ist Notified on :						
Sanctioned on :						
Vide : GO						
Date of Collection of Data: _____			# Write whether 'listed building' or 'Listed Precinct'			

ANNEXURE V
PHASING OF THE WORKS AND MODE OF PAYMENT TO
ENGINEERING TRAINEE

(See Article 4.3.5)

I. Data collection and Compilation	Eligible payment at the successful completion of work (% to total)
1. Completion of Socio - Economic Survey, compilation up to CD submission (Assignment 1, 9 and 10)	- 9
2. Compilation of Secondary Data Collection in Form 8 and its submission to Town Planning Office (Assignment 5)	- 9
3. Completion of Secondary Data Collection and Compilation for local level analysis (Assignment 6, Assignment 11-15)	- 3
4. Completion of Land Use Survey, Traffic & Transportation Data Collection, Environment & Heritage Survey and submission to Town Planning Office (Assignments 2, 3, 4, 7 and 8)	- 25
II. Analysis	
1. Completion of Local Level Analysis up to draft report submission (Assignment 19-27)	- 16
2. Compilation of suggestions from Grama Ward Sabha discussion and discussion with stakeholders (Assignment 38, 39 and 40)	- 10
3. Submission of final local level analysis report (Assignment 41)	- 4
III. Plan Formulation	
1. Completion of Development Concept Formulation (including relevant data collection)	- 15
2. Completion of Final Report printing	- 9
Total	- 100

ANNEXURE VI
MODEL APPLICATION FORM FOR ENGINEERING TRAINEE
(See Article 4.3.5)

<u>Preparation of Integrated District Development Plan and Local Development Plans</u>	
Application for the post of Engineering Trainee	
1	Name of the Applicant
2	Address for Correspondence (with e-mail ID)
3	Age
4	Sex
5	Name of Father / Husband
6	Educational Qualifications (Attach copies of relevant documents)
7	Computer Proficiency (Attach copies of relevant documents)
8	Name of the Grama Panchayat/ Municipality/ Corporation and ward in which you belong
9	Have you got experience in the following ? (If yes, give details)
	a. Experience in Voluntary work
	b. Preparation of Land use maps / Socio - Economic Survey / Other Data Collection
	c. Working Experience in Watershed based Development Working Groups
	d. Working Experience in Decentralized Planning
	e. Any other
10	Any other Information

Declaration

I Son/ Daughter / Wife of hereby certify that the particulars given above are correct to the best of my knowledge and belief and I am willing to enter into an agreement with the Grama Panchayat / Municipality / Corporation and will abide by the conditions stipulated in it.

Place :

Date :

Name and Signature of the applicant

District Town Planner / Secretary

..... Grama Panchayat/ Municipality / Corporation

ANNEXURE VII
MODEL APPLICATION FORM FOR SURVEYOR TRAINEE
(See Article 4.3.6)

<u>Preparation of Integrated District Development Plan and Local Development Plans</u>	
Application for the post of Surveyor Trainee	
1	Name of the Applicant
2	Address for Correspondence
3	Age
4	Sex
5	Name of Father / Husband
6	Educational Qualifications (Attach copies of relevant documents)
7	Computer Proficiency (Attach copies of relevant documents)
8	Name of the Grama Panchayat/ Municipality / Corporation and ward in which you belong
9	Have you got experience in the following ? (If yes, give details)
	a. Experience in Voluntary work
	b. Preparation of Land use maps / Socio - Economic Survey / Other Data Collection
	c. Working Experience in Watershed based Development Working Groups
	d. Working Experience in Decentralized Planning
	e. Any other
10	Any other Information

Declaration

I Son/ Daughter / Wife of hereby certify that the particulars given above are correct to the best of my knowledge and belief and will abide by the conditions stipulated for conducting the survey works.

Place :

Date :

Name and Signature of the applicant

District Town Planner / Secretary

..... Grama Panchayat/ Municipality / Corporation

ANNEXURE VIII
CHECKLIST FOR LOCAL LEVEL SECONDARY DATA COLLECTION
(See Article 4.4.2; Assignment 5)

Name of the LSGI :

Name and signature of the Engineering Trainee :

I. AGRICULTURE

Table 1.1 Agriculture production - Ward wise

Ward No.	Name of Ward / Place	Type of agriculture Product	Quality Produced / Yr. (Specify unit)
Source : Year :			

Table 1.2 Agriculture Land use break up

Ward No.	Name of Ward / Place	Type of Agricultural Products	Area of land under cultivation (specity units)	% of total area of LSGI
Source : Year :				

II. ANIMAL HUSBANDRY AND DAIRY DEVELOPMENT

A. Meat production

Table 2.1 Details of meat production

Ward No.	Name of Ward / Place	Poultry Farm		Slaughter House	
		Farm with in the GP/ Mpty.	Quantity of production per month (specify unit)	No of Slaughter Houses	Quantity of production per month (specify unit)
Source : Year :					

B. Dairy**Table 2.2** Details of Dairy Farms

Ward No.	Name of Ward / Place	Name of Dairy Farm	No. of Cattle	Quantity of Milk produced per day (Specify unit)

Source :
Year :

Table 2.3 Details of Dairy outlets and collection centres (or milk co-operative societies)

Ward No.	Name of Ward / Place	Type of outlets and collection centres	No.	Average Qty Collected per Month (Ltrs)
		Milk Co-operative societies		
		Other Collection Centres		

Source :
Year :

C. Hatchery**Table 2.4** Details of hatchery

Ward No.	Name of Ward / Place	Name of hatchery	No. of hens	No. of ducks	No. of eggs produced per month	No of broiler chicken

Source :
Year :

III. INDUSTRIAL

A. Ward wise details of Industries other than traditional industries

Table 3.1 Ward wise details of Large / Medium / Small scale Industries

Ward No.	Name of Ward / Place	Name of Industry	Agro based	Rubber based	Cement based	Plastic based	Forest based	Animal Husbandry	Textiles	Chemical	Engineering	Electronics	Minerals	Building Materials	Others	Type of produce	Qty of produce (specity unit)	No. of produce

Source :
Year :

B. Ward wise details of Traditional Industries

Table 3.2 Details of Traditional Industries

Ward No.	Name of Ward / Place	Name of the Industry	Type of Traditional Industry	Qty of Produce / year (specify unit)	No. of workers

Source :
Year :

C. Construction industries

List the wards where significant construction activities are taking place.

Table 3.3 Details of Construction industries

Ward No.	Name of Ward / Place	No. of Construction workers	No. of On going construction sites

Source :
Year :

IV. FISHERIES**Table 4.1** Details of Workers in fishing sector

Ward No.	Name of Ward / Place	No. of labourers working in fishing sector	No. of families related to fishing sector
Source :			
Year :			

Table 4.2 Details of type of fish and quantity of fish catches

Ward No.	Name of Ward / Place	Major type of fish	Quantity of fish catch / month (specify unit)
Source :			
Year :			

Table 4.3 Details of Auxilliary activities

Ward No.	Name of Ward / Place	Auxiliary activities related to fishing sector				
		No. of ice plants	No. of Boat yards	No. of Boat repair units	No. of Fishing net making	No of persons Working in the Related activity
Source :						
Year :						

V. HERITAGE AND TOURISM**Table 5.1** Details of Tourist attractions / Tourism potential areas/ Heritage precincts

Ward No.	Name of Ward / Place	Type			No of tourists Visiting the area / year
		Tourist sites	Heritage Precincts	Other areas of natural beauty	
Source :					
Year :					

Note : Map of the local body showing location of tourism spots/ areas of natural beauty and location of heritage precincts and buildings shall be prepared.

B. Cultural and Recreational facilities

Table 5.2 Ward wise details of cultural and Recreational Facilities

Ward No.	Name of Ward / Place	Type					Location of the Facility	Catchment area *	Plot area or Area of structure (Specify unit)
		Park and Open space	Play grounds	Libraries	Community Halls	Other recreational facilities (Specify the name)			

Source :
Year :

* Ward level, LSGI level, Regional level

VI. POVERTY ALLEVIATION

Table 6.1 Ward wise details of BPL families

Ward No.	Name of Ward / Place	No. of BPL families	Major Employment	Average Family Income

Source :
Year :

VII. SOCIAL WELFARE

Table 7.1 Details of Crime

Ward No.	Name of Ward / Place	Crimes (Major ones) reported to the police station					No. of cases				
		2003	2004	2005	2006	2007	2003	2004	2005	2006	2007

Source :
Year :

Table 7.2 Ward wise details of suicide

Ward No.	Name of Ward / Place	No. of cases reported as per records at the police station				
		2002	2003	2004	2005	2006

Source :
Year :

VIII SCHEDULED CASTES AND SCHEDULED TRIBES**Table 8.1** Ward wise details of SC families

Ward No.	Name of Ward / Place	No. of SC families	Major employment	Average family income

Source :
Year :

Table 8.2 Ward wise details of ST families

Ward No.	Name of Ward / Place	No. of ST families	Major employment	Average family income

Source :
Year :

IX HEALTH**Table 9.1** Details of Health Institutions

Ward No.	Name of Ward / Place	Name of Hospitals	Ownership (Private/ Govt./Co-operative)	Facilities					
				IP Facility Yes/No	Operation theatre Yes/No	Advanced diagnostic facility EEG/CT Scan etc Yes/No	Casualty Yes/No	No. of doctors	No. of beds

Source :
Year :

X WATER SUPPLY / SANITATION**A Water Supply****Table 10.1** Ward wise details of Water supply schemes of KWA and community level water supply schemes (if any)

Ward No.	Name of Ward / Place	Source of water for drinking*	Location

Source :
Year :

* Pond, Lake, River, Tube well, Reservoir

B. Solid waste disposal

List the junctions/areas/zones where solid waste is a nuisance

No. of staff Employed for solid waste Collection and disposal :-

No. of vehicles for Collection :-

Table 10.2 Details of Solid waste collection system of the local body

Ward No.	Name of Ward / Place	Name of collection point	Frequency of collection	Location of waste disposal sites and mode of disposal

Source :
Year :

Note:-Map of the local body showing major solid waste generation points, collection and disposal sites shall be prepared

XI EDUCATION

Table 11.1 Details of Educational Institutions

Ward No.	Name of Ward / Place	Name of the Institution	Category*	Offered courses with student strength	Nature of ownership (Govt/Private/ Co-operative)

Source :
Year :

* Arts & Science College, Engg. College, Medical College, Nursing College, B Ed College, TTI, Dental College, ITI/ITC, Poly Technic, HS, HS, UPS, LPS, Kindergarten, Anganwadi, Junior Technical School, Vocational Higher Secondary School

XII. INFRASTRUCTURE

A. Housing

Table 12.1 Details of Residential buildings within the Local body

Ward No.	Name of Ward / Place	Material used for Roofing			Total No. Houses
		Concrete	Tiled/A.C Sheets	Thatched /Others	

Source :
Year :

Table 12.2 Details of Slums/Fishermen colony/SC/ST colony

Ward No.	Name of Ward / Place	Material used for Roofing			Total No. Slums	Population	Major occupation	Average income of a family
		Concrete	Tiled/A.C Sheets	Thatched / Others				

Source :
Year :

Note:-Slums should be identified based on the following indicators of backwardness and minimum standard of adequacy of amenities

<i>Indicators of Backwardness</i>	<i>Minimum standard of adequacy of amenities</i>
<i>A. Adequacy of amenities</i>	
<i>1. Inadequacy of latrine facilities</i>	<i>One seated latrine for Every 20 persons</i>
<i>2. Inadequacy of Drainage system</i>	
<i>3. Inadequacy of access road</i>	
<i>4. Inadequacy of water supply</i>	<i>One tap point for every 100 persons</i>
<i>5. Inadequacy of street lighting</i>	<i>One street light for every 30 M</i>
<i>B. Density of population</i>	<i>100 persons per acre</i>
<i>C. SC/ST population</i>	<i>30 % above</i>
<i>D. Structural conditions of dwelling units</i>	<i>50 % or more Kutcha</i>

XIII. FOREST AND ENVIRONMENT

A. Water bodies

1) Surface sources

Table 13.1 List of water bodies, their present use, and people involved

Ward No.	Name of Ward / Place	Name of water body			Present use & Status	
		Community level Tanks	Community level Ponds	Lakes		

Source :
Year :

2) Sub Surface sources

Table 13.2 Ward wise details of under ground water sources

Ward No.	Name of Ward / Place	Facilities for extraction of under ground water	Rate of extraction from the source(Specify unit)

Source :
Year :

B Organic resources

Table 13.3 Details of Organic resources

Ward No.	Name of Ward / Place	Location	Type						Area of coverage in acres	Remarks
			Forests	Marshy areas	Meadows	Sacred groves	Mangroves	Herbal plants		

Source :
Year :

Note:- Map of LSGI showing location of Forests, Marshy areas, Meadows, Mangroves, Sacred groves etc shall be prepared

Table 13.4 Details of Environmental degradation

Ward No.	Name of Ward / Place	Location	Nature of issue							Remarks
			Contamination of water sources	Reclamation of paddy fields	Water logging	Depletion/Disappearance of species	Conversion of natural water sources	Air pollution	Any other(Specify)	

Source :
Year :

XIV. FINANCIAL RESOURCES**A. Income and Expenditure Details of the local body for the last 5 years****Table 14.1** Summary of income and expenditure by the Panchayat local body

Year	Income		Expenditure (Rs in lakhs)			
	Source	Amount (Rs. In lakhs)	Production sector	Infrastructure sector	Service sector	Total
2002						
2003						
2004						
2005						
2006						
2007						
Source :						

ANNEXURE IX

(See Article 5.3.1)

Spatial Analysis by Department of Town and Country Planning

For the Spatial analysis, Spatial analysis manual prepared by the Town and Country Planning Department, Kerala can also be referred. The following books shall also be taken as guidelines(1) the *Urban Development Plans Formulation and Implementation (UDPFI) Guidelines*, Ministry of Urban Affairs and Employment, Government of India; August 1996 prepared by Centre for Research, Documentation and Training, Institute of Town Planners India, New Delhi and (2) *Manual on District Planning*, Research Sponsored by Department of Science and Technology prepared by Department of Regional Planning, School of Planning and Architecture, New Delhi; January, 1996. An abstract of the spatial analysis manual is attached in this Annexure. A general methodology is described below.

1. Selection of Aspects and Parameters for Spatial Analysis

Even though as per planning techniques, a number of aspects and parameters are there for analysis, it is important to select a few of them according to the requirements of the Local Self-Government Institution. Say, for a hilly area some of the aspects and parameters will be different compared to a coastal area. *Chart 1* gives a general list of selected aspects, their parameters and their respective findings for the preparation of a Local Development Plan. Each of these aspects is further discussed below.

(i) Regional Setting (Location, Site and Situation)

These are factors contributing in localizing growth in size and function of a local self-government. Location can be stated quite precisely in terms of latitude and longitude or distance and direction from other established points. This is only one of the aspects, which gives the total sphere of the local self-government institution. In order to know the milieu, other aspects of equal importance are site, the ground upon which a settlement stands, the area of earth it actually occupies and its situation in relation to the surroundings.

From these we can derive the general local scenario and the regional speciality of the area.

(ii) Demography

The parameters on this aspect shall be population density, decadal growth rate of population, % literacy, sex ratio, SC/ST population, dependency ratio etc. From the analysis of these aspects a number of inferences can be derived including population distribution and backwardness of the area compared to District/State averages. Another aspect, which planners are invariably most concerned with, is population projection. This forms the basic framework for setting targets expected to be achieved within a specific timeframe, be it for land use, services or facilities. Few of the methods for population projection are given below.

- a. *Mathematical and Direct Methods*
 - *Linear Function*
 - *Geometric Growth Function*
 - *Exponential Growth Function*
 - *Logistic Curve etc.*
- b. *Employment Method*
- c. *Ratio Method*

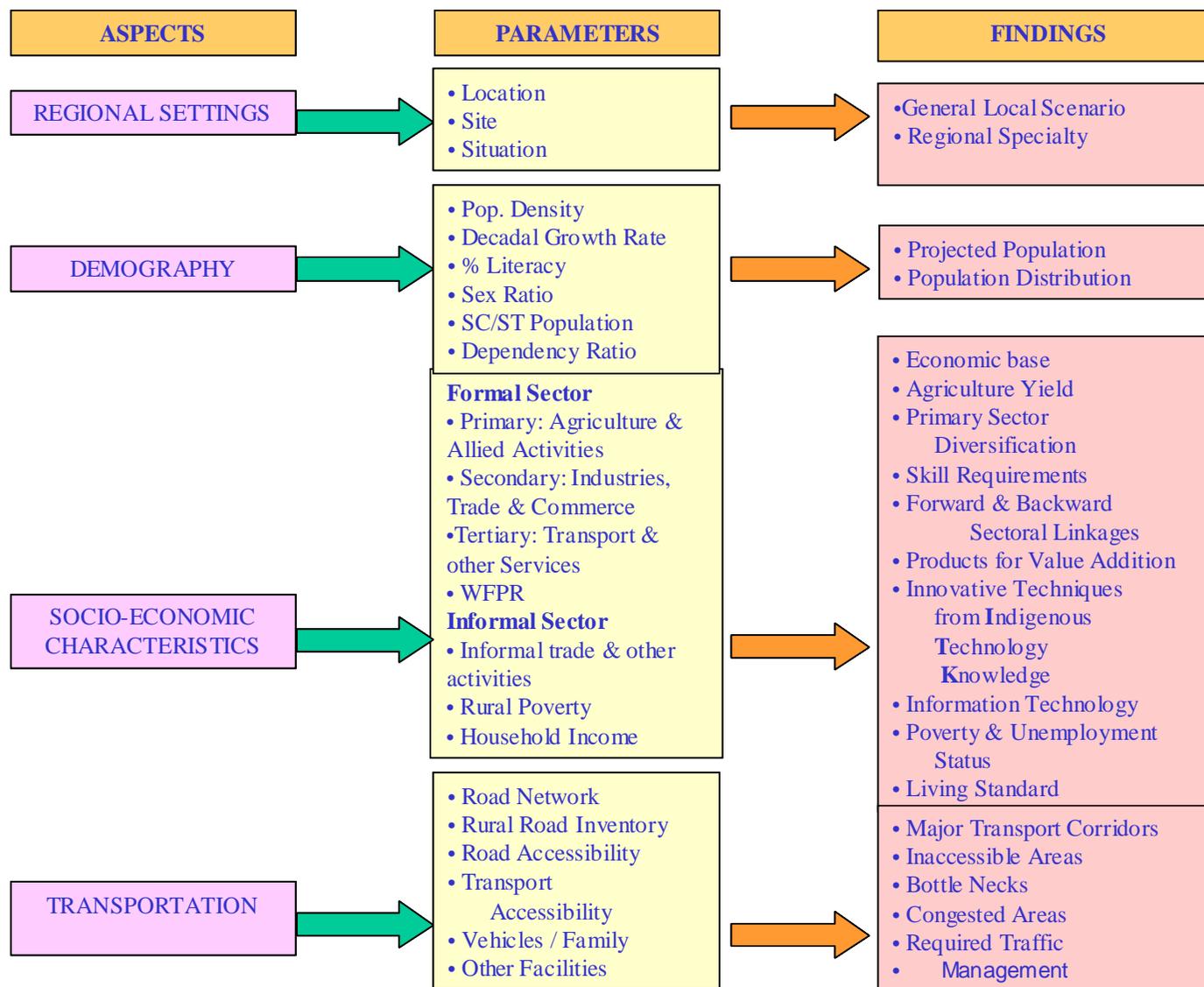


Chart 1 General Analytical Aspects and Parameters (LDP) -1

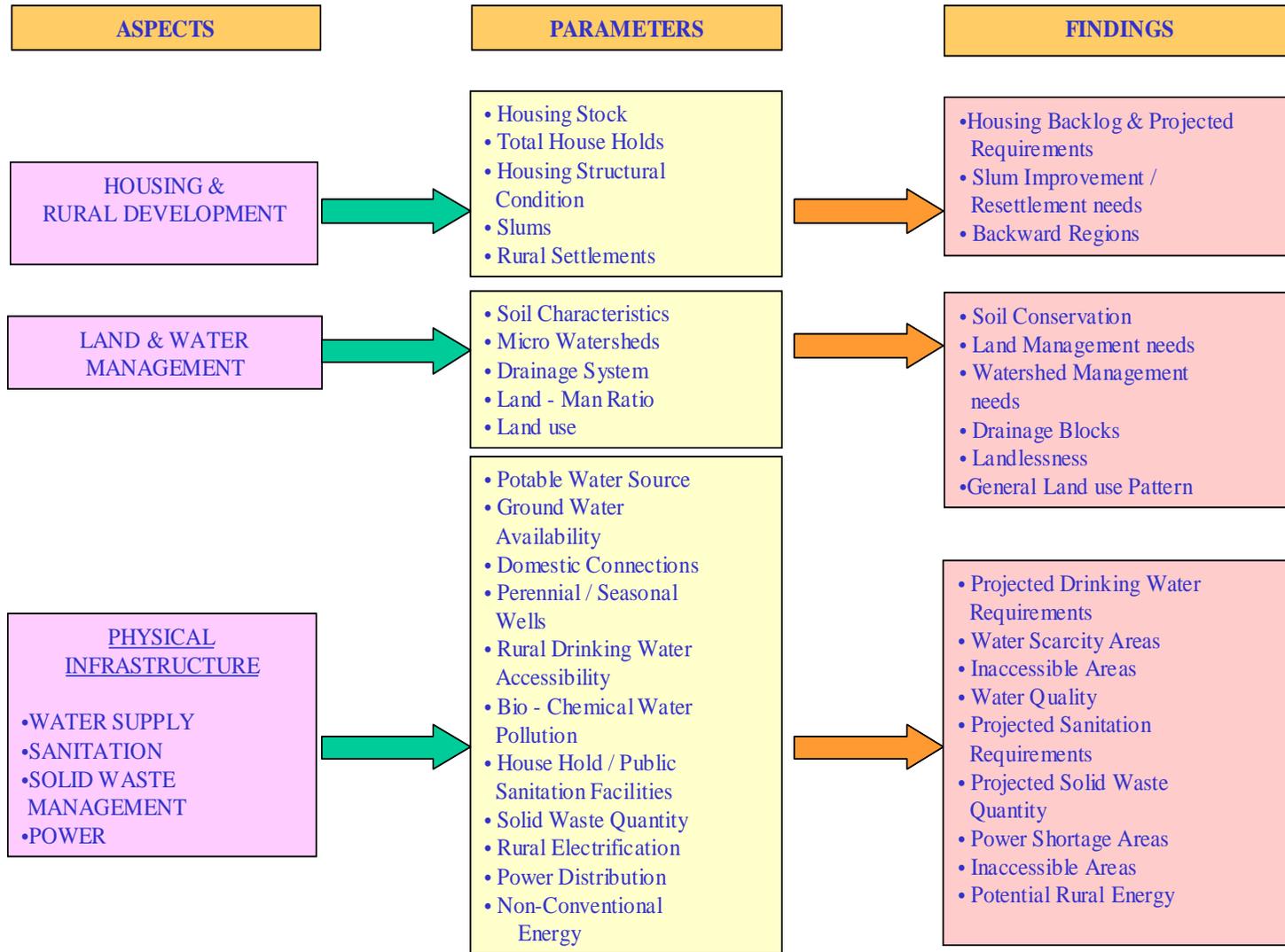


Chart 1 General Analytical Aspects and Parameters (LDP) -2

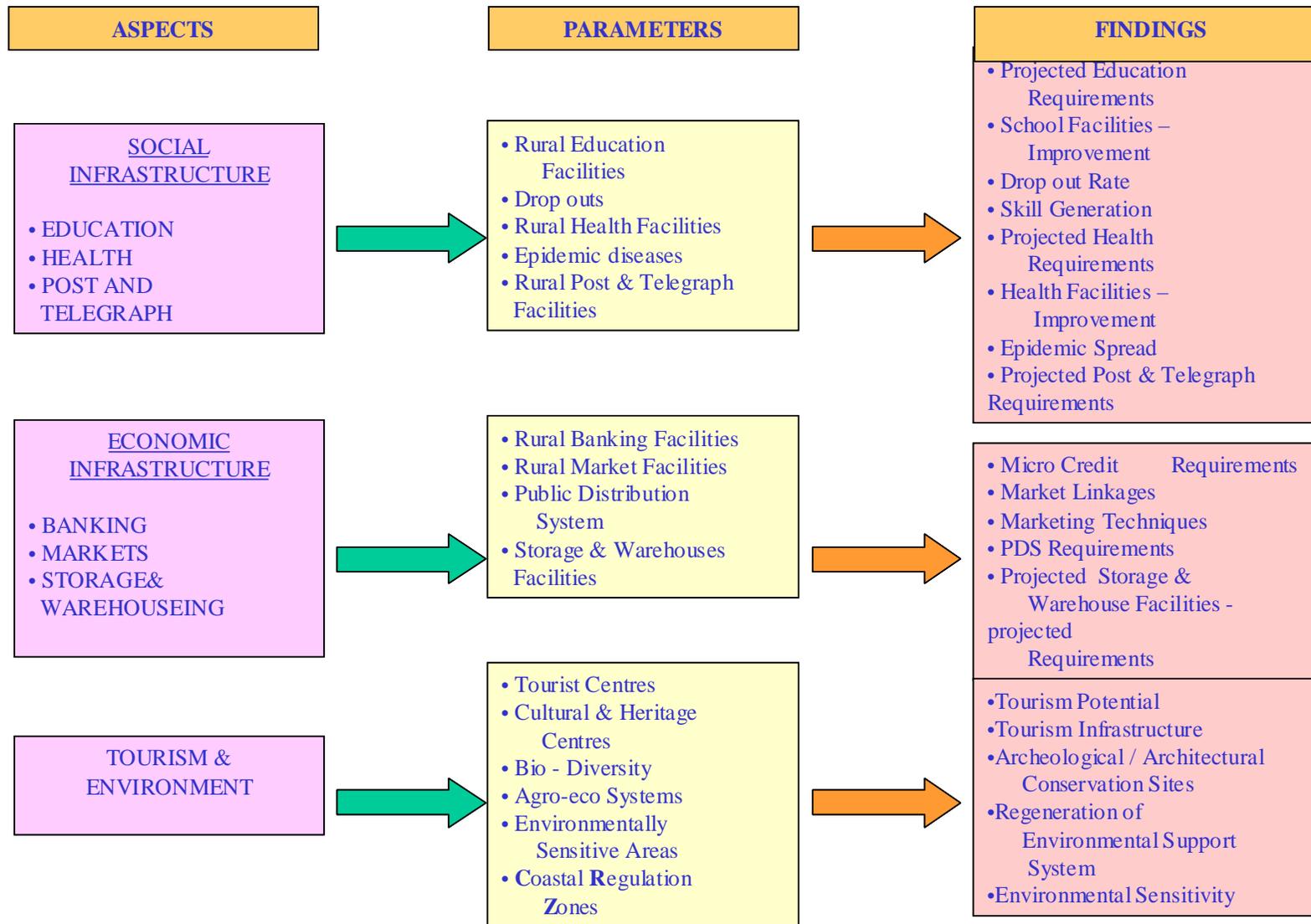


Chart 1 General Analytical Aspects and Parameters (LDP) -3

(iii) Socio-Economic Characteristics

This is perhaps the most important aspect to be analysed since one of the major objectives of the Local Development Plan is economic upbringing of the local self-government institution. Related to this aspect various sectoral analyses are carried out under formal and informal sectors. A number of findings can be derived out of these analyses including economic base, agricultural yield, primary sector diversification, skill requirements, forward & backward linkages, products for value addition, innovative techniques from knowledge of indigenous technology, information technology, poverty and unemployment status, living standard of people etc.

(iv) Transportation

The major analyses carried out related to this aspect are:

- *Road / rail network*: Road types, missing links and major transport corridors can be identified
- *Rural road inventory*: Physical characteristics of the identified road network viz. right of way, carriage way, number of access points, surface type etc. and identification of the physical constraints enroute, congested areas and bottle necks and required traffic management measures.
- *Road accessibility / Transport accessibility*: Settlements not connected by road and/or public transport system are identified and inaccessible areas can be found
- *Details like Vehicles / family etc.* which can give an idea of living standard of people and approximate number of private vehicles on road.
- Other facilities including *railways and inland waterways* shall also be analysed.

(v) Housing and Rural Development

The characteristics of housing stock including structural conditions, slums, rural settlements etc. are studied so as to determine housing backlog & projected requirements. Requirements of slum improvement schemes and resettlement needs, backward regions etc can be identified based on such analysis.

(vi) Land and Water Management

With respect to these aspects the soil characteristics, micro watersheds, drainage system, land - man ratio etc. are analysed. The major findings would be soil conservation / land management needs, watershed management needs, drainage blocks, landlessness etc. in the area.

(vii) Infrastructure

Infrastructure is the basic requirement of both urban and rural life and its adequacy and accessibility are the two important ingredients and key contributors in the up gradation and enrichment of quality of life which is the primary objective of any effort for planned development. Social amenities and infrastructure fall under the social welfare objectives of any development programmes, as distinct from the economic development objectives and especially in the context of changing economic scenario.

So, in order to assess the availability of services and facilities rendered to a particular location, it is of utmost importance to analyse the existing infrastructure facilities in the area with special reference to projected future requirements of the facilities. The aspects analysed under physical infrastructure are,

- Water Supply
- Sanitation
- Solid Waste Management
- Power

From the analysis of the selected parameters of physical infrastructure various findings such as projected drinking water requirements, water scarcity areas, water quality, projected sanitation requirements, projected solid waste quantity, power shortage areas, potential rural energy etc can be derived. The aspects analysed under social infrastructure are,

- Education
- Health
- Post and Telegraph

From the analysis of the selected parameters of social infrastructure, again a number of findings such as projected education requirements, required improvements in school facilities, drop out rate, skill generation, projected health requirements, required improvements in health facilities, epidemic spread, projected post & telegraph requirements etc. can be derived. The aspects analysed under economic infrastructure are,

- Banking
- Markets
- Storage & warehouse

On analysing the selected parameters of economic infrastructure, a number of findings such as micro credit requirements, market linkages, marketing techniques, public distribution system requirements, projected requirements storage & warehouse facilities etc. can be derived.

The backlogs on each facility can be derived based on planning norms and standards which when combined with projected requirements will give the approximate future requirements. Similarly, over lays of findings on existing facilities can endow with many outputs regarding the disparities in spatial distribution of infrastructure facilities within in the local self-government institution.

(viii) Tourism and Environment

The parameters for these aspects may be very much area specific. The analysis of the selected parameters shall lead to the following findings.

- Tourism potentials of the area
- Existing and projected tourism infrastructure requirements
- Location of archeological / architectural conservation sites
- Regeneration requirements of environmental support system
- Environmental sensitivity aspects of the area

All these analyses have to be supported with sufficient maps, charts and tables

ANNEXURE X
CHECK LIST FOR SECTORAL DATA COLLECTION FOR INTEGRATED DISTRICT DEVELOPMENT PLAN

(The List is only illustrative, not exhaustive)

(See Article 7.2; Assignment 16)

Sl.No	Type of Data	Levels	Source	Period
1	Agriculture			
1	Area, Production, Productivity of different crops	Grama Panchayat/Municipality	Department of Agriculture (Krishi Bhavan)	Last 4 years
2	Net area sown.			
3	Area sown more than once- winter, summer, autumn (Virippu, Mundakan, Pancha)			
4	Wage rate	Grama Panchayat/Municipality	Department of Agriculture	Last 4 years
5	Size of land holdings	Grama Panchayat/Municipality	Department of Agriculture	Last 4 years
6	Fertilizer consumption per hectare- chemical fertilizer / Bio-fertilizer Pesticide utilization - disease/season /crop			
7	Agriculture infrastructure (Mechanisation details, Farm Machinery Details etc.)	Location Specific	Department of Agriculture	Latest
8	Agricultural Institutions- Krishi Bhavan, seed farms, Sales depots, Research Station Nursery(Government/Private), Extension offices, Information Centres			
9	Sericulture Details	Grama Panchayat/Municipality	Serifed	Last 4 years
10	Floriculture details	Grama Panchayat/Municipality	Department of Agriculture	Last 4 years
11	Details of import & Export of products	Grama Panchayat/Municipality	Department of Agriculture	Last 4 years
12	Details of group farming / padesekhara samithies including area, production, details, mechanisation details if any etc.	Location Specific	Department of Agriculture	Latest
13	Share of the District compared to other Districts in Production of different crops	District	Department of Agriculture (Farm Guide)	Latest
14	Primary Sector Net State Domestic Product	State/District	Economic Review	Last 4 years
15	Agriculture Sector Net State Domestic Product	State/District	Economic Review	Latest
16	Crop wise Revenue Generated	District	Department of Agriculture	Latest
17	% Variation of Average Farm price	State	Economic Review	Latest
18	Workers classification (Cultivators, Agri. Labourers etc.)	District	Census	Latest
19	Workers Trend (Cultivators+Agri. Labourers)	District	Census	Last 4 Decades
20	Marketing status	District	Department of Agriculture	Latest
21	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	District	Department of Agriculture	Latest
22	List of Ongoing and committed Projects and programmes including Coverage -	District	Department of Agriculture	Latest

2	Irrigation			
1	Crop wise Irrigation utilising different means of irrigation like canals, left well, ponds etc.	Grama Panchayat/Municipality	Irrigation Department/ Department of Agriculture	Latest
2	Source of Irrigation including number of each type of sources, yield etc.	Grama Panchayat/Municipality	Irrigation Department/ Department of Agriculture	Latest
3	% of Area irrigated under major irrigation schemes and minor irrigation schemes	Grama Panchayat/Municipality	Irrigation Department	Latest
4	Details of other sources having irrigation potentials	Grama Panchayat/Municipality	Irrigation Department	Latest
5	Irrigation potential created in each LSGI	Grama Panchayat/Municipality	Irrigation Department	Latest
6	Area sown and Net area irrigated	State	Irrigation Department	Latest
7	Ultimate irrigation and irrigation potential achieved	State	Irrigation Department	Latest
8	Irrigation Status of Minor Irrigation	District	Irrigation Department	Latest
9	List of Ongoing and committed Projects and programmes including Coverage -	District	Irrigation Department	Latest

3	Watershed Development and Soil conservation			
1	Details of Watershed (Location and Extent, Physiography and Slope, Shape, Geology, Drainage, Water resources, Soil Characteristics-Texture, Depth, Drainage, Erosion)	Watershed wise	Soil Conservation Department	Latest
2	Soil Characteristics (a) Physiography- Lowland, Midland, Midup land, Up land, High land (b) Soil series (c) Type of Soil - Costal Alluvium, Foot Hill Soil, Gneissic Soil, Laterite Soil, Alluvio - Colluviam, Forest Soil (d) Depth of soil (e) Slope (f) Drainage (g) Erosion (h) Land irrigability (i) Soil Fertility Status (j) Land capability (k) Soil water availability (l) Crop suitability (m) Soil Conservation Priority maps	Soil series wise	Soil Survey Department	Latest
3	List of Ongoing and committed Projects and programmes including Coverage -	District	Soil Survey Department	Latest

4	Animal Husbandry and Dairy development			
1	Population distribution - Live stock	State/District	Department of Animal Husbandry (Quinquennial Census data)	Last 4 Decades & years
2	Population distribution - Poultry	State/District	Department of Animal Husbandry	Last 4 Decades & years
3	Population distribution - Live stock Cross breed/Indigenous	Grama Panchayat/Municipality	Department of Animal Husbandry	Last 4 years
4	Population distribution - Live stock & Poultry	Grama Panchayat/Municipality	Department of Animal Husbandry	Last 4 years
5	Production of Meat, Hide, Egg, Dairy etc.	State/District	Department of Animal Husbandry / Dairy Development Department	Last 4 Decades & years
6	Production of Meat, Hide, Egg, Dairy etc.	Grama Panchayat/Municipality	Department of Animal Husbandry / Dairy Development Department	Last 4 years
7	Infrastructure and facilities	Location specific	Department of Animal Husbandry	Last 4 years
8	Details of fodder cultivation	Grama Panchayat/Municipality	Department of Animal Husbandry / Dairy Development Department	Latest
9	Details of feed manufacturing & distribution	Grama Panchayat/Municipality	Department of Animal Husbandry / Dairy Development Department	Latest
10	Distribution of markets	Grama Panchayat/Municipality	Department of Animal Husbandry	Latest
11	Marketing facilities for major produce like milk, meat, egg etc.	Grama Panchayat/Municipality	Department of Animal Husbandry / Dairy Development Department	Latest
12	Distribution of Dairy Plants, Chilling Plants, Milk Societies	Grama Panchayat/Municipality	Department of Animal Husbandry / Dairy Development Department	Latest
13	Breeding Centres	Grama Panchayat/Municipality	Department of Animal Husbandry	Latest
14	Veterinary Hospitals	Grama Panchayat/Municipality	Department of Animal Husbandry	Latest
15	Veterinary Dispensaries	Grama Panchayat/Municipality	Department of Animal Husbandry	Latest
16	Distribution of Other input centres - Training Institutes, Dairy farms, Bio-gas plants etc.	Grama Panchayat/Municipality	Department of Animal Husbandry	Latest
17	Details of value addition facilities industries with Animal produce as raw materials	Grama Panchayat/Municipality	Department of Animal Husbandry	Latest
18	Out break of disease	Grama Panchayat/Municipality	Department of Animal Husbandry	Last 4 years
19	Vaccination details	Grama Panchayat/Municipality	Department of Animal Husbandry	Last 4 years
20	Consumption details - Milk, Meat, Egg etc.	Grama Panchayat/Municipality	Department of Animal Husbandry	Last 4 years
21	Ground level credit flow details (Year wise allocation of Bank loans)	Grama Panchayat/Municipality	Department of Animal Husbandry	Last 4 years
22	Details of Export /import of live stocks / major produce	State/District	Department of Animal Husbandry / Dairy Development Department	Last 4 Decades & years
23	Details of Export /import of live stocks / major produce	Grama Panchayat/Municipality	Department of Animal Husbandry	Last 4 years
24	Data on authorized / unauthorized slaughter houses	Grama Panchayat/Municipality	Department of Animal Husbandry	Latest
25	List of Agencies Involved - State/National/International, NGOs,	District	Department of Animal Husbandry	Latest
26	List of Ongoing and committed Projects and programmes including Coverage -	District	Department of Animal Husbandry	Latest

5	Fisheries			
1	Water Resources			
a	Area of Continental Shelf (Marine)	State/District	Fisheries Department (Pan fish data)	Latest
b	Width, Length and Depth of Continental Shelf (Marine)	District	Fisheries Department	Latest
c	Inland Water Resources (No. & area)- Panchayat ponds, Holy ponds, Private ponds, Public water bodies, Quarry ponds/Water holds, Fish Culture paddy etc.	District	Fisheries Department	Latest
d	Water Resources presently used for Fish/Shrimp Culture (No. & area)- Panchayat ponds, Private ponds, Public water bodies, Quarry ponds, Other Water holds, Fish Culture paddy etc.	District/Grama Panchayat/Municipality	Fisheries Department	Latest
2	Fishes			
a	Marine Fish landings(Catches)	State/District	Fisheries Department	Last 4 years
b	Marine Fish landings(Catches)	Grama Panchayat/Municipality	Fisheries Department	Last 4 years
c	Marine Fish landings by Species	State/District	Fisheries Department	Last 4 years
3	Fisher Folks			
a	Fishermen population (Marine)	State/District/ Grama Panchayat/Municipality	Fisheries Department	Last 4 years
b	No. of Fishermen Colonies	Grama Panchayat/Municipality	Fisheries Department	Latest
c	No. of Allied Workers engaged in landing centres	Grama Panchayat/Municipality	Fisheries Department	Latest
d	No. of Merchants	Grama Panchayat/Municipality	Fisheries Department	Latest
e	No. of Vendors (Cycle & Head load)	Grama Panchayat/Municipality	Fisheries Department	Latest
f	Fishermen population (Inland)	Grama Panchayat/Municipality	Fisheries Department	Last 4 years
4	Fisheries Infrastructure			
a	Landing Centres (Traditional & Modified Traditional)	Grama Panchayat/Municipality	Fisheries Department	Latest
b	Harbors	Grama Panchayat/Municipality	Fisheries Department	Latest
c	Ports	Grama Panchayat/Municipality	Fisheries Department	Latest
d	Boat Building yards (No. & Workers)	Grama Panchayat/Municipality	Fisheries Department	Latest
e	Boat Repair Yards	Grama Panchayat/Municipality	Fisheries Department	Latest
f	Curing yards (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
g	Drying yards (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
h	Craft Gear Stores (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
i	Motorised Fishing crafts (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
j	Machanised Fishing crafts (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
k	Non Machanised Fishing crafts (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest

	l Fixed Fishing crafts (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
	m Kerosene, Petrol, Diesel Bunks	Grama Panchayat/Municipality	Fisheries Department	Latest
	n Markets (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
	o Ice Plants (No. & Workers)	Grama Panchayat/Municipality	Fisheries Department	Latest
	p Peeling Sheds (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
	q Freezing Units (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
	r IQF Plants (No. & Workers)	Grama Panchayat/Municipality	Fisheries Department	Latest
	s Auction halls (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
	t Coastal roads (Length in Kms)	Grama Panchayat/Municipality	Fisheries Department	Latest
5	Farms			
	a Private Fresh water fish farms (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
	b Private Brackish water shrimp farms (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
	c Oyster farms (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
	d Clam farms (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
	e Crab farms (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
	f Govt. and Public Sector farms (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
	g Society farms (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
	h Integrated farms (No. & Area)	Grama Panchayat/Municipality	Fisheries Department	Latest
6	Hatcheries			
	a Seed production Centres (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
7	Export			
	a Export Quantity in Tonnes	State/District	Fisheries Department	Last 4 years
	b Export value in Crores	State/District	Fisheries Department	Last 4 years
	c Export Units (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
8	Specialties			
	a Aquaculture/Ornamental fish culture units, Chitosan factory etc. (No.)	Grama Panchayat/Municipality	Fisheries Department	Latest
9	Pollution			
	a No. of Threatening units (Water pollution)	Grama Panchayat/Municipality	Fisheries Department	Latest
	b Existing Waste disposal in harbours etc.	District	Fisheries Department	Latest
	c Accident prone areas	Grama Panchayat/Municipality	Fisheries Department	Latest
	d Fish harmful pesticides and other factors if any	District	Fisheries Department	Latest
	e Quality control aspects	District	Fisheries Department	Latest
10	Carrying Capacity			
	a Depth wise estimate of marine fisheries resources	Grama Panchayat/Municipality	Fisheries Department(Facts and Figures)	Latest
	b Potential inland water resources for Fish shrimp culture (Presently Kept idle)-Panchayat ponds, Private ponds, Public water bodies, Quarry ponds, Other Water holds, Fish Culture paddy etc.	Grama Panchayat/Municipality	Fisheries Department	Latest
	List of Agencies Involved -			
11	State/National/International, NGOs, SHGs, Autonomous bodies etc.	District	Fisheries Department	Latest
12	List of Ongoing and committed Projects and programmes including Coverage -	District	Fisheries Department	Latest

6	Industries, Co-operation, Trade & Commerce			
	Total No. of Industries	State/District	District Industries Centre	Last 4 years
1	Small Scale Units			
a	Distribution (According to types-Agri, Food, Rubber, Cement, Plastic, Forest, Animal Hus,Textile,Chemical,Engineering, Electronics,Minerals,Building materials,Bricks and Tiles ,Fishing ,IT Others)	Grama Panchayat/Municipality	District Industries Centre	Last 4 years
b	Employment (According to types)	Grama Panchayat/Municipality	District Industries Centre	Latest
c	Investment (According to types)	Grama Panchayat/Municipality	District Industries Centre	Latest
2	Large & Medium			
a	Location	Location specific	District Industries Centre	Latest
b	No of Units (According to types)	Location specific	District Industries Centre	Latest
c	No of Workers (According to types)	Location specific	District Industries Centre	Latest
d	Investment	Location specific	District Industries Centre	Latest
3	Khadi &Village Industries			
f	Distribution No.	Grama Panchayat/Municipality	District Industries Centre	Latest
g	Employment	Grama Panchayat/Municipality	District Industries Centre	Latest
4	Details of Handloom industries (Private & Cooperatives)	Grama Panchayat/Municipality	District Industries Centre	Latest
a	Value of Handloom Cloths	Grama Panchayat/Municipality	District Industries Centre	Latest
5	Details of Coir industries Private & Cooperatives)	Grama Panchayat/Municipality	District Industries Centre	Latest
6	Details of Cashew industries	Grama Panchayat/Municipality	District Industries Centre	Latest
7	Other Traditional Industries	Grama Panchayat/Municipality	District Industries Centre	Latest
8	Details of Industrial Cooperative Societies	Grama Panchayat/Municipality	District Industries Centre	Latest
9	Production Details of all units	Grama Panchayat/Municipality	District Industries Centre	Latest
10	Details of sick units	Grama Panchayat/Municipality	District Industries Centre	Latest
	List of Agencies involved -			
11	State/National/International, NGOs, SUCs, Autonomous bodies etc.	District	District Industries Centre	Latest
12	List of Ongoing and committed Projects and programmes including Coverage -	District	District Industries Centre	Latest
7	Forest, Environment, Mining and Geology			
1	Forest			
a	Area of Forests	National/State/District	Forest Department	Last 4 years
b	Area of Forest - Effective forest area,Non Forest area, Leased area	District	Forest Department	Last 4 years
c	Area of Forest -Forest Division wise	Division wise	Forest Department	Last 4 years
d	Forest Ranges	Division wise	Forest Department	Last 4 years
e	Area of Forest - Type of Forest available wise (Natural/Vested/Plantation)	Division wise	Forest Department	Last 4 years

f	Area of Natural Forest - Type of Forest available wise (Evergreen/Semi Evergreen/Moist deciduous)	Division wise	Forest Department	Last 4 years
g	Tribal Settlements - Division wise	Location specific (Ward level)	Forest Department	Latest
h	Tribal Settlements - Male/Female Population	Division wise	Forest Department	Last 4 years
i	Species Wise Flora	Division wise	Forest Department	Latest
j	Medicinal Plants	Division wise	Forest Department	Latest
k	Species Wise Fauna	Division wise	Forest Department	Latest
l	List of Mammals/Fishes	Division wise	Forest Department	Latest
m	Forest Resources for Commercial Production-Timber, Fire wood, Poles etc.	Division wise	Forest Department	Last 4 years
n	Forest Resources for Industrial Production-Eucalyptus, Acacia, Bamboo, Reeds etc.	Division wise	Forest Department	Last 4 years
o	Revenue and Expenditure	Division wise	Forest Department	Last 4 years
p	Encroachments		Forest Department	Last 4 years
q	Incidents of Forest Fires		Forest Department	Last 4 years
r	Forest offences (Wild life offences, Illicit felling etc.)		Forest Department	Last 4 years
s	Details of land slides	Grama Panchayat/Municipality	Forest Department	Last 4 years
t	Flood details	Grama Panchayat/Municipality	Forest Department	Last 4 years
u	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	District	Forest Department	Latest
v	List of Ongoing and committed Projects and programmes including Coverage -	District	Forest Department	Latest
2	Environment			
a	Environment Degradation	National/State/District	Pollution Control Board	
b	Pollution Potential Industries	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
c	Pollution Potential Industries - Category wise (Red, Orange, Green)	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
d	Industries without Effluent Treatment Plants	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
e	Industries causing Air pollution (Particular matters, Oxides of Nitrogen, Sulphur Dioxide, Carbon Monoxide, Chlorine Compounds)	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
f	Industries causing Land/Water pollution	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years

g	Hospitals with high and Low Pollution Potential (With Inpatient/Without Inpatient facilities)	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
h	Hospitals causing Air pollution	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
i	Hospitals causing Land/Water pollution	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
j	Hospitals having high pollution potential functioning without Effluent Treatment Plants	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
k	Hospitals having no Bio Medical Treatment facilities	Grama Panchayat/Municipality	Pollution Control Board	Last 4 years
l	Solid waste Generation (Kg) and density (Kg/Sq.Km)	Grama Panchayat/Municipality	Pollution Control Board	Latest
m	LSGIs initiated Solid waste collection centres	Grama Panchayat/Municipality	Pollution Control Board	Latest
n	LSGIs maintaining slaughter houses	Grama Panchayat/Municipality	Pollution Control Board	Latest
o	LSGIs maintaining Open burning method for Solid waste disposal	Grama Panchayat/Municipality	Pollution Control Board	Latest
p	LSGIs maintaining land fill method for Solid waste disposal	Grama Panchayat/Municipality	Pollution Control Board	Latest
q	LSGIs maintaining incinerators for Solid waste disposal	Grama Panchayat/Municipality	Pollution Control Board	Latest
r	LSGIs maintaining Dumping yard for Solid waste disposal	Grama Panchayat/Municipality	Pollution Control Board	Latest
s	Noise Pollution in Major Residential Area - Week days and Sundays (Day and Night)	Selected locations in all Urban areas	Pollution Control Board	Latest
t	Noise Pollution in Major Commercial Area - Week days and Sundays (Day and Night)	Selected locations in all Urban areas	Pollution Control Board	Latest
u	Noise Pollution in Major Industrial Area - Week days and Sundays (Day and Night)	Selected locations in all Urban areas	Pollution Control Board	Latest
v	Noise Pollution in Sensitive Area (Educational & Health Institutions) - Week days and Sundays (Day and Night)	Selected locations in all Urban areas	Pollution Control Board	Latest
w	Water Quality aspects (Parameters - Total Coli form, BOD, DO, pH, Chloride etc.)	All Rivers and other major water bodies	Pollution Control Board	Latest
x	other Environmental sensitive areas	Grama Panchayat/Municipality	Pollution Control Board	Latest
y	Data on wet land conversion and paddy conversion	Location specific	Pollution Control Board	Last 4 years
z	Details of protection measures in Kandal area, sacred grooves etc.	Location specific	Pollution Control Board	Latest
aa	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	District	Pollution Control Board	Latest
ab	List of Ongoing and committed Projects and programmes including Coverage -	District	Pollution Control Board	Latest

3	Mining and Geology			
a	Major Minerals Usage and Availability – Used for Industrial purpose (Bauxite, Chrysoberyl, Graphite, Mineral Sand, Lime Shell, Lime Stone, Mica, China Clay etc.)	Location specific	Department of Mining and Geology	Latest
b	Minor Minerals Usage and Availability– Used as building materials (Granite Building Stone, Brick Clay, Ordinary Sand, Laterite etc.)	Location specific	Department of Mining and Geology	Latest
c	Primary Sector Net State Domestic Product	State/District	Economic Review	Latest
d	Mining Sector Net State Domestic Product	State/District	Economic Review	Latest
e	Mineral wise (Granite, Bauxite, Brick clay, Heavy minerals, China clay, Laterite, Ordinary sand etc.) No. of Quarrying Permit granted - By Mining & Geology dept., Revenue Dept. and Total	Grama Panchayat/Municipality	Department of Mining and Geology	Last 4 years
f	Mineral wise (Granite, Bauxite, Brick clay, Heavy minerals, China clay, Laterite, Ordinary sand etc.) Quantity Sanctioned (Cubic meters) - By Mining & Geology dept., Revenue Dept. and Total	Grama Panchayat/Municipality	Department of Mining and Geology	Last 4 years
g	Mineral wise Revenue Generated (Actual revenue, Revenue from Compounding and Total)	District	Department of Mining and Geology	Last 4 years
h	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	District	Department of Mining and Geology	Latest
i	List of Ongoing and committed Projects and programmes including Coverage -	District	Department of Mining and Geology	Latest

8	Infrastructure (Roads, Bridges, Buildings including Houses)			
1	Length of roads (type wise)	State/District/ Grama Panchayat/Municipality	PWD, NH, LSGIs including Jilla Panchayat, Harbour, Fisheries, Forest etc.	Latest
2	Length of Railways (type wise)	State/District/ Grama Panchayat/Municipality	Min. of Railways	Latest
3	Road Ownership Details	Grama Panchayat/Municipality	PWD, NH, LSGIs including Jilla Panchayat, Harbour, Fisheries, Forest etc.	Latest
4	Average width of roads (type wise)	Grama Panchayat/Municipality	PWD	Latest
5	Volume Count at major roads / junctions	Location Specific	PWD	Last 4 years
6	Missing links, junctions which needs improvement, traffic congestion areas (graded)	Location Specific	PWD	Latest
7	List of Bridges	Grama Panchayat/Municipality	PWD	Latest

8	Traffic Details, Year wise Vehicle Stock	Grama Panchayat/Municipality	Motor Vehicles Dept.	Last 4 years
9	Bus Terminals	Grama Panchayat/Municipality	PWD	Latest
10	Accident prone areas	Grama Panchayat/Municipality	PWD	Last 4 years
11	Infrastructure of harbours	Grama Panchayat/Municipality	Harbour Engineering Division	Latest
12	Details of buildings under PWD	Grama Panchayat/Municipality	PWD	Latest
13	Details of Round about, Islands etc	Grama Panchayat/Municipality	PWD	Latest
14	Details of water transport	Grama Panchayat/Municipality	Kerala State Water Transport Department	Latest
15	Details of infrastructure related to Airport	Grama Panchayat/Municipality	Airport Authority	Latest
16	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	District	PWD, NH, LSGIs including Jilla Panchayat, Harbour, Fisheries, Forest etc.	Latest
17	List of Ongoing and committed Projects and programmes including Coverage -	District	PWD, NH, LSGIs including Jilla Panchayat, Harbour, Railways, Inland water ways, Fisheries, Forest etc.	Latest
9	Health			
1	LSGI wise total no of Health institutions under the three systems of medicines – allopathy, ayurveda, and homeo and its strength - No of beds and doctors hospital wise.	Grama Panchayat/Municipality	Health Department	Last 4 years
2	Details of facilities available in each hospital. Number of Operation theatre, Advanced scanning facility, Clinical lab, medical stores, Number of beds, hospital waste disposal facility etc.	Grama Panchayat/Municipality	Health Department	Last 4 years
3	Classification of Allopathic Hospitals	Grama Panchayat/Municipality	Health Department	Latest
a	Category-1 - Super specialty hospitals	Grama Panchayat/Municipality	Health Department	Latest
b	Category-2 - Hospitals with advanced diagnostic facilities like CT scan, EEG	Grama Panchayat/Municipality	Health Department	Latest
c	Category-3 - Hospitals with Operation theatre	Grama Panchayat/Municipality	Health Department	Latest
d	Category-4 - Hospitals with 24 hrs service	Grama Panchayat/Municipality	Health Department	Latest
e	Category-5 - Clinics only OP	Grama Panchayat/Municipality	Health Department	Latest
3	Diseases	Grama Panchayat/Municipality	Health Department	
a	Data on the common diseases in the district, areas of occurrence (if any) and its reasons.	Grama Panchayat/Municipality	Health Department	Last 4 years
b	Details of occupational disease (No of persons affecting per LSGI) and its location (in a map)	Grama Panchayat/Municipality	Health Department	Last 4 years
c	Details of seasonal diseases, occurrence rate, area of occurrence.	Grama Panchayat/Municipality	Health Department	Last 4 years
d	Prevalence rate of major diseases in the District	Grama Panchayat/Municipality	Health Department	Last 4 years
e	No of cases of Dengue fever, Malaria, Chikun Gunia etc.with location.	Grama Panchayat/Municipality	Health Department	Last 4 years

4	Health status -Based on the general health indicators, birth rate, death rate, number of death at birth, life expectancy, and male-female ratio	Grama Panchayat/Municipality	Health Department	Last 4 years
5	Details of accidents -Accident cases reported /year – Lsgi wise details. Details of fatal accidents – LSGI wise details	Grama Panchayat/Municipality	Health Department	Last 4 years
6	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	District	Health Department	Latest
7	List of Ongoing and committed Projects and programmes including Coverage -	District	Health Department	Latest

10	Drinking water and sanitation			
1	Existing water Sources - Surface sources (Rivers, fresh water lakes, streams, ponds etc), Ground water source(Tube well, Bore well etc.) etc.	Grama Panchayat/Municipality	KWA, Ground Water Dept.	Latest
2	Water Supply System- Tapping points, Length of Distribution lines etc.	Grama Panchayat/Municipality	KWA	Latest
3	Quantity of water supply in LPCD	Grama Panchayat/Municipality	KWA	Latest
4	Coverage of water supply system by area	Grama Panchayat/Municipality	KWA	Latest
5	Coverage of water supply system by Urban/Rural area	Grama Panchayat/Municipality	KWA	Latest
6	Quality of water supply (Potable water that can be used after Chlorination -1 Water containing Iron, salt, Hardness –2, Treated water - 3.)	Grama Panchayat/Municipality	KWA	Latest
7	Water Treatment and treatment plants	Grama Panchayat/Municipality	KWA	Latest
8	Consumption details	Grama Panchayat/Municipality	KWA	Last 4 years
9	Requirement and backlog	Grama Panchayat/Municipality	KWA	Latest
10	Water scarcity	Grama Panchayat/Municipality	KWA	Last 4 years
11	Sanitation Details	Grama Panchayat/Municipality	LSGIs, Total Sanitation Project	
12	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	Grama Panchayat/Municipality	KWA	Latest
13	List of Ongoing and committed Projects and programmes including Coverage -	Grama Panchayat/Municipality	KWA	Latest

11	Education			
1	Types of educational institutions within the District and its strength	Grama Panchayat/Municipality	Department of Education	Latest
a	Educational institutions with category (except primary schools and schools below the status of primary schools), nature of ownership, number of Students, Number of teachers etc.	Grama Panchayat/Municipality	Department of Education	Latest
b	Number of each category of institutions per population.	Grama Panchayat/Municipality	Department of Education	Latest
c	Details of post graduate courses and professional courses (name of the courses, name of the college, location intake of students / year) in each college in the District.	Grama Panchayat/Municipality	Department of Education	Latest
d	Details of colleges having research facilities	Grama Panchayat/Municipality	Department of Education	Latest
e	Students teacher ratio, average % of pass in previous years, average number of students / class in each Educational institutions.	Grama Panchayat/Municipality	Department of Education	Latest
f	Facilities available in the educational institutes like, strong and secure building, separate toilet facilities for girl students, drinking water facilities, play ground etc.	Grama Panchayat/Municipality	Department of Education	Latest
g	No of Drop Outs	Grama Panchayat/Municipality	Department of Education	Last 4 years
h	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	Grama Panchayat/Municipality	Department of Education	Latest
i	List of Ongoing and committed Projects and programmes including Coverage -	Grama Panchayat/Municipality	Department of Education	Latest
12	Power and Telecommunication			
1	Total power supply in to the District and its Sources (sources - outside the district, within the District)	Grama Panchayat/Municipality	KSEB	Latest
2	The break up of consumer type and power used by each group.	Grama Panchayat/Municipality	KSEB	Latest
3	Distribution network (grid wise)	Grama Panchayat/Municipality	KSEB	Latest
4	Details of internal sources –Location, Design capacity, present production, etc	Grama Panchayat/Municipality	KSEB	Latest
5	Distribution net work details- map showing the generating station, sub station, 220-66 KV lines	Grama Panchayat/Municipality	KSEB	Latest
6	Transmission losses	Grama Panchayat/Municipality	KSEB	Last 4 years

7	Location of transformers, its capacity, connected load, area served by each transformer, number of connections from each transformer, power consumption by type of consumer.	Grama Panchayat/Municipality	KSEB	Latest
8	Frequently low voltage area, power cut areas etc. (The areas where the capacity of the transformers is less than demand of the power there, the area can be termed as problem area, the areas which are not falling within the catchments of any transformer but inhabited will be areas where power supply is not yet reached)	Grama Panchayat/Municipality	KSEB	Latest
9	Details of unelectrified areas	Grama Panchayat/Municipality	KSEB	Last 4 years
10	Non Conventional Energy sources (solar, wind, small hydel projects etc.)	Grama Panchayat/Municipality	KSEB, ANERT	Latest
11	Tele-Communication and Network	Grama Panchayat/Municipality	Dept.of Telecommunication	Latest
12	Details of Post and Telegraph	Grama Panchayat/Municipality	Dept.of Postal services	Latest
13	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	Grama Panchayat/Municipality	KSEB, Dept.of Telecommunication, Dept.of Postal services	Latest
14	List of Ongoing and committed Projects and programmes including Coverage -	Grama Panchayat/Municipality	KSEB, Dept.of Telecommunication, Dept.of Postal services	Latest

13	Social Welfare (Development of Women, Children, and old aged)			
1	Women			
a	Demographic characteristics - Population, sex Ratio	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
b	Occupational Status - Total Female Workers, Total Female Main Workers, Total Female Marginal Workers, Female Cultivators, Female Agricultural Labourers, Female Household Industrial Workers, Female Other Workers	Grama Panchayat/Municipality	Cesus	Last 4 years
c	Female Literacy Rate / Literacy Status	Grama Panchayat/Municipality	Social Welfare Department / Womens Welfare Office	Last 4 years
d	Women's Representation in LSGIs	Grama Panchayat/Municipality	Social Welfare Department / Womens Welfare Office	Last 4 years
e	Health problems - Anemia, Abortion, maternal Death etc.	Grama Panchayat/Municipality	Department of Health	Last 4 years
f	Malnutrition Status	Grama Panchayat/Municipality	Department of Health	Last 4 years

g	Atrocities against women	Grama Panchayat/Municipality	Police Department	Last 4 years
h	Suicide - women	Grama Panchayat/Municipality	Police Department	Last 4 years
i	Details of Infrastructure facilities - Correctional facilities	Grama Panchayat/Municipality	Social Welfare Department	Latest
j	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies, Kudumbasree etc.	Grama Panchayat/Municipality	Social Welfare Department	Latest
k	Women Headed families	Grama Panchayat/Municipality	Social Welfare Department / Womens Welfare Office	Latest
l	List of Ongoing and committed Projects and programmes including Coverage - Supplementary Nutritional Programme, Women empowerment schemes etc.	Grama Panchayat/Municipality	Social Welfare Department / Womens Welfare Office	Latest
2	Children			
a	Demographic characteristics - Population, sex Ratio (< 6 Years)	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
b	Health problems - Infant mortality, Still Birth rate, Low Birth weight etc.	Grama Panchayat/Municipality	Department of Health	Last 4 years
c	Atrocities against Children	Grama Panchayat/Municipality	Police Department	Last 4 years
d	Suicide - Children	Grama Panchayat/Municipality	Police Department	Last 4 years
e	Details of Infrastructure facilities - Anganwadis, Poor home, Orphanages, Juvenile Home etc.	Grama Panchayat/Municipality	Social Welfare Department	Latest
f	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	Grama Panchayat/Municipality	Social Welfare Department	Latest
g	List of Ongoing and committed Projects and programmes including Coverage- Integrated Child Development Services Scheme (ICDS), Immunization programmes, Pre School Education Programme etc.	Grama Panchayat/Municipality	Social Welfare Department / Womens Welfare Office	Latest
3	Old aged			
a	Demographic characteristics - Population, sex Ratio (> 60 Years)	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
b	Health problems	Grama Panchayat/Municipality	Department of Health	Last 4 years
c	Suicide - Old aged	Grama Panchayat/Municipality	Police Department	Last 4 years

d	Details of Infrastructure facilities - Poor home, Old age home etc.	Grama Panchayat/Municipality	Social Welfare Department	Latest
e	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	Grama Panchayat/Municipality	Social Welfare Department / Womens Welfare Office	Latest
f	List of Ongoing and committed Projects and programmes including Coverage	Grama Panchayat/Municipality	Social Welfare Department	Latest
4	Differently abled			
a	Demographic characteristics - Population of Hearing impaired, Vision impaired, Movement impaired, Mentally challenged etc.	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
b	Health problems	Grama Panchayat/Municipality	Department of Health	Last 4 years
c	Suicide	Grama Panchayat/Municipality	Police Department	Last 4 years
d	Details of Infrastructure facilities	Grama Panchayat/Municipality	Social Welfare Department	Latest
g	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	Grama Panchayat/Municipality	Social Welfare Department / Womens Welfare Office	Latest
h	List of Ongoing and committed Projects and programmes including Coverage	Grama Panchayat/Municipality	Social Welfare Department / Womens Welfare Office	Latest
14	Poverty alleviation and rural development			
1	Demographic characteristics	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
a	Total BPL Population	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
b	BPL Families	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
c	Houseless BPL	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
d	Land less BPL	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
g	Occupational Status	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
h	SC Families in BPL Population	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
h	ST Families in BPL Population	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
i	Women Headed BPL families	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
j	Differently abled persons in BPL Population	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years

k	Average annual income of BPL Population	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
l	Savings mentality in BPL Population	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
o	Velocity of internal lending in BPL population	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
p	Distribution of NHGs in BPL population	Grama Panchayat/Municipality	Department of Economics and Statistics	Last 4 years
2	Details of Infrastructure facilities	Grama Panchayat/Municipality	Office of the Assistant Development Commissioner	Latest
3	List of Agencies Involved - State/National/International, NGOs, SHGs, Autonomous bodies etc.	Grama Panchayat/Municipality	Office of the Assistant Development Commissioner	Latest
4	List of Ongoing and committed Projects and programmes including Special poverty alleviation programmes, Special programmes for rural development, Kudumbasree projects	Grama Panchayat/Municipality	Office of the Assistant Development Commissioner	Latest
5	Bank wise details of USEP and DWCUA	Grama Panchayat/Municipality	Lead Bank	Last 4 years
6	Bank wise details of loan sanctioned and disbursed under PMRY	Grama Panchayat/Municipality	Lead Bank	Last 4 years

15	SC/ ST development			
1	Demographic characteristics	Grama Panchayat/Municipality	SC/ ST Departments	
a	Total SC/ ST Population	Grama Panchayat/Municipality	SC/ ST Departments	Last 4 years
b	SC/ ST Families	Grama Panchayat/Municipality	SC/ ST Departments	Last 4 years
c	Houseless SC/ ST / Rehabilitation Details	Grama Panchayat/Municipality	SC/ ST Departments	Last 4 years
d	Land less SC/ ST	Grama Panchayat/Municipality	SC/ ST Departments	Last 4 years
g	Literacy SC/ ST	Grama Panchayat/Municipality	SC/ ST Departments	Last 4 years
2	SC/ ST Occupational Status - Unclean Occupations	Grama Panchayat/Municipality	SC/ ST Departments	Last 4 years
3	SC/ ST Habitat details - Infrastructure (Power/Drinking water shortage etc.)	Grama Panchayat/Municipality	SC/ ST Departments	Latest
4	Un employed SC/ST youth registered in Employment Exchange	Grama Panchayat/Municipality	SC/ ST Departments	Latest
5	Details of Hostels and Model Residential Schools	Grama Panchayat/Municipality	SC/ ST Departments	Latest
6	List of Ongoing and committed Projects and programmes including Coverage	Grama Panchayat/Municipality	SC/ ST Departments	Latest

16	Tourism , culture, Arts, Sports and youth affairs			
1	Tourism Attractions - Natural,Adventure Tourism, Religious/Pilgrimage,Heritage/Architecture, Cultural, Health, Wild Life	Grama Panchayat/Municipality	Department of Tourism, DTPC	Latest
2	Tourist Arrivals (seasonal) (Domestic and foreign)	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Last 4 years
3	Time of Visit of Tourists(Domestic and foreign)	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Last 4 years
4	Revenue from Tourism	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Last 4 years
5	Tourist Infrastructure- Accommodation (Hotel,Motel,Resorts,Home stay units, House boats etc.) Information Centres, Health Resorts, Boating Facilities,Tour Operation	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Latest
6	Eco Tourism area	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Latest
7	Details of places known for migration of birds	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Latest
8	Tourism Circuits	District		Latest
9	Details of Sports training centres	Grama Panchayat/Municipality	SAI, Sports Council	Latest
10	International Achievement of Trainees	Grama Panchayat/Municipality	SAI, Sports Council	Latest
11	Stadium Facilities	Grama Panchayat/Municipality	SAI, Sports Council	Latest
12	Details of Youth activities	Grama Panchayat/Municipality	Nehru Yuva Kendra	Latest
13	Details of Infrastructure facilities	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Latest
14	List of Agencies Involved	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Latest
15	List of Ongoing and committed Projects and programmes including Coverage	Grama Panchayat/Municipality	LSGIs, Department of Tourism, DTPC	Latest
17	Human Resource			
1	Total population, population density, population growth rate	District/Grama Panchayat/Ward level	Census of India	Last 4 years
2	Population in the last three decades, population projection	District/Grama Panchayat/Ward level	Census of India	Last 4 years
3	Distribution of Population (Sex wise, rural and urban)	District/Grama Panchayat/Ward level	Census of India	Last 4 years
4	Sex Ratio	District/Grama Panchayat/Ward level	Census of India	Last 4 years
5	Literacy	District/Grama Panchayat/Ward level	Census of India	Last 4 years
6	Migration	District/Grama Panchayat/Ward level	Census of India	Last 4 years

7	Occupational Structure	District/Grama Panchayat/Ward level	Census of India	Last 4 years
8	Geographical area	District/Grama Panchayat/Ward level	Census of India	Last 4 years
9	Details of Residential houses and households	District/Grama Panchayat/Ward level	Census of India	Last 4 years
10	Occupational details	District/Grama Panchayat/Ward level	Census of India	Last 4 years
11	Employment in public sector / private sector	District/Grama Panchayat/Ward level	Employment Exchange	Last 4 years
12	No.of applicants on live Register of Employment Exchange	District/Grama Panchayat/Ward level	Employment Exchange	Last 4 years

18	Finance (Banking , Municipal finance) , Storage and ware housing			
1	Distribution of Banks, Agriculture Credit Societies	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
2	Distribution of Markets	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
3	Agriculture Mandis	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
4	Weekly Hats,Fairs,etc..	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
5	Agriculture Produce(Incoming and Outgoing),	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
6	Data on loan distribution in priority sector (range wise)	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
7	Service area of banks	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
8	Flow of credit to important areas in primary sector by banks	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
9	Sector wise achievements under district credit plan	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
10	Block wise statistics of banks	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
11	SJSRY achievements	Grama Panchayat/Municipality	District Lead Bank	Last 4 years
12	Performance under SGSY & PMRY	Grama Panchayat/Municipality	District Lead Bank	Last 4 years

ANNEXURE XI
CONTENTS OF LOCAL DEVELOPMENT PLAN
(See Article 5.9)

DEVELOPMENT PLAN FOR GRAMA PANCHAYAT/ MUNICIPALITY / CORPORATION.

COMPONENT - A
PERSPECTIVE PLAN

Part - I. Existing Conditions and Developments Issues

Chapter 1. Physical characteristics and natural resources

- a) Location and regional setting.
- b) Climate.
- c) Existing generalised land use.
- d) Environmentally sensitive areas.
- e) Heritage, sites, buildings and areas.

Chapter 2. Demography

- a) Existing population, migration and household characteristics

Chapter 3. Economic base and employment

- a) Formal sector
 - i) Primary : Agriculture, mining, quarrying, Fishing etc.
 - ii) Secondary : Industries, trade, commerce, etc.
 - iii) Tertiary : Transport and other services.
- b) Informal sector and poverty alleviation, informal trade, commerce, transport, household industries.

Chapter 4. Resources

- a. Agricultural
- b. Fishing
- c. Forest
- d. Live stock
- e. Industry
- f. Fiscal
- g. Manpower
- h. Land

Chapter 5. Transportation

- a. Mode of transportation – by road, rail, air, water as the case may be.
- b. Network of roads, railways, waterways and their interrelationship with major activity nodes.
- c. Transport terminals.

Chapter 6. Infrastructure

- c) Water
- d) Energy
- e) Drainage, sanitation and refuse and solid waste disposal
- f) Communication
- g) Police protection, fire protection
- h) Cremation and graveyards
- i) Education
- j) Health care
- k) Recreation
- l) Religious

Chapter 7. Housing and shelter (both formal and informal)

Chapter 8. Special problems like disasters (natural and man-made.)

Chapter 9. Special Attention Area

- a. Scheduled Caste and Scheduled tribes
- b. Women and children
- c. Old aged and disabled

Chapter 10. Development management

Institutional set-up, legal support, inter-departmental cooperation and integration of development efforts.

Chapter 11. Developments issues and Thrust Areas.

Part - II. Projected Requirements

1. Assessment of projected requirements should be for a period of 15-20 years and which further be worked out for periods of 5 years co-terminus with the state Five Year Plan period. This would help in integrating the spatial planning and economic planning efforts as developmental funds are allocated through the Five-Year Plans.
2. The assessment of projected requirements should cover all aspects contained in above Chapters viz
 - a) Population
 - b) Economic base and employment
 - c) Housing and shelter
 - d) Transportation
 - e) Facilities
 - f) Infrastructure

-
- g) Land requirement for
- i) Residential Areas
 - Primary residential
 - Mixed residential
 - Unplanned/informal residential
 - ii) Commercial areas
 - Retail shopping
 - General business and commercial district/centers
 - Wholesale, Godown, warehousing / regulated markets
 - iii) Manufacturing areas
 - Service and light industry
 - Extensive and heavy industry
 - Special industrial, hazardous / noxious and chemical industries
 - iv) Public and semi-public
 - Govt./semi govt./public offices
 - Govt. land (use undetermined)
 - Educational and research
 - Medical and health
 - Social, cultural and religious
 - Utilities and services
 - Cremation and burial grounds
 - v) Parks, playgrounds and open spaces
 - Play ground/stadium/sports complex
 - Parks & gardens – public open spaces
 - Special recreational – restricted open spaces
 - Multi-purpose open space (maidan)
 - vi) Transport and communication
 - Roads
 - Railways
 - Airport
 - Seaports and dockyards
 - Bus depots/truck terminals and freight complexes
 - Transmission and communication.
 - vii) Special areas
 - Old built-up (core) area
 - Heritage and conservation areas
 - Scenic value areas
 - Disaster-prone areas
-

viii) Agriculture

- Agriculture
- Forest
- Poultry and dairy farming
- Rural settlements
- Brick kiln and extractive areas

ix) Water-bodiesx)

Special activities, if any, like tourism or pilgrimage which result in increase of floating population and demand for facilities and infrastructure. This will particularly be useful for hill towns and pilgrimage towns.

Part - III. Development Aims and Objectives

State/Discuss development aims and objectives pertaining to each of the major policy issues

Part - IV. Policies and Priorities

Taking into account the existing conditions, projected requirements, major policy issues and aims and objectives arrive at the policies regarding various development sectors

Chapter 1.Development of economic base and employment generation covering:

- formal sector;
- informal sector; and
- special sectors like tourism and pilgrimage

Chapter 2. Sectoral Policies

- a) Agricultural
- b) Fishing
- c) Forest
- d) Live stock
- e) Industry

Chapter 3. Infrastructure development.

- utilities like water supply, electricity, sewerage, drainage: refuse collection and disposal:
- facilities pertaining to education, health, recreation:
- services like communication(postal and telephone), protection (police, fire) and others.

Chapter 4. Housing and shelter development

Chapter 5. Transportation

Chapter 6. Environmental protection

Chapter 7. Spatial development

Following aspects are covered in this chapter:-

- proposed generalised land use indicating direction, growth of the settlement and its components like residential, commercial, industrial areas, open spaces:
- network of roads:
- major activity nodes;
- conservation of environmentally sensitive areas, historic sites and monuments, tourism;
- phasing of spatial development.

Chapter 8. Implementation and monitoring

- priorities
- monitoring mechanisms

Chapter 9. Capacity building

Capacity building in relation to:

- fiscal
- manpower and
- land resource mobilization

COMPONENT – B
EXECUTION PLAN

I. Vision and Priority

II. Projected Requirements

1. Assessment of projected requirements should be for a period of 5 years which should further be phased under periods of one year. Phasing of projected requirements would help in preparation of annual plans and budget.

2. The assessment of projected requirements should cover all aspects contained in Part -I in the Perspective Plan.

III. Development Proposals

- 1) Concept of hierarchy of planning units and spatial development of various activity nodes, facility centers and network of roads
- 2) General Land use Plan
- 3) Traffic and Transportation Plan
- 4) Water Management Plan
- 5) Other Infrastructure Plan
- 6) Sectoral Development Strategies

IV. Resource Mobilisation

a) Proposals for fiscal resource mobilization including:

- grants
- aids
- internal revenue (land-based taxes, non-tax sources, other receipts)
- institutional finance
- market borrowing
- private sector finance

b) Proposals for land resource mobilization including:

- Acquisition of land
- Assembly of land through
- Land pooling
- Transferable development rights
- Accommodation reservation

c) Proposals for manpower resource mobilization including:

- Technical manpower

V. Implementation

a. Priorities: classify various projects identified, as a part of development proposals, by priority as under:

- Essential (top priority)
- Necessary (2nd priority)
- Acceptable and desirable (3rd priority)
- Deferable (4th priority)

b. Phasing of development:

The Development can be generally phased into two as below:

- Phase-I : up to end of the term of the local authority which formulates the development plan.
- Phase-II : up to the end of the plan period (to be implemented by the following or subsequently elected local authorities.)

c. Identification and implementation of projects/schemes in different phases through implementing agencies including private, cooperative and corporate sectors.

d. Development promotion rules/regulations.

VI. Monitoring and Review

Monitoring system should provide for review of development efforts every three years.

Maps to be prepared

A. Perspective Plan

1. Policy Plan
2. Land Utilisation Plan

B. Execution Plan

1. Proposed General Land Use Plan
2. Traffic and Transportation Plan
3. Other Infrastructure Plan

NB : This is only a general content recommended for a Local Development Plan. It is permitted to add/omit details in consultation with the Town and Country Planning Department.

ANNEXURE XII
SECTORAL ANALYSIS FOR INTEGRATED DISTRICT DEVELOPMENT PLAN-
ASPECTS TO BE ANALISED

(This is only illustrative, not exhaustive)

(See Article 8.3.1; Assignment 30)

1. Agriculture Sector

- Land holding size (in area and numbers)
- Total cropped area
- Cropping pattern (Area under each crop)
- Area under food crops (% age of area under food crop to total cultivated area)
- Area under cash crops (% age of area under cash crop to total cultivated area)
- % age area under high yielding varieties
- Net area sown (%age of net sown area to total geographical area)
- Nutrition Pyramid (Urban- 2000 Calorie; Rural-2400 Calorie)
- Potentially cultivable land
- Market facilities
- Water shed aspects
- Per capita Consumption
- Agriculture Productivity (Yield per hectore)
- Gross value of Agriculture Output (Gross value of Agriculture Production per hect.)
- Usage of fertiliser (Fert.(kg) used per hect. of gross cultivated area)
- Usage of insecticides (Insecticide (kg) used per hect. of gross cultivated area)
- Value of Agriculture produce (Value per Agriculture worker in Rs.)
- Fertilisers used per crop (% age of fert. used for each crop to total fert. used)
- No. of Agriculture Pump sets energised per lakh hect. of net cultivated area
- Local price per commodity
- Financial aspects (Total loan outlay/ loan sanction / loan subsidy, Agriculture Credit societies, banks etc.)
- Marketing aspects
- Availability of labourers (%age of Agriculture Labourers to total workers)
- Availability of technical support & guidance (Training, information cells)
- Availability of community & group actions (Group farming, GALASA etc.)
- Distribution facilities of Agriculture supports (Seed bank, Fertiliser Depot, etc)
- Distribution facilities of plant protection chemicals
- Supply & maintenance facilities of Agriculture equipments
- Total no. of beneficiaries in small farmers
- Total no. of beneficiaries in marginal farmers
- Total no. of beneficiaries in Agriculture Labourers
- Product diversification
- Value addition
- Mechanisation
- Bio-technology
- Water harvesting
- Subsidy
- Support price

1. Irrigation

1. Annual rain fall
2. %age area under irrigation (crop wise)
3. Gross Irrigated area (%age of Gross Irrigated area to Gross sown area)
4. Area irrigated under wells
5. % age of gross irrigated area under wells to total area
6. Irrigation by source (canals, tanks,wells, other sources)
7. Area irrigated more than once
8. Innovative irrigation techniques

3. Watershed Conversation

- All aspects related to water shed development.

4. Animal Husbandry and Dairy Development

- Area under grass and fodder crops (%age area to total cultivated area)
- Market facilities
- Total Live stock
- Poultry as means of livelihood
- Intake of livestock and poultry products (Per capita consumption)
- Intake of dairy products (Per capita consumption)
- Marketing facilities for livestock, poultry and dairy products
- Availability of facilities (Total no.& distribution of veterinary hospitals, Breeding farms, AI centres etc.)
- Dairy extension services
- Quality improvement techniques
- Product diversification
- Value addition
- Hygenic aspects

5. Fisheries

- Inland & brackish water fisheries
- Market facilities
- Marketing facilities
- Storage facilities
- Availability of technical support & guidance (Training, information cells)
- Hygienic aspects
- Fishing controls

6. Industries and Co-operation

- Infrastructure requirements
- No. and distribution of Industries by type (Large, Medium, Small scale)
- Industrial profile (Invested capital, No. of workers, Fuel consumed, Material consumed, Total inputs, Products, Value of out put, Net value added, Net income)
- Financial aspects (Total loan outlay/ loan sanction / loan subsidy, Credit societies, Banks, NRK's, NRI's etc.)
- No. and distribution of Co-operative institutions
- No. of Extension workers in Co-operation
- Availability of technical support & guidance (Training, information cells)
- Labour issues including Child labour
- Product diversification
- Value addition
- Information Technology
- Environmental controls
- Labour policies
- Subsidy

7. Health

- No. and distribution of facilities
- Rural health facilities
- Accessibility to higher order facilities
- Epidemics and outbreak controls
- Mental health aspects

8. Drinking water and Sanitation

- Sources of potable water
- Ground water availability
- Backlog of domestic requirements
- Trends in supply and demand
- No. of domestic connections, bore wells, open wells
- Settlements with water quality problems
- Urban water supply
- Rural water supply (%age villages with drinking water facility)

9. Infrastructure (Roads, Railways, Inland Water ways, Bridges, Buildings including houses)

- Road length by type
- Carriage way by type
- Regional road net work distribution
- Missing links
- Network density (Density/ Sq.km, Density / 1000 Population)
- Road inventory
- Traffic volume on selected roads
- Volume / Capacity ratio
- Level of service
- Housing shortage
- Location of congested areas
- Settlements connected by road
- Regional road connectivity
- Bus terminals, major and minor depots
- No. and location of Railway stations
- No. of passengers boarding and alighting per day
- No. of boat services by inland water ways
- No. of Bridges
- Connectivity by bridges (Missing links)
- Rural road connectivity to settlements and services
- Settlements covered by public transport system
- Rural accessibility by public transport system
- Transport policies

10. Forests, Environment

- Soil Structure and
- Area under forests
- Land ownership (Forest Department, Civic Government, Corporation Institutes, Private)
- Forest products
- Category of forests
- Social Forestry
- Afforestation techniques
- Environmental issues

11. Education

- No. and distribution of schools, colleges
- No. of students, teachers
- No. of drop outs
- Rural accessibility to higher order facility

12. Power

- Power sources
- Non - conventional energy
- Connection out side power grid
- Consumption pattern (Domestic, industrial, commercial etc.)
- Per capita consumption
- Rural electrification

13. Social Welfare (Development of Women, Children and the Old aged)

- Social security
- No. and distribution of women's self help groups
- No. and distribution of women and child welfare facilities & institutions
- No. of special education facilities
- No. of geriatric centers

14. Poverty Alleviation and Rural Development

- Special programmes to create livelihood
- Rural Social capital net work

15. SC/ST Development

- Special programmes to create livelihood
- No. & distribution of institutions set up for the SC/ST (Schools, libraries, hostels, welfare centres, craft centres etc.)

16. Tourism, Culture, Arts, Sports and Youth affairs

- Tourism infrastructure
- No. and distribution of tourist spots & heritage precincts
- Tourist arrival - seasonal (domestic and foreign)
- No. and distribution of arts, sports and cultural facilities
- No. of arts, sports and cultural programmes conducted per year
- Sports camps (coaching) conducted per year
- Special programmes and institutions for Youth

17. Human Resource Development

- Demography
 - 1) Population and its distribution
 - 2) Trend of growth of population
 - 3) Density of population
 - 4) Male-Female ratio
 - 5) Literacy
 - 6) Percentage of SC-ST population to total population
 - 7) Population below poverty line.
 - 8) Work force participation Rate
 - 9) Rural-urban distribution of population
 - 10) Hierarchy of settlements
 - 11) Human Development-Index
 - 12) Employment / Unemployment

18. Finance (Banking, Municipal finance), Storage and Ware Housing

- No. and distribution of banks
- Sector wise performance of annual credit plan
- No. and distribution of storage and warehouses
- Rural banking facilities
- Rural loan facilities
- Availability of technical support & guidance (Training, information cells)
- Municipal finance (Revenue & expenditure)

ANNEXURE - XIII
CONTENTS OF INTEGRATED DISTRICT DEVELOPMENT PLAN

(See Article 8.8)

COMPONENT – A

PERSPECTIVE PLAN – 20 year
(Refer article 6.9)

I. Existing Status and Development Issues

Chapters

1. Introduction
 - 1) Location
 - 2) History
 - 3) Climate
2. Demography
 - 1) Population size and distribution
 - 2) Population Growth Trends
 - 3) Population Density
 - 4) Sex-Ratio
 - 5) Literacy Rate
 - 6) Share of SC and ST Population
 - 7) Population Below Poverty line
 - 8) Work Force Participation Rate
 - 9) Rural – Urban Distribution
 - 10) Functional Hierarchy of settlements
 - 11) Human Development Index
 - 12) Employment/ Unemployment
3. Bio-Physical Environment
4. Agriculture
5. Fisheries
6. Animal Husbandry
7. Forest
8. Mining
9. Industries
10. Transport
11. Water
12. Health
13. Education
14. Energy and Communication
15. Fiscal
16. Social Welfare
17. Tourism

II. Synthesis of Development Issues

- 1) Problems and Potentials
- 2) Thrust Area Identification
- 3) Planning Concepts

III. Development Vision and Policies

- 1) Vision Statement
- 2) Projected Population and Workers.
- 3) General Policies and Priorities
- 4) Settlement Pattern and Function
- 5) Bio Physical Environment and Optimum Utilization of Natural Resources
- 6) Sectoral Policies.
 - a) Agriculture
 - b) Fisheries
 - c) Animal Husbandry
 - d) Forest
 - e) Industries
 - f) Transportation
 - g) Water
 - h) Health
 - i) Education
 - j) Energy
 - k) Fiscal
 - l) Social Welfare
 - m) Tourism

COMPONENT – B

EXECUTION PLAN

I. Strategies For Integrated Development

II. Disparity and Rationalization of Fund Allocation

III. Development Strategies for Sectors

- a) Agriculture
- b) Fisheries
- c) Animal Husbandry
- d) Forest
- e) Industries
- f) Transportation
- g) Water
- h) Health
- i) Education
- j) Energy
- k) Fiscal
- l) Social Welfare
- m) Tourism

IV. Resource Mobilisation

- 1) Proposals for fiscal resource mobilization including:
 - grants
 - aids
 - internal revenue (land-based taxes, non-tax sources, and other receipts)
 - institutional finance
 - market borrowing, and
 - private sector finance

- 2) Proposals for land resource mobilization including:
 - Acquisition of land
 - Assembly of land through
 - Land pooling
 - Transferable development rights
 - Accommodation reservation

- 3) Proposals for manpower resource mobilization including:
 - Technical manpower

V. Implementation

- a. Priorities: classify various projects identified as part of development proposals by priority as under:
 - 1) Essential (top priority)
 - 2) Necessary (2nd priority)
 - 3) Acceptable and desirable (3rd priority)
 - 4) Deferrable (4th priority)
- b. Phasing: Phase the development in two phases:
 - 1) Phase-1 : up to end of the term of the local authority which formulated the development plan.
 - 2) Phase-II: up to the end of the plan period and to be implemented by the following or subsequently elected local authority.
- c. Identification of projects/schemes by phase and implementing agencies including private, cooperative and corporate sectors.
- d. Development promotion rules/regulations.

ANNEXURE XIV

ACTIVITIES IN SEQUENCE FOR THE PREPARATION OF LDP AND IDDP

I. LOCAL LEVEL DATA COLLECTION AND COMPILATION

4.3.0 Preparatory Works

- 4.3.1 Collection of Cadastral Maps
- 4.3.2 Global Positioning System (GPS) Survey
- 4.3.3 Preparation of Digitised maps
- 4.3.4 Collection of Relevant Materials
- 4.3.5 Selection of Engineering Trainees
- 4.3.6 Selection of Surveyor Trainees

4.4.0 Data Collection

4.4.1 Primary Data Collection (Annexure I to IV)

- Assignment 1:* Socio - Economic Survey (Annexure I)
- Assignment 2:* Physical Survey (Annexure II)
- Assignment 3:* Traffic and Transportation Data Collection (Annexure III)
- Assignment 4:* Environment and Heritage Survey (Annexure IV A, Annexure IV B)

4.4.2 Secondary Data Collection

The secondary data is to be collected by the Engineering Trainee.

- Assignment 5:* Local Level Secondary Data Collection (Annexure VIII)
- Assignment 6:* Collection of other secondary data

4.5.0 Data Compilation

4.5.1 Primary Data Compilation

- Assignment 7:* Compilation of Physical survey data
- Assignment 8:* Handing over of Land use, Traffic and Transportation, Environment and Heritage Data
- Assignment 9:* Compilation of Socio-economic survey data
- Assignment 10:* Handing over of Socio-Economic Survey data in CD
 - Action 2 - Checking by District Town Planner
 - Action 3 – Preparation of the Data Master Table:

4.5.2 Secondary Data Compilation

- Assignment 11:* Compilation of data in Development Report and Review Report of Block Level Watershed Based Master Plan
- Assignment 12 :* Preparation of Severity Table for Identified Problems
- Assignment 13:* Preparation of Level of Potential Table
- Assignment 14 :* Compilation of Plan Document data
- Assignment 15 :* Submission of Local Level Data Report and Secondary Data

II. SECTORAL DATA COLLECTION AND COMPILATION (DISTRICT LEVEL)

7.2.0 Data Collection and Compilation

Assignment 16: *Data collection for Sectoral analysis*

Sectoral data from Line departments as given in *Annexure X*

Data on Ongoing projects and programmes

Previous year's Plan documents

Data from discussions with stake holders at the district level

Assignment 17: *Submission of Sectoral Data Book*

Assignment 18: *Data collection for Spatial Analysis*

- District Plan prepared by the District Planning Committee
- Land use data
- Census data
- Regional level data including Regional setting, Traffic and transportation data etc.
- Sectoral Data
- Data from local level
- On going & Committed Projects & Programmes

7.3.0 Preparation of District Data Master Table

7.4.0 Preparation of Base Map of District

III. DATA ANALYSIS FOR LDP

5.3.0 Data Analysis

Two types of analysis are done for the preparation of LDP. Spatial analysis and Local level analysis.

5.3.1 Spatial Analysis (*Annexure IX*)

5.3.2 Local Level Analysis

Assignment 19: *Study and analysis of the most predominant achievements in the area during last 10 years*

Assignment 20: *Activities related to Watershed Development*

Assignment 21: *Prioritisation of Problems and Potentials*

Assignment 22: *Mapping and Analysis of data*

Assignment 23: *Study and Analysis of Economic Base of the Local Self- Government Institution*

Assignment 24: *Study and analysis of the field (s) of specialisation, if any, of the Local Self-Government Institution area.*

Assignment 25: *Identification of Influence Zones of Major Junctions/Nodes*

Assignment 26: *Report Preparation and Presentation*

Assignment 27: *Submission of Draft Local Level Analysis Report*

IV. DATA ANALYSIS FOR IDDP

8.3.0 Data Analysis

The analysis of the data shall be conducted in two parts, one by the Department of Town and Country Planning and other by the Sub – Groups of Special Technical Advisory Group

8.3.1 Sectoral Analysis

Assignment 28: Review of Jilla Padhathy:

Assignment 29: Study of Past Development Trend of the sector:

Assignment 30: Analysis of Existing Scenario: (Annexure XII)

Assignment 31: Identification and Prioritisation of Problems & Potentials:

Assignment 32: Activities of Agencies involved:

Assignment 33: Evaluation of District level On going and Committed Projects and Programmes:

Assignment 34: Carving Location specific Development Suggestions:

Assignment 35: Future Development Trends

Assignment 36: Submission of Sectoral Analysis Report:

8.3.2 Spatial Analysis (Annexure IX)

1. Land use concentration patterns with in the District.
2. Population concentration pattern.
3. Population density variation pattern.
4. Occupational Structure.
5. Projection of population (Trend based)
6. Functional character of settlements.
7. Urbanisation.
8. Existing Heirarchy of settlements.
9. Resources pattern study.
10. Environmental status pattern

V. PLAN PREPARATION PROCESS OF IDDP

- 8.4.0 Identification of Development issues and Setting up of Goals and Objectives
- 8.5.0 Formulation of District Development Concept
- 8.6.0 Presentaion of the Development Concept and General Development Policies before LSGIs
- 8.7.0 Carving out Policies and Strategies
 - Assignment 37: Detailing of Policies and Strategies*
- 8.8.0 Integrated District Development Plan (Draft Preliminary) (Annexure XIII)
 - o Perspective Plan for 15-20 years
 - o Execution Plan for 5 years
- 8.9.0 Integrated District Development Plan (Preliminary)
- 8.10.0 Integrated District Development Plan (Preliminary modified based on Development Seminar)
- 8.11.0 Draft Integrated District Development Plan

VI. FINALISATION OF LOCAL LEVEL ANALYSIS REPORT

- 5.4.0 (*Assignment 38 :*) Discussion with stakeholders
- 5.5.0 (*Assignment 39 :*) Conducting Special Grama/ Ward Sabha
 - Assignment 40 : Modification of the Local Level Analysis Report*
 - Assignment 41 : Submission of Modified Local Level Analysis Report*

VII. PLAN PREPARATION OF LDP

- 5.6.0 Identification of Development Issues, and Setting up of Goals and Objectives
- 5.7.0 Formulation of Development Concept
- 5.8.0 Carving out Policies and Strategies
- 5.9.0 Local Development Plan (Preliminary Draft)
- 5.10.0 Draft Local Development Plan

VIII. SANCTIONING OF IDDP

- 8.12.0 Sanctioning of Integrated District Development Plan

IX. FINAL LDP

- 6.2.0 Modification of Draft Local Development Plan Based on Sanctioned Integrated District Development Plan
- 6.3.0 Development Seminar
- 6.4.0 Sanctioning of Local Development Plan

X. PLAN PREPARATION OF BLOCK AND JILLA PANCHAYAT

- 6.5.0 Preparation of Development Plan for Block Panchayats
- 6.6.0 Preparation of Development Plan for Jilla Panchayat

അനുബന്ധം XV
പ്രാദേശിക ജില്ലാ / സംസ്ഥാന വികസന രൂപരേഖകൾ തയ്യാറാക്കുന്നതിനുള്ള സർക്കാർ ഉത്തരവ്

കേരള സർക്കാർ
(സംഗ്രഹം)

തദ്ദേശ സ്വയംഭരണ വകുപ്പ് - നഗര ഗ്രാമാസൂത്രണ വകുപ്പ് - സംയോജിത ജില്ലാ വികസന രൂപരേഖ -
പ്രാദേശിക വികസന രൂപരേഖ സംസ്ഥാനതല വികസന പരിപ്രേക്ഷ്യം - അനുവാദം നൽകി ഉത്തരവാകുന്നു.

തദ്ദേശ സ്വയം ഭരണ (ജി) വകുപ്പ്
സ.ഉ; (സാ) നംപർ. 354/07/തസ്വഭവ. തീയതി, തിരുവനന്തപുരം, 1/2/2007.

- പരാമർശം :-
- 1) 01.08.03 ലെ ജി.ഒ. (എം.എസ്) നം. 62/2003/പ്ലാനിംഗ്, നംപർ സർക്കാർ ഉത്തരവ്.
 - 2) 17.10.05, 6.12.06 തീയതികളിലെ ഐ.ഡി.ഡി.പി., എൽ.ഡി.പി., സംസ്ഥാനതല വിദഗ്ധ സമിതി യോഗത്തിന്റെ മിനിറ്റ്സ്.
 - 3) 05.01.07 ലെ ചീഫ് ടൗൺ പ്ലാനറുടെ സി1/92/07 നംപർ കത്ത്:

ഉത്തരവ്

12-ാം നിയമസഭയെ അഭിസംബോധന ചെയ്തുകൊണ്ട് 16.06.06-ൽ ബഹു. ഗവർണ്ണർ നടത്തിയ പ്രസംഗത്തിലും, തുടർന്ന് ബഡ്ജറ്റ് സ്പീച്ചിലും ഈ സർക്കാർ സംയോജിത ജില്ലാ പദ്ധതി തയ്യാറാക്കുന്ന കാര്യം പ്രഖ്യാപിച്ചിട്ടുള്ളതാണ്. കൂടാതെ ഭരണഘടനയുടെ ആർട്ടിക്കിൾ 243 ഇന്റഗ്രേറ്റഡ് പ്രകാരം ജില്ലയിലെ ഗ്രാമ-പഞ്ചായത്ത്/മുനിസിപ്പാലിറ്റി പദ്ധതികൾ സംയോജിപ്പിക്കുന്നതും ജില്ലയ്ക്കകകമാനമുള്ള കരട് വികസന രൂപരേഖ (Draft Development Plan) തയ്യാറാക്കേണ്ടതും ജില്ലാ ആസൂത്രണ സമിതികളുടെ പ്രാഥമിക ഉത്തരവാദിത്വമാണ്. അപ്രകാരം വികസന രൂപരേഖ തയ്യാറാക്കുമ്പോൾ സ്ഥലപര ആസൂത്രണം, ജലം, മറ്റു ഭൗതിക പ്രകൃതി വിഭവങ്ങൾ തുടങ്ങിയവ പങ്ക്വയ്ക്കൽ, സംയോജിത പശ്ചാത്തല വികസനം, പരിസ്ഥിതി സംരക്ഷണം തുടങ്ങി പഞ്ചായത്തുകൾക്കും മുനിസിപ്പാലിറ്റികൾക്കും തമ്മിൽ പൊതു താൽപര്യമുള്ള വിഷയങ്ങൾക്ക് വേണ്ടത്ര പരിഗണന നൽകണമെന്നും അനുശാസിക്കുന്നു. 1994-ലെ കേരള പഞ്ചായത്ത് രാജ് നിയമത്തിലെ 175-ാം വകുപ്പനുസരിച്ച് സ്ഥലപര ആസൂത്രണത്തിന് പ്രാമുഖ്യം നൽകി, ഓരോ ഗ്രാമ പഞ്ചായത്തും ദീർഘകാല വികസന രൂപരേഖ തയ്യാറാക്കണമെന്ന് വ്യവസ്ഥ ചെയ്യുന്നു. 1994-ലെ കേരള മുനിസിപ്പാലിറ്റി നിയമം വകുപ്പ് 51 (3) പ്രകാരം മുനിസിപ്പാലിറ്റികൾ ഒരു ദീർഘകാല മാസ്റ്റർ പ്ലാൻ തയ്യാറാക്കി ജില്ലാ ആസൂത്രണ സമിതിക്ക് സമർപ്പിക്കേണ്ടതാണ്.

ഈ അടിസ്ഥാനത്തിൽ സൂചന (1) പ്രകാരം കൊല്ലം ജില്ലയ്ക്കുവേണ്ടി സംയോജിത ജില്ലാ വികസന രൂപരേഖയും (Integrated District Development Plan - IDDP), പ്രാദേശിക വികസന രൂപരേഖയും (Local Development Plans - LDP) ജില്ലയിലെ എല്ലാ തദ്ദേശ ഭരണ സ്ഥാപനങ്ങളുടേയും സഹകരണത്തോടെ ഒരു പൈലറ്റ് പദ്ധതിയായി തയ്യാറാക്കുന്നതിന് അനുവാദം നൽകി ഉത്തരവ് പുറപ്പെടുവിച്ചിരുന്നു. പ്രസ്തുത പൈലറ്റ് പ്രോജക്ടിന്റെ വിജയത്തിന്റെ അടിസ്ഥാനത്തിൽ കളക്ട്രേറ്റ് ഘട്ടം സംസ്ഥാനതല വിദഗ്ധ സമിതി 17.10.2005, 06.12.2006 എന്നീ തീയതികളിൽ കൂടിയ യോഗത്തിൽ ഈ പ്രോജക്ട് സംസ്ഥാനത്തെ മറ്റ് 13 ജില്ലകളിലേയ്ക്കുകൂടി വ്യാപിപ്പിക്കുന്നതിനും സംസ്ഥാനത്തിനുമൊത്തമായി വികസന പരിപ്രേക്ഷ്യം (State Perspective Plan) തയ്യാറാക്കുന്നതിനും ശുപാർശ ചെയ്തിരുന്നു. സംസ്ഥാനതല വിദഗ്ധ സമിതിയുടെ ശുപാർശ സർക്കാർ വിശദമായി പരിശോധിച്ച് ജില്ലാ ആസൂത്രണ സമിതികളുടെ ആഭിമുഖ്യത്തിൽ ഓരോ ജില്ലയ്ക്കും സംയോജിത ജില്ലാ വികസന രൂപരേഖയും, ജില്ലയിലെ എല്ലാ തദ്ദേശ ഭരണ സ്ഥാപനങ്ങൾക്കും പ്രാദേശിക വികസന രൂപരേഖകളും തയ്യാറാക്കൽ പദ്ധതി സംസ്ഥാനത്തെ ഇതര ജില്ലകളിലേയ്ക്കു കൂടി ഘട്ടം ഘട്ടമായി വ്യാപിപ്പിക്കുന്നതിനും, സംസ്ഥാനതല വികസന പരിപ്രേക്ഷ്യം രൂപീകരിക്കുന്നതിനുമുള്ള പദ്ധതിയ്ക്ക് അനുവാദം നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു. പ്രസ്തുത പദ്ധതിയുടെ മാർഗ്ഗരേഖ ഈ ഉത്തരവിന്റെ അനുബന്ധമായി നൽകിയിട്ടുണ്ട്.

ഗവർണ്ണറുടെ ഉത്തരവിൽ പ്രകാരം

വി.റ്റി. സാമുവൽ
ഡെപ്യൂട്ടി സെക്രട്ടറി

വികസന രൂപരേഖ തയ്യാറാക്കൽ

1. പഞ്ചായത്ത് ഡയറക്ടർ
2. ഗ്രാമ വികസന കമ്മീഷണർ
3. ഡയറക്ടർ, അർബൻ അഫയേഴ്സ് വകുപ്പ്
4. ചീഫ് ടൗൺ പ്ലാനർ
5. പ്രിൻസിപ്പൽ സെക്രട്ടറി, ധനകാര്യ വകുപ്പ്
6. പ്രിൻസിപ്പൽ സെക്രട്ടറി, ഗ്രാമ വികസനം
7. പ്രിൻസിപ്പൽ സെക്രട്ടറി, തദ്ദേശ സ്വയം ഭരണം
8. സെക്രട്ടറി, തദ്ദേശ സ്വയം ഭരണം (അർബൻ)
9. മറ്റ് പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർ/സെക്രട്ടറിമാർ
10. മെമ്പർ സെക്രട്ടറി, സംസ്ഥാന ആസൂത്രണ ബോർഡ്
11. ജില്ലാ ആസൂത്രണ സമിതി ചെയർപേഴ്സൺ
12. ജില്ലാ കളക്ടർ (ആസൂത്രണ സമിതി സെക്രട്ടറി)
13. എല്ലാ വകുപ്പ് തലവന്മാർക്കും
14. എല്ലാ ഗ്രാമ പഞ്ചായത്ത് പ്രസിഡന്റുമാർക്കും സെക്രട്ടറിമാർക്കും
15. എല്ലാ ബ്ലോക്ക് പഞ്ചായത്ത് പ്രസിഡന്റുമാർക്കും സെക്രട്ടറിമാർക്കും
16. ജില്ലാ പഞ്ചായത്ത് പ്രസിഡന്റ്/സെക്രട്ടറി
17. കോർപ്പറേഷൻ മേയർ/സെക്രട്ടറി
18. എല്ലാ മുനിസിപ്പൽ ചെയർപേഴ്സൺ/സെക്രട്ടറി
19. ഡയറക്ടർ, കേരളാ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ലോക്കൽ അഡ്മിനിസ്ട്രേഷൻ, തൃശൂർ
20. എല്ലാ ജില്ലാ പ്ലാനിംഗ് ഓഫീസർമാർക്കും
21. എല്ലാ ജില്ലാ ടൗൺ പ്ലാനർമാർക്കും
22. അക്കൗണ്ട്സ് ജനറൽ (A&E), കേരള, തിരുവനന്തപുരം, (ഉപരിപത്രം സഹിതം)
23. അക്കൗണ്ട്സ് ജനറൽ (ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം (ഉപരിപത്രം സഹിതം)
24. ഡയറക്ടർ, ലോക്കൽ ഫണ്ട് ആഡിറ്റ്
25. സ്റ്റേറ്റ് പെർഫോമൻസ്, ആഡിറ്റ് ഓഫീസർ
26. ജനറൽ സെക്രട്ടറി, കേരള ഗ്രാമ പഞ്ചായത്ത് അസോസിയേഷൻ
27. സെക്രട്ടറി, കേരള ബ്ലോക്ക് പഞ്ചായത്ത് അസോസിയേഷൻ
28. സെക്രട്ടറി, മുനിസിപ്പൽ ചെയർമാൻമാരുടെ ചോംപർ
29. സ്റ്റോക്ക് ഫയൽ/ഓഫീസ് കോപ്പി

പകർപ്പ് :-

1. മുഖ്യമന്ത്രിയുടെ പ്രിൻസിപ്പൽ സെക്രട്ടറി
2. തദ്ദേശ സ്വയം ഭരണ വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറി
3. ഗ്രാമ വികസന മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറി
4. മറ്റ് മന്ത്രിമാരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
5. സംസ്ഥാന ആസൂത്രണ ബോർഡ് വൈസ് ചെയർമാൻ
6. ചീഫ് സെക്രട്ടറിയുടെ അഡീഷണൽ സെക്രട്ടറി
7. വികേന്ദ്രീകൃതസൂത്രണ സംസ്ഥാനതല കോർഡിനേഷൻ കമ്മിറ്റി അംഗങ്ങൾ
8. ആസൂത്രണ സാമ്പത്തിക കാര്യ വകുപ്പ്
9. തദ്ദേശ സ്വയം ഭരണ വകുപ്പ്
10. ഗ്രാമ വികസന വകുപ്പ്.

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

വികസന രൂപരേഖ തയ്യാറാക്കൽ

സംയോജിത ജില്ലാ വികസന രൂപരേഖയും പ്രാദേശിക വികസന രൂപ രേഖകളും തയ്യാറാക്കൽ

പ്രോജക്ടിന്റെ മാർഗ്ഗരേഖ

1. സംയോജിത ജില്ലാ വികസന രൂപരേഖയും (Integrated District Development Plan) പ്രാദേശിക വികസന രൂപരേഖകളും (Local Development Plans) തയ്യാറാക്കുന്നതിനുള്ള ആസൂത്രണ പ്രക്രിയ.

- (i) ഓരോ തദ്ദേശ ഭരണ സ്ഥാപനത്തിലെയും സ്ഥിതി വിവരക്കണക്കുകൾ അതത് സ്ഥാപനത്തിലെ സ്പെഷ്യൽ ഇൻ്റഗ്രേഷൻ സമിതിയുടെ ചുമതലയിൽ ശേഖരിച്ച് ക്രോഡീകരിക്കുക.
- (ii) സ്ഥിതി വിവരങ്ങളുടെ സ്ഥലപര വിശകലനം (Spatial Analysis) നഗര-ഗ്രാമാസൂത്രണ വകുപ്പിൻ്റെയും പ്രാദേശിക വിശകലനം (Local Level Analysis) തദ്ദേശ ഭരണ സ്ഥാപനങ്ങളിലെ സ്പെഷ്യൽ ഇൻ്റഗ്രേഷൻ സമിതി കളുടെയും ചുമതലയിൽ നടത്തുക.
- (iii) ഇതോടൊപ്പം തന്നെ ജില്ലാ ആസൂത്രണ സമിതിയുടെ സ്പെഷ്യൽ ടെക്നിക്കൽ അഡ്വൈസറി കമ്മിറ്റിയുടെ വിവിധ ഉപസമിതികൾ ജില്ലാതല മേഖലാ വിശകലനവും, സ്ഥലപര ആസൂത്രണ ഉപസമിതി ജില്ലാതല സ്ഥലപര വിശകലനവും നടത്തുക.

(iv) മേൽപ്പറഞ്ഞ വിശകലനങ്ങളുടെ അടിസ്ഥാനത്തിൽ ജില്ലയുടെ വികസന പ്രശ്നങ്ങളും, വികസന സാധ്യതകളും കണ്ടെത്തി വികസന ലക്ഷ്യം, വികസന ആശയം, വികസന നയം (Development objectives, development concept and development policy) എന്നിവയ്ക്ക്, രൂപം നൽകി ജില്ലാ ആസൂത്രണ സമിതി കരട് സംയോജിത ജില്ലാ പദ്ധതി (Draft IDDP) തയ്യാറാക്കുക.

ജില്ലാ, ബ്ലോക്ക്, ഗ്രാമ പഞ്ചായത്ത്/മുനിസിപ്പാലിറ്റികളുടെ നിർദ്ദേശങ്ങൾ കൂടി ഉൾക്കൊള്ളിച്ചുകൊണ്ടായിരിക്കണം സംയോജിത ജില്ലാ പദ്ധതി രൂപീകരിക്കേണ്ടത്.

- (v) കരട് സംയോജിത ജില്ലാ വികസന രൂപരേഖ വികസന സെമിനാറിലെ ചർച്ചയുടെ അടിസ്ഥാനത്തിൽ പരിഷ്കരിച്ച് ജില്ലാ ആസൂത്രണ സമിതിയുടെ ശുപാർശയോടെ ഗവൺമെന്റ് അംഗീകാരത്തിന് സമർപ്പിക്കുക
- (vi) അംഗീകൃത സംയോജിത ജില്ലാ വികസന രൂപരേഖയിലെ നിർദ്ദേശങ്ങളുടേയും, തദ്ദേശ സ്വയം ഭരണ സ്ഥാപന തലത്തിലെ സ്ഥിതി വിവരങ്ങളുടെ സ്ഥലപര, പ്രാദേശിക വിശകലനങ്ങളുടെയും അടിസ്ഥാനത്തിലും വികസനത്തിന് പ്രാധാന്യം നൽകേണ്ടുന്ന മേഖലകൾ കണ്ടെത്തി ആ മേഖലകളുടെ ആസൂത്രണ ആശയ, വികസന നയം, വികസന തന്ത്രം (Planning concept, development policy and development strategy) എന്നിവയ്ക്ക് രൂപം നൽകി ഓരോ തദ്ദേശ ഭരണ സ്ഥാപനവും കരട് പ്രാദേശിക വികസന രൂപരേഖ (Draft Local Development Plan) തയ്യാറാക്കുക.
- (vii) കരട് പ്രാദേശിക വികസന രൂപരേഖകൾ ഡി.പി.സി യുടെ അംഗീകാരത്തിന് സമർപ്പിക്കുക. അംഗീകൃത സംയോജിത ജില്ലാ വികസന രൂപരേഖയുടെ അടിസ്ഥാനത്തിൽ പരിശോധിച്ച് ജില്ലാ ആസൂത്രണ സമിതിയുടെ അംഗീകാരത്തിന് വിധേയമാക്കുക.
- (viii) സംയോജിത ജില്ലാ വികസന രൂപരേഖയും പ്രാദേശിക വികസന രൂപരേഖകളും തയ്യാറാക്കുന്നതിന് ആവശ്യമായ ചെലവ് തദ്ദേശ ഭരണ സ്ഥാപനങ്ങൾക്ക് അവയുടെ പൊതു വിഭാഗം പദ്ധതി വിഹിതത്തിൽ നിന്നും ജില്ലാ ആസൂത്രണ സമിതി നിശ്ചയിക്കുന്ന നിരക്കിൽ പ്രത്യേകം പ്രോജക്ടിൻ്റെ അടിസ്ഥാനത്തിൽ വഹിക്കാവുന്നതാണ്.

2. സംയോജിത ജില്ലാ വികസന രൂപരേഖയും പ്രാദേശിക വികസന രൂപരേഖകളും തയ്യാറാക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങൾ വിശദീകരിക്കുന്ന കൈപ്പുസ്തകം തയ്യാറാക്കേണ്ടതാണ്.

3. ജില്ലാ ആസൂത്രണ സമിതിയുടെ നിർദ്ദേശ പ്രകാരമാണ് സംയോജിത ജില്ലാ വികസന രൂപരേഖ തയ്യാറാക്കേണ്ടത്.

4. സ്പെഷ്യൽ ടെക്നിക്കൽ അഡ്വൈസറി കമ്മിറ്റിയുടെ ഒരു കോർ കമ്മിറ്റി - ഐ.ഡി.ഡി.പി. ഇൻ്റഗ്രേഷൻ കമ്മിറ്റി - രൂപീകരിച്ച് പ്രോജക്ടിൻ്റെ നിർവ്വഹണ - മോണിറ്ററിംഗ് ഏജൻസിയായി ജില്ലാ ആസൂത്രണ സമിതി ചുമതലപ്പെടുത്തേണ്ടതാണ്.

5. ജില്ലാ നഗരസൂത്രണ ഓഫീസ് പ്രോജക്ട് നിർവ്വഹണ നോഡൽ ഓഫീസായും ജില്ലാ നഗരസൂത്രകൻ (District Town Planner) നോഡൽ ഓഫീസറായും പ്രവർത്തിക്കേണ്ടതാണ്.

6. അതത് തദ്ദേശ ഭരണ സ്ഥാപനങ്ങളാണ് പ്രാദേശിക വികസന രൂപരേഖ തയ്യാറാക്കേണ്ടത്. തദ്ദേശ ഭരണ സ്ഥാപനത്തിലെ സ്പെഷ്യൽ ഇൻ്റഗ്രേഷൻ സമിതി പ്രാദേശിക വികസന രൂപരേഖ തയ്യാറാക്കുന്ന ഏജൻസിയായി പ്രവർത്തിക്കേണ്ടതാണ്.

വികസന രൂപരേഖ തയ്യാറാക്കൽ

7. പദ്ധതിയുടെ സംസ്ഥാനതല ഏകോപനത്തിന് നഗര ഗ്രാമാസൂത്രണ വകുപ്പിൽ ഒരു പ്രോജക്ട് സെൽ രൂപീകരിക്കേണ്ടതാണ്. ഈ സെല്ലിന് പരിശീലനം, ഏകോപനം, ജി.ഐ.എസ്. എന്നീ വിഭാഗങ്ങൾ ഉണ്ടായിരിക്കും. ജില്ലാതലത്തിൽ അതത് ജില്ലാ നഗരസൂത്രണ കാര്യാലയത്തിൽ പ്രോജക്ട് സെല്ലിന്റെ ഒരു സഹായക വിഭാഗവും ഉണ്ടായിരിക്കുന്നതാണ്. പ്രോജക്ട് സെല്ലിലും, സഹായ വിഭാഗത്തിലും രൂപരേഖകൾ തയ്യാറാക്കുന്ന കാലയളവിൽ താഴെ പറയുന്ന വിഭാഗങ്ങളിൽപ്പെട്ട ജീവനക്കാരെ കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കാവുന്നതാണ്.

1. കൺസൾട്ടന്റ് പ്ലാനർ (Planner Consultant) (മൊത്തം 20,000 രൂപ പ്രതിമാസം എന്ന നിരക്കിൽ)
2. അസോസിയേറ്റ് പ്ലാനർ (Planner Associate) (മൊത്തം 15, 000 രൂപ പ്രതിമാസം എന്ന നിരക്കിൽ)
3. പ്ലാനിംഗ് അസിസ്റ്റന്റ് (Planning Assistant) (മൊത്തം 11,000 രൂപ പ്രതിമാസം എന്ന നിരക്കിൽ)
4. കമ്പ്യൂട്ടർ അസിസ്റ്റന്റ് (Secretarial Assistant Rs. 5,000/, GIS Assistant Rs. 6,500/)

സംസ്ഥാന തലത്തിൽ സംസ്ഥാനതല സ്റ്റിയറിംഗ് കമ്മിറ്റിയും ജില്ലാതലത്തിൽ ഐ.ഡി.ഡി.പി. ഇന്റഗ്രേഷൻ കമ്മിറ്റിയും ആയിരിക്കണം പ്രോജക്ട് സെല്ലിലേയ്ക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കേണ്ട വിദഗ്ധരുടേയും, സഹായികളുടേയും ആവശ്യകത നിർണ്ണയിക്കേണ്ടത്.

8. പ്രാദേശിക വികസന രൂപരേഖ തയ്യാറാക്കുന്ന പ്രവർത്തനങ്ങൾക്ക് ജില്ലയിലെ ഓരോ തദ്ദേശ ഭരണ സ്ഥാപനത്തിനും ഓരോ പ്ലാനിംഗ് അസിസ്റ്റന്റിനെ രൂപരേഖ തയ്യാറാക്കുന്ന കാലയളവിലേയ്ക്ക് മാത്രം കരാർ അടിസ്ഥാനത്തിൽ ഏർപ്പെടുത്താവുന്നതാണ്. പ്ലാനിംഗ് അസിസ്റ്റന്റിന്റെ ഹോണററിയം അതത് തദ്ദേശ ഭരണ സ്ഥാപനത്തിന്റെ പ്രാദേശിക വികസന രൂപരേഖ തയ്യാറാക്കുന്നതിന് വകയിരുത്തിയിട്ടുള്ള പ്രോജക്ടിന്റെ വിഹിതത്തിൽ നിന്നും വഹിക്കാവുന്നതാണ്. ജില്ലയുടെ പ്രത്യേക സാഹചര്യം കണക്കിലെടുത്ത് ആവശ്യമെങ്കിൽ പ്ലാനിംഗ് അസിസ്റ്റന്റുമാരെ ജില്ലാതല സഹായക വിഭാഗത്തിന്റെ ഭാഗമായും ഏർപ്പെടുത്താവുന്നതാണ്.

9. എല്ലാ തദ്ദേശ ഭരണ സ്ഥാപനങ്ങളിലും പ്രാദേശിക വികസന രൂപരേഖ തയ്യാറാക്കുന്നതിന് ഒരു റിസോർസ് പേഴ്സൺ ഉണ്ടായിരിക്കണം. വികേന്ദ്രീകൃത ആസൂത്രണ പ്രക്രിയയിൽ റിസോർസ് പേഴ്സൺ അർഹതപ്പെട്ട എല്ലാ ആനുകൂല്യങ്ങൾക്കും ഇവർക്ക് അർഹതയുണ്ടായിരിക്കും.

10. പ്രോജക്ട് നടപ്പാക്കുന്നതിന് ചുവടെയുള്ള കമ്മിറ്റികൾ രൂപീകരിക്കുന്നു.

10.1 സംസ്ഥാനതല സ്റ്റിയറിംഗ് കമ്മിറ്റി (State Level Steering Committee)

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| 1. പ്രിൻസിപ്പൽ സെക്രട്ടറി, തദ്ദേശ സ്വയം ഭരണ വകുപ്പ് | : | ചെയർമാൻ |
| 2. സെക്രട്ടറി, തദ്ദേശ സ്വയം ഭരണ വകുപ്പ് (അർബൻ) | : | വൈസ് ചെയർമാൻ |
| 3. മെമ്പർ സെക്രട്ടറി, സംസ്ഥാന ആസൂത്രണ ബോർഡ് | : | മെമ്പർ |
| 4. ഡയറക്ടർ, സാമ്പത്തിക സ്ഥിതിവിവര വകുപ്പ് | : | ” |
| 5. ഡയറക്ടർ, സോയിൽ-സർവേ ഓർഗനൈസേഷൻ | : | ” |
| 6. ഡയറക്ടർ, സംസ്ഥാന ഭൂവിനിയോഗ ബോർഡ് | : | ” |
| 7. ഡയറക്ടർ, സർവ്വെ ആന്റ് ലാൻഡ് റിക്കോർഡ്സ് | : | ” |
| 8. പഞ്ചായത്ത് ഡയറക്ടർ | : | ” |
| 9. ചീഫ് എഞ്ചിനീയർ, പൊതുമരാമത്തു വകുപ്പ് | : | ” |
| 10. കമ്മീഷണർ, ഗ്രാമ വികസനം | : | ” |
| 11. ഡയറക്ടർ, നാഷണൽ ട്രാൻപോർട്ടേഷൻ പ്ലാനിംഗ് ആന്റ് റിസെർച്ച് സെന്റർ (NATPAC): | : | ” |
| 12. ചെയർമാൻ, ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ടൗൺ പ്ലാനിംഗ്, ഇന്ത്യ-കേരള ചാപ്റ്റർ | : | ” |
| 13. സർക്കാർ നാമനിർദ്ദേശം ചെയ്യുന്ന മൂന്ന് സ്ഥലപര ആസൂത്രണ വിദഗ്ധർ | : | മെമ്പർ |
| 14. ചീഫ് ടൗൺ പ്ലാനർ | : | കൺവീനർ |

10.2 ജില്ലാതല കോർഡിനേഷൻ സമിതി (District Level Co-ordination Committee)

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| 1) ചെയർപേഴ്സൺ, ജില്ലാ ആസൂത്രണ സമിതി | : | ചെയർമാൻ |
| 2) മേയർ (കോർപ്പറേഷൻ നിലവിലുള്ള ജില്ലകളിൽ മാത്രം) | : | കോ-ചെയർമാൻ |
| 3) ജില്ലാ കളക്ടർ | : | വൈസ് ചെയർമാൻ |
| 4) ജില്ലയിലെ ഗ്രാമ പഞ്ചായത്ത് പ്രസിഡന്റുമാർ/മുനിസിപ്പൽ ചെയർപേഴ്സൺമാർ | : | മെമ്പർമാർ |
| 5) ജില്ലാ നഗരസൂത്രകൻ | : | കൺവീനർ |

10.3 ഐ.ഡി.ഡി.പി. ഇന്റഗ്രേഷൻ കമ്മിറ്റി

(ജില്ലാ ആസൂത്രണ സമിതിയുടെ സ്പെഷ്യൽ ടെക്നിക്കൽ അഡ്വൈസറി കമ്മിറ്റിയുടെ കോർ കമ്മിറ്റി)

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|---|---|-----------------|
| 1) ചെയർപേഴ്സൺ, ജില്ലാ ആസൂത്രണ സമിതി | : | ചെയർമാൻ |
| 2) ജില്ലാ കളക്ടർ | : | വൈസ് ചെയർമാൻ |
| 3) ചെയർമാൻ, സ്ഥലപര ആസൂത്രണ ഉപസമിതി | : | കോ-വൈസ് ചെയർമാൻ |
| 4) ജില്ലാ ആസൂത്രണ സമിതിയിലെ മൂന്ന് അംഗങ്ങൾ | : | മെമ്പർമാർ |
| 5) സ്പെഷ്യൽ ടെക്നിക്കൽ അഡ്വൈസറി കമ്മിറ്റിയിലെ മൂന്ന് അംഗങ്ങൾ (അനൗദ്യോഗിക അംഗങ്ങൾ) | : | ” |
| 6) ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ | : | മെമ്പർ |

- 7) ഡെപ്യൂട്ടി ഡയറക്ടർ, സാമ്പത്തിക സ്ഥിതി വിവര വകുപ്പ് : ”
- 8) അസിസ്റ്റന്റ് ഡെവലപ്മെന്റ് കമ്മീഷണർ (ജി) : ”
- 9) ജില്ലാ നഗരാസൂത്രകൻ : കൺവീനർ
- 10.4 പ്രാദേശിക വികസന രൂപരേഖ പ്രോസസിംഗ് സമിതി (Local Development Plan Processing Committee)**
- 1. ജില്ലാ കളക്ടർ : വൈസ് ചെയർമാൻ
- 2. ജില്ലാ പ്ലാനിംഗ് ഓഫീസർ : മെമ്പർ
- 3. അസിസ്റ്റന്റ് ഡവലപ്മെന്റ് കമ്മീഷണർ (ജനറൽ) : മെമ്പർ
- 4. ഡെപ്യൂട്ടി ഡയറക്ടർ (പഞ്ചായത്ത്) : മെമ്പർ
- 5. റീജിയണൽ ജോയിന്റ് ഡയറക്ടർ (അർബൻ അഫയേഴ്സ്) : മെമ്പർ
- 6. ജില്ലയിലെ തദ്ദേശ ഭരണ സ്ഥാപനങ്ങളിലെ സെക്രട്ടറിമാർ : മെമ്പർ
- 7. ജില്ലാ നഗരാസൂത്രകൻ : കൺവീനർ
- 10.5 സ്പെഷ്യൽ ഇന്റഗ്രേഷൻ കമ്മിറ്റി (തദ്ദേശ ഭരണ സ്ഥാപന തലത്തിൽ)**
- 1. ടൗൺ പ്ലാനിംഗ് /സ്പെഷ്യൽ പ്ലാനിംഗ് ചുമതലയുള്ള സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർപേഴ്സൺ : ചെയർമാൻ
- 2. വർക്കിംഗ് ഗ്രൂപ്പുകളിലെ ഓരോ പ്രതിനിധികൾ : മെമ്പർമാർ
- 3. ജില്ലാ നഗരാസൂത്രകൻ/പ്രതിനിധി (നഗരസഭകളിൽ മാത്രം) : മെമ്പർ
- 4. റിസോഴ്സ് പേഴ്സൺ : ”
- 5. തദ്ദേശ ഭരണ സ്ഥാപനത്തിലെ എഞ്ചിനീയറിംഗ് വിഭാഗം മേധാവി : ജോയിന്റ് കൺവീനർ
- 6. തദ്ദേശ ഭരണ സ്ഥാപനത്തിന്റെ സെക്രട്ടറി : കൺവീനർ