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NOTIFICATION

No. G. 28014/54/2006-PLG, the 17th February, 2017. With the approval of the Council of Minister in its meeting held on 8.2.2017, the Governor of Mizoram is pleased to notify the guidelines for setting up of District Planning Committee in Mizoram as per Annexure enclosed.

Dr. C. Vanlalramsanga,
Deputy Secretary to the Govt. of Mizoram,
Planning & Programme Implementation Deptt.

GUIDELINES FOR SETTING UP OF DISTRICT PLANNING COMMITTEES IN MIZORAM

- 1. Introduction :** The need for integrated local area development plans, based on specific endowments and needs of each area has been emerges from the widespread need for institutional changes to enable and sustain greater access to basic local services, as well as from the considerable investments that have been allocated in local service delivery functions-through State and Central resources. Moreover, participative decentralized planning is gathering momentum with the innovations in Information and Communication Technology that have made it possible for the vision of participative planning so that plans relevant to the local area are prepared, with local communities and their local governments gaining a strong sense of ownership for better outcomes and results.
- 2. Constitutional Provision :** The 74th Constitution Amendment Act mandated the establishment of the District Planning Committee (DPC) under Article 243ZD of the Constitution for consolidating plans prepared by panchayats and municipalities in the District into District Plan. As mandated, by the Constitution District Planning Committee may be set up in every District of Mizoram.
- 3. Functions of the DPC :** In the light of the Provision of Article 243ZD of the constitution of India, District Planning Committee shall be constituted in every district—to plan, monitor, evaluate, review and coordinates “ development initiatives in the district and to exercise such other powers as may be assigned by the Government from time to time. The Committee shall, in preparing development plan, have regard to : (a) Matters of mutual common importance in the society; (b) Spatial particularity;

- (c) Sharing financial, physical and natural resources; (d) Integrated development of infrastructure and environmental conservation. The District Planning Committee shall perform the following functions :
- i. Identification of local needs and objectives within the perspective of national and state goal;
 - ii. Collection, compilation and updating of statistics of the natural and human resources of the district;
 - iii. Mapping of the infrastructure facilities, identification of growth drivers, manpower planning and skills gap assessment at village, block and district levels;
 - iv. Preparing blueprints of development plans for the district by identifying critical development gaps in the district - and identifying national and State programme to address the stated gaps;
 - v. Persuasion, evaluation and review of plans of the central domain, centre sponsored plan, plan of the State domain and the local area development schemes on the legislators, account, in the district;
 - vi. Submission of progress reports of the development works within the district to the State Government;
 - vii. Ensuring, cooperation of non government organizations in the process of all round development of the district;
 - viii. Advising the State Government regarding the important initiatives of the State domain in the process of the overall development of the district;
 - ix. Other functions assigned by the State Government, if any.
4. **Official Data and Statistics at District Level** : The District Planning Committee shall maintain up-to-date, accurate and reliable official data and statistics for the District. The available data may be put together for different sectors at each level of the tier viz. village, block and district. The state government agencies, the departments and the district statistical organizations should assist them in this. Some of the essential items of data are listed in the suggested form at Appendix I and Appendix-II.
5. **Composition of District Planning Committee** : The District Planning Committee of different districts shall consist of such number of members as may be specified by the State Government by notification.
- a. The Deputy Commissioner of the District shall be Chairman of the District Planning Committee;
 - b. The District research Officer shall be Member Secretary of the District Planning Committee;
 - c. Member of Legislative Assembly (MLA) whose constituencies fall in that district shall be member of the District Planning Committee. As soon as an MLA ceases to be a member of the Legislative Assembly, he/she shall cease to be a member of the Committee;
 - d. District Level Head of Departments or Senior Most Officers in the District of all line Departments shall be members of the District Planning Committee;
 - e. Chairman of the Joint Village Council (for each block) shall be members of the District Planning Committee;
 - f. Municipal Commissioner of AMC in the case of Aizawl District shall be member of the District Planning Committee;
 - g. Not more than 3 in total from respective of NGOs, Civil Society and Academia nominated by the State Government shall be member invitees.
6. **Secretariat** : Secretariat service shall be provided by District Research Office (Economics & Statistics). District Planning Unit (DPU) may be created in the DRO's Office by pooling staff from line Departments. District Planning Cell may also be created at the Headquarters at Planning & Programme Implementation Department.
7. **Preparation of Vision Document** : Based on the real time data and empirical evidence, a vision document for 15 years may be prepared based on a participatory assessment. The DPC may hold formal interactions with local governments and other key stakeholders on this and then finalize it. The document should clearly indentify the key reasons for backwardness/development shortcomings and address issues impeding development. It will cover :

- a) Agriculture and allied sectors (as relevant)
 - b) Availability and development of water sources
 - c) Industries - especially traditional, small industries including food processing
 - d) Infrastructure including power
 - e) Tourism potential
 - f) Drinking water and sanitation
 - g) Literacy, school education
 - h) Health and medical facilities
 - i) Poverty reduction and basic needs
 - j) Gender and children
 - k) Social Justice - SC/ST, Persons with disability etc
 - l) Financial inclusion
8. To assist the DPC in preparing, the vision document, a Technical Support Group may be constituted as appropriate in each district. It may consist of departmental officers (where available) mandated and nominated for the purpose in addition to their duties or retired persons locally available or a local academic institution or established NGO with a proven track record. These vision Documents prepared and submitted by District Planning Committee shall be integrated into the State level document. District Planning Committee shall be entrusted to update district level vision as and when required by the State Government.

Baseline Profiles for District Visioning Exercise

I. Geopolitical Information

The geopolitical information should be prepared and presented in the form of the following maps :

- i) District, Block, sub-division, cluster, and local governemnt boundaries;
- ii) Elevation map/toposheet showing natural georaphic features such as hilly areas, flat areas, low-lying/flood plains, rivers, lakes, etc.
- iii) Rainfall distribution;
- iv) Soil and vegetation types;
- v) Major and minor dams, watershed development structures, open wells, bore wells, tanks, etc;
- vi) Watersheds with annual surface and ground water avalability;
- vii) Present land use including the land under irrigated and non-irrigated agriculture; forest land, pastures, wasteland; land under mining, industries and huaman habitation etc; and
- viii) Road and rail network.

In addition to maps, a district overview should be compiled as follows.

Table 1 : District overview

<u>Sl. No.</u>	<u>Items</u>	<u>Unit</u>	<u>Value</u>
1.	Geographical area	Sq. km	
2.	Total population	Lakh	
3.	Sub-division	Number	
4.	Blocks	Number	
5.	Clusters/circles	Number	
6.	Revenue villages	Number	
7.	Urban habitations	Number	
8.	Gram Panchayats (Village Councils)	Number	
9.	Taluka Panchayats (block councils)	Number	
10.	Nagar Panchayats (municipal councils)	Number	
11.	Length of road network	Km	
12.	Length of rail network	Km	
13.	Rivers	Number	
14.	Water bodies	Number	
15.	Watersheds	Number	
16.	Irrigated agriculture	Hectares	
17.	Rain – fed agriculture	Hectares	
18.	Wasteland	Hectares	
19.	Forests	Sq. km	
20.	Major and medium dams	Number	
21.	Large and medium industries	Number	

II. Socio – demographic information

The population composition should be compiled on the following parameters:

Table 2: Population composition

<u>Sl.No.</u>	<u>Age groups (yrs)</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
1.	0 to 3			
2.	4 to 6			
3.	7 to 18			
4.	19 to 45			
5.	46 to 60			
6.	61+			
7.	All age groups			

The major demographic trends should be documented as follows:

Table 3: Demographic characteristics

<u>Sl.No.</u>	<u>Parameter / Indicator</u>	<u>Male</u>	<u>Female</u>	<u>Average</u>
1.	Fertility rate			
2.	Mortality rate			
3.	Life expectancy at birth			
4.	Age at marriage			
5.	Family planning coverage (%)			
6.	Total number of families			
7.	Commonest family type (✓)	Nuclear	Joint	Extended
8.	Average family size (✓)	Up to 6	6 to 12	12+

The population proportions of major religious and caste groups should be captured as follows:

Table 4: Social group composition

<u>Sl.No.</u>	<u>Social group</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>%</u>
1.	ST				
2.	SC				
3.	OBC				
4.	General				

III. Public infrastructure and services

The major infrastructure facilities and services should be captured on the following parameters:

Table 5 : Public infrastructure and services

<u>Sl.No.</u>	<u>Infrastructure</u>	<u>Availability norm</u>	<u>Actual status</u>	<u>Shortfall</u>
1.	Pucca road	Each habitation		
2.	Bus service	Each habitation		
3.	Electricity connection	Each habitation		
4.	Piped Water	Each habitation		
5.	Public Toilet	Each habitation		
6.	Drainage system	Each habitation		
7.	Gram Panchayat/Ward Panchayat office	Each GP/WP headquarter		
8.	Ration shop	Per unit population		
9.	Anganwadi	Per unit population		
10.	Primary School	Each habitation		
11.	Secondary School	Per unit population		
12.	College	Per unit population		

13.	PHC	Per unit population
14.	Sub – Centre	Per unit population
15.	Hospital	Per unit population
16.	Veterinary Clinic	Per unit population
17.	Police Station	Per unit population
18.	Post Office	Per unit population
19.	Bank/credit agency	Per unit population
20.	Public Library	Per unit population
21.	Agri. Marketing centre	Per unit population
22.	Virtual connectivity	Each habitation
23.	Major irrigation projects	As per local conditions
24.	Medium irrigation projects	As per local conditions
25.	Minor irrigation projects	As per local conditions
26.	Fully developed watersheds	As per local conditions

Table 6 : Infrastructure and service quality : Schools

Sector : Education					
Service : Primary and Secondary schools					
Service	Facility	Norm	Requirements as per norm	Actual status	Gap
Primary school	Provision of primary schools	Each habitation			
	Location	Within 1 km of village			
	Housing of school	Dedicated pucca building			
	Toilet Facility	1 toilet unit consisting of 2 latrines and 3 urinals, separate toilet for girls			
	Class rooms	1 classroom per 40 students; all classrooms fitted with blackboard, maps and informative charts			
	Staff	1 teacher per 40 students plus a clerk and an assistant			
	Other facilities	A playground			
Secondary schools	Provision of secondary schools	As per local conditions			
	Housing of school	Dedicated pucca building			
	Toilet Facility	1 toilet unit consisting of 2 latrines and 3 urinals, separate toilet for girls			
	Class rooms	1 classroom per 40 students; all classrooms fitted with blackboard, maps and informative charts			
	Staff	1 teacher per 40, some female teachers plus technical and administrative staff.			
	Other facilities	Laboratories of required standard and a playground with sports facilities and gymnasium			

Table 7 : Infrastructure and service quality : PHC and rural hospital

Sector : Education					
Service : Primary and Secondary schools					
Service	Facility	Norm	Requirements as per norm	Actual status	Gap
Sub Centre	Provision of sub-centre	Per 5000 population			
	Human resource	1 ANM, 1 MPW and 1 worker			
	Equipment	Medical kit, ORS, delivery kit and table, BP apparatus and stethoscope			
	Housing	Dedicated pucca building			
Primary Health Centre	Provision of sub-centre	Per 30,000 population			
	Human resource	2 medical officers, 1 compounder, 2 health asst., 1 lady asst., 1 clerk, 1 driver and 5 peons.			
	Equipment	Operation theatre and allied equipment, 1 ambulance, adequate stock of medicines			
Rural Hospital	Provision of rural Hospital	At every block headquarters			
	Human resource	3 medical officers, 1 medical superintendent, 4 staff nurses, 1 pharmacist, 1 jr. clerk and 1 driver and other staff			
	Equipment	Lab, OPD, IPD, operation theatre, ambulance and adequate stock of medicines			

Table 8 : Public Infrastructure and service quality : Other services.

Sr.	Infrastructure	Quality Norm	Actual Status
1.	Pucca Road	Major district roads	All season usability
		Other district roads	
		Village roads	
		Village internal roads and lanes	
2.	Bus service	Minimum once a day	
3.	Electricity connection	Daily minimum – hours of supply	
4.	Piped water	Minimum – litres/capita/day of potable water	
5.	Public toilet	Minimum one seat/____ person	
6.	Drainage system	Covered drain connecting all houses	
7.	Gram/ward panchayat office	Dedicated pucca building with proper and record room	
8.	Ration shop	Assured minimum stock of essential food/fuel items	
16.	Veterinary clinic	Adequate medicine stock, regular availability of doctors and basic surgical/life-support facilities	
17.	Police station	A dependable 24-hour emergency telephone line and a mobile squad	
18.	Post office	Availability of all basic postal services	

19.	Bank/credit agency	Availability of all banking/credit services	
20.	Public library	Availability of all major newspapers	
21.	Agri.-marketing centre	Availability of current data on market prices	
22.	Virtual connectivity	Dependable telephone and dial-up internet connectivity	

IV. Socio-Economic information

The socioeconomic information should be captured on the following parameters :

Table 9 : Literacy and Education

<u>Sl. No.</u>	<u>Parameter / Indicator</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>%</u>
1.	Basic Literacy				
2.	Enrolment in pre-primary school				
3.	Enrolment in primary school				
4.	Coverage of mid-day meal				
5.	Enrolment in secondary school				
6.	Mean years of schooling				
7.	Enrolment for higher education				
8.	Enrolment for adult education				

Table 10. Employment and Self-employment

<u>Sl. No.</u>	<u>Parameter / Indicator</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>%</u>
1.	Self-employed in farm activities				
2.	Self-employed in non-farm activities				
3.	Employed in organized sector				
4.	Employed in unorganized sector				
5.	Total wage labour				
6.	Total unemployed				
7.	Educated unemployed				
8.	Skilled unemployed				

The information on the economy and commerce in the district should be documented as follows :

Table 11 : Agriculture and allied farm sector activities

<u>Parameter / Indicator</u>	<u>Unit</u>	<u>Status</u>
Total agricultural land (including horticulture)	Ha	
Irrigated agriculture	Ha	
Non-irrigated agriculture	Ha	
Wastelands/uncultivable lands	Ha	
Average landholding		

Table 12 : Industry and Commerce

<u>Parameter / Indicator</u>	<u>Unit</u>	<u>Status</u>
Total land under industries	Hectares	
Total number of primary sector industries	Number	
Total number of secondary sector industries	Number	

Total number of tertiary sector industries	Number
Percentage of organized sector industries	%
Percentage of unorganized sector industries	%

Table 13 : Household income and amenities

<u>Service</u>	<u>Unit/Norm</u>	<u>Status</u>	<u>Shortfall</u>
Families living in pucca house	Every household		
Households with electricity supply	KW/capita/day		
Household with drinking water supply	Litres/capita/day		
Households with attached toilets	Each household		
Households with kerosene supply	Litres/capita/day		
Household with cooking gas connection	Single/double cylinder		

Table 14 : Social Security

<u>Parameter / Indicator</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
Coverage of public/private provident fund			
Coverage of public/private pension			
Coverage of life/livelihood insurance			
Persons under 15 years without livelihood			
Persons over 60 years without livelihood			
Severely disabled without livelihood			
Terminally ill persons without livelihood			

Table 15 : Abstract of financial resources available at district level

Name of the District								
S.No.	Department	Scheme/Budget Head/Subhead	Figures for the last two years				Current Year	
			Year 1		Year 2		Allocation	Expenditure Plan
			Allocation	Expenditure	Allocation	Expenditure		
A)	Central Sector Schemes							
1.								
2.								
3.								
B)	Centrally Sponsored Schemes							
1.								
2.								
3.								
C)	State Sector Schemes							
1.								
2.								
3.								
D)	Central/State Finance Commission Grants, United Funds from state							
1.								
2.								
3.								
E)	MLA/MP Funds							
1.								
2.								
3.								
F)	Local Revenue (receipts through taxes, cess available for local use)							
1.								
2.								
3.								
G)	Incidental Receipts, Non-governmental Grants, Local Contributions							
1.								
2.								
3.								
Total								