

***VO Level Data Summary Sheet & Data Collection
Formats***

**Data from SHG is consolidated and made into a summary at VO level
only for two components :**

A. Entitlement Plan

B. Livelihood Plan.

VO level data is collected directly from VOs only for two components:

C. Public goods, services and resource development Plan

D. Social Development Plan

Name of Village Organisation:

Name of Gram Panchayat:

Number of SHGs:

Seal and Signature of VO leaders

Present status of SHGs and Plan for upcoming year

Present status

Sl. No	Status	Number
1	Total no. of households in VO /PLF jurisdiction	
2	No. of households covered in SHGs	
3	Total no. of SHGs existing	
4	Total no. of SHGs received RF	
5	Total no. of SHGs accessed bank loan	

Plan for upcoming year

Sl. No	Plan	Number
1	No. of household to be brought under SHG fold	
2	No. of SHGs to be provided RF	
3	No. of SHGs that will access bank loan	

Facilitator's Note for filling up Present status

1. In the row for **Total no. of households in VO /PLF jurisdiction:** Please fill the total number of households within the jurisdiction of VO.
2. In the row for **No. of households covered in SHGs :** Please fill the number of households that have been included under the SHG fold
3. In the row for **Total no. of SHGs existing:** Please write the total number of SHGs within that particular VO
4. In the row for **Total no. of SHGs received RF:** Please write the total number of SHGs that have received revolving fund(RF)
5. In the row for **Total no. of SHGs accessed bank loans:** Please write the number of SHGs that have accessed bank loan services

Facilitator's Note for filling up plan for upcoming year :

1. In the row for **No. of households to be brought under SHG fold:** Please write the number of households that can be brought under SHG fold in the upcoming year
2. In the row for **No. of SHGs to be provided RF:** Please write the number of SHGs to be provided with Revolving fund in the upcoming year
3. In the row for **No. of SHGs that will access bank loan:** Please write the number of SHGs that will be able to access bank loan in the upcoming year

Facilitator's Note for filling up VO Summary Sheet for Entitlements :

1. Each Scheme's SHG level data will have a cover page which will be the respective VO Summary Sheet
2. In the column for **Name of SHG**: Please fill the name of the SHG, beneficiaries belong to as per the SHG level Data Sheet
3. In the column for **No of beneficiary**: Please fill the total number of the beneficiaries from a particular SHG for the scheme mentioned in the format
4. In the column for **No of Work**: Please fill the total number of individual and community work demanded from each SHG. (*Applicable only to MGNREGA individual and community work*)

A. Entitlement Plan

1. MGNREGS

1.1 New Job Card

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

New Job Card for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

1.2 MGNREGS Work Demand

1.2.1 MGNREGS - Individual Work

S. No	Name of SHG	No. of work
1		
2		
Total work demanded		

1.2.2 MGNREGS - Community Work

S. No	Name of SHG	No. of work
1		
2		
Total work demanded		

2. NSAP (Pension)

2.1 Old Age Pension

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Old Age Pension for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

2.2 Widow Pension

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Widow Pension for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

2.3 Disability Pension

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Disability Pension for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

3. SBM

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

SBM for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

4. Health Card

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Health card for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

5. Ration Card

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Ration card for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

6. Ujjwala Gas

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Ujjwala Gas beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

7. Pradhan Mantri Sahaj Har Ghar Bijli Yojana - Saubhagya

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Pradhan Mantri Sahaj Har Ghar Bijli Yojana - Saubhagya for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

8. Pradhan Mantri Suraksha BimaYojna (PMSBY)

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

PMSBY for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

9. Pradhan Mantri Jeevan Jyoti BimaYojna (PMJJBY)

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

PMJJBY for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

10. Pradhan Mantri AwasYojna - Gramin (PMAY - G)

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

PMAY -G for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

11. Any Other Scheme (Mention the name of the scheme)

S. No	Name of SHG	No of beneficiary
1		
2		
Total Number of beneficiaries		

Any other scheme for beneficiaries outside SHG fold(Vulnerable / Poorest of Poor as identified by VO)

S. No	Name of beneficiary outside SHG fold (in order of priority)	Name of head of the household	Ward name and number
1			
2			

C. Livelihood Plan

1.1 Farming - Individual Farming

S. No.	Name of SHG	No. of SHG members interested in individual farming	No. of SHG members farming on own land	No. of SHG members farming on leased land
1				
2				
Total				

Facilitator's Note for Individual Farming:

This table will contain consolidated details of only individual farming.

1. In the column for **Name of SHG**: Please write the name of the SHG whose details will be filled.
2. In the column for **No. of SHG members interested in individual farming**: Please write the total number of SHG members interested in individual farming for the corresponding SHG.
3. In the column for **No. of SHG members farming on own land**: Please write the total number of SHG members farming on own land for the corresponding SHG.
4. In the column for **No. of SHG members farming on leased land**: Please write the total number of SHG members farming on leased land for the corresponding SHG.

1.2 Farming - Group Framing

S. No.	Name of SHG	No. of groups interested in group farming	No. of groups farming on own land	No. of groups farming on leased land
1				
2				
Total				

Facilitator's Note for Group Farming:

This table will contain consolidated details of only group farming.

1. In the column for **Name of SHG**: Please write the name of the SHG whose details will be filled.
2. In the column for **No. of SHG members interested in group farming**: Please write the total number of SHG members interested in group farming for the corresponding SHG.
3. In the column for **No. of groups**: Please write the total number of groups within an SHG who are interested in group farming.
4. In the column for **No. of groups farming on own land**: Please write the total number of groups farming on own land for the corresponding SHG.
5. In the column for **No. of SHG members farming on leased land**: Please write the total number of groups farming on leased land for the corresponding SHG.

1.3 Farming - Support required for both individual and group farming

S. No.	Type of Support	Total number of support required
1		
2		
Total		

Facilitator's Note for Support Required for Farming:

This table will give the consolidated details for the different types of support that SHG members have demanded for farming

1. In the column for **Type of Support**: Please write the different types of support requirements that have come from the SHGs. Each type will be written in a separate row.
2. In the column for **Total number of support required**: Please write the sum total of support required in both Individual and group animal husbandry

Farming for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

S. No.	Name of beneficiaries (in order of priority)	Name of head of the household	Ward name and number	Individual / Group	Farming on own land/leased land	Type of Support Required
1						
2						

2.1 Animal Husbandry - Individual and Group

S. No.	Name of SHG	No. of Individuals demanded for Individual animal husbandry	No. of groups demanded for group animal husbandry
1			
2			
	Total		

Facilitator's Note for Animal Husbandry – Individual and group:

1. In the column for **Name of SHG**: Please write the name of the SHG whose details will be filled.
2. In the column for **No. of Individuals demanded for Individual animal husbandry**: Please write the total number of Individuals demanded for Individual animal husbandry from each SHG
3. In the column for **No. of groups demanded for group animal husbandry**: Please write the total number of groups demanded for animal husbandry in groups from each SHG

2.1 Animal Husbandry - Support Required for individual and group animal husbandry

S. No.	Type of Support	Total number of support required
1		
2		
	Total	

Facilitator's Note for Support Required for Animal Husbandry:

This table will give the consolidated details for the different types of support that SHG members have demanded for Animal Husbandry

1. In the column for **Type of Support**: Please write the different types of support requirements that have come from the SHGs. Each type will be written in a separate row.
2. In the column for **Total number of support required**: Please write the sum total of support required in both Individual and group animal husbandry

Animal Husbandry for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

S. No.	Name of beneficiaries (in order of priority)	Name of head of the household	Ward name and number	Individual / Group	Category of Animal Husbandry	Type of Support Required
1						
2						

3.1 Micro Enterprises – Individual and Group

S. No.	Name of SHG	No. of Individuals demanded for Individual Micro enterprise	No. of groups demanded for group Micro enterprise
1			
2			
	Total		

Facilitator's Note for Micro Enterprises – Individual and group:

1. In the column for **Name of SHG**: Please write the name of the SHG whose details will be filled.
2. In the column for **No. of Individuals demanded for Individual Micro Enterprise**: Please write the total number of Individuals demanded for Individual Micro Enterprise from each SHG
3. In the column for **No. of groups demanded for group Micro Enterprise** : Please write the total number of groups demanded for Micro Enterprise in groups from each SHG

3.3. Micro Enterprises - Support Required for both individual and group micro enterprises

S. No.	Type of Support	Total number of support required
1		
2		
	Total	

Facilitator's Note for Support Required for Micro Enterprises:

This table will give the consolidated details for the different types of support that SHG members have demanded for under Micro enterprises

1. In the column for **Type of Support**: Please write the different types of support requirements that have come from the SHGs. Each type will be written in a separate row.
2. In the column for **Total number of support required**: Please write the sum total of support required in both Individual and group animal husbandry

Micro Enterprises for beneficiaries outside SHG fold (Vulnerable / Poorest of Poor as identified by VO)

S. No.	Name of beneficiaries (in order of priority)	Name of head of the household	Ward name and number	Individual / Group	Type of ME	Type of Support Required
1						
2						

D. Public goods, services and resource Plan

Public goods and services demands			
<i>(This is a suggestive list. More context based local demands can also be included)</i>			
Sl. no	Description of demand	Sl. no	Description of demand
1	Roads	19	VO office
2	Anganwadi Centres	20	Dustbins
3	Community halls	21	Weaving centre
4	Drainage	22	Drinking water facilities
5	Panchayat bhavan	23	Library
6	Market/ haat bazaar	24	Culvert
7	Street light	25	Boundary wall
8	Community toilet	26	Waiting shed
9	Teachers in schools	27	Mid -day meal provisions
10	Deworming	28	Staff nurses in health centres
11	Provisions for immunization	29	Mosquito nets
12	Hand wash facilities	30	Uniform in schools
13	Grain storage facilities / Warehouse	31	Baby feeding rooms in public spaces
14	Grain drying platform	32	Facilitation / common centres for Producer groups
15	Handloom small scale units	33	School furniture (Desk, bench , black boards)
16	Women police officers	34	Equipment for sub – centres (medicines, Syringes, BP apparatus)
17	Sanitary pad vending machines	35	SafaiKaramchari
18	Incinerator	36	Cultural centres and clubs

Resource development demands			
<i>(This is a suggestive list. More context based local demands can also be included)</i>			
Sl. no	Description of demand	Sl. no	Description of demand
1	Ponds	9	Agri bund
2	Wells	10	Ring well
3	River bunds	11	Embankment
4	Rainwater harvesting	12	Check dams
5	Tubewell	13	Land development
6	Plantations (Tree, mango, bamboo, arecanut etc.)	14	Borewell
7	Elephant trench	15	Forest fencing
8	Medicinal plant nurseries	16	Management of wetlands

1. Format to capture public goods and services

Name of the VO:				
Number of SHG:				
Name of the GP:				
S.No	Description of Demand	Location	New / Renovation	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1				
2				
3				

2. Format to capture resource development demands

Name of the VO:				
Number of SHG:				
Name of the GP:				
S.No	Description of Demand	Location	New / Renovation	Rank for prioritisation (To be filled during GP consolidation and prioritisation meeting)
1				
2				
3				

Facilitator's Note for Public goods, services and resource development

1. In the column for **Description of demand**: The description of demand must be the public goods, services and resource development demanded for. Example: Panchayat Bhavan, Anganwadi Kendra, Street light, public well, provision for immunization, setting up hand wash facilities etc.
2. In the column for **Location**: The location of the infrastructure or resource development must include ward name and number as well. Example: Ward number 6, Kishangaon, Rita's house to Suman's house
3. In the column for **New / Renovation**: The nature of demand must be specified. If the said demand is new, the entry would be **New**. If the said demand is for renovation, the entry would be **renovation**.
4. In the column for **Rank for prioritisation** : **This column must be filled only during the consolidation and prioritisation meeting to be held at GP level**. A consolidation and prioritization meeting will be held at the GP level. During this meeting, a ranking exercise will be carried out to reflect prioritization. **Ensure that this column must be left blank during SHG level data collection.**

D. Social Development Plan

Topic : *Social Issue that is addressed in the Plan*

1. Introduction
2. Objectives of the Plan
3. Data Regarding the identified Issue
4. Role of Stakeholders
5. Activities to address the social Issue
6. Budget Required
7. Follow-up/ Monitoring

Sl. No	Social Issues	Activities
1	Alcoholism	<ul style="list-style-type: none">• Shutting down illicit alcohol shops• Providing alternative livelihood opportunities• Registering complaints in police station• Referral services to de-addiction centres
2	Drug Abuse	<ul style="list-style-type: none">• Services for counselling and therapy• Referral services to de-addiction centres• Formation of community vigilance teams
3	Adult illiteracy	<ul style="list-style-type: none">• Linking to Block / District adult literacy programme, if any• Initiation of adult literacy classes• Environment creation for enhancing literacy such as pasting posters with proverbs in public spaces• Mobilizing resources for adult literacy classes through Local Self Government Institutions• Establishing linkages with State literacy mission for admission in open schools
4	School drop out	<ul style="list-style-type: none">• Activation / revival of School Management Committee• Re-enrolment in schools through School Management committee

		<ul style="list-style-type: none"> • Mobilizing resources for school drop outs through Local Self Government Institutions • Ensuring access to services like teachers, toilets for girls in schools • Ensuring quality of services like mid – day meal schemes
5	Malnutrition	<ul style="list-style-type: none"> • Encourage Nutri – garden / kitchen garden in Anganwadi centres and schools • Regular health check – up in schools • Regular monitoring of children’s weight and height in anganwadis and meeting specific nutritional requirements of children from Severe Acute malnourished, Moderate acute malnourished, Severely underweight , Moderately underweight categories, pregnant and lactating mothers • Ensuring community monitoring through various committees like Village Health Sanitation and Nutrition committee, Mother’s committee in Anganwadis • Ensuring quality of services like food provided in Anganwadis • Ensuring availability of services like immunization, de-worming tablets, Iron folic tablets at regular intervals
6	Violence against women (domestic violence, eve teasing, sexual harassments etc.)	<ul style="list-style-type: none"> • Setting up Help centres / Gender resource cell for women to seek support with regard to safety, health, mental health services etc. • Village level mapping of areas that are considered to be unsafe for women • Organising legal awareness classes for women • Setting up legal aid cells at GP/VC level • Demand for women police officers in the nearest police station • Gender sensitisation classes • Providing livelihood opportunities for survivors of violence

7	Child marriage	<ul style="list-style-type: none"> • Sensitisation of community • Setting up legal aid cells at GP/VC level • Ensuring education of children until the age of 18
8	Environment related issues	<ul style="list-style-type: none"> • Conducting plantation and cleanliness drives • Promotion of environment clubs in schools • Initiate plastic free campaigns through usage of cloth bags • Practice of waste segregation at household level • Initiation of waste disposal and management facilities at GP/VC level • Formation of community emergency response teams for disaster management
9	Dowry	<ul style="list-style-type: none"> • Organising legal awareness classes • Setting up legal aid cells at GP/VC level • Registering complaints in police station • Sensitisation of community • Setting up Help centres / Gender resource cell for women to seek support with regard to safety, health, mental health services etc.
10	Human Trafficking (including child trafficking)	<ul style="list-style-type: none"> • Registering complaints in police station • Linking up with police station for legal awareness • Establishing a link for survivors with District Legal Services Authority • Setting up Help centres / Gender resource cell to seek support with regard to safety, health, mental health services etc.
11	Social exclusion (Victims of witch hunting, homeless persons, persons belonging to the transgender community migrant labourers, bonded labourers, Particularly Vulnerable Tribal Groups, sanitation workers etc.)	<ul style="list-style-type: none"> • Sensitisation of community • Provision of essential services like food grains, clothes etc. • Helping them access basic entitlements including ration card, Aadhar card, Voter ID card and other certificates. • Linking up with centres that provide mental health services.

Facilitator's Note : Social Development Plan

Plan Format

Introduction

A basic introduction about the Gram Panchayat/ Village and the issue identified. Name of the GP/ village/s should be mentioned here. Details regarding the number of families in the village and no of SHGs in the village can be given here.

Name of GP/VC/VDC/VA	
Name of the Village/s	
No of families in the Village/s	
Number of SHGs in the village	
Number of VOs	

A small paragraph about the issue identified is necessary. What is the issue and why it needs to be addressed should be mentioned in this session.

Objectives of the plan

What is the reason to prepare this plan. The major reason is to address the identified issue and the next objective is to incorporate the plan into GPDP plan. The objective can also be drafted based on the intervention designed in the plan. To bring the identified social issue towards the public and the authority can also be an objective.

Data Regarding the Issue Identified

It is always important to show the numbers/ examples of the identified social issue. This will help to show the intensity of the identified issue. If it is an issue which can be measured qualitatively, for eg; number of drop out children/ no of illiterate people / no of illicit alcohol shops etc, those numbers should be a part of the plan. If there are any incidents to support the social issue identified, include that also in this session. An example of a table depiction is given below :

Name of Village	Number
	*Write the number of cases/ people affected by the identified social issue

Role of Stakeholders

- This session will have the name of each stakeholder and their role to address the identified issue. SHGs network, GP/VC level, and the concerned departments will be the major stakeholders and the details regarding other stakeholders, their roles should be mentioned.

Name of Stakeholder	Role of the stakeholder
GPs/ VCs/VDCs/VAs	
SHGs	
VOs	
Concerned Line Departments	

Activities to address the social Issue

This session can have the list of activities that are planned by SHG network to address the issues. The activities can have timelines also attached to it. VOs can mention the activities that other stakeholders can organise too.

Activity Planned	Responsibility of the activity / Organizers of the activity	Timeline of the Activity

Budget Required (Only if its required)

Since these are 'Low cost/ no cost plans', the budget is not a necessary heading in all the plans. Certain issues can be addressed without money but with appropriate intervention by the stakeholders. But if the social issue demands the necessity of a minimal amount, that can be mentioned in the session. Make sure that the budget head is also given.

Materials Required	Cost per unit	Number of units required	Total Cost
Total Budget			

Follow up / Monitoring

After the submission of the plan, it's necessary that VOs monitor the status of the plan submitted. VOs can coordinate with stakeholders to do the same. This session should include the details of follow up mechanisms. This can include, meeting with stakeholders, organising activities, conduct of the activities, Status check etc.