

2	Suggested Roles and Responsibilities of District Administration
2.1	District Collector to monitor preparedness of the event at the District
2.2	Constitute a District Level Committee with Senior Officials
2.3	Constitution of Gram Panchayat Level committee
2.4	Finalization and uploading of information on IT platform
2.5	Constitution of Committees for coordination of Campaign in Urban Local Bodies
2.6	Nomination of: 1. District nodal officer 2. Nodal Officer for the GP (Block Level Officer) - They should be in-charge of overseeing arrangements for the GPs the Van will visit on a particular day
2.7	GP Level Committee with department-wise functionaries for dissemination & coverage outreach
2.8	Follow up of all activities at the GP level: Before, During and After the event

3	Suggested Roles and Responsibilities of Gram Panchayat
3.1	Gram Panchayat to lead
3.2	Nodal Officer for the GP to review
	GP level functionaries to be assigned specific duties*: 1. Dissemination, outreach & awareness generation activities - invite scheme beneficiaries 2. Coordinate meetings of Gram Sabha, members of CBOs - FPOs, SHGs, VOs, CLFs, PACS, etc. 3. Arrange Cultural performances - Dharti Kahe Pukar ke, etc. 4. Jan-bhagidari - Swachhta Campaign, school/ college competitions, etc. 5. Finalisation of beneficiaries for “Meri Kahaani Meri Zubaani”
3.3	6. Logistics & Venue for IEC Van
	Conduct Minute to Minute Activities when Van reaches at Gram Panchayat - Swagat - Recorded message of Hon’ble Prime Minister - Sankalp (pledge) video for Viksit Bharat - Opening Movie - Meri Kahaani Meri Zubaani - Successful beneficiaries of schemes to share their experiences - Cultural Performances - ‘Dharti Kahe Pukar ke’, Swachata song, etc. by women SHG Members/ school students/ Local Artists - Felicitations and Rewards of Women achievers, Local Sportspersons, etc. - Celebration of Achievements of GP - 100% digitisation of land records, ODF+ status, saturation of Jal Jeevan Mission, etc. - On-Spot Services - Health camps (TB Screening, Sickle Cell Anaemia Screening for Tribal Areas), PM Ujjwala new enrolment and biometric authentication, MY BHARAT volunteer enrolment, KCC enrolment, etc.
3.4	
3.5	Uploading of information/ photos/ videos through Mobile.

	*illustrative list of deployment of GP level functionaries for Ismailpur GP, Barabanki District, Uttar Pradesh is enclosed for reference

Indicative Staff Deployment in Ismailpur GP, Barabanki district,				
Day Nodal Officer (Van): Block Level Officer, GoI Support Official (NABARD, etc.)				
S.N	Dept.	Designation	Beneficiary Mobilisation	Roles and Responsibilities
1	Revenue	Lekhpal	Svavitva scheme	Overall Conduct of the Program and Documentation
2	Panchayati Raj	Panchayat Secretary	Meeting at Gram Panchayat	Logistics and Coordination
3	WCD	Anganwadi worker	Mothers and Adolescent girls	Beneficiaries for Meri Kahaani Meri Zubaani
4	Health & Family Welfare	ASHA worker	Ayushman card scheme-	Health Camps, TB Screening, Sickle Cell Anemia, Beneficiaries for Meri Kahaani Meri Zubaani
5	Education	Headmaster of local school	High school and college students and their parents	Organise Competitions, Cultural Performances
6	NRLM/ SRLMs	Samuh Sakhi	SHG Members	Dharti Kahe Pukar Performance, Beneficiaries for Meri Kahaani Meri Zubaani
7	Agriculture & KVK (ICAR)	ATMA BTM/ ATM/ TA	Progressive & women farmers, PM Kisan	Natural Farming, Soil Health Card, Beneficiaries for Meri Kahaani Meri Zubaani
8	Rural Dev.	MGNREGA Gram Sevak	MGNREGA Workers, PM Awas	Beneficiaries for Meri Kahaani Meri Zubaani
9	Cooperation	Cooperative Secretary	PACS members	
10	AH&D and Fisheries	MAITRIs and Sagar Mitras	KCC beneficiaries	
11	Fertilizer	Field Functionary		Drone Demonstration and Nano Fertilizer
12	Petroleum and Natural Gas	Field Functionary	Ujjwala Beneficiaries Mobilisation	Beneficiaries for Meri Kahaani Meri Zubaani