

**MANA PATTANAM – MANA PRANALIKA**  
**MOST URGENT**

GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT DEPARTMENT

**Memo No.1153/D.I/2014-1,**

**Dated: 11.07.2014.**

Sub: Nava Telangana – Navya Pranalika – Preparation of micro level plans for “**Mana Wardu – Mana Pattanam – Mana Pranalika**” – Guidelines communicated – Follow up action - Reg.

Ref: From the Commissioner & Director of Municipal Administration, Telangana State, Hyderabad  
Lr.Roc.No.454/2014/H1, Dated:11.07.2014.

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The Commissioner and Director of Municipal Administration, Telangana State, Hyderabad is informed that, Government hereby approve the guidelines furnished through the letter cited, for preparation of micro level plans for “**Mana Wardu – Mana Pattanam – Mana Pranalika**” in the process of implementation of **Nava Telangana – Navya Pranalika** in the State of Telangana.

2. The Commissioner and Director of Municipal Administration, Telangana State, Hyderabad and all the District Collectors in the Telangana State are, therefore, requested to take necessary further action on the preparation of micro level plans for “**Mana Wardu – Mana Pattanam – Mana Pranalika**” as per the guidelines and schedule of programme communicated herewith in all the Urban Local Bodies in the State of Telangana.

**Dr. S.K. JOSHI**  
PRINCIPAL SECRETARY TO GOVERNMENT

**To**

The Commissioner and Director of Municipal Administration,  
Telangana State, Hyderabad(we).

All the District Collectors in the State of Telangana(we).

**Copy to:**

All Commissioners of Municipal Corporations in the Telangana State  
through C & DMA.

All the Municipal Commissioners of Nagara Panchayats/Municipalities  
in the State of Telangana through C & DMA.

P.S. Prl. Secy. to Chief Minister.

P.S. to Prl. Secy. to Govt., MA & UD Dept.,  
Sf/Sc.

// FORWARDED :: BY ORDER //



ASSISTANT SECRETARY TO GOVERNMENT

**Guidelines for “MANA WARDU - MANA PATTANAM - MANA PRANALIKA” :**

The Hon’ble Chief Minister of Telangana has convened a review meeting on 07.07.2014 at Dr.MCR HRD Institute with all District Collectors, Ministers and Heads of the Departments and instructed to prepare “Nava Telangana - Navya Pranalika” by taking up Micro Level Plans christened as “ MANA WARDU - MANA PATTANAM - MANA PRANALIKA” by involving all the stakeholders of the Ward i.e., local politicians, local community and elected representatives. The plan shall be based on the existing infrastructure and actual requirements at Ward level. In this Planning all the stakeholders of the community shall be involved and discussed issues of the Ward, available amenities and requirements like Water Supply, Roads, Drains, Sanitation facilities and Street lighting etc and future requirements., and prepare Ward level Plan and submit to the Municipality. At Municipal Level, all the Ward level Plans will be incorporated and discussed in the Council/Standing Committee Meeting and finalise the Municipal Plan “Our Municipality -Our Plan” and send to the C&DMA for onward submission to the Government.

2. The Elected Public Representatives of that particular Ward/Municipality shall be involved in the “Our Ward - Our Plan”.

3. The following important areas shall be included in the “Mana Ward - Mana Pattanam - Mana Pranalika”:

**A. Basic Amenities:**

**a) Water Supply:**

- i. Potable Drinking Water (piped) facility to all Households
- ii. Augmentation of Water supply resources and laying pipelines
- iii. Construction of ESLR and SLRs
- iv. Rectification of Water Supply pipeline leakages
- v. Construction of Water treatment facilities

**b) Sanitation:**

- i. Identification of households where toilet facilities are not there
- ii. Identification of households where UGD connection are there (in case of UGD existing in ULB)
- iii. Identification of beneficiaries to provide toilets under ILCS or other schemes
- iv. Identification and construction of Community/Public Toilets
- v. Water supply, power connection and sanitation facilities in existing Community Toilets
- vi. Ban on plastic carry bags below 40 microns

**c) Urban Infrastructure:**

- i. Construction of Community Halls/Kalyanamandapams/Shadikhanas
- ii. Construction of Memory Park/Play Ground/ Recreational facilities
- iii. Construction of Community Parks/Smruthi vanams
- iv. Construction of Foot paths/Dividers with Greenery/Arches/Bus shelters
- v. Construction of Vegetable/Fish/Meat Markets
- vi. Construction of Library/Night Shelters

For implementation of the above programs the Ward level meeting shall be convened by involving all stakeholders of the community i.e., Elected Representation, SGHs,SLFs,TLFs, NGOs, Senior Citizens, Educational Institutions and all the citizens of the Ward.

**B. Health and Nutrition:**

- i. Improve health care facilities in Government Health Centers
- ii. Women and Child welfare
- iii. Programs through Anganwadis
- iv. Identification commonly outbreak diseases.

**C. Education:**

- i. Sanitation facilities in schools and hostels
- ii. Potable drinking water facility
- iii. Green Brigades and Green Corps
- iv. Identification of dropouts
- v. Identification child labour

**D. Poverty alleviation, Skill Development and Training:**

- i. Identification and training to SHG, SLF, TLF and un Employed youth on self employment i.e., cottage industries, making of paper bags, Papads, curry centers and Vegetable Vendors etc.
- ii. Identification of eligible SHGs to provide bank linkages
- iii. Poverty alleviation activities in slum and scattered areas

**E. Resource Mobilization:**

- i. After finalizing the priorities, resource mobilization shall be identified, i.e., the existing grants/schemes, Municipal Revenues etc. to take up the works.
- ii. Other Government departmental schemes shall be identified for resource mobilization, i.e., SC&ST Welfare and Development, Backward area Development, Slum Development, Community Development, Minority Welfare and Development etc.

**4. Ward Level Planning “Our Ward - Our Plan”**

The Ward level plan shall reflect essence and essentialities of the people of that particular Ward. The local community and all stakeholders shall be involved in identification of requirements and micro level planning, so as to community can own up the plan extend its support its implementation and monitoring. The Planning is necessary in following areas;

- i. Water Supply
- ii. Sanitation and Public Health
- iii. Skill development, training and Self employment
- iv. Basic amenities, roads, drains and street lights
- v. Planning for Resource Mobilization

The above Plan shall be finalized by discussing and consent with local people not less than 10% of the total Ward population

**5. Methods to be adopted to improve participation of local community:**

- i. Prior disclose date, time and venue of the meeting
- ii. Distribution of Notices to each and every households about the meeting
- iii. Special invitation to Elected Representatives and ensure their participation
- iv. Invitation to all SHGs, TLF, SLF, NGOs, Senior Citizens, Intellectuals etc.
- v. Utilise the services of NCC, NSS and other Voluntary groups in invitation and conducting of meeting
- vi. Encourage issue wise Group Discussions by making the community in small groups.

**6. Municipal Level Resource Person:**

The Municipal Commissioners of the respective Municipality shall nominate one Special Officer to each Ward for organizing this program. The Special Officer shall conduct the Ward Level Meeting duly giving wide publicity through all the Media. The SO shall submit the Ward Level Plan to the Municipal Commissioner as per the Schedule. The Municipal Commissioner shall consolidate the Ward Level Plan and submit to the District Collector.

**7. PROGRAM SCHEDULE FOR PREPARATION OF MICRO LEVEL PLANNING:**

- i. Ward Level: From 14<sup>th</sup> July to 21<sup>st</sup> July 2014
- ii. Municipal Level: 22<sup>nd</sup> July to 24<sup>th</sup> July 2014
- iii. District Level: 25<sup>th</sup> July to 28<sup>th</sup> July 014

prepare Ward level Plan and submit to the Municipality. At Municipal Level, all the Ward level Plans will be incorporated and discussed in the Council/Standing Committee Meeting and finalise the Municipal Plan "Our Municipality -Our Plan" and send to the District Collectors for onward submission to the Government through CDMA.

**8. Identification of actual requirements of the Community:**

By analyzing the ground level realities, the actual requirements shall be identified.

- i. Note down all the opinions and suggestions of the Citizens
- ii. The suggestions and opinions of the people shall also be received over phone and SMS etc through special helpline.

**9. Approval and Financial allocation for implementation of Ward Level Plan by Standing Committee/ Council:**

- i. Preference shall be given to the items which were identified and requested by the people
- ii. The problems of the Poor, down trodden, mentally and physically handicapped people, and slum community shall be identified and solved
- iii. Estimates shall be prepared on approximate basis
- iv. Examine whether the existing funds will be sufficient or not to solve the problems
- v. All Ward level Micro Plans shall be consolidated at ULB level and prepared a ULBs level Plan
- vi. Mobilization of funds for implementation of Ward level Plan

**10. Preferential allocation:**

Once area of immediate attentions is identified, it is easy to allocate funds for that particular area. The funds can be met from the particular schemes i.e., 13<sup>th</sup> FC, JnNURM, UIDSSMT, ILCS, RAY, SFC or any other existing schemes, State recommend budget for that particular work. If funds will not be sufficient other resources shall be identified.

The Proformae enclosed herewith to obtain information on various items of that particular Ward and the same shall be discussed in the meeting and prepare a Micro Level Plan.

After conducting Ward/Division level meetings "Our Ward - Our Plan" of all Wards of the Municipality/Corporation, the same shall be incorporated into the Municipal/Corporation level Plan "Our Municipality/Corporation - Our Plan" and discuss in the Council/Standing Committee meeting for approval. The approved "Our - Municipal/Corporation - Our Plan" shall be send to District Collector for onward submission to the Commissioner and Director of Municipal Administration and to the Government.

Dr. S.K. JOSHI  
PRINCIPAL SECRETARY TO GOVERNMENT