



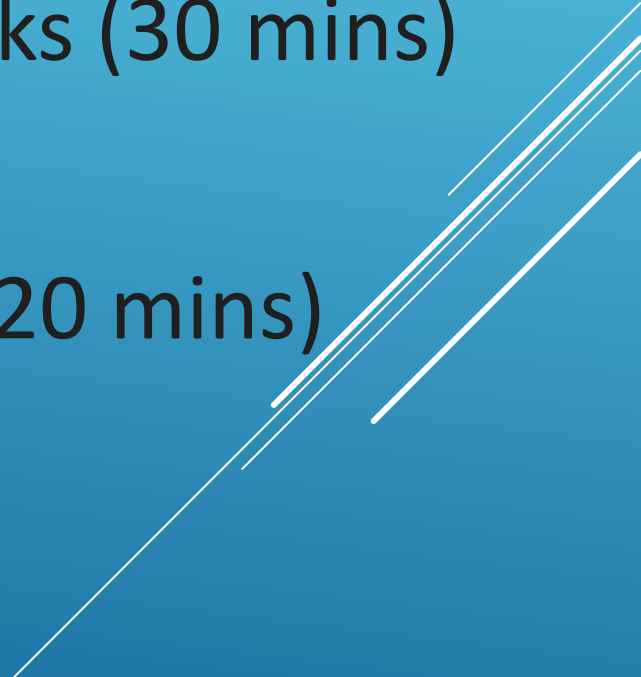
Effective Planing & Resource Management

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Session Objectives

- Understand the core principles of administrative planning.
 - Master resource allocation (Financial, Human, Time, and Technology).
 - Learn risk management and bottleneck resolution in government projects.
 - Analyze real-life Indian governance case studies.
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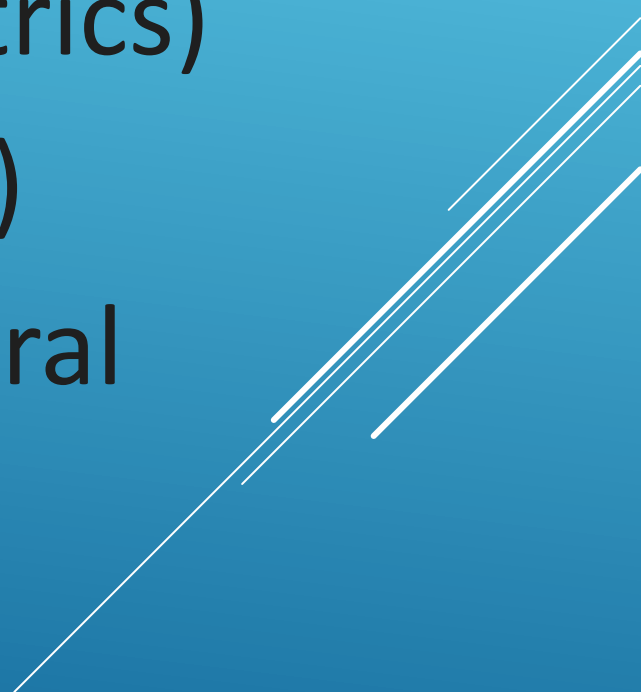
Structure of the Session

- **Module 1:** Foundations of Effective Planning (25 mins)
 - **Module 2:** Resource Management Frameworks (30 mins)
 - **Module 3:** Real-World Case Studies (30 mins)
 - **Module 4:** Common Challenges & Solutions (20 mins)
 - **Q&A and Interactive Discussion** (15 mins)
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What is Administrative Planning?

- Planning is translating policy objectives into actionable, step-by-step outcomes.
 - **Why Planning Matters in Government:**
 - Ensures optimal utilization of public funds.
 - Prevents project delay and cost overruns.
 - Guarantees equitable public delivery.
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The SMART Planning Framework

- **S** - Specific (Clear goals, no ambiguity)
 - **M** - Measurable (KPIs and target metrics)
 - **A** - Achievable (Ground reality check)
 - **R** - Relevant (Aligned with state/central priorities)
 - **T** - Time-bound (Strict deadlines)
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Step-by-Step Planning Process

1. Problem Identification & Need Assessment
 2. Stakeholder Mapping & Consultation
 3. Defining Scope, Objectives, & Milestones
 4. Resource Identification & Budgeting
 5. Risk Assessment & Contingency Planning
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Bottom-Up vs. Top-Down Planning

- **Top-Down:** High-level policy directives (Strategic view).
 - **Bottom-Up:** Field-level inputs from Block/District offices (Ground reality).
 - **Best Practice:** A hybrid approach balancing top-level vision with grass-root feasibility.
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What is Resource Management?

- Balancing supply and demand of resources across a project lifecycle.
- **The 4 key resources in public administration:**
 - Financial Resources (Budgets, Schemes)
 - Human Resources (Staff, Field Teams)
 - Time (Project Schedules)
 - Material & Digital Infrastructure (Equipment, IT Systems)

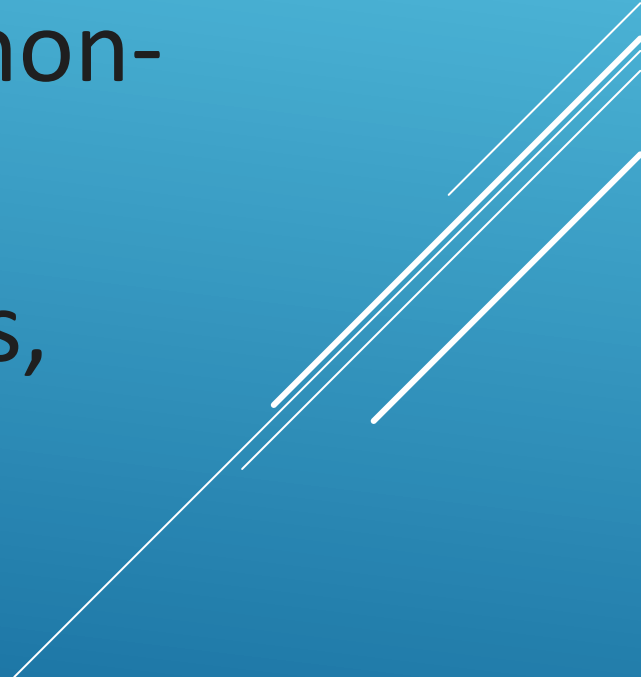
Financial Resource Management

- Understanding Fund Flow: Treasury, SNA (Single Nodal Agency) accounts, PFMS.
- Budgeting Types: Line-item vs. Zero-based vs. Outcome Budgeting.
- Key Focus: Ensuring timely utilization certificates (UCs) without end-of-fiscal rushing.

Human Resource Allocation & Leadership

- Mapping skill sets to field tasks.
 - Workload distribution: Avoiding burnout vs. under-utilization.
 - Motivating ground staff (AASHA, Anganwadi workers, Revenue Inspectors).
 - Delegation with accountability.
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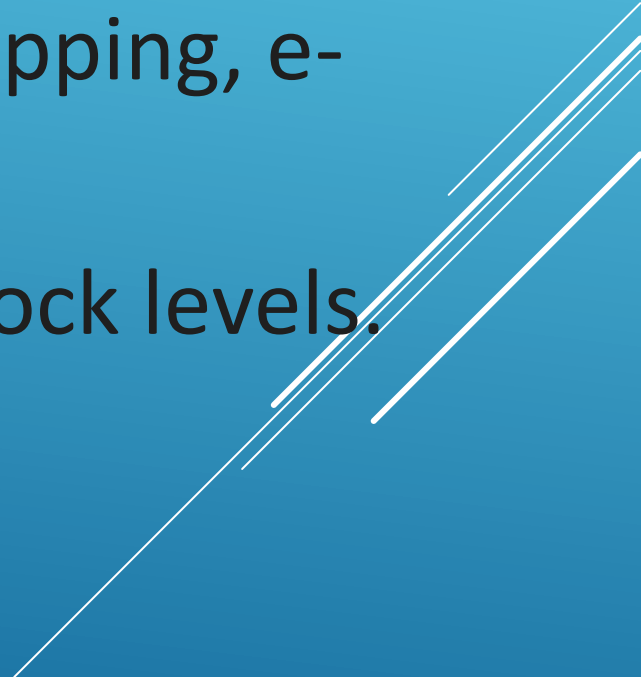
Managing Time & Project Schedules

- **Gantt Charts:** Visualizing project timelines.
 - **Critical Path Method (CPM):** Identifying non-negotiable dependent tasks.
 - Managing administrative friction (Appeals, Procurement delays, Approvals).
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Material & Infrastructure Management

- Inventory management in government godowns/offices.
 - Procurement processes via GeM (Government e-Marketplace).
 - Asset maintenance vs. new purchases.
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Digital Resources & Governance (e-Governance)

- Using technology as a force multiplier.
 - Key Platforms: Dashboard monitoring, GIS Mapping, e-Office, Mobile Apps for geotagging.
 - Data-driven decision making at District and Block levels.
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Bihar Kosi Flood Management

- Context:** Massive seasonal flooding requiring urgent relief, evacuation, and rehabilitation.
 - Planning Challenge:** Mobilizing personnel, food packages, and medical help in real time with limited transit infrastructure.
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Analysis & Resource Deployment

•Strategy Used:

- Pre-monsoon mapping of vulnerable Panchayats.
- Pre-positioning of boats, dry rations, and SDRF teams.
- Decentralized decision-making at the Sub-Divisional level.

•**Key Takeaway:** Proactive resource staging saves lives compared to reactive disaster response.

Har Ghar Nal Ka Jal Scheme

- **Context:** Providing piped water supply to rural households across Bihar.
- **Planning Challenge:** Coordinating across multiple departments (PRED, Panchayati Raj) and local vendors.

Analysis & Execution

•Strategy Used:

- Ward-level micro-planning.
- Resource mapping: Local groundwater availability + Community contribution.
- Third-party monitoring and digital complaint redressal.

•**Key Takeaway:** Inter-departmental coordination and community involvement ensure project sustainability.

Large-Scale Vaccination Drive (COVID-19)

- **Context:** Mass immunization drive targeting millions within tight timelines.
- **Planning Challenge:** Cold-chain logistics, personnel shortage, and public hesitancy.

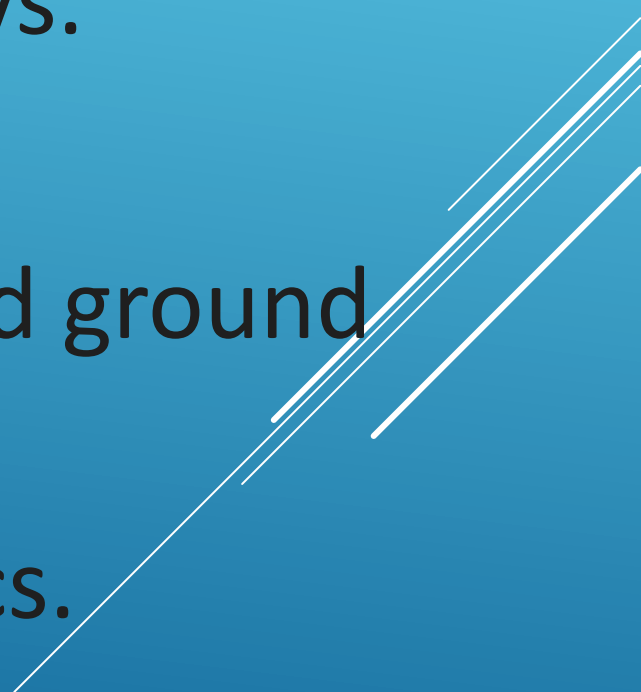
Analysis & Scaling

•Strategy Used:

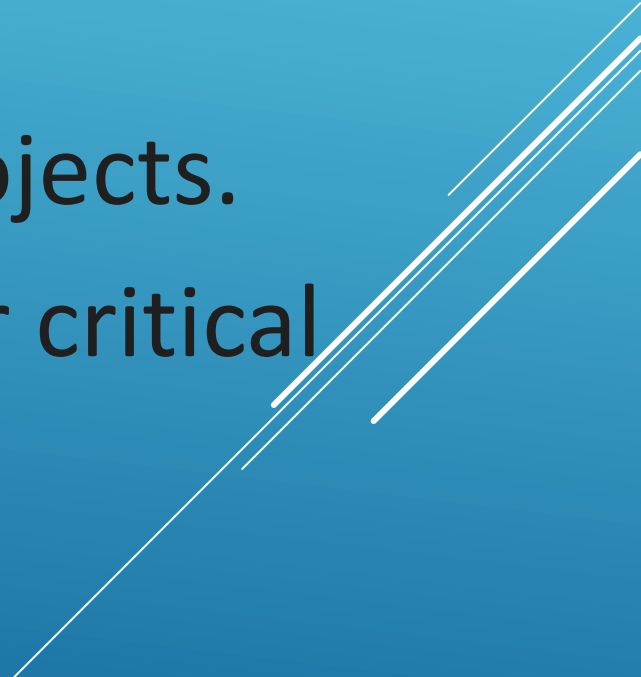
- Micro-plans at PHC (Primary Health Centre) level.
- Tech Integration: CoWIN portal for supply tracking and appointment scheduling.
- HR Scaling: Utilizing local teachers, Anganwadi workers, and Panchayats.

•**Key Takeaway:** Combining digital tracking with grass-root human networks yields high

Key Bottlenecks in Civil Services

- Bureaucratic red tape and approval delays.
 - Inter-departmental silos.
 - Mismatch between budget allocation and ground execution timeline.
 - Political pressure vs. Administrative ethics.
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Overcoming Departmental Silos

- Establishing regular coordination meetings (Inter-departmental Task Forces).
 - Unified dashboards for multi-agency projects.
 - Single Point of Contact (SPOC) model for critical missions.
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Monitoring & Evaluation (M&E) Systems

- Difference between **Outputs** (e.g., Number of schools built) and **Outcomes** (e.g., Increase in literacy rate).
- Establishing continuous feedback loops.
- Conducting field inspections and random audits.

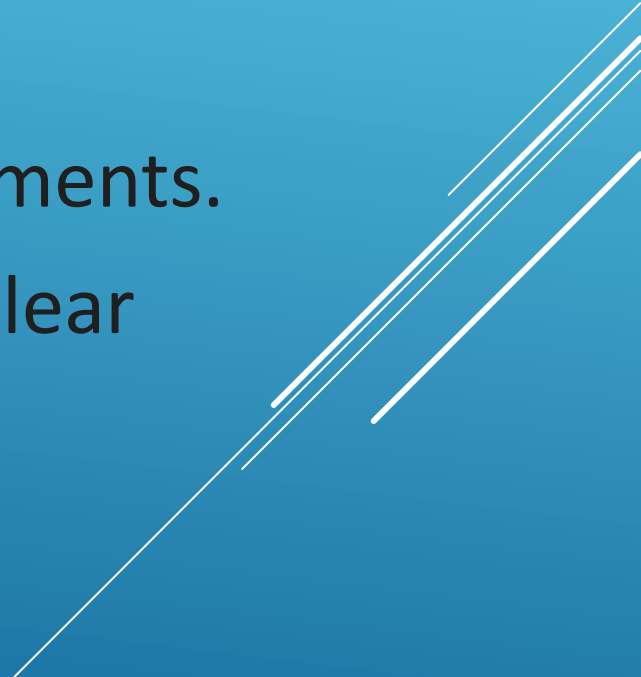
Risk Assessment & Mitigation

- Matrix: Impact vs. Probability.
 - Preparing Plan B: Financial buffers, back-up suppliers, and extra manpower pools.
 - Crisis communication management.
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Stakeholder & Citizen Engagement

- Public consultation before major infrastructure or land acquisition projects.
 - Citizen Feedback Mechanisms (Jan Samvad, Lok Grievance Redressal).
 - Building trust through transparent delivery.
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Procurement & GeM Portal Efficiency

- Transparency in public procurement.
 - Reducing cycle time through standard bidding documents.
 - Avoiding common audit objections by maintaining clear documentation.
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Financial Integrity & Audit Compliance

- Understanding AG (Accountant General) audit queries and response mechanisms.
- Maintaining updated stock registers, measurement books (MB), and cash books.
- Preventing last-minute "March Rush" in expenditure.

Time Management for Civil Servants

- Eisenhower Matrix: Urgent vs. Important tasks.
- Prioritizing public hearings and field visits over routine paperwork.
- Delegation of routine tasks to subordinate staff.

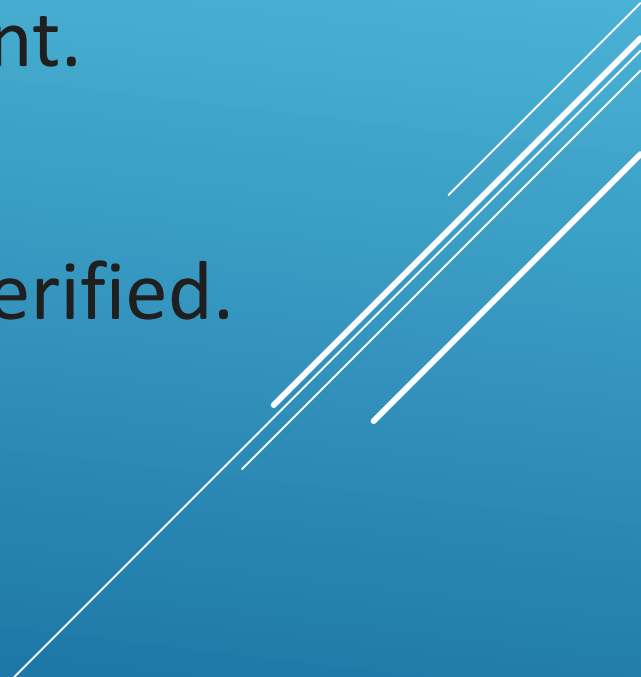
Interactive Exercise: Scenario 1

- Scenario:** You are posted as SDO/BDO. A sudden epidemic breaks out in 5 villages. Funds are limited, and half your staff is on election duty.
- Group Discussion Point:** How will you prioritize and allocate resources in the first 24 hours? (10 Mins Activity)

Interactive Exercise: Scenario 2

- Scenario:** A road construction project is delayed due to land acquisition disputes and inter-departmental conflict between Forest and PWD.
- Group Discussion Point:** What planning and negotiation steps will you take to resolve this bottleneck? (10 Mins Activity)

Best Practices Checklist for BPSC Officers

- Maintain an updated District/Block profile document.
 - Conduct weekly progress reviews with core staff.
 - Keep emergency resource contact lists active and verified.
 - Focus on digitized record management from Day 1.
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Leadership in Resource Management

- Leading by example during crisis situations.
- Protecting honest officers and encouraging field innovation.
- Maintaining professional ethics and political neutrality.

Technology Trends in Public Administration

- AI and Predictive Analytics for scheme delivery.
- GIS-based satellite tracking for land records and agriculture.
- Direct Benefit Transfer (DBT) eliminating leakages.

Summary of Key Takeaways

- Planning must be realistic, SMART, and grounded in local realities.
- Resource management requires balancing funds, staff, time, and tech.
- Inter-agency collaboration and active monitoring prevent project delays.

Recommended Reading & Resources

- Reinventing Government by David Osborne
 - NITI Aayog Best Practices Documents
 - Government of Bihar Financial Rules (GFR) and Treasury Code
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Closing & Q&A

- **Text:** Thank You for Your Attention!
- **Quote:** "Good governance is not an accident; it is the result of deliberate planning and efficient execution."
- **Open Floor for Questions and Discussion**

THANK YOU

