

**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**Joint Administrative Building (6<sup>th</sup> to 10<sup>th</sup> floors), HC-7, Sector-III**  
**Bidhannagar, Kolkata-700106**

**No.531 /SS/DD/(21)/STARPARD/III-3(IP)/1/Part-1**

**Dated: 18.11.2019**

**From:** Shri Dibyendu Das  
Special Secretary to the Govt. of West Bengal

**To:** The District Magistrate  
Alipurduar / Cooch Behar / Jalpaiguri / Darjeeling (for Siliguri Mahakuma Parishad area)/Uttar Dinajpur / Dakshin Dinajpur / Malda / Murshidabad / Birbhum / Nadia / Purulia / Bankura / Paschim Medinipur / Purba Medinipur / Jhargram / Purba Bardhaman / Paschim Bardhaman / Howrah / Hooghly / North 24 Parganas / South 24 Parganas

**Sub:** One day workshop on preparation of plan document and uploading in the PlanPlus Software for effective implementation of GPDP for FY 2020-21.

Madam/Sir,

I am directed to inform you that in compliance of the preparation of integrated GPDP and uploading of the approved plan and budget in the PlanPlus software, a one day workshop on application of the PlanPlus software and its related technical aspects will be held for the Joint Block Development Officer (HQ), MGNREGS, Deputy DP&RDOs, Software Support Personnel posted at Office of the DP&RDO, Participatory Planning & Governance Coordinators (PPGC), Participatory Planning & Governance Mentors (PPGM), 2 Information Technology Mentors of ISGPP-II from each district in two phases.

I am further directed to state that two batches of said workshop will be organised at Swissotel Kolkata, City Center New Town, Action Area 2D, Plot No. 11/5, New Town, Rajarhat. Kolkata-700157.(Landmark:- Adjacent to City Center-2) on **23.11.2019(1st Batch)** and **26.11.2019(2nd Batch)** as per the enclosed schedules. (Annexure:-1)

I am also directed to state that each participant should be accompanied with laptop and datacard for the training programme. All the participants may be instructed to report to the venue by 10:00 A.M. positively.

Yours faithfully,

 18/11/19

Special Secretary to the  
Panchayats & Rural Development Department

Copy forwarded for information and necessary action to-

1. Shri Soumya Purkait, Program Director, ISGPP-II and Commissioner in the Panchayats and Rural Development Department, Government of West Bengal.
2. Shri Kaushick Saha, Commissioner in the Panchayats & Rural Development Department, Government of West Bengal with request to spare Shri Rajarshi Roy, State Database Manager for the same on the said dates.
3. Smt. Suktisita Bhattacharya, Joint Secretary, Panchayats & Rural Development Department, Government of West Bengal.
4. Shri Dipanjan Bhattacharyya, Joint Secretary, Panchayats & Rural Development Department, Government of West Bengal with request to spare Shri Shuvayu Chowdhury, SD for the same on the said dates.
5. Smt. Indrani Sarkar, Deputy Secretary, Panchayats & Rural Development Department, Government of West Bengal.
6. The Additional Executive Officer, Zilla Parishad  
Cooch Behar / Alipurduar / Jalpaiguri / Darjeeling (for SMP area) / Uttar Dinajpur / Dakshin Dinajpur / Malda / Murshidabad / Nadia / North 24-Parganas / South 24-Parganas / Howrah / Purba Medinipur / Paschim Medinipur / Jhargram / Bankura / Purulia / Birbhum / Purba Bardhaman / Paschim Bardhaman / Hooghly.
7. The Additional District Magistrate look into Panchayat matters  
Cooch Behar / Alipurduar / Jalpaiguri / Darjeeling (for SMP area) / Uttar Dinajpur / Dakshin Dinajpur / Malda / Murshidabad / Nadia / North 24-Parganas / South 24-Parganas / Howrah / Purba Medinipur / Paschim Medinipur / Jhargram / Bankura / Purulia / Birbhum / Purba Bardhaman / Paschim Bardhaman / Hooghly.
8. The District Panchayats & Rural Development Officers  
Cooch Behar / Alipurduar / Jalpaiguri / Darjeeling (for SMP area) / Uttar Dinajpur / Dakshin Dinajpur / Malda / Murshidabad / Nadia / North 24-Parganas / South 24-Parganas / Howrah / Purba Medinipur / Paschim Medinipur / Jhargram / Bankura / Purulia / Birbhum / Purba Bardhaman / Paschim Bardhaman / Hooghly.
9. Shri Soumyajit Dutta, OSD Panchayats & Rural Development Department and AO, STARPARD
10. Shri / Smt.....

  
Special Secretary to the  
Panchayats & Rural Development Department