

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

No.357/SS/DD/(21)/STARPARD/III-3(IP)/1/Part-1

Dated: 21.08.2019

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: Time line for different activities for effective implementation of the Gram Panchayat Development Plan for the year 2020-21

Ref:- No.249/SS/DD/(21)/STARPARD/III-3(IP)/1/Part-1,Dated: 25.07.2019

Madam/Sir,

In reference to the letter mentioned above, I am directed to state that Gram Panchayat Development Plan (GPDP) for the financial year 2020-21 will roll out in the districts following participatory planning process, with focus on economic development and social justice by converging all major Government funded programmes.

In view of the fact, it is requested that each and every Gram Panchayat should follow different phases of the process of preparing integrated GPDP for the FY 2020-21 as per the guideline issued from time to time.

Following necessary steps to be taken by all the districts for effective implementation of the process of preparing integrated GPDP through participatory mode.

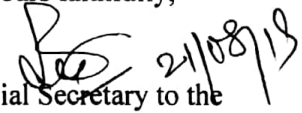
1. Creation of user credentials (User Id and Password) for each Block Nodal Officers and Facilitator cum Charge Officers need to be completed by 5th September, 2019.
2. Selection of the Frontline Workers for each Gram Panchayat to be completed by 5th September,2019. It comprises of the officers/officials of the line departments at the Block level and also the officers/officials of the line departments who are operating at the Gram Panchayat level. It is mandatory for the designated Gram Panchayat wise Frontline workers to remain present in the Gram Sabha Meeting for GPDP and discuss the issues related to various sectors of holistic development for integrated GPDP.
3. Schedule of Gram Sabha Meeting for placement of draft plan and budget which is going to be held on December,2019 to be uploaded in the GPDP Portal by 5th September,2019.
4. Phase wise training programme of the members of the Gram Panchayat Facilitator Team (GPFT) on different components of the participatory planning process to be completed by 31st August,2019. FCCO and other key Officials of the districts may remain present in

the programmes as when required and monitor the progress of the capacity building programmes of the GPFT.

5. Organising Special Gram Sabha Meeting for initiation of the process of the Gram Panchayat Development Plan for the year 2020-21 to be done from 2nd October to 31st October, 2019. All the Gram Panchayat wise FCCOs, Front line workers and members of the GPFTs must remain present in the Gram Sabha Meeting.
6. Organising neighbourhood meeting (para baithak) in the hamlets of the villages on different matters of participatory planning. Members of the GPFT will be divided into small groups and organise the meeting with the community people to discuss the essence of the people's plan, objectives of the formulation of the GPDP to ensure the poverty reduction, human development, social development with special emphasis on SC/ST, person with disabilities, women and vulnerable groups, economic development, ecological development, public service delivery and costless development. Different phases of the participatory planning process including data collection through PRA/PLA tools (Mapping Exercises, Focus Group Discussion, Seasonal Diagram, Time Line exercises, Transect Walk etc), situational analysis of the data captured through the participatory process and preparation of the draft plan & budget for the year 2020-21 will be executed in the different phase wise meeting. The entire process of organising phase wise meeting to be completed by 31st October, 2019.
7. Draft plan and budget for the financial year 2020-21 to be placed in the Gram Sansad Meetings by 30th November, 2019
8. Draft Plan & Budget for the financial year 2020-21 after the suggestion from the Gram Sansad Meeting to be placed in the Gram Sabha by 12th December, 2019.
9. Final approval and adoption of the Gram Panchayat Plan and Budget for the financial year 2020-21 in the Special General Meeting of the Gram Panchayat to be made by 17.12.2019.
10. Publication of the final GPDP Book and forwarding to the Panchayat Samiti to be made by 20th December, 2019.
11. Display of the synopsis of information related to the final plan & budget for the year 2020-21 and other related data of GPDP in the Public Information Board to be made by 20th December, 2019
12. Uploading of the final plan & budget in the PlanPlus software and its approval to be made by 31st December, 2019.

All attempts need to be taken in your district for successful implementation of the initiative for GPDP.

Yours faithfully,


Special Secretary to the
Panchayats & Rural Development Department

Copy forwarded for information and necessary action to-

1. Shri Dibyendu Sarkar, IAS, Secretary, Panchayats & Rural Development Department, Government of West Bengal
2. Shri Subhanjan Das, IAS, Additional Secretary, Panchayats & Rural Development Department, Government of West Bengal
3. Smt. Nilanjana Dasgupta, Special Secretary, Panchayats & Rural Development Department, Government of West Bengal
4. The Programm Director, ISGPP-II, Panchayats & Rural Development Department, Government of West Bengal
5. Smt. Sonali Dutta Roy, Joint Secretary, Panchayats & Rural Development Department, Government of West Bengal
6. Shri Anjan Chakrabarti, Joint Secretary, Panchayats & Rural Development Department, Government of West Bengal
7. 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
8. 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
9. 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
10. Shri Soumyajit Dutta, OSD Panchayats & Rural Development Department and AO, STARPARD
11. The District Coordinator of ISGPP-II.....


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