



No.1387(22)/STARPARD/2022

Date:14.11.2022

From: Secretary,
Panchayats & Rural Development Department

To: District Magistrate, (All)

Sub: Initiation of People's Plan Campaign–2022-23, preparation of Panchayat Development Plans (PDPs) – 2023-24 and uploading of PDPs in e-GramSwaraj Portal

Madam/Sir,

You are aware that every year Panchayats across the country take initiatives for preparation of Panchayat Development Plans (PDPs) through participatory planning as per mandate of the Central Finance Commission and Ministry of Panchayati Raj, Government of India. From this year onwards Panchayats shall prepare Panchayat Development Plans (PDP) with focus Nine Thematic issues i.e. 1) Poverty free and enhanced livelihoods Panchayat 2) Healthy Panchayat 3) Child friendly Panchayat 4) Water sufficient Panchayat 5) Clean and Green Panchayat 6) Self-sufficient infrastructure in Panchayat 7) Socially Secured Panchayat 8) Panchayat with Good Governance & 9) Women-friendly Panchayat.

In this context, Gram Panchayats, Panchayat Samitis and Zilla Parishads including Siliguri Mahakuma Parishad of our State need to start preparing of PDPs for the year 2023-24 through participatory process and utilising all the resources available at Panchayats in the manner as depicted in table below.

People's Plan Campaign: 2022-23 for Panchayat Development Plan : 2023-24

Sl. No.	Gram Panchayat	Panchayat Samiti	Zilla Parishad	Timeline
1	User Creation in PDP Portal	User Creation in PDP Portal	User Creation in PDP Portal	20/11/2022
2	Formation of Gram Panchayat Planning Facilitation Team (GPPFT)	Formation of Sectoral Working Group (SWG)	Formation of Sectoral Working Group (SWG)	25/11/2022
3	Engagement of Facilitator-cum-Charge Officer (FCCO) - one for each GP with unique Mobile Number	Engagement of Facilitator-cum-Charge Officer (FCCO)- one for each PS with unique Mobile Number	Engagement of Facilitator-cum-Charge Officer (FCCO) - one for each ZP/SMP	25/11/2022



Sl. No.	Gram Panchayat	Panchayat Samiti	Zilla Parishad	Timeline
			with unique Mobile Number	
4	Engagement of Frontline Workers (Line Department Officials)	Engagement of Frontline Workers (Line Department Officials)	Engagement of Frontline Workers (Line Department Officials)	25/11/2022
5	Schedule of 1 st Gram Sabha in PDP Portal (Special Gram Sabha)	Schedule of 1 st Block Sabha in PDP Portal (Extended Meeting of PS)	Schedule of 1 st District Sabha in PDP Portal (Extended Meeting of ZP/SMP)	30/11/2022
6	Installation of 1 st Public Information Board (PIB)	Installation of 1 st Public Information Board (PIB)	Installation of 1 st Public Information Board (PIB)	30/11/2022
7	Holding Meeting and Feedback Report uploading of 1 st Gram Sabha in PDP Portal (Special Gram Sabha)	Holding Meeting and Feedback Report uploading of 1 st Block Sabha in PDP Portal (Extended Meeting of PS)	Holding Meeting and Feedback Report uploading of 1 st District Sabha in PDP Portal (Extended Meeting of ZP/SMP)	15/12/2022
8	Pic of 1 st PIB & 1 st Gram Sabha uploading in PDP Portal	Pic of 1 st PIB & 1 st Block Sabha uploading in PDP Portal	Pic of 1 st PIB & 1 st District Sabha uploading in PDP Portal	15/12/2022



Sl. No.	Gram Panchayat	Panchayat Samiti	Zilla Parishad	Timeline
9	Data Collection & Compilation, data analysis	Data Collection & Compilation, data analysis	Data Collection & Compilation, data analysis	31/12/2022
10	Preparation of draft Plan & Budget as per existing Accounts / Budget Rules	Preparation of draft Plan & Budget as per existing Accounts / Budget Rules	Preparation of draft Plan & Budget as per existing Accounts / Budget Rules	07/01/2023
11	Children Meeting & Mahila Sabha	-	-	Prior to Gram Sabha
12	Gram Sansad Meeting	-	-	Prior to Gram Sabha
13	Schedule of 2 nd Gram Sabha in PDP Portal	Schedule of 2 nd Block Sabha in PDP Portal	Schedule of 2 nd District Sabha in PDP Portal	20/12/2022
14	Holding Gram Sabha and Feedback Report uploading of 2 nd Gram Sabha in PDP Portal	Holding Block Sansad and Feedback Report uploading of 2 nd Block Sabha in PDP Portal	Holding Zilla Sansad and Feedback Report uploading of 2 nd District Sabha in PDP Portal	10/01/2023
15	Installation of 2 nd PIB	Installation of 2 nd PIB	Installation of 2 nd PIB	25/01/2023
16	Pic of 2 nd PIB & 2 nd Gram Sabha uploading in PDP Portal	Pic of 2 nd PIB & 2 nd Block Sabha uploading in PDP Portal	Pic of 2 nd PIB & 2 nd District Sabha uploading in PDP Portal	25/01/2023
17	Plan Uploading in e-Gram Swaraj Portal	Plan Uploading in e-Gram Swaraj Portal	Plan Uploading in e-Gram Swaraj Portal	25/01/2023



Sl. No.	Gram Panchayat	Panchayat Samiti	Zilla Parishad	Timeline
18	Sharing of approved budget as per existing Accounts / Budget Rules	Sharing of approved budget as per existing Accounts / Budget Rules	Sharing of approved budget as per existing Accounts / Budget Rules	31/01/2023

During data collection & compilation phase members of the GPPFT will be divided into small groups of 5-7 persons to organise the neighbourhood meeting (Para Baithak) to discuss the essence of the people's plan and objectives for preparation of GPDP. The schedule of Para Baithaks shall have to be shared with Sanghas / SHGs in advance so that their participation in planning process can be ensured. Collection of SDG-Theme wise data and mapping exercises like Social Mapping, Natural Resource Mapping, Seasonal Diagram, Timeline, Focused Group Discussion on different thematic issues may be organised in Para Baithak. Theme wise data to be digitised through **Banglar Para Baithak Portal** [URL: www.parabaithak.wbprd.gov.in].

Integration of Village Poverty Reduction Plans (VPRPs) into GPDP is essential. Village Poverty Reduction Plans (VPRPs) under WBSRLM shall have to be prepared as an integral part of GPDP. As representatives of Sangha of SHGs are there in the Upa-Samitis, members of SHGs are included in the GPPFT of Gram Panchayat, community mobilization is done through hamlet level meetings (Para Baithak) by the GPPFT, preparation of VPRPs will also be done simultaneously with the preparation of comprehensive GPDP. The effort should be taken to incorporate VPRPs in the GPDPs.

Necessary direction may kindly be given to all concerned and all attempts need to be taken in your district for successful implementation of the initiative for preparation of Panchayat Development Plans for the Financial Year 2023-24 in a time bound manner.

Yours faithfully,

Secretary,

Panchayats & Rural Development Department

No.1387(22)/1(61)/STARPARD/2022

Date: 14.11.2022

Copy forwarded for information and necessary action to

1. Shri Vibhu Goel, IAS, CEO, WBSRLM, Panchayats & Rural Development Department, Government of West Bengal
2. Smt. Suktisita Bhattacharya, Special Secretary, Panchayats & Rural Development Department, Government of West Bengal

Society for Training & Research on Panchayats & Rural Development (STARPARD)

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVERNMENT OF WEST BENGAL

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3. Smt. Meghna Bhattacharya, Director, BRAIPRD, Kalyani, Nadia
4. Smt. Anamika Majumdar, Programme Director, ISGPP-II and Special Secretary, Panchayats & Rural Development Department, Government of West Bengal
5. Shri Partha Ghosh, Special Secretary, Panchayats & Rural Development Department, Government of West Bengal
6. Shri Santhosha G.R, Mission Director, (SBM-G) and Additional Secretary, P&RD Department, Government of West Bengal
7. Shri Anjan Chakrabarti, Additional Secretary, Panchayats & Rural Development Department, Government of West Bengal
8. Dr. Akanksha Bhaskar, Member-Secretary, STARPARD and Joint Secretary, Panchayats & Rural Development Department, Government of West Bengal
9. Shri Samir Das, Joint Secretary, IT Cell, Panchayats & Rural Development Department, Government of West Bengal
10. The Additional District Magistrate (Panchayats) / The Additional Executive Officer, ZP / SMP (All)
11. Shri Partha Chakraborty, Deputy Secretary, SBM-G, Panchayats & Rural Development Department, Government of West Bengal
12. The District Panchayats & Rural Development Officers, (All)
13. Shri Soumyajit Dutta, Administrative Officer, STARPARD and Deputy Secretary to the Panchayats & Rural Development Department, Government of West Bengal
14. SO P&GM PPLC, DPEC (HQ), TC (HQ), MT (IT & MIS), STARPARD


Secretary

Panchayats & Rural Development Department