

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

No.0075/SS/(21)/STARPARD/III-3(IP)/1/Part-II

Dated: 10.09.2020

From: 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: Initiation of the process for participatory planning at Gram Panchayat level and timeline for preparation of Gram Panchayat Development Plan (GPDP) for the year 2021-22.

Madam/Sir,

As you are aware that each and every Gram Panchayat across the country take initiatives for preparation of Gram Panchayat Development Plan (GPDP) following participatory planning process as per mandate of the Central Finance Commission and Ministry of Panchayati Raj, Government of India. The 15th Finance Commission also made it mandatory for each and every Panchayati Raj Institutions (PRIs) across the country to prepare Panchayat Development Plan (PDP) with focus on economic development and social justice through integrated approach.

In this context, all Gram Panchayats of our State need to start preparing GPDP for the year 2021-22 through participatory process and utilising all the resources available at Gram Panchayats. Subsequently, planning process will also be taken-up at Panchayat Samiti and Zilla Parishad level.

Following necessary steps to be taken by all the districts for effective implementation of the process of preparing integrated GPDP through participatory mode just after completion of the **State level Virtual Workshop**.

1. One day district level workshop to be organised by the district administration within **30th September, 2020** with the Sabhapatris of the Panchayat Samiti, Block Development Officers, Joint Block Development Officers, Facilitator-cum-Charge Officers (FCCOs), Pradhans and one employee of the Gram Panchayats, Trainers of STARPARD, Officials of ISGPP-II and Software Support Personnel. The workshop will be organised **through virtual mode** using e-meeting platforms via Google Meet / Microsoft Teams and other. Participants of the workshop should take proper safety measures as advised by the Health & Family Welfare Department, Govt. of West Bengal relating to COVID-19. Mask, Sanitizer, Head Covering Cloth Cap and other necessary equipment for protection of the participants may be arranged during the workshop. The dates of the said workshop along with virtual link may be communicated to this Department well in advance. The undersigned & other officers of the Department may join the workshop on virtual mode.

Operational strategies of rolling out GPDP for the FY 2021-22 and other related aspects in context to COVID-19 pandemic situation for preparation of GPDP will be discussed in the said workshop under the guidance of the AEO, Zilla Parishad or Additional District Magistrate (Panchayat) and DP&RDO.

The DP&RDO may please be asked to make necessary arrangement for effective facilitation of the workshop. The expenditures will be borne out of the RGSA Fund lying with the District. All the expenditures will be incurred as per the norms of the STARPARD.

2. Formation / reconstitution of the Gram Panchayat Facilitating Team (GPFT) at Gram Panchayat level will be completed by **20th September, 2020**. GPFT will be comprised of all the elected members of Gram Panchayat, all employees of Gram Panchayat, other Department's Officers / Officials working at Gram Panchayat Level (like ICDS workers, ASHA, ANM, Health Supervisor, ICDS Supervisors), retired / working school teacher, SHG members, interested local youth, community volunteer, NGO/ CBO representatives operating at GP level, VHSNC member, VLCPC member, etc. They will act as front-line taskforce of the GP and facilitate the process of participatory planning at hamlet (para) / Gram Sansad dividing in groups comprising of 4-6 members in each group.
3. Training of the members of the GPFT on different steps of preparation of GPDP in the context of COVID-19 pandemic situation may be organised at Block / Gram Panchayat in a small group of 20 members maintain social distancing and other safety measures in context to COVID-19 situation by **15th October, 2020**. 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. The training programme may be organised **preferably in virtual mode**.
4. Selection of the Facilitator-cum-Charge Officer (FCCO) for every Gram Panchayat by **18th September, 2020**. Facilitator-cum-Charge Officer (FCCO) will be chosen mainly from the Block level Officers who will be in charge of one- or two-Gram Panchayats (preferably one FCCO for one GP) to guide, monitor and facilitate the works relating to GPDP at Gram Panchayat level. FCCOs will have significant role in preparing Gram Panchayat Development Plan for the year 2021-22 in relation to Capacity Building & Training of GPFT members, uploading report/photographs in the GPDP Portal.
5. Creation of user credentials (**User Id and Password**) for each Block Nodal Officers and Facilitator cum Charge Officers need to be completed by **18th September, 2020**.
6. Selection of the Frontline Workers for each Gram Panchayat to be completed by **30th September, 2020**. 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 for GPDP and discuss the issues related to various sectors of holistic development for integrated GPDP.
7. Schedule of Special Gram Sabha / General Body Meeting of Gram Panchayat for validation of the Mission Antyodaya (MA) data and initiation the process of GPDP for the FY 2021-22 by **30th September, 2020**.

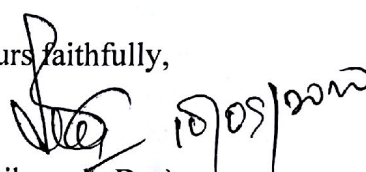
8. Organising Special Gram Sabha / General Body Meeting of the Gram Panchayat for initiation of the process of the Gram Panchayat Development Plan for the year 2021-22 and validation of MA data to be done from **2nd October to 31st October, 2020**. All the Gram Panchayat wise FCCOs, Front line workers and members of the GPFTs must remain present in the special Gram Sabha if held. The meeting must be conducted with all safety measures and social distancing followed by the protocol in connection to COVID-19 issued by the Health & Family Welfare Department, Government of West Bengal.
9. Organising neighbourhood meeting (para baithak) **preferably in virtual mode** in the hamlets of the villages on different aspects of participatory planning by the GPFT. Members of the GPFT will be divided into small groups of 5-6 members and organise the neighbourhood meeting in a smaller group to discuss the essence of the people's plan, objectives of the formulation of the GPDP by ensuring the poverty reduction & livelihood generation, education, nutrition, public health, sanitation, child protection & other aspects of human development, social development with special emphasis on SC/ST, person with disabilities, women and vulnerable groups, economic development, ecological development, natural resource management, public service delivery and low cost activities in the present situation. Collection of primary data in sectors wise may be captured through mobile application software / printed sectoral formats in the neighbourhood meeting by the GPFT. These data will be focused on the quality aspects of the GPDP and used as a baseline data for preparation of the integrated GPDP. Mapping exercises of Natural Resource & Social Resource Maps/ Seasonal Diagram / Time line activities and Focused Group Discussion on different thematic issues may be organised in a para baithak in a smaller group through maintaining social distancing and other safety measures in context to COVID-19. Situational analysis of the data and preparation of the draft plan & budget for the year 2021-22 will be executed in the different phase wise meeting (preferably through virtual mode). The entire process of organising phase wise meeting to be completed by **31st December, 2020**.
10. Schedule of Gram Sabha for placement of draft plan and budget which is going to be held in January, 2021 to be uploaded in the GPDP Portal by **15th December, 2020**.
11. Draft Plan & Budget for the financial year 2021-22 to be placed in the Gram Sabha by **5th January, 2021**.
12. Final approval and adoption of the Gram Panchayat Plan and Budget for the financial year 2021-22 in the Special Meeting General Body of the of the Gram Panchayat to be held by **10th January, 2021**.
13. Publication of the final GPDP Book and forwarding to the Panchayat Samiti to be made by **25th January, 2021**.
14. Display of the information related to preparation of GPDP for the FY 2021-22 in the Public Information Board to be made in two phases. Synopsis of progress of plan preparation for the FY 2021-22 will be displayed in the Public Information Board by **10th November, 2020** and summary of the approved plan & budget for the year 2021-22 and other related data of GPDP to be made in the Public Information Board by **25th January, 2021**.
15. Geo-tagging visuals of the Gram Sabha to be uploaded in the GPDP portal immediately after of the Gram Sabha.
16. Uploading of the final plan & budget (GPDP 2021-22) in the e-gramswaraj portal and its approval to be made by **25th January, 2021**.

Further, I am directed to state that due to COVID-19 pandemic situation it is important that all the activities related to preparation and finalization of the GPDP for the FY 2021-22 are undertaken with full adherence to COVID-19 appropriate behaviour. This would maintain proper social distancing, covering of face with appropriate face cover / face mask, cotton cloth head cap, hand gloves and ensuring strict sanitation & hygiene protocol maintained by the participants in the meeting / workshop / training. Gram Sabha can be held in smaller group maintaining all the protocol in context to COVID-19.

Keeping in view the strict timeline of the preparation & finalization of the GPDP for the FY 2021-22 and also in the context of COVID-19, the approval of the GPDP may be obtained through General Body Meeting of the Gram Panchayat without conducting the Gram Sabha. However, the approved GPDP may be placed, post facto in the Gram Sabha if it is possible to conduct after the normalization of the present situation.

All attempts need to be taken in your district for successful implementation of the initiative for GPDP in the current year. Further guidelines in this regard will be issued from time to time.

Yours faithfully,



(Dibyendu Das)

Special Secretary to the Government of West Bengal
Panchayats & Rural Development Department

No.0075/SS/1(80)/STARPARD/III-3(IP)/1/Part-1

Dated: 10.09.2020

Copy forwarded for information and necessary action to

1. Sri Soumya Purkait, IAS, Programm Director, ISGPP-II and Commissioner in the Panchayats & Rural Development Department, Government of West Bengal
2. Shri Kaushick Saha, IAS, Commissioner to MGNREGS, Panchayats & Rural Development Department, Government of West Bengal
3. Smt. Suktisita Bhattacharya, Special Secretary to the Panchayats & Rural Development Department, Government of West Bengal
4. Shri Dipanjan Bhattacharyya, Joint Secretary to the Panchayats & Rural Development Department, Government of West Bengal
5. Shri Anjan Chakrabarti, Joint Secretary, Panchayats & Rural Development Department, Government of West Bengal
6. The Additional Executive Officer, ZP / SMP (All)
7. The Additional District Magistrate, Panchayats(All)
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



(Dibyendu Das)

Special Secretary to the Government of West Bengal
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