

# Panchayats & Rural Development (STARPARD)

Panchayats & Rural Development Department, Government of West Bengal

Mrittika Bhaban, DD 18/9, Salt Lake, Sector-I, Bidhannagar, Kolkata – 700 064

E-mail: [starpardstate@gmail.com](mailto:starpardstate@gmail.com)// [starpardfinance@gmail.com](mailto:starpardfinance@gmail.com)// [starpardtraining@gmail.com](mailto:starpardtraining@gmail.com)

Telephone No. - 033-29850203// 033-23592930

No. 266/ STARPARD/ V-5(Pol.m)/2020/Trg/RGSA/2(1, Part-II)

Dated: 13.09.2021

From: Dr. Akanksha Bhaskar (IAS)  
Member Secretary, STARPARD &  
Joint Secretary to the Govt. of West Bengal  
Panchayats & Rural Development Department

To  
The District Magistrates (All)

Sub: Special Training on Digitization of Primary Data through Mobile Application to reflect the Human Development Indices in the Gram Panchayat Development Plan (GPDP)

Sir,

In connection with the above-mentioned subject a Half-day virtual Training for the District level Master Trainers (DLMTs) with the DIA, DPFC, SSP, STARPARD Trainers, ISGPP officials (only PPGC/PPGM) of districts has been planned to be organised on 20<sup>th</sup> September 2021, Batch-I and 21<sup>st</sup> September 2021, Batch-II from 11 A.M by the State level Trainers of Computerization Cell, P&RD Department and Statistical Cell, P&RD Department jointly. The trainers should join the programme at their respective offices from a single log in.

Immediately after that, the training will be rolled out in cascading mode where DLMTs will impart the training in offline face-to-face mode (following the strict Covid-19 norms) to the Block Nodal Officers for GPDP and BIOs of Blocks, who in turn will impart the training to the employees of Gram Panchayats (two employees who are attached with the GPDP process). The GP employees will impart the training to the GPFT members at the field level.


A training calendar shall be prepared and sent to the undersigned at [starpardtraining@gmail.com](mailto:starpardtraining@gmail.com).

The expenditure for the said training programme will be met from the RGSA funds given to the Districts for Capacity Building & Training as per the approved rates of STARPARD.

The detailed design of ToT along with guidelines is enclosed herewith along with the schedule for Batch-I & Batch-II.

Hence, you are requested to instruct all concerned accordingly for attending the ToT and organising training at District level with full adherence to Covid-19 guidelines issued by the Health & Family Welfare Department, Government of West Bengal.

Yours faithfully,

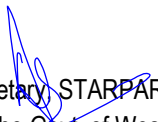
  
Member Secretary, STARPARD &  
Joint Secretary to the Govt. of West Bengal,  
Panchayats & Rural Development Department.

No. 266(1)/5 / STARPARD/ V-5(Pol.m)/2020/Trg/RGSA/2(1, Part-II)

Dated: 13.09 .2021

Copy forwarded for necessary information to:

1. Shri. Dipanjan Bhattacharyya, Additional Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department,
2. Shri. Anjan Chakrabarti, Joint Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, with request to be present in the ToT programme on 20<sup>th</sup> & 21<sup>st</sup> September, 2021 at 11 A.M.,
3. The Additional Executive Officer, Zilla Parishad/ Additional District Magistrate looking after Panchayats (All),
4. The District Panchayats and Rural Development Officer (All),
5. Sri Soumyajit Dutta, Deputy Secretary to the Panchayats & Rural Development Department and Administrative Officer of STARPARD.

  
Member Secretary, STARPARD &  
Joint Secretary to the Govt. of West Bengal,  
Panchayats & Rural Development Department

**One-day Training of Trainers (TOT) Programme for the District Level Trainers of STARPARD on Digitization of Primary Data through Banglar Para Baithak Portal and Mobile Application to reflect the Human Development Indices in the Gram Panchayat Development Plan (GPDP)**

Mode: Virtual mode from STARPARD HQ,  
Salt Lake, Kolkata

Date : **Batch-I: 20<sup>th</sup> September, 2021**

**Batch-II: 21<sup>st</sup> September, 2021**

**Programme Schedule**

Time	Topic	Method	Resource Person
11.00-11.10 A.M	1.1 Addressing note to the District Level Trainers for the training of Banglar Para Baithak Portal	Interaction	Dr.Akanksha Bhaskar (IAS), Member Secretary, STARPARD & Joint Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department
11.10-11.20 A.M	2.1 Background and Objectives of Training Programme	Interaction	Sri. Soumyajit Dutta, Deputy Secretary P & RD Department and Administrative Officer, STARPARD
11.20-11.40 A.M	3.1 Brief Introduction on Banglar Para Baithak Portal & Mobile Application	Interaction	Shri. Rabi Lochan Mondal, Policy & Governance Manager, STARPARD (Hq)
11.40 A.M-12 Noon	4.1 User Management	Banglar Para Baithak Portal Demo Site presentation & Interaction	Suman Das, Statistician
12 Noon-12.15 P.M	4.2 Master Entry for Gram Panchayat		
12.15-12.30 PM	4.3 Sector-wise Data Entry & Verification		
12.30-12.45 P.M	4.4 Gap Analysis Report		
12.45-01.00 P.M	4.5 Preparation of Draft Plan & Verification		
01.00-01.15 P.M	4.6 Report Generation		
01.15-01.30 P.M	5.1 Mobile Application to upload images & sector-wise issues from Para Baithak	Presentation & Interaction	Shuvayu Chowdhury, SD
01.30-01.45 P.M	6.1 Sources of Secondary Data Collection	Different Websites & Interaction	
01.45 P.M-2.15 P.M	6.2 Suggestion, Feedback, Way Forward	Interaction	

**Guidelines for the training:**

- 1) The duration of the said Training at the District level will be of 1 (One) day.
- 2) The trainers should join the programme at their respective offices from a single log in.
- 3) The Training is to be organised by the districts on and from last week of September 2021 and completed by 1<sup>st</sup> week of October, 2021.
- 4) A translated version of the Training design may be circulated to all concerned.
- 5) The IT equipment necessary for the said training must be kept ready at the training venues along with other logistic arrangements.
- 6) The training programme under reference shall be conducted by DIA, ZP with other DLMT members in DPTRCs in face-to-face mode.
- 7) MIS entry for the said training to Training MIS shall be done by the District level trainers of STARPARD.
- 8) Feedback shall be taken from trainers.
- 9) The expenditure for the said training programme will be met from the RGSA funds given to the Districts for Capacity Building & Training as per the approved rates of STARPARD. No need to send its budget for approval at this end.

## Schedule of Districts for Batch-I & Batch-II

### Batch-I: 20<sup>th</sup> September, 2021

Trainers from the following Districts

Alipurduar
Jalpaiguri
Coochbehar
Darjeeling (SMP)
Uttar Dinajpur
Dakshin Dinajpur
Malda
Murshidabad
Nadia
Birbhum

### Batch-II: 21<sup>st</sup> September, 2021

Trainers from the following Districts

Paschim Bardhaman
Purba Bardhaman
Purba Medinipur
Paschim Medinipur
Purulia
Bankura
Jhargram
Hooghly
Howrah
North 24 Parganas
South 24 Parganas