

**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. 427/SS/(21)/STARPARD/III-3(IP)/1/Part-1

Dated: 19.08.2020

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 frame and Plan Format for preparation of Panchayat Samiti, Zilla Parishad and Siliguri Mahakuma Parishad Plan in context to 15th Finance Commission Grant for the year 2020-21.


**Ref.** 404/SS/(21)/STARPARD/III-3(IP)/1/Part-1, Dated: 10.07.2020

Madam/Sir,

In reference to the subject mentioned above, I am directed to state that Panchayat Samitis, Zilla Parishads and Siliguri Mahakuma Parishad will have to prepare Plan and Budget in connection to the 15th Finance Commission Grant for the Financial Year 2020-21. Approved Plan & Budget will be uploaded in the e-gramswaraj portal. 15th Finance Commission Grant will be planned under two components, (a) Untied Basic Grant (50%) and (b) Tied Grant (50%).

In view of the fact, it is requested that each and every Panchayat Samiti, Zilla Parishad and Siliguri Mahakuma Parishad have to prepare action plan & budget of the 15<sup>th</sup> Finance Commission within **30<sup>th</sup> September, 2020**. The action plan should be prepared as per the planning format attached as Annexure: - 1. This action plan & budget need to be incorporated in the Supplementary Plan as per existing Budget Rules of Zilla Parishad and Panchayat Samiti.

Yours faithfully,



Special Secretary to the  
Panchayats & Rural Development Department

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

Dated: 19.08.2020

Copy forwarded for information and necessary action to-

1. Shri Anjan Chakrabarti, Joint Secretary, Panchayats & Rural Development Department, Government of West Bengal
2. 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
3. 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
4. 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
5. Shri Soumyajit Dutta, OSD Panchayats & Rural Development Department and AO, STARPARD



Special Secretary to the  
Panchayats & Rural Development Department