

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

No.18/SS/DD/ (21)/PN/O/II/3C-02/2015

Dated:09/01/2020

From: Dibyendu Das
Special Secretary to the Government of West Bengal

To : The District Magistrate,
Alipurduar, Jalpaiguri, Cooch Behar, Darjeeling (for Siliguri Sub-Division), Uttar Dinajpur, Dakshin
Dinajpur, Malda, Murshidabad, Nadia, Purba Bardhaman, Paschim Bardhaman, Birbhum, Bankura,
Purulia, Purba Medinipur, Paschim Medinipur, Jhargram, Hooghly, Howrah, North 24-Parganas &
South 24-Parganas

Sub: Online assessment & nomination of Panchayats based on performance in the **Appraisal Year : 2018-19**
for four categories of awards under the **National Panchayat Awards-2020**

Madam/Sir,

You are aware that National Panchayati Raj Day is celebrated on 24th April, every year by the Ministry of Panchayati Raj (MoPR), Government of India. On this occasion, National Panchayat Awards e.g. a) **Deen Dayal Upadhyay Panchayat Sashaktikaran Puraskar (DDU-PSP)** b) **Nanaji Deshmukh Rashtriya Gaurav Gram Sabha Puraskar (ND-RGGSP)** c) **Gram Panchayat Development Plan Award (GPDPA)** and d) **Child-Friendly Gram Panchayat Award (CFGPA)** and are conferred to the best performing Panchayats by the MoPR. You are also aware that the entire process of assessment is done online and it is available at the Ministry's website link : www.panchayataward.gov.in.

Last year one Zilla Parishad, two Panchayat Samitis & three Gram Panchayats from West Bengal were awarded with Deen Dayal Upadhyay Panchayat Sashaktikaran Puraskar (DDU-PSP), one Gram Panchayat was awarded with Nanaji Deshmukh Rashtriya Gaurav Gram Sabha Puraskar (ND-RGGSP) and one Gram Panchayat was awarded with Child-Friendly Gram Panchayat Award (CFGPA) by the Ministry of Panchayati Raj.

Detailed guidelines on the above-mentioned four categories of awards for this year are given below :

a) Deen Dayal Upadhyay Panchayat Sashaktikaran Puraskar (DDU-PSP) : DDU-PSP is given to best performing Panchayats (GPs, PSs & ZPs) across the State in recognition of the good work that is done by the Panchayats. In DDU-PSP, there are two categories of awards – **DDU-PSP General & DDU-PSP Thematic**.

There are nine thematic areas under DDU-PSP Thematic - these are Sanitation, Civic Services (drinking water, street light, etc.), Natural Resource Management, Marginalized Section (Women, SC/ST, PWDs, Senior Citizen, etc) Improvement, Social Sector Development, Disaster Management, Community Based Organisations (CBOs) / Individuals taking voluntary actions to support Gram Panchayats, Revenue Generation (Innovation in OSR Mobilization & Utilization) and e-Governance.

As per the guidelines of the MoPR, the total number of DDU-PSP awards for West Bengal is six (one for Zilla Parishads, two for Panchayat Samitis and three for Gram Panchayats)

Number of Panchayats to be nominated for DDU-PSP by the State Government to the MoPR will be two times the number of awards i.e. two Zilla Parishads, four Panchayat Samitis and six Gram Panchayats will be nominated for DDU-PSP.

DDU-PSP General is applicable to all three tiers of Panchayats whereas DDU-PSP Thematic is applicable to Gram Panchayats only for West Bengal as number of awards is very less.

b) Nanaji Deshmukh Rashtriya Gaurav Gram Sabha Puraskar (ND-RGGSP) : ND-RGGSP is given to Gram Panchayats only to encourage them for outstanding performance through effective, vibrant and meaningful Gram Sabha, Special Gram Sabha, Gram Sansad Sabha and Social Audit. Number of ND-RGGSP awards for each State is one. Number of Gram Panchayats to be nominated for ND-RGGSP by the State Government to the MoPR will be three.

c) Gram Panchayat Development Plan Award (GPDPA) : The GPDP Award is given to Gram Panchayats to encourage them for outstanding performance in the formation of GPFT, preparation of Gram Panchayat Development Plan (GPDP) through participatory process & approach, convergence of all resources available to the Gram Panchayats in GPDP and effective implementation of GPDP. Number of GPDP Award for each State is one. Number of Gram Panchayats to be nominated for GPDPA by the State Government to the MoPR will be three.

d) Child-Friendly Gram Panchayat Award (CFGPA) :. The Child-Friendly Gram Panchayat Award is given to Gram Panchayats to encourage them for outstanding performance in the area of child protection and ensuring rights of children in the GP area. Number of CFGP Award for each State is one. Number of Gram Panchayats to be nominated for CFGPA by the State Government to the MoPR will be three.

As nomination of Panchayats from the State Government for DDU-PSP, ND-RGGSP, GPDPA and CFGPA will be made online and the online application forms will remain open for data entry, document uploading and freezing by the Zilla Parishads, Panchayat Samitis & Gram Panchayats till **31st January, 2020**, all the Panchayats of our State are required to participate in the online assessment process in a time bound manner.

All the questionnaires have been published by the State Government in the P&RD Department on 09/01/2020 and these questionnaires are available in the online application. For online participation, the Panchayats will have to log on **www.panchayataward.gov.in** and enter into the application by using their individual User ID & Password. **User IDs and Passwords are remaining the same as provided last year and concerned users set new Passwords at their own.**

Following processes need to be followed for online assessment of Panchayats in the current year in a time bound manner for the awards – a) **Deen Dayal Upadhyay Panchayat Sashaktikaran Puraskar (DDU-PSP)** for three tier Panchayats [DDU-PSP General for GPs, PSs & ZPs and DDU-PSP Thematic for GPs only], b) **Nanaji Deshmukh Rashtriya Gaurav Gram Sabha Puraskar (ND-RGGSP)** for Gram Panchayats, c) **Gram**

Panchayat Development Plan Award (GPDPA) for Gram Panchayats and d) **Child-Friendly Gram Panchayat Award (CFGPA)** for Gram Panchayats.

1. Participation of 100% Panchayats of the State in the online assessment process needs to be ensured at all levels.
2. Assessment in the current year shall be made on the basis of performance of the Panchayats in the financial year 2018-19 (**Appraisal Year 2018-19**). All the questionnaires are available in the website : www.panchayataward.gov.in
3. Response of PRIs will have to be made more objective and supported by definite source of information. Based on the questionnaires, Panchayats have to gather information and relevant supporting documents and then enter into the website : www.panchayataward.gov.in for online response and document uploading (**uploading of documents is mandatory**).
4. Participating Panchayats have to enter and save their Basic Details first. Then they will be allowed by the system to put responses against the questions available in the online application.
5. After completion of putting online responses against all the questions and document uploading, **freezing by the Panchayats is must** for ensuring participation. It may be noted that **after freezing no change can be made**. PDF version of the answered questionnaires need to be downloaded by the Panchayats for future reference. Online application forms will remain open for data entry, document uploading and freezing by the Zilla Parishads, Panchayat Samitis & Gram Panchayats till **31st January, 2020**.
6. **DDU-PSP for Gram Panchayats** : online assessment & validation will be done at the Block level by the Block Level Assessment Committee (BLAC) and then at the District level by the District Level Assessment Committee (DLAC). The BLAC will have to select and recommend **only two best performing Gram Panchayats** to the concerned DLAC.

The DLAC will have to select and recommend **only two best performing Gram Panchayats** to the State. The State Government will select and nominate six Gram Panchayats (not more than two Gram Panchayats from a District) to the MoPR for the DDU-PSP.
7. **DDU-PSP for Panchayat Samitis** : online assessment and validation will be done at the District level by the District Level Assessment Committee (DLAC). The DLAC will have to select and recommend **only two best performing Panchayat Samitis** to the State. The State Government will select & nominate four Panchayat Samitis (not more than two Panchayat Samitis from a District) to the MoPR for the DDU-PSP General.
8. **DDU-PSP for Zilla Parishads** : online assessment and validation will be done at the State level by the State Level Assessment Committee (SLAC) / State Panchayat Performance Assessment Committee (SPPAC). The State Government in the Panchayats & Rural Development Department will select and nominate two Zilla Parishads to the MoPR for the DDU-PSP General.
9. **ND-RGGSP for Gram Panchayats** : online assessment and validation will be done at the Block level by the Block Level Assessment Committee (BLAC) and then at the District level by the District Level Assessment Committee (DLAC). The BLAC will have to select and recommend **only one best performing Gram Panchayat** to the concerned DLAC.

The DLAC will have to select and recommend **only one best performing Gram Panchayat** to the State. The State Government will select and nominate three Gram Panchayats (not more than one Gram Panchayat from a District) to the MoPR for the ND-RGGSP

10. **GPDPA for Gram Panchayats** : online assessment and validation will be done at the Block level by the Block Level Assessment Committee (BLAC) and then at the District level by the District Level Assessment Committee (DLAC). The BLAC will have to select and recommend **only one best performing Gram Panchayat** to the concerned DLAC.

The DLAC will have to select and recommend **only one best performing Gram Panchayat** to the State. The State Government will select and nominate three Gram Panchayats (not more than one Gram Panchayat from a District) to the MoPR for the GPDPA.

11. **CFGPA for Gram Panchayats** : online assessment and validation will be done at the Block level by the Block Level Assessment Committee (BLAC) and then at the District level by the District Level Assessment Committee (DLAC). The BLAC will have to select and recommend **only one best performing Gram Panchayat** to the concerned DLAC.

The DLAC will have to select and recommend **only one best performing Gram Panchayat** to the State. The State Government will select and nominate three Gram Panchayats (not more than one Gram Panchayat from a District) to the MoPR for the CFGPA.

12. Assessment and validation will be done by the Assessment Committees (BLACs / DLACs) concerned and this will also be done online by using the User IDs and Passwords of the concerned Assessment Committees. **User IDs and Passwords are remaining the same as provided last year and concerned users set new Passwords at their own.**

The compositions of the Assessment Committees are given below for different levels.

A. Block Level Assessment Committee (BLAC) for Gram Panchayats:

- 1) Block Development Officer - **Chairperson**
- 2) Joint Block Development Officer - **Nodal Officer**
- 3) Panchayat Development Officer - Member
- 4) Panchayat Audit & Account Officer – Member
- 5) Block Informatics Officer - Member
- 6) 2 Officers at the Block level to be nominated by the Block Development Officer

B. District Level Assessment Committee (DLAC) for Gram Panchayats & Panchayat Samitis:

- 1) AEO, Zilla Parishad or ADM looking after Panchayats - **Chairperson**
- 2) District Panchayats & Rural Development Officer - **Nodal Officer**
- 3) Deputy District Panchayats & Rural Development Officer – Member
- 4) District Information Analyst - Member
- 5) District Child Protection Officer - Member
- 6) 2 Officers at the District level to be nominated by the District Magistrate

In the event of non-availability of any official at any tier or any post lying vacant, the Chairperson of the Assessment Committee, shall nominate the requisite number of officers for inclusion in the Assessment Committee.

Timeframe for Online Assessment & Nomination Process


Activity / Step	Timeline
Online filling-up of questionnaires, document uploading and freezing by all Panchayats (GPs, PSs & ZPs) across the State	31 st January, 2020
Block level assessment of all Gram Panchayats, recommendation of shortlisted / top ranking Gram Panchayats to the District level and freezing by the BLACs	4 th February, 2020
District level assessment of all Panchayat Samitis, recommendation of shortlisted / top ranking Panchayat Samitis to the State level	4 th February, 2020
District level assessment of Gram Panchayats recommended by the BLACs, recommendation of shortlisted / top ranking Gram Panchayats to the State level and freezing by the DLACs	6 th February, 2020
State level verification and Meeting of the SLAC / SPPAC	7 th February - 12 th February, 2020
Online nomination of Panchayats by the State Government to the Ministry of Panchayati Raj, Government of India	14 th February, 2020

In case of any difficulty / query, following officials of the Department may be contacted.

1. Shri Rabi Lochan Mondal, Policy & Governance Manager, STARPARD, P&RD Department (Mobile No. 8420315512 & e-mail ID : rabilochan.mondal@gov.in)
2. Shri Manab Kundu, Participatory Planning & Livelihood Coordinator, STARPARD, P&RD Department (Mobile No. 9007069356 & e-mail ID : manabk68@gmail.com).

All concerned may kindly be instructed to ensure maximum participation of Panchayats in the online assessment process and to strictly follow the deadlines.

Yours faithfully,

 09/07/2020
(Dibyendu Das)


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

Copy forwarded for information and necessary action to:

1. The Sabhadhipati,Zilla Parishad (All) / Siliguri Mahakuma Parishad
2. The Commissioner, Panchayats & Rural Development, West Bengal.
3. The Commissioner in the P&RD Department and Programme Director, ISGPP-II.
4. The Director, BRAIPRD, Kalyani.
5. The Member-Secretary, STARPARD
6. The AEO, Zilla Parishad / ADM looking after Panchayats ,(All)
7. The District Panchayats & Rural Development Officer,(All)

He is requested to circulate a copy of this communication to all concerned.

8. The PS to the Additional Chief Secretary to the Government of West Bengal, Panchayats & Rural Development Department for kind information of the Additional Chief Secretary.
9. The PA to the Secretary to the Government of West Bengal, Panchayats & Rural Development Department for kind information of the Secretary.

 09/01/2020

(Dibyendu Das)

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