

Government of West Bengal
Panchayats & Rural Development Department
Decentralised Planning Facilitation Cell
63, N.S. Road, Jessop Building (1st floor), Kolkata 700 001

No.8913 (36)-RD/O/DPF/IE-1/2008

Date : 23.12.2008

From: Dr. M. N. Roy, IAS
Principal Secretary to the
Government of West bengal

To: (1) The Sabhadhipati
..... ZP

(2) The District Magistrate & Executive Officer
..... Zilla Parishad/Siliguri Mahakuma Parishad

Sub : Support to all Zilla Parishads / Siliguri Mahakuma Parishad with one personnel on contract basis for decentralised planning

Madam/Sir,

I am directed to state that in order to provide support to the Panchayati Raj Institutions in general and to the Zilla Parishads in particular in the process of decentralised planning, it has been decided to provide one personnel on contract basis to your Zilla Parishad, subject to the following conditions: (a) the contractual employee will be engaged on contract by the Zilla Parishad for one year for the present; (b) the designation of the contractual employee will be Decentralised Planning Facilitation Coordinator; (c) such engagement will be made out of the panel prepared by the SRD Cell of WBSRDA under this Department through fair competitive processes (enclosed as *Annexure-1*); (d) renewal of the contractual employee will depend on the satisfactory performance of the incumbent and need of such an employee in the Zilla Parishad in future; (e) the contract is liable for termination at any point of time by giving one month's notice from either side viz. Zilla Parishads / Mahakuma Parishad or the employee on contract; and (f) the newly engaged Decentralised Planning Facilitation Coordinator will directly report to the Additional Executive Officer of the Zilla Parishad and work under his/her control.

2. I am also to inform that the Executive Officer or the Additional Executive Officer of the respective Zilla Parishads / Siliguri Mahakuma Parishad will be the appropriate authority for issuing the contractual engagement under reference. A draft engagement letter indicating the jobs to be performed by the said contractual employee and the conditions of such engagement is enclosed for your convenience (*Annexure-2*).

3. For the services to be rendered by the contractual employee, a consolidated remuneration of Rs. 15,000/- (fifteen thousand) only per month will be payable during the tenure of contract for one year. They will also be entitled to reimbursement of actual travel expenses for official tours and also leave as applicable to the employees of the Zilla Parishads / Siliguri Mahakuma Parishad.

5. Funds on this account for one year will be placed by the SRD Cell of WBSRDA under this Department in favour of the Zilla Parishads / Siliguri Mahakuma Parishad from out of the capacity building component of BRGF in case of the 11 BRGF districts and out of the SRD programme funds in case of the remaining 7 non-BRGF districts in due course.

6. I am to further request you to ensure that engagement letter is issued immediately in favour of the earmarked candidate. Immediately after issuance of engagement letter from your end, a training programme will be arranged SRD Cell of WBSRDA for the newly engaged Decentralised Planning Facilitation Coordinators (tentatively for one week from 15th January 2009). So a copy of the engagement letter may be forwarded to this Department to facilitate arrangement of the training programme.

An early action will be highly appreciated.

Yours faithfully,

Sd/-

(M.N. Roy)

No.8913 (36)/1(3) -RD/O/DPF/IE-1/2008

Date : 23.12.2008

Copy forwarded for information and necessary action to :

1. The Additional Executive Officer, Zilla Parishad/ Siliguri Mahakuma Parishad
2. Shri D.K.Pal, State Programme Coordinator, SRD & Ex-officio Deputy Secretary, Department of Panchayats & Rural Development.
3. Shri G.Bhattacharya, OSD & Ex-officio Deputy Secretary, Department of Panchayats & Rural Development.

Sd/-

(M.N. Roy)

(Draft Engagement Letter for decentralised Planning Facilitation Coordinator)

Office of the Zilla Parishad

No.

Dated: .12.2008

To

Sub: Offer of Engagement on Contract Basis for one year

Madam/Sir,

In order to strengthen the process of decentralised planning in the district, the undersigned hereby offers to engage you as **Decentralised Planning Facilitation Coordinator** in thisZilla Parishad purely on contract basis under the SRD Cell of WBSRDA on the following

TERMS & CONDITIONS

- 1) This contractual engagement is initially for a period one year which may be extended thereafter subject to your satisfactory performance and as per needs, at the sole discretion of the authority.
- 2) As Decentralised Planning Facilitation Coordinator, you shall report to and work under control of the Additional Executive Officer (AEO) of the Zilla Parishad and discharge the following responsibilities:
 - To provide support to the Zilla Parishad in the process of decentralised planning for all the local bodies of the district in general and to the Zilla Parishad in particular.
 - To assist the AEO of the Zilla Parishad in coordination and integration of PRI plans in the draft District Plan.
 - To provide support to the AEO of the Zilla Parishad in monitoring of activities related to decentralised planning and also implementation of various programmes by the Zilla Parishad.
 - To discharge any other responsibility that may arise or be assigned from time to time by the Zilla Parishad.
- 3) The Headquarters of the Zilla Parishad will be your place of posting as well as Head Quarters. You are required to reside at your place of posting, undertake tours in the district and to work beyond normal office hours and on holidays as and when necessary. Since the tasks to be accomplished by you require hard toil, strong commitment, right attitude and team spirit, you shall have to imbibe and maintain the right kind of attitude, knowledge and skills, failing which your continuance in this organisation will be at stake. You may be transferred to any other district in the public interest as per order of the Department of Panchayats & Rural Development, Government of West Bengal.
- 4) You will be entitled to reimbursement of actual expenditure incurred for official tours, subject to approval of the authority, as per norms of this organisation.
- 5) For the services to be rendered by you, a consolidated remuneration of Rs.15000/- (Rupees fifteen thousand) only will be payable to you per month during the tenure of this contract. No increment and no allowance or bonus or ex-gratia or honorarium shall be payable to you for your services in this organisation during this period.
- 6) You will be entitled to leave as applicable to the regular employees of the Zilla Parishad. *Leave is not a matter of right and can be availed of only with approval of appropriate authority as per norms of this*

organisation and with respect to the pressure of work in the interest of effective implementation of the programmes.

- 7) You will have no right, title or claim to the post beyond the tenure of this contract and your service is terminable, at the sole discretion of the authority, at any point of time by giving one month's notice without assigning any reason. Similarly you will have the right to leave this organisation after one month's notice.
- 8) It is understood by you that this organisation is purely for a limited number of years and, as such, there shall be no guarantee of continuance of this contract beyond any length of time and continuance of this contract for any length of time shall not create any legal obligation on the part of the authority to absorb you on regular service or to make this contractual engagement permanent.
- 9) If you are agreeable to accept the above terms and conditions, you are required to indicate such acceptance in clear terms on a duplicate copy of this letter, signed by you in full with date, and to submit the same to this organisation immediately.
- 10) You are required to submit your joining report within 15 days from the date of issuance of this letter. If you fail to submit your acceptance of this offer within a month from the date of issuance of this letter, this offer shall be deemed as cancelled without any reference to you.

Yours sincerely,

Executive Officer /
Additional Executive Officer

No.

Date: .12.2008

Copy forwarded for information and necessary action to

1. The Principal Secretary to the Government of West Bengal, Department of Panchayats & Rural Development,
2. The SRD Cell of WBSRDA, Jessop Building, 63 Netaji Subhash Road, Kolkata-700001
- 3.

Executive Officer /
Additional Executive Officer

Posting of candidates as Decentralised Planning Facilitation Coordinator in the Zilla Parishads

SL. NO.	Name	Address	Posting	Contact Number
1	Debabrata Samanta	10/74/1 Bijoygarh, Kolkata-700092	Paschim Medinipur	9732653056
2	Moumita Nath	RE-41, Raghunathpur, Housing Estate, PO-deshbandhunagar, Kolkata-700 059	Birbhum	2500-6310/ 9831889314
3	Utpal Kumar	Vill-Gopalpur, P. O-Akuni, Dist-Hooghly, PIN-712701	Coochbehar	9732888325
4	Anindita Mukherjee (Banerjee)	EE-118/1, Salt Lake Sector-II, Karunamoyee, Kolkata-700091	Howrah	9433511867/ 2359-1493
5	Pratip Roy	1/1 A & B, Baishnab Sammilani Lane, Chalta Bagan, Kolkata-700006	South 24-Parganas	9433916195
6	Priya Brata Dutta	Vill-Anandanagar, P.O.-Bhattanagar, P.S -Liluah, Dist-Howrah Pin: 711203	Bankura	26519102/ 9830465178
7	Lopa Mudra Ghosh (nee Basu)	21/C, Lansdowne Terrace, Kolkata-700026	North 24 Parganas	2464-1041, 9836963807
8	Sanjiban Ghosh	Dr. Sachin Sen Road, Srijony Abasan, P.O -Ghurni, Krishnanagar, Dist-Nadia, PIN-741103	Murshidabad	03472-250764/ 9233055744
9	Arindam Joardar	42, Krishnath Road, PO & PS-Berhampore, Dist-Murshidabad, PIN-742101	Uttar Dinajpur	03482-254160
10	Arjun Sarathi Das	S-1/27 A.P. Nagar, P. O-Sonarpur, Kolkata-700150	Burdwan	9831316702/ 9433480979
11	Biplab Chakraborty	Department of Economics, North Bengal University, P.O.-N.B.U. Campus, Dist.-Darjeeling, Pin-734013	Dakshin Dinajpur	9434167224
12	Manas Ghose	Vill-Fulchak, PO-Natuk, Paschim Medinipore, PIN-721232	Jalpaiguri	9832779848
13	Priyanka Pyne	58/2/1, Madhusudan Biswas Lane, P.O: Howrah, Dist: Howrah, Pin-711101	Nadia	9830864636/26415507
14	Sharmistha Datta	D-8/4 BRBNMPL Township, Salboni, Midnapur (West), Pin-721132	Purulia	03227-280495, 9231655839
15	Sahidur Rahaman	103/2, Molla Para Lane, Shibpur, Howrah-711102	Malda	9831251715, 9433672226
16	Bipad Taran Patra	Vill-Pirrabakra, PO-Shyambazar, PS-Khatra, Dist-Bankura, PIN-722140	Hooghly	9932987018
17	Ram Kumar Mandal	C/o Sunil Kumar Sarkar, RBI Staff Qrts(GG - 547), 1/B, B.K. Paul Lane, Kolkata-700030	Purba Medinipur	9733668148/ 9433968625
18	Mithun Kumar Rath	Vill-Kulup, PO-Ashutiabarh, Dist-Purba Medinipur, PIN-721659	Siliguri Mahakuma Parishad	x