

In accordance with the schedule of the Planning Commission, the Planning Department has so drawn up a schedule for timely preparation of the Draft Annual Plan 2002 which is as follows:

- (a) Submission of brief accounts of department's proposals
- (b) Submission of Draft plan

-21st September

-29th September

Two sets of proforma (Annexure-I & II) are enclosed which may be completed and submitted to the Planning Department latest by 29.9.2000. In case of any doubt or if any clarification is required you may direct your dealing officials to contact the Planning Department without hesitation.

The meeting being most Urgent and Time bound, Heads of Departments are requested to attend to this personally and monitor for proper coordination between their Department and Planning Department.

Ranjana Kale

(Ranjana.R.Kale)
Special Secretary (PL)

1. PS to Lt. Governor for kind information of LG.
2. PS to Chief Secretary for kind information of CS.
3. PS to Principal Secretary (Shipping/Health) for kind information of Principal Secretary.
4. The Chief Executive Officer, Zill Parishad for information and necessary action. I am directed to request you to bring this to the notice of the Chairman and Member of the District Planning Committee. The Plan proposals may have to be placed before the District Planning Committee latest by 10th October, 2000. Keeping in view the provisions as laid down in Regulations, he may ensure that DPC are done on a war-footing. He may also issue directions to the Panchayat level/Block level. District level officials of the Administration to coordinate with the local officials and members of Local Bodies for proper participation in plan formulation.
5. The Secretary, Municipal Council with the request to bring this to the notice of the Chairman and Members of the Council.
6. The Statistical Officer (Monitoring).
7. The Evaluation Officer.
8. The Accounts Officer (Finance I & II) for information please.

(M.K.Biswas)
Assistant Secretary (PL)