



GOVERNMENT OF WEST BENGAL
 PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
 Joint Administrative Building (6th to 10th Floors), HC-7, Sector-III
 Bidhannagar, Kolkata-700106

Date: 21/12/2023

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

To : The District Magistrate (All)

Sub: Roll out of Honorarium Credit System for disbursement of remuneration to PRI Members & Office Bearers under West Bengal Panchayat Management System.

This is to state that the Department of Panchayats and Rural Development has designed & developed "**Honorarium Credit System under West Bengal Panchayat Management System**" under **Smart Panchayat Initiatives** to facilitate PRI Bodies for hassle-free & timely disbursement of honorarium to PRI Members/Office Bearers with following features:

1. Monthly generation of Honorarium Bills.
2. Disbursement of honorarium to registered & validated Bank Accounts of PRI Members/Office Bearers in West Bengal Panchayat Management System.
3. Member profile management.
4. SMS intimation to beneficiaries regarding disbursement of honorarium.

DPRDO & BDO is hereby designated as Nodal Officer in the District & Block respectively for smooth implementation of this project.

94% of Bank Accounts of PRI Members/Office Bearers have been validated by Nodal Bank as on date and necessary corrections in Bank Accounts are needed for rest of the invalidated Accounts. **This exercise must be completed as per observation of Nodal Bank by 22/12/2023 in order to generate 1st honorarium bill by 23/12/2023 & payment by 29/12/2023.**

A Standard Operating Procedure (SOP) for this portal is attached herewith which should strictly be adhered to by all Stakeholders.

Encl: As mentioned above


 Secretary to the Government of West Bengal
 Panchayats and Rural Development Department

Date: 21/12/2023

Copy forwarded for information & necessary action to the:

1. Commissioner, Directorate of Panchayats and Rural Development.
2. Additional Executive Officer (All), Zilla Parishad.
3. Additional District Magistrate (Panchayat) (All).
4. Secretary Zilla Parishad (All)
5. District Panchayats and Rural Development Officer (All): He/she is requested to share a copy of this letter to BDOs.
6. Sr.PA to the Secretary of this Department


 Secretary to the Government of West Bengal
 Panchayats and Rural Development Department

Standard Operating Procedure for Honorarium Credit System(HCS) for disbursement of remuneration to PRI Members /Office Bearers under West Bengal Panchayat Management System (WPMS)

Sl No	Activities/ Stakeholders	Description / Responsibility
1	Name of Project	Honorarium Credit System for PRI Members/Office Bearers under West Bengal Panchayat Management System - Department of Panchayats & Rural Development, Government of West Bengal
2	Web-portal details	https://wbpms.in > Honorarium Credit System
3	Objective	Hassle-free & timely disbursement of monthly honorarium to PRI Members & Office Bearers.
4	Nodal Officers	<ol style="list-style-type: none"> 1. State Level: Nominated Officer of Commissioner of Panchayats & Rural Development. 2. District Level: District Panchayats & Rural Development Officer. 3. Block Level: Block Development Officer
5	Beneficiaries	<ol style="list-style-type: none"> 1. Members, Sanchalaks, Upa-Pradhan & Pradhan of Gram Panchayat. 2. Members, Karmadhyaksha, Sahakari-Sabhapati & Sabhapati of Panchayat Samiti. 3. Members, Karmadhyaksha, Sahakari-Sabhadhipati & Sabhadhipati of Zilla Parishad. 4. Adhyaksha & Upadhyaksha of District Council.
6	Authorities for generation of monthly honorarium Bill	<ol style="list-style-type: none"> 1. Block Development Officer for Panchayat Samiti & Gram Panchayat. 2. Secretary, Zilla Parishad for Zilla Parishad.
7	Verifying Authority	District Panchayats & Rural Development Officer All honorarium bills shall be sent to DDO, Directorate of Panchayats & Rural Development through District Panchayats & Rural Development Officer
8	Honorarium Disbursing Authority	DDO, Directorate of Panchayats & Rural Development under Department of Panchayats & Rural Development, Government of West Bengal.
9	Honorarium Disbursement	Honorarium shall be remitted to the registered & validated Bank Accounts of Beneficiaries through the Nodal Bank.
10	Sharing data with Nodal Bank & receiving of payment information	<ol style="list-style-type: none"> 1. Once the honorarium bill is approved by DDO, Directorate of Panchayats & Rural Development, CSV file containing all requisite data will be made available in the login of Nodal Bank. 2. Payment file shall be uploaded by the Nodal Bank once the payment is made.
11	User Management	WPMS user credentials will be used to access Honorarium Credit System Module through access right.

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12	Maker, Checker & Approver	<ol style="list-style-type: none"> 1. Maker is responsible for generation of honorarium bill and shall check & update Member Profiles before processing of bill. 2. Checker shall do necessary checking & forwarded to Approver. 3. Approver shall approve & forwarded to next higher level.
13	Bill Generation Schedule	<ol style="list-style-type: none"> 1. Billing period: Monthly 2. Bill generation for all tiers: 1st day of next month & forwarded to DPRDO. 3. Verification & forwarded to Directorate by DPRDO: 2nd day of next month. 4. Submission of data to Nodal Bank by Directorate: 3rd day of next month 5. Payment by Nodal Bank: 4th day of next month (the above date may be changed due to holiday)
14	Process Flow	<ol style="list-style-type: none"> 1. All data required for preparation of Honorarium Credit System shall be fetched from Member Profile Module under WBPMS. 2. Hence, regular updation of Member Profiles especially before generation of Honorarium Bill is absolutely necessary for error free generation of Honorarium Bill. 3. All updation of member profile shall be based on documentary evidences. 4. Ceased of membership due to resignation, disqualification, death etc. shall be updated in Member Profile once the same is vetted by appropriate authority. 5. Any Member or Office Bearer opted out of honorarium shall also be flagged in the system and shall be checked thoroughly before generation of bill. 6. Honorarium Bill shall be prepared on monthly basis. 7. For GPs & PS, monthly Honorarium Bill shall be prepared by BDO and shall be forwarded to DPRDO for necessary verification. 8. For Zilla Parishad, monthly Honorarium Bill shall be prepared by Secretary Zilla Parishad and shall be forwarded to DPRDO for necessary verification. 9. DPRDO after through verification shall forward the honorarium bill to DDO, Directorate of Panchayats & Rural Development for payment. 10. DDO, Directorate of Panchayats & Rural Development after through verification shall approve the bill and share the data (CSV file) with Nodal Bank for initiation of payment. 11. After payment, Nodal Bank shall share payment success file & failure file (CSV) with DDO, Directorate of Panchayats & Rural Development and DDO in turn shall upload the same in system. 12. Once the payment file is uploaded, the system automatically updated with necessary information (payment date, transaction Id etc). 13. If the payment is failed due to reason as conveyed by Nodal Bank, the said Bank Account shall be updated/replaced and fresh Bill shall be prepared and the same process shall be followed for payment.

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15	SMS Service	<ol style="list-style-type: none"> 1. OTP Validation of Honorarium Bill Approver, Verifying Authority & DDO, Directorate of Panchayats & Rural Development 2. On uploading of successful payment file by Nodal Bank, all beneficiaries will be informed through SMS regarding payment of honorarium & the month for which it is paid. 3. Change of Bank Account of PRI Members through OTP validation. 4. Uploading of payment file by DDO, Directorate of Panchayats & Rural Development through OTP validation.
16	MIS Report	All sorts of reports will be available as required.
17	Role of Department	<ol style="list-style-type: none"> 1. Design, development & maintenance of Portal & related activities. 2. Technical support & training to all Stakeholders. 3. Master data management related to monthly remuneration.



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