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রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal

SUDA-11011(99)/7/2022-IT SEC(SUDA)-SUDA/6446

Dated: 06/12/2022

From: Director, SUDA

To: 1. The Chairperson.....Municipal Corporation/Municipality/Board of Administrator
 2. The Municipal Commissioner, Kolkata Municipal Corporation
 3. The Commissioner,..... Municipal Corporation

Sub: Advisory towards effective implementation of MAA Programme

Sir/Madam,

Reference may kindly be made to the Scheme Guidelines issued by Department of Urban Development & Municipal Affairs, Government of West Bengal wherein ULBs had been requested for adherence of the salient points as laid down in the Guidelines vide 858/UDMA-13014(99)/29/2021-BDG-MA dtd 27.08.2021.

Moreover, specific instruction has also been sent to all ULBs for immediate installation of fire safety arrangement in MAA canteen with a request for immediate submission of compliance report vide our earlier letter Memo No.SUDA-11011(99)/38/2021-ITSEC(SUDA)-SUDA/5890 dtd 18/11/2022

It is reiterated that , you are requested to take the following actions and special care for meticulous adherence of the salient points mentioned hereunder

1. Kitchen must have an **overhead shade**. Ceiling of the shade should be clean.
2. **Fire safety arrangements** is required at closely near the kitchen. The fire safety arrangement must be checked periodically to keep it operational
3. A moderately **spacious and covered dining space/ canteen** for 50-100 beneficiaries to be seated for their meals.
4. **Rice, Dal, Sabji and one full table egg** is to be served as the meal
5. The meal shall be served **between 12 noon to 3.00 pm. everyday uninterruptedly**
6. **Hygiene protocol** shall be strictly maintained for cooking and serving of meals. Those who are cooking or serving food must wear **musk, gloves, apron, headcap**. SHG members must wear specified sarees/ aprons/name badge as approved by the Govt. Use of masks, head covers, gloves etc. by the SHG members should be ensured
7. Beneficiaries should have **access to drinking water** while having food at the table
8. **Safe water** shall have to be used both for cleaning, cooking and even for drinking purposes while serving meal
9. **Quantity & Quality assessment** of the served meal should be assured
10. Kitchens and canteens / Dining Space shall have to be **cleaned before and after dining. Regular disposal of the waste** is a must
11. Use of plates made of 'Saal Pata' or "Paper Plates" should be used. Single Use Plastic items & Thermocol are strictly prohibited
12. Regular entry in Online Portal
13. Maintenance of **separate ledger account** for collected amount as beneficiary contribution (@Rs 5/- per beneficiary).

This should be treated as **TOPMOST URGENT**.

Thanking you,

Director, SUDA

Date: 06/12/2022

SUDA-11011(99)/7/2022-IT SEC(SUDA)-SUDA/6446/1(5)

Copy to :

1. The District Magistrate,.....District (ALL)
2. Additional Secretary, UD & MA Department & Additional Director, SUDA
3. Joint Director, SUDA
4. P.S. to the Hon'ble Minister-in-Charge, UD & MA Department, Government of West Bengal
5. P.S. to the Principal Secretary, UD & MA Department, Government of West Bengal

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"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal

Memo No. SUDA-11011(99)/38/2021-IT SEC(SUDA)-SUDA/5890(128)

Date: 18/11/2022

From. The Director, SUDA

- To. 1. The Chairperson,.....Municipality/NAA
 2. The Municipal Commissioner, Kolkata Municipal Corporation
 3. The Commissioner,Municipal Corporation

Sub: Installation of Fire Safety measures at MAA Kitchen locations

Sir,

I am directed inform you that every MAA kitchen location should have a Fire Safety measures. Hence you are requested to checked your MAA Kitchens and if the Fire safety arrangement are not in place, then you are requested to immediately arrange to install such arrangement.

You are also requested to further check whether, the Fire Safety arrangements, if already in place, are in workable or not, and take necessary action accordingly without delay.

This should be treated TOP MOST URGENT.

A line of confirmation in this matter is requested by next 7 days.

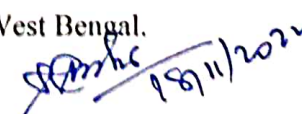
Yours faithfully,


 Director

Memo No. SUDA-11011(99)/38/2021-IT SEC(SUDA)-SUDA/5890(128) Date: 18/11/2022

Copy forwarded for information to the :

1. District Magistrate (All)
2. Additional Secretary, UD & MA Department & Additional Director, SUDA
3. Joint Director, SUDA
4. P.S to the Hon'ble Minister-in-Charge, UD & MA Department, Government of West Bengal.
5. P.S to the Principal Secretary, UD & MA Department, Government of West Bengal.


 Director

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"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal

SUDA-11011(99)/38/2021-IT SEC(SUDA)-SUDA/1106

Dated : 24/06/2022

From. The Director, SUDA

- To. 1. The Chairperson,.....Municipality/NAA
 2. The Municipal Commissioner, Kolkata Municipal Corporation
 3. The District Magistrate, (All)
 4. The Commissioner,.....Municipal Corporation

Sub: Minutes of meeting held on 09.06.2022 on MAA Programme respectively in two different sessions through Webinar Platform

Sir/Madam,

Kindly find enclosed the Minutes of the meeting held on 09.06.2022 in two different sessions with all ULBs and Districts through Webinar Platform at the Conference Hall of SUDA on various issues of MAA Programme for taking further necessary action in this regard.

Thanking you,

Yours faithfully,

Enclo : Minutes alongwith Copy of the powerpoint presentation with action points

Director

Dated : 24/06/2022

SUDA-11011(99)/38/2021-IT SEC(SUDA)-SUDA/1106/1(5)
 Copy forward for information to:

1. Sri Deepanjan Mukhopadhyay, Joint Director, SUDA
2. Officer-in Charge, Municipal Affairs - all Districts
3. Sri Sandip Gupta, Software Manager, SUDA
4. P.S. to the Minister-in-Charge, UD & MA Department
5. P.S. to the Principal Secretary, UD & MA Department

Director, SUDA

Minutes of the review of the progress on MAA Programme through Webinar Platform with all Districts and ULBs held on 9th June,2022

A meeting was held on 9th June,2022 in two different sessions at the Conference Hall of SUDA through webinar platform to review and assess the key issues relating to MAA Programme with the Chairperson/Commissioner/Executive Officer/ Finance Officer/dealing Officer/Staff of all the ULBs and OCMA of all the Districts.

It is worth to mention here that all Districts and ULBs participated in the meeting in two different sessions as per stated date and timeline [Session I – 11:00 AM to 1:00 PM with 66 ULBs and Session II – 2:30 PM to 4:30 PM with 61 ULBs].

At the outset, Joint Director, SUDA welcomed the participants and briefly explained the agenda items, overall status, programme management issues towards effective implementation of the schemes in time bound manner. Thereafter, Joint Director, SUDA presented District wise ULB wise overall status in respect of timely submission of rice requisition, quantum of rice received by Districts (From January,22 to March,22), Management of separate Accounts against beneficiary contribution, immediate submission of updated UCs and coverage of beneficiaries. After reviewing the progress of the ULBs, it was decided that immediate actions on the following programme management features should be taken up at the appropriate level:

1) Submission of Monthly requisition of Rice: (Ref No: SUDA-14011(99)/4/2021-JD(SUDA) dated 02.07.2021)

Action Points:

- I. ULB should send Requisition of Rice for the next month to District within 20th of every month [Action :ULB]
- II. KMC/ District should send Requisition of Rice for the next month within 25th of every month to SUDA with a copy to respective DCFS/DDR. District should submit ULB-wise total provisional quantum of rice for the next month taking into consideration available stock of rice as well as number canteen/s functional/to be opened by ULBs in next month [Action : KMC/District]

To ensure smooth supply of Rice, Joint Director, SUDA requested KMC/District/ULBs to adhere above-mentioned timelines with regard to submission of desired report.

2) Status report of Rice Received by Districts:(Ref No: SUDA-11011/1/2021-JD(SUDA)/0138 dated 07.05.2022)

Action Point:

- I. Districts yet to submit the desired report (Quantum of Rice received during Jan-March,22) are requested further to submit the desired report **by 15th June,2022**, which is highly required to disburse funds to Food & Supplies Department for cost of rice against actual quantum of rice received by KMC/Districts [As of Date, Report Received from KMC and all other Districts]

3) Separate Accounts Management & Submission of duly authenticated "Declaration Certificate" :

(Ref No: SUDA-11011(99)/38/2021-ITSEC(SUDA)/8299 dated 24.03.2022)

Action Points :

- I. ULB should send duly authenticated "Declaration Certificate" to the respective District Authority by 1st Week of Every Month duly reconciled with the figure entered in Online Portal [Action: ULB]
- II. District should send their recommendation with observation to SUDA by 2nd Week of Every Month on the basis of "Declaration Certificate" furnished by respective ULBs [Action: District]
- III. Districts yet to submit the recommendation report on the basis of "Declaration Certificate" furnished by respective ULBs are requested further to submit report by 15th June,2022, which is pre-requisite condition for further devolution of funds in favour of District [Action : Districts yet to submit Declaration Certificate, List attached at ANNEXURE-A]
- IV. Kolkata MC should send duly authenticated "Declaration Certificate" directly to the SUDA by 2nd Week of Every Month duly reconciled with the figure entered in Online Portal [Action: KMC]

Joint Director, SUDA requested to KMC/District/ULBs to adhere above-mentioned timelines with regard to submission of duly authenticated Declaration Certificate which has been made as a pre-requisite condition for further devolution of funds in favour of District

4) Submission of updated UCs : (Ref No: SUDA-11011(14)/1/2021-ITSEC(SUDA)/358 dated 02.06.2022)

Action Points:

- I. ULB should send updated UCs to Districts with a copy to SUDA [Action : ULB]
- II. KMC/District should send updated UCs to SUDA positively by 15th June,2022 for the funds released from SUDA upto the Month of March,2022 since inception. As decided in the last meeting, District-wise synopsis report comprising allotment wise fund release details clearly mentioning Release Memo No with Date, total funds released with pre-populated UC format has been shared from SUDA on 2nd June,2022 with a request for immediate submission of updated UCs [Action : KMC/District]
- V. Districts yet to submit updated UCs are requested further to submit updated UCs for onward transmission of updated UCs to UD & MA Department for further allocation of funds under the Programme [Action : District [Action : Districts yet to submit UC, List attached at ANNEXURE-B]

Joint Director, SUDA requested to KMC/District/ULBs to adhere above-mentioned timelines with regard to submission of Updated UCs as per prescribed template.

5) Beneficiary Coverage : ULB wise, District wise progress trends on daily beneficiary coverage taken into consideration last three month's data as per Online Portal, was presented by Joint Director,SUDA and reviewed (Copy enclosed) . Joint Director, SUDA emphasized on following action points with regard to coverage issue

Action Points :

- I. Wide publicity & Awareness in all Wards for identification of genuine beneficiaries to cover within the fold of MAA Programme. [Action : ULB]
 - II. Canteen should be functional everyday **uninterruptedly even on holidays** in strict compliance with the Guidelines so that urban poor would not be deprived to get benefit from such pro-poor scheme [Action : ULB]
 - III. Location of the canteen should be identified properly in close co-ordination with the District so that maximum extent of beneficiaries would get the benefit of the scheme. [Action : ULB & District]
 - IV. Daily Entry should be done in Online Portal [Action : ULB]
 - V. District should conduct physical inspection immediately where canteens remain non-functional or decreasing trends in coverage were observed [Action : District]
- 6) **Miscellaneous: For smooth execution of the MAA programme, Joint Director, SUDA stressed upon on the following action points :**
- I. Monthly meeting will be convened by SUDA (preferably first Week of every month) with all Districts/ULBs to ascertain overall physical , financial progress or any other programme management features [Action :SUDA]
 - II. Monthly Meeting should be convened by District/s (preferably last week of every month/prior to the meeting to be convened by SUDA) with ULB level Nodal Officer/other functionaries dealing with the programme [Action :District]
 - III. Immediate release of funds to the ULBs, being the implementing agency upon receiving funds from SUDA. [Action :District]
 - IV. Districts yet to submit the details of Nodal Officer and District level committee at District level (Ref No. SUDA-11011(99)/38/2021-ITSEC(SUDA-SUDA(Part-1)/6639(22) dated 18/01/2022 were further requested to send the desired report by 30th June,2022 positively [Action : Districts yet to submit details of Nodal Officer & District Level Committee, List attached at ANNEXURE-C]
 - V. For exclusive programme monitoring online portal (<https://maacanteen.sudawb.org/>) has been developed with consolidation of updated orders, AA & FS, Release Orders issued time to time from SUDA. ULB level login credentials have been provided to all implementing ULBs for daily entry of turn up figure of beneficiaries as well as raw materials consumed for the purpose. District level login credentials have been shared further for sharing of information, overall monitoring & verification of ULB level data entry [Action : District & ULB]

There being no other matter, the meeting concluded.


Director, SUDA

ANNEXURE - A		
Declaration Certificate yet to be submitted by Districts on Separate Accounts Management against beneficiary Contribution		
SL No	District Name	Declaration Certification Submission Status
1	BANKURA	Not Submitted
2	HOWRAH	Not Submitted
3	JALPAIGURI	Not Submitted
4	MURSHIDABAD	Not Submitted
5	NORTH 24 PGS	Not Submitted
6	PACSCHIM MEDINIPUR	Not Submitted
7	PURBA BARDHAMAN	Not Submitted
8	PURBA MEDINIPORE	Not Submitted
9	PURULIA	Not Submitted
10	KOLKATA MC	Not Submitted

ANNEXURE- B		
Utilisation Certificate yet to be submitted by Districts for the funds released from SUDA upto 31st March,2022 since inception		
SL No	District Name	UC Submission Status
1	BANKURA	Not Submitted
2	BIRBHUM	Not Submitted
3	JALPAIGURI	Not Submitted
4	MURSHIDABAD	Not Submitted
5	NADIA	Not Submitted
6	NORTH 24 PGS	Not Submitted
7	PACSCHIM MEDINIPUR	Not Submitted
8	PURBA BARDHAMAN	Not Submitted
9	PURBA MEDINIPORE	Not Submitted

ANNEXURE- C		
Details of the Nodal Officer & District Levele Committee yet to be submitted by Districts		
SL No	District Name	Separate Ledger acct
1	BANKURA	Not Submitted
2	BIRBHUM	Not Submitted
3	DAKSHIN DINAJPUR	Not Submitted
4	HOWRHA	Not Submitted
5	JALPAIGURI	Not Submitted
6	MALDA	Not Submitted
7	MURSHIDABAD	Not Submitted
8	NADIA	Not Submitted
9	NORTH 24 PGS	Not Submitted
10	PURBA MEDINIPORE	Not Submitted
11	SOUTH 24 PGS	Not Submitted
12	UTTAR DINAJPUR	Not Submitted

Minutes of the review of the progress on MAA & Jai Bangla Programme through Webinar Platform for the ULBs on 18th May,2022

A meeting was held on 18th May,2022 in two different sessions at the Conference Hall of SUDA through webinar platform to review and assess the key issues relating to MAA & Jai Bangla Scheme with the Chairperson/Commissioner/Executive Officer/ Finance Officer/dealing Officer/Staff of all the ULBs.

It is worth to mention here that all ULBs participated in the meeting in two different sessions as per stated date and timeline [Session I – 11:00 AM to 1:00 PM with 66 ULBs and Session II – 2:30 PM to 4:30 PM with 61 ULBs].

At the outset, Director, SUDA welcomed the participants and briefly explained the agenda items, overall status, programme management issues towards effective implementation of the schemes in time bound manner.

Thereafter, Joint Director, SUDA presented the Salient points of MAA & Jai Bangla Scheme, District wise ULB wise overall status and key achievements in recent times. He also expressed that special attention and expeditious actions to be taken by all Districts/ULBs which are extremely decisive for this State to achieve the milestones in a time bound manner. After reviewing the progress of the ULBs, it was decided that immediate actions on the following programme management features should be taken up at the appropriate level:

A) MAA Programme:

1) Proper Accounts Management & Submission of duly authenticated “Declaration Certificate” :

Pursuant to the Advisory issued from SUDA vide its Memo No. SUDA-11011(99)/38/2021-ITSEC(SUDA)-SUDA/8299(127) dated 24/03/2022 following actions and special care should be taken by District/ULBs for meticulous adherence which may be treated as pre-requisite condition for release of further allocation of funds from SUDA:

Action Points :

- I.** Separate Ledger Account against beneficiary contribution & accounts of funds receipt/expenditure should be maintained properly [Action: ULB]
- II.** ULB should send duly authenticated “Declaration Certificate” to the respective District Authority by **1st Week of Every Month** duly reconciled with the figure entered in Online Portal [Action: ULB]
- III.** District should send their recommendation with observation to SUDA by **2nd Week of Every Month** on the basis of “Declaration Certificate” furnished by respective ULBs [Action: District]
- IV.** Kolkata MC should send duly authenticated “Declaration Certificate” directly to the SUDA by **2nd Week of Every Month** duly reconciled with the figure entered in Online Portal [Action: KMC]

2) Beneficiary Coverage : ULB wise, District wise progress trends on daily beneficiary coverage taken into consideration last three month’s data as per Online Portal, was presented by Joint Director,SUDA and reviewed (**Copy enclosed**) . He has appreciated the efforts and pro active role for ULBs who have almost achieve the beneficiary coverage. Joint Director, SUDA stressed upon on following action points with regard to coverage issue :

Action Points :

- I. Wide publicity & Awareness in all Wards for identification of genuine beneficiaries to cover within the fold of MAA Programme. [Action : ULB]
 - II. Canteen should be functional everyday uninterruptedly even on holidays in strict compliance with the Guidelines so that urban poor would not be deprived to get benefit from such pro-poor scheme [Action : ULB]
 - III. Location of the canteen should be identified properly in close co-ordination with the District so that maximum extent of beneficiaries would get the benefit of the scheme. [Action : ULB & District]
 - IV. Daily Entry should be done in Online Portal [Action : ULB]
 - V. District should conduct physical inspection immediately where canteens remain non-functional or decreasing trends in coverage were observed [Action : District]
- 3) **Close Co-ordination with District & ULBs :** For Overall monitoring and sending reports on requisition of rice following actions should be taken :

Action Points:

- I. ULB should send Requisition of Rice for the next month to District **within 20th of every month** [Action :ULB]
 - II. KMC/ District should send Requisition of Rice for the next month **within 25th of every month** to DCFS/DDR with a copy to SUDA [Action : KMC/District]
 - III. Monthly Meeting & monitoring on physical and financial progress with ULB level Nodal Officer/other functionaries dealing with the programme [Action :District]
- 4) **Submission of updated UCs :** Regarding submission of updated UCs within **31st May,2022** for the funds released upto 31.03.2022 since inception following action needs to be taken :
- [Action :

- I. ULB should send updated UCs to Districts with a copy to SUDA [Action : ULB]
- II. KMC/District should send updated UCs to SUDA with a copy to SUDA KMC/ District Authority should send Requisition of Rice within 31st May,2022 [Action : KMC/District]
- III. Allotment wise fund release details will be shared from SUDA [Action : SUDA]

Thereafter, Software Manager, SUDA briefed about the importance of regular entry in Online Portal by ULBs and monitoring of entered information by Districts, which actually reflects the State Performance.

B) Jai Bangla Programme:

Joint Director, SUDA presented the Salient points of Jai Bangla Scheme, District wise ULB wise overall status and key achievements in recent times.

Thereafter, Software Manager, SUDA briefed about the process of Annual Physical Verification in order to prepare comprehensive list of existing eligible beneficiaries by deletion of dead/ineligible beneficiaries keeping in mind the last month transaction data as already shared from SUDA. After Annual Physical Verification, verified details are to be uploaded strictly in NSAP MIS. Special emphasis should be given for all existing eligible beneficiaries by incorporation of Bank Account with IFS Code, Ration Card, Voter Card & Adhar card with Mobile number for proper mapping of beneficiaries in NSAP MIS.

Joint Director, SUDA also expressed that special attention and expeditious actions to be taken by ULBs as mentioned hereunder in a time bound manner

1) Progress & Target Date of completion of Annual Physical Verification & Uploading thereof strictly in NSAP MIS:

Action Points :

I. ULB should complete Annual Physical Verification & Uploading exercise in NSAP MIS positively by **31st May, 2022** with all desired details so that ULB specific actual figure of existing eligible beneficiaries can be reached and Add option can be given to ULBs to incorporate new prospective beneficiaries within their fixed quota, as approved. **[Action: ULB]**

II. ULB should follow proper procedures to delete ineligible beneficiary name by uploading of relevant documents in NSAP MIS **[Action: ULB]**

2) Migration from Post Office to Bank A/c : Although so many ULBs had already taken active steps towards full migration of Post Office to Bank Account, Joint Director, SUDA stressed upon the need to address the challenges for full migration of Post Office Account to Bank Account and immediate submission of beneficiary wise bank disbursement details for 28 ULBs (List enclosed) to achieve 100% DBT only through Banks.

Action Points :

I. ULB should take immediate steps for migration of Post Office/ Money Order to Bank in close co-ordination with Districts & Bank Branches. **[Action: ULB/District]**

3) Process towards refund of unutilised pension amount from Bank Branches :

Action Points :

I. All pension disbursing bank branches should be requested by ULBs to submit the list of beneficiaries having no withdrawal for a period of six months starting from **1st October, 2021 to 31st March, 2022** for the purpose of identification of unutilized pension amount. Physical Verification needs to be done for such cases to ascertain present status with reason for non-drawal of monthly pension. **[Action: ULB]**

II. After proper scrutiny and verification, ULB being the implementing agency, are requested to send such cases, as applicable, to respective bank branches with documentary evidence clearly mentioning beneficiary wise unutilised pension amount to be refunded to State Nodal Account **[Action: ULB]**

4) Submission of updated information for failed transaction during DBT

Action Points :

I. All pension disbursing bank branches should be requested by ULBs to submit the list of beneficiaries having no withdrawal for a period of six months starting from **1st October, 2021 to 31st March, 2022** for the purpose of identification of unutilized pension amount. Physical Verification needs to be done for such cases to ascertain present status with reason for non-drawal of monthly pension. **[Action: ULB]**

II. After proper scrutiny and verification, ULB being the implementing agency, are requested to send such cases, as applicable, to respective bank branches with documentary evidence clearly mentioning beneficiary wise unutilised pension amount to be refunded to State Nodal Account **[Action: ULB]**

III. The list of failed transaction like Account Freezed, Dormant, Exceeded maximum balance in the account or Closed Account has already been shared from SUDA to all ULBs. To ascertain the current status of the beneficiaries ULB should convene a meeting with the concerned banks being represented by their Manager at the earliest with a request to submit updated data to SUDA for taking necessary action in this regard. **[Action: ULB]**

Joint Director, SUDA also informed that, a meeting will be convened with all ULBs at the end of this month only to review the Progress on Jai Bangla.

There being no other matter, the meeting concluded.


Director, SUDA