

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)/38/2021-IT SEC(SUDA)-SUDA/ 8299 (127)

Dated: 24/03/2022

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: Maintenance of Separate ledger account against beneficiary contribution- MAA Programme

Sir/Madam,

Reference may kindly be made to this Office letter vide Memo Nos. SUDA-11011(99)/19/2021-ACCT SEC(SUDA)-SUDA/3734(148) dated 14/09/2021 & SUDA-11011(99)/38/2021-IT SEC(SUDA)-SUDA/4747(125) dated 29/10/2021 wherein ULBs had been requested to maintain separate ledger account against beneficiary contribution @ Rs. 5/- per beneficiary to ensure effective implementation of MAA Scheme in your municipal jurisdiction in pursuance of **Point (XXII) of Notification** issued by Department of Urban Development & Municipal Affairs, Government of West Bengal.

In this context, you are further requested to take the following actions and special care for meticulous adherence of the salient points as laid down in the Guidelines :

1. **Separate account management** against collected amount as beneficiary contribution (@Rs 5/- per beneficiary) should be properly accounted for by way of maintaining a specific ledger account. Such collected amount should be adjusted with the meal cost.
2. Monthly Submission of duly authenticated **Declaration certificate (Copy enclosed)** by Commissioner/Executive Officer/Finance Officer in respect of proper account maintenance of beneficiary contribution against actual monthly meal served by ULBs under MAA programme and should be submitted to SUDA (applicable for KMC only) /respective District (applicable for other ULBs excepting KMC) by **1st week of every month.**
3. All Districts may be requested to submit **Recommendation letter to SUDA** on the basis of the Declaration Certificate furnished by implementing ULBs with regard to proper account maintenance of beneficiary contribution, which may be treated as pre-requisite condition for release of further allocation of funds from SUDA towards food subsidy cost.

Compliance in respect of proper maintenance of separate ledger account against beneficiary contribution and submission of Declaration Certificate from the **Month of April, 2022 onwards** is requested.

Thanking you,

Encl : As stated above

Director, SUDA

SUDA-11011(99)/38/2021-IT SEC(SUDA)-SUDA/8299(127)/1(6)

Date: 24/03/2022

Copy to :

- 1) The District Magistrate,.....District (ALL) with a request to submit recommendation letter to SUDA by **2nd week of every month**
- 2) Financial Adviser, UD & MA Department, Government of West Bengal
- 3) Sri Deepanjan Mukhopadhyay, Joint Director, SUDA
- 4) Sri Sandip Gupta, Software Manager, SUDA
- 5) P.S. to the Hon'ble Minister, UD & MA Department
- 6) P.S. to the Principal Secretary, UD & MA Department

Director, SUDA

Certificate for Maintenance of Separate Ledger Account-
MAA Programme

Name of the Urban Local Body:

Reporting Month :

This is to certify that separate ledger account has been properly maintained against beneficiary contribution collected for total number ofmeals served for the month of under MAA Programme in compliance with the Guidelines and monthly number of beneficiaries duly been checked and verified with Online MAA Portal

Signature of
Finance Officer
Seal with Date

Signature of
Commissioner/Executive Officer
Seal with Date