

রাজ্য নগর উন্নয়ন সংস্থা

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- SUDA-14015(14)/1/2019/10684

08.06.2020

ক্রমিক নং

তারিখ

From : Shri Santanu Mukherjee, WBCS(Exe.), Director, SUDA & Mission Director, PMAY-HFA(U)
To : Chairperson/ Chairperson Board of Administrator/ Administrator/ Commissioner, (All ULBs) Municipal Corporation/ Municipality/ NAA.

Sub : Roles & responsibilities of Municipal Civil Engineers as part of the CLTC.

Sir/ Madam,

Apropos the captioned subject, as you are aware in accordance to the guidelines of the programme, a Municipal Civil Engineers have been engaged through an outsourced agency and placed in the disposal of the Municipal Corporation/ Municipality/ NAA. They have been working since Nov-Dec, 2019. The Municipal Civil Engineers have undergone training on different activities of the programme. This included onsite field visit as well. It is felt necessary to draw up a comprehensive set of roles and responsibilities for the Municipal Civil Engineers.

1. Preparation of DPR and ensure timely submission of documents in coordination with the Municipal Engineer in State Level Technical Cell.
2. Assisting the documentation of new beneficiaries sanctioned prior to commencement of construction.
3. Onsite visit for technical assessment for under construction houses. This will include layout, shuttering prior to roof casting and periodic visits to ensure the quality of construction. All observations of field visit are to be logged.
4. Providing technical support in association with technical institutes (M.E.Dte) on design and supervision of construction of Dwelling Units and Infrastructure works and ensure quality in implementation of work.
5. Support ULB in preparing project monitoring formats & reports on progress of construction and utilization of funds under HFA(U).
6. Ensure submission of monthly progress report (both physical & financial) online in the portal. Entry of data & preparation of reports as is required in PMAY-HFA(U) web portal.
7. Geo tagging of Dwelling Units as required.
8. Engagement in SWM & ODF activities.
9. Any other tasks assigned by ULB or SUDA.

The Municipal Civil Engineers shall be entitled to reimbursement of travel expenses for undertaking field visit upto a maximum of Rs.1000 per month. The payment will be disbursed to the ULB on a monthly basis and claim to be raised by the ULB biannually. The Municipal Civil Engineers will submit the claim every month as per Format-A annexed and ULB shall claim for re-imbursement once in 6 (six) months as per Format-B annexed.

This order will take immediate effect.

Enclo : As stated

Yours faithfully,

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Director, SUDA &
Mission Director, PMAY-HFA(U)

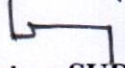
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Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Copy forwarded for kind information to :

- (1) Executive Officer, All ULBs (Municipal Corporation/ Municipality/ NAA).
- (2) Finance Officer, All ULBs (Municipal Corporation/ Municipality/ NAA).
- (3) PS to Hon'ble MIC, UD & MA Department, Govt. of West Bengal.
- (4) PS to Principal Secretary, UD & MA Department, Govt. of West Bengal.

 8.6.2020.
**Director, SUDA &
Mission Director, PMAY-HFA(U)**

Format A: To be submitted by CLTC –PMAY-HFA (U)

Date:

Claim for travel for the month of:

Name:

Name of Municipality:

Designation:

Sl. No.	Date of travel	Place of travel (Mention ward visited)	Mode of travel	Purpose of visit	Distance covered	Exp. incurred	Documents enclosed
1							
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3							
4							
5							
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27							
28							
29							
30							
31							
TOTAL							

1.All travel expenditures claimed above have been done for undertaking PMAY Mission activities.

2.All bills/vouchers etc. as per the Municipal Rules are submitted and are true to the best of my knowledge and belief.

Signature

Format B: (To be submitted by ULB for claiming CLTC Travel exp.) –PMAY-HFA (U)

Date:

Name of ULB: **Name of CLTC:Designation:** **Period of claim:**

Sl. No.	Expenditure incurred per month	Date of submission of claims	Whether related documents have been verified

1. All bills/voucher etc. have been scrutinized, verified and submitted for your perusal and other references.
2. No expenditure made above has been spent on any fixed assets or add value to any existing fixed asset.
3. All travel expenditures claimed above have been done for undertaking PMAY Mission activities.

Signature of the Chairman

_____ Municipality

Signature of the E.O/F.O.

_____ Municipality