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# Office of the Councillors of Ranaghat Municipality (Estd. - 1864)

Subhas Avenue, Ranaghat, Nadia, 741201

Memo. No 1191 /R.M/ NULM

Date: 26/07/2018.

To  
The Director, SUDA  
& Mission Director, WBSULM  
Ilgus Bhavan, H-C Block, Sector-III, Bidhannager  
Kolkatta-700106

**Sub: Requisition for one Computer Set for Official and Administrative work of  
DAY-NULM Programme.**

**Ref. no: SUDA-94/2014 (Pt.1) dt. 30.06.2016**

Sir,

In response to the above I am to inform you that we have already been started our NULM project activity. In this manner we have purchased one set of Computer according to the above reference order and already sent utilization certificate accordingly. But for soundly running of NULM programme another one set of computer is highly required for the progress of NULM Official and Administrative work.

Therefore I am requesting you please take a necessary step for granting another set of computer with financial allotment as early as possible.

Thanking you.

Yours faithfully



Chairman  
Ranaghat Municipality  
Chairman  
Ranaghat Municipality

*[Handwritten signature]*  
26/07/18.  
*[Handwritten initials]*

Ph. No. 03225-255059

Resi : 03225-256666

**OFFICE OF THE COUNCILLORS OF THE GHATAL MUNICIPALITY**  
**GHATAL**      ★      **PASCHIM MEDINIPUR**

Memo No. 121 / DAY – NULM/GTL/18

Dated : 01 / 08 /2018

To  
The Director, SUDA  
&  
Mission Director, WBSULM  
ILGUS Bhavan, HC Block, Sector – III,  
Bidhannagar, Kolkata – 700016.

**Sub: Request to provide fund allotment for Contingency.**

Sir,

I would like to draw your kind attention that we, the Ghatal Municipality has already set up and run the CMMU at our ULB since April, 2017.

To meet up office stationary, internet cost etc. contingency is required for smooth run the CMMU.

Therefore, you are requested to accord necessary allotment for the purpose of office contingency.

Thanking you.

Yours faithfully,



**Chairman**  
**Ghatal Municipality**  
**Chairman**  
**Ghatal Municipality**



# NORTH DUM DUM MUNICIPALITY

163, M. B. ROAD, BIRATI, KOLKATA - 700051

PHONE: (033) 2514 - 2101 / 2514 - 2494, FAX - (033) 2514 - 2990

Website: <http://www.northdumdummunicipality.org>

E-mail ID: northdumdum@gmail.com

Memo. No: NDDM/NULM/ 2971

Date: 2/08/2018

To,  
The Director  
S.U.D.A, ILGUS Bhavan  
HC-Block, Salt Lake  
Kolkata-700106

Sub: Prayer for fund under DAY-NULM.

Sir,

I would like to inform that there was a lightning on May 2018 and Router & Switch was burnt at our DAY-NULM Dept. Immediate replacement of these two instruments in the interest of functioning of office had been done. It was purchased from our existing vendor. The bill amount is Rs. 15930/- (Bill enclose). Available balance in our hand is Rs. 8431/-.

Fund position in the relevant head of A/c's is detailed below for your kind perusal.

Year	Fund Received under CB&T Component towards computer & accessories.	Fund Utilised	Balance	UC Submission	
	G.O No.	Amount	Amount	Amount	Memo. No.
2014-15	SUDA-94/2014 (PT.1)/377 DT 25.02.2015	1,00,000/-	1,00,000/-	NIL	NDDM/NULM/751 dt 15.3.17
2016-17	SUDA-302/2015 (PT.1)/874 DT 04.05.2016	2,55,000/-	246769/-	Rs. 8431/-	--

For payment of the bill of the vendor a fund of Rs. 7499/- is required. I would therefore appeal before your goodself to kindly consider the matter and allot the required fund under the relevant component early in favour of the unit of the DAY-NULM Dept. of North Dum Dum Municipality.

Thanking you,

Yours Faithfully

Chairman  
North Dum Dum Municipality  
Chairman  
North Dum Dum Municipality



## Tax Invoice

# NET MATRIX

132 A J C Bose Road , Kolkata-700014  
 ph.-033-22267467 , m-9331006933/9007630534  
 email-netmattech@gmail.com

GSTIN-19ARYPK6270H1Z1  
 PAN- ARYPK6270H

Invoice No.	NM/017/18-19
Date	19/06/2018
Order No.	
Date	

**Buyer**  
 Chairman  
 North DumDum Municipality  
 163 M B Road  
 Birati  
 Kolkata-700051  
 GSTIN-

**Shipping Address**  
 Chairman  
 North DumDum Municipality  
 163 M B Road  
 Birati  
 Kolkata-700051  
 West Bengal 19


Sr. No.	Item Description	HSN/SAC Code	Rate	Qty	Taxable Amount	SGST		CGST		Amount
						Rate	Amount	Rate	Amount	
1	Dlink DGS 1210-28 (24 Port Smart Switch) S/N-S30Q211002609	8517	12500.00	1	12500.00	9%	1125.00	9%	1125.00	14750.00
2	TPLINK 300MBPS Wireless N Router Model No.-TL-WR840N S/N-2166610007995	8517	1000.00	1	1000.00	9%	90.00	9%	90.00	1180.00
<b>Total</b>										<b>15930.00</b>

**Words**  
 rupees fifteen thousand nine hundred thirty only

HSN/SAC	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
8517	13500.00	9%	1215.00	9%	1215.00
<b>Total</b>	<b>13500.00</b>		<b>1215.00</b>		<b>1215.00</b>

- Terms & Conditions:**
- a) All disputes subject to Kolkata jurisdiction.
  - b) Interest will be charged @24% p.a. after due date
  - c) Please pay by Account Payee Cheque/Demand Draft against official money receipt
  - d) All warranties are provided by manufacturer's as per their standard warranty term
  - e) Warranty of monitors, printers, cpu etc. are covered by their principals or by their authorized service centre.
  - f) In case of cheque bouncing Rs. 250/- will be charged

For Net Matrix



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

ক্রমিক নং SUDA-302/2015/120

তারিখ 22.01.2016

From : Shri M.N.Pradhan, IAS,  
Director, SUDA &  
Mission Director, WBSULM

To : Mayor/ Chairperson/ Commissioner/ Joint Commissioner,  
..... Municipal Corporation/ Municipality  
(58 ULBs under NULM)

**Sub : Infrastructural fund support to ULB for setting up City Mission Management Unit under NULM**

Sir/ Madam,

A. As per NULM guideline City Mission Management Unit (CMMU) will be set up at each ULB to implement, supervise and day to day monitoring of NULM work with following manpower :-

(I) Experts (II) Accountant (III) Dealing Assistant Cum Data Entry Operator  
(IV) Community Organisers etc and existing City Project Officer and Asst Project Officers.

B. Office space of the UPA Cell had been operational during SJSRY phase may be utilized for setting up City Mission Management Unit with existing infrastructural support of UPA cell and additional infrastructural support from NULM for which separate fund from NULM will be allotted as per following rate and purpose :-

C.

Sl No	Name of ULB	Chair	Table with drawer	Table	Self	Almirah	Computer with Printer + Internet	Fund allotted
i)	45 ULB (Two Expert)	10	3	1	3	1	2	Rs.2,55,000/-
ii)	07 ULB (Three Expert)	14	4	1	4	1	3	Rs.3,51,000/-
iii)	06 ULB (Four Expert)	18	5	2	6	1	4	Rs.4,72,000/-

D. Maximum rate of infrastructural to be purchase are as following :-

Item	Amount ₹
Chair	4,000/-
Table with drawer	15,000/-
Table	10,000/-
Self	15,000/-
Almirah	15,000/-
Computer with Printer + Internet	50,000/-

E. Procurement arrangement of new infrastructural should be made in such a manner that all NULM manpower could be accommodated and computer and internet facility could be accessed and shared by all NULM manpower including Cos.

F. CMMU of each ULB must be operational with all its proposed manpower and infrastructure within February'2016.

G. All city project officers are specially requested to ensure functioning of CMMU with all manpower and infrastructure within February-2016.

Yours faithfully,

*oe*  
Director, SUDA  
&  
Mission Director, WBSULM

SUDA- 302/2015/120/1(4)

22.01.2016

1. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, M.A. & UD Departments, Govt. of West Bengal.
2. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal.
3. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Departments looking after NULM.
4. City Project Officer ..... Municipality.

*oe*  
Director, 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

ক্রমিক নং SUDA- 302/2015/120

তারিখ 22.01.2016

From : Shri M.N.Pradhan, IAS,  
Director, SUDA &  
Mission Director, WBSULM

To : Mayor/ Chairperson/ Commissioner/ Joint Commissioner,  
..... Municipal Corporation/ Municipality  
(58 ULBs under NULM)

**Sub : Infrastructural fund support to ULB for setting up City Mission Management Unit under NULM**

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B. Office space of the UPA Cell had been operational during SJSRY phase may be utilized for setting up City Mission Management Unit with existing infrastructural support of UPA cell and additional infrastructural support from NULM for which separate fund from NULM will be allotted as per following rate and purpose :-

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iii)	06 ULB (Four Expert)	18	5	2	6	1	4	Rs.4,72,000/-

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

D. Maximum rate of infrastructural to be purchase are as following :-


Item	Amount ₹
Chair	4,000/-
Table with drawer	15,000/-
Table	10,000/-
Self	15,000/-
Almirah	15,000/-
Computer with Printer + Internet	50,000/-

E. Procurement arrangement of new infrastructural should be made in such a manner that all NULM manpower could be accommodated and computer and internet facility could be accessed and shared by all NULM manpower including Cos.

F. CMMU of each ULB must be operational with all its proposed manpower and infrastructure within <sup>February</sup> January 2016.

G. All city project officers are specially requested to ~~make the CMMU fund sub-allotted~~ as per point-C. *to ensure functioning of CMMU with all manpower and infrastructure within February - 2016.*

Yours faithfully,

  
Director, SUDA  
&  
Mission Director, WBSULM

SUDA-

.01.2016

3. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Departments looking after NULM.
1. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, M.A. & UD Departments, Govt. of West Bengal.
2. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal.
4. City Project Officer ..... Municipality.

  
Director, SUDA



C. i) In addition to expert at SMMU Committee also decided in para 1.3.1 to engage following manpower in SMMU set up abiding by the NULM Guideline.

Accountant = 1, Dealing Assistant Cum Data Entry Operator = 5, Multi Tasking Helper = 2.

ii) In para 1.3.2 it is proposed that Sri Joy Guha and Sri Mrinal Kanti Majumder, DEO, SUDA working presently with NULM assignment may be engaged as Dealing Assistant Cum Data Entry Operator, on the basis of option and fulfilling the eligibility criteria. In case of option to join at SMMU, they have to resign from present assignment of SUDA and in that case contractual remuneration will be ₹12,000 / month otherwise they will continue same function in existing capacity at SUDA as per existing terms and condition.

iii) In para 1.3.3 it is proposed that One Accountant, 3 (three) Dealing Assistant Cum Data Entry Operator and 2 (two) Multi Tasking Helper shall be engaged redeploying them from the existing manpower working at SUDA/ CMU/ ILGUS directly or through Agency subject to fulfilling following condition :-

a) They will be selected through a process of selection to be made by this committee.

b) Selected candidates shall quit present assignment before joining at SMMU.

iv) In para 1.3.4 it is proposed by the Committee that Monthly contractual remuneration will be as follows:-

a) Accountant - ₹ 15,000 / month

b) Dealing Assistant Cum Data Entry Operator - ₹ 12,000

c) Multi Tasking Helper - ₹ 10,000

v) In para 1.3.5 detail qualification and other criteria for engagement of all categories as mentioned in C iii) approved by the Committee.

Approval of MA Deptt. in point C i) to C v) is required.

Notification in point no C v) may be issued if approved.

D. i) In para 2.1.3 proposed resignation of existing CO in NULM set up. If approved notification to be issued by MA Deptt.

ii) In Para 2.1.3 (a) it is proposed that Fresh recruitment to be made in the remaining vacancies @ one Community Organiser/ 3000 BPL household as per NULM Guideline to be calculated leaving the posts in the process of resignation of existing COs by MA Deptt. Fresh recruitment to be made by City Level Selection Committee as per Eligibility criteria to be approved by MA Deptt. which is approved by the Committee in his its meeting. Detail criteria as approved by the Committee is placed for approval by MA Deptt. Notification may be issued, if approved. ULB wise vacancy statement for fresh engagement of CO as per criteria is also placed for approval.

Proceedings of 4<sup>th</sup> Meeting of the Selection Committee for Selection of Manpower at SMMU and CMMU under NULM held on 18.08.2015 at SUDA Conference Hall is enclosed for perusal.

As per decision taken during the above meeting following proposal put up for approval of MA Deptt. to initiate next course of action in this regard by WBSULM.

A. Para 1.1 of the aforesaid proceedings recommended re-designation of following official of MA Deptt./ SUDA/ CMU in additional charge of SMMU for NULM as detailed below :-

Sl No.	Position proposed in WBSULM	Presently holding post	Remarks
1.	Mission Director, WBSULM	Director SUDA	Already notified
2.	Additional Mission Director (Administration) [Ex-officio]	Joint Secretary, M.A. Deptt, & Addl. Director (Project), SUDA	In additional charge
3.	Additional Mission Director (Finance) [Ex-officio]	Financial Advisor, SUDA	In additional charge
4.	Additional Mission Director (Capacity Building) [Ex-officio]	Additional Director, ILGUS	In additional charge
5.	Additional Mission Director (NULM) [Ex-officio]	Joint Director (SD), SUDA	In additional charge
6.	Project Officer (Skill & Micro-Enterprise)	Advisor, SUDA	In additional charge
7.	Project Officer (Livelihood)	Poverty Monitoring Expert, CMU	In additional charge
8.	Deputy Project officer (Skill & Micro-Enterprise)	Programme Co-ordinator, SUDA	In additional charge
9.	Deputy Project Officer (Capacity Building)	Urban Planner ILGUS (Addl charge)	In additional charge
10.	Deputy Project Officer (Administration)	OSD, SUDA	In additional charge

If approved re-designation order will be issued by WBSULM. ✓

B. In cancellation of earlier decision Committee decided in para 1.2 to engage six experts at SMMU setup directly by the Committee as per MA Deptt. Notification 769/MA/P/C-10/35-30/2013 dt 17.11.2014 and the Guideline issued by the Deptt. in this regard.

Now approved of MA Deptt. is required for above decision.

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NOTE SHEET

SUDA

iii) In para 2.1.3 (b) Monthly remuneration of re-designated APO and CO is proposed to be enhanced to ₹ 15,000 / month and ₹ 10,000 / month respectively with effect from 01.01.2014. Approval of MA Deptt. In point D i) to D iii) is required. Notification on D i) & D iii) may be issued, if approved.

E. i) In para 2.1.4 (a) scale for engagement of support staff at different ULB are proposed as here under. Support Staff will be engaged at each CMMU as per following manner :-

ULB with 2 Experts	ULB with 3 Experts	ULB with 4 Experts
Accountant - 1	Accountant - 1	Accountant - 1
Dealing Assistant Cum Data Entry Operator -1	Dealing Assistant Cum Data Entry Operator -1	Dealing Assistant Cum Data Entry Operator -2
	Multi Tasking Helper -1	Multi Tasking Helper -1

ii) In para 2.1.4 (b) monthly remuneration of the support staff will be

- a. Accountant – ₹ 14,000 / month
- b. Dealing Assistant Cum Data Entry Operator – ₹12,000 / month
- c. Multi Tasking Helper – ₹ 10,000 / month

Both proposal at E (i) & E (ii) may be approved and notification on E (i) containing detail criteria for engagement of support staff at City Level may be issued.

In short approval to the proposal at A, B, C (i) to C (v), D (i) to D (iii), E (i) & E (ii) may kindly be given and notification in respect of following may kindly be issued :-

1. Detail qualification and other criteria for engagement of Accountant, Dealing Assistant Cum Data Entry Operator and Multi Tasking Helper – C (iv) & C (v).
2. Eligibility criteria for engagement of fresh Community Organizer including ULB wise vacancy statement – proposal D (ii).
3. Re-designation of existing CO into NULM – proposal D (i).
4. Monthly remuneration of re-designated APO & CO – proposal D (iii).
5. Scale of engagement of support staff at each ULB + eligibility criteria for their engagement + Monthly remuneration of support staff – proposal E (i) & E (ii).

  
24/9/15  
Joint Director (SD), SUDA

~~Director~~



Note from NSP-9 ante may kindly be perused. For smooth implementation of NULM both at State & City/Town level, various proposals as summarised at 'P' at NSP-11 may kindly be considered and approved. If approved, necessary order/notification as mentioned at 'Q' (NSP-11) may be issued from M.A. Deptt. It may be mentioned that the above proposals have duly been recommended by the State level Manpower Committee in its 4th meeting held on 18.8.2015 (minutes placed under flag 'x'). Proposals above may kindly be approved.

WT  
28/9/2015

Principal Secretary  
M.A. Deptt  
& Chairman,

P. See & forward

me  
28/9

C.No. SUDA 340/15  
Dated 28.09.15  
File No. 54/2014 (P-1)

js mcl

Decision of the State level selection Committee at SMMU & CMNU under NULM with specific proposal from SUDA at 'P' & 'Q' ~~has~~ has not been examined.

Accordingly, necessary approval of the Deptt may be accorded at present:-

- (i) Proposal for re-designation may be approved at 'A' at NSP/9.
- (ii) Decision for direct engagement on contractual basis for experts at SMMU following the principle of selection [issued under guideline for CMNU from SUDA] may be considered at 'B' at NSP/9.

(\*)

(next page)

- (iii) To provide support for functioning SMMU, following proposals: -
- (a) Accountant (1) (b) D/A cum Data Entry Operator (3)
  - (c) Multipurpose helper - 02.
- may be approved.
- (iv) Proposal at "c" at nsp/10 may be approved.
- (v) Proposal for engagement of one Accountant; One D/A cum Data Entry Operator & 2 Multipurpose helper at as noted at 'D' at nsp/10 may be approved SMMU
- (vi) Monthly contractual remuneration <sup>(for SMMU staff)</sup> at 'E' at nsp 10 may be approved & found to be within limit in ambit of nsp guideline - sanctioned for SMMU. (40%).
- (vii) Regarding F - order may be issued from SVLM.  
Regarding F (Analyst) - As recommended by selection of SMMU staff <sup>in the</sup> committee with minor modification ~~in the~~ <sup>in the</sup> annexure I for posts of Accountant & D.E.O. may be approved.
- (viii) - 'G' - Redesignation of C.O. in SVLM set up may be approved & if approved, necessary order may be issued from MA Dept.
- (ix) "H" - For selection of Direct Recruitment C.O. Detail entry may be approved along with vcds in vacancy of R.O.

- (iii) To provide support for functioning SMMU, following proposals :-  
 (a) Accountant (1) (b) D/A cum Data Entry Operator (3)  
 (c) Multipurpose helper - 02.  
 may be approved.
- (iv) Proposal at "C" at nsp/10 may be approved.
- (v) Proposal for engagement of one Accountant; One D/A cum Data Entry Operator & 2 Multipurpose helper as noted at 'D' at nsp/10 may be approved <sup>SMMU</sup>
- (vi) Monthly contractual remuneration <sup>(for SMMU staff)</sup> at E at nsp 10 may be approved & found to be within limit in ambit of NCM guideline - sanctioned for SMMU. (40%).
- (vii) Regarding F - Order may be issued from SVLM:  
 Regarding F (Qualified) - As recommended by selection <sup>of SMMU staff</sup> Committee with minor modification <sup>in the</sup> ~~order~~ <sup>annexure 1</sup> for posts of Accountant & DEA.. may be approved.
- (viii) - G' - Redesignation of C.O. in SVLM set up may be approved & if approved, necessary order may be issued from MA Dept.
- (ix) "H" - For selection of Direct Recruitment C.O. Detail criteria may be approved along with vcds in vacancy of R.O.

As per approval of Hon'ble MIC, UD&MA Department in nsp-14, following papers are put up in the file relating to engagement of experts at SMMU.

1. Copy of the Proceedings of 5<sup>th</sup> meeting of the Selection Committee for selection of manpower at SMMU/CMMU under NULM ( flagged-X)
2. Draft "Employment Notice" to be published in the newspaper (flagged-Y)
3. Draft "Employment Notice" to be uploaded in the website (flagged-Z)

Approval is requested in respect of the following:

1. Educational qualifications for 'Skills & Livelihoods' expert at SMMU (Para-4 of the resolution)
2. Calculation of eligible upper age limit as on 1.04.2015 (Para-6 of the resolution) in place of 01.04.2014 decided earlier
3. Matter to be published in the newspaper
4. Publication of advertisement in the following newspapers as per approved resolution:
  - i. Times of India;
  - ii. Economic Times;
  - ii. Sanmarg;
  - iv. Pratidin;
  - iv. Akbar-e-Mashique
  - v.
5. Newspaper advertisement be published on 17<sup>th</sup> November, 2015 and the last date & time for receipt of applications be fixed for 30<sup>th</sup> November, 2015 by 3PM.
6. Process for engagement of support staff at SMMU may be initiated as per para-B of the resolution.

Jt. Director (SD)  
SUDA

*[Signature]*  
Adviser  
6.11.15

Proceedings of 5<sup>th</sup> meeting of Selection Committee for selection of manpower at SMMU/CMMU under NULM may be signed and proposal of point ① to ⑥ may be approved.

*[Signature]*

*[Signature]*  
Hulis

*[Signature]*  
Hulis

Pl. arrange to issue advertisement in news paper and in website on 17<sup>th</sup> as per resolution.

Jt. Director  
PC

*[Signature]*  
Hulis

The employment notice proposed for publication in the local daily newspapers of 17/11/15 alongwith the masters to be uploaded in the departmental website & CMU website relating to recruitment of experts at SAMU, NULM may be sent to the MA Dept. for necessary action at their end.

Draft letter put up may pl. be signed

~~ad/it~~

Ad-iv

G  
16/11/15

16/11/15



NOTE SHEET



Sub: Selection of Manpower at SMMU, CMMU under NULM.

A. FOR STATE LEVEL MISSION MANAGEMENT UNIT (SMMU)

1. Experts will be recruited in 6(six) posts of State Mission Management Unit (SMMU) under National Urban Livelihood Mission (NULM) in West Bengal.

2. The posts are: State Mission Manager – HR & Capacity Building, Social Mobilization & Institutional Development Shelter & Social Infrastructure, Financial Inclusion & Micro Enterprise MIS & ME and Skills & Livelihoods.

3. The recruitment will be done through the direct recruitment process.

4. The educational qualification and experienced will be followed as per Notification vide no 764/MA/P/C- 10/35-30/2013 dt 17.11.2014. For the post of State Mission Manager Skill & Livelihoods education qualification and experience will be – Two year full time post Graduate Diploma in Management/ MBA or Master in any other relevant discipline with 3 years of experience or Graduate from Govt recognized Institute with 5 years of experience in implementation of Skill training and placement programme with considerable size & scale preferably in urban areas.

5. The monthly remuneration will be 50,000/- for each post.

6. As nearly one year has been passed since issuance of notification fixing eligibility criteria the age limit will be not more than 40 years as on 1<sup>st</sup> April, 2015 instead of 40 years as on 01.04.2014.

7. i) The details advertisement shall contain:

The detail description of required Educational Qualification & Working Experience, duration of appointment , Monthly contractual remuneration, Scope of work and address for submission of application along with last date and time and place of submission.

ii) Engagement will be initially for one year with extend able based on performance availability of the fund.

8. The advertisement for the mentioned recruitment in 6(six) posts will be issued on 17<sup>th</sup> November, 2015

9. The advertisement will be issued in i) Times of India, ii) Economic Times, iii) Sanmarg, iv) Pratidin, v) Akbar-e-Mashique news papers and websites of CMU and M. A. Department

10. The advertisement will be done through the empanelled advertisement agencies of SUDA

11. The proforma of application along with all necessary directions will be

published at website of CMU and Municipal Affairs Department



NOTE SHEET



12. The period for receiving application will be 30<sup>th</sup> November, 2015 at 3 pm.
14. The application will be received at State Urban Development Agency, ILGUS Bhavan, H-C Block, Sec-III, Salt lake, Kolkata- 700106 either by hand or through registered post/ courier/ speed post except public holidays and Sundays (20<sup>th</sup>, 25<sup>th</sup> & 27<sup>th</sup> November 2015).
15. A register will be maintained at Director SUDA containing the details of each application (Name, full address, contact number, e-mail id, age, educational qualification, working experience, date of receiving application) and on the basis of these information the short listing of the candidates will be finalized.

This daily register will be maintained by Sri Mrinal Kanti Ghosh, OSD, SUDA and will be authenticated by Mrinal Kanti Rano, JD (SD), SUDA.

16. The entire process of short listing of applicants will be monitored by Sri Goutam Pal, Advisor, SUDA, Sri Khudiram Goswami, AO, SUDA, Sri Mrinal Ghosh, OSD, SUDA.
17. The next meeting for finalization of date and other issues of selection will be held on 11<sup>th</sup> December, 2015.
18. Regarding method of test i.e only interview or interview followed by written test will be decided on next date.

**B. Selection of Support Staff at SMMU**

1. Sri Joy Guha DEO, SUDA Sri Mrinal Kanti Majumder DEO, SUDA will be appointed as DA cum DEO at SMMU if they opted for the same. If any one or both of them express unwillingness to take the offer the vacancy will be open to willing & eligible CMU/ILGUS/ SUDA staff.
2. As per approval of MA Deptt. one Accountant, one DA cum DEO and two Multi Tasking helper will be appointed taking option from existing eligible staff from CMU/ ILGUS/ SUDA.
3. Open notification will be issued by Director SUDA seeking option from existing and eligible SUDA/ ILGUS/ CMU employees on 17.11.2015 and option to be submitted to Director SUDA by 30.11.2015.
4. Age is 18-40 years as on 01.04.2015, Monthly remuneration is Rs. 15000.00 - Accountant , Rs. 12000.00 - DA cum DEO, Rs. 10000.00 - Multi Tasking Helper inclusive all as approved by MA Deptt.

NOTE SHEET



5. After short listing of eligible candidate committee will decide for interview in its meeting on 11.12.2015. Short listing will be done by Sri Goutam Pal, Advisor, SUDA, Sri Khudiram Goswami, AO, SUDA, Sri Mrinal Ghosh, OSD, SUDA.
6. If option received from existing staff of SUDA/ ILGUS/ CMU is less than vacancy the staff will be taken through any Job Placement Agency having agreement with SUDA.
7. Sri Mrinal Ghosh, OSD, SUDA will maintain a daily register as per point 5 for this case.
- C. It is also resolved as per suggestion given by HUDCO representative that Ministry of HUPA Govt of India will be apprised of the selection of experts as per the eligibility criteria finalized by Municipal Affairs Deptt. based on local infrastructure, availability of manpower and past experience regarding selection of manpower in CCBP and other similar programme.

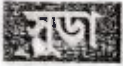
Put up and submitted for assigning the order to the officials to be involved in selection process.

*[Signature]*  
16/11/15

An order need to be issued for point no. (14), (15) & (16). Draft is placed accordingly for kind approval and signature.

*[Signature]*  
16/11/15

*[Signature]*  
17/11/15



*[Signature]*  
16/11/15

Director  
*[Signature]*

*[Signature]*  
16/11/15

Approval of Hon'ble MIC in NSP-14 may kindly be seen.

As per approval of Hon'ble MIC advertisement for engagement of expert at SMMU has been issued on 17/11/15 and ULBA have been directed to engage support staff as per criteria approved. As per above approval following proposals are given:-

① Now, as per point no (VIII) of NSP-13 necessary order redesignating existing CO to CO under NULM may be issued by the Dept.

② Discussion has been made as per point no (XII) of NSP-14, as informed by Mission Director.

Hence, a notification / order may be issued by MA Dept to enhance the contractual remuneration of existing CO & TPO inducted as CO and APO under NULM.

(i) Regarding date of effect of enhancement of remuneration appropriate date may also be fixed. Financial implication of remuneration enhance is as following:-

① No of TPO = 25

② Proposed enhancement / month = Rs 7000 / APO / mo

③ Monthly implication =  $Rs\ 7000 \times 25 = Rs\ 1,75,000/-$

④ Annual implication is =  $Rs\ 21,00,000/-$ .

⑤ No of CO = 144.

⑥ Proposed enhancement / month =  $Rs\ 5000 / CO / month$ .

⑦ Monthly implication =  $Rs\ 5000 \times 144 = Rs\ 7,20,000/-$

⑧ Annual implication =  $Rs\ 86,40,000/-$ .

Total financial implication / year =  $Rs\ 1,07,40,000$ ,  
(Rs one crore seven lakh forty thousand).

Put up for approval and issuance of necessary approval by MA Dept.

*Director*

15/11/15

Note pre-page.

Approval of Hon'ble MIE, MA & UD Deptt at NSP-14 may kindly be seen. Accordingly, further course of action has been suggested at Para 1 & 2 pre-page (NSP-20) which may kindly be perused. As further discussed we may consider enhancement of remuneration of both COs and TPOs working under NULM Towns and date of enhancement may be given w.e.f 01.04.2014 i.e. from the date of implementation of NULM in the State. The additional financial liability will be borne out of NULM Fund by way of SUDA/SULM.

Submitted for consideration and approval.  
If approved appropriate notification may be issued from MA-Deptt.

WT  
18/11/2015

Principal Secretary  
M.A. Deptt  
& Chairman, SUDA