

সুডা

NOTE SHEET

SUDA

As directed by Director, SUDA a town plan has been prepared by the undersigned for the field visit at the VLB level to monitor the progress of shelter for Urban Homeless (SUH) & other components under DAY-NULM. A list of on tour plans for the VLB visit is placed in the C.P. side for your kind consideration & necessary approval Submitted.

Joint Director SUDA

S.R. 01.04.19

Pl. Discuss.

~~Downward~~

~~AMAD, HUDA Director~~

Same

~~Downward~~

~~Downward~~

Plan put up on discand.

Chandran 04/04/19

As directed by Director SUDA , a tour plan has been prepared for the month of May in 3 municipalities to monitor the components under NULM . It is also requested to arrange vehicle for the said planned date .

The tour plan ( Flag-X) placed for your kind approval and signature .

S.P. Dir.  
6.5.19

There should be one consolidated monthly tour programme of SMMSU. All to submit within 25<sup>th</sup> May 2019. for June 2019.

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~~AND NULM~~

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Down

Sub : Visits to ULBs by State Mission Managers (SMMs)

As instructed by Director, SUDA, State Mission Managers (SMMs) have been assigned to monitor a certain number of ULBs for all activities under NULM. Copy of the distribution of ULBs among the State Mission Managers is placed on the cp side. Some sporadic visits have started but we need to systematize this arrangement. The suggested terms of reference for the visit may be as follows.

1. SMMs must visit the assigned ULBs at least thrice in a year.
2. During every visit to the ULB the SMMs will review the following :
  - (i) A meeting with the group leaders having received Revolving Fund & Credit Linkage
  - (ii) Visit one/ two bank branches where applications for credit linkage have been submitted but pending for disposal (for SEP, SEP-SHG & SHG)
  - (iii) Review the expenditure incurred by the ULB, timely booking of expenditure by the Accounts section & any other process issue related to the accounts
  - (iv) Review of ALF formation, training & registration
  - (v) Review of CLC (if functional)
  - (vi) Review the functioning of CLF (if constituted)
  - (vii) Visit BOT, BOA, ALF, CLF training/ workshop (if in process)
  - (viii) Issues related to opening of bank account for new SHGs
  - (ix) Review of EST&P trainings :
    - a. Review training need assessment (if done) and Training proposal
    - b. Pending assessment details (if any)
    - c. Placement : interact with one placed beneficiary
    - d. Blocker for placement
  - (x) Visit to SUH, if applicable
  - (xi) Review of data entry in the MIS portal
  - (xii) Check Resolution of :
    - a. Last City Level Executive Committee Meeting
    - b. Last Task Force meeting
    - c. Last review meeting
  - (xiii) Issues related to pending registration of federations, if any

These visits will commenced from July, 2019 with SMMs making one/ two visit per week. A proposed template for the visit is being drafted. A tentative visit plan for the month of July, 2019 is given below.

Month	Name of SMM	ULB visit	Date	Remarks
July,2019	Soma Parui Das	Pujali	19.07.2019	
July,2019	Amit Chaudhuri	Coopers Camp	18.07.2019	
July,2019	Sandip Bairagi	Dankuni	26.07.2019	
July,2019	Soumen De	Sonamukhi	22.07.2019	

An in principle approval may be accorded.

Director, SUDA

*Chandru*  
AMD  
12/07/19

*AMD*

S. Pami SMM

*AMD 12/7*

*Please speak.*

*Chandru*  
12/07/19

A visit Plan has been re-scheduled on 23rd of July 2019, at Puzali municipality instead of 19th July 2019.

Proposal Submitted with draft letter for your kind approval and signature.

S. P. Das  
18-7-19

Draft approval  
of signed

Chandra  
18/07/19

~~AMD~~

S. Pami  
SMM

For reviewing the performance of the Dankuni ~~UVA~~ ULB SMM (FS&MC) may visit the ULB on 6th August, 2019.

We may request the chairman Dankuni to extend all possible co-operation.

A draft letter is placed for for kind refusal and signature, if found.

  
02/08/19

to signed  
Chandra  
04/08/19

~~AMD~~  
~~NWLM~~

S. Barua  
SMM



# NOTE SHEET

**SUDA**

**সুডা**

State Mission Managers have started field visit to the ULBs. Sandip Bairagi, SMM, FI&ME have visited Dankuni Municipality on 05.08.2019 and submitted a draft report copy placed on the cp side may be seen for your kind observation.

Director

*Chandhan*  
AMD 05/09/19

*self* 18/9/19

*AMD (SC)*

*S Bairagi SMM*

*Chandhan*  
18/09/19