

Statement of Expected Income (Year Wise)

Annexure-III
Page-2

On account of	Amounts (In Rs.)					
	2016-17(December to March)	2017-18	2018-19	2019-20	2020-21	2021-22
2 B.F For Referral Service : Service Charges @ 10% of the total income earned by the service providers through C.L.C at the rates and no. of mandays as furnished in the enclosed sheet(Annexure-III A)	10150	12100	14400	17100	19000	28800
3 Collection of Rent for letting out the Training Hall to the Trainer Agencies for Training and others for organized meeting/seminars etc. for 600(for 6 Yrs). Fee- based Services : i) Conduct of Survey:	3600	61200	70500	95500	122600	140000
4 To perform the job of various types of surveys conducted in the town by ULB/ District Administrative /Other Line Depts./Pvt. Orgn. Etc. by 'Outsourcing' . Income earned @10% of the total value of the job assigned for Co-ordination, administration and preparation & submission of the survey report to the job assigner. ii) Placement Services: Fees realized from the Companies/Agencies for extending such services. iii) Income earned by extending Creche Services.	8200	8200	8200	8200	8200	8200
	2000	2400	2400	2400	2400	2400
	0	3000	3200	12000	12000	18000
	0	18000	18000	18000	18000	18000
Grand Total	23950	104900	116700	153200	182200	215400

Chaitanya
Chairman

Suri Municipality, Birbhum.
CHAIRMAN
SURI MUNICIPALITY
BIRBHUM

Statement of Expected Income (Year Wise)

Annexure-III

	On account of	2016-17 (December to March)		2017-18		2018-19		2019-20		2020-21		2021-2022	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
i	Annual Registration – fees @ Rs.50/- per head during 1 st three years & @Rs.100/- per head during the next 3 years from :	5	250	10	500	10	500	15	1500	15	1500	20	2000
	For Renewal Rs.20/-	0	0	5	100	15	300	25	500	40	800	55	1100
i	Service Providers (e.g ex-trainees in the fields of Nursing Aides, Beautician, Plumbers, electrical wiring, A.C & Refrigerator Repairing, Mobile Repairing, Driving & auto-mechanic, DTP Computer)	20	1000	25	1250	30	1500	31	1550	33	1650	44	2200
ii	Other service providers (e.g Aya, Cook, Carpenter, Mason & Helper, Electrical mechanic etc.)	20	1000	20	1000	25	1250	27	1350	29	1450	30	1500
iii	Small producers seeking marketing assistance(both individual & groups)	20	1000	20	1000	25	1250	27	1350	29	1450	30	1500
iv	Small Entrepreneurs seeking market demand/ strategy/ related information	10	500	15	750	20	1000	21	1050	23	1150	50	2500
v	Survey	4	4000	5	5000	6	6000	7	7000	8	8000	10	10000
vi	Tourism	0	2400	0	2500	0	2600	0	2800	0	3000	0	8000
	Page Total (of the amounts)	79	10150	100	12100	131	14400	153	17100	177	19000	239	28800

Statement of Expected Income (Year Wise)

Annexure-III
Page-2

	On account of	Amounts (In Rs.)					
		2016-17(December to March)	2017-18	2018-19	2019-20	2020-21	2021-22
	B.F	10150	12100	14400	17100	19000	28800
2	For Referral Service : Service Charges @ 10% of the total income earned by the service providers through C.L.C at the rates and no. of mandays as furnished in the enclosed sheet(Annexure-III A)	3600	61200	70500	95500	122600	140000
3	Collection of Rent for letting out the Training Hall to the Trainer Agencies for Training and others for organized meeting/seminars etc. for 600(for 6 Yrs).	8200	8200	8200	8200	8200	8200
	Fee-based Services :						
	i) Conduct of Survey: To perform the job of various types of surveys conducted in the town by ULB/ District Administrative /Other Line Depts./Pvt. Orgn. Etc. by 'Outsourcing'.	2000	2400	2400	2400	2400	2400
4	Income earned @10% of the total value of the job assigned for Co-ordination, administration and preparation & submission of the survey report to the job assigner.	0	3000	3200	12000	12000	18000
	ii) Placement Services: Fees realized from the Companies/Agencies for extending such services.	0	18000	18000	18000	18000	18000
	iii) Income earned by extending Creche Services.						
	Grand Total	23950	104900	116700	153200	182200	215400

Chandrasekhar

Chairman

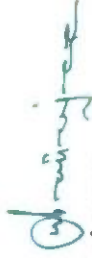
Suri Municipality, Birbhum.

CHAIRMAN

**SURI MUNICIPALITY
BIRBHUM**

Annexure-III A
(Vide – Annexure-III- Statement of Income)

Year	Aya		Nursing Aids		Other Services Providers		Total Services Charged (Rs.) Earned by the services providers	Income @ 10 % of the total services charges earned (Rs.)
	Wage Rate (Rs.)	No. of mandays	Wage Rate (Rs.)	No. of mandays	Wage Rate (Rs.)	No. of mandays		
2016-17 from December to March.	176	50	190	80	200	60	36000	3600
2017-18	190	800	250	400	400	900	612000	61200
2018-19	200	900	250	500	400	1000	705000	70500
2019-20	225	1000	300	600	500	1100	950000	95500
2020-21	250	904	300	1000	500	1400	1226000	122600
2021-22	300	1100	320	1000	500	1500	1400000	140000



Chairman

Suri Municipality, Birbhum.

CHAIRMAN
SURI MUNICIPALITY
BIRBHUM

Requirement of fund for Recurring Expenditure(R.E.)

	Year					Total
	2016-17	2017-18	2018-19	2019-20	2020-21	
Total amount of R.E required for running the C.L.C	105050	244000	259500	270800	287000	1481350
Less income generated during the preceding year	23950	104900	116700	153200	182200	796350
Actual requirement of fund for R.E form the CLC fund.	81100	139100	142800	117600	104800	685000

1. Total non recurring expenditure Rs.314800/-
2. Actual fund required for recurring Expenditure during the 1st 5 years (i.e. total amount of recurring expenditure to be incurred during the 1st 5 years minus the income generated during the 1st 4 years) Rs.685000/-
3. Total Project Cost of the C.L.C(i.e. Sl. 1+2) Rs.999800/-

Rupees



Chairman

Suri Municipality, Birbhum.

CHAIRMAN
SURI MUNICIPALITY
BIRBHUM

Viability & Break Even Analysis

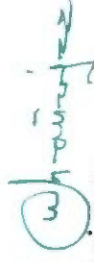
Annexure-V

Sl. No.	Cost Vis-à-vis income	Year Wise Amounts in Rs.					
		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
1	Total Recurring Cost(i.e. Fixed Cost + Variable Cost)	105050	244000	259500	270800	287000	315000
2	Expenditure Income	24200	105000	116700	152100	180900	217300

* Vide Statement of Expected Income (Annexure- III)

Findings & Inference:

It would appear from the above analysis that the Income so generated gradually increases over the years and surpasses the total recurring cost during the year 2021-22. Thus, the CLC would reach the Break-Even point during the 6th Year and is likely to generate a surplus from 6th year onwards. However the Break-Even point could be reached earlier if some other Income generated activities are undertaken by the CLC in future.



Chairman

Suri Municipality, Birbhum.

CHAIRMAN
SURI MUNICIPALITY
BIRBHUM

ASANSOL MUNICIPAL CORPORATION

Dr. G. R. Mitra Sarani, P.O.- Asansol, Dist.- Burdwan, West Bengal



Mayor's Chamber : 230 2370
Chairman's Chamber : 230 9225
Dy. Mayor's Chamber : 230 9479



Commissioner : 230 2491
General Off. (Asl.) : 230 2219 / 230 9476
Engg. Dept. : 230 9476

Ref. No. 2460 - @ NULM

Date 16-01-16

To
The Director,
SUDA,
ILGUS Bhawan, HC Block, Sector III,
Bidhan Nagar, Salt Lake,
Kolkata- 700106

Smm (SMID)

999,993

Sub: Proposal for Establishment of one no of CLC at Asansol Municipal Corporation

Sir,

This is in reference to the above mentioned subject enclosed herewith the proposal along with map for the purpose of setting up of a City Livelihood Centre (CLC) under National Urban Livelihood Mission (NULM) at ARP Shed market Complex, G.T.Road of Asansol Municipal Corporation.

It is also mentioned that in the event of according approval by the State Urban Livelihood Mission (SULM) for setting up the said CLC and sanctioned of required fund therefore, the said floor-space as per the schedule given below would be formally assigned in favour of the CLC.

Area of the Floor space: ARP Shed market Complex – approx 2000 sq.ft.
(Excluding the stair and landing)

Location: ARP Shed market Complex at 2nd floor.

Thanking you,

Yours faithfully,

Enclosed: as stated

o/e



Secretary

Asansol Municipal Corporation

West Bengal State Urban Livelihoods Mission
FORMAT 1: CITY LIVELIHOOD CENTRE PROPOSAL

I. Introduction:

National Urban Livelihoods Mission (NULM) is a centrally sponsored scheme under MoHUPA to address urban poverty under NULM there is a provision for establishing City Livelihood Centres (CLC) for the urban poor. One of the objectives of establishing the City Livelihood Centre (CLC) would be to bridge the information –gaps by way of dissemination of information and linking the service-providers (who shall be registered with the CLC) with the potential service-receivers, so that the urban poor capable of extending such services can have necessary access/market for offering their goods/products or services in an organised manner. Another objective of the CLC would be to facilitate skill -development training so as to keep the supply –side responses in sync with the demand-side needs. CLCs would also operate as an information hub for NULM and other social and pro-poor schemes of the Government.

II. Background of Asansol Municipal Corporation:

Asansol Municipal Corporation is the largest corporation and 2nd populous City in the West Bengal covering an area of 326.48 sq. K.M. and population 11,56,387 (as per Census 2011). Asansol is located at 23.68° N 86.98° E. It has an average elevation of 97 metres (318 feet). Maintaining the tradition of civilisation settlements grew in and around the river Damodar and Ajay during the British period. Railways and road network developed gradually making this area one of the most prosperous and fast developing urban centre in India. Population grew leaps and bound both naturally and through migration. Is also a mining-commercial centre in West Bengal.. Population grew leaps and bound both naturally and through migration. Thus today Asansol features a mixed culture and cosmopolitan character unlike most of the towns in West Bengal. The administrative authority of Asansol provides its citizens all basic services and amenities to the people. However in the last 60 years the manner in which the population had grown has put a tremendous pressure on land and infrastructure, economy and society. Impacts of unplanned growth and unrestricted urbanisation led to urban chaos. The biggest manifestation of this can be seen in the large number of slums in Asansol and the lack of quality services that is provided to the people. Narrow roads, water scarcity, poor drainage condition, scarcity of park..is some out of the numerous problems faced by the people. Urban poverty too has been posing threat to the society. In this context it is the responsibility of the municipal corporation to bring about a profound change in their way of functioning and provide the best possible services in the best possible way.

Topographical/ Geographical Parameters:

1. Location: 23.68°N 86.99°E
2. Elevation: 97 m (318 ft)
3. Area: 326.48 sq. K.M. (after amalgamation on the year 2015)
4. Population: 11,56,387 (as per Census 2011)
5. No. of Wards: 106 (after amalgamation on the year 2015)

Communication:

Road

Road network

The highway has been broadened as part of the Golden Quadrilateral project and now allows two lane traffic each way. A highway bypass avoids the areas of Ushagram, Murgasol, Asansol Bazar, Chelidanga, BNR, Gopalpur, Neamatpur, Kulti and Barakar. Asansol is connected to Kolkata by road with daily Volvo buses as well as non-ac government buses run by the South Bengal State Transport Corporation which ply at half-an-hour interval duration and this 224 km distance takes 4 hours approximately. The South Bengal State Transport Corporation also plies buses in various other routes such as Malda, Siliguri, Midnapur, Bankura, Siuri, Purulia, Burdwan, Kalna, Habra, Barackpore, Digha, Berhampore etc. Also there are many Private Operators which ply express and Super Fast as well as Deluxe (Volvo AC) Buses to various other towns of the State as well as Outside the State to places such as Dhanbad, Bokaro Steel City, Jamshedpur, Ranchi, Giridih, Hazaribag etc. Government Bus Service operators also includes the North Bengal State Transport Corporation which plies buses to towns of North Bengal such as Malda, Suri, Raiganj, Siliguri and Coochbihar. National Highway 60 connects Asansol with Odisha.

The Corporation area is connected by a road network of a length of about 1817 km. Out of this 1167 Km is surfaced with cement concrete (CC) or bituminous top (BT). The remaining length of the roadway is purely earthen. While the width of the CC roads vary from 1.2 metres to 2.5 metres that for bituminous road ranges from 3 metres to 45 metres. Various types of vehicular traffic including heavy vehicles like buses and trucks ply on them.

Now, 650 kilometers of earthen road exists in the AMC area. House hold survey conducted in recent past reveals that 20% households have has this kind of road to approach. Sections with this kind of road need up gradation to roads with suitable surface.

About 20% is in damaged condition with potholes. These damages are made good by the AMC routinely with own fund.

III. Objective of Establishing the CLC

- Urban Poor can offer their good/ products and services in an organized manner to the potential buyers i.e. the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor.
- The Urban poor can access information and business support services and when needed by them which would otherwise be not accessible to them.
- The above centre would serve as information / Knowledge/inspiration centre for urban poor.

iv. Services to be offered by the CLC

A. Referral Services

The informal sector has traditionally been a source of services for middle and higher income groups in cities through the provision of services such as plumbing, electrical work, construction, security, carpentry, gardening, health care support, Nurse, and Aya, housekeeping and bill payment etc. by linking the service –providers (who shall be registered with the CLC) with the potential service- receivers so that the urban poor capable of extending such services can have necessary access / market for offering their goods/products or services in an organized manner.

- Providing services such as security, carpentry, gardening, construction, plumbing, electrical works, health care support etc.
- The CLCs may obtain direct work orders or contracts or Annual Maintenance Contracts from Municipal Corporation / Municipality, housing societies for the service needs like plumbing, electrical work, painting etc.

- The CLC can also obtain work for data entry, outsourcing, dispatch of property bills and within city courier services.
- Providing/ facilitating the training services for improving the skills to the urban poor and unemployment youth.
- A fortnightly/ monthly meet would be held in the slums to urge the skilled workers to register free of charge, with them. There will be a registration form to be filled and submitted along with some documents (BPL card holder, address proof, etc). Each service provider would be provided with an Identity Card on a charge fixed by CLC.

B. Placement Services

- CLCs will register a certain number of educated youth without any fee to provide them with jobs. CLC will contact companies /agencies for providing employment to urban poor unemployed youths. CLC may charge certain percentage from one month's remuneration as service charge. If a candidate completes three months regular attendance in the company /agency.

C. Social Development

- Conducting co-ordination meetings among community and Bankers, NGOs, Sectoral departments at grass roots level.
- Setting up of centres for promoting livelihood opportunities.
- Functioning as Training information and Learning Centre.

D. Support to SHG in Income Generating Activities

- Opening of Bank Account : Under PradhanMantri Jan DhanYojana, CLC can tie up with a particular Nationalized Bank to open accounts under this scheme. For opening these accounts CLC might engage educated youths who are registered with CLC. An amount may be charged from the bank on opening of an account, in which a portion may be paid to the youth and a portion to be deposited in CLC.
- To provide assistance for marketing of the goods/products & services produced by the SHGs & urban Poor, who are registered with the CLC.

- Provide/ facilitate training of prospective small entrepreneurs seeking individual / Group Loan under SEP, on 'how to run a business'.
- Arranging / facilitating skill-development training for the urban poor, either directly or through empanelled training agencies.

E. Other services

- Providing information for opening small entrepreneurs seeking individual, social welfare schemes, enrollment of UID /Aadhar cards.
- Providing marketing /Sales outlets.
- Providing legal services such as registration, Licensing, accounting etc.
- Citizen services such as bidding/ contracts.
- Enabling dissemination of information from time to time through various mechanisms like IEC material, media, and other channels.
- Promoting interchange visits among communities and documentation of practices.
- Functioning as decentralized location for displaying citizen charter for transparency.
- Providing preliminary grievance redressal mechanism and as a link for effective service delivery between the ULB and the community.

V. Sources of Income of CLC

- **Admission Charges** : Hundred rupees for issuing Identity card for referral services (one time) may be charges by CLC and also some part of the payment (not yet decided) made to the service provider would come to CLC.
- Service charges from service providers: Skilled youth may registered their name as service providers (such as Electrician, plumber, Carpenter, Tour Guide, ,Aya, Nurse, Domestic helper, etc) and users may utilize their service through CLC.
- Letting out of the Training Hall to the Trainer Agencies for Training under EST & P and others for holding meetings/ seminars etc. against prescribed rent.
- Survey : CLC would register educated youths for conducting survey. To perform the job of various types of surveys conducted in the town by ULB/District Administration /Other Line Deptts./Pvt.Orgnsetc by 'Outsourcing' on every survey format candidate will be paid a certain remuneration from which a portion will be charged by CLC for coordination & Administration or the C L C may enter into an agreement with the ' outsourcing agencies' for conducting the survey so assigned against payment of a particular job- value.

- Placement services: CLC may tie up with companies/agencies/ for placement in lieu of fees/ charges.
- Income from ULBs: ULBs may utilize CLC as service providers like a) Waste collection from door to door b) Municipal Tax Collector c) Water Meter reading (in future) d) conducting survey at ULB level e) Organise Polio etc.
- Opening of Bank Account: CLC may tie up with the Bank to open Bank account under the scheme of PradhanMantri Jan DhanYojana and other Insurance Linked schemes.

VI. Viability & Break –Even Analysis

- It would appear from the Annexure IIIA vis-a- visAnnexurs-IV that the income expected to be earned by the CLC gradually increases over the years and surpasses the recurring cost during year 2020-21. Thus the CLC would reach Break –even point during the 6th year and is likely to run as an independent body from the 6th year onward. However, the Break-even point could be reached earlier, if some other income –generating activities are undertaken by CLC in future.

VII Man Power to be deployed

- For running the CLC, a group of staff will be maintained on a monthly basis, as follows :

Sl. No.	Designation	No.
1	Placement –cum- marketing co-ordinator *	1
2	Office Assistant-cum- Computer OPerator	1
	Total	2

*To be engaged from 2017-18

VIII. Establishment of Office Infrastructure

The requisite infrastructure viz. Chairs, Computers, Phones, Tables, racks etc should be placed at the CLC. The suggested space of establishing CLC is 1,000 Sq. Ft. with two rooms and a wash room. A 'No objection Certificate' (NOC) is also required from the ULB in case othe room is provided by the ULB itself.

Main junction:

- Bhagat Singh More (Ward no. 1,2 & 3) [Highly problematic junction] (need fly over to handle the problem)
- BNR More (Ward No. 2 & 3)
- Dr. P.R. Mukherjee More near Satabdisishuuddan (ward no. 5 & 6)
- Loco tank More (ward no. 22 & 8)
- Girza More (ward no. 6,8 & 22)
- Hotton Road More (ward no. 11,8 & 22) [Highly problematic junction] (need fly over to handle the problem)
- AMC office more (Ward No.22, 12 & 13) [Problematic junction]
- Raha Lane More (Ward No.22 & 14)
- Ashram More (Ward No. 22 & 17)

Heavy Traffic Road:

- G.T. Road
- Burnpur Road
- Senrally More
- S.B. Garai Road (still have some provision of by pass to sort out the problem)
- Hotton Road

[Rapid urbanization and introduction of high rise housing complex presently creates problem in the AMC area because Corporation is not at all prepared the sudden population load in terms of road, water supply and drainage]



G.T. Road

Road Crossing at BNR

main mode of transport inside the city is Public Bus Service. Other than that one can reserve auto-rickshaws as well as Cabs. The Grand Trunk Road (NH 2) runs across the subdivision. The highway has been broadened as part of the Golden Quadrilateral project and now allows two lane traffic each way. A highway bypass avoids the areas of Ushagram, Murgasol, Asansol Bazar, Chelidanga, BNR, Gopalpur, Neamatpur, Kulti and Barakar. Asansol is connected to Kolkata by road with daily Volvo buses as well as non-ac government buses run by the South Bengal State Transport Corporation which ply at half-an-hour interval duration and this 224 km distance takes 4 hours approximately. The South Bengal State Transport Corporation also plies buses in various other routes such as Malda, Siliguri, Midnapur, Bankura, Siuri, Purulia, Burdwan, Kalna, Habra, Barackpore, Digha, Berhampore etc. Also there are many Private Operators which ply express and Super Fast as well as Deluxe (Volvo AC) Buses to various other towns of the State as well as Outside the State to places such as Dhanbad, Bokaro Steel City, Jamshedpur, Ranchi, Giridih, Hazaribag etc. Government Bus Service operators also includes the North Bengal State Transport Corporation which plies buses to towns of North Bengal such as Malda, Suri, Raiganj, Siliguri and Coochbihar. National Highway 60 connects Asansol with Odisha.

Railway

From its earliest days, Asansol has been the hub of railway transport in the region. Currently a part of the Eastern Railway Zone, the Asansol Railway Division high density of traffic that originates and passes through the region. The railway track from Kolkata to Delhi passes through the subdivision and bifurcates into the main line and the grand chord line, at Sitarampur railway junction, a little to the west of Asansol railway junction. Another railway track links Asansol with Adra and then to Jamshedpur via Purulia and Kharagpur via Bankura. A branch line connects Andal with Sainthia on the Sahibgunj loop. Asansol is well connected to four metropolitan cities of India via rail. Almost all the trains linking Kolkata with north India connect Asansol with Kolkata as well as with north India. As a result, Asansol enjoys superb connectivity with cities like New Delhi, Jammu, Amritsar, Ludhiana, Allahabad, Kanpur, Lucknow, Dehradun, Jaipur, Jodhpur, Jaisalmer, Gwalior, Bhopal, Indore, Patna, Ranchi and Dhanbad on the one hand and commands a fairly good traffic movement towards the western cities like Mumbai, Ahmedabad and Surat and southern cities like Bhubaneswar, Visakhapatnam, Vijaywada, Chennai, Bangalore and Trivandrum. It is also connected with north-east region Guwahati^[11] Asansol also serves as the headquarters of the eponymous division and spans a distance of 493 kilometres spread across West Bengal and Jharkhand. It includes important stations such as Andal, Raniganj and Durgapur.

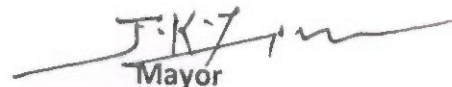
Asansol has a domestic airport named KaziNazrul Islam Airport at Andal, Bardhaman. The airport, which commenced operations in May 2015, is roughly 25 kilometres (16 mi) from Asansol's City Bus Terminus. There is also a private aerodrome located at Burnpur. The nearest international airport is NetajiSubhas Chandra Bose International Airport at Dum Dum in Kolkata.

IX: APPLICATION FORMAT		
NAME OF THE ULB: ASANSOL MUNICIPAL CORPORATION		
DETAILS OF AREA IDENTIFIED CITY LIVELYHOOD CENTRE		
Sl. No.	Particulars	
1	Name of the ULB	ASANSOL MUNICIPAL CORPORATION
2	Total wards in the ULB	106
3	Total Population in the area	1156387
	Male	600537
	Female	555850
4	Total Slums in the ULB	1118
	a) Officials (Notified)	1118
	b) Not Specified (Non-notified)	0
5	c) No. Of SHGs	700/-
	d) No. Of ALF	36 (so far formed)
	e) No. Of CLF	NIL
6	No. Of Ward(S) covered by	33

	CLC	
7	Total Urban poor proposed to be covered	About 50,000
8	Potential no. Of members expected to be covered by CLC	About 70,000
9	Major services possible through CLC in the area	Furnished in the 'Introduction chapter 'at para- IV

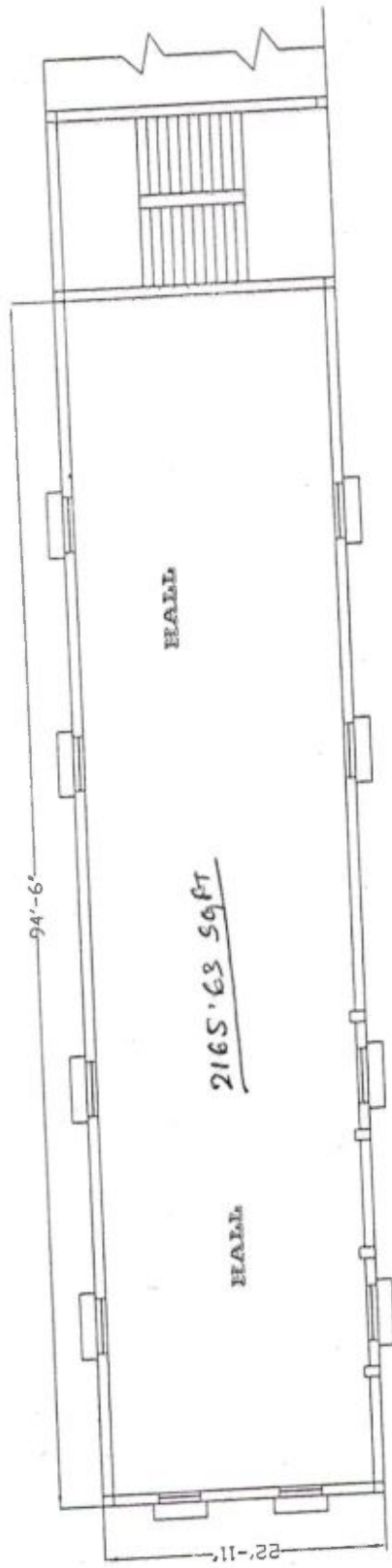
10	Scope for growth of CLC in the area	Adequate scope in view of existing demand of such services and incipient demands as well.
11	Details of the premises given for CLC by ULB	Entire 3 rd floor of a newly constructed 4-storeyed building lying at the disposal of the ULB. Letter of allotment enclosed at Annexure-1
	a) Area of Room	2000 Sq. Ft. Comprising Two Rooms (Excluding Stairs /landing)
	b) Location	Near Fire Station & opposite of Dack Banglow on G.T.Road
	c) Is the location nearby to ULB office (Distance)	Yes- 100 Mt.
12	Plan for facilitation of CLC- Resource Agency/ULB	ULB
13	Proposal prepared by	AMC
14	Proposal assessed by	AMC

	Name and designation of the forwarding authority	Mayor, AMC
16	Business plan of CLC- to include break-even and viability	Enclosed at Annexure-II to IV


Mayor

Asansol Municipal Corporation

A. R. P. SHED MARKET COMPLEX



TOP-FLOOR

NORTH. L/O E. RLY.



END-FLOOR

gross Area $94'-6'' \times 22'-8'' = 2141.37 \text{ SQM}$

*Drawn by
Swapan Chesh
Surveyor. A.R.P.*

[Signature]

Member
Board of Administrators

Recurring Expenditures:

Item	Qty	Amount (in Rs.)
1. Land & Building:		
Built at near Fire Brigade under Asansol Municipal Corporation	1500 sqft(approx)	Alloted by ULB free of cost (Letter of Allotment enclosed)
2. Office equipments & Furnitures:		
a) For the Office of the C.L.C.		
i) P.C. fitted with all accessories including Printer & Internet Connection(Broadband)	2 Nos.	80000.00
ii) Wooden Computer Table	2 Nos.	8000.00
iii) Steel Table with Wooden Top (Full Secretariate)	1 No.	4500.00
iv) Steel table with Wooden Top(Half Secretariate)	1 No.	3500.00
v) Steel Chairs	3 Nos	5400.00
vi) Steel Almirah	4 Nos	30000.00
vii) FRP-moulded armless chair for the office	25 Nos	10000.00
viii) Electric Fan	8 Nos	12000.00
ix) Complete Tubelight Set	8 Nos	4000.00
x) Show-Case for display of Handicrafts for market support	1 No.	22000.00
xi) Installation of Land Telephone	1 No.	2500.00
b) For the Training/Meeting Hall of the C.L.C.		
i) Steel Table with Wooden Top (Full Secretariate)	1 No.	4500.00
ii) Steel Chairs	1 No.	1800.00
iii) One armed steel chair with prov.for small desk fitted with the arm for the purpose of training	35 Nos	35000.00
iv) Frp-moulded armed chair for the purpose of meeting	60 Nos	36000.00
v) White Board measuring 6ft*4ft for the traing purpose	1No.	4000.00
vi) LCD Projector with Laptop and screen for the venue earmarked for the training purpose	1 No.	75000.00
vii) Indoor P.A. System- Amplifier with 4 small sound boxes and one stand & one cordless microphone	Complete set	25000.00
viii) Electric Fan	8 Nos	12000.00
ix) Complete Tubelight Set	8 Nos	4000.00
c) For the C.L.C.		
i) Inverter with battery	650 VA Capacity	25000.00
ii) Glow sign Board	2 Nos.	15000.00
iii) Software for toll free no and instant tie-up arrangement		32000.00
	Total	451200.00

400000

Expenditure

Annexure-IIA

Particulars	Year					
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1 Salary & Wages:						
a) Manager cum marketing Coordinator- 1 No.	60000.00	60000.00	60000.00	66000.00	66000.00	66000.00
b) Office Assistant cum Computer Operator- 1 No.	36000.00	36000.00	36000.00	39600.00	39600.00	39600.00
2 Cost of Electricity	20000.00	22000.00	25000.00	27000.00	28000.00	30000.00
3 Cost of Communication	10000.00	11000.00	12000.00	12000.00	13000.00	13000.00
4 Cost of office stationeries	10000.00	10000.00	12000.00	12000.00	14000.00	14000.00
5 Awarness, publicity & web hosting etc.	15000.00	16000.00	18000.00	20000.00	22000.00	24000.00
6 Transporting & Travelling Exp.	10000.00	12000.00	15000.00	16000.00	17000.00	18000.00
7 Misc. Expenditure	3400.00	3400.00	3600.00	3600.00	4200.00	4200.00
Total	164400.00	170400.00	181600.00	196200.00	203800.00	208800.00

Statement of Expected Income (Year-wise)

On account of	Year											
	2015-16		2016-17		2017-18		2018-19		2019-20		2020-21	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1	Annual Registration- fees@Rs.50/-per head during 1st 3yrs & @Rs.100 per head during the next 3yrs.from:											
i)	40	2000	70	3500	100	5000	130	13000	160	16000	200	20000
ii)	40	2000	55	2750	70	3500	85	8500	100	10000	200	20000
iii)	20	1000	40	2000	60	3000	80	8000	100	10000	125	12500
iv)	10	500	20	1000	30	1500	40	4000	70	7000	100	10000
2		21188		25856		38670		43463		61163		68250
3		10000		10000		10000		15000		15000		20000
4												
		0		15000		18000		21000		24000		30000
		0		0		10000		12000		15000		30000
		0		0		8000		12000		15000		25000
		36688		60106		97670		136963		173163		235750
		Grand Total										

Annexure-III A
(Vide Annexure-III---- Statement of Income)

Year	Aya		Nursing Aides		Other Service Providers		Total Service charges (Rs.) earned by the service providers	Income @ 7.5% of the total service charges earned (Rs.)
	Wage-Rate (Rs.)	No.of mandays	Wage-Rate (Rs.)	No.of mandays	Wage-Rate (Rs.)	No.of mandays		
2015-16	175	500	225	200	300	500	282500	21188
2016-17	175	620	225	250	300	600	344750	25856
2017-18	190	740	250	300	400	750	515600	38670
2018-19	200	860	250	350	400	800	579500	43463
2019-20	225	980	300	400	500	950	815500	61163
2020-21	250	1000	300	450	500	1050	910000	68250

Requirement of fund for Recurring Expenditure (R.E.)

	Year					Total
	2015-16	2016-17	2017-18	2018-19	2019-20	
Total amount of R.E.required for running the CLC	164400.00	170400.00	181600.00	196200.00	203800.00	916400
Less income generated during the preceding year	0	36688	60106	97670	173163	367626.3
Actual requirement of Fund for R.E. from the CLC-fund	164400	133712.5	121493.8	98530	30637.5	548773.8

1. Total non recurring expenditure 451200

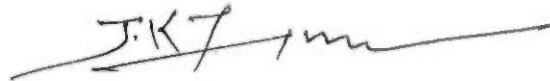
2. Actual fund required for recurring expenditure during the 1st 5 years 548773.8

3. Total Project Cost 999973.8

Viability & Break-Even Analysis

No.	Cost Vis-à-vis income	Year-wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	Total Recurring Cost	164400	170400	181600	196200	203800	208800
2	Expected Income	36688	60106	97670	136963	173163	235750

Findings & References: The Break even Point reaches at the 6th Year.



Mayor
Asansol Municipal Corporation

Revised

Business plan of CLC

Annexure-II

1. Non Recurring Expenditures:

Item	Qty	Amount (in Rs.)
1. Land & Building:		
Built at near Fire Brigade under Asansol Municipal Corporation	1200 sqft(appx)	Alloted by ULB free of cost (Letter of Allotment enclosed)
2. Office equipments & Furnitures:		
a) For the Office of the C.L.C.		
i) P.C. fitted with all accessories including Printer & Internet Connection(Broadband)	2 Nos.	75000.00
ii) Wooden Computer Table	2 Nos.	6000.00
iii) Steel Table with Wooden Top (Full Secretariate)	1 No.	4000.00
iv) Steel table with Wooden Top(Half Secretariate)	1 No.	3000.00
v) Steel Chairs	2 Nos	3600.00
vi) Steel Almirah	3 Nos	24000.00
vii) FRP-moulded armless chair for the office	20 Nos	8000.00
viii) Electric Fan	6 Nos	10800.00
ix) Complete Tubelight Set	6 Nos	3300.00
x) Show-Case for display of Handicrafts for market support	1 No.	20000.00
xi) Installation of Land Telephone	1 No.	2500.00
b) For the Training/Meeting Hall of the C.L.C.		
i) Steel Table with Wooden Top (Full Secretariate)	1 No.	4000.00
ii) Steel Chairs	1 No.	1500.00
iii) One armed steel chair with prov.for small desk fitted with the arm for the purpose of training	30 Nos	30000.00
iv) Frp-moulded armed chair for the purpose of meeting	50 Nos	30000.00
v) White Board measuring 6ft*4ft for the traing purpose	1No.	4000.00
vi) LCD Projector with Laptop and screen for the venue earmarked for the training purpose	1 No.	70000.00
vii) Indoor P.A. System- Amplifier with 4 small sound boxes and one stand & one cordless microphone	Complete set	20000.00
viii) Electric Fan	6 Nos	10800.00
ix) Complete Tubelight Set	6 Nos	3300.00
c) For the C.L.C.		
i) Inverter with battery	650 VA Capacity	22000.00
ii) Glow sign Board	2 Nos.	13000.00
iii) Software for toll free no and instant tie-up arrangement		30000.00
Total		398800.00



28/6/16
 Secretary
 Asansol Municipal Corporation

Annexure-IIA
(Amount in Rs.)

SI No.	Particulars	Year					
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	<u>Salary & Wages:</u>						
	a) Manager cum marketing Coordinator- 1 No.	84000.00	84000.00	84000.00	92400.00	92400.00	92400.00
	b) Office Assistant cum Computer Operator- 1 No.	48000.00	48000.00	48000.00	52800.00	52800.00	52800.00
2	Cost of Electricity	18000.00	19000.00	19500.00	20000.00	20500.00	22000.00
3	Cost of Communication	9000.00	10000.00	11000.00	11000.00	12000.00	12000.00
4	Cost of office stationeries	9000.00	9000.00	10000.00	11000.00	12000.00	12000.00
5	Awariness, publicity & web hosting etc.	9000.00	9000.00	10000.00	10000.00	11000.00	11000.00
6	Transporting & Travelling Exp.	4000.00	4000.00	5000.00	5000.00	6000.00	6000.00
7	Misc. Expenditure	1500.00	1500.00	1600.00	1600.00	1700.00	1700.00
	Total	182500.00	184500.00	189100.00	203800.00	208400.00	209900.00

24/6/16

Secretary
Asansol Municipal Corporation



Statement of Expected Income (Year-wise)

On account of	Year												
	2015-16		2016-17		2017-18		2018-19		2019-20		2020-21		
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	
1													
	Annual Registration- fees@Rs.50/-per head during 1st 3yrs & @Rs.100 per head during the next 3yrs. from:												
	i) Service Providers	40	2000	70	3500	100	5000	130	13000	160	16000	200	20000
	ii) Other Service Providers	40	2000	55	2750	70	3500	85	8500	100	10000	200	20000
	iii) Small producers seeking marketing assistance	20	1000	40	2000	60	3000	80	8000	100	10000	125	12500
	Small Entrepreneurs seeking market demand/strategy/ related information	10	500	20	1000	30	1500	40	4000	70	7000	100	10000
2	For Referral Services		21188		25856		38670		43463		61163		68250
3	Collection of Rent		10000		10000		10000		15000		15000		20000
4	Fee-based Services												
	i) Conduct of Survey	0			15000		18000		21000		24000		30000
	ii) Placement Service	0			0		10000		12000		15000		30000
	iii) Income earned by extending Creche service/Diff.services like opening of Bank A/C etc.	0			0		8000		12000		15000		25000
	Grand Total	36688			60106		97670		136963		173163		235750

Handwritten signature/initials

Secretary

Asansol Municipal Corporation



Annexure-III A

(Vide Annexure-III---- Statement of Income)

Year	Aya		Nursing Aides		Other Service Providers		Total Service charges (Rs.) earned by the service providers	Income @ 7.5% of the total service charges earned (Rs.)
	Wage- Rate (Rs.)	No. of mandays	Wage- Rate (Rs.)	No. of mandays	Wage- Rate (Rs.)	No. of mandays		
2015-16	175	500	225	200	300	500	282500	21188
2016-17	175	620	225	250	300	600	344750	25856
2017-18	190	740	250	300	400	750	515600	38670
2018-19	200	860	250	350	400	800	579500	43463
2019-20	225	980	300	400	500	950	815500	61163
2020-21	250	1000	300	450	500	1050	910000	68250

Handwritten signature/initials

Secretary
Asansol Municipal Corporation



Annexure-IV

	Requirement of fund for Recurring Expenditure (R.E.)					Total
	Year					
	2015-16	2016-17	2017-18	2018-19	2019-20	
Total amount of R.E. required for running the CLC	182500.00	184500.00	189100.00	203800.00	208400.00	968300
Less income generated during the preceding year	0	36688	60106	97670	173163	367626
Actual requirement of Fund for R.E. from the CLC-fund	182500	147812.5	128993.75	106130	35237.5	600674

1. Total non recurring expenditure 398800

2. Actual fund required for recurring expenditure during the 1st 5 years

600674
999474

3. Total Project Cost



Handwritten signature

Secretary

Asansol Municipal Corporation

Viability & Break-Even Analysis

Sl No.	Cost Vis-à-vis income	Year-wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	Total Recurring Cost	182500	184500	189100	203800	208400	209900
2	Expected Income	36688	60106	97670	136963	173163	235750

Findings & References: The Break even Point reaches at the 6th Year.

24/6/16



Secretary
Asansol Municipal Corporation

Proposal for City Livelihood Centre (CLC)

1. Proposal for CLC in ASANSOL MUNICIPAL CORPORATION

2a. Is it District Headquarter? yes **No** Pls tick

2b. District Name : **Burdwan**

3a. Total Population Nos

3b. Total Urban Poor

4a. Total Wards Nos.

4b. Total Slums Nos.

5. Major Services possible through this CLC

Put nos. as yes No Possibility Don't know

- | | |
|---|--------------------------------|
| i) Information on market demand and market strategy | <input type="text" value="1"/> |
| ii) Marketing sales outlets for the products manufactured by urban poor | <input type="text" value="1"/> |
| iii) Registration, licensing, Accounting and legal services for micro-enterprises | <input type="text" value="1"/> |
| iv) Placement services | <input type="text" value="1"/> |
| v) Bidding/ contracts for citizen services ¹ | <input type="text" value="1"/> |
| vi) Training venue | <input type="text" value="1"/> |
| vii) Creche service | <input type="text" value="3"/> |
| viii) Issuance of UID / Adhar Card for citizens in the CLC area | <input type="text" value="1"/> |
| ix) | <input type="text"/> |
| x) | <input type="text"/> |
| xi) | <input type="text"/> |
| xii) | <input type="text"/> |
| xiii) | <input type="text"/> |
| xiv) | <input type="text"/> |
| xv) | <input type="text"/> |

6. Details of the premises given / arranged for CLC by the Municipal Corporation / Municipality²

a) Area sq ft. b) Rooms Nos. c) Wash rooms

d) CLC Location: ARP Shed market complex, G T Road, Asansol. e) Is it nearby to the Municipal Office?

f) Premises under Municipality / MC g) If no. NOC of the owner (Please attach)

7. Plan for facilitation on the CLC through Pls. tick

¹ CLCs may obtain direct work orders or bid for annual maintenance contracts, municipality contracts/ housing association service needs viz., Plumbing, electricity, carpentry, dispatch of electricity bills, property bills etc. and service the contracts through the registered urban poor offering such services. However, care should be taken that CLC should take up activities relevant for urban poor only to avoid possibility of interest of urban poor pushed into background by other commercial interests.

² Please attach the allotment letter/no objection certificate of allotment of building premises (own/ rental) from ULB

8. Business Plan of CLC, details including viability plan attached

Y	N
---	---

9. Remarks, if any, (if required attach sheet)

Enclosed

- 1) Business Plan of CLC, details including viability plan
- 2) Allotment Letter from the ULB /NOC of the owner of the premises, for owned/ rented premises for the proposed for CLC

24/6/16

Sig **Secretary**
Asansol Municipal Corporation

Name Prady Kumar Sanyal

Designation Secretary, AMC

Date 24/6/16



City Livelihood Centre

Action Plan – Task of ULB

NULM cities will establish City Livelihood Centre (CLC), where the urban poor can offer their goods and services in an organized manner to potential buyers and where they can access business and information support services. CLCs will be established and run by the ULB as per the norms specified in the operational guidelines.

The Action Plan

Sl.	Action	Planned Timeline	Progress	Issues
1	Conceptualize the CLC through the Guidelines	Done		
2	Arrangement of the premises for the CLC (of at least 1000 sqft area with 2 rooms 1 washroom) in owned / rented / in collaboration with others.	Done for one CLC	7 in progress	
3	Preparation of the CLC proposal along with Business Plan of the CLC including the viability	Done for one CLC	7 in progress	
4	Assessment, Approval & Forwarding the CLC proposal to the WBSULM	Done for one CLC	7 in progress	
5	Registration of CLC	End of July 2016		
6	Opening for Bank Account for CLC	End of July 2016		
7	Request for release of 1 st installment from WBSULM after one week of approval of CLC proposal	After Approval		
8	Decide on the mode of operation of the CLC (whether run by the ULB itself / by ALF or CLF / in PPCP mode / through other agency etc.)	Done		
9	Prepare the selection methodology, as required	End of July 2016		
10	Preparation of the requisite infrastructure , viz., chairs, computers, phones, tables, racks etc.	End of July 2016		

Sl.	Action	Planned Timeline	Progress	Issues
11	Suitable arrangements of Hiring / Assigning of the staffs for the CLC	End of July 2016		
12	Request for release of 2 nd installment from WBSULM after CLC staff recruitment / assignment	Request may be made after recruitment of 2 no of staffs		
13	Preparation of IEC Materials for CLC operations	End of July 2016		
14	Suitable propaganda of CLC	End of July 2016		
15	Registration of CLC beneficiaries	End of July 2016		
16	Installation of CLC operation	End of July 2016		
17	Request for release of 3 rd installment from WBSULM after CLC is launched and services rolled out	As per guideline of SUDA		
18	Running of CLC as per the feasible Business Model	August 2016		
19	Make requisite changes in Business model and / or CLC services and FEE structures based on local needs and self-sustaining objective of the CLC	August 2016		



[Handwritten signature]

Secretary
Asansol Municipal Corporation

City Livelihood Centre (CLC)

Action Plan

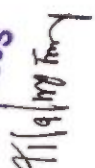
NULM Cities will establish City Livelihood Centre (CLC). Where the urban poor can offer their goods and services in an organized manner to potential buyers and where they can access business and information support services. CLCs will be established and run by the ULB as per the norms specified in the operational guidelines.

The Action Plan

SL No	Action	Planned Timeline	Progress	Issues
1	Conceptualize the CLC through the guidelines	Done		
2	Calculating the nos of CLC required in the ULB	8 (1 no of proposal sent for approval)	7 in progress	
3	Finalizing the Wards covered under the proposed CLC	106		
4	Calculating the population, urban poor catered through this CLC	End of July 2016		
5	Potential members expected in the CLC	2 nos for each CLC		
6	Identifying the services of the CLC	Done		
7	Arrangement of the premises for the CLC in owned / rented in collaboration with others	Done		
8	Preparation of business plan of the CLCs including the viability	Done		
9	Decide on the mode of operation of the CLC (whether run by the ULB itself/by ALF or CLF / in PPCP mode/ through other agencies etc.)	Done		
10	Operation of the CLC proposals	Done for 1 CLC	7 in progress	
11	Assessment of the CLC proposal	Done for 1 CLC	7 in progress	

12	Approval & forwarding the CLC proposals to the WBSULM	Done for 1 CLC	7 in progress	
13	Finalizing the CLC operation responsibility	July 2016		
14	Registration of CLC	With in July 2016		
15	Opening of bank account for CLC	With in July 2016		
16	Propaganda of the CLC and its objective	With in July 2016		
17	Preparation of the requisite infrastructures	July 2016		
18	Hiring of the staffs for the CLC	With in July 2016		
19	Inclusion of the CLC members	With in July 2016		
20	Initiate the CLC operation	With in August 2016		




 Secretary
 Asansol Municipal Corporation

Ph. No.: 03326610274

Fax No: 03326611395

Mail id : uluberia.municipality gmail.com

ULUBERIA MUNICIPALITY

ULUBERIA:HOWRAH

Memo no: UM/ 1323

Dated : 5.7. 2016.

To
The Director
State Urban Development agency
Ilgus Bhavan, HC block , Sector: III
Bidhannagar , Kolkata-700106.

Subject: Establishment of City Livelihood Centre(CLC) at Uluberia
(Ref: A scheme under SM&ID component of NULM .)

Sir,

For the purpose of setting up a CLC under SM&ID component of NULM at Uluberia, it has been decided by the Board of Councilors in its meeting held on 28.06.2016, that the Municipal building opposite to Uluberia Court with a available space of 800 sq ft. and a wash room owned by this municipality could be allotted for accommodating the City Livelihood Centre (CLC) .It is requested to give your approval for formation of the proposed City Livelihood Centre(CLC).

Thanking you.



28/5/16
Chairman

Uluberia Municipality
[Signature]
Chairman
Uluberia Municipality

**PROPOSAL DETAILS FOR ESTABLISHMENT OF CITY LIVELIHOOD
CENTRE (CLC) UNDER NULM AT ULUBERIA**

1. Name of the Municipality: Uluberia Municipality, Howrah .
2. Total wards in the Municipality: 32
3. Total Slums in the Municipality: 130 (125 notified and 5 non- notified slums)
(a) Official : Yes (b) Not Specified
4. Name(s) of the ward covered by CLC: Ward No: 22(05)
5. Total Population in the area: 232290 (as per 2011 Census)
6. Total Urban Poor covered in the area : about 25000 families .
7. Potential no. of members expected to be covered by CLC: About 25000 families .
8. Major services possible through CLC in the area:

Financial inclusion, Training facilities, Providing various services to the citizen, etc.

9. Scope for growth of CLC services in the area: Huge scope for the growth

10. Details of the premises for the CLC by ULB:

- a. Area: 833 sq ft in ground floor
- b. Location: ward no: 22(05) near Uluberia Court
- c. Is the location is nearby to ULB Office?(yes/ No) : yes

11. Plan for facilitation of CLC –Resource Agency/CBO :

12. Proposal Prepared by: Surveyor and CPO , Uluberia Municipality.

13. Proposal assessed by: Chairman , Uluberia Municipality .

14. Name and designation of the forwarding authority:

Sri Arjun Sarkar , Chairman , Uluberia Municipality

15. Business Plan of CLC – to include break –even and validity: copy enclosed



Chairman

Uluberia Municipality
Uluberia Municipality

ULUBERIA MUNICIPALITY, HOWRAH

West Bengal State Urban Livelihood Mission

FORMAT1: CITY LIVELIHOOD CENTRE

I. Introduction : National Urban Livelihood Mission (NULM) is a centrally sponsored scheme to reduce the urban poverty and there is provision for establishing City Livelihood Centre (CLC), whose main objectives would be to bridge the information gaps of providing various services and linking the service providers with the potential service receivers. CLC will also operate as an information hub for NULM and other social and pro-poor schemes of the Govt.

II. Background of ULB: Uluberia Municipality comprising of urban, semi urban and rural population. It is to mention here that a small percentage of population Uluberia Municipality has started functioning since 1984. The Municipality covers an area of 34.10 sq km. It comprises of 32 wards, 23 mouzas and 56637 holdings. As per 2011 Census 2.32 lakhs population here with the geographical barrier the Hooghly river on one side and huge rural area/ Panchayats on its three sides.

The Uluberia Municipality is a very old settlement. The British had created a municipality but it was not sustained. There is a rumour that Job Charnok first landed at Uluberia and not liking the topography, he went to Sutanuty, Gobindapur and Kolkata and established the Kolkata. In the fight for independence against the British rule many leaders including Netaji Subhas Chandra Bose came here. Rani Rasmani, founder of Dakhineswar fought against the British to restore the rights of fishermen from Uluberia. There is also rumor that Lord Chaitnya on his journey to Puri to see Lord Jagannath passes Uluberia in fact Rani Rasmini Devi created Orissa Trunk Road for the journey.

Topographical /geographical parameters:

- i) Location : 22°48' N latitude and 88°23' E longitude
- ii) Elevator: 4.5 from mean sea level (approx)

- iii) Area: 34.10 sq km
- iv) Population : 232290(as per Census,2011)
- v) No. of wards : 32

The municipal town of Uluberia is located on West bank of River Hooghly and is situated at a distance of 34 Km from Howrah railway station. The town is delineated by the rural Mouzas under Gram Panchayet on the north, west, south and on the east and southeast by the river Hooghly. Latitude and Longitude of the municipality 22^o48' N and 88^o23' E. respectively.

Communication

Railways: Uluberia, the sub divisional head quarter of the Howrah districts well connected by the south-eastern railways.

Roadways: The National Highway –6 passes through Uluberia in an east west direction. Uluberia is about 40 Km from Howrah by road.

Waterways: Uluberia has the potential of being developed as a waterway linkage from Howrah/ Kolkata. The town is also connected with Pujali, Budge Budge Municipality by waterways.

iii. Objective to be offered by the CLC

- Urban poor can offer their goods/products and services in an organized manner to the potential buyers and the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor .
- The urban poor can access information and business support services ~~and~~ when needed by them.
- The above centre would serve as information /knowledge/inspiration centre for urban poor.

iv. Services to be offered by the CLC:

- A. **Referral Services**: The service will be provided for middle and higher income groups in cities through the provision of services, such as, security , carpentry , gardening , construction, plumbing, electrical works , health care support ,house keeping, etc.

CLC can obtain various types of works from Municipality .

Skilled workers of the municipal area will be enlisted with some documents as a service provider.

B. Social Development

- Conducting co-ordination meetings among community and bankers , NGOs, sectoral departments at grass roots level setting up of centres for promoting opportunities
- Setting up of centres for promoting livelihood opportunities
- Functioning as training information and learning centre.

C. Support to SHG in income generating activities :

- Opening of Bank Account :
- To provide assistant for marketing of the goods/products & services produced by the SHGs and urban poor.

V. Sources of Income of CLC :

- Admission charges: Rs.50.00 for issuing identity card for referral services (one time) may be charged by CLC.
- Service charge from service providers : Skilled youths may register their names as service providers and users may utilize their services through CLC.
- Letting out of the Training Hall : The trainer agencies for training under EST&P under others for holding training meeting exhibitions against prescribed rents .
- Income from ULBs: Municipality may utilize CLC as service providers for various services given under Municipality.
- Opening of Bank as Account: CLC may tie up with the banks to open bank account under PMJADY and other related schemes.

VI. Viability & Break- Even Analysis :It could appear from above that the income expected to be earned by this CLC will increase gradually over the years and suppress the recurring cost within 2020.CLC could reach the break even point at the 5th year and is likely to run a an independent body .

VII. Man power to be deployed:

- i) One manager cum placement and marketing coordinator
- ii) One office assistant cum computer operator
to be engaged from 2017-18.

VIII. Establishment of Office Infrastructure :

The requisite infrastructure viz. chairs, computers, phones, tables, racks. etc. would be set up at the CLC after getting formal sanction and necessary fund.




5/7/16
Chairman
Uluberia Municipality

ULUBERIA MUNICIPALITY, HOWRAH

Business Plan for CLC

Annexure : II

I. Non-recurring Expenditures		
1. Land & Building:		
item	Quantity	Amount (in Rs.)
Built in floor space at the municipal building opposite to Uluberia Court , ward-22(05)	833 sq ft (approx)	alloted by the ULB free of cost (letter of allotment enclosed)
2. Office equipments & furnitures		
Item	Quantity	Amount (in Rs.)
a) For the office of the CLC		
i) P.C. fitted with all accessories including printer & Internet connection (broad band)	2no.	Rs.80000.00
ii)Wooden Computer Table	2 no.	Rs.10000.00
iii)Steel Table with Wooden Top (full secretarities)	1 no.	Rs.12000.00
iv) steel chair	3no.	Rs.12000.00
v)Steel almiah	3 nos	Rs.28000.00
vi) FRP-moulded armless chair for the office	20 nos	Rs.10000.00
viii)Electric fan	6 no.	Rs.9000.00
ix)Complete tube light set	6no.	Rs.6000.00
x) Installation of land telephone	1 no.	Rs. 5000.00
b) For training /meeting hall of CLC		
i)steel table with wooden top (full Secretariariate)	1 no.	Rs.10000.00
ii) steel chair	1 no.	Rs.3000.00
iii) FPR -moulded armed chair for the purpose of meeting	50nos	Rs.20000.00
vi) White board measuring 6 ft.x 4 ft. for thec training purpose	1 no.	Rs.5000.00
v) LCD projector with laptop and screen for the venue earmarked for the training purpose	1 no.	Rs. 80000.00
vi) Indor P.A. system ... Amplifier with four small sound boxes and one stand & one cordless microphone	Complete set duly fitted in the Roomwith	Rs.30000.00
viii) Electric fan	6 no.	Rs.9000.00
ix) Curtaining of the windows		Rs.20000.00
x)Complete Tubelight set	6no.	Rs.6000.00
c) For the CLC		
i) invertor with battery	650 VA capacity	Rs.30000.00
ii)Glow sign board with fitting and fixing	1no.	Rs.10000.00
iii) Preparation & installation of a software for communication of the services demand through a toll free and instant tie up arrangement with the service provider under information to CLC.		Rs.35000.00
Total		Rs.430000.00

(Rupees FourLakhs Thirty Thousand only)

Chairman
Uluberia Municipality



[Handwritten Signature]
5/7/16

Uluberia Municipality , Howrah

Business plan of CLC (continued from Annexure -II)

	YEAR				
	2016-17	2017-18	2018-19	2019-20	2020-2021
II. Recurring Expenditures:					
salary & wages					
a) manager cum placement & marketing coordinator -1(one) no. at the rate of Rs.7000.00/ p.m.	84000	84000	84000	84000	84000
b) Office Assistant -cum-computer operator -1(one) no. at the rate of Rs.5000.00/ p.m.	60000	60000	60000	60000	60000
Costof Electricity	20000	20000	22000	25000	30000
Cost of communication (internet, telephone, Fax)	10000	12000	15000	18000	20000
Cost of office stationaries	10000	10000	10000	10000	10000
Awareness , publicity & web hosting, Etc.	10000	10000	10000	10000	10000
Transportation & Travelling					
Expenses	5000	5000	7000	8000	10000
Misc. Expenditures	31000	19000	10000	10000	10000
TOTAL	230000	220000	218000	225000	234000

Executive Officer
Uluberia Municipality



Chairman
Uluberia Municipality

[Signature]
57/116

ULUBERIA MUNICIPALITY, HOWRAH

STATEMENT OF EXPECTED INCOME(YEAR-WISE)

ANNEXURE-III

on account of	year											
	2015-16		2016-17		2017-18		2018-19		2019-20		6th year-2020-21	
	no	amount	no	amount	no	amount	no	amount	no	amount	no	amount
1. Annual Registration fees@Rs.50/- per head during 1st three year & @Rs.100/- per head during the next three yrs from:	-	-										
i) Services providers (e.g. ex- trainees in the fields of Nursing Aids , Beauticians , Plumbers ,Electrical wiring, A.C. & Refrigerator Repairing , Mobile Repairing , Driving & auto-machine, DTP Computer)	-	-	100	Rs.5000.00	125	Rs.12500.00	150	Rs.15000.00	200	Rs.20000.00	250	Rs.25000.00
ii) other service providers (e.g. -aya, cook, carpenter, mason & helper , electrical machinic etc.)	-	-	75	Rs.3750.00	100	Rs.5000.00	125	Rs.12500.00	140	Rs.14000.00	150	Rs.15000.00
iii)small producers seeking marketing assistance (both individual & groups)	-	-	40	Rs.2000.00	60	Rs.3000.00	80	Rs.8000.00	100	Rs.10000.00	120	Rs.12000.00
iv) small entrepreneurs seeking market demand / strategy / related information	-	-	20	Rs.1000.00	30	Rs.1500.00	40	Rs.4000.00	50	Rs.5000.00	60	Rs.6000.00
page total (of the amt.)				Rs.11750.00		Rs. 22000.00		Rs.39500.00		Rs.49000.00		Rs.58000.00

on account of	year					
	2015-16	2016-17	2017-18	2018-19	2019-20	6th year-2020-21
B.F.		Rs.11750.00	Rs.22000.00	Rs.39500.00	Rs.49000.00	Rs.58000.00
2.For Referral Services:						
service charge @ 5-10% (on an avg 7.5%) of the total income earned by the service providers through clc at the rate and no. of mandays, as furnished in the enclosed sheet (Annexure -IIIA)		Rs.28700.00	Rs.33000.00	Rs.45900.00	Rs.52900.00	Rs.71600.00
3. collection of Rent for letting out the training hall to the trainer agencies for training and other for organising meeting/seminars etc. for 600(for 1st three yrs)/750(for 4th &5th yr) hrs per yr @Rs.20 per hr 1st 3 years and then Rs.30 per hr for next 3 years		Rs.12000.00	Rs.12000.00	Rs.20000.00	Rs.25000.00	Rs.30000.00
4. For Referral Services: to conduct of survey : to perform the job of various types of surveys conducted in the town by ULB / District Administration /Other Line Depts./Pvt. Orgns. Etc by outsourcing loncome earned @ 15% of the total value of the job assigned for co-ordination, administration and preparation & submission of the survey report to the job assigner		nil	Rs.15000.00	Rs.18000.00	Rs.20000.00	Rs.25000.00
ii) Placement Services: Fees released from the companies/ agencies for entending such services		nil	Rs.10000.00	Rs.15000.00	Rs.20000.00	Rs.25000.00
(iii) Income earned by extending Creche services/ different services like opening of Bank Account / Insurance -Linked schemes like PMSBY etc.) (on mass scale)		nil	Rs.10000.00	Rs.15000.00	Rs.20000.00	Rs.25000.00
Total of this page	Rs.40700.00	Rs.40700.00	Rs.80000.00	Rs.113900.00	Rs.137900.00	Rs.176600.00
Grand Total	Rs.47200.00	Rs.52450.00	Rs.102000.00	Rs.153400.00	Rs.186900.00	Rs.234600.00

Chairman
Mubheria Municipality

ULUBERIA MUNICIPALITY, HOWRAH

Annexure - III A

(vide - annexure III - statement of Income)

year	AYA		Nursing Aids		other services providers		Total service charges (Rs.) earned by service Providers	Income @ 7.5% of the total service charges earned (in Rs.)
	wage rate (Rs.)	no. of mandays	wage rate (Rs.)	no. of mandays	wage rate (Rs.)	no. of mandays		
2016-17	175	600	225	300	300	700	382500	28700
2017-18	175	700	225	350	300	800	441250	33000
2018-19	190	800	250	400	400	900	612000	45900
2019-20	200	900	250	500	400	1000	705000	52900
2020-21	225	1000	300	600	500	1100	955000	71600

9/11/21
B

Chairman
Ulubeia Municipality


Chairman
Ulubeia Municipality



Requirement of fund for recurring expenditure(R.E.)						
	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Total amount of R.E. required for running the CLC	Rs.230000.00	Rs.220000.00	Rs.218000.00	Rs.225000.00	Rs.234000.00	Rs. 1127000.00
Less income generated during the preceeding year	Rs.52450.00	Rs.102000.00	Rs.153400.00	Rs.186900.00	Rs.234600.00	Rs.729350.00
fund for R.E. from CLC fund	Rs.161550.00	Rs.109000.00	Rs.68600.00	Rs.38100.00	excess of Rs.600.00	Rs.397650.00

1. Total non- recurring expenditure Rs. 430000.00
2. Actual fund required for recurring expenditure during 1st 5 yrs (i.e, total amt of recurring expd to be incurred during the 1st 5 yr minus the income generated during the 1st4yrs)Rs. 397650.00
3. Total project Cost of the CLC (i.e, SI 1+2) -----Rs.827650.00
Rupees eight Lakhs Twenty Seven Thousand Six Hundred Fifty only)




 Chairman
 Uluberia Municipality
 Uluberia Municipality

Office of the Municipal Councillors, Kamarhati

[Address: 1, M.M. Feeder Road, Rathala, Belgharia, North 24 Parganas, Kolkata - 700 056

Ph: 033-2564-9580, 033-2564-8646. Fax: (033) 2564-1361. Email: kamarhati_municipality@rediffmail.com

Ref. No. 205/Gm

Dated 05/07/2016

To
The Director, SUDA
&
Mission Director, WBSULM

Sub: Revised proposal for establishing
City Livelihood Centre at Kamarhati Municipality.

Sir,

In reference to meeting dated 28.6.2016 and subsequent discussion had with your Manager, SM&ID I am sending revised proposal for establishing City Livelihood Centre at Kamarhati Municipality for your consideration as well as necessary approval.

Hope your early action.

With thanks,

Yours faithfully,

Encl: Proposal of CLC


Chairman
Kamarhati Municipality

Project Proposal (Revised)

“City Livelihood Centre”

An initiative for Supporting
Urban Poor for Livelihoods

KAMARHATI MUNICIPALITY

Background

NULM aims to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. In addition, the mission would also address livelihood concerns by facilitating access to suitable spaces, institutional credit, social security and skills to the urban poor for accessing emerging market opportunities.

Now, the informal sector has traditionally been a source of services for middle and higher income groups in cities through provision of services such as security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping etc. However these services are not available in organized and reliable manner in urban areas. The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/ benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, the urban poor need support services to help them access several opportunities available to them.

The development of the City Livelihood Centre (CLC) aims to support Urban Poor by providing them one stop solution to market their products and services and also can access information and other benefits. The CLC will act as a bridge between urban poor and middle and higher income groups who are accessing various services like security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping which in turn is provided by Urban Poor. The City Livelihood Centre should be formed as per the "NULM guidelines". This will support the development of urban poor. This will be implemented in 35 wards of Kamarhati Municipality under NULM.

This program for supporting urban poor through CLC will be rolled out in the 35 wards under Kamarhati Municipality in the state of West Bengal.

Objective

Objective of the CLC is as follows:

- 1. The urban poor can offer their goods and services in an organized manner to the potential buyers i.e. the CLC would strive to bridge the gap between demand and supply of the goods and services produced by the urban poor.*
- 2. The urban poor can access information and business support services as and when needed by them, which would otherwise not be accessible to them.*
- 3. The middle and higher income groups can access various services from urban poor which in turn will generate or augment livelihoods of the Urban Poor.*
- 4. The beneficiaries who are trained under Employment Skill Training and Placement will be enrolled under CLC and will be provided with huge market for employment.*
- 5. Develop various livelihood opportunities for Urban Poor.*
- 6. Hand holding support to Urban Poor wherever required.*

Project Proposal

- Name of the Municipality : Kamarhati Municipality
- Total Wards in the Municipality : 35 Wards
- Total Slums in the Municipality : 139 nos.
- Households : 60000 (approx.)
- Total Population in the area : 3,34,000 (As per Census 2011)
- Major Services possible through CLC in the area:
 - *Awareness of various central and state government schemes for their upliftment growth and support, social welfare schemes.*
 - *Skill development and training programmes, opportunities for training and self employment.*
 - *Support to urban poor running small business to have better understanding of market needs, market for demand of their products, prices etc.*
 - *Provision of opportunities for the employment of men and women in various trades and related jobs for labor class and urban poor matching their skills (list as enclosed- List of Services).*
 - *Obtain direct work orders for services such as carpentry, plumbing, electricity maintenance etc. and tie ups with malls, retail outlets such as supermarkets, malls, theatres, restaurants etc for basic housekeeping staff or sales man.*
 - *The C.L.C will provide support for marketing of goods and services of the urban poor registered with service providers - by providing marketing/sales outlets for products manufactured by urban poor.*
 - *Exploring the initiative of creche services for working mothers registered with CLC*
 - *Facilitating necessary guidance, counseling and technical support for those seeking skills training, wage employment, or aiming to establish and sustain self employment ventures.*
 - *Facilitating and assisting in seeking licenses, registrations, credit facilities for establishing small manufacturing business and providing support to avail the raw materials as required.*
 - *Provision of easy cab and bus facilities driven by the service providers for tourists thereby including the service providers in the endeavor to promote tourism.*

List of Services:

<i>Sr No:</i>	<i>Name of Services</i>	<i>Sr No:</i>	<i>Name of Services</i>	<i>SrNo :</i>	<i>Name of Services</i>
1	Maid Services	10	Receptionist	19	Sweepers
2	House Keeper	11	HealthCare Support for Sick or Disabled	20	Plumber
3	Cook/Tiffin services	12	Carpenter	21	Appliances Repair
4	Sales Girl/Men	13	Construction Laborer	22	Courier Services
5	CounterBoy Girl	14	Stitching/ Tailor	23	Painters
6	Tele Caller	15	Knittin	24	Drivers
7	Security Guard	16	Tattwa	25	Tourist Guides
8	Infant Care Taker	17	Handicrafts	26	Motor Mechanic
9	Beauty Parlor	18	Ironing	27	Squash/Chatni/Jam Making

- *Scope for growth of CLC Services in the area: It has been mentioned in the Objective of CLC (Page No:3)*
- *Details of the premises given for CLC by ULB:*
 - *Area: Rathtala, Belghoria*
 - *Location: Adjacent to Municipal Building*
 - *Is the Location is nearby to ULB Office: yes*
- *Plan for facilitation of CLC: Self Managed*

Action Plan of CLC

Action Plan

Phase 1	Phase 2	Phase 3
<i>Preparation/Submission of Project Proposal and Approval of the same</i>	<i>Initiating contacts with various government and non government offices, malls, educational institutions, hotels, hospitals to provide services</i>	<i>Promoting/exhibiting and facilitating marketing of products such as Sweaters, caps, handicrafts, garments, Jams etc. produced by females of urban poor</i>
<i>Promotion of CLC</i>	<i>Identifying competency of service providers for classifying in various jobs/services</i>	<i>Based on competency and efficiency, registered urban poor provided opportunities for self employment and services</i>
<i>Media Coverage of CLC</i>	<i>opportunities for training for enhancement of skills</i>	<i>Assisting registered urban poor to establish small business</i>
<i>Registration of urban poor with CLC as service provider</i>	<i>Providing non paid services to service receivers as per requirement for their time.</i>	<i>Providing knowledge and access to credit facilities and facilities to avail raw material to small manufacturers</i>
<i>Survey to identify potential service receivers in the area under CLC</i>	<i>Approach to market to urban poor producing marketable goods</i>	<i>Maintaining contacts with various agencies and service users to ensure continuous employment</i>

Details of plan implementation

Phase 1: For the first three months, efforts would be directed towards the promotion and popularizing the existence and the aims and objectives of the City Livelihood Centre. All the service providers located and living in the slums and belonging to poor sections in each ward will be registered followed by their police verification. Alongside a survey will be conducted of the service receivers to analyze their daily needs and minor problems faced by them in their daily life. Further they will be linked and included in the database of the city livelihood centre.

Phase 2: After three months, steps would be taken to provide the services to various educational institutions, government offices, semi government offices, private firms, business units, government and non government colony, registered with the service provider based on their needs and requirements as suggested and communicated by them. Services will be provided to all service receivers. The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, opportunities will be given to encourage poor women who have skills for preparing household items like Sweaters, caps, handicrafts, garments, Jams etc. through income generating activities in which they have a comparative advantage.

Phase 3: Six months later, all the registered service providers will be analyzed and classified based on their skills and competency. Thereafter, based on their competence and efficiency, they will be made to look for opportunities of employment with the service receivers. Also, Exhibitions will be arranged to make these handmade items reach the common public and provide a platform for these poor women to earn by sale of such household handmade items. These exhibitions will give the opportunities to the women utilize their basic household ski skills and other skills for handmade handicrafts to earn their livelihood. Opportunities for required training will be provided to the service providers to enhance their skills as per the requirements of the jobs and services required by the service receivers to enable them to get employment with them. In this manner, in a period of 9 months the process of registration, training of the service providers, opportunities and sources of employment and all related requirements will be put in place.

- For the proper running and sustain ability of the CLC it is necessary to involve CSR in CLC activities making tie ups with CSR and for the funding to City Livelihood centre in their activities.
- City Livelihood Centre business model fund spend on the purpose of various activities related with CLC such as marketing, Publicity, promotion, intensive for the people and welfare activities of CLC.

Free Add-on services

- *Provision of information centre to provide information and awareness on various government and non government schemes.*
- *Awareness of various opportunities of employment and training under different schemes of NULM and enabling the urban poor to get opportunities to reap the benefits of such schemes.*
- *Providing awareness and opportunities for access to internet to widen their scope of knowledge for their growth and development.*
- *Providing assistance in the opening of Bank account and inculcating the habit of savings and making them aware of various bank credit facilities available to invest in small run business.*
- *Providing knowledge about the need and importance of Adhar card, ration card, voter card and assisting in applying for those cards. Providing knowledge and assisting in access to various insurance schemes.*
- *Spreading awareness of health schemes to the urban poor like pulse polio, free medical camps etc. and enabling them to take advantage of those schemes for their health benefit and welfare.*
- *Facilitating Group medical insurance benefits for the health welfare of the urban poor registered with CLC ad their families 8. Making the urban poor aware of the various helpline numbers and their services and emergency numbers such as ambulance, police, fire brigade etc.*

Business Plan of CLC

1	Cleaning Expenses
2	Electricity Expenses
3	Phone/Internet Expenses
4	Drinking Water

Business Plan of CLC

Non-Recurring Expenditures:

I. Land & Building:

Item	Qty.	Amount(In Rs.)
------	------	----------------

1. Office equipments & furnitures:

Item	Qty.	Amount(in Rs.)
------	------	----------------

a) For the Office of the C.L.C

i) Cupboard/Shelf	2(Two) nos	Rs: 24,000.00
ii) Computers/Printers/Fax/UPS	2(Two) nos	Rs: 1,00,000.00
iii) Tables	4(Four) nos	Rs: 15,000.00
iv) Chairs	15(Fifteen) nos	Rs: 15,000.00
v) Computer Table	2(Two) nos	Rs: 8,000.00
vi) Notice Board & White Board	2(Two) nos	Rs:4,000.00
vii) Telephone with Internet/Wifi	1(One) nos	Rs: 5,000.00
viii) Heaters	3(Three) nos	Rs: 9,000.00
ix) Refurbishment/Office Interior	1(One) nos	Rs: 80,000.00
x) Digital Camera	1(One) nos	Rs: 15,000.00


b) For the Training /Meeting Hall of the C.L.C

i) Steel Table with Wooden Top(Full Secretariate)	1(One) nos	Rs: 4,000.00
ii) Wooden Computer Table	1(One) nos	Rs: 1,800.00
iii) One -armed steel Chair with provision for small desk fitted with the atrm for the purpose of training.	30(Thirty) nos	Rs: 30,000.00
iv) ERP moulded armless chair for the purpose of meeting	50(fifty) nos	Rs: 30,000.00
v) White Board measuring 6ft. x 4ft. for the Training purpose.	1(One) nos	Rs: 4,000.00
vi) LCD- Projector with Laptop and Screen for the venue earmarked for the training purpose	1(One) nos	Rs: 70,000.00
Vii) Indoor P.A System Amplifier with 4(Four) small sound Boxes and one stand & one cordless microphone	Complete set duly fitted in-the room with required cable	Rs:25,000.00
viii) Electric fan	6(Six) nos.	Rs: 9,000.00
ix) Complete Tubelight Set	6(Six) nos.	Rs: 3,000.00

C. For the C.L.C

i) Inverter with battery	650 VA Capacity	Rs: 23,000.00
ii) Glow sign Board with fitting and fixing	2(Two) nos.	Rs: 15,000.00
communication of the service-demand through a toll-free		Rs: 30,000.00
TOTAL		Rs: 5,19,800.00

Rupees Five Lakh Nineteen Thousand Eight Hundred Only.


 Chairman
 Kamarhati Municipality
 Kamarhati Municipality

Statement of Expected Income (Year-Wise)


On Account of	Year											
	2015-16		2016-17		2017-18		2018-19		2019-20		2020-21	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1 Annual Registration fees @ Rs: 50/- per head during 1st three years & 2 Rs.100 per head during the next 3 years from:	100	5000.00	100	5000.00	100	5000.00	100	200.00	100	200.00	100	200.00
i) Service providers (e.g. ex-trainees in the fields of Nursing Aides, Beauticians, Plumbers, Electrical wiring, A.C & Refrigerator Repairing, Mobile repairing, Driving 7 auto-mechanic, DTP Computer)	50	2,500.00	80	4,000.00	100	5,000.00	125	12,500.00	150	15,000.00	200	20,000.00
ii) Other service providers (e.g. Aya, Cook, Carpenter, Mason & helper, electrical mechanic etc.)	50	2,500.00	60	3,000.00	70	3,500.00	80	8,000.00	90	9,000.00	100	10,000.00
iii) Small producers seeking marketing assistance (both individual & groups)	20	1,000.00	40	2,000.00	60	3,000.00	80	8,000.00	100	10,000.00	120	12,000.00
iv) Small Entrepreneurs Seeking market demands/ strategy/related information	10	5,00.00	20	1,000.00	30	1,500	40	4,000.00	50	5,000.00	60	6,000.00
Page Total (of the amounts)	Rs. 11,500.00		Rs. 15,000.00		Rs. 18,000.00		Rs. 32,700.00		Rs. 39,200.00		Rs. 48,200.00	

Contd....2

Statement of Expected Income

Page-2


On Account of	Amounts(In Rs.)					
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
2	B.F. 11,500.00 28,700.00	15,000.00 33,000.00	18,000.00 45,900.00	32,700.00 52,900.00	39,200.00 71,600.00	48,200.00 81,400.00
3	Collection of Rent for letting out the Training Hall to the Trainer Agencies for Training and others for organising meeting/seminars etc. for 600(for 1st 3 years)/750 (for 4th & 5th yr.) hours per year @ 20 per hour 1st 3 years and then Rs.30 per hour for next 3 years.	12,000.00	12,000.00	20,000	22,500.00	25,000.00
4	Fee-based Services: Conduct of Survey: i) To perform the job of various types conducted in the town by ULB/District Administration/Other Line Depts./ Pvt. Orgns. Etc. by out sourcing income earned @ 15% of the total value of the job assigned for coordination, administration and preparation & submission of the survey report to the job assigner. ii) Placement Services: fees realized from the Companies/ Agencies for extending such services. iii) Income earned by extending Creche Services/ Different Services like opening of Bank Accounts/ Insurance-Linked Schemes like PMSBY etc. (on mass scale)	NIL 15,000.00 NIL NIL	18,000.00 NIL 10,000.00 10,000.00	21,000.00 NIL 15,000,000. 15,000,000.	25,000.00 NIL 20,000.00 20,000.00	30,000.00 NIL 25,000.00 25,000.00
	Grand Total	52,200.00	60,000.00	1,13,900.00	1,56,600.00	2,34,600.00


Chairman

Kamathati Municipality
Kamathati Municipality

Business Plan of C.L.C							
	1)Recurring Expenditures :	Year					
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
	Salary & Wages:						
1	a)Manager-cum-Placement & Marketing Co-ordinator-1(one)no. @ Rs.6,000/- p.m.	Rs.72,000.00	Rs.72,000.00	Rs.72,000.00	Rs. 79,200.00	Rs. 79,200.00	Rs.3,74,400.00
	b)office Assistant -cum-computer operator-1(one) no. @ Rs. 4,000/- p.m.	Rs. 48,000.00	Rs. 48,000.00	Rs. 48,000.00	Rs. 52,800.00	Rs. 52,800.00	Rs. 2,49,600.00
2	Cost of Electricity	Rs. 18,000.00	Rs. 18,500.00	Rs. 20,000.00	Rs. 21,000.00	Rs. 22,000.00	Rs. 99,500.00
3	Cost of communication (Internet, Telephone, FAX)	Rs. 10,000.00	Rs. 10,500.00	Rs. 11,000.00	Rs. 18,500.00	Rs. 18,500.00	Rs. 68,500.00
4	Cost of office -Stationeries	Rs. 12,000.00	Rs.12,500.00	Rs.13,000.00	Rs. 18,500.00	Rs. 18,500.00	Rs74,500.00
5	Awareness,publicity & web hosting etc.	Rs. 25,000.00	Rs. 25,500.00	Rs. 26,000.00	Rs. 30,500.00	Rs. 30,500.00	Rs. 1,37,500.00
6	Transportation & Travelling Expenses	Rs.4,000.00	Rs.4,500.00	Rs.5,000.00	Rs.7,500.00	Rs.7,500.00	Rs.28,500.00
7	Miscellaneous Expenditure	Rs: 1,000.00	Rs.1,000.00	Rs.1,500.00	Rs.2,500.00	Rs.2,500.00	Rs.8,500.00
	TOTAL	Rs: 1,90,000.00	Rs. 1,92,500.00	Rs.1,96,500.00	Rs.2,30,500.00	Rs.2,31,500.00	Rs.10,41,000.00

*due to increase of wages @ 10%


 Chairman
 Kamathati Municipality
 Kamathati Municipality

(Statement of Income)

Year	Aya		Nursing Aides		Other Service providers		Total Service Charges (Rs.) earned by the Service providers	Income @ 7.5% of the total service charges earned (Rs.)
	Wage- Rate (Rs.)	No. of mandays	Wage- Rate (Rs.)	No. of mandays	Wage- Rate (Rs.)	No. of mandays		
2015-16	175.00	600	225.00	300	300.00	700	3,82,500.00	28,700.00
2016-17	Do	700	Do	350	Do	800	4,41,250.00	33,000.00
2017-18	190.00	800	250.00	400	400.00	900	6,12,000.00	45,900.00
2018-19	200.00	900	Do	500	Do	1000	7,05,000.00	52,900.00
2019-20	225.00	1000	300.00	600	500.00	1100	9,55,000.00	71,600.00
2020-21	250.00	1100	Do	700	500.00	1200	10,85,000.00	81,400.00

Chairman

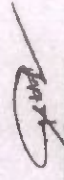


Chairman

Kamarhati Municipality

On Account of	Requirement of fund for Recurring Expenditure(R.E)					
	Year					
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Total amount of R.E required for running the CLC	Rs: 1,90,000.00	Rs: 1,92,500.00	Rs: 1,96,500.00	Rs: 2,30,500.00	Rs: 2,31,500.00	Rs: 10,41,000.00
Less income generated during the preceding year	Rs: 52,200.00	Rs: 60,000.00	Rs: 1,13,900.00	Rs: 1,56,600.00	Rs: 1,78,100.00	Rs: 5,60,800.00
Actual requirement of fund for R.E. from the CLC-fund	Rs: 2,92,800.00	Rs: 2,87,500.00	Rs: 2,37,600.00	Rs: 2,21,900	Rs: 2,03,900.00	Rs: 4,80,200.00

1. Total non-recurring expenditure Rs: 5,19,800.00
2. Actual fund required for recurring expenditure during the 1st 5 years (i.e. total amount of recurring expenditure to be incurred during the 1st 5 years minus the income generated during the 1st 4 years) Rs: 4,80,200.00
3. Total Project Cost of the C.L.C. (i.e. Sl. 1+2) Rs: 10,00,000.00
Rupees Ten Lakh Only.


Chairman
 Kamarhati Municipality

Viability & Break-Even Analysis

Sl No.	Cost Vis-à-vis Income	Year -wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21 (6th year)
1	Total Recurring Cost (i.e. Fixed Cost + Variable Cost)	1,90,000.00	1,92,500.00	1,96,500.00	2,30,500.00	2,31,500.00	10,41,000.00
2	Expected Income *	52,200.00	60,000.00	1,13,900.00	1,56,600.00	1,78,100.00	Rs.5,60,800.00

Findings & Inference :

It would appear from the above analysis that the income so generated gradually increases over the years and surpasses the total recurring cost during the year 2020-21. Thus, the CLC would reach the Break-Even Point during the 6th year and is likely to generate a surplus from 6th year onwards. However, the Break-Even point could be reached earlier if some other income-generating activities are undertaken by the CLC in future.



Chairman
Kamarhati Municipality
Chairman
Kamarhati Municipality

Financial Management

- *A separate bank account will be put in the name of CLC with joint signatories for all CLC related financial transactions.*
- *Any income after all the administrative expenses necessary for running the CLC will remain in CLC account and will be utilized for welfare activities of Urban Poor.*
- *5% of any income of fees received by the service providers from the service receivers will be taken by the CLC. In this manner by the third year ,the registration of various service providers and provision of their jobs will expand to a level that the income retained by the CLC from the service providers will enable the CLC to be self dependent and capable of running with its own funds.*

Monitoring and Evaluation

Every CLC will be closely monitored by CMMU and ULB officials

Each CLC manager will provide monthly report to ULB/CMMU.



Office of the Municipal Councillors of Bankura

From: *Mahaprasad Sengupta*

CHAIRMAN, BANKURA MUNICIPALITY

Office: 250367,250344,254804

Fax: 03242-259269/250367

Resi: 03242-253338 Mobile: 943411519

E-mail: senguptamahaprasadcm@yahoo.in

:bankuramunicipality@rediffmail.com

Website:www.bankuramunicipality.org

Memo No. 766/NULM/154.

Date: 27-06-2016.

To
✓ The Director, SUDA &
The Mission Director,
WBSULM,
ILGUS Bhavan,
H.C. Block, Sector III, Kolkata -700106.



S.M. (SMD)
JKSD
27/6/16

Sub: Submission of revised proposal for establishment of a C.L.C at Bankura Municipality.

Ref: This office memo no.857/NULM/2015-16 dated 27th July, 2015.

Sir,

Submitting herewith the revised proposal of C.L.C. (City Livelihood Centre) at Bankura Municipality in reference to the office memo no. quoted above.

The total project cost of the scheme is revised and furnished below for establishment of the CLC at Bankura Municipality:-

Total Fixed Capital (i.e., Non Recurring Expenditure) - Rs. 3, 95,900.00

Total Working Capital (i.e., Recurring Expenditure

for the first 5 (five) years less than income generated) - Rs. 6, 00,900.00

Total: Rs. 9, 96,800.00

(Rupees Nine Lakh Ninety Six Thousand and Eight Hundred Only.)

I would now request you kindly to sanction the above proposal and to release the required fund in phases as envisaged in the scheme.



M.Sengupta 27/06/16
Chairman
Bankura Municipality

Chairman
Bankura Municipality

WEST BENGAL STATE NATIONAL URBAN LIVELIHOOD MISSION

FORMAT 1: CITY LIVELIHOOD CENTRE

I. Introduction :

The Government of India has launched the Nation Urban Livelihood Mission with effect from 01.04.2014 to reduce poverty and vulnerability of the Urban poor households by enabling them to access gainful self employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grass root level institutions of the poor. Especially through skill development for market-based employment as well as self-employment of the informal or unorganised sector workers, who constitute the bulk of the urban poor, is critical and of immediate importance. Urban poverty is different from rural poverty; urban poverty alleviation programmes need to be skills and credit access-based. Urban poverty being multi-dimensional, various vulnerabilities faced by the poor in cities and towns: occupational, residential and social need to be addressed simultaneously in a comprehensive and integrated manner with a targeted focus on the vulnerable groups so that a definitive impact can be made on ground. It is within this context that a mission-mode approach to urban livelihoods is considered necessary in the form of Nation Urban Livelihood Mission (NULM).

II. Background of ULB

Bankura Municipality was established on 1st July, 1865. The Municipal town of Bankura is located centrally within the district Bankura. It is the Head- quarter of the Bankura District. It is 35 km away from the industrial town Durgapur. It is at a distance of around 250 km from the state Capital Kolkata. Bankura is also about 235 km North-East of Howrah Railway Station, on the Adra- Chakradharpore Section South-eastern o Railway. The national Highway (NH-60) and the State Highway formally known as Ahalya Bai Road passed through the town.

Topographical/Geographical Parameters:

- i) Location: 87° 3' 36" North latitude and 23°14'24" East longitude.
- ii) Area: 19.06 sq. km.
- iii) Population : 1,37,386 (as per Census 2011)
- iv) No. of wards : 24

III. Objective of Establishing the CLC :

The objectives for the establishment of City Livelihood Centre is to create a platform where the urban poor can offer their goods and service in an organised manner to the potential buyers, i.e., the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor. The urban poor can access information and business support services as and when needed by them which would otherwise be not accessible to them.

IV. **Services to be offered by the CLC :**

- A. Placement Services: The CLC will maintain liaison with Companies, industries and their association to facilitate finding suitable jobs to urban poor unemployed youths matching their skills.
- B. Referral services: urban poor who run small business will be given information & support to gain a better understanding of what the market needs, demands of the products produced by them, prices, where to sell, etc. The CLC will offer fee based services like plumbing, electrical works, construction, security, carpentry, gardening, health care support, Nurse and Aya, housekeeping and different bill payment etc.
- C. Social Development: The CLC premises may be used as training venue. It will also function as Training, Learning & Awareness generation centre for the SHG members and Urban Poor.
- D. Support to SHG in Income Generating Activities: CLC will provide marketing assistance, encouragement to local artisans, exhibition cum of sale of local crafts, opening Bank Account, etc.
- E. Other Services: CLC may provide legal services for Registration, Licensing, accounting, etc. It can facilitate the registration of micro-enterprises and obtaining of necessary licenses required.

V. **Sources of Income of CLC :**

Fees/ Charges/ and/or Commission for placement services & referral services, legal services, facilitating in opening bank accounts, waste collection from door to door, collection of Municipal Tax by TCG members.

VI. **Viability & Break-Even Analysis :** (attached separate sheet)

VII. **Main Power to be deployed :**

For running the CLC a group of staff will be maintained on a monthly basis, as follows:

Sl. No.	Designation
1.	Manager cum Co-ordinator (Marketing & Placement)
2.	Office Assistant cum Computer Operator
Total :Two	

VIII. **Establishment of Office Infrastructure:**

Chairs, Tables, Computers, Phones, Racks and required furniture & Fixtures will be placed out the fund to be received from WBSULM. A 'No Objection Certificate' from the owner is attached.

FORMAT 2: APPLICATION FORMAT

NAME OF ULB : BANKURA MUNICIPALITY		
DETAILS OF AREA – IDENTIFIED CITY LIVELIHOOD CENTRE		
Sl. No.	<u>Particulars</u>	<u>Details</u>
1.	Name of the ULB	Bankura Municipality
2.	Total Wards in the ULB	24
3.	Total Population in the area	1,37,386 (as per Census 2011)
	a) Male	69,843
	b) Female	67,543
4.	Total Slums in the ULB	242
5.	a) Official (Notified)	
	b) Not specified (Non-notified)	242
	c) No. of SHGs	377
	d) No. Of ALF	01
	e) No. of CLF	0
6	No. of ward(s) covered by CLC	24
7	Total Urban poor covered	70000
8	Potential no. members expected to be covered by CLC	2000
9	Major Services possible through CLC in the area	Facilitating training based on local demand Placement services Opening of Bank A/c (Pradhanmantri Jan Dhan Yojana) Credit creation: providing loan for local entrepreneurs Marketing Assistance Provision of services such as plumbing, house wiring, security, nursing, Aya, Carpentry etc. Referral services
10	Scope for the growth of CLC in the area	There are various scopes for growth of CLC by running it in a feasible business model.

11	Details of the premises given for CLC by ULB	One Hall, One Office Room, Wash Room, Toilet, Bath room, Open space
	a) Area of Room	Hall measuring <u>1275</u> Sq.Ft. , Office Room measuring 180sq.ft.
12	b) Location	Machantala, Bankura (Municipal Building)
	c) Is the location nearby ULB Office (Distance)	Yes, 0 km from ULB
12	Plan for facilitation of CLC- Resource Agency/ ULB	ULB
13	Proposal Prepared by	Runu Gorai, Community Organiser, NULM, Bankura Municipality
14	Proposal assessed by	Shri Tapan Kumar Pal, Executive Officer & City Project Officer, NULM, Bankura Municipality
	Name & Designation of the forwarding authority	Shri Mahaprasad Sengupta, Chairman, Bankura Municipality
	Business Plan by CLC – to include break –even and viability	Attached Separate Sheet



Chairman
Bankura Municipality

M. Senapati
27/06/16
Chairman
Bankura Municipality

Business plan of CLC**Annexure- II****I. Non-Recruitment Expenditures:****1. Land & Building:**

Item	Qty	Amount (in Rs.)
Built-in floor space at the 2nd floor of a Municipal Building	1275 sq.ft. (Approx)	Alloted by ULB - free of cost (Letter of Allotment enclosed)

2. Office equipments & furnitures**a) For the Office of the CLC**

Item	Qty	Amount (in Rs.)
i) P.C. Fitted with all accessories oncluding Printer & Internet Connection (Broadband)	2 (Two) nos	Rs. 75,000.00
ii) Wooden Computer Table	2 (Two) nos	Rs. 7,000.00
iii) Steel Table with Wooden Top (Full Secretariate)	1 (one) nos.	Rs. 4,000.00
iv) Steel Table with Wooden Top (Full Secretariate)	1 (one) nos.	Rs. 3,000.00
v) Steel Chairs	2 (Two) nos	Rs. 3,600.00
vi) Steel AlmiraH	3 (Three) nos.	Rs. 21,000.00
vii) FRP- moulded armless chair for the office	18 (Eighteen) nos.	Rs. 7,200.00
viii) Electric Fan	5 (Five) nos.	Rs. 7,500.00
ix) Complete Tubelight set	5 (Five) nos.	Rs. 2,500.00
x) Show-case for Display of Handicrafts articles for marketing support	1 (One) no.	Rs. 18,000.00
xi) Installation of Land Telephone	1 (One) no.	Rs. 2,500.00

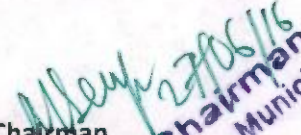
b) For the Training/ Meeting Hall of the CLC

i) Steel Table with Wooden Top (Full Secretariate)	1 (One) no.	Rs. 4,000.00
ii) Steel chairs	2 (Two) no.	Rs. 3,600.00
iii) One-armed steel chair for the purpose of meeting	30 (Thirty) nos.	Rs. 30,000.00
iv) FRP- moulded armed chair for the purpose of meeting	50 (Fifty) nos.	Rs. 30,000.00
v) White Board measuring 6 ft. X 1ft. For Training purpose	1 (One) no.	Rs. 4,000.00
vi) LCD-Projector with Laptop and Screen for the venue earmarked for the trainig purpose	1 (One) no.	Rs. 70,000.00
vii) Indoor P.A. System--- Amplifier with 4 (four) small Sound Boxes and one stand & one cordless microphone	Complete set duly fitted in the room with required cable	Rs. 25,000.00
viii) Electric Fan	5 (Five) nos.	Rs. 7,500.00
ix) Complete tubelight set	5 (Five) nos.	Rs. 2,500.00

c) For CLC

i) Inverter with battery	650 VA Capacity	Rs. 23,000.00
ii) Glow Sign Board with fitting and fixing	2 (Two) nos	Rs. 15,000.00
iii) Preparation & Installation of a Software for Communication of the service- demand through a toll-free no. and instant tie-up arrangement with service - provider under intimation to CLC		Rs. 30,000.00
Total		Rs. 3,95,900.00

Rupees Three Lakh Ninety Five Thousand and Nine Hundred only

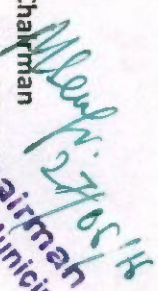

 Chairman
 Bankura Municipality
 Bankura Municipality

Business Plan for CLC

(Continued from Annexure- II)

II. Recurring Expenditures:		Year					
		2015-16	2015-17	2015-18	2015-19	2015-20	2015-21
Sl.N o.	Salary & wages :	Amount (in Rs.)					
1	a) Manager-cum-Placement & marketing Co-ordinator - 01 (ONE) no. @ Rs.7,000/- p.m	84,000.00	84,000.00	84,000.00	92,400.00	92,400.00	92,400.00
	c) Office Assistant-cum-Computer Operator - 01 (One) no. @Rs.4,000/- p.m	48,000.00	48,000.00	48,000.00	52,800.00	52,800.00	52,800.00
2	Cost of Electricity	18,000.00	19,000.00	20,000.00	21,000.00	22,000.00	23,000.00
3	Cost of Communication(Internet, telephone, FAX)	10,000.00	10,500.00	11,000.00	11,500.00	12,000.00	13,000.00
4	Cost of Offices - Stationeries	10,000.00	10,500.00	11,000.00	11,500.00	12,000.00	13,000.00
5	Awareness, publicity & web hosting etc.	10,000.00	10,500.00	11,000.00	11,500.00	12,000.00	13,000.00
6	Transportation & travelling Expenses	4,000.00	4,500.00	5,000.00	5,500.00	6,000.00	7,000.00
7	Miscellaneous	1,000.00	1,000.00	1,500.00	1,500.00	2,000.00	2,500.00
	Total	1,85,000.00	1,88,000.00	1,91,500.00	2,07,700.00	2,11,200.00	2,16,700.00

* due to increase of wages @10%


 Chairmah
 Bankura Municipality

Bankura Municipality
 Chairmah

Statement of Expected Income (Year-Wise)

Annexure - III

On account of	Year											
	2015-16		2016-17		2017-18		2018-19		2019-20		2020-21	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1 Annual Registration - fees @ Rs.50 / per head during 1st three years & @ Rs. 100/- per head during the next 3 years from:												
i) Service providers (e.g. ex- trainees in the fields of Nursing Aides, Beauticians, Plumbers, Electrical writing, A.C. & Repairing, Driving & auto-mechanic, DTP Computer)	50	2,500.00	80	4,000.00	100	5,000.00	125	12,500.00	150	15,000.00	200	20,000.00
ii) Other service providers (e.g. Aya, Cook, Carpenter, Mason & helper, electrical mechanic etc.)	50	2,500.00		3,000.00	70	3,500.00	80	8,000.00	90	9,000.00	100	10,000.00
iii) Small producers seeking marketing assistance (both individual & groups)	20	1,000.00	40	2,000.00	60	3,000.00	80	8,000.00	100	10,000.00	120	12,000.00
iv) Small Entrepreneurs seeking market demand/ strategy/ related information	10	500.00	20	1,000.00	30	1,500.00	40	4,000.00	50	5,000.00	60	6,000.00
Page Total (of the amounts)		Rs. 6,500.00		Rs. 10,000.00		Rs. 13,000.00		Rs. 32,500.00		Rs. 39,000.00		Rs. 48,000.00

Chairman


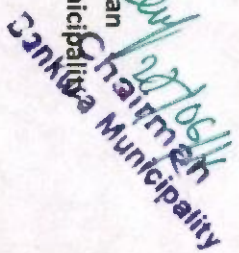
Bankura Municipality

Chairman

Bankura Municipality

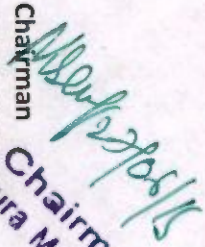
Statement of Expected Income

	Year					
	2015-16	2016-17	2017-18	2018-19	2019-2020	6th Year 2020-21
	Amount (in Rs.)					
B.F	6,500.00	10,000.00	13,000.00	32,500.00	39,000.00	48,000.00
2 For Referral Services: Service Charges @5-10% (on an average 7.5%) of the total income earned by the service providers through CLC at the rates & no. of mandays, as furnished in the enclosed sheet (Annexure -III A) :	28,700.00	33,356.00	45,900.00	52,900.00	71,600.00	81,400.00
3 Collection of Rent for letting out the Training Hall to the Trainer Agencies for Training and others for organising meeting/seminars etc. for 600(for 1st 3years)/ 750 (for 4th and 5th year) hours per yaesr @ Rs. 20 per hour 2st 3 years and then Rs. 30 per hour for next 3years	12,000.00	12,000.00	12,000.00	20,000.00	22,500.00	25,000.00
4 Fee- based services : i) Conduct of Survey: To perform the job of various types of surveys conducted in the town by ULB/District Administration/ other Line Depts./Pvt, Organisations, etc by 'outsourcing'. ii) Placement services: Fees realised from the Companies/Agencies for extending such services. iii) Income earned by extending Creche Services/Different Services like opening of Bank Accounts/ Insurance-Linked Schemes like PMSBY etc. (on mass scale)	Nil Nil Nil	15,000.00 Nil Nil	18,000.00 10,000.00 10,000.00	21,000.00 15,000.00 15,000.00	25,000.00 20,000.00 20,000.00	30,000.00 25,000.00 25,000.00
Grand Total	47,200.00	70,356.00	1,08,900.00	1,56,400.00	1,98,100.00	2,34,400.00


 Chairman
 Bankura Municipality


(Vide- Annexure - III --- Statement of Income)

Year	Aya		Nursing Aides		Other Service Providers		Total Service Charges (Rs.) Earned by the Service Providers	Income @ 7.5% of the total service charges earned (Rs.)
	Wage-Rate (Rs.)	No. of Mandays	Wage-Rate (Rs.)	No. of Mandays	Wage-Rate (Rs.)	No. of Mandays		
2015-16	Rs. 175.00	600 days	Rs. 225.00	300 days	Rs. 300.00	700 days	Rs. 3,82,500.00	28,700.00
2016-17	Rs. 180.00	700 days	Do	350 days	Do	800 days	Rs. 4,44,750.00	33,356.00
2017-18	Rs. 190.00	800 days	Rs. 250.00	400 days	Rs. 400.00	900 days	Rs. 6,12,000.00	45,900.00
2018-19	Rs. 200.00	900 days	Do	500 days	Do	1000 days	Rs. 7,05,000.00	52,900.00
2019-20	Rs. 225.00	1000 days	Rs. 300.00	600 days	Rs. 500.00	1100 days	Rs. 9,55,000.00	71,600.00
2020-21	Rs. 250.00	1100 days	Do	700 days	Rs. 500.00	1200 days	Rs. 10,85,000.00	81,400.00


 Chairman
 Bankura Municipality
 Bankura Municipality

Requirement of fund for Recurring Expenditure (R.E)

	Year						Total
	2015-16	2016-17	2017-18	2018-19	2019-2020		
Total Amount of R.E required for running the CLC	1,85,000.00	1,88,000.00	1,91,500.00	2,07,700.00	2,11,200.00	9,83,400.00	
Less income generated during the preceding year	Nil	47,200.00	70,000.00	1,08,900.00	1,56,400.00	3,82,500.00	
Actual requirement of fund for R.E from the CLC-fund	1,85,000.00	1,40,800.00	1,21,500.00	98,800.00	54,800.00	6,00,900.00	

1. Total non- recurring expenditure

Rs. 3,95,900.00

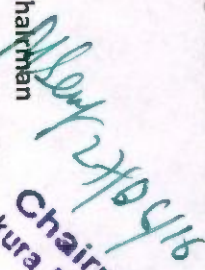
2. Actual fund required for recurring Expenditure during the 1st 5 years (i.e., total amount of recurring expenditure to be incurred during the 1st 5 years minus the income generated during the 1st 4 years)

Rs. 6,00,900.00

3. Total Project Cost of the CLC (i.e., Sl 1 + Sl. 2)

Rs. 9,96,800.00

Rupees Nine Lakh Ninety Six Thousand Eight Hundred Only.


 Chairman
 Bankura Municipality
 Chairman
 Bankura Municipality

Viability & Break-even Analysis

Annexure - V

Sl. No.	Cost Vis-à-vis Income	Year wise Amount in Rs.						
		2015-16	2016-17	2017-18	2018-19	2019-2020	6th Year 2020-21	
1	Total Recurring Cost (i.e., Fixed Cost + Variable Cost)	1,85,000.00	1,88,000.00	1,91,500.00	2,07,700.00	2,11,200.00	2,16,700.00	
2	Expected Income*	47,200.00	70,000.00	1,08,900.00	1,56,400.00	1,98,100.00	2,34,400.00	

* Vide 'Statement of Expected Income' (Annexure - III)

Findings & Inference:

It would appear from the above analysis that the income so generated gradually increases over the years and surpasses the total recurring cost during the 2020-21. Thus, the CLC would reach the Break-Even Point during the 6th Year and is likely to generate a surplus from the 6th Year onwards. However, the Break-Even Point could be reached earlier if some other Income-generating activities are undertaken by the CLC in future.

Chairman
Bankura Municipality

12/05/18
Chairman
Bankura Municipality



Office of the Municipal Councillors of Bankura

From: *Mahaprasad Sengupta*

CHAIRMAN, BANKURA MUNICIPALITY

Office: 250367,250344,254804

Fax: 03242-259269/250367

Resi: 03242-253338 Mobile: 9434115191

E-mail: senguptamahaprasadcm@yahoo.in

:bankuramunicipality@rediffmail.com

Website:www.bankuramunicipality.org

Memo No. _____

Date: _____

'I', do hereby authorize that the entire floor area of the Conference Hall at the 2nd Floor and the SJSRY room owned by this Municipality to be allotted for accommodating the proposed City Livelihood Centre under National Urban Livelihood Mission (NULM) Project.



Mbew 27/05/14
Chairman
Bankura Municipality

Mbew 27/05/14
Chairman
Bankura Municipality



CM & FAX No.-03482-251299
Phone : 250012(O)/256762 (R)

No. NULM/931/B.M/2016

Dated 23/06/2016

Office of the Municipal Councillor

BERHAMPORE

From

Niratan Adhya

Chairman

BERHAMPORE MUNICIPALITY
MURSHIDABAD, PIN-742101



To: The Director, SUDA
ILGUS BHAWAN,
H.C. Block, Sector-III,
Bidhannagar
Kolkata-106.

Sub:- Revised proposal for CLC at SMID under NULM of Berhampore Municipality.

Ref:- ILGUS / IT-2 /2015/402(34) Dated 08-07-2015.

Sir,

Kindly refer to this earlier memo no.- 768/2015/B.M Dated 09-09-2015 in which the proposal for City Livelihood Centre under NULM of Berhampore Municipality was firstly submitted.

As per telephonic talk held with your State Mission Manager, SMID, this revised proposal is submitted with addition and modification to some extent including the submission of the Business Plan for Five Years of the said C.L.C.

The total project cost of the scheme for functioning the C.L.C. is as follows :-

- | | | |
|--|---|-----------------|
| a) Total Fixed Capital (i.e. non-recurring expenditure) | } | Rs. 3,69,100.00 |
| b) Total working Capital (i.e. recurring expenditure) for the first Five (05) years less the income generated. | | Rs. 6,29,700.00 |

Total capital ----- Rs. 9,98,800.00
i.e. Rs. Nine Lakh Ninety Eight Thousand Eight Hundred Only.

I would like to request you to kindly sanction the above proposal as revised and as enclosed in detailed particulars here-in.

If sanctioned, the required fund-flow as envisaged in the module of the scheme may immediately be released kindly in the Bank A/C meant for NULM of Berhampore Municipality.

Encl :- As Stated.

Thanking You

Yours Faithfully,

Niratan Adhya
Chairman,
Berhampore Municipality.
Chairman
Berhampore Municipality
23-06-2016

FACM_Pad_16

PROJECT PROPOSAL

ON

CLC

OF

BERHAMPORE MUNICIPALITY

ADDRESS:-

R.N TAGORE ROAD

P.O—BERHAMPORE

DISTRICT-MURSHIDABAD

STATE- WEST BENGAL

West Bengal State Urban Livelihoods Mission

FORMAT 1: CITY LIVELIHOOD CENTRE PROPOSAL

- i) Introduction: - Berhampore Municipality is the sadar municipality of the District of Murshidabad. This Municipality is one of the 03 oldest municipalities in West Bengal. Many eminent and respectable personalities, such as Maharaja Manindra Chandra Nandi Maharaja Shris Chandra Nandi and other important ones chaired this municipality since inception from 1879 A.D and made this ULB a historical institution and heritage one.

National Urban Livelihood Mission is an on-going project of the Government. The project is financed mainly by the Govt. of India. The Urban Local Government (ULB) has been implemting the activities of all the 06 components of the Mission (project) .

City Livelihood Centre (CLC) is the mouth piece i.e. the network of communication of an ULB. It will bridge the information gaps by way of dissemination of information.

- ii) Background of ULB: - The boundary of Berhampore Municipality was initially specified in the year of 1869 A.D and in the year of 1876 A.D this ULB was established by following the " Bengal Municipality Act 1876 " The ULB started funcning since 1879 A.D .At the , the British Govt. did not leave the goverance of this municipality completely in the hands of Non-Government, because a large number of British Army stayed at Berhampore – Cantonment after the occurance of " The Sepey Mutiny" in 1857 A.D.

Degeographical / Geographical Parameters :-

BERHAMPORE MUNICIPALITY AT A GLANCE

- 1) Number of wards: 28
- 2) Year of Establishment: 1876
- 3) First Chairman: Roybahadur Baikuntha Nath Sen (1885-1894)
- 4) **Geographical information:**

- a) Area: 31.42 sq k.m
- b) Nature of soil: ALLUVIAL
- c) Situation: Between

Latitude:	2406'N	Longitude:	88015'E
Latitude:	2406'N	Longitude:	88019'E

- d)

Maximum Temperature	38.6 °C
Minimum Temperature	7.8 °C
Annual average rainfall	1500mm
Height over mean sea level	19m (Approx)

- e) Main river: Bhagirathi, DL 17.22 mtrs, EDL 17.83 mtrs.
- f) Distance from Kolkata: 200 K.M.
- g) District HQ: Berhampore
- h) Sub-division: Berhampore
- i) Police Station: Berhampore
- j) **Communications:**

- Rail: Lalgola to Sealdah,
- Stations: Berhampore Court and Cossimbazar. (Khagra Ghat Road is Another station, nearer to Berhampore Municipal area, which is in the Howrah-Azimganj railway route)

- **Road:** National Highway 34 (Kolkata-Siliguri, over Berhampore)
- k) **Boundaries:** this is such a Municipal area which has its three side boundaries with different panchayats. The river Bhagirathi is flown through the western side of Berhampore.

Information in respect of this ULB is as follows :- *

- iii) CLC deemed to be established under component of Social Mobilization & Institution Development (SM & ID) under NULM.
- iv) **Objective of Establishing the CLC:-**
 - Urban poor can offer their goods/products and services in an organized manner to the potential buyers i.e., the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor.
 - The Urban poor can access information and business support services and when needed by them which would otherwise be not accessible to them.
 - Information Hub for NULM and other social and pro-poor schemes of the Government the above centre would serve as information /knowledge/inspiration centre for urban poor.
- v) **Services to be Offered by the CLC**
 - A) **Placement Services:-** CLC may tie up with companies/agencies for placement in lieu of fees/charges.
 - B) **Referral Services:-**
 - The CLC can also obtain work orders for data entry, outsourcing, dispatch of property bills and within city courier services.
 - Providing/facilitating the training services for improving the skills to the urban poor and unemployed youth.
 - A fortnightly/monthly meet would be held in the slums to urge the skilled workers to register free of charge, with them. There will be a registration form to be filled and submitted along with some documents (BPL card holder, address proof, etc) each service provider would be provided with an Identity Card on a charge fixed by CLC.
 - C) **Social Development: -**
 - Conducting co-ordination meetings among community and Bankers, NGOs, sectoral departments at grass roots level.
 - Setting up of centres for promoting livelihood opportunities.
 - Functioning as Training information and Learning centre.
 - D) **Support to SHG in Income Generating Activities:-**
 - **Opening Bank Account:** Under Pradhan Mantri Jan Dhan Yojana, CLC can tie up with a particular Nationalised Bank to open accounts under this scheme. For opening these accounts CLC might engage educated youths who are registered with CLC. An amount may be charged from the bank on opening of one account, in which a portion may be paid to the youth and a portion to be deposited in CLC.
 - To provide assistance for marketing of the goods/products & service produced by the SHGs & urban poor, who are registered with the CLC.
 - Provide/facilitate training of prospective small entrepreneurs seeking individual/Group Loan under SEP, on 'how to run a business'.
 - Arranging/facilitating skill-development trainings for the urban poor, either directly or through empanelled training agencies.

E) Other services:-

- Providing information for opening bank accounts, training/employment opportunities, social welfare schemes, enrollment of UID/ Aadhar cards
- Providing marketing/sales outlets
- Providing legal services such as registration, licensing, accounting etc.
- Citizen services such as bidding/contracts.
- Enabling dissemination of information from time to time through various mechanisms like IEC material, media and other channels.
- Promoting interchange visits among communities and documentation of good practices.
- Functioning as decentralized location for displaying citizen charter for transparency.
- Providing preliminary grievance redressal mechanism and as a link for effective service delivery between the ULB and the community.

vi) Source of Income of CLC:-

- **Admission charges:** - Hundred rupees for issuing identity card for referral services (one time) may be charges by charges by CLC and also some part of the payment (not yet decided) made to the service provider would come to CLC.
- **Service charges from service providers:** - Skilled youth may register their name as service providers (such as Electrician, Plumber, Carpenter, Tour Guide, Aya, Nurse, Domestic Helper, etc) and users may utilise their service through CLC.
- **Income from ULBs:** - ULBs may utilise CLC as service providers like, a) waste collection from door to door, b) Municipal Tax collection, c) Water Meter reading (in future), d) conducting survey at ULB level, e) organize Pulse Polio etc.
- **Opening of Bank Account:** - CLC may tie up with the Bank to open Bank account under the scheme of Pradhan Mantri Jan Dhan Yojana and other insurance linked schemes.


vii) Viability & Break-Even Analysis:-

- The possible services that may be offered by CLCs to the micro-enterprises such as in establishment (licenses, certificates, registration, legal services etc.), production, procurement, technology, processing, marketing, sales, packaging, accounting etc. for long term sustainability. CLC will also provide support in taking up feasibility/assessment studies on market demand and market strategy for products and services on micro-enterprises.
- All SEP individual and groups enterprises can avail the services from CLCs as per the norms of CLCs. The CLCs with support of ULB may also tie up with various other government schemes which offer services and benefits for micro enterprise development for the benefit of prospective beneficiaries.


- viii) Man Power to be deployed
For running the CLC, a group of staff will be maintained on a monthly basis, as follows:

Sl. No.	Designation	No
1.	Manager cum placement & monitoring co-ordinator	1
2.	Office-Assistant-cum-Computer Operator	1

- ix) Establishment of office Infrastructure: -
Requisite nos of chairs, tables, computers, broad brand net connections, phones, racks, stationeries etc. Infrastructural Plan & estimate duly made by a SAE enclosed.
NOC of the ULB enclosed also.


Signature of the Executive Officer
Berhampore Municipality

23-6-2016


Signature of the Chairman
Berhampore Municipality

City Livelihood Centre

FORMAT 2: APPLICATION FORMAT

NAME OF ULB: BEHAMPORE MUNICIPALITY		
DETAILS OF AREA-IDENTIFIED CITY LIVELIHOOD CENTER		
SL. No.	Particulars	
1	Name of the ULB:	BEHAMPORE MUNICIPALITY
2	Total wards in the ULB:	28
3	Total population in the area:	195363 nos. (Approx)
	Male:	86534 nos.
	Female:	77909 nos.
4	Total Slums in the ULB	60
	a) Official (Notified)	60
	b) Not Specified (Non-notified)	None
5	c) No. of SHGs	282
	d) No. of ALF	24
	e) No. of CLF	01
6	No. of ward(s) covered by CLC:	28
7	Total Urban poor covered:	2 17000 nos. (Approx)
8	Potential no. of members expected to be covered by CLC:	150000 (Approx)
9	Major services possible through CLC in the area	<ul style="list-style-type: none"> ➤ Facilitating training based on local demand ➤ Placement services ➤ Opening of Bank A/C (Pradhan Mantri Jan Dhan Yojana) ➤ Credit creation: providing loan for local entrepreneurs ➤ Marketing assistance ➤ Provision of services such as plumbing, Security, Nursing, Carpentry etc. ➤ Referral Services and other services as and when those appear to be relevant.

10	Scope for growth of CLC in the area	This ULB is most important one of the ancient and traditional one having more or less 2 lakhs of urban people who need CLC.
11	Details of the premises given for CLC by ULB	
	a. Area of Room	Cover Area – 1250.00 Sqft.
	b. Location	Municipal Premises at 118, R.N. Tagore Road.
	c. Is the location nearby to ULB office (Distance)	0.00 K.M.
12	Plan for facilitation of CLC – Resource agency/ULB	ULB
13	Proposal Prepared by	Rathindra Nath Dutta, E.O. & C.P.O. & Snigdha Chowdhury, C.M.M., NULM
14	Proposal assessed by	Nirmal Kr. Mondal, S.A.E. & Supriya Roy, A.F.C.
15	Name and designation of the forwarding authority	Nilratan Adhya Chairman of Berhampore Municipality
16	Business Plan of CLC – to include break-even and viability	CLC will also provide support in taking up feasibility/assessment studies on market demand and market strategy for products and services on micro-enterprises. The CLCs with support of ULB may also tie up with various other government scheme which offer services and benefits for micro enterprise development for the benefit of prospective beneficiaries. Business Plan in details is enclosed in a booklet vide annexure II to V.

Signature of the Executive Officer
Berhampore Municipality

23-06-2016

Signature of the Chairman
Berhampore Municipality

City Livelihood Centre

FORMAT 3: BUDGET ESTIMATE

Please see the business plan in details enclosed in a booklet vide annexure II to V.



Signature of the Executive Officer
Berhampore Municipality

23.6.2016



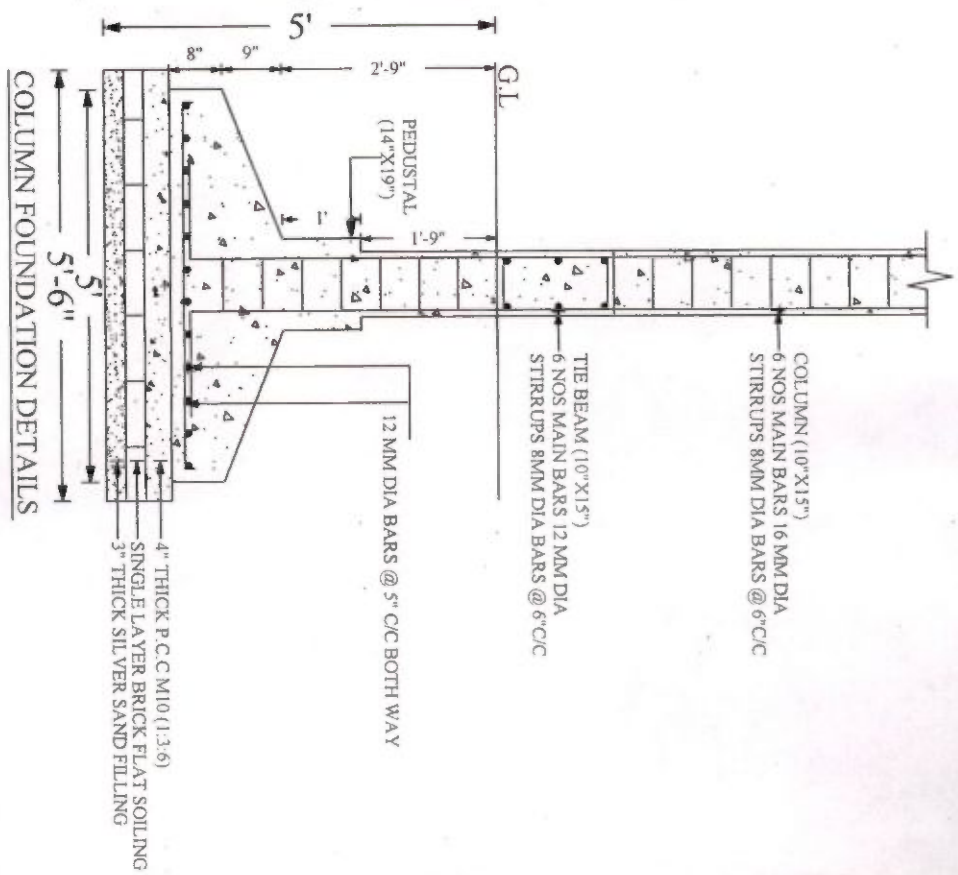
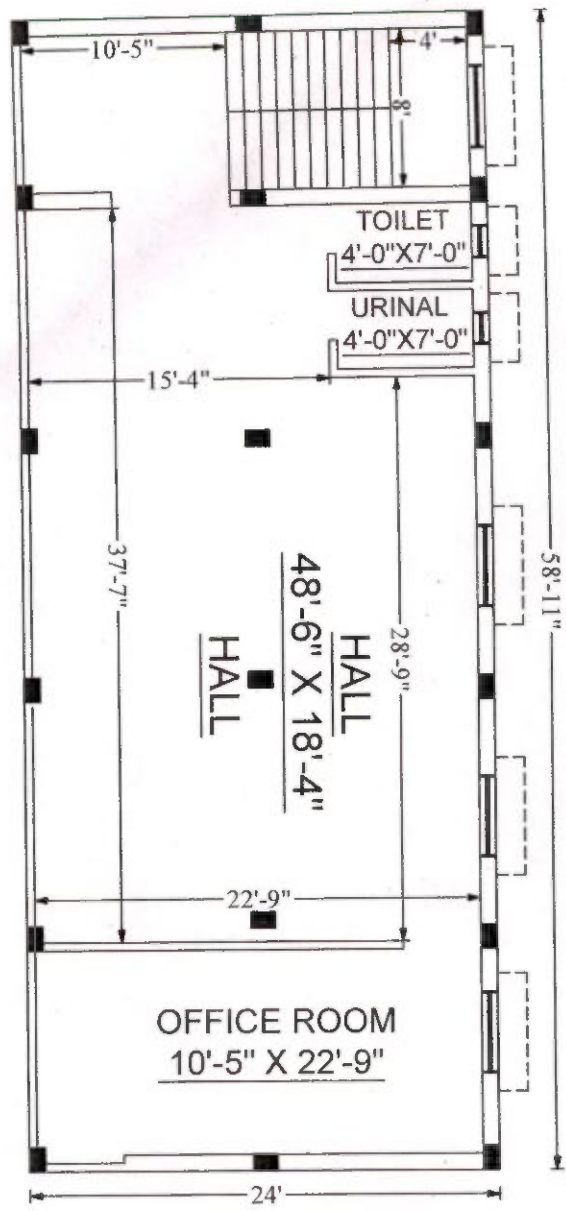
Signature of the Chairman
Berhampore Municipality

*

Information	Source of data	Value
Number of Children's Park	Municipality Records	12
Total Area of Children's Park (Acre)	Municipality Records	2 Acre
Number of Playground	Municipality Records	8
Number of Municipal Market	Municipality Records	13
Number of Private Market	Municipality Records	2
Number of Government or Municipality Controlled Community Halls / Auditoriums	Municipality Records	3
Number of Cinema Halls	Municipality Records	3
Municipal Service delivery standard		
Number of Building Plan Sanctioned (Commercial) (Last Year)	Municipality Records	14
Number of Building Plan Sanctioned (Residential) (Last Year)	Municipality Records	995
Area covered under Social Forestry (Acre)	Municipality Records	1.55 Acre
Potential area not covered under Social Forestry (Acre)	Municipality Records	1.60 K.M.
Number of Trade License Issued (Last Year)	Municipality Records	4950
Number of Other License Issued (Last Year)	Municipality Records	2056
Whether Fire Service Station Exists	Municipality Records	Yes
Number of Slaughter House	Municipality Records	1
Number of Burning Ghats	Municipality Records	2
Number of Electric Crematorium	Municipality Records	2
Number of Burial Grounds	Municipality Records	2
Number of Trenching Grounds	Municipality Records	1
Employment , Food Security & Social Security		
Number of households who migrate out for livelihoods	Municipality Records	145
Total Number of Beneficiaries under Old Age Pension Scheme	Municipality Records	3875
Total Number of Beneficiaries under Widow Pension Scheme	Municipality Records	79
Total Number of Beneficiaries under Disability Pension Scheme	Municipality Records	24
Information regarding Minority		
Number of Wards with 50% or more Minority Population	Census 2001	NIL
Number of Wards with 25% or more Minority	Census 2001	5

Berhampore Municipality

09.09.2015
 Executive Officer
 Berhampore Municipality



Chairman
 Berhampore Municipality

Business Plan of CLC			
(1. Non Recurring Expenditures :			
1. Land & Building :			
Item	Qty.	Rate	Amount (in Rs.)
Built in floor space at the 3 rd floor of a Municipal Building	1500 sft (Approx)		Own
2. Office equipments & furniture :			
Item	Qty. (No.)		Amount (in Rs.)
a) For the Office of the CLC			
i) PC fitted with all accessories including Printer & Internet Connection (Broadband)	2	37500	75,000.00
ii) Wooden Computer Table	2	3500	7,000.00
iii) Steel Table with Wooden Top(full Secretariate)	1	4000	4,000.00
iv) Steel Table with Wooden Top(half Secretariate)	1	3000	3,000.00
v) Steel Chair	2	2000	4,000.00
vi) Steel Almirah	3	7000	21,000.00
vii) FRP moulded armless chair for the office	20	600	12,000.00
viii) Electric fan	6	1500	9,000.00
ix) Complete Tubelight Set	6	600	3,600.00
x) Show-case for display of Handicrafts articles for marketing support	1	15000	15,000.00
xi) Installation of Land Telephone	1	3000	3,000.00
b) For the Training/ Meeting Hall of the CLC			
i) Steel Table with Wooden Top (full Secretariate)	1	4000	4,000.00
ii) Steel Chair	1	2000	2,000.00
iii) One armed steel chair with provision for small desk fitted with the arm for the purpose of training	25	1000	25,000.00
iv) Air Conditioning Machine	2	33000	66,000.00
v) White Broad measuring 6 ft. X 4 ft.for the Training purpose	1	3000	3,000.00
vi) LCD-Projector(Mini) with Laptop screen for the venue earmarked for the training purpose	1	40000	40,000.00
vii) Indoor P.A. System--- Amplifier with 4(four) Sound Boxes and one stand & one cordless microphone			0.00
viii) Electric fan	6	1500	9,000.00
ix) Complete Tubelight Set	5	600	3,000.00
C. For the CLC			
i) Inverter with Battery	1	21500	21,500.00
ii) Sign Board with fitting & fixing	2	2000	4,000.00
iii) Preparation & Installation of a Software for Communication of the service demand through a toll -free no. and instant tie-up arrangement with the service-provider under intimation to CLC	1	35000	35,000.00
TOTAL			369,100.00

Rupees Three lakh Sixty Nine thousand One hundred Only


 Chairman
 Berhampore Municipality
 23-6-2016

Business Plan of CLC (Continued from Annexure-II)

	II Recurring Expenditures :	Year					
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	i) Manager cum Placement & Marketing Co-ordinator 1 (One) no.@ Rs.7,000/- p.m.	78,000.00	78,000.00	78,000.00	85,800.00	85,800.00	85,800.00
	c) Office Assistant cum - Computer Operator 1 (One) no.@ Rs. 4,000/- p.m.	48,000.00	48,000.00	48,000.00	52,800.00	52,800.00	52,800.00
2	Cost cum Electricity	5,000.00	5,500.00	6,000.00	6,000.00	6,500.00	7,000.00
3	Cost of Communication (Internet, Telephone, Fax)	12,000.00	12,000.00	14,000.00	15,000.00	16,000.00	16,500.00
4	Cost of Office Contingency	15,000.00	16,000.00	17,000.00	18,000.00	19,000.00	20,000.00
5	Awareness, publicity & web hosting etc.	20,000.00	22,000.00	23,000.00	24,000.00	25,000.00	26,000.00
6	Mobility Support	6,000.00	7,000.00	8,000.00	9,000.00	10,000.00	10,000.00
7	Miscellaneous Expenditure	12,000.00	12,000.00	14,000.00	15,000.00	16,000.00	16,000.00
	TOTAL	196,000.00	200,500.00	208,000.00	225,600.00	231,100.00	234,100.00


 Chairman

Berhampore Municipality
 23-6-16

Statement of Expected income (Year-Wise)

Annexure-III

On account of	Year												
	2015-16		2016-17		2017-18		2018-19		2019-20		2020-21		
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	
1	Annual Registration fees @ Rs. 50/- per head during 1 st three years & @ Rs. 100 per head during the next years from												
i)	Service Providers (e.g. ex trainees in the fields of Nursing Aids, Beauticians, Plumbers, electrical wiring, A.C. & Refrigerator Repairing, Mobile repairing, Driving & auto-mechanic, DTP Computer)	100	5,000.00	120	6,000.00	150	7,500.00	150	15,000.00	150	15,000.00	200	20,000.00
ii)	Other service providers (e.g. Aya, Cook, Carpenter, Mason & helper, electrical mechanic etc.)	100	5,000.00	100	5,000.00	125	6,250.00	125	12,500.00	150	15,000.00	150	15,000.00
iii)	Small producers seeking marketing assistance (both individual & groups)	50	2,500.00	50	2,500.00	60	3,000.00	60	6,000.00	100	10,000.00	120	12,000.00
iv)	Small Entrepreneurs seeking market demand/ strategy / related information	20	1,000.00	20	1,000.00	30	1,500.00	30	3,000.00	50	5,000.00	60	6,000.00
Page Total (of the amount)		13,500.00		14,500.00		18,250.00		36,500.00		45,000.00		53,000.00	

Chairman

Berhampore Municipality

23-6-16

Statement of Expected income

Annexure-III

	On account of	Amounts (In Rs.)					
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
	B.F.	13,500.00	14,500.00	18,250.00	36,500.00	45,000.00	53,000.00
2	For referral Service Service charges @ 5-10%(on an average 7.5%) of the total income earned by the service providers through CLC at the rates and no of mandays, as furnished in the enclosed sheet (Annexure-III A)	36,250.00	41,000.00	50,875.00	60,625.00	72,000.00	88,250.00
3	Collection Rent for letting out the Training Hall to the Trainer Agencies for Training and others for organizing meeting/seminars etc. for 600 (for 1 st three year)/700 (for 4 th & 5 th yr.) hours per year @ Rs. 20 per hour 1 st three years and then Rs. 30 per hour for next 3 years	12,000.00	12,000.00	12,000.00	20,000.00	22,500.00	25,000.00
4	<p>Fee-based Services :</p> <p>i)Conduct of Survey : To perform the job various types of surveys conducted in the town by ULB/District Administration/Other Line Depts. /Pvt. Orgns etc. by outsourcing. Income earned @ 15% of the total value of the job assigned for co-ordination administration and preparation & submission of the survey report to the job assigner.</p> <p>ii)Placement Service : Fees realized from the companies / Agencies for extending such services</p> <p>iii)Income earned by extending Creche Service /Dilferent Service like opening of Bank Accounts/ Insurance –Linked Schemes like PMBY etc (on mass scale)</p>	0	15,000.00	18,000.00	21,000.00	25,000.00	30,000.00
	Grand Total	61,750.00	82,500.00	119,125.00	168,125.00	204,500.00	246,250.00

CHAMAN

Berhampore Municipality

23-6-16

Annexure - III A

(Vide-Annexure -III -Statement of Income)

Year	Aya			Nursing Aid			Other Service Provider			Total Service Charges (Rs.) earned by the service providers	Income @ 10% of the total service charges earned (Rs.)
	Wage-Rate (Rs.)	No. of mandays	Total (Rs.)	Wage-Rate (Rs.)	No. of mandays	Total (Rs.)	Wage-Rate (Rs.)	No. of mandays	Total (Rs.)		
2015-16	150	650	97500	300	300	90000	250	700	175000	362500.00	36,250.00
2016-17	150	700	105000	300	350	105000	250	800	200000	410000.00	41,000.00
2017-18	175	750	131250	325	400	130000	275	900	247500	508750.00	50,875.00
2018-19	175	750	131250	350	500	175000	300	1000	300000	606250.00	60,625.00
2019-20	200	900	180000	350	600	210000	300	1100	330000	720000.00	72,000.00
2020-21	200	1000	200000	375	700	262500	350	1200	420000	882500.00	88,250.00


Channan

Berhampore Municipality
22-6-16

Requirement of fund for Recurring Expenditure (R.E)

	Year						Total
	2015-16	2016-17	2017-18	2018-19	2019-20		
Total amount of R.E. required for running the CLC	196,000.00	200,500.00	208,000.00	225,600.00	231,100.00	1,061,200.00	
Less Income generated during the preceding Year		61,750.00	82,500.00	119,125.00	168,125.00	431,500.00	
Actual requirement of fund for R.E. from the CLC Fund	196,000.00	138,750.00	125,500.00	106,475.00	62,975.00	629,700.00	
1 TOTAL NON- RECURRING EXPENSES				369,100.00			
2 TOTAL RECURRING EXPENSES (i.e. total amount of recurring expenditure during the 1 St 5 Year the 1 St 5 year minus the income generated during the 1 St 4 year)				629,700.00			
3 TOTAL PROJECT COST				998,800.00			

Rupees Nine Lakh Ninety Eight Thousand Eight Hundred Only



Berhampore Municipality

23-6-2016

Viability & Break-Even Analysis

Sl.No.	Cost Vis-à-vis Income	Year wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	Total Recurring Cost (i.e. Fixed Cost+ Variable Cost)	196,000.00	200,500.00	208,000.00	225,600.00	231,100.00	234,100.00
2	Expected Income*	61,750.00	82,500.00	119,125.00	168,125.00	204,500.00	246,250.00

*Vide Statement of Expected Income (Annexure-III)

Finding & Inference :

It would appear from the above analysis that the income so generated gradually increases over the years and surpasses the total recurring cost during the year 2020-21. Thus, the CLC would reach the Break-Even Point during the 6 th year and is likely to generate a surplus from 6 th year onwards . However, the Break-Even Point could be reached earlier if some other income generating activities are undertaken by the CLC in future.


 Charan
 Berhampore Municipality

23-6-2016

DETAILS OF BERHAMPORE MUNICIPALITY

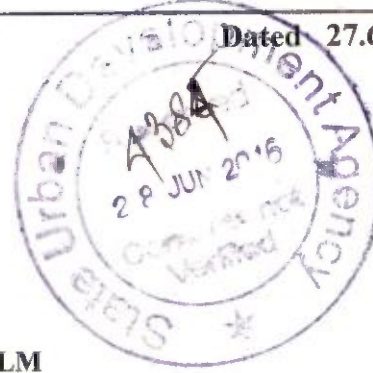
Information	Source of data	Value
Number of Slums	Municipality Records	50
Number of Households in Slums	Municipality Records	13757
Slum Population (Male)	Municipality Records	35592
Slum Population (Female)	Municipality Records	32854
Slum Population (Total)	Municipality Records	68446
Population affected by water logging problem (Last 3 year's Average)	Municipality Records	44490
Distance from Nearest Railway Station	Municipality Records	2 K.M.
Number of Bus Terminus within or Near Municipality	Municipality Records	2
Number of Annual / Biannual Fairs held on Religious / Social / Cultural Ground	Municipality Records	11
Length of Semi-Pucca Road (Km)	Municipality Records	06 K.M.
Length of Pucca Road (Km)	Municipality Records	650.10 K.M.
Length of Kucha Drain (Km)	Municipality Records	610. K.M.
Length of Pucca Drain (Open) (Km)	Municipality Records	1615 K.M.
Length of Pucca Drain (Covered) (Km)	Municipality Records	05 K.M.
Length of Storm water drainage (Km)	Municipality Records	10.5 K.M.
Length yet to be covered by Storm water drainage (Km)	Municipality Records	5 K.M.
Frequency of Solid Waste Collection (Daily / Alternate Day / Thrice a week / Twice a week	Municipality Records	Daily
Number of conservancy staff deployed a day	Municipality Records	552
Number of household assigned to each conservancy staff	Municipality Records	63
Number of Sweeper deployed a day	Municipality Records	552
Number of Solid Waste collection vehicles used a day	Municipality Records	305
Frequency of collection and disposal of solid waste, from Vats to Dumping Ground (Daily / Alternate Day / Thrice a week / Twice a week)	Municipality Records	Daily
Number of vehicles used for disposal of Solid Waste,	Municipality Records	55
Number of Households having Electricity	Municipality Records	29175
Road Length covered by Street Lighting (Km)	Municipality Records	520 K.M.
Number of orphanage	Municipality Records	2
Number of Women's Hostel	Municipality Records	3

UTTARPARA-KOTRUNG MUNICIPALITY

Memo No. 1/1613

Dated 27.6.2016

To
The Director
SUDA, ILGUS BHAVAN
HC BLOCK, SALT LAKE CITY
KOLKATA- 700106



SM (SM10)
[Signature]

JS (SD)
27/6/16

SUB- Proposal of City Livelihood Center (CLC) under NULM
Ref - 1/1051 dated 20.4.2016

Dear Sir

I am to inform you that we have already submitted a draft proposal for making a City Livelihood Center (CLC) of 1300 sq feet at Ground Floor of the proposed construction for SUH on the particular site, mentioned below.

The detail of the site is as follows

R S DAG NO	L R DAG NO	HOLDING NO	WARD NO	AREA	No of Homeless Polulation
3525	452	305 K G T ROAD, KOTRUNG	5	544 SQ METER	96

Necessary administrative approval of the complete proposal may be accorded.

Thanking You

Yours faithfully

[Signature]
CHAIRMAN

Uttarpara Kotrung Municipality

Memo No- 1/1613 (4)

Dated 27.6.2016

Copy for information and necessary action to

1. The Executive Officer, UKM
2. The Manager, SDI, DAY NULM, UKM
3. The A P O, DAY NULM, UKM
4. The C O, DAY NULM, UKM

CHAIRMAN

Uttarpara Kotrung Municipality

West Bengal State Urban Livelihood Mission

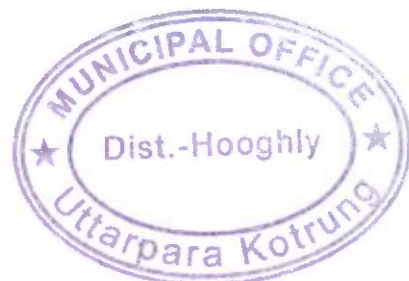
FORMAT 1: CITY LIVELIHOOD CENTRE

1. Introduction:

Dindayal Antyadoy Yoyana National Urban Livelihood Mission (DAY NULM) is a centrally sponsored scheme under MoHUPA to address urban poverty and livelihood issues under this programme. The provision of establishing City Livelihood Centre (CLC) would be an effort to bridge the gap between information receivers of actual beneficiaries with the service provider/ULB. Potential receivers of the information from CLC would be benefited with the market/product/service information. It would be a deliberation outlet of Government social projects and deemed to be an effective training unit/center of various wage employment training, especially for theoretical and hands on training module. It could be helpful to the lab based training upto a limited extent. After 5 years it would be a leading example of India's first generation BPO / Call center for Micro and Medium scale entrepreneurs sponsored by an ULB.

2. Background of ULB

Uttarpara Kortung Municipality (UKM) is an age old town having some distinct features in respect of historical and cultural background. The UKM is located on the Southern fringe of the Hooghly district in West Bengal. It was established in 1852, the oldest municipality in West Bengal under the regime of Stout Annexationist Lord Dalhousii-the then Governor General of undivided India. Initially it was known as Uttarpara Municipality, then after, since 1964 it had been amalgamate with adjacent Kotrung Municipality and known as Uttarpara Kotrung Municipality. UKM is a hub to some of the biggest industrial setups in the state including the



United Spirits Distillery, Shalimar Wire Products and Hindustan Motors. Various micros, small and medium enterprises are in operation within the area.

Topographical/ Geographical Location

- Area: 11.7 Sq Km
- Population: 159413
- Ward: 24
- No of Households: 40824
- Longitude 88o35' E
- Latitude 22o67' N
- Elivation 5 metre (MSL)
- Temperatur Centigrade Max 40 Degree Centigrade/ Min 15 Degree Centigrade
- Humidity 80%
- Rainfall 1500 m.m

Communication

UKM is well connected with Kolkata and Howrah. The oldest high road of West Bengal, G. T. Road is the life line of the municipality and newly constructed Delhi Road is an alternative artery in this locality. Hooghly river waterway transportation with the opposite town of Kamarhati is also an effective route of communication with greater Kolkata and Southern North 24 Parganas District. Vivekananda Bridge formerly known as Bally Bridge is the most effective channel to carry the internal traffic in and out from the ULB area.

3. Objective of Establishing the CLC

- Urban Poor can offer their goods and products and services in an organized manner to the potential buyers, The CLC will bridge the gap between the demand and supply of the local products.
- It would be an effective business information center
- It would be worked out as information kiosk of Skill India. Start up India, and Stand Up India.



4. Service to be offered by the CLC

A. Referral Service

The informal sector is basically unorganized though they are the main source of service providers of plumbing, electrical works, security, construction, carpentry, gardening, health care service, child care service, housekeeping, bill payment. The potential buyers enjoyed their service under one roof. CLC is an effort to organize them with proper registration number and service charges. The slum youth especially from BPL family member would be register at free of cost at CLC.

B Placement Service

CLC will register some poor youth at its database and provide them job information and in lieu of that a minimum amount of service charge imposed after three months of continuous service at new job.

C Social Services

- Conducting coordination meeting with NGO, Bankers and various departments for job seekers/ entrepreneurs.
- Functioning as a training unit and learning point of different trade.

D Support to SHGs

- Opening of Bank account.
- Registration of ALF.
- Marketing of goods and services within the locality.
- Facilities for business loan.
- Arrangement of skill building training.
- Bidding support of entrepreneur.
- Accounting knowledge support to the needy group for first year.
- IEC support to the prospective citizen about the programmes from various departments.



5. Sources of income of CLC:

Admission Charges

Urban youth from APL may be charged one time at CLC registration.

Service charges from providers

Service for civic facilities would be charged at different rate for different services through the CLC and particular skilled labour will be provided accordingly.

Letting out training hall

Training hall can be used for training, meeting and/or seminar by stakeholders or CBOs by the payment on per hour basis.

Survey

CLC will be worked as a registered surveyors of different questionnaire survey, base line survey etc on behalf of ULB.

City facilitation service

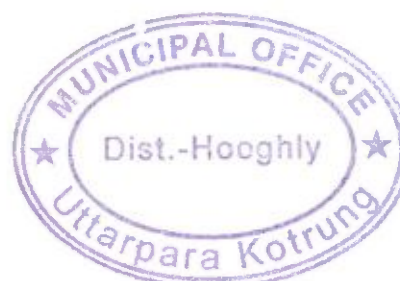
CLC would be worked as call center or as BPO on behalf of ULB for different news or SMS alert/ Email to the tax payers at regular interval, such as road block, road repairing, climate forecasting, tax demand, water service interruption news, SWM area news, penalty, additional user charges at festive time.

6. Viability of the project

CLC's income will gradually increase and it will surpass its recurring cost after 5 years. It will achieve its breakeven point at 6th year and then after it will transit from lame duck situation, however, it can achieve earlier if some unforeseen income can generate through administrative reformative decision which may occurs.

7. Man Power to be deployed

Sl No	Designation	No	To be Engaged from
1	Placement/ Service Manager	1	April 2017
2	Office Assistant	1	May 2017



8. Establishment of Office Infrastructure

All office furniture will be procured after sanction and CLC office will run on trial basis for three months during Feb-April 2017 and necessary training will be provided at that time to the deployed staffs. The making/construction of 1300 Sq feet (3 BHK) for CLC at ground floor on the site of Shelter for Homeless will be completed through ULB fund by December 2016 subject to the prior approval for the SUH project from line department within October 2016. The NOC or letter of allotment in this regard from ULB is enclosed at Annexure 1 with this proposal.

APPLICATION FORMAT		
UTTARPARA KOTRUNG MUNICIPLITY		
DETAIL OF AREA IDENTIFIED FOR CITY LIVELIHOOD CENTER		
Sl No.	PARTICULARS	
1.	Name of the ULB	UTTARPARA KOTRUNG MUNICIPLITY (hereinafter, UKM)
2.	Total wards in the ULB	24
3.	Total population in the ULB (Census 2011)	159413
	Male	81457
	Female	77956
4.	Total slums in the ULB	56
	Notified	50
	Non Notified	6
5.	No of SHGs in the ULB upto June 2016	235
6.	No of ALF in the ULB upto June 2016	0
7.	No of CLF in the ULB upto June 2016	0
8.	No of wards covered by CLC	12
9.	No of poor proposed to be covered	17368
10.	No of expected beneficiaries are to be covered	50000



11. Major service to be delivered	Mentioned in inductor chapter
12. Scope of growth of the CLC	Huge scope, but sustainability will depend on quality of service
13. Detail of premises given for CLC by ULB	A portion (around 50%) of the ground floor of the newly constructed 4 stored building for SUH component under DAY NULM.
Area of Room	1300 Sq feet (3 room + 1 washroom)
Location	On G T Road at 305 Kotrung, opp-Fanindra Bhawan,
Distance from ULB HQ	800 Meter
14. Facilitation of CLC (RO/ULB)	ULB
15. Proposal Prepared by	Sri Samarjit Das, Manager, SD&I, DAY NULM, UKM
16. Proposal assessed by	Sri Gokul Chandra Karmakar, Executive Officer/ CPO, DAY NULM, UKM
17. Name and Designation of forwarding authority	Sri Dilip Yadav, Chairman, UKM
18. Business Plan of CLC	Enclosed herewith
19. Expected time of start	April 2017



Dilip Yadav
CHAIRMAN

Uttarpara Kotrung Municipality

**Chairman
Uttarpara-Kotrung
Municipality**

UTTARPARA-KOTRUNG MUNICIPALITY

To

The Director

SUDA, Mission Director WBSULM

Salt Lake City, Kolkata-106

Sub- Establishment of CLC at Uttarpara Kotrung Municipality. Submission of letter of allotment of the required floor space

Ref- Schemes under SM&ID Components of NULM

Dear Sir

This is to state that for the purpose of setting up a CLC under SM&ID component under DAY NULM at UKM under our own management, it has been decided by the BOC in its meeting at May 2016 and finally to be approved on 29.6.2016 that the half of the entire ground floor of the newly constructed 4 stored building for shelter for shelter less under SUH component to be owned by the ULB would be allotted for accommodating the purpose of CLC.

I am to further state that in the event of according approval by the SULM for setting up the said CLC and sanction of required fund there for, the said floor space as per schedule given below would be formally assigned in favor of the CLC.

Area of the floor space – Approx 1300 Sq Feet

Location- Ground Floor, 305 K G T Road, Hind Motor, Hooghly, Opposite-
Fanindra Bhawan


CHAIRMAN

Uttarpara Kotrung Municipality

Business Plan of CLC**Annex- II****Non Recurring Expenditure****1 Land and Building**

Item	Qty	Amount
Built if floor space at Ground Floor	1300 Sq Ft	Constructed by ULB(Letter of allotment enclosed)

2 Office Expenses & Furniture

For the office of the CLC		
Item	Quantity	Amount in Rs
Computer with accessories with LAN and Broadband	2	100000
Table	4	16000
Chair with arm	4	4000
Steel Almirah	3	27000
Armless Chair	20	10000
Fan	6	10000
Tubelight Sets	10	5000
Telephone	1	3000
Showcase for display handicraft (1 for SHG and 1 for Group of SEP G)	2	35000
Inverter with battery	1000 /KVA	30000
Display Board	1	20000
Software for IEC/ SMS Alert	1	50000
For the Training Hall		
Table (Full Secretariats)	1	5000
Revolving Chair	1	2000
One Arm with desk steel Chair	35	40000
Plastic Chair without arm	50	25000
White Board (6'4')	1	4500
LCD projector with screen	1	30000
Laptop	1	40000
Sound System	1 set	50000
Fan	10	15000
Tubelight	10	15000
Total		536500
Rupees Five Lakh Thirty Six Thousand Five Hundred Only		



Business Plan of C.L.C. (Continued from Annex II)

Annexure - IIA

	Recurring Expenditures:	Year						
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
	Salary & Wages:-							
	Manager-cum-Placement & Marketing coordinator - 1 (One)no. @ Rs. 9000/- p.m.	108000	108000	108000	108000	108000	108000	108000
	Office Assistant -cum-Computer Operator 1(One) no. @ Rs. 7000/- p.m.	84000	84000	84000	84000	84000	84000	84000
2	Cost of Electricity	18000	19000	20000	21000	22000	24000	24000
3	Cost of Communication (Internet, Telephone, FAX)	12000	13000	14000	14500	15000	16000	16000
4	Cost of office-Stationeries	12000	12500	13000	13500	14000	14500	14500
5	Awareness, publicity & web hosting etc	10000	10000	11000	12000	12500	13000	13000
6	Transportation & Travelling Expenses	6000	6000	7000	7000	8000	8000	8000
7	Miscellaneous Expenditure	2000	2000	2000	2000	2000	2000	2000
	TOTAL	252000	254500	259000	262000	265500	269500	269500



[Signature]
CHAIRMAN

Uttarpara Kotrung Municipality

Chairman
Uttarpara-Kotrung
Municipality

Annexure-III

Statement of Expected Income (Year Wise)

On account of	Year											
	2015-16		2016-17		2017-18		2018-19		2019-20		6th year 2020-21	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1. Annual Registration Fees @Rs. 50/- per head during 1st three years & @ Rs. 100/- per head during the next three years from:	100	5000	100	5000	100	5000	200	20000	200	20000	200	20000
i) Service Providers (e.g. ex-trainees in the fields of Nursing Aides, Beauticians, Plumbers, Electrical-Wiring A.C. & Refrigerator Repairing, Mobile Repairing, Driving & Auto -Mechanic, DTP, Computer	50	2500	80	4000	150	7500	150	15000	150	15000	150	15000
ii) Other service providers (E.g. Aya, Cook, Carpenter, Mason and Helper, Electrical, Mechanic, etc	50	2500	50	2500	70	3500	80	8000	90	9000	100	10000
iii) Small producers seeking marketing assistance (both individual & groups)	25	1250	30	1500	40	2000	50	5000	50	5000	60	6000
iv) Small Entrepreneurs seeking market demand/strategy/related information	15	750	20	1000	20	1000	30	3000	30	3000	30	3000
Page Total		12000		14000		19000		51000		52000		54000



Statement of Expected Income

Continued from previous page

	Amount (In Rs.)						6th Yr 2020-21
	2015- 16	2016- 17	2017- 18	2018- 19	2019- 20	2020-21	
B.F.	12000	14000	19000	51000	52000	54000	
On account of							
for Referral Services: Service Charges @5-10% (on an average 7.5%) of the total income earned by the service providers through CIC at the rates and no. of mandays, as furnished in the enclosed sheet (Annexure- IIIA)	30281	31125	35250	48750	55875	61875	
Collection of Rent for letting out the Training Hall to the Trainer Agencies for Training and others for originating meeting/seminars etc for 600 (for 1-3 years)/ 750 (for 4th and 5th year) hours per year @ Rs 25 per hour	15000	15000	15000	18750	18750	18750	
Fee Based Services / Conduct of Service							
1 Surveys of various line departments	0	10000	20000	22000	25000	35000	
2 Placement Services	0	0	15000	15000	20000	30000	
3 Income earned by extending creche services	0	0	0	20000	20000	40000	
Grand Total	57281	70125	104250	175500	191625	239625	



Dilip
CHAIRMAN

Uttarpara Kotrung Municipality

Chairman
Uttarpara-Kotrung
Municipality

Annexure- III A									
Vide Annexure III - Statement of Income									
Year	Aya		Nursing Aides		Other Service Providers		Total Service Charges (Rs.) earned by the service providers	Income @ 7.5% of the total service charges earned (Rs.)	
	Wage Rate (Rs.)	No of mandays	Wage Rate (Rs.)	No of mandays	Wage Rate (Rs.)	No of mandays			
2015-16	175	700	225	250	300	750	403750	30281	
2016-17	175	700	225	300	300	750	415000	31125	
2017-18	190	750	250	350	300	800	470000	35250	
2018-19	200	950	300	400	400	850	650000	48750	
2019-20	250	1000	300	450	400	900	745000	55875	
2020-21	250	1100	300	500	400	1000	825000	61875	


Chairman

Uttarpara-Kotrung Municipality



Chairman
Uttarpara-Kotrung
Municipality

Annexure IV						
Requirement of fund for recurring Expenditure (R.E.)						
	Year					Total
	2015-16	2016-17	2017-18	2018-19	2019-20	
Total amount of R.E. required for running the CLC	252000	254500	259000	262000	265500	1293000
Less income generated during the preceding year	0	57281	70125	104250	175500	407156
Actual requirement of fund for R.E. from the CLC -fund	252000	197221	188875	157250	90000	885844

1. Total non-recurring expenditure..... 536500
2. Actual fund required for recurring expenditure during the 1st five years (i.e total amount of recurring expenditure to be incurred during the 1st 5 years minus the income generated during the 1st 4 years)..... 885844
3. Total Project Cost of the C.A.C. (i.e. Sl. 1+2) 1422344

Rupees Fourteen Lakh Twenty Two Thousand Three Hundred Forty Four Only



[Signature]
CHAIRMAN

Uttarpara Kotrung Municipality

Uttarpara-Kotrung Municipality

Annexure-V							
Viability & Break Even Analysis							
Sl No	Cost vis a Vis income	Year wise amount in Rs					2020-21 (6 th Year)
		2015-16	2016-17	2017-18	2018-19	2019-20	
1	Total Recurring Cost	252000	254500	259000	262000	265500	269500
2	Expected Income+	57281	70125	104250	175500	191625	239625

+ Vide Statement of Expected Income (annex III)

Finding & Inference-

It should appear from the above analysis that the income so generated gradually increases over the years and surpasses the total recurring cost during the year 2020-21. Thus the CLC would reach the Break Even point during the 6th year and it is likely to generate a surplus from 6th year onwards. However, the Break Even point could be reached earlier if some other income can initiate through some administrative reform and required policy decision.


CHAIRMAN

Uttarpara Kotrung Municipality

Chairman
Uttarpara-Kotrung
Municipality



Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

Sri Sankar Addhya

Chairman

BONGAON MUNICIPALITY

M. : 9002004688



999,850

Ref. No. : *Memo NO. B.M. 977*

Dated : *21.05.2016*

To

The Director

State Urban Development Agency,

ILGUS Bhavan, HC block, SECTOR-III

Bidhannagar,

Kolkata - 700106



JDCSD
20/5/16

SUB : Proposal for establishment of CLC under SM & ID component of NULM at Bongaon Municipality.

Sir,

In accordance with the guideline of NULM a proposal for setting up a city livelihood center (C.L.C) which has been prepared from this end at existing ground floor of this Municipality, subsequently it has been approved by the board of council of this Municipality in the meeting dated. 21/05/2016.

Accordingly I am sending the said proposal along with necessary documents for necessary approval of WBSULM and sanctioning of fund from your end. You are therefore requested kindly to take necessary action in favour of our proposal as soon as possible.

Sri Sankar Addhya

Chairman
Bongaon Municipality



West Bengal State Urban Livelihoods Mission

FORMAT 1 : CITY LIVELIHOOD CENTRE

I. Introduction :

National Urban Livelihoods Mission (NULM) is a centrally sponsored scheme under MoHUPA to address urban poverty under NULM there is a provision for establishing the City Livelihood Centers (CLC) for the urban poor. One of the objectives of establishing the City Livelihood Centers (CLC) would be to bridge the information - gaps by way of dissemination of information and linking the service – providers (who shall be registered with the CLC) with the potential service- receives, so that the urban poor capable of extending such services can have necessary access / market for offering their good/products or services in an organized manner. Another objective of the CLC would be to facilitate skill – development training so as to keep the supply – side responses in sync with the demand –side needs. CLC s would also operate as an information hub for NULM and other social and pro-poor schemes of the Government.

II. Background of ULB :

Bongaon is an old-age town having some distinctive features in respect of his historical and cultural background. The town Bongaon is a Sub-Divisional town of the district North 24 Parganas in the state of West Bengal. It is situated at about 80 K.M. north of Kolkata by the side of N.H.- 35 and is on the bank of river Ichamati .

Bongaon Municipality is one of the oldest municipality of the state. It was established in the year 1954 and formally started functioning from 27/01/1954 by Notification No. 828/M.I.M/14/53(1) dt.27th January ' 1954

Topographical /Geographical Parameters :

- i) Location : 23⁰07' N Latitude and 88⁰82' E Longitude.
- ii) Elevation : 07 meters (on an average)
- iii) Area : 14.274 sq km.
- iv) Population : 1,10,668 (as per Census , 2011)
- v) No of Wards : 22

The town is situated on the flat terrain of the Gangetic West Bengal and the type of soil is alluvial. Soil starts varies from sandy to clay loam. Ratio of land = High: Medium: low = 17: 44: 39. The difference of altitude of the highest and lowest part of the town is not more than 5 feet. The climatic character is semi tropical by nature. The average yearly rainfall is about 1.579 m.m. and the humidity is about 50% (in March) and 90 % (in July) .The highest temperature is about 41⁰ Celsius (in MAY) while the lowest is about 10⁰ Celsius (in January)

Communication : Bongaon is well connected with Kolkata , the capital of the state with roads and railways. A broad-gauge railway line and the NH-35 is connecting Bongaon with Kolkata . It also connected with Ranaghat with broad-gauge railway line and Chakdah Road and from there it is connected with Assam by NH-34. Bongaon is a land port which is connected with Bangladesh by Jessore road (NH- 35) and also by train route..



Geo-political significance :

Bangabon is near the border with Bangladesh. The railway route to East Bengal was established in 1884 and the Barisal Express operated passenger services till 1947. After the partition, a mixed service (passenger and goods) continued till the Indo-Pakistan war of 1965. With the creation of Bangladesh, the goods train service was reintroduced for two years from 1972 but again closed for lack of goods. India and Bangladesh signed an agreement in July last to re-establish the train link. Officials said the route would cut short 63 km compared to the Darshana-Gethe track to Dhaka and facilitate smooth traffic of 7 lakh metric tonnes of expected import-export items in a year. According to the agreement, goods train from both sides would be allowed at Benapole and Petrapole from where the Bangladesh Railway and the Indian Railway would take wagons of their counterparts to the destination. Petrapole Border is the most Profitable Border among the whole Indo-Bangladesh border. Most Business of Bangladesh come from this Border. This is Asia's largest land Port. And recently India Government has decided to transfer the port into a modern Port.

III) Objective of Establishing the CLC

- Urban Poor can offer their goods /products and services in an organized to the potential buyers i.e. the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor.
- The Urban poor can access information and business support services and when needed by them which would otherwise be not accessible to them.
- The above centre would serve as information /knowledge /inspiration centre for urban poor .

IV) Services to be offered by the CLC

A. Referral Services

The informal sector traditionally been a source of services for middle and highest income groups in cities through the provision of services such as plumbing, electrical work, construction, security, carpentry, gardening health care support, nurse and Aya, housekeeping and bill payment etc. by linking the service-providers (who shall be registered with the CLC) with the potential service –receivers, so that the urban poor capable of extending such services can have necessary access /market for offering their goods / product or services in an organized manner.

- Providing services such as security, carpentry, gardening, construction, plumbing, electrical works, health care support etc.
- The CLCs may obtain direct work orders or contracts or Annual Maintenance Contracts from Municipal Corporation /Municipality, housing societies for the service needs like plumbing, electrical work, painting etc.
- The CLC can also obtain work for data entry, outsourcing and dispatch of property bills and within city courier services.
- Providing /facilitating the training services for improving the skills to the urban poor and unemployed youth.
- A fortnightly /monthly meet would be held in the terms to urge the skilled workers to register free of charge, with them. There will be a registration form to be filled and submitted along with some documents (BPL card holder, address proof etc).Each service providers would be provided with an identity Card in a charge fixed by CLC.

B. Placement Services

- CLCs will register a certain number of educated youth without any fee to provide them with jobs.CLC will contact companies /agencies for providing employment to urban poor unemployed youths.CLC may charge certain percentage from one month's remuneration as service charge, if a candidate completes three months regular attendance in the company /agency .



C. Social Development

- Conducting co-ordination meetings among community and Bankers,NGOs,Sectoral departments at grass roots level.
- Setting up of centers for promoting Livelihood opportunities.
- Functioning as Training information and Learning Centre.

D . Support to SHG in Income Generating Activities

- **Opening of Bank Account** : Under Pradhan Mantri Jan Dhan Yojana , CLC CAN TIE UP WITH A PARTICULAR Nationalized Bank to open accounts under this scheme . For opening this accounts CLC may engage educated youths who will be registered with the CLC . An amount may be charged from the bank on opening of an account, in which a portion may be paid to the youth and a portion to be deposited in CLC.
- To provide assistance for marketing of the goods / product & services produced by the SHGs & urban poor, who will be registered with the CLC.
- Provide / facilitate training of prospective small entrepreneurs seeking individual/Group Loan under SEP, on 'how to run a business'.
- Arranging /facilitating skill-development trainings for the urban poor, either directly or through empanelled training agencies.

E. Other Services

- Providing information, for opening small entrepreneurs seeking individual, social welfare schemes, enrollment of UID/Aadhar cards.
- Providing marketing /sales outlets.
- Providing legal services such as registration, licensing, accounting etc.
- Citizen services such as bidding /contracts.
- Enabling dissemination of information from time to through varies mechanisms like IEC material, media and other channels.
- Promoting interchanges visits among communities and documentation of good practices.
- Functioning as decentralized location for displaying citizen charter for transparency.
- Providing preliminary grievance redressal mechanism and as a link for effective service delivery between the ULB and the community.

V. Sources of Income of CLC

- **Admission charges** : Hundred rupees for issuing identity card for referral services (one time) may be charges by CLC and also some part of the payment (not yet decided) made to the service providers would come to CLC .
- **Service charges from service providers** : Skilled youth may register their name as service providers (such as Electrician, plumbers , Carpenters, Tour Guide , Aya , Nurse , Domestic Helper etc) and users may utilize their service through CLC .
- **Letting out the Training Hall** : To the Trainer Agencies for Training under EST & P and others for holding meeting /seminars etc against prescribed rent.
- **Survey** : CLC would register educated youths for conducting survey. To perform the job of various types of surveys conducted in the town by ULB/District Administration /Other Lines Deptts ./ Pvt. Orgns. Etc. by 'outsourcing' .On every survey format candidate will be paid a certain remuneration from which a portion will be charged by CLC for coordination &Administration or the CLC may



enter into an agreement with the 'outsourcing agencies' for conducting the survey so assigned against payment of a particular job-value.

- **Placement services** : CLC may up with companies /agencies for placement in lieu of fees/charges .
- **Income of the ULBs** : ULBs may utilize CLC as service providers like a)waste collection from door to door , b) Municipal Tax Collector , C)Water Meter reading (in future), d) conducting survey at ULB level , e) organize Polio etc .
- **Opening of Bank Account** : CLC may tie up with the Bank to open Bank Account under the schemes of Pradhan Mantri Jan Dhan Yojana and other insurance linked schemes.

VI. Viability & Break –Even Analysis

- It would appear from the Annexure-III A vis-à-vis Annexure- IV that the income expected to be earned by the CLC gradually increases over the years and surpasses the recurring cost during year 2021-22. Thus, the CLC would reach the Break-Even Point during the 6th year and is likely to run as an independent body from the 6th year onward. However, the Break-Even Point could be reached earlier, if some other Income – generating activities are undertaken by CLC in future.

VII. Man Power to be deployed

- For running the CLC , a group of staff will be maintained on a monthly basis , as follows :

SL. No.	Designation	No.
1	Manager –cum – Placement & Marketing Co-ordinator	1
2	Office Assistant –cum-Computer Operator	1
	Total	2

* To be engaged from 2017-18

VIII . Establishment of Office Infrastructure

The requisite infrastructure viz. chairs, computers, phones, tables, racks etc, would be set up at the CLC after getting formal sanction & necessary fund. The suggested space for establishing CLC is 1,000 sq. ft. with two rooms and a wash room would be available .and a 'No Objection Certificate (NOC)' in the form of 'Letter of Allotment' from the ULB is enclosed at Annexure- I in case the room is provided by the ULB itself .



APPLICATION FORMAT		
NAME OF ULB :		BONGAON MUNICIPALITY
DETAILS OF AREA-IDENTIFIED CITY LIVELYHOOD CENTER		
SI. NO	PARTICULARS	
1	Name of ULB	BONGAON MUNICIPALITY
2	Total wards in the ULB	22
3	Total population in the area	1,10,668
	Male	56,416
	female	54,252
4	Total slums in the ULB	38
	a) Official (Notified)	22
	b) Non Specified (Non-Notified)	16
5	c) No. of TCG/ SHGs formed till date	1376
	d) NO. of ALF	44
	e) NO. of CLF	NIL
6	NO. of wards covered by CLC :	22
7	Total Urban poor Proposed to be covered :	About 72,000
8	Potential no. of members expected to be covered by CLC :	About 55,000
9	Major services possible through CLC in the area	Furnished in The Introduction chapter At Para-IV
10	Scope for growth of CLC in the area	Adequate Scope In View Of Existing Demand or Such Service And incipient Demand As Well .
11	Details of the premises given for CLC by ULB	Ground floor of ULB building .Letter Of Allotment Enclosed At Annexure -I .
	a. Area of Room	1050 sq. ft. comprising 2 rooms with wash rooms .
	b. Location	Opposite Swasthya deep of Bongaon Municipality and at ULB Ground ,
	c. Is the location nearby to ULB office(DISTANCE)	At Bongaon Municipality Ground .
12	Plan for facilitation of CLC-Resource agency /ULB	BONGAON MUNICIPALITY
13	Proposal Prepared by	Sri A.K.DAW Manager (S D & I) (NULM) Bongaon Municipality
14	Proposal assessed by	Smt. Jyotsna Addhya Councillor In-Charge (NULM) Bongaon municipality
15	Name and designation of the forwarding authority	Sri Sankar Addhya Chairman Bongaon Municipality
16	Business Plan of CLC – to include break – even and viability	Enclosed at annexure - II to V



Sankar Addhya

Chairman
Bongaon Municipality

Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

Sri Sankar Addhya

Chairman

BONGAON MUNICIPALITY

M. : 9002004688



Ref. No. : *Memo NO. B.M. 979*

Dated : *21.05.2016*

To
✓ The Director
State Urban Development Agency,
ILGUS Bhavan, HC block, SECTOR-III
Bidhannagar,
Kolkata - 700106



ANNEXURE I

JSC (SD)
22/5/16

SUB : NOC in connection with established of CLC under NULM at
Bongaon Municipality.

Sir,

With reference to the above-noted subject the undersigned would like to inform you that the board of council of this Municipality has adopted an unanimous resolution in the meeting dated 21/05/2016 that a city livelihood center (C.L.C) under SM & ID component of NULM measuring 1050 sq. ft. of floor area established in the existing ground floor of the main building of this Municipality.

Accordingly you are requested kindly to take necessary action for approval of WBSULM for the said purpose and subsequently for sanctioning necessary fund as soon as possible.



Sankar Addhya
Chairman
Bongaon Municipality

Business plan of CLC

Annexure - II

1.Non-Recurring Expenditures:

1.Land & Building:


Item	Qty	Amount(in Rs)
Built-in-floor at the Ground floor of Municipal Building	1050 sq. ft. (Approx)	Allotted by ULB-free of cost (Letter of Allotment enclosed)

2.office equipments & furniture :

Item	Qty	Amount(in Rs)
a)For the office of the C.L.C		
i)P.C. fitted with all accessories including printer & internet connection (broadband)	2 (two) nos.	Rs. 75,000.00
ii) Wooden Computer Table	2 (two) nos.	Rs. 7,000.00
iii) Steel table With Wooden Top (Full Secretariat)	1 (one) no	Rs. 4,000.00
iv) Steel table With Wooden Top (Half Secretariat)	1 (one) no	Rs. 3,000.00
v) Steel Chairs	2 (two) nos.	Rs. 3,600.00
vi) Steel Almirah	3 (three) nos.	Rs. 21,000.00
vii) FRP -molded armless chair for the office	20 (twenty) nos.	Rs. 8,000.00
viii)Electric fan	6 (six) nos.	Rs. 9,000.00
ix)Complete tube light set	6 (six) nos.	Rs. 3,000.00
x)Slow-case for display of handicrafts articles for marketing support	1 (one) no	Rs. 18,000.00
xi)Installation of Land Telephone	1 (one) no	Rs. 2,500.00
b)For The Training/Meeting Hall of The C.L.C		
i) Steel table With Wooden Top (Full Secretariat)	1 (one) no	Rs. 4,000.00
ii) Steel Chairs	1 (one) no	Rs. 1,850.00
iii) one armed steel chair with provision for small desk fitted with the arm for the purpose of training	30 (thirty) nos.	Rs. 30,000.00
iv) FRP -molded armed chair for the purpose of meeting	50 (fifty) nos.	Rs. 30,000.00
v)White board measuring 6 ft. for the training purpose	1 (one) no	Rs. 4,000.00
vi)LCD-PROJECTOR with laptop and screen for the venue earmarked for the training purpose	1 (one) no	Rs. 70,000.00
vii)Indoor P.A system –Amplifier with 4 (four) small sound boxes and one cordless microphone	Complete set duly fitted in the room with required cable	Rs. 25,000.00
viii) Electric fan	6 (six) nos.	Rs. 9,000.00
IX) Complete Tube light set	6 (six) nos.	Rs. 3,000.00
c) For the CLC		
I)Inverter with battery	650 VA Capacity	Rs. 23,000.00
II) Glow sing board with fitting and fixing	2 (two) nos.	Rs. 15,000.00
III)Preparation & Installation of a software for communication of the service demand through a toll -free no. and instant tie-up arrangement with the service provider under intimation to C.L.C		Rs. 30,000.00
TOTAL		Rs.3,98,950.00

Rupees Three Lakh Ninety Eight Thousands Nine Hundred fifty Only.




 Chairman
 Bongaon Municipality

Business Plan of C.L.C. (Continued from Annexure -II)

II	Recurring Expenditures :	Year						Annexure- II A	
		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
1.	a) Manager - cum - Placement & Marketing Co-ordinator – 1(One) no.@ Rs.7,000/- p.m.	Rs.84,000.00	Rs.84,000.00	Rs.84,000.00	Rs.92,400.00*	Rs.92,400.00*	Rs.92,400.00*		
	b) Office Assistant – cum – Computer Operator – 1(one) no.@ Rs.4,250/- p.m.	Rs.51,000.00	Rs.51,000.00	Rs.51,000.00	Rs.56,100.00*	Rs.56,100.00*	Rs.56,100.00*		
2.	Cost of Electricity	Rs.15,000.00	Rs16,000.00	Rs.17,000.00	Rs.18,000.00	Rs.19,000.00	Rs.20,000.00		
3.	Cost of Communication (Internet, Telephone, FAX)	Rs.10,000.00	Rs.10,500.00	Rs.11,000.00	Rs.11,400.00	Rs.11,900.00	Rs.12,900.00		
4.	Cost of Office - Stationeries	Rs.10,000.00	Rs.10,500.00	Rs.11,000.00	Rs.11,400.00	Rs.11,900.00	Rs.12,900.00		
5.	Awareness, publicity & web hosting etc.	Rs.10,000.00	Rs.10,500.00	Rs.11,000.00	Rs.11,400.00	Rs.11,900.00	Rs.12,900.00		
6.	Transportation & Travelling Expenses	Rs.4,000.00	Rs.4,500.00	Rs.5,000.00	Rs.5,500.00	Rs.6,000.00	Rs.7,000.00		
7.	Miscellaneous Expenditure	Rs.1,000.00	Rs.1,000.00	Rs.1,500.00	Rs.1,500.00	Rs.2,000.00	Rs.2,500.00		
	TOTAL	Rs.1,85,000.00	Rs.1,88,000.00	Rs.1,91,500.00	Rs.2,07,700.00	Rs.2,11,200.00	Rs.2,16,700.00		

* due to increase of wages @ 10%



Somen Kumar
Chairman
Bongaon Municipality

Statement of Expected Income (Year- Wise)

Annexure - III

On account of	Year											
	2016-17		2017-18		2018-19		2019-20		2020-21		6 th Year 2021-22	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1 Annual registration fees @ Rs 50/-per head during 1 st three years & @ Rs. 100 per head during the next 3 years from :												
i) Service Providers (e.g. ex-trainees in the fields of Nursing Aides, Beauticians, Plumbers, electrical wiring, A.C. & Refrigerator Repairing, Mobile repairing, Driving & auto - mechanic, DTP Computer)	50	2,500.00	80	4,000.00	100	5,000.00	125	12,500.00	150	15,000.00	200	20,000.00
ii) Other service providers (e.g. Aya, Cook, Carpenter, Mason & helper, electrical mechanic etc.)	50	2,500.00	60	3,000.00	70	3,500.00	80	8,000.00	90	9,000.00	100	10,000.00
iii) Small producers seeking marketing assistance (both individual & groups)	20	1,000.00	40	2,000.00	60	3,000.00	80	8,000.00	100	10,000.00	120	12,000.00
iv) Small Entrepreneurs seeking market demand / strategy / related information	10	500.00	20	1,000.00	30	1,500.00	40	4,000.00	50	5,000.00	60	6,000.00
Page Total (of the amounts)		Rs.6,500.00		Rs.10,000.00		Rs.13,000.00		Rs.32,500.00		Rs.39,000.00		Rs.48,000.00



	Amounts (In Rs.)					
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	B.F.					
	6,500.00	10,000.00	13,000.00	32,500.00	39,000.00	48,000.00
For referral services :	28,7000.00	33,000.00	45,900.00	52,900.00	71,600.00	81,400.00
2	Services Charges @ 5-10% (on an average 7.5%) of the total income earned by the service providers through C.L.C. at the rates and no. of Mondays as furnished in the enclosed sheet (Annexure – III A)					
3	Collection of Rent for letting out the Training Hall to the Trainer Agencies for Training and others for organizing meeting /seminars etc For 600 (for 1 st 3 Yrs)/750 (for 4 th & 5 th yr.)hours per year @ Rs.20 per hour 1 st 3years and then Rs. 30 per hour for next 3 years					
	12,000.00	12,000.00	12,000.00	20,000.00	22,500.00	25,000.00
4	Fee – based Services : i) Conduct of Survey : To perform the job of various types of surveys conducted in the town by ULB/District Administration /other Line Deptts./ Pvt. Orgns. Etc by 'outsourcing' . Income earned @ 15% of the total value of the job assigned for co-ordination, administration and preparation & submission of the survey report to the job – assigner.					
	Nil	15,000.00	18,000.00	21,000.00	25,000.00	30,000.00
	ii) Placement Services : Fees realized from the Companies/Agencies for extending such services .					
	Nil	Nil	10,000.00	15,000.00	20,000.00	25,000.00
	iii) Income earned by extending Creche Services / Different Services like opening Accounts / Insurance – Linked Schemes like PMSBY etc. (on mass scale)					
	Nil	Nil	10,000.00	15000.00	20,000.00	25,000.00
	Grand Total					
	47200.00	70000.00	1,08,900.00	1,56,400.00	1,98,100 .00	2,34,400.00



Suman Kumar
Chairman
Bongaon Municipality

Annexure –II-A
(Vied Annexure –II—Statement of income)

Year	Aya		Nursing Aides		Other Service		Total Service Charges(Rs)Earned By The Service Provider	Income @ 7.5%Of The Total Service Charges Earned (Rs)
	Wages- RATE (Rs)	No. of mandays	Wages- RATE (Rs)	No. of mandays	Wages- Rate(Rs)	No. of mandays		
2016-2017	175.00	600.00	225.00	300.00	300.00	700.00	3,82,500.00	28,700.00
2017-2018	DO	700.00	DO	350.00	DO	800.00	4,41,250.00	33,000.00
2018-2019	190.00	800.00	250.00	400.00	400.00	900.00	6,12,000.00	45,900.00
2019-2020	200.00	900.00	DO	500.00	DO	1000.00	7,05,000.00	52,900.00
2020-2021	225.00	1000.00	300.00	600.00	500.00	1100.00	9,55,000.00	71,600.00
2021-2022	250.00	1100.00	DO	700.00	500.00	1200.00	10,85,000.00	81,400.00

Samer Khan
Chairman

Bongaon Municipality



Requirement Of Fund For Recurring Expenditure (R.E)

	Year					TOTAL
	2016-17	2017-18	2018-19	2019-20	2020-21	
Total amount of R.E. required for running the CLC	Rs 1,85,000.00	Rs 1,88,000.00	Rs 1,91,500.00	Rs 2,07,700.00	Rs 2,11,200.00	Rs 9,83,400.00
Less income generated during the preceding year	NIL	Rs 47,200.00	Rs 70,000.00	Rs 1,08,900.00	Rs 1,56,400.00	Rs 3,82,500.00
Actual requirement of fund for R.E. from the <u>CLC-FUNDS</u>	Rs 1,85,000.00	Rs 1,40,800.00	Rs 1,21,500.00	Rs 98,800.00	Rs 54,800.00	Rs 6,00,900.00

1. Total non-recurring expenditureRs. 3,98,950.00
2. Actual fund required for recurring.....Rs. 6,00,900.00
(i.e. total amount of recurring expenditure to be incurred during the 1st 5 years minus the income generated during the 1st 4 years)
3. Total project cost of the CLC (i.e. Sl. 1+2).....Rs. 9,99,850.00

Rupees Nine Lakh Ninety Nine Thousand Eight Hundred fifty Only



Suman Kumar
Chairman
Bongaon Municipality

Viability & Break-Even Analysis

Annexure-V


Sl. NO.	COST VIS-À-VIS INCOME	Year-wise Amount in Rs					
		2016-17	2017-18	2018-19	2019-20	2020-21	6 th year
1.	Total Recurring cost (i.e. fixed cost + variable cost)	Rs. 1,85,000.00	Rs. 1,88,000.00	Rs. 1,91,500.00	Rs. 2,07,700.00	Rs. 2,11,200.00	Rs. 2,16,700.00
2.	Expected Income*	Rs.47,200.00	Rs.70,000.00	Rs.1,08,900.00	Rs.1,56,400.00	Rs.1,98,100.00	Rs.2,34,400.00

*Vide 'statement of Expected Income' (Annexure-III)

Findings & Inference :

It would appear from the above analysts that the income so generated gradually increases over the years and surpasses the total recurring cost during the year 2021-22. Thus, the CLC would reach the Break – even Point during the 6th Year and is likely to generate a surplus from 6th year onwards. However, the Break- even Point could be reached earlier if some other income- generating activities are undertaken by the C.L.C. in future .




 Chairman
 Bonggaon Municipality

Proposal for City Livelihood center (CLC)

1. Proposal for CLC in BONGAON Municipal corporation/Municipality

2a) It is a district Headquarter? Yes No

2b) District Name : NORTH 24 PARGANAS

3a) Total population , , Nos.

3b) Total urban poor , , Nos.

4a) Total Wards Nos.

4b) Total Slums Nos.

5. Major Services possible through this CLC Put Nos. as yes No Possible Don't know

- I) Information on market demand and market strategy
- II) Marketing/sales outlets for the products manufactured by urban poor
- III) Registration, licensing, Accounting and legal services for micro-enterprises
- IV) Placement services
- V) Bidding/contract for citizen services
- VI) Training venue
- VII) Crèche service
- VIII) Issuance of UID/Aadhar card for citizens in the CLC area
- IX) Opening Of Bank Account
- X)
- XI)
- XII)
- XIII)
- XIV)
- XV)



Sri Sankar Adhary
Chairman
BONGAON MUNICIPALITY

6. Details of premises given / arranged for CLC by the municipal corporation/municipality

a) Area Sq. ft. b) Rooms Nos c) Wash rooms Y N

d) CLC location : Opposite swasthya deep and at ULB ground. e) is it nearby to the Municipal office Y N

f) Premises under Municipality/ MC Y N g) if no, NOC of the owner (please attach) Y N

7. Plan for facilitation of the CLC through ULB itself ALF/CLF PPCP³ OTHER (PLS SPECIFY)



8. Business plan of CLC, details including viability plan attached

<input checked="" type="checkbox"/>	<input type="checkbox"/>
Y	N

9. Remarks, if, any (if required attach sheet)

.....

.....

.....

.....

Enclosed

1. Business plan of CLC, details including viability plan
2. Allotment Letter from the ULB/NOC of the owner of the premises, for owned/rented premises for the proposed for CLC

Sankar Addhya

Signature

Name : Sri Sankar Addhya
Designation : Chairman , Bongaon municipality
Date : 21/05/2016
Seal : **Sri Sankar Addhya**
Chairman
BONGAON MUNICIPALITY





OFFICE OF THE
KHARAGPUR MUNICIPALITY



P.O.-KHARAGPUR, DISTRICT-PASCHIM MEDINIPUR, PIN CODE-721301.

Phone No.- 03222-257080, 258169, Fax No.- 03222-255347.

e-mail: cmkgpmpty@gmail.com

Memo no : 807 / K.M.

Date: 13 / 04 / 16

From :

Executive Officer & CPO
Kharagpur Municipality.

To:

The Director, SUDA &
Mission Director, WBSULM
ILGUS Bhavan,
H-C Block, Sector-111
Bidhan Nagar,
Kolkata-7000106

Handwritten notes: 1000.00, 5mm (5m10), and a signature with date 2/5/16.

Sub: Proposal for City Livelihood Centre

Ref No: Your Office Memo No-SUDA-39/2015/500, Dated-21/05/15

Sir,

With reference to the above mentioned subject I would like to submit the proposal for City Livelihood Centre (CLC) under NULM in the enclosed format as you asked for. This is for favour kind information and necessary action.

Checked
Pl. Re. Submit
Proposal after
modification
27-5-16



Yours faithfully

Handwritten signature
Executive Officer & CPO
Kharagpur Municipality

Project Proposal

“City Livelihood Centre”

*An Initiative for Supporting
Urban Poor for Livelihoods*

**Kharagpur Municipality NULM Cell, Ward No: 28, Jhapetapur, Kharagpur,
Pin-721301**

Project Proposal

“City Livelihood Centre”

*An Initiative for Supporting
Urban Poor for Livelihoods*

ULB Back
Ground
not here.

Kharagpur Municipality
NULM Cell, Ward No: 28, Jhapetapur, Kharagpur, Pin-721301

Introduction:

Economic development and urbanization are closely linked. Cities in India are emerging as the country's engines of economic growth, with a contribution of more than 60 per cent to GDP. As per Census of India, 2011, India's urban population is now 377 million which shows a 31 per cent increase from 2001. The Report on Conditions of Work and Promotion of Livelihoods in the Unorganized Sector by the National Commission on Enterprises in the Unorganized Sector brought out in August 2007 (NCEUS, 2007) reveals that in 2004-05, out of India's total workforce, 92 per cent worked in the informal economy. The urban informal sector comprises a large part of the unorganized non-agriculture sector. Low levels of education and skill in the unorganized sector workers have resulted in their inability to access the opportunities offered by emerging markets. This underscores the criticality of skills up-gradation for better livelihoods opportunities in urban areas.

Most of the poor are involved in informal sector activities where there is a constant threat of eviction, removal, confiscation of goods and almost non-existent social security cover. Even when segments of the urban population are not income-poor, they face deprivation in terms of lack of access to sanitary living conditions and their well-being is hampered by discrimination, social exclusion, crime, violence, insecurity of tenure, hazardous environmental conditions and lack of voice in governance.

The dimensions of urban poverty can be broadly divided into three categories: (i) residential vulnerability (access to land, shelter, basic services, etc.); (ii) social vulnerability (deprivations related to factors like gender, age and social stratification, lack of social protection, inadequate voice and participation in governance structures, etc.) and (iii) occupational vulnerability (precarious livelihoods, dependence on informal sector for employment and earnings, lack of job security, poor working conditions, etc.). These vulnerabilities are inter-related. Amongst the urban poor, there are sections subject to greater vulnerability in terms of the above classification; these include women, children, and the aged, SCs, STs, minorities and differently-abled persons who deserve attention on a priority basis.

The National Urban Housing and Habitat Policy (NUHHP), 2007 aims to promote sustainable development of habitat in the country with a view to ensure equitable supply of land, shelter and services at affordable prices to all sections of the society. The most vulnerable of these are the urban homeless who live with no shelter or social security / protection. Recent pronouncements of the Supreme Court of India have brought into focus the plight of the urban homeless by holding that the right to dignified shelters is a necessary component of the right to life under Article 21 of the Constitution of India. There is therefore a need to develop a policy and programme for the urban homeless.

Urban poverty being multi-dimensional, various vulnerabilities faced by the poor in cities and towns: occupational, residential and social need to be addressed simultaneously in a comprehensive and integrated manner with a targeted focus on the vulnerable groups so that a definitive impact can be made on ground. Residential vulnerability issues are being addressed through programmes like JNNURM and RAY. The other two vulnerabilities: occupational and social can be best addressed by creating opportunities for skill development leading to market based employment and helping them to set up self-employment ventures. Urban poverty alleviation programmes need to be based on skill development and easy access to credit. It is in this context that a mission-mode approach to urban livelihoods is considered necessary in the form of the National Urban Livelihoods Mission (NULM).

Background:

NULM aims to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. In addition, the mission would also address livelihood concerns by facilitating access to suitable spaces, institutional credit, social security and skills to the urban poor for accessing emerging market opportunities.

Now, the informal sector has traditionally been a source of services for middle and higher income groups in cities through provision of services such as security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping etc. However these services are not available in organized and reliable manner in urban areas. The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/ benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, the urban poor need support services to help them access several opportunities available to them.

The development of the City Livelihood Centre (CLC) aims to support Urban Poor by providing them one stop solution to market their products and services and also can access information and other benefits. The CLC will act as a bridge between urban poor and middle and higher income groups who are accessing various services like security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping which in turn is provided by Urban Poor. **The City Livelihood Centre should be formed as per the "NULM guidelines"**. This will support the development of urban poor. This will be implemented in 35 wards of Kharagpur Municipality under NULM.

This program for supporting urban poor through CLC will be rolled out in the 35 wards under Kharagpur Municipality.

Objective:

Objective of the CLC is as follows:

- 1. The urban poor can offer their goods and services in an organized manner to the potential buyers i.e. the CLC would strive to bridge the gap between demand and supply of the goods and services produced by the urban poor.*
- 2. The urban poor can access information and business support services as and when needed by them, which would otherwise not be accessible to them.*
- 3. The middle and higher income groups can access various services from urban poor which in turn will generate or augment livelihoods of the Urban Poor.*
- 4. The beneficiaries who are trained under Employment Skill Training and Placement will be enrolled under CLC and will be provided with huge market for employment.*
- 5. Develop various livelihood opportunities for Urban Poor.*
- 6. Hand holding support to Urban Poor wherever required.*

Project Proposal:

- *Name of the Municipality: Kharagpur Municipality*
- *Total Wards in the Municipality : 35 Wards*
- *Total Slums in the Municipality :315*
- *Name of the Wards covered under CLC: Ward No :From Ward no 1 to 35(All 35 Wards)*
- *Total Population in the area: 2,89,631 Male: 1,48,433 Female: 1,41,198*
- *Total Urban Poor covered in the area: 143267(BPL- 2006)*
- *Potential no. of members expected to be covered by CLC: 83267*

- **Major Services possible through CLC in the area:**
- *Awareness of various central and state government schemes for their upliftment growth and support, social welfare schemes.*
- *Skill development and training programmes, opportunities for training and self-employment.*
- *Support to urban poor running small business to have better understanding of market needs, market for demand of their products, prices etc.*
- *Provision of opportunities for the employment of men and women in various trades and related jobs for labor class and urban poor matching their skills (list as enclosed- List of Services).*
- *Obtain direct work orders for services such as carpentry, plumbing, electricity maintenance etc. and tie ups with malls, retail outlets such as supermarkets, malls, theatres, restaurants etc. for basic housekeeping staff or sales man.*
- *The C.L.C will provide support for marketing of goods and services of the urban poor registered with C.L.C. by providing marketing/sales outlets for products manufactured by urban poor.*
- *Exploring the initiative of crèche services for working mothers registered with CLC Facilitating necessary guidance, counseling and technical support for those seeking skills training, wage employment, or aiming to establish and sustain self-employment ventures.*
- *Facilitating and assisting in seeking licenses, registrations, credit facilities for establishing small manufacturing business and providing support to avail the raw materials as required.*
- *Provision of easy cab and bus facilities driven by the service providers for tourists thereby including the service providers in the endeavor to promote tourism.*

List of Services:

Sr. No	Name of Services	Sr. No	Name of Services	Sr. No	Name of Services
1	Maid Services	10	Receptionist	19	Sweepers
2	House Keeper	11	Health care Support for Sick or disabled	20	Appliances Repair
3	Cook/ Tiffin Services	12	Carpenter	21	Courier Service
4	Sales Girl/ Men	13	Construction Laborer	22	Painters
5	Counter Boy/ Girl	14	Stitching / Tailor	23	Drivers
6	Tele Caller	15	Knitting	24	Tourist Guides
7	Security Guard	16	Plumber	25	Motor Mechanic
8	Infant Care Taker	17	Handicrafts	26	Squash / Chatni / Jam Making
9	Beauty Parlor	18	Ironing		

Scope for growth of CLC Services in the area: It has been mentioned in the Objective of CLC (Page No:2)

Details of the premises given for CLC by ULB: 1000 sqft

Area: Malancha Chandipur

Location: Malancha chandipur, Ward no-11

Is the Location is nearby to ULB Office: Yes

Plan for facilitation of CLC: ULB directly

Action Plan of CLC:

Action Plan

Phase 1	Phase 2	Phase 3
<i>Preparation/Submission of Project Proposal and Approval of the same</i>	<i>Initiating contacts with various government and non-government offices, malls, educational institutions, hotels, hospitals to provide services</i>	<i>Promoting/exhibiting and facilitating marketing of products such as Sweaters, caps, handicrafts, garments, Jams etc. produced by females of urban poor</i>
<i>Promotion of CLC</i>	<i>Identifying competency of service providers for classifying in various jobs/services</i>	<i>Based on competency and efficiency, registered urban poor provided opportunities for self-employment and services</i>
<i>Media Coverage of CLC</i>	<i>Opportunities for training for enhancement of skills</i>	<i>Assisting registered urban poor to establish small business</i>
<i>Registration of urban poor with CLC as service provider</i>	<i>Providing non paid services to service receivers as per requirement for 1st time</i>	<i>Providing knowledge and access to credit facilities and facilities to avail raw material to small manufacturers</i>
<i>Survey to identify potential service receivers in the area under CLC</i>	<i>Approach to market to urban poor producing marketable goods</i>	<i>Maintaining contacts with various agencies and service users to ensure continuous employment</i>

Details of plan implementation:

Phase 1: For the first three months, efforts would be directed towards the promotion and popularizing the existence and the aims and objectives of the City Livelihood Centre. All the service providers located and living in the slums and belonging to poor sections in each ward will be registered followed by their police verification.

Alongside a survey will be conducted of the service receivers to analyze their daily needs and minor problems faced by them in their daily life. Further they will be linked and included in the database of the city livelihood Centre.

Phase 2: After three months, steps would be taken to provide the services to various educational institutions, government offices, semi government offices, private firms, business units, government and non-government colony, registered with the C.L.C., based on their needs and requirements as suggested and communicated by them. Services will be provided to all service receivers. The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, opportunities will be given to encourage poor women who have skills for preparing household items like Sweaters, caps, handicrafts, garments, Jams etc. through income generating activities in which they have a comparative advantage.

Phase 3: Six months later, all the registered service providers will be analyzed and classified based on their skills and competency. Thereafter, based on their competence and efficiency, they will be made to look for opportunities of employment with the service receivers. Also, Exhibitions will be arranged to make these handmade items reach the common public and provide a platform for these poor women to earn by sale of such household handmade items. These exhibitions will give the opportunities to the women utilize their basic household skills and other skills for handmade handicrafts to earn their livelihood. Opportunities for required training will be provided to the service providers to enhance their skills as per the requirements of the jobs and services required by the service receivers to enable them to get employment with them. In this manner, in a period of 9 months, the process of registration, training of the service providers, opportunities and sources of employment and all related requirements will be put in place.

- For the proper running and sustainability of the CLC it is necessary to involve CSR in CLC activities making tie ups with CSR and for the funding to City Livelihood Centre in their activities.
- City Livelihood Centre business model fund spend on the purpose of various activities related with CLC such as marketing, Publicity, promotion, intensive for the people and welfare activities of CLC.

Business Plan of CLC:

Proposed Budget for Initial Year

One Time Expense:

Sr. No.	Office Equipment	No. Of Units	Amount
1	Cupboard/Shelf	2	30000.00
2	Computers/ Printers/Fax/UPS	2	110000.00
3	Tables	4	25000.00
4	Chairs	15	15000.00
5	Computer Table	2	8000.00
6	Notice Board & White Board	2	4000.00
7	Telephone with Internet/Wifi	1	5000.00
8	Heaters	3	10000.00
9	Refurbishment/ Office Interior	1	100000.00
10	Digital Camera	1	15000.00
11	Inverter With Battery	1	30000.00
	Total		3,52,000.00

Recurring Expenses:

Sr. No.	Staff	No. Of Units	Amount
1	Office Manager cum Accountant	1	192000.00
2	Placement -cum- Marketing Coordinator	1	168000.00
	Total		360000.00

Salary amount Per month

Administrative Expenses:

Sr. No	Description	Per Month (Rs.)	Amount (Rs.)
1	Cleaning Expenses	1000	12000.00
2	Electricity Expenses	1500	18000.00
3	Phone	4000	48000.00
4	Internet Expenses	1500	18000.00
5	Drinking Water	1000	12000.00
6	Stationary	2000	24000.00
7	Public Awareness & Media Event	10000	120000.00
8	Repair & Maintenance	1000	12000.00
9	Other/ Meeting Expenses	2000	24000.00
	Total		2,88,000.00

Total Expenditure in the initial year: 10,00,000

Description of the Financial Business Plan

➤ 1st Year – Assuming 300 Beneficiaries register their services with CLC.

Sr. No	Particulars	No. of Beneficiaries /Services	Fees per Person/Service charges (INR)	Total (INR)
1	CLC income through registration	300	100	30000.00
2	Through 5% of Income to CLC (Assuming per beneficiary income is Rs. 250/day working for 30 days)	100	5% of Rs. 250/per day/per Beneficiary. (Calc: 12.5* (5% of Rs 250)*30*100*12)	4,50,000.00
3	Placement Services- Sales Boy/Girl, House Maid Hotel Services etc @ 500/- Placement Charges from employer	05 Placements/ Month	5*500*12	30000.00
4	Other Sources of Income (Bank account opening, Electricity/Water/Property bill payment etc @ Rs 5 Each			5000.00
	Total CLC Income			5,15,000.00
	Reserve for running CLC NEXT YEAR			5,15,000.00

➤ **2nd Year - Assuming 400 Beneficiaries register their services with CLC.**

Sr. No	Particulars	No. of Beneficiaries /Services	Fees per Person/Service charges (INR)	Total (INR)
1	CLC income through Registration(300 Renewal + 100 New Registration)	400	100	40000.00
2	Through 5% of Income to CLC (Assuming per beneficiary income is Rs. 250/day working for 30 days)	100	5% of Rs. 250/per day/per Beneficiary. (Calc: 12.5* (5% of Rs 250)*30*100*12))	4,50,000.00
3	Placement Services- Sales Boy/Girl, House Maid Hotel Services etc @ 500/- Placement Charges from employer	10 Placements/ Month	10*500*12	60000.00
4	Other Sources of Income (Bank account opening, Electricity/Water/Property bill payment etc @ Rs 5 Each			5000.00
	Total CLC Income			5,55,000.00
	Balance brought Forward			5,15,000.00
	Total			10,70,000.00
	Less Expenses (Admin+ Recurring Expenses)			6,48,000.00
	Balance Available			4,22,000.00
	Reserve for running CLC NEXT YEAR			4,22,000.00

➤ 3rd Year – Assuming 500 Beneficiaries register their services with CLC.

Sr. No	Particulars	No. of Beneficiaries /Services	Fees per Person/Service charges (INR)	Total (INR)
1	CLC income through Registration(400 Renewal + 100 New Registration)	500	100	50000.00
2	Through 5% of Income to CLC (Assuming per beneficiary income is Rs. 250/day working for 30 days)	120	5% of Rs. 250/per day/per Beneficiary. (Calc: 12.5* (5% of Rs 250)*30*120*12)	5,40,000.00
3	Placement Services- Sales Boy/Girl, House Maid Hotel Services etc @ 500/- Placement Charges from employer	10 Placements/ Month	10*500*12	60000.00
4	Other Sources of Income (Bank account opening, Electricity/Water/Property bill payment etc @ Rs 5 Each			5000.00
	Total CLC Income			6,55,000.00
	Balance brought Forward			4,22,000.00
	Total			10,77,000.00
	Less Expenses (Admin+ Recurring Expenses)			6,48,000.00
	Balance Available			4,29,000.00
	Reserve for running CLC NEXT YEAR			4,29,000.00

> **4th Year - Assuming 600 Beneficiaries register their services with CLC.**

Sr. No	Particulars	No. of Beneficiaries /Services	Fees per Person/Service charges (INR)	Total (INR)
1	CLC income through Registration(500 Renewal + 100 New Registration)	600	100	60000.00
2	Through 5% of Income to CLC (Assuming per beneficiary income is Rs. 250/day working for 30 days)	120	5% of Rs. 250/per day/per Beneficiary. (Calc: 12.5* (5% of Rs 250)*30*120*12)	5,40,000.00
3	Placement Services- Sales Boy/Girl, House Maid Hotel Services etc @ 500/- Placement Charges from employer	15 Placements/ Month	15*500*12	90000.00
4	Other Sources of Income (Bank account opening, Electricity/Water/Property bill payment etc @ Rs 5 Each			5000.00
	Total CLC Income			6,95,000.00
	Balance brought Forward			4,29,000.00
	Total			11,24,000.00
	Less Expenses (Admin+ Recurring Expenses)			6,48,000.00
	Balance Available			4,76,000.00
	Reserve for running CLC NEXT YEAR			4,76,000.00

➤ **5th Year - Assuming 700 Beneficiaries register their services with CLC.**

Sr. No	Particulars	No. of Beneficiaries /Services	Fees per Person/Service charges (INR)	Total (INR)
1	CLC income through Registration(400 Renewal + 100 New Registration)	700	100	70000.00
2	Through 5% of Income to CLC (Assuming per beneficiary income is Rs. 250/day working for 30 days)	120	5% of Rs. 250/per day/per Beneficiary. (Calc: 12.5* (5% of Rs 250)*30*120*12)	5,40,000.00
3	Placement Services- Sales Boy/Girl, House Maid Hotel Services etc @ 500/- Placement Charges from employer	15 Placements/ Month	15*500*12	90000.00
4	Other Sources of Income (Bank account opening, Electricity/Water/Property bill payment etc @ Rs 5 Each			5000.00
	Total CLC Income			7,05,000.00
	Balance brought Forward			4,76,000.00
	Total			11,81,000.00
	Less Expenses (Admin+ Recurring Expenses)			6,48,000.00
	Balance Available			5,33,000.00
	Reserve for running CLC NEXT YEAR			5,33,000.00

Financial Management:

- A separate bank account will be put in the name of CLC with joint signatories for all CLC related financial transactions.
- Any income after all the administrative expenses necessary for running the CLC will remain in CLC account and will be utilized for welfare activities of Urban Poor.
- 5% of any income of fees received by the service providers from the service receivers will be taken by the C.L.C. In this manner by the third year ,the registration of various service providers and provision of their jobs will expand to a level that the income retained by the CLC from the service providers will enable the CLC to be self-dependent and capable of running with its own funds.

Monitoring and Evaluation: The CLC will be monitored by CIC NULM,APO & CO,S and Evaluted by Executive Officer/CPO Kharagpur Municipality.

8/4/16
**Executive Officer/CPO
Kharagpur Municipality**

**Executive Officer,
Kharagpur Municipality**

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

PH. NO : 03522 - 255450 / 255680 / 256930 / 255649 / 256931 / 255655
<<< FAX - 03522 - 255649 >>>

e-mail - bmpality@gmail.com / bmpality@hotmail.com
website : www.balurghatpurasava.webs.com

Memo No. 2534 / G-95

Date. 27.02.2015.

To,
The Director, SUDA &
Mission Director, WBSULM
ILGUS Bhawan,
Sector - III, HC - Block,
Bidhannagar, Kolkata - 700106

10,00,000

Sub:- Proposal for Sanctioning of City Livelihood Centre (CLC).

Ref:- Your memo no. SUDA - 39/2015/289(63) Date- 11.02.2015

Sir,

With reference to the memo no cited above, I am sending a proposal for sanctioning and release of fund for City Livelihood Centre as your prescribed proforma.

Your earnest co-operation is highly appreciated in this matter.

Thanking you

Yours faithfully,

Asha

Chairman
Balurghat Municipality

Enclo :- As Stated

Proposal for City Livelihood Centre (CLC)

1. Proposal for CLC in BALURGHAT Municipality

2a. Is it District Headquarter? Yes No *Pls. tick* 2b. District Name Dakshin Dinajpur

3a. Total Population: 01, 51, 299 Nos. 3b. Total Urban Poor: 38, 428 Nos.

4a. Total Wards: 25 Nos. 4b. Total Slums: 34 Nos.

5. Major Services possible through this CLC *put nos. as (1) – Yes (2) – No. (3) – Possibility (4) – Don't know*

- | | |
|---|---|
| i) Information on market demand and market strategy | 1 |
| ii) Marketing/ sales outlets for the products manufactured by urban poor..... | 1 |
| iii) Registration, Licensing, Accounting and legal services for micro-enterprises | 1 |
| iv) Placement Services..... | 1 |
| v) Bidding/ contracts for citizen services..... | 1 |
| vi) Training Venue..... | 1 |
| vii) Crèche service | 3 |
| viii) Issued of UID Aadhar Card for citizens in the CLC area | 3 |
| ix) Change Agent | 1 |
| x) Motivator for Bank Loan | 3 |
| xi) Information on Health Service | 3 |
| xii) House to House Survey | 3 |

6. Details of the premises given/ arranged for CLC by Municipality

- | | | |
|---|--|--|
| a) Area <u>1050</u> Sq. ft. | b) Rooms <u>2</u> Nos. | c) Wash rooms <input checked="" type="checkbox"/> Y <input type="checkbox"/> N |
| d) CLC Location <u>Office Premises</u> | e) Is it nearby to the Municipal office | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N |
| f) Premises under Municipality/ MC <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | g) If no, NOC of the owner (please attach) | <input type="checkbox"/> Y <input type="checkbox"/> N |

7. Plan for facilities of the CLC through

ULB itself	ALF/CLF	PPCP	Others (Pls. Specify)
------------	---------	------	-----------------------

Pls. tick

8. Business Plan of CLC, details including viability plan attached Y N

9. Remarks, if any, (If required attach sheet)

No

Enclosed

- 1) Business Plan of CLC, details including viability plan.
- 2) Allotment Letter from ULB/ NCC of the owner premises for owned/ rented premises for the proposed for CLC

Laha

Signature

Name : CHAYANIKA LAHA

Designation : CHAIRMAN – BALURGHAT MUNICIPALITY

Date : 27/02/2015

Seal :



OFFICE OF THE
BALURGHAT MUNICIPALITY
SOVA MAJUMDER SARANI
BALURGHAT * DAKSHIN DINAJPUR

STD - 03522
FAX - 258814



Memo No. 253316-95

Date: - 27.02.15

To
Shri M.N.Pradhan, I.A.S,
DIRECTOR, SUDA & Mission Director,
WBSULM

Sub: - Space for establishing City Livelihood Centre (CLC) is 1050.00 sq.ft having two rooms and a wash room where staircase and drawing spaces available

Ref:-Vide your memo no SUDA-39/2015/289 (63) , Dated 11-02-2015

Sir,

With reference to above, I am agree to spare the above building in ground floor consisting two rooms, wash room, stair case and drawing spaces available there to form the CLC in our locality to services for middle and higher income groups in cities through a provision of services such as security, carpentry, gardening, construction, plumbing, electrical works, health care support, housekeeping, etc to fill the critical gap.

Your earnest co-operation is highly appreciated in this matter.

Thanking you.



Yours Faithfully,

S. M. Sarani
27.2.15
Chairman

Balurghat Municipality

Business Plan of CLC under
BALURGHAT MUNICIPALITY

Sl. No.	Non-Recurring Expenditures:		
1	Land & Building		
	Item	Qty.	Amount (in Rs.)
	Built-in floor space at the ground floor of a Municipal Building	1050 sft (Approx)	Allotted by ULB- free of cost (Letter of Allotment enclosed)
2	Office equipments & furnitures:		
	Item	Qty.	Amount (in Rs.)
i)	Two Computer with all accessories including Printer -- 1 (one) for the CLC office and the other for the proposed training centre	2 (Two) nos.	Rs. 1,00,000.00
ii)	Wooden Computer Table	2 (Two) nos.	Rs. 7,000.00
iii)	Steel Table with Wooden Top (Full Secretariate)--- one for the CLC office and the other for the proposed training centre	2 (Two) nos.	Rs. 7,200.00
iv)	Steel Table with Wooden Top (Half Secretariate) for the CLC office	1 (one) no.	Rs. 3,600.00
v)	Steel Charis for both the establishments	3 (Three) nos.	Rs.8,400.00
vi)	Steel Almirah for the office & Training Centre	3 (Three) nos.	Rs. 33,000.00
vii)	One-armed steel chair with provision for small desk fitted with the arm for the Training Centre	30 (Thirty) nos.	Rs. 60,000.00
viii)	Two Armed Chair for the office	10 (ten) nos.	Rs. 15,000.00
ix)	White Board measuring 6 ft. X 4 ft. for the Training Centre	1 (one) no.	Rs. 4000.00
x)	LCD - Projoector with Screen for the training centre	1 (one) no.	Rs. 25,000.00
xi)	Show-case for display of Handicraft for marketing support	1 (one) no.	Rs. 8,000.00
xii)	Installation of Land Telephone	1 (one) no.	Rs. 2,500.00
xiii)	Electric Fan	8 (Eight) nos.	Rs. 12,000.00
xiv)	Complete Tubelight Set	10 (ten) nos.	Rs.5,000.00
xv)	Misc. Exp.		Rs. 10,000.00
	Total		Rs.3,00,700.00

Rupees Three Lakh Seven Hundred Only

BALURGHAT MUNICIPALITY
Statement of Expected Income (Year-Wise)

Annexure-IV

	On account of		Year											
	No.	Amount	2015-16		2016-17		2017-18		2018-19		2019-20		6th year - 2020-21	
			No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1	Registration - fees @ Rs. 100/- per head from:													
i)	Service Providers (e.g. ex-trainees in the fields of Nursing Aides, Beauticians, Plumbers, electrical wiring, A.C. & Refrigerator Repairing, Mobile repairing, Driving & Auto - mechanic, DTP (Computer).	150	15,000.00	175	17,500.00	200	20,000.00	225	22,500.00	250	25,000.00	300	30,000.00	
ii)	Other service providers (e.g. Aya, Cook, Carpenter, Mason & Helper, Electrical Mechanic etc.).	50	5,000.00	60	6,000.00	70	7,000.00	85	8,500.00	100	10,000.00	100	10,000.00	
iii)	Small Producers seeking marketing assistance (both individual & groups).	20	2,000.00	40	4,000.00	60	6,000.00	80	8,000.00	100	10,000.00	10	10,000.00	
iv)	Small Entrepreneurs seeking market demand/ strategy/ related information.	10	1,000.00	20	2,000.00	30	3,000.00	40	4,000.00	50	5,000.00	50	5,000.00	
2	Service Charge @ 2% of the total income earned by the service from Wage Employment, Group Employment & others service through CLC. 100 person X 25 days X 12 months = 30000 mandays @ 200/- per day Total Rs = 60000000/- @ 2% = 1200000/-		1,20,000.00		1,20,000.00		1,30,000.00		1,30,000.00		1,40,000.00		1,50,000.00	
	*Every year increase in both the number of person & wage rates as well.													
3	Fee-based Services:													
	Conduct of EDP: 4 nos. of 2-week programme, each batch comprising 30 trainees i.e. 120 trainees during the 1st year. Participation Charge - Rs. 500/- per head for the 1st, 2nd, & 3rd year and Rs. 600/- per head for the 4th, 5th & 6th year.	120	60,000.00	150	75,000.00	180	90,000.00	210	1,26,000.00	210	1,26,000.00	250	1,50,000.00	
	i) 5 nos. of such programme during 2nd year.													
	6 nos. of such programme during 3rd year.													
	7 nos. of such programme during 4th year.													
	8 nos. of such programme during 5th year.													
	8 nos. of such programme during 6th year.													
4	Collection of Rent for letter out the Training Room to the Trainer Agencies and/ or organising meeting/ seminars etc. for 600 hours per year @ Rs.20 per hour 1st 3 years and then Rs.25 per for next 3 years.	600	12,000.00	600	12,000.00	600	12,000.00	600	15,000.00	600	15,000.00	600	15,000.00	
	Grand Total		2,15,000.00		2,36,500.00		2,68,000.00		3,14,000.00		3,31,000.00		3,70,000.00	

Sd/-
Chairman
Balurghat Municipality

Year-Wise Distribution of Fixed Cost for Running the CLC									
Sl. No.	Fixed Cost on A/C of	Year-Wise Amounts in Rs.							
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21		
1	Salary & Wages @ Rs. 5,000/- & Rs. 3,000/- p.m. for Manager & Office-Astt. For 1st years & 10% Increase for next 3 years	Rs. 96,000.00	Rs. 96,000.00	Rs. 96,000.00	Rs. 1,05,600.00	Rs. 1,05,600.00	Rs. 1,05,600.00		
2	Office Expenses Cost including Electricity, Telephones, Internet, Stationaries etc.	Rs. 36,000.00	Rs. 37,500.00	Rs. 39,000.00	Rs. 39,500.00	Rs. 40,400.00	Rs. 43,400.00		
3	Awareness, publicity & Web hosting etc.								
	Total								
Year-Wise Distribution of Variable Cost for Conducting Training of SHG-Members & EDPs									
Sl. No.	Variable Cost on A/c of	Year-Wise Amounts in Rs.							
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21		
1	Training of the office-bearers of SHGs. Cost as per item 3(i) of business plan (Annexure-IV)	Rs. 60,000.00	Rs. 60,000.00	Rs. 60,000.00	Rs. 70,000.00	Rs. 70,000.00	Rs. 80,000.00		
2	Cost of Study Materials, Stationaries and Faculties	Rs. 20,000.00	Rs. 31,000.00	Rs. 37,500.00	Rs. 44,000.00	Rs. 51,000.00	Rs. 54,000.00		
	Total	Rs. 80000	Rs. 91000	Rs. 97500	Rs. 1,14,000.00	Rs. 1,21,000.00	Rs. 1,34,000.00		

Sd/-
Chairman
Balurghat Municipality

BALURGHAT MUNICIPALITY
Viability Break-Even Analysis

Annexure-V

Sl. No.	Cost Vis-à-vis Income	Break-Even Analysis					
		Year-Wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21
i)	Fixed Cost (Rs.)	Rs. 1,32,000/-	Rs. 1,33,500/-	Rs. 1,35,000/-	Rs. 1,45,100/-	Rs. 1,46,000/-	Rs. 1,49,000/-
ii)	Variable Cost (Rs.)	Rs. 80,000/-	Rs. 91,000/-	Rs. 97,500/-	Rs. 1,14,000/-	Rs. 1,21,000/-	Rs. 1,34,000/-
iii)	Expected Income (Rs.)*	Rs. 2,15,000/-	Rs. 2,36,500/-	Rs. 2,68,000/-	Rs. 3,14,000/-	Rs. 3,31,200/-	Rs. 3,70,000/-

Savings in Bank A/c

3,000/-

12,000/-

35,500/-

54,900/-

64,000/-

87,000/-

Sd/-

Chairman
Balurghat Municipality

BALURGHAT MUNICIPALITY
Statement of Expected Income (Year-Wise)

Annexure-IV

	On account of	Year														
		2015-16		2016-17		2017-18		2018-19		2019-20		6th year - 2020-21				
		No	Amount	No	Amount	No	Amount	No	Amount	No	Amount	No	Amount			
1	Registration - fees @ Rs. 100/- per head from															
i)	Service Providers (e.g. ex-trainees in the fields of Nursing Aides, Beauticians, Plumbers, electrical wiring, A.C. & Refrigerator Repairing, Mobile repairing, Driving & Auto - mechanic, DTP (Computer))	150	15,000.00	175	17,500.00	200	20,000.00	225	22,500.00	250	25,000.00	300	30,000.00			
ii)	Other service providers (e.g. Aya, Cook, Carpenter, Mason & Helper, Electrical/Mechanic etc.)	50	5,000.00	60	6,000.00	70	7,000.00	85	8,500.00	100	10,000.00	100	10,000.00			
iii)	Small Producers seeking marketing assistance (both individual & groups)	20	2,000.00	40	4,000.00	60	6,000.00	80	8,000.00	100	10,000.00	10	10,000.00			
iv)	Small Entrepreneurs seeking market demand/ strategy/ related information	10	1,000.00	20	2,000.00	30	3,000.00	40	4,000.00	50	5,000.00	50	5,000.00			
2	Service Charge @ 2% of the total income earned by the service from Wage Employment, Group Employment & others service through CLC. 100 person X 25 days X 12 months = 30000 mandays @ 200/- per day Total Rs = 60000000/- @ 2% = 1200000/- *Every year increase in both the number of person & wage rates as well.		1,20,000.00		1,20,000.00		1,30,000.00		1,30,000.00		1,40,000.00		1,50,000.00			
3	Fee-based Services Conduct of EDP - 4 nos. of 2-week programme, each batch comprising 30 trainees i.e. 120 trainees during the 1st year. Participation Charge - Rs. 500/- per head for the 1st, 2nd, & 3rd year and Rs. 600/- per head for the 4th, 5th & 6th year i) 5 nos. of such programme during 2nd year 6 nos. of such programme during 3rd year 7 nos. of such programme during 4th year 8 nos. of such programme during 5th year 8 nos. of such programme during 6th year	120	60,000.00	150	75,000.00	180	90,000.00	210	1,26,000.00	210	1,26,000.00	250	1,50,000.00			
4	Collection of Rent for letter out the Training Room to the Trainer Agencies and/ or organising meeting/ seminars etc. for 600 hours per year @ Rs. 20 per hour 1st 3 years and then Rs. 25 per for next 3 years	600	12,000.00	600	12,000.00	600	12,000.00	600	15,000.00	600	15,000.00	600	15,000.00			
	Grand Total		2,15,000.00		2,36,500.00		2,68,000.00		3,14,000.00		3,31,000.00		3,70,000.00			

Sana
Chairman
Balurghat Municipality

Year-Wise Distribution of Fixed Cost for Running the CLC

Sl. No.	Fixed Cost on A/C of	Year-Wise Amounts in Rs.						
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21	
1	Salary & Wages @ Rs. 5,000/- & Rs. 3,000/- p.m. for Manager & Office-Astt. For 1st years & 10% Increase for next 3 years	Rs. 96,000.00	Rs. 96,000.00	Rs. 96,000.00	Rs. 1,05,600.00	Rs. 1,05,600.00	Rs. 1,05,600.00	
2	Office Expenses Cost including Electricity, Telephones, Internet, Stationaries etc.	Rs. 36,000.00	Rs. 37,500.00	Rs. 39,000.00	Rs. 39,500.00	Rs. 40,400.00	Rs. 43,400.00	
3	Awareness, publicity & Web hosting etc.	Expenditure will be booked from IEC Expenses						
Total								
Year-Wise Distribution of Variable Cost for Conducting Training of SHG-Members & EDDPs								
Sl. No.	Variable Cost on A/c of	Year-Wise Amounts in Rs.						
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21	
1	Training of the office-bearers of SHGs. Cost as per item 3(i) of business plan (Annexure-IV)	Rs. 60,000.00	Rs. 60,000.00	Rs. 60,000.00	Rs. 70,000.00	Rs. 70,000.00	Rs. 80,000.00	
2	Cost of Study Materials, Stationaries and Facilities	Rs. 20,000.00	Rs. 31,000.00	Rs. 37,500.00	Rs. 44,000.00	Rs. 51,000.00	Rs. 54,000.00	
Total		Rs. 80000	Rs. 91000	Rs. 97500	Rs. 1,14,000.00	Rs. 1,21,000.00	Rs. 1,34,000.00	

Scanned

S. Saha 29.02.15

BALURGHAT MUNICIPALITY
Viability Break-Even Analysis

Annexure-V

Sl. No.	Cost Vis-à-vis Income	Break-Even Analysis					
		Year-Wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21
i)	Fixed Cost (Rs.)	Rs. 1,32,000/-	Rs. 1,33,500/-	Rs. 1,35,000/-	Rs. 1,45,100/-	Rs. 1,46,000/-	Rs. 1,49,000/-
ii)	Variable Cost (Rs.)	Rs. 80,000/-	Rs. 91,000/-	Rs. 97,500/-	Rs. 1,14,000/-	Rs. 1,21,000/-	Rs. 1,34,000/-
iii)	Expected Income (Rs.)*	Rs. 2,15,000/-	Rs. 2,36,500/-	Rs. 2,68,000/-	Rs. 3,14,000/-	Rs. 3,31,200/-	Rs. 3,70,000/-

Savings in Bank A/c

3,000/-

12,000/-

35,500/-

54,900/-

64,000/-

87,000/-

S. Bora

Chairman
Balurghat Municipality

S. Bora 29-02-15

Sri Mohan Bose

**CHAIRMAN
JALPAIGURI MUNICIPALITY
JALPAIGURI**



RESIDENCE :
MOHURIPARA, JALPAIGURI
MOBILE : 9434004857
PHONE : 03561-231096 (C)
03561-230050 (O)
FAX : 03561-231096 (C)
03561-220050 (O)

Memo No...513/M

Date : 23.5.2016

To:-
The Director ,SUDA,
&
Mission Director, WBSULM
ILGUS Bhawan,
HC Block, Sector-III
Bidhannagar
Kol-700106

SM/SMD
[Signature]

[Signature]
[Signature]
24/5/16

999.528

Subject: Submission of Draft Proposal for City Livelihood Centre under UNLM of Jalpaiguri Municipality

Sir,

I am sending herewith the Draft Proposal for City Livelihood Centre (CLC) under UNLM of Jalpaiguri Municipality .

This is for your kind information and taking necessary action please.

With thanks,

Yours faithfully,

[Signature]
Chairman
Jalpaiguri Municipality

PROPOSAL FOR CITY LIVELIHOOD CENTRE



Handwritten signature

UNDER WEST BENGAL STATE URBAN LIVELYHOODS MISSION

JALPAIGURI MUNICIPALITY

WEST BENGAL STATE URBAN LIVELYHOODS MISSION

FORMAT 1: CITY LIVELYHOOD CENTRE-MODEL PROPOSAL

I. Introduction:

National Urban Livelihood Mission (NULM) is a centrally sponsored scheme under MoHUPA to address urban poverty under NULM wherein there is a provision for establishing City Livelihood Centre (CLC) for the urban poor. One of the objectives of establishing the City Livelihood Centre (CLC) would be to bridge the information gaps by way of establishing dissemination of information and linking the service-providers (who will be registered with the CLC) with the potential service-receivers so that the urban poor capable of extending such services can have necessary access/ market for offering their goods/ products or services in an organized manner. Another objective of the CLC would be to facilitate skill- development training so as to keep the supply- side responses in sync with the demand -side needs. CLCs would also operate as an information hub for NULM and other social and pro-poor schemes of the Government.

II. Background of ULB:-

City Profile and Overview

History:-

Jalpaiguri district has been an important district in respect of administrative governance. The District was formed in the year 1869 and its activities as a Divisional Head Quarter of Rajshahi- Koch Behar Division started since 1875.

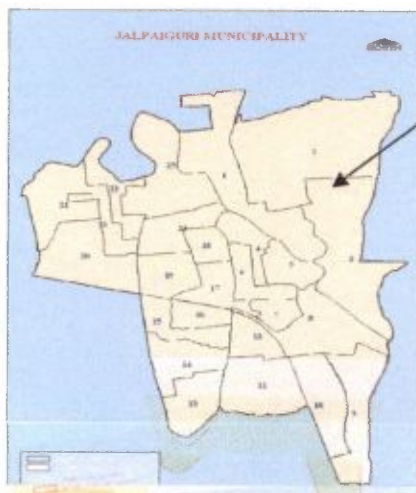
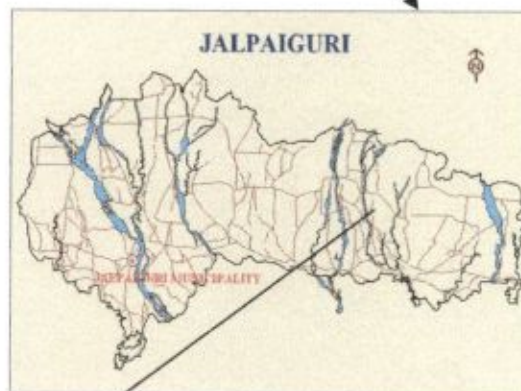
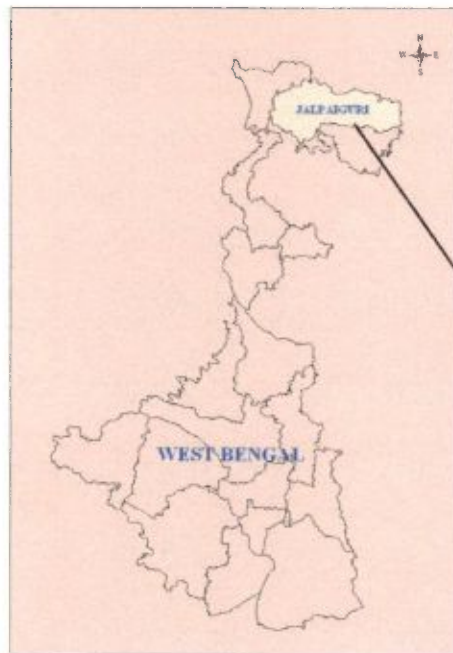
With the formation of District, the tea plantation played key role in the field of Socio-Economic reforms in the district since 1877. In view of the above, a new Township has come out in the district as "Jalpaiguri Town" in the year 1869. The District and the Town has derived its name from Bhutanese term *je-le-pe-go-ri*, meaning a place where warm clothes were traded, suggesting a trading Centre. It has also been suggested that it has been named Jalpaiguri owing to the olive trees that existed in numbers as late as 1900.

The administration and tea planters of the district felt it necessary to set up a Urban Local Body. And "Jalpaiguri Union" was formed and performed the municipal activities till 1st. April 1885. The "Jalpaiguri Municipality" came into being with a population of 7936 in the year 1886-87 under the Chairmanship of Deputy Commissioner of the District and Vice-Chairmanship of Civil Medical Officer. The first non official Chairman was elected in the year 1916-17. The municipal area was then divided into 7 wards, consisting with 19 commissioners. After independence, the municipal area was divided into 19 single member constituency wards in the year 1967 with a functioning area 10.095 sq. K.M. Subsequently, in 1995, the municipal area has been expanded to 12.95 sq.K.M.

Administrative Boundaries:

The municipality is bounded by Tista River in its Eastern side, Kharia and Aurobindo Gram Panchyat in its Western side, Paharpur villages in the north and Kharia in the Southern side. River Karala passes from its northern side to the south eastern side. SH 12 A passes Jalpaiguri Municipality from its East to West From Siliguri town to Maynaguri Town.

Jalpaiguri Municipality is very near to the International border of Bangladesh in south.



Temperature :

Normal temperature in the area varies from 37°C max to 7°C min. The following bar diagram shows the maximum and minimum temperature from 2000 to 2004

Soil:

Very deep, poorly drained, fine loamy soils on level to nearly level recent alluvial plain with loamy surface, associated with very deep, moderately well-drained, coarse loamy soils.

Ground Water:

The area is having wide seasonal fluctuations in groundwater storage and movement. Aquifers are characterized by highly assorted materials. Groundwater occurs in water table (unconfined condition). Static water level is within 4 m. below ground level. Total dissolved solids is around 150 ppm and aquifer thickness tapped is around 50 m. or so.

(Source - Geohydrological Map of India - published by GSI, 1969)

Geomorphology:

Jalpaiguri town is situated at an altitude of 77.60 - 84.35 m. above m.s.l. on the western bank of river Teesta. River Karala is one of the major tributaries of Teesta dividing the Municipality in parts. The river Dhardhara is a tributary of river Karala. The river Gadadhar drains the water of Jalpaiguri town partially. The terrain is basically flat and blanketed by river borne sediments consisting of fine to coarse sands, silts and clays, constituting the lower piedmont flood plain of North Bengal. The upper plain is occasionally marked with pebbles and gravels drained down from the upper catchment.

(Source - Record GSI Publication - Vol.No.121, Part 2-8

"Quaternary Geology and Geomorphology of Tista-Torsa interfluvial area -
A brief review")

Ecology:

Tista river plays a very important role on the local ecology. As per river basin atlas, 1985 Tista is suitable for propagation of fisheries as a result the municipality has an important role to maintain Tista River basin ecology.

A number of tea gardens are situated in the north of Jalpaiguri particularly Karalavalley Tea Gardens.

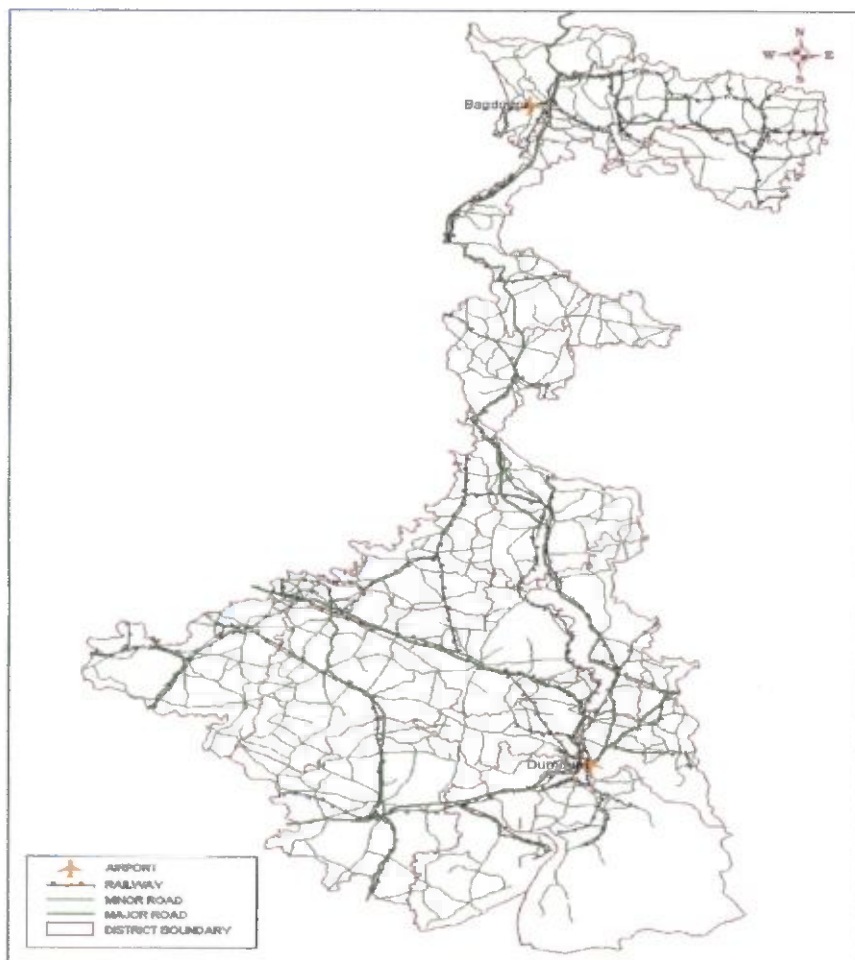
As Jalpaiguri Municipality is situated in the international border zone, there is massive rise of population due to immigration leading to acute shortage of food and water. Intensive search for alternative food and water resources has forced for modification of physio-chemical parameters. Continuous habitat loss is taking place due to human intervention and change in land use pattern. The ULB documents its concern for this and has been putting continuous endeavour for restoration of ecology.

Linkages (Rail, Road and Air):

Jalpaiguri being the one of the oldest and important Municipality of North Bengal, is well connected by rail and road with the State capital, Kolkata as also with the major towns of West Bengal. Jalpaiguri is about 500 KM from Kolkata. The town is connected by North Eastern Railway Siliguri Haldibari Line and few important trains pass through Jalpaiguri. The town has direct railway and road links with the neighbouring towns, like Siliguri, Moinaguri, Lataguri, Dhubguri etc. State Highway 12-A passes through the Municipality. The nearest air base is at Bagdogra.

Jalpaiguri Municipality has developed around 160 K.M. of road. In the area, Zilla Parishad has developed roads of 7 K.M. and PWD of 15 KM. Entire area of the Municipality is connected with roads. Regional connectivity linkage with the municipality is shown in the map as below. Regular maintenance of these roads is in practice.

Regional linkage & connectivity Map



Drainage:

Jalpaiguri is situated on the western bank of Teesta river. A number small rivers and nala are passing through the municipal area. The Karala river is the natural drainage channel of Jalpaiguri Town is one of the tributaries of Teesta and more or less bifurcates the town in the eastern side. Another natural drainage is river Gadadhar which is connected to river Panga in the south. The high rain water from the upland portion of Jalpaiguri town and its adjoining area is causing water logging in certain portion of the city. All these need de-silting and other forms of drudgery to reduce water logging and overflow during the peak monsoon period, in particular. Overall drainage system of the ULB has been hindered because –

- Siltation of natural drainages due to deforestation in upper catchment of Tista.
- River Karala fails to drain the total storm water in the river Tista as Tista is not in a position to take total discharge of river Karala during flood season.
- Most of the lateral drains are not connected with the peripheral drains
- Unplanned construction
- Drains are choked by wastes (polythene etc.)

Solid Waste Management:

The ULB has started implementing Solid Waste Management scheme in the recent years. Municipality already covered 18 wards and remaining wards will be covered within coming years. Solid wastes from residential and commercial complex, medical units, wastes after sweeping the roads, drain wastes etc are removed every day.

Cleanliness and Beautifications:

To maintain cleanliness and beautifications of Jalpaiguri, the ULB has taken enormous efforts with the help of its stakeholders to provide miscellaneous nature of services under its jurisdiction such as Roads, Peripheral Drainage, Electrification, Solid Waste Management, Conservancy, beautifications of parks and open spaces etc. In all spheres of activities, the Municipality imposes importance as regards its cleanliness and maintenance of overall greenery. . Every day over 24 Mt garbages are removed from municipality.

Sanitation:

Since its inception, Jalpaiguri Municipality is concerned about the sanitation. Growing population demands better and modern sanitation facilities. Keeping this in view, 3 Nos. community toilets have been constructed in the Municipal area. Continuous efforts are making to improve the services further. However modernized sewerage system is in need within near future.

Health :

Since its inception, Jalpaiguri Municipality is improving gradually in its health services in different forms. Health services programme IPP-VIII (Extn) is being implemented for further betterment. There is one general Hospital, one Clinic, one Dispensary and one Family Welfare Centre. The ULB possesses two Ambulances for constant services.

Education:

As per District Handbook 2005, Government of West Bengal, there were 73 primary schools, 4 middle schools, 5 high schools, 13 higher secondary schools and 3 colleges in the Jalpaiguri Municipal area, along with 18 professional and technical institutions. Also, there are 13 public libraries and 13 free reading rooms. Percentage of literacy in the area is 91% for male and 83% for female.

The authorities are in constant touch with the progressive themes with the advent of future scenario of the Municipality. Proper care has been taken to provide minimum facilities in the educational centres, like sanitation, drinking water etc as also adequate teaching aids through trained teachers. Separate projects are being taken for adult education, education for handicapped and drop out children in the coming years.

Population and development are intrinsically interrelated and progress in any component can catalyze improvement in others. In recognition of this awareness the CDP seeks to integrate the population perspective with all development policies to be undertaken in the plan. The population statistics is provided below:

III. Objective of Establishing the CLC

- Urban Poor can offer their good/ products and services in an organized manner to the potential buyers i.e., the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor.
- The Urban poor can access information and business support services and when needed by them which would otherwise be not accessible to them.
- The above centre would serve as information **KIOSK/** knowledge/ inspiration centre for urban poor

IV. Services to be offered by the CLC

A. Referral Services

The informal sector has traditionally been a source of services for middle and higher income groups in cities through the provision of services such as plumbing, electrical work, private tuition, construction, security, carpentry, gardening, health care support, Nurse and Aya, housekeeping and bill payment etc. By linking the service-providers (who shall be registered with the CLC) with the potential service-receivers, so that the urban poor capable of extending such services can have necessary access/ market for offering their goods/ products or services in an organized manner.

- Providing services such as security, carpentry, gardening, construction, plumbing, electrical work, health care support etc.
- The CLCs may obtain direct work orders or contracts or Annual Maintenance Contracts from Municipality, housing societies for the services needs like plumbing, electrical work, painting etc.
- The CLC can also obtain work for data entry, outsourcing etc
- Providing / facilitating the training services for improving the skills to the urban poor and unemployed youth.
- A fortnightly / monthly meet would be held in the slums to skilled workers to register free of charge, with them. There will be a registration form to be filled and submitted along with some documents (BPL card holder, address proof, etc). Each service provider would be provided with an identity Card on a charge fixed by CLC.

B. Social development

- Conducting co-ordination meetings among community and Bankers, NGOs, Sectoral departments at grass root level.
- Setting up of centres for promoting Livelihood opportunities.
- Functioning as Training information and Learning Centre.

C. Support to SHG in Income Generating Activities

- Opening of bank Account: Under Pradhan Mantri Jan Dhan Yojana, CLC can tie up with a particular Nationalized Bank to open accounts under this scheme. For opening these accounts CLC might engage educated youths who are registered with CLC. An amount may be charged from the bank on opening of an account, in which a portion may be paid to the youth and a portion to be deposited in CLC.
- To provide assistance for marketing of the goods/ products & services produced by the SHGs & urban poor, who are registered with the CLC.
- Provide / facilitate training of prospective small entrepreneurs seeking individual / Group Loan under SEP, on 'how to run a business'.
- Arranging / facilitating skill-development trainings for the urban poor, either directly or through empanelled training agencies.

D. Other services

- Providing information for opening small entrepreneurs seeking individual, social welfare schemes, enrolment of UID/ Aadhar cards.
- Providing marketing / sales outlets.
- Providing legal services such as registration, licensing, accounting etc.
- Citizen services such as bidding / contracts.
- Enabling dissemination of information from time to time through various mechanisms like IEC material, media and other channels.
- Promoting interchange visits among communities and documentation of good practices.
- Functioning as decentralized location for displaying citizen charter for transparency.
- Providing preliminary grievance redressal mechanism as a link for effective services delivery between the ULB and the community.

V. Sources of Income of CLC

- **Admission charge:** Certain charges for issuing identity card for referral services (one time) may be charged by CLC and also some part of the payment (not yet decided) made to the service provider would come to CLC.
- **Service charges from service providers:** Skilled youth may register their name as service providers (such as Electrician, Plumber, Carpenter, Tour Guide, Ayah, Nurse, Domestic helper, etc) and users may utilize their service through CLC.
- **Letting out of the Training Hall** to the Trainer Agencies for Training under EST & P and other for holding meetings / seminars etc. Against prescribed rent.
- **Survey:** CLC would register educated youths for conducting survey. To perform the job of various types of surveys conducted in the town by ULB / District Administration / other line Depts. Pvt. Organs etc. by 'outsourcing'. On every survey format candidate will be paid a certain remuneration from which a portion will be charged by CLC for coordination & Administration or the C.L.C may enter into an agreement with the 'outsourcing agencies' for conducting the survey so assigned against payment of a particular job-value.
- **Income from ULBs:** ULBs may utilize CLC as service providers like , a) waste collection from door to door, b) Water Meter reading(in future), c) conducting survey at ULB level, d) organize Polio etc.
- **Municipal Tax collection:** The members of the committee will be involved in door to door tax collection.
- **Opening of Bank Account:** CLC may tie up with the Bank to open Bank Account under the scheme of Pradhan Mantri Jan Dhan Yojana and other insurance linked schemes.

VI. Viability & Break- Even Analysis

- It would appear from the Annexure – III that the income expected to be earned by the CLC gradually increases over the years and surpasses the recurring cost during year 2020-21. Thus, the CLC would reach the Break- Even point during the 6th Year and is likely to run as an independent body from the 6th year onward. However, the Break- Even point could be reached earlier, if some other Income- generating activities are undertaken by CLC in future.

VII. Man Power to be deployed

For running the CLC, a group of staff will be maintained on a monthly basis, as follows:

SL No.	Designation	No.
1	Manager cum Placement and Marketing Coordinator	1
2	Office Assistant-cum-Computer Operator	1
	Total	2

VIII. Establishment of Office Infrastructure

The requisite infrastructure viz., chairs, computers, phones, tables, racks etc., should be placed at the CLC. The suggested space for establishing

CLC is 800 sq.ft. with two rooms and a wash room.

A 'No Objection Certificate' (NOC) is attached in annexure.

FORMAT 2 : APPLICATION FORMAT		
NAME OF THE ULB: JALPAIGURI MUNICIPALITY		
DETAILS OF AREA - IDENTIFIED CITY LIVELIHOOD CENTER		
Sl. No	Particulars	
1	Name of the ULB	Jalpaiguri Municipality
2	Total Wards in ULB	25 Wards
	Total Population	107341
	Male	53708
	Female	53633
3	Total no of Household	26205
4	Municipal Area (sq km)	12.95
5	Total Slum in ULB	77
	a) Official Notified	77
	b) Not Specified	0
6	No. of SHGs:	238
	a) No. of ALF:	18 Nos. to be formed
	b) No. of CLF:	1 No. to be formed.
7	No. of Wards covered by CLC	25 Wards
8	Total Urban Poor Covered	26418
9	Potential no. of members expected to be covered by CLC	35,000 Members
10	Major Services possible through CLC in the area	<ul style="list-style-type: none"> • Facilitating training based on local demand • Placement Services •) Opening of Bank A/C (Pradhan Mantri Jan Dhan Yojana) • Credit Creation: Providing loan for local entrepreneurs • Marketing assistance • Provision of services such as plumbing, Security, Nursing, Carpentry etc. • Referral Services.
11	Scope for growth of CLC in the area	There is an adequate scope of growth of growth of CLC in Jalpaiguri in view of existing demand of such services.
12	Details of Premises given for CLC by ULB	In the 2 nd floor of Jalpaiguri Municipality Building
13	Area of Room	800 sq ft.
14	Location	Jalpaiguri Municipality Building
15	In the location is nearby to the ULB Office (Distance)	Within Jalpaiguri Municipality Building
16	Plan for facilitation of CLC- Resource Agency/ULB	By ULB
17	Proposal Prepared by:	Tapan Roy, City Manager, MIS & ME (NULM), Bhaskar Sarkar, City Manager, SD&I, (NULM) Supriyo Brahma , APO(in- charge), Aniruddha Pal, EO & CPO, (NULM)
18	Proposal Prepared by:	

19	Name and Designation of the forwarding authority	Mohan Bose, Chairman, Jalpaiguri Municipality
20	Business Plan of CLC to include break – even and viability	Break – even analysis is enclosed in Annexure-III

FORMAT 2: BUDGET ESTIMATE

Proposed Item of Expenditure:

1 NON RECURRING EXPENDITURE (ONE TIME)

A: For the Office of the CLC

SI No	Office Equipment and Office Furniture	Units	Amount (Rs.)
1	PC Fitted with all accessories including Printer	2	80,000.00
2	Wooden Computer Table	2	8,000.00
3	Steel Table with wooden top (Full Secretariat)	1	5,000.00
4	Steel Table with wooden top (Half Secretariat)	2	6,000.00
5	Steel Chair	3	6,000.00
6	Steel Almirah/ Cupboard	3	20,000.00
7	FRP molded armless chair of the office	20	8,000.00
8	Fan	6	9,000.00
9	Tube light fittings (Double Tube)	6	5,000.00
10	Digital Camera	1	6,000.00
11	Showcase for display of Handicrafts articles for marketing support	1	10,000.00
12	Land Telephone with internet modem and Fax	1	10,000.00
13	Inverter with Battery with 650 VA Capacity	1	23,000.00
14	Glow sign board with fitting and fixing	1	10,000.00
15	Preparation & Installation of software for communication of the service-demand through a Toll- Free no. and instant provider under intimation of CLC		30,000.00
16	Electrification & Interior Decoration		4,000.00
	Total		2,40,000.00

B.	For the training / Meeting Hall of CLC		
Sl No	Office Equipment and Office Furniture	Units	Amount (Rs.)
1	Steel Tables with wooden top (full Secretariat)	1	5,000.00
2	Steel Chair	1	1,800.00
3	One armed steel chair with the provision of small desk fitted with arm for purpose of training	30	30,000.00
4	FRP molded armless chair for the office	50	30,000.00
5	Notice Board (6 ft x4 ft)	2	5,000.00
6	LCD Projector with laptop and screen	1	70,000.00
7	Indoor P.A System- Amplifier with 4 sound boxes and one Stand & one cordless microphone	Complete set	25,000.00
8	Fan	6	9,000.00
9	Tube light fittings (Double Tube)	6	5,000.00
10	Electrification and interior Decoration		4,000.00
11	Miscellaneous		2,500.00
	Total		1,87,300.00

II	RECURRING EXPENDITURE (for 5 years)		
Sl No	Staff Remuneration Expenses	Month	Amount (Rs.)
1	CLC manager @ Rs. 7000/- per month	12	84,000.00
	Computer Operator @ Rs 5000/- per month	12	60,000.00
	Total		1,44,000.00

Sl No	Administrative Expenses	Per Month	Amount (Rs.)
	Cleaning Expenses	500	6000
	Electricity Expenses	3000	36000
	Communication Expenses (internet, Telephone & Fax)	5000	60000
	Office Stationary Expenses	3000	36000
	Public awareness & media event	4000	48000
	Repair & Maintenance	2000	24000
	Transportation , Traveling & Meeting Expenses	5500	66000
	Drinking Water & Tea	1000	12000
	Miscellaneous Expenses		1000
	Total		289000

Please note : The Recurring Administrative Expenses of Rs.1,44,000.00 + 2,89,000.00) = Rs. 4,33,000/- are likely to increase @ 5% every year in cumulative process)

Particulars	R.A.E.	5 % Increase	Total R.A.E Amount In Rs.
Recurring Expenditure for 1st Year	4,33,000.00	21,650.00	4,54,650.00
Recurring Expenditure for 2nd Year	4,54,650.00	22,732.50	4,77,382.50
Recurring Expenditure for 3rd Year	4,77,382.50	23,869.13	5,01,251.63
Recurring Expenditure for 4th Year	5,01,251.63	25,062.58	5,26,314.21
Recurring Expenditure for 5th Year	5,26,314.21	26,315.71	5,52,629.92
Total Recurring Expenses for the five years	23,92,598.33	1,19,629.92	25,12,228.25

STATEMENT OF EXPECTED INCOME FROM CLC	
Expected Income	Amount In Rs.
Expected income for 1st Year	1,10,000.00
Expected income for 2nd Year	2,20,000.00
Expected income for 3rd Year	4,40,000.00
Expected income for 4th Year	5,20,000.00
Expected income for 5th Year	6,50,000.00
Total expected income	19,40,000.00

1	NON - RECURRING EXPENDITURE (One Time)		
	A. For the office of the CLC	2,40,000.00	
	B. For the Training / Meeting of CLC	1,87,300.00	
			4,27,300.00
II	RECURRING EXPENDITURE (For 5 years)		
	Total amount of Recurring Expenditure for five Yrs Minus Expected Income for Five Yrs.	5,72,228.25	
			5,72,228.25
			9,99,528.25

TOTAL PROJECT COST IS Rs.

9,99,528.00 ✓

FINANCIAL MANAGEMENT

A separate bank account will be put in place in the name of CLC with joint signatories for all CLC related financial transaction.

All the service providers will be required to pay annual registration fees of Rs. 100 which will be utilised towards their police verification (if required) and preparation of identity card and administrative expenses of the CLC.

10 % of any income or fees received by the service providers from the service receivers will be taken by the CLC for administration and running of the CLC . In this manner **by the third year**, the registration of various service providers and provision of their jobs will expand to a level that the income retained by the CLC from the service providers will enable the CLC to be self dependent and capable of running with its own funds.

Annexure-I

List of Proposed Jobs that can be offered:

SI No	Women Related Jobs	Men Related Jobs
1.	Maid service Housekeeper	Housekeeper
2.		Car Washer man
3.	Cook	Cook
4.	Household cleaning maid	Security Guard
5.	Infant caretaker	AC technician
6.	Sales Girl	Plumber
7.	Telecaller	Receptionist House keeping
8.	Beautician	Amin
9.	Home Nursing	Electrician
10	Handicrafts	Private Tutors
11	Data Entry Operator	Painter
12	Receptionist House keeping	Masson
13	Private Tutors	Carpenter
14	Dance Teacher	Tiles & Marbel Masson
15	Music Teacher	Driver
16		LBS
17		Data Entry Operator
18		Supplier
19		Sales man
20		Dance Teacher
21		Music Teacher
22		Home Nursing

This is only a proposed list and there are provisions to include many other trades.

BREAK EVEN ANALYSIS
DESCRIPTION OF THE FINANCIAL BUSINESS PLAN 1ST YEAR

Assuming the 300 registered service providers earn an income of Approx. Rs.1000000 then annual income of CLC (assuming 10%) is Rs.100000

Particulars	Amount (Rs.)
CLC income through Registration	5,000.00
Through 10 % income Per Year to CLC	1,00,000.00
Other Source Income	5,000.00
Total CLC Income	1,10,000.00
Reserve for running of CLC next year	1,10,000.00

DESCRIPTION OF THE FINANCIAL BUSINESS PLAN 2nd YEAR

Assuming the 600 registered service providers earn an income of Approx. Rs.2000000 then annual income of CLC (assuming 10%) is Rs.200000

Particulars	Amount (Rs.)
CLC income through Registration	10,000.00
Through 10 % income Per Year to CLC	2,00,000.00
Other Source Income	10,000.00
Total CLC Income	2,20,000.00
Previous Balance forwarded	1,10,000.00
Total for 2nd Year	3,30,000.00
Less Expenses	4,77,382.00
Balance available in hand (Deficit)	-1,47,382.00

DESCRIPTION OF THE FINANCIAL BUSINESS PLAN 3rd YEAR

Assuming the 800 registered service providers earn an income of Approx. Rs.40,00,000 then annual income of CLC (assuming 10%) is Rs 4,00,000

Particulars	Amount (Rs.)
CLC income through Registration	20,000.00
Through 10 % income Per Year to CLC	4,00,000.00
Other Source Income	20,000.00
Total CLC Income	4,40,000.00
Previous Balance forwarded	nil
Total for 2nd Year	4,40,000.00
Less Expenses	501251.63
Balance available in hand (Deficit)	-61,251.63

DESCRIPTION OF THE FINANCIAL BUSINESS PLAN 4th YEAR

Assuming the 1000 registered service providers earn an income of Approx. Rs.50,00,000 then annual income of CLC (assuming 10%) is Rs 5,00,000

Particulars	Amount (Rs.)
CLC income through Registration	10,000.00
Through 10 % income Per Year to CLC	5,00,000.00
Other Source Income	10,000.00
Total CLC Income	5,20,000.00
Previous Balance forwarded	nil
Total for 2nd Year	5,20,000.00
Less Expenses	526314.21
Balance available in hand (Deficit)	-6,314.21

DESCRIPTION OF THE FINANCIAL BUSINESS PLAN 5th YEAR

Assuming the 1200 registered service providers earn an income of Approx. Rs.60,00,000 then annual income of CLC (assuming 10%) is Rs 6,00,000

Particulars	Amount (Rs.)
CLC income through Registration	20,000.00
Through 10 % income Per Year to CLC	6,00,000.00
Other Source Income	30,000.00
Total CLC Income	6,50,000.00
Previous Balance forwarded	nil
Total for 2nd Year	6,50,000.00
Less Expenses	552628.00
Balance available in hand (Deficit)	9737200.00

INCOME AND EXPENDITURE STATEMENT FOR FIVE YEARS

	1st Year	2nd Year	3rd Year	4th Year	5th Year	Total
Expected Expenditure	4,54,650.00	4,77,382.00	5,01,251.00	5,26,313.00	5,52,628.00	25,12,224.00
Expected Income	1,10,000.00	2,20,000.00	4,40,000.00	5,20,000.00	6,50,000.00	19,40,000.00
Fund Requirement for RE Expenses	3,44,650.00	2,57,382.00	61,251.00	6,313.00	Nil	5,72,224.00
					(+) 97372	




Chairman
Jalpaiguri Municipality

City Livelihood Centre (CLC)

Action Plan

MULM cities will establish City Livelihood Centre (CLC), where the urban poor can offer their goods and services in an organised manner to potential buyers and where they can access business and information support services. CLCs will be established and run by the ULB as per the norms specified in the operational guidelines.

The Action Plan

Sl. Action	Planned Timeline	Progress	Issues
1. Conceptualize the CLC through the Guidelines	Done		
2. Calculating the nos. of CLC required in the ULB	Done		
3. Finalising the wards covered under the proposed CLC	Done		
4. Calculating the Population, Urban Poor catered through this CLC	Done		
5. Potential members expected in the CLC	Done		
6. Identifying the Services of the CLC	Done		
7. Arrangement of the premises for the CLC in owned/ rented/ in collaboration with others	Done		
8. Preparation of Business Plan of the CLC including the viability	Done		
9. Decide on the mode of operation of the CLC (whether run by the ULB itself/ by ALF or CLF/ in PPCP model/ through other agency etc.)	Done/ALF		
10. Preparation of the CLC Proposal	Submitted.		

Sl.	Action	Planned Timeline	Progress	Issues
11.	Assessment of the CLC Proposal	done		
12.	Approval & Forwarding the CLC Proposal to the WBSULM			
13.	Finalising the CLC operation responsibility			
14.	Registration of CLC			
15.	Opening of Bank Account for CLC	28/07/2016		
16.	Propaganda of the CLC and its objectives			
17.	Preparation of the requisite infrastructures	25/07/2016		
18.	Hiring of the staffs for the CLC	gn process		
19.	Inclusion of CLC Members	gn process		
20.	Initiate the CLC operation	gn process.		

Proposal for City Livelihood Centre (CLC)

1. Proposal for CLC in _____ Municipal Corporation/ Municipality

2a. Is it District Headquarter? Yes No *Pls. tick*

2b. District Name _____

3a. Total Population Nos.

3b. Total Urban Poor Nos.

4a. Total Wards Nos.

4b. Total Slums Nos.

5. Major Services possible through this CLC

Put nos. as 1 Yes 2 No 3 Possibly 4 Don't know

- i) Information on market demand and market strategy
- ii) Marketing/ sales outlets for the products manufactured by urban poor
- iii) Registration, licensing, Accounting and legal services for micro-enterprises
- iv) Placement services
- v) Bidding/ contracts for citizen services¹
- vi) Training venue
- vii) Crèche service
- viii) issuance of UID/ Aadhar Card for citizens in the CLC area
- ix)
- x)
- xi)
- xii)
- xiii)
- xiv)
- xv)

6. Details of the premises given/ arranged for CLC by the Municipal Corporation/ Municipality²

a) Area Sq.ft.

b) Rooms Nos. c) Wash rooms Y N

d) CLC Location _____

e) Is it nearby to the Municipal office? Y N

f) Premises under Municipality/ MC Y N

g) If no, NOC of the owner (Please attach) Y N

7. Plan for facilitation of the CLC through ULB itself ALF/ CLF PPCP³ Others (Pls. Specify) *Pls. tick*

¹ CLCs may obtain direct work orders or bid for Annual Maintenance contracts, municipality contracts/ housing associations service needs viz., plumbing, electricity, carpentry, dispatch of electricity bills, property bills etc. and service the contracts through the registered urban poor offering such services. However, care should be taken that CLC should take up activities relevant for urban poor only to avoid possibility of interest of urban poor pushed into background by other commercial interests

² Please attach the allotment letter/ No Objection Certificate of allotment of building premises (own/ rental) from ULB

8. Business Plan of CLC, details including viability plan attached

Y	N
---	---

9. Remarks, if any, (If required attach sheet)

Enclosed

- 1) Business Plan of CLC, details including viability plan
- 2) Allotment Letter from the ULB/ NOC of the owner of the premises, for owned/ rented premises for the proposed for CLC

Signature

Name _____

Designation _____

Date _____

Seal:

City Livelihood Centre (CLC)

Summary

The Concept

The informal sector has traditionally been a source of services for middle and higher income groups in cities through provision of services such as security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping etc. yet these services are not available in organized and reliable manner in urban areas.

The Objective of CLC

The NULM cities will establish City Livelihood Centre (CLC) with the objectives to address these gaps and create a platform where:

- The urban poor can offer their goods and services in an organized manner to the potential buyers, i.e., the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor.
- The urban poor can access information and business support services as and when needed by them which would otherwise be not accessible to them.

Establishment & Funding of CLC

CLCs may be established as per the following norms:

City with Population as per Census 2011	Max. Nos. of CLC allowed
District Headquarters with Population less than 1 lakh	1
City with Population of 1-3 Lakhs	1
City with Population of 3-5 Lakhs	2
City with Population of 5-10 Lakhs	3
City with Population more than 10 Lakhs	8

Proposal: The ULB is required to prepare a proposal, as per the prescribed proposal format, along with the allotment letter/ No Objection Certificate of allotment of building premises (own/ rental) from ULB for establishing a CLC, which will be submitted to SULM for approval and sanction.

Infrastructure: The requisite infrastructure viz., chairs, computers, phones, tables, racks etc., should be placed at the CLC. The suggested space for establishing CLC is 1,000 sq. ft. with two rooms and a wash room.

Registration: CLCs may be registered under registration of Societies Act. CMMU or Organisation / Agency (if entrusted) may take up the responsibility of registering the CLCs at the city level.

Bank Account: A separate bank account should be opened in the name of CLC and should be operated as joint signatory (with one representative from ULB or organisation/agency and manager of CLC). All the required books of accounts viz., membership details, share capital, business transactions etc., should be maintained properly at the CLC level.

Recruitment of staff: Initially, a staff of 1-2 persons may be assigned to run the CLC. In case any agency (CSO or Organisation/ Agency) has been given responsibility of managing the CLC, the agency will need to hire the requisite staff.

Nature of Expenditure: The fund released from WBSULM may be utilised for

- Procurement of Furniture & Fixtures, Computers and peripherals
- Training of skills and Development of Entrepreneurship
- Monthly Running costs of electricity, telecommunication, water supply, Meeting expenses etc.
- Preparation IEC materials & Propaganda of CLC
- Data collection & Mobility support for services
- Registration and opening of Bank accounts for CLC
- Provision of Services of Bank Linkages, Street Vendor Development etc.

Funding of CLCs: The fund released from WBSULM for CLCs should not be used for construction or renovation of physical infrastructure. Each CLC will be provided a grant of Rs. 10 Lakhs as CLC facilitation funds and will be released in 3 installments as per the following milestones:

Installment		Installment will be released by WBSULM to the ULBs on
No.	Percentage	
1.	30%	One week after the proposal is approved and sanction order is sent.
2.	40%	Once the staff of CLC is recruited as per the action plan.
3.	30%	Once the CLC is launched and the services are rolled out.

Services of CLCs

The urban poor will be provided information and necessary support for

- opening of Bank Accounts
- information on training, employment and opportunities under NULM and other schemes
- information on social welfare schemes
- enrolment for UID/ Aadhar Card etc.
- marketing of goods and services of the urban poor who are registered with the CLCs.

The CLCs may charge a registration fee from those urban poor who are offering their services and products. The registration may be renewed every year on charge of renewal fee. The registration and renewal fee will be fixed by the ULB after consultation with the urban poor in the area.

Fee based services: The CLCs will also offer certain fee based service which the urban poor may avail by paying a nominal fee. The fee for each of these services will be fixed by the ULB after consultation with the urban poor in the area. The list of fee based services along-with their prices will be displayed at the CLC. A indicative list of these services is as under:

- Information on market demand and market strategy: Urban Poor who run small businesses may be given support to gain a better understanding of what the market needs, demand of the products produced by them, prices, where to sell, etc.
- Sales/Marketing outlets: CLCs can provide marketing/ sales outlets for the products manufactured by urban poor.
- Registration, licensing, Accounting and legal services for micro-enterprises: CLCs can facilitate the registration of micro-enterprises and obtaining of necessary licenses required, accounting and other legal services for establishing and running of micro-enterprises.
- Placement services: CLC may facilitate finding suitable jobs the urban poor matching their skills by having linkages with industries and their associations in the area.

Other services: The CLCs may also offer plethora of other services. A indicative list of these services is as under:

- Bidding/contracts for citizen services: CLCs may obtain direct work orders or bid for Annual Maintenance contracts, municipality contracts/ housing associations service needs viz., plumbing, electricity, carpentry, dispatch of electricity bills, property bills etc. and service the contracts through the registered urban poor offering such services. However, care should be taken that CLC should take up activities relevant for urban poor only to avoid possibility of interest of urban poor pushed into background by other commercial interests.
- CLCs may charge placement fee from industries/ companies, industry associations, etc. for placing the urban poor as per their requirement for e.g. CLCs may tie up with Malls or retail outlets for placing basic housekeeping staff or data entry operators in companies, etc.
- Training venue: If sufficient space and infrastructure is available with CLC, the premises may be provided as training venue also. The ULB may fixed the rate of training venue on the hours of usage, number of trainees, usage of infrastructural equipments etc. as the case may be.
- Crèche service: In case working mothers of members require crèche services, feasibility of setting up crèche service may be explored by CLC.

- CLC may also explore the possibility of collaboration with UID for issuance of UID/ Aadhar card for citizens in the CLC area.
- The CLC may also provide facility to various government departments, banks, insurance agencies and other organisations to communicate with the urban poor.

The above lists are only indicative. The ULBs may decide the services (fee based or otherwise) to be offered to by the CLCs based on local needs and after due consultation.