

Discussion in connection with Convergence Programme with Municipal Affairs and Urban development Department

Date 11-07-2018

Time : 2.15 p.m.

Venue : ILGUS bhavan

Members Present

1. Sri Sutanu Prasad Kar , Director and Addl Secretary UD&MA Department
2. Sri Swarup Kumar Paul , Director of Library Services
3. Sri Ashis Saha, Dy Director UD & MA Department
4. Sri Abhiji Kumar Bhowmick , librarian , State Central Library
5. Smt Soma Parui , SUDA

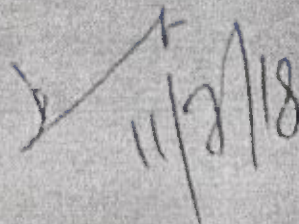
To expedite the convergence programme with both the departments , a discussion was initiated by the Director of Library Services. Operational guideline as prepared by the UD&MA Department has been discussed. It appears that two Committee should have to be formed for the purpose. One State Level Committee and another one is district Level Committee.

After a detail discussion it was resolved that --

A notification will be issued to constitute the State Mission Management Level Committee, and Another notification for City Mission management Level Committee.

These will be notified by the UD& MA Department and forwarded to the MEE & LS Department for acceptance. Thereafter these committees will start their function as per guideline.

Meeting ended


11/7/18

Librarian
State Central Library
West Bengal

MONTHLY PROGRESS REPORT FOR SELF EMPLOYMENT PROGRAMME (Physical Progress)

State: West Bengal Month : OCTOBER Year: 2018

1 No of beneficiaries assisted with Loans under SEP-I (Individual Enterprises) Only disbursed cases:						
SR NO	PROGRAM/ MONITORING PARAMETER	Annual Target (No. of Beneficiaries)	No. of loans disbursed at the beginning of the month	No. of loans disbursed during the month	Total loans disbursed by end of the month	
(1)	(2)	(3)	(4)	(5)	(6) = {4} + {5}	
i	SC	NA	25	5	30	
ii	ST	NA	5	1	6	
iii	OTHERS	NA	206	37	243	
iv	TOTAL	2000	236	43	279	
v	MINORITY OUT OF TOTAL	NA	29	6	35	
vi	WOMEN OUT OF TOTAL	NA	82	14	96	
vi	DISABLED OUT OF TOTAL	NA	0	0	0	
2 No of beneficiaries assisted with Loans under SEP-G (Group Enterprises) Only disbursed cases:						
SR NO	PROGRAM/ MONITORING PARAMETER	Annual Target (No. of Beneficiaries)	No. of loans disbursed at the beginning of the month	No. of loans disbursed during the month	Total loans disbursed by end of the month	
(1)	(2)	(3)	(4)	(5)	(6) = {4} + {5}	
1.1	No. of Group Enterprises assisted with loans under SEP-G	50	8	2	10	
1.2	No. of beneficiaries in assisted with loans under SEP-G	500	85	14	99	
i	SC	NA	18	2	20	
ii	ST	NA	6	0	6	
iii	OTHERS	NA	64	19	83	
iv	TOTAL	NA	88	21	109	

723
~~02-05-2017~~ 235/10
02-05-17



ONKAR SINGH MEENA, IAS
SECRETARY

Department of Urban Development
& Municipal Affairs
Government of West Bengal
'Nagarayan', DF-8, Sector-I, Salt Lake
Kolkata - 700064
Phone : (033) 2334 9394/Fax : 2334 7880
Email : secy.ma-wb@gov.in

DLK
Mr. Abhijit Ghosh
Nodal officer
28/04

No. Secy/UDMA/2017/97

Dated, 18th April, 2017

To
Sri. Manish Jain, IAS
Secretary to Government of West Bengal
Department of Mass Education Extension and Library Science
Bikash Bhavan, Salt Lake City,
Kolkata - 700091

**Subject:- Proposal on Convergence Programme between the Deptt. of UD & MA and the
Deptt. Of MEE & LS at CLC under NULM**

Sir,

With reference to your Memo No. 180/Secy/MEELS/17 dated 20.03.2017 on the subject cited above, this is to inform you that the above proposal has been agreed in principle by the UD & MA Deptt., Govt. of West Bengal. This has the approval of Hon'ble MIC, UD & MA Deptt., Govt. of West Bengal.

Yours faithfully

(Onkar Singh Meena)

Secretary to Government of West Bengal

Memo No. Secy/UDMA/2017/97/1(3)

Date: 18th April, 2017

Copy forwarded for information to :-

1. Director, SUDA & Mission Director, WBSULM
2. P.S. to Hon'ble MIC.
3. Librarian, State Central Library

Secretary

1703/Secy/meels/17

① Secy
② Librarian
③ Hon'ble MIC

v	MINORITY OUT OF TOTAL	NA	8	5	13
vi	WOMEN OUT OF TOTAL	NA	85	4	89
vi	DISABLED OUT OF TOTAL	NA	0	0	0
3.	No. of Self Help Groups disbursed loans under SHG Bank Linkage programme- Only disbursed cases:				
SR NO	PROGRAM/ MONITORING PARAMETER	Annual Target (No of SHGs.)	Achievement at the beginning of the month in current FY	Achievement during the month	Cumulative Achievement by end of the month
(1)	(2)	(3)	(4)	(5)	(6)={4}+(5)
1.1	Only Women SHGs	3500	1785	652	2437
1.2	Other SHGs	NA	0	0	0
1.3	Total SHGs (1.1 + 1.2)	3500	1785	652	2437
	No of Beneficiaries assisted with Loan under SHG Bank Linkage				
4	SC	0	2781	837	3618
5	ST	0	502	212	714
6	Others	0	18346	6129	24475
7	Total	0	21629	7178	28807
8	Minority out of total	0	3148	978	4126
	Muslim	0	3148	978	4126
	Sikh	0	0	0	0
	Christian	0	0	0	0
	Buddhists	0	0	0	0
	Parsis	0	0	0	0
	Jain	0	0	0	0
9	Women out of total	0	21629	7178	28807
10	Disabled out of total	0	26	5	31

Manish Jain, IAS
Secretary



GOVERNMENT OF WEST BENGAL
Department of Mass Education Extension
and Library Services
Bikash Bhavan, Salt Lake,
Kolkata - 700091
Phone (O) + 91 33 2334 2334
Fax +91 33 2334 2334
E-mail: manishjain@meels.gov.in
secy.meels@gov.in

No. 180/Secy/MEELS/17

20th March, 2017

To
Shri Onkar Singh Meena, IAS
Secretary,
Urban Development & Municipal Affairs Deptt.,
Government of West Bengal
"Nagaryan", Block-DF-8, Sector-I,
Bidhannagar, Kolkata - 700064.

Subject : Convergence with Deptt. of Urban Development & Municipal
Affairs under NULM.

Sir,

Kindly refer to the discussion held with undersigned on the subject. I am enclosing a copy of proposal on convergence programme between Deptt. of Mass Education Extension & Library Services and Deptt. of Urban Development & Municipal Affairs, Govt. of West Bengal for your kind consideration and suitable further advice. The proposal has been approved by Hon'ble Minister of State (I/C), Deptt. of Mass Education Extension & Library Services, Govt. of West Bengal.

Yours faithfully,

Sd/-

Secretary to the
Government of West Bengal

Encl. as above

No. 180/(5)/Secy/MEELS/17

20th March, 2017

Copy forwarded to :

1. Shri N.C. Sarkar, IAS, Commissioner - for kind information.
2. Shri S.K. Paul, IAS, DLS - for kind information.
3. PS to MoS(I/C) - for kind information.
4. Shri Abhijit Bhowmik, Librarian, State Central Library.
5. Shri Mritunjoy Mitra, OSD, Deptt. of MEE & LS.

Secretary to the
Government of West Bengal

4 Details of Pending Applications / Loans (SEP)					
(1)	(2)	For SEPI	For SEP - G	For SHG Bank Linkage	Total
		(3)	(4)	(5)	(6) = {3}+{4}+{5}
i	No. of Applications Pending (with ULBs) at end of the month	527	7	805	1339
ii	No. of Applications Pending (with Banks) at end of the month	1408	131	5174	6713

A brief Report on Infrastructural Set Up of CLCs – under 16 municipalities

Selected Municipalities for Convergence programme :-

<u>Name of the Municipality</u>	<u>Library concerned</u>	<u>District</u>
1 Tamralipta Municipality	Tamluk District Library	Midnapore (E)
2 Aliporeduar Municipality	Aliporedur District Library	Aliporeduar
3 Kalyani Municipality	Kalyani Public Library	Nadia
4 Krishnanagar Municipality	Krishnanagar Public Library	Nadia
5 Nabadwip Municipality	Nabadwip Adarsa Pathagar	Nadia
6 Barasat Municipality	Barasat Municipal Town Library	North 24 Pgs
7 Barrackpore Municipality	Barrackpore Municipal T L	North 24 Pgs
8 North Dum Dum Municipality	Chanak Pathagar	North 24 Pgs
9 Purulia Municipality	Purulia District Library	Purulia
10 Balurghat Municipality	Dinajpore (S) District Library	Dinajpore (S)
11 Hooghly Chinshura Municipality	Chinshura kishore Pragati Sangha Pathagar	Hooghly
12 Uluberia Municipality	Anandam Sub Div Library	Howrah
13 Englishbazar Municipality	Malda District Library	Malda
14 Berhampore Municipality	Murshidabad District Library	Murshidabad
15 Jalpaiguri Municipality	Jalpaiguri District Library	Jalpaiguri
16 Medinipore Municipality	medinipore District Library	Medinipore W

Hooghly Chinshura Municipality:-

Office equipments and Office furniture:

Particulars/ Items	Numbers
Computer fitted with all accessories including printer & Internet Connection (Broadband)	2
Wooden Computer Table	2
Wooden Table (Full Secretariate)	1
Wooden Table (Half Secretariate)	1
Wooden Chairs	2
Steel Almirah	3
Mobile	1
Electric Fan	2
Computer Tubelight set	2



Equipments And furniture for training Centre Set- Up:

SCORE SHEET --- Swachhata Excellence Awards for Area Level Federations (ALFs) 2018-2019

SL.No	ULB Name	Open Defecation Free (ODF)					Construction/repair/maintenance of septic tanks and FSSM equipment/vehicles					Livelihoods/ Income generating potential					Marks- 35			
		Awareness regarding mechanized de-sludging of septic tanks and eradication of manual scavenging					Mechanical de-sludging services					Whether CLF/ALF members undertake emptying/de-sludging of on-site sanitation systems/ septic tanks (OSS), Number of OSS emptied by ALF/SHGs on an average per month						Whether CLF/ALF members promote reuse and recycling of waste water		
1	Contai	Yes	Yes	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	4
2	Bongaon	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	16
3	Medinipur	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	7
4	Rishra	No	Yes	Yes	Yes	---	---	No	No	No	No	No	No	No	No	No	No	Yes	Yes	16
5	Naihati	Yes	Yes	Yes	Yes	Yes	No	---	---	---	---	No	No	No	No	No	No	No	No	8
Total Score																				

FRB – moulded armed chair for the purpose of meeting	50
Wooden Table	1
Wooden Chair	1
One- armed wooden chair with provision for small desk fitted with the arm the purpose of training	30
White Board	1
LCD – Projector	1
Electric Fan	6
Computer Tubelight Set	6



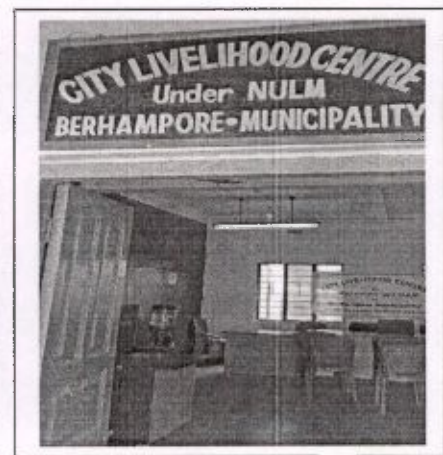
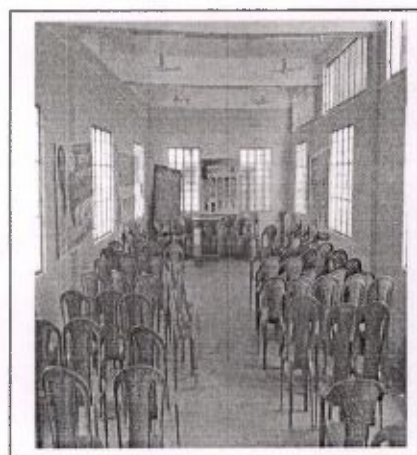
Tamralipta Municipality

HP DESKTOP	1
HP LASERJET M1136MFP	1
HP LAPTOP	1
SMART PHONE	1
WOODEN COMPUTER TABLE	1
SUPREME FIBER CHAIR WITH COUSAN	10
STEEL ALMIRAH	2
ELECTRIC STAND FAN	1
CEILING FAN	2
STEEL TABLE WOODEN TOP(BIG)	1
STEEL TABLE WOODEN TOP(SMALL)	1
FRP MODULE ARMLESS CHAIR	20
FRP MODULE ARM CHAIR	10
WHITE BOARD	1



Berhampore Municipality:-

Particulars/Items	Numbers
PC fitted with Printer	1
Wooden computer Table	2
Steel Chair	2
Steel Almirah	2
FRP moulded armless chair for office	20
Electric Fan	6
Tubelight	6
Show-case for display of Handicrafts articles for marketting support	1
Land Phone	1
Laptop	1



SCORE SHEET -- Swachhata Excellence Awards for Area Level Federations (ALFs) 2018-2019

SL.No	ULB Name	Open Defecation Free (ODF)				Livelihoods/Income generating potential	Total Score	Marks- 35
		1	2	3	4			
		<ul style="list-style-type: none"> Whether CLF/ALF are managing CT/PT blocks in their neighbourhood, No. of CT/PT blocks being operated and maintained by the ALF/SHG members 		<ul style="list-style-type: none"> Whether CLF/ALF members were involved in retrofitting of community and public toilets in their neighbourhood 		<ul style="list-style-type: none"> Whether CLF/ALF is contracted by ULB for construction of IHHL and CT/PT 	<ul style="list-style-type: none"> Does the CLF/ALF generate revenue from O&M community/public toilets? What is the income generated per member from the CT/PT O&M activities? 	<ul style="list-style-type: none"> Does the CLF/ALF provide any value-added services?
1	Contai	Yes	Yes	Yes	Yes	Yes	Yes	No
2	Bongaon	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Medinipur	Yes	Yes	Yes	No	No	---	---
4	Rishra	Yes	No	No	---	Yes	---	---
5	Naihati	Yes	---	---	---	---	---	---

Balurghat Municipality:-

Office equipments and Office furniture :

Sl.No.	Particulars/Items	Numbers
1	Mobile Handset Samsung	1
2	Computer Set	1
3	Printer & Scanner	1
4	Steel Almira	1
5	Steel Chair (Both Side Established)	1
6	Wooden Computer Table	1
7	Chair (Plastic)	5
8	One Armed Chair	2
9	Steel Table Wooden Top	1
10	Two Armed Chair (Plastic)	3



Equipments and furniture for Training Centre Set-Up :

Sl.No.	Particulars/Items	Numbers
1	Projector (Epson)	1
2	Projector Stand	1
3	Projector Screen	1
4	One Armed Steel Chair (With Desk)	50
5	White Board	1
6	Two Armed Plastic Chair	5
7	Wooden Computer Table	1
8	Computer Set for Projector	1
9	Steel Almira	1
10	Steel Table Wooden Top	1



Equipments and furniture for SHGs Out-Let Set-Up :

Sl.No.	Particulars/Items	Numbers
1	Steel Showcase	1
2	Plastic Chair	5
3	Steel Table Wooden Top	1
4	Two Armed Plastic Chair	2



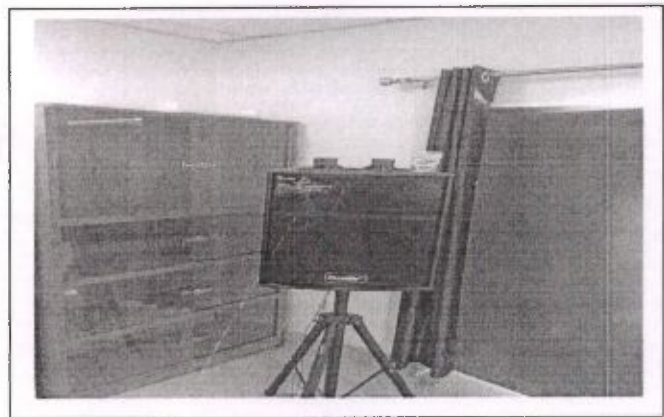
SCORE SHEET -- Swachhata Excellence Awards for Area Level Federations (ALFs) 2018-2019

SL.No	ULB Name	Open Defecation Free (ODF)					Marks- 35
		1	2	3	4	5	
		Awareness and motivation regarding construction of IHHLs and usage of toilets					
		• Number of new toilets (individual) constructed by ALF/SHGs					
		• Whether CLF/ALF is working for elimination of Open Defecation (OD) in their neighbourhood					
		1 Number of OD points eliminated in the area through CLF/ALF intervention					
		• Whether CLF/ALF is conducting CT/PT awareness drive in their neighbourhood					
		• Percentage of CLF/ALF members registered as Swachhagrahis under SBM-U					
		Whether the ALF/SHG actively monitors identified OD spots even after they are declared ODF to ensure that they remain ODF					
		Total Score					
1	Contai	24	Yes	3	Yes	0	28
2	Bongaon	459	Yes	120	Yes	40	36
3	Medinipur	0		4	Yes	0	12
4	Rishra	28		10	No	100	24
5	Naihati						0

Jalpaiguri Municipality:-

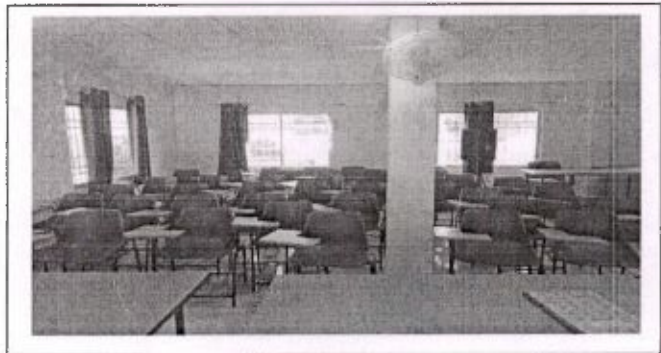
Office equipments and Office furniture:

Sl.No.	Particulars/Items	Numbers
1	Executive Chair	6
2	Revolving Chair	2
3	White Board	1
4	Glow Sign Board	1
5	Steel Almirah	2
6	Executive Table	2
7	Office Table	2
8	Digital Camera canon Ixus 190 free sd card and bag	1
9	Scanner cum Xerox Machine	1
10	Computer	2



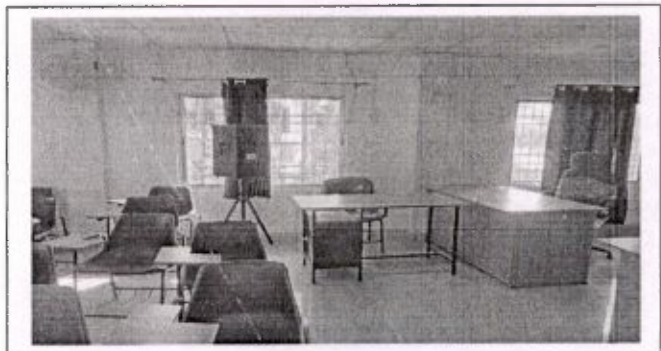
Equipments and furniture for Training Centre Set-Up :

Sl.No.	Particulars/Items	Numbers
1	One armed steel chair with the provision of small Desk fitted with armed for the purpose of Training	40
2	Showcase bar Library	1
3	Indoor P.A system Amplifier with 4 sound box with one stand and one cordless microphone	1



Equipments and furniture for SHGs Out-Let Set-Up :

Sl.No.	Particulars/Items	Numbers
1	Showcase bar Display of handcraft articles for Marketing support	1
2	Notice Board	1



SCORE SHEET -- Swachhata Excellence Awards for Area Level Federations (ALFs) 2018-2019

SL.No	ULB Name	Open Defecation Free (ODF)				Total Score	Marks- 35
		1	2	3	4		
		Awareness and motivation regarding construction of IHHLs and usage of toilets					
		• Number of new toilets (individual) constructed by ALF/SHGs	• Whether CLF/ALF is working for elimination of Open Defecation (OD) in their neighbourhood	1 Number of OD points eliminated in the area through CLF/ALF intervention	• Whether CLF/ALF is conducting CT/PT awareness drive in their neighbourhood	• Percentage of CLF/ALF members registered as Swachhagrahis under SBM-U	Whether the ALF/SHG actively monitors identified OD spots even after they are declared ODF to ensure that they remain ODF
1	Contai	24	Yes	3	Yes	0	Yes
2	Bongaon	459	Yes	120	Yes	40	Yes
3	Medinipur	0		4	Yes	0	No
4	Rishra	28		10	No	100	Yes
5	Naihati						0

KALYANI MUNICIPALITY :-

Office equipments and Office furniture:

Sl.No.	Particulars/Items	Numbers
1	Chair	7
2	Table	2
3	Computer	2
4	Almarl	2



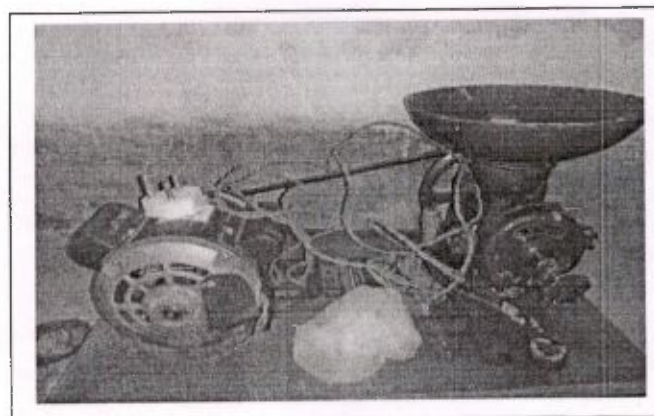
Equipments and furniture for Training Centre Set-Up :

Sl.No.	Particulars/Items	Numbers
1	Chair	65
2	Table	1
3	Mat	3



Equipments and furniture for SHGs Out-Let Set-Up :

Sl.No.	Particulars/Items	Numbers
1	Board	2
2	Mat	2
3	Electronic Grinder Machine	1
4	Electronic Weighting Machine	1



SCORE SHEET -- Swachhata Excellence Awards for Area Level Federations (ALFs) 2018-2019

Open Defecation Free (ODF)

Marks- 35

SL.No	ULB Name	O&M of community and public toilets				Livelihoods/Income generating potential				Total Score
		1	2	3	4	1	2	3	4	
1	Contai	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	28
2	Bongaon	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	38
3	Medinipur	Yes	Yes	Yes	Yes	No	No	No	---	7
4	Rishra	Yes	Yes	No	No	Yes	Yes	Yes	---	14
5	Naihati	Yes	---	---	---	---	---	---	---	6

• Whether CLF/ALF are managing CT/PT blocks in their neighbourhood, No. of CT/PT blocks being operated and maintained by the ALF/SHG members

• Whether CLF/ALF members were involved in retrofitting of community and public toilets in their neighbourhood

• Whether CLF/ALF is contracted by ULB for construction of IHHL and CT/PT

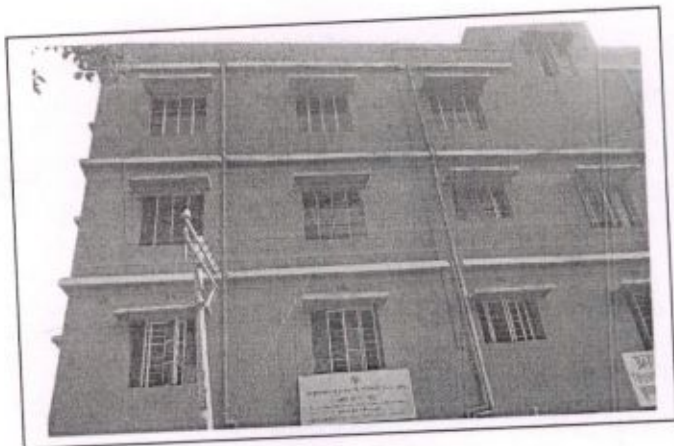
• Does the CLF/ALF generate revenue from O&M community/public toilets? What is the income generated per member from the CT/PT O&M activities?

• Does the CLF/ALF provide any value-added service

Krishnanagar Municipality:-

Office equipments and Office furniture:

Sl.No.	Particulars/Items	Numbers
1	Table	2
2	Almirah	1
3	Chair	50



Equipments and furniture for Training Centre Set-Up :

Sl.No.	Particulars/Items	Numbers
1	Table	1
2	Chair	50
3	Almirah	1
4	Projector	1
5	Laptop	1
6	White Board	1



Midnapore Municipality :-

Office equipments and Office furniture:

Sl.No.	Particulars/Items	Numbers
1	Table	2
2	Chair	12
3	Computer	2
4	Scanner cum printer	1
5	Camera	1
6	Mobile Phone	1



SCORE SHEET -- Swachhata Excellence Awards for Area Level Federations (ALFs) 2018-2019

SL.No	ULB Name	Solid Waste Management (SWM)					Recycling/re-use of waste					Livelihoods/ Income generating potential			Marks- 35		
		1	2	3	4	5	6	7	8	9	10	11	12	13			
		Community awareness and segregation of waste at source					Waste collection and transportation					Recycling/re-use of waste					
		• Awareness of CLF/ALF members and engagement with the community regarding safe and environment friendly disposal of garbage					• Number of Garbage Vulnerable Points (GVP) transformed in the area through ALF intervention					• On-site composting of wet (organic) waste by CLF/ALF members – amount of compost generated (in kgs)					
		• No of Hhs covered for door to door waste collection and transportation					• Amount of segregated waste collected (in kgs.)					• Reuse or recycling of dry waste by CLF/ALF members – amount of waste recycled (in kgs)					
		• Production of alternatives for single-use plastics, such as cloth bags, paper bags, cutlery from natural materials etc					• Does the CLF/ALF have an official contract from the ULB for SWM services such as – Door to Door waste collection, transportation and segregation, recycling/re-use/re-sale etc.?					• Is the CLF/ALF able to generate revenue from recycling/re-use of Dry waste? What is the income generated per member from the SWM activities?					
1	Contai	Yes	2	375	4550	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	27		
2	Bongaon	Yes	5	550	4550	No	Yes	No	Yes	Yes	Yes	No	Yes	Yes	24		
3	Medinipur	Yes	0	All in Ward-6	23000	No	No	No	No	No	No	No	No	No	8		
4	Rishra	Yes	20	300	23000	No	Yes	No	Yes	Yes	Yes	Yes	Yes	No	24		
5	Naihati	Yes	0	2085	0	No	Yes	No	Yes	Yes	No	No	No	No	8		

NOTE: ALL FURNITURES ARE PROVIDED BY NORTH DUM DUM MUNICIPALITY

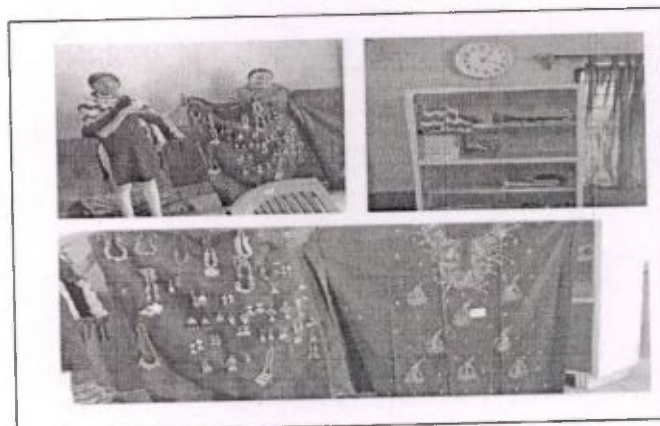
Equipments and furniture for Training Centre Set-Up :

Sl.No.	Particulars/Items	Numbers
1	TABLE	2
2	CHAIR	80



Equipments and furniture for SHGs Out-Let Set-Up :

Sl.No.	Particulars/Items	Numbers
1	DISPLAY SHOW-CASE	1



Purulia municipality :-

Office equipments and Office furniture:

Sl.No.	Particulars/Items	Numbers
1	Desktop Computer	1
2	Digital Camera	1
3	Wooden computer table	2
4	Steel chairs	5
5	Fan	2
6	Tube light	2
7	Mobile	1
8	Photo display board	1
9	printer	1



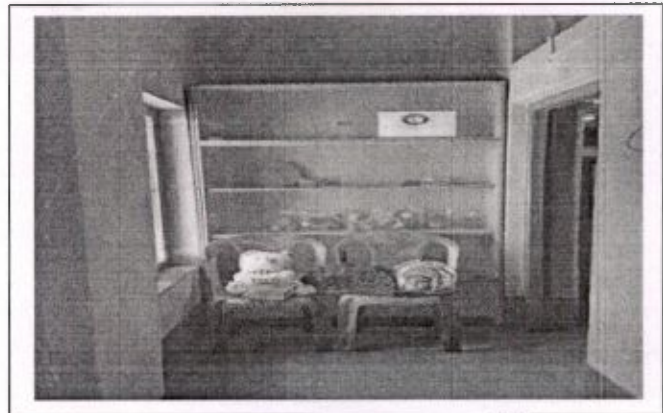
Equipments and furniture for Training Centre Set-Up :

Sl.No.	Particulars/Items	Numbers
1	White board	1
2	Notice board	1
3	Steel tables with wooden top	2
4	laptop	1
5	Projector	1
6	Armless chair	40



Equipments and furniture for SHGs Out-Let Set-Up :

Sl.No.	Particulars/Items	Numbers
1	Wall showcase	1
2	Steel tables with wooden top	1
3	Armless chair	10
4	cupboard	2



SCORE SHEET -- Swachhata Excellence Awards for Area Level Federations (ALFs) 2018-2019

SL.No	ULB Name	Awareness and motivation regarding construction of IHHLs and usage of toilets				Open Defecation Free (ODF)				Marks- 35
		1	2	3	4	1	2	3	4	
		• Number of new toilets (individual) constructed by ALF/SHGs	• Whether CLF/ALF is working for elimination of Open Defecation (OD) in their neighbourhood	1 Number of OD points eliminated in the area through CLF/ALF intervention	• Whether CLF/ALF is conducting CT/PT awareness drive in their neighbourhood	• Percentage of CLF/ALF members registered as Swachhagrahis under SBM-U	Whether the ALF/SHG actively monitors identified OD spots even after they are declared ODF to ensure that they remain ODF	Total Score		
1	Contai	24	Yes	3	Yes	0	Yes	28		
2	Bongaon	459	Yes	120	Yes	40	Yes	36		
3	Medinipur	0		4	Yes	0	No	12		
4	Rishra	28		10	No	100	Yes	24		
5	Naihati							0		

ULUBERIA MUNICIPALITY :-

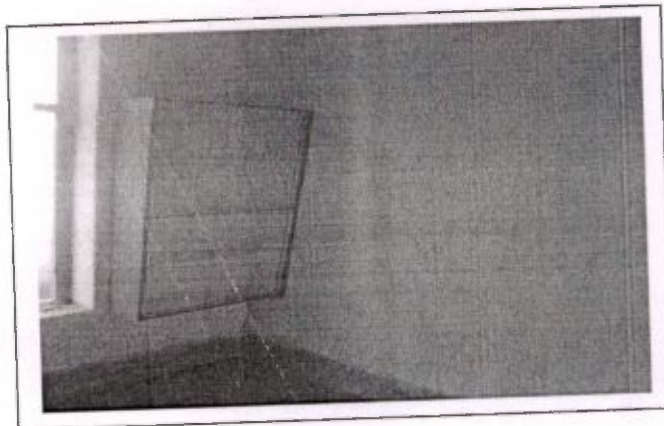
Office equipments and Office furniture:

Sl.No.	Particulars/Items	Numbers
1	CHAIR	8+40
2	TABLE	3
3	LAPTOP	1
4	AC (2 TON)	1
5	AC (1.5 TON)	1
6	CARPET	520 SQ FT
7	DRINKING WATER PURIFIER AND COOLER	1
8	CALCULATOR	1
9	FLOWER VASE	2
10	DUSTBIN	1
11	DOOR MAT	1
12	SLIDING WINDOW	5
13	SINK	1
14	BASIN	1
15	ALMIRAH	2



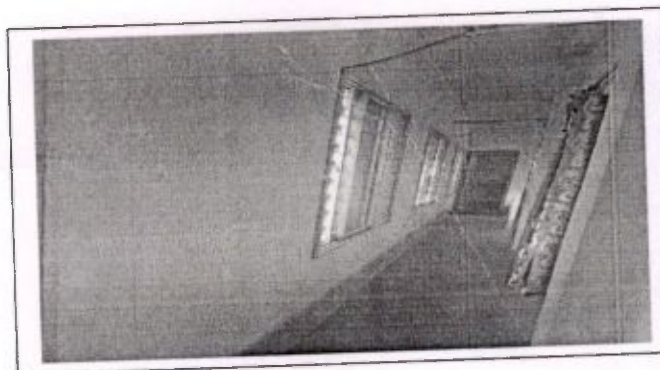
Equipments and furniture for Training Centre Set-Up :

Sl.No.	Particulars/Items	Numbers
1	CHAIR	8
2	TABLE	3
3	LAPTOP	1
4	WHITE BOARD	1
5	PORTABLE PICO PROJECTOR	1
6	SOUND SYSTEM	1 SET
7	MICROPHONE	1
8	CORD LESS MICROPHONE	2
9	DUSTER	1
10	MARKER PEN	4



Equipments and furniture for SHGs Out-Let Set-Up :

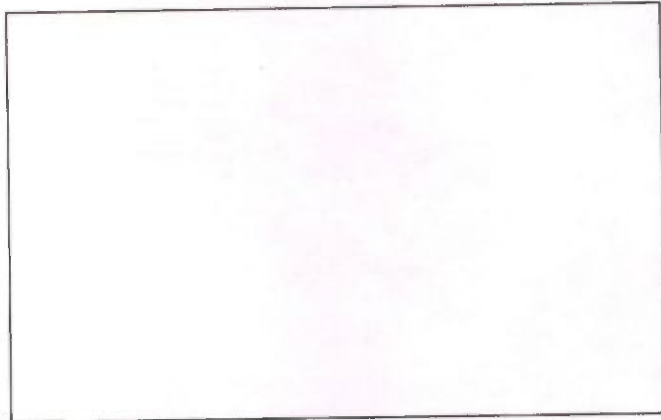
Sl.No.	Particulars/Items	Numbers
1	SHOW CASE	2 SET
2	ALMIRAH	2
3	CHAIR	40



ENGLISHBAZAR MUNICIPALITY :-

Office equipments and Office furniture:

Sl.No.	Particulars/Items	Numbers
1	Desktop (Computer)	1
2	Smart Phone (Samsung) For CLC Tolfree	1
3	Printer	1
4	UPS	1
5	Office Table	1
6	Chair for Office	2
7	Chair for Training	20
8	BSNL SIM	1
9	Fan	1
10	Stationery Goods	
11	CLC Register Book	



**Assessment /
Evaluation Year
2017-2018**

ULB PROFILE

NO. OF WARD	: 21
NO. OF BPL HOUSE HOLD	: 4263
NO. OF SHGS UNDER SJSRY	: 182
NO. OF SHGS UNDER NULM	: 163
NO. OF ALFS FORMED	: 25
NO. OF ALFS REGISTERED	: 20
NO. OF CLF FORMED	: 02
NO. OF CLF REGISTERED	: 00
CLC ESTABLISHED	: YES
NO. OF FINANCIAL LITERACY CAMP ORGANISED	: 15
NO. OF SHG MEMBERS COMES UNDER SWASTHYA BIMA -	: 2258



Kalyani MUNICIPALITY

Reporting format of City Livelihood Centre

Sl. No.	Name of ULB	District	Name of the CLC (if any)	Functional or Not (Yes/No)	Date of establishment of the CLC	Space (Sq.ft)	Tool Free Number	Run by (ULB/ AIF/ CLF/ NGO)	No. of Manpower placed in the CLC	Correspondance Address of CLC(s) including Phone no. and E-mail ID(s)	Account opened or not (Yes / No)	Consolidated No. of Group(s) registered with the CLC	Total No. of Women registered with the CLC	Website of the CLC (if any)	Major Services offered by the CLC (P/s. List max. 10 services only)	Number of Youth appointed by CLC in Job	Total Income till date
1	Balurghat	Dakshin Dinagpur	Balurghat City Livelihood Centre	YES	15-Aug-16	1524 Sq.ft	18003453327	NGO	2 nos. One Manager & One Multitask helper	Balurghat Sova Majumder Sarani, Balurghat E-mail- balurghatclc@gmail.com	NO	506 SHGs Groups	65 nos. of women registered with the CLC	www.balurghatnagarपालिका.com	Ayva, A C Repair, Electrician, Amin, Physiotherapy, ECG, Beautician, Tailoring, Tailor, Building plan,	122	Nil
2	BERHAMPORE MUNICIPALITY	MURSHIDABA	BERHAMPORE E - CITY LIVELIHOOD CENTRE	YES	15/08/2016	1300 sq. ft.	7076055700	ULB	2	118, R.N. TAGORE ROAD, BERHAMPORE MUNICIPALITY, BERHAMPORE, MURSHIDABAD, PIN- 742101	NO	30	300	NA	NURSING, AYA, ELECTRICIAN, DOMESTIC HELPER, COOK, DATA ENTRY OPERATOR, TAILORING, BEAUTICIAN, PLUMBING	NA	1850/-
3	English Bazar	Malda	English Bazar CLC	yes	15.08.2016	1000	18003453285	ULB	1	Streeana Appartment 1st Floor Katinia, Dakhai Lane IBM	NO	3	458	NO	Beautician, Home Tutor, Computer Teacher, Aya/ ANM/ Nurse, Electrician, Cooker, Hand Aarbroidery	Nil	
4	Hooghly Chinsurah Municipality	Hooghly	Hooghly Chinsurah City Livelihood Centre	Yes	15/08/2016	Cover area for CLC 151.215 (SQ.M), Floor area for CLC 135.390 (SQ.M)	18003455190	ULB	2	Mahendra Mitra Road, Pipulpati, PO+ Dist- Hooghly, Pm - 712103, Ph.no- 18003455190, Email ID - sulin.chinsurah@gmail.com	No	42	115	Nil	SHG, Lady Servant, Aya, Tailor, Beautician, Cook, Plumber, Private Teacher, Physiotherapist, Gas Oven Repair	40	27500.00
5	Jalpaiguri Municipality	Jalpaiguri	Roudra Bristi	yes	15.08.2016	600	18003453292	ULB	2	Roudra Bristi Building, Jalpaiguri Municipality, M.G Road, 9434063540	NO	62	183	NO	1. Electrician, 2. Beautician, 3. Attendant, 4. Plumber, 5. Car painter, 6. Driver, 7. Masson, 8. Gardener, 9. Data Entry Operator, 10. Computer Hardware Expert	5	24,000

Sl No	Name of ULB	District	Name of the CLC (if any)	Functional or Not (Yes/No)	Date of establishment of the CLC	Space (Sq.ft)	Tool Free Number	Run by (ULB/ ALF/ CLF/ NGO)	No. of Manpower placed in the CLC	Correspondance Address of CLC(s) including Phone no. and E-mail ID(s)	Account opened or not (Yes/ No)	Consolidated No. of Crump(s) registered with the CLC	Total No. of Women registered with the CLC	Website of the CLC (if any)	Major Services offered by the CLC (Pls. List max. 10 services only)	Number of Youth appointed by CLC in Job	Total Income till date
6	KALYANI MUNICIPALITY	NADIA	NAGAR JIBIKA KENDRA	YES	15.08.2016	680 Sq.ft	1800345584	ULB	3	10 NO WARD COMMUNITY HALL, nutkalyani@gmail.com/9433141871	NO	83	801	No	Survey, Segregation, Aya, Home Delivery, Spice Delivery, Plumbing, Electrical Work, Cooking, Guard	460	141690
7	Krishnanagar	Nadia	Driendralal Roy CLC	yes	Jul-16	Carpet area 655.75 Cover area 744.69	9474752176	ULB	2 but now 0	Jail road, Near Water Works and District Correctional Home, Krishnanagar Municipality, Dist- Nadia, pin - 741103	Yes	0	32	No	Nursing, AYA, Swing Machine repair, Mail, X-Ray machine operator, Computer teacher, Dry Cleaner, Physiotherapy, Mason, Toy Macker	60	
8	Midnapore	Paschim Medinipur	Nagar Jibika Kendra Midnapore Municipality	yes	15th August 2016	550 sq ft (appx)	18003453284/ 9434125866	ULB	One Manager	Midnapore Municipality, P.S. Kotowali, P.O- Midnapore, Dist -Paschim Medinipur, Pin-721101, Ph no.9434125866,	No	154	648	www.mdnapanmunicipality.com	Tailoring, Knitting, Home Services, Tutor, Electrician, Carpenter, Butician, Nursing Assistant, Decorator	21	No
9	NABADWIP MUNICIPALITY	NADIA	NABADWIP MUNICIPALITY	YES	15/08.2016	150	7001105342	ULB	2	RADHABAZAR PARK, NABADWIP, NADIA	NO	334	200		ONLINE FORM FILL UP		40,000
10	NORTH DUM DUM	NORTH 24 PARGANAS	NORTH DUM DUM	YES	20 / 07 / 2015	1000 SQ. FT.	1800345518	ULB	1 (CLC Manager)	757, M.B ROAD, MUNICIPAL HOUSING	YES	4	54	—	1. AYA 2. CARPENTER 3. CONSTRUCTION	32	3603/-
11	Purulia Municipality	Purulia	Purulia Municipality CLC	Yes	15-Aug-16	1100sq.ft	18003453288	NGO	2	757, M.B ROAD, MUNICIPAL HOUSING Purulia Municipality SJSRY Bhavan G. N. Mukherjee Street Purulia-723101 West Bengal Email- mmondalfanushree420@gm ail.com Mobile No- 9476298326	Yes	5	350	No	Domestic Helper, Aya, Domestic Helper (Cook), Driver	2	1500

Sl. No.	Name of ULB	District	Name of the CLC (if any)	Functional or Not (Yes/No)	Date of establishment of the CLC	Space (Sq. Ft)	Tool Free Number	Run by (ULB/ ALF/ CLF/ NGO)	No. of Manpower placed in the CLC	Correspondance Address of CLC(s) including Phone no. and E-mail ID(s)	Account opened or not (Yes / No)	Consolidated No. of Groups registered with the CLC	Total No. of Women registered with the CLC	Website of the CLC (if any)	Major Services offered by the CLC (Pls. List max. 10 services only)	Number of Youth appointed by CLC in Job	Total Income till date
12	TAMRALIPTA MUNICIPALITY	PURBA MEDINIPUR	TAMRALIPTA NAGAR JIBKA KENDRA	Yes	15/08/2016	1100 Sq. Ft.	18003453281	ULB	2 (TEMPORARY)	UTTARCHARA SANKARARA, TAMLIUK, PURBA MEDINIPUR. MOB. NO. - 9474089813	Y	32	324	NA	Plumbing, electrical works, Beauty & Wellness, Tailoring, Painting, Carpentry, Cooking, AYAD omestic help etc.	16	47776/-
13	Uluberia	Howrah	CLC Uluberia	YES	15.08.2006	2160 Sq. Ft.	18003453196	ULB	1	Goruhata, Uluberia, Howrah, at Ward No.26, Phone No:9831573291, 9674890465 Mail id : uluberia.municipality@gmail.com	Not opened	NA					
14	BARASAT	NORTH 24 PARAGANAS	NOGOR JIBKA MISSION	YES	15th August .2016	1100	18003455185	ULB	1	SECTOR OFFICE, NABAPALLY, BARASAT, NORTH 24 PARAGANAS 700124	NO		104	NO	Ava. Sales Boys, Domestic Helper, Driver, Cook, Electrician	8	12000
15	BARACKPORE	NORTH 24 PARAGANAS	REKHA SMRITI NAGAR JIBKA KENDRA	YES	15.08.2016	1000	18003455187	ALF	3	Rekha Smriti Bhawan, Dhaniya Para, Ward No 6, Talpukur, North 24 Paraganas,	NOT	50	240	NO	Beautician, Book Binding, Carpenter, Computer Repairs, Electrician, Plumber, Nursing, Muth Task Helper, Ornament sale, SHG Product	85	3000.00 Per head



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

"উন্নয়ন ভবন", এইচ-সি ব্লক, সেক্টর-III, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
"ILGUS BHAVAN", H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal



তারিখ 15.11.2018

কৃত্রিম নং SUDA-78/2014 (Part-II)/1318

From: - Director, SUDA &

Mission Director, DAY-NULM

To: - Shri. Sailesh Jogiari

Under Secretary to the Government of India
Ministry of Housing and Urban Affairs (UPA division)
Nirman Bhavan, New delhi-110011

Sub: - Monthly Progress Report (MPR) for October, 2018 under DAY-NULM

Sir,

I am to enclose herewith the Monthly Progress Report (MPR) for October, 2018 under DAY-NULM in the prescribed format for your perusal and necessary action.

Encl: - As stated

Yours faithfully,

[Signature]

Director, SUDA

&
Mission Director, DAY-NULM

Memo No: SUDA-78/2014 (Part-II)/1318/1 (2)
Copy with enclosure for information to:

a) The P.S. to the Principal Secretary, Urban Development & Municipal Affairs Department, Govt. Of West Bengal.

b) Director (UPA), Ministry of Housing & Urban Poverty Alleviation (UPA division), Nirman Bhavan, New Delhi

Director, SUDA
&

Mission Director, DAY-NULM

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

Account Section : 2358 6408

ফোন : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

DRAFT

**Government of West Bengal
Department of Urban Development & Municipal Affairs (MA Branch)
"Nagaryan Bhavan", DD Block, Salt Lake, Kolkata – 700 091.**

No.

Date

NOTIFICATION

Whereas to become more effective and sustainable for the Community, City Livelihood Centre (CLC) of DAY-NULM Programme under UD & MA Department (MA Branch) has been conveyed with the Department of Mass Education Extension and Library Services (MEE & LS), Govt. of West Bengal.

And whereas to monitor and evaluate the said project, Governor is placed to constitute the two monitoring committees, one at State Mission Management Unit (SMMU) Level and other at City Mission Management Unit (CMMU) Level Committee of the following members :-

A. STATE LEVEL MONITORING COMMITTEE

1. Mission Director, WBSULM or his / her representative Chairman
2. Director of Library Services or his / her representative Member
3. Joint Director, SUDA Member – Convener
4. SMM- SM&ID Member
5. Librarian, State Central Library Member

The aforesaid committee shall meet in every three months.

B. CITY LEVEL MONITORING COMMITTEE

1. Chairman of ULB Member
2. District Library Officer or his/ her representative Member
3. Librarian of the concerned library Member
4. City Mission Manager, SM&ID Member – Convener
5. City Livelihood Centre (CLC) Manager Member

The aforesaid committee shall meet in every months.

By order of this Governor

S/d

Joint Secretary to Govt. of West Bengal

No.

Date

Copy for information & necessary action to :

1. P.A to Secretary, UD & MA Deptt., Govt. of West Bengal
2. P.A to Secretary, of Mass Education Extension and Library Services (MEE & LS),
Govt. of West Bengal
3. Director, SUDA & Mission Director, WBSULM
4. Chairperson, Municipal Corporation/ Municipality/ NAA
5. Director of Library Services, Govt. of West Bengal
6. Joint Director, SUDA
7. SMM- SM&ID
8. Librarian, State Central Library

By order of this Governor

S/d

Joint Secretary to Govt. of West Bengal

WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

"ইলগাস ভবন", এইচ-সি ব্লক, সেকটর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal.

SUDA-118/2017 / 384

Date: 10/06/2017

Memorandum

Release of funds for CLC of SM&ID under DAY-NULM

Funds are shown herein are being released electronically in favour of the Urban Local bodies for City Livelihood Centre (CLC) of SM&ID under DAY-NULM with approval of competent Authority.

The Fund hereby released subject to the following conditions-

1. The fund should be utilized only for the approved components of the Project and within ceiling limits of approved cost.
2. The amount released herein should be kept in the dedicated Bank Account for NULM since opened by the ULB.
3. A Subsidiary Cash Book should be maintained for keeping accounts (deposits and withdrawals) of funds.
4. Money receipt in Form 42 may be sent immediately after receiving the fund.
5. No fund should be utilized for any purpose other than for which the amount is released.
6. Utilisation certificate on achieving 70% plus expenditure of the amount released herein should be submitted in prescribed proforma for release of subsequent installment.



Finance Officer, SUDA

দুরভাষ: ২৩৫৮ ৬৪০৩/৬৪২১/৫৭৬৭, ফ্যাক্স : ২৩৫৮৫৮০০

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: wbsulm@gmail.com

-02-

SI	ULB name	Amount (In Rs.)	Name of the Bank	Branch Name	Account No.	IF Code
1	Alipurduar Municipality	100,000.00	United Bank of India	Alipurduar	0238010735438	UTBI0ALD225
2	Balurghat Municipality	100,000.00	Indian Overseas Bank	Balurghat	324501000030036	IOBA0003245
3	Barasat Municipality	100,000.00	State Bank of India	Barasat	35627614466	SBIN0000024
4	Barrackpore Municipality	100,000.00	Bank of Baroda	Barrackpore	24540100019914	BARB0BARRAC
5	Berhampore Municipality	100,000.00	ICICI Bank	Baharampur	333101000102	ICIC0003331
6	English Bazar Municipality	100,000.00	United Bank of India	Malda	0233013903610	UTBI0MDA214
7	Hooghly Chinsurah Municipality	100,000.00	Union Bank of India	Chinsurah	529302010007199	UBIN0552933
8	Jalpaiguri Municipality	100,000.00	Union Bank of India	Jalpaiguri	528602010025106	UBIN0552861
9	Kalyani Municipality	100,000.00	AXIS BANK LTD.	Kalyani	916010011617274	UTIB00000481
10	Krishnagar Municipality	100,000.00	Punjab National Bank	Krishnagar	3204000100090229	PUNB0320400
11	Midnapore Municipality	100,000.00	Allahabad bank	Midnapore	50322119929	ALLA0210390
12	Nabadwip Municipality	100,000.00	Oriental Bank of Commerce	Nabadwip	17702191013073	ORBC0101770
13	North Dum Dum Municipality	100,000.00	IDBI Bank	Birati	1149104000040859	IBKL0001149
14	Purulia Municipality	100,000.00	Central Bank of India	Purulia	3464965084	CBIN0280116
15	Tamralipta Municipality	100,000.00	ICICI Bank	Tamluk	090301001702	ICIC0000903
16	Uluberia Municipality	100,000.00	Union Bank of India	Uluberia	590902010009851	UBIN0559091



SUDA-118/2017/384/

10.06.2017

Copy for information to:

1. The Chairman, Alipurduar / Balurghat / Barasat / Barrackpore / Berhampore / English Bazar / Hooghly Chinsurah / Jalpaiguri / Kalyani / Krishnagar / Midnapore / Nabadwip / North Dum Dum / Purulia / Tamralipta / Uluberia Municipality. He/she is requested to verify the respective Bank Account of the ULB in respect of NULM that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA.
2. Joint Director (SD), SUDA.
3. Cahier., SUDA.
4. Advisor, SUDA.



Finance Officer, SUDA

রাজ্য নগর উন্নয়ন সংস্থা
STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং ...SUDA 118/2017/364

তারিখ 07.07.2017

From: - Director, SUDA &
Mission Director, WBSULM

To: - The Director of Library Services,
Govt of West Bengal

Subject :- Operational Guideline of Convergence programme at CLC through Library Services

Sir,

On the basis of the approved Proposal, vide memo no- 180/Secy/MEELS/17 dated 20th march 2017, on convergence programme, draft Operational Guideline has been prepared.

This is being sent to you for comments and inputs if there be any for immediate consideration to roll out the convergence programme

Encl. as stated.

Yours faithfully,

Director, SUDA

&

Mission Director, WBSULM

No. - SUDA-118/2017/ 364/12)

Date. 07.07.2017

Copy forwarded for information to -

1. P.A to secretary for kind perusal of secretary, UD & M.A. Department, Govt of West Bengal
2. P.A to secretary for kind perusal of secretary, MEE&LS Department, Govt of West Bengal

Director, SUDA

&

Mission Director, WBSULM

dls@chithi@gmail.com

cc: state central library west
@ gmail.com

• selg. needs @ gmail.com

copy: D. Secretary, MEELS

needs dept @ gmail.com

dls

M

Sevicer

West Bengal

Convergence programme at CLC through
Services

vide memo no- 180/Secy/MEELS/17 dated 20th

, ~~UD&MA~~ ^{and draft} Department has been prepared an
epoked

is being sent to you for
ind to go through the paper and if any inputs

seek comments and inputs if time
deviation to hold out the convergence

Yours faithfully,

Addl. Director, SUDA
&
Addl. Mission Director,
WBSULM

No. -33/2015 (Pt.-I)/28

Date.

Copy forwarded for information to -

1. Secretary, UD & M.A. Departments
2. Secretary, MEE&LS Department Govt of West Bengal

1/ P. A. to Secretary
4

Addl. Director, SUDA
&
Addl. Mission Director,
WBSULM

Convergence programme with MEE & LS Department

Inbox x

Feb 15



state central library <statecentrallibrarywb@gmail.com>

to me

Madam

As discussed in the meeting with the Secretary MEE & LS may I request you to arrange for a visit of City Livelihood Centre at Barasat Municipality and North DumDum Municipality tomorrow at about 11.00 a.m. Please confirm.

Further may I request you to meet the undersigned tomorrow to prepare a concept note on the matter at State Central Library in your convenient time.

My contact 9831352939

--

Abhijit Kumar Bhowmick
Librarian
State Central Library , Kolkata

Feb 19

SMM-SMID WBSULM <smm.smid@gmail.com>

to state

Respected Sir,

On the basis of the telephonic conversation , I am sending two different attachments. one is on the details of City Livelihood Centre (CLCs) and the another is the possible facilities which may enhance the the services of CLCs through Education Departments.

Hope, it may help to prepare a detail plan or Concept note from your end.

please see the attachment .

Thanking Much

With Regards

Soma Parui Das

State Mission Manager - Social Mobilization and Institution Development (SMM-SM&ID)

West Bengal State Urban Livelihood Mission (WBSULM),

State Urban Development Agency (SUDA)

Govt. of West Bengal

Convergence with MEE&LS Department and Municipal Affairs Department

Inbox x



state central library <statecentrallibrarywb@gmail.com>

Mar 2

to me, secwbdma, Manish, SWARUP

Madam,

Please have the attached document . In this connection may I request you to be so kind to go through the paper and please bring it to the notice of the Secretary Municipal affairs Department, for input if any preferably by tomorrow.

Regards

—
Abhijit Kumar Bhowmick
Librarian
State Central Library , Kolkata
West Bengal

SMM-SMID WBSULM <smm.smid@gmail.com>
to Manindra, state, B.P.GOPALIKA

Mar 6

Respected Sir,
you have sent a concept note on convergence programme with UD&MA department.
I had some findings on this note and have edited accordingly (Marked Yellow Colour).

The edited concept note is attached here with.

Regards
Soma Parui Das
State Mission Manager - Social Mobilization and Institution Development
West Bengal State Urban Development Mission (WBSULM)
State Urban Development Agency (SUDA)



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং

তারিখ

From : **Director, SUDA &
Mission Director, WBSULM**

To : **Chairman / Mayor**

Tamralipta , Aliporeduar , Kalyani ,Krishnanagar ,Nabadwip , Barasat , Barrackpore, North Dum Dum , Purulia , Balurghat , Hooghly Chishura , Uluberia, Englishbazar Berhampore , Jalpaiguri Medinipore Municipality .

Subject : Convergence Programme with UD & MA and MEE & LS through Library Services at City Livelihood Centre (CLC) under DAY-NULM

Sir/Madam,

URBAN DEVELOPMENT & MUNICIPAL AFFAIRS (UD & MA) Dept is going to converge with & MASS EDUCATION EXTENSION AND LIBRARY SERVICES DEPARTMENT (MEE & LS) Dept to upgrade the services of City Livelihood Centre (CLC) through Library Services.

The convergence programme will start initially in pilot mode . In 1st phase the programme will be launched in 16 City Livelihood Centres in 16 ULBs .

Infrastructure will be provided by the CLC for better services. To create livelihood opportunities Library Services Departments will bridge the gap by providing following aspects :

- Book Support for small professionals / unemployed youth , in the form of book corner
- Computers with Internet Facilities.
- E-book / services
- Career counselling for job seekers
- Information corner
- Training to existing staff of CLC

The list of Municipalities with Concerned Libraries are as follows:-

<u>Name of the Municipality</u>	<u>Library concerned</u>	<u>District</u>
1 Tamralipta Municipality	Tamluk District Library	Purba Midnapore
Aliporeduar Municipality	Aliporedur District Library	Aliporeduar
2 Kalyani Municipality	Kalyani Public Library	Nadia
3 Krishnanagar Municipality	Krishnanagar Public Library	Nadia
4 Nabadwip Municipality	Nabadwip Adarsa Pathagar	Nadia
5 Barasat Municipality	Barasat Municipal Town Library	North 24 Pgs
6 Barrackpore Municipality	Barrackpore Municipal T L	North 24 Pgs
7 North Dum Dum Municipality	Chanak Pathagar	North 24 Pgs
8 Purulia Municipality	Purulia District Library	Purulia
9 Balurghat Municipality	Daskhin Dinajpore District Library	Daskhin Dinajpore
10 Hooghly Chinshura Municipality	Chinshura kishore Pragati Sangha Pathagar	Hooghly
11 Uluberia Municipality	Anandam Sub Div Library	Howrah

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Memo No.

Date:

12 Englishbazar Municipality
 13 Berhampore Municipality
 14 Jalpaiguri Municipality
 16 Medinipore Municipality

Malda District Library
 Murshidabad District Library
 Jalpaiguri District Library
 Medinipore District Library

Malda
 Murshidabad
 Jalpaiguri
 Medinipore W

In this Connection WBSULM has released 1 lakh rupees for the infrastructural set up for ~~the Library~~ ^{this} Services .

In view of above, you are requested to arrange with District Library in your district for the planning of Convergence programme of CLC.

To run the Convergence with UD & MA and MEE & LS successfully, the following guidelines should be followed.

1. Infrastructural set-Up at CLCs like procurement-
 - **Two Computers** with accessories ^{and} ~~with~~ internet Connection and Computer Chair , Table etc
 - At least **two Book Shelves** or as per requirement .
2. Convergence programme with CLC will be inaugurated with full set up of Infrastructure and Manpower.
3. Library Service will be provided from the day of inauguration.
4. Registration Process of Job seekers and common youth for book Service should be start at the day of inauguration .
5. City Mission Management level Committee should be constituted as per Guidelines of the Convergence programme .
6. Identification of Sectors for Job Training Programme .
7. Preparation of list for the Job Training or Career counselling for job seekers
8. Preparation Data Sheet in Excel sheet in prescribed format for Information corner .
CLC Staffs will prepare the data base with the guidance of CMMU Managers.
9. Arrange a Mass Communication Programme.
10. Arrange Rally, Programme, ~~Table~~ ^{and} etc. On the inauguration day.
11. Proper documentation like video, Photos, written documents etc. would be made.

Note:-

The date of Inauguration will be scheduled at local level with the discussion of the Concerned District Library . You are requested to inform the Director, SUDA / Mission Director WBSULM , the date and time of Inauguration of CLC of your ULB and also to send a report of Inauguration .

Yours faithfully

Director, SUDA
 &
 Mission Director, WBSULM

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং

তারিখ

From : Director, SUDA &
Mission Director, WBSULM

To : Chairman / Mayor

Tamralipta , Aliporeduar , Kalyani , Krishnanagar , Nabadwip , Barasat , Barrackpore , North Dum Dum , Purulia , Balurghat , Hooghly Chishura , Uluberia, Englishbazar Berhampore , Jalpaiguri Medinipore Municipality .

Subject : Convergence Programme with UD & MA and MEE & LS through Library Services at City Livelihood Centre (CLC) under DAY-NULM

Sir/Madam,

URBAN DEVELOPMENT & MUNICIPAL AFFAIRS (UD & MA) Dept is going to converge with & MASS EDUCATION EXTENSION AND LIBRARY SERVICES DEPARTMENT (MEE & LS) Dept to upgrade the services of City Livelihood Centre (CLC) through Library Services at CLCs.

The convergence programme will be start initially in pilot mode . In 1st phase WBSULM launched ~~this programme~~ in 16 City Livelihood Centres in 16 ULBs . *the programme will be launched*

Infrastructure will be provided by the CLC for better services. To create livelihood opportunities Library Services Departments will bridge the gap by providing following aspects :

- Book Support for small professionals / unemployed youth , in the form of book corner
- Computers with Internet Facilities.
- E-book / services
- Career counselling for job seekers
- ~~Database~~ Information corner
- Training to existing staff of CLC

The list of Municipalities with Concerned Library *are as follows:* has given below :-

<u>Name of the Municipality</u>	<u>Library concerned</u>	<u>District</u>
1 Tamralipta Municipality	Tamluk District Library	<i>Swacha Medinipur</i> Midnapore (E)
2 Aliporeduar Municipality	Aliporedur District Library	Aliporeduar
3 Kalyani Municipality	Kalyani Public Library	Nadia
4 Krishnanagar Municipality	Krishnanagar Public Library	Nadia
5 Nabadwip Municipality	Nabadwip Adarsa Pathagar	Nadia
6 Barasat Municipality	Barasat Municipal Town Library	North 24 Pgs
7 Barrackpore Municipality	Barrackpore Municipal T L ?	North 24 Pgs
8 North Dum Dum Municipality	Chanak Pathagar ?	North 24 Pgs
9 Purulia Municipality	Purulia District Library	Purulia
10 Balurghat Municipality	Dinajpore (S) District Library	<i>Dinajpore</i> Dinajpore (S)
11 Hooghly <u>Chishura</u> Municipality	Chinshura kishore Pragati Sangha Pathagar	Hooghly
12 Uluberia Municipality	Anandam Sub Div Library	Howrah

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Memo No.

Date:

13 Englishbazar Municipality
 14 Berhampore Municipality
 15 Jalpaiguri Municipality
 16 Medinipore Municipality

Malda District Library
 Murshidabad District Library
 Jalpaiguri District Library
 medinipore Didistrict Library

Malda
 Murshidabad
 Jalpaiguri
 Medinipore W

In this Connection WBSULM has released 1 lakh rupees for the infrastructural set up for the Library Services .

In view of above, you are requested to arrange with District Library in your district for the planning of Convergence programme of CLC.

To run the Convergence with UD & MA and MEE & LS successfully, the following guidelines should be followed.

1. Infrastructural set-Up at CLCs like procurement-
 - **Two Computers** with accessories with internet Connection and Computer Chair , Table etc
 - At least **two Book Shelves** or as per requirement .
2. Convergence programme with CLC will be inaugurated with full set up of Infrastructure and Manpower.
3. Library Service will be provided from the day of inauguration.
4. Registration Process of Job seekers and common youth for book Service should be start at the day of inauguration .
5. City Mission Management level Committee should be constituted as per Guidelines of the Convergence programme .
6. Identification of Sectors for Job Training Programme .
7. Preparation of list for the Job Training or Career counselling for job seekers
8. Preparation Data Sheet in Excel sheet in prescribed format for Information corner .
CLC Staffs will prepare the data base with the guidance of CMMU Managers.
9. Arrange a Mass Communication Programme.
10. Arrange Rally, Programme, Tubule etc. On the inauguration day.
11. Proper documentation like video, Photos, written documents etc. would be made.

Note:-

The date of Inauguration will be scheduled at local level with the discussion of the Concerned District Library . You are requested to inform the Director, SUDA / Mission Director WBSULM , the date and time of Inauguration of CLC of your ULB and also to send a report of Inauguration .

Yours faithfully

Director, SUDA
 &
 Mission Director, WBSULM

সুডা

SUDA

Memo No.

Date:

Copy forwarded for information to :-

1. **Director of Library Services Govt. Of West Bengal**
2. **District Magistrate, Tamralipta , Aliporeduar , Kalyani ,Krishnanagar ,Nabadwip Barasat , Barrackpore North Dum Dum , Purulia , Balurghat , Hooghly Chishura , Uluberia, Englishbazar, Berhampore , Jalpaiguri Medinipore**
3. **P.S. to Hon'ble MIC** for kind perusal of Hon'ble MIC, U.D. & M.A. Department, Govt. Of West Bengal.
4. **P.A. to Secretary** for kind perusal of Secretary, U.D. & M.A. Department, Govt. Of West Bengal
5. **P.A. to Secretary** for kind perusal of Secretary, MEE & LS. Department, Govt. Of West Bengal.

Director, SUDA
&
Mission Director, WBSULM

সুডা

SUDA

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-118/2017/ 507

09.06.2017

ক্রমিক নং

তারিখ

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.

**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**

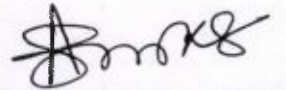
SM&ID under NULM

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given in page 02 debiting the amounts from this office Current Account No. 34061121921 lying with your branch in respect of Convergence Programme at CLCs through Library Services under SM&ID of NULM.



(Md Asif Sardar)
Finance Officer
SUDA



(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA

Amalendu Sekhar Naskar
09.06.2017



দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

SI	ULB name	Amount (In Rs.)	Name of the Bank	Branch Name	Account No.	IO Code	
1	Alipurduar Municipality	100,000.00	United Bank of India	Alipurduar	0238010735438	UTBI0ALD225	
2	Balughat Municipality	100,000.00	Indian Overseas Bank	Balughat	324501000030036	IOBA0003245	
3	Barasat Municipality	100,000.00	State Bank of India	Barasat	35627614466	SBIN0000024	
4	Barrackpore Municipality	100,000.00	Bank of Boroda	Barrackpore	24540100019914	BARB0BARRAC	
5	Berhampore Municipality	100,000.00	ICICI Bank	Baharampur	333101000102	ICIC0003331	
6	English Bazar Municipality	100,000.00	United Bank of India	Malda	0233013903610	UTBI0MDA214	
7	Hooghly Chinsurah Municipality	100,000.00	Union Bank of India	Chinsurah	529302010007199	UBIN0552933	
8	Jalpaiguri Municipality	100,000.00	Union Bank of India	Jalpaiguri	528602010025106	UBIN0552861	
9	Kalyani Municipality	100,000.00	AXIS BANK LTD.	Kalyani	916010011617274	UTIB00000481	
10	Krishnagar Municipality	100,000.00	Punjab National Bank	Krisnagar	3204000100090229	PUNB0320400	
11	Midnapore Municipality	100,000.00	Allahabad bank	Midnapore	50322119929	ALLA0210390	
12	Nabadwip Municipality	100,000.00	Oriental Bank of Commerce	Nabadwip	17702191013073	ORBC0101770	
13	North Dum Dum Municipality	100,000.00	IDBI Bank	Birati	1149104000040859	IBKL0001149	
14	Purulia Municipality	100,000.00	Central Bank of India	Purulia	3464965084	CBIN0280116	
15	Tamralipta Municipality	100,000.00	ICICI Bank	Tamluk	090301001702	ICIC0000903	
16	Uluberia Municipality	100,000.00	Union Bank of India	Uluberia	590902010009851	UBIN0559091	
	TOTAL	1,600,000.00					
			(Rupees Sixteen Lakh only)				

(Md Asif Sardar)
Finance Officer
SUDA

(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA

M. Asif Sardar
09.06.2017

সুডা

SUDA

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-118/2017/ 507

09.06.2017

ক্রমিক নং

তারিখ

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.

**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**

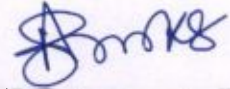
SM&ID under NULM

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given in page 02 debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of Convergence Programme at CLCs through Library Services under SM&ID of NULM.



(Md Asif Sardar)
Finance Officer
SUDA



(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA

M. Sekhar Naskar.
09.06.2017

SI	ULB name	Amount (In Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Allpurduar Municipality	100,000.00	United Bank of India	Allpurduar	0238010735438	UTBI0ALD225
2	Balurchat Municipality	100,000.00	Indian Overseas Bank	Balurchat	324501000030036	IOBA0003245
3	Barasat Municipality	100,000.00	State Bank of India	Barasat	35627614466	SBIN0000024
4	Barrackpore Municipality	100,000.00	Bank of Boroda	Barrackpore	24540100019914	BARB0BARRAC
5	Berhampore Municipality	100,000.00	ICICI Bank	Baharampur	333101000102	ICIC0003331
6	English Bazar Municipality	100,000.00	United Bank of India	Malda	0233013903610	UTBI0MDA214
7	Hooghly Chinsurah Municipality	100,000.00	Union Bank of India	Chinsurah	529302010007199	UBIN0552933
8	Jalpaiguri Municipality	100,000.00	Union Bank of India	Jalpaiguri	528602010025106	UBIN0552861
9	Kalyani Municipality	100,000.00	AXIS BANK LTD.	Kalyani	916010011617274	UTIB0000481
10	Krishnagar Municipality	100,000.00	Punjab National Bank	Krishnagar	3204000100090229	PUNB0320400
11	Midnapore Municipality	100,000.00	Allahabad bank	Midnapore	50322119929	ALLA0210390
12	Nabadwip Municipality	100,000.00	Oriental Bank of Commerce	Nabadwip	17702191013073	ORBC0101770
13	North Dum Dum Municipality	100,000.00	IDBI Bank	Birati	1149104000040859	IBKL0001149
14	Purulia Municipality	100,000.00	Central Bank of India	Purulia	3464965084	CBIN0280116
15	Tamralipta Municipality	100,000.00	ICICI Bank	Tamluk	090301001702	ICIC0000903
16	Uluberia Municipality	100,000.00	Union Bank of India	Uluberia	590902010009851	UBIN0559091
TOTAL		1,600,000.00				
(Rupees Sixteen Lakh only)						

(Md Asif Sardar)
Finance Officer
SUDA

(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA

09.06.2017.

OPERATIONAL GUIDELINE FOR CONVERGENCE PROGRAMME BETWEEN URBAN DEVELOPMENT & MUNICIPAL AFFAIRS (UD & MA) & MASS EDUCATION EXTENSION AND LIBRARY SERVICES DEPARTMENT

Mission of Convergence :

To upgrade the services of City Livelihood Centre (CLC) through Mass Education Extension & Library Services Department and Urban Development & Municipal Affairs Department (UD&MA) , Government of West Bengal.

Vision of the Convergence :

Vision of Convergence programme to upgrade all services to the target groups of City Livelihood Centre and to provide a common platform combining direct service delivery, advocacy, research and technical support in advancement of its work on issues of urban poor through Library Services at CLCs . CLC intends to provide a broad range of services directly benefiting the urban poor households and Urban Youth by providing skill counselling or Job Counselling ,Grooming through allied Departments and Book Supports. Typically, all services through CLCs will include Job counselling , SHG marketing , social security, financial services and family support too . The centre will also seek to design new services strategies and interventions for the urban poor through both departments .

Objectives of the convergence :

To meet up the common objectives of CLC and Library Services will have the following objectives.

1. To arrange workshop on different sectors directly effects on livelihood like fisheries, Agriculture, and other departments
2. To act as information dissemination centre in respect of skill training, bank credit, social security benefits etc available to the urban poor under different government & other programmes by different departments.
3. To provide space & Infrastructural set-up for setting up Library & other facilities to conduct skill training programmes / seminars / meetings sensitization programmes /counselling / Grooming / in- house reading room at the CLC;
4. To extend all types of assistance with the allied departments and specially with the library services department to enhance the scope of livelihood opportunity to the urban poor by accessing Marketing Opportunities .
5. To assist to access various career related information and how it is fruitful to earn money can be informed to the masses through counselling like Personality development /Self Awareness / Communication / Interpersonal Relationships / Health and Hygiene /Goal Setting /Gender / Our Constitution /Migration / Laws and Rights / Saving and Social Security

6. To liaise with local Library & Other departments & work in tandem with them for achieving the objective of CLCs ;
7. To assist urban youth to select their Job sectors as they needed.
8. To act as Data Base centre to access all services through CLCs
9. To enhance capacity and skill of CLCs staff and all functionaries related with CLCs through capacity Building.

Value addition that can bring scope of livelihood opportunities

Infrastructure will be provided by the CLC but there is a serious need to provide a better services. Library Services Departments can bridge the gap by providing following aspects :

- Book Support for small professionals / unemployed youth , in the form of book corner
- Computers with Internet Facilities.
- E-book / services
- Career counselling for job seekers
- Database / information corner
- Training to existing staff of CLC

Detail of Scope of the Work

1. Book Corner –

- ❖ At least 500 books on various issues like electrical, carpentry, plumbing, embroidery, tailoring, mobile repairing, masonry, etc. Career guide oriented books will be placed. Specialised books preferably be in Bengali language.
- ❖ Books will be used by the trainees as well as other CLC members .
- ❖ Common People visiting the CLC may access such books.
- ❖ A corner with two book shelves , one table and 6 chairs may be arranged initially for the purpose. Books will be given by the library for the use in CLC , that will be carried by the CLC workers from the concerned library.

Job liabilities are as under –

Fund	Work order	Space	Training	Service point	Book selection & Purchase
Urban Development & Municipal Affairs Deptt. & MEE & LS Department	Municipality and Management committee of CLC through Executive Committee	CLC	MEE & LS Dept.	CLC	MEE & LS Deptt.

2. Computer –

- ❖ Computers with computer furniture in each centre may be introduced.
- ❖ Internet facilities can be provided. As most of the People using such centre has no internet connectivity at their home this free service will be most benefitted to them.
- ❖ As most of the information , that will be retrieved in English language , CLC worker and nearby librarian may bridge the gap.

Proposed Job liabilities are as under –

Fund	Work order	Space	Training	Service point
Urban Development & Municipal Affairs Deptt.	Municipality and Management committee of CLC through E.C Committee	CLC	To CLC volunteer by MEE & LS Deptt. at State Central Library, Kolkata	CLC by CLC Managers and librarian of the nearby library partly.

3. Career counselling

Target Groups :-

- 1) Job Seekers or Un-Employed Youth
- 2) Employment through Skill Training & Programme (ESTP) Beneficiaries

- ❖ Various career related information like and how it is fruitful to earn money can be informed to the masses through counselling.
- ❖ Before **ESTP Training** an Work shop can be organised through the help of respective Nodal Officers of the Department .
- ❖ For the **un-employed youth** career guidance will be organise with the assistance of Library services Department

- ❖ Nodal officers of various Government Department may take awareness classes / lectures within this centre. CLC will prepare a calendar with the help of Municipal Officials for the purpose.
- ❖ Counselling [not teaching] on various job and as well as various related examination will be introduced in this centre with the help of local librarian.
- ❖ District administration may help to provide officers for the purpose of taking classes. If necessity so arises such classes may be organized in the local library.
- ❖ Some documentary videos , Books will be provided to the job seekers which may develop their skills through the centre.

Proposed Job liabilities are as under –

Space	Counsellor	Logistics
CLC	Nodal officer of various deptt. like MSME, Fishery, Agriculture , Animal Husbandry , Heath , etc.	Urban Development & Municipal Affairs Deptt. Some support may be provided by the concerned library on need basis.

4. e-collection - -

- ✓ Power point presentation or any other e-presentation of the different departments of Govt. Of WB. On how the dept. works, various functions of the depts. etc. are very effective for the common people. They can understand how the Administration is running and they can contact for their own need.
- ✓ Different schemes of various departments will be accessible in the centre .
- ✓ All target Groups can access , the forms which can be filled up online. On a given time [pre scheduled] Librarian of the local library and / or CLC workers / Volunteers may help such people.

Proposed Job liabilities are as under –

E-resources collection	Training	Service point
MEE & LS Deptt.	MEE & LS Deptt.	CLC with NULM Managers / CLC Manager /

5. Database –

- ❖ Database of local professionals i.e. driver, private tutor, security guard etc is very much effective to access them for the common people. Moreover this will work as local directory. And of course it is an indicator of the socio-economic development of the particular municipality. Municipality wise database may be uploaded to in two different web portal 1. www.wbpublibnet.gov.in (DATA

will be Uploaded) and 2. www.wbdma.gov.in (Link will be with the Department) that can be accessed by local people also at their door step .

Information (DATA Base) must be collected as given below

- ❖ Ward Wise Service Providers List
- ❖ SHG Product list
- ❖ List of Agency list Raw Material
- ❖ Buyer Agency list
- ❖ SHG Product sample on display
- ❖ SHG Products on sale
- ❖ ESTP Beneficiaries List
- ❖ Job Seekers (Excluding of ESTP Beneficiaries) List

Proposed Job liabilities are as under –

Information to be provided	Upload of information to www.wbpublibnet.gov.in www.wbdma.gov.in	Accessibly
Municipal Department	MEE & LS Deptt.	By all people freely

Management Committee :-

Two management Committee will be formed at State Level and District Level . These two teams will be involved specially planning and execution of the Convergence Programmee.

State Level management Committee will be formed with the following members . Urban Development & Municipal Affairs Department will form the Committee and will Execute an order .

1. State Mission Management level Committee

- Mission Director of WBSULM or his / her representative - **Chairperson**
- Director of library Services or his / her Nominee
- Additional Director SUDA / Addl. Mission Director of WBSULM [State Urban Development Agency] or Joint Director of SUDA
- State Mission Manager , SMID, WBSULM
- Librarian , State Central library

At CLC level, City Mission Management level Committee may be formed with the following members .

2. City Mission Management level Committee :-

Executive Committee of the Urban Local Bodies (ULBs) will form the City Mission Management Level Committee for this purpose. The Committee will be formed with following members :

- Chairman of Municipality or his / her Nominee - **Chairperson**
- DLO or his / her representative –Member
- Librarian of the Concerned Library –Member
- City Mission Manager , SMID –Member
- CLC Manager–Member

Infrastructure for Convergence :-

Following are the main requirement for the initiative per CLC

Books	500	Will be provided by MEE & LS Deptt.
Book Shelves	2	May be procured from existing fund from CLC
Computer with accessories with Internet Connection	2	May be procured from existing fund from CLC
Computer Chair , Table	2	May be procured from existing fund from CLC

Book Support will be provided by Mass Education Extension & Library Services Department through District Library Officers. . Infrastructural Support for Convergence programme, will be provided by ULB . Initially ULB will responsible for primary support with computer with internet connection by using existing CLC fund . Modality of expenses of the same will be as per present procedure at CLC .

In this Connection CLC Management Committee will prepare a plan with the consultancy of City Mission Management level Committee and finally it will be approved by Executive Committee of the ULBs.

Steps for proper & effective delivery of services by CLC:

In order to popularise the services of CLC, following steps may be taken.

1. Wide publicity through banners, posters, hand bills, wall writing, local TV channel or any other mode deemed suitable so as to make the local people sufficiently aware about the concept & utility of CLC and library services ;
2. Use of ' **Toll-free Help Line**' and "E-services" both for service providers and service seekers as soon as Convergence programme with CLC becomes started for which necessary assistance shall be provided from the State through the both departments ;

3. A **feedback form** from users of services should be introduced as soon as CLC starts functioning with the said activities of the convergence programme;

Monitoring & Evaluation:

State Level :-

State Level Management Committee will be responsible for the ultimate project outcome. This committee will monitor and evaluate on a quarterly basis of the overall activities. The Committee will meet on a quarterly basis to analyse and for better results. In policy level if any changes require, State Level Management Committee will make changes with right justifications and recommendations of the Committee.

ULB Level :-

City Mission Management Level Committee at ULB level will monitor and evaluate all convergence related activities at CLCs. Every month on a regular basis a **General Meeting** will be conducted at CLC to review all activities. The committee will prepare a plan with the consultancy of CLC Management Committee for all activities.

Immediate Action Items for ULB for the Convergence :

1. Joint Planning for the Successful Implementation of the convergence programme.
2. Infrastructural set-Up at CLCs like procurement of Computer with accessories, Book Shelves, Dongle based Internet arrangement, Computer Chair, Table etc
3. Preparation of List of the Nodal Officers of the allied Departments for conducting Training.
4. Preparation of Training Schedules with the consultancy of concerned Library for livelihood Enhancement of the urban poor.
5. Identification of Sectors for Job Training Programme.
6. Preparation of list for the Job Training or Career counselling for job seekers
7. Preparation of Training Schedule of Existing Staffs of CLCs.
8. Preparation Data Sheet in Excel sheet in prescribed format for Information corner. CLC Manager will prepare the data base with the guidance of CMMU Managers.
9. Collection of PPTs of the allied Departments with the help of concerned library.

Audit:

Internal audit will be conducted as given CLC Guideline .

Books, records & registers at CLC for the convergence programme :

CLC will maintain books and register as mentioned in the CLC guideline. For the Convergence programme Some Books , Registers have to be maintained .

- Register for the Job seekers
- Detailed profile of job seekers .
- Book received register
- City Mission Management Level Committee Meeting Register

Sample Format for Collecting Information or preparation of DATA base

Service Provider List :-

Sl.No	Name of Service Provider	Name of Services	Skilled or Unskilled	Ward no	ID No (ADHAR or BPL ID)	CLC Registration No.	Contact No.

SHG Information List

Sl.No	Name of Groups	Name of Member	Ward no.	Contact No.

SHG Product List

Sl.No	Product Name	SHG Name	Cost /Price	Contact No.

Raw Material Supplier List

Sl.No	Raw Material Name	Supplier Name	Cost /Price	Contact No.

Buyer List

Sl.No	Name of the company	Product	Cost /Price	Contact No.

SHG Business Name List- INDIVIDUAL

Sl.No	Name of Groups	Name of Member	Business name	Ward no.	Contact No.

1. A list of Registered Job Seekers will be displayed by in the notice board of CLC and Concerned Library and shall be updated from time to time .
2. A proposed Training Schedule will be displayed by in the notice board of CLC and Concerned Library and shall be updated from time to time .

=====



ONKAR SINGH MEENA, IAS
SECRETARY

**Department of Urban Development
& Municipal Affairs
Government of West Bengal
'Nagarayan', DF-8, Sector-I, Salt Lake
Kolkata - 700064
Phone : (033) 2334 9394/Fax : 2334 7880
Email : secy.ma-wb@gov.in**

No. Secy/UDMA/2017/97

Dated, 18th April, 2017

To
Sri. Manish Jain, IAS
Secretary to Government of West Bengal
Department of Mass Education Extension and Library Science
Bikash Bhavan, Salt Lake City,
Kolkata - 700091

**Subject:- Proposal on Convergence Programme between the Deptt. of UD & MA and the
Deptt. Of MEE & LS at CLC under NULM**

Sir ,

With reference to your Memo No. 180/Secy/MEELS/17 dated 20.03.2017 on the subject cited above, this is to inform you that the above proposal has been agreed in principle by the UD & MA Deptt., Govt. of West Bengal. This has the approval of Hon'ble MIC, UD & MA Deptt., Govt. of West Bengal.

Yours faithfully


(Onkar Singh Meena)

Secretary to Government of West Bengal

Memo No. Secy/UDMA/2017/97/1(3)

Date: 18th April, 2017

Copy forwarded for information to :-

1. Director, SUDA & Mission Director, WBSULM
2. P.S. to Hon'ble MIC.
3. Librarian, State Central Library

Secretary



ONKAR SINGH MEENA, IAS
SECRETARY

**Department of Urban Development
& Municipal Affairs**
Government of West Bengal
'Nagarayan', DF-8, Sector-I, Salt Lake
Kolkata - 700064
Phone : (033) 2334 9394/Fax : 2334 7880
Email : secy.ma-wb@gov.in

No. Secy/ UDMA/2017/

Dated, 18th April, 2017

To
Sri. Manish Jain, IAS
Secretary to Government of West Bengal
Department of Mass Education Extension and Library Science
Bikash Bhavan, Salt Lake City,
Kolkata - 700091

**Subject:- Proposal on Convergence Programme between the Deptt. of UD & MA and the
Deptt. Of MEE & LS at CLC under NULM**

Sir ,

With reference to your Memo No. 180/Secy/MEELS/17 dated 20.03.2017 on the subject cited above, this is to inform you that the above proposal has been agreed in principle by the UD & MA Deptt., Govt. of West Bengal. This has the approval of Hon'ble MIC, UD & MA Deptt., Govt. of West Bengal.

Yours faithfully

Sd/-

(Onkar Singh Meena)

Secretary to Government of West Bengal

Memo No. Secy/ UDMA/2017/97/1(3)

Date: 18th April, 2017

Copy forwarded for information to :-

1. Director, SUDA & Mission Director, WBSULM
2. P.S. to Hon'ble MIC.
3. Librarian, State Central Library

[Signature]
Secretary

DRAFT

From : Secretary, UD & MA Department,
Government of West Bengal

To : Sri. Manish Jain, IAS,
Secretary, Department of Mass Education Extension and Library Science
Government of West Bengal,
Bikash Bhavan, Salt Lake City,
Kolkata - 700091

**Subject:- Proposal on Convergence Programme between the Deptt. of UD & MA and the
Deptt. Of MEE & LS at CLC under NULM**

Sir ,

With reference to your Memo No. 180/Secy/MEELS/17 dated 20.03.2017 on the subject cited above, this is to inform you that the above proposal has been agreed in principle by the UD & MA Deptt., Govt. of West Bengal. This has the approval of Hon'ble MIC, UD & MA Deptt., Govt. of West Bengal.

Yours faithfully



Secretary, UD & MA Department,
Govt. Of West Bengal

Memo No.

Date:

Copy forwarded for information to :-

- 1) **Director, SUDA & Mission Director, WBSULM**
- 2) **P.S. to Hon'ble MIC for kind perusal of Hon'ble MIC, U.D. & M.A. Department, Govt. Of West Bengal.**
- ~~3) Librarian, State Central Library~~


Secretary, UD & MA Department,
Govt. Of West Bengal

3
Manish Jain, IAS
Secretary

Secretary

JD(SD)

Director may
likely to see
for



GOVERNMENT OF WEST BENGAL
Department of Mass Education Extension
and Library Services
Bijlash Bhavan, Salt Lake City
Kolkata - 700 091
Phone (O) + 91 33 2334 2764
Fax +91 33 2334 8535
E-mail manishinvites@gmail.com
secy.meels@gmail.com

Team
Leads
SMM

22 MAR 2017

2457

20th March, 2017

No. 180/Secy/MEELS/17

To
Shri Onkar Singh Meena, IAS
Secretary,
Urban Development & Municipal Affairs Deptt.,
Government of West Bengal
"Nagaryan", Block-DF-8, Sector-I,
Bidhannagar, Kolkata - 700064.

A. examine
and put up
for approval of
Govt -

Dir SUDA

21-03-2017

SMM
SMB ED
29/3/17

Subject : Convergence with Deptt. of Urban Development & Municipal
Affairs under NULM.

Sir,

Kindly refer to the discussion held with undersigned on the subject. I am enclosing a copy of proposal on convergence programme between Deptt. of Mass Education Extension & Library Services and Deptt. of Urban Development & Municipal Affairs, Govt. of West Bengal for your kind consideration and suitable further advice. The proposal has been approved by Hon'ble Minister of State (I/C), Deptt. of Mass Education Extension & Library Services, Govt. of West Bengal.

Yours faithfully,

Secretary to the
Government of West Bengal

Encl. as above

Proposal

**A Proposal on convergence Programme with
Urban Development & Municipal Affairs
(UD&MA) Department**

Submitted by :

Mass Education Extension & Library Services Department

Submission Date: 20-03-2017

Background

Purpose of the Project

To upgrade the services of Community Livelihood Centre through Mass Education Extension & Library Services Department and Urban Development & Municipal Affairs Department (UD&MA), Government of West Bengal.

Background Information

MEE & LS Department are in search of new area of services through its library Directorate , to cater people and to enrich the library services. To popularize library among masses , traditional library services need to be restructured . Urban Development & Municipal Affairs Department (UD&MA) are also performing various schemes directly for general people, like National Urban Livelihood Mission. They have some infrastructure in their own and Library services has some content for sharing.

In a discussion , Mr. O. S. Meena , Secretary Urban Development & Municipal Affairs Department (UD&MA) and Mr. M. Jain , Secretary MEE & LS Department opined that , synergy between some activities , of these two department may create a lot of opportunity for the public in general.

Common Goals

Department of Urban Development & Municipal Affairs Department (UD&MA), Government of West Bengal runs a project under NULM with a clear vision that - *“To eradicate urban poverty and vulnerability through Economic Development through multipronged strategies”* .

The Vision of City livelihood Centre (CLC) is *“to become a leading agency working to ensure secure and dignified lives to communities dependent on labour. CLC seeks to provide a platform combining direct service delivery, advocacy, research and technical support in advancement of its work on issues of urban poor. CLC intends to provide a broad range of services directly benefiting the urban poor households.”*

Department of MEE & LS also has a clear vision that an endeavour will be made for setting up an information corner on life and livelihood in different libraries. Specialised books on various subjects will be available on that corner for creating awareness towards self employment.

Objective of City Livelihood Centre

For the said purpose few City Livelihood Centre (CLC) under the sub Component "Social Mobilisation And Institution Development (SM&ID)" of NULM , has been Established by the Municipalities of West Bengal.

The main Objective of the City Livelihood Centre (CLCs) are-

1. CLC as one of the key sub-components of NULM will have the following objectives.
2. To find a viable market for different marketable goods and services produced by the urban poor;
3. To provide business information and business support services to the urban poor as and when needed by them;
4. To act as information dissemination centre in respect of skill training, bank credit, social security benefits etc available to the urban poor under different government & other programmes;
5. To provide space & other facilities necessary to the institute/organizations willing to conduct skill training programmes / seminars /meetings sensitization programmes at the ULB;
6. To extend all types of assistance to the urban poor required to access bank loans such as preparation of project proposals, registration of business units, obtention of trade license, other accounting and legal support wherever necessary;
7. To liaise with local banks & work in tandem with them for achieving the objective of financial inclusion;
8. To assist banks in recovery of loans wherever warranted.

At present **29 such** centres in 29 Municipalities are running , **31 such** centre will start its function soon. Another **60 CLCs** will be setup in coming financial year.

These CLC are working in a separate building namely “ NAGAR JIBIKA KENDRA” , near the concerned Municipal office, having 750 sq feet to 1000 sq feet of functional area. There are three target groups in each CLC –

- ✓ **Self help Groups and their federations (SHG/ALF/CLF)**
- ✓ **Un-employed youth**
- ✓ **Common People of the said locality**

At present they are running ---

- One exhibition cum sale centre
- Training classes for various small professionals e.g. carpentry , electrical , plumbing , Domestic helper etc.
- Maintains and notify a data base of local professionals like private tutor , security guard, driver etc.
- Services to the Individual Community or Individual Household in municipal areas .

They are using a toll free number for continuous service to people. Two / Three dedicated workers / volunteers are working in the centres.



Field Visit

We have visited 15 CLC along with the librarians of nearby libraries as scheduled in page 7. Entire matter was discussed with the officials of CLC. Photographs of some of such CLCs are placed in the document.



BALURGHAT

What value addition we can bring to this initiative

It appears that infrastructure can be provided by the said CLC under Municipal Affairs Department but there is a serious need to provide a better services. We can bridge the gap by providing following aspects :

- ✓ • Book Support for small professionals / unemployed youth , in the form of book corner
- ✓ • Computers with Internet Facilities. Dongle based solution for internet may be provided.
- ✓ • E-book / services
- ✓ • Career counselling for job seekers
- ✓ • Database / information corner
- ✓ • Training to existing staffs of CLC

SCOPE of the Work

At present ten centre may be taken into account on pilot basis.

1. **Book Corner** - To maintain two book shelves and atleast 500 books on various issues like electrical, carpentry, plumbing, embroidery, tailoring, mobile repairing, masonry, etc. Career guide oriented books can also be placed. Specialised books preferably be in bengali language.

Books will be used by the trainees as well as other CLC members . People visiting the CLC may access such books.

A corner with two book shelves , one table and 6 chairs may be arranged initially for the purpose. A system of mobile book service may be introduced with the book stock of the local library. If approved books may be given by the library for the use in CLC , that may be carried by the CLC workers from the concerned library.

Proposed Job liabilities are as under –

Fund	Work order	Space	Training	Service point	Book selection & Purchase
Urban Development & Municipal Affairs Deptt. & MEE & LS Department	Municipality and Management committee of CLC	CLC	MEE & LS Dept.	CLC	MEE & LS Deptt.

2. **Computer** - Four computers with computer furniture in each centre may be introduced. Dongle based solution for internet can be provided.

Most of the People using such centre has no internet connectivity at their home this free service will be most benefitted to them. As most of the information , that will be retrieved in English language , CLC worker and nearby librarian may bridge the gap.

Proposed Job liabilities are as under –

Fund	Work order	Space	Training	Service point
Urban Development & Municipal Affairs Deptt.	Municipality and Management committee of CLC	CLC	To CLC volunteer by MEE & LS Deptt. at SCL, Kolkata	CLC by CLC Managers and librarian of the nearby library partly.

3. **Career counselling** - Various career related information and how it is fruitful to earn money can be informed to the masses through counselling. Some documentary videos are effective in this matter. Moreover job seekers may develop their skills by getting the book support of the centre. Nodal officers of various Government Department may take awareness classes / lectures within this centre. CLC may prepare a calendar with the help of Municipal Officials for the purpose. Apart from this counseling [not teaching] on various job related exam may be introduced in this centre with the help of local librarian. District administration may help to provide officers for the purpose of taking classes. If necessity so arises such classes may be organized in the local library.



Proposed Job liabilities are as under –

Space	Counsellor	Logistics
CLC	Nodal officer of various deptt. like MSME, Fishery, etc.	Urban Development & Municipal Affairs Deptt. Some support may be provided by the concerned library on need basis.

4. **e-collection** - - Power point presentation or any other e-presentation of the different departments of Govt. Of WB. On how the dept. works, various functions of the depts. Etc. are very effective for the common people. They can understand how the Administration is running and they can contact for their own need. They can know about different schemes of various departments. Also they can access , the forms which can be filled up online.

On a given time [pre scheduled] Librarian of the local library and / or CLC workers / Volunteers may help such people.

Proposed Job liabilities are as under –

E-resources collection	Training	Service point
MEE & LS Deptt.	MEE & LS Deptt.	CLC with NULM Managers / CLC Manager /

5. **Database** – Database of local professionals i.e. driver, private tutor, security guard etc. is very much effective to access them for the common people. Moreover this will work as local directory. And of course it is an indicator of the socio-economic development of the particular municipality. Municipality wise database may be uploaded to in two different **web portal** 1. www.wbpublibnet.gov.in and 2. www.wbdma.gov.in that can be accessed by local people also at their door step. They need not come to centre for the purpose. At present telephone system is being used for communication.

Proposed Job liabilities are as under –

Information to be provided	Upload of information to www.wbpublibnet.gov.in www.wbdma.gov.in	Accessibly
Municipal Department	MEE & LS Deptt.	By all people freely

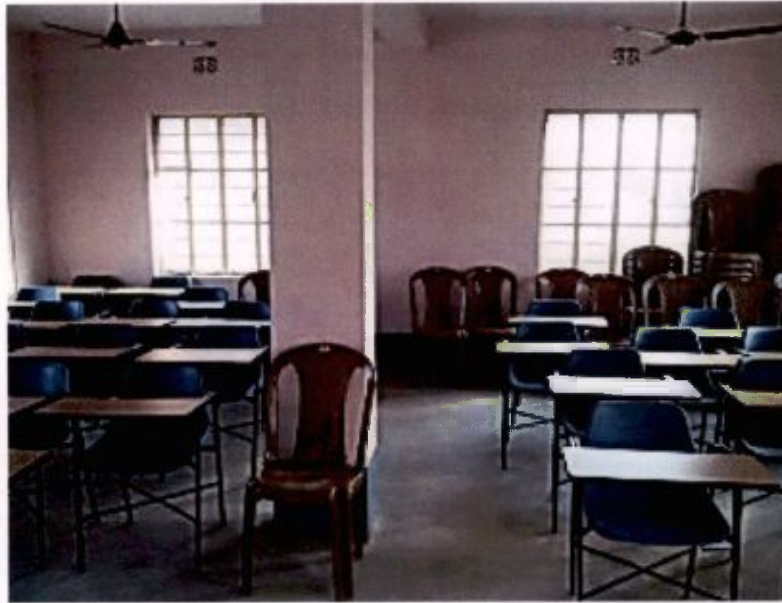
Funding

Following are the main requirement for the initiative per CLC

Books	500	Rs 1,00,000
Book Shelvs	2	Rs. 10,000
Computer with accessories	4	Rs.2,00,000
Computer Chair , Table	4	Rs. 32,000
Contingency		Rs. 8,000

TOTAL Rs. 3,50,000

Approximate budgetary provision of 3.5 Lakh per centre may be created for the purpose , however actual costing of the deliverable should have to be ascertained . Fund of Rs 2.5 Lakh for the purpose may be provided by the Department of Urban Development & Municipal Affairs , directly to the concerned CLC. Modality of expenses of the same will be as per present procedure at CLC. Fund of Rs. 1.0 Lakh for books to be provided by Mass Education Extension & Library Services Department through District Library Officers.



Municipalities and adjacent libraries may cover under this system

<u>Name of the Municipality</u>	<u>Library concerned</u>	<u>District</u>
1 Tamralipta Municipality	Tamluk District Library	Midnapore (E)
2 Aliporeduar Municipality	Aliporedur District Library	Aliporeduar
3 Kalyani Municipality	Kalyani Public Library	Nadia
4 Krishnanagar Municipality	Krishnanagar Public Library	Nadia
5 Nabadwip Municipality	Nabadwip Adarsa Pathagar	Nadia
6 Barasat Municipality	Barasat Municipal Town Library	North 24 Pgs
7 Barrackpore Municipality	Barrackpore Municipal T L	North 24 Pgs
8 North Dum Dum Municipality	Chanak Pathagar	North 24 Pgs
9 Purulia Municipality	Purulia District Library	Purulia
10 Balurghat Municipality	Dinajpore (S) District Library	Dinajpore (S)
11 Hooghly Chishura Municipality	Chinshura kishore Pragati Sangha Pathagar	Hooghly
12 Uluberia Municipality	Anandam Sub Div Library	Howrah
13 Englishbazar Municipality	Malda District Library	Malda
14 Berhampore Municipality	Murshidabad District Library	Murshidabad
15 Jalpaiguri Municipality	Jalpaiguri District Library	Jalpaiguri
16 Medinipore Municipality	medinipore District Library	Medinipore W

Project Monitoring and Evaluation

A monitoring team at State Level , may be introduced with the following members , they may meet once in a three month.

State Mission Management level Committee

- Director of WBSULM or his / her representative - Chairperson
- Director of library Services or his / her Nominee
- Joint Director SUDA [State urban development agency]
- State Mission Manager , SMID
- Librarian , state Central library

Another committee at CLC level may be formed with the following members , they will meet once in every month.

City Mission Management level Committee once in each month

- DLO or his / her representative
- Chairman of Municipality or his / her Nominee - Chairperson
- Librarian of the Concerned Library &
- City Mission Manager , SMID
- CLC Manager

Entire project with the experience of all these CLCs and Libraries of the State, should be evaluated after 3 months and further action may be taken thereafter.

PURULIA



Draft Project timeline

- Day 1 Final meeting between Urban Development & Municipal Department (UD&MA) and MEE & LS Department ,
- Day 2 – 25 Placement of fund by the Urban Development & Municipal Department (UD&MA) Department to CLCs
- Day 26 – 35 Work order to be issued by the concerned CLC for procurement of the materials
- Day 36- 50 Procurement of materials , Books , Book Shelves , Computer and other accessories
- Day 51 – 59 Site preparation i.e. fitting of Book rack , Shelving of books with the help of local librarian after accessioning of the same in register. Setting of computer with furniture.
- Day 60 Inauguration : Exact date may be fixed locally



Time Line	Week 1 2 3 4 5 6 7 8
Final meeting with both the Departments	Day 1
Placement of fund by the Municipal affairs Department to CLCs	Day 2 to 25
Work order to be issued by the concerned CLC for procurement of the materials	Day 26 to 35
Procurement of materials , Books , Book Shelves , Computer and other accessories	Day 36 to 50
Site preparation i.e. fitting of Book rack , Shelving of books with the help of local librarian after accessioning of the same in register. Setting of computer with furniture.	Day 51 to 59
Inauguration : Exact date may be fixed locally	Day 60

Funds has been released Mentioned in Annexure –A for the Infrastructural Set-Up for Library Services at City Livelihood Centre (CLCs) for the convergence programme with UD&MA & MEE&LS deptt.