

Participation in Various Fair

1. **Konnagar Swanirbhar mela 2020:** The Chairman has invited SUDA for participation in the stated mela , Which is going to be held from 27th to 29th January,2020 at Konnagar.

To organise the mela at Konnagar Municipality request a fund amounting of Rs/- 4.87 lakh under WBSULM.

Hence , we approved and released earlier 50% fund of fair expenditure in the case of other ULB , which comes 2.43 lack on actual expenditure , i.e Rs 4.87 lack to Konnagar Municipality on account of IEC promotion of NULM programme.

2 . **Dankuni Swanirbhar mela 2020 :**

The Chairman has invited SUDA for participation in the stated mela , Which is going to be held from 25th to 26th january ,2020 at Dankuni.

To organise the mela at Dankuni Municipality request a fund amounting of Rs/- 4.10 lakh under WBSULM.

Hence , we approved and released earlier 50% fund of fair expenditure in the case of other ULB , which comes 2 lack on actual expenditure , i.e Rs 4.10 lack to Dankuni municipality on account of IEC promotion of NULM programme .

3. **Habra Pita Puli Utsav 2020 :**

The Chairman has invited SUDA for participation in the stated mela , Which is going to be held from 12th to 15th january ,2020 at Dankuni.

To organise the mela at Habra Municipality request a fund amounting of Rs/- 5.10 lakh under WBSULM.

Hence , we approved and released earlier 50% fund of fair expenditure in the case of other ULB , which comes 2 .5 lack on actual expenditure , i.e Rs 5.10 lack to Habra municipality on account of IEC promotion of NULM programme

SI No	ULB	Mela Date	Fund Requested	Last year Fund Requested
1	Konnagar	27 th to 29 th jan 2020	4.87 lack	No Fund Requested Last Year
2	Dankuni	25 th to 26 th jan 2020	4.10 lack	
3	Habra	12 th to 15 th jan 2020	5.10 lack	

Participations : SHGs from the ULBs may participate in this year at the melas/ fair being organized in 3 ULBs .

To organize all these Melas/Utsav under all municipalities total amount of fund Rs/- 6.93 lakh (Rs/- 2.43 lakh + Rs/- 2.00 lakh +2.50 lakh) has to be approved .

Proposal Submitted for your kind perusal and approval.

S. Parui
10.1.2020

SAID

Notes at page-1 & 2/N.

We have received proposal for participation in Melas to be organised by Konnagar Municipality, Dankuni Municipality & Habra Municipality. 3 (three) separate proposals as received from the ULBs placed on the cp side. The proposals in brief as received from the ULBs are noted below.

Sl. No.	ULB	Mela Date	Fund requested for (Rs. In lakh)	Fund devolved last year	Remarks
1.	Konnagar Municipality	27 th to 29 th January, 2020	4.87		cp-3 & 4
2.	Dankuni Municipality	25 th & 26 th January, 2020	4.10		cp-18 & 19
3.	Habra Municipality	12 th to 15 th January, 2020	5.10		cp-5 to 17

There was no participation from SUDA last year at any of the 3 (three) ULBs mentioned in the table above. SHGs from the ULBs may participate this year at the fairs/ melas being organised at the 3 ULBs.

Sanction may be accorded for a maximum of 50% of the fund requisition. Expenditure to be charged out of the IEC component of DAY-NULM.

Director, SUDA

Note Above.

AMD
13/01/2020

Participation of SHGs in the fairs may kindly be allowed with an involvement of 50% of the funds requested.

AMD 13/1/20

AMD 15/1/2020

AMD 20/1/2020

AMD 22/1/20

Secretary
D & MA Dept.

O. No. SUDA... 606

Dated... 14.01.20

File No. SUDA-201/97(Pt-III)

MUNICIPALITY & MA

Urban Development Deptt.

O. No. 89

16/1/20

Director, SUDA

Secretary

AMD/SET

S.P. Das S.M.
AMD
21.1.2020

**Proposal for the Participation in the Kolkata International Book Fair at
Bidhannagar Mela from 28th January to 9th Feb 2020**

The Kolkata Book Fair will start from the 28th of January, 2020 and continue till the 9th of February 2020. In this connection Urban Development and Municipal Affairs Department (UD&MA) are going to introduce as a whole in the sector of SWM and Livelihood Promotion of SHGs. A stall (139B) from the department has been also setup to showcase the initiatives SWM and other issues.

1. **CSP Strategy** : To introduce our branding, this year WBSULM are going present ourselves in different mode. WBSULM will participate in this International Kolkata Book Fair as an organization. Various products from different SHGs for different municipalities will be introduced this year.
2. **Engagement of Volunteers** : To generate awareness, IEC activities in the mela ground and to make clean mela ground specially food court a team of volunteers may be engaged for these days only.

To make the objective successful following assignments are entrusted to the WBSULM Cell.

- Provision of TA and DA to the **CSP** team members @ `300 (`200 for wage rate & `100 for (@ 50 Tiffin cost for night & @ 50 Travelling Allowance and @ Rs/-50 for tiffin cost for morning per day for 3 CSPs Team) . Total cost `350 X 3 X 14 =14,700 (Fourteen thousand & Seven hundred rupees for daily wage and Tiffin cost for 3 CSP
- Provision of TA and DA to the **Volunteers** team @ `300 (`200 for wage rate & `100 for (@ 50 Tiffin cost for night & @ 50 Travelling Allowance and @ Rs/-50 for tiffin cost for 10 Volunteers Team) . Total cost `350 X 10 X 13 =45,500 (Forty Five thousand rupees & Five hundred rupees for daily wage and tiffin cost for 10 Volunteers.
- Provision of TA and DA to the **staff** to oversee the stall during the fair team @ Rs/-300 and @ Rs/- 50 as tiffin cost per day . Total cost `350 X 14 X 13 =63,700 (Sixty three thousand & seven hundred rupees for daily wage for 14 staff)
- Provision of @ 50 tiffin cost for other 4 officials & others. Total cost carried 50 X 4 X 13 = `2600 (two thousand & six hundred for Tiffin cost of 4 other officials posted in the mela ground .
- 1500 tissue bags & 500 Paper Bags with the logo & brand to be made by a SHG for Mela . Approximate total cost for 1500 tissue bags @ 13 1500X`13=19500 & 100 paper bags @ 20 = Rs./-2, 000 (100X20) . Total Cost for Bags :- 21500
- A Quiz contest may be organized on 3rd of February . In this connection following arrangements were made :

6.1 Decorators (Table / Chair / Microphone / Etc)

6.2 Prizes for the participants

6.3 Tiffin packets for all participants and officials

7. Dance Drama may be organized on 07/02/2020 and to organize the event some items from decorators had to be hired .

8. Work Order may be issued on installation of Stall with branding , paper bags , stickers , Bill Tags

9. All expenditure may be booked at IEC component of NULM .

Selected Members from State Level Mela Management Team :

1. Soma Parui Das, SMM-SM&ID
2. Srijita Goswami, CMM-Barasat Municipality
3. Namita Sarkar, CMM-Rishra Municipality
4. Moumita Ghosh, CMM-Madhyamgram Municipality
5. Aninidita Halder, CMM-Dum Dum Municipality
6. Tapan Kumar Jana, CMM-New Barrackpore Municipality
7. Arpita Das, CMM-Kalyani Municipality
8. Suman Chattopadhyay - CMM-S. Dum Dum Municipality
9. Indranil Bose - CMM- Kamarhati Municipality
10. Tanmoy Dutta - CMM- Baruipur Municipality

Terms of reference of the Mission Manager Team in context of :

1. Collection of Products
2. Prepare SHG wise Product Inventory
3. Tagging of Products (Pricing / Raw material used/ SHG name / ULB Name)
4. Stall wise CSP Allocation
5. CSP wise product distribution
6. Day wise , Stall wise Sales Register maintain
7. Return the not - sold Items
8. Final Inventory Submission with Stall wise /SHG wise sale Report
9. Proper Documentation .

Special Focus : IEC on Swachha Bharat Mission will be displayed and Hand Book will be distributed in this Mela if approved .

Above activities in connection with the stalls set-up at International Kolkata Book Fair-2020 from 28.01.2020 to 9.02.2020 and the allied activities may be kindly be approved .

S. Parui
SMM-SM&ID 20.01.2020

UD & MA Department for the first time decided to set up a stall at the Kolkata International Book Fair organized at the Bidhannagar Mela Ground from 28th January to 9th February, 2020.

Approval may be accorded for the activities mentioned at note-3-4/N.

Shankar
AMD 20.07.2020

Director, SUDA

As proposed.

DDP 20/1/20

~~AD (IC)~~

~~SUNCSMA (D)~~

Shankar
20.07.20

As per notes and orders at prepage

As approved, to release the payment in favour of Dankuni Municipality under IEC-NULM, a transfer advice amounting to Rs.5,000/- (Rupees Five Thousand) only is prepared and placed herewith for signature of Finance Officers, SUDA please for transmission of the same to the State Bank of India, Salt Lake, Sector-I branch.

Finance Officer

(PAS)

~~24-06-2022~~

24.06.2022

24/06/2022

Rs. 2.05 Lakh was approved for the Mela of the Dankuni Municipality. But it was mistakenly noted Rs. 2 Lakh inspite of Rs. 2.05 Lakh.

So Rs 5000 to be release to the ULB.

Proposed submitted to make Payment of Rs. 5000/- (Five thousand rupees) to the NULM Account of the respective municipality.

S. P. Dm.

24.6.2020

~~AND~~

Allowed

~~Pen~~

24/6/2020

~~FO~~

Please process.

~~Y. Hare~~
24.06.20.

Acct(P)

সুডা

NOTE SHEET

SUDA

Copy of notes & orders extracted from SUDA-11012(15)/1/2020-NULM SEC(SUDA)-SUDA (Computer No.284214) may kindly be seen.

As approved, to release the fund towards IEC under NULM in favour of Konnagar Municipality, Dankuni Municipality, Habra Municipality and Ramkrishna Pally-2 Small Thrift, a transfer advice amounting to Rs.7,05,034/- (Rupees Seven Lakh Five Thousand Thirty Four) only is prepared and placed herewith for signature of Finance Officers, SUDA please for transmission of the same to the State Bank of India, Salt Lake, Sector-I branch.

Finance Officer

(CPAs)

17-06-2020

Y. Home,
17.06.20.

d. 17/6/20

~~It was approved that Rs. 2.05 lakh for the~~

Note No. #1

Reference File : SUDA -201/97(Pt-III)

Based on the approval of the different ULB level Melas (Note Sheet attached in the CP side) and International Book- Fair (Note Sheet attached in the CP side) different Bills of respective Melas has been received from ULB level Mela and Book fair – from different municipalities to create a platform for Livelihood promotion .

1. Konnagar Municipality
2. Dankuni Municipality
3. Habra Pitha Puli Utsav

Particulars:

Sl No	ULB Name	Mela Name	Account Details	Approved Amount
	Konnagar Municipality	Konnagar Swanirbhar Mela 2020	NULM AC	2.43 lakh
	Dankuni Municipality	Dankuni Swanirbhar Mela 2020	NULM AC	2.lakh
	Habra Municipality	Habra Pitha Puli Utsav	NULM AC	2.50 lakh
	Total			6.93 lack

Book Fair :

A bill has been received from Ramkrishna Pally-2 SHG , Kamarhati municipality for supplying Tiffin packets for two different days .

Total Rs/- 12034 has to be paid in the below mention account.

Account Details :

Account Holder Name :	Ramkrishna Pally-2
A/C:	1026010107171
Bank Name :	United Bank Of India
Branch Name :	Kamarhati Bazar
IFSC Code :	UTBI0KBZD22

All documents has been attached in the CP side .

Proposal submitted to make the payment of total Rs/- 693000/- (Six lakh ninety three thousand to the NULM Account of the three respective municipality and RS/- 12034 to the account of the Ramkrishna Pally-2 SHG for your kind approval and signature .

09/06/2020 2:35 PM

SOMA PARUI DAS
(SMM-WBSULM(NULM)(SUDA))

Note No. #2

Approval may be given for allotment of total Rs 6.93 lakhs to Konnonagar,Dankuni & Habra Municipalities for holding Swanirbhar Melas & Pithe Puli utsav 2020. Also payment of Rs 12,034/= to Ramkrishna Pally-2 SHG for providing tiffin packets during Kolkata Book fair 2020

These are long pending issues and have Departmental approval

11/06/2020 11:18 AM

SHAON SEN
(AD DIR(SUDA))

Note No. #3

As proposed.

11/06/2020 12:12 PM

SANTANU MUKHERJEE
(DIR(SUDA))

Note No. #4

For release of fund

12/06/2020 9:51 AM

SHAON SEN
(AD DIR(SUDA))

Note No. #5

Please process.

12/06/2020 2:14 PM

GOUTAM HORE
(FO(ACCT)(SUDA))

Note No. #6

As per notes and orders

As approved, to enable accounts section for preparation of bank transfer advice and release of payments, we may request concerned State Mission Manager (WBSULM) to provide relevant physical file at the earliest.

13/06/2020 1:25 PM

**NETAI GHORAI
(CASHIER(ACCT)(SUDA))**

Note No. #7

Please refer note above and take necessary action.

13/06/2020 2:33 PM

**GOUTAM HORE
(FO(ACCT)(SUDA))**

As proposed physical file placed to
release of payments.

S. Pallei
15.6.2020

As per approval given by Director SUDA for participation at Kolkata International Book Fair in Bidhannagar mela ground from 28.01.2020 to 09.02.2020 on behalf of UD & MA Department and the event already been successfully conducted.

In this connection it may be noted that as per approval, the provision of TA & DA to the CSP team members & Volunteers @Rs.300/- each for 13 days now being processed for reimbursement.

The details of the members and total number of days as per approved rate are given below:

Sl No.	Name of the CSP & Volunteer Member	No of days Participated	Total no. of day assignments entrusted	Total amount individually
1.	Mausumi Dey	13	As per documents certified by Smt. Soma Parui Das each members attended their duties thus eligible @Rs.300/- per day	3900.00
2.	Lovely Biswas	13		3900.00
3.	Rimpa Sadhak	13		3900.00
4.	Anjali Pradhan	12		3600.00
5.	Sonali Dey	13		3900.00
6.	Taniya Dey	13		3900.00
7.	Soma Biswas	13		3900.00
8.	Anuradha Mondal	13		3900.00
9.	Mithu Majumder	13		3900.00
10.	Kajal Halder	13		3900.00
11.	Sampa Koley	13		3900.00
12.	Debjani Sarkar	10		3000.00
13.	Tinku Mondal	10		3000.00
			Total	48,600.00
(Rupees forty eight thousand six hundred) only.				

Am.D. mkm

The attendance sheet of the CSP & Volunteer members as certified by Smt. Soma Parui Das has been verified and accordingly submitted for perusal.

If approved the total amount of Rs.48,600.00 ((Rupees forty eight thousand six hundred) Only may be disburse in favour of above payees in their respective bank accounts.

Submitted for kind approval.

M. Sedhathan.
24.09.2020

As proposed

Chandhan
21.02.2020

S. Sen

For n/a please.

Y. H. S.
11.03.20

NOTE SHEET



As per order no:- 312-UD/O/M/SB/E-1/2019 dated 27.01.2020 of UD&MA Department and approval given by AMD,NULM & Jt. Secretary of UD & MA Dept. for participation at Kolkata International Book Fair in Bidhannagar mela ground from 28.01.2020 to 09.02.2020 on behalf of UD & MA Department and the event already been successfully conducted. Order of UD & MA Department and attendance sheet of staff attached on CP side.

In this connection it may be noted that as per approval, the provision of TA & DA including Tiffin Allowance to the staff @Rs.350/- each for 13 days now being processed for reimbursement.

The details of the staff and total number of days as per approved rate are given below:

Sl No.	Name of the staff	No of days Participated	Total no. of day assignments entrusted	Total amount individually
1.	Kalyan Sadhukhan	01	each members attended their duties thus eligible @Rs.350/- per day (including Tiffin Allowance @Rs. 50/- per day)	350.00
2.	Arindam Dey	01		350.00
3.	Biswajit Sinha	03		1050.00
4.	Susanta Sadhukhan	02		700.00
5.	Kamal Chandra Saha	01		350.00
6.	Ranjan Saha	01		350.00
7.	Srimonto Bag	01		350.00
8.	Debjoy Joadder	01		350.00
9.	Ahinda Nath Marik	02		700.00
10.	Gobinda Chandra Das	03		1050.00
11.	Swarup Banik	02		700.00
12.	Pratap Das	02		700.00
13.	Somnath Dutta	01		350.00
14.	Jayanta Bepari	03		1050.00
			Total	8,400.00
(Rupees eight thousand four hundred) only.				

If approved the total amount of **Rs.8,400.00** (Rupees eight thousand four hundred) Only may be disburse in favour of above payees.

Submitted for kind approval.

M. Sedukhan
03.03.2020

to proposal
Sadhukhan
03.03.2020

7/6

S. Sen

For n/a please.

Y. S. Sen
11.03.2020

AMD, NULM

As per notes and orders at prepage

As approved by Additional Mission Director, SUDA at prepage, to release the cash payments in favour of "Kalyan Sadhukhan", "Arindam Dey", "Biswajit Sinha", "Susanta Sadhukhan", "Kamal Chandra Saha", "Ranjan Saha", "Srimanto Bag", "Debjoy Jodder", "Ahindra Nath Marik", "Gobinda Chandra Das", "Swarup Banik", "Pratap Das", "Somnath Dutta" & "Jayanta Bepari" as detailed below.

Pay order endorsed on the body of the bill is for signature of Finance Officer, SUDA please.

Sl. No.	Name of the Staff	Designation	Rate / Day (in Rs.)	Tiffin Allowance (Per Day)	Total nos. of day working	Working Date	Payable Amount (in Rs.)	Remarks
1	Kalyan Sadhukhan	Accountant, NULM	300/-	50/-	1	29.01.2020	350/-	Duty done in the Kolkata International Book Fair on and from 29.01.2020 to 09.02.2020 as instruction by Jt. Secretary, UD. & MA. Deptt. against memo no.312-UD/O/M/SB/E-1/2019, dated 27.01.2020.
2	Arindam Dey	LDC, SBM	300/-	50/-	1	30.01.2020	350/-	
3	Biswajit Sinha	Computer Assistant, SUDA	300/-	50/-	3	31.01.2020, 06.02.2020 & 09.02.2020	1,050/-	
4	Susanta Sadhukhan	DEO, NULM	300/-	50/-	2	01.02.2020 & 07.02.2020	700/-	
5	Kamal Chandra Saha	Computer Assistant, SUDA	300/-	50/-	1	01.02.2020	350/-	
6	Ranjan Saha	DEO, NULM	300/-	50/-	1	03.02.2020	350/-	
7	Srimanto Bag	Computer Assistant, SUDA	300/-	50/-	1	04.02.2020	350/-	
8	Debjoy Jodder	Supporting Staff, SBM	300/-	50/-	1	05.02.2020	350/-	
9	Ahindra Nath Marik	Peon, SUDA	300/-	50/-	2	29.01.2020 & 04.02.2020	700/-	
10	Gobinda Chandra Das	Peon, SUDA	300/-	50/-	3	30.01.2020, 05.02.2020 & 09.02.2020	1,050/-	
11	Swarup Banik	Peon, SUDA	300/-	50/-	2	31.01.2020 & 06.02.2020	700/-	
12	Pratap Das	Peon, SUDA	300/-	50/-	2	02.02.2020 & 07.02.2020	700/-	
13	Somnath Dutta	Multi Tasking Helper, NULM	300/-	50/-	1	08.02.2020	350/-	
14	Jayanta Bepari	Peon, SUDA	300/-	50/-	3	01.02.2020, 02.02.2020 & 03.02.2020	1,050/-	
Total Amount							8,400/-	
(Rupees Eight Thousand Four Hundred only)								

Finance Officer,
SUDA

[Signature]
11/03/2020

[Signature]
11/03/20.

As per notes and orders at page no.06

As approved by Additional Mission Director, SUDA at page no.06 to release the payments in favour of 13 CSP members, 01 (One) no. of Transfer Advice amounting to Rs.48,600/- (Rupees Forty Eight Thousand Six Hundred only) drawn on SBI, Salt Lake, Sector-I branch as detailed below, has been prepared and placed herewith for signature of both Finance Officers, SUDA please.

Pay order endorsed on the body of the bill is for signature of Finance Officer, SUDA please.

Sl. No.	Name of the Payee	Total nos. of day working	Rate / Day (in Rs.)	Purpose of Payment	Amount in Rs.
1	Mousumi Dey	13	300/-	Release of payment for duty done in the Kolkata International Book Fair on and from 28.01.2020 to 09.02.2020 as instruction by Joint Secretary, UD & MA Deptt. against memo no.312-UD/O/M/SB/E-1/2019, dated 27.01.2020 as per documents certified by Smt. Soma Parui Das each members attended their duties.	3,900.00
2	Lovely Biswas	13	300/-		3,900.00
3	Rimpa Sadhak	13	300/-		3,900.00
4	Anjali Pradhan	12	300/-		3,600.00
5	Santi Dey (Sonali Dey)	13	300/-		3,900.00
6	Tushar Kanti Dey (Taniya Dey)	13	300/-		3,900.00
7	Soma Biswas	13	300/-		3,900.00
8	Anuradha Mandal	13	300/-		3,900.00
9	Mithu Majumder	13	300/-		3,900.00
10	Kajal Halder	13	300/-		3,900.00
11	Sampa Koley	13	300/-		3,900.00
12	Debjani Sarkar	10	300/-		3,000.00
13	Tinku Mondal	10	300/-		3,000.00
Total Amount					48,600.00
(Rupees Forty Eight Thousand Six Hundred only)					

Finance Officer, SUDA
AND
Finance Officer, SUDA
(CRS)

[Signature]
13/03/2020

[Signature]
13.03.20

[Signature]
13/3/20