



NOTE SHEET



Memo No. 1383/HM/2015 dated 01.04.2015 from Chairman, Haldia Municipality with a copy endorsed to this Office in connection with setting up of Shelter for Urban Homeless and Memo No. ME/34/1M-54/2014 dated 06.04.2015 from Chief Engineer, MED placed in file below may kindly be seen.

It appars that Haldia Municipality has identified a plot of land in mouza Chakraborty Chak measuring 20 mtrs X 30 mtrs for the purpose of setting up of a shelter for urban homeless. From a copy of certificate of possession of the land in question, it is seen that the plot of land was taken over by LA Surveyor of Special LA Office, Haldia and handed over to C-I-C Haldia Municipality.

The ME Directorate in terms of broad Guidelines laid down earlier in this regard, has prepared a DPR for the proposed shelter (capacity 50 persons) (copy placed in file). The total project cost comes to Rs 123.01 Lakhs and the O&M cost for a period of five years to Rs 30.10 Lakhs i.e. Rs 6.02 Lakhs per year against the admissible ceiling cost of Rs 6.00 Lakhs per year. The O&M of the proposed shelter will be done by the municipality itself as per proposal incorporated in the DPR.

It may kindly be recalled that although Haldia was not one of the ten identified ULBs where shelter units was proposed to be set up in 2014-15 as per decision of the first meeting of the PSC, the Committee in its Second Meeting, considering inadequate response suggested that all NULM town may be approached for the purpose.

If approved, it is now for kind consideration if the 3<sup>rd</sup> Meeting of the PSC will be convened for formal approval of the DPR of Haldia Municipality so that funds could be released to Haldia Municipality as already approved by Hon'ble MIC. It is also mentioned that a proposal for a shelter unit in Midnapore has been received and ME Directorate is examining the matter and a DPR may be prepared shortly. If the DPR for Midnapore is prepared early, the 3<sup>rd</sup> Meeting of the PSC could consider both.

A

A formal certificate will be obtained from the Municipalities to the effect that the land in question is free from encroachment and in sole possession of the Municipal Authority.

X

Director

*S.K. Mukherjee*  
(S.K. Mukherjee)  
Technical Adviser  
27-09-15

PA

We may first collect information from the surveyor regarding the plot and inform MED to submit DPR mentioned as A & X placing in next meeting of PSC.

*WJL*  
28/9/15

Notes above.

01. Haldia Npty may be requested for a declaration regarding 'X' above. The draft may issue.

02. Chief Engineer MED has been requested to examine the proposal of Midnapore Npty. and to assist them to prepare a DPR

and also to obtain a declaration re. land vide this office no. SUDA-105/2015/280 dt. 27-04-15 (copy in file for ref.). No separate request for declaration re: land from this office appears to be necessary. The developments re: Midnapore may be awaited.

Director

TA

10  
02-05-15

WJ  
9/5/15

For construction of a 50 bedded Shelter for Urban Homeless under DAY-NULM at Haldia Municipality Rs. 119.53 Lakh has been approved by PSC in its 3<sup>rd</sup> meeting on 19.06.2016.

The funding pattern of central & state shares are 60:40. The central share is Rs. 71.71 Lakh & the state share is Rs. 47.82 Lakh. So far we have released an amount of Rs. 49.20 Lakh. It may be noted that Rs. 49.20 Lakh (1<sup>st</sup> installment) released on adhoc basis.

Now the Municipality has completed 80% works. Representatives from SMMU, WBSULM have visited the site. Utilization Certificate of Rs. 49.20 Lakh received by the Municipality, submitted to SUDA in GFR 19A duly signed by the Chairman, Haldia Municipality and Executive Engineer, East Midnapore Division as per prevailing norms.

Now it is proposed to release an amount of Rs. 46.44 Lakh (Central Share Rs. 27.86 Lakh and State Share Rs. 18.58 Lakh) as 2<sup>nd</sup> installment in favour of the Municipality for the settlement of the Bill and others.

Submitted.

TUO  
SUDA

S.R.  
19-08-2016  
SMM-S&SE

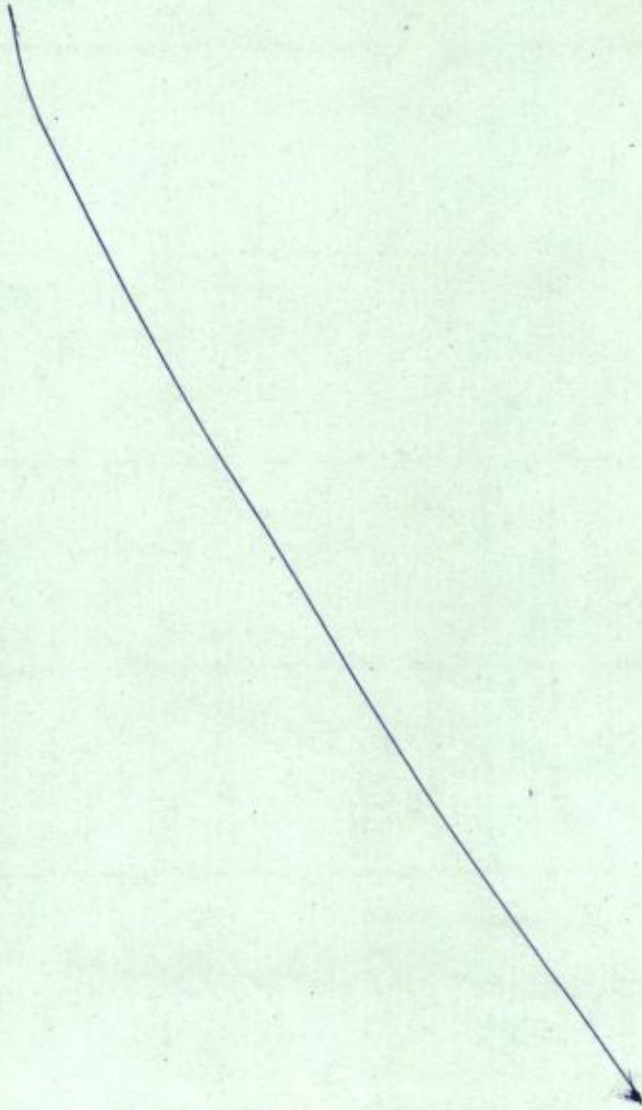
We have received the UC of shelter for Urban Homeless Under DAY-NULM, from Habtia Municipality. It has been observed that the Utilization Certificate is not in order in GPR 19A format. Therefore we may send a letter mentioning the correct order to the Chairman Municipality <sup>for proper UC.</sup> Draft copy is put with FIC, O/C for your signature Submitted.

Director  
SUDA

SMH (Shelter)

S.B.  
19.08.2016

WT  
19/8/16



For construction of shelter for Urban Homeless (SUH) - 50 bedded under DAY-NULM, Haldia Municipality has submitted MPR as UC duly authenticated by the concerned EE, MED against the funds received (Rs. 49.20 lakh) as 1st instalment.

As per norms the 2nd instalment to the amount of Rs. 46.44 lakh may be released in favour of the Municipality for smooth completion of the project. It may be mentioned that out of Rs. 46.44 lakh central share and state share are Rs. 27.82 lakh and Rs. 18.58 lakh respectively.

BN  
29/08/16

Technical Adviser.

The amounts as proposed above may be released to Haldia Mpty. with approval of competent higher authorities.

Mukherji  
29.08.16

J.D (SD)  
SUDA

Release of fund amounting to Rs 49.20 lakh to Haldia Municipality for construction shelter may be approved.

"BN"  
29/8/16

Director

FA

PI opine.

WT  
30/8/16

The Chairman, Haldia Municipality has submitted the Utilisation Statement in GFR-19A informing that they have fully utilised the fund of Rs.49.20 lakh released towards 1<sup>st</sup> instalment to Haldia Municipality for Construction of 50 bedded Shelter for Urban Homeless. The Chief Engineer, MED has certified the utilisation of fund released in the 1<sup>st</sup> instalment and also recommended for release of fund in the 2<sup>nd</sup> instalment.

Hence, we may consider the proposal of JD (SD) at pre-page for release of Rs.46.44 lakh (Rupees forty-six lakh forty-four thousand only) (ACA Rs. 27.86 lakh and State Share Rs. 18.58 lakh) towards 2<sup>nd</sup> instalment to the Haldia Municipality for the Project out of the fund available under NULM.

A

Director

Accepted  
30/08/16

fund as proposed at 'A' above may be released to HCB with the concurrence of Hon'ble M.C., M.A. & C.E.

WT  
30/8/16

Secretary, M.A. Deptt  
& Chairman, SUDA

May be approved

31.08.16

J. O. No. SUDA: 638/16

Dated: 31-08-16

Rw 101/2008

H.M.C. MARUD

Dis/SUDA

CCA  
WS  
06/9/16

EA

2  
6/9/16

5/9/16

As per notes and orders at prepage

As approved by the Hon'ble M.I.C., M.A. & U.D. Departments at NSP-05, to release the fund in respect of Shelter for Urban Homeless (SUH) under NULM in favour of Haldia Municipality, a Transfer Advice for Rs.46,44,000/- (Rupees Forty-six Lakh Forty-four Thousand only) only is prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please for onward transmission to State Bank of India, Salt Lake Sec-1 branch for electronic transfer of funds.

FO, SUDA

P.lev  
07.09.16

Electronic Fund transfer advice in favour of Haldia Municipality may kindly be signed.

Recd 07.09.16

~~Director~~

~~Jt. Secretary~~

~~PA~~

WT  
09/16

WT  
09/16

Addl. Director  
and FA, SUDA.

To intimate the concerned ULBs F/C and O/C are put up for signature of Addl. Director and Financial Advisor, SUDA please.

M. Sankaran.  
24.09.2016.

Signed.

WS  
14/9/16

Director.

FA  
JS (S)

CCA.

Secy.

WS  
15/9/16

WS  
15/9/16

29/9  
SMM (S&SI)

A 50 bedded shelter unit at Haldia Municipality under the scheme shelter for Urban Homeless (SUH) under DAY-NULM was approved by Project Sanction Committee (PSC) in its 3rd meeting with an amount of Rs. 123.00 Lakh (including OPA preparation cost). Funds for the tune of Rs. 49.02 Lakh and Rs. 46.94 Lakh were released as 1st and 2nd installment in favour of the concerned ULB.

It may be noted, that, Record (MPR) is available in our office it has been noticed the construction of SUH is completed and shelter is functional since 29.09.2016. U.C. of 1st installment was received.

In this connection it is required to release the rest amount of sanctioned cost after the receiving of utilization certificate of 2nd installment. A letter may be sent to Chairman Haldia Municipality to request to submit the said U.C. at earliest. Draft for the same is placed for your kind perusal.

AD(SU)

O/C for SUH fund from Haldia ULB 20.12.16

may be asked for. Draft placed by signed.

SD (S)

WS  
20/12/16

Sub: Release of fund (final instalment) for Shelter for Urbane Homeless (SUH) under DAY-NULM in favour of Haldia Municipality.

For construction of a 50 bedded Shelter for Urban Homeless (SUH) under DAY-NULM at Haldia Municipality Rs. 119.53 Lakh (excluding DPR preparation cost) was approved by Project Sanction Committee (PSC) in its 3<sup>rd</sup> meeting. Out of this Rs. 119.53 Lakh, cost of civil construction including S & P and internal electrification is Rs. 106.44 Lakh, Furniture and Utensils Rs. 8.71 Lakh, service connection (WBSEDCL) rs. 0.5 Lakh, Rs. 0.40 Lakh for fire fighting arrangement, Rs. 3.48 Lakh for contingency (3%).

The funding pattern of Central & State shares is 60:40. The Central share is Rs. 71.71 Lakh & State share is Rs. 47.82 Lakh. So far, with a tune of Rs. 49.20 Lakh (1<sup>st</sup> instalment) and Rs. 46.44 Lakh (2<sup>nd</sup> instalment) were released in favour of the Haldia Municipality.

Now, the Municipality has completed the construction in full. Utilization Certificate of Rs. 46.44 Lakh received by the Municipality, submitted to SUDA in GFR 19A duly signed by the Chariman, Haldia Municipality and authenticated by Executive Engineer, East Midnapore Division, <sup>MED</sup> as per prevailing norms.

Now it is proposed to release rest amount of Rs. 23.89 Lakh (Central Rs. 14.33 Lakh and Sate Share Rs. 9.56 Lakh) as final instalment in favour of the Municipality for the settlement of the bills.

Submitted for your kind perusal.

J. U. O.  
SUDA

S. B.  
14.03.2017



Sub: Release of fund (final instalment) for Shelter for Urbane Homeless (SUH) under DAY-NULM in favour of Haldia Municipality.

For construction of a 50 bedded Shelter for Urban Homeless (SUH) under DAY-NULM at Haldia Municipality Rs. 119.53 Lakh (excluding DPR preparation cost) was approved by Project Sanction Committee (PSC) in its 3 rd meeting. Out of thls Rs. 119.53 Lakh, cost of civil construction including S & P and internal electrification is Rs. 106.44 Lakh, Furniture and Utensils Rs. 8.71 Lakh, service connection (WBSEDCL) rs. 0.5 Lakh, Rs. 0.40 Lakh for fire fighting arrangement, Rs. 3.48 Lakh for contingency (3%).

The funding pattern of Central & State shares is 60:40. The Central share is Rs. 71.71 Lakh & State share is Rs. 47.82 Lakh. So far a tune of Rs. 49.20 Lakh (1 st instalment) and Rs. 46.44 Lakh (2<sup>nd</sup> instalment) were released in two phases in favour of the Haldia Municipality.

Now, the Municipality has completed the construction in full. Utilization Certificate of the entire amount Rs. 95.64 Lakh submitted to this office in GFR 19A duly signed by the Chariman, Haldia Municipality and authenticated by Executive Engineer, East Midnapore Division, MED as per prevailing norms.

Now it is proposed to release rest amount of Rs. 23.89 Lakh (Central Rs. 14.33 Lakh and Sate Share Rs. 9.56 Lakh) as final instalment in favour of the Municipality for the settlement of the bills.

Submitted for your kind perusal.

~~Director, SUDA~~

S.B  
15/03/17

~~15/03/17~~

May be Considered

~~15/3/17~~

Secretary  
UD MA Dept

may be approved

16.03.17

G.O. No. 247/2013  
F.No. SUDA-101/2015  
15/3/17

~~Municipal Affairs Dept~~

MUNICIPAL AFFAIRS DEPT  
NO. NO. 461 - 17/3/17

~~17/3/17~~

~~Director~~

FO  
S



As per notes and orders at pre page

As approved by Secretary, UD & MA Dept. at pre page, to release the fund in respect of Construction of shelter for urban homeless (SUH) under NULM, a Transfer Advice amounting to Rs. 23,89,000.00 (Twenty three lakh eighty nine thousand) only is prepared and placed herewith for signature of Addl. Director & FA, SUDA and Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

~~FA, SUDA~~

Sd/- Sedhwan.  
23.03.2017.

Signed,  
Ravi M. S. D.

Signed.  
Prakash  
24.3.17

DA  
S  
Addl. Director

Two sets of memorandum in respect of SUH under NULM has been prepared and placed herewith for signature of Addl. Director and FA, SUDA please.

Addl. Director  
and FA, SUDA

Sd/- Sedhwan.  
27.03.2017.

Signed.  
Prakash  
28/3/17

Sub: Seeking approval of balance fund for the ancillary work of Shelter for Urban Homeless (SUH) under Haldia Municipality

A letter vide memo no. 3075/1M-54/14 Pt-II dated: 23.03.2017 (copy enclosed) was received by this office from Chief Engineer, MED related to the approval of balance amount of Rs. 2163163(including contingency) for the ancillary works of Shelter for Urban Homeless at Haldia Municipality. It is noted that CE, MED in his letter recommended to release of the balance fund for the said works. It is also mentioned in the letter that this works was not included in the DPR due to inadvertence; the concerned work is inevitable to make the entire scheme effective.

It may be recalled that a shelter was sanctioned in favour of Haldia Municipality with a sanctioned cost of Rs. 119.53 Lakh and the entire fund was released in favour of Haldia Municipality.

So far, the municipality has submitted the utilization Certificate of an amount of Rs. 97,27,166.00 mentioning the amount of balance fund Rs. 22,25,34.00 and also submitted a proposal of approval for Utilization of balance fund for the said work.

It may also be recalled that Municipality was submitted the same proposal through CE, MED vide memo no. ME/1494/1M-54/14 Pt. Dated: 19.09.2016. In response to this letter a reply letter (copy enclosed) vide memo no. SUDA/2014/1980 dated: 18.11.2016 was sent from Director, SUDA mentioned that the said works are not included into permissible item to be funded under DAY-NULM.

It is also mentioned that the shelter is functional since 29.09.2016 and as per approved DPR, O& M cost (Rs. 6.02 Lakh/year) is required for proper functionalization.

Submitted for your kind consideration and necessary instruction.

X

Add. Director  
SUDA

SMAN - SASE

S.P.  
01.06.2017

Is there is any bar to release the amount?

No  
01/06/17

As the balance fund is available at the concerned ULB end, it is required to take financial closure certificate & adjustment of the fund. It is mentioned that the shelter unit is functional with infrastructure as per DPR provision.

now necessary instruction in this regard is required for further process. It is further mentioned that there is no bar to release the amount of  $\frac{SP}{02.06.17}$  construction and O&M part are differently mentioned in the DPR. After completion of the structure for functionalization, O&M fund is required.  $\frac{SP}{02.06.17}$

Add. Director  
SUDA

Note at Nrd-11 ante.

- As the DSUH is functioning, the ULB may be requested to return the unspent balance of fund so allotted for construction.
- As per Rule 02M cost of Rs 6 lakh may be released in favour of the ULB.

X

Y

Director

[Signature]  
02/06/17

"X" & "Y" may be considered for approval.

Secretary  
UDMA Deptt.

[Signature]  
14/6/17

U. O. No. SUDA: 251/17

Dated: 15-06-17

FD - 10/2015

MMK (AACU)

[Signature]  
15.06.17

Urban Development Deptt.  
U/O No. 549  
Dt. 15.6.17

Dist SUDA

Addl. Director

[Signature]  
15/6/17

U. O. No. SUDA: 20106/17

Dated: 15-06-17

Smm-5251

[Signature]  
20/06/17

Sub: Release of fund (1<sup>st</sup> instalment) for Operation & Maintenance of Shelter for Urban Homeless (SUH) under DAY-NULM for Haldia Municipality

It may be mentioned that a shelter unit was constructed at Haldia Municipality under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM. This unit is functional since 29.09.2016 by concerned ULB and recently an Agency was engaged by the ULB to operationalize the shelter. Also ULB has submitted a detailed report of Operation & Maintenance.

It is further mentioned that a letter vide letter memo. No. 3525/H.H./2017 dated: 09.06.2017 along with expenditure statement was received by this office from Chairman, Haldia Municipality regarding requirement of fund of Rs. 486800.00 for Operation & Maintenance of Shelter for Urban Homeless.

As per note on pre-page a provisional approval has been received for release of Operation & Maintenance cost towards ULB. Now 1<sup>st</sup> instalment (50 % of the fund requisition) with a tune of Rs. 2.4 Lakh may be released in favour of the ULB. Rest amount will be released after receiving of Utilization Certificate of 1<sup>st</sup> instalment.

It may be further mentioned that Utilization Certificate should be submitted by ULB in SR330A format as like other component of DAY-NULM and also a monthly report should be submitted for the same as per prescribed format.

Addl. Director  
SUDA

SR  
20.06.17

X: may be approved

20/06/17

FA pl. offer views.

20/6/17

FA, SUDA.

Now, operation and maintenance cost of Matangini Abas under control of Haldia Municipality may be released. It may be assured that further fund will be released after getting Utilization Certificate. ~~of the former amount.~~

21/6/17

views of FA above.

" X " above may be approved.

21/6/17

23-08-17

U.O. No. SUDA: 272/17

Dated: 27-06-17

10/1/2015

Dir SUDA  
Ho.

CCA

28/06/18

As per notes and orders at pre page

As approved by Secretary UD&MA Dept. & Director, SUDA at page-13, to release the fund in respect of O&M cost of Construction of Shelter for Urban Homeless under NULM, a Transfer Advice amounting to Rs. 2,40,000.00 (Two lakh fourty thousand ) only is prepared and placed herewith for signature of Addl. Director & FA, SUDA and Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

Addl. Director  
and FA, SUDA

FO, SUDA

A. Sathuman.  
29.06.2017.

Signed  
B. Sathuman  
29/6/17

Signed  
B. Sathuman 29.06.17

As per decision in Note sheet. Page-12, the Unspent balance to the tune of Rs. 22,25,834.00 (Rupees Twenty two lakh twenty five thousand eight hundred thirty four only) with regard to Construction of shelter under the scheme shelter for Urban Homeless (SUT) under DAY-NULM which has been Completed (physical & Financial) and functioning also is required to be returned to this office. to maintain pre-tabling norms of Govt. It is further mentioned that ULB has submitted the final V.C. which is authenticated by concerned Executive Engineer, MED. Now in this connection a letter may be sent to the Haldia municipality to request to refund the said amount. Draft for the same is placed for your kind perusal.

~~Addl. Director~~  
SUDA

Sum-SSEI

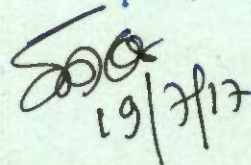
to amended. S.P.  
18.07/17  
Date 18/07/17

As directed the revised draft is submitted herewith for your kind perusal.

~~Addl. Director~~  
SUDA

S.P.  
19.07/17  
may be approved and signed  
Date 19/07/17

~~Director~~  
Addl. Director

  
19/7/17

An Utilization certificate has received by this office in SR-330A format regarding the utilization of ~~of~~ fund for OBM maintenance cost of shelter for urban Homeless (SUA) of Haldia Municipality. It may be mentioned that fund to the tune of

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NOTE SHEET

Sub: Release of fund (2 nd instalment) for Operation & Maintenance of Shelter under the scheme Shelter for Urban Homeless (SUH) under Haldia Municipality

It may be mentioned that a shelter unit was constructed at Haldia Municipality under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM. This unit is functional since 29.09.2016 by the concerned ULB. At present number of inmates in the shelter unit is 24 nos.

It may be further mentioned that a letter vide memo No. 6651/H.M./2017 dated: 20.12.2017 was received from Chairman, Haldia Municipality regarding Operation & Maintenance cost of SUH, Haldia. Utilization Certificate of 1 st instalment to the tune of Rs. 234500/- is submitted by the ULB along with the above letter.

It has been observed that the requisition of an amount of Rs. 486800/- (for 1 year) was submitted by the ULB on 09.06.2017 as O & M cost of shelter. It may be noted that 1 st instalment of O & M cost with an amount of Rs. 240000/- (Oct, 2016 to April, 2017) was released in favour of the Haldia Municipality on 29.06.2017. Now based on the Operational & Maintenance guidelines of SUH an amount Rs. 246800 (Rupees Two lakh forty six thousand eight hundred only) may be released as 2 nd instalment in favour of Haldia Municipality as Operation and Maintenance cost (May, 2017 to September 2017) of shelter.

Submitted for your kind perusal & approval

~~Deputy Director  
SUDA~~

Proposal 'X' may be approved <sup>SD</sup> 03.78

03/11/18

~~75(SD)  
AD, MULM~~

Similar explanation (as noted in Nabdwip file) may be given in this file.

~~Dy. Director  
SUDA~~

নবদ্বীপ 'y' read with note in Nabdwip file may kindly be perused & necessary instructions may kindly be solicited

~~Director~~

~~31/11/18  
Given~~

Item wise cost breakup against the proposed amount is as given below –

Expenses for Operation and Maintenance from 25.04.2017 up to 30.09.17 (5 Months)

Sl. No.	Item	Quantity	Month	Rate	Amount
<b>A Annual maintenance cost of shelter</b>					
i.	Electricity consumption	5	Months	5000.00	25000.00
ii.	Maintenance of plumbing and Electrical work	5	Months	500.00	2500.00
<b>B Annual servicing cost</b>					
i.	Sweeping Charge	5	Months	3000.00	15000.00
ii.	Cost of providing free food	775	Days	100.00	77500.00
iii.	Replenishment of Bedding	10% of the Capital Cost			5200.00
iv.	Replenishment of Kitchen Equipments	10% of the Capital Cost			2100.00
<b>C Staff Salary</b>					
i.	Manager(1 no.)	5	Months	10000.00	50000.00
ii.	Caregivers (3 nos.)	15	Months	5000.00	75000.00
<b>TOTAL</b>					<b>2,52,300.00</b>

- Note : Breakup of Operation & Maintenance Cost of 1 Year (For 50 inmates) is enclosed here with.

*X* may be approved

Proposal for release of fund in note sheet page 16 (marked 'X') i.e. Rs 246000 (two lakh forty six thousand eight hundred) may be approved.

Director  
SUDA

EO.

CEA

Bar 11.01.18

11/1/18

11/1/18

As per notes and orders at pre page

As approved by Finance Officer, SUDA & Director, SUDA at page-17, to release the fund in respect of O&M cost of SUH under DAY-NULM, a transfer Advice amounting to Rs. 2,46,800.00 (Two lakh fourty six thousand eight hundred) only have been prepared and placed herewith for signature of Addl. Director & FA, SUDA and Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

~~FA, SUDA~~

Preparation.  
15.01.2018.

Signed.  
Barry 15.01.18

Signed.  
Barry  
15.1.18

FA & Addl. Director, F

Sub: Release of fund (1 st instalment of 2 nd year)) for Operation & Maintenance of Shelter under the scheme Shelter for Urban Homeless (SUH) under Haldia Municipality

It may be mentioned that a shelter unit was constructed at Haldia Municipality under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM. This unit is functional since 29.09.2016 by the concerned ULB. At present number of inmates in the shelter unit is 25 nos.

It may be further mentioned that a letter vide memo No. 3368/HM/2018 dated: 15.06.2018 was received from Chairman, Haldia Municipality regarding Operation & Maintenance cost of SUH, Haldia. Utilization Certificate of 2 nd instalment (1 st year) to the tune of Rs. 252300.00 was submitted by the ULB. Also a fund requisition for 6 months (01.10.2017 to 31.03.2018) was submitted by the ULB as following.

**Claim of fund for operationalization of the shelter for Urban Homeless of Haldia Municipality for 6 Months**

Sl. No	Item	Quantity	Unit	Rate in Rs.	Amount In Rs.
<b>1.</b>	<b>Quarterly Maintenance cost of Shelter</b>				
(i)	Electricity Charges	6	Months	5000.00	30000.00
(ii)	Maintenance of plumbing & Electrical work	6	Months	500.00	3000.00
<b>2.</b>	<b>Quarterly Servicing Cost</b>				
(i)	Sweeping Charges	6	Months	3000.00	18000.00
(ii)	Replenishment of Bedding (Washing Charges)	6 (10 % of capital cost)	Months	1000.00	65000.00
(iii)	Replenishment of Kitchen equipment	6 (10 % of capital cost)	Months	400.00	2500.00
<b>3.</b>	<b>Cost of providing free food for inmates who are old/ infirm @100 per day for 6months (25x182x10%)( As 365 days in a year)</b>	455	Days	100.00	45500.00
<b>4.</b>	<b>Staff Salary</b>				
(i)	Manager (full time)	6	Months	10000.00	60000.00
(ii)	Caregivers & Security : 3 nos.	18	Months	5000.00	90000.00
<b>Total= Rs.255500.00</b>					

It has been observed that the requisition of an amount of Rs. 255500/- (for 6 months) was submitted for O & M cost of shelter. Now based on the Operational & Maintenance guidelines of SUH an amount Rs. 255500/- (Rupees Two lakh fifty five thousand five hundred only) may be released as 1 st instalment (2 nd year) in favour of Haldia Municipality as Operation and Maintenance cost for the period (01.10.2017 to 31.03.2018) of shelter. A

Submitted for your kind perusal and approval.

Deputy  
Director  
SUDA

proposal <sup>u</sup> A <sup>u</sup> may be approved <sup>S.P.</sup> 26/06/18

26/06/18

Director

সূডা

NOTE SHEET

SUDA

prepage marked "A" may be considered for approval.

Principal Secretary  
UDMA Dept. Air, SUDA

27/6/18

28/7/18

U/O - 406/18  
28/06/18  
File - 10/2015

DD.  
2/7/18

02/7/18

SMM  
5259  
F.O.  
SUDA

Submitted for your kind perusal.

02/7/18

CCB

Pl. pros.  
02.07.18

As per notes and orders at pre page

As approved by Pr. Secretary of UD&MA Dept. at page-20, to release the fund to Haldia Municipality in respect of O&M cost of SUH under NULM, a transfer Advice amounting to Rs. 2,55,500.00 (Two lakh fifty five thousand five hundred) only have been prepared and placed herewith for signature of Finance Officer, SUDA and Director, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

Fr. SUDA

Pr. Secretary.  
20.07.2018.

Signed -  
Date 10.07.18

[Signature]  
10/7/18

As proposed a detailed report of field visit at SUH, Haldia is placed in the C.P. side for ready reference. From this reports some differences from operational guidelines of SUH, have been found which are mentioned below:

Sl. No.	Norms as per Operational Guidelines of SUH	Actual conditions in SUH, Haldia
1	As per guidelines all registers of shelter should be maintained regularly by shelter manager & Shelter Management Committee (SMC) will monitor day to day maintenance of shelter	Some registers are not maintained properly by the Shelter Manager. Also these registers are not authenticated by concerned ULB or checked by SMC.
2	As per model plan of SUH, a Male dormitory should be available for male inmates & 16 beds should be available in each dormitory.	It has been found that there is no existence of male dormitory & this floor is divided by aluminium divider as individual rooms. Beds are arranged separately for individual rooms.
3	As per guidelines User fees, if any, will be levied with the objective of improving participation of the residents in operations of the shelter and would be modestly priced.	Here shelter management committee decided to collect nominal user fees from patient parties. It has been found in shelter that User fees are collected in irregular manners and fixed charge is not collected from inmates. User fees collection register is not updated & since 04.11.2018 No user fees have been collected from users.
4	As per guidelines, 10 % of O & M cost should be utilized for food for the old age, infirm, sick inmates. As per guidelines of SUH also efforts may be made to tie up with such charitable, not-for-profit organization or any other Community Based Organization (CBO) which could provide free food for the inmates.	At SUH, Haldia, some inmates mainly patient parties are charged for meal by the Shelter staff. It was informed by ULB no such charge has been fixed for meal for the inmates by the ULB. Shelter staffs are collecting such charges from few inmates.

Submitted for your kind perusal.

Joint  
Director  
SUDA

S.P.  
03.04

As proposed a detailed report of field visit at SUH, Haldia is placed in the C.P. side for ready reference. From this reports some differences from operational guidelines of SUH, have been found which are mentioned below:

Sl. No.	Norms as per Operational Guidelines of SUH	Actual conditions in SUH, Haldia
1	As per guidelines all registers of shelter should be maintained regularly by shelter manager & Shelter Management Committee (SMC) will monitor day to day maintenance of shelter	Some registers are not maintained properly by the Shelter Manager. Also these registers are not authenticated by concerned ULB or checked by SMC.
2	As per model plan of SUH, a Male dormitory should be available for male inmates & 16 beds should be available in each dormitory.	It has been found that there is no existence of male dormitory & this floor is divided by aluminium divider as individual rooms. Beds are arranged separately for individual rooms.
3	As per guidelines User fees, if any, will be levied with the objective of improving participation of the residents in operations of the shelter and would be modestly priced.	Here shelter management committee decided to collect nominal user fees from patient parties. It has been found in shelter that User fees are collected in irregular manners and fixed charge is not collected from inmates. User fees collection register is not updated & since 04.11.2018 No user fees have been collected from users.
4	As per guidelines, 10 % of O & M cost should be utilized for food for the old age, infirm, sick inmates. As per guidelines of SUH also efforts may be made to tie up with such charitable, not-for-profit organization or any other Community Based Organization (CBO) which could provide free food for the inmates.	At SUH, Haldia, some inmates mainly patient parties are charged for meal by the Shelter staff. It was informed by ULB no such charge has been fixed for meal for the inmates by the ULB. Shelter staffs are collecting such charges from few inmates.

Submitted for your kind perusal.

~~Joint  
Director  
SUDA~~

The note above may kindly be perused & the field visit report - of Shelter for Urban Homeless, Haldia on 22/11/18 at C.P. side may be forwarded to the chairman, Haldia Municipality if approved.

Unsigned report. Sign it & submit. Suggestions for ULB are to be mention in note. Pi put up afresh with current date.

~~Director~~

JD

30/11/18

30/11/18



Construction pre-page 23.

Sign <sup>visit</sup> report - of the SUH, Haldia  
at CP side.

Suggestions to ULB in this regard  
are as follow: ✓

- ① Individual electric meters at 2<sup>nd</sup> & 3<sup>rd</sup> floor should be removed.
- ② Aluminium partition at 2<sup>nd</sup> & 3<sup>rd</sup> floor for converting dormitory should be removed.
- ③ Register should be maintained properly & regularly & it should be supervised by the CMM unit regularly.
- ④ Meals to be provided to the residents of the shelter but not for others.

Put-up for new proposal & if approved it may be forwarded to the ULB for taking up.

Director

As proposed. Draft be put up pl.

10/10/19

10/10/19

10/10/19

Comm

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NOTE SHEET

SUDA

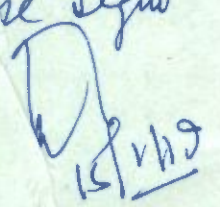
As directed, a draft letter along with the suggestions is placed in the C.P. side for your kind perusal

~~Joint Director SUDA~~

S.P.  
15.01.19

Instruction pre-page.

Draft- put up for Keim perusal if approved may Keim be signed

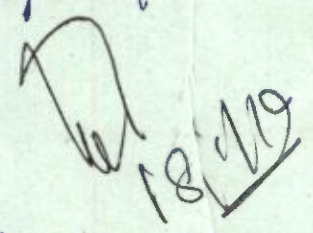
  
15/1/19

~~Director~~

Ask Soumen to redraft.

S.P. 17/1

~~JD~~  
~~Soumen~~

  
18/1/19

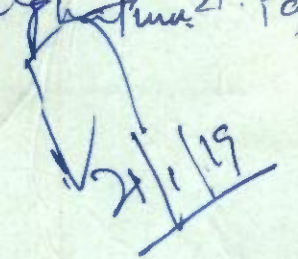
connected draft is placed in the C.P. side for your kind perusal

~~Joint Director SUDA~~

Draft- drawn for Keim signature

S.P.  
21.01.19

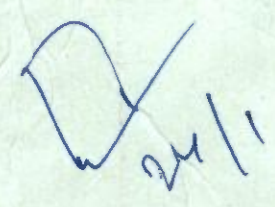
~~Director~~  
~~JD~~

  
21/1/19

S.P. 24/1

to put up amended draft.

~~Soumen~~

  
24/1

Sub: Release of fund (2 nd instalment of 1<sup>st</sup> year and 1 st instalment of 3 rd year)) for Operation & Maintenance of Shelter under the scheme Shelter for Urban Homeless (SUH) under Haldia Municipality

It may be mentioned that a shelter unit was constructed at Haldia Municipality under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM. This unit is functional since 29.09.2016 and an NGO has been engaged for operation & maintenance of the shelter unit. At present 41 inmates are present in the shelter as per report submitted by the ULB

It may be further mentioned that letters vide memo No. 5638/H.M/2018 dated: 05.10.2018 and vide memo no. 1852/HM/2019 dated: 29.03.2019 have been received from Vice Chairman Haldia Municipality regarding requisition of cost of Rs. 300500.00 & Rs. 302000.00 O & M of SUH, Haldia for 2 nd instalment of 2 year and 1 st instalment of 3 rd year. Utilization certificate of 1 st instalment of 2 nd year is received in full (copy enclosed in C.P. side). Also a report in prescribed format has been submitted along with this letter and fund requisitions for the period 01.04.2018 to 30.09.2018 & 01.10.2018 to 31.03.2019 has been submitted by the concerned ULB.(Copy enclosed mark as 'X' & 'Y')

It may be noted that fund disbursement in favour of Haldia Municipality has been stopped due to the non surrender of unspent balance of construction cost. Also some irregularities have been found during the field visit from SMMU at SUH, Haldia. Letter was issued in this regard to the concerned ULB.

Now the concerned ULB surrendered the unspent balance of construction cost of amounting Rs. 2023136.00 in favour of this office. (copy enclosed in C.P. side mark a 'A')

It has been observed that the requisition of total amount of (Rs. 300500.00 + Rs. 302000.00 = Rs. 602500.00) for 2 nd & 3 rd year has been submitted to this end. As per approved DPR of SUH annual O & M cost is Rs. 600000.00/year. Based on the provision of O & M cost, an amount Rs. 602500.00 (Rupees Six lakh two thousand five hundred only) may be released in favour of Haldia Municipality as Operation and Maintenance cost (01.04.2018 to 30.09.2018 & 01.10.2018 to 31.03.2019) of shelter for smooth operationalization of SUH.

Submitted for your kind perusal.

*Joint Director SUDA*

*AMD, NULM*

*SMM(SOEN)*

*may be considered*

*SB 11.09/19*

*12/4/19*

*Report immediately and submit compliance report*

*12/04/19*

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NOTE SHEET

SUDA

As proposed, <sup>by</sup> Adl. Mission Director, NULM a field visit may be conducted to review the compliance as proposed from SUDA, at Haldia Municipality, SUH. In the same tour he may visit the SUH at Tamralipta Municipality to review the progress of construction work. This visit may be conducted on 24.04.2019. For this visit necessary ~~vehicle~~ mobility support (car) may be provided to the undersigned.

Submitted for your kind anticipation & necessary approval.

Joint  
Director  
SUDA

S.P.  
17/04/19

may be approved

H/S  
Sourav

18/4/19

Sub: Field Visit report of Shelter for Urban Homeless (SUH) under DAY-NULM at Haldia Municipality on 24.04.2019

As desire by Adl. Mission Director, NULM the undersigned visited the functional shelter at Haldia Municipality (SAHID MATANGINI ABAS). During the visit it appears all the sub electric meters in 3<sup>rd</sup> & 2<sup>nd</sup> floor has been removed as per observations was sent from this office (COPY ENCLOSED IN c.p. SIDE : In 2<sup>nd</sup> floor of SUH at female dormitory, aluminium partition walls are not removed till now (photographs of the same placed in the C.P. side flag 'B'). Female inmates are occupied this partition wall separated dormitory. At present there are 18 inmates in this shelter. This shelter is running by the NGO i.e. Haldia Samajkalyan Parsad. The under signed visited this functional SUH along with the Executive Officer, Haldia Municipality. During this visit the undersigned checked all the registers of SUH and it appears that shelter manager did not maintain the inmates admission register properly. In front of Executive Officer it is informed to Shelter Manager to maintain the registers without any fail. During the conversation with the inmates it was informed by the inmates that all the facilities are provided and food is provided regularly. After this visit the undersigned met with the Chairman, Haldia Municipality and inform the aforementioned issues regarding shelter and in response to this Chairman assured that the aluminium partition walls (2<sup>nd</sup> floor) will be removed soon.

Submitted for your kind perusal.

Joint  
Director  
SUDA

Mr. PM- up report

S.P.  
26/04/19

NOTE SHEET

SUDA

As desired, a detailed report along with a checklist for SUT visit is submitted in the c.p. file for your kind perusal.

Visit report - of Haldia SUT by SMM, SRS, may kindly be perused.

S.D. 29.04/19

Joint Director SUDA

AMD NULM

29/4/19

Please put up the findings to be shared with Haldia Municipality as per the format / template prepared.

AMD 08/05/19

S. De

As desired all the findings are placed in the prescribed format. Submitted for your kind perusal.

S.D. 06.05/19

Joint Director SUDA

Findings of the visit may be shared with the Haldia Municipality. The O&M cost as 2<sup>nd</sup> of 2<sup>nd</sup> year and 1<sup>st</sup> installment of 3<sup>rd</sup> year amounting to Rs.6,02,500/- may be approved.

X |

AMD 13/05/19

Director, SUDA

'X' - Above may be approved. 15/5/19

16/5/2019

Director, SUDA

AMD NULM 22.5.19

21/5/19

Pr. Secretary UD XMA Dept.

U.O. No. SUDA 259 Dated 15/05/2019 File No. 101/2015

15/5/19



Howdury, IAS  
Municipal Commissioner

**NOTE SHEET**

Kolkata Municipal Corporation  
5, S. N. Banerjee Road, Kolkata  
Phone (Office) : 2286-  
BPABX: 2286-1000(Extn.2603) LC



Dated: 26.02.2019

Memo No. 429/NULM/SW&UPA/2018-19

To  
The Director,  
State Urban Development Agency (SUDA)  
H.G.S Bhawan, H-C Block,  
Sector-III, Bidhannagar,  
Kolkata - 700 106

Sub: Request for making provision of Rs. 2,52,629.38 for lighting arrangement and electrical wiring and subsequent release of fund for the shelter for urban homeless on the 1<sup>st</sup> floor of the existing building at 13, Raja Manindra Road, ward 5 under Br-I.

You may kindly recall this office letter under memo no 514/NULM/SW&UPA/2017-18 dated 23.03.2018 together with three copies of DPR duly filled in and signed, requesting for release of fund for construction of shelter for urban homeless on the 1<sup>st</sup> floor of the existing building at 13, Raja Manindra Road, Kolkata 700002.

Consequent upon our approach the SUDA has already released an amount of Rs. 20,56,000.00 in two installments out of the sanctioned amount of Rs. 25,71,506.00 but eventually, the estimation of the electrical works and lighting arrangements has escaped from the proposed DPR forwarded to you.

In this connection, it may be noted that the KMC Engineers have furnished an estimation amounting to Rs. 2,52,629.38 (Rupees two lakh fifty two thousand six hundred twenty nine and paise thirty eight only) for the afforsaid purpose.

You are, therefore requested to make provision of the fund to the tune of Rs. 2,52,629.38 (Rupees two lakh fifty two thousand six hundred twenty nine and paise thirty eight only) as per estimation and release the same to hasten the completion work of the said shelter.

Special Municipal Commissioner

Memo No. 429(1) /SW&UPA/2018-19

Copy forwarded for information to:

- 1. P.A to Municipal Commissioner
- 2. Chief Manager, SW&UPA (HQ)

Dated: 26/2/19

Special Municipal Commissioner (সিটি)  
The Kolkata Municipal Corporation

Special Municipal Commissioner  
Special Municipal Commissioner  
The Kolkata Municipal Corporation

As per notes and orders at pre page

As approved by Pr. Secretary of UD&MA Dept. & Director, SUDA at page-28, to transfer the fund in respect O&M cost of SUH under NULM, a transfer Advice amounting to Rs. 6,02,500.00 (six lakh two thousand five hundred) only have been prepared and placed herewith for signature of Finance Officer, SUDA and Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

~~FO/SUDA~~

M. Sedhwan.  
22.05.2019.

Signed: M. Sedhwan  
22.05.19

22/5/19

~~PO (PAS)~~  
~~P1~~

~~FO/SUDA~~

memorandum no. SUDA-909/2015/2644 dated 24.05.2019 regarding fund transfer to Haldia municipality for O&M cost of sewer for urban Homesteads under NAT-NULM have been prepared and placed herewith for signature of FO, SUDA please.

M. Sedhwan.  
24.05.2019.

Signed: M. Sedhwan  
24.5.19

**Sub: Release of fund (Final instalment of 3 rd Year) for Operation & Maintenance of Shelter unit under the scheme Shelter for Urban Homeless (SUH) under Haldia Municipality**

It may be mentioned that a shelter unit is functional at Haldia Municipality under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM. This unit is functional since 26.09.2016 and operation & maintenance is made by an NGO. At present number of inmates in the shelter unit is 35 nos as per report submitted by ULB.

It may be further mentioned that a letter vide memo No. 2952/HM/2019 dated: 02.07.2019 has been received from Chairman, Haldia Municipality regarding Operation & Maintenance cost of SUH, Haldia (Matangini Abas). Concerned ULB has submitted the Utilization Certificate of O& M cost of 2 nd instalment of 2 nd year & 1st of 3 rd year (copy enclosed). Also a fund requisition for 6 months (April,2019 to September, 2019) has received by this office as following.

**Claim of fund for operation & maintenance of the shelter for Urban Homeless of Haldia Municipality for 3 Months**

Sl. No	Item	Quantity	Unit	Rate in Rs.	Amount In Rs.
<b>1.</b>	<b>Quarterly Maintenance cost of Shelter</b>				
(i)	Electricity Charges	6	Months	5000.00	30000.00
(ii)	Maintenance of Plumbing & Electrical Work	6	Months	500.00	300.00
<b>2.</b>	<b>Quarterly Servicing Cost</b>				
(i)	Sweeping Charges	6	Months	3000.00	18000.00
(ii)	Replenishment of Bedding (Washing Charges)	10% of capital cost			2500.00
<b>3.</b>	<b>Cost of providing free food for the inmates who are old/ infirm @100 per day for 3 months (50x90x10%)</b>	50x181X10% nos.	Days	100.00	92000.00
<b>4.</b>	<b>Staff Salary</b>				
(i)	Manager (full time)	6	Months	10000.00	60000.00
(ii)	Caregivers & Security : 3 nos.	6 X 3 nos	Months	5000.00	90000.00
<b>Total=</b>					<b>Rs.3,02000.00</b>

It has been observed that the requisition of an amount of Rs.302000.00 (for 3 months) is submitted for O & M cost of shelter (copy enclosed in C.P. side). Here free food claimed for 10% of 50 head but in actual it will be 10 % of 35 heads. Therefore O & M cost may be provided including free food 10% of 35 heads i.e. Rs. 266850.00. As per approved DPR O & M cost is Rs. 600000.00, now based on the Operational & Maintenance guidelines of SUH an amount **Rs.266850.00 (Rupees Two Lakh sixty six thousand eight hundred fifty only)** may be released as final instalment of 3<sup>rd</sup> year in favour of Haldia Municipality as Operation and Maintenance cost for the period (up to September, 2019) of shelter.

Submitted for your kind perusal and approval.

*JE-Director  
SUDA*

*To. pl. m. op. unit  
Haldia  
09-07-19*

*S.D.  
09.07.19*



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NOTE SHEET

SUDA

AMD  
NULM

(Conto. page 30)

Proposed fin release of fund in favour  
of Haldia Municipality as may be released.

YHare  
11/07/19

Notes page-30/N may kindly be seen.

O&M charges for the SUH at Haldia Municipality amounting to ₹ 266850/-  
(rupees two lakh sixty six thousand eight hundred & fifty) only may be released as final  
installment for the 3<sup>rd</sup> year may be approved.

Payment upto March, 2019 has been disbursed by Haldia Municipality. Utilisation  
of the fund released as 1<sup>st</sup> installment of the 3<sup>rd</sup> year has been submitted by the ULB.

Shandhan  
AMD 11/07/19

Director, SUDA

X - Above may kindly be approved.

Leaf 12/7/19

15/VIII/2019

Leaf 17/7

Shandhan  
17/07/19

Pr. Secretary  
CD & MA Dept.

U.O. No. SUDA 359

Dated 15.07.19

File No. SUDA - 101/2015

Director, SUDA

AMD  
FO  
Aest

YHare  
18/07/19

As per notes and orders at pre page

As approved by Pr. Secretary of UD&MA Dept. And Director, SUDA at page-31, to transfer the fund in respect of O&M cost under SUH, a transfer Advice amounting to Rs. 2,66,850.00 (Two lakh sixty six thousand eight hundred fifty) only have been prepared and placed herewith for signature of Director, SUDA & Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

~~FO, SUDA~~

Pr. Secretary.  
18.07.2019.

19/7/19

19/7/19

~~Dir. SUDA~~

~~FO, SUDA~~

memorandum no. SUDA-909/2015/4767 dated 22.07.2019 regarding release of fund to Heida municipality for O and M cost of shelter for urban homeless have been prepared and placed herewith for signature of FO, SUDA please.

Pr. Secretary.  
22.07.2019.

Y. Home  
22/07/19.

As per notes and orders from E-File No. SUDA-14012(14)/1/2020-NULM SEC(SUDA)-SUDA (Computer No. 252725)

As approved by Pr. Secretary of UD & MA Dept & Director, SUDA, to transfer the fund in respect of O&M cost of SUH of NULM, a transfer Advice amounting to Rs. 1,45,000.00 (One lakh forty five thousand) only have been prepared and placed herewith for signature of Director, SUDA & Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

For SUDA  
Director, SUDA  
&  
PO (PAS)

D. Subramaniam  
27.01.2020

Y. K. Saha  
27/01/2020  
D. K. Saha

PO

PO 22/1/20