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15 JUL 2014  
No. 478/MA/P/C-10/3S-30/2013

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

DD(SD)  
Dated, Kolkata, the 27<sup>th</sup> day of June, 2014

**NOTIFICATION**

WHEREAS the Ministry of Housing & Poverty Alleviation, Government of India has restructured 'Swarna Jayanti Sahari Rojgar Yojna' as 'National Urban Livelihood Mission' (herein referred as NULM) and accordingly the State Government has constituted 'West Bengal State Urban Livelihood Mission' (herein referred as WBSULM) under Gazette Notification No.227/MA/C-10/3S-30/2013 dated 18.03.2014.

AND WHEREAS in terms of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, in regard to constitution of 'Committee for Selection of Manpower at SMMU, CMMU' the Governor is please hereby to constitute the "Committee for Selection of Manpower at SMMU,CMMU under NULM' for implementation of West Bengal State Urban Livelihood Mission consisting of :-

1	Mission Director, SULM	-	Chairman
2	Joint Secretary (looking after NULM issues), Municipal Affairs Department, Government of west Bengal	-	Member
3	Financial Adviser, SUDA	-	Member
4	Director of Local Bodies	-	Member
5	Representative of Ministry of Housing and Urban Poverty Alleviation, government of India	-	Member
6	OSD & Ex-Officio Dy. Secy. Municipal affairs Department, Government of West Bengal	-	Member
7	Joint Director, ILGUS	-	Member
8	Representative from NRLM (Not below the rank of Deputy Director)	-	Member
9	Representative of SEG & SE Department (Not below the rank of Deputy director), Government of West Bengal	-	Member
10	Poverty Monitoring Expert, CMU	-	Member
11	Deputy Director (Social Development), SUDA	-	Member-Convener

By Order of the Governor

*D. Ghosh*  
Special Secretary to the Government of West Bengal

To  
Adviser  
for  
21.7.14

No.478 /1(8)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27<sup>th</sup> day of June, 2014

Copy forwarded for information and Necessary action to :

- 1) Mission Director, SULM
- 2) P.S to Joint Secretary (Looking after NULM issues), Municipal Affairs Department, Government of West Bengal
- 3) Financial Adviser, SUDA
- 4) Director of Local Bodies
- 5) OSD & Ex-Officio Dy. Secy. Municipal affairs Department, Government of West Bengal
- 6) Joint Director, ILGUS
- 7) Poverty Monitoring Expert, CMU
- 8) Deputy Director (Social Development), SUDA

  
Special Secretary to the Government of West Bengal



No.765/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

From: Special Secretary to the Government of West Bengal

To: The Mission Director, WBSULM and  
Director, State Urban Development agency,  
ILGUS Bhavan, HC Block, Salt Lake, Kolkata 700 016 106

Sub: Engagement of Specialists/Experts at CMMU under National Urban Livelihood Mission (NULM)

Sir,

In inviting reference to the proposal as contained in the file of SUDA bearing No. SUDA-90/2014 regarding Educational Qualification / Eligibility / Experience / Contractual Remuneration etc. for engagement of specialists/experts at City Mission Management Unit (CMMU) to be set up in the respective cities under National Urban Livelihood Mission (NULM), I am directed to inform you that your proposal referring the decision of the State Level Selection Committee in its meeting held on 16.07.2014 has been examined taking into consideration the possibility of availability of technical personnel and accordingly, the educational qualification, eligibility, experience, contractual maximum monthly remuneration of all such posts are furnished below :

A. Large Cities (>5 Lakh Population as per Census 2011)

Sl. No.	Name of Post	Qualification/Experience
1.	Manager -- Social Development and Infrastructure	<b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management <b>Experience:</b> 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes. <b>Other Qualifications:</b> <ul style="list-style-type: none"><li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li><li>➤ Fluency of English and Bengali or local languages of West Bengal</li></ul>
2.	Manager -- Skills & Livelihoods	<b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management <b>Experience:</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes. <b>Other Qualifications:</b> <ul style="list-style-type: none"><li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li><li>➤ Fluency of English and Bengali or local languages of West Bengal</li></ul>
3.	Manager -- Financial Inclusion & Micro Enterprises	<b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management <b>Experience:</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes / Credit linkage, Social Security and / or Micro enterprises promotion in poverty reduction programmes/ financial institutions. <b>Other Qualifications:</b> <ul style="list-style-type: none"><li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li><li>➤ Fluency in English and Bengali or local languages of West Bengal</li></ul>

<p>Manager, MIS &amp; ME</p>	<p><b>Educational Qualification:</b> Bachelor degree in Computer Science  <b>Experience:</b> 2 - 3 years of experience in designing and implementation MIS &amp; ME, preferably poverty reduction project.  <b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ In addition to the above mentioned competencies , very good documentation skills and very good at preparation of reports ; Proficient with Project management software; Database Management System; Website Development and Management will be given preference</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal</li> </ul>
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**B. Medium Towns (Between 3 to 5 lakh Population as per Census 2011)**

Sl. No.	Name of Post	Qualification/Experience
1.	<p>Manager – Social Development and Infrastructure</p>	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management  <b>Experience:</b> 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes.  <b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal</li> </ul>
2.	<p>Manager – Skills &amp; Livelihoods</p>	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management  <b>Experience:</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes.  <b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal.</li> </ul>
3.	<p>Manager – Financial Inclusion &amp; Micro Enterprises</p>	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management  <b>Experience:</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes / Credit linkage, Social Security and / or Micro enterprises promotion in poverty reduction programmes/ financial institutions.  <b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ Fluency in English and Bengali or local languages of West Bengal</li> </ul>

C. District Head Quartered Towns (> 1 lakh population) & Small Towns (Between 1 to 3 lakh Population as per Census 2011)

Sl. No.	Name of Post	Qualification/Experience
1.	Manager – Social Development and Infrastructure	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management</p> <p><b>Experience:</b> 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal</li> </ul>
2.	Manager – Skills Micro Enterprises, MIS & ME	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management</p> <p><b>Experience:</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS &amp; ME.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ In addition to the above mentioned competencies, very good documentation skills and very good at preparation of reports; Proficient with Project Management Software; Database Management System will be given preference.</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal.</li> </ul>

In this connection, as per proposal of SUDA, I am further directed to inform you that -

- (a) Contractual monthly remuneration for each post will be Rs. 50,000/- (Rupees fifty thousand only) with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement.
- (b) The upper age limit of the specialists/experts to be engaged in CMMU will be 40 years as on 01.04.2014 until further order.
- (c) Process of engagement of specialists/experts either through direct recruitment or by outsourcing through an agency to be taken up in consultation with the City Level Selection Committee constituted for the purpose. In case of outsourcing, draft Expression of Interest (Eoi) to be circulated to all concerned ULBs from the end of SUDA, after the same is approved by the State Government.

Yours faithfully,

  
Special Secretary

No.765/1(3)/MA/P/C-10/3S-30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

Copy forwarded for information to:

1. Director of Local Bodies, West Bengal.
2. Chief Engineer, M.E.Dte.
3. Pr.S to Principal Secretary, MA Department.

Special Secretary

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

o.764/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

From: Special Secretary to the Government of West Bengal

To:  The Mission Director, WBSULM and  
Director, State Urban Development agency,  
ILGUS Bhavan, HC Block, Salt Lake, Kolkata 700 016 / 06

Sub: Engagement of Specialists/Experts at SMMU under National Urban Livelihood Mission (NULM)

ir,

In inviting reference to the proposal as contained in the file of SUDA bearing No. SUDA-90/2014 regarding *educational Qualification / Eligibility / Experience / Contractual Remuneration etc.* for engagement of specialists/experts at State Mission Management Unit under National Urban Livelihood Mission (NULM) at SUDA, I am directed to inform you that your proposal referring the decision of the State Level Selection Committee in its meeting held on 16.07.2014 has been examined taking into consideration the possibility of availability of technical personnel and accordingly, the educational qualification, eligibility, experience, contractual maximum monthly remuneration of all such posts are furnished below :

Sl. No.	Name of Post	Qualification/Experience
1.	State Mission Manager – HR & Capacity Building (To be Designated as Team Leader)	<p><b>Educational Qualification &amp; Experience:</b> Two year full time Post Graduate Diploma in Management / MBA or Masters in any relevant discipline with 3 years of experience or Graduate from Government recognized Institutes with 5 years of experience in training and capacity building work with state level project, in urban areas.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>➤ In addition to the competencies as mentioned in the guideline the person should have acknowledged capabilities in client management &amp; negotiation skills;</li> <li>➤ Fluency in English and Bengali or local languages of West Bengal</li> </ul>
2.	State Mission Manager – Social Mobilization and Institution Development	<p><b>Educational Qualification &amp; Experience:</b> Two year full time Post Graduate Diploma in Management / MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognized Institutes with 5 years of experience in Social Development Work with poverty reduction programmes of considerable size and scale, preferably in urban areas.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Competency level as per guidelines of NULM</li> <li>• Fluency of English and Bengali or local languages of West Bengal</li> </ul>
3.	State Mission Manager – Shelters and Social Infrastructures	<p><b>Educational Qualification:</b> Graduate in Civil Engineering with 3 years experience or Diploma in Civil Engineering</p> <p><b>Experience:</b> 5 years in Poverty Reductions Programme involving Social Development &amp; Establishment / Monitoring / Maintenance of Community Infrastructure preferably in urban areas.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Competency level as per guidelines of NULM</li> <li>• Fluency of English and Bengali or local languages of West Bengal</li> </ul>

	State Mission Manager – Financial Inclusion & Micro Enterprises	<b>Educational Qualification &amp; Experience:</b> Two year full time Post Graduate Diploma in Management / MBA or Masters in any other relevant discipline with 3 years experience or Graduate from Government recognized Institutes with 5 years of experience in dealing with credit linkages, Social Security and/or Micro Enterprises promotion in poverty reduction programmes / Financial Institutions preferably in urban areas. <b>Competencies:</b> <ul style="list-style-type: none"> <li>• Competency level as per guidelines of NULM</li> <li>• Fluency of English and Bengali or local languages of West Bengal</li> </ul>
5.	State Mission Manager, MIS & ME	<b>Educational Qualification:</b> Two year full time Post Graduate Diploma in Computer Science / MCA from Government recognized Institute/ University <b>Experience:</b> At least 5 years in designing and implementation of MIS & ME for development projects, preferably in poverty reduction project. <b>Competencies:</b> <ul style="list-style-type: none"> <li>• In addition to the competencies as mentioned in the guideline proficiency in Power Point, MS access and MS Excel is required;</li> <li>• Fluency of English and Bengali or local languages of West Bengal</li> </ul>

In this connection, as per proposal of SUDA, I am further directed to inform you that-

- (a) State Mission Manager – HR & Capacity Building to be designated as Team Leader of SMMU.
- (b) Contractual monthly remuneration for each post will be Rs. 60,000/- (Rupees sixty thousand only) with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement as per guidelines of NULM.
- (c) The upper age limit of the specialists/experts to be engaged in SMMU will be 40 years as on 01.04.2014 until further order.
- (d) Process of engagement of 5 (five) specialists/experts except State Mission Manager-Skills & Livelihoods under SMMU as mentioned in the Table above by outsourcing through an agency to be taken up immediately by way of inviting EoI following the orders issued from Finance Department and existing practice in this regard time to time after obtaining approval of the draft EoI/RfP including ToR from Municipal Affairs Department.

Yours faithfully,

  
Special Secretary

No.764/1(3)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

Copy forwarded for information to:

1. Director of Local Bodies, West Bengal.
2. Chief Engineer, M.E.Dte.
3. Pr.S to Principal Secretary, MA Department

Special Secretary

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

NOTIFICATION

No.761/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

WHEREAS the Ministry of Housing and Urban Poverty Alleviation, Government of India has restructured 'Swarna Jayanti Sahari Rojgar Yojna' as 'National Urban Livelihood Mission' (herein referred as NULM) and accordingly the State Government has constituted 'West Bengal State Urban Livelihood Mission' (herein referred as WBSULM) under Gazette Notification No. 227/MA/C-10/3S-30/2013 dated, Kolkata, the 18<sup>th</sup> March, 2014;

AND WHEREAS in terms of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, "Committee for Selection of Manpower at SMMU, CMMU under NULM" (herein referred as Committee) for implementation of West Bengal State Urban Livelihood Mission has been constituted under Notification No. 478/MA/P/C-10/3S - 30/2013 dated, Kolkata, the 27<sup>th</sup> June, 2014;

AND WHEREAS in terms of the recommendation made by the said Committee in regard to constitution of "City/Town Level Selection Committee" for selection of manpower at City Mission Management Unit (CMMU), the Governor is pleased hereby to constitute the "City/Town Level Selection Committee" for implementation of West Bengal State Urban Livelihood Mission consisting of:-

- |  |                 |
|--|-----------------|
| 1. Mayor/Chairperson of the concerned Urban Local Body   | Chairperson     |
| 2. Deputy Mayor/Vice-Chairperson of the concerned Urban Local Body   | Member          |
| 3. MMIC/concerned Chairman-in-Council looking after NULM in the Urban Local Body   | Member          |
| 4. Representative from the Municipal Engineering Directorate/Urban Development Department  | Member          |
| 5. Representative from State Urban Development Agency  | Member          |
| 6. Representatives from the concerned Regional office/Head Quarter office of Directorate of Local Bodies (Not below the rank of Deputy Director) | Member          |
| 7. City Project Officer (CPO) of the concerned Urban Local Body  | Member-Convener |
| 8. Finance Officer/Accounts & Finance Coordinator (in absence of Finance Officer) of the concerned Urban Local Body                              | Member          |

By Order of the Governor

  
Special Secretary to the Government of West Bengal



Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

NOTIFICATION

No.762/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

WHEREAS the Ministry of Housing and Urban Poverty Alleviation, Government of India has restructured 'Swarna Jayanti Sahari Rojgar Yojna' as 'National Urban Livelihood Mission' (herein referred as NULM) and accordingly the State Government has constituted 'West Bengal State Urban Livelihood Mission' (herein referred as WBSULM) under Gazette Notification No. 227/MA/C-10/3S-30/2013 dated, Kolkata, the 18<sup>th</sup> March, 2014; .

AND WHEREAS in terms of para No. 13.18 of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, City Mission Management Unit (CMMU) is supposed to be supported by a City Project Officer and as per recommendation made by the "Committee for selection of Manpower at SMMU, CMMU under NULM", the Governor is pleased hereby to direct that the Commissioner/Joint Commissioner/Secretary in case of the Municipal Corporation (to be decided by respective Municipal Corporation) and Executive Officer in case of the concerned Municipality, included as NULM towns, to be designated as City Project Officer (CPO) for the purpose of implementation of all the activities under West Bengal State Urban Livelihood Mission.

By Order of the Governor,

B. C. Patra  
Special Secretary to the Government of West Bengal

No.762/1(128)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

Copy forwarded for information and necessary action to the:

1. Mayor, ..... Municipal Corporation
2. Chairman/Chairperson, ..... Municipality
3. Director, SUDA & Mission Director, WBSULM.
4. Director of Local Bodies, West Bengal.
5. Municipal Commissioner/ Commissioner, ..... Municipal Corporation
6. Executive Officer, ..... Municipality
7. PS to MIC, MA & UD Departments.
8. Pr.S to Principal Secretary, MA Department

  
Special Secretary to the Government of West Bengal

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

NOTIFICATION

No.763/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

WHEREAS the Ministry of Housing and Urban Poverty Alleviation, Government of India has restructured 'Swarna Jayanti Sahari Rojgar Yojna' as 'National Urban Livelihood Mission' (herein referred as NULM) and accordingly the State Government has constituted 'West Bengal State Urban Livelihood Mission' (herein referred as WBSULM) under Gazette Notification No. 227/MA/C-10/3S-30/2013 dated, Kolkata, the 18<sup>th</sup> March, 2014;

AND WHEREAS in terms of para No. 13.18 of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, City Project Officer will be assisted by Assistant Project Officer(s) and as per recommendation made by the "Committee for selection of Manpower at SMMU, CMMU under NULM", the Governor is pleased hereby to direct that the existing Town Project Officer(s) to be re-designated as Assistant Project Officer(s) in the respective cities/towns covered under NULM for the purpose of implementation of all the activities under West Bengal State Urban Livelihood Mission provided they fulfill the minimum qualification as laid down in the NULM guidelines and subject to approval of the City/Town Level Selection Committee constituted under Notification No. 761/MA/P/C-10/3S -30/2013 dated 17<sup>th</sup> November, 2014.

By Order of the Governor,

**B. C. Patra**

Special Secretary to the Government of West Bengal

No.763/1(66)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

Copy forwarded for information and necessary action to the:

1. Mayor, ..... Municipal Corporation
2. Chairman/Chairperson, ..... Municipality
3. Director, SUDA & Mission Director, WBSULM.
4. Director of Local Bodies, West Bengal.
5. PS to MIC, MA & UD Departments.
6. Pr.S to Principal Secretary, MA Department

  
Special Secretary to the Government of West Bengal

Minutes of 1<sup>th</sup> State Level Selection Committee Meeting

Venue: SUDA Conference Hall

Date: 02.02.2017

**Participants of Meeting:**

1. Shri Sutanu Prasad Kar, Director, SUDA & Mission Director, WBSULM
2. Shri Badri Narayan Kar, Additional Director, ILGUS
3. Shri M.N. Rano, Joint Director, SUDA & Joint Mission Director, WBSULM
4. Shri Kishore Sengupta, Financial Adviser & Additional Director, SUDA
5. Shri S.K. Mishra, Regional Chief of HUDCO, Kolkata Regional Office
6. Shri P. Pal, Representative from NRLM
7. Shri P. Das, Representative of SHG & SE Department, Govt. of West Bengal

**Agenda of Meeting:**

1. Fresh engagement of CMMU and SMMU personnel
2. TA, DA and Leave Rules of all staff under WBSULM
3. Fresh Recruitment in the post of State Mission Manager, Skill & Livelihood, Data Entry Operator & Multi Tasking Helper lying vacant
4. Miscellaneous

**Points of Discussion :**

1. **A. Fresh engagement of CMMU and SMMU personnel :** Committee has proposed for fresh engagement of CMMU & SMMU manpower on contractual basis after completion of one year engagement of presently engaged manpower.  
It is proposed that presently engaged manpower can be engaged on contractual basis as per contract agreement to be signed between the incumbent & ULB fulfilling following criteria :-
  - i. A performance appraisal as per format devised by SMMU and approved by the Committee to be made for presently engaged manpower. A minimum of 60% marks to be achieved by each personnel for fresh engagement. Personnel scored between 40 – 60 marks to be engaged for 3 months only to improve performance.
  - ii. Satisfactory past performance certificate to be given by the ULB.
  - iii. ULB may freshly engaged manpower fulfilling criteria (i.) & (ii.) above. However intimation to SUDA to be given alongwith Appraisal Format Report and Satisfactory Performance Certificate.

TA, DA and Leave Rules of all staff under WBSULM : Committee has proposed following TA, DA and Leave for the manpower engaged under NULM.

Category of Personnel	Mode of Travel	Food	Lodging	Allowances of Road Journey
Category I : Mission Director	By Air/ Rail - AC 1 <sup>st</sup> Class	Actual expenses subject to maximum of Rs.500/- per day subject to production of cash receipts	Rs.2500/- per day subject to actual expenses whichever is less (subject to production of cash receipts of Hotel)	Actual fare of Taxi/ Auto Rickshaw
Category II : Addl./ Joint Mission Director, State Mission Manager, OSD, CPO	By Air/ Rail - AC II Tier	Actual expenses subject to maximum of Rs.500/- per day subject to production of cash receipts	Rs.2500/- per day subject to actual expenses whichever is less (subject to production of cash receipts of Hotel)	Actual fare of Taxi/ Auto Rickshaw
Category III : City Mission Manager, Other staff of State Mission Management Unit, APO	By Rail - AC III Tier	Actual expenses subject to maximum of Rs.300/- per day subject to production of cash receipts	Rs.1500/- per day subject to actual expenses whichever is less (subject to production of cash receipts of Hotel)	Actual fare of Taxi/ Auto Rickshaw
Category IV : CO, Other staff of City Mission Management Unit	By Rail - Sleeper Class	Actual expenses subject to maximum of Rs.200/- per day subject to production of cash receipts	Rs.1000/- per day subject to actual expenses whichever is less (subject to production of cash receipts of Hotel)	Actual fare of Taxi/ Auto Rickshaw

**Entitlement of Leave :**

1)	Casual Leave	:	14 days within the contract year, to be taken as per need with the approval of authority. (Applicable for contractual / Agency provided manpower and not for Govt. Manpower).
2)	Earned Leave	:	30 days within the contract year to be taken with the prior approval of the authority.
3)	Medical Leave	:	10 days within the contract year
4)	Maternity Leave	:	As applicable to State Govt. Employees

- C. Following Manpower remain vacant presently at SMMU for reason given :-
- State Mission Manager – Rank 1<sup>st</sup> in merit list not joined. Panel become invalid after expiry of six months.
  - Data Entry Operator – Resigned to join other job.
  - Multi Tasking Helper – Manpower Placement Agency failed to supply.

Committee has proposed to imitate engagement of State Mission Manager following same procedure as made earlier and Manpower Placement Agency to be asked to provide manpower in Sl. No. (ii.) & (iii.) if approved by UD & MA Deptt. for the same.

As there were no other discussions, the meeting ended with thanks to and from the Chair.



**Chairman**

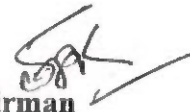
**State Level Selection Committee under DAY-NULM  
&  
Mission Director, WBSULM**

**Memo No:**

**08.02.2017**

**Copy to :**

1. Shri Sutanu Prasad Kar, Director, SUDA & Mission Director, WBSULM
2. Shri Badri Narayan Kar, Additional Director, ILGUS
3. Shri M.N. Rano, Joint Director(SD & Admin.), SUDA & Joint Mission Director, WBSULM
4. Shri Kishore Sengupta, Additional Director & Financial Adviser, SUDA
5. Shri S.K.Mishra, Regional Chief of HUDCO, Kolkata Regional Office
6. Shri P.Pal, Representative from NRLM
7. Shri S.Das, Representative of SHG & SE Department, Govt. of West Bengal



**Chairman**

**State Level Selection Committee under DAY-NULM  
&  
Mission Director, WBSULM**

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

**To : Mayor/Chairperson/Administrator,  
.....Municipal Corporation/Municipality/NAA**

**Sub: Fresh Engagement based on Performance Appraisal of CMMU staff**

Madam/Sir;

This is to inform you that henceforth, all CMMU staff, City Mission Managers, Assistant Project Officers and Community Organisers and support staff (Accountant, DA-Cum-DEO and Multi Tasking Helpers) will have to undertake performance appraisal before fresh engagement.

This performance appraisal will be evaluated by the Mayor/Chairperson and Commissioner/Executive Officer/Administrator (acting as City Project Officer) and then the same may be sent to **City Level Executive Committee (CLEC)** for further assessment and fresh engagement and this is entirely subject to the satisfaction of the City Level Executive Committee.

The minutes of the meeting (CLEC) and engagement report will be sent to WBSULM, SUDA for cognizance. The appraisal format for evaluation of different staff under CMMU will be provided by WBSULM, SUDA.

This process will be followed for all staff engaged under CMMUs of WBSULM until further order.

Yours faithfully,

Director, SUDA  
&  
Mission Director, WBSULM

Memo No:

Copy Forwarded For Information & Necessary Action To:

1. Joint Director, SUDA
2. Additional Director & Financial Adviser, SUDA
3. Administrative Officer, SUDA
4. Commissioner/Joint Commissioner/Administrator/Executive Officer .....Municipal Corporation/Municipality/NAA

Director, SUDA  
&  
Mission Director, WBSULM

Memo:

Copy forwarded for information and necessary action:

1. Joint Director, SUDA
2. Additional Director & Financial Adviser, SUDA
3. Administrator Officer, SUDA
4. Commissioner/Joint Commissioner/Administrator/Executive Officer.....  
Municipal Corporation/Municipality



Director, SUDA

&

Mission Director, WBSULM



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 SUDA-16/2015/424 (13)

তারিখ 06/07/2017

From : Director, SUDA &  
Mission Director, WBSULM

To : Mayor/Chairperson/Administrator,

.....Municipal Corporation/Municipality/NAA

Sub: Performance Appraisal for CMMU staff – Multitasking Helper

Madam / Sir,

In reference to an earlier letter sent on 27.04.2017 vide memo no: SUDA-16/2015/183(125), we are enclosing herewith the Performance Appraisal Format for Multitasking Helper of CMMU under DAY-NULM. The enclosed Performance Appraisal Format will be followed by the ULBs until further order.

Enclosures: As Stated

Yours faithfully,

Director, SUDA  
&  
Mission Director, WBSULM

Memo No: 16/2015/424/13

Copy Forwarded For Information & Necessary Action To:

1. Additional Director, NULM
2. Additional Director & Financial Adviser, SUDA
3. Commissioner/Joint Commissioner/Administrator/Executive Officer .....Municipal Corporation/Municipality/NAA

Director, SUDA  
&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



## Type-I: Performance Assessment Format for CMMU

### Sheet-I

Individual Assessment – Achievement of Key Responsibility Areas:

Evaluation Period : From: \_\_\_\_\_ to: \_\_\_\_\_ ; Time in Position: \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Staff:

Designation:

Place of Posting:

Name of the ULB:

Sl. No.	Designation	Key Responsibility Areas	Maximum Grade Assigned	Comments (Incumbent)	Assessment by Reporting Officer		Grades Based on Performance	
					Performance	Comments		
A	B	C	D	E	F			
1	<b>Multitasking Helper Under City Mission Management Unit DAY-NULM</b>	General awareness about the work of the office in which she/he is posted & Regularity in attendance					<b>A - Excellent / Consistently Superior (90% and above)] 10 Marks</b> <b>B – Good / Routinely above job requirements (80% - 89%)] 8 Marks</b> <b>C - Fair / Nearly competent and dependable (70% - 79%)] 6 Marks</b> <b>D- Moderate / Fails to meet job requirements on a frequent basis (60% - 69%)] 4 Marks</b> <b>E- Poor / Consistently Unsatisfactory (Needs Serious Improvement) (40% - 60%)] 2 Mark</b>	
2		Quality of disposal of work & Capability of completing the work in time						
3		Reliability and promptness in attending to Duty & Follows instructions effectively (compliance)						
4		Despatch of regular correspondences to relevant personnel						
5		Teamwork and ability to communicate effectively and proactively						
		<b>TOTAL</b>						

Constraints faced in the discharge of duties (Incumbent)	Comments of Reporting officer

Signature of the Staff \_\_\_\_\_

Signature of Reporting Officer \_\_\_\_\_

**Sheet-II: Consolidation of Individual Performance Assessment**

Period: From: \_\_\_\_\_ to: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Designation: \_\_\_\_\_

Place of posting: \_\_\_\_\_

Name of the ULB: \_\_\_\_\_

Sheet	Kinds of assessment	Maximum Grade Based Score	Score awarded
I	KRA & Personal Attitude	50	
	<b>Total</b>	<b>50</b>	
Grade & Marks : [ A - Excellent / Consistently Superior (90% and above)] <b>9-10 Marks</b> [ B - Good (80% - 89%)] <b>7-8 Marks</b> [ C - Fair / Consistently Satisfactory (70% - 79%)] <b>5-6 Marks</b> [ D- Moderate / Occasionally Satisfactory (60% - 69%)] <b>3-4 Marks</b> [ E- Poor / Consistently Unsatisfactory (Needs Serious Improvement) (40% - 60%)] <b>1-2 Marks</b>			

Whether Fresh Engagement is recommended: (Yes / No):..... (if NO give reasons for the same)

Signature of Reporting Officer: \_\_\_\_\_

Signature of Reviewing Authority \_\_\_\_\_

Forwarded to Mission Director, WBSULM: \_\_\_\_\_ through (Mayor/Chairperson,.....ULB)

**Note: For Staff of CMMU, the City Project Officer (CPO) is Reporting Officer and Mayor / Chairperson, CPO are the Reviewing Authority.**



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 SUDA-16/2015/424(A)(58)

তারিখ ০৫-০৭-১৭

From : Director, SUDA &  
Mission Director, WBSULM

To : Mayor/Chairperson/Administrator,

.....Municipal Corporation/Municipality/NAA


**Sub: Performance Appraisal for CMMU staff - Accountant**

Madam / Sir,

In reference to an earlier letter sent on 27.04.2017 vide memo no: SUDA-16/2015/183(125), we are enclosing herewith the Performance Appraisal Format for Accountant of CMMU under DAY-NULM. The enclosed Performance Appraisal Format will be followed by the ULBs until further order.

Yours faithfully,

Enclosures: As Stated


  
Director, SUDA  
&  
Mission Director, WBSULM

Memo No:

SUDA-16/2015/424(B)/1(4)

Copy Forwarded For Information & Necessary Action To:

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2. Additional Director & Financial Adviser, SUDA
3. Commissioner/Joint Commissioner/Administrator/Executive Officer ..... Municipal Corporation/Municipality/NAA

  
Director, SUDA  
&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

## Type-I: Performance Assessment Format for CMMU

### Sheet-I

Individual Assessment – Achievement of Key Responsibility Areas:

Evaluation Period : From: \_\_\_\_\_ to: \_\_\_\_\_ ; Time in Position: \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Staff: \_\_\_\_\_

Designation: \_\_\_\_\_

Place of Posting: \_\_\_\_\_

Name of the ULB: \_\_\_\_\_

Sl. No.	Designation	Key Responsibility Areas	Maximum Grade Assigned	Comments (Incumbent)	Assessment of Performance by Reporting Officer		Grades Based on Performance
					Comments	Comments	
A	B	C	D	E	F		<p><b>A</b> - Excellent / Consistently Superior (90% and above)] <b>5 Marks</b>  <b>B</b> – Good / Routinely above job requirements (80% - 89%)] <b>4 Marks</b>  <b>C</b> - Fair / Nearly competent and dependable (70% - 79%)] <b>3 Marks</b>  <b>D</b> - Moderate / Fails to meet job requirements on a frequent basis (60% - 69%)] <b>2 Marks</b>  <b>E</b>- Poor / Consistently Unsatisfactory (Needs Serious Improvement) (40% - 60%)] <b>1 Mark</b></p>
1	Accountant Under City Mission Management Unit DAY-NULM	Demonstrates knowledge of general accounting principles and practices and the basic application and use of concepts, theories, and terminology of accounting					
2		Monthly maintenance and updating of book of accounts of DAY-NULM					
3		Generation of monthly financial statement showing status of DAY-NULM in the ULB					

4		Analyzes data and prepares internal financial reports consistent with a basic understanding of the mission, vision, role, and goals of CMMU. All reports are typed and free from errors				
5		Ensures all programmatic transactions are reasonable, appropriate, and comply with operational policies and procedures				
6		Processes financial documents and data in an efficient and timely manner				
7		Provides a monthly analysis of budget activity of CMMU. Updates ULB on budget activity and account balances				
8		Monitors cash receipts				
9		Monthly UC generation based on book of Accounts of DAY-NULM				
		Timely submission of monthly generated UCs to both ULB and WBSULM				
10		Participation in the training of SHGs on Book of Accounts Maintenance Exercises held at the ULB level				
		<b>TOTAL</b>				

Signature of Staff :

Signature of Reporting Officer:

**Sheet-II**

**Sheet-III: Report regarding Personal Attitude of Staff &**

**Constraints faced during execution of his/her duties & Reporting officer's comments thereto:**

Indicate notable activities of the incumbent and outcomes thereof (self) <b>Personal Attitude &amp; Technical Expertize</b>	Assessment of Performance by Reporting Officer	
	Comments	Grade Awarded
<b>Taking Responsibility:</b> Ability to complete work with minimal supervision; Takes multiple responsibilities and completes work accurately and timely		
<b>Competency:</b> Effectively plans, organizes & completes work timely and manages competing demands with appropriate flexibility and effectively applies knowledge & skills to work situations		
<b>Teamwork:</b> Works cooperatively & effectively with supervisors, colleagues, & other staff at all levels to accomplish tasks & goals - Accepts (& offers) constructive criticism & feedback from (to) supervisors, colleagues, & to other staff at all levels - Exercises responsibility, courtesy, dependability & respect in work teams		
<b>Communication/Interpersonal Skills:</b> Is able to effectively communicate and to influence others in order to meet mission goals; shares information openly; relates well to all kinds of people; is able to speak well and write reports effectively.		
<b>Professionalism:</b> Honest, reliable, dependable & conscientious - Successfully builds positive relationship with stakeholders & colleagues - Upholds a high standard of ethical and personal conduct		

Constraints faced in the discharge of duties (Incumbent)	Comments of Reporting officer

Signature of the Staff \_\_\_\_\_

Signature of Reporting Officer \_\_\_\_\_

Sheet-III: General Remarks of Reporting Officer:

Period: From: \_\_\_\_\_ to: \_\_\_\_\_

Name of Staff:

Designation:

Place of Posting:

Name of the ULB:

General Remarks of Reporting Officer:

	Signature
--	-----------

Remarks of Reviewing Authority:

	Signature
--	-----------



**Sheet-IV: Consolidation of Individual Performance Assessment**

Period: From: \_\_\_\_\_ to: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Designation: \_\_\_\_\_

Place of posting: \_\_\_\_\_ Name of the ULB: \_\_\_\_\_

Sheet	Kinds of assessment	Maximum Grade Based Score	Score awarded
I	KRA Report regarding Personal Attitude & Technical Expertize (Qualitative) of Staff & Constraints faced during execution of his/her duties	50 25	
II			
	Total	75	

Grade & Marks : [ A - Excellent / Consistently Superior (90% and above)] **5 Marks**  
 [ B - Good (80% - 89%)] **4 Marks**  
 [ C - Fair / Consistently Satisfactory (70% - 79%)] **3 Marks**  
 [ D - Moderate / Occasionally Satisfactory (60% - 69%)] **2 Marks**  
 [ E - Poor / Consistently Unsatisfactory (Needs Serious Improvement) (40% - 60%)] **1 Mark**

Whether Fresh Engagement is recommended: (Yes / No):..... (if NO give reasons for the same)

Signature of Reporting Officer: \_\_\_\_\_

Signature of Reviewing Authority \_\_\_\_\_

Forwarded to Mission Director, WBSULM: \_\_\_\_\_ through (Mayor/Chairperson,.....ULB)

Note: For Staff of CMMU, the City Project Officer (CPO) is Reporting Officer and Mayor / Chairperson, CPO are the Reviewing Authority.



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STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং .....SUDA-16/2015/424(B) 125

তারিখ .....04-07-17

From : Director, SUDA &  
Mission Director, WBSULM

To : Mayor/Chairperson/Administrator,

.....Municipal Corporation/Municipality/NAA

**Sub: Performance Appraisal for CMMU staff – DA-Cum-DEO**

Madam / Sir,

In reference to an earlier letter sent on 27.04.2017 vide memo no: SUDA-16/2015/183(125), we are enclosing herewith the Performance Appraisal Format for DA-Cum-DEO of CMMU under DAY-NULM. The enclosed Performance Appraisal Format will be followed by the ULBs until further order.

Yours faithfully,

Director, SUDA  
&

Mission Director, WBSULM

Enclosures: As Stated

Memo No:

SUDA-16/2015/424(B)/125

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1. Additional Director, NULM
2. Additional Director & Financial Adviser, SUDA
3. Commissioner/Joint Commissioner/Administrator/Executive Officer ..... Municipal Corporation/Municipality/NAA

Director, SUDA  
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

## Type-I: Performance Assessment Format for CMMU

### Sheet-I

Individual Assessment – Achievement of Key Responsibility Areas:

Evaluation Period : From: \_\_\_\_\_ to: \_\_\_\_\_ ; Time in Position: \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Staff:  
Place of Posting:

Designation:  
Name of the ULB:

Sl. No.	Designation	Key Responsibility Areas	Maximum Grade Assigned	Comments (Incumbent)	Assessment of Reporting Officer		Grades Based on Performance	
					Performance	Comments		
A	B	C	D	E	F			
1	DA-Cum-DEO Under City Mission Management Unit DAY-NULM	Enters information into MIS data entry portal; reviews data to be entered to determine accuracy of information; researches discrepancies and corrects data; reviews data output to verify the accuracy and completeness of entries						<p><b>A</b> - Excellent / Consistently Superior (90% and above)] <b>5 Marks</b></p> <p><b>B</b> – Good / Routinely above job requirements (80% - 89%)] <b>4 Marks</b></p> <p><b>C</b> - Fair / Nearly competent and dependable (70% - 79%)] <b>3 Marks</b></p> <p><b>D</b> - Moderate / Fails to meet job requirements on a frequent basis (60% - 69%)] <b>2 Marks</b></p> <p><b>E</b> - Poor / Consistently Unsatisfactory (Needs Serious Improvement) (40% - 60%)] <b>1 Mark</b></p>
2		Ensures monthly maintenance and updating of cumulative records for SHGs/ALFs/CLFs/ROs; updates existing records every month						
3		Regular in MPR submission within the deadline as provided by SMMU, WBSULM						
4		Participates in different programmes under DAY-NULM and training programmes organised for different stakeholders						

5		Consistent in compiling Capacity Building and Training Reports and regularly sending analytical data to SMMU, WBSULM				
6		Provides technical assistance to users and other staff related to computer operations; responds to inquiries relating to data entry operations				
7		Performs routine clerical functions including typing, answering the phones, mail distribution, and filing				
8		Maintains and upkeeps computer and its accessories and other related equipment including printer, photocopier etc.				
9		Maintains current backup of all materials stored in the computers				
10		Maintains files, source documents and related data; maintains source documents used daily				
		<b>TOTAL</b>				

Signature of Staff :

Signature of Reporting Officer:

**Sheet-II**

**Sheet-III: Report regarding Personal Attitude of Staff &**

**Constraints faced during execution of his/her duties & Reporting officer's comments thereto:**

Indicate notable activities of the incumbent and outcomes thereof (self) <b>Personal Attitude &amp; Technical Expertize</b>	Assessment of Performance by Reporting Officer	
	Comments	Grade Awarded
<b>Quality of Work:</b> Accuracy, thoroughness and attention to detail		
<b>Dependability/Reliability:</b> Completion of work on schedule, Follow up mechanisms adopted, Compliance with work instructions		
<b>Teamwork:</b> Works cooperatively & effectively with supervisors, colleagues, & other staff at all levels to accomplish tasks & goals - Accepts (& offers) constructive criticism & feedback from (to) supervisors, colleagues, & to other staff at all levels - Exercises responsibility, courtesy, dependability & respect in work teams		
<b>Communication/Interpersonal Skills:</b> Is able to effectively communicate and to influence others in order to meet mission goals; shares information openly; relates well to all kinds of people; is able to speak well and write reports effectively.		
<b>Professionalism:</b> Honest, reliable, dependable & conscientious - Successfully builds positive relationship with stakeholders & colleagues - Upholds a high standard of ethical and personal conduct		

<b>Constraints faced in the discharge of duties (Incumbent)</b>	<b>Comments of Reporting officer</b>

Signature of the Staff \_\_\_\_\_

Signature of Reporting Officer \_\_\_\_\_

**Sheet-III: General Remarks of Reporting Officer:**

Period: From: \_\_\_\_\_ to: \_\_\_\_\_

**Name of Staff:**

**Designation:**

**Place of Posting:**

**Name of the ULB:**

**General Remarks of Reporting Officer:**

--	--

Signature

**Remarks of Reviewing Authority:**

--	--

Signature

### Sheet-IV: Consolidation of Individual Performance Assessment

Period: From: \_\_\_\_\_ to: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Designation: \_\_\_\_\_

Place of posting: \_\_\_\_\_ Name of the ULB: \_\_\_\_\_

Sheet	Kinds of assessment	Maximum Grade Based Score	Score awarded
I	KRA Report regarding Personal Attitude & Technical Expertize (Qualitative) of Staff & Constraints faced during execution of his/her duties	50	
II		25	
Total		75	

Grade & Marks : [ A - Excellent / Consistently Superior (90% and above)] **5 Marks**  
 [ B - Good (80% - 89%)] **4 Marks**  
 [ C - Fair / Consistently Satisfactory (70% - 79%)] **3 Marks**  
 [ D - Moderate / Occasionally Satisfactory (60% - 69%)] **2 Marks**  
 [ E - Poor / Consistently Unsatisfactory (Needs Serious Improvement) (40% - 60%)] **1 Mark**

Whether Fresh Engagement is recommended: (Yes / No):..... (if NO give reasons for the same)

Signature of Reporting Officer: \_\_\_\_\_

Signature of Reviewing Authority \_\_\_\_\_

Forwarded to Mission Director, WBSULM: \_\_\_\_\_ through (Mayor/Chairperson,..... ULB)

Note: For Staff of CMMU, the City Project Officer (CPO) is Reporting Officer and Mayor / Chairperson, CPO are the Reviewing Authority.



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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 - 16 / 2015 / 313

তারিখ 16-05-2017

From : Director, SUDA &  
Mission Director, WBSULM

To : Mayor/Chairperson/Administrator,

.....Municipal Corporation/Municipality/NAA

**Sub: Performance Appraisal for CMMU staff (City Mission Managers/Assistant Project Officers/Community Organisers)**

Madam / Sir,

In reference to an earlier letter sent on 27.04.2017 vide memo no: SUDA-16/2015/183(125), we are enclosing herewith the 3 Performance Appraisal Formats for the following staff (City Mission Managers/Assistant Project Officers/Community Organisers). Performance Appraisal Formats for Accountant/DA-cum-DEO will be sent shortly. The enclosed Performance Appraisal Formats will be followed by the ULBs until further order.

Enclosures: As Stated

Memo No: SUDA - 16 / 2015 / 313 / 1(4)

Copy Forwarded For Information & Necessary Action To:

1. Additional Director, NULM
2. Additional Director & Financial Adviser, SUDA
3. Administrative Officer, SUDA
4. Commissioner/Joint Commissioner/Administrator/Executive Officer .....Municipal Corporation/Municipality/NAA

Yours faithfully,

Director, SUDA  
&

Mission Director, WBSULM

Director, SUDA  
&

Mission Director, WBSULM

দুরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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Account Section : 2358 6408





রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA - 16/2015/182 (125)

তারিখ 27-04-2017

From: Director, SUDA &

Mission Director, WBSULM

To: Mayor/Chairperson/Administrator,

.....Municipal Corporation/Municipality/NAA

**Sub: Post Facto Approval of City Mission Managers and  
other staff under CMMUs & Non-CMMUs**

Madam/Sir,

It has been observed that the City Mission Managers are rendering their services from November 2015 onwards. They have joined on different dates in different ULBs. Some of them have already completed one year of service and are still continuing to render services till date. Some are likely to complete one year by April 2017.

In this connection, the State Level Selection Committee reviewed the entire situation and decided to accord post facto approval for the period of services already rendered and is pleased to extend the present term of engagement till 31.05.2017.

Further it is also noted that the Assistant Project Officers and Community Organisers continue to render their services from April 2014 onwards. They have joined in different ULBs on different dates. The State Level Selection Committee is also pleased to accord post facto approval of services already rendered and extend the present term of engagement till 31.05.2017.

This is for your kind information and necessary action.

Yours faithfully,

Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৬৪০০

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

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

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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 16/2015/183(125)

তারিখ ..... 27-04-2017

From : Director, SUDA &  
Mission Director, WBSULM

To : Mayor/Chairperson/Administrator,  
.....Municipal Corporation/Municipality/NAA

**Sub: Fresh Engagement based on Performance Appraisal of CMMU staff**

Madam/Sir,

This is to inform you that the State Level Executive Committee has decided to introduce performance appraisal based fresh engagement of all staff under CMMUs and Non- CMMUs as per DAY-NULM Capacity Building and Training Guideline.

- Henceforth performance appraisal of all CMMU staff, City Mission Managers, Assistant Project Officers and Community Organisers and support staff (Accountant, DA-Cum-DEO and Multi Tasking Helpers) will be evaluated by the Mayor/Chairperson and Commissioner/Executive Officer/Administrator (acting as City Project Officer).
- And then the same may be sent to **City Level Executive Committee (CLEC)** to decide upon the fresh engagement and this is entirely subject to the satisfaction of the City Level Executive Committee.
- The minutes of the meeting (CLEC) and engagement report need to be sent to WBSULM, SUDA for information. The appraisal format for evaluation of different staff under CMMU will be provided by WBSULM, SUDA.
- The performance appraisal based fresh engagement for all staff should be initiated by ULBs from 01.06.2017.

This process will be followed for all staff engaged under CMMUs of WBSULM until further order.

Yours faithfully,

  
Director, SUDA

&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

SUDA 10/2015/183(1)(4)

Memo No:

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2. Additional Director & Financial Adviser, SUDA
3. Administrative Officer, SUDA
4. Commissioner/Joint Commissioner/Administrator/Executive Officer .....Municipal Corporation/Municipality/NAA




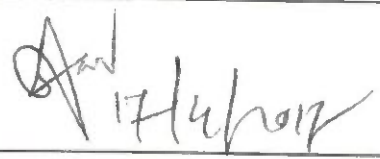
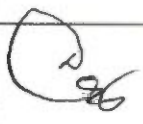
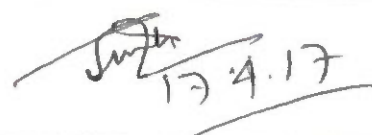



Director, SUDA  
&  
Mission Director, WBSULM

# 13 th State Level Selection Committee Meeting

Date : 17/04/2017 Time : 4.30 PM onwards

Venue : SUDA Conference Hall

Sl. No.	Name	Designation	Signature
1		Director, SUDA & Mission Director, WBSULM	
2		Director, Local Bodies	 17/4/17
3		Joint Secretary, M.A. Deptt. Govt. of West Bengal	
4	SUPARNA MAZUMDER (FALL)	Joint Director (SUDA)	 17/4/17
5	B. N. Kar	Additional Director, ILGUS	 17/4/2017
6		Additional Director & Financial Adviser, SUDA	
7	D. Chakraborty JGM-P,	Representative of Regional Chief of HUDCO, Kolkata Regional Office (Representative from MoHUPA, Govt. of India)	 17/04/2017
8		Representative from NRLM	
9		Representative of SHG & SE Department, GoWB	
10	Dr. Sujay Mitra.	Poverty Monitoring Expert, CMU	 17.4.17
11		SMM - HR & CB	
12	MRIINAL KANTI GHOSE	OSD, WBSULM	



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 SUDA-16/2015/96

তারিখ 18-04-2017

**13<sup>th</sup> State Level Selection Committee Meeting**

Venue: SUDA Director's Chamber

Date: 17.04.2017

**Participants:**

1. Director, SUDA & Mission Director, WBSULM
2. Director, Local Bodies
3. Additional Director, ILGUS
4. Joint Director, SUDA
5. Additional Director & Financial Adviser, SUDA
6. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
7. Poverty Monitoring Expert, CMU

**Agenda:**

Post facto approval and fresh engagement of City Mission Managers and other staff of CMMU

**Points of Discussion:**

1. The meeting was convened by Joint Director, SUDA highlighting the need to freshly engage the 31 City Mission Managers (CMMs) who are already due with approval from WBSULM, SUDAs end since November 2016.
2. It was discussed in the meeting that CMMs who have joined the WBSULM City Mission Management Units (CMMUs) since November 2015 are yet to receive appropriate approval from WBSULM, SUDAs end to continue their service through fresh engagement. It has been found that CMMs have joined different CMMUs on different dates and many ULBs are still in the process of recruiting CMMs and other staff like Community Organisers, Accountant, DA-Cum-DEO and Multi-tasking Helper. Therefore, the date of joining the CMMU is varying for most of the ULBs and it is a cumbersome activity to send approval from SUDAs end for each and every staff of CMMU. Hence, it was proposed that for fresh engagement of all staff of CMMU, post facto approval may be provided to all staff awaiting approval from WBSULM, SUDA especially for CMMs who have joined between November 2015 and April 2016 and have either completed one year or will be completing by April 2017.
3. Henceforth, CMMU staff who are due for fresh engagement (who will be completing one year) from May 2017 onwards and the staff who are likely to receive post facto approval for fresh engagement

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

engagement from WBSULM, SUDA will have to undertake performance appraisal evaluated by the Mayor/Chairperson and Commissioner/Executive Officer/Administrator (acting as City Project Officer) and then the same may be sent to **City Level Executive Committee (CLEC)** for further assessment and fresh engagement and this is entirely subject to the satisfaction of the City Level Executive Committee. The minutes of the meeting (CLEC) and engagement report will be sent to WBSULM, SUDA for cognizance. The appraisal format for evaluation of different staff under CMMU will be provided by WBSULM, SUDA.



**Mission Director, WBSULM  
&  
Chairman of the Selection Committee**

**Memo:** SUDA-16/2015/76/1(6)

**Copy Forwarded for Information:**

1. Director, Local Bodies
2. Additional Director, ILGUS
3. Joint Director, SUDA
4. Additional Director & Financial Adviser, SUDA
5. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
6. Poverty Monitoring Expert, CMU



**Mission Director, WBSULM  
&  
Chairman of the Selection Committee**



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 SUDA-16/2015/72.

তারিখ 12.04.2017

From: Joint Director, SUDA &  
Convenor of the Committee for Selection of Manpower under NULM

To:

1. Director, SUDA & Mission Director, WBSULM
2. Director, Local Bodies
3. Joint Secretary, UD & MA Deptt., Govt. of West Bengal (Looking after NULM issues)
4. Additional Director, ILGUS
5. Additional Director & Financial Adviser, SUDA
6. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
7. Representative from NRLM (Not below the rank of Deputy Director)
8. Representative from SHG& SE Deptt., GoWB (Not below the rank of Deputy Director)
9. Poverty Monitoring Expert, CMU

**Sub: Thirteenth Meeting of the State Level Selection Committee**

Sir,

Undersigned has been directed to inform you that **Thirteenth Meeting of Selection Committee** for the selection of manpower at SMMU under WBSULM will be held on **17.04.2017** at **4.30 pm** at the Director SUDA's Chamber, Ground Floor, SUDA Office, ILGUS Bhawan, Kolkata-700106

Agenda of the meeting will be:

**Post facto approval and fresh engagement of City Mission Managers and other staff of CMMU**

You are, therefore, requested to attend the aforesaid committee meeting as per the scheduled date, time and venue positively.

Yours faithfully,

Joint Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



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 SUDA-16/2015/2921

তারিখ 16.03.2017

**Resolutions of the 12<sup>th</sup> State Level Selection Committee Meeting**

**Participants**

1. Director, SUDA and Mission Director, WBSULM
2. Director, Local Bodies
3. Additional Director, ILGUS
4. Joint Director, SUDA (Member-Convener)
5. Additional Director & Financial Adviser, SUDA
6. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
7. Poverty Monitoring Expert, CMU

**Sub: Twelfth Meeting of the State Level Selection Committee**

**Points of Discussion**

- Member-Convener, SLSC and Joint Director, SUDA initiated the meeting relating to the reengagement / extension of the time period of engagement of the following staff members:
  - Kalyan Sadhukhan (Accountant)
  - Ranjan Saha (DA-CUM-DEO)
  - Sushanta Sadhukhan (DA-CUM-DEO)
  - Somnath Dutta (Multi-Tasking Helper) in the office unit of WBSULM.
- Initially, these persons were hired from 'Alert Services' by Mission Director NULM. It was brought to the notice of the committee that these persons have rendered their services quite satisfactorily. The term of contract expired on 03.03.2017 but due to some unavoidable exigencies this issue was not raised at the proper time.
- The committee condones the delay in initiation of the proposal and considers fresh engagement of the following persons for a further period of one (1) year with effect from the date 04.03.2017. 'Alert Services' may be requested to continue to provide with the aforesaid persons. With no further discussion, the meeting ended with vote of thanks to and from the Chair.

Mission Director, WBSULM

&

Chairman of the Selection Committee

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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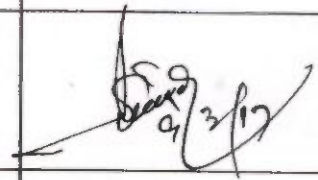
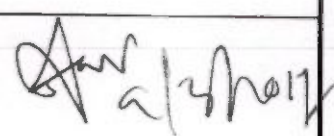
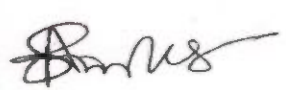
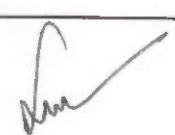
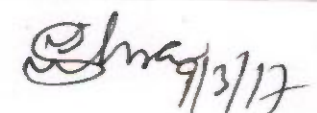
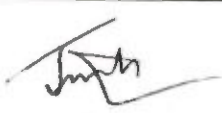
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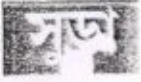
1. Joint Secretary, M.A. Deptt, Govt of West Bengal
2. Director, Local Bodies
3. Additional Director, ILGUS
4. Additional Director & Financial Adviser, SUDA
5. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
6. Poverty Monitoring Expert, CMU.



**Mission Director, WBSULM  
&  
Chairman of the Selection Committee**

**12th Meeting for selection of manpower at SMMU, CMMU under NULM**  
**held on 09.03.2017 at SUDA Conference Hall**

Sl. No.	Name	Designation & Department	Signature
1	Shri Sutanu Prasad Kar	Mission Director, WBSULM & Chairman of the Committee	
2		Director, Local Bodies	
3		Joint Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues)	
4	Shri B.N.Kar	Additional Director, ILGUS	
5	A. S. Nair	Additional Director & Financial Adviser, SUDA	
6	SUPARNA NAZUMBER (PAUL)	Joint Director, SUDA	
7	S.K. Mishra	Regional Chief HUDCO, Kolkata Regional Office	
8		Representative from NRLM	
9		Representative from SHG & SE Deptt., Govt. of West Bengal	
10	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	



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-16/2015/2858

তারিখ ০২-০৩-২০১৭

From: Joint Director, SUDA &  
Convenor of the Committee for Selection of Manpower under NULM

To:

1. Director, SUDA & Mission Director, WBSULM
2. Director, Local Bodies
3. Joint Secretary, UD & MA Deptt., Govt. of West Bengal (Looking after NULM issues)
4. Additional Director, ILGUS
5. Additional Director & Financial Adviser, SUDA
6. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
7. Representative from NRLM (Not below the rank of Deputy Director)
- ✓ 8. Representative from SHG & SE Deptt., GoWB (Not below the rank of Deputy Director)
9. Poverty Monitoring Expert, CMU

**Sub: Twelfth Meeting of the State Level Selection Committee**

Sir,

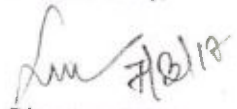
Undersigned has been directed to inform you that Twelfth Meeting of Selection Committee for the selection of manpower at SMMU under WBSULM will be held on 09.03.2017 at 5 pm at the SUDA, Conference Hall, 2<sup>nd</sup> Floor, ILGUS Bhawan, Kolkata- 700106

Agenda of the meeting will be:

**Re-engagement of Support Staff at SMMU, WBSULM**

You are, therefore, requested to attend the aforesaid committee meeting as per the scheduled date, time and venue positively.

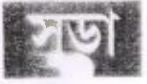
Yours faithfully,

  
Joint Director, SUDA

দূরত্ব : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

**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-16/2015/2858

তারিখ ০২-০৩-২০১৭

**From:** Joint Director, SUDA &  
Convenor of the Committee for Selection of Manpower under NULM

**To:**

1. Director, SUDA & Mission Director, WBSULM
2. Director, Local Bodies
3. Joint Secretary, UD & MA Deptt., Govt. of West Bengal (Looking after NULM issues)
4. Additional Director, ILGUS
5. Additional Director & Financial Adviser, SUDA
6. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
7. Representative from NRLM (Not below the rank of Deputy Director)
8. Representative from SHG & SE Deptt., GoWB (Not below the rank of Deputy Director)
9. Poverty Monitoring Expert, CMU

**Sub: Twelfth Meeting of the State Level Selection Committee**

Sir,

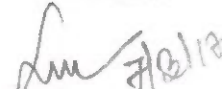
Undersigned has been directed to inform you that **Twelfth Meeting of Selection Committee** for the selection of manpower at SMMU under WBSULM will be held on **09.03.2017** at 5 pm at the **SUDA, Conference Hall, 2<sup>nd</sup> Floor, ILGUS Bhawan, Kolkata- 700106**

Agenda of the meeting will be:

**Re-engagement of Support Staff at SMMU, WBSULM**

You are, therefore, requested to attend the aforesaid committee meeting as per the scheduled date, time and venue positively.

Yours faithfully,

  
Joint Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

“ইলগুস 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-16/2015/1693(3)

তারিখ ...09.12.2015

From : Shri M.N.Pradhan, IAS,  
 Director, SUDA &  
 Mission Director, WBSULM

To : 1. Sri Sandip Gupta  
 CP, SUDA  
 2. Sri Puspendu Chakraborty  
 CP, CMU  
 3. Sri Loknath Das  
 LD Clerk, CMU

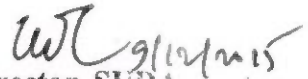
Sub : Conducting Computer proficiency Test for selection of expert at SMMU under NULM.

Computer proficiency Test Cum Interview for selection of experts of all the eligible applicants in six different posts at SMMU under NULM will be held as per following schedule :-

Sl. No	Name of Post	No of Candidates	Date of Time of Test	Venue
1	State Mission Manager- HR & Capacity Building	33	22/12/2015 at 10.00 AM	CDMC Building Conference Hall 2 <sup>nd</sup> Floor ILGUS Bhavan
2	State Mission Manager- Social Mobilization & Institutional Development	34	23/12/2015 at 10.00 AM	
3	State Mission Manager- Shelter & Social Infrastructure	13	05/01/2016 at 10.00 AM	
4	State Mission Manager- Financial Inclusion & Micro enterprise	15	05/01/2016 at 10.00 AM	
5	State Mission Manager- Skill & Livelihood	35	29/12/2015 at 10.00 AM	
6	State Mission Manager- MIS & ME	25	30/12/2015 at 10.00 AM	

You are requested to arrange, conduct and manage the computer proficiency test each day for all the eligible applicant present.

To finalize modalities for Test Cum Interview meeting will be held at the office chamber of under signed on 16.12.2015 at 11.00 AM. you are requested to attend the meeting also.

  
 Director, SUDA  
 &  
 Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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Account Section : 2358 6408



SUDA-16/2015/1693/1(3)

09.12.2015

Copy for information to:

1. PD, CMU with a request to spare his staff for above mentioned work on above mentioned dates.
2. AO, SUDA to attend the Meeting.
3. OSD, SUDA to attend the Meeting.
4. H/C, SUDA to attend the Meeting.

*WJ*  
9/12/2015  
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 ...SUDA-16/2015/1694(2)

তারিখ ...09.12.2015.....

From : Shri M.N.Pradhan, IAS,  
Director, SUDA &  
Mission Director, WBSULM

To : 1. Sri Samir Kumar Mukherjee  
Technical Advisor, SUDA  
2. Sri Manish Mukherjee  
IT Specialist, CMU

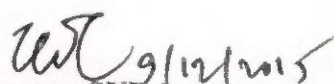
**Sub : Acting as a specialist in the interview board for selection of expert at SMMU under NULM.**

Selection – Test Cum Interview for selection of expert in SMMU under NULM will be held as per following schedule :-

SL No	Name of Post	No of Candidates	Date & Time of Interview	Venue	Specialist
1	State Mission Manager- Shelter & Social Infrastructure	13	05/01/2016 at 11.30 AM.	CDMC Building Conference Hall 2 <sup>nd</sup>	Sri Samir Kumar Mukherjee
2	State Mission Manager- MIS & ME	25	30/12/2015 at 11.30 AM.	Floor ILGUS Bhaban	Sri Manish Mukherjee

Selection Committee has nominated both of you as a specialist for the interview as per schedule given above.

You are requested to remain present during the interview act as a specialist in the interview board.

  
Director, SUDA  
&

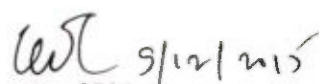
Mission Director, WBSULM

SUDA-16/2015/

.12.2015

Copy to:

1. PD, CMU with a request to spare Sri Manish Mukherjee on Interview date.

  
Director, SUDA  
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

## 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:16/2015/1695(7)

তারিখ ...09.12.2015.....

From : Shri M.N.Pradhan, IAS,  
Director, SUDA &  
Mission Director, WBSULM

To : 1. Sri Mitra Chatterjee, WBCS(Exe)  
Joint Secretary, MA Deptt.  
2. Sri Alokesh Prasad Roy, WBCS(Exe)  
Director, Local Bodies, West Bengal  
3. Sri B.N Kar, WBCS(Exe)  
Addl. Director, ILGUS  
4. Sri Mrinal Kanti Rano, WBCS(Exe)  
Joint Director (SD), SUDA  
5. Sri Kishore Sengupta,  
Financial Advisor, SUDA  
6. Sri Sujoy Mitra  
PME, CMU  
7. Regional Chief, HIDCO, Kolkata

Sub : Selection- Test cum Interview for selection of experts under SMMU under of NULM, West Bengal.

Sir,

As per decision of the Manpower Committee for Section of Manpower at State Mission Management Unit and City Mission Management Unit under NULM, West Bengal held on 08.12.2015, Selection Test Cum Interview for the eligible Candidates of following post will be held as per given schedule :-

SL No	Name of Post	No of Candidates	Date & Time	Venue
1	State Mission Manager- HR & Capacity Building	33	22/12/2015 at 10.00 AM.	CDMC Building Conference Hall 2 <sup>nd</sup> Floor ILGUS Bhaban
2	State Mission Manager- Social Mobilization & Institutional Development	34	23/12/2015 at 10.00 AM.	
3	State Mission Manager- Shelter & Social Infrastructure	13	05/01/2016 at 10.00 AM	
4	State Mission Manager- Financial Inclusion & Micro enterprise	15	05/01/2016 at 10.00 AM	
5	State Mission Manager- Skill & Livelihood	35	29/12/2015 at 10.00 AM	
6	State Mission Manager- MIS & ME	25	30/12/2015 at 10.00 AM	

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408





You being the member of the selection Committee are requested to remain present during the interview each day as per schedule above to take part into the selection process.

*WT 9/12/2015*  
Director, SUDA

&  
Mission Director, WBSULM



# রাজ্য নগর উন্নয়ন সংস্থা

SUDA

## STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং ..... SUPA-16/2015/1771

AO  
Pl. arrange some  
refreshment for the meeting  
N 25/10/16

তারিখ ..... 18.10.2016

From : Joint Director, SUDA &  
Convener of the Committee for selection of manpower under NULM

To : (i) Mission Director, WBSULM  
(ii) Director, Local Bodies  
(iii) Joint Secretary, M.A. Deptt., Govt. of West Bengal (Looking after NULM issues)  
(iv) Additional Director, ILGUS  
(v) Additional Director & Financial Advisor, SUDA  
(vi) Regional Chief of HUDCO, Kolkata Regional Office (Representative from MoHUPA, Government of India)  
(vii) Representative from NRLM  
(viii) Representative of SHG & SE Department, GoWB  
(ix) Poverty Monitoring Expert, CMU

**Sub : Tenth Meeting of the Selection Committee for miscellaneous issues**

Sir,

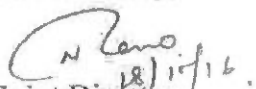
Undersigned has been directed to inform you that tenth meeting of selection committee for selection of manpower at SMMU, CMMU under NULM will be held on 25.10.2016 at 4.00 p.m. at the Conference Hall of SUDA, 2<sup>nd</sup> Floor, ILGUS Bhawan, Kolkata-700106.

The agenda will be as follows:

- i. Recruitment policies for the two posts lying vacant in SMMU
  - a. State Mission Manager-Skills & Livelihoods
  - b. Multi-Tasking Helper
- ii. Contract Renewal Policies for SMMU and CMMU staff
- iii. Leave, TA, DA, Communication allowances etc. for staff of SMMU and CMMU
- iv. Resignation policy for CMMU staff joining under the same programme in a different ULB
- v. Miscellaneous

You are, therefore, requested to attend the aforesaid committee meeting as per the scheduled date, time and venue positively.

Yours faithfully,

  
Joint Director, 18/10/16  
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 ..... SUDA-16/2015/1523 (61)

তারিখ 5.11.2015

From: **Shri M.N.Pradhan, IAS**  
**Director, SUDA &**  
**Mission Director, WBSULM**

To : **The Mayor/ Municipal Commissioner/ Commissioner/ Chairperson**

..... **Municipal Corporation / Municipality.**  
**(58 ULBs under NULM)**

Sub: **Engagement of Community Organiser at City Mission Management Unit under National Urban Livelihood Mission (NULM).**

Madam/ Sir.

1. In Para 5.4 of operational Guideline in Capacity building and Training (CB & T) component under National Urban Livelihood Mission (NULM) there is a provision for engagement of Community Organisers (CO) at City Mission Management Unit of each ULB under NULM.
2. Proposal was under consideration quite sometime past at Municipal Affairs Deptt. for engagement of fresh Community Organiser under NULM as proposed by Committee for selection of Manpower at SMMU & CMMU level and approval has been received to engage fresh Community Organiser in each NULM ULB @ one CO / 3000 BPL families excluding the Community Organiser/s in position.

In this respect I have been directed to inform you the following :-

A. All NULM ULB will engage fresh Community Organiser as per ULB wise vacancy list enclosed

B. Eligibility criteria will be :-

- i) Education :- 10+2 in any discipline.
- ii) Experience :- 3 - 5 years of experience in working with community on social development.
- iii) Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable.
- iv) Age -- 18- 40 years as on 01.04.2015.
- v) Remuneration :- Rs 10,000.00/ month (all inclusive.)

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

**SUDA**

- C. City level Selection Committee constituted under NULM will engage fresh Community Organiser as per guideline issued for engagement of experts.
- D. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.
- E. Clearance is to be taken from Mission Director WBSULM before final engagement in the same manner as followed in case of selection of Experts under NULM.

This has approval of Hon'ble MIC, MA and UD Deptt., Govt. of West Bengal.

Concerned ULBs are requested to complete the engagement of fresh Community Organizer/s by January -2016.

Yours faithfully,

*WT 5/11/2015*  
Director, SUDA

&  
Mission Director, WBSULM

SUDA-16/2015/1523 (61)

5.11.2015

1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. & Addl. Director, SUDA.
2. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, M.A. & UD Departments, Govt. of West Bengal.
3. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal.

*WT 5/11/2015*  
Director, SUDA

## Status of COs in NULM Towns

Sl. No.	Name of the ULBs	District	No. of eligible COs under NULM	No. of existing COs	No. of vacancies
1	Alipurduar	Alipurduar	2	1	1
2	Bankura	Bankura	5	4	1
3	Suri	Birbhum	3	0	3
4	Asansol MC	Burdwan	38	5	33
5	Burdwan	Burdwan	5	4	1
6	Durgapur MC	Burdwan	10	5	5
7	Cooch Behar	Cooch Behar	2	2	0
8	Balurghat	Dakshin Dinajpur	2	1	1
9	Darjeeling	Darjeeling	2	0	2
10	Siliguri MC	Darjeeling	8	14	0
11	Baidyabati	Hooghly	2	0	2
12	Bansberia	Hooghly	2	2	0
13	Bhadreswar	Hooghly	2	2	0
14	Champdany	Hooghly	3	1	2
15	Chandannagar	Hooghly	2	3	0
16	Hooghly Chinsurah	Hooghly	3	2	1
17	Rishra	Hooghly	2	2	0
18	Serampore	Hooghly	2	1	1
19	Uttarpara Kotrung	Hooghly	1	1	0
20	Howrah MC	Howrah	11	8	3
21	Uluberia	Howrah	9	1	8
22	Jalpaiguri	Jalpaiguri	2	2	0
23	Kolkata MC	Kolkata	65	0	65
24	English Bazar	Malda	5	2	3
25	Berhampore	Murshidabad	4	3	1
26	Kalyani	Nadia	1	2	0
27	Krishnanagar	Nadia	5	4	1
28	Nabadwip	Nadia	3	1	2
29	Santipur	Nadia	5	0	5

  
 Mission Director,  
 WBSULM

Sl. No.	Name of the ULBs	District	No. of eligible COs under NULM	No. of existing COs	No. of vacancies
30	Ashokenagar Kalyangarh	North 24 Parganas	4	0	4
31	Baranagar	North 24 Parganas	2	3	0
32	Barasat	North 24 Parganas	5	3	2
33	Barrackpore	North 24 Parganas	1	2	0
34	Basirhat	North 24 Parganas	4	1	3
35	Bhatpara	North 24 Parganas	6	6	0
36	Bidhannagar MC	North 24 Parganas	5	4	1
37	Bongaon	North 24 Parganas	4	3	1
38	Dum Dum	North 24 Parganas	1	1	0
39	Habra	North 24 Parganas	4	0	4
40	Halisahar	North 24 Parganas	2	2	0
41	Kamarhati	North 24 Parganas	3	4	0
42	Kanchrapara	North 24 Parganas	2	2	0
43	Khordah	North 24 Parganas	1	2	0
44	Madhyamgram	North 24 Parganas	3	2	1
45	Naihati	North 24 Parganas	3	0	3
46	North Barrackpore	North 24 Parganas	2	1	1
47	North Dum Dum	North 24 Parganas	4	1	3
48	Panihati	North 24 Parganas	5	4	1
49	South Dum Dum	North 24 Parganas	1	0	1
50	Titagarh	North 24 Parganas	2	2	0
51	Kharagpur	Paschim Medinipur	10	4	6
52	Medinipur	Paschim Medinipur	5	1	4
53	Haldia	Purba Medinipur	5	3	2
54	Tamluk	Purba Medinipur	2	0	2
55	Purulia	Purulia	4	3	1
56	Maheshtala	South 24 Parganas	9	6	3
57	Rajpur Sonarpur	South 24 Parganas	6	5	1
58	Raiganj	Uttar Dinajpur	5	5	0
<b>Total :</b>			<b>316</b>	<b>143</b>	<b>185</b>

  
 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 ...SUDA- 16/2015/1611

তারিখ 26.11.2015.....

From : Mission Director,  
West Bengal State Urban Livelihood Mission

To : Director of Local Bodies  
West Bengal.

**Sub: Engagement of Community Organiser and Support staff at City Mission Management unit under WBSULM.**

Enclosed here with two order for engagement of Community Organiser and Support Staff at City Mission Management unit of different Cities under West Bengal State Urban Livelihood Mission.

Selection will be made by City Level Selection Committee formed by MA Deptt. for engagement of expert under NULM and abiding the guiding principal followed during engagement of NULM experts as per guideline issued by MA Deptt.

You are requested to direct your representative participating in the process of selection of manpower at different NULM cities to guide the ULBs to carry on selection of CO and support staff simultaneously with the selection process of experts so that entire manpower selection process under NULM may be completed by January 2016.

No separate meeting need to be convened for selection of different category manpower.

Yours faithfully,

Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

...er as per guideline issued for engagement of experts.  
D. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.  
E. Clearance is to be taken from Mission Director WBSULM before final engagement in the same manner as followed in case of selection of Experts under NULM.  
This has approval of Hon'ble MIC, MA and UD Deptt., Govt. of West Bengal.  
Concerned ULBs are requested to complete the engagement of fresh Community Organizer/s by January -2016.

Yours faithfully,

*WT* 5/11/2015  
Director, SUDA  
&  
Mission Director, WBSULM

5.11.2015

- SUDA-16/2015/1523 (61)
1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. & Addl. Director, SUDA.
  2. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, M.A. & UD Departments, Govt. of West Bengal.
  3. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal.

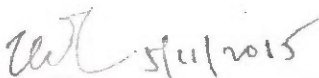
*WT* 5/11/2015  
Director, SUDA



## Status of COs in NULM Towns

Sl. No.	Name of the ULBs	District	No. of eligible COs under NULM	No. of existing COs	No. of vacancies
1	Alipurduar	Alipurduar	2	1	1
2	Bankura	Bankura	5	4	1
3	Suri	Birbhum	3	0	3
4	Asansol MC	Burdwan	38	5	33
5	Burdwan	Burdwan	5	4	1
6	Durgapur MC	Burdwan	10	5	5
7	Cooch Behar	Cooch Behar	2	2	0
8	Balurghat	Dakshin Dinajpur	2	1	1
9	Darjeeling	Darjeeling	2	0	2
10	Siliguri MC	Darjeeling	8	14	0
11	Baidyabati	Hooghly	2	0	2
12	Bansberia	Hooghly	2	2	0
13	Bhadreswar	Hooghly	2	2	0
14	Champdany	Hooghly	3	1	2
15	Chandannagar	Hooghly	2	3	0
16	Hooghly Chinsurah	Hooghly	3	2	1
17	Rishra	Hooghly	2	2	0
18	Serampore	Hooghly	2	1	1
19	Uttarpara Kotrung	Hooghly	1	1	0
20	Howrah MC	Howrah	11	8	3
21	Uluberia	Howrah	9	1	8
22	Jalpaiguri	Jalpaiguri	2	2	0
23	Kolkata MC	Kolkata	65	0	65
24	English Bazar	Malda	5	2	3
25	Berhampore	Murshidabad	4	3	1
26	Kalyani	Nadia	1	2	0
27	Krishnanagar	Nadia	5	4	1
28	Nabadwip	Nadia	3	1	2
29	Santipur	Nadia	5	0	5

Sl. No.	Name of the ULBs	District	No. of eligible COs under NULM	No. of existing COs	No. of vacancies
30	Ashokenagar Kalyangarh	North 24 Parganas	4	0	4
31	Baranagar	North 24 Parganas	2	3	0
32	Barasat	North 24 Parganas	5	3	2
33	Barrackpore	North 24 Parganas	1	2	0
34	Basirhat	North 24 Parganas	4	1	3
35	Bhatpara	North 24 Parganas	6	6	0
36	Bidhannagar MC	North 24 Parganas	5	4	1
37	Bongaon	North 24 Parganas	4	3	1
38	Dum Dum	North 24 Parganas	1	1	0
39	Habra	North 24 Parganas	4	0	4
40	Halisahar	North 24 Parganas	2	2	0
41	Kamarhati	North 24 Parganas	3	4	0
42	Kanchrapara	North 24 Parganas	2	2	0
43	Khardah	North 24 Parganas	1	2	0
44	Madhyamgram	North 24 Parganas	3	2	1
45	Naihati	North 24 Parganas	3	0	3
46	North Barrackpore	North 24 Parganas	2	1	1
47	North Dum Dum	North 24 Parganas	4	1	3
48	Panihati	North 24 Parganas	5	4	1
49	South Dum Dum	North 24 Parganas	1	0	1
50	Titagarh	North 24 Parganas	2	2	0
51	Kharagpur	Paschim Medinipur	10	4	6
52	Medinipur	Paschim Medinipur	5	1	4
53	Haldia	Purba Medinipur	5	3	2
54	Tamluk	Purba Medinipur	2	0	2
55	Purulia	Purulia	4	3	1
56	Maheshtala	South 24 Parganas	9	6	3
57	Rajpur Sonarpur	South 24 Parganas	6	5	1
58	Raiganj	Uttar Dinajpur	5	5	0
Total :			316	143	185

  
 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 SUDA-16/2015/ 152 (61)

তারিখ 5.11.2015

From: Shri M.N.Pradhan, IAS  
Director, SUDA &  
Mission Director, WBSULM

To : The Mayor/ Municipal Commissioner/ Commissioner/ Chairperson

..... Municipal Corporation / Municipality.  
(58 ULBs under NULM)

Sub: Engagement of Support Staff at City Mission Management Unit under National Urban Livelihood Mission (NULM).

Madam/ Sir,

1. Para 6.4 of operational Guideline in Capacity building and Training component (CB & T) component under National Urban Livelihood Mission (NULM) provides for engagement of Support Staff at City Mission Management Unit of each ULB under NULM.
2. Proposal was under consideration quite sometime past at Municipal Affairs Deptt. for engagement of Support Staff at SMMU & CMMU under NULM as proposed by of the committee for selection of Manpower at SMMU & CMMU level and approval has been received to engage support staff at ULB level as per following scale.

<u>ULB with two expert</u>	<u>ULB with 3 experts</u>	<u>ULB with 4 experts</u>
Accountant - 1	Accountant - 1	Accountant - 1
DA cum DEO - 1	DA cum DEO - 1	DA cum DEO - 2
	Multi Tasking Helper - 1	Multi Tasking Helper - 1

In this respect I have been directed to inform you the following :-

A. All NULM ULB will engage support staff as per ULB wise entitlement noted above.

দুরভাব : ২৩৫৮ ৬৪০৩ / ৫৭৩৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



B. Eligibility criteria will be :-

1) Accountant :-

- i) Bachelor degree in Commerce
- ii) At least three year experience in working with any organization of the Govt society, firm, association etc.
- iii) Proficiency in Ms-Office (Word, Excel, Power point etc.)
- iv) Age – 18- 40 years as on 01.04.2015
- v) Remuneration :- Rs 14,000.00/ month.

2) Dealing Assistant cum Data Entry Operator :-

- i) 10+2 in any discipline and at least 6 month course in Basic Computer.
- ii) At least 2 year experience in working with organization of the Govt society, firm, association in data entry and related works in relevant field.
- iii) Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point etc.)
- iv) Age – 18- 40 years as on 01.04.2015
- v) Remuneration :- Rs 12000.00/ month.

3) Multi Tasking Helper :-

- i) Madhyamik of equivalent exam pass.
- ii) At least two year working experience in any organization in related field.
- iii) Age – 18- 40 years as on 01.04.2015
- iv) Remuneration :- Rs 10000.00/ month.

C. City level Selection Committee under NULM will engage support staff as per guideline issued for engagement of experts.

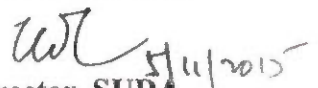
D. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.

E. Clearance to be taken from Mission Director WBSULM before final engagement in the same manner as followed in case of selection of Experts under NULM.

This has approval of Hon'ble MIC, MA and UD Deptt., Govt. of West Bengal.

Concerned ULBs are requested to complete the engagement of fresh community Organizer by January -2016.

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 ...SUDA-16/2015/1694(2)

তারিখ ...09.12.2015

From : Shri M.N.Pradhan, IAS,  
Director, SUDA &  
Mission Director, WBSULM

To : 1. Sri Samir Kumar Mukherjee  
Technical Advisor, SUDA  
2. Sri Manish Mukherjee  
IT Specialist, CMU

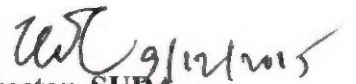
Sub : Acting as a specialist in the interview board for selection of expert at SMMU under NULM.

Selection – Test Cum Interview for selection of expert in SMMU under NULM will be held as per following schedule :-

SL No	Name of Post	No of Candidates	Date & Time of Interview	Venue	Specialist
1	State Mission Manager- Shelter & Social Infrastructure	13	05/01/2016 at 11.30 AM.	CDMC Building Conference Hall 2 <sup>nd</sup> Floor	Sri Samir Kumar Mukherjee
2	State Mission Manager- MIS & ME	25	30/12/2015 at 11.30 AM.	ILGUS Bhaban	Sri Manish Mukherjee

Selection Committee has nominated both of you as a specialist for the interview as per schedule given above.

You are requested to remain present during the interview act as a specialist in the interview board.

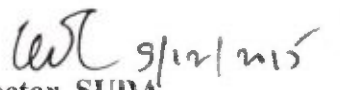
  
Director, SUDA  
&  
Mission Director, WBSULM

SUDA-16/2015/

.12.2015

Copy to:

1. PD, CMU with a request to spare Sri Manish Mukherjee on Interview date.

  
Director, SUDA  
&  
Mission Director, WBSULM

দুরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



# 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-16/2015/1695(7)

তারিখ .....09.12.2015.....

From : Shri M.N.Pradhan, IAS,  
Director, SUDA &  
Mission Director, WBSULM

- To :
1. Sri Mitra Chatterjee, WBCS(Exe)  
Joint Secretary, MA Deptt.
  2. Sri Alokesh Prasad Roy, WBCS(Exe)  
Director, Local Bodies, West Bengal
  3. Sri B.N Kar, WBCS(Exe)  
Addl. Director, ILGUS
  4. Sri Mrinal Kanti Rano, WBCS(Exe)  
Joint Director (SD), SUDA
  5. Sri Kishore Sengupta,  
Financial Advisor, SUDA
  6. Sri Sujoy Mitra  
PME, CMU
  7. Regional Chief, HIDCO, Kolkata

**Sub : Selection- Test cum Interview for selection of experts under SMMU under of NULM, West Bengal.**

Sir,

As per decision of the Manpower Committee for Section of Manpower at State Mission Management Unit and City Mission Management Unit under NULM, West Bengal held on 08.12.2015, Selection Test Cum Interview for the eligible Candidates of following post will be held as per given schedule :-

SL No	Name of Post	No of Candidates	Date & Time	Venue
1	State Mission Manager- HR & Capacity Building	33	22/12/2015 at 10.00 AM.	CDMC Building Conference Hall 2 <sup>nd</sup> Floor ILGUS Bhaban
2	State Mission Manager- Social Mobilization & Institutional Development	34	23/12/2015 at 10.00 AM.	
3	State Mission Manager- Shelter & Social Infrastructure	13	05/01/2016 at 10.00 AM	
4	State Mission Manager- Financial Inclusion & Micro enterprise	15	05/01/2016 at 10.00 AM	
5	State Mission Manager- Skill & Livelihood	35	29/12/2015 at 10.00 AM	
6	State Mission Manager- MIS & ME	25	30/12/2015 at 10.00 AM	

দুরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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Account Section : 2358 6408



You being the member of the selection Committee are requested to remain present during the interview each day as per schedule above to take part into the selection process.

*WT 9/12/2015*

**Director, SUDA**

**&**

**Mission Director, WBSULM**

## 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-16/2015/1693(3)

তারিখ ...09.12.2015

**From : Shri M.N.Pradhan, IAS,  
Director, SUDA &  
Mission Director, WBSULM**

**To : 1. Sri Sandip Gupta  
CP, SUDA  
2. Sri Puspendu Chakraborty  
CP, CMU  
3. Sri Loknath Das  
LD Clerk, CMU**

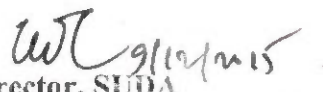
**Sub : Conducting Computer proficiency Test for selection of expert at SMMU under NULM.**

Computer proficiency Test Cum Interview for selection of experts of all the eligible applicants in six different posts at SMMU under NULM will be held as per following schedule :-

Sl. No	Name of Post	No of Candidates	Date of Time of Test	Venue
1	State Mission Manager- HR & Capacity Building	33	22/12/2015 at 10.00 AM	CDMC Building Conference Hall 2 <sup>nd</sup> Floor ILGUS Bhavan
2	State Mission Manager- Social Mobilization & Institutional Development	34	23/12/2015 at 10.00 AM	
3	State Mission Manager- Shelter & Social Infrastructure	13	05/01/2016 at 10.00 AM	
4	State Mission Manager- Financial Inclusion & Micro enterprise	15	05/01/2016 at 10.00 AM	
5	State Mission Manager- Skill & Livelihood	35	29/12/2015 at 10.00 AM	
6	State Mission Manager- MIS & ME	25	30/12/2015 at 10.00 AM	

You are requested to arrange, conduct and manage the computer proficiency test each day for all the eligible applicant present.

To finalize modalities for Test Cum Interview meeting will be held at the office chamber of under signed on 16.12.2015 at 11.00 AM. you are requested to attend the meeting also.

  
Director, SUDA  
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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**SUDA**

SUDA-16/2015/1693/1(3)

09.12.2015

Copy for information to:

1. PD, CMU with a request to spare his staff for above mentioned work on above mentioned dates.
2. AO, SUDA to attend the Meeting.
3. OSD, SUDA to attend the Meeting.
4. H/C, SUDA to attend the Meeting.

  
Director, SUDA

&  
Mission Director, WBSULM

STATE URBAN DEVELOPMENT AGENCY

"ইলগুস ভবন", এইচ-সি ব্লক, বেকিং-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
-ILGUS BHAVAN", H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-16/2015/40(8)

তারিখ 11.01.2016

ক্রমিক নং

তারিখ

From : Joint Director (SD), SUDA &  
Convenor of the Committee for selection of manpower under NULM

To : (i) Mission Director, WBSULM  
(ii) Director, Local Bodies  
(iii) Joint Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues)  
(iv) Additional Director, ILGUS  
(v) Financial Advisor, SUDA  
(vi) Regional Chief of HUDCO, Kolkata Regional Office (Representative from MoHUPA, Government of India)  
(vii) Representative from NRLM  
(viii) Representative of SEG & SE Department, GoWB  
(ix) Poverty Monitoring Expert, CMU

**Sub : Seventh Meeting of the Selection Committee for selection of manpower at SMMU, CMMU under NULM - regarding**

Sir,

Undersigned has been directed to inform you that seventh meeting of selection committee for selection of manpower at SMMU, CMMU under NULM will be held on 21.01.2016 at 3.00 p.m at the Conference Hall of SUDA, 2<sup>nd</sup> Floor, ILGUS Bhawan, Kolkata-700106.

The agenda will be as follows:

- i. Approval of panel for selection of experts under SMMU
- ii. Finalisation of procedure for selection of support staff at SMMU

You are, therefore, requested to attend the aforesaid committee meeting as per scheduled date, time and venue positively.

Yours faithfully,

  
Joint Director (SD)  
SUDA

Proceedings of 6<sup>th</sup> meeting of the Selection Committee for Selection of Manpower at SMMU, CMMU under NULM.

Date :- 08.12.2015 Time :- 11.30 PM Venue:- CDMC Building Conference Hall

Members Present

Sl No.	Name	Designation & Department	Signature
1	Shri M.N. Pradhan	Mission Director, SULM & Chairman	Sd/-
2	Shri Mitra Chatterjee	Joint Secretary, M.A. Deptt, Govt of West Bengal	Sd/-
3	Shri B.N. Kar	Additional Director, ILGUS	Sd/-
4	Shri Mrinal Kanti Rano	Joint Director (SD), SUDA	Sd/-
5	Shri Kishore Sengupta	Financial Advisor, SUDA	Sd/-
6	Shri H.R. Gaidari	Regional Chief of HUDCO, Kolkata Regional Office/ Representative at RC, Kolkata	Sd/-
7	Shri Sujoy Mitra	Poverty Monitoring Expert, CMU	Sd/-

1. Mission Director WBSULM initiated discussion. After detail discussion following decision have been taken Agenda wise :-

**Agenda-1- Selection process for selection of experts :-**

Following are detail of application received and result of application scrutiny and date of interview finalised.

SL No (1)	Name of Post (2)	Application Received (3)	Application Accepted (4)	Application Rejected (5)	Date of Interview (6)
1	State Mission Manager- HR & Capacity Building	48	33	15	22/12/2015
2	State Mission Manager- Social Mobilization & Institutional Development	61	34	27	23/12/2015
3	State Mission Manager- Shelter & Social Infrastructure	15	13	02	05/01/2016
4	State Mission Manager- Financial Inclusion & Micro enterprise	27	15	12	05/01/2016
5	State Mission Manager- Skill & Livelihood	48	35	13	29/12/2015
6	State Mission Manager- MIS & ME	34	25	9	30/12/2015

2. Selection Test Cum Interview of the eligible candidates as per number as in Col.(4) will be held in the dates as in Col.(5). Eligible candidates will be asked to attend at 10.00 AM on scheduled date with all original testimonials related to his educational qualification and working experience. Candidates will be examined through a computer proficiency test starting from 11.00 AM and then viva- voce starting from 11.30 AM each day. Interview & Test will be taken at CDMC Building Conference Hall 2<sup>nd</sup> Floor, ILGUS Bhaban.
3. Sri Samir Mukherjee, TA, SUDA and Sri Manish Mukherjee, IT Expert, CMU will act as a specialist for the post of SMM- Shelter & Social Infrastructure and SMM- MIS & ME.
4. Sri Sandip CP, SUDA, Sri Loknath Das, LD Clerk, CMU and Sri Puspendu Chakraborty, Computer Programmer, CMU will arrange conduct and manage Computer proficiency test of Candidates during all interview dates.
5. Sri Khudiram Goswami, AO, SUDA and Sri Mrinal Kanti Ghosh, OSD, SUDA will arrange for logistic support and supervise entire interview process.

**6. Agenda-2- Selection of Support Staff :-**

The process of selection of Support staff at SMMU has been review and it is decided that –

- A. M/S Alert Services service, placement Agency in agreement with SUDA presently, will be asked to send three names of eligible candidates for each support staff as per following.


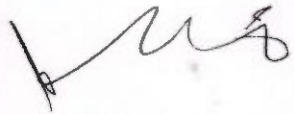
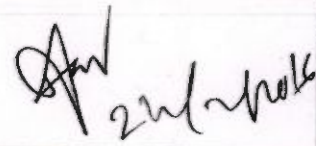
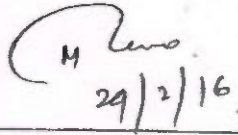
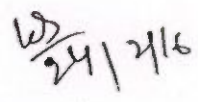
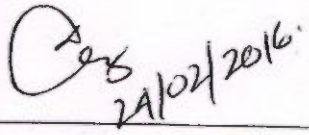

SL No	Name of Post	Total No	Remuneration	No of eligible Candidates to be proposed
1	Accountant	1	Rs. 15,000	3
2	DA Cum DEO	3	Rs. 12,000	9
3	Multi Tasking Helper	2	RS. 10,000	6

- B. Remuneration as noted in Col.3 point A above will be exclusive of other compulsory deductions, charges, etc. required as per existing terms and condition with SUDA.
- C. This committee will select one Candidate for each post from the eligible names supplied by the above service placement Agency.

As there were no other discussion the meeting ended with thanks to all.

  
**Mission Director, WBSULM**  
 &  
**Chairman of the Selection Committee**

**8th Meeting for selection of manpower at SMMU, CMMU under NULM  
held on 24.02.2016 at SUDA Conference Hall**

Sl. No.	Name	Designation & Department	Signature
1	Shri M.N.Pradhan	Mission Director, WBSULM & Chairman of the Committee	
2	Shri A.P.Roy	Director, Local Bodies	
3	Shri M.Chatterjee	Joint Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues)	
4	Shri B.N.Kar	Additional Director, ILGUS	
5	Shri M.K.Rano	Joint Director (SD), SUDA	
6	Shri K.Sengupta	Addl. Director & Financial Adviser, SUDA	
7	Shri D. Chakrabarty DGM, HUDCO	for. Regional Chief HUDCO, Kolkata Regional Office	
8		Representative from NRLM	
9		SHG & SE Deptt., Govt. of West Bengal	
10	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	

**Proceedings of 7<sup>th</sup> meeting of the Selection Committee for Selection of Manpower at SMMU, CMMU under NULM.**

**Date :- 22.01.2016 Time :- 12.00 PM Venue:- CDMC Building Conference Hall**

**1. Members Present**

Sl No.	Name	Designation & Department	Signature
1	Shri M.N. Pradhan	Mission Director, SULM & Chairman	Sd/-
2	Shri Mitra Chatterjee	Joint Secretary, M.A. Deptt, Govt of West Bengal	Sd/-
3	Shri B.N. Kar	Additional Director, ILGUS	Sd/-
4	Shri Mrinal Kanti Rano	Joint Director (SD), SUDA	Sd/-
5	Shri S.K. Mukherjee	Regional Chief of HUDCO, Kolkata Regional Office	Sd/-
6	Shri Sujoy Mitra	Poverty Monitoring Expert, CMU	Sd/-

2. Mission Director WBSULM & Chairman of the committee initiated discussion. As per his direction following compilation sheets are presented before the committee :-

- a) Marks obtained by each candidates in Computer proficiency test, Academic qualification and interview for each six post separately for selection of expert at SMMU under NULM.
- b) Panels containing the names of first three candidates as per merit taken from the compilation sheet as in (a) above for each six post of experts at SMMU under NULM.

After verification committee members approve the same panel.

Panels are given here under in detail.

**A. State Mission Manager- HR & Capacity Building**

Name	Total Marks Obtained (out of 100)	Rank as per merit list
Rituparna Banerjee	70.22	1st
Papia Chakraborty	67.62	2nd
Tapan Kumar Jana	63.95	3rd

**B. State Mission Manager- Social Mobilization & Institutional Development**

Name	Total Marks Obtained (out of 100)	Rank as per merit list
Soma Parui Das	69.23	1st
Ashmita Banerjee	67.24	2nd
Animesh Ghosh	66.04	3rd

**C. State Mission Manager- Shelter & Social Infrastructure**

Name	Total Marks Obtained (out of 100)	Rank as per merit list
Soumen De	70.84	1st
Sandip Ganguly	69.70	2nd
Sumanta Chakraborty	68.94	3rd

**D. State Mission Manager- Financial Inclusion & Micro enterprise**

Name	Total Marks Obtained (out of 100)	Rank as per merit list
Sandip Bairagi	66.95	1st
Jhumko Mukherjee	66.13	2nd
Samarjit Das	65.96	3rd

**E. State Mission Manager- Skill & Livelihood**

Name	Total Marks Obtained (out of 100)	Rank as per merit list
Animesh Ghosh	71.29	1st
Subhronil Ganguly	64.37	2nd
Sanghamitra Datta	63.97	3rd

**F. State Mission Manager- MIS & ME**

Name	Total Marks Obtained (out of 100)	Rank as per merit list
Debopriya Sengupta	68.90	1st
Amit Chaudhuri	67.54	2nd
Sanghamitra Ghosh	66.23	3rd

3. In continuation of 6<sup>th</sup> meeting selection procedure for support staff is discussed and following decisions are taken :-

- i) Candidates, whose names will be sponsored by existing placement Agency of SUDA, as per resolution of previous meeting, will undergo Computer test and viva voce.

ii) Test will be conducted with a total marks of 100 with following divisions :-

(a) Computer test = 50 marks, (b) viva = 50 marks. Date of test and other formalities will be fixed by mission Director.

iii) Mission Director WBSULM is also authorized by member to fix the date of interview in consultation and no separate meeting need to be held of the same.

Meeting was ended with thanks to and from the chair.



**Mission Director, WBSULM  
&  
Chairman of the Selection Committee**



## 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-16/2015/1145

Order

তারিখ 19/12/2017

The National Level Flagship Mission, DAY-NULM (formerly known as NULM) has already been implemented in our State by the West Bengal State Urban Livelihood Mission (WBSULM).

For implementation of DAY-NULM Programme smoothly and successfully, different categories of Human Resources (State Mission Managers, City Mission Managers, APOs, COs and Support Staff of both SMMU and CMMU etc.) have already been engaged both at State Level and at City Level. They have to travel frequently in different places within this State or other State for attending workshop, meeting, seminar etc.

Under the aforesaid circumstances, the Personnel of WBSULM (SMMU & CMMU) have been divided into four categories and their respective entitlement of mode of travel, food & lodging, allowances of road journeys including leave rules are provided as follows :-

Category of Personnel	Mode of Travel	Food	Lodging	Allowances of Road Journey
Category I : Mission Director	By Air/ Rail – AC 1 <sup>st</sup> Class	Actual expenses subject to maximum of Rs.500/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.2500/- / per day subject to production of cash receipts	Actual fare of Taxi (Hired Vehicle)
Category II : Addl./ Joint Mission Director, State Mission Managers, OSD, CPO	By Air/ Rail – AC II Tier	Actual expenses subject to maximum of Rs.500/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.2500/- / per day subject to production of cash receipts	Actual fare of Taxi (Hired Vehicle)
Category III : City Mission Manager, Other staff of State Mission Management Unit, APO	By Rail – AC III Tier	Actual expenses subject to maximum of Rs.300/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.1500/- / per day subject to production of cash receipts	Actual fare of Taxi (Hired Vehicle)/ Auto Rickshaw
Category IV : CO, Other support staff of SMMU and CMMU	By Rail – Sleeper Class	Actual expenses subject to maximum of Rs.200/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.1000/- / per day subject to production of cash receipts	Actual fare of Taxi (Hired Vehicle)/ Auto Rickshaw

Food, lodging and transport charges are not applicable when support is provided by ULBs or any other Authority.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০


Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsuda@rediffmail.com

Account Section : 2358 6408

**Entitlement of Leave:**


- Casual Leave: 14 days within the contract year, to be taken as per need with the approval of the authority. (Applicable for both contractual/agency provided Human Resources)
- Earned Leave: 30 days within the contract year to be taken with prior approval of the authority
- Medical Leave: 10 days within the contract period
- Maternity Leave- As applicable to State Govt. Employees

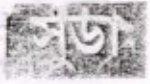
This process will be followed for all staff engaged under WBSULM.

  
Director, SUDA  
&  
Mission Director, WBSULM

**Copy Forwarded for Information and Necessary Action:**

1. Additional Director, SUDA
2. Financial Adviser & Additional Director, SUDA
3. Commissioner, .....Municipal Corporation
4. Executive Officer, .....Municipality/NAA

  
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

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ক্রমিক নং SUDA-16/2015/321

তারিখ 16.02.2016

From : Director, SUDA &  
Mission Director, WBSULM

To : M/s ALERT SERVICES  
85, A. Sen Road, Natun Pally,  
Kolkata- 700 048.

**Sub : Placement of eligible candidates for working in different capacities at State Mission Management Unit of National Urban Livelihood Mission (NULM).**

Sir,

- A State Mission Management Unit (SMMU) with undersigned being its State Mission Director has been formed under the programme National Urban Livelihood Mission.
- For smooth functioning of above mentioned SMMU different support staff will operate for day to day operation of the said SMMU.
- It is decided by the appropriate authority that support staff will be requisitioned from already engaged Placement Agency of SUDA.
- (i) Accordingly you being the engaged Placement Agency with SUDA vide NIT no WBMA/SUDA/DIR/NIT-02©/2014-15 DATED 04.06.2014. You are requested to submit a list of eligible personnel as per qualification/ number / wage structure etc.

Sl.	Name of the post	Qualification & Experience	Monthly Wages				No of Post	No of eligible person to be placed
			Monthly Total Wages (Rs.)	Administrative Charges (Rs.)	E.P.F. Deduction	E.S.I. Deduction		
1	Accountant	<b>Essential :</b> Bachelor degree in Commerce. At least two year experience in working with society, firm, association etc. <b>Desirable :</b> Proficiency in Ms-Office (Word, Excel, Power point etc.)	15,000/-	579/-	As per statutory provision	As per statutory provision	1	3

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

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Sl.	Name of the post	Qualification & Experience	Monthly Wages				No of Post	No of eligible person to be placed
			Monthly Total Wages (Rs.)	Administrative Charges (Rs.)	E.P.F. Deduction	E.S.I. Deduction		
2	Dealing Assistant Cum Data Entry Operator	<b>Essential :</b> 10+2 in any discipline and at least 6 month course in Basic Computer. At least 2 year experience in working with society, firm, association in data entry and related works in relevant field.  <b>Desirable :</b> Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point etc.)	12,000/-	463/-	-Do-	-Do-	3	9
3	Multi Task Helper	<b>Essential :</b> Madhyamik of equivalent exam pass. At least two year working experience in any organization in related field.	10,000/-	386/-	-Do-	-Do-	2	6

**D. (ii)** Candidates as per list provided by you will be tested by the appropriate committee and choose one eligible candidates for the concerned post.

**E. Terms & Conditions**

1. The agency has to execute an agreement with the State Urban Livelihood Mission (SULM) in the prescribed format.
2. Agency has to send the eligible candidates to this office on a mutually accepted date for suitability test of the candidates for the assignment for which they will be deployed.
3. All the personnel shall be liable to maintain the healthy environment, peace and the code of conduct of this office.
4. The personnel are liable to discharge the duties as per order of the Head of the office or any officer authorised by the Head of the office.
5. The placement agency shall be liable for any damage of the property of this office by the personnel placed by them.
6. This office with a prior notice of 7 (Seven) days shall make discontinuation of the service of any personnel. The agency shall be liable to replace personnel in the same rate, terms & conditions if required during the period of contract.
7. The contract shall be terminated by either of the parties after servicing of one months' notice.

8. A Bank Guarantee of Rs.50000/-(Fifty Thousand) only shall be deposited to this office by the agency. This will be released to him at the end of the contract period.
9. Under no circumstances this office will entertain any claim of the agency towards the wages and other facilities of his personnel.
10. The agency will submit the wage bill for reimbursement to this office on monthly basis. The bill is to contain details pertaining to days worked for each personnel for the month after disbursement of wages to the personnel by the 1st working day of the next month.
11. The working days and hours will be similar to the State Govt. establishment and you may have to work even in holidays and beyond schedule working hours in case of necessity.
12. Initially the period of contract is for a period of 1 (One) from the date of signing the contract, Which may be renewed after 1 year on satisfactory performance.

Yours faithfully,

*WT* 3/2/2016

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 SUDA-16/2015/1524 (61)

তারিখ 5.11.2015

From: Shri M.N.Pradhan, IAS  
 Director, SUDA &  
 Mission Director, WBSULM

To : The Mayor/ Municipal Commissioner/ Commissioner/ Chairperson

..... Municipal Corporation / Municipality.  
 (58 ULBs under NULM)

Sub: Engagement of Support Staff at City Mission Management Unit under National Urban Livelihood Mission (NULM).

Madam/ Sir,

1. Para 6.4 of operational Guideline in Capacity building and Training component (CB & T) component under National Urban Livelihood Mission (NULM) provides for engagement of Support Staff at City Mission Management Unit of each ULB under NULM.
2. Proposal was under consideration quite sometime past at Municipal Affairs Deptt. for engagement of Support Staff at SMMU & CMMU under NULM as proposed by of the committee for selection of Manpower at SMMU & CMMU level and approval has been received to engage support staff at ULB level as per following scale.

<u>ULB with two expert</u>	<u>ULB with 3 experts</u>	<u>ULB with 4 experts</u>
Accountant - 1	Accountant - 1	Accountant - 1
DA cum DEO - 1	DA cum DEO - 1	DA cum DEO - 2
	Multi Tasking Helper - 1	Multi Tasking Helper - 1

In this respect I have been directed to inform you the following :-

- A. All NULM ULB will engage support staff as per ULB wise entitlement noted above.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

B. Eligibility criteria will be :-

- 1) Accountant :-
  - i) Bachelor degree in Commerce
  - ii) At least three year experience in working with any organization of the Govt society, firm, association etc.
  - iii) Proficiency in Ms-Office (Word, Excel, Power point etc.)
  - iv) Age – 18- 40 years as on 01.04.2015
  - v) Remuneration :- Rs 14,000.00/ month.
- 2) Dealing Assistant cum Data Entry Operator :-
  - i) 10+2 in any discipline and at least 6 month course in Basic Computer.
  - ii) At least 2 year experience in working with organization of the Govt society, firm, association in data entry and related works in relevant field.
  - iii) Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point etc.)
  - iv) Age – 18- 40 years as on 01.04.2015
  - v) Remuneration :- Rs 12000.00/ month.
- 3) Multi Tasking Helper :-
  - i) Madhyamik of equivalent exam pass.
  - ii) At least two year working experience in any organization in related field.
  - iii) Age – 18- 40 years as on 01.04.2015
  - iv) Remuneration :- Rs 10000.00/ month.

C. City level Selection Committee under NULM will engage support staff as per guideline issued for engagement of experts.

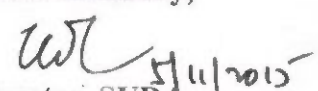
D. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.

E. Clearance to be taken from Mission Director WBSULM before final engagement in the same manner as followed in case of selection of Experts under NULM.

This has approval of Hon'ble MIC, MA and UD Deptt., Govt. of West Bengal.

Concerned ULBs are requested to complete the engagement of fresh community Organizer by January -2016.

Yours faithfully,

  
Director, SUDA

&  
Mission Director, WBSULM

**SUDA**

SUDA-16/2015/1524 (61)

5.11.2015

1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. & Addl. Director, SUDA.
2. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, M.A. & UD Departments, Govt. of West Bengal.
3. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal.

*WJ* 5/11/2015  
Director, SUDA



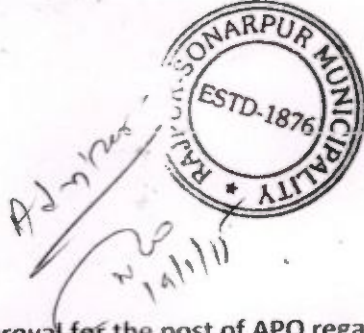
# RAJPUR SONARPUR MUNICIPALITY

P.O-HARINAVI, SOUTH 24 PARGANAS

Ref:-1798/R.S.M/14

Date:- 31.12.2014

To  
The Director  
SUDA,ILGUS Bhavan,  
HC Block, sector-III  
Bidhannagar  
Kolkata-700106



**Sub:-**Sending name for approval for the post of APO regarding NULM

**Ref:-**Notification by the dept. of Municipal Affairs, vide no.763/1(66)/MA/P/C-10/35-30/3013, dated 17.11.2014

Sir,

I am to inform you that as per resolution adopted in the Board of administrators meeting dated 02.12.2014, Sri Arijit Bose, S/O Sri Susanta Kumar Bose residing at 111, Sonarpur Station Road, Sahebpara, P.O- Sonarpur, Dist- South 24 Parganas, Kolkata-700150 who is working efficiently as the in-charge of SJSRY dept.R.S.M since last two years, being entrusted as the **Assistant Project officer (APO)** for **NULM** works under our Municipality from and on 02.12.2014.

This is for your Kind information and necessary approval at your end.

*[Signature]*  
Administrator, R.S.M &  
S.D.O, Baruiপুর Sub Division

Ref:-1798/1(6)/R.S.M/14

Date- 31.12.2014

Copy forwarded for information to-

1. Sri B.C Patra, Specil Secretary, M.A dept. Govt. of West Bengal
2. Director of Local Bodies, West Bengal
3. Sri Jiban Mukhopadhyay, hon'ble MLA, Sonarpur South Assembly constituency & Member, "Board of Administratosr", R.S.M
4. Smt. Firdousi Begum, hon'ble MLA, Sonarpur North-Assembly constituency & Member, " Board of Administratosr", R.S.M
5. Executive Officer, R.S.M
6. Finance Officer, R.S.M



*[Signature]*  
Administrator, R.S.M &  
S.D.O, Baruiপুর Sub Division

As per approval of Hon'ble MIC MA Dept in the note sheet of Flag-X two draft order for engagement of Fresh community organizer and engagement of Support Staff by City level Selection Committee at each NULM ULB are placed for kind signature & approval.

~~Director~~

~~JD(SD)~~

*n. Rao.*  
Draft signed. Fe N. 5/11/15  
*WT*  
5/11/15

FCs are placed for kind approval signature

~~Director~~

~~JD(SD)~~

*n. Rao.*  
5/11/15  
*WT*  
5/11/15

As representatives of DLB will attend CLSC meetings DLB may be communicated the recruitment Guideline for better knowledge of the representative attending CLSC meeting.

Draft place may be signed

~~Director~~

~~JD(SD)~~

~~JD(SD)~~

*n. Rao.*  
24/11/15  
*WT*  
26/11/15

Proceeding of the 6th Meeting of Manpower Committee under NULM is enclosed for signature.

As per proceeding following proposal is made:-

- ① Mrinal Ghosh, OSD, SUDA with support from SUDA office staff will arrange generation & despatch of admit card to all eligible applicant.
- ② Sri Khudiram Gowami AO, SUDA and Sri Mrinal Ghosh will personally contact all candidate over phone to ensure their attendance.
- ③ Computer test may be conducted by Sandip Gupta, CP, SUDA LK Nath Das, LDC & Prasenjit Chakrabarty, CP, CUU under supervision of Sandip Gupta CP, SUDA.
- ④ Thru draft placed for @ informing all in front no. ③, specialist as per decision no 3-Agenda-1 and all committee members to attend interview as per schedule.
- ⑤ A meeting may be convened at 11.00 AM on 16.12.15 to discuss all logistic and other arrangement.
- ⑥ AO, SUDA may be requested to arrange for tea/ snacks and ~~lunch~~ lunch packets for committee members, specialist and other members to be engaged for managing entire programme.
- ⑦ He also may be requested to place proper manpower for checking of original documents, managing the candidates and to provide support to the committee for and during the test and interview. Computer DEO, Gr-D, LDC may be deputed accordingly so that programme may run smoothly and final score sheet may be generated daily basis.

S. J. S. (S)

AO SUDA  
10/12/15

10/12/15

11/12/15

- 3 -

As entire process for selection of experts of SMMU is over and panels have been prepared next meeting of Manpower Committee may be called for approval of panel on 24/1/16 at 3:00 PM at SUDA Conference Hall.

Signed advice placed will be provided if above proposal is approved.

Director

JY/16

M. A.  
24/1/16

As per point 6 Agenda - 2 of Proceeding of 6<sup>th</sup> meeting for selection committee for Section of Manpower of SMMU, CMMU under NULM held on 8/1/15 M/S Alart Services & Placement Agency with existing agreement with SUDA will be asked to place manpower @ 1:3 for each post for engagement of support staff at SMMU under NULM.

Accordingly a draft is placed for kind approval.

Director

FA

M. A.  
17/1/16

Pl. opine.

M. A.  
17/1/16

- 4 -

## NOTE SHEET

**SUDA**

Gone to the proposal for placement of man power in three different categories at SMMU of NULM and the following suggestions is made as under:

1. The qualification and experience for the post is suggested as under:
  - A. Accountant:  
B.Com (H) for recognised University with min 3 years experience of working In working in Company/ Firm/ Registered Society/Association with proficiency in; Tally ERP9, Internet and MS office (Word, Excel, Power point).
  - B. DA cum DEO  
Passed 10+2 from any recognised Board and having with Certificate Course in Computer course from any reputed organisation with minimum 2 years working experience in registered Society/ Firm/ Company/ Association and proficiency in Tally ERP9, Internet, and MS office (Word, Excel, Power point).
  - C. Multi task Helper  
Passed Madhyamik/10<sup>th</sup> Standard from any recognised Board with knowledge of Internet, MS office with 2 years working experience in any organisation of repute.
2. The Candidates called for will be in ratio of 1:3.
3. No preference will be given to any candidate who so ever he may be.
4. Contact may be terminated by either of parties after serving one month notice in lieu of two months as stated in the draft letter.

All other terms and conditions as stated are found in order. However the agreement with the agency is advised to be executed by the Mission Director, WBSULM.

Director

FA

JB (50)

Draft placed for kind signature.

Accepted  
29/01/16

WT  
28/1/16

M. Puro  
2/2/16

Director

JB (59)

Arrange to issue the letter.

WT  
3/2/16

M. Puro  
4/2/16

~~JB (59)~~

207

- 5 -

**NOTE SHEET**

**SUDA**

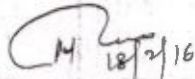
As per decision of Manpower Committee for selection of Manpower under NULM in its 7<sup>th</sup> meeting support staff at SMMU under NULM will be engaged through existing placement agency of SUDA. Placement Agency will be asked to provide a list of 3 eligible candidate for each post and WBSULM will select one from the list of three.

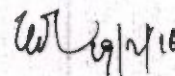
Accordingly Alert Service, existing placement Agency of SUDA has been asked to provide the list of eligible candidate for each post as learnt the Agency will submit the list by 22.02.2016.

In respect of selection of one eligible candidate from the list of three provided by the Agency following proposals are made :-

1. Selection may be held on 24.02.2016 from 10.00 AM at SUDA office Building.
2. Selection will consist of two parts :- (a) Computer test of 50 marks (b) Interview of 50marks.
3. (a) Computer Test for the post of Accountant may be taken by Sri Netai Ghorai, Accountant, SUDA, to judge the knowledge on accounting officially on Tally software.  
(b) Computer Test for DA cum DEO may be taken by Sri Sandip Gupta, Computer Programmer, SUDA.
4. Interview for all the candidate may be taken by a interview board with following members :-
  - i) Sri Mrinal Kanti Rano, JD(SD), SUDA
  - ii) Sri Kishore Sengupta, Financial Advisor, SUDA
  - iii) Sri Khudiram Goswami, A.O, SUDAInterview will be held on same day from 12.00 noon at SUDA Conference Hall.
5. A Manpower selection Committee Meeting may be called on that date at 4 PM to approve the selection.
6. (i) For verification of documents attendance etc Sri Mrinal Ghosh OSD, SUDA may be entrusted. He will be assisted by H/C, SUDA and Mrinal Kanti Majumder, DEO, SUDA.
7. A.O, SUDA may be requested to look into the logistic arrangement including refreshment for office staff working on the selection date.

Proposal are put up for approval please.

  
Joint Director (SD), SUDA



S. P. S. S.  
2016

**Reg:- Engagement of Support Staff at SMMU under NULM**

In the above context, this is to mention here that vide memo no. SUDA-16/2015/321 dt. 16.02.2016, Alert Services (Man Power Service Provider), 85, A. Sen Road, Natun Pally, Kolkata-700048, being the engaged placement agency of SUDA, was requested to submitted the list of the candidates for engagement in different capacities at SMMU under NULM (copy past in the C.P side).

Accordingly the aforesaid agency has submitted the list containing the names of 18 (eighteen) candidates for the following posts vide its memo no NIL dt. 22.02.2016.

Sl No	Name of Post	No of Post	No of Candidate
1	Accountant	1	3
2	Dealing Assistant Cum Data Entry Operator	3	9
3	Multi Task Helper	2	6
<b>Total</b>		<b>6</b>	<b>18</b>

The selection committee was formed for selection of the candidates for engagement to the aforesaid posts comprising of the following members:-

1. Mrinal Kanti Rano, Joint Director (SD), SUDA
2. Kishore Sengupta, <sup>Asst. Director 2</sup> Financial Advisor, SUDA
3. K. Goswami, A.O, SUDA

Total score of the interview for the post of Accountant, Dealing Assistant Cum Data Entry Operator and Multi Task Helper has been decided as follows.

Name of Post	Total Score	Remarks
Accountant	100	Computer proficiency test 50 + Viva- voce test 50
Dealing Assistant Cum Data Entry Operator	100	
Multi Task Helper	50	Viva- voce test 50

The interview was held on 24.02.2016 for selection of the suitable candidates for engagement to 1(One) post of Accountant, 3 (Three) posts of Dealing Assistant Cum Data Entry Operator and 2 (two) posts of Multi Task Helper. Total 13 candidates out of 18 appeared in the interview held on 24.02.2016.

Name of Post	No of candidates send by the Agency	No of candidates appeared in the interview	No of candidates absent in the interview
Accountant	3	3	0
Dealing Assistant Cum Data Entry Operator	9	6	3
Multi Task Helper	6	4	2

After end of the interview the consolidated result sheet in respect of the aforesaid post have been prepared and placed in the file

From consolidated result sheets of each post duly signed by each of the members of the selection committee, it appears that the names of the following candidates may be recommended for engagement to the aforesaid post on contractual basis as per merit list.

**Name of the post Accountant ( One Post):-**

Sl No	Name of the Candidate	Rank
1	Sri Kalyan Sadhukhan	1 <sup>st</sup>
2	Some Nath Chatterjee	2 <sup>nd</sup>
3	Tutun Roy	3 <sup>rd</sup>

**Name of the post Dealing Assistant Cum Data Entry Operator (Three Post):-**

Sl No	Name of the Candidate	Rank
1	Sri Ranjan Saha	1 <sup>st</sup>
2	Sri Susanta Sadhukhan	2 <sup>nd</sup>
3	Sri Rahul Roy	3 <sup>rd</sup>
4	Debjoy Jordder	4 <sup>th</sup>
5	Indranil Sarkar	5 <sup>th</sup>
6	Avishek Banerjee	6 <sup>th</sup>

**Name of the post Multi Task Helper (Two Post):-**

Sl No	Name of the Candidate	Rank
1	Sri Some Nath Dutta	1 <sup>st</sup>
2	Sri Biswa Nath Shaw	2 <sup>nd</sup>

Submitted for approval..

~~SD(SD)~~

25/2/16  
OSD, SUDA

Note in NSP-5 & 6 regarding engagement of support staff of SMMU may kindly be pursued. If approved Alert Service will be intimated to appoint staff as per vacancy (Accountant-2, DA Cum DEO-3, MTH-2) and place them to SMMU from the next date of signing agreement with SUDA (with SMMU).

~~Director~~  
FK

A. opine. *[Signature]*

25/2/16



From prepage:

The Selection Committee for selection of Manpower at SMMU and CMMU under NULM in its 4th meeting held on 18/08/2015 took the following decisions amongst others, the minutes of which were written accordingly:

1. To fill up the posts of Accountant, DA cum DEO and Multi-task helper from the existing outsourcing Agency supplying manpower to SUDA.
2. That Sri Mrinal Kanti Majumder, DEO, SUDA working presently with NULM assignment may be engaged as Dealing Assistant Cum Data Entry Operator, on the basis of option and fulfilling the eligibility criteria. In case of option to join at SMMU, he has to resign from the present assignment of SUDA.

Opinion :

A For the post of Accountant, the suitable candidate from the merit list be selected.

B. For the post of DA cum DEO, though Sri Mrinal Majumder did not appear in the interview on 24.02.16, yet as per the decision of the Selection Committee in its 4<sup>th</sup> meeting held on 18.08.2015 the candidature of Sri Mrinal Majumder, Computer Assistant may be considered provided he complies with the terms and conditions of the Committee as stated at 2 above and 1(one) out of the 3 (three) posts for DA cum CEO may be kept earmarked for him. The rest 2 (two) posts may be filled up from the eligible candidates.

C. For the post of Multi task Helper only 2 (two) eligible candidates appeared for and 2 (two) candidates were found ineligible as they didn't have required experience. Since the candidates called for was in the ratio of 1:3 and as the original vacancy as per minute of the Committee in its 4<sup>th</sup> meeting, for the post Multi Task Helper under NULM to be filled up from staff of outsourcing Agency, was 1 (one), only, suitable candidate ranked 1<sup>st</sup> from the merit list be selected.

D. The order for engaging 1 (one) Accountant, 3 (three) DA cum DEO and 1 (one) Multi task Helper for NULM through Outsourcing Agency may be issued with the approval of Principal Secretary, MA Deptt. Govt. of WB.

A

*[Signature]*  
Additional Director and FA 29/02/16

Proposal at A above may kindly be approved. *[Signature]*

Pl. examine & pursue selection process was approved in the Staff level selection committee held on 22/1/2016 and subsequently

Director  
Principal Secretary  
M.A. Deptt.  
Chairman, SUDA  
O. C. No. SUDA: .....  
Dated: 29-02-16/17/16  
16/2015

8.

a selection Committee formed by SUDA.  
as it appears from the note at 'A' at  
Ms P/S. & personnel have been selected  
through composite proficiency & viva voce.  
by that Committee.

'A' may be considered.

*[Signature]*  
11/3/16.

*[Signature]*  
2/3

Chm SUDA  
& P/S M/A

D/S

FA 15  
02/3/16

JD(S)  
2/3/16

As per approval above draft order for ~~engagement~~  
placement of support staff to M/S Alert Service is  
placed for signature.

*[Signature]*  
2/3/16

*[Signature]*  
2/3/16

Director

JD(S)

Flag 'A'

→ Bill No. As/B-26/2016-2017 dated 01.4.2016 from  
M/s. ALERT SERVICES, KOL-48

M/s. ALERT SERVICES, 85, A. Sen Road, Nathun Pally, KOL-48, has Submitted a Bill in duplicate amounting to Rs. 67,567/- (Rupees Sixty Seven thousand five hundred Sixty Seven) only towards the remuneration of 5 (Five) personnel for the month of March, 2016.

In this context, this is to mention here that Director SUDA & Mission Director, WBSULM ~~has~~ requested M/s. ALERT SERVICES, 85, A. Sen Rd, Nathun Pally, KOL-48, a Man power Service provider, to place the Services of the following personnel against the post noted against each <sup>of them</sup> ~~below~~ under Support Staff Category at SMMU under NULM with immediate effect vide Memo No. SUDA-16/2015/502 & SUDA-16/2015/502/1 each dated 03.3.2016

✓ Flag 'B' and 'C'

Sl No.	Name of the Personnel	Name of the Post
1.	En. Kalyan Sadhukhan	Accountant
2.	En. Ranjan Saha	DA cum DEO
3.	En. Susanta Sadhukhan	- do -
4.	En. Moinal Karbi Majumder	- do -
and 5.	En. Somnath Datta	Multi Task Helper

Contd. ---

सुडा

(11)  
NOTE SHEET

SUDA

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✓ Flag 'D & E'

In compliance with orders of the District SUDA/Mission Director, <sup>M/S ALERT SERVICES</sup> ~~WSSULM~~, placed the services of the 5 (five) Personnel mentioned prepage w.e.f. 04.3.2016 vide its letters nos. NIL each dated 4.3.16

Accordingly,

Since 04.3.2016, the aforesaid 5 (five) Personnel have been discharging their duties in their respective post at SMMU under NULM.

It is important to point out <sup>here</sup> that the monthly remuneration of the posts, to which the 5 (five) persons have been working, are as follows :-

1. Accountant = Rs. 15000/- Per month
2. DA cum DEO = Rs. 12000/- Per month
3. Multi Task Helper = Rs. 10,000/- Per month

The five personnel have been working each w.e.f. 04.3.16. So, each of them have worked for 28 days in the month of March, 2016.

The M/S. Alert Services, has claimed the 28 days' remuneration for each personnel for the month of March, 2016.

~~Submitted for~~

The Bill is in order. The Same may be passed for payment.

sd/-  
18/4/16

OSD.

The proposal for reimbursement of claim of M/S Alert Services for supply of manpower in NULM for the month of March 2016 are approved for payment.

Pl. Opine. 18/4/16

18/4/16

A.O.  
Director  
SUDA  
FR

From page:

pl. recast the claim as per existing rules applicable to other staff of Alert Services engaged in the organisation.

123  
18/4/16

Orders dated 18/4/16 above of P.A. as above may pl. be seen.

It has been ordered that the claim should be recast as per existing rules applicable to other staff of Alert Services engaged in this organisation.

Now a question has arisen as to whether the leave of the concerned 5 (five) personnel, working under NULM at SMMU on contractual basis, though their services have been placed by the Alert Service, would be similar to that of the other personnel of Alert Service, engaged in this organisation (other than NULM at SMMU).

The leave of the other personnel of Alert Service is being governed by the Labour Dept's order.

In this context, be it mentioned here that the leave rules for the contractual employees working under NULM at SMMU both at SMMU and CMNU level have not yet been issued by the M.A. Deptt. Govt. of W.B.

But, Health & F.W. Deptt, Govt. of W.B. has issued leave rules for the contractual employees working under NULM (Copy placed in the C.P. Side at Flag 'F').

Submitted for clear instruction in the matter

m. p. s.  
O.S.D. 22/4/16

A/O



= 13 =  
NOTE SHEET



All the personnel stated by the Alert Services to SUDA for different schemes is guided by the order of the Department, Govt. of West Bengal and payment has been released as per the existing rate prescribed by the Labour Deptt. Specific rate for the personnel has been prescribed in the N.V.L.M Guideline, as the order of the Labour Deptt nothing has been stated regarding the leave of the personnel. Leave of absence for one day in a month is allowed as per order, pending issuance of any specific Terms Rule for N.V.L.M by the Govt. of West Bengal. Salary may be released as per existing system.

22/11/16

Director  
(SUDA)  
FR

It opine.

WT  
28/11/16

Leave rule of WBSHR & FWS issued vide no. SHFWS/ESTD-797/2015/5879 dt. 07.04.2015 is applicable to the contractual employees working under N.V.L.M, and not applicable to the outsourced employees of M/s Alert Services working in SUDA. The order of Labour Deptt, issued <sup>from</sup> time to time determining the minimum wages as a vis leave is applicable to them as per contract with M/s Alert Services.

Director

WS  
26/10/16

AD  
O.S.R./D.I.  
10/2/2015

WT  
28/11/16

Notes and orders above

It is ordered that the leave would be applicable to the 5 (Five) personnel of Alert Services, working at SMMU under N.V.L.M against different posts, as per contract with M/s. ALERT SERVICES. They will get 1 (one) day leave in a month.

According to Attendance Register, it

Contd. from prepage

reveals that all the 5 (Five) Personnel, except ~~None~~ <sup>only</sup> ~~Sri~~

reveals that <sup>only</sup> Sri Susanta Sadhukhan, A.A. cum DEO availed himself 2 (Two) days' leave during the month of March, 2016 (From 4.3.2016 to 21.3.2016), i.e. Sri Sadhukhan has taken excess leave for 1 day ~~for the~~ during the month of ~~the~~ March, 2016. So 1 (one) day's remuneration would be deducted from the total <sup>monthly</sup> remuneration of Sri Sadhukhan for the month of March, 2016.

Accordingly, the ~~the~~ claim as submitted by M/s ALERT SERVICES Towards the remuneration of 5 (Five) Personnel <sup>working at</sup> ~~at~~ SMMU under NULM has been recast as follows: -

Particulars	remuneration <del>for 28</del>	Adm. charges	EPF@ 13.36%	ESI@ 4.75%	Entitled Amt
1. For 1 Accountant (Monthly remuneration Rs. 15000/-)	Rs. 13,548.39 / for 28 days	Rs. 579.00	<del>Rs. 1818.94</del> Rs. 1810.00	Rs. 643.55	<del>Rs. 16648.84</del> Rs. 16581.00
2. For 3 SA cum DEO @ 12000/- for month	Rs. 32,129.04 (for 28 days for 2 Personnel and 27 days for 1 Personnel)	Rs. 1389.00 @ 463 each	<del>Rs. 4425.46</del> Rs. 4292.00	<del>Rs. 154.52</del> Rs. 1526.00	<del>Rs. 39788.01</del> Rs. 39332.00
3. For 1 multi Task Helper @ Rs. 10000/-	Rs. 9032.26 (for 28 days)	Rs. 386.00	<del>Rs. 1229.29</del> Rs. 1206.71	Rs. 429.03	<del>Rs. 11076.58</del> Rs. 11054.00
Total: -					67179.46 66971/-

Contd. -

Conto. Jan Prepage

It appears from prepage, that total amount comes to Rs. ~~67,179/-~~ <sup>66,971/-</sup> instead of ~~Rs. 67,567/-~~ <sup>Rs. 67,567/-</sup> after recast.

In view of above, Rs. ~~67,179/-~~ <sup>66,971/-</sup> (Rupees Sixty Six ~~Thousand~~ <sup>Thousand</sup> nine hundred ~~less~~ <sup>seventy one</sup>) only may be re-imbursed to M/S ALERT SERVICES towards the supply of manpower (5 MTS) at SHMU under NULM, if appd.

A.O

OSD. 28/4/16

The proposal for payment as above may be approved ifo M/S Alert Services as reimbursement claim for the month of March 2016.

28/4/16

Director (SUDA)

FA

M. spine. 28/4/16

Bill for Rs. 66,971/- (net after correction) of M/s Alert Services for supplying manpowers (NULM) for March 16 may be approved.

28/04/16

28/4/16

Director

FA

CC

28/4/16



As per notes and orders at NSP-10 to 14 and prepage

As approved by Director, SUDA at prepage, to release the payment in favour of Alert Services, a transfer advice as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of Director, SUDA.

Name of the Payee	Purpose of Payment	Gross Amt. (in Rs.)	TDS Amt. (in Rs.)	Net Amt. (in Rs.)
Alert Services	Payment towards supply of 01 No. of Accountant, 03 Nos. of Dealing Assistant-cum-Data Entry Operator and 01 No. of Multi.Task Helper to NULM.cell at SUDA office during the month of March, 2016 vide their Bill No.As/B 26/2016-2017 dated 01.04.2016 against SUDA's Work Order No.SUDA-16/2015/502 dated 03.03.2016.	66,971/-	571/-	66,400/-

Additional Director  
& Financial Advisor

*Director*  
*J.S.*

*[Signature]*

*C.A.*  
*03/5/16*

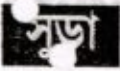
*29-4-16*

*Transfer advice may be see signed*

*29/04/16*

*[Signature]*  
*29/4/16*

*[Signature]*  
*29/4*



NOTE SHEET



Bill NO. AS/B-82/2016-2017 dtd. 2nd May, 2016  
From M/s. ALERT SERVICES, Kot-48

M/s. ALERT SERVICES, 85, A-Sen Road, Natunpally  
Kot-48, has Submitted a Bill for Rs. 72,511/-  
(Rupees Seventy two thousand five hundred eleven) only  
towards the Supply of Manpower (5 NOS.) at  
State Mission Management Unit (SMMU) under  
NULM for the month of April, 2016.

In this context, this is to mention here  
that M/s. ALERT SERVICES, a man power service  
provider, had supplied 5 Personnel mentioned  
below at SMMU under NULM since March, 2016

1. Kalyan Sadhukhan as Acell.
2. Musal Kanti Majumdar as DA cum DEO
3. Ranjan Saha as DA cum DEO
4. Susanta Sadhukhan as DA cum DEO
5. Soumath Datta as multi task helper

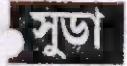
The Bill for Rs. 72,511/- (Rupees Seventy two  
thousand five hundred eleven) only, for the month  
of April, 2016, as Submitted by the aforesaid  
man power service provider, has been  
checked and found to be in order.

The aforesaid amount may be  
re-imbursed to M/s ALERT SERVICES, if added.

A/O  
H.C.  
A2  
12/5/16

12/5/16  
OSD

Coatd.



For pre-  
page:

An amount of Rs. 72,511/- may be approved  
for payment of M/s Alert Services for  
supply of manpower for NULM for the  
month of April 2016 as reimbursement  
claim.

(X)

12/5/16

Formal request to above  
may be approved.

12/5/16

13/5/16

13/5/16

D.A.  
Director  
(SUDA)

A.A.  
FA  
13/5/16

CCA

As per notes and orders at prepage and above

As approved by Director, SUDA above, to release the payment in favour of Alert Services, a transfer advice as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of Director, SUDA.

Name of the Payee	Purpose of Payment	Gross Amt. (in Rs.)	TDS Amt. (in Rs.)	Net Amt. (in Rs.)
Alert Services	Payment towards supply of 01 No. of Accountant, 03 Nos. of Dealing Assistant-cum-Data Entry Operator and 01 No. of Multi Task Helper to NULM cell at SUDA office during the month of April, 2016 vide their Bill No.As/B 82/2016-2017 dated 02.05.2016 against SUDA's Work Order No.SUDA-16/2015/502 dated 03.03.2016.	72,511/-	618/-	71,893/-

Additional Director & Financial Advisor

Director  
J.S.

(OSDS & DA)

Transfer Advice may be signed.

13/5/16

13/5/16

[Signature]

A State Level Selection Committee Meeting may be convened to address the following issues:

1. Recruitment policies for the two posts lying vacant in SMMU
  - a. State Mission Manager- Skills and Livelihoods
  - b. Multi-Tasking Helper
2. It has been observed lately that few City Mission Managers have resigned from their erstwhile ULB to join in a different ULB under the same programme in an identical post. Following are the ULBs where CMMs have tendered resignation to join in a different ULB:
  - a. City Mission Manager- Skills Micro Enterprises, MIS & ME (Naihati)
  - b. City Mission Manager- Social Development and Infrastructure (Kanchrapara)
3. Miscellaneous issues

Placed herein for kind perusal and necessary action.

*[Signature]*  
5/10/2016

A date after 20th/21st or thereafter as per convenience may be fixed preferably in the afternoon.

*[Signature]*  
5/10/16

On 25th October at 3 PM.

Arrange to call the meeting.  
Jag has the requisite draft in his custody.

*[Signature]*  
5/10/16

SMM (102)

*[Signature]*  
5/10

A draft letter has been placed in the CP side for approval.

*[Signature]*  
18/10

*[Signature]*  
18/10/16

Letters from Kharagpur, Bannipur and Talpaiguri have been received regarding filling up of COs post resulting due to i) resignation, ii) death and iii) retirement. Drafts placed in the CP side for approval.

*[Signature]*  
25/10

*[Signature]*  
29/10/16

*[Signature]*

Director

JBR (507)

Director

Director  
SOL (507)