

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 URB are placed for kind signature & approval.

Director
JSC(SD)

in Recd.
Draft signed - Fe N. 5/11/15
WTL 5/11/15

FCs are placed for kind signature -

Director
JSC(SD)

in Recd.
5/12/15
WTL 5/12/15

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

Draft place may be signed.

Director
JSC(SD)

in Recd.
24/4/15
WTL 26/4/15

Proceeding of the 6th Meeting of Non-power Committee under
 review is enclosed for signature.

As per Boarding following decided is made -

- ① General Guide, OS, SUDA with support from SUDA
 office staff will arrange generation & dispatch of admit
 card to all eligible applicant.
- ② Sr. Khudrui Ginnai AG SUDA and Sr. Arind Ghosh will
 formally contact all candidate over phone to ensure their
 attendance.
- ③ Computer test may be conducted by Sandipta, CP SUDA
 IGC with one IGC & Purbancha clerkship, CP, CDD under
 supervision of Sandipta Gupta CP, SUDA.
- ④ Show draft placed for @ informing all in front @,
 checklist to be discussion re 3-Agenda-1 and all committee
 members to attend interview on the schedule.
- ⑤ Meeting may be convened at 11:00 AM on 16.12.15 to discuss
 all initiative and other arrangement.
- ⑥ AC, SUDA may be requested to arrange for tea/
 snacks and transportation lunch packets for Committee
 members, specialist and other members to be engaged for
 monitoring candidate programme.
- ⑦ He also may be requested to place paper
 members for checking of original documents, marking of
 the candidate and to provide support to the
 committee for and during the test and interview.
 Computer, OS, CDD, IGC may be deputied accordingly.
 actual programme may run smoothly and final
 score sheet may be generated early basis.

Signature
 JDP (SS)
 AG/SUDA
 02/12/15

Signature
 02/12/15
 WJ/gp/15

As entire process for center selection of experts at
SNUU is over and final list has been prepared
next meeting of Manpower Committee may be called
for approval of proposal on 21/1/16 at 3:00 PM at
SUDA Conference Hall.

Signed notices placed will be serviced if
above proposal is approved.

~~Director~~
JSD/201

WTL
21/1/16

As per point 6 Agenda - 2 of proceeding
of 6th meeting for selection committee for selection of
members at SNUU, CNUU under a/cms held on 8/1/15
with about services to Placement Agency with existing
agreement with SUDA will be asked to place
members @ \$1.3 for each post for engagement of
support staff at SNUU under a/cms.

Accordingly a draft is placed for kind approval.

WTL
9/1/16

~~Draft~~
FA

WTL
17/1/16

Pl opine.

WTL
17/1/16

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/10th 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

JD(S9)

W acceptance
29/01/16

WT
28/1/16

Draft placed for kind signature

M. Reza
2/2/16

Director

JD(S9)

WT
2/2/16

Arrange to issue the letter

M. Reza
2/2/16

BO

307

As per decision of Manpower Committee for selection of Manpower under NULM in its 7th 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, SUDA

Interview 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




20/2/16

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 st |
| 2 | Some Nath Chatterjee | 2 nd |
| 3 | Tutun Roy | 3 rd |

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

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

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

| Sl No | Name of the Candidate | Rank |
|-------|-----------------------|-----------------|
| 1 | Sri Some Nath Dutta | 1 st |
| 2 | Sri Biswa Nath Shaw | 2 nd |

Submitted for approval.

mnp/25/2/16

OSD, SUDA

Note in NSP-5 & 6 regarding engagement of support staff at SMMU may kindly be forwarded. 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 (UBS/2016).

mnp/25/2/16

A fine. *mnp/25/2/16*

D. Saha
FR

Reg:- Engagement of Support Staff at SMMU under NULM

In the above context, this is to mentioned 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 |
| Total | | 6 | 18 |

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, ^{Adml. Director 2} 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 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 4th 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 4th 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 1st from the merit list be selected.

A' }

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.

Signature
Additional Director and FA 29/02/16

Proposal at A' above may kindly be approved. *WTC*

Pl. examine & permit selection was approved in the State level selection committee held on 22/1/2016 and subsequently

Director
Principal Secretary
M.A. Deptt.
Chairman, SUDA
O. 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
M/S. 2 personnel have been selected
through computer program & viva voce
by that Committee.

'A' may be considered.

[Signature]
11/3/16.

[Signature]
2/3

[Signature]
2/3/16

[Signature]

[Signature]
19/03/16

[Signature]
2/3/16

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

[Signature]
3/3/16

[Signature]
2/3/16

[Signature]

JD(59)

From page:

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

128
18/4/16

Orders dated 13/4/16 above of F.A as above may pr. 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 the organisation.

Now a question has arisen as to whether the leave of the concerned 5 (five) Personnel, working under NUHM 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 the organisation (other than NUHM 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 NUHM at SMMU both at SMMU and CMMU 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 NUHM (Copy placed in the C.P. Side at Flag 'F').

Submitted for clear instruction in the matter

128
OSD 22/4/16

~~A.O.~~
OSD
22/4/16

A/C

All the personnel placed by the Alert Service 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 rule prescribed by the Labour Deptt. Specific rule for the personnel has been mentioned in the N.V.L.M. Guideline. In 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 letter. Rule for N.V.L.M. by the Govt. of West Bengal salary may be released as per existing system.

22/4/16

22/4/16 (SUDA)

FR

Pl opine.

WT 28/4/16

Leave rule of WBSHRFWs 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 ^{from} time to time determines the minimum wages vs a vis leave is applicable to them as per contract with M/s Alert Services.

WS 26/04/16

WT 26/4/16

Director

AT 25/4/16

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 post, as per contract with M/s. ALERT SERVICES. They will get 1 (one) day leave in a month.

According to Attendance Register, it

Contd.

Flag 'A' → Bill NO. As/B-26/2016-2017 dated 01.4.2016 from
M/s ALERT SERVICES, KOI-48

M/s. ALERT SERVICES, 85, A. Sen Road, Natun Pally, KOI-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, Natun Pally, KOI-48, a Man power Service Provider, to place the services of the following personnel against the post noted against each ^{of them} ~~below~~ under Support Staff category at SNMU under NUIM with immediate effect vide Memo No. SUDA-16/2015/502 & SUDA-16/2015/502/1 each dated 03.3.2016

| 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 Karthi Majumder | - do - |
| and 5. | En. Somnath Datta | Multi Task Helper - |

Contd from Prepage

✓ Flag 'D'B'E'

In Compliance with orders of the District SUDA/Mission Director, UBSULM, M/S ALERT SERVICES 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 ^{here} that the monthly remuneration of the posts, to which the 5 (five) personnel 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.

18/4/16
OSD.

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

Pl. Opine. 18/4/16

18/4/16

A.O
D. J. ...
FR

Concl. from prepage

It appears from prepage, that total amount comes to Rs. ~~67,170/-~~ ^{66,971/-} instead of ~~Rs. 67,566/-~~ ^{Rs. 67,567/-} after recast.

In view of above, Rs. ~~67,170/-~~ ^{66,971/-} (Rupees Sixty Six ~~thousand~~ ^{thousand} ~~two~~ ^{nine} ~~hundred~~ ^{hundred} ~~seventy~~ ^{twenty} ~~one~~ ^{one}) only may be re-imbursed to M/s ALERT SERVICES towards the supply of manpower (5 NTS) at SHMU under NULM, if appd.

no psl
OSD. 28/4/16

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

28/4/16

M. opina. WT 28/4/16

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

bs
28/04/16

WT 29/4/16

A.O

Director
(SUDA)

FA

Director

FA

CCA

29/4/16

Contd. from prepage

reveals that all the 5 (Five) personnel, except
 (one) Sri P.

only
 reveals that Sri Susanta Sathukhan, A.A. cum DEO
 availed himself 2 (two) days' leave during the
 month of March, 2016 (from 4.3.2016 to 31.3.2016),
 i.e. Sri Sathukhan has taken excess leave for 1 day
 for the month of ~~the~~ March, 2016. So
 1 (one) day's remuneration would be deducted from
 the total ^{monthly} remuneration of Sri Sathukhan for the
 month of March, 2016.

Accordingly, the ~~the~~ claim as submitted
 by M/s ALERT SERVICES towards the remuneration
 of 5 (Five) personnel ^{working at} SAMU under NOLM has
 been recast as follows: -

| Particulars | Remuneration for 28 | Adm. charges | EPF @ 13.36% | ESI @ 4.75% | Entitled Amount |
|--|---|---------------------------|---------------------------------------|---------------------------------------|---|
| 1. For 1 Accountant (Monthly remuneration Rs. 15000/-) | Rs. 13,548.39 / for 28 days | Rs. 579.00 | Rs. 1843.74 Rs. 1810.00 | Rs. 643.55 Rs. 643.55 | Rs. 16614.37 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 | Rs. 4425.46 Rs. 4292.00 | Rs. 1544.52 Rs. 1526.00 | Rs. 37755.01 Rs. 37336.00 |
| 3. For 1 multi Task helper (@ Rs. 10900/-) | Rs. 9032.26 (for 28 days) | Rs. 386.00 | Rs. 1229.29 Rs. 1206.71 | 429.03 | 11076.58 11054.00 |
| Total: - | | | | | 67179.46 66971/- |

Contd. ---

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]

CEA
[Signature]
03/04/16

29-04-16

Transfer advice may be see signed

[Signature]
29/04/16

[Signature]
29/4/16

[Signature]
29/4



NOTE SHEET



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

Transfer advice may be signed

Director
J.S.

29-04-16

29/04/16

WT
29/4/16

DA

CEA.
03/09/16

ms
27/4

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SUDA

for pre-
page

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

12/5/16

Proposal marked 'A' above
may be approved.

12/5/16

13/5/16

13/5/16

S.A.
Director
(SUDA)

As
E.A.
22/5/15

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
S.S.

13-05-16 Transfer Advice may be: be signed

13/5/16
13/5/16

Handwritten signature

Reg:- ^{fresh} Renewal of engagement of 5 nos. of State Mission Managers at SMMU under Day-NULM.

In connection with the above, this is to ~~state~~ mention here that the following 5 nos. of State Mission Manager at SMMU under Day-NULM joined their respective post w.e.f. the date mentioned against each.

1. Smt. Rituparna Banerjee w.e.f. 18.2.16
2. Smt. Soma Parui Das w.e.f. 18.2.16
3. SARI Soumen De w.e.f. 16.2.16
4. SARI Sandip Baskragi w.e.f. 1.3.16
5. SARI Amit Chaudhuri w.e.f. 4.4.16

The contractual services of the Managers at S.no. 1 and 2 above will expire w.e.f. each w.e.f. 17.2.16

The contractual services of the Manager at S.no.3 will expire w.e.f. 15.2.16

The contractual services of the Manager at S.no.4 and 5 will expire w.e.f. 28.2.16 and 3.4.16 respectively.

In this context order of dated 9.2.07 of the Secy, ^{UDSMA} regarding fresh engagement of the above 5 SMMs may kindly be seen. (~~File linked with below~~)

In view of above, the dates of fresh engagement of the above

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@ 28 —

NOTE SHEET

SUDA

Contd. from page

5 (Five) SMM at SMMU under Day-NDUM would be as follows: —

1. Rituparna Banerjee w.e.f. 18.2.16
2. Sonaparsi Das w.e.f. 18.2.16
3. Somen De w.e.f. 16.2.16
4. Sandip Baisagi w.e.f. 1.3.16
5. Amit Chaudhuri w.e.f. 4.4.16

Submitted for Consideration.

~~SD (SD)~~

~~OSD. 23/2/17~~

Fresh engagement of above SMMU manpower may be approved as per date proposed above.

~~Director~~

Secretary
WDMA Deptt.

~~M. No. 23/2~~

~~23/2/17~~

~~23.02.17~~

U.O. No. SUDA: 174/17
Dated: 23-02-17

[17-16/2015]

17 SUDA

NOTE SHEET

SUDA

As per the approval of Secretary, MA Dept., in the prepage, we may allow communication allowances for the following officials of SMMU, WBSVCM @ 750 /month:

- ① Rituparna Banerjee - SMMU - HR and CB.
- ② Sonu Pami Das - SMMU - SMD
- ③ Sandip Bhaugji - SMMU - FI and ME
- ④ Soumen Be - SMMU - J and SE
- ⑤ Amit Chaudhuri - SMMU - MS and ME.

Placed herein for further proceedings with accounts department for release of communication allowances claim from the month of July 2016.

[Signature] SMMU - HR and
04/10/2016.

~~JD~~

As approved prepage proposal above may be considered and PO SUDA may be requested to release the claim

[Signature]
9/11/16.

~~Director~~
~~JD~~
FO

Pl re-imburse on monthly basis upto the ceiling of Rs. 750/-

[Signature]
05/10/16

CCA

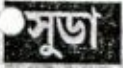
[Signature]
05/10/16

As per notes and orders at prepage and above

For kind information and further necessary instruction please.

Additional Director & Financial Adviser

[Signature]
27-10-16



NOTE SHEET



It has been observed that for smooth implementation of the programme, regular tele-communication with city level officials has increased in the past few months and has become absolutely necessary to monitor the actual progress of the works at the ULB/ward level. Therefore, a communication allowance may kindly be allowed for the staff of SMMU, WBSULM. It is also requested to take into account that a hefty amount has already been spent by the SMMs for monitoring the progress and hand-holding support to the CPOs, CMMs and other programme staffs. Therefore, an amount may also be approved for SMMs and Support Staffs from April 2016 till the current month as communication allowance in line with the proposed amount. Following are the tentative amount which may be provided for different tier of programme personnel at the earliest for repeated programmatic follow ups and timely report returns.

| Sl. No. | Personnel | Amount (In Rs.) | Tier |
|---------|------------------------|-----------------|------|
| 1 | State Mission Managers | 750 | SMMU |
| 2 | Support Staff | 400 | SMMU |

Placed herein for your kind approval and disbursement.

[Signature]
22/9/2016
SMM - HR and CB

JD (SD)

Proposal above regarding reimbursement of mobile expenses of SMMU manpower including SMM & support staff as per rate proposed above may be approved.

[Signature]
22/9/16

[Signature]

Proposal above for re-imbursement of mobile phone expenses for State Mission Manager & support staff on monthly basis may kindly be allowed for smooth implementation of DAY-NULM.

[Signature]
23/9/16

How many such staff are there?
Let's allow to officers only, who need to contact ULB.

[Signature]
29.9

Secretary, H.A. DUDA
Chairman, SUDA

no- 728/16

d- 26.09.16

no- 302/2015(0-1)

[Signature]
Director, SUDA

JD (SD)

[Signature]
21/9/16

[Signature]
SMM (HR)

Fresh engagement of the person stated in 'x' forepage may be considered for one year w.e.f 4.3.17.

The committee constituted for this purpose has also recommended fresh engagement of the person mentioned at forepage 'x'.

Submitted for Consideration and approval.

~~Secretary
UDMA Deptt.~~

~~Signature
15/3/17~~

As proposed.

4.3.17

~~Dir SUDA~~

~~JD (SM)~~

~~Signature
17/3/17~~

~~OSD
NULM~~

~~Signature
20/3/17~~

Accordingly a draft/p.c is placed below for Perusal & Sig.

~~Signature
20/3/17~~

~~JD (NULM)~~

Engagement letters of the 4 personnel of Host Services may be signed

~~Signature
20/3/17~~


~~Director SUDA~~

NOTE SHEET

সূডা

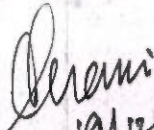
SUDA

Draft placed in the PVD as directed.
If approved, may kindly be signed for
circulation.

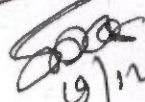

19/12/2017

Draft may kindly be signed

S. Chaki,
Additional
Director,
SUDA


19/12/17

Director


19/12/17

সূডা

NOTE SHEET

SUDA

A letter has been received from Midnapore Municipality vide memo no: 4920 NULM, Dated: 04.03.2017, regarding participation of State Mission Manager of SMMU for Financial Literacy cum Orientation Camp for Self Help Groups on 08.03.2017 at Sports Complex. As per the direction of Director, SUDA and Mission Director, WBSULM, Mr Sandip Bairagi may be deputed to attend the programme on the aforesaid date. Therefore, a car may be hired in this regard to attend the programme on behalf of SMMU, WBSULM.

The proposal has been placed herein for your kind approval.



Rituparna Banerjee

SMM- HR & CB

&

Team Leader,

SMMU, WBSULM

Director, SUDA
&
Mission Director,
WBSULM

Team Leader
WBSULM

