

# WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

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

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

SUDA-177/2018/ 8423

Date: -02/01/2020

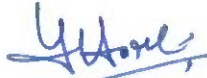
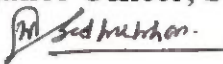
## Memorandum

Release of fund to Katwa Municipality for construction of shelter for Urban Homeless under DAY-NULM

Funds shown herein are being released electronically in favour of Katwa Municipality for 'construction cost' of shelter for urban homeless under DAY-NULM. This release is the final installment.

Utilisation Certificate of the funds received from SUDA may please be sent to this office in GFR-12C and uploaded at [sudawb.org](http://sudawb.org) →e-services positively within 90 days.

SL NO.	Name of ULB	Amount (Rs. In Lakh)		Total
		Central Share	State Share	
I.	Katwa Municipality	13.97	9.32	23.29

  
Finance Officer, SUDA  


SUDA-177/2018/8423/1(2)


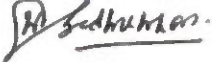
02.01.2020

Copy for information to:

The Chairperson/Executive Officer of Katwa Municipality.

He/she is requested to verify the respective Account of NULM of ULBs that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA.

2. SMM, S&SI, NULM.

  
**Finance Officer, SUDA**  


সুডা

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

SUDA-177/2018/8140

27.12.2019

ক্রমিক নং .....

তারিখ .....

From : Director, SUDA


To : The Manager,  
State Bank of India,  
Salt Lake City, Kolkata - 700 091.Sub: Electronic Transfer of Fund debiting this office  
Current Account No. 37715094723

Shelter for Urban Homeless under NULM

Sir,

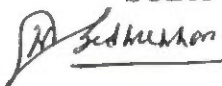
You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. 37715094723 lying with your branch in respect of construction cost of shelter for Urban Homeless under DAY-NULM.

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	DAY NULM KATWA MUNICIPALITY	23,29,000.00	IDBI Bank, Katwa Branch, A/C No. 1930104000042486, IFS Code. IBKL0001930
	TOTAL	23,29,000.00	
(Rupees Twenty three lakh twenty nine thousand only)			

  
(Petrus Anuranjan Soreng)  
Finance Officer  
SUDA



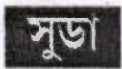
  
(Debarati Dutta Gupta)  
Director  
SUDA



দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



NOTE SHEET



Sub: Release of fund (final instalment) for construction 50 bedded shelter unit at 1 no. of Shelter for Urbane Homeless (SUH) under DAY-NULM in favour of Katwa Municipality.

As per NSP-01 & 05, one 50 bedded shelter unit under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM at Katwa Municipality with approved cost of Rs. 116.49 Lakh (excluding DPR preparation cost) was approved by Project Sanction Committee (PSC) in its 11 th meeting. Out of which Civil, S&P, Electrical work cost is Rs 103.49 Lakh, Cost for furniture & Utensils is Rs. 8.71 Lakh, WBSEDCL Service connection cost is Rs. 0.50 Lakh, Fire fighting cost is Rs. 0.40 Lakh & Contingency Rs. 3.39 Lakh.

Based on this approval, fund to tune of Rs. 93.20 Lakh was released in favour of Katwa Municipality in two instalments. Now Concerned ULB has submitted the Utilization Certificate. As per report available at this office, construction work of this shelter unit is completed and it is functional. Copy of photographs of completed shelter unit is placed in the C.P. side. Fund has been released as per ~~NULM guidelines Central State share 60:40 unit under the scheme Shelter for NULM guidelines, Central State share 60:40 under SUH content.~~ Utilization Certificate of 1 st & 2 nd instalment of construction cost to the tune of Rs. 85.79 Lakh have been received by this office in GFR 12C duly signed by Chairman, Katwa Municipality & authenticated by Executive Engineer, MED Burdwan Division as per prevailing norms. A requisition of fund of 3 rd or final instalment has been submitted by the concerned ULB.(Copy placed in the C.P. side mark as 'X')

As per field implementation guidelines of SUH, further instalment may be released after receiving of 70% utilization of previous instalments. Here 94 % UC of previous instalments has been received for one shelter unit.

Now an amount of Rs. 23.29 Lakh (Central Share Rs. 13.97 Lakh & State Share Rs. 9.32 Lakh) (including 3% contingency) may be released as final instalment of sanctioned project cost in favour of the Katwa Municipality for the settlement of the bills as per prevailing norms.

Submitted for your kind perusal.

*Add. mission Director, NULM*

*SD 28/11*

*Of the ₹ 93.20 lakh released in favour of the Katwa Municipality, in 2 instalments for the construction of 1 No. of SUH at Municipal land adjacent to the play ground at Ward No 17, Katwa M, a sum of ₹ 85,79,600/- only has been spent and remaining amount of ₹ 7,40,340/- will be spent in the following months. The remaining amount of ₹ 23.29 lakh only may be released in favour of Katwa M.*

সূত্র

NOTE SHEET

SUDA

A picture of the SVK taken on present date is also annexed.

*[Signature]*  
2.11.24.

Director

AD (NULM)

May pl place it in e-office.  
SP/612

As directed put up in e-office  
*[Signature]*

*[Signature]*

Receipt No : 882765/2019/NULM SEC(SUDA)



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From :

*Rabindra Nath Chatterjee*

Chairman

Katwa Municipality

FAX NO - 03453 - 258160

Kat : (03453) 255-160 Chamber

Kat : (03453) 255-005 Office

Memo No 135/NULM/K m.

Dated, Katwa, the 21.11.2019

To,  
The Director  
SUDA SULM  
Kolkata

Sub: - Requesting 20% fund for SUH Construction cost of Katwa Municipality

Madam,

The Katwa Municipality has constructed a 50 bedded four storied shelter for urban homeless at municipal land. This shelter has been started from 19<sup>th</sup> august 2019. Katwa municipality received 80% of funds from the total cost for this construction till date.

Therefore, madam, I am requesting you to kindly release rest of 20% of the fund (Including 3% of contingency). This is a humble request if you can kindly accord the necessary financial sanction for the said SUH.

Thanking you

Encl: As Started.

*R.N.C.*  
Chairman

Katwa Municipality

**Chairman**  
**Katwa Municipality**

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE CHIEF ENGINEER**  
**Municipal Engineering Directorate**

BikashBhawan, South Block (1<sup>st</sup> Floor) Salt Lake, Kolkata - 700091  
Phone No: (033)2337-1331/ (033)2358-3347 Fax: (033) 2337-5474  
E-mail: ce\_medte@yahoo.com

No. ME/ 860/1M-54/2014 Pt-(VI)

Dated: 20/11/19

From: The Chief Engineer,  
Municipal Engineering Directorate.

To: The Director, SUDA,  
ILGUS Bhaban, H.C. Block, Sector-III,  
Salt Lake, Kolkata- 700 106.



AD (NULM)  
Asif

Sub: Submission of Utilization Certificate as on 18.10.2019 for Shelter for Urban Homeless at Municipal land adjacent to TAC playground at ward no. 17 under NULM programme within Katwa Municipality

Madam,

Please find enclosed herewith the Utilization Certificate as on 18.10.2019 for Shelter for Urban Homeless under NULM programme within Katwa Municipality duly signed by the Executive Engineer, Burdwan Division, MED for favour of your kind information and taking further necessary action from your end.

Yours faithfully,

Encl: -As stated

Asif 20/11/19  
Chief Engineer, M. E. Dte.

File No. SUDA-14012(14)/18/2019-NULM SEC(SUDA)-SUDA (Computer No. 246160 )

Receipt No : 882765/2019/NULM SEC(SUDA) KATWA MUNICIPALITY

P.O. - KATWA, DIST. - PURBA BARDHAMAN

GFR 12-C

(See Rule 239)

## UTILIZATION CERTIFICATE

(Where expenditure incurred by Govt. bodies only)



For Construction of 50 bedded four storied Shelter For Urban Homeless at Municipal Land adjacent to TAC Play Ground at Ward No. 17, Katwa within Katwa Municipality under DAY-NULM Grant for Fin. Year 2017-18

Sl. No.	Letter No. and Date	Amount (INR)	
1	SUDA - 177/2018/1057, Dated - 24/09/2018.	Rs. 46,60,000/- (Central Share Rs . 27,96,000.00 + State Share Rs. 18,64,000.00)	Certified that out of 93,20,000/- (Rupees Ninety Three Lakhs Twenty Thousand) only of grant sanctioned during the year 2017-18 in favour of Katwa Municipality vide sanction Letter nos. given in the margin and Rs. 7,40,340/- (Rupees Seven Lakhs Forty Thousand Three Hundred Forty) only on account of unspent balance of previous year, a sum of Rs. 85,79,660/- (Rupees Eighty Five Lakhs Seventy Nine Thousand Six Hundred Sixty) only has been utilized for the purpose of Construction of 50 bedded four storied Shelter For Urban Homeless at Municipal Land adjacent to TAC Play Ground at Ward No. 17, Katwa within Katwa Municipality under DAY-NULM Grant for Fin. Year 2017-18 for which it was sanctioned and that the balance of Rs. 7,40,340/- (Rupees Seven Lakhs Forty Thousand Three Hundred Forty) only remaining unutilized at the end of the year will be adjusted / utilized in next year.
2	SUDA - 135/2018/3402, Dated - 23/04/2019.	Rs. 46,60,000/- (Central Share Rs . 27,96,000.00 + State Share Rs. 18,64,000.00)	
<b>Total</b>		<b>Rs.93,20,000/-</b>	

2. Certified that, I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised :

Examination of 1. Vouchers, 2. Cash Book, 3. Ledger, 4. Statement of Expenditure and 5. Statement of Fund position.

*Souman Sen*  
*refokh*  
Manager  
Social Development &  
Infrastructure  
Katwa Municipality

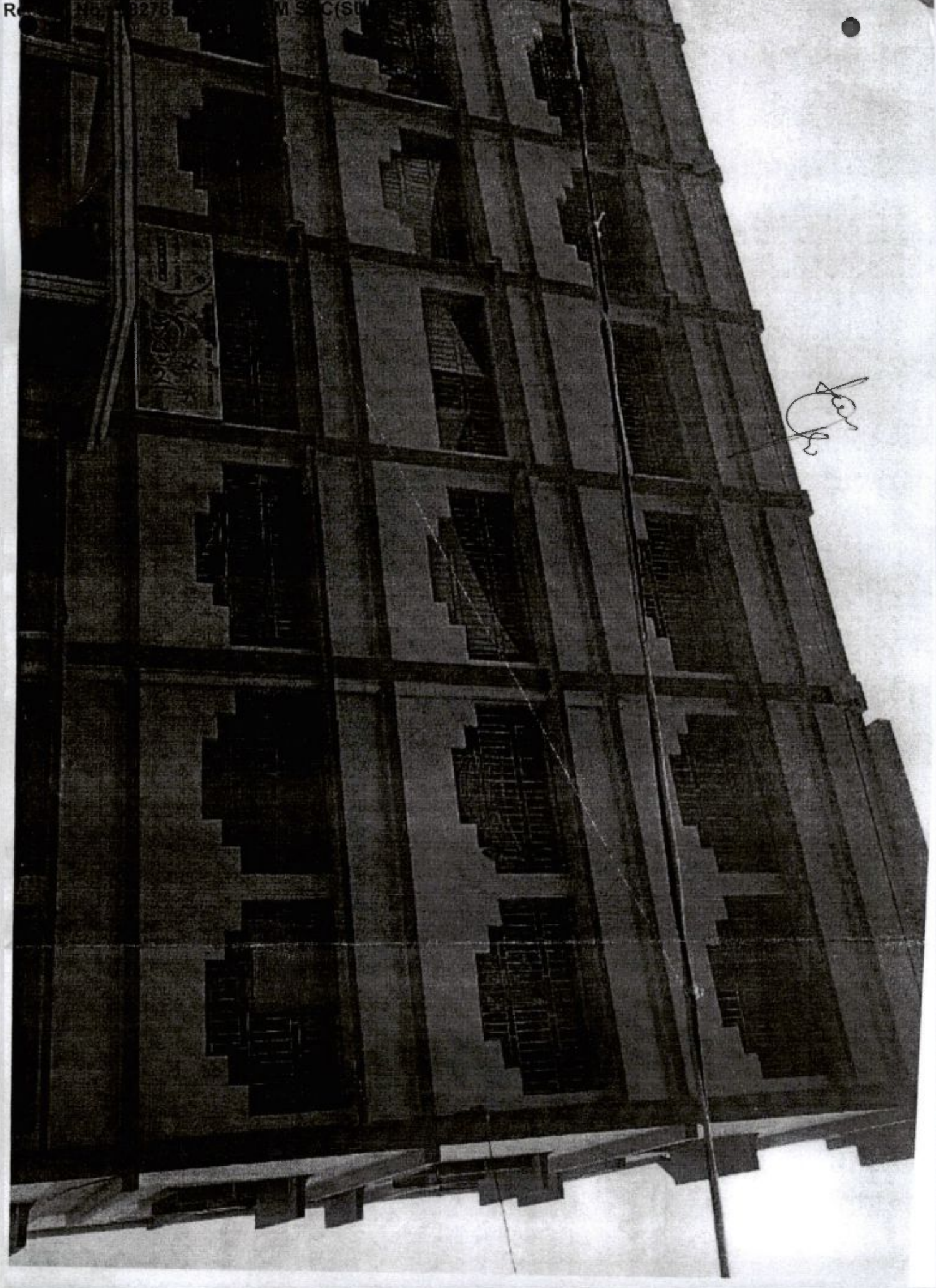
*Sub*  
18/10/19  
Sub-Assistant Engineer  
Katwa Municipality

*Sub*  
18/10/19  
Executive Engineer  
Burdwan Division  
Directorate

*18/10/19*  
Executive Officer  
Katwa Municipality

*18/10/19*  
Chairman  
Katwa Municipality





R...

NR. 18278... M SEC(SU...

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NOTE SHEET



Sub: Release of fund (1<sup>st</sup> instalment) in favour of Katwa Municipality for construction of Shelters for Urban Homeless (SUH) a component under DAY-NULM

Proposals of one 50 bedded shelter unit under the scheme Shelter for Urban Homeless (SUH) was approved by Project Sanction Committee (PSC) in favour of Katwa Municipality on 04.04.2018 with an amount of Rs. 116.49 Lakh (copy of administrative approval letter is placed in the C.P. side)

Now, as per Guidelines of DAY-NULM, construction cost of shelters will be shared by the Govt. of India and the State Govt. in the ratio of 60%: 40%. Operational guidelines of filed level implementation of the scheme Shelter for Urban Homeless also stipulate that funds will be released in favour of the implementing ULBs in three instalments 40%, 40% and 20% basis.

It may be noted that an email has received by this office regarding the release of fund for construction of this shelter unit under the scheme shelter for urban homeless (copy enclosed). It may be further noted that it appears from the email that work order has been issued by the concerned ULB to Samsur Alam, Katwa Burdwan Road on 05.09.2018.

Therefore, as per the existing norms, Rs. 46.60 Lakh (40 % of the approved cost) out of which Rs. 27.96 Lakh is central share and Rs. 18.64 Lakh is State share, may be released as 1 st instalment in favour of the Katwa Municipality for the construction work of the said Shelter unit.

Submitted for your kind perusal.

~~Deputy  
Director  
SUDA~~

SR  
11.9.18  
Soumen De  
SMM-S & SI, WBSULM

Proposal 'A' - may be approved  
& fund amounting Rs. 46.60 Lakh  
may kindly be released.

11/9/18

~~Director~~

Considering PSC approval at para 'x'  
and notes above, proposal under  
para 'A' may be approved.

~~Pr. Secretary  
UDLMA Dept.~~

Self 12/9/18

U.O.No.SUDA: 593  
Date: 13/09/2018  
FO

Director, SUDA  
Acct (NULM)

13/10/2018

Pl. R. 17/9/18

सूडा

NOTE SHEET



As per notes and orders at pre page

As approved by Pr. Secretary of UD&MA Dept. & Director, SUDA at page-01, to transfer the fund in respect 1<sup>st</sup> instalment of construction cost of SUH under NULM, a transfer Advice amounting to Rs. 46,60,000.00 (Fourty six lakh sixty thousand) only have been prepared and placed herewith for signature of Finance Officer, SUDA and Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

~~FO, SUDA~~

M. Khuram  
29.09.2018

Signed.

*[Signature]*  
29.09.18

*[Signature]*  
29/9/18

~~FO, SUDA  
(PAS)~~

Memorandum sent to signed regarding construction cost of SUH (1st instalment) under 001-NULM.

~~FO, SUDA~~

M. Khuram  
24.09.2018

Signed.

*[Signature]*  
24.09.18

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NOTE SHEET

SUDA

Sub: Release of fund (2 nd instalment) for construction of Shelter for Urban Homeless (SUH) under DAY-NULM in favour of Katwa Municipality.

It may be mentioned that a 50 bedded shelter unit under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM with an approved project cost of Rs. 116.49 Lakh (excluding DPR preparation cost) was approved by Project Sanction Committee (PSC) in its 11 th meeting in favour of Katwa Municipality.

As per DAY-NULM present guidelines the funding pattern of Central & State share is 60:40. The Central share is Rs. 69.90 Lakh & State share is Rs. 46.59 Lakh for <sup>Katwa S.E.</sup> Katwa Municipality. So far 1 st instalment to the tune of Rs. 46.60 Lakh (Central: 27.96 Lakh & State: 18.64 Lakh) was released in favour of the Katwa Municipality on 19.07.2016 (copy enclosed).

Now, the progress of construction work is 70% as per report available at this office. Utilization Certificate of 1 st instalment of Rs. 46.60 Lakh has been received (copy enclosed) by this office in GFR 12C duly signed by the Executive Officer, Katwa Municipality (copy enclosed) and authenticated by Executive Engineer, Burdwan Division, MED as per prevailing norms.

As per field implementation guidelines of SUH, 2 nd instalments may be released after receiving of 70 % UC of 1 st instalment. Here UC has been received in full.

Therefore it is proposed to release an amount of Rs. 46.60 Lakh (Central Rs. 27.96 Lakh and Sate Share Rs. 18.64 Lakh) as 2 nd instalment in favour of the Katwa Municipality for the settlement of the bills for construction of SUH as per filed implementation norms.

Submitted for your kind perusal.

Joint Director  
SUDA  
Rao, SUDA  
TMO, DINA

SD  
26.03  
19

"A" may be considered as availability of fund.

Acch. P  
Pl. put up with availability of fund for SUH.  
27.3.19

গুড

NOTE SHEET

SUDA

As per notes and orders at prepage

Fund availability statement for Construction of Shelters for Urban Homeless under NULM placed in the file for kind perusal please.

Finance Officer

*[Signature]*  
27-03-19

AMD, NULM

*[Signature]*  
27-03-19

Notes prepage may kindly be seen.

First installment of fund released in favour of Katwa Municipality amounting to Rs.46.60 lakh has been fully utilised. UC placed in the cp side.

As per the guidelines, 2<sup>nd</sup> installment of Rs.46.60 lakh may now be released. Requisite fund is available under the programme as endorsed by the Finance Officer.

Approval for release may be accorded.

Director, SUDA

*[Signature]*  
AMD

May be approved.

Ref 5/4/19

Prs. Secretary  
UD & M&D Dept.

U.O. No. SUDA 214

Dated 08/04/19

File No. 135/2018

*[Signature]*  
9/11/2019

Director, SUDA

Ref 12/4/19

JD/KO

Acch. NULM

M. Proan  
*[Signature]*  
12.04.19

*[Signature]*  
12/4/19

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NOTE SHEET

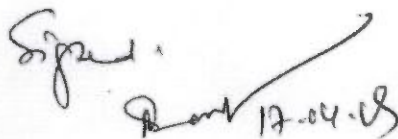
SUDA

As per notes and orders at per page

As approved by pr. secretary of uo and ma dept. and Director, SUDA at page 02, to transfer the fund in respect of installment of project cost of SUT under NULM, a transfer Adv. amounting to Rs. 46,60,000.00 (Rupees forty six lakh sixty thousand) only have been prepared and placed herewith for signature of FO, SUDA and FO, SUDA prepare for onward transmission to state Bank of India Salt Lake Sec-I Branch for making transfer of funds.

FO, SUDA

As per submission.  
27.04.2019.

Signed: 

27/4

FO (P&S)

Memorandum no. SUDA-1357/2018/3402 dated. 23.04.2019 regarding fund release under SUT of NAT-NULM to various municipalities. The necessary documents have been prepared and placed herewith for signature of FO, SUDA prepare.

FO/SUDA

As per submission.  
23.04.2019.

Signed: 



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From :

**Rabindra Nath Chatterjee**

Chairman

Katwa Municipality

FAX NO - 03453 - 258160

Kat : (03453) 255-160 Chamber

Kat : (03453) 255-005 Office

Memo No 135/NULM/K m.

Dated, Katwa, the 21.11.2019

To,  
The Director  
SUDA SULM  
Kolkata

Sub: - Requesting 20% fund for SUH Construction cost of Katwa Municipality

Madam,

The Katwa Municipality has constructed a 50 bedded four storied shelter for urban homeless at municipal land. This shelter has been started from 19<sup>th</sup> august 2019. Katwa municipality received 80% of funds from the total cost for this construction till date.

Therefore, madam, I am requesting you to kindly release rest of 20% of the fund (Including 3% of contingency). This is a humble request if you can kindly accord the necessary financial sanction for the said SUH.

Thanking you

Encl: As Started.

  
Chairman

Katwa Municipality

**Chairman**  
**Katwa Municipality**

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE CHIEF ENGINEER**  
**Municipal Engineering Directorate**

BikashBhawan, South Block (1<sup>st</sup> Floor) Salt Lake, Kolkata – 700091

Phone No: (033)2337-1331/ (033)2358-3347 Fax: (033) 2337-5474

E-mail: ce\_medte@yahoo.com

No. ME/ 860/IM-54/2014 P7-VI

Dated: 20/11/19

From: The Chief Engineer,  
Municipal Engineering Directorate.

✓ To: The Director, SUDA,  
ILGUS Bhaban, H.C.Block, Sector-III,  
Salt Lake, Kolkata- 700 106.



AD (NULM)  
P.P.

**Sub: Submission of Utilization Certificate as on 18.10.2019 for Shelter for Urban Homeless at Municipal land adjacent to TAC playground at ward no. 17 under NULM programme within Katwa Municipality**

Madam,

Please find enclosed herewith the Utilization Certificate as on 18.10.2019 for Shelter for Urban Homeless under NULM programme within Katwa Municipality duly signed by the Executive Engineer, Burdwan Division, MED for favour of your kind information and taking further necessary action from your end.

Yours faithfully,

Encl: -As stated

  
Chief Engineer, M. E. Dte.



KATWA MUNICIPALITY  
P.O. - KATWA, DIST. - PURBA BARDHAMAN  
GFR 12-C

(See Rule 239)

**UTILIZATION CERTIFICATE**

(Where expenditure incurred by Govt. bodies only)



For Construction of 50 bedded four storied Shelter For Urban Homeless at Municipal Land adjacent to TAC Play Ground at Ward No. 17, Katwa within Katwa Municipality under DAY-NULM Grant for Fin. Year 2017-18

Sl. No.	Letter No. and Date	Amount (INR)	
1	SUDA - 177/2018/1057, Dated - 24/09/2018.	Rs. 46,60,000/- (Central Share Rs . 27,96,000.00 + State Share Rs. 18,64,000.00)	Certified that out of 93,20,000/- (Rupees Ninety Three Lakhs Twenty Thousand) only of grant sanctioned during the year 2017-18 in favour of Katwa Municipality vide sanction Letter nos. given in the margin and Rs. 7,40,340/- (Rupees Seven Lakhs Forty Thousand Three Hundred Forty) only on account of unspent balance of previous year, a sum of Rs. 85,79,660/- (Rupees Eighty Five Lakhs Seventy Nine Thousand Six Hundred Sixty) only has been utilized for the purpose of Construction of 50 bedded four storied Shelter For Urban Homeless at Municipal Land adjacent to TAC Play Ground at Ward No. 17, Katwa within Katwa Municipality under DAY-NULM Grant for Fin. Year 2017-18 for which it was sanctioned and that the balance of Rs. 7,40,340/- (Rupees Seven Lakhs Forty Thousand Three Hundred Forty) only remaining unutilized at the end of the year will be adjusted / utilized in next year.
2	SUDA - 135/2018/3402, Dated - 23/04/2019.	Rs. 46,60,000/- (Central Share Rs . 27,96,000.00 + State Share Rs. 18,64,000.00)	
<b>Total</b>		<b>Rs.93,20,000/-</b>	

2. Certified that, I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised :

Examination of 1. Vouchers, 2. Cash Book, 3. Ledger, 4. Statement of Expenditure and 5. Statement of Fund position.

*Souman Sen*  
*refokh*  
**Manager**  
**Social Development & Infrastructure**  
**Katwa Municipality**

*18/10/19*  
**Sub-Assistant Engineer**  
**Katwa Municipality**

*12/10/19*  
**Executive Engineer**  
**Burdwan Division**  
**M. E. Directorate**

*12/10/19*  
**Executive Officer**  
**Katwa Municipality**

*18/10/19*

*18/10/19*  
**Chairman**  
**Katwa Municipality**



## 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- 23/2014(Pt) / 6520

19.09.2019  
তারিখ .....From: Joint Secretary, UD & MA Dept.  
& Mission Director, NULMTo: Chairman,  
South Dum Dum Municipality

Sub: Identification of suitable land for setting up of shelter under the scheme shelter for Urban Homeless (SUH) under DAY-NULM


Madam/ Sir,

You may be aware that Shelter for Urban Homeless (SUH) is one of the major component under DAY-NULM. This is to inform you that a road map for the aforesaid scheme was submitted by the State Government on 2018 before the Hon'ble Supreme Court of India. As per this road map, a shelter unit is required to be set up under your ULB to cover the homeless population of your ULB. Necessary fund for construction of the shelter unit will be provided from this scheme along with an operation & maintenance of the shelter unit for 5(five) years from the date of operationalization. In this context you are requested to identify a suitable land measuring of 6 kathas (approx) for setting up a 50 bedded shelter unit (dimension 22.8 m x 11 m) under the aforesaid scheme & to send a proposal to this office to accord approval

Your reply should reach this office within 25 th September, 2019.

Treat it most urgent.

Yours faithfully,

  
19-09-19
Joint Secretary, UD & MA Dept.  
& Mission Director, NULM

Memo No. SUDA- 23/2014(Pt) / 6520 / 1(2)

19.09.2019

Copy forwarded for information to:

1. District Magistrate, North 24 Parganas
2. P.S. to Principal Secretary to the Govt. of West Bengal, UD & MA Dept.

  
19.09-19
Joint Secretary, UD & MA Dept.  
& Mission Director, NULM

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

SUDA-177/2018/ 5920

22.08.2019

ক্রমিক নং .....

তারিখ .....

**From :** Shri Joly Chaudhuri WBCS (Exe.),  
Jt. Secretary, UD & MA Department &  
Addl. Mission Director, WBSULM

**To :** Chairperson,  
Katwa Municipality,  
District : Purba Burdwan.

**Sub : Regarding the request for relaxation of security deposit money for Vivekananda ALF to function the SUH**

Ref. memo no. 20/NULM/KM dated: 23.07.2019

Sir,

With reference to your aforementioned letter this is to inform you that as Executive Committee of NULM, Katwa Municipality has been decided to hand over the SUH to ALF for functionalization, therefore the decision regarding relaxation of security deposit money for Vivekananda ALF may be taken by the concerned Committee.

This is for your kind information & necessary action.

Yours faithfully,

*J. Chaudhuri*  
22-08-19  
Jt. Secretary, UD & MA Dept.  
&  
Addl. 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



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From :

*Rabindra Nath Chatterjee*

Chairman

Katwa Municipality

FAX NO - 03453 - 258160

Kat : (03453) 255-160 Chamber

Kat : (03453) 255-005 Office

Memo No *20/NULM/X:m*

Dated, Katwa, the *23.07.2019*

To

The Director

&

Mission Director, WBSULM

State Urban Development Agency

Kolkata

**Sub: - Requesting for relaxation of Security deposit money for Vivekananda ALF to function the SUH**

Madam,

The construction process of Salter for Urban Homeless is now almost complete. Fifty persons are selected for living in this center. Beds and furniture procurement are under process. We want to open this center within 15th August. The Executive committee has decided to hand over this center to ALF.

According to NULM guidelines, this ALF has to pay Rs. 25,000/- as a security deposit to the Municipality. But this Vivekananda ALF does not have fund in their savings account right now. Therefore, this is my humble request to you, to kindly permit relaxation of payment of security deposit to Vivekananda ALF for functioning of SUH.

Thanking You

Chairman

Katwa Municipality

*Chatterjee*  
Katwa Municipality

**Draft Memorandum of Understanding (MoU)**  
**( for SUH component of NULM )**

This MoU is entered on this ----- th day ----- (month) ----- (year) between -----  
(Name of the organisation/agency) having its registered office at -----  
represented by ----- (name & designation of the official)

And

----- (Name of the Municipal Corporation/Municipality) with its office at -----  
represented by ----- (Name & designation of the official)

**1. BACKGROUND & INTENT:**

The purpose of this MoU is to engage a registered organisation/agency to maintain, supervise and manage the building situated at ----- that has been constructed with the sole objective of providing permanent all-weather community shelter to the urban homeless persons and providing them with elementary supportive services such as health, education, food, water and sanitation etc. as enshrined in the NULM guidelines.

'Shelter for Urban Homeless (SUH)' being one of the six major components of NULM has the following objectives:

- i. Ensure availability and access to permanent shelters including basic infrastructure facilities like water supply, sanitation, safety and security for the urban homeless population;
- ii. Cater to the needs of especially vulnerable segments of the urban homeless population like dependent children, aged, disabled, mentally ill and gravely ill persons by creating special sections within homeless shelters and providing special service linkages for them;
- iii. Provide access to various entitlements viz. social security, pensions, PDS, ICDS, identity, financial inclusion, education, affordable housing etc. to the homeless population;
- iv. Formulate structures and framework of engagement for development, management and monitoring of shelters and ensuring basic services to homeless persons by state and civil society organisations including homeless collectives.

STATE URBAN DEVELOPMENT AGENCY

রাজ্য শহর উন্নয়ন সংস্থা

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

From: Joint Secretary, UD & MA Dept.  
& Mission Director, NULM

SUDA-23/2014(P0) / 4647 (২)

তারিখ ১৯.০৭.২০১৯

To: I. Chairman

Baidyabati Municipality

Administrator,

Burdwan Municipality

Sub: Identification of suitable land for setting up of shelter under the scheme shelter for Urban Homeless (SUH) under DAY-NULM

You may be aware that Shelter for Urban Homeless (SUH) is one of the major component under DAY-NULM. This is to inform you that a road map for the aforesaid scheme was submitted by the State Government on 2018 before the Hon'ble Supreme Court of India. As per this road map, a shelter unit is required to be set up under your ULB to cover the homeless population of your ULB. Necessary fund for construction of the shelter unit will be provided from this scheme along with an operation & maintenance of the shelter unit for 5(five) years.

In this context you are requested to identify a suitable land of 6 kathas (approx) for setting up a 50 bedded shelter unit under the aforesaid scheme & to send a proposal for setting up a shelter unit. An early response is requested in this regard.

Treat it most urgent.

Yours faithfully,

Joint Secretary, UD & MA Dept.  
& Mission Director, NULM

07.2019

Memo No. SUDA-23/2014(P0)

Copy forwarded for information to:

1. District Magistrate, Purba Bardhaman/Hooghly

2.P.S. to Principal Secretary to the Govt. of West Bengal, UD & MA Dept.

Joint Secretary, UD & MA Dept.  
& Mission Director, NULM

## 2. NORMS AND TYPES OF SHELTERS:

The shelter will be a permanent all-weather community shelter for the urban homeless. Each shelter shall cater to 50 - 100 persons.

Depending on the local particularities, size of the city, need and availability, the Municipal Corporation / Municipality may set up the shelter as an integrated unit catering to men, women and family with appropriate spaces demarcated for each of the categories. It shall be the sole prerogative of ----- Municipal Corporation / Municipality to decide on allocation of space for the prospective residents.

## 3. SCOPE OF WORK:

----- (Name of the organisation/Agency) shall carry out proper operation and maintenance of the shelter created for the urban homeless situated at ----- which will be permanent in nature, running through out the year and open round the clock.

### A. OBLIGATIONS OF THE PARTIES:

----- (Name of the organisation / Agency) shall provide the following facilities / amenities at the shelter to ensure a dignified living to its residents.

- a) Clean rooms.
- b) Water arrangements (Potable drinking water and other needs) and sanitation.
- c) Adequate bathing & toilet facilities.
- d) Standard lighting for shelter.
- e) Adequate fire protection measures as per the norms.
- f) First aid kit.
- g) Pest and vector (mosquito) control
- h) Regular cleaning of blankets, mattresses and sheets, and maintenance of other services.
- i) Common kitchen / cooking space, necessary utensils for cooking and serving, cooking gas connections etc. if warranted
- j) Child care facilities for children by linking the shelter to the nearest Anganwadi Centers
- k) Fire safety measures
- l) Facilitation for convergence with other services/entitlements.

Adequate arrangements for cleanliness of the premises, rooms, toilets, bathrooms etc must be made by the Agency/Organisation.



e.	Is there any Livelihood opportunity created for inmates:	<p>One of the inmates is engaged in cooking. One inmate works all the utensils. Few inmates prepare thoyas &amp; vadi. The water pump was out of order for almost 30 days. At present the problem is resolved by ULB Departmental Intervention.</p>
2	Any infrastructure related issue:	<p>At times, the inmates engage in quarrel with each other. In the beginning, few inmates do not take toilet training very easily.</p>
3	Poor practices:	

## **B. LINKAGES WITH ENTITLEMENTS:**

The shelter will be a space for convergence and provisions of various entitlements of social security, food, education and health care systems. ----- (name of the Agency) shall strive to bring all homeless persons into the fold of various schemes and government programmes on a priority basis. An indicative list of desirable benefits & facilities that will need to be provided by ----- (name of the Agency) is provided below:

- i. Identity Proof & Postal Address, Elector's Photo Identity Card (EPIC), etc.
- ii. Old age, widow and disability pensions
- iii. BPL cards, PDS ration cards, etc.
- iv. Bank or post office accounts
- v. ICDS services
- vi. Admission to government schools
- vii. Rashtriya Swasthya Bima Yojana / Jibon Suraksha Yojana etc.
- viii. Admissions to public hospitals for health care & Linkage to Rajiv Awas Yojana
- ix. Free Legal aid

## **C. DEPLOYMENT OF MANPOWER:**

It shall be the responsibility of ----- (Name of organisation /Agency) to look after daily management, upkeep, cleanliness and discipline at the shelter for which a minimum workforce consisting of the following personnel shall be engaged by it.

- (i) Managers ( Not to exceed two)
- (ii) 2 Caregivers (out of which there shall be minimum one woman caregiver in shelters with women residents)
- (iii) One security personnel

## **D. MAINTENANCE OF BOOKS & RECORDS:**

The following registers shall be regularly maintained by ----- (Name of the organisation /Agency etc.) for the designated Shelter.

- i. Shelter Asset Inventory Book
- ii. Accounts Register / Cash Book to monitor day to day expenditure & receipts
- iii. Attendance Register of the inmates
- iv. Shelter Management Committee Meeting Register
- v. Personnel Register with Salary Payment Details
- vi. House Keeping & Maintenance Register
- vii. Complaints and Suggestion Register

6	Kolkata MC	5B, Latatar Hossain Lane, Kolkata-700085	120	Tender floated (2 nd call)
7	Kolkata MC	Canal South Road, Ward No-57, KMC	524/ Porta Cabin	Dropped
8	Kolkata MC	Opposite to 32, Chalipatty Road, Ward 34	96	Revised DPR yet to be received
9	Kolkata MC	5, Canal West Road, Ward 36	42	Revised DPR yet to be received

These shelters will cover a population of only 505 homeless people. Therefore rest number of homeless population has to be covered under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM by 2021.

In this context you are requested to identify land for setting up of new shelters 50/100 bedded or identify abandoned building for refurbishment as a shelter 50/100 bedded in the aforementioned wards under KMC as per list attached herewith. KMC may also like to invite offers to take buildings on rent to accommodate the urban homeless population and the charges towards rent would be borne out of the programme fund. An action taken report may kindly be sent early.

Encls : as stated

Yours faithfully,

*18/7/19*

Director, SUDA  
& Mission Director, WBSULM

Date: .07.2019

Memo No. SUDA-17/2018(Pt-I)

Copy forwarded to :

1. OSD to MIC, UD & MA Dept, Govt. of West Bengal
2. Jt. Secretary (J. Chaudhuri), UD & MA Dept/ Additional Mission Director, WBSULM
3. P.S. to Principal Secretary, UD & MA Dept, Govt. of West Bengal

Director, SUDA  
& Mission Director, WBSULM

#### E. SUBMISSION OF WORK PLAN:

The organisation/agency shall prepare and submit a detailed work plan to the City Mission Management Unit Corporation / Municipality before starting their activities. -----  
(organisation /Agency) shall commence work only after obtaining necessary approval from concerned Municipal Corporation / Municipality in respect of work plan submitted.

F. ----- (Municipal Corporation / Municipality) shall hand over the building intended to be used as Shelter for the Homeless (SUH) to -----  
(organisation /Agency) after fully completing it as per the sanctioned project plan. -----  
----- (Organisation /Agency) shall hold usufructuary rights to the building and shall have authority to undertake entire gamut of SUH activities proposed by it in the work plan approved by ----- (Municipal Corporation / Municipality)

#### 4. COMPENSATION:

For Operation & Maintenance of the shelter catering to ----- urban homeless an amount of Rs. --  
----- per annum shall be provided. The following expenditure heads are permissible under the O&M cost for the shelter.

Sl no.	Expenditure Heads	Details
1	Annual Maintenance cost/ shelter	Includes expenditure for electricity and other misc. expenses
2	Annual Servicing Cost	Includes cost of upkeep, maintenance, replenishment of bedding and kitchen equipment etc.
3	Annual Cost of providing free food	Restricted to 10% of inmates who are old / infirm & cannot pay
4	Staff Salary	Includes 3 caregivers in 8 hour shifts; one full-time manager & one sweeper/ sweepress

A. Terms of Payment shall be as under,

- i. Payment shall be made on a monthly basis based on average number of residents;
- ii. ULB/CMMU will release Rs.50000/- soon after the shelter becomes operational. Subsequent payments shall be released subject to satisfactory performance report submitted by Shelter

Sl. No.	ULB	Name	Designation	Contact No.	Signature	Pre Training Assessment Score	Post Training Assessment Score	SMMU Remarks
13	Habra							
14	Habra							
15	Habra							
16	Kalna							
17	Kalna							
18	Kalna							
19	Madhyamgram							
20	Madhyamgram							
21	Madhyamgram							
22	Maheshtala							
23	Maheshtala							
24	Maheshtala							
25	Medinipur							
26	Medinipur							

Hand holding training on MIS & PAiSA portal under DAY-NULM  
on 19.07.2019 at ILGUS Training Hall from 10.00 A.M.

Sl No.	ULB	Name	Designation	Contact No.	Signature	Pre Training Assessment Score	Post Training Assessment Score	SMMU Remarks
1	Barasat							
2	Barasat							
3	Barasat							
4	Bhatpara							
5	Bhatpara							
6	Bhatpara							
7	Contai							
8	Contai							
9	Contai							
10	Ghatal							
11	Ghatal							
12	Ghatal							

Management Committee (SMC) on the work in progress and statement of expenditure submitted by the organisation/Agency duly certified by SMC.

#### 5. PERFORMANCE GUARANTEE: Rs.25000/-

#### 6. USER FEES:

User fees, subject to prior approval of the proposal by City Level Executive Committee, may be levied by organization/agency for improving quality of services at the centre & bettering participation by the residents in operation of the shelter. In such an event, however, the range of services shall need to be modestly priced. The following considerations shall need to be factored in while determining the norms and application of user fees.

- i. Nominal charges could be collected depending on the income levels of the urban homeless at rates ranging from 1/10 to 1/20 of their income. For those with no payment capacities, total exemption should be granted;
- ii. Meals provided at the shelter must be fully subsidized for old, infirm, disabled women and men and all children. For other shelter residents, meals may be provided at subsidized costs as decided by the State/ULB;
- iii. All residents will be encouraged to offer voluntary services for maintenance of the shelter including mess facilities, cleanliness, etc. on rotation basis (e.g. half day service per person / week).

#### 7. MONITORING AND EVALUATION:

The Executive Committee (EC) at the Municipal Corporation / Municipalities formed under NULM will review and supervise overall functioning of the shelter in participation with community representatives, civil society organizations, line departments and elected representatives etc.

Shelter Management Committee (SMC), constituted at each Municipal Corporation / Municipality shall supervise the day-to-day functioning of the Shelter. SMC will comprise of CIC (NULM)/Councillor looking after NULM, Assistant Engineer, Manager (Social Infrastructure) / Manager (SMID) of CMMU, a Community Organiser, full time manager looking after the shelter and few nominated residents of the shelter.

SMC shall frame Code of Conduct for both staff and inmates besides clearly laying down responsibilities for the shelter inmates which after being approved by the Executive Committee (EC) shall be implemented meticulously and be binding for all.

## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

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

SUDA- 23/2014(Pt)

.07.2019

ক্রমিক নং

তারিখ

From: Joint Secretary, UD & MA Dept.  
 & Mission Director, NULM

To: 1. Chairman  
 Baidyabati Municipality

2. Administrator,

Burdwan Municipality

Sub: Identification of suitable land for setting up of shelter under the scheme shelter for Urban Homeless (SUH) under DAY-NULM

Madam/ Sir,

You may be aware that Shelter for Urban Homeless (SUH) is one of the major component under DAY-NULM. This is to inform you that a road map for the aforesaid scheme was submitted by the State Government on 2018 before the Hon'ble Supreme Court of India. As per this road map, a shelter unit is required to be set up under your ULB to cover the homeless population of your ULB. Necessary fund for construction of the shelter unit will be provided from this scheme along with an operation & maintenance of the shelter unit for 5(five) years.

In this context you are requested to identify a suitable land of 6 kathas (approx) for setting up a 50 bedded shelter unit under the aforesaid scheme & to send a proposal for setting up a shelter unit. An early response is requested in this regard.

Treat it most urgent.

Yours faithfully,

sd/-

Joint Secretary, UD & MA Dept.  
 & Mission Director, NULM

Memo No. SUDA- 23/2014(Pt) / 4647 (2) / 1 (2)

15 07.2019

Copy forwarded for information to:

1. District Magistrate, Purba Bardhaman/Hooghly

2.P.S. to Principal Secretary to the Govt. of West Bengal, UD & MA Dept.

Joint Secretary, UD & MA Dept.  
 & Mission Director, NULM



#### 8. VALIDITY PERIOD:

This MoU shall remain valid and binding to both the parties from date of taking over of the shelter at \_\_\_\_\_ to be maintained by \_\_\_\_\_ (Name of the organisation/agency) from ..... to .....201 for a period of two years initially subject to satisfactory performance. The validity period can be further extended on mutually agreed period by the concerned parties.

#### 9. FORCE MAJEURE:

The parties shall ensure due compliance with the terms of this Agreement. However, no party shall be liable for any loss or damage whatsoever arising out of failure to carry out terms of the Agreement to the extent that such a failure is due to force majeure events such as war, rebellion, mutiny, civil commotion, riot, strike, lock out, forces of nature, accident, act of god, act of govt. and any other reason beyond the control of concerned party.

#### 10. LIABILITIES:

\_\_\_\_\_ (Name of the organisation/agency) and the \_\_\_\_\_ Municipality are entering this Agreement in good faith and intentions. Neither party will be responsible for any liabilities arising out of death, injury or any legal action in respect of residents or any other person associated with operation/ execution of this Agreement.

#### 11. RELATIONSHIP:

This understanding does not constitute either party an agent, legal representative or the partner/ joint venture of other party for any purpose whatsoever and save as expressly provided herein or otherwise agreed in writing, neither party is in any way authorised to make any contract,

understanding, warrantee or representation on behalf of the other and each party undertakes not to do so.

#### 12. SETTLEMENT OF DISPUTES:

If any dispute (s) or difference (s) arises out of or in relation to this MOU, it shall in the first instance be settled amicably between the parties at the operating level. In case any dispute is not settled amicably, it shall be referred to The Mission Director, WBSULM. If no settlement is arrived at, the matter will be referred for conciliation under provisions of Arbitration & Conciliation Act, 1996.

In witness whereof the undersigned being duly authorised thereto, have on behalf of the parties hereto signed this agreement at the place and on the day below written.

Report on the Borough-wise list of Homeless Persons on the GIS Based third party systematic

Br.	Ward	No. of Homeless Person identified	No. of Homeless Person identified	Br.	Ward	No. of Homeless Person identified	No. of Homeless Person identified	
I		1	0	IX	71	15	1	
		2	106		(50 bedded) or 2	73	27	
		3	0			74	16	
		4	213		1 (100 bedded) or 2	75	48	1 (50 bedded)
		5	93		1 (100 bedded) or 2	76	11	
		6	90		1 (100 bedded) or 2	77	14	
		7	181		1 (100 bedded) or 2	78	34	1 (50 bedded)
		8	30		1 (100 bedded)	79	0	
		9	165		1 (100 bedded) or 2	80	43	1 (50 bedded)
		10	10			82	10	
II		11	0	X	81	24		
		12	269		1 (100 bedded) or 2	89	9	
		15	390		1 (100 bedded) or 2	91	0	
		16	13			92	0	
		17	3			93	0	
		18	0			94	18	
		19	0			95	7	
		20	341		3 (100 bedded) or 7	96	0	
		1026				97	9	
		13	301		3 (100 bedded) or 6	98	0	
	14	493	5 (100 bedded) or 10	99	0			
	29	747	7 (100 bedded) or 15	100	0			
III		30	0	XI		67		
		31	0		103	1		
		32	5		104	2		
		33	0		110	2		
		34	27		111	1		
		35	0		112	1		
		1573			113	0		
		21	60		1 (100 bedded) or 2	114	2	
		22	70		1 (100 bedded) or 2		9	
		23	27		(50 bedded)	101	8	
IV		24	67	1 (100 bedded) or 2	102	0		
		25	34	(50 bedded)	105	0		
		26	34		106	0		
		27	18		107	0		
		28	11		108	14		
		38	63	1 (50 bedded)	109	1		

For ----- (Name of the agency)	For ..... Municipality
Signature :	Signature :
Name :	Name :
Title :	Title :
Place :	Place :
Date :	Date :
Witness :	Witness :



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From :  
**Rabindra Nath Chatterjee**  
Chairman  
Katwa Municipality

FAX NO - 03453 - 258160  
Kat : (03453) 255-160 Chamber  
Kat : (03453) 255-005 Office

Memo No .....

Dated, Katwa, the .....

To,

1. CMOH, Purba Bardhaman
2. District Social Welfare Officer, Purba Bardhaman
3. I.C Katwa P.S
4. City Project Officer, WBSULM
5. General Manager of District Industry Center
6. City Mission Manager; Katwa Municipality
7. Any one may Co-opt. by the ULB

**Sub: - Meeting for Shelter Management Committee (SMC)**

Sir,

In reference to Memo No 52/NULM/K.m(4) dated 08.01.2019 , this is to inform you that shelter for urban Homeless center is likely to be opened shortly. For that reason a meeting will be held on 10<sup>th</sup> June 2019 at 3 pm at at "Utaran" Meeting Hall in Katwa Municipality for having a detailed discussion regarding formation of a committee.

Therefore, you are requested to kindly attend the above mentioned meeting on that day.

Thanking You

*Sd*  
Chairman

Katwa Municipality

Memo No. *2/NULM/K.m(8)* dt. *30.05.19*

Copy forwarded for information to :-

1. Director & Mission Director, SUDA

*R*

Chairman

Katwa Municipality  
Chairman  
Katwa Municipality



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From :

**Rabindra Nath Chatterjee**

Chairman

Katwa Municipality



FAX NO - 03453 - 258160

Kat : (03453) 255-160 Chamber

Kat : (03453) 255-005 Office

Memo No ..... 2735/Emgg.

Dated, Katwa, the 06/02/19

To

The Director

State Urban Development Agency &

Mission Director, WBSULM,

ILGUS Bhavan, Sector - III,

Bidhannagar, Kolkata - 700106, W.B.

Sub : Submission of authenticated Utilization Certificate for Construction of 50 bedded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. play ground at Ward no. 17, Katwa within Katwa Municipality under NULM grant and request for release fund (2<sup>nd</sup> installment).

Ref : Executive Engineer, Burdwan Division M.E.Dte's office memo no. MED/BWN/721/1W/2017, dated - 05/02/2019.

Madam,

I am to submit herewith 1 (One) copy of UC for above cited work in original duly authenticated by the Executive Engineer, Burdwan division M.E.Dte.

In this context, I would like to state that 1<sup>st</sup> installment amounting to Rs. 46,60,000.00 (Rupees Forty Six Lakhs Sixty Thousand only) has been fully utilized. Third floor roof casting of the SUH has been completed and the work is in progress.

Hence I am requesting you to please release 2<sup>nd</sup> installment of said work in favour of Katwa municipality in order to completion the work within scheduled time period. Please find the aforesaid UC and take necessary action from your end accordingly.

Thanks & regards.

Enclo : As stated.

*Pij*  
Chairman  
Chairman  
Katwa Municipality  
Katwa Municipality

**OFFICE OF THE EXECUTIVE ENGINEER**  
**BURDWAN DIVISION**  
**MUNICIPAL ENGINEERING DIRECTORATE**  
**PURTA BHAVAN; 5<sup>TH</sup> FLOOR**  
**SREEPALLY, BURDWAN**  
**GOVT. OF WEST BENGAL**

Memo No. MED/BWN/ 721 / 1W / 2017

Dated. 05/02/2019.

**From :** The Executive Engineer,  
Burdwan Division,  
M.E. Directorate.  
Burdwan.

**To :** The Director of SUDA  
ILGUS BHABAN, H-C Block,  
Sector-III, Kolkata-106.

**Sub. :** UC as on 31<sup>st</sup> January 2019 under NULM Programme within Katwa Municipality.

**Ref:-** MEMO/NO - 2874(ENGG), Dated- 31/01/2019. of the Chairman Katwa Municipality

Sir,

With reference to aforesaid subject, please find enclosed here with the UC as on 31<sup>st</sup> January 2019 under NULM programme within Katwa Municipality in quadruplicate for kind information & perusal.

In this context, it is to mention that ULB has already utilized 100% of fund received so far & release of further fund is here by recommended to complete the project.

Thanking you

Encl. : As stated above.

Yours faithfully,

*Srismita*  
*05/02/2019*  
Executive Engineer  
Burdwan Division  
M. E. Directorate  
Govt. of West Bengal

Dated. 05/02/2019

Memo No. MED/BWN/ / 1W / 2017

Copy forwarded for information to.

1. The Chairman, Katwa Municipality, Katwa, Purba Burdwan.
2. The Chief Engineer, M.E.Dte. Bikash Bhaban, Saltlake.
3. The Superintending Engineer, West Circle, M.E.Dte, Patal Bazar, Burdwan.

} along with a copy of the same.

Executive Engineer  
Burdwan Division  
M.E. Dte.

**KATWA MUNICIPALITY  
P.O. KATWA, DIST. PURBA BARDHAMAN**



**GFR 12 - C**  
[[See Rule 239]]

**UTILIZATION CERTIFICATE  
(Where expenditure Incurred by Govt. bodies only)**

**For Construction of 50 beded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. play ground at Ward no. 17, Katwa within katwa Municipality under DAY-NULM grant for the F.Y. 2017-18.**

Sl. No.	Letter No. and date	Amounts Rs.	
1.	SUDA-177/2018/1057, Dated - 24/09/2018.	Centrel Share Rs. 27,96,000.00 + State share Rs. 18,64,000.00	Certified that out of Rs. 46,60,000.00 (Rupees Forty Six Lakhs Sixty Thousand only) of grant sanctioned during the year 2017-18 in favour of Katwa Municipality Letter No. given in the margin and Rs. 0.00 (Rupees NIL) on account of unspent balance of previous year, a sum of Rs. 46,60,000.00 (Rupees Forty Six Lakhs Sixty Thousand only) has been utilized for the purpose of Construction of 50 beded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. play ground at Ward no. 17, Katwa within katwa Municipality under DAY-NULM for which it was sanctioned and that the balance of Rs. 0.00 (Rupees NIL) remaining unutilized at the end of the year will be adjusted/utilized in next year.
	<b>Total</b>	<b>Rs. 46,60,000.00</b>	

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised:

Examination of 1. Vouchers, 2. Cash Book, 3. Ledger, 4. Statement of Expenditure & 5. Statement of Fund Position

*P.D.*  
**Chairman  
Katwa Municipality**

*P.D.*  
**Accountant  
Katwa Municipality**

*S.S.*  
**Sub-Assistant Engineer  
Katwa Municipality**

*S.M.*  
**Finance Officer  
Katwa Municipality**

*S.M.*  
**Executive Officer  
Katwa Municipality**

*S.M.*  
**Executive Engineer  
Bardwan Division ME. Div  
Govt. of W. B.**



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

FAX NO - 03453 - 258160

Kat. (03453) 255 - 160 Chamber

Kat. (03453) 255-005 Office

From :

*Tapas Bhattacharjee*

Executive Officer

Katwa Municipality

Memo No 2960/Engg



Dated, Katwa, the 04/02/2019

To

The Director

State Urban Development Agency &

Mission Director, WBSULM,

ILGUS Bhavan, Sector - III,

Bidhannagar, Kolkata - 700106, W.B.

Sub : Request for release fund for Construction Shelter for Urban Homeless within Katwa Municipality under DAY-NULM Grant.

Ref : This office no. 2917/Engg, Dated - 01/02/2019.

Madam,

With reference to above I am to state that Utilization Certificate of above cited work has been submitted to your end. 1st installment amounting to Rs. 46,60,000.00 (Rupees Forty Six Lakhs sixty Thousand only) has been fully utilized. Roof casting of 3<sup>rd</sup> floor has been completed and the work is in progress.

Hence, I am requesting to you to please release 2<sup>nd</sup> installment of said work in favour of Katwa Municipality in order to completion the work within scheduled time period.

Thanks and regards.

Yours faithfully

*04/02/19*  
Executive Officer

Katwa Municipality  
Executive Officer  
Katwa Municipality





# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

FAX NO - 03453 - 258160

Kat. (03453) 255 -160 Chamber

Kat. (03453) 255-005 Office

From :

*Tapas Bhattacharjee*

Executive Officer

Katwa Municipality



Memo No 2917/Engg

Dated, Katwa, the 01/02/2019

**To**

**The Director**

**State Urban Development Agency &**

**Mission Director, WBSULM,**

**ILGUS Bhavan, H-C Block, Sector - III,**

**Bidhannagar, Kolkata 700106, W.B.**

**Sub :** Submission Utilization Certificate of Construction of 50 beded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. Play ground at Ward no. 17, Katwa within Katwa Municipality under DAY-NULM grant.

Sir/Madam,

Please find enclosed herewith Utilization Certificate of above cited work.

So, please find the enclosure and take necessary action from your end.

Thanks & regards.

Enclo : As stated.

*01/02/19*  
**Executive Officer**  
**Katwa Municipality**

*Executive Officer*  
**Katwa Municipality**

**KATWA MUNICIPALITY**  
**P.O. KATWA, DIST. PURBA BARDHAMAN**



**GFR 12 -C**  
[[See Rule 239]]

**UTILIZATION CERTIFICATE**  
**(Where expenditure incurred by Govt. bodies only)**

**For Construction of 50 beded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. play ground at Ward no. 17, Katwa within katwa Municipality under DAY-NULM grant for the F.Y. 2017-18.**

Sl. No.	Letter No. and date	Amounts Rs.	
1.	SUDA-177/2018/1057, Dated - 24/09/2018.	Centrel Share Rs. 27,96,000.00 + State share Rs. 18,64,000.00	Certified that out of Rs. 46,60,000.00 (Rupees Forty Six Lakhs Sixty Thousand only) of grant sanctioned during the year 2017-18 in favour of Katwa Municipality Letter No. given in the margin and Rs. 0.00 (Rupees NIL) on account of unspent balance of previous year, a sum of Rs. 46,60,000.00 (Rupees Forty Six Lakhs Sixty Thousand only) has been utilized for the purpose of Construction of 50 beded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. play ground at Ward no. 17, Katwa within katwa Municipality under DAY-NULM for which it was sanctioned and that the balance of Rs. 0.00 (Rupees NIL) remaining unutilized at the end of the year will be adjusted/utilized in next year.
<b>Total</b>		<b>Rs. 46,60,000.00</b>	

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised:

Examination of 1. Vouchers, 2. Cash Book, 3. Ledger, 4. Statement of Expenditure & 5. Statement of Fund Position

**Sub-Assistant Engineer**  
Katwa Municipality

**Accountant**

**Finance Officer**  
Katwa Municipality

**Executive Officer**  
Katwa Municipality



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From:

*Tapas Bhattacharjee*

Executive Officer

Katwa Municipality

Memo No 2917/Engg



FAX NO - 03453 - 258160

Kat. (03453) 255 -160 Chamber

Kat. (03453) 255-005 Office

Dated, Katwa, the 01/02/2019

**To**

**The Director**

**State Urban Development Agency &**

**Mission Director, WBSULM,**

**ILGUS Bhavan, H-C Block, Sector - III,**

**Bidhannagar, Kolkata 700106, W.B.**

**Sub :** Submission Utilization Certificate of Construction of 50 bedded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. Play ground at Ward no. 17, Katwa within Katwa Municipality under DAY-NULM grant.

Sir/Madam,

Please find enclosed herewith Utilization Certificate of above cited work.

So, please find the enclosure and take necessary action from your end.

Thanks & regards.

Enclo : As stated.

*01/02/19*  
Executive Officer

Katwa Municipality

Executive Officer  
Katwa Municipality

**KATWA MUNICIPALITY**  
**P.O. KATWA, DIST. PURBA BARDHAMAN**



GFR 12 -C  
[(See Rule 239)]

**UTILIZATION CERTIFICATE**  
**(Where expenditure incurred by Govt. bodies only)**

For Construction of 50 beded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. play ground at Ward no. 17, Katwa within katwa Municipality under DAY-NULM grant for the F.Y. 2017-18.

Sl. No.	Letter No. and date	Amounts Rs.	
1.	SUDA-177/2018/1057, Dated - 24/09/2018.	Central Share Rs. 27,96,000.00 + State share Rs. 18,64,000.00	Certified that out of Rs. 46,60,000.00 (Rupees Forty Six Lakhs Sixty Thousand only) of grant sanctioned during the year 2017-18 in favour of Katwa Municipality Letter No. given in the margin and Rs. 0.00 (Rupees NIL) on account of unspent balance of previous year, a sum of Rs. 46,60,000.00 (Rupees Forty Six Lakhs Sixty Thousand only) has been utilized for the purpose of Construction of 50 beded four storied Shelter for Urban Homeless at Municipal Land adjacent to T.A.C. play ground at Ward no. 17, Katwa within katwa Municipality under DAY-NULM for which it was sanctioned and that the balance of Rs. 0.00 (Rupees NIL) remaining unutilized at the end of the year will be adjusted/utilized in next year.
	<b>Total</b>	<b>Rs. 46,60,000.00</b>	

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised:

Examination of 1. Vouchers, 2. Cash Book, 3. Ledger, 4. Statement of Expenditure & 5. Statement of Fund Position

Sub-Assistant Engineer  
Katwa Municipality

Accountant

Finance Officer  
Katwa Municipality

Executive Officer  
Katwa Municipality

WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

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

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

SUDA-177/2018/ 1057

Date: 14/09/2018

**Memorandum**

**Release of fund for construction of Shelter for Urban Homeless  
under DAY-NULM**

Fund are shown herein are being released electronically in favour of Katwa Municipality for construction of Shelter for Urban Homeless under DAY-NULM as 1<sup>st</sup> instalment.

SL NO.	Name of ULBs	Amount (Rs. In Lakh)		Total
		Central Share	State Share	
I.	Katwa Municipality	27.96	18.64	46.60

  
Finance Officer, SUDA

*P. Sankaran.*  
14.09.2018.

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

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: [wbsulm@gmail.com](mailto:wbsulm@gmail.com)

**The release of funds subject to the following conditions-**

1. The fund should be utilized only for the approved components of the Project and within ceiling limits of approved cost.
2. The execution of the Schemes should be strictly as per the Procedure laid down in Govt. Order No. 329/MA/C-10/3S-22/2013 Dated 04.05.2015 (Copy enclosed) for implementation of Shelters under NULM with MED as the Technical Support Agency.
3. Monthly report of Physical and Financial Progress should be sent to SUDA and MED by the 7<sup>th</sup> of the following month.
4. The amount released herein should be kept in the dedicated Bank Account for NULM since opened by the ULB.
5. A Subsidiary Cash Book should be maintained for keeping accounts (deposits and withdrawals) of funds.
6. Money receipt in Form 42 may be sent immediately after receiving the fund.
7. No fund should be utilized for any purpose other than for which the amount is released.
8. Utilisation certificate on achieving 70% plus expenditure of the amount released herein and earlier vide no. SUDA-23/2014/250 dt. 31.03.15 should be submitted in prescribed proforma duly authenticated by MED for release of subsequent installment.

  
**Finance Officer, SUDA**

*Resubmission.*  
*24.09.2018.*

SUDA-177/2018/1057/1(5)

Date:-24.09.2018

Copy for information to:

1. The Chairman Katwa Municipality. He/she is requested to verify the respective Bank Account of the ULB in respect of NULM that the amount released in this Memorandum is duly credited. It may kindly be ensured that all money receipts against previous releases by SUDA have been submitted.
2. Pr. Secretary, UD&MA. Dept. Govt. Of West Bengal.
3. Chief Engineer, M.E. Directorate.
4. Director, SUDA.
5. Deputy Director, SUDA.



Finance Officer, SUDA

M. Saha  
24.09.2018



# রাজ্য নগর উন্নয়ন সংস্থা



## STATE URBAN DEVELOPMENT AGENCY

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

SUDA-177/2018/ ১০১১

19.09.2018

ক্রমিক নং .....

তারিখ .....

From : Director, SUDA

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

**Sub: Electronic Transfer of Fund debiting this office  
Current Account No. 37715094723**

**Shelter for Urban Homeless under NULM**

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **37715094723** lying with your branch in respect of **construction cost of SUH under DAY-NULM.**

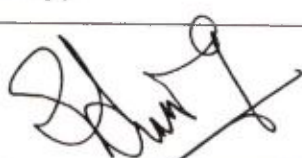
Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	DAY NULM KATWA MUNICIPALITY	46,60,000.00	IDBI Bank, Katwa Branch, A/C No. 1930104000042486, IFS Code. IBKL0001930
TOTAL		46,60,000.00	

(Rupees Fourty six lakh sixty thousand only)

  
(Md Asif Sardar)  
Finance Officer  
SUDA



24/9/18

  
(Petrus Anuranjan Soreng)  
Finance Officer  
SUDA

১৭.০৭.২০.১৮.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408





Director SULM <wbsulm@gmail.com>

---

## Work Order for Construction 50 beded Shelter for Urban Homeless within Katwa Municipality.

---

**NUHM Katwa Municipality** <nuhm.katwa@gmail.com>

Mon, Sep 10, 2018 at 7:08 PM

To: wbsulm@gmail.com, "Director, SUDA" <wbsudadir@gmail.com>, Executive Engineer <eemedbwd@gmail.com>, sewcmed@gmail.com, Secretary BZP <zp\_bwn@yahoo.com>, dm-burd@nic.in, katwa.municipality@gmail.com, sdo\_katwa@nic.in, wbsulm.katwa@gmail.com, BDO KATWA- I <bdo.katwa1@gmail.com>

To  
The Director  
SUDA.


Ref : Administrative approval vide the Director, SUDA's office memo no. SUDA-23/2014/115, Dated - 18.04.2018.

Sir,

With reference to above, I am to furnish herewith work order on above cited subject (as advance copy). So, please find the enclosure and take necessary action from your end towards accord financial sanction for the same. Hope, you will look into the matter and release fund to this end. Formal letter in this regard will be send to your end shortly. This request is being made for public interest only.

With best regards,  
Chairman, Katwa Municipality.

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 **New Document(119) 10-Sep-2018 18-47-44.pdf**  
1327K



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From :

**Rabindra Nath Chatterjee**

Chairman

Katwa Municipality



FAX NO - 03453 - 258160

Kat : (03453) 255-160 Chamber

Kat : (03453) 255-005 Office

Memo No 1380/Emgg

Dated, Katwa, the 05/09/18

To

**Samsur Alam**

**Katwa Burdwan Road,**

**P.O. Katwa, Burdwan-713150.**

**Sub :** Acceptance cum Work order for Construction of 50 beded Four Storied Shelter for Urban Homeless at Municipal Land adjacent to TAC Play Ground at Ward No. 17 within Katwa Municipality.

**Ref:** Notice Inviting e-Tender No. WBMAD/21(Dev/NULM/KM) of 2018-2019.

**Estimated Amount :** 1,04,93,781.83 (Rupees One Crore Four Lakhs Ninety Three Thousand Seven Hundred Eighty One and paise Eighty Three only).

**Offered Rate :** @ 3.07% Less (Three point Zero Seven percent Less).

**Tendered Amount :** Rs. 1,01,71,622.73 (Rupees One Crore One Lakh Seventy One Thousand Six Hundred Twenty Two and paise Seventy Three only).

Dear Sir,

I am glad to inform you that the rate offered by you for the above mentioned work has been accepted by the undersigned and accordingly you are hereby requested to please start the work as per instruction of the **Executive Engineer, M.E.Dte, Burdwan Division**. Also you are hereby requested to submit the self attested copy of e-challan / online payment receipt of earnest money and execute a formal agreement with the **Chairman, Katwa Municipality**, P.O. Katwa, Dist. Purba Bardhaman within 7 (Seven) days in triplicate by purchasing the copy of agreement from the office of the undersigned, failing which this work order will be treated as cancelled without further intimation in this regards and the earnest money so deposited will be forfeited. The work will have to be commenced within stipulated time (Three Sixty Five days) as mentioned in the e-N.I.T.

Contextually, it is worthy to mention here that no sub-let of work in any part or form or authorized agency/person/stand-in will be allowed for execution of works and will be strictly followed.

You are further requested to collect the form of application for contract labour (Regulation & Abolition) from appropriate authority and submit the same in duplicate to this office at an early date.

Thanking you.

Yours faithfully

*Riz*  
Chairman  
Chairman  
Katwa Municipality  
Katwa Municipality

Page 1 of 2



# KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From :

**Rabindra Nath Chatterjee**

Chairman

Katwa Municipality



FAX NO - 03453 - 258160

Kat : (03453) 255-160 Chamber

Kat : (03453) 255-005 Office

Memo No .....

Dated, Katwa, the .....

Memo No. 1380(12)/Engg,

Dated - 05/09/2018.

Copy forwarded for information and taking necessary action;

1. The Sabhadhipati, Purba Bardhaman Zila Parishad.
2. The District Magistrate, Purba Bardhaman.
3. The Sub Divisional Officer, Katwa.
4. The Director, SUDA.
5. The Chief Engineer, M.E.Dte, Bikash Bhavan.
6. The Superintending Engineer, M.E.Dte, West Circle, Patal Bazar, Burdwan, Dist. Purba Bardhaman.
7. The Executive Engineer, Burdwan Division M.E.Dte, Purta Bhavan, 5<sup>th</sup> Floor, Sreepally, Burdwan, Dist. Purba Bardhaman.
8. The District Information & Cultural Officer, Purba Bardhaman.
9. The Block Development Officer, Katwa-I Development Block, Katwa, purba Bardhaman.
10. The Finance Officer, Katwa Municipality.
11. The Executive Officer, Katwa Municipality.
12. Sri Arindam Biswas, Sub-Asst. Engineer, Katwa Municipality.

Chairman  
Katwa Municipality  
Chairman  
Katwa Municipality



# রাজ্য নগর উন্নয়ন সংস্থা



## STATE URBAN DEVELOPMENT AGENCY

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

SUDA-23/2014 / 115

18.04.2018

ক্রমিক নং .....

তারিখ .....

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

**To: Chairman,  
Katwa Municipality**

**Sub: Approval of the proposal of one shelter unit under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM**

Sir,


This is to inform you that your proposal for construction of a 50 bedded new shelter unit in your ULB, at a project cost of **Rs.116.49 Lakh** only is hereby approved by Project Sanction Committee (PSC) of SUH in its 11 th meeting and in addition, the Operation and Maintenance cost of Rs. 6.00 Lakh/year only for initial five years is also approved.

It may be noted that the project proposal for construction of a shelter (50 bedded) was forwarded to this office by the Chief Engineer, MED. Funds towards 1<sup>st</sup> instalment of Central and State shares will be released on issuance of Work Order after completion of tender process. You are now requested to initiate actions for commencement of field level execution. It may be further noted that the time period to complete the construction work is one year.

In addition a copy of GO No. 329/MA/C-10/3S-22/2013 dated 04.05.2015 of M.A. Department spelling out the Operational Guidelines for this programme is enclosed herewith for information and necessary action.

Encl: As stated

Yours faithfully,

  
**Director, SUDA  
& Mission Director, WBSULM**  
Date: 18.04.2018

Memo. No. SUDA-23/2014/

Copy forwarded to Chief Engineer, MED for information and to take necessary action

**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

**Minutes of the Eleventh Meeting of Project Sanction Committee (PSC) under the scheme of Shelter for Urban Homeless (SUH) under DAY-NULM held on 04.04.2018 at Conference Hall, Nagarayan, Salt Lake, Kolkata- 700064**

**Member Present :**

- 1) Sri O.S. Meena, IAS.....Chairman  
(Secretary, U.D. & M.A. Department, Government of West Bengal)
- 2) Sri Sutanu Prasad Kar, IAS,.....Member Convenor  
Director, SUDA.
- 3) Sri .....Member  
Regional Chief, HUDCO, Kolkata
- 4) Sri B.N. Kar, Additional Director, ILGUS.....Member
- 5) Sri Santanu Das, Jt. Secretary, UD & MA Dept.....Member
- 6) Sri Amit Das, Chief Engineer, MED .....Member

**Others Present:**

- 1) Sri Ashis Saha, Deputy Director, SUDA
- 2) Sri A. Chakraborty, Dy. G.M. (Projects)  
HUDCO, Kolkata
- 3) Sri Dipak Naskar, T.U.O., SUDA
- 4) Saumya Bandhyapadhyay, AE (HQ), MED
- 5) Sri Soumen De, SMM- S & S I, WBSULM

Sri O.S. Meena (Secretary, U.D & M.A Department, Government of West Bengal) was in the chair

**Agenda 1: Confirmation of the minutes of the 10<sup>th</sup> meeting of the Project Sanction Committee held on 23.12.2017.**

The minutes of the Tenth Meeting of the Project Sanction Committee held on 23.12.2017 were read out and confirmed.

**Agenda 2: Status of the functional Shelter under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM**

Committee reviewed the status of all functional shelters under DAY-NULM. Committee suggested to involve Self Help Group members for the purpose of shelter functionalization. Committee proposed to inform Social Welfare Department for monitoring the functional shelters at the District Level. Committee also suggested to conduct regular health check up camp for the inmates of shelters in monthly basis.

**Agenda 3: Status of (Physical & Financial) of the sanctioned shelters under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM**

Committee reviewed the progress of sanctioned shelters. Committee suggested to Director, SUDA to issue a D.O. letter to the Commissioner, Chandernagor Municipal Corporation for completion of the construction work.

**Agenda 4. Approval of 4 (Four) DPRs of one Shelter unit each in Baranagar, Kiliyaganj, Beldanga & Birnagar Municipality.**

The Committee considered the following 3 (Three) DPRs prepared by the ULBs in consultation with ME Directorate and after detailed deliberations approved the same in consideration of the fact that the proposals were in conformity with the Guidelines of the scheme of Shelter for Urban Homeless, a component under DAY-NULM.

**Baranagar Municipality**

The DPR for setting up of a shelter at 6/1/A, T.N.Chatterjee Street, Baranagar, Kolkata-700060, Ward No.16 (Old-28) under Baranagar Municipality with a capacity of 50 beds an estimated cost of Rs. 174.69 Lakh (excluding DPR preparation cost). Committee recommended revising the Building plan (Four Storied) and complying with Municipal Building rule. Committee also suggested to revise the estimate (within Rs. 120 Lakh

**Kaliyaganj Municipality**

The DPR for setting up of a shelter at Mouza-Chirail, J.L. No.102, Ward No.1, Thana-Kaliyaganj, District-Uttar Dinajpur under Kaliyaganj Municipality with a capacity of 50 beds was approved at an estimated cost of Rs. 131.80 Lakh (excluding DPR preparation cost).

The Annual O & M cost is Rs. 6.02 Lakh for initial Five Years.

**Beldanga Municipality**

The DPR for setting up of a shelter at R.S. Plot No.2500, KH No.1, Mouza-Barua, J.L. No.60, Ward No.5, P.O. Beldanga, District-Murshidabad under Beldanga Municipality with a capacity of 50 beds was approved at an cost of Rs. 118.46 Lakh (excluding DPR preparation cost).

The Annual O & M cost is Rs. 6.02 Lakh for initial Five Years.

**Birnagar Munciaplity:**

As the number of homeless person is less than 50 and individual dwelling units were provided to houseless person, Committee recommended to provide the shelter after a fresh survey if number of homeless will increase.

**Agenda 5. Selection of Land for the proposed shelters:**

It was informed to the Committee about the availability of Lands at different ULBs for the proposed shelters. Committee suggested to prepare the DPRs for the same.

**Agenda: 6. Miscellaneous. Approval of 3 (Three) DPRs of one Shelter unit each in Kolkata Municipal Corporation (additional floor), Islampur & Katwa Municipality.**

- i) Committee suggested to include representatives in the Project Sanction Committee (PSC) from Kolkata Municipal Corporation & Women and Child Development & Social Welfare Department.
- ii) Committee suggested not to consider the DPR preparation cost in the total Project Cost in the DPRs. This cost will not be allowed from the next proposals.
- iii) Committee suggested to revise the unit cost of model SUH and MED was directed to prepare this revise estimate for this.
- iv) Committee also suggested to release the 1 st instalment for construction of SUH to the ULBs after issuing of Work Order, after completion of Tender Process.
- v) It was also proposed by the Committee to find possibilities to construct G+4 or G+5 Buildings for maximum utilization of land in Howrah Corporation area.

**Table Agenda:**

**Kolkata Municipal Corporation**

The DPR for construction of one additional floor over the existing single storied building as Shelter for Urban Homeless at 13, Raja Manindra Road, Ward No.05, Borough-I under Kolkata Municipal Corporation with a capacity of 26 beds was approved at an cost of Rs. 25.71 Lakh (excluding DPR preparation cost) as per norms of SUH.

The Annual O & M cost is Rs. 4.50 Lakh/year for initial Five Years as per provision for O & M cost

**Islampur Munciaplity**

The DPR for setting up of a shelter at Mouza-Islampur, J.L. No.90, Khatian No.240, R.S. Plot No.1868, LOP No.162(P) & 163(P) of State Farm G.S. Colony, PS-Islampur, District-Uttar Dinajpur under Islampur Municipality with a capacity of 50 beds was approved at an cost of Rs. 120.48 Lakh (excluding DPR preparation cost).

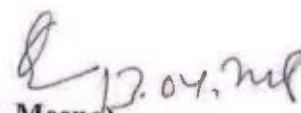
The Annual O & M cost is Rs. 6.00 Lakh/year for initial Five Years.

**Katwa Munciplity**

The DPR for setting up of a shelter beside TAC Play Ground (North Side), Ward No.17, Mouza-Charpataihat, Plot No.101, Khatian No.750 & 250, J.L. No.89 under Katwa Municipality with a capacity of 50 beds was approved at an cost of Rs. 116.49 Lakh (excluding DPR preparation cost).

The Annual O & M cost is Rs. 6.00 Lakh/year for initial Five Years.

The meeting ended with a vote of thanks to and from the Chair.

  
(O.S. Meena)

Secretary , UD & MA Department,  
Government of West Bengal  
& Chairman, Project Sanction Committee of SUH



MUNICIPAL AFFAIRS DEPARTMENT  
GOVERNMENT OF WEST BENGAL  
WRITERS' BUILDINGS  
KOLKATA - 700 001

No.329/MA/C-10/3S-22/2013

Dated the 4th day of May, 2015

O R D E R

**Sub : Operational Guidelines for field level implementation of the Scheme 'Shelters for Urban Homeless', a component under National Urban Livelihood Mission (NULM) in Urban Local Bodies of the State of West Bengal.**

WHEREAS National Urban Livelihood Mission (hereinafter referred as NULM) has been launched by the Ministry of Housing for Urban Poor (MoHUPA), Government of India in April 2014 re-structuring the erstwhile programme of Swarna Jayanti Sahri Rojgar Yojana (SJSRY) ;

AND WHEREAS the Scheme of Shelter for Urban Homeless (hereinafter referred as SUH) has been taken as one of the components of NULM which aims at providing permanent shelters equipped with essential services to the urban homeless in a phased manner ;

AND WHEREAS it has been decided that Municipal Affairs Department will be the Nodal Department and State Urban Development Agency (hereinafter referred as SUDA) shall be the Nodal Agency for implementation of the NULM in the State ;

AND WHEREAS It has been decided that construction of shelters in all Urban Local Bodies, except Kolkata Municipal Corporation shall be implemented by the concerned Urban Local Bodies directly and Municipal Engineering Directorate (MED) shall act as the Technical Support Agency for the purpose ;

AND WHEREAS it has been considered necessary to lay down operational guidelines for field level implementation of the Construction of Shelter Units under NULM in the Urban Local Bodies, taking into consideration of the guidelines of NULM and suggestions of the Consortium under the Hon'ble Supreme Court of India, except Kolkata Municipal Corporation ;

NOW THEREFORE, the Governor is pleased hereby to determine the following operational guidelines for the purpose of Construction of Shelters for Urban Homeless in all Urban Local Bodies across the State except Kolkata Municipal Corporation ;

GUIDELINES

- (1) The State Urban Livelihood Mission, constituted vide this department notification No. 227/MA/C-10/3S-30/2013 dated 18.03.2014 wherein State Urban Development Agency shall receive funds for implementation of NULM for the Urban areas of West Bengal from the Government of India as well as the State matching share by usual process. Funds for

shelters under Shelter for Urban Homeless component shall be separately earmarked by State Urban Development Agency and will be operated through the dedicated bank account of NULM for which necessary concurrence of Finance Department has been obtained.

- (2) (a) SUDA shall place funds to the Urban Local Bodies where schemes are sanctioned for implementation, earmarking the fund to be utilized for Construction of Shelter for Urban Homeless and Urban Local Bodies shall operate funds received from SUDA through the said dedicated Bank Account of NULM.
- (b) As per Scheme Guidelines, Central and State Share will be released to the ULBs in three instalments 40%; 40% and 20%. While the first instalment to the tune of 50% of the 1<sup>st</sup> instalment received by SUDA from State Government for this component (the Central & State Government share together) will be released by SUDA at the time of sanction, subsequent instalments will be released on submission of minimum 70% utilization certificate authenticated by concerned Executive Engineer of Municipal Engineering Directorate.
- (3) The scheme shall be executed as per details of plan & estimate to be prepared by the concerned ULB strictly on the basis of the model design & estimate prepared by Municipal Engineering Directorate, following Current PWD SoR of respective areas, and the same shall be technically vetted by the concerned hierarchy of Municipal Engineering Directorate, (as per limit prescribed by PWD on vetting power) before the initiation of tendering process.
- (4) The office of the concerned Executive Engineer of Municipal Engineering Directorate shall prepare tender documents on behalf of the Urban Local Bodies and tenders / e-tenders (as the case may be as per prevalent guidelines of the Finance Department) shall be invited by the concerned Urban Local Body.
- (5) Intending tenderers will take part in the e-tendering process, as and where applicable, observing usual formalities. The tenders will be opened by the concerned ULB and a Tender Opening Statement should be prepared by the Urban Local Body.
- (6) The Urban Local Body shall, thereafter, forward the Tender Opening Statement to the concerned Executive Engineer of Municipal Engineering Directorate for preparation of Comparative Statement and recommendation for selection of the successful bidder.
- (7) The Mayor / Chairperson of the Urban Local Body shall issue Work Order, as per recommendation received from the concerned Superintending Engineer / Executive Engineer of MED. However, for a single tender of value more than Rs. 50.00 lakh, clearance for acceptance of the lowest bidder from the Technical Committee constituted for implementation of UIDSSMT programme should be obtained by the concerned Urban Local Body before issuance of such Work Order.

- (8) The concerned Executive Engineer of MED shall act as the Engineer-in-Charge (as per Public Works Code) and shall supervise the execution of the work, record day-to-day entries in the Measurement Book through his Officers in the respective Division (Assistant Engineers & Sub-Assistant Engineers). The Measurement Books to be issued by the office of the Executive Engineer, MED shall be maintained in the office of the Executive Engineer.
- (9) The Executive Engineer, in case of necessity, with prior consent of the Chairperson of the ULBs, may place requisition for the services of Assistant Engineer / Sub-Assistant Engineer of the ULB for any or all components of the programme. The said Assistant Engineer / Sub-Assistant Engineers shall, for the particular piece of work and its duration of implementation, be treated as Assistant Engineers / Sub-Assistant Engineers under MED and shall be authorized to record entries in the Measurement Book as well as prepare the bills time to time.
- (10) The Running Account (RA) Bills as well as the Final Bills of the Working Contractors prepared, certified and recommended for payment by the Executive Engineer of MED shall be settled by the ULB, as early as possible, of receiving of the Bills under intimation to the Executive Engineer. Financial Statement of bank along with the information on bills paid and voucher nos. duly endorsed by the Chairperson of the concerned ULB and the Executive Engineer / Finance Officer of the ULB would be considered to be authenticated by the concerned Executive Engineer and accordingly he / she would endorse the UC for onward transmission.
- (11) The concerned ULB should ensure procurement of all important construction materials well in advance and as per written recommendation of the concerned Executive Engineer of MED, in case the work is done by the Municipality (departmentally).
- (12) Material should be procured as far as practicable directly from manufacturers or West Bengal Essential Commodities Supply Corporation (WBECSC) as per demand of the situation. Preference may be assigned to organizations, which are having rate contract with the Government, state issued organizations and public undertakings. The guidelines laid down in Order No. 837/MA/C-10/3S-23/2007 Pt. dated 26.11.2009 of this Department regarding procurement of materials shall be followed in case of the scheme of Shelters for Urban Homeless (SUH).
- (13) Proper Stock and Store Account should be maintained by the ULB as per public works norms.
- (14) Materials should be issued to the contractor only on recommendation of the Executive Engineer of MED and immediately after issuance of the material, one copy of the hand receipt should be sent to the Executive Engineer for records.
- (15) The ULB should submit monthly report of physical and financial progress along with copies of all passed vouchers, bank statements etc. in the prescribed format for each

month within 7th day of the following month to the Executive Engineer of MED who should authenticate the same and forward copies to Director, SUDA directly and another copy to Chief Engineer, Municipal Engineering Directorate through the hierarchy of that Directorate.

- (16) Utilisation Certificate in the prescribed format shall be submitted by the ULB on the closure of the financial year as well as while claiming second or subsequent instalments to the Executive Engineer, Municipal Engineering Directorate for authentication and onward transmission to the Chief Engineer with copies of the authenticated UC directly to Director, SUDA. In addition to that, while claiming second / subsequent instalments ; a physical and financial progress report of the scheme to be submitted by the ULBs under the joint signature of the concerned Engineer of the ULB and Chairman / Chairperson and the same to be counter-signed by the concerned Engineer of M. E. Directorate before sending to SUDA.
- (17) If the ULB so desires, the Shelter unit may be executed by the ULB (Departmentally) and in that case the guidelines laid down in this Department Order No. 836/MA/C-10/3S-23/2007 Pt. dated 26.11.2009 in connection with implementation of IHSDP shall be followed.
- (18) In case any ULB proposes to get the project executed by the Municipal Engineering Directorate directly as Deposit Work as per provision of Government Rules, they may do so, with a formal approval from Municipal Affairs Department. In that case the entire amount of the project shall be deposited by the ULB with the concerned Executive Engineer of the Municipal Engineering Directorate.
- (19) During execution of the Project, it should be ensured that all components of the project are executed strictly as per design and specifications spelt out in the approved DPR and no deviation without prior approval of competent authorities should be made under any circumstances.

If there are any difficulties in operationalisation of any Clause under this Order, appropriate clarification / order will be issued by State Urban Development Agency / Municipal Engineering Directorate as & where applicable in due course.

A statement showing the jurisdiction of the offices of Executive Engineers, MED is annexed hereto marked "Annexure-I".

Encl : As stated.

By Order of the Governor

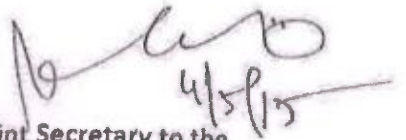
Sd/- M. Chatterjee  
Joint Secretary to the  
Govt. of West Bengal

No.329/1(8)/MA/C-10/3S-22/2013

Dated the 4th day of May, 2015

Copy forwarded for information & necessary action :

1. Principal Accountant General (A.& E.), West Bengal, Treasury Buildings, Kolkata-700 001.
2. Mayor / Chairman, ..... Municipal Corporation / Municipality / N.A.A.
3. Director, State Urban Development Agency
4. Chief Engineer, Municipal Engineering Directorate
5. Director of Local Bodies, West Bengal
6. Executive Officer / Finance Officer, ..... Municipal Corporation / Municipality / N.A.A.
7. P. S. to MIC, MA & UD Department.
8. Pr. S. to Principal Secretary, M.A. Department.

  
4/5/15  
Joint Secretary to the  
Govt. of West Bengal