

**Sub : Proposal to engage Self Help Group members for Rakhi Sale Counters**

Kolkata Society for Cultural Heritage, working to improve the lives of rural people in West Bengal. They are working to foster the socio-economical structures by using different livelihood generating methods. They believe that recycling solid waste products can be a tool to generate income for the underprivileged people of the society.

Last year they have started a project named 'Abartani' to recycle solid waste materials into useful products.

They came to know that SHG members from different municipalities are also producing Rakhis made with recycled and eco-friendly products. They want to provide the platform for them under this project.

**Dates, Time and Addresses of the counters****1. ACROPOLIS MALL (2 SHG Members are required) :**

**Address:** 1858/1, Rajdanga Main Road, Sector 1, East Kolkata Township, Kolkata, West Bengal 700107

**Dates:** 13<sup>th</sup> to 15<sup>th</sup> August 2019

**Time:** 12:00 noon to 08:00 pm

**2. PS ARCADIA CENTRAL (2 SHG Members are required):**

**Address:** 4A, Camac St, Kankaria Estates, Elgin, Kolkata, West Bengal 700071

**Dates:** 13<sup>th</sup> and 14<sup>th</sup> August 2019

**Time:** 10:00 am to 07:00 pm

**3. Dabur India Limited (2 SHG Members are required) :**

**Address:** No. 781, Near Ruby General Hospital, Anandpur, Kolkata, West Bengal 700107

**Dates:** 08<sup>th</sup> August 2019

**Time:** 02:00 pm to 07:00 pm

**4. ECO Space Business Park (2 SHG Members are required) :**

**Address:** No. 11F/12, Campus - 2B, Action Area II, Newtown, New Town, West Bengal 700156

**Dates:** 07<sup>th</sup> to 9<sup>th</sup> August 2019

**Time:** 12:00 noon to 07:00 pm

Two self help group members are required for each counter. They will be there for sale and exhibit their own products.

It will also help to develop direct market linkage by sharing their unique stories to urban customers. The venture will help to provide a non-profit platform for the underprivileged women.

Proposal from 'Abartani' is placed on the cp side.

The list of SHG members annexed on the cp side (flagged-A) may be informed to come with their produce to the designated points for display & sale of their products.

There is no financial involvement on the part of SUDA for the participation on the selected SHGs at the designated counters noted at 1-4 above.

Director

*Pranab*  
AMD 04/08/19

AMD

04/08/19

We may take up an exercise to make all events under the West Bengal State Urban Livelihood Mission (WBSULM) to be completely Plastic Free across the State. This may include training programmes, Workshops, meetings organized at the ULBs, meetings of Self Help Groups, participation in different fairs and any other event organized under WBSULM by the ULB.

The suggested measures may be :

- (1) Use any single use plastic water bottles.
- (2) No flex and banners to be made of plastic material
- (3) No placards to be made of plastic material
- (4) No plastic cups/ glasses to be used
- (5) No thermocol/ plastic plates to be used.

These are some of the things we may pledge not to do.

A draft letter to all ULBs placed on the cp side may kindly be signed.

S.P. Das. 6.8.19  
SMM-SM&ID

Handwritten signature  
06/08/19

28/8

A workshop of Solid Waste Management has been organized on 14<sup>th</sup> August, 2019 at Biswa Bangla Convention Centre. It has been decided that a representatives from select SHGs to remain present on that date for display & sale of products made from waste and for reception of participants.

The Chairperson of Kalyani, Baruipur, North Barrackpore, Dum Dum, Barasat and Contai Municipalities may be informed to send the names of the 2 (two) SHG members to participate in the event.

Draft letter placed on the cp side may kindly be signed.

S.P. Das. 7.8.19  
SMM-SM&ID

Handwritten signature  
07/08/19

AMD

A meeting may be called on the feedback of marketing strategy and future plan with KSCH.

13 municipalities ~~part~~ participated in this event. Total 21 groups represented their municipality.

The meeting may be called on 28th of August at 10:30 am at SUDA conference hall.

40 participants will ~~be~~ participate in this meeting.

~~St~~ tiffin packet may be arranged for the refreshment for the day.

Proposal submitted for your kind approval and signature.

S. Pami  
28.8.19

As proposed, tiffin packet  
(with Rs 50) - be arranged

Charbon  
27-08-19

~~AMD~~

S. Pami S.M.A.

It was decided in the workshop on marketing strategy of SHGe Products that SULM will select different SHGs and only produce products.

The meeting date has been decided on 5th & 7th of Sept. 2019. In first phase for Puga occasion three types of products have been selected. 23 ULBs have been selected for the screening of the products. One SHG representative from the selected SHGs and one EMM will participate in this meeting. 72 tiffin packets may be arranged for the refreshment.

Proposal placed with draft letter for your kind approval and signature

5th = 32  
7th = 40

Sr. Din.  
30.8.19

He signed

Chandhan  
30-08-19

Letter sent  
30.08.18

S. Pann

~~AAIT~~

We are going to organize marketing of the SHGs products in puja occasion at various malls at kolkata . WBSULM decide to develop Community Sales Person (CSP) for the occasion .

**3-Days Residential training on Marketing Skill up gradation and Orientation Training under NULM Programme from 11th Sept to 13<sup>th</sup> sept 2019 may be organize at ILGUS .**

A list of potential Community Sales Person ( CSP) has been provided some ULBs to SUDA .

So proposal submitted with draft letter for your kind approval and signature

S. B. D.

SMM-SM&ID

State Urban Livelihood Mission ( SULM ) going to connect sale to products of Self Help Groups at online shopping portal .It is understood that previously Rakhi products of different ULBs was exhibited in collaboration with NKDA and WBDMA at Ecospace and other shopping mall in this city. We consent to connect our products with the different online shopping portals prior to the ensuing festive season.  
A product selection procedure was organised at SUDA for the online shopping .

Products from different SHGs from your ULB have been selected . We may issue a letter for collecting the products fro different ULBs .

Selected ULBs are as below :

ULB	SHG	Product Code	Items	Price
Habra	Sukanta Sarani 2	FJB/H/SS2/0	Bag	55
Habra	Sukanta Sarani 2	JB/H/SS2/1	Bag	65
Habra	Sukanta Sarani 2	JB/H/SS2/2	Bag	65
Habra	Sukanta Sarani 2	JB/H/SS2/3	Bag	85
Habra	Sukanta Sarani 2	JB/H/SS2/4	Bag	135
Rajpur Sonarpur	Rajlaxmi	JB/R5/RJ/0	Bag	70
Madhyamgram	Dakshin Bankim Pally 25/10	JB/M/DBP25-10/0	Bag	100
Habra	Sukanta Sarani 2	JF/H/SS2/0	Folder	125
Bhadreswar	Prosad Neogi Lane Janosikha Shg 01	ER/B/PNLJSHG1/0	Earring	100
Asansol	Shitala Kali Mandir TCS	NL/A/SKMTCS/0	Necklace	250
Naihati	Pragati	NL/N/P/0	Necklace	550
Burdwan	Naricolony 8 No	NL/B/N8/0	Necklace	450

Proposal submitted with draft letter for your kind approval and signature .

S. K. Das  
SMM-SM&ID

A meeting has been organised on different date 10th, 11th & 12th of October 2019 on product selection for different melas.

A draft letter has been placed with ULB list for the three days.

Tiffin packets may be average for those days. detail are as follows:

- |                         |   |
|-------------------------|---|
| 10.10.2019 - 40 packets | X |
| 11.10.2019 - 40 packets |   |
| 12.10.2019 - 30 packets |   |

Proposal submitted with kind perusal and signature.

S. Parul Smd 8.10.19

~~AMD~~

Notes above.

The members of select SHGs have been asked to bring sample of their produce to SUDA for selection on 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> October, 2019. This is part of an exercise to select products for the forthcoming 4 (four) major State level fairs viz. Sabala, Saras, Bidhannagar Mela & Trade Fair.

Tiffin packets may be approved for the participants as per requirement mentioned at 'X' above.

Director, SUDA

Soms  
03/10/19

Chandhan  
AMD  
9.10.19  
Sof 3/10/19

It has been discussed in detail in the review meeting held on 11<sup>th</sup> of August 2019 at SUDA regarding the marketing of SHGs products . Primarily two Strategies has been adopted by the SMMU .

1. CMMU will prepare a list of **Melas organized locally through out the year .**

**Prescribed format :**

Sl. No.	ULB	Name of Fair	Location	Date of commencement	Date of clusure	Remarks

2. CMMU will prepare product wise complete list for the online and offline marketing .

**Product wise information sheet**

Item	Response
<b>District</b>	
<b>Municipality</b>	
<b>Name of the SHG Group</b>	
<b>Category (Bag/ Junk Jewellery/ Dress materials/ Handicrafts/ Kantha Stitch etc.)</b>	
<b>Submitted products</b>	
<b>Individual Production / Group Production</b>	
<b>No. of member involved in production</b>	
<b>Name of the selected Items</b>	
<b>Raw Materials Used</b>	
<b>Quality of product</b>	
<b>Process of production</b>	
<b>Source of working capital</b>	
<b>Skill segregation</b>	
<b>Skill up gradation (Yes/ No)</b>	
<b>Existing buyers</b>	
<b>Volume of sales (annually)</b>	
<b>Cost of the Item ( Per Piece )</b>	
<b>Value of sales in 2018-19</b>	
<b>Refer to MSME for further certification (Yes/ No)</b>	
<b>Additional Remarks if any</b>	
<b>Contact Person &amp; Contact Number of SHG</b>	

This two formats may be sent to the ULBs for prepare the SHGs product details for the product selection and mela details .

Proposal submitted for your kind perusal and signature

S.P. Das . 13.9.19  
SMM-SM&ID

Y. C. signed  
Chandran  
13/09/19

AMD

Somn



An one day orientation cum training has been organised on SUDA on 17th of sept 2019 at 12 noon on marketing strategy for forthcoming marketing initiative at Aeropolis mall. 4 staff persons from KMC will be oriented in this workshop.

10 tiffin packets with tea may be arranged on this day.

Proposal submitted for your kind approval and signature.

S. P. Das,  
16.9.19

Ye signed  
Dhandhara  
16.09.19

~~AND~~  
Product selection will be held on 17th, 18th & 19th October.

Letter for the meeting may be issued. 200 tiffin packets may be arranged for those three days.

Proposal submitted for your kind

approval and signature.

S.P. Das.

11.10.19

He signed  
Chakrabarti  
11.10.19

~~AND~~

S. Pami SMM

A letter may be issued to selected municipalities - Habra, North Dum Dum, Habra to participate in the programme of 5th November at P.C. Chandra garden. Proposal submitted with draft letter for your kind approval and signature.

S.P. Das 31.10.19

~~AND~~

S. Pami SMM

He signed  
Chakrabarti  
31/10/19

WBSULM are going to introduce brand Name of State Urban Livelihood Mission as " Swayamsiddha " . Stae Sabala Mela of SHG &SE department will be stat from 29<sup>th</sup> of nov2019 . so we may engage an organization for Interior of the 10 stalls . for this we may ask for the notifications from reliable and resourceful agencies experienced in similar type of work for the following work.

The last date for submission of Quotation is 20.11. 2019 by 1.00 P.M and the same will be opened at 2.00 P.M on the same date.

**FORMAT : For Interior Decoration designing and printing the product Directory**

(1)	(2)	(3)	(4)
	Items	Specification	Amount
1	Stall	10X10	(inclusive of all taxes & charges)
2	Fabric & branding for inside right wall	As required <b>Eco Friendly materials should be used</b>	
3	Complete stall general lighting	As required	
4	Octonorm pannels with stacking racks	As required	
5	Velvet shelves	As required	
6	Reception counters	2 pcs	
7	Chairs	6 pcs	
8	Department logo	5 pcs	
9	Entry & exit door	As required	
10	Blue carpet in floor area	As required	
11	Top fascia for entry & exit side	As required	
12	Leaflets (Single Page)	500 pcs	
13	Tags	100 pcs each 53 SHGs	
14	Bill / Voucher	100 pages bill - 20 copies	

Proposal submitted for your kind approval and signature .

*ADD*  
 The components as mentioned under column (2) (Items) are tentative and may change as per the actual requirement of 1/3 around the Mela venue.  
 Draft may be signed if approved.  
 S.P. 19.11.19  
 19.11.19

In connection with the State Level Sobola Mela organized by SHG&SE from 29<sup>th</sup> Nov to 8<sup>th</sup> Nov 2019 at Bidhannagarmela ground, the following assignments are entrusted to the WBSULM Cell.

1. Meeting with selected SHGs with CMMs in two half for State Level Sabola Mela on 20<sup>th</sup> of Nov at SUDA conference hall. 120 tiffin packets may be arranged for two half.
2. Final selection of CSP team for Mela
3. Constitute State Level Mela Management Team for better performance at mela
4. Collection and manage of product Inventory for the mela
5. Notification for quotation for KIOSK for sale of products from 46 (Forty six) SHGs from 26 (Twenty six) ULBs.
6. Arrangements Hostel for the CSP team for forth coming mela from 29<sup>th</sup> to 8<sup>th</sup> of Nov at ILGUS hostel
7. Provision of TA and DA to the CSP team @ ₹ 300 ( ₹ 200 for wage rate & ₹ 100 for Tiffin cost per day for 20 CSP Team ). Total cost ₹ 300X20X10=₹ 600000 ( sixty thousand rupees for daily wage and tiffin cost for 20 CSP)
8. Hostel arrangements and lunch ( 100 X20X10=20000 & vehicle arrangements for the Mela
9. 1000 sets. Paper bags with the logo & brand to be made by a SHG at Kalyani @ ₹ 15 for Mela. Total cost for 1000 paper bags 1000X₹ 10=₹ 10000
10. Products for the KIOSK will be handed over to SUDA onwards 22.11.2019.
11. 100 copies of Product Brochure printing
12. 1000 copies of leaflet printing
13. Two types of standee on products
14. work order may be issued on product brochure, standee printing, stall installation, paper bags, stickers

15. One day handholding training of 20 CSP on 23<sup>rd</sup> of Nov 2019. 36 lunch packets may be arranged for that day.

S. P. D. R.  
18.11.19

This may be approved.

AND

All points are put up for approval with following changes recommended sheets!

Wet Pt. 5 - Kiosk Notification to include.

- a. Product <sup>Chart / bill board</sup> stand ( Fresh + WTI )
- b. Stall installation ( Notice to be issued )
- c. leaflets / handouts

H9. Cost of paper bag to be included with product MKL, if approved.

H11. Product Brochure not required, instead comprehensive labelling & 2 big sized bill boards for product introduction, if approved.

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NOTE SHEET

SUDA

Intyep for approval.

*[Signature]* 18.11.15

Director

As proposed.  
Self 18/11/15

AD (NULM)

James  
James  
James

WBSULM are going to introduce brand Name of State Urban Livelihood Mission as " Swayamsiddha " . State Sabala Mela of SHG & SE department will be start from 29<sup>th</sup> of nov2019 . so we may engage an organization for Interior of the 10 stalls . for this we may ask for the notifications from reliable and resourceful agencies experienced in similar type of work for the following work.

The last date for submission of Quotation is 20.11. 2019 by 1.00 P.M and the same will be opened at 2.00 P.M on the same date.

Sl. No		Description
1	Documentation of the State Sabala Mela ( 29 <sup>th</sup> november to 8 <sup>th</sup> December 2019 )	Photography and Videography

Proposal submitted for your kind approval and signature .

~~AMD~~ N22 may be signed, if approved. S.P.D.M.  
18.11.19

*[Signature]* 18.11.19

~~Shahid~~

AMD

18/11


WBSULM are going to introduce brand Name of State Urban Livelihood Mission as " Swayamsiddha " . Stae Sabala Mela of SHG &SE department will be stat from 29<sup>th</sup> of nov2019 . so we may engage an organization for Interior of the 10 stalls . for this we may ask for the notifications from reliable and resourceful agencies experienced in similar type of work for the following work.

The last date for submission of Quotation is 20.11. 2019 by 1.00 P.M and the same will be opened at 2.00 P.M on the same date.

Sl. No	Description	Quantity	Unit	Rate Quoted
1	Fabric branding for back wall only	1000	Sq.ft	
2	Flex fascia	1	Pcs	

Proposal submitted for your kind approval and signature .

S. P. D. A.  
18.11.19

~~AND~~ NID may be signed, if  18/11/19

18/11/19

Director

AND

WBSULM are going to introduce brand Name of State Livelihood Mission as " Swayamsiddha " . State Sabala Mela of SHG & SE department will be start from 29<sup>th</sup> of nov2019 . so we may engage an organization for Interior of the 10 stalls . for this we may ask for the notifications from reliable and resourceful agencies experienced in similar type of work for the following work.

The last date for submission of Quotation is 20.11. 2019 by 1.00 P.M and the same will be opened at 2.00 P.M on the same date.

Sl. No	Description	Quantity	Unit	Rate
1	Octonorm pannel with velvet cloth shelf rack (10 FT X 1.5 FT X 8 FT (H)	10	Pecs	
2	Leaflets (Single Page)	500	Pecs	
3	Tags	100	Pecs	
4	Bill / Voucher (100 pages bill)	20	Books	
5	Potted plants	4	Pecs	
6	Garment stand	3	Pecs	
7	Standees (7 ft X 3 ft)	2	Pecs	

Proposal submitted for your kind approval and signature .

S.P.Dw.

18.11.19

*AND NID may be signed, if approved.* [Signature] 18.11.19

Incls

Self 18/11



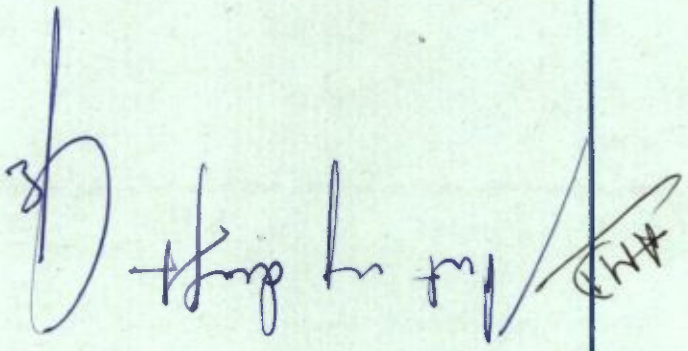
We have received a letter from SHG&SE department for Sabala Mela in wide memo no - stall / sabala mela 2019 . 10 number of stalls has been allotted for participation in the mela . This year WBSULM are going to sponsor SHGs in new form for organising the poor women for economic and social development . Recently we have introduced State Urban Livelihood Mission under the brand "Swamsiddha". Under this brand name WBSULM are going to introduce SHGs made products in Sabala Mela organised by you .

To introduce our branding , this year WBSULM are going present ourselves in different mode. WBSULM will participate in this Sabala Mela as an organisation . Various products from different 47 SHGs will be introduced this year .

To implement this events successfully we need stall in a better position in the Mela Ground . So , we may write to SHG& SE department regarding this .

Proposal submitted with draft letter for your kind approval and signature.

S.R.S  
20.11.19

20.11.19  
  
 Put my draft

WBSULM are going to introduce SHGs products and brands in new from. For the forth coming State Level Sobola Mela - 2019 a State Level Mela Management Team has been constituted with below mentioned CMMs :  
The State Level Mela Management Team constituted with the following members.

- 1) Smt. Soma Parui Das, SMM-SM&ID
- 2) Sri Soumen De, SMM-S&SI
- 3) Smt. Arpita Mukherjee, CMM - Barasat Municipality
- 4) Sri. Subhasish Chakraborty, CMM-Budge Budge Municipality
- 5) Smt. Namita Sarkar, CMM-Rishra Municipality
- 6) Sri. Arijit Bose, CMM-Rajpur Sonarpur Municipality
- 7) Smt. Mounita Ghosh, CMM-Madhyangram

In connection with the above mentioned CMM has started to work. But in the mean time it has noticed that as Graining week is continuing all CMMs will also busy with this.  
Arijit Bose, CMM Rajpur Sonarpur will busy in upcoming Sabala Mela at district level & will not able to join and also officially communicated to the office.  
So a 2<sup>nd</sup> line defense team need to be constitute. Below mentioned CMMs will be attached with the team.  
These team members are as follows :

- 1) Smt. Anindita Halder, CMM-Dum Dum Municipality
- 2) Sri. Tapan Kumar Jana, CMM-New Barrackpore Municipality
- 3) Arpita Das, CMM-Kalyani Municipality

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

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

2. Letter for Resource Person for CSP training :

One day CSP training will be stated on 23<sup>rd</sup> of Nov 2019. We may request Sri Somnath Chatterjee as an resource person for the training.

So, proposal submitted with the draft letter for your kind approval and signature

1. 2<sup>nd</sup> line State Level Mela Management Team
2. Resource person for the CSP Training

S. r. r. 21.11.19

SMM-SM&ID

Handwritten signature and initials in a circle.

Handwritten signature: "Smt. Soma Parui Das"

Handwritten signature: "Smt. Soma Parui Das"

Handwritten signature: "Smt. Soma Parui Das"

Handwritten text: "21/11/19"

**NOTE SHEET**

One day CSP training has been organized on 23<sup>rd</sup> of nov 2019 at SUDA conference hall . simultaneously another meeting headed by , Director SUDA will be held on same date . So based on this situation we may write to ILGUS to provide Training hall to continue One day orientation Training on **Marketing Skill up gradation for CSP under NULM Programme** on 23<sup>rd</sup> of November 2019 in 1 (one ) batch . Total 23 participants will participate in this orientation programme .

To continue the training Khata and pen ( 25 sets) may be arranged .

You are requested to book ILGUS training hall for the aforementioned day.

S.P.D. 21.11.19  
SMM-SM&ID

~~AND~~

Approved. Put up draft.

G. P. 21.11.19

As per approval at NSP-13 SUDA will be participating at Sabala Mela on behalf of NULM Cell which will be held on 29.11.2019 to 08.12.2019 at Bidhnannagar Mela Prangan. To full fill various logistic and infrastructural arrangements needed to organize the above event NIQ had been issued vide letter no. SUDA-445/2019/7522 dated 19.11.2019 & SUDA-445/2019/7523 dated 19.11.2019 and SUDA-445/2019/7524 dated 19.11.2019.

In this connection quotation have been received from various vendors and after opening the quotation it is found that M/s Subham Design Whiz Pvt. Ltd. has become the lowest bidder for the entire required job which were asked by this office through the NIQ.

The details of the competitive statement of the quotations have been furnished under for kind perusal.

**Job :1**

Item Description	Design Craft	Subham Enterprise	Sun Shine Decoration	Subham Design Whiz Pvt. Ltd	Lower Price Quoted By
Fabric branding for back wall, Supply of Flex fascia, Tags, Bill, Voucher (100 Pages) etc.	1,14,350.00	1,11,400.00	1,13,450.00	99,625.00	Subham Design Whiz Pvt. Ltd

**Job :2**

Item Description	Design Craft	Subham Enterprise	Sun Shine Decoration	Subham Design Whiz Pvt. Ltd	Lower Price Quoted By
Supply of Octonorm panel with velvet cloth shelf rack, Leaflets, Plotted plants, Garments stand, Standees (7'x3')	1,15,100.00	1,08,200.00	1,25,375.00	81,375.00	Subham Design Whiz Pvt. Ltd

**Job :3**

Item Description	Design Craft	Subham Enterprise	Sun Shine Decoration	Subham Design Whiz Pvt. Ltd	Lower Price Quoted By
Supply of System Table, Black cloth chair, Standees, Flex Branding, Eco solvent Vinyl with Sun Board.	36,680.00	29,260.00	34,660.00	23,990.00	Subham Design Whiz Pvt. Ltd

The above competitive statements related to various types of jobs had been prepared in connection with documentation cited on the CP side.

Now, it is proposed to issue the work orders according to the competitive statements for various types of work.

If approved the draft work orders placed herewith may kindly be signed.

Submitted

Simam. SmpSD-  
23.12.2019

Sabala will be started on 29<sup>th</sup> on November 2019 and will continue till 8<sup>th</sup> of December 2019 . So below mentioned logistic support is require .

**Requisition for Logistic Support Sabala Mela**

Sl No	Particulars	Quantity
1	Stapler	10
2	Staplers Pin	2 packets
3	Channel File	12
4	Carbone Paper	50
5	Calculator	10
6.	Stamps ( Swamsiddha ) Double	10
7.	Stamp Pad Sided tape	10

Scissors

1. Transport support on 29<sup>th</sup> and 8<sup>th</sup> of December 2019 at 10am
2. Dedicated vehicle support to movement to the Mela from 29<sup>th</sup> to 8<sup>th</sup> of December
3. 4 Labour support on 29<sup>th</sup> November and 8<sup>th</sup> December
4. 5000 cash for sudden requirement

S.P.D.M 25.11.19  
SMM-SM&ID



Approved on part req.

~~S.M.D~~

~~Handwritten signature~~

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## NOTE SHEET

SUDA

As approved by Director, SUDA WBSULM are going to participate at State Sabala Mela under SHS & SE Department, GOWB, which will be held from 29<sup>th</sup> November 2019 to 8<sup>th</sup> December 2019.

In this regard to arrange the refreshment for the staffs and officials it is proposed to <sup>give Issue an</sup> supply order to MIOAMLORE CAKE SHOP for providing 40 nos. of food packet every day from 29.11.2019 to 8.12.2019. The amount for a single packet will be restricted to Rs. 50/-.

If approved, this supply order placed herewith at C.P Side may kindly be signed.

Placed for approval.

H.A.  
J.D.  
Director.

Order by ~~workshop~~ may be issued for supplying 400 nos. of tiffin per day  
29.11.2019.

for 29.11.2019.

JA

OPF 29/11/19

W

As per approval given by Director SUDA for participation at SABALA MELA in Bidhannagar Mela Prangan from 29.11.2019 to 08.12.2019 on behalf of WBSULM cell of SUDA and the event already been successfully conducted.

In this connection it may be noted that as per approval, the provision of TA & DA to the CSP team members @Rs.300/- each for 10 days now being processed for reimbursement.

Now, as documents submitted by the team members it has been found that a total 23 nos. of CSP members had been entrusted their duties for 10 days related to above event.

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

Sl No.	Name of the CSP Member	Total no. of day assignments entrusted	Total amount individually
1.	Sri Srabanti Das ✓	As per documents certified by Smt. Soma Parui Das each members attended 10 days assigning duties thus eligible @Rs.300/- per day	3000.00
2.	Sri Sampa Koley ✓		3000.00
3.	Sri Rikta Singh Roy ✓		3000.00
4.	Sri Sathi Chatterjee ✓		3000.00
5.	Sri Tinku Mondal ✓		3000.00
6.	Sri Sima Roy ✓		3000.00
7.	Sri Debjani Sarkar ✓		3000.00
8.	Sri Papia Pal ✓		3000.00
9.	Sri Manjura Blbi ✓		3000.00
10.	Sri Tamali Pal ✓		3000.00
11.	Sri Puja Gupta ✓		3000.00
12.	Sri Ruby Roy ✓		3000.00
13.	Sri Sharmistha Das ✓		3000.00
14.	Sri Subhra Bhadra ✓		3000.00
15.	Sri Jhuma Pal ✓		3000.00
16.	Sri Tanusree Sarkar ✓		3000.00
17.	Sri Subarna Das Mallick ✓		3000.00
18.	Sri Ruma Adhikari ✓		3000.00
19.	Sri Champa Dey ✓		3000.00
20.	Sri Sanchita Bhowmick ✓		3000.00
21.	Sri Swathi Kar ✓		3000.00
22.	Sri Tanusree Sengupta ✓		3000.00
23.	Sri Sri Chmapa Sarkar ✓		3000.00
<b>Total</b>			<b>69,000.00</b>
<b>(Rupees Sixty Nine Thousand) only.</b>			

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

If approved the total amount of **Rs.69,000.00** ((Rupees Sixty Nine Thousand) Only may be disburse in favour of above payees in their respective bank accounts.

Submitted for kind approval.

S. B. D. W.  
20.12.19

*AMD*



NOTE SHEET



Note as approved by the Director placed on the cp side.

23 CSPs attended the Sabala Mela from 29.11.2019 to 08.12.2019. There attendance in the Mela has been duly confirmed by SMM, SM&ID. Copy of the attendance record is also placed on the cp side. The tiffin & travel cost @₹ 300 per day to the 23 CSP members (detailed at 'X' page-19/N) amounting to ₹ 69,000 may be approved for payment.

Director, SUDA

~~AD (SET)~~  
~~BO~~

*Handwritten*  
31/12/19  
AMD

*sdg* 6/1/20

*Handwritten*  
06/01/20

Aect (G)

Please process.

*Y. Hore*  
07/01/20



**As per notes and orders at prepage**

As approved by Director, SUDA at prepage, to release the payments in favour of 23 nos. of CSP Members given below in the table, 01 (One) no. of Transfer Advice totalling to Rs.69,000/- (Rupees Sixty Nine Thousand only) drawn on SBI, Salt Lake, Sector-I branch as detailed below, has been prepared and placed herewith for signature of Director, SUDA and Finance Officer, SUDA please.

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

Sl. No.	Name of the CSP Member	Per Day Rate	Total Working Days	Working Period	Purpose of Payment	Total Amount
1	Srabanti Das	300/-	10 Days	29.11.2019 to 08.12.2019	Release of payment for tiffin & travel cost for participation of 23 nos. CSP Members at SABALA MELA in Bidhannagar Mela Prangan from 29.11.2019 to 08.12.2019 on behalf of WBSULM Cell of SUDA.	3,000.00
2	Sampa Koley	300/-	10 Days			3,000.00
3	Rikta Banik	300/-	10 Days			3,000.00
4	Sathi Chatterjee	300/-	10 Days			3,000.00
5	Tinku Mondal	300/-	10 Days			3,000.00
6	Sima Roy	300/-	10 Days			3,000.00
7	Debjani Sarkar	300/-	10 Days			3,000.00
8	Papiya Bose	300/-	10 Days			3,000.00
9	Manjura Bibi	300/-	10 Days			3,000.00
10	Tamali Paul	300/-	10 Days			3,000.00
11	Puja Gupta	300/-	10 Days			3,000.00
12	Rubi Roy	300/-	10 Days			3,000.00
13	Sharmistha Das	300/-	10 Days			3,000.00
14	Subhra Bhadra	300/-	10 Days			3,000.00
15	Jhuma Paul	300/-	10 Days			3,000.00
16	Tanushree Sarkar	300/-	10 Days			3,000.00
17	Subarna Das Mallick	300/-	10 Days			3,000.00
18	Ruma Adhikari	300/-	10 Days			3,000.00
19	Champa Dey	300/-	10 Days			3,000.00
20	Sanchita Bhowmick	300/-	10 Days			3,000.00
21	Sathi Kar	300/-	10 Days			3,000.00
22	Tanushree Sengupta	300/-	10 Days			3,000.00
23	Champa Sarkar	300/-	10 Days			3,000.00
<b>All Total Amount</b>						<b>69,000.00</b>
(Rupees Sixty Nine Thousand only)						

Finance Officer, SUDA  
AND  
Director, SUDA

20/01/2020

F.O. (PAS)

20/01/20

22/1/20

FO



NOTE SHEET



As per notes and orders at page no.20

As approved by Director, SUDA at page no.20, an amount of Rs.3,000/- of Ms. Ruma Adhikari, CSP member of the Sabala Mela held at Bidhannagar Mela Prangan from 29.11.2019 to 08.12.2019 and in serial no.18 did not credited amount in her bank account for wrong bank account number.

In that case for further payment, 01 (One) no. of Transfer Advice amounting to Rs.3,000/- (Rupees Three Thousand only) drawn on SBI, Salt Lake, Sector-I branch has been prepared and placed herewith for signature of Director, SUDA and Finance Officer, SUDA please.

Finance Officer, SUDA  
AND  
Director, SUDA

2  
FO (DAS)

FO

12/02/2020

120220

12/2/2020

12/2

As per approval given by Director SUDA for participation at International Mega Trade Fair in Since city mela ground from 29.12.2019 to 25.12.2019 at Bidhannagar Mela in Bidhannagar mela ground from 20.12.2019 to 09.01.2020 & International Mega Trade Fair in new town mela ground from 23.01.2020 to 30.01.2020 on behalf of WBSULM cell of SUDA and the event already been successfully conducted.

In this connection it may be noted that as per approval, the provision of TA & DA to the CSP team members @Rs.300/- each for 10 days now being processed for reimbursement.

Now, as documents submitted by the team members it has been found that a total 09 nos. of CSP members had been entrusted their duties related to above event.

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

Sl No.	Name of the CSP Member	No of Mela Participated	Total no. of day assignments entrusted	Total amount individually
1.	Sri Srabanti Das	2	As per documents certified by Smt. Soma Parui Das each members attended their duties thus eligible @Rs.300/- per day	7200.00
2.	Sri Sampa Koley	1		2700.00
3.	Sri Tinku Mondal	2		5100.00
4.	Sri Debjani Sarkar	2		5700.00
5.	Sri Papia Pal	1		3900.00
6.	Sri Tamali Pal	1		2700.00
7.	Sri Puja Gupta	1		3900.00
8.	Sri Ruby Roy	1		2700.00
9.	Sri Subhra Bhadra	1		3900.00
			<b>Total</b>	<b>37,800.00</b>
(Rupees thirty seven thousand eight hundred) only.				

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

If approved the total amount of Rs.37,800.00 ((Rupees thirty seven thousand eight hundred) Only may be disburse in favour of above payees in their respective bank accounts.

Submitted for kind approval.

*[Signature]*  
17.02.2020

X. May be approved

*[Signature]*  
17.02.2020

Date underlined above be corrected. Approval details also be attached and referred pl.

Self 18/2

Director -

*[Signature]*

S.P.Dm SMD.

\*International Mega Trade Fair organised

at Science City Mela ground from 13th to 25th December and the date <sup>was mistakenly</sup> mentioned in the NP-23.

Proposal submitted with rectification  
sbn.

~~AMJ~~

To

~~Shankar~~  
1902

2020 Proposal above may be noted, 9 Csp-members participated in 3 fairs (International mega trade fair at (a) Science city and (b) New town and (c) B.Dhananagar mela). The total remuneration @ Rs. 300/day; amounting to Rs. 37800 as proposed may be released.

Y. H. A. S. S. S.  
22.04.20.

Approved

Shankar  
22.04.2020

Y. H. A. S. S. S.  
22/04/20.

To

Acct  
(R)

As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payments in favour of 09 nos. of CSP Members given below in the table, 01 (One) no. of Transfer Advice totalling to Rs.37,800/- (Rupees Thirty Seven Thousand Eight Hundred only) drawn on SBI, Salt Lake, Sector-I branch as detailed below, has been prepared and placed herewith for signature of both Finance Officers, SUDA please.

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

Sl. No.	Name of the CSP Member	Per Day Rate	Total Working Days	Working Period	Purpose of Payment	Total Amount
1	Srabanti Das	300/-	13+11=24	13.12.19 to 25.12.19 and 30.12.19 to 09.01.20	Release of payment for tiffin & travel cost for participation of 09 nos. CSP Members at International Mega Trade Fair in Bidhannagar Mela Prangan on behalf of WBSULM Cell of SUDA.	7,200.00
2	Sampa Koley	300/-	9	20.12.19 to 29.12.19		2,700.00
3	Tinku Mondal	300/-	9+8=17	20.12.19 to 29.12.19 and 23.01.20 to 30.01.20		5,100.00
4	Debjani Sarkar	300/-	11+8=19	30.12.19 to 09.01.20 and 23.01.20 to 30.01.20		5,700.00
5	Papiya Bose	300/-	13	13.12.19 to 25.12.19		3,900.00
6	Tamali Paul	300/-	9	20.12.19 to 29.12.19		2,700.00
7	Puja Gupta	300/-	13	14.12.19 to 25.12.19		3,900.00
8	Rubi Roy	300/-	9	20.12.19 to 29.12.19		2,700.00
9	Subhra Bhadra	300/-	13	13.12.19 to 25.12.19		3,900.00
<b>All Total Amount</b>						<b>37,800.00</b>
(Rupees Thirty Seven Thousand Eight Hundred only)						

Finance Officer, SUDA  
AND  
Finance Officer, SUDA

*(Signature)*

*22/04/2020*

*22.06.20*

*24/4/20*

As per notes and orders from E-File No. SUDA-14012(15)  
7/2019-NULM SEC(SUDA)-SUDA (Computer No. 244704)

As approved by Director, SUDA & Addl. Director, SUDA to transfer the fund in respect of IEC of NULM, a transfer Advice amounting to Rs. 3,31,671.00 (three lakh thirty one thousand six hundred seventy one) only have been prepared and placed herewith for signature of Finance Officer's, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

For SUDA  
CPAS

M. Subbarao.  
29.06.2020

G. Home -  
29.06.2020

29/6/20