

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15415

08.08.2019

09

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

**To : The Chairperson,
Kalyani Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **21** Wards, **18** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **3** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Shandhu
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5413

08.08.2019
09

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

**To : The Chairperson,
Kalna Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **18** Wards, **3** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **15** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhu
08-08-19
**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5412

08.08.2019
09

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

**To : The Chairperson,
Kalimpong Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **23** Wards, **1** ALFs has been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **22** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandrasekhar

08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

1544

08.08.2019
09

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

**To : The Chairperson,
Kaliaganj Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **17** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **17** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

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

Account Section: 2358 6408

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5410

08.08.2019
09

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

**To : The Chairperson,
Joynagar Mozilpur Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **14** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **14** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5409

08.08.2019
09

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

**To : The Chairperson,
Jiaganj Azimganj Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **17** Wards, **1** ALFs has been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **16** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15408

08.08.2019

09

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

**To : The Administrator,
Jhargram Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **18** Wards, **3** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **15** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhu

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15407

08.08.2019

09

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

**To : The Chairperson,
Jhalda Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 12 Wards, 0 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 12 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5406

08.08.2019
09

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

**To : The Chairperson,
Jangipur Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **21** Wards, **15** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **6** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08.08.19
**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

/5405

08.08.2019

09

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

**To : The Chairperson,
Jalpaiguri Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **25** Wards, **18** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **7** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5404

08.08.2019
09

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

To : The Chairperson,
Islampur Municipality

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **17** Wards, **9** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **8** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5403

08.08.2019
09

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

**To : The Administrator,
Howrah Municipal Corporation**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **66** Wards, **4** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **62** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08-08-19
**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

5402

08.08.2019

09

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

**To : The Chairperson,
Hooghly Chinsurah Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **30** Wards, **20** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **10** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhan

08-08-19

Jt. Secretary, UD & MA Dept.

&

Addl. Mission Director, WBSULM

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5401

08.08.2019
09

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

**To : The Chairperson,
Haringhata Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 17 Wards, 0 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 17 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5400

08.08.2019

09

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

**To : The Chairperson,
Halisahar Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **23** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **23** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08.08.19
**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

5399

08.08.2019

09

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

**To : The Commissioner,
Kolkata Municipal Corporation**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **144** Wards, **34** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **110** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Handwritten signature
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5398

08.08.2019
09

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

**To : The Chairperson,
Konnagar Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **20** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **20** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Thomson

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5397

08.08.2019
09

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

**To : The Chairperson,
Kurseong Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **20** Wards, **18** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **2** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Thandhu

08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5396

08.08.2019
09

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

**To : The Chairperson,
Maheshtala Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **35** Wards, **4** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **31** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandrima
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

18396

08.08.2019

09

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

To : The Administrator,
Alipurduar Municipality

Sub : Formation & registration of ALFs

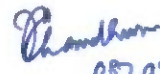
Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **20** Wards, **1** ALF has been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **19** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


087 087 19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15395

08.08.2019
09

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

**To : The Chairperson,
Arambag Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 19 Wards, 0 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 19 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

J. Chaudhuri
08/08/19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

5394

08.08.2019

09

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

**To : The Commissioner,
Asansol Municipal Corporation**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **106** Wards, **20** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **86** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,



**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5393

08.08.2019
09

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

**To : The Chairperson,
Baduria Municipality**

Sub : Formation & registration of ALFs

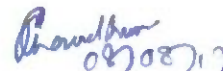
Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 17 Wards, 0 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 17 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,



**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15392

08.08.2019

09

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

**To : The Chairperson,
Baidyabati Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 23 Wards, 0 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 23 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Joly Chaudhuri
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal

SUDA-80/2014 / 5391

08.08.2019
09

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

To : The Chairperson,
Bankura Municipality

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **24** Wards, **16** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **8** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5390

08.08.2019
09

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

**To : The Administrator,
Balurghat Municipality**

Sub : Formation & registration of ALFs


Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 25 Wards, 10 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 15 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5389

08.08.2019

09

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

**To : The Chairperson,
Baranagar Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **34** Wards, **23** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **11** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

08.08.2019

09

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

**To : The Chairperson,
Barasat Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **35** Wards, **21** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **14** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhu
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5387

08.08.2019
09

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

**To : The Chairperson,
Baruipur Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **17** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **17** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

J. Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5386

08.08.2019
09

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

**To : The Chairperson,
Basirhat Municipality**

Sub : Formation & registration of ALFs

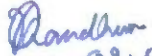
Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **23** Wards, **17** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **6** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08.08.19
**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal

SUDA-80/2014 / 5386

08.08.2019
09

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

To : The Administrator,
Berhampore Municipality

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 28 Wards, 24 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 4 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the 31st of August, 2019. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648.**

Yours faithfully,

Jhandher
08-08-19

Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5384

08.08.2019
09

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

**To : The Chairperson,
Bhadreswar Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 22 Wards, 12 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 10 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhu
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5383

08.08.2019
09

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

**To : The Commissioner,
Bidhannagar Municipal Corporation**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **41** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **41** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Handwritten signature
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal

SUDA-80/2014 / 5382

08.08.2019
09

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

To : The Chairperson,
Beldanga Municipality

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 14 Wards, 12 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 2 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

5381

08.08.2019

09

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

**To : The Chairperson,
Birnagar Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **14** Wards, **3** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **11** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 3380

08.08.2019
09

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

**To : The Chairperson,
Bishnupur Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 19 Wards, 0 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 19 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Handwritten signature
08.08.19
**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", II-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5379

08/08.2019

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

**To : The Chairperson,
Bolpur Municipality**

Sub : Formation & registration of ALFs

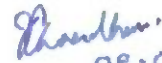
Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **20** Wards, **2** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **18** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5362

09.08.2019

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

**To : The Chairperson,
Dum Dum Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **22** Wards, **7** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **15** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhan

08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5363

04.08.2019

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

**To : The Administrator,
Dubrajpur Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **16** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **16** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Prandhara
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5364

08.08.2019

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

**To : The Chairperson,
Domkal Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **21** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **21** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Mandhan
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5365

08.08.2019

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

To : The Chairperson,
Dinhata Municipality

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **16** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **16** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 *15367*

09.08.2019

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

**To : The Chairperson,
Dhupguri Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **16** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **16** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5368

09.08.2019

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

**To : The Chairperson,
Dhulian Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **21** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **21** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Handwritten Signature
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5369

09.08.2019

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

**To : The Administrator,
Darjeeling Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **32** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **32** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5370

09.08.2019

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

**To : The Chairperson,
Dankuni Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **21** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **21** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5371

09.08.2019

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

**To : The Administrator,
Dalkhola Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **16** Wards, **4** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **12** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

J. Chaudhuri 08-08-19

Jt. Secretary, UD & MA Dept.

&

Addl. Mission Director, WBSULM

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5372

09.08.2019

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

**To : The Chairperson,
Coopers Camp Notified Area Authority**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **12** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **12** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

5373

09.08.2019

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

**To : The Chairperson,
Cooch Behar Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **20** Wards, **5** ALFs have been formed so far. As per extant guideline there should be **1** (one) ALF in every Ward. The gap of **15** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

J. Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15374

09.08.2019

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

**To : The Chairperson,
Chandrakona Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **12** Wards, **2** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **10** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

J. Chaudhuri

09.08.19

Jt. Secretary, UD & MA Dept.

&

Addl. Mission Director, WBSULM

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15375

09.08.2019

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

**To : The Administrator,
Chandernagar Municipal Corporation**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **33** Wards, **23** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **10** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhan
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15376

09.08.2019

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

**To : The Chairperson,
Champdani Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **22** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **22** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Handwritten signature
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

5377

09.08.2019

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

**To : The Chairperson,
Buniyadpur Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **14** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **14** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5378

09.08.2019

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

**To : The Chairperson,
Budge Budge Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **20** Wards, **2** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **18** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Dandhu
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5366

09.08.2019

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

**To : The Administrator,
Diamond Harbour Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **16** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **16** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhan'
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

5449

08.08.2019
09

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

**To : The Chairperson,
South Dum Dum Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **35** Wards, **1** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **34** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5439

08.08.2019
09

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

**To : The Chairperson,
Raghunathpur Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **13** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **13** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5440

08.08.2019
09

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

**To : The Chairperson,
Raiganj Municipality**

Sub : Formation & registration of ALFs

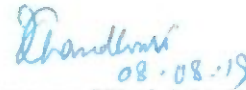
Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **27** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **27** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5441

08.08.2019
09

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

**To : The Chairperson,
Ramjibanpur Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **11** Wards, **0** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **11** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Shonbhui

**Jt. Secretary, UD & MA Dept.
&**

Addl. Mission Director, WBSULM

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15442

08.08.2019
09

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

**To : The Chairperson,
Rampurhat Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 18 Wards, 0 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 18 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

J. Chaudhuri 08 08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5443

08.08.2019
09

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

**To : The Chairperson,
Ranaghat Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **20** Wards, **10** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **10** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chaudhuri 08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 /5444

08.08.2019
09

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

**To : The Chairperson,
Rishra Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **23** Wards, **8** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **15** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,


08-08-19
**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

15445

08.08.2019

09

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

**To : The Chairperson,
Sainthia Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 16 Wards, 2 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 14 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Shonkum
08-08-19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014 / 5446

08.08.2019
09

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

**To : The Chairperson,
Serampore Municipality**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of 29 Wards, 5 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 24 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Chandhan

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

**State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal**

SUDA-80/2014

5447

08.08.2019

09

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

**To : The Commissioner,
Siliguri Municipal Corporation**

Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of **2937** Wards, **1433** ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of **1504** ALFs which have either not been formed or have not been registered under the Societies Registration Act.

The data of your ULB reveals, in the total of **47** Wards, **32** ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of **15** ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the **31st of August, 2019**. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with **Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648**.

Yours faithfully,

Thoulik...
08.08.19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

URGENT

SUDA

State Urban Development Agency
"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal

SUDA-80/2014/5448

08.08.2019
09

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

To : The Chairperson,
Sonamukhi Municipality

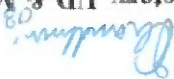
Sub : Formation & registration of ALFs

Sir/ Madam,

A Google format shared with all the ULBs for reporting on the status of ALF formation & registration. A status report from 125 ULBs has since been compiled. The aggregate report indicates out of 2937 Wards, 1433 ALFs have been formed (as on 07.08.2019) as per the MIS portal. A gap of 1504 ALFs which have either not been registered under the Societies Registration Act. The data of your ULB reveals, in the total of 15 Wards, 7 ALFs have been formed so far. As per extant guideline there should be 1 (one) ALF in every Ward. The gap of 8 ALFs either have been formed but not registered or not yet formed. This is to be immediately addressed.

We have set a target of formation & registration of all ALFs in all the Wards having at least 10 (ten) SHGs in a Ward within the 31st of August, 2019. We may further like to note that the process for online registration of ALFs under the Societies Registration Act has been already shared with the City Mission Management Unit. In case if there are any further queries in this regard, the CMMU may get in touch with Debit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648.

Yours faithfully,


Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

Tel: 2358 6403 / 5767, Fax: 2358 5800, E-mail: wbsudadit@gmail.com
Account Section: 2358 6408

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-80/2014/6927 (125)

তারিখ
 11.10.2019

From : Sri Joly Chaudhuri WBCS (Exe.)
 Joint Secretary, UD & MA Department
 & Additional Mission Director, NULM

To : Chairperson/ Municipal Commissioner/ Administrator,
 (All ULBs) Municipal Corporation / Municipality/ N.A.A

Sub : **Nomination of Master Trainers for ALF Training**

Sir / Madam,

Apropos the captioned subject, It has since been decided to re-visit the training / capacity building of 4 (four) members from each ALF (Chairperson, Vice-Chairperson, Secretary & Treasurer). SUDA will organize the Master Trainers (MT) training for ALF in batches. The MTs after undergoing the training of trainers would then function as the key resource person to train the ALF office bearers of the districts.

Each ULB is to identify 2 (two) Resource Persons (RP) to be trained as Master Trainers for the ALF Training. The Resource Persons should be

1. Well conversant with the Book-Keeping / Accounts of SHGs
2. Having experience to conduct / manage the affairs of the groups.
3. Having experience to interact / deal with banking issues.
4. Having the ability to resolve disputes / non-compliance of group discipline

The nominations has to be submitted in the following template :-

Sl. No.	ULB	Name	Name of SHG/ALF	Whether undergone training as MT for BOT/BOA	Contact No.

Existing very good Master Trainers of BOT/BOA may also be nominated as RP for ALF Training. **Please ensure the selection of MT should be exclusively done by CMMU.** Please submit the nomination within 22.10.2019.

If you have any further query please contact Smt. Soma Parui Das, SMM-SM&ID (M)
 9051133518

Yours faithfully,

S. Parui Das
 Joint Secretary, UD & MA Department
 & Additional Mission Director, NULM

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- 80/2014/5347

08.08.2019

ক্রমিক নং

তারিখ

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

To : The Chairperson/ Commissioner/ Administrator,
 (All ULBs)

Sub : ALF / CLF Registration under DAY-NULM Programme

Sir/ Madam,

You are aware that an Area Level Federation (ALF) & City Level Federation CLF should be registered as a society / an association under the relevant law of the state as per DAY-NULM guidelines. As per memo no- SUDA-80/2014/1665 dated 19.09.2014, Commissioner/Secretary/ Executive Officer is the designated Nodal Officer who will liaison with office of the Registrar of Societies for completing the process. But few municipalities are facing difficulties as there is no EO in position. In order to facilitate the process, the Nodal Officer may be Commissioner/Secretary/ Executive Officer or any other official in-charge of Commissioner/Secretary/ Executive Officer of the ULB.

The detail online registration process has already been circulated to you vide no-SUDA-80/2014/4701(125) dated 17.07.2019. In case if there are any further queries in this regard the CMMU may get in touch with Debjit Santra, CMM, MIS&ME, Midnapore Municipality at 9593226648.

You are requested to register the ALF/CLF and update in MIS portal.

Yours faithfully,

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

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- 80/2014/5474 (125)

13.08.2019

ক্রমিক নং

তারিখ

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

To : The Chairperson/ Commissioner/ Administrator,
 (All ULBs)

Sub : Formation of ALF : Clarification

Sir/ Madam,

Aprpos the captioned subject and in continuation of the instruction issued vide no.37/2016/307 dated 21.05.2018, please note the following clarification:

- (1) There will be 1(one) ALF in a ward irrespective of the number of SHGs in the ward.
- (2) ALF after formation is to be registered under the 'Societies Registration Act'.
- (3) An ALF can be constituted with a minimum of 10 (ten) Self Help Groups in the Ward.
 After an ALF is formed, registered and bank account opened, it will be entitled to a one time Revolving Fund of ₹ 50,000.
- (4) Applications for registration are to be submitted online. Guidelines for online registration communicated vide no SUDA-80/2014/4701 dated 21/06/2018. (copy annexed once more for ready reference)
- (5) Bank account of the ALF is to be opened.
- (6) The ALF detail is then to be entered in the MIS portal.
- (7) Claim for RF of the ALF is to be submitted to the SMMU for disbursement.
- (8) ALFs already formed and registered/ submitted application for registration will continue even if there is more than one ALF in the ward.
- (9) The focus should be to form ALF at wards where there are at least 10 SHGs in a ward but no ALF has been formed. We need to form, register, open bank account, enter in MIS and claim for RF to SMMU by the end of **September 2019**.

In case you have any query please feel free to contact Soma Parui Das, State Mission Manager at 9051133518.

We would be happy to extend all help and support from the SMMU.

Yours faithfully,

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

SUDA- 80/2014/5474(128)/1(2)

13.08.2019

Copy for information to :

- (1) Executive Officer and City Project Officer (All ULB)
- (2) City Mission Management Unit (All ULB).

Shardul 13/08/19

**Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM**

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

SUDA- 80/2014/5473 (128)

13.08.2019

ক্রমিক নং

তারিখ

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

To : The Chairperson/ Commissioner/ Administrator,
 (All ULBs)

Sub : Report on status of ALF upto 31st of July 2019

Sir/ Madam,

State Mission Management Unit appreciates the quick response on the status of ALFs from many ULBs. There are another 60 odd ULBs that have not reported.

A detail status is necessary to aggregate information for the state. Please find attached an excel sheet to fill up the required information and mail it to wbsulm@gmail.com & smm.fime@gmail.com by tomorrow, 14th of August 2019.

The CMMU may be instructed to fill up and submit the complete and correct report on ALF.

Yours faithfully,



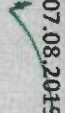
J. Chaudhuri
 13/08/19

Jt. Secretary, UD & MA Dept.

&

Addl. Mission Director, WBSULM

ALF Formation & Registration Status as on 07.08.2019

SI No	ULB 	No. of Ward 	Ward without ALF	Total Group As Per MIS Portal (07.08.2019)	ALF Formed As Per MIS Portal (07.08.2019) 	ALF Formed As Per Google Form Submitted (10.07.2019)	ALF Not Registered As Per Google Form Submitted (10.07.2019)
1	Ailpurdwar	20	18	503	1	20	0
2	Arambag	19	10	365	0	15	15
3	Asansol	106	14	1340	20	23	0
4	Ashokenagar Kalyangarh	23	0	838	35	27	0
5	Baduria	17	17	259	0	17	17
6	Baidyabati	23	23	285	0	5	0
7	Balurghat	25	14	604	10	20	10
8	Bankura	24	1	896	16	28	10
9	Bansberia	22	4	431	29	37	0
10	Baranagar	34	13	375	23	23	0
11	Barasat	35	5	637	21	35	0
12	Barrackpore	24	4	663	43	42	0
13	Baruipur	17	16	244	0	18	18
14	Basirhat	23	23	387	17	17	0
15	Beldanga	14	14	236	12	12	0
16	Berhampore	28	3	479	24	24	0
17	Bhadreswar	22	12	390	12	15	0
18	Bhatpara	35	6	1015	39	31	0
19	Bidhannagar	41	35	243	0	4	5
20	Birnagar	14	11	410	3	Not Submitted	Not Submitted
21	Bishnupur	19	18	674	0	1	1
22	Bolpur	20	19	668	2	4	0
23	Bongaon	22	0	1313	63	75	12
24	Budge Budge	20	18	243	2	2	0
25	Buriyadpur	14	14	299	0	2	2
26	Burdwan	35	4	1078	51	75	24
27	Chakdah	21	2	435	22	11	1

SI No	ULB	No. of Ward	Ward without ALF	Total Group As Per MIS Portal (07.08.2019)	ALF Formed As Per MIS Portal (07.08.2019)	ALF Formed As Per Google Form Submitted (10.07.2019)	ALF Not Registered As Per Google Form Submitted (10.07.2019)
28	Champdani	22	19	205	0	3	3
29	Chandernagar	33	10	662	23	35	2
30	Chandrakona	12	10	197	2	2	0
31	Contai	21	0	673	29	29	0
32	Cooch Behar	20	8	420	5	7	2
33	Cooper's Camp	12	8	313	0	Not Submitted	Not Submitted
34	Dainhat	14	14	310	15	18	0
35	Dalkhola	16	11	185	4	5	0
36	Dankuni	21	21	128	0	21	0
37	Darjeeling	32	32	1	0	2	0
38	Dhulian	21	1	523	0	32	32
39	Dhupguri	16	16	348	0	7	7
40	Diamond Harbour	16	16	0	0	Not Submitted	Not Submitted
41	Dinhata	16	1	126	0	Not Submitted	Not Submitted
42	Domkal	21	21	892	0	Not Submitted	Not Submitted
43	Dubrajpur	16	16	306	0	8	7
44	Dum Dum	22	13	329	7	9	0
45	Durgapur	43	19	1181	18	9	8
46	Egra	14	1	290	17	17	0
47	English Bazar	29	15	617	11	17	0
48	Gangarampur	18	18	502	0	Not Submitted	Not Submitted
49	Garulia	20	20	17	0	Not Submitted	Not Submitted
50	Gayespur	18	12	302	0	9	10
51	Ghatal	17	0	426	17	17	0
52	Gobardanga	17	17	354	0	Not Submitted	Not Submitted
53	Guskara	16	9	249	5	7	1
54	Habra	24	1	830	29	44	0
55	Haldia	29	6	1191	25	25	0
56	Haldibari	11	11	166	0	Not Submitted	Not Submitted
57	Halisahar	23	15	172	0	12	6

SI No	ULB	No. of Ward	Ward without ALF	Total Group As Per MIS Portal (07.08.2019)	ALF Formed As Per MIS Portal (07.08.2019)	ALF Formed As Per Google Form Submitted (10.07.2019)	ALF Not Registered As Per Google Form Submitted (10.07.2019)
58	Haringhata	17	17	480	0		7
59	Hooghly Chinsurah	30	10	885	20	27	0
60	Howrah	66	51	569	4	6	0
61	Islampur	17	5	260	9	16	3
62	Jalpaiguri	25	0	715	18	25	7
63	Jangipur	21	0	797	15	22	6
64	Jhalda	12	12	203	0	Not Submitted	Not Submitted
65	Jhargram	18	18	402	3	11	0
66	Jiaganj Azimganj	17	1	347	1	17	13
67	Joy nagar Mozilpur	14	10	187	0	2	0
68	Kaliaganj	17	17	493	0	Not Submitted	Not Submitted
69	Kalimpong	23	23	84	1	2	1
70	Kalna	18	15	181	3	3	0
71	Kalyani	21	9	376	18	21	2
72	Kamarhati	35	5	477	35	37	0
73	Kanchrapara	24	16	236	9	5	0
74	Kandi	18	13	637	0	18	18
75	Katwa	20	15	428	8	8	0
76	Kharagpur	35	2	1114	55	56	1
77	Kharar	10	5	130	5	5	0
78	Khardah	22	8	407	18	21	2
79	Khirpai	10	0	203	10	9	0
80	Kolkata	144	18	947	34	34	0
81	Konnagar	20	16	153	0	12	12
82	Krishnanagar	24	2	744	43	43	0
83	Kurseong	20	0	164	18	Not Submitted	Not Submitted
84	Madhyamgram	28	0	756	54	7	0
85	Maheshstala	35	25	487	4	10	0
86	Mal	15	0	309	15	15	0
87	Mathabhanga	12	2	280	0	11	11

SI No	ULB	No. of Ward	Ward without ALF	Total Group As Per MIS Portal (07.08.2019)	ALF Formed As Per MIS Portal (07.08.2019)	ALF Formed As Per Google Form Submitted (10.07.2019)	ALF Not Registered As Per Google Form Submitted (10.07.2019)
88	Medinipur	25	0	870	29	31	2
89	Mekliganj	9	0	119	0	5	5
90	Memari	16	6	276	15	4	0
91	Mirik	9	9	1	0	Not Submitted	Not Submitted
92	Murshidabad	16	16	381	0	14	14
93	Nabadwip	24	6	706	14	18	0
94	Naihati	31	24	224	7	7	0
95	Nalhati - I	16	16	504	0	Not Submitted	Not Submitted
96	New Barrackpur	20	1	399	17	17	0
97	North Barrackpore	23	8	364	19	18	0
98	North Dum Dum	34	3	1073	59	62	0
99	Old Malda	20	13	152	0	5	5
100	Panhati	35	2	1787	18	Not Submitted	Not Submitted
101	Panskura	18	11	319	0	8	8
102	Pujali	16	16	347	0	Not Submitted	Not Submitted
103	Purulia	23	7	759	10	19	8
104	Raghunathpur	13	13	108	0	Not Submitted	Not Submitted
105	Raiganj	27	27	931	0	1	1
106	Rajpur Sonarpur	35	1	1352	36	39	0
107	Ramjibanpur	11	13	151	0	11	11
108	Rampurhat	18	18	777	0	18	17
109	Ranaghat	20	5	428	10	15	4
110	Rishra	23	10	350	8	11	3
111	Sainthia	16	13	225	2	3	1
112	Santipur	24	3	683	30	17	0
113	Serampore	29	20	266	5	6	0
114	Shantipur-Test					Not Submitted	Not Submitted
115	Siliguri	47	24	1512	32	10	0
116	Sonamukhi	15	4	407	7	12	1
117	South Dum Dum	35	32	192	1	3	0

SI No	ULB	No. of Ward	Ward without ALF	Total Group As Per MIS Portal (07.08.2019)	ALF Formed As Per MIS Portal (07.08.2019)	ALF Formed As Per Google Form Submitted (10.07.2019)	ALF Not Registered As Per Google Form Submitted (10.07.2019)
118	Suri	19	8	720	18	17	11
119	Taherpur	13	1	199	11	12	1
120	Taki	16	16	82	0	Not Submitted	Not Submitted
121	Tamralipta	20	3	379	12	18	6
122	Tarakeswar	15	13	127	0	2	2
123	Titagarh	23	23	64	0	Not Submitted	Not Submitted
124	Tufanganj	12	12	249	0	4	0
125	Uluberia	32	5	686	12	21	6
126	Uttarpara Kotrung	24	16	283	9	6	0
		2937		59128	1433	1795	382

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-80/2014/4701(125)

তারিখ 17-07-19

From : Additional Mission Director, WBSULM
 &
 Joint Secretary , UD&MA

To : Mayor / Chairperson,/ Administrator

.....Municipal Corporation / Municipality

Subject:- ALF Registration under DAY-NULM Programme

Sir / Madam,

You are aware that an Area Level Federation (ALF) should be registered as a society / an association under the relevant law of the state as per DAY-NULM guidelines. Online Registration has since been started for the non-trading organization through e-district and ULBs are facing problems due to lack of proper orientation in filling up the format online and as well as slow pace of processing at the District level. DPLO is the Nodal Officer for online registration under Societies Registration Act . In order to streamline the process of registration a “Guideline on online Registration of ALF/CLF ” has been prepared . Hope it will help to register ALF/CLF and to achieve targets smoothly .

You are requested to register the ALF/CLF following the guideline enclosed here with .

Encl: Guideline on online registration of ALF/CLF

Yours faithfully,

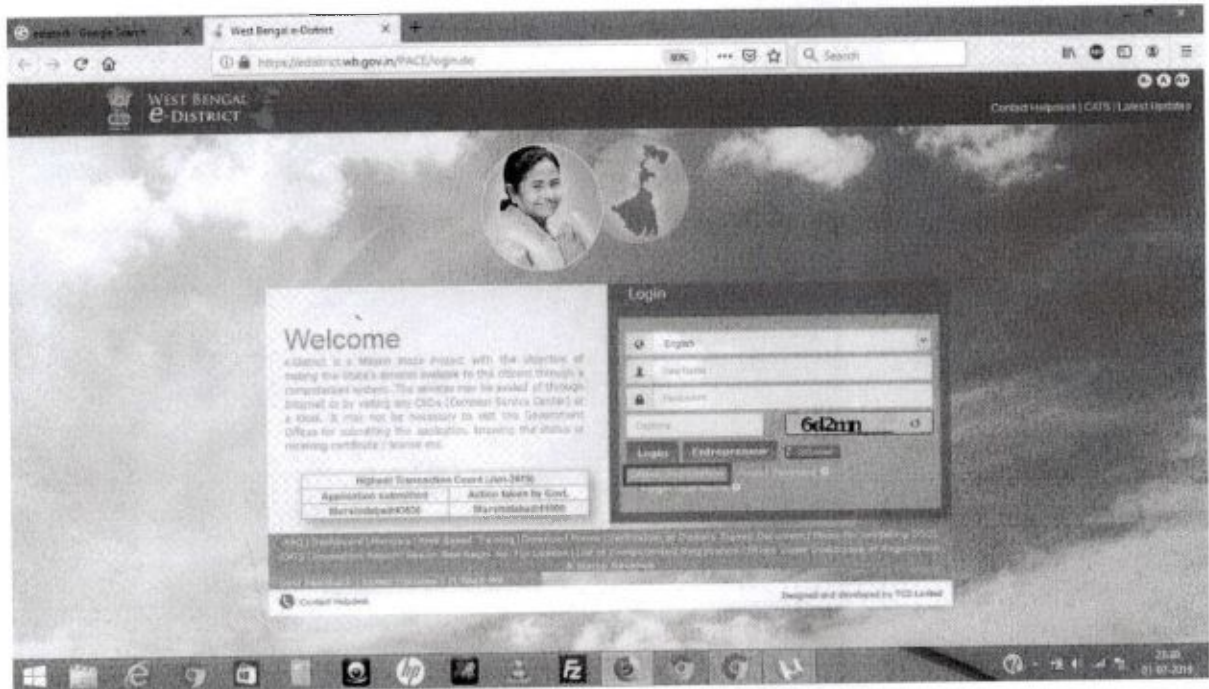
Dhandhan
 Additional Mission Director, WBSULM
 &
 Joint Secretary , UD&MA

Online Registration of Firms, Societies and Non-Trading Corporations ALF/CLF

Online portal : <https://edistrict.wb.gov.in>

Click the above mentioned link and follow below mentioned steps:-

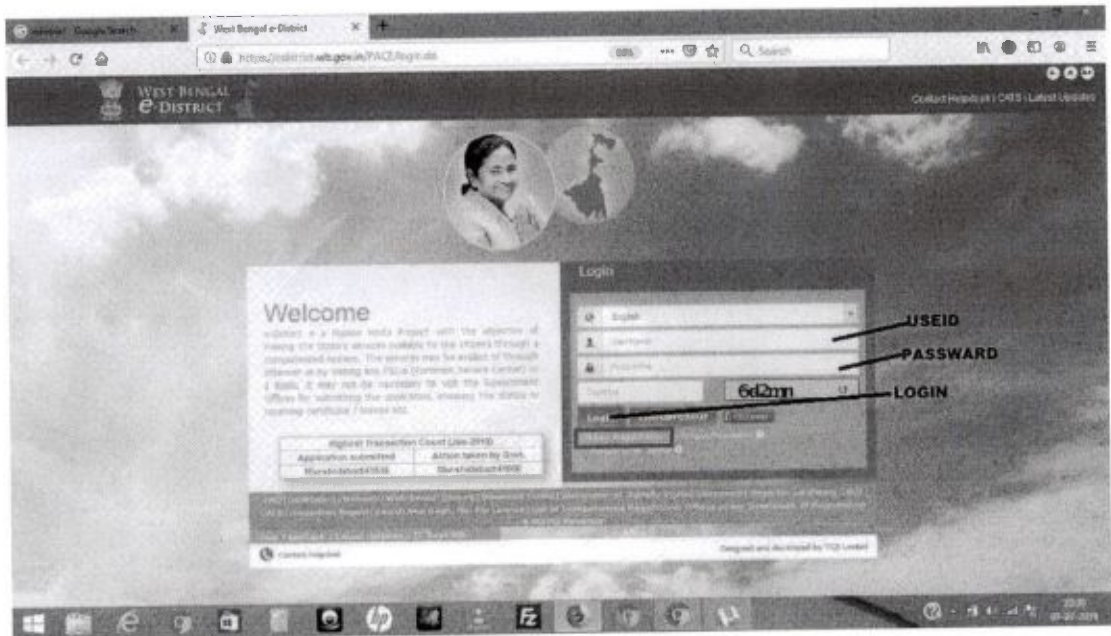
1. Start Registration process using Citizen Registration Link.



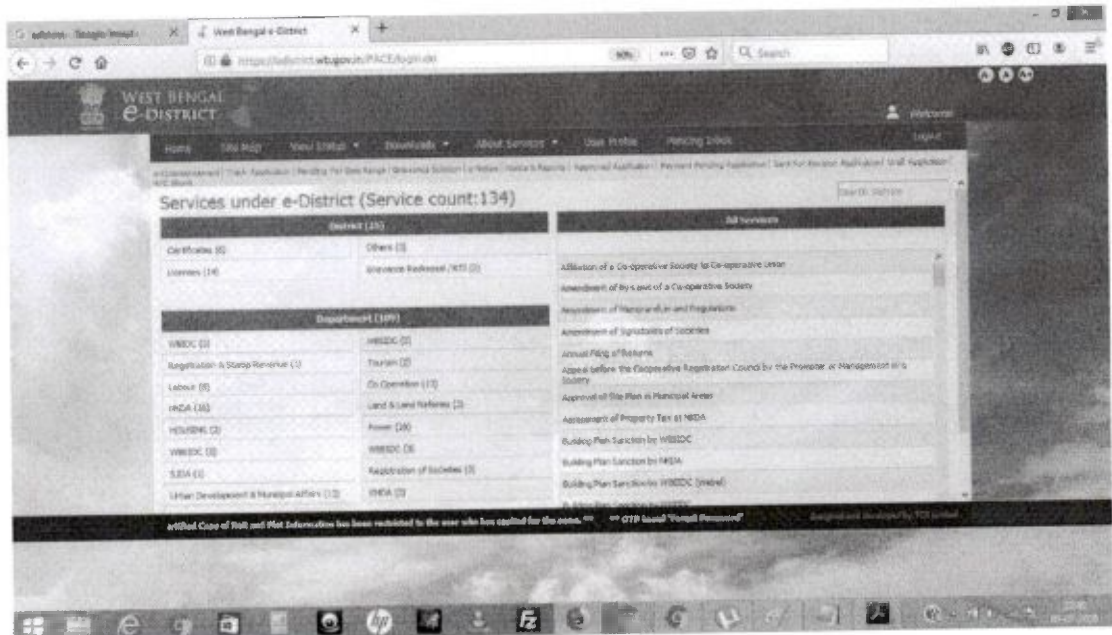
2. Clicking Citizen Registration Link will open the registration Page

A screenshot of the 'Citizen Registration' form page on the West Bengal e-District portal. The page title is 'Citizen Registration'. The form contains several input fields: 'User Type' (a dropdown menu), 'Applicant's Full Name', 'User Name', 'Password', 'Confirm Password', 'Password Hint Question', 'Password Hint Answer', 'Mobile Number', 'Email ID', and 'Address'. There are 'Back' and 'Save' buttons at the bottom of the form. The browser's address bar shows the URL 'https://edistrict.wb.gov.in/PAGE/ShowRegistrationForm/KOWASP_CIT'. The Windows taskbar is visible at the bottom.

3. Create the User id and password for login to the portal providing the details.
4. Save The Page will lead to the acknowledgement page and User id and password will be received by SMS and Mail
5. Log in to the Portal using the User id and password.



6. After Log in to the Portal Dashboard appears



Instructions and Requirements of Registration of Firms, Societies and Non-Trading Corporations

Eligibility Criteria:

1. Applicant should be a resident of West Bengal and a member of constituting society.

Documents Required:

1. Photo Identity Proof for 1st Governing Body Members (all)
2. Ownership Proof for Private cases.
3. NOC (in the form of affidavit, in case of individual owner) from the Premises owner or from appropriate Authority.
4. Photograph of all Governing Body members
5. Memorandum of association (at the end of the object clause certificate to be furnished
 - I) the above objects will be done as per prevailing law of the country
 - II) The income and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the object of the society and no portion thereof shall be paid to or divided among any of its members by way of profits.)
6. Regulations
7. Signature of the applicant

Fee Details:

- Registration Fees INR 150.
- Note: For GRIPS payment mobile number is mandatory during application submission.

CSC Fees:

Rs 100.00 INR

All the service charge containing one page of black and white printing (including money receipt) and one page scanning. If any extra page of printing or scanning required then the following charges will be applicable to beneficiaries:

1. Rs 5.00 for extra page black and White printing.
2. Rs 10.00 for extra colour page printing.
3. Rs 5.00 for scanning per page.

9. Filled out The basic information in the Page appears
 - i. First Block Applicants information (Person Filling Out the Form)
 - ii. Section Block Society /ALF/CLF information

WEST BENGAL e-DISTRICT

Application for Registration of Firms, Societies and Non-Trading Corporations

Applicant Information:

- Salutation*: Please Select
- Middle Name: Middle Name
- Date of Birth*: Date of Birth
- Gender*: Please Select
- Middle Init*: Middle Init
- Address CMR No: Address CMR No
- First Name*: First Name
- Last Name: Last Name
- Age*: Age
- Date of application*: 01/07/2019 23:52:01
- Email: Email

Society/Association Information:

- Name of the Association*: Name of the Association
- Object of the Association*: Object of the Association

*** Download facility for Certified Copy of Rule and other information has been restricted to the user who has applied for the same. Download and development: TCI Limited

WEST BENGAL e-DISTRICT

Application for Registration of Firms, Societies and Non-Trading Corporations

Location and Administrative Details:

- Country*: India
- State*: West Bengal
- District*: Please Select
- Sub division*: Please Select
- Rural or urban*: Please Select
- Block/Municipality/Corporation*: Please Select
- Block/Municipality/Corporation Name*: Please Select
- Village or Ward: Village or Ward
- Police Station: Police Station
- Post Office: Post Office
- Address Line 1*: Address Line 1
- Address Line 2: Address Line 2
- Pin Code*: Pin Code

Buttons: [Reset] [Cancel] [Save & Next]

*** BTR based 'Target Assessment' program has been introduced as CATS (Call Assessment and Tracking System) *** ** In YASR, DPH case Download and development: TCI Limited

10. After Filling all the information SAVE & NEXT

11. Fill Up the Name and details of The Signatories of the memorandum

WEST BENGAL e-DISTRICT

Application for Registration of Firms, Societies and Non-Trading Corporations

Expiration of Financial Year

Financial Year End Date * 30/06/2019

Name and Addresses of signatories to the memorandum

Surname *	First Name *	Middle Name *	Last Name *	Email *	Date of Birth *
Please Select	First Name				

I hereby declare that the above information is true to the best of my knowledge and belief
 Accept

Download Facility for Certified Copy of Rdt and Pdt Information has been

11. ADD all Signatories details of the memorandum by clicking ADD button extreme right of the Scroll.

WEST BENGAL e-DISTRICT

Application for Registration of Firms, Societies and Non-Trading Corporations

Expiration of Financial Year

Financial Year End Date * 30/06/2019

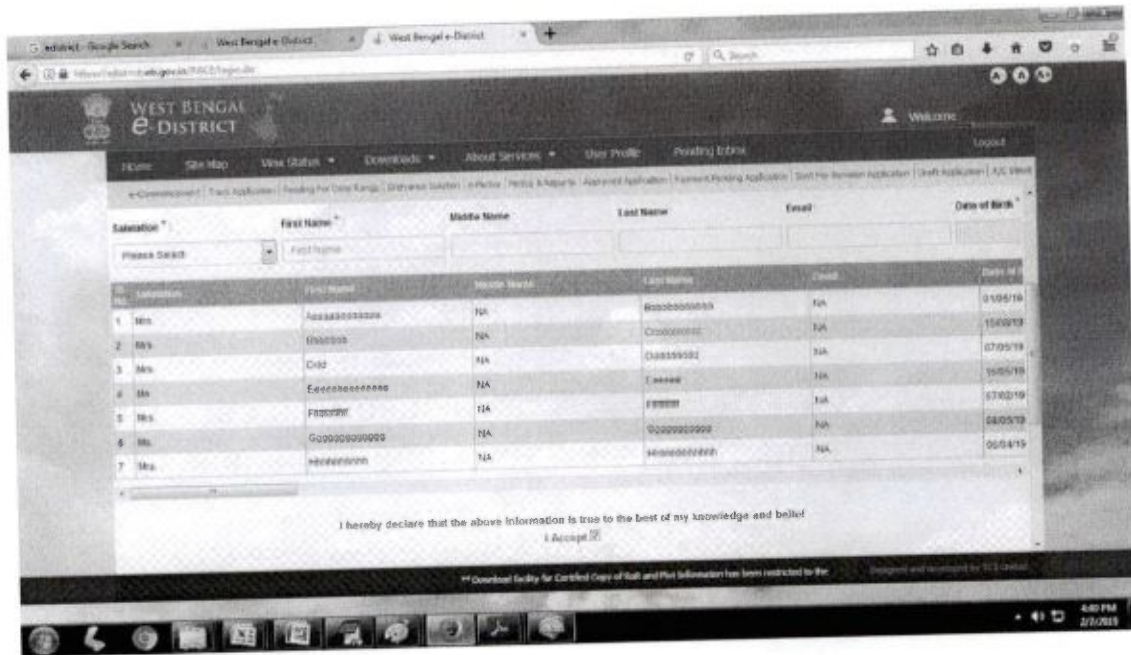
Name and Addresses of signatories to the memorandum

Surname *	Address Line 1 *	Address Line 2 *	PIN Code *	Designation *
	ADDRESS LINE 1		PIN CODE	Please Select
	ADDRESS LINE 1	ADDRESS LINE 2	PIN CODE	Designation
PORE	BENAPORE	HA	721101	Secretary

I hereby declare that the above information is true to the best of my knowledge and belief

Download Facility for Certified Copy of Rdt and Pdt Information has been restricted to the user who has applied for the same. ** OTP based "Forgot Password"

4:28 PM 3/7/2019

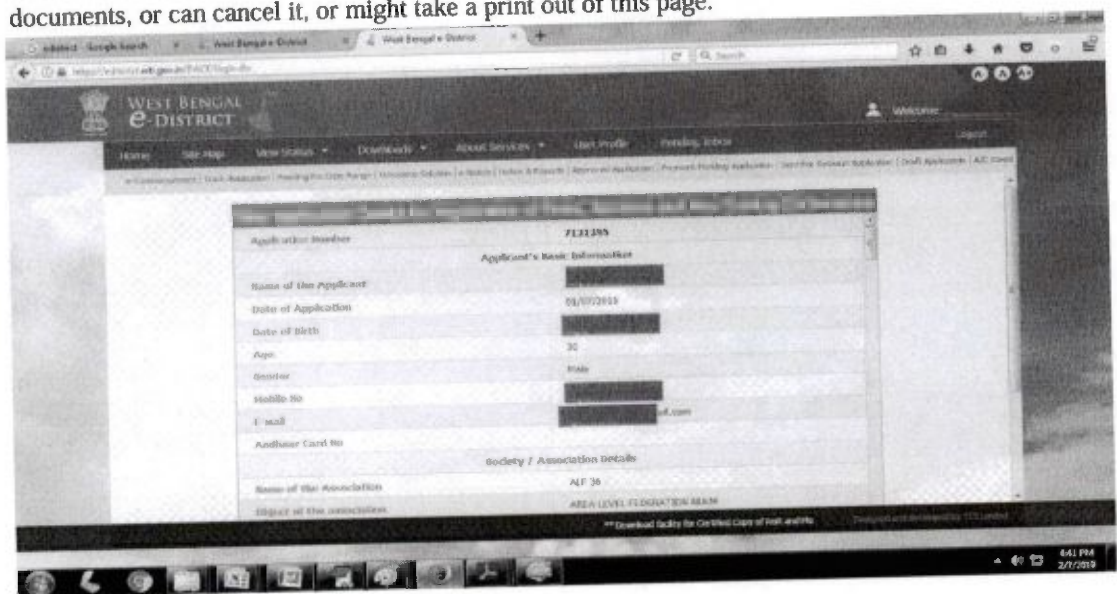


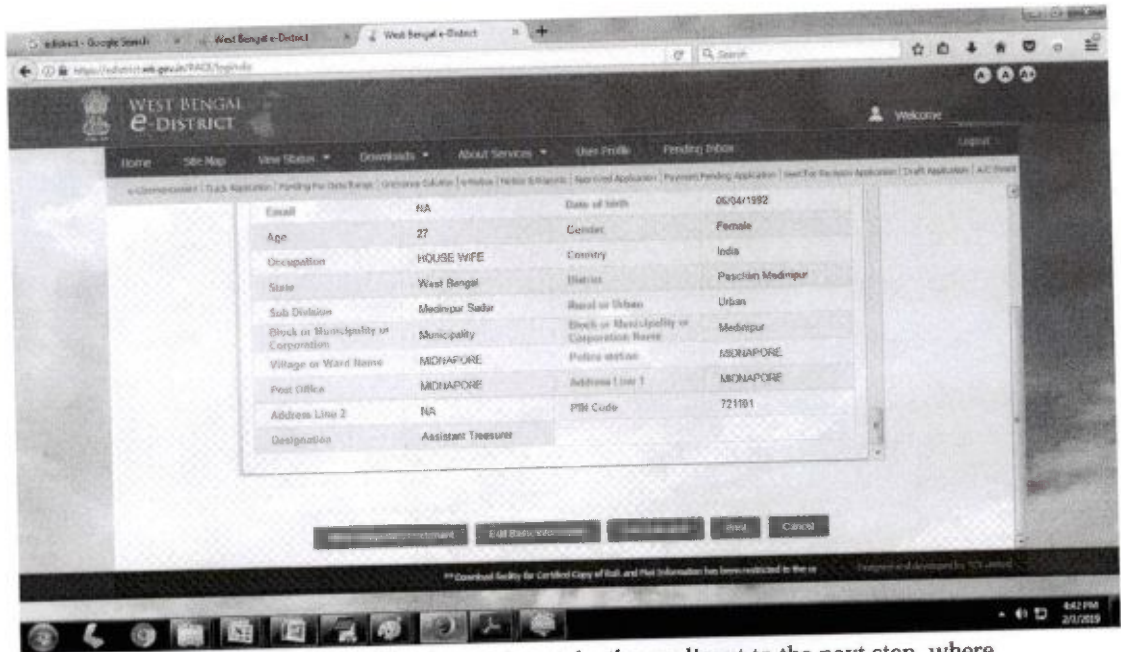
12. Click I accept and Save Draft/ SAVE Next

NB: **Name and Addresses of Signatories to the Memorandum:**

It is mandatory to enter at least 7 names and addresses of signatories to the memorandum to apply for the service. Otherwise, a notification will appear to add at least 7 members' details. User has to manually fill up the mandatory fields, such as Salutation, First Name, Last Name, Country, State, District, Sub-division, Rural or Urban, Block or Municipality or Corporation, Block or Municipality or Corporation Name, Village or Ward Name, Address Line 1, Pin Code and Designation. Filling up the non-mandatory fields, such as Middle Name, Village or Ward Name, Police Station, Post Office, Address Line 2 is optional for the applicant. After the applicant enters information in the entire required field, click on 'Add' button. The row will be added. A number of rows can be added in similar manner for the name and residential address. It is also possible to delete or edit a row by clicking on 'Delete' or 'Edit' button.

13. After the applicant fills up the application form and clicks **Save & Next** button, application details become visible. The applicant can either proceed further by attaching supporting documents, or can cancel it, or might take a print out of this page.



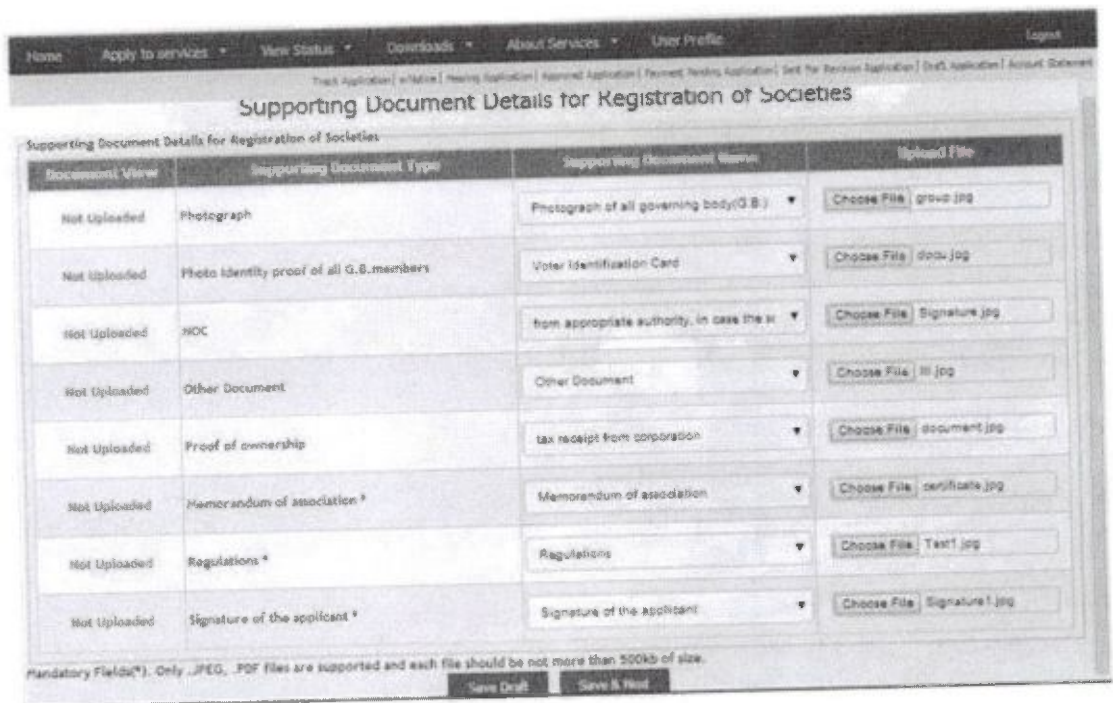


Attach Supporting Document:-This button is to take the applicant to the next step, where the applicant can attach supporting documents required for the Registration of Societies.

Edit Basic Information:-This button is for editing Applicant's Basic Information.

Edit Application:-This button is for editing other information entered in the application.

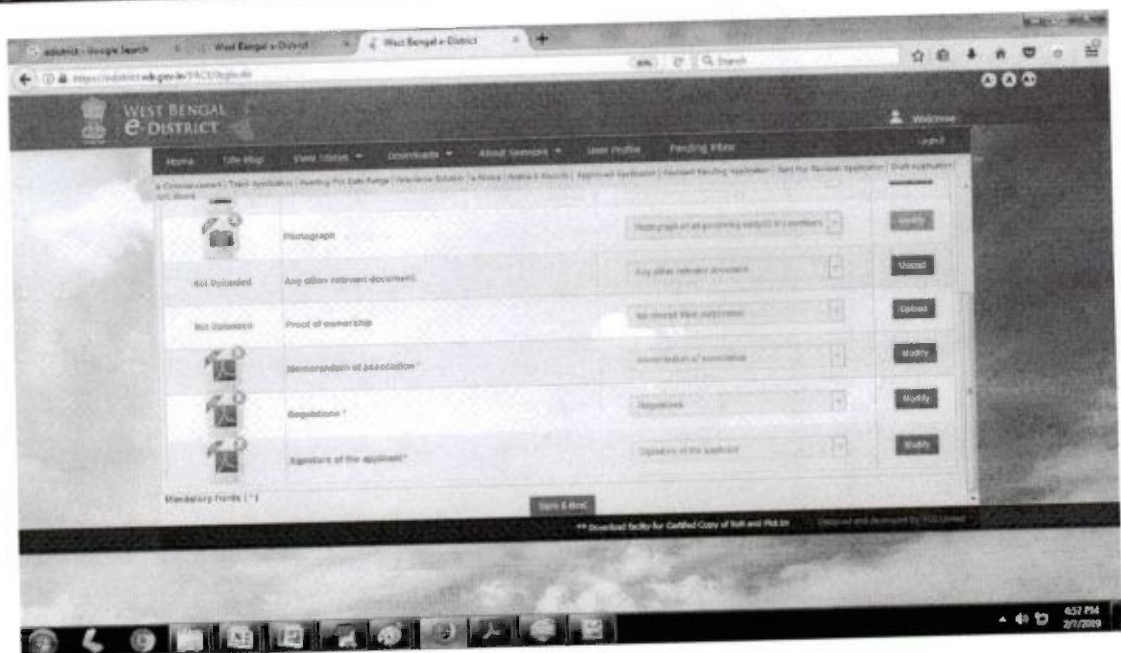
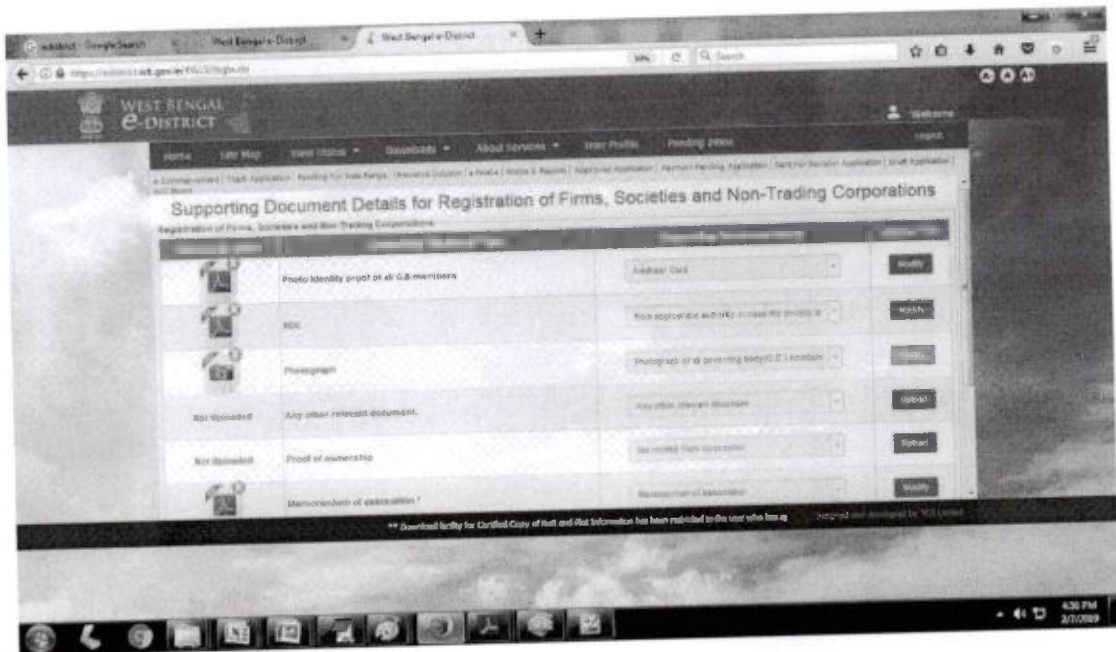
14. Click on **Attach Supporting Document** this page will Appear



The supporting document types are need to upload

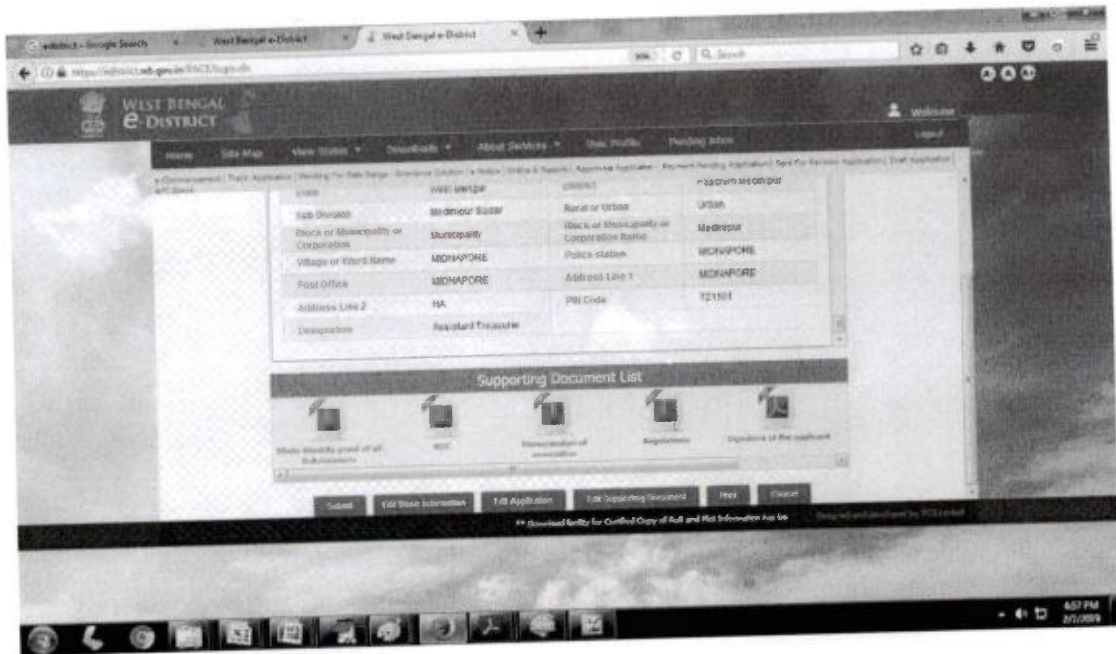
1. Photograph,
2. Photo Identity Proof of all G.B. members,
3. NOC,
4. Memorandum of association
5. Proof of ownership
6. Resolution
7. Signature of the applicant
8. Other Documents.

After uploading all the supporting documents/ Mandatory documents (Marked as red star) , **Save** & **Next** button to proceed further **Save Draft** for save the application as a draft.



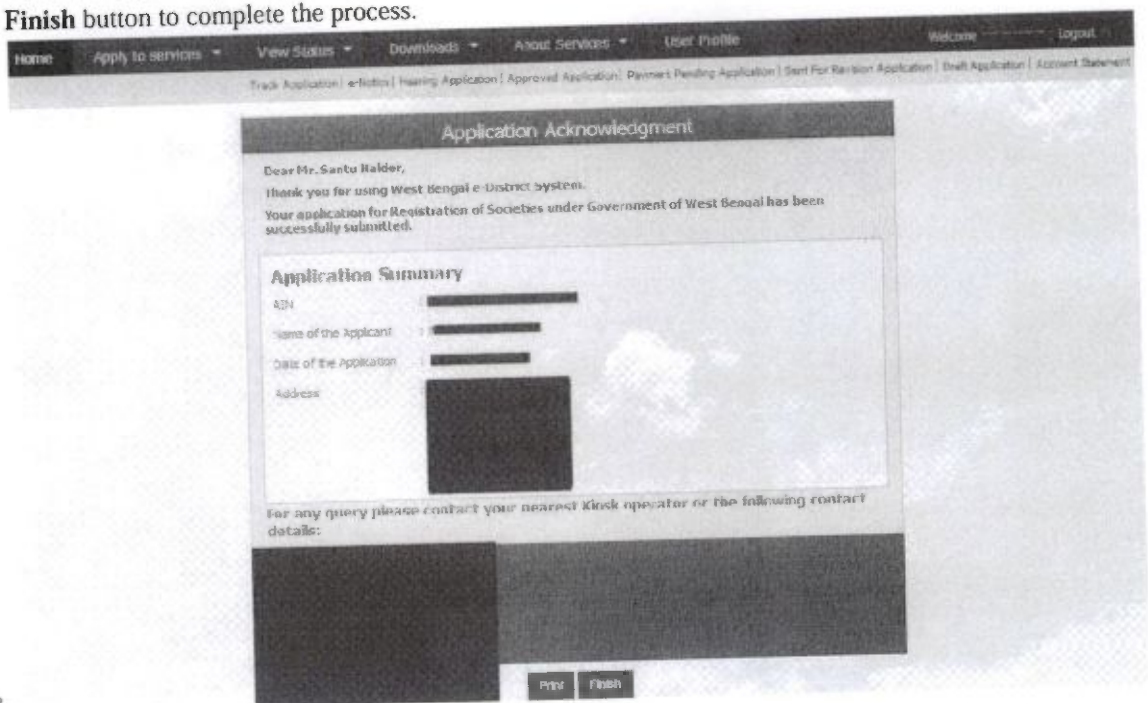
15. Submission of Application

view the application details and supporting document list before the submission of the application form for Registration of Firms, Societies and Non-Trading Corporation.



16. click Submit button for submitting the application.

17. Acknowledgement page appears print the acknowledgement for further reference and **Finish** button to complete the process.



18.

18 .Application process is completed from user end.

19. Now the application is submitted for approval. Registrar at District Level verify the application online and review the application. If every thin is correct then the application will approve and payment notification come to applicant side. If the application is not correct, the Registrar at District Level will send back the application to the applicant for correction or can reject it with reason.

20. login to the system click on 'Payment Pending Application'

The screenshot shows the West Bengal e-District portal. The header includes the logo and 'WEST BENGAL e-DISTRICT'. Navigation links include Home, Apply to services, View Status, Downloads, About Services, User Profile, Welcome, and Logout. A secondary navigation bar lists: Track Application, e-Notice, Pending Application, Approved Application, Payment Pending Application (highlighted), Sent For Revision Application, Draft Application, and Account Statement.

The main content area is titled 'Services under e-District' and is divided into two columns: Department and District. The Department column lists various services such as 'Registration of Shops and Establishments', 'Notice of Change in Registration of Shops & Establishments', and 'Registration of Societies'. The District column lists services like 'Income Certificate', 'Local Residence (Domicile) Certificate', and 'Issuance of Firearm License'. At the bottom, there is a 'Total Count' section with a right-pointing arrow and a small white box.

This screenshot shows the 'List of Payment Pending Applications' page. The header is identical to the previous screenshot. The main heading is 'List of Payment Pending Applications'. Below it, there is a search filter: 'Please Select Service Name *' with a dropdown menu set to 'Registration of Societies' and a 'Search' button.

Below the search bar, there is a table with the following columns: S.No., Service Name, AM, Name Of Beneficiary, Remarks, Bank for acceptance of payment, Application Date, and Action. The table contains one entry:

S.No.	Service Name	AM	Name Of Beneficiary	Remarks	Bank for acceptance of payment	Application Date	Action
1	Registration of Societies	0		Application verified and returned, please pay			

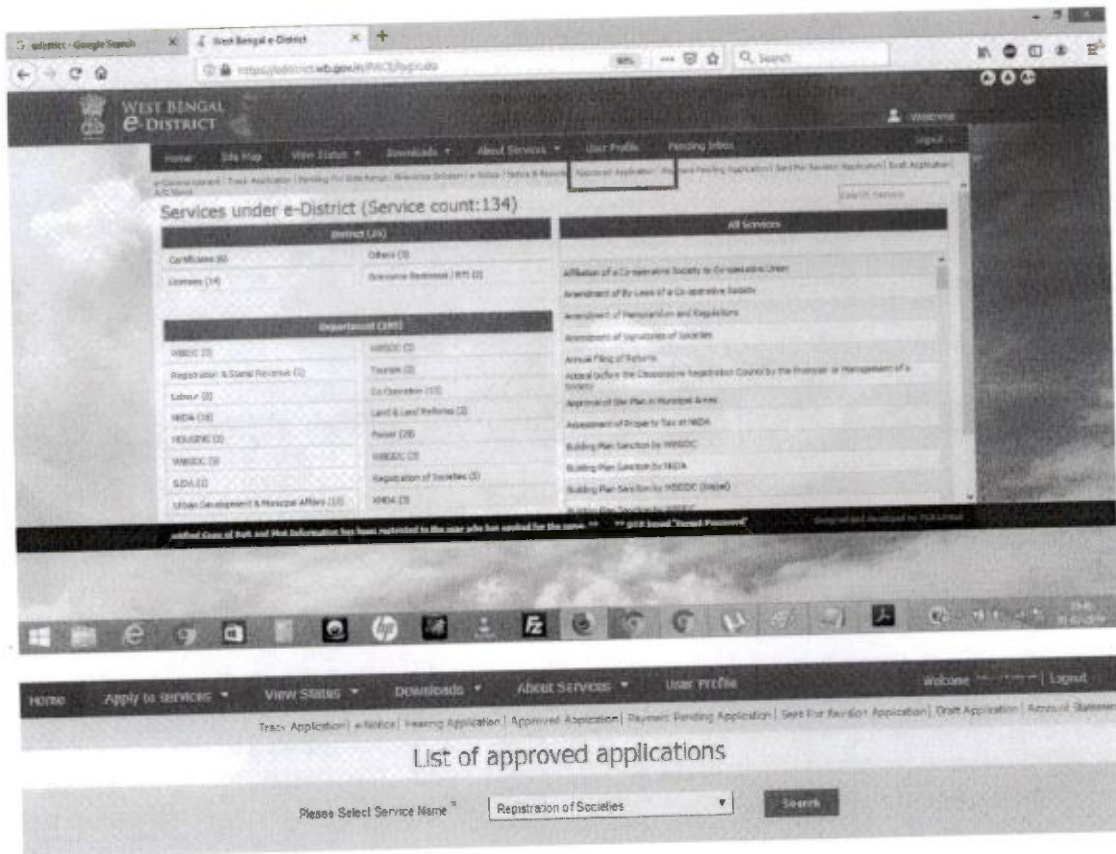
At the bottom left, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are navigation links: 'First', 'Previous', '1', 'Next', 'Last'.

21. Search and maid payment by clicking on the action . By Online Payment / Offline Payment

The screenshot shows a web application interface for 'Payment for Registration of Societies'. At the top, there is a navigation bar with links: Home, Apply to services, View Status, Downloads, About Services, User Profile, Welcome, and Logout. Below the navigation bar, there is a breadcrumb trail: Track Application | e-Notice | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement. The main heading is 'Payment for Registration of Societies'. Below this, there is a table with three columns: AIN, Applicant Name, and Remarks. The Remarks column contains the text 'Application verified and accepted, please pay'. Below the table, there are two tabs: 'Payment Gateway' and 'Offline Payment'. The 'Offline Payment' tab is active. Under this tab, there is a section for 'Previous Payment Receipt' with the text 'No Document'. Below this, there is a form with a 'Choose File' button, a text input field containing 'images.jpg', and an 'Upload' button. At the bottom of the form, it displays 'Registration Fees = Rs. 150 /-' and 'Total Amount: 150'.

The screenshot shows the same web application interface as above, but with the 'GILPS Payment' section active. The navigation bar and breadcrumb trail are identical. The main heading is 'Payment for Registration of Societies'. Below this, there is a table with three columns: AIN, Applicant Name, and Remarks. The Remarks column contains the text 'Application verified and accepted, please pay'. Below the table, there are two tabs: 'Payment Gateway' and 'Offline Payment'. The 'Offline Payment' tab is active. Under this tab, there is a section for 'GILPS Payment'. This section contains a form with the following fields: 'Payment Mode' (a dropdown menu with 'Online' selected), 'Payment head/head of account*', 'Payment amount*' (with input fields for '150' and '150'), and 'Debit Card Payment*'. A 'Pay' button is located at the bottom right of the form.

22. After Successful payment , the application is submitted for approval. Registrar at District Level verify the application online and approved. After approval of the application user can down load the certificate from Approved Application Section. This is the final step. login to the system and download the certificate. Process is completed now.



For more information refer the video: Ctrl+ Click to open the video link

1. https://www.youtube.com/watch?v=JYE7vTjj_hk&t=169s
2. <https://www.youtube.com/watch?v=Oh3hPywcjsA&t=244s>
3. <https://www.youtube.com/watch?v=pk13M7M7dml>
4. <https://www.youtube.com/watch?v=f5scqIAcVFg&t=264s>
5. <https://www.youtube.com/watch?v=FeGOBfbgDqI>

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

তারিখ

From : Additional Mission Director, WBSULM
 &
 Joint Secretary , UD&MA

To : Mayor / Chairperson, / Administrator

.....Municipal Corporation / Municipality

Subject:- ALF Registration & Training Status under DAY-NULM Programme

Sir / Madam,

You are aware that an Area Level Federation (ALF) should be registered as a society / an association under the relevant law of the state as per DAY-NULM guidelines. Online Registration has since been started for the non-trading organization through e-district and ULBs are facing problems due to lack of proper orientation in filling up the format online and as well as slow pace of processing at the District level. DPLO is the Nodal Officer for online registration under Societies Registration Act . In order to ~~smooth~~ ^{make streamline} the process of registration a ^{Guideline on online Registration of ALF/CLF} ^{has been prepared.} Hope it will help to register ALF/CLF and to achieve targets smoothly .

You are requested to register the ALF/CLF following the guideline ^{enclosed} ~~attached~~ here with .

Enclosed: Guideline on online registration of ALF/CLF

Yours faithfully,

Additional Mission Director, WBSULM
 &
 Joint Secretary , UD&MA



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-20/2019/3880(125)

তারিখ 06.2019

From : Director, SUDA &
Mission Director, WBSULM

To : The Chairperson/ Commissioner/ Administrator,

..... Municipal Corporation / Municipality/ NAA

Sub : ALF Registration & Training Status under DAY-NULM Programme

Sir/ Madam,

You are aware that an Area Level Federation (ALF) should be registered as a society / an association under the relevant law of the state as per DAY-NULM guidelines. Online Registration has since been started for the non-trading organization through e-district and ULBs are facing some difficulties due to lack of proper orientation in filling up the format online and as well as slow pace of processing at the District level. In order to identify the Non-Registered ALFs under your ULBs, you are requested to submit the detailed status of registration through the google form. SMMU can then intervene from the state level to facilitate registration.

Next, the training status of the ALFs also needs to be ascertained to effectively plan for further training in 2019-2020. This information is to be also incorporated in the online google form referred to.

CMMU may be advised to submit the google form uploading status of ALF registration and training status within 17th of June, 2019. The google link is <https://forms.gle/kJB1SkJiQiom1XSHA>

Yours faithfully,

Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Details of Registration & Training Status of ALFs

Sl No	District Name	Name of Municipality	Ward Number	Name of ALF	Date of Formation	Number of SHGs under the ALF	Training Status of ALF			Status of Registration					Remark
							Trained or Not (Yes / NO) Either by ULB or by ATI	From where they received Training (ATI/ULB)	Number of Member Trained	Registered or Not (Yes/ No)	(If yes) Date of Registration	Under Submission	Not Submitted	To whom Submitted	
1	2	3		4	5	7	8	9	10	11	12	13	14	15	16
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Signature



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

তারিখ

From : Director, SUDA &
Mission Director, WBSULM

To : Mayor / Chairperson, ^{Commissioner} Administrator

.....Municipal Corporation / Municipality

Subject:- ALF Registration & Training Status under DAY-NULM Programme

Sir / Madam,

You are aware that an Area Level Federation (ALF) should be registered as a society / an association under the relevant law of the state as per DAY-NULM guidelines. Online Registration has since been started for the non-trading organization through e-district and ULBs are facing ^{some difficulties} problems due to lack of proper orientation in filling up the format online and as well as slow pace of processing at the District level. ^{District Planning Office} ~~DPO~~ is the nodal officer for online registration under Societies Registration Act . In order to identify the Non - Registered ALFs under your ULBs , you are requested to submit the detailed status of registration through the google form ^{as} . SMMU can then intervene from the state level to facilitate registration .

^{Next,} Further the training status of the ALFs also needs to be ascertained to effectively plan ^{for} further training in 2019-2020 . This information is to be also incorporated in the online google form referred to.

^{CMMU may be advised to} You are requested to submit the google form uploading status of ALF registration and training status within ^{10th of June 2019} ~~31st of May 2019~~ . The google link is.....

Yours faithfully,


Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



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

তারিখ

From : Director, SUDA &
Mission Director, WBSULM

To : Mayor / Chairperson,/ Administrator

.....Municipal Corporation / Municipality

Subject:- ALF Registration & Training Status under DAY-NULM Programme

Sir / Madam,

You are aware that an Area Level Federation (ALF) should be registered as a society / an association under the relevant law of the state as per DAY-NULM guidelines. Online Registration has since been started for the Non-Trading organization through e-district and ULBs are facing problems due to ^{lack of} proper orientation in filling up the format online and as well as slow ^{pace of} processing at the District level (~~DPLD section~~). ^{DPLD is the nodal office for registration under Societies Registration Act} In order to identify the Non - Registered ALFs under your ULBs, you are requested to submit the ^{of registration} Registration Detail status through the google form. ^{facilitate registration.} SMMU can then intervene from the state level to ^{resolve the issue.} This would enable and ALFs and CLFs under NULM for faster ~~implementation of the programme in our State.~~

Further, the training status of the ALF also needs to be ^{ascertained} ~~ascertained~~ to effectively plan ~~to~~ further training in 2019-2020. This information is to be also incorporated in the online google form referred to.

You are requested to submit the google form uploading status of ALF ^{and training} Registration status within ^{31st} 11th of May 2019. The google link is.....

Yours faithfully,

Director, SUDA
&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Details of Registration & Training Status of ALFs

Status of Registration													
Sl No	District Name	Name of Municipality	Name of ALF	Date of Formation	ALF in the Ward (Number)	Number of SHGs under the ALF	Trained or Not (Yes/NO) at ATI	Registered or Not (Yes/No)	(If Yes) Date of Registration	Under Submission	Not Submitted	To whom Submitted	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Signature

Draft

From : Director, SUDA &
Mission Director, WBSULM

To : Mayor / Chairperson, / Administrator

.....Municipal Corporation / Municipality

Subject:- ALF Registration Status under DAY-NULM Programme

Sir / Madam,

You are aware that an Area Level Federation (ALF) should be registered as a society / an association under the relevant law of the state as per DAY-NULM guidelines. Online Registration has been started for the Non-Trading organization through e-district and ULBs are facing problems due to proper orientation of filling up the format in online and as well as slow movement at District level (DPLO section) . So to identify the Non - Registered ALFs under your ULBs , you are requested to submit the Registration Detail status through google form as SMMU can intervene at state level to resolve the matter and ALFs and CLFs under NULM may faster to implement the programme in our State .

In view of above, you are requested to submit the google form regarding ALFs Registration status by 10th of May 2019 . The google link is _____

Further, the training status of the ALF also needs to be ascertained. This information is to be effectively plan for the further trainings in 2019-20. This information is to be also incorporated in the google form referred to.

Yours faithfully,

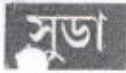
Director, SUDA
&
Mission Director, WBSULM

Details of Registration Status of ALFs

S. Thirumangalakudi

Status of Registration													
Sl No	Name of Municipality	District Name	Name of ALF	Date of Formation	Registered or Not (Yes/No)	Date of Registration	Under Submission	Not Submitted	To whom Submitted	ALF in the Ward (Number)	Number of SHGs under the ALF	Trained or Not (Yes/NO) at ATI	Remark
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Signature



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- ৩৭/২০১৬/৩০৭

তারিখ ২১/০৫/২০১৮
২১-০৫-১৮

From : Director, SUDA &
Mission Director, WBSULM

To : The Mayor/ Chairperson,

..... Municipal Corporation / Municipality

Sub : Some changes in the new operational guidelines of SM&ID component under DAY-NULM

Sir/ Madam,

Some changes have been made in the new operational guidelines of SM&ID component under DAY-NULM, which are detailed below for taking necessary action at your end.

1. Area Level Federation (ALF) :

- a. An ALF will be formed with all SHGs covering an area of a Ward or Slum or such other geographical unit with a minimum of 2 members per SHG. But in case of ALFs which have already been formed after due formalities, such ALFs will remain as it is.
- b. In case of a small Ward, if it is not possible to form ALF with 10 SHGs, then ALF may be formed taking the consequent two Wards.

2.. City Level Federation (CLF) :

- a. The ALFs formed in the above manner will come together to form a CLF.
- b. Each ULB will have atleast one CLF. The CLFs should be registered as Societies.
- c. Bigger cities may have more than 1 (one) CLF based on the size and population.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

- d. For formation of more than 1 (one) CLF, bigger cities should submit the proposal to the Mission Director, WBSULM. On receipt of the decision from WBSULM, bigger cities may form more than 1 (one) CLF.

3. Some other major changes :

- a. Activities based Male Groups may be formed with the members who belong to vulnerable occupational section. Vulnerable occupational section includes Rag Pickers, Domestic Workers, Coolies, Vendors, Construction Labourers, Garment Workers, Riksha Pullers, Sanitation Workers etc.
- b. In Hilly Tracts/ Regions and Predominantly tribal dominated areas, where communities are dispersed, smaller groups of less than 10 members may also be formed.
- c. Differently – abled persons and transgender people may be allowed to form groups with minimum 5 members.

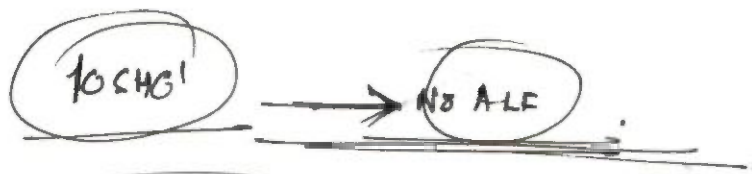
Yours faithfully,



Director, SUDA

&

Mission Director, WBSULM



Scope of ALF

Role

Trg Plan
@ y per ALF

Dist

Trg load

Trg Group

Trg to be d down

~~AT~~

RP

Prisovamp Model - DSM BSML



KRISHNANAGAR MUNICIPALITY

KRISHNANAGAR - 741101

STD : (95)03472

Office : 252926

Office (Account Sec.) : 258134

Chairman Resi. : 224111

Water Works : 252985

Tourist Lodge : 252080

Chairman's Office & Fax No. : 252455

ASIM SAHA, Resi : 224111, M - 9434055824

Chairman

Memo No. 1724/17 - 555/15

Date 08-05-15



JD(SD)
17/5/15

To

The Registrar of Societies, West Bengal,
TODI MANSION (10th floor),
P-15, India Exchange Place (Extension),
Kolkata - 700069

Sub: Registration of ALFs formed under NULM.

Sir,

This is to inform you that as per the guidelines of National Urban Livelihood Mission (NULM) 10-20 nos. of Self-Help Groups (SHGs) would have to be federated to form an 'Area Level Federation (ALF)' and the said ALF needs to be registered under Registration of Societies Act of the state concerned.

Now, in continuation to this office memo. no. 1150/17-555/15 dt. 27.3.2015, under which the proposal for registration of 12 (Twelve) nos. of ALFs was sent, I am sending herewith, for the present, the Memorandum of Association (MOA) including the Rules & Regulations of the undernoted 14 (Fourteen) nos. of ALFs formed in this municipality in accordance with the NULM-guidelines, for registration of those ALFs:-

<u>Sl. No.</u>	<u>Name of the Area Level Federation</u>	<u>Area of operation</u>	<u>Address</u>
1.	Krishnagar No. 13 Area Level Federation	NHC No. 4 Ward No. 2	Adityapara Bye Ln., Anandanagar, Ghurni.
2.	Krishnagar No. 14 Area Level Federation	NHC No. 7 Ward No. 3	Masjid Ln., Ghurni, Krishnagar.
3.	Krishnagar No. 15 Area Level Federation	NHC No. 10 Ward No. 4	Sandhyapara, Sankibhanga, Ghurni.
4.	Krishnagar No. 16 Area Level Federation	NHC No. 6 Ward No. 8	K.K.Tala Ln., Kalinagar, Krishnagar.
5.	Krishnagar No. 17 Area Level Federation	NHC No. 7 Ward No. 8	Kalinagar Govt. Colony Krishnagar.
6.	Krishnagar No. 18 Area Level Federation	NHC No. 9 Ward No. 9	Sashibhushan Ln., Mallickpara, Krishnagar.
7.	Krishnagar No. 19 Area Level Federation	NHC No. 2 Ward No. 10	Shibaji Rd., Dhakapara, Saktinagar, Krishnagar.
8.	Krishnagar No. 20 Area Level Federation	NHC No. 5 Ward No. 11	Kabi Rajani Kanta Roy Rd., Anjanapara, Saktinagar.
9.	Krishnagar No. 21 Area Level Federation	NHC No. 9 Ward No. 15	H.P. Mukherji Rd., Roypara Malipara, Krishnagar.
10.	Krishnagar No. 22 Area Level Federation	NHC No. 11 Ward No. 16	Sri Durga Colony 4 th Ln., Krishnagar.
11.	Krishnagar No. 23 Area Level Federation	NHC No. 3 Ward No. 18	Sarat Sarani Ln., Chandsarakpara, Krishnagar.
12.	Krishnagar No. 24 Area Level Federation	NHC No. 8 Ward No. 23	Nagendranagar 1 st Ln., Krishnagar.



KRISHNANAGAR MUNICIPALITY

KRISHNANAGAR - 741101

STD : (95)03472

Office : 252926

Office (Account Sec.) : 258134

Chairman Resi. : 224111

Water Works : 252985

Tourist Lodge : 252080

Chairman's Office & Fax No. : 252455

ASIM SAHA, Resi : 224111, M-9434055824

Chairman

Memo No.

Date

- | | | | |
|-----|--|------------------------|---|
| 13. | Krishnagar No. 25 Area
Level Federation | NHC No. 9 Ward No. 24 | Hemanta Sarkar Ln.,
Gait Rd., Krishnagar |
| 14. | Krishnagar No. 26 Area
Level Federation | NHC No. 11 Ward No. 24 | M.G.Rd., Gait Rd.,
Krishnagar |

The M.O.As. including the Rules & Regulations, as adopted by the respective first & present Governing Body (duly formed in the prescribed manner) of each of the ALFs, have been checked and verified with reference to the model M.O.A, as framed by State Urban Development Agency (SUDA) and also the relevant information/particulars furnished in the M.O.As.

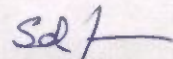
I, on behalf of the proposers of the societies, would request you to please arrange for registration of the ALFs under the West Bengal Societies Registration Act, 1961.

In case any further information is required for the purpose, your good office may kindly be asked to contact the undersigned over Office Phone No. 03472-252926 (Extn. 23)/ Mobile Phone No. 9874433807

An early action is solicited.

Encl: As Stated.

Yours faithfully,



Executive Officer,
Krishnagar Municipality
&

Nodal Officer (NULM)
City Project Officer,
Krishnagar Municipality.

Memo. No. 1724(W)/17-555/15

Date 08-05-15

✓ Copy forwarded for information and necessary action to the Director, State Urban Development Agency (SUDA), ILGUS Bhavan, HC-Block, Sector-III, Bidhannagar, Kolkata-700106.


08/05/15
Executive Officer,
Krishnagar Municipality
&
Nodal Officer (NULM)
City Project Officer,
Krishnagar Municipality.

Sl. No.	ULB Code/Name	District	7.Number of ALF formed in FY 2017-18	8.Number of ALF registered in FY 2017-18	9.Cumulative: Total Number of ALF Pending for Registration
1	Contai	PURBA MEDINIPUR	0	0	0
2	Haldibari	COOCHBEHAR	5	0	5
3	Tamralipta	PURBA MEDINIPUR	0	0	4
4	AshokenagarKalyangarh	NORTH 24 PARGANAS	20	0	0
5	UttarparaKotrung	HOOGHLY	3	0	7
6	Naihati	NORTH 24 PARGANAS	5	0	5
7	Dankuni	HOOGHLY	0	0	0
8	Islampur	UTTAR DINAJPUR	4	2	0
9	Mekliganj	COOCHBEHAR	10	0	10
10	Dankuni	HOOGHLY	0	0	0
11	HooghlyChinsurah	HOOGHLY	7	0	12
12	Jhargram	JHARGRAM	5	0	0
13	DumDum	NORTH 24 PARGANAS	5	0	5
14	Sainthia	BIRBHUM	0	0	8
15	Gayeshpur	NADIA	10	0	10
16	Birnagar	NADIA	13	5	8
17	Baduria	NORTH 24 PARGANAS	12	0	0
18	Bhadreswar	HOOGHLY	1	0	9
19	Baranagar	NORTH 24 PARGANAS	7	7	0
20	Kamarhati	NORTH 24 PARGANAS	0	4	0
21	Bhatpara	NORTH 24 PARGANAS	1	0	6
22	EnglishBazar	MALDA	0	0	19
23	Nabadwip	NADIA	10	0	10
24	Egra	PURBA MEDINIPUR	16	15	1
25	Santipur	NADIA	9	17	9
26	JainagarMazilpur	SOUTH 24 PARGANAS	1	0	0
27	Baruipur	SOUTH 24 PARGANAS	0	0	0
28	Dhupguri	JALPAIGURI	0	0	19
29	Kharagpur	PASCHIM MEDINIPUR	5	16	5
30	Serampore	HOOGHLY	5	3	1
31	Bolpur	BIRBHUM	9	0	32
32	SiliguriMC	DARJEELING	0	0	18
33	NorthDumDum	NORTH 24 PARGANAS	0	3	2
34	Balurghat	DAKSHIN DINAJPUR	5	0	9
35	Jalpaiguri	JALPAIGURI	3	0	0
36	Barasat	NORTH 24 PARGANAS	37	0	0
37	Purulia	PURULIA	2	0	2
38	Panskura	PURBA MEDINIPUR	4	0	4
39	Haldia	PURBA MEDINIPUR	2	0	2
40	Kalyani	NADIA	2	16	8
41	Memari	PURBA BARDDHAMAN	16	0	11
42	Ranaghat	NADIA	8	0	0
43	NorthBarrackpore	NORTH 24 PARGANAS	5	2	3
44	Mathabhanga	COOCHBEHAR	0	0	0

Sl. No.	ULB Code/Name	District	7.Number of ALF formed in FY 2017-18	8.Number of ALF registered in FY 2017-18	9.Cumulative: Total Number of ALF Pending for Registration
45	Taherpur	NADIA	11	0	11
46	Maheshtala	SOUTH 24 PARGANAS	4	0	4
47	Gushkara	PURBA BARDDHAMAN	1	0	2
48	Suri	BIRBHUM	1	2	2
49	Gobardanga	NORTH 24 PARGANAS	17	0	17
50	DurgapurMC	PASCHIM BARDDHAMAN	20	6	14
51	HowrahMC	HOWRAH	4	0	4
52	Dhulian	MURSHIDABAD	1	0	22
53	Midnapore	PASCHIM MEDINIPUR	12	8	9
54	ChandernagoreMC	HOOGHLY	32	0	9
55	Raiganj	UTTAR DINAJPUR	0	0	0
56	Dalkhola	UTTAR DINAJPUR	5	0	11
57	Bongaon	NORTH 24 PARGANAS	6	0	12
58	Baidyabati	HOOGHLY	1	0	1
59	Kanchrapara	NORTH 24 PARGANAS	8	4	16
60	Chakdah	NADIA	19	0	19
61	Burdwan	PURBA BARDDHAMAN	20	10	20
62	Murshidabad	MURSHIDABAD	7	0	19
63	Mal	JALPAIGURI	0	0	0
64	Chamdpdany	HOOGHLY	0	0	0
65	Bansberia	HOOGHLY	1	3	8
66	Bankura	BANKURA	1	8	7
67	Dinhata	COOCHBEHAR	14	0	0
68	Haringhata	NADIA	0	0	0
69	Chandrakona	PASCHIM MEDINIPUR	0	0	2
70	Madhyamgram	NORTH 24 PARGANAS	0	0	0
71	Jangipur	MURSHIDABAD	11	0	11
72	Kharar	PASCHIM MEDINIPUR	2	0	2
73	Khurdah	NORTH 24 PARGANAS	3	0	3
74	Rishra	HOOGHLY	0	8	0
75	Uluberia	HOWRAH	8	11	5
76	Ghatal	PASCHIM MEDINIPUR	12	0	0
77	SouthDumDum	NORTH 24 PARGANAS	0	0	2
78	CoochBehar	COOCHBEHAR	6	0	10
79	Alipurduar	ALIPURDUAR	2	0	20
80	Buniadpur	DAKSHIN DINAJPUR	0	0	0
81	Habra	NORTH 24 PARGANAS	9	0	9
82	Berhampore	MURSHIDABAD	1	0	1
83	Dainhat	PURBA BARDDHAMAN	2	12	16
84	Dubrajpur	BIRBHUM	2	0	0
85	Panihati	NORTH 24 PARGANAS	11	8	43
86	AsansolMC	PASCHIM BARDDHAMAN	0	1	3
87	Pujali	SOUTH 24 PARGANAS	0	0	0
88	Kalna	PURBA BARDDHAMAN	0	0	0

Sl. No.	ULB Code/Name	District	7.Number of ALF formed in FY 2017-18	8.Number of ALF registered in FY 2017-18	9.Cumulative:Total Number of ALF Pending for Registration
89	JiaganjAzimganj	MURSHIDABAD	0	0	21
90	Ramjibanpur	PASCHIM MEDINIPUR	5	0	11
91	Katwa	PURBA BARDDHAMAN	4	0	0
92	RajpurSonarpur	SOUTH 24 PARGANAS	4	10	38
93	Basirhat	NORTH 24 PARGANAS	23		23
94	Beldanga	MURSHIDABAD	12	12	0
95	Khirpai	PASCHIM MEDINIPUR	10	0	10
96	Konnagar	HOOGHLY	4	0	4
97	Arambagh	HOOGHLY	4	0	0
98	Halisahar	NORTH 24 PARGANAS	0	0	0
99	Tarakeswar	HOOGHLY	1	0	1
TOTAL			568	193	686

Memo No.

Date:

From: Mr/Mrs _____,
Nodal Officer & City Project Officer
_____ Municipal Corporation/Municipality,
Dist.

To: The Registrar of Societies,
Firms & Non Trading Corporations,
Government of West Bengal

Sub : Registration of Area Level Federations formed under National Urban Livelihood Mission

Sir,

Please refer to the communication (vide Memo No. SUDA-80/2014/495 dated 13.03.2015) and subsequent discussion with Mr. Prabir Ray, Social Development Expert of SUDA on 13.05.2015 regarding registration of the Area Level Federations (ALF) under National Urban Livelihoods Mission (NULM), Ministry of Housing & Urban Poverty Alleviation, Government of India.

In this regard, please find herewith necessary papers for facilitating registration ofNos. of Area Level Federations (ALFs) at your end. A list of proposed Area Level Federations (ALFs) along with an authorization letter is attached for your kind perusal and consideration.

Thanking you

Yours faithfully,

Encl: As above

Nodal Officer,
_____ Municipality

The following Area Level federations (proposed) are being put forward for registration.

S NO.	PROPOSED NAME OF AREA LEVEL FEDERATION	ADDRESS

I hereby authorize _____, representative of _____ Municipal Corporation/Municipality to submit and collect the Registration Certificate on behalf of _____ Municipal Corporation/Municipality. His/Her signature has been duly attested.

Signature of Representative

Signature of Nodal Officer

Signature of Nodal Officer



File No. K-14014/4/2014-UPA
Government of India
Ministry of Housing and Urban Poverty Alleviation
(UPA Division)

Nirman Bhawan, New Delhi
Dated 9th October, 2014

Shri B.P. Gopalika,
Principal Secretary (Municipal
Affairs),
Govt. of West Bengal,
Writers Building,
Kolkata - 700 001

CS CB CP
Director, SIDA

MLC
31/10

Subject: Nurturing groups formed under SJSRY Engagement of ROs-reg.

As you are aware, under NULM, the emphasis is on the formation of SHGs for thrift and credit activities where groups of 10 - 20 urban poor women, come together to improve their living conditions by group savings and loans. Under SJSRY also groups were formed but thrift and credit was not a mandatory activity whereas under NULM, thrift and credit of SHGs is mandatory. It is suggested that:

- (1) Wherever possible, old groups formed under SJSRY may be nurtured till such time that they are integrated into the NULM structure. Subsequently, these groups may be federated as per NULM norms. It is suggested that long standing and functional CDS, after due evaluation, may be considered to be registered as ALF under NULM.
- (2) NULM provides for engagement of Resource Organisations (ROs) for the purpose of catalysing the formation of SHGs and their federations and to promote the financial inclusion of SHG members. It has been noted during interactions with States that in some cities it is difficult to find good ROs. It is suggested that if good ROs are not found in all cities, the State may appoint ROs in a phased manner based on their availability and in the areas not covered by ROs, Community Organizers (COs) may directly work on the ground for formation of SHGs.
- (3) States may also engage strong and well functioning Community Development Societies or federations of SHGs as ROs after assessing their capabilities to take up this work.

Yours faithfully,

(Animesh Bharti)
Director (UPA)

Ph. No.23061303/ Fax No 23061185

Shri M.N Pradhan
Mission Director (SLMMU & NULM)
Government of West Bengal
HC Block, sector- 3, Salt Lake,
ILGUS Bhavan, Bidhan Nagar
Kolkata - 700106

G. Pal / Advisor
31/10/14

8575/1-SM.A/14
31/10/14



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 নংSUDA-80/2014/.....৪৭০

তারিখ 28/07/2015

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

**To : 1) Mrinal Kanti Rano, Jt. Director (SD), SUDA
2) Sujoy Mitra, PME, CMU
3) Goutam Pal, Advisor, SUDA
4) Tarak Dutta, PC, SUDA**

Sub : Formation of Evaluation committee to evaluate the eligibility of CDS as RO in NULM.

As per instruction from MOHUPA, GOI we have received some proposal from different ULB's to engage CDS as RO. Accordingly a evaluation team with following members has been constituted.

- 1) Mrinal Kanti Rano, Jt. Director (SD), SUDA
- 2) Sujoy Mitra, PME, CMU
- 3) Goutam Pal, Advisor, SUDA
- 4) Tarak Dutta, Programme Coordinator, SUDA

Evaluation of the CDS will be held as per schedule enclosed. You are requested to remain present during evaluation and evaluate the CDS for their engagement RO.

Enco : as stated


Director, SUDA

&
Mission Director, WBSULM

SUDA-80/2014/ ৪৭০/১

28/07/2015

Copy to : Sri Prabir Roy, Programme Management Expert DFID with a request to remain present during evaluation.


Director, SUDA

&
Mission Director, WBSULM



NEW Aristocrat

TRANSIT CARE HOUSE

H.c. 26/E SATYAN ROY ROAD BEHALA, KOLKATA-34

02/13/15 NEW ARISTOCRAT

M/s To, The Director! (SUDA) Deptt
State Urban Development Agency - Kol-106

13 MAR 2015

QUANTITY	PARTICULARS	RATE	AMOUNT Rs.	P.
<u>9/3/15</u>	Supply of Food Packets - dated on - 9/3/15 To 12/3/15			
70 Pcs.	Food Packet - Gross - Rs. 15979/- TDS - Rs. 160/- Net - Rs. 15819/-	60/-	4200	
<u>10/3/15</u>	Food Packet	60/-	4200	
70 Pcs.			3,300.00	
<u>11/3/15</u>	Passed for Payment Rs. 15979/- Fifteen thousand name Hundred seventy nine only - Only to be debited towards NULM WATER	60/-	4200	
70 55 Pcs.	Food Packet	60/-	3000	
<u>12/3/15</u>	50 Pcs. Food Packet			
	Supply food pkts 9 & 10/3/15 - 70 pkts each day. on 11 & 12/3/15 - 55 x 50 pkts respectively Joy guba 15/3/15 @ 14.5% an Bill Rs = Vat No. - 19851138756 Service Tax No. - CCUP K3328PSD003		15600/- 14,700.00 1357/- 1278.90 15,978.90 16,937.80 15,979/-	

Director
State Urban Development Agency

Rupees in words: Seventeen thousand nine hundred thirty seven
Seventy nine only.

E. & O. E.
SIGNATURE

Sl. No. B/..... 760

Date..... 13/3/15



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং ...SUDA-80/2014/...১।।°

তারিখ 09.05.2016

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

To : The Registrar of Firms, Societies and Non- Trading Corporation
(8th Floor), P-15, India Exchange Place Extension,
Kolkata- 700 073

Sub : Registration of Federation formed under National Urban Livelihood Mission (NULM)
Ref :- This office no 80/2014/1727 dt. 13.10.2014 & your letter no. 357-FIR dt. 17.10.2014

As per Guideline under National Urban Livelihood Mission (NULM) issued by Ministry of Housing & Urban Poverty Alleviation Govt. of India the different Federations (Area Level Federation & City level Federation) formed with the Self Help Group under National Urban Livelihood Mission (NULM) have be to registered.

As per the direction a MOA has been prepared and shared with you and registration of Area level Federation was going on with the MOA accepted by both of us.

Presently different ULBs who are arranging for registration of Area Level Federation formed at their level are expressing some concern regarding registration process. As per mutual decision among us ULB wise Nodal officer was selected by the ULB and they are forwarding their registration ALF proposal via a model forwarding letter prepared and agreed upon by both of us.

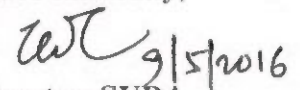
The ULB authorities (Chairpersons) are expressing their concern due to huge delay in the process of registration, the technical problem they are facing during submission of registration Fees etc.

In view of above, you are requested to kindly look into the matter so that registration of ALF, and CLFs of different Municipal Corporation/ Municipality are done at the earliest.

Further it will also be much helpful if a Nodal officer is appointed at your end who may be co-ordinated for any type of difficulties during registration of ALF.

Expecting a quick & positive response from your end.

Yours faithfully,


Director, SUDA

&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



SUDA-80/2014/

09.05.2016

Copy for information to:

1. P.S. to the Principal Secretary, M.A. Department, Govt. of West Bengal.

WT 9/5/2016
Director, SUDA

&
Mission Director, WBSULM



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-80/2014/435

তারিখ 09.03.2015

From: The Administrative Officer
State Urban Development Agency.

To : M/s. New Aristocart Transit Care House
ILGUS Bhavan
Sector-III, Salt Lake City
Kolkata - 700106.

Sub: - Supply of food packets.

Sir,

You are requested to supply 70 (Seventy) nos. tiffin packets on 09.03.2015 to 11.03.2015 (3 days) and 50 (Fifty) nos. on 12.03.2015 containing the following items at the prescribed rate as per no. CMU-925/2014/301 dated 26.12.2014. The packets should be distributed amongst the participants at the Conference Hall at the respective date and time.

Supply of food packets

1. Luchi	-	4 pcs
2. Potato Curry	-	4 pcs.
3. Veg. Cutlet	-	1 pce.
4. Sweet	-	1 pce.
5. Packaged drinking water (500 ml)	-	1 bottle

After completion necessary bill may be submitted for processing payment.

Sambhosh Borkhori

Yours faithfully,

[Signature]
4/3/15
Administrative Officer

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

No - SUDA-80/2014/

Date:

M/S

Sub: supply of food packets,

Sir,

you are requested to supply ^{70 (seventy) nos} tiffin packets of on 9.3.15 to 11.3.15 (3) days and ^{50 (fifty) nos} on 12.3.15 containing the following items at the prescribed rate as per no. CNU-925/2014/301 of 26.12.14. The packets should be distributed amongst the participants at the Conference Hall on the respective dates and times.

Supply of food packets

1. Luchi — 4 pcs.
2. Potato curry — 4 pcs.
3. Veg. Cutlet — 1 pc.
4. Sweet — 1 pc.
5. 500 ml. water bottle. — 1 pc.

M/S.

M/F.

AO/SUDA

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

SUDA- ৪০/২০১৪/৪০০

২৬ .02.2015

ক্রমিক নং

তারিখ

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

To :

Sub : Appearance before Evaluation committee for engagement of CDS as RO.

Sir,

You are hereby requested to appear before evaluation committee along with the filled in format enclosed with this letter and other related registrars, pass book, account statement / audit statement etc as per schedule given below for evaluation and assessment of capabilities of your CDS to be engaged as RO.

Date :-

Time :-

Venue :- SUDA Conference Hall

Two persons from each CDS will remain present before the Evaluation Committee as per schedule above.

Encl : as stated

Yours faithfully,

WJ 26/2/15
 Director, SUDA
 &

Mission Director, WBSULM

২৬ .02.2015

SUDA- ৪০/২০১৪/৪০০/১(১)

Copy for information to:

Mayor / Chairperson/ Administrator,

..... Municipal Corporation/ Municipality for information and
 intimation to concerned CDS to appear as per schedule.

WJ 26/2/15
 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

Evaluation Format for Empanelment of Resource Organisation (RO)

Name and Address of CDS	Name of contact person, mobile no. and e-mail id	Registration details		Year of Working Experience	No. of SHG formed under CDS	No. of TCG/ SHG existing	No. of staff working		Financial Status		Infrastructure Details			
		Legal Status of CDS	Date of registration				Full Time	Part Time	Average Annual Turn over for the last 3 yrs. (as per Audit Report)	Closing Balance as on date	Building (Own/ Rented)	Furniture & Fixture details	Computer/ Printer etc.	

Note: Documents to be attached along with the evaluation format :-

- i) Audit Report for the last 3 years
- ii) Registration Certificate

Schedule for Evaluation for Engagement of Resource Organization (March 2015)

DATE	11.00 AM – 1.00 PM		2.00 – 4.00 PM	
	SL.NO	Name of CDS	SL.NO	TIME
9.3.15	1	Bhatpara CDS I	11	Chandernagore CDS- 1
	2	Bhatpara CDS II	12	Chandernagore CDS- 2
	3	Bhatpara CDS III	13	North Barrackpore CDS 1
	4	Bhatpara CDS IV	14	North Barrackpore CDS 2
	5	Bhatpara CDS V	15	Chakdaha Sarada Devi CDS
	6	Bhatpara CDS VI	16	Chakdaha- 1 No. Nivedita CDS
	7	Krishnanagar D L Roy CDS	17	Taki CDS
	8	Krishnanagar Swami Vivekananda CDS	18	Arambagh CDS 1
	9	Krishnanagar Netaji Subhash Chandra CDS	19	Arambagh CDS 2
	10	Krishnanagar Rabindranath Thakur CDS	20	Habra CDS No. II
10.3.15	1	Champdany CDS No.I	11	Cooch Behar- Amrita CDS
	2	Champdany CDS No.II	12	Cooch Behar- Sanjibani CDS
	3	Bansberia Hanseswari CDS	13	Nabadwip Chaitanya Mahaprabhu No-1 CDS
	4	Bansberia Saraswati CDS	14	Nabadwip Chaitanya Mahaprabhu No-2 CDS
	5	Gobardanga CDS	15	Nabadwip Chaitanya Mahaprabhu No-3 CDS
	6	Joynagar Mozilpur CDS	16	Nabadwip Shree Gouranga Mahaprabhu No-4 CDS
	7	Gangarampur CDS- 2	17	Katwa- Ajay Samasthi Unnyan Samity CDS-1
	8	Gangarampur CDS- 1	18	Katwa- Bhagirathi Samasti Unnyan Samity CDS-2
	9	Jhargram No. 1 C.D.S	19	Jangipur CDS
	10	Jhargram No. 2 C.D.S	20	Kharagpur 4 No. CDS
11.3.15	1	Old Malda CDS-1	11	Jiaganj - Azimganj No.1 CDS
	2	Old Malda CDS-2	12	Beldanga CDS
	3	Balurghat CDS-V	13	Dainhat Indrani Pargana CDS
	4	Nalhati CDS	14	Durgapur Laxmibai No.3 CDS
	5	Sainthia CDS	15	Durgapur Matangini No.5 CDS
	6	Dhuppuri CDS	16	Santipur No.1 CDS
	7	Kaliaganj- Sreemati CDS	17	Santipur No.2 CDS
	8	Kaliaganj- Swarnamoyee C.D.S	18	Taherpur Town CDS
	9	Sonamukhi CDS	19	Rajarhat-Gopalpur Kanak Mukherjee CDS 1
	10	Tamluk CDS No- 2	20	Rajarhat-Gopalpur Matangini Hazra CDS 2

9/3 @ 20+5+2+2+2 = (33) + (33)
 10/3 - 20 -
 11/3 - 20 -
 12/3 → 14+5+2+2+2 = (25) + (25)

DATE	11.00 AM –1.00 PM		2.00 – 4.00 PM	
	SL.NO	Name of CDS	SL.NO	Name of CDS
12.3.15	1	English Bazar No. 3 CDS	8	Madhya Baranagar CDS-2
	2	English Bazar No. 1 CDS	9	East Baranagar CDS-3
	3	English Bazar No. 2 CDS	10	Kamarhati No.2, C.D.S.
	4	Bankura CDS No- 1	11	Kamarhati No.1, C.D.S.
	5	Bankura CDS No- 2	12	Kamarhati No.3, C.D.S.
	6	Bankura CDS No- 3	13	Kamarhati No.4, C.D.S.
	7	Bankura CDS No- 4	14	Panskura CDS

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

স্মারিক নং SUDA- ৪০/২০১৪/৫০(১২৬)

তারিখ 13.01.2015

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

To : The Mayor/ Chairperson/ Administrator

..... Municipal Corporation/ Municipality/ NAA
 (Except - Kome)

Sub : Comprehensive List of active CDS as per criteria

Sir,

During review meeting of NULM on December' 2014 all participants were requested to submit comprehensive list of active CDS operating within your jurisdiction.

Those who have fulfilled following two criteria :-

- (1) CDS having annual financial turn over more than ₹ 5 Lakhs.
- (2) CDS nurturing more than 100 groups.

But till date proposals have been received for only two ULB's (i.e- Balurghat and Krishnagar)

Under this circumstances, you are requested to send the detail list as per above criteria to consider their engagement as Resource Organisation under NULM at the earlier, latest by 20.01.2015.

Yours faithfully,

WT
 Director, SUDA

re

Evaluation of Resource Organisation (RO) - Submission of E-tendering of Expression of Interest (Eoi)				
		1/12	2/12	3/12
		Barasat Matangini CDS	Barackpore No. 1 CDS	Barackpore No. 2 CDS
A: Statutory Cover				
Annexure 1: Bidder must be Single Entity and Application for should be registered under a proper Empanelment	To be executed on Rs. 100/- Non-Judicial Stamp paper	Yes	Yes	Yes
Annexure 2: Letter of Authority	To be executed on Rs. 100/- Non-Judicial Stamp paper	Yes	Yes [without NJS paper]	Yes [without NJS paper]
Scanned copy of EMD	In form of Demand Draft amounting to Rs. 5,000/-	BOI- 075794	UBI- 691150	UBI- 691149
Eoi Document	The original Eoi document uploaded in the e-Tender	Yes	Yes	Yes
B: Non-Statutory Document				
1. Annexure 3: Work experience during last 3 years	Geographical location	Barasat Municipality	Barrackpore Municipality	Barrackpore Municipality
	Work Place (Urban / Rural)	Urban	Urban	Urban
	No. of SHG formed (Min 100)	182	263	279
	No. of SHG linked with the Bank (Min 100)	182	261	279
2. Annexure 4: Year of experience etc.	Year of experience (Min 3 Years)	14 yrs.	13 yrs	12 yrs
	Year of working experience (Min 3 Years)	14 yrs.	14 yrs	14 yrs
	List of Centre	Not mentioned	4 (Ambiguous)	4 (Ambiguous)
3. Annexure 5: Details of Man Power	No. of Full Time Expert	Nil	5 [over lapping]	
	No. of Part-time Expert	6		
4. Annexure 6: Annual Turnover (In Lakh)	Avg. Annual Turn over in Lakh (Min Rs. 5 lakh)	3.25	25.19	28.3
	Networth as on 31st Mar 2014 in Lakh (Should be Positive)	Not mentioned	Not mentioned	Not mentioned
	Audited balance sheet for the last 3 yrs.	Yes	Yes	Yes
5. Annexure 7: Status of Legal Constitutions	Legal status	Society	Society	Society
	Date of Registration	11/8/1999	21/2/2001	8/7/2002
6. Understanding of TOR		Moderate	No	No
7. Remarks		All documents furnished but not in proper areas	It appears that Barrackpore 1 & Barrackpore 2 CDS produced certificates in identical nature	

Evaluation of Resource Organisation (RO) - Submission of		4/12	5/12	6/12
		Bright Future.com	Consulting Management Incorporate Pvt. Ltd.	Ekush Satak
A: Statutory Cover				
Annexure 1: Application for Empanelment	Bidder must be Single Entity and should be registered under a proper legal framework	Yes	Yes	Yes
Annexure 2: Letter of Authority	To be executed on Rs. 100/- Non-Judicial Stamp paper	Yes	Yes	Yes [without NJS paper]
Scanned copy of EMD	In form of Demand Draft amounting to Rs. 5,000/-	UBI- 978932	Axis Bank Ltd- 398667	UBI- 691151
Eol Document	The original Eol document uploaded in the e-Tender	Yes	Yes	Yes
B: Non-Statutory Document				
1. Annexure 3: Work experience during last 3 years	Geographical location	Purulia Municipality	Not mentioned	Not mentioned
	Work Place (Urban / Rural)	Urban	-	Not mentioned
	No. of SHG formed (Min 100)	438	Not mentioned	120
	No. of SHG linked with the Bank (Min 100)	438	Not mentioned	120
2. Annexure 4: Year of experience etc.	Year of experience (Min 3 Years)	13 yrs	18 yrs	13 yrs
	Year of working experience (Min 3 Years)	Not Mentioned	Not mentioned	14 yrs
	List of Centre	22 in 12 districts (Uttar Dinajpour, Malda, Darjeeling, Birbhum, Purulia, South 24 Pgs, Howrah, Murshidabad, Bankura, Coochbehar, Burdwan)	Not mentioned	2
3. Annexure 5: Details of Man Power	No. of Full Time Expert	24	Not mentioned	5
	No. of Part-time Expert	4	Not mentioned	3
4. Annexure 6: Annual Turnover (In Lakh)	Avg. Annual Turn over in Lakh (Min Rs. 5 lakh)	74.4	85.15	5.25
	Networth as on 31st Mar 2014 in Lakh (Should be Positive)	30.08	146.8	Not mentioned
	Audited balance sheet for the last 3 yrs.	Yes	Yes	Yes
5. Annexure 7: Status of Legal Constitutions	Legal status	Proprietorship	Pvt. Ltd. Company	Society
	Date of Registration	23/5/2001	14/2/1996	23/8/2001
6. Understanding of TOR		Moderate	No	No
7. Remarks				Original audit report to be checked. Working as helping hand for Barackpore No1 & 2 CDS

Evaluation of Resource Organisation (RO) - Submission of

		7/12	8/12	9/12
		Garden Reach Bangla Basti Academic Development Society	Monali School of Beauty	North Dum Dum No. 1 CDS
A: Statutory Cover				
Annexure 1: Bidder must be Single Entity and Application for should be registered under a proper Empanelment legal framework		Yes	Yes	Yes
Annexure 2: Letter of Authority	To be executed on Rs. 100/- Non-Judicial Stamp paper	Yes	Yes [without NJS paper]	Yes (w/o NJS paper)
Scanned copy of EMD	In form of Demand Draft amounting to Rs. 5,000/-	Axis Bank Ltd-002283	UBI- 908695	UBI- 059387
Eol Document	The original Eol document uploaded in the e-Tender	Yes	Yes	Yes
B: Non-Statutory Document				
1. Annexure 3: Work experience during last 3 years	Geographical location	Garden Reach, Khidirpur, Park Circus, Rishra, Maheshtala	Not provided	North Dum Dum
	Work Place (Urban / Rural)	Urban	Not provided	Urban
	No. of SHG formed (Min 100)	165	Not provided	400
	No. of SHG linked with the Bank (Min 100)	Not mentioned	Not provided	400
2. Annexure 4: Year of experience etc.	Year of experience (Min 3 Years)	17 yrs	Not provided	14 yrs
	Year of working experience (Min 3 Years)	Not mentioned	Not provided	Not mentioned
	List of Centre	10	Not provided	1
3. Annexure 5: Details of Man Power	No. of Full Time Expert	3	Not provided	5
	No. of Part-time Expert	Nil	Not provided	Not mentioned
4. Annexure 6: Annual Turnover (In Lakh)	Avg. Annual Turn over in Lakh (Min Rs. 5 lakh)	79.25	Not provided	273.6
	Networth as on 31st Mar 2014 in Lakh (Should be Positive)	17.15	Not provided	32.9
	Audited balance sheet for the last 3 yrs.	Yes	Not provided	Yes
5. Annexure 7: Status of Legal Constitutions	Legal status	Society	Not provided	Society
	Date of Registration	25/7/1997	Not provided	19/8/1999
6. Understanding of TOR		Yes	No	Moderate
7. Remarks		All documents furnished	Non-Statutory document not furnished	All documents furnished but not in proper areas

Evaluation of Resource Organisation (RO) - Submission of

		10/12	11/12	12/12
		Pritilata CDS	Sarojini CDS	Tufanganj Anwesh Welfare Society
A: Statutory Cover				
Annexure 1: Bidder must be Single Entity and Application for should be registered under a proper Empanelment	1: Bidder must be Single Entity and should be registered under a proper legal framework	Yes	Yes	Yes
Annexure 2: Letter of Authority	To be executed on Rs. 100/- Non-Judicial Stamp paper	Yes	Yes	Yes
Scanned copy of EMD	In form of Demand Draft amounting to Rs. 5,000/-	UBI- 075795	BOI-	Central Bank of India- 011511
Eol Document	The original Eol document uploaded in the e-Tender	Yes	Yes	Yes
B: Non-Statutory Document				
1. Annexure 3: Work experience during last 3 years	Geographical location	Barasat	Barasat	Coochbehar & Jalpaiguri
	Work Place (Urban / Rural)	Urban	Urban	Rural
	No. of SHG formed (Min 100)	Not clear	119	186
	No. of SHG linked with the Bank (Min 100)	Not clear	119	186
2. Annexure 4: Year of experience etc.	Year of experience (Min 3 Years)	15 yrs	15 yrs	11 yrs
	Year of working experience (Min 3 Years)	14 yrs	14 yrs	6 yrs
	List of Centre	Not mentioned		10
3. Annexure 5: Details of Man Power	No. of Full Time Expert	In regard to full time expert they have produced almost same list of personnel		13
	No. of Part-time Expert			4
4. Annexure 6: Annual Turnover (In Lakh)	Avg. Annual Turn over in Lakh (Min Rs. 5 lakh)	1.9	1.11	56.66
	Networth as on 31st Mar 2014 in Lakh (Should be Positive)	Not mentioned	Not mentioned	Not mentioned
	Audited balance sheet for the last 3 yrs.	Yes	Yes	Yes
5. Annexure 7: Status of Legal Constitutions	Legal status	Society	Society	Society
	Date of Registration	11/8/1999	11/8/1999	24/9/2003
6. Understanding of TOR		No	No	Yes
7. Remarks		Produced certificate from E.O & Chairperson of Barasat municipality		All documents furnished in proper order



o/c

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA- ৪০/২০১৪/১২২

তারিখ ২২.01.2015

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

✓ To : The Registrar of Firms, Societies and
Non Trading Corporation of West Bengal
Todi Mansion (8th Floor)
D-15, India Exchange place Extension
Kolkata-73

Sub : Nodal person for registration of Area level Federation

Sir,

Smt. Ritija Banerjee, Social and Community Development officer of Asansol Municipal Corporation will act as Nodal person for registration of Area level Federation to be formed under Asansol Municipal Corporation Area.

Yours faithfully,

o/c
WT 22/1/15
Director, SUDA

&
Mission Director, WBSULM

SUDA- ৪০/২০১৪/১২২/১ (১)

২২ .01.2015

Copy forwarded for information to :

✓ (1) Commissioner, Asansol Municipal Corporation for taking further necessary Action .

o/c
WT 22/1/15
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

ASANSOL MUNICIPAL CORPORATION

Dr. G. R. Mitra Sarani, P.O.- Asansol, Dist.- Burdwan, West Bengal

Mayor's Chamber : 230 2370

Chairman's Chamber : 230 9225

Dy. Mayor's Chamber : 230 9479



Commissioner : 230 2491

General Off. (Asl.) : 230 2219 / 230 9476

Engg. Dept. : 230 9476

Ref. No. 7866/SJSRY/NULM

Date 02/07/2015


To
The Director,
SUDA &
Mission Director, WBSULM
Ilgus Bhavan,
HC Block, Sector-III, Bidhnnagar,
Kolkata- 700 106

Sub:- Registration of Arae Level Federations.
Ref:- Your No SUDA-06/2014/2023 dated 8-12-2014.

Sir,

Kindly refer to the subject quoted above. Smt. Ritoja Banerjee, Social & Community Development Officer (SCDO), Asansol Municipal Corporation is hereby nominated as City Project Officer(CPO) (Mobile NO 9433879197) who may be contacted for this purpose.

Yours faithfully,


Secretary,
Asansol Municipal Corporation
Secretary
Asansol Municipal Corporation

From

Director S V D A &
Mission Director WBS VLM.

To

The Registrar of Firms, Societies and Non-trading
Corporations of West Bengal.

Toldi' mansion (8th floor)

B-15, India Exchange Place Extension

Kolkata - 73.

Sub: - Nodal person for ~~formation~~ Registration of Area
Level Federation.

For, Sd/- Ritija Banerjee, Social and Community Development
officer of Assensal Municipal Corporation will act as
Nodal person for Registration of Area Level Federation
to be formed under Assensal Municipal Corporation
Area.

Min - :

dt: -

Director MD
S V D A WBS VLM

Copy

Commissioner, Assensal Municipal Corporation for
taking further necessary action.

Disn de.
MD/ WBS VLM

Annexure II: Model Bye-Laws for ALFs

1. The name of the federation shall be _____ and hereinafter referred to as "The Federation".
2. The ___<FEDERATION NAME>___ shall accept as members, Self-Help Groups (SHGs) of _____ ward and the address of the group is as follows:

 Pincode: _____
3. **Objectives:** The objectives of the Federation are:
 - a. To provide a forum for regular interaction and networking between member SHGs and assist in the formation of new SHGs wherever needed
 - b. To take up activities that strengthen member SHGs, but cannot be taken up by individual SHGs on their own such as facilitate bank linkages for member SHGs, provide handholding support for the development of member SHG's loan proposals.
 - c. To facilitate member SHGs' access to benefits under NULM and other Government of India and State Government schemes and to create linkages with institutions of relevance for their welfare e.g. facilitate insurance
 - d. Work as an information dissemination body by facilitating member SHGs' access to skill training and micro-enterprise formation support under NULM as well as access to social assistance benefits under various government programmes, e.g. insurance
 - e. Handhold and build the capacity of new member SHGs and regularly review the functioning and strengthen the capacity of existing member SHGs, to continue to successfully function
 - f. To successfully represent the Federation and member SHGs at the City Level Federation
 - g. To build leadership skills of members so that they can manage the member SHGs and the federation.
4. **Membership:**
 - a. SHGs in the area defined above which have:
 - i. Been in existence for at least 6 months
 - ii. Been meeting and saving regularly (not less than 80% of the members)
 - iii. Been repaying any loans given (not less than 90% repayment)
 - iv. Paid the prescribed admission fee and the fixed yearly subscription fees
 - b. Each member SHG will elect two of its members to represent the group in the Executive Committee of the Federation for a one year term. One of these members shall be an SHG office bearer; the other one may be a general SHG member or an office bearer.
5. **Contributions:**
 - a. At the time of admission, each SHG shall pay an admission fee of Rs. _____ (in figures and words)

- b. Each member SHG shall pay a subscription fee of Rs. _____ (in figures and words) per year.
 - c. If a member SHG does not pay the yearly subscription fee on the decided date, it will be fined Rs. _____ (in figures and words) per _____ (e.g. per month / week / day)
6. **Group Management:**
- a. A General Body (GB) shall comprise two representatives per member SHG
 - b. From the GB, five members shall be selected as the Management Committee who shall be responsible for strategic and day-to-day management of the federation.
 - c. The Management Committee shall consist of five office bearers—Chairperson, Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer and Financial Inclusion Volunteer – who shall each be elected by all members of the ALF from among the ALF members for a period of 1 (one) year.
 - d. These office bearers can remain in office continuously for only 2 terms.
 - e. All three office bearers must be from three different SHGs.
 - f. Responsibilities of the Chairperson:
 - i. Presides over the regular meetings and any other meetings of the Federation
 - ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
 - iii. Call for or postpone a special meeting
 - iv. Check and coordinate the activities of the Secretary, Treasurer and other members
 - v. Maintain relationships within and outside the Federation, especially with the banks and Urban Local Body of _____ (name of the city) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
 - vi. Regularly report progress of the Federation to the Urban Local Body of _____ (name of the city) along with any other details requested in a timely manner.
 - g. Responsibilities of the Secretary:
 - i. Call meetings with the prior permission of the Chairperson and prepare the agenda for every meeting
 - ii. Maintain a record of the proceedings of all regular and special meetings and read them out at the next meeting.
 - iii. Write resolutions made at each meeting and read them out at the same meeting.
 - iv. The Secretary will maintain the membership register, attendance register, and activity and resolution register
 - v. Conduct all meetings and chair a meeting if the Chairperson is absent.
 - vi. Verify the books of account of the Federation regularly and report to the members in every meeting.
 - vii. Maintain relationships within and outside the Federation, especially with the banks and Urban Local Body of _____ (name of the

city) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM

viii. Regularly report progress of the Federation to the Urban Local Body of _____ (name of the city) along with any other details requested in a timely manner.

h. Responsibilities of the Treasurer:

- i. Preserve all important papers and documents related to financial matters of the Federation
- ii. Maintain all accounts of the Federation i.e. cash book, loan ledger, receipt and payment vouchers.
- iii. Deposit all cash collected at meetings within two days of collection
- iv. Pay loans approved by the Federation to members and receive savings, repayment, interest, fines, etc.
- v. Present all financial reports of the group

i. Responsibilities of the Livelihood Volunteer:

- i. Identify employment sectors which would increase income for SHG members
- ii. Provide support for setting up new enterprise ventures under NULM linking the members to credit and advisory services;
- iii. Provide linkage with skill training opportunities under NULM

j. Responsibilities of the Social Security Volunteer:

- i. Evaluate the social security needs of member SHGs;
- ii. Liaise with ward officials in charge of health, education and other social security such that member SHGs are linked with benefits available in the city
- iii. Compile and update a list of schemes in the city whose benefits member SHGs can access and disseminate this information through the ALF.

k. Responsibilities of the Financial Inclusion Volunteer:

- i. Ensure that member SHGs are linked with banks;
- ii. Ensure that member SHGs are linked with financial institutions for insurance and money remittances;
- iii. Ensure that individuals from member SHGs have Basic Savings Bank Accounts;
- iv. Ensure that all member SHGs undergo financial literacy training

7. Meetings:

- a. The group will meet ___<specify number here>_____ time/s every month. The dates of the meetings are ___<specify dates here>_____.
- b. In case of an urgent and important issue, the group can hold special meetings at a shorter notice.
- c. A minimum of 80% of the group's members with at least 2 out of 3 of the office bearers must be present for decisions to be valid. Where decisions on group funds above Rs. _____ (in figures and words) or changes in the bye-laws are to be made, all members must be present.
- d. The Federation will hold its Annual General Meeting on ___<specify date here>_____ every year. This meeting will review the last year's activities

and financial progress and plan the activities for the next year. (The group may use this meeting to conduct regular annual elections for the posts of office bearers of the Managing Committee).

- e. In case of special meetings or change in the conduct of regular meetings, the Secretary supposed to give _____ days notice to the members about such meetings.
- f. If an SHG representative does not attend ___<specify number of meetings>_____consecutive periodic meetings without any prior information, the SHG will have to face a penalty of Rs. _____(in figures and words) per meeting.

8. Maintenance of Group Records:

- a. Membership, attendance, activity and resolution registers will be kept with the Secretary to register membership, proceedings, attendance and resolutions of all meetings.
- b. Cash book and bank loan register will be maintained by the Treasurer who will update the position of all income and expenditure as well as bank loans received and repaid.
- c. Group Bank Pass Book to be maintained by the Treasurer and updated regularly at each deposit and withdrawal.
- d. All group records are to be made available freely for examination by each member SHG during the meetings and at other times, with reasonable notice to the relevant office-bearer of the Managing Committee.

9. Managing the Group's funds:

- a. Loans will be considered during periodic meetings of the federation based on a written application from any member SHG addressed to the Chairperson of the Managing Committee of the federation. While representatives of the member SHG applying for the loan may take part in the discussions, they will not be allowed to vote at the time of taking a decision on the loan.
- b. The loan limit for each individual member SHG shall be decided by the full Executive Committee considering the financial position of the federation and its obligations to meet the credit needs of a number of member SHGs
- c. The interest rate shall be Rs. _____ (in figures and words) per month per Rs. 100.00 (Rupees Hundred Only).
- d. The loan repayment procedure shall be decided by the Executive Committee of the Federation.
- e. On sanction of the loan, the record of the loan, including agreed repayment schedule must be recorded in the Activity, Resolution, Saving and Loan registers. Thereafter, all repayments (and defaults, if any) must also be so recorded.
- f. The loan shall be granted as long as:
 - i. The member SHG has paid all federation membership fees due and has repaid any previous loan amount in full, along with the interest
 - ii. The proposed loan purpose is viable
 - iii. The member SHG is meeting and saving on a regular basis, is following its bye-laws and takes an active interest in the Federation

- g. All the income that accrues to the Federation from interest on savings and loans and returns from penalties and fees will be re-invested in the Federation fund.
10. **Managing the Group's Bank Account:**
- a. The Federation account shall be kept in the nearest bank. The Treasurer, Chairperson and/or Secretary (any two) shall have joint signatory power. All withdrawals to be supported by a resolution of the Executive Committee of the Federation.
11. **Withdrawal of Membership:** <The Executive Committee should discuss in detail the procedure and terms of refund of money if a member SHG proposes to leave the group. This should be recorded in the Bye-Laws of the group>
12. **Disqualification of Membership:** A member SHG may be disqualified by the Federation on the following criteria:
- a. Non-participation in regular federation meetings for more than _____ times
- b. Not paying the subscription fee
- c. Not repaying the loan received from the federation
- d. Not following the rules of the group
13. **Change in the bye-laws:** The rules of the Federation or any part thereof can be amended by all members present at a General Body Meeting convened for the purpose.
14. **Dissolution of the federation:** <In the event of group dissolution, members need to discuss the formalities and terms of group money distribution and group payables and receivables among themselves before the group can be dissolved. The agreed conditions of dissolution and re-distribution of funds should then be recorded in the bye-laws of the group>. Members with a majority vote may decide to dissolve the group.

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-06/2014/ ২০২১

০৪.12.2014

ক্রমিক নং

তারিখ

From: Director, SUDA &
Mission Director, WBSULM

To : The Mayor/ Chairperson/ Commissioner/ Joint Municipal Commissioner (Dev.)/ Administrator,

Municipal Corporation/ Municipality

Sub: Registration of Area Level Federations

Sir,

National Urban Livelihood Mission (NULM) envisages mobilization of urban poor households into a three-tiered structure with Self help groups(SHG) / TCGs at the grass root level , Area Level Federations (ALF) at the slum/ward level and city level federations (CLF) at the city level.

An Area Level Federation is an association of SHGs / TCGs consisting of representatives from all member SHGs/TCGs with the objective to guide and monitor functioning of member - SHGs/ TCGs, and form and train new SHGs. The federation of SHGs is essential to deal with issues like bank linkages, inter-group lending, and negotiation with higher level structures for ensuring greater bargaining power over the rights and privileges of SHGs.

An ALF may be formed with 10-20 SHGs/TCGs covering an area of a ward or slum with minimum of 2 members per SHG/TCG and need to be registered as a Society. In order to assist the ULBs in the process of registration, a model ‘Memorandum of Association (MOA)’ in line with NULM guidelines has been developed and in consultation with the office of the Registrar of Societies, Firms etc. has been finalized at this end. A copy of the finalized MOA is enclosed.

Following the NULM guidelines, you are requested to take all possible measures for formation of ALFs at your end and arrange for their registration at an early date. City Project officer (CPO) of the City Mission Management Unit (CMMU) may be requested to supervise the entire operation and maintain close liaison with the Office of the Registrar of Societies, Firms etc. to complete the said work.

For the purpose of monitoring from this end, you are requested to kindly provide us the contact number of your designated CPO, who may also be requested to inform the latest developments in this regard through submission of Monthly Progress Reports (MPR), format of which is already available with you.

Encl: as stated

Yours faithfully,


Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

MEMORANDUM OF ASSOCIATION

Of

.....Federation

1. The name of the federation shall beand hereinafter referred to as "The Federation".
2. The Federation shall accept as members, Self-Help Groups (SHGs) ofward and the registered office of the federation shall be situated atWard No.....of.....Municipal Corporation / MunicipalityDistrict, West Bengal.
3. The area of operation of the federation shall be as follows:
Ward No.....of.....Municipal Corporation/Municipality.
4. **Objectives:**
The objectives of the Federation are:
 - a. To provide a forum for regular interaction and networking between member SHGs and assist in the formation of new SHGs wherever needed
 - b. To take up activities that strengthen member SHGs, but cannot be taken up by individual SHGs on their own, such as facilitate bank linkages for member SHGs, provide handholding support for the development of member SHG's loan proposals.
 - c. To facilitate member SHGs' access to benefits under NULM and other Government of India and State Government schemes and to create linkages with institutions of relevance for their welfare e.g. facilitate insurance
 - d. Work as an information dissemination body by facilitating member SHGs' access to skill training and micro-enterprise formation support under NULM as well as access to social assistance benefits under various government programmes, e.g. insurance
 - e. Handhold and build the capacity of new member SHGs and regularly review the functioning and strengthen the capacity of existing member SHGs to continue to successfully function
 - f. To successfully represent the Federation and member SHGs at the City Level Federation
 - g. To build leadership skills of members so that they can manage the member SHGs and the federation.

- h. Coordinate economic activities of Constituent SHGs and link them up with open market and assist them in availing raw materials in production, in packaging, in marketing and other technical, financial and managerial support.
- i. To take responsibility for social upliftment of the members and its families of all constituent SHGs like eradicate illiteracy, create sanitation facilities, education for all children, no child marriage, no intoxication or drug abuses, etc, mobilize members to social work for upgrading Human Development Index of the members of its constituent SHGs.

5. The names, address and descriptions of the first and present members of the Governing Body:

S. No.	Name	Address	Description of belonging to SHG		Designation in Federation	Signature
			Name of SHG	Portfolio in present SHG		
1.					Chairperson	
2.					Vice-Chairperson	
3.					Secretary	
4.					Treasurer	
5.					Member (Livelihood Volunteer)	
6.					Member (Social Security Volunteer)	
7.					Member (Financial Inclusion Volunteer)	
8.						
9.						
10.						
11.						
12.						

6. We, the undersigned are desirous of forming into a Federation in pursuance of this Memorandum of Association

SL.NO	Signature	Address	Occupation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Witness to the above signature:

Signature:

Address:

Occupation

Dated, the _____ day of _____ 2009

RULES AND REGULATIONS

OF

..... Federation

1. Membership:

This Area Level Federation (ALF) is the middle level tier consisting of SHGs represented by 2 (two) volunteers / leaders of each of the Self-Help Group (SHG) in ward no.- of Municipality /Municipal Corporation. The criteria are as follows:

SHGs in the area defined above are:-

- i. In existence for more than 6 months
- ii. Are meeting and saving regularly (not less than 80% of the members)
- iii. Are repaying any loans given (not less than 90% repayment)
- iv. Paid the prescribed admission fee and the fixed yearly subscription fees

Each member SHG shall elect two of its members to represent the group in the Executive Committee of the Federation for a one year term. One of these members shall be an SHG office bearer; the other one a general SHG member an office bearer.

2. Rights and Obligations of Members:

Any member of the federation has the right:

- a. To elect/ to be elected in any election of the federation (for members having voting rights only),
- b. To submit suggestion for discussion to the Governing Body and sub-committee on any matter relating of the federation,
- c. To inspect the accounts and the proceedings of the meeting of the federation on appointment with the Chairpersons/Secretary,
- d. To pay subscription within the prescribed time.

3. Disqualification of Membership:

A member SHG may be disqualified by the Federation on the following criteria:

- a. Non-participation in regular federation meetings for more than _____ times
- b. Not paying the subscription fee
- c. Not repaying the loan received from the federation
- d. Not following the rules of the group

4. Register of Members:

.....Federation shall maintain a Register of members containing the members' name, address, occupation, date of admission and cessation of membership. Similarly, SHGs shall maintain their respective Register of members with the same

particulars as above. The Register will be kept open for inception of the members concerned of Federation/SHG on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5. Withdrawal of Membership:

The Governing Body shall discuss in detail and approve the procedure and terms of refund of money if a member SHG proposes to leave the group. Federation shall prepare a bye-law within three months of its formation incorporating detail procedure and terms and conditions for withdrawal of Membership.

6. Contributions:

- a. At the time of admission, each SHG shall pay an admission fee of Rs. _____ (in figures and words)
- b. Each member SHG shall pay a subscription fee of Rs. _____ (in figures and words) per year.
- c. If a member SHG does not pay the yearly subscription fee on the decided date, it will be fined Rs. _____ (in figures and words) per _____ (e.g. per month / week / day)

7. Group Management:

- a. A General Body (GB) shall comprise two representatives per member SHG
- b. From the GB, 7 (seven) members shall be selected as the Management Committee who shall be responsible for strategic and day-to-day management of the federation.
- c. The Management Committee shall consist of 7 (seven) office bearers—Chairperson, Vice-Chairperson, Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer and Financial Inclusion Volunteer – who shall each be elected by all members of the ALF from among the ALF members for a period of 1 (one) year.
- d. These office bearers can remain in office continuously for only 2 terms.
- e. All three office bearers must be from three different SHGs.

8. Duties, Responsibilities and Powers:

- a. Responsibilities of the Chairperson:
 - i. Presides over the regular meetings and any other meetings of the Federation
 - ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
 - iii. Calls for or postpones a special meeting
 - iv. Check and coordinate the activities of the Secretary, Treasurer and other members
 - v. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM

- vi. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vii. Shall mobilize SHG members for social cause, shall organize at least one monthly camp on social issues in its area.

b. Responsibilities of the Vice Chairperson:

- i. Presides over the regular meetings and any other meetings of the Federation in absence of Chairperson,
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
- iii. Check and coordinate the activities of the Secretary, Treasurer and other members
- iv. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- v. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vi. Take independent responsibilities for social upliftment of the member families of its constituent SHGs like 100% literacy, no child marriage, 100% financial inclusion and savings and eradicate other social evil prevalent among urban poor.

c. Responsibilities of the Secretary:

- i. Call meetings with the prior permission of the Chairperson and prepare the agenda for every meeting
- ii. Maintain a record of the proceedings of all regular and special meetings and read them out at the next meeting.
- iii. Write resolutions made at each meeting and read them out at the same meeting.
- iv. The Secretary will maintain the membership register, attendance register, and activity and resolution register
- v. Conduct all meetings and chair a meeting if the Chairperson is absent.
- vi. Verify the books of account of the Federation regularly and report to the members in every meeting.
- vii. Maintain relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- viii. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- ix. Take independent responsibility on market linkage/Export orientation of SHG product and support to Groups in this regard.

- d. **Responsibilities of the Treasurer:**
- i. Preserve all important papers and documents related to financial matters of the Federation
 - ii. Maintain all accounts of the Federation i.e. cash book, loan ledger, receipt and payment vouchers.
 - iii. Deposit all cash collected at meetings within two days of collection
 - iv. Pay loans approved by the Federation to members and receive savings, repayment, interest, fines, etc.
 - v. Present all financial reports of the group
 - vi. Take personal responsibility to enhance federation corpus taking different innovative sources and use it judiciously for SHG's financial activity.
- e. **Responsibilities of the Livelihood Volunteer:**
- i. Identify employment sectors which would increase income for SHG members. Market ability of the products to make economic activity of groups financially more viable.
 - ii. Provide support for setting up new enterprise ventures under NULM linking the members to credit and advisory services;
 - iii. Provide linkage with skill training opportunities under NULM
- f. **Responsibilities of the Social Security Volunteer:**
- i. Evaluate the social security needs of member SHGs;
 - ii. Liaison with ward officials in charge of health, education and other social security such that member SHGs are linked with benefits available in the city to ensure higher standard of health, education and social security norms.
 - iii. Compile and update a list of schemes in the city whose benefits member SHGs can access and disseminate this information through the ALF.
- g. **Responsibilities of the Financial Inclusion Volunteer:**
- i. Ensure that member SHGs are linked with banks;
 - ii. Ensure that member SHGs are linked with financial institutions for insurance and money remittances;
 - iii. Ensure that individuals from member SHGs have Basic Savings Bank Deposit Accounts (BSBDAs)
 - iv. Ensure that all member SHGs undergo financial literacy training.
 - v. Ensure monthly meeting with bank branch and city livelihood centre to mitigate all bank related problems.

9. Meetings:

- a. The group will meet at least one time every month. The dates of the meetings are _____ of each month.
- b. In case of an urgent and important issue, the group can hold special meetings at a shorter notice.

- c. A minimum of 60% of the group's members with at least 4 (four) out of 7 (seven) of the office bearers must be present for decisions to be valid. Where decisions on group funds above Rs. 20,000/- (twenty thousand) or changes in the bye-laws are to be made, at least 3/4th (three fourth) of its member must be present.
- d. The Federation will hold its Annual General Meeting in the month of April every year. This meeting will review the last year's activities and financial progress and plan the activities for the next year. (The group may use this meeting to conduct regular annual elections for the posts of office bearers of the Managing Committee).
- e. In case of special meetings or change in the conduct of regular meetings, the Secretary is supposed to give 1 (one) day notice to the members about such meetings.
- f. If an SHG representative does not attend 3 (three) consecutive periodic meetings without any prior information, the SHG will have to face a penalty of Rs. _____ per meeting missed.

10. Notice and Quorum:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

One-third of the members (with voting right) personally present shall constitute a quorum for the meeting.

11. Notice:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

12. Procedure of the Meeting:

The Chairperson or in her absence, the Vice-Chairperson will chair all meetings of federation on Governing Body. In the absence of both Chairperson and Vice-Chairperson, the members present shall elect Chairperson of the meeting. All questions before the meeting will be settled by consensus, failing which the decision will be taken by a majority of votes. Each member (except honorary members) will have one vote. In case of equality of votes, majority office bearers voted for the decision will be accepted.

13. General Meeting:

I. Annual General Meeting

a. Notice -

The Secretary shall call the Annual General Meeting within one month from the end of the last financial year giving at least 14 days' notice to all members. The Notice shall contain the place, day, time and agenda of the meeting. Notice to be handed over or to be sent by post with acknowledgement.

b. Agenda -

The business to be transacted at the AGM shall be:

- i. To confirm the minutes of the last AGM and of Special General Meeting, if any;
- ii. To adopt with or without modification the report of the working of the federation for the previous year;
- iii. To pass audited accounts of federation for the previous year ended;
- iv. To appoint qualified Auditor or Auditors;
- v. To transact such business as may be fixed by the Governing Body;
- vi. To transact such other business as may be brought by giving 14 days' notice from any members, and
- vii. To conduct election to the Governing Body
- viii. Review the social activity undertaken and present social status of the family member of constituent SHG.
- ix. Achievement in financial activities undertaken by Constituent SHG and their future prospect and proposals in this regard.
- x. Overall performance of the Federation and SHG towards social and economic stability of the group members.

c. Quorum of the Meeting -

One-third of the total number of members (with voting right) of the federation personally present at the commencement of the meeting shall constitute the quorum.

d. Manner and Method of Voting -

The Chairpersons of the meeting shall decide the manner and method at the outset of the meeting.

II. Special General Meeting

A Special General Meeting may be convened by the Governing Body at any time depending upon the urgency of the matter. At least 7 days' notice shall be given to every member for Special General Meeting.

At least 2/3rd (two-third) of the members (with voting right) may request the Chairperson of the federation to hold a Special General Meeting. The Chairperson or in her absence, Vice-Chairperson or in the absence of both, Governing Body shall convene the Special General Meeting within 15 days from the date of receipt of such request. In defaults of the Governing Body, the requisitioner shall hold such meeting provided that no business other than those specified in the notice shall be transacted.

III. Extra-ordinary General Meeting

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition or modifications of the Memorandum / Regulations of the federation. 7 (seven) days' notice along with the draft of proposed changes shall be sent to all members before the meeting. The resolution for change

amendment, etc of the Memorandum and Regulations be carried out if accepted by the three-fourth of the members (with voting right) present at the meeting.

14. Maintenance of Group Records:

- a. Membership, attendance, activity and resolution registers will be kept with the Secretary to register membership, proceedings, attendance and resolutions of all meetings and all other records not specified to other office bearer.
- b. Cash book and bank loan register will be maintained by the Treasurer who will update the position of all income and expenditure as well as bank loans received and repaid.
- c. Group Bank Pass Book to be maintained by the Treasurer and updated regularly at each deposit and withdrawal.
- d. All group records are to be made available freely for examination by each member SHG during the meetings and at other times, with reasonable notice to the relevant office bearer of the Managing Committee.

15. Safe Custody of Properties:

The Governing Body shall be responsible for the safe custody of the fund, properties and assets of the federation. Secretary shall be custodian of assets. The fund of the federation shall be kept in Savings Accounts /Fixed Deposits with any scheduled commercial bank / Co-operative bank / Post Office in the area of operation of the federation. Treasurer shall be custodian of all liquid cash and funds.

16. Books of Accounts and Inspection:

The books of accounts and other statutory books shall be kept at the registered office which shall be located at a central place within its jurisdiction and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

17. Auditors

The accounts of the Federation shall be audited by Chartered Accountants to be appointed by the Governing Body annually.

The auditors shall have the right of access at audit times to the books of accounts of the Federation without notice and shall be entitled to enquire from the Chairpersons of the Federation and any other member of the Federation such information and explanations as may be necessary for the performance of their duties.

18. Accounting Year:

The accounting year of the federation shall be from 1st day of April of each year to the 31st day of March of the following year.

19. Managing the Group's funds:

- a. Loans will be considered during periodic meetings of the federation based on a written application from any member SHG addressed to the Chairperson of the Managing Committee of the federation. While representatives of the member SHG applying for the loan may take part in the discussions, they will not be allowed to vote at the time of taking a decision on the loan.
- b. The loan limit for each individual member SHG shall be decided by the full Executive Committee considering the financial position of the federation and its obligations to meet the credit needs of a number of member SHGs. This should be included in by-law.
- c. The service charges shall be Re. () per month per Rs. 100.00 (Rupees One Hundred Only).
- d. The loan repayment procedure shall be decided by the Executive Committee of the Federation.
- e. On sanction of the loan, the record of the loan, including agreed repayment schedule must be recorded in the Activity, Resolution, Saving and Loan registers. Thereafter, all repayments (and defaults, if any) must also be so recorded.
- f. The loan shall be granted as long as:
 - i. The member SHG has paid all federation membership fees due and has repaid any previous loan amount in full, along with the interest
 - ii. The proposed loan purpose is viable
 - iii. The member SHG is meeting and saving on a regular basis, is following its byelaws and takes an active interest in the Federation
- g. All the income that accrues to the Federation from interest on savings and loans and returns from penalties and fees will be re-invested in the Federation fund/corpus.

20. Managing the Group's Bank Account:

The Federation account shall be kept in the nearest bank. The Treasurer, Chairperson and/ or Secretary (any two) shall have joint signatory power. All withdrawals to be supported by a resolution of the Executive Committee of the Federation.

21. Suit and Legal Proceedings

All suits and legal proceedings by or against the federation shall be in the name of Chairperson/Secretary or such person as shall be appointed by the federation.

22. Alternation of Memorandum and Regulations:

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in an extra-ordinary general meeting called for the purpose.

The Federation may delegate the Governing Body the power to make, alter, modify or rescind such bye-laws and rules as may be considered necessary in the interest of smooth functioning of the federation.

23. Dissolution of the federation:

The dissolution may be carried out following Section 24 of WBSR Act, 1961.

We, the undersigned members of the Governing Body of the Federation, do hereby certify that the above is a true copy of the Rules and Regulations of the Federation.

Signed:

1.....

2.....

3.....

4.....

5.....

Dated, day of 2014

Witness: 1.

Signature & Seal of Mayor/Chairpersons/Administrator

FINAL
(Approved by the
Registrar of Society)

The West Bengal Societies Registration Act, 1961

MEMORANDUM OF ASSOCIATION

Of

.....Federation

1. The name of the federation shall beand hereinafter referred to as "The Federation".
2. The Federation shall accept as members, Self-Help Groups (SHGs) ofward and the registered office of the federation shall be situated atWard No.....of.....Municipal Corporation / MunicipalityDistrict, West Bengal.
3. The area of operation of the federation shall be as follows:
Ward No.....of.....Municipal Corporation/Municipality.

4. **Objectives:**

The objectives of the Federation are:

- a. To provide a forum for regular interaction and networking between member SHGs and assist in the formation of new SHGs wherever needed
- b. To take up activities that strengthen member SHGs, but cannot be taken up by individual SHGs on their own, such as facilitate bank linkages for member SHGs, provide handholding support for the development of member SHG's loan proposals.
- c. To facilitate member SHGs' access to benefits under NULM and other Government of India and State Government schemes and to create linkages with institutions of relevance for their welfare e.g. facilitate insurance
- d. Work as an information dissemination body by facilitating member SHGs' access to skill training and micro-enterprise formation support under NULM as well as access to social assistance benefits under various government programmes, e.g. insurance
- e. Handhold and build the capacity of new member SHGs and regularly review the functioning and strengthen the capacity of existing member SHGs to continue to successfully function
- f. To successfully represent the Federation and member SHGs at the City Level Federation
- g. To build leadership skills of members so that they can manage the member SHGs and the federation.

- h. Coordinate economic activities of Constituent SHGs and link them up with open market and assist them in availing raw materials in production, in packaging, in marketing and other technical, financial and managerial support.
- i. To take responsibility for social upliftment of the members and its families of all constituent SHGs like eradicate illiteracy, create sanitation facilities, education for all children, no child marriage, no intoxication or drug abuses, etc, mobilize members to social work for upgrading Human Development Index of the members of its constituent SHGs.

5. The names, address and descriptions of the first and present members of the Governing Body:

S. No.	Name	Address	Description of belonging to SHG		Designation in Federation	Signature
			Name of SHG	Portfolio in present SHG		
1.					Chairperson	
2.					Vice-Chairperson	
3.					Secretary	
4.					Treasurer	
5.					Member (Livelihood Volunteer)	
6.					Member (Social Security Volunteer)	
7.					Member (Financial Inclusion Volunteer)	
8.						
9.						
10.						
11.						
12.						

6. We, the undersigned are desirous of forming into a Federation in pursuance of this Memorandum of Association

SL.NO	Signature	Address	Occupation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Witness to the above signature:

Signature:

Address:

Occupation

Dated, the _____ day of _____ 2009

RULES AND REGULATIONS

OF

..... Federation

1. Membership:

This Area Level Federation (ALF) is the middle level tier consisting of SHGs represented by 2 (two) volunteers / leaders of each of the Self-Help Group (SHG) in ward no.- of Municipality /Municipal Corporation. The criteria are as follows:

SHGs in the area defined above are:-

- i. In existence for more than 6 months
- ii. Are meeting and saving regularly (not less than 80% of the members)
- iii. Are repaying any loans given (not less than 90% repayment)
- iv. Paid the prescribed admission fee and the fixed yearly subscription fees

Each member SHG shall elect two of its members to represent the group in the Executive Committee of the Federation for a one year term. One of these members shall be an SHG office bearer; the other one a general SHG member an office bearer.

2. Rights and Obligations of Members:

Any member of the federation has the right:

- a. To elect/ to be elected in any election of the federation (for members having voting rights only),
- b. To submit suggestion for discussion to the Governing Body and sub-committee on any matter relating of the federation,
- c. To inspect the accounts and the proceedings of the meeting of the federation on appointment with the Chairpersons/Secretary,
- d. To pay subscription within the prescribed time.

3. Disqualification of Membership:

A member SHG may be disqualified by the Federation on the following criteria:

- a. Non-participation in regular federation meetings for more than _____ times
- b. Not paying the subscription fee
- c. Not repaying the loan received from the federation
- d. Not following the rules of the group

4. Register of Members:

.....Federation shall maintain a Register of members containing the members' name, address, occupation, date of admission and cessation of membership. Similarly, SHGs shall maintain their respective Register of members with the same

particulars as above. The Register will be kept open for inception of the members concerned of Federation/SHG on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5. Withdrawal of Membership:

The Governing Body shall discuss in detail and approve the procedure and terms of refund of money if a member SHG proposes to leave the group. Federation shall prepare a bye-law within three months of its formation incorporating detail procedure and terms and conditions for withdrawal of Membership.

6. Contributions:

- a. At the time of admission, each SHG shall pay an admission fee of Rs. _____ (in figures and words)
- b. Each member SHG shall pay a subscription fee of Rs. _____ (in figures and words) per year.
- c. If a member SHG does not pay the yearly subscription fee on the decided date, it will be fined Rs. _____ (in figures and words) per _____ (e.g. per month / week / day)

7. Group Management:

- a. A General Body (GB) shall comprise two representatives per member SHG
- b. From the GB, 7 (seven) members shall be selected as the Management Committee who shall be responsible for strategic and day-to-day management of the federation.
- c. The Management Committee shall consist of 7 (seven) office bearers—Chairperson, Vice-Chairperson, Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer and Financial Inclusion Volunteer – who shall each be elected by all members of the ALF from among the ALF members for a period of 1 (one) year.
- d. These office bearers can remain in office continuously for only 2 terms.
- e. All three office bearers must be from three different SHGs.

8. Duties, Responsibilities and Powers:

- a. Responsibilities of the Chairperson:
 - i. Presides over the regular meetings and any other meetings of the Federation
 - ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
 - iii. Calls for or postpones a special meeting
 - iv. Check and coordinate the activities of the Secretary, Treasurer and other members
 - v. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM

- vi. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vii. Shall mobilize SHG members for social cause, shall organize at least one monthly camp on social issues in its area.

b. Responsibilities of the Vice Chairperson:

- i. Presides over the regular meetings and any other meetings of the Federation in absence of Chairperson,
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
- iii. Check and coordinate the activities of the Secretary, Treasurer and other members
- iv. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- v. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vi. Take independent responsibilities for social upliftment of the member families of its constituent SHGs like 100% literacy, no child marriage, 100% financial inclusion and savings and eradicate other social evil prevalent among urban poor.

c. Responsibilities of the Secretary:

- i. Call meetings with the prior permission of the Chairperson and prepare the agenda for every meeting
- ii. Maintain a record of the proceedings of all regular and special meetings and read them out at the next meeting.
- iii. Write resolutions made at each meeting and read them out at the same meeting.
- iv. The Secretary will maintain the membership register, attendance register, and activity and resolution register
- v. Conduct all meetings and chair a meeting if the Chairperson is absent.
- vi. Verify the books of account of the Federation regularly and report to the members in every meeting.
- vii. Maintain relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- viii. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- ix. Take independent responsibility on market linkage/Export orientation of SHG product and support to Groups in this regard.

- d. Responsibilities of the Treasurer:**
- i. Preserve all important papers and documents related to financial matters of the Federation
 - ii. Maintain all accounts of the Federation i.e. cash book, loan ledger, receipt and payment vouchers.
 - iii. Deposit all cash collected at meetings within two days of collection
 - iv. Pay loans approved by the Federation to members and receive savings, repayment, interest, fines, etc.
 - v. Present all financial reports of the group
 - vi. Take personal responsibility to enhance federation corpus taking different innovative sources and use it judiciously for SHG's financial activity.
- e. Responsibilities of the Livelihood Volunteer:**
- i. Identify employment sectors which would increase income for SHG members. Market ability of the products to make economic activity of groups financially more viable.
 - ii. Provide support for setting up new enterprise ventures under NULM linking the members to credit and advisory services;
 - iii. Provide linkage with skill training opportunities under NULM
- f. Responsibilities of the Social Security Volunteer:**
- i. Evaluate the social security needs of member SHGs;
 - ii. Liaison with ward officials in charge of health, education and other social security such that member SHGs are linked with benefits available in the city to ensure higher standard of health, education and social security norms.
 - iii. Compile and update a list of schemes in the city whose benefits member SHGs can access and disseminate this information through the ALF.
- g. Responsibilities of the Financial Inclusion Volunteer:**
- i. Ensure that member SHGs are linked with banks;
 - ii. Ensure that member SHGs are linked with financial institutions for insurance and money remittances;
 - iii. Ensure that individuals from member SHGs have Basic Savings Bank Deposit Accounts (BSBDAs)
 - iv. Ensure that all member SHGs undergo financial literacy training.
 - v. Ensure monthly meeting with bank branch and city livelihood centre to mitigate all bank related problems.

9. Meetings:

- a. The group will meet at least one time every month. The dates of the meetings are _____ of each month.
- b. In case of an urgent and important issue, the group can hold special meetings at a shorter notice.

- c. A minimum of 60% of the group's members with at least 4 (four) out of 7 (seven) of the office bearers must be present for decisions to be valid. Where decisions on group funds above Rs. 20,000/- (twenty thousand) or changes in the bye-laws are to be made, at least 3/4th (three fourth) of its member must be present.
- d. The Federation will hold its Annual General Meeting in the month of April every year. This meeting will review the last year's activities and financial progress and plan the activities for the next year. (The group may use this meeting to conduct regular annual elections for the posts of office bearers of the Managing Committee).
- e. In case of special meetings or change in the conduct of regular meetings, the Secretary is supposed to give 1 (one) day notice to the members about such meetings.
- f. If an SHG representative does not attend 3 (three) consecutive periodic meetings without any prior information, the SHG will have to face a penalty of Rs. _____ per meeting missed.

10. Notice and Quorum:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

One-third of the members (with voting right) personally present shall constitute a quorum for the meeting.

11. Notice:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

12. Procedure of the Meeting:

The Chairperson or in her absence, the Vice-Chairperson will chair all meetings of federation on Governing Body. In the absence of both Chairperson and Vice-Chairperson, the members present shall elect Chairperson of the meeting. All questions before the meeting will be settled by consensus, failing which the decision will be taken by a majority of votes. Each member (except honorary members) will have one vote. In case of equality of votes, majority office bearers voted for the decision will be accepted.

13. General Meeting:

I. Annual General Meeting

a. Notice -

The Secretary shall call the Annual General Meeting within one month from the end of the last financial year giving at least 14 days' notice to all members. The Notice shall contain the place, day, time and agenda of the meeting. Notice to be handed over or to be sent by post with acknowledgement.

b. Agenda -

The business to be transacted at the AGM shall be:

- i. To confirm the minutes of the last AGM and of Special General Meeting, if any;
- ii. To adopt with or without modification the report of the working of the federation for the previous year;
- iii. To pass audited accounts of federation for the previous year ended;
- iv. To appoint qualified Auditor or Auditors;
- v. To transact such business as may be fixed by the Governing Body;
- vi. To transact such other business as may be brought by giving 14 days' notice from any members, and
- vii. To conduct election to the Governing Body
- viii. Review the social activity undertaken and present social status of the family member of constituent SHG.
- ix. Achievement in financial activities undertaken by Constituent SHG and their future prospect and proposals in this regard.
- x. Overall performance of the Federation and SHG towards social and economic stability of the group members.

c. Quorum of the Meeting -

One-third of the total number of members (with voting right) of the federation personally present at the commencement of the meeting shall constitute the quorum.

d. Manner and Method of Voting -

The Chairpersons of the meeting shall decide the manner and method at the outset of the meeting.

II. *Special General Meeting*

A Special General Meeting may be convened by the Governing Body at any time depending upon the urgency of the matter. At least 7 days' notice shall be given to every member for Special General Meeting.

At least 2/3rd (two-third) of the members (with voting right) may request the Chairperson of the federation to hold a Special General Meeting. The Chairperson or in her absence, Vice-Chairperson or in the absence of both, Governing Body shall convene the Special General Meeting within 15 days from the date of receipt of such request. In defaults of the Governing Body, the requisitionist shall hold such meeting provided that no business other than those specified in the notice shall be transacted.

III. *Extra-ordinary General Meeting*

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition or modifications of the Memorandum / Regulations of the federation. 7 (seven) days' notice along with the draft of proposed changes shall be sent to all members before the meeting. The resolution for change

amendment, etc of the Memorandum and Regulations be carried out if accepted by the three-fourth of the members (with voting right) present at the meeting.

14. Maintenance of Group Records:

- a. Membership, attendance, activity and resolution registers will be kept with the Secretary to register membership, proceedings, attendance and resolutions of all meetings and all other records not specified to other office bearer.
- b. Cash book and bank loan register will be maintained by the Treasurer who will update the position of all income and expenditure as well as bank loans received and repaid.
- c. Group Bank Pass Book to be maintained by the Treasurer and updated regularly at each deposit and withdrawal.
- d. All group records are to be made available freely for examination by each member SHG during the meetings and at other times, with reasonable notice to the relevant office bearer of the Managing Committee.

15. Safe Custody of Properties:

The Governing Body shall be responsible for the safe custody of the fund, properties and assets of the federation. Secretary shall be custodian of assets. The fund of the federation shall be kept in Savings Accounts /Fixed Deposits with any scheduled commercial bank / Co-operative bank / Post Office in the area of operation of the federation. Treasurer shall be custodian of all liquid cash and funds.

16. Books of Accounts and Inspection:

The books of accounts and other statutory books shall be kept at the registered office which shall be located at a central place within its jurisdiction and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

17. Auditors

The accounts of the Federation shall be audited by Chartered Accountants to be appointed by the Governing Body annually.

The auditors shall have the right of access at audit times to the books of accounts of the Federation without notice and shall be entitled to enquire from the Chairpersons of the Federation and any other member of the Federation such information and explanations as may be necessary for the performance of their duties.

18. Accounting Year:

The accounting year of the federation shall be from 1st day of April of each year to the 31st day of March of the following year.

19. Managing the Group's funds:

- a. Loans will be considered during periodic meetings of the federation based on a written application from any member SHG addressed to the Chairperson of the Managing Committee of the federation. While representatives of the member SHG applying for the loan may take part in the discussions, they will not be allowed to vote at the time of taking a decision on the loan.
- b. The loan limit for each individual member SHG shall be decided by the full Executive Committee considering the financial position of the federation and its obligations to meet the credit needs of a number of member SHGs. This should be included in by-law.
- c. The service charges shall be Re. 1 (one) per month per Rs. 100.00 (Rupees One Hundred Only).
- d. The loan repayment procedure shall be decided by the Executive Committee of the Federation.
- e. On sanction of the loan, the record of the loan, including agreed repayment schedule must be recorded in the Activity, Resolution, Saving and Loan registers. Thereafter, all repayments (and defaults, if any) must also be so recorded.
- f. The loan shall be granted as long as:
 - i. The member SHG has paid all federation membership fees due and has repaid any previous loan amount in full, along with the interest
 - ii. The proposed loan purpose is viable
 - iii. The member SHG is meeting and saving on a regular basis, is following its byelaws and takes an active interest in the Federation
- g. All the income that accrues to the Federation from interest on savings and loans and returns from penalties and fees will be re-invested in the Federation fund/corpus.

20. Managing the Group's Bank Account:

The Federation account shall be kept in the nearest bank. The Treasurer, Chairperson and/ or Secretary (any two) shall have joint signatory power. All withdrawals to be supported by a resolution of the Executive Committee of the Federation.

21. Suit and Legal Proceedings

All suits and legal proceedings by or against the federation shall be in the name of Chairperson/Secretary or such person as shall be appointed by the federation.

22. Alternation of Memorandum and Regulations:

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in an extra-ordinary general meeting called for the purpose.

The Federation may delegate the Governing Body the power to make, alter, modify or rescind such bye-laws and rules as may be considered necessary in the interest of smooth functioning of the federation.

23. Dissolution of the federation:

The dissolution may be carried out following Section 24 of WBSR Act, 1961.

We, the undersigned members of the Governing Body of the Federation, do hereby certify that the above is a true copy of the Rules and Regulations of the Federation.

Signed:

1.....

2.....

3.....

4.....

5.....

Dated, day of 2014

Witness: 1.

Signature & Seal of Mayor/Chairpersons/Administrator

Khalil Ahmed, IAS
Municipal Commissioner



Kolkata Municipal Corporation
5, S. N. Banerjee Road, Kolkata – 700013
Phone : 2286 1234 Fax 22861434/1334

Memo no. 192/ NULM/SW&UPA/2014-15

The Register of Societies,
Firms and Non Trading Corporation,
Govt. of West Bengal,
Tody Mansion, 10th Floor,
Kolkata -

Dated: 26th September, 2014



*Admin note
we may send a
copy after registration
by registration*

*JB(SD)
PI mt up
2
19/9/14*

Sub: Registration of Area Level Federation (ALF) under National Urban Livelihood Mission (NULM) by virtue of Societies of Registration Act, 1961 under the relevant law of the State in place of Neighbourhood Committee under Swarna Jayanti Sahari Rojgar Yojana (SJSRY) – solicited for.

This is to convey for your information that the National Urban Livelihood Mission (NULM) has been introduced in place of Swarna Jayanti Sahari Rojgar Yojana (SJSRY) in the State since 1st April, 2014 onwards.

You may be well aware that under SJSRY there was a concept of 2 (two) tiered structure – the Self-Help Groups (SHGs) and Neighbourhood Committee (NHC). The NHCs were registered bodies under the Societies of Registration Act, 1961.

The SJSRY programme has been countermanded by the Government of India and in its place National Urban Livelihood Mission (NULM) has been introduced w.e.f. 01.04.2014 by replacing 2 (two) tiered structure to 3 (three) tiered structure – the Self Help Groups, Area Level Federation (ALF) and City Level Federation (CLF). As per NULM documentation, the ALF and CLF will be registered bodies under Societies of Registration Act, 1961.

As the scheme has been changed, the registration process of the Groups have been kept in abeyance giving rise to resentment amongst the stake holders. **The process of registration of ALFs and CLFs needs to be started at the earliest.**

In accordance with the operational guidelines of NULM, Social Mobilization and Institution Development (SM&ID), registration of ALF under Societies of Registration Act, 1961 to be formed is mandatory. The photocopies of the aforesaid operational guideline and the letter of SUDA are annexed hereto.

Hence, your unstinted co-operation is solicited in the matter of compliance with the guidelines so provided with for implementation of National Urban Livelihood Mission (NULM) and get the registration process started immediately.

Copy to:

- 1) P.A. to Hon'ble Mayor
- 2) P.A. to MMIC (Bustee Development, SJSRY, UWEP)
- 3) P.A. to Principal Secretary, Municipal Affairs & Urban Development Dept., Govt. of West Bengal,
- 4) Director, SUDA
- 5) Joint Municipal Commissioner (D&G)


(Khalil Ahmed)
Municipal Commissioner
Municipal Commissioner
The Kolkata Municipal Corporation


(Khalil Ahmed)
Municipal Commissioner
Municipal Commissioner
The Kolkata Municipal Corporation

Khalid Ahmed, IAS
Municipal Commissioner



Kolkata Municipal Corporation
5, S. N. Banerjee Road, Kolkata – 700013
Phone : 2286 1234 Fax 22861434/1334

Memo no. 169/NULM/SW&UPA/2014-15

Dated: the 6th September, 2014

To
The Principal Secretary,
Department of Municipal Affairs,
Govt. of West Bengal
Writers' Buildings,
Kolkata – 700 001



Handwritten notes and signatures: "SUDA", "10/9", "1079", and a circled "2".

Sir,

Kindly find the annexed photo copies of the Order as conveyed through under Memo no. 293/MA/P/10/IG-11/2009(Pt.) dt. 26.03.2013 and subsequent partially modified Order under Memo no. 15/MA/P/C-10/3S-33/2012 dt. 06.01.2014 by Joint Secretary to the Govt. of West Bengal wherein Shri Tapas Chowdhury, WBCS (Exe.) the erstwhile Jt. Municipal Commissioner (D&G) of the Kolkata Municipal Corporation was directed to act as the Nodal Officer for implementation of SJSRY programme in Kolkata Municipal Corporation area, under overall guidance and supervision of the Municipal Commissioner of the Kolkata Municipal Corporation and powers were delegated to Shri Tapas Chowdhury and subsequently in partial modification of the earlier order no. 615/MA/P/C-10/3S-33/2012 dt. 12.06.2013 the words **“Shri Tapas Chowdhury, WBCS (Exe.), Jt. Municipal Commissioner (D&G) of the Kolkata Municipal Corporation was substituted with the words Jt. Municipal Commissioner (D&G) of the Kolkata Municipal Corporation”**.

Since Swarna Jayanti Sahari Rojgar Yojana (SJSRY) stands countermanded, and its place National Urban Livelihood Mission (NULM) has been implemented w.e.f. 01.04.2014 as communicated through the letter under Memo no. SUDA/503/97(Part-XI)/807(127) dt. 31.03.2014 from the Director, State Urban Development Agency (SUDA), it is requested that a modified order may please be issued by substituting the scheme SJSRY by NULM, keeping the other portion intact.

Yours faithfully,

Municipal Commissioner
The Kolkata Municipal Corporation
Dated: the 6th September, 2014

Memo no. 169/NULM/SW&UPA/2014-15

Copy forwarded for information to :

Director, SUDA

Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

Handwritten notes: "8309/1-SUDA/14" and "6/9/14" with a horizontal line through them.

The West Bengal Societies Registration Act, 1961

MEMORANDUM OF ASSOCIATION

Of

.....Federation

1. The name of the federation shall beand hereinafter referred to as "The Federation".
2. The Federation shall accept as members, Self-Help Groups (SHGs) ofward and the registered office of the federation shall be situated atWard No.....of.....Municipal Corporation / MunicipalityDistrict, West Bengal.
3. The area of operation of the federation shall be as follows:
Ward No.....of..... Municipal Corporation/Municipality.

4. Objectives:

The objectives of the Federation are:

- a. To provide a forum for regular interaction and networking between member SHGs and assist in the formation of new SHGs wherever needed
- b. To take up activities that strengthen member SHGs, but cannot be taken up by individual SHGs on their own, such as facilitate bank linkages for member SHGs, provide handholding support for the development of member SHG's loan proposals.
- c. To facilitate member SHGs' access to benefits under NULM and other Government of India and State Government schemes and to create linkages with institutions of relevance for their welfare e.g. facilitate insurance
- d. Work as an information dissemination body by facilitating member SHGs' access to skill training and micro-enterprise formation support under NULM as well as access to social assistance benefits under various government programmes, e.g. insurance
- e. Handhold and build the capacity of new member SHGs and regularly review the functioning and strengthen the capacity of existing member SHGs to continue to successfully function
- f. To successfully represent the Federation and member SHGs at the City Level Federation
- g. To build leadership skills of members so that they can manage the member SHGs and the federation.

- h. Coordinate economic activities of Constituent SHGs and link them up with open market and assist them in availing raw materials in production, in packaging, in marketing and other technical, financial and managerial support.
- i. To take responsibility for social upliftment of the members and its families of all constituent SHGs like eradicate illiteracy, create sanitation facilities, education for all children, no child marriage, no intoxication or drug abuses, etc, mobilize members to social work for upgrading Human Development Index of the members of its constituent SHGs.

5. The names, address and descriptions of the first and present members of the Governing Body:

S. No.	Name	Address	Description of belonging to SHG		Designation in Federation	Signature
			Name of SHG	Portfolio in present SHG		
1.					Chairperson	
2.					Vice-Chairperson	
3.					Secretary	
4.					Treasurer	
5.					Member (Livelihood Volunteer)	
6.					Member (Social Security Volunteer)	
7.					Member (Financial Inclusion Volunteer)	
8.						
9.						
10.						
11.						
12.						

6. We, the undersigned are desirous of forming into a Federation in pursuance of this Memorandum of Association

SL.NO	Signature	Address	Occupation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Witness to the above signature:

Signature:

Address:

Occupation

Dated, the _____ day of _____ 2009

RULES AND REGULATIONS

OF

..... Federation

1. Membership:

This Area Level Federation (ALF) is the middle level tier consisting of SHGs represented by 2 (two) volunteers / leaders of each of the Self-Help Group (SHG) in ward no.- of Municipality /Municipal Corporation. The criteria are as follows:

SHGs in the area defined above are:-

- i. In existence for more than 6 months
- ii. Are meeting and saving regularly (not less than 80% of the members)
- iii. Are repaying any loans given (not less than 90% repayment)
- iv. Paid the prescribed admission fee and the fixed yearly subscription fees

Each member SHG shall elect two of its members to represent the group in the Executive Committee of the Federation for a one year term. One of these members shall be an SHG office bearer; the other one a general SHG member an office bearer.

Members are as follows:

S. No.	Name	Address	Occupation	Description of belonging to SHG		Signature
				Name of SHG	Portfolio in present SHG	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

2. Rights and Obligations of Members:

Any member of the federation has the right:

- a. To elect/ to be elected in any election of the federation (for members having voting rights only),
- b. To submit suggestion for discussion to the Governing Body and sub-committee on any matter relating of the federation,
- c. To inspect the accounts and the proceedings of the meeting of the federation on appointment with the Chairpersons/Secretary,
- d. To pay subscription within the prescribed time.

3. Disqualification of Membership:

A member SHG may be disqualified by the Federation on the following criteria:

- a. Non-participation in regular federation meetings for more than _____ times
- b. Not paying the subscription fee
- c. Not repaying the loan received from the federation
- d. Not following the rules of the group

4. Register of Members:

.....Federation shall maintain a Register of members containing the members' name, address, occupation, date of admission and cessation of membership. Similarly, SHGs shall maintain their respective Register of members with the same particulars as above. The Register will be kept open for inception of the members concerned of Federation/SHG on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5. Withdrawal of Membership:

The Governing Body shall discuss in detail and approve the procedure and terms of refund of money if a member SHG proposes to leave the group. Federation shall prepare a bye-law within three months of its formation incorporating detail procedure and terms and conditions for withdrawal of Membership.

6. Contributions:

- a. At the time of admission, each SHG shall pay an admission fee of Rs. _____ (in figures and words)
- b. Each member SHG shall pay a subscription fee of Rs. _____ (in figures and words) per year.
- c. If a member SHG does not pay the yearly subscription fee on the decided date, it will be fined Rs. _____ (in figures and words) per _____ (e.g. per month /week / day)

7. Group Management:

- a. A General Body (GB) shall comprise two representatives per member SHG
- b. From the GB, 7 (seven) members shall be selected as the Management Committee who shall be responsible for strategic and day-to-day management of the federation.

- c. The Management Committee shall consist of 7 (seven) office bearers— Chairperson, Vice-Chairperson, Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer and Financial Inclusion Volunteer – who shall each be elected by all members of the ALF from among the ALF members for a period of 1 (one) year.
- d. These office bearers can remain in office continuously for only 2 terms.
- e. All three office bearers must be from three different SHGs.

8. Duties, Responsibilities and Powers:

a. Responsibilities of the Chairperson:

- i. Presides over the regular meetings and any other meetings of the Federation
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
- iii. Calls for or postpones a special meeting
- iv. Check and coordinate the activities of the Secretary, Treasurer and other members
- v. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- vi. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vii. Shall mobilize SHG members for social cause, shall organize at least one monthly camp on social issues in its area.

b. Responsibilities of the Vice Chairperson:

- i. Presides over the regular meetings and any other meetings of the Federation in absence of Chairperson,
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
- iii. Check and coordinate the activities of the Secretary, Treasurer and other members
- iv. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- v. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vi. Take independent responsibilities for social upliftment of the member families of its constituent SHGs like 100% literacy, no child marriage, 100% financial inclusion and savings and eradicate other social evil prevalent among urban poor.

c. Responsibilities of the Secretary:

- i. Call meetings with the prior permission of the Chairperson and prepare the agenda for every meeting
- ii. Maintain a record of the proceedings of all regular and special meetings and read them out at the next meeting.
- iii. Write resolutions made at each meeting and read them out at the same meeting.
- iv. The Secretary will maintain the membership register, attendance register, and activity and resolution register
- v. Conduct all meetings and chair a meeting if the Chairperson is absent.
- vi. Verify the books of account of the Federation regularly and report to the members in every meeting.
- vii. Maintain relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- viii. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- ix. Take independent responsibility on market linkage/Export orientation of SHG product and support to Groups in this regard.

d. Responsibilities of the Treasurer:

- i. Preserve all important papers and documents related to financial matters of the Federation
- ii. Maintain all accounts of the Federation i.e. cash book, loan ledger, receipt and payment vouchers.
- iii. Deposit all cash collected at meetings within two days of collection
- iv. Pay loans approved by the Federation to members and receive savings, repayment, interest, fines, etc.
- v. Present all financial reports of the group
- vi. Take personal responsibility to enhance federation corpus taking different innovative sources and use it judiciously for SHG's financial activity.

e. Responsibilities of the Livelihood Volunteer:

- i. Identify employment sectors which would increase income for SHG members. Market ability of the products to make economic activity of groups financially more viable.
- ii. Provide support for setting up new enterprise ventures under NULM linking the members to credit and advisory services;
- iii. Provide linkage with skill training opportunities under NULM

f. Responsibilities of the Social Security Volunteer:

- i. Evaluate the social security needs of member SHGs;
- ii. Liaison with ward officials in charge of health, education and other social security such that member SHGs are linked with benefits available in the

city to ensure higher standard of health, education and social security norms.

- iii. Compile and update a list of schemes in the city whose benefits member SHGs can access and disseminate this information through the ALF.

g. Responsibilities of the Financial Inclusion Volunteer:

- i. Ensure that member SHGs are linked with banks;
- ii. Ensure that member SHGs are linked with financial institutions for insurance and money remittances;
- iii. Ensure that individuals from member SHGs have Basic Savings Bank Deposit Accounts (BSBDAs)
- iv. Ensure that all member SHGs undergo financial literacy training.
- v. Ensure monthly meeting with bank branch and city livelihood centre to mitigate all bank related problems.

9. Meetings:

- a. The group will meet one _____ time every month. The dates of the meetings are 2nd Wednesday of each month.
- b. In case of an urgent and important issue, the group can hold special meetings at a shorter notice.
- c. A minimum of 60% of the group's members with at least 4 (four) out of 7 (seven) of the office bearers must be present for decisions to be valid. Where decisions on group funds above Rs. 20,000/- (twenty thousand) or changes in the bye-laws are to be made, at least 3/4th (three fourth) of its member must be present.
- d. The Federation will hold its Annual General Meeting in the month of April every year. This meeting will review the last year's activities and financial progress and plan the activities for the next year. (The group may use this meeting to conduct regular annual elections for the posts of office bearers of the Managing Committee).
- e. In case of special meetings or change in the conduct of regular meetings, the Secretary is supposed to give 1 (one) day notice to the members about such meetings.
- f. If an SHG representative does not attend 3 (three) consecutive periodic meetings without any prior information, the SHG will have to face a penalty of Rs. _____ per meeting missed.

10. Notice and Quorum:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

One-third of the members (with voting right) personally present shall constitute a quorum for the meeting but for valid decision at least 60% of its members and at least 4 (four) office bearers need to be present.

11. Notice:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

12. Procedure of the Meeting:

The Chairperson or in her absence, the Vice-Chairperson will chair all meetings of federation on Governing Body. In the absence of both Chairperson and Vice-Chairperson, the members present shall elect Chairperson of the meeting. All questions before the meeting will be settled by consensus, failing which the decision will be taken by a majority of votes. Each member (except honorary members) will have one vote. In case of equality of votes, majority office bearers voted for the decision will be accepted.

13. General Meeting:

I. Annual General Meeting

a. Notice -

The Secretary shall call the Annual General Meeting within one month from the end of the last financial year giving at least 14 days' notice to all members. The Notice shall contain the place, day, time and agenda of the meeting. Notice to be handed over or to be sent by post with acknowledgement.

b. Agenda -

The business to be transacted at the AGM shall be:

- i. To confirm the minutes of the last AGM and of Special General Meeting, if any;
- ii. To adopt with or without modification the report of the working of the federation for the previous year;
- iii. To pass audited accounts of federation for the previous year ended;
- iv. To appoint qualified Auditor or Auditors;
- v. To transact such business as may be fixed by the Governing Body;
- vi. To transact such other business as may be brought by giving 14 days' notice from any members, and
- vii. To conduct election to the Governing Body
- viii. Review the social activity undertaken and present social status of the family member of constituent SHG.
- ix. Achievement in financial activities undertaken by Constituent SHG and their future prospect and proposals in this regard.
- x. Overall performance of the Federation and SHG towards social and economic stability of the group members.

c. **Quorum of the Meeting -**

One-third of the total number of members (with voting right) of the federation personally present at the commencement of the meeting shall constitute the quorum.

d. **Manner and Method of Voting -**

The Chairpersons of the meeting shall decide the manner and method at the outset of the meeting.

II. Special General Meeting

A Special General Meeting may be convened by the Governing Body at any time depending upon the urgency of the matter. At least 7 days' notice shall be given to every member for Special General Meeting.

At least 2/3rd (two-third) of the members (with voting right) may request the Chairperson of the federation to hold a Special General Meeting. The Chairperson or in her absence, Vice-Chairperson or in the absence of both, Governing Body shall convene the Special General Meeting within 15 days from the date of receipt of such request. In defaults of the Governing Body, the requisitioner shall hold such meeting provided that no business other than those specified in the notice shall be transacted.

III. Extra-ordinary General Meeting

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition or modifications of the Memorandum / Regulations of the federation. 7 (seven) days' notice along with the draft of proposed changes shall be sent to all members before the meeting. The resolution for change amendment, etc of the Memorandum and Regulations be carried out if accepted by the three-fourth of the members (with voting right) present at the meeting.

14. Maintenance of Group Records:

- a. Membership, attendance, activity and resolution registers will be kept with the Secretary to register membership, proceedings, attendance and resolutions of all meetings and all other records not specified to other office bearer.
- b. Cash book and bank loan register will be maintained by the Treasurer who will update the position of all income and expenditure as well as bank loans received and repaid.
- c. Group Bank Pass Book to be maintained by the Treasurer and updated regularly at each deposit and withdrawal.
- d. All group records are to be made available freely for examination by each member SHG during the meetings and at other times, with reasonable notice to the relevant office bearer of the Managing Committee.

15. Safe Custody of Properties:

The Governing Body shall be responsible for the safe custody of the fund, properties and assets of the federation. Secretary shall be custodian of assets. The fund of the federation shall be kept in Savings Accounts /Fixed Deposits with any scheduled commercial bank / Co-operative bank / Post Office in the area of operation of the federation. Treasurer shall be custodian of all liquid cash and funds.

16. Books of Accounts and Inspection:

The books of accounts and other statutory books shall be kept at the registered office which shall be located at a central place within its jurisdiction and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

17. Auditors

The accounts of the Federation shall be audited by Chartered Accountants to be appointed by the Governing Body annually.

The auditors shall have the right of access at audit times to the books of accounts of the Federation without notice and shall be entitled to enquire from the Chairpersons of the Federation and any other member of the Federation such information and explanations as may be necessary for the performance of their duties.

18. Accounting Year:

The accounting year of the federation shall be from 1st day of April of each year to the 31st day of March of the following year.

19. Managing the Group's funds:

- a. Loans will be considered during periodic meetings of the federation based on a written application from any member SHG addressed to the Chairperson of the Managing Committee of the federation. While representatives of the member SHG applying for the loan may take part in the discussions, they will not be allowed to vote at the time of taking a decision on the loan.
- b. The loan limit for each individual member SHG shall be decided by the full Executive Committee considering the financial position of the federation and its obligations to meet the credit needs of a number of member SHGs. This should be included in by-law.
- c. The service charges shall be Re. 1 (one) per month per Rs. 100.00 (Rupees One Hundred Only).
- d. The loan repayment procedure shall be decided by the Executive Committee of the Federation.
- e. On sanction of the loan, the record of the loan, including agreed repayment schedule must be recorded in the Activity, Resolution, Saving and Loan registers. Thereafter, all repayments (and defaults, if any) must also be so recorded.

- f. The loan shall be granted as long as:
 - i. The member SHG has paid all federation membership fees due and has repaid any previous loan amount in full, along with the interest
 - ii. The proposed loan purpose is viable
 - iii. The member SHG is meeting and saving on a regular basis, is following its byelaws and takes an active interest in the Federation

- g. All the income that accrues to the Federation from interest on savings and loans and returns from penalties and fees will be re-invested in the Federation fund/corpus.

20. Managing the Group's Bank Account:

The Federation account shall be kept in the nearest bank. The Treasurer, Chairperson and/ or Secretary (any two) shall have joint signatory power. All withdrawals to be supported by a resolution of the Executive Committee of the Federation.

21. Suit and Legal Proceedings

All suits and legal proceedings by or against the federation shall be in the name of Chairperson/Secretary or such person as shall be appointed by the federation.

22. Alternation of Memorandum and Regulations:

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in an extra-ordinary general meeting called for the purpose.

The Federation may delegate the Governing Body the power to make, alter, modify or rescind such bye-laws and rules as may be considered necessary in the interest of smooth functioning of the federation.

23. Dissolution of the federation:

In the event of group dissolution, members need to discuss the formalities and terms of group money distribution and group payables and receivables among themselves before the group can be dissolved. The agreed conditions of dissolution and re-distribution of funds should then be recorded in the bye-laws of the group. Members with a majority vote may decide to dissolve the group.

We, the undersigned members of the Governing Body of the Federation, do hereby certify that the above is a true copy of the Rules and Regulations of the Federation.

Signed:

1.....

2.....

3.....

4.....

5.....

Dated, day of 2014

Witness: 1.

Signature & Seal of Mayor/Chairpersons/Administrator

DRAFT

The West Bengal Societies Registration Act, 1961

MEMORANDUM OF ASSOCIATION

Of

.....Federation

1. The name of the federation shall beand hereinafter referred to as "The Federation".
2. The Federation shall accept as members, Self-Help Groups (SHGs) ofward and the registered office of the federation shall be situated atWard No.....of.....Municipal Corporation / MunicipalityDistrict, West Bengal.
3. The area of operation of the federation shall be as follows:
Ward No.....of..... Municipal Corporation/Municipality.

4. **Objectives:**

The objectives of the Federation are:

- a. To provide a forum for regular interaction and networking between member SHGs and assist in the formation of new SHGs wherever needed
- b. To take up activities that strengthen member SHGs, but cannot be taken up by individual SHGs on their own, such as facilitate bank linkages for member SHGs, provide handholding support for the development of member SHG's loan proposals.
- c. To facilitate member SHGs' access to benefits under NULM and other Government of India and State Government schemes and to create linkages with institutions of relevance for their welfare e.g. facilitate insurance
- d. Work as an information dissemination body by facilitating member SHGs' access to skill training and micro-enterprise formation support under NULM as well as access to social assistance benefits under various government programmes, e.g. insurance
- e. Handhold and build the capacity of new member SHGs and regularly review the functioning and strengthen the capacity of existing member SHGs to continue to successfully function
- f. To successfully represent the Federation and member SHGs at the City Level Federation
- g. To build leadership skills of members so that they can manage the member SHGs and the federation.
- * h. To develop a central corpus of fund to assist financially to all its Constituent SHG with a fixed interest rate.

- i. Coordinate economic activities of Constituent SHGs and link them up with open market and assist them in availing raw materials in production, in packaging, in marketing and other technical, financial and managerial support.
- j. To take responsibility for social upliftment of the members and its families of all constituent SHGs like eradicate illiteracy, create sanitation facilities, education for all children, no child marriage, no intoxication or drug abuses, etc, mobilize members to social work for upgrading Human Development Index of the members of its constituent SHGs.

5. The names, address and descriptions of the first and present members of the Governing Body:

S. No.	Name	Address	Description of belonging to SHG		Designation in Federation	Signature
			Name of SHG	Portfolio in present SHG		
1.					Chairperson	
2.					Vice-Chairperson	
3.					Secretary	
4.					Treasurer	
5.					Member (Livelihood Volunteer)	
6.					Member (Social Security Volunteer)	
7.					Member (Financial Inclusion Volunteer)	
8.						
9.						
10.						
11.						
12.						

6. We, the undersigned are desirous of forming into a Federation in pursuance of this Memorandum of Association

SL.NO	Signature	Address	Occupation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Witness to the above signature:

Signature:

Address:

Occupation

Dated, the _____ day of _____ 2009

RULES AND REGULATIONS

OF

..... Federation

1. Membership:

This Area Level Federation (ALF) is the middle level tier consisting of SHGs represented by 2 (two) volunteers / leaders of each of the Self-Help Group (SHG) in ward no.- of Municipality /Municipal Corporation. The criteria are as follows:

SHGs in the area defined above are:-

- i. In existence for more than 6 months
- ii. Are meeting and saving regularly (not less than 80% of the members)
- iii. Are repaying any loans given (not less than 90% repayment)
- iv. Paid the prescribed admission fee and the fixed yearly subscription fees

Each member SHG shall elect two of its members to represent the group in the Executive Committee of the Federation for a one year term. One of these members shall be an SHG office bearer; the other one a general SHG member an office bearer.

Members are as follows:

S. No.	Name	Address	Occupation	Description of belonging to SHG		Signature
				Name of SHG	Portfolio in present SHG	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

2. Rights and Obligations of Members:

Any member of the federation has the right:

- a. To elect/ to be elected in any election of the federation (for members having voting rights only),
- b. To submit suggestion for discussion to the Governing Body and sub-committee on any matter relating of the federation,
- c. To inspect the accounts and the proceedings of the meeting of the federation on appointment with the Chairpersons/Secretary,
- d. To pay subscription within the prescribed time.

3. Disqualification of Membership:

A member SHG may be disqualified by the Federation on the following criteria:

- a. Non-participation in regular federation meetings for more than _____ times
- b. Not paying the subscription fee
- c. Not repaying the loan received from the federation
- d. Not following the rules of the group

4. Register of Members:

.....Federation shall maintain a Register of members containing the members' name, address, occupation, date of admission and cessation of membership. Similarly, SHGs shall maintain their respective Register of members with the same particulars as above. The Register will be kept open for inception of the members concerned of Federation/SHG on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5. Withdrawal of Membership:

The Governing Body shall discuss in detail and approve the procedure and terms of refund of money if a member SHG proposes to leave the group. Federation shall prepare a bye-law within three months of its formation incorporating detail procedure and terms and conditions for withdrawal of Membership.

6. Contributions:

- a. At the time of admission, each SHG shall pay an admission fee of Rs. _____ (in figures and words)
- b. Each member SHG shall pay a subscription fee of Rs. _____ (in figures and words) per year.
- c. If a member SHG does not pay the yearly subscription fee on the decided date, it will be fined Rs. _____ (in figures and words) per _____ (e.g. per month /week / day)

7. Group Management:

- a. A General Body (GB) shall comprise two representatives per member SHG

- b. From the GB, 7 (seven) members shall be selected as the Management Committee who shall be responsible for strategic and day-to-day management of the federation.
- c. The Management Committee shall consist of 7 (seven) office bearers—Chairperson, Vice-Chairperson, Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer and Financial Inclusion Volunteer – who shall each be elected by all members of the ALF from among the ALF members for a period of 1 (one) year.
- d. These office bearers can remain in office continuously for only 2 terms.
- e. All three office bearers must be from three different SHGs.

8. Duties, Responsibilities and Powers:

a. Responsibilities of the Chairperson:

- i. Presides over the regular meetings and any other meetings of the Federation
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
- iii. Calls for or postpones a special meeting
- iv. Check and coordinate the activities of the Secretary, Treasurer and other members
- v. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- vi. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vii. Shall mobilize SHG members for social cause, shall organize at least one monthly camp on social issues in its area.

b. Responsibilities of the Vice Chairperson:

- i. Presides over the regular meetings and any other meetings of the Federation in absence of Chairperson,
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
- iii. Check and coordinate the activities of the Secretary, Treasurer and other members
- iv. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- v. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vi. Take independent responsibilities for social upliftment of the member families of its constituent SHGs like 100% literacy, no child marriage, 100% financial inclusion and savings and eradicate other social evil prevalent among urban poor.

c. Responsibilities of the Secretary:

- i. Call meetings with the prior permission of the Chairperson and prepare the agenda for every meeting
- ii. Maintain a record of the proceedings of all regular and special meetings and read them out at the next meeting.
- iii. Write resolutions made at each meeting and read them out at the same meeting.
- iv. The Secretary will maintain the membership register, attendance register, and activity and resolution register
- v. Conduct all meetings and chair a meeting if the Chairperson is absent.
- vi. Verify the books of account of the Federation regularly and report to the members in every meeting.
- vii. Maintain relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- viii. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- ix. Take independent responsibility on market linkage/Export orientation of SHG product and support to Groups in this regard.

d. Responsibilities of the Treasurer:

- i. Preserve all important papers and documents related to financial matters of the Federation
- ii. Maintain all accounts of the Federation i.e. cash book, loan ledger, receipt and payment vouchers.
- iii. Deposit all cash collected at meetings within two days of collection
- iv. Pay loans approved by the Federation to members and receive savings, repayment, interest, fines, etc.
- v. Present all financial reports of the group
- vi. Take personal responsibility to enhance federation corpus taking different innovative sources and use it judiciously for SHG's financial activity.

e. Responsibilities of the Livelihood Volunteer:

- i. Identify employment sectors which would increase income for SHG members. Market ability of the products to make economic activity of groups financially more viable.
- ii. Provide support for setting up new enterprise ventures under NULM linking the members to credit and advisory services;
- iii. Provide linkage with skill training opportunities under NULM

f. Responsibilities of the Social Security Volunteer:

- i. Evaluate the social security needs of member SHGs;
- ii. Liaison with ward officials in charge of health, education and other social security such that member SHGs are linked with benefits available in the

city to ensure higher standard of health, education and social security norms.

- iii. Compile and update a list of schemes in the city whose benefits member SHGs can access and disseminate this information through the ALF.

g. Responsibilities of the Financial Inclusion Volunteer:

- i. Ensure that member SHGs are linked with banks;
- ii. Ensure that member SHGs are linked with financial institutions for insurance and money remittances;
- iii. Ensure that individuals from member SHGs have Basic Savings Bank Deposit Accounts (BSBDAs)
- iv. Ensure that all member SHGs undergo financial literacy training.
- v. Ensure monthly meeting with bank branch and city livelihood centre to mitigate all bank related problems.

9. Meetings:

- a. The group will meet one _____ time every month. The dates of the meetings are 2nd Wednesday of each month.
- b. In case of an urgent and important issue, the group can hold special meetings at a shorter notice.
- c. A minimum of 60% of the group's members with at least 4 (four) out of 7 (seven) of the office bearers must be present for decisions to be valid. Where decisions on group funds above Rs. 20,000/- (twenty thousand) or changes in the bye-laws are to be made, at least 3/4th (three fourth) of its member must be present.
- d. The Federation will hold its Annual General Meeting in the month of April every year. This meeting will review the last year's activities and financial progress and plan the activities for the next year. (The group may use this meeting to conduct regular annual elections for the posts of office bearers of the Managing Committee).
- e. In case of special meetings or change in the conduct of regular meetings, the Secretary is supposed to give 1 (one) day notice to the members about such meetings.
- f. If an SHG representative does not attend 3 (three) consecutive periodic meetings without any prior information, the SHG will have to face a penalty of Rs. _____ per meeting missed.

10. Notice and Quorum:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

One-third of the members (with voting right) personally present shall constitute a quorum for the meeting but for valid decision at least 60% of its members and at least 4 (four) office bearers need to be present.

11. Notice:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

12. Procedure of the Meeting:

The Chairperson or in her absence, the Vice-Chairperson will chair all meetings of federation on Governing Body. In the absence of both Chairperson and Vice-Chairperson, the members present shall elect Chairperson of the meeting. All questions before the meeting will be settled by consensus, failing which the decision will be taken by a majority of votes. Each member (except honorary members) will have one vote. In case of equality of votes, majority office bearers voted for the decision will be accepted.

13. General Meeting:

I. Annual General Meeting

a. Notice -

The Secretary shall call the Annual General Meeting within one month from the end of the last financial year giving at least 14 days' notice to all members. The Notice shall contain the place, day, time and agenda of the meeting. Notice to be handed over or to be sent by post with acknowledgement.

b. Agenda -

The business to be transacted at the AGM shall be:

- i. To confirm the minutes of the last AGM and of Special General Meeting, if any;
- ii. To adopt with or without modification the report of the working of the federation for the previous year;
- iii. To pass audited accounts of federation for the previous year ended;
- iv. To appoint qualified Auditor or Auditors;
- v. To transact such business as may be fixed by the Governing Body;
- vi. To transact such other business as may be bought by giving 14 days' notice from any members, and
- vii. To conduct election to the Governing Body
- viii. Review the social activity undertaken and present social status of the family member of constituent SHG.
- ix. Achievement in financial activities undertaken by Constituent SHG and their future prospect and proposals in this regard.
- x. Overall performance of the Federation and SHG towards social and economic stability of the group members.

- c. **Quorum of the Meeting -**
One-third of the total number of members (with voting right) of the federation personally present at the commencement of the meeting shall constitute the quorum.
- d. **Manner and Method of Voting -**
The Chairpersons of the meeting shall decide the manner and method at the outset of the meeting.

II. Special General Meeting

A Special General Meeting may be convened by the Governing Body at any time depending upon the urgency of the matter. At least 7 days' notice shall be given to every member for Special General Meeting.

At least 2/3rd (two-third) of the members (with voting right) may request the Chairperson of the federation to hold a Special General Meeting. The Chairperson or in her absence, Vice-Chairperson or in the absence of both, Governing Body shall convene the Special General Meeting within 15 days from the date of receipt of such request. In defaults of the Governing Body, the requisitionist shall hold such meeting provided that no business other than those specified in the notice shall be transacted.

III. Extra-ordinary General Meeting

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition or modifications of the Memorandum / Regulations of the federation. 7 (seven) days' notice along with the draft of proposed changes shall be sent to all members before the meeting. The resolution for change amendment, etc of the Memorandum and Regulations be carried out if accepted by the three-fourth of the members (with voting right) present at the meeting.

14. Maintenance of Group Records:

- a. Membership, attendance, activity and resolution registers will be kept with the Secretary to register membership, proceedings, attendance and resolutions of all meetings and all other records not specified to other office bearer.
- b. Cash book and bank loan register will be maintained by the Treasurer who will update the position of all income and expenditure as well as bank loans received and repaid.
- c. Group Bank Pass Book to be maintained by the Treasurer and updated regularly at each deposit and withdrawal.
- d. All group records are to be made available freely for examination by each member SHG during the meetings and at other times, with reasonable notice to the relevant office bearer of the Managing Committee.

15. Safe Custody of Properties:

The Governing Body shall be responsible for the safe custody of the fund, properties and assets of the federation. Secretary shall be custodian of assets. The fund of the federation shall be kept in Savings Accounts /Fixed Deposits with any scheduled commercial bank / Co-operative bank / Post Office in the area of operation of the federation. Treasurer shall be custodian of all liquid cash and funds.

16. Books of Accounts and Inspection:

The books of accounts and other statutory books shall be kept at the registered office which shall be located at a central place within its jurisdiction and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

17. Auditors

The accounts of the Federation shall be audited by Chartered Accountants to be appointed by the Governing Body annually.

The auditors shall have the right of access at audit times to the books of accounts of the Federation without notice and shall be entitled to enquire from the Chairpersons of the Federation and any other member of the Federation such information and explanations as may be necessary for the performance of their duties.

18. Accounting Year:

The accounting year of the federation shall be from 1st day of April of each year to the 31st day of March of the following year.

19. Managing the Group's funds:

- a. Loans will be considered during periodic meetings of the federation based on a written application from any member SHG addressed to the Chairperson of the Managing Committee of the federation. While representatives of the member SHG applying for the loan may take part in the discussions, they will not be allowed to vote at the time of taking a decision on the loan.
- b. The loan limit for each individual member SHG shall be decided by the full Executive Committee considering the financial position of the federation and its obligations to meet the credit needs of a number of member SHGs. This should be included in by-law.
- c. The interest rate shall be Re. 1 (one) per month per Rs. 100.00 (Rupees One Hundred Only).
- d. The loan repayment procedure shall be decided by the Executive Committee of the Federation.
- e. On sanction of the loan, the record of the loan, including agreed repayment schedule must be recorded in the Activity, Resolution, Saving and Loan registers. Thereafter, all repayments (and defaults, if any) must also be so recorded.

- f. The loan shall be granted as long as:
 - i. The member SHG has paid all federation membership fees due and has repaid any previous loan amount in full, along with the interest
 - ii. The proposed loan purpose is viable
 - iii. The member SHG is meeting and saving on a regular basis, is following its byelaws and takes an active interest in the Federation

- g. All the income that accrues to the Federation from interest on savings and loans and returns from penalties and fees will be re-invested in the Federation fund/corpus.

20. Managing the Group's Bank Account:

The Federation account shall be kept in the nearest bank. The Treasurer, Chairperson and/ or Secretary (any two) shall have joint signatory power. All withdrawals to be supported by a resolution of the Executive Committee of the Federation.

21. Suit and Legal Proceedings

All suits and legal proceedings by or against the federation shall be in the name of Chairperson/Secretary or such person as shall be appointed by the federation.

22. Alternation of Memorandum and Regulations:

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in an extra-ordinary general meeting called for the purpose.

The Federation may delegate the Governing Body the power to make, alter, modify or rescind such bye-laws and rules as may be considered necessary in the interest of smooth functioning of the federation.

23. Dissolution of the federation:

In the event of group dissolution, members need to discuss the formalities and terms of group money distribution and group payables and receivables among themselves before the group can be dissolved. The agreed conditions of dissolution and re-distribution of funds should then be recorded in the bye-laws of the group. Members with a majority vote may decide to dissolve the group.

We, the undersigned members of the Governing Body of the Federation, do hereby certify that the above is a true copy of the Rules and Regulations of the Federation.

Signed:

1.....

2.....

3.....

4.....

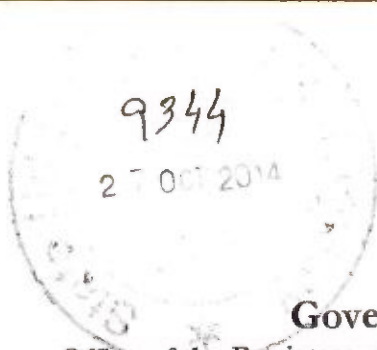
5.....

Dated, day of 2014

Witness: 1.

Signature & Seal of Mayor/Chairpersons/Administrator

DRAFT



NULM

Government of West Bengal
Office of the Registrar of Firms, Societies and Non-Trading Corporations
Todi Mansion (8th floor)
P-15, India Exchange Place Extension
Kolkata-700 073

No. 357-FIR

Date: 17/10/14

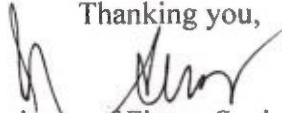
To
The Director, SUDA & Mission Director
WBSULM
State Urban Development Agency
ILGUS Bhavan, H-C Block, Sector III
Bidhannagar, Kolkata- 700106

Advison
W

Sir, Sub: Registration of Federation formed under National Urban Livelihood Mission

Please refer to your letter bearing number SUDA-80/2014/1727 dated 13.10.2014 forwarding a model 'Memorandum of Association' for registration of Federations under NULM. On scrutiny of the Memorandum it is found that the objective, as mentioned at sub-clause (h) under clause 4 of the Memorandum is not covered by section 4(2) of WBSR Act, 1961. Since, as per the said Act, the state government may notify any other objective to be included in the said section, necessary notification from the state government is required for registration of the Federations.

Thanking you,


Registrar of Firms, Societies and
Non-Trading Corporations, W.B.

Community Development Society (CDS) formed under SJSRY as on 31.03.2014

Name of Municipal Corporation/Municipality :

Date:

S.No.	Name & address of CDS	Existing No. of members	Composition				Out of total			Name of President, Secretary & Treasurer with mobile no.	Status of Bank a/c				Minutes Book updated or not (Y/N)	Whether regular meeting held (Y/N)	Commencement of lending among group members (Y/N)	
			SC	ST	OTH	Total	DIS	MIN	UP		Bank Name, Branch Name & Bank A/C No	Date of opening	In operation (Y/N)	Balance				

SC- Scheduled Caste, ST- Scgeduled Tribe, OTH- Others, DIS- Disabled, Min- Minority, UP- Urban Poor, RF- Revolving Fund

Signed by:
Mayor/Chairperson/Commissioner/Administrator

UWSP/DWCUA Group formed as on 31.03.2014

Name of Municipal Corporation/Municipality :

Ward No. :

Date:

S.No	Name of Group with address	Existing No. of members	Composition				Out of total			Name of President, Secretary & Treasurer with mobile no.	RF received Yes (Date) /No (If applicable)	Status of Bank a/c				Total Group Savings (Rs.) (If, applicable)	Minutes Book updated or not (Y/N)	Whether availed Bank Loan	whether activities running (Y/N)		
			SC	ST	OTH	Total	DIS	MIN	UP			Bank Name, Branch Name & Bank A/C No	Date of opening	In operation (Y/N)							

SC- Scheduled Caste, ST- Sceduled Tribe, OTH- Others, DIS- Disabled, Min- Minority, UP- Urban Poor, RF- Revolving Fund

Signed by:
Mayor/Chairperson/Commissioner/Administrator

[Form No. 4]
**Information on Thrift & Credit Society/SHG formed
since 01.04.2014 (Ward-wise)**

Name of Municipal Corporation/Municipality :

Ward No.	Total No. of T&C / SHG formed	Status of Revolving Fund		Status of Bank A/c			No. of Group maintaining Minutes Book	No. of Group commenced lending among group members	No. of ALF proposed
		No. of Group received RF	No. of Group not received RF	Have Bank A/C & Operating	Have Bank A/C but inoperative	No. of Group not yet opened			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									

Date:

Signed by:
Mayor/Chairperson/Commissioner/Administrator

[Form No. 1]
Thrift & Credit Society formed under SJSRY as on 31.03.2014

Name of Municipal Corporation/Municipality :

Ward No.:

Date:

S.No.	Name of T&C Group with address	Existing No. of members	Composition				Out of total			Name of President, Secretary & Treasurer with mobile no.	RF received Yes (Date) /No	Status of Bank a/c			Minutes Book updated or not (Y/N)	Commencement of lending among group members (Y/N)
			SC	ST	OTH	Total	DIS	MIN	UP			Bank Name, Branch Name & Bank A/C No	Date of opening	In operation (Y/N)		

SC- Scheduled Caste, ST- Sceduled Tribe, OTH- Others, DIS- Disabled, Min- Minority, UP- Urban Poor, RF- Revolving Fund, T&C- Thrift & Credit

Signed by:
 Mayor/Chairperson/Commissioner/Administrator

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- 80/2014/ 1665

তারিখ.....19.09.2014

From : Director, SUDA &
Mission Director, WBSULMTo : Mayor/ Chairperson/ Commissioner/ Administrator,
62 ULBs Municipal Corporation/ Municipality**Sub : Implementation of NULM**

Sir,

National Urban Livelihood Mission (NULM) guidelines issued by HUPA Ministry, GOI place considerable emphasis on formation of SHGs and SHG-federations in all the cities/ towns covered under NULM. Accordingly, for implementing NULM in the right spirit, the primary focus of the ULBs should be to form SHGs, organize them into SHG federations - Area Level Federation (ALF) & City Level Federation (CLF) and arrange for registration of these federations under the West Bengal Societies Registration Act, 1961. While the State will extend support to the ULBs in the matter of registration, the ULBs are expected to give adequate attention to formation of SHGs, which provide the bedrock for formation of ALFs/ CLF.

A model ‘Memorandum of Association’ and ‘bye-laws’ for registration of ALFs & CLFs is being developed at the State level and will be circulated to you in due course. You may in the meanwhile designate Commissioner/ Secretary/ Executive Officer as the nodal officer who will liaise with office of the Register of Societies for completing the process of registration.

In the meanwhile, for facilitating the process of ALF/CLF formation, you are requested to mail the following set of information to this office or fax the same in the following formats, which are enclosed (also available in the website www.wbdma.gov.in).

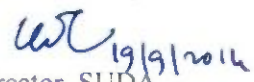
1. Thrift & Credit Societies (TCS) formed under SJSRY as on 31.03.2014 (Form-1)
2. UWSP/DWCUA groups formed as on 31.3.2014 (Form-2)
3. Thrift & Credit Society / SHG formed since 01.04.2014 (Group-wise) (Form-3)
4. Information on Thrift & Credit Society / SHG formed since 01.04.2014 (Ward-wise) (Form-4)
5. Neighbourhood Committee (NHC) formed under SJSRY as on 31.03.2014 (Form-5)
6. Community Development Society (CDS) formed under SJSRY as on 31.03.2014 (Form-6)

It may be relevant to mention that Thrift & Credit Societies (TCS) formed under erstwhile SJSRY programme are similar in character and functions to that of SHGs. Hence, for all practical purposes TCS may be treated as SHGs and consequently the benefits that are available to the SHGs under NULM may also be extended to the TCSs as well, subject to fulfillment of all terms and conditions laid down in the NULM guidelines.

Statements /information may be mailed to wbsulm@gmail.com/faxed **latest by 25.09.2014**.

Encl: as stated

Yours faithfully,


Director, SUDA
&

Mission Director, WBSULM

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ

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

ক্রমিক নং: SUDA- 80/2014/ 1664

তারিখ: ২০ .09.2014

From : Director, SUDA &
Mission Director, WBSULMTo : Municipal Commissioner,
Kolkata Municipal Corporation.**Sub: Implementation of National Urban Livelihood Mission (NULM)**

Sir,

National Urban Livelihood Mission (NULM) guidelines issued by HUPA Ministry, GOI place considerable emphasis on formation of SHGs and SHG-federations in all the cities/ towns covered under NULM. Accordingly, for implementing NULM in the right spirit, the primary focus of the ULBs should be to form SHGs, organize them into SHG federations - Area Level Federation (ALF) & City Level Federation (CLF) and arrange for registration of these federations under the West Bengal Societies Registration Act, 1961. While the State will extend support to the ULBs in the matter of registration, the ULBs are expected to give adequate attention to formation of SHGs, which provide the bedrock for formation of ALFs/ CLF.

A model ‘Memorandum of Association’ and ‘bye-laws’ for registration of ALFs & CLFs is being developed at the State level and will be circulated to you in due course. You may in the meanwhile designate an senior officer as the nodal officer who will liaise with office of the Register of Societies for completing the process of registration.

In the meanwhile, for facilitating the process of ALF/CLF formation, you are requested to send the following set of information to this office and also mail/ fax the same in the following formats, which are enclosed (also available in the website www.wbdma.gov.in).

1. Thrift & Credit Societies (TCS) formed under SJSRY as on 31.03.2014 (Form-1)
2. UWSP/DWCUA groups formed as on 31.3.2014 (Form-2)
3. Thrift & Credit Society / SHG formed since 01.04.2014 (Group-wise) (Form-3)
4. Information on Thrift & Credit Society / SHG formed since 01.04.2014 (Ward-wise) (Form-4)
5. Neighbourhood Committee (NHC) formed under SJSRY as on 31.03.2014 (Form-5)
6. Community Development Society (CDS) formed under SJSRY as on 31.03.2014 (Form-6)

It may be relevant to mention that Thrift & Credit Societies (TCS) formed under erstwhile SJSRY programme are similar in character and functions to that of SHGs. Hence, for all practical purposes TCS may be treated as SHGs and consequently the benefits that are available to the SHGs under NULM may also be extended to the TCSs as well, subject to fulfilment of all terms and conditions laid down in the NULM guidelines.

Statements /information may be mailed to wbsulm@gmail.com/faxed **latest by 25.09.2014**.

Encl: as stated

Yours faithfully,

Director, SUDA

&

Mission Director, WBSULM

০৫



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

৪০/২০১৪/১৭২৭

SUDA-17/2012(Part-1)

ক্রমিক নং.....

তারিখ 13.10.2014

From : Director, SUDA &
Mission Director, WBSULM

To : The Registrar of Societies, Firms and
Non Trading Corporations
Government of West Bengal

Sub : Registration of Federations formed under National Urban Livelihood Mission

Sir,

You may kindly recollect the discussion held at your office regarding Registration of Federations that are to be formed at the urban local bodies under National Urban Livelihood Mission (NULM) – a programme launched by Ministry of Housing & Urban Poverty Alleviation, Govt. when officials from this office called on you. During course of the discussion we had informed you that around 3000 such Federations will be formed & registered in the State during the next few months.

In order to facilitate the process of registration, a model ‘Memorandum of Association’, as suggested by you, has been developed at this end and being sent to you for your observations / comments. After receiving your observations / comments on it, the model ‘Memorandum of Association’ will be circulated to the Urban Local Bodies (ULB) for doing the needful at their end.

Encl: as stated

Yours faithfully,

Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : dirsudawb@yahoo.com

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA- 80/2014/ 1665

তারিখ 19 09.2014

From : Director, SUDA &
Mission Director, WBSULMTo : Mayor/ Chairperson/ Commissioner/ Administrator,
62 ULBs Municipal Corporation/ MunicipalitySub : Implementation of NULM

Sir,

National Urban Livelihood Mission (NULM) guidelines issued by HUPA Ministry, GOI place considerable emphasis on formation of SHGs and SHG-federations in all the cities/ towns covered under NULM. Accordingly, for implementing NULM in the right spirit, the primary focus of the ULBs should be to form SHGs, organize them into SHG federations - Area Level Federation (ALF) & City Level Federation (CLF) and arrange for registration of these federations under the West Bengal Societies Registration Act, 1961. While the State will extend support to the ULBs in the matter of registration, the ULBs are expected to give adequate attention to formation of SHGs, which provide the bedrock for formation of ALFs/ CLFs.

A model 'Memorandum of Association' and 'bye-laws' for registration of ALFs & CLFs is being developed at the State level and will be circulated to you in due course. You may in the meanwhile designate Commissioner/ Secretary/ Executive Officer as the nodal officer who will liaise with office of the Register of Societies for completing the process of registration.

In the meanwhile, for facilitating the process of ALF/CLF formation, you are requested to mail the following set of information to this office or fax the same in the following formats, which are enclosed (also available in the website www.wbdma.gov.in).

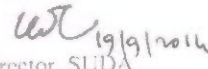
1. Thrift & Credit Societies (TCS) formed under SJSRY as on 31.03.2014 (Form-1)
2. UWSP/DWCUA groups formed as on 31.3.2014 (Form-2)
3. Thrift & Credit Society / SHG formed since 01.04.2014 (Group-wise) (Form-3)
4. Information on Thrift & Credit Society / SHG formed since 01.04.2014 (Ward-wise) (Form-4)
5. Neighbourhood Committee (NHC) formed under SJSRY as on 31.03.2014 (Form-5)
6. Community Development Society (CDS) formed under SJSRY as on 31.03.2014 (Form-6)

It may be relevant to mention that Thrift & Credit Societies (TCS) formed under erstwhile SJSRY programme are similar in character and functions to that of SHGs. Hence, for all practical purposes TCS may be treated as SHGs and consequently the benefits that are available to the SHGs under NULM may also be extended to the TCSs as well, subject to fulfillment of all terms and conditions laid down in the NULM guidelines.

Statements /information may be mailed to wbsulm@gmail.com/faxed **latest by 25.09.2014.**

Encl: as stated

Yours faithfully,


 Director, SUDA
&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০
 Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : dirdsudawb@yahoo.com
 Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ

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

ক্রমিক নং: SUDA- 80/2014/ 1665

তারিখ: 19.09.2014

From : Director, SUDA &
Mission Director, WBSULM

To : Mayor/ Chairperson/ Commissioner/ Administrator,
62 ULBs Municipal Corporation/ Municipality

Sub : Implementation of NULM

Sir,

National Urban Livelihood Mission (NULM) guidelines issued by HUPA Ministry, GOI place considerable emphasis on formation of SHGs and SHG-federations in all the cities/ towns covered under NULM. Accordingly, for implementing NULM in the right spirit, the primary focus of the ULBs should be to form SHGs, organize them into SHG federations - Area Level Federation (ALF) & City Level Federation (CLF) and arrange for registration of these federations under the West Bengal Societies Registration Act, 1961. While the State will extend support to the ULBs in the matter of registration, the ULBs are expected to give adequate attention to formation of SHGs, which provide the bedrock for formation of ALFs/ CLF.

A model ‘Memorandum of Association’ and ‘bye-laws’ for registration of ALFs & CLFs is being developed at the State level and will be circulated to you in due course. You may in the meanwhile designate Commissioner/ Secretary/ Executive Officer as the nodal officer who will liaise with office of the Register of Societies for completing the process of registration.

In the meanwhile, for facilitating the process of ALF/CLF formation, you are requested to mail the following set of information to this office or fax the same in the following formats, which are enclosed (also available in the website www.wbdma.gov.in).

1. Thrift & Credit Societies (TCS) formed under SJSRY as on 31.03.2014 (Form-1)
2. UWSP/DWCUA groups formed as on 31.3.2014 (Form-2)
3. Thrift & Credit Society / SHG formed since 01.04.2014 (Group-wise) (Form-3)
4. Information on Thrift & Credit Society / SHG formed since 01.04.2014 (Ward-wise) (Form-4)
5. Neighbourhood Committee (NHC) formed under SJSRY as on 31.03.2014 (Form-5)
6. Community Development Society (CDS) formed under SJSRY as on 31.03.2014 (Form-6)

It may be relevant to mention that Thrift & Credit Societies (TCS) formed under erstwhile SJSRY programme are similar in character and functions to that of SHGs. Hence, for all practical purposes TCS may be treated as SHGs and consequently the benefits that are available to the SHGs under NULM may also be extended to the TCSs as well, subject to fulfillment of all terms and conditions laid down in the NULM guidelines.

Statements /information may be mailed to wbsulm@gmail.com/faxed **latest by 25.09.2014**.

Encl: as stated

Yours faithfully,


Director, SUDA
&

Mission Director, WBSULM

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-80/2014/ 1877

তারিখ 07-11-2014

From: Director, SUDA &
 Mission Director, WBSULM

To: The Registrar of Firms, Societies and Non-trading Corporations, WB
 Todi Mansion (8th floor)
 P-15, India Exchange Place Extension,
 Kolkata-700 073

Sub : Registration of Federations under National Urban Livelihood Mission

Ref.: Your memo no.357-FIR dated 17.10.2014

Sir,

In the letter under reference you have informed that the objectives of the federation as mentioned in sub clause (h) under clause 4 of the Model Memorandum of Association is not covered by section 4(2) of WBSR Act, 1961.

As a sequel to the observations made by you, sub clause (h) under clause 4 is deleted from the model ‘Memorandum of Association’. Sub clause (c) under clause 19 is also duly amended as per your suggestions which may kindly be noted.

A revised model ‘Memorandum of Association’ incorporating all the necessary changes as referred to above is enclosed for your final opinion in the matter.

Yours faithfully,

Encl: as stated

o/c Director, SUDA
 &
 Mission Director, WBSULM



NULM

Government of West Bengal
Office of the Registrar of Firms, Societies and Non-Trading Corporations
Todi Mansion (8th floor)
P-15, India Exchange Place Extension
Kolkata-700 073

No. 357-FIR

Date: 17/10/14

To
The Director, SUDA & Mission Director
WBSULM
State Urban Development Agency
ILGUS Bhavan, H-C Block, Sector III
Bidhannagar, Kolkata- 700106

Advisor
W

Sir, Sub: Registration of Federation formed under National Urban Livelihood Mission

Please refer to your letter bearing number SUDA-80/2014/1727 dated 13.10.2014 forwarding a model 'Memorandum of Association' for registration of Federations under NULM. On scrutiny of the Memorandum it is found that the objective, as mentioned at sub-clause (h) under clause 4 of the Memorandum is not covered by section 4(2) of WBSR Act, 1961. Since, as per the said Act, the state government may notify any other objective to be included in the said section, necessary notification from the state government is required for registration of the Federations.

Thanking you,


Registrar of Firms, Societies and
Non-Trading Corporations, W.B.

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-80/2014/1727

তারিখ..... 13.10.2014

From : Director, SUDA &
Mission Director, WBSULM

To : The Registrar of Societies, Firms and
Non Trading Corporations
Government of West Bengal

Sub : Registration of Federations formed under National Urban Livelihood Mission

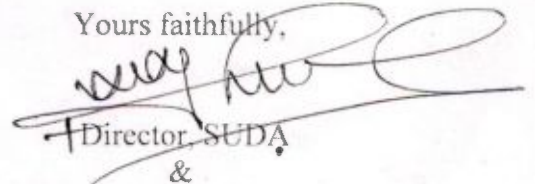
Sir,

You may kindly recollect the discussion held at your office regarding Registration of Federations that are to be formed at the urban local bodies under National Urban Livelihood Mission (NULM) – a programme launched by Ministry of Housing & Urban Poverty Alleviation, Govt. when officials from this office called on you. During course of the discussion we had informed you that around 3000 such Federations will be formed & registered in the State during the next few months.

In order to facilitate the process of registration, a model ‘Memorandum of Association’, as suggested by you, has been developed at this end and being sent to you for your observations / comments. After receiving your observations / comments on it, the model ‘Memorandum of Association’ will be circulated to the Urban Local Bodies (ULB) for doing the needful at their end.

Encl: as stated

Yours faithfully,



Director, SUDA
&
Mission Director, WBSULM

The West Bengal Societies Registration Act, 1961

MEMORANDUM OF ASSOCIATION

Of

.....Federation

1. The name of the federation shall beand hereinafter referred to as "The Federation".
2. The Federation shall accept as members, Self-Help Groups (SHGs) ofward and the registered office of the federation shall be situated atWard No.....of.....Municipal Corporation / Municipality District, West Bengal.
3. The area of operation of the federation shall be as follows:
Ward No.....of.....Municipal Corporation/Municipality.
4. **Objectives:**
The objectives of the Federation are:
 - a. To provide a forum for regular interaction and networking between member SHGs and assist in the formation of new SHGs wherever needed
 - b. To take up activities that strengthen member SHGs, but cannot be taken up by individual SHGs on their own, such as facilitate bank linkages for member SHGs, provide handholding support for the development of member SHG's loan proposals.
 - c. To facilitate member SHGs' access to benefits under NULM and other Government of India and State Government schemes and to create linkages with institutions of relevance for their welfare e.g. facilitate insurance
 - d. Work as an information dissemination body by facilitating member SHGs' access to skill training and micro-enterprise formation support under NULM as well as access to social assistance benefits under various government programmes, e.g. insurance
 - e. Handhold and build the capacity of new member SHGs and regularly review the functioning and strengthen the capacity of existing member SHGs to continue to successfully function
 - f. To successfully represent the Federation and member SHGs at the City Level Federation
 - g. To build leadership skills of members so that they can manage the member SHGs and the federation.
 - h. To develop a central corpus of fund to assist financially to all its Constituent SHG with a fixed interest rate.

- i. Coordinate economic activities of Constituent SHGs and link them up with open market and assist them in availing raw materials in production, in packaging, in marketing and other technical, financial and managerial support.
- j. To take responsibility for social upliftment of the members and its families of all constituent SHGs like eradicate illiteracy, create sanitation facilities, education for all children, no child marriage, no intoxication or drug abuses, etc, mobilize members to social work for upgrading Human Development Index of the members of its constituent SHGs.

5. The names, address and descriptions of the first and present members of the Governing Body:

S. No.	Name	Address	Description of belonging to SHG		Designation in Federation	Signature
			Name of SHG	Portfolio in present SHG		
1.					Chairperson	
2.					Vice-Chairperson	
3.					Secretary	
4.					Treasurer	
5.					Livelihood Volunteer	
6.					Social Security Volunteer	
7.					Financial Inclusion Volunteer	
8.						
9.						
10.						
11.						
12.						

6. We, the undersigned are desirous of forming into a Federation in pursuance of this Memorandum of Association

SL.NO	Signature	Address	Occupation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Witness to the above signature:

Signature:

Address:

Occupation

Dated, the _____ day of _____ 2009

RULES AND REGULATIONS

OF

..... Federation

1. **Membership:**

This Area Level Federation (ALF) is the middle level tier consisting of SHGs represented by 2 (two) volunteers / leaders of each of the Self-Help Group (SHG) in ward no.- of Municipality /Municipal Corporation. The criteria are as follows:

SHGs in the area defined above are:-

- i. In existence for more than 6 months
- ii. Are meeting and saving regularly (not less than 80% of the members)
- iii. Are repaying any loans given (not less than 90% repayment)
- iv. Paid the prescribed admission fee and the fixed yearly subscription fees

Each member SHG shall elect two of its members to represent the group in the Executive Committee of the Federation for a one year term. One of these members shall be an SHG office bearer; the other one, a general SHG member or an office bearer.

Members are as follows:

S. No.	Name	Address	Occupation	Description of belonging to SHG		Signature
				Name of SHG	Portfolio in present SHG	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

2. **Rights and Obligations of Members:**

Any member of the federation has the right:

- a. To elect/ to be elected in any election of the federation (for members having voting rights only),
- b. To submit suggestion for discussion to the Governing Body and sub-committee on any matter relating of the federation,
- c. To inspect the accounts and the proceedings of the meeting of the federation on appointment with the Chairpersons/Secretary,
- d. To pay subscription within the prescribed time.

3. **Disqualification of Membership:**

A member SHG may be disqualified by the Federation on the following criteria:

- a. Non-participation in regular federation meetings for more than _____ times
- b. Not paying the subscription fee
- c. Not repaying the loan received from the federation
- d. Not following the rules of the group

4. **Register of Members:**

.....Federation shall maintain a Register of members containing the members' name, address, occupation, date of admission and cessation of membership. Similarly, SHGs shall maintain their respective Register of members with the same particulars as above. The Register will be kept open for inception of the members concerned of Federation/SHG on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5. **Withdrawal of Membership:**

The Governing Body shall discuss in detail and approve the procedure and terms of refund of money if a member SHG proposes to leave the group. Federation shall prepare a bye-law within three months of its formation incorporating detail procedure and terms and conditions for withdrawal of Membership.

6. **Contributions:**

- a. At the time of admission, each SHG shall pay an admission fee of Rs. _____ (in figures and words)
- b. Each member SHG shall pay a subscription fee of Rs. _____ (in figures and words) per year.
- c. If a member SHG does not pay the yearly subscription fee on the decided date, it will be fined Rs. _____ (in figures and words) per _____ (e.g. per month /week / day)

7. Group Management:

- a. A General Body (GB) shall comprise two representatives per member SHG
- b. From the GB, 7 (seven) members shall be selected as the Management Committee who shall be responsible for strategic and day-to-day management of the federation.
- c. The Management Committee shall consist of 7 (seven) office bearers—Chairperson, Vice-Chairperson, Secretary, Treasurer, Livelihood Volunteer, Social Security Volunteer and Financial Inclusion Volunteer – who shall each be elected by all members of the ALF from among the ALF members for a period of 1 (one) year.
- d. These office bearers can remain in office continuously for only 2 terms.
- e. All three office bearers must be from three different SHGs.

8. Duties, Responsibilities and Powers:

a. Responsibilities of the Chairperson:

- i. Presides over the regular meetings and any other meetings of the Federation
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
- iii. Calls for or postpones a special meeting
- iv. Check and coordinate the activities of the Secretary, Treasurer and other members
- v. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- vi. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
- vii. Shall mobilize SHG members for social cause, shall organize at least one monthly camp on social issues in its area.

b. Responsibilities of the Vice Chairperson:

- i. Presides over the regular meetings and any other meetings of the Federation in absence of Chairperson,
- ii. Signs (or puts thumb impression) to approve the decision and resolutions of the Federation taken at various meetings
- iii. Check and coordinate the activities of the Secretary, Treasurer and other members
- iv. Maintains relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
- v. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.

- vi. Take independent responsibilities for social upliftment of the member families of its constituent SHGs like 100% literacy, no child marriage, 100% financial inclusion and savings and eradicate other social evil prevalent among urban poor.
- c. **Responsibilities of the Secretary:**
- i. Call meetings with the prior permission of the Chairperson and prepare the agenda for every meeting
 - ii. Maintain a record of the proceedings of all regular and special meetings and read them out at the next meeting.
 - iii. Write resolutions made at each meeting and read them out at the same meeting.
 - iv. The Secretary will maintain the membership register, attendance register, and activity and resolution register
 - v. Conduct all meetings and chair a meeting if the Chairperson is absent.
 - vi. Verify the books of account of the Federation regularly and report to the members in every meeting.
 - vii. Maintain relationships within and outside the Federation, especially with the banks and _____ (Municipality/Municipal Corporation) to ensure credit to the group (and individual SHG members) as well as access of SHG members to benefits under all relevant components of NULM
 - viii. Regularly report progress of the Federation to the Municipal Authority along with any other details requested in a timely manner.
 - ix. Take independent responsibility on market linkage/Export orientation of SHG product and support to Groups in this regard.
- d. **Responsibilities of the Treasurer:**
- i. Preserve all important papers and documents related to financial matters of the Federation
 - ii. Maintain all accounts of the Federation i.e. cash book, loan ledger, receipt and payment vouchers.
 - iii. Deposit all cash collected at meetings within two days of collection
 - iv. Pay loans approved by the Federation to members and receive savings, repayment, interest, fines, etc.
 - v. Present all financial reports of the group
 - vi. Take personal responsibility to enhance federation corpus taking different innovative sources and use it judiciously for SHG's financial activity.
- e. **Responsibilities of the Livelihood Volunteer:**
- i. Identify employment sectors which would increase income for SHG members. Market ability of the products to make economic activity of groups financially more viable.
 - ii. Provide support for setting up new enterprise ventures under NULM linking the members to credit and advisory services;
 - iii. Provide linkage with skill training opportunities under NULM

- f. **Responsibilities of the Social Security Volunteer:**
- i. Evaluate the social security needs of member SHGs;
 - ii. Liaison with ward officials in charge of health, education and other social security such that member SHGs are linked with benefits available in the city to ensure higher standard of health, education and social security norms.
 - iii. Compile and update a list of schemes in the city whose benefits member SHGs can access and disseminate this information through the ALF.
- g. **Responsibilities of the Financial Inclusion Volunteer:**
- i. Ensure that member SHGs are linked with banks;
 - ii. Ensure that member SHGs are linked with financial institutions for insurance and money remittances;
 - iii. Ensure that individuals from member SHGs have Basic Savings Bank Deposit Accounts (BSBDAs)
 - iv. Ensure that all member SHGs undergo financial literacy training.
 - v. Ensure monthly meeting with bank branch and city livelihood centre to mitigate all bank related problems.

9. **Meetings:**

- a. The group will meet one _____ time every month. The dates of the meetings are 2nd Wednesday of each month.
- b. In case of an urgent and important issue, the group can hold special meetings at a shorter notice.
- c. A minimum of 60% of the group's members with at least 4 (four) out of 7 (seven) of the office bearers must be present for decisions to be valid. Where decisions on group funds above Rs. 20,000/- (twenty thousand) or changes in the bye-laws are to be made, at least 3/4th (three fourth) of its member must be present.
- d. The Federation will hold its Annual General Meeting in the month of April every year. This meeting will review the last year's activities and financial progress and plan the activities for the next year. (The group may use this meeting to conduct regular annual elections for the posts of office bearers of the Managing Committee).
- e. In case of special meetings or change in the conduct of regular meetings, the Secretary is supposed to give 1 (one) day notice to the members about such meetings.
- f. If an SHG representative does not attend 3 (three) consecutive periodic meetings without any prior information, the SHG will have to face a penalty of Rs. _____ per meeting missed.

10. **Notice and Quorum:**

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

One-third of the members (with voting right) personally present shall constitute a quorum for the meeting but for valid decision at least 60% of its members and at least 4 (four) office bearers need to be present.

11. Notice:

At least 7 days of the meeting specifying the place, date and time and the general agenda to be transacted shall be given to every member of the federation/Governing Body. Emergency meeting may be called on 24 hours notice.

12. Procedure of the Meeting:

The Chairperson or in her absence, the Vice-Chairperson will chair all meetings of federation on Governing Body. In the absence of both Chairperson and Vice-Chairperson, the members present shall elect Chairperson of the meeting. All questions before the meeting will be settled by consensus, failing which the decision will be taken by a majority of votes. Each member (except honorary members) will have one vote. In case of equality of votes, majority office bearers voted for the decision will be accepted.

13. General Meeting:

I. Annual General Meeting

a. Notice -

The Secretary shall call the Annual General Meeting within one month from the end of the last financial year giving at least 14 days' notice to all members. The Notice shall contain the place, day, time and agenda of the meeting. Notice to be handed over or to be sent by post with acknowledgement.

b. Agenda -

The business to be transacted at the AGM shall be:

- i. To confirm the minutes of the last AGM and of Special General Meeting, if any;
- ii. To adopt with or without modification the report of the working of the federation for the previous year;
- iii. To pass audited accounts of federation for the previous year ended;
- iv. To appoint qualified Auditor or Auditors;
- v. To transact such business as may be fixed by the Governing Body;
- vi. To transact such other business as may be brought by giving 14 days' notice from any members, and
- vii. To conduct election to the Governing Body
- viii. Review the social activity undertaken and present social status of the family member of constituent SHG.
- ix. Achievement in financial activities undertaken by Constituent SHG and their future prospect and proposals in this regard.
- x. Overall performance of the Federation and SHG towards social and economic stability of the group members.

- c. **Quorum of the Meeting -**
One-third of the total number of members (with voting right) of the federation personally present at the commencement of the meeting shall constitute the quorum.
- d. **Manner and Method of Voting -**
The Chairpersons of the meeting shall decide the manner and method at the outset of the meeting.

II. Special General Meeting

A Special General Meeting may be convened by the Governing Body at any time depending upon the urgency of the matter. At least 7 days' notice shall be given to every member for Special General Meeting.

At least 2/3rd (two-third) of the members (with voting right) may request the Chairperson of the federation to hold a Special General Meeting. The Chairperson or in her absence, Vice-Chairperson or in the absence of both, Governing Body shall convene the Special General Meeting within 15 days from the date of receipt of such request. In defaults of the Governing Body, the requisitionist shall hold such meeting provided that no business other than those specified in the notice shall be transacted.

III. Extra-ordinary General Meeting

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition or modifications of the Memorandum / Regulations of the federation. 7 (seven) days' notice along with the draft of proposed changes shall be sent to all members before the meeting. The resolution for change amendment, etc of the Memorandum and Regulations be carried out if accepted by the three-fourth of the members (with voting right) present at the meeting.

14. Maintenance of Group Records:

- a. Membership, attendance, activity and resolution registers will be kept with the Secretary to register membership, proceedings, attendance and resolutions of all meetings and all other records not specified to other office bearer.
- b. Cash book and bank loan register will be maintained by the Treasurer who will update the position of all income and expenditure as well as bank loans received and repaid.
- c. Group Bank Pass Book to be maintained by the Treasurer and updated regularly at each deposit and withdrawal.
- d. All group records are to be made available freely for examination by each member SHG during the meetings and at other times, with reasonable notice to the relevant office bearer of the Managing Committee.

15. Safe Custody of Properties:

The Governing Body shall be responsible for the safe custody of the fund, properties and assets of the federation. Secretary shall be custodian of assets. The fund of the federation shall be kept in Savings Accounts /Fixed Deposits with any scheduled commercial bank / Co-operative bank / Post Office in the area of operation of the federation. Treasurer shall be custodian of all liquid cash and funds.

16. Books of Accounts and Inspection:

The books of accounts and other statutory books shall be kept at the registered office which shall be located at a central place within its jurisdiction and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

17. Auditors

The accounts of the Federation shall be audited by Chartered Accountants to be appointed by the Governing Body annually.

The auditors shall have the right of access at audit times to the books of accounts of the Federation without notice and shall be entitled to enquire from the Chairpersons of the Federation and any other member of the Federation such information and explanations as may be necessary for the performance of their duties.

18. Accounting Year:

The accounting year of the federation shall be from 1st day of April of each year to the 31st day of March of the following year.

19. Managing the Group's funds:

- a. Loans will be considered during periodic meetings of the federation based on a written application from any member SHG addressed to the Chairperson of the Managing Committee of the federation. While representatives of the member SHG applying for the loan may take part in the discussions, they will not be allowed to vote at the time of taking a decision on the loan.
- b. The loan limit for each individual member SHG shall be decided by the full Executive Committee considering the financial position of the federation and its obligations to meet the credit needs of a number of member SHGs. This should be included in by-law.
- c. The interest rate shall be Re. 1 (one) per month per Rs. 100.00 (Rupees One Hundred Only).
- d. The loan repayment procedure shall be decided by the Executive Committee of the Federation.
- e. On sanction of the loan, the record of the loan, including agreed repayment schedule must be recorded in the Activity, Resolution, Saving and Loan registers. Thereafter, all repayments (and defaults, if any) must also be so recorded.

- f. The loan shall be granted as long as:
 - i. The member SHG has paid all federation membership fees due and has repaid any previous loan amount in full, along with the interest
 - ii. The proposed loan purpose is viable
 - iii. The member SHG is meeting and saving on a regular basis, is following its byelaws and takes an active interest in the Federation
- g. All the income that accrues to the Federation from interest on savings and loans and returns from penalties and fees will be re-invested in the Federation fund/corpus.

20. **Managing the Group's Bank Account:**

The Federation account shall be kept in the nearest bank. The Treasurer, Chairperson and/ or Secretary (any two) shall have joint signatory power. All withdrawals to be supported by a resolution of the Executive Committee of the Federation.

21. **Suit and Legal Proceedings**

All suits and legal proceedings by or against the federation shall be in the name of Chairperson/Secretary or such person as shall be appointed by the federation.

22. **Alternation of Memorandum and Regulations:**

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in an extra-ordinary general meeting called for the purpose.

The Federation may delegate the Governing Body the power to make, alter, modify or rescind such bye-laws and rules as may be considered necessary in the interest of smooth functioning of the federation.

23. **Dissolution of the federation:**

In the event of group dissolution, members need to discuss the formalities and terms of group money distribution and group payables and receivables among themselves before the group can be dissolved. The agreed conditions of dissolution and re-distribution of funds should then be recorded in the bye-laws of the group. Members with a majority vote may decide to dissolve the group.

We, the undersigned members of the Governing Body of the Federation, do hereby certify that the above is a true copy of the Rules and Regulations of the Federation.

Signed:

1.....

2.....

3.....

4.....

5.....

Dated, day of 2014

Witness: 1.

Signature & Seal of Mayor/Chairpersons/Administrator

DRAFT