

It has been observed through several field visits and interactions with SHGs and other stakeholders that there is an earnest need to formulate uniform registers for full, accurate and up-to-date accounts maintenance with an eye to streamlining the record keeping and book-keeping of SHGs. Through these uniform registers the process of recording all the financial transaction and events that occur in the SHGs on a regular basis will get recorded and can be tracked as soon as any transaction happens. This uniformity is of utmost importance since from our earlier experiences of SJSRY, it has been observed that due to lack of uniform register maintenance, the group accounts maintenance varied extensively across ULBs. Moreover, earlier during SJSRY implementation initiatives had been taken for accounts maintenance through registers but the printing and disbursement was laid with the ULBs. Therefore, through multiple customizations, the uniformity was at times jeopardized.

1. Therefore, it is proposed hence, for a proper check and balance, uniform registers for both new and old SHGs under DAY-NULM may be implemented for better financial analysis, and management, proper record keeping, microfinance management and above all, greater SHG-Bank linkage. Format consisting 6 Registers have been developed in accordance with NULM and NABARD guidelines by a team of members from SUDA, NULM and ATI for this purpose and put up in the CP side for approval.

2. It is also proposed to print the materials through Shilpa Barta – A Government Agency, at the state level and disburse the same to the ULBs as per the estimated requirement. The printing will be done in phases for all 125 ULBs so as to ensure that no material lies unutilized and would be absolutely demand based (i.e. based on the existing SHGs at ULB level). A financial estimate for the work as obtained from Shilpa Barta is placed in the file. The estimated amount may be around 39.50 lakhs (approx.).

In Phase I it is proposed to print the following Registers in the below mentioned quantity:

No. Of ULBs	Resolution Register	Savings Register	Loan Register	Cash Register	General Ledger	Voucher	SHG Members Individual Passbook	Approx. Estimate In Lakh
58	100 x 58	100 x 58	100 x 58	100 x 58	100 x 58	100 x 58 x 2	15 x 5800	39.50
	5800	5800	5800	5800	5800	11600	87000	

A

14/6/2016

State Mission Manager

proposed of State Mission Manager (ARCCB) HR and CB. above may kindly be pursued. Register and other material as noted above are required for printing. Before printing order we may go for tender among best Presses. An opinion of FA, SUDA for financial formalities may be taken.

Director
FA

PI office.
14/6/16

73/6/16



NOTE SHEET



From hepage:

1. ULB wise actual requirement/estimated requirement of each registers/GC/vouchers, etc has to be calculated first.
2. Instead of going for tendering process vide G.O. No. 5400-F (y) dt. 25.06.12, we may transfer fund from IEC components considering the individual estimated rate ~~and~~ obtained from Gilpabarta printing press Ltd, on the basis of actual/estimated requirement. The ULBs may also be asked to utilise fund under IEC, NULM so far transferred and remained ~~and~~ unutilised ~~by them~~ at their end. The printing of registers, etc ~~will~~ ^{may} be done from ULB end.

Director
FA

PI discuss.

ws
17/06/16

WT
21/6/16

Discussed with director.

Since the estimated value of work for printing of materials is more than Rs. 5 lacs, e-tender in the portal <http://wbenders.gov.in>, has to be invited under 2 bid system as mentioned in G.O. No. 5400-F(y) dt. 25.6.12 read with G.O. No. 2254-F(y) dt. 24.4.14 and no.3112-F(y) dt. 13.6.2014.

Director.

ws
21/06/16

Discuss further with SDES. Instead of central procurements we may release fund to ULB, for procurements their end. PI process accordingly.

SDES

WT
22/6/16

Book Keeping of SHGs are important component of maintaining transparency and accountability among the members of the SHGs. On the other hand, as per the grading format of SHGs prescribed by NABARD, the SHGs have to maintain 6 Books of account (Meeting Resolution, Savings Ledger, Loan Ledger, Cash Book, General Ledger and Individual Pass Book). On keeping the view the SUDA has finalised the formats of Book Keeping of SHGs.

SHG credit linkage is an important component of the mission mode programme DAY-NULM. The Grading of SHGs is an important part of the SHG Credit Linkage Process. Therefore, to do grading of the SHGs for credit linkage by the bank the SHGs have to maintain the said books of account. In this case, we may provide all books of account to the SHGs, so that they can prepare their books properly.

There are 125 ULBs in our state and total 43535 numbers of SHGs are actively operating their activities. On the other hand the ULBs are forming the new SHGs in their jurisdiction. Therefore the total number will increase from the present position. Therefore, we may provide all books of accounts to all the SHGs for successful implementation of the programme.

As the demand will be generated gradually in different phases based on formation of new SHGs and Grading of SHGs. It will be difficult for SMMU to keep on supplying books of A/C, storing it at SMMU level and printing of the same in phased manner. Hence, we may release the fund to the ULBs in different phases. We have collected quotation of the registers received from the "Shilpa Barta Press", Kolkata which may be forwarded to them for their ready reference.

The said books of account may be utilised for five year. In this context we may propose that we may release total requirement of fund in 5 instalments as per following ratio;

1st Instalment:-30%

2nd Instalment:-20%

3rd Instalment:-20%

4th Instalment:-20%

5th Instalment:-10%

Ratio wise statement of fund requirement in 5 instalments is given below.

Sl. No.	Name of the ULB	No. Of SHGs	Amount to be disbursed	Installments				
				30%	20%	20%	20%	10%
1	Alipurduar	528	320631	96189	64126	64126	64126	32063
2	Bankura	363	220477	66143	44095	44095	44095	22048
3	Bishnupur	247	150067	45020	30013	30013	30013	15007
4	Sonamukhi	151	91795	27539	18359	18359	18359	9180
5	Asansol MC	994	603488	181046	120698	120698	120698	60349
6	Burdwan	420	255076	76523	51015	51015	51015	25508
7	Durgapur	912	553715	166114	110743	110743	110743	55371
8	Dainhat	212	128822	38647	25764	25764	25764	12882
9	Gushkara	160	97258	29178	19452	19452	19452	9726
10	Kalna	106	64481	19344	12896	12896	12896	6448
11	Katwa	376	228368	68510	45674	45674	45674	22837
12	Memari	205	124573	37372	24915	24915	24915	12457
13	Suri	213	129429	38829	25886	25886	25886	12943
14	Bolpur	302	183451	55035	36690	36690	36690	18345
15	Dubrajpur	113	68730	20619	13746	13746	13746	6873
16	Nalhati	175	106363	31909	21273	21273	21273	10636
17	Rampurhat	443	269037	80711	53807	53807	53807	26904
18	Sainthia	153	93009	27903	18602	18602	18602	9301
19	Cooch Behar	377	228975	68693	45795	45795	45795	22898
20	Dinhata	204	123966	37190	24793	24793	24793	12397
21	Haldibari	113	68730	20619	13746	13746	13746	6873
22	Mathabhanga	164	99686	29906	19937	19937	19937	9969
23	Mekliganj	60	36559	10968	7312	7312	7312	3656
24	Tufanganj	96	58411	17523	11682	11682	11682	5841
25	Balurghat	570	346124	103837	69225	69225	69225	34612
26	Buniadpur	0	140	42	28	28	28	14
27	Gangarampore	334	202875	60862	40575	40575	40575	20287
28	Darjeeling	91	55376	16613	11075	11075	11075	5538
29	Siliguri	1144	694537	208361	138907	138907	138907	69454
30	Kalimpong	58	35345	10604	7069	7069	7069	3535
31	Kurseong	212	128822	38647	25764	25764	25764	12882
32	Mirik	10	6210	1863	1242	1242	1242	621
33	Baidyabati	34	20778	6233	4156	4156	4156	2078
34	Bansberia	448	272072	81621	54414	54414	54414	27207
35	Bhadreswar	462	280569	84171	56114	56114	56114	28057
36	Champdany	315	191342	57403	38268	38268	38268	19134
37	Chandannagar MC	430	261146	78344	52229	52229	52229	26115
38	Hooghly Chinsurah	453	275106	82532	55021	55021	55021	27511
39	Rishra	242	147032	44109	29406	29406	29406	14703
40	Serampore	102	62053	18616	12411	12411	12411	6205
41	Uttarpara Kotrung	296	179809	53943	35962	35962	35962	17981
42	Arambagh	190	115468	34640	23094	23094	23094	11547
43	Dankuni	0	140	42	28	28	28	14
44	Konnagar	109	66302	19891	13260	13260	13260	6630
45	Tarakeswar	78	47485	14246	9497	9497	9497	4749
46	Howrah MC	924	560999	168300	112200	112200	112200	56100
47	Uuberia	288	174953	52486	34991	34991	34991	17495

48	Dhupguri	171	103935	31181	20787	20787	20787	10394
49	Mal	94	57197	17159	11439	11439	11439	5720
50	Jalpaiguri	238	144604	43381	28921	28921	28921	14460
51	Kolkata	2157	1309417	392825	261883	261883	261883	130942
52	English Bazar	1930	1171631	351489	234326	234326	234326	117163
53	Old Malda	380	230796	69239	46159	46159	46159	23080
54	Berhampore	497	301814	90544	60363	60363	60363	30181
55	Beldanga	165	100293	30088	20059	20059	20059	10029
56	Dhulian	337	204696	61409	40939	40939	40939	20470
57	Domkol	0	140	42	28	28	28	14
58	Jangipur	382	232010	69603	46402	46402	46402	23201
59	Jiaganj-Azimganj	270	164027	49208	32805	32805	32805	16403
60	Kandi	315	191342	57403	38268	38268	38268	19134
61	Murshidabad	183	111219	33366	22244	22244	22244	11122
62	Kalyani	425	258111	77433	51622	51622	51622	25811
63	Krishnanagar	578	350980	105294	70196	70196	70196	35098
64	Nabadwip	368	223512	67054	44702	44702	44702	22351
65	Santipur	294	178595	53579	35719	35719	35719	17860
66	Birnagar	145	88154	26446	17631	17631	17631	8815
67	Chakdah	287	174346	52304	34869	34869	34869	17435
68	Cooper's Camp	296	179809	53943	35962	35962	35962	17981
69	Gayeshpur	280	170097	51029	34019	34019	34019	17010
70	Haringhata	0	140	42	28	28	28	14
71	Ranaghat	289	175560	52668	35112	35112	35112	17556
72	Taherpur	155	94223	28267	18845	18845	18845	9427
73	Ashokenagar Kalyangarh	342	207731	62319	41546	41546	41546	20773
74	Baranagar	342	207731	62319	41546	41546	41546	
75	Barasat	529	321238	96371	64248	64248	64248	
76	Barrackpore	1003	608951	182685	121790			
77	Basirhat	324	196805	59041	39361			
78	Bhatpara	584	354622	106387	70924			
79	Bidhannagar MC	467	283604	85081	56721			
80	Bongaon	1196	726100	217830	145220			
81	Dum Dum	149	90582	27174	18116	18116		
82	Habra	552	335198	100560	67040	67040		
83	Halisahar	49	29883	8965	5977	5977		
84	Kamarhati	529	321238	96371	64248	64248		
85	Kanchrapara	88	53555	16067	10711	10711		
86	Khurdah	350	212587	63776	42517	42517		
87	Madhyamgram	748	454169	136251	90834	90834		
88	Naihati	222	134892	40468	26978	26978	26978	13489
89	North Barrackpore	284	172525	51758	34505	34505	34505	17253
90	North Dum Dum	889	539754	161926	107951	107951	107951	53975
91	Panihati	838	508798	152639	101760	101760	101760	50880
92	South Dum Dum	169	102721	30816	20544	20544	20544	10272
93	Titagarh	124	75407	22622	15081	15081	15081	7541
94	Baduria	208	126394	37918	25279	25279	25279	12639
95	Garulia	129	78442	23533	15688	15688	15688	7844
96	Gobardanga	289	175560	52668	35112	35112	35112	17556
97	New Barrackpur	192	116682	35005	23336	23336	23336	11668

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NOTE SHEET

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SUDA

Sl. No	Name of the ULB	No of SHGs	Amt to be Disbursed	Instalment				
				30%	20%	20%	20%	10%
98	Taki	187	113647	34094	22729	22729	22729	11365
99	Kharagpur	810	491802	147541	98360	98360	98360	49180
100	Medinipur	324	196805	59041	39361	39361	39361	19680
101	Chandrakona	147	89368	26810	17874	17874	17874	8937
102	Ghatal	192	116682	35005	23336	23336	23336	11668
103	Jhargram	252	153101	45930	30620	30620	30620	15310
104	Kharar	78	47485	14246	9497	9497	9497	4749
105	Khirpai	117	71158	21347	14232	14232	14232	7116
106	Ramjibanpur	43	26241	7872	5248	5248	5248	2624
107	Haldia	1286	780729	234219	156146	156146	156146	78073
108	Tamluk	335	203482	61044	40696	40696	40696	20348
109	Contai	300	182237	54671	36447	36447	36447	18224
110	Egra	536	325487	97646	65097	65097	65097	32549
111	Panskura	129	78442	23533	15688	15688	15688	7844
112	Purulia	492	298779	89634	59756	59756	59756	29878
113	Jhalda	52	31703	9511	6341	6341	6341	3170
114	Raghunathpur	6	3782	1135	756	756	756	378
115	Maheshtala	408	247792	74338	49558	49558	49558	24779
116	Rajpur Sonarpur	942	571925	171577	114385	114385	114385	57192
117	Baruipur	78	47485	14246	9497	9497	9497	4749
118	Budge Budge	285	173132	51940	34626	34626	34626	17313
119	Diamond Harbour	45	27455	8236	5491	5491	5491	2745
120	Jainagar-Mazilpur	112	68123	20437	13625	13625	13625	6812
121	Pujali	75	45664	13699	9133	9133	9133	4566
122	Raiganj	602	365548	109664	73110	73110	73110	36555
123	Dalkhola	242	147032	44109	29406	29406	29406	14703
124	Islampur	75	45664	13699	9133	9133	9133	4566
125	Kaliaganj	676	410465	123140	82093	82093	82093	41047
Total		43535	26425450	7927635	5285090	5285090	5285090	2642545

168
7927635

1st instalment may be released immediately and next instalment will be provided after receipt of U/C and demand from ULB.

The proposal is submitted for your kind perusal and Signature, if approved.

in NSP-3-6 regarding printing of books of A/c of SHGs may kindly be seen.

28/06/16
Sandip Bairagi
SMM (FI&ME)

- Proposed at 'X' (NSP-3) regarding suballotment of fund to ULBs
- ① at Y (NSP-3) regarding ~~suballotment~~ suballotment in different phases
 - ③ at 12 (NSP-6) regarding suballotment of 1st instalment may kindly be approved.

FA may pl approve
28/6/16

N. Reno.
28/6/16.

Director
FA



NOTE SHEET



From Prepage.

Proposal of JD(SD) at Prepage bottom
(1, 2, 3) may be approved.

ks
29/06/16

single.

Note from MSP-03 a/c.

As proposed at 'A' at MSP-06, we may release
fund to ULBs (as per details at MSP: 04-07)
towards printing of different registers, ledgers for
use of SHG groups under NULM programme
at ULB level.

If approved, fund may be released to
ULB, with the concurrence of Hon'ble MLC, H.A. Dept.

Secretary, M.A. Dept.
& Chairman, SUDA

ks
30/8/2016

May kindly agree

U.O.No. SUDA: 440/16

Dated: 20/6/16

ks
10.7.16

HAKK

DIP/SUDA

[Signature]

11/7/16

FA

CCA.

ks
13/7/16

[Signature]
12/7/16



NOTE SHEET



As per notes and orders at NSP-01 to 06 and prepage

This section has to release NULM fund in favour of 125 nos. of ULBs as detailed at NSP-04 to 06.

But since no such bank details of Buniadpur, Dankuni, Domkal & Haringhata Municipality are available with this section, instruction may be given accordingly whether fund to be released to these ULBs where formation of any SHG is yet to be completed.

Additional Director & Financial Adviser

JD(SD) Pl.

13/7/16

WS 13/7/16

we may release fund except Buniadpur, Dankuni, Domkal and Haringhata presently.

WS 13/7/16

WS 13/7/16

*Addl. & Financial Adviser
F.A.
CCA*

As per notes and orders at above

As approved by the Hon'ble M.I.C., M.A. & U.D. Departments at NSP- 07, to release the fund in respect of **TEC under DAY - NULM** in favour of 121 ULBs (Except Domkol, Buniadpur, Haringhata and Dankuni etc. where formation of SHG yet to be completed) a Transfer Advice for Rs. 79,32,678/- (Rupees Seventy-nine Lakh Thirty-two Thousand Six Hundred Seventy-eight only) has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please for onward transmission to State Bank of India, Salt Lake Sec-1 branch for electronic transfer of funds.

*Addl. Dir. in
PA, SUDA
Director
S.S.*

14-7-16

transfer advice may pl. be signed.

WS 14/7/16

It was decided that the books of account of Sthas will be printed in at ULB level. In this regard the fund has been released at ULB level.

In this regard, an official communication may be communicated at ULB level. A draft letter is prepared and submitted for your kind perusal.

[Signature]
29/7/16

~~It's Director~~

Draft placed regarding withdrawal of printing documents may be approved

[Signature]
29/7/16

~~Director~~
JDC(S)

[Signature]
29/7/16

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NOTE SHEET

SUDA

~~Add. Director
and FA, SUDA~~

To terminate the concerned VLBS file of and FIC are
put up signature for Add. Director and FA,
SUDA please.

S. S. Saha
21.07.2016.

Signed,

WS
21/07/16.

CCA.

**Sub : BOT & BOA Training Programmes for SHGs under
SM&ID component at ULB level**

From the last two years , Master Trainers based Training started in the municipalities in 2 (two) categories and it will be continued all throughout the year to cover capacity building and training targets set out for (A) 3 (three) days Basic Orientation Training (BOT) & (B) 2(two) days Books of Accounts Training (BOA) at CMMU level as we know training of the SHGs impacts of SPARK ranking . To improve the SPARK ranking we have to complete all pending training and as well as new SHGs training .

Training Materials for BOT & BOA has been prepared for the two different categories of target Groups . 5 members of each group will be trained from each Group . Total 3000 batches will be organized at CMMU level for BOT and 2311 batches will be organized at CMMU level for BOA training .

So proposal submitted for printing the training materials for both the training with draft Guideline of BOT & BOA training for your kind approval and signature

S.P.Dm . 26.7.19
SMM-SM&ID

AMD

We have been emphasizing on the conduct of the BOT & BOA trainings of all SHGs formed till date. CMMUs of ULBs have given a training plan (quarter-wise) for the quarter July to Sept, 2019. We have set a target to complete all BOT & BOA trainings of all SHGs formed in FY 2019-20 prior to 20th Feb, 2020. Once the training is completed, we will get the banks to do the grading and proceed for disbursement of Revolving Fund (RF).

So far we did not have a standard published module for conduct of BOT & BOA training. A draft module has been prepared for the BOT & BOA trainings separately copy placed on the cp side may kindly be seen. The training targets for BOT & BOA for the period July, 2019 to March, 2020 is put at 3000 (three thousand) batches for BOT and 2300 (two thousand three hundred) batches for BOA. For BOT trainings there are 3 (three) participants per SHG and in BOA training there are 2 (two) participants per SHG. Therefore the total participants for BOT & BOA training is 1.2 lakh for BOT and 92000 (ninety two thousand) for BOA. We may be permitted to print initially 0.5 lakh copies for the BOT & 0.5 lakh copies of BOA booklets separately. Tenders may be invited for selection of printing press. Expenditure to be charged out of IEC fund of NULM. Further, it may kindly be noted that a sum of ₹ 100 is devolved to the ULBs on account of printing of training materials. If it is printed centrally, fund on this account may be reduced to ₹ 50 per trainee and the remaining ₹ 50 may be utilized for the printing.

Approval may kindly be considered.

~~Director~~

Pranab Kumar
26.07.19
AMD

Draft module ~~is~~ needs minor modifications. Some may discuss.

26/7

~~AMD~~

Instruction of Director at page-12/N.

Saraswaty Press Ltd., Shilpa Barta & Basumati Corporation Ltd. were requested to submit quotations for the printing of Basic Orientation Training (BOT) & Books of Accounts (BOA) training manual copy of the communication placed on the cp side.

In response we have received a quote from Saraswaty Press Ltd. and Basumati Corporation Ltd.. No quote received from Shilpa Barta. A comparative statement and rates received is as follows.

Sl. No.	Press	Rate quoted per form (In ₹)
1.	Saraswaty Press Ltd.	33.70
2.	Basumati Corporation Ltd.	34.00
3.	Shilpa Barta	No quote received

The last date of submission of quote was 05.08.2019. The request for quote sent to the 3 (three) printing presses, wholly owned by the State Govt. are placed on the cp side.

Saraswaty Press Ltd. has quoted a least rate and therefore may be accepted and printing orders may be issued, if approved.

Limited Tender Enquiry (LTI) for printing of the 2 (two) separate manuals has been undertaken in accordance with order no.1956-F(Y) dated 4th April, 2014 with order no.3789-F(Y) dated 21st July, 2014 (copies placed in the cp side). In accordance with the orders referred to, a LTI was invited from Saraswaty Press Ltd., Shilpa Barta & Basumati Corporation Ltd. and information was sent to all 3 (three) over email dated 02.08.2019 vide nos. SUDA-87/2016/5100 - 5102 dated 02.08.2019 (copies placed on the cp side). The manuals are urgently required to roll out the 'Basic Orientation Training' and the 'Training on Books of Accounts' for the Self Help Groups formed under State Urban Livelihood Mission (SULM). It took time for the manuals to be drafted by the State Mission Management Unit of SULM as we were not provided with any training manuals from the Ministry of Housing & Urban Affairs, Govt. of India. At the same time, Self Help Group can be provided with Revolving Fund and credit linked only after completion of the BOT & BOA trainings. The trainings would have to be taken up by the ULBs urgently as there is a cumulative training load of 37,000 SHGs to be trained within December, 2019. A LTI has therefore been invited which may kindly be approved.

It is evident from the detail prepage the rate quoted by M/S. Saraswaty Press Ltd. @ ₹ 33.70 per BOT & BOA training manuals is lowest and therefore may be accepted. We may be permitted to place printing orders for 15000 BOT and 15000 BOA training manuals at a total cost involvement of ₹ 10.11 lakh excluding GST. Expenditure may be charged out of IEC activity under DAY-NULM.

FO

Chandhoo
AMD 27/08/19

As per FD order number 3789-F(Y) dt 21.07.14. Saraswaty Press, Basumati Corporation and Silpa Barta Printing Press are empanelled to do printing jobs of Government departments , where selection will be done by limited tender enquiry based on the exigency of the situation.

Considering the facts as stated above, and the urgency for printing the manuals, the rate quoted by Saraswaty Press Limited being the lowest may be accepted, for the printing job, as obtained after inviting LTI.

FA

Y. Hone
27/08/19. As proposed by FO

Chandhoo
28/8/19

Director SUDA

As proposed.

Self 28/8/19

FO
AMD (JE)

Y. Hone
28/08/19.

Detail note at exp-13/14 may be seen.
Fo, SUDA & FA, SUDA have agreed to the acceptance of the lowest rate quoted by Saraswaty Press.

Chandhoo
30/08/19

Reference to 12/N, Souda ask
Souda to discuss.

Self 30/8/19

Director
AMD

As per the guideline the SHGs are graded on the basis of *Panchhasutra* i.e regular meeting, regular savings, regular inter lending, regular repayment of loan and regular Book keeping. To the SMMU has developed uniform books of accounts format for SHGs and ALFs. Initially, we were released fund as per demand submitted by ULBs for printing of books of account in the prescribed format. But it is observed that in most of the cases the quality was not maintained at ULB level. In such situation we may print the books of accounts from our end and the same will be handed over to the ULBs.

We may print books of accounts for 15000 SHGs. The details are as follows;

Sl. No.	Name of the Register	Group formed in FY 18-19 but not received Books of Accounts	Target for the FY 2019-20	In stock	Total number required
1.	Meeting Resolution Register	2036	5500	464	8000
2.	Savings Register	2036	5500	464	8000
3.	Loan Register	2036	5500	464	8000
4.	General Ledger	2036	5500	464	8000
5.	Cashbook Register	2036	5500	464	8000
6.	Individual Cash Book	30540	82500	6960	120000

The specifications of the registers are given below;

Finish goods:	"Cash Book" Register
Qty:	8000 pcs
Finish Size:	8.25 x 13 inch (approx)...Portrait Shape
Pages:	100 pages or 50 Folio
	Printing: Both side 01 col.(K) ptg. (Page wise same matter allover)
Substrate:	80 gsm M/Litho
	Binding: Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front. 8 pages End leaf and Folio numbering on book. Spine side is 8.25 inch long.
Package:	CFC Box delivery.
Delivery time:	Within 30 working days after final approval from your end.
Delivery point:	At 125 delivery point of West Bengal.
Payment:	Within 02 month after bill submission by NEFT/RTGS/Cheque.
Finish goods:	"Meeting Resolution Register"
Qty:	8000 pcs
Finish Size:	8.25 x 13 inch (approx) ...Portrait Shape
Pages:	200 pages or 100 Folio
Printing:	Both side 01 col.(K) ptg (Folio wise same matter allover)
Substrate:	80 gsm M/Litho
Binding:	Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front. 8 pages End leaf and Folio numbering on book. Spine side is 8.25 inch long.
Package:	CFC Box delivery.
Delivery time:	Within 30 working days after final approval from your end.



NOTE SHEET



Finish goods:	"Loan Register"
Qty :	8000 pcs
Finish Size:	8.25 x 13 inch (approx) ...Portrait Shape
Pages :	100 pages
Printing:	Both side 01 col.(K) ptg (same matter all over)
Substrate:	80 gsm M/Litho
Binding:	Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front. 8 pages End leaf and Folio numbering on book. Spine side is 8.25 inch long. End leaf is one side printed.
Package:	CFC Box delivery.
Delivery time:	Within 30 working days after final approval from your end.
Delivery point:	At 125 delivery point of West Bengal.
Payment:	Within 02 month after bill submission by NEFT/RTGS/Cheque.
Finish goods:	"General Register"
Qty:	8000 pcs
Finish Size:	8.25 x 13 inch (approx) ...Portrait Shape
Pages:	56 pages
Printing:	Both side 01 col.(K) ptg
Substrate:	80 gsm M/Litho
Binding:	Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front. 8 pages End leaf and Folio numbering on book. Spine side is 8.25 inch long. (With 5 types matter all over). End leaf is one side printed
Package:	CFC Box delivery.
Delivery time:	Within 30 working days after final approval from your end.
Delivery point:	At 125 delivery point of West Bengal.
Payment:	Within 02 month after bill submission by NEFT/RTGS/Cheque.
Finish goods:	"Savings Register"
Qty:	15000 pcs
Finish Size:	8.25 x 13 inch (approx) ...Portrait Shape
Pages:	48 pages or 24 Folio
Printing:	Both side 01 col.(K) ptg. (same folio matter allover)
Substrate:	80 gsm M/Litho
Binding:	Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front. 8 pages End leaf and Folio numbering on Register. Spine side is 8.25 inch long. End leaf is one side printed.
Package:	CFC Box delivery.
Delivery time:	Within 30 working days after final approval from your end.
Delivery point:	At 125 delivery point of West Bengal.
Payment:	Within 02 month after bill submission by NEFT/RTGS/Cheque.
Finish goods:	"Pass Book"
Qty:	1, 20,000 pcs
Finish Size:	5 x 4 inch (approx) ...Portrait Shape

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NOTE SHEET

SUDA

Inside Pages: 2 + 45 pages + Cover
Printing: Inside: One col(K) both side printing. Cover: 4 col. One side Printing.
Substrate: **Inside: 80 gsm NS paper;** **Cover: 300 gsm Art Board**
Binding: Section sewing binding. Gloss Laminated Cover pasted on.
Package: CFC Box delivery.
Delivery time: Within 30 working days after final approval from your end.
Delivery point: At 125 delivery point of West Bengal.
Payment: Within 02 month after bill submission by NEFT/RTGS/Cheque.

The proposal is placed for your kind perusal and approval.

AMD, NULM


Sandip Bairagi
SMM (FI&ME)

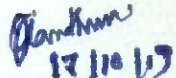
Notes Pre-Page 15-17/N may be seen.

This is the proposal for printing of 6 different kind of registers required to be maintained by Self Help Groups (SHGs). The detail requirement mention as 'X' in Page 15.

Total of 8000 registers are to be printed of each type. The specification of registers are mentioned in Page 15-17/N.

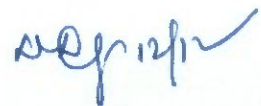
We may be permitted to invite a NIT as per extant norms of the Finance Department for printing of the registers. The expenditure may be charged out of CB&T Fund of NULM.

Director, SUDA


17/10/17
AMD

Pi provide last fund release details
for this purpose & with revised requirement
as discussed.

S. Bairagi



The fund released during 2018-19 for printing of books of accounts is mentioned in the table below.	
Name of the ULB	Release of fund During 2018-19
Alipurduar Municipality	138200
Arambagh Municipality	69100
Asansol Municipal Corporation	440000
Ashokenagar Kalyangarh Municipality	0
Baduria Municipality	69100
Baidyabati Municipality	69100
Balurghat Municipality	138200
Bankura Municipality	345500
Bansberia Municipality	138200
Baranagar Municipality	69100
Barasat Municipality	229030
Barrackpore Municipality	138200
Baruipur Municipality	0
Basirhat Municipality	138100
Beldanga Municipality	0
Berhampore Municipality	0
Bhadreswar Municipality	138200
Bhatpara Municipality	138200
Bidhannagar Municipal Corporation	300000
Birnagar Municipality	0
Bishnupur Municipality	414600
Bolpur Municipality	428665
Bongaon Municipality	276400
Budge Budge Municipality	100000
Buniadpur Municipality	138200
Burdwan Municipality	794650
Chakdah Municipality	138200
Champdany Municipality	0
Chandannagar Municipal Corporation	138200
Chandrakona Municipality	0
Contai Municipality	528200
Cooch Behar Municipality	207300
Coopers Camp N.A.A.	69100
Dainhat Municipality	69100
Dalkhola Municipality	100000
Dankuni Municipality	0
Darjeeling Municipality	0
Dhulian Municipality	345500
Dhupguri Municipality	69100
Diamond Harbour Municipality	0
Dinhata Municipality	0
Domkal Municipality	269100
Dubrajpur Municipality	0
Dum Dum Municipality	0
Durgapur Municipal Corporation	300000
Egra Municipality	139100
English Bazar Municipality	0
Gangarampore Municipality	0
Garulia Municipality	0

Name of the ULB	Release of fund During 2018-19
Gayeshpur Municipality	138200
Ghatal Municipality	257300
Gobardanga Municipality	0
Gushkara Municipality	69100
Habra Municipality	1398620
Haldia Municipality	0
Haldibari Municipality	15000
Halisahar Municipality	69100
Haringhata Municipality	0
Hooghly Chinsurah Municipality	601468
Howrah Municipal Corporation	0
Islampur Municipality	238200
Jainagar Mazilpur Municipality	138200
Jalpaiguri Municipality	320000
Jangipur Municipality	207300
Jhalda Municipality	207300
Jhargram Municipality	0
Jiaganj Azimganj Municipality	69100
Kaliaganj Municipality	345500
Kalimpong Municipality	300000
Kalna Municipality	150000
Kalyani Municipality	207300
Kamarhati Municipality	338200
Kanchrapara Municipality	150000
Kandi Municipality	422500
Katwa Municipality	149166
Kharagpur Municipality	207300
Kharar Municipality	0
Khardah Municipality	0
Khirpai Municipality	0
Kolkata Municipal Corporation	0
Konnagar Municipality	0
Krishnagar Municipality	138200
Kurseong Municipality	0
Madhyamgram Municipality	138200
Mahestala Municipality	69100
Mal Municipality	150000
Mathabhanga Municipality	100000
Mekliganj Municipality	0
Memari Municipality	276400
Midnapore Municipality	450000
Mirik Municipality	0
Murshidabad Municipality	0
Nabadwip Municipality	138200
Naihati Municipality	138200
Nalhati Municipality	69100
New Barrackpore Municipality	219100
North Barrackpore Municipality	0
North Dum Dum Municipality	269100
Old Malda Municipality	0
Panihati Municipality	0

Name of the ULB	Release of fund During 2018-19
Panskura Municipality	169100
Pujali Municipality	207300
Purulia Municipality	345500
Raghunathpur Municipality	0
Raiganj Municipality	0
Rajpur Sonarpur Municipality	138200
Ramjibanpur Municipality	0
Rampurhat Municipality	0
Ranaghat Municipality	138200
Rishra Municipality	0
Sainthia Municipality	256517
Santipur Municipality	138200
Serampur Municipality	69100
Siliguri Municipal Corporation	776400
Sonamukhi Municipality	69100
South Dum Dum Municipality	0
Suri Municipality	138200
Taherpur N.A.A.	69100
Taki Municipality	0
Tamralipta Municipality	223100
Tarakeswar Municipality	0
Titagarh Municipality	0
Tufanganj Municipality	0
Uluberia Municipality	207300
Uttarpara Kotung Municipality	0

As per previous order, the ULBs will provide Books of accounts to the SHGs under NULM even if all pages are exhausted. But there are a number of newly formed SHGs who are not received books of account from the ULBs, because of paucity of fund. In this financial year 3016 SHGs are formed. Our target for formation of SHGs for the financial year is 5500.

Therefore, 6000 set of books of account is required to print.

The proposal is placed for your kind perusal and approval.

AMD. NULM

M. dismas

19.12.19

25/12/19

Sb.

Discussed with Director.

In FY 2018-19, 6155 SHGs are formed. This year against a target of 5000 SHGs 3785 SHGs have been formed. We are expecting to achieve the target of 5500 SHGs. Total requirements for Books of Accounts will be 8000.

Therefore, we may be permitted to print 8000 sets of Books of Accounts inviting a limited EOI for printing through the Govt. press.

Director, SUDA

AD (SC)

Shankar
08/01/2020
AMD

Printing of 5000 set may be appropriate -
Draft EOI document- to be submit.

sdg 15/1/20

S. Banerji
SMM

Shankar
15/01/2020

As per the directive of the authority
the EOI documents is prepared and
Submitted for your kind Review &
and Signature, if approved.

AMD
NULM

OS
15/01/2020

We had invited quotation for printing of books of accounts for SHGs. We have received quotation from 4 (Four) printing presses. The details of the quotation are as follows;

Sl.No	Name of the Entity/ Item	Saraswaty Press Limited		Silpa Barta Printing Press limited		West Bengal Text Book Corporation Ltd		Basumati Corporation Limited	
		Delivery at SUDA	Delivery at 125 ULBs	Delivery at SUDA	Delivery at 125 ULBs	Delivery at SUDA	Delivery at 125 ULBs	Delivery at SUDA	Delivery at 125 ULBs
1	Cash Book	₹57/-	₹62/-	₹101/-	₹101/-	₹67/-	₹72/-	₹102/-	₹102/-
2	Meeting Resolution Register	₹78/-	₹86/-	₹136/-	₹136/-	₹82/-	₹90/-	₹155/-	₹155/-
3	Loan Register	₹57/-	₹62/-	₹101/-	₹101/-	₹60/-	₹70/-	₹102/-	₹102/-
4	General Register	₹49/-	₹52/-	₹105/-	₹105/-	₹55/-	₹62/-	₹72/-	₹72/-
5	Savings Register	₹48/-	₹52/-	₹85/-	₹85/-	₹55/-	₹65/-	₹68/-	₹68/-
6	Pass Book	₹6.90/-	₹7.50/-	₹9.50/-	₹9.50/-	₹10/-	₹12/-	₹15.10/-	₹15.10/-
		L1	L1			L2	L2		

18 % GST is not included in aforesaid amount.

From the above table it is observed that the Saraswaty Press Limited has quoted low bid for printing of 6 books of accounts. Therefore, we may request the Saraswaty Press Limited to print 5000 set of books of accounts for the SHGs. The details are as follows;

Sl.No	Item	Quantity to be printed
1	Cash Book	5000
2	Meeting Resolution Register	5000
3	Loan Register	5000
4	General Register	5000
5	Savings Register	5000
6	Pass Book	80000

The draft work order is placed for your kind perusal and signature, if approved.

Sandip Bairagi
24/01/20
Sandip Bairagi
SMM (FI&ME)

Approval at page 21.

We have invited a quotation from the three Govt. printing press namely West Bengal Text Book Corporation Ltd., Basumati, Shilpo Barta and Saraswaty Press. The quotation was invited on 15.01.2020 and last date of submission was on 22.01.2020.

Offers have been received from all the four printing press and the rate quoted by M/S Saraswaty Press was lowest. Detail mentioned at table 'X' above if approved supply order may be issued in favour of Saraswaty Press Ltd. as the L1 bidder.

Draft supply order placed on the cp side may kindly be approved and signed.

Chandran
24.01.2020
AMD

Director, SUDA

As proposed
28/1/20

As per the directive of the authority we have issued work order to Saraswaty Press Ltd for printing of 5000 set of books of accounts for SHGs. We had requested the ULBs to submit the number of SHGs who are not received Books of account since their formation. Accordingly the ULBs have submitted the numbers (enclosed in the CP side). Now it is observed that we require 9625 set of books of account for SHGs.

We may request the Saraswaty Press Ltd to print additional 5000 books of accounts. Therefore, the Saraswaty Press Ltd will print 10000 set of books of accounts for SHGs.

~~AMD~~
~~NULM~~

[Signature]
17/02/2020

Notes above.

We had an approval to print 5000 sets of the registers (except he pass book). Meanwhile we have received acquisition from 89 ULBs for registers of 9625 SHGs. We may be permitted to invite a separate LTI to print an additional 5000 sets of registers in addition of original quantity of 5000 already awarded.

Approval may be accorded.

Director

[Signature]
17/02/2020
AMD

As rate received for 5000 sets ready, let us start the procurement process with this quantity of registers only.

ADP 28/2/20

~~AD(SC)~~

~~S. Banerjee SMM~~

[Signature]
27/01/2020

As per the guideline the SHGs are graded on the basis of *Panchhasutra* i.e regular meeting, regular savings, regular inter lending, regular repayment of loan and regular Book keeping. To the SMMU has developed uniform books of accounts format for SHGs and ALFs. Initially, we were released fund as per demand submitted by ULBs for printing of books of account in the prescribed format. But it is observed that in most of the cases the quality was not maintained at ULB level. In such situation we may print the books of accounts from our end and the same will be handed over to the ULBs.

It is observed that the approx 10000 SHGs have not received books of accounts since their formation. We have already issued work order for printing of 5000 set of books of account for SHGs to Swaraswty Press Ltd. Now for printing of more 5000 set of books of accounts we may request Basumati, silpa Barta, swaraswty Press and West Bengal text Books corporation Ltd to submit their quotation.

Sl. No.	Name of the Register	Total number required
1.	Meeting Resolution Register	5000
2.	Savings Register	5000
3.	Loan Register	5000
4.	General Ledger	5000
5.	Cashbook Register	5000
6.	Individual Cash Book	80000

The specifications of the registers are given below;

Finish goods:	"Cash Book" Register
Qty:	50000 pcs
Finish Size:	8.25 x 13 inch (approx)...Portrait Shape
Pages:	100 pages or 50 Folio
Printing:	Both side 01 col.(K) ptg. (Page wise same matter allover)
Substrate:	80 gsm M/Litho
Binding:	Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front. 8 pages End leaf and Folio numbering on book. Spine side is 8.25 inch long.
Package:	CFC Box delivery.
Delivery time:	Within 30 working days after final approval from your end.
Delivery point:	At 125 delivery point of West Bengal.
Payment:	Within 02 month after bill submission by NEFT/RTGS/Cheque.
Finish goods:	"Meeting Resolution Register"
Qty:	50000 pcs
Finish Size:	8.25 x 13 inch (approx) ...Portrait Shape
Pages:	200 pages or 100 Folio
Printing:	Both side 01 col.(K) ptg (Folio wise same matter allover)
Substrate:	80 gsm M/Litho
Binding:	Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One

colour printed Label pasting on front. 8 pages End leaf and Folio numbering on book. Spine side is 8.25 inch long.

Package: CFC Box delivery.
Delivery time: Within 30 working days after final approval from your end.

Finish goods: "Loan Register"
Qty : 5000 pcs
Finish Size: 8.25 x 13 inch (approx) ...Portrait Shape
Pages : 100 pages
Printing: Both side 01 col.(K) ptg (same matter all over)
Substrate: 80 gsm M/Litho
Binding: Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front.
8 pages End leaf and Folio numbering on book. Spine side is 8.25 inch long.
End leaf is one side printed.

Package: CFC Box delivery.
Delivery time: Within 30 working days after final approval from your end.
Delivery point: At 125 delivery point of West Bengal.
Payment: Within 02 month after bill submission by NEFT/RTGS/Cheque.

Finish goods: "General Register"
Qty: 5000 pcs
Finish Size: 8.25 x 13 inch (approx) ...Portrait Shape
Pages: 56 pages
Printing: Both side 01 col.(K) ptg
Substrate: 80 gsm M/Litho
Binding: Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front.
8 pages End leaf and Folio numbering on book. Spine side is 8.25 inch long. (With 5 types matter all over). End leaf is one side printed
CFC Box delivery.
Package: CFC Box delivery.
Delivery time: Within 30 working days after final approval from your end.
Delivery point: At 125 delivery point of West Bengal.
Payment: Within 02 month after bill submission by NEFT/RTGS/Cheque.

Finish goods: "Savings Register"
Qty: 5000 pcs
Finish Size: 8.25 x 13 inch (approx) ...Portrait Shape
Pages: 60 pages or 30 Folio
Printing: Both side 01 col.(K) ptg. (same folio matter allover)
Substrate: 80 gsm M/Litho
Binding: Section sewing binding with Hard board (26-28 oz), Spine and Corner pasted with Canvas or Rexin, Marble paper pasted on hard board. One colour printed Label pasting on front.
8 pages End leaf and Folio numbering on Register. Spine side is 8.25 inch long.
End leaf is one side printed.
Package: CFC Box delivery.
Delivery time: Within 30 working days after final approval from your end.
Delivery point: At 125 delivery point of West Bengal.
Payment: Within 02 month after bill submission by NEFT/RTGS/Cheque.

Finish goods: "Pass Book"
Qty: 80000 pcs
Finish Size: 5 x 4 inch (approx) ...Portrait Shape

Inside Pages: 2 + 64 pages + Cover
Printing: Inside: One col(K) both side printing. Cover: 4 col. One side Printing.
Substrate: **Inside: 80 gsm NS paper;** **Cover: 300 gsm Art Board**
Binding: Section sewing binding. Gloss Laminated Cover pasted on.
Package: CFC Box delivery.
Delivery time: Within 30 working days after final approval from your end.
Delivery point: At 125 delivery point of West Bengal.
Payment: Within 02 month after bill submission by NEFT/RTGS/Cheque.

The proposal is placed for your kind perusal and approval.


 Sandip Bairagi
 SMM (FI&ME)

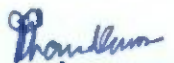
AMD, NULM

X

Initially orders were placed for printing of 5000 sets of different registers under WBSULM. However we have received a total requisition of almost 10000 registers. An additional 5000 sets of registers would have to be printed. Since the earlier quotation was obtained for printing 5000 registers, we need to invite a fresh quotation for printing of 5000 additional registers.

Approval to invite quotation may kindly be accorded.

Director


 AMD 13103129

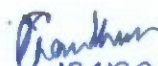
Note 'X' above, i.e proposal for printing of additional 5000 sets of register is perused. But requirement of 80,000 individual work book (NSP 24) please be examined and clarified.

13.03.2010.

AD (IC)

S. Banerjee SMM

Please clarify.


 1310312010

X

As per NULM MIS portal the 61916 SHGs have covered 738738 women members'. Therefore, average 12 members in a group. It is experienced that due to different reasons the member/s of the SHGs may leave the SHG and new member/s join in the same group. For this reason we may provide additional 4 Individual pass book per SHG. Therefore, we may provide 16 (12+4) individual pass books per SHG. For 5000 SHGs 80000 individual pass book is required @ 16 per SHG.

Here it is pertinent to mentioned that there is 6 registers (Meeting Resolution register, Savings Register, Loan Register, General Register, Cash Book and individual pass book) in a set of books of accounts of the SHGs. We have already given work order for printing of 5000 set of Books of accounts to Swaraswaty Press Ltd. But actually we require 10000 set of books of account for the SHGs who have not received aforementioned set of registers since their formation.

It is also pertinent to mentioned that given the prevailing situation due to nCOVID - 19 and although the estimated value of the printing will exceed 10 Lakh. We may be permitted to invite limited offer from all 4 Government Press i.e Swaraswati Press Limited, Basmati Corporation Ltd., Silpa Barta and West Bengal Text Book Corporation Ltd. The registers are to be printed and supplies to the SHGs.

Therefore, we may invite quotation for rest 5000 set of books of account for the SHGs. The proposal is placed for your kind perusal and approval.

AMD, NULM

[Signature]
20/03/2020
Sandip Bairagi
SMM (FI&ME)

Query of Director Page No. - 26

The requirement of 80000 individual Pass Book in the note above 'X'. We may permitted to invite quotation from 4 Government Press for printing of register & cash books although the estimated value of the printing exceeds Rs.10 lakh as per GO 1956-F.Y dated 04/04/2014. In the present situation it is not feasible to invite a open tender for printing of register and individual pass books. Copy of GO on cp side.

Director, SUDA

[Signature]
20/03/2020
AMD

Note prepage and above.

5000 additional sets of registers need to be printed for NULM. For this purpose, we may invite quotations from Govt. Press only. Placed for kind approval.

[Signature]

Director, SUDA
AMD/30

Yes. Can we put our SMM message on back of inside cover?
23.03.2020
[Signature]
24/03/2020

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NOTE SHEET

SUDA

I.O. No. SUDA 675

Dated 24-03-2020

File No. SUDA 89/2016

Sandip Bairan SMU

[Signature]

23/03/2020