

Sub: Fortnightly/ Monthly report submission by City Mission Manager for functional Shelter for Urban Homeless (SUH)

It may be mentioned that a format has been developed by this office for fortnightly/ monthly reporting of functional shelter by City Mission Manager. So far 14 shelters are functional within the State. For compliance of guidelines of SUH and for regular monitoring OF Operation & Maintenance of shelters by City Mission Management Unit, this format has been developed.

Now concerned ULB CMM has submitted the fortnightly report in the prescribed format to this office. Copy of the reports and a compilation sheet are placed in the C.P. side of the file for ready reference. 'X'

From these reports different recommendations for improvement on O & M are mentioned by the concerned CMM.

From the reports it appears that following necessary improvements are required in the shelters for better O & M:

1. CCTV Camera to be installed
2. Boundary Wall
3. Collapsible gate
4. Professional physiologist engagement for counselling of partially mentally retarded person.
5. Computer, Printer, Television

For the above recommendations necessary action may be taken by the ULBs after allotment of fund for the aforementioned purposes from this office. Considering these recommendations necessary action may be taken from this end after necessary approval. Beyond these some improvement may be made from by the ULB itself.

Submitted for your kind consideration and further process.

~~Joint Director  
SUH  
City Mission  
Director, SUDA~~

~~SD  
06/06/19~~

Notes above.

The CMMU members were instructed to make forth nightly visit to the SUH to review on the functioning of SUH, identify good practices, short comings (if any) and further intervention required. The visits for the month of May, 2019 have been conducted at all the twelve functional SUHs function on the State.

The actionable points of the CMMU have been identified (copy placed on the cp side) and this may be shared with the ULBs if approved. Such forth nightly visit would be continued to all functional SUHs.

~~Director, SUDA~~

1. For boundary wall, collapsible gate and CCTV actions have to be taken from SUDA

~~J. K. M. 01/07/19  
AMD~~

- 2. Other medical facilities be arranged by ULBs from their own resources.
- 3. Similar visit to be organised by SMMS.

sep 27/19

AMU

S.D & SM

Phonkhur  
02/07/19

Function Shelter visiting reports of CMMUs for the month of June, 2019 have been received by this office, & placed in the C.P. side for ready reference.

In this context it may be mentioned that the reporting format for the shelter visit is required to modify to collect some specific report. In this regard a modified format has been developed by the undersigned & placed in the C.P. side marked as 'X'

Submitted for your kind perusal.

All Mission Director, NULM

S.P  
04.07/18

Dobsoni phase

Phonkhur  
04/07/19

S.D & SM

As desired a revised format is placed in the C.P. side for your kind perusal & necessary approval. If approved the same may be circulated to the ULBs.

All Mission Director, NULM

S.P  
09.07/19

Regular visits to the functional SUHs has commenced from the month of May 2019. Visits have taken place by the CMMU at all the functional SUHs. The actionable points based on the feedback have been shared.

Now it has been felt that certain modifications/ add-ons in the inspection template for SUH need to be made. The revised template placed on the cp side.

The revised template may be approved for circulation.

SMMU members will also visit SUHs with the revised template.

Director, SUDA

~~Amo (NULM)~~  
~~S.De SMM~~

Chandhan  
12/07/19  
AMD

say 16/7

Chandhan  
16/07/19

As approved, the modified / revised template for functional SUH visit by CMMU may be sent to the concerned ULB for necessary action.

A draft letter for the aforesaid communication is placed in the c.p. side for your kind perusal.

~~Add. mission Director, NULM~~

S.P  
17/07/19

Draft approved  
K. Siganda  
Chandhan  
17.07.19

S.D  
SMM.

Report of functional SUH visit by CMMU for the 2nd fortnight of July, 19 is placed in the c.p. side for your kind perusal.

~~Add. mission Director, NULM~~

S.P  
29/07/19

Chandhan  
29.07.19

S.D  
SMM

Out of 17 (seventeen) SUHs functional in the State, 14 (fourteen) SUHs have been visited from the CMMU in the first fortnight of July, 2019. Reports have not been received from the 2 (two) SUHs functional at KMC and Cooch Behar. The actionable points based on the visit from CMMU are placed on the cp side. I have spoken to the concerned City Mission Managers to make the report more specific. It is expected that the reports for the second fortnight of July, 2019 would be better.

For kind perusal and further instruction.

Director

SMMs should also visit.

Prandhwar  
21/07/19  
AMD

Def 1/8/19

AMD

S. De SMM

Prandhwar  
01/08/19

Now the actionable points as per recommendations of CMMU as per visit report of SUH, may be sent to the concerned ULBs for their information & necessary action.

Draft letters are placed in the cp. side for your kind perusal.

Add. Mission Director, NULM

S.R.  
02/08/19

Prandhwar

Prandhwar  
02/08/19

S. De SMM

Shelter visit report of 2nd fortnight, July, 19 has been submitted by 17 ULBs where SUH is functional. CMMU officials visited the shelters and submit a brief report of the concerned ULBs. Now as per recommendations in these report may be considered, reports are placed in cp. side submitted for your kind perusal.

Add. Mission Director, NULM

S. De SMM

Prandhwar  
09/08/19

S.R.  
08/08/19

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NOTE SHEET

SUDA

As discussed revised visit report is placed in the C.P. Side and draft letters to the ULBs with the actionable points are placed in the C.P. Side for your kind perusal.

~~Add Mission Director, NULM~~

SD  
13.08/19

He signed

Chandran  
17/08/19

~~S.D. SNU~~

It appears from the aforementioned shelter visit reports as submitted the CMMUs that the report from CMMU, Kolkata Municipal Corporation is irregular and recommendations related to betterment of functional shelters are not mentioned in the report properly. In this regard a letter may be sent to Municipal Commissioner, Kolkata Municipal Corporation request to instruct the CMU to make the regular visits and submit the detail report with action points for implementation/corrective action to be taken by appropriate authority.

A draft letter is placed for the same in the C.P. side for your kind perusal.

SD  
16.08/19

~~Add-mission Director, NULM~~

We have developed a system for fortnightly inspection of all functional shelter for urban homeless (SUH). This system has been put in place since July, 2019. Although we are regularly receiving the visit reports from the other ULBs, This report is not submitted regularly by Kolkata Municipal Corporation and also the report does not reflect any actionable points for further improvement. This may be brought to the notice of the Commissioner, Kolkata Municipal Corporation.

In this context a draft letter to Commissioner, Kolkata Municipal Corporation paste on the cp side may be kindly be approved and signed.

Director

Chandran  
16/08/19  
AMD

draft signed.

~~AMD~~

SD 21/8/19

~~S.D. SNU~~

Draft as corrected placed on the cp side may kindly be signed.

Chandran  
22/08/19

SD 20/8

Director

AMD (SC)

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SUDA

S, De SMM

Chandhan  
02/09/19

Fortnightly (2nd fortnight, Aug, 2019) shelter visit report by CMMU has been received by 15 ULBs. Now these reports are placed in the C.P. side for ready references. A compiled report is placed in this regard further process may be taken from SMMU.

Submitted for your kind perusal.

S.R

S.DB

SMM

All observation not recorded.

Pleasant

Chandhan  
09.09.19

1st fortnightly report (Sep, 19) of visit SUT by CMMU has been submitted by 17 ULBs. All the reports are placed in the C.P. side. A compiled report also submitted in the C.P. side for your kind perusal & further process.

Add. mission  
Director, NULM

S.R  
18.09.19

Dr. Dilip Dasgupta

Chandhan  
18/09/19

S. De SMM

As proposed the draft letters are placed herewith for your kind perusal.

Add. mission  
Director, NULM

SDE SMM 18/09/19

Chandhan  
29/09/19

S.R  
20/09/19

1st fortnightly (Oct, 2019) SUT visit report by CMMU has been submitted by 16 UZBs. As per report is received, a consolidated report is prepared & placed in the C-A side. Submitted for your kind perusal & further process.

Addmission  
Director, NUT

SP  
21-10-19

e-pite please

Phandhan  
21/10/19

S. De Saha