



No. ILGUS/1T-4/2011/128(9)

April 29, 2013

From : B. N. Kar, WBCS (Exe)  
Joint Director – in - Charge

To : The Chairperson / Chairman  
Cooch Behar Municipality, Dinhata Municipality, Haldibari Municipality, Mathabhanga Municipality,  
Mekliganj Municipality, Tufanganj Municipality, Raiganj Municipality, Islampur Municipality,  
and Kaliyaganj Municipality.

Re : Three Days' Workshop on Urban Risk Reduction Programme for  
Elected Representatives, Engineers and Urban Planners of the ULBs.

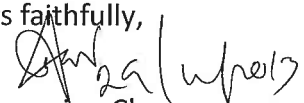
Sir,

Disaster Management is a big issue for all of us in the context of rapid urbanization especially in the urban areas. Therefore, the people who are involved with public administration either as an Elected Representative or as an Official have a very important role to play in the interest, safety and benefit of the people at large. But it is sure that, if we do not have a clear idea and basic knowledge on the various aspects of Disaster Management we would not be able to perform and discharge our duties in proper manner and efficiency.

In view of the above, our Institute is going to organise a three days' Residential Workshop on '**Urban Risk Reduction**' in collaboration with the Department of Disaster Management, Government of West Bengal. The said Workshop will be held on and from **May 28 - 30, 2013 at ILGUS Conference Hall**. The Programme will start at **10.00 am and continue up to 5.00 pm daily**. The participants shall report at **10.00 am sharp on the first day i.e., May 28, 2013. Presence in each day is compulsory**. However, the participants may report in the **late afternoon or evening of 27.05.2013**. The boarding and lodging to the **participants only** shall be made at free of cost.

In this connection, we would request you to kindly nominate the Councillor-in-Charge of Engineering Department, Engineer and Urban Planner of your ULB for the said residential workshop. In case, if you do not have any Urban Planner, nomination of other person looking after the issues in related with Disaster Management may kindly be made. In any case the **total participants from each ULB shall not exceed three persons**. The said nomination shall reach the undersigned latest by **May 21, 2013**. Nomination along with **arrival time and date** may kindly be send through e mail of this Institute (ilgus.magowb@gmail.com) but the original hard copy shall be submitted by the participants at the time of reporting at ILGUS. You are also requested to advise the participants to **maintain the Time Schedule and ensure their presence on all the days**. Certificate will be issued to the participants at the end of the programme.

Yours faithfully,

  
Joint Director – in - Charge

