

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

**MUNICIPAL AFFAIRS DEPARTMENT
GOVERNMENT OF WEST BENGAL**



স্থানীয় শাসন প্রকৃ° নগর সমীক্ষণ স্চ°স্থা

দৌর-বিষয়ক বিভাগ
পশ্চিমবঙ্গ সরকার

No: ILGUS/1T-3/2013/357

Date: June 14, 2016

From : B.N. Kar, WBCS (Exe)
Additional Director, ILGUS

To : Sri Prashanta Chowdhury
Chairman
Titagarh Municipality

Sub : **Training Programme cum Workshop on "Capacity Building of Elected Representatives" of Titagarh and Khardah Municipalities.**

Sir/Madam,

In inviting reference to the D.O. letter from Hon'ble Minister-in-Charge, Municipal Affairs Department, Government of West Bengal dated 17th July, 2015, I would like to inform you that the 2-days' Training Programme cum Workshop on "Capacity Building of Elected Representatives" of Titagarh and Khardah Municipalities will be organised by ILGUS on & from 27st – 28th June, 2016 at the Conference Hall of ILGUS.

The basic objective of this training is to capacitate the newly elected representatives on different aspects of Urban Governance which includes legislations related to municipalities, administrative structure of the Municipal Affairs Department and support organizations, establishment of the municipalities including municipal employees and to disseminate information on different ongoing developmental projects sponsored by both State as well as Central Government and on various newly introduced programmes like Nijo Bhumi Nijo Griho, Housing for All, NULM, AMRUT, Swachha Bharat Mission etc. in order to cope up the newly elected Councilors to the changing scenario of urban governance and improved service delivery.

The Training will start at 10.00 am on 27th June, 2016. You are requested to fill up the below mentioned proforma with the details of councilors participating in the abovenoted training and send to ILGUS through e-mail (e-mail id: ilgus.magowb@gmail.com) within 22nd June, 2016 for smooth arrangement of training facilities. Sri Shankar Banerjee, Head Clerk cum Accountant, ILGUS may be contacted (9748191987) for any further enquiry.

Separate letters, inviting individual councilors are enclosed with a request to kindly arrange to distribute the same amongst the concerned councillors.

Sl No.	Name	Ward No.	Sex (Male/ Female)	Food preference (Veg/Non-Veg)

Yours faithfully,


Additional Director



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পৌর-বিষয়ক বিভাগ

পশ্চিমবঙ্গ সরকার

No: ILGUS/1T-3/2013/359

Date: June 14, 2016

From : B.N. Kar, WBCS (Exe)
Additional Director, ILGUS

To : Sri Taposh Paul
Chairman
Khardah Municipality

Sub : Training Programme cum Workshop on "Capacity Building of Elected Representatives" of Titagarh and Khardah Municipalities.

Sir/Madam,

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