



No: ILGUS/1T-3/2013/405

Date: June 27, 2016

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

To : Sri Gouri Kanta Mukherjee  
Chairman  
Hooghly-Chinsurah Municipality

**Sub : Training Programme cum Workshop on " Capacity Building of Elected Representatives" of Hooghly-Chinsurah Municipality.**

Sir,

In inviting reference to the D.O. letter from Hon'ble Minister-in-Charge, Municipal Affairs Department, Government of West Bengal dated 17<sup>th</sup> July, 2015, I would like to inform you that the 2-days' Training Programme cum Workshop on "Capacity Building of Elected Representatives" of Hooghly-Chinsurah Municipality will be organised by ILGUS on & from 11<sup>st</sup> – 12<sup>th</sup> July, 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 11<sup>th</sup> July, 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](mailto:ilgus.magowb@gmail.com)) within 5<sup>th</sup> July, 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	Mobile No.	Ward No.	Sex (Male/Female)	Food preference (Veg/Non-Veg)

Yours faithfully,

  
Additional Director