

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-78/2015/779

তারিখ 13.07.2015

From : Shri M.N.Pradhan, IAS
Director, SUDA &
Mission Director, WBSULM

To : The Mayor/ Chairperson

..... Municipal Corporation/ Municipality

Sub : Guideline for engagement of Experts under NULM

Sir,

Enclosed here with a Guideline for engagement of different experts as notified by MA Dept vide no 765/MA/P/C-10/35-30/2013 dt 17.11.2014 by the City Level Selection Committee (CLSC) constituted under notification no. 761/MA/P/C-10/35-30/2013B dt 17.11.2014.

NULM ULB's and the concerned City Level Selection Committee will follow the guideline in toto while selecting different experts under NULM.

All CLSC are requested to arrange for selection of experts as per Guideline within September 2015 and send the proposal for concurrence from SUDA as per point no 28 of the said Guideline.

List of representative from MED and from DLB are also enclosed for ready reference.

This letter is issued in continuation of this office no SUDA-78/2015/315(63) dt 04.05.2015.

Encl: as stated

Yours faithfully,


Director, SUDA
&

Mission Director, WBSULM

SUDA

SUDA- 78/2015/779/1(4)

13.07.2015

Copy for information to:

1. P.S. to Hon'ble MIC, for kind perusal of Hon'ble MIC, MA & UD Departments, Govt. of West Bengal.
2. P.S to the Principal Secretary, M.A. Department, Govt. of West Bengal for his kind information.
3. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Department Govt. of West Bengal.
4. Joint Municipal Commissioner, Kolkata Municipal Corporation.


Director, SUDA
&
Mission Director, WBSULM

WEST BENGAL STATE URBAN LIVELIHOOD MISSION

GUIDELINES FOR PROCESS OF SELECTION OF EXPERTS UNDER NULM THROUGH CITY LEVEL SELECTION COMMITTEE (CLSC)

1. Order to be issued by ULB constituting the selection committee after approval of the same in the meeting of BOC.
2. First meeting of City Level Selection Committee must contain :-
 - a) Procedure for selection of expert i.e either written test followed by Viva voce or Viva-voce only. No walk in interview allowed as it does not hold the scope of verifying eligibility before viva-voce.
3. Consecutive meeting to be convened to finalize the dates, procedure to be adopted for application, test/ viva voce and other related activities.
4. Date of meeting to be finalized in consultation with DLB/ SUDA/ MED representative (copy enclosed).
5. The attendance sheet and resolution of CLSC meeting should be there with authentication of Commissioner/ Executive Officer for every CLSC meeting.
6. The selection of news papers alongwith other modes of advertisement (Municipal website, Departmental website) will be decided in CLSC meeting.
7. The duration of receiving application will also be decided in CLSC meeting (minimum 15 days).
8. The detail advertisement must contain
 - a. The detail description of required Educational Qualification & Working Experience must be mentioned. The Educational Qualification & Working Experience as per approval of M A Dept, Govt. of West Bengal must be adhered to.
 - b. The duration of the appointment must be mentioned.
 - c. The contractual remuneration must be mentioned.
 - d. Scope of work should be mentioned.
 - e. Method of test.
 - f. The address and email Id for submission of application along with last date and time of submission must be clearly mentioned.
 - g. Such other information as to be decided by CLSC.

9. Daily record to be maintained for receipt of sealed envelope containing application in a register open for this purpose.
10. The short listing of applications will be made on the basis of required Educational Qualification & Working Experience and to be approved by CLSC. Reason of rejection to be signed by EO and to be approved by CLSC.
11. Receiving Register for all applications should be prepared that should contain Sl. No., Name of the Applicant, Full Address with Contact No., Educational Qualification, Working Experience, Age, Date of receiving of application, Selected or not, if Rejected then Reason of Rejection.
12. Each entry must be duly authenticated by E.O. in the above mentioned register & every page of the Register may be 'seen' by Chairman.
13. Each envelop of the application must be opened after expiry of application receipt date preferably in front of CPO with a mark of authentication by EO/ CPO.
14. The copy of detail advertisement must be sent to Employment Exchange accompanied by a forwarding letter and the copy of receipt at the end of Employment Exchange must be kept in municipal file.
15. Final list of eligible candidates to be prepared after receipt of list from employment exchange. This list should be prepared within 15 days of receipt of application.
16. After completion of short listing one CLSC meeting may be called. List of eligible candidates to be approved and date of Test/ Interview to be finalized in that meeting.
17. In the meeting (Sl. No. - 16) the process of scoring of the candidates may also be finalized.
18. The Test/ interview letter may be issued to the selected applicant through registered post only well ahead of the Test/ interview.
19. The receipt record of the Test/ interview letters must be preserved at the ULB.
20. If the Employment Exchange could not able to send any list of name for the interview of the advertised posts, (within 15 days of last date for application receipt) collect a letter from them declaring non-availability of candidates for the said post with them.
21. (a) ULB who will hold written test and interview will prepare a panel of selected candidates at the ratio of 1:3. Re advertisement to be made when eligible applicant below 1:3 ratio.
(b) Checking of exam copies must be done with experts as suggested by CLSC. Proper record for checking of exam sheet must be maintained by ULB.

22. (a) The candidates for interview may be asked to come with all original certificates (Educational Qualification & Working Experience) along with their Curriculum Vitae and 2 copies of Passport Size photograph.
- (b) On the day of interview one attendance sheet may be kept with office with the signatures of the candidates attended the interview process.
23. The individual score sheet must be generated for each post and signed by each member of board of selection.
24. The specialists may also be invited in selection board for better selection with prior approval of the CLSC meeting.
25. After the completion of interview process the score sheets will be submitted to Chairman with signature & stamp of each member of selection committee.
26. The final score sheet will be prepared in a meeting of CLSC.
27. The proposal for selection with all relevant documents will be sent to Mission Director WBSULM (for concurrence).
28. List of Documents required to be submitted to Mission Director :
 - a. Order for constitution of CLSC.
 - b. Resolution of all CLSC meeting along with attendance sheets
 - c. Final score sheet after the interview
 - d. Panel of 3 candidates for each post. Panel will be valid for 6 (six) month. Panel will automatically be invalid after six month or joining of any empanelled candidates.
 - e. C.V. & supporting documents for paneled candidates
 - f. A list containing details of each applicant
 - i. Name
 - ii. Full Address
 - iii. Contact No.
 - iv. Educational Qualification
 - v. Working Experience
 - vi. Age
 - g. Rejection list with reason
 - h. Copy of Employment Exchange letter
 - i. The forwarding letter from the end of the Chairman of the Municipality describing the process of selection along with summery of the paneled candidates.

29. The candidates, who are presently working in any organization under GoWB, must be asked for NOC from the concerned authority. The same should be mentioned in interview letter.
30. After scrutinizing the documents SUDA/ WBSULM will provide concurrence to the ULB for the engagement.

WJ
14/7/2015
Mission Director
WBSULM



O/C



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA- 78/2013/105 (15)

তারিখ 29-01-2014

To
The Chairman/Chairperson
Municipality

Sub: Letter from the Municipal Engineering Directorate (MED) with recommendation of representatives from MED to the City Level Selection Committee.


Sir/ Madam,

I am forwarding the memo no. ME/2406/1C-17/01, pt.-V dated 15.01.14 from MED with recommendation of representatives from MED to the City Level Selection Committee for Comprehensive Capacity Building Programme under JnNURM.

This is for your information and necessary action.

Encl: as mentioned above.

Yours faithfully


Director, SUDA

SUDA- 78/2013/105/1(2)
Copy forward for information to

1. Shri Mitra Chatterjee, WBCS (Exe), OSD & ex-officio Deputy Secretary, Municipal Affairs Department
2. Sri Badri Narayan Kar, WBCS(exe), Additional Nodal Officer & Jt. Director ILGUS


Director, SUDA

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF ENGINEER
Municipal Engineering Directorate**

*Bikash Bhawan, South Block (1st Floor) Salt Lake, Kolkata - 7000 91.
Phone No: (033)2337-1331/ (033)2358-3347 \ Fax: (033) 2337-5474
E-mail: ce_medte@yahoo.com*

No. ME/ 2466/IC-17/01.07- V

Dated: 15.01.14

From : The Chief Engineer,
Municipal Engineering Directorate,
Bikash Bhawan, Salt lake (1st Floor),
Kolkata - 700 091.

To : The Joint Secretary,
Government of West Bengal,
Department of Municipal Affairs,
Writers' Buildings, Kolkata - 700 001.

AM
2/1/14
CBTC
2/1/14

Sub: Recommendation for induction of representatives from the M.E.Dte. for Comprehensive Capacity Building programme under JNNURM

Ref: Your memo no. 1221 (3)/MA/P/C-10/3B-5/2013 dated 31.12.2013

Sir,

In terms of notification on 1138/MA/C-10/Misc-2/2013 dt. 03/12/2013, I would like to recommend for the induction of the following officers to act as member representative of M.E.Dte. within their respective jurisdiction for the Comprehensive Capacity building Programme under JNNURM.

1. Superintending Engineer, East Circle
2. Superintending Engineer, West Circle
3. Superintending Engineer, South Circle
4. Superintending Engineer, Central Circle
5. Superintending Engineer, North Circle

This is for your information and necessary action please.

Yours faithfully,
Chief Engineer, MED

550 923
16/1/14

For to CMU
16/1/14

Government of West Bengal

DIRECTORATE OF LOCAL BODIES

PURTA BHAVAN, (1ST FLOOR)

BIDHANNAGAR, KOLKATA - 700 091

No./SUDA-NULM/2015

Dated, Kolkata, the

May, 2015.

From: The Director of Local Bodies,
West Bengal

To : The Director, SUDA &
Mission Director, WBSULM,
ILGUS Bhavan, HC Block,
Sector-III < Bidhannagar,
Kol-106.

Sub. : ULB wise representative in City Level Selection Committee
under NULM.

Ref: Your no. SUDA-78/2015/315(63) dt. 04.05.2015.

Sir,

With reference to the captioned subject, the undersigned is to furnish herewith a detailed statement (enclosed for ready reference) of the officers at Headquarters and the officers attached to the office of Deputy Director of Local Bodies, Burdwan Division and Addl. Director of Local Bodies, Jalpaiguri Division to act as representative in city level selection committee.

Yours faithfully,

Sdf

Director of Local Bodies,
West Bengal

4th June

Dated, Kolkata, the *4th June*, 2015.

No. *587/1(C)*/SUDA-NULM/2015

Copy for information and necessary action to:-

1) Sri *M. K. Raut, WBS (Exe)* Addl. Director / Joint Director / Deputy Director of
Local Bodies.

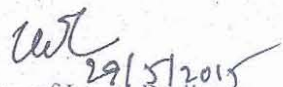
WT 19/5/2015
Director of Local Bodies,
West Bengal

[Signature]

Representative of Directorate of Local Bodies in City Level Selection Committee under NULM

Sl. No.	Name of ULB	Name of Officer assigned to	Designation	Mob. No.	Leave substitute	
1	Bally	Sri Sagar Sinha,	Joint Director	9434723170	Sri Mrinal Kanti Rano	
	Uluberia	W.B.C.S. (Exe.),	HQs.			
	Baidyabati					
	Bansberia					
	Bhadreswar					
	Bhatpara					
2	Rajarhat-Gopalpur			9434328124		
	Cooch-Behar	Mr. N.W. Bhutia,	Addl. Director			
	Balurghat	W.B.C.S.(Exe.)	Jalpaiguri div.			
	Darjeeling					
	Siliguri MC					
	Jalpaiguri					
	English-Bazar					
	Raiganj					
3	Alipurduar			9434553936	Sri Sagar Sinha,	
	Berhampore	Sri Basudeb Guha,	Joint Director(HQ)			
	Ashokenagar	W.B.C.S. (Exe.)				W.B.C.S. (Exe.)
	Kalyanarh					
	Basirhat					
	Habra					
	Halisahar					
	Kamarhati					
	Kanchrapara					
	Madhyamgram					
Naihati						
Panihati						

	Durgapur MC	W.B.C.S. (Exe.)			W.B.C.S. (Exe.)
	Chandannagar MC				
	Serampore MC				
	Howra MC				
	Kolkata MC				
	Kalyani				
	Krishnagar				
	Nabadwep				
	Santipur				
5	Barrackpore	Smt. Sumana Bhattacharya,	Deputy Director	9434161674	Sri B.Ganguly, Dy. Director
	Titagarh	W.B.C.S. (Exe.)			
	Kherdah				
	North Dum Dum				
	South Dum Dum				
	Champdani				
	Hooghly Chinsurah				
	Rishra				
	Uttarpara-Kotrung				
6	Baranagar	Sri Bibhas Ganguly	Deputy Director	9836211999	Smt. Sumana Bhattacharya
	Barasat				
	Bidhannagar				
	Bongaon				
	Dum Dum				
	South Dum Dum				
	Maheshtala				
7	Rajpur Sonarpur	Sri Manoj Kanti Roy,	Deputy Director,	7501780091	
	Suri	WBCS (Exe.)	Burdwan Div.		
	Burdwan				
	Jamuria				
	Kulti				
	Raniganj				
	Bankura				
	Purulia				
	Khargpur				
	Mednipur				
	Haldia				
	Tamluk				


 Director of Local Bodies
 West Bengal