



# Office of the Kalyani Municipality

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City Centre Complex : Kalyani : Nadia : West Bengal : PIN-741235

Memo No.: 9550/K.M

Date: 18-12-2025

To  
The Director,  
State Urban Development Agency (SUDA)  
Urban Development & Municipal Affairs Department  
Government of West Bengal



**Sub: Submission of proposal for release of 1st instalment of funds for construction of toilet blocks sanctioned under CSAP-3A of SBM-U 2.0.**

**Ref: Letter issued vide no. SUDA/954/8812(128) dated 25.11.2025**

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for Kalyani Municipality, and in compliance with the advisory issued vide Memo No. SUDA-954/2021/8812(128), dated 25.11.2025, this ULB is hereby submitting the proposal for release of the **1st instalment towards the construction of new toilet blocks sanctioned under CSAP-3A of SBM 2.0.**

We would like to state the following:

1. All Work Orders issued for the sanctioned toilet blocks have been uploaded to the CSAP-3A Portal (<https://csapthreea.codydeasoftech.in>)
2. A detailed synopsis of the Work Orders issued is enclosed herewith (as per the prescribed format).
3. As per guidelines, the ULB requests release of **30% of the aggregated Work Order amount** as the 1st instalment for commencement of construction activities.
4. The ULB shall submit all subsequent compliance documents—work progress reports, completion certificates, O&M compliance, and utilization certificates—in due course as required for release of further instalments.

You are therefore requested to kindly process and release Rs.**6656972.55** (Sixty-six Lakh Fifty-six Thousand Nine Hundred seventy-two rupees only) as the **1st instalment** at the earliest to enable timely execution of the sanctioned toilet block construction works.

Enclosures:

1. Synopsis of Work Orders (as per prescribed format)
2. Copies of Work Orders.

Yours faithfully,

  
(Chairperson/Commissioner/Executive Officer)

**Kalyani Municipality**

Memo No.: 9550/K.M

Chairman  
Kalyani Municipality

Date: \_\_\_\_\_

Copy forwarded for kind information to:

1. Finance Officer,-----SUDA.
2. Executive Officer,-----Municipality/ NAA.
3. Finance Officer,-----Municipality/ NAA.

  
Chairperson/Commissioner/Executive Officer

Chairman  
Kalyani Municipality