

OFFICE OF THE

# NALHATI MUNICIPALITY

**Nalhati (T.S.): Birbhum W.B.**

Memo No: -4737/Nal/Muni

Date: -28.11.2025

From: The Executive Officer,  
Nalhati Municipality  
Nalhati; Birbhum.

To: The Director, SUDA, West Bengal,  
ILGUS Bhavan, H.C. Block,  
Sector-III, Bidhannagar,  
Kolkata- 700106.

Sub: - Submission of proposal for release of 1<sup>st</sup> installment funds for construction toilet blocks sanction under CSAP-3A of SMB-U 2.0.

Ref: - Memo No-SUDA-954/2021/8818(128) dated- 25.11.2025.

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for Nalhati Municipality . and in compliance with the advisory issued vide Memo No. SUDA-954/2021/8818(128) dated 25.11.2025, this ULB is hereby submitting the proposal for release of the **1<sup>st</sup> installment 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.
2. A detailed synopsis of the Work Orders issued is enclosed herewith (as per the prescribed format)
3. As per guidelines the ULB request release of 30% of the aggregated Work Order amount as the 1<sup>st</sup> installment for commencement of construction activities.
4. The ULB shall submit all subsequent compliance documents – work progress reports, completion certificates, O&M compliance and utilization certificate in due course as required for release of further installments.

You are therefore requested to kindly process and release Rs. 15, 22,642.37 (in words Fifteen Lakh twenty two thousand six hundred forty two and thirty seven only) as the 1<sup>st</sup> installment at the earliest to enable timely execution of the sanctioned toilet block construction works.

P.T.O.

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

Yours faithfully

  
Executive Officer  
Nalhati Municipality  
Executive Officer  
Nalhati Municipality

Memo No: -4737/2( )/Nal/Muni

Date: -28.11.2025

Copy forwarded for kind information to:

1. Executive Officer, Nalhati Municipality, Nalhati, Birbhum
2. Finance Officer, Nalhati Municipality, Nalhati, Birbhum

  
Executive Officer  
Nalhati Municipality