



OFFICE OF THE COUNCILLORS KATWA MUNICIPALITY

P.O.- Katwa, Dist.- Purba Bardhaman, Pin - 713130

From :

Kamala Kanta Chakraborty

Chairman
Katwa Municipality

Memo No. 1813/3/2020



FAX NO - 03453 - 258160
Kat : (03453) 255-160 Chamber
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Dated, Katwa, the 11/03/2020

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 installment 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 Katwa 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.1820708.86 (In Words Rupees Eighteen Lakh Twenty Thousand Seven Hundred Eight & Paise Eighty Six) as the **1st instalment** 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

Chairman
Katwa Municipality
Chairman
Katwa Municipality

Memo No.: 1813/3/2020

Date: 11/03/2020

Copy forwarded for kind information to:

1. Finance Officer, Ilgus Bhaban, SUDA
2. Executive Officer, Katwa Municipality
3. Finance Officer, Katwa Municipality

Chairman
Katwa Municipality
Chairman

Katwa Municipality