

OFFICE OF THE
SAINTHIA MUNICIPALITY
P.O.-SAINTHIA : DIST.-BIRBHUM

From: The Chairman / Executive Officer
SAINTHIA MUNICIPALITY

Memo No. 107/UP/SM/2026

Dated 09.04.2026

To
The Director,
SUDA, ILGUS Bhavan,
HC Block, Sector-III, Bidhannagar
Kolkata-700106.

Sub: Submission of proposal for release of 1st installment of funds for construction of toilet blocks
Sanctioned under CSAP-3A of SBM-U2.0.

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for Sainthia Municipality, and in compliance with the advisory issued vide Memo No. SUDA-954/2021/8818(128) dated 25.11.2025, this ULB is here by submitting the proposal for release of the 1st 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 (<https://csapthreeta.codydeasoftech.in>)
2. A detailed synopsis of the Work Orders issued is enclosed here with (as per the prescribed format).
3. As per guidelines, the ULB requests release of **30% of the aggregated Work Order amount** as the 1st 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 certificates—in due course as required for release of further installments.

You are therefore requested to kindly process and release Rs. **8099243.44 (Eighty Lakh Ninety Nine Thousand Two Hundred Fourty Three rupees and Fourty Four paise)** as the 1st Installment 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,


09/04/26
Executive Officer
SAINTHIA MUNICIPALITY
Sainthia, Birbhum
