



পৌর সদস্য পর্ষদের কার্যালয়  
নবদ্বীপ পৌরসভা, পোঃ-নবদ্বীপ, জেলা - নদীয়া  
**OFFICE OF THE BOARD OF COUNCILLORS  
NABADWIP MUNICIPALITY**

**Memo no- 494 /C/Chairman/NM/25**

**Dated-08.12.2025**

From: The Chairman, Nabadwip Municipality, Nabadwip, Nadia, West Bengal

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 Nabadwip 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 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 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 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.50,68,094 (Fifty Lakhs Sixty Eight Thousand Thousand Ninety Four ) only 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,

Chairman  
Nabadwip Municipality



**Chairman  
Nabadwip Municipality**