

Office of the Councillors of :

Mekliganj Municipality

P.O. Mekliganj, Dist : Coochbehar

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Memo No. 1536/MM/IGE-08/25-26

Date. 1/12/2025

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.

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for **Mekliganj 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 **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.
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. 26,57,379 (Twenty Six Lakh Fifty Seven Thousand Three Hundred & Seventy Nine) 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,

Mani
4/12/25

(Executive Officer) *Executive Officer*
[MEKLIANJ MUNICIPALITY]
Memo No.: 1536/MM/IGE-08/25-26
Mekliganj, Cooch-Behar

Date : 04.12.2025

Copy forwarded for kind information to:

1. Finance Officer, Mekliganj Municipality.

Mani
4/12/25
(Executive Officer)

[MEKLIANJ MUNICIPALITY]