

**OFFICE OF THE COUNCILLORS**  
**BARUIPUR MUNICIPALITY**

P.O. – Baruipur, Dist.-South 24 Paraganas, Pin-700144

Email: -barui\_07@yahoo.com

Ref No. - 2684/BM/ODF/2026

Date: - 20/02/2026

To  
The Director, SUDA, &  
Special Secretary, UD & MA Department  
"ILGUS BHAVAN" HC Block, Sector-III, Bidhannagar, Kol-700106.

Subject: Claim for Release of 1st Installment Fund for PT (ODF) under CSAP-III Project

Sir,

With due respect, I would like to state that 8 (eight) Public Toilets under CSAP-III have been sanctioned for our Municipality. Out of these, construction work at 4 (four) sites has already been initiated and has progressed up to the tie beam level.

Further, the inspection team visited the sites on 16/02/2026 and the progress of work has been duly inspected and approved.

In this regard, I earnestly request you to kindly release the 1st installment amounting to Rs. 13,05,712.08/- (Rupees Thirteen Lakh Five Thousand Seven Hundred Twelve and Eight Paise only) against the PT (ODF) component under CSAP-III. Timely release of the fund will greatly help us to continue and complete the work within the stipulated time frame.

I shall be highly obliged for your kind consideration and necessary action in this matter.

Thanking you,

Yours faithfully,



Executive Officer  
BARUIPUR MUNICIPALITY

EXECUTIVE OFFICER  
BARUIPUR MUNICIPALITY