

# Office of the Municipal Councilors

Jalpaiguri Municipality

Office Phone: 03561-230050

E-mail: jalpaigurimunicipality@gmail.com

Website: jalpaigurimunicipality.org

Memo No: 901 /M

Date: 26/11/2025

From: The Chairman,  
Jalpaiguri Municipality,

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.**

**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 Jalpaiguri 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 ₹ 54,86,479.00 (in words Rupees Fifty Four Lakh Eighty Six Thousand Four Hundred and Seventy Nine Only ) 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.

  
Finance Officer  
Jalpaiguri Municipality

  
Chairman  
Jalpaiguri Municipality

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MEMO NO: 3901 -A(6)/M

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Copy To:-

1. District Magistrate, DM Office.
2. Vice-Chairman, Jalpaiguri Municipality.
3. Executive Officer, Jalpaiguri Municipality.
4. Smt. Laboni Sarkar, SAE, Jalpaiguri Municipality.
5. O S, Jalpaiguri Municipality.
6. PWD Establishment.



Finance Officer  
Jalpaiguri Municipality



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