

Memo No.: 1502/Ch.M/25-26

Date: 27.11.25

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 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 [Name of ULB], 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://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 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. 1593136.00 (Fifteen Lakhs Ninety-Three Thousand One Hundred and Thirty-Six 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,


Executive Officer,
(Chairperson/Commissioner/Executive Officer)
Chandrakona Municipality

Memo No.: _____

Date: _____

Copy forwarded for kind information to:

1. Finance Officer,-----SUDA.
2. Executive Officer,-----Municipality/ NAA.
3. Finance Officer,-----Municipality/ NAA.

(Chairperson/Commissioner/Executive Officer)