

Office of the board of Councillors
MATHABHANGA MUNICIPALITY

মাথাভাঙ্গা পৌরসভা কার্যালয়, মাথাভাঙ্গা, কোচবিহার, পশ্চিমবঙ্গ

P.O. – MATHABHANGA, DIST. – COOCHBEHAR, (WEST BENGAL)

(Contact.- 03583-255255, E-mail – mathabhanga_municipality@rediffmail.com)

Memo No. MM/ODF/1622/25

Date. 31/12/2025

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 **Mathabhanga 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 (<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 **Rs.13,88,901.00** (Rupees thirteen lakh eighty eight thousand nine hundred) 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.

Memo No. MM/ODF/1622/11-2/25

Copy forwarded for kind information to:

1. Executive Officer, Mathabhanga Municipality.
2. Finance Officer, Mathabhanga Municipality.

J. B. S.
31.12.25
Vice Chairman
Chairman/Executive Officer
Mathabhanga Municipality
Mathabhanga, Coochbehar
Date: 31/12/2025

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