



Ph. No. 03552796390, 796140

email: kalimpongmunipality@gmail.com

**MUNICIPAL OFFICE, KALIMPONG
UPPER CART ROAD - 734301
DISTRICT KALIMPONG**

Memo no. 2319/KM

Dated: 20.02.2026

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.

Respected Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for **Kalimpong Municipality**, and in compliance with the advisory issued vide Memo No. SUDA-954/2021/7652 dated 19.09.2025, 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://csapthreeta.codydeasoftware.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.

You are therefore requested to kindly process and release **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

Chairperson
Board of Administrators
Kalimpong Municipality

Memo No.: _____ Date: _____

Copy forwarded for kind information to:

1. Executive Officer, Kalimpong Municipality
2. Finance Officer, Kalimpong Municipality.
(Chairperson/Commissioner/Executive Officer)

Chairperson
Board of Administrators
Kalimpong Municipality

Chairperson
Board of Administrators
Kalimpong Municipality