

Office of the Councillors of:

# Mekliganj Municipality

**P.O. Mekliganj, Dist :Coochbehar**

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Memo No. 2274/MM/IGE-08/25-26

Date. 23/02/2026

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 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 **Mekliganj 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.
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. 506202.00 (Five Lakh Six Thousand Two Hundred & Two ) 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.

Yours faithfully,

*W a*  
23/2/26

(Executive Officer)

[MEKLIGANJ MUNICIPALITY]

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Copy forwarded for kind information to:

1. Finance Officer, Mekliganj Municipality.

*W a*  
23/2/26

(Executive Officer)

[MEKLIGANJ MUNICIPALITY]