

Office of the Councillors of Birnagar Municipality  
P.O. : BIRNAGAR, DIST.: NADIA, WEST BENGAL

*Partha Kumar Chatterjee*  
Chairman,  
Birnagar Municipality

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Memo No. 155/PWD

Dated, Birnagar the 17/04/2026

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.**

**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 Birnagar 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 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. 25, 42,185.00 (Twenty five lac forty two thousand one hundred and eighty five only) as the **1st instalment** 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/Commissioner/Executive Officer)  
Birnagar Municipality

Date: 17/04/26

Memo No.: 155/1/PWD

Copy forwarded for kind information to:

1. Finance Officer,-----SUDA.
2. Executive Officer, Birnagar Municipality.
3. Finance Officer, Birnagar Municipality.

  
(Chairperson/Commissioner/Executive Officer) Birnagar Municipality  
Chairman  
Birnagar Municipality