



OFFICE OF THE BOARD OF ADMINISTRATOR
MIRIK NOTIFIED AREA AUTHORITY, MIRIK

Memo. No.: 614 /I-4/MNAA-26

Dated: 26 / 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.

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for **Mirik 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 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.96, 98,003/- (Rupees Ninety Six Lakhs Ninety Eight Thousand and Three) 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
Board of Administrators
Mirik Notified Area Authority
(Chairperson/Commissioner/Executive Officer)

Memo No.: _____

Date: _____

Copy forwarded for kind information to:

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

(Chairperson/Commissioner/Executive Officer)