



Office of the Councilors of the
KHARAR MUNICIPALITY
P.O. – KHARAR, DIST- PASCHIM MEDINIPUR

Memo No. 573/KHM/25-26
From: The Chairman/Vice Chairman
Kharar Municipality



Date. - 30/01/2026

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.

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 Kharar 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 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.21,79,904/- (Rupees twenty lakh, seventy nine thousand nine hundred and four 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,


Chairman
Kharar Municipality,
Kharar Municipality

Memo No.: _____

Date: _____

Copy forwarded for kind information to:

1. Finance Officer, SUDA.
2. Executive Officer, Kharar Municipality/ NAA.
3. Finance Officer, Kharar Municipality/ NAA.


Chairman
Kharar Municipality
Chairman,
Kharar Municipality