



Office of the Councillor's  
**DINHATA MUNICIPALITY**

**দিনহাটা পৌরসভা**

**P.O. & P.S.- Dinhata, Dist.- Cooch Behar, Pin- 736135**

**Email.- dinhatamunicipality@gmail.com**



Memo No. .... **2199** .....

Dated, Dinhata, the.... **27-11-2025** .....

From :- Executive Officer,  
Dinhata Municipality,  
Dinhata.

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 **Dinhata 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.codydeasofitech.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.26,57,946.80.00 (Twenty-six lakh fifty-seven thousand nine hundred forty-six and eighty paise)** as the **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,

**Executive Officer**  
Dinhata Municipality

M. Datta  
27/11/25

Date: **27-11-2025**

Memo No.: **2199/1(2)**

Copy forwarded for kind information to:

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

**Executive Officer**  
Dinhata Municipality

M. Datta  
27/11/25