

Memo No.: 3583/SM

Date: 05/03/2026

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 **SURI 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.
5. You are therefore requested to kindly process and release Rs.52,09,175 (in words Fifty Two lakhs Nine thousand one hundred Seventy Five only) 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,

Apa
Chairman
Suri Municipality
GUN: BIRBHUM

(Chairperson/Commissioner/Executive Officer)
SURI MUNICIPALITY

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Copy forwarded for kind information to:

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

(Chairperson/Commissioner/Executive Officer)