



OFFICE OF THE BOARD OF ADMINISTRATORS'  
**RAIGANJ MUNICIPALITY**  
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Memo No : 390 /PWD-III/RM/25-26

Date: 15.12.2025

From:- The Administrator,  
Raiganj Municipality

To:- The Director,  
State Urban Development Agency (SUDA)  
SUDA ILGUS Bhavan, H.C Block, Sector-III  
Bidhannagar, Kolkata-700106.



**Sub:-**Submission of proposal for release of 1<sup>st</sup> installment of funds for construction of Toilet blocks sanctioned under CSAP-3A of SBM 2.0.

In reference to the CSAP-3A toilet block construction works sanctioned for Raiganj 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 1<sup>st</sup> 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 guideline, the ULB requests release of 30% of the aggregated work order amount as the 1<sup>st</sup> installment for commencement of construction activities.
4. The ULB shall submit all subsequent compliance documents- work progress report, 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, 32, 000.00 (Rupees twenty five lakh thirty two thousand only) as the 1<sup>st</sup> installment at the earliest timely execution of the sanctioned toilet block construction works.

Enclosures:

1. Synopsis of work orders (as per prescribe format).
2. Copies of Work orders.

Memo no:- 390 (2)/ PWD-III/RM/2025-26

Copy forwarded for favour of information .....

1. The Executive Officer, Raiganj Municipality.
2. The Finance Officer, Raiganj Municipality.

Yours faithfully,

Administrator

Raiganj Municipality  
Administrator

Raiganj Municipality  
Administrator

Date:- 15.12.2025

Administrator

Raiganj Municipality  
Administrator

Raiganj Municipality  
Administrator

Administrator

