

Office of the Board of Councillors

Baduria Municipality

North 24 Parganas

Shri Dipankar Bhattacharjee
Chairman, Board of Councillors
BADURIA MUNICIPALITY
24 Parganas (N)



Residence:
VILL & P.O.: - Punra
DIST: - 24 Parganas (N)
PIN: - 743427

Ref No. **BM/102/Gen**.....

Dated- **13 / 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.

Ref: Letter issued vide no. SUDA-954/2021/7667 dated- 20.09.2025

Sir,
In reference to the CSAP-3A toilet block construction works sanctioned for **Baduria Municipality**, and in compliance with the advisory issued vide Memo No. SUDA-954/2021/7667 dated- 20.09.2025, 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. 20, 15,599.67** (Rupees Twenty lakh fifteen thousand five hundred ninety nine point sixty seven 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.

Thanking You.

Memo No.:

Date:

Copy forwarded for kind information to:

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

Yours faithfully,

Chairman
BADURIA MUNICIPALITY
North 24 Parganas

Chairman