



Office of the Councillors Tufanganj Municipality

P.O. TUFANGANJ DIST. COOCHBEHAR (WEST BENGAL) PIN.736159, Contact: - Ph-(03582)-244256 Fax- (03582)-244659,e-mail :ulb.tufanganj@gmail.Com

Memo No.: 171 Date: 11/02/2026

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.

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for **Tufanganj Municipality**, and in compliance with the advisory issued vide Memo No. SUDA-954/2021/9185 dated 05.12.2025, 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.4079416.99 (Forty Lakh Seventy Nine Thousand Four Hundred Sixteen and Ninety Nine Paise 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
Tufanganj Municipality
Seal: 

Memo No.: 171(2)

Date: 11/02/2026

Copy forwarded for kind information to:

1. Executive Officer, Tufanganj Municipality/ NAA.
2. Finance Officer, Tufanganj Municipality/ NAA.
(Chairperson/Commissioner/Executive Officer)