



OFFICE OF THE MUNICIPAL COUNCILLORS
ENGLISHBAZAR MUNICIPALITY, MALDA.

Netaji Subhas Road, Malda. Pin-732101

E-mail : englishbazarmunicipality@gmail.com[]Website : www.englishbazarmunicipality.com[]Office : (EPABX) : 03512-252029 Fax : 03512-25339

Memo No. 4961 / (M. 2) / 25.26

Date 30.12.2025

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 (30%) of funds for construction of toilet blocks sanctioned under CSAP-3A of SBM-U2.0 in Englishbazar Municipality.

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for Englishbazar Municipality, and in compliance with the advisory issued vide Memo No. SUDA-954/2021/5394 dated 01.07.2025, this ULB is hereby submitting the proposal for release of the 1st installment (30%) 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 Order issued for the sanctioned toilet blocks have been uploaded to the CSAP-3A Portal (<https://csapthreeta.codydeasoftech.in>)
2. A detailed synopsis of the Work Order issued is enclosed herewith (as per the prescribed format).
3. As per guidelines, the ULB requests to 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 releases Rs.1,26,51,393.00 (Rupees One Crore Twenty-Six Lakh Fifty-One Thousand Three Hundred Ninety-Three Only.) as the 1st installment at the earliest to enable timely execution of the sanctioned toilet blocks construction works.

Enclosures:

1. Synopsis of Work Order (as per prescribed format)

Yours faithfully,


Chairman

Englishbazar Municipality, Malda.

Chairman
Englishbazar Municipality, Malda



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Copy Forwarded to:-

1. The Executive officer, Englishbazar Municipality, Malda.
2. The Finance Officer, SUDA
3. The Finance Officer, Englishbazar Municipality, Malda,
4. Urban Planner, Nodal Officer AMRUT, Englishbazar Municipality, Malda.
5. S.A.E – I, Englishbazar Municipality, Malda.
6. S.A.E – II, Englishbazar Municipality, Malda.
7. All SAE-C , Englishbazar Municipality, Malda.
8. Bishal Sarkar, UIE, Englishbazar Municipality, Malda.
9. Accountant, Englishbazar Municipality, Malda.
10. Office Copy Englishbazar Municipality, Malda.

Chairman
Englishbazar Municipality, Malda

Chairman
Englishbazar Municipality, Malda