



HABRA MUNICIPALITY

(ESTD.-1979)

POURA BHAWAN

PROMODE DASGUPTA SARANI, P.O. HIJALPUKURIA, NORTH 24 PARGANAS, PIN - 743271
email : habramunicipality@yahoo.com

Ref. No. HM/6947/PWD/26

Date 30-03-2026

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.

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for [Habra Municipality], and in compliance with the advisory issued vide Memo No. SUDA-954/2021/834 dated 21.01.2026, 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.60,17,797.45 (in words Rs. Sixty Lakh Seventeen Thousand Seven Hundred Ninety Seven Point Forty 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,

(Chairperson/Commissioner/Executive Officer)
[Habra Municipality]

Seal :

Chairman
Habra Municipality



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Copy forwarded for kind information to:

1. Executive Officer, Habra Municipality .
2. Finance Officer, Habra Municipality.

(Chairperson/Commissioner/Executive Officer)

[Habra Municipality]

Chairman
Habra Municipality