

**OFFICE OF THE MUNICIPAL COUNCILLORS OF
GOBARDANGA MUNICIPALITY**

Gobardanga, North 24 Parganas,

Mob. No: +91-9933961870, www.gobardangamunicipality.org, mail.ID: gobardanga1870@gmail.com

Memo No.: 1919/G.M./C.T.-PT/25,

Date: 19.02.2026

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 under Gobardanga Municipality. sanctioned under CSAP-3A of SBM-U 2.0.

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for [GOBARDANGA Municipality], and in compliance with the advisory issued vide Memo No. SUDA-954/2021/ 7979, dated: 10.10.2025, 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://csapthreeca.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. **31,82,882.00**(Rupees- Thirty-one lakh eighty-two thousand eight hundred and eighty-two 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 Office)

Memo No.: _____

Chairman
Gobardanga Municipality
North 24 Parganas

Copy forwarded for kind information to:

1. Executive Officer, ----- Municipality/ NAA.
2. Finance Officer, ----- Municipality/ NAA.



(Chairperson/Commissioner/Executive Officer)