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**OFFICE OF THE MUNICIPAL COUNCILLORS OF RAMJIBONPUR
P.O.- RAMJIBONPUR :: DIST.- PASCHIM MEDINIPUR
PIN CODE- 721242**

Memo No. 1144 R/M/2025-26

Dated. 27.02.2026

To
The Director,
State Urban Development Agency (SUDA),
ILGUS Bhavan,
H.C.Block, Sector-III,
Bidhannagar, Kolkata-700106

Sub:- Submission of proposal for release of 1st instalment of funds for construction of toilet blocks (PT) sanctioned under CSAP-3A of SBM-U 2.0

Ref :- No. SUDA-954/2021/6183 Dated 30/07/2025 &
No. SUDA-954/2021/8818(128) Dated 25/11/2025

Respected Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for Ramjibonpur Municipality, and in compliance with the advisory issued vide memo no. SUDA-954/2021/8818(128) Dated 25/11/2025, this ULB is hereby submitting the proposal for release of the 1st instalment towards the construction of new toilet block (PT) near Deopur Primary School in ward no. 11 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 instalment 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 instalments.

You are therefore requested to kindly process and release **Rs. 2,98,372.00 (Rupees Two Lakh Ninety Eight Thousand Three Hundred Seventy Two 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
Ramjibonpur Municipality

Dated. 27.02.2026

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Copy forwarded for kind information to :

- 1) The Finance Officer, SUDA, ILGUS Bhavan, H.C.Block, Sector-III, Bidhannagar, Kolkata-700106.
- 2) The Executive Officer, Ramjibonpur Municipality.
- 3) The Finance Officer, Ramjibonpur Municipality.

Chairman
Ramjibonpur Municipality
Chairman
Ramjibonpur Municipality