



Dial: 03225 279523
Tele-fax: 03225 279523

E-mail < ramjibonpur_municipality@yahoo.co.in >
Website: - www.ramjibonpurmunicipality.org.in

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

Memo No. **1143** R/M/2025-26

Dated. **27.02.26**.....

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 (CT) 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 Ramjibanpur 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 (CT) at Rameswarpur Topsil Polli in ward no. 2 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. 2,97,624.00 (Rupees Two Lakh Ninety Seven Thousand Six Hundred Twenty Four 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**.....

Memo No. **1143** R/M/2025-26

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, Ramjibanpur Municipality.
- 3) The Finance Officer, Ramjibanpur Municipality.


Chairman
Ramjibonpur Municipality
Chairman
Ramjibonpur Municipality