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

Memo No. 1145 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 Matongini SSK in ward no. 3 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. 2,66,308.00 (Rupees Two Lakh Sixty Six Thousand Three Hundred Eight 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