



**OFFICE OF THE COUNCILLORS OF
MURSHIDABAD MUNICIPALITY**

P.O. – Murshidabad ❖ Dist. – Murshidabad.

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Memo no - 0403/MM

Date – 06/05/2026

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 instalment of funds for construction of toilet blocks sanctioned under CSA-P 3.0 & SBM-U 2.0.

Sir,

In reference to the CSA-P 3A toilet block construction works sanctioned for [Murshidabad Municipality], and in compliance with the advisory issued vide Memo No. SUDA-954/2021/626 dated 17-01-2026, this ULB is hereby submitting the proposal for release of the 1st instalment towards the construction of new toilet blocks sanctioned under CSA-P 3A & 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 CSA-P 3A Portal (<https://casp3a.wb.gov.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. 3401908.00 (Thirty-four lakh one thousand nine hundred Eight.) 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/Commissioner/Executive Officer)
[Murshidabad Municipality]

Chairman
Murshidabad Municipality

Date: _____

Memo No.: _____

Copy forwarded for kind information to:

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

(Chairman/Commissioner/Executive Officer)
[Murshidabad Municipality]

Chairman
Murshidabad Municipality