

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-14015(14)/1/2019/ 2180

Date: - 16.07.2021

From : Shri Joly Chaudhuri, WBCS (Exe.),
Jt. Secretary, UD & MA Department &
Addl. Mission Director, PMAY-HFA(U)

To : The Chairperson,
The Chairperson, Board of Administrators,
The Commissioners / Administrator
(All ULBs) Municipal Corporation/ Municipality/ NAA

Sub : Dissemination of information to beneficiaries under Banglar Bari - HFA(U).

Sir/Madam,

In continuation with letter no. SUDA-14015(14)/1/2019/5555 dated 22.10.2020 for dissemination of information to beneficiaries under Banglar Bari HFA(U), it has been decided to organise information sharing sessions with the beneficiaries having received at least 1st installment of the construction cost and the dwelling units are yet to be completed. Detail information to be shared with beneficiaries having dwelling units in progress, through meetings in small batches with 25 to 30 beneficiaries in each batch. The sessions may be conducted at venues to be decided by the ULBs. The proposed batch wise session plans may be sent in this format below.

SL No	Date	Estimated nos. of beneficiaries to be oriented.	Session Planned (Session can be organised with 30 beneficiaries in each batch)

The key points of discussion at dissemination meetings:

1. Documents, she/he is required to submit prior to entitlement.
2. The fund disbursement procedure of the ULBs.
3. Entitlement of fund for then Dwelling Units.
4. The beneficiary contribution for the Dwelling units as per norms.
5. Lay out of the Dwelling Units to be given by the assigned Engineer for Banglar Bari HFA(U).
6. Level wise (FL, LL, RL, CL & Occupied) entitlement of fund with Geo Tagging.
7. Entitlement of last installment of allotted fund for DUs
8. Nodal official to be assigned for any suggestion & queries.

Action to be taken by the ULBs.

- a) ULBs to constitute a Facility Team (2-3 staff), consisting of Nodal Staff from HFA(U), CLTC or any other competent staff nominated by the Chairperson / Administrator. The sensitization of the beneficiaries will be conducted by this team.
- b) The SLTC from SUDA will conduct the Video Conference for orientation of the Facilitator Team after receiving confirmation of constitution of said team within 24/07/2021.
- c) The batches should be limited to 25-30 participants and the batch size can be vary depending upon of the capacity of the Venue / Meeting Hall. Pre & post sanitization of the hall must be ensured. Social distancing should be maintained and all the participants must wear mask during the orientation Session.

(2)

- d) Each session to be of 1 (one) hour duration which will include a question answer session, 3-4 batches to be planned in a day. Attendance of all concerned to be ensured.
- e) The meeting hall/ venue must have a projector along with a public address system.
- f) The participants may be served with tea & biscuit. Arrangement for drinking water should also be there.
- g) A written communication of the sensitization programme must reach each beneficiaries/ participant and also displayed in prominent place.
- h) ULBs to submit the batch plan as per template in excel annexed and mail to the Nodal SLTC.

The detailed expenditure:

- i. The per batch expenditure estimated at ₹ 500.00. Fund to be devolved from the State as reimbursement on receipt of documents below
- ii. List for facilitation team authenticated by competent authority. (one time)
- iii. Date wise tentative plan for dissemination programme with location. (one time)
- iv. Ward & Batch wise beneficiary list for participation. (one time)
- v. Report on each dissemination programme with photographs (clear image).
- vi. Expenditure statement.

Shri Prosenjit Roy, Capacity Building Specialist, SLTC, PMAY-HFA(U) may be contacted at 8910043363 for any clarification.


Yours faithfully,

Enclo: As stated

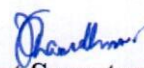
SUDA-14015(14)/1/2019/ 2180 /1(4)

Copy forwarded for information to:

- 1. Executive Officer of Concerned Municipality/ NAA.
- 2. Finance Officer of Concerned Municipal Corporation/ Municipality/ NAA.
- 3. Nodal Officer of PMAY-HFA(U) & CLTC, Concerned Municipal Corporation/ Municipality/ NAA.
- 4. All concerned SLTC members, PMAY-HFA(U)


16.07.2021
Joint Secretary, UD & MA Dept.
&

Addl. Mission Director, PMAY-HFA(U)
Date: - 16.07.2021


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