

**3 Days' Residential Training Programme for Community Organisers (C.O.) of ULBS
under NULM to be held on & from April 4 - 6, 2018**

Venue : ILGUS Conference Hall, ILGUS Bhavan; Bidhannagar ; Kolkata - 700106

LIST OF PARTICIPANTS TO ATTEND

Sl. No.	Name of the ULB	Name of the Participant	Designation
1	BERHAMPORE	PIU SARKAR (SIKDAR)	Community Organiser
2	CHANDRAKONA	ARUNIMA KHAN PATTANAIK	Community Organiser
3	DUBRAJPUR	KAJAL CHATTERJEE	Community Organiser
4	EGRA	BISWAJIT DUARI	Community Organiser
5	GHATAL	INDRANIL MONDAL	Community Organiser
6	GOBARDANGA	BIPLAB HALDER	Community Organiser
7	GOBARDANGA	TANMOY CHOWDHURY	Community Organiser
8	ISLAMPUR	SUCHITRA SEN	Community Organiser
9	JALPAIGURI	SHIB SANKAR MAHATO	Community Organiser
10	JIAGANJ-AZIMGANJ	ARINDAM GHOSH	Community Organiser
11	JIAGANJ-AZIMGANJ	NASIM SEKH	Community Organiser
12	KRISHNANAGAR	RAMA SAHA	Community Organiser
13	MAL	UMASHREE GHOSH	Community Organiser
14	NAIHATI	JOYSHREE PAUL	Community Organiser
15	NAIHATI	DEBASMITA PAUL	Community Organiser
16	NORTH DUM	NANDITA DAS	Community Organiser
17	NORTH DUM DUM	DEBASREE HAZRA	Community Organiser
18	SOUTH DUM DUM	ANUPAM GHOSH	Community Organiser



Director SULM <wbsulm@gmail.com>

NULM Courses at ATI on March 2018

1 message

Urban Management Centre Ati <urbanmanagementcentre.ati@gmail.com>

Tue, Feb 27, 2018 at 4:59 PM

To: Director SULM <wbsulm@gmail.com>

Sir,

It may kindly be noted that the following courses are proposed to be held on NULM at ATI in the month of March 2018:

1. 3-day training course for ALFs from 7 to 9 March 2018
2. 5-day Masters Training Course from 12 to 16 March 2018
3. 5-day Masters Training Course from 19 to 23 March 2018
4. 5-day Masters Training Course from 26 to 30 March 2018

This is for kind perusal and information of faculty from SUDA.

Yours faithfully,

Kaushik Ghosh
Assistant Professor,
Urban Management Centre
Administrative Training Institute,
Govt. of West Bengal
Mob: 9830419290

Urban Management Centre
Administrative Training Institute
Govt. of West Bengal

Training Program under NULM for ALFs
(UM-NULM-72)(ALF- 52)

07.02.2018 to 09.02.2018 (3 Days Program)

Day - 1 : 7 th March 2018		
10.15 – 11.15 am	What is Poverty: Types of poverty and causes of poverty; Effects of Poverty; Different aspects of poverty alleviation programmes	RB
11.30 – 12.30 pm	Transition of DAY-NULM from SJISRY programme Brief outline of the different components under DAY-NULM	SPK
12.30 – 01.30 pm	Social Mobilisation & Institution Development and its different aspects	SPD
01.30 – 02.00 pm	Lunch Break	
02.00 – 02.30 pm	Social Mobilisation & Institution Development and its different aspects (Contd.)	SPD
02.30 – 03.15 pm	Detailed discussion on SHGs and Area Level Federation under SM&ID	SPD
03.15 – 04.45 pm	Office Management of ALFs	SPD
04.45 – 05.30 pm	Self-Employment & Micro-Enterprise Development – Need & Importance (Both Individual & Group Assignment after returning to Hostel)	JC
Day - 2 : 8 th March 2018		
09.30 – 10.30 am	What is Financial Inclusion? What is support through Revolving Fund and How can Revolving Fund be utilized What is Self-Employment Programme (SEP) & How SEP is envisaged to bring forth the vulnerable and marginalised sections of the urban areas socio-economically	SC
10.30 – 11.30 pm	What are City Livelihoods Centre & Role of ALF What are City Level Federation (CLF) & Importance of CLF	SPD
11.30 – 12.30 pm	Books of Account of SHGs	SB
12.30 – 02.00 pm	Books of Account of SHGs	SB
02.00 – 02.30 pm	Lunch Break	
02.30 – 03.30 pm	Books of Account of SHGs & Grading	SB
03.30 – 04.15 pm	Communication Skill Development	RB
04.15 – 05.00 pm	ALF Management & Leadership Development	RB
05.00 – 05.30 pm	Group Development through Group Dynamics	RB
Day - 3 : 9 th March 2018		
09.30 – 10.30 am	Books of Account of ALFs	SB
10.30 – 11.15 am	Relevance of Employment Through Skill Training and Placement under NULM: Importance of Skill Training; Skill Training & Women Empowerment; Importance of Skill Training for SHGs/ALF members; Self-Employment & Wage Employment; Enrolment under Skill Training, Monitoring & Evaluation of Skill Training	TD
11.15 – 12.00 am	Monitoring & Evaluation of ALFs	AC
12.00 – 12.30 pm	Group Development through Group Dynamics	RB
12.30 – 01.45 pm	Women Empowerment through Institutional Strengthening	RB
01.45 – 02.15 pm	Lunch Break	
02.15 – 04.30 pm	Identification of different enterprises under micro-enterprise development. How these enterprises will facilitate in expanding the scope of work of ALF and help in Institutional Development	JC
04.30 – 05.15 pm	Convergence of ALF with different government departments. Availability of facilities and opportunities through different government programmes. Opportunity to get associated with different government schemes and programmes	JC
05.15 – 05.35 pm	Valedictory Session and Feedback from the participants	ATI
SPK	Sutanu Prasad Kar, WBCS (Exe), Director, Social Development, SUDA	9830241553
TD	Tarak Datta, Programme Coordinator, SUDA	9433896762
JC	Jayanta Chakraborty, Former OD Expert, CMU, KUSP	9830608270
SC	Suman Chaudhuri, Chartered Accountant	9804243735
SPD	Soma Parui DaS, State Mission Manager, SMID, WBSULM, SUDA	9051133518
SB	Sandip Bairagi, State Mission Manager, FI&ME, WBSULM, SUDA	9169965778
AC	Amit Chowdhury, State Mission Manager, MIS & ME, WBSULM, SUDA	9051588839
RB	Rituparna Banerjee, State Mission Manager, HR&CB, WBSULM, SUDA	9477501199
KG	Kaushik Ghosh, Assistant Professor, UMC, ATI	9830419290

KG

Kaushik Ghosh
Assistant Professor,
UMC, ATI & Course Director

Urban Management Centre

Administrative Training Institute
Government of West Bengal

Master Trainers' Course under DAY-NULM for SHG/ALF/CLF/RO

৫ দিনের সম্পদ কেন্দ্রের প্রশিক্ষকদের প্রশিক্ষণ কর্মসূচী

Sl.	Topic	Time	Faculty
প্রথম দিন			
	Ice Breaker and Introductory Session	10:15 am – 10:35am	RB
1	দরিদ্রতা কি, তার ফল ও দারিদ্র্য দূরীকরণের নানান দিক	10:35 am – 11:35pm	RB
2	❖ SJSRY থেকে DAY-NULM-এ রূপান্তর ❖ নগর জীবিকা মিশনের মুখ্য উপাদানগুলি সম্পর্কে সংক্ষিপ্ত ধারণা	11:45 pm – 12:45 pm	RB
	LUNCH	12:45 pm – 1:30 pm	
3	❖ সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক উন্নয়ন ও তার বিভিন্ন দিক	1:30 pm – 2:30 pm	SPD
4	- সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক স্বশক্তিকরণের পরিপ্রেক্ষিতে স্বনির্ভর দল ও তাদের স্থানীয় সংঘ ও নগর মহাসংঘ সম্পর্কে ধারণা - স্থানীয় সংঘের (ALF) ও নগর মহাসংঘের (CLF) প্রয়োজনীয়তা, গঠন ও কাজের ক্ষেত্র ও গুরুত্ব	2:30 pm -3:30 pm	SPD
5	❖ সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক উন্নয়নের প্রেক্ষিতে স্বনির্ভর গোষ্ঠী ও গোষ্ঠীর কাজ পরিচালনা: - সভার নিয়ম নীতি - দল নেত্রীর ও সহ দল নেত্রীর ভূমিকা - কোষাধ্যক্ষার ভূমিকা - সাধারণ সদস্যদের ভূমিকা - ইত্যাদি	3:40 pm – 5:30 pm	SPD
দ্বিতীয় দিন			
6	আর্থিক অন্তর্ভুক্তিকরণ কী - আবর্তক তহবিলের সহায়তা কি ও কি ভাবে এই সহায়তা কে কাজে লাগানো যেতে পারে স্বনিযুক্তি কার্যক্রম কি ও কি ভাবে এই কার্যক্রমটি নগর এলাকার পিছিয়ে পড়া ও প্রান্তিক মানুষদের অর্থনৈতিক ভাবে এগিয়ে আসতে সাহায্য করবে: ▪ ব্যক্তিগত উদ্যোগ ▪ দলগত উদ্যোগ ▪ স্বনির্ভর দলের ব্যাক্স ঋণ /উদ্যোগ	9:30 am – 10:30 am	SB
7	- স্বনির্ভর দলের খাতাপত্র	10:30 am – 2:00 pm	SB
	প্রথম দিনের অধিবেশনের অনুশীলন	2:45 pm – 5:30 pm	SPD
তৃতীয় দিন			
8	- স্বনির্ভর দলের খাতাপত্র ও গ্রেডিং	9:30 am – 11:30 am	SB
	দ্বিতীয় দিনের অধিবেশনের অনুশীলন	11:30 am – 1:15 am	SB
	LUNCH	01:15 pm -02:00 pm	
9	রিসোর্স অর্গানাইজেশানের (আর.ও.) কাজগুলি কী ও আর. ও. (RO) –র তার ভূমিকা ও নগর জীবিকা কেন্দ্র কি ও কি ভাবে জীবিকা সহায়তার কাজে লাগতে পারে	2:00 pm – 3:00 pm	SPD
	দ্বিতীয় দিনের অধিবেশনের অনুশীলন	3:00 pm – 4:00 pm	SB & SPD
	তৃতীয় দিনের অধিবেশনের অনুশীলন	4:00 pm – 5:30 pm	SB & SPD

Urban Management Centre

Administrative Training Institute
Govt. of West Bengal

Sl.	Topic	Time	Faculty
চতুর্থ দিন			
10	স্বনিযুক্তি ও ক্ষুদ্র উদ্যোগ- গ্রহণের প্রয়োজনীয়তা ও গুরুত্ব	9:30 am - 10:15 am	RB
11	প্রশিক্ষণ পরিচালনা ও নেতৃত্ব দেওয়ার সক্ষমতা বৃদ্ধি এবং সংযোগ বৃদ্ধির দক্ষতা (কমিউনিকেশন স্কিল ডেভেলপমেন্ট)	10:15 am -11:45 am	RB
12	প্রাতিষ্ঠানিক স্বশক্তিকরণের মাধ্যমে নারীর ক্ষমতায়ন	11:45 am – 1:00 pm	RB
	LUNCH	01:00 pm – 01:45 pm	
13	যৌথ প্রক্রিয়ার (গ্রুপ ডাইনামিক্স) মাধ্যমে কি ভাবে নানান ধরনের দলগত কাজ করা যায়	1:45 pm – 3:45 pm	RB
	চতুর্থ দিনের প্রথম অধিবেশনের অনুশীলন	4:00 pm - 5:30 pm	RB
পঞ্চম দিন			
14	কারিগরী শিক্ষার মাধ্যমে কিভাবে মজুরি ভিত্তিক কর্মসংস্থান ও স্বনিযুক্তির সুযোগ পাওয়া যেতে পারে	10:00 am – 10:30 pm	TD
	তৃতীয় দিনের অধিবেশনের অনুশীলন	10:30 am - 12:00 am	TD
	প্রথম দিনের প্রথম অধিবেশনের অনুশীলন	12:00 pm – 01:00 pm	RB
	LUNCH	01:00 pm – 01:30 pm	
	চতুর্থ দিনের দ্বিতীয় অধিবেশনের অনুশীলন	01:30 pm – 2:30 pm	RB
	চতুর্থ দিনের তৃতীয় অধিবেশনের অনুশীলন	02:30 pm – 3:30 pm	RB
	চতুর্থ দিনের চতুর্থ অধিবেশনের অনুশীলন	03:45 pm – 05:00 pm	RB
	Valedictory & Feedback session	05:00 pm – 05.15 pm	

RB	Rituparna Banerjee, State Mission Manager, HR&CB, WBSULM,SUDA	9477501199
SPD	Soma Parui Das, State Mission Manager, SMID, WBSULM,SUDA	9051133518
SB	Sandip Bairagi, State Mission Manager, FI&ME, WBSULM,SUDA	9163365778
TD	Tarak Datta, Programme Coordinator, SUDA	9433896762
KG	Kaushik Ghosh, Assistant Professor, UMC, ATI & Course Director	9830419290
RN	Reshmi Nandi, Faculty, UMC, ATI & Course Coordinator	9836085457



Kaushik Ghosh
Assistant Professor (UMC), ATI
& Course Director



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

"ILGUS BHAVAN", H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-31/2015(pt-1) / 1476
ক্রমিক নং

16.02.2018

তারিখ

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.

**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**

National Urban Livelihood Mission (NULM)


Sir,

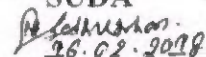
You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **organizing Training Programmes under NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Society for Training and Research on Urban Governance	1,98,660.00	Bank Of India, Unnayan Bhavan, Bidhannagar Branch, A/C No. 405610210000003, IFS Code. BKID0004056
TOTAL		1,98,660.00	
(Rupees One lakh ninety eight thousand six hundred sixty only)			


(Md Asif Sardar)
Finance Officer
SUDA




(Sutanu Prasad Kar)
Director
SUDA


26.02.2018

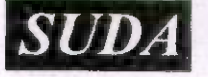
দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-31/2015(pt-1) / 1476
ক্রমিক নং

তারিখ 16.02.2018

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.

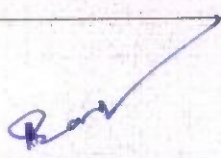
**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**


National Urban Livelihood Mission (NULM)

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **organizing Training Programmes under NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Society for Training and Research on Urban Governance	1,98,660.00	Bank Of India, Unnayan Bhavan, Bidhannagar Branch, A/C No. 4056102100000003, IFS Code. BKID0004056
TOTAL		1,98,660.00	
(Rupees One lakh ninety eight thousand six hundred sixty only)			


(Md Asif Sardar)
Finance Officer
SUDA


(Sutanu Prasad Kar)
Director
SUDA

16.02.2018

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

MUNICIPAL AFFAIRS DEPARTMENT
Government of West Bengal



স্থানীয় শাসন এবং নগর উন্নয়ন অংশ

পৌর বিষয়ক বিভাগ
পশ্চিমবঙ্গ সরকার

No. ILGUS/1T-2/2015/692

December 21, 2017

From : B. N. Kar, WBCS (Exe.)
Additional Director, ILGUS and
Member-Secretary, STRUG

To : The Director
State Urban Development Agency
West Bengal
ILGUS Bhavan
Bidhannagar
Kolkata - 700 106



Ashish Saha

Sub : Placement of fund for organising Training Programmes under NULM

Sir,

We would like to inform you that following Training Programmes under NULM were organised by Institute of Local Government and Urban Studies (ILGUS), details of which are given below :

1. 3 Days' Residential Training Programme on Capacity Building of the CPO & Managers of the ULBs under NULM held on & from December 4-6, 2017 at the Conference Hall of ILGUS.
2. 2 Days' Residential Training Programme on Capacity Building of the Support Staff (Dealing Assistants & Data Entry Operators) of the ULBs under NULM held on & from December 7-8, 2017 at the Conference Hall of ILGUS.

The copies of the Attendance Register duly signed by the participants and Programme Schedule of each Training Programme are enclosed for your kind reference. It may be mentioned that a sum of ₹ 4,500/- (Rupees Four Thousand Five Hundred) only per participant has been approved by SUDA towards the expenditure in connection with the 3 Days' Residential Training Programmes under NULM vide letter No. SUDA-31/2015/1197 dated 07.09.2015. In case of 2 Days' Residential Programme cost per participant has been reduced proportionately i.e., ₹ 3,500/- per participant. Besides this, as per decision of the WBSULM communicated to this office vide letter No. SUDA31/2015(Pt. 1)/367 dated 07.07.2017, the Resource Persons associated with DAY-NULM are not eligible to get any honorarium. Under the circumstances, the amount towards honorarium has been considered for such Resource Persons only those who are not associated with DAY-NULM. The programme particulars, attendance along with entitlement of fund in connection with the abovenoted Training Programmes organised by ILGUS under NULM is given below :

Contd....2





: 2 :

Sl. No.	Particulars of Training Programme	No .of Participants	Expenditure per Participant	Total Amount
1	3 Days' Residential Training Programme on Capacity Building of the CPOs & Managers of the ULBs under NULM held on and from December 4-6, 2017 at ILGUS.	30	(₹ 4,500-240) X 30 + ₹ 1,200/- [Honorarium]	₹ 1,29,000/-
2	2 Days' Residential Training Programme on Capacity Building of the Support Staff of the ULBs under NULM held on & from December 7-8, 2017 at ILGUS.	21	(₹ 3,500- 240) X 21 + ₹ 1,200/- [Honorarium]	₹ 69, 660/-
TOTAL				₹ 1,98,660/-

(Rupees One Lakh Ninety Eight Thousand Six Hundred and Sixty Only)

The abovenoted amount may kindly be transferred through RTGS with intimation to STRUG.
The details of Bank Account of STRUG are as follows :

Name of the Bank Account : **Society for Training and Research on Urban Governance**
Name of the Bank & Branch : **Bank of India, Unnayan Bhavan, Bidhannagar**
Account No. : **4056102100000003**
IFSC Code : **BKID0004056**

Yours faithfully,

[Signature]
Additional Director, ILGUS &
Member-Secretary, STRUG

Encl. as stated

No. ILGUS/1T-2/2015/692/1

December 21, 2017

Copy forwarded to the Accounts Section, STRUG for information and necessary action.

Additional Director, ILGUS &
Member-Secretary, STRUG

Passed for Payment Rs. 1,98,660.00/-
(Rupees one lakh ninety eight thousand six hundred and sixty only.)

Only to be debited towards training and other
work for NULM under CPD - NULM.

[Signature]
for Director
State Urban Development Agency

[Signature]
26.02.2018

Residential Training Programme on Capacity Building of Executive Officers (CPOs) and Managers of ULBs under NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)

Department of Urban Development & Municipal Affairs, Government of West Bengal

Venue : ILGUS : Date : 4 – 6 December, 2017

Day & Time	Topic	Resource Person
Day - 01 : 04.12.17 10.00 am - 10.45 am	Introduction to the Programme	Shri Shankar Banerjee Assistant Administrative Officer, ILGUS Smt. Rituparna Banerjee SMM – HR & CB, WBSULM
10.45 am - 12.15 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) SHG / Revolving Fund/ Federations (ALF, CLF)	Smt. Soma Parui Das SMM - SSM&ID, WBSULM
12.15 pm – 1.00 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) Resource Organisation ; City Livelihood Centre	Smt. Soma Parui Das SMM - SSM&ID, WBSULM
1.00 pm -1.30 pm	LUNCH BREAK	
1.30 pm – 3.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Financial Inclusion ; Credit Linkage ; Role of Bank ;Task Force ; Procedure of Sponsoring & Sanctioning of Loan and Interest Subsidy	Shri Sandip Bairagi SMM – FI & ME, WBSULM
3.30 pm – 5.00 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Sundar Dutta Programme Co-ordinator, SUDA
Day - 02 : 05.12.17 10.30 am – 11.30 am	CAPACITY BUILDING & TRAINING (CB&T) Role of CPO & Manager in NULM Management	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
11.30 am – 12.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Individual & Group Loan	Shri Arupratan Mukhopadhyay, WBCS (Exe.) Private Secretary to HMIC, UD & MA
12.30 am – 1.30 pm	CAPACITY BUILDING & TRAINING (CB&T) An Overview Capacity Building of SHGs & their Federations & Resource Organisations	Smt. Rituparna Banerjee SMM - HR & CB, WBSULM
1.30 pm – 2.00 pm	LUNCH BREAK	
2.00 pm – 3.00 pm	CAPACITY BUILDING & TRAINING (CB&T) An Overview Capacity Building of SHGs & their Federations & Resource Organisations	Smt. Rituparna Banerjee SMM - HR & CB, WBSULM
3.00 pm – 4.00 pm	SELF EMPLOYMENT PROGRAMME (SEP) Management & Maintenance of Accounts and Grading of SHG	Shri Sandip Bairagi SMM – FI & ME, WBSULM
4.00 pm – 5.00 pm	Shelter for Urban Homeless & Support to Urban Street Vendor (SHU & SUSV)	Shri Soumen De SMM – S & SI, WBSULM

Contd....2

Day - 03 : 06.12.17 10.30 am – 11.30 pm	Overview of NULM	Shri Sutanu Kar, IAS Director, SUDA & Mission Director, WBSULM
11.30 am – 12. Noon	Monitoring & Evaluation An Overview	Shri Amit Chowdhury SMM - MIS & ME
12 Noon - 1.30 pm	MIS-MPR Assignment ; Target and Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
1.30 pm – 2.15 pm	LUNCH BREAK	
2.15 pm – 4.00 pm	Strategy & Plan Mission Implementation Target & Immediate Action Point	Shri Sourav Chaki, WBCS (Exe.) Additional Director, SUDA
4.00 pm – 5.00 pm	Feedback from Participants and Valedictory Session	Shri Shankar Banerjee Assistant Administrative Officer, ILGUS Smt. Rituparna Banerjee SMM – HR & CB, WBSULM

Residential Training Programme on Capacity Building of the Support Staff (Dealing Assistant cum Data Entry Operators) of the ULBs under NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)

Department of Urban Development & Municipal Affairs, Government of West Bengal

Venue : ILGUS : Date : December 7-8, 2017

Day & Time	Topic	Resource Person
Day - 01 : 07.12.2017 10.00 am - 10.45 am	Introduction to the Programme	Shri Shankar Banerjee Assistant Administrative Officer, ILGUS
10.45 am – 11.45 am	Overview of NULM	Shri Sutanu Kar, IAS Director, SUDA and Mission Director, WBSULM
11.45 Noon - 12.30 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) <ul style="list-style-type: none"> • SHGs & Revolving Fund • Federations (ALF, CLF) • Resource Organisations 	Smt. Rituparna Banerjee SMM-HR & CB, WBSULM
12.30 pm -1.15 pm	CAPACITY BUILDING & TRAINING (CB&T) <ul style="list-style-type: none"> • Capacity Building – An Overview • Capacity Building of SHG & their Federations 	Smt. Rituparna Banerjee SMM-HR & CB, WBSULM
1.15 pm – 2.00 pm	LUNCH BREAK	
2.00 pm - 2.45 pm	Financial Inclusion, Credit Linkage, Role of Bank, Task Force, Procedure for Sponsoring and Sanctioning	Sri Sandip Bairagi SMM-FI & ME, WBSULM
2.45 pm – 3.30 pm	Monitoring & Evaluation An Overview	Shri Amit Chaudhuri SMM – MIS & ME, WBSULM
3.30 pm – 4.15 pm	SCHEME OF SHELTER FOR URBAN HOMELESS (SUH) An Overview	Shri Soumen De SMM – S & SI; WBSULM
4.15 pm – 5.00 pm	Role of DA cum DEO	Shri Shankar Banerjee Assistant Administrative Officer, ILGUS
Day - 02 : 08.12.2017 10.30 am – 11.15 am	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Dutta Programme Co-ordinator, SUDA
11.15 am – 1.30 pm	Monitoring & Evaluation MPR/MIS Report Submission Process	Shri Amit Chaudhuri SMM – MIS & ME, WBSULM
1.30 pm -2.15 pm	LUNCH BREAK	
2.15 pm – 4.30 pm	Monitoring & Evaluation Handhold Training on MPR/MIS	Shri Amit Chaudhuri SMM – MIS & ME, WBSULM
4.30 pm – 5.00 pm	Valedictory Session	

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars: CB Training of CPOs & Managers of ULBs under NULM held on + from 4-6 Dec. 2017

LIST OF PARTICIPANTS

Day: 1 Date: 4.12.17


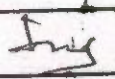
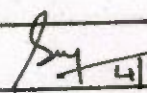
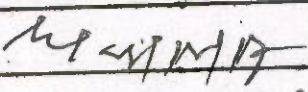
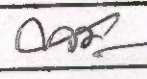
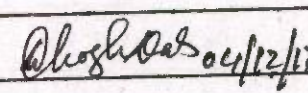

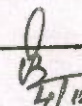


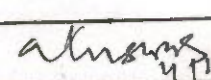
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
1	Shunji (SAVVAYIT SHINE)	Dhufyan main	Shunji 4/12/2017
2	INDRANI PATHAK (BANERJEE) (Manager SD&I)	North Barrackpore Municipality	Indrani 4/12/17
3	JHILAM ROY (CMM)	Gayeshpur	Roy 4/12/17
4	CHITRADIP SEN Executive Officer	Kalyani Municipality	Sen 4.12.17
5	PIYAS HAZRA (CMM)	Municipality Ballpara	Piyas Hazra
6	SUDHIRANJAN GANGOPADHYAY (CMM, SD&I)	Bolpur Municipality	Sudhiranjan 4/12/17
7	MD AJIR HOSSAIN MANAGER - SDI	CONTAL MUNICIPALITY	Ajir Hossain
8	SUSANTA MANNA MANAGER - MIS & ME	CONTAL MUNICIPALITY	Susanta 04/12/17
9	SUSANTA KR. MANDAL E.O.	Khardah Municipality	Susanta 4/12/2017
10	UJJAL KANTI SAMANTA MANAGER SD&I	Ghatal Municipality	Ujjal 04/12/17
11	GAUTAM PATRA MANAGER - MIS & ME	Ghatal Municipality	Gautam Patra 04/12/2017

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars: CB Training of CPOs & Managers of ULBs under NULM


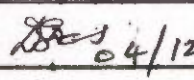
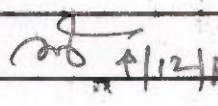
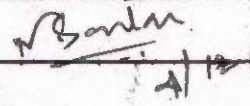

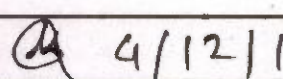
LIST OF PARTICIPANTS

Day: 2 Date: 4.12.17

Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
12	Sujay Sathu (SUJOY SAOHU) Executive Officer.	Dankal Municipality	 4/12/17.
13	SUSHANTA KR. ROY E.O.	Jangipur	 4.12.17
14	SAMARPITA ROY, MANAGER	KHARDAH	 4/12/17
15	SHYAMAL KUMAR GUPTA E.O.	PANIHATI	 4/12/17
16	INDRONIL BISWAS. MANAGER - SD21	ISLAMPUR	 4/12/17
17	MUNMUN GHOSH DAS	BERHAMPORE	 04/12/17
18	PRABIR KUMAR SARKAR E.O. Malutala	E.O. nichhetala	 4/12/17
19	ARUNMOY BHATTACHARYA. Executive Officer.	E.O. Kanchrapara	 4/12/17.
20	JYOTIRMAY GOSWAMI CMM	BHADRESWAR	 4/12/17
21	Goutam Mr. Sarkar Executive Officer,	Boasirhat	 04/12
22	AMRITA KR. BISWAS, E.O	Dankhola	 4/12

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)⁵⁹

Training Programme Particulars :

LIST OF PARTICIPANTS			Day : 7 Date : 4.12.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
23	RIZWAN WAHAB E.O., Dankum Municipality	Dankum Municipality	 04/12/17
24	DIBYENDU SHEKHAR DAS E.O., Kalinga Municipality	Kalinga Municipality	 04/12/17
25	PRADIP KUMAR DAS, E/O	Raiganj Municipality	 4/12/17
26	NAMITA SARKAR	Rishra Municipality	 4/12/17
27	TARUN JANA	Rishra Municipality	 4-12-17
28	Mandira Saha Ganguly (Manager, MIS & ME)	UKM	 4/12/17
29	Sudipta Debnath, E.O.	Purnia Municipality	04/12/17.
30	Satyajit Saha	Islampur Municipality	04/12/17

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars: Capacity Building of DA cum DEOs of ULBs under ITULM

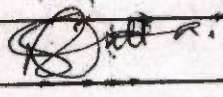

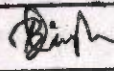

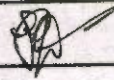
LIST OF PARTICIPANTS

Day: 01 Date: 07.12.17

Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
1	SUPARNA SEAL (DEO). 7/12/17.	NORTH BARRACKPORE	S. Seal
2	SANKAR CHAKRABORTY DA & DEO	Bombay	SC
3	SUBRATA CHATTERJEE DA cum DEO	GAYESHPUR	S. C.
4	SANJIB DAS DA cum DEO	GERAMPORE	Sanjib Das
5	ATANU DAS. DA cum DEO	CHAKDAHIA	Atanu Das
6	PAMPA BHUNIA DA cum DEO	CHANDRAKONA	Pampa
7	SATABDI BASU DA cum DEO	NEW BARRACKPORE	S. Basu
8	SANGITA MANDAL BHATTACHARYA DA cum DEO	KRISHNANAGAR	S. B.
9	RAHAJIT SAHA DA cum DEO	BELDANGA MUNICIPALITY	R. Saha
10	BISWAJIT MALLICK DA cum DEO	GUSKARA MUNICIPALITY	B. M.
11	Bhaskar Goswami DA cum DEO.	North Dum Dum	B. G.

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

LIST OF PARTICIPANTS			Day : 01 Date : 07.12.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
12	SURAJIT DUTTA DEO 7.12.17	Contai Municipality	
13	Mamaj Maiti DEO 7.12.17	Cogora Municipality	
14	BABI SINGH DEO	Jalpaiguri Mu	
15	MANIMAY DAS. DEO	TUFANRANT MI	M.D.S.
16	SUBHAJIT CHATTERJEE DA cum DEO	Sainthia	S. Chatterjee
17	DEBASIS KOLEY DA cum DEO	Chandernagore	
18	PARTHA DAS (DA cum DEO)	Solapur	
19	SUCHARITA MANDALI DEO	GHATAL	S. Mandali
20	SANDIP BANERJEE DA cum DEO	DUBRAJPUR	Sandip Banerjee
21	PRAKASH ROY DA cum DEO	MURSHIDABAD	Prakash Roy
22			



রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-31/2015 (Pt-1)/367

তারিখ 07.07.2017

From : Additional Director, SUDA

To : Additional Director,
ILGUS
Government of West Bengal

Ref: Letter vide memo no: ILGUS/1T-2/2015/363, Dated: 27.06.2017

Sir,

With reference to your letter no: ILGUS/1T-2/2015/363, Dated: 27.06.2017, we would like to inform you that an amount of Rs. 3,59,280/- (Rupees three lakh fifty nine thousand two hundred and eighty only) was released to your end vide memo no: SUDA-31/2015 (Pt-1)/526, Dated: 16.06.2017.

In addition to this, it has been decided by us that henceforth **no staff of SUDA associated with DAY-NULM programme will be provided any resource fee while acting as a Resource Person for training to be held ~~not~~ at ILGUS.** Any other personnel not associated with DAY-NULM directly, acting as Resource Person may be provided the same.

Drinking water, food, refreshment etc. are provided to the participants and Resource Persons. There is a provision of Administrative Cost of Rs.410/- (Rupees four hundred and ten only) per participant. As such any incidental charges may be borne out of that.

Yours faithfully,

Additional Director, SUDA

Memo No: SUDA-31/2015 (Pt-1)/

Copy Forwarded For Information & Necessary Action To:

1. Director, SUDA
2. Additional Director & Financial Adviser, SUDA



Additional Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩/৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

2358 6403/5767, 2358 5800, E-mail: wsudadir@gmail.com

Account Section : 2358 6408

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

MUNICIPAL AFFAIRS DEPARTMENT

Government of West Bengal



স্থানীয় শাসন এবং নগর উন্নয়ন অংশ
পৌর বিষয়ক বিভাগ
পশ্চিমবঙ্গ সরকার

June 27, 2017

No. ILGUS/1T-2/2015/363

From : B. N. Kar, WBCS (Exe.)
Additional Director

To : The Additional Director
State Urban Development Agency
ILGUS Bhavan
Bidhannagar
Kolkata - 700 106

3457
27 JUN 2017

Sum - HFCB
M. P. up to reply
28/06/17

Sub : Organising Training Programmes on NULM by ILGUS

Sir,

With reference to your letter No. SUDA-31/2015/(Pt. 1)/563 dated 23.06.2017 regarding organising Training Programmes under NULM we would like to inform you ILGUS has been declared as State Nodal Institute for IEC and Capacity Building of all the ongoing programmes under the Department of Urban Development and Municipal Affairs. As a result, ILGUS has to organise various Training Programmes for the Elected Representatives/ Executive Officers/Finance Officers/AFC and other Personnel of ULBS before Puja in addition to the Training Programmes under NULM. Under the circumstances, it is proposed to fix up the dates of NULM Training with prior consultation with the undersigned.

Besides this, it is not the out of place to mention that a claim for reimbursement of expenditure incurred by ILGUS for ₹ 4,13,900/- in respect of Training Programmes organised by this office during the period from November, 2016 to February, 2017 was submitted to the office of the SUDA vide this office letter No. ILGUS/1T-2/2015/215 dated 28.03.17. But it is a sorry state of matter that though already three months have been elapsed but neither any fund has been released nor this office has received any communication from the end of SUDA. Whereas, all the necessary expenditure including payment of Honorarium to the Resource Person (Most of them are from SULM) have already been paid from this end. It may please be noted that henceforth after finalising the dates placement of fund as per expenditure norm i.e., ₹ 4,500/- per participant for 3 days' Residential Training programme is required for organising Training programmes. Besides this, clarification is also needed whether food, refreshments, tea and drinking water will be provided to the Resource persons, Officers, Support Staff and Drivers to maintain a healthy relation between two organisations.

Settled
issue.

50%
-

Yours faithfully,

Additional Director

**SUDA****রাজ্য নগর উন্নয়ন সংস্থা****STATE URBAN DEVELOPMENT AGENCY**

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

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

ক্রমিক নং SUDA-31/2015(P1-I)/888

07.11.2017

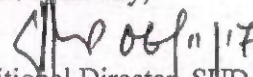
From: Director, SUDA &
Mission Director, WBSULMTo: Additional Director,
ILGUS,
Government of West Bengal**Sub: Request to Arrange Capacity Building Training of
Newly Joined City Project Officers and Different Categories of Staff under NULM**

Sir,

This is to inform you that training of newly joined City Project Officers and different categories of Staff (City Mission Managers, Community Organisers, Accountants, Data Entry Operators) need to be arranged for smooth implementation of the Mission. You are therefore requested to arrange capacity building and training for the aforesaid personnel. The duration and other details of participants are provided below:

Sl. No	Designation	Tentative No. Of Participants	Duration (Days)
1	CPO	12	3
2	City Mission Managers	12	3
3	Community Organisers	20	3
4	Accountant	7	2
5	Data Entry Operator	21	2

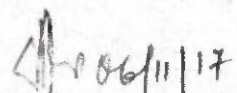
Yours faithfully,


Additional Director, SUDA

Memo No: SUDA-31/2015(P1-I)/888/1(2)

Copy Forwarded for information & necessary action to:

- a) Director, SUDA and Mission Director, WBSULM
- b) Additional Director & Financial Adviser, SUDA


Additional Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, e-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Sub : - Approval for engagement of ATI and ILGUS as Nodal Training Agency for training of NULM manpower.

A. Ministry of Housing and Poverty Alleviation, Govt of India, has engaged Administrative Training Institute, West Bengal as Nodal Agency for training of manpower to be engaged in NULM. Accordingly one Faculty from ATI has been trained by GOI in this regard. (Flag-A)

We have approached ATI for a detail proposal for training of NULM manpower engaged like CPO, APO, CO etc. A detail proposal including financial liability has been received. ATI has claimed ₹ 1500/- per candidate for three days.

Engagement of ATI as Nodal Institute for capacity building training and their proposal may kindly approved.

B. Nearly 63 nos of CPO, 63 nos of APO, 377 nos of CO, 200 nos of Accountant / DEO/ Multi Tasking Helper, 150 nos of experts and large no of ALE/ CLF representative, elected representative etc need to be trained under NULM. More over training to the Resource Organization also to be done.

Considering large manpower need to be trained it may not be possible for ATI to train all the manpower's. So selection of other agency may be thought off.

In this regard we may consider the Institute of Local Govt and urban studies (ILGUS) also to act as Nodal Institute for training of Manpower under NULM.

Proposal (A) & (B) may kindly be considered.

Joint Director (SD), SUDA

Note done.

MoHUPA, GOI has engaged ATI, WB as Nodal Training Agency for training of manpower to be engaged under NULM. We may agree to the same. In addition we may request GOI to include ILGUS also. M.A. Deptt to expand as another Training Institute under NULM in W.B.

Pl. see & put up.

WT
11/3/15
me

JS (MC)

NO. SUDA: 191/15

11.03.15
Rtd - 21/2015

Joint Director,

Joint Director,
NULM

Joint Secretary
M.A. Deptt
Joint Director, SUDA

সূভা

-3-
NOTE SHEET

SUDA

This issue needs discussion.
Under CESP, we have State and Trip
Institute at ILAUS, mm MA Dept. This
need to be explored.

A decision may be held before
taking appropriate action - no presence of
Dr. SUDA/JD, ILAUS/JS(MC)/UP, ILAUS
JD, SUDA. A final decision may
be taken.

[Signature]
17.13.2015

~~Dr. MA~~

Re. discuss.

MUO
22/3/15

~~Dr. SUDA~~
JS (MC)

Pl put up for discussion.

[Signature]
24/3/15

~~JS(83)~~

C.
Bio
Fire
Miss
W
P. Saha
M
Ch

As per direction discussion was held on 06.04.2015 with Principal Secretary MA Dept in presence of Director SUDA, Director SUDA, Joint Secretary MA Dept, Addl Director ILGUS, Joint Director, SUDA.

After thread bear discussion following issues were agreed upon :-

1. ILGUS of MA Dept and ATI, West Bengal will act as Training Institute for Capacity Building & Training of different manpower associated with NULM as per proposal of Mission Director, WBSULM.
2. Training of all manpower engaged under NULM like CPO, APO, CO, Experts, other support staff, Training of Trainers on any kind, elected representative etc will be arranged by ILGUS.
3. Training of ALF/ CLF members, SHG functionaries, resource persons etc will be imparted by ATI, West Bengal.
4. There will be a training batch of 30 person/ and 3 day residential in nature. ATI, West Bengal will prepare the module with a support from DFID supported team which will cover total 12 session @ 4 session / day. Course will contain 6 technical session and 6 operational issues and other NULM related issues.
5. Nearly 834 manpower (CPO-63, APO-63, CO-377, Experts-139, Support staff- 192) proposed to be engaged/ re-designated under NULM may be covered in 28 batches which will be conducted by ILGUS. More over additional 12 batches covering 360 participants from elected representative and ToF will be covered by ILGUS. So during financial year 2015-2016 ILGUS will cover 40 (forty) training batches.
6. Similarly ATI will conduct 10 batches for representative of CDS to be engaged as RO (5 from each CDS @ 1 CDS/ ULB). 10 batches for ALF/ CLF members @ 2 person from each ALF/ CLF to be formed during 2015-2016. 10 batches for SHG members and 10 batches for other as directed by Director WBSULM time to time. So ATI will also cover 40 batches in 2015-2016.
7. As per Guideline of Capacity building and training GoI under NULM an average amount of ₹ 7500 per trainee could be used. As per guideline training institute can be provided fund in installment as following :-

I. First installment – 20% after signing MOU with agency.

II. Second installment – 30% after receiving training calendar & quarterly progress report.

III. Third installment and further installment after receiving progress report.

Our proposal this respect are :-

- a) Training expenses may be fixed in the line of CCBP approved rate with some modification as following :-

RATE OF TRAINING UNDER NATIONAL URBAN LIVELI HOOD MISSION (NULM)

SL. NO	PARTICULARS	RATE
1.	LODGING AND FOODING	₹1500/ participant / day
2.	STUDY MATERIALS AND TRAINING KIT	₹ 700/ participant
3.	REMUNERATION OF THE RESOURCE PERSON (Maximum limit of ` 4400/- per training per resource person)	₹ 1100/session
4.	MOBILITY SUPPORT (For Resource Person, Cost of Car Hire Charges, Railway Ticket etc. Subject to Actual expenditure)	₹ 10,000 (max limit)
5.	Administrative Charge	10% (max limit)

Which is coming approximately ₹ 6600/-/ participants i.e within the limit of ₹75000/- / participants as per guideline.

- b) 50% of fund total for batch may be advanced to both the training institutes after receiving letter of acceptance and annual Training calendar from Training Institutes. For ILGUS advance may be given to STRUG and for ATI to the Institute as per their requisition.

50% of fund may be given after completion of training and receipt of detail report with documents photography etc from the Institute.

8. First batch of training may be conducted on 19th / 20th & 21st May at ILGUS with 15 CPO and 15 APO from 15 nos of NULM ULB's to be finalized by Mission Director.

9. Training of Trainer (ToT) for the Faculty may be arranged by ILGUS on 12th & 13th May consisting batch of 25 master trainer.

10. If approved Ministry of HUPA, Govt of India as well as Training Agency will be intimated.

Director

20/4/15

Joint Director (SD), SUDA

Note from NSP-04 ante may kindly be perused as regards to various decision taken in the meeting held in the chamber of Principal Secretary, MA on 6.4.15. According to decision taken in the meeting and subsequent detailed discussion with concerned officials, proposals at Para 1 to 10 of NSP 4 & 5 may be approved.

Principal Secretary
M.A. / DPA
& Chairman, SUDA

WT
21/4/2015

Pl see D put up

me
21/4/15

U.O. No. SUDA: 21/4/15
Dated: 21.04.15

Plm: 31/4/15

JS/ME

Detail proposal after meeting at the chamber of to say MA has been prepared by ~~Director~~ Director SUDA in consultation with me, Addl Director JLGUS and Urban Planner ILGUS, mostly following the CCSP design.

Before examination of the proposal, the rate offered by ATI may be provided to SUDA so as to have a parity among the institutions ATI & ILGUS, since the trainings are imparted in equal number under a single programme (NULM).

me
21/4/15

me
21/4/15

MA

Dr

me

Pl put up details of 'x' early

WT

21/4/15

The issue of maintaining parity on training rate among both the institutions ATI & ILGUS was discussed on 05.05.2015 in presence of Mitra Chatterjee, Joint Secretary, me and Moumita Das, Urban Planner ILGUS.

ATI Kolkata vide its no 029/vi-43/ATI/2014-15 dt 17.04.2015 has offered a rate of ₹ 1500/- / day/ participants i.e ₹ 4500/- / participants for 3 days training for an average batch size of 25 participants' in accordance with DOPT, GoI letter no 12021/38/2014-TFA dt 26.11.2014 (both placed CP side).

On query ATI did not provide any breakup of the rate. However it is learnt that they offer ₹ 600/- / session as honorarium to the resource persons.

As per discussion rate proposed at point no 7 in NSP- 4 & 5 is modified as following to maintain parity among both the institution of ATI & ILGUS for 3 days residential training under NULM with 30 nos of participants.

Rate of training under National Urban Livelihood Mission (NULM) :-

SL. NO	PARTICULARS	RATE
1.	Lodging and Fooding	₹1100/ participant / day
2.	Study Materials	₹ 500/ participant
3.	Remuneration to the Resource Persons	₹ 600/ session
4.	Administrative cost including Mobility Support (subject to actual expenditure)	₹ 410/ participant

Course Module has been prepared by WBSULM. Both ATI & ILGUS will impart training as per the Course Module so prepared. Course Module is placed at CP side for approval.

ATI, Kolkata has been requested for preparation of Presentation according to Course Module prepared as they have been trained by Mo HUPA, GoI in this regard.

ATI has requested verbally to WBSULM for a written confirmation for their selection as a Training Institute for imparting capacity building training under NULM and for preparation of presentation for 12 nos of Course Module proposed by WBSULM.

If approved ATI will be informed accordingly for preparation of presentation in consultation of WBSULM.

- A [Date for ToT to be arranged by ILGUS will be fixed in consultation with Mission Director, WBSULM as proposed in point no 9 in NSP-5.
- B [Date for first training will also be arranged by both the institutions in consultation of Mission Director, WBSULM as noted in point no 8 NSP-5.
- Other points as noted in NSP-4 & 5 will remain same as they were proposed.

Put up for approval.

N. Leno
6/5/15
Joint Director (SD), SUDA

Earlier note at NSP-6 and further instruction regarding keeping parity of rates of training by ATI & ILGUS may be seen. The matter has been further examined from this and which has been narrated at NSP-7 & 8. Considering the revised rates, the proposals may kindly be approved.

Principal Secretary
M.A. Deptt.
Chairman, SUDA

Please peruse

MD
8/5

U.O. No. SUDA: 49/15

Dated: 06-05-15

File-31/15

(S. M. C.)

1. I have discussed with ATI & Director. The issue regarding rate of training may be re-discussed again. Since the limit of Rs 1500/- per day is not maximum amount, this may be submitted again from SUDA, after a discussion with me, Attd. Director ILGUS & Director SUDA.
2. ~~Discussed with~~ A, B above and 'P' at NSP/5 may be approved.

R. S. M. A.

MD (SD)
2/11/15

MD
8/5

সূডা

NOTE SHEET

SUD 4

The issue regarding rate of training has been discussed with Director, SUDA; Joint Secretary (Mitro Chatterjee) and Addl. Director, ILGUS. During discussion Addl. Director, ILGUS has expressed his consent to conduct training @ Rs 1500/day/participants i.e. Rs 4500/participants for 3 days residential training.

(M) As Jt. Director ATI vide his letter no 029/VI-43/ATI, 2014-15 dt 17.4.15 has claimed the same rate we may fix the rate of training at Rs 4500 (four thousand five hundred) / participants for 3 days residential training.

(AF) Break up of the rate as prepared, in consultation with Urban Planner, ILGUS is ~~as follows~~ in 'I' NSP - 7

Proposal (M) and (N) including proposal ① to ⑥, 7b; & 10 of NSP 4 & 5 may be approved.

12/5/15

Director

Earlier proposal and further instructions at NSP-8 (bottom) may kindly be recalled. The matter has been further discussed with the concerned Officers including Addl. Director, ILGUS. According to the discussion, rate of training under CBT component of NUCM may as proposed at 'X' above may be approved.

18/5/15

Principal Secy
M.A. Deptt
& Chairman, SUDA

Pl. see 2/next up -

14/5/15

U.O. No. SUDA: 61/2015

Dated: 13.05.15

nt. 31/2015

jsm

order of reply prepare.

Proposal of SUDA for holding trainings under NULM – through ILGUS and ATI may please be seen.

Proposal has been examined and after discussion with Joint Director, ILGUS, Joint Director, SUDA, Urban Planner, ILGUS and with Director, SUDA :-

1. Proposal at 'A' to 'F' at nsp/4 may be approved.
2. Proposal at 'X' at nsp/9 may be approved.
3. As per rate @ 1500/- per participants per day; 50% fund may advanced to STRUG for ILGUS and to ATI, after submission of Training Calendar for 6 months and remaining 50% may be released as proposed at 'Q' at nsp/5 along with statement of major item-wise expenditure from ATI and ILGUS Report of training will cover point-wise details.
4. 1st TOT has been decided to be held on 26/27/28th May, 2015 which may be approved and be held at ILGUS for which 50% fund for that particular training may be released by SUDA, since time is short.
5. As per already accorded approval at 'A' and 'B' at nsp/6, subsequent dates may be decided in consultation with SUDA.
6. Training Module/Presentation may be prepared by SUDA and if necessary, consultation with State Level Resource Person may be made.
7. SUDA may identify the participants of TOT and also the participants in the training and will inform ILGUS and ATI.
8. All correspondences regarding training will be done by ILGUS & ATI respectively.
9. Primary communication, selecting ATI and ILGUS for holding training of NULM may be communicated to all concern from SUDA.

R. Jy. MA

MAE
JS (MC)

15/5/2015
mal
20/5/15

20/5/15

JS (SD)

Director

As per point no. 9 above a draft to communicate to ATI & ILGUS as well as MOPUPA, GOI is placed for approval and signature.

26/5/15

Draft signed and communicated vide no. SUDA-31/2015/505(2)



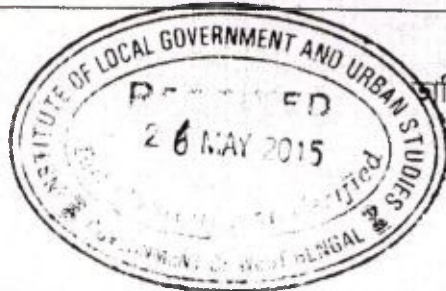
রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
"ILGUS BHAVAN", H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA- 31/2015/505 (২)



তারিখ 26.05.2015

From : Director, SUDA &
Mission Director, WBSULM

To :

1. The Director
Administrative Training Institute
Govt. of West Bengal
FC- Block, Saltlake,
Kolkata - 700091

✓ 2. Addl. Director
Institute of Local Government and Urban Studies
Municipal Affair Dept.
ILGUS Bhavan,
HC - Block, Saltlake,
Kolkata - 700106

Sub : Empanelment of Training Institute for Capacity Building Training under NULM.

Sir,

As per instruction given by Ministry of Housing and Urban Poverty Alleviation, Govt of India for empanelment of Training Institute under Capacity Building in NULM Municipal Affair Dept. Govt of West Bengal has agreed to empanel Administrative Training Institute, Kolkata and Institute of Local Government and Urban Studies, MA Dept as Training Institutes for the said purpose.

Dept of Municipal Affair, Govt of West Bengal has also agreed the following as per communication and discussion from ATI and ILGUS in this respect : -

1. A batch of training consisting 3 days residential training and containing 30 participants/ batch will be organized by both the Institute. For the current financial year both the Institute will organize 40 (forty) such training batch.
2. Rate for training will be ₹4500/- / participants for 3 days residential training with the following break up : -
 - a. Lodging and Fooding ₹1100/ participant / day.
 - b. Study Materials ₹ 550/ participant.
 - c. Remuneration to the Resource Persons ₹ 600/ session.
 - d. Administrative cost ₹ 410/ participant.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com
Account Section : 2358 6408

3. Both the Institute will submit 6 month training calendar to Director SUDA before hand. 50% of training cost will be released to STRUG for ILGUS and to ATI. Rest 50% fund will be released after completion of training and submission of following to Director SUDA.
- a. Point wise detail report on training.
 - b. Statement of Major item wise expenditure
 - c. Documents and photography of Training in hard & soft copy.
 - d. Other relevant documents.
4. Training of Trainer will be arranged by ILGUS in consultation with Director SUDA and the dates for next batches will be fixed as per calendar agreed upon by both Training Institute and Director SUDA.
5. PPT for training will prepared by ATI in consultation with DFID supported team on NULM working at CMU.
6. All correspondence related to training will be done by Training Institute subject to approval of participants list by Director SUDA.

Yours faithfully,

WT 26/5/2015
Director, SUDA
&
Mission Director, WBSULM

SUDA- 31/2015/505/1 (3)

26.05.2015

Copy for information to:

1. Ms Archana Mittal, Director (UPA), Ministry of Housing and Urban Poverty Alleviation (UPA Division) New Delhi.
2. Manik Lal Moitra, Joint Director ATI.
3. P.S to the Principal Secretary, for kind perusal of Principal Secretary M.A.Dept. Govt. of West Bengal.

WT 26/5/2015
Director, SUDA
&
Mission Director, WBSULM

Administrative Training Institute

Government of West Bengal

Memo No. 587/VI-43/ATI/14-15

Date: 06/02/2015

To,
Shri Mrinal Rano,
Joint Director, Social Development,
State Urban Development Agency
"ILGUS BHAVAN", HC Block, Sector - III
Salt Lake
Kolkata - 700106

Sub: Training of City Project Officer & Assistant Project Officer under NULM
Ref No: SUDA-31/2015/199 dated 03.02.2015

Sir,

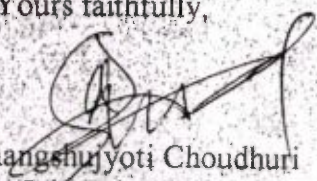
With reference to above, I am to inform you that the approximate cost for conducting four training courses of 3 days duration for the officials of ULBs [(City Project Officers, 3 batches x 21 officials) + (APO, 25 officials in 1 batch)] will be @ Rs 1500/- per participants per day i.e Rs 1,32,000/- (1500 x 88) (Rupees One Lakh Thirty Two Thousand only) in accordance with para 4 of letter under no E-14012/1/2014-UPA FTS: 10479 dtd 17/10/2014 of Ministry of Housing and Urban Poverty Alleviation (UPA Division), Government of India.

The training courses can be conducted during 2015-16 financial year.

The module for the said training courses will be developed by us in consultation with you during the month of March, 2015.

Please confirm.

Yours faithfully,


Himangshujyoti Choudhuri
Joint Director

Memo No. 587/1(1)/VI-43/ATI/14-15

Date: 06/02/2015

Copy forwarded for information and necessary action to:

- i. Ms. Archana Mittal, Director (URA), Ministry of Housing and Urban Poverty Alleviation, (UPA division), New Delhi for information and necessary action.
- ii. The Deputy Director (Administration), ATI, WB

Himangshujyoti Choudhuri
Joint Director

FC Block, Sector III, Salt Lake, Kolkata 700106

Phone: 2337 3847

Phone & Fax: 23374015, 23373865, 23373960

Email: jointdirectorati@gmail.com



No. E-14012/1/2014-UPA FTS: 10479
Government of India
Ministry of Housing and Urban Poverty Alleviation
(UPA Division)

Nirman Bhavan, New Delhi - 110011
Dated: 17th October, 2014

To

Dr. A.K. Chanda, IAS
Addl. Chief Secretary and Director General
Administrative Training Institute (ATIC)
FC Block, Sector III, Salt Lake City, Kolkata, WEST BENGAL - 700106
Phone: 033-2337 3960/ 5244
Fax: 033-2337 3960/ 4015

Subject: Empanelment your institute for conducting training and capacity building programmes under NULM- reg.

Ref: Letter No. E-14012/2014-UPA FTS: 10479 dated 30th May 2014

Sir,

The Ministry has sought willingness of your institute for undertaking activities like workshops/seminars/training programmes, development of training modules, research studies, training of trainers etc. under NULM. Vide letter no. E-14012/2014-UPA FTS: 10479 dated 30th May 2014 for which you have responded positively.

2. We are glad to inform you that your institute has been empanelled by Ministry to provide all basic and regular trainings to the CMMU/SMMU technical specialists and other key officials at state and city level.

3. An orientation training is being planned to your faculty so as to enable them to conduct trainings to state/city level officials of NULM. Hence you are requested to nominate 2-4 core faculty who have relevant experience in thematic areas like urban poverty alleviation, skill training, social mobilisation, institutional credit, micro

enterprise development, marketing, street vendors, housing for homeless etc.,. The nominated faculty are expected to facilitate/anchor all training programmes related to NULM at state/city level.

4. Your institute will be paid as per the approved rates fixed by Department of Personnel and Training (DoPT) for all the state/city level trainings programmes conducted by you.

With regards,

Yours sincerely,



(Animesh Bharti)
Director (UPA)
Tele: 011 23061303

Copy to

1. **Shri B.P.Gopalika**, Principal Secretary (Municipal Affairs), Govt. of West Bengal, Writers Building, KOLKATA-700001
2. **Shri M.N Pradhan**, Director, State Urban Development Agency, Government of West Bengal, HC Block, Sector- 3, Salt Lake, ILGUS Bhavan, Bidhan Nagar, KOLKATA-700106

No.12021/38/2014-TFA

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Training Division, Block 4, 4th Floor,
Old JNU Campus, New Delhi-110 067.

Dated 26th November, 2014.

To

The Head of All State ATIs, ISTM, IIPA, NATRSS

Subject: - Submission of Online proposals for the State Category Training Programme (SCTP) and Trainer Development Programme (TDP) sponsored by the DoPT for the year 2015-16.

Sir / Madam,

I am directed to say that Department of Personnel & Training has been sponsoring 'State Category Training Programme (SCTP)' and 'Trainer Development Programme (TDP)' at various training institutions across the country under the Scheme 'Training for All'.

2. The online proposals for SCTP and TDP for the year 2015-16 are hereby invited from your institute. The proposal could be submitted using the Password allocated to your institute. The proposals, unless submitted online, will not be entertained in this Division. The necessary guidelines for conducting TDP and SCTP courses are at Annexure I & Annexure II.

3. There is no upper limit for the number of courses an institute could submit. However, the courses would be allotted as per the priority of the Central Government and previous record of the training institute in conducting the courses. Preference will be given to those short-term training programmes which will be conducted on case-based pedagogy.

4. The proposals may be submitted online at the earliest and in any case not later than 15th January, 2015. A letter containing summary of proposal submitted online may also be sent to this Department for information / record.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,

(V.K. Sinha)

Director (Training)

Encl.: as above

Recd/Secy Dg
10/12/2014

Terms and Conditions for Sponsoring Trainer Development Programme

1. The course capacity and course fee will be as follows:-

Course	Tutor	Trainee Ratio	Course fee
DTS	4	24	2000/-per day/ per participant
DoT	2	12	-do-
RTD on DTS	2	24 + 24	-do-
RTD on DoT	2	12 + 12	-do-
MTD on DTS	2	24 + 24	-do-
MTD on DoT	2	12 + 12	-do-
RTD on MoT	2	16 + 16	-do-
MTD on MoT	2	16 + 16	-do-
MoT	2	16	-do-
TNA	2	16	-do-
RTD on TNA	2	16 + 16	-do-
MTD on TNA	2	16 + 16	-do-
DLM	2	15	-do-
DLM Workshop	2	15	-do-
EoT	2	16	-do-
RTD on EoT	2	16 + 16	-do-
MTD on EoT	2	16 + 16	-do-
ELT	2	16	-do-
RTD on ELT	2	16 + 16	-do-
Mentoring	2	9	-do-
Facilitation	2	9	-do-
National Training Policy (NTP)	2	20	-do-
RTD on Mentoring	2	8 + 8	-do-
RTD on Facilitation	2	8 + 8	-do-
MTD on Mentoring	2	8 + 8	-do-
MTD on Facilitation	2	8 + 8	-do-
Introduction to SAT Courses	2	16	-do-

2. Nominations for all TDP courses may be invited by organizing institute and the institute will be responsible for getting adequate nominations.

3. The department will also circulate letter for inviting the nominations for National Calendar Courses only. Nominations will be received in the host institute directly. This department will, however, forward the nominations to host institute, if received in this department.

4. The tutor-trainee ratio for the ToT courses will be DTS 4:24; DoT 2:12 & MoT 2:16. The faculty for these courses will have to be arranged by the host institutes themselves.

5. The deployment of trainers for the National Calendar will be decided by Training Division, DoPT and the host institute will have to bear the honorarium, travel, board and lodging charges of the guest faculty from the course fee granted by DoPT.

6. Once the Department communicates the deployment of Trainers, the Institute must conduct the course with the deployed trainers only. Failing which no course fee would be released. In case the Institute faces a serious problem in conducting the course on the approved dates, the course can be re-scheduled in consultation with this Department but must be conducted within the financial year. In no case will the course be allowed to be carried over to the next financial year.

Terms and Conditions for sponsoring State Category Training Programs

The present rate of course fee admissible for training courses of different duration under SCTP is as follows:

<u>DURATION</u>	<u>COURSE FEE</u> (per pay/per participant inclusive of Boarding and lodging)	
	<u>State Level</u>	<u>District Level</u>
3days / 1 week / 2weeks	Rs.1500/-	Rs.1000/-

2. The course fee indicated includes the entire expenditure to be incurred by the Institute in conducting the course and no other charges / fee would be admissible.

3. The number of participants per course should be 15 - 30. However, in case the number of participants happens to exceed 30 in any particular course, no additional amount will be paid by the Department. If the number of nominations initially received is below 15, the institute should make every effort to contact the nominating authorities, by telephone/fax/e-mail well in advance to increase the number of nominations. In spite of having made all possible efforts, it is felt that a sufficient number of participants is not available, the course may be rescheduled to a later period but within the same financial year. All the nominated persons, their sponsoring authorities as well as this department should be informed. If the number of participants is less than 15 in any particular course, no amount will be paid by the Department.

4. The State Training Institute are themselves to seek nominations directly for the courses and finalise the list of the participants selected to attend. It is, therefore, essential that the Institute circulate the details of each course sufficiently in advance to the concerned organizations. Full information on the course content, objectives, eligibility conditions etc. should be provided. This department, however, monitors progress in conducting the courses as well as evaluate the course conducted.

5. It is the responsibility of the Institute to inform the participants and their respective controlling authority about the selection of the participants. The Institute also have to inform the participants and their controlling authority of the details of the locations of the Institutes, accommodation arranged or available for them (if any), how to reach the institute from the railway station/bus stand/airport etc. as well in advance.

6. Once the department communicates its approval for conducting the courses, the institute must conduct the course in accordance with the approved schedule. In case the Institute faces a serious problem in conducting the course on the approved dates, the course can be re-scheduled in consultation with this Department but must be conducted within the financial year. In no case, will the course be allowed to be carried over to the next financial year.

7. The Course Director should send the list of participants by fax/e-mail on the day of the commencement of the course itself and with in 15 days of the completion of the course, the Course Director Institute should send the following documents to this Department:

- a) Final list of participants (duly classified)
- b) Course schedule
- c) Complete course material circulated for the course (only for the first course in a year on the subject)
- d) Two copies of the summary of the evaluation reports filled by the participants (as per the proforma) made by the course director
- e) Course Director's reports (as per the proforma)

8. The Institute need not send the original feed back forms filled by the participants. However, these should remain available with the Institute for one year, so that they are made available , if so demanded

9. This Department would evaluate the course on the basis of the participant's feed back, the course material, schedule etc. (when they are received from the Institute) and for selected courses by deputing officers for attending the end of the course evaluation session.



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA- 31/2015/798

তারিখ ২/ .07.2015

From : Director, SUDA &
Mission Director, WBSULM

To : Joint Director,
Administrative Training Institute (ATI),
Government of West Bengal.

Sub : Capacity building training under NULM at ATI

Ref. : Your No. (1) 127/VI-43/ATI-2014-15 dt.16.06.2015 (2) 132/VI-43/ATI-2014-15 dt.22.06.2015

Sir,

In receipt of above referred letter this is to inform that as decided by Government under Municipal Affairs Department, capacity building of following components will be organized at ATI.

- 1) Representative of Resource Organisation (RO)
- 2) Office bearer of ALF/ CLF
- 3) Dalanetri/ saha-dalanetri of SHGs
- 4) Elected representative of ULBs
- 5) Any other person Mission Director, WBSULM will select among the persons connected with NULM.

Approval, orientation and course module for capacity building training to abovenoted manpower should be different from the module prepared at ILGUS.

Module should be more SHG oriented and preferably be in Bengali.

In this connection you are requested to prepare the module in consultation with WBSULM for presentation during the training. List of trainees will be provided by us after finalization of course module and fund will be released accordingly.

Yours faithfully,

WLC 21/7/2015

Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

MUNICIPAL AFFAIRS DEPARTMENT

Government of West Bengal

No. ILGUS/1T-2/2015/ 645

From : B. N. KAR, WBCS (Exe.)
Additional Director, ILGUS

To : The Director
State Urban Development Agency and
Mission Director, WBSULM
ILGUS Bhavan
Bidhannagar
Kolkata - 700 106



স্থানীয় শাসন এবং নগর উন্নয়ন সঞ্চয়

পৌর বিষয়ক বিভাগ

পশ্চিমবঙ্গ সরকার

December 1, 2017

Sub : Training Programme on Capacity Building of CPOs & Managers
And Support Staff (DA cum DEO) of ULBs under NULM

Sir,

You are kindly aware that, National Urban Livelihood Mission Programme (NULM) has already been extended to all the Urban Local Bodies (ULBs) in West Bengal with the vision of reduction of poverty and vulnerability of the urban poor households by enabling them to access the scope of self - employment and skilled wage employment opportunity, resulting in an appreciating improvement in their livelihood on sustainable basis through building strong institution of the urban poor. The vision also includes the scope of providing the shelter and essential services to the urban homeless and creating the opportunity for the well being of the urban street vendors.

This is also to inform that in terms of the approval of the Municipal Affairs Department, GoWB Institute of Local Government and Urban Studies (ILGUS) has been empanelled as one of the Training Institutes to impart various Training Programmes for Capacity Building under NULM.

In this connection we would like to inform you that for successful implementation of NULM Programme (1) 3 (three) days' training for the City Project Officers (CPOs) and Managers of the Urban Local Bodies and (2) 2 (Two) days' training for Support Staff (Dealing Assistant cum Data Entry Operators) of ULBs will be held during **December 4-6, and 7-8, 2017 respectively at the Conference Hall of ILGUS, ILGUS Bhavan, Bidhannagar, Kolkata-700 106.** You are requested to kindly act as Resource Person and spare (1) Sri Sourav Chaki, WBCS (Exe.), Additional Director; (2) Smt. Rituparna Banerjee, SMM, HR & CB; (3) Ms. Soma Parui Das, SMM, SM&ID; (4) Sri Sandip Bairagi, SMM, Financial Inclusion & Micro Enterprise; (5) Sri Soumen De, SMM Shelters & Social Infrastructures; (6) Sri Amit Chowdhury, SMM, MIS & ME and (7) Sri Tarak Dutta, Programme Coordinator of your esteemed organisation to act as 'Resource Person' in the abovenoted Training Programmes. The Programme Schedule is enclosed for your kind reference.

Yours faithfully,

Sd/- B. N. Kar

Additional Director

Encl. as stated

Contd....2





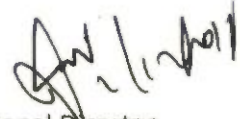
: 2 :

No. ILGUS/1T-2/2015/645/1(7)

December 1, 2017

Copy forwarded with a request to act as 'Resource Person' as per enclosed Schedule :

- ✓ 1. Sri Sourav Chaki, WBCS (Exe.), Additional Director, SUDA
2. Smt. Rituparna Banerjee, SMM, HR & CB, WBSULM
3. Smt. Soma Parui Das, SMM, SM&ID, WBSULM
4. Sri Sandip Bairagi, SMM, Financial Inclusion & ME, WBSULM
5. Sri Soumen Dey, SMM, Shelters & Social Infrastructures, WBSULM
6. Sri Amit Chowdhury, SMM, MIS & ME, WBSULM
7. Sri Tarak Dutta, Programme Coordinator, SUDA


Additional Director

Encl. Schedule of Programme

Residential Training Programme on Capacity Building of Executive Officers (CPOs) and Managers of ULBs under NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)

Department of Urban Development & Municipal Affairs, Government of West Bengal

Venue : ILGUS : Date : 4 – 6 December, 2017

Day & Time	Topic	Resource Person
Day - 01 : 04.12.17 10.00 am - 10.45 am	Introduction to the Programme	Shri Shankar Banerjee Assistant Administrative Officer, ILGUS Smt. Rituparna Banerjee SMM – HR & CB, WBSULM
10.45 am - 12.15 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) SHG / Revolving Fund/ Federations (ALF, CLF)	Smt. Soma Parui Das SMM - SSM&ID, WBSULM
12.15 pm – 1.00 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) Resource Organisation ; City Livelihood Centre	Smt. Soma Parui Das SMM - SSM&ID, WBSULM
1.00 pm -1.30 pm	LUNCH BREAK	
1.30 pm – 3.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Financial Inclusion ; Credit Linkage ; Role of Bank ;Task Force ; Procedure of Sponsoring & Sanctioning of Loan and Interest Subsidy	Shri Sandip Bairagi SMM – FI & ME, WBSULM
3.30 pm – 5.00 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Sundar Dutta Programme Co-ordinator, SUDA
Day - 02 : 05.12.17 10.30 am – 11.30 am	CAPACITY BUILDING & TRAINING (CB&T) Role of CPO & Manager in NULM Management	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
11.30 am – 12.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Individual & Group Loan	Shri Arupratan Mukhopadhyay, WBCS (Exe.) Private Secretary to HMIC, UD & MA
12.30 am – 1.30 pm	CAPACITY BUILDING & TRAINING (CB&T) An Overview Capacity Building of SHGs & their Federations & Resource Organisations	Smt. Rituparna Banerjee SMM - HR & CB, WBSULM
1.30 pm – 2.00 pm	LUNCH BREAK	
2.00 pm – 3.00 pm	CAPACITY BUILDING & TRAINING (CB&T) An Overview Capacity Building of SHGs & their Federations & Resource Organisations	Smt. Rituparna Banerjee SMM - HR & CB, WBSULM
3.00 pm – 4.00 pm	SELF EMPLOYMENT PROGRAMME (SEP) Management & Maintenance of Accounts and Grading of SHG	Shri Sandip Bairagi SMM – FI & ME, WBSULM
4.00 pm – 5.00 pm	Shelter for Urban Homeless & Support to Urban Street Vendor (SHU & SUSV)	Shri Soumen De SMM – S & SI, WBSULM

Contd....2

Day - 03 : 06.12.17 10.30 am – 11.30 pm	Overview of NULM	Shri Sutanu Kar, IAS Director, SUDA & Mission Director, WBSULM
11.30 am – 12. Noon	Monitoring & Evaluation An Overview	Shri Amit Chowdhury SMM - MIS & ME
12 Noon - 1.30 pm	MIS-MPR Assignment ; Target and Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
1.30 pm – 2.15 pm	LUNCH BREAK	
2.15 pm – 4.00 pm	Strategy & Plan Mission Implementation Target & Immediate Action Point	Shri Sourav Chaki, WBCS (Exe.) Additional Director, SUDA
4.00 pm – 5.00 pm	Feedback from Participants and Valedictory Session	Shri Shankar Banerjee Assistant Administrative Officer, ILGUS Smt. Rituparna Banerjee SMM – HR & CB, WBSULM



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-31/2015(P7-I)/888

07.11.2017

From: Director, SUDA &
Mission Director, WBSULM

To: Additional Director,
ILGUS,
Government of West Bengal



**Sub: Request to Arrange Capacity Building Training of
Newly Joined City Project Officers and Different Categories of Staff under NULM**

Sir,

This is to inform you that training of newly joined City Project Officers and different categories of Staff (City Mission Managers, Community Organisers, Accountants, Data Entry Operators) need to be arranged for smooth implementation of the Mission. You are therefore requested to arrange capacity building and training for the aforesaid personnel. The duration and other details of participants are provided below:

Sl. No	Designation	Tentative No. Of Participants	Duration (Days)
1	CPO	12	3
2	City Mission Managers	12	3
3	Community Organisers	20	3
4	Accountant	7	2
5	Data Entry Operator	21	2

Yours faithfully,

[Signature]
Additional Director, SUDA

Memo No: SUDA-31/2015(P7-I)/888/1(2)
Copy Forwarded for information & necessary action to:

- Director, SUDA and Mission Director, WBSULM
- Additional Director & Financial Adviser, SUDA

[Signature]
Additional Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com
Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-31/2015(P7-1)/888

তারিখ 07.11.2017

From: Director, SUDA &
Mission Director, WBSULM

To: Additional Director,
ILGUS,
Government of West Bengal

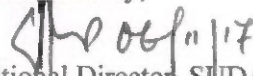
**Sub: Request to Arrange Capacity Building Training of
Newly Joined City Project Officers and Different Categories of Staff under NULM**

Sir,

This is to inform you that training of newly joined City Project Officers and different categories of Staff (City Mission Managers, Community Organisers, Accountants, Data Entry Operators) need to be arranged for smooth implementation of the Mission. You are therefore requested to arrange capacity building and training for the aforesaid personnel. The duration and other details of participants are provided below:

Sl. No	Designation	Tentative No. Of Participants	Duration (Days)
1	CPO	12	3
2	City Mission Managers	12	3
3	Community Organisers	20	3
4	Accountant	7	2
5	Data Entry Operator	21	2

Yours faithfully,


Additional Director, SUDA

Memo No: SUDA-31/2015(P7-1)/888/1(2)
Copy Forwarded for information & necessary action to:

- Director, SUDA and Mission Director, WBSULM
- Additional Director & Financial Adviser, SUDA


Additional Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com
Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-31/2015(P7-I)/888

তারিখ ০৭.১১.২০১৭

From: Director, SUDA &
Mission Director, WBSULM

To: Additional Director,
ILGUS,
Government of West Bengal

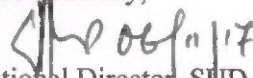
**Sub: Request to Arrange Capacity Building Training of
Newly Joined City Project Officers and Different Categories of Staff under NULM**

Sir,

This is to inform you that training of newly joined City Project Officers and different categories of Staff (City Mission Managers, Community Organisers, Accountants, Data Entry Operators) need to be arranged for smooth implementation of the Mission. You are therefore requested to arrange capacity building and training for the aforesaid personnel. The duration and other details of participants are provided below:

Sl. No	Designation	Tentative No. Of Participants	Duration (Days)
1	CPO	12	3
2	City Mission Managers	12	3
3	Community Organisers	20	3
4	Accountant	7	2
5	Data Entry Operator	21	2

Yours faithfully,


Additional Director, SUDA

Memo No:

SUDA-31/2015(P7-I)/888/1(2)

Copy Forwarded for information & necessary action to:

- Director, SUDA and Mission Director, WBSULM
- Additional Director & Financial Adviser, SUDA


Additional Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-31/2015(pt-1)/ ৪০৬

ক্রমিক নং

তারিখ 18.10.2017

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.


**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**


National Urban Livelihood Mission (NULM)

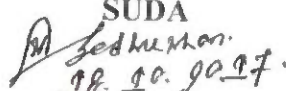
Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. 34061121921 lying with your branch in respect of **organizing Training Programmes under NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Society for Training and Research on Urban Governance	4,57,560.00	Bank Of India, Unnayan Bhavan, Bidhannagar Branch, A/C No. 4056102100000003 IFS Code. BKID0004056
TOTAL		4,57,560.00	
(Rupees Four lakh fifty seven thousand five hundred sixty only)			


(Md Asif Sardar)
Finance Officer
SUDA


(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA


18.10.2017



দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-31/2015(pt-1)/ ৪০৬

ক্রমিক নং

তারিখ 18.10.2017

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.

**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**

National Urban Livelihood Mission (NULM)

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. 34061121921 lying with your branch in respect of **organizing Training Programmes under NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Society for Training and Research on Urban Governance	4,57,560.00	Bank Of India, Unnayan Bhavan, Bidhannagar Branch, A/C No. 405610210000003 IFS Code. BKID0004056
TOTAL		4,57,560.00	
(Rupees Four lakh fifty seven thousand five hundred sixty only)			

(Md Asif Sardar)
Finance Officer
SUDA

(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA

Amalendu Sekhar Naskar
18.10.2017

দূরভাষ : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**
MUNICIPAL AFFAIRS DEPARTMENT
Government of West Bengal



স্বাভীয়া শাঙ্গন ংতং নগর সন্নীক্ষণ সঙ্ঘস্থা
পোর কমির্য়ক বিভাগ
পশ্চিমবঙ্গ সরকার

No. ILGUS/1T-2/2015/513

September 14, 2017

From : B. N. Kar, WBCS (Exe.)
Additional Director, ILGUS and
Member-Secretary, STRUG

To : The Director
State Urban Development Agency
West Bengal
ILGUS Bhavan
Bidhannagar
Kolkata – 700 106



Ashok Das
5mm-HR CB
15/09/17

Sub : Placement of fund for organizing Training Programmes under NULM

Sir,

We would like to inform you that following Training Programmes under NULM were organised by Institute of Local Government and Urban Studies (ILGUS), details of which are given below :

1. 3 Days' Residential Training Programme on Capacity Building of the CPO & Managers of the ULBs under NULM held on & from July 18-20, 2017 at the Conference Hall of ILGUS.
2. 2 Days' Residential Training Programme on Capacity Building of the Support Staff (Dealing Assistants & Data Entry Operators) of the ULBs under NULM held on & from July 24-25, 2017 at the Conference Hall of ILGUS.
3. 2 Days' Residential Training Programme on Capacity Building of the Accountants of ULBs under NULM held on & from July 28-29, 2017 at the Conference Hall of ILGUS.
4. 3 Days' Residential Training Programme on Capacity Building of the C.O.s of the ULBs under NULM held on & from July 31- August 02, 2017 at the Conference Hall of ILGUS.

The copies of the Attendance Register duly signed by the participants and Programme Schedule of each Training Programme are enclosed for your kind reference. It may be mentioned that a sum of ₹ 4,500/- (Rupees Four Thousand Five Hundred) only per participant has been approved by SUDA towards the expenditure in connection with the 3 Days' Residential Training Programmes under NULM vide letter No. SUDA-31/2015/1197 dated 07.09.2015. In case of 2 Days' Residential Programme cost per participant has been reduced proportionately i.e., ₹ 3,500/- per participant. Accordingly, the programme particulars along with entitlement of fund in connection with the abovenoted Training Programmes organised by ILGUS under NULM is given below :

Contd....2





: 2 :

Sl. No.	Particulars of Training Programme	No .of Participants	Expenditure per Participant	Total Amount
1	3 Days' Residential Training Programme on Capacity Building of the CPOs & Managers of the ULBs under NULM held on and from July 18-20, 2017 at ILGUS.	27	(₹ 4,500-240) X 27 + ₹ 1,800/- [Honorarium]	₹ 1,16,820/-
2	2 Days' Residential Training Programme on Capacity Building of the Support Staff of the ULBs under NULM held on & from July 24-25, 2017 at ILGUS.	27	(₹ 3,500- 240) X 27 + ₹ 600/- [Honorarium]	₹ 88, 620/-
3	2 Days' Residential Training Programme on Capacity Building of the Accountant of the ULBs under NULM held on & from July 28-29, 2017 at ILGUS.	15	(₹ 3,500- 240) X 15 + ₹ 1,200/- [Honorarium]	₹ 50, 100/-
4.	3 Days' Residential Training Programme on Capacity Building of the COs of the ULBs under NULM held on and from July 31- August 2, 2017 at ILGUS.	47	(₹ 4,500-240) X 47 + ₹ 1,800/- [Honorarium]	₹ 2,02,020/-
GRAND TOTAL				₹ 4,57,560/-

(Rupees Four Lakh Fifty Seven Thousand Five Hundred and Sixty Only)

The abovenoted amount may kindly be transferred through RTGS with intimation to STRUG.
The details of Bank Account of STRUG are as follows :

Name of the Bank Account : **Society for Training and Research on Urban Governance**
Name of the Bank & Branch : **Bank of India, Unnayan Bhavan, Bidhannagar**
Account No. : **405610210000003**
IFSC Code : **BKID0004056**

Yours faithfully,

[Signature]
Additional Director, ILGUS &
Member-Secretary, STRUG

Passed for Payment Rs. 4,57,560.00/-
(Rupees Four lakh fifty seven thousand
five hundred sixty only.)
Only to be debited towards Training and other
work for NULM under CGMT-NULM.

[Signature]
Additional Director & Financial Officer
State Urban Development Agency, Govt. of W.B.

[Signature]
28.08.2017

Residential Training Programme on Capacity Building of Community Organisers(COs) of ULBs under NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)

Department of Urban Development & Municipal Affairs, Government of West Bengal

Venue : ILGUS : Date : 31.07.17 – 02.08.17

Day & Time	Topic	Resource Person
Day - 01 : 31.07.17 10.00 am - 10.45 am	Introduction to the Programme	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
10.45 am - 11.45 am	Overview of NULM	Shri Ashoke Das, WBCS (Exe.) Additional Director, SUDA
11.45 am - 1.15 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) SHG / Revolving Fund/ Federations (ALF, CLF)	Smt. Soma Parui Das SMM - Social Mobilisation & Institution Development (SM&ID)
1.15 pm – 2.00 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) Resource Organisation ; City Livelihood Centre	Smt. Soma Parui Das SMM - Social Mobilisation & Institution Development (SM&ID)
2.00 pm -2.30 pm	LUNCH BREAK	
2.30 pm – 4.30 pm	CAPACITY BUILDING & TRAINING (CB&T) An Overview Capacity Building of SHGs & their Federations & Resource Organisations	Smt. Rituparna Banerjee SMM - HR & Capacity Building
4.30 pm – 5.15 pm	Shelter for Urban Homeless & Support to Urban Street Vendor (SHU & SUSV)	Shri Soumen De SMM - Shelters & Social Infrastructures
Day - 02 : 01.08.17 10.30 am – 11.30 am	CAPACITY BUILDING & TRAINING (CB&T) Role of CO & Manager in NULM Management	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
11.30 pm – 1.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Financial Inclusion ; Credit Linkage ; Role of Bank ; Task Force ; Procedure of Sponsoring & Sanctioning of Loan and Interest Subsidy	Shri Sandip Bairagi SMM - Financial Inclusion & Micro-Enterprises
1.30 pm – 2.00 pm	LUNCH BREAK	
2.00 pm – 3.45 pm	SELF EMPLOYMENT PROGRAMME (SEP) Management & Maintenance of Accounts and Grading of SHG	Shri Sandip Bairagi SMM - Financial Inclusion & Micro-Enterprises
3.45 pm – 5.00 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Sundar Dutta Programme Co-ordinator, SUDA
Day - 03 : 02.08.17 10.30 am – 11.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Individual & Group Loan	Shri Arupratan Mukhopadhyay, WBCS (Exe.) Private Secretary to MIC, UD & MA
11.30 am – 12.15 pm	Monitoring & Evaluation An Overview	Shri Amit Chowdhury SMM - MIS & ME
12.15 pm - 1.30 pm	MIS-MPR Assignment ; Target & Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
1.30 pm – 2.15 pm	LUNCH BREAK	
2.15 pm – 4.00 pm	Strategy & Plan Mission Implementation	Shri Ashoke Das, WBCS (Exe.) Additional Director, SUDA
4.00 pm – 4.30 pm	Valedictory Session and Feedback from Participants	

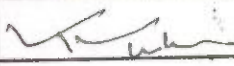
INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars : CB Training of C.O.s of ULBs under NULM

LIST OF PARTICIPANTS			Day : 03 Date : 02.08.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
1	UJJAL DAS. C.O.	Nalhati	Ujjal Das
2	MEGHNA GHOSH C.O.	Ranaghat	Meghna Ghosh
3	ARINDAM MITRA C.O.	Ranaghat	Arindam Mitra
4	Ujjwal Pat (C.O.)	Sainthia	Ujjwal Pat
5	AMIZ UDDIN MONDAL	Santipur	Amiz Uddin
6	Moumita Das. C.O.	Haldia	Moumita Das. 2-8-2017
7	Sumon Saha C.O.	Sainthia	Sumon Saha
8	NAJMUS SAHADAT HOSSAIN GAZI	BADUREA	N. Hossain
9	Abhishek Roy Chowdhury	Ashokenagar	Abhishek Roy
10	Ankita Bhattacharya C.O.	Bongaon	Ankita Bhattacharya
11	Rumud Das Majumdar C.O.	Bongaon	Rumud Das Majumdar

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

LIST OF PARTICIPANTS			Day: 03 Date: 02.08.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
12	MANTU MUKHERJEE CO	Santi Pur	
13	ASHIRUL SK C.O	Jangi Pur	Ashirul SK
14	SAHADEB BANGAL CO	DURGAPUR	Sahadeb Bangal.
15	ANAMIKA MONDAL CO	Durgapur	Anamika Mondal
16	SHARMILA SOREN CO	Durgapur	Sharmila Soren
17	TRIPTI BHATTACHARYA CO	MIDNAPORE	T Bhattacharya
18	ARPITA PAUL (C.O)	Durgapur	Arpita Paul
19	RATNA BISWAS CO	BADURIA	Ratna Biswas.
20	PRIYANKA DEY ROY CO	BAIDYABATI	P. Dey Roy 02/8/17
21	Arnob Talukdar C.O	Ashokenagar	Arnob Talukdar
22	SONI SAW C.O	Bodunipara	Soni Saw

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

LIST OF PARTICIPANTS			Day : 03 Date : 02.08.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
23	MITHU DHAR CHAKRABORTY C.O	Santhpur	Dhar 02-08-17
24	NARESH CHANDRA SAHA C.O	Chakdaha Municipality	Dhar 02/08/17
25	Abhaya Chowdhury C.O	Chakdaha Municipality	(Signature) 2/8/17
26	Sudip. Pakrashi C.O	Baidyabati Municipality	(Signature) 2/8/17
27	Buddhadev Banerjee	Durgapur	(Signature) 2/8/17
28	SOURVIX GHOSH C.O	Durgapur	(Signature) 2/8/17
29	Tirtha Nath Jana C.O	Midnapore	(Signature) 2/8/17
30	RIVA HATTY. CO	HALDIA	Riva Hatty, 02.08.2017
31	UMASHREE GHOSH C.O	Mal	Umashree Ghosh
32	Sagar Dutta CO	Jangpur	Sagar Dutta
33	SK RUNA LAELA (MOLLOCK) C.O	Uluberda	Rmollock 2/8/17

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

LIST OF PARTICIPANTS			Day : 03 Date : 02.08.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
34	Tapan Karmakar C.O	Balughat	<i>[Signature]</i> 02.08.17
35	ADITYA DUTTA BANIK C.O	Ashokenagar	<i>[Signature]</i>
36	JOY MARICK C.O	ASHOKENAGAR KALYANGARH MU	<i>[Signature]</i> Joy Marick
37	TAMISHA GHOSH (PANJA) C.O	Uluberia	<i>[Signature]</i> (Panja)
38	PRITI MANNA SADHUKHAN C.O	Uluberia	<i>[Signature]</i> Priti Manna Sadhukhan
39	SOUVEK MANDAL C.O.	Uluberia	<i>[Signature]</i> Souvik Mandal
40	SUDIPTA BISWAS.	NORTH BARRACKPORE	<i>[Signature]</i> 02/8/17
41	SUMAN MONDAL (C.C)	BARASAT	<i>[Signature]</i> Suman Mondal.
42	CHANDRINA BHOWMICK (C.O)	Nalchakurip	<i>[Signature]</i> CB
43	RADHA RANI BISWAS (C.O)	Purbangarj	<i>[Signature]</i> R.R Biswas.
44	NUPUR BARMAN	HALDIBARI	<i>[Signature]</i>

Residential Training Programme on Capacity Building of the Support Staff (Accountants) of the ULBs under NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)

Department of Urban Development & Municipal Affairs, Government of West Bengal

Venue : ILGUS : Date : July 28-29, 2017

Day & Time	Topic	Resource Person
Day - 01 : 28.07.2017 10.00 am - 10.45 am	Introduction to the Programme	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
10.45 am – 11.45 am	Overview of NULM	Shri Ashoke Das, WBCS (Exe.) Additional Director, SUDA
11.45 Noon - 12.30 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) <ul style="list-style-type: none"> • SHGs & Revolving Fund • Federations (ALF, CLF) • Resource Organisations 	Smt. Soma Parui Das SMM – SMID, WBSULM
12.30 pm -1.15 pm	CAPACITY BUILDING & TRAINING (CB&T) <ul style="list-style-type: none"> • Capacity Building – An Overview • Capacity Building of SHG & their Federations 	Smt. Rituparna Banerjee SMM-HR & CB
1.15 pm – 2.00 pm	LUNCH BREAK	
2.00 pm – 3.00 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Dutta Programme Co-ordinator, SUDA
3.00 pm – 4.00 pm	SCHEME OF SHELTER FOR URBAN HOMELESS (SUH) An Overview	Shri Soumen De SMM – S & SI; WBSULM
4.00 pm – 5.00 pm	Monitoring & Evaluation An Overview	Shri Amit Chaudhuri SMM – MIS & ME, WBSULM
Day - 02 : 29.07.2017 10.30 am – 11.30 Noon	SELF EMPLOYMENT PROGRAMME (SEP) Financial Inclusion, Credit Linkage, Role of Bank, Task Force, Procedure for Sponsoring and Sanctioning of loan and Interest Subsidy	Sri Sandip Bairagi SMM-FI & ME
11.30 – 1.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Management and Maintenance of SHG Accounts, Grading of SHGs	Sri Sandip Bairagi SMM-FI & ME
1.30 pm -2.15 pm	LUNCH BREAK	
2.15 pm – 3.30 pm	Maintenance of Municipal Accounts	Sri Dipankar Chowdhury Finance Officer (Health) ; SUDA
3.30 pm – 4.30 pm	Maintenance of NULM Accounts	Sri Sandip Bairagi SMM-FI & ME
4.30 pm – 5.00 pm	Valedictory Session	

28-29 July, 2017

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars : CB Training of the Accountant of ULBS under NULM

Day : 01 Date : 28.07.17

Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
---------	---------------------------------------	-----------------------------	------------------------------

1	Subha Dasgupta Asst. Secy	Benduan Municipality	Subha Dasgupta
---	---------------------------	----------------------	----------------

2	Sunit Kumar Nivany	Bakotpara Municipality	Sunit Kumar Nivany
---	--------------------	------------------------	--------------------

3	KUNAL SAHA	Madhupur Municipality	Kunal Saha
---	------------	-----------------------	------------

4	ADIT AIN	Durgapur Municipal Corporation	Adit AIN
---	----------	--------------------------------	----------

5	SHAMIK KUNDU	Nahat Municipality	Shamik Kundu
---	--------------	--------------------	--------------

6	PHIL KANU	BARUAHAT MUNICIPALITY	Phil Kanu
---	-----------	-----------------------	-----------

7	ABOUBA DEY	Arakonggar Mahangarh	Abouba Dey
---	------------	----------------------	------------

8	Rina Gado	Kalyani Municipality	Rina Gado
---	-----------	----------------------	-----------

9	Rakesh Kundu	Halisahar Municipality	Rakesh Kundu
---	--------------	------------------------	--------------

10	Kanti Pandey	Midnapur Municipality	Kanti Pandey
----	--------------	-----------------------	--------------

11	Gourav NATH	Baidyabadi Municipality	G. NATH
----	-------------	-------------------------	---------

Accountant, NULM

Municipality

28/07/17

28/07/2017

Residential Training Programme on Capacity Building of the Support Staff (Data Entry Operators) of the ULBs under NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)
Department of Urban Development & Municipal Affairs, Government of West Bengal

Venue : ILGUS : Date : July 24-25, 2017

Day & Time	Topic	Resource Person
Day - 01 : 24.07.2017 10.00 am - 10.45 am	Introduction to the Programme	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
10.45 am - 11.45 am	Overview of NULM	Shri Ashoke Das, WBCS (Exe.) Additional Director, SUDA
11.45 Noon - 12.30 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) <ul style="list-style-type: none"> • SHGs & Revolving Fund • Federations (ALF, CLF) • Resource Organisations 	Smt. Soma Parui Das SMM – SMID, WBSULM
12.30 pm - 1.15 pm	CAPACITY BUILDING & TRAINING (CB&T) <ul style="list-style-type: none"> • Capacity Building – An Overview • Capacity Building of SHG & their Federations 	Smt. Rituparna Banerjee SMM-HR & CB
1.15 pm - 2.00 pm	LUNCH BREAK	
2.00 pm - 2.45 pm	Financial Inclusion, Credit Linkage, Role of Bank, Task Force, Procedure for Sponsoring and Sanctioning	Sri Sandip Bairagi SMM-FI & ME
2.45 pm - 3.30 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Dutta Programme Co-ordinator, SUDA
3.30 pm - 4.15 pm	SCHEME OF SHELTER FOR URBAN HOMELESS (SUH) An Overview	Shri Soumen De SMM – S & SI; WBSULM
4.15 pm - 5.00 pm	Role of DA cum DEO	Sri Mrinal Kanti Ghosh OSD ; SUDA
Day - 02 : 25.07.2017 10.30 am - 11.30 Noon	Monitoring & Evaluation An Overview	Shri Amit Chaudhuri SMM – MIS & ME, WBSULM
11.30 am - 1.30 pm	Monitoring & Evaluation MPR/MIS Report Submission Process	Shri Amit Chaudhuri SMM – MIS & ME, WBSULM
1.30 pm - 2.15 pm	LUNCH BREAK	
2.15 pm - 4.30 pm	Monitoring & Evaluation Handhold Training on MPR/MIS	Shri Amit Chaudhuri SMM – MIS & ME, WBSUL
4.30 pm - 5.00 pm	Valedictory Session	

24-25 July, 2017

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars : CB Training of DA cum DEO of ULBs under NULM

LIST OF PARTICIPANTS			Day : 02 Date : 25.07.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
1	SABUJ HALDER DA cum DEO	Baidyabati	Sabuj Halder
2	PRITAM RAM MANDAL DA cum DEO	Balughet	P
3	SUDIPTA DATTA DA cum DEO	Ashokenagar	Sudipta Datta
4	ARINDAM PAUL DA cum DEO	Durgapur MC	Arindam Paul
5	MOJAFFOR NAWAJ DA cum DEO	Jangipur	Mojaffor
6	Tannoy Deb (T) DA cum DEO	Mathabhanga	Tannoy
7	LOKENATH MAISAL DA cum DEO	Kalyani	L
8	KABIRUL ISLAM DA cum DEO	Kalhati	Kabirul
9	AMIT FOUZDAR DA cum DEO	Mal	Amit Fozdar
10	BABI SEN DA cum DEO	Haldibari	B
11	ABHISHEK DAS DA cum DEO	Dhurgari	Abhishek

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

LIST OF PARTICIPANTS			Day : 02 Date : 25.07.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
12	SOMNATH ROYCHOWDHURY DA CUM DEO	Baruipur	[Signature]
13	ABHJIT SARKAR DA CUM DEO	Ranaghat	[Signature]
14	ANLAN CHATTERJEE, DA cum DEO.	Durgapur	[Signature]
15	PAYAL MUKHERJEE. DA cum DEO.	Howrah Municipal Corporation	[Signature]
16	RAKHI MONDAL DA cum DEO	Howrah Municipal Corporation	[Signature]
17	Anindya Sundar Bandyopadhyay	Midnapore Municipal Corporation	[Signature]
18	Kakali Bose	Madhyamgram	K. Bose
19	JOYDEEP NATH DA cum DEO	Baranagar	[Signature]
20	RAJU REDDY DA cum DEO	Naihati	[Signature]
21	SK. ALRIZ ISLAM DA CUM D.E.O	Baduria.	SK. Alriz Islam
22	SUBHASHIS PODDAR DAY-NULM DA CUM DEO	DALKHOLA	[Signature]

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

[illegible]

Residential Training Programme on Capacity Building of Executive Officers (CPOs) and Managers of ULBs under NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)

Department of Urban Development & Municipal Affairs, Government of West Bengal

Venue : ILGUS : Date : 18 - 20 July, 2017

Day & Time	Topic	Resource Person
Day - 01 : 18.07.17 10.15 am - 10.30 am	Introduction to the Programme	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
10.30 am - 11.30 am	Overview of NULM	Shri Ashoke Das, WBCS (Exe.) Additional Director, SUDA
11.30 am - 1.00 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) SHG / Revolving Fund/ Federations (ALF, CLF)	Smt. Soma Parui Das SMM - Social Mobilisation & Institution Development (SM&ID)
1.00 pm - 1.45 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) Resource Organisation ; City Livelihood Centre	Smt. Soma Parui Das SMM - Social Mobilisation & Institution Development (SM&ID)
1.45 pm - 2.30 pm	LUNCH BREAK	
2.30 pm - 3.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Financial Inclusion ; Credit Linkage ; Role of Bank ; Task Force ; Procedure of Sponsoring & Sanctioning of Loan and Interest Subsidy	Shri Sandip Bairagi SMM - Financial Inclusion & Micro-Enterprises
3.30 pm - 5.00 pm	SELF EMPLOYMENT PROGRAMME (SEP) Management & Maintenance of Accounts and Grading of SHG	Shri Sandip Bairagi SMM - Financial Inclusion & Micro-Enterprises
Day - 02 : 19.07.17 10.30 am - 11.30 am	CAPACITY BUILDING & TRAINING (CB&T) Role of CPO & Manager in NULM Management	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
11.30 am - 1.15 pm	CAPACITY BUILDING & TRAINING (CB&T) An Overview Capacity Building of SHGs & their Federations & Resource Organisations	Smt. Rituparna Banerjee SMM - HR & Capacity Building
1.15 pm - 2.00 pm	LUNCH BREAK	
2.00 pm - 3.30 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Sundar Dutta Programme Co-ordinator, SUDA
3.30 pm - 5.00 pm	Shelter for Urban Homeless & Support to Urban Street Vendor (SHU & SUSV)	Shri Soumen De SMM - Shelters & Social Infrastructures
Day - 03 : 20.07.17 10.30 am - 11.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Individual & Group Loan	Shri Arupratan Mukhopadhyay, WBCS (Exe.) Private Secretary to MIC, UD & MA
11.30 am - 12. Noon	Monitoring & Evaluation An Overview	Shri Amit Chowdhury SMM - MIS & ME
12 Noon - 1.30 pm	MIS-MPR Assignment ; Target & Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
1.30 pm - 2.15 pm	LUNCH BREAK	
2.15 pm - 3.30 pm	MIS-MPR Assignment ; Target & Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
3.30 pm - 4.30 pm	Strategy & Plan Mission Implementation	Shri Ashoke Das, WBCS (Exe.) Additional Director, SUDA
4.30 pm - 5.00 pm	Valedictory Session and Feedback from Participants	

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars: CB Training of CPOs & Managers of ULBs under NULM

LIST OF PARTICIPANTS

Day : 03 Date : 20.07.17

Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
1	Bapan Chakraborty Manager - SD&I	Ranaghat Municipality	B. Chakraborty
2	ARIJIT BOSE. CMM - S&L	Rajpur - Sonarpur Municipality	Arijit Bose 20/7/17
3	Asst Baran Nayak. Executive Officer	Rampur Municipality	Baran Nayak 20/7/17
4	Rabin Das Choudhury CMM - Skills - ME, MIS - ME	Mumtazabad Municipality	R. Choudhury 20/7/17
5	SUMAN GHOSH CMM - SD&I	JALPAIGURI - AZIMGANGA MVE	S. Ghosh 20/7/17
6	Sanku Dasgupta CMM - SD&I	RANPUR SONARPUR MUNICIPALITY	S. Dasgupta 20/7/17
7	SUBASHIS MAHAPATRA Manager - SD&I	Kharagpur Municipality	S. Mahapatra 20/7/17
8	SUSHANTA KUMAR MAHAPATRA Manager Skills, MIS & ME	Baduria Municipality	S. Mahapatra
9	BIJAN ROY Manager Skills, MIS & ME	JANGIPUR	B. Roy
10	KAMRUNNAHAR BISWAS MSD&I	JANGIPUR	K. Biswas
11	PRANPTA DUTTA Manager SD&I	Madhyampur	P. Dutta

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

LIST OF PARTICIPANTS			Day : 03 Date : 20.07.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
12	SAMARENDRA NATH KOLBY E.O.	Kabra Municipality	Kolby 20/7/17
13	Imranul Poddar E.O.	Baranagar	Imranul Poddar
14	SOUGATA BANERJEE EMM - SRM & ME, MUBM	Kharagpur Municipality	So. Banerjee 20/7/17
15	SHYAMASIS ROY, Executive Officer	Budbudge	Shyamasis Roy 20/7/17
16	Susalesh Mondal, E.O. Baruni	Bokulpur	Susalesh Mondal 20.7.17
17	KAZI RUHOL AMIN Executive Officer	Dinhat Municipality	Kazi Amin 20/7/17
18	Joydev Ghose E.O.	Shaldia Municipality	Joydev Ghose 20/7/17
19	SAMIR RANJAN BAL E.O.	Nabadwip	S. R. Bal 20.07.17
20	MD AHSAAN, E.V. & CPO.	BAHANUPUR Municipality	MD AHSAAN 20/07/17
21	DEBAJYOTI GHOSH MIS-ME	Chandany	Deba Jyoti Ghosh 20/7/17
22	SRABANI BORAL Mgn - SDI	Chandany	Srabani Boral 20/7/17

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

MUNICIPAL AFFAIRS DEPARTMENT
Government of West Bengal



স্থানীয় শাসন এবং নগর উন্নয়ন সঞ্চয়

পৌর বিষয়ক বিভাগ
পশ্চিমবঙ্গ সরকার

No. ILGUS/1T-2/2015/381 (24)

From : B. N. KAR, WBCS (Exe.)
Additional Director, ILGUS

To : The Chairman/Chairperson/Commissioner

Howrah MC, Durgapur MC, Ashokenagar-Kalyangarh, Baduria, Baidyabati, Baranagar, Baruipur, Bhatpara, Bardhaman, Balurghat, Coopers' Camp, Dalkhola, Dhupguri, Haldibari, Jangipur, Jiaganj-Azimganj, Kalyani, Madhyamgram, Medinipore, Mal, Mathabhanga, Nalhati, Ranaghat and South Dum Dum Municipalities.



July 14, 2017

Handwritten signature and initials

Sub : 2 Days' Residential Training Programme for Support Staff (DA cum DEO) under NULM

Sir/Madam,

You are kindly aware that, National Urban Livelihood Mission Programme (NULM) has already been launched in all the Urban Local Bodies (ULBs) of this state with the vision of reduction of poverty and vulnerability of the urban poor households. The aim of the aforesaid programme is to enable the urban poor households to access the scope of self – employment and skilled wage employment opportunity, in order to improve their livelihood on sustainable basis. The vision also includes the scope of providing the shelter and essential services to the urban homeless and creating the opportunity for the well being of the urban street vendors.

Institute of Local Government and Urban Studies (ILGUS) has been selected as one of the Nodal Training Institutes in West Bengal for imparting trainings to different stake holders of the ULBs for capacity building under NULM Scheme by State Urban Development Agency (SUDA) with the approval of Department of Municipal Affairs, GoWB. Accordingly training programmes with the various stake holders of ULBs are being organised by ILGUS since June, 2015.

In this connection we would like to inform you that for successful implementation of NULM project a **2 Days' Residential Training Programme, for the Support Staff i.e, Dealing Assistant cum Data Entry Operator**, of your ULB, (as per enclosed list) associated with NULM Programme will be held on and from **July 24-25, 2017 at the ILGUS Conference Hall, ILGUS Bhavan, Bidhannagar, Kolkata-700 106.**

You are requested to kindly send the registration of the participant in the proforma mentioned below within **20th July, 2017** through the mail id of ILGUS, i.e. ilgus.magowb@gmail.com for smooth arrangement of the Training Programme. Kindly advise the participant to submit the hard copy of the aforesaid registration at the time of their reporting at ILGUS.

Contd.....2





: 2 :

The aforesaid Training Programme will commence at 10.30 am and will continue upto 5.00 pm. on both the days. You are also requested to advise the participant to report at ILGUS by 10.00 am on **24.07.2017**. The participants may contact Shri Shankar Banerjee, Assistant Administrative Officer, ILGUS (9748191987) for any further queries.

Registration Proforma:

Name of the ULB : _____

Sl. No.	Name of the Participant	Designation	Accommodation Required (Yes/No)	Food Preference (Veg/Non-Veg)

Thanking you.

Yours faithfully,

Sd/- B. N. Kar

Additional Director

No. ILGUS/1T-2/2015/381(21)/1(2)

July 12, 2017

Copy forwarded for information and necessary action to :

- ✓ 1. The Director, State Urban Development Agency & Mission Director, WBSULM
2. The Director (UPA), Ministry of Housing and Poverty Alleviation (UPA Division), Government of India, New Delhi

[Signature]

Additional Director

2 Days' Residential Training Programme for Dealing Assistant cum Data Entry Operators of ULBS under NULM to be held on & from July 24-25, 2017

Venue : ILGUS Conference Hall, ILGUS Bhavan; Bidhannagar ; Kolkata - 700106

LIST OF PARTICIPANTS

Sl. No.	Name of the ULB	Name of the Participant	Designation
1	ASHOKENAGAR-KALYANGARH	SUDIPTA DUTTA	DA cum DEO
2	BADURIA	SK. ALRIZ ISLAM	DA cum DEO
3	BAIDYABATI	SABUJ HALDER	DA cum DEO
4	BARUIPUR	SOMNATH ROY CHOWDHURY	DA cum DEO
5	BARANAGAR	JOYDEEP NATH	DA cum DEO
6	BHATPARA	MEGHASREE CHAKRABORTY	DA cum DEO
7	BARDDHAMAN	MALAY KUNDU	DA cum DEO
8	BALURGHAT	PRITAM RAM MONDAL	DA cum DEO
9	COOPERS' CAMP	BANKIM MONDAL	DA cum DEO
10	DALKHOLA	SUBHASIS PODDAR	DA cum DEO
11	DURGAPUR MC	AMLAN CHATTERJEE	DA cum DEO
12	DURGAPUR MC	ABHISEKH DAS	DA cum DEO
13	DURGAPUR MC	ARINDAM PAUL	DA cum DEO
14	DHUPGURI	ABHISEKH DAS	DA cum DEO
15	HALDIBARI	BAPI SEN	DA cum DEO
16	HOWRAH MC	PAYAL MUKHERJEE	DA cum DEO
17	HOWRAH MC	RAKHI MONDAL	DA cum DEO
18	JANGIPUR	MOJAFFAR NAWAJ	DA cum DEO
19	JIAGANJ-AZIMGANJ	RITUPARNA SINHA	DA cum DEO
20	KALYANI	LOKENATH MAISAL	DA cum DEO
21	MADHYAMGRAM	KAKALI BOSE	DA cum DEO
22	MAL	AMIT FOUZDAR	DA cum DEO
23	MATHABHANGA	TANMAY DEB	DA cum DEO
24	MEDINIPORE	ANINDYA SUNDAR BANERJEE	DA cum DEO
25	NAIHATI	RAJU REDDY	DA cum DEO
26	NALHATI	KABIRUL ISLAM	DA cum DEO
27	RANAGHAT	ABHIJIT SARKAR	DA cum DEO
28	SOUTH DUM DUM	PRIYANKAR SAHA	DA cum DEO

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

MUNICIPAL AFFAIRS DEPARTMENT
Government of West Bengal



স্বাভীয শাশ্বন এৱং নগর সন্নীক্ষণ সঙ্ঘস্থা

পৌর বিষয়ক বিভাগ
পশ্চিমবঙ্গ সরকার

No. ILGUS/1T-2/2015/380 (20)

From : B. N. KAR ,WBCS (Exe.)
Additional Director, ILGUS

To : The Chairman/Chairperson

Baruipur, Barrackpore, Katwa, Jalpaiguri, Mal, Baranagar, Barasat, Titagarh, Rajpur-Sonarpur, Dinhata, Jiaganj-Azimganj, Ashokenagar-Kalyangarh, Dhupguri, Jangipur, Jhalda, Nabadwip, Ranaghat, Murshidabad, Kharagpur and Budge Budge Municipalities.



July 12, 2017

Imm - HRCS
১২/০৭/১৭

Sub : 3 Days' Residential Training Programme for CPOs & Managers under NULM

Sir/Madam,

You are kindly aware that, National Urban Livelihood Mission Programme (NULM) has already been launched in all the Urban Local Bodies (ULBs) of this state with the vision of reduction of poverty and vulnerability of the urban poor households. The aim of the aforesaid programme is to enable the urban poor households to access the scope of self – employment and skilled wage employment opportunity, in order to improve their livelihood on sustainable basis. The vision also includes the scope of providing the shelter and essential services to the urban homeless and creating the opportunity for the well being of the urban street vendors.

Institute of Local Government and Urban Studies (ILGUS) has been selected as one of the Nodal Training Institutes in West Bengal for imparting trainings to different stake holders of the ULBs for capacity building under NULM Scheme by State Urban Development Agency (SUDA) with the approval of Department of Municipal Affairs, GoWB. Accordingly training programmes with the various stake holders of ULBs are being organised by ILGUS since June, 2015.

In this connection we would like to inform you that for successful implementation of NULM project a 3 Days' Residential Training Programme, for the **Executive Officer (CPOs) and Managers** of your ULB, (as per enclosed list) will be held on and from **July 18-20, 2017** at the **ILGUS Conference Hall, ILGUS Bhavan, Bidhannagar, Kolkata-700 106.**

You are requested to kindly send the registration of the participant in the proforma mentioned below within **17th July, 2017** through the mail id of ILGUS, i.e. ilgus.magowb@gmail.com for smooth arrangement of the Training Programme. Kindly advise the participant to submit the hard copy of the aforesaid registration at the time of their reporting at ILGUS.

Contd.....2





: 2 :

The aforesaid Training Programme will commence at 10.30 am and will continue upto 5.00 pm. on all the days. You are also requested to advise the participant to report at ILGUS by 10.00 am on **18.07.2017**. The participants may contact Shri Shankar Banerjee, Assistant Administrative Officer, ILGUS (9748191987) for any further queries.

Registration Proforma:

Name of the ULB : _____

Sl. No.	Name of the Participant	Designation	Accommodation Required (Yes/No)	Food Preference (Veg/Non-Veg)

Thanking you.

Yours faithfully,

Sd/- B. N. Kar

Additional Director

ILGUS/1T-2/2015/380 (20)/1(2)

July 12, 2017

Copy forwarded for information and necessary action to :

- ✓ 1. The Director, State Urban Development Agency & Mission Director, WBSULM
2. The Director (UPA), Ministry of Housing and Poverty Alleviation (UPA Division), Government of India, New Delhi

[Signature]
Additional Director

**3 Days' Residential Training Programme for Executive Officers & Managers of the
ULBS under NULM to be held on & from July 18-20, 2017**

Venue : ILGUS Conference Hall, ILGUS Bhavan; Bidhannagar ; Kolkata - 700106

LIST OF PARTICIPANTS

Sl. No.	Name of the ULB	Name of the Participant	Designation
1	ASHOKENAGAR-KALYANGARH	RABIN KUMAR CHAKRABORTY	Executive Officer
2	BARUIPUR	SWADESH MONDAL	Executive Officer
3	BARRACKPORE	JOYDEB GUHA	Executive Officer
4	BARANAGAR	INDRANATH PODDAR	Executive Officer
5	BARASAT	MD. HOSEN	Executive Officer
6	BUDGE BUDGE	SHYAMASIS ROY	Executive Officer
7	DHUPGURI	ASIT BARAN NAYEK	Executive Officer
8	DINHATA	KAZI NUHAL AMIN	Executive Officer
9	JANGIPUR	BIJAN ROY	Manager - Skills, ME, MIS & ME
10	JANGIPUR	KAMRUNNAHAR BISWAS	Manager - SD & I
11	JHALDA	JOYDEEP GHORAI	Executive Officer
12	JIAGANJ-AZIMGANJ	SUMAN GHOSH	Manager - SD & I
13	JALPAIGURI	DR. SANTANU NANDAN MOITRA	Executive Officer
14	KHARAGPUR	SAUGATA BANERJEE	Manager - Skills, ME, MIS & ME
15	KHARAGPUR	SUBHASSISH MAIKAP	Manager - SD & I
16	KATWA	SAMARENDRANATH KOLEY	Executive Officer
17	MURSHIDABAD	RABINDRA CHAND KHOAS	Manager - Skills, ME, MIS & ME
18	MAL	SITARAM NANDI	Executive Officer
19	NABADWIP	SAMIR RANJAN BAL	Executive Officer
20	RAJPUR-SONARPUR	SAMIK GOSWAMI	Manager - SD & I
21	RAJPUR-SONARPUR	ARIJIT BOSE	Manager - Skills & Livelihood
22	RANAGHAT	BAPAN CHAKRABORTY	Manager - SD & I
23	RANAGHAT	DIPANWITA DEB	Manager - Skills, ME, MIS & ME
24	RISHRA	TARUN JANA	Manager - Skills, ME, MIS & ME
25	RISHRA	NAMITA SARKAR	Manager - SD & I
26	TITAGARH	ASHOKE SARKAR	Executive Officer

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নংSUDA - 31/2015 (Pt-1)/367

তারিখ 07.07.2017

From : Additional Director, SUDA

To : Additional Director,
 ILGUS
 Government of West Bengal

Ref: Letter vide memo no: ILGUS/1T-2/2015/363, Dated: 27.06.2017

Sir,

With reference to your letter no: ILGUS/1T-2/2015/363, Dated: 27.06.2017, we would like to inform you that an amount of Rs. 3,59,280/- (Rupees three lakh fifty nine thousand two hundred and eighty only) was released to your end vide memo no: SUDA-31/2015 (Pt-1)/526, Dated: 16.06.2017.

In addition to this, it has been decided by us that henceforth **no staff of SUDA associated with DAY-NULM programme will be provided any resource fee while acting as a Resource Person for training to be held ~~both~~ at ILGUS.** Any other personnel not associated with DAY-NULM directly, acting as Resource Person may be provided the same.

Drinking water, food, refreshment etc. are provided to the participants and Resource Persons. There is a provision of Administrative Cost of Rs.410/- (Rupees four hundred and ten only) per participant. As such any incidental charges may be borne out of that.

Yours faithfully,


 Additional Director, SUDA

Memo No: SUDA - 31/2015 (Pt-1)/

Copy Forwarded For Information & Necessary Action To:

1. Director, SUDA
2. Additional Director & Financial Adviser, SUDA




 Additional Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৬ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

From : Additional Director, SUDA

To : Additional Director,
ILGUS
Government of West Bengal

Ref: Letter vide
~~Sub: Reply to letter vide memo no: ILGUS/IT-2/2015/363, Dated: 27.06.2017~~

Sir,

With reference to your letter no: ILGUS/IT-2/2015/363, Dated: 27.06.2017, we would like to inform you that an amount of Rs. 3,59,280/- (Rupees three lakh fifty nine thousand two hundred and eighty only) was released to your end vide memo no: SUDA-31/2015 (Pt-1)/526, Dated: 16.06.2017.

In addition to this, it has been decided by us that henceforth **no staff of SUDA associated with DAY-NULM programme will be provided any resource fee while acting as a Resource Person for training to be held both at ILGUS.** Any other personnel not associated with DAY-NULM directly, acting as Resource Person may be provided the same.

~~In response to the clarification sought regarding provisions for providing food, refreshment, tea and drinking water to Resource Persons, Officers, Support Staff and Drivers, it is generally observed that training institutions provide such amenities to both participants and Resource Persons. Since we have the provision of Administrative Cost of Rs.410/- (Rupees four hundred and ten only) per participant, therefore, the same may be borne out of the same.~~

drinking water, food, refreshment etc.
There is a provision of Administrative Cost of Rs.410/- (Rupees four hundred and ten only) per participant.
As such any incidental charges may be borne out of that.

Yours faithfully,

Additional Director, SUDA

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

MUNICIPAL AFFAIRS DEPARTMENT

Government of West Bengal



স্থানীয় শাসন এবং নগর উন্নয়ন অংশ

দৌর বিষয়ক বিভাগ

পশ্চিমবঙ্গ সরকার

No. ILGUS/1T-2/2015/363

June 27, 2017

From : B. N. Kar, WBCS (Exe.)
Additional Director

To : The Additional Director
State Urban Development Agency
ILGUS Bhavan
Bidhannagar
Kolkata - 700 106



A.D.

Sum - HLCB
M. put up in reply
28/06/17

Sub : Organising Training Programmes on NULM by ILGUS

Sir,

With reference to your letter No. SUDA-31/2015/(Pt. 1)/563 dated 23.06.2017 regarding organising Training Programmes under NULM we would like to inform you ILGUS has been declared as State Nodal Institute for IEC and Capacity Building of all the ongoing programmes under the Department of Urban Development and Municipal Affairs. As a result, ILGUS has to organise various Training Programmes for the Elected Representatives/ Executive Officers/Finance Officers/AFC and other Personnel of ULBS before Puja in addition to the Training Programmes under NULM. Under the circumstances, it is proposed to fix up the dates of NULM Training with prior consultation with the undersigned.

Besides this, it is not the out of place to mention that a claim for reimbursement of expenditure incurred by ILGUS for ₹ 4,13,900/- in respect of Training Programmes organised by this office during the period from November, 2016 to February, 2017 was submitted to the office of the SUDA vide this office letter No. ILGUS/.1T-2/2015/215 dated 28.03.17. But it is a sorry state of matter that though already three months have been elapsed but neither any fund has been released nor this office has received any communication from the end of SUDA. Whereas, all the necessary expenditure including payment of Honorarium to the Resource Person (Most of them are from SULM) have already been paid from this end. It may please be noted that henceforth after finalising the dates placement of fund as per expenditure norm i.e., ₹ 4,500/- per participant for 3 days' Residential Training programme is required for organising Training programmes. Besides this, clarification is also needed whether food, refreshments, tea and drinking water will be provided to the Resource persons, Officers, Support Staff and Drivers to maintain a healthy relation between two organisations.

Settled
issue

so/

Yours faithfully,

Additional Director





৫৫

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-31/2015 (প-১)/563

তারিখ 23-06-17

From: Addl. Director, SUDA

To: Additional Director;
 ILGUS,
 Government of West Bengal

Sub: Request to arrange Capacity Building training of newly joined Executive Officers (CPOs), City Mission Managers, Community Organisers, Accountant and DA-Cum-DEOs of different ULBs under DAY-NULM

Sir,

This is to inform you that training on DAY-NULM for the newly joined Executive Officers (CPOs), City Mission Managers, Community Organisers, Accountant and DA-Cum-DEOs under DAY-NULM needs to be organized for smooth implementation of the mission. You are therefore requested to arrange capacity building training for the said personnel at ILGUS. The schedule of the training is enclosed herewith and the list of participants will be provided at your end shortly. Training may be organized from 28.06.2017 to 25.07.2017 in different phases in 3 days and 2 days residential training module under DAY-NULM and the same will be provided to you shortly.

Yours faithfully,

Enclosure: As Stated

SUDA-31/2015 (প-১)/563/১২
 Copy forwarded for information:

1. Addl. Director & Financial Adviser, SUDA
2. Administrative Officer, SUDA



৫৫

Addl. Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6400

Tentative Training Plan for the Months of June and July 2017

Sl No	Designation	Tentative Date	Month	Total Participants
1	City Mission Managers	28.06.2017 – 30.06.2017	June	Will be provided shortly
2	Community Organisers	03.07.2017 – 05.07.2017	July	
3	Executive Officers	12.07.2017 – 14.07.2017	July	
4	Accountant	19.07.2017 – 20.07.2017	July	
5	DA-Cum-DEO	24.07.2017 – 25.07.2017	July	



রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-31/2015(pt-I)/ ৫২৬

16.06.2017

ক্রমিক নং

তারিখ

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.

**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**

National Urban Livelihood Mission (NULM)

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of National Urban Livelihood Mission (NULM).

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Society for Training and Research on Urban Governance	3,59,280.00	Bank of India, Unnayan Bhavan, Bidhannagar Branch, A/C No. 405610210000003, IFS Code. BKID0004056
TOTAL		3,59,280.00	
(Rupees Three lakh fifty nine thousand two hundred eighty only)			

(Md Asif Sardar)
Finance Officer
SUDA



(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA

Amalendu Sekhar Naskar
16.06.2017

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadi@gmail.com
Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-31/2015(pt-I)/ ৫২৬

16.06.2017

ক্রমিক নং

তারিখ

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.


**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**

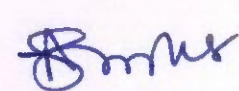
National Urban Livelihood Mission (NULM)

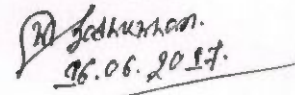
Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of National Urban Livelihood Mission (NULM).

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Society for Training and Research on Urban Governance	3,59,280.00	Bank of India, Unnayan Bhavan, Bidhannagar Branch, A/C No. 405610210000003, IFS Code. BKID0004056
TOTAL		3,59,280.00	
(Rupees Three lakh fifty nine thousand two hundred eighty only)			


(Md Asif Sardar)
Finance Officer
SUDA


(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA


16.06.2017.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

MUNICIPAL AFFAIRS DEPARTMENT

Government of West Bengal



স্বাভাৱিক শাসন এৱং নগর উন্নয়ন অংশ

পৌর বিষয়ক বিভাগ

পশ্চিমবঙ্গ সরকার

J2(SD)

No. ILGUS/1T-2/2015/215

March 28, 2017

From : B. N. Kar, WBCS (Exe.)
Additional Director, ILGUS and
Member-Secretary, STRUG

To : The Director
State Urban Development Agency
West Bengal
ILGUS Bhavan
Bidhannagar
Kolkata - 700 106



SMM-HR & CB
31/3

Sub : Placement of fund for organizing Training Programmes under NULM

Sir,

We would like to inform you that following Training Programmes under NULM were organised by Institute of Local Government and Urban Studies (ILGUS), details of which are given below :

1. 3 Days' Residential Training Programme on Capacity Building of the Newly Engaged Managers under NULM held on & from November 24-26, 2016 at the Conference Hall of ILGUS.
2. 2 Days' Residential Training Programme on Capacity Building of the Support Staff (Data Entry Operators) under NULM held on & from December 21-22, 2016 at the Conference Hall of ILGUS.
3. 2 Days' Residential Training Programme on Capacity Building of the Support Staff (Accountant) under NULM held on & from December 23-24, 2016 at the Conference Hall of ILGUS.
4. 3 Days' Residential Training Programme on Capacity Building of CPOs and Managers under NULM held on & from February 13-15, 2017 at the Conference Hall of ILGUS.

It may be mentioned that a sum of ₹ 4,500/- (Rupees Four Thousand Five Hundred) only per participant has been approved by SUDA towards the expenditure in connection with the Training Programmes under DAY-NULM vide letter No. SUDA-31/2015/1197 dated 07.09.2015, copy of which is enclosed for your kind reference. In the said expenditure norm the breakup of expenditure is as follows :

1. Lodging & Fooding	:	₹ 1, 000/- per Participant/day
2. Training Kits & Study Materials	:	₹ 850/- per Participant
3. Remuneration to the Resource Person	:	₹ 600/- per session
4. Administrative Cost	:	₹ 410/- per Participant

It is not the out of place to mention that abovenoted budget has been fixed with a consideration that the participant would be 30 heads and total sessions will be 12 Nos. in 3 days' Training Programme. Therefore details breakup of ₹ 4,500/- per trainee for 3 days' Training Programme has been calculated in following manner

1. Lodging & Fooding	:	₹ 1, 000/- per Participant/day X 3 Days	... ₹ 3, 000/-
2. Training Kits & Study Materials	:	₹ 850/- per Participant	... ₹ 850/-
3. Remuneration to the Resource Person	:	₹ 600/- per session (12 X 600/30)	... ₹ 240/-
4. Administrative Cost	:	₹ 410/- per Participant	... ₹ 410/-

TOTAL COST PER PARTICIPANT/TRAINING PROGRAMME

... **₹ 4,500/-**

Contd....2



Passed for Payment Rs. 3,59,280.00

(Rupees) Three lakh fifty nine thousand two hundred eighty only.

Only to be used for Training and other CBP for mmu's under CB and T - NULM

Finance Officer
State Urban Development Agency

State Urban Development Agency

16.06.2017

In fact, sometimes, the total participants were less than 30 and total No. sessions vary from 13 to 15. As a result, the expenditure towards Honorarium to the Resource Person is more than ₹ 7,200/-. Besides this, food was also served to the Resource Persons, Support Staff and in some occasions to the Drivers of the Participants. In addition to this due to increase of total number of pages additional amount than budget has also been spent to prepare the study materials. Under the circumstances to meet up all the abovenoted expenditures within the said budget (₹ 4,500/- per Participant), we would like to add up 5 (Five) heads in addition to the actual number of trainees. Accordingly, the programme particulars, i.e., Schedule of Programme and Attendance of the Participants along with entitlement of fund in connection with Training Programmes organised by ILGUS under NULM is given below :

Sl. No.	Particulars of Training Programme	No. of Participants	Expenditure per Participant	Total amount
1	3 Days' Capacity Building Training of the Newly Engaged Managers under NULM held on & from November 24-26, 2016 at ILGUS.	25+5 = 30	(₹ 4,500 - 240) X 30 + ₹ 9,000/- [Honorarium]	₹ 1,36,800/-
2	2 Days' Capacity Building Training of the Support Staff (Data Entry Operator) under NULM held on & from December 21-22, 2016 at ILGUS.	12+5 = 17	(₹ 4,500 - 1,000) X 17	₹ 59,500/-
3	3 Days' Capacity Building Training of the Support Staff (Accountant) under NULM held on & from December 23-24, 2016 at ILGUS.	12+5 = 17	(₹ 4,500 - 1,000) X 17	₹ 59,500/-
4	3 Days' Capacity Building Training of the CPOs & Engaged Managers under NULM held on & from February 13-15, 2017 at ILGUS.	30+5 = 35	(₹ 4,500 - 240) X 35 + ₹ 9,000/- [Honorarium]	₹ 1,58,100/-
GRAND TOTAL				₹ 4,13,900/-

(Rupees Four lakh Thirteen Thousand and Nine Hundred Only)

The abovenoted amount may kindly be transferred through RTGS with intimation to STRUG. The details of Bank Account of STRUG are as follows :

Name of the Bank Account : Society for Training and Research on Urban Governance
Name of the Bank & Branch : Bank of India, Unnayan Bhavan, Bidhannagar
Account No. : 4056102100000003
IFSC Code : BKID0004056

Encl. as stated

Yours faithfully,

Additional Director, ILGUS &
Member-Secretary, STRUG

March 28, 2017

No. ILGUS/IT-2/2015/215/1

Copy forwarded to The Member-Secretary, The Society for Training & Research on Urban Governance for information and necessary action.

Passed for Payment Rs. 4,13,900.00

(Rupees) Four lakh thirteen thousand nine hundred only.

Only to be used for Training and other CBP for mmu's under CB and T - NULM.

Additional Director, ILGUS &
Member-Secretary, STRUG

Finance Officer
State Urban Development Agency

Additional Director & Financial Advisor
State Urban Development Agency, Govt. of W.B.

13.04.2017

**Residential Training Programme on
Capacity Building of CPOs & Newly Appointed Managers
of ULBs under NULM**

Organised By

Institute of Local Government & Urban Studies (ILGUS)

Department of Urban Development & Municipal Affairs, Government of West Bengal

Venue : ILGUS Conference Hall : Date : 13-15 February, 2017

Day & Time	Topic	Resource Person
Day - 01 : 13.02.17 10.00 am - 10.15 am	Reporting and Registration	
10.15 am - 10.30 am	Introduction to the Programme	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
10.30 am - 11.30 am	Overview of NULM	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA
11.30 am - 12.30 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) Resource Organisation ; SHG and Revolving Fund	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA
12.30 pm - 01.30 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) CLC ; ALF; CLF & Financial Inclusion	Smt. Soma Parui Das SMM - Social Mobilisation & Institution Development (SM&ID)
1.30 pm - 2.15 pm	LUNCH BREAK	
2.15 pm - 3.30 pm	Grading & Credit Linkage to SHG	Shri Sandip Bairagi SMM - Financial Inclusion & Micro Enterprise
3.30 pm - 3.45 pm	TEA BREAK	
3.45 pm - 5.00 pm	SELF EMPLOYMENT PROGRAMME (SEP) Grading ; Credit Linkage ; Role of Bank ; Task Force ; Procedure of Sponsoring & Sanctioning of Loan and Interest Subsidy	Shri Gautam Pal Advisor, SUDA 6
Day - 02 : 14.02.17 11.00 am - 12 Noon	CAPACITY BUILDING & TRAINING (CB&T) in NULM Management	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
12 Noon - 12.15 pm	TEA BREAK	
12.15 pm - 1.30 pm	CAPACITY BUILDING TRAINING To SHG/ALF etc. at ULB Level	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
1.30 pm - 2.15 pm	LUNCH BREAK	
2.15 pm - 3.15 pm	Shelter for Urban Homeless & Support to Urban Street Vendor (SHU & SUSV)	Shri Soumen De SMM - Shelters & Social Infrastructures
3.15 pm - 3.30 pm	TEA BREAK	
3.30 pm - 4.30 pm	Monitoring & Supervision of NULM scheme & Entrepreneurial Development Programme	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA 4

Contd....2

Day - 03 : 15.02.17 10.30 am – 11.15 am	SELF EMPLOYMENT PROGRAMME (SEP) Individual & Group Loan	Shri Arupratan Mukhopadhyay, WBCS (Exe.) Private Secretary to MIC, MA & UD
11.15 am – 12 Noon	Management & Maintenance of Accounts of SHG	Shri Sandip Bairagi SMM - Financial Inclusion & Micro Enterprise
12 Noon – 12.45 pm	MIS-MPR – Session - 1 Assignment ; Target and Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
12.45 pm – 1.30 pm	MIS-MPR – Session - 2 Assignment ; Target and Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
1.30 pm – 2.15 pm	LUNCH BREAK	
2.15 pm – 3.30 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Dutta Programme Co-ordinator, SUDA
3.30 pm – 4.30 pm	Strategy, Plan of Action & Guidelines of WBSULM and review of Status	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA
4.30 pm – 5.00 pm	Valedictory Session and Feedback from Participants	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA

Residential Training Programme on Capacity Building of the Support Staff (Accountants) of the ULBs under DAY-NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)

Municipal Affairs Department, Government of West Bengal

Venue : ILGUS Conference Hall : Date : December 23-24, 2016

Day & Time	Topic	Resource Person
Day - 01 : 23.12.2016 10.30 am - 11.00 am	Reporting and Registration	
11.00 am – 12 Noon	Objective & Brief Overview of NULM & Transition from JSRY to NULM	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA
12.00 Noon - 12.45 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) <ul style="list-style-type: none"> • SHGs & Federations • City Livelihood Centres • Resource Organisations 	Smt. Soma Parui Das SMM – SMID, WBSULM
12.45 pm -1.30 pm	CAPACITY BUILDING & TRAINING (CB&T) <ul style="list-style-type: none"> • Organizational Structure of NULM • Role of Accountants at CMMUs 	Smt. Rituparna Banerjee SMM – HR & CB; WBSULM
1.30 pm – 2.15 pm	LUNCH BREAK	
2.15 pm - 3.00 pm	SCHEME OF SHELTER FOR URBAN HOMELESS (SUH) An Overview	Shri Soumen De SMM – S & SI; WBSULM
3.00 pm – 3.15 pm	TEA BREAK	
3.15 pm – 4.00 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) An Overview	Shri Tarak Dutta Programme Co-ordinator, SUDA
4.00 pm – 4.45 pm	MPR; MIS & ME An Overview	Shri Amit Chaudhury SMM – MIS & ME, WBSULM
Day - 02 : 24.12.2016 10.30 am – 11.30 am	Maintenance of Municipal Accounts	Shri Shankar Banerjee Assistant Administrative Officer, ILGUS
11.30 am – 01.30 am	Maintenance of Accounts for DAY-NULM	Shri Sandip Bairagi SMM – Financial Inclusion & Micro Enterprise
1.30 pm -2.15 pm	LUNCH BREAK	
2.15 pm – 3.15 pm	Financial Inclusion & Micro Enterprise An Overview	Shri Gautam Pal Advisor, SUDA
3.15 pm – 4.00 pm	Grading of SHGs	Shri Sandip Bairagi SMM – Financial Inclusion & Micro Enterprise

Residential Training Programme on Capacity Building of the Support Staff (Data Entry Operators) of the ULBs under DAY-NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)
Municipal Affairs Department, Government of West Bengal

Venue : ILGUS Conference Hall : Date : December 21-22, 2016

Day & Time	Topic	Resource Person
Day - 01 : 21.12.2016 10.30 am - 11.00 am	Reporting and Registration	
11.00 am – 12 Noon	Objective & Brief Overview of NULM & Transition from SJSRY to NULM	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA
12.00 Noon - 12.45 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) <ul style="list-style-type: none"> • SHGs & Federations • City Livelihood Centres • Resource Organisations 	Smt. Soma Parui Das SMM – SMID, WBSULM
12.45 pm -1.30 pm	CAPACITY BUILDING & TRAINING (CB&T) <ul style="list-style-type: none"> • Organizational Structure of NULM • Role of Data Entry Operators at CMMUs 	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA
1.30 pm – 2.15 pm	LUNCH BREAK	
2.15 pm - 3.00 pm	SCHEME OF SHELTER FOR URBAN HOMELESS (SUH) An Overview	Shri Soumen De SMM – S & Si; WBSULM
3.00 pm – 3.15 pm	TEA BREAK	
3.15 pm – 4.00 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) An Overview	Shri Tarak Dutta Programme Co-ordinator, SUDA
4.00 pm – 4.45 pm	Financial Inclusion & Micro Enterprise An Overview	Shri Gautam Pal Advisor, SUDA
Day - 02 : 22.12.2016 11.00 am – 12.00 Noon	Monthly Progress Report Submission Process	Shri Amit Chaudhury SMM – MIS & ME, WBSULM
12.00 Noon - 12.15 pm	TEA BREAK	
12.15 pm – 1.30 pm	Handhold Training on MPR/MIS	Shri Amit Chaudhury SMM – MIS & ME, WBSULM
1.30 pm -2.15 pm	LUNCH BREAK	
2.15 pm – 4.30 pm	Handhold Training on MPR/MIS	Shri Amit Chaudhury SMM – MIS & ME, WBSUL

Residential Training Programme on Capacity Building of Newly Appointed Managers of ULBs under NULM

Organised By

Institute of Local Government & Urban Studies (ILGUS)
Municipal Affairs Department, Government of West Bengal

Venue : ILGUS Conference Hall : Date : 24 - 26 November, 2016

Day & Time	Topic	Resource Person
Day - 01 : 24.11.16 10.00 am - 10.15 am	Reporting and Registration	
10.15 am - 10.30 am	Introduction to the Programme	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
10.30 am - 11.30 am	Overview of NULM	Shri M. N. Pradhan, IAS Director, SUDA & Mission Director, WBSULM
11.30 am - 12.30 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) Resource Organisation ; SHG and Revolving Fund	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA
12.30 pm - 01.30 pm	SOCIAL MOBILISATION & INSTITUTIONAL DEVELOPMENT (SM&ID) CLC ; ALF; CLF & Financial Inclusion	Smt. Soma Parui Das SMM - Social Mobilisation & Institution Development (SM&ID)
1.30 pm - 2.15 pm	LUNCH BREAK	
2.15 pm - 3.45 pm	CAPACITY BUILDING TRAINING To SHG/ALF etc. at ULB Level	Smt. Rituparna Banerjee SMM - HR & Capacity Building
3.45 pm - 4.00 pm	TEA BREAK	
4.00 pm - 5.00 pm	SELF EMPLOYMENT PROGRAMME (SEP) Grading ; Credit Linkage ; Role of Bank ; Task Force ; Procedure of Sponsoring & Sanctioning of Loan and Interest Subsidy	Shri Gautam Pal Advisor, SUDA
Day - 02 : 25.11.16 10.30 am - 11.30 am	CAPACITY BUILDING & TRAINING (CB&T) Role of Manager / Experts/ CPO/APO/CO etc. in NULM Management	Shri B. N. Kar, WBCS (Exe.) Additional Director, ILGUS
11.30 am - 11.45 am	TEA BREAK	
11.45 am - 12.30 pm	Grading & Credit Linkage to SHG	Shri Sandip Bairagi SMM - Financial Inclusion & Micro Enterprise
12.30 pm - 1.30 pm	Management & Maintenance of Accounts of SHG	Shri Sandip Bairagi SMM - Financial Inclusion & Micro Enterprise
1.30 pm - 2.15 pm	LUNCH BREAK	
2.15 pm - 3.45 pm	Shelter for Urban Homeless & Support to Urban Street Vendor (SHU & SUSV)	Shri Soumen De SMM - Shelters & Social Infrastructures
3.45 pm - 4.00 pm	TEA BREAK	
4.00 pm - 5.00 pm	Monitoring & Supervision of NULM scheme Fund Flow & Management of Fund & Accounts	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA

Day - 03 : 26.11.16 10.30 am – 11.30 pm	SELF EMPLOYMENT PROGRAMME (SEP) Individual & Group Loan	Shri Arupratan Mukhopadhyay, WBCS (Exe.) Private Secretary to MIC, MA & UD
11.30 am – 12.30 pm	MIS-MPR – Session - 1 Assignment ; Target and Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
12.30 Noon – 1.30 pm	MIS-MPR – Session - 2 Assignment ; Target and Immediate Action Point	Shri Amit Chowdhury SMM - MIS & ME
1.30 pm – 2.15 pm	LUNCH BREAK	
2.15 pm – 3.30 pm	EMPLOYMENT THROUGH SKILL TRAINING & PLACEMENT (EST&P) Training & Placement	Shri Tarak Dutta Programme Co-ordinator, SUDA
3.30 pm – 4.30 pm	Strategy, Plan of Action & Guidelines of WBSULM and review of Status	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA
4.30 pm – 5.00 pm	Valedictory Session and Feedback from Participants	Shri M. K. Rano, WBCS (Exe.) Joint Director (SD), SUDA

US)

participant

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars : Capacity Building Programmes of CPOs & Managers





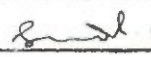



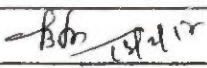

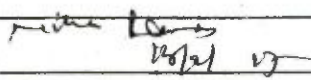
LIST OF PARTICIPANTS

Day : 01 Date : 13.02.2017

Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
1	RITESH KR. JATWAL MANAGER Financial Inclusion & ME	Howrah	Ritish
2	ANAND KR. CHAUHAN Manager, MIS & MB	Howrah	Anand kr. chd.
3	Swapan Shee	Adipurndhar	Sw.
4	Tapan Kumar Banerjee	Iskharpara	T. K.
5	Monalisa Rakshit Manager, S.D & T.	Manager, S.D & T. Baranagar Municipality	M. Rakshit.
6	Pijush Kanti Ghosh Manager, MIS, ME	Bansberia	P. Ghosh
7	Romy Tarafder Manager - S.D & T.	Halisahan	R. Tarafder
8	Debasish Majumder Manager - SME, MB & ME	Halisahan	D. Majumder
9	RABI SHANKAR SAHU CPO. E.O.	Birnagar	R.
10	TAPAN KUMAR BARMAN CPO/EO CPO (E.O)	RAIGANJ Raig	8463. 13-02-17
11	CHITARANJAN MONDAL Executive Officer	gslampur	Chd 13.02.17

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

LIST OF PARTICIPANTS			Day : 1 Date : 13.02.17
Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
12	DHARMADAS ROY E.O	Mekligans	
13	DIPANKAR DAS E.O E.O. Chandrakona Municipality	Chandrakona.	
14	SNAPAN KUMAR HAZRA E.O	Ghatel Municipality	
15	Md. Saifulla Molla Ex. Officer, Cooch Behar	Cooch Behar Municipality	
16	SUBOY KUMAR MONDAL Executive Officer Pujali	Pujali Municipality	
17	CHANDAN GUHA, E.O. English Bazar Executive Officer	English Bazar	
18	AHERI DAS Manager Social Development & Infrastructure	HMC	
19	SHYAMAL DUTTA Executive Officer	EO, Bongaon	
20	PRIYABRATA SENS	Rajin S. Meindly	
21	JANMATH CHATTERJEE SMED.	Hoopty Chinnah Municipality	 13/2/17
22	NIMAR BISWAS SKILL ME & MORE	HCM	 13/2/17

INSTITUTE OF LOCAL GOVERNMENT & URBAN STUDIES (ILGUS)

Training Programme Particulars :

LIST OF PARTICIPANTS

Day: 1 Date: 13.02.17

Sl. No.	Name & Designation of the Participant	Organisation / Municipality	Signature of the Participant
23	SANIT ROY MANAGER - ESTP SKILL & LIVELIHOOD	DURGAPUR	[Signature]
24	ATANU BHATTACHARYA MANAGER - FIRME	DURGAPUR MC	Bhattacharya 13/2/17
25	MANAS DAS Manager - MIS & ME	Durgapur Mc.	manas
26	VASWATI ROY MANAGER - SMID	Durgapur Mc.	Roy 13/02/17.
27	NIROJ MUKHERJEE E.O.	Madhyamgram	[Signature] 13/2
28	JATIN DRA BIMALKAR E.O.	Near Bankpur	[Signature]
29	Asis Bhattacharya (E.O.)	Kanchrapara Municipality	Asis
30	Boir Majumdar (A.P.O)	"	[Signature]
31			
32			
33			

Capacity Building Programme of the Support Staff (Accountant of ULBS under NULM)

Sl. No.	Name of the Participant	Designation	Municipality	23.12.16 Signature
1	PINKI DEY (BERA)	Accountant	Maheshwala Municipality	Pinki Dey (Ber)
2	SIMA PAIK	Accountant	Uthorparra Kotrung Municipality	Sima Paik
3	KARABI BANERJEE	Accountant	Santipur	Karabi Banerjee
4	MANOJ KUMAR SHAW	Accountant	Bhaktapur Municipality	Manoj Kumar Shaw
5	SUMEN BISWAS	Accountant	Borangara	Sumen Biswas
6	APU NAMDY	Accountant	Habara Municipality	Apu Nandy
7	BASUDEB GOSWAMI	Accountant	NABADWIP	Basudeb Goswami
8	RAJDIP BAL	Accountant	SURI.	Rajdip Bal
9	Mohit Kumar Bera	Accountant	D.D.M.	(M)
10	SUMIT KUMAR SAHA	Accountant	Borangara	(M)
11	CHAYAN KUMAR PAUL	Accountant	Chandannagar	Chayan Kumar Paul
12	MAHADEV DAS	Accountant	Haldia	(M) 23.12.16
13				
14				

Capacity Building of the Support Staff (DEO) of ULBs

Under DAY-NULM

held on & from 21-22 December, 2016

1ST DAY

21.12.16

Sl. No.	Name of the Participant	Designation	Municipality	Signature
1	AVINABA MITRA	DA cum DEO	Maheshtala	A Mitra
2	DIPTA KUMAR GHOSH	DA Cum DEO	Habna	DG
3	SURAJIT SHOME	DA Cum DEO	DUM DUM	Shome
4	JOYDEB BHATTACHARYA	DA cum DEO	SURI	Jaydeb Bhattacharya
5	SUBHAJIT SAHA	DA CUM DEO	UTTARPARA-KOTRUNG	Subhajit Saha
6	BINODE KUMAR SAHA	DATA Entry op	Nabadwip	Binode k. Saha
7	SUMAN GHOSAL	DA cum DEO	Santipur	Shomal
8	DIPU ADHIKARI	DACUM DEO	ULUBERIA	Dipak
9	ABHAY KR. PRASAD	DA cum DEO	Bhadravara	Abhay
10	Mrinal Kanti Majumder	DA cum DEO	Barasat	Majumder
11	ANUPAM DINDA	DA cum X.E.O	Haldea	Anupam
12				
13				
14				

Capacity Building Training for the newly Appointed
Managers of ULBs Under DAY-NULM
held on & from 24-26 November, 2016 at ILGUS ^{1ST DAY} 24.11.16

①

Sl. No.	Name & Designation	Municipality	Signature
1 1	DEBISIT SANTRA MANAGER, MIS & MB	MEDNAPORA MUNICIPALITY	Debit Santra
1 2	PRANAB NARAYAN BOSE Exe. Officer & CPO	CCNAA	P. Bose
1 3	ANIRBAN MALTY MANAGER, MIS & ME	Haldia	A. B.
1 4	Swarna Mita Choudhury (SDI)	Swri	Swarna Mita
1 5	Rajesh Singha (MIS & ME) Swri		R. Singha
1 6	Anindita Haldero (Skills, MIS & ME)	Dum Dum	Ah
1 7	Anindita Roychoudhury CMM - SD & I	Maheshthal	A
1 8	Swati Basak CMM - SD & I	Nabadwip	B
2 9	SOURAV KUMAR DAS CMM, MIS & ME	NABADWIP	S. K. Das
2 10	PROSENJIT ROY CMM - MIS & ME	SANTI PUR	P. Roy
2 11	PRISANTA GHOSH CMM - SM & I	SANTI PUR	P. Ghosh
2 1			

P. T. O.

24.11.16

Sl No.	Name & Designation	Municipality	signature
12	TANIA HORE: MANAGER - MIS & MF	Serampore	Tania Hore
13	SAHARJIT DAS, Manager, SDI	Uttarban Municipality	24/11/16
14	TAPAN KUMAR JANA, MANAGER - SKILLS MICRO ENTERPRISES MIS & ME	BONGABAR ULB	24/11/16
15	MOHUA BANERJEE, MIS & ME	Uluberia Municipality	M. Banerjee 29/11/16
16	JOYEETA MUKHERJEE. CMM - SM & I	ULUBERIA MUNICIPALITY	24.11.16.
17	ANILAN GHOSH C.M.M. - S.D.I.	DUM DUM	24/11/16
18	ARPITA MUKHERJEE. CMM - MIS & ME	BARASAT.	24.11.2016
19	ARIJIT KUMAR DAW Manager - SDKI	Bongson ULB	24/11/2016
20	SWETA GHOSWAMI Manager - Skill, micro-enterprises mis & me.	Krishnamagar	24/11/16.
21	Axon Kundu. Manager - FI & ME	Axansol.	Axon Kundu 24.11.16
22	SUCHETA BAIJYA Manager - Skills & livehood	Naheshkhola	24/11/16

Sl. No.	Name & Designation	Municipality	signature
23	TANIA PAL, Manager SP&I	KM	<i>Tal</i>
24	RESHMA CHAKRABORTY, MIS&ME	CNC	<i>A</i>
25	MOUMITA GHOSH (DAS) (Manager MIS&ME, Skill & Mixxo enterprise)	Nadhyangram	<i>Mm</i>
26			
27			
28			

Period of Training = 24th Nov - 26th Nov, 2016

1. No. of trainees = 25

As per approved rate, the calculation is as follows:-

a) Lodging & Fooding	= $25 \times 3 \times 1000$	=	75.000
b) Training Kits & Study Materials	= 25×850	=	21.250
c) Administrative Cost	= 25×410	=	10.250
			<u>1.06.500</u>
d) Remuneration	$6+5+4 = (15 \times 600)$		9.000
e) Fooding for others staff	$5 \times 3 \times 1000$		15.000
			<u>130.500</u>

But total claim is ₹ 136800/-

2. Period of Training = 21st Dec - 22nd Dec, 2016.

No. of Trainees = 11

As per approved rate, the calculation is as follows:-

a) Fooding & Lodging	= $11 \times 2 \times 1000$	=	22.000
b) Training Kits & Study Materials	= 11×850	=	9350
c) Administrative Cost	= 11×410	=	4510
			5400
d) Remuneration	= 9×600	=	<u>41.260</u>
e) Fooding for other staff	$5 \times 2 \times 1000$		10.000
			<u>51.260</u>

But total claim is ₹ 59.500

3.

Period of Training 23rd Dec - 24th Dec, 2016
 No. of Trainees: 12

a) Fooding & Lodging =	$12 \times 2 \times 1000$	=	$\frac{24.000}{-}$
b) Training kits & Materials =	12×850	=	$10.200/-$
c) Administrative Cost =	12×410	=	$4920/-$
d) Remuneration	9×600	=	$5400/-$
			<u>44.520/-</u>
e) Fooding for other staff	$5 \times 2 \times 1000$	=	10.000
			<u>54.520/-</u>

But total claim is $\text{Rs } 59500/-$

4.

Period of Training = 13th Feb - 15th Feb, 2017
 No. of Trainee: 30.

a) Fooding & Lodging =	$30 \times 2 \times 1000$	=	$\frac{60000}{-}$
b) Tr Training kits & Materials =	30×850	=	25.500
c) Administrative Cost =	30×410	=	12.300
d) Remuneration =	600×17	=	10.200
			<u>1.08.000</u>
e) Fooding for other staff	$5 \times 3 \times 10000$	=	15.000
			<u>1.23.000</u>

But total claim is $\text{Rs } 1.58.100/-$



o/c



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-31/2015(pt-1) 3022

Date: - 24.03.2017

ক্রমিক নং

তারিখ

From: Director, SUDA &
Mission Director, WBSULM

To: Joint Director,
Administrative Training Institute (ATI),
Government of West Bengal

Sub: Capacity Building Training for ALFs, ROs, SHGs Members at ATI under NULM

Ref: Memo No: 579/UMC/1/2017-UM dated: 11/01/2017

Sir,

As per your letter: Memo No. 579/UMC/1/2017-UM dated: 11/01/2017 A sum of Rs.17, 17,550/- (Seventeen lakh seventeen thousand five hundred fifty only) in respect of participation cost and conveyance allowance of 583 ALF, RO& SHG members training at ATI are being released subject to submission of final bill with requisite supporting/documents from your end.

Yours faithfully,

Director, SUDA
&
Mission Director, WBSULM

Memo No: SUDA-31/2015(pt-1) 3022/1(3)

Date: - 24.03.2017

Copy Forwarded for information & Onecessary action to:

- a) Joint Director, Social Development, SUDA, West Bengal
- b) Additional Director & Financial Adviser, SUDA
- c) Administrative Officer, SUDA

Director, SUDA
&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-31/2015(pt-1) 3022

Date: - 24.03.2017

তারিখ

From: Director, SUDA &
Mission Director, WBSULM

To: Joint Director,
Administrative Training Institute (ATI),
Government of West Bengal

Sub: Capacity Building Training for ALFs, ROs, SHGs Members at ATI under NULM

Ref: Memo No: 579/UMC/1/2017-UM dated: 11/01/2017

Sir,

As per your letter: Memo No. 579/UMC/1/2017-UM dated: 11/01/2017 A sum of Rs.17, 17,550/- (Seventeen lakh seventeen thousand five hundred fifty only) in respect of participation cost and conveyance allowance of 583 ALF, RO& SHG members training at ATI are being released subject to submission of final bill with requisite supporting/documents from your end.

Yours faithfully,

Director, SUDA
&

Mission Director, WBSULM

Memo No: SUDA-31/2015(pt-1) 3022/1(3)

Date: - 24.03.2017

Copy Forwarded for information & Onecessary action to:

- ✓ a) Joint Director, Social Development, SUDA, West Bengal
- b) Additional Director & Financial Adviser, SUDA
- c) Administrative Officer, SUDA

Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-31/2015(pt-1) 3022

Date: - 24.03.2017

তারিখ

From: Director, SUDA &
Mission Director, WBSULM

To: Joint Director,
Administrative Training Institute (ATI),
Government of West Bengal

Sub: Capacity Building Training for ALFs, ROs, SHGs Members at ATI under NULM

Ref: Memo No: 579/UMC/1/2017-UM dated: 11/01/2017

Sir,

As per your letter: Memo No. 579/UMC/1/2017-UM dated: 11/01/2017 A sum of Rs.17, 17,550/- (Seventeen lakh seventeen thousand five hundred fifty only) in respect of participation cost and conveyance allowance of 583 ALF, RO& SHG members training at ATI are being released subject to submission of final bill with requisite supporting/documents from your end.

Yours faithfully,

Director, SUDA
&

Mission Director, WBSULM

Memo No: SUDA-31/2015(pt-1) 3024/1(3)

Date: - 24.03.2017

Copy Forwarded for information & Necessary action to:

- a) Joint Director, Social Development, SUDA, West Bengal
- b) Additional Director & Financial Adviser, SUDA
- c) Administrative Officer, SUDA

Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel: 2358 6403/5767, Fax: 2358 5800, E-mail: wbsudadir@gmail.com

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা
STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-31/2015(pt-1) 3022

Date: - 24.03.2017

তারিখ

From: Director, SUDA &
Mission Director, WBSULM


To: Joint Director,
Administrative Training Institute (ATI),
Government of West Bengal

Sub: Capacity Building Training for ALFs, ROs, SHGs Members at ATI under NULM
Ref: Memo No: 579/UMC/1/2017-UM dated: 11/01/2017

Sir,

As per your letter: Memo No. 579/UMC/1/2017-UM dated: 11/01/2017 A sum of Rs.17, 17,550/- (Seventeen lakh seventeen thousand five hundred fifty only) in respect of participation cost and conveyance allowance of 583 ALF, RO& SHG members training at ATI are being released subject to submission of final bill with requisite supporting/documents from your end.

Yours faithfully,


Director, SUDA
&
Mission Director, WBSULM

Memo No: SUDA-31/2015(pt-1) 3022/1(3)

Date: - 24.03.2017

Copy Forwarded for information & Onecessary action to:

- a) Joint Director, Social Development, SUDA, West Bengal
- b) Additional Director & Financial Adviser, SUDA
- ✓ c) Administrative Officer, SUDA


Director, SUDA
&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-31/2015(pt-I)/2867

ক্রমিক নং

08.03.2017

তারিখ

From : Director, SUDA

To : The Manager,
 State Bank of India,
Salt Lake City, Kolkata - 700 091.

**Sub: Electronic Transfer of Fund debiting this office
 Current Account No. 10836424685.**

National Urban Livelihood Mission (NULM)

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. 10836424685 lying with your branch in respect of National Urban Livelihood Mission (NULM).

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Administrative Training Institute, West Bengal	17,17,550.00	State Bank of India, Salt Lake, Sector-1 Branch, A/C No. 10836424040, IFS Code. SBIN0001612
TOTAL		17,17,550.00	
(Rupees seventeen lakh seventeen thousand five hundred fifty only)			

(Md Asif Sardar)
 Finance Officer
 SUDA



(Sutanu Prasad Kar)
 Director
 SUDA

08.03.2017.

দূরভাষ : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsuda@ir@gmail.com
 Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-31/2015(pt-I)/2867

ক্রমিক নং

তারিখ 08.03.2017

From : Director, SUDA

To : The Manager,
State Bank of India,
Salt Lake City, Kolkata - 700 091.

**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 10836424685.**

National Urban Livelihood Mission (NULM)

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. 10836424685 lying with your branch in respect of National Urban Livelihood Mission (NULM).

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Administrative Training Institute, West Bengal	17,17,550.00	State Bank of India, Salt Lake, Sector-1 Branch, A/C No. 10836424040, IFS Code. SBIN0001612
TOTAL		17,17,550.00	
(Rupees seventeen lakh seventeen thousand five hundred fifty only)			

(Md Asif Sardar)
Finance Officer
SUDA

(Sutanu Prasad Kar)
Director
SUDA

08.03.2017

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Administrative Training Institute Government of West Bengal

Memo No. 579 / UMC/1/2017-UM

Date: 11/01/2017

To,
The Director, SUDA &
Mission Director, WBSULM
"ILGUS Bhavan", HC Block, Sector-III,
Salt Lake, Kolkata-700106



Sum (188)
19/11

**Sub: Actual Cost for Trainings conducted in July, November, December 2017 at ATI
UM-NULM-42 to 56**

Ref No: No.SUDA-31/2015 (Part-I)/08 dt. 04.01.2016

Sir,

I directed to inform you that 15 (Fifteen) training programmes have been completed under NULM at ATI for ALFs, ROs, SHGs in the month of July, November, December 2017. The actual cost is as follows:

Sl.	Code	Name	From	To	No. of participants	Participant Cost (Rs.) @ Rs.4500/- (A)	Conveyance allowance (Rs.)(B)	Total Billed Amount (Rs.)(A+B)
1	UM-NULM-42	Refresher Course under NULM for Ros (Batch: 3)	04.07.2016	05.07.2016	25	1,12,500.00	8,400.00	1,20,900.00
2	UM-NULM-43	Refresher Course under NULM for Ros (Batch: 4)	08.07.2016	09.07.2016	23	1,03,500.00	12,200.00	1,15,700.00
3	UM-NULM-44	Training Programme on NULM for ALFs of Burdwan, Bhadreswar, NDDM Municipality (ALF-35)	14.07.2016	16.07.2016	45	2,02,500.00	13,500.00	2,16,000.00
4	UM-NULM-45	Training Programme on NULM for ALFs of North Barrackpore Municipality (ALF-36)	18.7.2016	20.07.2016	45	2,02,500.00	13,500.00	2,16,000.00
5	UM-NULM-46	Training Programme on NULM for ALFs (Madhyamgram + Hooghly-Chinsurah Municipality (ALF-37)	21.07.2016	23.07.2016	43	1,93,500.00	12,900.00	2,06,400.00
6	UM-NULM-47	Training Programme on NULM for ALFs (North Barrackpore Municipality) (ALF-38)	25.07.2016	27.07.2016	45	2,02,500.00	13,500.00	2,16,000.00
7	UM-NULM-48	Training Programme on NULM for ALFs (Habra Municipality) (ALF-37)	28.07.2016	30.07.2016	45	2,02,500.00	13,500.00	2,16,000.00
8	UM-NULM-49	Training under NULM on Books of Accounts for SHGs	08.11.2016	09.11.2016	20	60,000.00	2,700.00	62,700.00
9	UM-NULM-50	Training under NULM on Books of Accounts for SHGs	11.11.2016	12.11.2016	37	1,11,000.00	14,800.00	1,25,800.00
10	UM-NULM-51	Training Programme on NULM (RO) (RO-09)	17.11.2016	19.11.2016	40	1,80,000.00	15,300.00	1,95,300.00
11	UM-NULM-52	Training Programme on NULM (RO) (RO-10)	01.12.2016	03.12.2016	40	1,80,000.00	12,000.00	1,92,000.00
12	UM-NULM-53	Training Programme on NULM for ALFs (Habra Municipality) (ALF-40)	15.12.2016	17.12.2016	42	1,89,000.00	12,600.00	2,01,600.00
13	UM-NULM-54	Training Programme on NULM for ALFs (One-day Workshop) (ALF-41)	20.12.2016	20.12.2016	43	64,500.00	12,900.00	77,400.00
14	UM-NULM-55	Training Programme on NULM for ALFs (Rajpur-Sonarapur & Madhyamgram Municipality) (ALF-42)	21.12.2016	23.12.2016	46	2,07,000.00	13,800.00	2,20,800.00
15	UM-NULM-56	Training Programme on NULM for ALFs (Rajpur-Sonarapur) (ALF-43)	27.12.2016	29.12.2016	44	1,98,000.00	13,200.00	2,11,200.00
		TOTAL			583	24,09,000.00	1,84,800.00	25,93,800.00
		Advance Received (Less)						8,76,250.00
		Balance Due						17,17,550.00

Passed for Payment Rs. *17,17,550/-*

(Rupees *Seventeen lakh seventy five thousand five hundred fifty only*)

Only to be debited towards

FC Block, Sector III, Salt Lake, Kolkata 700106
Phone: 2337 3847, Mobile: 9831473937
Phone & Fax: 23374015, 23373865, 23373960
Email: jointdirectorati@gmail.com

Director

State Urban Development Agency

Dr. Submanoj
08.01.2017

Administrative Training Institute

Government of West Bengal

An amount of **Rs. 17,17,550.00/-** (Rupees Seventeen Lakh Seventeen Thousand Five Hundred Fifty only) may kindly be disbursed in favour of ATI, West Bengal. Utilisation Certificate for Rs.8,76,250/- is attached. Photographs and attendance sheet are enclosed.

Following are the Bank Account details:

Name of Bank : State Bank of India
Account No. 10836424040
MICR Code: 700002145

Branch: Salt Lake Sector-1, DB-2
IFS Code: SBIN0001612

This is for your kind information and necessary action.

Yours faithfully,


Manick Lal Maitra
Joint Director

Memo No. 579 / 1(1)/UMC/1/2017-UM

Date: 11/01/2017

Copy forwarded for information and necessary action to Shri Mrinal Kanti Rano, WBCS (Exe),
Joint Director, Social Development, SUDA

Manick Lal Maitra
Joint Director

GFR 19A
UTILISATION CERTIFICATE

Sl. No.	Sanction Order No. and date	Amount (Rs.)
01.	1. No.SUDA-31/2015 (Part-I)/08 dt. 04.01.2016	8,76,250.00
02.	2. SUDA-32/2015/1607 dt. 19.09.2016	
	Total	8,76,250.00

Certified that Rs. 8,76,250.00 (Rupees Eight Lakh Seventy Six Thousand Two Hundred Fifty Only) received as advance during the year 2016-2017 in favour of the Administrative Training Institute, Govt. of West Bengal under the Sanction Order No. given in the margin towards the "Training Programmes on National Urban Livelihoods Mission (NULM)" (UM-NULM-42,43,44,45,46,47,48) at ATI, West Bengal. The whole amount of Rs. 8,76,250.00 (Rupees Eight Lakh Seventy Six Thousand Two Hundred Fifty Only) has been spent for the purpose it was sanctioned and the balance of Rs. NIL remaining unutilized towards this project.


2. Certified that I have satisfied myself that the conditions on which the fund was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

1. Entries in the Cash Book and Bank account,
2. Sanction order and Vouchers.
3. Bills of suppliers and service providers.


JOINT DIRECTOR
ATI, West Bengal

Counter Signed


ACS & Director General, ATI
Additional Chief Secretary
&
Director General
Administrative Training Institute
Government of West Bengal

Administrative Training Institute

Govt. of West Bengal

UM-NULM-42 : Refresher Course under NULM for ROs (Batch 3)

04.07.2016 to 05.07.2016



Administrative Training Institute
Govt. of West Bengal

UM-NULM-43 : Refresher Course under NULM for ROs (Batch 4)
08.07.2016 to 09.07.2016



Administrative Training Institute
Govt. of West Bengal

UM-NULM-44 : Training Programme on NULM for ALFs (ALF-35)
14.07.2016 to 16.07.2016



Administrative Training Institute

Govt. of West Bengal

UM-NULM-45 : Training Programme on NULM for ALFs of North Barrackpore Municipality (ALF-36)

18.07.2016 to 20.07.2016



Administrative Training Institute

Govt. of West Bengal

UM-NULM-46 : Training Programme on NULM for ALFs of Madhyamgram and Hooghly-Chinsurah Municipality (ALF-37)

21.07.2016 to 23.07.2016



Administrative Training Institute
Govt. of West Bengal

UM-NULM-47: Training Programme on NULM for ALFs North Barrackpore Municipality (ALF-38)
25.07.2016 to 27.07.2016



Administrative Training Institute
Govt. of West Bengal

UM-NULM-48: Training Programme on NULM for ALFs of Habra Municipality (ALF-37)
28.07.2016 to 30.07.2016



Administrative Training Institute
Govt. of West Bengal

UM-NULM-49: Training under NULM on Books of Accounts for SHGs
08.11.2016 to 09.11.2016



Administrative Training Institute

Govt. of West Bengal

UM-NULM-50: Training under NULM on Books of Accounts for SHGs

11.11.2016 to 12.11.2016



Administrative Training Institute
Govt. of West Bengal

UM-NULM-51: Training Programme on NULM for ROs (RO-09)
17.11.2016 to 19.11.2016



Administrative Training Institute

Govt. of West Bengal

UM-NULM-52 : Training Programme on NULM for ROs (RO-10)

01.12.2016 to 03.12.2016



Administrative Training Institute
Govt. of West Bengal

UM-NULM-53 : Training Programme on NULM for ALFs for Habra Municipality (ALF-40)
15.12.2016 to 17.12.2016



Administrative Training Institute

Govt. of West Bengal

UM-NULM-54: Refresher Training Programme on NULM for ALFs (ALF-41)

20.12.2016 to 20.12.2016

