

A letter was received from ATI regarding clarification pertaining to conveyance allowance rates <sup>(SHMS)</sup> for the following municipalities

- i) Mal - 1200
- ii) Kurseong - 1200
- iii) Mathabhanga - 900
- iv) Egra - 400
- v) Gobordanga - 300
- vi) Murshidabad - 700
- vii) Raghunathpur - 500

In this context, it is important to mention that we are already following a rate for adjacent municipalities for each district (some ULB rates may vary based on distance). Similar conveyance allowance rates may be allowed for the above mentioned ULBs. A copy of the approved rates for other municipalities are provided in the CP side for reference.

The rates may kindly be allowed and the draft letter may kindly be approved and signed.

*[Signature]*  
22/11/16

Draft may be approved and signed.

*[Signature]*  
22/11/16

*[Signature]*  
22/11/16

*[Signature]*  
22/11/16



A training programme under capacity building may be arranged for the newly joined City Mission Managers from different ULBs. This will help them to facilitate the programme implementation and conduct training programmes at ULBs end. ILGUS in this regard may kindly be requested to arrange ~~the~~ a capacity building training programme for the said Managers, preferably, a 3 day residential training/module.

Placed herein for approval and a draft letter has been placed in the CP side for the same.

Rituparna Banerji  
Secy - HR and CB.

24/8/2016

~~Dr. Director~~

Draft letter intimating ILGUS to conduct Capacity Building Training of CMM who have not trained yet may be signed.

~~Director~~

*Rino*  
24/8/16

*DRS*

*WT*  
24/8/16

A handholding training for 2 batches of participants (APO, LO and STH members) may kindly be allowed to expedite the STH feeding process. Draft placed in the CP side for approval.

*Director*

*DRS*

*WT*



ILGUS has submitted bills for training programmes conducted from February 2016 till November 2016. A total amount of Rs. 13,59,660/- has been submitted for release and certain considerations pertaining to varying participants list has also been placed for approval. Supporting documents provided in the CP side. The amount of Rs. 13,59,660/- may kindly be released and the <sup>request for</sup> considerations may kindly approved.

Placed herein for your kind perusal.

28/11/16

JD (SD/Chair)

As proposed above bill for payment of NULM training related bill as claimed by ILGUS may be approved.

28/11/16

Shreya  
FA

Pl. approve.

28/11/16

The claim bill of ILGUS vide no. ILGUS/IT/2/2015/788 dt. 25.11.16 has been prepared in terms of office <sup>memo</sup> order no. SUDA-31/2015/505 dt. 26.05.15 read with memo no. SUDA-31/2015/1197 dt. 07/09/15, which may be approved.

29/11/16

29/11/16

As approved necessary arrangement for payment may kindly be made.

29/11/16

30/11/16

MSA  
FA



As per notes and orders at NSP-01, 02 and prepage

As approved at prepage, to release the fund in favour of Society for Training and Research on Urban Governance, a Transfer Advice amounting to Rs.13,59,660/- (Rupees Thirteen Lakh Fifty Nine Thousand Six Hundred Sixty) only is prepared and placed herewith for signature of Finance Officer, SUDA and Additional Director & Financial Advisor, SUDA please for onward transmission to State Bank of India, Salt Lake, Sec-I branch for electronic transfer of fund.

Finance Officer

Signed.

30-11-16  
01.12.16

Signed.

01/12/16

Addl. Director

F.A.

CCA.

A training programme under CB and T of DAY-NREUR may be kindly arranged for newly joined City Mission Managers from different ULBs. ILHVS in this regard may kindly be requested to arrange a Capacity building and Training for the aforesaid managers from 13.12.2017 to 15.02.2017 with a 3 days resident training module.

Draft letter in this regard has been in the CP side for approval.

JDL (Admin)

Draft with a request to arrange training of ILHVS is signed.

25/11/17



## NOTE SHEET

SUDA

1. ATI has submitted the bill vide memo no: 579/UMC/1/2017-UM for training of :

a. ALF members of different municipalities and,

b. RO members refresher training

for the month of July 2016, November 2016, December 2016. The bill amounts to Rs 17,17,550.00/- (Rupees Seventeen Lakh Seventeen Thousand five hundred fifty only). The attendance sheet and photographs are enclosed with the bill as supporting documents.

2. ATI has also submitted a request for providing the conveyance allowance rate for all the municipalities under DAY-NULM. The conveyance allowance rates for 125 municipalities are given below:

Conveyance Allowance Rates for ULBs to be Trained by ATI			
Sl. No.	Name of the ULBs	District	Conveyance Allowance Rate
1	Alipurduar	Alipurduar	1500
2	Asansol MC	Asansol	600
3	Bankura	Bankura	400
4	Bishnupur	Bankura	500
5	Sonamukhi	Bankura	500
6	Bolpur	Birbhum	300
7	Dubrajpur	Birbhum	400
8	Nalhati	Birbhum	400
9	Rampurhat	Birbhum	400
10	Sainthia	Birbhum	400
11	Suri	Birbhum	400
12	Burdwan	Burdwan	400
13	Durgapur MC	Burdwan	400
14	Gushkara	Burdwan	400
15	Kalna	Burdwan	400
16	Katwa	Burdwan	400
17	Memari	Burdwan	400
18	Dainhat	Burdwan	500
19	Cooch Behar	Coochbehar	900
20	Dinhata	Coochbehar	1200
21	Haldibari	Coochbehar	1000
22	Mathabhanga	Coochbehar	1200
23	Mekliganj	Coochbehar	1200
24	Tufanganj	Coochbehar	1200
25	Balurghat	Dakshin Dinajpur	700
26	Buniadpur	Dakshin Dinajpur	700
27	Gangarampore	Dakshin Dinajpur	700
28	Darjeeling	Darjeeling	1200
29	Kalimpong	Darjeeling	1200
30	Kurseong	Darjeeling	1200
31	Mirik	Darjeeling	1200
32	Arambagh	Hooghly	400
33	Baidyabati	Hooghly	300
34	Bansberia	Hooghly	300
35	Bhadreswar	Hooghly	300
36	Champdany	Hooghly	300
37	Chandannagar MC	Hooghly	300
38	Dankuni	Hooghly	300



39	Hooghly Chinsurah	Hooghly	300
40	Konnagar	Hooghly	200
41	Rishra	Hooghly	200
42	Serampore	Hooghly	200
43	Tarakeswar	Hooghly	300
44	Uttarpara Kotrung	Hooghly	200
45	Howrah MC	Howrah	200
46	Uluberia	Howrah	200
47	Dhupguri	Jalpaiguri	1200
48	Jalpaiguri	Jalpaiguri	1200
49	Mal	Jalpaiguri	1200
50	Siliguri	Jalpaiguri	900
51	Kolkata	Kolkata	200
52	English Bazar	Malda	700
53	Old Malda	Malda	700
54	Dhulian	Murshidabad	400
55	Beldanga	Murshidabad	600
56	Berhampore	Murshidabad	700
57	Domkol	Murshidabad	700
58	Jangipur	Murshidabad	700
59	Jiaganj-Azimganj	Murshidabad	700
60	Kandi	Murshidabad	700
61	Murshidabad	Murshidabad	700
62	Nabadwip	Murshidabad	300
63	Birnagar	Nadia	400
64	Chakdah	Nadia	400
65	Cooper's Camp	Nadia	400
66	Gayeshpur	Nadia	400
67	Haringhata	Nadia	400
68	Kalyani	Nadia	300
69	Krishnanagar	Nadia	300
70	Ranaghat	Nadia	400
71	Santipur	Nadia	300
72	Taherpur	Nadia	400
73	Ashokenagar Kalyangarh	North 24 Parganas	300
74	Baduria	North 24 Parganas	300
75	Baranagar	North 24 Parganas	200
76	Barasat	North 24 Parganas	200
77	Barrackpore	North 24 Parganas	200
78	Basirhat	North 24 Parganas	300
79	Bhatpara	North 24 Parganas	200
80	Bidhannagar MC	North 24 Parganas	200
81	Bongaon	North 24 Parganas	300
82	Dum Dum	North 24 Parganas	200
83	Garulia	North 24 Parganas	300
84	Gobardanga	North 24 Parganas	300
85	Habra	North 24 Parganas	300
86	Halisahar	North 24 Parganas	300
87	Kamarhati	North 24 Parganas	200
88	Kanchrapara	North 24 Parganas	300
89	Khardah	North 24 Parganas	200
90	Madhyamgram	North 24 Parganas	200
91	Naihati	North 24 Parganas	200
92	New Barrackpur	North 24 Parganas	200



## NOTE SHEET

SUDA

93	North Barrackpore	North 24 Parganas	200
94	North Dum Dum	North 24 Parganas	200
95	Panihati	North 24 Parganas	200
96	South Dum Dum	North 24 Parganas	200
97	Taki	North 24 Parganas	300
98	Titagarh	North 24 Parganas	200
99	Chandrakona	Paschim Medinipur	300
100	Ghatal	Paschim Medinipur	300
101	Jhargram	Paschim Medinipur	300
102	Kharagpur	Paschim Medinipur	300
103	Kharar	Paschim Medinipur	300
104	Khirpai	Paschim Medinipur	300
105	Medinipur	Paschim Medinipur	300
106	Ramjibanpur	Paschim Medinipur	300
107	Contai	Purba Medinipur	400
108	Egra	Purba Medinipur	400
109	Haldia	Purba Medinipur	400
110	Panskura	Purba Medinipur	300
111	Tamralipto	Purba Medinipur	300
112	Jhalda	Purulia	500
113	Purulia	Purulia	500
114	Raghunathpur	Purulia	500
115	Baruipur	South 24 Parganas	300
116	Budge Budge	South 24 Parganas	300
117	Diamond Harbour	South 24 Parganas	300
118	Jainagar-Mazilpur	South 24 Parganas	300
119	Maheshtala	South 24 Parganas	300
120	Pujali	South 24 Parganas	300
121	Rajpur Sonarpur	South 24 Parganas	300
122	Dalkhola	Uttar Dinajpur	700
123	Islampur	Uttar Dinajpur	700
124	Kaliaganj	Uttar Dinajpur	700
125	Raiganj	Uttar Dinajpur	700

Above mentioned points 1 and 2 placed for your kind perusal and approval.

JD/50/Adm

30/1/17

Item - 1 : - Bill as submitted by ATI for conducting training of ALF/RO members may be approved for payment.

Item - 2 : - Conveyance Allowance rate for SHG/ALF/RO member Trainee for attending training at A.TI has been proposed. Rate of 42 UBR has already been approved. Rate for rest UBRs have been prepared based on ~~existing rate~~ corresponding approved rate. Rate may be approved.

Director

30/1/17



ATI organises Capacity building training for area level Federation/ City level Federation/ SHG members. These participants come to ATI from different districts. Conveyance allowance may be given to the participants for attending the training at ATI. Conveyance Allowance Rate has been proposed at NSP-5 and 6.

This proposed rate may be considered for approval.

Secretary  
UDMA Deptt  
Chairman SUDA.

30/1/2017

U.O. No. SUDA: 93/17

Dated 31-1-17

[Rt- 31/2017(H)] Dir SUDA

02-02-17

SMM (FI & ME)  
in form ATI

W. H.

The conveyance allowance rate for the trainee members of SHGs/ALEs/ROs ~~of the ATI~~ has been approved by the authority. The same may be forwarded to the ATI for their information and taking necessary action.

A draft is placed for your kind Perusal & Signature if approved.

Jt. Director

30/1/17



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## NOTE SHEET

SUDA

As per order prepage draft placed CP  
side may be signed.

N. Rao  
7/2/17

7/2/17

An approval for a bill raised by ATI  
was placed in NSP (7) marked as "Item 1".  
Supporting documents against "Item-1"  
are already placed in the CP side  
for scrutiny and approval.

Placed herein for kind perusal.

06/03/2017

6/3/17

Director  
LU DA

CCA

06-03-17

As per the SAID operational guideline of  
DAY-NVLM, the expenditure for training  
of ITHs, ATs and CEs should be  
booked under the financial head of  
SAID.

In this regard, a similar approval  
for booking training related expenditure  
under SAID head has been duly approved  
by competent authority in a different  
file's NSP (16). Copy of the approval  
given in the NSP (16) is ~~given~~ provided  
in the CP side alongwith the copy of the  
guideline page.



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## NOTE SHEET

SUDA

- From Prepage -

Therefore, from now on all expenditures may kindly be booked under SUD which are related to training of ALF, CEF or ITH members as already approved by the competent authority.

*[Signature]*  
07/03/2017

CCA

As per notes and orders at pre page

As approved at pre page, to release the fund in favour of Administrative Training Institute, West Bengal, a transfer advice amounting to Rs. 17,17,550/- (Rupees seventeen lakh seventeen thousand five hundred fifty) only is prepared and placed here with for signature of finance officer, SUDA and Director, SUDA please for onward transmission to State Bank of India, Salt Lake, Sec-3 Branch for electronic transfer of fund.

*[Signature]*  
08.03.2017

Signed.

Director, SUDA

*[Signature]*  
08.03.17

*[Signature]*  
08/3/17



NOTE SHEET

SUDA

ILGUS has placed a bill for conducting training for the period of November 2016 to February 2017 (4 batches of Training conducted for different staff of canal and CPOs).

The bill amounts to Rs 4,13,900/- (rupees four lakh thirteen thousand and nine hundred only).

Supporting documents in this regard are placed in the CP side.

The amount may kindly be released. Placed herein for your kind perusal.

10/4/2017

JD(SD)

In view of the note above 'x' may be released in O ILGUS for imparting training to staff & CPOs under NULM project.

11/4/17

Director  
SUDA

FA is requested to offer his views

FA/SUDA-

11/4/17

There is no bar to release the amount of Rs 4.13.900/-, if fund under this head permits.

12/4/17

12/4/17

CCA

13.04.17



As per notes and orders at pre page

As approved by Director, SUDA and Addl. Director & FA SUDA at page-11, to release the fund in respect of organizing Training Programmes under CB&T (NULM), a Transfer Advice amounting to Rs. 4,13,900.00 (Four lakh thirteen thousand nine hundred) only is prepared and placed herewith for signature of Addl. Director & FA, SUDA and Financial Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

*[Signature]*  
13.04.2017

Signed.

*[Signature]*  
13.04.17

The calculation seems to be ~~very~~ wrong. Please they may be requested to submit the claims after making necessary corrections.

*[Signature]*  
26/4/17

Addl. Director, FA SUDA.  
we will ~~be~~ discuss tomorrow  
at 5 P.M.

*[Signature]*  
16/4/17

discussed.

Calculation may be verified and reported.

*[Signature]*  
02/06/17

Calculation has been verified by the undersigned and Accountant, SUDA, WBSCU, SUDA jointly and it has been found that the issues raised by ~~FA, SUDA~~ Addl. Director <sup>and</sup> FA, SUDA seems to be true. Under such circumstances we may request

For SUDA

Director, SUDA  
Pl. talk with  
FA

FA SUDA

Smm. HRCB



from prepage.

ILGUS to submit a revised bill for the training programmes ~~with~~ explaining the expenditure incurred.

If approved, a letter may be issued to ILGUS for submitting the same.

Add. Director  
SUDA

Smm-ALCO

Draft may be placed.

07/06/17

Discussed. We may release the amount as adjusted by FA SUDA.  
Placed for your approval.

08/6/17

Add. Director  
SUDA

note above and over. ~~the~~

Verified with the claim and allowable amount. As commented and arrived ~~by~~ the FA, amount as justified may be released in favour of Additional Director, ILGUS.

Submitted for order

08/06/17

Singh

FA  
C.C.A

Borue  
15/6/17



As per notes and orders at pre page

As approved by Director, SUDA & Addl. Director and FA SUDA at page-13, to release the fund in respect of organizing Training Programmes under CB&T of NULM, a Transfer Advice amounting to Rs. 3,59,280.00 (Three Lakh fifty nine thousand two hundred eighty ) only is prepared and placed herewith for signature of Addl. Director & FA, SUDA and Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

M. Sankaran.  
16.06.2017.

Signed.

B. Sankaran  
16.6.17

Signed.  
R. Sankaran  
16.06.17

Addl. Director and  
FA, SUDA



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NOTE SHEET

SUDA

A draft letter has been put up ~~up~~ in the CP side for your kind perusal and signature relating to Capacity Building and Training of CMMU staff who have joined in the past few months and for executive officers who have joined the ULB and functioning as CPO of DAY-NULM. If approved the detailed plan will be shared with ILHUS with number of participants, training module and training schedule. Training will commence from 28<sup>th</sup> June 2017 to 25<sup>th</sup> July 2017. Placed herein.

20/6/2017

Addl. Director  
SP-DA

~~The~~ Plan for training to newly recruited CPOs, CMMUs, COs, Accountants and SACM SEOs is placed. may be approved.

Director

Addl. Director

SMM-HQ/DA

20/06/17  
21/6/17

23/06/17



## NOTE SHEET

A letter was received by this office vide memo no: ILGUS/27.06.2017 from ILGUS regarding various issues pertaining to Capacity Building and Training programmes.

- i) It has been proposed by Addl. Director, ILGUS to fix NULM CB&T with prior consultation with him. In this regard, the undersigned was directed by the then Joint Director, SUDA, to speak in person with Shri Sh. Banerjee, HC, ILGUS regarding the availability of dates and thereupon fix up a tentative timeline for CB&T to be facilitated by ILGUS. In case any other training programme of ILGUS coincides with NULM, then only the Joint Director would intervene and finalize the same with Addl. Director, ILGUS.

Taking into consideration the above, it is therefore placed herein to provide direction in writing, the probable modus operandi to finalize the training programme dates with ILGUS.

- ii) Another issue was mentioned regarding claim for reimbursement where it was stated that ILGUS is yet to receive Rs. 4,13,900/- (rupees four lakh thirteen thousand and nine hundred only) in respect of training programmes conducted between the period of November 2016 and February 2017. In response to the account above it may kindly be informed that the amount stated above was revised by Addl. Director & FA SUDA in cognizance of Addl. Director SUDA and Director SUDA and Rs. 3,59,280/- (rupees three lakh fifty nine thousand two hundred and eighty only) and was released to their end vide Memo: SUDA-31/2015 (pt-1)/526, Dated: 16.06.2017. In brief, the reference of the discussion and decision thereon may be found in NSP (11, 12, 13 and 14).

- iii) As per the request for clarification raised in the letter it may be proposed 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 at ILGUS. Any other personnel not associated with DAY-NULM directly, acting as Resource Person may be provided the same. Besides this, clarification was sought by ILGUS regarding provisions for providing food, refreshment, tea and drinking water to Resource Persons, Support Staff and Drivers. In response to this we may inform in writing to bear the cost out of Administrative Cost of Rs. 410/- (rupees four hundred and ten only) as provided for each participant and as admissible.

The above note may kindly be perused and necessary directions may be accorded to the undersigned so that we may initiate the training process at the earliest. And if agreed the same may be communicated to ILGUS.

In ref. to above,

Clarification is sought for may be intimated to Addl. Director, ILGUS as to A, B 2C and details for training with number of participants be communicated. Submitted for approval. 29/06/17

Addl. Director  
SUDA

Director

Smm-4200

Addl. Director

04/07/17



NOTE SHEET

SUDA

सूडा

Draft letter placed herein for your kind perusal.

For 04/07/2017

may be approved

05/07/17

07/07/17

07/07/17

Addl. Director  
SUDA

Director

Addl. Director

SMN-HRCB

A letter was received by this office vide memo no: ILHVS/IT-2/2015/513 regarding placement of fund for organising training programmes under NULM.

- ① 3 days residential programme ~~was~~ conducted for CPOs and Managers. (July 18-20, 2017).
- ② 3 days residential programme was conducted for Community Organisers. (July 31 - August 2, 2017).
- ③ 2 days residential ~~the~~ programme was conducted for Accountants. (July 28 - 29, 2017).
- ④ 2 days residential programme was conducted for DA - cum - DEOs (July 24-25, 2017).

The total bill for the 4 batches of training amounts to Rs 4,57,560/- (rupees four lakh fifty seven thousand five hundred and sixty only)

Supporting documents along with the letter is placed in the CP side. The amount may kindly be released.

Placed herein for your kind perusal and necessary action.

Addl. Director  
SUDA SMN-HRCB

For 13/10/2017

Pl. speak  
13/10/17



NOTE SHEET

SUDA

This is the final amount verified, confirmed and ~~submitted~~ submitted after speaking. May kindly be released.

16/10/2017

Addl. Director,  
SUDA

Note at ref 17-218 may kindly be perused.

Cost of training of four batches amounting to Rs 4,57,560 may be sanctioned in favour of ILGUS.

Director

A.D.

FD

16/10/17

17/11/17

17/10/17



As per notes and orders at pre page

As approved by Director, SUDA at page-18 , to release the fund in respect of organizing Training Programme under CB&T of DAY-NULM, a transfer Advice amounting to Rs. 4,57,560.00 (Four lakh fifty seven thousand five hundred sixty) only have been prepared and placed herewith for signature of Addl. Director & FA, SUDA and Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

For SUDA  
28.10.2017

Signal

18.11.17

18/11/17

FA, SUDA



NOTE SHEET

SUDA

A letter may kindly be sent to ILHVS  
to organise staff training under NRM.  
Placed herein for your kind approval.

02/11/2017

may be approved

*[Signature]*

06/11/17

*[Signature]*  
6/11/17

*[Signature]* 06/11/17

Additional  
Director,  
SUDA

~~Director~~

Additional  
Director

SMM-HRCA

As per Das.

ILHVS has placed a bill for conducting training  
to i) CPO and Managers on held on and from 04-06  
December 2017. held

ii) DA cum DEOs on and from 07-08 December 2017.

The bill amounts to Rs 1,98,660/- (one lakh ninety  
eight thousand ~~and~~ six hundred and sixty only).

The bill has been verified with Accountant, NRM  
cell along with the supporting documents as placed  
by ILHVS. (Placed in the CP side for reference).

The amount may kindly be released to ILHVS.  
Placed herein for your kind perusal.

Put up today

*[Signature]*  
02/02/2018

Why so late? Put up with  
existing order

*[Signature]*  
03/02/18

A. Saha  
Deputy Director,  
SUDA

SMM  
HR2CBT



ILGUS was supposed to conduct training for the following categories of staff:

1. Executive Officer (CPO) (12)
2. City Mission Managers (12)
3. Community Organisers (20)
4. Accountants (7)
5. DA cum DEOs (21)

The training of EOs and City Mission Managers were conducted in a single batch (from 4<sup>th</sup> to 6<sup>th</sup> December 2017) as the total number of participants were 24 (letter flagged as 'X' in the CP side). The second batch of training (7<sup>th</sup> and 8<sup>th</sup> December 2017) was conducted for DA cum DEOs. As per the verbal discussion with Head Clerk, ILGUS, the training of COs was likely to be held sometime in the first two weeks of January 2018 and the training of Accountants was postponed since the total of trainees was only 7.

The bill was placed on December 22<sup>nd</sup> 2017 and the same reached the undersigned on 2<sup>nd</sup> of January 2018. The undersigned had to undertake meticulous involvement in preparing the documents and finalizing of SUH Book for placing before the Hon'ble Supreme Court. In addition to the above, the undersigned also waited for the completion of the 3<sup>rd</sup> batch of training of COs so that all the three bills can be placed together against the aforementioned letter for arranging training programmes for staff under WBSULM.

But on 01.02.2018, after a verbal discussion with Head Clerk, ILGUS, it was learnt that there are multiple other training programmes currently ongoing at their institution therefore, it will take some time to start the training for the COs. Therefore, the unapprehended delay happened for the bill thus submitted for releasing.

As directed, the existing orders in the form of copies of note-sheet approval, letters of communication to ILGUS, ATI and the then MoHUPA (now MOHUA) are placed herein for your reference. (Flagged as 'Y' in the CP side)

A. Saha  
Deputy Director  
SUDA

06/02/2018

Pl. office 21- 'X' at NSP 20.

Boffa

06/2/18

The details of 'resource personnel' along with name, designation & office to be mentioned. The basis of fixing of honorarium to be said resources personnel is to be provided. Whether the honorarium to the trainee official is as per NULM Guideline? if yes Pl. provide the same  
Please ~~the~~ mention the benefits & practical programs after obtaining the said training.

Deputy Director

08-12-18 FA 320



M. meet up the query at 'x' 2 put up

08/02/18

Response to query at 'x':

i) No trainee official receive any honorarium. Only Resouce Persons not associated with NULM is provided honorarium.

The letters of correspondence may be referred to CP marked as 'A' and 'B'.

ii) Training of officials at ILHVS is a mandate as per Capacity Building and Training guidelines of NULM. (Letter of correspondence <sup>under NULM</sup> ~~Flag 'Z'~~ <sup>Flag 'Z'</sup>)

iii) Training of different categories of other staff is a mandate as per CB and T guidelines of NULM and this will be facilitated by ILHVS is a policy decision taken back in 20.05.2015 by the then MA Deptt.

iv) Training of RDs, ALF members, CLF members, STH members, ER's of ULBs and any personnel of NULM as nominated by Director, SVDA and Mission Director, WSSULM. to be held at ATI. Letter of correspondence may be referred to Flag 'Z'.  
Submitted.

A. Saha  
Deputy Director

08/02/2017

BMM  
HR 2017



M. See wife at pre-pay 22  
2 time war accordingly

to

12/2/18

Payment may be released if  
approved.

Rev 12.02.18

Deputy Director, SUDA

12/2/18  
15/2/18

Director  
DD.

Kalyan P.  
Rev 15.02.18

to SHM  
HSCB



As per notes and orders at pre page

As approved by Director, SUDA at page-23, to release the fund in respect of organising Training programme under CB&T of DAY-NULM, a transfer Advice amounting to Rs. 1,98,660.00 (One lakh ninety eight thousand six hundred sixty) only have been prepared and placed herewith for signature of Director, SUDA and Finance Officer, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

~~FO, SUDA~~

For Submission.  
16.02.2018.

~~Director, SUDA~~

~~FO.~~

Signed.  
16.02.18

~~FO~~  
28/2/18



मुडा

## NOTE SHEET

SUDA

3 days residential training programme for the newly joined COs will be held at ILGUS from 04<sup>th</sup> April 2018 to 6<sup>th</sup> April 2018.

NULM officials may kindly be allowed to participate in this training programme as Resource Persons. Flagged as 'A'.

Placed herein for approval.

spn/1  
20/03/2018

Deputy Director,  
SUDA

Pl. Discuss. by 21/3/18

20/3/18

spn/1  
20/3/18

The programme schedule and letter to act ~~as a resource person~~ as a resource person has been addressed to Director, SUDA and request to spare other resource persons namely;

- i) Rituparna Banerjee, SUDA-HR and CB
- ii) Soma Pami Das, SUDA-CAD
- iii) Sandip Bairagi, SUDA-FI & ME
- iv) Soumen De, SUDA-SSSI
- v) Amit Chaudhuri, SUDA-MS & ME
- vi) Tarak Madan Dutta, PC SUDA.

may kindly be allowed as per letter marked as 'AA'.

DD, SUDA

Discussed

spn/1 02/04/2018  
20/4/18



Following training courses are going to be held at ATI :

- 1) 3 days training of ALFs from 7<sup>th</sup> - 9<sup>th</sup> March '18
- 2) 5 days Master Trainers Training from 12<sup>th</sup> - 16<sup>th</sup>, 19<sup>th</sup> - 23<sup>rd</sup>, 26<sup>th</sup> - 30<sup>th</sup> March 2018.

The officials of NULM may kindly be allowed to participate in these training programmes as Resource Persons.

Placed herein for your kind approval.

Deputy Director  
SUDA

15/03/2018

may kindly be perused & may be approved

Director

DD

H89 ch

05/3/18

6/3/18



Administrative Training Institute has submitted a bill amounting to Rs.40,094,000/- (Rupees forty lakh ninety four thousand only) for conducting training (includes participants cost and conveyance allowance) of Area Level Federation Members and Master Trainers under NULM.

The bill has been verified and submitted herein for approval for release of fund towards ATI.

DD, SUDA

24/04/2018

M. put up certificate as asked in the body of the bill

20/04/18

HR/CB

signed and put up.

23/04/2018

DD, SUDA

may be approved

08/04/18

Director

DD,

25/04/18

Fo HCB

25/04/18

CCA

PL. booked it into relevant component.

25/04/18



As per notes and orders at prepage

Fund available statement for NULM as on 26.04.2018 placed in the file which shows a favourable balance of Rs.1,29,50,990/- after considering upto date interest of Rs.3,55,90,144/-. Keeping interest component aside, NULM scheme balance will be Rs.2,26,39,154 (-ve).

Accordingly, it is requested to guide this section regarding actual component from which this fund would be released.

Finance Officer

*26-04-18*

Total available fund in the Bank A/c of NULM is Rs 1,29,50,990/- ~~including~~ as interest 8

Scheme balance is in a negative (-) figure amounting to Rs 2,26,39,154/-

~~to~~ Kindly instruct from which fund the said payment may be made

Deputy Director, SUDA

*26.04.18*

Pl. explore an 'x' & Submit

*03/5/18*

*to SUDA*

There is no scheme fund available at SUDA's end, only interest component amounting to Rs 1,29,50,990/- is available which is accrued over the year into the bank A/c of NULM. NOW ~~if~~ opinion of NULM cell may be asked regarding the payment.

Deputy Director

*03-05-18*



Reviewed the  
\* ~~whole~~ page of 28. Put up when  
from received from 207 if up to date

Asst. Dir. nat

08/5/18

U.O. No. SUDA: 307/18  
Dated 04.05.18  
Rtr 31/2015 (PH)

Could not understand the cause of  
containing sending this file. Pl. see  
in 41571016

Dy. Director  
SUDA

08/5/18

~~DA~~

~~FD~~

Pl. process the file after crediting the  
for inscheme APC of NCLM by PAO - LU  
Bart 08-5-18

~~CEA~~



As per notes and orders at pre page

As approved by Finance Officer, SUDA at page-29, to release the fund in respect of Organizing Training Programme under NULM, a transfer Advice amounting to Rs. 40,94,000.00 (Fourty lakh ninety four thousand) only have been prepared and placed herewith for signature of Director, SUDA and Finance Officer, SUDA please for onward transmission to State Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

FO, SUDA

M. Kulkarni  
15.05.2018

Signed

15.05.18

Director, SUDA

15/5/18

21/5/18

HR/CS

As mentioned in 'NSP-27' the bill has been verified with all the documents submitted by ATI.

The aforementioned amount of Rs. 40,94,000/- (forty lakh ninety four thousand only) has been rechecked with participants lists, photographs and other supporting documents.

Placed herein for approval.

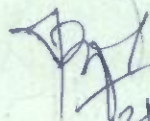
21/05/2018  
21/5/18

Deputy Director  
SUDA




A training programme for the 'Master Trainers' may be arranged at ATI from 28<sup>th</sup> May 2018 to 1<sup>st</sup> June 2018. If allowed the same may be communicated to ATI at the earliest for sending letters to the ULBs to ~~not~~ nominate and notify the potential 'Master Trainers' to join the training at ATI ~~on~~ from the above mentioned date.

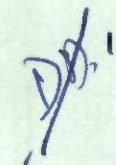
Placed herein for kind approval.

  
21/05/2018


Deputy Director,  
SUDA.

  
21/05/18

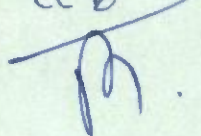
  
6/5/18

~~Director~~ 

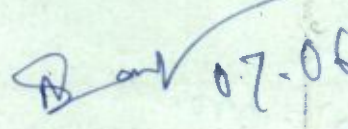
Returned today

  
05/06/18



CCD  


Submit to Tr. Ad. to

  
07.06.18



We have received a Bill <sup>received 3 days</sup> for training of 13 members of Community

We have received a bill for 3 days residential training of 13 members of Community organiser of different URBs (List enclosed in the CP-Side) from ILGUS. The bill amount is Rs. 57,180/- The amount may be paid to Bank account of ILGUS. The Proposal submitted for your kind perusal and approval.

"X"

Proposal "X" may be

SMITH/NAME approved

26/06/18

26/6/18

26/6/18

DT. Director SUDA

Director

DD

CCA

M. pros.

26/6/18



As per notes and orders at pre page

As approved by Finance Officer, SUDA & Dy. Director, SUDA at page-33, to release the fund in respect of organizing Training programme under NULM, a transfer Advice amounting to Rs. 57,180.00 (Fifty seven thousand one hundred and eighty) only have been prepared and placed herewith for signature of Finance Officer, SUDA and Director, SUDA please for onward transmission to state Bank Of India, Salt lake Sec-1 Branch for electronic transfer of funds.

For Submission.  
28.06.2018.

Signed.  
28/6/18

Director, SUDA

29/6/18



As per the directive of the Authority the Administrative Training Institute, Kolkata has been conducting five days residential Training of Master trainers who are the members of the SHGs for imparting Basic Orientation training of the members of the SHGs. Now it has been observed that 42 ULBs are left for the said training. In such case, we may request ATI to conduct training of Master trainers in four phases (ULB wise list is enclosed in CP side).

The trainers of ATI and ILGUS get an honorarium for imparting training. Therefore we may request the ATI and ILGUS to pay honorarium to the trainers.

If the above proposal is approved by the authority then the draft letter may be signed.

The proposal and draft letter is placed for your kind perusal and Signature, if approved.

Dy. Director,  
SUDA

Sandip Bairagi  
SMM (FI&ME)

The proposal may be approved  
& draft may kindly be signed

Pl. confirm whether we made  
payment to ATI earlier.

U.O.No.SUDA: 440/18

Dated 10-07-18

SUDA-31/2015 (P-1)

Dy Director

For



For conducting training ~~the~~ the AT's  
Claim fund as per Prescribed rate  
which include the honorarium of  
the trainers. As per their claim  
we may release fund to the AT's  
~~the~~ The same is applicable for  
~~the~~ ILGUS.

The expenditure of such training  
comes from Capacity Build &  
Training head (CB&T).

DY. Director  
SUDA

In response to note of ADD. Dir. S'n  
at- pre-page 35 this office <sup>made</sup> ~~made~~-  
payment to AT's in looking, at-  
flag 'x' may kindly be <sup>perman</sup> ~~perman~~

ADD. Director

U.O. No. SUDA: 494/18

Dated 16-07-18

File 31/2015 (14)

Director  
SUDA

Proposal made in N.S.P 35  
marked 'x' may be approved.

DD.  
Sandeep Kumar

16/7/18

16/7/18

16/7/18

17/7/18



The Sensitization cum workshop for Rollout of central web Portal for Interest Subsidy under MULM was conducted by the ATI.

Now, they have submitted bill for the programme. The bill amount of Rs. 82170/- may be paid to ATI. The Proposal is submitted for your kind perusal and approval.

~~DY. Director~~  
~~SUDA~~

~~24/7/18~~

~~Director~~

~~DD.~~

24/7/18

~~25/8/18~~

~~FO~~

26/7/18

~~Kalyan~~  
~~M.~~

proor  
20.07.18



Per per notes and orders at per page.

As approved by D. Director, SUDA and F. SUDA at Page-24  
 to transfer the fund to ATI, West Bengal in respect  
 of cost of expenditure towards formalization workshop  
 Remuneration of contract web portal for internet sub-  
 version for DAT-mulm, a transfer Adv. amounting to  
 Rs. 82,170.00 (Eighty two thousand one hundred seventy)  
 only have been prepared and placed here with  
 for signature of F. SUDA and Director, SUDA  
 please for onward transmission to JGI, Salt Lake  
 Sec. 1 Branch for electronic transfer of funds.

F. SUDA

In Suburban.  
30.07.2018.

Signed.

20.07.18

Director, SUDA

20/7/18  
20/7/18



A mail has been received from the ATI dated on 18/01/2019 (enclosed in CP Side) relating to training calendar for TOT of Master Trainers under NULM. The batches of training are as follows

1. 04/02/2019 to 08/02/2019
2. 18/02/2019 to 22/02/2019
3. 25/02/2019 to 01/03/2019

We may communicate to ATI the pending list of ULBs (enclosed in CP Side) who has not yet been participated in the training of Master Trainers programme.

The proposal is submitted for your kind perusal and approval.

Jt. Director,  
SUDA

Sandip Bairagi  
SMM (FI&ME)

Yes, we may communicate the list of ULBs to ATI if approved

22/1/19

Yes. Pl communicate  
by 28/1

28/1/19

Director  
JD

Sandip Bairagi



As per the order of the authority the Administrative Training Institute was conducted training of Master Trainers, Training for CLC staff and training cum workshop for the staff and functionaries of SUH.

A bill has been received from Administrative Training Institute vide letter no 612/VI-43/ATI/14-15 dated on 05/03/2019 for conducting above mentioned training at their venue.

The Department of Personnel and Training (DoPT) has prescribed a rate @ of Rs.1500/- per day per participant for training of master trainers. The ATI has been following the DoPT rate for conducting the Training of Master trainers.

Again, the ATI has charged a rate of Rs.850/ day per participant for training of CLC staff and training cum workshop for the staff and functionaries of SUH.

For Training code UM-NULM-86 the ATI had paid the training cost from the training of trainers fund received from DoPT, GOI. In DoPT order there is no provision for conveyance allowance. That is why the ATI has claimed only conveyance allowance amount for the said training.

As per the order of the Authority (NSP-05 to 08) the ATI is providing the Conveyance allowance to the participants who are attending training under NULM.

Therefore,

The total cost for training of master trainers = 2346900.00/-

The total cost for Training of CLC staff and SUH staff and functionaries = 106250.00/-

Therefore, Total amount of Rs. 2453150.00/- may kind be paid to the ATI

The proposal is submitted for your kind perusal and approval.

Jt. Director,  
SUDA

Sandip Bairagi  
SMM (FI&ME)

"A" may be released after receipt  
for position from RO. SUH

26/3/19

AcctH, P

M. R. 27-03-19



As per notes and orders at prepage

Fund availability statement under different component of NULM placed in the file for kind perusal please.

Finance Officer

27-3-19

Joint Director, SUDA

27-3-19

May be released

AND AUTH  
Director

27/3/19

Please put up as discussed

04/04/19

SMD, FICNE



As per the instruction of Addl. Mission Director the expenditure on different trainings are mentioned in the teble;

**A. Master Trainers' Course (5 days) Residential**

Sl. No	Name of the course	From	To	No. of participants	Participant Cost (Rs.) @ Rs.1500/- per day	Conveyance allowance (Rs.)	Total billed amount (Rs.)
1.	Master Trainers' Course	16.4.18	20.4.18	40	300000.00	11500.00	311500.00
2.		23.4.18	27.4.18	47	352500.00	23200.00	375700.00
3.		28.5.18	1.6.18	48	360000.00	16100.00	376100.00
4.		10.9.18	14.9.18	48	360000.00	15100.00	375100.00
5.		24.9.18	28.9.18	39	292500.00	19700.00	312200.00
6.		3.12.18	7.12.18	28	210000.00	24600.00	234600.00
7.		4.2.19	8.2.19	24	0.00	17800.00	17800.00
8.		18.2.19	22.2.19	41	307500.00	36400.00	343900.00
Total :				315	2182500.00	164400.00	2346900.00

**B. One day training (Non-Residential):**

Sl. No	Name of the course	From	To	No. of participants	Participant Cost (Rs.) @ Rs.850/- per day	Total billed amount (Rs.)
1.	One day non-residential Capacity Building Training cum Workshop for the staff & functionaries of shelters under the scheme Shelter for Urban Homeless (SUH) under DAY-NULM	20.7.18	20.7.18	25	21250.00	21250.00
2.	One day non-residential Training course for CLC staff under NULM	24.8.18	24.8.18	30	25500.00	25500.00
3.	One day non-residential Training course for CLC staff under NULM	5.9.18	5.9.18	40	34000.00	34000.00
4.	One day non-residential Training course for CLC staff under NULM	7.9.18	7.9.18	30	25500.00	25500.00
<b>Total :</b>				125	106250.00	<b>106250.00</b>

Therefore, Rs. 2346900/-+ Rs.106250/- = Rs.2453150/- may kindly be released to the Administrative training institute, Kolkata.

The proposal is submitted for your kind perusal and approval.

Sandip Bairagi  
SMM (FI&ME)

Addl. Mission Director  
NULM



Notes NSP-40 - 42 may kindly be seen.

Twelve different training batches have been conducted at ATI, Salt Lake. Details mentioned at X & Y nsp-42 may be seen. Total amount of Rs.24,53,150/- (Rupees twenty four lakh fifty three thousand one hundred & fifty) only may be approved for payment to ATI, Salt Lake. Finance Officer has concurred to the availability of fund (nsp-41.)

Director, SUDA

Shankar  
09.04.19  
AMD

Approval of the training be indicated  
pl.

11/4/15

11/4/15

Sudip Bhattacharya

1) Training code-UM-NULM-86,87 has been approved by the authority. Please see NSP-39.

2) Training code-UM-NULM-81,84,85 approved by authority. Please see NSP-85 & 36

3) Training code-UM-NULM-75,76,77 approved by authority. Please see NSP-25.

4) Training code-UM-NULM-79, The training relating to SUT. The approval is placed in 'ep' side.

5) Training code:- UM-NULM-80,82,83 relating to CLC under SMID. The approval



copy is placed in the CP Side.  
The Approval details is placed for your  
kind Perusal and approval.

Jt-Director  
SUDA

16/04/19

Questionnaire pre-page 43.

A. Master Trainers' Course (5 days) Residential

Sl. No	Approval Ref. of SUDA	Training Code	From	To	No. of participants	Participant Cost (Rs.) @ Rs.1500/- per day	Conveyance allowance (Rs.)	Total billed amount (Rs.)
1.	NSP- 25	UM-NULM-75	16.4.18	20.4.18	40	300000.00	11500.00	311500.00
2.		UM-NULM-76	23.4.18	27.4.18	47	352500.00	23200.00	375700.00
3.		UM-NULM-77	28.5.18	1.6.18	48	360000.00	16100.00	376100.00
4.	SUDA-31/2015(Pt.-I)/756 dated 19/07/2019 (NSP-35&36)	UM-NULM-81	10.9.18	14.9.18	48	360000.00	15100.00	375100.00
5.		UM-NULM-84	24.9.18	28.9.18	39	292500.00	19700.00	312200.00
6.		UM-NULM-85	3.12.18	7.12.18	28	210000.00	24600.00	234600.00
7.	NSP-39	UM-NULM-86	4.2.19	8.2.19	24	0.00	17800.00	17800.00
8.		UM-NULM-87	18.2.19	22.2.19	41	307500.00	36400.00	343900.00
Total :					315	2182500.00	164400.00	2346900.00

B. One day training (Non-Residential) :

Sl. No	Approval Ref. of SUDA	Training Code	From	To	No. of participants	Participant Cost (Rs.) @ Rs.850/- per day	Total billed amount (Rs.)
1.	SUDA-105/2018/737 Dated 16/07/2018 ( in CP side)	UM-NULM-79	20.7.18	20.7.18	25	21250.00	21250.00
2.	SUDA-39/2015 (Part-II) dated 10/08/2018 (in CP side)	UM-NULM-80	24.8.18	24.8.18	30	25500.00	25500.00
3.		UM-NULM-82	5.9.18	5.9.18	40	34000.00	34000.00
4.		UM-NULM-83	7.9.18	7.9.18	30	25500.00	25500.00
	Total :				125	106250.00	106250.00

put up for kind perusal & consideration.

Director

Respectfully the claims are  
indicated for payment for necessary payment.

16/4/19



25  
88

Keep As proposed prepage.

Def 21/4/19

22/4/19

~~Acct. NULM~~

Pl. process.

23.04.19

As per notes and order at pre page

As proposed by JO, SUDA and Director, SUDA at page-44, to transfer the fund in respect of Training under CB and T of NULM, a transfer Adv. amounting to Rs 24,53,150/- (Twenty four lakh fifty three thousand one hundred fifty) only have been prepared and placed herewith for signature of FO, SUDA and FO, SUDA please for electronic transfer of funds.

~~FO/SUDA~~

As per order.  
26.04.2019.

~~FO(PAS)~~

Signed.  
26.4.19

26/4/19



In the review meeting a point was raised that the additional master trainers for the basic Orientation Training (BOT) and Books of accounts training for the members of the SHGs. Accordingly, the listed ULBs have submitted the name of the Master trainers. Three (3) batches of master trainers training may be conducted to complete additional master trainer training. The list of ULBs who have requested for additional master trainers is given below

Sl.No.	Name of the ULB	Number of master trainers
1	Asansol MC	5
2	Bankura Municipality	7
3	Bansberia	5
4	Berhampore	5
5	BHATPARA	5
6	Bishnupur	5
7	BURDWAN	5
8	Chandernagore MC	5
9	CONTAI	5
10	Dhulian Municipality	5
11	GHATAL	5
12	Haldia Municipality	5
13	Jalpaiguri Municipality	4
14	Kharagpur	8
15	North Dum Dum Municipality	9
16	Rajpur Sonarpur Municipality	4
17	Siliguri MC	6
18	Santipur Municipality	2

Administrative training Institute, Kolkata has conducted previous all batches of Training of Trainers of Master Trainers. Therefore we may request the ATI to conduct the 3 batches training at their venue.

Jt. Director, SUDA  
AMD, NULM

Sandip Bairagi  
SMM (FI&ME)

May be approved

*[Signature]*  
07/05/19

Please speak further  
details are to be furnished

*[Signature]*  
07/07/19

*[Signature]*  
S. Bairagi



#47

সুডা

## NOTE SHEET

SUDA

As per instruction the BOT &amp; BOA training details is given below;

Sl.No	Name of the ULB	No. Of Active SHGs As per MIS as on 31/03/2019	No. Of SHGs Completed BOT	No. Of SHGs Completed BOA Training	No of SHGs yet to attend BOT	No of SHGs yet to attend BOA Training	Present status of Master Trainers	Additional Master Trainers claimed
1	Asansol	1041	401	100	640	941	5	5
2	Bankura	880	0	0	880	880	5	7
3	Bansberia	421	0	0	421	421	5	5
4	Berhampore	476	0	0	476	476	0	5
5	Bhatpara	981	415	250	566	731	5	5
6	Bishnupur	675	0	32	675	643	5	5
7	Burdwan	1049	120	0	929	1049	5	5
8	Chandernagar	645	198	136	447	509	5	5
9	Contai	653	88	85	565	568	5	5
10	Dhulian	511	90	120	421	391	5	5
11	Ghatal	396	24	342	372	54	5	5
12	Haldia	1185	880	334	305	851	5	5
13	Jalpaiguri	692	131	195	561	497	5	4
14	Kharagpur	1087	600	600	487	487	5	8
15	North Dum Dum	992	56	0	936	992	5	9
16	Rajpur Sonarpur	1346	163	163	1183	1183	5	4
17	Santipur	682	358	254	324	428	5	6
18	Siliguri	1496	1020	750	476	746	5	2

Addl. Director  
NULM.

Submitted for your kind perusal.

13/05/19



## NOTE SHEET

Notes nsp-45-46 may kindly be seen.

It is evident from the table above that the following number of batches for BOT & BOA training is to be conducted at the Municipalities mentioned below.

Sl. No	Name of the ULB	No. of SHGs yet to attend BOT	No. of SHGs yet to attend BOA training	Members to be trained in BOT	Members to be trained in BOA	Batches required in BOT	Batches required in BOA	Masters trainer in position	Further trainers to be trained
1.	Asansol	640	941	1920	1882	48	47	5	5
2.	Bankura	880	880	2640	1760	66	44	5	7
3.	Bansberia	421	421	1263	842	32	21	5	5
4.	Berhampore	476	476	1428	952	36	24	0	5
5.	Bhatpara	566	731	1698	1462	42	37	5	5
6.	Bishnupur	675	643	2025	1286	51	32	5	5
7.	Burdwan	929	1049	2787	2098	70	52	5	5
8.	Chandernagar	447	509	1341	1018	34	25	5	5
9.	Contai	565	568	1695	1136	42	28	5	5
10.	Dhulian	421	391	1263	782	32	20	5	5
11.	Ghatal	372	54	1116	108	28	3	5	5
12.	Haldia	305	851	915	1702	23	43	5	5
13.	Jalpaiguri	561	497	1683	994	42	25	5	4
14.	Kharagpur	487	487	1461	974	37	24	5	8
15.	North Dum Dum	936	992	2808	1984	70	50	5	9
16.	Rajpur Sonarpur	1183	1183	3549	2366	89	59	5	4
17.	Santipur	324	428	972	856	24	21	5	6
18.	Siliguri	476	746	1428	1492	36	37	5	2
Total :		10664	11847	31992	23694	800	592	85	95

A total of 95 number of Master trainers to be further trained. This 5 days training will be organised at SUDA within the first forth night of June, 2019, if approved.

Director, SUDA

Chandhan  
17/05/19  
AMD

~~The~~ ~~as proposed~~ Training as proposed.  
May discuss for finalization of venue.

Self 23/5

The instruction of Director above.

Training may be organized at the 2<sup>nd</sup> floor meeting hall of SUDA. The arrangement of refreshment may be made by SHGs. Accommodation (as required) may be made at the ILGUS Hostel. 95 Master Trainers may be trained in 3 (three) batches and completed within the 1<sup>st</sup> fortnight of June, 2019.

Proposal may kindly be approved.

Director, SUDA

As proposed

Chandhan  
24/05/19  
AMD

Self 24/5



সুডা

## NOTE SHEET

SUDA

36 new employees have joined in different ULBs under NULM programme. To make orient about the NULM programme we may conduct two days training (16/07/19 to 17/07/19) at conference hall SUDA. The list of participants is placed in the CP side.

A draft letter is placed for your kind perusal and Signature.

Jt. Director,  
SUDA

Sandip Bairagi  
SMM (FI&ME)

We have organised a one day hands on MIS and PaISA portal training for all CMMs and DEOs commencing on from the 15th of July 2019. The for batch is primarily with the new entrants to the program.

Since they would be attending the training on MIS, we may continue their training on the other interventions for the next two days as well i.e. 16th and 17th of July 2019. The training may be held at the Conference Hall of SUDA. Logistics may be supported from SUDA, since they would anyway be arranging the logistics for the MIS training.

Proposed arrangement may be approved.

Director, SUDA

Chandran  
AMD 08/07/19

As proposed.

Ref 9/7/19

S. Bairagi SMM

Chandran  
09.07.19



সূডা

## NOTE SHEET

SUDA

2 days Residential training program will be start from 16th of July. It is decided at state level to select resource person from EMMU for the different component.

Proposal submitted with draft letter for your kind approval and signature.

S. P. Das,  
Smm-smid  
11.7.19

As proposed  
H. signed

Handwritten  
4.10.19

~~AND~~

Soma SMM



## NOTE SHEET

The ULB wise pending number of BOT and BOA training and the number of master trainers are placed is attached in the CP side. 25 numbers of ULBs have submitted their request relating to additional master trainers for meeting the pending training target. The ULB wise list is given in the table below;

[illegible]



Three batches we may have to conduct at ILGUS to successfully complete the TOT of 141 Master trainers. The detail of batches of training is given below;

Sl.No	Batch	Date
1	1 <sup>st</sup> Batch	29/07/2019 - 01/08/2019
2	2 <sup>nd</sup> Batch	05/08/2019 - 08/08/2019
3	3 <sup>rd</sup> Batch	19/08/2019 - 22/08/2019

The ILGUS will organize the training of Master trainers at their training hall. They will provide the training kit, hostel and food for the participants. There are 50 participants in a batch.

The ULB will reimburse the actual travelling allowance bill of the participants.

We may invite the CMM of Kharagpur, BudgeBudge, and Baidyabati (copy attached of training schedule in CP side) as a resource person for the training programme. The draft letter is placed in the CP side for signature.

The training materials and the training schedule are placed in the CP side.

The proposal is placed for your kind perusal and approval.

Jt. Director,  
SUDA

17/07/19  
Sandip Bairagi  
SMM (FI&ME)



Discussions during the last couple of rounds of review meetings with the CMMU of the ULBs threw up the necessity to augment the number of Resource Trainers at some ULBs to cope with upfront training load of BOT and BOA training of SHG members, a necessary condition to disburse Revolving Fund to the SHGs. The requirements for the ULB are indicated at 'X'. This includes the new Resource Trainers for KMC also.

The training needs to be organised in 3 (three) batches as per the schedule.

- (1) We may be permitted to organise the trainings along with logistics support at ILGUS.
- (2) Apart from the SMMs, select staff from the CMMUs will also be drafted as Master Trainers.
- (3) The schedule and content for the training placed at cp side (flagged 'Y'). Materials will be photocopied and spiral bound from SUDA for the participants.
- (4) Accommodation as necessary may be arranged at the ILGUS hostel.
- (5) Mandatorily there will be a pre and post evaluation of the training.
- (6) A certificate may be given to the Master Trainers undergoing the training.

May kindly like to accord approval.

Director

*Shankar*  
18/02/13  
AMD

*need to discuss.*

*sdg 18/7*

*AMD*



Discussed with Director.

The indicative budget for the proposed resource trainers training programme is indicated in the table below.

Sl. No.	Item of the expenditure	Cost per candidate per day	No. of trainees	Total cost	Remarks
1.	Food expenses (breakfast, lunch, tiffin & dinner)	₹ 450	150	₹ 202500	To be arranged by ILGUS
2.	Training material & training kit	₹ 200 per candidate	150	₹ 30000	To be prepared by SUDA
3.	Accommodation charges	₹ 225	150	₹ 101250	At ILGUS hostel & UD & MA Guest house
4.	Miscellaneous expenses		150	₹ 20000	
Total :				₹ 53750	

353750/-

The entire expenditure to be charged out of CB&T component of NULM.

Proposal at page-51-53/N may kindly be approved.

Director

AMD



Discussed with Director.

The indicative budget for the proposed resource trainers training programme is indicated in the table below.

Sl. No.	Item of the expenditure	Cost per candidate per day	No. of trainees	Total cost	Remarks
1.	Food expenses (breakfast, lunch, tiffin & dinner)	₹ 450	150	₹ 202500	To be arranged by ILGUS
2.	Training material & training kit	₹ 200 per candidate	150	₹ 30000	To be prepared by SUDA
3.	Accommodation charges	₹ 225	150	₹ 101250	At ILGUS hostel & UD & MA Guest house
4.	Miscellaneous expenses		150	₹ 20000	
Total :				₹ 353750	
Rupees three lakh fifty three thousand seven hundred & fifty only					

The entire expenditure to be charged out of CB&T component of NULM.

Proposal at page-51-53/N may kindly be approved.

Director

*Chandhan*  
AMD 24/07/19

To expedite pending BOT and BOA training for newly formed SHGs, additional Master Trainers for different ULBs have been identified. SULM has planned to conduct ~~these~~ Orientation training for these MTs in the coming month at ILGUS. (training details in- Rs 5152, cost-breakup in- above).

Proposal for organizing training keeping training cost @ ₹ 3,53,750/- for 150 trainees may kindly be approved.

Self 23/7/19

U.O. No. SUDA-383

Dated 23.07.19

File No. SUDA-31/2015 (Part-I)

Director, SUDA

S. Banerjee S.M.

*Chandhan*  
26/07/19

*Self*  
23/7/2019  
Self 26/7

Pr. Secretary  
UD & MA Deptt.

*AMD*



We are going to organize marketing of the SHGs products in puja occasion at various malls at kolkata . WBSULM decide to develop Community Sales Person (CSP) for the occasion .

**3-Days Residential training on Marketing Skill up gradation and Orientation Training under NULM Programme from 11th Sept to 13<sup>th</sup> sept 2019 may be organize at ILGUS .**

A list of potential Community Sales Person ( CSP) has been provided some ULBs to SUDA .

So proposal submitted with draft letter for your kind approval and signature

S. S. D. W. 27.9.19  
SMM-SM&ID

~~AND~~

Budget please.

Rhondhoo  
13/09/19

S. Palma- SMM

Received on 27.9.19



WBSULM intends to participate at 4 (four) State Level Fairs to be held between the months of December, 2019 – February, 2020. In this connection, select members of the SHGs have been identified as a Community Sales Person (CSP) to man the WBSULM stalls at the Fairs.

The SHG members identified may undergo a 5 (five) days sales training from the 11<sup>th</sup> to the 15<sup>th</sup> of November, 2019 at SUDA from 11.30 am to 5.00 pm. The SHG members have been identified from New Barrackpore/ Barasat/ Madhyamgram/ North Dum Dum/ Dum Dum/ Habra Municipalities. A total of 40 members have been preliminarily selected. The concerned ULBs to depute the select SHG members to attend the training.

We are engaging with a consultant to impart the sales training wherein the consultant would provide the resource trainers and the training material as well.

WBSULM will arrange for :

- (1) The venue for the training : ILGUS Training Hall – Director ILGUS may be requested to spare the Conference Hall for the aforementioned period.
- (2) Logistics arrangement for the participants, trainers and support staff : Approximately for 50 – 55 heads with a total per head per day cost of ₹ 250.
- (3) Preparation of the training material & training kit : The kit cost will be approximately ₹ 200 per participants.
- (4) Travel expenses @ ₹ 100 per participants per day for 40 participants.
- (5) Total estimated cost is approximately ₹ 1,00,000.

Approval may be accorded.

Director

Ranthur  
AMD  
28/10/19

The selection of consultants be done first. After selection the consultant needs to submit a concept plan with training module. Then only training plan may be finalized.

DDf 30/10/19

S. Prasad SMM



Centre for Environment and Education (CEE) has been engaged to develop a communication plan on solid waste management for urban West Bengal.

In this connection, a meeting has been convened by CEE on 04.02.2020 at 11.00 AM at The Open House, The Ask Room, 7th floor, Air Conditioned Market, 1, Shakespeare Sarani Rd, Kankaria Estates, Park Street area, Kolkata, West Bengal 700071 for getting inputs from the stake holders who are involved in this programme and execute the communication plan on ground.

We may request Rishra, North Dum Dum, Kalyani and Madhyamgram Municipality to spare one CMM and one active member of ALF to attend the meeting.

*81/01/2020*  
Sandip Bairagi

*7c signed.*  
*Ranjan*  
*31/01/2020*

S Bairagi