

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- 39 / 2015 / 11042

তারিখ 24.06.2020

From : Smt Shaon Sen, WBCS (Exe.),
 Jt. Secretary, UD & MA Department &
 Addl. Mission Director, WBSULM

To : The Chairperson / Administrator

..... Municipality

Subject :- Sanction for Proposal for the City Livelihood Centre at Saithia , Kandi and Rampurhat Municipality.

Sir/Madam,

From your end Project proposal for establishment of City Livelihood Centre (CLC) was received by the office . Submitted Project proposal and fund for the establishment of CLC have been sanctioned. The City livelihood Centre should be functional within August 2020 positively . SHGs product outlet to be opened at the time of inauguration of CLC .

As per NULM Guideline total Project Cost will be released in three installment at 30:40:30 ratio. Initial 30% will be released after approval of the proposal. Accordingly 1st installment (30%) of fund has been released and credited to the Municipal A/c for setting up infrastructural facilities and initiation of the project as per following.

Sl No	Name of ULB	Project Cost (in Rs.)	1st installment 30%
1	Saithia	Rs 9,92,213	Rs 2,97,664
2	Kandi	Rs 1,00,000	Rs 3,00,000
3	Rampurhat	Rs 9,99,938	Rs 2,99,981

Later installments will be released based on performance and after receiving the UC for the fund already released.

Yours faithfully

Jt. Secretary, UD & MA Department &
 Addl. Mission Director, WBSULM

WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

"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-39/2015/ 11000

Date: 22/06/2020

Memorandum

Release of fund for CLC of SM&ID under DAY-NULM

Funds are shown herein are being released electronically in favour of ULBs mentioned in next pages for City Livelihood Centre (CLC) of SM&ID under DAY-NULM.

The Fund hereby released subject to the following conditions-

1. The fund should be utilized only for the approved components of the Project and within ceiling limits of approved cost.
2. A Subsidiary Cash Book should be maintained for keeping accounts (deposits and withdrawals) of funds.
3. Money receipt in Form 42 may be sent immediately after receiving the fund.
4. No fund should be utilized for any purpose other than for which the amount is released.
5. Utilisation Certificate of the funds received from SUDA may please be sent to this office and

Uploaded at sudawb.org → e-services positively within 60 days.


Finance Officer, SUDA



দুরভাষ: ২৩৫৮ ৬৪০৩/৬৪২১/৫৭৬৭, ফ্যাক্স : ২৩৫৮৫৮০০

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: wbsulm@gmail.com

RELEASE OF FUND IN RESPECT OF CLC UNDER SM&ID-NULM

SI	Name of ULB	Project Cost (In Rs.)	Amount released (1st instalment 30%)
1	SAINTHIA MUNICIPALITY	992213	297664
2	KANDI MUNICIPALITY	1000000	300000
3	RAMPURHAT MUNICIPALITY	999938	299981


FINANCE OFFICER, SUDA



SUDA-39/2015/ 11000/- (2)

22.06.2020

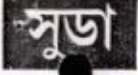
Copy for information to:

1. Administrator/Executive Officer of Sainthia / Kandi / Rampurhat Municipality.

He/she is requested to verify that the respective Account of NULM of the ULB has duly been credited with the sanctioned allotment. For any discrepancy, he/she is requested to report the same immediately to SUDA.

2. SMM, FI&ME, NULM.


Finance Officer, SUDA

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-39/2015/ 10813

17.06.2020

ক্রমিক নং

তারিখ 18

From : Finance Officer, SUDA

To : The Branch Manager,
State Bank of India,
Salt Lake, Sector-I Branch
Salt Lake City, Kolkata - 700 064.

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

City Livelihood Centres – NULM

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given in Page-2 debiting the amounts from this office Current Account No.34061121921 lying with your branch in respect of National Urban Livelihood Mission (NULM).

(Petrus Anuranjan Soreng)
Finance Officer
SUDA



18/06/2020

(Goutam Hore)
Finance Officer
SUDA

17-06-2020


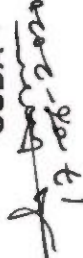
দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Sl. No.	Name of Payee	Amount (In Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	SAINTHIA MUNICIPALITY NULM	2,97,664	Oriental Bank of Commerce	Sainthia	17982191018630	ORBC0101798
2	Chairman Kandi Municipality DAY-NULM	3,00,000	AXIS BANK LTD.	Kandi	916010044102347	UTIB0001404
3	CHAIRMAN RAMPURHAT MUNICIPALITY-NULM	2,99,981	Bank of Baroda	Rampurhat	36620100007220	BARB0RAMPWB
	Total	8,97,645				
	(Rupees Eight Lakh Ninety Seven Thousand Six Hundred Forty Five only)					


 (Petrus Anuranjan Soreng)
 Finance Officer
 SUDA


 (Goutam Hore)
 Finance Officer
 SUDA

 17.08.2020

Note No. #1

Proposal for the City Livelihood Centre (CLC) at Saithia , Kandi and Rampurhat Municipality .

City Livelihood Centre (CLC) is the major component under National Urban Livelihood Mission (NULM) . In West Bengal "West Bengal Urban livelihood Mission (WBSULM) " has been started for the upliftment of livelihood and employment opportunities of the Urban poor.

City Livelihood Centre is the major Sub-Component under Social Mobilization and Institution development (SM&ID) under NULM.

Under this sub-component 68 CLCs are functional among 88 sanctioned CLC, (Previous Note Sheet attached in the CP side) rest are yet to be submit proposal .

Another 3 CLC Project proposal of Saithia , Kandi and Rampurhat Municipality have been received . WBSULM has verified the proposal On overall of CLC Project Proposal Submitted by this Municipality, it has observed that the project proposal is in tune with NULM guideline and appears to be viable and sustainable . , a sum of 10 lac (Ten lac) for each municipality for the time period of 5 year may be sanctioned for setting up of one CLC in their area with the following stipulations .

As per NULM Guideline total Project Cost will be released in three instalment at 30:40:30 ratio . Initial 30% will be released after approval of the proposal for the setting up the office infrastructure . 2nd instalment 40% will be released after staff recruitment and final 30% will be released after CLC launched and services are rolled out to people as per action plan .

As per the NULM guideline , WBSULM will initially release Ist instalment from the total fund as one time recurring expenditure for infrastructural set-up of CLC . Rest of the fund will be released as per performance .

As per above following Fund release statement is prepare for kind approval of Fund release .

Sl no	Name of ULB	Project Cost (in Rs.)	1st instalment 30%	Remarks
1	Saithia	Rs 9,92,213	Rs 2,97,664	1st Instalment will be released now . Rest Instalments will be released as per performance
2	Kandi	Rs 1,00,000	Rs 3,00,000	
3	Rampurhat	Rs 9,99,938	Rs 2,99,981	
	Total	Rs 29,92,151	Rs 8,97,645	

If approved 1st instalment of Rs. 8,97,645 (Eight lacks and ninety seven thousand and sis hundred and forty four rupees) for 3 ULBs may be released for initial recurring expenses .

Project proposal may be approved fund release may be approved .

Proposal submitted for your kind approval and signature .

12/06/2020 12:26 PM

SOMA PARUI DAS
(SMM-WBSULM(NULM)(SUDA))

Note No. #2

Above note may kindly be seen and 1 st installment of total Rs 8,97,645/- for setting up of sanctioned City Livelihood Centres (CLC) at Sainthia,Kandi and Rampurhat Municipalities under SM&ID sub component of NULM maybe released asper requisitions recieved from them as per guidelines of NULM

12/06/2020 6:20 PM

SHAON SEN
(AD DIR(SUDA))

Note No. #3

As proposed.

13/06/2020 12:39 PM

SANTANU MUKHERJEE

(DIR(SUDA))

Note No. #4

for release of funds please

15/06/2020 5:27 PM

SHAON SEN
(AD DIR(SUDA))

Note No. #5

Please process.

15/06/2020 6:51 PM

GOUTAM HORE
(FO(ACCT)(SUDA))

OFFICE OF THE BOARD OF COUNCILLORS

KANDI MUNICIPALITY
(NULM SECTION)

P.O. KANDI, DIST. MURSHIDABAD

Chairman's Chamber ☎ : 003484-257345

E-mail: sulm.kandi01@gmail.com

Memo No. 1323/T-K.M/2019

Date. 24/06/2019

From:

The Chairman
Kandi Municipality

To,

The Director SUDA & Mission Director (WBSULM)
'ILGUS' Bhavan, H-C Block,
Sector-III, Bidhan Nagar
Kol-700106



Sub: Request for sanction fund for different categories under all Component of DAY-NULM.

Respected Madam,

I am sending herewith the proposal of City Livelihood Centre of Kandi Municipality under Nation Urban Livelihood Mission (NULM) to you for your kind perusal and necessary action from your end. The total budget of the Project is Rs. 10, 000, 00.00 (Ten lakh only).

So, in this situation this is my heartiest request to you please draw your kind attention in this matter to approve the aforesaid project and sanction fund for aforesaid component to achieve the target.


Thanking you,

Enclo: As stated.

Yours faithfully

Chairman

Kandi Municipality
Kandi, Murshidabad



CITY LIVELIHOOD CENTRE (CLC)

KANDI MUNICIPALITY, KANDI,
MURSHIDABAD

Introduction:

National Urban Livelihoods Mission (NULM) is a centrally sponsored scheme under MoHUPA to address urban poverty. Under NULM there is a provision for establishing City Livelihood Centres (CLC) for the urban poor. One of the objectives of establishing the City Livelihood Centre (CLC) would be to bridge the information-gaps by way of dissemination of information and linking the service-providers (who shall be registered with the CLC) with the potential service-receivers, so that the urban poor capable of extending such services can have necessary access/markets for offering their goods/products or services in an organized manner. Another objective of the CLC would be to facilitate skill-development trainings so as to keep the supply-side responses in sync with the demand-side needs. CLCs would also operate as an information hub for NULM and other social and pro-poor schemes of the Government.

The informal sector has traditionally been a source of services for middle and higher income groups in cities through provision of services such as security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping etc. However these services are not available in organized and reliable manner in urban areas.

The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, the urban poor need support services to help them access several opportunities available to them. For example, to access a micro enterprise loan they should have a project plan, documentation etc., as needed by a bank. They may also need help to access services for registration, accounting and legal support.

History:

Kandi is an old municipal town in West Bengal in the district of Murshidabad. The name Kandi comes from a legend which says that Raja Man Sinha, a general of Emperor Akbar was returning from Bengal, while he found a woman weeping beneath a tree in the midst of a forest. He stopped and talked to the woman. From that day the place is known as 'Kandi' meaning 'weeping'. It has a glorious historical background in its educational, cultural and agricultural domain. The Municipality has a privilege memory of having birth or activity of some great man like Acharya Ramendra Sundar Trivedi, Hara Prasad Shastri, Dijendra Lal Roy and others. There are spots of traditional pilgrimage and holy places like Sri Sri Radhaballav temple and Kandi Rajbati which is closely related to the heritage of this old municipal town, Rudra Deb, Dakshin Kali Temple, Pancha Mukhi Shib Mandir etc.

Administrative Details:

As of 2011 India census, Kandi had a population of 55,615. Males constitute 51.2% of the population and females 48.8%. Kandi is also a rural based municipality and according to the survey held in the year 2002, 32.62% of the people of this ULB (Urban Local Body) belong to BPL (Below Poverty Line) category.

The Municipality has 18 numbers of wards and it has an area of 12.97 Sq.Km. Most of the people of this ULB are engaged in Agriculture and agro based Small Scale Industries. This municipality presently have 70147 numbers of houses and after flood devastation of 2000 the population of this municipality is increasing rapidly and emulation of such population density is also increasing day by day. Numerous number of villagers of adjacent Panchayat areas are migrated within this municipal jurisdiction and setting up new habitation and slum areas also. Kandi Municipality is the oldest one in the district of Murshidabad. It is about 30 KMs in a

south-west direction from Behrampore and it lies at 23° 58' north Latitude 88° 47' east Longitude. Kandi town ship was conferred the status of Municipality in the year 1869. It is also the oldest sub-divisional town. It presently consists of 17 municipal wards covering 12.97 sq. km.

Kandi Municipality, with population of about 56 thousand is Murshidabad district's the 4th least populous municipality located in Murshidabad district of the state West Bengal in India. Total geographical area of Kandi municipality is 13 km² and it is the 3rd biggest city by area in the district. Population density of the city is 4289 persons per km². There are 18 wards in the city; among them Kandi Ward No 13 is the most populous ward with population of 4534 and Kandi Ward No 11 is the least populous ward with population of 2223.

Nearest railway station is Salar which is 28 km far from here. Berhampur is the sub district head quarter of the city. District head quarter of the city is Berhampur. Kolkata is the state head quarter of the city. Yearly average rainfall of the city is 1044.7 mm.

Kandi Municipality under the able political leadership and with the restructured administrative support aims at transforming itself in such a way as to be able to usher in a change in living conditions and quality of life of the citizens in general, and the people living below poverty line in particular. Our aim is to ensure balanced growth through prioritisation of projects and mobilization of available financial and human resources to achieve pro-poor, transparent and effective urban development and good governance, and thus providing all our citizens with a safe living environ, all youth gainful employment, and business, houses and entrepreneurs, both existing and prospective, a favourable environment for their investment, to achieve over the next 5-10 years period an environmentally and economically vibrant urban life.

Kandi is located at 23.95°N 88.03°E. It has an average elevation of 20 metres (65 feet). Kandi is a small sub-divisional administrative headquarters in the district of Murshidabad, West Bengal. It is 30 k.m. from Berhampur (District headquarter of the district of Murshidabad) and 220 from Kolkata. It has a close proximity to two other districts namely Burdwan & Birbhum.

The town is renowned for one of the oldest municipal bodies in India. It has acquired the status of a municipality way back in 1869.

East: Jasuri- Anukha -I&II Gram Panchayat of Kandi Block

West: Andulia Gram Panchayat of Kandi Block

North: Purandarpur Gram Panchayat of Kandi Block

South: Jajhan Gram Panchayat of Bharatpur-1 Block

Communication:

The Durgapur- Berhampur State Highway passes through this Municipal Town from West to East dividing the Municipal area in two parts. This town is located at the embankment of the river Kana Mayurakshi.

Economic activity:

The economy of the town is based on service sectors. So, the main occupation of the town is business, professions etc. The percentage of literate population is about 56.37 % in this Municipal area, out of which 68.20% male and 31.80% female. According to 2011 census 30.07% of the total populations of the district are workers of which 8.11% are shown as primary, 1.52% as secondary and 90.38% as tertiary workers. The employment characteristics of the population of the town, compared to that of the state as a whole in 2011 is shown below.

Workers profile

Kandi has 32% (about 18 thousand) population engaged in either main or marginal works. 54.4% male and 8% female population are working population. 48.5 % of total male population are main (full time) workers and 5.7 % are marginal (part time) workers. For women 6% of total female population are main and 2% are marginal workers.

Percentage of working population – Kandi

	Worker (Among Total Population)	Main Worker (Among Workers)	Marginal Worker (Among Workers)	Non Worker (Among Workers)
Total	31.6%	27.7%	3.9%	68.4%
Male	54.4%	48.5%	5.7%	45.8%
Female	8%	6%	2%	92%

Table-: Employment characteristics of the population of Kandi (M)

Total workers	Class of Total Workers				Main Workers	Marginal Workers	Non- workers	Total Population
Number	Cultivators	Agricultural Labourers	Household Industry Workers	Other Workers	Number	Number	Number	
	Number	Number	Number	Number				
16455	1844	2594	832	49098	15240	1209	37919	54368

Source: ULB

Occupation Structure:

There is a direct correlation between livelihood and income of households. As for Kandi, the majority of households earn their livelihood from business and service sector activities. The socio-economic study of Kandi households was recently undertaken by us. The occupation characteristics are shown in Table. Thus, the data in general tend to suggest that the emerging nature of Kandi's economy is mercantile in general and a considerable proportion of households have been engaged in service sector activities like distributive trade, transport activities and various administrative and personal services.

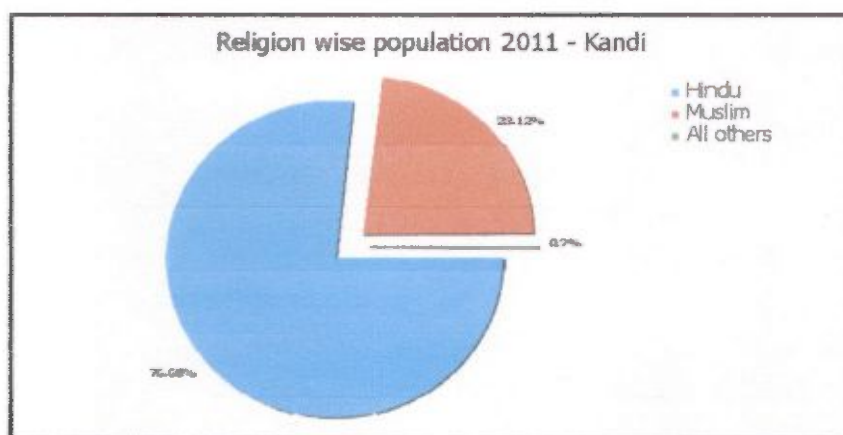
Demographic Growth and Population Projection:

The city is home to about 56 thousand people, among them about 28 thousand (51%) are male and about 27 thousand (49%) are female. 81% of the whole population are from general caste, 18% are from schedule caste and 0% are schedule tribes. Child (aged under 6 years) population of Kandi municipality is 11%, among them 51% are boys and 49% are girls. There are about 12 thousand households in the city and an average 5 persons live in every family.

Caste wise male female population 2011 - Kandi

	Total	General	Schedule Caste	Schedule Tribe	Child
Total	55,632	45,328	10,212	92	5,889
Male	28,442	23,240	5,159	43	3,026
Female	27,190	22,088	5,053	49	2,863

Hindus contribute 77% of the total population and are the largest religious community in the city followed by Muslims which contribute 23% of the total population.. Female Sex ratio per 1000 male in Hindus are 962 in Muslims are 935.



Source: Indikosh

	Total	Hindu	Muslim	Christian	Sikh	Buddhist	Jain	Others	Not Stated
Total	55,632	42,638	12,851	62	10	4	3	4	60
Male	28,442	21,736	6,640	27	4	2	2	2	29
Female	27,190	20,902	6,211	35	6	2	1	2	31

Growth of population

Population of the city has increased by 10.5% in last 10 years. In 2001 census total population here were about 50 thousand. Female population growth rate of the city is 14.3% which is 7.2% higher than

	Total	Male	Female
2011	82.1%	86.6%	77.3%
2001	75.4%	81.7%	68.6%

Transportation

Kandi Town is gateway of Murshidabad from 10 district of South Bengal, so there is good transport by road. There are in Netaji Subhas Bus Terminal model bus stand route is Baharampur, Suri, Bolpur, Tarapith, Rampurhat, Burdwan, Katwa, Asansol, etc. Nowadays a bus starts from Katwa to Siliguri which stops at Netaji Subhas Bus Terminal model bus stand. The N.B.S.T.C bus services go to Kolkata and Durgapur from via Kandi and also S.B.S.T.C Bus services Berhampore Suri route from Baharampur to Suri, Durgapur, Purulia district, Bankura district, Paschim Medinipur district, Jhargram, Purba Medinipur district via Kandi is available. There is no railway station. Nearby railway stations are Salar, Berhampore Court railway station, Sainthia, Khagra etc.

Education

There are many educational establishments Kandi. Kandi Raj College was established in 1950 by the Kandi Raj family at Kandi. Affiliated to the University of Kalyani, it has the following departments: Physics, Chemistry, Mathematics, Computer Science, Bengali, English, Sanskrit, History, geography, political science, philosophy and economics Raja Birendra Chandra College was established in 1965 at Kandi. It was earlier known as Kandi Raj College of Commerce. Affiliated to the University of Kalyani, it offers honours courses in Bengali, English, Sanskrit, history, geography and BCom. Bimal Chandra College of Law was established at Kandi in 2002 with the untiring efforts of Atish Chandra Sinha, a doyen of the Kandi Raj family. It is affiliated with the University of Kalyani and approved by the Bar Council of India.

The educational revolution of this place started when Kandi Raj High School was established by converting a theater owned by the Zamindars of the Kandi Raj family. This was done on an appeal by Pandit Ishwar Chandra Vidyasagar, the eminent educationist and social reformer during the renaissance in Bengal. The Zamindar family commonly referred to as Rajas have contributed to the spread of education in a commendable way. They also took initiative for female education in and around the Kandi subdivision.

Currently, female education has picked up momentum.

There are many educational libraries, sporting clubs in neighboring villages. Only one CBSE-Affiliated English medium (+2) level is school is situated near Kandi, named Saraswati Devi Public School. Near about 900 students learning with complete English medium background. In last 4-5 to years a huge number of people are interested to develop their child from English Medium background. It is very good sign for Kandi sub-division as well as for Murshidabad District. Presently some B.ed, and D.ed are also established in Kandi town.

	Total	Male	Female
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Town Features at a Glance

1.	Name of the Town	:	KANDI
2.	Administrative Status	:	Kandi Municipality Town
i.	Hierarchy in District Administration	:	District Magistrate, Berhampore
ii)	Other Govt. office located in the town	:	a) Sub-Divisional Administrative Office b) Sub-Divisional Criminal & Judicial Court c) Additional District Judicial Court d) Sub-Divisional Irrigation Office e) Sub-Divisional PWD Office f) Sub-Divisional Correctional Home g) Sub-Divisional Hospital h) Police Station i) Fire Station j) Agricultural Firm k) Sub-Divisional Animal Husbandry l) Block Offices 1 No.
3.	Type of Local Govt. with year of Establishment	:	1869
4.	State / N.H.	:	The Municipality is connected Berhampore to Midnapore Via Sainthia through State Highway no. 6
5.	Nearest Important town of the city and Distance of it	:	Berhampore, 30 kms.
6.	Other Town within 10 miles radius	:	NIL

Objective of Establishing the CLC

- Urban Poor can offer their goods/products and services in an organized manner to the potential buyers i.e., the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor.
- The Urban poor can access information and business support services and when needed by them which would otherwise be not accessible to them.
- The above centre would serve as information/knowledge/inspiration centre for urban poor.
- City Livelihoods Centre (CLC) is to provide a platform where by the urban poor can market their services and access information and other benefits.

- CLCs will act as a “one-stop shop” for those seeking services from the informal sector as well as for the urban poor promoting their services and products.
- The urban poor can offer their goods and services in an organized manner to the potential buyers i.e. the CLC would strive to bridge the gap between demand and supply of the goods and services produced by the urban poor.
- The urban poor can access information and business support services as and when needed by them, which would otherwise not be accessible to them.

CLCs will be positioned as a resource centre for those seeking information relating to employment and skills training opportunities, etc. The centres may give the poor; access to information on market demand, skills training programmes offered and placement opportunities. For those seeking skills training, wage employment or aiming to establish and sustain self employment ventures, the Livelihood Centres can facilitate necessary guidance, counselling and technical support.

Services Offered by the CLC

I. Placement Services

CLC will register a certain number of educated youth without any fee to provide them with jobs. CLC will contact companies/agencies for providing employment to urban poor unemployed youths. CLC may charge certain percentage from one month's remuneration as service charge, if a candidate completes three months regular attendance in the company/agency.

II. Referral Services

The informal sector has traditionally been a source of service for middle and higher income groups in cities through the provision of services such as plumbing, electrical works, construction, security, carpentry, gardening, health care support, Nurse and Aya, housekeeping and bill payment etc.,

- Providing service providing to Security, carpentry, gardening, construction, plumbing, electrical works, health care support etc.
- The CLCs may obtain direct work orders or contracts or Annual Maintenance Contracts from Municipality, housing societies for the service needs like plumbing, electrical work, painting etc.
- The CLC can also obtain work orders for data entry, outsourcing, dispatch of property bills and within city courier services.
- Providing/facilitating the training services for improving the skills to the urban poor and unemployed youth.
- A fortnightly/monthly meet would be held in the slums to urge the skilled workers to register free of charge, with them. There will be a registration form to be filled and submitted along with some documents (BPL card holder, address proof, etc). Each service provider would be provided with an Identity Card on a charge fixed by CLC.

III. Social Development

- Conducting co-ordination meetings among community and Bankers, NGOs, sectoral departments at grass roots level.
- Setting up of centres for promoting livelihood opportunities.
- Functioning as Training information and Learning centre.

IV. Support to SHG in Income Generating Activities

- **Opening of Bank Account:** Under Pradhan Mantri Jan Dhan Yojana, CLC can tie up with a particular Nationalised Bank to open accounts under this scheme. For opening these accounts CLC might engage educated youths who are registered with CLC. An amount may be charged from the bank on opening of one account, in which a portion may be paid to the youth and a portion to be deposited in CLC.
- To provide assistance for marketing of the goods/products & services produced by the SHGs & urban poor, who are registered with the CLC.
- Provide/facilitate training of prospective small entrepreneurs seeking individual/Group Loan under SEP, on 'how to run a business'
- Arranging/facilitating skill-development trainings for the urban poor, either directly or through empanelled training agencies.

V. Fee based services:

The CLCs will also offer certain fee based service which the urban poor by paying a nominal fee. The fee for each of these services will be fixed by the ULB after consultation with the urban poor in the area. The list of fee based services along-with their prices will be displayed at the CLC. An indicative list of these services is as under:

- **Information on market demand and market strategy:** Urban Poor who run small businesses may be given support to gain a better understanding of what the market needs, demand of the products produced by them, prices, where to sell, etc.
- **Sales/Marketing outlets:** CLCs can provide marketing/ sales outlets for the products manufactured by urban poor.
- **Registration, licensing, Accounting and legal services for micro-enterprises:** CLCs can facilitate the registration of micro-enterprises and obtaining of necessary licenses required, accounting and other legal services for establishing and running of micro-enterprises. \
- **Placement services:** CLC may facilitate finding suitable jobs the urban poor matching their skills by having linkages with industries and their associations in the area.

VI. Other services

- Providing information for opening bank accounts, training/employment opportunities, social welfare schemes, enrollment of UID/Aadhar cards
- Providing marketing /sales outlets

- Providing legal services such as registration, licensing, accounting etc.,
- Citizen services such as bidding/contracts
- Enabling dissemination of information from time to time through various mechanisms like IEC material, media and other channels.
- Promoting interchange visits among communities and documentation of good practices.
- Functioning as decentralized location for displaying citizen charter for transparency.
- Providing preliminary grievance redressal mechanism and as a link for effective service delivery between the ULB and the community.
- **Bidding/contracts for citizen services:** CLCs may obtain direct work orders or bid for Annual Maintenance contracts, municipality contracts/ housing associations service needs viz., plumbing, electricity, carpentry, dispatch of electricity bills, property bills etc. and service the contracts through the registered urban poor offering such services. However, care should be taken that CLC should take up activities relevant for urban poor only to avoid possibility of interest of urban poor pushed into background by other commercial interests.
- **Placement fee from Service Provider:** CLCs may charge placement fee from industries/ companies, industry associations, etc. For placing the urban poor as per their requirement for e.g. CLCs may tie up with Malls or retail outlets for placing basic housekeeping staff or data entry operators in companies, etc.
- **Training venue:** Free space of CLC may be provided as training venue also. The ULB may fixed the rate of training venue on the hours of usage, number of trainees, usage of infrastructural equipments etc. as the case may be.
- **Crèche service:** In case working mothers of members require crèche services, feasibility of setting up crèche service may be explored by CLC.

▲ Sources of Income of CLC

- **Admission charges:** Hundred rupees for issuing identity card for referral services (one time) may be charges by CLC and also some part of the payment (not yet decided) made to the service provider would come to CLC.
- **Placement services:** CLC may tie up with agencies for placement in lieu of fees/charges.
- **Survey:** CLC would register educated youths for conducting survey. On every survey format candidate will be paid a certain remuneration from which a portion will be charged by CLC for coordination & administration. This survey would also help in identification of beneficiaries.
- **Service charges from service providers:** Skilled youth may register their name as service providers (such as Electrician, Plumber, Carpenter, Tour Guide, Aya, Nurse, Domestic Helper, etc) and users may utilise their service through CLC.
- **Income from ULBs:** ULBs may utilise CLC as service providers like, a) waste collection from door to door, b) Municipal Tax collection, c) Water Meter reading (in future), d) conducting survey at ULB level, e) organise Pulse Polio etc.
- **Opening of Bank Account:** CLC may tie up with the Bank to open Bank account under the scheme of Pradhan Mantri Jan Dhan Yojana and other insurance linked schemes.

Viability & Break-Even Analysis

It would appear from the above that the contribution/service charge/commission so generated gradually increases over the years and becomes equal to the recurring cost during 2015-2020. Thus, the CLC would reach the Break-Even Point by the end of 5th Year and is likely to run as independent body from 6th Year onwards. However, the Break-Even Point could be reached earlier if some other Income-generating activities like setting up of a Creche etc. are undertaken by the CLC in future.

Man Power to be deployed

For running the CLC, a group of staff will be maintained on a monthly basis, as follows:

S. No.	Designation
1.	Manager & Placement cum Marketing Coordinator
	Total :01

Establishment of Office Infrastructure

The requisite infrastructure viz., chairs, computers, phones, tables, racks etc., should be placed at the CLC. The suggested space for establishing CLC is 1,000 sq.ft. With two rooms and a wash room. A 'No Objection Certificate' (NOC) is also required from the ULB in case the room is provided by the ULB itself.

NAME OF ULB: Kandi Municipality.		
DETAILS OF AREA- IDENTIFIED CITY LIVELYHOOD CENTER		
S.No	Particulars	
1	Name of the ULB:	Kandi Municipality
2	Total wards in the ULB:	18
3	Total population in the area:	55632 in Census 2011
	Male:	28442
	Female:	27190
4	Total Slums in the ULB	67
	a) Official (Notified)	63
	b) Not specified (Non-notified)	11
5	c) No. of SHGs	624
	d) No. of ALF	18
	e) No. of CLF	1(target)
6	No. of ward(s) covered by CLC:	18
7	Total Urban poor covered:	4259 Family
8	Potential no. of members expected to be covered by CLC:	Not yet calculated
9	Major services possible through CLC in the area	<ul style="list-style-type: none"> • Facilitating training based on local demand • Placement services • Opening of Bank A/C (Pradhan Mantra Jan Dhan Yojana) • Credit creation: providing loan for local entrepreneurs • Marketing assistance • Provision of services such as plumbing, Security, Nursing, Carpentry etc. • Referral services. • Purchased on different type of Municipality service related form specially Trade license, Hiring the cesspool, Water Tank, Vat. • To hire Ambulance, Death Carrier

		Van, <ul style="list-style-type: none"> Collected the necessary information related to Municipality.
10	Scope for growth of CLC in the area	Provided service as well as information to the all citizen and fulfill the citizen demand for collect the necessary information. And provided the service related information to the citizen through help line.
11	Details of the premises given for CLC by ULB	Annex Building
	a. Area of Rooms & Training Centre Along with Wash Room	3216 Sq ft
	b. Location	Halifax Maidan, Near To Municipality
	c. Is the location nearby to ULB office (Distance)	Annex Building of Municipality
12	Plan for facilitation of CLC – Resource agency/ ULB	NULM Section, Kandi Municipality
13	Proposal Prepared by	NULM Section, Kandi Municipality
14	Proposal assessed by	NULM Section, Kandi Municipality
15	Name and designation of the forwarding authority	Chairman, Kandi Municipality.
16	Business Plan of CLC – to include break-even and viability	To provided the service to the Citizen without heavy cost. And through the helpline numbers provided the necessary information to the all peoples.

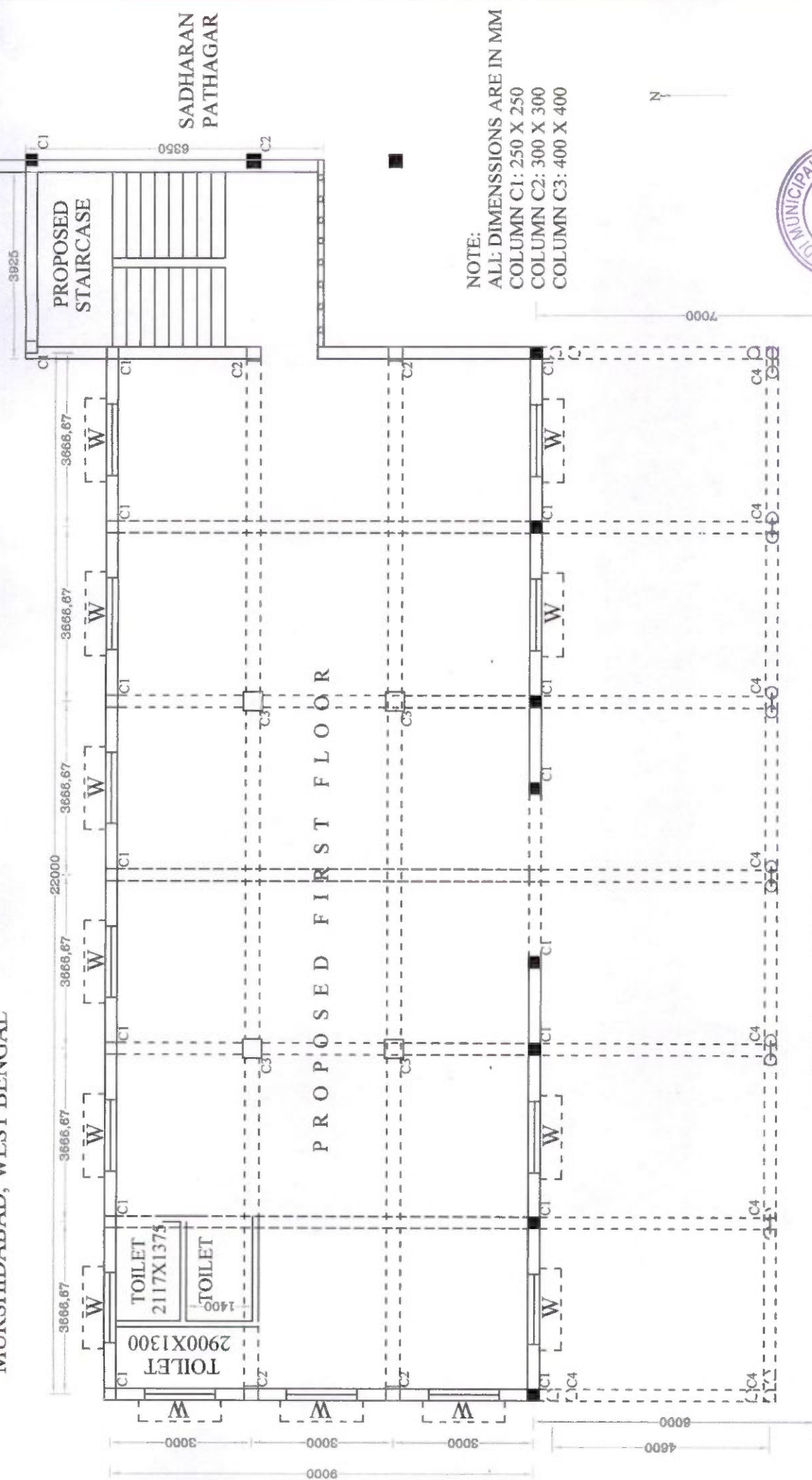
Location map of CLC

WARD MAP OF KANDI MUNICIPALTY SHOWN THE 01 TO 18 NO WARD.



DRAWN BY
PARAMESWAR GHOSH
(SURVEYOR)
Date - 04/05/2018

TITLE - SITE PLAN OF C.L.C. BUILDING OF KANDI MUNICIPALITY, KANDI,
MURSHIDABAD, WEST BENGAL



NOTE:
ALL DIMENSIONS ARE IN MM
COLUMN C1: 250 X 250
COLUMN C2: 300 X 300
COLUMN C3: 400 X 400

FIRST FLOOR PLAN

SHEET: 03 OF 09

DRAWN BY:

CHAIRMAN

KANDI MUNICIPALITY



ESTD-1869

Budget Estimate

Proposed Item of Expenditure		
L	NON-RECURRING EXPENDITURE (One Time)	
Office Equipments and Furniture:		
1	PC fitted with all accessories including Printer & Internet Connection	30 % of total Expenditure
2	Executive Table	
3	Movable Chair	
4	Big Steel Almirah	
5	Small Almirah	
6	FRP Modeled armless Plastic Chair	
7	LED Tube Light Set	
8	Electric Fan (High Speed)	
9	Showcase for display of Hand Crafts article for Marketing Support	
10	Installing of Toll Free No along with Mobile	
11	Notice Board	
12	Full Secretariat Steel Table with Wooden Top	
13	Office Executive Chair	
14	One Armed Chair with Small Desk Fitted with Arm @ 400	
15	White Board Measuring 6 ft X 4 ft	
16	LCD Projector along with Laptop and Screen for the Venue earmarked for The Training Purpose	
17	Indoor P.A System - Amplifier with 5:1 Surround system with 2 Cordless Microphone	
18	Inverter with Battery (1000 VA Capacity)	
19	Glow sign Board fitted and Fixing	

II RECURRING EXPENDITURE (for 5 years)

1	Salary & Wages :	70% of the total expenditure
	a) Manager & Placement cum Marketing Coordinator	
2	Cost of Electricity	
3	Cost of Communication (Internet, Telephone, FAX)	
4	Cost of Office-Stationary	
5	Cost of Awareness, Publicity & Web Casting	
6	Cost of Transportation/Travelling Expenses	
7	Misc. expenditure	

Business Plan- CLC : Kandi Municipality**Annexure-I**

1)	Non Recurring Expenditure		
	Land & Bulding:		
	Item	No of Requirement	Amount
	Built in Floor at Annex Building at Ward No 01 under Kandi Municipality	3216 Sq Ft (Approx)	Alloted by ULB (Letter of Allotment enclosed)
2)	Office equipement & Furniture:		
A	For the office of the CLC		
a.	PC fitted with all accessories including Printer & Internet Connection	1	55000
b.	Executive Table	1	9000
c.	Movable Chair @ 3000.00	2	6000
d.	Big Steel Almirah	1	10000
e.	Small Almirah	1	5000
f.	FRP Modeled armless Plastic Chair @ 400.00	10	4000
g.	LED Tube Light Set @ 750.00	4	3000
h.	Electric Fan (High Speed) @ 2500	2	5000
i.	Showcase for display of Hand Crafts article for Marketing Support	1	15000
j.	Instaling of Toll Free No along with Mobile	1	15000
k.	Notice Board	1	5000
B	For the Training/ Meeting Hall		
a.	Full Secretariat Steel Table with Wooden Top	1	4000
b.	Office Executive Chair	1	1500
c.	One Armed Chair with Small Desk Fitted with Arm @ 400	40	16000
d.	White Board Measuring 6 ft X 4 ft	1	2000
e.	LCD Projector along with Laptop and Screen for the Venue earmarked for The Training Purpose	1 Set	75000
f.	Indoor P.A System - Amplifier with 5:1 Surround system with 2 Cordless Microphone	Complete Set Duly Fitted in the Training Centre	20000
g.	Electric Fan (High Speed) @ 2500	6	15000
h.	LED Tube Light Set @ 750.00	6	4500
3)	For the CLC		
a.	Inverter with Battery (1000 VA Capacity)	1	25000
b.	Glowsign Board fitted and Fixing	1	5000
Total			300000
Rupees Three Lakh Only			

[Signature]
24/06/19

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24/06/19



Business Plan of C.L.C

Annexure -II

Recurring Expenditures :

Sl No	Particulars	2019-20*	2020-21	2021-22	2022-23	2024-25	2025-26
1	Manager & Placement cum Marketing Coordinator - 1(one) @ Rs. 10000.00 P.M.	60,000.00	1,32,000.00	1,45,200.00	1,59,720.00	1,75,692.00	96,630.60
2	Cost of Electricity	6,000.00	12,000.00	13,200.00	14,520.00	15,972.00	8,784.60
3	Cost of Communication (Internet, Telephone, Fax)	18,000.00	36,000.00	39,600.00	43,560.00	47,916.00	26,353.80
4	Cost of Office-Stationeries	6,000.00	18,000.00	19,800.00	21,780.00	23,958.00	13,176.90
5	Awareness, Publicity, & web casting etc.	20,000.00	36,000.00	39,600.00	43,560.00	47,916.00	26,353.80
6	Transportation & Travelling Expenditure	12,000.00	18,000.00	19,800.00	21,780.00	23,958.00	13,176.90
7	Miscellaneous Expenditure	2,500.00	4,000.00	4,400.00	4,840.00	5,324.00	2,928.20
	Total Year Wise	1,24,500.00	2,56,000.00	2,81,600.00	3,09,760.00	3,40,736.00	1,87,404.80

* Due to increase of wages up to 10%

** The Calculation made from October, 2019 Onwards

24/06/19

24/06/19



On Account of		Statement of Expected Income					Annexure-III-B	
		2019-20*	2020-21	2021-22	2022-23	2023-24	2025-26	
		Amount	Amount	Amount	Amount	Amount	Amount	Amount
	B.F	14700.00	31500.00	46200.00	87000.00	84000.00	97500.00	
2	For Referral Services: Charges @ 5-10% (Of an Average 7.5%) of the total Income earned by the Service Providers through CLC at the Rates and no of Mandays, As furnished in the Enclosed Sheet -IV	7050.00	14287.50	20587.50	26587.50	33937.50	39600.00	
3	Collection on Rent for letting out the Training Hall to the Trainer Agencies for Training and Others for Organizing Meeting /Seminars	0.00	5000.00	10000.00	15000.00	20000.00	20000.00	
4.1	Fee based Services i) Conduct of Survey: To perform the job of various types of surveys conducted in the town by ULB by Outsourcing income earned @ 20% of the total value of job assigned for coordination, administration, and preparation & submission of the survey report to the job assigner	0.00	5000.00	10000.00	18000.00	24000.00	18000.00	
4.2	Placement Services : Fees realised from the companies/agencies for extending such services	0.00	3000.00	8000.00	13000.00	18000.00	16000.00	
4.3	Income earned by extending creche services /Different services like Opening of Bank Accounts, Insurance linked Schemes like PMSBY/ Jan Dhan Yojana	0.00	3000.00	5000.00	10000.00	15000.00	13000.00	
4.4	Income earned by as mediator cost for supply of School Dress to Schools, Vegetable in School for Mid Day Meal & SHG Manufacturing Products	0.00	3500.00	6800.00	10250.00	11600.00	15900.00	
Gross Total : Annex-III (A+B)		21750.00	65287.50	106587.50	179837.50	206537.50	220000.00	



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Annexure-IV
Statement of Income

Financial Year	Aya			Nursing Aids			Other Service Providers			Total Service Charges (Rs.) earned by the Service	Income @7.5 % of the total Service Charges Earned
	Wage Rate (Rs)	No of Mandays	Amount	Wage Rate (Rs)	No of Mandays	Amount	Wage Rate (Rs)	No of Mandays	Amount		
2019-20	250.00	100	25000.00	300.00	50	15000.00	270.00	200	54000.00	94000.00	7050.00
2020-21	275.00	300	82500.00	330.00	100	33000.00	300.00	250	75000.00	190500.00	14287.50
2021-22	300.00	400	120000.00	370.00	150	55500.00	330.00	300	99000.00	274500.00	20587.50
2022-23	330.00	450	148500.00	400.00	200	80000.00	360.00	350	126000.00	354500.00	26587.50
2023-24	360.00	500	180000.00	450.00	250	112500.00	400.00	400	160000.00	452500.00	33937.50
2025-26	390.00	450	175500.00	500.00	300	150000.00	450.00	450	202500.00	528000.00	39600.00

24/06/19



24/06/19

Requirement of fund for Recurring Expenditure (R.E)									
Financial Year		Annexure: V							
Sl. No		2019-20	2020-21	2021-22	2022-23	2024-25	2025-26	Total	
1	Total Amount of Recurring Expenditure required for Running the CLC	124500.00	256000.00	281600.00	309760.00	340736.00	187404.80	1500000.80	
2	Total Income generated during the preceding Year	21750.00	65287.50	106587.50	179837.50	206537.50	220000.00	800000.00	
3	Actual Requirement of fund for Recurring Expenditure from the CLC Fund	102750.00	190712.50	175012.50	129922.50	134198.50	-32595.20	700000.80	

Final Budget of the Project		
Sl. No	Particulars Details	Amount
1	Total Non Recurring Expenditure Rs.	300000.00
2	Total Requirement of fund for Recurring Expenditure (R.E) during 1st to 5th year - Total Income generated during 1st to 5th Year recurring expenditure required	700000.80
3	Less	0.80
Total Project Cost (Sl No 1+ Sl. No 2 - Sl. No 3)		1000000.00
Rupees Ten Lakh Only		

24/06/19

24/06/19



City Livelihood Centre (CLC)
Action Plan - Task of ULB

NULM cities will establish City Livelihood Centre (CLC), where the urban poor can offer their goods and services in an organised manner to potential buyers and where they can access business and information support services. CLCs will be established and run by the ULB as per the norms specified in the operational guidelines.

The Action Plan

Sl.	Action	Planned Timeline	Progress	Issues
1	Conceptualize the CLC through the Guidelines	2019-20	Ongoing	N/A
2	Arrangement of the premises for the CLC (of at least 1000 sq ft area with 2 rooms and 1 washroom) in owned/ rented/ in collaboration with others	2019-20	Finalized	N/A
3	Preparation of the CLC Proposal along with Business Plan of the CLC including the viability	2019-20	Completed	N/A
4	Assessment, Approval & Forwarding the CLC Proposal to the WBSULM	2019-20	Completed	N/A
5	Registration of CLC	2019-20	After Approval	N/A
6	Opening of Bank Account for CLC	2019-20	Yet to Open	Yes
7	Request for release of 1st instalment from WBSULM after one week of approval of CLC proposal	2019-20	After approval by WBSULM	N/A
8	Decide on the mode of operation of the CLC (whether run by the ULB itself/ by ALF or CLF/ in PPCP mode/ through other agency etc.)	2019-20	ULB will decided after approval	N/A
9	Prepare the selection methodology, as required	2019-20	After Approval	N/A
10	Preparation of the requisite infrastructures, viz., chairs, computers, phones, tables, racks etc.	2019-20	After Approval	N/A
11	Suitable arrangements of Hiring/ Assigning of the staffs for the CLC	2019-20	After Approval	N/A
12	Request for release of 2nd instalment from WBSULM after CLC staff recruitment/ assignment	2019-20	After approval by WBSULM	N/A
13	Preparation of IEC Materials for CLC operations	2019-20	After Approval	N/A
14	Suitable propaganda of CLC	2019-20	After Approval	N/A

15	Registration of CLC beneficiaries	2019-20	After Approval	N/A
16	Initiation of CLC Operations	2019-20	After Approval	N/A
17	Request for release of 3rd instalment from WBSULM after CLC is launched and the services rolled out	2019-20	After approval by WBSULM	N/A
18	Running of CLC as per the feasible Business Model	2019-20	After Approval	N/A
19	Make requisite changes in Business Model and/ or CLC services and Fee structures based on local needs and self-sustaining objective of the CLC	2019-20	After Approval	N/A

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24/06/19



			Approval	
18	Hiring of the staffs for the CLC	2019-20	After Approval	N/A
19	Inclusion of CLC Members	2019-20	After Approval	N/A

Signature
24/06/19



Proposal for City Livelihood Centre (CLC)

1	Proposal for CLC in Kandi Municipality									
2a.	Is it District Headquarter?	Yes	No √	(Pls. tick)	2b.	District Name: Murshidabad.				
3a.	Total Population: 55632 Nos. as on census 2011				3b.	Total Urban Poor: 4259 Nos family				
4a.	Total Wards: 18 Nos.				4b.	Total Slums: 67 Nos				
5	Major Services possible through this CLC Put no. as	Yes √	No	Possibly	Don't Know √					
i)	Information on market demand and market strategy									Yes
ii)	Marketing/ sales outlets for the products manufactured by urban poor									Yes
iii)	Registration, licensing, Accounting and legal services for micro-enterprises									Yes
iv)	Placement services									Yes
v)	Bidding/ contracts for citizen services									Yes
vi)	Training venue									Yes
vii)	Crèche service									Yes
viii)	issuance of UID/ Aadhar Card for citizens in the CLC area									Yes
ix)	Municipality service Forms									Yes
x)	Higher Ambulance, Death Carrier Van,									Yes
xi)	Opening of Bank A/C (Pradhan Mantra Jan Dhan Yojana)									Yes
xii)	Provision of services such as plumbing, Security, Nursing, Carpentry etc.									Yes
xiii)	Referral services.									Yes
xiv)	Purchased on different type of municipality service related form specially Trade license, Hiring the cesspool, Water Tank, Vate.									Yes
6	Details of the premises given/ arranged for CLC by the Municipality									
a)	Area:	b)	Rooms Nos. 2	c)	Wash rooms	Yes √	No			
d)	CLC Location :		e)	Is it nearby to the Municipal office?			Yes √	No		
f)	Premises under Municipality	Y √	N	g) If no, NOC of the owner (Please attach)			Yes	No		
7	Plan for facilitation of the CLC through	ULB itself √	ALF/ CLF	PPCP3	Others (Pls. Specify)			Pls. tick		

CLCs may obtain direct work orders or bid for Annual Maintenance contracts, Municipality contracts/ housing associations service needs viz., plumbing, electricity, carpentry, dispatch of electricity bills, property bills etc. and service the contracts through the registered urban poor offering such services. However, care should be taken that CLC should take up activities relevant for urban poor only to avoid possibility of interest of urban poor pushed into background by other commercial interests.

সভার অনুলিপি

সভা নং : x x x

স্থান : পৌরদপ্তর

তারিখ : ১৪.০৮.২০১৮

সময় : দুপুর ১ ঘটিকা

বিষয় : বিবিধ

অদ্যকার সভায় জাতীয় নগর জীবিকা মিশনের অন্তর্গত নগর জীবিকা কেন্দ্রে প্রতিস্থাপন করা নিয়ে আলোচনা হয়। স্টেট আরবান ডেভেলপমেন্ট এজেন্সির নির্দেশিকা অনুযায়ী নগর জীবিকা কেন্দ্র স্থাপনের জন্য দুটি ঘর প্রদান করতে হবে, একটি অফিস ও অন্যটি ট্রেনিং সেন্টার। যাহার মেঝের পরিমাপ ন্যূনতম ১০০০ বর্গফুটের বেশী হতে হবে। বিশদ আলোচনার পর এই মর্মে সিদ্ধান্ত গ্রহণ করা হয় যে পৌরসভার নিকটস্থ রবীন্দ্রভবনটি জাতীয় নগর জীবিকা মিশনের অন্তর্গত নগর জীবিকা কেন্দ্র প্রতিস্থাপনের জন্য নির্বাচিত করা হলো। রবীন্দ্রভবনটির মেঝের পরিমাপ ৩২ ১৬ বর্গফুট এবং ওখানে অ্যাটাচ বাথরুম আছে। পৌরসভার কার্যালয় থেকে রবীন্দ্রভবনটির দূরত্ব ১০ মিটার।

উক্ত প্রকল্পটি বাস্তবায়নের জন্য ১০,০০,০০০.০০ (দশ লক্ষ) টাকার ব্যয় বরাদ্দ নির্ধারণ করা হয় এবং তাহা স্টেট আরবান ডেভেলপমেন্ট এজেন্সিতে আর্থিক মঞ্জুরীর প্রেরণ করা হবে এই প্রস্তাব সর্বসম্মতিক্রমে গৃহীত হয়।

সভাপতি
কান্দী পৌরসভা

স্বাক্ষরিত
1/8/2018
24/06/19
Chairman
Kandol Municipality

OFFICE OF THE COUNCILLORS
SAINTHIA MUNICIPALITY
P.O.-SAINTHIA : DIST.-BIRBHUM

From: The Chairman / Executive officer
SAINTHIA MUNICIPALITY

Memo No. :- 246 /NULM/SM/2019

Date :- 30/01/2019

To
The Director, SUDA
& Mission Director, WBSULM.
ILGUS BHAVAN, HC Block, Sector-III,
Bidhannagar, Kolkata 700106.



JD
J. D. M.

Sub: **Proposal for establishment of a CLC under DAY-NULM within Sainthia Municipality.**

Madam,

With reference to the above mentioned subject I am to inform you that the proposal for establishing a City Livelihood Centre with in Sainthia Municipality covering all the items as prescribed format has been prepared and the same is forwarded to you for approval and sanction from your end.

Total project cost of the scheme for establishment of CLC is furnished below-

1.	Total Fixed Capital (i.e. Non-Recurring Expenditure)	Rs.300000.00
2.	Total Working Capital (i.e. Recurring Expenditure for the first five years less income generated)	Rs.692213.00
Total	Rupees Nine Lakh Ninety Two Thousand Two Hundred Thirteen only	Rs.992213.00

It may be noted that as per decision of the B.O.C. meeting held on 26-09-2018 the northern portion of the municipal CDS building covering area 1000 Sq. Ft would be allowed for accommodation of the proposed City Livelihood Centre.

I am further to state that in the event of according approval by the State Urban Livelihood Mission (SULM) for setting up the said City Livelihood Centre and of sanction of required fund for the said floor space as per the schedule given below would be formally assigned in favour of the City Livelihood Centre.

Area of the space..... Approx 1000 Sq.Ft.

Location..... 1000 Sq. Ft area at 1st floor (CDS building), north side of municipal office building.

Now I would request you kindly to sanction the above proposal and to release the required fund in phase as envisaged in the scheme.

Thanking you.


E.O./C.P.O.
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DAY-NULM
Sainthia Municipality



With regards,
Chairman
Sainthia Municipality
Chairman
SAINTHIA MUNICIPALITY
Sainthia Birbhum

IX : APPLICATION FORMAT		
NAME OF ULB:		SAINTHIA MUNICIPALITY
SL.	PARTICULARS	
1	Name of the ULB	SAINTHIA MUNICIPALITY
2	Total Wards in the ULB	16
3	Total Population in the area	44601
	Male	22856
	Female	21745
4	Total Slums in the ULB	
	a) Official (Notified)	35
	b) Not specified (Not-notified)	0
	c) No. of TCGs / SHGs formed till date	211
5	d) No. of ALF formed till date	0
	e) No. of CLF formed till date	0
6	No. of Ward(s) covered by CLC	16
7	Total Urban poor proposed to be covered	37855
8	Potential no. of members expected to be covered by CLC	10562
9	Major services possible through CLC in the area	Furnished in the 'Introduction Chapter' at Para-IV
10	Scope for growth of CLC in the area	Adequate scope in view of existing demand of such services
11	Details of the premises given for CLC by ULB	1000 Sq Ft floor area in 1st floor of CDS Building (North side of present Municipal Office) (BOC extract copy attached)
	a) Area of Room	Approx 1000 sq. ft. comprising 2(Two) rooms (excluding stairs / landing) with washrooms)
	b) Location	With Municipal Office premises
	c) Is the location nearby to ULB office (Distance)	With Municipal Office premises
12	Plan for facilitation of CLC - Resource agency / ULB	Sainthia Municipality
13	Name and designation of the forwarding authority	Biplab Dutta Chairman Sainthia Municipality
14	Business Plan of CLC - to include break-even and viability	Enclosed at Annexure-II to V


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Business Plan of CLC					
1	Non-Recurring Expenditures:				
	Item	Qty.		Rate	Amount (in Rs.)
i)	Built in floor space at the ground floor and 1st floor of a Municipal Building	1000	Sq.Ft	Alloted by ULB-free of cost (Letter of Allotment enclosed)	
2	Office equipments & Furnitures				
a)	For the office CLC				
i)	PC fitted with all accessories including printer & Internet Connection (Broadband)	1	Nos.	Rs. 50,000.00	Rs. 50,000.00
ii)	Wooden Computer Table	1	Nos.	Rs. 6,000.00	Rs. 6,000.00
iii)	Steel table with wooden top (Full Secretariate)	1	No.	Rs. 6,000.00	Rs. 6,000.00
iv)	Steel office Chair	2	Nos.	Rs. 3,000.00	Rs. 6,000.00
v)	FRP moulded armless chair for the office	10	Nos.	Rs. 750.00	Rs. 7,500.00
vi)	Standard Steel Almirah	2	Nos.	Rs. 7,500.00	Rs. 15,000.00
vii)	Electric Ceiling Fan	3	Nos.	Rs. 2,000.00	Rs. 6,000.00
viii)	Complete Tubelight set	4	Nos.	Rs. 500.00	Rs. 2,000.00
ix)	Show-case for display of Handicrafts articles for marketing suport (Big Size-20'x15')	1	No.	Rs. 20,000.00	Rs. 20,000.00
x)	Installation of Land Telephone	1	Unit	Rs. 4,000.00	Rs. 4,000.00
b)	For the Training /Meeting Hall of the CLC				
i)	Steel table with wooden top	1	No.	Rs. 4,000.00	Rs. 4,000.00
ii)	Steel office Chair	1	No.	Rs. 2,000.00	Rs. 2,000.00
iii)	Armed plastic chair for the purpose of meeting	40	Nos.	Rs. 1,500.00	Rs. 60,000.00
iv)	White board measuring 6 ft. X 4 ft. for the Training purpose	1	No.	Rs. 4,500.00	Rs. 4,500.00
v)	LCD-Projector with Screen for the venue earmarked for the training purpose	1	No.	Rs. 50,000.00	Rs. 50,000.00
vi)	Laptop	1	No.	Rs. 31,000.00	Rs. 31,000.00
vii)	Indoor P.A. System - Amplifire with 2(Two) small sound boxes and one stand & one microphone	1	No.	Rs. 12,000.00	Rs. 12,000.00
viii)	Electric Fan	4	Nos.	Rs. 1,500.00	Rs. 6,000.00
ix)	Complete Tubelight set	6	Nos.	Rs. 500.00	Rs. 3,000.00
c)	For The CLC				
i)	Sign Board with fitting and fixing	1	No.	Rs. 5,000.00	Rs. 5,000.00
Total--					Rs. 300,000.00
Rupees Three Lakh Only					


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Business Plan of CLC (Continued from Annexure-II)										Annexure-II A
Recurring Expenditures:										
	Salary & Wages :									
1	a) Manager-cum-Placement & Marketing Co-ordinator-1(one) no. @ Rs. 7500/- p.m.	15,000	90,000	99,000	99,000	99,000	99,000	99,000	99,000	99,825
	b) Office Assistant-cum-computer Operator-1(one) no. @ Rs. 5500/- p.m.	11,000	66,000	72,600	72,600	72,600	72,600	72,600	72,600	73,205
2	Cost of Electricity	3,000	19,800	21,780	21,780	21,780	21,780	21,780	21,780	26,354
3	Cost of Communication (Internet, Telephone, FAX)	1,780	11,748	12,923	12,923	12,923	12,923	12,923	12,923	15,637
4	Cost of Office-Stationeries	3000	19800	21780	21780	21780	21780	21780	21780	26354
5	Awareness, publicity & web hosting, etc.	20000	11000	11500	11500	11500	11500	11500	11500	13000
6	Transportation & Travelling Expenses	1000	5000	5500	5500	5500	5500	5500	5500	7000
7	Miscellaneous Expenditure	10000	10000	10000	10000	10000	10000	10000	10000	10000
	Total--	64,780	233,348	255,083	255,083	255,083	255,083	255,083	255,083	271,375


* due to increase of wages @ 10%


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Statement of Expected Income (Year-Wise)									
On account of		Year							
		2018-19		2019-20		2020-21		2021-22	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount
1	Annual Registration Fees @ Rs. 50/- per head during 1st three years & @ Rs. 100 per head during the next 3 years from :	25	1250.00	50	2500.00	75	3750.00	100	10000.00
i)	Service Providers (i.e. ex-trainees in the fields of Nursing Aides, Beautifications, Plumbers, electrical wiring, A.C. & Refrigerator Repairing, Mobile repairing, Driving & auto-mechanic, DTP Computer)	25	1250.00	50	2500.00	75	3750.00	100	10000.00
ii)	Other Service providers (i.e. Aya, Cook, Carpenter, Mason & Helper, electrical mechanic etc.)	25	1250.00	50	2500.00	75	3750.00	100	10000.00
iii)	Small producers seeking marketing assistance (both individual & groups)	15	750.00	30	1500.00	45	2250.00	60	6000.00
iv)	Small entrepreneurs seeking market demand / strategy / related information	5	250.00	15	750.00	25	1250.00	40	4000.00
2	For Referral Services : Service Charges @ 5-10% (on an average 7.5%) of the total income earned by the service providers through CLC at the rates and no. of mandays as furnished in the enclosed sheet (Annexure-III A):	6187.00	10950.00		14250.00		23343.00		28125.00
3	Collection of Rent for letting out the training hall to the trainer Agencies for Training and others for organising meeting / seminars etc. for 600 (for 1st 3yrs.)/750(for 4th & 5th yr.) hours per year @ Rs.20 per hour 1st 3 years and then Rs. 25 per hour for next 2 years.	12000.00	12000.00		12000.00		18750.00		18750.00
4	Fee-based Services :								
	i) Conduct of Survey : Conduct of Survey : To perform the job of various types of surveys conducted in the town by ULB /District Administration / Other Line Deptts. / Pvt. Orgns.\. Etc by 'outsourcing'. Income earned @ 15% of the total value of the job assigned for co-ordination, administration and preparation & submission of the survey report to the job assigner.	10000.00	13000.00		16000.00		19000.00		21000.00
	ii) Placement Services : Fees realised from the Companies/Agencies for extending such services.	0.00	5000.00		5000.00		10000.00		15000.00
	iii) Income earned by extending Creche services / Different services like opening of Bank Accounts / Insurance-Linked Schemes like PMSBY etc. (on mass scale)	0.00	5000.00		5000.00		10000.00		15000.00
	Grand Total	31687.00	53200.00		63250.00		111093.00		134875.00


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 Chairman
 Sainthia Municipality


Chairman
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Annexure-III/A
(Vide-Annexure-III ---- Statement of Income)

Year	Aya		Nurshing Aides		Other Service Providers		Total Service Charges (Rs.) earned by the service providers	Income @ 7.5% of the total service charges earned (Rs.)
	Wage-Rate (Rs.)	No. of mandays	Wage-Rate (Rs.)	No. of mandays	Wage-Rate (Rs.)	No. of mandays		
2018-19	175.00	100	200.00	100	150.00	300	82500.00	6187.00
2019-20	190.00	150	250.00	150	200.00	400	146000.00	10950.00
2020-21	200.00	200	250.00	200	200.00	500	190000.00	14250.00
2021-22	225.00	250	300.00	250	300.00	600	311250.00	23343.00
2022-23	250.00	300	300.00	300	300.00	700	375000.00	28125.00


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Requirement of fund for Recurring Expenditure(R.E.)						
	Year					
	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Total amount of R.E. required for running the CLC	64780.00	233348.00	255083.00	261732.00	271375.00	1086318.00
Less income generated during the preceding year	31687.00	53200.00	63250.00	111093.00	134875.00	394105.00
Actual requirement of fund for R.E. from the CLC-fund	33093.00	180148.00	191833.00	150639.00	136500.00	692213.00

1	Total non-recurring expenditures	Rs. 300,000.00
2	Actual fund required for recurring expenditure during the 1st 5 years (i.e. total amount of recurring expenditure to be incurred during the 1st 5 years minus the income generated during the 1st 4 years)	Rs. 692,213.00
3	Total Project Cost of the CLC (1+2)	Rs. 992,213.00

(Rupees Nine Lakh Ninety Thousand Eight Hundred Only)


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Sl. No.		Viability & Break Even Analysis							
		Cost Vis-à-vis Income	Year Wise Amount in Rs.						
			2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
1	Total Recurring Cost (i.e. Fixed Cost + Variable Cost)		33093.00	64780.00	233348.00	255083.00	261732.00	271375.00	
2	Expected Income*		47200.00	31687.00	53200.00	63250.00	111093.00	134875.00	

*Vide 'Statement of Expected Income (Annexure-III)

Findings & Inference :

It would appear from the above analysis that the income to generated gradually increases over the years and surpasses the total recurring cost during the year 2021-22. Thus, the CLC would reach the Break-Even Point during the 6th year and is likely to generate a surplus from 6th year onwards. However, the Break-Even point could be reached earlier if some other income generating activities are undertaken by the CLC in future.

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West Bengal State Urban Livelihood Centre

FORMAT 1: CITY LIVELIHOOD CENTRE

(I)

Introduction:

National Urban Livelihood Mission (NULM) is a Centrally Sponsored comprehensive Scheme under MoHUPA to address urban poverty under NULM. There is a provision for establishing City Livelihood Centre (CLC) for the urban poor. One of the objectives of establishing the City Livelihood Centre (CLC) would be to bridge the information-gaps by way of dissemination of information and linking the service-providers (who shall be registered with the CLC) with the potential service-receivers so that the urban poor capable of extending such services can have necessary access to market by offering their goods/products or services in an organized manner. Another objective of the CLC would be to facilitate skill-development training so as to keep the supply side responses in sync with the demand-side needs. CLC would also operate as an information hub for NULM and other social and pro-poor scheme of the Government.


(II)


Background of the ULB

Sainthia Municipality is an urban Local Body. The introduction of Local Self Government in the district of Birbhum took place during the British rule. After independence Sainthia Municipality was established in the year 1987 under the provision of West Bengal Municipal Act. The Sainthia Municipal town has a special importance of its own. Sainthia Town is located in the middle of Birbhum District. It is in jurisdiction of Sainthia P.S. The Latitude and Longitudinal position of Sainthia is 23.9451° N & 87.6803° E. The town is situated in the south bank of Mayurakshi River. This town is situated on the Sahebganj Loop line. This town is 85 kms away from Burdwan, 36 kms away from Bolpur, 20 kms away from Suri, 38 kms away from Rampurhat. It's distance from Kolkata City by Railway is 200 kms. The Railway communicates with different places of North Bengal & South Bengal. The Western & Eastern sides are connected by State & National Roads. The Sainthia municipal area spread over 16 km² (6.18 sq mi) and comprises 16 wards. The north-south dimension of the town is comparatively narrow, stretching from the Mayurakshi River in the north to roughly Pariharpur Village in the south—a span of 2–3 km. Sainthia Municipality has 16 wards and 10 Sq km area. Present population (2011 last census) is 44601 while slum population is 24830 (35 number Slum). Sainthia was very much famous for export and import Centre for cottage industry and agricultural based different goods. Now the oldest Sainthia is gradually get the momentum for turning a brand new Town to a smart Town.

Topographical / Geographical Parameters :

- | | |
|---------------|---|
| i) Location | : Latitude - 23.9451° N, Longitude – 87.6803° E |
| ii) Elevation | : 54.94 Meters (on an average) |


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- iii) Area : 10.00 Sq. km.
iv) Population : As per Census 2011: 44601
v) No. of Wards : 16

Demographics

As of 2011, the Sainthia Municipality has a population of 44,601, of which 22,856 are males while 21,745 are females, as per the report released by Census India 2011. The population of children under age 6 is 4511, which is 10.11% of the total population of Sainthia. In Sainthia, the female sex ratio is 951, against the state average of 950. The child sex ratio is around 880, compared to the West Bengal state average of 956. The literacy rate of Sainthia is 79.50%, higher than state average of 76.26%. Male literacy is around 84.70% while female literacy is 74.08%. Out of the total population, 16,485 were engaged in work or business activity. Of this, 13,481 were males while 3,004 were females. In the census survey, a worker is defined as a person who does business, job, service, cultivator, or labour activity. Of the total 16,485 working population, 92.97% were engaged in main work while 7.03% were engaged in marginal work. Sainthia has over 10,229 houses.

Climatic Data

The climate is characterized by an excessive hot summer, high humidity & well distributed rainfall during the monsoon. Average temperature is 42 C and minimum temperature is 8 C Rainfalls 1300mm. The temperature goes very high and it is terribly humid in summer and quite cold in winter.

Communication:

Sainthia is linked by both Roads and Railways with major towns and cities like Suri, Burdwan, Kolkata, Siliguri, Guwahati etc. It is linked with broad gauge railway line and is situated at a distance of 146 km. from Kolkata, Sainthia is well connected with Suri, the district head quarter of Birbhum, and Sainthia is situated in the South East portion of Birbhum District. This town is linked with its region mostly by railway & roadways. Bus services going to all places are available from Sainthia. The Bus services from Sainthia are frequent but still inadequate.

Road-The National Highway 114 and State Highway 11 runs across the town. These highways link important cities and towns in West Bengal. Public transport systems in Sainthia include the Government and private buses, electric rickshaws, taxis and auto rickshaws.

Air-The nearest domestic airport is Kazi Nazrul Islam International Airport, a domestic airport located at Andal, West Bengal, India. The airport is roughly 74 KM from Sainthia.

Railway-The Sainthia railway station serves the entire town and is the most important and key railway station of Birbhum district. It also serves as the originating station of 4 important trains. The Sainthia railway station connects to both of Kolkata's two busy rail terminals, Howrah railway station and Sealdah railway station.

(III)

Objective of Establishing the CLC

- Urban poor can offer their goods/products service in an organized manner to the potential buyers i.e., the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor.
- The Urban poor can access information and business support services and when needed by them which would otherwise be not accessible to them.
- The above centre would serve as information/knowledge/inspiration centre for urban poor.

(IV)

Services to be Offered by the CLC

A. Referral Services

The informal sector has traditionally been a source of services for middle and higher income groups in cities through the provision of services such as plumbing, electrical work, construction, security, carpentry, gardening, health care support, Nurse and Aya, housekeeping and bill payment etc. by linking the service-providers (who shall be registered with the CLC) with the potential services-receivers, so that the urban poor capable of extending such services can have necessary access /market for offering their goods/products or services in an organized manner.

- Providing services such as security, carpentry, gardening, construction, plumbing, electrical works, health care support etc.
- The CLCs may obtain direct work orders or contracts or Annual Maintenance Contracts from Municipal Corporation/Municipality, housing societies for the service needs like plumbing, electrical work, painting etc.
- The CLC can also obtain work for data entry, outsourcing, and dispatch of property bills and within city courier services.
- Providing/Facilitating the training services for improving the skills to the urban poor and unemployed youth.
- A fortnightly/monthly meet would be held in the slums to urge the skilled workers to register free of charge, with them. There will be a registration form to be filled and submitted along with some documents (BPL card holder, address proof, etc). Each service provider would be provided with an identity Card on a charge fixed by CLC.

B. Placement Services

- CLC will register a certain number of educated youth without any fee to provide them with jobs. CLC will contact companies/agencies for providing employment to urban poor unemployed youths. CLC may charge certain percentage from one month's remuneration as service charge, if a candidate completes three months regular attendance in the company/agency.

C. Social Development

- Conducting co-ordination meetings among community and Bankers, NGOs, various Departments at grass roots level.
- Setting up of centres for promoting Livelihood opportunities.
- Functioning as Training information and Learning Centre.

D. Support to SHG in Income Generating Activities

- **Opening of Bank Account:** Under Pradhan Mantri Jan Dhan Yojana, CLC can tie up with a particular Nationalized Bank to open accounts under this scheme. For opening these accounts CLC may engage educated youths who will be registered with the CLC. An amount may be charged from the bank on opening of an account, in which a portion may be paid to the youth and a portion to be deposited in CLC.
- To provide assistance for marketing of the goods/products & services produced by the SHGs & urban poor, who will be registered with the CLC.
- Provide/facilitate training of prospective small entrepreneurs seeking individual/Group Loan under SEP, on 'how to run a business'.
- Arranging/facilitating skill-development trainings for the urban poor, either directly or through empanelled training agencies.

E. Other Services

- Providing information for opening small entrepreneurs seeking individual, social welfare schemes, enrolment of UID/Aadhar cards.
- Providing marketing/sales outlets.
- Providing legal services such as registration, licensing, accounting.
- Citizen services such as bidding/contracts.
- Enabling dissemination of information from time to time through various mechanisms like IEC material, media and other channels.
- Promoting interchange visit among communities and documentation of good practices.
- Functioning as decentralized location for displaying citizen charter for transparency.
- Providing preliminary grievance addressing mechanism and as a link for effective service delivery between the ULB and the community.

(V)

Sources of Income of CLC

- **Admission charges:** Hundred rupees for issuing identity card for referral services (one time) may be charged by CLC and also some part of the payment (*not yet decided) made to the service provider would come to CLC.
- **Service charges from service providers:** Skilled youth may register their name as service providers (such as Electrician, Plumber, Carpenter, Tour Guide, Aya, Nurse, Domestic Helper, etc) and users may utilize their services through CLC.

- **Letting out of the training hall** to the trainer Agencies for Training under EST & P and others for holding meetings/seminars etc. against prescribed rent.
- **Survey:** CLC would register educated youths for conducting survey. To perform the job of various types of surveys conducted in the town by ULB/District Administration/Other Line Deptts./Pvt. Orgns.etc.by'outsourcing'. On every survey format candidate will be paid a certain remuneration from which a portion will be charged by CLC for coordination & Administration or the C.L.C. may enter into an agreement with the "outsourcing agencies" for conducting the survey so assigned against payment of a particular job-value.
- **Placement services:** CLC may tie up with companies/agencies for placement in lieu of fees/charges.
- **Income from ULBs:** ULBs may utilize CLC as service providers like, a) waste collection from door to door, b) Municipal Tax collector, c) Water Meter reading (in future), d) conducting survey at ULB level, e) organize Polio , f) Geo-tagging of various Govt. Projects.etc.
- **Opening of Bank Accounts:** CLC may tie up with the Bank to open Bank Account under the scheme of Pradhan Mantri Jan Dhan Yojana and other insurance linked schemes.

(VI)

Viability & Break-Even Analysis

- It would appear from the Annexure-IIA vis-à-vis Annexure-III that the income expected to be earned by the CLC gradually increases over the years and surpasses the recurring cost during year 2020-21. Thus, the CLC would reach the Break-Even Point during the 6th year and is likely to run as an independent body from the 6th year onward. However, the Break-Even Point could be reached earlier, if some other Income-generating activities are undertaken by CLC in future.

(VII)

Man Power to be deployed

For running the CLC, a group of staff will be maintained on a monthly basis as follows :


Sl. No.	Designation	No.
1	CLC Manager	1
2	Office Assistant-cum-computer Operator	1
	Total	2


* To be engaged from 2018-19

(VIII)

Establishment of Office Infrastructure

The requisite infrastructure viz., chairs, computers, phones, tables, racks etc., would be set-up at the CLC after getting formal sanction & necessary fund. The suggested space for establishing CLC of 1000 sq. ft. with two rooms and a wash room would be available details of which is mentioned in the application format.


E.O./C.P.O.
Sainthia Municipality
DAY-NULM
Sainthia Municipality


Chairman
SAINTHIA MUNICIPALITY
Sainthia Birbhum

Ujay Sagar Mishra

Chairman



Chairman, Rishra Municipality

Phone : 2672-1373

2672-2953

Mobile: 9433016621

Fax : 2672-0306

E-mail : rishramunicipality@yahoo.com

Ref. No. : 116/VII

Date : 23-4-19

To

The Director, SUDA

&

Mission Director, WBSULM

ILGUS Bhawan, HC Block, Sector-III

Bidhannagar, Kolkata-700106



JD
Sd/-
Comm. Dir.
[Signature]

Sub: Introduction of City Livelihood Centre under this Municipality

Madam,

It is great pleasure to me to inform you that the the City Livelihood Centre is going to be opened under Rishra Municipality, from where the trained & expert (like Electrician, Carpenter, Plumber, AC mechanic etc) persons will be provided on demand at cheapest rate.

An elaborate discussion on this issue will be held on the 26th April 2019 at 3:30 p.m. at Tax Building, 2nd Floor , Municipal Office , Rishra.

You are requested to attend this programme on the day.

I shall be grateful if you kindly attend this programme with SMM-SMI&D and SMM-MIS on the day. Your co-operation and kind presence will surely make our endeavour a grand success.

With thanks

Yours faithfully

[Signature]
Chairman
Rishra Municipality
Chairman
Rishra Municipality

Vijay Sagar Mishra

Chairman



Chairman, Rishra Municipality

Phone : 2672-1373

2672-2953

Mobile : 9433016621

Fax : 2672-0306

E-mail : rishramunicipality@yahoo.com

Ref. No. : 116/VIS

Date : 23-4-19

To

The Director, SUDA

&

Mission Director, WBSULM

ILGUS Bhawan, HC Block, Sector-III

Bidhannagar, Kolkata-700106

Sanjay P. Das

Sub: Introduction of City Livelihood Centre under this Municipality

Madam,

It is great pleasure to me to inform you that the the City Livelihood Centre is going to be opened under Rishra Municipality, from where the trained & expert (like Electrician, Carpenter, Plumber, AC mechanic etc) persons will be provided on demand at cheapest rate.

An elaborate discussion on this issue will be held on the 26th April 2019 at 3:30 p.m. at Tax Building, 2nd Floor , Municipal Office , Rishra.

You are requested to attend this programme on the day.

I shall be grateful if you kindly attend this programme with SMM-SMI&D and SMM-MIS on the day. Your co-operation and kind presence will surely make our endeavour a grand success.

With thanks

Yours faithfully

[Signature]
Chairman
Rishra Municipality
Chairman
Rishra Municipality

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-39/2015/1527

তারিখ 18-12-2018

From : Director, SUDA &
Mission Director, WBSULM

To : The Chairman

..... Municipality

Subject :- Sanction for Proposal for the City Livelihood Centre at Khardah , Rishra Municipality.

Sir/Madam,

From your end Project proposal for establishment of City Livelihood Centre (CLC) was received by the office . Submitted Project proposal and fund for the establishment of CLC have been sanctioned.

As per NULM Guideline total Project Cost will be released in three installment at 30:40:30 ratio. Initial 30% will be released after approval of the proposal. Accordingly 1st installment (30%) of fund has been released and credited to the Municipal A/c for setting up infrastructural facilities and initiation of the project as per following.

Sl No	Name of ULB	Project Cost (in Rs.)	1st installment 30%
1	Khardah	999400	299820
2	Rishra	1000000	300000

Later installments will be released based on performance and after receiving the UC for the fund already released.

Yours faithfully

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

WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

"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-39/2015/1487

Date: 13/12/2018

Memorandum

Release of funds to Khardah & Rishra Municipality for CLC of SM&ID under DAY-NULM

Funds are shown herein are being released electronically in favour of Khardah & Rishra Municipality for City Livelihood Centre (CLC) of SM&ID under DAY-NULM towards 1st instalment @30% of the total project cost with approval of competent Authority.

The Fund hereby released subject to the following conditions-

1. The fund should be utilized only for the approved components of the Project and within ceiling limits of approved cost.
2. The amount released herein should be kept in the dedicated Bank Account for NULM since opened by the ULB.
3. A Subsidiary Cash Book should be maintained for keeping accounts (deposits and withdrawals) of funds.
4. Money receipt in Form 42 may be sent immediately after receiving the fund.
5. No fund should be utilized for any purpose other than for which the amount is released.
6. Utilisation certificate on achieving 70% plus expenditure of the amount released herein should be submitted in prescribed proforma for release of subsequent installment.

Finance Officer, SUDA

[Signature]

13.12.2018

দুরভাষ: ২৩৫৮ ৬৪০৩/৬৪২১/৫৭৬৭, ফ্যাক্স : ২৩৫৮৫৮০০

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: wbsulm@gmail.com

sl	ULB name	Project Cost (In Rs.)	Fund released as 1 st Installment (30%)
1	Khardah	999400	299820
2	Rishra	1000000	300000

SUDA-39/2015 / 1487 / 1 (6)

13.12.2018

Copy for information to:

1. The Chairman, Khardah / Rishra Municipality. He/she is requested to verify the respective Bank Account of the ULB in respect of NULM that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA.
2. Joint Director (SD), SUDA.
3. Cashier, SUDA.
4. Advisor, SUDA.

Finance Officer, SUDA

[Signature]
M. Sadhukhan.
13.12.2018.



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-39/2015 / 1467

ক্রমিক নং

10.12.2018

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.**

City Livelihood Centre under SM&ID-NULM

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given in page 02 debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **City Livelihood Centre under SM&ID of NULM.**

(Md Asif Sardar)
Finance Officer
SUDA

(Petrus Anuranjan Soreng)
Finance Officer
SUDA

Per Anuranjan Soreng
10.12.2018



14/12/18

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Sl	Name of Payee	Amount (In Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Khardah Municipality	299,820.00	United Bank of India	Titagarh	0119010386111	UTBI0TIT238
2	Rishra Municipality	300,000.00	Allahabad bank	Rishra	50294775333	ALLA0210498
	TOTAL	599,820.00				
	(Rupees Five lakh ninety nine thousand eight hundred twenty only)					

Boat
(Md Asif Sardar)

Finance Officer
SUDA

(Petrus Anuranjan Soreng)

Finance Officer
SUDA

Dr. Sanku Man.
20.09.2018.

Social Mobilisation and Institution Development

(Revised Operational Guidelines)



सत्यमेव जयते

Concept of City Livelihood Centres (CLCs)

31. The informal sector has traditionally been a source of services for middle and higher income groups in cities through provision of services such as security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping etc. However, these services are not available in organized and reliable manner in urban areas.

32. The urban poor who produce marketable goods and services many times are not able to find a viable market. The urban poor also lack information regarding the various opportunities/ benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc). Therefore, the urban poor need support services to help them access several opportunities available to them. For example, to access a micro enterprise loan they should have a project plan, documentation etc., as needed by a bank etc. They may also need help to access services for registration, accounting and legal support.

33. The objective of establishing City Livelihoods Centres (CLCs) at city level is to address these gaps and create a platform where:

33.1. The urban poor can offer their goods and services in an organized manner to the potential buyers i.e. the CLC would strive to bridge the gap between demand and supply of the goods and services produced by the urban poor.

33.2. The urban poor can access information and business support services as and when needed by them which would otherwise be not accessible to them.

Establishment of CLCs¹²

34. The primary responsibility of establishing and running the CLC will rest with the ULB. The ULB will be required to allocate space/ premises for establishing the CLC. It is essential that the CLC is located at a central and convenient location which the urban poor can access easily. If such a space is not available with the ULB, they should hire space for establishing the CLC. ULBs may also outsource the functioning of CLC to a Community Based Organisation (CBO) (e.g. CLF) or any other organisation/agency, if needed.

35. Establishment of City Livelihood Centres will be permissible as per the following norms:

Population of City	Ceiling on Number of CLCs to be established
Between 1-3 lakh	1
More than 3 lakh and up to 5 lakh	2
More than 5 lakh and up to 10 lakh	3
Above 10 lakh	8
District HQ towns and other Statutory Towns with population below 1 lakh.	1

Process steps for establishment of CLCs by ULBs

¹² As amended vide M/o HUPA O.M. No. 14011/2/2012-UPA/FTS-5196, dated 19th February 2016.

36. **Preparation of CLC proposal (including action plan)** – The ULB is required to prepare a proposal for establishing a CLC which will be submitted to SULM for approval and sanction. A letter of allotment of building premises (own/ rental) from Urban Local Body should be attached with the proposal submitted to SULM. The proposal must list out the services that the CLC intends to offer and the business model of the CLC. **The proposal should contain details as provided at Annexure VII.**

37. **Approval of proposal by SULM** – SULM will scrutinise the proposal and accord sanction or rejection of the proposal.

38. **Publicity and awareness campaign-** Once the sanction order is received by the ULB, a publicity campaign should be organised in the CLC operational area to create awareness among the urban poor as well as the city residents. Publicity campaign may use pamphlets, local TV/ radio/ newspaper ads, announcements, posters, banners, wall writings, etc., in order to have a wider coverage and information to the citizens.

39. **Establishment of infrastructure-** The requisite infrastructure viz., chairs, computers, phones, tables, racks etc., should be placed at the CLC. The suggested space for establishing CLC is 1,000 sq.ft with two rooms and a wash room.

40. **Recruitment of staff** - Initially, a staff of 1-2 persons may be recruited to run the CLC. In case any agency (CBO or Agency) has been given responsibility of managing the CLC, the agency will need to hire the requisite staff.

Funding for Establishment of CLCs

41. Each CLC will be provided a non-recurring grant of Rs. 10 Lakhs as untied funds. The amount will be released in 3 instalments. The milestones for release of instalments may be as follows:

41.1. **Release of first instalment** – The first instalment of 30% should be released by SULM to ULB within one week after the proposal is approved and sanction order is sent.

41.2. **Release of second instalment** – The second instalment of 40% can be released once the staff of CLC is recruited as per the action plan.

41.3. **Release of third instalment** – The third instalment of 30% can be released once the CLC is launched and the services are rolled out as per the action plan.

42. **Non-permissible activities for usage of CLC funds¹³:** Central share released for CLCs should not be used for construction of physical infrastructure. However, funds could be utilised for renovation of existing infrastructure provided it does not adversely affect the funds required for other activities of the CLC.

Services of CLCs

42.1. The urban poor will be provided information and necessary support for opening of Bank Accounts, information on training/ employment opportunities under DAY-NULM and other schemes, information on social welfare schemes, enrolment for UID/ Aadhar Card etc.

¹³ As amended vide M/o HUPA O.M. No. K-14011/7/2013-UPA/FTS-9789, dated 3rd August 2015.

- 42.2. The CLCs will provide support for marketing of goods and services of the urban poor who are registered with the CLCs. The CLCs may charge a registration fee from those urban poor who are offering their services and products. The registration may be renewed every year on charge of renewal fee. The registration and renewal fee will be fixed by the ULB after consultation with the urban poor in the area.
- 42.3. **Fee based services:** The CLCs will also offer certain fee based service which the urban poor may avail by paying a nominal fee. The fee for each of these services will be fixed by the ULB after consultation with the urban poor in the area. The list of fee-based services along-with their prices will be displayed at the CLC. A indicative list of these services is as under :
- 43.3.1 **Information on market demand and market strategy-** Urban poor who run small businesses may be given support to gain a better understanding of what the market needs, demand of the products produced by them, prices, where to sell, etc.
- 43.3.2 **Sales/Marketing outlets-** CLCs can provide marketing/sales outlets for the products manufactured by urban poor.
- 43.3.3 **Registration, licensing, accounting and legal services for micro-enterprises** – CLCs can facilitate the registration of micro-enterprises and obtaining of necessary licences required, accounting and other legal services for establishing and running of micro-enterprises.
- 43.3.4 **Placement services** – CLC may facilitate finding suitable jobs for the urban poor matching their skills by having linkages with industries and their associations in the area.
43. **Other Services:**
- 43.1. **Bidding/contracts for citizen services** - CLCs may obtain direct work orders or bid for Annual Maintenance Contracts, municipality contracts/ housing associations service needs viz., plumbing, electricity, carpentry, dispatch of electricity bills, property bills etc. and service the contracts through the registered urban poor offering such services. However, care should be taken that CLC should take up activities relevant for urban poor only to avoid possibility of interest of urban poor pushed into background by other commercial interests.
- 43.2. CLCs may charge **placement fee** from industries/companies, industry associations, etc. for placing the urban poor as per their requirement (e.g. CLCs may tie up with malls or retail outlets for placing basic housekeeping staff or data-entry operators in companies, etc.).
- 43.3. **Training venue** – If sufficient space and infrastructure is available with CLC, the premises may be provided as training venue also.
- 43.4. **Crèche service**– In case working mothers of members require crèche services, feasibility of setting up crèche service may be explored by CLC.
- 43.5. CLC may explore the possibility of collaboration with UID for issuance of UID/ Aadhar card for citizens in the CLC area.
- 43.6. Provide access to various government departments, banks, insurance agencies and other organisations to communicate with the urban poor.

44. The above lists are only indicative. The ULBs may decide the services (fee based or otherwise) to be offered to by the CLCs based on local needs and after due consultation with the urban poor.

Management and Functioning of City Livelihood Centres

45. CLCs may be considered to be functional when the services are rolled out. Each CLC should develop its business plan and identify the services and their fee structure as per market requirement, affordability and viability.

46. In order to manage the day-to-day operations at CLCs, staff should be hired depending on the nature and type of the services provided by the CLCs.

47. In case of contracts/ bids, CLCs will assign tasks among the members and pay them as per the standard rates applicable. In case of individual service calls attended by members (e.g. plumbers, electricians, carpenters, etc.), these will be noted, consolidated and accounted for no later than the end of every month.

48. A separate bank account should be opened in the name of CLC and should be operated as joint signatory (with one representative from ULB or organisation/agency and manager of CLC). All the required books of accounts viz., membership details, share capital, business transactions etc., should be maintained properly at the CLC level

49. **Review of CLC performance** – The performance of CLC will be reviewed by the ULB.

50. **Registration of CLC:** CLCs may be registered under any suitable act applicable in the state. CMMU or Agency (if entrusted) may take up the responsibility of registering the CLCs at the city level.

Collaboration and Linkages

51. CLCs are expected to collaborate with a variety of government departments to provide needed services to its members such as property tax collection, electricity bills distribution, birth certificates etc.

COMPONENT 1.5 TRAINING FOR COMMUNITY INSTITUTIONS, SHGs AND THEIR FEDERATIONS¹⁴

52. The basic objective of imparting the training and other capacity building inputs to the community members is to equip them with requisite skills to manage their community institutions.

53. A multi-pronged strategy consisting of exposure visits to model institutions, developing master community resource persons and using them for training the community members should be adopted for continuous capacity building of community structures viz., SHGs and their federations.

¹⁴ As amended vide M/o HUPA O.M. No. K-14012/15/2016-UPA/FTS-16320 dated 22nd August 2016.



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T. ROAD, KHARDAH, NORTH 24-PARGANAS, KOL. - 700117

No. Kd/MC/902/19

Date: 15/11/19

To,
The Director, SUDA
& Mission Director, WBSULM
State Urban Development Agency
ILGHS Bhawan, H-C Block Sector III
Bidhannagar, Kolkata - 700106

Sub: Request for 1st instalment (30%) of fund for establishment of City Livelihood Centre

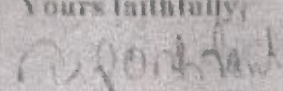
Sir,

This is to inform you that Khardah Municipality has already sent proposal for establishment of City Livelihood Centre and it is requested to you for release of 1st instalment of total fund for setting up infrastructural facilities and initiation of the project.

The savings bank account of the ULB: 0119010386111 of United Bank of India, Titagarh Branch, IFSC Code: UTBI0TIT238.

This is for your information and necessary action.



Yours faithfully,

Chairman,
Khardah Municipality
Chairman
KHARDAH MUNICIPALITY

Enclosure:
2 Copies of proposal letters

Vijay Sagar Mishra

Chairman



Chairman, Rishra Municipality

Phone : 2672-1373

2672 2953

Mobile : 9433016621

Fax : 2672-0306

E-mail : rishramunicipality@yahoo.com

Ref. No. : 1937/viii

Date : 14.11.18

To
The Director, SUDA
Mission Director, WBSULM
ILGUS Bhavan, HC Block, Sec-III
Bidhan Nagar, Kolkata-700016

Sub: Request to provide fund allotted for City livelihood Centre

Sir,

I would like to draw your attention that we have submitted the proposal of City Livelihood Centre (CLC) in Rishra. Our total expenditure in the initial year will be Rs.10,25000/- approx.

Therefore you are requested to release the 1st instalment @ 30% of total expenditure for the purpose of City Livelihood Centre of SMI &D under DAY-NULM.

With thanks,

Yours faithfully




Chairman 14/11/18
Rishra Municipality
Chairman
Rishra Municipality.



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

No. *KdMCO/743/18*

Date...*10/08/18*...

To,
The Director, SUDA
& Mission Director, WBSULM
State Urban Development Agency
ILGUS Bhawan, H-C Block Sector III
Bidhannagar, Kolkata - 700106



DD
Sunder P. Das

Sub: No objection certificate towards establishment of 'City livelihood Centre (C.L.C.)', under SMMD under Khardah Municipality

Sir,

This is for your kind information that we do not have any objection in respect of establishment of a 'City Livelihood Centre (C.L.C.)' under SM & ID component of National Urban Livelihood Mission (NULM) in the ground floor of Antarik Apartment, situated at 120, Purbachal, Santinagar Road, Rahara, Kolkata - 700118, ward no 12, Khardah Municipality. It has further been decided by the Board of councillors in its meeting held on 30.05.2018 that the ground floor of Antarik Apartment measuring around 720 sq.ft owned by this Municipality is allotted for accommodating the proposed C.L.C at free of cost.

It is placed before you for taking necessary action in this regard at the earliest.

Yours faithfully,

Rajesh Paul
Chairman,
Khardah Municipality
Chairman
Khardah Municipality

৩৩৩২১৪ গৃহটি সম্পূর্ণভাবে আশরান বিবি, সেখ রামজান আলী, সায়রা বিবি, সেখ আসরাফ আলীর নামে হবে। গৃহের জমি কমে হবে-১কা:১১ছ:৩৫ব:ফুট, কভার এরিয়া-৪০২ব:ফুট, কো:প্রতি:ট্যাক্স যা ছিল তাই থাকবে। এই সিদ্ধান্ত ১/২০১৮-১৯ থেকে কার্যকর হবে।

৪১ Good will welfare Association কে টা: ১০,০০০.০০ বিজ্ঞাপন দেওয়ার সিদ্ধান্ত গৃহীত হয়।

৫১ পুরসভায় NULM প্রকল্পের অন্তর্ভুক্ত City Livelihood Centre প্রকল্পের কাজগুলি করার সিদ্ধান্ত গৃহীত হয়।

৬১ The bill of Rs. 2200.00 of Sri Bikash Kumar Chattopadhyay, Advocate is approved..

৭১ The following comparative statement for supplying and procurement of 16 watt and 18 watt LED Solar set / Garden Light under BSUP (Ph-I) is accepted. comparative statement is enclosed.

৮১ The following comparative statement for erection and emdedding of Pole at site with P.C.C grouting complete including fitting, fixing, installation of Solar lamp unit at the pole, commissioning transportation of Solar unit from Municipal store complete illumination, under BSUP (Ph-I) is accepted. Comparative statement is enclosed.

৯১ The following comparative statement for the work of Supplying and procurement of 3.6 meter and 4.5 meter BUNSUL make Medium (Class -A) M.S Pole with 75 x 62.5 MMDia with 125 x 125 mm Base plate made with M.S sheet under BSUP(Ph-I) is accepted. Comparative statement is enclosed.

১০১ The following comparative statement of preparation and submission D.P.R for the work or Hospital Waste removal and Frontage Beautification of Balaram Seva Mandir State General Hospital, Khardah under Green City Mission is accepted. Comparative statement is enclosed.

১১১ পুরসভা অফিসে Eastern Guard care এর কাছ থেকে ২ (দুই) জন করে security Guard নেওয়া হয়। উক্ত সংস্থার আবেদন বিবেচনা করে ওই Security Guard ২ জনের Monthly charge মাসে টা: ৭০০.০০ (সাতশত) করে বৃদ্ধি করার সিদ্ধান্ত গৃহীত হয়। এই ব্যবস্থা ১/০৬/২০১৮ থেকে কার্যকর হবে।

১২১ ৪th Finance Commission এর টাকায় MED থেকে vetting করানোর পর অনুমোদিত ২৫ টি e-Tender করা হয় এর মধ্যে ২১ টি Tender নিয়মানুযায়ী Bid হয় নিম্নোক্ত comparative statement গুলি গৃহীত হয়। ৪ টি tender পুনরায় E-Tender করার সিদ্ধান্ত হয়। comparative statement গুলি Board resolution এর যুক্ত করা হবে।

খড়দহ পুরসভা
খড়দহ, উত্তর ২৪-পরগণা

৩০।০৫।২০১৮, বুধবার, বেলা ১২ টায় পুরভবনে অনুষ্ঠিত পুরকাউন্সিলারগণের
সাধারণ সভার কার্যবিবরণী

সভায় নিম্নোক্তগণ উপস্থিত ছিলেন :

১।	শ্রী সুকঠ বণিক	:	উপ-পুরপ্রধান
২।	শ্রী সায়ন মজুমদার	:	সদস্য, পুরপ্রধান পরিষদ
৩।	শ্রী অনিমেষ মুখার্জী	:	সদস্য, পুরপ্রধান পরিষদ
৪।	শ্রী শ্যামল কুমার দেব	:	সদস্য, পুরপ্রধান পরিষদ
৫।	মহঃ কাওসর	:	কাউন্সিলার
৬।	শ্রীমতি কৃষ্ণা শীল	:	কাউন্সিলার
৭।	শ্রী কাজল সিনহা	:	কাউন্সিলার
৮।	শ্রীমতি সুমনা রাজবংশী	:	কাউন্সিলার
৯।	শ্রী শ্যামল খান্নাজী	:	কাউন্সিলার
১০।	শ্রীমতি সবিতা গুহঠাকুরতা	:	কাউন্সিলার
১১।	শ্রী স্বপন সাহা	:	কাউন্সিলার
১২।	শ্রীমতি মৌচুসী ভট্টাচার্য	:	কাউন্সিলার
১৩।	শ্রী তাপস দাশগুপ্ত	:	কাউন্সিলার
১৪।	শ্রীমতি মৌসুমী পাল	:	কাউন্সিলার
১৫।	শ্রীমতি বাসবিন্দু সিনহা	:	কাউন্সিলার
১৬।	শ্রীমতি সুনন্দা দাস	:	কাউন্সিলার
১৭।	শ্রী সুপ্রিয় মুখার্জী	:	কাউন্সিলার

সভায় নিম্নোক্ত আধিকারিকগণ উপস্থিত ছিলেন :-

১।	শ্রী শশঙ্ক কুমার মন্ডল	:	নির্বাহী আধিকারিক
২।	শ্রী সায়ন নাথ দাস	:	অর্থ আধিকারিক
৩।	শ্রী মোহিনী মোহন মুখার্জী	:	জুনিয়র ল কাউন্সেল

৥ শ্রী সুকঠ বণিক, উপ-পুরপ্রধান, সভার কাজ পরিচালনা করেন ॥



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

No. *Kdkon/744/18*

Date... *10/08/18*...

To,
 The Director, SUDA
 & Mission Director, WBSULM
 State Urban Development Agency
 ILGUS Bhawan, H-C Block Sector III
 Bidhannagar, Kolkata - 700106



DD
5
Soumitra P. Das

Sub: Establishment of City Livelihood Centre (C.L.C) under CMMU under Khardah Municipality

Sir,

In reference to the above, this is for your kind information that we have already submitted the proposal for setting up a 'City Livelihood Centre (C.L.C)' under SM & ID Component of National Urban Livelihood Mission (DAY-NULM) at Khardah Municipality Vide Order NO SUDA-39/2015/500 Dated 21.05.2015 and it has been decided by the Board of Councillors in its meeting held on 30.05.2018 that a area space measuring around 720 sq.ft. approximately has been ear marked on the ground floor of Antarik Apartment, 120, Purbachal , Santinagar Road, Rahara, Kolkata - 700118, ward no 12, Khardah Municipality.

A model proposal of the C.L.C is being sent to you again for favour of your kind perusal and according approval with a further request to release the necessary fund for making the same operational at the earliest.

Area of the floor-space Approx. 720 sq. ft. (Excluding the stairs & landing)
 Location A space in the ground floor of a four storied Building situated at 120, Purbachal , Santinagar Road, Rahara, Kolkata - 700118, ward no 12, Khardah Municipality.

Yours faithfully,

Handwritten signature
Chairman,
Khardah Municipality
Chairman
Khardah Municipality

Enclosed:
 As stated

West Bengal State Urban Livelihood Mission

Format 1: CITY LIVELIHOOD CENTRE – MODEL PROPOSAL

Introduction

National Urban Livelihood Mission (NULM) is a centrally sponsored scheme under MHUPA to address urban poverty under NULM. There is a provision for establishing City Livelihood Centers (CLC) for the urban poor. One of the objectives of establishing the City Livelihood Centers (CLC) would be to bridge the information - gaps by way of dissemination of information and linking the service-providers (who shall be registered with the CLC) with the potential service-receivers, so that the urban poor capable of extending such services can have necessary access/market for their goods/products or services in an organized manner. Another objective of the CLC would be to facilitate skill-development training so as to keep the supply-side responses in sync with the demand-side needs. CLC would also operate as an information hub for NULM and other social and pro-poor schemes of the Government.

Historical Background of ULB: Khardah Municipality

Khardah Municipality was established in 1920. At present it covers 6.87 sq.k.m area having 22 numbers of wards. According to the Census'2011, the total number of population of this population of this municipal area is 1,09,342 consists 51% male and 49% female population. The literacy rate of Khardah is 96.2% much greater than the literacy rate (74.04%) of India. The population density of Khardah municipal area is 15,915 persons per sq.k.m is excessive compared to the West Bengal that is 1,028 persons per sq.k.m. Total length of Municipal Road is 960.94 k.m where melted road is 293 k.m, non-melted road is 178 k.m. and other road is 489.94 k.m. Total length of drain is 312 k.m. Total numbers of Hand Tube Well is 350. Total number of street stand post is 450. Total number of deep tube well is 35. Total length of water pipeline is 165 k.m. Total number of street posts is 4600. There are 4 overhead reservoirs located within municipal area. Recently a water treatment plant is in under construction for purification of river water and converted it to drinking water purpose. A dumping ground is located near Municipal area.

Moreover, total 125 numbers of Slums exists within municipal area where 110 numbers of slums are notified and 15 slums are non-notified. According to the USHA Survey'2012, total slum population is 25,322 that is approx.23% to the total population.

There are total 9 Higher Secondary Schools, 2 Secondary Schools and 11 Primary Schools and 78 ICDS Centre located within municipal area. One 100 bedded Government Hospital, few private Nursing Homes, 4 Health Administration Unit (H.A.U.) and 27 Health Sub- Centres are located here. One Stadium named Vivekananda Stadium is located in the ward no.-2 within municipal boundary. Presently, one Electric Crematorium was constructed in ward no.-18 that is now operational. There are 10 Community Halls and 4 Ward offices within municipal area.

Administrative Boundaries:- Khardah Municipality is located in the North 24 Parganas District on the eastern bank of River Hooghly. It is bounded by Titagarh Municipality on the North, Panihati Municipality on the South, Patulia Panchayat on the North-East and Bandipur Panchayat on the Eastern side of the Municipality. River Hooghly is at the western boundary of Khardah Municipal area.

Linkages:- Khardah is well linked by rail and road with the Kolkata city centre. The Eastern railways Sealdah- Ranaghat section passes through Khardah railway station. The B.T.Road passes through the town from Barrackpore to the South connecting Khardah with Dunlop and Shyambazar. Belghoria Expressway connects Khardah with NH-2 and NH-3 via Dakshineswar and makes easier access with the Netaji Subhas International Airport. Kalyani Expressway connects Khardah with the town Kalyani to the north. Khardah ferry service is operating in the Municipal area-from Khardah Ghat to Rishra Ghat.

Economic Activity:- The economic sector is the main anchor behind the progress and growth of any town. Khardah is a major hub of economic activity in the North 24 Parganas region. The establishment of large scale industries i.e.-Electro Steel Casting Ltd., ESSAB India Ltd., Hindustan Heavy Chemical Ltd., Hindware Industries, Texmaco Ltd., Cal silk manufacturing Ltd. marked the industrialization in this town. There are many Medium scale industries located within Khardah municipal area; i.e.- Induction Heat Treatment & Co. , K.S. Engineering Workshop, P.P. Enterprise, Essen Synthetics Pvt. Ltd., Sarkar Plastic, Das Traders, Quality Steel Furniture Mfg., Texmaco Rail & Engineering Ltd., Monika Enterprise, Aritra Enterprise , Sree Durga food products etc. Moreover, there are many approximate 145 numbers of small manufacturing units exist in Khardah Municipal area who basically produces small engineering parts, processed foods, papers items, jewellerys, garments, polythene pipe and fittings, steel furniture, almirah , P.V.C. doors and windows, mosaic tiles, bags, shoes, electronic goods, biscuits ,sweets etc. As per Census'2001 there are total 46,200 industrial workers engaged in different manufacturing industries within Khardah Municipal area.

A large trading sector was developed within Khardah municipal area. There are total 997 shops of different kinds, i.e. grocery, stationery goods, catering and decorating, hotels and restaurants, readymade garments, sarees, clothes, hosiery goods, shoe, bags, car rental service, mobile phone selling and repairing, Xerox, cycle repairing, automobile, tailoring, laundry, security service, building materials, jewelries, medicines, books and stationeries, marbles and tiles, utensils, sanitary ware, hardware, pumps and bathroom fittings, cosmetics, milk and milk product etc. Including 29 numbers of wholesale and other retail traders etc. Exist within Khardah municipal area.

Climate:- The climate of this region like rest of the Gangetic Plain in West Bengal is tropic with monsoon season spreading from early June to early October. The weather remains dry during the winter (mid-November to mid-February) and the average humidity recorded is 80%. During the month of April and May, thunderstorms, sometimes accompanied by hail, frequently occur at dusk. Winter prevails for a short period with chilling dry wind coming from the northeast. The average rainfall varies between 150-200 cm/yr. The maximum temperature is about 40 Degree Centigrade in the month of May and minimum temperature is 10 Degree Centigrade in the month of January.

Geology:- Geologically the area represents the southern extremity of Gangetic Plain covered with older alluvial deposits and deposits of Ganges River with flood plains. Bed slope of the area is very gentle varying from 1:100000 to 1:200000. Average elevation is 15 mtr.

Soil and Ground water scenario:- Before partition, major area was covered with jungles and bushes. The initial settlers (refugees) set up colonies by cutting jungles and bushes. These activities have resulted in the removal of vegetation cover of the area. The soil losses in the exposed area are considerably more and thus the problem like water logging, siltation and decrease in ground water table and dusty environment.

Cultural Background of the ULB: There are many notable places and heritage buildings within the town. Few are Shiva Temple, Vasha Sahid Uddyan, Annapurna Temple, Shyam Sundar Temple, Rasmancha, Kunjabati, Hari sava Rahara, Nandadulal Temple, Rahara Ramkrishna Mission, Laxmi Narayan Temple, Rabin德拉 Nath Memorial, Ancestral house of Khirodprasad Bidya Binod and Vivekanada Stadium.

Festivals of Khardah are held almost throughout the year surrounding the temples situated all over the western part of the town. The most important temple is that of Sri Sri Radha Shyamsundar. Rash festival lasts for five days and the Mela, used to be held on this occasion, for over a month. Apart from this festivals like Jhulan, Gosta, Dol(Holi) and Sarat Rash are also held here every year. These festivals have been continuing since the year 1575 and organized by the Trustee Board of Sri Sri Radha Shyamsundar Jew.

Objective of Establishing the CLC:

- Urban poor can offer their goods/products and services in an organized manner and the CLC will act as a catalyst bridge the gap between demand and supply of the goods and services produced by the urban poor.
- The Urban poor can access information and business support services and when needed by them which would otherwise be not accessible to them.
- The above centre would serve as information/knowledge/inspiration centre for urban poor.

Services to be offered by the CLC

A. Referral Services

The informal sector has traditionally been a source of services for middle and higher income groups in cities through the provision of services such as plumbing, electrical work, construction, security, carpentry, gardening, health care support, Nurse and Aya, housekeeping and bill payment etc. - by linking the service-providers(who shall registered with the CLC) with the potential service-receivers, so that the urban poor capable of extending such services can have necessary access/market for offering their goods/products or services in an organized manner.

- Providing services such as security, carpentry, gardening, construction, plumbing, electrical works, health care support etc.
- The CLCs may obtain direct work orders or contracts or Annual Maintenance Contracts from. Municipal Corporation/Municipality, housing society for the service needs like plumbing, electrical work, painting etc.
- The CLC can also obtain work for data entry, outsourcing and dispatch of property bills and within city courier services.

- Providing/facilitating the training services for improving the skills to the urban poor and unemployed youth.
- A monthly meet would be held in the-slums to urge the skilled workers to get them registered with the CLC, free of cost. There will be a registration form to be filled and submitted along with some document (BPL, Address proof, etc). Each service provider would be provided with an identity card on a charge fixed by CLC.

B. Placement Services

- CLCs will register a certain number of educated youths without any fee to provide them with jobs. CLC will contact companies/agencies for providing employment to urban poor unemployed youths. CLC may charge 30% from one month remuneration as service charge if a candidate completes three months regular attendance in the company/agency.

C. Social Development

- Conducting co-ordination meeting among community and Bankers, NGOs, Sectoral departments at grass roots level
- Setting up of centers for promoting Livelihood opportunities.
- Functioning as Training information and Learning Centre.

D. Support to SHG in income Generating Activities

- Opening of Bank Account: under Pradhan Mantri Jan Dhan Yojana, CLC can tie up with a particular Nationalized Bank to open accounts under this scheme. For opening these accounts CLC might engage educated youths who are registered with CLC. An amount may be charged from the bank on opening of an account, in which a portion may be paid to the youth and a portion to be deposited in CLC.
- To provide assistance for marketing of the goods/products & services produced by the SHGs & urban poor, who are registered with the CLC.
- Provide/facilitate training of prospective small entrepreneurs seeking individual/Group Loan under SEP, on 'how to run a business'.
- Arranging/ facilitating skill-development training for the urban poor, either directly or through empanelled training agencies.

E. Other services.

- Providing information for opening small entrepreneurs seeking individual, social welfare scheme, enrollment of UID/Aadhaar cards.
- Providing marketing/sales outlets.
- Providing legal services such as registration, licensing, accounting etc.
- Citizen services such as bidding/contracts.
- Enabling dissemination of information from time to time through various mechanism like IEC material, media and other channels.
- Promoting interchange visits among community

V. Sources of income of CLC

- Service charges from service providers: Skilled youth may register their name as service providers (Such as Electrician, Plumber, Carpenter, Aya, Nurse, Domestic Helper) and users may utilize their service through CLC.
- Letting out of the training Hall to the Trainer Agencies for Training under EST & P and others for holding meeting/seminars etc. against prescribed rent.
- Survey: CLC would register educated youths for conducting surveys. To perform the job of various types of surveys conducted in the town by ULB/ District Administration/other line Depts. /Pvt organisation etc by 'outsourcing'. On every survey format, candidate will be paid a certain remuneration from which a portion will be charged by the CLC for co-ordination & Administration. The CLC may enter into an agreement with the 'outsourcing agencies' for conducting the survey so assigned against payment of a particular job-value.
- Placement services: CLC may tie up with companies/agencies for placement in lieu of fees/Charges.
- Income from ULBs: ULBs may utilize CLC as service providers like, a) waste collection from door to door. B) Municipal Tax collector, c) Water Meter reading (in future), D) Conducting survey at ULB level, E) Organizes polio immunization programs etc.
- Opening of Bank Accounts: CLC may tie up with the Bank to open Bank Account under the Scheme of Pradhan Mantri Jan Dhan yojana and other insurance linked schemes.

Viability & Break-Even Analysis:

It would appear from the Annexure-III A vis-a-vis Annexure-IV that the income expected to be earned by the CLC gradually increases over the year and surpasses the recurring cost during year 2022-2023. Thus, the CLC would reach the Break-Even Point during the 6th year and is likely to run as an independent body from the 6th year onward. However, the Break-Even Point could be reached earlier, if some other income-generating activities are undertaken by the CLC in future.

Man power to be deployed:

For running the CLC, a group of staff will be maintained on a monthly basis, as follows:

Sl No	Designation	No
1	Manager & Placement cum Marketing Coordinator	1
2	Office Assistant-cum-Computer Operator	1
Total		2

To be engaged from 2018-2019.

- Establishment of office infrastructure
- The requisite infrastructure viz. chairs, computers, phones, tables, racks etc, should be placed at the CLC. The suggested space for establishing CLC is 1000 sq.ft. A 'No objection certificate' is also required from the ULB in case the room is provided by the ULB itself.

APPLICATION FORMAT

NAME OF THE ULB: Khardah Municipality

DETAILS OF AREA IDENTIFIED CITY LIVELIHOOD CENTER

SL.NO	PARTICULAR	
1	Name of the U.B	Khardah Municipality
2	Total Wards in the ULB	22 nos
3	Total population in the area	1,09,342
		male: 55765 female: 53577
4	Total number of slums	125 (Notified - 110, Non-notified 15)
5	a) No of SHGs	343 (till 31 st March, 2018)
	b) No of ALF	15
	c) No of CLF	0
6	No of Ward covered by CLC	22
7	Total No of Urban poor proposed to be covered	40000
8	Potential no of members expected to be covered by CLC	60000
9	Major service possible through CLC in the area	Furnished in the Introduction chapter at Para IV
10	Scope for growth of CLC in the area	Adequate scope in view of existing demands as well
11	Details of the premises given for CLC in the area	A large hall in the ground floor of Antarik Apartment in ward no -12 under the municipality
	a. Area of the Room	1000 sq ft
	b. Location	120, Purbachal , Santinagar Road, Rahara, Kolkata - 700118
	c. Is the location nearby ULB office	nearing 2 km.
12	Plan for facilitation of CLC – Resource Agency/ULB	ULB
13	Proposal prepared by	Khardah Municipality
14	Proposal assessed by	Chairman, Khardah Municipality
15	Name and designation of the forwarding authority	Chairman, Khardah Municipality
16	Business Plan of the CLC to include break even and viability	Enclosed at Annexure II to V

Business Plan of CLC

Annexure II

1	Loan-Recurring Expenditures		
i)	Land and Building		
	Item	Qty	Amount (in Rs)
	Built-in floor space at the 1 st Floor of Antarik Apartment	720 sq.ft (approx)	Allotted by ULB free of cost
2	Office Equipments & furniture :		
a)	For the office of the CLC		
	Item	Qty	Amount (in Rs)
i)	P.C fitted with all accessories including printer & internet connection (broadband)	1	55000
ii)	Wooden Computer Table	1	4000
iii)	Steel Table with wooden top (Full Secretariat)	1	4500
iv)	Steel Table with wooden top (Half Secretariat)	2	4000
v)	Wooden Chair	3	6000
vi)	Steel Almirah	1	10000
vii)	FRP-moulded armless chair for office	5	2250
viii)	Electric Fan (High Speed)	3	9000
ix)	Complete Tubelight	4	4000
x)	Show case for display of handcrafts articles for marketing support	2	20000
xi)	Installation of Land phones	1	2500
b)	For the Training/Meeting Hall of CLC		
i)	Steel Table with wooden Top (Full Secretariat)	1	4500

ii)	One-armed steel chair with provision for small desk fitted with the arm for the purpose of training	50	60000
iii)	Wooden chair	1	1800
iv)	FRP-moulded armless chair for the purpose of meeting	10	4500
v)	White Board measuring 6ft X 4ft for training purpose	1	4500
vi)	LCD projector with Laptop and Screen for the venue earmarked for training purpose	1	73000
vii)	Indoor P.A. system –Amplifier with 4 small sound boxes and two cordless microphones	Complete set	10000
viii)	Electric Ceiling Fan	4	12000
ix)	Complete tube light set	4	4000
c)	For the C.L.C		
i)	Inverter with battery	650VA capacity	22000
ii)	Glow Sign Board with fitting and fixing	1	6000
iii)	Preparation & Installation of a software for communication of the service-demand through a toll-free no and instant tie-up arrangement with the service provider under intimation to CLC	1	20000
	TOTAL		343550

Business Plan of CLC (Continued from Annexure II A)

1	II. Recurring Expenditures:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
	a) Manager & Placement-cum-Marketing Coordinator @6000 per month	72000	72000	72000	78000	78000	78000
	b) Office Assistant-cum-Computer Operator @ 5000 per month	60000	60000	60000	66000	66000	66000
2	Cost of Electricity	12000	12000	12000	14000	15000	16000
3	Cost of Communication (Internet, Telephone, Fax)	12000	12000	12000	13000	13000	13000
4	Cost of Office Stationary	12000	12000	12000	12000	12000	12000
5	Awareness, Publicity and Web Casting etc	7000	8000	9000	10000	10000	10000
6	Transport & Travelling Expenditure	12000	12000	13000	14000	14000	14000
7	Miscellaneous Expenditure	1000	2000	2000	2000	3000	3000
	Total	188000	190000	192000	209000	211000	212000

Statement of Expected income (Year wise)

Annexure -III

On Account of	2018-19		2019-20		2020-21		2021-22		2022-23		2023-24	
	No	Amt	No	Amt	No	Amt	No	Amt	No	Amt	No	Amt
Annual Registration- fees @ Rs 100 and Rs 200 per head	20	2000	50	5000	50	5000	50	10000	50	10000	50	10000
Service providers (ex-trainees in the fields of Nursing Aids, Beautician, Plumbers, Computer, Tailoring, Nursing, Physiotherapy Electric wiring, Aya,	50	5000	50	5000	75	7500	75	15000	75	15000	100	20000
Other service providers of ULB eg Mobile Repairing, Mason, Auto Mechanic, AC and fridge reparing, Driving	20	2000	40	4000	50	5000	50	10000	75	15000	100	20000
Small producers seeking marketing assistance both individual and group	10	1000	20	2000	30	3000	30	6000	40	8000	50	10000
Small Entrepreneurs seeking market demand/ strategy/ etc @Rs 500 per head	5	2500	5	2500	10	5000	20	10000	30	15000	40	20000
TOTAL		12500		18500		25500		51000		63000		80000

Statement of Expected income (Year wise)

Amount in Rs Annuxure -III

On Account of	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
B.F	12500	18500	25500	51000	63000	80000
For Referral service: Service charges @5-10% of the total income earned by the service providers through CLC at rates and no of mandays as furnished in enclosed sheet (Annuxure -III A)	27475	32550	40425	53200	63000	73500
Collection of rent: for letting out Training Hall to the training agencies for training, organizing meeting/seminars for Rs 600 and Rs 800 per hr	10000	0	10000	15000	20000	25000
Fee based Services: (survey) To perform the job of various types of surveys conducted in ULB/Other Line/pvt org/ DistrictAdministration by outsourcing income earned @15% of the total value of job assigned for coordination, administration and preperation & submission of the survey report to the job assigner	0	15000	15000	18000	20000	25000
Income from extending Creche Services/opening bank a/c/Insurance linked schemes etc	0	0	1000	15000	20000	20000
TOTAL	49975	66050	91925	152200	186000	223500

Vide-Annexure III (Statement of Income)

Year	Aya		Nursing Aids		Other service providers		Total service charges Earned by the provider	Income @ 7%
	Wage rate	No of Mandays	Wage rate	No of Mandays	Wage rate	No of Mandays		
2018-2019	250	500	350	250	300	600	392500	27475
2019-2020	250	600	350	300	300	700	465000	32550
2020-2021	250	700	350	350	350	800	577500	40425
2021-2022	300	800	400	400	400	900	760000	53200
2022-2023	300	900	400	450	450	1000	900000	63000
2023-2024	300	1000	400	500	500	1100	1050000	73500

Requirement of fund for Recurring Expenditure (R.E)

Annexure IV

	Year						
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Total
Total Amount of R.E required for running in the CLC	188000	190000	192000	209000	211000	212000	1202000
Less income generated during the preceding year	0	49975	66050	91925	152200	186000	546150
Actual requirement of fund for R.E from the CLC fund	188000	140025	125950	117075	58800	26000	655850

1. Total non-recurring expenditure	Rs 343550
2. Actual fund required for recurring expenditure during the 1 st 5 years (i.e total amount of recurring expenditure to be incurred during the 1 st five years minus the income generated during the 1 st four	Rs 655850
3. Total Project Cost of the C.L.C (i.e sum total of 1 and 2)	Rs 999400
Rupees Nine Lakh Ninety nine thousand and four hundred only	

Vijay Sagar Mishra
Chairman



Chairman, Rishra Municipality

Phone : 2672-1373

2672 2953

Mobile : 9433016621

Fax : 2672-0306

E-mail : rishramunicipality@yahoo.com

Ref. No. : 987/VIII

Date : 21.8.18

To
The Director SUDA
&
Mission Director, WBSULM
ILGUS Bhawan, HC Block, Sector-III
Bidhannagar, Kolkata-700106



Samir P. Das

Sub: Approval for City Livelihoods Centre (CLC)

Sir,

This is to inform you that the City Livelihood Centre (CLC) project proposal has discussed & passed in the meeting of the Board of Councillors held on 30th July, 2018. I am sending the proposal for your approval.

Therefore, I request you please approve the proposal.

Necessary documents are enclosed herewith.

Thanking you

Yours faithfully



20/8/18
Chairman
Rishra Municipality
Chairman
Rishra Municipality

Copy of an extract from the Proceedings

Of

The meeting of the Board of Councillors held at their office at Rishra on
Monday the 30th July at 3 p.m.

*

*

*

*

To place the proposal for introduction of City Livelihood Centre (CLC) under NULM and to take suitable decision.

The proposal for introduction of City Livelihood Centre (CLC) under NULM was placed in the meeting .It was decided that the CLC would be introduced for keeping liaison with various service providers and service receiver. Presently the office of the CLC would function at the Annex Building of Rishra Municipality (2nd floor).Chairman was empowered to take necessary action to implement the project.

Municipal Office, Rishra,

Dated the 30th July, 2018

Chairman

Rishra municipality

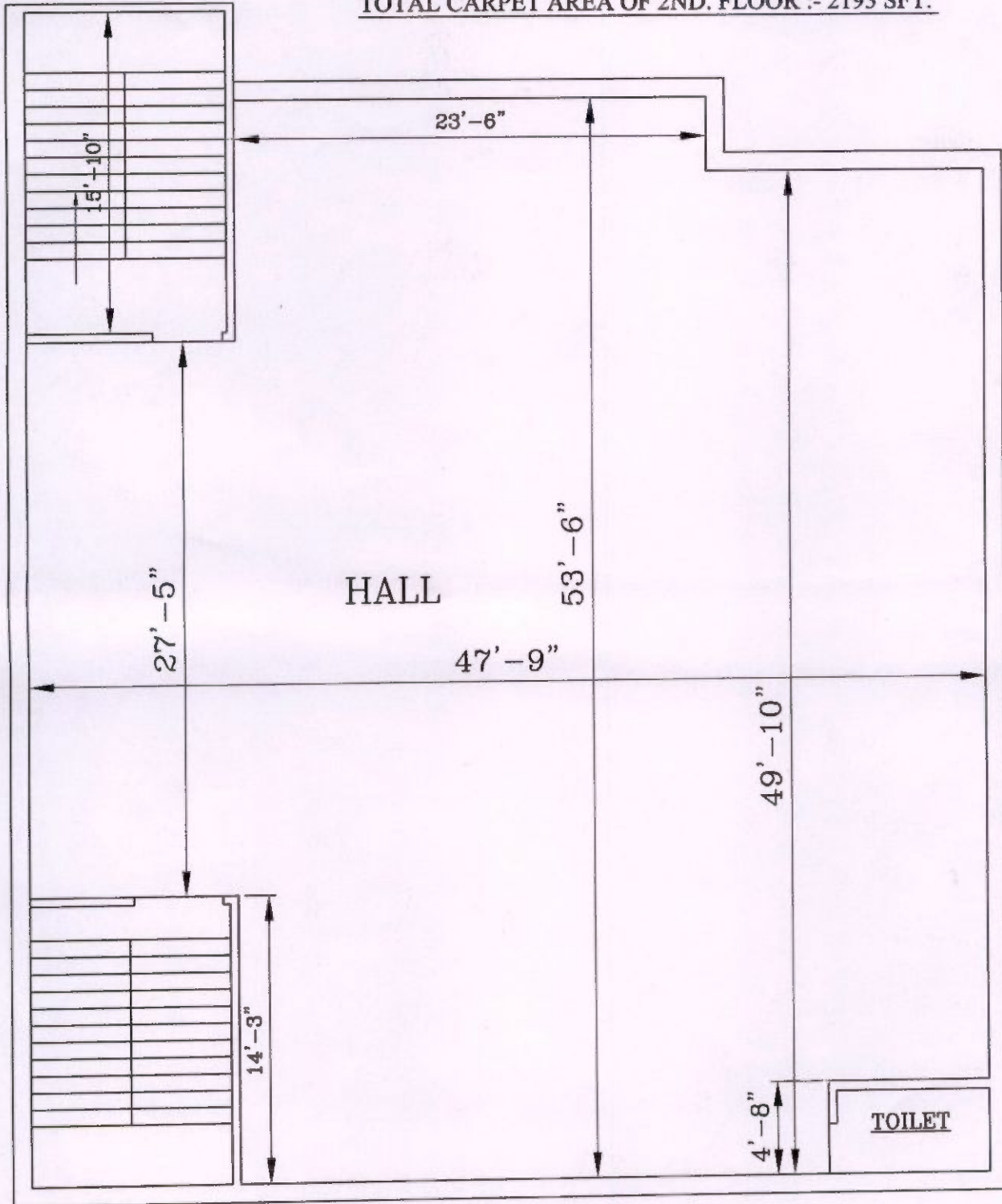
Chairman
Rishra Municipality.



RISHRA MUNICIPALITY

PROP. CITY LIVELY HOOD CENTER UNDER DAY NULM AT MUNICIPAL ANEX
BUILDING 2ND. FLOOR, N. K. BANERJEE STREET, WARD NO- 13, P. S. - RISHRA,
DIST - HOOGHLY.

TOTAL CARPET AREA OF 2ND. FLOOR :- 2193 SFT.



2ND. FLOOR PLAN

[Signature]

SHEKHAR GHAKRABORTY
RISHRA MUNICIPALITY
S.A.E
RISHRA MUNICIPALITY

CHAIRMAN
RISHRA MUNICIPALITY

[Signature]
Chairman
Rishra Municipality

[Signature]
SURVEYOR
RISHRA MUNICIPALITY

PROJECT PROPOSAL

“City Livelihood Centre”

**AN INITIATIVE FOR SUPPORTING
URBAN POOR FOR LIVELIHOODS**

**RISHRA MUNICIPALITY
DIST: HOOGHLY
WEST BENGAL**

BACKGROUND

NULM aims to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. In addition, the mission would also address livelihood concerns by facilitating access to suitable spaces, institutional credit, social security and skills to the urban poor for accessing emerging market opportunities.

Now, the informal sector has traditionally been a source of services for middle and higher income groups in cities through provision of services such as security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping etc. However these services are not available in organized and reliable manner in urban areas. The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/ benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, the urban poor need support services to help them access several opportunities available to them.

The development of the City Livelihood Centre (CLC) aims to support Urban Poor by providing them one stop solution to market their products and services and also can access information and other benefits. The CLC will act as a bridge between urban poor and middle and higher income groups who are accessing various services like security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping which in turn is provided by Urban Poor. The City Livelihood Centre should be formed as per the "NULM guidelines". This will support the development of urban poor. This will be implemented in 23 wards of **Rishra Municipality** under NULM.

This program for supporting urban poor through CLC will be rolled out in the 23 wards of **Rishra Municipality**, in the state of West Bengal.

OBJECTIVE:

Objective of the CLC is as follows:

1. The urban poor can offer their goods and services in an organized manner to the potential buyers i.e. the CLC would strive to bridge the gap between demand and supply of the goods and services produced by the urban poor.
2. The urban poor can access information and business support services as and when needed by them, which would otherwise not be accessible to them.
3. The middle and higher income groups can access various services from urban poor which in turn will generate or augment livelihoods of the Urban Poor.
4. The beneficiaries who are trained under Employment Skill Training and Placement will be enrolled under CLC and will be provided with huge market for employment.
5. Develop various livelihood opportunities for Urban Poor.
6. Hand holding support to Urban Poor wherever required.

PROJECT PROPOSAL

- | | |
|-------------------------------------|----------------------|
| ➤ Name of the Municipality | :Rishra Municipality |
| ➤ Total Wards in the Municipality | : 23 Wards |
| ➤ Total Slums in the Municipality | : 97 |
| ➤ Households | : 23,617 |
| ➤ Total Population in the area | : 124,577 as per |
| ➤ Number of Slums covered under CLC | :97 |

Names of the Slums covered under CLC:

SL NO	WARD NO	SLUM NAME
1	1	S.C. Sastri St
2	1	G.T.Road (East)
3	1	G.T.Road (West)
4	1	Bulla Mia Road
5	1	Maszid Lane
6	1	G.T.Road 2 nd By Lane
7	1	Gandhi Sarak
8	1	Champa Khal Lane
9	2	R.K.Road
10	2	B.K.GHosh
11	2	Goala Para By Lane
12	2	Champa Khal Lane
13	2	Radha Raman Lal Road
14	2	Sidhanth Singh By Lane
15	3	Champa Khal Lane
16	3	Maszid Lane
17	3	Bulla Mia Road
18	3	Jodhan Singh Road
19	3	A.K.Azad Road
20	3	Gandhi Sarak
21	4	Radha Raman Lal Road
22	4	Gandhi Sarak
23	4	Ram Krishna Sha Road
24	4	A.K.Azad Road
25	4	R.B.C.Road
26	4	G.T. road
27	4	R.K.Road
28	5	G.T.Road
29	5	A.B.Road
30	5	R.N.Sha Road
31	5	J.S.Road
32	5	Anjuman Road
33	6	G.T.Road
34	6	P.C.Daw Bazar Road
35	6	R.N.Shah Road
36	6	J.S.Road
37	6	Anjuman Road
38	7	N.S. Road
39	7	G.T.Road
40	7	P.S.Road
41	7	Anjuman Road
42	8	N.S.Road
43	8	Chandi Ch Banerjee Lane
44	8	B.D. Banerjee Road
45	8	B.D. Banerjee by Lane
46	8	B.L.Mukherjee Lane
47	9	N.S.Road
48	9	S.D.Mukherjee Lane
49	9	Bama Ch Mukherjee St
50	9	N.C.Pakrashi Lane

SL NO	WARD NO	SLUM NAME
51	10	N.S.Road
52	11	Ramdas Gargari Road
53	12	D.D.Har Lane
54	12	Sitala Tala Lane
55	12	K.C.Dey Lane
56	12	Panchanantala St
57	13	S.C.Aon Road
58	14	G.T. Road(East)
59	14	Old G.T. Road(South)
60	14	K.C.Dey Lane
61	14	Babu Ram daw Lane
62	14	Tilak Ram daw Lane
63	14	Hari Poddar Lane
64	14	A.T.Laha Lane
65	14	Srimany Ghat Lane
66	14	K.C.Dey Lane
67	14	Bramhatala Lane
68	15	Bagkhal (west)
69	15	G.T.Road
70	16	Morepukur 1 st Lane
71	16	Das Para Lane
72	17	B.R.Ambedkar 1 st Lane
73	17	B.R.Ambedkar 2 nd Lane
74	17	B.R.Ambedkar 3 rd Lane
75	17	B.R.Ambedkar 4 th Lane
76	17	B.R.Ambedkar 5 th Lane
77	17	B.R.Ambedkar 6 th Lane
78	17	B.R.Ambedkar 7 th Lane
79	17	B.R.Ambedkar 8 th Lane
80	17	B.R.Ambedkar 9 th Lane
81	18	S.K.Nagar
82	18	S.S.Road
83	18	S.S.Road(Ext)
84	18	P.G.B. Sarani
85	19	S.K.Nagar
86	23	Bagpara 1 st Lane
87	23	Bagpara 1 st Lane
88	23	Bagpara 2nd Lane
89	23	Bagpar3rd Lane
90	23	Bagpara 4 th Lane
91	23	Bagpara 5 th Lane
92	23	Bagpara 6 th Lane
93	23	Bagpara7th Lane
94	23	Bagpara 8 th Lane
95	23	Bagpara 9 th Lane
96	23	Bagpara10th Lane
97	23	Bagpara11th Lane

- Awareness of various central and state government schemes for their upliftment growth and support, social welfare schemes.
- Skill development and training programmes, opportunities for training and self employment.
- Support to urban poor running small business to have better understanding of market needs, market for demand of their products, prices etc.
- Provision of opportunities for the employment of men and women in various trades and related jobs for labour class and urban poor matching their skills (list as enclosed-List of Services).
- Obtain direct work orders for services such as carpentry, plumbing, electricity maintenance etc. and tie ups with malls, retail outlets such as supermarkets, malls, theatres, restaurants etc for basic housekeeping staff or sales man.
- The C.L.C will provide support for marketing of goods and services of the urban poor registered with C.L.C. by providing marketing/sales outlets for products manufactured by urban poor.
- Facilitating necessary guidance, counselling and technical support for those seeking skills training, wage employment, or aiming to establish and sustain self employment ventures.
- Facilitating and assisting in seeking licenses, registrations, credit facilities for establishing small manufacturing business and providing support to avail the raw materials as required.

LIST OF SERVICES:

SL NO	NAME OF SEVICES	SL NO	NAME OF SEVICES	SL NO	NAME OF SEVICES
1	Maid Services	11	Receptionist	21	Sweepers
2	House Keeper	12	Health Care Support for Sick or Disabled	22	Tenant /Landlord
3	Cook/Tiffin services	13	Carpenter	23	Appliances Repair
4	Sales Girl/Men	14	Construction Labour	24	Courier Services
5	Counter Boy/Girl	15	Stitching/ Tailor	25	Painters
6	Tele Caller	16	Knitting	26	Drivers
7	Security Guard	17	Plumber	27	Motor Mechanic
8	Infant Care Taker	18	Handicrafts	28	Squash/Chatni/Jam making
9	Beauty Parlour	19	Ironing	29	Barbers
10	Priest	20	Washer man	30	Physiotherapist

Details of the premises given for CLC by ULB:

- Area: 1000 sq ft
- Location: Rishra Municipality
- Is the Location is nearby to ULB Office: Yes
- Plan for facilitation of CLC: Self Managed

ACTION PLAN OF CLC

Phase 1	Phase 2	Phase 3
1.Preparation/ Submission of Project Proposal and Approval of the same	1.Initiating contacts with various government and non government offices, educational institutions, hotels, hospitals to provide services	1.Promoting/exhibiting and facilitating marketing of products such as Sweaters, caps, handicrafts, garments, Jams etc. produced by females of urban poor
2.Promotion of CLC(Banner, Posters, Miking, Electronic & Print Media)	2.Identifying competency of service providers for classifying in various jobs/services	2.Based on competency and efficiency, registered urban poor will be provided opportunities for self employment and services
3. Electronic & Print Media Coverage of CLC	3.Opportunities for training for enhancement of skills	3.Assisting registered urban poor to establish small businesses
4.Registration of CLC		
5.Bank account opening of CLC		
6.Registration of urban poor with CLC as service provider	4. Providing non paid services to service receivers as per requirement for 1st time.	4.Providing knowledge and access to credit facilities and facilities to avail raw material to small manufacturers
7.Survey to identify potential service receivers in the area under CLC	5.Approach to market to urban poor producing marketable goods	5.Maintaining contacts with various agencies and service users to ensure continuous employment

DETAILS OF PLAN IMPLEMENTATION

Phase 1: For the first three months, efforts would be directed towards the promotion and popularizing the existence and the aims and objectives of the City Livelihood Centre. All the service providers located and living in the slums and belonging to poor sections in each ward will be registered followed by their police verification. Alongside a survey will be conducted of the service receivers to analyze their daily needs and minor problems faced by them in their daily life. Further they will be linked and included in the database of the city livelihood centre.

Phase 2: After three months, steps would be taken to provide the services to various educational institutions, government offices, semi government offices, private firms, business units, government and non government colony, registered with the C.L.C., based on their needs and requirements as suggested and communicated by them. Services will be provided to all service receivers. The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, opportunities will be given to encourage poor women who have skills for preparing household items like Sweaters , caps, handicrafts, garments, food etc. through income generating activities in which they have a comparative advantage.

Phase 3: Six months later, all the registered service providers will be analyzed and classified based on their skills and competency. Thereafter, based on their competence and efficiency, they will be made to look for opportunities of employment with the service receivers. Also, Exhibitions will be arranged to make these handmade items reach the common public and provide a platform for these poor women to earn by sale of such household handmade items. These exhibitions will give the opportunities to the women utilize their basic household skills and other skills for handmade handicrafts to earn their livelihood. Opportunities for required training will be provided to the service providers to enhance their skills as per the requirements of the jobs and services required by the service receivers to enable them to get employment with them. In this manner, in a period of 9 months, the process of registration, training of the service providers, opportunities and sources of employment and all related requirements will be put in place.

- For the proper running and sustainability of the CLC it is necessary to involve CSR in CLC activities making tie ups with CSR and for the funding to City Livelihood centre in their activities.
- City Livelihood Centre business model fund spend on the purpose of various activities related with CLC such as marketing, Publicity, promotion, intensive for the people and welfare activities of CLC.

FREE ADD-ON SERVICES

- Provision of information centre to provide information and awareness on various government and non government schemes.
- Awareness of various opportunities of employment and training under different schemes of NULM and enabling the urban poor to get opportunities to reap the benefits of such schemes.
- Providing awareness and opportunities for access to internet to widen their scope of knowledge for their growth and development.
- Providing assistance in the opening of Bank account and inculcating the habit of savings and making them aware of various bank credit facilities available to invest in small run business.
- Providing knowledge about the need and importance of Aadhaar card, ration card, voter card and assisting in applying for those cards. Providing knowledge and assisting in access to various insurance schemes.
- Spreading awareness of health schemes to the urban poor like pulse polio, free medical camps etc. and enabling them to take advantage of those schemes for their health benefit and welfare.
- Facilitating Group medical insurance benefits for the health welfare of the urban poor registered with CLC ad their families 8. Making the urban poor aware of the various helpline numbers and their services and emergency numbers such as ambulance, police, fire brigade etc.

BUSINESS PLAN OF CLC:

PROPOSED BUDGET FOR INITIAL YEAR

ONE TIME CAPITAL EXPENSES:

Sr. No.	Office Equipment	No. Of Units	Amount (Rs.)
1	Cupboard/Shelf	2	24000.00
2	Computers/Printers/Fax/UPS	2	100000.00
3	Tables	4	22000.00
4	Chairs	15	5000.00
5	Computer Table	2	12000.00
6	Notice Board & White Board	2	5000.00
7	Telephone with Internet/ WiFi	1	8000.00
8	Refurbishment/Office Interior	1	90000.00
9	Digital Camera	1	23000.00
Total			289000.00

ONE TIME REVENUE EXPENSES

1	Media coverage & awareness generation		10000.00
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RECURRING REVENUE EXPENSES:

Sr. No.	Staff	No. Of Units	Amount (Rs.)
1	Office Manager cum Accountant	1	210000.00
2	Computer Operator cum office assistant	1	180000.00
Total			390000.00

RECURRING ADMINISTRATIVE EXPENSES:

Sr. No.	Description	Per Month (Rs.)	Per year Amount (Rs.)
1	Cleaning Expenses	3000.00	36000.00
2	Electricity Expenses	3500.00	42000.00
3	Phone/Internet Expenses	5000.00	60000.00
4	Stationary	2500.00	30000.00
5	IEC	6000.00	72000.00
6	Repair and Maintenance	2000.00	24000.00
7	Other/ Meeting Expenses	3000.00	36000.00
8	Rent	3000.00	36000.00
Total		28000.00	336000.00

Total expenditure in the initial year: **Rs. 1025000.00** approx

DESCRIPTION OF THE FINANCIAL BUSINESS PLAN

1st Year – Assuming 300 beneficiaries register their services with CLC.

Sr. No.	Particulars	No. of Beneficiaries/ Services	Fees per Person/ Service charges (INR)	Total (INR)
1	CLC income through registration	300	100	30000.00
2	Through 5% of income to CLC (Assuming per beneficiary income is Rs. 250/day working for 30 days)	100	5% of Rs. 250/ day/ beneficiary (Calc: 12.5* *30*100*12)	450000.00
3	Placement Services- Sales Boy/ Girl, House Maid etc. @ 500/- Placement charges from employer	05 placements/ month	5*500*12	30000.00
4	Other sources of income (Bank account opening/ Electricity/ Water/Property bill payment etc @ Rs. 5/- each)	100	100*5*12	6000.00
5	Total CLC Income			516000.00
6	Balance brought through forward			1000000
7	Less Expenses (Recurring Admin + Recurring revenue+ One Time capital + One Time revenue Expenses)			712500.00
8	Balance Available			803500.00
9	Reserve for running CLC next year			803500.00

2nd Year Assuming 400 beneficiaries register their services with CLC

Sr. No.	Particulars	No. of Beneficiaries/ Services	Fees per Person/ Service charges (INR)	Total (INR)
1	CLC income through registration (300 Renewal + 100 New Registration)	400	100	40000.00
2	Through 5% of income to CLC (Assuming per beneficiary income is Rs. 250/day working for 30 days)	120	5% of Rs. 250/ day/ beneficiary (Calc: 12.5* *30*120*12)	540000.00
3	Placement Services- Sales Boy/ Girl, House Maid etc. @ 500/- Placement charges from employer	10 placements/ month	10*500*12	60000.00
4	Other sources of income (Bank account opening/ Electricity/ Water/Property bill payment etc @ Rs. 5/- each)	100	100*5*12	6000.00
	Total CLC Income			646000.00
	Balance brought through forward			803500.00
	Less Expenses ((Recurring Admin+ Recurring revenue Expenses)			414000.00
	Balance Available			1035500.00
	Reserve for running CLC next year			1035500.00

3rd Year – Assuming 500 beneficiaries register their services with CLC

– Assuming 500 beneficiaries register their services with CLC

Sr. No.	Particulars	No. of Beneficiaries/ Services	Fees per Person/ Service charges (INR)	Total (INR)
1	CLC income through registration (400 Renewal + 100 New Registration)	500	120	60000.00
2	Through 5% of income to CLC (Assuming per beneficiary income is Rs. 250/day working for 30 days)	120	5% of Rs. 250/ day/ beneficiary (Calc: $12.5 * 30 * 120 * 12$)	540000.00
3	Placement Services- Sales Boy/ Girl, House Maid etc. @ 500/- Placement charges from employer	10 placements/ month	$10 * 500 * 12$	60000.00
4	Other sources of income (Bank account opening/ Electricity/ Water/Property bill payment etc @ Rs. 5/- each)	100	$100 * 5 * 12$	6000.00
	Total CLC Income			612000.00
	Balance brought through forward			1035500.00
	Less Expenses (Admin + Recurring expenses)			414000.00
	Balance Available			1233500.00
	Reserve for running CLC next year			1233500.00

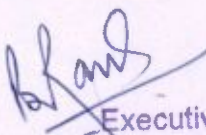
FINANCIAL MANAGEMENT


- A separate bank account will be put in the name of CLC with joint signatories for all CLC related financial transactions.
- Any income after all the administrative expenses necessary for running the CLC will remain in CLC account and will be utilized for welfare activities of Urban Poor.
- 5% of any income of fees received by the service providers from the service receivers will be taken by the CLC. In this manner by the third year, the registration of various service providers and provision of their jobs will expand to a level that the income retained by CLC from the service providers will enable the CLC to be self dependant and capable of running with its own funds.

MONITORING AND EVALUATION

Every CLC will be closely monitored by CMMU and ULB officials.
Each CLC manager will provide monthly report to ULB/CMMU.

Proposal prepared by: NULM Experts under NULM, Rishra Municipality
Proposal Assessed by: CPO, NULM & Executive Officer, Rishra Municipality
Name and Designation of Forwarding Authority: Chairman, Rishra Municipality


Executive Officer
Rishra Municipality


Chairman
Rishra Municipality

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-39/2018/1157 (5)

তারিখ 10.10.2018

From : Director, SUDA &
Mission Director, WBSULM

To : The Chairman

..... Municipality

**Subject :- Sanction for Proposal for the City Livelihood Centre at Hawrah , Jhargram ,
Konnagar , Arambagh Municipality.**

Sir/Madam,

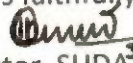
From your end Project proposal for establishment of City Livelihood Centre (CLC) was received by the office . Submitted Project proposal and fund for the establishment of CLC have been sanctioned.

As per NULM Guideline total Project Cost will be released in three installment at 30:40:30 ratio. Initial 30% will be released after approval of the proposal. Accordingly 1st installment (30%) of fund has been released and credited to the Municipal A/c for setting up infrastructural facilities and initiation of the project as per following.

Sl No	Name of ULB	Project Cost (in Rs.)	1st installment 30%
1	Hawrah	1000000	300000
2	Jhargram	999938	299981
3	Konnagar	999803	299941
4	Arambagh	1000000	300000

Later installments will be released based on performance and after receiving the UC for the fund already released.

Yours faithfully


 Director, SUDA 31/9/18

&

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

WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

"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-39/2015 / 1031

Date: 18/09/2018

Memorandum

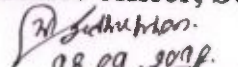
Release of funds for CLC of SM&ID under DAY-NULM

Funds are shown herein are being released electronically in favour of the Urban Local bodies for City Livelihood Centre (CLC) of SM&ID under DAY-NULM towards 1st instalment @30% with approval of competent Authority.

The Fund hereby released subject to the following conditions-

1. The fund should be utilized only for the approved components of the Project and within ceiling limits of approved cost.
2. The amount released herein should be kept in the dedicated Bank Account for NULM since opened by the ULB.
3. A Subsidiary Cash Book should be maintained for keeping accounts (deposits and withdrawals) of funds.
4. Money receipt in Form 42 may be sent immediately after receiving the fund.
5. No fund should be utilized for any purpose other than for which the amount is released.
6. Utilisation certificate on achieving 70% plus expenditure of the amount released herein should be submitted in prescribed proforma for release of subsequent installment.


Finance officer, SUDA


18.09.2018

-02-

Sl	Name of ULB	Amount (In Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Howrah Municipal Corporation	300000	Bank of Baroda	M.G.Road,Howrah	27750100012011	BARB0HOWECX
2	Konnagar	299941	Bandhan Bank Ltd.	Konnagar	501600006736775	BDBL0001018
3	Arambag	300000	State Bank of India	ARAMBAGH ADB GORHATI MORE	35920216448	SBIN0001744
4	Jhargram	299981	IDBI Bank	Jhargram	1941104000023490	IBKL0001941

Ran

Finance Officer
State Urban Development Agency
Govt. of West Bengal

P. Sekhita.
29.09.2020.

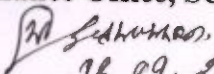
SUDA-39/2015/1030/1(4)

18.09.2018

Copy for information to:

1. The Mayor/chairperson, Howrah / Konnagar / Arambag / Jhargram MC/Municipality.
He/she is requested to verify the respective Bank Account of the ULB in respect of NULM that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA.
2. Deputy Director (DD), SUDA.
3. F.O., SUDA.
4. Cashier, SUDA.


Finance Office, SUDA


18.09.2018.

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-39/2015/ ৭৪১

11.09.2018

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.

CLC of SM&ID under NULM

Sir,

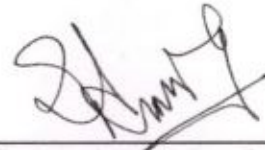
You are requested to kindly arrange for electronic transfer of funds as per details given in Page 02 debiting the amounts from this office Current Account No. 34061121921 lying with your branch in respect of **CLC of SM&ID under NULM.**



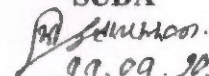
(Md Asif Sardar)
Finance Officer
SUDA



১৩/৯/১৮



(Petrus Anuranjan Soreng)
Finance Officer
SUDA


০৭.০৭.২০১৮.

Sl	Name of Payee	Amount (In Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Howrah Municipal Corporation	300,000.00	Bank of Baroda	M.G.Road,Howrah	27750100012011	BARB0HOWECX
2	KONNAGAR MUNICIPALITY DAY NULM	299,941.00	Bandhan Bank Ltd.	Konnagar	501600006736775	BDBL0001018
3	DAY NATIONAL URBAN LIVELIHOOD MISSION	300,000.00	State Bank of India	ARAMBAGH ADB GORHATI MORE	35920216448	SBIN0001744
4	JHARGRAM MUNICIPALITY A/C-DAY NULM	299,981.00	IDBI Bank	Jhargram	1941104000023490	IBKL0001941
	TOTAL	1,199,922.00				
	(Rupees Eleven lakh ninety nine thousand nine hundred twenty two only)					

Ben

(Md Asif Sardar)
Finance Officer
SUDA

[Signature]

(Petrus Anuranjan Soreng)
Finance Officer
SUDA

[Signature]
9.9.09.2008

City Livelihood Centre

West Bengal State Livelihood Mission (WBSULM)
State Urban Development Agency (SUDA)
Urban Development and Municipal Affairs Department
Govt. of West Bengal

INTRODUCTION :-

City livelihood Centre is major sub-component under SM&ID component under DAY-NULM . Purpose of City Livelihood Centre (CLC): Bridging the information-gaps by way of dissemination of information and linking the service-providers (who shall be registered with the CLC) with the potential service-receivers, so that the urban poor is capable of extending such services and can have necessary access/markets for offering their goods/products or services in an organized manner.

Objectives of Establishing the CLC:

Urban Poor can offer their goods/products and services in an organized manner to the potential buyers i.e., the CLC would bridge the gap between demand and supply of the goods and services produced by the urban poor.

The Urban poor can access information and business support services and when needed by them which would otherwise be not accessible to them.

Information Hub for NULM and other social and pro-poor schemes of the Government: The above centre would serve as information/knowledge/inspiration centre for urban poor.



Process steps for establishment of CLCs by ULBs :-

- STEP -1 :-** Preparation of CLC proposal (including action plan)
- STEP -2 :-** Approval of proposal by SULM –
- STEP -3 :-** Publicity and awareness campaign
- STEP -4 :-** Establishment of infrastructure
- STEP -5 :-** Recruitment of staff

Target Beneficiaries :-

SHG Members

Un-Employed Youth / Job Seeker /Skilled Labour

Common People



Activities of CLC:

1. Providing market linked information to prospective & existing microenterprise units;
2. Provide assistance to new microenterprise units of urban poor in the area of licensing & registration;
3. Marketing products produced by SHGs / SHG members / urban poor
4. Supply of skilled man power to city dwellers as per demand;
5. The premises may be rented out as a training venue provided sufficient space and infrastructure is available with CLC
6. Information on market demand and market strategy- Urban Poor who run small businesses

Convergence with MEE&LS Dept:-

To become more effective and sustainable for the community, "City Livelihood Centre " under Urban Development & Municipal Affairs Deptt is going to converge with Department of Mass Education Extension and Library services , Govt of West Bengal.

Department of Education Extension and Library Services , Govt of West Bengal has sent a proposal vide memo no **180/Secy/MEELS/17 dated 20th March 2017** for the approval of the UD&MA Department .

What value addition we can bring to this initiative:-

It appears that infrastructure can be provided by the said CLC under Municipal Affairs Department but there is a serious need to provide a better services. We can bridge the gap by providing following aspects :

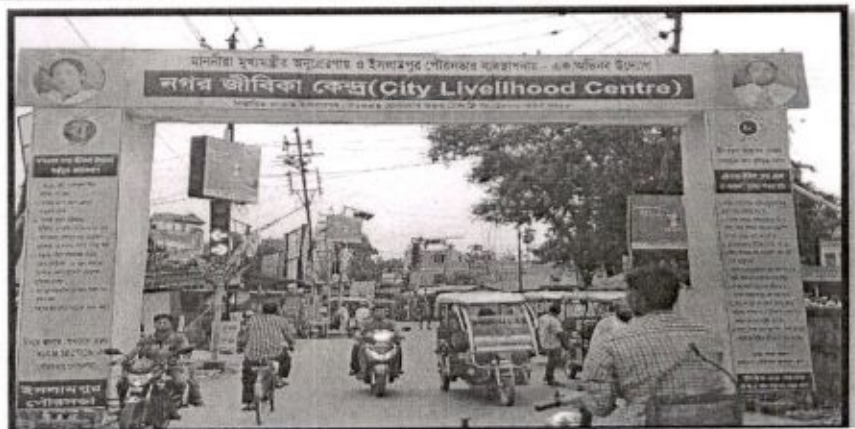
- Book Support for small professionals / unemployed youth , in the form of book corner
- Computers with Internet Facilities. Dongle based solution for internet may be provided.
- E-book / services
- Career counselling for job seekers
- Database / information corner
- Training to existing staffs of CLC

82 City Livelihood Centre (CLC) has been sanctioned and among 82 sanctioned CLCs 62 CLCs Operational .

Present Situation :_

- ✓ Till date 81 City Livelihood Centre (CLCs) sanctioned
- ✓ **62 CLCs** operational
- ✓ Total **109 Employees** recruited in this CLCs
- ✓ **10 thousand** unskilled and skilled persons registered in CLC as service Providers
- ✓ **3724 service providers** received job from CLC
- ✓ 3724 house hold received Services from CLC
- ✓ **2315 SHGs** registered in CLC
- ✓ **933 SHGs** participated in various melas through CLC
- ✓ **13626 SHG members** registered in CLC and 6101 member received information from CLC
- ✓ 3865 unemployed youth registered and **340 youth** linked with job
- ✓ Total income of CLC Rs. 3,44,396 /-





নগর জীবিকা কেন্দ্র

পটভূমি :-

১৯৯৭ সালে শুরু হওয়া “স্বর্ণজয়ন্তী শহুরে রোজগার যোজনা”-র এক নব রূপায়ন হল - জাতীয় নগর জীবিকা মিশন যা পশ্চিমবঙ্গে তথা আমাদের রাজ্যে “পশ্চিমবঙ্গ রাজ্য নগর জীবিকা মিশন” নামে পরিচিত।

“পশ্চিমবঙ্গ রাজ্য নগর জীবিকা মিশন” এর অধীন “নগর জীবিকা কেন্দ্র” (City Livelihood Centre -CLC) নামে একটি বহুমুখি পরিষেবা কেন্দ্র স্থাপনের কথা বলা হয়েছে। প্রতিটি শহরে ন্যূনতম একটি “নগর জীবিকা কেন্দ্র” চালু করা হবে।

“নগর জীবিকা কেন্দ্র” শুধুমাত্র স্বনির্ভর গোষ্ঠীকে বিভিন্ন তথ্য বা পরিষেবা বা পরামর্শ প্রদান করবে তা নয়, সেই সঙ্গে শহরে বসবাসকারী সাধারণ নাগরিক বিভিন্ন পরিষেবা পাবেন খুব সহজে।

অর্থাৎ বলা যেতে পারে “নগর জীবিকা কেন্দ্র” একটি তথ্য ও পরিষেবা কেন্দ্র হিসাবে গড়ে উঠবে।

নগর জীবিকা কেন্দ্র থেকে যারা পরিষেবা বা তথ্য পাবেন :-

- ১) স্বনির্ভর গোষ্ঠীকে বিভিন্ন তথ্য ও পরামর্শ প্রদান করে তাদের জীবিকার পথকে সুগম করবে।
- ২) পৌর এলাকায় দরিদ্র, পছিয়ে পড়া যুবক/যুবতীকে বিভিন্ন প্রযুক্তিগত দক্ষতা বৃদ্ধির প্রশিক্ষণ কোথায় পাওয়া যেতে পারে এবং তারপরে কি ভাবে স্বনিযুক্তি বা কর্মসংস্থান হতে পারে সে বিষয়েও বিভিন্ন ধরনের পরামর্শ প্রদান করবে।
- ৩) শহরের সাধারণ নাগরিককে বিভিন্ন পরিষেবা তথা রাজমিস্ত্রী, ইলেকট্রিসিয়ান, ছুতোর মিস্ত্রী, বিউটিশিয়ান, সাধারণ গৃহকর্মের কাজ, উদ্যান পালনের জন্য কর্মী যোগানের ব্যবস্থা ইত্যাদি পরিষেবা প্রদান করবে।
- ৪) আবার পৌর এলাকায় বসবাসকারী বিভিন্ন দক্ষ ও অদক্ষ শ্রমিক (রাজমিস্ত্রী, ইলেকট্রিসিয়ান, ছুতোর মিস্ত্রী, বিউটিশিয়ান, সাধারণ গৃহকর্মের কাজ, উদ্যান পালক), বিভিন্ন পেশার সঙ্গে যুক্ত মানুষ (সঙ্গীত শিল্পী, নৃত্য শিল্পী, অঙ্কন শিল্পী, গৃহ শিক্ষক) কে নিযুক্তির খোজ দিতে সাহায্য করবে।

পশ্চিমবঙ্গ রাজ্য নগর জীবিকা মিশন

পর্যায়ক্রম:-

- ❖ প্রতিটি শহরে ন্যূনতম একটি 'নগর জীবিকা কেন্দ্র' চালু করা হবে। বড় শহরে একাধিক করা যেতে পারে।
- ❖ পাঁচ বছরের জন্য মোট প্রকল্প মূল্য ১০ লক্ষ টাকার তহবিল তিনটি কিস্তিতে প্রদান করা হবে ৩০:৪০:৩০: এই অনুপাতে।
- ❖ যে কোন সহায়ক সংগঠন তথা - স্বনির্ভর গোষ্ঠী/সঙ্ঘ/মহা-সঙ্ঘ (SHG/ALF/CLF), অ-লাভজনক সংস্থা (NGO), সরকারী সংস্থা, সম্পদ সংগঠন (Resource Organization), অথবা বেসরকারী সংস্থার সঙ্গে অংশীদারিত্বের মাধ্যমেও পরিচালনা করা যেতে পারে।
- ❖ এই কেন্দ্র পরিচালনার জন্য একটি পরিচালন কমিটি গঠন করা হবে। নগর জীবিকা কেন্দ্র পরিচালনা ও তত্ত্বাবধানের জন্য ২ জন কর্মচারী কাজ করবে। এই কর্মচারীর বেতন আট হাজার ও পাঁচ হাজার প্রতি মাসে যা পাঁচ বছরের জন্য প্রকল্প মূল্য থেকে খরচ করা হবে। পরিচালক সংস্থা কর্মচারী নিয়োগের ব্যবস্থা করবে।
- ❖ যদি কোন অ-লাভজনক সংস্থা (NGO), সরকারী সংস্থা, সম্পদ সংগঠন (RO), অথবা বেসরকারী সংস্থার সঙ্গে অংশীদারিত্বের মাধ্যমে পরিচালনা করার দায়িত্ব দেয়, তাহলে চুক্তির ভিত্তিতে - মৌ স্বাক্ষরের মাধ্যমে প্রদান করা হবে।

প্রাথমিক পর্যায়:-

✓ প্রাথমিক পর্যায়ে ২৯ টি পৌর সভায় এই কেন্দ্র চালু করা হচ্ছে।

✓ এই ২৯টি পৌর সভা হল:- কৃষ্ণনগর, মধ্যমগ্রাম, ছগলি, হলদিয়া, ভাটপাড়া, শ্রীরামপুর, তাম্রলিপ্ত, আলিপুরদুয়ার, ইংলিশবাজার, কল্যাণী, বারাসাত, ব্যরাকপুর, বসিরহাট, নর্থ দমদম, মেদিনীপুর, নৈহাটি, নর্থ ব্যরাকপুর, বাঁকুরা, আসানসোল, উলুবেড়ীয়া, বহরমপুর, নবদ্বীপ, কামারহাটি, খরগপুর, পুরুলিয়া, উত্তরপাড়া, বনগাঁ, বালুরঘাট, জলপাইগুড়ি।

দ্বিতীয় পর্যায় :-

দ্বিতীয় পর্যায়ে ৩১ টি পৌর সভায় এই কেন্দ্র চালু করা হচ্ছে।

এই ৩১ টি পৌর সভা হল:-

- ১) সিউড়ি পৌরসভা ২) হালিশহর পৌরসভা ৩) রাজপুর সোনারপুর পৌরসভা ৪) মাল পৌরসভা
- ৫) বীরনগর পৌরসভা ৬) মহেশতলা পৌরসভা ৭) বর্ধমান পৌরসভা ৮) জিয়াগঞ্জ আজিমগঞ্জ পৌরসভা
- ৯) হাবড়া পৌরসভা ১০) তুফানগঞ্জ পৌরসভা ১১) মাথাভাঙ্গা পৌরসভা ১২) গোবরডাঙ্গা পৌরসভা
- ১৩) শান্তিপুর পৌরসভা ১৪) চাকদহ পৌরসভা ১৫) মুর্শিদাবাদ পৌরসভা ১৬) কোচবিহার পৌরসভা
- ১৭) অশোকনগর কল্যানগড় পৌরসভা ১৮) কাঁচরাপাড়া পৌরসভা ১৯) জয়নগর মজিলপুর পৌরসভা
- ২০) কন্টাই পৌরসভা ২১) তাহেরপুর পৌরসভা ২২) সোনামুখি পৌরসভা ২৩) ইসলামপুর পৌরসভা

পৌর বিষয়ক দপ্তর

পশ্চিমবঙ্গ রাজ্য নগর জীবিকা মিশন

২৪) ধুপগুড়ি পৌরসভা ২৫) শিলিগুড়ি পৌরসভা ২৬) কালিয়াগঞ্জ পৌরসভা ২৭) ওড় মালদা পৌরসভা ২৮) বোলপুর পৌরসভা ২৯) কার্সিয়াং পৌরসভা ৩০) কুপার্স ক্যাম্প পৌরসভা ৩১) ডানকুনি পৌরসভা

তৃতীয় পর্যায় :-

তৃতীয় পর্যায়ে ২১ টি পৌর সভায় এই কেন্দ্র চালু করা হচ্ছে।

এই ২১ টি পৌর সভা হল:-

১) বৈদ্যবাটি , ২) চন্দনগর , ৩) বাঁশবেরীয়া , ৪) হলদীবারী , ৫) দুবরাজপুর , ৬) এগরা , ৭) দীনহাটা , ৮) নিউ-বারাকপুর , ৯) দমদম , ১০) বরানগর , ১১) বাদুরীয়া , ১২) গারুলিয়া , ১৩) গয়েষপুর , ১৪) দাইহাট , ১৫) ধুলিয়ান , ১৬) বেলডাঙা , ১৭) ভদেশ্বর , ১৮) রায়গঞ্জ , ১৯) ডালখোলা , ২০) রানাঘাট , ২১) চন্দ্রকনা

➤ সমগ্র কর্মসূচিটি সার্বিকভাবে সাধারণ মানুষের সুবিধার জন্য পৌরসভা ভিত্তিক একটি
টোল-ফ্রি নাম্বার চালু করা হচ্ছে।



পৌরবিষয়ক দপ্তর
পশ্চিমবঙ্গ সরকার

৭০তম স্বাধীনতা দিবসের শুভলগ্নে পশ্চিমবঙ্গ সরকারের এক অনন্য উদ্যোগ নগর জীবিকা কেন্দ্র

পৌর এলাকায় বসবাসকারী সাধারণ নাগরিকদের পরিসেবা মূলক তথ্য প্রদান, স্বনির্মুক্তি - তথা মানুষের কন্মের স্বাধীনতা, স্বনির্ভর গোষ্ঠীগুলিকে জীবিকার তথ্য, দরিদ্র পরিবারের যুবক যুবতীদের প্রশিক্ষণের তথ্য ইত্যাদি নানা বিষয়ে তথ্য সরবরাহের লক্ষ্যে, পশ্চিমবঙ্গ সরকারের পূর্ণাঙ্গ, আধুনিক ও সমন্বিত উদ্যোগে গড়ে উঠছে তথ্য সরবরাহ ও পরিষেবা প্রদান কেন্দ্র।

নগর জীবিকা কেন্দ্র
এই তথ্য পরিষেবা কেন্দ্র নগরবাসীকে পরিসেবা মূলক ও দরিদ্র পরিবার ভুক্ত স্বনির্ভর গোষ্ঠীগুলিকে জীবিকার তথ্য প্রদান করবে।



মাননীয় মুখ্যমন্ত্রী মমতা বন্দ্যোপাধ্যায়ের অনুপ্রেরণায়
আজ ১৫ই আগস্ট, ২০২৬ তারিখে নিম্নলিখিত পৌরনিগম ও পৌরসভাগুলির মাধ্যমে সূচিত হল

নগর জীবিকা কেন্দ্র



প্রাপ্য পরিষেবা

- ফনির্ভর গোষ্ঠীর জন্য
- ক্রেডিট লিংকজের পরামর্শ
- স্বর্ণ গ্রহণের পরামর্শ
- ব্যবসা সংক্রান্ত তথ্য পরামর্শ
- উৎপাদিত দ্রব্য বিপণনের পরামর্শ
- বিভিন্ন প্রশিক্ষণের তথ্য পরামর্শ
- বিপণী সংক্রান্ত পরামর্শ

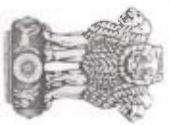
- সাধারণ নাগরিকদের জন্য
- ইলেকট্রিসিয়ান, গ্যাসার, বিউটিসিয়ান, আয়ুর্ষ প্রভৃতি বিভিন্ন ধরনের পরিষেবা
- প্রদানকারীদের তথ্য প্রদান ও অর্থের বিনিময়ে পরিষেবার সুযোগ প্রদান
- প্রশিক্ষণ সংক্রান্ত তথ্য

- প্রাপ্য পরিষেবা/তথ্যের বিস্তারিত তালিকা নগর জীবিকা কেন্দ্রে উপলব্ধ
- নিজ নিজ পৌর নিগম ও পৌরসভার টোল ফ্রিন সফট-এ পেন্সন করে তথ্য সংগ্রহ করুন সকাল ১০টা থেকে বিকাল ৫টার মধ্যে

নিম্নলিখিত পৌরনিগম ও পৌরসভাগুলিতে নগরজীবিকা কেন্দ্রগুলির সূচনা হল

আদালদোল পৌরনিগম	তাম্রলিঙ্গ পৌরসভা	উত্তর দমদম পৌরসভা	নবদ্বীপ পৌরসভা
কুলঙ্গার পৌরসভা	আলিপুরদুয়ার পৌরসভা	মোদিনীপুর পৌরসভা	কামারহাটি পৌরসভা
মধ্যমগ্রাম পৌরসভা	ইংশিনজার পৌরসভা	নৈহাটি পৌরসভা	খড়গপুর পৌরসভা
হালদী টুন্ডা পৌরসভা	কল্যাণী পৌরসভা	উল্লেখ্যাকপুর পৌরসভা	পুকুরিয়া পৌরসভা
হালদিয়া পৌরসভা	বরাসাত পৌরসভা	খাঁড়া পৌরসভা	উত্তরপাড়া কোডং পৌরসভা
ভাটপাড়া পৌরসভা	ব্যারাকপুর পৌরসভা	উল্লেখ্যাকিয়া পৌরসভা	কন্যা পৌরসভা
শ্রীরামপুর পৌরসভা	বসিরহাট পৌরসভা	বহরমপুর পৌরসভা	জলপাইগুড়ি পৌরসভা

পশ্চিমবঙ্গ সরকারের পৌরবিষয়ক দপ্তরের অধীনস্থ রাজ্য নগর জীবিকা মিশন তথ্য সূতা কর্তৃক প্রচারিত



Nagar Jibika Kendra (City Livelihood Centre)... A unique initiative of the Government of West Bengal on the 70th Independence Day

An initiative to ensure that citizens residing in the urban areas are being provided with information related to work, engagement for Self Help Groups, providing information for youth belonging to the subaltern... the Government of West Bengal has incubated an inclusive, contemporary information service and service delivery system.



Inspired by Hon'ble Chief Minister **Mamata Banerjee**

Today, on August 15, 2016 the following Urban Local Bodies will start providing the service of

Nagar Jibika Kendra

In other municipal corporations and CLCs are going to open very soon



Services Offered

For SHGs

- Advice on how to get loan
- Advice related to business products
- Advice on marketing of their products
- Various kinds of training related advice

For the Citizens

- Relevant information to be given regarding various service providers such as Electricians, Beauticians, Ayahs etc.

The service under the Nagar Jibika Kendra (CLC) starts operating under the following Municipal Corporations/Municipalities

Asansol Municipal Corporation	Serampore Municipality	Barrackpore Municipality	Bankura Municipality	Kharagpur Municipality
Krishnanagar Municipality	Tamralipta Municipality	Basirhat Municipality	Uluberia Municipality	Purulia Municipality
Madhyamgram Municipality	Alipurdwar Municipality	North Dum Dum Municipality	Berhampur Municipality	Uttarpara Kotrung Municipality
Hooghly Chinsurah Municipality	Englishbazar Municipality	Medinipur Municipality	Nabadwip Municipality	Bongaon Municipality
Haldia Municipality	Kalyani Municipality	Naihati Municipality	Kamarhati Municipality	Jalpaiguri Municipality
Bhatpara Municipality	Barasat Municipality	North Barrackpore Municipality		

DeendayalAntyodayaYojana-National Urban Livelihood Mission(DAY-NULM)
Ministry of Housing and Urban Poverty Alleviation(MoHUPA)
Social Mobilization and Institution Development(SM& ID)
Detail of established City Livelihood Centre (CLC)

NOTE- PLS. Provide Details of all CLC(s) established fo far.

SR.No.	State	Name of City/ULB	No. of CLC establishe d	Phase	Operational / Approved
1	West Bengal	Krishnagar Municipality	1	1st Phase	Operational
2	West Bengal	Madhyamgram Municipality	1	1st Phase	Operational
3	West Bengal	Hooghly Chinsurah Municipality	1	1st Phase	Operational
4	West Bengal	Haldia Municipality	1	1st Phase	Operational
5	West Bengal	Bhatpara Municipality	1	1st Phase	Operational
6	West Bengal	Serampore Municipality	1	1st Phase	Operational
7	West Bengal	Tamralipta Municipality	1	1st Phase	Operational
8	West Bengal	Alipurduar Municipality	1	1st Phase	Operational
9	West Bengal	Englishbazar Municipality	1	1st Phase	Operational
10	West Bengal	Kalyani Municipality	1	1st Phase	Operational
11	West Bengal	Barasat Municipality	1	1st Phase	Operational
12	West Bengal	Barrackpore Municipality	1	1st Phase	Operational
13	West Bengal	Basirhat Municipality	1	1st Phase	Operational
14	West Bengal	North Dum Dum Municipality	1	1st Phase	Operational
15	West Bengal	Midnapore Municipality	1	1st Phase	Operational
16	West Bengal	Niahati Municipality	1	1st Phase	Operational
17	West Bengal	North Barrackpore Municipality	1	1st Phase	Operational
18	West Bengal	Bankura Municipality	1	1st Phase	Operational
19	West Bengal	Asansole MC	1	1st Phase	Operational
20	West Bengal	Uluberia Municipality	1	1st Phase	Operational
21	West Bengal	Berhampore Municipality	1	1st Phase	Operational

SR.No.	State	Name of City/ULB	No. of CLC establishe d	Phase	Operational / Approved
22	West Bengal	Nabadwip Municipality	1	1st Phase	Operational
23	West Bengal	Kamarhati Municipality	1	1st Phase	Operational
24	West Bengal	Kharagpur Municipality	1	1st Phase	Operational
25	West Bengal	Purulia Municipality	1	1st Phase	Operational
26	West Bengal	Uttarpara Kotrung Municipality	1	1st Phase	Operational
27	West Bengal	Bongaon Municipality	1	1st Phase	Operational
28	West Bengal	Balurghat Municipality	1	1st Phase	Operational
29	West Bengal	Jalpaiguri Municipality	1	1st Phase	Operational
30	West Bengal	Habra Municipality	1	2nd Phase	Operational
31	West Bengal	Halisahar Municipality	1	2nd Phase	Operational
32	West Bengal	Maheshtala Municipality	1	2nd Phase	Operational
33	West Bengal	CoochBehar Municipality	1	2nd Phase	Operational
34	West Bengal	Santipur Municipality	1	2nd Phase	Operational
35	West Bengal	Siliguri Municipal Corporation	1	2nd Phase	Operational
36	West Bengal	Birnagar Municipality	1	2nd Phase	Operational
37	WestBengal	Burdwan Municipality	1	2nd Phase	Operational
38	West Bengal	Kaliyaganj Municipality	1	2nd Phase	Operational
39	West Bengal	Dankuni Municipality	1	2nd Phase	Operational
40	West Bengal	Joynagar Mazilpur Municipality	1	2nd Phase	Operational
41	West Bengal	Jiaganj Azimganj Municipality	1	2nd Phase	Operational
42	West Bengal	Suri Municipality	1	2nd Phase	Operational
43	West Bengal	Kanchrapara Municipality	1	2nd Phase	Approved
44	West Bengal	Chakdaha Municipality	1	2nd Phase	Operational

SR.No.	State	Name of City/ULB	No. of CLC establishe d	Phase	Operational / Approved
45	West Bengal	Mathabhanga Municipality	1	2nd Phase	Operational
46	West Bengal	Kurseong Municipality	1	2nd Phase	Operational
47	West Bengal	Old Malda Municipality	1	2nd Phase	Operational
48	West Bengal	Rajpur Sonarpur Municipality	1	2nd Phase	Operational
49	West Bengal	Bolpur Municipality	1	2nd Phase	Operational
50	West Bengal	Mal Municipality	1	2nd Phase	Operational
51	West Bengal	Coopers Camp Notified Area authority	1	2nd Phase	Operational
52	West Bengal	Islampur Municipality	1	2nd Phase	Operational
53	West Bengal	Dhupguri Municipality	1	2nd Phase	Operational
54	West Bengal	Tufanganj Municipality	1	2nd Phase	Operational
55	West Bengal	Gobordanga Municipality	1	2nd Phase	Operational
56	West Bengal	Ashokenagar-Kalyangarh Municipality	1	2nd Phase	Operational
57	West Bengal	Contai Municipality	1	2nd Phase	Operational
58	West Bengal	Taherpur Municipality	1	2nd Phase	Operational
59	West Bengal	Murshidabad Municipality	1	2nd Phase	Operational
60	West Bengal	Bansberia Municipality	1	3rd Phase	Operational
61	West Bengal	Ranaghat Municipality	1	3rd Phase	Operational
62	West Bengal	Dubrajpur Municipality	1	3rd Phase	Operational

ANNEXTURE:- A

Sl no	Name of ULB	Project Cost (in Rs.)	Amount to be released (in Rs.)
1	Hawrah	1000000	300000
2	Jhargram	999938	299981
3	Konnagar	999803	299941
4	Arambagh	1000000	300000
	Total	3999741	1199922

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-24/2015/1569/58

তারিখ 06-03-18

From : Director, SUDA &
Mission Director, WBSULM

To : The Mayor / Chairman,
..... Municipal Corporation / Municipality / NAA

Subject: Survey on the status of City Livelihood Centres (CLCs) under the DAY-NULM scheme

Dear Madam/Sir,

You may be aware that the City Livelihood Centers (CLCs) under the DAY-NULM scheme are established to bridge the gap between demand and supply of the goods and services produced by the urban poor, and to provide access to information and business support services.

Now, Ministry of Housing and Urban Affairs (MoHUA) wants to conduct a survey on City Livelihood Centres (CLCs) , a questionnaire of which attached.


In view of the above, I would request you to fill up the details of CLC in prescribed survey questionnaire format and send a signed copy to WBSULM within seven days .

It may be treated as most urgent.

Encl : as stated

Thanking you,

Yours faithfully


Director, SUDA
&

Mission Director, WBSULM

National Survey on City Livelihoods Centers (CLC) under DAY-NULM

* Required

Email address *

Your email

This is a required question

Name of the City Livelihoods Center *

Your answer

This is a required question

State *

Your answer

This is a required question

Urban Local Body (ULB) *

Your answer

This is a required question

Name of CLC In-charge/ Manager *

Your answer

This is a required question

Mobile number of CLC In-charge/ Manager(10 digits only) *

Your answer

This is a required question

Email Address of the CLC manager

Your answer

NEXT

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National Survey on City Livelihoods Centers (CLC) under DAY-NULM

* Required

Operations and Management of the CLC

When was the CLC operational?

Date

dd---yyyy

Is CLC registered ?

- ☐ Yes
- ☐ No

If yes under which act/format is the CLC registered?

- ☐ Societies Registration Act, 1860
- ☐ Indian Trusts Act, 1882
- ☐ Cooperative Societies Act, 1912
- ☐ Societies Act, 1973
- ☐ Not registered
- ☐ Other:

Who manages the CLC? *

- ☐ Directly managed by the City Mission Management Unit (CMMU)
- ☐ A Resource Organization (RO)
- ☐ Professional staff recruited for CLC
- ☐ NGO/ non-profit organization
- ☐ Municipal Corporation/ Municipality/ ULB staff on deputation at CLC
- ☐ Managed by City Level Federation (CLF)/ Area Level Federation (ALF)/ Other community organization
- ☐ Other government department or agency
- ☐ Private company/ for-profit organization
- ☐ Other:

What are the roles and responsibilities of CLC Staff? Please specify for each person working at the CLC including - CLC In-charge/ manager, Other managerial staff, Accounts staff, Office assistance/ Clerical staff, Cleaning/ maintenance staff, or any others.

Your answer

What kind of records/logs are maintained by the CLC? *

	Yes	No
Database of Service Providers	<input type="radio"/>	<input type="radio"/>
Database of service seekers/ households/ customers	<input type="radio"/>	<input type="radio"/>
Database of SHGs	<input type="radio"/>	<input type="radio"/>
Visitor log book	<input type="radio"/>	<input type="radio"/>
Attendance Register	<input type="radio"/>	<input type="radio"/>
Accounts ledger	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>
Row 8	<input type="radio"/>	<input type="radio"/>

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National Survey on City Livelihoods Centers (CLC) under DAY-NULM

* Required

Establishment & Facilities at the CLC

What is the land area of the CLC premises? (in sq. ft.)

Your answer

Who owns the CLC premises?

- ☐ Urban Local Body (ULB) (Municipality/ Municipal Corporation)
- ☐ Other Government Agency
- ☐ NGO
- ☐ Other Private Agency

What are the facilities/ equipment/physical infrastructure present at the CLC (select all that apply)? *

	Yes	No
Landline Phone/ Fax	<input type="radio"/>	<input type="radio"/>
Printer/ Scanner/ Xerox	<input type="radio"/>	<input type="radio"/>
Computers for office use	<input type="radio"/>	<input type="radio"/>
Computers for public use	<input type="radio"/>	<input type="radio"/>
Training Equipment/ Tools	<input type="radio"/>	<input type="radio"/>
Production equipment/ Tools	<input type="radio"/>	<input type="radio"/>
Shop/ Showroom for products	<input type="radio"/>	<input type="radio"/>
Information board	<input type="radio"/>	<input type="radio"/>

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National Survey on City Livelihoods Centers (CLC) under DAY-NULM

* Required

Services provided by the CLC

What kind of activities are done at the CLC? (Select all that apply) *

	Yes	No
Maintain a database of local service providers	<input type="radio"/>	<input type="radio"/>
Dedicated phone number for customers to call for services	<input type="radio"/>	<input type="radio"/>
Sale of SHG products through CLC	<input type="radio"/>	<input type="radio"/>
Information about government schemes	<input type="radio"/>	<input type="radio"/>
Support for getting ID documents (Aadhaar, PAN card etc)	<input type="radio"/>	<input type="radio"/>
Space for federation meetings / events/ job melas	<input type="radio"/>	<input type="radio"/>
Training center within CLC	<input type="radio"/>	<input type="radio"/>
Common production center/ Space for enterprises	<input type="radio"/>	<input type="radio"/>
Support for bank linkage/ loan access	<input type="radio"/>	<input type="radio"/>
Marketing support for micro-enterprises	<input type="radio"/>	<input type="radio"/>

Are there any other CLC activities being done which are not listed above?

Your answer

How does the CLC reach out to urban poor beneficiaries? (select all that apply)

- ☐ Through CLC field staff
- ☐ Through Community Organizers (CO)/ Resource Organizations (RO)
- ☐ Through distributing pamphlets/ newspaper adds
- ☐ Through ward Corporators/ Councillors
- ☐ Through Self Help Groups/ Federations/ Community Resource Persons
- ☐ Through a Helpline number
- ☐ Through a mobile app
- ☐ Through wall paintings/ posters/ displaying information at public spaces within the community
- ☐ Through loudspeakers/ any other audio campaign
- ☐ Other:

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National Survey on City Livelihoods Centers (CLC) under DAY-NULM

* Required

Financials of the CLC

What is the total grant amount received by the CLC under DAY-NULM? (in Rs. lakhs) *

Your answer

How has the CLC grant received under DAY-NULM been spent?

- ☐ For capital expenditure - building refurbishment, office equipment, furniture etc
- ☐ For operation and maintenance of the CLC
- ☐ For both capital expenditure and operational expenditure
- ☐ For holding it as a corpus / revolving fund
- ☐ Other:

What was the total establishment cost of the CLC? (in Rupees) *

Your answer

Your answer

Your answer

Your answer

Your answer

Your answer

Your answer

Of the monthly running cost, what is the monthly cost towards utilities (electricity, water, WiFi etc.)? (in Rupees)

Your answer

Of the monthly running cost, what is the total monthly expenditure on salaries of CLC staff? (in Rupees)

Your answer

What was the total expenditure on advertising the CLC, in the last year? (in Rupees)

Your answer

What is the average monthly revenue for the CLC (in Rupees)? *

Your answer

Does the CLC charge a commission for services provided through the CLC?

☐ Yes

☐ No

If yes, how much commission is charged for services (in %)?

Your answer

Does your CLC do direct marketing of SHG products to earn income (through commission) for the CLC?

☐ Yes

☐ No

What was the total income, in the last year, from sale of the SHG products sold through direct marketing by the CLC? (In Rupees)

Your answer

Of the above total income, what was the total commission, in the last year, charged by the CLC on sale of SHG products (if any)? (in Rupees)

Your answer

What are all the sources of revenue for the CLC?

Your answer

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National Survey on City Livelihoods Centers (CLC) under DAY-NULM

* Required

Achievements and Additional Information

What is the total number of service providers registered with the CLC? *

Your answer

List of services offered - *

	Yes	No
Plumbing	<input type="radio"/>	<input type="radio"/>
Electrical Works	<input type="radio"/>	<input type="radio"/>
Repair & Maintenance of household appliances	<input type="radio"/>	<input type="radio"/>
Beauty & Wellness	<input type="radio"/>	<input type="radio"/>
Tailoring	<input type="radio"/>	<input type="radio"/>
Transport	<input type="radio"/>	<input type="radio"/>
Painting	<input type="radio"/>	<input type="radio"/>
Carpentry	<input type="radio"/>	<input type="radio"/>
Cooking/ catering	<input type="radio"/>	<input type="radio"/>
Domestic help	<input type="radio"/>	<input type="radio"/>
Septic Tank Emptying/Sewer Cleaning Works	<input type="radio"/>	<input type="radio"/>

Please list any other services being offered through the CLC that are not mentioned above -

Your answer

How many SHGs have been provided marketing support by the CLC?

Your answer

Is there any additional information about the CLC operations, or achievements that you would like to share? (Please email reports/ case studies on the CLC activities, if any, to Smm. Smid@gmail.com)

Your answer

BACK

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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

তারিখ

From : Director, SUDA &
 Mission Director, WBSULM

To : The Mayor / Chairman,
 Municipal Corporation / Municipality / NAA

Subject: Survey on the status of City Livelihood Centres (CLCs) under the DAY-NULM scheme

Dear Madam/Sir,

You may be aware that the City Livelihood Centers (CLCs) under the DAY-NULM scheme are established to bridge the gap between demand and supply of the goods and services produced by the urban poor, and to provide access to information and business support services.

Now, Ministry of Housing and Urban Affairs (MoHUA) wants to capture necessary data about operations of CLCs and inform policy decisions, a survey questionnaire has been designed.

Conduct a survey on city Livelihood Centres, a questionnaire of which is attached
 In view of the above, I would request you to filled up the details of CLC in prescribed survey questionnaire format and send a signed copy to wbsulm by the week positively. *within seven days*

It may be treated as most urgent.

Encl : as stated

Thanking you,

Yours faithfully

SUDA
 Director, SUDA
 &

Mission Director, WBSULM

DeendayalAntyodayaYojana-National Urban Livelihood Mission(DAY-NULM)

Ministry of Housing and Urban Poverty Alleviation(MoHUPA)

Social Mobilization and Institution Development(SM& ID)

Detail of established City Livelihood Centre (CLC)

NOTE- PLS. Provide Details of all CLC(s) established fo far.

SR.No	State	Name of City/ULB	No. of CLC establishe	Phase	Operational
1	West Bengal	Krishnagar Municipality	1	1st Phase	Operational
2	West Bengal	Madhyamgram Municipality	1	1st Phase	Operational
3	West Bengal	Hooghly Chinsurah Municipality	1	1st Phase	Operational
4	West Bengal	Haldia Municipality	1	1st Phase	Operational
5	West Bengal	Bhatpara Municipality	1	1st Phase	Operational
6	West Bengal	Serampore Municipality	1	1st Phase	Operational
7	West Bengal	Tamralipta Municipality	1	1st Phase	Operational
8	West Bengal	Alipurduar Municipality	1	1st Phase	Operational
9	West Bengal	Englishbazar Municipality	1	1st Phase	Operational
10	West Bengal	Kalyani Municipality	1	1st Phase	Operational
11	West Bengal	Barasat Municipality	1	1st Phase	Operational
12	West Bengal	Barrackpore Municipality	1	1st Phase	Operational
13	West Bengal	Basirhat Municipality	1	1st Phase	Operational

DeendayalAntyodayaYojana-National Urban Livelihood Mission(DAY-NULM)

Ministry of Housing and Urban Poverty Alleviation(MoHUPA)

Social Mobilization and Institution Development(SM& ID)

Detail of established City Livelihood Centre (CLC)

NOTE- PLS. Provide Details of all CLC(s) established fo far.

SR.No	State	Name of City/ULB	No. of CLC establishe	Phase	Operational
14	West Bengal	North Dum Dum Municipality	1	1st Phase	Operational
15	West Bengal	Midnapore Municipality	1	1st Phase	Operational
16	West Bengal	Niahati Municipality	1	1st Phase	Operational
17	West Bengal	North Barrackpore Municipality	1	1st Phase	Operational
18	West Bengal	Bankura Municipality	1	1st Phase	Operational
19	West Bengal	Asansole MC	1	1st Phase	Operational
20	West Bengal	Uluberia Municipality	1	1st Phase	Operational
21	West Bengal	Berhampore Municipality	1	1st Phase	Operational
22	West Bengal	Nabadwip Municipality	1	1st Phase	Operational
23	West Bengal	Kamarhati Municipality	1	1st Phase	Operational
24	West Bengal	Kharagpur Municipality	1	1st Phase	Operational
25	West Bengal	Purulia Municipality	1	1st Phase	Operational
26	West Bengal	Uttarpara Kotrung Municipality	1	1st Phase	Operational

DeendayalAntyodayaYojana-National Urban Livelihood Mission(DAY-NULM)

Ministry of Housing and Urban Poverty Alleviation(MoHUPA)

Social Mobilization and Institution Development(SM& ID)

Detail of established City Livelihood Centre (CLC)

NOTE- PLS. Provide Details of all CLC(s) established fo far.

SR.No	State	Name of City/ULB	No. of CLC establishe	Phase	Operational
27	West Bengal	Bongaon Municipality	1	1st Phase	Operational
28	West Bengal	Balurghat Municipality	1	1st Phase	Operational
29	West Bengal	Jalpaiguri Municipality	1	1st Phase	Operational
30	West Bengal	Habra Municipality	1	2nd Phase	Operational
31	West Bengal	Halisahar Municipality	1	2nd Phase	Operational
32	West Bengal	Maheshtala Municipality	1	2nd Phase	Operational
33	West Bengal	CoochBehar Municipality	1	2nd Phase	Operational
34	West Bengal	Santipur Municipality	1	2nd Phase	Operational
35	West Bengal	Siliguri Municipal Corporation	1	2nd Phase	Operational
36	West Bengal	Birnagar Municipality	1	2nd Phase	Operational
37	West Bengal	Burdwan Municipality	1	2nd Phase	Operational
38	West Bengal	Kaliyaganj Municipality	1	2nd Phase	Operational
39	West Bengal	Dankuni Municipality	1	2nd Phase	Operational

DeendayalAntyodayaYojana-National Urban Livelihood Mission(DAY-NULM)

Ministry of Housing and Urban Poverty Alleviation(MoHUPA)

Social Mobilization and Institution Development(SM& ID)

Detail of established City Livelihood Centre (CLC)

NOTE- PLS. Provide Details of all CLC(s) established fo far.

SR.No	State	Name of City/ULB	No. of CLC establishe	Phase	Operational
40	West Bengal	Joynagar Mazilpur Municipality	1	2nd Phase	Operational
41	West Bengal	Jiaganj Azimganj Municipality	1	2nd Phase	Operational
42	West Bengal	Suri Municipality	1	2nd Phase	Operational
43	West Bengal	Chakdaha Municipality	1	2nd Phase	Operational
44	West Bengal	Mathabhanga Municipality	1	2nd Phase	Operational
45	West Bengal	Kurseong Municipality	1	2nd Phase	Operational
46	West Bengal	Old Malda Municipality	1	2nd Phase	Operational
47	West Bengal	Rajpur Sonarpur Municipality	1	2nd Phase	Operational
48	West Bengal	Bolpur Municipality	1	2nd Phase	Operational
49	West Bengal	Mal Municipality	1	2nd Phase	Operational
50	West Bengal	Coopers Camp Notified Area authority	1	2nd Phase	Operational
51	West Bengal	Islampur Municipality	1	2nd Phase	Operational
52	West Bengal	Dhupguri Municipality	1	2nd Phase	Operational

DeendayalAntyodayaYojana-National Urban Livelihood Mission(DAY-NULM)

Ministry of Housing and Urban Poverty Alleviation(MoHUPA)

Social Mobilization and Institution Development(SM& ID)

Detail of established City Livelihood Centre (CLC)

NOTE- PLS. Provide Details of all CLC(s) established fo far.

SR.No	State	Name of City/ULB	No. of CLC establishe	Phase	Operational
53	West Bengal	Tufanganj Municipality	1	2nd Phase	Operational
54	West Bengal	Gobordanga Municipality	1	2nd Phase	Operational
55	West Bengal	Ashokenagar-Kalyangarh Municipality	1	2nd Phase	Operational
56	West Bengal	Contai Municipality	1	2nd Phase	Operational
57	West Bengal	Taherpur Municipality	1	2nd Phase	Operational
58	West Bengal	Murshidabad Municipality	1	2nd Phase	Operational

9/2018

Survey on the status of City Livelihood Centres (CLCs) under the DAY-NULM scheme - wbsulm@gmail.com - Gmail

To: State Mission Directors (All States/UTs), SMID SMMs (All States), and CLC Managers (All States)

Subject: Survey on the status of City Livelihood Centres (CLCs) under the DAY-NULM scheme

Dear Madam/Sir,

The City Livelihood Centers (CLCs) under the DAY-NULM scheme of the Ministry of Housing and Urban Affairs (MoHUA) are established to bridge the gap between demand and supply of the goods and services produced by the urban poor, and to provide access to information and business support services.

In order to capture necessary data about operations of CLCs and inform policy decisions, a survey questionnaire has been designed. The questionnaire should be answered by the person responsible for day to day operations and management of the CLC i.e. the CLC manager.

The Mission Directors and SMMs of all States are requested to kindly disseminate the online survey, via the google form link provided below, and to ensure that all CLCs in their State respond to the survey, latest by January 10th 2018.

To respond to the CLC survey form, please click on the following link - <https://goo.gl/forms/nlujhyytfeFVz4i2>

In case you have any questions regarding the above, kindly contact the undersigned.

Thanking you,

Best Regards

—
Kriti Mittal

Mobile: +91 9873712806
Email: kriti.umcasia.org

Senior Manager
Technical Support Unit - NULM
Ministry of Housing & Urban Affairs
Nirman Bhawan, New Delhi 110011

Gmail

COMPOSE

Inbox (230)

Starred

Sent Mail

Drafts (174)

29 CLC Inauguration

CBT Appraisal

CLC 3rd Phase

CLC Report

CLSC Meeting

ESTP

ESTP Placement

ESTP PROPOSA...

Executive Committ...

Director

Tarakeswar Municipi
Let's chat on Hangouts

Survey on the status of City Livelihood Centres (CLCs) under the DAY-NULM scheme

Inbox x

63 of 7,916

Pratosh Karbhari <pratosh@umcsa.org>
to smm.smid, me

Jan 22 (7 days ago)

Dear Ms. Soma,

Thanks a lot for your response. I am forwarding you the original email which was sent earlier on 27th December, 2017. We request you to ensure all CLCs to submit this questionnaire as early as possible (before 25th January 2017).

To: State Mission Directors (All States/UTs), SMID SMMs (All States), and CLC Managers (All States)

Subject: Survey on the status of City Livelihood Centres (CLCs) under the DAY-NULM scheme

Dear Madam/Sir,

The City Livelihood Centers (CLCs) under the DAY-NULM scheme of the Ministry of Housing and Urban Affairs (MoHUA) are established to bridge the gap between demand and supply of the goods and services produced by the urban poor, and to provide access to information and business support services.

In order to capture necessary data about operations of CLCs and inform policy decisions, a survey questionnaire has been designed. The questionnaire should be answered by the person responsible for day to day operations and management of the CLC i.e. the CLC manager.

The Mission Directors and SMMs of all States are requested to kindly disseminate the online survey, via the google form link provided below, and to ensure that all CLCs in their State respond to the survey, latest by January 19th, 2018.

To respond to the CLC survey form, please click on the following link - <https://goo.gl/forms/n4jny1teFVz4t2>

In case you have any questions regarding the above, kindly contact the undersigned.

Pratosh Karbhari <pratosh@umcasia.org> Jan 22 (7 days ago)

to smm.smid, me

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Thanks a lot for your response. I am forwarding you the original email which was sent earlier on 27th December, 2017. We request you to ensure all CLCs to submit this questionnaire as early as possible (before 25th January 2017).

To: State Mission Directors (All States/UTs), SMID SMMs (All States), and CLC Managers (All States)

Subject: Survey on the status of City Livelihood Centres (CLCs) under the DAY-NULM scheme

Dear Madam/Sir,

The City Livelihood Centers (CLCs) under the DAY-NULM scheme of the Ministry of Housing and Urban Affairs (MoHUA) are established to bridge the gap between demand and supply of the goods and services produced by the urban poor, and to provide access to information and business support services.

In order to capture necessary data about operations of CLCs and inform policy decisions, a survey questionnaire has been designed. The questionnaire should be answered by the person responsible for day to day operations and management of the CLC i.e. the CLC manager.

The Mission Directors and SMMs of all States are requested to kindly disseminate the online survey, via the google form link provided below, and to ensure that all CLCs in their State respond to the survey, latest by January 10th 2018.

To respond to the CLC survey form, please click on the following link - <https://goo.gl/forms/nlujhvytfeFVz4i2>

In case you have any questions regarding the above, kindly contact the undersigned.

Thanking you,

Best Regards

Kriti Mittal

Mobile: +91 9873712806

Email: kriti.umcasia.org

Senior Manager
Technical Support Unit - NULM
Ministry of Housing & Urban Affairs
Nirman Bhawan, New Delhi 110011

Thanks & Regards,

Pratosh,

9099662383

Email pratosh@umcasia.org

Technical Support Unit - NULM

Ministry of Housing & Urban Affairs

Nirman Bhawan, New Delhi 110011

National Survey on City Livelihoods
Centers (CLC) under DAY-NULM

* Required

Email address *

Your email

Name of the City Livelihoods Center *

Your answer

State *

Your answer

Urban Local Body (ULB) *

Your answer

Name of CLC In-charge/ Manager *

Your answer

Mobile number of CLC In-charge/ Manager(10 digits only) *

Your answer

Email Address of the CLC manager

clc

Gmail

Move to inbox

More

CLC (10/21)

CLC Status in the State

Inbox x

Inbox (76)

Starred

Sent Mail

Drafts (16)

29 CLC Inauguration

CBT-Appraisal

CLC Report

CLSC Meeting

ESTP

ESTP Placement

ESTP PROPOSAL...

Executive Committ...

IEC Activities unde...

IEC Feeds-Case

Junk E-mail

MAS Group Data

MIS DEO

MIS Questions



Director



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Tarakeswar Muni...

Sent a message



Alipur Dwar

Alipur wants to chat on H

14.24 GB (94%) of 15 GB used
[Manage](#)

[Terms](#) -

Aashka Soni <aashka@umcasia.org>

to me

Dear Ashok ji,

In continuation to our discussion on call, kindly send me the list of approved and operational CLCs in We high/better performing CLCs or any other good practices, kindly send a note on that too.

Also, the ministry has sent a self assessment form for CB&T on 11th Oct to be disseminated in the state.

—

Thanks & Regards,

Aashka Soni | Project Associate
Urban Management Centre,
Technical Support Unit, NULM,
Ministry of Housing and Urban Affairs,
GoI- New Delhi
M: +91 903 307 7723

DeendayalAntyodayaYojana-National Urban Livelihood Mission(DAY-NULM)
Ministry of Housing and Urban Poverty Alleviation(MoHUPA)
Social Mobilization and Institution Development(SM& ID)
Detail of established City Livelihood Centre (CLC)

NOTE- PLS. Provide Details of all CLC(s) established to far.

SR.No	State	Name of City/ULB	No. of CLC established	Phase	Operational / Approved	Name (CLC Incharge/Manager) & Toll Free No
1	West Bengal	Krishnagar Municipality	1	1st Phase	Operational	Debraj Biswas, Mahadeb Biswas Toll Free - 18003453298
2	West Bengal	Madhyamgram Municipality	1	1st Phase	Operational	1. KAKALI ROY- MANAGER- 2. SWAPNA DUTTA-OFFICE ASSISTANT-Toll Free - 18003455180
3	West Bengal	Hooghly Chinsurah Municipality	1	1st Phase	Operational	SANJIB PAUL-CO, DIBYENDU BANERJEE-CO , (tollfree)- 18003455190
4	West Bengal	Haldia Municipality	1	1st Phase	Operational	Biswajit Chakraborty, Toll Free - 18003453283
5	West Bengal	Bhatpara Municipality	1	1st Phase	Operational	Sima Shaw Toll Free - 18002452082
6	West Bengal	Serampore Municipality	1	1st Phase	Operational	TANIA HORE-Manager - Skills, Micro Enterprises, MIS & ME, SANJIB DAS - CLC ATTENDANT Toll Free - 18003455194
7	West Bengal	Tamralipta Municipality	1	1st Phase	Operational	RAM PRASHAD BANERJEE, SANKAR PANDA, DEBASHIS PATTANAVYAK, (TEMPURARILY ABSORB) Toll Free - 18003453281
8	West Bengal	Alipurduar Municipality	1	1st Phase	Operational	Ranita Das; Toll Free - 18003453240
9	West Bengal	Englishbazar Municipality	1	1st Phase	Operational	SABANA KHATUN, MOB- Toll Free - 18003453285
10	West Bengal	Kalyani Municipality	1	1st Phase	Operational	SAIMON DAS - Toll Free - 18003455184
11	West Bengal	Barasat Municipality	1	1st Phase	Operational	Mrs. Supriya Basu - Toll Free - 18003455185
12	West Bengal	Barrackpore Municipality	1	1st Phase	Operational	SREEMANA DAS , Toll Free - 18003455187

SR.No	State	Name of City/ULB	No. of CLC established	Phase	Operational / Approved	Name (CLC Incharge/Manager) & Toll Free No
13	West Bengal	Basirhat Municipality	1	1st Phase	Operational	Toll Free - 18003453290
14	West Bengal	North Dum Dum Municipality	1	1st Phase	Operational	Dibyendu Das, Toll Free - 18003455182
15	West Bengal	Midnapore Municipality	1	1st Phase	Operational	SARMISTHA DATTA-Manager – SD & I, DEBOJIT SANTRA- MANAGER Toll Free - 18003453284
16	West Bengal	Niahati Municipality	1	1st Phase	Operational	Rizwan Ahmad Ansari, Toll Free - 18003455186
17	West Bengal	North Barrackpore Municipality	1	1st Phase	Operational	Debanjan Dutta
18	West Bengal	Bankura Municipality	1	1st Phase	Operational	Mrs. Tanushri Sindal, CLC-NULM (Bankura Municipality)
19	West Bengal	Asansole MC	1	1st Phase	Operational	Toll Free - 18003453296
20	West Bengal	Uluberia Municipality	1	1st Phase	Operational	Manager (SD & I) : Toll free no.1800-345-5196
21	West Bengal	Berhampore Municipality	1	1st Phase	Operational	Toll Free - 18003453205
22	West Bengal	Nabadwip Municipality	1	1st Phase	Operational	Mr. Sohan Mukherjee Smt Baisakhi Ghosh
23	West Bengal	Kamarhati Municipality	1	1st Phase	Operational	Indranil Bose Toll Free - 18003455195
24	West Bengal	Kharagpur Municipality	1	1st Phase	Operational	VIKASH BAHADUR SONAR- MANAGER, RAJKUMAR DAS- MULTI TASKING HELPER Toll Free - 18003453289
25	West Bengal	Purulia Municipality	1	1st Phase	Operational	Manoj Adhikary (C.O) Toll Free - 18003453288
26	West Bengal	Uttarpara Kotrung Municipality	1	1st Phase	Operational	Sima Paik Subhajit Saha Toll Free - 18003455188
27	West Bengal	Bongaon Municipality	1	1st Phase	Operational	MRINMOY DAS, Toll Free- 18003453294
28	West Bengal	Balurghat Municipality	1	1st Phase	Operational	Jagannath Shil (Incharge)

SR.No	State	Name of City/ULB	No. of CLC established	Phase	Operational / Approved	Name (CLC Incharge/Manager) & Toll Free No
29	West Bengal	Jalpaiguri Municipality	1	1st Phase	Operational	Tanushree Barman Toll Free - 18003453292
30	West Bengal	Habra Municipality	1	2nd Phase	Operational	ABIN BANERJEE- MOUMITA NATH
31	West Bengal	Halisahar Municipality	1	2nd Phase	Operational	Piyali Tarafder
32	West Bengal	Maheshtala Municipality	1	2nd Phase	Operational	Toll Free No - 18003455198
33	West Bengal	CoochBehar Municipality	1	2nd Phase	Operational	Smt. Anamika Debnath - Manager SD & I (Incharge)
34	West Bengal	Santipur Municipality	1	2nd Phase	Operational	Jayanta Pal & Mobile No. Toll Free No - 18003453303
35	West Bengal	Siliguri Municipal Corporation	1	2nd Phase	Operational	NA
36	West Bengal	Birnagar Municipality	1	2nd Phase	Operational	Prosanta Dutta, Manager. Toll free No. 18003453302
37	West Bengal	Burdwan Municipality	1	2nd Phase	Operational	Jharna Bhattacharjee& Toll free No-18003453309
38	West Bengal	Kaliyaganj Municipality	1	2nd Phase	Operational	NA
39	West Bengal	Dankuni Municipality	1	2nd Phase	Operational	AWAL HOSSEN MOLLA
40	West Bengal	Joy nagar Mazilpur	1	2nd Phase	Operational	Shekhar Roy Toll Free No - 18003453314
41	West Bengal	Jiaganj Azimganj Municipality	1	2nd Phase	Operational	GOURI YADAV, Alo Das Toll Free No - 18003453304
42	West Bengal	Suri Municipality	1	2nd Phase	Operational	
43	West Bengal	Kanchrapara Municipality	1	2nd Phase	Operational	Abir Majumder , Sanchita Sengupta
44	West Bengal	Chakdaha Municipality	1	2nd Phase	Operational	Sonali Chatterjee Toll Free No - 180034 53299
45	West Bengal	Mathabhanga Municipality	1	2nd Phase	Operational	Probir Kr. Saha Toll Free No - 03583-255009
46	West Bengal	Kurseong Municipality	1	2nd Phase	Operational	Sri S Katwal
47	West Bengal	Old Malda Municipality	1	2nd Phase	Operational	Swantana Banerjee

SR.No	State	Name of City/ULB	No. of CLC established	Phase	Operational / Approved	Name (CLC Incharge/Manager) & Toll Free No
48	West Bengal	Rajpur Sonarpur Municipality	1	2nd Phase	Operational	
49	West Bengal	Bolpur Municipality	1	2nd Phase	Operational	
50	West Bengal	Mal Municipality	1	2nd Phase	Operational	1. Snigdha Chandan Das, Manager, 2. Minmoy Banerjee, DEO 18003451808 Toll Free No-
51	West Bengal	Coopers Camp Notified Area authority	1	2nd Phase	Operational	
52	West Bengal	Islampur Municipality	1	2nd Phase	Operational	
53	West Bengal	Dhupguri Municipality	1	2nd Phase	Operational	Bhaskar Goon. Manager-CLC, Toll Free No- 18003453306
54	West Bengal	Tufanganj Municipality	1	2nd Phase	Operational	Milan Barman Raftkul Islam
55	West Bengal	Gobordanga Municipality	1	2nd Phase	Operational	Sanjib kr. Dey
56	West Bengal	Ashokenagar-Kalyangarh Municipality	1	2nd Phase	Operational	Arnab Talukdar Toll Free No. Applied
57	West Bengal	Contai Municipality	1	2nd Phase	Operational	Rabisankar Mondal, Rajib Jana, Toll Free No - 18003453305
58	West Bengal	Taherpur Municipality	1	2nd Phase	Operational	1. Bitthika Chakraborty 2. Ranjit Chandra, Toll Free No- 18003453297
59	West Bengal	Murshidabad Municipality	1	2nd Phase	Operational	Biswanath Das, Prokash Roy. Toll Free No - 18003453308
60	West Bengal	Sonamukhi Municipality	1	2nd Phase	Operational	Somnath Sarkar, Partha Dutta
61	West Bengal	Baduria Municipality	1	3rd Phase	Approved	

SR.No	State	Name of City/ULB	No. of CLC established	Phase	Operational / Approved	Name (CLC Incharge/Manager) & Toll Free No
62	West Bengal	Baidyabati Municipality	1	3rd Phase	Approved	
63	West Bengal	Bansberia Municipality	1	3rd Phase	Approved	
64	West Bengal	Baranagar Municipality	1	3rd Phase	Approved	
65	West Bengal	Beldanga Municipality	1	3rd Phase	Approved	
66	West Bengal	Bhadreswar Municipality	1	3rd Phase	Approved	
67	West Bengal	Chandernagore MC	1	3rd Phase	Approved	
68	West Bengal	Dainhat Municipality	1	3rd Phase	Approved	
69	West Bengal	Dhulia Municipality	1	3rd Phase	Approved	
70	West Bengal	Dinhata Municipality	1	3rd Phase	Approved	
71	West Bengal	Dubrajpur Municipality	1	3rd Phase	Approved	
72	West Bengal	Dum Dum Municipality	1	3rd Phase	Approved	
73	West Bengal	Egra Municipality	1	3rd Phase	Approved	
74	West Bengal	Haldibari Municipality	1	3rd Phase	Approved	
75	West Bengal	New Barrackpore Municipality	1	3rd Phase	Approved	
76	West Bengal	Raiganj Municipality	1	3rd Phase	Approved	
77	West Bengal	Ranaghat Municipality	1	3rd Phase	Approved	

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

তারিখ

From: - Addl. Director, SUDA &
 Addl. Mission Director, WBSULM

To: - The Chairman

..... Midnapore Municipality.

Subject :- Orientation Programme of Service Providers of CLC under DAY-NULM

Sir,

You may be aware that ~~Banks~~ City Livelihood Centre (CLC) is ^a ~~the~~ major Sub-Component ^{under} ~~Under~~ DAY-NULM . Service Providers plays a key role in the City Livelihood Centres (CLC). So , an orientation programme may be organised at your municipality .

In view of the above, the under signed is willing to conduct ^{an} ~~an~~ orientation programme on CLC under DAY-NULM is proposed to be organised for all Service ^{at} ~~at~~ your ULB on 10/07/2017 at 2.30 PM.

In this regard, you are requested to ^{organise} ~~conduct~~ the said programme in your ULB. ^{the} ~~An~~ Amount Rs.50/- ^{per} ~~per~~ participants will be ^{utilised} ~~paid~~ for programme expense .

Yours faithfully,

Addl. Director, SUDA
 &
 Addl. Mission Director, 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

SUDA- ৩৭/২০১৫/৪২৭(২৭)

.05.2017

ক্রমিক নং

তারিখ

From : Addl. Director, SUDA &
Addl. Mission Director, WBSULM

To : The Mayor/ Chairman,
Asansol MC/ Krishnagar/ Madhyamgram/ Hooghly-Chinsurah/ Haldia/
Bhatpara/ Serampore/ Tamralipta/ Alipurduar/ English Bazar/ Kalyani/
Barasat/ Barrackpore/ Basirhat/ North Dum Dum/ Medinipur/ Naihati/
Bankura/ Berhampore/ Nabadwip/ Purulia/ Uttarpara-kotrung/ Bongaon/
Jalpaiguri/ North Barrackpore/ Kharagpur/ Uluberia/ Kamarhati/ Balurghat
Municipality,

District :

Sir,

We have released 1st & 2nd instalment for meeting the fixed cost & Recurring Cost of City Livelihood centre (CLCs) which is working in the jurisdiction of your ULB. The details of fund enclosed here.

You are requested to submit the Utilization Certificate (UC) along with the statement of expenditure by 7/06/17 for further release of fund.

Enclo : as stated

Yours faithfully,


Addl. Director, SUDA
&

Addl. 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

Sl No	Name of ULB	Project Cost	1st installment 30%	2nd installment 40%	Total
1	Krishnanagar	Rs. 999800	Rs. 299940	Rs. 399920	Rs. 699860
2	Madhamgram	Rs. 970175	Rs. 291052	Rs. 388070	Rs. 679122
3	Hoogly	Rs. 916250	Rs. 274875	Rs. 366520	Rs. 641395
4	Haldia	Rs. 999524	Rs. 299857	Rs. 399810	Rs. 699667
5	Bhatpara	Rs. 999937	Rs. 299981	Rs. 399975	Rs. 699956
6	Serampore	Rs. 972062	Rs. 291619	Rs. 388824	Rs. 680443
7	Tamralipta	Rs. 999675	Rs. 299902	Rs. 399871	Rs. 699773
8	Alipurduar	Rs. 1000000	Rs. 300000	Rs. 400000	Rs. 700000
9	English Bazar	Rs. 1000000	Rs. 300000	Rs. 400000	Rs. 700000
10	kalyani	Rs. 997800	Rs. 299340	Rs. 399120	Rs. 698460
11	Barasat	Rs. 999625	Rs. 299887.5	Rs. 399850	Rs. 699737.5
12	Barracpore	Rs. 994748	Rs. 298424.4	Rs. 397899.2	Rs. 696323.6
13	Basirhat	Rs. 869425	Rs. 260827.5	Rs. 347770	Rs. 608597.5
14	North Dum Dum	Rs. 995750	Rs. 298725	Rs. 398300	Rs. 697025
15	Medinipur	Rs. 989500	Rs. 296850	Rs. 395800	Rs. 692650
16	Naihati	Rs. 1000000	Rs. 300000	Rs. 400000	Rs. 700000
17	Bankura	Rs.996800	Rs.299040	Rs.398720	Rs. 697760
18	Asansole MC	Rs.999973	Rs.299991.9	Rs.399989.2	Rs. 699981.1
19	Berhampore	Rs.998800	Rs.299640	Rs.399520	Rs. 699160
20	Nabadwip	Rs.800000	Rs.240000	Rs.320000	Rs. 560000
21	Purulia	Rs.999800	Rs.299940	Rs.399920	Rs. 699860
22	Uttarpara Kotrung	Rs.1000000	Rs.300000	Rs.400000	Rs. 700000
23	Bongaon	Rs.999850	Rs.299955	Rs.399940	Rs. 699669.6
24	Jalpaiguri	Rs.999528	Rs.299858.4	Rs.399811.2	Rs. 699669.6
25	North Barracpore	Rs.1000000	Rs.300000	Rs.400000	Rs. 700000
26	Kharagpore	Rs.1000000	Rs.300000	Rs.400000	Rs. 700000
27	Uluberia	Rs.1000000	Rs.300000	Rs.400000	Rs. 700000
28	kamarhati	Rs.1000000	Rs.300000	Rs.400000	Rs. 700000
29	Balurghat	Rs.1000000	Rs.300000	Rs.400000	Rs. 700000

ESTD.-1879

In reply, please quote the
No. & Date of this letter

Phone: 2344286/2344527

Fax: (0354)-2344286

**OFFICE OF THE ADMINISTRATOR
KURSEONG MUNICIPALITY
KURSEONG**

FROM,

Shri Chhabi Bhattacharjee
Executive Officer & CPO DAY- NULM
Kurseong Municipality
Kurseong

TO

Director, SUDA &
Mission Director, WBSULM
ILLGUS Bhawan
Sector-III, H.C block
Kolkata- 700106

Memo No. 233 /M/DAY-NULM/17

Dated, Kurseong the 17/03/17.

Subject:- Functioning of CLC under Community Development Society-I

Sir

This is to state you that, the work towards inauguration of Kurseong City Livelihood Centre is in full swing and in two weeks time we will be ready with our inauguration.

In this connection, Kurseong Municipality has also decided to involve the Community Development Society-I fully qualified to discharge day to day operation and functioning of the City Livelihood Centre. Further Kurseong Municipality and Community Development society-I have come into an agreement in the form of Memorandum of Understanding (MoU) as per format provided by your office.

Kindly find enclosed a copy of MoU for your necessary information.

Enclosed:

1. MoU between Kurseong Municipality & Community Development Society.

Thanking You,

Yours Faithfully

Executive officer
Kurseong Municipality



पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL

05AB 216961

Memorandum of Understanding (MoU)
for CLC under DAY-NULM

This MoU is entered on this 6th February 2017 between **Community Development Society-I** (to be read as CDS-I) having its registered office at Ward No VIII, Dowhill Road, P.S – Kurseong District – Darjeeling represented by Smt. Shilu Pradhan, Secretary CDS-I

And

Kurseong Municipality with its office at 13 Dowhill Road P.S Kurseong District Darjeeling represented by Sri Chhabi Bhattacharjee, Executive Officer, Kurseong Municipality

892
No. Dated: 21/4/17
Sold to C.S. 188
Rs. Certified that having no single stamps of
Rs.
One stamp of Rs. One stamp of Rs.
One stamp of Rs. into
S.K. Pradhan
Licensed Stamp Vendor - Kurseong.

1. BACKGROUND & INTENT:

The purpose of this MoU is to engage an organisation/agency to maintain, supervise and manage the City Livelihood Centre (CLC) set up under DAY-NULM at that shall act as a bridge between then sellers of goods / services produced by the urban poor and their potential buyers.

CLC as one of the key sub-components of DAY-NULM has the following objectives.

- i. To find a viable market for different marketable goods and services produced by the urban poor like khada, handicrafts, utility services e.g aaya,carpenter,masioner and so on
- ii. To provide business information and business support services to the urban poor as and when needed by them with respect to counseling, promotion and marketing.
- iii. To act as information dissemination centre in respect of skill training, bank credit, social security benefits etc available to the urban poor under different government & other programmes;
- iv. To provide space & other facilities necessary to the institutes/organisations willing to conduct skill training programmes / seminars / meetings /sensitization programmes at the ULB;
- v. To extend all types of assistance to the urban poor required to access bank loans such as preparation of project proposals, registration of business units, obtaining of trade license, other accounting and legal support wherever necessary ;
- vi. To liaise with local banks & work in tandem with them for achieving the objective of financial inclusion;
- vii. To assist banks in recovery of loans wherever warranted

2. NATURE OF CLC:

CLC shall be set up as a permanent service providing centre providing a gamut of fee based services to all residents of the area or in the neighbourhood by engaging the local urban poor with an aim to generate sustainable livelihoods. For financial sustainability of the CLC, the organisation / Agency managing the centre shall focus on delivery of services for which there are local needs and for which the local urban poor either possess necessary skill sets or likely to acquire skill in the near future. It shall be the sole prerogative of Kurseong Municipality to take final decision on the spectrum of services that shall be rendered by CLC.

3. SCOPE OF WORK:

Community Development Society -I shall be responsible for operation and maintenance of the CLC located at 13 Dowhill Road , Kurseong Municipal Office

4. OBLIGATIONS OF THE PARTIES:

A. **Kurseong Municipality)** shall provide necessary infrastructure for setting up the CLC and hand over the same to **CDS-I** in a condition befitting for its use as CLC.

CDS-I shall hold usufructuary rights to the building and shall have authority to utilise it for carrying out approved set of functions of the CLC.

B. **CDS-I** shall be responsible for delivery of a myriad of services, an indicative list of which is stated under.

- i. Enrolment for UID / Aadhar Card etc.
- ii. Provide information on different social welfare schemes targeted at the urban poor and strive to bring as many poor people as possible under different Government schemes like NULM. IGNOAPS , NFS and other NSAP Programmes
- iii. Disseminate information on type of available employment opportunities in different sectors and provide information on training courses scheduled to be held at the Municipal Corporation / Municipality under NULM & other Government programmes;
- iv. Arrange marketing of goods and services like utility services (aaya, carpenter, maid services) produced by the urban poor who have registered themselves with the CLC;
- v. Facilitate finding of suitable jobs for the urban poor matching with their skills through linkages with industries and their associations in the area;

F. MAINTENANCE OF BOOKS & RECORDS:

The following books/registers shall be maintained by CDS-I for the concerned CLC.

- i. Asset Inventory Book
- ii. Accounts Register / Cash Book to monitor day to day expenditure & receipts
- iii. Detailed profile of service providers
- iv. Service calls received register
- v. Personnel Register with Salary Payment Details
- vi. Management Committee Meeting Register
- vii. House Keeping & Maintenance Register
- vii. Complaint and Suggestion Register

G. COMMENCEMENT OF WORK:

The CDS-I shall prepare and submit a detailed work plan to the City Mission Management Unit of the Kurseong Municipality prior to commencement of work.

CDS-I shall finally commence work only after work plan is approved by Kurseong Municipality fully complying with the conditions laid down therein, if any.

4. COMPENSATION:

For Operation & Maintenance of the CLC an amount of Rs.702000/ per annum shall be Transferred to CDS-I account. . The expenditure shall be incurred by CDS-I under the following permissible heads.

Annual Administrative cost	Includes expenditure for electricity and other misc. expenses
Annual Servicing Cost	Includes cost of upkeep, maintenance, replenishment of office stationery, petty repairs etc.
Staff Salary(Recurring Expenses)	Includes one full-time manager & one multi-task helper

A. Terms of Payment shall be as under:

- i. Payment shall be made on quarterly basis;
- ii. ULB/CMMU shall release first instalment of fund soon after CLC commences operations. Subsequent payments shall be released on submission of satisfactory performance report by the CLC Management Committee (CMC) in respect of work in progress and on submission of statement of expenditure by the organisation/Agency duly certified by CMC.

- vi. Facilitate registration & licensing and providing accounting and other legal support to the local urban poor for establishing and operating micro enterprises set up by them;
- vii. Obtain work orders for Annual Maintenance Contracts from municipality / housing associations / other organisations for services viz. plumbing, electricity, carpentry, solid waste management, maintenance of street lights, gardens etc.
- viii. Service electricity bills, property bills etc. to the households on commission basis;
- ix. Liaise with local banks for opening Saving Bank Accounts (BSBA) of the poor
- x. Assist in recovery of bank loans whenever required;
- xi. Tie up with malls or retail outlets for placing basic housekeeping staff or data-entry operators in such units / companies etc. CLCs may charge placement fee from industries / companies, industry associations, etc. for placing the urban poor as per their requirement;

C. ENGAGEMENT OF SERVICE PROVIDERS:

For building adequate credibility in the CLC, CDS-I shall make an endeavour to engage services of the prospective service providers after diligently verifying their competence, experience and local reputation for which assistance of the local councillor may be obtained.

On registration of the service providers, CDS-I shall arrange to issue proper photo identity cards to each of them clearly mentioning therein the "name of the service" he/she shall deliver.

A list of registered service providers shall be displayed by CLC in the notice board and shall be updated from time to time.

D. MANPOWER:

It shall be the responsibility of CDS-I to look

after daily management, upkeep, cleanliness and discipline at the CLC for which it shall engage the following personnel.

- (i) One full time Manager
- (ii) One multi-task helper

E. REGISTRATION:

It shall be the responsibility of CDS-I to ensure that its registration is always in force.

5. LEVY OF SERVICE CHARGES:

For financial sustainability of the unit, the CLC shall levy service charges from all persons willing to avail its services. The service providers willing to sell their services through CLC shall be required to register themselves with the CLC by paying a maximum registration fee of Rs. 100/-p.a. or any such rates as decided by the CMMU Executive Committee from time to time. In a similar manner, producers willing to sell their products through CLC shall need to register themselves by paying a registration fee of any such rates as decided by the CMMU Executive Committee from time to time. The buyers of the services shall likewise be required to pay service charges to CLC against the service/s availed by them @ 20/- per call or any such rates as decided by the CMMU Executive Committee from time to time.

6. **INCOME SHARING:** As for first Five year all expenditure for running of CLC will be borne by programme fund . The income of CLC by providing services to be deposited to bank A/C of CLC. ULB may decide share a portion of the income with the agency for running the CLC .

6. MONITORING AND EVALUATION:

The Executive Committee (EC) at the Municipal Corporation / Municipalities formed under NULM will review and supervise overall functioning of the CLC in participation with community representatives, civil society organizations, line departments and elected representatives etc.

CLC Management Committee (CMC), constituted at each Municipal Corporation / Municipality shall be responsible for supervising day-to-day functioning of the CLC. CMC will comprise of CIC (NULM) / Councillor looking after NULM, Manager (Social Infrastructure) / Manager (SMID) of CMMU, one Community Organiser, full time manager looking after the CLC and few nominated service providers and current / prospective users of services.

CMC shall frame a Code of Conduct both for its staff and for providers/user of services which shall, subject to its approval by Executive Committee (EC) be binding to all.

7. INSPECTION OF BOOKS AND RECORDS:

All books, registers and records pertaining to CLC shall be made available by CDS-I to Executive Committee of CMMU / CLC Management Committee or any other officials for inspection as and when required.

8. VALIDITY PERIOD:

This MoU shall remain valid and binding to both parties initially for a period of two years from 6th February to 5th February 2019 The validity period can be further extended on mutually agreed period

by the concerned parties subject to satisfactory performance.

9. FORCE MAJEURE:

The parties shall ensure due compliance with the terms of this Agreement. However, no party shall be liable for any loss or damage whatsoever arising out of failure to carry out terms of the Agreement to the extent that such a failure is due to force majeure events such as war, rebellion, mutiny, civil commotion, riot, strike, lock out, forces of nature, accident, act of god, act of govt. and any other reason beyond the control of concerned party.

10. LIABILITIES:

CDS-I and the Kurseong Municipality

are entering this Agreement in good faith and intentions. Neither party will be responsible for any liabilities arising out of death, injury or any legal action in respect of residents or any other person associated with operation/ execution of this Agreement.

11. RELATIONSHIP:

This agreement does not constitute either party an agent, legal representative or the partner/ joint venture of other party for any purpose whatsoever and save as expressly provided herein or otherwise agreed in writing, neither party is in any way authorised to make any contract, understanding, warrantee or representation on behalf of the other and each party undertakes not to do so.

12. SETTLEMENT OF DISPUTES:

If any dispute (s) or difference (s) arises out of or in relation to this MOU, it shall in the first instance be settled amicably between the parties at the operating level. In case any dispute is not settled amicably, it shall be referred to The Mission Director, WBSULM. The dispute remaining unsettled it will be referred for conciliation under provisions of Arbitration & Conciliation Act, 1996.

In witness whereof the undersigned being duly authorised thereto, have on behalf of the parties hereto signed this agreement at the place and on the day below written.

For Community Development Society-I	For Kurseong Municipality
Signature : <i>Shilu Pradhan</i>	Signature : <i>[Signature]</i>
Name : Smt. Shilu Pradhan <i>06/02/17</i>	Name : Sri Chhabi Bhattacharjee
Title : Secretary EX-OFFICIO SECRETARY C.D.S. UNIT - I S.J.S.R.Y.	Title : Executive Officer EXECUTIVE OFFICER
Place : Kurseong KURSEONG MUNICIPALITY	Place : Kurseong KURSEONG MUNICIPALITY
Date : <i>06/02/17</i>	Date : <i>06/02/17</i>
Witness : Sri Suren Katwal <i>[Signature]</i>	Witness : Sri Sanjay Prasad <i>[Signature]</i>

OFFICE OF THE COUNCILLORS, JHALDA MUNICIPALITY

ঝালদা পৌরসভার কাউন্সিলারগণের কার্যালয়

P.O. - Jhalda, Dist - Purulia

☎ 03254 - 255219

Memo No 674 / J.M.

Date: 14 / 03 / 2017

To
✓ The Director,
SUDA,
ILGUS Bhavan, H.C. Block,
Sector III, Bidhan Nagar,
Kolkata- 700106



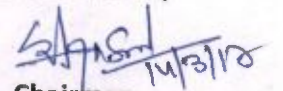
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SMM - SMMED
22/3

Sub: - Engagement of R.O. for NULM in Jhalda Municipality, Purulia.

Sir,

It is for your kind information that we have opened 145 SHGs for upliftment of the urban poor. But no Resource Organization (R.O.) has been engaged. I request to your good self to engage at least two R.O.s at present for wide coverage and meaningful functioning of the SHGs creating ALF, CLF and credit linkage etc. Necessary fund in this regard may kindly be provided with.

Yours faithfully


Chairman
Jhalda Municipality

Memo No:

Date:

Copy forwarded for information and necessary action to: -

- 1) The District Magistrate, Purulia
- 2) The S.D.O., Sadar (W), Purulia

Chairman
Jhalda Municipality

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

ক্রমিক নং ...SUDA- 39/2015/2801

তারিখ ০৭-০২-২০১৭

From : Director, SUDA &
Mission Director, WBSULM

To : Maynak Mohan Mishra
National Mission Manager – SM & ID,
Ministry of Housing and Urban Poverty Alleviation (MoHUPA)
Room No. 201 G, Nirman Bhavan,
Govt. of India, New Delhi

Sub:- Details of Established CLCs

Sir,

As requested in your Email dt. 17.02.2017 on the subject cited above, the details of the established CLCs, under DAY-NULM component of this State are sent in the attached format for taking action at your end.

Enclo: as stated

Yours faithfully

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

DeendayalAntyodayaYojana-National Urban Livelihood Mission(DAY-NULM)
Ministry of Housing and Urban Poverty Alleviation(MoHUPA)
Social Mobilization and Institution Development(SM&ID)
Detail of established City Livelihood Centre (CLC) up to January 2017

NOTE: PLS. Provide Details of all CLC(s) established to far.

Sr.No.	State	Name of City/ULB	No. of CLC established	Name of the CLC (if any)	No. of Manpower placed in the CLC	Name & Mobile No of CLC Incharge/Manager	Correspondence Address of CLC(s) (including Phone No. and E-mail ID(s))	Month & Year of establishment of the CLC	Consolidated No. of Individual(s) registered with the CLC	Consolidated No. of Group(s) registered with the CLC	Total No. of Women registered with the CLC	Website of the CLC (if any)	Major Services offered by the CLC (Pls. List max.10 services only)
1	West Bengal	Krishnagar Municipality	1	D.L. ROY NAGAR JIBIKA KENDRA	2	Debraj Biswas, Mahadeb Biswas Toll Free - 18003453298	D. L. Roy Nagar Jibika Kendra, Jail Rod, Ghurni, Krishnagar- 741103	15 th August, 2016	106	21	46	No	Private Tutor, Aaya, Cook, Electrician, Driver, Plumber, Tailor, Beautician, Carpenter,
2	West Bengal	Madhyangram Municipality	1	NAGAR JIBIKA KENDRA	2	1. KAKAU ROY- MANAGER- 9804254233. 2. SWAPNA DUTTA-OFFICE ASSISTANT- 7278176199 Toll Free - SANJIB PAUL-CO, DIBYENDU BANERJEE-CO, 9007019957 (tollfree)- 18003455190	CITY LIVELIHOOD CENTRE (NULM) MADHYANGRAM MUNICIPALITY, BUU Mahendra Mitra Road, Pipulpat, PO & Dist- Hooghly, West Bengal, pin code-712103, Phone number (tollfree)- 18003455190	15 th August, 2016	93	9	20	NA	1. PLUMBER 2. CARPENTER, 3. ELECTRICIAN, 4. HOME ATTENDANT, 5. COMPUTER
3	West Bengal	Hooghly Chinsurah Municipality	1	NAGAR JIBIKA KENDRA	2	Biswajit Chakraborty, 9433224800 (M), Toll Free - 18003453283	Haldia Municipality, cichaldia@gmail.com	15th August 2016	153	643	8359	nil	1. Cook, 2. Skilled Aya (Female Health Attendant), 3. Daily Worker, 4. TV Repairer, 5. Physiotherapist, 6. Plumber, 7. Gas Oven Repairer, 8. Beautician, 9. Computer Repairer, 10. Electrician
4	West Bengal	Haldia Municipality	1	NAGAR JIBIKA KENDRA	2								Office jobs, Electrician, Plumber, DTH Technician, Sweeper, Maso n, Painter, Driver, Tailor, Maid Servant
5	West Bengal	Bhatpara Municipality	1	Bhatpara Municipality - City Livelihood Centre	2	Sima Shaw #9804549749 Toll Free - 18002452082	1/1 West Ghosh para Road, Bhatpara Municipality, P.O. Kakinar, Dist: N 24 Pgs, Pin - 743126	15 th August, 2016	19	7	14	N.A.	Automotive service, Beautician, Nursing Aid, Electrical wiring, Tailoring, Unarmed Security, Carpentry, Gardening, Plumbing, Private Tutor
6	West Bengal	Serampore Municipality	1	NAGAR JIBIKA KENDRA	2	TANIA HOE-Manager - Skills, Micro Enterprises, MIS & ME, SANJIB DAS - CLC ATTENDANT Toll Free - 18003455194	Serampore Municipality	15 th August, 2016	50	10	30	No	Private Tutor, Aaya, Cook, Electrician, Driver, Plumber, Tailor

Director

Sr.No.	State	Name of City/ULB	No. of CLC established	Name of the CLC (if any)	No. of Manpower placed in the CLC	Name & Mobile No. of CLC Incharge/Manager	Correspondence Address of CLC(s) including Phone no. and E-mail ID(s)	Month & Year of establishment of the CLC	Consolidated No. of Individual(s) registered with the CLC	Consolidated No. of group(s) registered with the CLC	Total No. of Women registered with the CLC	Website of the CLC (if any)	Major Services offered by the CLC (Pis. List max.10 services only)
7	West Bengal	Tamralipta Municipality	1	TAMRALIPTA CITY LIVELIHOOD CENTRE	3 (TEMPURARILY)	RAM PRASHAD BANERJEE(959342570), SANKAR PANDA(9609130885), DEBASHIS PATTANAYAK(8001280522) ; (TEMPURARILY ABSORB) Toll Free- 18003453281	STIMAR GHAT, U.C. SANKARARA, WARD NO. 14, TAMILUK, PIN-721636	15th August, 2016	45	20	280		MOTOR MECHANIC, ELECTRICIAN, CONSTRUCTION LABOUR, WOOL KNITTING, CARPENTER, WASHERMAN, PHYSIOTHERAPIST, AYA, ETC.
8	West Bengal	Alipurdwar Municipality	1	Nivedita	2	Ranita Das; 8101517048 Toll Free - 18003453240	Alipurdwar Municipal Office (2nd Floor), P.O.- Alipurdwar Court, Dist.- Alipurdwar, Pin-736122.	15th August, 2016	312	317	1269	None	1. Opening of bank account of beneficiaries under HFA, NSAP, Gitanjali Housing Scheme, etc. 2. Creation of Register separately for Job Seekers & Employers, 3. Distribution of Bills of Property Tax within the municipal area.
9	West Bengal	Englishbazar Municipality	1 (ONE)	EBM CLC	1	SABANA KHATUN, MOB- 7407591510 Toll Free - 18003453285	Sreema Apartment, 1st floor, Kaitala 1st Lane, Ward No-10, Englishbazar	15 th August, 2016	2	3	458	no	Skill Training, House Met, Aya, Electrician, Private Tutor
10	West Bengal	Kalyani Municipality	1	KALYANI CLC	2	SAIMON DAS - 8100902143 Toll Free - 18003455184	10 No. Ward, Community Hall, Englishbazar, Kalyani, Pin-743314	15 th August, 2016	360	80	302	NIL	Aya, Guard, Electrician
11	West Bengal	Barasat Municipality	1	NAGAR JIBIKA KENDRA	1	Mrs. Supriya Basu - Ph. 9874566187 Toll Free - 18003455185	Nagar Jibika Kendra, Nabapally Circular Road, Barasat, Kolkata-700126, Toll Free Number - 18003455185	15 th August, 2016	136	37	62	Not Created	Private Tutor, Aya, Cook, Electrician, Driver, Plumber, Tailor, Beautician, Carpenter, Oldage Care Giver, Domestic Helper, Delivery Boys etc.
12	West Bengal	Barrackpore Municipality	1	NAGAR JIBIKA KENDRA	2	SREEMANA DAS, Mobile No. 9674769979 Toll Free - 18003455187	C/O. Chairman, Barrackpore Municipality, 8 T Road, Talpukur, Pin 700123 MAIL. sulm.barrackpore@gmail .mail	15 th August, 2016	200	150	120		Plumber, Driver, Beautician, Maid Servant, Electrician, Domestic Helper, Tailor, Carpenter, Labour, Mechanic, Nurse, Bed Side Attendant

Director

State Urban Development Agency

Sl. No.	State	Name of City/UB	No. of CLC established	Name of the CLC (if any)	No. of Manpower placed in the CLC	Name & Mobile No. of CLC Incharge/Manager	Correspondence Address of CLC(s) including Phone no. and E-mail ID(s)	Month & Year of establishment of the CLC	Consolidated No. of Individual(s) registered with the CLC	Consolidated No. of Group(s) registered with the CLC	Total No. of Women registered with the CLC	Website of the CLC (if any)	Major Services offered by the CLC (P/s. List max.10 services only)
13	West Bengal	Basirhat Municipality	1	NAGAR JIBIKA KENDRA	2	Under Process, Toll Free - 18003453290	Basirhat Municipality	15th August, 2016	89	25	78	No	Plumber, Electrician, Beautician
14	West Bengal	North Dum Dum Municipality	1	City Livelihood Centre, North Dum Dum Municipality	2	Dibyendu Das, Mobile - 9883700481, Toll Free - 18003455182	Toll Free No- 18003455182 Email- sulm.northdumdum@gmail.com	15th August 2016	147	15	35	NIL	BEAUTICIAN, NURSE, PRIVATE TUTOR, BACK OFFICE JOB, COMPUTER WORK, CONSTRUCTION WORK, ELECTRICIAN, STITCHING, DRIVER, MUSIC TUTOR
15	West Bengal	Midnapore Municipality	1	Midnapore Nagar Jibika Kendra	2(parti mer)	SARMISTHA DATTA- Manager - SD & J,DEBOIT SANTRA- MANAGER Toll Free - 18003453284	New Building Midnapore Municipality Municipality Road, PS- Kotowall Dist - Paschim Medinipur	15th August 2016	1000	200	2500	NA	1.Nursing 2.Aya 3.Beutician 4.House wiring 5.Misc.
16	West Bengal	Niahati Municipality	1	Naihati Municipality City Livelihood Center	1	Rizwan Ahmad Ansari, 8902030280 Toll Free - 18003455186	Naihati Municipality, 1, No. R.B.C. Road, Pin. 743165, Phone: 033 2581 2098	15th August 2016	192	28	78	No	1. Construction Worker 2. Aya, 3. Beautician, 4. House Keeping, 5. Construction Worker, 6. Plumbing, 7. Electrician, 8. Carpenter, 9. Security Service, 10. Bill Payment and Domestic Help
17	West Bengal	North Barrackpore Municipality	1	NAGAR JIBIKA KENDRA	2	Toll Free No. 18003455189	North Barrackpore Municipality	15th August 2016	50	10	25	No	Plumbing, Nursing & Attendant,
18	West Bengal	Bankura Municipality	1	NAGAR JIBIKA KENDRA	0	Mrs. Tanushri Sindel, CLC- NULM (Bankura Municipality) - 9932263603	Bankura Municipality, Machantala, PO & Dist- Bankura	15th August 2016	127	20	59	NIL	House Maid, Beautician, Driver, Daily - Wage Labour, Plumber and Electrician
19	West Bengal	Asansol Municipal Corporation	1	Asansol City Livelihood Centre	2	1.Dolanchapa Mukherjee Contact no: 9832223298 Toll Free - 18003453296	Asansol Municipal Corporation, G R Mitra Sarani, Asansol - 1. Phone No: TOLL FREE NO: 18003453296 Email: mayor.amc@gmail.com	15th August 2016	110	22	85	No	1.Repair/Maintenance of different Electrical appliances 2. Lady House keeper. 3. Plumber. 4. Sweeper. 5. Beautician. 6. Tailor. 7. Lady cook 8. Marketing of SHGs products. 9. Placement related information 10. Information centre of NULM & other Schemes of Govt.

Sr. No.	State	Name of City/ULB	No. of CLC established	Name of the CLC (if any)	No. of Manpower placed in the CLC	Name & Mobile No of CLC Incharge/Manager	Correspondence Address of CLC(s) including Pin code and E-mail ID(s)	Month & Year of establishment of the CLC	Consolidated No. of (individuals) registered with the CLC	Consolidated No. of Group(s) registered with the CLC	Total No. of Women registered with the CLC	Website of the CLC (if any)	Major services offered by the CLC (Pls. list max. 10 services only)
20	West Bengal	Uluberia Municipality	1	NAGAR JIBIKA KENDRA	C.O.s are alternatively and temporarily engaged	Manager (SD & I) : 9831573291 and toll free no. 1800-345-5196	Goruhata more, Uluberia ,Howrah Pin code : 711315, ward no: 26(06)	15 th August, 2016	27 nos.	12	4	not yet developed	1.Electrician, 2.Plumber, 3.Tours & Travels, 4.Cooking Assistant, 5.Hardware and computer repairing, 6.Tutorial, arts group, 7.Tutorial, science group, 8.Music teacher, 9.Teacher, of art and craft, 10.Decorator, 11.Catering, 12.Beauty Parlour, 13.Legal Services, 14.Masion
21	West Bengal	Berhampore Municipality	1	NAGAR JIBIKA KENDRA	2	Toll Free - 18003453205	Berhampore Municipality	15th August 2016	25	5	10	No	CARPENTER, ELECTRICIAN, BEAUTICIAN
22	West Bengal	Nabadwip Municipality	1	Nabadwip Jiban Jibika Sahayata Kendra	2	Mr. Sohan Mukherjee- 9734606202, Smt Baisakhi Ghosh- 9775042468	Poramatata Road, Radhabazar, Ph No-9475075537, Email, Id- cdc2017nulin@gmail.com	15th August 2016	320	45	180	NA	Online form fill up, Ambulance Service, electrician, plumber, Beautician, Teacher, Daily Worker, Masson etc
23	West Bengal	Kamarhati Municipality	1	Kamarhati Nagar Jibika Kendra	2	Indranil Bose 8100526119 Toll Free - 18003455195	1, M.M. Feeder Road, Rath tala, Belgaria, Kolkata-700056, Email: sulm.kamarhati@gmail.com, 18003455195	15th August 2016	31	10	13	No	Aaya, Nursing, Plumbing
24	West Bengal	Kharagpur Municipality	1	NAGAR JIBIKA KENDRA	2	VIKASH BAHADUR SONAR- MANAGER, RAKUMAR DAS- MULTI TASKING HELPER Toll Free - 18003453289	Kharagpur Municipality	15th August 2016	20	10	15	No	CARPENTER, ELECTRICIAN, BEAUTICIAN
25	West Bengal	Purulia Municipality	1	NAGAR JIBIKA KENDRA	1	Manoj Adhikary (C.O) 9775668840 Toll Free - 18003453288	City Levelihod Centre, Purulia uneder DAY NULM Section Purulia Municipality Phone No -- 9434102938 18003453288 email ID - clcpurulia@gmail.com	15th August 2016	297	10	161	NA	Day Labour, Data Entry operator, Beauty Parlour, House maid

Director
State Urban Development Agency

SR.No.	State	Name of City/VLB	No. of CLC established	Name of the CLC (if any)	No. of Manpower placed in the CLC	Name & Mobile No. of CLC Incharge/Manager	Correspondence Address of CLC(s) including Phone no. and E-mail ID(s)	Month & Year of establishment of the CLC	Consolidated No. of individual(s) registered with the CLC	Consolidated No. of Group(s) registered with the CLC	Total No. of Women registered with the CLC	Website of the CLC (if any)	Major services offered by the CLC (Pls. List max.10 services only)
26	West Bengal	Uttarpara Kotrung Municipality	1	NAGAR JIBIKA KENDRA	2	Sima Paik Subhajit Saha 9433302121 Toll Free - 18003455188	Annex Building 3rd Floor, UKM New G T Rd Uttarpara, Hooghly	15th August 2016	593	125	390	NA	Training, Job Work
27	West Bengal	Bongaon Municipality	1	CLC BONGAON	2	MRINMOY DAS, MOB- 8101410400, Toll Free- 18003453294	NEELDARPAN BHABAN, TRIKON PARK (CHAKDAH ROAD),BONGAON,NORT H 24 PARGANAS,PIN- 743235, MOB:- 9434255233	15th August, 2016	167	12	65	www.bongaonmunicipality.org	MASSON, PAINTER, CARPENTER, ELECTRICIAN, BEAUTICIAN, NURSE, AYA, PHYSOTHERAPIST, DRIVER, TELLERING
28	West Bengal	Balurghat Municipality	1	NAGAR JIBIKA KENDRA	2	Jagannath Shil (Incharge) 9563730442	Balurghat Municipality campus M.No. 9434047248	15th August 2016	124	63	116	No	Ambulance, Bier, Electric, Beautician, Plumbing, Information centre
29	West Bengal	Jalpaiguri Municipality	1	NAGAR JIBIKA KENDRA	1	Tanushree Barman ,9679879864, Toll Free - 18003453292	Corporation Road,PO&DIST-Jalpaiguri PIN-735101, TOLL FREE NO:18003453292	15th August 2016	1135	15	825	None	Plumber, House keeping, catering, Nurse, Tailoring, computer trainer, Beautician, electrician, A.C servicing, Tutor


 Director
 State Urban Development Agency



Director SULM <wbsulm@gmail.com>

URGENT- Details of CLCs-reg.

2 messages

MAYANK MOHAN MISHRA <mayank.nulm@gmail.com>

Fri, Feb 17, 2017 at 6:12 PM

To: DirectorUrban Tripura <directorurbantripura@gmail.com>, assam.sulm@gmail.com, NULM BIHAR <pmc.nulmbihar@visioneis.org>, UD Bihar <udhd.bih@gmail.com>, bihar_sulm@yahoo.com, Director BUDA <asurbanbihar@gmail.com>, SULM CG <sulmchhattisgarh@gmail.com>, NULM Chandigarh <nulm.chd@gmail.com>, NULM DMA <nulmmaharashtra@gmail.com>, Gajanan Jagate <shelter.nulm@gmail.com>, urban local bodies haryana <dulbhry@gmail.com>, haryana.sulm@yahoo.com, himachal.sulm@gmail.com, Jdp Hud <jdp.hud@gmail.com>, muda imphal <mudamanipur@gmail.com>, SPM Shelters & Social Infrastructure <spm.ssi.asulms@gmail.com>, jharkhandsulm@gmail.com, Dherya K Roy <Dherya.Roy@in.ey.com>, Mohsin Kachroo <mohsin.nulm@gmail.com>, NULM Kerala SMMU <nulmkerala@gmail.com>, "DY DIRECTOR G.U.L.M." <nulm.gujarat@gmail.com>, SANJEEV PANDEY <sanjeev.pandey@visioneis.org>, Ahmed Tahreem <ahmed.tahreem@gmail.com>, Telangana Telangana <amd_mepma@telangana.gov.in>, urban development <sikkim.sulm@gmail.com>, Director SULM <wbsulm@gmail.com>, "Director, SUDA" <wbsudadir@gmail.com>

Cc: dir-nulm <dir-nulm@nic.in>, dupa-mhupa@nic.in, nmm-nulm@googlegroups.com

Dear All,

Greetings from NMMU-DAY-NULM,MoHUPA!

City Livelihood Centres aim to provide a platform for the urban poor whereby they can market their services and access information and other benefits.

Stri Shakti Abhiyaan (coalition of government,public/private sectors and social sector partners) and promoted by Niti Aayog has selected CLCs as one of the interventions under DAY-NULM for further collaboration at various levels.

Therefore , states are requested to provide details of the established CLCs latest by 18th February 2017 in the attached format.

This may be treated as URGENT Pls.

With Regards,

Mayank Mohan Mishra

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With Regards,

Mayank Mohan Mishra

.....
 National Mission Manager - Social Mobilization & Institution Development,
 National Mission Management Unit (NMMU),
 Ministry of Housing & Urban Poverty Alleviation (MoHUPA),
 Room No- 201 G, Nirman Bhawan, Government Of India, New Delhi

Mobile: +91 9811717844

E.mail: mayank.nulm@gmail.com

 **CLC details.xlsx**
12K

Director, SUDA <wbsudadir@gmail.com>
To: wbsulm@gmail.com

Sat, Feb 18, 2017 at 10:29 AM

[Quoted text hidden]

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Director SUDA W.B

 **CLC details.xlsx**
12K

Ministry of Housing and Urban Poverty Alleviation(MoHUPA)
Social Mobilization and Institution Development(SM& ID)
Detail of established City Livelihood Centre (CLC) up to January 201

NOTE- PLS. Provide Details of all CLC(s) established to far.

[illegible]

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-39/2015/2415(31)

তারিখ 13-01-2017

From : Jt. Director, SUDA &
Jt. Mission Director, WBSULM

To : The Mayor / Chairman,
..... Municipal Corporation / Municipality/ NAA

Subject : Meeting on Operationalization & Inauguration of CLCs

Ref : This office no. SUDA-39/2015/2340(31) dt. 04.01.2017

Sir,

In pursuance of above reference and subject this is to inform you that the meeting on operationalization of CLC which was scheduled to be held on 13th January, 2016 will be held as per following schedule

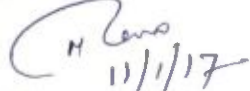
Date – 30/01/2017

Time – 10:30 AM

Venue – SUDA Conference Hall

You are requested to send a competent person, conversant to CLC (Managers of CLC / EO / City Manager / APO – any two) to this office as per schedule below with specific report on preparation and Inauguration of CLC of your ULB.

Yours faithfully


11/1/17
Jt. Director, SUDA

31 Approved CLCs are

Sl no	Name of the Municipality	Sl no	Name of the Municipality
1	Suri Municipality	17	Old Malda Municipality
2	Halisahar Municipality	18	Habra Municipality
3	Rajpur Sonarpur Municipality	19	Tufanganj Municipality
4	Mal Municipality	20	Mathabhanga Municipality
5	Birnagar Municipality	21	Gobordanga Municipality
6	Maheshtala Municipality	22	Santipur Municipality
7	Burdwan Municipality	23	Chakdah Municipality
8	Jiaganj-Azimganj Municipality	24	Murshidabad Municipality
9	Cooper's Camp Municipality	25	Cooch Behar Municipality
10	Kaliaganj Municipality	26	Ashokenagar-Kalyangarh Municipality
11	Dankuni Municipality	27	Kanchrapara Municipality
12	Bolpur Municipality	28	Joynagar-Mozilapur Municipality
13	Islampur Municipality	29	Contai Municipality
14	Dhupguri Municipality	30	Taherpur Municipality
15	Siliguri Municipality	31	Sonamukhi Municipality
16	Kurseong Municipality		

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-39/2015/2340 (31)

তারিখ ০৫-০১-২০১৭

From : Jt. Director, SUDA &
Jt. Mission Director, WBSULM

To : The Mayor / Chairman,
..... Municipal Corporation / Municipality/ NAA

Subject : Meeting on Operation Guideline of CLCs

Sir,

Total 31 (thirty one) no. of City Livelihood Centre (CLC) which have been approved by UD&MA Dept are in preparatory stage . State Mission Management Unit under NULM has proposed to make CLCs operational very shortly. To review the preparation for operationlization of CLC a meeting has been convened as per following schedule.


You are requested to send a competent person, conversant to CLC (Managers of CLC / EO / City Manager / APO – any two) to this office as per schedule below with specific report on preparation and Inauguration of CLC of your ULB.

Date – 13/01/2017

Time – 11:00 noon

Venue – SUDA Conference Hall

Yours faithfully


9/1/17
Jt. Director, 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

তারিখ

From : Jt. Director, SUDA &
 Jt. Mission Director, WBSULM

To : The Mayor / Chairman,
 Municipal Corporation / Municipality/ NAA

Subject : Meeting on Operationalization & Inauguration of CLCs

Sir,

Ref: - This office no

২৮

Total 31 (thirty one) no. of City Livelihood Centre (CLC) which have been approved by UD&MA Dept are in preparatory stage. State Mission Management Unit under NULM has proposed to make CLCs operational very shortly. To review the preparation for operationlization of CLC a meeting has been convened as per following schedule.

১/ (X) You are requested to send a competent person, conversant to CLC (Managers of CLC / EO / City Manager / APO – any two) to this office as per schedule below with specific report on preparation and Inauguration of CLC of your ULB.

২/ (X) Date – 30/01/2017

Time – 01:30 PM

Venue – SUDA Conference Hall

(X)

In pursuance of above reference and subject this is to inform you that the meeting which was scheduled for operationalization of CLC which was scheduled to be held on 13th January 2016 will be held as per following schedule (X)

Yours faithfully

Jt. 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



০৮৮
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 - ৩৭/২০১৫/১৪৬০ (৩২)

তারিখ ০৪-১১-১৬.

From : Director, SUDA &
Mission Director, WBSULM

To : The
Mayor Municipal Corporation
Chairman Municipality

Sub:- Meeting on Operation Guideline of CLCs

Sir,

29 City Livelihood Centre have inaugurated under WBSULM in our state on 1st phase . 32 (Thirty Two) no. Of City Livelihood Centre (CLC) is going to be Operationalize Shortly in 2nd phase . To make CLC operational in above 32 ULBs SMMU had arranged a meeting on 15.11.2016 to discuss operational Guideline on CLC and to make them Operational.

In view of above, You are requested to send a competent person, conversant to CLC (EO/City Manager / APO- any two) to this office as per schedule below.

Date;- 15 / 11 / 2016

Time :- 12 noon

Venue- SUDA Conference Hall

Yours faithfully

WT 8/11/2016
Director, SUDA
&

Mission Director, WBSULM

০৮৮

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408