

List of 2nd Phase Sanctioned CLCs

Sl No.	ULB Name	District
1	Suri	Birbhum
2	Halisahar	N.24 pgs
3	Rajpur Sonarpur	S.24 pgs
4	Mal	Jalpaiguri
5	Birnagar	Nadia
6	Maheshtala	S.24 pgs
7	Burdwan	Burdwan
8	Jiaganj- Azimganj	Murshidabad
9	Habra	N.24 pgs
10	Tufanganj	Cooch Behar
11	Mathabanga	Cooch Behar
12	Gobordanga	N.24 pgs
13	Santipur	Nadia
14	Chakdah	Nadia
15	Murshidabad	Murshidabad
16	Cooch Behar	Cooch Behar
17	Ashokenagar- Kalyangarh	N.24 pgs
18	Kanchrapara	N.24 pgs
19	Joynagar - Mozilpur	S.24 pgs
20	Contai	Purba Medinipur
21	Taherpur	Nadia
22	Sonamukhi	Bankura
23	Islampur	Uttar Dinajpur
24	Dhulian	Murshidabad
25	Dhupguri	Jalpaiguri
26	Buniadpur	Uttar Dinajpur
27	Siliguri	Dargeeling
28	Dum Dum	N.24 pgs
29	Kaliyaganj	Uttar Dinajpur
30	Baidyabati	Hoogly
31	Kurseong	Dargeeling
32	Raiganj	Uttar Dinajpur

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 / ৪৭৪

Date: 20/06/2016

21/06/2016

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.

Accepted 20/06/16.
Additional Director &
Financial Advisor, SUDA

[Signature]
20.06.2016.

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

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

-2-

Sl	ULB name	Amount (Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Alipurduar Municipality	300000	United Bank of India	Alipurduar	0238010735438	UTBI0ALD225
2	English Bazar Municipality	300000	United Bank of India	Malda	0233013903610	UTBI0MDA214
3	Kalyani Municipality	299340	AXIS BANK LTD.	Kalyani	916010011617274	UTIB00000481
4	Barasat Municipality	299887	State Bank of India	Barasat	35627614466	SBIN00000024
5	Barrackpore Municipality	298424	Bank of Baroda	Barrackpore	24540100019914	BARB0BARRAC
6	Basirhat Municipality	260827	IDBI Bank	Basirhat	1469104000018984	IBKL0001469
7	North Dum Dum Municipality	298725	IDBI Bank	Birati	1149104000040859	IBKL0001149
8	Midnapore Municipality	296850	Allahabad bank	Midnapore	50322119929	ALLA0210390
9	Naihati Municipality	300000	Allahabad bank	Garifa	50309055108	ALLA0211725

Deeprajit 20/06/16.
Additional Director & Financial Advisor
State Urban Development Agency, Govt. of W.B.
D. Sanku
20.06.2016

SUDA-39/2015/ 874/1 (A)

20.06.2016

21.06.2016

Copy for information to:

1. The Chairman, Alipurduar /English Bazar / Kalyani / Barasat / Barrackpore / Basirhat/ North Dum Dum / Midnapore / Naihati 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. F.O., SUDA.
4. Advisor, SUDA.

Waseem 20/06/16,
Additional Director &
Financial Advisor, SUDA

Waseem
20.06.2016.

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 (Pt-II) / 1643

তারিখ 23-09-16

From : Director, SUDA
 &
 Mission Director, WBSULM

To : The
 Mayor Municipal Corporation
 Chairman Municipality

Subject : Efficient management of CLC- Some very urgent instructions

Sir / Madam,

City Livelihood Centre (CLC) has been inaugurated at your ULB on 15th of August 2016. For better management and efficient functioning of your CLC following steps should be taken urgently :-

- 1) Registration :- Ward wise registration of Service Provider to be continued so that service can be given to every citizen of your ULB. Registration fee will be as decided by the ULB. CLC will hold a Register containing ward wise list of Service Provider under different categories of service. Fund to be collected during registration will be deposited to CLC A/C opened as per guideline.
- 2) Manpower :- Manpower arranged by the ULB will respond to the Citizen who are attending CLC either through phone call or directly everyday at least from 11:00 AM to 5:00 PM. ULB will ensure the quality manpower as per its convenience, as discussed earlier.
- 3) List of SHG with their Product name and photograph will be stored in CLC database. Display board / arena displaying SHG products to be ensured at each CLC.
- 4) Provision for I-Card to registered Service Provider; fee book for collection of CLC Service Charge for response against each call; mechanism for deposit of such CLC Service Charge by Service Provider to CLC etc. to be made immediately.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

- 5) Rate for Service Charge to be receivable by Service Provider to citizen for each and every service to be fixed by the ULB. Discussion with Service Provider may be arranged for such fixation.
- 6) Ward wise collection of data for each service and SHG product to be done and data entry to be made. Fund for such job will be provided by SUDA against justified claim supported by proper documents.
- 7) Intensive Campaign, as started by each ULB before inauguration should be carried on continuously to attract more citizen. Puja Pandals may be used for such campaign during ensuring Puja Days.
- 8) Managing Committee as per following members is authorised to take control of CLC and hold regular meeting for taking above decision and other issues as it will cover up during the running of the programme.

Sl no	Designation	Membership
1	MMIC / CIC NULM	Chairperson
2	City Mission Manager (SMID / Social Infrastructure)	Member Convenor
3	Asst. Project Officer (if any)	Member
4	One Community Organizer nominated by the Committee	Member
5	CLC Manager	Member
6.	One service provider	Member
7	One service user	Member
8.	Any other member committee likes to co-opt	Member

- 9) Fee Book and other register for maintaining CLC record will be procured by the ULB. Fee book should be machine numbered. Stock of Fee book to be maintained at CLC. Issuance of fee book should be recorded.


Following register should be maintained (at least) :-

- 1) Register for Registration of Service Provider
- 2) Register for SHG with product list.
- 3) Daily Call record with time, subject, other detail regarding
- 4) Daily visitor List with detail of service delivery record.
- 5) Cash Book showing income / expenditure of CLC
- 6) Register for maintaining Fee Book issued to Registered Service Provider.
- 7) Register for money collected from Service Provider after service delivery.
- 8) Any other register ULB desires to maintain.

All these register may be maintained physically or electronically by Manager CLC and to be ensured and authenticated by Manager (SMID), in absence of previous any other manager, in absence APO/CO as decided by CPO.

- 10) Fund for procurement of such register (if needed); purchasing of equipment and installation of toll free no.; monthly expenditure for maintaining Toll Free No will be used from SMID Fund available.

Yours faithfully

 29/9/2016

Director, SUDA

&

Mission Director, WBSULM

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 - 39/2015/1282

তারিখ 16.08.16

From : M.N. Pradhan, IAS
 Director, SUDA &
 Mission Director, WBSULM

To : Mayor / Chairperson

..... Municipal Corporation / Municipality


Regarding purchase of Smartphone for CLC Toll Free service

Sir/Madam,

This is inform that as the ULB is going to inaugurate City Livelihood Centre (CLC) along with one Toll-Free number. For the activation of Toll-Free number under DAY-NULM Programme, therefore one smart phone need to be arranged by your Municipal Corporation/Municipality. Maximum amount of Rs.10000/- (Ten thousand) can be spend for this purpose from allotted fund for CLC. Followings are few configuration need to be followed.

- I. Price : Within Rs.10,000/-
- II. Battery : At least 2500 mAH, Lithium battery
- III. Camera : At least 5 mp rear camera with flash
- IV. Durability: Best in the market with after sales service
- V. Processor : 1.5 GHz Processor/Octa-core Processor
- VI. RAM : At least 1GB
- VII. O/S : Androed lolipop platform

Yours faithfully,


 Director, SUDA
 &
 Mission Director, WBSULM

Memo No: 39/2015/1282/1/2

Copy Forwarded for information & necessary action to:

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


 Director, SUDA
 &
 Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং

তারিখ

From :

M.N. Pradhan, IAS
 Director, SUDA &
 Mission Director, WBSULM

To

Chairman/Mayor/Chairman
 Municipality

Regarding purchase of Smartphone for CLC Toll Free service

Sir/Madam,

This is inform that as the CLC is
 You know we are going to inaugurate City Livelihood Centre (CLC) at your Municipality along with one Toll-Free number. For the activation of Toll-Free number one smart phone need to be arranged by your Municipal Corporation/Municipality. Maximum amount of Rs.10000/- (Ten thousand) can be spend for this purpose from ~~SMA~~ fund. Followings are few configuration need to be followed.

- I. **Price** : Within Rs.10,000/-
- II. **Battery** : At least 2500 mAH, Lithium battery
- III. **Camera** : At least 5 mp rear camera with flash
- IV. **Durability**: Best in the market with after sales service
- V. **Processor** : 1.5 GHz Processor/Octa-core Processor
- VI. **RAM** : At least 1GB
- VII. **O/S** : Androed lolipop platform

Yours faithfully,

Director, SUDA
 &
 Mission Director, WBSULM

Memo No:

Copy Forwarded for information & necessary action to:

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

Director, SUDA
 &
 Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

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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/ 1000 (২৯)

তারিখ 22.07.2016

From : Director, SUDA
&
Mission Director, WBSULM

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

Regarding establishment of City Livelihood Centre on 15th August 2016.

Sir,

Kindly refer to the earlier communication for operationalization City Livelihood Centre (CLC) through formal inauguration on 15th August, 2016 at your corresponding Municipality. For the said programme.

Following immediate action may kindly be taken from your end.

- i) CLC may be run by registered organisation like Area level federation / City level federation or others to be decided by ULB.
- ii) ULBs will register all service providers including SHGs for initiation of the centre.
- iii) For collection of data of individual service provider and SHGs, ULB may engage Agency.
- iv) One Toll Free number will be installed at each CLC. Fund available at ULB will be utilized for this. ULB will take necessary action as per direction from SMMU within stipulated time frame.
- v) One bank A/c in the name of CLC will be opened to be run jointly by one representative from the organisation running CLC and one from ULB preferably EO of the ULB.
- vi) CLC management committee as per following may be constituted as per CLC Guideline .

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Proposed Committee

Sl no	Designation	Membership
1	MMIC / CIC NULM	Chairperson
2	City Mission Manager (SMID / Social Infrastructure)	Member Convenor
3	Asst. Project Officer (if any)	Member
4	One Community Organizer nominated by the Committee	Member
5	CLC Manager	Member
6.	One service provider	Member
7	One service user	Member
8.	Any other member committee likes to co-opt	Member

vii)

- a. Planning for Inauguration Programme at unique form in all ULBs may be made by ULB and to be communicated to SUDA / WBSULM
- b. ULB will arrange a Mass awareness programme before inauguration preferably be started 15 days ahead of inauguration.
- c. All ULB will arrange Rally, Programme, Tubule etc. on inauguration day
- d. A proper documentation (Video, Photos, Written document) will be made by the ULB

Finally, ULB will make all sorts of effort to transform ULB into a strong and vibrant service providing network.

Enclosures :-

1. MoU of CLC
2. Operational Guideline of CLC
3. Guideline for Toll Free number
4. Form for Toll Free number

Yours faithfully


Director, SUDA

&


Mission Director, WBSULM

SUDA-39/2015/ 1090/1(2)

22.07.2016

Copy Forwarded to :-

- i) The P.S. to Hon'ble MIC, MA Deptt. Govt. Of West Bengal.
- ii) The P.A. to the Secretary, MA Deptt. Govt. Of West Bengal.


22/7/2016
Director, SUDA
&
Mission Director, WBSULM

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-39/2015/1089 (13)

তারিখ ...০২-০৭-১৬

From : Director, SUDA &
Mission Director, WBSULM

To : The
Mayor / The Chairman,
Asansole MC, Balurghat Municipality, Bankura Municipality, Berhampore Municipality,
Bongaon Municipality, Jalpaiguri Municipality, Kamarhati Municipality, Kharagpore
Municipality, Nabadwip Municipality, North Barracpore Municipality, Purulia Municipality,
Uluberia Municipality, Uttarpara Kotrung Municipality

Subject : Sanction for Proposal of the City Livelihood Centre

Sir,

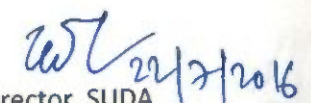
Project proposal for establishment of City Livelihood Centre (CLC) under your ULB was earlier received by this office. The said Project proposal and fund for the establishment of CLC have been sanctioned.

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

	Name of ULB	Project Cost	1st instalment 30%
1	Bankura	Rs. 996800	Rs. 299040
2	Asansole MC	Rs. 999973	Rs. 299991.9
3	Berhampore	Rs. 998800	Rs. 299640
4	Nabadwip	Rs. 800000	Rs. 240000
5	Purulia	Rs. 999800	Rs. 299940
6	Uttarpara Kotrung	Rs. 1000000	Rs. 300000
7	Bongaon	Rs. 999850	Rs. 299955
8	Jalpaiguri	Rs. 999528	Rs. 299858.4
9	North Barracpore	Rs. 1000000	Rs. 300000
10	Kharagpore	Rs. 1000000	Rs. 300000
11	Uluberia	Rs. 1000000	Rs. 300000
12	kamarhati	Rs. 1000000	Rs. 300000
13	Balurghat	Rs. 1000000	Rs. 300000

Subsequent installments will be released based on performance and after sending the UC for the fund already released. Your are requested to operationalise the CLC at the earliest for which separate communication has been made from this end.

Yours faithfully


Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং

তারিখ

From : Director, SUDA &
Mission Director, WBSULM

To : The
Mayor / The Chairman,
Bankura Municipality, Asansole MC, Berhampore Municipality, Nabadwip Municipality, Purulia Municipality, Uttarpara Kotrung Municipality, Bongaon Municipality, North Barracpore Municipality, Jalpaiguri Municipality, Kharagpore Municipality, Uluberia Municipality, Kamarhati Municipality, Balurghat Municipality

Subject : Sanction for Proposal of the City Livelihood Centre

Sir,

Project proposal for establishment of City Livelihood Centre (CLC) under your ULB was received by this office. The said Project proposal and fund for the establishment of CLC have been sanctioned. *earlier*

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

	Name of ULB	Project Cost	1st instalment 30%
1	Bankura	Rs. 996800	Rs. 299040
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3	Berhampore	Rs. 998800	Rs. 299640
4	Nabadwip	Rs. 800000	Rs. 240000
5	Purulia	Rs. 999800	Rs. 299940
6	Uttarpara Kotrung	Rs. 1000000	Rs. 300000
7	Bongaon	Rs. 999850	Rs. 299955
8	Jalpaiguri	Rs. 999528	Rs. 299858.4
9	North Barracpore	Rs. 1000000	Rs. 300000
10	Kharagpore	Rs. 1000000	Rs. 300000
11	Uluberia	Rs. 1000000	Rs. 300000
12	kamarhati	Rs. 1000000	Rs. 300000
13	Balurghat	Rs. 1000000	Rs. 300000

Subsequent
Later installments will be released based on performance and after sending the UC for the fund already released. Your are requested to operationalise the CLC at the earliest for which separate communication has been made from this end.

Yours faithfully

[Signature]

Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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Account Section : 2358 6408




SUDA-39/2015/

22.07.2016

Copy Forwarded to :-

- i) ~~The Joint Secretary to the Govt. of W.B., MA Deptt~~
- ii) The P.S. to Hon'ble MIC, MA Deptt., ^{EUG} Govt. of WB
- iii) The P.A. to the Secretary, MA Deptt, ^{EUG} Govt. of WB.


Director, SUDA
&
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- 39/2015/ ৭৭২

11.07.2016

ক্রমিক নং

তারিখ 11.7.2016

From : Director, SUDA &
Mission Director, WBSULM

To : The Chairman,
Maheshtala Municipality,
Maheshtala, South 24 Parganas

Sir,


We have received a Proposal on City Livelihood centre vide your Memo No. 137/MM/WBSULM/131(7) dated. 07/01/2016.

Following defect are notice as per your proposal :-

1. Engagement of 4 manpower instead of two.

You are requested to rectify the defect and submit early for taking further necessary action from this end.

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

29 Approved CLCs are

Sl no	Name of the Municipality	Sl no	Name of the Municipality
1	Krishnagar Municipality	16	Naihati Municipality
2	Madhyamgram Municipality	17	North Barrackpore Municipality
3	Hoogly Chinsurah Municipality	18	Bankura Municipality
4	Haldia Municipality	19	Asansole Municipality
5	Bhatpara Municipality	20	Uluberia Municipality
6	Serampore Municipality	21	Berhampore Municipality
7	Tamralipta Municipality	22	Nabadwip Municipality
8	Alipurduar Municipality	23	Kamarhati Municipality
9	Englishbazar Municipality	24	Kharagpur Municipality
10	Kalyani Municipality	25	Purulia Municipality
11	Barasat Municipality	26	Uttarpara Kotrung Municipality
12	Barrackpore Municipality	27	Bongaon Municipality
13	Basirhat Municipality	28	Balurghat Municipality
14	North Dum Dum Municipality	29	Jalpaiguri Municipality
15	Medinipur Municipality		

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 : Chairman / Mayor

..... Municipality

Municipal Corporation / Municipality

Regarding establishment of City Livelihood Centre on 15th August 2016.

Sir,

Kindly refer to the earlier communication for operational details.
You are aware that City Livelihood Centre (CLC) ~~will be inaugurated~~ *will be inaugurated* on 15th August, 2016 at your Municipality. For the inauguration of CLC some urgent measures have to be taken by you. *the said purpose*
following immediate action may kindly be taken for you
Following Guideline are made to make them operational.

- ~~CLC at your ULB will be inaugurated on 15th August 2016.~~
- CLC may be run by registered organisation like Area level federation / City level federation *or others as to be decided by ULB*
- ULBs will register all service providers including SHGs for initiation of the centre.
- For collection of data of individual service provider and SHG, ULB may engage ~~Contract~~ *Agency*.
- One Toll Free number will be installed at each CLC. Fund available at ULB will be utilized for this. ULB will take necessary action as per direction from SMMU within stipulated time frame.
- One bank A/c in the name of CLC will be opened to be run jointly by one representative from the organisation running CLC and one from ULB preferably EO of the ULB.
- CLC management committee as per following may be constituted as per CLC Guideline .

Proposed Committee Proposal

Sl no	Designation	Membership
1	MMIC / CIC NULM	Chairperson
2	City Mission Manager (SMID / Social Infrastructure)	Member Convenor
3	Asst. Project Officer (if any)	Member
4	One Community Organizer nominated by the Committee	Member
5	CLC Manager	Member
6.	One service provider	Member
7	One service user	Member
8.	Any other member committee likes to co-opt	Member

viii)

- Planning for Inauguration Programme at unique form in all ULBs may be made by ULB and to be communicated to SUDA/WBSULM.
- ULB will arrange a Mass awareness programme before inauguration preferably be started 15 days ahead of inauguration.
- All ULB will arrange Rally, Programme, Tubule etc. on inauguration day
- A proper documentation (Vedio, Photos, Written document) will be made by the ULB.

Finally, ULB will make all sorts of effort to transform ULB into a strong and vibrant service providing network.

Enclosures :-

1. MoU of CLC
2. Operational Guideline of CLC
3. Guideline for Toll Free number
4. Form for Toll Free number

Yours faithfully



Director, SUDA
&
Mission Director, WBSULM



Steps to obtain one BSNL Post-paid Mobile connection

1. Download BSNL Post-paid GSM mobile connection application form from following link
http://www.bsnl.co.in/opencms/bsnl/BSNL/about_us/forms/index.html/
2. Fill up form to take the connection by an authorized person as Chairman/CIC/EO/APO on behalf of your ULB.
3. Enclose a self attested (with seal) copy of following documents

a. Address proof (Any BSNL Land line bill from last three months / Electricity Bill/)

b. Identity proof (Voter Card/Pan Card)

*** Get the self attested copy again attested by a Gazettes Officer .Original document will not be required during application submission.

4. Affix a colour photograph of the Authorised person with Signature (Without seal).
 5. Enclose an application to the Manager, BSNL from the Authorized person (mentioned in number 2) for the Post-paid GSM Mobile connection.
 6. Choose a post-paid plan preferable 525 monthly plan.
 7. Submit the Application to your nearest BSNL office and pay the initial charges.
(ULB have to send UC to claim this amount under SMID component of NULM)
- *** Keep photo copy of all document submitted for Post-paid mobile connection.
8. While collecting the SIM from BSNL Office, please ask for "Provisional Receipt for Post-paid Cards"
 9. Send the Receipt to SUDA along with the number.

Steps to Install Toll Free Number

1. Fill up Toll Free Connection Form (Both Kolkata and West Bengal Forms are attached with this mail).
2. Contact the concerned person and prepare demand draft for initial amount to be paid during form submission. (Enclosed contact person name mobile number for each circle).
3. Following documents should be enclosed with Filled up form during submission
 - a. Filled up form with signature and seal of Authorized person
 - b. Provisional certificate of new post-paid Mobile connection
 - c. Copy of all documents submitted for post-paid Mobile connection
 - d. Demand draft for initial charges
4. Please inform SUDA along with documentation.

SSA wise TFN Contact person WB Circle

Sl no	Name of SSA	Name of Officer	Designation	Mobile no.
1	Asansol	Tarun Kr. Ghosh	SDE	9434077020
2	Burdwan	Nihar Patra	SDE(Intl.)	9434033330
3	Durgapur	Rupendranath Basu	SDE	9434002012/ 9434746888
4	Bankura	A. K Ash	AGM	9434004650
5	Berhampore	Ujjal Sarder	SDE	9434750666
6	Calcutta	Kallol Roy	SDE	9434070012
7	Coochbehar	Samarendra Nath Routh	JTO(Intl.)	9434095144
8	Gangtok	Rakesh		9434868388
9	Jalpaiguri	D. D. Chakraborty	SDE(Intl.)	9434074888
10	Kharagpur	Ijaz Khan	JTO	9434345004
11	Krishnanagar	Uttam Das	DE	9434747403
12	Malda	Prahlad Basak	SDE(Sw. & BB)	9434057684
13	Purulia	Ramkrishna Biswas	SDE	9434757888
14	Raiganj	Pradip Kr Sarkar	AGM	943402199
15	Siliguri	Goutam Roy	JTO(OCB)	9434744004
16	Siliguri	R. N. Kar	SDE(IP TAX)	9434088688



Annexure for Free Phone Service

(Please read instructions carefully before filling up the form)

1. Service required for period from

 to

2. Origin/Time Dependent Routing

S/No.	Name of Area/City	Day of Year	Time of Day From	Destination No. To
1				
2				
3				

(Use extra page if required)

3. Alternative destination

S/No.	Original Destination No.	On busy divert to	On no reply divert to
1.			
2.			

4. Max. Simultaneous Calls
(Max. 255)

Y	N

5. Call indication to called party

--	--	--

6. Time Limit per call (in sec.)

--	--	--

7. Number to be used for Mass calling

--	--

8. One out of the following to be filled if required

Max. no. of calls per hour

OR

Max. no. of calls per day

9. Call Distribution

S/no.	Destination no.	Priority	Percentage
		I	
		II	

10. Line Hunting

Destination no.(I)		Destination no. (II)		Destination no. (III)	
S/no.	Tel. No.	S/no.	Tel. No.	S/no.	Tel. No.
1		1		1	
2		2		2	

11. Additional Features (subject to availability)

Black list nos/Grey list nos. (Attach list in following forms)

S/no.	Black list Telephone Numbers	Grey list Telephone Numbers
1		
2		

(Signature of Customer/Authorized signatory)
Company Seal (if any)

INSTRUCTIONS

1. Charges:-

(a)	Processing charge	Rs. 3,000/-
(b)	Security deposits	Rs. 10,000/-
(c)	Rental	Rs. 1,000/ per month
(d)	Creation/Deletion/Modification of every FPH destination no.	Rs. 100/-
(e)	Any outgoing call made from the phone Assigned for FPH	Will be billed as per usual rate and procedure
(f)	Charges for Vanity FPH No. (Optional)	Rs 10,000/- at a time OR Rs. 1,000/-(monthly) for "A" Category Rs.7,500/- " " " OR Rs. 750/- (monthly) " "B" " Rs. 5,000/- " " " OR Rs. 500/- (monthly) " "C" " (These charges are optional.)

Charges for calls received in FPH No. (to be billed monthly)

Particulars	Free Phone
Payment by	Called party
	Rs. / Sec.
From Basic / WLL:	
Local (within same SDCA)	1.20 / 120
Intra Circle (within same circle)	1.20 / 60
Inter Circle	1.60 / 60
From CMTS:	
Within LSA	1.20 / 60
Outside LSA	1.60 / 60
National Roaming	1.60 / 60

2. Discount:-

Monthly billed amount (Rs.)	Discount in %
Up to 10,000/-	Nil
10001 to 50,000	10%
50,001 to 250,000	15%
250,001 to 500,000	20%
>500,000	25%

3. Enclosures:-

- a) Copy of latest Phone bills for ALL the Phones nos. where FPH calls are to be routed.
- b) In case of FPH being subscribed by an Organisation, authorisation letter from Company for Authorised Signatory.
- c) In case of Individual please attach self attested photo.

4. Cheque / D.D

Application money in form of cheque / DD to be issued in favour of "Accounts officer, BSNL , Calcutta Telephones payable at Calcutta". Work Order will be issued subject to the realisation of Cheque. Add Rs.25/- for Cheque drawn on outstation Bank.

5. Submission of application:-

- a) Specify Phone No. with full STD code.
- b) All the phone numbers to which free phone calls are to be routed must belong to the applicant/organization.
- c) Please use photocopy of annexure if you require more sheets.
- d) Application to be deposited at O/O C.O /LD-I, 5th floor, Telephone Bhavan, Kolkata-700001.

6. Availability of FORM (Free of cost) :-

- a) at Customer Care Centre, Ground floor, Telephone Bhavan ,Kolkata:-700001.

7. For any assistance please contact:-

- a) DE (IN), & SDE (IN), BSNL, 3rd floor, Telephone Bhavan,Kolkata:-700001.
 - b) Contact Number 2210 5682, 2210 9011.
-

Instruction to fill the Application form

- 1. For Technical requirements please fill up the attached annexure.
- 2. Specify all telephone no. with full STD code.
- 3. All the telephone numbers to which calls are to be routed must belong to BSNL / MTNL.
- 4. All BSNL / MTNL / Private operators phone can make calls to FPH numbers.
- 5. For tariff viz. rental, vanity no. Charges etc. Please see BSNL tariff plans available at www.bsnl.co.in. Charges are subject to change from time to time.
- 6. The requested number shall be allotted subjected to availability.
- 7. Black list / Grey list numbers facility shall be provided subject to availability.
- 8. Please use photocopy if you require more sheets.
- 9. Mass calling means large number of calls are anticipated on the number in short time as in case of Televoting etc.



1. Origin Dependent Routing /Time Dependent Routing and Alternate destination

S N o	Name of Area/City where call originates	Day of the year	Time of the day												Destination No.	If destination no. Busy then divert to	If destination no. No Reply then divert to
			From						TO								
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	

2. Call Distribution

S N o	Destination No.(with STD code)	Priority	% of Calls
1		I	
2		II	
3		III	

3. Line Hunting

S n o	Destination No.(with STD code)	Hunting No.1(with STD code)	Hunting No.2(with STD code)	Hunting No.3(with STD code)	Hunting No.4(with STD code)	Hunting No.5(with STD code)	Hunting No.6(with STD code)	Hunting No.7(with STD code)	Hunting No.8(with STD code)
1									
2									
3									
4									
5									
6									
7									
8									

4. Black List/ Gray list/White list

S n o	Blacklist No.(with STD code)	Graylist Number(with STD code)	Whitelist Number(with STD code)
1			
2			
3			
4			
5			
6			
7			
8			

5.Time Limit per Call (in sec.)

6. No of calls per day or per hour:

 per

Signature of Customer/Authorised Signatory :

Date :

1. Origin Dependant Routing(ODR):

Calls can be routed to set of destinations based on the location of the origin of the call i.e. Call Centres can be established on Zone Basis.e.g. A company ABC has offices in Bombay and Chennai. The customer support establishment are at Bangalore and Chennai catering to subscribers in different states. The company takes a toll free number from BSNL say 1800-345-8899 and advertises this number for customer enquiry. It desires that calls from states of Andhra Pradesh, Karnataka, Kerala, and Tamilnadu be served by customer center at Chennai and all other calls be attended by the customer enquiry at Bangalore. Then the above requirement can be indicated as following:

Name of Area/City where call originates	Destination No.
AP,KTK,Kerala, TN	044-2222 4444 (Chennai office I)
Rest of India	080-2525 8080 (Bangalore office)

* Similarly upto 100 destination numbers can be defined.

2. Time Dependant Routing(TDR):

Allows organizations to route the calls to different locations, depending on the time of day. For example, if a particular customer service department is closed at night, calls can be routed to alternate location. This helps the business organisations in maintaining 24x7 customer supports with minimal investment. On Sunday, if an office at Chennai operates from 9am to 12pm and Delhi office operates from 12pm to 15pm, then all calls to toll free number 1800-345-8899 can be routed based on time and type of day. Therefore, no loss of customer calls and flexibility to operate in shifts at multiple locations.

Day of the year	Time of the day		Destination No.
	From	TO	
SUNDAY	0900Hrs	1200Hrs	044-2222 4444 (Chennai office I)
	1200Hrs	1500Hrs	011-2111 1111 (Delhi office)

3. Alternate Destination Routing:

If the destination number is busy or no reply, the call to toll free number 1800-345-8899 can be diverted to another number or announcement.

Destination No.	If destination no. Busy then divert to	If destination no. No Reply then divert to
044-2222 4444 (Chennai office I)	044-2567 4789 (Chennai office II)	011-2111 1111 (to Delhi)

4. Call Distribution:

Allows the organization to route calls based on staffing levels. The call split is based on a percentage distribution that user designate. If a user has three Call centres having the Staff strength of 20, 30 and 50 calls can be routed to these Call Centres in ration of 2:3:5 i.e. out of ten calls, two, calls will be routed to first Call centers, three to second call centres and five to third call Centre. Suppose ABC is a tourism based company. During vacation the number of calls to toll free no 1800-345-8899 increases 2 times the average daily calls. Bangalore Call Center is only equipped for handling average number of calls in a day. The surge in traffic during summer can be split and diverted to the other office department/ location/ centers any where in India.

Destination No.(with STD code)	Priority	% of Calls
080-2525 8080 (Bangalore office)	I	50
044-2222 4444 (Chennai office I)	II	30
011-2111 1111 (Delhi office)	III	20

5. Line Hunting

Allows organization to have one or more installations where the call may be answered i.e. a user can have multiple call centres (up to eight) anywhere in India. All Call Centre numbers can be put under a hunting group. This is a methodology of distributing phone calls from a single telephone number to a group of several phone lines. That is, calls to toll free number 1800-345-8899 routed to Bangalore office on 080-2525 8080 can be attended by upto 8 phone lines. If line 1 & 2 is busy, call will go to line 3. If all 8 lines are busy then call will terminate on destination no. as per alternate destination at 3 above.

The eight numbers in the hunt group can be of BSNL, landline or mobile. Landlines need not be from the same exchange, any landline number of different geographical locations can be used in the hunt group.

Destination No.(with STD	Hunting No. 1(with STD	Hunting No. 2 (with STD	Hunting No. 3 (with STD	Hunting No. 4(with STD	Hunting No. 5(with STD
080-2525 8080	080-2525 8190	080-2525 8191	080-2525 8192	080-2525 8193	080-2525 8194

6. Black List/ Grey list

BLACK & WHITE LIST - allows organization to selectively block incoming calls from specific originating areas. In this way, area of coverage can be decided as per the requirements and also the cost of handling unnecessary calls can be saved.e.g. Company ABC doesn't have service in Sikkim and doesn't want to receive calls from that area, the number can be put as blacklist. Also, any malignant or obnoxious call can be blocked by adding that calling number in the black list. White list denotes the numbers or levels allowed to make call.

Blacklist No.(with STD code)
03592-abcd

Greylist: When a calling line is added in the grey list, a PIN is associated with it. When a caller from grey list access the service, a PIN is asked for authentication. Callers received from any of the grey listed numbers will be prompted to dial the assigned 4 digit PIN to get access.

Greylist Number (with STD
03592-3033003

7. PIN based access:

Company ABC is a retail chain that advertises toll free number but does not want general public to call. The calls to this toll free can be restricted to the authorised dealers / distributors spread across the country by assigning a PIN to them. This will limit unnecessary calls, reduce operational costs while taking all advantages of above mentioned features.

8. Time Limit per Call (in sec.)

The duration of the call conversation can be preassigned. This will save financial and human resource of the company. Suppose on average, a call is answered in 3 minutes, frivolous long duration calls can be avoided by limiting the call duration.

9. No of calls per day or per hour:

The maximum number of calls received on the toll free number can be defined on hourly basis or per day. For example, 10 calls per hour or 50 calls per day depending upon the capacity and requirement of the company subscribing to toll free number.

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 Chairman*
Executive Officer,
..... Municipality

Subject:
Letter for sanction for Proposal for the City Livelihood Centre at Bankura, Asansole MC, Berhampore, Nabadwip, Purulia, Uttarpara Kotrung, Bongaon, Jalpaiguri, North Barracpore, Kharagpore, Uluberia, Kamarhati, Balurghat.

Str / Project proposal for establishment of City Livelihood Centre (CLC) under Bankura, Asansole MC, Berhampore, Nabadwip, Purulia, Uttarpara Kotrung, Bongaon, Jalpaiguri, North Barracpore, Kharagpore, Uluberia, Kamarhati, Balurghat Municipality was received by the office. Project proposal and fund for the establishment of CLC have been sanctioned. *your ULB*

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%) fund has been released and credited to the Municipal A/c for setting up infrastructural facilities and initiation of the project as per following.

	Name of ULB	Project Cost	1st instalment 30%
1	Bankura	Rs. 996800	Rs. 299040
2	Asansole MC	Rs. 999973	Rs. 299991.9
3	Berhampore	Rs. 998800	Rs. 299640
4	Nabadwip	Rs. 800000	Rs. 240000
5	Purulia	Rs. 999800	Rs. 299940
6	Uttarpara Kotrung	Rs. 1000000	Rs. 300000
7	Bongaon	Rs. 999850	Rs. 299955
8	Jalpaiguri	Rs. 999528	Rs. 299858.4
9	North Barracpore	Rs. 1000000	Rs. 300000
10	Kharagpore	Rs. 1000000	Rs. 300000
11	Uluberia	Rs. 1000000	Rs. 300000
12	kamarhati	Rs. 1000000	Rs. 300000
13	Balurghat	Rs. 1000000	Rs. 300000

Later installments will be released based on performance and after sending the UC for the fund already released. *You are requested to operationalize the CLC at the earliest for bid that separate committee has been made for this end.*

Yours faithfully

[Signature]
Director, SUDA

&

Mission Director, WBSULM

Draft

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



Annexure for Free Phone Service

(Please read instructions carefully before filling up the form)

1. Service required for period from

--	--	--	--	--	--	--

to

--	--	--	--	--	--	--

2. Origin/Time Dependent Routing

S/No.	Name of Area/City	Day of Year	Time of Day	Destination No.
			From	To
1				
2				
3				

(Use extra page if required)

3. Alternative destination

S/No.	Original Destination No.	On busy divert to	On no reply divert to
1.			
2.			

4. Max. Simultaneous Calls
(Max. 255)

--

Y

N

5. Call indication to called party

6. Time Limit per call (in sec.)

--	--	--

7. Number to be used for Mass calling

Y

N

8. One out of the following to be filled if required

Max. no. of calls per hour

--

OR

Max. no. of calls per day

--

9. Call Distribution

S/no.	Destination no.	Priority	Percentage
		I	
		II	

10. Line Hunting

Destination no.(I)		Destination no. (II)		Destination no. (III)	
S/no.	Tel. No.	S/no.	Tel. No.	S/no.	Tel. No.
1		1		1	
2		2		2	

11. Additional Features (subject to availability)

Black list nos/Grey list nos. (Attach list in following forms)

S/no.	Black list Telephone Numbers	Grey list Telephone Numbers
1		
2		

(Signature of Customer/Authorized signatory)

Company Seal (if any)

INSTRUCTIONS

1. Charges:-

(a)	Processing charge	Rs. 3,000/-
(b)	Security deposits	Rs. 10,000/-
(c)	Rental	Rs. 1,000/ per month
(d)	Creation/Deletion/Modification of every FPH destination no.	Rs. 100/-
(e)	Any outgoing call made from the phone Assigned for FPH	Will be billed as per usual rate and procedure
(f)	Charges for Vanity FPH No. (Optional)	Rs 10,000/- at a time OR Rs. 1,000/-(monthly) for "A" Category Rs.7,500/- " " " OR Rs. 750/- (monthly) " "B" " Rs. 5,000/- " " " OR Rs. 500/- (monthly) " "C" " (These charges are optional.)

Charges for calls received in FPH No. (to be billed monthly)

Particulars	Free Phone
Payment by	Called party
	Rs. / Sec.
From Basic / WLL:	
Local (within same SDCA)	1.20 / 120
Intra Circle (within same circle)	1.20 / 60
Inter Circle	1.60 / 60
From CMTS:	
Within LSA	1.20 / 60
Outside LSA	1.60 / 60
National Roaming	1.60 / 60

2. Discount:-

Monthly billed amount (Rs.)	Discount in %
Up to 10,000/-	Nil
10001 to 50,000	10%
50,001 to 250,000	15%
250,001 to 500,000	20%
>500,000	25%

3. Enclosures:-

- a) Copy of latest Phone bills for ALL the Phones nos. where FPH calls are to be routed.
- b) In case of FPH being subscribed by an Organisation, authorisation letter from Company for Authorised Signatory.
- c) In case of Individual please attach self attested photo.

4. Cheque / D.D

Application money in form of cheque / DD to be issued in favour of "Accounts officer, BSNL , Calcutta Telephones payable at Calcutta". Work Order will be issued subject to the realisation of Cheque. Add Rs.25/- for Cheque drawn on outstation Bank.

5. Submission of application:-

- a) Specify Phone No. with full STD code.
- b) All the phone numbers to which free phone calls are to be routed must belong to the applicant/organization.
- c) Please use photocopy of annexure if you require more sheets.
- d) Application to be deposited at **O/O C.O /LD-I, 5th floor, Telephone Bhavan, Kolkata-700001.**

6. Availability of FORM (Free of cost) :-

- a) at Customer Care Centre, Ground floor, Telephone Bhavan ,Kolkata:-700001.

7. For any assistance please contact:-

- a) DE (IN), & SDE (IN), BSNL, 3rd floor, Telephone Bhavan,Kolkata:-700001.
 - b) Contact Number 2210 5682, 2210 9011.
-

Instruction to fill the Application form

- 1. For Technical requirements please fill up the attached annexure.
- 2. Specify all telephone no. with full STD code.
- 3. All the telephone numbers to which calls are to be routed must belong to BSNL / MTNL.
- 4. All **BSNL / MTNL / Private operators** phone can make calls to FPH numbers.
- 5. For tariff viz. rental, vanity no. Charges etc. Please see BSNL tariff plans available at www.bsnl.co.in. Charges are subject to change from time to time.
- 6. The requested number shall be allotted subjected to availability.
- 7. Black list / Grey list numbers facility shall be provided subject to availability.
- 8. Please use photocopy if you require more sheets.
- 9. Mass calling means large number of calls are anticipated on the number in short time as in case of Televoting etc.

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 / ৭৭০ (৬)

তারিখ 30.06.2016

From : Director, SUDA &
Mission Director, WBSULM

To : Chairman,

..... Municipality

Subject:- Meeting on Operation Guideline of CLCs

Sir ,

Total 16 (sixteen) no. Of City Livelihood Centre (CLC) have been approved by SMMU till date. To make the CLC operational SMMU had arranged a meeting on 28.06.2016 to discuss operational Guideline on CLC and to make them operational. Despite issue of letter and telephonic instruction none have attend from your Municipality. As State Mission Management Unit (SMMU) have planned to make them operational as earliest as possible. The meeting was very urgent and important. However, reason of non-participation of ULB is not informed and also not desirable. However, to make them operational properly another meeting has been arranged on 08.07.2016 for following schedule.

You are requested to send a competent person , conversant to CLC (EO / City Manager / APO – any two) to this office as per schedule below without fail.

Date – 08/07/2016

Time- 12:00 noon

Venue- SUDA Conference Hall

Schedule of the Meeting

Sl no	Name of Municipality	Date & Time	Place
1	Madhyamgram Municipality	07.07.2016 12:00 Noon	SUDA Conference Hall
2	Tamralipta Municipality		
3	Naihati Municipality		
4	Barasat Municipality		
5	Basirhat Municipality		
6	Kharagpur Municipality		

Yours faithfully


Director, SUDA
&

Mission Director, WBSULM

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 / ৭৩৭

তারিখ ৩০.০৮.২০১৬

From : Director, SUDA &
 Mission Director, WBSULM

To : Chairman,
 Alipurduar Municipality

Subject:- Meeting on Operation Guideline of CLCs

Sir ,

Total 16 (sixteen) no. Of City Livelihood Centre (CLC) have been approved by SMMU till date. To make the CLC operational SMMU will hold a meeting with representative from your ULB to discuss operational Guideline on CLC and make them operational on 15th August 2016.

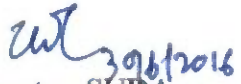
In view of above , you are requested to send a competent person , conversant to CLC (EO / City Manager / APO – any two) to this office as per schedule below.

Date – 08/07/2016

Time- 12:00 noon

Venue- SUDA Conference Hall

Yours faithfully


 Director, SUDA
 &
 Mission Director, WBSULM

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-39/2015/938 (৭)

তারিখ 30.06.2016

From : Director, SUDA &
Mission Director, WBSULM

To : Chairman,
..... Municipality

Letter for sanction for Proposal for the City Livelihood Centre at Alipurduar, English Bazar, Kalyani, Barasat, Barrackpore, Naihati, North Dum Dum, Medinipur Municipality.

Sir,

According to the Project proposal for establishment of City Livelihood Centre (CLC) under Alipurduar, English Bazar, Kalyani, Barasat, Barrackpore, Naihati, North Dum Dum, Medinipur Municipality was received by the office from your end, the said 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 and initial 30% will be released after approval of the proposal. Accordingly 1st installment (30%) 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 the ULB	Project Cost	1 st installment 30%
1	Alipurduar	Rs. 1000000	Rs. 300000
2	English Bazar	Rs. 1000000	Rs. 300000
3	Kalyani	Rs. 997800	Rs. 299340
4	Barasat	Rs. 999625	Rs. 299887.5
5	Barrackpore	Rs. 994748	Rs. 298424.4
6	Basirhat	Rs. 869425	Rs. 260827.5
7	North Dum Dum	Rs. 995750	Rs. 298725
8	Medinipur	Rs. 989500	Rs. 296850
9	Naihati	Rs. 1000000	Rs. 300000

Further installments will be released based on performance and after sending the UC for the fund already released.

Yours faithfully

WJ 30/6/2016
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

OPERATIONAL GUIDELINE FOR CITY LIVELIHOOD CENTRES (CLCs)

Mission of CLC:

Mission of City Livelihood Centre is to provide information and service to City dwellers in a structured and organized manner and provide a sustainable income to poor service.

Vision:

Vision of City livelihood Centre is to become a leading agency working to ensure secure and dignified lives to communities dependent on labour. CLC seeks to provide a platform combining direct service delivery, advocacy, research and technical support in advancement of its work on issues of urban poor. CLC intends to provide a broad range of services directly benefiting the urban poor households. Typically, these services will include registration and issuance of Photo ID, skill training and placement, legal aid, collectivization, social security, financial services and family support. The centre will also seek to design new services and interventions for the urban poor.

Objective:

CLC as one of the key sub-components of NULM will have the following objectives.

1. To find a viable market for different marketable goods and services produced by the urban poor;
2. To provide business information and business support services to the urban poor as and when needed by them;
3. 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;
4. To provide space & other facilities necessary to the institute/organizations willing to conduct skill training programmes / seminars /meetings sensitization programmes at the ULB;
5. 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, obtention of trade license, other accounting and legal support wherever necessary;
6. To liaise with local banks & work in tandem with them for achieving the objective of financial inclusion;
7. To assist banks in recovery of loans wherever warranted.

Nature of CLC:-

CLC shall be set up as a permanent service providing centre offering a gamut of fee based services to all residents of the area by engaging local urban poor for the ostensible reason of generating sustainable livelihoods. For financial sustainability of the CLC, the organization / 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 develop one such in the near future. It shall be the sole prerogative of Municipal Corporation / Municipality to take final decision on the spectrum of services that shall be rendered by CLC.

Administration of CLC:-

The activities of CLC shall be closely monitored and supervised by two committees.

1. 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. The Committee will review the functioning of CLC on a quarterly basis and take suitable policy decisions wherever & whenever warranted.

2. CLC Management Committee shall be constituted at each ULB for supervising day-to-day functioning of the CLC. The CLC Management Committee will comprise of the following members: CIC (NULM) / Councillor looking after NULM, Manager (Social Infrastructure) / Manager (SMID) of CMMU, one Community Organizer, full time manager looking after the CLC and few nominated service providers and current / prospective users of services.

Sl no	Designation	Membership
1	MMIC / CIC NULM	Chairperson
2	City Mission Manager (SMID / Social Infrastructure)	Member
3	Asst. Project Officer (if any)	Member
4	One Community Organizer nominated by the Committee	Member
5	CLC Manager	Member
6.	One service provider	Member
7	One service user	Member
8.	Any other member committee likes to co-opt	Member

Activities of CLC:

Services provided by CLC can be varied in nature depending on local needs, requirements, expectations and choice of the local residents. Broadly CLC may choose to deliver services in the following areas which are only indicative in nature.

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. For providing support to the SHGs, an updated data base of information in respect of the following may be maintained at CLC such as,
 - ✓ SHG Product list
 - ✓ List of Agency list Raw Material
 - ✓ Buyer Agency list
 - ✓ SHG Product sample on display
 - ✓ SHG Product on sale
5. Providing information on Skill Training and Employment;
6. Organising Entrepreneurial Development Training Programmes for SHGs / urban poor/ Educated Unemployed Youth ;
7. Organise career counselling courses for local youth;
8. Conduct random survey of needs & requirements of services in demand and maintain a dossier of such services;
9. Supply of skilled man power to city dwellers as per demand;
10. CLCs may obtain direct work orders or bid for Annual Maintenance Contracts, municipality contracts/ housing Associations service needs viz., plumbing, electricity, carpentry, despatch 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;
11. 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.);
12. The premises may be rented out as a training venue provided sufficient space and infrastructure is available with CLC;
13. CLC may explore the possibility of collaboration with UID for issuance of UID/ Aadhar card for citizens in the CLC area;
14. Provide access to various government departments, banks, insurance agencies and other organisations to communicate with the urban poor and promote programmes that are beneficial to the poor;

15. Information on market demand and market strategy- Urban Poor who run small businesses may be given support to gain a better understanding into market needs, demand of the products produced by them, prices, place of sale etc.
16. Counselling courses in the following areas may be organised by CLC on payment of fee.
 - Personality development
 - Self Awareness
 - Communication
 - Interpersonal Relationships
 - Health and Hygiene
 - Goal Setting
 - Gender
 - Our Constitution
 - Migration
 - Laws and Rights
 - Saving and Social Security

Collaboration and Linkages:

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.,

Steps for proper & effective delivery of services by CLC:

In order to popularise the services of CLC, following steps may be taken.

1. Wide publicity through banners, posters, hand bills, wall writing, local TV channel or any other mode deemed suitable so as to make the local people sufficiently aware about the concept & utility of CLC ;
2. Publicity campaigns should be undertaken on a regular basis during the initial days and later on at regular intervals, so that the residents feel motivated for using the services of CLC;
3. Sensitisation programmes can also be arranged in the wards on a cluster basis with active participation of the local councillors for popularising the concept & function of CLC;
4. Use of ' **Toll-free Help Line**' services both for service providers and service seekers as soon as CLC becomes operational for which necessary assistance shall be provided from the State;
5. An application form with a provision for photograph and verification of credential by the local councillor may be introduced by CLC for registering / enrolling names of the service providers in areas which may include,
 - Carpenter

- Plumber
 - Washer man
 - Construction Laborer
 - Stitching/ Tailor
 - Wool-Knitting
 - Sweepers
 - Repair/ maintenance of different electrical appliances
 - Courier Services
 - Painters
 - Drivers
 - Tourist Guides
 - Motor Mechanic
 - Handicrafts
 - Beautician
 - Maid (Any)
 - Domestic Help etc. (as decided by ULB)
 - Cook
 - Nurse/skilled aya
 - Physiotherapist
6. CLC shall maintain a proper dossier of the service providers;
 7. Charges for registration shall be clearly displayed in the CLC Notice Board;
 8. Similarly, CLC should display in a prominent place the fees chargeable for different services detailing therein the nature of service to be provided by service provider;
 9. Fee structure should be fixed taking into account the aspects of affordability of the local residents, existing market rates, volume of market demand etc. ;
 10. A **feedback form** from users of services should be introduced as soon as CLC starts functioning;
 11. A 'Call Book' register should be maintained at CLC. Important details such as date & time call made, name of the client & his / her address, nature of service/s required & name of requested service provider if any, date & time when call attended etc.
 12. System of Pucca bills/vouchers/receipts should be introduced by CLC right from the beginning ;
 13. A certificate of job work done by service provider and a 'certificate of satisfaction' both should be obtained by CLC & kept on records

Manpower of CLC:-

Staff consisting of 1-2 persons may be recruited to run the CLC. In case any Agency (ALF / CLF / CDS etc.) has been given responsibility of managing the CLC, the agency will need to hire the requisite staff.

- **One full time manager**
- **One multi task helper**

Process of manpower Selection:-

If CLC is run by an Agency, the required manpower will be provided by them as per eligibility conditions laid down by ULB. If any ULB runs CLC by itself it will provide manpower from its resources or engaged as per existing norms.

Funding for Establishment of CLCs:-

Each CLC will be provided with a non-recurring grant which shall be used as untied funds. The fund will need to be spent strictly as per project plan approved by SUDA. The fund will be released in 3 instalments. The milestones for release of instalments may be as follows:

Release of first instalment – The first instalment of 30% will be released by SMMU to ULB along with the proposal is approved and sanction order is sent.

Release of second instalment – The second instalment of 40% can be released after CLC become operational.

Release of third instalment – The third instalment of 30% can be released after one year of successful running of CLC.

Management and Functioning of City Livelihood Centres:-

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

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.

Bank Account of CLC:

A separate bank account shall be opened in the name of CLC operated jointly by City Project Officer (CPO) of the ULB and manager of the CLC. The a/c may be styled as " - ----- Municipality a/c City Livelihood Centre".

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 .

Monitoring & 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. on a quarterly basis.

CLC Management Committee (CMC), constituted at each Municipal Corporation / Municipality shall be responsible for supervising day-to-day functioning of the CLC.

Immediate Action Items for Call Centre Toll Free Number :

After discussion with BSNL, It appears that it is not possible to set up a call centre centrally at State level for all CLCs. So, each ULB need to set up a toll free number for CLC after set up a post paid BSNL mobile connection.

Immediate action item for ULB:

1. ULB need to apply for a post paid BSNL mobile connection for CLC.
2. Share registration number /details with SUDA.
3. Apply for Toll Free number at BSNL circle office.
4. Share application/number details with SUDA.

Model Code of Conduct:

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

Audit:

Internal audit will be conducted under the Super vision of SUDA twice in a year. The yearly accounts of CLC shall be audited by a registered CA firm.

Books, records & registers at CLC:

The following books / registrars shall be maintained by CLC.

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

Sample Format for Collecting Information**SHG Information List**

Sl.No	Name of Groups	Name of Member	Ward no	Contact No

Product List

Sl.No	Product Name	SHG Name	Cost /Price	Contact No

Raw Material Supplier List

Sl.No	Raw Material Name	Supplier Name	Cost /Price	Contact No

Buyer List

Sl.No	Name of the company	Product	Cost /Price	Contact No

--	--	--	--	--

SHG Business Name List- INDIVIDUAL

Sl.No	Name of Groups	Name of Member	Business name	Ward no	Contact No

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

=====

Draft Memorandum of Understanding (MoU)

for CLC under DAY-NULM

This MoU is entered on this ----- th day ----- (month) ----- (year) between -----
(Name of the organisation/agency) having its registered office at -----
represented by ----- (name & designation of the official)

And

----- (Name of the ULB) with its office at ----- represented by -----
----- (Name & designation of the official)

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 ----- (full address) 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;
- ii. To provide business information and business support services to the urban poor as and when needed by them;
- 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, obtention 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 ----- Municipal Corporation / Municipality to take final decision on the spectrum of services that shall be rendered by CLC.

3. SCOPE OF WORK:

----- (Name of the organisation /Agency) shall be responsible for operation and maintenance of the CLC located at -----.

4. OBLIGATIONS OF THE PARTIES:

A. ----- (Municipal Corporation / Municipality) shall provide necessary infrastructure for setting up the CLC and hand over the same to ----- (name of organisation /Agency) in a condition befitting for its use as CLC. ----- (Organisation /Agency) 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. ----- (Name of the organisation/Agency) 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;
- 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 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;

- 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, ----- (Name of organisation / Agency) 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, ----- (Name of organisation / Agency) 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 ----- (Name of organisation /Agency) 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 ----- (organisation /Agency) to ensure that its registration is always in force.

F. MAINTENANCE OF BOOKS & RECORDS:

The following books/registers shall be maintained by ----- (Name of the organisation /Agency etc.) 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
- viii. Complaint and Suggestion Register

G. COMMENCEMENT OF WORK:

The organisation/agency shall prepare and submit a detailed work plan to the City Mission Management Unit of the Corporation / Municipality prior to commencement of work. -----
----- (Organisation /Agency) shall finally commence work only after work plan is approved by ----- Municipal Corporation / Municipality fully complying with the conditions laid down therein, if any.

4. COMPENSATION:

For Operation & Maintenance of the CLC an amount of Rs. ----- per annum shall be provided to ----- (organisation /Agency). The expenditure shall be incurred by ----
----- (Organisation /Agency) under the following permissible heads.

Annual Maintenance 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	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.

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 registration fee of Rs. ----- 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 Rs.----- p.a. or any such rates as decided by the CMMU Executive Committee from time to time. The buyers of the services shall like wise be required to pay service charges to CLC against the service/s availed by them @ ----- 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 -----
----- (organisation /Agency) 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 ----- to -----, 2016. 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:

----- (Name of the organisation/agency) and the -----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----- (Name of the organisation /agency)	For Municipality
Signature :	Signature :
Name :	Name :
Title :	Title :
Place :	Place :
Date :	Date :
Witness :	Witness :

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

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

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

SUDA-39/2015/864

20.06.2016

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.****City Livelihood Centres (CLCs) 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. 4061121921 lying with your branch in respect of **City Livelihood Centres (CLCs)** under SM & ID - NULM.

(M. Chatterjee)

Joint Secretary

I.A. Department, GOWB



(M.N. Pradhan)

Director,
SUDA1.1.11
20.11.11

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Sl	ULB name	Amount (Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Alipurduar Municipality	300000	United Bank of India	Alipurduar	0238010735438	UTBI0ALD225
2	English Bazar Municipality	300000	United Bank of India	Malda	0233013903610	UTBI0MDA214
3	Kalyani Municipality	299340	AXIS BANK LTD.	Kalyani	916010011617274	UTIB00000481
4	Barasat Municipality	299887	State Bank of India	Barasat	35627614466	SBIN00000024
5	Barrackpore Municipality	298424	Bank of Boroda	Barrackpore	24540100019914	BARB0BARRAC
6	Basirhat Municipality	260827	IDBI Bank	Basirhat	1469104000018984	IBKL0001469
7	North Dum Dum Municipality	298725	IDBI Bank	Birati	1149104000040859	IBKL0001149
8	Midnapore Municipality	296850	Allahabad bank	Midnapore	50322119929	ALLA0210390
9	Naihati Municipality	300000	Allahabad bank	Garifa	50309055108	ALLA0211725
	TOTAL	2654053				
	(Rupees Twenty-six Lakh Fifty-four Thousand Fifty-three only)					



(M. Chatterjee)

Joint Secretary

M.A.Department, GOWB



(M. N. Pradhan)


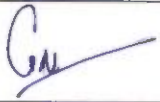

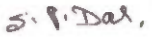
Director

SUDA

1/10/2016

Training on CLC under SMID (DAY-NULM)

Venue : SUDA Conference Hall, Date : 28.06.2016, Time : 12.00 NOON

Sl. No.	Name	Designation & Department	Signature
1	Shri. M. K. Rano	Joint Director (SD), SUDA	
2	Shri. G. Pal	Advisor, SUDA	
3	Shri. T. Datta	Programme Co-ordinator, SUDA	
4	Smt. Soma Parui Das	SMM - Social Mobilisation & Institution Development	
5	Shri. Amit Chowdhury	SMM - MIS & ME	

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 : ~~Executive Officer,~~ *Chairman*
 Municipality

Letter for sanction for Proposal for the City Livelihood Centre at Alipurduar, English Bazar, Kalyani, Barasat, Barrackpore, Naihati, North Dum Dum, Medinipur Municipality.

See according to the
 Project proposal for establishment of City Livelihood Centre (CLC) under Alipurduar, English Bazar, Kalyani, Barasat, Barrackpore, Naihati, North Dum Dum, Medinipur Municipality was received by the office. *from Govt. and the said* 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 *and* Initial 30% will be released after approval of the proposal. Accordingly, 1st installment (30%) 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 the ULB	Project Cost	1 st installment 30%
1	Alipurduar	Rs. 1000000	Rs. 300000
2	English Bazar	Rs. 1000000	Rs. 300000
3	Kalyani	Rs. 997800	Rs. 299340
4	Barasat	Rs. 999625	Rs. 299887.5
5	Barrackpore	Rs. 994748	Rs. 298424.4
6	Basirhat	Rs. 869425	Rs. 260827.5
7	North Dum Dum	Rs. 995750	Rs. 298725
8	Medinipur	Rs. 989500	Rs. 296850
9	Naihati	Rs. 1000000	Rs. 300000

Further later installments will be released based on performance and after sending the UC for the fund already released.

Yours faithfully

[Signature]
 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

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

SUDA-39/2015

From : Director, SUDA &
 Mission Director, WBSULM

To : Commissioner,

..... Municipal Corporation.
Chairman
Executive Officer,

..... Municipality

Subject:- Meeting on Operation Guideline of CLCs

Sir ,

Total 16 (sixteen) no. Of City Livelihood Centre (CLC) have been approved by SMMU till date. To make the CLC operational SMMU had arranged a meeting on 28.06.2016 to discuss operational Guideline on CLC and to make them operational. Despite telephonic invitation none have attend from your Municipality. As State Mission Management Unit (SMMU) have planned to make them operational as earliest as possible. The meeting was very urgent and important. *However, reason of not participation of CLC is not informed and this not desirable.* The issue has been taken seriously as a serious negligence of instruction from SUDA. However, to make them operational properly another meeting has been arranged on 07.07.2016 for following schedule.

You are requested to send a competent person , conversant to CLC (EO / City Manager / APO – any two) to this office as per schedule below *with fail.*

OS
 Date – 07/07/2016

Time- 12:00 noon

Venue- SUDA Conference Hall

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

Schedule of the Meeting

Sl no	Name of Municipality	Date & Time	Place
1	Madhamgram Municipality	08/07.2016 12:00 Noon	SUDA Conference Hall
2	Tamralipta Municipality		
3	Naihati Municipality		
4	Barasat Municipality		
5	Basirhat Municipality		
6	Kharagpur Municipality		

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

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

SUDA-39/2015

From : Director, SUDA &
Mission Director, WBSULM

To : *h. Chatterjee*
Executive Officer,

Alipurduar Municipality

Subject:- Meeting on Operation Guideline of CLCs

Sir ,

Total 16 (sixteen) no. Of City Livelihood Centre (CLC) have been approved by SMMU till date. To make the CLC operational SMMU will hold a meeting with representative from your ULB to discuss operational Guideline on CLC and make them operational on 15th August 2016.

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.

os
Date – 07/07/2016

Time- 12:00 noon

Venue- SUDA Conference Hall

Yours faithfully

l

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

Training on CLC under SMID (DAY-NULM)

Venue : SUDA Conference Hall, Date : 28.06.2016, Time : 12.00 NOON

Sl No.	ULB	Name	Designation	Contact No.	Signature
1	Krishnanagar	TANIA PAL	MANAGER-SD&I, NULM	9598580347	Tania Pal 28.06.16.
2					
3	Madhyamgram				
4					
5	Hooghly Chinsurah	Sanjib Paul.	C.O.	9088247478.	Sanjib Paul. 28.06.16
6					
7	Haldia	Aranyak Mishra	Manager-SD&I	9002963024	Aranyak Mishra 28/6/16
8					
9	Bhatpara	Indradeep Bagchi.	Officiating APO	9681557001	Indradeep Bagchi. 28.6.16
10					

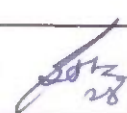
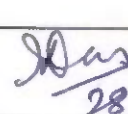
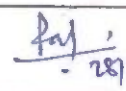

Training on CLC under SMID (DAY-NULM)

Venue : SUDA Conference Hall, Date : 28.06.2016, Time : 12.00 NOON

Sl No.	ULB	Name	Designation	Contact No.	Signature
11	Serampore	CHANDRA NATH MUKHERJEE	TOWN PROJECT OFFICER (A.P.O.)	9051259906	C.N. Mukherjee
12		JMRAN KHAN	COMPUTER OPERATER	8296977074	Jmrunkhan
13	Tamralipta				
14					
15	Naihati				
16					
17	North Barrackpore	KANTINATH BASU	Exe. Officer	9836519739	KBasu 28/06/2016
18					
19	Barasat				
20					
21	Kalyani	ARPITA DAS	Manager SDSP	9830817984	Arpita 28/06/2016
22					
23	Barrackpore	SREEMANA DAS	APO	9674769979	Sus 28/6/16
24					

Training on CLC under SMID (DAY-NULM)

Venue : SUDA Conference Hall, Date : 28.06.2016, Time : 12.00 NOON

Sl No.	ULB	Name	Designation	Contact No.	Signature
25	Basirhat				
26					
27	English Bazar	Sakin Saliwr Zaman	Manager-SMID	9434872975	SS. Zaman 28/6/16
28					
29	Midnapore	SHARMISTHA DATTA	MANAGER SD & I	9432129450	 28/06/16
30					
31	North Dum Dum	ILORA PAL DAS	Urban Planner	9830745779	 28/06/16
32					
33	Bankura	Tapam Kr. Pal	E.O.	9435270651	 28/6/16
34		Basundhara Das		8391086400	basundharadas 28/06/2016
35	Asansol MC	Riteja Banerjee	SCDO	9433873197	R. Banerjee 28/06/16
36		Bodhen Bhandary	E.O.	9474378206	 28/6/16

Training on CLC under SMID (DAY-NULM)

Venue : SUDA Conference Hall, Date : 28.06.2016, Time : 12.00 NOON

Sl No.	ULB	Name	Designation	Contact No.	Signature
37	Uluberia	Tapas Koo. Ghosh	E. O .	9883166526	883
38					
39	Berhampore	Sri Rathindra Nath Dutta	Executive Officer	9474320317	Q
40		SNIGDHA CHOUDHURY	CITY MISSION MANAGER	9563728307	Sh
41	Nabadwip	Deleband Choudhury	E.O	9732707031	an
42		Soumit Kumar Das	CMH,	9830283828	S.K. Das.
43	Kamarhati	Anand Choudhury	O.S / APO	9231646912	Anand
44					
45	Kharagpur				
46					
47	Purulia	ITANOT ADHIKARI	APO INCHARGE	9775668840	r/mi 10/6/16
48					
49	Uttarpara Kotrung	SAMARJIT DAS	Manager, SDA	9836041866	Sen 28/6/16
50					

Training on CLC under SMID (DAY-NULM)

Venue : SUDA Conference Hall, Date : 28.06.2016, Time : 12.00 NOON

[illegible]

Meeting on Operation Guideline of CLCs on 08.07.2016

Sl. No.	Name of the ULB	Name	Designation	Contact No.	Signature
1	Kharagpur	R.N. Jena	E.O.	9434507400	R.N. Jena 8/7/16
2	Kharagpur	H. Humar Das	APD	8159875032	H. Humar Das 8/7/16
3	Barasat	A. Mukherjee	Manager. MIS & ME	9477041705	A. Mukherjee
4	Naihati. Moumit Ganguly	Moumit Ganguly	Manager SMEID	9804726812	Moumit Ganguly
5	Tamralipta Municipality	Hirajal Nanne	E.O.	8013532253	Hirajal Nanne 08/07/16
6	Mordhangan Municipality	Aparajita Nanda	APD	9830114470	Aparajita Nanda
7	Tamralipta Municipality	Manager - MIS-ME	SHIVRAM BAIKSHI	8926514039	SHIVRAM BAIKSHI 08-07-2016
8					
9					
10					
11					
12					
13					
14					
15					



o/c
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-39/2015/864

20.06.2016

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.**

City Livelihood Centres (CLCs) 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 Centres (CLCs) under SM & ID - NULM.

(M. Chatterjee)
Joint Secretary
M.A.Department, GOWB

(M.N.Pradhan)
Director,
SUDA

1.1
20.06.16

দূরত্ব : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Sl	ULB name	Amount (Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Alipurduar Municipality	300000	United Bank of India	Alipurduar	0238010735438	UTBI0ALD225
2	English Bazar Municipality	300000	United Bank of India	Malda	0233013903610	UTBI0MDA214
3	Kalyani Municipality	299340	AXIS BANK LTD.	Kalyani	916010011617274	UTIB0000481
4	Barasat Municipality	299887	State Bank of India	Barasat	35627614466	SBIN0000024
5	Barrackpore Municipality	298424	Bank of Boroda	Barrackpore	24540100019914	BARB0BARRAC
6	Basirhat Municipality	260827	IDBI Bank	Basirhat	1469104000018984	IBKL0001469
7	North Dum Dum Municipality	298725	IDBI Bank	Birati	1149104000040859	IBKL0001149
8	Midnapore Municipality	296850	Allahabad bank	Midnapore	50322119929	ALLA0210390
9	Naihati Municipality	300000	Allahabad bank	Garifa	50309055108	ALLA0211725
	TOTAL	2654053				
(Rupees Twenty-six Lakh Fifty-four Thousand Fifty-three only)						

(M. Chatterjee)

Joint Secretary

M.A. Department, GOWB

(M. N. Pradhan)

Director

SUDA

20.16.11



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/ ৪৭৫(২৪)

Date 21.06.2016
তারিখ

From : Director, SUDA &
Mission Director, WBSULM

To : Commissioner,

..... Municipal Corporation.

Executive Officer,

..... Municipality

Subject:- Meeting on Operation Guideline of CLCs

Sir ,

Total 28 (twenty eight) no. Of City Livelihood Centre (CLC) have been approved by SMMU till date. To make the CLC operational SMMU will hold a meeting with representative from 28 ULB (as per enclosed list) to discuss operational Guideline on CLC and make them operational on 15th August 2016.

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

Date – 28/06/2016

Time- 12:00 noon

Venue- SUDA Conference Hall

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

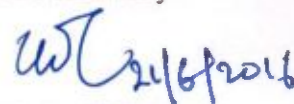
Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Schedule of the Meeting

Sl no	Name of Municipality	Date & Time	Place
1	Krishnanagar Municipality	28.06.2016 11am	SUDA Conference Hall
2	Madhamgram Municipality		
3	Hoogly Municipality		
4	Haldia Municipality		
5	Bhatpara Municipality		
6	Serampore Municipality		
7	Tamralipta Municipality		
8	Naihati Municipality		
9	North Barracpore Municipality		
10	Barasat Municipality		
11	Kalyani Municipality		
12	Barracpore Municipality		
13	Basirhat Municipality		
14	Englishbazar Municipality		
15	Midnapore Municipality		
16	North Dum Dum Municipality		
17	Bankura Municipality		
18	Asansole Municipality		
19	Uluberia Municipality		
20	Berhampore Municipality		
21	Nabadwip Municipality		
22	Kamarhati Municipality		
23	Kharagpur Municipality		
24	Purulia Municipality		
25	Uttarpara Kotrung Municipality		
26	Bongaon Municipality		
27	Balurghat Municipality		
28	Jalpaiguri Municipality		

Yours faithfully



Director, SUDA

&

Mission Director, WBSULM

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 - 39/2015/752

তারিখ ০৪-০৪-২০/১৬

From : Director, SUDA &
 Mission Director, WBSULM

To : The Commissioner,
 Howrah / Bidhannagar / Durgapur / Siliguri

Joint. Commissioner, Kolkata Municipal Corporation

Executive OfficerULB

Subject:- Sending proposal for establishing City Livelihood Centre (CLC)
at your ULB

Sir ,

You are aware that City Livelihood Centre (CLC) is one of the most important sub-component in implementation of NULM at ULB level.

Several Training, hands on workshop and meeting have been held to discuss establishing CLC at ULB level. Blank format and guidelines have already been given and uploaded under NULM icon in department website (www.wbdma.gov.in).

Recently City Level Mission Managers have joined and started to work at ULB level.

In this connection you are requested to utilise services of the City Mission Manager and so that CLC proposal from your municipality can be submitted to SMMU, NULM at SUDA at the earliest. Where there is no City Mission Manager at present service of APO or other experienced officials may be utilised for CLC Proposal.

Yours faithfully,


 Director, SUDA
 &

Mission Director, WBSULM



ale
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 - 39/2015/752

তারিখ ০৪-০৪-২০১৬

From : Director, SUDA &
Mission Director, WBSULM

To : The Commissioner,
Howrah / Bidhannagar / Durgapur / Siliguri

Joint. Commissioner, Kolkata Municipal Corporation

Executive OfficerULB

Subject:- Sending proposal for establishing City Livelihood Centre (CLC)
at your ULB

Sir,

You are aware that City Livelihood Centre (CLC) is one of the most important sub-component in implementation of NULM at ULB level.

Several Training, hands on workshop and meeting have been held to discuss establishing CLC at ULB level. Blank format and guidelines have already been given and uploaded under NULM icon in department website (www.wbdma.gov.in).

Recently City Level Mission Managers have joined and started to work at ULB level.

In this connection you are requested to utilise services of the City Mission Manager and so that CLC proposal from your municipality can be submitted to SMMU, NULM at SUDA at the earliest. Where there is no City Mission Manager at present service of APO or other experienced officials may be utilised for CLC Proposal.

Yours faithfully,

WT 8/4/16
Director, SUDA
&
Mission Director, WBSULM

ale

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং

তারিখ

From : Director, SUDA &
 Mission Director, WBSULM

To : *The Commissioner/Executive Officer*
 : The City Project Officer, NULM
 Alipurduar/ Burdwan / Suri / Cooch Behar / Uttarpara / Berhampore / Nabadwip /
 Ashoknagar / Habra / Kanchrapara / Maheshtala / Bangaon / Dum Dum Municipalities

Subject:- Sending proposal for establishing City Livelihood Centre (CLC)
at your ULB

Sir,

You are aware that City Livelihood Centre (CLC) is one of the most important sub-component in implementation of NULM at ULB level.

Several Training, hands on workshop and meeting have been held to discuss establishing CLC at ULB level. Blank format and guideline have already been given and uploaded under NULM icon in department website (www.wbdma.gov.in).

Recently City Level Mission Managers have joined and started to work at ULB level.

In this connection you are requested to ^{utilise} ~~use the good service~~ of the City Mission Manager and so that CLC proposal from your municipality can be submitted to SMMU, NULM at SUDA within 15 days from now. Fund under any category of NULM may not be provided till CLC proposal is received by SMMU ^{at the earliest.} ~~at the earliest.~~

Where there is no City Mission Manager at present, service of ADD or other experienced official may be utilised for the same.

Yours faithfully,

Director, SUDA
 &
 Mission Director, WBSULM

Copy to:-

- 1) Commissioner, Howrah / Asansole / Durgapur / Bidhannagar Municipal Corporation
- 2) Joint. Commissioner, Kolkata Municipal Corporation
- 3) ChairpersonULB

SL NO	Name of the ULBs	District	CLC formed	PROPOSAL SUBMITTED
1	Alipurduar	Alipurduar	0	0
2	Bankura	Bankura	0	0
3	Asansol MC	Bardhaman	0	1
4	Burdwan	Bardhaman	0	0
5	Durgapur	Bardhaman	0	0
6	Suri	Birbhum	0	0
7	Cooch Behar	Cooch Behar	0	0
8	Balurghat	Dakshin Dinajpur	0	0
9	Darjeeling	Darjeeling	0	0
10	Siliguri	Darjeeling	0	1 X
11	Baidyabati	Hooghly	0	0
12	Bansberia	Hooghly	0	0
13	Bhadreswar	Hooghly	0	0
14	Champdany	Hooghly	0	1 ✓
15	Chandannagar MC	Hooghly	0	1
16	Hooghly Chinsurah	Hooghly	1	NILL
17	Rishra	Hooghly	0	0
18	Serampore	Hooghly	1	NILL
19	Uttarpara Kotrung	Hooghly	0	0
20	Howrah MC	Howrah	0	0
21	Uluberia	Howrah	0	0
22	Jalpaiguri	Jalpaiguri	0	1
23	Kolkata	Kolkata	0	1
24	English Bazar	Malda	0	1
25	Berhampore	Murshidabad	0	0
26	Kalyani	Nadia	0	1
27	Krishnanagar	Nadia	1	NILL
28	Nabadwip	Nadia	0	0
29	Santipur	Nadia	0	0
30	Ashokenagar Kalyangarh	North 24 Parganas	0	0
31	Baranagar	North 24 Parganas	0	0
32	Barasat	North 24 Parganas	0	1
33	Barrackpore	North 24 Parganas	0	1
34	Basirhat	North 24 Parganas	0	1
35	Bhatpara	North 24 Parganas	1	NILL
36	Bidhannagar MC	North 24 Parganas	0	0
37	Bongaon	North 24 Parganas	0	0
38	Dum Dum	North 24 Parganas	0	0
39	Habra	North 24 Parganas	0	0
40	Halisahar	North 24 Parganas	0	1

	Name of the ULBs	District	CLC formed	PROPOSAL SUBMITTED
41	Kamarhati	North 24 Parganas	0	0
42	Kanchrapara	North 24 Parganas	0	0
43	Khardah	North 24 Parganas	0	0
44	Madhyamgram	North 24 Parganas	1	NILL
45	Naihati	North 24 Parganas	0	1
46	North Barrackpore	North 24 Parganas	0	1
47	North Dum Dum	North 24 Parganas	0	1
48	Panihati	North 24 Parganas	0	0
49	South Dum Dum	North 24 Parganas	0	0
50	Titagarh	North 24 Parganas	0	0
51	Kharagpur	Paschim Medinipur	0	0
52	Medinipur	Paschim Medinipur	0	1
53	Haldia	Purba Medinipur	1	NILL
54	Tamluk	Purba Medinipur	1	NILL
55	Purulia	Purulia	0	0
56	Maheshtala	South 24 Parganas	0	0
57	Rajpur Sonarpur	South 24 Parganas	0	0
58	Raiganj	Uttar Dinajpur	0	1
			7	10

PLACE:- SUDA, CONFERENCE HALL

DATE:- 05/04/2015

SL NO	NAME OF ULB	NAME OF DISTRICT	PARTICIPANT'S NAME	DESIGNATION	CONTACT NO
1.	Maihati Municipality	North 24 Pgs	Manmukh Ganguly	Manager	9804326812
2.	- DO -	- DO -	Bharat Kumar Bora	A.P.O.	9143645466
3.	- DO -	- DO -	Sukanya Ghosh	Manager	9474742589
4.	Barabati Municipality	North 24 Pgs.	Srigita Goswami	Manager-SD&I	9433280003
5.	Baselst Municipality	North 24 Pgs	Kishore Pramanik	C.O	9830629063
6.	Barasgore Municipality	North 24 Pgs	Sreemana Das	APD	9433271691
7.	Kalyani Municipality	Nadia	Arpita Sen,	Manager SD&I	9830817984
8.	Lakshmi Ghosh North 24 Pgs	North 24 Pgs.	Lakshmi Ghosh	C.O	9831413376

PLACE:- SUDA , CONFERENCE HALL

DATE:- 06/04/2015

[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

তারিখ ২৭.০৩.২০১৬

From : Director, SUDA &
Mission Director, WBSULM

To : Commissioner,

..... Municipal Corporation.

Executive Officer,

..... Municipality

Subject:- Scrutiny on proposal for formation of CLCs

Sir ,

As per your proposal for formation of City Livelihood Centre (CLC) under National Urban Livelihood Mission (NULM), some major observations are there in respect of CLC Proposal of your Municipality .

So you are requested to send competent representative to SMMU,SUDA as per schedule given below for finalization of CLC proposal with all necessary documents.

Schedule of Meeting

Sl no	Name of Municipality	Date of Meeting	Time
1	Naihati Municipality	05/04/2016	11 am
2	North Barracpore Municipality	05/04/2016	11 am
3	Barasat Municipality	05/04/2016	11 am
4	Kalyani Municipality	05/04/2016	11 am
5	Barracpore Municipality	05/04/2016	11 am
6	Basirhat Municipality	06/04/2016	11 am
7	Englishbazar Municipality	06/04/2016	11 am
8	Midnapore Municipality	06/04/2016	11 am
9	North Dum Dum Municipality	06/04/2016	11 am

Yours faithfully

WT
29/3/2016

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

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/ 1758তারিখ
18.12.2015

MEMORANDUM

City Livelihood Centres (CLCs) under SM & ID - NULM

Fund are hereby electronically released in favour of different Municipality/ Municipalities, as per details in Page-2, for setting up **City Livelihood Centre (CLC) under SM & ID - NULM** component as detailed below.

1. The Sanctioned amount will be released to the ULB in three phases as per NULM guidelines (30% on approval; 40% after recruitment of staff; 30% after CLC is launched and services are rolled out).
2. A separate bank account is to be opened in the name of CLC to be jointly operated upon by City Project Officer and Manager of CLC.
3. All books of accounts is to be properly maintained at the CLC level for inspection & review.
4. CLC is to be registered.
5. The execution of the schemes should be strictly as per the NULM guideline.

18/12/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA

1.100
18-12-15

Sl. No.	Name of Payee	Project Cost	Amount (Rs.)	Remarks
1.	Madhyamgram Municipality	9,70,175/-	2,91,052/-	1st installment (30%) is released now and rest installments will be released as per performance.
2.	Hooghly Chinsurah Municipality	9,16,250/-	2,74,875/-	
3.	Haldia Municipality	9,99,524/-	2,99,857/-	
4.	Bhatpara Municipality	9,99,937/-	2,99,981/-	
5.	Serampore Municipality	9,72,062/-	2,91,619/-	
6.	Tamralipta Municipality	9,99,675/-	2,99,902/-	

18/12/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA
1.1

SUDA-39/2015/1758/1(8)

18.12.2015

Copy for information to :

1. The Chairman, Madhyamgram/Hooghly Chinsurah/ Haldia/ Bhatpara/ Serampore/ Tamralipta Municipality. He/she is requested to verify the respective Bank Account of the ULB City Livelihood Centres (CLCs) under SM & ID - NULM that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA. It may kindly be ensured that all money receipts against previous releases by SUDA are submitted.
2. Pr. Secretary, M.A. Deptt, Govt. of West Bengal.
3. Sri M.Chatterjee, Joint Secretary, M.A. Deptt.
4. Joint Director(SD)/Adviser-SJSRY/ Programme Co-ordinator/ Cashier.

18/12/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA
1.1
18-12-15



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/ 1758

তারিখ 18.12.2015

MEMORANDUM

City Livelihood Centres (CLCs) under SM & ID - NULM

Fund are hereby electronically released in favour of different Municipality/ Municipalities, as per details in Page-2, for setting up **City Livelihood Centre (CLC) under SM & ID - NULM** component as detailed below.

1. The Sanctioned amount will be released to the ULB in three phases as per NULM guidelines (30% on approval; 40% after recruitment of staff; 30% after CLC is launched and services are rolled out).
2. A separate bank account is to be opened in the name of CLC to be jointly operated upon by City Project Officer and Manager of CLC.
3. All books of accounts is to be properly maintained at the CLC level for inspection & review.
4. CLC is to be registered.
5. The execution of the schemes should be strictly as per the NULM guideline.

18/12/15

Finance Officer & Ex-Officio
Joint Director (Finance), SUDA

1. Dec
18.12.15

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	Project Cost	Amount (Rs.)	Remarks
1.	Madhyamgram Municipality	9,70,175/-	2,91,052/-	1st installment (30%) is released now and rest installments will be released as per performance.
2.	Hooghly Chinsurah Municipality	9,16,250/-	2,74,875/-	
3.	Haldia Municipality	9,99,524/-	2,99,857/-	
4.	Bhatpara Municipality	9,99,937/-	2,99,981/-	
5.	Serampore Municipality	9,72,062/-	2,91,619/-	
6.	Tamralipta Municipality	9,99,675/-	2,99,902/-	

18/12/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA

1.12.15
18.12.2015

SUDA-39/2015/ 175871 (8)

Copy for information to :

1. The Chairman, Madhyamgram/Hooghly Chinsurah/ Haldia/ Bhatpara/ Serampore/ Tamralipta Municipality. He/she is requested to verify the respective Bank Account of the ULB City Livelihood Centres (CLCs) under SM & ID - NULM that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA. It may kindly be ensured that all money receipts against previous releases by SUDA are submitted.
2. Pr. Secretary, M.A. Deptt, Govt. of West Bengal.
3. Sri M.Chatterjee, Joint Secretary, M.A. Deptt.
4. Joint Director(SD)/Adviser-SJSRY/ Programme Co-ordinator/ Cashier.

18/12/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA

1.12.15
18.12.15



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 SUDA-39/2015/1744

তারিখ 17.12.2015

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.

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 SM & ID under NULM.

(M. Chatterjee)
Joint Secretary
M.A.Department, GOWB



(M.N.Pradhan)
Director
SUDA

1/12/15
17.12.15

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

SI	ULB name	Amount (Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Madhyamgram Municipality	291052	IDBI Bank	Madhyamgram	1999104000004961	IBKL0001999
2	Hooghly Chinsurah Municipality	274875	Indian Bank	Chinsurah	0490218586	IDIB000CO44
3	Haldia Municipality	299857	Indian Overseas Bank	Haldia	1483010000002709	IOBA0001483
4	Bhatpara Municipality	299981	United Bank of India	Bhatpara	0114010199858	UTBI0BPA232
5	Serampore Municipality	291619	Allahabad bank	Serampore	20673941679	ALLA0210419
6	Tamralipta Municipality	299902	United Bank of India	Tamluk	0186010132306	UTBI0TAM281
	TOTAL	1757286				
	(Rupees Seventeen Lakh Fifty-seven Thousand Two Hundred Eighty-six only)					

(Signature)

(M. Chatterjee)

Joint Secretary

M.A.Department,GOWB

(Signature)

(M. N. Pradhan)

Director

SUDA

1/10/15
17.12.15

সূডা

o/c
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-39/2015/1747

তারিখ
17.12.2015

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.**

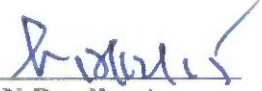
SM & ID under NULM

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 **SM & ID under NULM**.



(M. Chatterjee)
Joint Secretary
M.A.Department, GOWB



(M.N. Pradhan)
Director
SUDA

1/1er
17-12-15

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Sl	ULB name	Amount (Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Madhyamgram Municipality	291052	IDBI Bank	Madhyamgram	1999104000004961	IBKL0001999
2	Hooghly Chinsurah Municipality	274875	Indian Bank	Chinsurah	0490218586	IDIB000CO44
3	Haldia Municipality	299857	Indian Overseas Bank	Haldia	148301000002709	IOBA0001483
4	Bhatpara Municipality	299981	United Bank of India	Bhatpara	0114010199858	UTBI0BPA232
5	Serampore Municipality	291619	Allahabad bank	Serampore	20673941679	ALLA0210419
6	Tamralipta Municipality	299902	United Bank of India	Tamluk	0186010132306	UTBI0TAM281
	TOTAL	1757286				
(Rupees Seventeen Lakh Fifty-seven Thousand Two Hundred Eighty-six only)						

(M. Chatterjee)
Joint Secretary
M.A. Department, GOWB

(M. N. Pradhan)
Director
SUDA

17.12.15

তাম্রলিপ্ত পৌরসভা OFFICE OF THE COUNCILLORS OF TAMRALIPTA MUNICIPALITY

স্থাপিত - ১৮৬৪ • Estd. - 1864

তামলুক - পূর্ব মেদিনীপুর - ৭২১৬৩৬ • TAMLUK - PURBA MEDINIPUR - 721636

Web: www.tamraliptamunicipality.org e-mail : chairman@tamraliptamunicipality.org

Phone:- (03228) 266007 / 267370 , Fax - (03228) 266007

প্রেরক From

পৌর প্রধান Chairman

তাম্রলিপ্ত পৌরসভা

Tamralipta Municipality

প্রতি To :

The Director,
State Urban Development Agency,
ILGUS Bhavan,
H.C. Block, Sector- III,
Bidhannagar, Kolakta- 700091.



স্মারক/পত্রাঙ্ক নং Memo No.

1088

তারিখ, তামলুক

Dated Tamluk, The 25.8.2015



27
to Tamluk
JBCS
25/8/15

Sub: Establishment of C.L.C. at Tamralipta Municipality.

Ref : Scheme under SM & ID Component under N.U.L.M.

Sir,

This is to state that for the purpose of setting up a City Livelihood Centre (C.L.C.) under SM & ID Component of National Urban Livelihood Mission (NULM) at Tamluk under the supervision or management of this Municipality. It has been decided by the B.O.C., held on 12.08.2015 that the CDS Hall- I at U.C. Sankarara, Ward No. 14, building owned by this municipality would be allotted for accommodating the proposed C.L.C.

I am to further state that in the event of according approval by the SULM for setting up the above C.L.C. and sanction of required fund may be release as early as possible for this purpose.

Thanking you,

Encl: Project Report.

Yours faithfully,

(Sri R.N. Sen)

Chairman,

Tamralipta Municipality.

Chairman

Tamralipta Municipality

Forwarded for n.a.
D. 04/11/15

● অলিষ্ট পৌরমভার কাউন্সিলৰ পাৰ্শ্বদেৰ ২২.০৮.২০২৫ তাৰিখ
বুধবাৰ বিকাল ৩ ঘণ্টিকাল পৌৰভবনে অনুষ্ঠিত special
Meetingৰ দৰ কাৰ্যবিবৰণী।

উপস্থিত কাউন্সিলৰসকল

- | | |
|--------------------------------------|--|
| ১। শ্রী বীৰেন্দ্ৰনাথ মেন - পৌৰপ্ৰবান | ২। শ্রী দীপেন্দ্ৰনাথনাথন নাথ - উপ
পৌৰপ্ৰবান |
| ৩। শ্রীমতী চাহেলী সামন্ত - কাউন্সিলৰ | ৪। শ্রী শক্তিপ্ৰসাদ ভট্টাচার্য - কাউন্সিলৰ |
| ৫। শ্রী ভানুপদ সাহা - ১১ | ৬। শ্রীমতী বেগম - ১১ |
| ৭। শ্রী চক্ৰন দে - ১১ | ৮। শ্রী বদুপদ বৰ্মন - ১১ |
| ৯। আলোচনা বেগম - ১১ | ১০। শ্রীমতী বীৰেন্দ্ৰনাথনাথ - ১১ |
| ১১। শ্রী- বিমলজিৎ দত্ত - ১১ | ১২। শ্রীমতী মীনা মাজি - ১১ |
| ১৩। শ্রী সুব্রত নাথ - ১১ | ১৪। শ্রীমতী নাথপাৰানী বেৰা - ১১ |
| ১৫। শ্রী চক্ৰন মাজি - ১১ | ১৬। শ্রী আলোক মাজি - ১১ |
| ১৭। শ্রীমতী স্নিগ্ধা মাজি - ১১ | ১৮। |

* * * * *

Resolution NO. - 02.

NULM project implementation বিষয়ে অধ্যক্ষ বিশ্ৰুতি
আলোচনা হয়, এই পৰ্যন্ত ইয়াৰ ২৭৭ টি self help Group গঠন হৈছে,
এক ১৩ টি ALF গঠন হৈছে মেম্বাৰী শীঘ্ৰে Registration of Society
To do mention, Kolkata একে Registration কৰাৰে সিদ্ধান্ত হয়,
স্বীকাৰ চাৰ্চৰ বাস্তব ১৪ নং ওয়াৰ্ডৰ CDS Hall এ একটা City
Livelihood Centre গৰু অন্য project Propose হৈছে কৰা হৈছে
তা নিম্ন পুৰণাপুৰণ আলোচনা হয় এক অবিচ্ছেদ্য এই Propose SUDA
ত পোতাৰে সিদ্ধান্ত গৃহীত হয়, গত অধ্যক্ষ তে City level selection
Committee গঠন কৰা হৈছেছিল (এই কমিটিৰ First Meeting অনুষ্ঠিত
হয় ০৪/০৪/২০১৫ তাৰিখে) Selection Committee গৰু এই সিদ্ধান্ত
অনুসাৰে অৰ্থাদ প্ৰতিদিন, The Statesman গৰু কৰ্মক্ষেত্ৰ পৰিকল্পনা
Employment Notice সংশ্লিষ্ট আকাৰে প্ৰকাশ কৰা হৈছে এক বিবাদ
গোষ্ঠীৰ Application Format গৰু Role and Responsibility সহ
পৌৰমভাৰ Website, Dist. N.I.C Website গৰু SUDA গৰু WASSVLM
Website upload কৰা হৈছে, Drop Box এ Application ডায়া পুৰা
শুৰু হৈছে বৰ্ণেও জানা হৈছে বাংক এ প্ৰতিনিধিৰ নিম্ন একটা
Task Force গঠন কৰা হৈছে গৰু অধ্যক্ষ Task Force গৰু সিদ্ধি
অনুষ্ঠিত হৈছে। আৰু কোন আলোচনা না থাকিলে পৌৰপ্ৰবান
অধ্যক্ষ উপস্থিত সদস্যৰে বৰ্ণবাদ জানিয়ে অধ্যক্ষ অধ্যাপ্তি ঘোষণা
কৰে।

স্বাক্ষৰ

শ্রী বীৰেন্দ্ৰনাথ মেন
পৌৰপ্ৰবান
অলিষ্ট পৌৰম

ATTESTED

সুডা

০৫
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/ 1539

তারিখ ০৬.11.2015

From: Director, SUDA

To : Chairman,
Krishnagar Municipality

Sub: Proposal for setting up CLC under NULM - approval thereof

Letter ref: 3833/17-555/15 dated 13.08.2015

Sir,

Your kind attention is requested to the matter under reference.

Based on a project proposal submitted by you for setting up of a City Livelihood Centre(CLC) in your town, a sum of Rs. 9,99,800/- is hereby sanctioned under SM&ID component of NULM. The sanctioned sum of Rs. 9,99,800/- comprises of a Fixed capital component of Rs.3,98,900/- and Recurring expenditure component of Rs.6,00,900/-. The fixed capital component includes all items of capital expenditure as mentioned in Annexure-II of your project proposal and recurring expenditure involves all operational expenses needed to be incurred for running the CLC.

The terms and conditions for release of the project fund are detailed below.

- i) The approved project cost will be disbursed in three phases as per NULM guidelines— 30% on approval;40% after recruitment of staff and remaining 30% after CLC is launched and services are rolled out
- ii) CLC is to be registered
- iii) A separate bank account is to be opened in the name of the CLC which is to be jointly operated upon by City Project Officer(CPO) and Manager of CLC
- iv) Proper books of accounts are to be maintained by CLC for necessary inspection and review.

Yours faithfully,

W. L. Ghosh
Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

SUDA-39/2015/1500

03.11.2015

ক্রমিক নং

তারিখ

MEMORANDUM

City Livelihood Centres (CLCs) under SM & ID - NULM

Fund is hereby released in favour of Krishnanagar Municipality for setting up **City Livelihood Centre (CLC) under SM & ID - NULM** component as detailed below.

1. The Sanctioned amount will be released to the ULB in three phases as per NULM guidelines (30% on approval; 40% after recruitment of staff; 30% after CLC is launched and services are rolled out).
2. A separate bank account is to be opened in the name of CLC to be jointly operated upon by City Project Officer and Manager of CLC.
3. All books of accounts is to be properly maintained at the CLC level for inspection & review.
4. CLC is to be registered.
5. The execution of the schemes should be strictly as per the NULM guideline.

Sl. No.	Name of Payee	Amount (Rs.)	Payees' Bank Details
1.	Krishnanagar Municipality	3,00,000.00	United Bank of India, Krishnanagar Branch, A/C NO. 0215010350401 IFS CODE. UTBI0KR1213

03/11/15
 Finance Officer & Ex-Officio
 Joint Director (Finance), SUDA

1/10

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

SUDA-39/2015/1500/1(7)

03.11.2015

Copy for information to :

1. The Chairman, Krishnanagar Municipality. He/she is requested to verify the respective Bank Account of the ULB City Livelihood Centres (CLCs) under SM & ID - NULM that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA. It may kindly be ensured that all money receipts against previous releases by SUDA are submitted.
2. Pr. Secretary, M.A. Deptt, Govt. of West Bengal.
3. Sri M.Chatterjee, Joint Secretary, M.A. Deptt.
4. Joint Director(SD)/Adviser-SJSRY/ Programme Co-ordinator/ Cashier.

03/11/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA
1.10

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-39/2015/1500

ক্রমিক নং

03.11.2015

তারিখ

MEMORANDUM

City Livelihood Centres (CLCs) under SM & ID - NULM

Fund is hereby released in favour of Krishnanagar Municipality for setting up **City Livelihood Centre (CLC) under SM & ID - NULM** component as detailed below.

1. The Sanctioned amount will be released to the ULB in three phases as per NULM guidelines (30% on approval; 40% after recruitment of staff; 30% after CLC is launched and services are rolled out).
2. A separate bank account is to be opened in the name of CLC to be jointly operated upon by City Project Officer and Manager of CLC.
3. All books of accounts is to be properly maintained at the CLC level for inspection & review.
4. CLC is to be registered.
5. The execution of the schemes should be strictly as per the NULM guideline.

Sl. No.	Name of Payee	Amount (Rs.)	Payees' Bank Details
1.	Krishnanagar Municipality	3,00,000.00	United Bank of India, Krishnanagar Branch, A/C NO. 0215010350401 IFS CODE. UTBI0KR1213

03/11/15
 Finance Officer & Ex-Officio
 Joint Director (Finance), SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

SUDA-39/2015/1500/1(7)

03.11.2015

Copy for information to :

1. The Chairman, Krishnanagar Municipality. He/she is requested to verify the respective Bank Account of the ULB City Livelihood Centres (CLCs) under SM & ID - NULM that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA. It may kindly be ensured that all money receipts against previous releases by SUDA are submitted.
2. Pr. Secretary, M.A. Deptt, Govt. of West Bengal.
3. Sri M.Chatterjee, Joint Secretary, M.A. Deptt.
4. Joint Director(SD)/Adviser-SJSRY/ Programme Co-ordinator/ Cashier.

03/11/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA

[Signature]

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

SUDA-94/2014 (Pt. I)/1102

20.08.2015

ক্রমিক নং

তারিখ

MEMORANDUM

**Social Mobilisation & Inst. Development (SM & ID)
 and Capacity Building and Training (CB & T) under NULM**

Funds are hereby released in favour of Municipalities towards **SM & ID and CB & T components of NULM** as indicated in pages from 2 to 5.

1. Fund under SM & ID component is to be utilised towards formation of SHGs, printing of Pass Books/Cash Book/Ledger etc., opening of basic savings accounts, holding of financial literacy camps etc.
2. Fund earmarked for CB & T component of NULM is to be utilized for engaging outsourcing agencies for data entry work on MIS such as particulars of SHG members, skill training particulars, data management work etc.
3. A monthly statement of Utilisation of **SM & ID and CB & T** so released should be submitted.
4. The execution of the schemes should be strictly as per the NULM guideline.

20/08/15
 Finance Officer & Ex-Officio
 Joint Director (Finance), SUDA

1/10/20.08.15

SI	ULB name	Nurturing of earstwhile TCGs/SHGs under (SM&ID)-NULM	Outsourcing MIS activities under CB&T-NULM	TOTAL
1	Alipurduar Municipality	75000	60000	135000
2	Bankura Municipality	50000	60000	110000
3	Asansol Municipal Corporation	75000	100000	175000
4	Burdwan Municipality	50000	60000	110000
5	Durgapur Municipal Corporation	75000	100000	175000
6	Suri Municipality	25000	60000	85000
7	Coochbehar Municipality	50000	60000	110000
8	Balurghat Municipality	50000	60000	110000
9	Darjeeling Municipality	25000	60000	85000
10	Siliguri Municipal Corporation	75000	100000	175000
11	Baidyabati Municipality	25000	60000	85000
12	Bansberia Municipality	50000	60000	110000
13	Bhadreswar Municipality	50000	60000	110000
14	Champdany Municipality	50000	60000	110000
15	Chandernagore Municipal Corporation	50000	100000	150000
16	Hooghly Chinsurah Municipality	50000	60000	110000
17	Rishra Municipality	50000	60000	110000
18	Serampore Municipality	25000	60000	85000
19	Uttarpara Kotrung Municipality	50000	60000	110000
20	Howrah Municipal Corporation	75000	100000	175000
21	Uluberia Municipality	50000	60000	110000
22	Jalpaiguri Municipality	50000	60000	110000
23	Kolkata Municipal Corporation	150000	180000	330000
24	English Bazar Municipality	75000	60000	135000

SI	ULB name	Nurturing of earstwhile TCGs/SHGs under (SM&ID)-NULM	Outsourcing MIS activities under CB&T-NULM	TOTAL
25	Beldampore Municipality	50000	60000	110000
26	Kalyani Municipality	50000	60000	110000
27	Krishnagar Municipality	75000	60000	135000
28	Nabadwip Municipality	50000	60000	110000
29	Santipur Municipality	50000	60000	110000
30	Ashokenagar Municipality	50000	60000	110000
31	Baranagar Municipality	50000	60000	110000
32	Barasat Municipality	50000	60000	110000
33	Barrackpore Municipality	75000	60000	135000
34	Basirhat Municipality	50000	60000	110000
35	Bhatpara Municipality	75000	60000	135000
36	Bidhannagar Municipal Corporation	50000	100000	150000
37	Bongaon Municipality	75000	60000	135000
38	Dum Dum Municipality	25000	60000	85000
39	Habra Municipality	75000	60000	135000
40	Halisahar Municipality	25000	60000	85000
41	Kamarhati Municipality	75000	60000	135000
42	Kanchrapara Municipality	25000	60000	85000
43	Khurdah Municipality	50000	60000	110000
44	Madhyamgram Municipality	75000	60000	135000
45	Naihati Municipality	50000	60000	110000
46	North Barrackpore Municipality	50000	60000	110000
47	North Dum Dum Municipality	75000	60000	135000

SI	ULB name	Nurturing of earstwhile TCGs/SHGs under (SM&ID)-NULM	Outsourcing MIS activities under CB&T-NULM	TOTAL
48	Panchnati Municipality	75000	60000	135000
49	South Dum Dum Municipality	25000	60000	85000
50	Titagarh Municipality	25000	60000	85000
51	Kharagpur Municipality	75000	60000	135000
52	Midnapore Municipality	50000	60000	110000
53	Haldia Municipality	75000	60000	135000
54	Tamralipta Municipality	50000	60000	110000
55	Purulia Municipality	50000	60000	110000
56	Maheshtala Municipality	50000	60000	110000
57	Rajpur Sonarpur Municipality	75000	60000	135000
58	Raiganj Municipality	75000	60000	135000
	TOTAL	3250000	3840000	7090000

20/08/15
 Finance Officer &
 Ex-Officio Joint Director, Finance
 STATE URBAN DEVELOPMENT AGENCY

1.10.15
 20.08.15

SUDA-94/2014 (Pt. I) / 1102/1 (65)

20.08.2015

Copy forwarded for information to:

1. The Chairman / Mayor / Municipal Commissioner, Alipurduar/ Bankura/ Asansol/ Burdwan/Durgapur/Suri/Cooch Behar/Balurghat/Darjeeling/ Siliguri/Baidyabati/ Bansberia/ Bhadreswar/ Champdany/ Chandannagar/Hooghly Chinsurh/Rishra/Serampur/ Uttarpara-Kotrung/Howrah/Uluberia/Jalpaiguri/ Kolkata/ English Bazar/ Berhampore/ Kalyani/ Krishnanagar/ Nabdwip/ Santipur/ Ashokenagar-Kalyangarh/ Baranagar/ Barasat/ Barrackpore/ Basirhat/ Bhatpara/ Bidhannagar/Bongaon/Dum Dum/Habra/Halisahar/Kamarhati/Kanchrapara/ Khardah/ Madhyamgram/Naihati/North Barrackpore/North Dum Dum/Panihati/South Dum Dum/ Titagarh/ Kharagpur/ Midnapore/ Haldia/ Tamluk/ Purulia/Maheshtala/Rajpur Sonarpur/Raiganj Municipality / Municipal Corporation. He/she is requested to verify the respective Bank Account of the ULB in respect of SJSRY that the sanctioned amount has duly been credited. For any discrepancy, he/she is requested to report the same immediately to SUDA. It may kindly be ensured that all money receipt against previous release by SUDA have been submitted.
2. The Project Officer, DUDA, North 24 Parganas/ Nadia / Jalpaiguri/Dakshin Dinajpur/ Bankura/Burdwan/Darjeeling/Howrah/Malda/Uttar Dinajpure/Paschim Midnapore / Murshidabad/ Cooch Behar/ Hooghly/ Birbhum/ Purba Midnapore District.
3. Joint Director(SD)/Adviser-SJSRY/ Programme Co-ordinator/ Cashier.

20/08/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA

1.600
20.08.15



রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

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

SUDA-39/2015/ 1404

14.10.2015

ক্রমিক নং

তারিখ

From : Director, SUDA

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

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

National Urban Livelihood Mission (NULM)

Sir,

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

Sl. No.	Name of the Payee	Amount (in Rs.)	Payees' Bank Details
01.	Krishnanagar Municipality	3,00,000.00	United Bank of India, Krishnagar Branch, A/C No.0215010350401, IFS Code.UTBI0KRI213
T o t a l		3,00,000.00	
(Rupees Three Lakh only)			

(M. Chatterjee)
Joint Secretary
M.A.Department, GOWB



(M.N.Pradhan)
Director
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

SUDA-39/2015/ 1404

14.10.2015

ক্রমিক নং

তারিখ

From : Director, SUDA

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

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

National Urban Livelihood Mission (NULM)

Sir,

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

Sl. No.	Name of the Payee	Amount (in Rs.)	Payees' Bank Details
01.	Krishnanagar Municipality	3,00,000.00	United Bank of India, Krishnagar Branch, A/C No.0215010350401, IFS Code.UTBI0KRI213
T o t a l		3,00,000.00	
(Rupees Three Lakh only)			

(M. Chatterjee)

Joint Secretary
 M.A.Department, GOWB

(M.N.Pradhan)

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



KRISHNANAGAR MUNICIPALITY

KRISHNANAGAR - 741101

STD : 03472

Office : 252926

Office (Account Sec.) : 258134

Chairman Resi. : 224111

Water Works : 252985

Tourist Lodge : 252080

Chairman's Office & Fax No. : 252455

Email : chairmankm@gmail.com

Asim Saha

Chairman

Resi : 224111 & 225111

Mobile : 9434055824

9933105764

Memo No. 3833/17-555/15

Date 13-08-15

[Signature]

To

The Director,

State Urban Development Agency,

ILGUS Bhavan, HC-Block, Sector-III,

Bidhannagar,

Kolkata - 700106

Sub: Submission of further-revised proposal for establishment of a C.L.C. at Krishnagar.

Ref: This office memo. no. 136/17-555/15 dt. 13.01.15/
dt. 09.03.15 & No. 1201/17-555/15, dt. 31.03.2015
and no. 3177/17-555/15 dt. 3.7.2015

Sir,

In continuation to the above-cited memo. I am sending herewith the proposal for establishment of a City Livelihood Centre (C.L.C.) at Krishnagar, duly revised further in accordance with the subsequent discussion held with your Officers concerned.

The total project cost of the scheme for establishment of the CLC as subsequently revised further, is furnished below:

1. Total Fixed Capital (i.e. Non-Recurring Expenditure)	Rs. 3,98,900.00
2. Total Working Capital (i.e. Recurring Expenditure for the first 5 (Five) years less the income generated.	Rs. 6,00,900.00
Total	Rs. 9,99,800.00

Rupees Nine Lakh Ninety Nine Thousand Eight Hundred Only.

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

[Signature]
Chairman 13/08/15
Krishnagar Municipality

West Bengal State Urban Livelihoods Mission

FORMAT 1 : CITY LIVELIHOOD CENTRE

I. 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/market for 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. CLCs would also operate as an information hub for NULM and other social and pro-poor schemes of the Government.

II. Background of ULB

Krishnanagar is an age-old town having some distinctive features in respect of its historical and cultural background. The town Krishnanagar is the administrative HQ. of the district of Nadia in the state of West Bengal. It is situated at about 110 K. m. north of Kolkata by the side of N.H.-34 and is on the bank of River Jalangi.

Krishnanagar Municipality is one of the oldest municipalities of the state. It was established in the year 1864 and formally started functioning from 01.11.1864 with all its 15 (fifteen) members duly nominated by the then Govt.

Topographical/Geographical Parameters :

- i) Location : 23° 24` N Latitude and 88° 31` E Longitude.
- ii) Elevation : 14 meters (on an average)
- iii) Area : 15.96 Sq. Km.
- iv) Population : 1,52,977 (as per Census, 2011)
- v) No. of wards : 24

The town is situated on the flat terrain of the Gangetic West Bengal and the type of soil is alluvial. The difference of altitude of the highest and the lowest part of the town is not more than three feet. The climatic character is tropical by nature. The average yearly rainfall is about 1480 m. m. and the average humidity is about 75%. The highest temperature is about 43°/44° Celsius, while the lowest is about 7 to 8° Celsius.

Communication:

Krishnanagar is well connected with Kolkata, the capital of the state with roads and railways. A broad gauge railway line and the NH-34 connecting Kolkata with Assam and adjoining states via North Bengal run just by the west of Krishnanagar town. The erstwhile narrow-gauge railway line linking Santipur and Nabadwip, the two places for pilgrimage of the Vaisnabas, were taken up for conversion

into broad gauge. The line from Krishnagar to Santipur has already been converted and regular B.G. trains are plying, while the other is under the process of conversion. The town is also directly connected by road with Mayapur, the H.Q. of ISKCON in India.

III. 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.

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 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 societies for the service needs like plumbing, electrical work, painting etc.
- The CLC can also obtain work 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.

B. Placement Services

- CLCS 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. CLS 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, Sectoral 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, 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 through varies 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.

V. 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
- **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 service 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 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.

VI. Viability & Break-Even Analysis

- It would appear from the Annexure-III A vis-à-vis Annexure-IV 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	Manager-cum-Placement & Marketing Co-ordinator	1
2	Office Assistant-cum-Computer Operator	1
	Total	2

*** To be engaged from 2017-'18**

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 is 1,000 sq.ft. with two rooms and a wash room would be available and a 'No Objection Certificate' (NOC) in the form of 'Letter of Allotment' from the ULB is enclosed at Annexure-I in case the room is provided by the ULB itself.

IX: APPLICATION FORMAT**NAME OF ULB: KRISHNAGAR MUNICIPALITY****DETAILS OF AREA IDENTIFIED CITY LIVELYHOOD CENTER**

Sl. No	Particulars	
1	Name of the ULB:	KRISHNAGAR MUNICIPALITY
2	Total wards in the ULB:	24
3	Total population in the area:	1,52,203
	Male:	76,700
	Female:	75,503
4	Total Slums in the ULB	74
	a) Official (Notified)	55
	b) Not specified (Non-notified)	19
5	c) No. of TCGs/SHGs formed till date	575
	d) No. of ALF formed till date	26
	e) No. of CLF formed till date	Nil.
6	No. of ward(s) covered by CLC:	24
7	Total Urban poor proposed to be covered:	About 70,000
8	Potential no. of members expected to be covered by CLC:	About 50,000
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 and incipient demands as well
11	Details of the premises given for CLC by ULB	Entire 3rd floor of a newly constructed 4-storeyed building lying at the disposal of the ULB. Letter of Allotment enclosed at Annexure-I
	a. Area of Room	1300 sq. ft. comprising 2 (Two) rooms (excluding stairs/landing) with washrooms
	b. Location	Near main water works of Krishnagar Municipality and opposite to District Correctional Home
	c. Is the location nearby to ULB office (Distance	Yes, about 500 mts. from the municipality office.

12	Plan for facilitation of CLC - Resource agency/ ULB	Krishnagar Municipality
13	Proposal Prepared by	Sri S.R.Pal, (erstwhile) Town Project Officer, Krishnagar Municipality
14	Proposal assessed by	Sri B.P.De Executive Officer & City Project Officer, Krishnagar Municipality
15	Name and designation of the forwarding authority	Sri Asim Saha, Chairman, Krishnagar Municipality
16	Business Plan of CLC - to include break-even and viability	Enclosed at Annexure-II to V


 Chairman,
 Krishnagar Municipality

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata - 700106

Sub: Establishment of C.L.C. at Krishnagar ---- Submission of
letter of allotment of the required floor-space.
Ref: Schemes under SM & ID component of NULM.

Sir,

This is to state that for the purpose of setting up a 'City Livelihood Centre (C.L.C.)' under SM & ID component of National Urban Livelihood Mission (NULM) at Krishnagar under the management of this municipality, it has been decided by the Board of Councillors in its meeting held on 29.12.2014 that the entire 3rd floor of a newly constructed 4-storeyed building owned by this municipality would be allotted for accommodating the proposed C.L.C.

I am to further state that in the event of according approval by the State Urban Livelihood Mission (S.U.L.M.) for setting up the said C.L.C. and sanction of required fund there for, the said floor-space as per the schedule given below, would be formally assigned in favour of the C.L.C. :

Area of the floor-space	Approx. 1300 sq. ft. (Excluding the stairs & landing)
Location	The entire 3 rd floor of a newly constructed 4-storeyed building situated at Jail Road, Krishnagar near main Water-Works of the municipality and opposite to District Correctional Home.


Chairman 13/08/15
Krishnagar Municipality.

Business plan of CLC**Annexure-II****I. Non-Recurring Expenditures:****1. Land & Building:**

Item	Qty.	Amount (in Rs.)
Built-in floor space at the 3 rd floor of a Municipal Building	1300 sft (Approx)	Allotted by ULB-free of cost (Letter of Allotment enclosed)

2. Office equipments & furnitures:

Item	Qty.	Amount (in Rs.)
a). For the Office of the C.L.C.		
i) P.C. fitted with all accessories including Printer & Internet Connection (Broadband)	2 (Two) nos.	Rs. 75,000.00
ii) Wooden Computer Table	2 (Two) nos.	Rs. 7,000.00
iii) Steel Table with Wooden Top (Full Secretariate)	1 (One) no.	Rs. 4,000.00
iv) Steel Table with Wooden Top (Half Secretariate)	1 (One) no.	Rs. 3,000.00
v) Steel Chairs	2 (Two) nos.	Rs. 3600.00
vi) Steel Almirah	3 (Three) nos.	Rs. 21,000.00
vii) FRP-moulded armless chair for the office	20 (Twenty) nos.	Rs. 8,000.00
viii) Electric fan	6 (Six) nos.	Rs. 9,000.00
ix) Complete Tubelight set	6 (Six) nos.	Rs. 3,000.00
x) Show-Case for display of Handicrafts articles for marketing support	1 (One) no.	Rs. 18,000.00
xi) Installation of Land Telephone	1 (One) no.	Rs. 2,500.00
b). For the Training/Meeting Hall of the C.L.C.		
i) Steel Table with Wooden Top (Full Secretariate)	1 (One) no.	Rs. 4,000.00
ii) Steel Chairs	1 (One) no.	Rs. 1800.00
iii) One-armed steel chair with provision for small desk fitted with the arm for the purpose of training	30 (Thirty) nos.	Rs. 30,000.00
iv) FRP-moulded armed chair for the purpose of meeting	50 (Fifty) nos.	Rs. 30,000.00
v) White Board measuring 6 ft. X 4 ft. for the Training purpose	1 (One) no.	Rs. 4000.00
vi) LCD-Projector with Laptop and Screen for the venue earmarked for the training purpose	1 (One) no.	Rs. 70,000.00
vii) Indoor P A. System --- Amplifier with 4 (Four) small Sound Boxes and one stand & one cordless microphone	Complete Set duly fitted in the room with required cable	Rs. 25,000.00
viii) Electric fan	6 (Six) nos.	Rs. 9,000.00
ix) Complete Tubelight set	6 (Six) nos.	Rs. 3,000.00
c). For the C.L.C.		
i) Inverter with battery	650 VA Capacity	Rs. 23,000.00
ii) Glow Sign Board with fitting and fixing	2 (Two) nos.	Rs. 15,000.00
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		Rs. 30,000.00
TOTAL		Rs. 3,98,900.00

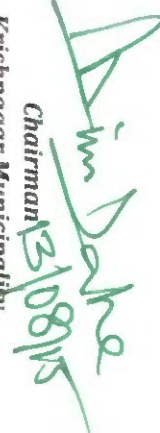
Rupees Three Lakh Ninety Eight Thousand Nine Hundred Only

Dim Dake
Chairman
13/08/15
Krishnagar Municipality

Business Plan of C.L.C. (Continued from Annexure-II)

	II Recurring Expenditures : Salary & Wages :	Year						Annexure-II A	
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21		
1.	a) Manager-cum-Placement & Marketing Co-ordinator - 1 (One) no. @ Rs. 7,000/- p.m. c) Office Assistant-cum-Computer Operator - 1 (One) no. @ Rs. 4,000/- p.m.	Rs. 84,000.00	Rs. 84,000.00	Rs. 84,000.00	Rs. 92,400.00*	Rs. 92,400.00*	Rs. 92,400.00*		
2.	Cost of Electricity	Rs. 18,000.00	Rs. 19,000.00	Rs. 20,000.00	Rs. 21,000.00	Rs. 22,000.00	Rs. 23,000.00		
3.	Cost of Communication (Internet, Telephone, FAX)	Rs. 10,000.00	Rs. 10,500.00	Rs. 11,000.00	Rs. 11,500.00	Rs. 12,000.00	Rs. 13,000.00		
4.	Cost of Office-Stationeries	Rs. 10,000.00	Rs. 10,500.00	Rs. 11,000.00	Rs. 11,500.00	Rs. 12,000.00	Rs. 13,000.00		
5.	Awareness, publicity & web hosting etc.	Rs. 10,000.00	Rs. 10,500.00	Rs. 11,000.00	Rs. 11,500.00	Rs. 12,000.00	Rs. 13,000.00		
6.	Transportation & Travelling Expenses	Rs. 4,000.00	Rs. 4,500.00	Rs. 5,000.00	Rs. 5,500.00	Rs. 6,000.00	Rs. 7,000.00		
7.	Miscellaneous Expenditure	Rs. 1,000.00	Rs. 1,000.00	Rs. 1,500.00	Rs. 1,500.00	Rs. 2,000.00	Rs. 2,500.00		
	TOTAL	Rs. 1,85,000.00	Rs. 1,88,000.00	Rs. 1,91,500.00	Rs. 2,07,700.00	Rs. 2,11,200.00	Rs. 2,16,700.00		

* due to increase of wages @ 10%


 Chairman
 Krishnagar Municipality

Statement of Expected Income (Year-Wise)

Annexure-III

On account of	Year									
	2015-16		2016-17		2017-18		2018-19		2019-20	
	No.	Amount	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 :										
i) Service Providers (e.g. ex-trainees in the fields of Nursing Aides, Beauticians, Plumbers, electrical wiring, A.C. & Refrigerator Repairing, Mobile repairing, Driving & auto - mechanic, DTP Computer)	50	2,500.00	80	4,000.00	100	5,000.00	125	12,500.00	150	15,000.00
ii) Other service providers (e.g. Aya, Cook, Carpenter, Mason & helper, electrical mechanic etc.)	50	2,500.00	60	3,000.00	70	3,500.00	80	8,000.00	90	9,000.00
iii) Small producers seeking marketing assistance (both individual & groups)	20	1,000.00	40	2,000.00	60	3,000.00	80	8,000.00	100	10,000.00
iv) Small Entrepreneurs seeking market demand/strategy/related information	10	500.00	20	1,000.00	30	1,500.00	40	4,000.00	50	5,000.00
Page Total (of the amounts)		Rs. 6,500.00		Rs. 10,000.00		Rs. 13,000.00		Rs. 32,500.00		Rs. 39,000.00
										Rs. 48,000.00

Contd...2

Statement of Expected Income

Annexure-III

Page-2

On account of	Amounts (In Rs.)						
	2015'-16	2016'-17	2017'-18	2018'-19	2019'-20	6th Yr. 2020'-21	
2	B.F.	6,500.00	10,000.00	13,000.00	32,500.00	39,000.00	48,000.00
For Referral Services : Service Charges @ 5-10 % (on an average 7.5 %) of the total income earned by the service - providers through C.L.C at the rates and no. of mandays, as furnished in the enclosed sheet (Annexure-III A) :	28,700.00	33,000.00	45,900.00	52,900.00	71,600.00	81,400.00	
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 3 Yrs.)/750 (for 4th & 5th yr.) hours per year @ Rs. 20 per hour 1st 3 years and then Rs. 30 per hour for next 3 years	12,000.00	12,000.00	12,000.00	20,000.00	22,500.00	25,000.00	
Fee-based Services : i) Conduct of Survey : To perform the job of various types of surveys conducted in the town by ULB/District Administration/Other Line Depts./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.	Nil.	15,000.00	18,000.00	21,000.00	25,000.00	30,000.00	
4	ii) Placement Services : Fees realised from the Companies/ Agencies for extending such services	Nil.	Nil.	10,000.00	15,000.00	20,000.00	25,000.00
	iii) Income earned by extending Creche Services/ Different Services like opening of Bank Accounts/ Insurance-Linked Schemes like PMSBY etc. (on mass scale)	Nil.	Nil.	10,000.00	15,000.00	20,000.00	25,000.00
	Grand Total	47,200.00	70,000.00	1,08,900.00	1,56,400.00	1,98,100.00	2,34,400.00

Chairman 12/08/15

Krishnagar Municipality

Annexure-III A

(Vide Annexure-III---Statement of Income)

Year	Aya		Nursing 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		
2015-16	175.00	600	225.00	300	300.00	700	3,82,500.00	28,700.00
2016-17	Do	700	Do	350	Do	800	4,41,250.00	33,000.00
2017-18	190.00	800	250.00	400	400.00	900	6,12,000.00	45,900.00
2018-19	200.00	900	Do	500	Do	1000	7,05,000.00	52,900.00
2019-20	225.00	1000	300.00	600	500.00	1100	9,55,000.00	71,600.00
2020-21	250.00	1100	Do	700	500.00	1200	10,85,000.00	81,400.00


 Chairman
 Krishnagar Municipality

Viability & Break-Even Analysis

Annexure-V

Sl. No.	Cost Vis-à-vis Income	Year-Wise Amounts in Rs.				
		2015-16	2016-17	2017-18	2018-19	2019-20
1.	Total Recurring Cost (i.e. Fixed Cost + Variable Cost)	1,85,000.00	1,88,000.00	1,91,500.00	2,07,700.00	2,11,200.00
2.	Expected Income*	Rs. 47,200.00	Rs. 70,000.00	1,08,900.00	1,56,400.00	1,98,100.00
						6th year 2020-21
						2,16,700.00
						2,34,400.00

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

Findings & Inference :

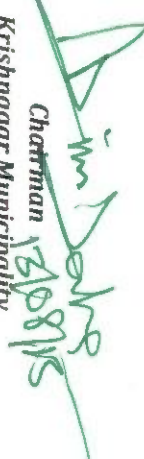
It would appear from the above analysis that the **income so generated** gradually increases over the years and surpasses **the total recurring cost during the year 2020-21**. Thus, the CLC would reach the **Break-Even Point during the 6th Year** and is likely to generate a surplus from 6th Year onwards. However, the Break-Even Point could be reached earlier if some other Income-generating activities are undertaken by the CLC in future.

Am Dehe
Chairman 13/08/15
Krisinagar Municipality

Requirement of fund for Recurring Expenditure (R.E.)						
	Year					
	2015-'16	2016-'17	2017-'18	2018-'19	2019-'20	Total
Total amount of R.E. required for running the CLC	Rs. 1,85,000.00	Rs. 1,88,000.00	Rs. 1,91,500.00	Rs. 2,07,700.00	Rs. 2,11,200.00	Rs. 9,83,400.00
Less income generated during the preceding year	Nil.	Rs. 47,200.00	Rs. 70,000.00	Rs. 1,08,900.00	Rs. 1,56,400.00	Rs. 3,82,500.00
Actual requirement of fund for R.E. from the CLC-fund	Rs. 1,85,000.00	Rs. 1,40,800.00	Rs. 1,21,500.00	Rs. 98,800.00	Rs. 54,800.00	Rs. 6,00,900.00

1. Total non-recurring expenditure Rs. 3,98,900.00
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. 6,00,900.00
3. Total Project Cost of the C.L.C. (i.e. Sl. 1+2) Rs. 9,99,800.00

Rupees Nine Lakh Ninety Nine Thousand Eight Hundred Only


Chairman 12/08/15
Krishnagar Municipality



KRISHNANAGAR MUNICIPALITY

KRISHNANAGAR - 741101

STD : (95)03472

Office : 252926

Office (Account Sec.) : 258134

Chairman Resi. : 224111

Water Works : 252985

Tourist Lodge : 252080

Chairman's Office & Fax No. : 252455

ASIM SAHA, Resi : 224111, M-9434055824

Chairman

Memo No. 3177/17-555/15

Date 03/07/15

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata - 700106



Adm. Sec.
27/7/15

Sub: Submission of revised proposal for establishment of a C.L.C. at Krishnagar.

Ref: This office memo. no. 136/17-555/15 dt. 13.01.15/
dt. 09.03.15 & No. 1201/17-555/15, dt. 31.03.2015

Sir,

In continuation to the above-cited memo. I am sending herewith the revised proposal for establishment of a City Livelihood Centre (C.L.C.) at Krishnagar after rectification of some of the particulars/figures in accordance with the subsequent discussion held with your Officers concerned.

The revised total project cost of the scheme is furnished below:

1. Total Fixed Capital (i.e. Non-Recurring Expenditure)	Rs. 3,98,900.00
2. Total Working Capital (i.e. Recurring Expenditure for the first 5 (Five) years less the income generated.	Rs. 5,96,775.00
Total	Rs. 9,95,675.00

Rupees Nine Lakh Ninety Five Thousand Six Hundred Seventy Five Only.

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

Asim Saha
Chairman
Krishnanagar Municipality
03/07/15

OK
27/7/15

West Bengal State Urban Livelihoods Mission

FORMAT 1: CITY LIVELIHOOD CENTRE

I. 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/market for 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 CLCs would also operate as an information hub for NULM and other social and pro-poor schemes of the Government.

II. Background of ULB

Krishnanagar is an age-old town having some distinctive features in respect of its historical and

cultural background. The town Krishnanagar is the administrative HQ. of the district of Nadia in the state of West Bengal. It is situated at about 110 K. m. north of Kolkata by the side of N.H.-34 and is on the bank of River Jalangi.

Krishnagar Municipality is one of the oldest municipalities of the state. It was established in the year 1864 and formally started functioning from 01.11.1864 with all its 15 (fifteen) members duly nominated by the then Govt.

Topographical/Geographical Parameters :

i) Location : 23° 24' N Latitude and 88° 31' E Longitude.

ii) Elevation : 14 meters (on an average)

iii) Area : 15.96 Sq. Km.

iv) Population : 1,52,203 (as per Census, 2011)

v) No. of wards : 24

The town is situated on the flat terrain of the Gangetic West Bengal and the type of soil is alluvial. The difference of altitude of the highest and the lowest part of the town is not more than three feet. The climatic character is tropical by nature. The average yearly rainfall is about 1480 m. m. and the average humidity is about 75%. The highest temperature is about 43°/44° Celsius, while the lowest is about 7 to 8° Celsius.

Communication:

Krishnanagar is well connected with Kolkata, the capital of the state with roads and railways. A broad gauge railway line and the NH-34 connecting Kolkata with Assam and adjoining states via North Bengal run just by the west of Krishnanagar town. The erstwhile narrow-gauge railway line

Linking Santipur and Nabadwip, the two places for pilgrimage of the Vaisnabas, were taken up for conversion into broad gauge. The line from Krishnagar to Santipur has already been converted and regular B.G. trains are plying, while the other is under the process of conversion. The town is also directly connected by road with Mayapur, the H.Q. of ISKCON in India.

III. 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.

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 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 Krishnagar Municipality, housing societies for the service needs like plumbing, electrical work, painting etc.
- The CLC can also obtain work 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.

B. Placement Services

- CLCS 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. CLS 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, Sectoral 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 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 training agencies.

E. Other services

- Providing information for opening small entrepreneurs seeking individual, 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 through varies 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.

V. 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
- **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 service 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 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.

VI. Viability & Break-Even Analysis

- It would appear from the Annexure-III A vis-à-vis Annexure-IV 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	Manager	1
2	Placement-cum-marketing co-ordinator*	1
3	Office Assistant-cum-Computer Operator	1
	Total	3

* To be engaged from 2017-'18

VIII. 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.

IX: APPLICATION FORMAT**NAME OF ULB: KRISHNAGAR MUNICIPALITY****DETAILS OF AREA IDENTIFIED CITY LIVELYHOOD CENTER**

Sl. No	Particulars	
1	Name of the ULB:	NA KRISHNAGAR MUNICIPALITY
2	Total wards in the ULB:	24
3	Total population in the area:	1,52,203
	Male:	76,700
	Female	75,503
4	Total Slums in the ULB	74
	a) Official (Notified)	55
	b) Not specified (Non-notified)	19
5	c) No. of TCGs/SHGs formed till date	575
	d) No. of ALF formed till date	26
	e) No. of CLF	Nil.
6	No. of ward(s) covered by CLC:	24
7	Total Urban poor proposed to be covered:	About 70,000
8	Potential no. of members expected to be covered by CLC:	About 50,000
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 and incipient demands as well
11	Details of the premises given for CLC by ULB	Entire 3rd floor of a newly constructed 4-storeyed building lying at the disposal of the ULB. Letter of Allotment enclosed at Annexure-I
	a. Area of Room	1300 sq. ft. comprising 2 (Two) rooms with WashRoom
	b. Location	Near main water works of Krishnagar Municipality and opposite to District Correctional Home

	c. Is the location nearby to ULB office (Distance)	Yes, about 500 mts. from municipality office
12	Plan for facilitation of CLC - Resource agency/ ULB	Krishnagar Municipality
13	Proposal Prepared by	Sri S.R.Pal (erstwhile) Town Project Officer Krishnagar Municipality
14	Proposal assessed by	Sri B.P.De Executive Officer & City Project Officer, NULM Krishnagar Municipality
15	Name and designation of the forwarding authority	Sri Asim Saha, Chairman, Krishnagar Municipality
16	Business Plan of CLC - to include break-even and viability	Enclosed at Annexure-II to V


 Chairman, 03/07/15
 Krishnagar Municipality

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata - 700106

Sub: Establishment of C.L.C. at Krishnagar ---- Submission of
letter of allotment of the required floor-space.
Ref: Schemes under SM & ID component of NULM.

Sir,

This is to state that for the purpose of setting up a 'City Livelihood Centre (C.L.C.)' under SM & ID component of National Urban Livelihood Mission (NULM) at Krishnagar under the management of this municipality, it has been decided by the Board of Councillors in its meeting held on 29.12.2014 that the entire 3rd floor of a newly constructed 4-storeyed building owned by this municipality would be allotted for accommodating the proposed C.L.C.

I am to further state that in the event of according approval by the State Urban Livelihood Mission (S.U.L.M.) for setting up the said C.L.C. and sanction of required fund there for, the said floor-space as per the schedule given below, would be formally assigned in favour of the C.L.C. :

Area of the floor-space	Approx. 1300 sq. ft. (Excluding the stairs & landing)
Location	The entire 3 rd floor of a newly constructed 4-storeyed building situated at Jail Road, Krishnagar near main Water-Works of the municipality and opposite to District Correctional Home.


Chairman 03/07/15
Krishnagar Municipality.

Business plan of CLC**Annexure-II****I. Non-Recurring Expenditures:****1. Land & Building:**

Item	Qty.	Amount (in Rs.)
Built-in floor space at the 3rd floor of a Municipal Building	1300 sft (Approx)	Allotted by ULB-free of cost (Letter of Allotment enclosed)

2. Office equipments & furnitures:

Item	Qty.	Amount (in Rs.)
a). For the Office of the C.L.C.		
i) P.C. fitted with all accessories including Printer & Internet Connection (Broadband)	2 (Two) nos.	Rs. 75,000.00
ii) Wooden Computer Table	2 (Two) nos.	Rs. 7,000.00
iii) Steel Table with Wooden Top (Full Secretariate)	1 (One) no.	Rs. 4,000.00
iv) Steel Table with Wooden Top (Half Secretariate)	1 (One) no.	Rs. 3,000.00
v) Steel Chairs	2 (Two) nos.	Rs. 3600.00
vi) Steel Almirah	3 (Three) nos.	Rs. 21,000.00
vii) FRP-moulded armless chair for the office	20 (Twenty) nos.	Rs. 8,000.00
viii) Electric fan	6 (Six) nos.	Rs. 9,000.00
ix) Complete Tubelight set	6 (Six) nos.	Rs. 3,000.00
x) Show-Case for display of Handicrafts articles for marketing support	1 (One) no.	Rs. 18,000.00
xi) Installation of Land Telephone	1 (One) no.	Rs. 2,500.00
b). For the Training/Meeting Hall of the C.L.C.		
i) Steel Table with Wooden Top (Full Secretariate)	1 (One) no.	Rs. 4,000.00
ii) Steel Chairs	1 (One) no.	Rs. 1800.00
iii) One-armed steel chair with provision for small desk fitted with the arm for the purpose of training	30 (Thirty) nos.	Rs. 30,000.00
iv) FRP-moulded armed chair for the purpose of meeting	50 (Fifty) nos.	Rs. 30,000.00
v) White Board measuring 6 ft. X 4 ft. for the Training purpose	1 (One) no.	Rs. 4000.00
vi) LCD-Projector with Laptop and Screen for the venue earmarked for the training purpose	1 (One) no.	Rs. 70,000.00
vii) Indoor P.A. System --- Amplifier with 4 (Four) small Sound Boxes and one stand & one cordless microphone	Complete Set duly fitted in the room with required cable	Rs. 25,000.00
viii) Electric fan	6 (Six) nos.	Rs. 9,000.00
ix) Complete Tubelight set	6 (Six) nos.	Rs. 3,000.00
c). For the C.L.C.		
i) Inverter with battery	650 VA Capacity	Rs. 23,000.00
ii) Glow Sign Board with fitting and fixing	2 (Two) nos.	Rs. 15,000.00
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		Rs. 30,000.00
TOTAL		Rs. 3,98,900.00

Rupees Three Lakh Ninety Eight Thousand Nine Hundred Only

[Signature]
Chairman 03/07/15
Krishnagar Municipality

Business Plan of C.L.C. (Continued from Annexure-II)

	II Recurring Expenditures:	Year					Annexure-II A	
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
	Salary & Wages:							
	a) Manager - 1 (One) no. @ Rs. 5,000/- p.m.	Rs. 60,000.00	Rs. 60,000.00	Rs. 60,000.00	Rs. 66,000.00*	Rs. 66,000.00*	Rs. 66,000.00*	
1.	b) Placement-cum-Marketing Co-ordinator - 1 (One) no. @ Rs. 4,000/- p.m. (to be engaged from 2017-'18)	Nil.	Nil.	Rs. 48,000.00	Rs. 48,000.00	Rs. 48,000.00	Rs. 52,800.00*	
	c) Office Assistant-cum- Computer Operator - 1 (One) no. @ Rs. 3,000/- p.m.	Rs. 36,000.00	Rs. 36,000.00	Rs. 36,000.00	Rs. 39,600.00*	Rs. 39,600.00*	Rs. 39,600.00*	
2.	Cost of Electricity	Rs. 18,000.00	Rs. 19,000.00	Rs. 20,000.00	Rs. 21,000.00	Rs. 22,000.00	Rs. 22,000.00	
3.	Cost of Communication (Internet, Telephone, FAX)	Rs. 12,000.00	Rs. 12,000.00	Rs. 13,000.00	Rs. 13,000.00	Rs. 14,000.00	Rs. 14,000.00	
4.	Cost of Office-Stationeries	Rs. 12,000.00	Rs. 12,500.00	Rs. 13,000.00	Rs. 13,500.00	Rs. 14,000.00	Rs. 14,500.00	
5.	Awareness, publicity & web hosting etc.	Rs. 12,000.00	Rs. 12,500.00	Rs. 13,000.00	Rs. 13,400.00	Rs. 13,900.00	Rs. 13,900.00	
6.	Transportation & Travelling Expenses	Rs. 6,000.00	Rs. 6,500.00	Rs. 7,000.00	Rs. 7,500.00	Rs. 8,000.00	Rs. 8,500.00	
7.	Miscellaneous Expenditure	Rs. 1,000.00	Rs. 1,000.00	Rs. 1,500.00	Rs. 1,500.00	Rs. 2,000.00	Rs. 2,000.00	
	TOTAL	Rs. 1,57,000.00	Rs. 1,59,500.00	Rs. 2,11,500.00	Rs. 2,23,500.00	Rs. 2,27,500.00	Rs. 2,33,300.00	

* due to increase of wages @ 10%


 Chairman
 Krishnagar Municipality

Statement of Expected Income (Year-Wise)

Annexure-III

On account of	Year											
	2015-16		2016-17		2017-18		2018-19		2019-20		6th Year - 2020-21	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
Annual Registration - fees @ Rs. 50 / - per head during 1st three years & @ Rs. 100 per head during the next 3 years from :												
1												
Service Providers (e.g. ex-trainees in the fields of Nursing Aides, Beauticians, Plumbers, electrical wiring, A.C. & Refrigerator Repairing, Mobile repairing, Driving & auto - mechanic, DTP Computer)	50	2,500.00	75	3,750.00	100	5,000.00	125	12,500.00	150	15,000.00	200	20,000.00
i)												
Other service providers (e.g. Aya, Cook, Carpenter, Mason & helper, electrical mechanic etc.)	50	2,500.00	60	3,000.00	70	3,500.00	80	8,000.00	90	9,000.00	100	10,000.00
ii)												
Small producers seeking marketing assistance (both individual & groups)	20	1,000.00	40	2,000.00	60	3,000.00	80	8,000.00	100	10,000.00	120	12,000.00
iii)												
Small Entrepreneurs seeking market demand/strategy/related information	10	500.00	20	1,000.00	30	1,500.00	40	4,000.00	50	5,000.00	60	6,000.00
iv)												
Page Total (of the amounts)		Rs. 6,500.00		Rs. 9,750.00		Rs. 13,000.00		Rs. 32,500.00		Rs. 39,000.00		Rs. 48,000.00

Contd...2

Statement of Expected Income

Annexure-III
Page-2

On account of	Amounts (In Rs.)					
	2015'-16	2016'-17	2017'-18	2018'-19	2019'-20	6th Yr. 2020'-21
For Referral Services :	B.F.					
2 Service Charges @ 5-10 % (on an average 7.5 %) of the total income earned by the service - providers through C.L.C at the rates and no. of mandays, as furnished in the enclosed sheet (Annexure-III A) :	6,500.00	9,750.00	13,000.00	32,500.00	39,000.00	48,000.00
28,700.00	33,000.00	45,900.00	52,875.00	71,600.00	81,375.00	
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 3 Yrs.)/750 (for 4th & 5th yr.) hours per year @ Rs. 20 per hour 1st 3 years and then Rs. 30 per hour for next 3 years	12,000.00	12,000.00	12,000.00	20,000.00	22,500.00	25,000.00
Fee-based Services :						
i) Conduct of Survey : To perform the job of various types of surveys conducted in the town by ULB/District Administration/Other Line Depts./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.	Nil.	15,000.00	18,000.00	21,000.00	25,000.00	30,000.00
4 ii) Placement Services : Fees realised from the Companies/ Agencies for extending such services	Nil.	Nil.	10,000.00	15,000.00	20,000.00	25,000.00
iii) Income earned by extending Creche Services/ Different Services like opening of Bank Accounts/ Insurance-linked Schemes like PMSBY etc. (on mass scale)	Nil.	Nil.	10,000.00	15,000.00	20,000.00	25,000.00
Grand Total	47,200.00	69,750.00	1,08,900.00	1,56,375.00	1,98,100.00	2,34,375.00

Chairman
Krishnagar Municipality

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

Year	Aya		Nursing 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		
2015-16	175.00	600	225.00	300	300.00	700	3,82,500.00	28,700.00
2016-17	Do	700	Do	350	Do	800	4,41,250.00	33,000.00
2017-18	190.00	800	250.00	400	400.00	900	6,12,000.00	45,900.00
2018-19	200.00	900	Do	500	Do	1000	7,05,000.00	52,875.00
2019-20	225.00	1000	300.00	600	500.00	1100	9,55,000.00	71,600.00
2020-21	250.00	1100	Do	700	500.00	1200	10,85,000.00	81,375.00

Chairman
Krishnagar Municipality

Requirement of fund for Recurring Expenditure (R.E.)						
Total amount of R.E. required for running the CLC	Year					Total
	2015-'16	2016-'17	2017-'18	2018-'19	2019-'20	
Less income generated during the preceding year	Rs. 1,57,000.00	Rs. 1,59,500.00	Rs. 2,11,500.00	Rs. 2,23,500.00	Rs. 2,27,500.00	Rs. 9,79,000.00
Actual requirement of fund for R.E. from the CLC-fund	Nil.	Rs. 47,200.00	Rs. 69,750.00	Rs. 1,08,900.00	Rs. 1,56,375.00	Rs. 3,82,225.00
	Rs. 1,57,000.00	Rs. 1,12,300.00	Rs. 1,41,750.00	Rs. 1,14,600.00	Rs. 71,125.00	Rs. 5,96,775.00

1. Total non-recurring expenditure Rs. 3,98,900.00
 2. Actual fund required for recurring expenditure during the 1St 5 years Rs. 5,96,775.00
 (i.e. total amount of recurring expenditure to be incurred during the 1St 5 years minus the income generated during the 1St 4 years)
 3. Total Project Cost of the C.L.C. (i.e. Sl. 1+2) Rs. 9,95,675.00

Rupees Nine Lakh Ninety Five Thousand Six Hundred seventy Five

Chairman
Krishnagar Municipality

[Signature]
03/07/15

Annexure-V

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

It would appear from the above analysis that the **income so generated** gradually increases over the years and surpasses **the total recurring cost during the year 2020-21**. 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.


Chairman
03/07/15
Krishnagar Municipality



KRISHNANAGAR MUNICIPALITY

KRISHNANAGAR - 741101

STD : 03472

Office : 252926

Office (Account Sec.) : 258134

Chairman Resi. : 224111

Water Works : 252985

Tourist Lodge : 252080

Chairman's Office & Fax No. : 252455

Asim Saha
Chairman

Resi : 224111 & 225111

Mobile : 9434055824

9933105764

Memo No. 1201/17-555/15

Date 31-03-15

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata - 700106



JL(SO)

[Signature]

[Signature]

[Signature]

Sub: Submission of revised proposal for establishment of a C.L.C. at Krishnagar.

Ref: This office memo. no. 136/17-555/15 dt. 13.01.15/
dt. 09.03.15

Sir,

In continuation to the above-cited memo. a copy of which is enclosed for ready reference, I am sending herewith the revised proposal for establishment of a City Livelihood Centre (C.L.C.) at Krishnagar after rectification of some of the particulars/figures in accordance with the subsequent discussion held with your Officers concerned.

The revised total project cost of the scheme is furnished below:

- | | |
|---|------------------------|
| 1. Total Fixed Capital (i.e. Non-Recurring Expenditure) | Rs. 2,71,500.00 |
| 2. Total Working Capital (i.e. Recurring Expenditure for the first 5 (Five) years less the income generated. | Rs. 6,35,250.00 |
| Total | Rs. 9,06,750.00 |

Rupees Nine Lakh Six Thousand Seven Hundred Fifty Only.

[Signature]
31/03/15
Chairman
Krishnagar Municipality



KRISHNANAGAR MUNICIPALITY

KRISHNANAGAR - 741101

STD : (95)03472

Office : 252926

Office (Account Sec.) : 258134

Chairman Resi. : 224111

Water Works : 252985

Tourist Lodge : 252080

Chairman's Office & Fax No. : 252455

ASIM SAHA, Resi : 224111, M - 9434055824

Chairman

Memo No. 136/17-555/15

Date 13/01/15
09/03/15

To

The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata-700106

Sub: Proposal for establishing a CLC in Krishnagar Municipality.

Sir,

In terms of the provision made under SMI&D component of National Urban Livelihood Mission (NULM) and in pursuance of the letter of Hon'ble MIC, MA&UD Deptt., Govt. of West Bengal, I am sending herewith a proposal for setting up a City Livelihood Centre (CLC) at Krishnagar under the aegis and management of this municipality.

The details of the proposal have been furnished in the prescribed format (Annexure-I) for your perusal and consideration.

However, the Background, Objectives & Functions of the proposed CLC are stated below:

Background:

We all know that 'Urbanization' is, in fact, both the cause and effect of evolution of civilization. It is also regarded as the index of human advancement and progress. We are also aware that urbanization is such a process that it not only aims at providing some basic amenities to its citizens, but also it brings about some socio-economic changes which create, inter alia, greater opportunities for livelihood, as well, particularly in the service-sector.

It also needs no mention that the labour-force belonging to the unorganized or informal sector has traditionally been the source of providing various types of services for catering to the needs of middle & higher income groups of the towns & cities. It has been observed that in absence of any mechanism of tying up the demand-supply chain, not only the service-providers often do not have necessary access to provide their services to the persons requiring the same, but also the potential service-receivers, as well, often face practical problems in getting the required services.

Objectives:

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 or services in an organized manner. By this way it would also be possible to identify the skill deficiencies causing demand-supply gaps and accordingly another objective of the CLC would be to arrange skill-development trainings so as to keep the supply-side responses in sync with the demand-side needs.



KRISHNANAGAR MUNICIPALITY

KRISHNANAGAR - 741101

STD : (95)03472

Office : 252926

Office (Account Sec.) : 258134

Chairman Resi. : 224111

Water Works : 252985

Tourist Lodge : 252080

Chairman's Office & Fax No. : 252455

ASIM SAHA, Resi : 224111, M - 9434055824

Chairman

Memo No. 136/17-555/15

Date 13/01/15
09/03/15

Besides, there are several other objectives of establishing the C.L.C., which may be evident from the catalogue of services furnished at Annexure-II.

However, the functions of the proposed C.L.C. are narrated below:

Functions:

1. To provide assistance for marketing of the goods & services produced by the SHGs & urban poor, who are registered with the C.L.C.
2. To run a Training Centre for
 - i) training of SHG-members, particularly the office-bearers of the SHGs
 - ii) training of prospective small entrepreneurs seeking individual/Group Loan under SEP, on 'how to run a business'
 - iii) arranging skill-development trainings for the urban poor, either directly or through empanelled trainer agencies.

The Business-plan, the statement of Expected Income (year-wise) & the Viability & Break even analysis corresponding to the item 15 of the format are furnished in the enclosed sheets at Annexure-III, IV & V respectively, from which it would transpire that the total cost of the project is **Rs. 9,99,400.00 (Rupees Nine Lakh Ninety Nine Thousand Four Hundred Only)**.

As regards the premises for accommodating the proposed CLC it may please be noted that it has been decided in the meeting of B.O.C. held on 29.12.2014 that the entire 3rd floor (measuring about 1300 sft excluding the stairs & landing) of a newly constructed 4-storied building owned by this municipality, would be made available for the purpose. A formal letter of allotment is enclosed at Annexure-VI.

The proposal may please be considered and approved in the light of its rationale, justification; coverage of the proposed services and viability of the business-plan and the required fund of **Rs. 9,99,400.00 (Rupees Nine Lakh Ninety Nine Thousand Four Hundred Only)** may please be sanctioned & allotted at an early date.

After getting formal sanction-order from your end necessary steps would be taken for establishing the C.L.C at the proposed premises.

An early action is requested.

Enclo: As Stated.


Chairman
Krishnanagar Municipality.

Proposal Details for Establishment of CLC

The proposal submitted by ULB to SULM should have the following details

1. Name of the Municipality : KRISHNAGAR MUNICIPALITY
2. Total wards in the municipality : 24
3. Total slums in the municipality : 74
 - a. Official : 55
 - b. Not specified : 19
4. No(s) of the ward(s) covered by CLC : 24
5. Total Population in the area : 1,52,977
6. Total Urban poor covered in the area : 60,000(Approximately)
7. Potential no. of members expected to be covered by CLC : 10,000(Approx)
8. Major services possible through CLC in the area : Furnished in the enclosed sheet (Annexure-II)
9. Scope for growth of CLC in the area : Adequate scope in view of existing demand of such services and incipient demands, as well
10. Detail of the premises given for CLC by ULB
 - a. Area : 1300 Sqft. (excluding stairs/landing)
 - b. Location : Near Main Water Works of Krishnagar Municipality, Jail Rd., Krishnagar
 - c. Is the location is the nearby to ULB office : Yes
11. Plan for facilitation of CLC---Resource agency/ULB : ULB
12. Proposal Prepared by : Krishnagar Municipality
13. Proposal assessed by :
14. Name and designation of the forwarding authority : SRI ASIM SAHA
Chairman,
Krishnagar Municipality
15. Business Plan of CLC-to include break-even and viability : Enclosed (Annexure-III, IV & V)


Chairman,
Krishnagar Municipality

Annexure-II

Major Services of the CLC (as per item 8 of annexure-I).

Keeping in view the functions of CLC, the following services would be provided by the CLC to the members & all office-bearers of all the SHGs **(without any participation fees)** and to the registered users or **on 'Fee-based' manner.**

1. Creating awareness regarding various components of NULM amongst the SHG-members.
2. Dissemination of information/Statistics on various matters related to NULM.
3. Training of the office-bearers of the SHGs on elementary knowledge in the fields of Book-Keeping, Accountancy, Financial Literacy, Conduct of meetings & office-procedures etc.

Fee-based Services to the registered users :

4. Marketing assistance for goods produced by the SHGs/Urban poor enlisted with the CLC.
5. Marketing assistance for services provided by the SHGs/Urban poor and passed out Trainees duly empanelled by the CLC.
6. Other services:-
 - i) Information of market demand/marketing strategy.
 - ii) Sales/Marketing outlets.
 - iii) Conduct of Entrepreneurship Development Programme.
 - iv) Conduct of Skill Development Training.
 - v) To facilitate obtaining registration of micro-enterprises and necessary licences required for setting up& running micro-enterprises.
 - vi) Placement services for the urban poor having requisite skills, particularly for the passed-out trainees under EST&P.
 - vii) To explore the possibility of undertaking, in future, several other activities like Creche service, collaboration with various Govt. Dept. for arranging service-provision for the urban poor or other services based on incipient or future demands.


Chairman 21/03/15
Krishnagar Municipality.

Business plan of CLC**Annexure-III****I. Non-Recurring Expenditures:****1. Land & Building:**

Item	Qty.	Amount (in Rs.)
Built-in floor space at the 3 rd floor of a Municipal Building	1300 sft (Approx)	Allotted by ULB-free of cost (Letter of Allotment enclosed)

2. Office equipments & furnitures:

Item	Qty.	Amount (in Rs.)
i) P.C. fitted with all accessories including Printer --- 1 (One) for the CLC office and the other for the proposed training centre	2 (Two) nos.	Rs. 75,000.00
ii) Wooden Computer Table	2 (Two) nos.	Rs. 7,000.00
iii) Steel Table with Wooden Top (Full Secretariate) --- one for the CLC office and the other for the proposed training centre	2 (Two) nos.	Rs. 7,200.00
iv) Steel Table with Wooden Top (Half Secretariate) for the CLC office	1 (One) no.	Rs. 2600.00
v) Steel Chairs for both the establishments	3 (Three) nos.	Rs. 5400.00
vi) Steel Almirah for the office & Trg. Centre	3 (Three) nos.	Rs. 21,000.00
vii) One-armed steel chair with provision for small desk fitted with the arm for the Training Centre	30 (Thirty) nos.	Rs. 24,000.00
viii) FRP-moulded armless chair for the office	12 (Twelve) nos.	Rs. 4,800.00
ix) Extra nos. of FRP-moulded armless chairs for the office, for holding training programme for office-bearers of SHGs	50 (Fifty)nos.	Rs. 20,000.00
x) White Board measuring 6 ft. X 4 ft. for the Training Centre	1 (One) no.	Rs. 4000.00
xi) LCD-Projector with Screen for the training centre	1 (One) no.	Rs. 30,000.00
xii) Show-Case for display of Handicrafts articles for marketing support	1 (One) no.	Rs. 8,000.00
xiii) Installation of Land Telephone	1 (One) no.	Rs. 2,500.00
xiv) Electric fan	8 (Eight) nos.	Rs. 12000.00
xv) Complete Tubelight set	12 (Twelve) nos.	Rs. 6,000.00
xvi) Indoor P.A. System --- Amplifier with 4 (Four) small Sound Boxes and one stand & one cordless microphone	Complete Set duly fitted in the room with required cable	Rs. 22,000.00
xvii) Inverter with battery	300 W Capacity	Rs. 20,000.00
TOTAL		Rs. 2,71,500.00

Rupees Two Lakh Seventy One Thousand Five Hundred Only


Chairman 21/03/15
Krishnagar Municipality

II Recurring Expenditures :		Year						Annexure-III A
1. Salary & Wages :		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
a) Manager @ Rs. 5,000/- p.m 1 (One) no.		Rs. 60,000.00	Rs. 60,000.00	Rs. 60,000.00	Rs. 66,000.00*	Rs. 66,000.00*	Rs. 66,000.00*	
b) Office Assistant @ Rs. 3,000/- p.m. 1 (One) no.		Rs. 36,000.00	Rs. 36,000.00	Rs. 36,000.00	Rs. 39,600.00*	Rs. 39,600.00*	Rs. 39,600.00*	
2. Cost of Electricity @ Rs. 1,500/- p.m.		Rs. 18,000.00	Rs. 18,500.00	Rs. 19,000.00	Rs. 19,000.00	Rs. 19,400.00	Rs. 20,400.00	
3. Cost of Telephones @ Rs. 500/- p.m.		Rs. 6,000.00	Rs. 6,500.00	Rs. 7,000.00	Rs. 7,000.00	Rs. 7,000.00	Rs. 8,000.00	
4. Cost of Office-Stationeries Including stationer's for the PCs @ Rs. 1000/- p.m.		Rs. 12,000.00	Rs. 12,500.00	Rs. 13,000.00	Rs. 13,500.00	Rs. 14,000.00	Rs. 15,000.00	
5. Cost of running the Training Centre : a) Cost of organizing Training Programmes for the office-bearers of the SHGs & the ALFs : 12 (Twelve) such 1 (One) day Programme comprising 150(One Hundred & Fifty) members per batch i.e. in all 1800 members would be trained during the 1st Year i.e. 2015-16 and thereafter for the newly formed SHGs.								
i) Cost of Study materials & Stationeries @ Rs. 20.00 per member-trainee		Rs. 36,000.00 Rs. 27,000.00	Rs. 3,000.00 Rs. 2,250.00	Rs. 3,000.00 Rs. 2,250.00	Rs. 3,000.00 Rs. 2,250.00	Rs. 3,000.00 Rs. 2,250.00	Rs. 3,000.00 Rs. 2,250.00	
ii) Cost of Tea & Snacks @ Rs. 15.00 per member-trainee								
b) Cost of conducting EDPs against payment of participation-fee by the trainees concerned. 2-Week Programme - 4 (Four) nos. per year comprising 40 (Forty) periods each of 1½ hours for 30 participants per batch during 2015-16 : 5 nos. during 2016-17 : 6 nos. during 2017-18 : 7 nos. during 2018-19 & 8 nos. during 2019-20								
i) Cost of Honourarium for Guest Faculties - 20 (Twenty) Guest Lectures each taking 2 (Two) classes @ Rs. 500.00 per head for the first three years & @								
Rs. 600.00 for the next two years		Rs. 40,000.00	Rs. 50,000.00	Rs. 60,000.00	Rs. 84,000.00	Rs. 96,000.00	Rs. 96,000.00	
ie. Rs. 10,000 /- per programme								
ii) Cost of Study materials etc. @ Rs. 100/- per trainee i.e. Rs. 6000/- per programme. Total		Rs. 12,000.00 Rs. 1,000.00	Rs. 15,000.00 Rs. 1,250.00	Rs. 18,000.00 Rs. 1,500.00	Rs. 21,000.00 Rs. 2,000.00	Rs. 24,000.00 Rs. 3,000.00	Rs. 24,000.00 Rs. 4,000.00	
Rs. 24,000/-								
iii) Cost of Stationeries L.S. Rs. 1,000/-								
TOTAL		Rs. 2,48,000.00	Rs. 2,05,000.00	Rs. 2,19,750.00	Rs. 2,57,350.00	Rs. 2,74,250.00	Rs. 2,78,250.00	

* due to increase of wages @ 10%

Requirement of fund for Recurring Expenditure (R.E.)

Requirement of fund for Recurring Expenditure (R.E.)	Total
Total amount of R.E. required for running the CLC	Rs. 2,48,000.00
Less income generated during the preceding year	Nil.
Actual requirement of fund for R.E. from the CLC-fund	Rs. 2,48,000.00

Chairman
Krishnagar Municipality

Statement of Expected Income (Year-Wise)

Annexure-IV

On account of	Year											
	2015-16		2016-17		2017-18		2018-19		2019-20		6th Year - 2020-21	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1 Registration - fees @ Rs. 50/- per head during 1st three years & @ Rs. 100 per head during the next 3 years from:												
Service Providers (e.g. ex-trainees in the fields of Nursing Aides, Beauticians, Plumbers, electrical wiring, A.C. & Refrigerator Repairing, Mobile repairing, Driving & auto - mechanic, DTP Computer)	100	5,000.00	125	6,250.00	150	7,500.00	175	17,500.00	200	20,000.00	200	20,000.00
ii) Other service providers (e.g. Aya, Cook, Carpenter, Mason & helper, electrical mechanic etc.)	50	2,500.00	60	3,000.00	70	3,500.00	85	8,500.00	100	10,000.00	100	10,000.00
iii) Small producers seeking marketing assistance (both individual & groups)	20	1,000.00	40	2,000.00	60	3,000.00	80	8,000.00	100	10,000.00	100	10,000.00
iv) Small Entrepreneurs seeking market demand/strategy/related information	10	500.00	20	1,000.00	30	1,500.00	40	4,000.00	50	5,000.00	50	5,000.00
Service Charges @ 5-10 % (on an average 7.5 %) of the total income earned by the service - providers through C.I.C at the rates and no. of mandays, as furnished in the enclosed sheet (Annexure-4A):		39,750.00		44,000.00		61,000.00		72,450.00		93,000.00		1,05,500.00
3 Fee-based Services:												
i) Conduct of EDP, 4 nos. of 2-week programme, each batch comprising 30 trainees i.e. 120 trainees during the 1st year.	120	36,000.00	150	45,000.00	180	72,000.00	210	84,000.00	240	1,20,000	270	1,35,000.00
Participation Charge - Rs. 300/- per head for the 1st & 2nd year; Rs. 400/- per head for 3rd & 4th & Rs. 500/- per head for 5th & 6th Year.												
5 nos. of such program during 2nd Yr.												
6 nos. of such program during 3rd Yr.												
7 nos. of such program during 4th Yr.												
8 nos. of such program during 5th Yr.												
8 nos. of such program during 6th Yr.												
4 Collection of Rent for letting out the Training Room to the Trainer Agencies and/or organising meeting/ seminars etc. for 600 hours per year @ Rs. 20 per hour 1st 3 years and then Rs. 30 per hour for next 3 years		12,000.00		12,000.00		12,000.00		18,000.00		18,000.00		18,000.00
Grand Total		96,750.00		113,250.00		160,500.00		1,98,000.00		2,76,000.00		63,000.00

Annexure-IV A
(Vide-Annexure-IV)

Year	Aya		Nursing 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		
2015-16	175.00	800	225.00	400	300.00	1000	5,30,000.00	39,750.00
2016-17	Do	1000	Do	500	Do	1000	5,87,500.00	44,000.00
2017-18	190.00	1200	250.00	600	350.00	1250	8,15,500.00	61,000.00
2018-19	Do	1400	Do	700	Do	1500	9,66,000.00	72,450.00
2019-20	200.00	1600	275.00	800	400	1750	12,40,000.00	93,000.00
2020-21	Do	1800	Do	900	400	2000	14,07,500.00	1,05,500.00

Dr. M. S. Sathya
21/03/15

Chairman
KRISHNAGAR MUNICIPALITY

Viability & Break-Even Analysis

Annexure-V

Year-Wise Distribution of Fixed Cost for Running the CLC									
Sl. No.	Fixed Cost on A/c of	Year-Wise Amounts in Rs.							
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21		
1	Salary & Wages @ Rs. 5,000/- & Rs. 3,000/- p.m. for Manager & Office-Astt. for 1st 3 years & 10% increase for next 3 years	Rs. 96,000.00	Rs. 96,000.00	Rs. 96,000.00	Rs. 1,05,600.00	Rs. 1,05,600.00	Rs. 1,05,600.00		
2	Office Expenses Cost including Electricity, Telephones, Internet, Stationeries etc.	Rs. 36,000.00	Rs. 37,500.00	Rs. 39,000.00	Rs. 39,500.00	Rs. 40,400.00	Rs. 43,400.00		
3	Awareness, publicity & Web hosting etc.	Expenditure will be booked from IEC Expenses							
Total		Rs. 132,000.00	Rs. 133,500.00	Rs. 135,000.00	Rs. 1,45,100.00	Rs. 1,46,000.00	Rs. 1,49,000.00		
Year-Wise Distribution of Variable Cost for Conducting Training of SHG-Members & EDPs									
Sl. No.	Variable Cost on A/c of	Year-Wise Amounts in Rs.							
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21		
1	Training of the office-bearers of the SHGs. Cost as per item 5(a) of the business plan (Annexure-III)	Rs. 63,000.00	Rs. 5,250.00	Rs. 5,250.00	Rs. 5,250.00	Rs. 5,250.00	Nil.		
2	Cost of Conducting EDPs i) Honourarium for Guest faculties @ Rs. 500/- for 2 periods during the 1st 3 years & @ Rs. 600/- for next 3 years for 4 nos. of EDPs during 2015-16 and 5, 6, 7, 8 & 8 nos. of EDPs during the 2nd, 3rd, 4th, 5th & 6th year respectively.	Rs. 40,000.00	Rs. 50,000.00	Rs. 60,000.00	Rs. 84,000.00	Rs. 96,000.00	Rs. 96,000.00		
	ii) Cost of Study Materials, Stationeries and miscellaneous expenses	Rs. 13,000.00	Rs. 16,250.00	Rs. 19,500.00	Rs. 23,000.00	Rs. 27,000.00	Rs. 28,000.00		
Total		Rs. 116,000.00	Rs. 71,500.00	Rs. 84,750.00	Rs. 112,250.00	Rs. 128,250.00	Rs. 124,000.00		

Contd...2

Chairman
KRISHNAGAR MUNICIPALITY

31/03/15

Viability & Break-Even Analysis

Annexure-V

Break-Even Analysis

Sl. No.	Cost Vis-à-vis Income	Year-Wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21
i)	Fixed Cost (Rs.)	1,32,000/-	1,33,500/-	1,35,000/-	1,45,100/-	1,46,000/-	1,49,000/-
ii)	Variable Cost (Rs.)	1,28,000/-	86,250/-	1,00,650/-	1,30,400/-	1,48,200/-	1,50,000/-
iii)	Expected Income (Rs.)*	1,35,000/-	1,65,000/-	1,97,000/-	2,54,000/-	2,94,200/-	3,04,000/-

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

Contribution =

Income - Variable Cost

(-) Rs. 19,250.00

Rs. 41,650.00

Rs. 75,750.00

Rs. 85,750.00

Rs. 1,47,750.00

Rs. 1,74,250.00

Findings & Inference :

It would appear from the above analysis that the **contribution** so generated gradually increases over the years and surpasses the **fixed cost during the year 2019-20**. Thus, the CLC would reach the **Break-Even Point by the end of 5th 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 like setting up of a Creche etc. are undertaken by the CLC in future.

Asim Deka
Chairman
31/03/15
Krishnagar Municipality

Annexure-VI

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata - 700106

Sub: Establishment of C.L.C. at Krishnagar ---- Submission of
letter of allotment of the required floor-space.
Ref: Schemes under SM & ID component of NULM.

Sir,

This is to state that for the purpose of setting up a 'City Livelihood Centre (C.L.C.)' under SM & ID component of National Urban Livelihood Mission (NULM) at Krishnagar under the management of this municipality, it has been decided by the Board of Councillors in its meeting held on 29.12.2014 that the entire 3rd floor of a newly constructed 4-storeyed building owned by this municipality would be allotted for accommodating the proposed C.L.C.

I am to further state that in the event of according approval by the State Urban Livelihood Mission (S.U.L.M.) for setting up the said C.L.C. and sanction of required fund there for, the said floor-space as per the schedule given below, would be formally assigned in favour of the C.L.C. :

Area of the floor-space Approx. 1300 sq. ft. (Excluding the stairs & landing)
Location The entire 3rd floor of a newly constructed 4-storeyed
building situated at Jail Road, Krishnagar near main
Water-Works of the municipality.


Chairman
Krishnagar 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-39/2015/500

তারিখ 21.05.2015

From : Director, SUDA &
Mission Director, WBSULM

To : The Mayor/ Chairperson/ Administrator

ALL NULM ULBS Municipal Corporation/ Municipality

Sub : Proposal for City Livelihood Centre

Ref :- This office no SUDA-39/2015/289(63) dt.11.02.2015

Sir,

With reference to above you have been requested to submit comprehensive proposal of City Livelihood Centre (CLC) under NULM. All formats and guidelines for preparation of CLC proposal were annexed with that letter (copy enclosed for reference). Till date only four proposals have been received.

You are aware that CLC has been designed to provide support to urban poor with different services and informations for their income increment. A grant of Rs.10 lakh will be provided as CLC facilitation fund to ULBs in three installment for establishment of one CLC.

Hence, you are once again requested to take up the issue urgently and send a proposal to this office within one month, latest by June, 2015.

Enclo : as stated

Yours faithfully,

WT 21/5/2015
Director, SUDA
&
Mission Director, WBSULM

SUDA- 39/2015/500/1(3)

21.05.2015

Copy for information to:

1. City Project Officer. ULB for taking personal initiative in this regard to submit the proposal by June,2015.
2. P.S. to MIC, MA & UD Department, Govt. of West Bengal for kind appraisal of MIC.
3. P.S to the Principal Secretary, M.A.Deptt. Govt. of West Bengal.

WJ 21/5/2015
Director, SUDA
&
Mission Director, WBSULM

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-.....

তারিখ .05.2015

From : Director, SUDA &
Mission Director, WBSULM

To : The Mayor/Chairperson/ Administrator

..... Municipal Corporation/ Municipality

Sub : Proposal for City Livelihood Centre
Ref :- This office no SUDA-39/2015/289(63) dt.11.02.2015

Sir,

With reference to above you have been requested to submit comprehensive proposal of City Livelihood Centre (CLC) under NULM. All formats and guidelines for preparation of CLC proposal were annexed with that letter. ^(copy made for reference) Till date only four proposals from ~~Krishnagar, Naihati, Bankura and Purulia Municipality~~ have been received.

You are aware that CLC has been designed to provide support to urban poor with different services and informations for their income increment. A grant of Rs.10 lakh will be provided as CLC facilitation fund to ULBs in three installment for establishment of one CLC.

Hence, you are once again requested to take up the issue urgently and send a proposal to this office within one month, latest 5 June 2015

~~Once more the support documents are enclosed.~~

Please contact Mr. Prabir Roy - 9830019015 for further assistance for preparation of proposal and sending it by June -2015

Enclo : as stated

Yours faithfully,

Director, SUDA
&
Mission Director, WBSULM

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-39/2015/500

তারিখ 21.05.2015

From : Director, SUDA &
Mission Director, WBSULM

To : The Mayor/ Chairperson/ Administrator

..... Municipal Corporation/ Municipality

Sub : Proposal for City Livelihood Centre
Ref :- This office no SUDA-39/2015/289(63) dt.11.02.2015

Sir,

With reference to above you have been requested to submit comprehensive proposal of City Livelihood Centre (CLC) under NULM. All formats and guidelines for preparation of CLC proposal were annexed with that letter (copy enclosed for reference). Till date only four proposals have been received.

You are aware that CLC has been designed to provide support to urban poor with different services and informations for their income increment. A grant of Rs.10 lakh will be provided as CLC facilitation fund to ULBs in three installment for establishment of one CLC.

Hence, you are once again requested to take up the issue urgently and send a proposal to this office within one month, latest by June, 2015.

Enclo : as stated

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

SUDA-

39/2015/500/1(3)

21.05.2015

Copy for information to:

1. City Project Officer. ULB for taking personal initiative in this regard to submit the proposal by June,2015.
2. P.S. to MIC, MA & UD Department, Govt. of West Bengal for kind appraisal of MIC.
3. P.S to the Principal Secretary, M.A.Deptt. Govt. of West Bengal.

WJ 21/5/2015
Director, SUDA
&
Mission Director, WBSULM

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

PH. NO : 03522 - 255450 / 255680 / 256930 / 255649 / 256931 / 255655
<<< FAX - 03522 - 255649 >>>

e-mail - bmpality@gmail.com / bmpality@hotmail.com
website : www.balurghatpurasava.webs.com

Memo No. 2534 / G-95

Date. 27.02.2015.

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



Handwritten signature/initials

Sub:- Proposal for Sanctioning of City Livelihood Centre (CLC).

Ref:- Your memo no. SUDA - 39/2015/289(63) Date- 11.02.2015

Sir,

With reference to the memo no cited above, I am sending a proposal for sanctioning and release of fund for City Livelihood Centre as your prescribed proforma.

Your earnest co-operation is highly appreciated in this matter.

Thanking you



Yours faithfully,

Enclo :- As Stated

Signature
Chairman
Balurghat Municipality

S. Saha
27.02.15

Proposal for City Livelihood Centre (CLC)

1. Proposal for CLC in BALURGHAT Municipality

2a. Is it District Headquarter? ☒ Yes ☐ No *Pls. tick*

2b. District Name Dakshin Dinaipur

3a. Total Population: 01, 51, 299 Nos.

3b. Total Urban Poor: 38, 428 Nos.

4a. Total Wards: 25 Nos.

4b. Total Slums: 34 Nos.

5. Major Services possible through this CLC *put nos. as* ☒ 1 - Yes ☐ 2 - No. ☐ 3 - Possibility ☐ 4 - Don't know

- | | |
|---|----------------------------|
| i) Information on market demand and market strategy | <input type="checkbox"/> 1 |
| ii) Marketing/ sales outlets for the products manufactured by urban poor..... | <input type="checkbox"/> 1 |
| iii) Registration, Licensing, Accounting and legal services for micro-enterprises | <input type="checkbox"/> 1 |
| iv) Placement Services..... | <input type="checkbox"/> 1 |
| v) Bidding/ contracts for citizen services..... | <input type="checkbox"/> 1 |
| vi) Training Venue..... | <input type="checkbox"/> 1 |
| vii) Crèche service | <input type="checkbox"/> 3 |
| viii) Issued of UID Aadhar Card for citizens in the CLC area | <input type="checkbox"/> 3 |
| ix) Wage Employment | <input type="checkbox"/> 1 |
| x) Motivator for Bank Loan | <input type="checkbox"/> 3 |
| xi) Information on Health Service | <input type="checkbox"/> 3 |
| xii) House to House Survey | <input type="checkbox"/> 3 |

6. Details of the premises given/ arranged for CLC by Municipality

a) Area 1050 Sq. ft.

b) Rooms 2 Nos.

c) Wash rooms

<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N
---------------------------------------	----------------------------

d) CLC Location Office Premises

e) Is it nearby to the Municipal office

<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N
---------------------------------------	----------------------------

f) Premises under Municipality/ MC

<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N
---------------------------------------	----------------------------

g) If no, NOC of the owner (please attach)

<input type="checkbox"/> Y	<input type="checkbox"/> N
----------------------------	----------------------------

7. Plan for facilities of the CLC through

☒ ULB itself ☐ ALF/CLF ☐ PPCP ☐ Others (Pls. Specify)

Pls. tick

8. Business Plan of CLC, details including viability plan attached

<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N
---------------------------------------	----------------------------

9. Remarks, if any, (If required attach sheet)

Enclosed

- 1) Business Plan of CLC, details including viability plan.
- 2) Allotment Letter from ULB/ NCC of the owner premises for owned/ rented premises for the proposed for CLC

Saha

Signature

Name : CHAYANIKA LAHA

Designation : CHAIRMAN – BALURGHAT MUNICIPALITY

Date : 27/02/2015

Seal : **Chairperson**
Balurghat Municipality





OFFICE OF THE
BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI
BALURGHAT * DAKSHIN DINAJPUR

STD - 03522
FAX - 258814



Memo No. 2533 / 16-95

Date: - 27.02.15

To
Shri M.N.Pradhan, I.A.S.,
DIRECTOR, SUDA & Mission Director,
WBSULM

Sub: - Space for establishing City Livelihood Centre (CLC) is 1050.00 sq.fit having two rooms and a wash room where staircase and drawing spaces available

Ref:-Vide your memo no SUDA-39/2015/289 (63) , Dated 11-02-2015

Sir,

With reference to above, I am agree to spare the above building in ground floor consisting two rooms, wash room, stair case and drawing spaces available there to form the CLC in our locality to services for middle and higher income groups in cities through a provision of services such as security, carpentry, gardening, construction, plumbing, electrical works, health care support, housekeeping, etc to fill the critical gap.

Your earnest co-operation is highly appreciated in this matter.

Thanking you.



Yours Faithfully,

Sova Majumder Sarani
27.2.15
Chairman

Balurghat Municipality

Business Plan of City Livelihood Centre

Balurghat Municipality

Sl.No.	Name of the services possible through CLC	Details of Bussiness Plan	Viability Plan
1	Information on market demand and market strategy	fee for giving information on every matter may be fixed to Rs. 5-10/-	The members of SHG may be engaged for giving the informations. The views of specialised persons will be collected and based on the views the information can be given to urban people.
2	Marketing/sales outlets for the products manufactured by urban poor	CLC fee/Charge: monthly 2 % to 4% depending upon the nature and total sales amount of the product	One sales counter and canteen is successfully running by the SHG womens in the Balurghat Municipality. Willing urban poor will register their names in the livelihood centre and CLC will give the outlets for their products.
3	Registration, licensing, Accounting and legal services for micro-enterprises	CLC charge: Rs. 5 -10/- for each of the service	CLC can give services through the specialised persons.
4	Placement services	CLC charge: Rs. 20/- per placement per candidate	CLC will communicate with the different govt. & private institutions, industry and commercial institutions within Balurghat and out side of Balurghat regarding their need of employment. CLC will prepare list of unemployed youth with their qualification and job requirement.
5	Bidding /contracts for citizen services	CLC Charge: Rs. 5 -10/- for each service	CLC may obtain direct work orders or bid for different citizen services. CLC can obtain municipal contracts for the new construction/repairing works of Housing for Urban Poor Scheme or other housing schemes and annual maintenance contracts for different works like plumbing, electricity, carpentry, computer and its peripherals etc. CLC can also give the above services through the registered urban poor offering such services.
6	Training Venue	CLC Charge : Rs.300/- per day (for 5 hours), Rs. 1500/- for 7 days, Rs. 2500/- for 15 days and Rs. 3500/- for one month	One room will be separated for the training room purpose with necessary arrangements.

7	Wage-employment	CLC Charge: 2% of total wage contract	CLC may take the contracts of wage-employment from municipality and other institutions with the contract charge
8	House-to-House survey	CLC Charge: Rs. 4/- per 10 houses	Municipality conducts different surveys as guided by Govt. or self. CLC will prepare a list of willing enumerators and then take contracts of surveys from municipality and also from other institutions.

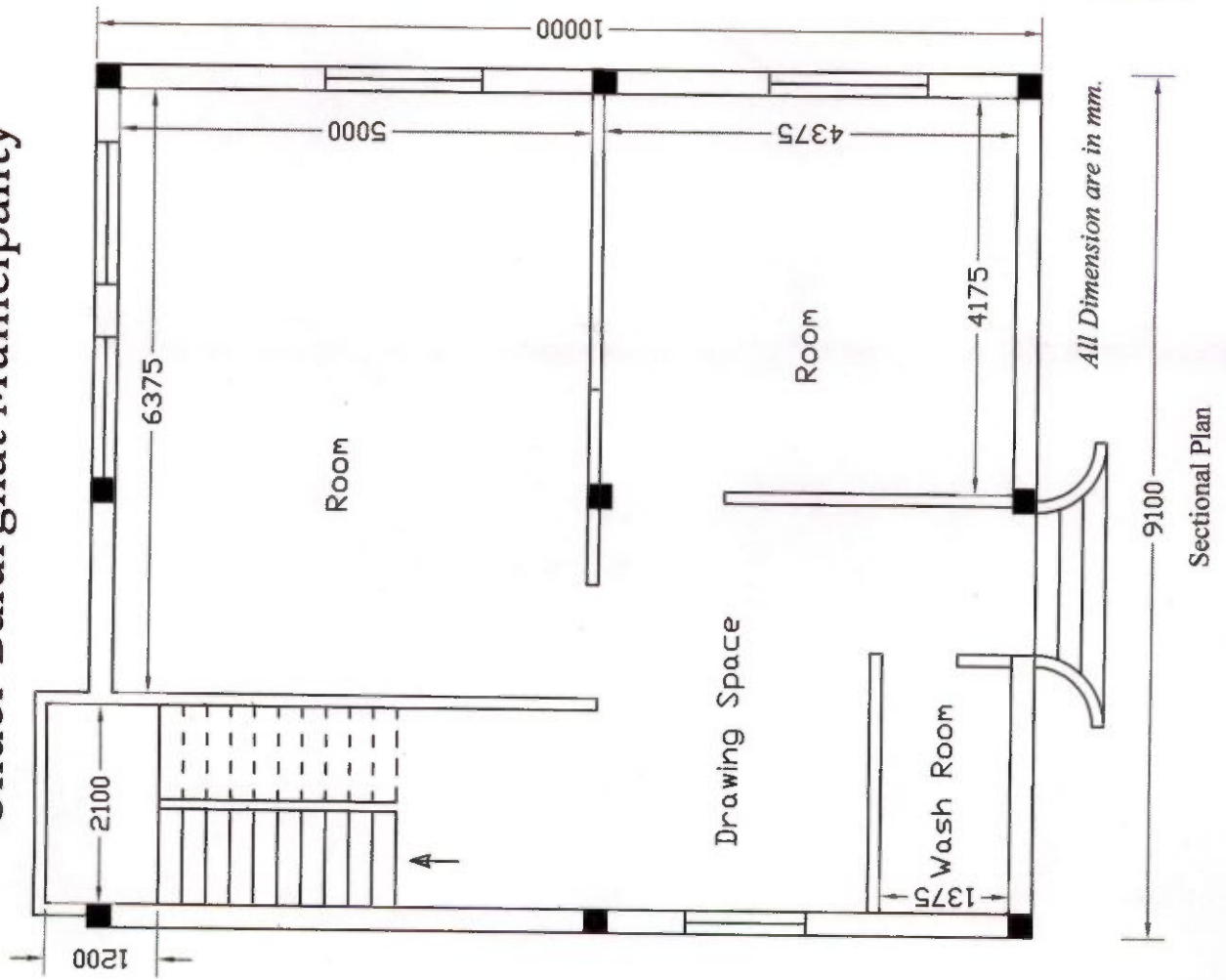


S. Sarkar

Chairman
Balurghat Municipality

S. Sarkar 27.02.15

Proposed City Livelihood Centre
Having area appx. 1050 sq.ft.
Under Balurghat Municipality



29.02.15

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

PH. NO : 03522 - 255450 / 255680 / 256930 / 255649 / 256931 / 255655
<<< FAX - 03522 - 255649 >>>

e-mail - bmpality@gmail.com / bmpality@hotmail.com
website : www.balurghatpurasava.webs.com

Memo No. 2534 / G-95

Date. 27.02.2015.

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

Sub:- Proposal for Sanctioning of City Livelihood Centre (CLC).

Ref:- Your memo no. SUDA - 39/2015/289(63) Date- 11.02.2015

Sir,

With reference to the memo no cited above, I am sending a proposal for sanctioning and release of fund for City Livelihood Centre as your prescribed proforma.

Your earnest co-operation is highly appreciated in this matter.

Thanking you



Encl :- As Stated

Yours faithfully,

Chairman
Balurghat Municipality



OFFICE OF THE
BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI
BALURGHAT * DAKSHIN DINAJPUR

STD - 03522
FAX - 258814



Memo No. 2583 / 16-95

Date: - 27.02.15

To
Shri M.N.Pradhan, I.A.S.,
DIRECTOR, SUDA & Mission Director,
WBSULM

Sub: - Space for establishing City Livelihood Centre (CLC) is 1050.00 sq.ft having two rooms and a wash room where staircase and drawing spaces available

Ref:-Vide your memo no SUDA-39/2015/289 (63) , Dated 11-02-2015

Sir,

With reference to above, I am agree to spare the above building in ground floor consisting two rooms, wash room, stair case and drawing spaces available there to form the CLC in our locality to services for middle and higher income groups in cities through a provision of services such as security, carpentry, gardening, construction, plumbing, electrical works, health care support, housekeeping, etc to fill the critical gap.

Your earnest co-operation is highly appreciated in this matter.

Thanking you.



Yours Faithfully,

Saha
27.2.15
Chairman

Balurghat Municipality

Proposal for City Livelihood Centre (CLC)

1. Proposal for CLC in BALURGHAT Municipality

2a. Is it District Headquarter? ☒ Yes ☐ No *Pls. tick*

2b. District Name Dakshin Dinajpur

3a. Total Population: 01, 51, 299 Nos.

3b. Total Urban Poor: 38, 428 Nos.

4a. Total Wards: 25 Nos.

4b. Total Slums: 34 Nos.

5. Major Services possible through this CLC *put nos. as (1) – Yes (2) – No. (3) – Possibility (4) – Don't know*

- | | |
|---|---|
| i) Information on market demand and market strategy | <div style="border: 1px solid black; padding: 2px;">1</div> |
| ii) Marketing/ sales outlets for the products manufactured by urban poor..... | <div style="border: 1px solid black; padding: 2px;">1</div> |
| iii) Registration, Licensing, Accounting and legal services for micro-enterprises | <div style="border: 1px solid black; padding: 2px;">1</div> |
| iv) Placement Services..... | <div style="border: 1px solid black; padding: 2px;">1</div> |
| v) Bidding/ contracts for citizen services..... | <div style="border: 1px solid black; padding: 2px;">1</div> |
| vi) Training Venue..... | <div style="border: 1px solid black; padding: 2px;">1</div> |
| vii) Crèche service | <div style="border: 1px solid black; padding: 2px;">3</div> |
| viii) Issued of UID Aadhar Card for citizens in the CLC area | <div style="border: 1px solid black; padding: 2px;">3</div> |
| ix) Change Agent | <div style="border: 1px solid black; padding: 2px;">1</div> |
| x) Motivator for Bank Loan | <div style="border: 1px solid black; padding: 2px;">3</div> |
| xi) Information on Health Service | <div style="border: 1px solid black; padding: 2px;">3</div> |
| xii) House to House Survey | <div style="border: 1px solid black; padding: 2px;">3</div> |

6. Details of the premises given/ arranged for CLC by Municipality

a) Area 1050 Sq. ft.

b) Rooms 2 Nos.

c) Wash rooms

☒ Y ☐ N

d) CLC Location Office Premises

e) Is it nearby to the Municipal office

☒ Y ☐ N

f) Premises under Municipality/ MC

☒ Y ☐ N

g) If no, NOC of the owner (please attach)

☐ Y ☐ N

7. Plan for facilities of the CLC through

☒ ULB itself ☐ ALF/CLF ☐ PPCP ☐ Others (Pls. Specify)

Pls. tick

8. Business Plan of CLC, details including viability plan attached

☒ Y ☐ N

9. Remarks, if any, (If required attach sheet)

No

Enclosed

- 1) Business Plan of CLC, details including viability plan.
- 2) Allotment Letter from ULB/ NCC of the owner premises for owned/ rented premises for the proposed for CLC



Signature

Name : CHAYANIKA LAHA

Designation : CHAIRMAN – BALURGHAT MUNICIPALITY

Date : 27/02/2015

Seal :

Memo no... 3212/mc/11



Dated- 28/02/15

Office of the Board of Councillors
NAIHATI

Tel: +91 33 2581 2098/ 2580 0290

From
Sri Ramesh Ch. Halder
Chairman,
Naihati Municipality

Adm. Secy
12/3/15

To
The Director,
SUDA & WBSULM, "ILGUS BHAVAN",
H-C Block, Sector-III,
Bidhannagar, Kol - 106

JDC/10/

28/02/15

Sub: Proposal for City Livelihood Centre.

Ref: Your memo no. SUDA-39/2015/289(63) dt. 11/02/2015

Sir,

In reference to above, enclosed please find 'Proposal for CLC' within this ULB, in your prescribed proforma.

This is for your kind information please. You are also hereby requested to release the fund at your earliest convenience.

Thanking you,

Yours faithfully,

Enclo: As stated above.

B 28/2/15

Chairman
Naihati Municipality

Chairman
NAIHATI MUNICIPALITY

Proposal for City Livelihood Centre (CLC)

1. Proposal for CLC in NAIHATI Municipal Corporation/ Municipality

2a. Is it District Headquarter? Yes ☒ No ☒ Pls. tick 2b. District Name NORTH 24 PARGANAS

3a. Total Population 02,17,900 Nos. 3b. Total Urban Poor 00,69,000 Nos.

4a. Total Wards 031 Nos. 4b. Total Slums 120 Nos.

5. Major Services possible through this CLC Put nos. as ☒ 1 Yes ☐ 2 No ☐ 3 Possibly ☐ 4 Don't know

i) Information on market demand and market strategy ☐ 3

ii) Marketing/ sales outlets for the products manufactured by urban poor ☐ 2

iii) Registration, licensing, Accounting and legal services for micro-enterprises ☐ 4

iv) Placement services ☐ 1

v) Bidding/ contracts for citizen services¹ ☐ 4

vi) Training venue ☐ 1

vii) Crèche service ☐ 3

viii) issuance of UID/ Aadhar Card for citizens in the CLC area ☐ 3

ix) "Service Centre" by engaging trained "Aya" and trained "Plumber" and "Electrician" at the said building. ☐ 1

x) ☐

xi) ☐

xii) ☐

xiii) ☐

xiv) ☐

xv) ☐

6. Details of the premises given/ arranged for CLC by the Municipal Corporation/ Municipality²

a) Area 3000 Sq.ft. b) Rooms 2 Nos. c) Wash rooms ☒ Y ☐ N

d) CLC Location Laldighi, Garifa, Ward-05 e) Is it nearby to the Municipal office? ☒ Y ☐ N

f) Premises under Municipality/ MC ☒ Y ☐ N g) If no, NOC of the owner (Please attach) ☐ Y ☒ N

7. Plan for facilitation of the CLC through ☒ ULB itself ☐ ALF/ CLF ☐ PPCP³ ☐ Others (Pls. Specify) Pls. tick

¹ 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.

² Please attach the allotment letter/ No Objection Certificate of allotment of building premises (own/ rental) from ULB

8. Business Plan of CLC, details including viability plan attached

W	N
---	---

9. Remarks, if any, (If required attach sheet)

Enclosed

- ✓1) Business Plan of CLC, details including viability plan
- ✓2) Allotment Letter from the ULB/ NOC of the owner of the premises, for owned/ rented premises for the proposed for CLC

B 28/2/15

Signature

Name

RAMESH CHANDRA HALDER

Designation

CHAIRMAN, NAIHATI MUNICIPALITY

Date

28-02-2015

Seal:

Chairman
NAIHATI MUNICIPALITY

Naihati Municipality

Business Plan of City Livelihood Centre (CLC)

The proposed CLC of Naihati Municipality will comprise of offering services by engaging trained 'Aya', 'Plumber' & 'Electrician'. Such service will save two fold benefits. Firstly, unemployed persons will get self employment and secondly, inhabitants of ULB will get quality service.

Benefit gain by engaging Trained 'Aya' :

2011 census population of Naihati Municipality was 2, 17,900. Services of trained 'Aya' are frequently required for older people, new born babies and other sick persons irrespective of age. The average earning of each Aya for every shift (12 hours) is Rs. 170/-. This is worthy to mention that if a trained Aya gets job for at least 20 shifts per month, she may earn Rs. 3400/- per month. This is expected at least 100 Aya may get job and may support their family by way of self employment.

Benefit gain by engaging Trained 'Plumber':

Due to rapid urbanization a lot of construction activities particularly construction of multipurpose buildings are taking place within this ULB. The market rate of a Plumber is not less than Rs. 300/- per day. There is requirement of plumbing and sanitary works, almost in every household, in frequent intervals. In addition in case of new connections, lot of activities is necessary in connection with plumbing and sanitary works. So far as local demand is considered, this is expected that at least 50 nos. of trained plumbers be brought under this CLC.

Benefit gain by engaging Trained 'Electrician':

Like Plumbers, Trained Electricians are also required for all newly constructed buildings as well as existing buildings. The market rate of a Electrician is not less than Rs. 300/- per day. There is major requirement of room wiring, new electric connection and electric fault repairing, almost in every household, in frequent intervals. In addition in case of new connections, lot of activities is necessary in connection with electricity works. So far as local demand is considered, this is expected that at least 50 nos. of trained electrician be brought under this CLC.

This must be taken into consideration that such requirements of trained Aya, Plumber & Electrician will be increased day by day and therefore more and more such trained persons will be required in future.

Initially This ULB will provide space, electricity and administrative support. In order to meet regular expenses a certain percentage of the earning by these trained persons may be used by this ULB. The registration and renewal fees will be fixed by the ULB after consultation with the urban poor in the area.

B 28/2/15

Chairman
Naihati Municipality
Chairman
NAIHATI MUNICIPALITY

No. 2853/me-11

Phone No.: (033) 2502- 1177

Fax No. (033). 2502 0290

Dated - 20/01/15

Office of the Board of Councilors

NAIHATI

From : Sri Ramesh Chandra Halder,

Chairman,

NAIHATI MUNICIPALITY

To

The Director,
SUDA & Mission Director,
WBSULM, ILGUS Bhavan,
H.C Block, Sector- III,,
Bidhannagar, Kol- 700 016,

Sub:: Prayer for release of fund for setting up of City Lively.
hood Centre under NULM

Sir,

This is to inform you that this ULB owns a four storied building of an area of 12000 sq.ft. (3000 Sq. ft. per floor) . The building is highly suitable for setting up of City Lively hood Centre under NLUM. This ULB plans to setup a "Service Centre " by engaging trained "Aya" and trained " plumber" and "Electrician " at the said building..

In this connection, I would like to request you to assist financially for infrastructural development and release a grant of Rs. 10.0 lakh in favour of this ULB.

Thanking you,



Yours faithfully,

B
20/1/15
Chairman,
Naihati Municipality.
Chairman
Naihati Municipality
Naihati, 24 Pgs. (N)

Summary of the CLC Proposals received as on 27th February 2015

Sl.	ULB Name	Submitted through	Details of the proposal	Remarks
1	Purulia Municipality	Memo No. 1789 MG dt. 21st Nov '14	Furnished information in the NULM format alongwith a plan drawing without any Business Plan or Allotment Letter. Requirement of fund is not mentioned.	Not in format and also without any requisite information. May be asked for resubmission in proper format.
2	Durgapur Municipal Corporation	Ref. No. DMC/SW/3935 dt. 7th Jan '15	A Municipal, building with 60'x22' hall, 16'x12' room with attached washrooms at GT Road in Naba Waria in Ward no. 32 proposed for CLC. Requirement of fund is not mentioned.	Not in format and also without any requisite information. May be asked for resubmission in proper format.
3	Naihati Municipality	No. 2853/mc-11 dt. 20th Jan '15	ULB owned building of 12,000 sq.ft. area and plans to set up Service Centre, Aya, Plumber and Electrician. Required fund of Rs. 10 lakhs (Rupees ten lakhs only) without any breakup.	Not in format and also without any requisite information. May be asked for resubmission in proper format.
4	Bankura Municipality	Memo No. 3203 dt. 29th Jan '15	No information excepting the cost estimate is provided. Requirement of fund of Rs. 10,00,000 (Rupees ten lakhs only).	Not in format and also without requisite information. May be asked for resubmission in proper format.
5	Krishnanagar Municipality	Annexures without any letter mentioning the annexures	All the requisite details including the break even analysis is provided but with some assumptions & conceptual errors. Required Fund of Rs. 9,99,400 (Rupees nine lakh ninety nine thousand four hundred only).	Not in proper format. May be considered as pioneering application only



Office of the Municipal Councillors of Bankura

From: *Shampa Daripa*

CHAIRPERSON, BANKURA MUNICIPALITY

Office: 250367,250344,254804

Fax: 03242-259269/250367

Resi: 03242-250335, 241265

E-mail: daripa_shampa@yahoo.com

: bankuramunicipality@rediffmail.com

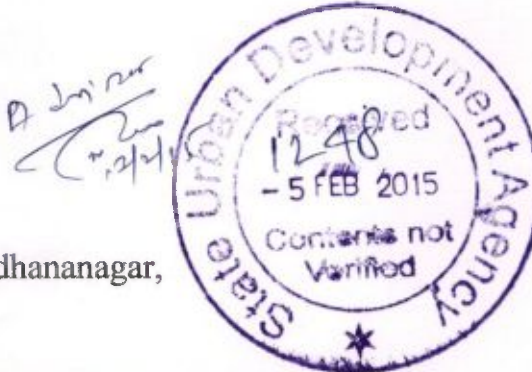
Website: www.bankuramunicipality.org

Mobile: 9434014911

Memo. No. 3203

Dated, Bankura the 29th January, 2015

To
The Director, SUDA
&
Mission Director,
WBSULM,
ILGUS BHAVAN,
H.C. Block Sector – III, Bidhananagar,
Kolkata 700106



Sub : Allotment of fund for CLC

Sir,

As per NULM guideline this Municipality has decided to establish a City Livelihood Center at its own building at Pathakpara, Bankura. The beneficiaries i.e the skilled worker trained in different trade under SJSRY & to be trained under NULM along with the urban skilled workers may enlist their names with contact no. so that they may engage themselves in self employment through this center. An estimate for Rs.10,00,000/- is enclosed for the purpose.

I would therefore request you to please allot necessary fund for the same.

Thanking you,

Enclo : One estimate

Yours faithfully,

S. Daripa
29.01.15.
Chairperson
Bankura Municipality

LB
29/1/15



Office of the Municipal Councillors of Bankura

From: *Shampa Daripa*

CHAIRPERSON, BANKURA MUNICIPALITY

Office: 250367,250344,254804

Fax: 03242-259269/250367

Resi: 03242-250335, 241265

E-mail: daripa_shampa@yahoo.com

: bankuramunicipality@rediffmail.com

Website: www.bankuramunicipality.org

Mobile: 9434014911

Estimate for proposed City Levelihood Centre		
Items	Qty	Amount
Computer &Acessaries	2	100,000.00
Printer	1	15,000.00
Iron Rack	4	60,000.00
Almirah	1	15,000.00
Chair	12	18,000.00
Table	2	10,000.00
Fridge	1	25,000.00
Sophisticated showcase	2	20,000.00
Broad band connectionwith modem	1	2,000.00
Renovation of the proposed CLC		650,000.00
Electrical wiring & connection		50,000.00
Water cooler		15,000.00
Aqa guard		15,000.00
Acessaries for wash room		5,000.00
Total		1,000,000.00

Rs. 75,000/-

- 20,000/-

2, - 10,000/-

Rs. 2,05,000/-

Shampa Daripa
29.1.15.
Chairperson
Bankura Municipality
LB
29/1/15

Office of the Councilors Purulia Municipality

দিনাঙ্ক _____

পত্রাঙ্ক _____

Date

21.11.14

Memo No.

1789/M4

পুরুলিয়া - ৭২৩১০১

Purulia-723101

Tarakesh Chattopadhyay

Chairman

Ph. No:-03252-22240

Fax No:-03252-223688

To

The Director

State Urban Development Authority

ILGUS Bhaban , HC Block , Sector III

Salt lake city

Kolkata 700106.



Sub:- Proposal details for establishment of CLCs

Sir ,

With reference to the subject matter, the 15 point report in connection with the establishment of CLCs in Purulia Municipality is submitted herewith for favour of your kind information and appropriate action

Thanking you

Sincerely Yours

20.11.14

Chairman

Purulia Municipality

Chairman

PURULIA MUNICIPALITY

J.D.(SD)

Adviser

NULM Operational Guidelines For Social Mobilisation and Institution Development

Annexure VII: Proposal Details for Establishment of CLCs

The Proposal submitted by ULB to SULM should have the following details

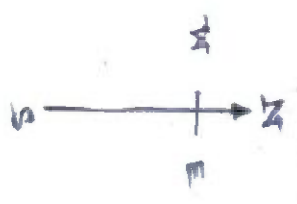
1. **Name of the Municipality:** Purulia Municipality
2. **Total wards in the Municipality:** 22 nos.
3. **Total Slums in the Municipality :** 114 nos.
a) Official b) Not specified
4. **Name (s) of the ward (s) covered by CLC:** 22 nos of wards
5. **Total Population in the area:** 1,21,436 nos
6. **Total Urban poor covered in the area:** 38,300 nos
7. **Potential no. of members expected to be covered by CLC:** 26,800 nos
8. **Major services possible through CLC in the area:** Electrical, Plumbing, Masonery etc.construction & Repiaring,Nursing,Computer Oparator, Beautcian, Physiotherapy,Bed Side Assistant.
9. **Scope for growth of CLC services in the area :** Scope available
10. **Details of the premises given for CLC by ULB :** One room is going to be constructed on municipal bilding

a) Area: 2123.5 sq.ft.
b) Location : Municipal Office Complex
c) Is the location is nearby to ULB office : Yes
11. **Plan for facilitation of CLC-Resource agency/ CBO:**
12. **Proposal Prepared by:** Sri Rajib Chattejee,SAE , Purulia Municipality
13. **Proposal assessed by:** Purulia Municipality
14. **Name and designation of the forwarding authority:** Sri Tarakesh Chattapadhyay, Chairman ,Purulia Municipality
15. **Business Plan of CLC – to include break- even and viability:**
 - 1) Spices Grinding
 - 2) Dies pata making
 - 3) Low cost sanitary napkin manufacturing etc.

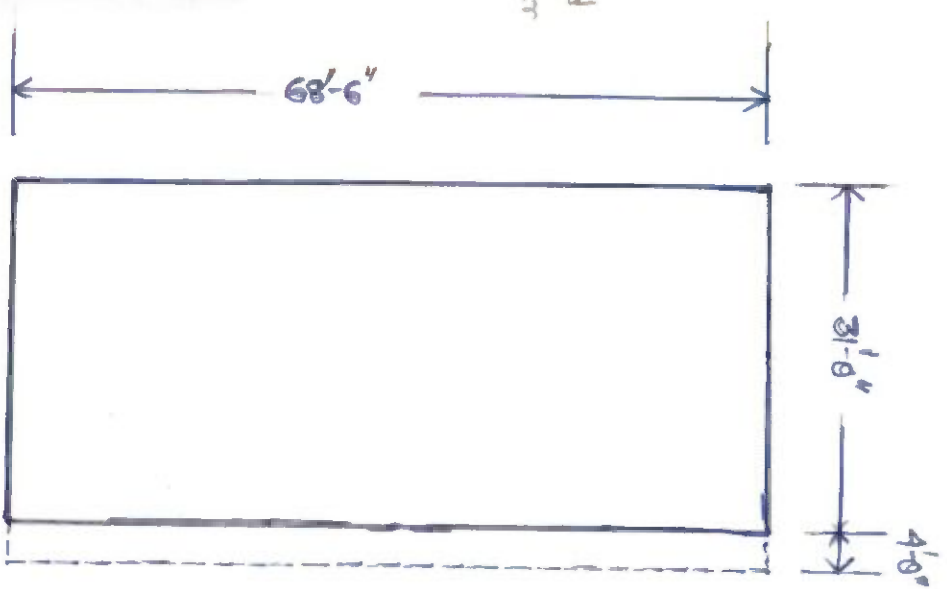

Chairman
PURULIA MUNICIPALITY
Chairman
Purulia Municipality
19/11/14

Proposed site for establishment of "City Livelihood Centre" within Municipal office compound.

Municipal DFID office.



Zilla Parishad
Office & Sadar
Hospital.



Municipal office
front side.

TOTAL ROOF AREA - 2123.5 SQ.FT.

Municipal Office
Compound.

Chairman
PURULIA MUNICIPALITY

Drawn by
Chandi Bansi
15.11.2014
(Not to Scale)
S.A.E.
PURULIA MUNICIPALITY
15/11/2014



No. 2853/me-11

Phone No.: (033) 2502- 1177

Fax No. (033). 2502 0290

Dated 20/01/15

Office of the Board of Councilors

NAIHATI

From : Sri Ramesh Chandra Halder,

Chairman,

NAIHATI MUNICIPALITY

To

The Director,
SUDA & Mission Director,
WBSULM, ILGUS Bhavan,
H.C Block, Sector- III,,
Bidhannagar, Kol- 700 016.

Sub:: Prayer for release of fund for setting up of City Lively.
hood Centre under NULM

Sir,

This is to inform you that this ULB owns a four storied building of an area of 12000 sq.ft. (3000 Sq. ft. per floor) . The building is highly suitable for setting up of City Lively hood Centre under NLUM. This ULB plans to setup a "Service Centre " by engaging trained "Aya" and trained " plumber" and "Electrician " at the said building..

In this connection, I would like to request you to assist financially for infrastructural development and release a grant of Rs. 10.0 lakh in favour of this ULB.

Thanking you,

Yours faithfully,

B
Chairman,
Naihati Municipality.
Chairman
Naihati Municipality
Naihati, 24 Pgs. (N)

TH
open a new file
3/2/15

ASIM SAHA, Resi : 224111, M - 9434055824

Chairman

Memo No. 160/17-555/15

Date 14-01-15

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata-700106

Sub: Implementation of NULM--- Submission of the sects of information
relating to TCS, NWSP/DWCUA groups, NHCs & CDSs.

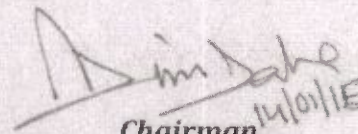
Ref: Your Memo. No. SUDA-80/2014/1665 Dt. 19.9.2014

Sir,

With reference to your above-cited memo. I am sending herewith the
information in respect of the following items in the prescribed forms **through e-mail** :

1. Thrift & Credit Societies (TCS) formed under SJSRY as on 31.03.2014 (Form-1)
2. UWSP/DWCUA groups formed as on 31.3.2014 (Form-2)
3. Information on Thrift & Credit Society/SHG formed since 01.04.2014 (Ward-wise) (Form-4)
4. Neighbourhood Committee (NHC) formed under SJSRY as on 31.03.2014 (Form-5)
5. Community Development Society (CDS) formed under SJSRY as on 31.03.2014 (Form-6)

However, no information could be provided in Form-3, as no SHG has been
formed under NULM since 1.4.2014.


Chairman
Krishnagar Municipality.

Annexure-VI

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata – 700106

Sub: Establishment of C.L.C. at Krishnagar ---- Submission of
letter of allotment of the required floor-space.
Ref: Schemes under SM & ID component of NULM.

Sir,

This is to state that for the purpose of setting up a 'City Livelihood Centre (C.L.C.)' under SM & ID component of National Urban Livelihood Mission (NULM) at Krishnagar under the management of this municipality, it has been decided by the Board of Councillors in its meeting held on 29.12.2014 that the entire 3rd floor of a newly constructed 4-storeyed building owned by this municipality would be allotted for accommodating the proposed C.L.C.

I am to further state that in the event of according approval by the State Urban Livelihood Mission (S.U.L.M.) for setting up the said C.L.C. and sanction of required fund there for, the said floor-space as per the schedule given below, would be formally assigned in favour of the C.L.C. :

Area of the floor-space	Approx. 1300 sq. ft. (Excluding the stairs & landing)
Location	The entire 3 rd floor of a newly constructed 4-storeyed building situated at Jail Road, Krishnagar near main Water-Works of the municipality.

Chairman
Krishnagar Municipality.

Business plan of CLC

Annexure-III

I. Non-Recurring Expenditures:**1. Land & Building:**

Item	Qty.	Amount (in Rs.)
Built-in floor space at the 3 rd floor of a Municipal Building	1300 sft (Approx)	Allotted by ULB-free of cost (Letter of Allotment enclosed)

2. Office equipments & furnitures:

Item	Qty.	Amount (in Rs.)
i) P.C. fitted with all accessories including Printer --- 1 (One) for the CLC office and the other for the proposed training centre	2 (Two) nos.	Rs. 60,000.00
ii) Wooden Computer Table	2 (Two) nos.	Rs. 9,000.00
iii) Steel Table with Wooden Top (Full Secretariate) --- one for the CLC office and the other for the proposed training centre	2 (Two) nos.	Rs. 7,200.00
iv) Steel Table with Wooden Top (Half Secretariate) for the CLC office	1 (One) no.	Rs. 2600.00
v) Steel Chairs for both the establishments	3 (Three) nos.	Rs. 5400.00
vi) Steel Almirah for the office & Trg. Centre	3 (Three) nos.	Rs. 24,000.00
vii) One-armed steel chair with provision for small desk fitted with the arm for the Training Centre	30 (Thirty) nos.	Rs. 24,000.00
viii) FRP-moulded armless chair for the office	12 (Twelve) nos.	Rs. 9,600.00
ix) White Board measuring 6 ft. X 4 ft. for the Training Centre	1 (One) no.	Rs. 4000.00
x) LCD-Projector with Screen for the training centre	1 (One) no.	Rs. 35,000.00
xi) Show-Case for display of Handicrafts articles for marketing support	1 (One) no.	Rs. 8,000.00
xii) Installation of Land Telephone	1 (One) no.	Rs. 2,500.00
xiii) Electric fan	8 (Eight) nos.	Rs. 12000.00
xiv) Complete Tubelight set	12 (Twelve) nos.	Rs. 6,000.00
TOTAL		Rs. 2,09,300.00

Rupees Two Lakh Nine Thousand Three Hundred Only

Annexure-II

Major Services of the CLC (as per item 8 of annexure-I).

Keeping in view the functions of CLC, the following services would be provided by the CLC to the members & all office-bearers of all the SHGs **(without any participation fees)** and to the registered users or on **'Fee-based' manner**.

1. Creating awareness regarding various components of NULM amongst the SHG-members.
2. Dissemination of information/Statistics on various matters related to NULM.
3. Training of the office-bearers of the SHGs on elementary knowledge in the fields of Book-Keeping, Accountancy, Financial Literacy, Conduct of meetings & office-procedures etc.

Fee-based Services to the registered users :

4. Marketing assistance for goods produced by the SHGs/Urban poor enlisted with the CLC.
5. Marketing assistance for services provided by the SHGs/Urban poor and passed out Trainees duly empanelled by the CLC.
6. Fee-based services:-
 - i) Information of market demand/marketing strategy.
 - ii) Sales/Marketing outlets.
 - iii) Conduct of Entrepreneurship Development Programme.
 - iv) Conduct of Skill Development Training.
 - v) To facilitate obtaining registration of micro-enterprises and necessary licences required for setting up& running micro-enterprises.
 - vi) Placement services for the urban poor having requisite skills, particularly for the passed-out trainees under EST&P.
 - vii) To explore the possibility of undertaking, in future, several other activities like Creche service, collaboration with various Govt. Dept. for arranging service-provision for the urban poor or other services based on incipient or future demands.

Chairman
Krishnagar Municipality.

Proposal Details for Establishment of CLC

The proposal submitted by ULB to SULM should have the following details

1. Name of the Municipality : KRISHNAGAR MUNICIPALITY
2. Total wards in the municipality : 24
3. Total slums in the municipality : 74
 - a. Official : 55
 - b. Not specified : 19
4. No(s) of the ward(s) covered by CLC : 24
5. Total Population in the area : 1,52,977
6. Total Urban poor covered in the area : 60,000(Approximately)
7. Potential no. of members expected to be covered by CLC : 10,000(Approx)
8. Major services possible through CLC in the area : Furnished in the enclosed sheet (Annexure-II)
9. Scope for growth of CLC in the area : Adequate scope in view of existing demand of such services and incipient demands, as well
10. Detail of the premises given for CLC by ULB
 - a. Area : 1300 Sqft. (excluding stairs/landing)
 - b. Location : Near Main Water Works of Krishnagar Municipality, Jail Rd., Krishnagar
 - c. Is the location is the nearby to ULB office : Yes
11. Plan for facilitation of CLC---Resource agency/ULB : ULB
12. Proposal Prepared by : Krishnagar Municipality
13. Proposal assessed by :
14. Name and designation of the forwarding authority : SRI ASIM SAHA
Chairman,
Krishnagar Municipality
15. Business Plan of CLC-to include break-even and viability : Enclosed (Annexure-III, IV & V)

***Chairman,
Krishnagar Municipality***

To
The Director,
State Urban Development Agency,
ILGUS Bhavan, HC-Block, Sector-III,
Bidhannagar,
Kolkata-700106

Sub: Proposal for establishing a CLC in Krishnagar Municipality.

Sir,

In terms of the provision made under SMI&D component of National Urban Livelihood Mission (NULM) and in pursuance of the letter of Hon'ble MIC, MA&UD Deptt., Govt. of West Bengal, I am sending herewith a proposal for setting up a City Livelihood Centre (CLC) at Krishnagar under the aegis and management of this municipality.

The details of the proposal have been furnished in the prescribed format (Annexure-I) for your perusal and consideration.

However, the Background, Objectives & Functions of the proposed CLC are stated below:

Background:

We all know that 'Urbanization' is, in fact, both the cause and effect of evolution of civilization. It is also regarded as the index of human advancement and progress. We are also aware that urbanization is such a process that it not only aims at providing some basic amenities to its citizens, but also it brings about some socio-economic changes which create, inter alia, greater opportunities for livelihood, as well, particularly in the service-sector.

It also needs no mention that the labour-force belonging to the unorganized or informal sector has traditionally been the source of providing various types of services for catering to the needs of middle & higher income groups of the towns & cities. It has been observed that in absence of any mechanism of tying up the demand-supply chain, not only the service-providers often do not have necessary access to provide their services to the persons requiring the same, but also the potential service-receivers, as well, often face practical problems in getting the required services.

Objectives:

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-

Besides, there are several other objectives of establishing the C.L.C., which may be evident from the catalogue of services furnished at Annexure-II.

However, the functions of the proposed C.L.C. are narrated below:

Functions:

1. To provide assistance for marketing of the goods & services produced by the SHGs & urban poor, who are registered with the C.L.C.
2. To run a Training Centre for
 - i) training of SHG-members, particularly the office-bearers of the SHGs
 - ii) training of prospective small entrepreneurs seeking individual/Group Loan under SEP, on 'how to run a business'
 - iii) arranging skill-development trainings for the urban poor, either directly or through empanelled trainer agencies.

The Business-plan, the statement of Expected Income (year-wise) & the Viability & Break even analysis corresponding to the item 15 of the format are furnished in the enclosed sheets at Annexure-III, IV & V respectively, from which it would transpire that the total cost of the project is **Rs. 9,99,400.00 (Rupees Nine Lakh Ninety Nine Thousand Four Hundred Only)**.

As regards the premises for accommodating the proposed CLC it may please be noted that it has been decided in the meeting of B.O.C. held on 29.12.2014 that the entire 3rd floor (measuring about 1300 sft excluding the stairs & landing) of a newly constructed 4-storied building owned by this municipality, would be made available for the purpose. A formal letter of allotment is enclosed at Annexure-VI.

The proposal may please be considered and approved in the light of its rationale, justification; coverage of the proposed services and viability of the business-plan and the required fund of **Rs. 9,99,400.00 (Rupees Nine Lakh Ninety Nine Thousand Four Hundred Only)** may please be sanctioned & allotted at an early date.

After getting formal sanction-order from your end necessary steps would be taken for establishing the C.L.C at the proposed premises.

An early action is requested.

Enclo: As Stated.

Chairman
Krishnagar Municipality.

Statement of Expected Income (Year-Wise)

Annexure-IV

On account of	Year											
	2015-16		2016-17		2017-18		2018-19		2019-20		6th Year - 2020-21	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
Education - fees @ Rs. 100/- per head from :												
Providers (e.g. ex-trainees in the fields of electricians, Plumbers, electrical wiring, Refrigerator Repairing, Mobile repairing, Driving & Computer, DTP Computer)	100	10,000/-	125	12,500/-	150	15,000/-	175	17,500/-	200	20,000/-	200	20,000/-
Service providers (e.g. Aya, Cook, Carpenter, Barber, electrical mechanic etc.)	50	5,000/-	60	6,000/-	70	7,000/-	85	8,500/-	100	10,000/-	100	10,000/-
Small producers seeking marketing assistance (both individual & groups)	20	2,000/-	40	4,000/-	60	6,000/-	80	8,000/-	100	10,000/-	100	10,000/-
Small Entrepreneurs seeking market demand/strategy/related information	10	1,000/-	20	2,000/-	30	3,000/-	40	4,000/-	50	5,000/-	50	5,000/-
Charges @ 5-10 % (on an average 7.5 %) of income earned by the service - providers through the 1st year i.e. 2015-16												
Charges - 10 X 50 days i.e. 500 Mondays @ 250/-												
Charges - 5,000/-												
Charges - 1000 Mondays @ Rs.175/- ..												
Rs. 1,75,000/-												
Charges - providers - 40 persons X 25 days i.e. 1000 Mondays @ Rs. 300/- (on an average)												
Rs. 3,00,000/- Total - Rs. 6,00,000/-												
Charges @ 7.5 % (on an average) = Rs. 45,000/-												
Consideration the expected increase in number of service-providers & their wage-												
l.												
		45,000/-		54,000/-*		64,000/-*		75,000/-*		90,200/-*		1,00,000/-*
Total		63,000/-		78,500/-		95,000/-		1,13,000/-		1,35,200/-		1,45,000/-

Contd...2

Statement of Expected Income (Year-Wise)

Annexure-IV

	Year										6th Year - 2020-21	
	2015-16		2016-17		2017-18		2018-19		2019-20		No. of	Amount
	No. of trainees	Amount (in Rs.)	No. of trainees	Amount (in Rs.)	No. of trainees	Amount (in Rs.)	No. of trainees	Amount (in Rs.)	No. of trainees	Amount (in Rs.)		
3. <u>Fee-based Services</u> :												
		B.F. - 63,000/-		B.F. - 78,500/-		B.F. - 95,000/-		B.F. - 1,13,000/-		B.F. - 1,35,200/-	B.F. - 1,45,000/-	
i) Conduct of EDP: week programme, each batch comprising trainees i.e. 120 trainees during the 1st year on Charge - Rs. 500 /- per head for the 1st, 2nd year and Rs. 600/- per head for the 4th, 5th & 6th Year. of such programme during 2nd year of such programme during 3rd year of such programme during 4th year	120	60,000/-	150	75,000/-	180	90,000/-	210	1,26,000/-	240	1,44,000/-	270	1,44,000/-
Selection of Rent for letting out the Training the Trainer Agencies under EST&P @ Rs. a. for 1 training of 6 months' duration for the first 3 years		12,000/-		12,000/-		12,000/-		15,000/-		15,000/-		15,000/-
Grand Total		1,35,000/-		1,65,500/-		1,97,000/-		2,54,000/-		2,94,200/-		3,04,000/-

**Chairman
Krishnagar Municipality**

Viability & Break-Even Analysis

Annexure-V

Year-Wise Distribution of Fixed Cost for Running the CLC

Sl. No.	Fixed Cost on A/c of	Year-Wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21
1	Salary & Wages @ Rs. 5,000/- & Rs. 3,000/- p.m. for Manager & Office-Astt. for 1st 3 years & 10% increase for next 3 years	96,000/-	96,000/-	96,000/-	1,05,600/-	1,05,600/-	1,05,600/-
2	Cost of Electricity	18,000/-	18,500/-	19,000/-	19,000/-	19,400/-	20,400/-
3	Cost of Telephones	6,000/-	6,500/-	7,000/-	7,000/-	7,000/-	8,000/-
4	Office Expenses (including cost of Stationeries)	12,000/-	12,500/-	13,000/-	13,500/-	14,000/-	15,000/-
	Total	1,32,000/-	1,33,500/-	1,35,000/-	1,45,100/-	1,46,000/-	1,49,000/-

Year-Wise Distribution of Variable Cost for Conducting Training of SHG-Members & EDPs

Sl. No.	Variable Cost on A/c of	Year-Wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21
1	Training of the office-bearers of the SHGs. Cost as per item 5(a) of the business plan (Annexure-III)	63,000/-	5,250/-	3,150/-	2,400/-	1,200/-	Nil.
2	Cost of Conducting EDPs i) Honourarium for Guest faculties @ Rs. 500/- for 2 periods during the 1st 3 years & @ Rs. 600/- for next 3 years for 4 nos. of EDPs during 2015-16 and 5, 6, 7, 8 & 8 nos. of EDPs during the 2nd, 3rd, 4th, 5th & 6th year respectively.	40,000/-	50,000/-	60,000/-	84,000/-	96,000/-	96,000/-
	ii) Cost of Study Materials including Kits	24,000/-	30,000/-	36,000/-	42,000/-	48,000/-	50,000/-
	iii) Cost of Stationeries & office-expenses	1,000/-	1,000/-	1,500/-	2,000/-	3,000/-	4,000/-
	Total	1,28,000/-	86,250/-	1,00,650/-	1,30,400/-	1,48,200/-	1,50,000/-

Viability & Break-Even Analysis

Annexure-V

Break-Even Analysis							
Sl. No.	Cost Vis-à-vis Income	Year-Wise Amounts in Rs.					
		2015-16	2016-17	2017-18	2018-19	2019-20	6th year 2020-21
i)	Fixed Cost (Rs.)	1,32,000/-	1,33,500/-	1,35,000/-	1,45,100/-	1,46,000/-	1,49,000/-
ii)	Variable Cost (Rs.)	1,28,000/-	86,250/-	1,00,650/-	1,30,400/-	1,48,200/-	1,50,000/-
iii)	Expected Income (Rs.)*	1,35,000/-	1,65,000/-	1,97,000/-	2,54,000/-	2,94,200/-	3,04,000/-

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

Contribution =
Income - Variable Cost

7,000/- 78,750/- 96,350/- 1,23,600/- 1,46,000/- 1,54,000/-

Findings & Inference :

It would appear from the above analysis that the **contribution** so generated gradually increases over the years and **becomes equal to the fixed cost during the year 2019-20**. Thus, the CLC would reach the **Break-Even Point by the end of 5th 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 like setting up of a Creche etc. are undertaken by the CLC in future.

Chairman
Krishnagar 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/ ২৪৩ (৬৩)

তারিখ ০৭/০২/২০১৫

From : Shri M.N.Pradhan, IAS,
 Director, SUDA &
 Mission Director, WBSULM

To : The Mayor/ Chairperson/ Administrator,

..... Municipal Corporation/ Municipality

Sub : Proposal for City Livelihood Centre

Sir,

City Livelihood Centre is one of the basic component in NULM where urban poor will be benefitted much through the CLC centre to be established following NULM Guideline at your ULB.

For preparation of comprehensive proposal a support document is enclosed for ready reference. (It includes the gist of guideline, proposal format and action plan)

You are requested to prepare and send us the comprehensive proposal for sanctioning and release of fund from this end within 28th February, 2015 positively.

Enclo: as stated

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

City Livelihood Centre (CLC)

Summary

The Concept

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. yet these services are not available in organized and reliable manner in urban areas.

The Objective of CLC

The NULM cities will establish City Livelihood Centre (CLC) with the objectives to address these gaps and create a platform where:

- The urban poor can offer their goods 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 as and when needed by them which would otherwise be not accessible to them.

Establishment & Funding of CLC

CLCs may be established as per the following norms:

City with Population as per Census 2011	Max. Nos. of CLC allowed
District Headquarters with Population less than 1 lakh	1
City with Population of 1-3 Lakhs	1
City with Population of 3-5 Lakhs	2
City with Population of 5-10 Lakhs	3
City with Population more than 10 Lakhs	8

Proposal: The ULB is required to prepare a proposal, as per the prescribed proposal format, along with the allotment letter/ No Objection Certificate of allotment of building premises (own/ rental) from ULB for establishing a CLC, which will be submitted to SULM for approval and sanction.

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.

Registration: CLCs may be registered under registration of Societies Act. CMMU or Organisation / Agency (if entrusted) may take up the responsibility of registering the CLCs at the city level.

Bank Account: 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.

Recruitment of staff: Initially, a staff of 1-2 persons may be assigned to run the CLC. In case any agency (CSO or Organisation/ Agency) has been given responsibility of managing the CLC, The agency will need to hire the requisite staff.

Nature of Expenditure: The fund released from WBSULM may be utilised for

- Procurement of Furniture & Fixtures, Computers and peripherals
- Training of skills and & Development of Entrepreneurship
- Monthly Running costs of electricity, telecommunication, water supply, Meeting expenses etc.
- Preparation IEC materials & Propaganda of CLC
- Data collection & Mobility support for services
- Registration and opening of Bank accounts for CLC
- Provision of Services of Bank Linkages, Street Vendor Development etc.

Funding of CLCs: The fund released from WBSULM for CLCs should not be used for construction or renovation of physical infrastructure. Each CLC will be provided a grant of Rs. 10 Lakhs as CLC facilitation funds and will be released in 3 installments as per the following milestones:

Installment		Installment will be released by WBSULM to the ULBs on
No.	Percentage	
1.	30%	One week after the proposal is approved and sanction order is sent.
2.	40%	Once the staff of CLC is recruited as per the action plan.
3.	30%	Once the CLC is launched and the services are rolled out.

Services of CLCs

The urban poor will be provided information and necessary support for

- opening of Bank Accounts
- information on training, employment and opportunities under NULM and other schemes
- information on social welfare schemes
- enrolment for UID/ Aadhar Card etc.
- 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.

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:

- 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 funning 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.

Other services: The CLCs may also offer plethora of other services. A indicative list of these services is as under:

- 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.
- 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: If sufficient space and infrastructure is available with CLC, the premises 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.

- CLC may also explore the possibility of collaboration with UID for issuance of UID/ Aadhar card for citizens in the CLC area.
- The CLC may also provide facility to various government departments, banks, insurance agencies and other organisations to communicate with the urban poor.

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.

Proposal for City Livelihood Centre (CLC)

1. Proposal for CLC in _____ Municipal Corporation/ Municipality

2a. Is it District Headquarter? ☐ Yes ☐ No *Pls. tick* 2b. District Name _____

3a. Total Population , , Nos. 3b. Total Urban Poor , , Nos.

4a. Total Wards Nos. 4b. Total Slums Nos.

5. Major Services possible through this CLC *Put nos. as* ☐ 1 Yes ☐ 2 No ☐ 3 Possibly ☐ 4 Don't know

- i) Information on market demand and market strategy ☐
- ii) Marketing/ sales outlets for the products manufactured by urban poor ☐
- iii) Registration, licensing, Accounting and legal services for micro-enterprises ☐
- iv) Placement services ☐
- v) Bidding/ contracts for citizen services¹ ☐
- vi) Training venue ☐
- vii) Crèche service ☐
- viii) issuance of UID/ Aadhar Card for citizens in the CLC area ☐
- ix) ☐
- x) ☐
- xi) ☐
- xii) ☐
- xiii) ☐
- xiv) ☐
- xv) ☐

6. Details of the premises given/ arranged for CLC by the Municipal Corporation/ Municipality²

a) Area Sq.ft. b) Rooms Nos. c) Wash rooms ☐ Y ☐ N

d) CLC Location _____ e) Is it nearby to the Municipal office? ☐ Y ☐ N

f) Premises under Municipality/ MC ☐ Y ☐ N g) If no, NOC of the owner (Please attach) ☐ Y ☐ N

7. Plan for facilitation of the CLC through ☐ ULB itself ☐ ALF/ CLF ☐ PPCP³ ☐ Others (*Pls. Specify*) _____ *Pls. tick*

¹ 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.

² Please attach the allotment letter/ No Objection Certificate of allotment of building premises (own/ rental) from ULB

8. Business Plan of CLC, details including viability plan attached

Y	N
---	---

9. Remarks, if any, (If required attach sheet)

Enclosed

- 1) Business Plan of CLC, details including viability plan
- 2) Allotment Letter from the ULB/ NOC of the owner of the premises, for owned/ rented premises for the proposed for CLC

Signature

Name _____

Designation _____

Date _____

Seal: _____

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			
2.	Arrangement of the premises for the CLC (of at least 1000 sqft area with 2 rooms and 1 washroom) in owned/ rented/ in collaboration with others			
3.	Preparation of the CLC Proposal along with Business Plan of the CLC including the viability			
4.	Assessment, Approval & Forwarding the CLC Proposal to the WBSULM			
5.	Registration of CLC			
6.	Opening of Bank Account for CLC			
7.	Request for release of 1st installment from WBSULM after one week of approval of CLC proposal			
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.)			

Sl.	Action	Planned Timeline	Progress	Issues
9.	Prepare the selection methodology, as required			
10.	Preparation of the requisite infrastructures, viz., chairs, computers, phones, tables, racks etc.			
11.	Suitable arrangements of Hiring/ Assigning of the staffs for the CLC			
12.	Request for release of 2nd installment from WBSULM after CLC staff recruitment/ assignment			
13.	Preparation of IEC Materials for CLC operations			
14.	Suitable propaganda of CLC			
15.	Registration of CLC beneficiaries			
16.	Initiation of CLC Operations			
17.	Request for release of 3rd installment from WBSULM after CLC is launched and the services rolled out			
18.	Running of CLC as per the feasible Business Model			
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			



DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST. - BURDWAN

EPABX ⇒ (0343) 2545842, 2546994, 2546107 * Mayor : 2545828 * Fax No. : 254-6472
Website : durgapurmunicipalcorporation.org * E-mail : durgapurcorporation@gmail.com

Ref No. : DMC / S.W. / 3935

Date 02/01/15



Handwritten note:
OK SD
Pl correct details
of scheme &
put up
2
1/1/15

To
The Director,
State Urban Development Agency,
'ILGUS BHAVAN', H-C Block, Sector-III
Bidhananagar,
Kolkata-106

Sub : Proposal for a City Livelihood Centre.
Your ref. no. SUDA-46/2014/2024(63) dt. 8.12.2014

Sir,

This is to inform you that we have a building at ward no.-32 with hall room having size 60'x22' and there is an separate attached room with 16'x12' inside the hall. Both the rooms have attached wash room. It is situated at well connected place near the GT Rd. at Naba Waria.

The building may be considered as City Livelihood Centre of this Corporation.

Your kind approval may kindly be accorded.

Thanking you.

Yours faithfully,

Handwritten signature: mfgl 01/15
Commissioner,
Durgapur Municipal Corporation

City Livelihood Centre (CLC)

Run by / Action point /
Informal Sector

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 Concept

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. yet these services are not available in organized and reliable manner in urban areas.

The Objective of CLC

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

- The urban poor can offer their goods 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 as and when needed by them which would otherwise be not accessible to them.

Establishment & Funding of CLC

CLCs may be established as per the following norms:

- A CLC per city with population of 1-3 lakhs; A CLC can also be established in case of district headquarters with population less than 1 lakh;
- Two CLCs per city with population of 3-5 lakhs;
- Three CLCs per city with population of 5-10 lakhs;
- A maximum of 8 CLCs can be established in cities with population more than 10 lakhs.

Proposal: 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.

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.

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

Funding of CLCs: Each CLC will be provided a grant of Rs. 10 Lakhs as untied funds. The amount will be released in 3 installments. The milestones for release of installments may be as follows:

- Central share released for CLCs should not be used for construction or renovation of physical infrastructure.
- The first installment of 30% should be released by WBSULM to ULB within one week after the proposal is approved and sanction order is sent.
- The second installment of 40% can be released once the staff of CLC is recruited as per the action plan.

- The third and final installment of 30% can be released once the CLC is launched and the services are rolled out as per the action plan.

Registration, Bank Account & Functioning of CLC

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

Bank Account: 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.

Functioning: CLCs may be considered to be functional when the services are rolled out. CLCs should develop its business plan and identify the services and their fee structure as per market requirement, afford ability and viability.

- 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.
- 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.
- 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 at end of every month.

Services of CLCs

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

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.

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:

- 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.

Other services: The CLCs may also offer plethora of other services. A indicative list of these services is as under:

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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.

- 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: If sufficient space and infrastructure is available with CLC, the premises may be provided as training venue also. The ULB may fix 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.
- CLC may also explore the possibility of collaboration with UID for issuance of UID/ Aadhar card for citizens in the CLC area.
- The CLC may also provide facility to various government departments, banks, insurance agencies and other organisations to communicate with the urban poor.

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.

Annexure:

Proposal Details for Establishment of CLCs

The proposal submitted by ULB to SULM should have the following details:

1. Name of the Municipality:
2. Total wards in the municipality:
3. Total slums in the municipality:
- a) Official
- b) Not specified
4. Name (s) of the ward(s) covered by CLC:
5. Total population in the area
6. Total Urban poor covered in the area
7. Potential no. of members expected to be covered by CLC
8. Major services possible through CLC in the area
9. Scope for growth of CLC in the area
10. Details of the premises given for CLC by ULB
- a) Area
- b) Location
- c) Is the location is nearby to ULB office
11. Plan for facilitation of CLC - Resource agency/ ULB
12. Proposal Prepared by
13. Proposal assessed by
14. Name and designation of the forwarding authority
15. Business Plan of CLC - to include break-even and viability