

- ① Minutes of the 10th State Level Selection Committee meeting has been placed in the CP side for approval and signature.
 - ② A monitoring format has also been placed for approval.
- Nos. ① and ② may kindly be approved. *Sign* - *Sum-HR and CB*
02/11/2016

JD /

Draft resolution is placed for approval & signature.

ULB level Monitoring & Evaluation format also placed for approval.

Sign / *pro*

Sum 2/11/16

JD / *SD*

Draft signed. F.C. pl.

Sum 2/11/16

Sum (HR) 2/11

Put up with F.C.

Sum 2/11/16

Has been put up in the next ~~note sheet~~ page.
The discussion has been placed as a proposal for your kind perusal.

Sum 2/11/16

JD / *SD*

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1. a. The post of State Mission Manager- Skills and Livelihoods was lying vacant since the first panellist did not agree to join the aforesaid post. As six months have already been over, the panel is no more valid. Hence to fill up the post a fresh recruitment process will be taken up for recruiting SMM-Skills and Livelihoods by 15th November 2016. The advertisement will be given in the department's website, English and Bengali leading state dailies approved by GoWB and SUDA Office Notice Board.
 b. For recruiting Multi-Tasking Helper for SMMU, WBSULM the Agency from where earlier support staffs were hired will be contacted for further engagement.
 2. **Contract Renewal Policies:**
 It has been suggested to include performance appraisal for each category of staff under both SMMU & CMMU. The appraisal will be done based on certain parameters and these parameters will be provided to the City Mission Management Units by the SMMU, WBSULM. The assessment team at the CMMU will comprise of the Chairperson, Executive Officer and Finance Officer. A minimum cut off of 60 percent should be achieved by each personnel to extend the contract. Personnel achieving between 40-60 percent may be provided a 3 month time for improving performance. If enhanced performance is achieved within 3 months then further renewal will be considered. No renewal for the manpower obtaining less than 40 during appraisal. All categories of contractual manpower engaged under DAY-NULM like City Mission Managers, Assistant Project Officers, Accountant, Dealing Assistant Cum Data Entry Operators, Community Organisers and Multi-Tasking Helpers will come under the renewal process and renewal of contract will be done following the process mentioned above.
 SMMU officials will be provided with a self appraisal format and will be assessed by a team comprising of the Director, SUDA & Mission Director, WBSULM, Joint Director (SD) & Additional Mission Director, WBSULM and Administrative Officer, SUDA. A minimum of cut off 70 percent should be achieved to extend the contract with a minimum cut off of 40 percent for all SMMU officials.
 3. TA, DA, Leave will be prepared and examined internally by WBSULM and will be sent to the MA Department for approval. It was proposed in the meeting to follow similar type of leave rule followed for contractual engagement in the WBSRLM, NRHM, NUHM and other State Govt. Departments leave to be applied to the staffs working at the SMMU and CMMU.
 4. It has been experienced recently that many City Mission Managers are leaving their present engagement and joining similar assignment in other Municipalities which led to bring in an appropriate resignation/attrition policy for CMMU officials. It has been observed that engagement process in the Municipalities is a long drawn process and it took almost a year to engage the personnel in the CMMUs. Under such circumstances, the mission agenda is being jeopardized and most of the time is being spent in the engagement process. Therefore it has been suggested that no CMMU personnel will be allowed to resign and join under the same programme in a different Municipality. Moreover one month's notice period or in lieu salary of one month should be provided for resigning by all staffs under WBSULM. Resignation will be accepted only for joining non-NULM post of higher rank. No Chairperson will issue NOC or accept resignation for joining similar NULM post in other Municipalities and no Chairperson will accept joining in a NULM post until NOC/acceptance of resignation is received from the Chairperson of serving Municipality and above clause will be included into contract agreement to be signed after reengagement during this year/or already signed agreement if reengagement is due beyond this year (i.e. after December 2016).

NOTE SHEET

SUDA

In the 10th State Level Selection Committee meeting these proposals (Point 1 to Point 4) mentioned in the pre-page were proposed. The proposals 1 - 4 may kindly be sent to the MA Department for kind perusal and approval.

SMU - HR and CB
09/11/2016

JD(40)

Proposal prepared as per decision of the Committee Selection of Manpower under SMU, CHMU in NULM Committee as in point ① to ④ prepage may be approved.

Director

9/11/16

The decisions of State Level Selection Committee for recruitment of Experts and other manpowers at SMU and CHMU, under JAY-NULM Programme as stated at 'A' above may kindly be approved.

Secretary, MA Dept
2 Chairman, SUDA

9/11/2016

U.O. No. SUDA: 850
Dated: 09-11-2016

10-11-2016

Director SUDA

M. Prasad

JD(40)

9/11/16

11/11/2016

SMU (HR)

① A draft letter has been placed in the CP side relating to engagement/resignation policies of personnel under WBSULM at CHMU. ② Draft letter regarding engagement and utilisation of LOS are also placed. It may be approved.

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NOTE SHEET

SUD-1

A State Level Selection committee may be convened to discuss and address the following issues:

1. Re-engagement of CMMU personnel who have either completed one year of contract and are on the verge of completion
2. TA, DA and Leave rules for all staff under WBSULM
3. Recruitment in the lying vacant post of State Mission Manager- Skills and Livelihoods at SMMU
4. Miscellaneous Issues

Placed herein for kind perusal and necessary action.

[Signature]
25/01/2017

① As per consent for Director meeting is hereby
convened on 02/02/17 at 4.00 PM.

② AD, SUDA may be requested to arrange
for necessary refreshment during the meeting.

[Signature]
25/1/17

[Signature]
25/1/17

[Signature]
25/1/17

[Signature]
25/1/17

[Signature]
25/1/17

Subject: - Regarding approval of recommendation made by State Level Manpower Recruitment Committee under DAY-NULM

Recommendation – I: Fresh engagement of the State Mission Managers (SMM) and City Mission Manager (CMM)

For fresh engagement of SMMU and CMMU managers and other DAY-NULM staffs on contractual basis after completion of one year of engagement, the State Level Selection Committee has proposed that the presently engaged manpower may be gone through a performance appraisal process. The draft performance appraisal format was prepared by the SMMU for the presently engaged SMM and CMM and approved by the committee. The said committee also proposed that a minimum of 60% marks to be achieved by each personnel for fresh engagement. The Personnel scored between 40% to 60 % may be engaged for 3 months only to improve the performance. For CMMU personal the satisfactory past performance certificate to be given by the ULB. If the CMMU personnel meet the above mentioned criteria then the ULB have to intimate the SUDA along with the appraisal format report and satisfaction performance certificate. The State Mission Director/Additional Mission Director/ Joint Mission Director, DAY-NULM, looking after DAY-NULM scheme will assess the SMMU personnel. The meeting resolution of the State Level Selection Committee and the draft appraisal format for SMM and CMM is placed in CP side.

Recommendation –II: TA, DA and Leave Rule for the Manpower under DAY-NULM

The State Level Committee has proposed the TA, DA and Leave rule for the manpower engaged under DAY-NULM. The detail of the rule is placed in CP side.

The Said two Proposals are placed for your kind perusal and approval.

Assessment

It-Director

08/02/17
Sandip Bairagi
SMM (FI & ME)

Recommendations as made by State Level Manpower Recruitment Committee of NULM in respect of:-

- ① Fresh engagement of SMMU & CMMU manpower
- ② TA, DA and Leave Rule may be approved.

Director

May be Considered

Ans. 11
21/4/17
8/2/18

Secretary
UDMA

Chairman SUDA

U.O. No. SUDA: 112

Date: 09/12/17

F.N. 16/2017

DIV SUDA

SMM (FI & ME)

Pl. circulate

09.2.17

10/2

Reg:- ^{fresh} Renewal of engagement of 5 Nos. of State Mission Managers at SMMU under Day-NULM.

In connection with the above, this is to state mention here that the following 5 Nos. of State Mission Manager at SMMU under Day-NULM joined their respective post w.e.f. the date mentioned against each.

1. Smt. Rituparna Banerjee w.e.f. 18.2.16
2. Smt. Soma Parui Das w.e.f. 18.2.16
3. SARI Soumen Dc. w.e.f. 15.2.16
4. SARI Sandip Bairagi w.e.f. 1.3.16
5. SARI Amit Chaudhuri w.e.f. 4.4.16

The contractual services of the Managers at Sl.no. 1 and 2 above ^{have already been} ~~with~~ expired w.e.f. each w.e.f. 17.2.16

The contractual services of the Manager at Sl.no. 3 ^{has already been} ~~with~~ expired w.e.f. 15.2.16

The contractual services of the Manager at Sl.no. 4 and 5 will expire w.e.f. 28.2.16 and 3.4.16 respectively.

In this context order of dated 9.2.07 of the Secy, ^{UDSMA} regarding fresh engagement of the above 5 SMs may kindly be seen. (~~File linked with below~~) (NSP/28-bottom)

In view of above, the dates of fresh engagement of the above

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NOTE SHEET

SUDA

Contd. from prepage

5 (Five) SHMs at SMNU under Day-NDUM
would be as follows: —

1. Rituparna Banerjee w.e.f. 18.2.17
2. Sonaparsi Das w.e.f. 18.2.17
3. Soamen De w.e.f. 16.2.17
4. Sandip Baizagi w.e.f. 1.3.17
5. Amit Chaudhuri w.e.f. 4.4.17

Submitted for Consideration.

SD(SD)

m.p.s.
OSD. 23/2/17

Fresh engagement of above SHMU manpower
may be approved as per date proposed above.

~~Director~~

Secretary
UDMA Deptt.

M. No.
23/2

23/2/17

23.02.17

U.O. No. SUDA: 174/17
Dated: 23-02-17

16/2/17

17 SUDA

Accordingly, a draft is put up for approval.

m.p.s.
23/2/17

The prayer of M/S Alert Services, dt. 17.2.17 may kindly be seen. It is stated there that the service contract of four employees engaged in NULM as Accountant, D.A cum D.E.O and Multi Task Helper will be terminated on 03.03.2017. So they pray for the extension of their services as per existing terms and conditions for another one year with effect from 04.3.2017.

Now the prayer may now be placed before higher authority for their kind personal sympathetic consideration.

Submitted

The prayer for extension of service (contractual) of 4 (four) persons placed by M/S Alert Services for NULM Section for another period of one year w.e.f 04.03.2017 under existing terms may be approved

J.P. (ED/AD)
Director
(SUDA)

The meeting of the State Level Selection Committee i/c/w re-engagement of support staff at SML, WB/SULM may be arranged on 9/3/17 at 5:00 PM.

Placed for kind approval. All logistic arrangements may be made by AO, SUDA.

Director

7/3/17

7/3/17

AO

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NOTE SHEET

SUDA

Orders dtd. 23.2.2017 of the Secy,
UD & NA Dept. at NSP/28 bottom may
pl. be perused.

Accordingly, 4 drafts cum F/Es
are placed for approval/signature
of Director, SUDA/Mission Director,
WBSSULM.

Director/Mission
Director,
WBSSULM.

mapsl
OSD. 7/3/17

~~OSD.~~ T.D.(S.M.)

~~OSD.~~
7/3/17

Resolution of 12th State Level Selection Committee
meeting is placed for kind perusal & signature.
It is in connection with re-engagement of 1 no.
accountant, (Kalyan Sadhukhan), 2 nos- DBOs
(Ranjana Saha and Sushanta Sadhukhan) &
1 multitasking helper (Somenath Dutta) from
'Alert Services' (Manpower Service Provider).

As per resolution of the meeting A.Os
be instructed to issue their re-engagement letter
through 'Alert Services'.

Put up for kind approval.

Director,
SUDA

15/2/17

Fresh engagement of the person stated in "x" forepage may be considered for one year w.e.f 4.3.17.

The Committee Constituted for This purpose has also recommended fresh engagement of the person mentioned at forepage 'x'.

Submitted for Consideration and approval.

Secretary
UDMA Deptt.

~~SQA~~
15/3/17

As proposed.

4.6.3.17

~~Jr SUDA~~

~~JD (SM)~~

~~17/3/17~~

~~OSD
NULM~~

~~20/2/17~~

~~SD (NULM)~~

~~20/3/17~~

~~Director SUDA~~

Accordingly a draft/p.c is placed below for Perusal & sig.

Engagement letters of the 4 personnel of Alert Services may be signed

~~20/3/17~~

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SUDA

Thirteenth Meeting of the State Level Selection Committee will be scheduled to be held on 17/4/17 at 4:30 pm at the office chamber of Director, SUDA. Agenda of the meeting will be - Post factum appraisal and fresh engagement of CHMU staff and managers. Put up for kind information and approval.

~~Director
SUDA~~

~~ID (SD) / AC~~

~~Secy
CHMU~~

Secy
12/4/17

~~Secy
17/4/17~~

Minutes of the 13th State Level Selection Committee is placed for kind review, approval and may be signed, as approved.

Secy
20/4/17

~~Director
SUDA~~

~~Secretary
UDMA Dept.~~

~~Secy
21/4/17~~

Approval of Secy is not required as meeting was chaired by Dir SUDA

21.04
RV

U/omr-126/17

dt-21-04-17

[Rtr-10/2015]

~~ID (SD)~~

SMM-HR LEB

Secy
24/4/17

NOTE SHEET

SUDA

Two draft letters informing the CMMUs regarding ① post facto approval and ② performance appraisal based fresh engagement have been placed in the CP side for approval and signature.

15/04/2017

Jr. Director
SUDA

As mentioned above relevant letters are placed for kind removal and signature.

26/4/17

26/4/17

Director
SUDA

JD (SD)

Min. HR & CB

As mentioned above, the performance appraisal formats for City Division Managers, APOs and COs are placed herein for kind approval.

If approved, the same may be sent to VPs so that they can initiate the process at the earliest.

15/05/2017

may be approved.

16/05/17

16/05/17

Adl. Director
SUDA
(NULM)

Director

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NOTE SHEET

SUDA

A set of appraisal formats were sent to CMMU & Non-CMMU ULBs for assessing the performance of staff working at both CMMU & Non-CMMU level vide letter no: 16/2015/313, dated: 17.05.2017.

In this connection it may be recalled that post facto approval was given to Managers (joined between November 2015-April 2016), APOs and COs (joined between April 2014 - April 2016) till 31st MAY 2017 vide letter no: SUDA-16/2015/182(125) dated: 27.04.2017.

Another letter in connection with the above was sent to ULBs vide letter no: SUDA-16/2015/183 (125) in which it was stated that from 01.06.2017 all officials working under WBSULM CMMUs and Non-CMMU ULBs will be provided fresh engagement only after duly appraised through performance appraisal formats.

In reference to the note in 'para 2' it seems that fresh engagement based on appraisal formats of only 38 staff out of total 255 staff (who were provided post facto approval till 31st May 2017) have been received by this office as on 06.06.2017. We are yet to receive 198 appraisal formats with letter of fresh engagement from most of the ULBs (78 out of 94 ULBs).

If we do not receive the letter of fresh engagement based on appraisal formats then it will not be possible for WBSULM SMMU to allot salary for staff in these ULBs under Capacity Building and Training component. A list containing the details of staff provided post facto approval and the ULBs which have submitted appraisal based fresh engagement letters are provided in the CP side marked as 'A'.

The issue may kindly be perused as urgent and necessary direction may be accorded.

06/06/2017

~~Add. Director~~
SUDA

Indicating a time frame we may write to the ULBs to submit the same to process the matter i.e. by 22/06/17. Those who have submitted may be processed in the mean time.

Submitted.

~~Director~~
~~Add. Director~~

07/06/17

18/6/17

~~SMM-RCB~~
~~Add. Director~~
SUDA
~~SMM-RCB~~

Draft placed herein for signature.

15/6/17

14/06/17

15/06/17

NOTE SHEET

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SUDA

As indicated in an earlier letter vide memo no: SUDA-16/2015/183(125), dated: 27.04.2017, performance appraisal formats for Accountant, DA-cum-DEOs and Multitasking Helpers at carcavls are prepared and placed herein for kind approval.

If approved the same may be communicated to the ULBs for further activities associated with performance appraisal formats and etc.

~~Addl. Director~~
SUDA.

~~Director~~

~~Addl. Director.~~

Smm-Hleb

29/6/17

may be approved
and signed

25/06/17

27/6/17

24/07/17

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NOTE SHEET

SUDA

Under Capacity Building and Training (CB&T) component of NULM, staff recruited at SMMU and CMMU. As per the guideline of CB&T, an HR policy has to be framed for all category of staff working under the mission.

In view of the above, an HR policy was developed under CB&T and necessary approval was received from the department of UD&MA on 09.02.2017 (Ref: NSP - 25) based on the decisions taken in the 11th Selection Committee Meeting held on 02.02.2017 (Flagged as 'X').

In the meantime, we are receiving queries from different municipalities and staff of CMMUs regarding maternity leave, TA/DA rules repeatedly as the accounts department of the municipalities requires orders in writing to process the TA/DA, leave and other allowances.

Therefore, we may send the approved HR policy comprising of TA/DA, Leave rules to all ULBs so that the same is complied for all staff of SMMU, CMMUs and other ULBs which have been brought under the purview of NULM.

This may be treated as urgent and submitted for necessary approval and order.

S. Chakri
Additional Director,
SUDA

05/12/2017

The policy adopted on 9th Feb 2017 has not yet been implemented till date. SHG LSE Supervisors under SHG LSE Dept, Contractual employees of SRLM, WBSRD and in many other Govt organisations are getting the benefits/entitlement. We may implement the policy

Shamir
05/12/2017

Director

Some decisions were earlier taken.
we will discuss

12/12/17

A.D.

Manager
HR & B.
SMMU

Shamir
12/12/17

T.A. DA. leave rules already approved by Secretary UDMA Dept in NSP-25.

Pl. issue a circular accordingly, pl put Shamir up on staff.
18/12/2017

18/12/17

A.D.

Manager
SMMU

NOTE SHEET



Draft placed in the PVD as directed
If approved, may kindly be signed for
circulation.

S. Chaki,
Additional
Director,
SUDA

19/12/2017

Draft may kindly be signed

Pranmi
19/12/17

Director

19/12/17

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NOTE SHEET

SUDA

In compliance with the order dated 09.02.2017 by the Secretary UD & MA department (flagged as 'AA'), this is to mention that the contractual engagement of following Officials (State Mission Managers) at SMMU under WBSULM are likely to expire in the following order:

1. Shri Soumen De, SMM-S & SI (16.02.2018)
2. Smt. Rituparna Banerjee, Team Leader, SMMU and SMM- HR & CB (18.02.2018)
3. Smt. Soma Parui Das, SMM-SM & ID (18.02.2018)
4. Shri Sandip Bairagi, SMM- FI & ME (01.03.2018)
5. Shri Amit Chaudhuri, SMM- MIS & ME (04.04.2018)

❖ In view of the above, re-engagement may be accorded to the above mentioned officials in accordance with the dates of re-engagement as provided above.

❖ In this connection, it is also pertinent to mention that as per Capacity Building and Training Guidelines of NULM, the salary of the Technical Experts both at SMMU and CMMU may be reviewed after two years of engagement and suitably modified subject to a maximum of 10% of the salary paid. (Flagged as 'AB') The above five-Officials are about to complete two years of engagement from the time of their original appointment and we may considerably allow maximum 10% of the salary paid to the officials.

❖ In addition to the above, it may also be brought to the notice that the contract with 'Alert Services' through which Support Staff under SMMU was procured is likely to expire on 03.03.2018. The initial engagement process in the form of Written examination, computer test, dictation and viva voce was conducted through State Level Selection Committee for the Support Staff at SMMU (SUDA) and the personnel were procured from already engaged placement agency 'Alert Services'. On the contrary, the engagement processes of the Support Staff at CMMUs are conducted through City Level Selection Committee at the CMMU (ULB level) and not through any external agency.

❖ In connection to the above, it has been learnt that an e-Tender has been floated to invite prospective bidders for engaging seven (07) Computer Assistant at Group-C level and six (06) Peon at Group-D level at SUDA. (Flagged as 'AC') There is no mention of existing Support Staff to be re-engaged and newly recruited under NULM with the following designations:

1. Accountant (1) (Currently in position) ✓
2. DA-cum-DEO (4) (Currently 2 personnel in position)
3. Multi-Tasking Helper (2) (Currently 1 personnel in position)

❖ It may be decided whether to re-engage them through an agency or re-engage under the existing procedures of the State Level Selection Committee of SMMU similar to that of City Level Selection Committees of the CMMUs.

Above proposals are placed herein for necessary decision and approval.

27.2.2018
A.S.D.
P.T. Khan
8/1/18

27.2.2018
050
16/1/18

Discussed with D.D.

Proposal for extension of Contractual Service of 5 nos. of State Managers under WBSULM have already been dealt with in the respective personnel file of the State Manager and have already placed before the Director through Dy. Director for consideration.

Reg 'C' at NSP/38 ante, this is to further mention here that the following 4 Personnel under Support Staff Category were re-engaged through Alert Services in the post noted against each of them at SNMU under WBSULM w.e.f. 4.3.2017 for a period of one year.

1. Kalyan Sadhukhan, Accountant
2. Ranjan Saha, DA cum DBO
3. Sushanta Sadhukhan, "
4. Somnath Datta, Multi-Tasking Helper

So, their tenure of Service will expire on 3.3.2018.

The aforesaid persons have rendered their Service quite satisfactorily.

So, fresh engagement of the aforesaid Personnel for a further period of 1 year w.e.f. 4.3.2018 may be considered.

Alert Service may be requested to continue to provide with the Service of the aforesaid persons for a further period of 1 year w.e.f. 4.3.2018.

[Signature]
Dy. Director
[Signature]
Director

Extension may be given for 05D 15/18
two months (March 18 - April 18). Further extension may be granted to provide to the

It has been decided that 14th State Level Selection Committee meeting under Day - NULM Programme will be held on 22/02/2018 at 11 AM in the Chamber of Director, SUDA & Mission Director, WSSVM.

All concerned members may be informed accordingly.

A draft is put up.

27. Director,
Member Council
(NULM)

Proposal "x" may be approved & letter may be communicated to all-concern.

so psd 19/2/18

19/2/18

SD

Director
SUDA

DD

19/2/2018
19/2/18

Ref. No. SUDA/1494 & 1494/10
each dt. 19.02.18

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NOTE SHEET

SUDA

14th State level Selection Committee meeting
of Day. NULM under the chairmanship
of Director, SUDA & Mission Director, ABSULM
was held on 22.02.2018 at Director's
Chamber.

The minutes of the said meeting
is placed below for kind signature of
Director, SUDA & Mission Director, ABSULM
for transmission to the other members of
the committee.

~~By Director~~


~~Director~~

~~DD~~

mspl
DD 26/2/18



26/2/18


26/2/18


26/2/18



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NOTE SHEET

SUDA

Orders Prepage

Minutes of the 14th State level Selection Committee meeting has been signed by the Chairman of the State level Selection Committee & Mission Director, WBSULB and is placed at CP side for Perusal.

Copy of the minutes may be sent to all members of the Committee.

In the above context, Secy's order dt. 21.4.17 or WSP/32 may pl. be recalled.

In the said order, it was stated that approval of the minutes by the Secy is not required as meeting was chaired by Director, SUDA.

In view of above, as per the decision taken in the meeting dt. 20.2.18 by the members of the State level Selection Committee, fresh engagement letter may be issued to the 5 nos. of State Mission Manager w.e.f. the date as mentioned in the minutes.

If approx. 5 (five) fresh engagement letters are placed below for signature of Director, SUDA & Mission Director, WBSULB.

~~DD. Dir. NULM~~
~~DD. Dir.~~

Put up today & may kindly be sign

mspl
OSD 26/2/18



mspl
21/3/18

mspl
21/3/18

U.O. No. SUDA: 152/18

Dated: 03-03-18

16/2/15

DD.
RA

mspl
21/3/18

Orders Prepage

Final Copies (5 Nos.) of the ~~engagement~~ renewal letters as revised in respect of 5 Nos. of SMM under Day-NULM are placed below for signature of the ^{Director, SUDA} Mission Director, WASSULM.

mspl
OSD 15/03/2018

Corrected drafts put up at CP side may kindly be signed

by Director

Director

DD

15/3/18

16/3/18

16/3/18

O.F. NOS. SUDA - 16/2015/1669, 1670, 1671, 1672 & 1673
and SUDA - 16/2015/1669/1(5), 1670/1(5), 1671/1(5)
1672/1(5) & 1673/1(5) each dated 16.3.2018

Sub : Ranking of West Bengal in the SPARK (Systematic Progressive Analytical Time Ranking) under DAY-NULM

In the above context, it may be mentioned here that over all ranking of West Bengal in SPARK under DAY-NULM has come down to 14 (Fourteen) from 3 (Three), out of 35 nos. of States/ U.T.s.

Probable reasons for low ranking of each component's achievement in Indicator target of the State under DAY-NULM are given at C.P. side (Flag-Z).

At present, 125 nos. of ULBs of these State have been brought within the fold of DAY-NULM in two phases. In the first phase, 58 nos. of ULBs were inducted w.e.f. 01.04.2014 and in the second phase, rest 67 nos. of ULBs were inducted w.e.f. 01.04.2016.

As per records it reveals that a good nos. of personnel, about 472 nos. out of total sanctioned strength of 831 nos. have already been engaged in CMMU by the Municipal Authority with the approval of the competent Authority in different categories of post.

Category wise break up of 572 nos. of personnel :

Sl.	Name of post	Sanctioned Strength	Man in position	Remarks
1.	CMM	195	112	
2.	CO	433	257	
3.	Accountant	58	33	
4.	DA cum DEO	131	64	
5.	MTH	14	6	
Total		831	472	

Ranking depends on the performances of both the SMM units and CMM units. But it has been experienced that the performance of the CMM units in each ULB are not up to the mark though their contractual services are being renewed every year by the respective authority on the basis of performance appraisal devised by the Director, SUDA & Mission Director, WBSULM. This is contradictory to the Mission Guideline. At present performance appraisal of each CMMU personnel is evaluated by the respective appointing authority and then the same are sent to the City Level Executive Committee to decide upon the re-engagement/renewal of the contractual services of the CMMU personnel and this is entirely subject the satisfaction of City Level Executive Committee.

Thereafter the re-engagement order / renewal order are sent to the Director, SUDA / Mission Director, WBSULM for information only. On receipt of the same from the ULB the SMM units starts process of releasing salary of the personnel.

So there is no scope to evaluate the performance of each personnel so re-engaged by the appointing authority in the CMM units.

Under the aforesaid circumstances to boost up the over all ranking of this State in the SPARK under DAY-NULM, necessary steps are required to be taken immediately for which a meeting of State Level Executive Committee / State level Selection Committee may be convened at the earliest.

Dy. Director
(SUDA)

put up today. Submit with specific proposal on 'x' in C.P. the renewal/re-engagement of staff of different ULBs. NULM 18/11/18

Sub:- Renewal of Contractual Services of 4 (four) Nos. of Support Staff Procured through Manpower Placement Agency for DAY-NULM Programme under WBSULM
- reg:-

In the above context, this is to mention here that the tenure of Contractual Services of the following 4 (four) nos. of Support Staff, Procured through the Manpower Placement Agency (M/s Alert Services), for working under Day NULM Programme shall be expired on 30.04.2018 in terms of the letter no. SUDA-16/2015/1573 dt 7.3.17 of Director, SUDA, addressed to ~~M/s~~ the M/s Alert Services, Manpower Placement Agency of SUDA.

Sl No.	Name of Support Staff	Name of Post to which engagement was made
1.	Shri Kalyan Sadhukhan.	Accountant
2.	" Ranjan Saha	DA cum DEO
3.	" Susanta Sadhukhan	"
4.	" Somnath Dutta	MTH

It is worthwhile to mention here that the contract period of M/s. Alert Services, Manpower Placement Agency of SUDA will be expired on 30.04.2018 and further renewal/extension of contract period of the said Placement Agency has already been appd. for a further period of 3 months w.e.f 01.05.2018 to 31.07.2018 in terms of this office order NO. SUDA-274/2018/176 dt. 25.4.18

As the aforesaid 4 personnel have rendered ~~their~~ services to their respective post quite satisfactorily, the question of renewal/extension of their contractual services may be considered for a further period of 3 months w.e.f 01.05.2018 to 31.07.2018 i.e. up to the contract

Continuation Prepage

period of Placement Agency (M/s Alert Services) so approved and M/s Alert Services may be requested to continue to provide with the Services of the 4 nos. of Support Staff as mentioned prepage for a further period of 3 months from 01.05.2018 to 31.07.2018 for smooth running of DAY-NULM Programme, if approved.

In anticipation of the approval, a draft letter is placed in the C.P. side for signature.

27.2.2018

Director

DD

noted
OSD 28/4/18

28/4/18

10/5/18

সূডা

NOTE SHEET

SUDA

In the State Level Selection committee Meeting it was decided that the City Mission Managers, Assistant Project Officer, Community Organiser, Accountant and Data Entry Operator has to submit the Annual Appraisal in the prescribed format for renewal of contract. But it is observed that a few numbers of ULBs are submitting only a forwarding letter as Annual Appraisal.

It is happened that the employees have left the programme but we did not get any information from ULB end. Again, it is also happened that the employees of the programme has reached at the age of superannuation but the employees are continuing her service for the programme. The SMMU did not get any information from the ULB end.

To obey the rule of the State Level Selection committee by the ULB, we are holding salary of the said employees until they submit the Annual Appraisal in the prescribed format.

Shall we accept the annual appraisal of the said employees in the prescribed format or we accept the format whatever will be submitted by the ULB.

Instruction on said Issue may kindly be solicited.

Dy. Director,
SUDA

ASK the ULB'S to send Annual Appraisal report
as per order vide no. SUDA 16/-
2015/183/(125) dt 27/4/18
it approved

Sandip Bairagi
SMM (FI&ME)

10/7/18

If it is obligatory to send
annual Appraisal report for renewal
of contract of CMMU personnels, then
it may be followed by all ULB's properly

10/7/18

18/7/18

J.O.No. SUDA: 443/18
Dated 10-07-18

16/7/2015
Director
SUDA

DD

An order vide memo no. 113/MA/O/C-9/2A-13/2010 dated 25/02/2011 (Enclosed in CP side as "X") relating to the Creation of 703 number of post for the ULBs Of this state including 136 posts of Town Project Officer and 567 post of Community Organiser was issued by the Department of Municipal Affairs, Government of West Bengal. The Scale of Pay or Pay Band is clearly mentioned in the letter. The said order issues with the concurrence of the finance Department of this government communicated with their U.O No. 460 Gr. P (Service) dated the 03/02/2011 and the said proposal has received the approval of state Cabinet in its meeting held on 22/02/2011. In this letter it is clearly mentioned that the present incumbents holding the posts of CO & TPO shall continue to be retained in such post in the respective ULBs as per the existing terms and conditions, and the benefits of G.O No. 2966-F(P) dated 23/04/2010 (Enclosed in CP Side as "Y"), read with this department order No. 162/MA/O/C-9/2A-1/2010 dated 23/03/2010 shall be extended to those contractually appointed personnel who satisfy the terms and conditions of eligibility as defined in the said two government orders.

The Department had communicated the same order vide memo no. 145/MA/O/C-9/2A-13/2010 dated 31/03/2011 (Enclosed in CP Side as "Z"), to all ULBs. It was also mentioned in the letter that the said personnel cannot be absorbed as permanent employees and will continue to discharge their duties and obligation in terms of Government Order issued on 25/02/2011.

In such situation, whether it is obligatory to submit the annual appraisal report for renewal of contract for CMMU personnel, particularly the existing TPO (re-designated as APO) and Community Organiser (CO) of erstwhile SJSRY programme.

The instruction may be solicited in this regard.

Dy. Director,
SUDA

Sandip Bairagi
SMM (FI&ME)

Discussed with the Dy. Director.
CMMU → obligatory submission of appraisal
APOs & COs → Not clearly mentioned whether appraisal is needed or not.

All support staff
(Accountant, DA cum DDO,
Multi task Helper} → obligatory submission of appraisal.

Dy. Director
SUDA

The instruction for APOs & CO may be solicited.

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NOTE SHEET

SUDA

of 7th Aug 2 Adm. Dis, NULM

The int. at NISF 48 may kindly be recalled. As per available records at C.P. Side flagged at 'X' & 'Y' the following set-out may be drawn in

① As per NULM operational guidelines for CBZT under clause 6.5 Performance Appraisal of Technical Experts (i.e. SMM & CMM) is obligatory.

② But as per resolution taken on 13th State Level Selection Committee Meeting Dtd. 18/1/17 performance appraisal is required to all the staff of CMMU.

In the light of above two points it is suggested that - Performance Appraisal of all the staff of CMMU is required if approved.

'A'

[Signature]
02/08/18

Adm. Director

U.O. No. SUDA: 489
Dated 06/8/2018

Director
SUDA

[Signature]
06/8/18

'A' may be approved in
BTH

Received today. Proposal approved.

20/9/18

20/9/18

Sub: Engagement of different categories of manpower at CMMU under DAY-NULM in respect of 125 nos. Of ULB- regarding

In connection with the above this is to mention here that at present 125 ULBs have been brought within the fold of DAY-NULM in two phases. In the first phase 58 ULBs were inducted with effect from 01.04.2014 as per NULM guidelines and in the 2nd Phase rest 67 ULBs were inducted as per new NULM guidelines.

❖ The details of different categories of Human Resources against the first phase 58 ULBs are given below:

Sl No	Name of the Post	No. Of Posts Sanctioned	In Position	Vacancy
1	City Mission Managers	135	92	43
2	Community Organiser	328	181	147
3	Accountant	58	33	25
4	DA cum DEO	64	36	28
5	Multi Tasking Helper	14	06	07
	Total	598	348	250

❖ Accordingly, for 2nd Phase 67 ULBs are as follows:

Sl No	Name of the Post	No. Of Posts Sanctioned	In Position	Vacancy
1	City Mission Managers	60	20	40
2	Community Organiser	105	76	29
3	DA cum DEO	67	28	39
	Total	232	124	108

❖ From the two tables above, it may be seen that out of the total sanctioned strength of 830 (598 +232) number of different categories of Human Resource for 125 ULBs, 472 (348+124) numbers of different categories of HR have already been filled up with due approval of the competent authority.

❖ So, 358 numbers (830-472) of different categories of human resources are lying vacant at present for 125 ULBs. Number of vacancies in different categories in the first phase are 250 and that of second phase are 108.

❖ ULB wise details of human resources in position and vacancy in different categories are placed in the CP side flagged as 'A'. It is pertinent to mention here that 358 vacancies include fresh vacancies, vacancies caused due to resignation, retirement and death or otherwise. Few municipalities have all human resource in position, few are partly filled and some are lying absolutely vacant.

❖ For smooth implementation of the mission in 125 ULBs it is felt necessary to fill up the aforesaid vacancies in different ULBs for different categories of human resources since the different components of the mission requires support for building community institutions thereby propagating social development goals and poverty alleviation as well as entering the achievement data in the MPR and MIS.

NOTE SHEET



❖ Under the aforesaid circumstances, following proposals are submitted below:

1. Current vacancies caused due to resignation or otherwise may also be brought to the notice of City Level Selection Committee of the respective ULB and approval for filling up of the vacant post in each category may be decided upon by the CLSC as per the sanctioned post as approved for the ULB.
2. A timeline till 30th June 2018 may be provided to the ULBs to complete the process of engagement of human resource and submit the proposal for approval of engagement to the Mission Director, WBSULM. If not completed within the aforesaid time period, the engagement proposals under NULM will not be entertained further.
3. If any vacancy arises in the meantime before the timeline and after the timeline caused due to resignation or otherwise, the same may be brought to the notice of the City Level Selection Committee of the respective ULB and approval of filling up of such posts in each category may be decided upon by the CLSC as per the sanctioned post as approved for the ULB. In addition, the proposals for approval of engagement of such human resources may be submitted to the Mission Director, WBSULM after following its due course at the CLSC.

Proposals above may kindly be perused and if approved the same may be circulated to the ULBs at the earliest.

[Signature]
16/01/2018

[Signature]
16/1/18

A. Sahas
Deputy Director
SUDA

[Signature]
16/1/18

- i) In principle approval for filling up the vacant posts (sanctioned) in respect of all CMMUs may be given
- ii) Financial implication for the aforesaid action may also be calculated.

[Signature]
18/1/2018

U.O. No. SUDA: 22/18
Dated: 18-01-18

Td. 16/2015/PAH
Director
SUDA

FA SUDA/FO
[Signature]

HR, NULM / Sadeep Bhatti, NULM
CCB for co-meeting
make report
29.1.18

[Signature]
29/1/18

29.1.18

Notes and orders prepage

As desired by JS (SD) under point no. ii) at NSP/2 ante, financial implication is given below:-

Sl No.	Name of the vacant post	Nos. of such vacant post	yearly financial implication
1.	City Mission Manager (CMN)	83	Rs. 50,000 X 83 X 12 = Rs. 4,98,00,000
2.	Accountant	25	Rs. 14,000 X 25 X 12 = Rs. 4,20,00,000
3.	Dealing Asst. cum Data entry operator (DA cum DEO)	267	Rs. 12,000 X 267 X 12 = Rs. 38,44,80,000
4.	Community organisers (C.O)	176	Rs. 10,000 X 176 X 12 = Rs. 2,11,20,000
5.	Multi tasking Helper (MTH)	07	Rs. 10,000 X 7 X 12 = Rs. 84,00,000
Total 358 Nos.			Rs. 11,44,08,000/-

It appears from the above, total yearly financial implication will be Rs. 11,44,08,000/-.

31/1/18

If all the vacant posts are filled up (358 in total nos) then total yearly financial implication will be Rs. 11,44,08,000/- only.

Submitted

31.01.18

Director, SUDA

F.O

SUD

NOTE SHEET

SUDA

Notes prepages may be seen.
Considering "X" & "Y" prepages
The proposal of filling up the
vacant posts (sanctioned) in respect
of all CMHUs may be Considered.
Submitted.

Secretary
UDMA Deptt

31/1/18

U. O. No. SUDA: 53/18

Dated: 21-1-18

M. disans

Pl. 16/8015/9211

JSCSD

31.01.18

Discussed the matter with Secretary -
We have to ascertain whether GOI will
bear the financial liability and upto which
period ? Otherwise there added manpower
will be a liability of only the State Govt.
May be examined by the NDLM cell.

24/1/18

Director
SUDA

DD

M. Laxman as asked above

25/2/2018

DD

Orders Prepage

At present yearly financial implication towards
~~Payment~~ remuneration of Expert, Support staff;
 C.O. and APO under SMMU & CHMU is as follows:-

Rs. 12,46,07,100/-

If 358 no. of vacant PSts are filled up at
 CHMU, then yearly financial implication
 towards remuneration will be as follows:-

Rs. 11,44,08,000/-

At SMMU, 1 PSt of Manager, 2 PSts
 of DA cum DEO and 1 PSt of Multi Tasking
 Helper are lying vacant at present.

If the aforesaid 3 PSts are
 filled up, then financial implication
 will be Rs. 12,9,39,12/-

In view of above, total ^{yearly} financial
 implication towards remuneration would
 be as follows:- (under SMMU & CHMU)

(Rs. 12,46,07,100 + Rs. 11,44,08,000 + Rs. 1,29,39,12)
 = Rs. 24,03,09,012/-

Central Share 60% = ~~Rs. 25,44,18,540/-~~

Rs. 14,41,85,407/-

State Share 40% = Rs. 9,61,23,605/-

27.2.2018
 Director

msl
 OSD 12/2/18

12/2/18



NOTE SHEET

SUDA

F.O. pl. offer views if any

F.O. SUDA.

15/2/18

Notes at prepage '5' has been checked by me & found to be in order. Placed for kind perusal.

15.02.18

Directy. SUDA

15/2/18

Notes & orders above

Observations as made at NSP/5 may be sent to the JD(SD) w.r. to notes and orders of JD(SD) at NSP/4.

15/2/18

15/2/18

15/2/18

As may discuss

15/2/18

U/O no - 86/18

dt 15-02-18

16/02/18

Dy. Director SUDA

Discussed. Communication be made to Govt on point 2 at flag A.

15/2/18

Notes and Orders dated 2.2.18 of the Joint Secy (SD) at NSP/5 ante may kindly be recalled.

As discussed with the Director, following information are given below:-

- i) If all the Sanctioned vacant PRs (358 nos. at CMU and 4 nos. at SMU), are filled up, yearly financial implication = Rs. 11,57,01912/-
- ii) At present nos. of filled up PRs (518 nos. both at CMU & SMU)
So, at present yearly financial implication = Rs. 12,46,07100/-
- iii) Nos. of PRs to be filled in (33 nos. at CMU), for which the proposals from different ULBs are lying pending at this end.
For this, further yearly financial implication = Rs. 99,60,000/-

So, Present total yearly financial implication would be $[(ii) + (iii)] = \text{Rs. } 13,45,67,100/-$

As the Dy. Secy. to the Govt. of India, M/o Housing & urban affairs vide his Memo no. K-11012(11)/37/2017 dt. 8.11.17 has informed the Mission Director, NULM that NULM funding to SMU and CMU will be available only for 5 yrs. from the start of the Mission, which is completing on March, 2018 (Flag 'A')

Contd. —

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NOTE SHEET

SUDA

Contd. from prepage

Under the circumstances stated prepage, we may write to the Ministry of Housing & Urban Affairs, Govt. of India, ^{for obtaining clarification as to} whether the G.O.E will take the financial liability ~~for~~ beyond March, 2018 ~~&~~ towards funding to S.M.V. & Co. Ltd.

If appd, the file may be sent to the Govt. in the UD & MA Dept.

By Director

may be approved

in file
OSD 20/2/18

78(40) / Addl. Director
Director

20/2/18

Letter may be sent to GOI for necessary clarification after obtaining Consent of Secretary.

21/4/18

I.O. No. SUDA: 101/18
Date 21-02-18

Dt. 16/2015 (P.H.)

Director
SUDA

DD

Put up today & draft may be ~~put~~ put up.

OSD
Dist.

26/2/18

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NOTE SHEET

SUDA

Revised Draft is put up for approval.

may be signed

no pld
OSD 5/3/18

2.2.

For Dir.
MULM

U.O.No.SUDA: 141/18

Dated: 05-03-18

Pls 16/2015 (PHU)
Dy.
Director
SUDA

DD

OSD

9/3/18

- i) Amount in words may be written in the send page
- ii) Break up of GOI share & State share is not clearly elaborated, entire 24 crore may not be GOI share. Please look into.

Orders above

~~Notes and orders of the Addl Director (MULM) above may also be seen.~~

~~Accordingly, the revised draft is placed below for approval.~~

no pld
9/3/18

St. Director



NOTE SHEET



Memo No.K-11012(2)/37/2017/UPA-I Section/MHUPA (EPS No.9023015) dated 08.11.2017 of the Deputy Secretary to the Govt. of India, Ministry of Housing & Urban Affairs (UPA-II Division) (flag 'X')

Received the above Memo from GOI regarding funding support to SMMU & CMMU under DAY-NULM in which it is clearly stated under Para-2 of the said memo that NULM funding to SMMU & CMMU will be available only for 5 years from the start of the Mission which is completing on March, 2018.

In this context, it is pertinent to mention here that in this State total 125, numbers of ULBs have been brought under the coverage of DAY-NULM Programme in 2 phases. 1st Phase started with effect from 01.04.2014 (covered 58 nos. of ULBs) and that of 2nd Phase with effect from 01.04.2016 (covered rest 67 nos. of ULBs).

So the 1st phase is completing 5 Years on March, 2019 and that of 2nd Phase on March, 2021 from the start of each phase in this State.

As in this State DAY-NULM Programme has been implemented lately, all the engagement of experts and support staff as per NULM guidelines have not yet been completed.

Further this is to mention here that though the 1st Phase started with effect from 01.04.2014 in this State, actual engagement of experts & support staff both at SMMU and CMMU were made after March, 2016 with the approval of the appropriate Authority.

It is ascertained that the total requirement of fund annually comes to the tune of Rs.24,03,09,012/- (Rupees twenty four crore three lakh nine thousand twelve) only for defraying expenses on remuneration to the staff both at SMMU & CMMU under NULM Project.

Out of total Rs.24,03,09,012/- , Central share will be Rs.14,41,85,407/- (Rupees fourteen crore forty one lakh eighty five thousand four hundred & seven) only and State share will be Rs.9,61,23,605/- (Rupees nine crore sixty one lakh twenty three thousand six hundred and five) only. The amount of central share of Rs.14,41,85,407/- (Rupees fourteen crore forty one lakh eighty five thousand four hundred & seven) only along with the expenses on the programme needs to be obtained from GOI.

Under the aforesaid circumstances, a reference may be made to the Govt. of India regarding funding support to SMMU & CMMU under DAY-NULM.

If approved, a revised draft as per notes of Addl. Director of NULM at nsp-9 is placed below for approval.

Dr. Director
10/11/18

19/3/18

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NOTE SHEET

SUDA

"X" prepage may be Considered.
Accordingly a draft is prepared and
placed at Flag "Y".

If approved we may Communicate
to GOI. Submitted.

Secretary
UDMA Dept.

U.O. No. SUDA: 164/18
Dated: 09-03-18

Pb. 16/03/18 (P+11)

Dir SUDA

Sup. to S—

13/3/18

649

O.I. No. SUDA/2628 & 2629 each dated 13/03/18

P.U.D.-1> Memo No.K-11012(11)/37/2017-UPA-1(E/9023016) dated 21.03.2018 of the Under Secretary to the GoI, Ministry of Housing & Urban Affairs (MoHUA), UPA Division.

Received the aforesaid Memo along with its enclosures from the Under Secretary to the GoI, Ministry of Housing & Urban Affairs (MoHUA), UPA Division addressed to Mission Director, DAY-NULM and placed in the C.P. side for perusal (C.P.-30 to 36).

It relates to the issue of continuation of funding support to SMMU/CMMU under DAY-NULM.

In this context it is pertinent to mention here that as per the order dated 10.03.2018 of the Secretary, MA&UD Department, GoWB at NSP-11, Deputy Secretary, GoI, MoHUA was requested vide this office Memo No.SUDA-16/2015/Pt.II/1628 dated 13.03.2018 (C.P.-29) to let this office inform whether the funding support to SMMU/ CMMU would be available beyond March-2018.

Now the Under Secretary to the GoI, Ministry of Housing & Urban Affairs (MoHUA), UPA Division vide his Memo No. ibid has informed that Governing Council (G.C.) has decided in its 4th Meeting held on 12.02.2018 to extend the DAY-NULM Funding Support for both SMMU/CMMU till further orders, though as per Cabinet Approval, implementation of DAY-NULM has been approved till the Year 2021-22.

Under the above circumstances, a clear instruction may be obtained from the Secretary, UD & MA, GoWB whether the vacancies (358 no. of posts) in different categories (Managers-83, Support Staff-99 & C.O.-173) can be filled up. In this context this is to mention here some proposals as received from different ULBs are lying pending at this end regarding the engagement of manpower.

The file may be sent to the UD & MA Department, if approved.

Dy. Director
(SUDA)

recd
OSD. 26/03/18

The info above may kindly be forwarded to the following 2 proposals, ^{and give below}

(i) 358 nos. of posts are lying vacant - in different - Categories (Managers - 83, Support Staff - 99 & C.O. - 173)

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NOTE SHEET

SUDA

these can be filled up.

- (ii) At present - 13 nos. of ULB have submitted their proposal with maintaining all requisite testimony before this office for engagement of manpower under NGLM.

under above para necessary instruction may kindly be solicited to fill up the vacancies.

[Signature]
27/3/18

[Signature]
Asst. Director

U.O. No. SUDA: 235/18
Dated: 29-03-18
No. 10/2018 (M-14)

Individual files (as mentioned in para B) may be placed for consideration of authority.

Decision in regard to para 'A' may be taken at later stage.

[Signature]
29/3/18

[Signature]
Dy. Director
SUDA

It is as directed.

[Signature]

[Signature]
29/3/18

Dindayal Antyodaya Yojana (DAY) –NULM is the flagship Urban Poverty Alleviation Programme which has replaced the earlier Swarna Jayanti Sahari Rojgar Yojana (SJSRY) programme and is being implemented from 1st April 2014. In first Phase (from 01/04/2014) The programme has covered 58 ULBs where population is 1 lakh or more as per 2011 census including all district Headquarter towns. In second Phase (from 01/04/2016) the programme has been implemented in the rest 67 ULBs where the population is less than 1 Lakh as per 2011 census. Therefore, the programme has covered 125 ULBs of our state.

Following is the Manpower Engagement status of West Bengal under DAY-NULM

Staff Details of 125 ULBs under NULM		
Post & Criteria	No. of Posts Sanctioned as per Project Guideline	In Place
State Mission Manager	6	4
City Mission Manager >5 Lakh population = 4 CMM >3 & <5 Lakh population = 3 CMM District HQs with <1 Lakh Population and Small Cities with >1 Lakh & <3 Lakh Population = 2 CMM	195	111
Community Organiser @3000 BPL Household	433	256
Accountant (Only for the First Phase 58 ULBs)	58	31
DA cum DEO >5 Lakh Population = 2 DA cum DEOs All Other ULBs = 1 DA cum DEO	131	65
Multi Tasking Helper (only for ULBs with 4 & 3 experts)	13	6
Assistant Project Officer (These Officers from erstwhile SJSRY programme continuing in this Mission)		37

In Financial Year 2017-18, NMMU,GOI introduced SYSTEMATIC PROGRESSIVE ANALYTICAL REAL TIME RANKING (SPARK). West Bengal stands 15th in the ranking.

In a review meeting on 21st April, 2018 Secretary, Dept. Of UD & MA raised concern about poor performance of few ULBs instead of having City level Manager and CO in CMMU.

- As described above, Recruitment of Community Organizer (CO) is depending on the BPL Household of the ULB. However, Recruitment of City Level Expert (CMM) is depends on overall population of the ULB.

Few ULBs recruited CMM having BPL House hold less than 5000 for example Uttarpara Kotrung, Titagarh, Baranagar, North Barrackpore, South Dumdum etc whereas few ULBs having more than 4000 BPL household couldn't recruit CMM because their population is less than 50000 for example Egra, Dubrajpur, Taki, Guskara, Nalhati etc.



NOTE SHEET



- As per MEMO SUDA 16/2015/183(125) dated 27-04-2017, Assessment and renewal of staff at CMMU is to be done by City Level Executive Committee (CLEC). SMMU/SUDA receive Resolution for renewal of NULM officials in City Level Executive Committee after the process is completed at ULB.
- There is no policy decision taken regarding transfer of Official in State Level Selection Committee. However, few CMM are assigned to smaller ULBs as additional charge. But the initiative wasn't able to create significant impact in performance of the smaller ULBs.
- National Level Mission Management Unit (NMMU), GOI mentioned in letter K-11012(11)/37/2017-UPA-I(E-9023016) dated 21st March, 2018 the **Governing Council** advised that States/Uts may **optimize the utilization** of Mission Units at the **District level**, so that the requirement of Expert is minimized.
- It has been observed, few ULBs couldn't **sanction any SEP cases in last financial Year 2017-18** for example HowrahMC, Khardah, Bolpur, Rishra, Berhampore, AsansolMC, Khardah, Champdany, Bhadreswar etc
- Few ULB couldn't **UTILIZE more than 30% of the total funds received under DAY-NULM** for example AsansolMC, Balurghat, Champdany, Serampore, Raiganj.
- Few ULBs are **unable to provide placement or Self employment opportunity to the EST&P beneficiaries** like AsansolMC, ChandernagoreMC, Kharagpur, RajpurSonarpur etc.

The above information compiled and placed for your kind information and direction for below mentioned activities.

- Pending recruitment in smaller ULBs.
- Appraisal process for CMMU officials
- Provision for Transfer of CMM in priority

Amit Chaudhuri

Amit Chaudhuri
SMM-MIS&ME

14/06/2018

OSD, SUDA

Sub: Engagement of different categories of manpower at CMMU under DAY-NULM Programme.

Ministry of Housing & Poverty Alleviation, GoI has restructured the erstwhile "Swarna Jayanti Sahari Rojgar Yojana (SJSRY)" as National Urban Livelihood Mission (NULM). This Mission has now been renamed as Deendayal Antyodaya Yojana- National Urban Livelihood Mission (DAY-NULM). Accordingly State Government has constituted West Bengal State Urban Livelihood Mission (WBSULM) vide Government Notification No.227/MA/C-10/3S-30/2013 dated 18.03.2014.

The DAY-NULM is a flagship mission of Urban Poverty Alleviation. At present in this state 125 nos. of ULBs have been brought under the fold of DAY-NULM Programme in two phases. In the first phase (effective from 01.04.2014), this programme has covered 58 nos. of ULBs where population is 1 lakh or more as per 2011 census including all Districts HQs Towns. In the second phase (effective from 01.04.2016) this programme has covered the rest 67 ULBs where the population is less than 1 lakh as per 2011 census.

Details of total numbers of different categories of Manpower in respect of 125 nos. of ULBs under DAY-NULM Programme.

Sl.	Name of the post & criteria	Nos. of post sanctioned as per programme guideline	Man in position	Vacancy
1.	<u>City Mission Manager (CMM)</u> i) Large Cities (>5 lakh population as per census 2011)-4 city Mission Managers ii) Medium Town (between 3 to 5 lakh population as per census 2011)-3 city Mission Managers iii) District HQ Towns (< 1 lakh population as per census 2011) & Small Towns (1 to 3 lakh population as per census 2011-2 city Mission Managers)	195	111	84
2.	<u>Community Organiser (CO)</u> @3000 BPL House holds	433	256	177
3.	<u>Accountant</u> Only for the first phase 58 nos. of ULB	58	31	27
4.	<u>Dealing Assistant cum Data Entry Operator (DA cum DEO)</u> (> 5 lakh population as per census 2011)- 2 DA cum DEO & All other ULBs -1 DA cum DEO	131	65	66
5.	<u>Multi Tasking Helper (MTH)</u> Only for the ULBs having 3 to 4 Experts	13	6	7
Total		830	469	361

From the above table, it reveals that 361 nos. of different categories of post are lying vacant out of total sanctioned strength of 830 in different ULBs.

(contd. to NSEP/17)

Contd. - from NSP/16

For smooth running of mission in the 125 ULBs it is felt necessary to fill up the aforesaid vacancies since the different components of the Mission requires support for building community institution thereby propagating social development goals & poverty alleviation as well as entering the achievement data in the MPR and MIS.

But in the mean time this office had received an order dated 08.11.2017 from the Ministry of Housing & Urban Affairs (UPA II-Div.), GoI regarding funding support to SMMU & CMMU under DAY-NULM, in which it was clearly stated in para-2 that NULM funding to SMMU & CMMU will be available for 5 years only from the start of mission which is completing on March, 2018. On receipt of the said order we made a reference to the GoI as per the Order dated 31.01.2018 of the then Secretary requesting to let this office know as to whether NULM funding to SMMU & CMMU will be considered to be made available beyond March, 2018. In response to above GoI has informed that the as per the decision of the Governing Council NULM funding for both SMMU & CMMU would be extended up to the Year 2021-22. The States / UTs have also been advised to optimize the utilization of the Missions Units at the District Level so that the requirement of the expert is minimized.

During this period about 20 nos. of proposals have been received by this office from the 20 nos. of ULBs regarding engagement of different categories of manpower at CMMU. The concerned ULBs are pressing hard for approval of the proposals. The mission work is being badly affected due to non-engagement of manpower in the aforesaid ULBs.

Under the aforesaid circumstances a clear instruction may be obtained from the Principal Secretary UD&MA whether :

1. The aforesaid 20 nos. of proposals which are lying pending at this end can be processed as per guidelines for recruitment of manpower under DAY-NULM.
2. The proposals which are yet to submit by the ULB to this office but are ready for submission to this office can be processed.

Submitted.

Sd/- Dy. Secy

with OSD 9/7/18

The NSP 16217 may kindly be perused which is depicting the map

picture of the Human Resource at DAY NULM programme at different ULB level and necessary decision may kindly be given.

09/11/18

ATT: Dir

U.O.No. SUDA: 429/18
Dated 09-07-18
SUDA-16/2015 (P-11)

- i) In view of prepage note we may consider the proposals as received from 20 no. of ULBs.
- ii) We may calculate the financial implications if above noted proposals of 20 ULBs are considered for approval. If the fund provision permits the same we may accord approval subject to fulfilment of procedural norms during selection process conducted by concerned ULBs.
- iii) As GOI has indicated utilization of Mission units at the district level, we may act accordingly as this will reduce financial liability.

In
9/11/18

Director
SUDA

Orders Prepage

Pointwise directions of Addl. Director Prepage may kindly be seen.

At point no. ii), Addl. Director has stated for calculation of Financial implication for consideration of 20 nos. of Proposals. But it is pertinent to mention here that in the meantime, this office has received further 5 nos. of Proposals from different ULBs.

So, ~~total~~ financial implications for consideration of total 25 nos. of ~~ULBs~~ proposals, so far received at this end from different ULBs have been ~~total~~ calculated as below: -

Sl No	Name of Post	Nos of Post	Total monthly remuneration	Total yearly remuneration
1.	Manager	22 Nos.	Rs. 50,000 x 22 = Rs. 11,00,000/-	Rs. 1,32,00,000/-
2.	Accountant	04 "	Rs. 14,000 x 04 = Rs. 56,000/-	Rs. 6,72,000/-
3.	DA cum DEO	16 "	Rs. 12,000 x 16 = Rs. 1,92,000/-	Rs. 23,04,000/-
4.	C.O	25 "	Rs. 10,000 x 25 = Rs. 2,50,000/-	Rs. 30,00,000/-
5.	M.T.H	01 "	Rs. 10,000 x 01 = Rs. 10,000/-	Rs. 1,20,000/-
		<u>68 Nos.</u>	<u>Rs. 16,08,000/-</u>	<u>Rs. 1,92,96,000/-</u>

From the above, it appears that total ^{yearly} financial implication would be Rs. 1,92,96,000/- if the proposal of 25 ULBs are considered for approval.

Out of Rs. 1,92,96,000/-, i) Central Share Rs. 1,15,77,600/- (yearly)
and ii) State Share Rs. 77,18,400/- (yearly)
Rs. 1,92,96,000/-

Submitted.

27. D. S. Chatterjee

OSD. 27/7/18

সুডা

NOTE SHEET

SUDA

As seen at NSP 18 financial implication of the staff at 25 ULB's is calculated & submitted at NSP-19 may kindly be perused & necessary decision may kindly be sought

27/7/18

We may allow, if the budget provision permits.

In
30/8/18

Asst. Director
U.O. No. 478
Dated 30/7/18

Director
SUDA

D.S

Re comment on Budget provision

Comment
10/8/18

Pl. laxore the budgetary provision
21 pm - up.

10/8/18

F.O

CCA

Pl. examine with G.O's & guidelines.

10-08-18

সূডা

NOTE SHEET

SUDA

As per notes and orders at NSP-16 to 19 and prepage

Since inception of NULM on 01.04.2014, scheme fund received by SUDA from the GOI and GoWB over the financial years are as follows –

Sl. No.	F.Y.	NULM fund received
01.	2014-15	458935667
02.	2015-16	257412000
03.	2016-17	202828000
04.	2017-18	291906000
05.	2018-19 (upto 13.08.2018)	856518000
Total		2067599667

It is clear from the aforesaid table that expenditure under the scheme component "Capacity Building & Training" under NULM should have been limited under Rs.24,81,11,960/- during the period from 01.04.2014 to 13.08.2018 as per mission document of NULM (i.e. should not exceed 12% of the total allocation under NULM), whereas during the same period, SUDA released Rs.46,51,35,832/- under CB & T (i.e. 22.50% of total allocation).

Further, as reported at NSP-16, present total financial burden for 469 nos. of personnel of different designations who are already posted under different ULBs under NULM comes to Rs.11,26,08,000/- per year. Acceptance of additional man power of 68 nos. of personnel under 25 ULBs would boost additional financial burden of Rs.1,92,96,000/- per year, which in turn indicates that SUDA must get Rs.109.92 crore from the GoI & GoWB for funding of salary / contractual remuneration of personnel only.

It may please be noted that apart from the salary / contractual remuneration of personnel engaged in SMMU & CMMUs, C & BT has other components viz. Training & Other CBP for MMUs, Technical Support for National, State & City Level etc. expenditures incurred by SUDA for these components during the period from 01.04.2014 to 13.08.2018 comes to Rs.30,00,66,136/-.

In this scenario, the matter is placed herewith for consideration please.

Finance Officer

Deputy Director

13-08-18.
Notes above may be perused & may be noted that present budget provision is insufficient for 68 nos. of personnel
13-08-18

22s
for continuation to pre-page 22
in put-up with specific view.

13/08/18

Order

Orders above

In this context, orders dtd. 10.08.18 of the Director, SUDA and also the order dtd. 30.07.18 of the Addl. Director & Joint Secy, UD & MA Deptt. at NSP/20 ante may kindly be recalled.

This is regarding whether the proposals for engagement of Manpower under DAY-NULM which are lying pending (25 nos. of proposals for engagement of 68 nos. of Manpower) at this end can be processed.

F.O, SUDA has opined at NSP/21 that the Budget provision would not be permitted to fill up the 68 nos. of Manpower as mentioned at NSP/19 of different VLAs under DAY-NULM.

As per the Mission guidelines, total expenditure on CB & T Component shall not exceed 12% of the total allocation under DAY-NULM for the State/UT. But up to 13.08.2018, total expenditure on CB & T Component of this State has come to 22.50% of the total allocation.

Under the aforesaid circumstances, a clear instruction may be obtained from the UD & MA Deptt. (M.A Branch), as to whether

- 1) The 25 nos. of proposals relating to approval of engagement of 68 nos. of Manpower under different VLAs for DAY-NULM Programme.

सूडा

- 23 -

NOTE SHEET

SUDA

Can be processed?

- 2) the fate of the proposals which are yet to submit by the ULB to this office but are ready for submission to this office.
- 3) The ~~vacancies~~ vacancies arising due to resignation/death of the existing Manpower, already engaged with the approval of the Mission Director, can be filled up.

In this context, it is pertinent to mention here that Governing Council (G.C), under the Chairmanship of Minister of State, Ministry of Housing and Urban Affairs, GOI. has extended the DAY-NULM funding support for both SMMU as well as CMMU till the year 2021-22 and also advised that the State/UTs may optimize the utilisation of Mission Units at the District level, so that the requirement of Experts is Minimized.

(Flag 'A') submitted for further order.
moph 23/8/18
OSD

24. Direct (NULM)

The ^{NULM} NSP 22223 may kindly be perused along with correspondence of 109 21- flag 'A'.

put-up for
Now on para "X", further order of "X".

Director

Manager
Sey

Above note may kindly be perused. ^{23/8/18}
~~As~~ Proposed engagement of manpower by ULBs under NULM would exceed allowed C&T component. ULBs may be asked to not to engage such manpower.

23/8/18



NOTE SHEET

SUDA

U. O. No. SUDA: 539

Dated: 24.08.2018

DD
OSD

Onu
27/8/18

W
27/8/18

U. O. No. SUDA: 539

Dated 24.08.2018

Onward
27/8/18

W 27/8/18

Orders above and forepage

Accordingly, a draft is put up for approval.

24 Director

W 30/8/18

Draft put up for new signature

W 31/8/18

Director
DD

Onward

OINr. SUDA - 16/2015 (Pt II) / 949 and SUDA -
16/2015 (Pt II) / 949 / 1(2) each dated 06/09/18

Proceedings of 4th meeting of the Selection Committee for Selection of Manpower at SMMU, CMMU under NULM.

Date :- 18.08.2015 Time :- 3.00 PM Venue:- SUDA Conference Hall

Members Present

Sl No.	Name	Designation & Department	Signature
1	Shri M.N. Pradhan	Mission Director, SULM & Chairman	Sd/-
2	Shri Mitra Chatterjee	Joint Secretary, M.A. Deptt, Govt of West Bengal	Sd/-
3	Shri Kishore Sengupta	Financial Advisor, SUDA	Sd/-
4	Shri Alokesh Prosad Roy	Director, Local Bodies	Sd/-
5	Shri S. Saha	Regional Chief of HUDCO, Kolkata Regional Office (Representative from MoHUPA, Govt of India)	Sd/-
6	Shri B.N. Kar	Additional Director, ILGUS	Sd/-
7	Shri Mrinal Kanti Rano	Joint Director (SD), SUDA	Sd/-
8	Shri Sujoy Mitra	Poverty Monitoring Expert, CMU	Sd/-
9	Shri D. Chakraborty	DGM-P, HUDCO, Kolkata	Sd/-

At the outset, Mission Director WBSULM requested Joint Director (SD) and Member- Convenor to apprise members briefly about the decision taken by the Committee in its last three meetings and accordingly all the members were appraised about the earlier decisions along with action taken so far.

After detailed discussion following decisions have been taken which includes earlier discussions also.

- State Mission Management unit will be constituted with the following three Categories of personnel
 - Re designation of following officials of the Municipal Affairs Department /SUDA/CMU in additional charge of SMMU for NULM as detailed below:-

Sl No.	Position proposed in WBSULM	Presently holding post	Remarks
1	Mission Director, WBSULM	Director SUDA	Already notified
2	Additional Mission Director (Administration) [Ex-officio]	Joint Secretary, M.A. Deptt, & Addl. Director (Project), SUDA	In additional charge
3	Additional Mission Director (Finance) [Ex-officio]	Financial Advisor, SUDA	In additional charge
4	Additional Mission Director (Capacity Building) [Ex-officio]	Additional Director, ILGUS	In additional charge
5	Additional Mission Director (NULM) [Ex-officio]	Joint Director (SD), SUDA	In additional charge
6	Project Officer (Skill & Micro-Enterprise)	Advisor, SUDA	In additional charge

7	Project Officer (Livelihood)	Poverty Monitoring Expert, CMU	In additional charge
8	Deputy Project officer (Skill & Micro-Enterprise)	Programme Co-ordinator, SUDA	In additional charge
9	Deputy Project Officer (Capacity Building)	Urban Planner ILGUS (Addl charge)	In additional charge
10	Deputy Project Officer (Administration)	OSD, SUDA	In additional charge

Decided that all the officials noted above will function in addition to their normal assignment with State Govt/ SUDA/ CMU/ ILGUS in existing terms and condition and no additional remuneration will be paid to them.

1.2 Appointment of Six Experts:-

Considering the earlier experience of outsourcing agency and non-availability of proper and effective manpower therein, decided that in cancellation of earlier decision in this regard para 1.2 of the proceedings of the 1st meeting of the Committee, six expert will be engaged directly by this State Level Selection Committee as per terms and conditions laid down in the MA Dept notification No. 764/MA/P/C-10/35-30/2013 dt.17.11.2014 and in line with the Guidelines approved by MA Dept for appointment of experts at City Level.

1.3 Appointment of Support Staff at SMMU :-

1.3.1 Considering the NULM operational Guideline for Capacity Building and Training in point 6.4 (e) allowing expenditure for TA, DA to experts and for office support (viz Accountant, Data entry Operator, Multi Tasking Helper etc.) @ 40% of the total salary paid to technical experts it is decided that following office support staff will be engaged at SMMU.

1. Accountant = 1
2. Dealing Assistant Cum Data Entry Operator = 5
3. Multi Tasking Helper = 2

1.3.2 It is also decided that Sri Joy Guha and Sri Mrinal Kanti Majumder, DEO, SUDA who are working presently with NULM assignment may be engaged as Dealing Assistant Cum Data Entry Operator, on the basis of option and fulfilling the eligibility criteria. In case of option to join at SMMU, they have to resign from present assignment of SUDA and in that case contractual remuneration will be `12,000 / month otherwise they will continue same function in existing capacity at SUDA as per existing terms and condition.

1.3.3 One Accountant, 3 (three) Dealing Assistant Cum Data Entry Operator and 2 (two) Multi Tasking Helper shall be engaged redeploying them from the existing manpower working at SUDA/ CMU/ ILGUS directly or through Agency subject to fulfilling following condition :-

- a) They will be selected through a process of selection to be made by this committee.
- b) Selected candidates shall quit present assignment before joining at SMMU.

1.3.4 Monthly contractual remuneration will be as follows:-

- a) Accountant – Rs. 15,000 / month
- b) Dealing Assistant Cum Data Entry Operator – Rs. 12,000
- c) Multi Tasking Helper – Rs. 10,000

1.3.5 Detailed qualification and other criteria for all categories mentioned above are placed and approved by this committee (Annexure-I).

2. City Level Mission Management Unit (CMMU) will be constituted with following manpower :-

2.1 Redesignation of existing Manpower at City Level :-

2.1.1 **City Project Officer** :- Executive Officer of any municipality / Commissioner / Jt. Commissioner of Municipal Corporation – MA Deptt notification has already been issued vide no :- 762/MA/P/C-10/35-30/2013 dt. 17.11.2015.

2.1.2 **Asst Project Officer** :- Existing Town Project Officer has already redesignated by MA dept vide notification 763/MA/P/C-10/35-30/2013 dt 17.11.2015

2.1.3 **Community Organiser** :- Existing Community Organizers to be redesignated to NULM by MA Dept.

(a) Fresh recruitment to be made in the remaining vacancies @ one Community Organiser/ 3000 BPL household as per NULM Guideline to be calculated leaving the posts in the process of redesignation of existing COs by MA Deptt. Fresh recruitment to be made by City Level Selection Committee as per Eligibility criteria to be approved by MA Dept which is placed and approved to day by this committee (Annexure-II) and following the Guidelines of recruitment approved by MA Dept for recruitment of experts.

(b) Monthly remuneration of redesignated APO and CO is proposed to be enhanced to ₹ 15,000 / month and ₹ 10,000 / month respectively with effect from 01.01.2014.

(c) Selection of Expert :- As per notification issued by MA Dept Vide its no765/MA/P/C-10/35-30/2013 dt. 17.11.2015 and Guideline approved by MA Dept.

2.1.4 **Support Staff** :-

(a) Support Staff will be engaged at each CMMU as per following manner :-

ULB with 2 Experts	ULB with 3 Experts	ULB with 4 Experts
Accountant - 1	Accountant - 1	Accountant - 1
Dealing Assistant Cum Data Entry Operator -1	Dealing Assistant Cum Data Entry Operator -1	Dealing Assistant Cum Data Entry Operator -2
	Multi Tasking Helper -1	Multi Tasking Helper -1

Support Staff will be engaged by City Level Selection Committee following a selection process adopted by Government of West Bengal as per Eligibility Criteria to be approved by MA Dept which is placed to day before this committee (Annexure-III).

(b) Monthly remuneration of the support staff will be

- (i) Accountant – Rs. 14,000 / month
- (ii) Dealing Assistant Cum Data Entry Operator – Rs. 12,000 / month
- (iii) Multi Tasking Helper – Rs. 10,000 / month

As there were no other discussion the meeting ended with thanks to and from the chair.



Mission Director, WBSULM
&
Chairman of the Selection Committee

SUDA :54/2014(Pt-1)/

31.08.2015

Copy To :-

1. Joint Secretary, M.A.Deptt., Govt. of West
2. Financial Advisor, SUDA
3. Director, Local Bodies
4. Regional Chief of HUDCO, Kolkata Regional Office (Representative from MoHUPA, Government of India)
5. Additional Director, ILGUS
6. Joint Director (SD), SUDA
7. Poverty Monitoring Expert, CMU
8. DGM-P, HUDCO, Kolkata



Mission Director, WBSULM

O/c



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

SUDA-16/2015/502

03.03.2016

ক্রমিক নং

তারিখ

From : Director, SUDA
 &
 Mission Director, WBSULM

To : M/s ALERT SERVICES
 85, A.Sen Road, Natun Pally
 Kolkata- 700 048.

Sub : Order for engagement of Personnel.

Ref : This office memo no.SUDA-16/2015/321 dated 16.02.2016


Sir,

Please refer to above. You were asked to send list of eligible candidates for 3 (Three) no. of posts namely Accountant, D.A. cum D.E.O., Multitask Helper under the memo no. quoted above. Now you are requested to place the service of the following personnel with immediate effect out of names of candidates proposed by you.

Personnel to be placed

Sl.	Name of the post	Name of the candidate
1	Accountant	Sri Kalyan Sadhukhan
2	D.A. cum D.E.O.	Sri Ranjan Saha Sri Susanta Shadhukhan
3	Multitask Helper	Sri Somnath Dutta

The terms & conditions for engagement of the above mentioned personnel will also be applied as mentioned in this office memo no. referred to above.


 Director, SUDA

&
 Mission Director, WBSULM

Sr.No	Name of the Candidate	Post	email ID	Mobile No	Signature
1	ABHISHEK BANERJEE	Data Entry Operator	avi-7501@rediffmail.com	9883059534	Abhishek Banerjee
2	KAJIB MONDAL	Group 'D' ✓	Mondal.Rajib809@gmail.com	9674049840	Rajib Mondal
3	INDRANIL SARKAR	Data Entry Operator	indraniisarkar24@gmail.com	9339148316	S. Sarkar
4	TUTUN RAY	ACCOUNTANT	ray.tutun226@gmail.com	9874497432	Tutun Ray
5	RAHUL ROY	Data Entry Operator	rahul7981moy@gmail.com	8296175243.	Rahul Roy
6	SAMANTHA DUTTA	Multi Task Helper ✓	Somnathdutta-99@rediffmail.com	9834476994	Somnath Dutta
7	RANJAN SAHA	Data Entry Operator	ranjan20101976@gmail.com	9874356418	Ranjana
8	Biswanath Shaw	Group 'D' ✓	biswanathshaw80@rediffmail.com	9163940080	Biswanath Shaw
9	TIMIR BARAN SAMANTA.	MULTI TASKING HELPER ✓	timirsamanta@yahoo.com	9830666767	Timir Baran Samanta
10	SUSANTA SADBHUJHAN	Data Entry Operator	casasadbhujhan@yahoo.com	9748567143	Susanta Sadbhujhan
11	Debjay Jaiswal	DEO cum DA	debjay-47@yahoo.com	9143041360	Debjay Jaiswal
12	Somnath Chatterjee	Accountant	Chatterjee.Somnath08@gmail.com	9007103566	Somnath Chatterjee
13	MAJIDAN SADBHUJHAN	Accountant	Majidan_sadhu@yahoo.com	98312461884	Majidan Sadbhujhan
14					
15					
16					
17					
18					

NOTE SHEET

SUDA

Gone to the proposal for placement of man power in three different categories at SMMU of NULM and the following suggestions is made as under:

1. The qualification and experience for the post is suggested as under:
 - A. Accountant:
 - B.Com (H) for recognised University with min 3 years experience of working In working in Company/ Firm/ Registered Society/Association with proficiency in; Tally ERP9, Internet and MS office (Word, Excel, Power point).
 - B. DA cum DEO
 - Passed 10+2 from any recognised Board and having with Certificate Course in Computer course from any reputed organisation with minimum 2 years working experience in registered Society/ Firm/ Company/ Association and proficiency in Tally ERP9, Internet, and MS office (Word, Excel, Power point).
 - C. Multi task Helper
 - Passed Madhyamik/10th Standard from any recognised Board with knowledge of Internet, MS office with 2 years working experience in any organisation of repute.
2. The Candidates called for will be in ratio of 1:3.
3. No preference will be given to any candidate who so ever he may be.
4. Contact may be terminated by either of parties after serving one month notice in lieu of two months as stated in the draft letter.

All other terms and conditions as stated are found in order. However the agreement with the agency is advised to be executed by the Mission Director, WBSULM.

Director

FA

JD (59)

Draft placed for kind signature

Accepted
29/01/16
WT 28/1/16

Director

JD (59)

Arrange to issue the letter

Memo
2/2/16

WT 2/2/16

Memo
5/2/16

BOB

507

As per decision of Manpower Committee for selection of Manpower under NULM in its 7th meeting support staff at SMMU under NULM will be engaged through existing placement agency of SUDA. Placement Agency will be asked to provide a list of 3 eligible candidate for each post and WBSULM will select one from the list of three.

Accordingly Alert Service, existing placement Agency of SUDA has been asked to provide the list of eligible candidate for each post as learnt the Agency will submit the list by 22.02.2016.

In respect of selection of one eligible candidate from the list of three provided by the Agency following proposals are made :-

1. Selection may be held on 24.02.2016 from 10.00 AM at SUDA office Building.
2. Selection will consist of two parts :- (a) Computer test of 50 marks (b) Interview of 50marks.
3. (a) Computer Test for the post of Accountant may be taken by Sri Netai Ghorai, Accountant, SUDA, to judge the knowledge on accounting officially on Tally software.
(b) Computer Test for DA cum DEO may be taken by Sri Sandip Gupta, Computer Programmer, SUDA.
4. Interview for all the candidate may be taken by a interview board with following members :-
 - i) Sri Mrinal Kanti Rano, JD(SD), SUDA
 - ii) Sri Kishore Sengupta, Financial Advisor, SUDA
 - iii) Sri Khudiram Goswami, A.O, SUDA

Interview will be held on same day from 12.00 noon at SUDA Conference Hall.
5. A Manpower selection Committee Meeting may be called on that date at 4 PM to approve the selection.
6. (i) For verification of documents attendance etc Sri Mrinal Ghosh OSD, SUDA may be entrusted. He will be assisted by H/C, SUDA and Mrinal Kanti Majumder, DEO, SUDA.
7. A.O, SUDA may be requested to look into the logistic arrangement including refreshment for office staff working on the selection date.

Proposal are put up for approval please.

Joint Director (SD), SUDA

৪৭/২/১৬
১০/৩/১৬

১৪/২/১৬
১০/৩/১৬

Reg:- Engagement of Support Staff at SMMU under NULM

In the above context, this is to mention here that vide memo no. SUDA-16/2015/321 dt. 16.02.2016, Alert Services (Man Power Service Provider), 85, A. Sen Road, Natun Pally, Kolkata-700048, being the engaged placement agency of SUDA, was requested to submitted the list of the candidates for engagement in different capacities at SMMU under NULM (copy past in the C.P side).

Accordingly the aforesaid agency has submitted the list containing the names of 18 (eighteen) candidates for the following posts vide its memo no NIL dt. 22.02.2016.

Sl No	Name of Post	No of Post	No of Candidate
1	Accountant	1	3
2	Dealing Assistant Cum Data Entry Operator	3	9
3	Multi Task Helper	2	6
Total		6	18

The selection committee was formed for selection of the candidates for engagement to the aforesaid posts comprising of the following members:-

1. Mrinal Kanti Rano, Joint Director (SD), SUDA
2. Kishore Sengupta, ^{Addl. Director} Financial Advisor, SUDA
3. K. Goswami, A.O, SUDA

Total score of the interview for the post of Accountant, Dealing Assistant Cum Data Entry Operator and Multi Task Helper has been decided as follows

Name of Post	Total Score	Remarks
Accountant	100	Computer proficiency test 50 + Viva- voce test 50
Dealing Assistant Cum Data Entry Operator	100	
Multi Task Helper	50	Viva- voce test 50

The interview was held on 24.02.2016 for selection of the suitable candidates for engagement to 1(One) post of Accountant, 3 (Three) posts of Dealing Assistant Cum Data Entry Operator and 2 (two) posts of Multi Task Helper. Total 13 candidates out of 18 appeared in the interview held on 24.02.2016.

Name of Post	No of candidates sent by the Agency	No of candidates appeared in the interview	No of candidates absent in the interview
Accountant	3	3	0
Dealing Assistant Cum Data Entry Operator	9	6	3
Multi Task Helper	6	4	2

After end of the interview the consolidated result sheet in respect of the aforesaid posts have been prepared and placed in the file

From consolidated result sheets of each post duly signed by each of the members of the selection committee, it appears that the names of the following candidates may be recommended for engagement to the aforesaid post on contractual basis as per merit list.

Name of the post Accountant (One Post):-

Sl No	Name of the Candidate	Rank
1	Sri Kalyan Sadhukhan	1 st
2	Some Nath Chatterjee	2 nd
3	Tutun Roy	3 rd

Name of the post Dealing Assistant Cum Data Entry Operator (Three Post):-

Sl No	Name of the Candidate	Rank
1	Sri Ranjan Saha	1 st
2	Sri Susanta Sadhukhan	2 nd
3	Sri Rahul Roy	3 rd
4	Debjoy Jordder	4 th
5	Indranil Sarkar	5 th
6	Avishek Banerjee	6 th

Name of the post Multi Task Helper (Two Post):-

Sl No	Name of the Candidate	Rank
1	Sri Some Nath Dutta	1 st
2	Sri Biswa Nath Shaw	2 nd

Submitted for approval.

OSD, SUDA

Note in N38-5 & 6 regarding engagement of support staff of SMMU may kindly be perused.
If approved Alert Service will be intimated to appoint staff as per vacancy (Accountant-2, DA/Cum DEO-3, MTH-1) and place them to SMMU from the next date of signing agreement with SUDA (WBSCRM).

25/4/16

A fine. W. S. S. S.

SD/20

Director
FA

From prepage: -

The Selection Committee for selection of Manpower at SMMU and CMMU under NULM in its 4th meeting held on 18/08/2015 took the following decisions amongst others, the minutes of which were written accordingly:

1. To fill up the posts of Accountant, DA cum DEO and Multi-task helper from the existing outsourcing Agency supplying manpower to SUDA.
2. That Sri Mrinal Kanti Majumder, DEO, SUDA working presently with NULM assignment may be engaged as Dealing Assistant Cum Data Entry Operator, on the basis of option and fulfilling the eligibility criteria. In case of option to join at SMMU, he has to resign from the present assignment of SUDA.

Opinion :

A For the post of Accountant, the suitable candidate from the merit list be selected.

B. For the post of DA cum DEO, though Sri Mrinal Majumder did not appear in the interview on 24.02.16, yet as per the decision of the Selection Committee in its 4th meeting held on 18.08.2015 the candidature of Sri Mrinal Majumder, Computer Assistant may be considered provided he complies with the terms and conditions of the Committee as stated at 2 above and 1(one) out of the 3 (three) posts for DA cum CEO may be kept earmarked for him. The rest 2 (two) posts may be filled up from the eligible candidates.

C. For the post of Multi task Helper only 2 (two) eligible candidates appeared for and 2 (two) candidates were found ineligible as they didn't have required experience. Since the candidates called for was in the ratio of 1:3 and as the original vacancy as per minute of the Committee in its 4th meeting, for the post Multi Task Helper under NULM to be filled up from staff of outsourcing Agency, was 1 (one), only, suitable candidate ranked 1st from the merit list be selected.

D. The order for engaging 1 (one) Accountant, 3 (three) DA cum DEO and 1 (one) Multi task Helper for NULM through Outsourcing Agency may be issued with the approval of Principal Secretary, MA Deptt. Govt. of WB.

A {

Additional Director and FA

Director

Principal Secretary

M.A. Deptt.

Chairman, S.O.A.

G.O. No. SUDA:

Dated: 29-02-16/17/16

16/2015

Proposal at 'A' above may kindly be approved.

Pl. examine & permit

Selection was approved in the State level selection committee held on 24/1/2016 and subsequently

As per approval of Hon'ble MIC MA sent in the note sheet of Flag-X two draft order for engagement of Fresh Community organizer and engagement of Support staff by City level Selection Committee at each NULM ULB are placed for kind signature & approval.

Director

JG(507)

Draft signed. Fe N. 5/11/15

WTL 5/11/15

FCs are placed for kind signature.

Director

JG(507)

N. Rao 5/11/15

WTL 5/11/15

As representatives of DLB will attend CLSC meetings DLB may be communicated the recruitment Guideline for better knowledge of the representative attending CLSC meeting.

Draft place may be signed.

N. Rao 26/11/15

WTL 26/11/15

Director

JG(507)

Proceeding of the 8th Meeting of Manpower Committee under NULM is enclosed for signature.

As per proceeding following proposal is made:-

- ① Mrinal Ghosh, OSD, SUDA with support from SUDA office staff will arrange generation & despatch of admit card to all eligible applicant.
- ② Sri Khudiram Gowami AO, SUDA and Sri Mrinal Ghosh will personally contact all candidate over phone to ensure their attendance.
- ③ Computer test may be conducted by Sandip Gupta, CP, SUDA LK Nath Das, LDC & Prapendra Chakraborty, CP, CHU under supervision of Sandip Gupta CP, SUDA.
- ④ Thru draft placed for informing all in point no. ③, specialist as per decision no 3-Agenda-1 and all committee members to attend interview as per schedule.
- ⑤ A meeting may be convened at 11.00 AM on 16.12.15 to discuss all logistic and other arrangement.
- ⑥ AO, SUDA may be requested to arrange for tea/ snacks and ~~difficult~~ lunch packets for committee member, specialist and other manpower to be engaged for managing entire programme.
- ⑦ He also may be requested to place proper manpower for checking of original documents, managing the candidates and to provide support for the committee for and during the test and interview. Computer DEO, Gr-D, LDC may be deputed accordingly so that programme may run smoothly and final score sheet may be generated daily basis.

S. J. S.

J. S. S.

N. 10/12/15

AO SUDA

G. K.

N. 10/12/15

W.T.

As entire process for ~~later~~ selection of experts at SMMU is over and panels have been prepared next meeting of Manpower Committee may be called for approval of panel on 24/1/16 at 3.00 PM at SUDA Conference Hall.

Signed notice placed will be served if above proposal is approved.

Director

JS/SD

W 20
24/1/16

W 21
24/1/16

As per point 6 Agenda-2 of Proceeding of 6th meeting for selection committee for Section of Manpower at SMMU, CMMU under NULM held on 8/1/15 M/S Alort (services to Placement Agency with existing agreement with SUDA will be asked to place manpower @ of 1:3 for each post for engagement of support staff at SMMU under NULM.

Accordingly a draft is placed for kind approval.

Director

FA

W 20
17/1/16

Pl offline.

W 21
17/1/16

8.

a selection Committee formed by SUDA.
as it appears from the note at 'A' at
as P/S. 2 personnel have been selected
through computer proficiency & viva voce.
by that Committee.

'A' may be considered.

[Signature]
11/31/16.

[Signature]
2/3

Chm SUDA
& P/S MA

[Signature]

FA 15
03/21/16

JY/10

2/21/16

As per approval above draft order for engagement
placement of support staff to M/S Alert Service is
placed for signature.

[Signature]

JD(59)

[Signature]
3/2/16

[Signature]
2/21/16

Flag 'A'

→ Bill NO. As/B-26/2016-2017 dated 01.4.2016 from

M/s ALERT SERVICES, KOI-48

M/s. ALERT SERVICES, 85, A. Sen Road, Nathunally, KOI-48, has Submitted a Bill in duplicate amounting to Rs. 67,567/- (Rupees Sixty Seven thousand five hundred Sixty Seven) only towards the remuneration of 5 (five) personnel for the month of March, 2016.

In this context, this is to mention here that Director SUDA & Mission Director, WBSULM ~~for~~ requested M/s. ALERT SERVICES, 85, A. Sen Rd, Nathunally, KOI-48, a Man power Service provider, to place the services of the following personnel against the post noted against each ^{of them} ~~but~~ under Support Staff category at SNUU under NULM with immediate effect vide Memo Nos. SUDA-16/2015/502 & SUDA-16/2015/502/1 each dated 03.3.2016

✓ Flag 'B' and 'C'

Sl NO.	Name of the Personnel	Name of the Post
1.	Shri Kalyan Sadhukhan	Accountant
2.	Shri Ranjan Saha	DA cum DEO
3.	Shri Susanta Sadhukhan	- do -
4.	Shri Mohan Kanti Majumder	- do -
and 5.	Shri Somnath Datta	Multi Task Helper -

Contd. ---

Contd From Prepage

In Compliance with orders of the Director SUDA/Mission Director, ^{M/S ALERT SERVICES} placed the services of the 5 (five) Personnel mentioned Prepage w.e.f. 04.3.2016 vide its letter nos. NIL each dated 4.3.16

Accordingly,

Since 04.3.2016, the aforesaid 5 (five) Personnel have been discharging their duties in their respective post at SMMU under NULM.

It is important to point out ^{here} that the monthly remuneration of the post, to which the 5 (five) personnel have been working, are as follows:-

1. Accountant = Rs. 15000/- Per month
2. DA cum DEO = Rs. 12000/- Per month
3. Multi Task Helper = Rs. 10,000/- Per month

The five personnel have been working each w.e.f. 04.3.16. So, each of them have worked for 28 days in the month of March, 2016.

The M/s. Alert Services, has claimed the 28 days' remuneration for each personnel for the month of March, 2016.

~~Submitted for~~

The Bill is in order. The Same may be passed for payment.

18/4/16

O.S.D.

The proposal for reimbursement of claim of M/s Alert Services for supply of manpower in NULM for the month of March 2016 may be approved for payment.

Pl. opine.

18/4/16

18/4/16

A.O.
Discharge
(SUDM)
FR

From page:

18. Recast the claim as per existing rules applicable to other staff of Alert Services engaged in the organisation.

123
18/4/16

Orders dated 18/4/16 above of F.A. as above may be seen.

It has been ordered that the claim should be recast as per existing rules applicable to other staff of Alert Services engaged in this organisation.

Now a question has arisen as to whether the leave of the concerned 5 (five) personnel, working under NULM at SMMU on contractual basis, though their services have been placed by the Alert Service, would be similar to that of the other personnel of Alert Service, engaged in this organisation (other than NULM at SMMU).

The leave of the other personnel of Alert Service is being governed by the Labour Dept's order.

In this context, be it mentioned here that the leave rules for the contractual employees working under NULM at SMMU both at SMMU and CMMU level have not yet been issued by the M.A. Dept. Govt. of W.B.

But, Health & F.W. Dept, Govt. of W.B. has issued leave rules for the contractual employees working under NUHM (Copy placed in the C.P. Side at Flg 'F').

Submitted for clear instruction in the matter

mspsl
OSD 22/4/16

N/O

All the personnel placed by the Alert Service to SUDA for different schemes is guided by the order of the Department, Govt. of West Bengal and payment has been released as per the existing rate prescribed by the Labour Deptt. Specific rate for the personnel has been prescribed in the N.V.L.M. Guideline, in the order of the Labour Deptt nothing has been stated regarding the leave of the personnel. Leave of absence for one day in a month is allowed as per order, pending issuance of any specific Terms Rule for N.V.L.M. by the Govt. of West Bengal. Salary may be released as per existing system.

22/4/16

Pl opine.

WT
28/4/16

Leave rule of WBSHRFWS issued vide no. SHFWS/ESTD-797/2015/5879 dt. 07.04.2015 is applicable to the contractual employees working under N.V.L.M. and not applicable to the outsourced employees of M/s Alert Services working in SUDA. The order of Labour Deptt, issued ^{from} time to time determining the minimum wages as a vis leave is applicable to them as per Contract with M/s Alert Services.

WS
26/04/16

WT
28/4/16

Notes and orders above

It is ordered that the leave would be applicable to the 5 (Five) Personnel of Alert Services, working at SMMU under N.V.L.M. against different posts, as per contract with M/s. ALERT SERVICES. They will get 1 (one) day leave in a month.

According to Attendance Register, it

Contd. —

Director
(SUDA)

FA

Director

AT
OSR/DI
10/2/16

Contd. from prepage

~~reveals that all the 5 (Five) personnel, except~~
~~(one) Supt.~~

only
 reveals that Shri Susanta Sadhukhan, A.A. cum DEO
 availed himself 2 (two) days' leave during the
 month of March, 2016 (from 4.3.2016 to 31.3.2016),
 i.e. Shri Sadhukhan has taken excess leave for 1 day
 for the month of March, 2016. So
 1 (one) day's remuneration would be deducted from
 the total ^{monthly} remuneration of Shri Sadhukhan for the
 month of March, 2016.

Accordingly, the claim as submitted
 by M/s ALERT SERVICES Trials the remuneration
 of 5 (Five) Personnel ^{working at} ~~at~~ SUMU under NOLA has
 been recast as follows: -

Particulars	remuneration for 28	Adm. charges	EPF@ 13.36%	ES@ 4.75%	Entitled amt
1. For 1 Accountant (Monthly remuneration Rs. 15000/-)	Rs. 13,548.39 / for 28 days	Rs. 579.00	Rs. 1843.94 Rs. 1810.00	Rs. 643.55 Rs. 643.55	Rs. 1661.44 Rs. 1658.10
2. For 3 SA cum DEO @ 12000/- for month	Rs. 32,129.04 (for 28 days for 2 Personnel and 27 days for 1 Personnel)	Rs. 1389.00 @ 463 each	Rs. 4425.46 Rs. 4292.00	Rs. 1544.52 Rs. 1526.00	Rs. 3318.01 Rs. 3333.46
3. For 1 multi Task Keeper @ Rs. 10500/-	Rs. 9032.26 (for 28 days)	Rs. 386.00	Rs. 1229.29 Rs. 1206.71	429.03	11076.58 11054.00
Total: -					67172.46 66271/-

Contd. -

Contd. from prepage

It appears from prepage, that total amount comes to Rs. ~~67,179/-~~ ^{66,971/-} instead of Rs. ~~67,566/-~~ ^{Rs. 67,567/-} after recast.

In view of above, Rs. ~~67,179/-~~ ^{66,971/-} (Rupees Sixty Six ~~Thousand~~ ^{Thousand} nine hundred ~~seventy nine~~ ^{twenty one}) only may be re-imbursement to M/s ALERT SERVICES towards the supply of manpower (5 NTS) at SHMU under NULM, if appd.

no psd
OSD. 28/4/16

The proposal for payment as above may be approved if M/s Alert Services as reimbursement claim for the month of March 2016.

28/4/16

M. spina. WT 28/4/16

Bill for Rs. 66,971/- (net after correction) of M/s Alert Services for supplying manpowers (NULM) for March 16 to May 16 be approved.

bx
28/04/16

WT 29/4/16

A.O

Director
(SUDA)

FA

Director

FA

CC

29/4/16

-16-
NOTE SHEET

SUDA

As per notes and orders at NSP-10 to 14 and prepage

As approved by Director, SUDA at prepage, to release the payment in favour of Alert Services, a transfer advice as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of Director, SUDA.

Name of the Payee	Purpose of Payment	Gross Amt. (in Rs.)	TDS Amt. (in Rs.)	Net Amt. (in Rs.)
Alert Services	Payment towards supply of 01 No. of Accountant, 03 Nos. of Dealing Assistant-cum-Data Entry Operator and 01 No. of Multi Task Helper to NULM cell at SUDA office during the month of March, 2016 vide their Bill No.As/B 26/2016-2017 dated 01.04.2016 against SUDA's Work Order No.SUDA-16/2015/502 dated 03.03.2016.	66,971/-	571/-	66,400/-

Additional Director
& Financial Advisor

Director
S.S.
29-4-16
03/4/16

Transfer advice may be signed

28/04/16
28/4/16
27/4

NOTE SHEET

SUDA

Bill No. AS/B-82/2016-2017 dtd. 2nd May, 2016

From M/s. ALERT SERVICES, Koi-48

M/s. ALERT SERVICES, 85, A. Sen Road, Naitunpally
Koi-48, has Submitted a Bill for Rs. 72,511/-
(Rupees Seventy two thousand five hundred eleven) only
towards the Supply of Manpower (5 nos.) at
State Mission Management Unit (SMMU) under
NULM for the month of April, 2016.

In this context, this is to mention here
that M/s. ALERT SERVICES, a man power service
provider, had supplied 5 Personnel mentioned
below at SMMU under NULM since March, 2016

1. Kalyan Sadhukhan as Asst.
2. Manish Kanti Majumdar as DA cum DEO
3. Ranjan Senha as DA cum DEO
4. Susanta Sadhukhan as DA cum DEO
5. Soumalya Datta as multitask Helper

The Bill for Rs. 72,511/- (Rupees Seventy two
thousand five hundred eleven) only for the month
of April, 2016, as Submitted by the aforesaid
man power service provider, has been
checked and found to be in order.

The aforesaid amount may be
re-imbursed to M/s ALERT SERVICES, if attd.

m-pst
12/5/16
OSD

Coatd.

A/o
H.C.
12/5/16

For pre-
page:

An amount of Rs. 72,511/- may be approved
for payment of M/s Alert Services for
supply of manpower for NULM for the
month of April 2016 as reimbursement
claim.

12/5/16

Formal marked 'X' above
may be approved.

12/5/16

13/5/16

13/5/16

As per notes and orders at prepage and above

As approved by Director, SUDA above, to release the payment in favour of Alert Services, a transfer advice as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of Director, SUDA.

Name of the Payee	Purpose of Payment	Gross Amt. (in Rs.)	TDS Amt. (in Rs.)	Net Amt. (in Rs.)
Alert Services	Payment towards supply of 01 No. of Accountant, 03 Nos. of Dealing Assistant-cum-Data Entry Operator and 01 No. of Multi Task Helper to NULM cell at SUDA office during the month of April, 2016 vide their Bill No.As/B 82/2016-2017 dated 02.05.2016 against SUDA's Work Order No.SUDA-16/2015/502 dated 03.03.2016.	72,511/-	618/-	71,893/-

Additional Director
& Financial Advisor

Director
J.S.

Transfer Advice may be signed.

13/5/16
13/5/16

(SUDA)

A State Level Selection Committee Meeting may be convened to address the following issues:

1. Recruitment policies for the two posts lying vacant in SMMU
 - a. State Mission Manager- Skills and Livelihoods
 - b. Multi-Tasking Helper
2. It has been observed lately that few City Mission Managers have resigned from their erstwhile ULB to join in a different ULB under the same programme in an identical post. Following are the ULBs where CMMs have tendered resignation to join in a different ULB:
 - a. City Mission Manager- Skills Micro Enterprises, MIS & ME (Naihati)
 - b. City Mission Manager- Social Development and Infrastructure (Kanchrapara)
3. Miscellaneous issues

Placed herein for kind perusal and necessary action.

[Signature] 5/10/2016

A date after 20th/21st or thereafter as per convenience may be fixed preferably in the afternoon.

[Signature] 5/10/16

On 25th October 2016 at 3 PM.

Arrange to call the meeting.

Copy has the requisite draft in his custody.

[Signature] 5/10/16

SMM (182)

A draft letter has been placed in the CP side for approval.

[Signature] 18/10

[Signature] 18/10/16

Letters from Kharagpur, Bannipur and Talpaigni have been received regarding filling up of COs post resulting due to i) resignation, ii) death and iii) retirement. Drafts placed in the CP side for approval.

[Signature] 28/10

[Signature] 28/10/16

[Signature] 28/10/16

- ① Minutes of the 10th State Level Selection Committee meeting has been placed in the UP side for approval and signature.
② A monitoring format has also been placed for approval.
Nos. ① and ② may kindly be approved. *[Signature]*
SMA-HR and *[Signature]*
02/11/2016

JD
Draft resolution is placed for approval & signature.

ULB level Monitoring & Evaluation format also placed for approval.

[Signature]
24/11/16

JD (SD)
Draft signed. FC R. *[Signature]*
24/11/16

[Signature]
24/11/16
Put up with F.C.

Has been put up in the next ~~notesheet~~ page.
The discussion has been placed as a proposal for your kind perusal.
[Signature]
24/11/16

JD (SD):

- 21 -
1. a. The post of State Mission Manager- Skills and Livelihoods was lying vacant since the first panellist did not agree to join the aforesaid post. As six months have already been over, the panel is no more valid. Hence to fill up the post a fresh recruitment process will be taken up for recruiting SMM-Skills and Livelihoods by 15th November 2016. The advertisement will be given in the department's website, English and Bengali leading state dailies approved by GoWB and SUDA Office Notice Board.
 b. For recruiting Multi-Tasking Helper for SMMU, WBSULM the Agency from where earlier support staffs were hired will be contacted for further engagement.
 2. Contract Renewal Policies:
 It has been suggested to include performance appraisal for each category of staff under both SMMU & CMMU. The appraisal will be done based on certain parameters and these parameters will be provided to the City Mission Management Units by the SMMU, WBSULM. The assessment team at the CMMU will comprise of the Chairperson, Executive Officer and Finance Officer. A minimum cut off of 60 percent should be achieved by each personnel to extend the contract. Personnel achieving between 40-60 percent may be provided a 3 month time for improving performance. If enhanced performance is achieved within 3 months then further renewal will be considered. No renewal for the manpower obtaining less than 40 during appraisal. All categories of contractual manpower engaged under DAY-NULM like City Mission Managers, Assistant Project Officers, Accountant, Dealing Assistant Cum Data Entry Operators, Community Organisers and Multi-Tasking Helpers will come under the renewal process and renewal of contract will be done following the process mentioned above.
 SMMU officials will be provided with a self appraisal format and will be assessed by a team comprising of the Director, SUDA & Mission Director, WBSULM, Joint Director (SD) & Additional Mission Director, WBSULM and Administrative Officer, SUDA. A minimum of cut off 70 percent should be achieved to extend the contract with a minimum cut off of 40 percent for all SMMU officials.
 3. TA, DA, Leave will be prepared and examined internally by WBSULM and will be sent to the MA Department for approval. It was proposed in the meeting to follow similar type of leave rule followed for contractual engagement in the WBSRLM, NRHM, NUHM and other State Govt. Departments leave to be applied to the staffs working at the SMMU and CMMU.
 4. It has been experienced recently that many City Mission Managers are leaving their present engagement and joining similar assignment in other Municipalities which led to bring in an appropriate resignation/attrition policy for CMMU officials. It has been observed that engagement process in the Municipalities is a long drawn process and it took almost a year to engage the personnel in the CMMUs. Under such circumstances, the mission agenda is being jeopardized and most of the time is being spent in the engagement process. Therefore it has been suggested that no CMMU personnel will be allowed to resign and join under the same programme in a different Municipality. Moreover one month's notice period or in lieu salary of one month should be provided for resigning by all staffs under WBSULM. Resignation will be accepted only for joining non-NULM post of higher rank. No Chairperson will issue NOC or accept resignation for joining similar NULM post in other Municipalities and no Chairperson will accept joining in a NULM post until NOC/acceptance of resignation is received from the Chairperson of serving Municipality and above clause will be included into contract agreement to be signed after reengagement during this year/or already signed agreement if reengagement is due beyond this year (i.e. after December 2016).

In the 10th State Level Selection Committee meeting these proposals (Point 1 to Point 4) mentioned in the pre-page were proposed. The proposals 1 - 4 may kindly be sent to the MA Department for kind perusal and approval.

[Signature]
SMM - HR and CB.
09/11/2016.

JD (p)

A proposal prepared on the decision of the Committee Selection of Manpower under SMMU, CMU in NULM Committee as in point ① to ④ prepage may be approved.

Director

[Signature]
9/11/16.

The decisions of State Level Selection Committee for recruitment of Experts and other manpowers at SMMU and CMU, under JAG-NULM Programme as stated at 'A' above may kindly be approved.

[Signature]
9/11/2016

Secretary, MA Dept
2 Chairman, SUDA

U.O. No. SUDA: 850
Dated 09-11-2016

[Signature]
10-11-2016

Director SUDA

[Signature] H. Pruss
[Signature] 11/11/16
[Signature] SMM (HR)

- ① A draft letter has been placed in the CP side relating to engagement / resignation policies of personnel under WBSULM at CMU.
- ② Draft letter regarding engagement and utilisation of LOS are also placed for approval. *[Signature]* 19/11/16
[Signature] 24/11/16

[Signature]
22/11/16

NOTE SHEET

SUDA

A State Level Selection committee may be convened to discuss and address the following issues:

1. Re-engagement of CMMU personnel who have either completed one year of contract and are on the verge of completion
2. TA, DA and Leave rules for all staff under WBSULM
3. Recruitment in the lying vacant post of State Mission Manager- Skills and Livelihoods at SMMU
4. Miscellaneous Issues

Placed herein for kind perusal and necessary action.

[Signature]
25/01/2017

① As per consent for Director meeting is hereby
convened on 02/02/17 at 4.00 PM.

② AO, SUDA may be requested to arrange
for necessary refreshment during the meeting

[Signature]
25/1/17

[Signature]
25/1/17

[Signature]
SD (Admin)

[Signature]
Director

[Signature]
JS (SD)

Subject: - Regarding approval of recommendation made by State Level Manpower Recruitment Committee under DAY-NULM

Recommendation – I: Fresh engagement of the State Mission Managers (SMM) and City Mission Manager (CMM)

For fresh engagement of SMMU and CMMU managers and other DAY-NULM staffs on contractual basis after completion of one year of engagement, the State Level Selection Committee has proposed that the presently engaged manpower may be gone through a performance appraisal process. The draft performance appraisal format was prepared by the SMMU for the presently engaged SMM and CMM and approved by the committee. The said committee also proposed that a minimum of 60% marks to be achieved by each personnel for fresh engagement. The Personnel scored between 40% to 60 % may be engaged for 3 months only to improve the performance. For CMMU personal the satisfactory past performance certificate to be given by the ULB. If the CMMU personnel meet the above mentioned criteria then the ULB have to intimate the SUDA along with the appraisal format report and satisfaction performance certificate. The State Mission Director/Additional Mission Director/ Joint Mission Director, DAY-NULM, looking after DAY-NULM scheme will assess the SMMU personnel. The meeting resolution of the State Level Selection Committee and the draft appraisal format for SMM and CMM is placed in CP side.

Recommendation –II: TA, DA and Leave Rule for the Manpower under DAY-NULM

The State Level Committee has proposed the TA, DA and Leave rule for the manpower engaged under DAY-NULM. The detail of the rule is placed in CP side.

The Said two Proposals are placed for your kind perusal and approval.

Assessment

Jt. Director

08/02/17
Sandip Bairagi
SMM (FI & ME)

Recommendations as made by State Level Manpower Recruitment Committee of NULM in respect of:-

- ① Fresh engagement of SMMU & CMMU manpower
- ② TA, DA and Leave Rule may be approved.

Director

May be considered.

08/02/17

08/2/17

Secretary
UDMA

Chairman SUDA.

U.O. No. SUDA: 112

Date: 08/02/17

F.N. 16/2015

Div SUDA

SMM (FI & ME) 08.02.17
Pl. circulate
10/2

Engagement of support staff at SMMU under NULM

Name of the post : Accountant

Name of the interview board member : Shri Khudiram Goswami

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
✓ 1	Some Nath Chatterjee	32
✓ 2	Kalyan Sadhukhan	45
✓ 3	Tutun Roy	32


Signature

Name : K. Goswami
Designation : A.O, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Dealing Assistant cum Data Entry Operator

Name of the interview board member : Shri Khudiram Goswami

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
✓ 1	Indranil Sarkar	35
ab/ (2)	Avijeit Halder	—
✓ 3	Debjoy Jordder	30
✓ 4	Ranjan Saha	45
✓ 5	Rahul Roy	44
✓ 6	Susanta Sadhukhan	40
✓ 7	Avishek Banerjee	30
ab/ (8)	Depankar Roy	—
ab/ (9)	Sandip Gangopadhyay	—


Signature

Name : K. Goswami
Designation : A.O, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Multi Task Helper

Name of the interview board member : Shri Khudiram Goswami

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
✓ 1	Timir Baran Samanta	32 (no experience)
2	Pulak Bhattacharjee	—
✓ 3	Some Nath Dutta	36
✓ 4	Biswa Nath Shaw	42
✓ 5	Rajib Mondal	34 (no experience)
6	Sujoy Sarkar	


24/2/16
Signature


Name : K. Goswami
Designation : A.O, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Accountant

Name of the interview board member : Shri Mrinal Kanti Rano

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1	Some Nath Chatterjee	34
2	Kalyan Sadhukhan	47
3	Tutun Roy	35


27/2/16
Signature

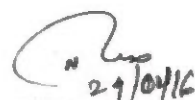
Name : M.K.Rano
Designation : JD (SD), SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Dealing Assistant cum Data Entry Operator

Name of the interview board member : Shri Mrinal Kanti Rano

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1	Indranil Sarkar	32
2	Avijeit Halder	Absent
3	Debjoy Jordder	32
4	Ranjan Saha	47
5	Rahul Roy	42
6	Susanta Sadhukhan	46
7	Avishek Banerjee	25
8	Depankar Roy	Absent
9	Sandip Gangopadhyay	Absent


29/04/16
Signature

Name : M.K.Rano
Designation : JD (SD), SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Multi Task Helper

Name of the interview board member : Shri Mrinal Kanti Rano

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1	Timir Baran Samanta	30
2	Pulak Bhattacharjee	Absent
3	Some Nath Dutta	40
4	Biswa Nath Shaw	40
5	Rajib Mondal	36
6	Sujoy Sarkar	Absent

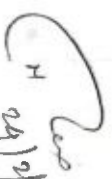

29/4/16
Signature

Name : M.K.Rano
Designation : JD (SD), SUDA

Consolidated Result Sheet of Viva-Voce Test for the Post of Multi Task Helper at SMMU under NULM

Sr.No	Name of the Candidate	Marks Awarded in Viva-Voce test by (out of 50)			Total (3+4+5) = 6	Average of Viva- Voce	Total Marks Obtained (out of 100) (7+8) = 9	Rank
		Joint Director (SD), SUDA	Financial Advisor, SUDA	Administrative Officer, SUDA				
1	2	3	4	5	6	7	9	10
1	Timir Baran Samanta	30	46	32	108	36.00	36.00	3rd
2	Pulak Bhattacharjee	Absent					0.00	
3	Some Nath Dutta	40	40	36	116	38.67	38.67	1st
4	Biswa Nath Shaw	40	30	42	112	37.33	37.33	2nd
5	Rajib Mondal	36	25	34	95	31.67	31.67	4th
6	Sujoy Sarkar	Absent					0.00	

Joint Director (SD), SUDA


24/2/16.

Consolidated Result Sheet of Viva-Voce, Computer Proficiency Test for the Post of Dealing Assistant Cum Data Entry Operator at SMMU under NULM


Sr.No	Name of the Candidate	Marks Awarded in Viva-Voce test by (out of 60)			Total (3+4+5) = 6	Average of Viva-Voce	Marks Obtained in Computer Proficiency Test (out of 60)	Total Marks Obtained (out of 100) (7+8) = 9	Rank
		Joint Director (SD), SUDA	Financial Adviser, SUDA	Administrative Officer, SUDA					
1	2	3	4	5	6	7	8	9	10
1	Indranil Sarkar	32	36	35	103	34.33	42.00	76.33	
2	Avijit Halder	Absent							
3	Debjoy Jornder	32	47	30	109	36.33	44.00	80.33	4th
4	Ranjan Saha	47	48	45	140	46.67	50.00	96.67	1st
5	Rahul Roy	42	35	44	121	40.33	41.00	81.33	3rd
6	Susanta Sadhukhan	46	45	40	131	43.67	41.50	85.17	2nd
7	Avishkek Banerjee	25	28	30	83	27.67	33.00	60.67	
8	Depankar Roy	Absent							
9	Sandip Gangopadhyay	Absent							

Joint Director (SD), SUDA

(Signature)
29/01/16.

Consolidated Result Sheet of Viva-Voce, Computer Proficiency Test for the Post of Accountant at SMMU under NULM

Sr.No	Name of the Candidate	Marks Awarded in Viva-Voce test by (out of 50)			Total (3+4+5) = 6	Average of Viva- Voce	Marks Obtained in Computer Proficiency Test (out of 50)	Total Marks Obtained (out of 100) (7+8) =9	Rank
		Joint Director (SD), SUDA	Financial Advisor, SUDA	Administrative Officer, SUDA					
1	2	3	4	5	6	7	8	9	10
1	Some Nath Chatterjee	34	48	32	114	38.00	30.50	68.50	2nd
2	Kalyan Sadhukhan	47	42	45	134	44.67	26.00	70.67	1st
3	Tritun Roy	35	45	32	112	37.33	30.50	67.83	3rd


 24/2/16
 Joint Director (SD), SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Multi Task Helper

Name of the interview board member : Shri Kishore Sengupta

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1 ✓	Timir Baran Samanta	46 (Forty six) (no experience)
2 ✗	Pulak Bhattacharjee	—
3 ✓	Some Nath Dutta	40 (forty Forty)
4 ✓	Biswa Nath Shaw	30 (Thirty)
5 ✓	Rajib Mondal	25 (Twenty five) (no experience)
6	Sujoy Sarkar	

K. Sengupta

Signature 24/02/16.

Name : K. Sengupta

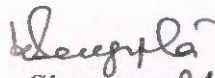
Designation : F.A, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Dealing Assistant cum Data Entry Operator

Name of the interview board member : Shri Kishore Sengupta

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
✓1	Indranil Sarkar	36 (thirty six)
2X	Avijit Halder	—
✓3	Debjoy Jordder	47 (forty seven)
✓4	Ranjan Saha	48 (forty eight)
✓5	Rahul Roy	35 (thirty five)
✓6	Susanta Sadhukhan	45 (forty five)
✓7	Avishek Banerjee	28 (twenty eight)
X8	Depankar Roy	
X9	Sandip Gangopadhyay	

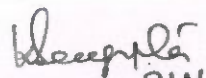

Signature 24/02/16.
Name : K.Sengupta
Designation : F.A, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Accountant

Name of the interview board member : Shri Kishore Sengupta

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1 ✓	Some Nath Chatterjee	48 (forty eight)
2 ✓	Kalyan Sadhukhan	42 (forty two)
3 ✓	Tutun Roy	45 (forty five)


Signature 24/02/16
Name : K.Sengupta
Designation : F.A, SUDA

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt-I)/847

তারিখ14.06.2016.....

ORDER

Major Development in Institutional set up of DAY- NULM (Formerly known as NULM) programme have taken place recently at State Level.

For smooth implementation of DAY- NULM programme, it is felt necessary to spell out the duties and responsibilities of different categories of Man Power at State Level.

In view of above, the Officers/ Experts/ Support Staff at SMMU under DAY- NULM are hereby assigned the following duties and responsibilities as noted against each of them for smooth running of SMMU as well as smooth implementation of DAY-NULM programme.

1. Goutam Pal - Adviser, SUDA :-

- (1) Innovative & Special Project
- (2) Liaison with SLBC/ LDM and banks
- (3) Issues related to City Livelihood Centre,
- (4) Supervision & Monitoring of Registration of ALF & CLF
- (5) General issues related to SJSRY
- (6) Loksabha & Assembly question
- (7) Training & Awareness at State & ULB level
- (8) Coordinating the Grading & Credit linkage activities
- (9) Liaison with SLBC/ LDM/ Bank Br etc. Attending DLCC meeting.
- (10) Any other issues assigned by Mission Director time to time.

2. Rituparna Banerjee - State Mission Manager - HR & Capacity Building :-

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for implementation of CB&T component in the state
- iii. Responsible for the CB&T targets of the state
- iv. Ensure CMMU structures are established and staffed across all cities in the state

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

- v. Identifying technical and capacity building resource agencies, regular interface with them and engage them for building the capacities of the stakeholders of NULM
- vi. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- viii. Arranging for appropriate linkages with relevant agencies/departments in order to strengthen the capacities of the staff and other stakeholders of NULM
- ix. IEC plan and its implementation
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. To work as team leader to Co-ordination among other SMM & liaison with accountant in respect of fund issue.
- xii. Management of SMMU & its logistics.
- xiii. Maintaining liaison with NMM
- xiv. Perform any other related tasks assigned by the State Mission Director, SULM

In addition, SMM (HR&CB) will co-ordinate among different State Mission Managers. She will look after the function of HR&CB and also IEC activities under SBM (U) and PMAY-HFA (U) Programme till expert in the relevant field is recruited.

3. Soma Parui Das - State Mission Manager - Social Mobilisation & Institution Development :-

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component in the state
- iii. Responsible for the SM&ID targets of the state with respect to community mobilisation, SHGs, Federations and Revolving Fund
- iv. Identification and empanelment of Resource Organisations (ROs) under NULM
- v. Registration of ALF & CLF and ensure the SHGs, ALF and CLF structures are established across all cities in the state
- vi. Identifying technical and capacity building resource agencies, regular interface with them and engage them in implementation of NULM
- vii. Responsible for providing need based Technical Assistance to the City Mission Management Units

- viii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- ix. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilization agenda in implementing of NULM
- x. Ensure reporting of the Social mobilization and institution Development component
- xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xii. Preparation of different booklets and materials.
- xiii. Liaison with Accountant related to fund issues
- xiv. Perform any other related tasks assigned by the State Mission Director, SULM.

4. Sandip Bairagi - State Mission Manager – Financial Inclusion and Micro Enterprises :-

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion(UFI) and Self Employment Programme (SEP) agenda across the cities
- iii. Responsible for UFI & SEP targets of the state
- iv. Ensure the bank linkages for SHGs and its members
- v. Facilitate access to credit for micro enterprises set up by the urban poor
- vi. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to imparting financial literacy to urban poor and other KRAs as and when required
- viii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- ix. Ensure reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Accounts matters, claim/ disbursement/ of NULM fund to ULB and other claimant.
- xii. Monitoring issues related to fund management.
- xiii. Perform any other related tasks assigned by the State Mission Director, SULM

5. State Mission Manager – Skills and Livelihoods :-

- i. Ensure that state and cities adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda across the state
- iii. Responsible for the EST & P targets of the state
- iv. Responsible for Identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification
- v. Monitoring the performance quality of the STPs and other agencies involved
- vi. Responsible for providing need based Technical assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- viii. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- ix. Ensure reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Issues related to EDP
- xii. Issues related to Training Need Analysis (TNA)
- xiii. Marketing of SHG products
- xiv. Perform any other related tasks assigned by the State Mission Director, SULM.

6. Amit Chaudhuri - State Mission Manager – MIS & ME :-

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level
- iii. Undertake field visit to cities /ULBs for real time monitoring of the scheme
- iv. Ensure timely information is submitted by ULBs (CMMUs) for accessing the percolation of the program at grass root level at state level
- v. Responsible for providing need based Technical Assistance to the City Mission Management Units

- vi. Support capacity building of CMMUs with in or across the states in implementation of MIS and M&E. S/he will also oversee the development of capacity building modules related to MIS etc.
- vii. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc.
- viii. Work closely with other State Mission Managers at the state level for successful monitoring of NULM
- ix. Monthly report return
- x. Monthly data base maintenance
- xi. Issues related to e-activities
- xii. Perform any other related tasks assigned by the State Mission Director, SULM

In addition, SMM (MIS & ME) will look after the MIS related matters under SBM (U) and PMAY-HFA (U) Programme till expert is recruited in the relevant field.

7. Soumen De - State Mission Manager –Shelters and Social Infrastructure :-

- i. Ensure that cities adhere to the guidelines prescribed by NULM
- ii. Planning, establishment and operationalisation of CLCs in the state
- iii. Ensure implementation of SUSVs & SUH components in the state
- iv. Identification of facilitation organisations for operation and maintenance implementation of the SUSV plan
- v. Work closely with ULBs with regard to CLCs, Vendors and Shelters for Urban homeless
- vi. Ensure that all the city vendor development plan are prepared and operationalized at city level
- vii. Responsible for providing need based Technical assistance to the City Mission Management Units
- viii. Responsible for ensuring linkages with other line departments at the state level for integrating the social infrastructure agenda for effective coordination and implementation of the mission at the state level
- ix. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- x. Ensure reporting against KRAs

- xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xii. Perform any other related tasks assigned by the State Mission Director, SULM.

In addition, SMM (Shelters & Social Infrastructure) will look after the technical matter of PMAY-HFA (U) Programme under the guidance of Technical Adviser, SUDA.

8. Tarak Sundar Dutta- Programme Co-ordinator, SUDA and other :-

- i. Certification of Skill Training
- ii. Pending bills of SJSRY and Skill Training of NULM up to 2015-16.
- iii. Liaison with TE & T Deptt. Youth Service Deptt./ SHG & SE Deptt. and other Deptt.
- iv. Coronation activities with NSDC.
- v. Issues related to MELA
- vi. Training & Awareness at State & ULB level
- vii. Attending different programmes/ meetings at ULB level.
- viii. Any other issues as assigned by Mission Director time to time.

9. Mrinal Kanti Ghosh- OSD, SUDA:-

- i. Files related recruitment of manpower at SMMU & CMMU.
- ii. Files related to General administrative issues of SMMU.
- iii. Files related to service matters of all manpower at SMMU & CMMU
- iv. Files related to GC/ EC State Monitoring Committee/ Executive Committee of ULB.
- v. Files related to vehicle/ leave/ tour etc.
- vi. Other assignment as directed by Mission Director time to time.
- vii. All the files will be routed through AO/ JD(SD) to Director.

10. Joy Guha- DEO, SUDA:-

- i. He will be custodian of SMID related files.
- ii. Perform computer related works of NULM at SMMU.
- iii. Will perform other assignment as directed by Mission Director/ Joint Director/ SMMUs.

11. Mrinal Kanti Majumder- DA cum DEO, SUDA:-

- i. He will be custodian of Capacity Building and Self Employment related files.
- ii. Perform computer related works of NULM at SMMU
- iii. Will perform other assignment as directed by Mission Director/ Joint Director/ SMMUs.

12. Susanta Sadhukhan- DA cum DEO, SUDA:-

- i. He will be custodian of Shelter For Urban Homeless and Support to Urban Street vendor related files.
- ii. Perform computer related works of NULM at SMMU
- iii. Will perform other assignment as directed by Mission Director/ Joint Director/ SMMUs.

13. Ranjan Saha- DA cum DEO, SUDA:-

- i. He will be custodian of Skill Training related files.
- ii. Perform computer related works of NULM at SMMU
- iii. Will perform other assignment as directed by Mission Director/ Joint Director/ SMMUs.

14. Kalyan Sadhukhan- Accountant:-

- i. He will be custodian of all accounts/ fund related files.
- ii. Assist State Mission Manager FI & ME in maintenance of accounts and managements of funds
- iii. Will perform other assignment as directed by higher authorities.

15. Somnath Dutta- Multi Task Helper :-

- i. Job of Group-D
- ii. Any other duties as assigned to him from time to time.

Review & monitoring of DAY-NULM Programme on regular basis at State Level

A. Review at SMMU Level :-

- i. By Joint Director (Social Development), SUDA – Once in a week
- ii. By Mission Director, WBSULM – Once in a month
- iii. By Secretary, M.A.Deptt., Govt. of West Bengal – Once in three month

This Order issued with the approval of the Competent Authority in file No. SUDA-54/2014(Pt-I).

This order will take immediate effect.

WT 14/6/2016
Director, SUDA

W &
Mission Director, WBSULM

SUDA-54/2014 (Pt-I)/847/1(7)

14.06.2016

Copy for information to the :

1. Joint Secretary, M.A. Department & Addl. Director, SUDA.
2. P.S. to Hon'ble Minister-In-Charge, MA & UD Departments, Govt. of West Bengal
3. Director of Local Bodies, Govt. of West Bengal.
4. Joint Director (SD), SUDA.
5. Addl. Director & Financial Advisor, SUDA
6. AO, SUDA
7. P.A to Secretary, MA Department

WT 14/6/2016
Director, SUDA

W &
Mission Director, WBSULM

SUDA-54/2014 (Pt-I)/847/2(14)

14.06.2016

Copy for information to :

1. Sri. Goutam Pal - Advisor, SUDA.
2. Smt. Rituparna Banerjee - SMM - HR & Capacity Building.
- ✓ 3. Smt. Soma Parui – SMM – Social Mobilization & Institution Development.
4. Sri. Sandip Bairagi - SMM - Financial Inclusion & Micro-Enterprises
5. Sri. Amit Chowdhury - SMM - MIS & ME

6. Sri. Soumen De - SMM - Shelters & Social Infrastructures
7. Sri. Tarak Dutta- Programme Co-ordinator, SUDA
8. Sri. Mrinal Ghosh- OSD, SUDA
9. Sri. Joy Guha- DEO, SUDA
10. Sri. Mrinal Kanti Majumder- DEO, SUDA
11. Sri. Susanta Sadhukhan- DEO, SUDA
12. Sri. Ranjan Saha- DEO, SUDA
13. Sri. Kalyan Sadhukhan- Accountant
14. Sri. Somnath Dutta- Multi Task Helper

WT
Director, SUDA

&

Mission Director, WBSULM

MS



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-54/2014(Pt-I)/847

তারিখ14.06.2016.....

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দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

- v. Identifying technical and capacity building resource agencies, regular interface with them and engage them for building the capacities of the stakeholders of NULM
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- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
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- xii. Management of SMMU & its logistics.
- xiii. Maintaining liaison with NMM
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- xiv. Perform any other related tasks assigned by the State Mission Director, SULM.

4. Sandip Bairagi - State Mission Manager – Financial Inclusion and Micro Enterprises :-

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion(UFI) and Self Employment Programme (SEP) agenda across the cities
- iii. Responsible for UFI & SEP targets of the state
- iv. Ensure the bank linkages for SHGs and its members
- v. Facilitate access to credit for micro enterprises set up by the urban poor
- vi. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to imparting financial literacy to urban poor and other KRAs as and when required
- viii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- ix. Ensure reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Accounts matters, claim/ disbursement/ of NULM fund to ULB and other claimant.
- xii. Monitoring issues related to fund management.
- xiii. Perform any other related tasks assigned by the State Mission Director, SULM

5. State Mission Manager – Skills and Livelihoods :-

- i. Ensure that state and cities adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda across the state
- iii. Responsible for the EST & P targets of the state
- iv. Responsible for Identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification
- v. Monitoring the performance quality of the STPs and other agencies involved
- vi. Responsible for providing need based Technical assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- viii. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- ix. Ensure reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Issues related to EDP
- xii. Issues related to Training Need Analysis (TNA)
- xiii. Marketing of SHG products
- xiv. Perform any other related tasks assigned by the State Mission Director, SULM.

6. Amit Chaudhuri - State Mission Manager – MIS & ME :-

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level
- iii. Undertake field visit to cities /ULBs for real time monitoring of the scheme
- iv. Ensure timely information is submitted by ULBs (CMMUs) for accessing the percolation of the program at grass root level at state level
- v. Responsible for providing need based Technical Assistance to the City Mission Management Units

- vi. Support capacity building of CMMUs with in or across the states in implementation of MIS and M&E. S/he will also oversee the development of capacity building modules related to MIS etc.
- vii. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc.
- viii. Work closely with other State Mission Managers at the state level for successful monitoring of NULM
- ix. Monthly report return
- x. Monthly data base maintenance
- xi. Issues related to e-activities
- xii. Perform any other related tasks assigned by the State Mission Director, SULM

In addition, SMM (MIS & ME) will look after the MIS related matters under SBM (U) and PMAY-HFA (U) Programme till expert is recruited in the relevant field.

7. Soumen De - State Mission Manager – Shelters and Social Infrastructure :-

- i. Ensure that cities adhere to the guidelines prescribed by NULM
- ii. Planning, establishment and operationalisation of CLCs in the state
- iii. Ensure implementation of SUSVs & SUH components in the state
- iv. Identification of facilitation organisations for operation and maintenance implementation of the SUSV plan
- v. Work closely with ULBs with regard to CLCs, Vendors and Shelters for Urban homeless
- vi. Ensure that all the city vendor development plan are prepared and operationalized at city level
- vii. Responsible for providing need based Technical assistance to the City Mission Management Units
- viii. Responsible for ensuring linkages with other line departments at the state level for integrating the social infrastructure agenda for effective coordination and implementation of the mission at the state level
- ix. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- x. Ensure reporting against KRAs

- xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xii. Perform any other related tasks assigned by the State Mission Director, SULM.

In addition, SMM (Shelters & Social Infrastructure) will look after the technical matter of PMAY-HFA (U) Programme under the guidance of Technical Adviser, SUDA.

8. Tarak Sundar Dutta- Programme Co-ordinator, SUDA and other :-

- i. Certification of Skill Training
- ii. Pending bills of SJSRY and Skill Training of NULM up to 2015-16.
- iii. Liaison with TE & T Deptt. Youth Service Deptt./ SHG & SE Deptt. and other Deptt.
- iv. Coronation activities with NSDC.
- v. Issues related to MELA
- vi. Training & Awareness at State & ULB level
- vii. Attending different programmes/ meetings at ULB level.
- viii. Any other issues as assigned by Mission Director time to time.

9. Mrinal Kanti Ghosh- OSD, SUDA:-

- i. Files related recruitment of manpower at SMMU & CMMU.
- ii. Files related to General administrative issues of SMMU.
- iii. Files related to service matters of all manpower at SMMU & CMMU
- iv. Files related to GC/ EC State Monitoring Committee/ Executive Committee of ULB.
- v. Files related to vehicle/ leave/ tour etc.
- vi. Other assignment as directed by Mission Director time to time.
- vii. All the files will be routed through AO/ JD(SD) to Director.

10. Joy Guha- DEO, SUDA:-

- i. He will be custodian of SMID related files.
- ii. Perform computer related works of NULM at SMMU.
- iii. Will perform other assignment as directed by Mission Director/ Joint Director/ SMMUs.

11. Mrinal Kanti Majumder- DA cum DEO, SUDA:-

- i. He will be custodian of Capacity Building and Self Employment related files.
- ii. Perform computer related works of NULM at SMMU
- iii. Will perform other assignment as directed by Mission Director/ Joint Director/ SMMUs.

12. Susanta Sadhukhan- DA cum DEO, SUDA:-

- i. He will be custodian of Shelter For Urban Homeless and Support to Urban Street vendor related files.
- ii. Perform computer related works of NULM at SMMU
- iii. Will perform other assignment as directed by Mission Director/ Joint Director/ SMMUs.

13. Ranjan Saha- DA cum DEO, SUDA:-

- i. He will be custodian of Skill Training related files.
- ii. Perform computer related works of NULM at SMMU
- iii. Will perform other assignment as directed by Mission Director/ Joint Director/ SMMUs.

14. Kalyan Sadhukhan- Accountant:-

- i. He will be custodian of all accounts/ fund related files.
- ii. Assist State Mission Manager FI & ME in maintenance of accounts and managements of funds
- iii. Will perform other assignment as directed by higher authorities.

15. Somnath Dutta- Multi Task Helper :-

- i. Job of Group-D
- ii. Any other duties as assigned to him from time to time.

Review & monitoring of DAY-NULM Programme on regular basis at State Level**A. Review at SMMU Level :-**

- i. By Joint Director (Social Development), SUDA – Once in a week
- ii. By Mission Director, WBSULM – Once in a month
- iii. By Secretary, M.A.Deptt., Govt. of West Bengal – Once in three month

This Order issued with the approval of the Competent Authority in file No. SUDA-54/2014(Pt-I).

This order will take immediate effect.

WT 14/6/2016
Director, SUDA

WT
&
Mission Director, WBSULM

SUDA-54/2014 (Pt-I)/847/1(7)

14.06.2016

Copy for information to the :

1. Joint Secretary, M.A. Department & Addl. Director, SUDA.
2. P.S. to Hon'ble Minister-In-Charge, MA & UD Departments, Govt. of West Bengal
3. Director of Local Bodies, Govt. of West Bengal.
4. Joint Director (SD), SUDA.
5. Addl. Director & Financial Advisor, SUDA
6. AO, SUDA
7. P.A to Secretary, MA Department

WT 14/6/2016
Director, SUDA

WT
&
Mission Director, WBSULM

SUDA-54/2014 (Pt-I)/847/2(14)

14.06.2016

Copy for information to :

1. Sri. Goutam Pal - Advisor, SUDA.
2. Smt. Rituparna Banerjee - SMM - HR & Capacity Building.
- ✓ 3. Smt. Soma Parui – SMM – Social Mobilization & Institution Development.
4. Sri. Sandip Bairagi - SMM - Financial Inclusion & Micro-Enterprises
5. Sri. Amit Chowdhury - SMM - MIS & ME

6. Sri. Soumen De - SMM - Shelters & Social Infrastructures
7. Sri. Tarak Dutta- Prigramme Co-ordinator, SUDA
8. Sri. Mrinal Ghosh- OSD, SUDA
9. Sri. Joy Guha- DEO, SUDA
10. Sri. Mrinal Kanti Majumder- DEO, SUDA
11. Sri. Susanta Sadhukhan- DEO, SUDA
12. Sri. Ranjan Saha- DEO, SUDA
13. Sri. Kalyan Sadhukhan- Accountant
14. Sri. Somnath Dutta- Multi Task Helper

WT 14/6/2016
Director, SUDA

&

Mission Director, WBSULM

WT



Dial : 9830150527, 9836950433

033-2562-1653

ALERT SERVICES

AN ISO 9001 : 2008 CERTIFIED COMPANY

[MAN POWER SERVICE PROVIDER]

Regd. Office : 85, A. Sen Road, Natunpally, Kolkata-700048

Office : Banamalipur, Barasat, North 24 Parganas, Kolkata-700124

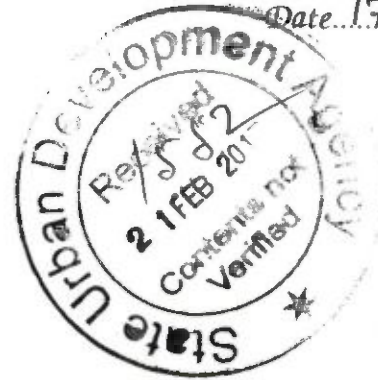
E-mail : sujit198603@gmail.com

He! ASD
A.O.
27/2/17

Ref. No.

Date 17/02/2017.

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



Sub : Prayer for Extension of time for engagement of Accountant , D.A. Cum D.E.O., & Multi Task Helper under your kind control.

**Ref : Work Order No. SUDA-16/2015/502
& SUDA-16/ 2015 /502 /1 dt-03-03-2016**

Respected Sir,

We shall take this liberty to approach your goodself that we have since been rendering our services at above mentioned places all days in a week with your full satisfaction.

We would like to draw your kind attention that our Service Contract is on the way of expiry on 03-03-2017 and we are agree to continue our services as per existing terms & conditions for another 1(one) year w.e. from 04-03-2017. We shall be highly obliged if your goodself would you kindly issue us an extension order & oblige.

Thanking you and assuring you of our best attention and services at all times.

Yours faithfully

For ALERT SERVICES

Sipok Ks. Mukherjee

Proprietor 17-02-17.

NIT/Code/The Date

Any problem for the safeguard of your Industry and valuables, then kindly contact us before anything Serious, Occurs, Bravery, Loyalty and Obedience are our Motto. Please help us to help you.



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E-mail : sujit198603@gmail.com

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27/2/17

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Proprietor 17-02-17.

Ref/Suda/Time Date

Any problem for the safeguard of your Industry and valuables, then kindly contact us before anything Serious, Occurs, Bravery, Loyalty and Obedience are our Motto. Please help us to help you.

Minutes of 11th State Level Selection Committee Meeting

Venue: SUDA Conference Hall

Date: 02.02.2017

Participants of Meeting :

1. Shri Sutanu Prasad Kar, Director, SUDA & Mission Director, WBSULM
2. Shri Badri Narayan Kar, Additional Director, ILGUS
3. Shri M.N. Rano, Joint Director(SD & Admin.), SUDA & Joint Mission Director, WBSULM
4. Shri Kishore Sengupta, Additional Director & Financial Adviser, SUDA
5. Shri S.K.Mishra, Regional Chief of HUDCO, Kolkata Regional Office
6. Shri P.Pal, Representative from NRLM
7. Shri S.Das, Representative of SHG & SE Department, Govt. of West Bengal

Agenda of Meeting:

1. Fresh engagement of CMMU and SMMU personnel
2. TA, DA and Leave Rules of all staff under WBSULM
3. Fresh Recruitment in the post of State Mission Manager, Skill & Livelihood, Data Entry Operator & Multi Tasking Helper lying vacant
4. Miscellaneous

Points of Discussion :

1. A. Fresh engagement of CMMU and SMMU personnel : Committee has proposed for fresh engagement of CMMU & SMMU manpower on contractual basis after completion of one year engagement of presently engaged manpower.
It is proposed that presently engaged manpower can be engaged on contractual basis as per contract agreement to be signed between the incumbent & ULB fulfilling following criteria :-
 - i. A performance appraisal as per format devised by SMMU and approved by the Committee to be made for presently engaged manpower. A minimum of 60% marks to be achieved by each personnel for fresh engagement. Personnel scored between 40 – 60 marks to be engaged for 3 months only to improve performance.
 - ii. Satisfactory past performance certificate to be given by the ULB.
 - iii. ULB may freshly engaged manpower fulfilling criteria (i.) & (ii.) above. However intimation to SUDA to be given alongwith Appraisal Format Report and Satisfactory Performance Certificate.

B. TA, DA and Leave Rules of all staff under WBSULM : Committee has proposed following TA, DA and Leave for the manpower engaged under NULM.

Category of Personnel	Mode of Travel	Food & Lodging when hotel not used	Food & Lodging when hotel used	Allowances of Road Journey
Category I : Mission Director	By Air/ Rail – AC 1 st Class	Actual expenses subject to maximum of Rs.500/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.1000/- / per day subject to production of cash receipts	Actual fare of Taxi/ Auto Rickshaw
Category II : Addl./ Joint Mission Director, State Mission Manager, OSD, CPO	By Air/ Rail – AC II Tier	Actual expenses subject to maximum of Rs.500/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.1000/- / per day subject to production of cash receipts	Actual fare of Taxi/ Auto Rickshaw
Category III : City Mission Manager, Other staff of State Mission Management Unit, APO	By Rail – AC III Tier	Actual expenses subject to maximum of Rs.300/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.750/- / per day subject to production of cash receipts	Actual fare of Taxi/ Auto Rickshaw
Category IV : CO, Other staff of City Mission Management Unit	By Rail – Sleeper Class	Actual expenses subject to maximum of Rs.300/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.500/- / per day subject to production of cash receipts	Actual fare of Taxi/ Auto Rickshaw

Food & lodging and transport charges are not applicable when support is provided by ULBs or any other Authorities.

Entitlement of Leave :

During the contract period 30 days leave may be allowed.

Period of continuous absence beyond 7 days require prior approval of the Competent Authority.

C. Following Manpower remain vacant presently at SMMU for reason given :-

- i. State Mission Manager – Rank 1st in merit list not joined. Panel become invalid after expiry of six months.
- ii. Data Entry Operator – Resigned to join other job.
- iii. Multi Tasking Helper – Manpower Placement Agency failed to supply.

Committee has proposed to imitate engagement of State Mission Manager following same procedure as made earlier and Manpower Placement Agency to be asked to provide manpower in Sl. No. (ii.) & (iii.) if approved by UD & MA Deptt. for the same.

As there were no other discussions, the meeting ended with thanks to and from the Chair.



Chairman
State Level Selection Committee under DAY-NULM
&
Mission Director, WBSULM

Memo No:

.02.2017

Copy to :

1. Shri Sutanu Prasad Kar, Director, SUDA & Mission Director, WBSULM
2. Shri Badri Narayan Kar, Additional Director, ILGUS
3. Shri M.N. Rano, Joint Director(SD & Admin.), SUDA & Joint Mission Director, WBSULM
4. Shri Kishore Sengupta, Additional Director & Financial Adviser, SUDA
5. Shri S.K.Mishra, Regional Chief of HUDCO, Kolkata Regional Office
6. Shri P.Pal, Representative from NRLM
7. Shri S.Das, Representative of SHG & SE Department, Govt. of West Bengal



Chairman
State Level Selection Committee under DAY-NULM
&
Mission Director, WBSULM

Proposed TA, DA & Leave Rules for manpower under DAY-NULM

The National Level Flagship Mission mode programme DAY-NULM (formerly known as NULM) has already been implemented in our State by the West Bengal State Urban Livelihood Mission (WBSULM).

Major developments in the Institutional set up of DAY-NULM Programme have taken place recently both at State Level and City Level.

For implementation of DAY-NULM Programme smoothly and successfully, different categories of Manpower (SMMU and CMMU Experts, SMMU and CMMU Support Staff, COs etc.) have already been engaged both at State Level and at City Level. They have to travel of & on in different places within this State or other State for attending workshop, meeting seminar etc.

Under the aforesaid circumstances, it is felt necessary to frame a TA/ DA Rules as well as Leave Rules for the aforesaid Manpower of State Level as well as of City Level under DAY-NULM.

In view of above, the Manpower of WBSULM have been divided into four categories and their respective entitlement of mode of travel, food & lodging, allowances of road journeys including leave rules are proposed as follows :-

Category of Personnel	Mode of Travel	Food & Lodging when hotel not used	Food & Lodging when hotel used	Allowances of Road Journey
Category I : Mission Director	By Air/ Rail – AC 1 st Class	Actual expenses subject to maximum of Rs.500/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.1000/- / per day subject to production of cash receipts	Actual fare of Taxi/ Auto Rickshaw
Category II : Addl./ Joint Mission Director, State Mission Manager, OSD, CPO	By Air/ Rail – AC II Tier	Actual expenses subject to maximum of Rs.500/- per day subject to production of cash receipts	Actual expenses subject to maximum of Rs.1000/- / per day subject to production of cash receipts	Actual fare of Taxi/ Auto Rickshaw

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Food & lodging and transport charges are not applicable when support is provided by ULBs or any other Authorities.

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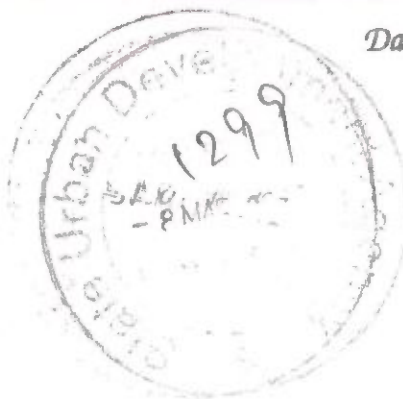
E-mail : sujit198603@gmail.com

Ref. No.

Date 04.03.2016...20.....

From. Proprietor, Alert Services

To. The Director, SUDA
'ILGUS' Bhawan, HC-Block
Sector-III, Kolkata- 700106



M. Shosh. 04.03.2016
Ad 2/10/3/116
8/10/16

Sub: Deployment of personnel in different categories in your office

Ref: SUDA-16/2015/502/1 dated 03.03.2016

Respected Sir,

In reference to your above mentioned letter I have posted the Sri Sri Mrinal Kanti Majumder, D.A. cum D.E.O. for duty under your kind control with effect from 04.03.2016.

This is for your kind information please.

Thanking you.

Yours faithfully

For ALERT SERVICES

Sipok Kr. Mukherjee

Proprietor

04-03-16

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-16/2015/2968

তারিখ 20.03.2017

From : Director, SUDA &
Mission Director, WBSULM

To : M/S ALERT SERVICES,
85, A. Sen Road, Natun Pally,
Kolkata-700048

Sub: Order for engagement of Accountant, DA cum DEO and Multitasking Helpers

Sir,

With reference to your Memo No: AS/1403/16-17 Dated: 17.02.2017 on the subject cited above, you are requested to place the services of the following personnel for a period of 1 (one) year with effect from 04.03.2017.

Sl. No.	Name of the Personnel	Name of the Post
1	Shri Kalyan Sadhukhan	Accountant
2	Shri Ranjan Saha	DA-Cum-DEO
3	Shri Sushanta Sadhukhan	DA-Cum-DEO
4	Shri Somnath Dutta	Multi Tasking Helper

Recd.
For ALERT SERVICES
20/3/17
Proprietary

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-16/2015/2968

তারিখ 20.03.2017

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Mission Director, WBSULM


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3	Shri Sushanta Sadhukhan	DA-Cum-DEO
4	Shri Somnath Dutta	Multi Tasking Helper


Director, SUDA
&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-16/2015/2921

তারিখ 16.03.2017

Resolutions of the 12th State Level Selection Committee Meeting

Participants

1. Director, SUDA and Mission Director, WBSULM
2. Director, Local Bodies
3. Additional Director, ILGUS
4. Joint Director, SUDA (Member-Convener)
5. Additional Director & Financial Adviser, SUDA
6. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
7. Poverty Monitoring Expert, CMU

Sub: Twelfth Meeting of the State Level Selection Committee

Points of Discussion

- Member-Convener, SLSC and Joint Director, SUDA initiated the meeting relating to the reengagement / extension of the time period of engagement of the following staff members:
 - Kalyan Sadhukhan (Accountant)
 - Ranjan Saha (DA-CUM-DEO)
 - Sushanta Sadhukhan (DA-CUM-DEO)
 - Somnath Dutta (Multi-Tasking Helper) in the office unit of WBSULM.
- Initially, these persons were hired from ‘Alert Services’ by Mission Director NULM. It was brought to the notice of the committee that these persons have rendered their services quite satisfactorily. The term of contract expired on 03.03.2017 but due to some unavoidable exigencies this issue was not raised at the proper time.
- The committee condones the delay in initiation of the proposal and considers fresh engagement of the following persons for a further period of one (1) year with effect from the date 04.03.2017. ‘Alert Services’ may be requested to continue to provide with the aforesaid persons. With no further discussion, the meeting ended with vote of thanks to and from the Chair.

Mission Director, WBSULM

&

Chairman of the Selection Committee

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Copy Forwarded for Information:

1. Joint Secretary, M.A. Deptt, Govt of West Bengal
2. Director, Local Bodies
3. Additional Director, ILGUS
4. Additional Director & Financial Adviser, SUDA
5. Regional Chief of HUDCO, Kolkata Regional Office (Representative of MoHUPA, Govt. of India)
6. Poverty Monitoring Expert, CMU



**Mission Director, WBSULM
&
Chairman of the Selection Committee**

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

11.01.2016

SUDA-16/2015/40(8)

তারিখ

মিক নং

From : Joint Director (SD), SUDA &
 Convenor of the Committee for selection of manpower under NULM

To : (i) Mission Director, WBSULM
 (ii) Director, Local Bodies
 (iii) Joint Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues)
 (iv) Additional Director, ILGUS
 (v) Financial Advisor, SUDA
 (vi) Regional Chief of HUDCO, Kolkata Regional Office (Representative from MoHUPA, Government of India)
 (vii) Representative from NRLM
 (viii) Representative of SEG & SE Department, GoWB
 (ix) Poverty Monitoring Expert, CMU

Sub : Seventh Meeting of the Selection Committee for selection of manpower at SMMU, CMMU under NULM - regarding

Sir,

Undersigned has been directed to inform you that seventh meeting of selection committee for selection of manpower at SMMU, CMMU under NULM will be held on 21.01.2016 at 3.00 p.m at the Conference Hall of SUDA. 2nd Floor, ILGUS Bhawan, Kolkata-700106.

The agenda will be as follows:

- Approval of panel for selection of experts under SMMU
- Finalisation of procedure for selection of support staff at SMMU

You are, therefore, requested to attend the aforesaid committee meeting as per scheduled date, time and venue positively.

Yours faithfully,

Joint Director (SD)
 SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Proceedings of 6th meeting of the Selection Committee for Selection of Manpower at SMMU, CMMU under NULM.

Date :- 08.12.2015 Time :- 11.30 PM Venue:- CDMC Building Conference Hall

Members Present

Sl No.	Name	Designation & Department	Signature
1	Shri M.N. Pradhan	Mission Director, SULM & Chairman	Sd/-
2	Shri Mitra Chatterjee	Joint Secretary, M.A. Deptt, Govt of West Bengal	Sd/-
3	Shri B.N. Kar	Additional Director, ILGUS	Sd/-
4	Shri Mrinal Kanti Rano	Joint Director (SD), SUDA	Sd/-
5	Shri Kishore Sengupta	Financial Advisor, SUDA	Sd/-
6	Shri H.R. Gaidari	Regional Chief of HUDCO, Kolkata Regional Office/ Representative at RC, Kolkata	Sd/-
7	Shri Sujoy Mitra	Poverty Monitoring Expert, CMU	Sd/-

1. Mission Director WBSULM initiated discussion. After detail discussion following decision have been taken Agenda wise :-

Agenda-1- Selection process for selection of experts :-

Following are detail of application received and result of application scrutiny and date of interview finalised.

SL No (1)	Name of Post (2)	Application Received (3)	Application Accepted (4)	Application Rejected (5)	Date of Interview (6)
1	State Mission Manager- HR & Capacity Building	48	33	15	22/12/2015
2	State Mission Manager- Social Mobilization & Institutional Development	61	34	27	23/12/2015
3	State Mission Manager- Shelter & Social Infrastructure	15	13	02	05/01/2016
4	State Mission Manager- Financial Inclusion & Micro enterprise	27	15	12	05/01/2016
5	State Mission Manager- Skill & Livelihood	48	35	13	29/12/2015
6	State Mission Manager- MIS & ME	34	25	9	30/12/2015

Selection Test Cum Interview of the eligible candidates as per number as in Col.(4) will be held in the dates as in Col.(5). Eligible candidates will be asked to attend at 10.00 AM on scheduled date with all original testimonials related to his educational qualification and working experience. Candidates will be examined through a computer proficiency test stating from 11.00 AM and then viva- voce starting from 11.30 AM each day. Interview & Test will be taken at CDMC Building Conference Hall 2nd Floor, ILGUS Bhaban.


3. Sri Samir Mukherjee, TA, SUDA and Sri Manish Mukherjee, IT Expert, CMU will act as a specialist for the post of SMM- Shelter & Social Infrastructure and SMM- MIS & ME.
4. Sri Sandip CP, SUDA, Sri Loknath Das, LD Clerk, CMU and Sri Puspendu Chakraborty, Computer Programmer, CMU will arrange conduct and manage Computer proficiency test of Candidates during all interview dates.
5. Sri Khudiram Goswami, AO, SUDA and Sri Mrinal Kanti Ghosh, OSD, SUDA will arrange for logistic support and supervise entire interview process.
6. **Agenda-2- Selection of Support Staff :-**

The process of selection of Support staff at SMMU has been review and it is decided that –

- A. M/S Alert Services service, placement Agency in agreement with SUDA presently, will be asked to send three names of eligible candidates for each support staff as per following.

SL No	Name of Post	Total No	Remuneration	No of eligible Candidates to be proposed
1	Accountant	1	Rs. 15,000	3
2	DA Cum DEO	3	Rs. 12,000	9
3	Multi Tasking Helper	2	RS. 10,000	6

- B. Remuneration as noted in Col.3 point A above will be exclusive of other compulsory deductions, charges, etc. required as per existing terms and condition with SUDA.
 - C. This committee will select one Candidate for each post from the eligible names supplied by the above service placement Agency.
- As there were no other discussion the meeting ended with thanks to all.


**Mission Director, WBSULM
&
Chairman of the Selection Committee**



Dial : 9830150527, 9836950433

033-2562-1653

ALERT SERVICES

AN ISO 9001 : 2008 CERTIFIED COMPANY

[MAN POWER SERVICE PROVIDER]

Regd. Office : 85, A. Sen Road, Natunpally, Kolkata-700048

Office : Banamalipur, Barasat, North 24 Parganas, Kolkata-700124

E-mail : sujit198603@gmail.com

Ref. No.

Date 04.03.2016..20.....

From. Proprietor, Alert Services

To. The Director, SUDA
'ILGUS' Bhawan, HC-Block
Sector-III, Kolkata- 700106



CEA
A.O.
WS
10/03/16
FA
813711

Sub: Deployment of personnel in different categories in your office**Ref: SUDA-16/2015/502 dated 03.03.2016**

Respected Sir,

In reference to your above mentioned letter I have posted the following personnel for duty under your kind control with effect from 04.03.2016.

Sl. No.	Name of the Candidate	Name of the Post
1	Sri Kalyan Sadhukhan	Accountant
2	Sri Ranjan Saha	D.A. cum D.E.O.
3	Sri Susanta Sadhukhan	D.A. cum D.E.O.
4.	Sri Somnath Dutta	Multitask Helper

This is for your kind information please.

Thanking you.

Yours faithfully
For ALERT SERVICES

Dipak Kr. Mukherjee

Proprietor

04-03-16

Any problem for the safeguard of your Industry and valuables, then kindly contact us before any
Serious, Occurs, Bravery, Loyalty and Obedience are our Motto. Please help us to help you

**Proceedings of 8th meeting of the Selection Committee for Selection of Manpower at
SMMU, CMMU under NULM.**

Date :- 24.02.2016 Time :- 4.00 PM Venue:- SUDA Conference Hall

1. Members Present :- List enclosed

2. Mission Director WBSULM & Chairman of the committee initiated discussion as agenda :-

Agenda 1 – Approval of panel for support staff:- As per direction of Chairman the result of Computer Test & Viva-voce of the candidates as received from Ms Alert Service, a Manpower placement Agency for engagement of support staff at SMMU under NULM in the post of Accountant, DA cum DEO and Multi Tasking Helper is placed.

Committee approves the panel for each three post above as given below and authorized Mission Director to intimate Aler Service to place them to SMMU as per merit list and as per direction given by him.

Name of the post Accountant (One Post):-

Sl No	Name of the Candidate	Rank
1	Sri Kalyan Sadhukhan	1 st
2	Some Nath Chatterjee	2 nd
3	Tutun Roy	3 rd

Name of the post Dealing Assistant Cum Data Entry Operator (Three Post):-

Sl No	Name of the Candidate	Rank
1	Sri Ranjan Saha	1 st
2	Sri Susanta Sadhukhan	2 nd
3	Sri Rahul Roy	3 rd
4	Debjoy Jordder	4 th
5	Indranil Sarkar	5 th
6	Avishek Banerjee	6 th

Name of the post Multi Task Helper (Two Post):-

Sl No	Name of the Candidate	Rank
1	Sri Some Nath Dutta	1 st
2	Sri Biswa Nath Shaw	2 nd

Agenda 2 – Miscellaneous:- In this agenda engagement of Sri Mrinal Kanti Majumder in the NULM as DA cum DEO through existing manpower placement Agency (Alert Service) at the rate of remuneration fixed for the post under support staff category at SMMU of NULM is approved by the committee as per opinion given by FA, SUDA in respect of Sri Majumder's engagement as DA cum DEO in NULM as approved by MA Deptt.

As there were no other discussion, the meeting ended with thanks to and from the chair.





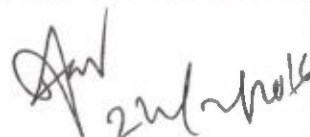
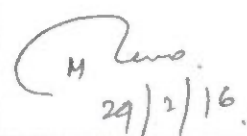
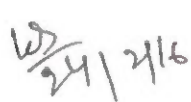
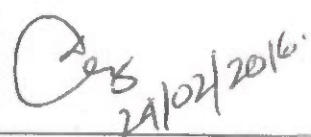
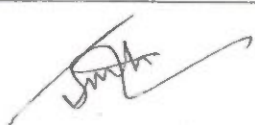
Mission Director, WBSULM

&

Chairman of the Selection Committee

8th Meeting for selection of manpower at SMMU, CMMU under NULM

held on 24.02.2016 at SUDA Conference Hall

Sl. No.	Name	Designation & Department	Signature
1	Shri M.N.Pradhan	Mission Director, WBSULM & Chairman of the Committee	
2	Shri A.P.Roy	Director, Local Bodies	
3	Shri M.Chatterjee	Joint Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues)	
4	Shri B.N.Kar	Additional Director, ILGUS	
5	Shri M.K.Rano	Joint Director (SD), SUDA	
6	Shri K.Sengupta	Addl. Director & Financial Adviser, SUDA	
7	Shri. D. Chakrabarty DGM, HUDCO	for. Regional Chief HUDCO, Kolkata Regional Office	
8		Representative from NRLM	
9		SHG & SE Deptt., Govt. of West Bengal	
10	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	

o/c



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-16/2015/502/1

03.03.2016

ক্রমিক নং

তারিখ

From : Director, SUDA
&
Mission Director, WBSULM

To : M/s ALERT SERVICES
85, A.Sen Road, Natun Pally
Kolkata- 700 048.

Sub : Order for engagement of Personnel.

Ref : This office memo no.SUDA-16/2015/321 dated 16.02.2016

Sir,

Please refer to above. It has been resolved in the miscellaneous agenda of the proceedings of 8th Meeting of the Selection Committee for selection of Manpower at SMMU, CMMU under NULM held on 24.02.2016 the engagement of the following D.A. cum D.E.O. through existing Manpower Agency at the rate of remuneration fixed for the post under support staff category at SMMU of NULM. So you are kindly requested to place the service of the incumbent with immediate effect.

Personnel to be placed

Sl.	Name of the post	Name of the candidate
1	D.A. cum D.E.O.	Sri Mrinal Knati Majumder


The terms & conditions for engagement of the above mentioned personnel will also be applied as mentioned in this office memo no. referred to above.


Director, SUDA

&
Mission Director, WBSULM

Consolidated Result Sheet of Viva-Voce, Computer Proficiency Test for the Post of Accountant at SMMU under NULM

Sr.No	Name of the Candidate	Marks Awarded in Viva-Voce test by (out of 50)			Total (3+4+5) = 6	Average of Viva- Voce	Marks Obtained in Computer Proficiency Test (out of 50)	Total Marks Obtained (out of 100) (7+8) =9	Rank
		Joint Director (SD), SUDA	Financial Advisor, SUDA	Administrative Officer, SUDA					
1	2	3	4	5	6	7	8	9	10
1	Some Nath Chatterjee	34	48	32	114	38.00	30.50	68.50	2nd
2	Kalyan Sadhukhan	47	42	45	134	44.67	26.00	70.67	1st
3	Tutun Roy	35	45	32	112	37.33	30.50	67.83	3rd


 24/2/16
 Joint Director (SD), SUDA

Consolidated Result Sheet of Viva-Voce, Computer Proficiency Test for the Post of Dealing Assistant Cum Data Entry Operator at SMMU under NULM

Sr.No	Name of the Candidate	Marks Awarded in Viva-Voce test by (out of 50)			Total (3+4+5) = 6	Average of Viva-Voce	Marks Obtained in Computer Proficiency Test (out of 50)	Total Marks Obtained (out of 100) (7+8) = 9	Rank
		Joint Director (SD), SUDA	Financial Advisor, SUDA	Administrative Officer, SUDA					
1	2	3	4	5	6	7	8	9	10
1	Indrani Sarkar	32	36	35	103	34.33	42.00	76.33	
2	Avijit Halder	Absent							
3	Debjoy Jornder	32	47	30	109	36.33	44.00	80.33	4th
4	Ranjan Saha	47	48	45	140	46.67	50.00	96.67	1st
5	Ratul Roy	42	35	44	121	40.33	41.00	81.33	3rd
6	Susanta Sadhukhan	46	45	40	131	43.67	41.50	85.17	2nd
7	Avishek Banerjee	25	28	30	83	27.67	33.00	60.67	
8	Depankar Roy	Absent							
9	Sandip Gangopadhyay	Absent							

Joint Director (SD), SUDA

[Signature]
24/02/18.

Consolidated Result Sheet of Viva-Voce Test for the Post of Multi Task Helper at SMMU under NULM

Sr.No	Name of the Candidate	Marks Awarded in Viva-Voce test by (out of 50)			Total (3+4+5) = 6	Average of Viva- Voce	Total Marks Obtained (out of 100) (7+8) = 9	Rank
		Joint Director (SD), SUDA	Financial Advisor, SUDA	Administrative Officer, SUDA				
1	2	3	4	5	6	7	9	10
1	Timir Baran Samanta	30	46	32	108	36.00	36.00	3rd
2	Pulak Bhattacharjee	Absent					0.00	
3	Some Nath Dutta	40	40	36	116	38.67	38.67	1st
4	Biswa Nath Shaw	40	30	42	112	37.33	37.33	2nd
5	Rajib Mondal	36	25	34	95	31.67	31.67	4th
6	Sujoy Sarkar	Absent					0.00	

Joint Director (SD), SUDA

[Signature]
24/11/20.

Engagement of support staff at SMMU under NULM

Name of the post : Accountant

Name of the interview board member : Shri Khudiram Goswami

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
✓ 1	Some Nath Chatterjee	32
✓ 2	Kalyan Sadhukhan	45
✓ 3	Tutun Roy	32


Signature

Name : K.Goswami
Designation : A.O, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Dealing Assistant cum Data Entry Operator

Name of the interview board member : Shri Khudiram Goswami

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
✓ 1	Indranil Sarkar	35
2	Avijeit Halder	—
✓ 3	Debjoy Jordder	30
✓ 4	Ranjan Saha	45
✓ 5	Rahul Roy	44
✓ 6	Susanta Sadhukhan	40
✓ 7	Avishek Banerjee	30
8	Depankar Roy	—
9	Sandip Gangopadhyay	—


Signature

Name : K.Goswami
Designation : A.O, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Multi Task Helper

Name of the interview board member : Shri Khudiram Goswami

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
✓ 1	Timir Baran Samanta	32 (no experience)
2	Pulak Bhattacharjee	—
✓ 3	Some Nath Dutta	36
✓ 4	Biswa Nath Shaw	42
✓ 5	Rajib Mondal	34 (no experience)
6	Sujoy Sarkar	


24/2/16
Signature

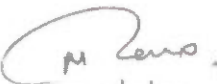
Name : K. Goswami
Designation : A.O, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Accountant

Name of the interview board member : Shri Mrinal Kanti Rano

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1	Some Nath Chatterjee	34
2	Kalyan Sadhukhan	47
3	Tutun Roy	35


27/2/16
Signature

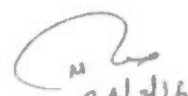
Name : M.K.Rano
Designation : JD (SD), SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Multi Task Helper

Name of the interview board member : Shri Mrinal Kanti Rano

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1	Timir Baran Samanta	30
2	Pulak Bhattacharjee	A b sent
3	Some Nath Dutta	40
4	Biswa Nath Shaw	40
5	Rajib Mondal	36
6	Sujoy Sarkar	A b sent


24/4/16
Signature

Name : M.K.Rano
Designation : JD (SD), SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Multi Task Helper

Name of the interview board member : Shri Mrinal Kanti Rano

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1	Timir Baran Samanta	30
2	Pulak Bhattacharjee	Absent
3	Some Nath Dutta	40
4	Biswa Nath Shaw	40
5	Rajib Mondal	36
6	Sujoy Sarkar	Absent


24/7/16
Signature

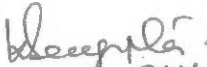
Name : M.K.Rano
Designation : JD (SD), SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Accountant

Name of the interview board member : Shri Kishore Sengupta

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1 ✓	Some Nath Chatterjee	48 (forty eight)
2 ✓	Kalyan Sadhukhan	42 (forty two)
3 ✓	Tutun Roy	45 (forty five)


Signature 24/02/16

Name : K.Sengupta
Designation : F.A, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Dealing Assistant cum Data Entry Operator

Name of the interview board member : Shri Kishore Sengupta

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
✓1	Indranil Sarkar	36 (Thirty six)
2X	Avijit Halder	—
✓3	Debjoy Jordder	47 (forty seven)
✓4	Ranjan Saha	48 (forty eight)
✓5	Rahul Roy	35 (Thirty five)
✓6	Susanta Sadhukhan	45 (forty five)
✓7	Avishek Banerjee	28 (Twenty eight)
X8	Depankar Roy	
X9	Sandip Gangopadhyay	

K. Sengupta

Signature

24/02/16

Name : K.Sengupta

Designation : F.A, SUDA

Engagement of support staff at SMMU under NULM

Name of the post : Multi Task Helper

Name of the interview board member : Shri Kishore Sengupta

Sl. No.	Name of the Candidate	Marks obtained out of Total 50
1 ✓	Timir Baran Samanta	46 (Forty six) (no experience)
2 ✗	Pulak Bhattacharjee	—
3 ✓	Some Nath Dutta	40 (forty)
4 ✓	Biswa Nath Shaw	30 (Thirty)
5 ✓	Rajib Mondal	25 (twenty five) (no experience)
6	Sujoy Sarkar	

K. Sengupta

Signature 24/02/16.

Name : K. Sengupta

Designation : F.A, SUDA



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-16/2015/ 321

তারিখ 16.02.2016

From : Director, SUDA &
Mission Director, WBSULM

To : M/s ALERT SERVICES
85, A. Sen Road, Natun Pally,
Kolkata- 700 048.

Sub : Placement of eligible candidates for working in different capacities at State Mission Management Unit of National Urban Livelihood Mission (NULM).

Sir,

- A State Mission Management Unit (SMMU) with undersigned being its State Mission Director has been formed under the programme National Urban Livelihood Mission.
- For smooth functioning of above mentioned SMMU different support staff will operate for day to day operation of the said SMMU.
- It is decided by the appropriate authority that support staff will be requisitioned from already engaged Placement Agency of SUDA.
- (i) Accordingly you being the engaged Placement Agency with SUDA vide NIT no WBMAD/SUDA/DIR/NIT-02©/2014-15 DATED 04.06.2014. You are requested to submit a list of eligible personnel as per qualification/ number / wage structure etc.

Sl.	Name of the post	Qualification & Experience	Monthly Wages				No of Post	No of eligible person to be placed
			Monthly Total Wages (Rs.)	Administrative Charges (Rs.)	E.P.F. Deduction	E.S.I. Deduction		
1	Accountant	Essential : Bachelor degree in Commerce. At least two year experience in working with society. firm. association etc. Desirable : Proficiency in Ms-Office (Word, Excel. Power point etc.)	15,000/-	579/-	As per statutory provision	As per statutory provision	1	3

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Sl.	Name of the post	Qualification & Experience	Monthly Wages				No of Post	No of eligible person to be placed
			Monthly Total Wages (Rs.)	Administrative Charges (Rs.)	E.P.F. Deduction	E.S.I. Deduction		
2	Dealing Assistant Cum Data Entry Operator	Essential : 10+2 in any discipline and at least 6 month course in Basic Computer. At least 2 year experience in working with society, firm, association in data entry and related works in relevant field. Desirable : Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point etc.)	12,000/-	463/-	-Do-	-Do-	3	9
3	Multi Task Helper	Essential : Madhyamik of equivalent exam pass. At least two year working experience in any organization in related field.	10,000/-	386/-	-Do-	-Do-	2	6


D. (ii) Candidates as per list provided by you will be tested by the appropriate committee and choose one eligible candidates for the concerned post.

E. Terms & Conditions

1. The agency has to execute an agreement with the State Urban Livelihood Mission (SULM) in the prescribed format.
2. Agency has to send the eligible candidates to this office on a mutually accepted date for suitability test of the candidates for the assignment for which they will be deployed.
3. All the personnel shall be liable to maintain the healthy environment, peace and the code of conduct of this office.
4. The personnel are liable to discharge the duties as per order of the Head of the office or any officer authorised by the Head of the office.
5. The placement agency shall be liable for any damage of the property of this office by the personnel placed by them.
6. This office with a prior notice of 7 (Seven) days shall make discontinuation of the service of any personnel. The agency shall be liable to replace personnel in the same rate, terms & conditions if required during the period of contract.
7. The contract shall be terminated by either of the parties after servicing of one months' notice.

8. A Bank Guarantee of Rs.50000/- (Fifty Thousand) only shall be deposited to this office by the agency. This will be released to him at the end of the contract period.
9. Under no circumstances this office will entertain any claim of the agency towards the wages and other facilities of his personnel.
10. The agency will submit the wage bill for reimbursement to this office on monthly basis. The bill is to contain details pertaining to days worked for each personnel for the month after disbursement of wages to the personnel by the 1st working day of the next month.
11. The working days and hours will be similar to the State Govt. establishment and you may have to work even in holidays and beyond schedule working hours in case of necessity.
12. Initially the period of contract is for a period of 1 (One) from the date of signing the contract, Which may be renewed after 1 year on satisfactory performance.

Yours faithfully,


Director, SUDA
&
Mission Director, WBSULM