

3. Good glare-free lighting to aid lip-reading and also the visibility of signs and written communication.
  4. Alternative methods of communicating, such as a paper and pencil, so that a person with speech impairment can write questions down.
- **People with mental health impairments:**

People with intellectual and mental impairment can sometimes find unfamiliar environments. If the shelter is cluttered, noisy and the signage is unclear or non-existent they may feel intimidated and may feel excluded from what is happening. Ensuring a barrier-free shelter for people with intellectual or mental health impairments might include:

1. Taking steps to reduce overall noise levels or creating some quiet spaces that are uncluttered and calm.
  2. Providing clear and frequent signage to direct people around the environment to decrease the need for assistance
- **People with Physical impairments:**

Not all people with mobility impairment use a wheelchair or hand-propelled tricycle. Some use a walking stick or crutches or move about slowly. If a shelter has full wheelchair or hand propelled tricycle access it will usually cater for people with other mobility difficulties. Ensuring barrier free shelter for people with mobility issues might include:

1. Making sure ramps and verandas are wide enough to allow a wheelchair or hand-propelled tricycle to move around.
  2. Placing things such as wash basins, tables, benches, and other facilities so that they can be reached from a sitting position and have sufficient space under them so a chair can be wheeled right up to them.
  3. Locating toilets and washing facilities so that they are accessible both in terms of location and design.
  4. Securely fixing handrails to assist with walking up and down slopes and steps/stairs.
  5. Making seats/benches available so that people with mobility impairments can rest.
- **People who have difficulty using their arms and hands:**

People who have difficulty using their arms and hands may have problems holding and moving things, opening a door, turning a tap, or using a water pump. Creating a barrier-free shelter for people who have difficulty using their arms and hands, might include:

1. Using levers rather than knobs for door handles, taps.
2. Extending the length of the pump-handle on water pumps to make the pump action easier.
3. Considering the placement of handrails so that they can be easily grasped or leant on by a person with minimal use of their hands.

- ❖ **Space Considerations:** When creating a barrier-free environment it is important to consider the size of people with the equipment that they will be using, such as wheelchairs, crutches etc. This is because when the size of these things is considered then it is possible to decide on things such as the width of the ramps and doorways, the height of benches and toilets, the placement of cupboards etc.

The size differences can be illustrated by looking at the difference in size of a person not using any equipment, a person using a cane, a person using crutches, a person using a wheelchair, and a person using a hand-propelled tricycle.



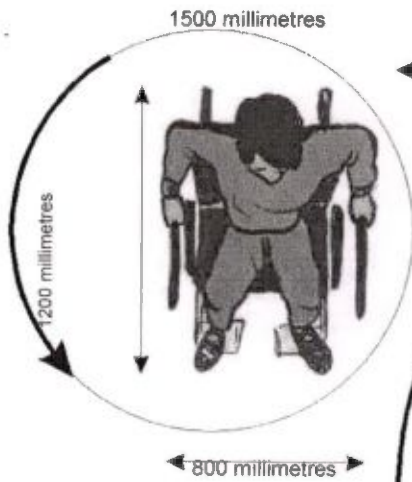
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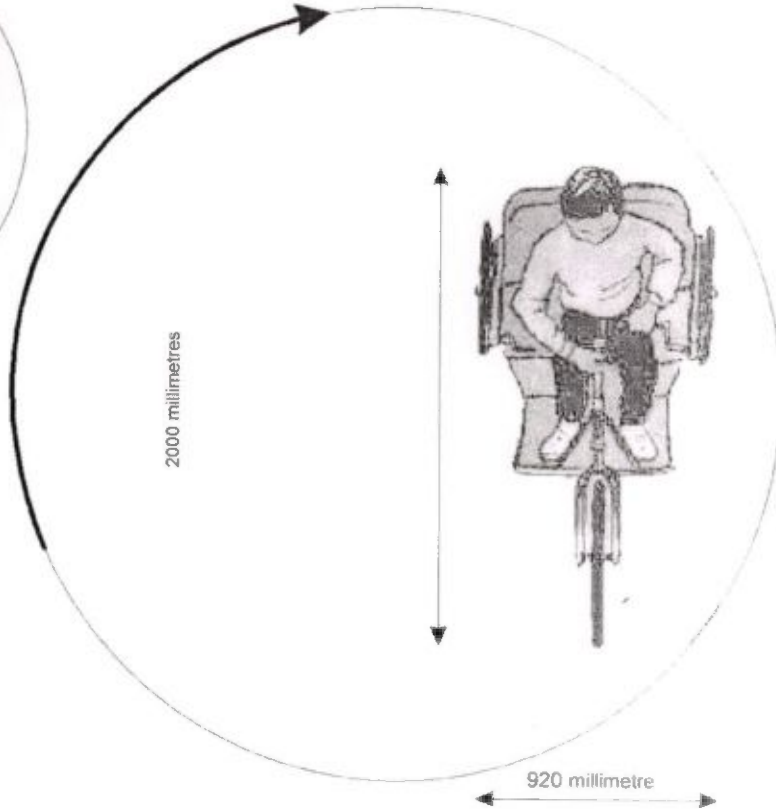
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3000 millimetres



## ❖ *Structural Changes in the shelter:*

When considering the design of a barrier-free shelter, keep in mind that a wheelchair user will need considerably more floor space in order to independently do many of the same tasks as ambulatory persons. Usually the person with a disability will need to make every square foot count.

### ▪ **Site Locations:**

When choosing the best site for an accessible home, keep in mind that building site that is free of slopes, hills, uneven terrain, and other obstacles will help to facilitate the full enjoyment of backyard barbecues, gardening, light yard work and other hobbies or interests.

### ▪ **Foundations: Concrete Slab or Ramps:**

In order to maximize independence in entering and exiting the house, a wheelchair user will preferably need a house constructed on a concrete slab, thereby eliminating the need for steps, and thus ramping as well. This is highly preferred by the majority of wheelchair users, but should only be done on a lot that has been properly graded so that surface water drains well and does not stand near the foundation of the house. An alternative is to build the house with a conventional crawl space, but construct ramps at the main entrances and exits of the home. As a general rule, a ramp is constructed of either wood or concrete. If wood is used, the timber must be treated to prevent future decaying. Any ramp should be a minimum of 42 inches in width. The slope should provide a minimum of one foot of linear ramp for every one inch of height that must be reached. For example, if the floor/porch level is 20 inches above ground level, the ramp should be at least 20 feet long, excluding any turning platforms. A ramp can be designed and built to turn at 90 degree angles if such a design makes the house more aesthetically pleasing or brings the construction into compliance with local codes. Also, at any point where a ramp enters the house or turns 90 degrees, a minimum of a 5 x 5 feet platform should be inserted to provide adequate turning space, as well as safety when opening and closing a door or descending the ramp. As an added safety feature to both wheelchair users and ambulatory persons, a handrail on both sides of the ramp should be included. The handrail should be 30 to 32 inches high. For added safety in conjunction with the handrails, there should be vertical support pickets under the handrails every 12 to 14 inches, or a guard rail at least 3 inches high. These features will prevent the wheelchair from accidentally rolling off the surface of the ramp. Similar rails and/or guards should also be included at each turning platform. If the ramp is painted to match the exterior trim of the house, a skid-resistant paint should be used on all surfaces where the wheelchair tires come into contact with the wood. If a concrete ramp is used, a slight "rough" or "brushed" finish is desirable to improve traction in slippery weather conditions. Wrought iron or 2 inch diameter piping may be used as handrails if desired, but in some cases may not be as visually appealing.

- There are different styles of the ramps depending on the space available and the height of the rise:

Handrails on both sides of ramp

Length of landing:

- 1500 mm for wheelchair
- 2500 mm for hand-propelled tricycle

Width of ramp:

- 1500 mm for wheelchair
- 2500 mm for hand-propelled tricycle

Ramp gradient 1:20

- A straight ramp where there is a lot of space and/or the ramp is going up a small rise

Width of landing:

- 3000 mm for wheelchair
- 5000 mm for hand-propelled tricycle



Length and width of landing:

- 1500 mm for wheelchair

- 2500 mm for hand-propelled tricycle

Ramp gradient 1:15

#### ▪ **Doorways:**

Ideally, a barrier-free home with doors that are 3 feet wide will provide maximum convenience and accommodate most sizes and models of wheelchairs. If a narrower doorway (e.g., the standard 32 inch) is used, consideration should be given to the use of "offset hinges" to provide a full 32 inches of clear passage width. Also, in areas where traffic will be frequent from one room to another, (e.g., from den to kitchen, or kitchen to dining room), an extra wide passageway of 4 feet or more is strongly recommended. No door should be hung in these wider passageways in order to facilitate better wheelchair manoeuvring and functional use. Another option with regard to doorways is to use sliding "pocket" doors. Pocket doors recess into the wall and therefore save valuable floor space needed for furniture placement, or wheelchair manoeuvring. However, remember that sliding doors do not fully recess into the wall and thus may not permit a minimum passage clearance of 36 or 32 inches. Also, the individual needs to take into consideration the styles or designs of doors that will work best at which locations and still allow maximum physical independence.

#### ▪ **Bathrooms:**

The bathroom is one of the most important areas in a barrier-free home. The floor space required will depend on individual needs, but a minimum recommended space, before fixtures, is 10 x 10 feet. The lavatory must be designed so that a wheelchair user can freely roll up under it. The most popular design is to build a wall-hung countertop with a custom mount basin as close to the front as possible. The countertop should be no higher than 31 inches. Soap dishes, medicine cabinets, and toothbrush holders should be installed at both a location and height that is convenient and functional for the individual user. Electrical outlets and switches for vanity lights or suction fans should be within easy reach. This will usually be 28 to 31 inches high. In new construction, the walls should be horizontally reinforced with 2 x 8's all around the locations where grab bars are likely to be installed to provide maximum anchorage and strength for the bars. Many wheelchair users prefer a roll-in shower for both speed and convenience when bathing. If a roll-in shower is installed, the dimensions should be no less than 4 feet wide by 5 feet long. An alternative to lowering the shower arm is to use a hand-held shower. The bathroom floor should be ceramic or vinyl. Carpet and rugs should be avoided.

#### ▪ **Kitchens**

There should be some basic features built into the kitchen. Countertops should not be higher than 32 inches. Rather than installing a conventional range, a cook top with controls at the front should be mounted into the countertop. The area underneath should be open (roll-under) to permit a wheelchair to freely manoeuvre under the cook top. Someone with weak or stiff fingers might find that push-button or slide lever controls are more convenient than round knobs that have to be gripped and rotated.

#### **Flooring**

A firm, level floor will provide easy manoeuvrability for wheelchair users and in particular, for those individuals who use manual wheelchairs. The most preferred floor types are vinyl coverings, hardwood flooring, or conventional tile flooring. If carpet is used, it should be the tightly woven, short pile carpeting with no foam layer underneath. Any seam binders and strips that connect different floors should be of a low profile design to enhance easy wheeling from room to room.



## ▪ Electrical

Information Support Packet Number 3 Light switches should not be placed higher than 42 inches above the floor. This height is convenient for most users, but is not too low for most non-disabled people. Electrical outlets should be located 18 to 24 inches above the floor. Thermostats should also be installed low enough for a seated person to see and easily operate. Under no circumstances should light switches and electrical outlets exceed 48 inches in height. The use of 2-way switches should be used wherever possible to allow the individual to switch lights on or off at more than one location within a room. The circuit breaker box should be placed at a location that is accessible to, and within easy reach of a user.

### ❖ Role of staff and functionaries of shelter for barrier free Shelter:

To make the shelter barrier free it is important to aware the staff of the shelter. Staff or caregiver of shelter must be informed or trained about the matter. To provide necessary information and to help the physically disabled person caregiver will play an important role. Special care should be taken for the physically disabled person. For this purpose workshop may be arranged for the shelters' staff or caregiver to provide training and to create awareness regarding the special care for physically disabled person. Necessary support to the physically challenge person for using shelter should be given by the caregiver. All information related to physically challenge should be displayed in the notice board or information board in the shelter and keep under the notice of the physically challenged person.

### ❖ Role of Urban Local Body for barrier free Shelter

It is the duty of the Urban Local bodied to make sure all the facilities related for barrier free shelter are available in the shelter and follow the guidelines for creating barrier shelter. Special attention should be given at the time of selection of land for barrier free shelters. Approach road or connecting road of shelter should be connected with the municipal road for easy access of physically disable persons. Pavements should be planned during the preparation of DPRs of shelter. At time of submission of the proposal for new construction it will be make sure that, all options in the guidelines are considered in DPR. In the case of special type of shelters (i.e. physically challenged) it is necessary to prepare a plan & estimates of shelter considering all the provision of barrier free shelter. Special types of shelters should be designed through the proper technical specifications.

### ❖ Role of Shelter Management Committee at the ULB level:

As Shelter Management Committee will supervise day to day functioning of shelters, therefore the committee will look after that all the facilities are provide properly for physically challenged person. Any issues related to physically challenged person should be resolved by the committee.

### ❖ Publicity information:

Information should be publically displayed in various places (i.e. bus stand, railway station, market places etc) related to shelter and facility for physically challenge person at the ULB. Symbolic information for physically challenge person must be displayed at entry and exit of shelter and approach road of the shelter.

## 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-23/2014(Pt)/703(৪)

তারিখ 06.08.2018

From: Director, SUDA  
 & Mission Director, WBSULM

To: Commissioner/ Chairperson,

.....Municipal Corporation/ Municipality  
 (Durgapur/ Haldia/ Krishnanagar/ Nabadwip/ Bongaon/ Jalpaiguri/ Coochbehar/ Midnapore)

Sub: Regular monitoring of SUH & submission of details of inmates of Shelter for Urban Homeless

Madam/ Sir,

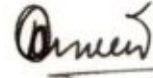
This is to inform you that, a State Level Monitoring Committee of SUH has been constituted in the State Level as per direction of **Hon'ble Supreme Court of India** in the matter of W.P.(C) No. 55 of 2003. This Committee will monitor the progress of shelter for Urban Homeless as well as functional shelters within the state.

In this regard you are requested to closely monitor the Shelter for Urban Homeless and to conduct the meeting of **Shelter Management Committee** at ULB Level regularly in presence of representatives of concerned line departments.

Further you are requested to submit the report of SUH inmates in the prescribed format. The format is enclosed herewith.

Enclo: As stated

Yours faithfully,

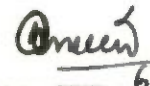
  
 6/8/18

Director, SUDA  
 & Mission Director, WBSULM

Date: 06.08.2018

Memo No. SUDA-23/2014(Pt)/703(৪)/1(2)  
 Copy forwarded for information to

1. Jt. Secretary (S. Das), UD & MA Dept./ Additional Mission Director, WBSULM
2. Deputy Director, SUDA

  
 6/8/18

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

## Information about SUH inmates

**Name of ULB:-**

**Name of Shelter :-**

**Date of Functionalization:**

Sl No	Name of Inmates	Sex	Age	Health status	Identity proof any, Yes/No. If yes provide details	Bank A/C Yes/No If yes give the details	Any entitlement of social scheme like widow pesons/Swasthya Bima Yojana/ Pradhan Mantri Surtkashya Bima Yooana Yes/No. If yes mention it	Occupation	Physically challenged/Mentally challenged. Yes/ No.	Place of of origin	Rescued from i.e street /Busstand/ Railway station etc.

\* If any other details of inmates and any good case studies are available enclosed it along with this report





### From the Centre

#### Review of Urban Schemes in Chhattisgarh

Shri Durga Shanker Mishra, Secretary, HUA visited Chhattisgarh on July 20, 2018 to review the progress of various urban schemes in the state. During his visit, he interacted with beneficiaries of the project "SANGWARI" at Raipur. He also met with the street vendors relocated in the vending zones at Bhilai and women trained in dobby-loom weaving of Rajnandgaon ULB.

#### Uttarakhand Progress Review

On July 16, 2018, Shri Sanjay Kumar, Joint Secretary, NULM visited Uttarakhand to review progress of the mission. During the visit, the state was advised to complete training of bankers, ULB functionaries on the interest subvention web portal and third party survey of urban homeless at the earliest and also track the placements under the Skill India Mission.

#### Advisories Issued Date

1. Advisory to State Principal Secretaries/Participating Bank to complete the preparatory work for launch of web portal on interest subvention 20-07-18
2. Letter to state mission directors to share mission related updates for IEC activities 26-07-18

#### Creating livelihoods through Cleanliness - Case of Uttarakhand

SHGs federated under Sakhi Swayatt Sahkarita Area Level Federation have started door-to-door waste collection in Bageshwar Municipal Council, Uttarakhand. The Municipal Council has extended support and is providing masks, gloves and waste bins to the members who segregate the dry and wet waste and hand it over to the Municipal Council.

Each member is earning a monthly remuneration of Rs.3000/-. This initiative has provided livelihood opportunities to 70 women belonging to 7 SHGs thereby improving their socio-economic status.

#### Progress So far ..

- 3.06 lakh SHGs formed
- 2.13 lakh SHGs received Revolving Fund
- 11.99 lakh candidates trained
- 4.05 lakh candidates placed
- 3.06 lakh persons given micro enterprise loans
- 4.13 lakh SHGs given bank loans
- 1,660 shelters sanctioned & 1001 shelters operationalized
- 2,245 cities completed street vendors survey



### From the States

**Assam:** The Government of Assam organized an event on July 26, 2018 under the leadership of Hon'ble Chief Minister of Assam. The event marked the extension of DAY-NULM implementation to additional 72 ULBs for which funds worth Rs. 1.26 Cr. were released. Revolving fund for 200 SHGs and 8 Area Level Federations of Guwahati was also distributed. 7 SHGs and 1 ALF were awarded for their novel initiatives under livelihoods promotion.



**West Bengal:** One day training-cum-workshop for O&M of Shelters for Urban Homeless (SUH) was organised on July 20, 2018 in West Bengal for the CMMs & ULB functionaries during which 30 members from 12 ULBs participated.

**Goa:** A workshop was organised by Bicholim Municipal Council in collaboration with Indian Medical Association and State Urban Livelihoods Mission, Goa for sensitizing the participants on collection, segregation, processing and treatment of bio-medical waste. 120 women from 60 SHGs participated in the workshop.

**Rajasthan:** Municipal council Jhunjhunu, Rajasthan has trained 300 urban street vendors from July 23-27, 2018. Roles & responsibilities of street vendors and Town Vending Committees under Rajasthan Street Vendors Rules 2016 were discussed during the training. Participants were also sensitized regarding hygienic preparation of food, overall cleanliness, traffic rules, soft skills and personality development and other livelihoods issues.

#### 200 candidates placed on "World Youth Skill Day" in Jharkhand



On the occasion of the "World Youth Skill Day", 200 candidates from 8 ULBs in Jharkhand trained under DAY-NULM were given offer letters with salaries ranging from Rs.8,000/- to 12,000/- by reputed regional/national companies. The candidates were offered jobs in sectors of tourism & hospitality, automotive repair, plumbing, garment making, retail, healthcare, IT- ITeS and banking.





**Minutes of the review Meeting for the scheme of Shelter for Urban Homeless (SUH) under DAY-NULM held on 17.07.2018 at Conference Hall, SUDA**

**Official Present:**

- 1) Sri Ashis Saha.....Deputy Director, SUDA
- 2) Sri Kingsuk Roy.....Technical Advisor, SUDA
- 3) Sri Dipak Naskar.....TNO, SUDA
- 4) Sri Soumen De.....SMM-S & SI, WBSULM, SUDA
- 5) Sri Saumya Bandhyopadhyay.....AE, Chief Engineer office, MED

**Others Present:**

- 1) Superintendent Engineers & Executive Engineers, MED

- 2) ULB representatives (City Mission Manager/ Executive Officer/ Municipal Engineer)

On behalf of Director, SUDA & Mission Director, WBSULM Deputy Director, SUDA chair the meeting.

**Agenda: Present progress of ongoing work of SUH & Tentative date of completion of ongoing project.**

Deputy Director, SUDA reviewed the progress of SUH ULB wise and discussed about the progress with ULB representatives. A detail deliberation was made in the meeting regarding the civil construction work, Electrification work & procurement of furniture & utensils. Each ULB informed about their status of work & tentative time line of completion was fixed with the ULBs.

**Howrah Municipal Corporation:** It was informed by the Executive Engineer, HMC that, due to repeated tender for Electrical Work, it was not started till now. Now 4<sup>th</sup> call of Tender & it will be opened on 23.07.2018 and after finalization of L1 bidder it will be started. It was also informed by him a tentative date is finalized by the Corporation for inauguration of completed SUH. Deputy Director, SUDA suggested to complete the work within the due time & also asked about the progress of another SUH. It was informed by the CMM that alternative land was identified & feasibility report preparation is under process. Further four lands identified by the Corporation for SUH and it is under consideration of the Commissioner

**Berhampore Municipality:** It was informed by the ULB that, the construction work of SUH is in progress and electrical work Tender will be floated soon after vetting from KMDA. It was also informed that UC will be submitted by the ULB by 20.07.2018

## **Guidelines for creating barrier free shelter for person with disabilities**

### **Introduction:**

A barrier-free environment allows the free and safe movement of all people regardless of age, gender and ability. A barrier-free environment does not just refer to making a building accessible with a ramp. It includes making the whole area, including buildings, pathways, transport, services and facilities, easily accessible by all people.

Making an environment barrier-free does not only entail making changes to the built environment, but also involves a change of attitude by community members so that they accept that all people have a right to move about freely. This means that persons with disabilities should feel welcomed by all members of the community.

### **Disabilities:**

Disability is part of the human condition. Almost everyone will be temporarily or permanently impaired at some point in life, and those who survive to old age will experience increasing difficulties in functioning. Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

"Disabilities are an umbrella term, covering impairments, activity limitations, and participation restrictions. Impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations. Disability is thus not just a health problem. It is a complex phenomenon, reflecting the interaction between features of a person's body and features of the society in which he or she lives." - **World Health Organisation**

Disability is an impairment that may be cognitive, developmental, intellectual, mental, physical, sensory, or some combination of these. It substantially affects a person's life activities and may be present from birth or occur during a person's lifetime.

### **Shelter for disabilities:**

"A habitable covered living space, providing a secure, healthy living environment with privacy and dignity for the groups and individuals residing within it."

A shelter can protect people from the sun, insects, wind, rain, snow, hot or cold temperatures and enemy observation. It can give people a feeling of well-being. Shelter is one of basic needs of humans. It is a place that can protect people from the elements, keep warm and safe, and give the encouragement to satisfy people's other needs. Shelter is one of the requirements for addressing people's physiological needs (along with the need food, water, air, sleep). Human's physiological needs as the base of a triangle to show that meeting these needs are the most important in individual's lives. If these needs are not met, the individual may only be able to focus on meeting their physiological needs and not feel motivated to move towards self-actualization.

Persons with disabilities often experience discrimination and exclusion, despite the adoption of an increasingly rights-based approach to humanitarian assistance. In humanitarian action, shelter and settlement are familiar terms that fall within the scope of the right to adequate housing. Everyone has a right to adequate housing, and this right is recognized in key international legal instruments.



These instruments define adequate housing as ensuring protection from the climate, structural hazards and risks to health, access to essential services and facilities, and appropriateness. The World Health Organisation estimates that some form of disability affects 15% of the population.

### ***Barrier free shelter for disabilities:***

A disability is a common occurrence and characteristic of the human condition. The home synonymous with shelter, privacy and well being, can also mean isolation, lack of discomfort, if a minimum degree of physical accessibility is not provided, especially for those people whose needs are greater: the disabled. Barriers are a problem for anyone whose mobility or navigation of the environment is limited due to size, age, pregnancy, vision, hearing, broken bones, sprains, arthritis or painful joints. Accessibility criteria can only be a collection of minimum measurements and recommendations addressed to increase the range of use and function for people with different abilities and physical conditions. Home design criteria, like passage width, turning space, door use, user operation, reaching and holding, seating or perceiving information. For people with disabilities, the need for Barrier free shelter as a precursor to freedom is especially clear.

### **❖ Overview of Barrier Free Shelter:**

It is very important to know exactly what our specific needs are at the time of constructing a barrier-free home and incorporate features to accommodate these needs during the planning stages. There are many ways to design a barrier-free home to be both functional and aesthetically pleasing. A person's home need not and should not take on a "clinical" or "hospital" appearance.

### **❖ *Barrier-free Shelter for different impairments:***

#### **➤ People with vision impairment:**

people with severe vision impairment can move around the shelter easily will be beneficial to many other people who may have moderately impaired vision, such as older people who may have deteriorating vision or people who wear glasses. Ensuring a barrier-free shelter for people with vision impairment might include:

1. Marking the front edge of steps with a contrasting strip so that they can be easily identified.
2. Ensuring that all areas are well lit.
3. All signage is clear, in large letters and at eye level, preferably with raised letters which can be felt.
4. All pathways and commonly used areas are clear of any objects or debris.

#### **➤ People with hearing and speech impairments**

Although people with hearing and speech impairment do not necessarily have mobility difficulties, moving around the shelter can present them with problems. For example, a person with hearing impairment may not hear auditory early warning signals or any public announcements that might be relevant to his safety; a person with speech impairment might have difficulty communicating what he or she needs and asking for other relevant information. a barrier-free shelter for people with hearing and speech impairments might include:

1. Clear and visible signs identifying the location of facilities.
2. Provision of written information.

3. Good glare-free lighting to aid lip-reading and also the visibility of signs and written communication.
  4. Alternative methods of communicating, such as a paper and pencil, so that a person with speech impairment can write questions down.
- **People with mental health impairments:**

People with intellectual and mental impairment can sometimes find unfamiliar environments. If the shelter is cluttered, noisy and the signage is unclear or non-existent they may feel intimidated and may feel excluded from what is happening. Ensuring a barrier-free shelter for people with intellectual or mental health impairments might include:

1. Taking steps to reduce overall noise levels or creating some quiet spaces that are uncluttered and calm.
  2. Providing clear and frequent signage to direct people around the environment to decrease the need for assistance
- **People with Physical impairments:**

Not all people with mobility impairment use a wheelchair or hand-propelled tricycle. Some use a walking stick or crutches or move about slowly. If a shelter has full wheelchair or hand propelled tricycle access it will usually cater for people with other mobility difficulties. Ensuring barrier free shelter for people with mobility issues might include:

1. Making sure ramps and verandas are wide enough to allow a wheelchair or hand-propelled tricycle to move around.
  2. Placing things such as wash basins, tables, benches, and other facilities so that they can be reached from a sitting position and have sufficient space under them so a chair can be wheeled right up to them.
  3. Locating toilets and washing facilities so that they are accessible both in terms of location and design.
  4. Securely fixing handrails to assist with walking up and down slopes and steps/stairs.
  5. Making seats/benches available so that people with mobility impairments can rest.
- **People who have difficulty using their arms and hands:**

People who have difficulty using their arms and hands may have problems holding and moving things, opening a door, turning a tap, or using a water pump. Creating a barrier-free shelter for people who have difficulty using their arms and hands, might include:

1. Using levers rather than knobs for door handles, taps.
2. Extending the length of the pump-handle on water pumps to make the pump action easier.
3. Considering the placement of handrails so that they can be easily grasped or leant on by a person with minimal use of their hands.

❖ **Space Considerations:** When creating a barrier-free environment it is important to consider the size of people with the equipment that they will be using, such as wheelchairs, crutches etc. This is because when the size of these things is considered then it is possible to decide on things such as the width of the ramps and doorways, the height of benches and toilets, the placement of cupboards etc.

The size differences can be illustrated by looking at the difference in size of a person not using any equipment, a person using a cane, a person using crutches, a person using a wheelchair, and a person using a hand-propelled tricycle.



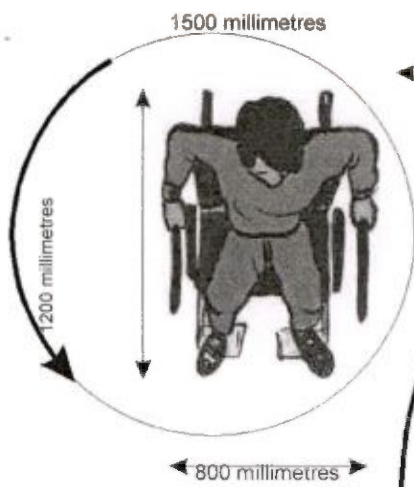
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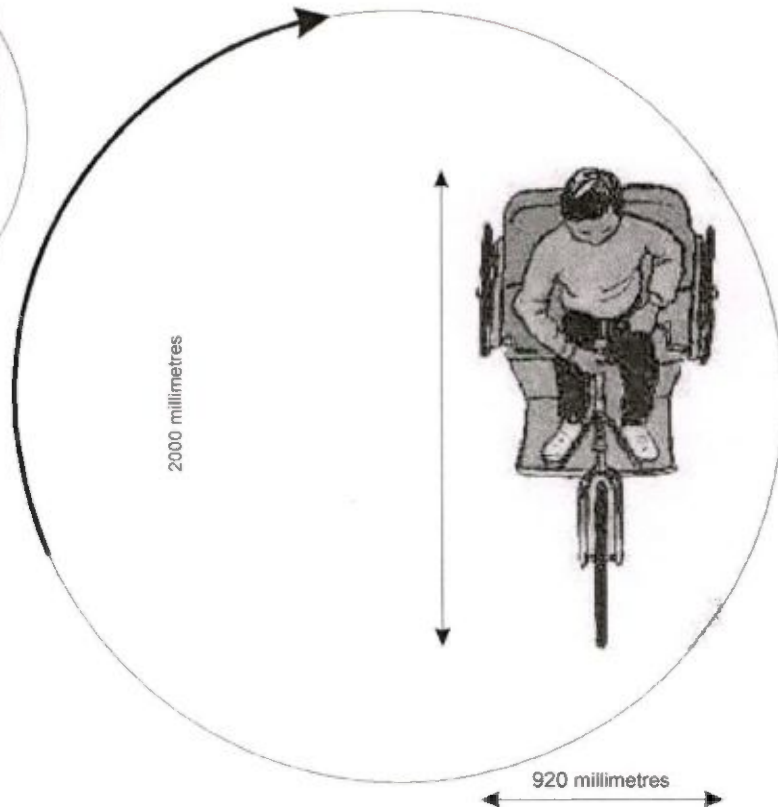
750 millimetres



900 millimetres



3000 millimetres





- Evacuation routes should be smooth, firm, stable and made of material that will not wear away or deteriorate.
- The width of the evacuation route should be a minimum of 2500 mm wide to accommodate different types of non-vehicular traffic. This will allow enough space for people to walk beside or to pass a hand-propelled tricycle.
- It may be necessary due to the terrain of the land or the placement of buildings, to make evacuation routes narrower. If this is the case it should not be narrower than 1200 mm wide. Wider passing places will need to be built every 20 metres if the narrower pathway extends a long way, to allow space for people to pass.
- There should not be any obstacles or hazards in the path of travel that either prevent mobility or create danger. Protruding objects, such as tree branches, wires and ropes, should be contained if they pose a risk to the people travelling past who may not see them.
- Obstacles or potentially dangerous areas should be fenced off and clearly marked in bright, clear colour.

#### ❖ ***Structural Changes in the shelter:***

When considering the design of a barrier-free shelter, keep in mind that a wheelchair user will need considerably more floor space in order to independently do many of the same tasks as ambulatory persons. Usually the person with a disability will need to make every square foot count.

##### ▪ **Site Locations:**

When choosing the best site for an accessible home, keep in mind that building site that is free of slopes, hills, uneven terrain, and other obstacles will help to facilitate the full enjoyment of backyard barbecues, gardening, light yard work and other hobbies or interests.

##### ▪ **Foundations: Concrete Slab or Ramps:**

In order to maximize independence in entering and exiting the house, a wheelchair user will preferably need a house constructed on a concrete slab, thereby eliminating the need for steps, and thus ramping as well. This is highly preferred by the majority of wheelchair users, but should only be done on a lot that has been properly graded so that surface water drains well and does not stand near the foundation of the house. An alternative is to build the house with a conventional crawl space, but construct ramps at the main entrances and exits of the home. As a general rule, a ramp is constructed of either wood or concrete. If wood is used, the timber must be treated to prevent future decaying. Any ramp should be a minimum of 42 inches in width. The slope should provide a minimum of one foot of linear ramp for every one inch of height that must be reached. For example, if the floor/porch level is 20 inches above ground level, the ramp should be at least 20 feet long, excluding any turning platforms. A ramp can be designed and built to turn at 90 degree angles if such a design makes the house more aesthetically pleasing or brings the construction into compliance with local codes. Also, at any point where a ramp enters the house or turns 90 degrees, a minimum of a 5 x 5 feet platform should be inserted to provide adequate turning space, as well as safety when opening and closing a door or descending the ramp. As an added safety feature to both wheelchair users and ambulatory persons, a handrail on both sides of the ramp should be included. The handrail should be 30 to 32 inches high. For added safety in conjunction with the handrails, there should be vertical support pickets under the handrails every 12 to 14 inches, or a guard rail at least 3 inches high. These features will prevent the wheelchair from accidentally rolling off the surface of the ramp. Similar rails and/or guards should also be included at each turning

platform. If the ramp is painted to match the exterior trim of the house, a skid-resistant paint should be used on all surfaces where the wheelchair tires come into contact with the wood. If a concrete ramp is used, a slight "rough" or "brushed" finish is desirable to improve traction in slippery weather conditions. Wrought iron or 2 inch diameter piping may be used as handrails if desired, but in some cases may not be as visually appealing.

- There are different styles of the ramps depending on the space available and the height of the rise:

Handrails on both sides of ramp

Length of landing:

- 1500 mm for wheelchair
- 2500 mm for hand-propelled tricycle

Width of ramp:

- 1500 mm for wheelchair
- 2500 mm for hand-propelled tricycle

Ramp gradient 1:20

- A straight ramp where there is a lot of space and/or the ramp is going up a small rise

Width of landing:

- 3000 mm for wheelchair
- 5000 mm for hand-propelled tricycle

Length and width of landing:

- 1500 mm for wheelchair
- 2500 mm for hand-propelled tricycle

Length of landing:

- 1500 mm for wheelchair
- 2500 mm for hand-propelled tricycle

Width of ramp:

- 1500 mm for wheelchair
- 2500 mm for hand-propelled tricycle

Width of ramp:

- 1500 mm for wheelchair
- 2500 mm for hand-propelled tricycle

Ramp gradient 1:15

#### ▪ Doorways:

Ideally, a barrier-free home with doors that are 3 feet wide will provide maximum convenience and accommodate most sizes and models of wheelchairs. If a narrower doorway (e.g., the standard 32 inch) is used, consideration should be given to the use of "offset hinges" to provide a full 32 inches of clear passage width. Also, in areas where traffic will be frequent from one room to another, (e.g., from den to kitchen, or kitchen to dining room), an extra wide passageway of 4 feet or more is strongly recommended. No door should be hung in these wider passageways in order to facilitate better wheelchair manoeuvring and functional use. Another option with regard to doorways is to use sliding "pocket" doors. Pocket doors recess into the wall and therefore save valuable floor space needed for furniture placement, or wheelchair manoeuvring. However, remember that sliding doors do not fully recess into the wall and thus may not permit a minimum passage clearance of 36 or 32 inches. Also, the individual needs to take into consideration the styles or designs of doors that will work best at which locations and still allow maximum physical independence.

Lever-type door handles should be used in place of conventional round doorknobs. This allows anyone, and especially someone with limited hand function or disabilities such as arthritis, to open the door easier and with less gripping. To further eliminate fine grasping and finger dexterity, push-button locks should be used. On each side of the door, across from the lever-type handles, a medium size handle or "screen door" handle should be installed to allow the wheelchair user to conveniently close the door upon exiting the room. Brass or clear plastic kick plates will need to be installed at the base of the doors to help prevent the footrest assembly of the wheelchair from scratching or



- **Kitchens**

There should be some basic features built into the kitchen. Countertops should not be higher than 32 inches. Rather than installing a conventional range, a cook top with controls at the front should be mounted into the countertop. The area underneath should be open (roll-under) to permit a wheelchair to freely manoeuvre under the cook top. Someone with weak or stiff fingers might find that push-button or slide lever controls are more convenient than round knobs that have to be gripped and rotated. The sink area should also be open underneath to allow a wheelchair user to roll under to wash dishes, reach the water controls and other objects on the countertop. Adjustable height shelving, slide out shelves, lazy susans, and other convenience items should be considered during the planning stages. Electrical outlets for small appliances should be placed at the front of the counters or within the countertop itself, but certainly at locations that are convenient for the wheelchair user to reach. The cabinet hardware should include the large D-shaped handles for easy gripping and for functional use with reachers or other assistive equipment many people find that self-closing hinges are convenient as well. All passages in the kitchen, (e.g., between counters and islands or between appliances and furniture), must be a minimum of 5 feet to achieve good manoeuvrability. All exposed drain pipes and hot/cold inlet pipes should be wrapped with foam or insulation to prevent limb burns, scratches, or bruises.

- **Flooring**

A firm, level floor will provide easy manoeuvrability for wheelchair users and in particular, for those individuals who use manual wheelchairs. The most preferred floor types are vinyl coverings, hardwood flooring, or conventional tile flooring. If carpet is used, it should be the tightly woven, short pile carpeting with no foam layer underneath. Any seam binders and strips that connect different floors should be of a low profile design to enhance easy wheeling from room to room.

- **Electrical**

Information Support Packet Number 3 Light switches should not be placed higher than 42 inches above the floor. This height is convenient for most users, but is not too low for most non-disabled people. A person has difficulty using the conventional toggle-type switch, then wider rocker-type switches are available that can be activated with the palm, side of the hand, or even the elbow. Where table lamps are placed, a touch-on 3-way adapter can be added to assist those with limited finger dexterity. Electrical outlets should be located 18 to 24 inches above the floor. Thermostats should also be installed low enough for a seated person to see and easily operate. Under no circumstances should light switches and electrical outlets exceed 48 inches in height. The use of 2-way switches should be used wherever possible to allow the individual to switch lights on or off at more than one location within a room. The circuit breaker box should be placed at a location that is accessible to, and within easy reach of a user. Individual breaker switches should be identified and clearly labelled.

- **Telephone**

During the early stages of construction, consider having telephone jacks installed in every possible location where it is anticipated that a phone would be needed for convenience or practical reasons. It is easier, more attractive, and less costly to have jacks installed before the walls are finished and the basic wiring is enclosed. Any wall jacks that are installed should not exceed 48 inches above floor level. The preferred height is 38 to 45 inches above the floor. It is better to have more than enough jacks installed throughout the house even though a phone may not actually be used at every location.



otherwise damaging the door. If a "peephole" is installed in a door for security purposes, it will need to be at a height that will accommodate the user.

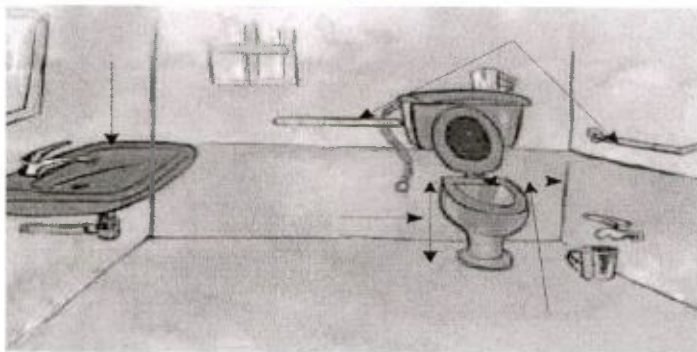
#### ▪ Bathrooms:

The bathroom is one of the most important areas in a barrier-free home. The floor space required will depend on individual needs, but a minimum recommended space, before fixtures, is 10 x 10 feet. The lavatory must be designed so that a wheelchair user can freely roll up under it. The most popular design is to build a wall-hung countertop with a custom mount basin as close to the front as possible. The countertop should be no higher than 31 inches. Soap dishes, medicine cabinets, and toothbrush holders should be installed at both a location and height that is convenient and functional for the individual user. Electrical outlets and switches for vanity lights or suction fans should be within easy reach. If grab bars are needed, they should be installed by the commode at the height preferred by the individual. This will usually be 28 to 31 inches high. In new construction, the walls should be horizontally reinforced with 2 x 8's all around the locations where grab bars are likely to be installed to provide maximum anchorage and strength for the bars. Many wheelchair users prefer a roll-in shower for both speed and convenience when bathing. If a roll-in shower is installed, the dimensions should be no less than 4 feet wide by 5 feet long. The floor of the shower will have to be gradually sloped away from the main bathroom floor and toward the drain in the shower floor to prevent water from over flowing into the bathroom. Consideration should be given to installing the shower arm somewhat lower than usual so that a seated person can easily adjust the direction and flow of the water. An alternative to lowering the shower arm is to use a hand-held shower. The bathroom floor should be ceramic or vinyl. Carpet and rugs should be avoided.

For the shower and/or bathtub area, a control with the "scald-guard" feature or another adjustment to protect against accidental burns on limbs that are insensate is highly recommended. The height of water controls along the wall of the shower should not exceed 33 inches. Also, some consideration should be given to installing the control a few inches off centre toward the entrance side of the tub or shower. This will allow the wheelchair user to more conveniently reach the control, start the water flowing, and adjust the water temperature prior to getting into the tub or shower. Several manufacturers can provide single-lever controls at comparable cost to conventional controls that have separate hot/cold handles. A commode should be selected that has the flush control on the front of the tank rather than on the side.

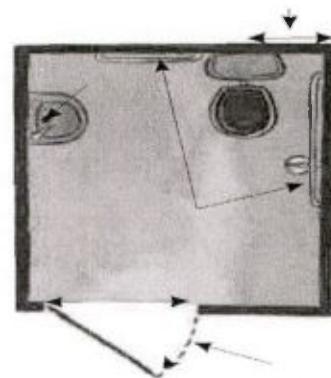
Many people will prefer to use an Asian-style latrine but may have difficulty squatting down and standing up again. They may find it easier to do this if rails were placed on either side of the latrine. The height of these rails should be between 550 to 650 millimetres. There should be no steps into these toilets and no steps up to the latrine.

At least one toilet accessible for persons with disabilities should be provided. This should be a Western-style toilet if water and plumbing is available for flushing or adapted form of the Western-style toilet where flushing is not possible.



Western-style toilet

Front view



Western-style toilet

Aerial view

❖ **Role of staff and functionaries of shelter for barrier free Shelter:**

To make the shelter barrier free it is important to aware the staff of the shelter. Staff or caregiver of shelter must be informed or trained about the matter. To provide necessary information and to help the physically disabled person caregiver will play an important role. Special care should be taken for the physically disabled person. For this purpose workshop may be arranged for the shelters' staff or caregiver to provide training and to create awareness regarding the special care for physically disabled person. Necessary support to the physically challenge person for using shelter should be given by the caregiver. All information related to physically challenge should be displayed in the notice board or information board in the shelter and keep under the notice of the physically challenged person.

❖ **Role of Urban Local Body for barrier free Shelter**

It is the duty of the Urban Local bodied to make sure all the facilities related for barrier free shelter are available in the shelter and follow the guidelines for creating barrier shelter. Special attention should be given at the time of selection of land for barrier free shelters. Approach road or connecting road of shelter should be connected with the municipal road for easy access of physically disable persons. Pavements should be planned during the preparation of DPRs of shelter. At time of submission of the proposal for new construction it will be make sure that, all options in the guidelines are considered in DPR. In the case of special type of shelters (i.e. physically challenged) it is necessary to prepare a plan & estimates of shelter considering all the provision of barrier free shelter. Special types of shelters should be designed through the proper technical specifications.

❖ **Role of Shelter Management Committee at the ULB level:**

As Shelter Management Committee will supervise day to day functioning of shelters, therefore the committee will look after that all the facilities are provide properly for physically challenged person. Any issues related to physically challenged person should be resolved by the committee.

❖ **Publicity information:**

Information should be publically displayed in various places (i.e. bus stand, railway station, market places etc) related to shelter and facility for physically challenge person at the ULB. Symbolic information for physically challenge person must be displayed at entry and exit of shelter and approach road of the shelter.

SB

## 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-23/2014 (pt-A) / ৭৬৭

তারিখ 13.06.2018

ক্রমিক নং

From: Director, SUDA  
& Mission Director, WBSULM

To: Commissioner,

.....Municipal Corporation

Chairperson,

.....Municipality

**Sub: Conduct Shelter Management Committee meeting on a regular basis**

Sir,

You may aware that, a Shelter Management Committee is constituted under your municipality to supervise day to day operation of shelter for Urban Homeless. As per guidelines, shelter management committee will be responsible for review and supervision of the functional shelter.

From the report available at this office, it appears that some ULBs have not conducted shelter Management Committee meeting regularly. It has been observed that from last one year only 2 or 3 meeting were conducted in some ULB.

In this context you are requested to conduct the meeting of Shelter Management Committee regularly (minimum one meeting in two months) for review & supervision of the functional shelters and other issues related to the shelters & its inmates.

Yours faithfully,


Director, SUDA  
& Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

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

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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

**Report of Shelter Management Committee and City Level Executive Committee  
meeting at ULB Level**

**Shelter Management Committee (SMC) for SUH**

SI No.	Name of the ULB	SMC constituted?	Date of formation of Shelter Management Committee	No. of Meeting held till date	Date of Last Meeting
1	Cooch Behar Municipality	Yes	02/08/2017	2 Nos.	25/05/2018
2	Bongaon Municipality	Yes	17/07/2017	1 No.	22/07/2017
3	Jalpaiguri Municipality	Yes	24/04/2018	1 No.	26/04/2018
4	Krishnaangar Municipality	Yes	27/07/2017	6 Nos.	23/05/2018
5	Durgapur Municipal Corporation	Yes	16/06/2017	4 Nos.	24/08/2017
6	Midnapore Municipality	Yes	04/04/2018	1 No.	04/04/2018
7	Nabadwip Municipality	Yes	20/06/2017	3 Nos.	04/05/2018
8	Haldia Municipality	Yes	27/09/2016	11 Nos.	23/05/2018

**City Level Executive Committee for SUH**

SI No.	Name of the ULB	City Level Executive Committee constituted?	Date of formation of Executive Committee	No. of Meeting held till date	Date of Last Meeting
1	Cooch Behar Municipality	Yes	30/10/2015	4 Nos.	25/05/2018
2	Bongaon Municipality	Yes	05/10/2015	5 Nos.	10/05/2018
3	Jalpaiguri Municipality	Yes	02/09/2015	6 Nos.	26/04/2018
4	Krishnanagar Municipality	Yes	05/11/2015	19 Nos.	20/03/2018
5	Durgapur Municipal Corporation	Yes	05/08/2015	11 Nos.	07/06/2017
6	Midnapore Municipality	Yes	30/05/2016	12 Nos.	28/05/2018
7	Nabadwip Municipality	Yes	16.06.2016	5 nos.	22/052018
8	Haldia Municipality	Yes	17/12/2015	14 Nos.	28/05/2018

SN	Existing Provision	Amended Provision
	Central and State share will be in the ratio of 75:25. In case of north eastern states (Arunachal Pradesh, Assam, Manipur, Meghalaya, Tripura, Mizoram, Nagaland, Sikkim) and special category states (Jammu and Kashmir, Himachal Pradesh and Uttarakhand) this will be in the ratio of 90:10.	respectively).

#### 5. Operational Guidelines of Scheme for Urban Homeless (SUH) under DAY-NULM

The operational guidelines of the Scheme for Urban Homeless (SUH) component of Deendayal Antyodaya Yojana- National Urban Livelihoods Mission (DAY-NULM) issued vide O.M. issued vide O.M. No.K.-14014/58 (19)2012-USD dated 13<sup>th</sup> December 2013 and subsequent amendments were issued vide the following:

1.O.M.No.E-14013/1/2013/USD Dated:7<sup>th</sup> Dec-2015.

2.O.M.No.K-14011/7/2013-UPA Dated:3<sup>rd</sup> Aug-2015

3.O.M.No.G-24011/4/2015-UPA Dated:2<sup>nd</sup> Feb2016.

4.O.M.No.K.14011/2/2012-UPA Dated :19<sup>th</sup> Feb2016.

As amended above, the relevant Clauses of the Operational Guidelines of SUH have been amended further as follows:

SN	Existing Provision	Amended Provision
1.	<p><b>Clause 3.3 (d)</b></p> <p>Special Shelters: Taking into account special needs for segments of homeless persons, such as old persons without care, mentally ill, recovering patients and their families etc. special shelters may be provided.</p>	<p><b>Amendments in Clause 3.2.d</b></p> <p>Special shelters: Taking into account special needs for segments of homeless persons, such as old persons without care, mentally or physically challenged, recovering patients and their families, attendants of the patients admitted in hospitals etc special shelters may be provided.</p>



2

## Clause.5

## Linkages with Entitlements

Shelters will be a space for convergence and provisions of various entitlements of social security, food, education and health care systems. All homeless persons, in shelters should be given priority under various schemes, and government programmes. An illustrative list where such convergence is desirable is given below:

- Identity Proof & Postal Address, Elector's Photo Identity Card (EPIC), etc.
- Old age, widows and disability pensions
- BPL Cards, PDS ration Cards etc.
- Bank or post office Account
- ICDS service
- Admission to government schools
- Rashtriya Swasthya Bima Yojana
- Admission to public hospitals for health care
- Linkage to Rajiv Awas Yojana
- Free Legal Aid

## Amendments in Clause.5

## Linkages with Entitlements

Shelters will be a space for convergence and provisions of various entitlements of social security, food, education and health care systems. All homeless persons, in shelters should be given priority under various schemes, and government programmes. The Shelter Management Agencies and Committees would be responsible to ensure the availability of various entitlements and benefits to the homeless. An illustrative list of schemes / benefits where such convergence is desirable is given below

- Identity Proof & Postal Address,
- Elector's Photo Identity Card (EPIC), Aadhaar Card etc.
- Old age, widows and disability pensions
- BPL cards, PDS Ration cards, etc.
- Bank , post office, Jan Dhan Yojana Accounts
- ICDS services
- Admission to government schools
- Admission to public hospitals for health care
- Free Legal Aid
- Rashtriya Swasthya Bima Yojana
- Pradhan Mantri Suraksha Bima Yojana,
- Pradhan Mantri Jeevan Jyoti Bima Yojana,
- Pradhan Mantri Awas Yojana-Housing for All
- Skill Training under DAY-NULM & Prime Ministers Kaushal Vikas Yojana
- Pradhan Mantri Mudra Yojana, SEP component of DAY-NULM.
- Identity card / vending certificates to homeless street vendors.
- Rehabilitation of disabled schemes of Ministry of Social Justice and empowerment.
- Referral services for women & Children in distress with SWADHAR, UJJAWALA,

		<p>SABLA, One stop centre, Women Helpline Scheme schemes of MoW&amp;CD.</p> <ul style="list-style-type: none"> <li>• Subsidy under PDS.</li> <li>• Direct Benefit Transfer under various Govt. schemes.</li> </ul>
3.	<p>Clause:5.</p> <p>Linkages with Entitlements</p>	<p>Additional Clause 5.1.</p> <p>Linkages with Entitlements</p> <p>Shelters are not the destiny for the homeless; Working men/ women's hostel, rental housings, affordable /social housings may also be promoted by the states/ ULBs for mainstreaming homeless.</p>
4.	<p>Clause:6.</p> <p>Location of Shelters</p>	<p>Additional Clause:6.4.</p> <p>Location of shelters</p> <p>The ULBs may plan the shelter along with City Livelihood Centre (CLC) under DAY-NULM at one place to efficiently utilise the land/ building and to integrate the services/ scheme benefits</p>
5.	<p>Clause 9.1</p> <p>Project Proposal</p> <p>The shelters under this scheme would be established by the State/ULBs and operated either by them or through agencies identified by the State or ULBs. Convergence / dovetailing of this scheme with similar programmes for urban homeless being implemented by States/UTs will be permissible.</p>	<p>Amendments in Clause 9.1</p> <p>Project Proposal</p> <p>The shelters under this scheme would be established by the State/ULBs and operated either by them or through agencies identified by the State or ULBs. Convergence / dovetailing of this scheme with similar programmes for urban homeless being implemented by States/UTs will be permissible. The State/UTs may also construct shelters with CSR support and other donations. If required the name of the corporate/ donor can be displayed on the shelter. For these shelters also the O&amp;M support can be availed under</p>

6.	<p><b>Clause 9.4.</b></p> <p><b>Project Proposal</b></p> <p>For construction of new shelters and for refurbishment, it will be the responsibility of the State Government/ULB to bring in the land. Many a times, unused land may be available with Railways, Bus stands, Port Trusts, hospitals, NGOs, charitable trusts or any other such organisations; and States of ULBs may not be owning that land. In such circumstances, States/ ULBs may enter into an arrangement with the concerned organisation for use of land for construction and maintenance of shelters with or without formal transfer of ownership. All the necessary clearances and approvals for the land must be obtained prior to preparation of the proposal. The cost of the land acquisition is not eligible for funding under the scheme.</p>	<p><b>DAY-NULM</b></p> <p><b>Amendments in Clause 9.4.</b></p> <p><b>Project Proposal</b></p> <p>For construction of new shelters and for refurbishment, it will be the responsibility of the State Government/ULB to bring in the land. Many a times, unused land may be available with Railways, Bus stands, Port Trusts, hospitals, NGOs, charitable trusts or any other such organisations; and States of ULBs may not be owning that land. In such circumstances, States/ ULBs may enter into an arrangement with the concerned organisation for use of land for construction and maintenance of shelters with or without formal transfer of ownership. All the necessary clearances and approvals for the land must be obtained prior to preparation of the proposal. The cost of the land acquisition is not eligible for funding under the scheme. In view of the shortage of land in cities, vertical designs may be considered by the States/UTs to accommodate more homeless</p>
7.	<p><b>Clause:13</b></p> <p><b>Monitoring and Evaluation</b></p>	<p><b>Additional clause:13.7</b></p> <p><b>Monitoring and Evaluation</b></p> <p>To address security issues and ensure monitoring of shelters for vulnerable groups, CCTV camera may be installed at entry and exit points of shelters.</p>



2. This issues with the approval of Hon'ble Minister for Housing and Urban Poverty Alleviation

*A. Mittal*  
(Archana Mittal)  
(Director, UPA-I)  
Tel: 011-23062127

To,

Principal Secretary/ Secretary (UD)  
of all the States/UTs

Mission Directors (DAY-NULM)  
All States/UTs

Copy to:

1. Ms. Anjuly Chib Duggal, Secretary, Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi 110001.
2. Shri Rajiv Gauba Secretary, M/o Urban Development, Room No. 122, C-Wing, Nirman Bhawan, ND-1.
3. Shri Jitendra Shankar Mathur, Secretary, M/o Rural Development, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001.
4. Dr. Subash Chandra Khuntia, Secretary, Department of School Education & Literacy, M/o HRD, Shastri Bhawan, New Delhi - 110001
5. Shri Shankar Aggarwal, Secretary, M/o Labour & Employment, Room No. 112, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
6. Shri K.K. Jalan, Secretary, M/o Micro, Small & Medium Enterprises, Room No. 169, Udyog Bhawan, Rafi Marg, New Delhi - 110011
7. Ms. Leena Nair, Secretary, M/o Women and Child Development, Shastri Bhawan, New Delhi
8. Ms. Anita Agnihotri, Secretary, Department of Social Justice & Empowerment, M/o Social Justice & Empowerment, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001.


9. Shri Rohit Nandan, Secretary, Ministry of Skill Development & Entrepreneurship, 2nd Floor, Shaheed Bhagat Singh Marg, Shivaji Stadium, Connaught Place, New Delhi- 110001
10. Shri Uma Shankar, Chief General Manager, FIDD, Reserve Bank of India, 10th Floor, Central Office Building, Shahid Bhagat Singh Road, Mumbai-400 001.
11. Shri G.R.Chintala, Chief General Manager, Micro Credit Innovations Department (MICD), 4th Floor, 'D' Wing C-24, 'G' Block Bandra Kurla Complex Bandra (East) Mumbai - 400 051
12. Shri Jiji Mammen, Chief Executive Officer, Mudra Bank, MSME Development Centre, C-11, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400051
13. Shri S.Ramadorai, Chairman, NSDA & Chairman of the Board, NSDC, , B-2, Pusa Road, Opposite Pillar No. 95, New Delhi -110005.
14. Shri Amitabh Kant, CEO, NITI Aayog, Sansad Marg, New Delhi - 110001.

Copy for information to:


1. PS to Hon'ble Minister (UD, HUPA & PA)
2. PS to Hon'ble Minister of State (UD, HUPA & PA)
3. PS to Secretary (HUPA)
4. JS & FA, M/o UD & HUPA, Nirman Bhawan, New Delhi
5. Joint Secretary (HFA), Ministry of HUPA

## Shelter Management Committee (SMC) SUH Midnapore Municipality

Sl NO	Name of the ULB	Date of Formation of Shelter Management Committee	Date Of First Meeting	Number Of Meeting Held Till Date	Date Of Last Meeting	Last Meeting Resolution Xerox Copy
1	Midnapore Municipality	4/4/2018	4/4/2018	01	4/4/2018	Attached along With thr Report

  
 Executive Officer & CPO-NULM  
 MIDNAPORE MUNICIPALITY  
 Executive Officer  
 Midnapore Municipality




  
 Chairman  
 MIDNAPORE MUNICIPALITY  
 Chairman  
 Midnapore Municipality




## City Level Executive Committee Midnapore Municipality

Sl NO	Name of the ULB	Date of Formation of Executive Committee	Date Of First Meeting	Number Of Meeting Held Till Date	Date of Last Meeting
1	Midnapore Municipality	30/5/2016	30/5/2016	12	28/5/2018

  
 Executive Officer & CPO-NULM  
 MIDNAPORE MUNICIPALITY  
 Executive Officer  
 Midnapore Municipality



  
 Chairman  
 MIDNAPORE MUNICIPALITY  
 Chairman  
 Midnapore Municipality



**Proceedings of the meeting of Shelter management Committee (SMC)**

**SUH - NULM under Midnapore Municipality**

**Dated: 04/04/2018 at 3.00 P.M**

Proceedings of the meeting of SMC-SUH of NULM under Midnapore Municipality held at the office of the Midnapore Municipality on 4<sup>th</sup> April, 2018.

Meeting of the SUH was held at the chamber of the Chairman, Midnapore Municipality to discuss the issues to open the Shelter for Urban Homeless.

Sri Pranab Basu, Chairman, Midnapore Municipality, Smt Anima Saha CIC, NULM Midnapore Municipality, Smt Sipra Mondal CIC Public Health & Sanitation Midnapore Municipality, Sri Nirmalya Chakraborty Councillor-in-Charge Bus Stand Midnapore Municipality, Sri Asish Kumar Sarkar Executive cum CPO Midnapore Municipality, Sri Chandan Panda Finance Officer Midnapore Municipality, Dr Ramchandar Pal Additional MO CMOH office, Sri Debabrata Roy GM DIC, Sri Debjit Santra Manager NULM, Smt Sharmistha Datta Manager NULM, Sri Himalaya Khan SAE Midnapore Municipality, Sri S.K. Mahapatra S.I. Midnapore Municipality attended the meeting and took part in the deliberation.

Sri Pranab Basu, Chairman, Welcome all members attending the meeting, Smt S. Datta and Sri D. Santra manager NULM explained the operational guideline of SUH.

As this is the first meeting of the Shelter management Committee (SMC). As per guideline of the SUDA-23/2014(PT-)/234 Dt:04/01/2017 the shelter management committee was formed and the Member of the committee are as follows.

1	Pranab Basu, Chairman, Midnapore Municipality	Chairman, SMC, Midnapore Municipality
2	Sri Anima Saha CIC, NULM, Midnapore Municipality	Member
3	Sri Sipra Mondal, CIC, PHS, Midnapore Municipality	Member
4	Sri Nirmalya Chakraborty, Councillor, Midnapore Municipality	Member
5	Sri Asis Sarkar, Executive Officer & City Project Officer NULM, Midnapore Municipality	Member
6	Sri Chandan Panda, Finance Officer, Midnapore Municipality	Member
7	Dr. Ramchandra Pal, MO CMOH as a representative of CMOH, Midnapore Midnapore, Paschim Midnapore	Member
8	Sri Debabrata Roy, General Manager, DIC Midnapore	Member
9	District Social Welfare Officer or His representative	Member
10	IC Kotwali, Midnapore, Paschim Midnapore	Member
11	Sri S.K Mahapatra, S.I Midnapore Municipality	Member
12	Sri Himalay Khan SAE, Midnapore Municipality	Member
13	Sri Sharmistha Datta, Manager NULM, Midnapore Municipality	Member
14	Sri Debjit Santra, Manager NULM, Midnapore Municipality	Member
15	Representative of Civil Society	Member
16	Inmates From The SUH	Member( Co-opted Later)



The issue regarding the operation of SUH raised on the table .Discussed elaborately it is resolved that the SUH will be operated by the ULB own and the manpower ( Manager,Mate and Security guard) for SUH will be engaged by any agency.

The type of service wills mainly 5 types they are as follows

1. Sanitation and Clearing of SUH.
2. Health service to the Inmates.
3. Security of the SUH and inmates.
4. Manpower in the Shelter.
5. Food Supply to the Inmates.

It is decided that the sanitation and health service and cleanness facility will be maintained by ULB. For the fooding will arranged by ULB. One time food to the inmates will be provided.

A purchase committee is formed with the following person for procurement of furniture and other items consisting of the following members

1. CMOH or his representative
2. Representative from DIC
3. Executive Officer Midnapore Municipality
4. Finance Officer Midnapore Municipality
5. Himalaya Khan SAE,
6. Debjit Santra Manager NULM
7. Sharmistha Datta Midnapore Municipality

A purchase committee is formed who will look after the matter of procurement.

The meeting ended with vote of thanks to and from the Chairman.



Chairman  
Midnapore Municipality

Chairman  
Midnapore Municipality



# COOCH BEHAR MUNICIPALITY

FAX : 03582-222656 COOCH BEHAR PHONE : 03582-222286

Memo No.- Estt / 456 / 18

Date- 06.06.18

From : The Chairman,  
Cooch Behar Municipality,  
Cooch Behar.  
To : The Deputy Director, SUDA,  
"ILGUS BHAVAN", H-C Block, Sector-III,  
Bidhannagar, Kolkata-700106.

**SUB:- Report of the meeting of Shelter Management Committee of SUH & City Level Executive Committee.**

Sir,

With reference to your letter Memo No. SUDA-23/2014(Pt) O & M/390(09) dated 30.05.2018,  
I am submitting the information as per following format:

## FORMAT

### Shelter Management Committee (SMC) for SUH

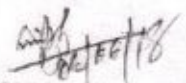
SI No.	Name of the ULB	Date of formation of <u>Shelter Management Committee</u>	Date of first meeting	No. of meeting held till date	Date of Last meeting	Last meeting resolution Xerox Copy
1.	Cooch Behar Municipality	02/08/17	02/08/17	2 Nos.	25/05/18	Xerox Copy enclose

### City Level Executive Committee

SI No.	Name of the ULB	Date of formation of <u>Executive Committee</u>	Date of first meeting	No. of meeting held till date	Date of Last meeting
1.	Cooch Behar Municipality	30/10/15	25/06/16	4 Nos.	25/05/18

This is for your information and taking necessary action.

Yours faithfully,



Chairman  
Cooch Behar Municipality  
Cooch Behar



Minutes of the Meeting of Shelter Management Committee (SMC) in DAY National Urban  
Livelihood Mission (NULM) held on 25/05/18 at 4.00 P.M in the office chamber of the  
Chairman of Cooch Behar Municipality

**Members Present :**

- |                                 |   |
|---------------------------------|---|
| 1. Shri Bhusan Singh            | : Chairman, Cooch Behar Municipality  |
| 2. Amina Ahemed                 | : Vice-Chairman, Cooch Behar Municipality                                   |
| 3. Sri Ramapati Gupta Chowdhury | : Councillor, Cooch Behar Municipality                                      |
| 4. Shri Goutam Barua            | : Councillor, Cooch Behar Municipality.                                     |
| 5. Smt Rumpa Saha               | : Councillor, Cooch Behar Municipality.                                     |
| 6. Shri S. Bhattacharyya        | : Executive Officer & City Project Officer of ,<br>Cooch Behar Municipality |
| 7. Smt Anamika Debnath          | : CMM-SD & I,NULM, Cooch Behar Municipality.                                |

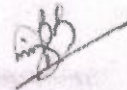
Chairman took the chair & the Chairman of the meeting requested the City Project Officer, (Executive Officer of Cooch Behar Municipality) to ensure that the proceedings of the meeting is forwarded to each of the members for their perusal and further action as considered fit and proper.

**Resolution No. 1**

In order to mitigate the sufferings and distress of the homeless people residing at various Temples, Station etc. were approached for their accommodation owned by the Cooch Behar Municipality at Shelter for Urban Homeless (SUH), Shantiban but they declined to accept the approach for reasons best known to them.

In this connection, after a detailed discussions it was resolved that such shelter less people whats – so – ever should be persuaded to accept our proposal for accepting the accommodation, built for this purpose.

The Meeting ended with a vote of thanks to the chair as well as the members present.



Chairman, Cooch Behar Municipality  
and  
Chairman, Shelter Management Committee

Chairman  
Cooch Behar Municipality  
Cooch Behar

**Shelter Management Committee for SUH**

Sl.No.	Name of ULB	Date of Formation of Shelter Management Committee	Date of First Meeting	Number of Meeting held till date	Date of Last Meeting	Last Meeting resolution Xerox copy
1.	Haldia Municipality	27.09.2017	27.09.2017	11	23.05.2018	Copy already sent.

**City Level Executive Committee**

Sl.No.	Name of ULB	Date of Formation of Executive Committee	Date of First Meeting	Number of Meeting held till date	Date of Last Meeting
1.	Haldia Municipality	17.12.2015	17.12.2015	14	28.05.2018

  
07.06.18  
Executive Officer  
Haldia Municipality



STD No. : 03215  
Phone : 255021, 257387 Fax : 257641  
E-mail : chairmanbm@gmail.com  
Website : www.bongaonmunicipality.org

# Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

*Executive Officer*  
Bongaon Municipality New Memo B.M. 1489

Date : 06.06.18

To  
The Deputy Director, SUDA  
Ilgus Bhawan, H-C Block, Sector – III  
Bidhan Nagar,  
Kolkata – 106

**Sub:** - Submission of report of the meeting of Shelter Management Committee of SUH & City Level Executive Committee and monthly monitoring report of SUH under DAY-NULM in Bongaon Municipality

Ref. Memo No. SUDA-23/2014(PF) O&M/390(09) dtd. – 30.05.2018


Dear Sir,

As per your letter memo No. SUDA-23/2014(Pt)O&M/390(09) dtd. – 30.05.2018 for above mentioned Subject the undersigned is submitting here with the monthly monitoring report of functional Shelter and report of Shelter Management Committee & City Level Executive Committee meeting in the prescribed format along with the resolution of the last meeting Shelter Management Committee in Bongaon Municipality under DAY-NULM .

This is for your kind information and necessary action.

Thanking you.

Yours faithfully

 06/6/18

Executive Officer  
Bongaon Municipality

Enclose: - As Stated





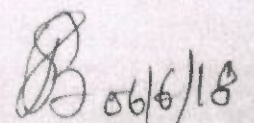
## Shelter Management Committee for SUH

Sl No.	Name of the ULB	Date of formation of Shelter Management Committee	Date of first meeting	Number of meeting held till date	Date of Last meeting	Last meeting resolution Xerox copy
1.	Bongaon Municipality	17.07.2017	22.07.2017	1	22.07.2017	Attach along with this report

## City Level Executive Committee

Sl No.	Name of the ULB	Date of formation of Executive Committee	Date of first meeting	Number of meeting held till date	Date of Last meeting
1.	Bongaon Municipality	05.10.2015	20.11.2015	5	10.05.2018



  
 Executive Officer  
 Bongaon Municipality



# Shelter for Urban Homeless (SUH) Monitoring Report

Name of ULB : - Bongaon																									
Whether Shelter is functional Yes/No	Yes																								
If Yes, Start Date	30.07.2017																								
Operated by : ULB/Agency	ULB																								
If Agency, then Name of the Agency	No																								
Whether Shelter Management Committee (SMC) has been formed Yes/No	Yes																								
If yes, Date of Formation	17.07.2017																								
No. of Persons identified and rescued	50																								
Number of Inmates	Total= 50, Male :- 16, Female :- 29, Children :- 5																								
No of Physically Challenged PERSON	3																								
Whether Health Check Up for Inmates Done Yes/No, If yes, how regular:	Yes 2 Health attendants are posted at Shelter on every day. Weekly health camp organized.																								
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why	Yes																								
Whether Daily Registers are maintained for Inmates Yes/No	Yes																								
Any user fees is collected from inmates, Yes/No	At present No																								
No. of Staffs provided in the SUH	5																								
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/No	Yes <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name</th> <th>Designation</th> <th>Mobile No.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Ullash Ghosh</td> <td>Manager</td> <td>9563111853</td> </tr> <tr> <td>2.</td> <td>Avishek Dey</td> <td>Manager</td> <td>9635493246</td> </tr> <tr> <td>3.</td> <td>Bappa Halder</td> <td>Security</td> <td>6295284676</td> </tr> <tr> <td>4.</td> <td>Hasi Sarkar</td> <td>Care Giver</td> <td>9593058143</td> </tr> <tr> <td>5.</td> <td>Arati Chakrabarty</td> <td>Care Giver</td> <td>8609562569</td> </tr> </tbody> </table>	Sl. No.	Name	Designation	Mobile No.	1.	Ullash Ghosh	Manager	9563111853	2.	Avishek Dey	Manager	9635493246	3.	Bappa Halder	Security	6295284676	4.	Hasi Sarkar	Care Giver	9593058143	5.	Arati Chakrabarty	Care Giver	8609562569
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Whether food is provided to sick, aged, infirm, physically/ mentally challenged inmates Yes/No	Yes																								
Whether adequate bathing and toilet facility available Yes/No	Yes																								





Whether 24 x 7 Electric Supply is provided Yes/No	Yes								
Regular monitoring & Supervision done by SMC Yes/No	Yes								
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes								
Whether regular public information/IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Yes								
Any program undertaken for mental recreation of inmates	Yes(Yoga, Television with cable channel, Morning prayer)								
Any steps takes for financial inclusion and tie up with other Government benefit available	Yes <table border="1"> <tr> <td>IGWP</td><td>10</td></tr> <tr> <td>NOPS</td><td>12</td></tr> <tr> <td>HP</td><td>3</td></tr> <tr> <td>SINIER CITIZEN</td><td>1</td></tr> </table>	IGWP	10	NOPS	12	HP	3	SINIER CITIZEN	1
IGWP	10								
NOPS	12								
HP	3								
SINIER CITIZEN	1								

*[Signature]* 05/06/2018  
Signature

City Mission Manager (SD&I)

*[Signature]* 05/06/18  
Signature

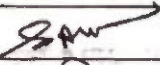
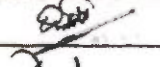
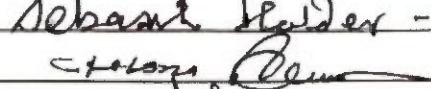
City Project Officer  
& Executive Officer





Proceeding of Shelter Management Committee meeting  
of Bongaon Municipality under DAY-NULM on 22/07/2017  
at 12:30 p.m. at Chandrika, Bongaon Municipality.

Signature of the members present in the meeting.

1.  - Chairman, Bongaon Municipality.
2.  - E.O, Bongaon Municipality.
3. Debansu Halder - Repr. CM, Bongaon Municipality.
4.  - C-I-C, NULM, Bongaon Municipality.
5. Sumesh Halder - CIC, Health, Bongaon Municipality.
6. Anjita Kumar Das - Manager, SDXI, NULM, Bongaon Municipality.
7. Khele Biswas - C.O, NULM, Bongaon Municipality.
8. Kajal Datta - C.O, NULM, Bongaon Municipality.
9. Anika Bhattacharya - C.O, NULM, Bongaon Municipality.
10. Nisha Dey - Beneficiary of Saranma Abasan.
11. Paritosh Biswas - Beneficiary of Saranma Abasan.

অধ্যক্ষর সভায় মাননীয় পৌর প্রবান শ্রী অক্ষর-আড়া  
গ্রন্থকায় সভাপতির আদেশ গ্রহণ করিলেন,  
মাননীয় সভাপতির অনুমতিক্রমে সভার কাজ শুরু হইল, সভার  
প্রারম্ভিক বক্তব্যে মাননীয় সভাপতি সভায় জনাইলেন যে, ন্যাকন্যাল আরবান লাইভলিহুড  
কমিটি-এর অন্তর্গত কেমটার যন্ত্র আরবান হোমলেস প্রজেক্টের মাধ্যমে বনজাঁ-পৌরসভা-  
অধীষ্ট কেমটার বা আবাসন তৈরীর কাজ সম্পূর্ণ করিয়াছে নগরের গৃহহীন বা আকুর্ষিত মানুষের  
জন্য, অত্যাধিক 50-60 জন থাকার সুব্যবস্থা করা হইয়াছে, সুন্দর ও মানোন্নয়ন পরিবেশে আকুর্ষিত  
মানুষ থাকতে পারবে, অত্যাধিক বিস্তারিত ভাবে এ বিষয়ে আলোচনা করা হইল, এবং সব সমস্যা-  
ক্রমে নিম্নলিখিত সিদ্ধান্তগুলি গ্রহণ ও অনুমোদিত হইল,

- সিদ্ধান্ত :-
- (i) এই আকুর্ষিতদের বা কেমটারের নাম "অক্ষর আবাসন" অনুমোদিত হইল
  - (ii) এই অক্ষর আবাসনে যে সকল নিরাক্ষর বা গৃহহীন মানুষ থাকবে তারা সম্পূর্ণ  
বিনামূল্যে অত্যাধিক থাকতে পারবে এবং সম্পূর্ণ বিনামূল্যে পৌরসভার ব্যবস্থাপনায়  
চার বেলা খাওয়া - দাওয়া পাবে অনুমোদিত হইল,
  - (iii) এই আবাসন পরিচালনা দায়িত্ব পৌরসভা গ্রহণ করবে, অনুমোদিত হইল
  - (iv) আবাসনটি পরিচালনার জন্য দুই জন ম্যানেজার (বেতন ৫০০০ টাকা/মাসে) দুই জন মহিলা



কেন্দ্রীয় জিডার (বেতন ৩৫০০ টাকা/মাসে) একজন ডিবিউরিট ডাউ (বেতন ৫০০০ টাকা/মাসে) নিয়োগ করা হবে পরিষ্কার পরিচ্ছন্ন রাখার জন্য একজন সুইপার নিয়োগ করা হবে (বেতন ৪০০০ টাকা/মাসে) অনুমোদিত হল।

(v) করন্য আবাসনে আহাৰ পৰিবেশনের জন্য পৌরসভা পরিচালিত একটি খনিজের গোষ্ঠীকে দায়িত্ব দেওয়া হবে, সারা দিনে চারবার নির্দিষ্ট ছাওয়ার প্রতি জনের মিল ব্যবস্থা ৫০ টাকা করে ব্যয় করা হবে অনুমোদিত হল।

(vi) আবাসিকদের মিনামুল্যে ডাক্তারি পরিষেবা ও ঔষধের সুব্যবস্থা করা হবে, ইচ্ছা কেসন আবাসিক অনুমোদিত হলে তাকে বসতিগাছি হাসপাতালে উত্তর ব্যবস্থা করা ও তার সুচিকিৎসা ব্যবস্থা করা হবে অনুমোদিত হল।

(vii) আবাসিকদের জন্য বিনোদন মূলক ব্যবস্থা (খেমন-টোলিটিন) মানসিক আনন্দের জন্য যোগা রূপের ব্যবস্থা থাকবে, এছাড়াও একটি প্রার্থনা বস্তুর ব্যবস্থা করা হবে, অনুমোদিত হল।

(viii) একজন বর্মীজীর্ন অরজানাইজারকে আবাসনের ইনচার্জ-এর দায়িত্ব দেওয়া হবে যে আবাসনের সমস্ত রক্ষা দিক জালি নজরে রাখবে।

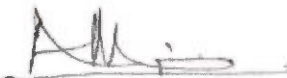
এই সংক্রান্ত বিষয়ে প্রয়োজনীয় ব্যয় অনুমোদন ও সিদ্ধান্ত গ্রহণের যাবতীয় দায়িত্ব মাননীয় পৌর প্রশাসনের উপর ন্যস্ত হল।

অতঃপর অধ্যকার সভার আর কোনরূপ আলোচনা না থাকায় মাননীয় সভাপতি মহোদয়কে বিন্যাসে জানিয়ে সভার কাজে সমাপ্ত ঘোষণা করা হল।



**Shelter for Urban Homeless (SUH) monitoring Report**  
**Month of May-2018**

<b>Name of the ULB:</b>		<b>HALDIA MUNICIPALITY</b>
Whether Shelter is functional Yes/No If Yes, Start Date		Yes 29.09.2016
Operated by: ULB/ Agency If Agency, then Name of the Agency		Participatory Research & Action Network(PRAN)
Whether Shelter Management Committee (SMC) has been formed Yes/ No If yes, Date of Formation		Yes 27.09.16
No. of Persons identified and rescued		
Number of Inmates Total=		14
Male:		07
Female:		07
Children:		Nil
No of Physically Challenged Person:		Nil
Whether Health Check Up for Inmates Done If yes, how regular:		Yes/ No Monthly
Whether details of Inmates shared with the Local Police Station If No, then why:		Yes/No Yes
Whether Daily Registers are maintained for Inmates		Yes/No Yes
Any user fees is collected from inmates,		Yes/ No No
No of Staffs provided in the SUH		04
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.)		Yes/ No Yes
Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates		Yes/No Yes
Whether adequate bathing and toilet facility available		Yes/ No Yes
Whether 24 x 7 Electric Supply is provided		Yes/ No Yes
Regular monitoring & Supervision done by SMC		Yes/ No Yes
Whether initiatives are taken regularly to identify and rescue the Homeless		Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.		Yes
Any programme undertaken for mental recreation of inmates		Yes
Any steps taken for financial inclusion and tie up with other Government benefit available		No


  
**Signature**  
**City Mission Manager**

  
**Signature** 05/06/18  
**City Project Officer**

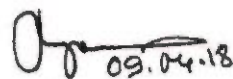
  
**Chairman**  
**Haldia Municipality**

**Shelter for Urban Homeless (SUH) monitoring Report**  
**Month of March-2018**

<b>Name of the ULB:</b>		<b>HALDIA MUNICIPALITY</b>
Whether Shelter is functional Yes/No If Yes, Start Date		Yes 29.09.2016
Operated by: ULB/ Agency If Agency, then Name of the Agency		Participatory Research & Action Network(Pran)
Whether Shelter Management Committee (SMC) has been formed Yes/ No If yes, Date of Formation		Yes 27.09.16
No. of Persons identified and rescued		
Number of Inmates Total=		17
Male:		07
Female:		08
Children:		02
No of Physically Challenged Person:		Nil
Whether Health Check Up for Inmates Done If yes, how regular:		Yes/ No Monthly
Whether details of Inmates shared with the Local Police Station If No, then why:		Yes/No Yes
Whether Daily Registers are maintained for Inmates		Yes/No Yes
Any user fees is collected from inmates,		Yes/ No No
No of Staffs provided in the SUH		04
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.)		Yes/ No Yes
Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates		Yes/No Yes
Whether adequate bathing and toilet facility available		Yes/ No Yes
Whether 24 x 7 Electric Supply is provided		Yes/ No Yes
Regular monitoring & Supervision done by SMC		Yes/ No Yes
Whether initiatives are taken regularly to identify and rescue the Homeless		Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.		Yes
Any programme undertaken for mental recreation of inmates		Yes
Any steps taken for financial inclusion and tie up with other Government benefit available		No

  
Signature

City Mission Manager

  
Signature

City Project Officer

  
Chairman  
Haldia Municipality  
Chairman  
Haldia Municipality



# Office of The Municipal Councillors

Jalpaiguri Municipality  
Office Phone : 03561-230050

No. 990 / M

Date 05/06/2018

To

The Deputy Director SUDA

ILGUS BHAWAN, H.C Block

Sector -III

Salt Lake, Kol-106

Sir

Please get the information regarding the SMC and EC as required from your end .

## Shelter Management Committee For SUH

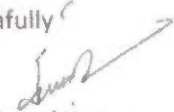
Sl No	Name of ULB	Date of formation of Shelter Management Committee	Date of First Meeting	Number of meeting till date	Date of last meeting	Last Meeting Resolution Xerox Copy
1.	Jalpaiguri Municipality	24.04.2018	26.04.2018	1	26.04.2018	

## City Level Executive Committee

Sl No	Name of ULB	Date of formation of Shelter Management Committee	Date of First Meeting	Number of meeting till date	Date of last meeting
1.	Jalpaiguri Municipality	02.09.2015	02.09.2015	06	26.04.2018

Thanking you

Yours faithfully

  
Dr. Santanu N. Maibha  
Ph.D (Civil Engg.)  
Executive Officer  
Jalpaiguri Municipality  
Jalpaiguri Municipality

## Shelter for Urban Homeless (SUH) monitoring Report

<b>Name of the ULB:</b>	
Whether Shelter is functional Yes/No	YES (Partly Operational)
If Yes, Start Date	30/04/2018
Operated by: ULB/ Agency	ULB
If Agency, then Name of the Agency	NA
Whether Shelter Management Committee (SMC) has been formed Yes/ No	YES
If yes, Date of Formation	26/04/2018
No. of Persons identified and rescued	10
Number of Inmates	Total= 10 ,Male: 8 Female: 2 Children:
No of Physically Challenged Person	None
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	yes
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	Yet to be shared
Whether Daily Registers are maintained for Inmates Yes/No	yes
Any user fees is collected from inmates, Yes/ No	no
No of Staffs provided in the SUH	Recruitment process under progress
Whether Attendance Register for Staffs available (Details of the Staffs: Name,	NA



Designation, and Mobile No.) Yes/ No	
Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	NA
Whether adequate bathing and toilet facility available Yes/ No	YES
Whether 24 x 7 Electric Supply is provided Yes/ No	YES
Regular monitoring & Supervision done by SMC Yes/ No	YES
Whether initiatives are taken regularly to identify and rescue the Homeless	NOT YET
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Decision taken in the SMC for wide publicity and IEC regarding the scheme
Any programme undertaken for mental recreation of inmates	No
Any steps taken for financial inclusion and tie up with other Government benefit available	Not Yet

  
Signature  
City Mission Manager (SDI)

  
Signature  
City Project Officer  
*Dr. Santosh K. Mishra*  
Ph.D (CMA 8072)

  
Signature

Commissioner/Chairperson.....Municipal Corporation/Municipality

Chairman  
Jaipalguri Municipality

**Shelter for Urban Homeless (SUH) monitoring Report**  
**Of May 2018**

<b>Name of the ULB:</b>	KRISHNANAGAR MUNICIPALITY
Whether Shelter is functional Yes/No	Yes
If Yes, Start Date	01-07-2017
Operated by: ULB/ Agency	Agency
If Agency, then Name of the Agency	Welfare Society for People's Empowerment
Whether Shelter Management Committee (SMC) has been formed Yes/ No	Yes
If yes, Date of Formation	27-07-2017
No. of Persons identified and rescued	Male -2, Female -1
Number of Inmates	Total= 40 ,Male: 7 Female: 31 Children: 2
No of Physically Challenged Person	0
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	Yes  Weekly
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	Yes
Whether Daily Registers are maintained for Inmates Yes/No	Yes
Any user fees is collected from inmates, Yes/ No	Not Yet
No of Staffs provided in the SUH	5 nos.



Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	Yes Uttam Bera(Manager)(7044752371) Sudipta Saha(Care giver)(7797416058) Bisakha Jana(Care giver) Sankari Adhikary(Care giver)(8293577036) Rani Kadar Das(sweeper)
Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	Food is provided to all.
Whether adequate bathing and toilet facility available Yes/ No	Yes
Whether 24 x 7 Electric Supply is provided Yes/ No	Yes
Regular monitoring & Supervision done by SMC Yes/ No	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Yes
Any programme undertaken for mental recreation of inmates	Not Yet
Any steps taken for financial inclusion and tie up with other Government benefit available	No

*Mania*

Manager  
Social Development & Infrastructure  
(NULM)  
Krishnanagar Municipality


*Chairman*  
Chairman  
Krishnanagar Municipality  
01/06/18

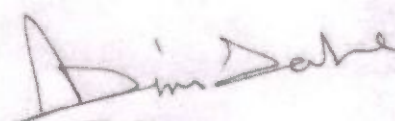
## Shelter Management Committee for SUH

SI No	Name of the ULB	Date of formation of Shelter Management Committee	Date Of First Meeting	Number Of Meeting held till Date	Date of last Meeting
1	Krishnanagar Municipality	27-7-2017	29-08-2017	6	23-05-2018

## City Level Executive Committee

SI No	Name of the ULB	Date of formation of Executive Committee	Date Of First Meeting	Number Of Meeting held till Date	Date of last Meeting
1	Krishnanagar Municipality	05-11-2015	30-04-2016	19	20-03-2018

  
**Manager**  
 Social Development & Infrastructure  
 (NULM)  
 Krishnanagar Municipality

  
**Chairman**  
 Krishnanagar Municipality



এস. জি. এস. ওয়াই /

এস. এইচ. জি. / ক্লাব

# মিটিং রেজল্যুশন বই

গ্রাম উন্নয়ন কমিটি/

মাতা কমিটি/সমিতি

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ : 23-05-18

মিটিং-এর স্থান : Shelter

মিটিং-এর সময় : 4 p.m.

উপস্থিত সভ্যগণের নাম

১।	Bin Dahi	৮।	
২।	Prova Das	৯।	
৩।	Yaminial	১০।	
৪।	Uttam Bara	১১।	
৫।	দ্বিতীয় অম্বিক	১২।	
৬।	শ্রীমান চন্দ্রশেখর চৌধুরী	১৩।	
৭।		১৪।	

ক্রমিক  
সংখ্যা

রেজল্যুশন

« আলোচ্য বিষয় »

- ১। বিজ্ঞপ্তি সভার বিবরণী পাঠ,
- ২। ড. হা. দ. দল গঠন,
- ৩। সীমাসংক্রান্ত অন্যান্য গুরুত্বপূর্ণ প্রশ্ন তুলে ধরা,
- ৪। বিবিধ।

১। (অনু) ইংরাজী ২৩/০৫/২০১৮ তারিখ বুধবার  
বিকাল ৪ ঘটিকায় Shelter Management  
Committee অধ্যক্ষ অধ্যক্ষ ও অধ্যক্ষদের নিয়ে  
আমিষিক আলোচনা সভা আয়োজন করা হয়,  
সীমাসংক্রান্ত আনুষ্ঠানিক আয়োজন আয়োজন  
একত্রে আনুষ্ঠানিক আয়োজন করা হয়  
সভার আলোচনা শুরু করেন অধ্যক্ষ Shelter-এর  
আনুষ্ঠানিক উদ্বোধন করা কে, বিজ্ঞপ্তি সভার বিবরণী  
পাঠ করতে বলেন, এই বিবরণী পাঠটি  
সর্বসম্মতিক্রমে গৃহীত ও অনুমোদিত হয়,

Shelter-এ যে অধ্যক্ষ গৃহীত  
আনুষ্ঠান ও অনুষ্ঠানের আয়োজন তাদের আনুষ্ঠানিক  
আনুষ্ঠানিক আয়োজন জোড় জোড়ার জন্য স্থানান্তর  
দল গঠন, সিদ্ধান্ত নেওয়া হয় এবং আনুষ্ঠানিক  
আনুষ্ঠানিক আনুষ্ঠানিক আনুষ্ঠানিক আনুষ্ঠানিক  
হয়।

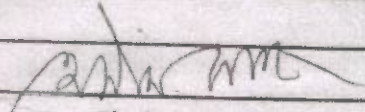


সোচাসানের সমস্ত হায়ে তার জন্য অবিস্মৃতি  
একটি মতন প্রেরণ করা হবে অমাত  
গ্রহণ করা হয়।

আজকের আডায় সভাপতি  
বিনোদ আলম আদ্যকার সভার সমাপ্তি  
প্রাঘতা করা হয়।

তারিখ ২৩/০৫/২০১৪

বিনোদ আলম :-

  
Chairman  
Krishnanagar Municipality



## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং ..... SUDA-23/2014 (Pt) O &amp; M/ 390 (০৭)

তারিখ ..... 30.05.2018

From: Deputy Director, SUDA

To: Commissioner,  
.....Municipal CorporationChairperson,  
.....Municipality**Sub: Report of the meeting of Shelter Management Committee of SUH & City Level Executive Committee**

Sir,

This is to inform you that as per order of Hon'ble Supreme Court a State Level Monitoring Committee of Shelter for Urban Homeless is constituted for the State of West Bengal. This Committee will monitor the progress of Shelters and Operation & Maintenance of functional shelters.

In this connection you are requested to submit the monthly monitoring report of functional shelter and report of Shelter Management Committee & City Level Executive Committee meeting in the prescribed format along with the resolution of the last meeting (Shelter Management Committee). You are also requested to ensure that all the facilities /amenities are provided in the shelter as per guidelines.

Enclo: As stated

Yours faithfully

  
Deputy Director, SUDA

## Shelter Management Committee for SUH

Sl No.	Name of the ULB	Date of formation of shelter Management Committee	Date of first meeting	Number of meeting held till date	Date of Last meeting	Last meeting resolution Xerox copy
						Attach along with this report

## City Level Executive Committee

Sl No.	Name of the ULB	Date of formation of Executive Committee	Date of first meeting	Number of meeting held till date	Date of Last meeting





# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST.- BURDWAN

EPABX ⇒ (0343) 2545842, 2546994, 2546107 \* Mayor : 2545828 \* Fax No. : 254-6472

Website : durgapurmunicipalcorporation.org \* E-mail : durgapurcorporation@gmail.com

Ref. No. DMC / NULM/516

Date 01/06/2018

From:

The Commissioner,

Durgapur Municipal Corporation.

To,

The Deputy Director, SUDA

WBSULM, Kolkata- 700106

Sub: Report of the Shelter Management Committee (SMC) under the scheme Shelter for Urban Homeless (SUH) & City Level Executive Committee under DAY- NULM.

Sir,

Hereby, I'm sending the information of the Shelter Management Committee (SMC) and City Level Executive Committee in the prescribed format.

## Shelter Management Committee (SMC)

Name of the ULB	Date of Formation of Shelter Management Committee	Date of first Meeting	Number of meetings held till date	Dates of Last Meeting	Last Meeting Resolution Xerox Copy
DURGAPUR MUNICIPAL CORPORATION	16 <sup>th</sup> June 2017	16/06/2017	4	24.08.2017	Attach along with this report

## City Level Executive Committee

Name of the ULB	Date of Formation of City Level Executive Committee	Date of first Meeting	Number of meetings held till date	Dates of Last Meeting
DURGAPUR MUNICIPAL CORPORATION	05 <sup>th</sup> August 2015	05/08/2015	11	07.06.2017

Thanking You

Yours Faithfully

  
Commissioner

Durgapur Municipal Corporation

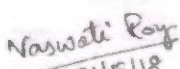


# Shelter for Urban Homeless (SUH) monitoring Report May 2018

Name of the ULB: <u>Durgapur Municipal Corporation</u>	
Whether Shelter is functional Yes/No	<u>Yes</u>
If Yes, Start Date	<u>10th July 2017</u>
Operated by: ULB/ Agency	<u>Agency</u>
If Agency, then Name of the Agency	<u>Purbachal Aranda Foundation</u>
Whether Shelter Management Committee (SMC) has been formed Yes/ No	<u>Yes</u>
If yes, Date of Formation	<u>16th June 2017</u>
No. of Persons identified and rescued	<u>3</u>
✓ Number of Inmates	<u>Total= 35 ,Male: 10 Female: 12 Children: 13</u>
✓ No of Physically Challenged Person	<u>4</u>
✓ Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	<u>Yes</u>
✓ Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	<u>Yes</u>
Whether Daily Registers are maintained for Inmates Yes/No	<u>Yes</u>
Any user fees is collected from inmates, Yes/ No	<u>NO</u>
No of Staffs provided in the SUH	<u>4 Nos.</u>
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	<u>Yes.</u>



Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	Yes
Whether adequate bathing and toilet facility available Yes/ No	Yes
Whether 24 x 7 Electric Supply is provided Yes/ No	Yes
Regular monitoring & Supervision done by SMC Yes/ No	Will conduct Shortly
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	
Any programme undertaken for mental recreation of inmates	Yes
Any steps taken for financial inclusion and tie up with other Government benefit available	-

  
 21/5/18  
 Signature  
 City Mission Manager (SDI)

\_\_\_\_\_  
 Signature  
 City Project Officer

  
 Signature

Commissioner/Chairperson.....Durgapur.....Municipal Corporation/Municipality

# ● ABHAYASHRAM INMATES LIST MAY 2018

## MALE

..NO	NAME	AGE	DATE OF ADMISSION	ADDRESS PROOF	PHYISICALLY CHALLENGE	RELEASE DATE
1	Shantimoy Bose	65	10.07.2017	Nil	No	
2	Sitaram Lal	75	11.07.2017	Bank Pass Book	No	
3	Chitta Mahato	70	14.07.2017 ( 04.02.2018)	Nil	Yes	
4	Pradip Das	49	05.08.2017	Nil	No	
5	Munna Das	22	23.11.2017	Nil	No	14.05.2018
6	Dilip Sing	42	28.11.2017	Nil	No	03.05.2018
7	Ananda Dutta	74	16.12.2017	Adhar Card	Yes	22.05.2018(Expired)
8	Subir Banerjee	56	27.12.2017	Adhar Card	Yes	
9	Ajoy Singh	48	07.03.2018	Adhar Card	No	03.05.2018
10	Kalumolla Khan	50	07.03.2018	Nil	No	03.05.2018

## FEMALE

SL.NO	NAME	AGE	DATE OF ADMISSION	ADDRESS PROOF	PHYISICALLY CHALLENGE	RELEASE DATE
1	Arati Bhandari	60	10.07.2017	Nil	No	
2	Mongala das	65	14.07.2017	Nil	No	
3	Anjali Roy	60	20.07.2017	Nil	No	
4	Khadu Kabiraj	65	22.07.2017	Nil	No	
5	Mongala Nandi	67	29.09.2017	Bank Pass Book	Yes ( Mental)	
6	Khusbu Das	18	23.11.2017	Nil	No	14.05.2018
7	Laxmi Bauri	22	28.11.2017	Ration Card	No	
8	Sunilti Sarkar	47	28.11.2017	Adhar Card	No	
9	Sukriti Singh ( Sugri)	36	08.12.2017	Adhar Card	No	03.05.2018
10	Mira Das	62	08.01.2018	Nil	No	
11	Reba	60	04.02.2018	Nil	Yes	
12	Parvina Begam	50	20.02.2018	Nil	No	03.05.2018

## CHILDREN

SL.No	NAME	AGE	DATE OF ADMISSION	ADDRESS PROOF	PHYISICALLY CHALLENGE	RELEASE DATE
1	Rahul Shaw	15	20.11.2017	Nil	No	
2	Priyanka Khetrapal	14	27.11.2017	Nil	No	
3	Jhilik Bauri	4	28.11.2017	Birth Certificate	No	
4	Priya Bauri	3	28.11.2017	Birth Certificate	No	
5	Biswajit Bauri	7month	28.11.2017	Birth Certificate	No	
6	Raj Singh	12	08.12.2017	Adhar Card	No	03.05.2018
7	Durga Sing	7	08.12.2017	Nil	No	03.05.2018
8	Rani Singh	10	08.12.2017	Adhar Card	No	03.05.2018
9	Roshni Khatoon	11	06.02.2018	Nil	No	03.05.2018
10	Hena Khatoon	7	06.02.2018	Nil	No	03.05.2018
11	Javed Khan	9	06.02.2018	Nil	No	03.05.2018
12	Khusbu Khatun	15	08.02.2018	Nil	No	03.05.2018
13	sanmaj khan	4	20.02.2018	Nil	No	03.05.2018



2

Today, on 24<sup>th</sup> Day of October 2017, the third Shelter Management Committee Meeting is held at 12 noon at Councillor's Meeting Hall, DMC, 3<sup>rd</sup> floor.

The following members were present.

1. Anindita Mukherjee - Deputy Mayor - 24.10.2017.
- 2.
3. Samrat Chakrabarti, F.O. & Secy., DMC.
4. Mani Sonowal MIC (Sports)
- 5.
6. Ranjita Tewari MIC (Health)
7. Anshita Choudhury, MIC (BDM)
8. Harshita Kumar Dns in charge Durgam
9. Mahesh Mohan Haldar, JIC - Bidhannagar.
10. Arindam Banerjee - Secretary, Purusottam Anand Foundation
11. Sumita Mukherjee for Project Manager for Abhayashram
12. Pradip Das - Inmate of Abhayashram
13. Dr. Indrajit Majhi M.D. P.D.H. Durgam
14. Kalyan Das, D.O. NULM
15. Sukumar Das, C of Police, Kankarpo, Panchin Basti, (98760225480)
16. Anu Banerjee, Manager, FIRM, NULM
17. Manas Das, Manager, MIS&ME, NULM
18. Vasudh Roy, Manager, SD&I, NULM, DMC
19. Apit An, Accountant, NULM
20. Sanjit B, NULM ESTP-Manager

#### AGENDAS :-

1. Permanent Water & Electricity Connection.
2. Fire extinguisher & CCTV facility.
3. Boundary wall
4. Prepare & discuss Proposal for CSR fund raising.
5. Permanent source for medical expenses.
6. Permission for Mangrove Visit.
7. Permission for Bandhini & Bala training

### Discussion:-

1. Dr. Meyer advised that for Victim Counseling, she communicated with N-WIC (Sister) & Fr. Eugene (Sister) for the purpose. Probably, very shortly, the letter would be received.

2. Acc. to Dr. Meyer, N-WIC (Sister) would advise after about 2 wks. & hence the permanent life counseling provision would be resolved.

3. After the visit of Dr. Meyer, the surroundings of the SUE were cleaned, cleaning powder & spray were given.

4. The Dr. Meyer said that a bat would be placed in near the SUE for garbage disposal.

5. Dr. Meyer said that medicine for chronic ailment like "Hypertension" & "Diabetes" could be provided by the SUE for a stipulated period of time.

6. Dr. Meyer said that she was placed request to big hospital in Dept. like - Mission Hospital, 10 City, Health Center, Vancouver etc. for medicine.

7. Dr. Meyer suggested that "Victim Counseling" may provide a letter via Dr. Meyer to Mr. Anderson. Doctor took notes for permanent Victim Counseling.

8. Acc. to E.O., DAE should open a separate A/c for Aborigines.

9. Acc. to SUE, Mr. Stewart & Accountant, SUE should also be a member of the SUE.

10. The Project Manager said that a Fire Aid Box is



11. A boundary wall is very essential for the SH, The FO said that NULM team should sit over a discussion with him about the fund available & fund required for the purpose.
12. In case of new admission through referral, proper scrutiny should be made following the below mentioned step -
  - (i) Fill-up of form.
  - (ii) Verification by local P.S.
  - (iii) Medical scrutiny
  - (iv) Counselling by Social Welfare Dept.
13. Inmates who lack proper identity proof should be enrolled for Adhar after recommendation by local councillor.
14. The NULM Dept & PAF should arrange for training of inmates who are physically fit for future income generation.
15. Inmates who have their own kins, relatives or near ones should be rehabilitated to their family.
16. Night Survey should be made to search for new inmates.
17. The Committee permitted the org to take inmates, for Once in 2 mths for local visit & Once in a yr. visit to outstation.
18. The SMC permitted the Agency to prepare proposal for CSR fund raising to ECI, GE, Lions' Club etc.
19. The next SMC will be conducted at "ABHAYASHRAM".



**COMMENTS ON SUGGESTED GUIDELINES AND ROLE OF THE STATE-WISE  
MONITORING COMMITTEE FOR SHELTERS FOR URBAN HOMELESS FILED  
ON BEHALF OF THE PETITIONERS**

**Para 1 :** Making sure that every state government has established sufficient number of homeless shelters and shelter bed in every city or town with a population of more than one lakh of 50 sq ft space per person and adequate storage/locker facilities for belongings, beds, toilets and water facilities (drinking and toilet use).

**Comments of Ministry of Housing and Urban Affairs**

The DAY-NULM Mission document mentions that Mission will be implemented in all District Headquarter Towns and cities with a population of 1,00,000 or more as per 2011 census. Further, the States/ UTs are allowed to implement all or any of the components of the Mission in the Statutory Towns also, based on the local capacity and requirement.

The operational guidelines of SUH state that for every one lakh urban population, provision should be made for permanent community shelters for a minimum of one hundred persons. Depending upon local conditions, each shelter should preferably cater to 50 or more persons. In exceptional situations, shelters with lesser capacity could also be approved.

As regards facilities in the shelters, these are as per the operational guidelines.

**The suggestion of petitioners agreed to subject to above modifications.**

**Para 2:** Each shelter should provide for a minimum of 100 persons. Depending upon local conditions two shelters with the capacity of 50 persons each could be constructed.

**Comments of Ministry of Housing and Urban Affairs**

As per operational guidelines of SUH, depending upon local conditions, each shelter should preferably cater to 50 or more persons. In exceptional situations, shelters with lesser capacity could also be approved.

**The suggestion of petitioners agreed to subject to above modifications.**

**Para 3:** Ensuring that resource mapping has been undertaken in relation to:

- a. Existing shelter
- b. Unutilized or underutilized government buildings that can be possibly redeployed as shelters after suitable refurbishment; and
- c. Vacant land that are suitable potential sites for new shelters

**Comments of Ministry of Housing and Urban Affairs**

As per operational guidelines of SUH, in case of non-availability of suitable land for construction of shelters near to the places of congregation of homeless, suitable buildings can be taken on rent taking into account the PWD rates/ prevailing market rate for operating as an interim arrangement and efforts need to be made by the State/UTs to provide permanent shelters to homeless by the year 2022 as per DAY-NULM guidelines.

**The suggestion of petitioners agreed to subject to above modifications.**

**Para 4:** Ensuring that the existing and planned new shelters are located at or close to



existing homeless settlements and their livelihood opportunity.

**Comments of Ministry of Housing and Urban Affairs**

The proposal is as per guidelines and accordingly, the suggestion of petitioners agreed.

**Para 5:** Ensuring that shelters are permanent, all whether, day and night shelters with bedding, blankets, mosquito nets, clothes lines and shoe racks, first aid medicines.

**Comments of Ministry of Housing and Urban Affairs**

As per operational guidelines of SUH, the shelters will be permanent, running 24x7, because many homeless persons find work in the nights. Following facilities/amenities may be provided at the shelters for dignified living:

- a. Well ventilated rooms
- b. Water arrangements (potable drinking water and other needs) and sanitation
- c. Adequate bathing and toilet facilities
- d. Standard lighting for shelter
- e. Adequate fire protection measures, as per the norms
- f. First aid kit
- g. Pest and vector (mosquito) control
- h. Regular cleaning of blankets, mattresses and sheets, and maintenance of other services
- i. Common kitchen/ cooking space, necessary utensils for cooking and serving, cooking gas connections etc.
- j. Child care facilities for children by linking the shelter to the nearest *Anganwadi* Centers
- k. Facilitation for convergence with other services/ entitlements
- l. Personal lockers for personal storage space
- m. Common recreation space.

**Subject to the provisions in the guidelines on SUH as brought out above, the suggestion of petitioners is agreed to.**

**Para 6:** Ensuring that there are at least 30% shelters set aside for the special vulnerable.

**Comments of Ministry of Housing and Urban Affairs**

While operational guidelines of SUH do not lay down the number of shelter to be established for special category urban homeless, the Committee may ensure that sufficient shelters are established to accommodate all the special category urban homeless as per the guidelines. The operational guidelines provide as under:

*Some of these shelters may cater to the most vulnerable groups within the homeless populations such as (a) single women and their dependent*



minor children, (b) aged, (c) infirm, (d) disabled, (e) mentally challenged etc. Actual break up would depend on local particularities, and size of the city and total number of shelters. States/ ULBs may consider setting up separate shelters to cater the special needs such as:

a) Men shelters: since the proportion of men among homeless is higher separate shelters for men could be built to primarily cater to single working men.

b) Women shelters: Shelters for exclusive use of women in terms of its location, design, services and support systems, could be designed to cater to the needs to women and their dependent children. In every ULB, no matter how small the populace, at least one such shelter for women would be constructed.

c) Family Shelters: For families living on the street5s; family shelters may be provided with a special design for privacy, with shared common spaces.

d) Special shelters: Taking into account special needs for segments of homeless persons, such as old persons without care, mentally ill, recovering patients and their families etc. special shelters may be provided.

However, depending on the need, a shelter may cater to working men, women and family with appropriate spaces demarcated for each of the categories.

**The suggestion of petitioners agreed to subject to above modifications.**

**Para 7:** Making sure that there is at least one shelter each designated as a recovery shelter for homeless persons with TB, HIV AIDS, cancer, serious illnesses etc.

#### **Comments of Ministry of Housing and Urban Affairs**

**The Ministry agrees with the proposal subject to the requirement of such a shelter in a ULB.**

**Para 8:** Ensuring that there is no kind of requirement for identity proof in any shelter and that no shelter turns away any person desirous of using the shelter on any ground.

#### **Comments of Ministry of Housing and Urban Affairs**

The Ministry has not issued any guidelines which prohibits homeless people without identity proof from availing shelters. On the contrary, the operational guidelines provide that shelters will be space for convergence and provisions of various entitlements of social security, food, education and health care systems. All homeless persons, in shelters should be give priority under various schemes, and government programmes. These include convergence relating to identify proof & postal address, Elector's Photo Identity Card (EPIC) etc.

**The suggestion of petitioners, thus, is agreed to.**



**Para 9:** Ensuring that the state government introduced provisions to cover homeless persons with basic entitlements, including, inter alia;

- a. Adhaar cards,
- b. Ration cards (preferably Antyodaya Anna Yojana)
- c. Voter IDs

**Comments of Ministry of Housing and Urban Affairs**

**The proposal is as per guidelines and accordingly, the suggestion of petitioners agreed to.**

**Para 10:** Ensuring that they have special facilities for women and children.

**Comments of Ministry of Housing and Urban Affairs**

The operational guidelines of SUH provide for establishing separate shelter to cater to special needs including that of women and their dependent children. In every ULB, no matter how small the populace, at least one such shelter for women would be constructed.

**The proposal is as per guidelines and accordingly, the suggestion of petitioners agreed to**

**Para 11:** Ensuring that minimum staffing requirements are met

- a. One full time manager
- b. 3 caregivers i.e. one care giver for one shift of 8 hours who are paid minimum wages.

**Comments of Ministry of Housing and Urban Affairs**

**The proposal is as per guidelines and accordingly, the suggestion of petitioners agreed to**

**Para 12:** Making sure monitoring, grievance redressal and audit systems have been established.

**Comments of Ministry of Housing and Urban Affairs**

**The proposal is as per guidelines and accordingly, the suggestion of petitioners agreed to.**

**Para 13:** Making sure that state government sets up District and State Level Committees under Chairpersonship of Collector and Chief Secretary respectively and civil society representative.

**Comments of Ministry of Housing and Urban Affairs**

**Setting up of suggested committees is not required** as there are sufficient provisions in the guidelines to achieve the objective, as brought out below:

- Under SUH there is a provision of Project Sanction Committee (PSC) constituted at the State level under the Chairmanship of Principal Secretary/ Secretary in-charge of DAY-NULM with representatives of all concerned departments in the State for consideration and approval of proposals submitted by ULBs/State Urban Livelihood Mission under SUH of DAY-NULM.
- There is a provision of an Executive Committee (EC) under the chairpersonship of the Municipal Commissioner to manage the affairs of DAY-NULM. This Committee at the city level will be responsible for review and supervision of the working of shelters with the participation of community representatives, civil society organizations, line departments and elected representatives.
- Under SUH, a Shelter Management Committee (SMC) will be constituted with local ward member, ULB representatives, caretakers, and few nominated residents of the shelter as member. The SMC shall supervise the day-to-day functioning of the shelter.
- The State Mission Management Unit at the state level and City Mission Management Unit at the ULB level will closely monitor progress of activities/targets under this components, undertake reporting and evaluation.

In view of the above, the **Monitoring committee suggested by Hon'ble Apex Court, may however, monitor and make sure that above mentioned Committees are set up and they are actually functioning.**

**Para 14:** Submit a quarterly status report to this Hon'ble Court and proposed plan of action for full completion of shelters required as per census or other surveys conducted taking the one with larger numbers.

#### **Comments of Ministry of Housing and Urban Affairs**

As per guidelines, the monitoring of operational and under construction shelters is to be done by the Committee constituted under the Chairmanship of Municipal Commissioner. Further the State Mission Management Unit and City Mission Management Unit will closely monitor progress of activities/ targets under SUH.

Further, the instructions have already been given to the States on the directions of Hon'ble Supreme Court to prepare a road-map for establishment of shelters. The Committees constituted as per Order of Hon'ble Supreme Court may look into the preparation of road map and issue appropriate instructions to the State Government if required.

**Para 15:** Ensure that all shelters are permanent and follows accessibility norms for persons with disabilities, the elderly, families with children, etc.

#### **Comments of Ministry of Housing and Urban Affairs**

**The suggestion of petitioners is agreed to.**

\*\*\*\*\*



*Ashish Saha*  
*DD*  
Government of West Bengal  
Department of Urban Development & Municipal Affairs  
(Municipal Affairs Branch)  
NAGARAYAN  
DF-8, Sector-I, Salt Lake City, Kolkata 700 064



No. 39(Law)/C-12/SC/3S-01/2013

Dated, Kolkata, 4<sup>th</sup> May, 2018

**NOTIFICATION**

In compliance to the order of the Hon'ble Supreme Court of India dated 22.03.2018 a State Level Monitoring Committee for monitoring of progress of Shelter for Urban Homeless scheme in respect of the State of West Bengal is hereby constituted with immediate effect comprising of the following members:

- I. Chairman-Shri Sutirtha Bhattacharya, IAS (Retired)
- II. Member- Principal Secretary, Urban Development & Municipal Affairs Department, Govt of West Bengal
- III. Member- Authorised representative of Ram Krishna Mission
- IV. Member-Smt. Anuradha Talwar, Social Worker as suggested by the Petitioner

Director, State Urban Development Agency (SUDA) as State Mission Director, National Urban Renewal Mission (NULM) will function as Member Convenor of the aforesaid Committee.

*sdt*

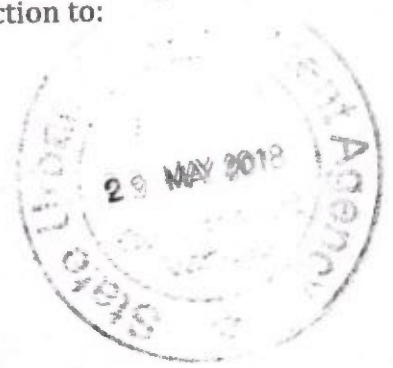
Principal Secretary, Urban Development & Municipal Affairs Department

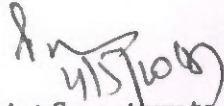
*MM, 5259*  
*Sourav Dey*  
*29/05/2018*

Contd.....

Copy forwarded for favour of information and necessary action to:

1. Shri Sanjay Kumar,  
Joint Secretary & Mission Director, DAY-NULM,  
Ministry of Housing & Urban Affairs (UPA Division)  
Nirman Bhavan, New Delhi-110 001
- ✓ 2. Shri Sutanu Prasad Kar,  
The Director, State Urban Development Agency (SUDA)  
ILGUS BHAVAN, HC Block, Sector-III, Bidhannagar  
Kolkata-700 106  
He is requested to contact with the all concerned persons.
3. Shri Sutirtha Bhattacharya, IAS (Retired)
4. Mr. E. R. Kumar
5. Ram Krishna Mission  
"Belur Math" P.O. Belur, Dist. Howrah  
West Bengal 711202
6. Smt. Anuradha Talwar  
1, Shibtola Road, Village Maheswarapur,  
P.O. Badu, Kolkata - 700129
7. P.S to the Hon'ble Minister-in-Charge,  
Urban Development & Municipal Affairs Department
8. P.S to Secretary, Urban Development & Municipal Affairs Department



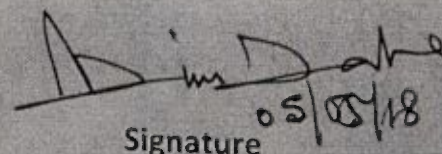
  
Joint Secretary to the Government of West Bengal



# Shelter for Urban Homeless - Monitoring Report

## KRISHNANAGAR MUNICIPALITY

Name of the ULB:	Krishnanagar Municipality
Whether Shelter is Functional	Yes
Start Date	01-07-17
Operated by:ULB/Agency	Agency
Name of Agency	Welfare Society for Peoples' Empowerment
Shelter Management Committee has been formed	Yes
Date of Formation	27 <sup>th</sup> Jan 2017
No. of persons identified and rescued	32
No. of inmates	Male- 3; female- 29
No. of Physically challenged person	no
Whether health check up of inmates done	regular
How regular	weekly
Whether details of inmates shared with the local police station	yes
Whether daily registers are maintained for inmates	Yes
Any user fees is collected from inmates	Not yet
No. of staffs provided in the SUH	4 nos
Whether attendance register for staffs available	yes
Whether food is provided to the vulnerable section	Initially food is provided to all
Whether adequate bathing and toilet facility available	Yes
Whether 24X7 Electric Supply is provided	Yes
Regular monitoring & supervision done by SMC	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC displayed properly	Yes
Any programme undertaken for mental recreation of inmates	Television installed
Any steps taken for financial inclusion and tie up with other Govt. benefit available	Yes, Processing for inclusion of SHG

  
05/05/18

Signature

Chairman, Krishnanagar Municipality



## Shelter for Urban Homeless (SUH) Monitoring Report

<b>Name of the ULB:- Nabadwip Municipality</b>	
Whether Shelter is functional Yes/No	Yes
If Yes, Start Date	16/08/2017
Operated by: ULB/ Agency	Nabadwip Municipality (ULB)
If Agency, then Name of the Agency	NA
Whether Shelter Management Committee (SMC) has been formed Yes/ No	Yes
If yes, Date of Formation	20/06/2017
No. of Persons identified and rescued	
Number of Inmates	Total= 25 ,Male:-25,Female:-0 Children:-0
No of Physically Challenged Person	0
Whether Health Check Up for Inmates Done Yes/ No,	Yes,
If yes, how regular:	Once in a week
Whether details of Inmates shared with the Local Police Station Yes/No	Yes
If No, then why:	
Whether Daily Registers are maintained for Inmates Yes/No	Yes
Any user fees is collected from inmates, Yes/ No	No
No of Staffs provided in the SUH	4
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	Yes
Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	Yes
Whether adequate bathing and toilet facility available Yes/ No	Yes
Whether 24 x 7 Electric Supply is provided Yes/ No	Yes
Regular monitoring & Supervision done by SMC Yes/ No	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Yes
Any programme undertaken for mental recreation of inmates	NA
Any steps taken for financial inclusion and tie up with other Government benefit available	NA

*Sumi Ba Basak*  
City Mission Manager (SD & I)  
Nabadwip Municipality



*10-4-18*  
*[Signature]*  
Chairman  
Nabadwip Municipality  
Chairman  
Nabadwip Municipality



**Shelter for Urban Homeless (SUH) monitoring Report**  
**Of March 2018**

<b>Name of the ULB:</b>	<b>KRISHNANAGAR MUNICIPALITY</b>
Whether Shelter is functional Yes/No	Yes
If Yes, Start Date	01-07-2017
Operated by: ULB/ Agency	Agency
If Agency, then Name of the Agency	Aastha Jadabpur
Whether Shelter Management Committee (SMC) has been formed Yes/ No	Yes
If yes, Date of Formation	27-07-2017
No. of Persons identified and rescued	Nil (for this month)
Number of Inmates	Total= 38 ,Male: 5      Female: 31 Children: 2
No of Physically Challenged Person	0
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular: .	Yes  Weekly
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	Yes
Whether Daily Registers are maintained for Inmates Yes/No	Yes
Any user fees is collected from inmates, Yes/ No	Not Yet
No of Staffs provided in the SUH	5 nos.

Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	Yes Uttam Bera(Manager)(7044752371) Sudipta Saha(Care giver)(7797416058) Babulal Das(Care giver)(9339901358) Sankari Adhikary(Care giver)(8293577036) Rani Kadar Das(sweeper)
Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	Food is provided to all.
Whether adequate bathing and toilet facility available Yes/ No	Yes
Whether 24 x 7 Electric Supply is provided Yes/ No	Yes
Regular monitoring & Supervision done by SMC Yes/ No	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Yes
Any programme undertaken for mental recreation of inmates	Not Yet
Any steps taken for financial inclusion and tie up with other Government benefit available	No

*Sweta Grosman*  
05/04/18  
Signature  
City Mission Manager  
(Skill Micro Enterprises, MIS &ME)

*A. S. Datta*  
05/04/18  
Signature  
Chairperson  
Krishnanagar Municipality



# Shelter for Urban Homeless (SUH) monitoring Report

Name of the ULB:	BONGAON
Whether Shelter is functional Yes/No	YES
If Yes, Start Date	30/07/2017
Operated by: ULB/ Agency	ULB
If Agency, then Name of the Agency	NA
Whether Shelter Management Committee (SMC) has been formed Yes/ No	YES
If yes, Date of Formation	17/07/2017
No. of Persons identified and rescued	51
Number of Inmates	Total= 51 ,Male: 14 Female: 31 Children: 6
No of Physically Challenged Person	0
Whether Health Check Up for Inmates Done Yes/ No,	YES at Shelter 2 health attendants are posted on every day.
If yes, how regular:	Weekly Health Camp organized.
Whether details of Inmates shared with the Local Police Station Yes/No	YES
If No, then why:	
Whether Daily Registers are maintained for Inmates Yes/No	YES
Any user fees is collected from inmates, Yes/ No	At present NO
No of Staffs provided in the SUH	5
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	YES 1. Ullash Ghosh - Manager (8670985345) 2. Avishrek Dey - Manager (9635493246) 3. Shiba Sarker - Caregiver (9932668836) 4. Hasi Sarker - Caregiver (9593058143) 5. Bappa Halder - Caregiver (7047720686)





Whether food is provided to sick, aged, infirm, physically/mentally challenged inmates Yes/No	YES
Whether adequate bathing and toilet facility available Yes/ No	YES
Whether 24 x 7 Electric Supply is provided Yes/ No	YES
Regular monitoring & Supervision done by SMC Yes/ No	YES
Whether initiatives are taken regularly to identify and rescue the Homeless	YES
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	YES
Any programme undertaken for mental recreation of inmates	YES (Yoga, Television with Cable channel)
Any steps taken for financial inclusion and tie up with other Government benefit available	YES

*Amjad Ahmad Durrani*

Signature

City Mission Manager (SDI)  
Social Development & Infrastructure  
NULM  
BONGAON MUNICIPALITY

Signature  
City Project Officer

*S.A.*  
Signature

Chairman

BONGAON MUNICIPALITY

Commissioner/Chairperson.....*Bongaon*.....Municipal Corporation/Municipality







# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST. - PASCHIM BARDHAMAN

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

**Ref. No. DMC / NULM/73**

**Date 09/04/18**

From:

The Commissioner,

Durgapur Municipal Corporation.

To,

The Addl. Director, SUDA

& Addl. Mission Director, WBSULM,

ILGUS Bhavan, H-C Block,

Sector – III, Bidnannagar,

Kolkata – 700106.

Sir,

We are sending herewith the report of Shelter for Urban Homeless project for the month of March 2018 under NULM.

Name of ULB: DURGAPUR MUNICIPAL CORPORATION

Thanking You

Regards

Commissioner,

Durgapur Municipal Corporation.

SD  
09.04.18

# Shelter for Urban Homeless (SUH) monitoring Report - March 2018

Name of the ULB: Durgapur Municipal Corporation	
Whether Shelter is functional Yes/No	Yes
If Yes, Start Date	10 <sup>th</sup> July 2017
Operated by: ULB/ Agency	Purbachal Ananda Foundation
If Agency, then Name of the Agency	"
Whether Shelter Management Committee (SMC) has been formed Yes/ No	Yes
If yes, Date of Formation	16 <sup>th</sup> June 2017.
No. of Persons identified and rescued	
Number of Inmates	Total= 48 ,Male: 14 Female: 18 Children: 16
No of Physically Challenged Person	6
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular: Once in a Month.	Yes
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	Yes
Whether Daily Registers are maintained for Inmates Yes/No	Yes
Any user fees is collected from inmates, Yes/ No	No
No of Staffs provided in the SUH	4 Nos.
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	Yes



Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	Yes
Whether adequate bathing and toilet facility available Yes/ No	Yes
Whether 24 x 7 Electric Supply is provided Yes/ No	Yes
Regular monitoring & Supervision done by SMC Yes/ No	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Yes
Any programme undertaken for mental recreation of inmates	Yes
Any steps taken for financial inclusion and tie up with other Government benefit available	

  
 Signature  
 City Mission Manager (SDI)

\_\_\_\_\_  
 Signature  
 City Project Officer

  
 Signature

Commissioner/Chairperson.....Durgapur.....Municipal Corporation/Municipality

ABHAYASHRAM- SHELTER FOR URBAN HOMELESS

DURGAPUR MUNICIPAL CORPORATION

Date of Operational : 27/06/2017

No of inmates shelter : 48

Washing Provisions : Weekly

**General Shelter**

No. of Families	5
No. of Men	14
No. of Women	18
No. of Children	16
Other if any	8

Food Arrangements : Yes ( Four time all inmates arranged by Purbachal Ananda Foundation)

Number of Children Enrolled with ICDS : 3

Regular School : 11

Adhar Card : 13

Ration Card : 1

Voter Card : 1

Birth Certificate : 4

Bank Pass book : 2

Regular Prayer two times all inmates & staff

Entertainment : TV

**ACTIVITIES**

Security Job	3
Batik & Bandhni	6
Cooking	1
Pvt .Tuition	11
Tailoring	4
Drawing	4
Singing	6
Thonga Making	5



**Shelter for Urban Homeless (SUH) monitoring Report**  
**Month of March-2018**

<b>Name of the ULB:</b>		<b>HALDIA MUNICIPALITY</b>
Whether Shelter is functional Yes/No If Yes, Start Date		Yes 29.09.2016
Operated by: ULB/ Agency If Agency, then Name of the Agency		Participatory Research & Action Network(Pran)
Whether Shelter Management Committee (SMC) has been formed Yes/ No If yes, Date of Formation		Yes 27.09.16
No. of Persons identified and rescued		
Number of Inmates Total=		17
Male:		07
Female:		08
Children:		02
No of Physically Challenged Person:		Nil
Whether Health Check Up for Inmates Done If yes, how regular:		Yes/ No Monthly
Whether details of Inmates shared with the Local Police Station If No, then why:		Yes/No Yes
Whether Daily Registers are maintained for Inmates		Yes/No Yes
Any user fees is collected from inmates,		Yes/ No No
No of Staffs provided in the SUH		04
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.)		Yes/ No Yes
Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates		Yes/No Yes
Whether adequate bathing and toilet facility available		Yes/ No Yes
Whether 24 x 7 Electric Supply is provided		Yes/ No Yes
Regular monitoring & Supervision done by SMC		Yes/ No Yes
Whether initiatives are taken regularly to identify and rescue the Homeless		Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.		Yes
Any programme undertaken for mental recreation of inmates		Yes
Any steps taken for financial inclusion and tie up with other Government benefit available		No

  
Signature 07/04/2018  
City Mission Manager

  
Signature 09.04.18  
City Project Officer

  
Chairman  
Haldia Municipality  
Chairman  
Haldia Municipality

# WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

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

SUDA-23/2014(pt-A)/1824

Date: 31 /03/2018

## Memorandum

Release of funds for Shelter for Urban Homeless under DAY-NULM

Funds are shown herein are being released electronically in favour of Durgapur Municipal Corporation for O&M cost of Shelter for Urban Homeless under DAY-NULM as third installment.

Sl No.	Name of Payee	Amount (In Rs.)	Payees Bank Details
01.	Durgapur Municipal Corporation	84100	Allahabad Bank, City Centre Brach, A/C No: - 50310508645, IFS Code: - ALLA0211764

Finance Officer, SUDA

*[Signature]*  
29.03.2018

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

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: [wbsulm@gmail.com](mailto:wbsulm@gmail.com)



Central: state share (60:40) would be provided for the O & M cost as the case may be, for each shelter for the period of first 5 years of operation. For O & M of one shelter catering to 50 urban homeless an amount of Rs. 6,00,000/- per annum is provisioned. The following Expenditure heads are permissible under the O&M cost for the shelters –

Sr. No.	Expenditure Heads	Details
1.	Annual Maintenance cost / shelter	Includes expenditure for electricity and other misc. expenses.
2.	Annual Servicing cost	Includes cost of upkeep, maintenance, replenishment of bedding and kitchen equipment etc.
3.	Annual cost of providing free food	Restricted to 10% of inmates who are old/ infirm etc. and cannot pay
4.	Staff Salary	Includes 3 caregivers in 8 hour shift and 1 full time manager.
Total O&M cost permissible – Rs. 6,00,000/- for one shelter catering to 50 urban homeless.		

The fund for operations & Management of the shelters will be released to the ULB in installments. No fund should be utilized for any purpose other than for which the amount is released.



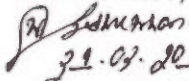
SUDA-23/2014(pt-A)/ 1824/1(4)

31.03.2018

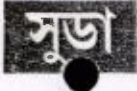
Copy for information to:

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

  
Finance Office, SUDA

  
21.03.2018





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-23/2014(pt-A) / 1761  
ক্রমিক নং .....

তারিখ 23.03.2018 .....

From : Director, SUDA

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

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


**Shelter for Urban Homeless under NULM**

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Operation and Maintenance cost of Shelter for Urban Homeless under DAY-NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Durgapur Municipal Corporation	84,100.00	Allahabad Bank, City Centre Branch, A/C No. 50310508645, IFS Code. ALLA0211764
TOTAL		84,100.00	
(Rupees Eighty four thousand one hundred only)			

  
(Md Asif Sardar)  
Finance Officer  
SUDA

  
(Sutanu Prasad Kar)  
Director  
SUDA



দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-23/2014(pt-A) / 1761  
ক্রমিক নং .....

তারিখ 23.03.2018 .....

From : Director, SUDA

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

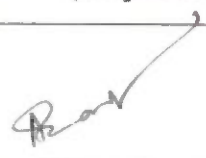
**Sub: Electronic Transfer of Fund debiting this office  
Current Account No. 34061121921.**


**Shelter for Urban Homeless under NULM**

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Operation and Maintenance cost of Shelter for Urban Homeless under DAY-NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Durgapur Municipal Corporation	84,100.00	Allahabad Bank, City Centre Branch, A/C No. 50310508645, IFS Code. ALLA0211764
TOTAL		84,100.00	
(Rupees Eighty four thousand one hundred only)			

  
(Md Asif Sardar)  
Finance Officer  
SUDA

  
(Sutanu Prasad Kar)  
Director  
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-23/2014(pt-A) / 1761

ক্রমিক নং .....

23.03.2018

তারিখ .....

From : Director, SUDA

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

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

**Shelter for Urban Homeless under NULM**

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Operation and Maintenance cost of Shelter for Urban Homeless under DAY-NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Durgapur Municipal Corporation	84,100.00	Allahabad Bank, City Centre Branch, A/C No. 50310508645, IFS Code. ALLA0211764
TOTAL		84,100.00	
(Rupees Eighty four thousand one hundred only)			

(Md Asif Sardar)  
Finance Officer  
SUDA

(Sutanu Prasad Kar)  
Director  
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST.- BURDWAN

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

Ref. No. DMC / 91/ 9202

Date 16/2/18

From : The Commissioner  
Durgapur Municipal Corporation

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

Sub:- Submission of Utilization Certificate of form No. SR.330A for Operation & Management cost (O & M) under SUH component for FY 2017-2018.


Sir,

With reference to the above, I am hereby submitting the Utilization Certificate of fund received for Operation & Management cost(O & M) under the head of SUH Component for the period of 2017-18 (July- February'18), in Form No. SR.330A separately.

This is for your kind information and taking necessary action.

Thanking you.

Yours faithfully

  
Commissioner  
Durgapur Municipal Corporation

Enclosure : Form No. SR.330A



**Utilisation Certificate**  
**(Form No. S.R. 330 A)**

Sl. No.	Letter No. and Date	Amount (Rs.)
1.	SUDA-23/2014(pt)/575 DT. 31/08/17	105000.00
2.	SUDA-23/2014(Pt)/1314 Dt.17/01/2018	124500.00
	<b>Total</b>	<b>229500.00</b>

certified that out of Rs 229500.00 Of Grant-in-aid sanctioned during the year 2017-2018 in favour of Durgapur Municipal Corporation under this Ministry/Department letter no. given in the margin and Rs NIL on account of unspent balance of the previous, a sum of Rs. 184100.00 has been utilized for the purpose of expenditure of **SUH Operation & Management cost(O & M)** for which it was sanctioned and the balance of Rs. 45400.00 remaining unutilized at the end of the 4<sup>th</sup> quarter has been carried forward to the A/C of next quarter of F.Y 2018-19.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly/are being fulfilled and that I have exercised the following check to see that money was actually utilized for the purpose for which it was sanctioned .

Kinds of checks exercised

01.V.N 1492 dt.26/7/17 Rs.50000.00

02. V.N 1929 dt.11/9/17 Rs.23600.00

03.V.N 2841 dt.18/12/17 Rs.66000.00

04.V.N 3288 dt. 13/02/18 Rs.44500.00

**Total Rs.184100.00**

Prepared by  
*[Signature]*

Accountant, NULM  
Durgapur Municipal Corporation

*[Signature]*  
22.2.18

Finance Officer  
Durgapur Municipal Corporation

*[Signature]*  
22.2.18

Commissioner  
Durgapur Municipal Corporation



# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST.- BURDWAN

EPABX ⇒ (0343) 2545842, 2546994, 2546107 \* Mayor : 2545828 \* Fax No. : 254-6472

Website : durgapurmunicipalcorporation.org \* E-mail : durgapurcorporation@gmail.com

Ref. No. DMC / NULM/5210

Date 27/02/18

From:  
The Commissioner  
Durgapur Municipal Corporation  
City Centre, Durgapur- 16.

To,  
The Director,  
WBSULM, SUDA,  
Bidhanagar, Kolkata-700106,  
West Bengal.

Sub: Application for advance payment for O & M cost for the Quarter (January to March)2018.

Sir,  
We had received two instalments for O&M cost for SUH, a total amount of Rs. 2,29,500.00 (Rupees two lakh twenty nine thousand five hundred only), of which, Rs. 1,84,100.00 (Rupees one lakh eighty four thousand only) had been utilised. Thus, Rs. (229500-184100)= Rs. 45,400.00 is unutilised.

Hence, I would like to request you to release the payment for the monthly quarter of January- March 2018 as O&M cost.

The estimated cost is enlisted below.


Sl.No	Item	Quantity	Unit	Rate	Amount
1.	Annual Maintenance cost of Shelter				
i)	Maintainance of Plumbing & Electrical Work	3	Months	500.00	1500.00
ii)	Electricity Charges	1	(only March)	5000.00	5000.00
2.	Quaterly Servicing Cost				
i)	Sweeping Charges	3	Months	3000.00	9000.00
ii)	Replenishment of bedding (Washing Charges)	3	Months	1000.00	3000.00
3.	Cost of providing free food for 4 inmates who are old/ infirm @100 per day for 3 months	4x 90days	Days	100.00	36000.00
4.	Staff Salary				
i)	Manager (full time)	3	Months	10000.00	30000.00
ii)	Caregivers: 3 nos	9	Months	5000.00	45000.00
				<b>TOTAL</b>	<b>129500.00</b>

Please make necessary arrangements to release the fund of Rs. (129500.00-45,400.00)= Rs. 84,100.00 (Rupees eighty four thousand one hundred only) for January to March 2018, so that we can make the project meet its basic needs is kindly solicited from your end.

The agency shall provide the Utilisation Certificate in due course of time.

Thanking You

Yours Faithfully

  
Commissioner  
Durgapur Municipal Corporation





## Shelter for Urban Homeless (SUH) monitoring Report

<b>Name of the ULB:</b>	<b>KRISHNANAGAR MUNICIPALITY</b>
Whether Shelter is functional Yes/No	Yes
If Yes, Start Date	01-07-2017
Operated by: ULB/ Agency	Agency
If Agency, then Name of the Agency	Aastha Jadabpur
Whether Shelter Management Committee (SMC) has been formed Yes/ No	Yes
If yes, Date of Formation	27-01-2017
No. of Persons identified and rescued	45
Number of Inmates	Total= 47 ,Male: 5      Female: 37 Children: 5
No of Physically Challenged Person	0
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	Yes  Weekly
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	Yes
Whether Daily Registers are maintained for Inmates Yes/No	Yes
Any user fees is collected from inmates, Yes/ No	Not Yet
No of Staffs provided in the SUH	5 nos.

Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	Yes Uttam Bera(Manager)(7044752371) Babulal Das(Care giver)(9339901358) Sudipta Saha(Care giver)(7797416058) Chandana Das(Care giver) Rani Kadar Das(sweeper)
Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	Food is provided to all.
Whether adequate bathing and toilet facility available Yes/ No	Yes
Whether 24 x 7 Electric Supply is provided Yes/ No	Yes
Regular monitoring & Supervision done by SMC Yes/ No	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Yes
Any programme undertaken for mental recreation of inmates	Not Yet
Any steps taken for financial inclusion and tie up with other Government benefit available	Bank account opened for two inmates.

*Sweeta Goswami*  
09/03/18  
Signature  
City Mission Manager  
(Skill Micro Enterprises, MIS & ME)

*Bin Das*  
Signature 10/03/18  
Chairperson  
Krishnanagar Municipality

received by  
*S.D.*  
12.03.18



# WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

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

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

SUDA-23/2014(pt)/ 1314

Date: 17/01/2018

## Memorandum

### Release of funds of Shelter for Urban Homeless under DAY-NULM

Funds are shown herein are being released electronically in favour of under mentioned ULBs of O&M cost (2<sup>nd</sup> instalment) of Shelter for Urban Homeless under DAY-NULM.

SL no.	Name of Payee	Amount (In Rs.)	Payees Bank Details
01.	Durgapur Municipal Corporation	124500	Allahabad Bank, City Centre Branch, A/C No: - 50310508645, IFS Code: - ALLA0211764
02.	Bongaon Municipality	147123	Bangiya Gramin Vikash Bank, Motigunj Branch, A/C No: - 5373010041380, IFS Code: - UTBI0RRBBGB
03.	Haldia Municipality	246800	Indian Overseas Bank, Haldia Branch, A/C No: - 148301000010074, IFS Code: - IOBA0001483
04.	Nabadwip Municipality	95400	Oriental Bank of Commerce, Nabadwip Branch, A/C No: - 17702191013073, IFS Code: - ORBC0101770

Finance Officer, SUDA

*[Signature]*  
17.01.18


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

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: [wbsulm@gmail.com](mailto:wbsulm@gmail.com)

Central: state share (60:40) would be provided for the O & M cost as the case may be, for each shelter for the period of first 5 years of operation. For O & M of one shelter catering to 50 urban homeless an amount of Rs. 6,00,000/- per annum is provisioned. The following Expenditure heads are permissible under the O&M cost for the shelters –

Sr. No.	Expenditure Heads	Details
1.	Annual Maintenance cost / shelter	Includes expenditure for electricity and other misc. expenses.
2.	Annual Servicing cost	Includes cost of upkeep, maintenance, replenishment of bedding and kitchen equipment etc.
3.	Annual cost of providing free food	Restricted to 10% of inmates who are old/ infirm etc. and cannot pay
4.	Staff Salary	Includes 3 caregivers in 8 hour shift and 1 full time manager.
Total O&M cost permissible – Rs. 6,00,000/- for one shelter catering to 50 urban homeless.		

The fund for operations & Management of the shelters will be released to the ULB in installments. No fund should be utilized for any purpose other than for which the amount is released.

 17-01-18



SUDA-23/2014(pt.)// 1314/1(4)

17.01.2018

Copy for information to:

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

Rev 17-01-18

Finance Office, SUDA



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-23/2014 (pt)/ 1285

ক্রমিক নং .....

15.01.2018

তারিখ .....

From : Director, SUDA

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

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

**Shelter for Urban Homeless under NULM**

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Operation and Maintenance cost of Shelter for Urban Homeless under DAY-NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Durgapur Municipal Corporation	1,24,500.00	Allahabad Bank, City Centre Branch, A/C No. 50310508645, IFS Code. ALLA0211764
TOTAL		1,24,500.00	
(Rupees One lakh twenty four thousand five hundred only)			

(Md Asif Sardar)  
Finance Officer  
SUDA



(Amalendu Sekhar Naskar)  
Addl. Director & FA  
SUDA

15.01.18

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408





রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-23/2014 (pt)/ 1235

ক্রমিক নং .....

15.01.2018

তারিখ .....

From : Director, SUDA

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

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


**Shelter for Urban Homeless under NULM**

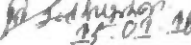
Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Operation and Maintenance cost of Shelter for Urban Homeless under DAY-NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Durgapur Municipal Corporation	1,24,500.00	Allahabad Bank, City Centre Branch, A/C No. 50310508645, IFS Code. ALLA0211764
TOTAL		1,24,500.00	
(Rupees One lakh twenty four thousand five hundred only)			

  
(Md Asif Sardar)  
Finance Officer  
SUDA

  
(Amalendu Sekhar Naskar)  
Addl. Director & FA  
SUDA

  
15.01.18

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST.- BURDWAN

EPABX ⇒ (0343) 2545842, 2546994, 2546107 \* Mayor : 2545828 \* Fax No. : 254-6472

Website : durgapurmunicipalcorporation.org \* E-mail : durgapurcorporation@gmail.com

Ref. No. DMC / NULM/2699

Date 03/01/2018

From:

The Commissioner

Durgapur Municipal Corporation

City Centre, Durgapur- 16.

To,

The Director,

WBSULM, SUDA,

Bidhanhagar, Kolkata-700106,

West Begal.

Sub: Application for payment for O & M cost for the Quarter (October to December)2017.

Sir,

We had received the first instalment for O&M cost for SUH for the Quarter (July to September) an amount of Rs. 1,05,000 (Rupees One Lakh Five Thousand only) under Memo No.: SUDA-23/2014(pt)/575, Dated: 31/08/2017.

Hence forth, we had submitted the UC (July to September) of Rs. 73600 (Rupees Seventy Three Thousand Six Hundred only) under Memo No.: DMC/ NULM/2163, Dated: 23/11/2017.

Hence, I would like to request you to release the payment for the monthly quarter of October – December 2017 as O&M cost.

The estimated cost is enlisted below.

Sl.No	Item	Quantity	Unit	Rate	Amount
1.	Annual Maintenance cost of Shelter				
i)	Maintainance of Plumbing & Electrical Work	3	Months	500.00	1500.00
2.	Quaterly Servicing Cost				
i)	Sweeping Charges	3	Months	3000.00	9000.00
ii)	Replenishment of bedding (Washing Charges)	3	Months	1000.00	3000.00
3.	Cost of providing free food for 4 inmates who are old/ infirm. (100x4x90)	360	Days	100.00	36000.00
4.	Staff Salary				
i)	Manager (full time)	3	Months	10000.00	30000.00
ii)	Caregivers: 3 nos	9	Months	5000.00	45000.00
				<b>TOTAL</b>	<b>124500.00</b>

Please make necessary arrangements to release the fund of Rs. 124500.00 (Rupees One lakh twenty four thousand five hundred only) for October to December 2017, so that we can make the project meet its basic needs is kindly solicited from your end.

The agency shall provide the Utilisation Certificate in due course of time.

Thanking You

Yours Faithfully

Commissioner

Durgapur Municipal Corporation

Roy



Ref. No. DMC / NULM/2699...

Date 03/01/2018.

From:  
The Commissioner  
Durgapur Municipal Corporation  
City Centre, Durgapur- 16.

To,  
The Director,  
WBSULM, SUDA,  
Bidhanhagar, Kolkata-700106,  
West Bengal.

Sub: Application for payment for O & M cost for the Quarter (October to December)2017.

Sir,

We had received the first instalment for O&M cost for SUH for the Quarter (July to September) an amount of Rs. 1,05,000 (Rupees One Lakh Five Thousand only) under Memo No.: SUDA-23/2014(pt)/575, Dated: 31/08/2017.

Hence forth, we had submitted the UC (July to September) of Rs. 73600 (Rupees Seventy Three Thousand Six Hundred only) under Memo No.: DMC/ NULM/2163, Dated: 23/11/2017.

Hence, I would like to request you to release the payment for the monthly quarter of October – December 2017 as O&M cost.

The estimated cost is enlisted below.

Sl.No	Item	Quantity	Unit	Rate	Amount
1.	Annual Maintenance cost of Shelter				
i)	Maintainance of Plumbing & Electrical Work	3	Months	500.00	1500.00
2.	Quarterly Servicing Cost				
i)	Sweeping Charges	3	Months	3000.00	9000.00
ii)	Replenishment of bedding (Washing Charges)	3	Months	1000.00	3000.00
3.	Cost of providing free food for 4 inmates who are old/ infirm. (100x4x90)	360	Days	100.00	36000.00
4.	Staff Salary				
i)	Manager (full time)	3	Months	10000.00	30000.00
ii)	Caregivers: 3 nos	9	Months	5000.00	45000.00
				<b>TOTAL</b>	<b>124500.00</b>

Please make necessary arrangements to release the fund of Rs. 124500.00 (Rupees One lakh twenty four thousand five hundred only) for October to December 2017, so that we can make the project meet its basic needs is kindly solicited from your end.

The agency shall provide the Utilisation Certificate in due course of time.

Thanking You

Yours Faithfully

  
Commissioner  
Durgapur Municipal Corporation



# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST. - PASCHIM BARDHAMAN

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

Ref. No. DMC / NULM/2163

Date 23/11/17

From : The Commissioner  
Durgapur Municipal Corporation

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

**Sub:- Submission of Utilization Certificate of form No. SR.330A for Operation & Management cost (O & M) under SUH component for FY 2017-2018.**

Sir,

With reference to the above, I am hereby submitting the Utilization Certificate of fund received for Operation & Management cost(O & M)under the head of SUH Component for the period of 2017-18 (July- September' 17), in Form No. SR.330A separately.

This is for your kind information and taking necessary action.

Thanking you.

Yours faithfully

  
Commissioner

Durgapur Municipal Corporation

*Commissioner*  
Durgapur Municipal Corporation

Enclosure : Form No. SR.330A



**Utilisation Certificate**  
**(Form No. S.R. 330 A)**

Sl. No.	Letter No. and Date	Amount (Rs.)
1.	SUDA-23/2014(pt)/575 DT. 31/08/17	105000.00
	<b>Total</b>	<b>105000.00</b>

certified that out of Rs 105000.00 Of Grant-in-aid sanctioned during the year 2017-2018 in favour of Durgapur Municipal Corporation under this Ministry/Department letter no. given in the margin and Rs NIL on account of unspent balance of the previous, a sum of Rs. 73600.00 has been utilized for the purpose of expenditure of SUH Operation & Management cost(O & M) for which it was sanctioned and the balance of Rs. 31400.00 remaining unutilized at the end of the 2<sup>nd</sup> quarter has been carried forward to the A/C of next quarter of F.Y 2017-18.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly/are being fulfilled and that I have exercised the following check to see that money was actually utilized for the purpose for which it was sanctioned .

Kinds of checks exercised

01.V.N 1492 dt.26/7/17 Rs.50000.00

02. V.N 1929 dt.11/9/17 Rs.23600.00

**Total Rs.73600.00**

*[Signature]*

*Finance Officer*  
Durgapur Municipal Corporation

*[Signature]*

Signature : *Commissioner*  
Durgapur Municipal Corporation

Designation :

Date : 23<sup>th</sup> Nov '17.

Prepared by  
*Ajit An*  
Accountant, NULM  
Durgapur Municipal Corporation



# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST.- BURDWAN

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

Ref. No. DMC / NULM / 2008

Date 18.9.17

From : The Commissioner  
Durgapur Municipal Corporation

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

Sub:- Utilization Certificate of FORM GRF 19-A for Shelter for Urban Homeless

Sir,

With reference to the above, I am hereby submitting the utilization certificate for Shelter for Urban Homeless in FORM GRF 19-A form of utilization certificate.

Thanking you.

Yours faithfully,

18/9/17  
Commissioner  
Durgapur Municipal Corporation

15/9/17

Encl: As stated above



## FORM GFR 19-A

(See Rule 212(1))

## FORM OF UTILISATION CERTIFICATE

Sl. No.	Letter No. and Date	Amount (Rs.)
1.	SUDA-23/2014/1258 DT. 21.09.2015	4799000.00
2.	SUDA-23/2014/405 dt. 25/05/2017	4527000.00
	<b>Total</b>	<b>9326000.00</b>

certified that out of Rs 9326000.00 Of Grant-in-aid sanctioned during the year 2015-2016 & 2017-2018 in favour of Durgapur Municipal Corporation under this Ministry/Department letter no. given in the margin and Rs NIL on account of unspent balance of the previous, a sum of Rs. 7932627.00 has been utilized for the purpose of expenditure of Shelter for Urban Homeless People for which it was sanctioned and that the balance of Rs1393373.00 remaining unutilized.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly/are being fulfilled and that I have exercised the following check to see that money was actually utilized for the purpose for which it was sanctioned .

Kinds of checks exercised

- 01.V.N 001329 dt.31/08/16 Rs.140000.00  
 02. V.N 001521 dt. 08/09/16 Rs. 1563440.00  
 03. V.N 002149 dt. 28/11/16 Rs. 2758841.00  
 04. V.N 001236 dt. 27/06/17 Rs.2599846.00  
 05. V.N. 001782 dt.28/08/17 Rs .458000.00  
 06. V.N. 001783 dt. 28/08/17 Rs. 412500.00

**Total Rs.7932627.00**

189-A

*Finance Officer*  
Durgapur Municipal Corporation

Signature :

Designation :

Date :

*22/09/17*  
**Commissioner**  
Durgapur Municipal Corporation

*Prepared by*  
*Ajit Ait*

**Accountant, NULM**  
Durgapur Municipal Corporation

*Countersigned*

*22/09/17*  
**ASSISTANT ENGINEER**  
ASANSOL DIVISION, M. E. DTE  
GOVT. OF W. B.

*22/09/17*  
**EXECUTIVE ENGINEER**  
Asansol Division  
Municipal Engineering Directorate  
Govt. Of West Bengal

Ref. No. DMC / NULM / 2496.

Date 18/12/17.

From:

The Commissioner

Durgapur Municipal Corporation

City Centre, Durgapur- 16.

To,

The Director,

WBSULM, SUDA,

Bidhanhagar, Kolkata-700106,

West Bengal.

*Soumen De.*  
*Manager SMM*  
*Sham*  
*20/12/2017*

Sub: Application for advance payment for O &amp; M cost for the Quarter (October to December) 2017.

Sir,

We had received the first instalment for O&M cost for SUH for the Quarter (July to September) an amount of Rs. 1,05,000 (Rupees One Lakh Five Thousand only) under Memo No.: SUDA-23/2014(pt)/575, Dated: 31/08/2017.

Hence forth, we had submitted the UC of Rs. 73600 (Rupees Seventy Three Thousand Six Hundred only) under Memo No.: DMC/ NULM/2163, Dated: 23/11/2017.

Hence, I would like to request you to release an advance payment for the monthly quarter of October – December 2017 as O&M cost.

The estimated cost is enlisted below.

Sl.No	Item	Quantity	Unit	Rate	Amount
1.	Annual Maintenance cost of Shelter				
i)	Maintainance of Plumbing & Electrical Work	3	Months	500.00	15000.00
2.	Quarterly Servicing Cost				
i)	Sweeping Charges	3	Months	3000.00	9000.00
ii)	Replenishment of bedding (Washing Charges)	3	Months	1000.00	3000.00
3.	Cost of providing free food for 4 inmates who are old/ infirm. (100x4x90)	360	Days	100.00	36000.00
4.	Staff Salary				
i)	Manager (full time)	3	Months	10000.00	30000.00
ii)	Caregivers: 3 nos	9	Months	5000.00	45000.00
				<b>TOTAL</b>	<b>138000.00</b>

Please make necessary arrangements to release the fund of Rs. 138000.00 (Rupees One lakh thirty eight thousand only) for October to December 2017, so that we can make the project meet its basic needs is kindly solicited from your end.

The agency shall provide the Utilisation Certificate in due course of time.

Thanking You

Yours Faithfully

*K. 18/11/17*





SMM-5255  
12/10/17

# Shelter for Urban Homeless (SUH) monitoring Report

Name of the ULB:	BON GAN
Whether Shelter is functional Yes/No	YES
If Yes, Start Date	30/07/2017
Operated by: ULB/ Agency	ULB
If Agency, then Name of the Agency	NA
Whether Shelter Management Committee (SMC) has been formed Yes/ No	YES
If yes, Date of Formation	17/07/2017
No. of Persons identified and rescued	51
Number of Inmates	Total= 51 ,Male: 14 Female: 31 Children: 6
No of Physically Challenged Person	0
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	YES at Shelter 2 health attendants are posted on every day. Weekly Health Camp organized.
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	YES
Whether Daily Registers are maintained for Inmates Yes/No	YES
Any user fees is collected from inmates, Yes/ No	At present NO
No of Staffs provided in the SUH	5
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	YES. 1. Ullash Ghosh - Manager (8670985345) 2. Avishex Dey - Manager (9635493246) 3. Shilpa Sarkar - Caregiver (9932668836) 4. Hasi Sarkar - Caregiver (9593058143) 5. Bappa Halder - Caregiver (7047720686)





Whether food is provided to sick, aged, infirm, physically/mentally challenged inmates

YES

Yes/No

Whether adequate bathing and toilet facility available

YES

Yes/ No

Whether 24 x 7 Electric Supply is provided

YES

Yes/ No

Regular monitoring & Supervision done by SMC Yes/ No

YES

Whether initiatives are taken regularly to identify and rescue the Homeless

YES

Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.

YES

Any programme undertaken for mental recreation of inmates

YES (Yoga, Television with Cable channel)

Any steps taken for financial inclusion and tie up with other Government benefit available

YES

*Amjib Kumar Das*

Signature

City Mission Manager (SDI)  
Social Development & Infrastructure  
NULM  
BONGAON MUNICIPALITY

Signature

City Project Officer

*B.A.*  
Signature

Chairman

BONGAON MUNICIPALITY

Commissioner/Chairperson..... *Bongaon* Municipal Corporation/Municipality





**Shelter for Urban Homeless (SUH) monitoring Report  
FOR THE MONTH OF SEPTEMBER-2017**

*SMM-5262*  
*12/10/17*

12 OCT 2017

Name of the ULB:

HALDIA MUNICIPALITY

Whether Shelter is functional  
If Yes, Start Date

Yes/No

YES

Operated by: ULB/ Agency  
If Agency, then Name of the Agency

AGENCY

Whether Shelter Management Committee (SMC) has been formed Yes/ No  
If yes, Date of Formation

YES, ~~05-05-17~~  
27.09.2016

No. of Persons identified and rescued

Number of Inmates

Total=

66

Male:

43

Female:

17

Children:

4

No of Physically Challenged Person:

2

Whether Health Check Up for Inmates Done  
If yes, how regular:

Yes/ No

YES

Whether details of Inmates shared with the Local Police Station  
If No, then why:

Yes/No

YES

Whether Daily Registers are maintained for Inmates

Yes/No

YES

Any user fees is collected from inmates,

Yes/ No

NO

No of Staffs provided in the SUH

4

Whether Attendance Register for Staffs available (Details of the Staffs:  
Name, Designation, and Mobile No.)  
Yes/ No

YES

Whether food is provided to sick, aged, infirm, physically/mentally challenged  
Inmates Yes/No

YES

Whether adequate bathing and toilet facility available

Yes/ No

YES

Whether 24 x 7 Electric Supply is provided

Yes/ No

YES

Regular monitoring & Supervision done by SMC

Yes/ No

YES

Whether initiatives are taken regularly to identify and rescue the Homeless

YES

Whether regular public information/ IEC is displayed Bus stand/ Railway  
Station/Market places/ Place of worship etc.

YES

Any programme undertaken for mental recreation of inmates

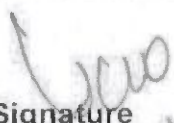
N/A

Any steps taken for financial inclusion and tie up with other Government  
benefit available

NO

  
Signature 12/10/17

City Mission Manager

  
Signature 12/10/17

City Project Officer  
Executive Officer  
Haldia Municipality  
Purba Medinipur

  
Signature

Chairman, Haldia Municipality  
Chairman  
Haldia Municipality



# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST. - BURDWAN

EPABX ⇒ (0343) 2545842, 2546994, 2546107 \* Mayor : 2545828 \* Fax No. : 254-6472

Website : durgapurmunicipalcorporation.org \* E-mail : durgapurcorporation@gmail.com

Ref. No. DMC / NULM / 2271

Date 11/10/17

From:

The Commissioner,  
Durgapur Municipal Corporation.

To,

The Addl. Director, SUDA  
& Addl. Mission Director, WBSULM,  
ILGUS Bhavan, H-C Block,  
Sector - III, Bidnannagar,  
Kolkata - 700106.



Sum - 5881  
12/10/17

Sir,

We are sending herewith the report of Shelter for Urban Homeless project for the month of September 2017 under NULM and attaching an annexure.

Name of ULB: DURGAPUR MUNICIPAL CORPORATION

Thanking You

Regards

  
Commissioner,

Durgapur Municipal Corporation.



# Shelter for Urban Homeless (SUH) monitoring Report SEPTEMBER '17

Name of the ULB: DURGAPUR MUNICIPAL CORPORATION	
Whether Shelter is functional Yes/No	Yes
If Yes, Start Date	10 <sup>th</sup> July 2017
Operated by: ULB/ Agency	Purbachal Ananda Foundation
If Agency, then Name of the Agency	"
Whether Shelter Management Committee (SMC) has been formed Yes/ No	Yes
If yes, Date of Formation	16 <sup>th</sup> June 2017
No. of Persons identified and rescued	
Number of Inmates	Total= 14 , Male: 7 Female: 7 Children: 0
No of Physically Challenged Person	1
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	Yes (Two In-mates were operated for cataract)
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	Yes
Whether Daily Registers are maintained for Inmates Yes/No	Yes
Any user fees is collected from inmates, Yes/ No	Yes (But inmates do not provide user fees regularly)
No of Staffs provided in the SUH	4 Nos.
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	Yes

Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	Yes
Whether adequate bathing and toilet facility available Yes/ No	Yes
Whether 24 x 7 Electric Supply is provided Yes/ No	Yes
Regular monitoring & Supervision done by SMC Yes/ No	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Yes
Any programme undertaken for mental recreation of inmates	Yes
Any steps taken for financial inclusion and tie up with other Government benefit available	Yes

*Roy*  
10/10/17  
Signature

City Mission Manager (SDI)

Signature  
City Project Officer

*[Signature]*  
Signature

Commissioner/Chairperson.....*Durgapuri*.....Municipal Corporation/Municipality



# Shelter for Urban Homeless - Monitoring Report

KRISHNANAGAR MUNICIPALITY

Name of the ULB:	Krishnanagar Municipality
Whether Shelter is Functional	Yes
Start Date	01-07-17
Operated by ULB/Agency	Agency
Name of Agency	Astha Jadavpur
Shelter Management Committee has been formed	Yes
Date of Formation	27 <sup>th</sup> Jan 2017
No. of persons identified and rescued	41
No. of inmates	male-05 ; female-36
No. of Physically challenged person	no
Whether health check up of inmates done	regular
How regular	weekly
Whether details of inmates shared with the local police station	yes
Whether daily registers are maintained for inmates	yes
Any user fees is collected from inmates	Not yet
No. of staffs provided in the SUH	4nos.
Whether attendance register for staffs available	yes
Whether food is provided to the vulnerable section	Initially food is provided to all
Whether adequate bathing and toilet facility available	Yes
Whether 24X7 Electric Supply is provided	Yes
Regular monitoring & supervision done by SMC	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC displayed properly	Yes
Any programme undertaken for mental recreation of inmates	Not yet
Any steps taken for financial inclusion and tie up with other Govt. benefit available	Not yet

*Farida*  
Signature 11/10/2017

City Mission Manager, SD & J

*Abin Saha*  
Signature 11/10/17

Chairman, Krishnanagar Municipality

# Shelter for Urban Homeless (SUH) monitoring Report

## Haldia Municipality

For the Month August 2017


SMM - 6252  
15/09/17

<b>Name of the ULB:</b> Haldia Municipality	
Whether Shelter is functional	Yes/No
If Yes, Start Date	29.09.2017
Operated by:	ULB / Agency
If Agency, then Name of the Agency	Participatory Research and Action Network (PRAN)
Whether Shelter Management Committee (SMC) has been formed	Yes/ No
If yes, Date of Formation	05.05.2017
No. of Persons identified and rescued	Nil
Number of Inmates	<ul style="list-style-type: none"> <li>• Total= 15</li> <li>• Male: 11</li> <li>• Female: 3</li> <li>• Children: 1</li> </ul>
No of Physically Challenged Person	Nil
Whether Health Check Up for Inmates Done If yes, how regular:	Yes/ No
Whether details of Inmates shared with the Local Police Station; If No, then why:	Yes/No
Whether Daily Registers are maintained for Inmates	Yes/No
Any user fees is collected from inmates	Yes/ No
No of Staffs provided in the SUH	04
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.)	<p>Yes/ No</p> <p>1. Manager: Sk. Mahammad Manirujjaman Mob: 9800916320</p> <p>2. Care Giver: Soumen Bera</p> <p>3. Care Giver: Amit Kumar Bera</p> <p>4. Care Giver: Monali Bhuniya</p>

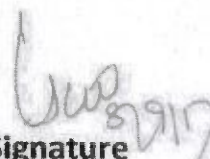




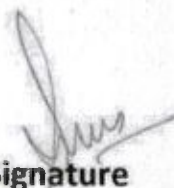
Whether food is provided to sick, aged, infirm, physically/mentally challenged inmates	Yes/No
Whether adequate bathing and toilet facility available	Yes/ No
Whether 24 x 7 Electric Supply is provided	Yes/ No
Regular monitoring & Supervision done by SMC	Yes/ No
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes/ No
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	Yes/ No
Any programme undertaken for mental recreation of inmates	N/A
Any steps taken for financial inclusion and tie up with other Government benefit available	No

  
08.09.17

**Signature**  
**City Mission Manager**

  
08.09.17

**Signature**  
**City Project Officer**  
*Executive Officer*  
Haldia Municipality  
Purba Medinipur



**Signature**  
**Chairperson Haldia Municipality**  
Chairperson  
Haldia Municipality

# Shelter for Urban Homeless - Monitoring Report KRISHNANAGAR MUNICIPALITY

	Krishnanagar Municipality
Name of the ULB	Yes
Whether Shelter is Functional	01-07-17
Start Date	Agency
Operated by: ULB/Agency	Astha Jadavpur
Name of Agency	Yes
Shelter Management Committee has been formed	27 <sup>th</sup> Jan 2017
Date of Formation	41
No. of persons identified and rescued	male-05 ; female-36
No. of inmates	no
No. of Physically challenged person	regular
Whether health check up of inmates done	weekly
How regular	yes
Whether details of inmates shared with the local police station	yes
Whether daily registers are maintained for inmates	Not yet
Any user fees is collected from inmates	4nos.
No. of staffs provided in the SUH	yes
Whether attendance register for staffs available	Initially food is provided to all
Whether food is provided to the vulnerable section	Yes
Whether adequate bathing and toilet facility available	Yes
Whether 24X7 Electric Supply is provided	Yes
Regular monitoring & supervision done by SMC	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes
Whether regular public information/ IEC displayed properly	Yes
Any programme undertaken for mental recreation of inmates	Not yet
Any steps taken for financial inclusion and tie up with other Govt. benefit available	Not yet

*Tania Pae*  
Signature 04-09-17

City Mission Manager, SD & I

*Tania Pae*  
Signature

City Project Officer  
*M. S. Dahi*  
Signature 11/09/17

Chairman, Krishnanagar Municipality



# Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

**Sri Sankar Addhya**

**Chairman**

**BONGAON MUNICIPALITY**

**M. : 9002004688**



Ref. No. : *Memo no B.M. 1707*

Dated : *12.08.17*

To

The Addl. Director, SUDA

Ilgus Bhawan, H-C Block, Sector-III,

Bidhan Nagar, Kolkata-106



*Summ - S RSI*  
*01/09/17*

Sub: Submission of report of SUH and fund requisition for O & M under NULM in Bongaon Municipality

Ref. Memo no. SUDA-23/2014(Pt.)/567 dtd. 08.08.2017

Dear Sir,

As per your letter memo no. SUDA-23/2014(Pt.)/567 dtd. 08.08.2017 for above mentioned subject the undersigned is submitting herewith the fund requisition and report of functional SUH in Bongaon Municipality under NULM.

This is for your kind information and necessary action.

Thanking you,

Sincerely yours,

*SA*

Chairman

Bongaon Municipality



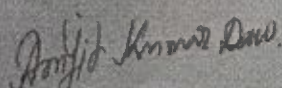
## Shelter for Urban Homeless (SUH) monitoring Report

Name of the ULB:	BON GAN
Whether Shelter is functional Yes/No	YES
If Yes, Start Date	30/07/2017
Operated by: ULB/ Agency	ULB
If Agency, then Name of the Agency	NA
Whether Shelter Management Committee (SMC) has been formed Yes/ No	YES
If yes, Date of Formation	17/07/2017
No. of Persons identified and rescued	51
Number of Inmates	Total= 51 ,Male: 14 Female: 31 Children: 6
No of Physically Challenged Person	0
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	YES at Shelter 2 health attendants are posted on every day. Weekly Health Camp organized.
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	YES
Whether Daily Registers are maintained for Inmates Yes/No	YES
Any user fees is collected from inmates, Yes/ No	At present NO
No of Staffs provided in the SUH	5
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	YES. 1. Ullash Ghosh - Manager (8670985345) 2. Avishrek Dey - Manager (9635493246) 3. Shiba Sarkar - Caregiver (9932668836) 4. Hasi Sarkar - Caregiver (9593058143) 5. Bappa Halder - Caregiver (7047720686)

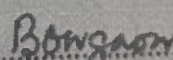
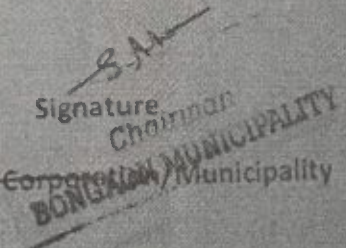




Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	YES
Whether adequate bathing and toilet facility available Yes/ No	YES
Whether 24 x 7 Electric Supply is provided Yes/ No	YES
Regular monitoring & Supervision done by SMC Yes/ No	YES
Whether initiatives are taken regularly to identify and rescue the Homeless	YES
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	YES
Any programme undertaken for mental recreation of inmates	YES (Yoga, Television with Cable channel)
Any steps taken for financial inclusion and tie up with other Government benefit available	YES

  
 Signature  
 City Mission Manager (SDI)  
 Social Development & Infrastructure  
 NULM  
 BONGAON MUNICIPALITY

Signature  
 City Project Officer

Commissioner/Chairperson..........Bongaon Municipal Corporation  






## Cost of O&M of SUH under NULM in Bongaon Municipality

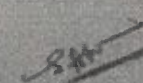
The mode of operation and maintenance work will be maintained by the Bongaon Municipality

O&M cost for quarter (August-October'17)

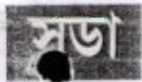
Sl.No	Item	Quantity	Unit	Rate	Amount
1	Annual Maintenance cost of Shelter				
	i) Electricity Charges	3	Months	5000	15000
2	Annual Servicing Cost				
	i) Sweeping Charges	3	Months	3000	9000
	ii) Replenishment of bedding(Washing)	3	Months	2000	6000
3	Cost of providing free food for 10%of inmates who are old/infirm and cannot pay (50x90x10%)	450	Days	100	45000
4	Staff Salary				
	i) Manager(Full Time)	3	Months	10000	30000
	ii) Caregivers: 3 nos.for 3 shifing	9	Months	5000	45000
<b>Total</b>					<b>150000</b>

(Rupees One Lakh and Fifty Thousand only)



  
**Chairman**  
**BONGAON MUNICIPALITY**





রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-140/2015/ 552

07.08.2017

ক্রমিক নং .....

তারিখ .....

From : Director, SUDA

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



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

**Construction of Shelter for Urban Homeless under NULM**

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Operation and Maintenance cost of Shelter for Urban Homeless under NULM**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Krishnagar Municipality	1,05,900.00	Punjab National Bank, Krisnagar Branch, A/C No. 3204000100090229, IFS Code. PUNB0320400
TOTAL		1,05,900.00	
(Rupees one lakh five thousand nine hundred only)			

(Md Asif Sardar)  
Finance Officer  
SUDA

(Amalendu Sekhar Naskar)  
Addl. Director & FA  
SUDA

*Amalendu Sekhar Naskar*  
07.08.2017

দূরভাষ : ২৩৫৮ ৬৪০৮ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : [wsudadir@gmail.com](mailto:wsudadir@gmail.com)








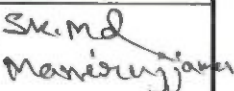
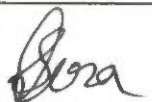

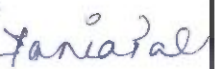
Account Section : 2358 6408






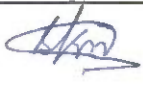

Workshop on O & M for Shelter for Urban Homeless under NULM held on 31.08.2017  
at the Conference Hall of SUDA

Sl. No.	Name of the Organisation	Name of the representative	Designation	Contact No.	Signature
1	SUDA	Shri Ashoke Das	Addl. Director		
2	West Bengal Child Development & Social Welfare	<i>Umi Barm Roy</i>	<i>Welfare officer,</i>	9433441528	<i>[Signature]</i> 31/8/17
3	SUDA	<i>Dr. Shikha Gururam</i>	<i>Project Health Officer</i>	9831853398	<i>[Signature]</i> 31/8/17
4	SUDA	Smt. Rituparna Banerjee	State Mission Manager-HR & CBT		<i>[Signature]</i> 31/8/17
5	SUDA	Shri Soumen De	State Mission Manager-S & SI		<i>[Signature]</i> 31/8/17



Workshop on O & M for Shelter for Urban Homeless under NULM held on 31.08.2017 at the  
Conference Hall of SUDA

Sl. No.	Name of the ULB	Name	Designation	Contact No.	Signature
1	Durgapur MC	SAMIT ROY	Manager NULM	8514964236	
		VASWATI ROY	Manager SDI, NULM Durgapur MC	8001547980	
		ARINDAM RAVERJEE	SUH	9434085206	
		Samita Mukherjee	Project Manager Abhayaashram (Durgapur)	7699991611	
		Nitu Chatterjee	care giver Abhayaashram (Durgapur)	7031292138	
2	Haldia	ANIRBAN MAITY	Manager NULM	9051165859	
		Biplab Nandi	Representative	9830170115	
		Sk. Mohammad Manirujjaman	Manager SUH	8003916320	
		Soumen Bera	Caregiver SUH	7076890551	
3	Krishnanagar	Uttam Bera	Manager Aadha	9674560541	
		Tania Pal	Manager- SD 2 I, NULM	9593580347	

Sl. No.	Name of the ULB	Name	Designation	Contact No.	Signature
4	Bongaon	ARIJIT KUMAR DAI	Manager SDXI	9732874583	
		Kubeli Biswas	C.O	8436731284	
		Ullash Ghosh	Manager Suranya Abap	9563111853	
		Ainslur Day	Manager Suranya Abap	9635493246	
		Shila Sarkar	Caretaker Suranya ABASCH	9932668838	Shila Sarkar.
		27/5/2023	71	953058193	27/5/2023
5	Nabadwip	Akan Chatterborty	caregiver SUIT	7431086469	
		Sourav Kumar Mallik	Manager	8001492412	
		Sanjoy Ghosh	Security guard	9547084540	S Ghosh
		Rajdeep Chatterjee Sourav Das	C.O CMM	9851775709 9830283808	 S.K. Das



# WEST BENGAL STATE URBAN LIVELIHOOD MISSION

(Under Municipal Affairs Department, Government of West Bengal)

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

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

SUDA-23/2014(pt)/ 575

Date: 31/08/2017

## Memorandum

Release of funds of Shelter for Urban Homeless under DAY-NULM

Funds are shown herein are being released electronically in favour of under mentioned Municipality of O&M cost of Shelter for Urban Homeless under DAY-NULM as 1st installment.

SL no.	Name of Payee	Amount (In Rs.)	Payees Bank Details
01.	Durgapur MC	1,05,000.00	Allahabad Bank, City Centre Branch, A/C No: - 50310508645, IFS Code: - ALLA0211764.

  
Finance Officer, SUDA

*A. Sanku*  
21.08.2017

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

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: [wbsulm@gmail.com](mailto:wbsulm@gmail.com)

Central: state share (60:40) would be provided for the O & M cost as the case may be, for each shelter for the period of first 5 years of operation. For O & M of one shelter catering to 50 urban homeless an amount of Rs. 6,00,000/- per annum is provisioned. The following Expenditure heads are permissible under the O&M cost for the shelters –

Sr. No.	Expenditure Heads	Details
1.	Annual Maintenance cost / shelter	Includes expenditure for electricity and other misc. expenses.
2.	Annual Servicing cost	Includes cost of upkeep, maintenance, replenishment of bedding and kitchen equipment etc.
3.	Annual cost of providing free food	Restricted to 10% of inmates who are old/ infirm etc. and cannot pay
4.	Staff Salary	Includes 3 caregivers in 8 hour shift and 1 full time manager.
Total O&M cost permissible – Rs. 6,00,000/- for one shelter catering to 50 urban homeless.		

The fund for operations & Management of the shelters will be released to the ULB in installments. No fund should be utilized for any purpose other than for which the amount is released.

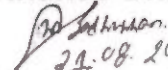




SUDA - 23/2014/575/1(5)  
Copy for information to:

1. The Mayor Durgapur MC. He/she is requested to verify the respective Bank Account of the ULB in respect of NULM that the amount released in this Memorandum is duly credited. It may kindly be ensured that all money receipts against previous releases by SUDA have been submitted.
2. Secretary, UD&MA. Dept. Govt. Of West Bengal.
3. Chief Engineer, M.E. Directorate.
4. Director, SUDA.
5. Additional Director, SUDA.

  
Finance Officer, SUDA

  
21.08.2017.

## 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-23/2014(pt)/506

29.08.2017

ক্রমিক নং .....

তারিখ .....

From : Director, SUDA

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

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

**Construction of Shelter for Urban Homeless under NULM**

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Operation and Maintenance cost of Shelter for Urban Homeless under NULM**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Durgapur Municipal Corporation	1,05,000.00	Allahabad Bank, City Centre Branch, A/C No. 50310508645, IFS Code. ALLA0211764
TOTAL		1,05,000.00	
(Rupees one lakh five thousand only)			

(Md Asif Sardar)  
 Finance Officer  
 SUDA



(Amalendu Sekhar Naskar)  
 Addl. Director & FA

SUDA  
 29.08.2017

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



## রাজ্য নগর উন্নয়ন সংস্থা

## 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-23/2014(pt)/506

29.08.2017

ক্রমিক নং .....

তারিখ .....


From : Director, SUDA


To : The Manager,  
State Bank of India,  
Salt Lake City, Kolkata - 700 091.**Sub: Electronic Transfer of Fund debiting this office  
Current Account No. 34061121921.****Construction of Shelter for Urban Homeless under NULM**

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Operation and Maintenance cost of Shelter for Urban Homeless under NULM**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Durgapur Municipal Corporation	1,05,000.00	Allahabad Bank, City Centre Branch, A/C No. 50310508645, IFS Code. ALLA0211764
TOTAL		1,05,000.00	
(Rupees one lakh five thousand only)			

  
(Md Asif Sardar)  
Finance Officer  
SUDA

  
(Amalendu Sekhar Naskar)  
Addl. Director & FA

SUDA  
29.08.2017

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Ref. No. DMC / NULM / SW / 1127Date 22.8.17To,  
The Director,  
WBSULM, SUDA,  
Bidhanagar, Kolkata-700106,  
West Bengal.

SMN - 5281 SR  
22/08/17

Sub: Application for advance payment for the monthly quarter of  
(July – September) 2017 functioning of Shelter for Urban Homeless project  
at Durgapur Municipal Corporation.

Sir,

As you know that the Shelter for Urban Homeless project have been inaugurated on 27<sup>th</sup> June 2017. An agency have been selected to operate and manage the shelter home.

According to the MOU with the agency the ULB has released Rs. 50000/- (Rupees fifty thousand only) to initiate functioning of the agency. We have received the utilisatuin for the month of July'17.

Hence, I would like to request you to release an advance payment for the monthly quarter of July – September 2017 as O&M cost.

The estimated cost is enlisted below.

Sl.No	Item	Quantity	Unit	Rate	Amount
1.	Quarterly Servicing Cost				
i)	Sweeping Charges	3	Months	3000.00	9000.00
ii)	Replenishment of bedding (Washing Charges)	3	Months	1000.00	3000.00
2.	Cost of providing free food for 2 inmates who are old/ infirm. (100x2x90)	180	Days	100.00	18000.00
3.	Staff Salary				
i)	Manager (full time)	3	Months	10000.00	30000.00
ii)	Caregivers: 3 nos	9	Months	5000.00	45000.00
				<b>TOTAL</b>	<b>1,05000.00</b>

Please make necessary arrangements to release the fund of Rs. 1,05000.00 (Rupees One lakh five thousand only) for July to September 2017, so that we can make the project meet its basic initial needs is kindly solicited from your end.

The agency shall provide the Utilisation Certificate in due course of time.

With Regards

Yours faithfully

Commissioner  
Durgapur Municipal Corporation



## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং .....

তারিখ .....

SUDA-23/2014(Pt.)/ 543 (৫)

24.08.2017

From : Additional Director, SUDA &  
 Additional Mission Director, WBSULM

To : 1) The Commissioner,  
 Durgapur Municipal Corporation  
 2) The Chairperson,  
 Krishnanagar/ Bongaon/ Nabadwip Municipality  
 3) The Executive Officer,  
 Haldia Municipality

Sub : One Day Workshop on Operation & Maintenance of Shelters under DAY-NULM

Sir/ Madam,

We would like to inform you that one day Workshop on Operation and Maintenance of Shelter for Urban Homeless under DAY-NULM will be held on **August 31, 2017 at the SUDA Conference Hall, Bidhannagar, Kolkata-700106.**

You are requested to kindly spare City Mission Manager of your ULB and staff engaged for functionalisation of shelter. Please confirm the participation of your ULB in the aforesaid Workshop by 30.08.2016 through the mail id of WBSULM, i.e. [wbsulm@gmail.com](mailto:wbsulm@gmail.com). Expected total number of participants from each ULB is enclosed herewith.

The registration of the participants will be at **10.30 a.m.** and the Workshop will start at **11.00 a.m**

Enclo: As stated

Yours faithfully,

Additional Director, SUDA &  
 Additional Mission Director, WBSULM

**List of Participants from ULBs for O & M Workshop for SUH**

<b>Sl. No.</b>	<b>Name of the ULB</b>	<b>No. of Participants</b>	<b>Designation</b>
<b>1</b>	<b>Durgapur</b>	<b>5</b>	<b>CMM-SDI &amp; 4 staff of Shelter Management Agency</b>
<b>2</b>	<b>Haldia</b>	<b>4</b>	<b>CMM-SDI &amp; 3 staff of Shelter Management Agency</b>
<b>3</b>	<b>Krishnanagar</b>	<b>5</b>	<b>CMM-SDI &amp; 4 staff of Shelter Management Agency</b>
<b>4</b>	<b>Bongaon</b>	<b>6</b>	<b>CMM-SDI &amp; 5 staff of Shelter Management Agency</b>
<b>5</b>	<b>Nabadwip</b>	<b>4</b>	<b>CMM &amp; 3 staff of Shelter Management Agency</b>



## STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং .....

তারিখ .....

SUDA-23/2014(Pt.)/ 541

23.08.2017

From : Additional Director, SUDA &  
 Additional Mission Director, WBSULM

To : The Controller of Vagrancy,  
 Purtavaban, DF Block,  
 Salt Lake City

Sub : Providing Resource Person for Workshop on O & M of Shelter for Urban Homeless


Sir,

This is to inform you that under Deendayal-Antyodaya Yojana-National Urban Livelihoods Mission, Shelter to Urban Homeless is a component which envisages ensuring availability and access of the urban homeless population to permanent shelters including the basic infrastructure facilities like water supply, sanitation, safety and security. Presently, we have been able to complete 6 (six) such shelters under SUH component and all are functional. We have also developed on Operation and Maintenance Guideline for the Shelters so that it may be used for running the shelters in the future. In connection with this, we have decided to hold a workshop on 31.08.2017 at SUDA Conference Hall, so that different departments which have shelter homes for different target groups can come and share their expertise and various experiences of running the shelters.

In this regard, you are kindly requested to send a suitable person for the workshop and to act as a Resource Person and share the experiences of running shelters with the Municipalities which are functionalized the Shelters for Urban Homeless.

Looking forward towards your participation in the programme and an early reply confirming the above.

Yours faithfully,



Additional Director, SUDA

&amp;

Additional 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

# COOCH BEHAR MUNICIPALITY

FAX : 03582-222656 COOCH BEHAR PHONE : 03582-222286

Memo No.-Estt /

641 /17

Date- 02.08.17

To:

The Director,  
State Urban Development Agency (SUDA)  
"ILGUS BHAVAN", H-C Block, Sector-III,  
Bidhannagar, Kolkata-700106

5203  
21 AUG 2017

Smm-S/SE/SE  
21/08/17

## Sub:- Shelter Management Committee (SMC) at ULB Level

Sir,

In connection with the above subject, I am sending herewith the Shelter Management Committee (SMC) at ULB Level which has been approved in the BOC meeting held on 30/06/2017 for favour of your kind information and taking necessary action.

### Shelter Management Committee (SMC) at ULB Level:

- |   |                   |
|---|-------------------|
| 1) Sri Bhusan Singh, Chairman, Cooch Behar Municipality                         | -Chairman         |
| 2) MMIC/CIC in Charge of Social Welfare   | - Member          |
| 3) Smt Anamika Debnath, CMM-SDI, In charge of Shelter, Cooch Behar Municipality | - Member          |
| 4) CMOH or his representative   | - Member          |
| 5) District Social Welfare Officer or his representative                        | - Member          |
| 6) General Manager of District Industry Officer or his representative           | - Member          |
| 7) Officer in Charge Local Police Station                                       | - Member          |
| 8) Representative from the agency for O & M                                     | - Member          |
| 9) Two inmates from inmates of SUH  | - Member          |
| 10) Representative from the Civil Society                                       | - Member          |
| 11) M.S.Molla, City Project Officer, Cooch Behar Municipality                   | - Member-Convenor |
| 12) Amina Ahemed, Vice-Chairperson, Cooch Behar Municipality                    | - Co-opt Member   |
| 13) Sri Subhajit Kundu, Councillor, Cooch Behar Municipality                    | - Co-opt Member   |
| 14) Sri Goutam Barua, Councillor, Cooch Behar Municipality                      | - Co-opt Member   |
| 15) Sri. Ramapati Gupta Chowdhury, Councillor, Cooch Behar Municipality         | - Co-opt Member   |

*[Signature]*  
02/08/2017

Chairman  
Cooch Behar Municipality  
Cooch Behar

Memo No.-Estt / 641 /1(15)/17  
Copy forwarded to:

Date- 02.08.17

- 1) Sri Bhusan Singh, Chairman, Cooch Behar Municipality
- 2) MMIC/CIC in Charge of Social Welfare

-Chairman  
- Member

Contd. Page-2



- 3) Smt Anamika Debnath, CMM-SDI, in charge of Shelter, Cooch Behar Municipality - Member
- 4) CMOH or his representative - Member
- 5) District Social Welfare Officer or his representative - Member
- 6) General Manager of District Industry Officer or his representative - Member
- 7) Officer in Charge Local Police Station - Member
- 8) Representative from the agency for O & M - Member
- 9) Two inmates from inmates of SUH - Member
- 10) Representative from the Civil Society - Member-Convenor
- 11) M.S.Molla, City Project Officer, Cooch Behar Municipality - Co-opt Member
- 12) Amina Ahemed, Vice-Chairperson, Cooch Behar Municipality - Co-opt Member
- 13) Sri Subhajit Kundu, Councillor, Cooch Behar Municipality - Co-opt Member
- 14) Sri Goutam Barua, Councillor, Cooch Behar Municipality - Co-opt Member
- 15) Sri. Ramapati Gupta Chowdhury, Councillor, Cooch Behar Municipality - Co-opt Member

  
Chairman  
Cooch Behar Municipality  
Cooch Behar Municipality  
Cooch Behar

**Training Module for Capacity Building of Staff & Functionaries of Shelter for Operation and Maintenance under the scheme Shelter for Urban Homeless (SUH)**

<b>Sl. No.</b>	<b>Topic of Discussion</b>	<b>Duration</b>
<b>1</b>	<b>Role &amp; Responsibilities, Duties of different staff of shelter &amp; functionaries</b>	<b>45 Mint</b>
<b>2</b>	<b>Maintenance of shelter Safety &amp; Security</b>	<b>20 Mint</b>
<b>3</b>	<b>Health, Hygiene &amp; Cleanliness</b>	<b>30 Mint</b>
<b>4</b>	<b>Code of Conducts for Shelter staff &amp; Inmates. Grievances Redress</b>	<b>30 Mint</b>
<b>5</b>	<b>Role of Shelter Management Agency</b>	<b>20 Mint</b>
<b>6</b>	<b>Role of Urban Local Body</b>	<b>20 Mint</b>
<b>7</b>	<b>Convergence with other Govt. schemes or programmes</b>	<b>15 Mint</b>



**Training Module for Capacity Building of Staff & Functionaries of Shelter for Operation and Maintenance under the scheme Shelter for Urban Homeless (SUH)**

<b>Sl. No.</b>	<b>Topic of Discussion</b>	<b>Duration</b>
<b>1</b>	<b>Role &amp; Responsibilities, Duties of different staff of shelter &amp; functionaries</b>	<b>45 Mint</b>
<b>2</b>	<b>Maintenance of shelter Safety &amp; Security</b>	<b>20 Mint</b>
<b>3</b>	<b>Health, Hygiene &amp; Cleanliness</b>	<b>30 Mint</b>
<b>4</b>	<b>Code of Conducts for Shelter staff &amp; Inmates. Grievances Redress</b>	<b>30 Mint</b>
<b>5</b>	<b>Role of Shelter Management Agency</b>	<b>20 Mint</b>
<b>6</b>	<b>Role of Urban Local Body</b>	<b>20 Mint</b>
<b>7</b>	<b>Convergence with other Govt. schemes or programmes</b>	<b>15 Mint</b>

Imm- 5851

14/08/17

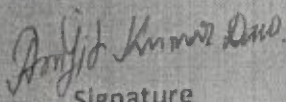
## Shelter for Urban Homeless (SUH) monitoring Report

Name of the ULB:	BONGAON
Whether Shelter is functional Yes/No	YES
If Yes, Start Date	30/07/2017
Operated by: ULB/ Agency	ULB
If Agency, then Name of the Agency	NA
Whether Shelter Management Committee (SMC) has been formed Yes/ No	YES
If yes, Date of Formation	17/07/2017
No. of Persons identified and rescued	51
Number of Inmates	Total= 51 ,Male: 14 Female: 31 Children: 6
No of Physically Challenged Person	0
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	YES at Shelter 2 health attendants are posted on every day. Weekly health camp organized.
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	YES
Whether Daily Registers are maintained for Inmates Yes/No	YES
Any user fees is collected from inmates, Yes/ No	At present NO
No of Staffs provided in the SUH	5
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	YES. 1. Ullash Ghosh - Manager (8670985345) 2. Avishrek Dey - Manager (9635493246) 3. Shiba Sarker - Caregiver (9932668836) 4. Hasi Sarker - Caregiver (9593058148) 5. Bappa Halder - Caregiver (7047720686)





Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	YES
Whether adequate bathing and toilet facility available Yes/ No	YES
Whether 24 x 7 Electric Supply is provided Yes/ No	YES
Regular monitoring & Supervision done by SMC Yes/ No	YES
Whether initiatives are taken regularly to identify and rescue the Homeless	YES
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	YES
Any programme undertaken for mental recreation of inmates	YES (Yoga, Television with Cable channel)
Any steps taken for financial inclusion and tie up with other Government benefit available	YES

  
 Signature  
 City Mission Manager (SDI)  
 Social Development & Infrastructure  
 NULM  
 BONGAON MUNICIPALITY

Signature  
 City Project Officer

Commissioner/Chairperson.....*Bonggaon* Municipal Corporation  
 BONGAON MUNICIPALITY





# Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

**Sri Sankar Addhya**

Chairman

BONGAON MUNICIPALITY

M. : 9002004688




Ref. No. : Memo B.M. 1464

Dated : 17.07.17

## ORDER

WHEREAS the Ministry of Housing & Poverty Alleviation, Government of India has restructured 'Swarna Jayanti Sahari Rojgar Yojna' as 'National Urban Livelihood Mission' (herein referred as NULM) and accordingly the State Government has constituted 'West Bengal State Urban Livelihood Mission' (herein referred as WBSULM) under Gazette Notification No. 227/MA/C-10/3S-30/2013 dated 18.03.2014 and in terms of notification No. SUDA-23/2014(Pt.)/461 on National Urban Livelihood Mission-Social Mobilization & Institute Development (SM&ID) Component issued by the Director SUDA & Mission Director WBSULM to constitute of 'Shelter Management Committee at ULB Level' for day-to-day supervising and functioning of the SUH, the undersigned is hereby constituted the Shelter Management Committee at 'CMMU' of Bongaon Municipality for day-to-day supervising and functioning of the SUH at Champaberia, Ward -07, Bongaon 'consisting of:

1. Smt. Jyotsna addhya, Councillor-in-Charge, NULM, Bongaon Municipality ----- Chairperson
2. City Project Officer, Bongaon Municipality ----- Member- Convener
3. City Mission Manager (SMID), Bongaon Municipality ----- Member
4. Councillor-in-Charge, Social Welfare, Bongaon Municipality ----- Member
5. CMOH or his representative ----- Member
6. District Social Welfare Officer or his representative ----- Member
7. General Manager of District Industry Centre or his representative ----- Member
8. Officer in Charge of Bongaon Police Station ----- Member
9. Representative from the Agency for O & M ----- Member
10. Two Representative from inmates of SUH ----- Member
11. Representative from the Civil Society ----- Member

  
Chairman

Bongaon Municipality

Memo No. B.M. 1464 (12)

Date- 17.07.17

Copy to-

1. The Director, SUDA "ILGUS BHAVAN", H.C Block-III, Bidhannagar, Kolkata-106, for his kind information and necessary action.
2. Smt. Jyotsna addhya, Councillor-in-Charge, DAY- NULM, for his kind information and necessary action.

Contd...



# Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

**Sri Sankar Addhya**

**Chairman**

**BONGAON MUNICIPALITY**

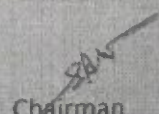
**M. : 9002004688**



Ref. No. :

Dated :

3. City Project Officer , Bongaon Municipality, for his kind information and necessary action.
4. Councillor-in-Charge , Social Welfare , Bongaon Municipality Municipality , for his kind information and necessary action.
5. City Mission Manager (SMID) , Bongaon Municipality , for his kind information and necessary action.
6. CMOH or his representative , for his kind information and necessary action.
7. District Social Welfare Officer or his representative , for his kind information and necessary action.
8. General Manager of District Industry Centre or his representative , for his kind information and necessary action.
9. Officer in Charge of Bongaon Police Station , for his kind information and necessary action.
10. Representative from the Agency for O & M, for his kind information and necessary action.
11. Representative from inmates of SUH, for his kind information and necessary action.
12. Representative from the Civil Society, for his kind information and necessary action.

  
Chairman  
Bongaon Municipality

**Training Module for Capacity Building of Staff & Functionaries of Shelter for Operation and Maintenance under the scheme Shelter for Urban Homeless (SUH)**

<b>Sl. No.</b>	<b>Topic of Discussion</b>	<b>Duration</b>
<b>1</b>	<b>Role &amp; Responsibilities, Duties of different staff of shelter &amp; functionaries</b>	<b>45 Mint</b>
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<b>5</b>	<b>Role of Shelter Management Agency</b>	<b>20 Mint</b>
<b>6</b>	<b>Role of Urban Local Body</b>	<b>20 Mint</b>



## Session Plan for CBT for staff & Functionaries of Shelter

Sl No.	Topic	Duration	Resource Person
1	Introduction on Operation and Maintenance of Shelter	11.00 am - 11.30 am	Shri Ashoke Das Addl. Director, SUDA
2	Role & Responsibilities, Duties of different staff of shelter & functionaries	11.30 am - 12.15 pm	Shri Soumen De SMM- S & SI
3	Maintenance of shelter Safety & Security	12.15 am - 12.35 pm	Resource person from WCD
4	Health, Hygiene & Cleanliness	12.35 am - 01.00pm	Health officer, SUDA
5	Code of Conducts for Shelter staff & Inmates. Grievances Redress	01.00 pm - 01.30 pm	Smt. Rituparna Banerjee SMM- HR & CBT
6	Role of Shelter Management Agency	01.30 pm - 01.50 pm	Shri Soumen De SMM- S & SI
7	Role of Urban Local Body	01.50 pm – 02.10 pm	Shri Ashoke Das Addl. Director, SUDA
8.	Interactive session on shelter Management	02.10 pm – 02.30 pm	Resource person from WCD

## **Capacity Building of Staff Functionaries of Shelter Management Agency and ULB Officials**

### **1. Duty & Responsibilities of Staff Functionaries of Shelter**

Staff functionaries are supposed to perform the duties of care giving on a regular and day to day basis and look after its inmates. The caregivers or staff of the shelter will be staying in the shelter in shifts therefore they have an important role to play in addition to their regular duties and responsibilities. Following are the areas of work to be undertaken by them:

#### **a. Daily maintenance of bedding and etc.:**

The inmates of shelter are new to the shelter thus it may be unknown to them about the maintenance or daily upkeep of their personal belongings, clothes, bedding, mosquito nets etc. Therefore,

1. It is the duty of the caregivers to train them to upkeep their personal belongings, bedding and etc. on a regular basis.
2. In case of inmates who are infirm, sick or old persons, the staff or caregivers should provide personal attention and be particularly careful in maintaining their bedding and belongings. In case they are unable to do the same in person, bedding and belonging of such inmates must be maintained by the caregivers themselves.

#### **b. Health and Hygiene**

Maintaining health and hygiene of inmates is one of the crucial and very important aspect of the shelter management. As the inmates will be coming from various parts of the community and different places of the locality it is essential as well as mandatory to conduct a health screening camp for them. Following are the different activities that can be taken up for maintaining health and hygiene of the inmates:

1. Appropriate health screening may be done either by Urban Primary Health Centre or Local Hospital authority in the presence of the staff or caregivers of shelter. It will help them to identify the persons who require additional attention and special care.
2. Training the inmates to use the bathroom and toilet properly and regularly and upkeep a hygienic environment in the shelter.
3. Inmates must be trained to use hygienic commodities like soap, toothpaste and toothbrush etc. and make them aware of the benefits of using the same for personal hygiene and good health.
4. Staff or Caregivers must maintain a neat and clean environment in the shelter by :
  - a. Proper cleaning of toilets and bathrooms on a daily basis
  - b. Use of phenyl and bleaching powder in toilets and bath rooms both inside and in the surrounding of the shelter
  - c. Daily cleaning of the premises and floor area of shelter, passage, dormitories of the inmates, family rooms, rooms for the old, infirm and sick and differently abled persons, office room, dining hall.



### **Activities to be undertaken for Health Care:**

1. First aid kit must be available at the shelter for basic need based treatment for the inmates.
2. In case of an emergency that arises for any inmate, it is mandatory to admit the person in the nearest health care facility or hospital. The caregivers or staff must have information of the contacts of the local health care facility and are also aware about process of admission to the health care facility / hospital. It is also absolutely necessary to display the necessary contact information of the healthcare facility in a publicly visible location
3. ULB or Shelter Management Agency must conduct a health check-up camp on a monthly basis for the inmates.
4. A register must be maintained for this purpose for all the enlisted inmates of the Shelter.
5. Shelter staff or caregivers must remain present at the time of health check-up in order to communicate with the concerned medical practitioner about the health conditions of the inmates.

### **3. Safety and Security:**

It is the basic part of the shelter management to ensure the safety and security of inmates of the shelter. The following steps should be taken for ensuring safety and security of the inmates especially for women and children:

- a) Security staff or shelter staff who works in shifts must maintain the records of the coming and going of the inmates stringently.
- b) Record keeping of daily visitors of shelters.
- c) Shelter Management Agency must share the list of inmates at local Police Station.
- d) In case of any major violation of security protocol takes place at the Shelter, it is mandatory and necessary to inform the local Police station.
- e) Staff must be aware of the fire-fighting arrangement available at shelter and also have knowledge of operating the equipment in case of an emergency must inform the nearest fire station.
- f) Emergency contact details of local Fire Station, Police Station, Hospital etc. should be mandatorily displayed in the Notice Board.

### **4. Rules and Regulation for Staff:**

A separate Code of Conduct (enclosed in Annexure-I) should be provided to the staff of the Agency to maintain the rules and regulation at shelter premises.

- a) Detailed rules and regulation for both staff and inmates must be displayed in the notice board of the shelter.
- b) Staff and inmates of the shelter should follow it mandatorily.
  - i) It is the responsibility of the Shelter Manager to inform the caregivers about their regular responsibilities.
  - ii) In case of any special event like cleanliness drive, health check-up camps or visit of any official, the same should be informed to the staff in advance.

## **5. Record Maintenance and Book of Accounts & Role of Shelter Manager:**

- i. Book of Accounts and other registers should be maintained properly by Shelter Manager and daily updating of registers is very important.
- ii. It is the duty of the Shelter Manager to check the daily attendance register of Caregivers and Conservancy staff.
- iii. Shelter Manager must visit each dormitory, family rooms, bathrooms and toilets and kitchen and each floor of the shelter to monitor and supervise the maintenance.
- iv. Weekly meeting may be arranged by the Shelter Manager with the staff of the shelter to keep a check on the record keeping and maintenance of the shelter
- v. In case of an emergency, it is the duty of the Shelter Manager to bring the same in the notice of the Shelter Management Agency, Shelter Management Committee and the ULB at the earliest.

## **6. Role of Agency as Shelter Management Agency:**

Entire Management of Shelter will be supervised by the Shelter Management Agency as per MoU with the concerned ULB and according to the Terms and Conditions as laid in the MoU:.

- i) If any NGO, CBO operate the shelter then it is the responsibility of them to conduct the night survey consultation with ULB as per requirement.
- ii) No extra charges will be claimed by the Organization for this purpose.
- iii) If any charity, other Organizations shows interest to fund for this purpose it may be brought to the notice of the ULB.
- iv) Special Programmes like distribution of clothes, nutritious fooditems, etc. may be taken up for the inmates by the Organization. Such programmes must be conducted jointly by the Shelter Management Agency and ULB Authority.
- v) Shelter Management Agency is bound to report about the shelters on a monthly basis to the ULB and Shelter Management Committee
- vi) If any consultation or help is required for O & M then it may be brought to the notice of the ULB or SMC.
- vii) Agency should not provide extra fund or extra facility for maintaining the shelter and its inmates without prior consultation with the ULB.

## **7. Role of Urban Local Bodies:**

As the Shelter is under the authority of the Urban Local Bodies therefore it is their responsibility to monitor the overall maintenance of Shelter. **Shelter Management Committee** formed under the ULB also plays a vital role in the operationalisation and managing of the shelters. Following are some of the major responsibilities of the SMC:

- i. Before handing over the shelters' Operation & Maintenance to any Agency/Organization, it is necessary to ensure that a MoU has been signed along with detailed Terms and Conditions
- ii. Engagement of staff or caregivers should be done on the basis of contract between the Agency and the ULB
- iii. If any extra fund support is required beyond the yearly allotment of O&M, then the same may be borne by the ULB.



## Code of Conduct:

This *Code of Conduct* is a set of behaviours to establish and specify relations between staff and shelter residents. Not all behaviours and circumstances can be foreseen. This Code is meant to give staff knowledge of appropriate behaviour between residents and staff. Any questionable situations that arise between staff and residents that do not seem to be covered in this code of conduct should be addressed with a supervisor to obtain clarification and guidance.

1. Staff will always treat residents with respect and dignity. No guest should be a victim of verbal, emotional, or physical abuse by staff.
2. Staff will behave in accordance with all applicable safety policies and procedures. The safety of all residents and staff shall be held as the highest value.
3. Staff must refrain from alcohol or drug use while on duty. They should never come to work under the influence of alcohol or drugs.
4. Staff must refrain from any relationship with a resident that could be viewed as unprofessional. Inappropriate types of relationships include, but are not limited to:
  - Business relationships
  - Sale or use of drugs and alcohol
  - Gambling
  - Financial Assistance (acting as a payee or conservator)
  - Personal relationships outside of the work environment
5. Staff will always apply rules and regulations fairly and equitably to all residents.
6. Staff will not provide favours for, or accept favours from, residents.
7. Staff will never give or take money from a resident.
8. Staff will not use any language that is offensive or discriminatory.
9. Staff will dress in a way that reflects positively upon their role as professionals working in shelter or social services.
10. Staff will refrain from any communication with residents that may be interpreted as inappropriate and flirtatious, including improper jokes, self-disclosure, or touching.
11. When in doubt about any course of action or behaviour with residents, staff should consult their supervisor.

I, \_\_\_\_\_, have read and understood the Code of Conduct that is to be followed by all staff working in the shelter. I further understand that this code does not include all foreseeable circumstances that I may face in working with shelter residents, and that I will seek supervision anytime I have questions about appropriate or professional behaviour.

Name \_\_\_\_\_

Date \_\_\_\_\_

## Do's And Don'ts

### 1. To Show Respect for Each and Every Resident:

1.1. Do welcome a resident when they come to the shelter. Make eye contact and greet them warmly with a smile.

1.2. Do introduce yourself when meeting a resident for the first time. Do this even before you ask them for their name at check in. It communicates that you are not just interested in getting their name for identification purposes, but also to know them as a person.

1.3. Do put the resident's needs above your own while on duty. Never make a resident wait for service when it isn't necessary. For instance, social conversations with other staff should stop when a resident needs assistance.

1.4. Don't wait for a resident to come to you. When you see a resident with an obvious need, whether it's an extra blanket, information, or the need to have someone to talk to, approach them with assistance. By anticipating a resident's needs you are showing them that they are important.

1.5. Don't use your power as a shelter employee to demean, humiliate, or judge a resident. Be aware of your status as a staff person.

1.6. Don't discuss a resident's business in public areas where other resident's may overhear. Provide privacy (whenever possible) for a resident to discuss sensitive information.

1.7. Do finish dealing with one resident's concerns or needs before attending to another's. This can be difficult because staffs are often pulled in many directions at once. However, by prioritizing needs and focusing on one resident at a time, staffs are actually able to use their time more efficiently.

1.8. Do show concern for a resident's personal belongings. When a resident enters a shelter, they usually have everything they own with them. Showing an understanding of the importance of these belongings to the resident communicates an overall sense of respect.

1.9. Do show tolerance for differences. These differences may include religious, spiritual, political, and cultural beliefs. For example, a resident who identifies as transgendered may wish you to call them something other than their legal name.

1.10. Don't blame or reprimand a resident in front of other residents. You may not always have the luxury of enforcing rules and regulations in private to a resident who is not compliant. By refraining from loud or obvious criticism of a resident in front of others, you maintain the dignity and cooperation of the resident.

1.11. Do treat all residents equally. It is common for a resident to ask you to bend a rule or for special treatment to meet their unique circumstance. Staffs need to be very careful when approaching this situation as they may appear to be showing favouritism.

Show respect to the residents. Model respect in your actions and you can watch it grow throughout the shelter. Shelter residents look to the staff for assistance and guidance. When guests see that staffs have respect for the shelter and its procedures, they are more likely to respect you and each other.



## **2. To Show Respect for the Institution, Policies and Procedures:**

- 2.1. Do maintain a clean and orderly environment. Remember, the shelter is not only a workplace, it is someone's home.
- 2.2. Do treat your co-workers with respect. Try to keep personal conversations with other staff to a minimum when in a resident's presence. Never share personal information about other staff with residents.
- 2.3. Don't interrupt other staff's interactions with a resident. Unless there is urgent need, allow other staff to fully concentrate on the resident they are working with. If you must interrupt, do so respectfully. Say, "Excuse me, I am sorry to interrupt, but..."
- 2.4. Don't blame or "bad mouth" the institution, your co-workers, or supervisors in front of residents. When staffs have a complaint, criticism, or suggestion for improvement, they should address this in staff meetings or with their supervisors. When residents have complaints or criticisms of the facility or staff, listen and provide them with information on the appropriate means of filing a grievance or complaint.
- 2.5. Do follow policies and procedures consistently. Reinforce to residents that staff can be relied upon to carry out their duties, and enforce the rules and regulations of the facility in a consistent, competent, and fair manner.

## **3. To Take Responsibility for Your Professional Behaviour:**

- 3.1. Do be aware of your professional limitations. Do not attempt resident interventions you are not trained or authorized to provide. Seek supervision if you are unsure about how to proceed or act in a situation.
- 3.2. Do take on self-improvement and educational activities. Take advantage of opportunities for training within the shelter system. Use these opportunities for professional development.
- 3.3. Don't blame others for your mistakes. Embrace your errors and take responsibility for correcting them. Staffs who are willing to learn from their mistakes can be model responsibility and trustworthiness for residents and other staff.
- 3.4. Don't lose control of your emotions in front of residents. Seek help from peers or your supervisor when you feel overwhelmed. It is not a sign of weakness to be emotionally affected by your work. By seeking help you are working to maintain balance in your professional behaviour.
- 3.5. Do pay attention to how you present yourself in your demeanour, dress, and hygiene. It is important that our own standards of behaviour, dress, and cleanliness be a model for residents. Check with your supervisor about the policies and procedures of appropriate attire in your work place.
- 3.6. Don't let your personal affairs interfere with your professional duties. Keeping a resident waiting while you finish a personal telephone call shows a lack interest and concern for that resident's needs.

Always use sensitivity and professionalism when talking or dealing with a resident. Whenever staffs work with a resident, they must keep the best interest of that resident in mind. Maintain a professional boundary, and don't let personal feelings or emotions affect the interaction.

#### **4. To Take Responsibility for Professional Behaviour Toward Residents:**

- 4.1. Don't take it personally. Even when a resident is in a blaming or angry mode, remind yourself that by not reacting emotionally you are able to better assess and respond.
- 4.2. Do know the policies and procedures of your facility. This knowledge allows you to be a resource for residents. When confronted with a question or situation where you do not know the answer, have a resource list or seek supervision to get the information you need.
- 4.3. Do enforce policies and procedures equally with all residents. You are more likely to gain the respect of residents who see your actions as fair and balanced than if you treat one resident differently from another.
- 4.4. Do know and live up to professional ethics and boundaries. Never ask for something such as money or services from a resident. Remember, you are there to serve the resident. They are not there to serve you.
- 4.5. Do your job even though no one is watching or reminding you. For example, staff may not be supervised during the late hours and this may provide temptation to skip rounds or bed-checks. However, a resident's sense of safety may depend on the idea that someone is checking the area where they sleep. Residents need to trust that staff are looking out for them and showing concern for their well-being—even while they sleep.
- 4.6. Don't promise a resident something you cannot deliver. If you make a commitment to a resident, even a small one, live up to it! Most residents have a difficult time trusting "the system." When they are promised something that is not fulfilled, it reinforces the idea that the system cannot be trusted. In those unavoidable instances when a commitment or service cannot be provided, do not try to make excuses or lay blame elsewhere. Take responsibility and apologize to the resident.
- 4.7. Do know emergency procedures and respond to a crisis situation immediately to ensure a resident's safety. It is the responsibility of every staff member to know their facility's emergency protocols. Know when to call a supervisor or outside help.
- 4.8. Don't let dangerous situations or interactions go unattended. A resident's feeling of safety determines whether or not they will use a shelter. If staff are aware of drug dealing, intimidation, or extortion they need to respond immediately to maintain the safety of residents and staff.

Consistent professional behaviour shows residents that the facility can be trusted to provide a safe haven, and offers resources to help them. Shelter work is not easy. Every day, staffs are confronted with difficult situations and often difficult residents. Keeping professional boundaries can be hard for staff who see the harsh realities facing many of their residents. That is why working as a team, supporting one another.





রাজ্য নগর উন্নয়ন সংস্থা

o/c



**STATE URBAN DEVELOPMENT AGENCY**

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

ক্রমিক নং .....

তারিখ .....

SUDA-23/2014 (Pt)/ 567

08.08.2017

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

To: Chairman,  
Bongaon Municipality

**Sub: Sub: Information about the Shelter and fund for O & M of SUH**

Sir,

In reference to your letter vide memo no. 1510/1(8) dated: 20.07.2017 this is to inform you that it is required to send information of the status of running shelter and staff details as per O & M norms mentioned in the SUH guidelines. It is also to inform you that there is provision of fund Rs. 6.00 Lakh/Year (50 bedded shelter unit) for Operation & Maintenance as per Operational Guidelines of SUH.

In this respect, you are requested to send the requisition for fund for Operation & Maintenance along with Utilization Certificate for fund release for Construction in the prescribed format to this end.

Enclo: As stated

Yours faithfully,

Addl. 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

**List of Participants from ULBs for O & M Workshop for SUH**

<b>Sl. No.</b>	<b>Name of the ULB</b>	<b>No. of Participants</b>	<b>Designation</b>
<b>1</b>	<b>Durgapur</b>	<b>5</b>	<b>CMM-SDI &amp; 4 Staff of Staff of shelter Management Agency</b>
<b>2</b>	<b>Haldia</b>	<b>4</b>	<b>CMM &amp; 3 Staff of shelter Management Agency</b>
<b>3</b>	<b>Krishnanagar</b>	<b>5</b>	<b>CMM-SDI &amp; 4 Staff of Staff of shelter Management Agency</b>
<b>4</b>	<b>Bongaon</b>	<b>3</b>	<b>CMM-SDI &amp; 2 Staff of Staff of shelter Management Agency</b>
<b>5</b>	<b>Nabadwip</b>	<b>4</b>	<b>CMM &amp; 3 Staff of shelter Management Agency</b>
<b>6</b>	<b>Jalpaiguri</b>	<b>3</b>	<b>CMM-SDI &amp; 2 Staff of Staff of shelter Management Agency</b>
<b>7</b>	<b>Coochbehar</b>	<b>3</b>	<b>CMM &amp; 2 Staff of shelter Management Agency</b>



SUDA-23/2014(Pt.)/

27.07.2017

From : Director, SUDA &  
Mission Director, WBSULM

To : The Commissioner/ Chairperson,

..... Municipal Corporation/ Municipality

**Sub : 1 Day Workshop for staff functionaries and ULB officials for Shelter for Urban Homeless  
(SUH) under DAY-NULM**

Sir/ Madam,

*operationalization and smooth running* We would like to inform you that one day Workshop for <sup>Staff</sup> functionaries and ULB officials for <sup>a</sup> the shelter for Urban Homeless will be held on **August 3, 2017 at the SUDA Conference Hall, Bidhannagar, Kolkata-700106.**

You are requested to kindly spare City Mission Manager of your ULB and staff engaged for functionalization of shelter. Please confirm the participation of your ULB in the aforesaid Workshop by 31.07.2017 through the mail id WBSULM, i.e. wbsulm@gmail.com. *of participants from each ULB is enclosed here with. Expected total no.*  
The registration of the participants will take place at **10.30 a.m.** The said Workshop will commence at **11.00 a.m** and will continue up to **2.00 p.m.**

Yours faithfully,

Director, SUDA  
&  
Mission Director, WBSULM

SUDA-23/2014(Pt.)/

27.07.2017

From : Director, SUDA &  
Mission Director, WBSULM

To : The Controller of Vagrancy,  
Purtavaban, DF Block,  
Salt Lake City

**Sub : Providing Resource Person for Workshop on O & M of Shelter for Urban Homeless and permission a visit to the nearest facility functioning as Shelter Home under Department of Women and Child Development & Social Welfare under KMC area**

Sir,

This is to inform you that under National Urban Livelihoods Mission, Shelter to Urban Homeless is a component which envisages ensuring availability and access of the urban homeless population to permanent shelters including the basic infrastructure facilities like water supply, sanitation, safety and security. Presently, we have been able to complete 7 (seven) such shelters under SUH. We have also developed training module for staff functionaries of the shelters so that it may be used for running the shelters properly. In connection with this, we have decided to hold a workshop on 03.08.2017 at SUDA Conference Hall, so that different departments which have shelter homes for different target groups can come and share their ~~expertise~~ <sup>experience</sup> and various experiences <sup>and technical know how</sup> of running the shelters. for

In this regard, you are kindly requested to send a officer from your office along with shelter management staff for the workshop and to act as a Resource Person and share the experiences of running shelters with the Municipalities which are running the Shelter for Urban Homeless.

Looking forward towards your participation in the programme and an early reply confirming the visit as well.

Yours faithfully,

Director, SUDA  
&  
Mission Director, WBSULM



STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং .....

তারিখ .....

SUDA-23/2014(Pt.)/

27.07.2017

From : Additional Director, SUDA &  
Additional Mission Director, WBSULM

To : The Commissioner/ Chairperson,

..... Municipal Corporation/ Municipality

**Sub : 1 Day Workshop for staff functionaries and ULB officials for Shelter for Urban Homeless**

**(SUH) under DAY-NULM**

Sir/ Madam,

We would like to inform you that one day Workshop for staff functionaries and ULB officials for Operationalization of shelter unit as per Guidelines of the shelter for urban Homeless will be held on **August ৫, 2017 at the SUDA Conference Hall, Bidhannagar, Kolkata-700106.**

You are requested to kindly spare City Mission Manager of your ULB and staff engaged for functionalization of shelter. Please confirm the participation of your ULB in the aforesaid Workshop by 31.07.2017 through the mail id WBSULM, i.e. [wbsulm@gmail.com](mailto:wbsulm@gmail.com). Expected total number of participants from each ULB is enclosed herewith.

The registration of the participants will take place at **10.30 a.m.** The said Workshop will commence at **11.00 a.m and will continue up to 2.00 p.m .**

Yours faithfully,

**Additional Director, SUDA  
&Additional Mission Director, WBSULM**

## STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং .....

তারিখ .....

SUDA-23/2014(Pt.)

27.07.2017

From : Director, SUDA &  
 Mission Director, WBSULM

To : The Controller of Vagrancy,  
 Purtavaban, DF Block,  
 Salt Lake City

Sub : Providing Resource Person for Workshop on O & M of Shelter for Urban Homeless

Sir,

This is to inform you that under National Urban Livelihoods Mission, Shelter to Urban Homeless is a component which envisages ensuring availability and access of the urban homeless population to permanent shelters including the basic infrastructure facilities like water supply, sanitation, safety and security. Presently, we have been able to complete 7 (seven) such shelters under SUH. We have also developed training module for staff functionaries of the shelters so that it may be used for running the shelters properly. In connection with this, we have decided to hold a workshop on 07.08.2017 at SUDA Conference Hall, so that different departments which have shelter homes for different target groups can come and share their experience of running the shelters.

In this regard, you are kindly requested to send a officer from your office along with shelter management staff for the workshop and to act as a Resource Person and share the experiences of running shelters with the Municipalities which are running the Shelter for Urban Homeless.

Looking forward towards your participation in the programme and an early reply confirming the visit as well.

Yours faithfully,

Director, SUDA  
 &  
 Mission Director, WBSULM



**Office of the Bongaon Municipality**

BONGAON, NORTH 24 PARGANAS.

**Sri Sankar Addhya****Chairman****BONGAON MUNICIPALITY****M. : 9002004688***Add. Director*Ref. No. : **Memo No - BM - 1510****Dated : 20.07.17**

**To**  
**The Secretary**  
**Government of West Bengal**  
**Urban Development and**  
**Municipal Affairs Department**  
**Poura Prasasan Bhaban**  
**DD - 1, Sector - 1, Saltlake**  
**Kolkata - 700064**

*Smm - SRS*  
*21/08/17**DIV SUDA*

Sub : Invitation in the inauguration ceremony of newly constructed Shelter for Urban Homeless (SUH), under DAY-NULM at Ramkrishnapally, Bongaon, Ward No- 07, within Bongaon Municipality.

Sir,

This is to bring to your kind information that the construction of Shelter for Urban Homeless (SUH), under DAY-NULM of this Municipality has been completed. It is a pleasure also to inform you that the newly constructed SUH will be inaugurated on 30.07.2017.

In view of above an inauguration ceremony is scheduled to be held on 30.07.2017 commencing from 4.00 pm at the SUH complex at Ramkrishnapally, Bongaon, Ward No- 07, within Bongaon Municipality.

You are therefore cordially invited to kindly be present in the said programme.

Yours Faithfully

*[Signature]*

**Chairman**  
**Bongaon Municipality**

Memo No BM.....

Date.....

Copy to :-

- 1) The Director, SUDA and The Mission Director, WBSULM, ILGUS BHAVAN, H-C Block, Sector - III, Bidhannagar, Kolkata- 700106, for kind information with the request to kindly be present in the programme.
- 2) The Chief Engineer, Municipal Engineering Directorate, The Chief Engineer, I.E. No. 2, Bhaban, Salt Lake, Kolkata-700091, for kind information with the request to kindly be present in the programme.

# Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

**Sri Sankar Addhya**

**Chairman**

**BONGAON MUNICIPALITY**

**M. : 9002004688**



Ref. No. :

Dated :

- 3) Joint Secretary, Government of West Bengal, Municipal Affairs, POURA PRSHASAN BHA WARD - 1, Sector - 1, Saltlake, Kolkata - 700064, for kind information with the request to kindly be present in the programme.
- 4) The District Magistrate, North 24 Parganas, Barasat, for kind information with the request to kindly be present in the programme.
- 5) The Joint Director, SUDA, ILGUS BHAVAN, H-C Block, Sector - III, Bidhannagar, Kolkata-700106. for kind information with the request to kindly be present in the programme.
- 6) The Executive Engineer, MED, Division- I, Barasat, North 24 Parganas. for kind information with the request to kindly be present in the programme.
- 7) The Sub-divisional Officer, Bongaon, North 24 Parganas, for information with the request to be present in the programme.
- 8) The Sub divisional Police Officer, Bongaon, North 24 Parganas, for information with the request to be present in the programme.

Chairman  
Bongaon Municipality



# Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

**Sri Sankar Addhya**

Chairman

BONGAON MUNICIPALITY

M. : 9002004688

*Soumen to attend*  
*SA*

Ref. No. :

Dated :

To  
The Secretary  
Government of West Bengal  
Urban Development and  
Municipal Affairs Department  
Poura Prasasan Bhaban  
DD - 1, Sector - 1, Saltlake  
Kolkata - 700064

*Director  
may kindly  
like to see**Sho*  
*26/07/17*

Sub : Invitation in the inauguration ceremony of newly constructed Shelter for Urban Homeless (SUH), under DAY-NULM at Ramkrishnapally, Bongaon, Ward No- 07, within Bongaon Municipality.

Sir,

This is to bring to your kind information that the construction of Shelter for Urban Homeless (SUH), under DAY-NULM of this Municipality has been completed. It is a pleasure also to inform you that the newly constructed SUH will be inaugurated on 30.07.2017. ✓

In view of above an inauguration ceremony is scheduled to be held on 30.07.2017 commencing from 4.00 pm at the SUH complex at Ramkrishnapally, Bongaon, Ward No- 07, within Bongaon Municipality.

You are therefore cordially invited to kindly be present in the said programme.

Yours Faithfully

*SA*Chairman  
Bongaon Municipality

Memo No BM..1510/1(8).....

Date..20.7.17

Copy to :-

- 1) The Director, SUDA and The Mission Director, WBSULM, ILGUS BHAVAN, H-C Block, Sector - III, Bidhannagar, Kolkata- 700106, for kind information with the request to kindly be present in the programme.
- 2) The Chief Engineer, Municipal Engineering Directorate, The Chief Engineer, M.E. Dte, Bikash Bhavan, Salt Lake, Kolkata-700091, for kind information with the request to kindly be present in the programme.

# Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

**Sri Sankar Addhya**

**Chairman**

**BONGAON MUNICIPALITY**

**M. : 9002004688**



Ref. No. :

Dated :

3) Joint Secretary, Government of West Bengal, Municipal Affairs, POURA PRSHASAN BHAWAN, DD - 1, Sector - 1, Saltlake, Kolkata - 700064, for kind information with the request to kindly be present in the programme.

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6) The Executive Engineer, MED, Division- I, Barasat, North 24 Parganas. for kind information with the request to kindly be present in the programme.

7) The Sub-divisional Officer, Bongaon, North 24 Parganas, for information with the request to be present in the programme.

8) The Sub divisional Police Officer, Bongaon, North 24 Parganas, for information with the request to be present in the programme.

  
Chairman

Bongaon Municipality





o/c  
রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

SUDA-23/2014 (Pt)/ 422

17.07.2017

ক্রমিক নং .....

তারিখ 18 .....

From: Additional Director, SUDA  
& Additional Mission Director, WBSULM

To: Chairman,  
Krishnanagar Municipality

Sub: Information about the Shelter and fund for O & M of SUH

Sir,

In reference to your letter vide memo no. 42/17-487(c)/17 dated: 03.04.2017 this is to inform you that it is requested to send information of the status of running shelter and staff details as per O & M norms mentioned in the SUH guidelines. It is also inform you that there is provision of fund Rs. 6.00 Lakh/Year (50 bedded shelter unit) for Operation & Maintenance as per Operational Guidelines of SUH.

In this respect, you are requested to send the requisition for fund for Operation & Maintenance and the said information in the prescribed format to this end.

Enclo: As stated

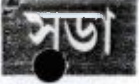
Yours faithfully,

Additional Director, SUDA  
& Additional 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



o/c  
রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং ..... SUDA-23/2014 (Pt)/ 423

তারিখ 17.07.2017

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

To: Commissioner,  
Durgapur Municipal Corporation

**Sub: Sub: Information about the Shelter and fund for O & M of SUH**

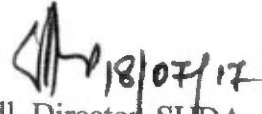
Sir,

In reference to your letter vide memo no. DMC/NULM/1239 dated: 05.07.2017 this is to inform you that it is requested to send information of the status of running shelter and staff details as per O & M norms mentioned in the SUH guidelines. It is also to inform you that there is provision of fund Rs. 6.00 Lakh/Year (50 bedded shelter unit) for Operation & Maintenance as per Operational Guidelines of SUH.

In this respect, you are requested to send the requisition for fund for Operation & Maintenance along with Utilization Certificate for fund release for Construction in the prescribed format to this end.

← Enclo: As stated

Yours faithfully,

  
Addl. 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



## Shelter for Urban Homeless (SUH) monitoring Report

<b>Name of the ULB:</b>	
Whether Shelter is functional Yes/No	
If Yes, Start Date	
Operated by: ULB/ Agency	
If Agency, then Name of the Agency	
Whether Shelter Management Committee (SMC) has been formed Yes/ No	
If yes, Date of Formation	
No. of Persons identified and rescued	
Number of Inmates	Total=       ,Male:       Female: Children:
No of Physically Challenged Person	
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	
Whether Daily Registers are maintained for Inmates Yes/No	
Any user fees is collected from inmates, Yes/ No	
No of Staffs provided in the SUH	
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	

Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	
Whether adequate bathing and toilet facility available Yes/ No	
Whether 24 x 7 Electric Supply is provided Yes/ No	
Regular monitoring & Supervision done by SMC Yes/ No	
Whether initiatives are taken regularly to identify and rescue the Homeless	
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	
Any programme undertaken for mental recreation of inmates	
Any steps taken for financial inclusion and tie up with other Government benefit available	

Signature  
City Mission Manager (SDI)

Signature  
City Project Officer

Signature  
Commissioner/Chairperson.....Municipal Corporation/Municipality



## Shelter for Urban Homeless (SUH) monitoring Report

<b>Name of the ULB:</b>	
Whether Shelter is functional Yes/No	
If Yes, Start Date	
Operated by: ULB/ Agency	
If Agency, then Name of the Agency	
Whether Shelter Management Committee (SMC) has been formed Yes/ No	
If yes, Date of Formation	
No. of Persons identified and rescued	
Number of Inmates	Total=      ,Male:      Female: Children:
No of Physically Challenged Person	
Whether Health Check Up for Inmates Done Yes/ No, If yes, how regular:	
Whether details of Inmates shared with the Local Police Station Yes/No If No, then why:	
Whether Daily Registers are maintained for Inmates Yes/No	
Any user fees is collected from inmates, Yes/ No	
No of Staffs provided in the SUH	
Whether Attendance Register for Staffs available (Details of the Staffs: Name, Designation, and Mobile No.) Yes/ No	

## TENDER REGISTER

Tender No.	Item/nature of work	Mode of Tender enquiry	Date of publication of NIT	Type of Bidding (Single/two bid system)	Last date of receipt of tender	Nos of tenders received	Nos & names of parties not qualified after technical evaluation	Nos & names of parties not qualified after financial evaluation	Whether contract awarded to lowest tenderer evaluation L1, if not, reason thereof	Contract no. & date	Name of contractor	Value of contract	Scheduled date of completion
1	2	3	4	5	6	7	8	9	10	11	12	13	14
WB/MAD /Purulia /NIQ- 13e/201 6-17	6000 nos house connection from distribution line to consumer premises with MDPE Pipes and water meter under BRGF(Spl) Prog. Within Purulia municipality	e-Tender	11.11.2016 (1st Call)	Two bid system	01.12.2016 at 3.00 PM	3Nos.	i) Anup Kr saha ii) Made & Trade Co. iii) Project India	NA	NA	NA	NA	NA	NA
WB/MAD /Purulia /NIQ- 13e/201 6-17 (2nd call)	-Do-	-Do-	16.12.2016 (2nd Call)	-Do-	30.12.2016 at 3.00 PM	1No.	Nil	Nil	Contract not awarded due to single bidder in 2nd call.	NA	NA	NA	NA

*[Signature]*  
Chairman  
Purulia Municipality

*[Signature]*  
Signature of Officer-in-charge



Whether food is provided to sick, aged, infirm, physically/mentally challenged Inmates Yes/No	
Whether adequate bathing and toilet facility available Yes/ No	
Whether 24 x 7 Electric Supply is provided Yes/ No	
Regular monitoring & Supervision done by SMC Yes/ No	
Whether initiatives are taken regularly to identify and rescue the Homeless	
Whether regular public information/ IEC is displayed Bus stand/ Railway Station/Market places/ Place of worship etc.	
Any programme undertaken for mental recreation of inmates	
Any steps taken for financial inclusion and tie up with other Government benefit available <i>for inmates</i>	

Signature  
City Mission Manager (SDI)

Signature  
City Project Officer

Signature

Commissioner/Chairperson.....Municipal Corporation/Municipality

eProcurement System of Government of West Bengal  
Created By: Kamakshya Prasad Singh Deo  
Created Date/Time: 25-Jan-2017 02:45 PM  
Tender Title: WBMAD/PURULIA/NIG-13e/2016-17  
Tender Id: 2016\_MAD\_94678\_1

Inviting Authority: CHAIRMAN, PURULIA MUNICIPALITY  
of Work: 6000nos. of House Service Connection upto consumer premises with MDPE pipes of required dia. and necessary  
accessories including Water Meter for water supply scheme within Purulia Municipality under BRGF (Spec) Programme

Act No: WBMAD/PURULIA/NIG-13e/2016-17(2nd call)

# SCHEDULE OF WORK / ITEM(S)

Sl.No	Description of Work / Item(s)	No. of Qty	Units	Estimated Rate	MADE AND TRADE CO.
-------	-------------------------------	------------	-------	----------------	--------------------

Rate	Amount
------	--------

2.0	Supply, Delivery, unloading and proper staking at site of 15mm dia. Multijet type Water Meters, Class B, +/- 2%, IS 779 / ISO 4064, Admissible Pr Max 16 Kg/Cm <sup>2</sup> 360 0 Orientable, Cybal Computable, Magnetic transmission drive Cooper can Mineral Glass 5mm Thick Envelop, Extra dry Dial, Totalizer, Protection Class IP 68, Strainer Inbuilt, EEC/MID Marked with Brass Nuts & Nipples (Vendor list to be approved by the concerned Superintending Engineer, MED before execution of work) 15mm Dia. Water Meter Typical Performance i) Starting flow - < 10 L/Hr ii) Accuracy from +/- 5% - 30 L/Hr iii) Accuracy from +/- 2% - 120 L/Hr iv) Max Flow +/- 2% - 3000 L/Hr	3500.00	Nos	100.00	1650.00	5775000.00

Total in Figures	21705000.00
------------------	-------------

Lowest Amount Quoted By: MADE AND TRADE CO.(21705000.00)

SUPERINTENDENT,  
South Circle, M.E. District  
Deptt. of Municipal Affairs,  
Govt. of West Bengal

45  
25/01/17





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-23/2014 (Pt)/

তারিখ .....  
14.07.2017

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

To: Commissioner,  
Durgapur Municipal Corporation

Sub: Sub: Information about the Shelter and fund for O & M of SUH

Sir,

In reference to your letter vide memo no. DMC/NULM/1239 dated: 05.07.2017 this is to inform you that it is ~~required to share~~ <sup>requested to send</sup> information of the running shelter and staff details as per O & M norms mentioned in the SUH guidelines. It is also inform you that there is provision of fund Rs. 6.00 Lakh/Year (50 bedded shelter unit) for Operation & Maintenance as per Operational Guidelines of SUH.

In this respect, you are requested to send the requisition for fund for Operation & Maintenance ~~purpose~~ <sup>fund release for</sup> along with Utilization Certificate for Construction ~~purpose and the~~ <sup>purpose</sup> said information in the prescribed format to State Mission Management Unit (SMMU), under WBSULM. <sup>this end.</sup>

Enclo: As stated

Yours faithfully,

Addl. Director, SUDA  
& Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

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

SUDA-23/2014 (Pt)/

13.07.2017

ক্রমিক নং .....

তারিখ .....

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

To: Commissioner,  
 Durgapur Municipal Corporation

**Sub: Information about the Shelter and name of the staffs of shelter**

Sir,

*In reference to your letter*  
 With response to the letter vide memo no. DMC/NULM/1239 dated: 05.07.2017 this is to inform you that it is required to share information of the running shelter and staffs details as per O & M norms mentioned in the SUH guidelines.

In this respect, you are requested to *send* share the above information in the prescribed format with ~~our~~ State Mission Management Unit (SMMU), under WBSULM. ~~It is further mentioned that this is related to the release of fund for O & M.~~ *in every month.*

Encl: As stated

Yours faithfully,

Addl. Director, SUDA  
 & Mission Director, WBSULM




State : West Bengal      ULB : Select ULB      Name of the City :

Name of the Shelter :      Plot No. :      Street :

Landmark :      Ward No. : Select Ward      Shelter Type :      Select Proposal Type

Name of the SMA :      Category : Select Category      Capacity :

Date of Operational :       Funding Source : Select Funding Source      No. of inmates in Shelter :

Shelter Management Committee in Position : ☐ Yes ☐ No

Staff in Position for Shelter Management :

Name	Designation	Contact No	Select
			<a href="#">Add</a>

Infrastructure/amenities in the shelter :

- Well ventilated rooms/dormitories ☐ Yes ☐ No
- Adequate space for each inmates (@ 50 Sq.ft.) ☐ Yes ☐ No
- Lighting ☐ Yes ☐ No
- Fan facilities ☐ Yes ☐ No
- Kitchen with vessels and Gas connectivity ☐ Yes ☐ No
- Piped water Supply ☐ Yes ☐ No
- Cloak room /Personal Lockers ☐ Yes ☐ No
- Space for recreation / Library / Others ☐ Yes ☐ No
- Toilet / Bath Rooms ☐ Yes ☐ No
- Provision for Hot water-Geyser/ Solar device ☐ Yes ☐ No
- Purified water facility- ROs etc ☐ Yes ☐ No
- Cots / Bunker Beds with shelter ☐ Yes ☐ No



# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST.- BURDWAN

EPABX ⇒ (0343) 2545842, 2546994, 2546107 \* Mayor : 2545828 \* Fax No. : 254-6472

Website : durgapurmunicipalcorporation.org \* E-mail : durgapurcorporation@gmail.com

Ref. No. DMC / *NULM/1239*

Date *05/07/2017*

To,  
The Director,  
WBSULM, SUDA,  
ILGUS Bhavan,  
H-C Block, Sector-III,  
Bidhanhagar, Kolkata-700106,  
West Bengal.



*SMM - SSSI*

*86/07/17*

Sub: Application for advance payment to initiate functioning of Shelter for Urban Homeless project at Durgapur Municipal Corporation.

Sir,

As you know that the Shelter for Urban Homeless project have been inaugurated on 27<sup>th</sup> June 2017. An agency have been selected to operate and manage the shelter home.

According to the MOU with the agency, the ULB has to release Rs. 50000/- (Rupees fifty thousand only) for functioning of the agency. But, we do not have any fund regarding this head. The agency had recruited the necessary staffs and night survey is being made to identify beneficiaries. Within a week the agency will register the beneficiaries. Hence, to run the project smoothly, the initial amount of Rs. 50000/- (Rupees fifty thousand only) is required.

As such necessary arrangements to release the fund so that we can make the project meet its basic initial needs is kindly solicited from your end.

The agency shall provide the Utilisation Certificate in due course of time.

With Regards

Yours faithfully

*08/07/17*  
Commissioner  
Durgapur Municipal Corporation





পৌর সদস্য পর্ষদের কার্যালয়  
নবদ্বীপ পৌরসভা, পোঃ-নবদ্বীপ, জেলা - নদীয়া

**OFFICE OF THE BOARD OF COUNCILLORS  
NABADWIP MUNICIPALITY  
NABADWIP, NADIA**

*5mm - best SR*  
*21/06/17*

MemoNo. 56/NULM/NM/2017-18

Date- 21.06.2017

From: The Chairman, Nabadwip Municipality, Nabadwip, Nadia.

To  
The Director  
SUDA, "ILGUS BHAVAN"  
H-C Block, Sector - III, Bidhannagar,  
Kolkata - 700106  
West Bengal.

Subject: - Request for imparting training to the members of registered ALF taking charge of Shelter for urban homeless

Sir,

This is to inform you that we are going to inaugurate our Shelter for Urban Homeless soon. For functioning purpose it has been decided that one registered Area Level Federation (ALF) formed under the jurisdiction of Nabadwip Municipality will take full charge of the Shelter for urban Homeless. ALF will look after and supervise the inmates of our Shelter for Urban homeless. Name of the ALF is Nabadwip Nataraj No 1 Area Level federation (Reg No: -56/NM-4853 ) of 2017-18

In these circumstances it is required to impart necessary training to the members of above registered ALF.

This is for your kind information & taking necessary action.

Thanking you,

Yours faithfully

Encl:- SMC details.



*20.6.17*  
Chairman  
Nabadwip Municipality  
Chairman  
Nabadwip Municipality

# Shelter Management Committee

Sl.No.	Designation	Membership
1	MMIC/CIC in charge of NULM	Sri Mihir Kanti Pal
2	MMIC/CIC in charge of social welfare	Sri Sachindra Basak
3	City Mission Manager (Social development & Infrastructure) in charge of shelter	Smt Sunipa Basak
4	CMOH or his representative	Nabadwip State Genarel Hospital (Superintendent)
5	District Social Welfare Officer or his representative	District Child Protection Officer
6	General Manager of District Industry Officer or his representative	Mr. Sanjib Sen
7	Officer in charge Local Police Station	Mr Subir Kumar Pal
8	Representative from the agency for O & M	
9	Two inmates from inmates of SUH	
10	Representative from the Civil Society	
11	City Project Officer	Sri Samir Ranjan Bal
12	Any Officials desire to Co-opt	

Chairman

Nabadwip Municipality

Chairman

Nabadwip Municipality



আনন্দ প্রসাদ !

আনন্দ প্রসাদ !

আনন্দ প্রসাদ !

সুধী,

দীনদয়াল অজ্যোদয় যোজনা - জাতীয় নগর জীবিকা মিশন ( DEENDAYAL ANTYODAYA YOJANA - NATIONAL URBAN LIVELIHOODS MISSION ) - এর ব্যবস্থাপনায় ও দুর্গাপুর নগর নিগামের সহযোগিতায় সামাজিক ও স্বাভাবিক জীবনযাপনের উদ্দেশ্যে সহায় সম্বলহীন ভবঘুরে মানুষদের জন্য 'অভয়াশ্রম' নির্মিত হয়েছে ।

এই উপলক্ষ্যে আগামী ২৭শে জুন, ২০১৭ (মঙ্গলবার) এ সমস্ত গৃহহীন মানুষদেরকে অভয়াশ্রমে বসবাসের সুবন্দোবস্ত করা হবে ।

এই অভয়াশ্রমের শুভ ষারোদযাটন করবেন দুর্গাপুর নগর নিগামের মাননীয় মহানাগরিক শ্রীযুক্ত অপরূপ খাজী মহাশয় ।

আপনাদের উপস্থিতি একান্তভাবে কামনা করি ।

শ্রুতঃ ভ্যাশে কলোনী, বিধাননগর

(রাম-সীতা মন্দিরের নিকট) দুর্গাপুর - ১২

প্রথমেঃ সকাল ১১.০০ টা

ইতি ভেদার্থে —

শ্রীমতী সুমিত্রা ভূঁই

মেয়র পারিষদ সদস্য (সমাজ কল্যাণ)



# DURGAPUR MUNICIPAL CORPORATION

CITY CENTRE, DURGAPUR - 713216, DIST. - BURDWAN

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

Ref. No. DMC / NULM / 1067

Date .... 23/6/17

To,  
The Director,  
WBSULM, SUDA,  
ILGUS Bhavan,  
H-C Block, Sector-III,  
Bidhanhagar, Kolkata-700106,  
West Bengal.

Sub: Intimation regarding completion of construction work and inauguration of Shelter for Urban Homeless project under NULM, Durgapur Municipal Corporation

Sir,  
I'm glad to inform you that the construction work for the Shelter for Urban Homeless project under NULM, Durgapur Municipal Corporation have been completed. The Shelter Home will be inaugurated on 27<sup>th</sup> June 2017 by the Honb'le Mayor, Sri Apurba Mukherjee.

Thus, we shall make it functional very shortly.

Thanking You

Yours faithfully

Commissioner  
Durgapur Municipal Corporation





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-23/2014(MPR)/ 442

তারিখ 31.05.2017

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

To: Chief Engineer,  
Municipal Engineering Directorate

Sub: Proposal for Shelter for Urban Homeless (SUH) under DAY-NULM at Beldanga Municipality

Sir,

I am to invite a reference to memo no. 1285/II-8A/17/En dated: 11.05.2017 from Chairman, Beldanga Municipality (copy enclosed) in connection with the above subject and to request to kindly instruct concerned officer of M.E.D. to coordinate with the concerned ULB and to facilitate in preparing a DPR for same.

Enclo: As stated

Yours faithfully,

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

Memo. No. SUDA-23/2014(MPR)/

Date: 31.05.2017

Copy forwarded to Chairman, Beldanga Municipality for information and to take necessary action

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

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

### Shelter for Urban Homeless(SUH) Monitoring Format

Name of the ULB	Haldia
Whether Shelter is functional Yes/No	Yes
If yes, Start Date	29.09.2016
Operated by : ULB/Agency	Agency
If Agency, then Name of the Agency	PRAN
Whether Shelter Management Committee(SMC) has been formed Yes/No	YES
If yes, Date of Formation	05.05.2017
No. of Persons identified and rescued	35
No of Inmates	Total- 35, Male:- 33, Female:- 02, Children: 00
No of Mentally Challenged person	No
No of Physically Challenged Person	No
Whether Health Check Up for Inmates done Yes/No If Yes, how regular	No
Whether details of Inmates shared with local Police station Yes/No If No, then Why	Yes
Whether Daily Register are maintained for Inmates Yes/No	Yes
Any user fees is collected from inmates Yes/No	No
No of caregivers provided in the SUH	2
Whether Attendance register for caregivers available yes/No	Yes
Whether food is provided to sick, aged, infirm, physically/mentally challenged inmates Yes/No	Yes
Whether adequate bathing and toilet facility available Yes/No	Yes
Whether 24*7 Electric Supply is Provided yes/No	Yes (Depend on WBSEDCL)
Regular monitoring & Supervision done by SMC Yes/No	Yes
Whether initiatives are taken regularly to identify and rescue the Homeless	Yes



Whether regular Public Information/IEC is displayed Bus Stand/Railway Station/Market places/Place of worship etc	Yes
Any Programme undertaken for mental recreation of inmates	No
Any steps taken for financial inclusion and tie up other Government benefit available.	No

*[Signature]*  
Signature

City Project officer

Executive Officer  
Haldia Municipality  
Purba Medinipur

*[Signature]*  
Signature

Chairperson Haldia Municipal Municipality

Chairman  
Haldia Municipality



**Office of the Councillors**  
**BELDANGA MUNICIPALITY**

P.O. BELDANGA, PIN-742133, DT. MURSHIDABAD (W.B.)

ESTD-1981

Phone & Fax : 03482—264113

Email: [beldanga.municipality@gmail.com](mailto:beldanga.municipality@gmail.com)

Website: [www.beldangamunicipality.org](http://www.beldangamunicipality.org)

From:- Chairman

**Memo No. 1285/II-8A/17/En**

**Date 11/05/2017**

To  
The Director, SUDA  
& Mission Director, WBSULM  
ILGUS Bhavan,  
H.C. Block, Sector- III,  
Bidhannagar, Kolkata- 700 106



**SUB: Submission of proposal for approval of construction of  
Shelter for Urban Homeless (SUH) under DAY-NULM at  
Beldanga Municipality**

Sir,

With reference to the above captioned subject we would like to inform that as per your direction, we have already conducted night surveys (2 (two) days) to find out the Urban Homeless persons at different places of the town like railway platform, bus depots, terminals, market yards, etc. and have been identified 39 nos. of homeless persons who may be allowed for the scheme of Shelter for Urban Homeless (SUH) under DAY-NULM for Beldanga Municipality in the land owned by the Municipality itself (departmentally transferred from L & L.R. Dept. on 11.09.2002) with all facilities viz. road connectivity, electricity, water supply, etc. and have no objection and willing to construct of shelter for homeless persons.

Land particulars and sketch map along with the list of homeless persons with their photograph and other particulars are enclosed herewith for favour of your kind information with a request to sanction and necessary approval for the same and to release the required fund.

Thanking you.

Encl: As sated above.

Yours faithfully,

**(Bharat Kumar Jhavar)**

Chairman

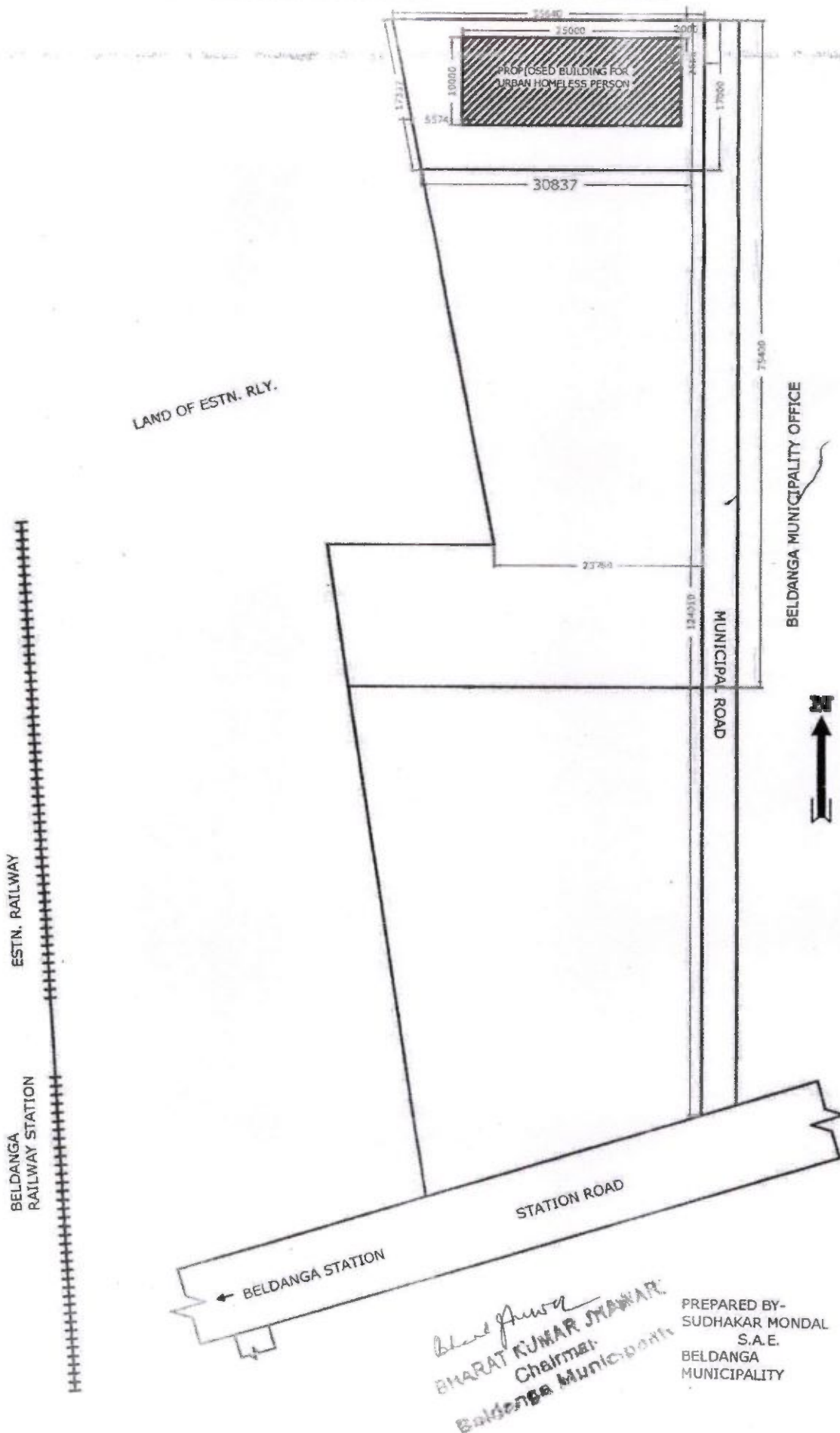
Beldanga Municipality



**PROPOSED SITE FOR BUILDING OF SHELTER FOR URBAN HOMELESS (SUH) AT BELDANGA MINICIPALITY. R.S. PLOT NO.-2500' KH.NO.-1 MOUZA-BARUA.J.L.-60 WARD NO.-5,23 56'06.3"N,88 14'38.2"E**

PROPOSED AREA- 0.14 ACRE  
BUILDING AREA-250.00 SQM.

LAND OF SUGER MILL



*Bharat Kumar Sharmar*  
**BHARAT KUMAR SHARMAR**  
Chairman  
Beldanga Municipality

PREPARED BY-  
SUDHAKAR MONDAL  
S.A.E.  
BELDANGA  
MUNICIPALITY

Memo. No. ... 1031 ... dt. Beldanga, the ... 4/9/12

To  
The Chairman, Beldanga Municipality,  
Beldanga, Murshidabad.

Sub: Advance possession of land measuring a  
total area of 3.18 acres of mouza  
Beldanga, J.L.No. 51 and Barua, J.L.No.  
060 in favour of the Beldanga Municipi-  
pality.

Ref: A.S.M. and S.L. & L.R.O.'s Memo. No.  
1201/X-35/C/01, dated Berhampore, the  
20/02/02 and 5510/X-35/C/02, dated  
Berhampore, the 02/09/02.

S i r,

Reference above.

This is to inform you that the making over of vested  
land of mouza Beldanga, J.L.No. 51 with an area of 2.25 acres  
against Plot No. 538 and 551 ( R.S. ) and of mouza Barua, J.L.  
No. 060 with an area of 0.93 acres against plot No. 2500 (R.S.)  
will be made over to you on 11/09/2002 at 11:00 a.m.

You are requested to take over the same being present  
on Plot No. 551 (R.S) of mouza Beldanga on the date and time  
as noted above.

Yours faithfully,




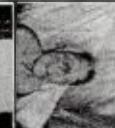




*Ray. 04/7/02*  
BLOCK LAND & LAND REFORMS  
OFFICER, BELDANGA-I, MSD

11/09/2002

*Attested*  
*As*  
11/09/02  
Executive Officer  
Beldanga Municipality



# Shelter for Urban Homeless (SUH) Population Survey Report of Beldanga Municipality, 2017

of the	Ward no.	Name of street / location	Nearest landmark	Full name of respondent	Father/ Husband's name in full	Whether willing to avail Govt. arranged shelter? (Y/N)	Present living location	Whether living in static location (Y/N)	Full Name	Relation with respondent	Age as on 31/05/14 (yrs)	Sex (M/F/O)	Physically challenged (Y/N)	Mentally challenged (Y/N)	Formal education	Occupation	Monthly income (Rs.)	Photo
nga ipality	3	Sarulia Colony	Durga Temple	Haripada Guha	Lt. Sarat Ch. Guha	Y	Street	Y	Haripada Guha	Self	67	M	N	N	-	Begging	Nil	
nga ipality	3	Sarulia Colony	Busni Para	Anecha Bewa	Lt. Abdul Sk	Y	Street	Y	Anecha Bewa	Self	64	F	N	N	-	Begging	Nil	
nga ipality	3	Sarulia Colony	Busni Para	Nurjahan Bewa	Lt. Manu Sk	Y	Street	Y	Nurjahan Bewa	Self	65	F	N	N	-	Servant	1000.00	
nga ipality	3	Sarulia Colony	Busni Para	Rahima Bewa	Lt. Abdul Bari	Y	Street	Y	Rahima Bewa	Self	78	F	N	N	Yes	Begging	Nil	
nga ipality	3	Sarulia Colony	N.H.-34	Asish Sarkar	Lt. Subrata Sarkar	Y	Street	Y	Asish Sarkar	Self	34	M	N	N	Yes	Servant	700	
nga ipality	4	Ashram Para	Durga Temple	Sonatan Das	Lt. Gopinath Das	Y	Varanda in front of the Temple	Y	Sonatan Debnath	Self	62	M	N	N	Yes	Ticket Seller	700	
nga ipality	4	Ashram Para	Durga Temple	Archana Das	Sonatan Das	Y	Varanda in front of the Temple	Y	Archana Das	Wife	50	F	N	N	-	Nil	Nil	
nga ipality	4	Ashram Para	Durga Temple	Buri Das	Sonatan Das	Y	Varanda in front of the Temple	Y	Buri Das	Daughter	22	F	N	Y	-	Nil	Nil	

of Mpl Commissioner / Secretary/ EO / FO









Executive Officer

1 of 5

Stamp and signature of the Mayor/Chairperson of ULB









Chairman

# Shelter for Urban Homeless (SUH) Population Survey Report of Beldanga Municipality, 2017

Sl. No. of the respondent	Ward no.	Name of street / location	Nearest landmark	Full name of respondent	Father/ Husband's name in full	Whether willing to avail Govt. arranged shelter? (Y/N)	Present living location	Whether living in static location (Y/N)	Full Name	Relation with respondent	Age as on 31/05/14 (Yrs)	Sex (M/F/O)	Physically challenged (Y/N)	Mentally challenged (Y/N)	Formal education	Occupation	Monthly income (Rs.)	Photo
Anga	9	Majhi Para	Jagarani Club	Alani Bewa	Lt. Abed Ali	Y	Street	Y	Alani Bewa	Self	60	F	N	N	-	Begging	Nil	
	11	Sankhari Para	Shasswas tri club	Narayan Ch. Mondal	Lt. Subal Ch. Mondal	Y	Club Sheb	Y	Narayan Ch. Mondal	Self	60	M	N	N	Yes	Servant	800	
	8	Bazar Para Rd.	Rabindranath Statue	Aruna Das	Lt. Himanshu Das	Y	Market Place	Y	Aruna Das	Self	58	F	N	N	-	Begging	Nil	
Anga	14	Tanti Para	Durga Temple	Sanjoy Roy	Lt. Biswanath Roy	Y	Club Sheb	Y	Sanjoy Roy	Self	53	M	N	N	-	Begging	Nil	
Anga	7	Chhutar Para	Chhutar Para More	Madan Ghosh	Lt Radha Krishna Ghosh	Y	Party office shed	Y	Madan Ghosh	Self	65	M	N	N	-	Begging	Nil	
Anga	7	Chhutar Para	Chhutar Para Nimtala	Debu Seromoni	Lt Dilip Seromoni	Y	House of Sharmal Chatterjee	Y	Debu Seromoni	Self	46	M	N	Y	-	Begging	Nil	
Anga	12	Sadder Para	Near the Barial Ground	Sahanaj Sk	Lt Sukurulla Sk	Y	Verandha of Sadder Para	Y	Sahanaj Sk	Self	48	M	N	Y	-	Begging	Nil	
Anga	12	Sadder Para	Near the Barial Ground	Giarul Sk	Lt. Islam Sk	Y	Sister's House	Y	Giarul Sk	Self	30	M	N	N	-	Nil	Nil	



# Shelter for Urban Homeless (SUH) Population Survey Report of Beldanga Municipality, 2017

Sl. No.	Name of street / location	Nearest landmark	Full name of respondent	Father/ Husband's name in full	Whether willing to avail Govt. shelter?	Present living location	Whether living in static location	Full Name	Relation with respondent	Age as on 31/05/14 (Yrs)	Sex (M/F/O)	Physically challenged (Y/N)	Mentally challenged (Y/N)	Formal education	Occupation	Monthly income (Rs.)	Photo
1	Ward no.				(Y/N)		(Y/N)			(Yrs)	(M/F/O)	(Y/N)	(Y/N)			(Rs.)	
2	9	Majh Para	Jagarani Club	Artun Bibi	Dharam Sk	Y	Brother's House	Artun Bibi	Self	45	F	N	N	-	Nil	Nil	
3	9	Majh Para	Jagarani Club	Ichahoque Sk	Lt. Foydulla Sk	Y	Varandha of Jagarani Club	Ichahoque Sk	Self	55	M	N	N	-	Howker	2500	
4	9	Majh Para	Jagarani Club	Selima Bibi	Ichahoque Sk	Y	Varandha of Jagarani Club	Selima Bibi	Self	45	F	N	N	-	House W/te	Nil	
5	9	Marul Bazar Para Rd.	Darjee Para	Rajani Bewa	Lt. Osman Sk	Y	Varandha of Rajab Sk	Rajani Bewa	Self	75	F	N	N	-	Nil	Nil	
6	4	Darjee Para	Darjee Para	Amelia Bewa	Lt. Kashem Sk	Y	Others House	Amelia Bewa	Self	70	F	N	N	-	Nil	Nil	
7	2	Rail Satation	Rail Bazar	Imamul Hakikat	Lt. Tofal Akter Azad	Y	Varandha	Imamul Hakikat	Self	70	M	N	N	-	Nil	Nil	
8	2	Barua Colony Road	Barua Colony	Sukla Roy	Gouranga Roy	Y	House of Mantu Roy	Sukla Roy	Self	40	F	N	N	-	Salaried	1500	
9	2	Barua Colony Road	Barua Colony	Ilu Chatterjee	Santosh Chatterjee	Y	House Of Baudhu Ghosh	Ilu Chatterjee	Self	35	F	N	N	-	Servant	1000	

f Mpl Commissioner / Secretary/ EO / FO








Executive Officer

4 of 5

Stamp and signature of the Mayor / Chairperson of ULB

Chairman

# Shelter for Urban Homeless (SUH) Population Survey Report of Beldanga Municipality, 2017

Ward no.	Name of street / location	Nearest landmark	Full name of respondent	Father/ Husband's name in full	Whether willing to avail Govt. arranged shelter? (Y/N)	Present living location	Whether living in static location (Y/N)	Full Name	Relation with respondent	Age as on 31/05/14 (Yrs)	Sex (M/F/O)	Physically challenged (Y/N)	Mentally challenged (Y/N)	Formal education	Occupation	Monthly income (Rs.)	Photo
11	Sankhari Para	Chhutar Para More	Lalu Adhya	Lt. Mahadev Adhya	Y	House of Parash Dutta	Y	Lalu Adhya	Self	52	M	N	N	-	Hawker	3000	
11	Sankhari Para	Chhutar Para More	Aparna Adhya	Lalu Adhya	Y	House of Parash Dutta	Y	Aparna Adhya	Self	45	F	N	N	-	House Wife	Nil	
11	Sankhari Para	Chhutar Para More	Retuparna Adhya	Lalu Adhya	Y	House of Parash Dutta	Y	Retuparna Adhya	Self	20	F	N	N	-	Nil	Nil	
11	Sankhari Para	Chhutar Para More	Koushik Adhya	Lalu Adhya	Y	House of Parash Dutta	Y	Koushik Adhya	Self	16	M	N	N	-	Nil	Nil	
13	Harinath Das Para Road	Hari Para	Samir Hazra	Lt. Keshab Hazra	Y	Brother's House	Y	Samir Hazra	Self	31	M	N	N	-	Nil	Nil	
13	Mokrapur	Mokrapur	Namu Sk	Lt. Kalu Sk	Y	Other's House	Y	Namu Sk	Self	21	M	N	N	-	Nil	Nil	
14	Kachari Para - Sunan Nagar Road	Bali Pukur	Mira Karmakar	Basudev Karmakar	Y	Other's House	Y	Mira Karmakar	Self	39	F	N	N	H.S	Salaried	4500	
10	Babu Para	Babu Para More	Dablu Mukherjee	Lt. Vola Mukherjee	Y	Varandha of Madon Saha	Y	Dablu Mukherjee	Self	60	M	N	N	-	Nil	Nil	