

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.



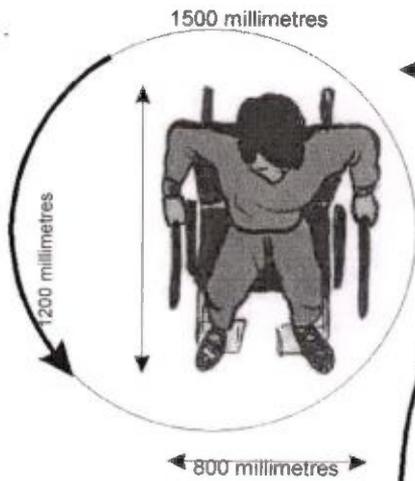
550 millimetres



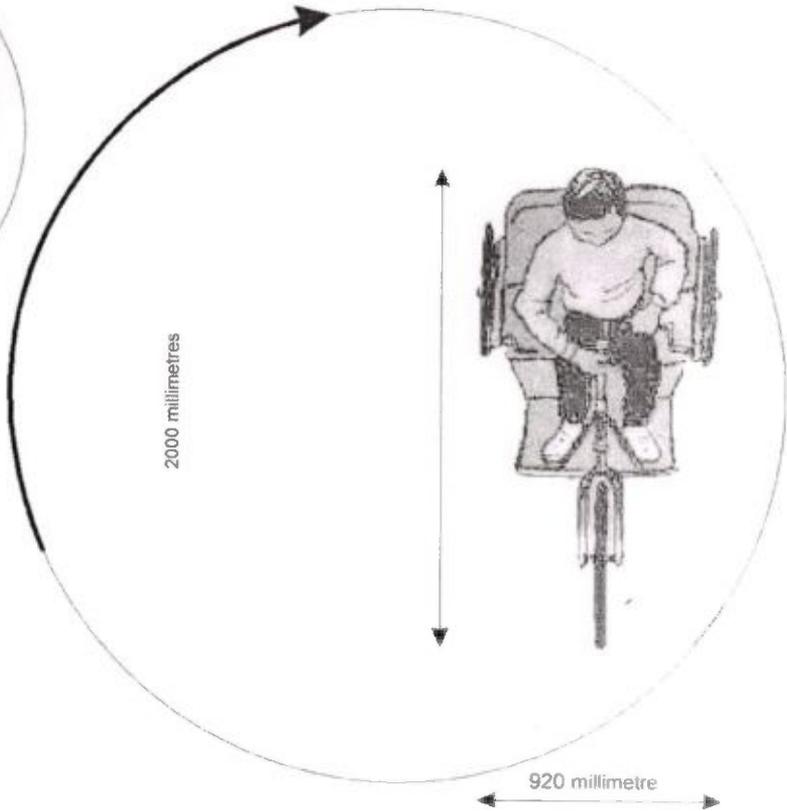
750 millimetres



900 millimetres



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.

o/c

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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,

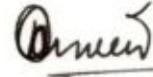
This is to inform you that, a State Level Monitoring Committee of SUH has been constituted in the State Level as per direction of **Hon'ble Supreme Court of India** in the matter of W.P.(C) No. 55 of 2003. This Committee will monitor the progress of shelter for Urban Homeless as well as functional shelters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

Encl: As stated

Yours faithfully,

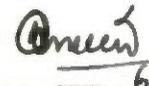

6/8/18

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

Date: 06.08.2018

Memo No. SUDA-23/2014(Pt)/703(৪)/1(২)
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 Yoanaa 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



*Director
Housing Mission
for Punjab*



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 doobby-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.....TUO, SUDA

4) Sri Soumen De.....SMM-S & SI, WBSULM, SUDA

5) Sri Saunya 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 4th 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 peoples other needs. Shelter is one of the requirements for addressing peoples 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 comfort, 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.



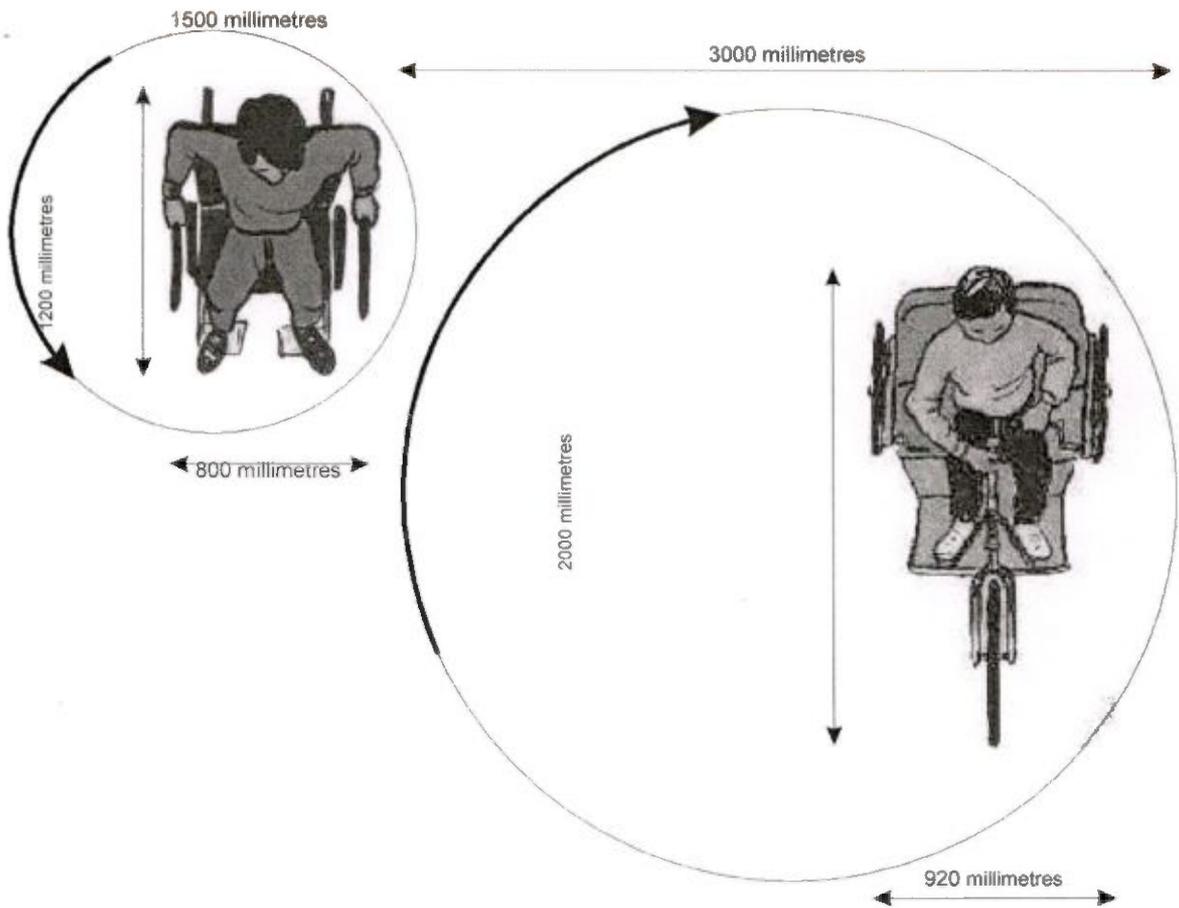
550 millimetres



750 millimetres



900 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.

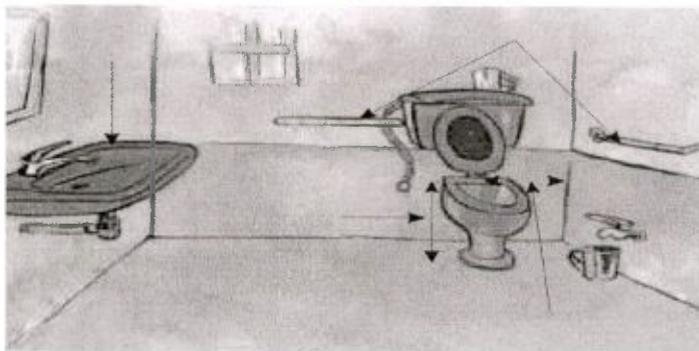
▪ **Bathrooms:**

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 overflowing 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.

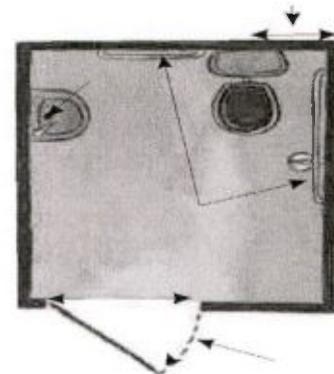
Many people will prefer to use an Asian-style latrine but may have difficulty squatting down and standing up again. They may find it easier to do this if rails were placed on either side of the latrine. The height of these rails should be between 550 to 650 millimetres. There should be no steps into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



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) /

.06.2018

ক্রমিক নং

তারিখ

**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

**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.	22/05/2018
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 13th December 2013 and subsequent amendments were issued vide the following:

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

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

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

4.O.M.No.K.14011/2/2012-UPA Dated :19th 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>Clause 3.3 (d)</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>Amendments in Clause 3.2.d</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,

	Existing Provision	Amended Provision
3.	<p>Clause:5. Linkages with Entitlements</p>	<p>SABLA, One stop centre, Women Helpline Scheme schemes of MoW&CD.</p> <ul style="list-style-type: none"> • Subsidy under PDS. • Direct Benefit Transfer under various Govt. schemes. <p>Additional Clause 5.1. 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. Location of Shelters</p>	<p>Additional Clause:6.4. 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 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 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&M support can be availed under</p>

	Existing Provision	Amended Provision
6.	<p>Clause 9.4.</p> <p>Project Proposal</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>DAY-NULM</p> <p>Amendments in Clause 9.4.</p> <p>Project Proposal</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>Clause:13</p> <p>Monitoring and Evaluation</p>	<p>Additional clause:13.7</p> <p>Monitoring and Evaluation</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

SI NO	Name of the UB	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

[Handwritten Signature]

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

[Handwritten Signature]

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 4th 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

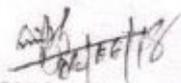
SI No.	Name of the ULB	Date of formation of <u>Shelter Management Committee</u>	Date of first meeting	No. of meeting held till date	Date of Last meeting	Last meeting resolution Xerox Copy
1.	Cooch Behar Municipality	02/08/17	02/08/17	2 Nos.	25/05/18	Xerox Copy enclose

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 ,
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**

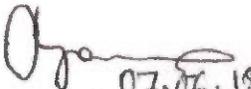
**Chairman
Cooch Behar Municipality
Cooch Behar**

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

B *06/6/18*

Executive Officer
Bongaon Municipality

Enclose: - As Stated



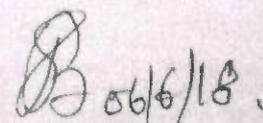
Shelter Management Committee for SUH

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" style="width: 100%; border-collapse: collapse;"> <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
	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																						
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" data-bbox="922 824 1257 981"> <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. ~~SAN~~ - Chairman, Bongaon Municipality.
2. ~~...~~ - E.O, Bongaon Municipality.
3. Debansu Halder - Repr. C.M, C.I.C, 7th Div, 4-23/07-17
4. ~~...~~ C-I-C, NULM, Bongaon Municipality.
5. Sunandha Halder C.I.C, Health, Bongaon Municipality.
6. Anjita Kumar Das. Munger, SDXI, NULM, Bongaon Municipality.
7. Ksheli 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 Abason.
11. Paritosh Biswas Beneficiary of Saranma Abason.

অধ্যক্ষর সভায় মাননীয় পৌরপ্রবান শ্রী অক্ষয়-সত্য
প্রসন্ন সভাপতির আদেশ গ্রহণ করিলেন।
মাননীয় সভাপতির অনুমতিক্রমে সভার কাজ শুরু হইল। সভার
প্রারম্ভিক বক্তব্যে মাননীয় সভাপতি সভায় জানাইলেন যে, ন্যাকন্যাল আরবান লাইভলিহুড
উন্নয়ন-এর অন্তর্গত কলেক্টর যন্ত্র আরবান হোমলেস প্রজেক্টের মাধ্যমে বনসাঁ-পৌরসভা-
অধীনে কলেক্টর বা আবাসন তৈরির কাজ সম্পূর্ণ করিয়াছে নগরের গৃহহীন বা আকুইইন মানুষের
জন্য, অর্থাৎ 50-60 জন থাকার ব্যবস্থা করা হইয়াছে। সুন্দর ও মানোরম পরিবেশে আকুইইন
মানুষ থাকতে পারবে, অতঃপর বিস্তারিত ভাবে এ বিষয়ে আলোচনা করা হইল। এবং সবসম্মতি-
ক্রমে নিম্নলিখিত সিদ্ধান্ত জারি হইল ও অনুমোদিত হইল।

- সিদ্ধান্ত :-
- (i) এই আকুইইন ডালার বা কলেক্টরটির নাম "অক্ষয় আবাসন" অনুমোদিত হইল।
 - (ii) এই অক্ষয় আবাসনে যে সকল নিরাক্রম্য বা গৃহহীন মানুষ থাকবে তারা সম্পূর্ণ
বিনামূল্যে অর্থাৎ থাকতে পারবে এবং সম্পূর্ণ বিনামূল্যে পৌরসভার ব্যবস্থাপনায়
চার বেলা ছাওয়া-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

বেয়ারজিটার (বেতন ৩৫০০ টাকা/মাসে) একজন ডিকিউরিটি গার্ড (বেতন ৫০০০ টাকা/মাসে) নিয়োগ করা হবে পরিষ্কার পরিচ্ছন্ন রাখার জন্য একজন সুইপার নিয়োগ করা হবে (বেতন ৫০০০ টাকা/মাসে) অনুমোদিত হল।

(v) করন্য আবাজনে আহাৰ পৰিবেশনের জন্য পৌরসভা পরিচালিত সবগিট খনিজের গোষ্ঠীকে ছায়িত্ব দেওয়া হবে, জারাদিনে চারবার নিদিষ্ট ছাওয়ার প্রতি জনের মিল ব্যবস্থা ৫০ টাকা করে বাধ্য করা হবে অনুমোদিত হল।

(vi) আবাজিকদের মিনামুল্যে ডাক্তারি পরিষেবা ও ঔষধের সুব্যবস্থা করা হবে, হুজুৎ বেগন আবাজিক অনুমোদিত হলে তাকে বগছাকাছি হাসপাতালে উত্তর ব্যবস্থা করা ও তার সুচিকিৎসার ব্যবস্থা করা হবে অনুমোদিত হল।

(vii) আবাজিকদের জন্য বিনোদন মূলক ব্যবস্থা (খেমন-টোলিউকান) মানসিক আনন্দের জন্য যোগা রূপের ব্যবস্থা থাকবে, এছাড়াও সবগিট প্রার্থনা বস্তুর ব্যবস্থা করা হবে, অনুমোদিত হল।

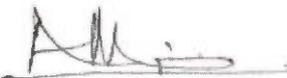
(viii) একজন বসিউনিটি অরজানাইজারকে আবাজনের ইনচার্জ-এর ছায়িত্ব দেওয়া হবে যে আবাজনের সমস্ত রবাম দিক জালি নজরে রাখবে।

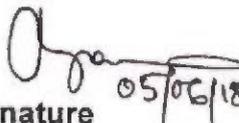
এই সংক্রান্ত বিষয়ে প্রয়োজনীয় বাধ্য অনুমোদন ও সিদ্ধান্ত গ্রহণের যাবতীয় ছায়িত্ব মাননীয় পৌর প্রধানের উপর ন্যায় হল।

সতঃপর 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**

Name of the ULB:		HALDIA MUNICIPALITY
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

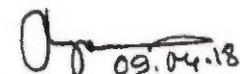

Signature 05/06/18
City Project Officer


Chairman
Haldia Municipality

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

Name of the ULB:		HALDIA MUNICIPALITY
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

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

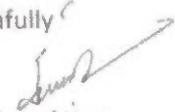
SI No	Name of ULB	Date of formation of Shelter Management Committee	Date of First Meeting	Number of meeting till date	Date of last meeting	Last Meeting Resolution Xerox Copy
1.	Jalpaiguri Municipality	24.04.2018	26.04.2018	1	26.04.2018	

City Level Executive Committee

SI 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

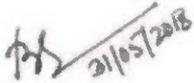
Yours faithfully

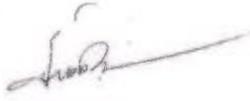
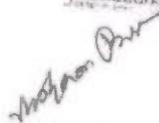

Dr. Santanu N. Maibra
Ph.D (Civil Engg.)
Executive Officer
Jalpaiguri Municipality
Jalpaiguri Municipality

Shelter for Urban Homeless (SUH) monitoring Report

Name of the ULB:	
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. Santanu K. Mishra
 Ph.D (CMA 8772)
 Jaipur

 Signature

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

Chairman
 Jaipalguri Municipality

BMM
52/57

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

Name of the ULB:	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
01/06/18
Krishnanagar Municipality

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

Farida Iqbal
Manager
Social Development & Infrastructure
(NULM)
Krishnanagar Municipality

Binod Saha
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।	<u>Din Deka</u>	৮।
২।	<u>Prova Das</u>	৯।
৩।	<u>Yaminial</u>	১০।
৪।	<u>Uttam Bara</u>	১১।
৫।	<u>শ্রীমতী অমলিকা</u>	১২।
৬।	<u>শ্রীমতী Swapan Choudhury</u>	১৩।
৭।	১৪।

ক্রমিক
সংখ্যা

রেজল্যুশন

« আলোচ্য বিষয় »

- ১। বিগত সভার বিবরণী পাঠ,
- ২। ড.স.দ দল গঠন,
- ৩। সীমাসারের জন্য পুস্তক কেন করা,
- ৪। বিবিধ।

এম) ইংরাজী ২৩/০৫/২০১৮ তারিখ বুধবার
বেকাল ৪ ঘণ্টায় Shelter Management
Committee সভার সভ্য ও সভ্যগণের নিয়ে
আমি আলোচনা সভা আয়োজন করা হয়,
সৌজন্যের সাথে আমন্ত্রণ করা হয়। সভায়
সভ্যকে আন্তরিক অভিনন্দন জ্ঞাপন করে
সভার আলোচনা শুরু করেন এবং Shelter-এর
আলোচনা উত্তর করা কে, বিগত সভার বিবরণী
পাঠ করতে বলেন। এই বিবরণী পাঠটি
সর্বসম্মতিক্রমে গৃহীত ও অনুমোদিত হয়।

Shelter-এ যে সভ্যগণ গৃহস্থের
মহিলা ও বৃদ্ধদের তাদের প্রত্যেক
সভ্যগণী মন্ত্রিত্ব জোগে তাদের জন্য স্থানিক
দল গঠন, সিদ্ধান্ত নেওয়া হয় এবং সভায়
সভ্য এবং সভ্যগণ করার সিদ্ধান্ত নেওয়া
হয়।

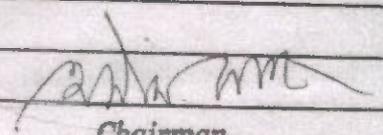
বেজলুশন

সোচাআবেৰ সময়ক্ৰম হামদে তার জমা অবসম্পন্ন
ক্রমিক নং ১৩৩ নং আবেৰ হাবনা করার সিদ্ধান্ত
গ্রহণ করা হয়।

আজকের আডায় সভাপতি
বিনাবাদ জালমে আদ্যকার সভার সমাপ্তি
ঘোষণা করা হয়।

তারিখ ২৩/০৫/২০১৪

বিনাবাদে:-



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 & 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.

Encl: As stated

Yours faithfully


 Deputy Director, SUDA

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	Last meeting resolution Xerox copy
						Attach along with this report

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



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 th 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 th 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	Yes
If Yes, Start Date	<u>10th July 2017</u>
Operated by: ULB/ Agency	<u>Agency</u>
If Agency, then Name of the Agency	<u>Parbachel Aranda Foundation</u>
Whether Shelter Management Committee (SMC) has been formed Yes/ No	Yes
If yes, Date of Formation	<u>16th June 2017</u>
No. of Persons identified and rescued	<u>3</u>
✓ Number of Inmates	Total= 35 ,Male: 10 Female: 12 Children: 13
✓ No of Physically Challenged Person	4
✓ 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:	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	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	-

Naswati Roy
21/5/18
Signature

City Mission Manager (SDI)

Signature
City Project Officer

Signature
21/6/18

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	Suniti 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 Khetrpal	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 24th Day of October 2017, the third Shelter Management Committee Meeting is held at 12 noon at Councillor's Meeting Hall, DMC, 3rd floor.

The following members were present.

1. Anindita Mukherjee - Deputy Mayor - 24.10.2017.
- 2.
3. Sankar Chakrabarti, P.O. & Secy., DMC.
4. Mani Soren, MIC (Sports)
- 5.
6. Ranjita Tewari, MIC (Health)
7. Anshita Choudhury, MIC (BDM)
8. Harshita Sen, Secy in charge DMC
9. Mahim Mahan Hato, JIC, Bidhannagar.
10. Anindam Banerjee - Secretary, Purusottam Anand Foundation
11. Sumita Mukherjee - Project Manager for Abhayashram
12. Pradip Das - Inmate of Abhayashram
13. Dr. Indrajit Majhi, MD, P.O. & Secy.
14. Gopal Seal, DPO, NULM
15. Sukumar Das, C of Police, Kankarpo, Panchin Bastan, (98760225480)
16. Anu Prasadacharya, Manager, FIRME, NULM
17. Manoj Das, Manager, MIS&ME, NULM
18. Vasudati Roy, Manager, SD&I, NULM, DMC
19. Apit An, Accountant, NULM
20. Sanjit Roy, 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 & Public training

Discussion:-

1. Dr. Meyer advised that for Victor Conventry she communicated with N-WIC (Gator) & SA Eng-Water. It was for the purpose. Probably, very shortly, the list would be received.
2. Acc to Dr. Meyer, N-WIC (Gator) would advise after several days & under the purview five conviction provisions would be advised.
3. After the visit of Dr. Meyer, the surroundings of the SUC was cleaned, cleaning powder & spray was given.
4. Dr. Meyer said that a vat would be placed in near the SUC for garbage disposal.
5. Dr. S. Walter said that medicine for crowd ailments like "Z. Primum" & "Distribia" could be provided by the SUC for a stipulated period of time.
6. Dr. Meyer said that she was placed request to big hospital in Dept. like - Nisara Hospital, 28 City, Health Ward, Wankar etc for medicine.
7. Dr. Meyer suggested that "Nihayachinam" may be provided a letter via Dr. Meyer to MP Gundam Dadas Lok Sabha for payment Audulance Swiss.
8. Acc to E.O, PAF should own a separate A/c for Abhyasam.
9. Acc to SUC, Ms. Sumita Devi & Accountant SUC should also be a member of the SUC.
10. The Project Manager said that a Enc. Adl Box is

11. A boundary wall is very essential for the SUH, the FO said that NULM team should sit over a discussion with him about the fund availability & fund required for the purpose.
12. In case of new admission through referral, proper scrutiny should be made following the below mentioned step 1
 - (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 weather, 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, 4th 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

SMM, 5259
Souman Day
NW
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

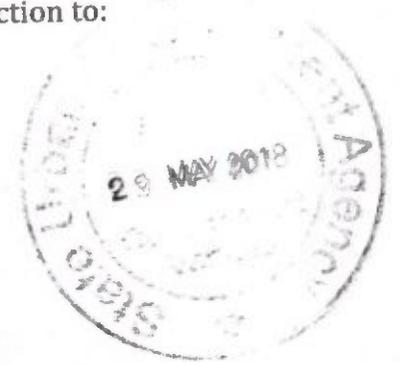
5. Ram Krishna Mission
"Belur Math" P.O. Belur, Dist. Howrah
West Bengal 711202

6. Smt. Anuradha Talwar
1, Shibtole 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 th 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

D. S. D. S.
05/05/18

Signature

Chairman, Krishnanagar Municipality

Shelter for Urban Homeless (SUH) Monitoring Report

Name of the ULB:- Nabadwip Municipality	
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, if yes, how regular:	Yes, Once in a week
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
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

SumiBa Basak
City Mission Manager (SD & I)
Nabadwip Municipality



(Signature) 10-4-18
Chairman
Nabadwip Municipality
Chairman
Nabadwip Municipality

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

Name of the ULB:	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	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 Goswami
05/04/18
Signature
City Mission Manager
(Skill Micro Enterprises, MIS &ME)

A. S. Dake
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, 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

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

Signature
 City Project Officer

S.M.
 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 : durgapurcorporation.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.

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 th 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 th 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	

N Roy
09/04/18
Signature
City Mission Manager (SDI)

Signature
City Project Officer

D. G. / 18
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

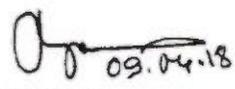
ACTIVITIES

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**

Name of the ULB:		HALDIA MUNICIPALITY
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, সেকটর-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

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

Pr. Suman
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.

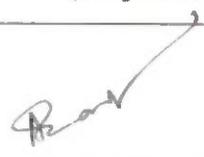
**Sub: Electronic Transfer of Fund debiting this office
Current Account No. 34061121921.**

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 / G / 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.

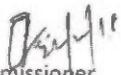
Sir,

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)**

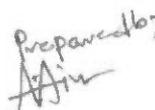
Sl. No.	Letter No. and Date	Amount (Rs.)
1.	SUDA-23/2014(pt)/575 DT. 31/08/17	105000.00
2.	SUDA-23/2014(Pt)/1314 Dt.17/01/2018	124500.00
	Total	229500.00

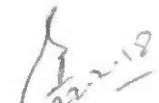
certified that out of Rs 229500.00 Of Grant-in-aid sanctioned during the year 2017-2018 in favour of Durgapur Municipal Corporation under this Ministry/Department letter no. given in the margin and Rs NIL on account of unspent balance of the previous, a sum of Rs. 184100.00 has been utilized for the 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 4th 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

 Accountant, NULM
 Durgapur Municipal Corporation


 Finance Officer
 Durgapur Municipal Corporation


 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,
Bidhanhagar, 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
				TOTAL	129500.00

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

Name of the ULB:	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	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.

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

Abim Dasg
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 (2nd 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

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.

B. V. 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.

R. S. 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)			

(Signature)

(Md Asif Sardar)
Finance Officer
SUDA



(Signature)

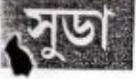
(Amalendu Sekhar Naskar)
Addl. Director & FA
SUDA

(Signature)
25.01.18

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



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

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 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.

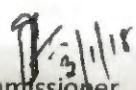
Sl.No	Item	Quantity	Unit	Rate	Amount
1.	Annual Maintenance cost of Shelter				
i)	Maintainance of Plumbing & Electrical Work	3	Months	500.00	1500.00
2.	Quaterly Servicing Cost				
i)	Sweeping Charges	3	Months	3000.00	9000.00
ii)	Replenishment of bedding (Washing Charges)	3	Months	1000.00	3000.00
3.	Cost 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
				TOTAL	124500.00

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



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
				TOTAL	124500.00

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.

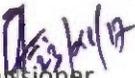
Sir,

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
Total		105000.00

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 2nd quarter has been carried forward to the A/C of next quarter of F.Y 2017-18.

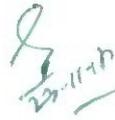
Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly/are being fulfilled and that I have exercised the following check to see that money was actually utilized for the purpose for which it was sanctioned .

Kinds of checks exercised

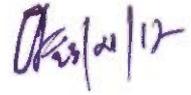
01.V.N 1492 dt.26/7/17 Rs.50000.00

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

Total Rs.73600.00



Finance Officer
Durgapur Municipal Corporation



Signature : Commissioner
Durgapur Municipal Corporation

Designation :

Date : 23th Nov '17.

Prepared by

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

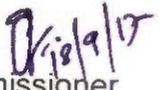
Sub:- Utilization Certificate of FORM GRF 19-A for Shelter for Urban Homeless

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,


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
	Total	9326000.00

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 :

[Signature]
Commissioner

Durgapur Municipal Corporation

Prepared by
Ajit An

Accountant, NULM
Durgapur Municipal Corporation

Countersigned

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

[Signature] 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,
Bidhanagar, Kolkata-700106,
West Bengal.Soumen De.
Manager SMMU
Shrini
20/12/2017

Sub: Application for advance 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 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.	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
				TOTAL	138000.00

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. S. / 18/12/17



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 <i>at Shelter</i> 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. Avishay Dey - Manager (9635493244) 3. Shifa 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

Anjita 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



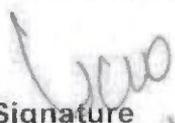
Shelter for Urban Homeless (SUH) monitoring Report
FOR THE MONTH OF SEPTEMBER-2017

SMM-5252
12/10/17

12

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 If yes, Date of Formation	Yes/ No	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 - S&S
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

[Signature]
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 th 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 th 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

Chopra
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 th 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

Sanjay
Signature 11/10/2017

City Mission Manager, SD & J

Abhinav Saha
Signature 11/10/17

Chairman, Krishnanagar Municipality

**Shelter for Urban Homeless (SUH) monitoring Report
Haldia Municipality**

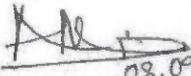
For the Month August 2017

SMM - 6252
15/09/17

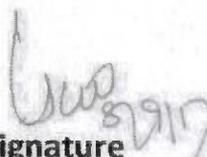
Name of the ULB:	Haldia Municipality
Whether Shelter is functional	Yes/No
If Yes, Start Date	29.09.2017
Operated by:	ULB / Agency
If Agency, then Name of the Agency	Participatory Research and Action Network (PRAN)
Whether Shelter Management Committee (SMC) has been formed	Yes/ No
If yes, Date of Formation	05.05.2017
No. of Persons identified and rescued	Nil
Number of Inmates	<ul style="list-style-type: none"> • Total= 15 • Male: 11 • Female: 3 • Children: 1
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.)	Yes/ No 1. Manager: Sk. Mahammad Manirujjaman Mob: 9800916320 2. Care Giver: Soumen Bera 3. Care Giver: Amit Kumar Bera 4. Care Giver: Monali Bhuniya



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

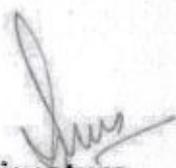

08.09.17
Signature

City Mission Manager


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 th 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

Jania Lal
Signature 04-09-17

City Mission Manager, SD & I

Jania Lal
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

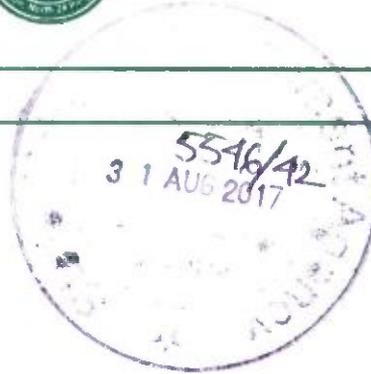
M. : 9002004688



Ref. No. : **Memorandum B.M. 1707**

Dated : **12.08.17**

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



SMM - 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,

Chairman
Bongaon Municipality



Shelter for Urban Homeless (SUH) monitoring Report

Name of the ULB:	BON GAON
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 everyday. 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

Sanjiv Kumar Das
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



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
Total					150000

(Rupees One Lakh and Fifty Thousand only)




Chairman
BONGAON 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

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

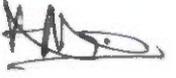
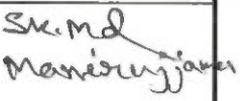
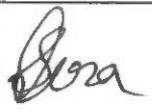
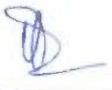
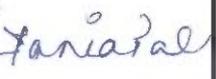
দূরভাষ : ২৩৫৮ ৬৪০০ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : 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>Divin Barm Roy</i>	<i>Welfare officer.</i>	9433441528	<i>[Signature]</i> 31/8/17
3	SUDA	<i>Dr. Shikha Gitsyama</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	
		Smrita Mukherjee	Project Manager Abhayaashram (Durgapur)	7699991611	
		Nitu Chatterjee	care giver Abhayaashram (Durgapur)	7031292138	
2	Haldia	ANIRBAN MAITY	Manager NULM	9051165859	
		Biplab Nandi	Representative	983017015	
		Sk. Mahammad Manirujjaman	Manager SUH	8003916320	
		Soumen Bera	Caregiver SUH	7076890551	
3	Krishnanagar	Uttam Bera	Manager Aashra	9674560541	
		Tania Pal	Manager- SDI, NULM	9593580347	

Sl. No.	Name of the ULB	Name	Designation	Contact No.	Signature
4	Bongaon	ARIJIT KUMAR DAJ	Manager SDXI	9732874583	
		Kubeli Biswas	C.O	8436731284	
		Ullash Ghosh	Manager Suranya Abap	9563111853	
		Ainsluk Dey	Manager Suranyan Abap	9635493246	
		Shila Sarkar	caretaker Suranyan ABASON	9932668838	shila Sarkar.
		ଅମିତ କୁମାର	??	953058193	ଅମିତ କୁମାର
5	Nabadwip	Akan Chatterjee	caregiver SUIT	7431086469	
		Sourav Kumar Mallik	Manager	8001492412	
		Sanjoy Ghosh	Security guard	95470845 40	S Ghosh
		Rajdeep Chatterjee Sourav Das	C.O CMM	9851775709 9830283888	 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 : ২৩৫৮-৫৮০০

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: 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 –

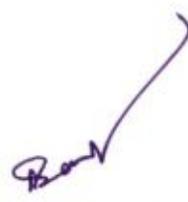
Sr. No.	Expenditure Heads	Details
1.	Annual Maintenance cost / shelter	Includes expenditure for electricity and other misc. expenses.
2.	Annual Servicing cost	Includes cost of upkeep, maintenance, replenishment of bedding and kitchen equipment etc.
3.	Annual cost of providing free food	Restricted to 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

Pro Submission.
21.08.2017.

সুডা

SUDA

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

SUDA-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.

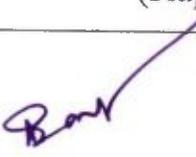
**Sub: Electronic Transfer of Fund debiting this office
 Current Account No. 34061121921.**

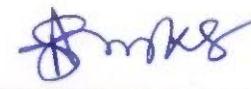
Construction of Shelter for Urban Homeless under NULM

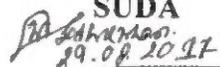
Sir,

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.

Smm - 5281 SD
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 27th 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 utilisatin 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
3e	Staff Salary				
i)	Manager (full time)	3	Months	10000.00	30000.00
ii)	Caregivers: 3 nos	9	Months	5000.00	45000.00
				TOTAL	1,05000.00

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,

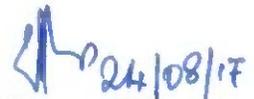
We would like to inform you that one day Workshop on Operation and Maintenance of Shelter for Urban Homeless under DAY-NULM will be held on **August 31, 2017 at the SUDA Conference Hall, Bidhannagar, Kolkata-700106.**

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. 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**

Encl: As stated

Yours faithfully,

 24/08/17

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

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

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

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.)/ 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

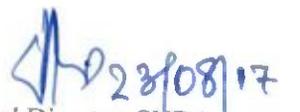
Sir,

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

&

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-SUDE
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]
2017

Chairman
Cooch Behar Municipality
Cooch Behar

Memo No.-Estt /

641 /1(15)/17

Copy forwarded to:

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

-Chairman

- Member

Contd. Page-2

Date- 02.08.17

- | | |
|---|-------------------|
| 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)

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

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

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

Imm- 5851

14/08/17

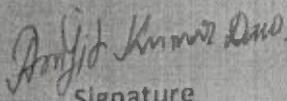
Shelter for Urban Homeless (SUH) monitoring Report



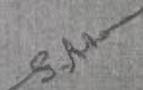
Name of the ULB:	BON GAON
Whether Shelter is functional Yes/No	YES
If Yes, Start Date	30/07/2017
Operated by: ULB/ Agency	ULB
If Agency, then Name of the Agency	NA
Whether Shelter Management Committee (SMC) has been formed Yes/ No	YES
If yes, Date of Formation	17/07/2017
No. of Persons identified and 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 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. Avishay 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


 Signature
 Chairman
 BONGAON MUNICIPALITY

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



Office of the Bongaon Municipality

BONGAON, NORTH 24 PARGANAS.

Sri Sankar Addhya

Chairman

BONGAON MUNICIPALITY

M. : 9002004688



Ref. No. : *Memorandum 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

S. Sankar Addhya
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

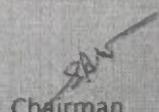
M. : 9002004688



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)

Sl. No.	Topic of Discussion	Duration
1	Role & Responsibilities, Duties of different staff of shelter & functionaries	45 Mint
2	Maintenance of shelter Safety & Security	20 Mint
3	Health, Hygiene & Cleanliness	30 Mint
4	Code of Conducts for Shelter staff & Inmates. Grievances Redress	30 Mint
5	Role of Shelter Management Agency	20 Mint
6	Role of Urban Local Body	20 Mint

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 Manger:

- 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.

Encl: 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

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

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 ^a *Staff* functionaries and ULB officials for 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* ~~and~~ *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 ^{experience} and various experiences of running the shelters. ^{and technical know how 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



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.)/

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. 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**

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং

তারিখ

SUDA-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-5251
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, Dilip 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 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



Sourmen to attend
Ed

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

Self

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.
- 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



o/c

রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

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

SUDA-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.

Encl: 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

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.

← Encl: 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

Name of the ULB:	
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

Name of the ULB:	
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	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 /NIT-13e/2016-17 (2nd call)	-Do-	-Do-	16.12.2016 (2nd Call)	-Do-	30.12.2016 at 3.00 PM	1No.	Nill	Nill	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/PUR/LIA/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
 assorties including Water Meter for water supply scheme within Purulia Municipality under BRGF(Spec) Programme

Act No. WBMAD/PUR/LIA/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.
-------	-------------------------------	------------	-------	----------------	--------------------

1	(Providing Supply Installation, Fittings, Testing and Commissioning of House Water Supply Connections, with P E Pipe & P E Compression EF fittings, Excavation, all short of Bituminous / Concrete Road Up to depth of D.I./ HDPE Distribution Pipe line Bottom, Cuttings Fittings, Fixing MDPE pipe & P E pipe fittings up to C 1 Bib/Stop Cock 1 no to consumer premises for an average length of 10 mtrs. including Full restoration if any damage of Under Ground Drainage lines, above ground open Channel Drainage System, Electrical lines, Telephone lines, other water supply lines, Crossing drain line through GI Conduit pipe including Leakage Testing, supply of MDPE Pipes PE 100, PN 16, 10 Mrs (Average), PE compression Elbow 90 deg - 4 nos. P E Adapter with SS insert M/F Thread-Compression - 5 nos. GI Nipples 6' Long - 3 nos. Gunmetal Ferrule Conforming to IS 2692/1984 (reaffirmed 2005) in case of DI distribution line or Electrofusion tapping ferrule/saddle, MDPE (PE 100) of pressure rating PN 16 / SDR 11. (Mechanical type clamp saddle with bypass arrangement) to disconnect the connection in case of authority requires etc. with S S cutter 8mm dia, flow regulator, water tight cap-cutting edges and making hole / tapping 8mm dia in case of HDPE distribution line. 1 no. NRV Confirming to IS 778/ Class I -	6000.00	Nos	100.00	2655.00	15930000.00
2	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 ² 360 0 Orientable, Cybal Computable, Magnetic transmission drive Cooper can Mineral Class 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 - $\leq 10 \text{ L/Hr}$ (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
					L1 Amount	15930000.00
					L1 Vendor	MADE AND TRADE CO.

Total in Figures

21705000.00

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

SUPERINTENDING ENGINEER,
 South Circle, M.E. Directorate,
 Deptt. of Municipal Affairs,
 Govt. of West Bengal

Handwritten signature and date: 25/1/17



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)/

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~~ ^{requested to send} information of the running shelter and staffs 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. ^{status of}

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

Encl: 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

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

তারিখ

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 ~~share~~ *send* 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 : Name of the City :

Name of the Shelter : Plot No. : Street :

Landmark : Ward No. : Shelter Type :

Name of the SMA : Category : Capacity :

Date of Operational :  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
			Add

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,
Bidhanagar, Kolkata-700106,
West Bengal.



SMM - SSSI

06/07/17

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 27th June 2017. An agency have been selected to operate and manage the shelter home.

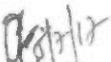
According to the MOU with the agency, the ULB has to release Rs. 50000/- (Rupees fifty thousand only) for functioning of the agency. But, we do not have any fund regarding this head. The agency had recruited the necessary staffs and night survey is being made to identify beneficiaries. Within a week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


Commissioner

Durgapur Municipal Corporation



শৌর সদস্য পৰ্বসের কার্যালয়
নবদ্বীপ শৌরসভা, পো:-নবদ্বীপ, জেলা - নদীয়া
OFFICE OF THE BOARD OF COUNCILLORS
NABADWIP MUNICIPALITY
NABADWIP, NADIA

SMC - 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/No-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.



SR
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


21.12.17

Chairman

Nabadwip Municipality

আগন্দে প্রস্বাদ !

আগন্দে প্রস্বাদ !

আগন্দে প্রস্বাদ !

সুধী,

দীনদয়াল অজ্ঞোদয় যোজনা - জাতীয় নগর জীবিকা মিশন (DEENDAYAL ANTYODAYA YOJANA - NATIONAL URBAN LIVELIHOODS MISSION) - এর ব্যবস্থাপনায় ও দুর্গাপুর নগর নিগমের সহযোগিতায় সামাজিক ও স্বাভাবিক জীবনযাপনের উদ্দেশ্যে সহায় সম্বলহীন ভবঘুরে মানুষদের জন্য 'অভয়াশ্রম' নির্মিত হয়েছে ।

এই উপলক্ষে আগামী ২৭শে জুন, ২০১৭ (মঙ্গলবার) এ সমস্ত গৃহহীন মানুষদেরকে অভয়াশ্রমে বসবাসের সুবন্দোবস্ত করা হবে ।

এই অভয়াশ্রমের শুভ ষারোদযাটন করবেন দুর্গাপুর নগর নিগমের মাননীয় মহানাগরিক শ্রীযুক্ত অর্পূর্ব মুখার্জী মহাশয় ।

আপনাদের উপস্থিতি একান্তভাবে কামনা করি ।

শ্রুতঃ : ভ্যাণ্ডে কলোনী, বিধাননগর

(রাম-সীতা মন্দিরের নিকট) দুর্গাপুর - ১২

প্রবেশ : সকাল ১১.০০ টা

ইতি বৈশিষ্ট্য —

শ্রীমতী সুমিত্রা ভূঁই

মেম্বর 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,
Bidhanagar, Kolkata-700106,
West Bengal.

Sub: Intimation regarding completion of construction work and inauguration of Shelter for Urban Homeless project under NULM, Durgapur Municipal Corporation

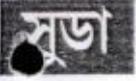
Sir,
I'm glad to inform you that the construction work for the Shelter for Urban Homeless project under NULM, Durgapur Municipal Corporation have been completed. The Shelter Home will be inaugurated on 27th June 2017 by the Honb'le Mayor, Sri Apurba Mukherjee.

Thus, we shall make it functional very shortly.

Thanking You

Yours faithfully

Commissioner
Durgapur Municipal Corporation



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নংSUDA-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.

Encl: 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

Whetehr 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

[Handwritten Signature]
Signature

City Project officer

Executive Officer
Haldia Municipality
Purba Medinipur

[Handwritten Signature] 20.5.17.

Signature

Chairperson HaldiaMunicipal Munciality

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

Website: 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.

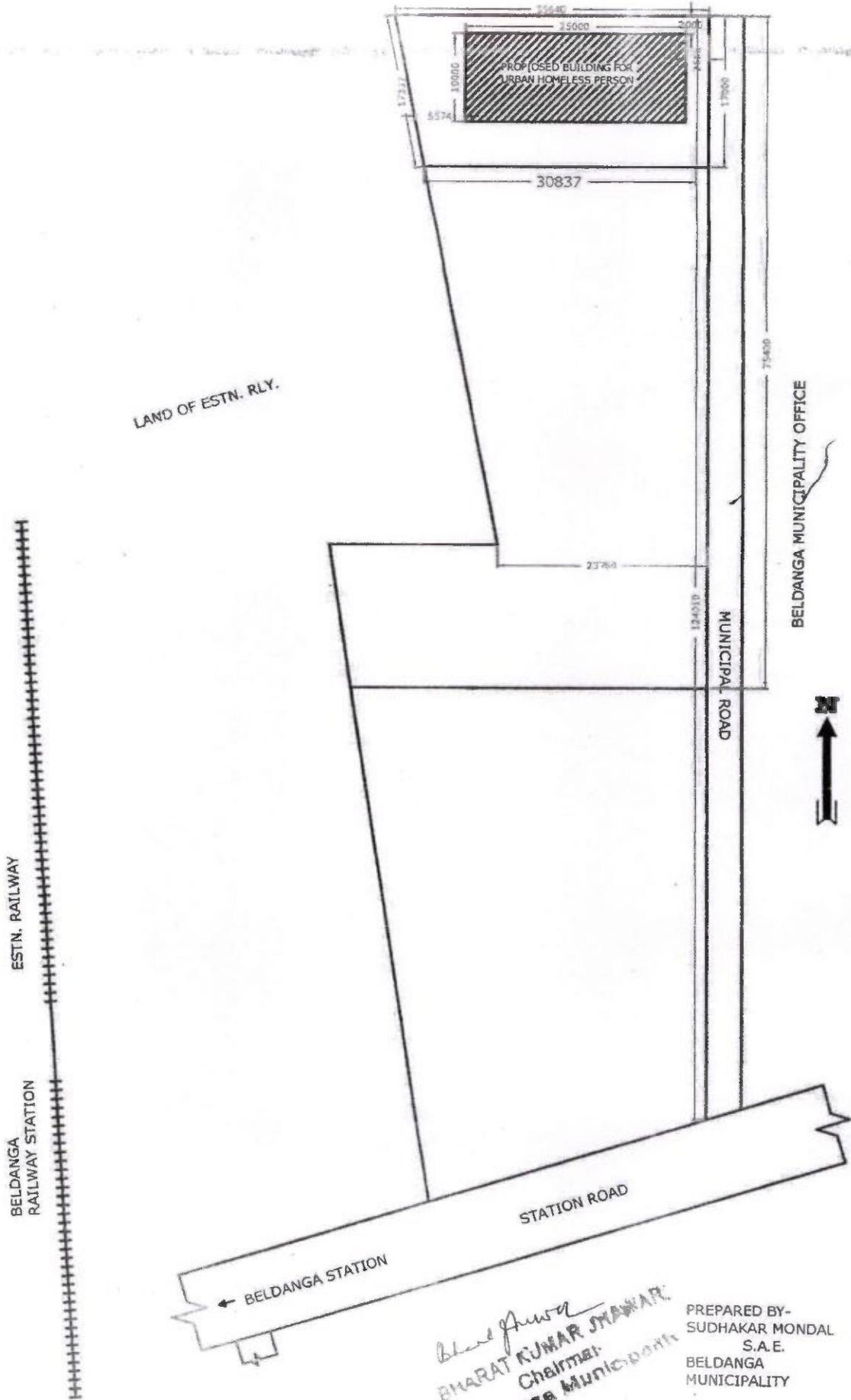
Yours faithfully,

(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



LAND OF ESTN. RLY.

ESTN. RAILWAY
 BELDANGA RAILWAY STATION

MUNICIPAL ROAD

BELDANGA MUNICIPALITY OFFICE

STATION ROAD

← BELDANGA STATION

Bharat Kumar
 BHARAT KUMAR SHANKAR
 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 mauza Beldanga, J.L.No. 51 and Barua, J.L.No. 060 in favour of the Beldanga Municipality.

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 mauza Beldanga, J.L.No. 51 with an area of 2.25 acres against Plot No. 538 and 551 (R.S.) and of mauza 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 mauza Beldanga on the date and time as noted above.

Yours faithfully,

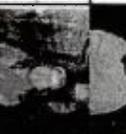
Ray Chandra
BLOCK LAND & LAND REFORMS
OFFICER, BELDANGA-I, MSD

Attested

As
11/09/02
Executive Officer
Beldanga Municipality

11/09/02

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
3	Sarulia Colony	Durga Temple	Haripada Guha	Lt. Sarat Ch. Guha	Y	Street	Y	Haripada Guha	Self	67	M	N	N	-	Begging	Nil	
3	Sarulia Colony	Bushi Para	Anecha Bewa	Lt. Abdul Sk	Y	Street	Y	Anecha Bewa	Self	64	F	N	N	-	Begging	Nil	
3	Sarulia Colony	Bushi Para	Nurjahan Bewa	Lt. Manu Sk	Y	Street	Y	Nurjahan Bewa	Self	65	F	N	N	-	Servant	1000.00	
3	Sarulia Colony	Bushi Para	Rahima Bewa	Lt. Abdul Bari	Y	Street	Y	Rahima Bewa	Self	78	F	N	N	Yes	Begging	Nil	
3	Sarulia Colony	N.H.-34	Asish Sarkar	Lt. Subrata Sarkar	Y	Street	Y	Asish Sarkar	Self	34	M	N	N	Yes	Servant	700	
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	
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	
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	

[Handwritten signature]

[Handwritten signature]

Chief Commissioner / Secretary/ EO / FO

Executive Officer

Stamp and signature of the Mayor/Chairperson of ULB

Chairman

[Faint text at bottom left]

Shelter for Urban Homeless (SUH) Population Survey Report of Beldanga Municipality, 2017

Serial No.	Name of street / location	Nearest landmark	Full name of respondent	Father's/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
1	9	Majhi Para	Jagarani Club	Alani Bewa	LT. Abed Ali	Y	Street	Alani Bewa	Self	60	F	N	N	-	Begging	Nil	
2	11	Sankhari Para	Shasswas tri club	Narayan Ch. Mondal	LT. Subal Ch. Mondal	Y	Club Sheb	Narayan Ch. Mondal	Self	60	M	N	N	Yes	Servant	800	
3	8	Bazar Para Rd.	Rabindranath Statue	Aruna Das	LT. Himanshu Das	Y	Market Place	Aruna Das	Self	58	F	N	N	-	Begging	Nil	
4	14	Tanti Para	Durga Temple	Sanjoy Roy	LT. Biswanath Roy	Y	Club Sheb	Sanjoy Roy	Self	53	M	N	N	-	Begging	Nil	
5	7	Chhutar Para	Chhutar Para More	Madan Ghosh	LT. Radha Krishna Ghosh	Y	Party office shed	Madan Ghosh	Self	65	M	N	N	-	Begging	Nil	
6	7	Chhutar Para	Chhutar Para Nimtala	Debu Seromoni	LT. Dilip Seromoni	Y	House of Sharmal Chatterjee	Debu Seromoni	Self	46	M	N	Y	-	Begging	Nil	
7	12	Sadder Para	Near the Berial Ground	Sahanej Sk	LT. Sukurulla Sk	Y	Varandha of Sadder Para	Sahanej Sk	Self	48	M	N	Y	-	Begging	Nil	
8	12	Sadder Para	Near the Berial Ground	Giarul Sk	LT. Islam Sk	Y	Sister's House	Giarul Sk	Self	30	M	N	N	-	Nil	Nil	

Handwritten signature

Handwritten signature

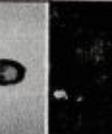
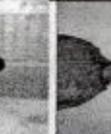
Shelter For Urban Homeless (SUH) Population Survey Report of Beldanga Municipality, 2017

Sl. No. 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. 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
1	9	Majh Para	Jagarani Club	Artfun Bibi	Dharam Sk	Y	Brother's House	Y	Artfun Bibi	Self	45	F	N	N	-	Nil	Nil	
2	9	Majh Para	Jagarani Club	Ichahoque Sk	Lt. Foydulla Sk	Y	Varandha of Jagarani Club	Y	Ichahoque Sk	Self	55	M	N	N	-	Howker	2500	
3	9	Majh Para	Jagarani Club	Selima Bibi	Ichahoque Sk	Y	Varandha of Jagarani Club	Y	Selima Bibi	Self	45	F	N	N	-	House W/fe	Nil	
4	9	Marul Bazar Para Rd.	Darjee Para	Rajani Bewa	Lt. Osman Sk	Y	Varandha of Rajab Sk	Y	Rajani Bewa	Self	75	F	N	N	-	Nil	Nil	
5	4	Darjee Para	Darjee Para	Arnlea Bewa	Lt. Kashem Sk	Y	Others House	Y	Arnlea Bewa	Self	70	F	N	N	-	Nil	Nil	
6	2	Rail Sataion	Rail Bazar	Imamul Hakikat	Lt. Total Akter Azad	Y	Varandha	Y	Imamul Hakikat	Self	70	M	N	N	-	Nil	Nil	
7	2	Barua Colony Road	Barua Colony	Sukla Roy	Gouranga Roy	Y	House of Mantu Roy	Y	Sukla Roy	Self	40	F	N	N	-	Salened	1500	
8	2	Barua Colony Road	Barua Colony	Ihu Chatterjee	Santosh Chatterjee	Y	House Of Baudhu Ghosh	Y	Ihu Chatterjee	Self	35	F	N	N	-	Servant	1000	

As

Ban Kumar

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	Harnati-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	Bai 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	

(Handwritten signature)

(Handwritten signature)

Chairman