

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt.-I)/848

তারিখ 14.06.2016

From : Director, SUDA &
 Mission Director, WBSULM

To : The Mayor/ Chairperson

..... Municipal Corporation/ Municipality

**Sub : Duties & responsibilities of different categories of Manpower at City Mission
 Management Unit (CMMU) under DAY-NULM**

Sir/ Madam,

You are aware that major developments in institutional set-up of DAY-NULM (formerly known as NULM) programme have taken place recently at State Level as well as at City Level.

For smooth implementation of DAY-NULM programme it is felt necessary to spell out the duties and responsibilities of different categories of manpower both at State Level as well as City Level.

In view of above I am to enclose herewith the details of duties and responsibilities of different categories of manpower at CMMU under DAY-NULM for perusal and taking necessary action at your end.

Enclo: as stated

Yours faithfully,

WT 14/6/2016
 Director, SUDA
 &

3 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

**Duties and responsibilities of different categories of Manpower at
City Mission Management Unit (CMMU) under DAY-NULM**

Community Organisator (CO)

1. Ensure mobilization of urban poor in her / his operational area (as fixed by Municipality) directly or through RO.
2. Ensure that all urban poor families come into the field under SHG within 2 years.
3. Supervise the function of RO and guide them to form SHGs maximum as possible.
4. Constant liaison with ALF member for their proper functioning.
5. Facilitate ALF/RO in RF to SHG / their lending activity / regular meeting / book keeping / credit linkage / entrepreneurial development.
6. Collect interested and feasible beneficiaries under SEP-I & SEP-G
7. Arrange candidate for skill training from field level based on need and by interaction with the interested / feasible beneficiaries.
8. Facilitate implementation of other NULM issues to City Level Manage.
9. Development of community level database on urban poor, their status and their need and support that can be provided from NULM.
10. Regular & timely implementation of SHG Bank Linkage.
11. contact/ assist survey related to NULM.
12. Support implementation of development works as per guidance of ULB.
13. Arrangement of training of erstwhile SHG / their grading & credit linkage / regular community contacting / facilitate SHG's dynamic activities.
14. Ensure Regular social activity by the SHG's members guided by ALF/RO.
15. Assist City Mission Manager in all sphere of NULM implementation.
16. Any other duty as assigned by CPO / CIC NULM / chairperson.

Other issues.

- 1) CO to visit respective area for a specific purpose with a prior approval from CPO / City Mission Manager.
- 2) Reimbursement of transport cost to be approved by CPO. Cost will be borne from additional 40% fund of CBT.
- 3) CO based on need should have an access to office facilities including computer facilities available at CMMU.

Assistant Project officer (APO)

- 1) The main responsibility of Assistant Project Officer will be to assist CPO in implementing NULM at respective ULB level as directed by CPO on day to day basis.
- 2) Any other assignment given by CPO/ CMM/ CIC NULM/ Chairperson.

City Mission Manager (CMM)

1. Responsibilities of city Mission Management unit have been defined as per Annexure v of NULM guidelines capacity Building & Training. They are as follows:-

a) Manager – Social Mobilisation and Institution Development

- i. Ensure that city adheres to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component for the city
- iii. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the city
- v. Responsible for providing need based Technical Assistance to Community Organisers (COs)
- vi. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- vii. Ensure reporting of the Social mobilisation and institution Development component
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

b) Manager – Skills and Livelihoods

- i. Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda for the city
- iii. Responsible for the EST & P targets of the city
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- v. Responsible for providing need based Technical assistance to COs
- vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.
- vii. Ensure reporting against KRAs
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

c) Manager – Financial Inclusion and Micro Enterprises

- i. Ensure that the city adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
- iii. Responsible for UFI & SEP targets of the city
- iv. Ensure the bank linkages for SHGs and its members at the city level
- v. Facilitate access to credit for micro enterprises set up by the urban poor at the city level.
- vi. Responsible for providing need based Technical Assistance to COs
- vii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- viii. Ensure reporting against KRAs
- ix. Work closely with other Managers at the city level for successful implementation of NULM
- x. Perform any other related tasks assigned by the City Project Officer, CMMU

d) Manager – MIS & ME

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
- iii. Undertake real time monitoring of the scheme at the city level
- iv. Responsible for timely submission of information to state
- v. Responsible for providing need based Technical Assistance to COs
- vi. Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- vii. Work closely with other Managers at the city level for successful monitoring of NULM
- viii. Perform any other related tasks assigned by the City Project Officer, CMMU

Other activities for smooth running of CMMU and smooth implementation of DAY-NULM programme at City/ Town level

1. ULBs having 3 CMM responsibilities of CMM-MIS & ME will be looked after by CMM-FI & ME in addition.
2. ULBs having 2 CMM responsibilities of CMM-MIS & ME, CMM- Skilled Livelihood of CMM-FI & ME will be looked after by CMM- Skill Micro Enterprise. However CPO in consultation with Chairperson may alter the responsibility based on available resource and ULB need.
3. Day to day monitoring of NULM implementation will be looked after by CMMs in consultation with CPO & Chairperson.
4. CMM will be allowed to attend and deliberate in each & every Committee / meetings to be held at ULB level (like Task Force, Executive Committee etc).
5. COs will report their day to day activities to CMMs.
6. CMMs will supervise the functioning of RO/STPs weekly basis.
7. CMMs will review the progress of SHGs / their activities / grading / credit linkage / skill training / SEP loan etc on weekly basis.
8. CMMs will Co-ordinate activities of ALF/CLF Bank Branch and other organisation.
9. They will also Co-ordinate IEC/EDP/ Capacity building/ Marketing of SHG products etc.

10. CMMs will hold a monthly meeting with all stake holders (CO/APO/STP/RO/ALF rep/ CLF rep/Bank br. etc in presence CIC NULM and Chairperson (preferably) once in a month (before 5th of every month).
11. They will ensure sending progress report to SMM by 5th of every month.
12. They will attend SUDA as per direction of SUDA and with a prior approval of Chairperson or as desired by Chairperson based on need. They may visit other ULB as per direction of Chairperson based on NULM need.
13. Transport cost (actual) for attending meeting at State level will be borne from 40% additional CBT fund.
14. CMM will be provided with infrastructure support from the fund already provided.
15. They will perform other duties as assigned by CPO & Chairperson.

Review and monitoring of DAY-NULM programme on regular basis at City/ Town level

A. Review at CMMU level :-

- i) By CPO & CIC NULM – once in a week.
- ii) Chairman - once in a month (with all stake holder)
- iii) Hold Task force and Executive meeting once in every month to review progress and to plan further action.

State Mission Director will review progress of CMMU once in two month.

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


Director, SUDA

&
Mission Director, WBSULM



SUDA- 54/2014 (Pt-I)/848/1(7)

14.06.2016

Copy for information to the :

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


Director, SUDA
&

 **Mission Director, WBSULM**

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt-I)/847

তারিখ 14.06.2016

ORDER

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

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

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

1. Goutam Pal - Adviser, SUDA :-

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

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

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

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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Account Section : 2358 6408

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

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

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

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

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

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

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

5. State Mission Manager – Skills and Livelihoods :-

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

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

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

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

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

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

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

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

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

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

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

9. Mrinal Kanti Ghosh- OSD, SUDA:-

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

10. Joy Guha- DEO, SUDA:-

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

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

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

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

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

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

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

14. Kalyan Sadhukhan- Accountant:-

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

15. Somnath Dutta- Multi Task Helper :-

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

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

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

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

This order will take immediate effect.

WT 14/6/2016
Director, SUDA

&
Mission Director, WBSULM

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

14.06.2016

Copy for information to the :

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

WT 14/6/2016
Director, SUDA
&

Mission Director, WBSULM

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

14.06.2016

Copy for information to :

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

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


Director, SUDA
&

 Mission Director, WBSULM

NOTE SHEET

SUDA

1st meeting of the Committee for preparation of draft recruitment rules of SUDA has been called for in the chamber of Director at 11 am on 17.12.15.

The Agenda items are:

1. Creation of different posts in SUDA
2. Preparation of draft recruitment rules.
3. Process for selection in the different Sanctions post.

Letter under No. SUDA-69/2005 (Pt-II)/1713 dt 10¹²/₁₅ issued to ① Director, ② J.S(MC) ③ TUO/R.D.

10/12/15

The 1st Meeting of the Committee of for the Preparation of draft Recruitment Rules was held on 17.12.2015 at 11 a.m. in the Chamber of Director, SUDA.

The Minutes of the meeting duly signed by the members is placed (in the cp side marked X) which may please be seen.

The draft Recruitment Rules of SUDA is also placed (at cp side marked Y) for kind perusal.

Now this file alongwith the draft Recuitment Rules of SUDA be sent to MA Department for approval of the same and issuing order with the concurrence of Finance Department.

K. S. Gupta
Addl. Director & FA 23/12/15

Director

Ent Secretary
M. A. Datta
(M. Chattajie)

WJ
11/1/2016

No. SUDA: 18/16

8.1.16

File - 69/2015

SUDA-69/2015
09/1/16



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক SUDA-54/2014(Pt-I)/472 (58)

তারিখ01.03.2016.....

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

To : Mayor/ Chairperson/ Commissioner/ Joint Commissioner,

..... Municipal Corporation/ Municipality
(58 ULBs under NULM)

Sub : Enhancement of consolidated monthly honorarium of APO & Co under NULM

Sir/ Madam,

1. in terms of letter of State Urban Development Agency, West Bengal (hereinafter called ‘SUDA’) vide No. 361/2008/487 dated 27.02.2009, the consolidated monthly remuneration of full time Town Project Officer and full time Community Organiser engaged for implementation of erstwhile SJSRY was fixed at Rs.7,500/- / Rs.8,000/- per month and Rs.5,000/- per month respectively.
2. The Town Project Officer and Community Organisers who were engaged under erstwhile SJSRY scheme and have continued their function in the respective towns under National Urban Livelihood Mission (hereinafter called ‘NULM’).
3. Town Project Officer, functioning in the towns covered under NULM has been re-designated as Assistant Project Officer of NULM vide M. A. Deptt. notification No. 763/MA/P/C-10/35-30/2013 ;
4. The Community Organisers working under erstwhile SJSRY scheme in the towns covered under NULM is continuing as Community Organisers vide Order No. SUDA-16/2015/523(Pt.) dated 05.11.2015 ;
5. The revision of monthly consolidated remuneration of Assistant Project Officer and Community Organisers was under active consideration of the State Government for sometime past;

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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


Account Section : 2358 6408

6. After careful consideration the consolidated monthly remuneration of Assistant Project Officer and Community Organisers engaged on full time basis in those towns under NULM is hereby revised, as noted below :

Name of Post	Existing monthly consolidated remuneration	Revised Monthly Consolidated remuneration	Date of effect 01/03/2016
Full time Asst Project Officer (APO) (as approved by SUDA)	Rs. 7500/- Rs. 8000/-	Rs. 15,000/-	
Full time Community organizer (as approved by SUDA)	Rs. 5000/-	Rs. 10,000/-	

This will take effect from 1st March, 2016.

This Order is issued with the approval of the Municipal Affairs Department vide U. O. No SUDA-206/16 dated 19.02.2016.



Director, SUDA
&
Mission Director, WBSULM

SUDA-54/2014(Pt-I)/472 11(3)

01.03.2016

Copy for information to:

1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Department, Govt. of West Bengal.
2. P.S. to Hon'ble MIC, M.A. & UD Department, Govt. of West Bengal for kind perusal of Hon'ble MIC.
3. P.S. to the Principal Secretary, M.A. Department, Govt. of West Bengal for kind perusal of Principal Secretary.


Director, SUDA
&
Mission Director, WBSULM


SUDA

SUDA-54/2014(Pt-I)/472 /11(2)

01.03.2016

Copy for information to:

1. Joint Director (SD), SUDA
2. Additional Director & Financial Advisor, SUDA.


Director, SUDA

&

Mission Director, WBSULM



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-54/2014(Pt-I)/472. (58)

তারিখ01.03.2016.....

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

To : Mayor/ Chairperson/ Commissioner/ Joint Commissioner,

..... Municipal Corporation/ Municipality
(58 ULBs under NULM)

Sub : Enhancement of consolidated monthly honorarium of APO & Co under NULM

Sir/ Madam,

1. in terms of letter of State Urban Development Agency, West Bengal (hereinafter called ‘SUDA’) vide No. 361/2008/487 dated 27.02.2009, the consolidated monthly remuneration of full time Town Project Officer and full time Community Organiser engaged for implementation of erstwhile SJSRY was fixed at Rs.7,500/- / Rs.8,000/- per month and Rs.5,000/- per month respectively.
2. The Town Project Officer and Community Organisers who were engaged under erstwhile SJSRY scheme and have continued their function in the respective towns under National Urban Livelihood Mission (hereinafter called ‘NULM’).
3. Town Project Officer, functioning in the towns covered under NULM has been re-designated as Assistant Project Officer of NULM vide M. A. Deptt. notification No. 763/MA/P/C-10/35-30/2013 ;
4. The Community Organisers working under erstwhile SJSRY scheme in the towns covered under NULM is continuing as Community Organisers vide Order No. SUDA-16/2015/523(Pt.) dated 05.11.2015 ;
5. The revision of monthly consolidated remuneration of Assistant Project Officer and Community Organisers was under active consideration of the State Government for sometime past;

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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


Account Section : 2358 6408

6. After careful consideration the consolidated monthly remuneration of Assistant Project Officer and Community Organisers engaged on full time basis in those towns under NULM is hereby revised, as noted below :

Name of Post	Existing monthly consolidated remuneration	Revised Monthly Consolidated remuneration	Date of effect 01/03/2016
Full time Asst Project Officer (APO) (as approved by SUDA)	Rs. 7500/- Rs. 8000/-	Rs. 15,000/-	
Full time Community organizer (as approved by SUDA)	Rs. 5000/-	Rs. 10,000/-	

This will take effect from 1st March, 2016.

This Order is issued with the approval of the Municipal Affairs Department vide U. O. No SUDA-206/16 dated 19.02.2016.


Director, SUDA
&


Mission Director, WBSULM

SUDA-54/2014(Pt-I)/472 /1(3)

01.03.2016

Copy for information to:

1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Department, Govt. of West Bengal.
2. P.S. to Hon'ble MIC, M.A. & UD Department, Govt. of West Bengal for kind perusal of Hon'ble MIC.
3. P.S. to the Principal Secretary, M.A. Department, Govt. of West Bengal for kind perusal of Principal Secretary.


Director, SUDA
&
Mission Director, WBSULM

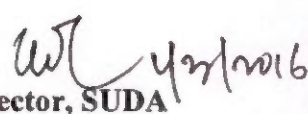
SUDA

SUDA-54/2014(Pt-I)/472 /11(2)

01.03.2016

Copy for information to:

1. Joint Director (SD), SUDA
2. Additional Director & Financial Advisor, SUDA.


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- 361/2008/ 497

27.02.2009

ক্রমিক নং.....

তারিখ.....

In terms of Notification No.850/C-10/3S-24/1997 dated 11.09.2007 the consolidated monthly remuneration of full time Town Project Officer and Community Organiser as well as special pay of a municipal employee holding additional charge of Town Project Officer or Community Organiser engaged for implementing SJSRY was inter-alia determined, which was subsequently enhanced vide Notification No.2240/MA/C-10/3S-24/1997 dated 19th December,2005 and SUDAs No.361/2008/618 dt.29.07.2008.


For sometime past the matter relating to further enhancement of the monthly consolidated remuneration of the aforesaid functionaries has been under the active consideration of the State Government.

After careful consideration of the matter it has been decided by the State Government to revise the consolidated monthly remuneration of Town Project Officer and Community Organiser engaged on full time basis as mentioned in the table below :

Category of functionary	Existing monthly consolidated remuneration	Revised monthly consolidated remuneration
Full time Town Project Officer for towns having population below 60,000 (as per 1991 Census)	Rs.6,000/-	Rs.7,500/-
Full time Town Project Officer for towns having population above 60,000 (as per 1991 Census)	Rs.6,500/-	Rs.8,000/-
Full time Community Organiser	Rs.4,000/-	Rs.5,000/-

It has also been decided that the 50% of the enhanced remuneration (i.e. for TPOs Rs.750/- and for COs Rs.500/-) shall be provided by State Urban Development Agency (SUDA) out of "Assistance to Community Structure" component and/ or A&OE component of Swarna Jayanti Sahari Rozgar Yojana (SJSRY). The remaining 50% of enhanced remuneration shall be provided by the concerned urban local body out of A&OE component of SJSRY and/ or municipal fund.

This will take effect from 1st March,2009.


Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : dirsudawb@yahoo.com

Account Section : 2358 6408

List of APOs (TPOs) engaged in NULM towns

Sl. No.	Name of the ULBs	APOs/ TPOs	Name	Educational Qualification	Age as on 30.06.2009	Date of Appointment	Contact no.
1	Asansol Municipal Corporation	2	Alpana Roy (Saha)	M.A	41		9474699306
			Sri Prasanta Dutta	B.Com(D)	38.3	05.07.2007	9434476523
2	Bansberia Municipality	1	Sri Prasanta Kr. Nath	B.Com(H)	35	3.9.2007	9432904084
3	Baranagar Municipality	1	Sri Amlan Ghosh	M.A(Eng.), MBA(Pursuing)	28	22.09.2008	9432369997
4	Barrackpore Municipality	1	Smt.Sreemana Das	M.A. in Sociology	36+	04.11.1999 (as CO), 01.09.2004 (as TPO)	9433271691
5	Bhadreswar Municipality	1	Smt.Juthika Samanta	B.A. B.Ed	50.5	01.01.1999	9883085414
6	Bidhannagar Municipality	2	Smt.Indumati Choudhury	M.A.,MSW	32	01.06.2007	9836688907
			Smt. Sima Basak	M.A, B. Ed., Cert. in	41	03.01.2005	9836940962
7	Burdwan Municipality	1	Md. Shah Nawaz Alam	M.A.(Sociology)	27.8	01.07.2009	9332141251
8	Chandannagar Municipal Corporation	1	Sri Pravash Parui	B.Com(H)	37	19.07.1999	9331042771
9	Durgapur Municipal Corporation	1	Smt. Kabita Seal	B.Sc.	45	22.04.2002	9832287621
10	English Bazar Municipality	1	Smt. Pratima Das	B.A.	44.1	12.01.2001	9932731602/ 9002062873
11	Hooghly Chinsurah Municipality	1	Sri Supriya Majumder	M.A	32.4	14.02.2007	9239338639
12	Howrah Municipal Corporation	2	Smt. Kakali Chakraborty	M.S.W.	40	14.02.2000	2654-2236
			Sri Bidyut Kr. Ghosh	B.A.(H),PG Dip.in Social	43.7	09.01.2006	9433291674
13	Kalyani Municipality	1	Dr. Jaleswar Kr. Ghosh	M.A., Ph.D	46.6	01.01.2000	9874549333

Sl. No.	Name of the ULBs	APOs/ TPOs	Name	Educational Qualification	Age as on 30.06.2009	Date of Appointment	Contact no.
14	Kanchrapara Municipality	1	Sri Abir Majumder	M.A.(Eco.)	Not Given	01.02.2010	9804114736
15	Kharagpur Municipality	1	Smt. Munmun Das	Pursuing M.A. from R.B.U	25.3	20.01.2009	8159875032
16	Madhyamgram Municipality	1	Smt. Aparajita Nandi	M.S.W.	36	06.11.2000	9830114470
17	Mahestala Municipality	1	Sri Pradyut Mallick	B.Com & Spl. BA	08.01.1962	01.11.2006	9830947355
18	Panihati Municipality	1	Sri Chandan Bhattacharjee	B.Sc., Dip. In Civil Eng.	43	01.02.2000	9674062996
19	Raiganj Municipality	1	Sri Snehesish Sen Gupta	Graduate	37	06.02.2009	9851960167
20	Rishra Municipality	1	Smt. Mitali Sen	B.A.(H), M.S.W.	42.4	19.03.1999	2672-1373/ 2672-5694
21	Siliguri Municipal Corporation	1	Smt. Bijita Chakraborty	B.A.	37.1	20.12.2005 (as CO) 02.05.2009 (as TPO)	9832054189
22	Uttarpara Kotung Municipality	1	Smt. Mousumi Ghosal	M.S.W.	36.6	14.10.1999 (as CO), 01.03.2004 (as TPO)	9836671670
T o t a l		25					



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

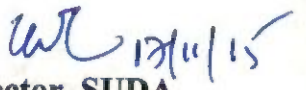
ক্রমিক নং SUDA-54/2014(Pt.-I) 1575 (5)

তারিখ 17/11/2015

ORDER

It is hereby ordered that for Selection of Manpower at SMMU under NULM following officials and staffs will be assigned the duties as noted against each of them.

1. The application will be received at State Urban Development Agency, ILGUS Bhavan, H-C Block, Sec-III, Salt lake, Kolkata- 700106 either by hand or through registered post/ courier/ speed post except public holidays and Sundays (20th, 25th & 27th November 2015). All applications will be received by Sri Arun Kumar Basak, Head Clerk, SUDA and handed over to Sri Mrinal Kanti Ghosh, OSD, SUDA.
2. Sri Mrinal Kanti Ghosh, OSD, SUDA will maintain the daily register(containing the details of each applicant's Name, Age, Full Address, Contact Number, E-mail id, Educational Qualification, Working Experiences, Date of Receiving application) and will be authenticated by Sri Mrinal Kanti Rano, JD(SD), SUDA.
3. The entire process of short listing of applicants will be monitored by Sri Goutam Pal, Advisor, SUDA, Sri Kshudiram Goswami, AO, SUDA, Sri Mrinal Ghosh, OSD, SUDA.


Director, SUDA

&

Mission Director, SULM

Copy forwarded for information and necessary action to :

1. Sri Mrinal Kanti Rano, JD(SD), SUDA,
2. Sri Mrinal Kanti Ghosh, OSD, SUDA,
3. Sri Kshudiram Goswami, AO, SUDA,
4. Sri Goutam Pal, Advisor, SUDA,
5. Sri Arun Kumar Basak, Head Clerk, SUDA,


Director, SUDA

&

Mission Director, SULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

EMPLOYMENT NOTICE

West Bengal State Urban Livelihood Mission, Government of West Bengal

NOTICE No.WBMAD/SUDA/DIR/05/2015-16 Dated : 16.11.2015

Mission Director, West Bengal State Urban Livelihood Mission (WBSULM), Govt. of West Bengal invites application for the following six (6) posts of experts/ specialists at State Mission Management Unit (SMMU) under National Urban Livelihood Mission (NULM) for the State of West Bengal purely on contractual basis with a consolidated monthly remuneration of Rs.60,000/- (rupees sixty thousand) only with initial engagement period of one year with a provision for subsequent renewal based on performance appraisal.

1. State Mission Manager – HR & Capacity Building
2. State Mission Manager – Social Mobilisation & Institution Development
3. State Mission Manager – Shelters & Social Infrastructures
4. State Mission Manager – Financial Inclusion & Micro-Enterprises
5. State Mission Manager – Skills & Livelihoods
6. State Mission Manager – Management Information System & Monitoring & Evaluation (MIS & ME)

Applications will be received only in hard copies either by hand or by registered post/ speed post/ courier services at **State Urban Development Agency, ILGUS Bhavan, H-C Block, Sector-III, Salt Lake City, Kolkata-700106.**

Last date & time of submission of applications is 30th November, 2015 upto 3.00 P.M excluding Sundays and Govt. Holidays.

For details, please visit website www.wbdma.gov.in and/or www.changeekolkata.org.



**Mission Director,
West Bengal State Urban Livelihood Mission**

**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- 54/2014(Pt-I)/1573

ক্রমিক নং

/6 .11.2015

তারিখ

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

**To : Joint Secretary to the Govt. of West Bengal,
Municipal Affairs Department &
Project Director, Change Management Unit**

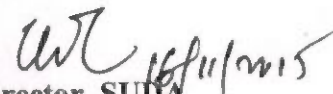
**Sub : Uploading of the employment notice for recruitment of experts
at SMMU under NULM in the website**

Sir.

I am enclosing a copy of the employment notice proposed for publication in the approved local daily newspapers of 17th November, 2015 alongwith the matter that is proposed to be uploaded in website www.wbdma.gov.in & www.changekolkata.org You are requested to kindly make necessary arrangements for uploading the matters in the aforesaid websites.

Encl: as stated

Yours faithfully,


Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Size: 12 cm (h)x 8 cm (w)

WEST BENGAL STATE URBAN LIVELIHOOD MISSION
Government of West Bengal

EMPLOYMENT NOTICE

NOTICE No.WBMAD/SUDA/DIR/05/2015-16 Dated : 16.11.2015

Mission Director, West Bengal State Urban Livelihood Mission (WBSULM), Govt. of West Bengal invites application for the following six (6) posts of experts/ specialists at State Mission Management Unit (SMMU) under National Urban Livelihood Mission (NULM) for the State of West Bengal purely on contractual basis with a consolidated monthly remuneration of Rs.60,000/-(Rupees sixty thousand) only with initial engagement period of one year with a provision for subsequent renewal based on performance appraisal.

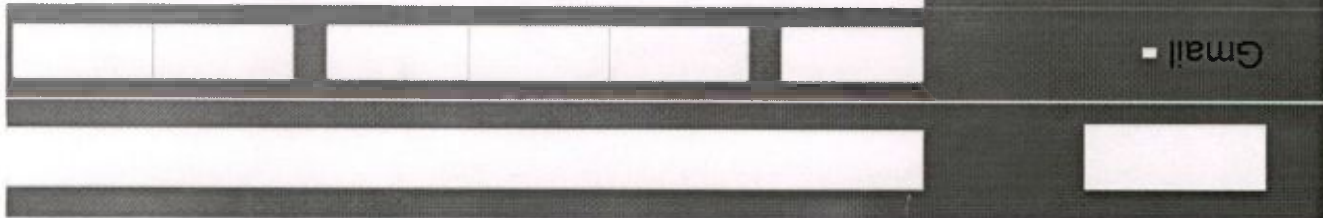
- | | |
|--------------------------|--|
| 1. State Mission Manager | - HR & Capacity Building |
| 2. State Mission Manager | - Social Mobilisation & Institution Development |
| 3. State Mission Manager | - Shelters & Social Infrastructure |
| 4. State Mission Manager | - Financial Inclusion & Micro-Enterprises |
| 5. State Mission Manager | - Skills & Livelihoods |
| 6. State Mission Manager | - Management Information System & Monitoring & Evaluation (MIS & ME) |

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For details, please visit website www.wbdma.gov.in and/or www.changekolkata.org

Mission Director
West Bengal State Urban Livelihood Mission



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Date: Tue, Nov 10, 2015 at 8:13 PM
Subject: Booking Confirmation on IRCTC, Train: 12344, 01-Jan-2016, ;
To: cyclops052@gmail.com

soham sengupta
to me

This is a system generated mail. Please do not reply to this email ID. I
(1) Call our 24-hour Customer Care or
(2) Email Us care@irctc.co.in

Ticket Confirmation

Dear Customer,

Congratulations! Thank you for using IRCTC's online rail reservation below.

Please take a printout of the Electronic Reservation Slip (ERS)/a s
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Banks with laminated photograph) during train journey in original. Bo
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WBMAD/C/572/2015-16

Dated: 16-11-2015

PRESS ESTIMATE

West Bengal State Urban Livelihood Mission
Govt. of West Bengal
Kolkata

Sub: Your Notice No. WBMAD/SUDA/DIR/2015-16, dt. 16.11.2015

Sl. No.	Publication	Size	Rate(Rs.)	Amount (Rs)
1.	The Times of India (Kol)	12cms x 8 cms = 96 sqcm.	795/- +15% i.e. 914.25 per sq. cms.	87768.00
2.	The Economic Times (Kol)	-do-	475/- per sq. cms	45600.00
3.	Sangbad Pratidin	-do-	375/- +15% i.e. 431.25 per sq.cms.	41400.00
4.	Sanmarg (Kol)	-do-	87.50 +15% i.e. 100.62 per sq.cms.	9660.00
5.	Akhbar-E-Mashriq	-do-	175/- +15% i.e. 201.25 per sq.cms.	19320.00
				203748.00
				+ G.O.I. Service Tax @ 1.8%
				4279.00
				TOTAL
				208027.00

For TCP Advertising Pvt. Ltd.

A.Dharchowdhury
Media Manager



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WBMAD/C/572(A)/2015-16

Dated: 16-11-2015

PRESS ESTIMATE

West Bengal State Urban Livelihood Mission
Govt. of West Bengal
Kolkata

Sub: Your Notice No. WBMAD/SUDA/DIR/2015-16, dt. 16.11.2015

Sl. No	Publication	Size	Rate(Rs)	Amount (Rs)
1.	The Times of India (All) + The Economic Times (All)	12cms x 8 cms = 96 sqcm.	11000/- per sq. cms.	1056000.00
2.	Sangbad Pratidin	-do-	375/- +15% i.e. 431.25 per sq. cms.	41400.00
3.	Sanmarg (Kol)	-do-	87.50 +15% i.e. 100.62 per sq. cms.	9660.00
4.	Akhbar-E-Mashriq	-do-	175/- +15% i.e. 201.25 per sq. cms.	19320.00
				1126380.00
+ G.O.I. Service Tax @ 1.8%				23654.00
TOTAL				1150034.00

For TCP Advertising Pvt. Ltd.

A.Dharchowdhury
Media Manager

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WEST BENGAL STATE URBAN LIVELIHOOD MISSION Government of West Bengal	
EMPLOYMENT NOTICE	
NOTICE No.WBMAD/SUDA/DIR/05/2015-16 Dated : 16.11.2015	
Mission Director, West Bengal State Urban Livelihood Mission (WBSULM), Govt. of West Bengal invites application for the following six (6) posts of experts/ specialists at State Mission	
Mission (NULM) for the State of West Bengal purely on contractual basis with a consolidated monthly remuneration of Rs.60,000/-(Rupees sixty thousand) only with initial engagement period of one year with a provision for subsequent renewal based on performance appraisal.	
1. State Mission Manager	- HR & Capacity Building
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Last date & time of submission of applications is 30th November, 2015 upto 3.00 P.M excluding Sundays and Govt. Holidays.	
For details, please visit website www.wbdma.gov.in and/or www.changekolkata.org	
Mission Director West Bengal State Urban Livelihood Mission	



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WBMAD/C/572(A)/2015-16
Dated: 16-11-2015

PRESS ESTIMATE

West Bengal State Urban Livelihood Mission
Govt. of West Bengal
Kolkata

Sub: Your Notice No. WBMAD/SUDA/DIR/2015-16, dt. 16.11.2015

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			+ G.O.I. Service Tax @ 1
			TC

For TCP Advertising Pvt. Ltd.

A.Dharchowdhury
Media Manager



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WBMAD/C/572/2015-16
Dated: 16-11-2015

PRESS ESTIMATE

West Bengal State Urban Livelihood Mission
Govt. of West Bengal
Kolkata

Sub: Your Notice No. WBMAD/SUDA/DIR/2015-16, dt. 16.11.2015

Sl. No.	Publication	Size	Rate(Rs.)
1.	The Times of India (Kol)	12cms x 8 cms = 96 sqcm.	795/- +15% i.e. 914.25 per sq. cm
2.	The Economic Times (Kol)	-do-	475/- per sq. cm
3.	Sangbad Pratidin	-do-	375/- +15% i.e. 431.25 per sq. cm
4.	Sanmarg (Kol)	-do-	87.50 +15% i.e. 100.62 per sq. cm
5.	Akhbar-E-Mashriq	-do-	175/- +15% i.e. 201.25 per sq. cm
			+ G.O.I. Service Tax @
			T

For TCP Advertising Pvt. Ltd.

A.Dharchowdhury
Media Manager

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

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

Members Present

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

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

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

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

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

wt

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

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

1.2 Appointment of Six Experts:-

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

1.3 Appointment of Support Staff at SMMU :-

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

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

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

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

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

1.3.4 Monthly contractual remuneration will be as follows:-

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

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

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

2.1 Redesignation of existing Manpower at City Level :-

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

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

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

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

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

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

2.1.4 Support Staff :-

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

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

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

(b) Monthly remuneration of the support staff will be

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

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

 31/8/2015
Mission Director, WBSULM
&
Chairman of the Selection Committee

SUDA :54/2014(Pt-1)/

31.08.2015

Copy To :-

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

 23/7/15
Mission Director, WBSULM

EMPLOYMENT NOTICE

West Bengal State Urban Livelihood Mission, Government of West Bengal

NOTICE No.WBMAD/SUDA/DIR/02(e)/2015-16 Dated : 17.11.2015

Mission Director, West Bengal State Urban Livelihood Mission (WBSULM), Govt. of West Bengal invites application for the following six (6) posts of experts/ specialists at State Mission Management Unit (SMMU) under National Urban Livelihood Mission (NULM) for the State of West Bengal purely on contractual basis with a consolidated monthly remuneration of Rs.60,000/- (rupees sixty thousand) only with initial engagement period of one year with a provision for subsequent renewal based on performance appraisal.

1. State Mission Manager – HR & Capacity Building
2. State Mission Manager – Social Mobilisation & Institution Development
3. State Mission Manager – Shelters & Social Infrastructures
4. State Mission Manager – Financial Inclusion & Micro-Enterprises
5. State Mission Manager – Skills & Livelihoods
6. State Mission Manager – Management Information System & Monitoring & Evaluation (MIS & ME)

Applications will be received only in hard copies either by hand or by registered post/ speed post/ courier services at **State Urban Development Agency, ILGUS Bhavan, H-C Block, Sector-III, Salt Lake City, Kolkata-700106.**

Last date & time of submission of applications is 30th November, 2015 upto 3.00 P.M excluding Sundays and Govt. Holidays.

For details, please visit website www.wbdma.gov.in and/or www.changekolkata.org.



**Mission Director,
West Bengal State Urban Livelihood Mission**

NOTE SHEET

SUDA

As per approval of Hon'ble MIC, UD&MA Department in nsp-14, following papers are put up in the file relating to engagement of experts at SMMU.

1. Copy of the Proceedings of 5th meeting of the Selection Committee for selection of manpower at SMMU/CMMU under NULM (flagged-X)
2. Draft "Employment Notice" to be published in the newspaper (flagged-Y)
3. Draft "Employment Notice" to be uploaded in the website (flagged-Z)

Approval is requested in respect of the following:

1. Educational qualifications for 'Skills & Livelihoods' expert at SMMU (Para-4 of the resolution)
2. Calculation of eligible upper age limit as on 1.04.2015 (Para-6 of the resolution) in place of 01.04.2014 decided earlier
3. Matter to be published in the newspaper
4. Publication of advertisement in the following newspapers as per approved resolution:
 - i. Times of India;
 - ii. Economic Times;
 - ii. Sanmarg;
 - iv. Pratidin;
 - iv. Akbar-e-Mashique
5. Newspaper advertisement be published on 17th November, 2015 and the last date & time for receipt of applications be fixed for 30th November, 2015 by 3PM.
6. Process for engagement of support staff at SMMU may be initiated as per para-B of the resolution.

Jt. Director (SD)
SUDA

[Signature]
Advisor 11.15

Proceedings of 5th Meeting of Selection Committee for selection of manpower at SMMU/CMMU under NULM may be signed and proposed at point ① to ⑥ may be approved.

[Signature]

Pl. arrange to issue advertisement in news paper and in website on 17th as per resolution.

[Signature]

PC

[Signature]

[Signature]

[Signature]

[Signature]

Proceedings of 5th meeting of the Selection Committee for Selection of Manpower at SMMU, CMMU under NULM.

Date :- 30.10.2015 Time :- 3.00 PM Venue:- SUDA Conference Hall

Members Present

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

With detail discussion among the members following decision are hereby taken :-

A. FOR STATE LEVEL MISSION MANAGEMENT UNIT (SMMU)

1. Experts will be recruited in 6(six) posts of State Mission Management Unit (SMMU) under National Urban Livelihood Mission (NULM) in West Bengal.
2. The posts are: State Mission Manager – HR & Capacity Building, Social Mobilization & Institutional Development Shelter & Social Infrastructure, Financial Inclusion & Micro Enterprise MIS & ME and Skills & Livelihoods.
3. The recruitment will be done through the direct recruitment process.
4. The educational qualification and experienced will be followed as per Notification vide no 764/MA/P/C-10/35-30/2013 dt 17.11.2014. For the post of State Mission Manager Skill & Livelihoods education qualification and experience will be – Two year full time post Graduate Diploma in Management/ MBA or Master in any other relevant discipline with 3 years of experience or Graduate from Govt recognized Institute with 5 years of experience in implementation of Skill training and placement programme with considerable size & scale preferably in urban areas.
5. The monthly remuneration will be 60,000/- for each post.

6. As nearly one year has been passed since issuance of notification fixing eligibility criteria the age limit will be not more than 40 years as on 1st April, 2015 instead of 40 years as on 01.04.2014.
7. i) The details advertisement shall contain:
The detail description of required Educational Qualification & Working Experience, duration of appointment , Monthly contractual remuneration, Scope of work and address for submission of application along with last date and time and place of submission.
ii) Engagement will be initially for one year with extend able based on performance availability of the fund.
8. The advertisement for the mentioned recruitment in 6(six) posts will be issued on 17th November, 2015
9. The advertisement will be issued in i) Times of India, ii) Economic Times, iii) Sanmarg, iv) Pratidin, v) Akbar-e-Mashique news papers and websites of CMU and M. A. Department
10. The advertisement will be done through the empanelled advertisement agencies of SUDA
11. The proforma of application along with all necessary directions will be published at websites of CMU and Municipal Affairs Department
12. The period for receiving application will be 30th November, 2015 at 3 pm.
14. The application will be received at State Urban Development Agency, ILGUS Bhavan, H-C Block, Sec-III, Salt lake, Kolkata- 700106 either by hand or through registered post/ courier/ speed post except public holidays and Sundays (20th, 25th & 27th November 2015).
15. A register will be maintained at Director SUDA containing the details of each application (Name, full address, contact number, e-mail id, age, educational qualification, working experience, date of receiving application) and on the basis of these information the short listing of the candidates will be finalized. This daily register will be maintained by Sri Mrinal Kanti Ghosh, OSD, SUDA and will be authenticated by Mrinal Kanti Rano, JD (SD), SUDA.
16. The entire process of short listing of applicants will be monitored by Sri Goutam Pal, Advisor, SUDA, Sri Khudiram Goswami, AO, SUDA, Sri Mrinal Ghosh, OSD, SUDA.
17. The next meeting for finalization of date and other issues of selection will be held on 11th December, 2015.
18. Regarding method of test i.e only interview or interview followed by written test will be decided on next date.

B. Selection of Support Staff at SMMU

1. Sri Joy Guha DEO, SUDA Sri Mrinal Kanti Majumder DEO, SUDA will be appointed as DA cum DEO at SMMU if they opted for the same. If any one or both of them express unwillingness to take the offer the vacancy will be open to willing & eligible CMU/ILGUS/ SUDA staff.
2. As per approval of MA Deptt. one Accountant, one DA cum DEO and two Multi Tasking helper will be appointed taking option from existing eligible staff from CMU/ ILGUS/ SUDA.
3. Open notification will be issued by Director SUDA seeking option from existing and eligible SUDA/ ILGUS/ CMU employees on 17.11.2015 and option to be submitted to Director SUDA by 30.11.2015.

4. Age is 18-40 years as on 01.04.2015, Monthly remuneration is Rs. 15000.00 - Accountant , Rs. 12000.00 – DA cum DEO, Rs. 10000.00 – Multi Tasking Helper inclusive all as approved by MA Deptt.
 5. After short listing of eligible candidate committee will decide for interview in its meeting on 11.12.2015. Short listing will be done by Sri Goutam Pal, Advisor, SUDA, Sri Khudiram Goswami, AO, SUDA, Sri Mrinal Ghosh, OSD, SUDA.
 6. If option received from existing staff of SUDA/ ILGUS/ CMU is less than vacancy the staff will be taken through any Job Placement Agency having agreement with SUDA.
 7. Sri Mrinal Ghosh, OSD, SUDA will maintain a daily register as per point 5 for this case.
- C. It is also resolved as per suggestion given by HUDCO representative that Ministry of HUPA Govt of India will be apprised of the selection of experts as per the eligibility criteria finalized by Municipal Affairs Deptt. based on local infrastructure, availability of manpower and past experience regarding selection of manpower in CCBP and other similar programme.



Mission Director, WBSULM
&
Chairman of the Selection Committee

EMPLOYMENT NOTICE

West Bengal State Urban Livelihood Mission, Government of West Bengal

NOTICE No.WBMAD/SUDA/DIR/05/2015-16 Dated : 16.11.2015

1. Application as per following format is invited from the eligible candidates for engagement of following Specialists/ Experts at State Mission Management Unit (SMMU) under National Urban Livelihood Mission (NULM), purely on contractual basis, initially for a period of one year with a scope of subsequent renewal after every one year based on satisfactory performance.
2. The post with qualification & experience is furnished below :
 - I. **State Mission Manager – HR & Capacity Building** (To be designated as Team Leader)
 - a. No. of posts : One
 - b. **Educational Qualifications & Experience** : Two year full time Post Graduate Diploma in Management/ MBA or Masters in any relevant discipline with 3 years of experience or Graduate from Government recognised Institutes with 5 years of experience in training and capacity building work with State Level project, in urban areas.
 - c. **Competencies** :
In addition to the competencies as mentioned in the guideline the person should have acknowledged capabilities in client management & negotiation skills;
Fluency in English and Bengali or local languages of West Bengal
 - II. **State Mission Manager – Social Mobilisation & Institution Development**
 - a. No. of posts : One
 - b. **Educational Qualifications & Experience** : Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from Government recognised Institutes with 5 years of experience in Social Development Work with poverty reduction programmes of considerable size and scale, preferably in urban areas.
 - c. **Competencies** :
Competency level as per guidelines of NULM;
Fluency of English and Bengali or local languages of West Bengal
 - III. **State Mission Manager – Shelters & Social Infrastructures**
 - a. No. of posts : One
 - b. **Educational Qualifications** : Graduate in Civil Engineering with 3 years experience or Diploma in Civil Engineering.

- c. **Experience** : 5 years in Poverty Reductions Programme involving Social Development & Establishment/ Monitoring/ Maintenance of Community Infrastructure preferably in urban areas.
- d. **Competencies** :
Competency level as per guidelines of NULM;
Fluency of English and Bengali or local languages of West Bengal

IV. State Mission Manager – Financial Inclusion & Micro-Enterprises

- a. No. of posts : One
- b. **Educational Qualifications & Experience** : Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from Government recognised Institutes with 5 years of experience in dealing with credit linkages, Social Security and/or Micro-enterprises promotion in poverty reduction programmes/ Financial Institutions preferably in urban areas.
- c. **Competencies** :
Competency level as per guidelines of NULM;
Fluency of English and Bengali or local languages of West Bengal

V. State Mission Manager – Skills & Livelihoods

- a. No. of posts : One
- b. **Educational Qualifications & Experience** : Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from Government recognised Institutes with 5 years of experience in implementation of skill training and placement programmes with considerable size and scale in urban areas.
- c. **Competencies** :
Competency level as per guidelines of NULM;
Fluency of English and Bengali or local languages of West Bengal

VI. State Mission Manager – Management Information System & Monitoring & Evaluation

- a. No. of posts : One
- b. **Educational Qualifications** : Two year full time Post Graduate Diploma in Computer Science/ MCA from Government recognised Institute/ University.
- c. **Experience** : At least 5 years in designing and implementation of MIS & ME for development projects, preferably in poverty reduction project.
- d. **Competencies** :
In addition to the competencies as mentioned in the guideline proficiency in Power Point, MS Access and MS Excel is required;
Fluency of English and Bengali or local languages of West Bengal

3. **Terms and Conditions :**

- (a) The upper age limit is 40 years as on 1st April, 2015.
- (b) Contractual monthly remuneration for each post is Rs.60,000/- (rupees sixty thousand) only.
- (c) Candidates must furnish the self attested copies of all testimonials and certificates issued by the competent authority along with the Application Form including age proof document.
- (d) Recent Passport Size Photograph with signature of the candidate on the photograph to be pasted on the Application Form in the given space and another Passport Size Photograph to be enclosed separately with the Application Form.
- (e) On the cover of the Application Form, following shall be mentioned :
"Application for the post of for SMMU under NULM in West Bengal".
- (f) Candidate should apply in the enclosed Application Form to be downloaded from the website in A4 size paper.
- (g) **Last date of submission of application is 30th November, 2015 upto 3.00 P.M.**
- (h) Complete Application with necessary support document in Sealed Cover to be submitted either by hand or by registered/ speed post/ courier service to the **Mission Director, WBSULM, State Urban Development Agency, ILGUS Bhavan, H-C Block, Sector-III, Salt Lake City, Kolkata-700106** within the last date and time mentioned above in all the days (except Sunday & Govt. Holidays). Application by any other means will not be accepted.
- (i) Process of selection will be intimated to the applicant in due course.
- (j) NOC to be submitted by the applicants working presently in any organisation under Govt. of West Bengal.

For details, please visit website of Municipal Affairs Department (www.wbdma.gov.in) and/or Change Management Unit (www.changekolkata.org).


Mission Director,
WBSULM

APPLICATION FORM

APPLICATION No.
(FOR OFFICE USE ONLY)

SMMU/ /

To
The Mission Director,
West Bengal State Urban Livelihood Mission,
ILGUS Bhavan,
H-C Block, Sec-III,
Salt Lake City,
Kolkata - 700106

Photo

Passport size
photograph to be
pasted with full
signature

Sir,

Application for the post of..... at State Mission Management Unit, West Bengal
under National Urban Livelihood Mission (NULM)

1) Name (IN CAPITAL LETTER):

2) Father's/Husband's Name (IN CAPITAL LETTER):

3) Gender:

Male

Female

4) Date of Birth:

D	D	M	M	Y	Y	Y	Y

5) Nationality:

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6) Address :

6.1. Address for Correspondence (IN CAPITAL LETTER) :

Town/City: State PIN.....

6.2 Permanent Address (IN CAPITAL LETTER):

Town/City: State PIN.....

7) Contact Details:

i) Mobile:

ii) Residence:

iii) E-mail id:

8) Academic Qualification:

Sl. No.	School/Board/univ./ Inst.	Degree / Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification(If any):

10) Present Occupation (If any):

a) Designation.....

b) Name & Address of Employer / Organization.....

.....

11) Experience :

Sl. No	Name of the Organization	Name of the Post	Experience		Whether the job is permanent/ contractual	Nature of Work Done	Experience Certificate Enclosed (Y/N)
			Year	Month			

12) Language Known:

Language	Reading	Writing	Speaking

13) Check List of documents (Put Tick mark in the Box)

Sl. No.	Documents	Y/N	No. of documents enclosed (Photocopies)
1	Proof of age		
2	Proof of Academic qualification		
3	Proof working experience		
4	Copies of recent passport Size photographs		
5	No objection from present employer		

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents in original whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my engagement likely to be terminated.

Date:

Place:

.....
Full Signature of the Candidate

Received a seal envelop from Sri/Smt. of

..... for the Post ofin the SMMU, NULM,
West Bengal (Content not verified).

Date:

Time:

Receiving Assistant

Engagement of Community Organizers (COs)

Eligibility Criteria

Each CO will cover at least 3000 urban poor families

Status:

No. of COs required as per eligibility norms of NULM (one CO/3000 BPL families)

(as per urban poor families survey): 316

No. of existing COs: 144

No. of COs to be engaged: 172

Eligibility criteria of Community Organisers (COs)

As per NULM guidelines	Proposed Qualification & Experience
<ul style="list-style-type: none">➤ Intermediate (10+2) in any discipline.➤ 5 years of experience in working with community on social development.➤ Proficiency in MS Office (Word, Excel, Power Point etc.)	<p>Education</p> <ul style="list-style-type: none">➤ 10 + 2 in any discipline <p>Experience</p> <ul style="list-style-type: none">➤ 3 - 5 years of experience in working with community on social development.➤ Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable. <p>Age: 18 – 40 years as on 01/01/2015.</p> <p>Salary: Rs 10000/- per month</p>

City level selection committee will conduct the selection of fresh CO.

Engagement of Accountant at SMMU Level
Eligibility Criteria

Post	Educational Qualification & Experience
Accountant	<ul style="list-style-type: none">➤ Bachelor degree in Commerce➤ At least ^{five} two year experience in working with ^{any organisation,} society, firm, association etc. knowledge in Software base accounting.➤ Proficiency in Ms-Office (Word, Excel, Power point etc.) <p>Age: 18 – 40 years as on 01/01/2015</p> <p>Salary: Rs 15,000/- per month</p>

State level Manpower Selection Committee will conduct the selection.

Engagement of Accountant at City Level

Eligibility Criteria

Post	Educational Qualification & Experience
Accountant	<ul style="list-style-type: none">➤ Bachelor degree in Commerce➤ At least two year experience in working with society, firm, association etc.➤ Proficiency in Ms-Office (Word, Excel, Power point etc.) <p>Age: 18 – 40 years as on 01/01/2015</p> <p>Salary: Rs 14,000/- per month</p>

City level Selection Committee will conduct the selection.

Engagement of Dealing Assistant Cum Data Entry Operator at SMMU Level

Eligibility Criteria

Post	Educational Qualification & Experience
Data Entry Operator	<ul style="list-style-type: none">➤ 10+2 in any discipline and at least 6 month course in Basic Computer.➤ At least 2 year experience in working with ^{any organization of the Govt.} society, firm, association in data entry and related works in relevant field.➤ Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point etc.) <p>Age: 18 – 40 years as on 01/01/2015</p> <p>Salary: Rs 12000/- per month</p>

State level Manpower Selection Committee will conduct the selection.

Engagement of Dealing Assistant Cum Data Entry Operator at City Level

Eligibility Criteria

Post	Educational Qualification & Experience
Data Entry Operator	<ul style="list-style-type: none">➤ 10+2 in any discipline and at least 6 month course in Basic Computer.➤ At least 2 year experience in working with society, firm, association in data entry and related works in relevant field.➤ Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point etc.) <p>Age: 18 – 40 years as on 01/01/2015</p> <p>Salary: Rs 12000/- per month</p>

City level Selection Committee will conduct the selection.

Engagement of Multi Task Helper at SMMU Level

Eligibility Criteria

Post	Educational Qualification & Experience
Multi Task Helper	<ul style="list-style-type: none">➤ Madhyamik of equivalent exam pass.➤ At least two year working experience in any organization in related field. <p>Age: 18 – 40 years as on 01/01/2015 Salary: Rs 10000/- per month</p>

State level Manpower Selection Committee will conduct the selection.

Engagement of Multi Task Helper at City Level

Eligibility Criteria

Post	Educational Qualification & Experience
Multi Task Helper	<ul style="list-style-type: none">➤ Madhyamik of equivalent exam pass.➤ At least two year working experience in any organization in related field. <p>Age: 18 – 40 years as on 01/01/2015</p> <p>Salary: Rs 10000/- per month</p>

City level Selection Committee will conduct the selection.



हाउसिंग एण्ड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड
(भारत सरकार का उपक्रम)

कोलकाता क्षेत्रीय कार्यालय

“हडको भवन”, प्लॉट सं. 11, ब्लॉक - डी.जे, सेक्टर-II, करुणामयी, साल्ट लेक, कोलकाता - 700 091
दूरभाष : (033) 2358 6141, 2358 0773, 2358 0778, फैक्स : (033) 2358 5514, ईमेल : hudcokro@gmail.com

Housing and Urban Development Corporation Limited

(A Govt. of India Enterprise)

Kolkata Regional Office

“HUDCO Bhawan”, Plot No.11, Block-DJ, Sector-II, Karunamoyee, Salt Lake, Kolkata - 700 091
Tel. : (033) 2358 6141 , 2358 0773, 2358 0778, Fax (033) 2358 5514, e-mail: hudcokro@gmail.com

No.: KRO-Sts/Dev-NULM//2211

September 28, 2015

Shri M. N. Pradhan, IAS,
Director,
State Urban Development Agency (SUDA),
'SUDA Bhawan',
HC-Block, Sector-III, Salt Lake City,
Kolkata – 700 106.

**Sub.: Clarification regarding nomination of representative of Ministry of HUPA
in Selection Committee for Technical Experts constituted at the State
Level – regarding**

Ref.: Ministry of HUPA's letter dt.21.08.2015

Sir,

This has reference to the letter dt.24.07.2015 of SUDA with a copy endorsed to this office vide which all the mayor(s) / chairperson(s) of the concerned municipal corporations / municipalities in the State were advised to include Regional Chief, HUDCO for participation on behalf of the Ministry of HUPA, Govt. of India in the meetings of the Selection Committee for screening and selection of Technical Experts as per the direction of the Ministry.

Subsequently, Ministry vide its letter dt.21.08.2015 conveyed to this office with a copy to SUDA that the nominated HUDCO representative shall be participating in the selection process of State Level Selection Committees only, and accordingly, a letter was issued by SUDA on 03.09.2015 to Regional Chief, HUDCO, Kolkata with a copy to the concerned authorities including municipalities.

(Continued on P/N-2)



आई एस ओ 9001:2008 प्रमाणित कम्पनी

AN ISO 9001:2008 CERTIFIED COMPANY CIN: U74899DL1970GOI005276

पंजीकृत कार्यालय : कोर - 7'A', हडको, हडको भवन, इंडिया हैबिटेट सेन्टर, लोधी रोड, नई दिल्ली - 110 003

दूरभाष : 011-2464 9610-23, फैक्स : 011-2462 5308, ईमेल : hudco@hudco.org, Visit us at : www.hudco.org

Regd. Office : Core - 7'A', HUDCO, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi - 110 003

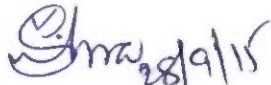
Tel : (EPABX) 011-2464 9610-23, Fax : 011-2462 5308, e-mail : hudco@hudco.org; Visit us at : www.hudco.org

However, HUDCO, Kolkata is still receiving intimations from various ULBs of the State inviting Regional Chief, HUDCO, Kolkata for attending CLSC meetings as convened by them from time to time.

In view of the above and in terms of the Ministry's direction, we may request your goodself to kindly consider re-issuance of letter to the concerned ULBs in the State to exclude Regional Chief, HUDCO, Kolkata from the selection process in the CLSC meetings and discontinue making communication to this effect to HUDCO. It is also requested to kindly intimate regarding the present status / proceedings of State Level Selection Committee meetings to enable us to apprise the Ministry accordingly.

Thanking you,

Yours faithfully,



(S. K. Mishra)
Regional Chief



हाउसिंग एण्ड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड
(भारत सरकार का उपक्रम)

कोलकाता क्षेत्रीय कार्यालय

"हडको भवन", प्लॉट सं. 11, ब्लॉक - डी.जे, सेक्टर-II, करुणामयी, साल्ट लेक, कोलकाता - 700 091
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Tel. : (033) 2358 6141, 2358 0773, 2358 0778, Fax (033) 2358 5514, e-mail: hudcokro@gmail.com

No.: KRO-HQ/MoUD-Gen/ 1308

July 15, 2015

Shri B. P. Gopalika, IAS
Principal Secretary to the Govt. of West Bengal,
Municipal Affairs Department,
Writers' Buildings,
Kolkata - 700 001.

Sub.: Nomination of representatives of Ministry of HUPA in Selection Committee for Technical Experts constituted at the state level - regarding

Sir,

This is to inform you that in terms of the communication no.K-14014/60/2014-UPA/FTS10877, dt.08.06.2015 (copy enclosed) received from the UPA Division, MoHUPA, all the Regional Heads of HUDCO would represent the Ministry of Housing & Urban Poverty Alleviation as a member of the Selection Committee constituted by the state governments / UTs for the screening and selection of Technical Experts for the State Mission Management Unit (SMMU) and City Mission Management Unit (CMMU). It has been decided by the MoHUPA that the respective HUDCO Regional chief in the state may participate on behalf of the MoHUPA in the meetings of the Selection Committee for recruiting Technical Experts in the respective states and UTs.

In view of the above, it is requested to kindly include Regional Chief, HUDCO, Kolkata on behalf of MoHUPA to participate in the meetings of the Selection Committee for recruiting of Technical Experts in the State of West Bengal.

Thanking you,

Yours faithfully,

Directo EUDA / May kindly see
to the
28/7/15



हडको
hudco

आई एस ओ 9001:2008 प्रमाणित कम्पनी

AN ISO 9001:2008 CERTIFIED COMPANY CIN: U74899DL1970GOI005276

पंजीकृत कार्यालय : कोर - 7'ए', हडको, हडको भवन, इंडिया हैबिटेड सेन्टर, लोधी रोड, नई दिल्ली - 110 003

दूरभाष : 011-2464 9610-23, फैक्स : 011-2462 5308, ईमेल : hudco@hudco.org, Visit us at : www.hudco.org

Regd. Office : Core - 7'A', HUDCO, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi - 110 003

Tel : (EPABX) 011-2464 9610-23, Fax : 011-2462 5308, e-mail : hudco@hudco.org; Visit us at : www.hudco.org

Government of India
Ministry of Housing & Urban Poverty Alleviation
(UPA Division)

Nirman Bhavan

New Delhi 110011

Dated 8 June 2015

No. K-14014/60/2014-UPA/FTS 10877

To
Shri M Ravi Kanth
Chairman & MD, HUDCO
HUDCO Bhawan, Core 7A
India Habitat Centre
Lodhi Road, New Delhi 110003

Subject: Nomination of Representative of Ministry of HUPA in Selection Committee for Technical Experts constituted at the State level - regarding.

Sir,

I am directed to refer to the above-mentioned subject and to say that as per the Operational Guidelines for Capacity Building & Training (CB&T) (para 6.2, p.6), the State may appoint a Selection Committee headed by the State Mission Director for the screening and selection of Technical Experts for the State Mission Management Unit (SMMU) and City Mission Management Unit (CMMUs). A representative of the Ministry of Housing & Urban Poverty Alleviation shall be a member of the Selection Committee constituted by the State.

2. It has been decided that the Regional Chief of HUDCO in the State may be deputed to participate on behalf of the Ministry of HUPA in the meetings of the Selection committee for recruiting of Technical Experts in the respective States and UTs.

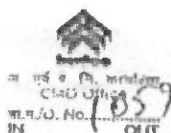
3. It is, therefore, requested that necessary orders may be issued to nominate the Regional Chief of HUDCO to represent the Ministry of HUPA in the meetings of the Selection Committee for recruiting Technical Experts of the States/UTs. The nominated officer may contact Mrs. Archana Mittal, Director (UPA) (Tel: 011-23062127, email: dsupa-mhupa@nic.in) for any clarification/guidance in this regard. He may be also advised to send a report of such meetings to the Director (UPA), immediately after the meeting.

4. This issues with the approval of Secretary (HUPA).

Yours faithfully,


(Sailsh Jogiani)

Under Secretary to the Government of India
Tel: 23061185



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

25.08.2015

ক্রমিক নং

From: Sri M.N. Pradhan
DirectorAdmission
receipt for our record
29/8/15

তারিখ

To: 1. Sri M. Chatterjee
Joint Secretary, M.A. Department, GoWB
2. Sri A. Das
Chief Engineer, ME Dte., GoWB
3. Sri S. Saha
Regional Chief, HUDCO, Kolkata**Sub: Forwarding Minutes of the 4th Meeting of Project Sanction Committee (PSC) under the scheme of Shelter for Urban Homeless (SUH) under NULM held on 31.07.2015**

Sir,

Kindly find enclosed herewith a copy of Minutes of the 4th Meeting of Project Sanction Committee (PSC) under the scheme of Shelter for Urban Homeless (SUH) (a component under NULM) held on 31.07.2015 in the Office Chamber of Principal Secretary, M.A. Department for information and necessary action.

Yours faithfully,

Enclo: As stated

Sd/-
Director

Memo No. SUDA-23/2014/ /1(2)

Date: 25.08.2015

Copy with a copy of the Minutes forwarded for information and necessary action to:

- 1) Sri B.K. Agarwal, Joint Secretary, MoHUPA, GoI
- 2) Secretary, Child Development Department and Women Development & Social Welfare Department, GoWB

Sd/-
Director

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

Memo No. SUDA-23/2014/ /2(1)

Date: 25.08.2015

Copy with a copy of the Minutes forwarded to PS to Principal Secretary, M.A. Department, GoWB for his information.

Sd/—

Director

Memo No. SUDA-23/2014/ /3(4)

Date: 25.08.2015

Copy with a copy of the Minutes forwarded for information and necessary action to:

- 1) The Mayor, Durgapur Municipal Corporation
- 2) The Chairman, Jalpaiguri Municipality
- 3) The Chairperson, Cooch Behar Municipality
- 4) The Chairman, Berhampore Municipality

Sd/—

Director

Memo No. SUDA-23/2014/ 1137/4(1)

Date: 25.08.2015

✓ Copy with a copy of the Minutes forwarded for information and necessary action to Sri M.K. Rano, Joint Director (Social Development), SUDA

Sd/—

Director

**Minutes of the Fourth Meeting of Project Sanction Committee (PSC) under the scheme of Shelter
for Urban Homeless (SUH) under NULM held on 31.07.2015 at
Writers' Buildings, Kolkata – 700 001**

Member Present :

1. Sri B. P. Gopalika, IAS.....Chairman
Principal Secretary, M. A. Department,
Government of West Bengal
2. Sri M. Chatterjee.....Member
Joint Secretary, M. A. Department,
Government of West Bengal
3. Sri A. Das.....Member
Chief Engineer, M. E. Dte.,
Government of West Bengal
4. Sri S. Saha.....Member
Regional Chief, HUDCO, Kolkata
5. Sri M. N. Pradhan, IAS.....Member, Convenor
Director, SUDA

Others present :

1. Sri D. Chakraborty
Dy. G. M. (Projects),
HUDCO, Kolkata
2. Sri S. K. Mukherjee
Technical Adviser, SUDA
3. Sri B. Das
TUO, SUDA
4. Sri S. Banerjee
AE, MED

Sri B. P. Gopalika was in the chair.

**Agenda 1. Confirmation of the minutes of the Third Meeting of the Project Sanction Committee held on
19.06.2015**

The minutes of the Third Meeting of the Project Sanction Committee held on 19.06.2015 copies of which were sent to all concerned were confirmed.

Agenda2. Approval of DPRs of one shelter unit each in Jalpaiguri Municipality and Coochbehar Municipality

• **Jalpaiguri Municipality**

The DPR for setting up of a shelter at Racecourse para, Ward No.10 with a capacity of 50 beds was approved at an estimated cost of Rs.122.02lakh (including 3% DPR preparation cost of Rs.3.45lakh) subject to furnishing a declaration from the Municipality that the land is free of encroachment and under sole ownership of the Municipality, to SUDA and thereafter SUDA will process release of funds as per guidelines.

The annual O & M cost is Rs. 6.02 lakh

- Coochbehar Municipality

The DPR for setting up of a shelter at Santiban, Ward No.10 with a capacity of 50 beds was approved at an estimated cost of Rs.123.02lakh (including 3% DPR preparation cost of Rs.3.48lakh). SUDA is directed by the Committee to process release of funds as per guidelines.

The annual O & M cost is Rs. 6.02 lakh

Agenda Miscellaneous 1. Approval of DPR of one shelter unit in Berhampore Municipality

- Berhampore Municipality

The DPR for setting up of a shelter at Saidabad Mouza with a capacity of 50 beds was approved at an estimated cost of Rs.122.89lakh (including 3% DPR preparation cost of Rs.3.48lakh) subject to furnishing a declaration from the Municipality that the land is free of encroachment and under sole ownership of the Municipality, to SUDA and thereafter SUDA will process release of funds as per guidelines.

The annual O & M cost is Rs. 6.02 lakh

Agenda Miscellaneous 2. Approval of DPR of one shelter unit in Durgapur Municipal Corporation

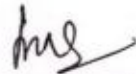
The matter was considered in the 3rd meeting of Project Sanction Committee and in the absence of actual transfer of the plot of land in favour of Durgapur Municipal Corporation, decision was deferred.

The Committee in the present meeting considered the No Objection Certificate of Asansol Durgapur Development Authority for setting up of a shelter vide their memo no.ADDA/DGP/PC-410/2014-15/784 dt.19.07.2015 and decided that in consideration of the No Objection Certificate the DPR may be approved

Accordingly, the DPR for setting up of a shelter at Muchipara, Bidhannagar with a capacity of 50 beds was approved at an estimated cost of Rs.119.95lakh (including 3% DPR preparation cost of Rs.3.39lakh) subject to furnishing a declaration from the Municipality that the land is free of encroachment, to SUDA and thereafter SUDA will process release of funds as per guidelines.

The annual O & M cost is Rs. 6.02 lakh

Meeting ended with a vote of thanks to and from the chair.



(B. P. Gopalika)

Principal Secretary

Municipal Affairs Department

Government of West Bengal

& Chairman, Project Sanction Committee

Status of COs in NULM Towns

Sl. No.	Name of the ULBs	District	BPL Population (UHS,2006)	BPL Families (UHS,2006)	Number of Wards	No. of eligible COs under NULM	No. of existing COs	No. of vacancies
1	Alipurduar	Alipurduar	30133	6126	20	2	1	1
2	Bankura	Bankura	77216	15443	23	5	4	1
3	Suri	Birbhum	38620	7724	18	3	0	3
4	Asansol MC	Burdwan	568475	113695	128	38	5	33
5	Burdwan	Burdwan	79261	15852	35	5	4	1
6	Durgapur MC	Burdwan	152264	30453	43	10	5	5
7	Cooch Behar	Cooch Behar	30649	6130	20	2	2	0
8	Balurghat	Dakshin Dinajpur	37397	7479	23	2	1	1
9	Darjeeling	Darjeeling	23602	4720	32	2	0	2
10	Siliguri MC	Darjeeling	125790	25158	47	8	15	-7
11	Baidyabati	Hooghly	33938	6788	22	2	0	2
12	Bansberia	Hooghly	36220	7244	22	2	2	0
13	Bhadreswar	Hooghly	32071	6414	20	2	2	0
14	Champdany	Hooghly	38794	7759	22	3	1	2
15	Chandannagar	Hooghly	28112	5622	33	2	3	-1
16	Hooghly Chinsurah	Hooghly	37948	7590	30	3	2	1
17	Rishra	Hooghly	29908	5982	23	2	2	0
18	Serampore	Hooghly	28918	5784	25	2	1	1
19	Uttarpara Kotrung	Hooghly	13515	2703	24	1	1	0
20	Howrah MC	Howrah	165929	33186	79	11	8	3
21	Uluberia	Howrah	139508	27902	28	9	1	8
22	Jalpaiguri	Jalpaiguri	35036	7007	25	2	2	0
23	Kolkata MC	Kolkata	971329	194266	141	65	0	65
24	English Bazar	Malda	72285	14457	25	5	2	3
25	Berhampore	Murshidabad	66608	13322	25	4	3	1
26	Kalyani	Nadia	21647	4329	19	1	2	-1
27	Krishnanagar	Nadia	70994	14199	24	5	4	1
28	Nabadwip	Nadia	48904	9781	24	3	1	2
29	Santipur	Nadia	78029	15606	23	5	0	5
30	Ashokenagar Kalyangarh	North 24 Parganas	61321	12264	22	4	0	4
31	Baranagar	North 24 Parganas	24518	4904	33	2	3	-1
32	Barasat	North 24 Parganas	71319	14264	30	5	3	2
33	Barrackpore	North 24 Parganas	22131	4426	24	1	2	-1

Sl. No.	Name of the ULBs	District	BPL Population (UHS,2006)	BPL Families (UHS,2006)	Number of Wards	No. of eligible COs under NULM	No. of existing COs	No. of vacancies
34	Basirhat	North 24 Parganas	66600	13320	22	4	1	3
35	Bhatpara	North 24 Parganas	88403	17681	35	6	6	0
36	Bidhannagar MC	North 24 Parganas	75264	15052	50	5	4	1
37	Bongaon	North 24 Parganas	66940	13388	21	4	3	1
38	Dum Dum	North 24 Parganas	13229	2646	22	1	1	0
39	Habra	North 24 Parganas	61236	12247	23	4	0	4
40	Halisahar	North 24 Parganas	35184	7037	23	2	2	0
41	Kamarhati	North 24 Parganas	47596	9519	35	3	4	-1
42	Kanchrapara	North 24 Parganas	26870	5374	24	2	2	0
43	Khardah	North 24 Parganas	18596	3719	21	1	2	-1
44	Madhyamgram	North 24 Parganas	47214	9443	25	3	2	1
45	Naihati	North 24 Parganas	47058	9412	28	3	0	3
46	North Barrackpore	North 24 Parganas	23498	4700	22	2	1	1
47	North Dum Dum	North 24 Parganas	64175	12835	30	4	1	3
48	Panihati	North 24 Parganas	70047	14009	35	5	4	1
49	South Dum Dum	North 24 Parganas	16153	3231	35	1	0	1
50	Titagarh	North 24 Parganas	22997	4599	23	2	2	0
51	Kharagpur	Paschim Medinipur	143267	28653	30	10	4	6
52	Medinipur	Paschim Medinipur	72252	14450	24	5	1	4
53	Haldia	Purba Medinipur	69383	13877	26	5	3	2
54	Tamluk	Purba Medinipur	29882	5976	22	2	0	2
55	Purulia	Purulia	66590	13318	22	4	3	1
56	Maheshtala	South 24 Parganas	142006	28401	35	9	6	3
57	Rajpur Sonarpur	South 24 Parganas	89485	17897	35	6	5	1
58	Raiganj	Uttar Dinajpur	80678	16136	26	5	5	0
Total :			4753390	950779	1826	316	144	172



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-54/2014(Pt.-I) 1047

10.08.2015

ক্রমিক নং

তারিখ

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

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

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

Sir,

Undersigned has been directed to inform you that fourth meeting of selection committee for selection of manpower at SMMU, CMMU under NULM will be held on **18.08.2015** at **1.30 p.m** at the office chamber of Director SUDA.

The agenda will be as follows:

- i. Recruitment of manpower at SMMU Level
- ii. Recruitment of manpower other than experts at CMMU Level
- iii. Miscellaneous

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

Yours faithfully,

10/8/15
Joint Director (SD)
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Operational Guidelines – NULM: Capacity Building & Training (CB&T)

for providing the information related to their subject specialisation and report to the regular government officials who are in charge of the MMUs at all levels.

1.3.5.2. Method of Recruitment

Technical Experts required for the SMMU and CMMU may be recruited through open advertisement. States are advised to take up a rigorous process for selection of Technical Experts for SMMU and CMMUs. This process may consist of inviting applications through open advertisement (paper, job portals etc), screening of suitable applications as per the laid out criteria, written test to the shortlisted candidates and personal interview. State may appoint a Selection Committee headed by the State Mission Director for the screening and selection of Technical Experts for the SMMU and CMMUs. A representative of the Ministry of Housing and Urban Poverty Alleviation shall be a member of the Selection Committee constituted by the State.

1.3.5.3. Selection of an Agency/organization for providing services of Technical Experts for NMMU/ SMMU/CMMUs

At national level, option of appointing external agency/organization will be considered to provide services of technical experts in NMMU. Similarly, the States may also use the option of appointing an external agency to provide services of Technical Experts in SMMU & CMMU, if it is felt to be the best option given the conditions specific to the state/ city. The framework for the selection of resource agency is given in the **Annexure VI**.

1.3.5.4. Compensation and allowances

1.3.5.4.1. In order to attract the best talent with suitable experience in the open market, a maximum consolidated remuneration of Rs. 100,000 per month will be given to the technical experts at the national level who fulfils the experience and education qualifications norms laid out for the position.

1.3.5.4.2. In case of technical experts recruited for SMMU level a maximum remuneration of Rs. 75,000 per month and in case of technical experts recruited for CMMU level a maximum remuneration of Rs. 60,000 per month will be given.

1.3.5.4.3. A maximum remuneration of Rs. 10,000 per month will be given to COs at city level.

1.3.5.4.4. These are maximum ceiling for remuneration; however lesser amount can be paid as per the market conditions prevailing at the state/city level.

1.3.5.4.5. A maximum of 40% of the total salary paid to the technical experts can be utilized at NMMU, SMMU and CMMU for TA, DA expenses for the technical experts, Office support viz., accountant, data/entry operator, multi-tasking officials etc. Rates for TA/DA for travel, accommodation, and food etc for technical experts will be fixed by the respective MMUs.

4. Administration and Implementation structure at City level

4.1. At the city level, the NULM activities will be implemented through Urban Local Bodies (ULBs). City Mission Management Unit (CMMU), headed by a City Project Officer (CPO) appointed by state government/ULB, will be formed.

4.2. The CMMU will be staffed with technical specialists having expertise in various fields like social mobilisation, institution and capacity building, livelihoods/Micro enterprises, micro finance etc which will be funded under NULM. In addition, the State Government/ ULB will also appoint other officials to deal with Finance and accounts, establishment matters and other such support services.

4.3. Funding under NULM will be provided for a maximum of 4 technical experts at the city level for cities having more than 5 lakh population, 3 technical experts for cities with population of 3 to 5 lakh population and 2 technical experts for cities below 3 lakh population.

4.4. Community Organisers (COs) will also be appointed in the city. Each CO will cover at least 3000 urban poor families. COs should be recruited as per the requirement at city level subject to availability of funds. However, at least one CO should be positioned in every city covered under NULM. The list of positions and Terms of Reference (ToR) for Technical Experts and COs at CMMU level is provided in Annexure V.

4.5. In the event that the CMMU positions for professions are not filled, government/ ULB staff may be deputed for these positions subject to the following conditions being fulfilled:

- The official must fulfil all eligibility criteria required for the position
- The position is temporarily filled only until such time that the appropriate candidate becomes available
- Payment towards salary and allowances will be limited to norms under NULM. Any extra payment for salary/ allowances will have to be met by the state government or ULBs

4.6. Support to CMMU by NULM will be limited to 5 years only. Within this period, cities should build their internal capacities for effective implementation of urban poverty alleviation programmes after 5 years.

3.5. Recruitment process and performance management of Technical Experts of Mission Management Units (MMUs)

3.5.1. Role of Technical Experts

Technical Experts will be hired at all Mission Management Units (MMUs) for providing inputs and support in their respective specialised area which facilitates effective and efficient implantation by the Mission Director at national level, State Mission Director at the state level and City Project Officer at the city level. The Technical Experts will be the key persons

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-54/2014(Pt.-I)/ 1253

17.09.2015

ক্রমিক নং

তারিখ

From : Joint Director (SD),
State Urban Development Agency

To : (i) Shri Mitra Chatterjee, Joint Secretary, M.A.Deptt., Govt. of West Bengal
(Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
(ii) Financial Advisor, SUDA
(iii) Joint Director, Local Bodies (Hq. Qr.)
(iv) Representative of Directorate of Vocational Training (Not below the rank of Deputy Director), Govt. of West Bengal
(v) Joint Director, ILGUS
(vi) Advisor, SUDA
(vii) Poverty Monitoring Expert, CMU
(viii) Computer Programmer, SUDA

Sub : 7th meeting for empanelment of skill training providers/Resource Organisations

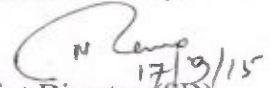
Sir,

The undersigned is directed to inform you that a meeting of the constituted Committee for “Selection of Resource Organisations/ Trainor Institute/ Certification Agency” will be held on **22.09.2015 at 12.00 noon** at the chamber of Shri Mitra Chatterjee, Joint Secretary, M.A.Deptt. at **ILGUS** to discuss the following agenda:-

1. Finalisation of Technical & Financial Bid of STPs under NULM
2. Miscellaneous

You are requested to kindly make it convenient to attend the aforesaid meeting as per scheduled date, time and venue.

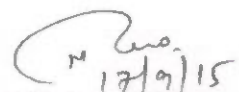
Yours faithfully,


Joint Director (SD)
SUDA

SUDA-54/2014(Pt.-I)/ 1253/1

17.09.2015

Copy to Director, SUDA & Mission Director and WBSULM for information.


Joint Director (SD)
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

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-54/2014(Pt.-I)/ 1253

17.09.2015

ক্রমিক নং

তারিখ

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 State Urban Development Agency

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 (ii) Financial Advisor, SUDA
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Sub : 7th meeting for empanelment of skill training providers/Resource Organisations

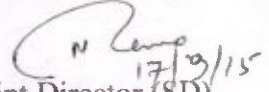
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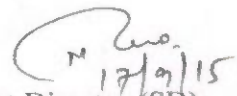
Yours faithfully,


 Joint Director (SD)
 SUDA

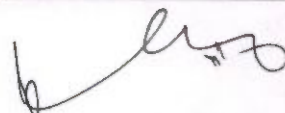
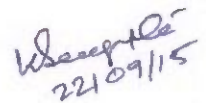
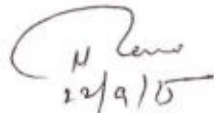

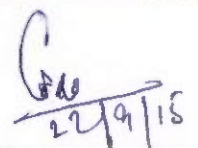

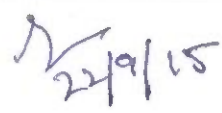
SUDA-54/2014(Pt.-I)/ 1253/1

17.09.2015

Copy to Director, SUDA & Mission Director and WBSULM for information.


 Joint Director (SD)
 SUDA

**Meeting for selection of Training Institute/ Resource Organisation/ Certification
Agencies/ Institute held on 22.09.2015 at ILGUS**

Sl. No.	Name	Designation	Signature
1	Shri Mitra Chatterjee	Joint Secretary, M.A.Deptt., Govt. of West Bengal & Chairman of the Committee	
2	Shri K Sengupta	Additional Director & Financial Advisor, SUDA	 22/09/15
3		Joint Director, Local Bodies	
4		Representative of Directorate of Vocational Training, Govt. of West Bengal	
5	Shri M.K.Rano	Joint Director (SD), SUDA	 22/9/15
6	Shri B.N.Kar	Joint Director, ILGUS	
7	Shri G Pal	Adviser, SUDA	 22/9/15
8	Dr. Sujoy Mitra	Poverty Monitoring Expert, CMU	
9	Shri S Gupta	Computer Programmer, SUDA	 22/9/15



০৫
রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA- 54/2014(P-1)/898

তারিখ 03.08.2015

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

**To : The Principal Secretary
to the Govt. of West Bengal,
Municipal Affairs Department,
Writers' Buildings,
Kolkata - 700001.**

**Sub : Nominating new Chairman for the “Committee for Selection of resource
organization/ Training Institute/ Certification Agency under NULM.**

Sir,

Vide notification no 479/MA/P/C-10/35-30/2013 dt 27.06.2014 committee as referred in subject was constituted with Joint Secretary (looking after NULM issues) Municipal Affairs Dept Govt of West Bengal as a Chairman of the committee (copy enclosed).

Later, due to the elevation of Joint Secretary (looking after NULM issues) Municipal Affairs Dept, Govt of West Bengal to the post of Special Secretary vide notification no 1094-PAR(WBCS)/ID-276/05Pt-II dt 12.06.2014 Sri B.C. Patra, Special Secretary, MA Dept was made Chairman of the said committee.

Now as Sri Patra has retired from service no one is holding the post of Special Secretary (looking after NULM issues) at MA Dept. Chairman of the said committee need to be nominated for the purpose of holding meeting and performing other functions by the committee.

So, you are requested for nomination of Chairman for the afore said committee.

Yours faithfully,

WT 3/8/2015
Director, SUDA
&

Mission Director, WBSULM

SUDA- 54/2014(P-1)/898/1

03.08.2015

Copy forwarded to:

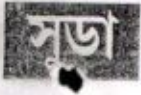
1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Department Govt. of West Bengal for information.

WT 3/8/2015
Director, SUDA
&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
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Kolkata – 700001.

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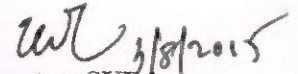
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Yours faithfully,


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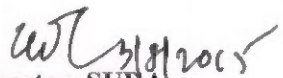
Mission Director, WBSULM

SUDA- 54/2014(P-1)/898/1

03.08.2015

Copy forwarded to:

1. Sri Mitra Chatterjee, WBCS (Exc), Joint Secretary, M.A. Department Govt. of West Bengal for information.


Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

ক্রমিক নং .SUDA-54/2014/620.....

তারিখ30.03.2015.....

From : Deputy Director (SD), SUDA
& Member-Convenor of the Committee for selection of
Resource Organisations/ Trainer Institute/ Certification Agency
for conduct of assessment & certification of trainees in different programmes.

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal & Chairman of the
Committee for selection of Resource Organisations/ Trainer Institute/ Certification
Agency for conduct of assessment & certification of trainees in different programmes
(ii) Financial Advisor, SUDA
(iii) Joint Director, Local Bodies (Hq. Qr.)
(iv) Joint Director, ILGUS
(v) Advisor (SJSRY), SUDA
(vi) Poverty Monitoring Expert, CMU
(vii) Computer Programmer, SUDA

Sub : Meeting of the Committee for selection of Resource Organisations

Sir,

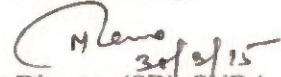
The undersigned is directed to inform you that the next meeting of the Committee for selection of Resource Organisations has been scheduled on **02.04.2015** at 4 p.m at the **Conference Hall of SUDA**.

The agenda will be as follows :

- I) Selection of CDS as ROs
- II) Re-floating of RFP for selection of ROs
- III) Miscellaneous

You are requested kindly to make it convenient to attend the aforesaid meeting as per scheduled date, time and venue positively.

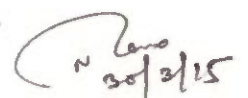
Yours faithfully,


Joint Director (SD), SUDA
&
Member Convenor

SUDA-54/2014/620/1(2)

.03.2015

1. Copy to Director, SUDA & Mission Director, WBSULM for information.
2. A.O/ F.O for logistic arrangements.


Joint Director (SD), SUDA

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং .SUDA-54/2014/ 620.....

তারিখ30.03.2015.....

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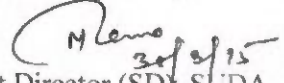
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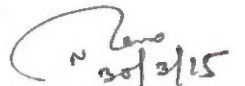
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 Joint Director (SD), SUDA
 &
 Member Convenor

SUDA-54/2014/ 620/i(2)

.03.2015

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 Joint Director (SD), SUDA

GOVERNMENT OF WEST BENGAL
PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT
W.B.C.S. CELL
Nabanna, 325, Sarat Chatterjee Road, Howrah-102

NOTIFICATION

No. 51-PAR(WBCS)/1D-86/2010 Pt.

Dated, the 13th January, 2015.

In pursuance of the Finance Department's Memo. No. 3015-F dated 13.03.2001 regarding Modified Career Advancement, the Governor has been pleased to order that the following 39 (thirty nine) W.B.C.S.(Exe) Officers are appointed to the unrevised Scale No.19 under the WBS (ROPA) Rules, 1998, i.e., Rs.14,300-18,300/- corresponding to revised Pay Band Scale (5) of Rs.37,400-60,000/- plus Grade Pay of Rs.8,700/- with a special allowance of Rs.1,000/- p.m. and other admissible allowances with effect from the date mentioned against each of their names as shown in the 'Schedule' below :

SCHEDULE

Sl.No.	Name of the Officers	Effect Date
01.	Shri Amitabha Sengupta, WBCS(Exe), Dy. C.E.O & E.O. Dy. Secy., Home Deptt. (Election).	W.e.f. 01.06.14, Vacancy arising due to retirement of Shri Gopal Lama, WBCS (Exe) on 31.05.14.
02.	Shri Srikrishna Kant Singh, WBCS(Exe), Addl. Rent Controller, Kolkata.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
03.	Smt. Shanta Pradhan, WBCS(Exe), Secretary, Women's Dev. Undertaking, W. & C. D. & S. W. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
04.	Shri Animesh Bhattacharya, WBCS (Exe), General Manager, Tourism Dev. Corporation.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
05.	Shri Jitendra Roy, WBCS(Exe), O.S.D. & E.O. Dy. Secy., Agriculture Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
06.	Shri Dipankar Mandal, WBCS(Exe), Joint Director, Dte. of Land Records & Survey.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.

Contd.....P/2.

Sl.No.	Name of the Officers	Effect Date
07.	Smt. Mutiny Bandyopadhyay, WBCS (Exe), O.S.D. & E.O. Dy. Secy., H. & F. W. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
08.	Shri Suman Howlader, WBCS(Exe), Commissioner, Durgapur Municipal Corporation.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
09.	Shri Prem Kumar Bardewa, WBCS(Exe), A.E.O., Siliguri Mahakuma Parishad.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
10.	Shri Premananda Mondal, WBCS(Exe), Joint Director, E.S.I. (M.B.) Scheme	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
11.	Shri Nilkamal Biswas, WBCS(Exe), A.D.M., Birbhum.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
12.	Shri Prasanta Biswas, WBCS(Exe), General Manager, Greater Calcutta, Gas Supply Corporation.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
13.	Shri Shyamal Chandra Mondal, WBCS(Exe), O.S.D. & E.O. Dy. Secy., H. & F. W. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
14.	Shri Hrishikes Mudi, WBCS(Exe), A.D.M. & A.E.O., Zilla Parishad, Burdwan.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
15.	Smt. Goma Lhamu Tshering, WBCS(Exe), Asstt. Commissioner, Jalpaiguri Division.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
16.	Smt. Dawa Lamu Phinjo, WBCS(Exe), P.O.-cum D.W.O., B.C.W., Siliguri.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.

1 (Signature)

Contd.....P/3.

Sl.No.	Name of the Officers	Effect Date
17.	Shri Kausik Basak, WBCS(Exe), P.S. to M.I.C., Tourism Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
18.	Smt. Anamika Majumdar, WBCS(Exe), Dy. C.E.O & E.O. Dy. Secy., Home Deptt. (Election).	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
19.	Shri Debashis Bandyopadhyay, WBCS(Exe), O.S.D. & E.O. Dy. Secy., I. T. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
20.	Smt. Manirupa Bhattacharjya, WBCS (Exe), O.S.D. & E.O. Dy. Secy., North Bengal Dev. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
21.	Smt. Sumita Bagchi, WBCS(Exe), O.S.D. & E.O. Dy. Secy., Urban Dev. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
22.	Shri Ajay Kumar Pal, WBCS(Exe), A.D.M. & A.E.O., Z. P. Purba Medinipur.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
23.	Shri Saikat Sannidhi Bhattacharyya, WBCS(Exe), O.S.D. & E.O. Dy. Secy., C. & I. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
24.	Shri Avijit Kumar Latua, WBCS (Exe), A.D.M., South 24-Pgs.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
25.	Smt. Sanjukta Chakraborty, WBCS(Exe), Advisor, W.B.I.D.C. Ltd.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
26.	Shri Avijit Kumar Mitra, WBCS(Exe), O.S.D. & E.O. Dy. Secy., W. & C. D. & S.W. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
27.	Shri Mitra Chatterjee, WBCS(Exe), O.S.D. & E.O. Dy. Secy., Municipal Affairs Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.

K. S. Majumdar

Sl.No.	Name of the Officers	Effect Date
28.	Shri Aniruddha Raha, WBCS(Exe), P.S. to M.I.C., B.C.W. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
29.	Shri Deb Kumar Nandan, WBCS (Exe), A.D.M., Nadia.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
30.	Shri Supriya Ghoshal, WBCS(Exe), General Manager, Tourism Dev. Corporation.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
31.	Shri Debasish Nandi, WBCS(Exe), Director, Directorate of Disaster Management.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
32.	Smt. Soma Maitra, WBCS(Exe), Joint Director, Directorate of Industries.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
33.	Shri Sanjib Chaki, WBCS(Exe), A.D.M. & D.L. & L.R.O., Malda.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
34.	Shri Partha Sarathi Mukhopadhyay, WBCS(Exe), P.S. to M.I.C., R. R. & R. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
35.	Shri Arindam Mani, WBCS(Exe), Joint Director of Surveys, Dte. of L. R. & Surveys.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
36.	Shri Sanjay Mukhopadhyay, WBCS(Exe), Deputy Secretary, K.M.D.A.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
37.	Smt. Nairanjana Bhattacharya, WBCS (Exe), Joint Director, Rupkala Kendra, I. & C. A. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.

K. S. Maitra

Contd.....P/5.

Sl.No.	Name of the Officers	Effect Date
38.	Smt. Gargi Ghosh, WBCS(Exe), Asstt. Professor, N.D.M., A.T.I.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.
39.	Shri Hindole Datta, WBCS(Exe), Programme Officer, P.& R.D. Deptt.	W.e.f. 14.11.14, Vacancy arising due to creation of additional post of Joint Secretary Vide Order No.1915-PAR(WBCS) dated 14.11.2014.

The Governor has further been pleased to order that with effect from respective dates mentioned above, the designation of such Officers who are posted in the Secretariat will be Joint Secretary to the Government of West Bengal and those who are posted outside the Secretariat will have the status and responsibility equivalent of a Joint Secretary with effect from the respective date.

The Governor has also been pleased to order that the respective posts held by these Officers in the Secretariat will be deemed to have been upgraded to the post of Joint Secretary and the posts held by the Officers outside the Secretariat as equivalent to the post of Joint Secretary with effect from the date(s) mentioned above, so long as the posts are held by those Officers and rank and status of such posts will revert to their original position when vacated by these Officers, unless otherwise directed.

The charge will proceed against the appropriate head of account.

This order is issued without any prejudice to the rights and contentions of the parties to the pending litigation and shall abide by the result of the WPST No 227 of 2014 (State of West Bengal & others Vs Sukumar Das & ors) pending before the Hon'ble High Court, Calcutta.

Sd/- S. Banerjee

O.S.D. & E. O. Joint Secretary to the Govt. of West Bengal.

10/11/14

Contd.....P/6.

No. 51/1(12)-PAR(WBCS)/1D-86/2010 Pt.

Dated, the 13th January, 2015.

Copy forwarded for information and necessary action to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata 700 001.
2. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I,
81/2/2, Phears Lane, Kolkata 700 012.
3. The Service Records and Accounts Cell, P & A R Department,
Writers' Buildings, Kolkata 700 001.
4. The
5. The District Magistrate,
- ✓ 6. Shri/ Smt. Anamika Majumdar, W.B.C.S.(Exe).
Dy. C.E.O & E.O. Dy. Secy., Home Dept. (Section)
7. The Secretary to the Governor of West Bengal, Raj Bhavan, Kolkata-62.
8. The Senior Personal Secretary to the Chief Secretary, Government of West Bengal.
9. The Senior Personal Secretary to the Principal Secretary, P & A R Department.
10. The Senior Personal Secretary to the O.S.D. & Ex-Officio Joint Secretary,
P & A R Department, W.B.C.S. Cell.
11. Guard File.
12. Personal File of Shri, W.B.C.S.(Exe.).

Kanmeig

O.S.D. & E.O. Joint Secretary to the Govt. of West Bengal.

**GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
WRITERS' BUILDINGS, KOLKATA-1.**

No. 1194/MA/O/C-3/2E-12/2011

Dated, Kolkata, the 9th Sept., 2014.

ORDER

Shri Mrinal Kanti Rano, WBCS(Exe) now posted as Joint Director of Local Bodies, West Bengal, is hereby posted as Joint Director (Social Development), State Urban Development Agency in addition to his normal duties as Joint Director of Local Bodies.

Considering the increasing workload at SUDA, particularly for WBSULM; the allocation of duty of Shri Rano and his days of functioning as Joint Director (Social Development), State Urban Development Agency to be decided in consultation between the Heads of Offices of both Directorate of Local Bodies and State Urban Development Agency.

And Smt. Sumana Bhattacharya, WBCS(Exe.), Deputy Director, Directorate of Local Bodies is spared hereby from the additional charge of SUDA

This order issues in the interest of Public Service and will take effect from the date of his joining until further order.

Sd/-

Joint Secretary to the Govt. of West Bengal.

No 1194/1(7)/MA/O/C-3/2E-12/2011


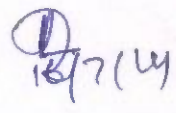
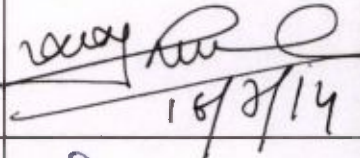
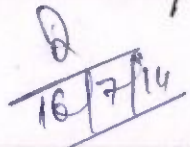
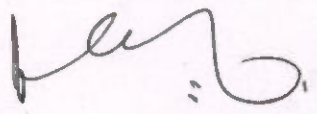
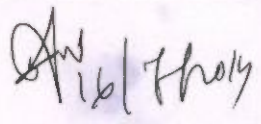
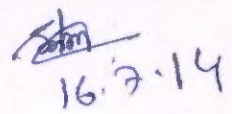
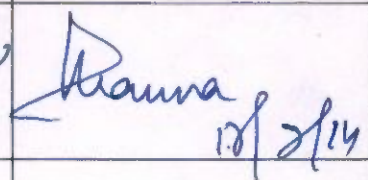
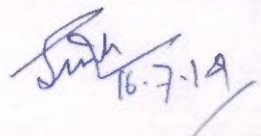
Dated, Kolkata, the 9th Sept., 2014.

Copy forwarded for information and necessary action to:-

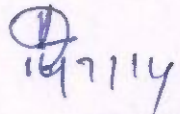
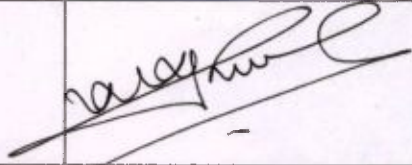
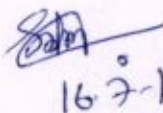
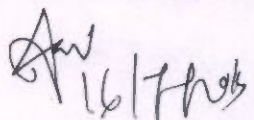

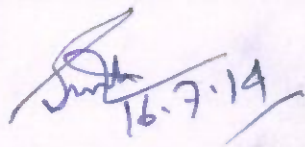
1. The Director of Local Bodies, West Bengal – He is requested to allocate duty to Shri Rano in consultation with the Director, SUDA.
2. The Director, State Urban Development Agency- He is requested to allocate duty to Shri Rano in consultation with the Director of Local Bodies, West Bengal.
3. The Deputy Secretary, P & AR Department, WBCS Cell, 'Nabanna' Howrah.
4. Shri Mrinal Kanti Rano, WBCS(Exe), Joint Director of Local Bodies, West Bengal.
5. Smt. Sumana Bhattacharya, WBCS(Exe.), Deputy Director of Local Bodies, West Bengal.
6. The P.S. to Minister-in-Charge, Municipal Affairs & Urban Development Department
7. The P.S. to Principal Secretary, Municipal Affairs Department.

Joint Secretary to the Govt. of West Bengal.

Meeting for selection of manpower at SMMU, CMMU under NULM
held on 16.07.2014 at SUDA Conference Hall

Sl. No.	Name	Designation & Department	Signature
1	Shri M.N.Pradhan	Mission Director, SULM & Chairman of the Committee	
2	Shri B.C.Patra	Special Secretary, M.A.Deptt., Govt. of West Bengal	
3	Shri K.K Ghosh	Financial Advisor, SUDA	
4	Shri J Dutta Gupta	Director, Local Bodies	
5	Shri Mitra Chatterjee	OSD & Ex-Officio Dy. Secretary, M.A.Deptt., Govt. of West Bengal	
6		MoHUPA, Govt. of India	
7	Shri B.N.Kar	Joint Director, ILGUS	
8	Ms. S.Bhattacharjee	Deputy Director (SD), SUDA	
9	N.C. Manna	Asstt. Suptt. of Livestock, WBSRLM	
10		SHG & SE Deptt., Govt. of West Bengal	
11	Dr. Sujoy Mitra	Poverty Monitoring Expert, CMU	

Meeting for selection of Training Institute/ Resource Organisation/ Certification Agencies/ Institute held on 16.07.2014 at SUDA Conference Hall

Sl. No.	Name	Designation	Signature
1	Shri B.C.Patra	Special Secretary, M.A.Deptt., Govt. of West Bengal & Chairman of the Committee	
2	Shri K.K Ghosh	Financial Advisor, SUDA	
3		Joint Director, Local Bodies	
4	Ms. S.Bhattacharya	Deputy Director (SD), SUDA	 16.7.14
5		Technical Education Department	
6		Joint Director, ILGUS	 16/7/14
7	Shri G Pal	Adviser, SUDA	
8	Dr. Sujoy Mitra	Poverty Monitoring Expert, CMU	 16.7.14
9	Shri S Gupta	Computer Programmer, SUDA	

7

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Rij/2011

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS, KOLKATA**

No. 113/MA/O/C-9/2A-13/2010

Dated, Kolkata; the 25th day of February, 2011. copy to:

From: The OSD & Ex-officio Special Secretary to the Government of West Bengal.

To : The Principal Accountant General (A & E), West Bengal,
Treasury Buildings, Kolkata - 700 001.

Subject: Creation of 703 number of posts for the Urban Local Bodies of this State including 136 posts of Town Project Officer, and 567 posts of Community Organizer.

Sir,

The Governor is pleased hereby to accord sanction to creation of the following 703 number of posts for the Urban Local Bodies of this State including 136 posts of Town Project Officer, and 567 posts of Community Organizer:

Name of post	Scale of pay/ Pay Band attached to the post	Number of posts proposed for creation
(1) Town Project Officer	Unrevised Scale of Rs. 4,000/--- Rs. 8,850/- Revised PB-3 (Rs. 7,100/- -- Rs. 37,600/-) with Grade Pay Rs. 3,900/-	136 (one for each ULB and additional 9 for larger ULBs)
(2) Community Organizer	Unrevised Scale of Rs. 3,350/--- Rs. 6,325/- Revised PB-3 (Rs. 7,100/- -- Rs. 37,600/-) with Grade Pay Rs. 2,600/-	567 (one for each CDS)
Total		703 number of posts

This order issues with the concurrence of the Finance Department of this Government communicated with their U.O. No. 460 Gr. P(Service) dated the 3rd day of February, 2011. The proposal has received the approval of the State Cabinet in its' meeting held on 22.2.2011.

All concerned are being informed.

Yours' faithfully,

[Signature] 25/2/11
O.S.D & E.O. Special Secretary.

No. 113/1(126)/ MA/O/C-9/2A-13/2010 Dated, Kolkata, the 25th day of February, 2011.

Copy forwarded for information and necessary action to the, -

(1) Chairman, _____ Municipality, P.O. _____ Dist.

(2) Commissioner, _____ Municipal Corporation, P.O. _____ Dist.

He is informed that the present incumbents holding the posts of CO and TPO shall continue to be retained in such posts in the respective Urban Local Bodies as per the existing terms and conditions, and the benefits of G.O. No. 2966-F(P) 23.04.2010, read with this Department order No. 162/MA/O/C-9/2A-1/2010, Dt. 23.03.2010, shall be extended to those contractually appointed personnel who satisfy the terms and conditions of eligibility as defined in the said two Government orders, as per concurrence of the Finance Department vide their U.O. No. 460 Gr. P(Service) dated the 3rd day of February, 2011 and as per the approval of the State Cabinet in its' meeting held on 22.2.2011.

Sd./- K.C. Mondal

O.S.D & E.O. Special Secretary.

No. 113/2(22)/ MA/O/C-9/2A-13/2010 Dated, Kolkata, the 25th day of February, 2011.

Copy forwarded for information and necessary action to the, -

(1) Accountant General (Audit-I), West Bengal.

(2) Accountant General (Audit-II), West Bengal.

(3) Project Director, CMU (KUSPA).

(4) Director of Local Bodies, West Bengal.

(5) Director, SUDA.

(6) Joint Director, ILGUS.

(7) Finance (Budget) Department.

(8) Finance (Audit) Department.

(9) Finance Department Group P (Service).

(10) Private Secretary to the Minister-in-Charge of this Department.

(11) P.A. to the Secretary of this Department.

(12) Cell _____ of this Department.

(13) Guard file of Cell-9.

K. Mondal 25/2/11
O.S.D & E.O. Special Secretary

Memo no. 478/MA/POC-10/35-10/2013
dt 27.6.2014


eProcurement System of Government of West Bengal

Technical Bid Evaluation Summary

Date : 19-Feb-2015 03:12 PM

 Print

Organisation Chain : MUNICIPAL AFFAIRS DEPARTMENT SUDA
Tender ID : 2014_MAD_24472_1
Tender Ref No : WBMAD/SUDA/DIR/EOI-05(e)/2014-15
Tender Title : WBMAD/SUDA/DIR/EOI-05(e)/2014-15
Cover System : 1

Committee Chairperson Type :	Internal
Committee Chairperson's Name :	BCPatra
Committee Members :	Spl.SecretaryMA Dept JDSUDA AdvisorSUDA PMECMU CPSUDA
Summary Details :	techsummary_47812.pdf (97.25 KB) 
Summary uploaded on :	19-Feb-2015 03:12 PM
Bid Opening Date & Time for Financial :	None

No. of Bids : 12

Bid List

S.No	Bid Number	Bidder Name	Opened By	Submitted Date	Type	Status	Reason
1	112010	Garden Reach Bangla Basti Academic Development Society	SANDIP GUPTA	13-Oct-2014 08:05 PM	Online	Accepted	Complied
2	113339	BRIGHT FUTURE.COM	SANDIP GUPTA	15-Oct-2014 01:19 PM	Online	Rejected	Not Complied
3	115323	Barrackpore No 1 CDS	SANDIP GUPTA	14-Oct-2014 05:07 PM	Online	Accepted	Complied
4	115335	BARRACKPORE NO 2 CDS	SANDIP GUPTA	14-Oct-2014 05:26 PM	Online	Accepted	Complied
5	115494	Consulting Management Incorporate Pvt. Ltd.	SANDIP GUPTA	15-Oct-2014 11:14 AM	Online	Rejected	Not Complied
6	115524	PRITILATA CDS	SANDIP GUPTA	15-Oct-2014 09:33 AM	Online	Rejected	Not Complied
7	115600	BARASAT MATANGINI CDS	SANDIP GUPTA	15-Oct-2014 12:40 PM	Online	Rejected	Not Complied
8	115660	Sarojini CDS	SANDIP GUPTA	15-Oct-2014 02:20 PM	Online	Rejected	Not Complied
9	115663	MONALI SCHOOL OF BEAUTY	SANDIP GUPTA	15-Oct-2014 02:22 PM	Online	Rejected	Not Complied
10	115679	Ekush Satak	SANDIP GUPTA	15-Oct-2014 02:41 PM	Online	Rejected	Not Complied
11	115686	NORTH DUM DUM NO 1 CDS	SANDIP GUPTA	15-Oct-2014 02:46 PM	Online	Accepted	Complied
12	115695	TUFANGANJ ANWESHA	SANDIP GUPTA	15-Oct-2014 02:53 PM	Online	Accepted	Complied

**SUDA**

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt.-I)/ 14

তারিখ 05.01.2015

From : Joint Director (SD),
State Urban Development Agency

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
(ii) Financial Advisor, SUDA
(iii) Joint Director, Local Bodies (Hq. Qr.)
(iv) Representative of Directorate of Vocational Training (Not below the rank of Deputy Director), Govt. of West Bengal
(v) Joint Director, ILGUS
(vi) Advisor, SUDA
(vii) Poverty Monitoring Expert, CMU
(viii) Computer Programmer, SUDA

Sub : 5th meeting for empanelment of skill training providers/Resource Organisations

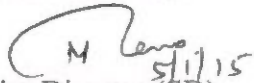
Sir,

The undersigned is directed to inform you that a meeting of the constituted Committee for “Selection of Resource Organisations/ Trainor Institute/ Certification Agency” will be held on 09.01.2015 at 4.00 pm at SUDA Conference Hall to discuss the following agenda.

1. Finalisation of draft RFP for skill training providers
2. Empanelment of additional Resource Organisations
3. Miscellaneous

You are requested to kindly make it convenient to attend the aforesaid meeting as per scheduled date, time and venue.

Yours faithfully,


Joint Director (SD)
SUDA

SUDA-54/2014(Pt.-I)/ 14/1 (2)

05.01.2015

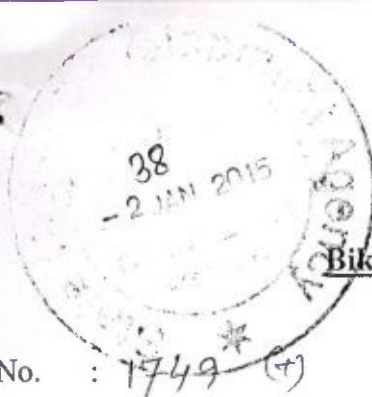
1. Copy to Director, SUDA & Mission Director and WBSULM for information.
2. Administrative Officer for sparing Conference Hall and other logistic arrangements.


Joint Director (SD)
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408



Government of West Bengal
Directorate of Technical Education
Bikash Bhavan, (10th Floor), Salt Lake, Kolkata - 91.

No. : 1749 (+)

Date: 22/12/14

From : The Director of Technical Education
West Bengal.

To : The Joint Director (SD),
State Urban Development Agency,
ILGUS BHAVAN, H-C Block, Sector-III,
Bidhan Nagar, Kolkata - 700 106, West Bengal.

JMSD/
X
57/1/15

Sub : 4th meeting for empanelment of Resource Organizations (ROs).

Ref : SUDA-54/2014 (pt-1)/1968(VIII) dt.26.11.2014.

In connection of the above referred subject, I am to state that the Directorate of Technical Education under Higher Education Department is looking after Degree (and above) Level Engineering and Technical Education including MBA & MCA Institutions in the State. Directorate of Technical Education & Training (DTET), W.B., Directorate of Industrial Training (DIT), W.B and Directorate of Vocational Education & Training (DVET), West Bengal are looking after the different need based vocational training programme for the common people, rural/urban youth, educationally disadvantaged sections. All these three Directorates are under Department of Technical Education & Training, Government of West Bengal.

It appears that the activities of SUDA is more related with the above said Directorates (DTE&T, DIT and DVET). Accordingly, the said Directorates (DTET, DVEC & DIT) are the appropriate authorities. DTET, DVET & DIT all the offices are located at Vocational Training Institute, Plot No. B/7, Action Area-III, New Town/Rajarhat, Kolkata - 700 156 (3rd & 2nd floor respectively).

Accordingly, you are hereby requested to do the needful prior to the next meeting.

18/12/14

Director of Technical Education
West Bengal.

Pvt.ec(II)/

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt.-I)/ 14

তারিখ 05.01.2015

From : Joint Director (SD),
 State Urban Development Agency

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
 (ii) Financial Advisor, SUDA
 (iii) Joint Director, Local Bodies (Hq. Qr.)
 (iv) Representative of Directorate of Vocational Training (Not below the rank of Deputy Director), Govt. of West Bengal
 (v) Joint Director, ILGUS
 (vi) Advisor, SUDA
 (vii) Poverty Monitoring Expert, CMU
 (viii) Computer Programmer, SUDA

Sub : 5th meeting for empanelment of skill training providers/Resource Organisations

Sir,

The undersigned is directed to inform you that a meeting of the constituted Committee for “Selection of Resource Organisations/ Trainor Institute/ Certification Agency” will be held on 09.01.2015 at 4.00 pm at SUDA Conference Hall to discuss the following agenda.

1. Finalisation of draft RFP for skill training providers
2. Empanelment of additional Resource Organisations
3. Miscellaneous

You are requested to kindly make it convenient to attend the aforesaid meeting as per scheduled date, time and venue.

Yours faithfully,

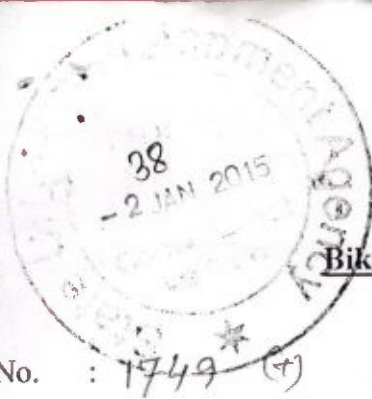
ae M. L. S. 5/1/15
 Joint Director (SD)
 SUDA

SUDA-54/2014(Pt.-I)/ 14/1(2)

05.01.2015

1. Copy to Director, SUDA & Mission Director and WBSULM for information.
2. Administrative Officer for sparing Conference Hall and other logistic arrangements.

ae M. L. S. 5/1/15
 Joint Director (SD)
 SUDA



Government of West Bengal
Directorate of Technical Education
Bikash Bhavan, (10th Floor), Salt Lake, Kolkata - 91.

No. : 1749 (r)

Date: 22/12/14

From : The Director of Technical Education
West Bengal.

To : The Joint Director (SD),
State Urban Development Agency,
ILGUS BHAVAN, H-C Block, Sector-III,
Bidhan Nagar, Kolkata - 700 106, West Bengal.

JSR
22/12/14

Sub : 4th meeting for empanelment of Resource Organizations (ROs).

Ref : SUDA-54/2014 (pt-1)/1968(VIII) dt.26.11.2014.

In connection of the above referred subject, I am to state that the Directorate of Technical Education under Higher Education Department is looking after Degree (and above) Level Engineering and Technical Education including MBA & MCA Institutions in the State. Directorate of Technical Education & Training (DTET), W.B., Directorate of Industrial Training (DIT), W.B and Directorate of Vocational Education & Training (DVET), West Bengal are looking after the different need based vocational training programme for the common people, rural/urban youth, educationally disadvantaged sections. All these three Directorates are under Department of Technical Education & Training, Government of West Bengal.

It appears that the activities of SUDA is more related with the above said Directorates (DTE&T, DIT and DVET). Accordingly, the said Directorates (DTET, DVEC & DIT) are the appropriate authorities. DTET, DVET & DIT all the offices are located at Vocational Training Institute, Plot No. B/7, Action Area-III, New Town/Rajarhat, Kolkata - 700 156 (3rd & 2nd floor respectively).

Accordingly, you are hereby requested to do the needful prior to the next meeting.

18/12/14

Director of Technical Education
West Bengal.

Pvt.e.c(1)/

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt.-I)/ 14

তারিখ 05.01.2015

From : Joint Director (SD),
 State Urban Development Agency

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
 (ii) Financial Advisor, SUDA
 (iii) Joint Director, Local Bodies (Hq. Qr.)
 (iv) Representative of Directorate of Vocational Training (Not below the rank of Deputy Director), Govt. of West Bengal
 (v) Joint Director, ILGUS
 (vi) Advisor, SUDA
 (vii) Poverty Monitoring Expert, CMU
 (viii) Computer Programmer, SUDA

Sub : 5th meeting for empanelment of skill training providers/Resource Organisations


Sir,

The undersigned is directed to inform you that a meeting of the constituted Committee for “Selection of Resource Organisations/ Trainor Institute/ Certification Agency” will be held on 09.01.2015 at 4.00 pm at SUDA Conference Hall to discuss the following agenda.

1. Finalisation of draft RFP for skill training providers
2. Empanelment of additional Resource Organisations
3. Miscellaneous

You are requested to kindly make it convenient to attend the aforesaid meeting as per scheduled date, time and venue.

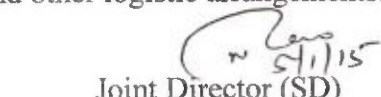
Yours faithfully,

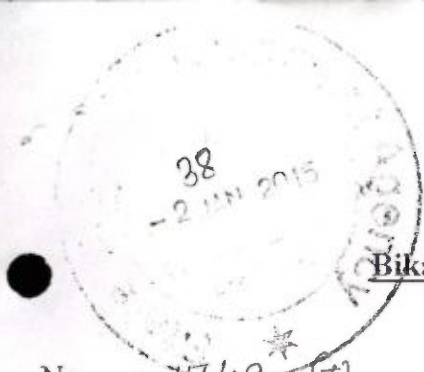

 Joint Director (SD)
 SUDA

SUDA-54/2014(Pt.-I)/ 14/1(2)

05 .01.2015

1. Copy to Director, SUDA & Mission Director and WBSULM for information.
2. Administrative Officer for sparing Conference Hall and other logistic arrangements.


 Joint Director (SD)
 SUDA



Government of West Bengal
Directorate of Technical Education
Bikash Bhavan, (10th Floor), Salt Lake, Kolkata – 91.

No. : 1749 (+)

Date: 22/12/14

From : The Director of Technical Education
West Bengal.

To : The Joint Director (SD),
State Urban Development Agency,
ILGUS BHAVAN, H-C Block, Sector-III,
Bidhan Nagar, Kolkata – 700 106, West Bengal.

MSD/
22/12/14

Sub : 4th meeting for empanelment of Resource Organizations (ROs).

Ref : SUDA-54/2014 (pt-1)/1968(VIII) dt.26.11.2014.

In connection of the above referred subject, I am to state that the Directorate of Technical Education under Higher Education Department is looking after Degree (and above) Level Engineering and Technical Education including MBA & MCA Institutions in the State. Directorate of Technical Education & Training (DTET), W.B., Directorate of Industrial Training (DIT), W.B and Directorate of Vocational Education & Training (DVET), West Bengal are looking after the different need based vocational training programme for the common people, rural/urban youth, educationally disadvantaged sections. All these three Directorates are under Department of Technical Education & Training, Government of West Bengal.

It appears that the activities of SUDA is more related with the above said Directorates (DTE&T, DIT and DVET). Accordingly, the said Directorates (DTET, DVEC & DIT) are the appropriate authorities. DTET, DVET & DIT all the offices are located at Vocational Training Institute, Plot No. B/7, Action Area-III, New Town/Rajarhat, Kolkata – 700 156 (3rd & 2nd floor respectively).

Accordingly, you are hereby requested to do the needful prior to the next meeting.

18/12/14

Director of Technical Education
West Bengal.

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-54/2014(Pt.-I)/ 1968 (vii)

26.11.2014

ক্রমিক নং

তারিখ

From : Joint Director (SD),
State Urban Development Agency

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
(ii) Financial Advisor, SUDA
(iii) Joint Director, Local Bodies (Hq. Qr.)
(iv) Representative of Technical Education Department (Not below the rank of Deputy Director), Govt. of West Bengal
(v) Joint Director, ILGUS
(vi) Advisor, SUDA
(vii) Poverty Monitoring Expert, CMU
(viii) Computer Programmer, SUDA

Sub : 4th meeting for empanelment of Resource Organisations (ROs)

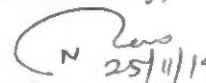
Sir,

The undersigned is directed to inform you that a meeting of the constituted Committee for “Selection of Resource Organisations/ Trainor Institute/ Certification Agency” will be held on 02.12.2014 at 2.00 pm at SUDA Conference Hall to discuss the following agenda.

1. Finalisation for empanelment of Resource Organisations
2. Miscellaneous

You are requested to kindly make it convenient to attend the aforesaid meeting as per scheduled date, time and venue.

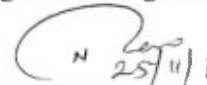
Yours faithfully,


N 25/11/14.
Joint Director (SD)
SUDA

SUDA-54/2014(Pt.-I)/ 1968 (2)

26.11.2014

1. Copy to Director, SUDA & Mission Director and WBSULM for information.
2. Administrative Officer for sparing Conference Hall and other logistic arrangements.


N 25/11/14
Joint Director (SD)
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

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-54/2014(Pt.-I)/ 1969 (viii)

26.11.2014

ক্রমিক নং

তারিখ

From : Joint Director (SD),
 State Urban Development Agency

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
 (ii) Financial Advisor, SUDA
 (iii) Joint Director, Local Bodies (Hq. Qr.)
 (iv) Representative of Technical Education Department (Not below the rank of Deputy Director), Govt. of West Bengal
 (v) Joint Director, ILGUS
 (vi) Advisor, SUDA
 (vii) Poverty Monitoring Expert, CMU
 (viii) Computer Programmer, SUDA

Sub : Power-point presentation of Resource Organisations (ROs) for empanelment

Sir,

The undersigned is directed to inform you that shortlisted five (5) numbers of Resource Organisations have been directed for power-point presentation on respective strategy and approach for formation of SHGs, capacity building of SHGs and their bank-linkage etc.

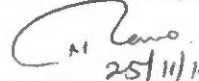
In view of above, you are requested to remain present during power-point presentation to judge the capability of shortlisted ROs and their empanelment as per following schedule.

Date : 02.12.2014

Time : 12.00 noon

Venue : SUDA Conference Hall

Yours faithfully,


 25/11/14
 Joint Director (SD)
 SUDA

SUDA-54/2014(Pt.-I)/ 1969/1(2)

26.11.2014

1. Copy to Director, SUDA & Mission Director and WBSULM for information.
2. Administrative Officer for sparing Conference Hall and other logistic arrangements.


 25/11/14
 Joint Director (SD)
 SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

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-54/2014(Pt.-I)/ 1069 (১৩)

26.11.2014

ক্রমিক নং

তারিখ

From : Joint Director (SD),
 State Urban Development Agency

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
 (ii) Financial Advisor, SUDA
 (iii) Joint Director, Local Bodies (Hq. Qr.)
 (iv) Representative of Technical Education Department (Not below the rank of Deputy Director), Govt. of West Bengal
 (v) Joint Director, ILGUS
 (vi) Advisor, SUDA
 (vii) Poverty Monitoring Expert, CMU
 (viii) Computer Programmer, SUDA

Sub : Power-point presentation of Resource Organisations (ROs) for empanelment

Sir,

The undersigned is directed to inform you that shortlisted five (5) numbers of Resource Organisations have been directed for power-point presentation on respective strategy and approach for formation of SHGs, capacity building of SHGs and their bank-linkage etc.


In view of above, you are requested to remain present during power-point presentation to judge the capability of shortlisted ROs and their empanelment as per following schedule.

Date : 02.12.2014

Time : 12.00 noon

Venue : SUDA Conference Hall


Yours faithfully,


 Joint Director (SD)
 SUDA

SUDA-54/2014(Pt.-I)/ 1069/1(2)

26.11.2014

1. Copy to Director, SUDA & Mission Director and WBSULM for information.
2. Administrative Officer for sparing Conference Hall and other logistic arrangements.


 Joint Director (SD)
 SUDA

দূরত্ব : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

STATE URBAN DEVELOPMENT AGENCY

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

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

SUDA-54/2014(Pt.-I)/ 1968 (৩^ম)

26.11.2014

ক্রমিক নং

তারিখ

From : Joint Director (SD),
State Urban Development AgencyTo : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
(ii) Financial Advisor, SUDA
(iii) Joint Director, Local Bodies (Hq. Qr.)
(iv) Representative of Technical Education Department (Not below the rank of Deputy Director), Govt. of West Bengal
(v) Joint Director, ILGUS
(vi) Advisor, SUDA
(vii) Poverty Monitoring Expert, CMU
(viii) Computer Programmer, SUDASub : 4th meeting for empanelment of Resource Organisations (ROs)

Sir,

The undersigned is directed to inform you that a meeting of the constituted Committee for “Selection of Resource Organisations/ Trainor Institute/ Certification Agency” will be held on 02.12.2014 at 2.00 pm at SUDA Conference Hall to discuss the following agenda.

1. Finalisation for empanelment of Resource Organisations
2. Miscellaneous

You are requested to kindly make it convenient to attend the aforesaid meeting as per scheduled date, time and venue.

Yours faithfully,


 Joint Director (SD)
 SUDA

SUDA-54/2014(Pt.-I)/ 1968 (২)

26.11.2014

1. Copy to Director, SUDA & Mission Director and WBSULM for information.
2. Administrative Officer for sparing Conference Hall and other logistic arrangements.


 Joint Director (SD)
 SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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

SUDA-54/2014(Pt.-I)/ 1967 (5)

26.11.2014

ক্রমিক নং

তারিখ

From : Joint Director (SD),
State Urban Development Agency

To :

Sub : Power-point presentation of Resource Organisations (ROs) for empanelment

Sir,

The Committee for selection of Resource Organisations/ Trainor Institute/ Certification Agency in its third meeting has unanimously resolved that a power-point presentation to be given by the five (5) shortlisted ROs on their respective strategy and approach for formation of SHGs, capacity building of SHGs and their bank-linkage, organizational status, experiences etc.

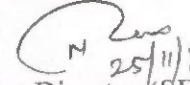
In view of above, you are directed for a power-point presentation in respect of your organization on the issues as mentioned above for empanelment as per following schedule.

Date : 02.12.2014

Time : 12.00 noon

Venue : SUDA Conference Hall

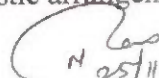
Yours faithfully,


N 25/11/14
Joint Director (SD)
SUDA

SUDA-54/2014(Pt.-I)/ 1967/1(2)

26.11.2014

1. Copy to Director, SUDA & Mission Director and WBSULM for information.
2. Administrative Officer for sparing Conference Hall and other logistic arrangements.







N 25/11/14
Joint Director (SD)
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০


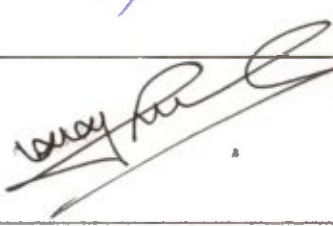
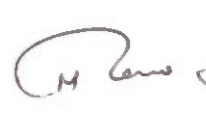


Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Meeting for selection of Resource Organisations/ Trainer Institute/ Certification Agencies for conduct of assessment & certification of trainees held on 12.11.2014 at 4.00 p.m at SUDA Conference Hall

Sl. No.	Name	Designation	Signature
1	Shri B.C.Patra	Special Secretary, M.A.Deptt., Govt. of West Bengal & Chairman of the Committee	
2	Shri K.K Ghosh	Financial Advisor, SUDA	
3		Joint Director, Local Bodies	
4	Shri M.K Rano	Joint Director (SD), SUDA	
5		Technical Education Department	
6	Shri B.N.Kar	Joint Director, ILGUS	
7	Shri G Pal	Adviser, SUDA	
8	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	
9	Shri S Gupta	Computer Programmer, SUDA	

2nd Meeting for selection of Resource Organisations/ Trainer Institute/ Certification Agencies for conduct of assessment & certification of trainees held on 16.09.2014 at 3.00 p.m at SUDA Conference Hall

Sl. No.	Name	Designation	Signature
1	Shri B.C.Patra	Special Secretary, M.A.Deptt., Govt. of West Bengal & Chairman of the Committee	
2	Shri K.K Ghosh	Financial Advisor, SUDA	
3		Joint Director, Local Bodies	
4	Shri M.K Rano	Joint Director (SD), SUDA	
5		Technical Education Department	
6	Shri B.N.Kar	Joint Director, ILGUS	
7	Shri G Pal	Adviser, SUDA	
8	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	
9	Shri S Gupta	Computer Programmer, SUDA	

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-54/2014(Pt.-I)/ 1870

তারিখ ০৫.11.2014

From : Joint Director (SD),
State Urban Development AgencyTo : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
(ii) Financial Advisor, SUDA
(iii) Joint Director, Local Bodies (Hq. Qr.)
(iv) Representative of Technical Education Department (Not below the rank of Deputy Director), Govt. of West Bengal
(v) Joint Director, ILGUS
(vi) Advisor, SUDA
(vii) Poverty Monitoring Expert, CMU
(viii) Computer Programmer, SUDA**Sub : Evaluation of Bids submitted for empanelment of Resource Organisations (ROs)**

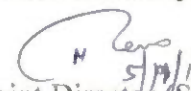
Sir,

The undersigned is directed to inform you that a meeting of the constituted Committee for “Selection of Resource Organisations/ Trainor Institute/ Certification Agency” will be held on 12.11.2014 at 4.00 pm at SUDA Conference Hall to discuss the following agenda.

1. Evaluation of bids submitted for empanelment of Resource Organisations
2. Miscellaneous

You are requested to kindly make it convenient to attend the aforesaid meeting as per scheduled date, time and venue.


Yours faithfully,


Joint Director (SD)
SUDA

SUDA-54/2014(Pt.-I)/ 1870/1

০৫.11.2014

Copy to Director, SUDA & Mission Director, WBSULM for information.


Joint Director (SD)
SUDA

National Urban Development Mission
West Bengal State Urban Development Mission
Comonent: Social Mobilisation & Institution Development
Empanelment of Resource Organisations (ROs)

Tender Ref. No. WBMAD/SUDA/DIR/EOI-05(e)/2014-15

Evaluation of Bidders

S. No.	Name of the Bidders	Statutory Documents				Non-statutory Documents										Remarks
		1	2	EMD	Eoi	3	4	5	6	7	8	9	10			
1	Barasat Matangini CDS	ok	ok	ok	ok	155	ok	ok	ok	ok	ok	ok	ok			
2	Barrackpore No. 1 CDS	ok	w.NJS	ok	ok	250	ok	ok	ok	ok	ok	ok	ok			
3	Barrackpore No. 2 CDS	ok	w.NJS	ok	ok	270	ok	ok	ok	ok	ok	ok	ok			
4	Bright Future.com	ok	ok	ok	ok	438	ok	ok	ok	ok	ok	ok	ok			
5	Consulting Management Incorporate Pvt. Ltd.	ok	ok	ok	ok	?	?	ok	ok	ok	ok	?	ok	NA for RO		
6	Ekush Satak	ok	w.NJS	ok	ok	120	ok	ok	ok	ok	ok	ok	ok			
7	Garden Reach Bangla Basti Academic Development Society	ok	ok	ok	ok	100	ok	ok	ok	ok	ok	ok	ok			
8	Monali School of Beauty	ok	w.NJS	ok	ok	NIL										
9	North Dum Dum No. 1 CDS	ok	w.NJS	ok	ok	400	ok	ok	ok	ok	ok	ok	ok			
10	Pritilata CDS, Barasat	ok	ok	ok	ok	165	ok	ok	ok	ok	ok	ok	ok			
11	Sorojini CDS, Barasat	ok	ok	ok	ok	103	ok	ok	ok	ok	ok	ok	ok			
12	Tufanganj Anwesha Welfare Society, Cooch Behar	ok	ok	ok	ok	186	ok	ok	ok	ok	ok	ok	ok			

w.NJS - Without Non-Judicial Stamp

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS, KOLKATA.

57. Director (J.D.)
Gms/7

8613
19 SEP 2014
No. 1252/MA/N/C-3(11)/IM-1/2012.

Dated, Kolkata, the 18th September, 2014.

NOTIFICATION

Admin
22/9/14

PA
25/2/14

The Governor is pleased hereby to make following amendment to this
Department ORDER No. 1209/MA/O/C-3/(11)/IM-1/2012 dated 29.08.2012.

Amendment

In the said order for entry (1) the following entry shall be substituted :

1. Shri Bhupal Chandra Patra, Special Secretary, Department of Municipal Affairs _____ Chairman.

By order of the Governor,

U. N. Sarkar
Joint Secretary to the
Government of West Bengal.

No. 1252/1(6)-MA/N/C-3(11)/IM-1/2012

Dated, Kolkata, the 18th September, 2014.

Copy forwarded for information and necessary action to :-

1. Shri Bhupal Chandra Patra, Special Secretary, Municipal Affairs Department.
2. The Director of Local Bodies, West Bengal, Purta Bhavan, 1st floor, Bidhannagar, Kolkata-700 091.
3. The Director, SUDA,
4. The Joint Director, ILGUS.
5. The P.S. to Hon'ble Minister-in-Charge of this Department.
6. The Pr. S. to Pr. Secretary of this Department.

22/9/14
Joint Secretary to the
Government of West Bengal.



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং..... SUDA-54/2014(Pt.-I)/ 1705

তারিখ..... 29.09.2014

CORRIGENDUM

As per recommendation of the constituted Committee for selection of Resource Organisation/ Trainor Institute/ Certification Agency, the End date for submission of Bid for Empanelment of Resource Organisation (Tender Id -- 2014_MAD_24472_1) may be extended to 15-Oct-2014 03.00 PM and corresponding bid opening date may be fixed for 20-Oct-2014 12.00 PM.

 29/9/2014
Director, SUDA

&
Mission Director, WBSULM

Pre-bid meeting of selection of ROs on 26.09.2014

Sl. No.	Name of the Organisation	Name	Contact No.	Signature
1	ekushsatak@gmail.com	Sukla Das	9088962955	Sukla Das
2	Barrack Pore	Dipali Bhattacharya	9903447549	Dipali Bhattacharya
3	Bourak Pore.	Soma Chakraborty	9231848072	S. Chakraborty
4	Galoj Modern Mission	MD Rubina Rehm	9734244662	MD Rubina Rehm
5	Webcon Consulting (India) Ltd	Prasenjit Maity	8001773443	Prasenjit Maity
6	- Do -	D. Banerjee	9433328113	D. Banerjee
7	Ashoke Nagar Academic Development Society	K. Mukherjee	9874544646	K. Mukherjee
8	Garden Reach Bangla Basti Academic Dev. Society	T. Bhattacharya	9339728783	T. Bhattacharya
9	B. Sarker Swastha Seba Kendra	S. Sarker	9831442843	S. Sarker
10	Dr. A. K. Sarker 20	Dr. A. K. Sarker	9831667443	A. K. Sarker
11				
12				
13				
14				
15				
16				
17				
18				

eProcurement System of Government of West Bengal

Tender Details

Date : 16-Sep-2014 02:43 PM

Print

Basic Details

Organisation Chain	MUNICIPAL AFFAIRS DEPARTMENT SUDA				
Tender Reference Number	WBMAD/SUDA/DIR/EOI-05(e)/2014-15				
Tender Id	2014_MAD_24472_1				
Tender Type	EOI	Form of contract	Fixed-rate	No. of Covers	1
Tender Category	Services	Re-bid submission Allowed	Yes	Withdrawal Allowed	Yes
Is Offline Submission Allowed	No	General Technical Evaluation Allowed	No	Template Name	Nil
Payment Mode	Offline	Is Multi Currency Allowed	No	Currency Name	Nil

Payment Instruments

Offline	S.No	Instrument Type
	1	DD - Demand Draft

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical/Finance	.pdf	EOI
		.pdf	ANNEXURE- 1
		.pdf	ANNEXURE-2
		.pdf	SCAN COPY OF EMD

EMD Fee Details

EMD Amount (INR)	5,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	MISSION DIRECTOR,WBSULM	EMD Payable At	KOLKATA

Work / Item(s)

Title	WBMAD/SUDA/DIR/EOI-05(e)/2014-15				
Work Description	PROPOSAL FOR EMPANELMENT OF RESOURCE ORGANIZATIONS(ROs)				
Pre Qualification Details	Please refer Tender documents				
Tender Value	INR	Product Category	Support/Maintenance Service	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	730
Location	SUDA	Pincode	700106	Pre Bid Meeting Place	SUDA CONFERENCE HALL
Pre Bid Meeting Address	HC BLOCK, ILGUS BHAVAN, SECTOR-III, SALT LAKE, KOLKATA-700106	Pre Bid Meeting Date	26-Sep-2014 03:00 PM	Bid Opening Place	SUDA CONFERENCE HALL

Critical Dates

Publish Date	16-Sep-2014 05:00 PM	Bid Opening Date	13-Oct-2014 12:00 PM
Document Download / Sale Start Date	16-Sep-2014 05:00 PM	Document Download / Sale End Date	08-Oct-2014 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	27-Sep-2014 10:00 AM	Bid Submission End Date	08-Oct-2014 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	NIT_1.pdf	EOI	214.07	
Work Item Documents	S.No	Document Name	Document Type	Description	Document Size (in KB)
	1	EOI.pdf	Tender Documents	EOI DOCUMENT	202.69

Bid Openers List

S.No	Bid Opener Name	Bid Opener Designation	Bid Opener Email
1	Mr KALYAN KUMAR GHOSH	FINANCIAL ADVISOR	kal_g57@yahoo.com
2	Mr SURAJIT BANDYOPADHYAY	ACCOUNTS OFFICER	banerjeesurajit21@gmail.com
3	Mr SANDIP GUPTA	COMPUTER PROGRAMMER	cp.sanda@yahoo.co.in

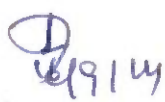
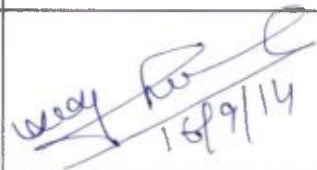
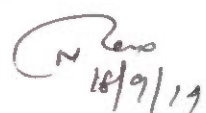

Tender Inviting Authority

Name	MISSION DIRECTOR, WBSULM
Address	HC BLOCK, ILGUS BHAVAN, SECTOR-III, SALT LAKE, KOLKATA-700106

Tender Creator Details

Created By	SANDIP GUPTA
Designation	COMPUTER PROGRAMMER
Created Date	16-Sep-2014 02:31 PM

Meeting for selection of Resource Organisations/ Trainer Institute/ Certification Agencies for conduct of assessment & certification of trainees held on 16.09.2014 at 3.00 p.m at SUDA Conference Hall

Sl. No.	Name	Designation	Signature
1	Shri B.C.Patra	Special Secretary, M.A.Deptt., Govt. of West Bengal & Chairman of the Committee	
2	Shri K.K Ghosh	Financial Advisor, SUDA	
3		Joint Director, Local Bodies	
4	Shri M.K Rano	Joint Director (SD), SUDA	
5		Technical Education Department	
6	Shri B.N.Kar	Joint Director, ILGUS	
7	Shri G Pal	Adviser, SUDA	
8	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	
9	Shri S Gupta	Computer Programmer, SUDA	



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt.-I)/ ২১০

তারিখ ০৫/০২/২০১৫

From : Director, SUDA &
Mission Director, WBSULM

To : The Principal Secretary
to the Govt. of West Bengal,
Municipal Affairs Department,
Writers' Buildings,
Kolkata - 700001.

**Sub : Issuance of fresh notification amending some changes in designation in ' Committee
for selection of Man power of SMMU, CMU under NULM'.**

Sir,

1. Vide notification no. 478/MA/P/C-10/3S-30/2013 dt. 27.06.2014 issued by MA Dept. a Committee for selection of manpower at SMMU, CMU under NULM has been constituted under the Chairmanship of Mission Director, SULM and other ten members. (Copy enclosed).
2. Now designation of the member at serial no.- 6 i.e. OSD & Ex. Officio Dy. Secretary, Municipal Affairs Dept. has been changed due to promotion of Sri Mitra Chatterjee, WBCS, (Exe) who is now holding the post of Jt. Secretary, MA Dept. vide P & AR Dept. notification no. 51PAR(WBCS)/1D-86/2010 Pt. dt. 13.01.2015. (Copy enclosed).
3. Designation of member convenor i.e. Dy. Director (Social Development), SUDA has also been changed due to posting of Mrinal Kanti Rano, WBCS (Exe) as Joint Director (Social Development), SUDA vide MA Dept. order no. 1194/MA/0/C-3/2E-12/2011 dt. 09.09.2014. (Copy enclosed).
4. In this circumstance you are requested to kindly arrange for issuance of fresh notification amending the change stated in point no (2) & (3).

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

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-700 001

DDCSB)
e
18/6/14

No. 478/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27th day of June, 2014

NOTIFICATION

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 WHEREAS in terms of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, in regard to constitution of 'Committee for Selection of Manpower at SMMU, CMMU' the Governor is please hereby to constitute the "Committee for Selection of Manpower at SMMU,CMMU under NULM' for implementation of West Bengal State Urban Livelihood Mission consisting of :-

1	Mission Director, SULM	-	Chairman
2	Joint Secretary (looking after NULM issues), Municipal Affairs Department, Government of west Bengal	-	Member
3	Financial Adviser, SUDA	-	Member
4	Director of Local Bodies	-	Member
5	Representative of Ministry of Housing and Urban Poverty Alleviation, government of India	-	Member
6	OSD & Ex-Officio Dy. Secy. Municipal affairs Department, Government of West Bengal	-	Member
7	Joint Director, ILGUS	-	Member
8	Representative from NRLM (Not below the rank of Deputy Director)	-	Member
9	Representative of SEG & SE Department (Not below the rank of Deputy director), Government of West Bengal	-	
10	Poverty Monitoring Expert, CMU	-	Member
11	Deputy Director (Social Development), SUDA	-	Member-Convener

By Order of the Governor

Special Secretary to the Government of West Bengal

**GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
WRITERS' BUILDINGS, KOLKATA-1.**

No. 1194/MA/O/C-3/2E-12/2011

Dated, Kolkata, the 9th Sept., 2014.

ORDER

Shri Mrinal Kanti Rano, WBCS(Exe) now posted as Joint Director of Local Bodies, West Bengal, is hereby posted as Joint Director (Social Development), State Urban Development Agency in addition to his normal duties as Joint Director of Local Bodies.

Considering the increasing workload at SUDA, particularly for WBSULM; the allocation of duty of Shri Rano and his days of functioning as Joint Director (Social Development), State Urban Development Agency to be decided in consultation between the Heads of Offices of both Directorate of Local Bodies and State Urban Development Agency.

And Smt. Sumana Bhattacharya, WBCS(Exe.), Deputy Director, Directorate of Local Bodies is spared hereby from the additional charge of SUDA.

This order issues in the interest of Public Service and will take effect from the date of his joining until further order.

Sd/-

Joint Secretary to the Govt. of West Bengal.

No. 1194/1(7)/MA/O/C-3/2E-12/2011

Dated, Kolkata, the 9th Sept., 2014.

Copy forwarded for information and necessary action to:-

1. The Director of Local Bodies, West Bengal – He is requested to allocate duty to Shri Rano in consultation with the Director, SUDA.
2. The Director, State Urban Development Agency- He is requested to allocate duty to Shri Rano in consultation with the Director of Local Bodies, West Bengal.
3. The Deputy Secretary, P & AR Department, WBCS Cell, 'Nabanna' Howrah.
4. Shri Mrinal Kanti Rano, WBCS(Exe), Joint Director of Local Bodies, West Bengal.
5. Smt. Sumana Bhattacharya, WBCS(Exe.), Deputy Director of Local Bodies, West Bengal.
6. The P.S. to Minister-in-Charge, Municipal Affairs & Urban Development Department
7. The P.S. to Principal Secretary, Municipal Affairs Department.

Joint Secretary to the Govt. of West Bengal.

Resolution of the 2nd meeting of the committee for selection of manpower constituted vide notification No.478/MA/P/C-10/3S-30/2013 dt.27.06.2014

Venue : Office chamber of Director, SUDA

Date & Time : 04.12.2014 at 12.00 noon

Members present :

1.	Sri B.C.Patra	Special Secretary, M.A.Deptt., Govt. of West Bengal & Director, SUDA	Chairman
2.	Sri K.K.Ghosh	Financial Advisor, SUDA	Member
3.	Sri Mitra Chatterjee	OSD & Ex-Officio Dy. Secretary, M.A.Deptt., Govt. of West Bengal	Member
4.	Sri Mrinal Kanti Rano	Joint Director (SD), SUDA	Member
5.	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	Member

Mission Director, WBSULM initiated the discussion. He reviewed various actions taken as per resolution of the 1st meeting held on 16.07.2014. On discussion it is found that five notifications as following have been issued from M.A.Deptt. as per proposal sent by Director, SUDA interms of resolution taken in 1st meeting.

Sl. No.	Notification No.	Subject
1.	761/MA/P/C-10/3S-30/2013 dt.17.11.2014	City/ Town Level Selection Committee
2.	762/MA/P/C-10/3S-30/2013 dt.17.11.2014	Designation of City Project Officer
3.	763/MA/P/C-10/3S-30/2013 dt.17.11.2014	Redesignation of TPO to APO
4.	764/MA/P/C-10/3S-30/2013 dt.17.11.2014	Engagement of Special List/ Expert of SMMU
5.	765/MA/P/C-10/3S-30/2013 dt.17.11.2014	Engagement of Specialist/ Expert at CMMU

After discussion among its present members, Committee has taken the following decision :-

- (A) Decision on formation of Executive Committee headed by Mayor/ Chairperson at City Level as per para 13.16 of NULM Mission documents was taken without detail Committee Members.

This committee today proposed the formation of City Level Executive Committee with following members.

1.	Mayor/ Chairperson	Chairman
2.	MMIC/ CIC, Education/ Health	Member
3.	MMIC/ CIC, NULM	Member
4.	Representative of DIC	Member
5.	District SHG & SE Officer or his representative	Member
6.	One Assitant Engineer/ SAE of Municipal Corporation/ Municipality	Member
7.	Representative of LDM	Member
8.	Representative of CLF	Member
9.	Representative of ALF (Any two as decided by Chairman)	Member
10.	Assistant Project Officer	Member
11.	City Project Officer (In absence of CPO, APO will be the Convenor)	Member Convenor
12.	Representative of ITI (Within or nearest to ULB)	Member
13.	Any other member Chairman likes to Co-opt.	Member

(B) As per resolution No.1.1 of the 1st meeting four officials of SUDA & CMU will function on Project Officer under SMMU namely :-

Sl. No.	NULM designation	Existing/ present designation
1.	Project Officer (Finance & Accounts)	Financial Advisor & Ex-Officio Additional Director Finance, SUDA
2.	Project Officer (Administration & Establishment & HR & Capacity Building)	Deputy Director, SUDA
3.	Project Officer (Skill & livelihood)	Advisor (SJSRY), SUDA
4.	Project Officer (Social Mobilisation & Institutional Development)	Poverty Monitoring Expert (CMU)

5. It was also resolved in point no.1.3 that Programme Co-ordinator, SUDA may be assigned the charge of State Mission Manager – Skill & Livelihood.

All the three official at point no.3, 4 & 5 presently engaged with SUDA & CMU will work in existing terms and conditions initially for a period of 6 months w.e.f his joining and to be reviewed after every 6 months.

Committee resolved today that a proposal will be sent to Deptt. as per above resolution to issue formal Order/ notification.

- (C) As per resolution point no.1.2 dt. 16.07.2014 it was resolved that 5 expert will be engaged through outsourcing by way of inviting EOI/ RFP.

Draft document for EOI/ RFP is approved by the Committee today and decided that it will be floated after due approval from M.A.Department.

- (D) EOI for engagement of support staff at SMMU Level as approved vide resolution no.1.9 of the 1st meeting dt.16.07.2014 approved by the committee and decided that it will be folated after taking formal approval from M.A.Deptt.

- (E) Engagement of existing TPO & CO in NULM by redesignating TPO as APO and CO as CO was resolved in 1st meeting vide resolution no.2.7 and their enhanced salary structure was resolved in point no.2.8.

Notification for redesignation of TPO to APO has been issued by Deptt. It is resolved today that a proposal through Mission Director, NULM regarding reengagement of existing CO into NULM and another proposal regarding enhancement of remuneration of APO & CO will be sent to M.A.Deptt. for approval and notification.

As there are no other discussion the meeting ended with thanks to all present.


Mission Director, WBSULM

&

Director, SUDA

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA- 54/2014(P-1)/1988(10)

তারিখ 27-11-2014

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

To : (i) Mission Director, SULM
(ii) Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues)
(iii) Financial Advisor, SUD A
(iv) Director, Local Bodies
(v) Representative from MoHUPA, Government of India
(vi) OSD & Ex-Officio Dy. Secretary, Municipal Affairs Department, GoWB
(vii) Joint Director, ILGUS
(viii) Representative from NRLM (Not below the rank of Deputy Director)
(ix) Representative of SEG & SE Department (Not below the rank of Deputy Director), GoWB
(x) Poverty Monitoring Expert, CMU

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

Sir,

Undersigned has been directed to inform you that second meeting of selection committee for selection of manpower at SMMU, CMMU under NULM will be held on **04.12.2014 at 11.30 a.m at Conference Hall at SUDA**. The agenda will be as follows:

- Engagement of APO in vacant NULM ULBs
- Adoption of existing CO in NULM
- Floating of EOI for hiring of agencies for engagement of expert in SMMU
- Engagement of expert in CMMU set-up
- Engagement of support staff in SMMU & CMMU
- Issues related to TPO & CO in non-NULM ULBs

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

Yours faithfully,

N. Sen
27/11/14,
Joint Director (SD)
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

85 1 258

Resolution of the first meeting of the Committee for Selection of Manpower constituted vide notification No.478/MA/P/C-10/3S-30/2013 dated 27.06.2014

Venue : SUDA Conference Hall

Date & Time : 16.07.2014 at 12.00 noon

Members present :

- | | | | |
|----|-----------------------|---|----------|
| 1. | Shri M.N.Pradhan | Director, SUDA & Mission Director, Chairman WBSULM | |
| 2. | Shri B.C.Patra | Special Secretary, M. A. Department., Govt. of West Bengal | Member |
| 3. | Shri K.K.Ghosh | Financial Advisor, SUDA | Member |
| 4. | Shri J Dutta Gupta | Director of Local Bodies, West Bengal | Member |
| 5. | Shri Mitra Chatterjee | OSD & Ex-Officio Dy. Secretary, M. A. Deptt., Govt. of West Bengal & Joint Director (Projects), SUDA. | Member |
| 6. | Shri B.N. Kar | Joint Director, ILGUS | Member |
| 7. | Ms. S. Bhattacharjee | Deputy Director (SD), SUDA | Convenor |
| 8. | N.C.Manna | Asstt. Supdt. of Livestock, WBSRLM | Member |
| 9. | Dr. Sujay Mitra | Poverty Monitoring Expert, CMU | Member |

At the outset, Mission Director, WBSULM, appraised the members about the institutional structure of State Mission Management Unit (SMMU) & City Management Mission Unit (CMMU) under the purview of NULM followed by a brief power point presentation regarding different components of NULM including institutional structure of SMMU & CMMU.

After a detailed discussion following decisions were taken :-

1. Organisational Structure at State Level :

- 1.1 Regarding manning of posts at SMMU in terms of para No.13.12 of Mission Documents on NULM read with para No.4.1 of Operational guideline of Capacity Building & Training, it was resolved that for the following 4 posts at SMMU, officials of SUDA and CMU as noted below in addition to their normal duties will also function as follows :

- **Project Officer (Finance & Accounts) :** Financial Advisor & Ex-officio Additional Director (Finance), SUDA.
- **Project Officer (Administration & Establishment & HR & Capacity Building) :-** Deputy Director, SUDA (Social Development).

- **Project Officer (Skill & Livelihood)** - Adviser (SJSRY), SUDA in existing terms & conditions initially for a period of 6 months w.e.f. his joining and to be reviewed after every 6 months.
- **Project Officer (Social Mobilization & Institution Development)** - Poverty Monitoring Expert, CMU in existing terms & conditions for a period of 6 months w.e.f. his joining and to be reviewed after every 6 months.

- 1.2 Regarding selection of 6 Technical Experts at State Mission Management Unit, it was resolved that except for the post of State Mission Manager- Skills & Livelihoods, engagement of rest 5 Experts will be considered through outsourcing by way of inviting EoI & RfP following the orders issued from Finance Department and existing practice in this regard. It was further decided that steps for inviting EoI/RfP for selection of agency will be taken up after obtaining approval of the Draft EoI/RfP including ToR (to be prepared by SULM) from M.A. Deptt.

Proposed requirement for selection of agency :

- a. Agency should atleast be 5 (Five) years old as on the date of publication of EOI,
 - b. Agency must have sufficient qualified technical personnel with sound knowledge and experience in their relative fields,
 - c. Annual average turnover may be Rs.30 (Thirty) Lakhs/ for CMMU Rs.15 (Fifteen) Lakhs
 - d. Earnest money deposit may be fixed at Rs.50,000 (Fifty thousand)/ for CMMU Rs.25,000 (Twenty five thousand)
 - e. Technical evaluation process would be adopted for selection of agency,
 - f. Performance guarantee for Rs.5 (Five) Lakhs/ for CMMU Rs.2.5 (Two & Half) Lakhs
- 1.3 Resolved that the existing Programme Coordinator, SUDA may be assigned the charge of State Mission Manager – Skills & Livelihoods in addition to his normal duty on existing terms & conditions and he will coordinate with other Experts to be placed through outsourcing, until decided further.
- 1.4 **Age :** It was resolved that maximum age of technical experts who will be engaged through outsourcing both for SMMU & CMMU be 40 years as on 01.04.2014 and will work under the general control of SMMU & CMMU as the case may be.
- 1.5 **Contractual Remuneration :** Director, SUDA had appraised the members that GoI has indicated contractual remuneration @ 75,000/- per month for the Experts & Officers for SMMU. During the discussion, it was informed by the representative of State Rural Livelihood Mission (SRLM) that the monthly contractual remuneration of the equivalent post has been kept at Rs.60,000/- per month. Considering the remunerations of the experts of SRLM, resolved that a contractual remuneration of the technical experts may be fixed at Rs.60,000/- per month with each engagement period of maximum two years at a time along with the provision of subsequent review after every one year based on satisfactory performance appraisal alongwith enhancement as per guidelines of NULM will be incorporated in the draft EoI/RfP.

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The rates of remuneration paid to technical experts may be reviewed, if necessary, after one year and suitably modified as per the market conditions prevailing at that point of time subject to maximum of 5% of the salary paid.

- 1.6 Tenure of Contract:** The tenure of such contract will be initially for a period of 2 (two) years from the date of award of contract, which may be extended subject to performance and availability of funding.

All the 5 positions are full time positions for a period of two years subject to review of satisfactory performance in each year and they are expected to put in a minimum of 240 working days in a calendar year.

- 1.7 Annual Leave:** The Technical experts will be entitled for 15 days Leave (including 5 days sick leave) in a Year. This is in addition to National holidays observed by Govt of West Bengal. All leaves shall require prior approval of Mission Director or authorized representative. There would be no carryover of leave/s at the end of the Contract period and no payment in lieu of un-availed leave.

The agency will ensure that in case a person on the team leaves, a replacement is made available in the shortest possible time

To provide suitable replacement within 30 days, in case any of the technical experts leaves the job. Beyond that period, the agency will be charged a fine which may be up to a maximum of Rs. 200/- per day.

- 1.8 Qualification :** It was also resolved that considering the entire aspects, particularly the experience on selection of City Technical Cell in RAY ; that qualification of the technical experts may at SMMU be kept primarily in tune with the NULM guideline with some suitable amendments/ relaxation in some key responsibility areas and accordingly it was resolved that the revised qualification & experience will be as follows :-

Name of the posts at SMMU	Qualifications as per NULM guidelines	Proposed qualifications
State Mission Manager – Social Mobilization & Institution Development	Two year full time Post graduate diploma in Manage-ment/MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in social development work with poverty reduction programmes of considerable size and scale.	Two year full time Post graduate diploma in Manage-ment/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognised institutes with 5 years of experience in social development work with poverty reduction programmes of considerable size and scale, preferably in urban areas. <ul style="list-style-type: none"> • Fluency of English and Bengali or local languages of West Bengal. • Competency level as per guidelines of NULM
State Mission Manager - Shelters & Social Infrastructures	Two year full time Post graduate diploma in Manage-ment/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in poverty reduction programmes involving social development and establishment/monitoring/ maintenance of community infrastructures	Graduate in Civil Engineering with 3 (three) year experience or Diploma in Civil Engineering with 5 years experience in Poverty Reductions Programme involving Social Development & Establishment / Monitoring / Maintenance of Community Infrastructure preferably in urban areas. <ul style="list-style-type: none"> • Fluency of English and Bengali or local languages of West Bengal. • Competency level as per guidelines of NULM
State Mission Manager – HR & Capacity Building (To be designated as Team Leader)	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in staff recruitment, training and capacity building work with state level projects Competencies : The person should have, in addition to the above mentioned competencies, acknowledged capabilities in client management; excellent negotiation skills; ability to handle large scale recruitment; developing a theme based capacity building strategy and modules etc.	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognised institutes with 5 years of experience in training and capacity building work with state level projects, in urban areas. Competencies : In addition to the competencies as mentioned in the guideline the person should have acknowledged capabilities in client management & negotiation skills; <ul style="list-style-type: none"> • Fluency of English and Bengali or local languages of West Bengal.
State Mission Manager – Financial	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline

Inclusion & Micro Enterprises	discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/ financial institutions.	with 3 years of experience Or Graduate from government recognised institutes with 5 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/financial institutions preferably in urban areas. <ul style="list-style-type: none"> • Fluency of English and Bengali or local languages of West Bengal • Competency level as per guidelines of NULM
State Mission Manager, MIS & ME	Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute/ university with at least 5 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project and full understanding of Data Analysis Technique	Two year full time Post Graduate diploma in Computer Science/ MCA from government recognized institute/ university with at least 5 years of experience in designing and implementation of MIS and ME for development projects, preferably poverty reduction project. Competencies : In addition to the competencies as mentioned in the guideline proficiency in Power Point, MS Access and MS Excel is required. <ul style="list-style-type: none"> • Fluency of English and Bengali or local languages of West Bengal

1.9 Resolved that one Accountant, three Data Entry Operators and one Multi Tasking Helper staff may be engaged through manpower placement agency to facilitate functioning at SMMU and payment of contractual remuneration may be made from MULM (CB&T) fund as mentioned in para-6.4 (e) of Operational Guideline for Capacity Building and Training of NULM.

1 Organisation Structure at City level :

2.1 In terms of para No.13.16 of NULM Mission document at the City Level to be operationalised by an Executive Committee chaired by Municipal Commissioner. However, taking into consideration that present hierarchical setup at the ULB in the State of West Bengal, it was resolved that the Executive Committee would be chaired by Mayor/Chairperson of the respective ULB instead of Municipal Commissioner/Executive Officer.

2.2 **Contractual Remuneration :** Director, SUDA had appraised the members that Govt. of India has indicated contractual remuneration @ 60,000/- per month for the Experts and Officers for CMMU. It was resolved that the contractual remuneration of the technical experts may be fixed at Rs.50,000/- per month with each engagement period of maximum two year at a time alongwith the provision of subsequent review after every one year based on satisfactory performance appraisal alongwith enhancement.

- 2.3 **Tenure of Contract:** The tenure of such contract will be for a period of 2 (two) years from the date of award of contract, which may be completed subject to performance and availability of funding.

All the positions are full time positions for a period of two years subject to review of satisfactory performance in each year and they are expected to put in a minimum of 240 working days in a calendar year.

- 2.4 The agency will ensure that in case a person on the team leaves, a replacement is made available in the shortest possible time

To provide suitable replacement within 30 days, in case any of the technical experts leaves the job. Beyond that period, the agency will be charged a fine which may be up to a maximum of Rs. 200/- per day.

- 2.5 In terms of para No.13.18 of NULM Mission document City Mission Management Unit is supposed to be supported by a City Project Officer who will be in the rank of Commissioner/Joint Commissioner/Deputy Municipal Commissioner/ Executive Officer. Accordingly it was suggested that Commissioner/ Joint Commissioner / Deputy Municipal Commissioner/ Secretary (in case of Municipal Corporation, as to be decided by the respective Municipal Corporation) and Executive Officer of the concerned Municipality, as the case may be, would act as City Project Officer (CPO) in addition to his normal duties. In terms of para-13.18 of the Guideline, the City Project Officer (CPO) will be assisted by one or more Assistant Project Officers (APOs).

- 2.6 City Level Selection Committee for each City / Town will be formed in line with the City Level Selection Committee constituted for Comprehensive Capacity Building Programme (CCBP), JNNURM with suitable modifications for the purpose for engagement of Specialists, APO & CO and support staff. The committee will decide the mode of selection either through direct recruitment or by outsourcing through an agency. In case of outsourcing a model EoI will be drafted in line with the EoIs/RfPs prepared for City Reforms & Performance Management Cell under CCBP, JnNURM and after obtaining approval of the State Cabinet will be circulated to the ULBs for the necessary action.

As per City Technical Cell of RAY and City RPMC of CCBP, JnNURM the qualifications of the specialists may be relaxed in case of selection of Technical Experts at CMMU taking into consideration the experience of setting up of City Technical Cell of RAY and also considering the ULBs, particularly in non KMA areas.

It was further decided that the qualification for recruitment of fresh APO and CO will be decided in the next meeting of Manpower Selection Committee.

- 2.7 At present there are 25 TPOs and 143 COs are working on contractual basis in 63 NULM towns who were being paid from SJSRY fund. For proper implementation of NULM at the ULBs, the services and experience of TPOs & COs are considered essential. It was resolved that in line with the Guideline of NULM, the TPOs, who, if considered for engagement under existing terms and conditions by the City Level Selection Committee, be redesignated as APO provided they fulfil the eligibility criteria

of erstwhile SJSRY and ULB/City Level Selection Committee may consider the redesignation/engagement of existing TPO as APO and also the existing CO(s).

- 2.8 Taking into consideration both the NULM guideline and as per order of M. A. Deptt. No.113/MA/O/C-9/2A-13/2010 dated 25.02.2011 indicating the scale of pay of TPO & CO, it was resolved that the consolidated remuneration of TPOs/APOs will be Rs.11,000/- [taking into consideration the Based Pay + Grade Pay] & COs will be Rs.10,000/-, subject to the approval of the State Government in M. A. Department and will be provided from CB&T fund of NULM. As the GoI is considering to bring the non-NULM towns under the coverage of NULM, which is likely to be issued as reported in the meeting, it was suggested that the effect will be given from the date of such notification on the extension of NULM by MoHUPA, GoI to all such officials at one go and TPOs & COs of erstwhile 63 NULM towns will get arrear from 01.04.2014 till the absorption in CMMU.
- 2.9 It was resolved that following technical experts to be positioned at CMMU level as per guideline :-

Large cities (> 5 Lakh Population as per Census 2011)	Medium Towns (Between 3 to 5 lakh as per Census 2011)	District Headquartered towns (Less than 1 lakh Population) & Small Town (Between 1 to 3 lakh population as per Census 2011)
1. Manager - Social Development & Infrastructure 2. Manager - Skills and Livelihoods 3. Manager - Financial Inclusion & Micro Enterprises 4. Manager - MIS & ME	1. Manager - Social Development & Infrastructure 2. Manager - Skills and Livelihoods 3. Manager - Financial Inclusion & Micro Enterprises	1. Manager - Social Development & Infrastructure 2. Manager - Skills and Micro Enterprises

2.9.1 For Large cities (> 5 Lakh Population as per Census 2011)

Sl. No.	Name of Post	Qualifications as per NULM guidelines	Proposed Qualification & Experience
1	Manager - Social Development & Infrastructure	Two-year full time Post graduate diploma Management / MBA or Master in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in Social Development work with poverty reduction programmes. ➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.	Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management with 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes. ➤ The person having Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference. ➤ Fluency in English and Bengali or Local languages of West Bengal.

2	Manager -Skills and Livelihoods	<p>Two-year full time Post graduate diploma Management / MBA or Master in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in implementation of skill training and placement programmes.</p> <p>➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.</p>	<p>Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management with 2 – 3 years practical experience of working in implementation of skill training and placement programmes.</p> <p>➤ The person having be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.</p> <p>➤ Fluency in English and Bengali or Local languages of West Bengal.</p>
3	Manager – Financial Inclusions and Micro Enterprises	<p>Two-year full time Post graduate diploma Management / MBA or Master in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programme/financial institutions. Social Development work with poverty reduction programmes.</p> <p>➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.</p>	<p>Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management with 2 – 3 years practical experience of working in implementation of skill training and placement programmes/ credit linkage, Social security and /or micro enterprises promotion in poverty reduction programmes/ financial institutions.</p> <p>➤ The person having Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.</p> <p>➤ Fluency in English and Bengali or Local languages of West Bengal.</p>
5	Manager, MIS & ME	<p>Two-year full time Post graduate diploma/ Master in Computer Science, MSc (Computer Science) or MCA from government recognized institute/university with at least 3 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project.</p> <p>➤ The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software; Database Management systems; website development and management.</p>	<p>Bachelor degree in Computer Science with 2-3 years of experience in designing and implementation of MIS and ME, preferably poverty reduction project</p> <p>➤ The person having, in addition to the above mentioned competencies, very good documentation skills and very good at preparation of reports; Proficient with Project Management software; Database Management systems; website development and management will be given preference.</p> <p>➤ Fluency in English and Bengali or Local languages of West Bengal.</p>

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2.6.2 Medium Towns (Between 3 to 5 lakh as per Census 2011)

Sl. No.	Name of Post	Qualifications as per NULM guidelines	Proposed Qualification & Experience
1	Manager – Social Development & Infrastructure	Two-year full time Post graduate diploma Management / MBA or Master in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in Social Development work with poverty reduction programmes. ➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.	Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management with 2 – 3 years practical experience of working in Social Development work with poverty reduction programmes. ➤ The person having Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference. ➤ Fluency in English and Bengali or Local languages of West Bengal.
2	Manager -Skills and Livelihoods	Two-year full time Post graduate diploma Management / MBA or Master in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in implementation of skill training and placement programmes. ➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.	Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management with 2 – 3 years practical experience of working in implementation of skill training and placement programmes. ➤ The person having be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference. ➤ Fluency in English and Bengali or Local languages of West Bengal.
3	Manager – Financial Inclusions and Micro Enterprises	Two-year full time Post graduate diploma Management / MBA or Master in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programme/financial institutions. Social Development work with poverty reduction programmes. ➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.	Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management with 2 – 3 years practical experience of working in implementation of skill training and placement programmes/ credit linkage, Social security and /or micro enterprises promotion in poverty reduction programmes/ financial institutions. ➤ The person having Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference. ➤ Fluency in English and Bengali or Local languages of West Bengal.

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2.6.3 District Headquartered towns (Less than 1 lakh Population) & Small Town (Between 1 to 3 lakh population as per Census 2011)

Sl. No.	Name of Post	Qualifications as per NULM guidelines	Proposed Qualification & Experience
1	Manager – Social Development & Infrastructure	Two-year full time Post graduate diploma Management / MBA or Master in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in Social Development work with poverty reduction programmes. ➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.	Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management with 2 – 3 years practical experience of working in Social Development work with poverty reduction programmes. ➤ The person having Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference. ➤ Fluency in English and Bengali or Local languages of West Bengal.
2	Manager – Skills, Micro Enterprises, MIS & ME	Two-year full time Post graduate diploma Management / MBA or Master in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in implementation of skill training and placement programmes and and/or micro enterprises promotion in poverty reduction programme/financial institutions. Social Development work with poverty reduction programmes. ➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.	Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management with 2 – 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS and ME ➤ The person having be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference. ➤ The person having the above mentioned competencies, very good documentation skills and very good at preparation of reports; Proficient with Project Management software; Database Management systems should be given preference. ➤ Fluency in English and Bengali or Local languages of West Bengal.


It was resolved that :-

- (i) Medium towns to be provided with option to appoint Manager either from Financial Inclusion & Micro Enterprise KRA or from MIS & ME, as per decision of the City Level Selection Committee.

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- (ii) In case of small towns, Manager-Skill & Micro Enterprise will cover the MIS & ME and may therefore be redesignated as Manager – Skill, Micro Enterprise, MIS & ME.

2.10 At least one Accountant, one data entry operator and one Multi Tasking Helper may be provided to all NULM towns to facilitate functioning at CMMU & the payment of contractual remuneration may be made from NULM (CB&T) fund as mentioned in Para 6.4 (e) of Operational Guideline for Capacity Building and Training of NULM.

The Committee has recommended the Draft RfP document for engaging Agency to set up State Mission Management Unit as well as City Mission Management Unit incorporating the clauses mentioned above and also suggested for onward transmission to Municipal Affairs Department for approval.


Mission Director, WBSULM
&
Chairman
Committee for Selection of Manpower

Minutes of the Meeting

1. A Meeting was held between Director Central Staff Training & Research Institute (CSTARI), Kolkata along with officials from Regional Directorate of Apprenticeship & Training (RDAT) & CSTARI, and Director, State Urban Development Agency (SUDA) & Mission Director, West Bengal State Urban Livelihood Mission (WBSULM) along with his team.
2. Date & Venue : 15.9.2014 in the Conference Hall of CSTARI, Kolkata
3. Agenda : Implementation of National Urban Livelihoods Mission (NULM)
4. Members Present :

From SUDA	From CSTARI
Shri M.N.Pradhan, Director & Mission Director, WBSULM	Shri R.N.Bandyopadhyay, Director
Shri M.Rano, Joint Director, Social Development	Shri M.Thamizharasan, Joint Director
Shri G.Pal, Advisor	Shri L.K.Mukherjee, Dy. Director
Shri T.Datta, Programme Co-ordinator	Shri N.Nath, RDAT
Shri P.Roy, PMU/ SUDA	, RDAT

- Director CSTARI welcomed all the members from SUDA and RDAT. He also presented briefly the mandates of CSTARI through power point presentation.
- Director SUDA & Mission Director, WBSULM briefly explained the objectives and implementation plan of NULM in the State of West Bengal. He stressed the need to provide quality skill training to the beneficiaries under the scheme.
- He also stressed the need for imparting skill training which are relevant to the local labour market with a view to make gainful employment accessible to the beneficiaries.

- Director SUDA further indicated that training programmes and certification to be done following norms and standards laid down in the Skill Development Initiative Scheme (SDIS). In this regard he requested CSTARI to provide relevant information (viz. list of tools & equipment, infrastructure, duration etc.) regarding various MES Module, if need arises. He also requested RDAT to conduct assessment & certification of the trained candidates under the provisions of SDIS.

5. After elaborate discussions the followings were resolved :-

- a) Assessment and Certification of trainees under EST&P component of NULM will be done under MES format at the request of Director, SUDA. All provisions of DCA to be applicable.
- b) It was agreed to provide necessary supporting information regarding various MES Modules as and when needed by SUDA.
- c) It is agreed that CSTARI being approached by Director, SUDA will conduct Skill Need Analysis (SNA) in three Urban Local Bodies (to be identified by SUDA) to have an idea on need based training courses on pilot basis. Details to be worked out subsequently.
- d) For quality issue, it was agreed that training of DTIS (Development of Training Instructional Skills) may be made mandatory for all the trainers of Skill Training Providers (STPs) for two weeks. CSTARI may conduct DTIS Training Programme for the trainers of STPs.
- e) It was agreed that CSTARI will conduct midterm evaluation of the training courses under EST&P component of NULM. Details to be worked out subsequently.
- f) It was agreed that CSTARI, on request and detail information from Director, SUDA will conduct certification work for ongoing and already completed SJSRY courses conducted as per Modular Employable Skill (MES) module.

Meeting ended with vote of thanks.

Minutes of the Meeting

Central Staff Training Research Institute
(CSTRI)

1. A Meeting was held between Director CSTARI, Kolkata along with Regional Directorate of App. Training (RDAT) ~~RDAT~~ ^{Ex-Dir, WBSCM} officials from RDAT & CSTARI, and Director, SUDA along with his team. _{& CSTARI}
2. Date & Venue: 15.9.2014 in the Conference Hall of CSTARI, ^{State Urban Development Agency & Mission Director West Bengal State Urban Livelihood Mission} Kolkata.
3. Agenda : Implementation of National Urban Livelihoods Mission (NULM)
4. Members Present:

~~S/Sri~~ ^{From State Urban Development Agency.}

 - A) R.N.Bandyopadhyaya, Director, CSTARI
 - ① ii) M.N.Pradhan, IAS, Director, SUDA ^{& Mission Director WBSCM}
 - ② iii) M.Thamizharasan, Joint Director
 - ③ iv) L.K.Mukherjee, Dy. Director
 - ④ v) N.Nath, ADT RDAT.
 - ⑤ vi)RDAT
 - ⑥ vii) M.Rano, Joint Director (Social Development), SUDA
 - ⑦ viii) G.Pal, Advisor, SUDA
 - ⑧ ix) T.Datta, Programme Co-ordinator, SUDA.
 - ⑨ x) P.Roy, PMU/SUDA
 - Director CSTARI welcomed all the members from SUDA and RDAT. He also presented briefly the mandates of CSTARI through power point presentation.
 - Director SUDA ^{Ex-Dir, WBSCM} briefly explained the objectives and implementation plan of NULM in the State of West Bengal. He stressed the need to provide quality skill training to the beneficiaries under the scheme.

- He also stressed the need for imparting skill training which are relevant to the local labour market with a view to make gainful employment accessible to the beneficiaries.
- Director SUDA further indicated that training programmes and certification to be done following norms and standards laid down in the SDIS. In this regard he requested CSTARI to provide relevant information (viz. list of tools & equipment, infrastructure, duration etc.) regarding various MES Module, if need arises. He also requested RDAT to conduct assessment & certification of the trained candidates under the provisions of SDIS.

5. After elaborate discussions the followings were resolved:-

- a) Assessment and Certification of trainees under EST&P component of NULM will be done under MES format at the request of Director, SUDA. All provisions of DCA to be applicable.
- b) It was agreed to provide necessary supporting information regarding various MES Modules as and when needed by SUDA.
- c) It is agreed that CSTARI being approached by Director, SUDA will conduct Skill Need Analysis (SNA) in three Urban Local Bodies ^{to be identified} ~~(i.e. Maheshtala, Howrah and Barrackpur)~~ ^{SUGA} to have an idea on need based training courses on pilot basis. Details to be worked out subsequently.
- d) For quality issue, it was agreed that training of DTIS (Development of Training Instructional Skills) may be made mandatory for all the trainers of Skill Training Providers (STPs) for two weeks. CSTARI may conduct DTIS Training Programme for the trainers of STPs.
- e) It was agreed that CSTARI will conduct midterm evaluation of the training courses under EST&P component of NULM. Details to be worked out subsequently.

- f) It was agreed that CSTARI, on request and detail information from Director, SUDA will conduct certification work for ongoing and already completed SJSRY courses conducted as per MES module.

Meeting ended with vote of thanks.

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-54/2014/ 1600

09.09.2014

ক্রমিক নং.....

তারিখ.....

From : Deputy Director (SD), SUDA
 & Member-Convenor of the Committee for selection of
 Resource Organisations/ Trainor Institute/ Certification Agency
 for conduct of assessment & certification of trainees in different programmes.

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal & Chairman of the
 Committee for selection of Resource Organisations/ Trainer Institute/ Certification
 Agency for conduct of assessment & certification of trainees in different programmes
 (ii) Financial Advisor, SUDA
 (iii) Joint Director, Local Bodies (Hq. Qr.)
 (iv) Representative of Technical Education Department (Not below the rank of
 Deputy Director), Govt. of West Bengal
 (v) Joint Director, ILGUS
 (vi) Advisor (SJSRY), SUDA
 (vii) Poverty Monitoring Expert, CMU
 (viii) Computer Programmer, SUDA

**Sub : Meeting of the Committee for selection of Resource Organisations/
 Trainer Institute/ Certification Agency for conduct of assessment
 & certification of trainees in different programmes**

Ref : Notification no.479/MA/C-10/3S-30/2013 dated 27.06.2014 of M.A.Deptt., Govt. of West Bengal

Sir,

In pursuance of notification as stated under reference, undersigned is directed to inform you that the next meeting of the Committee for selection of Resource Organisations/ Trainer Institute/ Certification Agency for conduct of assessment & certification of trainees in different programmes has been scheduled on **16.09.2014 at 3 p.m** at the **Conference Hall of SUDA**. The agenda will be as follows :

- Selection process of Govt. Institutes for training, assessment and certification
- Miscellaneous

You are, therefore, being requested kindly to make it convenient to attend the aforesaid meeting as per scheduled date, time and venue positively.

Yours faithfully,

9.9.14
 Deputy Director (SD)
 SUDA &
 Member Convenor
 of the Committee

09.09.2014

SUDA-54/2014/ 1600 /1 (1)

Copy to Director, SUDA & Mission Director, WBSULM for information.

9.9.14
 Deputy Director (SD), SUDA

**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-54/2014/ 1600

09.09.2014

ক্রমিক নং.....

তারিখ.....

From : Deputy Director (SD), SUDA
& Member-Convenor of the Committee for selection of
Resource Organisations/ Trainor Institute/ Certification Agency
for conduct of assessment & certification of trainees in different programmes.

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal & Chairman of the
Committee for selection of Resource Organisations/ Trainer Institute/ Certification
Agency for conduct of assessment & certification of trainees in different programmes
(ii) Financial Advisor, SUDA
(iii) Joint Director, Local Bodies (Hq. Qr.)
(iv) Representative of Technical Education Department (Not below the rank of
Deputy Director), Govt. of West Bengal
(v) Joint Director, ILGUS
(vi) Advisor (SJSRY), SUDA
(vii) Poverty Monitoring Expert, CMU
(viii) Computer Programmer, SUDA

**Sub : Meeting of the Committee for selection of Resource Organisations/
Trainer Institute/ Certification Agency for conduct of assessment
& certification of trainees in different programmes**

Ref : Notification no.479/MA/C-10/3S-30/2013 dated 27.06.2014 of M.A.Deptt., Govt. of West Bengal

Sir,

In pursuance of notification as stated under reference, undersigned is directed to inform you that the next meeting of the Committee for selection of Resource Organisations/ Trainer Institute/ Certification Agency for conduct of assessment & certification of trainees in different programmes has been scheduled on **16.09.2014 at 3 p.m** at the **Conference Hall of SUDA**. The agenda will be as follows :

- (i) Selection process of Govt. Institutes for training, assessment and certification
- (ii) Miscellaneous

You are, therefore, being requested kindly to make it convenient to attend the aforesaid meeting as per scheduled date, time and venue positively.

Yours faithfully,

ole *9.9.14*
Deputy Director (SD)
SUDA &
Member Convenor
of the Committee

SUDA-54/2014/ 1600 / 1 (1)

09.09.2014

Copy to Director, SUDA & Mission Director, WBSULM for information. *ole*

9.9.14
Deputy Director (SD), SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : dirsudawb@yahoo.com

Account Section : 2358 6408

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-700 001

No.479/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27th day of June, 2014

NOTIFICATION

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 WHEREAS in terms of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, in regard to constitution of "Committee for Selection of Resource Organizations/ Trainer Institute/ Certification Agency for Conduct of Skill Gap Analysis" the Governor is please hereby to constitute the Committee for Selection of Resource Organizations/ Trainer Institute/ Certification Agency for Conduct of Skill Gap Analysis ' for implementation of West Bengal State Urban Livelihood Mission consisting of :-

- | | | | |
|---|--|---|-----------------|
| 1 | Joint Secretary (looking after NULM issues), Municipal Affairs Department, Government of West Bengal | - | Chairman |
| 2 | Financial Adviser, SUDA | - | Member |
| 3 | Joint Director, Local Bodies (Hq. Qr.) | - | Member |
| 4 | Representative of Technical Education Department (Not below the rank of Deputy director) Government of West Bengal | - | Member |
| 5 | Joint Director, ILGUS | - | Member |
| 6 | Adviser (SJSRY), SUDA | - | Member |
| 7 | Poverty Monitoring Expert, CMU | - | Member |
| 8 | Computer Programmer, SUDA | - | Member |
| 9 | Deputy Director (Social Development), SUDA | - | Member-Convener |

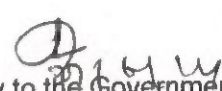
By Order of the Governor

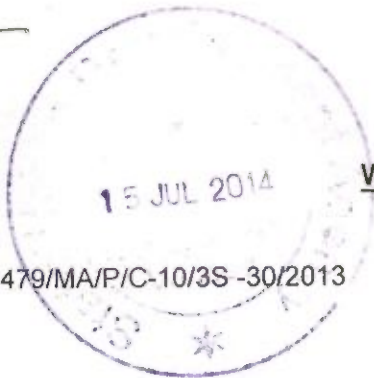
Special Secretary to the Government of West Bengal

To
Adviser
for
21.7.14

Copy forwarded for information and Necessary action to :

- 1) Joint Secretary (Looking after NULM issues), Municipal Affairs Department, Government of West Bengal
- 2) Financial Adviser, SUDA
- 3) Joint Director, Local Bodies (Hq. Qr.)
- 4) Joint Director, ILGUS
- 5) Adviser (SUSRY), SUDA
- 6) Joint Director, ILGUS
- 7) Poverty Monitoring Expert, CMU
- 8) Deputy Director (Social Development), SUDA
- ✓ 9) Computer Programmer, SUDA


Special Secretary to the Government of West Bengal



Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-700 001

No.479/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27th day of June, 2014

NOTIFICATION

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.

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- | | | | |
|---|---|---|-----------------|
| 1 | Joint Secretary (looking after NULM issues), Municipal Affairs
Department, Government of West Bengal | - | Chairman |
| 2 | Financial Adviser, SUDA | - | Member |
| 3 | Joint Director, Local Bodies (Hq. Qr.) | - | Member |
| 4 | Representative of Technical Education Department (Not below
the rank of Deputy director) Government of West Bengal | - | Member |
| 5 | Joint Director, ILGUS | - | Member |
| 6 | Adviser (SJSRY), SUDA | - | Member |
| 7 | Poverty Monitoring Expert, CMU | - | Member |
| 8 | Computer Programmer, SUDA | - | Member |
| 9 | Deputy Director (Social Development), SUDA | - | Member-Convener |

By Order of the Governor


Special Secretary to the Government of West Bengal

Copy forwarded for information and Necessary action to :

- 1) Joint Secretary (Looking after NULM issues), Municipal Affairs Department, Government of West Bengal
- 2) Financial Adviser, SUDA
- 3) Joint Director, Local Bodies (Hq. Qr.)
- 4) Joint Director, ILGUS
- ✓ 5) Adviser (SJSRY), SUDA
- 6) Joint Director, ILGUS
- 7) Poverty Monitoring Expert, CMU
- 8) Deputy Director (Social Development), SUDA
- 9) Computer Programmer, SUDA


Special Secretary to the Government of West Bengal

**NORTH DUM DUM MUNICIPALITY**

163, M. B. ROAD, BIRATI, KOLKATA - 700051
PHONE: (033) 2514 - 2101 / 2514 - 2494, FAX - (033) 2514 - 2990
Website: <http://www.northdumdummunipality.org>
E-mail ID: nddmboc@bsnl.in

No.

Dated : 22 /07/ 2014

To
THE DICRECTOR
STATE URBAN DEVELOPMENT AGENCY
BIDHAN NAGAR
Kolkata - 700106.

Sub : Review meeting on NULM

Ref : SUDA - 06/2014-1279(53) dt. 18/7/14

Sir

Please be informed that Sri Shib Sankar Ghosh CIC Member of our municipality and Sri Sanjib Kumar Dey T.P.O will attened in the above mention meeting on 25/7/2014 at your end at 11:30 a.m.
This is for your information.

Yours Faithfully

Chairman
North Dum Dum Municipality

Resolution of the meeting for selection of Training Institute/ Resource Organisation/ Certification Agencies/ Institute held on 16.07.2014

Members present :

1.	Shri B.C.Patra	Special Secretary, M.A.Deptt., Govt. of West Bengal	Chairman
2.	Shri K.K.Ghosh	Financial Advisor, SUDA	Member
3.	Ms. S. Bhattacharya	Deputy Director (SD), SUDA	Convenor
4.	Shri B.N. Kar	Joint Director, ILGUS	Member
5.	Shri G Pal	Adviser, SUDA	Member
6.	Dr. Sujay Mitra	Poverty Monitoring Expert, CMU	Member

At the outset Financial Adviser, SUDA informed the house about salient features of the skill training programme that are being conducted at the ULBs. He also briefed the house on broad outcomes and shortcoming noticed in such skill training programmes. This was followed by a power point presentation on salient features of the RFP developed by Project Management Unit (PMU) in respect of engagement of skill training providers under Employment through Skill Training & Placement (EST&P) component of NULM.

Selection of Skill Training Providers :

After a threadbare discussion on the salient features of the RFP following modifications were suggested :-

1. The training institute participating in the bid should atleast be three years old as on the date of publication of RFP.
2. The training institute participating in the bid should have a minimum average turnover of Rs. 10,00,000/- (ten lakhs) for the past three years.
3. The training institute participating in the bid should have provided skill training to atleast 300 persons over the last three years and given placement to atleast 150 persons during the period.

Like Infrastructure 28
 Average Annual Turnover (instead of financial capability) - 10
 Experience & Expertise - 20
 Job placement record - 10

4. On the basis of techno-financial evaluation the minimum qualifying marks would be fixed at 50.
5. On the basis of scores obtained in the evaluation process the shortlisted training institutes would be graded into different categories.
6. The Govt. training institutes will not be required to participate in the bidding process for being empanelled. However, they will be required to fulfil the post-training placement criteria as laid down in the NULM guidelines.
7. A few changes were suggested in the weightage that were assigned to different criteria adopted for evaluation of proposals.

Asides following decisions were taken
 * No franchise will be allowed either in case of Govt or Pvt agencies
 * Techno-financial evaluation criteria
 * Certification

Selection of Resource Organisation (RO) :

With regard to selection of Resource Organisation (RO), a power point presentation on salient features of the RFP developed by Project Management Unit (PMU) under Social Mobilisation & Institution Development (SMID) components of NULM was made.

After a detailed discussion on the RFP following modifications were suggested :

1. ROs participating in the bid should atleast be three years old as on the date of publication of RFP.
 * Annual Turnover reduced to 5 lakhs
2. Earnest money deposit to be fixed at Rs.5,000/- (five thousand).
3. Performance guarantee from the shortlisted ROs to be fixed at Rs.30,000/- (thirty thousand).
 *
4. MEPMA may be directly engaged as RO in the State.

On the basis of decisions taken at the meeting the draft RFP both in respect of selection of training institutes and ROs are required to be suitably modified.

Chairman

Selection Committee for

Skill Training Providers and RO

Certifying Agencies?

Whether in case of STPs
 In resolution following to be specified
 1) Criterion for Tech-fin evaluation
 2) PMU
 3) PMO

ceo.wbsrlm@gmail.com.

Sir,

Kindly refer to the telephonic conversation for representation of SRLM in the first meeting of Selection Committee for selection of Man Power at West Bengal State Urban Livelihood Mission for implementation of National Urban Livelihood Mission (NULM) programme in urban areas. You may be aware that NULM was launched by MoHUPA, GOI in Sept, 2013 and implementation of the programme in our State initiated from this year i.e. 2014-15. As per guidelines of NULM a State Level Mission Management Unit (SMMU) will be set up at WBSULM located at SUDA at ILGUS Bhavan, Salt Lake City, Sec-III, Kolkata and City Level Mission Management Unit (CMMU) will be set up in each of the 63 ^{selected} cities/ towns. The experience of SRLM will be very much useful to us for implementation of different components of NULM including setting up of SMMU & CMMU.

In view of above, I would request you to kindly depute one suitable officer to represent SRLM for the first meeting of Selection Committee. ^{to be held on 16.7.2014 at 12 noon at SUDA Conference Hall} I am enclosing copy of Notification from M.A.Deptt. and copy of notice of first meeting for your perusal.

(H.N. Pradhan, IAS)
Director, SUDA

&

Mission Director, SULM

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-54/2014(Pt.-I)/ 1215

09.07.2014

ক্রমিক নং

তারিখ

From : Director, SUDA
&
Mission Director, WBSULM

To : Shri B.C.Patra,
Special Secretary, M.A.Deptt.,
Govt. of West Bengal (Looking after NULM issues)

Sub : Corrigendum to Notification no. 479/MA/P/C-10/3S-30/2013 dated 27th June, 2014

Sir,

A corrigendum may kindly be issued from your end to the aforesaid notification in view of the observations made under.

1. -----“Committee for selection of resource Organisations / Trainer Institute/Certification Agency for conduct of Skill Gap Analysis” should read as “Committee for selection of resource Organisations / Trainer Institute/Certification Agency for conduct of assessment and certification of trainees in different training programmes”.
2. Subsequent to elevation of the Chairman of the committee to the post of Special Secretary as per Notification no. 1094-PAR (WBCS)/1D-276/05 Pt.II dated 12th June 2014, the committee may be chaired by him in the capacity of Special Secretary (looking after NULM issues), Municipal Affairs Department, Govt. of West Bengal instead of Joint Secretary (looking after NULM issues), Municipal Affairs Department, Govt. of West Bengal.

A copy of the notification referred to above is enclosed for ready reference.

Encl: as stated

Yours faithfully,


Director, SUDA

&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-700 001

No.479/MA/P/C-10/3S-30/2013

Dated, Kolkata, the 27th day of June, 2014

NOTIFICATION

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 WHEREAS in terms of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, in regard to constitution of "Committee for Selection of Resource Organizations/ Trainer Institute/ Certification Agency for Conduct of Skill Gap Analysis" the Governor is please hereby to constitute the Committee for Selection of Resource Organizations/ Trainer Institute/ Certification Agency for Conduct of Skill Gap Analysis ' for implementation of West Bengal State Urban Livelihood Mission consisting of :-

1	Joint Secretary (looking after NULM issues), Municipal Affairs Department, Government of West Bengal	-	Chairman
2	Financial Adviser, SUDA	-	Member
3	Joint Director, Local Bodies (Hq. Qr.)	-	Member
4	Representative of Technical Education Department (Not below the rank of Deputy director) Government of West Bengal	-	Member
5	Joint Director, ILGUS	-	Member
6	Adviser (SJSRY), SUDA	-	Member
7	Poverty Monitoring Expert, CMU	-	Member
8	Computer Programmer, SUDA	-	Member
9	Deputy Director (Social Development), SUDA	-	Member-Convener

By Order of the Governor

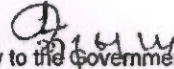
Special Secretary to the Government of West Bengal

No.479/1(9) /MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27th day of June, 2014

Copy forwarded for information and Necessary action to :

- 1) Joint Secretary (Looking after NULM issues), Municipal Affairs Department, Government of West Bengal
- 2) Financial Adviser, SUDA
- 3) Joint Director, Local Bodies (Hq. Qr.)
- 4) Joint Director, ILGUS
- 5) Adviser (SJSRY), SUDA
- 6) Joint Director, ILGUS
- 7) Poverty Monitoring Expert, CMU
- 8) Deputy Director (Social Development), SUDA
- 9) Computer Programmer, SUDA


Special Secretary to the Government of West Bengal

F.O. put-up a draft letter requesting H.A. Deptt. to sign the cheque instead of the signature of the officer.

Government of West Bengal
Personnel and Administrative Reforms Department
W.B.C.S. Cell
Salganna, 325, Sarat Chatterjee Road, Howrah-102

DDO

11/6

NOTIFICATION

No. 1094-PAR(WBCS)/1D-276/05 Pt.-II

Dated, the 12th June, 2014

In pursuance of Finance Department's Memo. No. 3015-F dated 13.03.2001 regarding modified Career Advancement Scheme, read with this Department's Memo. Nos. 1198-PAR(WBCS) dated 26.03.2001, No. 4020-PAR(WBCS) dated 07.10.2004, No. 4491-PAR(WBCS) dated 12.12.2008, No. 2572-PAR(WBCS) dated 13.07.2012 and No. 515-PAR(WBCS) dated 07.03.2013, the Governor has been pleased to order that following 5 (five) W.B.C.S. (Exe) Officers be appointed to the unrevised Scale No. 21 under WBS (ROPA) Rules, 1998, i.e., Rs. 18,400-500-22,400/- corresponding to revised Pay Band (5) Scale of Pay of Rs. 37,400-60,000/- Plus Grade Pay of Rs. 10,000/- with a special allowance of Rs. 1,000/- p.m. and other admissible allowances with effect from the date mentioned against each of their names as shown in the 'Schedule' below :

SCHEDULE

Sl.No.	Name of the Officers	Effect Date
01.	Shri Sujay Kumar Halder, W.B.C.S.(Exe), Joint Secretary, Human Rights Commission.	W.e.f. 01.11.2013, vacancy arising due to creation of additional post of Special Secretary vide this Deptt.'s Notification No. 515-PAR (WBCS) dated 07.03.2013.
02.	Shri Bhupal Chandra Patra, W.B.C.S.(Exe), Joint Secretary, Municipal Affairs Deptt.	W.e.f. 01.10.2013, vacancy arising due to creation of additional post of Special Secretary vide this Deptt.'s Notification No. 515-PAR (WBCS) dated 07.03.2013.
03.	Shri Umapada Chatterjee, W.B.C.S.(Exe), Director, Tourism Directorate	W.e.f. 01.12.2013, Vacancy arising due to retirement of Shri Dulal Hari Sahoo, WBCS (Exe) on 31.03.2013.
04.	Osman Gani, W.B.C.S. (Exe), Joint Secretary, P.W. Deptt.	W.e.f. 01.02.2014, Vacancy arising due to retirement of Shri Ashoke Kr. Patra, WBCS (Exe) on 30.04.2013.
05.	Smt. Madhumita Choudhury, W.B.C.S. (Exe), Joint Secretary, Agriculture Deptt.	W.e.f. 01.02.2014, Vacancy arising due to retirement of Shri Sunil Kr. Dandapat, WBCS (Exe) on 30.04.2013.

The Governor has further been pleased to order that with effect from the respective dates mentioned above, the designation of the Officers posted in the Secretariat Department will be Special Secretary to the Government and in case they are posted outside the Secretariat will have the status and responsibility equivalent of a Special Secretary with effect from the respective date.

Contd...P/2.

The Governor has also been pleased to order that the respective posts held by these Officers in Secretariat Department will be deemed to have been upgraded to Special Secretary and the posts held by the Officers outside the Secretariat as equivalent to Special Secretary with effect from the dates mentioned above, so long as the posts are held by these Officers and the rank and status of such posts will be reverted to their original position when vacated by these Officers, unless otherwise directed.

The posts of which the aforesaid Officers have been so long holding, will not be filled up till the posts upgraded hereinabove in the concerned Departments are vacated by them.

The charge will be proceeded against the appropriate head of account of the State Government.

Sd/- S. Banerjee


Joint Secretary to the
Government of West Bengal

No. 1094/1(11)-PAR(WBCS)/1D-276/05 Pt-II

Dated, the 12th June, 20

Copy forwarded for information and necessary action to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1.
2. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I,
81/2/2, Phears Lane, Kolkata 700 012.
3. The Service Records and Accounts Cell, P & A R Department,
Writers' Buildings, Kolkata 700 001.
4. The Secretary, Agriculture Deptt
5. Shri / Smt., W.B.C.S.(Exe).
6. The Secretary to the Governor of West Bengal, Raj Bhavan, Kolkata.
7. The Senior Personal Secretary to the Chief Secretary, Government of West Bengal.
8. The Senior Personal Secretary to the Secretary, P & A R Department.
9. The Senior Personal Secretary to the Deputy Secretary, P & A R Department, W.B.C.S. Cell.
10. Guard File.
11. Personal File of Shri, W.B.C.S.(Exe).


Joint Secretary to the
Government of West Bengal

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-54/2014(Pt.-I)/ 1214

তারিখ 09.07.2014

From : Director, SUDA
&
Mission Director, WBSULM

To : Shri B.C.Patra,
Special Secretary, M.A.Deptt.,
Govt. of West Bengal (Looking after NULM issues)

Sub : Corrigendum to Notification no. 478/MA/P/C-10/3S-30/2013 dated 27th June, 2014

Sir,

A corrigendum may kindly be issued from your end to the aforesaid notification in view of the observations made under.

1. Subsequent to elevation of Joint Secretary (looking after NULM issues), Municipal Affairs Department, Government of West Bengal, of the committee to the post of Special Secretary vide Notification no. 1094-PAR (WBCS)/1D-276/05 Pt.II dated 12th June 2014, Special Secretary (looking after NULM issues) may be inducted as a Member in the committee constituted for selection of manpower at SMMU and CMMU instead of Joint Secretary as mentioned in the notification issued.
2. Representative of SEG&SE Department (not below the rank of Deputy Director), Govt. of West Bengal as a Member in the “Committee for selection of Manpower at SMMU, CMMU” may be substituted by “Representative of SHG&SE Department (not below the rank of Deputy Director), Govt. of West Bengal”.
3. Representative from NRLM (not below the rank of Deputy Director) as a Member in the “Committee for selection of Manpower at SMMU, CMMU” may be replaced by “Representative of WBSRLM (not below the rank of Deputy Director)”.

A copy of the notification referred to above is enclosed for ready reference.

Encl: as stated

Yours faithfully,

WT
Director, SUDA

ole
&
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

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-700 001

No. 478/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27th day of June, 2014NOTIFICATION

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 WHEREAS in terms of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, in regard to constitution of 'Committee for Selection of Manpower at SMMU, CMMU' the Governor is please hereby to constitute the "Committee for Selection of Manpower at SMMU,CMMU under NULM' for implementation of West Bengal State Urban Livelihood Mission consisting of :-

1	Mission Director, SULM	-	Chairman
2	Joint Secretary (looking after NULM issues), Municipal Affairs Department, Government of west Bengal	-	Member
3	Financial Adviser, SUDA	-	Member
4	Director of Local Bodies	-	Member
5	Representative of Ministry of Housing and Urban Poverty Alleviation, government of India	-	Member
6	OSD & Ex-Officio Dy. Secy. Municipal affairs Department, Government of West Bengal	-	Member
7	Joint Director, ILGUS	-	Member
8	Representative from NRLM (Not below the rank of Deputy Director)	-	Member
9	Representative of SEG & SE Department (Not below the rank of Deputy director), Government of West Bengal	-	
10	Poverty Monitoring Expert, CMU	-	Member
11	Deputy Director (Social Development), SUDA	-	Member-Convener

By Order of the Governor

Special Secretary to the Government of West Bengal

No.478 /1(8)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27th day of June, 2014

Copy forwarded for information and Necessary action to :

- 1) Mission Director, SULM
- 2) P.S to Joint Secretary (Looking after NULM issues), Municipal Affairs Department, Government of West Bengal
- 3) Financial Adviser, SUDA
- 4) Director of Local Bodies
- 5) OSD & Ex-Officio Dy. Secy. Municipal affairs Department, Government of West Bengal
- 6) Joint Director, ILGUS
- 7) Poverty Monitoring Expert, CMU
- 8) Deputy Director (Social Development), SUDA


Special Secretary to the Government of West Bengal



রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt.-I)/ 1213

তারিখ 09.07.2014

From : Director, SUDA
&
Mission Director, WBSULM

To : Shri Avanish Kumar Mishra,
Deputy Secretary to the Government of India,
Ministry of Housing and Urban Poverty Alleviation,
Govt. of India.

**Sub : Formation of Selection Committee in the State for Selection of Manpower at
SMMU and CMMU**

Sir,

I may hereby like to inform you that the State, vide its notification no. 478/MA/P/C-10/3S-30/2013 dated 27th June, 2014 has constituted a Committee for Selection of Manpower at SMMU & CMMUs under NULM. A copy of the notification is being forwarded to you for your kind perusal and necessary action.

The first meeting of the aforesaid committee is slated to be held on 16.07.2014 at 12.00 noon at the SUDA Conference Hall, Salt Lake City. You are requested to kindly attend the aforesaid meeting or send a representative from the Ministry.

Encl: as stated

Yours faithfully,


Director, SUDA
&

 Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-700 001

DDC(10)
2
18/6/14

No. 478/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27th day of June, 2014NOTIFICATION

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 WHEREAS in terms of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, in regard to constitution of 'Committee for Selection of Manpower at SMMU, CMMU' the Governor is please hereby to constitute the "Committee for Selection of Manpower at SMMU,CMMU under NULM' for implementation of West Bengal State Urban Livelihood Mission consisting of :-

1	Mission Director, SULM	-	Chairman
2	Joint Secretary (looking after NULM issues), Municipal Affairs Department, Government of west Bengal	-	Member
3	Financial Adviser, SUDA	-	Member
4	Director of Local Bodies	-	Member
5	Representative of Ministry of Housing and Urban Poverty Alleviation, government of India	-	Member
6	OSD & Ex-Officio Dy. Secy. Municipal affairs Department, Government of West Bengal	-	Member
7	Joint Director, ILGUS	-	Member
8	Representative from NRLM (Not below the rank of Deputy Director)	-	Member
9	Representative of SEG & SE Department (Not below the rank of Deputy director), Government of West Bengal	-	
10	Poverty Monitoring Expert, CMU	-	Member
11	Deputy Director (Social Development), SUDA	-	Member-Convener

By Order of the Governor

Special Secretary to the Government of West Bengal

No.478 /1(8)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 27th day of June, 2014

Copy forwarded for information and Necessary action to :

- 1) Mission Director, SULM
- 2) P.S to Joint Secretary (Looking after NULM issues), Municipal Affairs Department, Government of West Bengal
- 3) Financial Adviser, SUDA
- 4) Director of Local Bodies
- 5) OSD & Ex-Officio Dy. Secy. Municipal affairs Department, Government of West Bengal
- 6) Joint Director, ILGUS
- 7) Poverty Monitoring Expert, CMU
- 8) Deputy Director (Social Development), SUDA


Special Secretary to the Government of West Bengal



GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
WRITERS' BUILDINGS, KOLKATA.

No.26/MA/O/C-1/1M-34/2011

Dated : Kolkata, the 10th April, 2014

NOTIFICATION

WHEREAS the Ministry of Housing for Urban Poverty Alleviation, Government of India has launched a scheme "National Urban Livelihood Mission" (hereinafter referred to as NULM) re-structuring the Scheme Swarna Jayanti Sahari Rojgar Yojana ;

AND WHEREAS the Scheme of Shelter for Urban Homeless been taken as special component of the NULM and Operational Guidelines for the Scheme for Urban Homeless have also been circulated by the Ministry of Housing for Urban Poverty Alleviation, Government of India vide their O. M. No. K-14014/58(19)/2012-SLSU-SNPUPR dated 13.12.2013 ;

AND WHEREAS in the said guideline, it has been mentioned to constitute a State Level Project Sanctioning Committee ;

NOW, THEREFORE, the Governor is pleased to constitute a State Level Project Sanctioning Committee for consideration and approval of proposals to be submitted by Urban Local Bodies consisting of the following Members :

- | | |
|--|-------------------|
| (i) Principal Secretary, Municipal Affairs Department | : Chairman |
| (ii) Director, State Urban Development Agency | : Member-Convener |
| (iii) Project Director, Change Management Unit or his Representative | : Member |
| (iv) Joint Secretary, Municipal Affairs Department | : Member |
| (v) Chief Engineer, Municipal Engineering Directorate | : Member |
| (vi) Director of Local Bodies, West Bengal | : Member |
| (vii) OSD & E.O.Dy. Secretary, Municipal Affairs Department | : Member |
| (viii) Joint Director, ILGUS. | : Member |

This order issues with the approval of the Hon'ble MIC, Municipal Affairs & Urban Development Department.

By Order of the Governor
Sd/-

B. C. Patra
Joint Secretary to the
Govt. of West Bengal

Seen
11/4
21-4-14

PA
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Mugy
Adin Khatun
Mugy

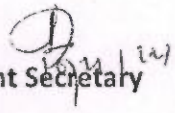
: 2 :

No.26/1(8)/MA/O/C-1/1M-34/2011

Dated : Kolkata, the 10th April, 2014

Copy forwarded for information and taking necessary action to :

- ✓ (i) Director, State Urban Development Agency
- (ii) Project Director, Change Management Unit.
- (iii) Joint Secretary, Municipal Affairs Department
- (iv) Chief Engineer, Municipal Engineering Directorate
- (v) Director of Local Bodies, West Bengal
- (vi) OSD & E.O. Dy. Secretary, Municipal Affairs Department
- (viii) Joint Director, ILGUS.
- viii) Pr.S. to Principal Secretary, M.A. Department.


Joint Secretary

The discussion held at the meeting between Principal Secretary and officials of M.A Deptt. with Director and other officials of SUDA on 27.05.2014 may kindly be recalled.

As per decision taken at the meeting, a committee is proposed to be set up in the State for the purpose of engagement / recruitment of different categories of personnel under NULM and empanelment of Resource Organization / trainer institutes / certification agencies / institutes for conduct of Skill Gap Analysis. The committee, quintessentially, will act as an advisory body assisting the Mission Director, SULM to take key decisions in the matter of manpower recruitment and in addition, act as a screening committee for empanelment of Resource Organization / trainer institutes / certification agencies / institutes for conduct of Skill Gap Analysis.

In brief, the committee is expected to look into various aspects of engagement / recruitment of personnel under NULM at the SMMU and CMMU level and empanelment of resource Organization / trainer institutes / certification agencies/ institutes for conduct of Skill Gap Analysis. The committee will rigorously examine & fix eligibility benchmarks for selection and subsequently convey its recommendations to the Mission Director, SULM.

The proposed functions of the Committee are detailed below :-

1. Suggest methodology for recruitment/engagement of required manpower at SMMU/ CMMU.
2. Suggest eligibility criteria for engagement of project Officer/s at SMMU & CMMU.
3. Suggest benchmark on the eligibility norms for experts at SMMU / CMMU such as age (including provision for age relaxation, if any) educational qualification, monthly remuneration, reservation for SC/ST candidates etc.
4. Suggest eligibility benchmark for recruitment of Assistant Project Officers (APO) and Community Organizers (CO) at CMMU such as age (including provision for age relaxation, if any) educational qualification, Monthly remuneration of APO, reservation requirement etc. in line with the existing Govt. guidelines.
5. Suggest parameters for empanelment of resource Organization / trainer institutes / certification agencies / institutes for Skill Gap Analysis.
6. Suggest benchmark for the different identified parameters in all cases.
7. Examine the draft EOI/ RFP prepared for empanelment of resource Organization / trainer institutes / certification agencies / institutes for Skill Gap Analysis and suggest alterations/ modifications therein, if any.
8. Initiate steps for uploading approved EOI/ RFP and recommend selection of the resource Organization / trainer institutes / certification agencies / institutes for Skill Gap Analysis for empanelment.

The proposed committee may be constituted with the following members :-

i) Jt. Secretary (NULM), MA Deptt. -	Chairman
ii) Financial Advisor, SUDA -	Member
iii) Dy. Secretary & OSD (JNNURM) MA Deptt. -	Member
iv) Dy. Director (SD), SUDA -	Convenor
v) Advisor (SJSRY) -	Member
vi) Poverty Monitoring Expert, CMU -	Member
vii) Computer Programmer, SUDA -	Member

Put up for perusal, consideration and approval.

Dy. Dir. (SD)

Advisor
4.6.14

Notes at prepage and above may be perused
may be approved as proposed.

Director

4.6.14

DD(SD)

Pl discuss.

WT
5/6/14

The discussion held at the meeting between Principal Secretary and officials of M.A Deptt. with Director and other officials of SUDA on 27.05.2014 may kindly be recalled.

As per decision taken in the meeting, selection of manpower at SMMU/CMMU and selection of Resource Organization / 'trainer institutes / certification agencies / institutes for conduct of Skill Gap Analysis' will be made through committees set up for the purpose.

Accordingly, two committees are proposed to be set up in the state - a 'Committee for selection of manpower at SMMU / CMMU' and a 'Committee for selection of Resource Organization / trainer institutes / certification agencies / institutes for conduct of Skill Gap Analysis'.

Following the method of recruitment as laid down in the NULM guidelines of MoHUPA, the relevant portion of which is placed in the file for ready reference (flagged-'X'), the 'Selection Committee' is proposed to be set up with the following members:-

- | | |
|--|-----------------|
| 1. Mission Director, SULM - | Chairman |
| 2. Jt. Secretary (NULM), MA Deptt. - | Member |
| 3. Financial Advisor, SUDA - | Member |
| 4. Director of Local Bodies- | Member |
| 5. Representative from MoHUPA, Govt. of India- | Member |
| 6. Representative from NRLM (not below the rank of Dy. Director) - | Member |
| 7. Representative from SHG & SE Deptt.(not below the rank of Dy. Director) - | Member |
| 8. Dy. Secretary & OSD (NULM) MA Deptt. - | Member |
| 9. Dy. Director (SD), SUDA - | Member-Convener |

Proposed terms of reference for this 'Selection Committee on Manpower Recruitment' are given below.

1. To suggest methodology for recruitment / engagement of required manpower at SMMU/ CMMU
2. To suggest eligibility criteria for engagement of project Officer/s at SMMU & CMMU
3. To suggest eligibility criteria and to fix benchmark for the eligibility criteria for recruitment of experts at SMMU / CMMU such as age (including provision for age relaxation, if any) educational qualification, monthly remuneration, reservation for SC/ST candidates etc.
4. To suggest eligibility criteria and to fix benchmark for recruitment of Assistant Project Officers (APO) and Community Organizers (CO) at CMMU such as age (including provision for age relaxation, if any) educational qualification, monthly remuneration for APO, reservation requirement etc.

The second committee which is proposed to be set up for selection of Resource Organization / Trainer Institutes for skill training / Certification Agencies / Institutes for Skill Gap Analysis may comprise of the following members:

- | | |
|--|-----------------|
| i) Jt. Secretary (N/A), MA Deptt. - | Chairman |
| ii) Financial Advisor, SUDA - | Member |
| iii) Dy. Secretary & OSD (INNT/MA) MA Deptt. - | Member |
| iv) Dy. Director (SD), SUDA - | Member-Convenor |
| v) Advisor, SUDA - | Member |
| vi) Poverty Monitoring Expert, CMU - | Member |
| vii) Computer Programmer - | Member |

The committee may be suitably empowered to co-opt any member / s in the committee for any specific purpose, if considered necessary.

Proposed terms of Reference of this Selection Committee are given below :-

1. To identify parameters for empanelment of resource Organization / trainer institutes / certification agencies / institutes for Skill Gap Analysis.
2. To suggest benchmark for different identified parameters
3. To examine draft EOI/ RFP and suggest alterations/ modifications therein, if any, before finally submitting them to M.A Deptt. for approval
4. To initiate steps for uploading the approved EOI / RFP
5. To examine the submitted EOI/RFP & to recommend the agencies/institutes for empanelment.

Put up for perusal, consideration and approval.

Notes at forepage and above may be perused.
May be approved as proposed.

Director.

6.6.14

Note from pre-page.
Proposed at A' & B' at pre-page & above for setting up Selection Committee and Committee for selection of RO, Trainer Institutes etc may kindly be approved. Necessary order from M.A. Deptt may be issued, if approved.

Pl. examine & peruse.

mal
19/6

Principal Secretary
M.A. Deptt.
Chairman, SUDA
U/Oro- 7/7/14
04/06/14

OSD & S

Proposal of Director, SUDA and Mission Director, SULM regarding constitution of 2 committees may please be seen at NSP/03 & 04. Accordingly following proposals may be considered :

A. Committee for selection of manpower at SMMU, CMMU under NULM :

1	Mission Director, SULM	:	Chairman.
2	Joint Director (looking after NULM issues), Municipal Affairs Department, GoWB.	:	Member
3	Financial Adviser, SUDA	:	Member
4	Director of Local Bodies	:	Member
5	Representative from MoHUPA, Government of India	:	Member
6	OSD & ex-Officio Dy. Secretary, Municipal Affairs Deptt., GoWB.	:	Member
7	Joint Director, ILGUS	:	Member
8	Representative from NRLM (Not below the rank of Deputy Director).	:	Member
9	Representative of SEG & SE Department (Not below the rank of Deputy Director), GoWB	:	Member
10	Poverty Monitoring Expert, CMU.		Member
11	Deputy Director (Social Development), SUDA	:	Member-Converner

**B. Committee for selection of Resource Organization/ Trainer Institute /
Certification Agency for conduct of Skill Gap Analysis :**

1	Joint Secretary (looking after NULM issues), Municipal Affairs Department.	:	Chairman.
2	Financial Adviser, SUDA	:	Member
3	Joint Director, Local Bodies (Hq. Qr.)	:	Member
4	Representative of Technical Education Department (Not below the rank of Deputy Director), GoWB.		
5	Joint Director, ILGUS	:	Member
6	Adviser (SJSRY), SUDA	:	Member
7	Poverty Monitoring Expert, CMU	:	Member
8	Computer Programmer, SUDA	:	Member
9	Deputy Director (Social Development), SUDA.	:	Member-Convener

Committee may co-opt members from other departments if it is felt necessary with prior approval of the Municipal Affairs Department.

Terms of Reference as suggested at "P" at NSP/3 and "Q" at nsp/4 may be approved.

JS(BCP)
Pr Secretary
13/6/14
MTC

23/6/14
Director, SUDA

13/6/14
16/6/14

Order pre-page.
Necessary orders for constitution of committees
may be issued from M.A. Dept.

UAT
26/6/14

OSD & Dy. Secretary
M.A. Dept

O.No. SUDA: 751/14

dated 26-06-14

Fk - 54/2014

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- 54/2014 (প্ৱ-১)/1207 (৪)

08.07.2014

ক্রমিক নং

তারিখ

From : Deputy Director (SD),
 State Urban Development Agency

To : (i) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues) & Chairman of Selection Committee of STP, CA & RO
 (ii) Financial Advisor, SUDA
 (iii) Joint Director, Local Bodies (Hq. Qr.)
 (iv) Representative of Technical Education Department (Not below the rank of Deputy Director), Govt. of West Bengal
 (v) Joint Director, ILGUS
 (vi) Advisor, SUDA
 (vii) Poverty Monitoring Expert, CMU
 (viii) Computer Programmer, SUDA

Sub : First Meeting of Selection Committee regarding selection of Trainer Institute, Resource Organisation, Certification Agencies/ Institute – reg.

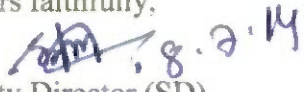
Sir,

In pursuance to this office memo no. SUDA-54/2014/1012 dt. 11.06.2014 undersigned is directed to inform you that the first meeting of Selection Committee for selection of Trainer Institute, Resource Organisation, Certification Agencies/ Institute will be held on 16.07.2014 at 2.00 p.m at the Conference Hall of SUDA. The agenda will be as follows;

- To identify parameters for empanelment of Resource Organisation/ Trainer Institutes/ Certification Agencies/ Institute (including Govt. agencies)
- To suggest benchmark for different identified parameters
- To examine draft EO/ RFP and suggest alterations/ modifications therein if any, before finally submitting them to M.A.Deptt. for approval
- Miscellaneous

You are, therefore, being requested kindly to attend the said meeting as per scheduled date, time and venue positively.

Yours faithfully,


 Deputy Director (SD)
 SUDA

SUDA- 54/2014 (প্ৱ-১)/1207/1 (১)

08.07.2014

Copy to Director, SUDA & Mission Director, SULM for information.

Deputy Director (SD)
 SUDA

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA- 54/2014 (pt1)/1206 (10)

08.07.2014

তারিখ

From : Deputy Director (SD),
State Urban Development Agency

To : (i) Mission Director, SULM
(ii) Shri B.C.Patra, Special Secretary, M.A.Deptt., Govt. of West Bengal (Looking after NULM issues)
(iii) Financial Advisor, SUD A
(iv) Director, Local Bodies
(v) Representative from MoHUPA, Government of India
(vi) OSD & Ex-Officio Dy. Secretary, Municipal Affairs Department, GoWB
(vii) Joint Director, ILGUS
(viii) Representative from NRLM (Not below the rank of Deputy Director)
(ix) Representative of SHG & SE Department (Not below the rank of Deputy Director), GoWB
(x) Poverty Monitoring Expert, CMU

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

Sir,

Undersigned has been directed to inform you that first meeting of selection committee for selection of manpower at SMMU, CMMU under NULM will be held on 16.07.2014 at 12.00 noon at Conference Hall at SUDA. The agenda will be as follows :

- (i) To suggest methodology for recruitment/ engagement of required man-power at SMMU/ CMMU
- (ii) To suggest eligibility criteria for engagement of project officers at SMMU/ CMMU
- (iii) To suggest eligibility criteria and to fix benchmark for the eligibility criteria for recruitment of experts at SMMU/ CMMU such as age (including provision for age relaxation, if any) educational qualification monthly remuneration, reservation for SC/ ST candidates etc.
- (iv) To suggest eligibilities criteria and fix benchmark for recruitment of Assistant Project Officers, Community Organisers at CMMU such as age (including provision for age relaxation, if any), educational qualification, monthly remuneration for APO, reservation requirement etc.
- (v) Miscellaneous

You are, therefore, being requested kindly to attend the said meeting as per scheduled date, time and venue positively.

Yours faithfully,


Deputy Director (SD)
SUDA

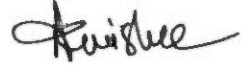
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Tel : 2358 6403/5767, Fax : 2358 5800. E-mail : wbsudadir@gmail.com

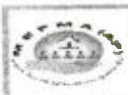
Account Section : 2358 6408

Copy Also to:

1. **Shri S.K.Joshi**, Principal Secretary, Municipal Administration and urban Development Department, Government of Andhra Pradesh, Room No 104, L-Block Secretariat, HYDERABAD-500 022
2. **Smt. Anita Ramachandran**, Mission Director (MEPMA), Government of Andhra Pradesh, Kasana Building, AC Guards, Opposite PTI Building, HYDERABAD – 500 004.



(Avanish Kumar Mishra)
Deputy Secretary to the Government of India
Tele No. 23061303



పట్టణ పేదరిక నిర్మూలన సంస్థ (ఆం.ప్ర)

MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS
Department of Municipal Administration & Urban Development, GoAP

From
Smt Anita Ramachandran, I.A.S.,
Mission Director
Hyderabad,

To
The Joint Secretary,
Government of India,
Ministry of Housing & Urban
Poverty Alleviation, Nirman Bhavan
New Delhi - 110001.

Dir CUD
ME
18/6

Lr.Roc.No. 4554/2011/D1 –dated: 5.3.2014

Sir,

Sub: MEPMA – Proposal on the package of services that MEPMA can offer states for Social Mobilization under NULM – submitted – regd.

Ref: 1.D.O No K.14011/1/2013 – UPA dated 17.10.2013 from GOI.

2.This office Lr Roc No 4554/2011/D1 dated 6.11.2013.

3. Discussions during review meeting dated 13.1.2014 at New Delhi.

4. This office Lr **Roc.No. 4554/2011/D1 –dated: 29.1.2014**

5. D.O No K-14014/4/2014-UPA dated 28.2.2014 from Deputy Secretary , (UPA), New Delhi.

(2)
DD(10)
2
9/6/14



MEPMA is thankful for being identified as resource organization for replicating the Social Mobilization practices in other states. In the ref. 5th cited , GOI has requested to furnish the revised proposal duly including the aspects of Bank linkage etc., in expected outcomes for the 1st year.

Accordingly I enclose herewith the revised proposal for package of the services that MEPMA can offer to other states for taking up social mobilizations activities covering deployment of MEPMA CRP teams, formation of CBOs SHGs, ALFs and CLFs, capacity Building programmes, Bank linkages and opening of Bank A/cs and financial inclusion for ALFs and CLFs in the course of 1st year .

Sd/Smt Anita Ramachandran, I.A.S.,
MISSION DIRECTOR, MEPMA

Encl: Proposal

7463/1-SMA/14
18/6/14

To
Advisor
for
20-6/14



Mission for Elimination of Poverty in Municipal Areas (MEPMA) came into existence in the year 2007 as 1st of its kind in the country. Governing body headed by Hon'ble Chief Minister, and Executive Committee headed by Secretary, MA & UD.

Strategy:

- Building organizations of the poor is an essential prerequisite for poverty alleviation. Though these organizations, the poor can save and invest efficiently.
- Empowerment of the poor is the means to poverty eradication. Through empowerment, the poor can also assert the right to resources intended for them and enhance their dignity and self-respect.
- The need for sensitive support mechanism to catalyze the process of social mobilization. A new kind of animator/facilitator who is part of these support mechanisms is created.
- Participatory monitoring and evaluation built into the process so that self-corrective action can take place as the process evolves.

Institution Building:

By mobilizing the communities at the grass-root level, the MEPMA facilitated the formation of Self Help Groups (SHGs), Slum level Federations and Town Level Federations with an objective to organize the poor in urban areas into self-reliant and self-managed groups through taking up CRP (Community Resource Person's) strategy in all the slums.

a)

Formation of Women SHGs

No. of SHGs – 3.10 lakh SHGs
 No. of women covered in SHGs – 31.00 lakhs members

b) Corpus available with CBOs:

CBOs	Corpus available as on 15.1.2014
3.10 Lakh SHGs	Rs 880.00 Crs
9700 SLFs	Rs.77.00 Crs
225 TLFs	Rs.14.00 Crs

b) **Formation of SLFs:**

No. of SLFs – 9700 Nos
 No. of SLFs registered – 7096 Nos

c)	No.of TLFs	-	225 Nos
d)	No.of SHGs of PWDs	-	12647 Nos, 87,343 members
e)	No.of TVSSs	-	139

Continuous capacity building programmes:

Series of capacity building programmes were taken up from SHG member level to Executive Committee and office bearers of SLFs and TLFs through the trained community resource persons from slum level to district level in a concerted manner.

Other Activities of MEPMA

Micro finance and access to credit:

- SHG-Bank Linkage programme has now made MEMPA one of the premier players in micro financing segment in the state.
- So far from 2004-05 achieved 9700.00 Crores

Skill Training for Employment Opportunities for Urban Poor (STEP-UP) / RYK:

- So far MEPMA trained 2,40,000 and placed 1,70,000
- The target for the year 2013-14 is 73,410.
- Achieved 43799, placed 18,972 remaining placements are under processing.

Urban Self Employment Programme (USEP):

- Achieved upto 31st March, 2011 is 34,056
- Target for 2013-14 is 10,000, achievement of sanctioned 2896

Urban Women Self Help Programme (UWSP):

- Group enterprises
- Target for 2013-14 is 150, achievement 34

Social Security Schemes for the Urban Poor:

No. enrolled in AbhayaHastham - 4.20 SHG members
No. enrolled under JBY - 6.40

Urban Wage Employment Programme (UWEP):

- So far 352 community halls sanctioned and 212 community halls constructed.
- 240 community halls are converted into Multi Purpose Community Resources Centres with required infrastructure facilities like TV., DVD., Computer, Training Material etc., for the purpose of trainings to the CBOs.
- 133 MahilaSwasaktiBhavans @ Rs.25 Lakhs each sanctioned ,out of which 9 are completed and for 64 work under progress

Community Health & Nutrition

- MEMPA's objective under this component is to empower the CBOs to build up their capacities on access of services on health and educate at individual and community level to maintain their quality of life in a sustained manner.

Organizing and regulation of Street Vendors:

- Based on GoI Street Vendors Policy 2009, MEPMA prepared draft AP Street Vendors' (Protection of Livelihood and Regulation of Vending) Act, 2011, and it is under consideration of the Govt.
- So far profiled 1.33 lakhs street vendors in all ULBs and it is going on.
- 2191 groups are formed.
- 148 Town vending committees are formed in ULBs

MEPMA Bazaar

- SHGs were also promoted to exhibit their products every year in NUMAISH from the year 2011-12.
- On the name of Swasakthi brand the SHGs products have been marketed throughout the state
- Total sales Rs.1.21 Crores
- Regional exhibitions are also conducted
- SHGs were given opportunity to market their products in Delhi PragathiMaidan.

Rajiv AwasYojana (RAY):

- RAY Phase I ULBs – 28
- The Govt. of India has agreed for funding 11 ULBs in Phase I, which have more than 3 lakh populations as per 2001 Census. (GHMC, GVMC, VMC, TMC, Kakinada, Rajahmundry, Guntur, Nellore, Kurnool, Warangal, Ramagundam)

PROPOSAL FOR TAKING UP SOCIAL MOBILISATION ACTIVITIES IN OTHER URBAN AREAS OF OTHER STATES:

The National Urban Livelihoods Mission (NULM) was launched in September 2013 by the Government of India with the aim of reducing poverty and vulnerability of the urban poor households and resting on the foundation that the mobilization of urban poor households into Self-Help Groups (SHGs) and their federations at the area and city levels, is an important investment for an effective and sustainable poverty reduction programme. Under NULM, to catalyse the formation of SHGs and their federations and promote the financial inclusion of SHG members, Resource Organisations (ROs) may be engaged. In addition to NGOs, ROs can be autonomous registered agencies of the state or central government such as MEPMA. This proposal is for MEPMA to use its experience in social mobilization and institution building and act as an RO for other states under NULM.

I. Scope of the partnership:

The objective of this partnership is

- through deployment of high quality Community Resource Person (CRP) teams under NULM to other / host states.
- Through deployment of State Resource Persons (RPs) for giving necessary support to ULBs in other / host states.
- Provide technical support in preparation of IEC material for social mobilization and institution building.

II. Key activities and tasks of partnership:

The following are the key activities envisaged to promote social mobilization and institution building under NULM in the host state:

- Immersion, induction and training of the Host state's officials / staff (all levels), community staff and members in the selected urban areas of the host state
- Deployment of high quality external teams.
- Deployment of high quality resource persons.
- Assistance in designing customized training modules , Books of Accounts to the other state staff
- Any activity jointly agreed by other state and MEPMA and National Urban Livelihood Mission, Ministry of Housing & Urban Poverty Alleviation, GOI.

III. Expected Outcomes/Outputs in an ULB for first year:

- The staff at the selected state and city level will be trained in the areas of Social Mobilization, Institution Building (IB) and Financial Inclusion and other core competencies required for project implementation.
- Comprehensive IB and Training Action Plan will be developed.
- Presuming a city /ULB population of 100,000 people with 6,000 urban poor households, on an average, 600 SHGs will be formed and facilitated to form at least 25 Area level federations and one city level federation in one ULB.. The actual number of SHGs and federations formed and sustained will be based on the need jointly identified by MEPMA and the host state.
- One Book keeper for 3-4 SHGs will be identified and 600 Book keepers will be trained to write the records of the SHGs.
- Community managed Books of accounts will be introduced.
- SHG, ALF and CLF – system of Monitoring the meetings will be set up. 25 ALF RPs will be trained for monitoring the SHG meeting systems regularly.
- By the end of the year city/cluster level federation will be formed and strengthened
- Training of Trainers (ToTs) for up to 10-15 CRPs will be undertaken in IB and book-keeping in one ULB.
- Credit enablement through SHG Bank linkage for SHG groups formed will be ensured in the course of year 1 : and
- Opening of Bank account and facilitation of financial inclusion for all ALFs and CLFs formed in the course of year 1 will be ensured.

IV. Expected outcomes for the 2nd year:

Extending technical support through providing trainings/exposure visits to the field functionaries involved in the programme for ensuring proper follow up and sustainability.

V. Role and responsibility of each partner agency:

MEPMA:

- Diagnosis of existing level of Social mobilization, promotion of CBOs and IB process in ULBs and suggest suitable strategy to other states for taking up various activities in ULBs.

- Participate in the joint workshop held at other state and guideline for finalization of Books of Accounts for SHG and ALFs and CLFs.
- Participate in the state level meeting and guide the other states in positioning of sensitive support mechanism.
- Deployment of CRP teams & RP teams continuously for a period of one year initially and subsequently, in the 2nd year, based on the requirement
- 30 teams deployed for 6 rounds in the financial year 2013-14 in Urban local bodies in a phased manner.
- Depute teams to ULBs @ 5 teams per ULB to work in the clusters/cities to take up social mobilization activities like formation of SHGs, ALFs and CLFs.
- Assist and guide other states for conducting start up and feedback meetings to CRP teams to assess their work and achieve the outcomes.
- Select nodal CLF by the MEPMA team as per the approved rates and implement strategy through them.
- Assist and guide the other states to formulate city-level training plans and conduct follow up training to the community members and community professional by the state resource persons.
- Conduct training programmes to SHG members, ALF Executive Committee (EC) members, CLF EC members, CRPs and ALF resource persons and guide other states to utilize their services for continuous monitoring of the functioning of CBOs.
- Attend the joint review meetings conducted by the other states once in 3 months for monitoring the processes and assess the outcomes in the Resource Cities on CRP strategies and resource person's strategies.
- Depute experienced professional to the other states to work as State Anchor Person
- Support other states in designing and development of training modules, Books of Accounts, material, audio visual aids.

Host State:

- Identify select ULBs in the host state (at least 6 per state). These will be treated as Resource Cities. These ULBs/clusters should be accessible by road and be geographically contiguous.

- Recruit and position a state level specialist team in their state for taking up Social mobilization activities like IB, Financial Inclusion, HR and Finance who will partner with the MEPMA team in the selected cities / ULBs.
- Conduct local immersion programme to the team members in the clusters of the said ULBs at least for 7 days to understand poverty issues and impact of various programme interventions for poverty removal.
- Designate one dedicated Project Manager level person as anchor for ULB strategies and ensure that he/she gives quality time and put in effort towards the objective of resource cities continuously.
- Shall ensure that, the follow-up activities as mentioned in the Annexure-2 would be taken care by the respective local functionaries in other states.
- Shall liaise with SLBC, banking and other financial institutions to ensure bank and credit linkage for SHGs and their federations formed by MEPMA in the selected cities / ULBs.
- Timely release of funds to MEPMA

Role of ULBs: as per follow up action mentioned in detailed work plan.

Detailed work plan for 1 year is enclosed hereunder:

I.Detailed activity Plan by one CRP team in one slum for 1st round for 15 days:

Team composition:	Process	Work plan for 15 days:
<p>Each CRP team consists of 3 external CRPs from MEPMA and one local CRP</p> <p>Each team would cover one slum with 15-20 SHGs (if slum size is too small 2-3 slums may be clubbed so as to make a critical mass/cluster of 15-20 groups)</p>	<ul style="list-style-type: none"> • Entering MoU with MEPMA • Action plan • Empanelment of CRPs • MEPMA CRPs & Urban Interface meeting • Planning session • Deployment of teams • On-job support • Debriefing sessions • Follow up 	<ul style="list-style-type: none"> ➤ CRP team will conduct a meeting at slum level with ward leaders and other members and develop rapport with the community ➤ Collect basic data on the no. of households in slums, no. covered in SHGs and to be covered & details of functioning of SHGs if already existing. ➤ Prepare action plan for formation of SHGs with BPL households in slums. ➤ Motivate them to form into SHGs with songs and role play. ➤ Form SHGs ➤ Orient SHG members on group dynamics through role-play, games, songs etc., ➤ Facilitate the SHGs to have proper agenda and meeting process ➤ Identify Book keepers and Community activists. ➤ Train identified book keepers& community activists. ➤ Form new groups & ensure A/c opening to the new groups. ➤ Conduct Debriefing session on 15th day at town level with all the teams. ➤ To suggest follow up by the ULB

The gap period after completion of 1st round is one and half month during which ULB has to monitor the follow up action.

Follow up action by the ULBs after 1st round (1.5 months):

1. Handover the available data of population & households - slum wise while preparing action plan
2. Ready with the Book sets to be supplied to SHGs
3. Complete the process of Accounts opening of SHGs in Banks
- Attend for their meetings and observe the group dynamics and record the gaps .
- 4.
5. Savings facilitation

II. Detailed activity Plan by one CRP team in one slum for 2nd round for 9 days in a slum:

CRP team imparts intensive training to SHG members on Book keeping for 4 days, meeting process and other aspects for 2 days and facilitates them to have meeting with proper agenda including hands-on practice. They enable the SHGs to write the resolutions and other books of A/cs

The gap period after completion of 2nd round is one and half month during which ULB has to monitor the follow up action.

Follow up action by the ULB after 2nd round (1.5 months):

1. Monitor the SHG meetings regularly -
- Update the Books of Accounts,
3. Town level Bankers meeting for facilitating Bank linkages
4. Prepare SHGs with documentation for Bank linkages
5. Masanivedika (or monthly) reporting system

2.

III. 3rd round : Formation of ALFs for 9 days

Preconditions for formation of ALFs	Process
<ul style="list-style-type: none"> • CRP strategy must have been implemented for one round for 15 days • 80% of BPL Households in the slum must have covered under SHGs • All the members of SHGs must have undergone member training. • The leaders of SHGs must have undergone training • At least 60% of the SHGs are conducting regular meetings • At least 50% of the SHGs of the slum must have obtained bank linkages • All the SHGs must have updated their books of accounts as on the date of formation to become eligible for federated. 	<ul style="list-style-type: none"> • Empanelment of CRPs by DPMU units • 3 CRPs from MEPMA + 1 local CRP from ULB per team • External & Internal CRPs interface meeting • Planning session • Deployment in slums • Debriefing session <p>Work plan for 9 days:</p> <ol style="list-style-type: none"> 1. Collecting the basic data on SHGs in the slum 2. Orientation to all SHG members on SLF concept through facilitation by Sr CRPs (importance of federations & services etc.) 3. Orientation to SHG leaders on ALF concept 4. Resolutions from SHGs – nominating representatives as EC members in ALF 5. Office Bearers (OB) members selection 6. Formation 7. Account opening 8. 2 day training to EC&OB members of ALFs on their roles and responsibilities

The gap period after completion of 3rd round is one and half month during which ULB has to monitor the follow up action

Follow up action by the ULB (1.5 months):

1. Complete the Account opening of ALF
2. Attend for SLF meetings
3. Promote savings from SHGs to SLFs
4. Supply the Books of A/cs to SLF

IV. Detailed activity Plan by one CRP team in one slum for 4th round for 7 days in a slum :

CRP team imparts ALF EC&OB member trainings 2nd phase

- Facilitating ALF registration process
- Positioning of ALF RP towards support mechanism and training them
- Enable ALFs to maintain the Books of A/cs and have the meeting with proper agenda and reporting system to next tier of CBO ,i.e, City level federation.

The gap period after completion of 4th round is one and half month during which ULB has to monitor the follow up action

V. 5th round City level federation formation – 10 days by 2 resource persons:

1. After forming ALFs in at least more than 70% of the Slums in the concerned town, than to initiate the form a Town level federation.
2. CLF formation shall be completed in 4 to 5 Steps.
3. In the first Step all office bearers of ALFs shall be called to Town level, explain the need for TLF and take their consent.
4. The second Step - conduct the general body meeting with all SLFs (all members of SHGs) and explain the need and services of TLF.
5. TLF will be promoted in the third and fourth Step. 3-5 office bearers will be elected by the executive committee of TLF. All the Office bearers of SLFs shall form the General Body of the Town Federation and elect one or two representatives preferably from the poorest of the poor & poor, SC/STs, disabled persons to Town level executive committee. Similar to SLF, TLF shall also constitute functional committees from the executive committee based on its activities and requirements and conducts executive committee meetings at least once in a month.

The gap period after completion of 5th round is one and half month during which ULB has to monitor the follow up action

Follow up action by the ULB:

Continuous monitoring, TLF meetings attendance, Book keeping ;systems etc.,, savings promotion from SLF to TLF

6th round by the 2 resource persons for 10 days:

- CLF EC&OB member trainings (2 phases) including exposure visit
- Support mechanism for monitoring of SLFs in TLF .ToT training to local CRPs
- SHG Member level trgs. 3rd phase

The gap period after completion of 6th round is one and half month during which ULB has to monitor the follow up action

Follow up action by the ULB:

Continuous monitoring, Capacity building programmes through CRPs and others

Two resource persons will accompany 5 teams for all the four rounds. They conduct training programme to staff of ULB and others regarding CRP strategy.

State level anchor person would visit 15 days i.e., 2 – 3 days for each round for 6 rounds and meet senior functionaries and necessary guidance to the resource persons and CRP teams

Abstract of the proposal :

Cost of one team to form , train 20 SHGs and 1Area level federation	: Rs 1,68,000/-
Cost of 30 teams – covering 25 ALFs and 600 SHGs in one ULB	. Rs 51,00,000/-
Cost of formation of city level federation	:Rs 60,000/-
Cost of support mechanism providing 2 resource persons with 5 teams and 2 state resource persons	: Rs 8,67,000/-

Rs59,67,000/- per ULB

Cost per SHG

:Rs9945/-

CRP strategy cost varies from ULB to ULB based on the no.of poor households and potential for SHG formation.

Additional services possible: In addition, based on MEPMA's vast experience in social mobilization, the following additional services are also possible. However this would have to be negotiated separately with the host state and is not covered in the per-SIIG cost quoted above.

Training and developing implementation/managerial capability of the staff of other state, community professionals and other stake holders like district officials, Bankers, PRI members including members of Self Help Groups through

- Induction training and immersion (both local as well outside particularly in AP)
- Learning & Exposure visits
- Interaction with CRPs and state resource persons.
- Any other method deemed fit by both the parties.

Developing/improvising knowledge management and learning systems.

- a) Training need assessment and formulating training plans
- b) Capacity Building tool kits including training modules, case studies, training materials, audio visual aids etc.,
- c) Data gathering & capturing MIS development.
- d) Training of Trainers and other resource persons.

Developing Best practice sites and immersion locations

- a) Resource cities
- b) Generating internal social capital like CRPs and Community para professionals etc.,

Implementation support in specific activities/locations.

- Social mobilization through CRPs
- Livelihood interventions, formation of livelihood collectives etc.,
- Secondment of staff and state resource persons.

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014/ 1104

তারিখ 17.06.2014

From : Deputy Director (SD),
State Urban Development Agency

To : (i) Shri B.C.Patra,
Joint Secretary, M.A.Deptt., Govt. of West Bengal &
Chairman of proposed Committee
(ii) Financial Advisor, SUDA
(iii) Deputy Secretary & OSD (JNNURM), M.A.Deptt.
(iv) Advisor, SUDA
(v) Poverty Monitoring Expert, CMU
(vi) Computer Programmer, SUDA

Sub : Postponement of Date of Proposed Committee Meeting regarding NULM related matters

Ref. : This office memo no.SUDA-54/2014/1084(7) dated 12.06.2014

Sir,

In cancellation of the previous memo as stated under reference and in pursuance of memo no.SUDA-54/2014/1012 dated 11.06.2014, undersigned is directed to inform you that the date of the concerned meeting of the proposed Committee for selection of Resource Organisation/ Trainer Institute for Skill Training/ Certification Agencies/ Institutes for Skill Gap Analysis has been postponed and re-scheduled on **23.06.2014** instead of 20.06.2014. The time and venue (**3.30 p.m** at the **Conference Hall of SUDA**) as well as the Agenda remain unchanged.

You are, therefore, being requested kindly to make it convenient to attend the said meeting as per re-scheduled date positively.

SUDA-54/2014/ 1104/1 (1)

Copy to Director, SUDA & Mission Director, SULM for information.

Yours faithfully,

Deputy Director (SD)
SUDA

17.06.2014

Deputy Director (SD)
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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You are, therefore, being requested kindly to make it convenient to attend the said meeting as per re-scheduled date positively.

Yours faithfully,

Deputy Director (SD)
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(iv) Advisor, SUDA
(v) Poverty Monitoring Expert, CMU
(vi) Computer Programmer, SUDA

Sub : Committee Meeting regarding NULM related matters – reg.


Sir,

In pursuance of memo no.SUDA-54/2014/1012 dated 11.06.2014, undersigned is directed to inform you that a meeting of the proposed Committee for selection of Resource Organisation/ Trainer Institute for Skill Training/ Certification Agencies/ Institutes for Skill Gap Analysis will be held on **20.06.2014 at 3.30 p.m** at the **Conference Hall of SUDA** to discuss on the following agenda :

- (i) To identify parameters for empanelment of Resource Organization/ Trainer Institutes/ Certification Agencies/ Institutes for Skill Gap Analysis
- (ii) To suggest benchmark for different identified parameters
- (iii) To examine draft EOI/ RFP and suggest alterations/ modifications therein, if any, before finally submitting them to M.A.Deptt. for approval
- (iv) To initiate steps for uploading the approved EOI/ RFP
- (v) Miscellaneous

You are, therefore, being requested kindly to make it convenient to attend the said meeting as per scheduled date, time and venue.


Yours faithfully,

 12.6.14
Deputy Director (SD)
SUDA

SUDA-54/2014/1084(7)

12.06.2014

Copy to Director, SUDA & Mission Director, SULM for information.

 12.6.14
Deputy Director (SD)
SUDA

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stages?

Duties & Responsibilities of different manpower under at
City Mission Management Unit under DAY- NULM.

SUDA-54/2014(Pt-I)/

06.2016

ORDER

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

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

In view of above, the CO, APO (formerly TPO), City Mission Manager at CMMU are here by assigned the following duties and responsibilities noted again each of them for smooth running of CMMU as well as smooth implementation of DAY-NULM programme at City/ town level.

Responsibilities of CO *Community organizer (CO)*

1. Ensure mobilization of urban poor in her / his operational area (as fixed by Municipality) directly or through RO.
2. Ensure that all urban poor families come into the field under SHG within 2 years.
3. Supervise the function of RO and guide them to form SHGs maximum as possible.
4. Constant liaison with ALF member for their proper functioning.
5. Facilitate ALF/RO in RF to SHG / their lending activity / regular meeting / book keeping / credit linkage / entrepreneurial development.
6. Collect interested and feasible beneficiaries under SEP-I & SEP-G
7. Arrange candidate for skill training from field level based on need and by interaction with the interested / feasible beneficiaries.
8. Facilitate implementation of other NULM issues to City Level Manage.
9. Development of community level database on urban poor, their status and their need and support that can be provided from NULM.
10. Regular & timely implementation of SHG Bank Linkage.

11. contact/ assist survey related to NULM.
12. Support implementation of development works as per guidance of ULB.
13. Arrangement of training of erstwhile SHG / their grading & credit linkage / regular community contacting / facilitate SHG's dynamic activities.
14. Ensure Regular social activity by the SHG's members guided by ALF/RO.
15. Assist City Mission Manager in all sphere of NULM implementation.
16. Any other duty as assigned by CPO / CIC NULM / chairperson.

Other issues.

- 1) CO to visit respective area for a specific purpose with a prior approval from CPO / City Mission Manager.
- 2) Reimbursement of transport cost to be approved by CPO. Cost will be borne from additional 40% fund of CBT.
- 3) CO based on need should have an access to office facilities including computer facilities available at CMMU.

Responsibility of APO

Assistant Project Officer (APO)

- 1) The main responsibility of Assistant Project Officer will be to assist CPO in implementing NULM at respective ULB level as directed by CPO on day to day basis.
- 2) Any other assignment given by CPO/ CMM/ CIC NULM/ Chairperson.

Responsibilities of City Mission Manager

1. Responsibilities of city Mission Management unit have been defined as per Annexure v of NULM guidelines capacity Building & Training. They are as follows:-

a) Manager – Social Mobilisation and Institution Development

- i. Ensure that city adheres to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component for the city
- iii. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the city

- v. Responsible for providing need based Technical Assistance to Community Organisers (COs)
- vi. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- vii. Ensure reporting of the Social mobilisation and institution Development component
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

b) Manager – Skills and Livelihoods

- i. Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda for the city
- iii. Responsible for the EST & P targets of the city
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- v. Responsible for providing need based Technical assistance to COs
- vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.
- vii. Ensure reporting against KRAs
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

c) Manager – Financial Inclusion and Micro Enterprises

- i. Ensure that the city adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
- iii. Responsible for UFI & SEP targets of the city
- iv. Ensure the bank linkages for SHGs and its members at the city level
- v. Facilitate access to credit for micro enterprises set up by the urban poor at the city level.
- vi. Responsible for providing need based Technical Assistance to COs
- vii. Arranging for appropriate linkages with relevant agencies/departments and

integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM

- viii. Ensure reporting against KRAs
- ix. Work closely with other Managers at the city level for successful implementation of NULM
- x. Perform any other related tasks assigned by the City Project Officer, CMMU

d) Manager – MIS & ME

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
- iii. Undertake real time monitoring of the scheme at the city level
- iv. Responsible for timely submission of information to state
- v. Responsible for providing need based Technical Assistance to COs
- vi. Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- vii. Work closely with other Managers at the city level for successful monitoring of NULM
- viii. Perform any other related tasks assigned by the City Project Officer, CMMU

Other activities for smooth running of CMMU and smooth implementation of DAY-NULM programme at City/ Town level

1. ULBs having 3 CMM responsibilities of CMM-MIS & ME will be looked after by CMM-FI & ME in addition.
2. ULBs having 2 CMM responsibilities of CMM-MIS & ME, CMM- Skilled Livelihood of CMM-FI & ME will be looked after by CMM- Skill Micro Enterprise. However CPO in consultation with Chairperson may alter the responsibility based on available resource and ULB need.
3. Day to day monitoring of NULM implementation will be looked after by CMMs in consultation with CPO & Chairperson.
4. CMM will be allowed to attend and deliberate in each & every Committee / meetings to be held at ULB level (like Task Force, Executive Committee etc).
5. COs will report their day to day activities to CMMs.

6. CMMs will supervise the functioning of RO/STPs weekly basis.
7. CMMs will review the progress of SHGs / their activities / grading /credit linkage/ skill training / SEP loan etc on weekly basis.
8. CMMs will Co-ordinate activities of ALF/CLF Bank Branch and other organisation.
9. They will also Co-ordinate IEC/EDP/ Capacity building/ Marketing of SHG products etc.
10. CMMs will hold a monthly meeting with all stake holders (CO/APO/STP/RO/ALF rep/ CLF rep/Bank br. etc in presence CIC NULM and Chairperson (preferably) once in a month (before 5th of every month).
11. They will ensure sending progress report to SMM by 5th of every month.
12. They will attend SUDA as per direction of SUDA and with a prior approval of Chairperson or as desired by Chairperson based on need. They may visit other ULB as per direction of Chairperson based on NULM need.
13. Transport cost (actual) for attending meeting at State level will be borne from 40% additional CBT fund.
14. CMM will be provided with infrastructure support from the fund already provided.
15. They will perform other duties as assigned by CPO & Chairperson.

Review and monitoring of DAY-NULM programme on regular basis at City/ Town level

A. Review at CMMU level :-

- i) By CPO & CIC NULM – once in a week.
- ii) Chairman - once in a month (with all stake holder)
- iii) Hold Task force and Executive meeting once in every month to review progress and to plan further action.

State Mission Director will review progress of CMMU once in two month.

This Order is issued with the approval of the Principal Secretary, M.A. Department, Govt. of West Bengal in file No. SUDA-54/2014(Pt-I)

This order will take immediate effect.

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

ORDER

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

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

In view of above, it is hereby ordered that the following Officers/ Experts/ Support Staff at SMMU under DAY- NULM ^{are hereby} ~~will be~~ ^{following} assigned the duties and responsibilities as noted against each of them for smooth running of SMMU as well as smooth implementation of DAY- NULM Programme.

1. Goutam Pal - Advisor, SUDA :-

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

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

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

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

~~Perform any other related tasks assigned by the State Mission Director, SULM~~

In addition, SMM (HR & CB) will co-ordinate among different SMMs. She will look after HR & CB and also IEC activities under CBH (V) & PMAY-ARA (V) Programme till expert in the relevant field are recruited.

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

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component in the state
- iii. Responsible for the SM&ID targets of the state with respect to community mobilisation, SHGs, Federations and Revolving Fund
- iv. Identification and empanelment of Resource Organisations (ROs) under NULM
- v. Registration of ALF & CLF and ensure the SHGs, ALF and CLF structures are established across all cities in the state
- vi. Identifying technical and capacity building resource agencies, regular interface with them and engage them in implementation of NULM
- vii. Responsible for providing need based Technical Assistance to the City Mission Management Units
- viii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required

- ix. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilization agenda in implementing of NULM
- x. Ensure reporting of the Social mobilization and institution Development component
- xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xii. Preparation of different booklets and materials.
- xiii. Liaison with Accountant related to fund issues
- xiv. Perform any other related tasks assigned by the State Mission Director, SULM.

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

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

5. State Mission Manager – Skills and Livelihoods :-

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

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

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

- v. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vi. Support capacity building of CMMUs with in or across the states in implementation of MIS and M&E. S/he will also oversee the development of capacity building modules related to MIS etc.
- vii. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc.
- viii. Work closely with other State Mission Managers at the state level for successful monitoring of NULM
- ix. Monthly report return
- x. Monthly data base maintenance
- xi. Issues related to e-activities

- xii. Perform any other related tasks assigned by the State Mission Director, SULM

In addition, SMM (MIS & M&E) will look after MIS ~~and~~ related matters under SMM (V) & PMAY-HA (V) Programme & all reports are submitted in the relevant field.

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

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

xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM

xii. Perform any other related tasks assigned by the State Mission Director, SULM.

In addition, SRY (Shelby & S) will look after technical matters of PMAY-G-ABAY under the guidance of TA (SUDA)

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

1. Certification of Skill Training
2. Pending bills of SJSRY and Skill Training of NULM up to 2015-16.
3. Liaison with TE & T Deptt. Youth Service Deptt./ SHG & SE Deptt. and other Deptt.
4. Coronation activities with NSDC.
5. Issues related to MELA
6. Training & Awareness at State & ULB level
7. Attending different programmes/ meetings at ULB level.
8. Any other issues as assigned by Mission Director time to time.

9. Mrinal Ghosh- OSD, SUDA:-

- 1) Files related recruitment of manpower at SMMU & CMMU.
- 2) Files related to General administrative issues of SMMU.
- 3) Files related to service matters of all manpower at SMMU & CMMU
- 4) Files related to GC/ EC State Monitoring Committee/ Executive Committee of ULB.
- 5) Files related to vehicle/ leave/ tour etc.
- 6) Other assignment as directed by Mission Director time to time.
- 7) All the files will be routed through AO/ JD(SD) to Director.

10. Joy Guha- DEO, SUDA:-

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

11. Mrinal Kanti Majumder- DEO, SUDA:-

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

12. Susanta Sadhukhan- DEO, SUDA:-

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

13. Ranjan Saha- DEO, SUDA:-

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

14. Kalvan Sadhukhan- Accountant:-

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

15. Somnath Dutta- Multi Task Helper :-

- 1) To function the job of Cr. D'
- 2) Any other duties as assigned to him from time to time

* This Order is issued with the approval of the Principal Secretary, M.A. Department, Govt. of West Bengal in file No. SUDA-54/2014(Pt-I)

This order will take immediate effect.

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

A- Review at SMMU Level

- 1) By Jt. Director (S.D), SUDA - ^{once in a week -} weekly
- 2) By Mission Director, WBSULM - one in a month
- 3) By Pr. Secy, MA Dept - one in 3 months.

SUDA-54/2014 (Pt-I)

Director, SUDA

&

Mission Director, WBSULM

23.05.2016

Copy for information to:

1. Sri. Goutam Pal - Advisor, SUDA.
2. Smt. Rituparna Banerjee - SMM - HR & Capacity Building.
3. Smt. Soma Parui - SMM - Social Mobilization & Institution Development.

4. Sri. Sandip Bairagi - SMM - Financial Inclusion & Micro-Enterprises
5. Sri. Amit Chowdhury - SMM - MIS & ME
6. Sri. Soumen De - SMM - Shelters & Social Infrastructures
7. Sri. Tarak Dutta- Programme Co-ordinator, SUDA
8. Sri. Mrinal Ghosh- OSD, SUDA
9. Sri. Joy Guha- DEO, SUDA
10. Sri. Mrinal Kanti Majumder- DEO, SUDA
11. Sri. Susanta Sadhukhan- DEO, SUDA
12. Sri. Ranjan Saha- DEO, SUDA
13. Sri. Kalyan Sadhukhan- Accountant
14. Sri. Somnath Dutta- Multi Task Helper

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

**Duties and responsibilities of different categories of Manpower at
City Mission Management Unit (CMMU) under DAY-NULM**

Community Organisor (CO)

1. Ensure mobilization of urban poor in her / his operational area (as fixed by Municipality) directly or through RO.
2. Ensure that all urban poor families come into the field under SHG within 2 years.
3. Supervise the function of RO and guide them to form SHGs maximum as possible.
4. Constant liaison with ALF member for their proper functioning.
5. Facilitate ALF/RO in RF to SHG / their lending activity / regular meeting / book keeping / credit linkage / entrepreneurial development.
6. Collect interested and feasible beneficiaries under SEP-I & SEP-G
7. Arrange candidate for skill training from field level based on need and by interaction with the interested / feasible beneficiaries.
8. Facilitate implementation of other NULM issues to City Level Manage.
9. Development of community level database on urban poor, their status and their need and support that can be provided from NULM.
10. Regular & timely implementation of SHG Bank Linkage.
11. contact/ assist survey related to NULM.
12. Support implementation of development works as per guidance of ULB.
13. Arrangement of training of erstwhile SHG / their grading & credit linkage / regular community contacting / facilitate SHG's dynamic activities.
14. Ensure Regular social activity by the SHG's members guided by ALF/RO.
15. Assist City Mission Manager in all sphere of NULM implementation.
16. Any other duty as assigned by CPO / CIC NULM / chairperson.

Other issues.

- 1) CO to visit respective area for a specific purpose with a prior approval from CPO / City Mission Manager.

- 2) Reimbursement of transport cost to be approved by CPO. Cost will be borne from additional 40% fund of CBT.
- 3) CO based on need should have an access to office facilities including computer facilities available at CMMU.

Assistant Project officer (APO)

- 1) The main responsibility of Assistant Project Officer will be to assist CPO in implementing NULM at respective ULB level as directed by CPO on day to day basis.
- 2) Any other assignment given by CPO/ CMM/ CIC NULM/ Chairperson.

City Mission Manager (CMM)

1. Responsibilities of city Mission Management unit have been defined as per Annexure v of NULM guidelines capacity Building & Training. They are as follows:-

a) Manager – Social Mobilisation and Institution Development

- i. Ensure that city adheres to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component for the city
- iii. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the city
- v. Responsible for providing need based Technical Assistance to Community Organisers (COs)
- vi. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- vii. Ensure reporting of the Social mobilisation and institution Development component
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

b) Manager – Skills and Livelihoods

- i. Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda for the city

- iii. Responsible for the EST & P targets of the city
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- v. Responsible for providing need based Technical assistance to COs
- vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.
- vii. Ensure reporting against KRAs
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

c) Manager – Financial Inclusion and Micro Enterprises

- i. Ensure that the city adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
- iii. Responsible for UFI & SEP targets of the city
- iv. Ensure the bank linkages for SHGs and its members at the city level
- v. Facilitate access to credit for micro enterprises set up by the urban poor at the city level.
- vi. Responsible for providing need based Technical Assistance to COs
- vii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- viii. Ensure reporting against KRAs
- ix. Work closely with other Managers at the city level for successful implementation of NULM
- x. Perform any other related tasks assigned by the City Project Officer, CMMU

d) Manager – MIS & ME

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
- iii. Undertake real time monitoring of the scheme at the city level

- iv. Responsible for timely submission of information to state
- v. Responsible for providing need based Technical Assistance to COs
- vi. Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- vii. Work closely with other Managers at the city level for successful monitoring of NULM
- viii. Perform any other related tasks assigned by the City Project Officer, CMMU

Other activities for smooth running of CMMU and smooth implementation of DAY-NULM programme at City/ Town level

1. ULBs having 3 CMM responsibilities of CMM-MIS & ME will be looked after by CMM-FI & ME in addition.
2. ULBs having 2 CMM responsibilities of CMM-MIS & ME, CMM- Skilled Livelihood of CMM-FI & ME will be looked after by CMM- Skill Micro Enterprise. However CPO in consultation with Chairperson may alter the responsibility based on available resource and ULB need.
3. Day to day monitoring of NULM implementation will be looked after by CMMs in consultation with CPO & Chairperson.
4. CMM will be allowed to attend and deliberate in each & every Committee / meetings to be held at ULB level (like Task Force, Executive Committee etc).
5. COs will report their day to day activities to CMMs.
6. CMMs will supervise the functioning of RO/STPs weekly basis.
7. CMMs will review the progress of SHGs / their activities / grading /credit linkage/ skill training / SEP loan etc on weekly basis.
8. CMMs will Co-ordinate activities of ALF/CLF Bank Branch and other organisation.
9. They will also Co-ordinate IEC/EDP/ Capacity building/ Marketing of SHG products etc.
10. CMMs will hold a monthly meeting with all stake holders (CO/APO/STP/RO/ALF rep/ CLF rep/Bank br. etc in presence CIC NULM and Chairperson (preferably) once in a month (before 5th of every month).
11. They will ensure sending progress report to SMM by 5th of every month.

12. They will attend SUDA as per direction of SUDA and with a prior approval of Chairperson or as desired by Chairperson based on need. They may visit other ULB as per direction of Chairperson based on NULM need.
13. Transport cost (actual) for attending meeting at State level will be borne from 40% additional CBT fund.
14. CMM will be provided with infrastructure support from the fund already provided.
15. They will perform other duties as assigned by CPO & Chairperson.

Review and monitoring of DAY-NULM programme on regular basis at City/ Town level

A. Review at CMMU level :-

- i) By CPO & CIC NULM – once in a week.
- ii) Chairman - once in a month (with all stake holder)
- iii) Hold Task force and Executive meeting once in every month to review progress and to plan further action.

State Mission Director will review progress of CMMU once in two month.

This ~~Order~~ is issued with the approval of the ^{competent authority} Principal Secretary, M.A. Department, Govt. of West Bengal in file No. SUDA-54/2014(Pt-I)

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

m - 1848/1(7)

copy forwarded for information to the :-

dt - 14.6.

- 1) Joint Secy, M.A. Deptt. & Additional Director, SUDA.
- 2) P.S. to the Hon'ble MLC, M.A. Deptt.
- 3) PA to Secy, M.A. Deptt.
- 4) Director of Local Bodies, GO
- 5) Joint Director (SD), SUDA
- 6) Financial Adviser, SUDA
- 7) A.O., SUDA

Director, SUDA
&
Mission Director, WBSULM

STATE URBAN DEVELOPMENT AGENCY

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

ক্রমিক নং SUDA-54/2014(Pt-I)/848

তারিখ 14.06.2016

**Duties and responsibilities of different categories of Manpower at
City Mission Management Unit (CMMU) under DAY-NULM**

Community Organiser (CO)

1. Ensure mobilization of urban poor in her / his operational area (as fixed by Municipality) directly or through RO.
2. Ensure that all urban poor families come into the field under SHG within 2 years.
3. Supervise the function of RO and guide them to form SHGs maximum as possible.
4. Constant liaison with ALF member for their proper functioning.
5. Facilitate ALF/RO in RF to SHG / their lending activity / regular meeting / book keeping / credit linkage / entrepreneurial development.
6. Collect interested and feasible beneficiaries under SEP-I & SEP-G
7. Arrange candidate for skill training from field level based on need and by interaction with the interested / feasible beneficiaries.
8. Facilitate implementation of other NULM issues to City Level Manage.
9. Development of community level database on urban poor, their status and their need and support that can be provided from NULM.
10. Regular & timely implementation of SHG Bank Linkage.
11. contact/ assist survey related to NULM.
12. Support implementation of development works as per guidance of ULB.
13. Arrangement of training of erstwhile SHG / their grading & credit linkage / regular community contacting / facilitate SHG's dynamic activities.
14. Ensure Regular social activity by the SHG's members guided by ALF/RO.
15. Assist City Mission Manager in all sphere of NULM implementation.
16. Any other duty as assigned by CPO / CIC NULM / chairperson.

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 SUDA-54/2014(Pt.-I)/848

তারিখ 14 .06.2016

From : Director, SUDA &
Mission Director, WBSULM

To : The Mayor/ Chairperson

..... Municipal Corporation/ Municipality

**Sub : Duties & responsibilities of different categories of Manpower at City Mission
Management Unit (CMMU) under DAY-NULM**

Sir/ Madam,

You are aware that major developments in institutional set-up of DAY-NULM (formerly known as NULM) programme have taken place recently at State Level as well as at City Level.

For smooth implementation of DAY-NULM programme it is felt necessary to spell out the duties and responsibilities of different categories of manpower both at State Level as well as City Level.

In view of above I am to enclose herewith the details of duties and responsibilities of different categories of manpower at CMMU under DAY-NULM for perusal and taking necessary action at your end.

Enclo: as stated

Yours faithfully,

Director, SUDA
&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং

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

তারিখ

/4 .06.2016

ORDER

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

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

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

1. Goutam Pal - Adviser, SUDA :-

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

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

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

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

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

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

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

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

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

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

5. State Mission Manager – Skills and Livelihoods :-

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

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

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

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

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

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

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

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

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

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

- 1. Certification of Skill Training
- 2. Pending bills of SJSRY and Skill Training of NULM up to 2015-16.
- 3. Liaison with TE & T Deptt. Youth Service Deptt./ SHG & SE Deptt. and other Deptt.
- 4. Coronation activities with NSDC.
- 5. Issues related to MELA
- 6. Training & Awareness at State & ULB level
- 7. Attending different programmes/ meetings at ULB level.
- 8. Any other issues as assigned by Mission Director time to time.

9. Mrinal Ghosh- OSD, SUDA:-

- 1) Files related recruitment of manpower at SMMU & CMMU.
- 2) Files related to General administrative issues of SMMU.
- 3) Files related to service matters of all manpower at SMMU & CMMU
- 4) Files related to GC/ EC State Monitoring Committee/ Executive Committee of ULB.
- 5) Files related to vehicle/ leave/ tour etc.
- 6) Other assignment as directed by Mission Director time to time.
- 7) All the files will be routed through AO/ JD(SD) to Director.

10. Joy Guha- DEO, SUDA:-

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

11. Mrinal Kanti Majumder- DEO, SUDA:-

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

12. Susanta Sadhukhan- DEO, SUDA:-

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

13. Ranjan Saha- DEO, SUDA:-

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

14. Kalyan Sadhukhan- Accountant:-

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

15. Somnath Dutta- Multi Task Helper :-

- 1) Job of Group-D
- 2) Any other duties as assigned to him from time to time.

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

A. Review at SMMU Level :-

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

Competent Authority

(This ~~Order~~ is issued with the approval of the ~~Principal Secretary, M.A. Department, Govt. of West Bengal & Chairman, SUDA~~ in file No. SUDA-54/2014(Pt-I)).

This order will take immediate effect.

NO. SUDA-54/2014 (P-1)/847/1(7) dt -

Copy for information to:

1) Joint Secy, MA Dept & Additional Director, SUDA &

Director, SUDA
Mission Director, WBSULM

2) P.S. to Hon'ble M.P.C. MA Dept.

3) P.A. to Secretary, MA Dept.

4) Director of Social Books, WB

SUDA-54/2014 (P-1)/

847/2/14) 5) Joint Director (SD), SUDA

6) Financial Adviser, SUDA

Copy for information to:

7) A.O., SUDA

Director, SUDA

& Mission Director, WBSULM

14.06.2016

1. Sri. Goutam Pal - Advisor, SUDA.
2. Smt. Rituparna Banerjee - SMM - HR & Capacity Building.
3. Smt. Soma Parui - SMM - Social Mobilization & Institution Development.
4. Sri. Sandip Bairagi - SMM - Financial Inclusion & Micro-Enterprises
5. Sri. Amit Chowdhury - SMM - MIS & ME
6. Sri. Soumen De - SMM - Shelters & Social Infrastructures
7. Sri. Tarak Dutta- Programme Co-ordinator, SUDA
8. Sri. Mrinal ^{Kanti} Ghosh- OSD, SUDA
9. Sri. Joy Guha- DEO, SUDA
10. Sri. Mrinal Kanti Majumder- DEO, SUDA
11. Sri. Susanta Sadhukhan- DEO, SUDA
12. Sri. Ranjan Saha- DEO, SUDA
13. Sri. Kalyan Sadhukhan- Accountant
14. Sri. Somnath Dutta- Multi Task Helper

Director, SUDA
&
Mission Director, WBSULM

Receipt copy



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-54/2014/ 1012

11.06.2014

ক্রমিক নং

তারিখ

From : Director, SUDA
&
Mission Director, SULM

To : Shri B.C.Patra,
Joint Secretary, M.A.Deptt.,
Govt. of West Bengal.



Sir,

As you are aware that National Urban Livelihood Mission (NULM) has been launched by Government of India and implementation of the NULM programme in the selected cities/ towns has been taken up in the State from the current year i.e. 2014-15. In this regard discussions held in the chamber of Principal Secretary, M.A.Deptt. on 27.05.2014 regarding modalities to be followed for selection of Resource Organisation/ Trainor Institute/ Certification Agencies/ Institutes for conduct of Skill Gap Analysis may be recalled. Accordingly, a Committee has been proposed under your Chairmanship which is awaiting approval of M.A.Deptt. The proposed committee along with its terms of reference is enclosed under Annexure-1.

As further discussed with Principal Secretary and Chairman, SUDA on 10.06.2014, you are requested to hold the meeting of the Committee at the earliest so that selection of the above mentioned Institute/ Agencies for implementation of different components of NULM can be taken up expeditiously.

Enclo: as stated

Yours faithfully,

WJ 11/6/14

Director, SUDA

&

Mission Director, SULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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

Account Section : 2358 6408

Copy for information to :

SUDA - 54/2014 / 10/2/1 (3)

- ✓ 1. P.S to the Principal Secretary, M.A.Deptt., Govt. of West Bengal
2. OSD and Deputy Secretary, M.A.Deptt., Govt. of West Bengal
- ✓ 3. Deputy Director (SD), SUDA – with a request to convene the meeting early in consultation with Joint Secretary, M.A.Deptt. and Chairman of the proposed Committee



WT 11/6/14
Director, SUDA
&
Mission Director, SULM

The second committee which is proposed to be set up for selection of Resource Organization / Trainer Institutes for skill training / Certification Agencies / Institutes for Skill Gap Analysis may comprise of the following members:

- | | |
|---|-----------------|
| i) Jt. Secretary (NULM), MA Deptt. - | Chairman |
| ii) Financial Advisor, SUDA - | Member |
| iii) Dy. Secretary & OSD (JNNURM) MA Deptt. - | Member |
| iv) Dy. Director (SD), SUDA - | Member-Convenor |
| v) Advisor, SUDA - | Member |
| vi) Poverty Monitoring Expert, CMU - | Member |
| vii) Computer Programmer - | Member |

The committee may be suitably empowered to co-opt any member / s in the committee for any specific purpose, if considered necessary.

Proposed terms of Reference of this Selection Committee are given below :-

1. To identify parameters for empanelment of resource Organization / trainer institutes / certification agencies / institutes for Skill Gap Analysis.
2. To suggest benchmark for different identified parameters
3. To examine draft EOI/ RFP and suggest alterations/ modifications therein, if any, before finally submitting them to M.A Deptt. for approval
4. To initiate steps for uploading the approved EOI / RFP
5. To examine the submitted EOI/RFP & to recommend the agencies/institutes for empanelment.

Put up for perusal, consideration and approval.

Dy. Dir

Advisor
6/6/14

Notes at prepage and above may be perused.
May be approved as proposed.

Director.

6.6.14

Note from pre-pages.
Proposed at A' & B' at pre-page & above for setting up Selection Committee and Committee for Selection of RO, Trainer Institutes etc may kindly be approved. Necessary order from M.A. Deptt may be issued, if approved.

3/6/14

Secretary
Deptt
man, SUDA
no- 717/14
09.06.14
4/2014

The discussion held at the meeting between Principal Secretary and officials of M.A Deptt. with Director and other officials of SUDA on 27.05.2014 may kindly be recalled.

As per decision taken in the meeting, selection of manpower at SMMU/CMMU and selection of Resource Organization / 'trainer institutes / certification agencies / institutes for conduct of Skill Gap Analysis' will be made through committees set up for the purpose.

Accordingly, two committees are proposed to be set up in the state - a 'Committee for selection of manpower at SMMU / CMMU' and a 'Committee for selection of Resource Organization / trainer institutes / certification agencies / institutes for conduct of Skill Gap Analysis'.

Following the method of recruitment as laid down in the NULM guidelines of MoHUPA, the relevant portion of which is placed in the file for ready reference (flagged-'X'), the 'Selection Committee' is proposed to be set up with the following members:-

- | | |
|--|-----------------|
| 1. Mission Director, SULM - | Chairman |
| 2. Jt. Secretary (NULM), MA Deptt. - | Member |
| 3. Financial Advisor, SUDA - | Member |
| 4. Director of Local Bodies- | Member |
| 5. Representative from MoHUPA, Govt. of India- | Member |
| 6. Representative from NRLM (not below the rank of Dy. Director) - | Member |
| 7. Representative from SHG & SE Deptt.(not below the rank of Dy. Director) - | Member |
| 8. Dy. Secretary & OSD (JNNURM) MA Deptt. - | Member |
| 9. Dy. Director (SD), SUDA - | Member-Convener |

Proposed terms of reference for this 'Selection Committee on Manpower Recruitment' are given below.

1. To suggest methodology for recruitment / engagement of required manpower at SMMU/ CMMU
2. To suggest eligibility criteria for engagement of project Officer/s at SMMU & CMMU
3. To suggest eligibility criteria and to fix benchmark for the eligibility criteria for recruitment of experts at SMMU / CMMU such as age (including provision for age relaxation, if any) educational qualification, monthly remuneration, reservation for SC/ST candidates etc.
4. To suggest eligibility criteria and to fix benchmark for recruitment of Assistant Project Officers (APO) and Community Organizers (CO) at CMMU such as age (including provision for age relaxation, if any) educational qualification, monthly remuneration for APO, reservation requirement etc.