

In pursuance of your memo no. SUDA-54/2014/7012
 (Flag A) Dtd. 11.6.2014, and as per discussion held with
 Shri B.C. Patra, Joint Secretary, M.A. Deptt.,
 Govt. of West Bengal, this is to apprise you
 that, Joint Secretary has given his consent to
 hold the meeting of the proposed committee
 in connection with NVAM on 20.6.14 at 3:30pm
 for the selection of Resource Organisation / Trainer
 Institute for skill training / Certification Agencies/
 Institute for Skill Gap Analysis. The agenda, if approved
 may
~~can~~ be as follows:

- (i) To identify parameters for empanelment of
 Resource Organisation / Trainer Institutes for
 Skill Training / Certification Agencies / Institute
 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 EOI/RFP
- ~~(v) To ~~exam~~ examine the submitted EOI/RFP 2
 to recommend it~~
- (v) Misc.

Venue will be at Conference Hall of SUDA.

In the connection a draft letter has been
 prepared addressing the chairman and ^{all} other
 members of ^{the} proposed committee (which was
 awaiting for M.A. Deptt's approval vide U/O no 717/14
 54/2014 ^{Flag A}) to attend the said meeting as per scheduled
 date, time & venue. The ^{tentative} Agenda ~~of~~ of the aforesaid
 (P.T.O.)

meeting has also been stated in the letter;
 The ~~draft~~ ^(Flag) said draft letter is being placed
 herewith for your perusal. If approved,
 the letter for ~~concerns~~ ^{said} concerning the meeting
 may ^{be} issued to all concerns under the
 signature of the undersigned.

[Signature]
 12.6.14

WJ
 17/6/14

Director
~~DDM~~
 HC

Pl. take n/a
[Signature]
 12.6.14

As per discussion held with you subsequently,
 it has been learnt that, Shri B.C Patra,
 Joint Secretary, M.A Deptt, Govt. of West Bengal,
 has expressed his inconvenience to hold the
 meeting on 20.6.14. Thereafter undersigned has
 made a contact with him over phone and the
 Jt. Secretary has given his consent to hold the
 meeting on ~~20.6.14~~ 23.6.14 at 3:30 p.m.

Accordingly a draft letter intimating the re-scheduled
 date to all concerns has been placed at Flag D.
 The letter may be perused. If approved,
 the said letter may be issued to all concerns
 under signature of undersigned.

[Signature]
 17.6.14

WJ
 17/6/14

Director

~~DDM~~

Pl. take n/a
[Signature]
 17.6.14

HC

As per discussion held with you, the ~~date~~ first meeting of the Selection Committees for selection of manpower at SMMU, CHMU and NVAM and that for selection of Resource Organisation / Trainer Institutes / Certification Agencies / Institutes for Skill Gap Analysis have been scheduled on 16.7.14 at 12:00 noon and 2 p.m respectively at Conference Hall of SUDA. The agenda are based on the approved terms of reference as suggested at P at NSP-3 and Q at NSP4. The ~~Corresponding note~~ copy of notesheet is given at Flag E which may be perused. ~~The Accor~~ In this connection this is to be mentioned that meeting of the proposed committee which was scheduled on 23.6.14 for selection of Resource Organisation / Trainer Institutes / Certification Agencies / Agencies for Skill Gap Analysis was cancelled due to absence of Chairman. Accordingly two draft letters informing the scheduled date, time and venue to all concerns have been placed at Flag F and G. Both the draft letters at Flag F & G may be perused. If approved, the said letters may be issued to all concerns under the signature of the undersigned.

am
8.7.14

Director

am
HC

Pl. arrange to am send the letters to all concerns.
8.7.14

am 8.7.14

• Draft letters in respect of various notifications issued by MA Dept, Growth for corrigendum/information are put up for perusal, approval & signature pl.

~~Dir~~

Admstr

9/2/14

wt
9/2/14

NOTE SHEET

SUDA

As per discussion held with you, the next meeting of the 'Committee for Selection of Resource Organisation / Trainer Institute / Certification Agency for conduct of assessment and certification of trainees in different programmes' has been scheduled on 16.9.14 at 3 p.m at the Conference Hall of SUDA after consultation with Shri, B.C. Patra, Special Secretary, M.A. Department, Govt. of West Bengal and the Chairman of the aforesaid Committee. The agenda will be as follows:

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

The corresponding letter has been placed at- Flag X for your perusal. If approved, the said letter of the convening meeting may be issued ^{to all concerns} under the signature of ^{the} undersigned.

[Signature]
9.9.14

Director.

[Signature]

He

[Signature]
9/9/14

Pl. arrange to serve the letter to all concerns

[Signature]
9.9.14

As recommended by the Selection Committee the last date for submission of Bid for Empanelment of RO may be extended to 15th Oct, 2014 & corresponding bid opening date may be fixed for 20th Oct, 2014 - 12.00 PM.

A draft Corrigendum is accordingly put up for carrying out/uploading the necessary revisions by NIC.

St. Dir

Go
29/9/14

Draft letter on extension for bid opening date for Resource Organisation may kindly be signed. NIC may be contacted immediately for uploading the extended date in website.

Director
for

W. L.
29/9/14

W. L.
29/9/14

Draft letter for holding meeting to evaluate the Bids submitted to be held on 12/11/14 at 4.00 PM at SUDA, Conference Hall is signed.

W. L.
3/11/14

Ad. Dir
Office

Go
3/11/14

Draft resolution of the meeting put up for signature.

Director
SD(SD)

W. L.
27/11/14

W. L.
21/11/14

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. (Flag - A).
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 was holding the post to Jt. Secretary, MA Dept. vide P & AR Dept. notification no. 51-PAR(WBCS)/1D-86/2010 Pt. dt. 13.01.2015. (Flag - B).
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. (Flag - C).
4. Accordingly MA Dept. may be requested to issue a fresh notification amending the changes as stated in point 2 & 3.

Put up for kind approved please.

M. Rano
28/1/15
Joint Director (SD), SUDA

X - as proposed. A draft letter pl.

JD (SD)

WLC
28/1/15

Draft put up for approval and signature pl.

M. Rano
2/2/15

WLC
2/2/15

Director
JD (SD)

Adm. Sec.
M. Rano
9/2/15

4th Meeting for order issued *M. Rano*
2/2/15

Next meeting for selection of RO has been convened on 02/4/15 at 4 PM. with following agenda.

- ① selection of COS & ROS.
- ② Re-floating of RFP for selection of ROS.
- ③ miscellaneous.

m. Rao
3/4/15

Sri B. C. Patra, Special Secretary MA Dept (working after NULM issues) was the chairman of this committee. Now Sri Patra has retired. So MA Dept to be requested to nominate new chairman.

Draft placed may kindly be signed.

m. Rao
3/8/15

Director

Draft signed by Director and letter sent vide office no. 59/2014 (P-1)/898 dt 3.8.15

m. Rao
4/8/15

AS in Govt

m. Rao
4/8/15

Draft proceedings of 4th meeting of State Level Manpower Committee is put up for kind approval and signature.

m. Rao
26/8/15

W. Rao
31/8/15

Director

m. Rao
31/8/15

4th meeting of ~~Forfeiture Committee~~ Selection of RO/Trainer Institute/certifying Agency will be held on 22/9/15 at 12 noon as convened by chairman of the committee at the chamber of Sri Nisha Chatterjee Joint Secretary at ILGUS. FO, SUDA is requested to arrange for tea, snacks and tiffin for 15 heads.

m. Rao
17/9/15

W. Rao
17/9/15

CA

18/9/15

FO PL

FO

m. Rao
21/9/15

Proceedings of 4th Meeting of the Selection Committee for Selection of Manpower at SMMU and CMMU under NULM held on 18.08.2015 at SUDA Conference Hall is enclosed for perusal.

As per decision taken during the above meeting following proposal put up for approval of MA Deptt. to initiate next course of action in this regard by WBSULM.

A. Para 1.1 of the aforesaid proceedings recommended re-designation of following official of MA Deptt./ SUDA/ CMU in additional charge of SMMU for NULM as detailed below :-

Sl No.	Position proposed in WBSULM	Presently holding post	Remarks
1.	Mission Director, WBSULM	Director SUDA	Already notified
2.	Additional Mission Director (Administration) [Ex-officio]	Joint Secretary, M.A. Deptt, & Addl. Director (Project), SUDA	In additional charge
3.	Additional Mission Director (Finance) [Ex-officio]	Financial Advisor, SUDA	In additional charge
4.	Additional Mission Director (Capacity Building) [Ex-officio]	Additional Director, ILGUS	In additional charge
5.	Additional Mission Director (NULM) [Ex-officio]	Joint Director (SD), SUDA	In additional charge
6.	Project Officer (Skill & Micro-Enterprise)	Advisor, SUDA	In additional charge
7.	Project Officer (Livelihood)	Poverty Monitoring Expert, CMU	In additional charge
8.	Deputy Project officer (Skill & Micro-Enterprise)	Programme Co-ordinator, SUDA	In additional charge
9.	Deputy Project Officer (Capacity Building)	Urban Planner ILGUS (Addl charge)	In additional charge
10.	Deputy Project Officer (Administration)	OSD, SUDA	In additional charge

If approved re-designation order will be issued by WBSULM. ✓

B. In cancellation of earlier decision Committee decided in para 1.2 to engage six experts at SMMU setup directly by the Committee as per MA Deptt. Notification 769/MA/P/C-10/35-30/2013 dt 17.11.2014 and the Guideline issued by the Deptt. in this regard.

Now approved of MA Deptt. is required for above decision.

C. i) In addition to expert at SMMU Committee also decided in para 1.3.1 to engage following manpower in SMMU set up abiding by the NULM Guideline.

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

ii) In para 1.3.2 it is proposed that Sri Joy Guha and Sri Mrinal Kanti Majumder, DEO, SUDA working presently with NULM assignment may be engaged as Dealing Assistant Cum Data Entry Operator, on the basis of option and fulfilling the eligibility criteria. In case of option to join at SMMU, 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.

iii) In para 1.3.3 it is proposed that 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.

iv) In para 1.3.4 it is proposed by the Committee that Monthly contractual remuneration will be as follows:-

a) Accountant – ₹ 15,000 / month

b) Dealing Assistant Cum Data Entry Operator – ₹ 12,000

c) Multi Tasking Helper – ₹ 10,000

v) In para 1.3.5 detail qualification and other criteria for engagement of all categories as mentioned in C iii) approved by the Committee.

Approval of MA Deptt. in point C i) to C v) is required.

Notification in point no C v) may be issued if approved.

D. i) In para 2.1.3 proposed redesignation of existing CO in NULM set up. If approved notification to be issued by MA Deptt.

ii) In Para 2.1.3 (a) it is proposed that 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 Deptt. which is approved by the Committee in his its meeting. Detail criteria as approved by the Committee is placed for approval by MA Deptt. Notification may be issued, if approved. ULB wise vacancy statement for fresh engagement of CO as per criteria is also placed for approval.

Note from NSP-9 ante may kindly be perused. For smooth implementation of NUCM both at State & City/Town level, various proposals as summarised at 'P' at NSP-11 may kindly be considered and approved. If approved, necessary order/notification as mentioned at 'Q' (NSP-11) may be issued from M.A. Deptt. It may be mentioned that the above proposals have duly been recommended by the State level Manpower Committee in its 4th meeting held on 18.8.2015 (minutes placed under flag-X). Proposals above may kindly be approved.

WT
28/9/2015

Principal Secretary
M.A. Deptt
& Chairman,

P. See & peruse

mtl
28/9

O. No. SUDA 340/15
Dated 28.09.15

File No. 54/2014 (P-1)

js mcl

Decision of the State Level Selection Committee at SMMU & CMNU under NUCM with specific proposal from SUDA at 'P' & 'Q' has been examined.

Accordingly, necessary approval of the Deptt may be accorded at present:-

(i) Proposal for re-designation may be approved at 'A' at NSP/9.

(ii) Decision for Direct engagement on contractual basis for experts at SMMU. Following the principle of selection [issued under guideline for CMNU from SUDA] may be considered at 'B' at NSP/9.

(10)

(next page)

iii) In para 2.1.3 (b) Monthly remuneration of re-designated APO and CO is proposed to be enhanced to ₹ 15,000 / month and ₹ 10,000 / month respectively with effect from 01.01.2014. Approval of MA Deptt. In point D i) to D iii) is required. Notification on D i) & D iii) may be issued, if approved.

E. i) In para 2.1.4 (a) scale for engagement of support staff at different ULB are proposed as here under. 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

ii) In para 2.1.4 (b) monthly remuneration of the support staff will be

- Accountant – ₹ 14,000 / month
- Dealing Assistant Cum Data Entry Operator – ₹12,000 / month
- Multi Tasking Helper – ₹ 10,000 / month

Both proposal at E (i) & E (ii) may be approved and notification on E (i) containing detail criteria for engagement of support staff at City Level may be issued.

In short approval to the proposal at A, B, C (i) to C (v), D (i) to D (iii), E (i) & E (ii) may kindly be given and notification in respect of following may kindly be issued :-

- Detail qualification and other criteria for engagement of Accountant, Dealing Assistant Cum Data Entry Operator and Multi Tasking Helper – C (iv) & C (v).
- Eligibility criteria for engagement of fresh Community Organizer including ULB wise vacancy statement – proposal D (ii).
- Re-designation of existing CO into NULM – proposal D (i).
- Monthly remuneration of re-designated APO & CO – proposal D (iii).
- Scale of engagement of support staff at each ULB + eligibility criteria for their engagement + Monthly remuneration of support staff – proposal E (i) & E (ii).

N. K. Sen
24/9/15
Joint Director (SD), SUDA

(iii) To provide support for functioning SMNV, following proposals:-

- (a) Accountant (1) (b) D/A cum Data Entry Operator (3)
(c) Multipurpose helper - 02.
may be approved.

(iv) Proposal at "C" at nsp/10 may be approved.

(v) Proposal for engagement of one Accountant; One D/A cum Data Entry Operator & 2 Multipurpose helper at as noted at 'D' at nsp/10 may be approved ^{SMNV}.

(vi) Monthly contractual remuneration ^(for SMNV staff) at E at nsp/10 may be approved & found to be within limit the ambit of NCM guideline - sanctioned for SMNV. (40%).

(vii) Regarding F - Order may be issued from SVLM.

Regarding F (Qualification) - As recommended by selection ^{of SMNV staff} Committee with minor modification in the ~~order~~ annexure 1 for posts of Accountant & D.E.O. may be approved.

(viii) - G' - Redesignation of C.O. in NCLM set up may be approved & if approved, necessary order may be issued from MA Dept.

(ix) "H" - For selection of Direct Recruitment C.O. Detail criteria may be approved along with vob vide vacancy of R.O.

(X) Regarding I :- May be approved, but in case of UBS with 2 experts; one multi-tasking helpes may also be included in those Cts, if approved.

(xi) Regarding J :- Mental Contractual remuneration as proposed may be approved & payment may be made by the UBS within the Ceiling of per centum functioning guideline of NCM.

(xii) Regarding enhancement of ~~contractual~~ remuneration of CO & TPO, besides the non NCM towns also, a decision may be held with Ar Secy, MA & Director SUDA. & the undersigned for finalisation; ~~the~~ shortly, after issuance of new orders from SUDA / MA Deptt. on this aspect

Summarily, Proposals from (i) to (xii) at NSP/12-14 may be approved

M 9/10/2015
me
28/10/15

26/10/15

Ar Secy
MA
Director SUDA
28/10/15
2

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]
6.11.15
Advisor

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

Director

[Signature]
6/11/15

[Signature]
6/11/15

[Signature]
PC

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

[Signature]
6/11/15

The employment notice proposed for publication in the local daily newspapers of 17/11/15 alongwith the notices to be uploaded in the departmental website & CMU website relating to recruitment of experts at SAMU, NULM may be sent to the MA Dept. for necessary action at their end.

Draft letter put up may pl. be signed.

~~at 17~~

ad-iv

G
16/11/15

16/11/15

Sub: Selection of Manpower at SMMU, CMMU under NULM.

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 50,000/- 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.

Put up and submitted for assigning the order to the officials to be involved in selection process.

[Signature]
16/11/15

An order need to be issued for point no. (14), (15) & (16). Draft is placed accordingly for kind approval and signature.

[Signature]
16/11/15

[Signature]
17/11/16

[Signature]
16/11/15

[Signature]
Director

[Signature]
16/11/15

Approval of Hon'ble MIC in NSP-14 may kindly be seen.

As per approval of Hon'ble MIC advertisement for engagement of expert at SM MU has been issued on 17/11/15 and ULBS have been directed to engage support staff as per criteria approved. As per above approval following proposals are given: -

① Now, as per point no (VIII) of NSP-13 necessary order redesignating existing CO to CO under NULM may be issued by the Dept.

② Discussion has been made as per point no (XII) of NSP-14, as informed by Mission Director. Hence, a notification / order may be issued by MA Dept to enhance the contractual remuneration of existing CO & TPO inducted as CO and APO under NULM.

(ii) Regarding date of effect of enhancement of remuneration appropriate date may also be fixed. Financial implication of remuneration enhancement is as following: -

① No of TPO = 25

② Proposed enhancement / month = Rs 7000 / APO / month

③ Monthly implication = $Rs 7000 \times 25 = Rs 1,75,000/-$

④ Annual implication is = $Rs 21,00,000/-$.

⑤ No of CO = 144.

⑥ Proposed enhancement / month = Rs 5000 / CO / month.

⑦ Monthly implication = $Rs 5000 \times 144 = Rs 7,20,000/-$

⑧ Annual implication = $Rs 86,40,000/-$.

Total financial implication / year = $Rs 1,07,40,000/-$
(Rs one crore seven lakh forty thousand).

Put up for approval and issuance of necessary approval by MA Dept.

Director

18/11/15

Note pre-page.

P1

Approval of Hon'ble MLC, MA & UD Deptt at NSP-14 may kindly be seen. Accordingly, further course of action has been suggested at Para 1 & 2 pre-page (NSP-20) which may kindly be perused. As further discussed we may consider enhancement of remuneration of both COs and TPOs working under NULM Towns and date of enhancement may be given w.e.f 01.04.2014 i.e. from the date of implementation of NULM in the state. The additional financial liability will be borne out of NULM fund lying at SUDA/SULM.

Submitted for consideration and approval. If approved appropriate notification may be issued from MA-Deptt.

WT 18/11/15

Principal/Secretary
M.A. Deptt
& Chairman, SUDA

H. Opine

ml
19/11

U.O. No. SUDA: 413
Dated: 19-11-15

JMC)

① Proposal for enhancement of contractual remuneration of COs as per NULM guideline may be considered.

② Enhancement of contractual remuneration for TPOs also, out of A & OF fund for 25 TPOs may also be considered.

③ Financial liability may be seen at NSP/20 - 'A' and 'B'.

④ Date of effect may be prospective for the present. If for this aspect, discussion is necessary for retrospective from 1.4.2014. Submitted for discussion 14th 29/11/15

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Order pre-page. As further discussed
the proposal at 'x' pre-page (MSP-22)
may kindly be approved.

Principal Secretary
M.A. Deptt
& Chairman, SUDA

WJ
8/1/2016

U.O. No. SUDA: 13/16

Dated 08.1.16

File 54/2014(P-1)

Pl. put up the no. of persons
involved and addl. fund
required per year.

me
17/2

Yr

Pl put up with information as
desired at 'x' above.

WJ
8/2/16

19/3/16

Total no of APO existing = 25 nos.

Total no of Co existing = 143 nos.

Presently APO's are getting Rs 8000/-/month

Co's are getting Rs 5000/-/month

Enhancement proposed APO Rs 15000/-/month

Enhancement proposed Co Rs 10000/-/month.

Per month extra remuneration for each APO = Rs 7000/-

Per month extra remuneration for each Co = Rs 5000/-

So per month total ^{extra} requirement for APO =

Rs 7000/- x 25 = Rs 1,75,000/-

Per month total ^{extra} requirement for Co = Rs 5000/- x 143.

= Rs 7,15,000/-

So per month total extra remuneration

= Rs 1,75,000/- + Rs 7,15,000/-

= Rs 8,90,000/- (Eight lakh ninety thousand)

Annual extra requirement = Rs 8,90,000/- x 12 =

= Rs 1,06,80,000/- (One crore six lakh eighty thousand)

out of Annual extra remuneration of B 1,06,80,000/-
Rs. 85,80,000 (for CO) can be made from
capacity building fund and Rs. 21,00,000/- (twenty
one lakh) could be made A & OE fund of NULM.
~~So extra~~ Hence enhancement as proposed may be
approved.

infected

M. R.
19/2/16

Instruction pre-page ('X' at MSP 22) may
kindly be re-called. As desired the details
of fund requirement for addition remuneration
proposed have been furnished at MSP 22 to 23
which may kindly be perused. Addition for
amount to Rs. 85,80,000/- ^{per year} for 143 nos. of existing
Community Organisers will be available under
CB & T Component of NULM and additional
fund amount to Rs. 21,00,000/- per year for existing
25 nos. Town Project Officers (designated APO under NULM)
will be available from A & OE fund of NULM and
no additional fund will be required from State Govt.
In view of above earlier proposal at 'P'
at MSP-21 may kindly be approved. *WT*
9/2/16

Principal Secretary
M.A. Deptt
& Chairman, SUDA

Pl. Opial *mal*
19/2

U.O.No. SUDA: 206/16

Dated 19/02/16

Ran. 54/2014/PL-1

[Signature]
50(50)
19/2/16
MA

PC SUDA
PI put up with
draft letter
21/2/16
FA

[Signature]
MTC SUDA

Financial involvement, on 1st may may
Proposal at 'X' prepage ^{be seen}
may be approved from 1.3.2016. ^{above}
[Signature]
29/2/16
[Signature]
25/2/16
27/2/16

As per approval of Hon'ble MIC MA&UD Deptt of
NSP-23 draft order notifying enhancement of
Monthly Consolidated Remuneration for APO & CO
() is placed for approval & signature.

Director

JM(SD)

02/03/16

WJ

Three major development in respect of manpower engagement at SMMU & CMMU under NULM have taken place recently. They are :-

- (1) Experts and support staff at SMMU have been engaged and joined
- (2) Managers at CMMU level have joined in may ULBs
- (3) APO & Co have been inducted into NULM set up and their salary have been enhanced. There are other officer/ Staff are their in SUDA looking after NULM implementation. In view of above different responsibilities need to be divided among the SMMU & CMMU officers for smooth functioning of the project.

Accordingly a proposal is placed for kind perusal and approval :-

Key Responsibilities

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) 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. 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

3. 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. 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. 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

7. 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.

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. Jov 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.

All the officials mentioned above except Sl no. (1), (8) & (14) will sit in the SMMU- NULM premises of 3rd Floor of SUDA building.

Responsibilities of 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.

- B {
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.

- e {
- 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

- D {
- 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 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
2. ULBs having 3 CMM responsibilities of CMM-MIS & ME will be looked after by CMM-FI & ME in addition.
 3. 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.
 4. Day to day monitoring of NULM implementation will be looked after by CMMs in consultation with CPO & Chairperson.
 5. 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).

- 34-
6. COs will report their day to day activities to CMMs.
 7. CMMs will supervise the functioning of RO/STPs weekly basis.
 8. CMMs will review the progress of SHGs / their activities / grading / credit linkage/ skill training / SEP loan etc on weekly basis.
 9. CMMs will Co-ordinate activities of ALF/CLF Bank Branch and other organisation.
 10. They will also Co-ordinate IEC/EDP/ Capacity building/ Marketing of SHG products etc.
 11. 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).
 12. They will ensure sending progress report to SMM by 5th of every month.
 13. 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.
 14. Transport cost (actual) for attending meeting at State level will be borne from 40% additional CBT fund.
 15. CMM will be provided with infrastructure support from the fund already provided.
 16. They will perform other duties as assigned by CPO & Chairperson.

Review of the Programme

Following proposal for review of NULM scheme at different level is made :-

A. Review at SMMU level :-

- i) By Joint Director (Social Development) SUDA – weekly
- ii) By Mission Director, WBSULM - one in a month
- iii) By Principal Secretary – once in 3 month.

B. 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.
- iv) State Mission Director will review progress of CMMU once in two month.

Put up for approval please.

Director

Joint Director (SD), SUDA

Note pre-pages (nsp - 25 to 34).

As stated at para marked 'A' (nsp-25), major development in institutional set up of NULM at State & City/ Town Level have taken place in recent months, for which duties & responsibilities & related issues of different category of manpower under SMMU & CMMU are need to be spelt out for smooth implementation of NULM programme.

In view of above, proposals in foregoing paras as summarized below may be considered & approved.

Para 1 & 8 : Job assignments of Sri G.Pal, Advisor, SUDA & Sri T.S.Datta, Programme Co-ordinator, considering their long experience in implementation of earstwhile SJSRY as well as present NULM programme.

Para 2 to 7 : Job assignment of State Mission Manager under SMMU in the line of KRA (Key Responsibility Area) mentioned in NULM Mission Guideline. In addition following additional responsibility may be assigned to State Mission Managers mentioned below :

1. State Mission Manager (HR & Capacity Building) – She will co-ordinate among different State Mission Managers in addition to her job assignment in WBSULM. She will look after HR & Capacity Building & IEC activities under SBM (U) and PMAY-HFA (U) programme till experts in the relevant field are recruited at SUDA in those programme.
2. State Mission Manager (MIS & ME) – He will look after MIS related matters under SBM (U) & PMAY – HFA (U) programme in addition to his job assignment in WBSULM till experts are recruited in those programme.
3. State Mission Manager (Shelter & Social Infrastructure) – He will look after technical matters of PMAY – HFA (U) under guidance of TA, SUDA in addition to his job assignment in WBSULM.

Para 9 to 14 : Job assignment of OSD (Sri M.K.Ghosh), Accountant & DEOs under SMMU.

NSP- 29 & 30

Para marked 'B' & 'C' : Job assignment and other relevant issues of Community Organisers posted at ULB Level in the line of job responsibility indicate in NULM Mission Guideline as well as lesson learnt during implementation of SJSRY/ NULM in previous years.

NSP- 30 & 31

Para marked 'D' : Job assignment of APO (earstwhile TPO who have been re-designated as APO).

NSP - 31

Para marked 'E' : Job assignment of different City Mission Managers posted at ULB Level in the line of KRA mentioned in NULM Mission Guideline.

NSP - 32

Para marked 'F' : Other activities proposed for smooth running of CMMU and smooth implementation of programme at City / Town Level.

NSP 33 & 34

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NOTE SHEET

SUDA

Para marked 'G' : Proposal of Review and monitoring of programme at regular basis at City, SULM & State Level.

NSP - 34

Placed for kind approval.

If approved, the same may be communicated to all concerned from this end.

Principal Secretary,
M.A. Deptt.
&
Chairman, SUDA

WJL 11/4/2016
Director, SUDA
&
Mission Director, WBSULM

Re - Opine

mal
12/4

316/16

dt. 12.04.16

Pt. 54/2014 (Pt)

JB

Apex Div

P. Spectr

Complied
09/5/16

Proposal of SUDA for various responsibilities of NULM as detailed at NSP/25-34 may be forwarded. If approved, necessary order may be issued under signature of Mission Director, WBSULM. (Keeping in line with the guideline of NULM) and a clause, "Other responsibility/duty in addition to above, as taken assigned" may also be inserted at the time of issuance of order.

18/5/16
mal
20/5

P. Spectr

Mr

20/5/16

20/5/16

Pt. arrange to issue order
one for SMMU another for CMMU.
050/5000

20/5/16

orders prepage

Accordingly, two drafts one for SMMU & another for CMMD have are placed below for approval.

m-psh
6/6/16

SD(SD)

Draft placed may be perused and signed if approved.

m-psh
6/6/16

WT

Director

OSD(SUDA)

Final copy copies of two orders, one for SMMU & other for CMMD are placed for signature of Director.

m-psh
14.6.16

SD(SD)

conf

FC Draft placed may be signed.

m-psh
14/6/16

Director

SD(SD)

m-psh
14/6/16
OSD(SUDA)

WT
14/6/16

O-I NOS. SUDA - 54/2014(Pt-1)/847, 847/1(7), 847/2(14),
and SUDA - 54/2014(Pt-1)/848, 848/1(7) each dated
14.6.2016.

Memo no. SUDA - 54/2014(Pt-1)/848 dt. 14.6.16 has
been mailed to 58 NOS. of ULBs under NULM