NOTE SHEET

Two draft : Reply to NMMU letter [K-14012/1/2015 - UPA (A)
                                                          FTS - 13502]
Notification to all CMMU regarding new email
-id for DAY-NULM related Communication.

Proposal - 1 : Response to NMMU regarding email id
and Contact information of West Bengal
SMMU along with uniform email ids
Created for all CMMU in West Bengal.

Proposal - 2 : Notification to all CMMU in West Bengal
about uniform email id created for
DAY-NULM related communication.

Two draft letters are placed below for your
kind perusal and signature thereafter.

Submitted

JD (SD),
SUDA

SMM - MIS & mo
Amit Chaudhuri
28-04-2016

Drafts may kindly be signed.
                                                29/4/16

Director
JD(SD)

                                    29/4/16

O.I. no- 858
        ® 856
dt - 29.04.16

As per approved proposal on page 43,

Director ,SUDA & Mission Director ,WBSULM will be conducting a hand holding training on NULM MIS to expedite data entry in MIS portal for NULM on 25th May,2016 from 10.30am to 5.30 pm. All officials having potential knowledge on NULM MIS are requested to attend the session as resource person to make the event very effective and successful. Please find the list below.

Sl no	Name and Designation
1	Shri. Tarak Dutta, PC, SUDA
2	Shri. Amit Chaudhuri , SMM-MIS&ME
3	Smt. Soma Parui Das, SMM-SMID
4	Smt. Rituparna Banerjee, SMM-HR&CB
5	Shri. Sandip Bairagi , SMM-FI&ME
6	Shri. Soumen De SMM-S&SI
7	Shri. Ranjan Saha , DEO
8	Shri. Joy Guha , DEO
9	Shri. Mrinal Majumder , DEO

Above Proposal placed for your king perusal and approval thereafter.

Amit Chaudhuri   17/05/2016
SMM-MIS&ME

NOTE SHEET

সুডা   **SUDA**

Proposal for 2nd batch MIS Training for rest of the ULBs

It may be observed that MIS data entry at ULB level is very important in respect of monitoring and implementation of any centrally sponsored scheme. We have found huge gap between actual vs MIS data. We have communicated all ULBs regarding backlog data entry in MIS portal. Few ULBs have shared data entry operator name.

One MIS portal training can be organized for new Managers and Data Entry Operators to enhance their practical knowledge on MIS portal. 25 ULBs have participated in 1st batch on 25th May. All remaining ULBs will be participating in this session.

Followings are the details for the training.

1.   The 2nd session will be organized on ~~10th~~ 7th June.
2.   Each ULB will be provided a laptop during the training.
3.   All remaining ULBs will be participating in the training.
     From each ULB following person expected to participate
     a.   Data Entry Operator
     b.   CO
     c.   CMM-MIS or APO

Participating ULBs

Sl.No.	Name of the ULB	Sl.No.	Name of the ULB	Sl.No.	Name of the ULB
1	Alipurduar	13	Hooghly Chinsurah	25	Bongaon
2	Bankura	14	Rishra	26	Halisahar
3	Asansol MC	15	Serampore	27	Madhyamgram
4	Burdwan	16	Howrah MC	28	Panihati
5	Durgapur	17	Uluberia	29	South Dum Dum
6	Cooch Behar	18	English Bazar	30	Titagarh
7	Balurghat	19	Berhampore	31	Purulia
8	Darjeeling	20	Baranagar	32	Raiganj
9	Siliguri MC	21	Barrackpore	33	Bhadreswar
10	Bansberia	22	Basirhat	34	Kamarhati
11	Champdany	23	Bhatpara		
12	Chandernagore MC	24	Bidhannagar MC		

Above Proposal placed for your king perusal and approval thereafter.

Amit Chaudhuri

Amit Chaudhuri

SMM-MIS&ME

27-05-16

Director,
SUDA

SMM (MIS)

সুড

M/S Desire has supplied 30 laptops along with one support staff on 7th June for an orientation program on NULM-MIS. One of the laptop was not functional on that day.

So, bill for 29 laptop and a support staff can be approved.

Ref: Tax inf invoice NO → 2016-17/016
                              → 2016-17/014

Tax Invoice No	Goods/Service	Amount
2016-17/014	Hiring Charges of 29 Laptops	9135/-
2016-17/016	Manpower Support for one Day	572/-

'A'

The above amount on the submitted bill can be approved.

Submitted

Amit Chaudhuri
SMM- MIS & ME
27/06/2016

SMM-HR & CBT

The bills/invoices as placed by SMM- MIS and ME may kindly be scrutinized and approved.

Lihpara.
SMM-HR & ME
29/6/16

JD (SD)

may be approved.

N Rao,
30/6/16

Pl opine.

payment of bills for Rs. 9135/= & Rs. 572/= as stated at 'A' above as per bills of M/s Desire may pl. be approved.
1/7/16   01/07/16

NOTE SHEET

As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payment in favour of "DESIRE, an account payee SBI cheque as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Deptt. Please.

Pay orders endorsed on the body of the bills are for signature of Additional Director & Financial Adviser, SUDA please.

Name of the Payee	Purpose of Payment	Billed Amount.	Total Amount.	SBI cheque No. & Date
DESIRE	Release of payment for supply & Installation of Hiring Charges of Laptop and Network Accessories at the Conference Hall of SUDA on 07/06/2016 for office use vide Invoice No.2016-17/014 dated 09.06.2016 against this office order no.SUDA-06/2014/803 Dated – 06.06.2016.	9,135/-	9,707/-	835630 Dated 04.07.2016
	Release of payment for procurement of Manpower support for one day at the Conference Hall of SUDA on 07/06/2016 vide Invoice No.2016-17/016 dated 09.06.2016 against this office order no.SUDA-06/2014/803 Dated – 03.06.2016.	572/-		
	Total			

Additional Director &
Financial Adviser, SUDA

Cheque may pl. be signed.

NOTE SHEET

Proposal to upgrade computer/laptop for SMM-MIS&ME

It appears that roles, responsibilities and tasks of State Mission Manager MIS&ME involves organizing and maintaining huge amount data for reporting. In near future state level database volume will grow up to 10 million for Social Mobilization and Institution Development (SMID) component only. Now all ULBs are on boarded into DAY-NULM mission. We are expecting huge heterogeneous database to maintain at state level.

So, it requires a high end computer or laptop with Antivirus for effective data maintenance and reporting. At present the allocated computer has very poor configuration (only 2 gb RAM).

Proposed configurations are as follows.

1. RAM: 8 GB
2. HDD : 1TB
3. Processor: High end Intel processor ie. Core i5 6th Gen
4. Antivirus: Any leading product ie. Quick Heal, Avast

Proposal submitted for your kind perusal and signature thereafter.

Amit Chaudhuri   12/07/2016

Amit Chaudhuri

State Mission Manager – MIS&ME,

WBSULM

JD (SD),
SUDA

As SMM(MIS) is dealing with a huge data base and huge software high end computer is essential.

Moreover he is dealing with issues related to other schemes also.

Hence a high end computer as per specification above may be purchased for him.

12/7/16.

Drafted

Pl discuss
13/7/16

Discussed put up with detail plan incorporating all modification under WBSU & put up SMM(MIS)   14/7/16.

NOTE SHEET

Proposal to use sms-gateway to publish fund release details to Chairman/Mayor

It appears that SUDA have capability to communicate to ULBs through sms-gateway bulk sms service.

If approved, SUDA can start using SMS-Gateway by publishing recent fund release in different projects like PMAY, DAY-NULM etc to Chairman /Mayor. Recent Memorandum for HFA(U) , DAY-NULM with details attached herewith.

One Example of sms is mentioned below.

Funds under Development schemes Rs.299040 released vide Memo No SUDA-39/2015(Part-II)/114 of date 28/07/2016 for CLC for SM&ID under DAY-NULM. Download MEMO From www.wbdma.gov.in. From Director, SUDA.

The above proposal placed for your kind perusal and signature thereafter.

Amit Chaudhari,

State Mission Manager- MIS&ME,

WBSULM

Director, SUDA

EA

Pl opine.
WC 3/8/16

Amit Chowdhury, SMM. SULM may be assigned the work for Co-ordination with Sri Manish Mukherjee, CMU to send sms to ULBs for the different scheme fund release from SUDA.

Director.

SMM (MIS & ME)

68
03|08|16

WC

NOTE SHEET

3 proposals to improve MIS data entry at ULB level.

Proposal 1: Review session with poor performing ULBs (from old 58)

Even after couple of training sessions and release of adequate fund allocation and many follow up, MIS data entry quantity is too poor for following ULBs.

X/ If approved, one review session may be organized to understand the blockers and immediate action items.

ULB	Target no of SHG	Achievement till 24th August,2016	Percentage completed
Asansol MC	1149	5	0.43
Darjeeling	91	1	1.09
Siliguri	1145	1	0.08
Champdany	315	1	0.31
Hooghly Chinsurah	489	4	0.81
Serampore	107	2	1.86
Uttarpara Kotrung	314	8	2.54
Howrah MC	1024	2	0.19
Uluberia	352	5	1.42
Kolkata MC	2157	18	0.83
Bidhannagar MC	467	0	0
Madhyamgram	817	0	0
North Dum Dum	880	0	0
South Dum Dum	169	0	0
Rajpur Sonarpur	1005	0	0

Proposal 2: Identify MIS point of contact in new 67 ULBs

As a part of CO/APO training session, initial activities have been explained to all new 67 ULBs. Few ULBs have started entering SJSRY groups. But, all these ULBs have to enter all activities at ULB level.

Y/ If approved, one letter can be send to all new 67 ULBs to nominate MIS point of contact within a month. Then one hand holding session can be arranged to train them.

Proposal 3: Orientation session for STPs for EST&P backlog data entry

EST&P backlog data entry is one area where we weren't able to start progress as the institutes doesn't have credentials into www.nulm.gov.in portal.

z/ If approved, one orientation session can be organized to explain backlog data entry to STPs so that they can enter details of all training conducted since inception of DAY-NULM.

All the above proposals submitted for your kind perusal and signature thereafter.

Amit Chaudhuri,
SMM-MIS&MIS&ME,
WBSULM

JD(SD)

Proposal - 1, 2, 3 above in 'x', 'y', 'z' may be approved for better management of NULM MIS.

Director

26/8/16

31/8/16

SUDA

Following two meetings will be held on 14th & 15th of September at ~~Suda Conf~~ SUDA Conference hall. In theose case snacks/tea/lunch may be arranged as follows.

Date	Time	Participants	Requirements
14/9	2·30 pm to 5 pm	12	Snacks & Tea
15/9	11·30 am to 1 pm	12	Lunch & Tea [2 times]

   Above proposal is placed for your kind perusal & signature there after.

JD (SD), SUDA

Amit Chaudhuri
SMM-MIS&ME,
WBSULM

Proposal above for refreshment arrangment during NULM MIS meeting on 14/9 & 15/9 may be approved and A·O, SUDA may be requested to look into the arrangments.

8/9/16.

Director

AO

9/9/16

NOTE SHEET

SUDA

সুডা

Proposal for 1st batch MIS Training for 67 new ULBs

It may be observed that MIS data entry at ULB level is very important in respect of monitoring and implementation of any centrally sponsored scheme. One MIS portal training can be organized for Data Entry Operators of new 67 ULB to enhance their practical knowledge on MIS portal.

If approved, 1st session may be organized as follows.

Details

1. 1st session will be organized on 26th October.
2. Each ULB will be provided a laptop during the training.
3. From each ULB, only data entry operator would participate in the training
4. Logistics arrangements required(Expected head count =40) :Lunch , Tiffin , Tea (2 times)

Participating ULBs on 26th October

1	Kharar Municipality	Gurupada Paul (IT-Coordinator)
2	Birnagar Municipality	Sourav Chowdhury
3	Islampur Municipality	Partha Das (ULB Staff)
4	Jiaganj-Azimganj Municipality	Sukalpa Biswas (Agency)
5	Baruipur Municipality	Udayan Sen (ULB Staff)
6	Tarakeswar Municipality	Sanjay Sana (DEO,MDM Section)
7	Old Malda Municipality	Soumit Sarkar (ULB Staff)
8	Taherpur NAA	Krishna Kanta Das (ULB Staff)
9	Chakdaha Municipality	Aditya Chowdhury (CO)
10	Panskura Muncipality	Tapas Ghorai (APO)
11	Murshidabad Municipality	Tarun Karmakar (DEO)
12	Nalhati Municipality	Debojit Dey (IT-Coordinator)
13	Haldibari Muncipality	Bhinit Pradhan (IT-Coordiantor)
14	Rabjibonpur Municipality	Dinabandhu Ruidas
15	Ranaghat Municipality	Meghna Ghosh
16	Domkal Muncipality	Tuhin Sarkar
17	Guskara Municipality	Pranab De (APO)
18	Chandrakona Municipality	Sanjoy Mahata (IT-Coordinator)
19	Katwa Municipality	Amit Kr. Ghatak
20	Konnagar Municipality	Nobirul Islam

Above Proposal placed for your king perusal and approval thereafter.

Amit Chaudhuri 3/10/16

Amit Chaudhuri

SMM-MIS&ME

JD(SD), SUDA.

MIS training for New ULBS. ULB selected who have sent the name of DEO. It is first batch training out of 3 batch total. Proposal may be approved.
CP SUDA & AO SUDA may be requested to help to arrange the logistic support. (M Rao 3/1/16.

Director

NOTE SHEET

সুডা

SUDA

Regarding hiring Laptop on 26th October for MIS Training

As approved proposal on file SUDA-69/2016 nsp:10. A handholding training will be held on 26th October, 2016 at SUDA Conference Hall for DAY-NULM MIS. Total 20 ULBs will be participating in the training.

Incidently it may be mentioned that SUDA had already placed orders to M/S Desire in connection with hiring of Laptops for trainings on 25th May & 7th June.

We are going to organize 1st MIS training session for 67 new ULBs. The 20 ULBs will participate in this session. So, we need 21 Laptops for this training session.

So, if approved, we may place repeat orders to M/S Desire as per rate approved by SUDA (Order NO: SUDA-06/2014/959, SUDA-06/2014-803)

Financial involvement will be around 7250/-

One draft orders is placed for your kind perusal and signature thereafter.

Amit Chaudhuri.
SMM-MIS&ME

JD(SD)/SUDA

Note above regarding hiring of laptop for MIS training of 67 new NULM ULB may be perused.   21/10/2016

Draft order placed CP side may be signed, if approved.

21/1/16

Director

SMM(MIS)

NOTE SHEET

सुडा   SUDA

'M/S DESIRE' has submitted two bills as hiring charge of laptop and manpower support for one day, amounting to Rs 6615/= and Rs.573/= respectively. The work was done as per office order No. SUDA-06/2014/-803 dt. 27.10.2016 (copy is kept in C.P side).

NOTE SHEET

SUDA

<u>Proposal for 2nd batch MIS Training for 67 new ULBs</u>

As a part of the on boarding process of new 67 ULBs into DAY-NULM program, it requires to organize the 2nd session of MIS handholding training at earliest.

If approved, 2nd session may be organized as follows.

<u>Details</u>

1. 2nd session will be organized on 29th November.
2. Each ULB will be provided a laptop during the training.
3. From each ULB, only data entry operator would participate in the training
4. Logistics arrangements required(Expected head count =40) :Lunch , Tiffin , Tea (2 times)

<u>Participating ULBs on 29th November</u>

1	Tufanganj Municipality	Bhaskar Biswas / Manimay Das
2	Mathabhanga Municipality	Shambhu Sharma
3	Arambagh Muncipality	Piyali Ghosh
4	Jhargram Municipality	Koushik Majumder
5	Dhuliyan Municipality	Md. Sarfaraz Hoque (IT-Coordinator)
6	Bolpur Municipality	Kuntal Chatterjee / Achintya Goswami
7	Dhupguri Municipality	Abhishek Das
8	Dankuni Municipality	Arunanshu Biswas
9	North Barrackpore Municipality	Rupanjana Ghosh
10	Bishnupur Municipality	Rajib Prasad Roy
11	Haringhata Municipality	Suman Kundu , Palash Debnath
12	Coopers camp	Shri Bankim Mondal
13	Bhadreswar Municipality	Mr. Abhay Kumar Prasad
14	Bhadreswar Municipality	Mr. Jyotirmoy Goswami (Manager- MIS & ME)
15	KHIRPAI MUNICIPALITY	Himardri Ghosh
16	Saithia Municipality	Subhajit Chatterjee
17	Uluberia Municipality	DEO
18	Uluberia Municipality	CMM-MIS&ME
19	Baidyabati Municipality	CMM-MIS&ME

Above Proposal placed for your king perusal and approval thereafter.

Amit Chaudhuri

Amit Chaudhuri   22/11/2016

SMM-MIS&ME

JD(SD), SUDA

MIS training for the ULB as proposed above may be approved. Draft may be signed
27/11/16.

27/11/16

Director

JD(SD) 22/11

SMM (MIS)

Regarding hiring of Laptop for MIS training on 29th November

As approved proposal one on same file nap-13. One hand holding training will be held on 29th November, 2016 at SUDA Conference Hall for DAY-NULM MIS. Total 20 ULBs will be participating in the training.

In recently it may be mentioned that SUDA had already placed couple of orders to M/S Desine in connection with hiring of laptops for trainings on 25th May, 7th June, 26th October.

Another session on MIS Handholding training will held on 29th November. Around 20 ULB from new 67 ULBs will participate there along with 3 CMM-MIS & MF in Joined at Bhadreswar, Baidyabati & Ulubenia.

'X' So, it requires 21 laptops for the training session.

If approved, we may place repeat orders to M/S Desine as per rate approved by SUDA (Order NO-SUDA –06/2014/959, SUDA-06/2014-803)

Financial involvement will be around 7200/-

One draft order is placed for your kind perusal and signature thereafter.

Amal Chowdhury
SMM-MIS & MF,
WBSULB.

JD(SD), SUDA

Director

Regarding hiring of Laptop for MIS training of 20 ULB. Proposal at 'X' may be approved.

29/4/16

NOTE SHEET

SUDA

সুডা

M/S 'Desire' has submitted three bills as
hiring charges of Laptop, Manpower Support,
& Ribon mask supply, Repairing charges of
computer etc. amounting to Rs. 6615/, Rs. 573/:
and Rs 750 respectively. These bills are
certified by respective officers. These
bills may now be passed for payment.

AFO
25/11/16

M/s Desire has submitted the above bills in
advance. The scheduled meeting of M/s orientation
for which Laptops have been hired will be made
on 29.11.16.

JD (of Adm)
Director
(SUDA)

            So the award of Rs. 7938/- may be
    approved for payment to M/s Desire
    on or after 29.11.16 if approved.
                                    25/11/16

×— may be approved.
                        25/11/16

JD (Admn)
25/11
                                    25/11/16

AO

F.O PI.
28/11

CCA   28/11/16

_16,

সুডা

SUDA

As per notes and orders at prepage

As approved by Director, SUDA at prepage, Rs.**750/-** (Rupees Seven Hundred Fifty) only may be paid by cash to **Desire** towards repairing charges with spare replacement, Ribbon Mask & PF Gear on 03.10.2016 in Account Section of SUDA for about dot matrix printer vide bill no.2016-17/036 & dated 03.10.2016 and another 02 (Two) nos. of bill totalling to Rs.**7,188/-** (Rupees Seven Thousand One Hundred Eighty Eight) only have also been received by this office from **Desire** for payment of NULM-Cell towards hiring charges of Laptop (including Qty. no.21@Rs.300/- P.U.) & Manpower support for one day vide bills nos.2016/17/031 & 2016/17/042 and dated 03.11.2016 against this office order no.SUDA-06/2014/803 and dated 06.06.2016, 01 (One) no. of Transfer Advice from SBI has been prepared & placed herewith for signature of Director, SUDA and Finance Officer, SUDA please.

Pay orders endorsed on the body of the bills are for signature of Finance Officer, SUDA please.

Finance Officer
State Urban Development Agency

Signed.

Director

FO

NOTE SHEET

সুডা   **SUDA**

As per communication received from NMMU, DAY-NULM (Ref :G-24011/19/2016-UPA-I/2016) regarding Financial Progress and Physical status of 5 selected cities of West Bengal under DAY-NULM. One Status report containing Financial **Progress and Physical status of 5 selected cities** is hereby compiled for communication to NMMU, MoHUPA, GoI.

If approved, one communication with **Financial Progress and Physical status of 5 selected cities** may be sent to Under Secretary to the GOI, MoHUPA

One draft letter placed here for your kind perusal and signature thereafter.

Amit Chaudhari
Amit Chaudhuri,   07/12/16

SMM-MIS&ME

JD(SD)/SUDA

Under Secretary to GOI, under MoHUPA has sought component wise NULM expenditure report for 2014-15, 2015-16 & 2016-17 [Flag-'X']

In addition physical progress of 5 cities namely Kolkata, Hoogly chinsura, Durgapur, Asansol, Siliguri in different item of NULM also Sought.

Financial Progress is placed CPSide.

As above 5 ULBs are not among the Good Performing ULB under NULM. Physical progress report of Bongaon, Bhatpara, Habra, Medinipur & Krishnanagar is placed.

If approved report may be sent by Director SUDA.

7/2

Report is placed herewith for kind perusal. Report may be sent as prepared, if appd.

21/12/16

Secretary,
MA Deptt and
Chairman,
SUDA

U.O. No. SUDA-957
Dated 24/12/16

Dir SUDA   Secy   23.12   JD (SD Admn)

SMM(MIS)

NOTE SHEET

SUDA

As per office order No. SUDA-69/2016/2057 dt. 23.11.2016, M/S Desire ~~has submitted two bills~~ supplied 21 Laptops on hiring basis for one day and supplied manpower also for that day i.e. 29.11.16 Accordingly they have submitted two bills amounting to Rs. 6615/= and Rs. 573 respectively. These bills have been certified by the related officer. These bills have been placed in C.P Side for consideration and pass for payment.

JD (SP) (Adm)
Director
(SUDA)

30/12/16

'X'

The hiring Charges of 21 Laptops afform for training purpose of Day. NULM amounting to Rs. 6615/- an & Rs. 573/= afforms for payment ifo M/S Desire.

30/12/16

'X' - may be approved.

30/12

31/12/16

J.D (SO)

71

F/O.P/-
02/01/17

CCA

02.01.17

NOTE SHEET

As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payment in favour of "**DESIRE,** 01 no. of Transfer Advice from SBI as detailed below has been prepared and placed herewith for signature of Director, SUDA and Finance Officer, SUDA Please.

Pay orders endorsed on the body of the bills are for signature of Finance Officer, SUDA please.

Name of the Payee	Purpose of Payment	Billed Amount.	Total Amount.
DESIRE	Release of payment for Supply & Installation of Hiring Charges of 21 nos. of Laptop and Network Accessories for one day at the Conference Hall of SUDA on 29/11/2016 for office use vide Invoice No.2016-17/036, dated 01.12.2016 against this office order no.SUDA-69/2016/2057, dated – 23.11.2016.	6,615/-	7,188/-
	Release of payment for procurement of Manpower support for one day at the Conference Hall of SUDA on 29/11/2016 vide Invoice No.2016-17/049, dated 01.12.2016 against this office order no.SUDA-69/2016/2057, dated –23.11.2016.	573/-	
(Rupees Seven Thousand One Hundred Eighty Eight only)			

Finance Officer
State Urban Development Agency

Signed.
04.01.17

Director

FO

NOTE SHEET

Proposal for draft follow up letter for reluctant ULBs

It may be observed that MIS data entry at ULB level is very important in respect of monitoring and implementation of any centrally sponsored scheme. It appears that following ULBs haven't initiated MIS entry after providing MIS training and fund support.

One follow up draft letter is placed here to expedite the data entry initiate at ULB end.

Baruipur

Bishnupur

Bolpur

Dankuni

Dhulian

Domkal

Gayespur

Haldibari

Islampur

Kurseong

New Barrackpur

Sainthia

Tufanganj

Above Proposal placed for your king perusal and approval thereafter.

Amit Chaudhuri
Amit Chaudhuri   30/01/17
SMM-MIS&ME

JD(SD), SUDA

we may write to ULB on above noted issues.
There is a huge back log.
Draft placed CP side may be signed.

2/2/17

7/2/17

Director

JD(SD)

NOTE SHEET

As per communication received from NMMU on 14-03-2017 regarding "2011 census report to capture population of cities / towns for SUH planning part" . One detail report is prepared for the query.

If approved, one communication with the report may be sent to NMMU,GOI,MoHUPA through E-mail.

One draft letter is placed for your kind perusal and signature herewith.

Amit Chaudhuri

Amit Chaudhuri   15-03-17

SMM-MIS&ME,

SUDA

Joint Director,
SUDA

Director
SUDA

Secretary
UDMA Deptt

V.O NO:- 248/2017
F NO: 69/2016
16/3/17

Relevant draft ~~bis~~ is placed for wind signature i/c/w 2011 census report of cities/towns for SUH planning part.

15/8/17

May be Considered.

15/3/17

Dir SUDA

16.c3.17

NOTE SHEET

SUDA

MAL Municipality on boarded into DAY-NULM phase II in FY-2016-17. The ULB performed well and comes under top 5 ULBs in Phase-II.

The ULB is planning to organize a training program on MIS portal at MAL Municipality during 1st week of April,2017.

So, if approved, following officials from SMMU may visit the ULB and facilitate handholding training to CMMU officials for data entry under DAY-NULM.

1. Sri Amit Chaudhuri , SMM-MIS&ME

One draft letter placed for your kind perusal and signature thereafter.

Amit Chaudhuri , 21/03/17
SMM-MIS&ME,WBSULM

ED(SD),
Joint Director,
SUDA

Pls put up with the data that similar type of training is required by other municipalities in North Bengal.

23/3/17

SMM-MIS&ME

Dhupguri Municipality have informed few technical issues in the same task even after handholding training at SUDA. So, DEO, Dhupguri can penticipate in the above said training session.
If approved, Dhupguri Municipality will be involved in this training.

Apart from that, Both Mal & Dhupguri Municipali are in need of training on "Book Keeping for SHG". That training can be organized on the same day accordingly.

Amit Chaudhuri
SMM-MIS&ME
23/03/2017

Joint Director
SUDA

JD(SD)

Director
SUDA

Mal and Dhupguri Municipality together may be imparted training on MIS-portal and Sri Amit Chaudhuri, SMM-MIS&ME may be allowed to import training on behalf of SUDA.
28/3/17

NOTE SHEET

<u>Proposal for draft to obtain declaration from ULB for A/C verification of SHG and ALF</u>

It may be observed that MIS data entry at ULB level is very important in respect of monitoring and implementation of any centrally sponsored scheme. All Revolving fund disbarment in favor of SHGs or ALFs should be entered in MIS portal .

As per communication received from NMMU, GOI ref: No.G.24011/6/2014-UPA (FTS 10625) dated 03-01-2017 it is ULBs responsibility to verify Account Number of SHG and ALF before disbursement of Revolving Fund and enter the information into MIS portal.

Recently SMMU have identified few data deviations created by ULB in MIS portal regarding Bank and Branches (For example, two branches entered with same IFSC code).

So, If approved, All ULB may be asked to send a declaration that Account information of All SHG and ALF is verified by ULB before disbursement of Revolving Fund.

One draft letter is placed for your kind perusal and signature thereafter.

Amit Chaudhuri, 30/03/2017

Amit Chaudhuri

SMM-MIS&ME,SUDA

Joint Directors,
SUDA

With reference to the note above relevant-
forwarding letter addressing all ULBs
is placed for kind signature.

30/3/2017

Director
SUDA

JD (SD)

30/3/17

সুডা

SUDA

Instructions at N3l-1 as approved
may be circulated.

Sd/-18/05/17

AO

H.C

pl. arrange to
circulate among
all the users
of Computers

Sd/- 19/5/17

সুডা

NOTE SHEET

SUDA

The information security, Cyber security, cyber space sanitization are the activities which are important for any Government IT establishment to carry out. So if approved, following actions are proposed for all computers of SUDA to reduce cyber security breaches and data lose.

Do's

Computer Usage:

- Password protect your computer. Do not share the password with anyone
- Use passwords that are not easy detectable
- Regularly change your passwords (at least once in 3 months)
- Back up your information accordingly.
- Install Windows 10 (at least Windows 8) if any lower version is there
- Uninstall all the software which is not absolutely required for your daily work.
- Licensed version of Antivirus should be installed. Also, the antivirus should be updated regularly.
- Scan all external storage devices before use.

Email :

- Do not share Official Email password without permission from competent authority.
- Always sign out from Email account before shutdown.

Internet Browsing :

- Delete cache regularly. It not only secures your PC but also enhance the performance.
- Most of the social media and online shopping web sites have potential risk of cyber attack including Amazon, Flipkart etc. Try to use as less as possible

Don'ts

Computer Usage:

- Do not download files or programs from sites you don't know or trust.
- Do not use easily detectable passwords on your computer, such as name, date of birth, mother's maiden name, etc.
- Do not use the same passwords for all your files.
- Do not keep your backup information in the same place with your PC.

Email :

- Do not open any email from spam folder even if it is about lottery prize or free mobile phone. These are common tricks to attack users.

Internet Browsing :

- Do not save password of Gmail in browser.
- Do not browse / visit any website from Office computer which is not required for assignments.

This may be intimated to all the users.
Submitted for approval.

18/05/17

Addl. Director,
SUDA

Director   Addl. Director.

Amit Chaudhuri,
SMM-MIS, SME,
WBSULM.
18/5/2017

18/5/17

NOTE SHEET

SUDA

সুডা

It has been observed that the District administrator of different district is not well aware about implementation of different components of DAY-NULM programme. As a result, we are facing difficulties for handling different issues like Bank related issue of that district. On the other hand the performance of the said programme of that district is not properly present to the apex level. In that case, we may request the District Magistrate to intervene in the implementation and monitoring of the programme. We may also request the DM to entrust any officer under your control who may look into the entire programme for your district and intervene proper implementation to achieve the goal of the programme. District Municipal development officer or any officer looking after the work of the District Urban development Agency (DUDA) may look after the monitoring and implementation of the programme. The Draft letter is prepared and may be forwarded to 23 District magistrate offices. We may forward the ULB wise present status and the Component wise target of the district.

The proposal is submitted for your kind perusal and signature, if approved.

19/05/17
Sandip Bairagi
SMM (FI&ME)

Addl. Director,
SUDA

May be approved and signed.

~~May be considered.~~ 19/05/17

Director

Secretary

We may write to District Magistrates for better Co-ordination and monitoring of the programme. Submitted.

19/5/17

Secretary
UDMA Deptt.

U. O. No. SUDA: 191/17
Dated 22-05/17
Pt. 69/2016

We don't need to copy what GOI dictates.
Pl. বেকে

22.5

Addl. Dir SUDA

SMM-FIME

29/05/17

NOTE SHEET

SUDA

A letter has been received from MoHUPA vide letter no. K-14014/6/2014-UPA (FTS-10625) dated 2nd June, 2017 relating to the notification No. SO 1695(E) dated 26/05/2017 in respect of DAY-NULM under Section 7 of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016.The copy of the Notification is placed in the CP side.

In pursuance of the provisions of section 7 of the Aadhaar Act, 2016, the Central government hereby notifies the following, namely;

A.

1. Any individual desirous of availing the benefits under the scheme is required to furnish proof of possession of Aadhaar or undergo Aadhaar authentication.

2. If the individual desirous of availing the benefits under the scheme who does not have the Aadhaar number or has not yet enrolled for Aadhaar, in this case he/she has to make application for Aadhaar enrolment by 30/06/2017, provided he /she is entitled to obtain Aadhaar as per section 3 of the said act and such individuals may visit any Aadhaar enrolment centre to get enrolled for Aadhaaar.

3. As per regulation 12 of the Aadhaar Regulations,2016, the concerned Department responsible for implementation of the Scheme in the State government or Union territory Administration which requires and individual to furnish Aadhaar, is required to offer Aadhaar enrolment facilities for the beneficiaries who are not yet enrolled for Aadhaar and if there is no Aadhaar enrolment centre located in the vicinity of Block or Taluka or Tehsil , the concerned department responsible for implementation of the Scheme under the State government or Union Territory Administration is required to provide Aadhaar enrolment facilities at the convenient locations in coordination with the existing Registers of UIDAI or the Department or authority itself becoming UIDAI Registrar.

   If the individual is not assigned by the Aadhaar Number then the benefit under the schemes shall be given to such individual, subject to the production of following documents, namely;

   a) (i) If the individual has enrolled, his or her Aadhaar enrolment ID slip or

   (ii) A copy of his or her request made for Aadhaar enrolment as specified in (b)

   b) Bank Pass Book containing photograph; or voter identity Card; or Ration Card; or Permanent Account Number (PAN); or driving Licence issued by the Licensing Authority under the Motor Vehicles Act,1988(59 of 1988) ; or Passport; or kisan Photo Pass Book; or Certificate of identity having photo of such person issued by a Gazetted Officer on official letter head; or any other documents as specified by the state Government or Union territory Administration;

The above documents shall be checked by an officer specially designated by the State Government or Union territory Administration for that purpose.

PTO..

NOTE SHEET

B. As the concerned Department of State Government is responsible for for the implementation of the Scheme so that the department shall make all the required arrangements including the following, namely;

1. Wide publicity on the Aadhaar enrolment for all beneficiaries

2. If there is no Aadhaar Enrolment centre in the near vicinity of the of Block or Taluka or Tehsil, the concerned department responsible for implementation of the Scheme under the State government or Union Territory Administration is required to provide Aadhaar enrolment facilities at the convenient locations and the beneficiaries mayt be requested to register their requests for Aadhaar enrolment by given their names , address, mobile number and other details.

The said proposal and the notification (In the CP side) is placed for your kind perusal.

Addl. Director, SUDA

note above in ref. to AADHAR enrolment of beneficiaries under NULM may be perused.

o All such beneficiaries are required to apply by 30th June 2017 for AADHAR enrolment, those who do not have ADHAAR ID.

o Benefit under the scheme shall be given subject to production of documents as mentioned at 'A'.

the ULBs. This may be intimated to Submitted for approval.

Sandip Bairagi
SMM (FI&ME)
20/06/17

we may Inform the ULBs.
20/06/17

23/6/13

Give break up of Adhar and Non- Adhar beneficiaries, and Speak
&
28-06-

Director
Secretary
UDMA Deptt -

U. O. No. SUDA: 270/17
Dated 23-03-17

Rts 69/2016

Director SUDA
Addl. Director.
Sr.

13/05/17

NOTE SHEET

As per Communication received from Deputy Secretary, Govt of West Bengal Ref 627652/MA/C-10/3S-30/2013 dated 12th July, 2017 regarding Physical & Financial Progress of State with respect to target is hereby Compiled for Communication to Deputy Secretary, Govt. of West Bengal.

A draft letter with required details is placed for your kind Perusal and signature.

Submitted.

Amit Chaudhuri,
SMM - MIS & ME,
WBSULM.

19-07-2017

19/07/17

Addl. Director,
SUDA.

SMM- MIS ME

As per Communication received from Chairman, Old Malda, Municipality Ref: 7224/OMM/16-17 Dated 16/05/17 regarding Fund Statment of Malda Malda District related to SCSP & TCP under DAY-NULM and physical & financial progress hereby Compiled for Communication to Chairman, Old Malda Municipality.

A draft letter is placed along with required data in prescribed format for your kind perusal and signature thereafter.

Submitted.

Amit Chaudhuri,
SMM- MIS & ME,
WBSULM
21-07-2017

21/07/17

Addl. Director,
SUDA

SMM-MISME

NOTE SHEET

Secretary, UD&MA, Govt of west Bengal
has asked to Submit the Adhaar
linkage status report of 125 ULBs
of NULM beneficiaries. In this regard
we may Prepare a draft
letter along with the format.

The draft letter is Prepared
and Submitted for your kind
Perusal and Signature, if
approved.

27/7/12

may be approved
and signed.
27/07/17

29/07/17

Addl. Director
SUDA

Director

Addl. Director

NOTE SHEET

SUDA

As per Email received form Project Coordinator, Urban Management Centre, Technical Support Unit , NULM, MoHUPA, GOI dated 07/08/2017 regarding "Information about training status of Mission Managers under NULM" , following table of response is compiled for reply communication.

A draft Email with detail response is placed for your kind perusal.

Submitted,

Information about training status of Mission Managers under NULM- West Bengal		
Seq	Queries	Response
1	Are Mission Managers at verious level receiving trainingabout guidelines and their roles under NULM	Yes
2	Components covered in training	All components ie SMID,ESTP,SEP,SUSV,SUH, MIS and I&SP discussed during the training
3	Name of the training institute	ILGUS - Institute of Local Government and Urban Studies under Deptt. Of Urban Development and Municipal Affairs, Govt. Of West Bengal
4	Has state prepared any training module for any of the components other than the which are available on the NULM website	YES. State has developed module for different components ie SMID,SEP,SUH,HR&CBT
5	Language of the Module Prepared	English and Bengali
6	Suggestion	None

Amit Chaudhuri,

Amit Chaudhuri,

SMM-MIS&ME

08/08/2017

Addl. Director
SUDA

Director

Addl. Director.

May be approved

To intimate the information.

08/08/17

11/08/17

SMM-
MIS ME

NOTE SHEET

SUDA

Regarding Repairing of Three Printers at SUDA

It appears that three printers are out of order in SUDA. After trying basic troubleshooting we have asked few agencies to submit quotation for repairing the printers.

Three agencies have submitted quotation for the repairing work (all quotation enclosed). Following is the comparative statement of the quotation.

	Ace System	Cosmotrade	Arihant Info-tech
P2015DN Printer: Fuser Assembly	5000	5500	5800
P1007 Printer : Magnet Lock Repair	1000	1200	1500
M1213F Printer: Scanner Cable	1400	1500	1900
Total =	7400	8200	9200

As mentioned above, ACE System placed quotation with lowest amount. Financial involvement would be around Rs.7400.00/-.

If approved, SUDA may place order to ACE System as per rate mentioned above. A draft work order placed for your kind perusal and signature thereafter.

Amit Chaudhuri, 11/08/2017

SMM-MIS&ME

May be approved.

11/08/17

16/08/17

16/08/17

Addl. Director
SUDA

Director
Addl. Director

SMM-MIS ME

NOTE SHEET

SUDA

Proposal for draft follow up letter for reluctant ULBs for MIS data entry

It may be observed that MIS data entry at ULB level is very important in respect of monitoring and implementation of any centrally sponsored scheme. In spite of providing Staff, training fund, still few ULBs are appears reluctant regarding data collection and entry into MIS portal. Due to this, there is huge data deviation in between enrolled beneficiaries in Sasthyasathi and SHG group member. Data analysis is enclosed. (x)

All ULBs provided all necessary support by State officials to conduct survey and data entry. Now all ULB must complete the data entry at earliest.

One draft letter is placed here for your kind perusal and signature thereafter

Amit Chaudhuri   17/08/2017
SMM-MIS&ME

Addl. Director
SUDA

Director

AD

SMM-MIS&ME

May be approved and signed.

17/08/17

21/8/17

We have received a letter from Joint Secretary - UD&MA, Govt.WB. relating to the revised Estimate

NOTE SHEET

SUDA

সুডা

SPARK: West Bengal is on 3rd Rank among all States and UTs under DAY-NULM

As communicated by NMMU on 8th September,2017 through Email .
Government of India has build Systematic Progressive Analytical Real Time
Ranking (SPARK) to monitor and display real time online ranking of states
under DAY-NULM. This ranking is available in public domain on
www.nulm.gov.in . The ranking considers all components including Financial
performance.

It appears in the portal that West Bengal stands on 3rd position today among
35 participating states and UTs. Screenshot of the portal and parameters
are enclosed herewith.

The above information is placed for your kind information.

Amit Chaudhuri
Amit Chaudhuri
SMM-MIS&ME
30/10/2017

Addl. Director
SUDA

Director
A.D. Ashok Das.

SMM-MISME

Submitted for perusal.

30/10/17

13/11/17

13/11/17

It is observed that the ULBs are
not uploading the date of IFP
different SUL component of SEP
in the MIS Portal. As a result
there is a date discrepancy between
MPR of our state and the date of our
State as received from SLBC.
Now we may request the ULBs to
update the data in the Portal.
The draft letter is placed for your
kind perusal and signature if approved.

14/11/17

Addl/Director
SUDA
SMM-FINE

NOTE SHEET

SUDA

SPARK: West Bengal is on 3rd Rank among all States and UTs under DAY-NULM

As communicated by NMMU on 8th September, 2017 through DO:K-11014/14/2017-UPA(FTS No-3146371) Government of India has build Systematic Progressive Analytical Real Time Ranking (SPARK) to monitor and display real time online ranking of states under DAY-NULM. This ranking is available in public domain on www.nulm.gov.in . The ranking considers all components including Financial performance.

It appears that West Bengal consistently maintain position within 3rd position.

On 30-10-2017 – West Bengal was on 3rd Position (A)

On 04-12-2017 – West Bengal was on 1st position (B)

On 21-12-2017 – West Bengal is on 3rd position (C)

The above information is placed for your kind information.

Amit Chaudhuri

Amit Chaudhuri

SMM-MIS&ME

21/12/2017

Addl. Director
SUDA

'X' above may kindly be brought
to the kind notice of Secretary
UD & MA Department.

signature
24/12/2017

For kind perusal

21/12/17

Director

Secretary
UD MA Deptt.

Lea.
Item wise Score of wb
and other states ?

22.12

U. O. No. SUDA: 677
Dated 22/12/2017

Asked Saha
S.

Dir/SUDA

Pl. put up with item wise score
of WB & other state.

29/12/17

Amit

NOTE SHEET

SUD A

ATI, Government of West Bengal facilitating capacity building training for SHG Master trainers under NULM.As a part of the initiative 7th Master training program is scheduled from 19.02.2018 to 23.02.2018.One letter received from Koushik Ghosh, Assistant Professor, ATI on 7th February inviting following officers to take part in above mentioned training as resource person. (×)

1) Rituparna Banerjee, State Mission Manager – HR & CB
2) Soma Parui Das, State Mission Manager – SM & ID
3) Sandip Bairagi, State Mission Manager – FI & ME
4) Tarak Dutta, Programme Coordinator

If approved above mentioned officer may take part in the training as resource person. The above proposal placed for your kind perusal and direction for necessary action.

Amit Chaudhuri

Amit Chaudhuri   13/02/2018

SMM-MIS&ME

The SMM's would Atfin for meeting as per schedule.

N 13/2/18

Deputy Director
SUDA

Director
DD.

Amit Chowdhury
SMM, MIS&ME

NOTE SHEET

SUDA

<u>Video Conference to review Physical and Financial progress under EST&P component of DAY-NULM under chairmanship of JS(UPA) to be held on 16th February,2018</u>

One letter received from Mrs. SVR Ramana, Under Secretary to the Govt. Of India regarding Video Conference to review Physical and Financial progress under EST&T component of DAY-NULM under chairmanship of JS(UPA) to be held on 16th February,2018 ref: K-12014(18)/6/2017UPA-I. (x)

If approved, selected state representatives under leadership of Director, SUDA & Mission Director, WBSULM may attend the above mentioned meeting.

The above proposal placed for your kind perusal.

Amit Chaudhuri,

13/02/2018

SMM-MIS&ME

Deputy Director
SUDA

VC is scheduled to be held on 16th February, 2018 at 3.00 p.m in the financial progress under EST&P component of DAY-NULM under Chairmanship of Jt.Su.(UPA) Necessary instruction may kindly be collected in this regard

15/2/18

we may attend the video conference.

15/2/18

Director

Secretary
UD&MA Deptt.

U.O.No. SUDA 93/2018

Dated 15/2/18

69/2016

File Dir/SUDA

15.12.208

Amit. NULM DD.

NOTE SHEET

One Letter received form Y.S Awana, Deputy Secretary to Govt. of India,
MoHUPA, GOI dated 15-01-2018 regarding "Staff Structure Assessment (SSA)
of the State under NULM". The information need to submit through a
Google form link. All the required information is compiled into a draft report
(enclosed in cp side). (Y)

If approved, the report may be submitted to National Mission Management
Unit (NMMU), GOI through Google form.

Amit Chaudhuri,
16/02/18

SMM-MIS&ME

Deputy Director
SUDA

₹8(50)

40. 88/2018.
dt - 16-2-18
SUDA-69/2016

Director
SUDA

Secretary
UDMA Deptt.

May be approved as proposed above
16/2/2018

May be approved.

19/2/18

U. O. No. SUDA: 96/18
Dated 20/2/18
Dt.-69/2016

Div/SUDA

22.02.2018

SMM
MIS&ME

28/2/18

NOTE SHEET   **SUDA**

<u>Draft letters for Resolution of Review Meeting</u>
<u>on   28/02/2018</u>.

Observation & action item compiled for communica
to ULBs for necessary action.

A draft letter along with all observation
is placed for your kind perusal &
signature thereafter.

Amit Chaudhur
SMM - MIS &
09/03/201

Deputy Director
/SUDA

Pl discuss.

09/3/18

Discussed & modified resolution accordingly.

Amit Chaudhur
14/3/2018

Amit

Deputy Director
SUDA

Asst. Director
NULM

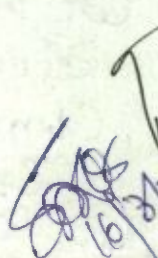To be circulated after
getting concurrence of Director SUDA

184
15/03/18

15/3/18

15/3/18

Dy. Director,
15/03/18

16/3/18   16/3/18

NOTE SHEET

One Letter received form Archana Mittal, Director (NULM-I), MoHUPA, GOI dated 25-02-2018 regarding "DAY-NULM Web Portal Information Requirement from States".

This is an initiative to automate and streamlining the process of releasing interest subvention to beneficiaries under SEP. Following information are requested fro States.

As per the proposed system, the interest subvention claims will be uploaded centrally by the banks on the portal. The beneficiary data for reimbursement of interest subvention claims submitted by Banks then be verified by the Urban Local Bodies (ULBs).

1. **List of ULB-wise Bank Branches**
   SMMU have collected and compiled 930 Bank branches across the state. The same list is placed in CP side marked "**Bank Branch ULB Mapping**"

2. **Details of Officials/Personnel being designated as verifier and approver in the state**
   Following officials are proposed for State Level verifier & approver
   a. Verifier : SMM MIS & ME
   b. Approver : SMM FI & ME
   Information marked as "**State**" and placed in CP side

3. **Details of Officials/Personnel being designated as verifier and approver in the ULBs**
   Considering heterogeneous team structure in different ULBs followings are proposed,
   a. IF CMMs are placed in ULBs,
      a. **Verifier** : Manager - Social Development & Infrastructure
      b. **Approver**:
         Manager –Financial Inclusion& Micro Enterprises
            OR
         Manager –Financial Inclusion& Micro Enterprises
            OR
         Manager - Skills and Micro Enterprises
   b. IF CMM is not placed but CO is placed in the ULBs
      a. Verifier   : Community Organizer (CO)
      b. Approver   : City Project Officer (CPO)

The above proposal placed for you kind perusal and further instruction may be solicited.

Amit Chaudhuri,

SMM-MIS&ME

Deputy Director
SUDA

Addl. Director

We have to make it clear, whether and a separate Current a/c is to be opened for SEP (specifically in Allahabad bank)? Then we have to take concurrence of FD

29/3/18

U. O. No. SUDA: 229/18
Dated 28/3/18
Dy Director

28/3/18

সুডা

SUDA

Amit

Concurrence of the Finance Department in this regard has already been accorded vide WO NO: -
- Group R/2017/2018/0410 dated 22/03/2018 (Placed in CP side).

The above information is placed for your kind perusal.

Amit Chaudhuri
SMM-MIS & ME
02/04/2018

Deputy Director
SUDA

FD Concurrence put up at CP Side may kindly be perused

02/4/18

Director
SUDA

J.O.No.SUDA: 245/18
Dated 3-4-2018

Required Information as mentioned in page no. 42 may be sent to GOI in response to their letter no. 20th Feb. 2018.

3/4/18

06/4/18

Director
SUDA

NOTE SHEET

<u>Nomination of Verifier & Approver user for Central Web Portal of Interest Subvention</u>

As communication received from Archana Mittal, Director (NULM-I), MoHUPA, GOI dated 25-02-2018 regarding "DAY-NULM Web Portal Information Requirement from States"(A). we have obtained approval for Verifier & Approver User in State and ULB level in nsp -42.

Another communication received with subject "Guideline for State : National Roll Out of Central Web Portal for Interest Subvention" received from Niraj Kumar,Director NULM on 19-06-2018 (B). In the letter following guideline mentioned regarding **Users of Portal**.

Users of Portal: The portal envisages two users viz. Verifier and Approver, both at the State and the ULB levels. At the Verifier level, the user can be a CMM / SMM. The Approver at the ULB and State levels must be Municipal Commissioner and State Mission Director respectively. The designated Approver at the ULB and State level can delegate power of Approval to another permanent government official only through a speaking order.

Instruction may be solicited regarding nomination of following user for the portal in State and ULB level.

    I.   Approver & Verifier at State Level
    II.   Approver & Verifier at ULB Level

Amit Chaudhuri   12/07/2018

Amit Chaudhuri

SMM-MIS&ME

Deputy Director,
SUDA

NOTE SHEET

SUDA

<u>Nomination of Verifier & Approver user for Central Web Portal of Interest Subvention & Workshop for officials</u>

As communication received from Archana Mittal, Director (NULM-I), MoHUPA, GOI dated 25-02-2018 regarding "DAY-NULM Web Portal Information Requirement from States"(A). Another communication received with subject "Guideline for State : National Roll Out of Central Web Portal for Interest Subvention" received from Niraj Kumar,Director NULM on 19-06-2018 (B). In the letter following guideline mentioned regarding **Users of Portal**.

Users of Portal: The portal envisages two users viz. Verifier and Approver, both at the State and the ULB levels. At the Verifier level, the user can be a CMM / SMM. The Approver at the ULB and State levels must be Municipal Commissioner and State Mission Director respectively. The designated Approver at the ULB and State level can delegate power of Approval to another permanent government official only through a speaking order.

If approved, following officials may be nominated at State and ULB level.

I. State Level
    a. Approver : State Mission Director
    b. Verifier : State Mission Manager – FI&ME or State Mission Manager-MIS&ME

II. ULB Level
    a. Approver : City Project Officer
    b. Verifier : Any City Mission Manager or Community Organizer (if City Mission Manager is not positioned)

Proposal for workshop for the remaining ULBs:

1st workshop held on 5th July in presence of National Mission Manager –MIS&ME and Senior Manager-IT , Allahabad Bank. Officials from 32 ULBs participated in the event.

If approved, workshop may be organized for remaining ULBs (List placed at cp side).

Amit Chaudhuri   08/08/2018

SMM-MIS&ME

for point A & B.

May be approved.

Deputy Director
SUDA

Addl. Director

J. O. No. SUDA: 504

Dated 09.08.2018

Director
SUDA

NOTE SHEET

Response regarding Queries on Interest Subvention Portal

As per message received from Mayank Mohan Mishra, National Mission Manager, National Mission Management Unit, DAY-NULM, MoHUA, GOI dated 23/08/2018 regarding "FAQ Preparation on Interest Subvention Portal".

Followings are the query and draft response compiled.

Message from Mayank Mishra,NMM,NMMU

Attention Pls....

We are receiving request for FAQs on Interest Subvention Portal (developed by Allahabad Bank) from various stakeholders.

States/UTs are requested to send list of common as well as of technical questions pertaining to the Portal latest by 24th August 18 for the FAQs.
The questions may be sent at neeraj.kumar3@gov.in with copy to mayank.nulm@gmail.com

Regards, Mayank Mohan Mishra

11:44 AM

Draft list of queries to prepare FAQ on Interest Subvention Portal.

1. In the portal Initial Password for CMMU/SMMU user can be set from "Forget Password" Link. Many queries received at SMMU for this one as there is no option to set initial password during user creation or Edit.
2. Codes for all Banks not yet received from NMMU. As a result, CMMU unable to pursue different bank branches for coding. It would be great help if consolidated list of codes for all banks compiled and sent across the states and then ULBs accordingly.
3. In west Bengal there are Bank branches that have beneficiaries from multiple ULBs. How to verify & approve these claim data.

A draft list of queries is placed for your kind perusal.

If approved, the queries may be sent to NMMU, GoI through an Email.

Submitted,

Amit Chaudhuri

Amit Chaudhuri,   23/08/2018

SMM-MIS&ME

Deputy Director,
SUDA

The proposal "A" may be approved & may be send to GoI if approved.

2/8/18

24/8/18
24/8/18

Director

DD

Amit

NOTE SHEET

Response regarding Human Resource Data

As per Email received from Rituparna Banerjee, National Mission Manager, National Mission Management Unit, DAY-NULM, MoHUA, GOI dated 11/09/2018 regarding "HR Details to be filled in by States".

A response in prescribed format is compiled and placed for your kind perusal (placed at CP side).

'A'

If approved, the response may be sent to NMMU, GoI through an Email.

Submitted,

Amit Chaudhuri

Amit Chaudhuri,

SMM-MIS&ME 11/09/2018

Deputy Director
SUDA

Proposel "A" may be approved

11/9/18

Director

Pl. communicate.

12/9

Amit

17/9/18

NOTE SHEET

SUDA

Intra Office Report Return through File sharing on LAN

During a discussion on 19th September Director, SUDA instructed to reduce the usages of Hard copy (Paper printout) for report return and explore file sharing option using intra office Local Area Network (LAN).

Present condition:

There are two active LAN installed in SUDA with following details.

a. SUDA LAN: 33 Computers connected on SUDA LAN. An internet lease port obtained for SUDA LAN.

b. CMU Section of SUDA : 30 Computer connected on CMU section of SUDA (earlier CMU) . There is a separate internet lease port connection obtained for CMU LAN.

c. SERVER on LAN for Report Sharing: There are two servers installed on each the LAN. However, none of the server is getting used for Report sharing or intra office file sharing.

Proposed changes

a. Above mentioned two LAN can be connected through LAN switch. The cost involved expected to be considerably low as both the LAN switch available on 1st floor of SUDA building.

b. One shared Drive may be set up on Server for updated report storage with user specific READ/Write access. Weekly back up can minimise risk of data lose.

c. Single Internet Leased Line (ILL) can be obtained for all the computers instead of two separate Internet lease Port (ILP). It will enhance the bandwidth and service quality.

"1"

Above observation and proposal placed for your kind consideration and instruction thereafter.

Amit Chaudhuri 20/09/2018

Amit Chaudhuri,

State Mission Manager- MIS & ME

Deputy/Director/SUDA

The note above may kindly be perused.

1. Proposals at "A" may be adopted.

2. An IT team consisting of officials of SUDA. —

   (a) Amit Chowdhury, SMM, MIS&ME

   (b) Pushpendu Chakraborty Software Manager, SUDA

   (c) Debjay Jordan, DEO, SUDA

Put up for kind approval

Director

20/8/18

NOTE SHEET

সুডা

SUDA

May discuss on IT related issues on 24.9.18 at 3.30 pm.

Sd/ 20/9/18

Discussed I fifu

04/10/18

NOTE SHEET

সুডা

SUDA

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

With reference to the order no. SUDA-71/2016/2342 dated 01/01/2017, assignment of the officials has been modified as Rituparna Banerjee, SMM- CB&T and Goutam Pal, Advisor, SUDA are not associated with SUDA now.

State Official	Count of of the Assigned ULBs
Amit Chaudhuri	25
Sandip Bairagi	25
Soma Parui Das	25
Soumen Dey	25
Tarak Dutta	25
Grand Total	125

The State level official as mentioned in the column IV will be responsible for following activities regarding field level monitoring.

a. Regular leasing with CMMU team for achievement in all components with respect to the target assigned by SUDA.

b. Fund utilization and timely communication.

c. Timely data entry in MIS portal and other report return.

d. Promote and Identify success stories of sustainable livelihood generation and proper documentation for the same.

e. Field level monitoring for various components.

The above proposal along with draft order placed for your kind Perusal and signature thereafter. Amit Chaudhuri

Amit Chaudhuri, 11/10/2018

SMM-MIS&ME,

Deputy Director, SUDA

U.O. No. SUDA: 683
Dated 29.10.18

Order may be issued in the proposed manner.

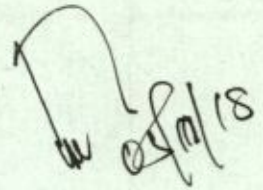Director SUDA

NOTE SHEET

সুডা

SUDA

Corrected draft placed for kind perusal & signature.

Amit Chaudhuri
SMM- MIS & ME
05/11/2018

Joint Director,
SUDA

Director.

Amit

May be Signed

05/11/18

A9g 12"

14/11/18

NOTE SHEET

SUDA

Following is the status of ESTP training under DAY-NULM.

- o Total Approval sent from SUDA to different ULBs except KMC from 01-04-2014 till date = 116435
- o Total Training completed at various ULBs including KMC Training (13799) (till LOT 10) = 108359

Report Received from PBSSD during meeting on 07-08-2018

- o Total Request received for Assessment for NULM training: 83150
- o Total Assessment completed in Old and NEW SDIS portal : 30492
- o Assessment pendency : 52658
- o Reasons for Delay in Assessment
- o Due to Non registration of TP in SDIS portal : 15240
- o Due to NON uploading of data in new SDIS portal : 4888
- o Assessment in progress : 32530

Skill Training Provider wise analysis report placed at CP side.

The above three reports have placed for your kind information and direction to proceed with these matters.

There is significant pending trainings for assessment and certification by NCVT . Also, the Wage Placement percentage is very poor with respect to total number of candidates trained from inception.

If approved, a review meeting may be organized to review the progresson 20/11/2018.

The above reports along with one draft letter placed for your kind perusal and signature.

Joint Director,
SUDA

Amit Chaudhuri,
SMM - MIS & MF
15/11/2018

"A" may be approved.

Director

সুডা

SUDA

As approved note on nap:52 a review meeting
to organized on 20/11/2018, at 2.00 pm.

Expected participant in the meeting is = 39+10
                                                    = 49

If approved, tea and snacks may be arranged
accordingly.

Amit Chaudhuri
SMM- MIS & ME
19/11/2018

Joint Director
SUDA

yes

19/11/18

NOTE SHEET

Regarding National Workshop on RPL and Skill India Portal on 17th & 18th Jan, 2019

One Email received from Taposh Roy, National Mission Manager, National Mission Management Unit, DAY-NULM, MoHUA, GOI dated 27/12/2018 regarding "National Workshop on RPL and Skill India Portal". We are yet to receive venue and detail agenda. ^on 17th & 18th January, 2019.

If approved, two officials from West Bengal SMMU may join the said workshop. As New Skill India portal for assessment will be discussed in the workshop, one nominated person from PBSSD may be considered.

The above proposal submitted for your kind perusal.

Submitted,

Amit Chaudhuri,

SMM-MIS&ME   28/12/18

JD(SD), SUDA

Shri Amit Chowdhury, SMM, MIS & MIS & Smt. Soma. P. Das, SMM, SM & PD may be attend the workshop if approved

30/12/18

Director

NMMU for DAY-NULM invited State Mission Managers for participation in a 2-day National workshop on RPL and Skill India Portal scheduled to at in New Delhi on 17 & 18 Ja_____ Shri Amit Chowdhury SM___ Shri Soumen De SMM, S&___ be allowed to attend the sai___

HMIC, UD&MA

Pr. Secretary
UD & MA Deptt

U.O.No. SUDA: 006
Dated 02-01-2019
Director, SUDA

Urban Development Deptt
U/O No. 2135
Dt 03/01/2019

4/1/19   8/1/

NOTE SHEET

Approval on pre page. Pl arrange accordingly

SDf 9/1/19

HA for for logistic Support —
SME's (Amit & Soumen) for
Attend with all reports

9/1/19

As approved note above, undersigned along with
Soumen De, SMM-SSSI will travel to New Delhi on
16/01/2019 to attend 2-day National Workshop on
RPL & New Skill India Portal organised by NMMU, GoI.

If approved, an amount of Rs.10,000/- (Ten thousand)
may be provided to undersigned for miscellaneous
expenses during the travel. Undersigned will refund
the unspent amount once returned.

The above proposal for advance placed for your
kind approval.

Amit Chaudhuri
SMM-MIS&ME,
15/01/2019

Amount Rs. 10,000/- (Rupees Ten-
thousand) only may be given as
advance to Shri Amit Chowdhury,
SMM, MIS& MB in c/w the RPL,
NDULM. Shri Chowdhury will submit
adjustment of the above fund
after return from the programme

16/1/19

SDf 16/1/19

JD (SD), SUDA.

Received Rs. 10,000/-
on 16.01.19
Amit Chowdhury

Director
SD

সুডা

SUDA

CCA

Pl. disburse.

16.01.1৪

NOTE SHEET

Couple of Emails received from Anil Joshi on Jan, 4, 2019 and . . . . regarding pending assessment under EST&P of DAY-NULM.

During October pending assessment batches were sent to NMMU, Based on that data, NMMU pulled data from NULM MIS and populate into SDIS.

As per Email received, 4008 data is now ready for assessment on SDIS portal. The Concerned ULB and STP need to be aware about the fact and take necessary action to carry on the assessment process.

To discuss the above mentioned fact, one review meeting may be organized with concerned ULB & STPs to educate them and finalize the action item.

If approved, the review meeting may be held on 31/01/2019 at SUDA Conference hall from 11 am to 2:30 pm.

Around 16 STP and 19 ULBs are expected to participate in the said review meeting.

The above proposal along with a draft is placed for your kind perusal and signature there after.

PTO.

NOTE SHEET

SUDA

If approved, Admin may arrange tea for
45 persons for the meeting.

Amit Chaudhuri
SMM- MIS & ME
WBSULM,
30/01/2019

JD(SD), SUDA

Proposal "A" at NEP 57 may
be approved

30/1/19

Director

Amit chaudhury
SMM-MIS & MB

Sd/ 30/1

Draft Signed
Please Communicate
30/1/19

Signed letters send to ULB & STP accordingly.

Amit Chaudhuri,
SMM-MIS & ME,
30/01/2019.

A approved proposal above, 40 persons going to attend
the meeting.

If approved Tea, biscuit & snacks may be arranged
for 40 participants.

Amit Chaudhuri
SMM- MIS & ME
31/01/2019

JD(SD), SUDA
HA

31/1/19

NOTE SHEET

It appears from MPR & MIS Report that many ULBs are far behind than target regarding MIS Entry.

Even after multiple training sessions and fund support to ULB vide memo no. SUDA-94/2014(Pt-1)//1102 dt. 20.08.2015. The following ULBs are identified having potential pending MIS entry in various components.

Also these are following recent changes introduced into MIS Portal.

- SEP : Modification of SEP account number
- SM&ID : DBT related data entry during RF disbursement to Group & ALF
- EST&P : Certificate upload into MIS Portal

To address these above mentioned issues, are workshop is required to arrange at earliest.

So, if approved one Workshop may be organized to discuss MIS related issues and expedite MIS data entry.

Date : 08/02/2019   Venue : SUDA Conference Hall

ULBs – As follows

Sl. No.	ULB	Sl. No.	ULB
1.	Kolkata MC	17.	Khirpai Municipality
2.	Asansol MC	18.	Dhupguri Municipality
3.	Guskara Municipality	19.	Howrah MC
4.	Panihati Municipality	20.	Old Malda Municipality
5.	Bolpur Municipality	21.	Titagarh Municipality
6.	Basirhat Municipality	22.	Birnagar Municipality
7.	Tufanganj Municipality	23.	Sonamukhi Municipality
8.	Dhupguri Municipality	24.	Raiganj Municipality
9.	Alipurduar Municipality	25.	Kharagpur Municipality
10.	Haldibari Municipality	26.	Konnagar Municipality
11.	Barrackpore Municipality	27.	Gangarampore Municipality
12.	Ramjibanpore Municipality	28.	Kalna Municipality
13.	Taki Municipality	29.	Rampurhat Municipality
14.	Beldanga Municipality	30.	Copper's Camp
15.	Domkal Municipality	31.	Panskura Municipality
16.	Katwa Municipality	32.	Bishnupur Municipality

If approved Admin department may arrange lunch and tea for 70 participants.

The above proposal along with a draft letter is placed for your kind perusal and signature thereafter.

Amit Chaudhuri
SMM- MIS &ME
06/02/2019

JD(SD),
SUDA

NOTE SHEET

Notes at NSP 59 may be seen

A MIS Training may be convened with 32 select ULBs in the first phase as their MIS performance at the last review in January, 2019 was not satisfactory on account of entry of account no. of SEP and pending cases at Bank Branches, DBT related data entry during RF disbursement to SHGs and uploading certificate in MIS Portal. This apart, the other components of the MIS where in there is an interface of data entry would also be reviewed. The present performance component / activity wise of the ULBs in attendance would be demonstrated and thereafter on every Friday the SMMU will share the performance as entered in the MIS Portal with the concerned officials of the ULBs. This would be the first batch. Three more batches will be scheduled within March, 2019. The first batch may be scheduled on 06.03.2019.

Approval for necessary logistics (Tea, Lunch etc.) of the training may be accorded for all the four sessions.

Director, SUDA

AMD

NOTE SHEET

Timely Online data entry is very important for DAY-NULM MIS portal and PAiSA portal for successful implementation of SEP specially direct disbursement of interest subvention to beneficiary. However, potential deviation appears in number of beneficiaries in these two portals.

Following ULBs need to take immediate action to minimize the deviation.

ULBs in PAiSA but Not in MIS

District	ULBs	Monitoring Officer
N 24 Parganas	Barrackpore	Soumen De
N 24 Parganas	Basirhat	Tarak Dutta
Uttar Dinajpur	Dalkhola	Tarak Dutta
Murshidabad	Kandi	Sandip Bairagi
Hooghly	Katwa	Sandip Bairagi
N 24 Parganas	Khardah	Soumen De
Kolkata	Kolkata	Tarak Dutta
Dagjeeling	Kurseong	Soma P Das
Coch behar	Mekliganj	Sandip Bairagi
Birbhum	Rampurhat	Amit Chaudhuri
Hooghly	Rishra	Tarak Dutta
Nadia	Taherpur	Amit Chaudhuri
North 24 Parganas	Taki	Soumen De
Cooch behar	Tufanganj	Sandip Bairagi

ULBs in MIS But Not in PAiSA

District	ULBs	Monitoring Officer
Nadia	Gayespur	Amit Chaudhuri
Cooch behar	Haldibari	Sandip Bairagi
Nadia	Haringhata	Amit Chaudhuri
Murshidabad	Jiaganj Azimganj	Sandip Bairagi
Paschim Medinipur	Khirpai	Soumen De
Paschim Medinipur	Ramjibanpur	Soumen De

If approved training cum data entry session may be organized on **18th March 2019** at SUDA conference hall to complete the remaining data entry. Two persons from each **20 ULBs** may be participated in the MIS entry session. If approved Tea, Lunch may be arranged for **50 participants**.

The above proposal along with a draft is placed for your kind perusal and signature.

JD(SD),
SUDA

NULM
Deputy

Amit Chaudhuri
SMM - MIS&ME
11/03/2019

NOTE SHEET

Notes prepage NSP61 may kindly be seen

The select ULBs not having entered data either in the MIS or in the PAISA Portal may be called for special workshop at SUDA on 18.03.2019 from 11.00 A.M.

Two officials for each ULB to participate.

Draft letter placed on the CP Side may kindly be signed. Logistics for the workshop may be approved.

AMD 13/03/19

Director, SUDA

NOTE SHEET

SUDA

সুডা

Review meetings with the City Mission Management Units (CMMUs) were held on 25.06.2019 & 27.06.2019. It has been felt that we need to organize a training on MIS & PAiSA portal with the DA cum DEO in the ULBs and one (1) CMM from the ULBs. Total numbers of participants will be 130 covering seventy five (75) ULBs. This may be organized in three (3) batches @ 40 – 42 participants per batch in 1st week of July, 2019 at the ILGUS Training Hall. Copy of the manpower placed in the 75 ULBs is placed in the cp side.

For the remaining fifty (50) ULBs, we may request the Chairpersons to send one (1) computer knowing person to attend the training to be organized thereafter in a separate batch.

Approval may kindly be accorded.

AMD
28/06/19

Director, SUDA

As proposed.

AD(NULM)

DD 28/6/19

Amit CMM

29/06/19

Above approved note may kindly be seen regarding handholding training on MIS & PAISA portal under DAY-NULM. Total number of participants will be 229 (CMM-119, DEO-77, Nominated person-33) covering 125 ULBs across the state.

Proposed schedule is as follows.

Date		Participants
15/07/19	—	38
17/07/19	—	40
19/07/19	—	39
22/07/19	—	40
24/07/19	—	39
26/07/19	—	33

If approved, the aforesaid training may be organized at ILGUL training Hall. Around 20 Computers with high speed internet may be provided to each participants. P.T.O

NOTE SHEET

সুডা **SUDA**

The proposal along with a draft letter
submitted for your kind persual & signature
thereafter.

Amit Choudhu
SMM-MIS&ME
01/07/2019

AMD,
DAY-NULM

Approval prepage may kindly be seen.

We may now write to Director, ILGUS with the request to spare the training hall along with 20 (twenty) computers with internet connection for the training to be conducted in 6 (six) batches as per schedule proposed prepage. Necessary logistics may be arranged by ILGUS.

A draft letter to Director, ILGUS placed on the cp side may kindly be approved and signed.

Choudhu
01/07/19
AMD

Director, SUDA

As proposed.

Ddy 2/7

AMD

Amit SMM

Choudhu
02/07/19

সুডা

NOTE SHEET

SUDA

If reference to the workshop on MIS portal re engineering organized by Ministry on 28th June, following proposed Inclusions / modifications reported to NMM-MIS&ME via email on 26th June.

1. Following issues identified in <u>CMMU portal</u> for data entry screen and report section
    a. Each and every report may have option to run both period wise as well as financial year wise.
    b. The SEP-SHG section report may reflect sponsored sanctioned, disbursed and rejected cases at bank branches for effective monitoring of exact pending cases at bank branches.
    c. Yearly target only appears in the SEP-SHG report. It may be included in other reports specially in SMID & ESTP reports.
    d. Timely grading is one of the important activity for sponsoring to bank for credit linkage. MIS portal may have option to capture the grading activity.
    e. MIS portal may have option to capture individual business activity by SHG members.
    f. Federations can only entered in the MIS once it is registered and account opened. MIS may also capture Federations (both ALF & CLF) once formed to monitor pendency of registration.
    g. MIS may have option to capture activities of federations including Annual General Meeting (AGM).
    h. MIS portal may capture capacity building training to SHG team member for effective planning and monitoring.
    i. MIS portal may capture activity of Resource Organizations (RO).
    j. RO wise SHG Credit Linkage (sponsored after 1st grading) Report Not available.
    k. No report for ST, SC, Minority, BPL members are available for SMID & SEP but the date was captured at the time of data entry.

2. Following reports may be included in <u>SMMU portal</u>.
    a) SMID: Groups or ALF older than 3 months not supported by revolving fund.
    b) SMID: Groups or ALF older than 3 months not participated in any capacity building training.
    c) SEP- SHG: Groups older than 9 months haven't participated in grading activity.
    d) SEP- SHG: Groups older than 9 months not sponsored to bank for credit linkage.
    e) SEP: Consolidated pending report for I/G/SHG from inception having District, ULB, Bank, Branch sponsored date, sponsored by, sponsored amount, beneficiary name.
    f) SEP-SHG: Data entry and report on 2nd grading of SHG and limit enhancements of credit linkage.
    g) Inclusion of ULB targets in SMID and SEP Financial Year based reports in SMMU portal.

The same points have been raised during the workshop. Till date no response received from NMM-MIS&ME.
If approved, a letter may be sent to JS & Mission Director, DAY-NULM regarding the same.
The above proposal along with a draft letter placed for your kind perusal.

'X'

JD, SUDA

Amit Chaudhuri
SMM-MIS&ME

NOTE SHEET

SUDA

An interactive workshop on re engineering of the NULM-MIS portal was organized by the Ministry on 2⁄8ᵗʰ June, 2019. SMM, FI&ME & CMM, Midnapore Municipality attended the workshop. The suggestions/ requirements for modifications/ inclusions were discussed and placed by the representatives from the State. The detail issues are mentioned at 'X' at page-65/N.

We may now be permitted to write formally to the Mission Director, DAY-NULM, Ministry of Housing & Urban Affairs and Joint Secretary. A draft placed on the cp side may kindly be approved.

Director, SUDA

AMD 11/07/19

Further discussed with Director, SUDA.

Mail sent to the GOI communicating the requirements to be built in the revamped NULM portal.

SMM-MIS & ME

AMD 22/07/19

NOTE SHEET

সুডা

SUDA

       We have received a communication from Principal Secretary, Department of Self Help Group & Self Employment, West Bengal. This is regarding a decision of the State Govt. to provide an annual financial assistance of ₹ 5000 for each group. The scheme would be implemented by the SHG&SE Department. Prior to the implementation of the scheme, a comprehensive database of SHGs & its members is to be put at one place. The information is to be furnished as per the proforma enclosed in excel format and to be subsequently uploaded in the portal being developed for this purpose.

       In this regard, we have already spoken to the MIS team in the Ministry of Housing & Urban Affairs to generate the database for the State. We need to send a formal letter to the Ministry requesting for it. Copy of the communication from the Department SHG&SE is placed on the cp side.

05/08/19

AMD

Director, SUDA

Let the matter be checked with
P & RD Deptt. We may collect SHG data
in the format provided by SHG&SE Deptt.

SDf 9/8/19

AMD

SMM MISIMI

NOTE SHEET

SUDA

Since implementation of EST&P scheme in the State, the SULM has directly been conducting training for urban poor, duly nominated by respective ULBs, through a group of Training Providers , who got empanelled with SUDA before initiation of NULM. The National Skills Qualifications Framework (NSQF) compliant Modular Employable Skills (MES) courses are adopted for imparting training under EST&P. The assessment and certification of such trainings by Third Party Agency as mandated under the scheme by GoI is done by National Council for Vocational Training (NCVT).

Under the present practice, the TPs enter requisite data on DAY-NULM MIS portal and SDIS portal maintained by Directorate General of Training (DGT) for assessment.

It has been observed that total training data of 17730 candidates still lies pending for assessment at various ULBs due to non upload of data into SDIS portal within due date or decommission of the portal for STPs. At present assessment are being done by SSC and the assessment data to migrate into skill india portal through API from NULM MIS portal. Due to non upload of batches into NULM MIS portal these batches were not migrated to skill india portal .Followings are the details.

Type	Number of candidates
Batch before Aug,2018 Entered in MIS	5606
Batch before Aug,2018 Not Entered in MIS	9540
Batches after Aug,2018	2584
Total	17730

As per component guideline, the third party assessment can be conducted by NCVT,SSC,SCVT or state nominated third party agencies.

If approved, WBSULM may initiate third party assessment through WBSCVT. Estimated cost of Assessment would be 1.77 Crore. After successful assessment and certification a fund of 4.43 Crore may be disbursed to STPs through respective ULBs. The batch details are placed at CP side.

AMD

Amit Chaudhari
SMM- MIS,
28/8/19

SUDA

There has been a long pending issue regarding the assessment of trainings conducted by different Skill Training Providers (STPs) under the EST&P component of DAY-NULM. These trainings were conducted upto March,19. There are broadly two issues that need to be resolved.

(1) As per the extant process to have been followed, the STPs were to enter the batches of trainees in the NULM portal and subsequently in the SDIS portal for assessment. The STPs did not enter the batches within 31st of August, 2018, the date on which the SDIS portal was decommissioned for STPs. There are around 17 (seventeen) such institutes that have not entered the data in the SDIS portal, of which some have entered in the MIS portal of NULM. There are 3587 trainees for which STPs have entered data in the MIS portal and data for 3924 trainees have not even been entered in the MIS portal.

(2) There are about 2063 trainees for which the STPs have not entered data in the MIS portal of DAY-NULM. Post decommissioning of the SDIS portal, in the new arrangement the assessment of the training is to be done by the Sector Skill Council and data entered in the NULM portal will automatically migrate to the SSC portal through API. Since the data has not been entered in the NULM portal, therefore it is not visible in the SSC portal.

The detail break-up of the trainees are noted at 'X'. 3 (three) separate annexures flagged

'A' : Batches for which assessment is pending after August, 2018.

'B' : Batches pending for assessment for which MIS entry has not been done in the NULM portal.

'C' : Batches pending for assessment for which MIS entry has been done in the NULM portal.

Both the issues may be resolved in the following manner.

| Y |

(1) The assessment of the pending trainees conducted by the different STPs may be done through the State Council of Vocational Training (SCVT). Post the assessment, after certificate is issued by the SCVT, payment to the extent of 50% of the training cost due to the STPs can then be disbursed through the respective ULBs.

(2) The approximate amount to be paid to the STPs is estimated at ₹ 4.43 crore.

(3) The estimated cost for the assessment of 17,730 trainees is estimated at ₹ 1.77 crore.

The proposal at 'Y' above may kindly be approved.

Director, SUDA

Candan
28.08.19
AMD

May discuss alongwith
SMM (MIS)
SDf 30/8/15

Discussed. Cost analysis against
para (2) & (3) pl.
SDf 5/9/15

সুডা

SUDA

Discussed with Director.

An inprinciple approval may be accorded to conduct the assessment of batches that have completed trainings under the EST&P component.

Initially we may carry out the training for the batches that have been entered in the NULM portal through the State Council of Vocational Training under the Department of Technical Education, Govt., of West Bengal. Residual payments for the training conducted would be disbursed on receipt of claims from ULBs duly certified and checked by the SMMU. The assessment charges of SCVT would be in accordance to the guidelines of NULM.

Chandra
06/09/19
AMD

Director

Note from prepages and above.
Third party assessment is a mandatory
provision for skill development training
under NULM. Due to certain difficulties
in transferring the training data from
SDIS SDIS portal, maintained by DGT, GOI
to NULM portal assessment of nearly
17,000 trainees has been kept pending.
Since SDIS portal is no longer operational,
to get rid of this problem,
we may approach GoWB WBSCVT under Tech. Edu
catim & training Deptt, to facilitate the
SULM in conducting third
party assessment of the candidates
who have already completed training
under different trades.

If approved, the estimated amount-
(at 'x' prepage)
an assessment cost may be borne from
the NULM funds lying with SUDA

GDP 18/9/19

Pr. Secretary
UD & MA Deptt.
U.O. No. SUDA 485
Dated 19-09-19
File No. SUDA-69/2018

MIC, UD&MA
Urban Development Deptt.
U/O No. 2060
Dt. 25/9/19

Pr. Secy

JS(E-UD)

23/9.

19/10/2019

24/10/2019

NOTE SHEET

সুডা

SUDA

Director, SUDA

Chandhan
26.09.19

AMD(SC)

Amit San
Chandhan
28/09/19

'Seen. May pl *procured* proceed.

Asf 28/9/15

Notes at page-70/N.

A draft letter to Principal Secretary, Technical Education, Training & Skill Development with the request for assessment and certification by WBSCVT placed on the cp side may kindly be modified / amended and approved. Fair copy to be placed thereafter for kind signature.

Director, SUDA

AMD(SC).

Director

AMD(SC)

Amit Choudhury SMA
Chandhan
18/10/19

Chandhan
08/10/19

AMD

Revised draft pl.
Asf 15/10/15

Revised draft my please be regard
Chandhan
15/10/19

Asf 18/10/15

NOTE SHEET

সুডা

SUDA

With the approval of the Director, SUDA one claim for an amount of Rs. 4,000/- has been received from Sree Amit Chowdhury towards reimbursement of travelling expenses for the period from 8.6.2020 to 17.6.2020.

Hence, One Bank advice of Rs. 4,000/- in favour of Sree Amit Chowdhury has been prepared and is placed for signature of the both F.O., SUDA for onward transmission to SBI, Salt Lake Sector-I Branch for electronically transfer of fund. Pay order endorsed for kind signature of the F.O.

F.O. (GH)

F.O. (PAS)

MMM
1/7/2020.

02.07.20