

রাজ্য নগর উন্নয়ন সংস্থা
STATE URBAN DEVELOPMENT AGENCY

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

SUDA-414/2008(Pt.III)/ 1805

25.02.2026

MEMORANDUM

**CONTINGENCY TOWARDS ADMINISTRATIVE EXPENSES FOR
IMPLEMENTATION OF NSAP**

Fund is hereby released electronically in favour of / Corporations / Municipalities / N.A.A. as 2nd installment towards generation of Digital Life Certificate (DLC) through Aadhar based Mobile Application for existing NSAP beneficiaries in terms our communication vide no. SUDA-14011/2024-IT SEC(SUDA)/7383 dated 11-09-2025 which may be incurred on the following activities-

1. Honorarium @Rs.20/- per beneficiary to the field functionary for recognition / verification / collection of useful documents from the existing NSAP beneficiaries and hand over duly signed copy of verification report after verification as acknowledgment copy as a proof of work done.
 2. Digital Life Certificate (DLC) to be captured through Mobile Application only and soft copy of such beneficiary wise DLC copy should be preserved and handed over to the personnel concerned of the ULB and to be preserved at ULB level as well as updation in NSAP MIS .
 3. Eligibility of the beneficiary, present status with desired information like Bank Account, Aadhar No., EPIC and Mobile No, and pension receipt status should be verified. Corrections, if any should be incorporated in the Verification Report.
 4. Verifier should have to hand over verification report to the beneficiary (acknowledgement copy).
 5. Copy of the acknowledgement duly signed by the beneficiaries should be handed over to the personnel concerned of the ULB and to be preserved at ULB levels well for updation in NSAP MIS.
 6. Information, Education and Communication – awareness generation activities viz. preparation and dissemination of IEC material, community mobilization, use of media, printing of application forms of schemes under NSAP, Household contact campaigns, process of DLC, other important document collection.
 7. Training of Nodal Officers, Assistant Nodal Officers and others field functionary, Development of training modules and materials, organization of training programmes.
 8. Management Information System viz. collection of data, electronic processing, report generation, transmission.
 9. Operation expenses viz. existing NSAP beneficiaries of DLC Apps
 10. Stationery related to computational process/MIS.
 11. One time augmentation of computational facilities at the ULB level and one time expenses for Almirah for record-keeping and functional furniture.
- ✓ Utilisation Certificate of the funds since received from SUDA may please be sent to this office in SR330A within 28th February, 2026 to SUDA and upload at sudawb.org → e-services positively.


Financial Adviser, SUDA
Financial Adviser
State Urban Development Agency

Sl. No.	ULB Name	Fund hereby released as "Contingency" (Rs.)	Name of the Bank	Branch Name	Account No.	IFS Code
1	Arambagh Municipality	86,400	ICICI Bank	Arambagh	082301000499	ICIC0000823
2	Bansberia Municipality	87,040	ICICI Bank	Bansberia	241401000146	ICIC0002414
3	Berhampore Municipality	88,900	HDFC Bank	Behampore	06391450000263	HDFC0000639
4	Bishnupur Municipality	48,160	Punjab National Bank	Bishnupur	0196010102873	PUNB0019620
5	Bolpur Municipality	1,82,340	Punjab National Bank	Bolpur	18402041000046	PUNB0184010
6	Bongaon Municipality	1,89,220	Punjab National Bank	Bongaon	0125010271357	PUNB0012520
7	Dalkhola Municipality	38,360	Axis Bank	Dalkhola	910010010561323	UTIB0000810
8	Darjeeling Municipality	19,720	Indian Bank	Darjeeling	496439532	IDIB000D004
9	Dhulian Municipality	2,31,200	State Bank of India	Dhuliyān	30852540410	SBIN0006932
10	Dum Dum Municipality	20,360	Indian Bank	P K Guha Road	50394500080	IDIB000K765
11	Egra Municipality	39,880	Punjab National Bank	Egra	0190010113609	PUNB0019020
12	Kalimpong Municipality	26,800	Bandhan Bank	Kalimpong	50190023528559	BDBL0001468
13	Katwa Municipality	31,360	State Bank of India	Katwa	11222688775	SBIN0000111
14	Murshidabad Municipality	1,32,160	State Bank of India	Lalbagh	32646775466	SBIN0001087
15	Nabadwip Municipality	72,200	Punjab National Bank	Nabadwip	17702191012281	PUNB0177010
16	North Dum Dum Municipality	1,45,400	UCO Bank	Birati	07070200000510	UCBA0000707
17	Purulia Municipality	91,800	Bank of India	Purulia	427010100001052	BKID0004270
18	Ramjibonpur Municipality	24,420	ICICI Bank	Midnapore	059701001831	ICIC0000597
19	Santipur Municipality	1,25,960	State Bank of India	Santipur	11246376552	SBIN0000176
20	Taherpur N.A.A.	20,460	Punjab National Bank	Taherpur	0222010241885	PUNB0022220
21	Taki Municipality	58,340	Indian Bank	Taki	50467654440	IDIB000T505
22	Tarakeswar Municipality	16,860	ICICI Bank	Tarakeswar	260901000320	ICIC0002609


 Financial Advisor
 West Urban Development Agency
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 26/2/26

SUDA-414/2008(Pt.III)/1805/1(A)

25.02.2026

Copyforinformationto:

1. TheChairman / Mayor / Municipal Commissioner / Administrator, Arambagh / Bansberia / Baranagar / Berhampore / Bishnupur / Bolpur / Bongaon / Dalkhola / Darjeeling / Dhulian / DumDum / Egra / Kalimpong/ Katwa / Murshidabad / Nabadwip / North DumDum / Purulia / Ramjibanpur / Santipur / Taherpur / Taki / Tarakeswar Municipality / N.A.A. / Municipal Corporation. He / She is requested to verify the respective Bank Account of the ULB in respect of IGNOAPS contingency that the sanctioned amount has duly been credited. In case of any discrepancy, He / She is requested to report the same immediately to SUDA.
2. P.S. to Principal Secretary, U.D & M.A. Dept., Govt. of West Bengal;
3. Joint Secretary, U.D & M.A. Dept., Govt. of West Bengal;
4. Software Manager, SUDA


Financial Adviser

SUDA

Financial Advisor

State Urban Development Agency

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26/2/26