

STATE URBAN DEVELOPMENT AGENCY

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

SUDA-23/2014/1258

21.09.2015

ক্রমিক নং

তারিখ

**Sub: Release of funds for Shelter of Urban Homeless under NULM
in Selected Urban Local Bodies.**

Funds as shown herein are being released electronically in favour of the Urban Local Bodies for Shelter of Urban Homeless under NULM as first installment (40%).

Sl. No	Name of ULBs	Amount (Rs. in Lakh)		Total
		Central Share	State Share	
1	2	3	4	5
1.	Krishnanagar (*)	9.45	11.48	20.93
2.	Haldia	36.90	12.30	49.20
3.	Nabadwip	36.58	12.19	48.77
4.	Jalpaiguri	36.61	12.20	48.81
5.	Cooch Behar	36.91	12.30	49.21
6.	Behampore	36.87	12.29	49.16
7.	Durgapur MC	35.99	12.00	47.99

21/09/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA

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21-09-15

(*) Rs. 25.00 Lakh as Central Share was released Vide No. SUDA-23/2014/250 Dt. 31.03.15. The amount released herein represents balance of first instalment (40%).

The release of funds subject to the following conditions—

1. The fund should be utilized only for the approved components of the project and within ceiling limits of approved cost.
2. The execution of the Schemes should be strictly as per the procedure laid down in Govt. Order No. 329/MA/C-10/3S-22/2013 Dated 04.05.2015 (copy enclosed) for implementation of Shelters under NULM with MED as the Technical Support Agency.
3. Monthly report of Physical and Financial progress should be sent to SUDA and MED by the 7th of the following month.
4. The amount released herein should be kept in the dedicated Bank Account for NULM since opened by the ULB.
5. A subsidiary Cash Book should be maintained for keeping accounts (deposits and withdrawals) of funds.
6. Money receipt in Form 42 may be sent immediately after receiving the fund.
7. No fund should be utilized for any purpose other than for which the amount is released.
8. Utilisation Certificate on achieving 70% plus expenditure of the amount released herein should be submitted in prescribed proforma duly authenticated by MED for release of subsequent instalment.

21/09/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA

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Copy Forwarded for information to:

1. The Mayor/Chairman, Krishnanagar/Haldia/Nabadwip/Jalpaiguri/Cooch Behar/Berhampore/Durgapur Municipal Corporation Municipality. He/she is requested to verify concerned bank account of ULB maintained in respect of NULM/SJSRY that the amount released in this Memorandum is duly credited. It may kindly be ensured that all money receipts against previous releases by SUDA have been submitted.
2. Pr. Secretary, M.A. Deptt, Govt. of West Bengal.
3. Sri M.Chatterjee, Joint Secretary, M.A. Deptt.
4. Chief Engineer, M.E. Directorate.
5. Superintending Engineer, East/North/South/Central/West Circle, M.E.D.
6. Executive Engineer, Krishnanagar/East Medinipur/Jalpaiguri/Berhampore/ Burdwan Division, M.E.D.
7. Sri S.K. Mukherjee, Technical Adviser, SUDA .
8. Joint Director, SUDA.

21/09/15
Finance Officer & Ex-Officio
Joint Director (Finance), SUDA
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MUNICIPAL AFFAIRS DEPARTMENT
GOVERNMENT OF WEST BENGAL
WRITERS' BUILDINGS
KOLKATA - 700 001



No.329/MA/C-10/3S-22/2013

Dated the 4th day of May, 2015

ORDER

Sub : Operational Guidelines for field level implementation of the Scheme 'Shelters for Urban Homeless', a component under National Urban Livelihood Mission (NULM) in Urban Local Bodies of the State of West Bengal.

WHEREAS National Urban Livelihood Mission (hereinafter referred as NULM) has been launched by the Ministry of Housing for Urban Poor (MoHUPA), Government of India in April 2014 re-structuring the erstwhile programme of Swarna Jayanti Sahri Rojgar Yojana (SJSRY) ;

AND WHEREAS the Scheme of Shelter for Urban Homeless (hereinafter referred as SUH) has been taken as one of the components of NULM which aims at providing permanent shelters equipped with essential services to the urban homeless in a phased manner ;

AND WHEREAS it has been decided that Municipal Affairs Department will be the Nodal Department and State Urban Development Agency (hereinafter referred as SUDA) shall be the Nodal Agency for implementation of the NULM in the State ;

AND WHEREAS It has been decided that construction of shelters in all Urban Local Bodies, except Kolkata Municipal Corporation shall be implemented by the concerned Urban Local Bodies directly and Municipal Engineering Directorate (MED) shall act as the Technical Support Agency for the purpose ;

AND WHEREAS it has been considered necessary to lay down operational guidelines for field level implementation of the Construction of Shelter Units under NULM in the Urban Local Bodies, taking into consideration of the guidelines of NULM and suggestions of the Consortium under the Hon'ble Supreme Court of India, except Kolkata Municipal Corporation ;

NOW THEREFORE, the Governor is pleased hereby to determine the following operational guidelines for the purpose of Construction of Shelters for Urban Homeless in all Urban Local Bodies across the State except Kolkata Municipal Corporation ;

GUIDELINES

- (1) The State Urban Livelihood Mission, constituted vide this department notification No. 227/MA/C-10/3S-30/2013 dated 18.03.2014 wherein State Urban Development Agency shall receive funds for implementation of NULM for the Urban areas of West Bengal from the Government of India as well as the State matching share by usual process. Funds for

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shelters under Shelter for Urban Homeless component shall be separately earmarked by State Urban Development Agency and will be operated through the dedicated bank account of NULM for which necessary concurrence of Finance Department has been obtained.

- (2) (a) SUDA shall place funds to the Urban Local Bodies where schemes are sanctioned for implementation, earmarking the fund to be utilized for Construction of Shelter for Urban Homeless and Urban Local Bodies shall operate funds received from SUDA through the said dedicated Bank Account of NULM.
(b) As per Scheme Guidelines, Central and State Share will be released to the ULBs in three instalments 40%, 40% and 20%. While the first instalment to the tune of 50% of the 1st instalment received by SUDA from State Government for this component (the Central & State Government share together) will be released by SUDA at the time of sanction, subsequent instalments will be released on submission of minimum 70% utilization certificate authenticated by concerned Executive Engineer of Municipal Engineering Directorate.
- (3) The scheme shall be executed as per details of plan & estimate to be prepared by the concerned ULB strictly on the basis of the model design & estimate prepared by Municipal Engineering Directorate, following Current PWD SoR of respective areas, and the same shall be technically vetted by the concerned hierarchy of Municipal Engineering Directorate, (as per limit prescribed by PWD on vetting power) before the initiation of tendering process.
- (4) The office of the concerned Executive Engineer of Municipal Engineering Directorate shall prepare tender documents on behalf of the Urban Local Bodies and tenders / e-tenders (as the case may be as per prevalent guidelines of the Finance Department) shall be invited by the concerned Urban Local Body.
- (5) Intending tenderers will take part in the e-tendering process, as and where applicable, observing usual formalities. The tenders will be opened by the concerned ULB and a Tender Opening Statement should be prepared by the Urban Local Body.
- (6) The Urban Local Body shall, thereafter, forward the Tender Opening Statement to the concerned Executive Engineer of Municipal Engineering Directorate for preparation of Comparative Statement and recommendation for selection of the successful bidder.
- (7) The Mayor / Chairperson of the Urban Local Body shall issue Work Order as per recommendation received from the concerned Superintending Engineer / Executive Engineer of MED. However, for a single tender of value more than Rs. 50.00 lakh, clearance for acceptance of the lowest bidder from the Technical Committee constituted for implementation of UIDSSMT programme should be obtained by the concerned Urban Local Body before issuance of such Work Order.

- (8) The concerned Executive Engineer of MED shall act as the Engineer-in-Charge (as per Public Works Code) and shall supervise the execution of the work, record day-to-day entries in the Measurement Book through his Officers in the respective Division (Assistant Engineers & Sub-Assistant Engineers). The Measurement Books to be issued by the office of the Executive Engineer, MED shall be maintained in the office of the Executive Engineer.
- (9) The Executive Engineer, in case of necessity, with prior consent of the Chairperson of the ULBs, may place requisition for the services of Assistant Engineer / Sub-Assistant Engineer of the ULB for any or all components of the programme. The said Assistant Engineer / Sub-Assistant Engineers shall, for the particular piece of work and its duration of implementation, be treated as Assistant Engineers / Sub-Assistant Engineers under MED and shall be authorized to record entries in the Measurement Book as well as prepare the bills time to time.
- (10) The Running Account (RA) Bills as well as the Final Bills of the Working Contractors prepared, certified and recommended for payment by the Executive Engineer of MED shall be settled by the ULB, as early as possible, of receiving of the Bills under intimation to the Executive Engineer. Financial Statement of bank along with the information on bills paid and voucher nos. duly endorsed by the Chairperson of the concerned ULB and the Executive Engineer / Finance Officer of the ULB would be considered to be authenticated by the concerned Executive Engineer and accordingly he / she would endorse the UC for onward transmission.
- (11) The concerned ULB should ensure procurement of all important construction materials well in advance and as per written recommendation of the concerned Executive Engineer of MED, in case the work is done by the Municipality (departmentally).
- (12) Material should be procured as far as practicable directly from manufacturers or West Bengal Essential Commodities Supply Corporation (WBECSC) as per demand of the situation. Preference may be assigned to organizations, which are having rate contract with the Government, state issued organizations and public undertakings. The guidelines laid down in Order No. 837/MA/C-10/3S-23/2007 Pt. dated 26.11.2009 of this Department regarding procurement of materials shall be followed in case of the scheme of Shelters for Urban Homeless (SUH).
- (13) Proper Stock and Store Account should be maintained by the ULB as per public works norms.
- (14) Materials should be issued to the contractor only on recommendation of the Executive Engineer of MED and immediately after issuance of the material, one copy of the hand receipt should be sent to the Executive Engineer for records.
- (15) The ULB should submit monthly report of physical and financial progress along with copies of all passed vouchers, bank statements etc. in the prescribed format for each

month within 7th day of the following month to the Executive Engineer of MED who should authenticate the same and forward copies to Director, SUDA directly and another copy to Chief Engineer, Municipal Engineering Directorate through the hierarchy of that Directorate.

- (16) Utilisation Certificate in the prescribed format shall be submitted by the ULB on the closure of the financial year as well as while claiming second or subsequent instalments to the Executive Engineer, Municipal Engineering Directorate for authentication and onward transmission to the Chief Engineer with copies of the authenticated UC directly to Director, SUDA. In addition to that, while claiming second / subsequent instalments ; a physical and financial progress report of the scheme to be submitted by the ULBs under the joint signature of the concerned Engineer of the ULB and Chairman / Chairperson and the same to be counter-signed by the concerned Engineer of M. E. Directorate before sending to SUDA.
- (17) If the ULB so desires, the Shelter unit may be executed by the ULB (Departmentally) and in that case the guidelines laid down in this Department Order No. 836/MA/C-10/3S-23/2007 Pt. dated 26.11.2009 in connection with implementation of IHSDP shall be followed.
- (18) In case any ULB proposes to get the project executed by the Municipal Engineering Directorate directly as Deposit Work as per provision of Government Rules, they may do so, with a formal approval from Municipal Affairs Department. In that case the entire amount of the project shall be deposited by the ULB with the concerned Executive Engineer of the Municipal Engineering Directorate.
- (19) During execution of the Project, it should be ensured that all components of the project are executed strictly as per design and specifications spelt out in the approved DPR and no deviation without prior approval of competent authorities should be made under any circumstances.

If there are any difficulties in operationalisation of any Clause under this Order, appropriate clarification / order will be issued by State Urban Development Agency / Municipal Engineering Directorate as & where applicable in due course.

A statement showing the jurisdiction of the offices of Executive Engineers, MED is annexed hereto marked "Annexure-I".

Enclo : As stated.

By Order of the Governor

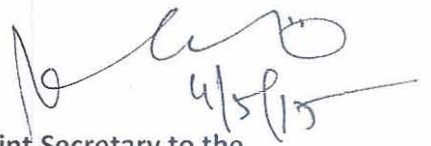
Sd/- M. Chatterjee
Joint Secretary to the
Govt. of West Bengal

No.329/1(8)/MA/C-10/3S-22/2013

Dated the 4th day of May, 2015

Copy forwarded for information & necessary action :

1. Principal Accountant General (A. & E.), West Bengal, Treasury Buildings, Kolkata-700 001.
2. Mayor / Chairman, Municipal Corporation / Municipality / N.A.A.
- ✓ 3. Director, State Urban Development Agency
4. Chief Engineer, Municipal Engineering Directorate
5. Director of Local Bodies, West Bengal
6. Executive Officer / Finance Officer, Municipal Corporation / Municipality / N.A.A.
7. P. S. to MIC, MA & UD Department.
8. Pr. S. to Principal Secretary, M.A. Department.


4/5/15
Joint Secretary to the
Govt. of West Bengal

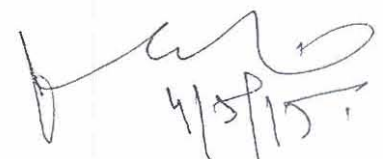
ANNEXURE – 1

EXECUTIVE ENGINEERS, MUNICIPAL ENGINEERING DIRECTORATE OFFICE JURISDICTION
IN WORKING DIVISIONS.

Sl.No.	Division	Districts Covered	ULBs Covered
1	Siliguri	Darjeeling	1 Siliguri M. C.
			2 Darjeeling
			3 Kalimpong
			4 Kurseong
			5 Mirik NAA
2	Jalpaiguri Division	Coochbehar & Jalpaiguri	6 Coochbehar
			7 Dinhata
			8 Tufanganj
			9 Mathabhanga
			10 Mekhligunj
			11 Haldibari
			12 Jalpaiguri
			13 Alipurduar
			14 Mal
			15 Dhupguri
3	Malda	Malda, Uttar Dinajpur & Dakshin Dinajpur	16 English Bazar
			17 Old Malda
			18 Raigunj
			19 Islampur
			20 Kaliagunj
			21 Dalkhola
			22 Balurghat
			23 Gangarampur
			24 Buniadpur
4	Berhampore	Murshidabad	25 Berhampore
			26 Jiagunj-Azimgunj
			27 Murshidabad
			28 Kandi
			29 Jangipur
			30 Dhuliyon
			31 Beldanga
5	Burdwan	Burdwan (Part) & Birbhum	32 Burdwan
			33 Kalna
			34 Katwa
			35 Dainhat
			36 Gushkara
			37 Memari
			38 Suri
			39 Rampurhat
			40 Bolpur
			41 Dubrajpur

Sl.No.	Division	Districts Covered		ULBs Covered
			42	Sainthia
			43	Nalhati
6	Bankura	Bankura & Purulia	44	Bankua
			45	Bishnupur
			46	Sonamukhi
			47	Purulia
			48	Jhalda
			49	Raghunathpur
7	Krishnagar	Nadia	50	Krishnagar
			51	Nabadwip
			52	Santipur
			53	Ranaghat
			54	Birnagar
			55	Chakda
			56	Taherpur NAA
			57	Cooper's Camp NAA
			58	Gayeshpur
			59	Harindanga
			60	Kalyani
8	Paschim Medinipur	Paschim Medinipur	61	Midnapur
			62	Ghatal
			63	Chandakona
			64	Ramjibanpur
			65	Kharar
			66	Khirpai
			67	Jhargram
			68	Kharagpur
9	Purba Medinipur	Purba Medinipur	69	Tamluk
			70	Contai
			71	Egra
			72	Haldia
			73	Panskura
10	Hooghly	Hooghly & Howrah	74	Arambagh
			75	Tarakeswar
			76	Baidyabati
			77	Bansberia
			78	Bhadreswar
			79	Champdany
			80	Chandannagore M. C.
			81	Hooghly-Chinsurah
			82	Konnagar
			83	Rishra
			84	Serampore
			85	Dankuni

Sl.No.	Division	Districts Covered	ULBs Covered
			86 Uluberia
			87 Bally
			88 Uttarpara-Kotrung
			89 Howrah M.C.
11	24-Parganas-I	North 24-Parganas	90 Bangaon
			91 Gobardanga
			92 Baduria
			93 Basirhat
			94 Taki
			95 Ashokenagar-Kalyangarh
			96 Habra
			97 Baranagar
			98 Barasat
			99 Barrackpore
			100 Bhatpara
			101 Bidhannagar
			102 Dum Dum
			103 Garulia
			104 Halisahar
			105 Kamarhati
			106 Kanchrapara
			107 Madhyamgram
			108 Naihati
			109 New Barrackpore
			110 North Barrackpore
			111 North Dum Dum
			112 Panihati
			113 South Dum Dum
			114 Rajarhat-Gopalpur
			115 Titagarh
			116 Khardah
12	24-Parganas-II	South 24-Parganas	117 Joynagar-Mozilpur
			118 Diamond Harbour
			119 Baruipur
			120 Budge Budge
			121 Maheshtala
			122 Pujali
			123 Rajpur-Sonarpur
13	Asansol	Burdwan (Part)	124 Asansol M. C.
			125 Durgapur M. C.
			126 Ranigunj
			127 Kulti
			128 Jamuria


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