

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

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

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

ক্রমিক নং SUDA-624/2020/৭৫০৪(১২৬)

তারিখ 24.02.2020

From : Shri Joly Chaudhuri WBCS (Exe.),
Jt. Secretary, UD & MA Department &
Addl. Mission Director, PMAY-HFA(U)

To : (1) Chairperson/ Municipal Commissioner/ Administrator,
(All ULBs) Municipal Corporation/ Municipality/ NAA
(2) Special Municipal Commissioner, KMC

**Sub: Standard Operating Procedure (SoP) On Infrastructure Development (ID)
Work for fund release Under PMAY-HFA(U) ,West Bengal**

Sir/ Madam,

Infrastructure development work is also an integral part of the PMAY-HFA(U) projects. 10% of the total project cost for construction of Dwelling Units (DUs) is permissible for infrastructure development cost, @5% each to be borne by the ULB and the State.

While PMAY-HFA(U) is being implemented in the state since 2015-16, funds on account of Infrastructure Development (ID) works have not been released simultaneously so far from SUDA. We are in the process to scrutinise the proposals received from the different ULBs on account of ID works. Prior to the release of fund the standard operating procedure (SoP) and the implementation procedure has been attached for submission of claim for ID funds.

The SoP is to be followed for entitlement of fund, allotted for ID works under the PMAY-HFA(U) Programme.

All concerned to be informed.

Yours faithfully,

Encl: SoP on ID Work under PMAY-HFA(U)


24.02.2020
Jt. Secretary, UD & MA Dept. &
Addl. Mission Director, PMAY-HFA(U)

~~Memo No. SUDA-624/2020/~~

Date: 24.02.2020

Copy forwarded for information to:

- (1) Executive Officer, (All ULB) Municipal Corporation/ Municipality/ NAA
- (2) Finance Officer, (All ULB) Municipal Corporation/ Municipality/ NAA
- (3) Nodal Staff/ CLTC, (All ULB) Municipal Corporation/ Municipality/ NAA

Jt. Secretary, UD & MA Dept. &
Addl. Mission Director, PMAY-HFA(U)

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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Standard Operating Procedure (SoP)
On
Infrastructure Development Work
Under PMAY-HFA(U), West Bengal

Pradhan Mantra Awas Yojana (Urban)
State Urban Development Agency
&
Urban Development & Municipal Affairs Department,
Government of West Bengal

➤ **About PMAY-HFA(Urban):**

Ministry of Housing and Urban Affairs has been implementing Pradhan Mantri Awas Yojana-Housing For All (Urban) to address the housing shortage in urban areas of the country with a larger goal of “Housing for All by 2022”.

➤ **Infrastructure Development Work under PMAY-HFA(U):**

In addition to Dwelling Units (DU), ULB may avail the State assistance for improvement of infrastructural facilities like Cement Concrete Road, Black Top Road, Brick Pavement Road, Water Supply, Drains, Paving of Lanes, Guard walls etc.

10% of the project cost of the DU will be the total ID project cost.

➤ **Financing Pattern:**

The sharing of funds would be in the ratio of 50:50 between State Government & Urban Local Bodies/Implementing Agencies.

➤ **Procedure of implementation:**

As the schemes are implemented in a time-bound manner and in strict conformity with the guidelines following procedures to be followed for implementation of the ID work sanctioned under PMAY-HFA(U) by the ULBs

1. The State Urban Development Agency (SUDA) has been designated as the State Level Nodal Agency and SUDA shall place funds with the ULBs where schemes are sanctioned for their execution. The funds are to be credited to the designated bank account of the PMAY-HFA(U) of the ULB.
2. On receipt of the tender documents from the MED, the Urban Local Bodies will invite the tenders as per extant rules & led down procedure of the Finance Department. Required wide publicity is to be given to the NIT put out by the ULB.
3. Intending tenderers will submit bids online/ offline depending upon the value put to tender.
4. The technical bids will be evaluated and submitted to the concerned Executive Engineer/ Superintending Engineer of the MED depending upon the value of the tender.
5. The financial code of the technical responsive bids as recommended by the MED will be opened.
6. MED will then draw up a comparative statement and recommend for award of the work.
7. The Urban Local Body will issue 'Work Order' accordingly. However, for a single tender of value more than Rs. 50.00 lakhs, clearance of the Technical Committee of SUDA should be obtained.
8. The work will be executed under the overall supervision of MED.
9. The Executive Engineer in case of necessity, with prior consent of the Chairperson of the Municipality, may place requisition for the service of the Assistant Engineer / Sub-Assistant Engineer of the ULB for any or all

components of the programme. The Assistant Engineer / Sub-Assistant Engineer will for that particular period and work act as Engineer of the MED and will be authorized to record entries in the Measurement Book.

10. The running account bills as well as the final bills of the Contractors, prepared certified and recommended for payment by the Executive Engineer of the MEDte. should be paid by the Municipality. Payment should normally be released by the Municipality within 7 days of receiving the bill under intimation to the Executive Engineer. One copy of the paid bill with vouchers duly numbered, immediately after payment, should be sent to the concerned Executive Engineer of the MED for records.
11. The ULB should submit monthly report of Physical and Financial progress in the prescribed format (Annexure-I) for each month within 3rd day of the following month to the Executive Engineer, MED who should authenticate and forward a copy to the designated Superintending Engineer of MEDte in charge of monitoring and another copy should be sent to Director, SUDA.
12. Utilization Certificates in the prescribed format shall be submitted to the Executive Engineer concerned for authentication and onward transmission to the Superintending Engineer, MED in charge of monitoring and to the Director, SUDA.
13. The State Level Technical Cell (SLTC) at SUDA shall provide overall technical and monitoring supervision for schemes taken up under the programmes.

➤ **Flow chart to claim funds for Infrastructure Development Work:**

1

- **Tender to be invited for the Total ID work amount**
- (10% of the DU Project Cost)

2

- **Proportionate ULB Share to be deposited**
- (50% of Total ID Project Cost)

3

- **Documents to be sent to SUDA :**
- NIT Paper
- e-Tender summary sheet (if applicable)
- Details of abridged notice published in Newspaper
- Comparative Statement of Technical & Financial Evaluation
- Copy of the Work Order

4

- 80% of Work Order amount to be released as 1st installment

5

- Rest 20% will be adjusted after receiving the final bill amount

Annexure- I

[A.] Infrastructure Development Work:

Rs. in Lakh

1.	CC Road	Quantity (Unit-wise) Sqm.	Amount (₹)
	Sanctioned	0	0.00
	Tender invited	0	0.00
	Work Order issued	0	0.00
	Work Started	0	0.00
	Work completed	0	0.00
	Expenditure incurred	₹ 0.00	
	Comments		

2.	BT Road	Quantity (Unit-wise) Sqm.	Amount (₹)
	Sanctioned	0	0.00
	Tender invited	0	0.00
	Work Order issued	0	0.00
	Work Started	0	0.00
	Work completed	0	0.00
	Expenditure incurred	₹ 0.00	
	Comments		

3.	Drain	Quantity (Unit-wise) Meter	Amount (₹)
	Sanctioned	0	0.00
	Tender invited	0	0.00
	Work Order issued	0	0.00
	Work Started	0	0.00
	Work completed	0	0.00
	Expenditure incurred	₹ 0.00	
	Comments		

4.	Water Supply	Quantity (Unit-wise) Meter	Amount (₹)
	Sanctioned	0	0.00
	Tender invited	0	0.00
	Work Order issued	0	0.00
	Work Started	0	0.00
	Work completed	0	0.00
	Expenditure incurred	₹ 0.00	
	Comments		

5.	Brick Pavement Road	Quantity (Unit-wise) Meter	Amount (₹)
	Sanctioned	0	0.00
	Tender invited	0	0.00
	Work Order issued	0	0.00
	Work Started	0	0.00
	Work completed	0	0.00
	Expenditure incurred	₹ 0.00	
	Comments		

[B.] Total Expenditure for ID: Rs. Lakh

[C.] Total Fund Mobilised:

State Share	ULB Share	Total
0.00	0.00	0.00

[D.] Balance Fund (C-B): Rs. Lakh

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Signature of EO/ FO/ Municipal Engineer
with Date & Seal

.....
Signature of Chairperson/ Commissioner/
Administrator/
with Date & Seal

.....
Signature of AE, MEDte., Govt. WB
with Date & Seal

.....
Signature of EE, MEDte., Govt. WB
with Date & Seal