

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

SUDA- 72/2018/1363

22.11.2018

ক্রমিক নং

তারিখ

From Director, SUDA

To The Mayor / Chairman,

..... Municipal Corporation / Municipality

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Sub. : Status report on submission of Utilisation Certificates.

Sir/Madam,

You are requested to submit information in respect of scheme fund received by you from SUDA and utilization submitted thereon under different schemes / projects in two separate sheets for the F.Y. 2017-18 and 2018-19 (upto 15.11.2018) in the following proforma positively by 27.11.2018.

Name of the Scheme	Amount Released by SUDA	Memorandum No. & Date	Utilisation Certificate already submitted till 15.11.2018	Utilisation Certificate Pending	Remarks, if any
Total					

On getting report from your end, a meeting with Finance Officers will shortly be organized in SUDA for necessary reconciliation of funds.

This may be treated as most urgent.

Yours faithfully,



Director, SUDA

Copy forwarded to –

01. Finance Officer / Executive Officer, Municipal Corporation / Municipality for information and necessary action.



Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408