



West Bengal Women Development Undertaking
(A Government of West Bengal Undertaking)
Department of Women & Child Development and Social Welfare
Government of West Bengal
Nirman (Sech) Bhaban, Ground Floor, Salt Lake City, Kolkata-700091
Tel. No. (033) 2359 2252, E-mail: wbdut@gmail.com

Memo.No. 224/WDU/S-40/2019

Date: 27.08.2021

From : Secretary,
West Bengal Women Development Undertaking.

To : The President/ Secretary,
Sonarpur Moonlight Foundation,
122, N.S.C Bose Road, Uttarayan, P.O.-Dakshin Jagaddal,
P.S.-Sonarpur, Kolkata-700151.

Sub: Sanction in respect of project on "Swawlamban" scheme (vocational training programme for women) approved by the Project Approval Committee during the year 2021-22.

Sir/Madam,

I am to inform you that the project submitted by your organisation under the scheme "SWAWLAMBAN" (vocational training programme for women) has been sanctioned by the Project Approval Committee, the details of which are mentioned below. The sanction is provisional and funds will be released subject to fulfilment of all terms and conditions.

Date of Approval by the Project Approval Committee	13.07.2021			
Name of the approved project	Wool Knitting			
New/Continuation	New			
Location of the project	Ward No: 14,15,24,25,26 of Rajpur Sonarpur			
Duration of the project in months	6			
No. of Trainees/Beneficiaries	20			
No. of Trained trainers	1			
No. of Non-trained Trainers	NIL			
Sanctioned Cost of the project	Rs.232766/- (Rupees Rupees Two Lakh Thirty-two Thousand Seven Hundred Sixty-six only) (Recurring Cost :166566/- Non-recurring Cost : 66200/-)			
Recurring Cost			Non-recurring Cost	
Head	Break up	Amount in Rupees	Machinery, Tools & Equipments	Amount in Rupees
Salary for Trained Trainers	6500/- x 1 x 6	39000/-	1. Knitting Machine-2 Units@Rs.30000 2. Niddle, Cruse, Seasers, Wind pen Pices etc 3. Machine stand- Rs.1200 4. Punching Machine-01 Unit@Rs.2000	66200/-
Salary for Non-trained Trainers	NA	NA		
Stipend for Trainees	500/- x 20 x 6	60000/-		
Raw Materials	7/- x 20 x 26 x 6	21840/-		
Rent	4000/- x 6	24000/-		
Contingency	15% of amount under above heads	21726/-		
Total Recurring		166566/-	Total Non-recurring	66200/-

Amount of 1st instalment to be released (50% of recurring cost plus 100% of non-recurring cost, if applicable): Rs.149483/- (Rupees One Lakh Forty-nine Thousand Four Hundred Eighty-three only)

Amount of 2nd instalment to be released (40% of recurring cost): Rs.66626/- (Rupees Sixty-six Thousand Six Hundred Twenty-six only)

- Audited statement of accounts and utilization certificates to be furnished for grant of 2nd and 3rd instalments have to be prepared by any Chartered Accountant in consultation with Books of Accounts (Cash Book, Ledger & Vouchers) and Bank Pass Book.
- No change of trainee should ordinarily be made after the commencement of the training programme. Any change, if needed in exigent circumstances, can be made within the 1st month of training with approval from District authority and WBWDU. No change will be allowed after 1st month of training. No change of trainer will be allowed.
- **Venue of the training will have to remain unchanged throughout the training programme.** If under any compelling circumstances, the venue needs to be changed, prior approval of the concerned District authority and WBWDU must be obtained.
- The following records and registers have to be maintained and be shown during inspection by the Block/District/WBWDU authorities:
 - List of trainees in specified format with photographs.
 - Attendance Register of trainees & trainers.
 - Stock Book of raw materials.
 - Stock Book of finished goods.
 - Cash Book, Ledger, original Vouchers and Bills.
 - Photographs of training venue, machineries/equipments and different phases of training programme, trainees in a batch.
 - Approved list of trainees with Voter Id Cards/Ration Cards/Aadhaar Cards.
 - Bank Pass Book duly updated.
 - G.B. Resolution Book.
- After receipt of 3rd instalment of fund from WBWDU, audited Utilisation Certificate and Statement of Accounts will have to be submitted and completion certificate in respect of the sanctioned project has to be obtained from WBWDU.

Yours faithfully,

[Handwritten Signature]
27/8/21
Secretary
WBWDU
[Initials]

Encl. Specimen Booklets (2nd/3rd instalment)

Memo. No. 224/1(4) WDU/S-40/2019

Date: 27.8.21

Copy forwarded for information and taking necessary action to:

1. The District Magistrate, South 24 Parganas.
2. The Sub-Divisional Officer, Baruipur.
3. Block Development Officer, Sonarpur.
4. The District Social Welfare Officer, South 24 Parganas.

[Handwritten Signature]
27/8/21
Secretary
WBWDU
[Initials]