

Government of West Bengal  
Backward Classes Welfare Department  
Administrative Building, Bidhannagar, Kolkata  
Website: [www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in)

No. SBCW-1344/15

Date: 31-12-2015

From : Sanjay K. Thade, IAS  
Principal Secretary to the Government of West Bengal

To : The District Magistrate (All).

Sir,

I extend sincere thanks to you and the District Team for your untiring effort in continuing successful implementation of "Sabooj Sathi" scheme. This uphill task could not be accomplished without your proactive support and personal interventions. Out of the ordered quantity of 25.00 lakh, supply of nearly 20.00 lakh bi-cycles has been completed. Fitting of the bi-cycle is continuing simultaneously with the help of local fitters and company fitters. Districts have taken special initiative to enhance fitter strength by identifying local fitters. Strength of fitters is increasing day by day due to help from Civil and Police Administration. With this present pace of implementation, it is very much possible to achieve the target of completion of "Sabooj Sathi" within the stipulated date

To make the implementation successful and systemic following S.O.P. may be adopted:-

- 1) Bi-cycle Trucks should be unloaded in presence of Supplier's representatives. However required support may be extended if approached by the suppliers. Supplier will either engage laborers or pay if arranged by the local administration as indicated in earlier S.O.P.
- 2) It may please be noted that as on date nearly 7 lakh bi-cycles have so far been distributed as against the 12.5 lakh fitted bi-cycles. Hon'ble Chief Minister has directed that distribution should be taken up within 3 days from the completion of fitting work. Instructions issued under Memo No. 1233/SBCW dated 24/12/2015 (attached once again) should strictly be followed in this regard.
- 3) Regular payment to the suppliers is required for maintaining steady supply. Payment to suppliers is released only after obtaining signed copy of challan indicating receipt of bi-cycles. The PMU so far received challan for 6.00 lakh bi-cycles only as against the 12.5 lakh fitted bi-cycles. Fitted bi-cycles should be taken over by local administration phase wise as and when fitting work is completed. This will ensure steady flow of challan as well as distribution. Ideally distribution should take place only after receiving fitted bi-cycles from the supplier by issuing challan.
- 4) Some kind of disputes between the local fitters and Agency fitters are being reported regularly. This is unnecessarily wasting productive man-days. The central point is issuing bi-cycle components/ parts to the local fitters. There is a system of issuing parts to all the fitters through GRN (Goods Receipt Note). Supplier's representative will issue parts through GRN. In

places where fitters/ representatives from suppliers are not available and fitting works is continuing by local fitters, a dedicated supervisor may be appointed by the BDO/ EO to supervise the activities inside the fitting venue. In some Districts, "Nirman Sahayaks" are helping district administration in supervision and checking.

- 5) Incidents of the theft of Bicycle parts have been reported in some Districts. Kindly ensure that proper security arrangements and checks are made for the safe keeping of the Parts and Materials and see that either local fitters or company fitters are keeping the correct inventory of the Parts and Material.
- 6) It is recommended to engage supervisors at the fitting venue where local fitters are working or where both local & agency fitters are working. This will help in increasing production rate in one hand and restrict loss/damage/shortage.
- 7) There are issues of payment to local fitters. Suppliers are responsible to make payment to all the fitters both Agency fitters and Local fitters as per approved rate. Payments are being made through RTGS/ NEFT. For local fitters payment is being made through single A/C as recommended by the concerned BDOs. For local fitters payment arrangements are finalised in consultations with concerned BDOs. Suppliers are being instructed to regularize payments.

Kindly ensure that the good work continues with same zeal and enthusiasm and we all can achieve the target within stipulated date of completion of "Sabooj Sathi"

With warm regards.

Yours faithfully,

*Jhadeok*  
31/12/2015

Principal Secretary to the Govt. of West Bengal