

**NCC
LIMITED**

Design and Construction of Overhead
Reservoir including Water Supply
Distribution Network and Metering Work in
Haroa Block
Site Specific Environment Management Plan

Doc. No. NCC/SEMP/01
Revision No. 00
Revision Date : 00
Effective Date :

SITE SPECIFIC ENVIRONMENTAL MANAGEMENT PLAN

WBDWSIP HAROA BLOCK

LOCATION: ZONE 14 (OHR WORK)

0	16.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
REV	DATE	PREPARED BY	CHECKED BY	APPROVED BY DS/SC	APPROVED BY PIU

WEST BENGAL DRINKING WATER SECTOR IMPROVEMENT PROJECT
North 24 Parganas
WBDWSI Project

Assistant Engineer, DS/SC
N-24Pgs, WBDWSIP, PHE Div.
West Bengal

Assistant Engineer
N-24Pgs, WBDWSIP, PHE Div.
West Bengal

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Package Area	Package No : N24P/02A ;Zone 14- OHR (Khalisadi) under PIU North 24 Parganas
Package title	Design and Construction of Overhead Reservoir Including Water Supply Distribution Network and Metering Work in Haroa Block SEMP is as per requirement of the Draft IEE covering package no. N24P/02A
Contractor	NCC Pvt. Limited
Date of Contract Award	19/09/2018
Date of works commencement for particular site	13/01/2020
Contract period	Construction: 3 Years ; O&M: 2 Years
SEMP Component	Construction of Overhead Reservoir – 300 KL
Demolition Activity	No demolition activity involved
Project Area	Shalipur Panchayet of Haroa block
Project Description	Individual household water supply schemes for the project Gram Panchayets yet
Indicative Budget for EMP Implementation for the entire package	INR 21,42,500/-
Project Components	As per project detailed design
Gram Panchayet: Shalipur	
Land Status	Govt. Land
OHR Capacity	300 KL
Location	



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Details of contractors on-site-personnel and workers	Zone-14 OHR /Shalipur Gram Panchayat of Haroa block
Project Manager	Mr. Ramesh Kr. Singh; 8170011450
Site Engineer	Mr. Suman Paul; 7076274664
Site Supervisor	Mr. Tapendu Pramanik; 6296804910
EHS Supervisor	Mr. Saradindu Gain; 9775459487
Archeological supervisor	NA
Skilled / semi-skilled workers	2 skilled and 0 Semi-skilled
Unskilled workers	6
Women workers	Nil
Workers – local / migrant	Local-Nil / Migrant-8 (from other districts of West Bengal)
Details of facilities	
Construction camps, (no's and locations)	One labor accommodation near the OHR site in Community hall [Refer Attachment P2]

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Table 1: Anticipated Impacts and Mitigation Measures – Pre-construction Environmental Mitigation Plan

Field/ Issues (1)	Anticipated Impact (2)	Recommended Mitigation Measures (3)	Actions Taken/ Status (4)	Responsibility of Implementation (5)	Monitoring of Mitigation (6)	Cost and source of Fund (7)
Infrastructure and Services	Electric poles and wires, water lines within proposed project area of OHR site.	<ul style="list-style-type: none"> Locations and operators of these utilities to be identified as per detailed design documents to prevent unnecessary disruption of services during construction phase. Prepare spoils (Waste) management plan. 	<ul style="list-style-type: none"> Contingency Plan has been developed by informing to emergency services like WBS&EDCL, Telecommunication, local administration and police etc. First we are digging the trial pit manually, if any obstruction arise the same is removed as per direction of end user The construction work to continue without disturbing the existing pipeline and electric poles. Spoil Management Plan is included in Attachment O7 included with this SEMP 	Contractor, PIU	DSISC observation at site and document checking	Project cost
Climate	The nature and intensity of rainfall events in an area, has implications for surface water management.	<ul style="list-style-type: none"> Seasonal climatic variations should be taken into account during scheduling of construction in the area. 	<ul style="list-style-type: none"> Excavation works schedule during dry season have been approved by PMU. If excavation work is to be conducted during rainy season then preventive measures will be taken as per PMU approved method. 	Contractor, PIU	DSISC observation at site	Project cost
Sources of Materials	Extraction of materials can disrupt natural land contours and vegetation resulting in accelerated erosion, disturbance in natural drainage	<ul style="list-style-type: none"> Obtain construction materials only from government approved quarries with prior approval of PIU. On a monthly basis documentation on material obtained from each source (quarry/borrow pit) should be submitted. 	<ul style="list-style-type: none"> No involvement of any new borrow area or quarry is anticipated. 	Contractor, PIU	DSISC observation at site and document checking	Project cost

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Field/ Issues (1)	Anticipated Impact (2)	Recommended Mitigation Measures (3)	Actions Taken/ Status (4)	Responsibility of Implementation (5)	Monitoring of Mitigation (6)	Cost and source of Fund (7)
	patterns, ponding and water logging, and water pollution.	<ul style="list-style-type: none"> In case of involvement of new quarries/ borrow areas, prior steps will follow for all clearances and permissions as required under law. 				
Consents, permits, clearances, no objection certificates(NOCs), etc.	Failure to obtain necessary consents, permits, NOCs, etc can result to design revisions and/or stoppage of works.	<ul style="list-style-type: none"> All necessary consents, permits, clearance, NOCs, etc prior to award of civil works should be obtained. All necessary approvals for construction to be obtained before start of construction. Acknowledge in writing and report on compliance consents, permits, clearance, NOCs etc. obtained. 	<ul style="list-style-type: none"> Already done land requisition, electric connection, water source etc. Tree felling requirement for this site is not anticipated. Made provision for detailed design drawing and documented all conditions Please refer Attachment O3 for list of relevant permits and clearances. 	Contractor and PIU	DSISC observation at site and document checking	Project cost

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Table 2: Anticipated Impacts and Mitigation Measures – Construction Environmental Mitigation Plan

Field/ Issues (1)	Anticipated Impact (2)	Recommended Mitigation Measures (3)	Actions Taken/ Status (4)	Responsibility of Implementation (5)	Monitoring of Mitigation (6)	Cost and source of Fund (7)
Air Quality	Emissions from construction vehicles, equipment, machinery and DG set used for excavation and construction resulting in dust and increase in concentration of vehicle-related pollutants such as carbon monoxide, sulphur dioxides, particulate matter, nitrogen oxides, and hydrocarbons	<ul style="list-style-type: none"> Following air pollution/dust control measures for construction activities stipulated by the “Direction of West Bengal Department of Environment under the Air Act, 1981 Direction No. EN/3170/T-IV-7/001/2009 dated: 10 December 2009”: <ul style="list-style-type: none"> Only vehicles having valid Pollution under Control Certificates should be engaged in the project. Vehicles transporting (cement, sands etc) should be covered and cleaned prior to release at site, sprinkling of water and stabilization of soil for dust hazards to be carried out on site. Damp down soil, sand/ earth stockpiled at site should be maintained as per site condition. Control unnecessary movement of vehicle, public trespassing into work areas for control of dust generation. If required, then provide a dust screen/high compound wall around the construction sites (OHR). 	<ul style="list-style-type: none"> Only vehicles having valid PUC certificate have been engaged in the project. Mixer machine, winch machine and DG set used for concreting and pilling are not left for idling, after completion of work. Sprinkling and dust screen arrangement have been made, and will be used when required. Site has been access controlled to prevent trespassing. Stock piles will be maintained in such a way to minimise dust rising. Air quality Monitoring has been conducted at following five places (Zone-2 Nebutala Abad, Zone-5 Tegharia, Zone-13 Chauhata, Zone-17 Shalipur and Zone-21 Haroa) in the Haroa Package. 	Contractor	PIU through DSISC observation at site and document checking	Project cost
Drainage and hydrology	Due to the nature and locality of the projects there is unlikely to be any significant impacts	<ul style="list-style-type: none"> The effluent should be discharged into local drains after passing through a sediment basin to prevent contamination of existing drains and local water bodies. 	<ul style="list-style-type: none"> The site surface has been engineered and shaped in such a way that rapid and efficient evacuation of runoff is achieved. Arrangements have been made to 	Contractor	PIU through DSISC observation at site	Project cost

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Field/ Issues (1)	Anticipated Impact (2)	Recommended Mitigation Measures (3)	Actions Taken/ Status (4)	Responsibility of Implementation (5)	Monitoring of Mitigation (6)	Cost and source of Fund (7)
	on water resources within the immediate area.	<ul style="list-style-type: none"> Where no local drains are available, a soak pit will be created on-site away from water bodies. 	release effluent from the site to a local drain after passing through a sedimentation basin, so that it does not contaminate existing drain and pond around the project site			
River/Surface water quality	Mobilization of settled silt materials, run-off from stockpiled materials, and chemical contamination from fuels and lubricants during construction works can contaminate nearby surface water quality.	<ul style="list-style-type: none"> Avoid stockpiling of earth fill; especially in monsoon season, cover it with tarpaulins or plastic sheets. Prioritize and implement reuse of excess spoil and materials in the construction work; if necessary, dispose in designated disposal area. Storage locations should have impervious floors Fuels and lubricants should be stored away from drainage and spillage protection should be provided Provision for temporary silt traps or sedimentation basins along the drainage leading to the water bodies should be provided, according to situation. Temporary drainage channel around the work area should be made to accumulate the entry of runoff from upper areas into the work area. Provision of pumping out of the water from the pits/excavations to a temporary sedimentation pond or disposal after sedimentation should 	<ul style="list-style-type: none"> No stockpiles have been planned near drainage locations/ nearby water bodies. Storage areas are compacted and made impervious. Locations for fuels and lubricants store is away from drainage path and spill kits have been obtained. All excavated materials expected to be utilized on-site only. No excess spoil anticipated. Surface water monitoring has been conducted already following two places (Zone-2 Nebutala Abad and Zone-13 Chauhata) in the Haroa project as per Environmental Monitoring Plan recommended in the IEE. 	Contractor	PIU through DSISC observation at site and document checking	Project cost

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Field/ Issues (1)	Anticipated Impact (2)	Recommended Mitigation Measures (3)	Actions Taken/ Status (4)	Responsibility of Implementation (5)	Monitoring of Mitigation (6)	Cost and source of Fund (7)
		be taken into consideration.				
Biodiversity Fauna and Flora	Due to the nature and locality of the project there is unlikely to be any significant impacts on bio-diversity within the area.	<ul style="list-style-type: none"> For flora protection, tree cutting is strictly prohibited; if necessary, then obtain permission through proper channel. For faunal activity, instruction should be given to everyone to inform site EHS Coordinator who should take appropriate action for their protection and safe rescue. 	<ul style="list-style-type: none"> So far no faunal movement has been observed in this site. 	Contractor	PIU through DSISC observation at site and document checking	Project cost
Noise Levels	Increase in noise level due to earth-moving and excavation equipment, and the transportation of equipment, materials by labours	<ul style="list-style-type: none"> Minimize noise from construction equipment by using vehicle silencers, fitting jackhammers with noise-reducing mufflers minimising the sound impact to surrounding sensitive receptor; Horns not to be used unless it is necessary to warn other road users; Ensure maximum work place noise level exposure not exceeding 85 decibels (dB); Ensure noise level at site boundary comply with standard prescribed for local landuse; and Baseline and construction phase Noise Monitoring (Day & Night time) should be conducted. 	<ul style="list-style-type: none"> Consultation made with local communities in advance of the work to identify and avoid working at sensitive times, such as religious and cultural festivals. Planned activities in consultation with DSISC so that activities with the greatest potential to generate noise are conducted during periods of the day which will result in least disturbance. Mixer machine, winch machine and DG sets used for concreting and pilling are properly maintained and stopped immediately after completion of work. Baseline monitoring has been conducted. Noise quality Monitoring has been conducted at following five places (Zone-2 Nebutala Abad, Zone-5 Tegharia, Zone-13 Chauhata, Zone-17 Shalipur and Zone-21 of Haroa) in the 	Contractor	PIU through DSISC observation at site and document checking	Project cost

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			Haroa Block as per requirements prescribed in IEE.			
Landscape and Aesthetics character, and sense of place	Construction wastes as well as excess construction materials may show some impact.	<ul style="list-style-type: none"> • Prepare a construction waste management plan for site. • Hazardous wastes e.g. waste oil, empty paint cans, etc. should be stored on site and then shifted to a central location from where these will be disposed in accordance with Hazardous Wastes Management Rule, 2016. • As far as possible utilize the debris and excess soil in construction purpose such as for site filling and labelling purpose. • Avoid stockpiling any excess spoils at the site for long time, if required, dispose at the site selected, in consultation with local GP preferably from barren, infertile land, which is located away from any sensitive area. 	<ul style="list-style-type: none"> • Spoil management plan has been developed • Waste/construction waste is being managed according to the following preferential hierarchy: reuse and dispose. • Waste material like concrete and excavated soils are utilized for reuse and filling purpose. Also, other solid waste like cement bags are collected in a place on site and then shifted to our godown, from where these are disposed as per law. 	Contractor	PIU through DSISC observation at site and document checking	Project cost
Occupational Health and Safety	Occupational hazards which can arise during work	Develop and implement a site-specific occupational health and safety (OHS) plan which will include measures such as: (a) excluding public from the site; (b) ensuring all workers are provided with and use personal protective equipment like Helmet, Gumboot, Safety Belt, Gloves, Nose mask etc.	<ul style="list-style-type: none"> • Based on NCC's OHS Plan, a site specific OHS plan has been developed. • Site OHS plan is attached at Attachment - O4. • All workers have been provided with and made to use Personal Protective Equipment like helmet, gumboot, safety belt, gloves, nose mask and ear plugs; • H&S Training for all site personnel 	Contractor	PIU through DSISC observation at site and document checking	Project cost

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		(c) documentation of work-related accidents. (d) Providing qualified first aider at all times. (e) Providing to all workers reflective jacket, (f) Marking and providing sign boards for most of hazardous areas such as high voltage equipment, (g) Workers allowed exposure to noise level up to 85 dB (A) only.	has been arranged and it will be continued; • H&S orientation training provided to all new workers to ensure that they are apprised of the basic site rules of work at the site, personal protective protection, and preventing injuries to fellow workers; • Documented procedures are followed for all site activities; • Work-related accidents will be recorded; • Drinking water provided after proper testing. • First Aid box provided at working sites; • Clean eating areas provided to workers; • Moving equipment maintained with audible back-up alarms			
Socio Economic Employment	Generation of temporary employment and increase in local revenue	• Employ local labour force as far as possible • Comply with labour laws	• Local labours are employed, on priority, whenever available. • Refer Attachment O3 for documents relating to statutory compliances	Contractor	PIU through DSISC observation at site and document checking	Project cost
Environmental Management Plan (EMP) Implementation	Irreversible impact to the environment, workers, and community	• Project Manager and all key workers will be required to undergo training on EMP implementation including spoils/waste management, Standard operating procedures	Training session for all employees has been arranged.	Contractor	PIU through DSISC observation at site and document	Project cost

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Field/ Issues (1)	Anticipated Impact (2)	Recommended Mitigation Measures (3)	Actions Taken/ Status (4)	Responsibility of Implementation (5)	Monitoring of Mitigation (6)	Cost and source of Fund (7)
on Training		(SOP) for construction works; occupational health and safety (OHS), core labour laws, applicable environmental laws etc.			checking	
Construction Camps	Temporary air, noise, land and water pollution from machine operation and after establishment of habitation	<ul style="list-style-type: none"> • Camp sites shall be away from residential areas (100 m), sensitive areas (schools, hospitals, etc. 250 m.), water bodies (500 m) and forests (more than 1 km) • Use unused, vacant lands; no trees shall be cut • Provide a proper fencing/compound wall • Prepare a site layout plan & display at the site; uniformly label (name boards) all the places in the facility • Entire site/facility area shall be provided with hard levelled surface as appropriate; no loose soil, slush, water logging etc., • Living quarters and construction camps shall be provided with standard materials; no shacks or huts • Adequate lighting and ventilation • Provide drinking water, water for other uses, and sanitation facilities; drinking water should be regularly tested • Provide clear pathways for safe movement • Provide cooking fuel (cooking gas); 	<ul style="list-style-type: none"> • Before locating project offices, sheds, and construction plants we discussed with DSISC and within or nearest place has been selected, • Till date no trees have been cut and no any destruction of property, irrigation and drinking water supply systems observed, • Employees are trained for storage and handling of materials which can potentially cause soil contamination and water contamination; • Solid waste managed according to the following preferential hierarchy: reuse, and disposal to designated areas; Kitchen wastes collected in a dustbin then it is disposed outside from area to designated disposal location, • Daily generated effluent disposed by arrangements already present in camp/ household. • The details of labour accommodation are presented in Attachment O2. 	Contractor	PIU through DSISC observation at site and document checking	Project cost

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Field/ Issues (1)	Anticipated Impact (2)	Recommended Mitigation Measures (3)	Actions Taken/ Status (4)	Responsibility of Implementation (5)	Monitoring of Mitigation (6)	Cost and source of Fund (7)
		and a separate safe place to cook; fire wood not allowed • Construct septic tanks and soak pit arrangement for wastewater disposal • Solid waste shall be properly managed – provide separate bins, compost biodegradable waste; sell recyclable waste • According to rule and regulation camp will be vacated and restored to pre-project conditions before acceptance of work.				
Archaeological and Cultural characteristics	Risk of archaeological chance finds	• Strictly follow the protocol for chance finds in any excavation work; • Construction staff members should be made aware of the likelihood of heritage resources being unearthed and of the scientific importance of such discoveries.	• No archaeological chance finds are reported at project sites till date. • If there is any such finding, action will be taken up as per requirement.			

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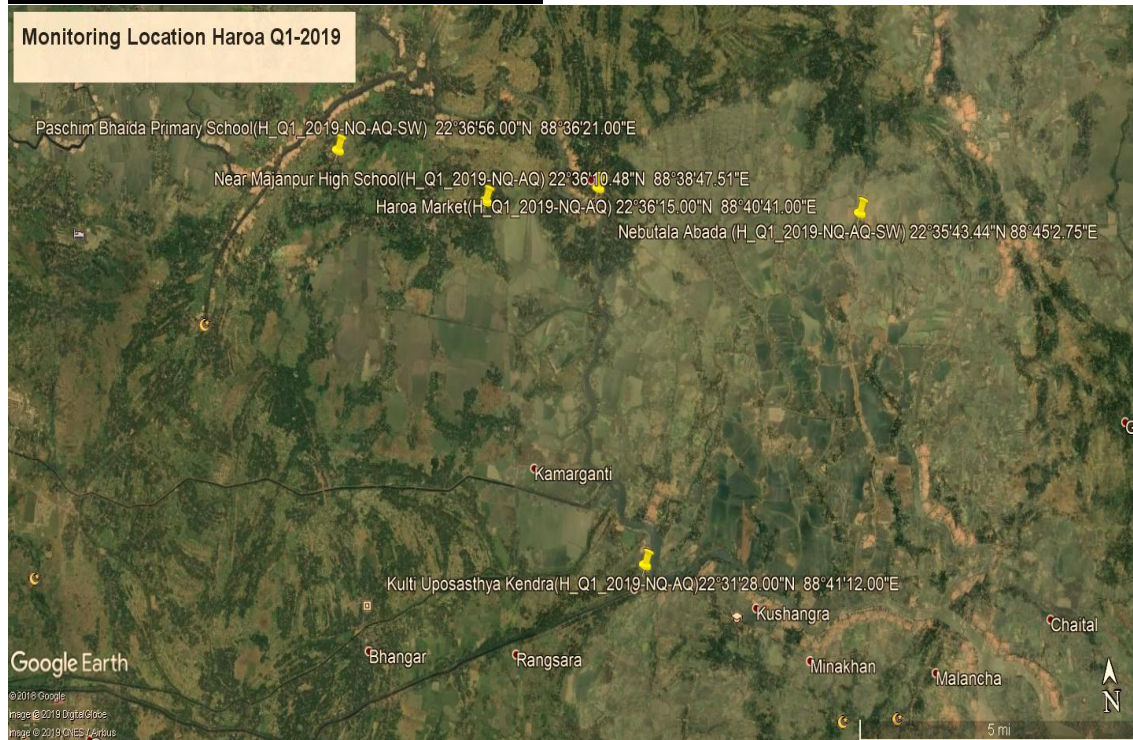
Table 3: Construction Phase Environmental Monitoring Plan for Entire Package

Monitoring Field	Monitoring Location	Monitoring Parameters	Frequency	Locations*	Cost as per budget (in Rs.)
Ambient air quality	5 locations (to be selected during implementation to represent the overall project area)	• PM ₁₀ , PM _{2.5} NO ₂ , SO ₂ , CO	Once before start of construction Quarterly (yearly 4-times) during construction (2-year period considered)	Nebutala Abada Zone 02, Kulti Uposasthya Kendra Zone-5, Near Paschim Bhaida Primary School Zone-13, Near Majanpur High School Zone-17 and Haroa Market Zone-21	225,000
Ambient noise	5 locations (same as air quality monitoring)	• Day time and night time noise levels (24 hours)	Once before start of construction Quarterly (yearly 4-times) during construction (2-year period considered)	Near Paschim Bhoira (Zone 13), Near Majanpur high school (Zone 17) Haroa market (Zone 21) Near Nebutala Abada (Zone 2) Kulti Uposasthya kendra (Zone 5)	67,500
Surface water quality	2 locations (to be selected during implementation)	• pH, Oil and grease, Cl, F, NO ₃ , TC, FC, Hardness, Turbidity BOD, COD, DO, Total Alkalinity	Once before start of construction Half yearly during construction (2- year construction period considered)	Pond Water near Nebutola Abada Zone-3, Pond Water in Zone 13	40,000
Chance Finds	Areas protected by ASI or West Bengal State Archaeology Department	Chance finds protocol	Before finalization of detailed design, consult with ASI or West Bengal State Archaeology Department	-	-

Note: * It should be noted that every quarter only 5 locations in the entire package is monitored for air and noise while two locations are monitored for surface water every half-yearly. Locations are changeable with progress of work. Present locations as mentioned in mitigation tables are base line monitoring conducted as per EMP provision. The exact locations of these monitoring are reported in SEMR over google earth image. For all the packages conduct of these monitoring is responsibility of concerned Contractor and cost for such already budgeted in the IEE.

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Monitoring Locations on Google Earth



List of Attachments


Attachment O1: Details of construction Work sites
Attachment O2: Details of construction camp sites
Attachment O3: List of clearances & statutory requirements
Attachment O4: Contractor's OHS Policy & Organization
Attachment O5: Utility shifting/relocation
Attachment O6: Details of Construction Materials
Attachment O7: Spoil Management Plan
Attachment O8: Procedure for on-site Grievance Redressal Mechanism
Attachment O9: Procedure for information disclosure prior to start of works

Appendix O.1: Site Layout Plan
Appendix O.A: Labour License
Appendix O.B: Workman Compensation
Appendix O.C: PUC Certificates
Appendix O.2: Contractor's OHS Policy Statement
Appendix O.3: Sample Grievance Registration Form

Enclosure 1: Health_Safety_Management_Plan of Pkg.N24PGS/02A_ Haroa block, _


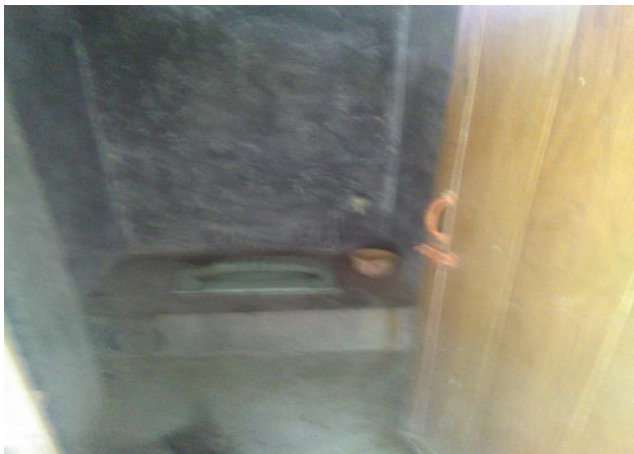
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Attachment O1: Details of construction Work sites

1. Zone 14: OHR construction Site	
Location- Khalisadi	
A	Material storage <ul style="list-style-type: none"> • Cement • Steel • Fine Aggregate • Coarse Aggregate • Shuttering Material • Shuttering Oil
B	Plant & Machinery <ul style="list-style-type: none"> • Concrete Mixer – 1 Nos • Needle Vibrator – 1 Nos • Pile Driving Machine – 1Nos • DG (Less than 5KVA) – 1Nos
C	Site office – No
D	Laboratory – No
E	Security cabin – No
F	Labor welfare facilities at Site <ul style="list-style-type: none"> • Toilets • Drinking water • First Aid Box.
G	Site Layout Plan <i>Refer Appendix O.1</i>
H	Site photographs
Original site photographs	
	OHR before Construction

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Attachment O2: Details of construction camp sites

1.	Labour accommodation, OHR site – Zone 14
Location- Khalisadi, Shalipur GP (Latitude: 22°37'41.16" Longitude: 88°37'46.36")	
A	<p>Accommodation – For 8 Nos construction workers No women / families in the camp</p> <p>Facilities provided at camp site</p> <ul style="list-style-type: none"> • Type of living accommodation – Labour accommodation has been arranged in a Camp near OHR site at Community hall • Accommodation provided for 8 workers • Cooking gas • Drinking water • Bath rooms • Toilets • Drainage system • First aid box
B	Camp photographs
Original site Photographs	Not applicable as camp is not located on OHR
Photos of camp and facilities provided	
	Accommodation for labour at zone 14 -OHR
	
	Toilet for OHR workers at accommodation camp

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Attachment O3: List of clearances & statutory requirements

Sl. No.	Project related	Status
A	Construction/work related	
1	Possession of land	Available
2	Notice to Proceed from PIU	Available
B	Labour Safety / Welfare Related	
1	Labour license	Obtained [Refer Appendix – O.A]
2	Workmen Compensation	Obtained [Refer Appendix – O.B]
C	Safety / liability safety related	
1	Medical Insurance	Tie-up with local hospital made
D	Others	
1	Fitness certificate for vehicles, equipment used in construction	Obtained
2	Pollution under control (PUC) certificates for vehicles and equipment	Available [Refer Appendix – O.C]
3	Driving licenses for drivers	Obtained
4	Insurance for vehicles / equipment, as required	Obtained

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Attachment O4: Contractor's OHS Policy & Organization

1	Contractor agency has a OHS policy	Yes/ No
A	If yes, provide policy details 1. Policy statement: 2. EHS organization & responsibilities:	Yes [Refer Appendix O2 Yes
A	List safety risks anticipated in the project Work area (OHR) • Trips and falls • Head injury from falling objects • Confined work space • Slope failure / trench collapse • Accidents from open excavations	-
C	List personal protection equipment provided to workers • Boots- 8 nos. • Gloves-2 nos. • Helmet-8 nos. • Safety jacket- 8 nos. • Goggles- 2 nos.	Yes
D	Preventive Measures	
	• Orientation of all workers on OSH	Done
	• Work permit system	Yes – for work at height
	• Toolbox/safety meetings (how often will this be conducted, what are the minimum topics)	Twice Weekly on work at height, firefighting, first-aid, housekeeping, etc.
	• Safety signages	Displayed on site
	• Barricades (more than 1 m deep requires hard barricading)	Yes
2	Contractor emergency procedure	
A	• In case of accident, first aid treatment to injured labour/person shall be provided. • In case hospitalization is required, concerned site in-charge will immediately take necessary action for hospitalization and he will inform to our Project Manager. • Details of accident shall be reported in accident register and the same shall be informed to client also.	
B	Contact information, staff and responsibilities for emergency situations	
	Designation	Staff name & contact
	Site Engineer	Mr. Suman Paul Mob: 7076274664
	EHS Supervisor	Mr. Saradindu Gain Mob: 9775459487
	Project Manager Representative	Mr. Ramesh Kr. Singh Mob: 8170011450
		Emergency responsibility
		Site Engineer shall be responsible for arranging of first aid treatment and other necessary action required in case of emergency. He will also be responsible for informing to EHS Supervisor.
		EHS Supervisor should assess the emergency situation and accordingly instruct the Site Engineer of appropriate actions. Depending on the gravity of the situation, he should also inform Project Manager Representative.
		Project Manager Representative shall be responsible for taking all necessary action and decisions.
C	Reporting procedure in case of work accidents • Details of accidents shall be recorded in accident register. • Copy of accident register shall be submitted to client at the end of every month. • In case of any major accident client shall be informed immediately.	Yes
D	Mandatory Reporting to Authorities	Yes
E	Prohibited Acts and Penalties for Violations	Yes

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Attachment O5: Utility shifting/relocation

Sl. No.	List work sites that require utility shifting, relocation, temporary shut off	Remarks
1	Area work sites (OHR)	Not Required

Attachment O6: Details of Construction Materials

Sl. No	Material	Approximate quantity required (MT) for project	Source	Indicate if source has all necessary government clearances
1	Aggregate	9766.66	Nalhati	Yes
2	Sand	9333.33	Gopi Ballavpur	Yes
3	Steel (MT)	37.86	Approved supplier	Yes
4	Cement (MT)	2.65	Approved supplier	Yes

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Attachment O7: Spoil Management Plan

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Attachment O7: Spoil Management Plan

NCC LIMITED	Design and Construction of Overhead Reservoir Including Water Supply Distribution Network and Metering Work in Haroa Block	Doc. No. NCC/ SEMP /01
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SPOIL MANAGEMENT PLAN

WBDWSIP HAROA BLOCK

LOCATION: ZONE 14 (OHR WORK)

REV	DATE	PREPARED BY	CHECKED BY	APPROVED BY DSISC	APPROVED BY PIU
	10.01.2020				

WEST BENGAL DRINKING WATER SECTOR IMPROVEMENT PROJECT
Environmental Specialist, DSISC
North 24 Parganas
WBDWSI Project


Assistant Engineer
WBDWSIP, PHE Dto.
Gurt. Of West Bengal

NCC LIMITED	Design and Construction of Overhead Reservoir Including Water Supply Distribution Network and Metering Work in Haroa Block	Doc. No. NCC/ SEMP /01 Last Revision No. 00 Last Revision Date : 00 Page 21 of 33 Original Issue Date :
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1. INTRODUCTION OF SMP:

SMP is to describe how the project will manage the spoil generated and reuse related to design and construction works. This is an integral part of EMP. The objective of SMP is to reuse of spoil from works.

2. SCOPE:

This Spoil Management Plan developed for both OHR site in Zone (14). For the OHR site we do not anticipated any excess Spoil for disposal as all excavated material will be reuse at site only.

3. LEGAL AND OTHER REQUIREMENTS:

In this project, there is no legal litigation at site for land and working area or site. Disposal of spoil will confirming the Environmental Protection Rules and Regulations of Govt. Of India and the State Govt.

4. ROLES AND RESPONSIBILITY:

SITE ENGINEER:

- Will strictly work as per drawing.
- Will stay at site during activity is going on.
- Will see excess earth is kept at a particular place after completion of backfilling.
- Will ensure quality of the work by discussing daily about the type of activity on that day with the workmen.
- Will check site drain outlets are not blocked due to excavated earth on the drain.

SAFETY PERSONNEL:

- Will constant Job specific Tool Box Talk with Supervisor and Workmen.
- Will check excavated earth kept away from top.
- Will check if any underground pipeline is there or live electric cable there water should be sprayed to avoid dust hazard from excavation.
- Necessary Safety signage, Cones to be used.
- Vehicles reverse horn etc to be checked will ensure zero tolerance in safety.

WORKER:

- They will start activity only after Tool Box Talk done.
- They will wear job specific safety items before start of work.
- During working inside the excavated trench, they should use ladder for easy access.
- They should barricade the area of activity with Safety barricading tape.
- Worker should be skilled to carry out the work.

It is the responsibility of the Engineers and all department head to implement this procedure and ensure that delegated staff and worker under their supervision carry it out in this project. Major roles and responsibilities are mentioned below:

- Excavated earth should be utilized like refilling at site only.
- Traffic movement should not be obstructed by dumping soil during the work.
- No low land, pond, ditch etc. will be filled up by extra soil outside the work place.
- Ensuring no accident occurs during rainy season by excavated earth during or finished the work.
- All the drains, outlet should be free from excavated earth.

5. IDENTIFICATION AND ASSESSMENT OF SPOIL ASPECTS AND IMPACTS:

In this project, there are some places which will be assessed and identified jointly along with design engineer. Main places where the excavated earth can be utilized are the trench of pipes and backfilling location.

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6. SPOIL VOLUMES AND CHARACTERISTICS:

In this project, approx. Generation of excavated earth will be approx. 65 cum. There is no excess earth in this project as the same earth is to be used to fill the low land area.

As per report from soil expert, excavated earth is cohesive in nature.

7. SPOIL REUSES OPPORTUNITIES, IDENTIFICATION AND ASSESMENT:

In this project, there is no excess quality of excavated earth; total excavated earth should be reuse as per plan.

8. ON SITE SPOIL MANAGMENT APPROACH:

In this project, no need of the approach as there is no extra soil for disposal.

9. SPOIL TRANSPORTATION METHODOLOGY:

In this project, no need for transport as there is no extra soil for disposal.

10. MONITORING, REPORTING, REVIEW AND IMPROVEMENTS:

Monitoring, Reporting and all necessary improvements will be done as per requirements.

Expected Spoil (Soil) generated at Khalisadi (Zone 14)

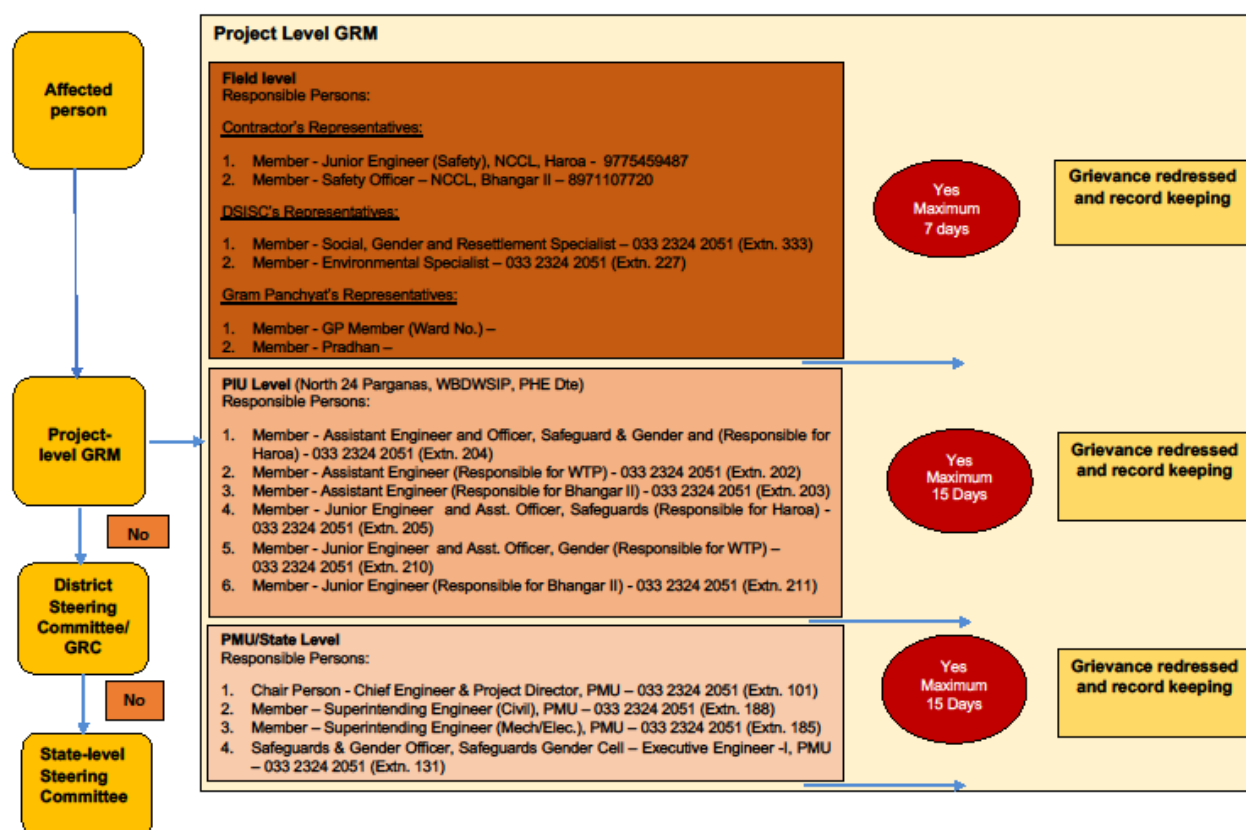
Sl. No.	ZONE	NAME OF STRUCTURE	EXCAVATON TOTAL QTY (C.U.M)	BACK FILLING TOTAL QTY (C.U.M)	REUSE EXECES QTY(C.U.M)
1.	1	Boundary wall	65	21	44

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Attachment O8: Procedure for on-site Grievance Redressal Mechanism

A common Grievance Redressal Mechanism (GRM) is in place to redress social, environmental or any other project and/or subproject related grievances. The GRM presented below has been developed in consultation with stakeholders. Public awareness campaign has been conducted to ensure that awareness on the project and its grievance redress procedures is generated. The campaign has ensured that the poor, vulnerable and others are made aware of grievance redress procedures and entitlements per project entitlement matrix, and PMU and PIU will ensure that their grievances are addressed in time.

Grievance Redress Mechanism

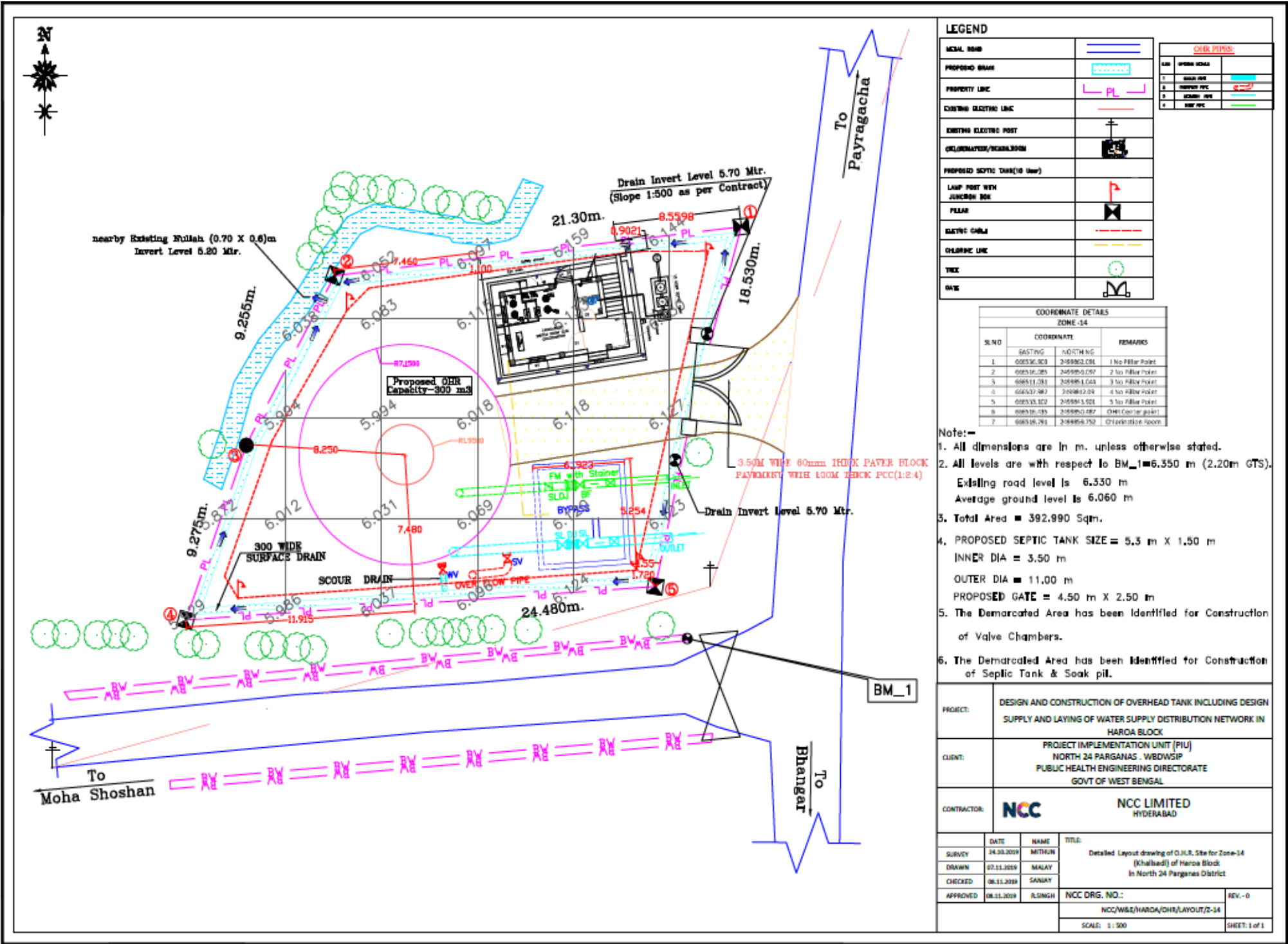


All grievances are recorded in site grievance register and resolved at the earliest. The sample grievance registration form is included in Appendix O3.

Attachment O9: Procedure for information disclosure prior to start of works

- Local population is informed through community leaders as well as by visiting individual households of the locality.
- Information board is placed at construction site
- Stakeholder consultation carried out at Gram Panchyat level and work details including time period is informed

Appendix O.1: Site Layout Plan



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Appendix O.A: Labour License



GOVERNMENT OF WEST BENGAL
OFFICE OF THE ASSISTANT LABOUR COMMISSIONER, BASIRHAT
MOILAKHOLA MORE TAKI ROAD BASIRHAT 24 PARGANAS (NORTH) PIN - 743412

FORM VI [See Rule 25(1)]

License No. : BST09/CLL/000029

Date : 05th Dec, 2018

Lic Fees	1000
S.Deposit	30000

LICENSE

License is hereby granted to **NCC LIMITED** at **Haroa, Block- Haroa , Basirhat, PS - Haroa , District - North 24 Parganas, Pin Code - 743425** under Section 12(1) of the Contract Labour(Regulation and Abolition)Act,1970 subject to the condition specified in Annexure.

The License shall remain till-04th Dec, 2019

sd/-
Signature & Seal
Licensing Officer

RENEWAL

[Rule 29]

Renewal vide AIN No.	RENEWAL-LIC-009311-008372-17200-2019
1.Date of Renewal	02nd Dec, 2019
2.Fees paid for Renewal	₹ 1250 (One Thousand Two Hundred Fifty rupees only)
3.Date of Expiry	04th Dec, 2020

**SUPRIYA
BANDYOP
ADHYAY**

Digitally signed by
SUPRIYA
BANDYOPADHYAY
Date: 2019.12.02
12:41:53 +05'30'

P.E. Details:-
Office of the Executive Engineer, North-24 Parganas Water Supply Division-II, P.H.E. Dte.(BST09/CLR/000088)

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GOVERNMENT OF WEST BENGAL
OFFICE OF THE ASSISTANT LABOUR COMMISSIONER, BASIRHAT
MOHLAKHOLA MORE TAKI ROAD BASIRHAT 24 PARGANAS (NORTH) PIN - 743412

FORM VI
(See Rule 25(1))

Licence No. : **BST09/CLL/000029**

Date : **05th Dec, 2018**

Lic Fees	1000
S. Deposit	30000

LICENCE

Licence is hereby granted to **NCC LIMITED** at **NCC Limited, Vill. Peara, P.O. + PS. Haroa, Pin.- 743425., Haroa, Block- Haroa , Basirhat, PS - Haroa , District - North 24 Parganas, Pin Code - 743425** under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 subject to the conditions specified in Annexure.

The licence shall remain in force till: **04th Dec, 2019.**

**Supriya
Bandyopadhyay**

Digitally signed by
Supriya Bandyopadhyay
Date: 2018.12.05
10:54:45 +05'30'

Licensing Officer
Under the Contract Labour(R&A) Act, 1970

&
Assistant Labour Commissioner
Basirhat, North 24 Parganas

Establishment Information:

Office of the Executive Engineer, North-24 Parganas Water Supply Division-II, P.H.E. Div. (BST09/CLL/000029)

W.Site - Utility Building, Tank No.-3, 2nd Floor, Action Area-1A, New Town, Kolkata.

Haroa, Block - Haroa , Basirhat - 743425, PS - Haroa , North 24 Parganas

Work site exact location:

NCC LIMITED, VILL: PEARA, PO+PS: HAROA, PIN: 743425

Haroa, Block- Haroa , Basirhat

PS - Haroa , District - North 24 Parganas, Pin Code - 743425

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Appendix O.B: Workman Compensation



Workmen's Compensation Policy- Policy Schedule			
Policy Servicing Office : Off Code-15, Future Generali India Insurance Co Ltd, 1st Floor D.No.7-1-21A, APDL Estate Opp Country Club, Begumpet, Hyderabad, Telangana, Pincode-500016, Tel No : 040-66038600			
Policy No	2019-L0129168-FWC	Period of Insurance	From 00:00 04/02/2019 To Midnight of 03/02/2020
Insured	NCC Limited	Intermediary Name/Code	INDIA INSURE RISK MANAGEMENT AND INSURANCE BROKING SERVICES-60001521
Address	WORKS IN HAROA BLOCK, North Twenty Four Parganas, West Bengal, 743425	Telephone (Mob, Off, Home)	4027822990/09892590738/4027822990
		Fax No & Email Id	02256791416 / PADMAJA.SURYARAJAN@INDIAINSURE.COM
GSTIN Number	19AAACN7335C1ZM	PGI GSTIN Number	36AABCF0191R1ZA
In consideration of the Policy holder named herein paying to the Future Generali India Insurance Company Limited (herein after called the Insurer) the premium as stated in the Schedule and in reliance upon the statements made by the Policy holder in the proposal including its attachments or otherwise, and the material incorporated therein, the Insurer agrees to provide insurance against loss damage liability or expense to the extent and in the manner herein provided subject to all terms, conditions, exceptions and warranties herein for set forth.			
Co-Insurance Details		Schedule Of Premium (₹)	
Insurer	Share (In %)	Gross Premium	134,304.36
FUTURE GENERALI INDIA INSURANCE COMPANY LIMITED	100%	Goods and Service Tax	24,174.78
		Total Premium	158,479.00
Risk Details			
Nature of Business	Design and Construction of overhead reservoir including water supply distribution and metering works in Haroa Block		
Location	Design and Construction of overhead reservoir including water supply distribution and metering works in Haroa Block		
Contractor/Sub-Contractor Name	NCC LTD		
No of Employees	Description of work done by Employees	Declared Wages during the Period of Insurance (₹)	
50	Highly Skilled workers	6,642,000.00	
50	Skilled workers	6,048,000.00	
50	Semi Skilled Workers	5,490,000.00	
50	Unskilled Workers	4,986,000.00	
Total		23,166,000.00	
Coverage Details			
The Policy covers Liability of the Insured under the following Law(s) shown as covered, subject to claim being otherwise admissible as per terms, conditions and exclusions of the Policy and subject to Limit of Indemnity as stipulated against each Law:			
Law	Limit of Indemnity	Coverage	
Employee's Compensation Act, 1923 and subsequent amendments thereof prior to the date of issue of this Policy	Subject otherwise, to the terms, conditions & Exclusions of the Policy, the amount of liability incurred by the Insured	Yes	
Common Law/ Fatal Accident		Yes	
Law(s)			
WC Act 1923 and subsequent amendment of the said Act prior to the date of issue of the policy provided that the insurance granted hereunder is not extended to include			
i. Any interest and/or penalty imposed on the insured on account of his/their failure to comply with the requirements laid down under WC Act 1923			
ii. Occupational disease of any kind.			
Additional Clauses, Conditions, Warranties & Exclusions			
Terrorism is excluded from coverage.			
No cover for Medical Expenses, Unless specifically allowed in the policy.			
No Cover for Medical Expenses.			
No Cover for occupational Diseases.			
Jurisdiction/ Territory : India			
Excluding Wet Risk, Blasting, Tunnelling and Handling of Explosives			
Excluding loss arising out of installation and erection of live wiring.			
Warranted that safety practices are followed by the workers and safety gadgets are used by the workers while working in heights.			
Contractors and sub contractors employees are covered.			
Important:- 1. All other Terms, Conditions and Exclusions as per attached Policy Wordings. 2. In case of payment by cheque, in the event of dishonour of cheque for any reason whatsoever, insurance provided under this document automatically stands cancelled from the inception irrespective of whether a separate communication is sent or not.			
For Future Generali India Insurance Co. Ltd.			
Receipt No :	Z9065378	 (Authorised Signatory)	
Date of Issue :	07/02/2019		
Place of Issuance :	Mumbai*		
*Address as mentioned below.			
Note: This document is digitally signed by Sharada Ramakrishnan, Authorised Signatory of Future Generali India Insurance Company Limited on 07/02/2019			

The stamp duty of Rs 67.15 paid by Letter Of Authorisation No. CSD/118/2018/3179/18, dated 16/08/2018. Mudmark - 2017/C.R. 97/M-1, dated 09/01/2018.

Product UIN : IRDANI32P0012V01200708



Future Generali India Insurance Company Limited, Corporate & Registered Office: 6th Floor, Tower - 3, Indira Park Finance Center, Senapati Bapat

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Appendix O.C: PUC Certificates

VEHICLE EMISSION CERTIFICATE
(Under the West Bengal Motor Vehicle Rules, 1988)

Vehicle Registr. No. **WB26T5753** WB-01- **D 6148795**

Date of Issue: **04/06/2019** Valid upto **03/12/2019**

Pollution Level

CO (%)	
HC (ppm)	
SD (HSU)	1.45

PUC Certificate issued by: **MIRA SERVICE STATION** License No. and Seal: **0004/AETC/BST/II**

Signature: **Plot No - 2, Block-AH**
New Town, Rajarhat
Kolkata - 700 156

COMPUTERISED EMISSION TEST CERTIFICATE
WB-01- **D 6148795**

Authorised Transport Dept. of West Bengal
MIRA SERVICE STATION
PLOT-2, BLOCK-AH, NEW TOWN, KOLKATA-156

License Number :- **0004/AETC/BST/II**

I.D. Number :- **001406** Date :- **04/06/2019**

Year Of Registration :- **2015** Time :- **4:08:58 PM**

Vehicle Registration Number :- **WB26T5753** Test Fee :- **100**

Speedometer :- **0**

Engine Number :- **E14884**

Chassis Number :- **E37419**

Vehicle Color :- **OTH**

Vehicle Make :- **MAHINDRA**

Vehicle Model :- **SCORPIO** Contact :- **9564932617**

Type Of Engine :- **4S** Oil Temperature :- **34**

Type of Vehicle :- **4W** Fuel :- **Diesel**

Owner :- **M S NCC LTD** Result :- **Pass**

Driver :- Valid Upto :- **03/12/2019**

	Ideal RPM	Max RPM	K Value	HSU Value	Oil Temp
1	800	2330	0.03	1.41	34
2	800	2580	0.03	1.41	34
3	790	2480	0.04	1.54	34
Avg	786.00	2466.00	0.03	1.45	

Name of Authorise Signatory with Seal of Testing Center: **MIRA SERVICE STATION**
Plot No - 2, Block-AH
New Town, Rajarhat
Kolkata - 700 156

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POLLUTION UNDER CONTROL CERTIFICATE
(Under the West Bengal Motor Vehicles Rules, 1989)

Vehicle Registr. No. **JH-10Z-9621** WB-01-D 5877301

Date of issue: **24-Aug-2019** Valid upto **23-Feb-2020**

Pollution Level

CO (%)	0.161
HC (ppm)	119
SD (HSU)	

PUC Certificate issued by: **M/S ZAMAN ENTERPRISE** License No. and Seat: **94/AETC/2016/PETROL**

Signature: *[Signature]* 24/08/19

POLLUTION UNDER CONTROL CERTIFICATE
(Under the West Bengal Motor Vehicles Rules, 1989)

M/S ZAMAN ENTERPRISE
DHANPOTABAZAR, KHALISADY, HAROA, 24PGS(N)

Label Code: 00 License Number: 94/AETC/2016/PETROL

PUC Number: P000000001694 Vehicle Type: 2 Wheeler

Name: M/S N.C.C. LIMITED Reg. No.: JH-10Z-9621

Address: Reg. Date: Apr-2011

Manufacturer: Hero MotoCorp

Model: CD-Dawn

Test Date/Time: 24-Aug-2019 10:55 Engine Type: 4 Stroke

Catalyst: No Odometer Rdnng: 0

Engine Number: 21561

Chassis Number: 01148

Fuel →	Petrol			
	Regulation	Measured	Regulation	Measured
CO (%)	3.5	0.161		
HC* (ppm)	4500	119		
CO2 (%)		1.49		
O2 (%)		18.72		
NOx (ppm)		0		
RPM:		0		
OT (°C):		0		
AFR:		—		
Lambda:		—		
PEP:		0.501		
CO-Aet (%)		1.462		

* Read as RHC for LPG and NMHC for CNG

Certified that this vehicle's emission levels are within the limits under 115(2) of CMV Rules, 1989.

Test Result: **PASS**

Grade: **A**

Valid Upto: **23-Feb-2020**

Test Fee: **Rs. 80**

POLLUTION UNDER CONTROL CERTIFICATE
(Under the West Bengal Motor Vehicles Rules, 1989)

Vehicle Registr. No.: **WB30AC7817** WB-01- **D 4261432**

Date of issue: **29-Mar-2019** Valid upto: **28-Mar-20**

Pollution Level:

CO (%)	
HC (ppm)	
SO (HSU)	40.5%

PUC Certificate issued by: **MILI ENTERPRISE** License No. and Seal: **151/AETC/2018**

Signature: *[Signature]* Kolkalis

WB-01-

POLLUTION UNDER CONTROL CERTIFICATE
(Under the West Bengal Motor Vehicles Rules, 1989)

MILI ENTERPRISE
BP RAJARHAT NEW TOWN, KOLKATA - 700156, WEST
PH: 9432010995

Transport Department

Label Code: **WB** Licence No.: **151/AETC/2018** Test Station Code: **0001**

PUC No.: **WB0001000362** Vehicle Reg No: **WB30AC7817**

Name: **NCC LTD** Category: **car**

Address: Make: **Mahindra**

Model: **BOLERO**

Date of Reg.: **2019**

Speedo mtr Rdg: **1094**

Mobile: **9735589348** Engine No.: **91913**

Date: **29-Mar-2019** Chassis No.: **10260**

Time: **10:54 AM** Emi Norms.: **BS-IV or Onwards**

Fuel: **Diesel** Vehicle Type: **BS4 - 4 Wheeler**

Flushing Cycle Mean: **RPM Min: 0840 RPM Max: 1913**

SNo.	RPM min	RPM max	K m-l	HSU %	OTP C
1	0810	1630	01.20	40.5	041.00
2	0830	1830	01.21	40.6	041.00
3	0810	1740	01.20	40.5	041.00

Standard	Measured
K m-l	1.62 01.20
HSU %	50 40.5

Valid upto: **28-Mar-20**

Grade: **A**

Mean **0816 1733 01.20 40.5% 041.00** Test Fee: **100**

This vehicle meets Emission Standards Prescribed under Rule 115(2) of Central Motor Vehicle Rule's 1989.

Seal of Testing Centre

Authorized Signatory: *[Signature]*

INDUS Diox 2.8.8/0000-0000/4560

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Appendix O.2: Contractor's OHS Policy Statement

NCC LIMITED

Health, Safety & Environment Policy

For Construction/Erection and Commissioning, the General Strategic Objectives Listed Below are Followed:

- A proactive, role model HSE at Site.
- All Sites related activities and Office Work will result in no one getting injured or made unwell.
- Early identification of hazards and risk and the decision or adequate measures.
- Reduction of negative impact on the neighborhood are the the environment in particular on fauna and flora to a minimum.
- Provide training in HSE knowledge and encourage continuous improvement and development of this.
- Continuous monitoring of the HSE performance.
- Promote the benefits of a healthy life-style amongst our employees.
- Report and investigate accidents and incidents to take lessons and prevents similar events occurring again.
- Preserve ecological balance and heritage.

Prepared by:	Copy No.	Date of Issue:	Approved by:	Issued by:

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Appendix O.3: Sample Grievance Registration Form

(Available in Bengali and English)

The _____ Project welcomes complaints, suggestions, queries, and comments regarding project implementation. We encourage persons with grievance to provide their name and contact information to enable us to get in touch with you for clarification and feedback.

Should you choose to include your personal details but want that information to remain confidential, please inform us by writing/typing *(CONFIDENTIAL)* above your name. Thank you.

Date	Place of registration	Project Town			
		Project:			
Contact information/personal details					
Name		Gender	Male Female	Age	
Home address					
Place					
Phone no.					
E-mail					
Complaint/suggestion/comment/question Please provide the details (who, what, where, and how) of your grievance below:					
If included as attachment/note/letter, please tick here:					
How do you want us to reach you for feedback or update on your comment/grievance?					

FOR OFFICIAL USE ONLY

Registered by: (Name of official registering grievance)	
Mode of communication: Note/letter E-mail Verbal/telephonic	
Reviewed by: (Names/positions of officials reviewing grievance)	
Action taken:	
Whether action taken disclosed:	Yes No
Means of disclosure:	

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অভিযোগ/ পরামর্শ/ মন্তব্য/ প্রশ্নাদি লিপিবদ্ধ করার নমুনা পত্র

এই _____ প্রকল্পটি সৃষ্ট ও সুন্দরভাবে রূপায়নের উদ্দেশ্যে সকলের অভিযোগ, পরামর্শ, প্রশ্ন এবং মন্তব্য প্রত্যাশা করে। আপনার কোনও অভিযোগ থাকলে আপনার নাম ও যোগাযোগের ঠিকানা দিয়ে আমাদের সহযোগিতা করবেন, আপনার অভিযোগ / প্রশ্নের যথার্থ সদুত্তর ও আপনাকে পরিস্থিতি সম্পর্কে আমরা অবগত করবো।

যদি আপনি আপনার ব্যক্তি পরিচয় গোপন রাখতে চান তাহলে আপনার নামের উপরে " গোপনীয় " কথাটি লিখবেন।

ধন্যবাদান্তে

তারিখ	পঞ্জীকরণের বা Registration এর স্থানঃ	ব্লক-	
		গ্রাম পঞ্চায়েত-	
		গ্রাম সংসদ-	
যোগাযোগের ঠিকানা / ব্যক্তিগত তথ্য			
নাম		লিঙ্গ	বয়স
বাড়ির ঠিকানাঃ গ্রাম-	পাড়া-	পুরুষ -	
ফোন নং-	ই-মেইল-	মহিলা-	
অভিযোগ/ পরামর্শ/ মন্তব্য/ প্রশ্নাদি- দয়া করে কে, কি, কোথায় এবং কিভাবে - অভিযোগের এই বিশদ বিবরণ নিচে লিখুন-			
যদি কোন অতিরিক্ত কাগজ জুড়তে হয় / বা নোট থাকে বা চিঠি থাকে তাহলে এই ঘরে (✓) টীক দিন।			
আপনি কিভাবে আপনার অভিযোগ / মন্তব্য বিষয়ে অবগত হতে চান ?			

শুধুমাত্র অফিসের ব্যবহারের জন্যঃ

যে আধিকারিক অভিযোগ জমা নিলেন তার নাম :
কিভাবে জানানো হল (✓) টীক দিনঃ নোট বা চিঠির মাধ্যমে – ই-মেইল- মুখে মুখে বা টেলিফোনে-
যিনি অভিযোগ পাবার পর খতিয়ে দেখেছেনঃ
(নাম / পদ)
কি ব্যবস্থা গ্রহণ করা হয়েছেঃ
ব্যবস্থা যা গ্রহীত হয়েছে তা জানানো হয়েছে কি না - হ্যা / না
কিভাবে জানানো হলঃ

মন্তব্য-

প্রস্তুতকারক –

আনুমদনকারী –

তারিখ-