

Office of Municipal Commissioner

ULB Name

District Name

State Name



Dated: 12/05/2015

To,

Applicant Name

Full address

Approval ID :

Dear sir/ma'am,

Sub : Sanction for 'Individual Household Latrine Construction/ Conversion' Application

This has reference to the Application submitted to us for your Individual Household Latrine to be constructed/ converted at _____ vide Application ID _____.

In this connection we are pleased to advise you that verification of documents submitted with your Application mentioned above and the survey of the above mentioned address has been carried out successfully.

Further, your application has been accorded the status 'Approved' (Approval ID_____). This will facilitate the transfer of incentive directly through electronic funds transfer to the beneficiary account. It is also hereby informed that the first instalment for the construction is for Rs. _____/- will reach your bank account shortly and you will receive an sms of the same.

However if you have opted for joining bulk construction of toilets by the ULB through contract or Self help group, then the same will be transferred to that account to facilitate construction of your toilet.

It is to also inform you that you will become eligible for release of second and final instalment when you inform this office of the status of completion of your toilet and it is verified by the ward's SBM officer and approved by this office. On approval of second instalment, the amount will be directly transferred to your account.

Please feel free to call your ward SBM officer at _____ for any further assistance required from us. Assuring you of our prompt attention & best services at all times.

Yours faithfully

Municipal Commissioner