

State Urban Development Agency

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata –
700106 Email: wbsudadir@gmail.com

Memo No. SUDA-15014(21)/48/2023-ENGG SEC(SUDA)-SUDA/932 Date 21.02.2024

NOTIFICATION FOR ENGAGEMENT OF STATE QUALITY MONITORS (SQM) FOR MONITORING THE WORK OF SOLID WASTE AND LIQUID/USED WASTE MANAGEMENT ACROSS ALL THE ULBS IN WEST BENGAL UNDER SBM (U)

State Mission Director, SBM (U), West Bengal, under Department of Urban Development and Municipal Affairs, Government of West Bengal proposes to **50 (fifty) Nos.** empanel Senior Civil /Electrical/ Mechanical/ Environmental Engineers, retired from Central/State Government Departments/ Organizations, PSUs and serving/retired faculty members of Government Engineering Colleges/NITs/Government Research Institutes, etc. who have worked / consulted in the field of Solid Waste Management and Liquid/Used Waste Management, to work as State Quality Monitors under SBM (U). The details are following below:

- The SQM, SBM (U) shall be required to carry out field inspection of the Solid Waste Management and Liquid/Used Waste Management projects spread overall the ULBs in the State of West Bengal, **at least 15 days** in a calendar month and also to impart knowledge in the training programs organized by the SBM (U) Cell.
- The details of eligibility and selection criteria, application format, guidelines for inspection, honorarium and other facilities admissible to the SQM, SBM (U) may be seen in Annexures **I, II, III(a), III(b), IV and V.**
- The application shall be sent only through e-mail at sbmrecruitment.wbsuda@gmail.com & sbm.wbsuda@gmail.com. The interested candidates shall send their recommended application, complete with all documents in one consolidated pdf file (not more than 10MB size) in the prescribed format so as to reach SUDA latest by **7th March 2024**. The empanelment of senior engineer may be as stated below. The numbers of empanelment may vary as and when require an upon the sole discrimination of the authority. The eligible candidate to be shortlisted after an interview by the competent committee. The empanelment does not guarantee any engagement on permanent basis and fixed scale of salary.

Sl. No.	Stream	Nos. of Engineers to be empaneled
01	Civil	25
02	Electrical	15
03	Mechanical	05
04	Environmental	05

- In case of delay in getting the application recommended by the recommending authority as mentioned the selection criteria, the advanced copy of the application must be received by **7th March 2024**. In such case, the recommendation of their commending authority must reach SBM (U) Cell on the aforesaid mail, latest by **12th March 2024**. Applications received after the last date of application (**7th March 2024**) shall not be considered.
- Empanelment of State Quality Monitors, SBM (U) [SQMs, SBM (U)] for inspection of Solid Waste Management and Liquid Waste /Used Water Management projects under SBM (U) Cell, SUDA.
- The Ministry of Housing & Urban Affairs has launched the Swachh Bharat Mission – Urban 2.0 scheme on 2nd October, 2021 for a period of 5 years from financial year 2021-22 to the financial year 2025-26 with the aim to make the city's garbage free, ODF ++ and Water+. Objectives of the Mission are to address door to door collection of wastes in segregated manner, transfer it to processing units in segregated manner, process and dispose it in scientific manner. Assess and treat the waste water up to the desired standard, construct and maintain the toilets and improvement of the existing toilets up to aspirational level. The schemes in the State of West Bengal are to be implemented by State Urban Development Agency/Municipal Engineering Directorate/ Kolkata Municipal Development Authority or respective ULBs as per Waste Management Rules for Solid Waste, Plastic Waste and Construction & Demolition Waste, CPHEEO norms and technical specifications vetted by respective Authorities and approved in State Level High Powered Committee/State Level Technical Committee.
- Now State Mission Directorate, SBM (U) proposes to empanel Civil/ Electrical/ Mechanical/ Environmental Engineers, retired from Central/ State Government Departments/ Organizations, Public sector undertakings (PSUs) and serving/ retired faculty members of Government engineering colleges / IITs/ NITs/ Government research institutes, etc. who have worked/ consulted in the field of Solid Waste Management and Liquid/Used Waste Management, to work as State Quality Monitors under SBM(U).
- The SQM, SBM(U) shall be required to carry out field inspection of the Solid Waste Management and Liquid/Used Waste Management projects spread over all the ULBs in the State of West Bengal, at least **15** days in a calendar month and also to impart knowledge in the training programs organized by the SBM (U)Cell.
- The details of eligibility and selection criteria, application format, guidelines for inspection, honorarium and other facilities admissible to SQMs, SBM (U) etc. may be seen at website of SUDA (<https://www.sudawb.org/>) & UD&MA Department, Govt of West Bengal (<https://www.wburbanservices.gov.in/>).
- The application shall be sent only through e-mail at sbmrecruitment.wbsuda@gmail.com & sbm.wbsuda@gmail.com. Interested candidates should send their duly recommended application, complete with all documents in one consolidated pdf file (not more than 10 MB size) in the prescribed format so as to reach latest by **7th March 2024**.

- In case of delay in getting the application recommended by the recommending authority as mentioned in the selection criteria, the advance copy of the application MUST be received by **7th March 2024**. In such case, there commendation of their commending authority must reach SBM (U) Cell on the aforesaid mail, latest by **12th March 2024**. Applications received after the last date of application (**7th March 2024**) shall not be considered. SMD, SBM(U) & SUDA shall not be responsible for any delay in receipt of application due to network, connectivity issue or any other reasons.
- The SQMs, SBM(U) shall be empaneled separately for inspection of Solid Waste Management and Liquid Waste /Used Waste Management projects. The selection criteria for empanelment as SQMs, SBM(U) are given at **Annexure-I**. The application format for empanelment is given as **Annexure-II**. The format of recommendation is enclosed as **Annexure-III (a)** and **Annexure-III (b)**. Upon selection, the provisionally empaneled SQMs, SBM(U) is required to sign a code of conduct given at **Annexure-IV**. Details of honorarium and other facilities as currently payable/ available to SQMs, SBM(U) and guidelines of inspection are given at **Annexure-V**.

Annexure-I

Selection criteria for empanelment of State Quality Monitors (SQMs)

CriteriaNo.1-The candidate should be a Graduate in Civil/ Electrical/ Mechanical/ Environmental Engineering from a recognized University.

CriteriaNo.2

(i) For inspection of Solid Waste Management Projects-The candidate should have retired from the post not below the level of Superintending Engineer or

(ii) Equivalent from a Govt. organization, Central/ State public sector undertakings (PSUs) or their subordinate offices. Serving and retired faculty members of Government engineering colleges/ IITs/NITs/ Government research institutes, who have worked/ consulted in the field of Solid Waste Management can also apply.

(iii) For inspection of Liquid Waste /Used Water Management Projects-The candidate should have retired from the post not below the level of Superintending Engineer or equivalent from a Govt. organization, Central/ State Public sector undertakings (PSUs) or their subordinate offices. Serving and retired faculty members of Government engineering colleges / IITs/NITs/ Government research institutes, who have worked/ consulted in the field of Liquid Waste/ Used Water Management can also apply.

Criteria No.3 - No applicant would be allowed to work as SQM, after completing the age of 67 years, therefore, the applicant should not have attained the age of 65 years on the last date of application so that the applicant is able to work as SQM, SBM (U) for approximately 2 years, subject to satisfactory performance.

Criteria No. 4 - A candidate who has not worked with any organization cumulatively for 3 years after retirement shall not be eligible. This will be applicable only to those candidates who apply after 5 years of their retirement.

CriteriaNo.5

(i) For inspection of Liquid/Used Water Management Projects - The candidate (retired Government engineer) should possess the experience of working in the field of construction and Operation and maintenance of STP/Co-Treatment for at least 5 years in last 10 years before his retirement from Government service. Also, in last 5 years, he should have worked at least for 2years in the field of Liquid Waste /Used Water Management (any field out of planning and designing, execution or management of construction or operation & maintenance of any component related to Liquid waste/Used Water Management). The serving and retired faculty members of Government Engineering colleges/IITs/NITs/ Government research institutes, should possess minimum 10 years of experience in the field of planning/ design/ supervision/ execution/consultancy of construction and maintenance of Liquid waste/Used Water schemes. The candidate must have thorough knowledge regarding construction, operation and maintenance of Toilets with all types of facilities that may be provided

to the citizens and bring up the toilets to the aspirational level with 24hrs water supply.

Criteria No.6: Recommending Authority:

- (i) The candidate, who has retired from Government/ PSU, should have been recommended by the concerned State Government or by Government of India organization or administrative head of the PSUs, as applicable, clearly indicating that his integrity is beyond any doubt.
- (ii) For serving & retired faculty members of State Government Engineering colleges/ State Government research institutes/ IITs/ NITs/ research institutes of Central Government, the candidature should be recommended by the head of the institute. While recommending, the head of the institute should also certify that the candidate has high ethical standards and his/her integrity is beyond any doubt.

Criteria No.7 - The candidate should be willing to work as State Quality Monitor, SBM(U) with high ethical standards and sign the code of conduct.

Criteria No. 8- The reporting is to be done through web & mobile based applications. The candidate, therefore, should have working knowledge of computers and smart phones or be willing to learn the same in requisite period.

Annexure-II

The application should be mailed to sbmrecruitment.wbsuda@gmail.com & sbm.wbsuda@gmail.com latest by **7th March, 2024**.

Application for Empanelment as State Quality Monitor, SBM(U) – **(Civil / Electrical/
Mechanical/ Environmental Engineer)**

1. **Name** (as per service records):

2. **Date of Birth:**

(DD/MM/YYYY)

3. **Age** (as on 31.01.2024):

4. (i) Date of Retirement from Govt. Service:

(DD/MM/YYYY)

(in case of retired officer)

(ii) Date of Regular Appointment in Academic/ Research Institute:

(DD/MM/YYYY)

(in case of working officials)

5. Communication Address:

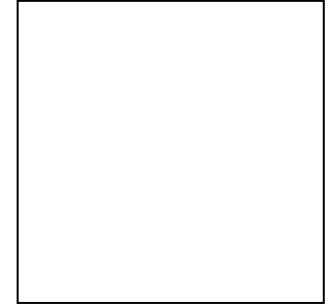
6. Permanent Address:

7. Contact Information:

(a) Residence based phone:

(b) Mobile No(s):

(c) e-mail Id. (in CAPITALLETTERS):



8. Educational & Professional Qualifications:

(as per Selection Criteria No.1)

Sl. No.	Degree*	Year of Passing	Subject/ Discipline/ Specialization	University	Percentage of marks obtained	Remarks
1.	Bachelor's Degree					
2.	Master's Degree					
3.	Doctoral Degree					
4.	Other Degree					
5.						
6.						

*Enclose copy of Certificates

9. PAN number (Enclose copy):

10. Employment record of last 10 years of Government service: (as per Selection Criteria No.5)

Sl. No.	Organization/ Department	Post Held/Level **	Duration		Details of work experience
			From	To	

**SE/Addl. CE/CE/E-in-C/Secretary/Professor/Associate Professor

11. Employment record post-retirement

Sl. No.	Organization	Position held	Duration		Details of work experience
			From	To	

12. Field of Specialization/ Special Interest (if any):

13. Post from which retired: (as per Selection Criteria No.2)

14. Other Details (Membership of professional bodies, authorship of technical papers, consultancies, etc.) {May attach extra sheet if needed}

15. Application made for Inspection of: (Mark any)

- Solid waste Management Projects
- Liquid/Used Water Management Projects

- Please attach the list of works associated with Solid waste/Liquid Waste/Used water Management:

16. Whether any departmental enquiries/ corruption cases initiated against the candidate, during service period: (Yes/No)

If yes, -results of the same:

17. Whether their commendation of the concerned State Govt. /Govt. of India organization enclosed: (asper Selection Criteria No. 6): (Yes/No)

If no, whether it will be provided by **12th March 2024**? (Yes/No)

18. Willingness to work as SQM, SBM (U) :

- (a) The undersigned is maintaining good health and is willing to take up field inspection assignments and other office works as State Quality Monitor, SBM(U).
- (b) I understand that I may be assigned to carry out field inspections in any town within West Bengal in accordance with the Guidelines.

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge. In case any of the above information is found to be false or misleading or misrepresenting, I am aware that I may be held liable for it and my empanelment as SQM, SBM(U) may be immediately cancelled and necessary action, as deemed fit, may be taken against me.

Date:

Signature.....

Place:

Name of applicant:

Annexure-III (a)

Recommendation for Empanelment as State Quality Monitor, SBM (U)

(For retired Government/ PSU engineers)

(On the letter head of the recommending authority. It should have full name, designation, address and telephone number of the signatory, so that it can be verified)

Date.....

To,
The State Mission Director,
SWM/LWM, SUDA, West
Bengal,
Department of Urban Development and Municipal
Affairs, Government of West Bengal,

Subject: Recommendation for Empanelment as State Quality Monitor, SWM (U)

Sir,
Shri (name of the candidate), was a regular employee of the.....(name of the State Government department/ Government of India Organization/PSU) and has retired from the active service on (date of retirement).

2. Shri..... (name of candidate) has high ethical standards and his/ her integrity is beyond doubt. No

Penalty related to corrupt practices was imposed on him during his active Government service and no departmental enquiry is pending against him.

3. This department/ organization has no objection for his empanelment as State Quality Monitor, SBM (U) (SQM, SBM (U)).

Yours sincerely,

Signature of the recommending authority
(name, designation, phone, address)

Annexure-III (b)

Recommendation for Empanelment as State Quality Monitor, SQM, SBM(U)
(For serving /retired faculty members)

(On the letter head of the recommending authority. It should have full name, designation, address and telephone number of the signatory, so that it can be verified)

Date.....

To,

The State Mission
Director, SWM/LWM,
SUDA, West Bengal,
Department of Urban Development and
Municipal Affairs, Government of West Bengal,

Subject: Recommendation for Empanelment as State Quality Monitor, SBM (U)

Sir,

Shri.....(name of the candidate), is a regular/ retired faculty member of this of the..... (name of the State Government engineering college/ State Government research institute /IITs /NITs/ research institute of Central Government) and has joined this institute as regular employee on.....(date of joining the institute). He retired on (date of retirement, if applicable).

2. Shri (name of candidate) has high ethical standards and his/ her integrity is beyond doubt. No Penalty related to corrupt practices has been imposed on him during his active government service and no departmental enquiry is pending against him.
3. This institute /organization has no objection for his empanelment as State Quality Monitor, SBM (U), (SQM, SBM(U)).

Yours sincerely,

Signature of the recommending authority
(Name, Designation, Phone, Address)

Annexure-IV

FOR INFORMATION –NOT TO BE SUBMITTED ALONG WITH THE APPLICATION
(to be signed and submitted after selection as (SQM, SBM(U).

Code of Conduct for State Quality Monitors, SBM(U), (SQM, SBM (U) Engaged by State Mission Director, SBM (U), West Bengal, Department of Urban Development and Municipal Affairs, Government of West Bengal,

➤ **Introduction:**

The purpose of Code of Conduct is to ensure an ethical conduct in the third-party inspection of works under Swachh Bharat Mission – Urban 2.0 schemes in West Bengal.

Under the quality management mechanism operational for the programme, the inspection of works by State Quality Monitors, SBM(U), (SQM, SBM(U) is an independent assessment of quality of works executed under this programme. The objective of quality management mechanism is to independently verify that the quality of works executed by agencies confirms to the prescribed Standards and to see whether the prescribed quality management mechanism in the scheme is effective. The role of this tier is also to provide guidance to the State implementation machinery and the field engineers rather than ‘fault finding’, as such; the basic duty of the SQM, SBM(U) is to inspect the works as per the prescribed SWM-16 Rules and CPHEEO norms and standard guidelines and prepare inspection report giving clearly his findings and suggestions for improvement. High ethical conduct is expected of the person who is engaged as State Quality Monitors, SBM(U). A code of conduct is necessary and appropriate for the State Quality Monitors, SBM (U) because of the trust placed in the independent quality management system. The Code of Conduct extends beyond the definition of independent quality monitoring to include two essential components:

1. Principles that are relevant to the profession and practice of independent quality monitoring of works;
2. Rules of Conduct that describe behavioral norms expected of Independent Quality Monitors. These rules are an aid to interpreting the Principles into practical applications and are intended to guide the ethical conduct of State Quality Monitors, SBM(U).

➤ **Applicability**

This Code of Conduct applies to both individuals and entities that provide independent quality monitoring services under Swachh Bharat Mission – Urban 2.0 schemes in West Bengal.

➤ **Principles**

State Quality Monitors, SBM (U) are expected to apply and up hold the following principles:

➤ **Integrity**

The integrity of State Quality Monitors, SBM (U) establishes trust and thus provides the basis for reliance on their judgment.

➤ **Objectivity**

State Quality Monitors, SBM (U) exhibit the highest level of professional objectivity in gathering, evaluating and communicating information about the activity or process being examined. State Quality Monitors, SBM (U) make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.

➤ **Confidentiality**

State Quality Monitors, SBM(U) respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

➤ **Competency**

State Quality Monitors, SBM (U) apply the knowledge, skills and experience needed in the performance of independent quality monitoring services.

➤ **Rules of Conduct**

1. Integrity

State Quality Monitors, SBM (U):

- 1.1. Shall perform their work with honesty, diligence and responsibility.
- 1.2. Shall observe the law and make disclosures expected by the law and the profession.
- 1.3. Shall not knowingly be a party to any illegal activity or engage in an act that brings discredit to the profession or to the organization for which the SQM, SBM(U) is working.
- 1.4. Shall respect and contribute to the legitimate and ethical objectives of the organization for which SQM, SBM (U) is working.
- 1.5. Shall not take Spouse /Close relations during the site visits.

2. Objectivity

State Quality Monitors, SBM(U):

- 2.1. Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participate on includes those activities or relationships that may be in conflict with the interests of the organization and the programme for which the SQM, SBM(U) is working.
- 2.2 Shall not accept anything that may impair or be presumed to impair their professional judgment.
- 2.3 Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

3. Confidentiality

State Quality Monitors, SBM (U):

- 3.1 Shall be prudent in the use and protection of information acquired in the course of their duties.
- 3.2 Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization or the programme for which the SQM, SBM (U) is working.

4. Competency

State Quality Monitors, SBM(U):

4.1. Shall perform in dependent quality monitoring in accordance with the SWM Rules-2016 and norms of CPHEEO and standard Guidelines issued from time to time in respective fields,

4.2 Shall continually improve their proficiency and the effectiveness and quality of their services.

The upper age limit for working as SQM, SBM (U) shall be up to the age of 67 years subject to satisfactory performance and good conduct.

I am aware that as SQM, SBM (U), I may be assigned the duty for inspection of SBM (U) projects in any town/city of West Bengal and I will abide by it. I am also aware that empanelment as SQM, SBM(U) not necessarily means that I shall be assigned duty every month.

I, hereby give my acceptance to the Code of Conduct to work as State Quality Monitor, SBM(U).

Signature.....

Name.....

Address.....

Annexure-V

Details of Honorarium and other facilities, as currently payable/available to SQMs, SBM(U) and guidelines of inspections:

- The State Quality Monitor for SBM(U) Project under West Bengal, would be expected to carry out inspection to a specified SBM (U) Project as indicated in his engagement letter by the SBM (U)Cell, mentioning specific duration of such inspection.
 - In the engagement letter honorarium of **Rs.5,000/- per day** visit shall be considered with other facilities e.g. transportation, food and lodging arranged by SUDA.
 - The SQM, SBM (U) would collect samples of materials used under cooperation and assistance of the officers of First Tier i.e. supervising officers of Division level or ULB, for testing in field laboratories or for certain cases in independent laboratories. He shall check the approved drawing and design for any Project under Turnkey/E.P.C. mode for verification of the service Conformity mentioned in D.P.R. He shall also go through the Quality Control Register maintained for the project.
 - For each inspection, the SQM shall submit an inspection report to the State SBM(U) Cell and to the Engineer-in- Charge of the First Tier, in details, preferably in prescribed format, mentioning overall quality of the project – ‘Satisfactory’ / ‘To be improved’ / ‘Unsatisfactory’.
 - For all ‘To be improved’ / ‘Unsatisfactory’ work, necessary satisfactory action taken report as verified in next and consecutive SQM inspection may be considered as mandatory for further release of fund.
 - The State SBM(U) Cell shall draw up programme for inspection of SQMs in such a way that every large project work may be inspected by SQMs at **least three times**. The first two inspections of every work may be carried out during the execution of the work and the last inspection should be carried out on the completion of the work or at finishing stage.
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