

Government of West Bengal Finance Department Budget Branch 325, Sarat Chatterjee Road, Nabanna, Howrah-711102			
File No	FIN-26014/1/2025-BUDGET SEC-Dept. of FIN-Part(1)	Computer No	1131664
Memo No	125-F.B.	Date	07.05.2026

To

Additional Chief Secretary/Principal Secretary/Secretary,
_____ Department

Government of West Bengal

Sub: Entry of ongoing Externally Aided Projects (EAP) details in portal and mandatory submission of system generated Statement-D for release of fund for EAP

Ref: Letter No.1345-F.B./FIN-26014/1/2025 Dated.16.12.2025 of Special Secretary, Finance Department, West Bengal

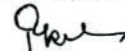
Sir/Madam,

Vide letter No. 1345-F.B./FIN-26014/1/2025 Dated.16.12.2025 of Special Secretary, Finance Department, West Bengal (attached herewith) all the EAP implementing Departments were asked to enter the ongoing EAP details in the Finance Department portal and requested to submit Revised Statement-D Generated from the EAP portal w.e.f 01.01.2026 for leveraging the benefits of digitization. However, it is observed that only 9 EAP data have been entered in the portal and Departments are yet sending proposal for release of Donor Share and State Share as per existing practice with old Statement-D. Due to non-completion of entry of EAP data in portal it is becoming difficult to verify the data of fund release, expenditure, EAP validity period etc. in each occasion of fund release.

Hence, all the EAP implementing Departments are once again requested to enter the ongoing EAP details immediately in the Finance Department portal after due verification and submit fund release proposal i.e. Donor Loan, State Government Share and Donor Agency Grant (if any) though System generated Statement-D only w.e.f. 01.05.2026. Without system generated Statement-D no fund release proposal relating to EAP will be entertained henceforth. In case of any technical difficulties the details may be reported through mail to ssbudgetwb@gmail.com.

Encl: As stated.

Yours faithfully,



(P.K.Mishra, IAS)

Additional Chief Secretary
to the Government of West Bengal

**Government of West Bengal
Finance Department
Budget Branch
Nabanna, Howrah**

No:1345-F.B/FIN-26014/1/2025(Comp No. 1131664)

Date:16/12/2025

From: Sankar Chakraborty,
Special Secretary to the Government of West Bengal

To :The Additional Chief Secretary/ Principal Secretary/
Secretary/ Special secretary
Power/ Urban Development & Municipal Affairs/ Irrigation & Waterways/ Public
Health Engineering/ Water Resources Investigation & Development/ Forests/ Transport/
Panchayats & Rural Development/ Public Enterprises and Industrial Reconstruction/
Finance/ Industry, Commerce and Enterprises/ L&LR and RR&R/ Health & Family
Welfare/ Environment/ WCD&SW Department.

Subject: Submission of data in respect of **EAP**

Sir/Madam,

I am directed to inform you that State Government has developed an EAP Portal for entering the details of the Externally Aided Projects. A facility of Generating **Statement-D** by the Administrative Departments is also provided in the said Portal.

In this regard, I am directed to request you to enter all the information and also upload the relevant documents in respect of the Externally Aided Projects under the control of your Department in the EAP Portal within 31.12.2025. SOP is attached along with this letter for your ready reference.

I am further directed to request you that henceforth all the EAP proposals are to be submitted to F.D with Revised **Statement-D** Generated from the EAP portal w.e.f 01.01.2026.

Yours faithfully,

Attachment: As stated


Sankar Chakraborty
Special Secretary
to the Government of West Bengal



Government of West Bengal

Finance Department

Statement-D

For Externally Aided Project (EAP)

(In partial modification of FD order no.91-FB Dated 19th April, 2018)

1. (a) Name of the Project :
- (b) Name of Department :
- (c) Name of Project Implementing Agency (PIA) :

2. (a) Cabinet Approval No. :
- (b) Finance Department approval U.O. No. :

- 3.(a) Project Id No. :
- (b) Preliminary Project report Id (PPR) :
- (c) Loan Id No. :

4. Mode Of disbursement of fund By Donor Agency :

- 5.(a) Date of commencement of the project :
- (b) Date of completion of the project :

- 6.(a) In case of extension, revised date of completion of the project:
- (b) Revised approval U.O. No. :

- 7.(a) Total project cost in foreign currency :
- (b) Total project cost in Indian currency (Rs. in Crore) :

8. Revised project cost(If any),with revision in Donor Share & State Share :

9. Funding/Sharing pattern

Particular	Sharing in %	Amount (in INR)
Donor Agency Loan		
State Govt Contribution		
Central Govt Loan		
Agency Others		
Total	100%	

10. Grant component (if any)

(Rs. in Lakh)

Particular	Sharing in %	Amount
Donor Agency Grant		

11. Details of cumulative fund released till date

(Rs. in Lakh)

Particulars	Sharing amount as per Agreement	Amount released	Remaining Amount yet to be released	Present Proposal for release
Donor Agency Loan				
Donor Agency Grant				
State Govt Contribution				
Central Govt Loan				
Agency Others				
Total				

12. Head of Account wise fund position

(Rs. in Lakh)

Particulars	Head of Account	Budget Estimate(For the current FY)	Cumulative fund released (For the current FY)
For State Share			
For Donor Share			

13. A. Physical Progress of the Work:

:

B. Advance State Share released till date (Cumulative) (Rs. in Crore):

C. Advance Adjustment made till date (Cumulative) (Rs. in Crore):

14. Name of the Nodal Officer: :
Designation of the Nodal Officer: :
Mobile No. of the Nodal Officer :
E-mail of the Nodal Officer :

Date: 31-12-2025

Signature:

Designation:



**Government of West Bengal
Finance Department
Externally Aided Project System**

Online System to capture Externally Aided Project details and
Generate Statement D of Administrative Departments

Login Creation/Password setting:

Creation of login of Head of the Department:

Login of the HoD is already created in the EAP Application. If HoD logs in for the first time then a secret Pin will be send to user's registered mobile number via SMS

If Secret PIN is Lost

Click on "Forgot your Secret PIN?" on the login page. The system will send a new Secret PIN to the registered mobile number via SMS.

Creation of Nodal Officer login by HoD:

- HoD shall create new users from the "Admin Department" sub-menu under "User Directory Updation" menu.
- Both Mobile Number and email is mandatory for user creation.
- Newly created users will receive an OTP /Secret PIN for first-time login.
- The Secret PIN remains valid until the user updates it.
- HoD can update any user (in case of transfer, retirement, or other reasons) from the same page.

SI No	Name	Designation	Mobile No	Email Id	Enable Status
1	Enter Name (Max 100 Characters)	Enter Designation (Max 100 Characters)	Enter Mobile No	Enter Email Id	Not Entered
2	Enter Name (Max 100 Characters)	Enter Designation (Max 100 Characters)	Enter Mobile No	Enter Email Id	Not Entered
3	Enter Name (Max 100 Characters)	Enter Designation (Max 100 Characters)	Enter Mobile No	Enter Email Id	Not Entered
4	Enter Name (Max 100 Characters)	Enter Designation (Max 100 Characters)	Enter Mobile No	Enter Email Id	Not Entered
5	Enter Name (Max 100 Characters)	Enter Designation (Max 100 Characters)	Enter Mobile No	Enter Email Id	Not Entered
6	Enter Name (Max 100 Characters)	Enter Designation (Max 100 Characters)	Enter Mobile No	Enter Email Id	Not Entered
7	Enter Name (Max 100 Characters)	Enter Designation (Max 100 Characters)	Enter Mobile No	Enter Email Id	Not Entered
8	Enter Name (Max 100 Characters)	Enter Designation (Max 100 Characters)	Enter Mobile No	Enter Email Id	Not Entered

Procedure for Entry of Financial Data by the Nodal Officer

- The Nodal Officer shall log in to the application using the registered mobile number and the Secret PIN received on the mobile device.

Records Count

Environment Departments

Ongoing Projects

Departmental Projects

Environment 1,18,22,000.00

Projects For Department: Environment

Project Name	Cost (₹)
Capacity Building for Industrial Pollution Management Project (World Bank)	1,18,22,000.00
Integrated Coastal Zone Management Project (World Bank)	0.00

- **EAP Project Details** menu consist of three sub menus:

1. **Project Details Entry**
2. **Generate Statement D**
3. **Project Progress Details**

- After log in to the page, navigate to the **EAP Project Details** → **Project Details Entry** menu to enter new project Details.

General

- Home
- EAP Project Details**
- Project Details Entry
- Generate Statement D
- Project Progress Details

MIS

House Keeping

Log Out

1. Project Details Entry:

- Select the proper option from the dropdown and enter details to the text box against the mandatory fields.
 - For first time entry, option **New** will be selected by default.
 - After the first time, option **Revised** will be the default selection.

The screenshot shows the 'Project Details Entry' form. The left sidebar contains the user profile for Smt. Roshni Sen IAS, HoD, and a navigation menu with options like Home, EAP Project Details, Project Details Entry, Generate Statement D, Project Progress Details, MIS, and House Keeping. The main form area has the following fields: Financial Year (2025-2026), Name of Department (Environment), Name of the Project (~Choose~), Name of Project Implementing Agency (~Choose~), Project ID (Enter Project ID), Donor Agency Name (~Choose~), and Loan ID (Enter Loan ID). At the bottom, there are radio buttons for 'New' (selected) and 'Revised'. A note at the top right says '* Marked fields are mandatory'.

- **Project details entry** consist of three sub tab namely, **Project Details**, **Project Cost**, and **Upload Documents**
- First enter the required information for mandatory field under **Project Details** tab

The screenshot shows the 'Project Details' sub-tab. The left sidebar is the same as in the previous screenshot. The main form area has the following fields: Name of Project Implementing Agency (~Choose~), Project ID (Enter Project ID), Donor Agency Name (~Choose~), Loan ID (Enter Loan ID), AAFS ID (Enter AAFS ID), Date of Commencement (dd/mm/yyyy), Group N.U.O. No. (Enter Group N.U.O. No.), Cabinet Approval No. (Enter Approval No.), Moratorium Period (years) (~Choose~), PPR ID (Enter PPR ID), Date of Completion (dd/mm/yyyy), U.O. Date (dd/mm/yyyy), Approval Date (dd/mm/yyyy), and Repayment Tenure (years) (~Choose~). A 'Save Draft' button is located at the bottom right. A note at the top right says '* Marked fields are mandatory'.

Project Cost Entry:

- Enter details against all the mandatory fields, like Project Cost, Disbursement Method and in **Sharing Pattern** sections, percentage of share should be filled in individually.

The screenshot shows the 'Project Cost' entry form. The left sidebar contains the user profile for Smt. Roshni Sen IAS, HoD, and a navigation menu with options like Home, EAP Project Details, MIS, House Keeping, and Log Out. The main form area has tabs for 'Project Details', 'Project Cost', and 'Upload Documents'. The 'Project Cost' tab is active, showing fields for 'Project Cost', 'INR Exchange Rate', 'Project Cost in Rupees', and 'Disbursement Method'. Below these is a table for 'Sharing Pattern' with columns for 'SI No.', 'Sharing Pattern', 'Share (%)', and 'Amount (Rs.)'. The table has 6 rows, including 'Donor Agency Loan', 'Donor Agency Grant', 'State Government Contribution', 'Government of India Share (If any)', 'Agency/Others (If any)', and 'Total'. A 'Save Draft' button is at the bottom right.

SI No.	Sharing Pattern	Share (%)	Amount (Rs.)
1	Donor Agency Loan	0	0
2	Donor Agency Grant	0	0
3	State Government Contribution	0	0
4	Government of India Share (If any)	0	0
5	Agency/Others (If any)	0	0
6	Total		

Upload Document:

- To upload a document, first select document type and click on **choose file** button to select the proper **document** against the details being entered.
- After successful selection of a document the file name with the path will be shown side of the button and then click on **Upload** button to upload the selected file.
- Then click on **Save Draft** button for final submission, then after, entered details shall start showing in the grid below.

The screenshot shows the 'Upload Documents' form. The left sidebar is the same as in the previous screenshot. The main form area has tabs for 'Project Details', 'Project Cost', and 'Upload Documents'. The 'Upload Documents' tab is active, showing fields for 'Project ID', 'Donor Agency Name', and 'Loan ID'. Below these is a 'Document Type' field with a 'Choose Files' button and a 'No file chosen' message. An 'Upload' button is below the 'Choose Files' button, and a 'Save Draft' button is at the bottom right.

- After final submission, details will be shown in the grid below with two buttons – **Edit** and **Final Submit**.
- Users can modify details using **Edit** button until **Final Submit** button is clicked.
- Once the **Final Submit** button is clicked, user won't be able to make any changes.

The screenshot shows the EAP system interface. On the left is a sidebar with the user profile of Smt. Vandana Yadav, HoD, and a menu with options like Home, EAP Project Details, MIS, House Keeping, and Log Out. The main area is titled 'Document Type' and includes a file upload section with a 'Choose Files' button and an 'Upload' button. Below this is a table of 'Saved File' with columns for Document Type, Group N UID, and Project Appraisal Document, each with a 'Delete' button. An 'Update Record' button is also present. The bottom section displays project details for two entries, including Loan Details (AAFS ID, PPR ID, Date of Commencement, Date of Completion, Revised Date, Group N UID No. & Dt., Cabinet Approval No. & Dt., Moratorium Period, Repayment Tenure), Project Cost (Project Cost, Disbursement Method, Donor Agency Loan Amount, State Government Contribution Amount, Central Government Loan Amount, Agency Others Amount), and Uploaded Documents (Loan Agreement, Group N UID, Project Appraisal Document). An 'Actions' column shows 'Final Submit' buttons for the documents.

2. Generate Statement D

- After the final submit of the Project Details, click next menu Generate Statement D to proceed to Generate Statement D.

The screenshot shows the 'Generate Statement D' form in the EAP system. The sidebar on the left shows the user profile of Smt. Roshni Sen IAS, HoD, and a menu with options like Home, EAP Project Details, Project Details Entry, Generate Statement D (highlighted), Project Progress Details, MIS, and House Keeping. The main area is titled 'Generate Statement D' and includes a form with fields for Financial Year (2025-2026), Name of Department (Environment), Name of the Project (Capacity Building for Industrial Pollution Ma), and Project Nodal Officer (with an 'Add Nodal Officer' button). Below the form is a table of project details for a 'Revised Project' (Sys Id: 2025001, Serial No: 3, AAFS ID: 342345, PPR ID: 123124). The table columns are Id, Loan Details (Date of Commencement, Date of Completion, Revised Date, Group N UID No. & Dt., Cabinet Approval No. & Dt., Moratorium Period, Repayment Tenure), Project Cost (in Unit of Rs.) (Project Cost, Disbursement Method, Donor Agency Loan Amount, Donor Agency Grant Amount, State Government Contribution Amount, Central Government Loan Amount, Agency Others Amount), and Uploaded Documents.

- Enter **Total Amount Released** (For the first time) , **Present Proposal For Release** and **Physical Progress**, after that User can generate the Statement D document by clicking the button (Generate Statement D).
- **EDIT** option remains available until the user clicks Generate Statement D

The screenshot shows the EAP system interface. On the left is a sidebar with the user's name 'Smt. Vandana Yadav', role 'HoD', and status 'Online'. Below this are navigation options: Home, EAP Project Details, MIS, House Keeping, and Log Out. The main area is titled 'Agency Others Amount : ₹0 (0.00%)'. It features a table with columns: Particulars, Hacct, Budget (Rs.), and Cumulative Release for the Selected Year (Rs.). The table lists items like Donor Agency Loan, Donor Agency Grant, State Govt Contribution, Central Govt Loan, and Agency Others. Below the table is a 'Physical Progress' input field set to 0%. A 'Save Details' button is positioned below the input field. To the right, a summary section displays 'Released Till Date', 'Proposed Amount', and 'Nodal Officer' details. An 'EDIT' button and a 'Generate Statement D' button are located in the bottom right corner of the summary section.

- Once the **Generate Statement D** is clicked, Users can now generate another **Statement D** with updated details by clicking on **Save Details** button.
- After **Generate Statement D**, click on the next menu **Project Progress Details**.

3. Project Progress Details:

The screenshot displays the 'Project Progress Details' form in the EAP system. The top section contains dropdown menus for 'Financial Year' (2025-2026), 'Name of Department' (Industry Commerce and Enterprises), and 'Name of the Project' (Strengthening Logistics Sector in West Bengal). Below this is a summary section with columns for 'Released Till Date', 'Proposed Amount', and 'Nodal Officer'. The 'Released Till Date' and 'Proposed Amount' columns list various loan and grant types with their respective released and proposed values. The 'Nodal Officer' section includes the name 'Sushmita', designation 'SD', mobile number '1234567890', and email 'SD@123456789'. To the right of the summary is a 'Physical Progress' section with an 'Upload Image(s)' button. At the bottom, there is an 'Upload Images (with Descriptions)' section with a 'Choose Files' button (showing 'No file chosen'), a 'Preview Images' button, a 'Description' input field, and a 'Save As' button.

- Under this menu, users can save real time images of the project showing the work progress.
- Users can select multiple images at a time and can save all of them by clicking **Save All** button.

MIS: Project Wise Report

- Users can view the project details at a glance with this report.

MIS : Project Wise Report

Financial Year: 2025-2026
 Name of Department: Industry/Commerce and Enterprises
 Name of the Project: -ALL-

* All Figures are in Rupees

SI No	Name of the Dept.	Name of the Project	Loan ID	Date of Commencement	Revised date of Closure	Implementing Agency	Donor Share		State Share		GOI Share		IA Share		Physical Progress	View Document
							As per Loan Agreement	Received Till Date	As per Loan Agreement	Received Till Date	As per Loan Agreement	Received Till Date	As per Loan Agreement	Received Till Date		
1	Industry Commerce and Enterprises	Second West Bengal Development Finance Program (ADB)	4334	21/11/2019	01/07/2021	Not Applicable	₹6,07,200	₹0	₹2,02,400	₹0	₹4,04,800	₹0	₹6,07,200	₹0		View
2		Strengthening Logistics Sector in West Bengal (World Bank)	999555	01/01/2019	16/06/2020	Kolkata Metropolitan Development Authority (KMDA)	₹7,21,600	₹0	₹3,60,800	₹0	₹10,82,400	₹0	₹7,21,600	₹0		View
SUB TOTAL							₹13,28,800	₹0	₹5,63,200	₹0	₹14,87,200	₹0	₹13,28,800	₹0		
GRAND TOTAL							₹13,28,800	₹0	₹5,63,200	₹0	₹14,87,200	₹0	₹13,28,800	₹0		

MIS: Project Wise Report

- Users can view the project details at a glance with this report based on **Donor Agency Name**.

MIS :Donor Wise Report

Financial Year: 2025-2026
 Name of Donor Agency: Asian Development Bank(ADB)

* All Figures are in Rupees

SI No	Donor Agency Name	Name of the Dept.	Name of the Project	Loan ID	Date of Commencement	Revised date of Closure	Implementing Agency	Donor Share		State Share		GOI Share		IA Share		Physical Progress
								As per Loan Agreement	Received Till Date	As per Loan Agreement	Received Till Date	As per Loan Agreement	Received Till Date	As per Loan Agreement	Received Till Date	
1	Asian Development Bank	Industry Commerce and Enterprises	Strengthening Logistics Sector in West Bengal (World Bank)	999555	01-01-2019 00:00:00	16-06-2020 00:00:00	Kolkata Metropolitan Development Authority (KMDA)	₹7,21,600	₹0	₹3,60,800	₹0	₹10,82,400	₹0	₹7,21,600	₹0	View