

**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.

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.

- 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 in the EAP system. The sidebar on the left displays the user's profile (Smt. Roshni Sen IAS, HoD) and navigation menu. The main form area contains 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~)
- Loan ID * (Enter Loan ID)

At the bottom of the form, there are radio buttons for 'New' (selected) and 'Revised'. A note at the top right of the form area states '* 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' tab of the 'Project Details Entry' form. The sidebar on the left displays the user's profile (Smt. Roshni Sen IAS, HoD) and navigation menu. The main form area contains the following fields:

- Name of Project Implementing Agency * (~Choose~)
- Project ID * (Enter Project ID)
- Donor Agency Name * (~Choose~)
- Loan ID * (Enter Loan ID)

At the bottom of the form, there are radio buttons for 'New' (selected) and 'Revised'. Below these are three tabs: 'Project Details', 'Project Cost', and 'Upload Documents'. The 'Project Details' tab is active and contains the following fields:

- 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)
- Repayment Tenure (years) (Excluding Moratorium Period) * (~Choose~)

A 'Save Draft' button is located at the bottom right of the form. A note at the top right of the form area states '* 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. An 'Upload' button is shown with an arrow pointing to it, 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 systems (2025009) in a grid format:

Id	Loan Details	Project Cost	Uploaded Documents	Actions
Sys Id:- 2025009 Running Serial No:1 Fresh Project	AAFS ID:-78944 PPR ID:-1112 Date of Commencement:-01-01-2019 00:00:00 Date of Completion:-09/10/2019 Revised Date:- Group N UD No. & Dt :-9978 08/11/2023 Cabinet Approval No & Dt :-7776 13/07/2024 Moratorium Period:-8 Repayment Tenure :-6	Project Cost:₹5,30,24,000 Disbursement Method:Advance Release Donor Agency Loan Amount :₹4,04,800 State Government Contribution Amount :₹4,04,800 Central Government Loan Amount :₹8,09,600 Agency Others Amount :₹0	Loan Agreement - EAP_Sketches_D13-11-2023 (5).pdf	Final Submit
Sys Id:- 2025009 Running Serial No:2 Revised Project	AAFS ID:-13345 PPR ID:-22222 Date of Commencement:-01-01-2019 00:00:00 Date of Completion:-16/06/2020 Revised Date:- Group N UD No. & Dt :-1234 09/01/2021 Cabinet Approval No & Dt :-17344 09/11/2019 Moratorium Period:-9 Repayment Tenure :-16	Project Cost:₹36,08,000 Disbursement Method:Advance Release Donor Agency Loan Amount :₹7,21,600 State Government Contribution Amount :₹13,60,600 Central Government Loan Amount :₹10,32,400 Agency Others Amount :₹7,21,600	Group N UD - EAP MIS Project Details_04-12-2023 (3).pdf Project Appraisal Document - EAP MIS Project Details_02-12-2023 (3).pdf	Final Submit

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 contains a form with the following fields:

- Financial Year: 2025-2026
- Name of Department: Environment
- Name of the Project: Capacity Building for Industrial Pollution Ma
- Project Nodal Officer: ~-Choose~-

There is an 'Add Nodal Officer' button next to the Project Nodal Officer field. Below the form is a table displaying project details for a revised project (Sys Id: 2025001):

Id	Loan Details	Project Cost (in Unit of Rs.)	Uploaded Documents
Revised Project Sys Id: 2025001 Serial No:3 AAFS ID:-342345 PPR ID:-123124	Date of Commencement:-30/12/2020 Date of Completion:-08/06/2022 Revised Date:- Group N UD No. & Dt :-4234 02/01/2023 Cabinet Approval No & Dt :-524235 12/06/2023 Moratorium Period:-10 Repayment Tenure :-7	Project Cost: 98,000 (USD) Project Cost:₹66,24,000 Disbursement Method:Advance Release Donor Agency Loan Amount :₹17,24,800 (20.00%) Donor Agency Grant Amount :₹17,24,800 (20.00%) State Government Contribution Amount :₹6,62,400 (10.00%) Central Government Loan Amount :₹25,87,200 (30.00%) Agency Others Amount :₹17,24,800 (20.00%)	

- 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 profile of Smt. Vandana Yadav, HoD, and navigation options: Home, EAP Project Details, MIS, House Keeping, and Log Out. The main content area displays the 'Agency Others Amount' section with a table of financial details.

Particulars	Hacct	Budget (Rs.)	Cumulative Release for the Selected Year (Rs.)		
For Donor Agency Share	IN-75-4059-80-051-002-53-00-V		0		0
Particulars	Pct(%)	Sharing Amount (Rs.)	Total Amount Released (Rs.)	Remaining Amount Yet to (Rs.)	Present Proposal for Release (in Unit of Rs.)
Donor Agency Loan	20.00	404800	100000	304800	100000
Donor Agency Grant	20.00	404800	100000	304800	100000
State Govt Contribution	20.00	404800	100000	304800	100000
Central Govt Loan	40.00	809600	100000	709600	100000
Agency Others	0.00	0	0	0	0

Below the table, there is a 'Physical Progress' field with a percentage input and a 'Save Details' button. To the right, a summary section includes 'Released Till Date', 'Proposed Amount', 'Nodal Officer' details, and an 'Actions' section with 'EDIT' and 'Generate Statement D' buttons. Arrows indicate the flow from 'Save Details' to 'Generate Statement D' and from 'Generate Statement D' to the 'Generate Statement D' button.

- 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 shows the 'Project Progress Details' form in the EAP system. The sidebar is the same as in the previous screenshot. The main content area displays the following details:

- General:** Financial Year: 2025-2026, Name of Department: Industry Commerce and Enterprises, Name of the Project: Strengthening Logistics Sector in West Bengal.
- Details:** Financial Year: 2025-2026, Project System ID: 2025009, Project Srl No.: 1, Physical Progress (in %): 45%.
- Released Till Date:** Donor Agency Loan Released: ₹1,00,000, Donor Agency Grant Released: ₹1,00,000, State Govt Contribution Released: ₹1,00,000, Central Govt Loan Released: ₹1,00,000, Agency Others Released: ₹0.
- Proposed Amount:** Donor Agency Loan Proposed: ₹1,00,000, Donor Agency Grant Proposed: ₹1,00,000, State Government Contribution Proposed: ₹1,00,000, Central Government Loan Proposed: ₹1,00,000, Agency Others Proposed: ₹0.
- Nodal Officer:** Nodal Officer Name: Sushmita, Designation: SD, Mobile Number: 1234567890, Email: SD@123456789.
- Physical Progress:** Two 'Upload Images' buttons.
- Upload Images (with Descriptions):** A 'Choose Files' button (No file chosen), a 'Preview Images' button, 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 Till Date	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 Till Date
								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