

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No.
SUDA-Health/DFID/04/311

Date
22.11.2004

From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA

To : The Chairman
Cooch Behar / Jangipur / Baharampur / Suri / Bolpur / Purulia /
Bankura / Kalna / Krishnagar / Medinipur Municipality.

Sub : Report on Indicators during the period 01.02.2004 to 31.10.2004 for monitoring
DFID assisted Honorary Health Worker Scheme in your municipality.

Sir,

In this connection this office earlier communications bearing no. SUDA-Health/DFID/04/73 and 181 dt. 06.05.2004 & 17.08.2004 respectively may kindly be referred to. Report on indicators for monitoring and documentation of the process is already due from your end.

You are requested kindly to forward the same for the period from 01.02.2004 to 31.10.2004 as per enclosed revised proforma * at the earliest, to enable this office for onward transmission to DHFW.

Enclo. : *

Yours faithfully

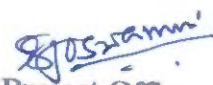

Project Officer

SUDA-Health/DFID/04/311(1-10)

22.11.2004

C.C

The Project Director, HHW Scheme-DFID, Municipality - for kind
information and necessary action please.


Project Officer

Report on Indicators for Monitoring

DFID assisted HHWs Scheme

..... Municipality

for the period 01.02.2004 to 31.10.2004

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Municipal Management Cell at ULB level Set up on		
2.	Selection of HHWs completed on		
3.	Training of HHWs initiated on		
4.	Training of HHWs completed on		
5.	Engagement of HHWs <ul style="list-style-type: none"> - No. of HHWs - On (date) 		
6.	Selection of Manpower of MMC		
6.1	AHO, CDO, PHN, Accounts Asstt., Data Entry Operator. <ul style="list-style-type: none"> - Interview held on - Selection done on - Engaged on 		
7.	Selection of manpower for HP		
7.1	Part time MO, ANM, Storekeeper cum Clerk, Attendant, Sweeper. <ul style="list-style-type: none"> - Notification done on - Interview held on - Selection done on - Engaged on 		
8.	Identification of SHP @ Project Proposal submitted <ul style="list-style-type: none"> - Total no. of SHPs identified - Out of total SHPs, <ul style="list-style-type: none"> * how many in municipal accommodation * how many in rented accommodation (if any) (Provide list for all SHPs including address)		

Sl. No.	Activities	Achievement	Remarks
9.	Identification of HP - Location & address		
10.	No. of NGOs identified - Name and address		
11.	Opening of separate Bank A/C for the Project by the ULB - A/C no. - Opened on		
11.1	Total fund received from CCC, SUDA		
11.2	Total U.C. submitted to CCC, SUDA		

B. Manpower At MMC :

Manpower	Target No.	In Position	Remarks
Project Director (ADM)	1		
Chairman of the ULB	1		
ACMOH - Sub div.	1		
Supdt. of nearest Govt. Hosp.	1		
Health Officer / AHO	1		
CDO	1		
PHN	1		
Data Entry Operator	1		
Accounts Assistant	1		
Clerk cum Store Keeper	1		
Attendant	1		

Contd. to P-3.

C. Procurement :

Procurement of	Achievement	Remarks
Furniture for MMC - Procurement completed on		
Equipment for MMC - Procurement completed on		
Equipment for training - Procurement completed on		
Furniture for training - Procurement completed on		
Drugs for treatment of minor ailments - Notification floated on - Procurement completed on		
Equipment for SHP - Notification floated on - Procurement completed on		
Furniture for HP - Notification floated on - Procurement completed on		
Furniture for SHP - Notification floated on - Procurement completed on		

D. Refurbication (Minor repair) of Health Post & Sub Health Post :

Refurbication	Achievement	Remarks
Health Post - works started on		
Sub Health Post - No. of SHPs require refurbication @ Project Proposal - Works started on for no. of SHPs - Works completed on for no. of SHPs		

Report on Indicators for Monitoring

DFID assisted HHWs Scheme

Kalna Municipality

For the period 01.02.2004 to 16.12 2004

A. Process Indicators:-

Sl. No	Activities	Achievement					Remarks
1.	Municipal Management Cell at ULB level set up on	6.7.04					
2.	Selection of HHWs completed on	30.6.04					
3.	Training of HHWs initiated on	23.8.04					
4.	Training of HHWs completed on	16.10.04					
5.	Engagement of HHWs -No of HHWs -On (date)	12 19.10.04					
6.	Selection of Manpower of MMC						
6.1	AHO, CDO, PHN, Accounts Asstt., Data Entry Operator. -Interview held on -Selection done on -Engaged on	AHO 7.6.04 7.6.04 6.7.04	CDO 7.6.04 7.6.04 6.7.04	PHN 7.6.04 7.6.04 6.7.04	AA 7.6.04 7.6.04 6.7.04	D.E.O 26.11.04 30.11.04 4.12.04	Attendant & Store-Keeper from Kalna Municipality.
7.	Selection of manpower for HP						
7.1	Part time MO, ANM, Storekeeper cum Clerk, Attendant, Sweeper. -Notification done on -Interview held on -Selection done on -Engaged on	PTMO 26.11.04 30.11.04 30.11.04 16.12.04 (One)	ANM 26.11.04 30.11.04 30.11.04 4.12.04 (None joined)	Storekeeper cum Clerk 26.11.04 30.11.04 30.11.04 4.12.04	Attendant 26.11.04 30.11.04 30.11.04 4.12.04		
8.	Identification of SHP@ Project Proposal submitted -Total no. Of SHPs identified -3(Three) -Out of total SHPs *How many in municipal accommodation-3 (Three) * How many in rented accommodation (if any)- Nil (Provide list for all SHPs including address)	List of SHPs: - 1) At Veterinary Hospital Compound (MPC). 2) JogiPara Pump House (MPC). 3) Kansaripara Tank Compound (MPC).					

Gouranga Gosh

Chairman,
KALNA MUNICIPALITY

Contd .to p-2

Sl. No.	Activities	Achievement	Remarks
9.	Identification of HP -Location & Address	Kalna Municipal Building Dangapara Kalna.	
10.	No. of NGOs identified -Name & Address	1) Kalna Lions Club 2) Kalna Red Cross	
11.	Opening of separate Bank A/C for the Project by the ULB -A/C no. ——— -Opened on ———	262323 at UBI, Kalna Branch. 12.4.04	
11.1	Total fund received from CCC, SUDA	SUDA- Rs.6,30,000.00	
11.2	Total U.C. submitted to CCC, SUDA	Rs.3,72,619.00	

B. Mandarin At MMC: -

Manpower	Target No.	In Position	Remarks
Project Director (ADM)	1	1	
Chairman of ULB	1	1	
ACMOH -Sub div.	1	1	
Supdt. Of nearest Govt. Hosp.	1	1	
Health Officer / AHO	1	1	
CDO	1	1	
PHN	1	1	
Data Entry Operator	1	1	
Accounts Assistant	1	1	
Clerk cum Store Keeper	1	1	From Municipality
Attendant	1	1	Do

Gouranga Gosh

Chairman,
KALNA MUNICIPALITY

22/4/04

C. Procurement: -

Procurement of	Achievement	Remarks
Furniture for MMC -Procurement completed on	Notification -1/10/04 Work order placed on 29/10/04	Partly Supplied
Equipment for MMC -Procurement completed on	21/08/04	
Equipment for training -Procurement completed on	21/08/04	
Furniture for training -Procurement completed on	21/08/04	
Drugs for treatment of minor ailments -Notification floated on -Procurement completed on	28/10/04 Supply order placed on 16/12/04	Awaiting supply
Equipment for SHP -Notification floated on -Procurement completed on	17/11/04 Supply order placed on 02/12/04	Partly supplied
Furniture for HP -Notification floated on -Procurement completed on	17/11/04 Supply order placed on 02/12/04	Awaiting supply
Furniture for SHP -Notification floated on -Procurement completed on	17/11/04 Supply order placed on 02/12/04	Awaiting supply

C. Refurbication (Minor repair) of Health Post & Sub Health Post: -

Refurbication	Achievement	Remarks
Health Post -Works started on- 25\ 11\ 2004	Work in Progress	Will be completed by Dec. '04.
Sub Health Post -No. of SHPs require refurbication@Project Proposal- 3. -Works started on 25/11 for 3 no. of SHPs -Works completed on 14/12 for 1 no. of SHPs.	Refurbication of SHP at Kansaripara Pump house compound.	For rest 2(two) SHPs work will be completed by Dec. '04

Gowampa Ganan
Chairman,
KALNA MUNICIPALITY

22/12/04

OFFICE OF THE COUNCILLORS.

JANGIPUR MUNICIPALITY

P.O. - RAGHUNATHGANJ ♦ MURSHIDABAD

Memo No 1576/132/CH./JM Dated : R Ganj 03/12/04 /200

From : The Chairman/Vice - Chairman, Jangipur Municipality

To

Dr. Shibani Goswami,

Project Officer,

Health Wing S U D A.



Sub :- Report on Indicators during the period
01/02/2004 to 31/10/2004 for monitoring
D.F.I.D. Assisted Honorary Health Worker
Scheme in Jangipur Municipality.

- - - - -

M a d a m,

With reference to your letter No. SUDA-Health
/D.F.I.D./04/311 dated 22/11/04 on the above subject I
am to send herewith report on Indicators for Monitoring
D. F. I. D. Assisted H. H. Ws Scheme Jangipur Municipality
for the period 01/02/2004 to 31/10/2004 for your information
and perusal.

Yours faithfully,

Chairman,

Jangipur Municipality.

Report on Indicators for Monitoring

DFID assisted HHWs Scheme

Jangipur Municipality

for the period 01.02.2004 to 31.10.2004

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Municipal Management Cell at ULB level Set up on	7.6.04	
2.	Selection of HHWs completed on	31.8.04	
3.	Training of HHWs initiated on	11.9.04	
4.	Training of HHWs completed on	31.10.04	
5.	Engagement of HHWs		
	- No. of HHWs	19	
	- On (date)	19	
6.	Selection of Manpower of MMC		
6.1	AHO, CDO, PHN, Accounts Asstt., Data Entry Operator.		
	- Interview held on	23.7.04	
	- Selection done on	31.8.04	
	- Engaged on	1.11.04	
7.	Selection of manpower for HP		
7.1	Part time MO, ANM, Storekeeper cum Clerk, Attendant, Sweeper.		
	- Notification done on	6.10.04	
	- Interview held on	14.10.04	
	- Selection done on	18.10.04	
	- Engaged on	1.11.04 & 1.12.04	
8.	Identification of SHP @ Project Proposal submitted		
	- Total no. of SHPs identified	4	
	- Out of total SHPs.		
	* how many in municipal accommodation	2	
	* how many in rented accommodation (if any)	2	
	(Provide list for all SHPs including address)		

Sl. No.	Activities	Achievement	Remarks
9.	Identification of HP - Location & address	Community Centre at Sahel Bazar	
10.	No. of NGOs identified - Name and address	① Lions Club, Raghunathganj, ② Red Cross, Jangipur ③ Student Health Home ④ Jangipur CDS	
11.	Opening of separate Bank A/C for the Project by the ULB - A/C no. - Opened on	0110005 0325 of SBI, Jangipur 2.4.04	
11.1	Total fund received from CCC, SUDA	4.50 Lakhs	
11.2	Total U.C. submitted to CCC, SUDA	1.50 Lakhs (approx).	

B. Manpower At MMC :

Manpower	Target No.	In Position	Remarks
Project Director (ADMJ)	1	1	
Chairman of the ULB	1	1	
ACMOH - Sub div.	1	1	
Supdt. of nearest Govt. Hosp.	1	1	
Health Officer / AHO	1	1	
CDO	1	1	
PHN	1	NIL	mentioned qualification in your paper is not available under this submission, yet
Data Entry Operator	1	1	
Accounts Assistant	1	1	
Clerk cum Store Keeper	1	NIL	
Attendant	1	NIL	

Contd. to P-3.

C: Procurement :

Procurement of	Achievement	Remarks
Furniture for MMC - Procurement completed on	31.10.04	
Equipment for MMC - Procurement completed on	31.10.04	
Equipment for training - Procurement completed on	31. 8.04	
Furniture for training - Procurement completed on	31. 8.04	
Drugs for treatment of minor ailments - Notification floated on - Procurement completed on	Under process X	
Equipment for SHP - Notification floated on - Procurement completed on	Not yet received from CCC SUDA X	
Furniture for HP - Notification-floated on - Procurement completed on	Under process X	
Furniture for SHP - Notification floated on - Procurement completed on	Under process X	

D. Refurbication (Minor repair) of Health Post & Sub Health Post :

Refurbication	Achievement	Remarks
Health Post - works started on	Under process	
Sub Health Post - No. of SHPs require refurbication @ Project Proposal - Works started on for no. of SHPs - Works completed on for no. of SHPs	Under process X X	<i>For Nankh Ch. Choudhary</i>

[Signature]

Chairman
Jangpur Municipality

BERHAMPORE MUNICIPALITY

H . H . W . S C H E M E
Under financial assistance D.F.I.D

Memo No: 151/DFID/HEALTH/SUDA

Date: 21-12-2004

To
Dr Shibani Goswami
Project Officer, Health Wing, SUDA
ILGUS BHABAN, H.C. Block Sector III,
Bidhannagar
KolKata



22 DEC 2004


Sub: Report on Indicators during the period 01-02-2004 to 31-10-2004 for monitoring DFID assisted Honorary Health Worker Scheme in your Municipality.

Ref: Your Memo No: SUDA-Health/DFID/04/311 dated: 22-11-2004

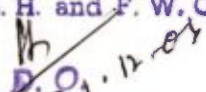
Madam,

With reference to above the statement of above period is enclosed herewith for favour of kind attention and necessary action.

Yours truly,


for CHAIRMAN & PRESIDENT
M.L.H & F.W.C
BERHAMPORE, MUNICIPALITY

Encl: As stated above.

✓ Chairman and President
Berhampore Municipality
M. L. H. and F. W. C.

G. D. O. 21.12.04
H. H. W. Scheme
Berhampore Municipality

Report on Indicators for Monitoring

DFID assisted HHWs Scheme

Berhampore

Municipality

for the period 01.02.2004 to 31.10.2004

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Municipal Management Cell at ULB level Set up on	3.3.2004	
2.	Selection of HHWs completed on	21.7.2004	
3.	Training of HHWs initiated on	30.8.2004	
4.	Training of HHWs completed on		27.11.04
5.	Engagement of HHWs - No. of HHWs - On (date)	50	Will be engaged from 1.12.04 after filed Survey
6.	Selection of Manpower of MMC		
6.1	AHO, CDO, PHN, Accounts Asstt. (Data Entry Operator.) - Interview held on - Selection done on - Engaged on	01.3.2004 02.3.2004 03.3.2004	Data entry operator not engaged before 31.10.04
7.	Selection of manpower for HP		
7.1	Part time MO, ANM, Storekeeper cum Clerk, Attendant, Sweeper. - Notification done on - Interview held on - Selection done on - Engaged on		Not Selected with in 31.10.04
8.	Identification of SHP @ Project Proposal submitted - Total no. of SHPs identified 8 - Out of total SHPs, 8 * how many in municipal accommodation * how many in rented accommodation (if any) (Provide list for all SHPs including address)		

B
21.12.04
C. D. O.
H. H. W. Scheme
Berhampore Municipality

[Signature]
Chairman and President
Berhampore Municipality
M. L. H. and F. W. C.

Sl. No.	Activities	Achievement	Remarks
9.	Identification of HP <i>- Mahabir Mills.</i> - Location & address <i>P.O. Cosimbazar</i> <i>P.S. Berhampore</i>	<i>Not started</i>	<i>With in 31.10.04</i>
10.	No. of NGOs identified <i>- 3</i> - Name and address <i>Khudiram Pathiagar</i> <i>P.O. Saidabad, P.O. Khagra</i>	<i>2) Lalon Sebha Samity</i> <i>P.O. Berhampore</i> <i>3) Lion's Club, P.O. Berhampore</i>	
11.	Opening of separate Bank A/C for the Project by the ULB - A/C no. <i>S.B.18632</i> - Opened on <i>22.3.2004</i>	<i>22.3.04</i>	
11.1	Total fund received from CCC, SUDA	<i>Rs. 4,35,000.00</i>	
11.2	Total U.C. submitted to CCC, SUDA	<i>Rs. 3,67,305.00</i>	

B. Manpower At MMC :

Manpower	Target No.	In Position	Remarks
Project Director (ADM)	1	1	
Chairman of the ULB	1	1	
ACMOH - Sub div.	1	1	
Supdt. of nearest Govt. Hosp.	1	1	
Health Officer / AHO ✓	1	1	
CDO	1	1	
PHN	1	1	
Data Entry Operator	1	X	<i>will be engaged from 1.11.2004</i>
Accounts Assistant	1	1	
Clerk cum Store Keeper	1	X	
Attendant	1	X	

Contd. to P-3.

22/11/2004
G. D. O.
H. H. W. Scheme
Berhampore Municipality

Chairman and President
Berhampore Municipality
M. L. H. and F. W. C.

C. Procurement :

Procurement of	Achievement	Remarks
Furniture for MMC - Procurement completed on	Partly Procured issued	further work order
Equipment for MMC - Procurement completed on	Not Completed	
Equipment for training - Procurement completed on 10.9.04	Purchased and Supplied	
Furniture for training - Procurement completed on 31.8.04	Furniture Purchased Partly	
Drugs for treatment of minor ailments - Notification floated on - Procurement completed on	Not Purchased	
Equipment for SHP - Notification floated on - Procurement completed on	Not Purchased with in 31.10.04	
Furniture for HP - Notification floated on - Procurement completed on	Not Purchased with in 31.10.04	
Furniture for SHP - Notification floated on - Procurement completed on	Not Purchased	

D. Refurbication (Minor repair) of Health Post & Sub Health Post :

Refurbication	Achievement	Remarks
Health Post - works started on	Not Started with in 31.10.04	
Sub Health Post - No. of SHPs require refurbication @ Project Proposal - Works started on for no. of SHPs - Works completed on for no. of SHPs	Not Started with in 31.10.04	

16/11/2004
G. D. O.
H. H. W. Scheme
Berhampore Municipality

Chairman and President
Berhampore Municipality
M. L. H. and F. W. C.

পুরুলিয়া পৌরসভার কাউন্সিলারগণের কার্যালয়
Office of the Councillors
Purulia Municipality

দিনাঙ্ক

Date 2/12/04

পুরুলিয়া-৭২৩১০১

পত্রাঙ্ক

Memo No. D.F.I.D(HHW)/13

Purulia-723101

TO
Dr. Shibani Goswami
Project Officer,
Health Wing, SUDA

7 DEC 2004




Sub: Report on Indicators during the period 1.2.2004 - 31.10.2004 for monitoring DFID assisted Honorary Health Worker scheme in Purulia Municipality.

Madam,

With reference to your letter bearing no :
SUDA-Health/DFID/OA/311 we are sending
Report on indicator for Monitoring DFID -
assisted Honorary Health Worker scheme in
Purulia municipality for the period of 01.02.2004
- 31.10.2004.

Please find enclosure.


2/12/04
HEALTH OFFICER
PURULIA MUNICIPALITY
PURULIA

With thanks,

Chairman
PURULIA MUNICIPALITY

413250
103250
2 12-31-11/11

Report on Indicators for Monitoring

DFID assisted HHWs Scheme

..... Purulia Municipality

for the period 01.02.2004 to 31.10.2004

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Municipal Management Cell at ULB level Set up on	03.03.2004	
2.	Selection of HHWs completed on	11.10.2004	
3.	Training of HHWs initiated on	—	Not yet
4.	Training of HHWs completed on	—	Not yet
5.	Engagement of HHWs - No. of HHWs - On (date)	— —	Not yet
6.	Selection of Manpower of MMC	03.03.04	Process Initiated.
6.1	AHO , CDO, PHN, Accounts Asstt., Data Entry Operator. - Interview held on (only CDO, PHN, Accounts. Asst) - Selection done on (do) - Engaged on (do)	11.10.2004 — CDO/PHN 12.10.2004 — Aect. Asst 11.10.2004 — CDO/PHN 12.10.2004 — Aect/ Asst - Not yet	
7.	Selection of manpower for HP	—	Not yet
7.1	Part time MO, ANM, Storekeeper cum Clerk, Attendant, Sweeper. - Notification done on - Interview held on - Selection done on - Engaged on	— — — —	N.A N.A N.A N.A
8.	Identification of SHP @ Project Proposal submitted - Total no. of SHPs identified - Out of total SHPs, * how many in municipal accommodation * how many in rented accommodation (if any) (Provide list for all SHPs including address)	Done	Details in Annexure 1

Contd. to P-2.

Sl. No.	Activities	Achievement	Remarks
9.	Identification of HP - Location & address	Done.	Details in Annexure 2
10.	No. of NGOs identified - Name and address	Done.	Details in Annexure 3.
11.	Opening of separate Bank A/C for the Project by the ULB - A/C no. - Opened on	Panchula central co.op. Bank S.B A/c NO - 1254 10.02.2004	
11.1	Total fund received from CCC, SUDA	Rs 2,02,000/-	
11.2	Total U.C. submitted to CCC, SUDA	Rs. 10,616/-	

B. Manpower At MMC :

Manpower	Target No.	In Position	Remarks
Project Director (ADM)	1	1	
Chairman of the ULB	1	1	
ACMOH - Sub div.	1	1	
Supdt. of nearest Govt. Hosp.	1	1	
Health Officer / AHO	1	1	
CDO	1	Notification already done.	
PHN	1		
Data Entry Operator	1	do	
Accounts Assistant	1	do	
Clerk cum Store Keeper	1	1	
Attendant	1	1	

Contd. to P-3.

[Handwritten signature]

C. Procurement :

Procurement of	Achievement	Remarks
Furniture for MMC - Procurement completed on	14.10.2004	Purchase of fan.
Equipment for MMC - Procurement completed on	—	Not yet
Equipment for training - Procurement completed on	—	Not yet
Furniture for training - Procurement completed on	—	Not yet
Drugs for treatment of minor ailments - Notification floated on - Procurement completed on	—	Not yet
Equipment for SHP - Notification floated on - Procurement completed on	—	Not yet
Furniture for HP - Notification floated on - Procurement completed on	—	Not yet
Furniture for SHP - Notification floated on - Procurement completed on	—	Not yet

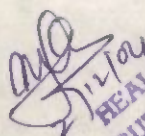
D. Refurbication (Minor repair) of Health Post & Sub Health Post :

Refurbication	Achievement	Remarks
Health Post - works started on	—	Not yet
Sub Health Post - No. of SHPs require refurbication @ Project Proposal - Works started on for no. of SHPs - Works completed on for no. of SHPs	—	Not yet

Annexure - 1

08. List of S.H.P.

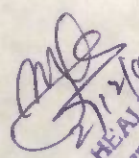
Sl. No.	Name of S.H.P.	Address.	Mode of Accommodation
01.	Sushrasha club	Sindat Patti <u>Purulia</u> .	Rented.
02.	Telkalpara Community	Telkalpara Comm-unity Hall. Mahuligutha. <u>Purulia</u> .	Municipal
03.	Alangi Danga Community	Desh Bandhu Road. <u>Purulia</u> .	Municipal
04.	Jai jawan club.	Chaibasa Road <u>Purulia</u> .	Rented.
05.	Atlas club.	Atlas club. Mission Road. <u>Purulia</u> .	Rented.
06.	Pasupati Sangit vidyalay	Nilkuthi Danga <u>Purulia</u>	Rented.


 HEALTH OFFICER
 PURULIA MUNICIPALITY
 PURULIA

Annexure = 2.

① List of H.P.

SL NO.	Name of H.P.	Address.
01.	Hudco Housing Community Centre	Sasadhak Ganguly Road. Purulia.


HEALTH OFFICER
PURULIA MUNICIPALITY
PURULIA

Annexure - 3.

10. No. of NGOs Identified.

Sl#	Name of NGO	Address.
01.	Bharat Sevashram.	South Lake Road, Purulia.
02.	R. S. S Postasthan.	do
03.	Roy Maternity Home.	Basakar Road, Purulia.
04	Life Line	Sarat Sen Compound, Amdiha, Purulia.
05	Rotary Eye Centre.	South Lake Road, Purulia.
06.	Lions Eye Hospital.	Ranchi Road, Purulia.
07.	Vanas club.	S. C. Sen. Road, Namopara, Purulia.
08	Shakti Sangha.	chowk Bazar Purulia.
09.	Saban Priya Ansa	Garikhona, Purulia.
10	shushrusa	Sindarpatty, Purulia.
11.	chanda Bari	chaibasa Road. Dulmi nadiha, Purulia.
12.	Jai Jawan club	chaibasa Road, Purulia.
13.	Dr. B. C. Roy Memorial club.	Purulia.
14.	Atlas club.	Bhatbandh, Purulia.

DFID/HWH/127

Phone : 250012 / 251299 (O)

256762 (R)

No. B. M.

**Office of the Municipal Councillor
BERHAMPORE**

From

Nilratan Adhya

Chairman

BERHAMPORE MUNICIPALITY
MURSHIDABAD, PIN. 742101

Dated 23.11.2004

To

Dr. Shibani Goswami

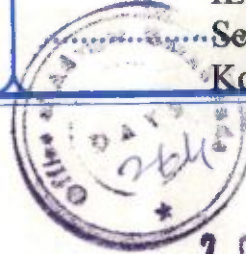
Project Officer, Health Wings

D.F.I.D. / Health / S.U.D.A.

ILGUS Bhavan, H.-C Block

Sector III, Bidhannagar

Kolkata - 700 091



29 NOV 2004

Sub :- Sending the Quarterly Report on Indicators for Monitoring
D.F.I.D. assisted Honorary Health Worker Scheme.

Madam,

Sending herewith the 3rd Quarter Statement on Indicators for monitoring
D.F.I.D. assisted Honorary Health Workers Scheme from August'04 to October'04 for
favour of your kind perusal and necessary action.

Yours faithfully,

Chairman
Chairman,

Berhampore Municipality.

22.11.04

Report on Indicators for Monitoring DFID assisted

HHWs Scheme to 11 Municipalities

Berhampore Municipality

for the Quarter (3rd Q. Aug '04 to Oct' 2004)

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Preparation of micro-projects by ULBs		
1.1	Submission of Project Proposal by the ULBs	Finally Submitted.	
2.	Identification of project beneficiaries	Done	
3.	Integration of the said Pilot Project with Dept. of Health & FW	Done	
4.	Programme Management System established	yes	
4.1	Set up of Municipal Management Cell at ULB level	yes	
5.	Health Facilities for Primary Health Care service delivery established	will be started shortly	
5.1	Selection of HHWs	Selected	
5.2	Selection of FTSS	Not done	
5.3	Selection of Manpower for HP	is under process	
5.4	Functioning of HHWs at Block Level	Not yet started	
5.5	Identification of SHP	Identified	
5.6	Functioning of SHP	Not yet started	
5.7	Identification of HP	Identified	
5.8	Functioning of HP	Not yet started	
6.	Surveillance system of State Health Programme established	Not yet started	
7.	MIES system established	will be started shortly	

22.11.04
C. D. O.

H. H. W. Scheme
Berhampore Municipality

Chairman and President
Berhampore Municipality
M. L. H. and F. W. C.

Sl. No.	Activities	Achievement	Remarks
8.	Referral system established	not yet started	
8.1	Identification of referral centre	List has been prepared.	
8.2	Contracts / Agreement made	not yet done	
8.3	Referral system functioning	no	
9.	Communication (I.E.C.) system established	under process	
9.1	Interpersonal Communication established	under process	
9.2	Involvement of NGO	3 NGO are involved	
10.	Financial Management System established	Being done	
10.1	Opening of separate Bank A/C for the Project by the ULBs	yes.	
10.2	MMC receive fund from CCC on requisition and submit expenditure statement to CCC	yes	
11.	Preparation of Road Map by the ULBs for sustainability	yes	

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	4	2 Training made
2.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	1	NO
3.	Training of HHWs initiated / completed	1	will be completed on 27-11-04.
4.	Training of FTS	1	NO
5.	Training of Manpower for HP	1	NO.

Contd. to P-3

C:\Dr. Goswami\FID\FID - MISC.doc

22.11.04
C. D. O.
H. H. W. Scheme
Berhampore Municipality

Chairman and President
Berhampore Municipality
M. L. H. and F. W. C.

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	1	Functioning	
Chairman of the ULB	1	Functioning	
ACMOH - Sub div.	1	Functioning	
Supdt. of nearest Govt. Hosp.	1	Helping	
Health Officer / AHO	1	Functioning	
CDO	1	Functioning	
PHN	1	Functioning	
Data Entry Operator	1	Functioning	
Accounts Assistant	1	Appointed from 18/11/04	
Clerk cum Store Keeper	1	Functioning	
Attendant	1	Application received appointment is being made	not functioning

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO	3	Application received arrangement for appointment is being made	
ANM	3		
Clerk cum Store Keeper	1		
Attendant	1		
Sweeper	1		

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS	As per set	Not yet posted.	

Contd. to P-4

22.11.04
G. D. O.
H. H. W. Scheme
Berhampore Municipality

Chairman and President
Berhampore Municipality
M. L. H. and F. W. C.

(v) At Block

Manpower	Target No.	Achievement	Remarks
$40+8+4=$ HHW 52	52	52	Training running

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	List received from SNA/Health	Not yet received.	Tender are being made
Equipment for management cell at ULB	- do -	- do -	- do -
Equipment for training	- do -	All equipment	Purchased a
Furniture for training	- do -	- do -	
Family schedule, HMIS format, instruction manual and training module	Has all ready been prescribed and training running.		
HHWs kit	52	Has already been supplied.	
Drugs for treatment of minor ailments	List received from SNA/Health	Procurement of Drug will be done shortly.	
Equipment for SHP	- do -	Will be purchased shortly	
Equipment for HP	- do -	- do -	
Furniture for HP	- do -	- do -	
Furniture for SHP	- do -	- do -	

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post	1	1	work not yet started
Sub Health Post	8	8	- do -

22.11.04
C. D. O.
H. H. W. Scheme
Berhampore Municipality

Chairman and President
Berhampore Municipality
M. L. H. and F. W. C.

D.F.I.D ASSISTED H.H.W. PROJECT

BANKURA MUNICIPALITY

President :-

Deb Prasad Kundu (Tara)

Chairman Bankura Municipality
Phone - 250367

Secretary / Convener :-

Dr. Abir Banerjee

H.O. Bankura Municipality
Phone - 254406

Ref No. : *A/2/Gen/DFID/59.*

Dated: *4.12.2004.*

To
Dr. Shibani Goswami
Project Officer
Health Wing, SUDA
ILGUS BHAVAN
H-C Block, Sector- III, Bidhannagar
Kolkata- 700091



- 9 DEC 2004

Sub: Report on Indicators during the period 01.02.2004 to 31.10.2004 for monitoring D.F.I.D. assisted Honorary health Worker Scheme in Bankura Municipality.

Ref: Your No SUDA-Health/DFIB/04/311 dt 22.11.2004

Madam,

With reference to above this is to report that the report as sought for in the memo under reference is sent herewith for favour of your kind perusal and taking necessary action.

Enclo: As Stated above

Yours faithfully

Sd/-

Chairman

Bankura Municipality

Memo NO: *A/2/Gen/DFID/59(2)*

Dated: *4.12.2004.*

Copy alongwith the copy of enclosure forwarded for favour of perusal and taking necessary action to :

- 1) The ADM, Bankura & Project Director, D.F.I.D. assisted HHW Project, Bankura Municipality.
- 2) ACOH, Bankura

Yours faithfully

Sd/-
Chairman

Bankura Municipality

Bankura Municipality

Report on Indicators for Monitoring

DFID assisted HHWs Scheme

BANKURA Municipality

for the period 01.02.2004 to 31.10.2004

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Municipal Management Cell at ULB level Set up on	10.2.2004	
2.	Selection of HHWs completed on	3.10.2004	
3.	Training of HHWs initiated on	29.10.2004	
4.	Training of HHWs completed on	will be Completed on 24.12.2004	
5.	Engagement of HHWs - No. of HHWs - On (date)	37 37 on 29.10.04 but one joined on 22.11.04	
6.	Selection of Manpower of MMC		
6.1	AHO, CDO, PHN, Accounts Asstt., Data Entry Operator. - Interview held on - Selection done on - Engaged on	11.7.2004 except Data Entry Operator 31.8.2004 By 22.9.2004	" "
7.	Selection of manpower for HP		
7.1	Part time MO, ANM, Storekeeper cum Clerk, Attendant, Sweeper. - Notification done on - Interview held on - Selection done on - Engaged on	11.7.2004 (Only one PTMO appeared) 31.8.2004 Take done later on	
8.	Identification of SHP @ Project Proposal submitted - Total no. of SHPs identified - Out of total SHPs, * how many in municipal accommodation * how many in rented accommodation (if any) (Provide list for all SHPs including address)	6 6 NIL 2 (Other 4 are Primary School Council Bankura 1) Sri Krishna Library Nutaaganj (ward no 3) 2) Rampur Harashankar Manpa Mela ward NO 10	

*Chairman,
Bankura Municipality*

Contd. to P-2.
3) Gopinathpur Primary School Ward NO 1
4) Kayasthapara Municipal Priy School ward NO 8
5) House of Sri Shibapada Dasrpa Ward NO 20 (Lalbazar) - Private Building
6) House of Sri Subhas Chandra Nandi Ward NO 21 (Nutanachati) - Private Building
1 to 4 - Building of Primary School Council

9999 nine thousand one hundred
fifty one and paise sixty

Supt, ^{DO} Baikunth Sammilani Medical College & Hospital

Contd. to P-3.

Chairman,
Bankur Municipality.

C. Procurement :

Procurement of	Achievement	Remarks
Furniture for MMC - Procurement completed on	Notice issued for quotations	
Equipment for MMC - Procurement completed on	and Supply orders have already been issued	
Equipment for training - Procurement completed on	DO	
Furniture for training - Procurement completed on	DO	
Drugs for treatment of minor ailments - Notification floated on - Procurement completed on	NIL	
Equipment for SHP - Notification floated on - Procurement completed on	NIL	
Furniture for HP - Notification floated on - Procurement completed on	NIL	
Furniture for SHP - Notification floated on - Procurement completed on	NIL	

D. Refurbication (Minor repair) of Health Post & Sub Health Post :

Refurbication	Achievement	Remarks
Health Post - works started on	Work will be started on and from 1.1.05	
Sub Health Post - No. of SHPs require refurbication @ Project Proposal - Works started on for no. of SHPs - Works completed on for no. of SHPs	Process will be started very soon	



STD Code : 03244

Office : 252073 / 252591

Tourist Complex : 252200

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No.....1202/XI-8.

Dated, Bishnupur, the 15/12/2004.

To : Dr. Shibani Goswami,
Project Officer,
SUDA, Health Wing,
Bidhan Nagar,
Kolkata.

Sub : Status report of the HHWs Scheme under D.F.I.D.

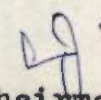

Madam,

~~XXX~~

The status report of the HHWs Scheme under D.F.I.D. of Bishnupur Municipality is being served in the enclosed proforma for your kind perusal with the request to please assist and co-operate us so that we implement the above scheme in Bishnupur Municipality for the interest of the people who are neglected and victimised due to poverty stricken.

Thanking you in anticipation.

Yours faithfully,


Chairman,
Bishnupur Municipality.

Chairman,
Bishnupur Municipality.

DFID assisted Honorary Health Worker Scheme
Status Report
Bishnupur Municipality
as on 15.12.2004.

Actions	Target Time	Status	Remarks
Constitution Municipal H & PW Committee	February, 2004	<p>Constituted in June'04. 1st meeting held on 8.12.04.</p> <p>Approval of all sorts of appointments done and constitution of all committee's as required on the basis of the circular issued by Suda time to time have also done.</p> <p>Constitution of such committees will be sent along with project proposal.</p>	
Sensitisation session on DFID Scheme at different levels	February to April, 2004	<p>Several meetings held with the councillors - these are on 15.9.'03 & 5.6.'04.</p> <p>Also guide line in Bengali vernacular sent to all of them.</p>	
Forwarding RPL List	March, 2004	Approval received from D.M., Bankura at very late hours.	
Engagement of MMC Personnel	May, 2004	<p>Already decided at a meeting of the Municipal H & F.W. Committee held on 8.12.94. The first sitting of the M.M.C. will be held shortly. Procedure as specified for recruitment will be followed. Other personnel will be recruited as per norms of G.O.No.86/MA/P/C-10/3S-51/2003 dt.22.1.2004.</p> <p>Chairman has assured to provide a clerk and attendant.</p>	

Contd.

Actions	Target time	Status	Remarks
Writing up and submission of Project Proposal by ULB to CCC, SUDA	July, 2004	It will be written up and submitted on 10.01.2005. Work is on progress.	
Notification floated for selection of HHWs.	May, 2004	Notification done in July, 2004. Copy of notification is attached.	
Selection of HHWs	June, 2004	<p>Selection of HHWs will be finalised by 31.12.2004. Sub Committee for short listing is being constituted with the following members as per resolution adopted in 1st meeting of MH & FW Committee .</p> <ol style="list-style-type: none"> 1. Shri Shyama Prasad Mukherjee, Chairman, Bishnupur Municipality, Member (President) of Municipal Level Health & F.W. Committee. 2. Sri Dibyendu Banerjee, Councillor, Member. 3. Sri Uday Bhakat, Councillor, Member. 4. Dr. Amal Banerjee, M.B.B.S. (Cal) - Member-Secretary of M.H.F.W.C. 5. Dr. Dipak Kumar Saha, Asst. C.M.O.H., Bishnupur, Member. <p>Attention of Member-Secretary ^{has been} drawn for issuance of letters to the members for short listing and letters to General body of MH & F.W. committee for interview & selection of HHWs by 31.12.2004.</p>	
Forwarding list of trainers for HHWs training to CCC, SUDA	July, 2004	<p>Selection done - names of the Doctors are -</p> <ol style="list-style-type: none"> 1. Dr. Amal Banerjee, (M.B.B.S.) 2. Dr. Subhas Garai (M.B.B.S.) 3. Dr. Joymalya Ghosh (M.B.B.S.) <p>Formal letter approaching for training will be sent after selection of HHWs.</p>	

Contd.

Actions	Target time	Status	Remarks
Training of HHWS initiated by ULB for 45 days which includes theoretical and Practical	August, 2004	Training will be started within 7 days from the date of approval of Project proposal and meantime it is expected that trainers training will be completed.	
Accommodation for Sub-Health post/Health Post Identification	July, 2004	Identification done in November, 2004. Maps are drawn which are included in the Project Proposal.	
Procurement of Furniture & Equipment for training	August 2004	To be done in due course.	
Procurement of furniture at for MMCAHP and SHP		To be done in due course.	
Procurement of Equipment for MMC, SHP		To be done in due course.	
Procurement of drug		To be done in due course.	
Selection of personnel for HP	September, 2004	Part selection will be done after receiving approval of the project proposal & full selection will be completed after end of the HHWS & FTS training.	
Training of personnel for HP	October, 2004	After selection of personnel and within 3 weeks from the date of receipt of the approval of the project.	

Contd.

Actions	Target time	Status	Remarks
HHWs start functioning	October, 2004	Just after completion of training of HHWs - expected target time as fixed after approval.	
Identification of referral centre	July, 2004	It is being communicated with a map wherein all referral centres are shown i.e. Block to SHP & SHP to HP & HP to Sub-divisional Hospital.	
Beginning of service at the referral centre	December, 2004	Will begin just after training of the Project under DFTD.	
Opening of separate Bank A/C	May, 2004	Done in June, 2004. Communicated verbally with account No. 8712 (Bank of India) during meeting/conversation held at SUDA. However written communication is being made herewith.	
Requisition of fund		Fund actually needed for the purpose will be shown in the Project Proposal and requirement will be submitted after receipt of the project proposal duly approved.	
Fund received by ULB		Not applicable.	
U.C. submitted by ULB to CCC, SUDA		Not applicable.	

Submitted.

Chairman,
Bishnupur Municipality.

Chairman,
Bishnupur Municipality.

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No. 1203 / XI-8.

Dated, Bishnupur, the 15/12/2004.

To : Dr. Shibani Goswami,
Project Officer, SUDA,
Health Wing, H-C Block,
Sector-III, Salt Lake City,
Kolkata.

Sub : Opening of separate Bank A/C for HHWS Scheme |
under DFID.

Madam,

~~XXXX~~



I am to intimate you that during discussion had with you a good time ahead at your office, I informed you that a separate joint account, as advised, has been opened in Bank of India, Bishnupur branch, whose account no. is 8712 (such information was recorded at that time by your good-self).

However such intimation is hereby confirmed with this letter.

Sorry for the inconveniences caused, if any.

Thanking you,

Yours faithfully,


Chairman,
Bishnupur Municipality.
 **Chairman,**
Bishnupur Municipality.

বিজ্ঞপ্তি

চালু ব্যবসায় কয়েকজন পাঠ্যকার হাই।

সবুর যোগাযোগ করুন।

লোকনাথ ডিস্ট্রিক্টবিটোর

প্রোগ্রাম—লক্ষ্মীকান্ত গরায়

গ্রাম—গোপালগঞ্জ, বোগাইপাড়া

বোঃ—বিষ্ণুপুর, জেলাঃ—বাকুড়া

পার্শ্ব শিক্ষিক/শিক্ষিক। চাউ

চুক্তির ভিত্তিতে চারজন/পারশ্ব শিক্ষিক/শিক্ষিকা চাই।
বিষয় বাংলা, ভূগোল, জীবন বিজ্ঞান ও গণিত। মোট
বেতনঃ মাসে ২০০০ টাকা। সংশ্লিষ্ট বিষয়ে স্নাতক
(বি, এড, বাঞ্ছনীয়) প্রার্থীদের অংশপত্রের তিন কপি
করে ফটোকপি সহ আবেদন করুন আগামী ২৯, ৩০, ৩১
তারিখের মধ্যে। পেন্সিওনারি, জুজুড় হাইস্কুল, পোঃ
জুজুড়, জেলা—বাকুড়া।

বিষ্ণুপুর পৌরসভা

বিজ্ঞপ্তি

এতদ্বারা জানানো যায় যে বিষ্ণুপুর পৌরসভা ডি, এফ, আই, ডি, মহায়ত্নে স্বাস্থ্য প্রকল্পে
১৯ জন মাইলো মেম্বারসহী প্রমাণ কর্মী নিযুক্ত (engaged) হইবে। প্রার্থীদের (মহিলা) অংশাই
সংশ্লিষ্ট এয়ারের বাসিন্দা হইতে হইবে। প্রার্থীদের কমপক্ষে চম্প্রেশন পক্ষীয় উন্নয়ন থাকা
চাই এবং বয়স ৩৫ থেকে ৪৫ বৎসর মধ্যে হইতে হইবে। প্রার্থীদের শেবাঙ্গুলক কাজে অভিজ্ঞতা
থাকা চর। পদার্থ কাদকে নাম, পিতার নাম, ঠিকানা, ওয়ার্ড নং, শিক্ষাগত যোগ্যতা, বয়স, সেবাঙ্গুলক
কাজে অভিজ্ঞতা (স্বাস্থ্য)। শেবাঙ্গুলক কাজের অভিজ্ঞতা। প্রমাণপত্র সহ ইত্যাদি উল্লেখ করিয়া
আগামী ২৬/৭/০৪ তারিখের মধ্যে গ্রন্থ কার্যালয়ে জমা দিতে হইবে।

মাসিক ৭৫০ টাকা হিসাবে সাময়িক ভাড়া প্রদান করা হইবে। এই কর্মী নিয়োগ এক
বৎসরের জন্য চুক্তিতে করা হইবে।

গৌর প্রধান, বিষ্ণুপুর পৌরসভা

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

পত্রিক : 527 IIIXH XI- ৬ II
emo No

দিনাক : বিষ্ণুপুর : ১৬/১০/১২০০৮ II
Dated, Bishnupur, the.....2008

To :

Sub :

IIIIII বিষ্ণুপুর পৌরসভা IIIIII

Ref :

বিশ্বাস্তি

এতদ্বারা জানানো যায় যে বিষ্ণুপুর পৌরসভায় ডি.এফ.আই. ডি. সহায়তা স্বাস্থ্য প্রকল্পে ১১ জন মহিলা স্বেচ্ছাসেবকী স্বাস্থ্য কর্মী' নিযুক্ত (engage) হইবে। প্রার্থীদের (মহিলা) অবশ্যই সংশ্লিষ্ট ওয়ার্ডের বাসিন্দা হইতে হইবে। প্রার্থীদের কমপক্ষে ৬ মাসের পূর্ণ বয়স থাকা চায় এবং বয়স ৩৫ থেকে ৪৫ বছর মধ্যে হইতে হইবে। প্রার্থীদের সেবামূলক কাজে আভিজাত্য থাকা চায়।

সাদা কাগজে নাম, পিতার নাম, জিনা, ওয়ার্ড নং, শিক্ষাপত যোগ্যতা, বয়স, সেবামূলক কাজে আভিজাত্য (স্বাস্থ্য। সেবামূলক কাজের আভিজাত্য) প্রমাণপত্র সহ ইত্যাদি উল্লেখ করিয়া আপাত ১৬/১০/১২০০৮ তারিখের মধ্যে অত্র কার্যালয়ে জমা দিতে হইবে।

মাসিক ৭৫০ টাকা হিসাবে সাময়িক ভাতা প্রদান করা হইবে।

এই কথা' নিয়োগ এক বৎসরের জন্য চুক্তিতে করা হইবে।

(প্রোগ্রামার প্রমাদ ম.খাজী)
পৌর প্রধান,
II বিষ্ণুপুর পৌরসভা II

পত্রিক : 527 I XI- ৬ II

দিনাক : ১৬/১০/১২০০৮ II

উপরের বিশ্বাস্তি অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরিত হইল :-

- ১। ম্যানেজার, অভিযান পত্রিকা, বিষ্ণুপুর, মহাশয়কে জনরোধ করা হইল - বিশ্বাস্তিটি তাহার পত্রিকায় আপাত সংখ্যায় মুদ্রণ ও প্রচারের জন্য।
- ২। অফিস নোটিশ বোর্ডে - টাঙ্গানোর জন্য।
- ৩। অফিস সুপারিনটেন্ডেন্ট, বিষ্ণুপুর পৌরসভা, মহাশয়কে তাহার অবগতি ও প্রয়োজনীয় গ্রহণের জন্য।
- ৪। জা. শিবানী জোশী, প্রজেক্ট অফিস অফিসার, হেন্স উইল, সুজ - মহাশয়কে জাতার্থে ও প্রয়োজনীয় ব্যবস্থা গ্রহণ জন্য প্রেরিত হইল।

(প্রোগ্রামার প্রমাদ ম.খাজী)
পৌর প্রধান,
II বিষ্ণুপুর পৌরসভা II
II বিষ্ণুপুর II বাজা II

Bishnupur MP.

NAME	TRU	(TOT_P)	PTOT	MTOT	Fb_SC	M_SC	F_SC	(P-ST)	M_ST	F_ST
Bishnupur (M)	Urban	61947	31223	30724	13415	6571	6844	303	143	154
Bishnupur (M) - Ward No.1	Urban	4947	2495	2452	1772	867	905	54	25	29
Bishnupur (M) - Ward No.2	Urban	3944	1977	1967	684	342	342	67	36	31
Bishnupur (M) - Ward No.3	Urban	4352	2221	2131	998	224	513	24	14	10
Bishnupur (M) - Ward No.4	Urban	2419	1237	1182	442	224	218	0	0	0
Bishnupur (M) - Ward No.5	Urban	2371	1179	1192	293	145	148	0	0	0
Bishnupur (M) - Ward No.6	Urban	3846	1924	1922	1052	529	523	8	0	8
Bishnupur (M) - Ward No.7	Urban	2730	1347	1389	396	203	193	0	0	0
Bishnupur (M) - Ward No.8	Urban	3428	1708	1720	1606	792	814	0	0	0
Bishnupur (M) - Ward No.9	Urban	3338	1715	1623	335	163	172	0	0	0
Bishnupur (M) - Ward No.10	Urban	2431	1210	1221	479	224	255	0	0	0
Bishnupur (M) - Ward No.11	Urban	3120	1606	1514	211	110	101	0	0	0
Bishnupur (M) - Ward No.12	Urban	3076	1565	1511	412	210	202	0	0	0
Bishnupur (M) - Ward No.13	Urban	2251	1120	1131	492	244	248	5	2	3
Bishnupur (M) - Ward No.14	Urban	2730	1356	1374	534	259	275	9	2	3
Bishnupur (M) - Ward No.15	Urban	3600	1739	1861	1241	577	664	9	5	4
Bishnupur (M) - Ward No.16	Urban	3319	1730	1589	427	216	211	37	17	20
Bishnupur (M) - Ward No.17	Urban	2621	1354	1267	111	57	54	0	0	0
Bishnupur (M) - Ward No.18	Urban	3580	1777	1812	905	428	477	85	43	42
Bishnupur (M) - Ward No.19	Urban	3829	1963	1866	1025	496	529	9	5	4

Report on Indicators for Monitoring

DFID assisted HIW's Scheme

SURI

Municipalities

for the period 01.02.2004 to 31.10.2004



A. Process Indicators :

- 9 DEC 2004

Sl. No.	Activities	Achievement	Remarks
1.	Municipal Management Cell at ULB level Set up on	23.02.04	
2.	Selection of HHWs completed on	05.7.2004	
3.	Training of HHWs initiated on	25.8.2004	
4.	Training of HHWs completed on	16.10.2004	
5.	Engagement of HHWs - No. of HHWs - On (date)	14 nos. 18.10.2004	
6.	Selection of Manpower of MMC		
6.1	AHO, CDO, PIEN, Accounts Asst., Data Entry Operator, - Interview held on - Selection done on - Engaged on	18.7.2004 31.7.2004 07.8.2004	HO was engaged from Jan'95 PAN has not yet been engaged. DATA ENTRY OPERATOR engaged from the existing Municipal staff.
7.	Selection of manpower for HP		
7.1	Part time MO, ANM, Storekeeper cum Clerk, Attendant, Sweeper, - Notification done on - Interview held on - Selection done on - Engaged on		Notification has been made on 02.12.04.
8.	Identification of SHP & Project Proposal submitted Total no. of SHPs identified [Redacted] [Redacted] (List down all SHPs including address)		Jt. At Municipal Office [Redacted] [Redacted] [Redacted]

No.	Activities	Achievement	Remarks
9.	Identification of HP Location & address	Identified. Suri, W.NO-8 (At Municipal Office)	
10.	No. of NGOs identified Name and address	* 7 nos.	
11.	Opening of separate Bank A/C for the Project by the ULB A/C no. Opened on	SB A/c NO 3085 05.03.2004	
11.1	Transfund received from CCC, SUDA	Rs 2,82,000/-	
11.2	Transfund submitted to CCC, SUDA	Rs 1,73,198/-	

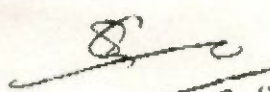
B. Manpower At MMC :

Manpower	Target No.	In Position	Remarks
Project Officer (DDM)	1	Yes.	
Chairman (M.C.)	1	Yes.	
ACM/MLA	1	Yes.	
Supdt. of Health & Govt. Hosp.	1	Yes.	
Health Officer (AHO)	1	Yes.	
CDO	1	Yes.	
PHN	1	Yes.	
Data Entry Operator	1	Yes.	
Accounts Asst.	1	Yes.	
Clerk cum Store Keeper	1	Yes.	
Attendant	1	Yes.	

* List of N.G.O. with Address:-

1. Nehru Yuba Kendra. Opposite Vidya Dagan College, Suri.
2. Shree Anubhinda Anushilam Society, Sahakarpara Suri.
3. Lions Eye Hospital, Baidarhi Para, Suri.
4. Birbhoom Nursing Home & Maternity, Suri. Sonatore Para.
5. Joy Durga Nursing Home, Rahindrapally, Suri.
6. Indrakolk Nursing Home, Sonatore Para, Suri.
7. Modani Diagnostic & Nursing Home, Bangal Para, Suri.

Contd to P-3.


8.12.04

Health Officer
Suri Municipality, Birbhoom

C. Procurement :

Procurement of	Achievement	Remarks
Furniture for MMC		The act of purchase has been completed timely.
- Procurement completed on		
Equipment for MMC		— DO —
- Procurement completed on		
Equipment for training	14.9.2004	
- Procurement completed on		
Furniture for training		The act of purchase has been completed timely
- Procurement completed on		
Drugs for treatment of minor ailments	09.11.2004	
- Notification floated on		
- Procurement completed on		
Equipment for SHP		
- Notification floated on		
- Procurement completed on		
Furniture for HP	09.11.2004	
- Notification floated on		
- Procurement completed on		
Furniture for SHP	09.11.2004	
- Notification floated on		
- Procurement completed on		

D. Refurbication (Minor repair) of Health Post & Sub Health Post :

Refurbication	Achievement	Remarks
Health Post • works started on	—	
End of Year • no. of new or repaired health facilities by Project Personnel II I I I II III IIII	—	
• Works completed on for ... no. of SHPs		

8.12.04
Health Officer
Suri Municipality, Birbhum

Dated, Kolkata, the 22nd January, 2004.

Dated, Kollam Govt.

month per head (in case of contractual engagements)

Experience	No. of Post Required @ 1/Mpl	Person already in place	Person to be procured	Scale of Pay (In Rs.) (If depured from Govt.)	Consolidated Pay per month per head (in case of contractual engagements)
Knowledge in Community Health/maternity & Child health programmes.	11	Nil	11	Scale - 16	Rs. 8100/-
Knowledge and field experience in community development activities in State Govt./Central Govt./autonomous body.	11	Nil	11	-Do-	Rs. 8100/-
Adequate knowledge & experience in the field of public health including MCH and training.	11	Nil	11	-Do-	Rs. 8100/-
Should have knowledge in Data Entry.	11	Nil	11	Scale - 9	Rs. 4000/-
Should have knowledge experienced in dealing accounting system.	11	Nil	11	Scale - 6	Rs. 3350/-
Should have knowledge and experience in office work.	11	Nil	11	Scale - 9	Rs. 4000/-
-Do-	11	Nil	11	Scale - 6	Rs. 3350/-
	11	Nil	11	Scale - 1	Rs. 2600/-

Dated, Kolkata, the 22nd January, 2004.

Annexure - B

Joint Secretary

... ..
..... prescribed in the booklet in Bengal

Report on Indicators for Monitoring

DFID assisted HHWs scheme

SURI

Municipality

for the period 01.02.2004 to 31.10.2004

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Municipal Management Cell at ULB level Set up on	23.02.04	
2.	Selection of HHWs completed on	05.7.2004	
3.	Training of HHWs initiated on	25.8.2004	
4.	Training of HHWs completed on	16.10.2004	
5.	Engagement of HHWs		
	- No. of HHWs	14 NOS.	
	- On (date)	18.10.2004	
6.	Selection of Manpower of MMC		
6.1	AHO, CDO, PIN, Accounts Assn., Data Entry Operator		
	- Interview held on	18.7.2004	
	- Selection done on	31.7.2004	
	- Engaged on	07.8.2004	
7.	Selection of manpower for HP		
7.1	Part time MO, ANML, Storekeeper cum Clerk, Attendant, Sweeper		
	- Notification done on		
	- Interview held on		
	- Selection done on		
	- Engaged on		
8.	Identification of Site of Waste Disposal		
	Total no. of sites identified		
	* In the event of any change in the site of waste disposal, the site should be identified and notified to the concerned authorities.		
	(Please fill for all sites including address)		

HO was engaged from Jan'95
PIN has not yet been engaged.
DATA ENTRY OPERATOR engaged from the existing Municipal

Notification has been made on 02.12.04.

1. At Municipality
2. At the site of waste disposal

10.10.04

10.10.04

10.10.04

8.12.04

Health Officer

Suri Municipality, B. Rahum

C. Procurement

Procurement of	Achievement	Remarks
Furniture for MMC		The set of Purchase has been completed hereby.
- Procurement completed on		
Equipment for MMC		— DO —
- Procurement completed on		
Equipment for training	14.3.2004	
- Procurement completed on		
Furniture for training		The set of purchase has been completed hereby
- Procurement completed on		
Drugs for treatment of minor ailments	09.11.2004	
- Notification floated on		
- Procurement completed on		
Equipment for SHP		
- Notification floated on		
- Procurement completed on		
Furniture for HP	09.11.2004	
- Notification floated on		
- Procurement completed on		
Furniture for SHP	09.11.2004	
- Notification floated on		
- Procurement completed on		

D. Refurbication (Minor repair) of Health Post & Sub Health Post :

Refurbication	Achievement	Remarks
Health Post		
- works completed on		
Sub Health Post		
- works completed on		
no. of SHPs	no. of SHPs	
II I I I I	IIIIII	
Works completed on	no. of SHPs	

FOR WORKING FILE

[Signature]
8.12.04
Health Officer
Buri Municipality, Birbhum

COOCH BEHAR MUNICIPALITY

FAX : 03582-222656

COOCH BEHAR PHONE : 03582 222286

Memo No.:DFID / 37 / 04

Dated, Cooch Behar 13th Dec., 2004.

From : Chairman

&

The President

Health & Family Welfare Committee.

Cooch Behar Municipality.

To

: The Project Officer,

SUDA Health Wing.

State Urban Development Agency.

ILGUS Bhavan, H.C. Block, Sector-III.

Bidhannagar, Kolkata-91.



16 DEC 2004

Sub : Report on Indicators for monitoring DFID assisted H.H.W. Scheme.

Ref.No.: SUDA-Health/DFID/04/73 Dated 06/05/04

SUDA-Health/DFID/04/75 Dated 11/05/04

SUDA-Health/DFID/04/311 Dated 22/11/04

Madam,

I am forwarding herewith the desired Report under DFID Assisted HHW Scheme, Cooch Behar Municipality, Cooch Behar for favour of your kind information & further action, if any.

Yours faithfully,

Encl.: As above.

Chairman

&

The President

Health & Family Welfare Committee.

Cooch Behar Municipality.

Memo No.:DFID / /04

Dated, Cooch Behar 13th Dec., 2004.

Copy forwarded to :

Project Director, ADM (D), Cooch Behar,
for information & necessary action.

Chairman

&

The President

Health & Family Welfare Committee.

Cooch Behar Municipality.

Report on Indicators for Monitoring DFID assisted HHW's Scheme

Cooch Behar Municipality

For the period 01.02.2004 to 13.12.2004

A. Process Indicators :

Sl.No.	Activities	Achievement	Remarks
1	Municipal Management Cell at ULB level Set up on	Order No.: 3364 Date:10/2/04	
2	Selection of HHW's completed on	24/07/04	
3	Training of HHW's initiated on	02/09/04	
4	Training of HHW's completed on	16/11/04	
5	Engagement of HHWs --- No. of HHWs --- On (date)	17 18/11/04	
6	Selection of Manpower of MMC	10	
6.1	AHO, CDO, PHN, Accounts Asstt., Data Entry Operator. --- Interview held on --- Selection done on --- Engaged on	24/07/04 23/08/04 24/08/04	
7	Selection of Manpower for HP		
7.1	Part time MO, ANM, Storekeeper cum Clerk, Attendant, Sweeper. --- Notification done on --- Interview held on --- Selection done on --- Engaged on	In progress	
8	Identification of SHP @ Project Proposal submitted --- Total No. of SHPs identified --- Out of total SHPs. * how many in Municipal accommodation * how many in rented accommodation (if any) (provide list for all SHPs including address)	4 4	
9	Identification of HP --- Location & Address	Gandhi Nagar, W.No.:11, Cooch Behar.	
10	No.of NGOs identified --- Name & Address	Indian Red Cross Society, Lion Club, NAS Group etc.	
11	Opening of separate Bank A/C for the Project by the ULB --- A/C No. : --- Opened on	UCO - 8969 08/06/04	
11.1	Total fund received from CCC, SUDA	4,42,650.00	
11.2	Total U.C. submitted to CCC, SUDA	1,34,485.00	


 President, H. & F. W. Committee
 &
 Chairman, Cooch Behar Municipality.

Report on Indicators for Monitoring DFID assisted IHHWs Scheme

Cooch Behar Municipality

For the period 01.02.2004 to 13.12.2004

B. Manpower at MMC :

Manpower	Target No	In Position	Remarks
Project Director (ADM)	1	1	
Chairman of the ULB	1	1	
ACMOH-Sub Div.	1	1	
Supdt.of nearest Govt.Hospital	1	1	
Health Officer / AHO	1	1	
CDO	1	1	
PHN	1	0	
Data Entry Operator	1	1	
Accounts Assistant	1	1	
Clerk cum Store Keeper	1	1	
Attendant	1	1	



President, H. & F. W. Committee

&

Chairman, Cooch Behar Municipality.


Report on Indicators for Monitoring DFID assisted HHWs Scheme

Cooch Behar Municipality

For the period 01.02.2004 to 13.12.2004

D. Refurbication (Minor repair) of Helh Post & Sub Health Post :

Refurbication	Achievement	Remarks
Health Post --- works started on		In Progress
Sub Health Post --- No.of SHPs require refurbication @ Project Proposal --- works started on For No.of SHPs --- works completed on For No.of SHPs		— do — — do — — do —


 President, H. & F. W. Committee
 &
 Chairman, Cooch Behar Municipality.

Report on Indicators for Monitoring DFID assisted HHWs Scheme

Cooch Behar Municipality

For the period 01.02.2004 to 13.12.2004

C. Procurement :

Procurement of	Achievement	Remarks
Furniture for MMC --- Procurement completed on		In Progress
Equipment for MMC --- Procurement completed on		--- do ---
Equipment for Training --- Procurement completed on	25/08/04	Done
Furniture for Training --- Procurement completed on	27/08/04	Done
Drugs for treatment of minor ailments --- Notification floated on --- Procurement completed on		
Equipment for SHP --- Notification floated on --- Procurement completed on		
Furniture for HP --- Notification floated on --- Procurement completed on		
Furniture for SHP --- Notification floated on --- Procurement completed on		



President, H. & F. W. Committee
&
Chairman, Cooch Behar Municipality.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No. SUDA-Health/DFID/04/181

Date
17.08.2004

From : Dr. Shibani Goswami
Project Officer,
Health Wing, SUDA

To : The Chairman,
Coochbehar / Jangipur / Baharampur / Suri /
Bolpur / Purulia / Bankura / Bishnupur / Kalna /
Krishnagar / Medinipur Municipality.

Sub : Report on Indicators for 2nd quarter (May to July, 2004) for monitoring
DFID assisted Honorary Health Worker Scheme to 11 municipalities.

Sir/ Madam,

Report on indicators for 2nd quarter (May to July, 2004) apropos prescribed format * for monitoring and documentation of the process is already due from your end. In this regard this office communication bearing no. SUDA-Health/DFID/04/73 dt. 06.05.2004 may be referred to.

You are requested kindly to forward the same as will be applicable as on 31st July, 2004 at the earliest to enable this office for onward transmission to DHFW.

Encl. : *

SUDA-Health/DFID/04/181(1-11)

Yours faithfully,



Project Officer

17.08.2004

CC
Project Director, Municipality for favour of kind information and necessary action
please.



Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No: SUDA-Health/DFID/04/73

Date: 06.05.2004

From : Dr. Shibani Goswami
Project Officer,
Health Wing, SUDA

To : The Chairman,
Koch Bihar / Jangipur / Baharampur / Suri /
Bolpur / Purulia / Bankura / Bishnupur / Kalna /
Krishnagar / Medinipur Municipality.

Sub : Report on Indicators for monitoring DFID assisted
Honorary Health Worker Scheme to 11 municipalities.

Sir/ Madam,

A set of indicators has been developed for monitoring and documentation of the process by DHFW. The reporting format on indicators is enclosed herewith. The report is to be forwarded to the undersigned quarterly by 10th of the next month. Hence, the report for the 1st quarter (February, 04 to April, 04) is due.

You are requested kindly to forward the same as will be applicable as on 30th April, 2004, at the earliest.

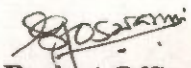
Enclo: as stated.

SUDA-Health/DFID/04/73(1-11)

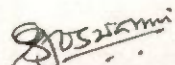
CC

Project Director, Municipality for favour of kind information and necessary action please.

Yours faithfully,


Project Officer

06.05.2004


Project Officer

**Report on Indicators for Monitoring DFID assisted
HHWs Scheme to 11 Municipalities**

..... Municipality
for the Quarter (..... to))

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Preparation of micro-projects by ULBs		
1.1	Submission of Project Proposal by the ULBs <i>per 50%</i>		
2.	Identification of project beneficiaries		
3.	Integration of the said Pilot Project with Dept. of Health & FW at District level.		
4.	Programme Management System established		
4.1	Set up of Municipal Management Cell at ULB level <i>on</i>		
5.	Health Facilities for Primary Health Care service delivery established		
5.1	Selection of HHWs <i>completed on engaged after trig on</i>		
5.2	Selection of FTSS <i>Selection of Manpower for HHWs. HHWs, CDO, PHN, DEU</i>		<i>No. of HHWs</i>
5.3	Selection of Manpower for HP <i>notification done</i>		<i>Acq. for selection held on. Selects a team. Engaged on.</i>
5.4	Functioning of HHWs at Block Level <i>Interview held on. Selection completed on.</i>		
5.5	Identification of SHP <i>Engaged on. No. of SHPs identified.</i>		
5.6	Functioning of SHP <i>No. of SHPs Mpl. acc'd. when locatn & address.</i>		
5.7	Identification of HP <i>Location with address</i>		
5.8	Functioning of HP		
6.	Surveillance system of State Health Programme established		
7.	MIES system established		

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Referral system established		
8.1	Identification of referral centre <i>done.</i>		
8.2	Contracts / Agreement made		
8.3	Referral system functioning		
9.	Communication (I.E.C.) system established		
9.1	Interpersonal Communication established		
9.2	Involvement of NGOs <i>NOS. identified. Name & addresses.</i>		
10.	Financial Management System established		
10.1	Opening of separate Bank A/C for the Project by the ULBs <i>A/C no. opened in -</i>		
10.2	MMC receive fund from CCC on requisition and submit expenditure statement to CCC <i>Fund recd from CCC. To be used for sustainability.</i>		
11.	Preparation of Road Map by the ULBs for sustainability		

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	4	
2.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO)	1	
3.	Training of HHWs initiated <i>completed on completion.</i>	1	
4.	Training of FTS	1	
5.	Training of Manpower for HP	1	

Contd. to P-3

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	1		
Chairman of the ULB	1		
ACMOH - Sub div.	1		
Supdt. of nearest Govt. Hosp.	1		
Health Officer / AHO	1		
CDO	1		
PHN	1		
Data Entry Operator	1		
Accounts Assistant	1		
Clerk cum Store Keeper	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

Contd. to P-4

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB <i>procurement completion</i>			
Equipment for management cell at ULB			
Equipment for training			
Furniture for training			
Family schedule, HMIS format, instruction manual and training module			
HHWs kit			
Drugs for treatment of minor ailments			
Equipment for SHP			
Equipment for HP			
Furniture for HP			
Furniture for SHP			

(Minor repair)

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post <i>work started on. work completion.</i>			
Sub Health Post <i>No. of SHP need. refurb. @ project m.</i>			

*work started on - - - - - for - - - - - SHP
work completion on - - - - - for - - - - - SHP*

Indicators for Monitoring DFID assisted HHWs Scheme to 11 Municipalities

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Approval of project proposal by MOHFW, GOI		
1.1.	Communication wrt approval of project proposal by DHFW to MA Dept.		
1.2.	Communication wrt approval of project proposal by MA Dept. to the concerned 11 ULBs, DM and CMOH of concerned 8 Districts		
2.	Forwarding Guidelines in Bengali by MA Dept. towards preliminary actions of the project to the Chairman of the ULBs, DMs & CMOH of the concerned Districts, Spl. Secretary (Project), DHFW and Director, SUDA		
3.	Induction session by MOS, MA Dept. to the concerned Chairman, CIC Health, Health Officer / Asstt. Health Officer and the representatives of DHFW.		
4.	Preparation of comprehensive guidelines by DHFW		
4.1	Comprehensive guideline approved by DHFW and Municipal Affairs Dept.		
4.2	Bengali translation of comprehensive guideline and circulation to all stakeholders.		
5.	Sensitisation to ULBs on project proposal and guidelines		
6.	Project Director designated for 11 ULBs.		
7.	Inclusion of the said Project in the agenda of Apex Advisory Committee on Health at State level		
7.1	Co opting Special Secretary (Project) & Programme Director , SIP & HSDI as a member of the Apex Advisory Committee		

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Preparation of micro-projects by ULBs		
8.1	Format prepared by DHFW & CCC for writing project proposal by the ULBs		
8.2	Submission of Project Proposal by the ULBs		
8.3	Approval of Project Proposal by CCC & DHFW		
9.	Identification of project beneficiaries		
10.	Integration of the said Pilot Project with Dept. of Health & FW		
10.1	Sensitisation of Programme Officers at State Level		
11.	Programme Management System established		
(a)	Set up of Municipal Management Cell at ULB level		
(b)	Set up of Central Co ordinating Cell at SUDA level		
11.1	Health Facilities for Primary Health Care service delivery established		
(a)	Selection of HHWs		
(b)	Selection of FTSs		
©	Selection of Manpower for HP		
(d)	Functioning of HHWs at Block Level		
(e)	Identification of SHP		
(f)	Functioning of SHP		
(g)	Identification of HP		
(h)	Functioning of HP		
11.2	Surveillance system of State Health Programme established		
11.3	MIES system established		

Contd. to P-3

Sl. No.	Activities	Achievement	Remarks
11.4	Referral system established		
(a)	Identification of referral centre		
(b)	Contracts / Agreement made		
©	Referral system functioning		
11.5	Communication (I.E.C.) system established		
(a)	Interpersonal Communication established		
(b)	Involvement of NGO		
©	Standard I.E.C. materials developed and implemented (distributed)		
12.	Documentation		
12.1	Engagement of Agency by DHFW for documentation		
12.2	Documents prepared and submitted		
12.3	Base line survey by External Agency conducted		
12.4	Submission of Report of Base Line Survey		
13.	Financial Management System established		
(a)	Fund received by DHFW from GOI		
(b)	Opening of separate Bank A/C for the Project by the ULBs		
©	Opening of separate Bank A/C for the Project by CCC		
(d)	CCC receive fund from DHFW on requisition and submit expenditure statement to DHFW		
(e)	MMC receive from fund from CCC on requisition and submit expenditure statement to CCC		
14.	Preparation of Road Map by the ULBs for sustainability		

Contd. to P-4

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	47	
2.	Workshop with DFID	1	
3.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	11	
4.	Workshop on participatory need assessment and project formulation at SUDA for grass-root stakeholders	4	
5.	Training of trainers	2	
6.	Training of HHWs initiated / completed	11	
7.	Training of FTS	11	
8.	Training of Manpower for HP	11	

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	11		
Chairman of the ULB	11		
ACMOH - Sub div.	11		
Supdt. of nearest Govt. Hosp.	11		
Health Officer / AHO	11		
CDO	11		
PHN	11		
Data Entry Operator	11		
Accounts Assistant	11		
Clerk cum Store Keeper	11		
Attendant	11		

Contd. to P-5

(ii) At CCC

Manpower	Target No.	Achievement	Remarks
Consultant	1		
Project Officer	1		
Medical Specialist	2		
CD Specialist	1		
Accounts Officer	1		
MIES Officer	1		
Data Entry Operator	1		
Clerk cum SK	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

Contd. to P-6

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	11		
Equipment for management cell at ULB	11		
Equipment for training	11		
Furniture for training	11		
Family schedule, HMIS format, instruction manual and training module	11		
HHWs kit	11		
Drugs for treatment of minor ailments	11		
Equipment for SHP	11		
Equipment for HP	11		
Furniture for HP	11		
Furniture for SHP	11		

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post			
Sub Health Post			

Indicators for Monitoring DFID assisted HHWs Scheme to 11 Municipalities

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Approval of project proposal by MOHFW, GOI		
1.1.	Communication wrt approval of project proposal by DHFW to MA Dept.		
1.2.	Communication wrt approval of project proposal by MA Dept. to the concerned 11 ULBs, DM and CMOH of concerned 8 Districts		
2.	Forwarding Guidelines in Bengali towards preliminary actions of the project to the Chairman of the ULBs, DMs & CMOH of the concerned Districts, Spl. Secretary (Project), DHFW and Director, SUDA		
3.	Induction session by MOS, MA Dept. to the concerned Chairman, CIC Health, Health Officer / Asstt. Health Officer and the representatives of DHFW.		
4.	Preparation of comprehensive guidelines by DHFW		
4.1	Comprehensive guideline approved by DHFW and Municipal Affairs Dept.		
4.2	Bengali translation of comprehensive guideline and circulation to all stakeholders.		
5.	Sensitisation to ULBs on project proposal and guidelines		
6.	Project Director designated for 11 ULBs.		
7.	Inclusion of the said Project in the agenda of Apex Advisory Committee on Health at State level		
7.1	Co opting Special Secretary (Project) & Programme Director , SIP & HSDI as a member of the Apex Advisory Committee		

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Preparation of micro-projects <i>by ULBs</i>		
8.1	Format prepared by DHFW & CCC for writing project proposal by the ULBs		
8.2	Submission of Project Proposal by the ULBs		
8.3	Approval of Project Proposal by CCC & DHFW		
9.	Identification of project beneficiaries		
10.	Integration of the said Pilot Project with Dept. of Health & FW		
10.1	Sensitisation of Programme Officers at State Level		
11.	Programme Management System established		
(a)	Set up of Municipal Management Cell at ULB level		
(b)	Set up of Central Co ordinating Cell at SUDA level		
11.1	Health Facilities for Primary Health Care service delivery established		
(a)	Selection of HHWs		
(b)	Selection of FTSs		
©	Selection of Manpower for HP		
(d)	Functioning of HHW _s at Block Level		
(e)	Identification of SHP		
(f)	Functioning of SHP		
(g)	Identification of HP		
(h)	Functioning of HP		
11.2	Surveillance system of State Health Programme established		
11.3	MIES system established		

Contd. to P-3

Sl. No.	Activities	Achievement	Remarks
11.4	Referral system established		
(a)	Identification of referral centre		
(b)	Contracts / Agreement made		
©	Referral system functioning		
11.5	Communication (I.E.C.) system established		
(a)	Interpersonal Communication established		
(b)	Involvement of NGO		
©	Standard I.E.C. materials developed and implemented (distributed)		
12.	Documentation		
12.1	Engagement of Agency by DHFW for documentation		
12.2	Documents prepared and submitted		
12.3	Base line survey by External Agency conducted		
12.4	Submission of Report of Base Line Survey		
13.	Financial Management System established		
(a)	Fund received by DHFW from GOI		
(b)	Opening of separate Bank A/C for the Project by the ULBs		
©	Opening of separate Bank A/C for the Project by CCC		
(d)	CCC receive fund from DHFW on requisition and submit expenditure statement to DHFW		
(e)	MMC receive from fund from CCC on requisition and submit expenditure statement to CCC		
14.	Preparation of Road Map by the ULBs for sustainability		

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	11x4 T3 47	
2.	Workshop with DFID	1	
3.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	1 (11)	
4.	Workshop on participatory need assessment and project formulation at SUDA for grass-root stakeholders	4	
5.	Training of trainers	2	
6.	Training of HHWs initiate/ completed	1 11	
7.	Training of FTS	1 11	
8.	Training of Manpower for HP	1 11	

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	11		
Chairman of the ULB	11		
ACMOH - Sub div.	11		
Supdt. of nearest Govt. Hosp.	11		
Health Officer / AHO	11		
CDO	11		
PHN	11		
Data Entry Operator	11		
Accounts Assistant	11		
Clerk cum Store Keeper	11		
Attendant	11		

(ii) At CCC

Manpower	Target No.	Achievement	Remarks
Consultant	1		
Project Officer	1		
Medical Specialist	2		
CD Specialist	1		
Accounts Officer	1		
MIES Officer	1		
Data Entry Operator	1		
Clerk cum SK	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

Contd. to P-6

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	11		
Equipment for management cell at ULB	11		
Equipment for training	11		
Furniture for training	11		
Family schedule, HMIS format, instruction manual and training module	11		
HHWs kit	11		
Drugs for treatment of minor ailments	11		
Equipment for SHP	11		
Equipment for HP	11		
Furniture for HP	11		
Furniture for SHP	11		

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post			
Sub Health Post			

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No: SUDA-Health/DFID/04/73

Date: 06.05.2004.....

From : Dr. Shibani Goswami
Project Officer,
Health Wing, SUDA

To : The Chairman,
Koch Bihar / Jangipur / Baharampur / Suri /
Bolpur / Purulia / Bankura / Bishnupur / Kalna /
Krishnagar / Medinipur Municipality.

Sub : Report on Indicators for monitoring DFID assisted
Honorary Health Worker Scheme to 11 municipalities.

Sir/ Madam,

A set of indicators has been developed for monitoring and documentation of the process by DHFW. The reporting format on indicators is enclosed herewith. The report is to be forwarded to the undersigned quarterly by 10th of the next month. Hence, the report for the 1st quarter (February, 04 to April, 04) is due.

You are requested kindly to forward the same as will be applicable as on 30th April, 2004, at the earliest.


Encl: as stated.

SUDA-Health/DFID/04/73(1-11)

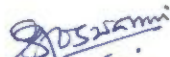
CC

Project Director, Municipality for favour of kind information and necessary action please.

Yours faithfully,


Project Officer

06.05.2004


Project Officer

**Report on Indicators for Monitoring DFID assisted
HHWs Scheme to 11 Municipalities**

..... Municipality
for the Quarter (..... to)

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Preparation of micro-projects by ULBs		
1.1	Submission of Project Proposal by the ULBs		
2.	Identification of project beneficiaries		
3.	Integration of the said Pilot Project with Dept. of Health & FW		
4.	Programme Management System established		
4.1	Set up of Municipal Management Cell at ULB level		
5.	Health Facilities for Primary Health Care service delivery established		
5.1	Selection of HHWs		
5.2	Selection of FTSs		
5.3	Selection of Manpower for HP		
5.4	Functioning of HHWs at Block Level		
5.5	Identification of SHP		
5.6	Functioning of SHP		
5.7	Identification of HP		
5.8	Functioning of HP		
6.	Surveillance system of State Health Programme established		
7.	MIES system established		

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Referral system established		
8.1	Identification of referral centre		
8.2	Contracts / Agreement made		
8.3	Referral system functioning		
9.	Communication (I.E.C.) system established		
9.1	Interpersonal Communication established		
9.2	Involvement of NGO		
10.	Financial Management System established		
10.1	Opening of separate Bank A/C for the Project by the ULBs		
10.2	MMC receive fund from CCC on requisition and submit expenditure statement to CCC		
11.	Preparation of Road Map by the ULBs for sustainability		

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	4	
2.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	1	
3.	Training of HHWs initiated / completed	1	
4.	Training of FTS	1	
5.	Training of Manpower for HP	1	

Contd. to P-3

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	1		
Chairman of the ULB	1		
ACMOH - Sub div.	1		
Supdt. of nearest Govt. Hosp.	1		
Health Officer / AHO	1		
CDO	1		
PHN	1		
Data Entry Operator	1		
Accounts Assistant	1		
Clerk cum Store Keeper	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

Contd. to P-4

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB			
Equipment for management cell at ULB			
Equipment for training			
Furniture for training			
Family schedule, HMIS format, instruction manual and training module			
HHWs kit			
Drugs for treatment of minor ailments			
Equipment for SHP			
Equipment for HP			
Furniture for HP			
Furniture for SHP			

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post			
Sub Health Post			

Indicators for Monitoring DFID assisted HHWs Scheme to 11 Municipalities

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Approval of project proposal by MOHFW, GOI		
1.1.	Communication wrt approval of project proposal by DHFW to MA Dept.		
1.2.	Communication wrt approval of project proposal by MA Dept. to the concerned 11 ULBs, DM and CMOH of concerned 8 Districts		
2.	Forwarding Guidelines in Bengali by MA Dept. towards preliminary actions of the project to the Chairman of the ULBs, DMs & CMOH of the concerned Districts, Spl. Secretary (Project), DHFW and Director, SUDA		
3.	Induction session by MOS, MA Dept. to the concerned Chairman, CIC Health, Health Officer / Asstt. Health Officer and the representatives of DHFW.		
4.	Preparation of comprehensive guidelines by DHFW		
4.1	Comprehensive guideline approved by DHFW and Municipal Affairs Dept.		
4.2	Bengali translation of comprehensive guideline and circulation to all stakeholders.		
5.	Sensitisation to ULBs on project proposal and guidelines		
6.	Project Director designated for 11 ULBs.		
7.	Inclusion of the said Project in the agenda of Apex Advisory Committee on Health at State level		
7.1	Co opting Special Secretary (Project) & Programme Director , SIP & HSDI as a member of the Apex Advisory Committee		

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Preparation of micro-projects by ULBs		
8.1	Format prepared by DHFW & CCC for writing project proposal by the ULBs		
8.2	Submission of Project Proposal by the ULBs		
8.3	Approval of Project Proposal by CCC & DHFW		
9.	Identification of project beneficiaries		
10.	Integration of the said Pilot Project with Dept. of Health & FW		
10.1	Sensitisation of Programme Officers at State Level		
11.	Programme Management System established		
(a)	Set up of Municipal Management Cell at ULB level		
(b)	Set up of Central Co ordinating Cell at SUDA level		
11.1	Health Facilities for Primary Health Care service delivery established		
(a)	Selection of HHWs		
(b)	Selection of FTSs		
©	Selection of Manpower for HP		
(d)	Functioning of HHWs at Block Level		
(e)	Identification of SHP		
(f)	Functioning of SHP		
(g)	Identification of HP		
(h)	Functioning of HP		
11.2	Surveillance system of State Health Programme established		
11.3	MIES system established		

Contd. to P-3

Sl. No.	Activities	Achievement	Remarks
11.4	Referral system established		
(a)	Identification of referral centre		
(b)	Contracts / Agreement made		
©	Referral system functioning		
11.5	Communication (I.E.C.) system established		
(a)	Interpersonal Communication established		
(b)	Involvement of NGO		
©	Standard I.E.C. materials developed and implemented (distributed)		
12.	Documentation		
12.1	Engagement of Agency by DHFW for documentation		
12.2	Documents prepared and submitted		
12.3	Base line survey by External Agency conducted		
12.4	Submission of Report of Base Line Survey		
13.	Financial Management System established		
(a)	Fund received by DHFW from GOI		
(b)	Opening of separate Bank A/C for the Project by the ULBs		
©	Opening of separate Bank A/C for the Project by CCC		
(d)	CCC receive fund from DHFW on requisition and submit expenditure statement to DHFW		
(e)	MMC receive from fund from CCC on requisition and submit expenditure statement to CCC		
14.	Preparation of Road Map by the ULBs for sustainability		

Contd. to P-4

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	47	
2.	Workshop with DFID	1	
3.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	11	
4.	Workshop on participatory need assessment and project formulation at SUDA for grass-root stakeholders	4	
5.	Training of trainers	2	
6.	Training of HHWs initiated / completed	11	
7.	Training of FTS	11	
8.	Training of Manpower for HP	11	

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	11		
Chairman of the ULB	11		
ACMOH - Sub div.	11		
Supdt. of nearest Govt. Hosp.	11		
Health Officer / AHO	11		
CDO	11		
PHN	11		
Data Entry Operator	11		
Accounts Assistant	11		
Clerk cum Store Keeper	11		
Attendant	11		

Contd. to P-5

(ii) At CCC

Manpower	Target No.	Achievement	Remarks
Consultant	1		
Project Officer	1		
Medical Specialist	2		
CD Specialist	1		
Accounts Officer	1		
MIES Officer	1		
Data Entry Operator	1		
Clerk cum SK	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

Contd. to P-6

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	11		
Equipment for management cell at ULB	11		
Equipment for training	11		
Furniture for training	11		
Family schedule, HMIS format, instruction manual and training module	11		
HHWs kit	11		
Drugs for treatment of minor ailments	11		
Equipment for SHP	11		
Equipment for HP	11		
Furniture for HP	11		
Furniture for SHP	11		

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post			
Sub Health Post			

Indicators for Monitoring DFID assisted HHWs Scheme to 11 Municipalities

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Approval of project proposal by MOHFW, GOI		
1.1.	Communication wrt approval of project proposal by DHFW to MA Dept.		
1.2.	Communication wrt approval of project proposal by MA Dept. to the concerned 11 ULBs, DM and CMOH of concerned 8 Districts		
2.	Forwarding Guidelines in Bengali by MA Dept. towards preliminary actions of the project to the Chairman of the ULBs, DMs & CMOH of the concerned Districts, Spl. Secretary (Project), DHFW and Director, SUDA		
3.	Induction session by MOS, MA Dept. to the concerned Chairman, CIC Health, Health Officer / Asstt. Health Officer and the representatives of DHFW.		
4.	Preparation of comprehensive guidelines by DHFW		
4.1	Comprehensive guideline approved by DHFW and Municipal Affairs Dept.		
4.2	Bengali translation of comprehensive guideline and circulation to all stakeholders.		
5.	Sensitisation to ULBs on project proposal and guidelines		
6.	Project Director designated for 11 ULBs.		
7.	Inclusion of the said Project in the agenda of Apex Advisory Committee on Health at State level		
7.1	Co opting Special Secretary (Project) & Programme Director , SIP & HSDI as a member of the Apex Advisory Committee		

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Preparation of micro-projects by ULBs		
8.1	Format prepared by DHFW & CCC for writing project proposal by the ULBs		
8.2	Submission of Project Proposal by the ULBs		
8.3	Approval of Project Proposal by CCC & DHFW		
9.	Identification of project beneficiaries		
10.	Integration of the said Pilot Project with Dept. of Health & FW		
10.1	Sensitisation of Programme Officers at State Level		
11.	Programme Management System established		
(a)	Set up of Municipal Management Cell at ULB level		
(b)	Set up of Central Co ordinating Cell at SUDA level		
11.1	Health Facilities for Primary Health Care service delivery established		
(a)	Selection of HHWs		
(b)	Selection of FTSs		
©	Selection of Manpower for HP		
(d)	Functioning of HHWs at Block Level		
(e)	Identification of SHP		
(f)	Functioning of SHP		
(g)	Identification of HP		
(h)	Functioning of HP		
11.2	Surveillance system of State Health Programme established		
11.3	MIES system established		

Contd. to P-3

Sl. No.	Activities	Achievement	Remarks
11.4	Referral system established		
(a)	Identification of referral centre		
(b)	Contracts / Agreement made		
©	Referral system functioning		
11.5	Communication (I.E.C.) system established		
(a)	Interpersonal Communication established		
(b)	Involvement of NGO		
©	Standard I.E.C. materials developed and implemented (distributed)		
12.	Documentation		
12.1	Engagement of Agency by DHFW for documentation		
12.2	Documents prepared and submitted		
12.3	Base line survey by External Agency conducted		
12.4	Submission of Report of Base Line Survey		
13.	Financial Management System established		
(a)	Fund received by DHFW from GOI		
(b)	Opening of separate Bank A/C for the Project by the ULBs		
©	Opening of separate Bank A/C for the Project by CCC		
(d)	CCC receive fund from DHFW on requisition and submit expenditure statement to DHFW		
(e)	MMC receive from fund from CCC on requisition and submit expenditure statement to CCC		
14.	Preparation of Road Map by the ULBs for sustainability		

Contd. to P-4

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	47	
2.	Workshop with DFID	1	
3.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	11	
4.	Workshop on participatory need assessment and project formulation at SUDA for grass-root stakeholders	4	
5.	Training of trainers	2	
6.	Training of HHWs initiated / completed	11	
7.	Training of FTS	11	
8.	Training of Manpower for HP	11	

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	11		
Chairman of the ULB	11		
ACMOH - Sub div.	11		
Supdt. of nearest Govt. Hosp.	11		
Health Officer / AHO	11		
CDO	11		
PHN	11		
Data Entry Operator	11		
Accounts Assistant	11		
Clerk cum Store Keeper	11		
Attendant	11		

Contd. to P-5

(ii) At CCC

Manpower	Target No.	Achievement	Remarks
Consultant	1		
Project Officer	1		
Medical Specialist	2		
CD Specialist	1		
Accounts Officer	1		
MIES Officer	1		
Data Entry Operator	1		
Clerk cum SK	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

Contd. to P-6

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	11		
Equipment for management cell at ULB	11		
Equipment for training	11		
Furniture for training	11		
Family schedule, HMIS format, instruction manual and training module	11		
HHWs kit	11		
Drugs for treatment of minor ailments	11		
Equipment for SHP	11		
Equipment for HP	11		
Furniture for HP	11		
Furniture for SHP	11		

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post			
Sub Health Post			

Indicators for Monitoring DFID assisted HHWs Scheme to 11 Municipalities

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Approval of project proposal by MOHFW, GOI		
1.1.	Communication wrt approval of project proposal by DHFW to MA Dept.		
1.2.	Communication wrt approval of project proposal by MA Dept. to the concerned 11 ULBs, DM and CMOH of concerned 8 Districts		
2.	Forwarding Guidelines in Bengali by MA Dept. towards preliminary actions of the project to the Chairman of the ULBs, DMs & CMOH of the concerned Districts, Spl. Secretary (Project), DHFW and Director, SUDA		
3.	Induction session by MOS, MA Dept. to the concerned Chairman, CIC Health, Health Officer / Asstt. Health Officer and the representatives of DHFW.		
4.	Preparation of comprehensive guidelines by DHFW		
4.1	Comprehensive guideline approved by DHFW and Municipal Affairs Dept.		
4.2	Bengali translation of comprehensive guideline and circulation to all stakeholders.		
5.	Sensitisation to ULBs on project proposal and guidelines		
6.	Project Director designated for 11 ULBs.		
7.	Inclusion of the said Project in the agenda of Apex Advisory Committee on Health at State level		
7.1	Co opting Special Secretary (Project) & Programme Director , SIP & HSDI as a member of the Apex Advisory Committee		

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Preparation of micro-projects by ULBs		
8.1	Format prepared by DHFW & CCC for writing project proposal by the ULBs		
8.2	Submission of Project Proposal by the ULBs		
8.3	Approval of Project Proposal by CCC & DHFW		
9.	Identification of project beneficiaries		
10.	Integration of the said Pilot Project with Dept. of Health & FW		
10.1	Sensitisation of Programme Officers at State Level		
11.	Programme Management System established		
(a)	Set up of Municipal Management Cell at ULB level		
(b)	Set up of Central Co ordinating Cell at SUDA level		
11.1	Health Facilities for Primary Health Care service delivery established		
(a)	Selection of HHWs		
(b)	Selection of FTSs		
©	Selection of Manpower for HP		
(d)	Functioning of HHWs at Block Level		
(e)	Identification of SHP		
(f)	Functioning of SHP		
(g)	Identification of HP		
(h)	Functioning of HP		
11.2	Surveillance system of State Health Programme established		
11.3	MIES system established		

Contd. to P-3

Sl. No.	Activities	Achievement	Remarks
11.4	Referral system established		
(a)	Identification of referral centre		
(b)	Contracts / Agreement made		
©	Referral system functioning		
11.5	Communication (I.E.C.) system established		
(a)	Interpersonal Communication established		
(b)	Involvement of NGO		
©	Standard I.E.C. materials developed and implemented (distributed)		
12.	Documentation		
12.1	Engagement of Agency by DHFW for documentation		
12.2	Documents prepared and submitted		
12.3	Base line survey by External Agency conducted		
12.4	Submission of Report of Base Line Survey		
13.	Financial Management System established		
(a)	Fund received by DHFW from GOI		
(b)	Opening of separate Bank A/C for the Project by the ULBs		
©	Opening of separate Bank A/C for the Project by CCC		
(d)	CCC receive fund from DHFW on requisition and submit expenditure statement to DHFW		
(e)	MMC receive from fund from CCC on requisition and submit expenditure statement to CCC		
14.	Preparation of Road Map by the ULBs for sustainability		

Contd. to P-4

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	47	
2.	Workshop with DFID	1	
3.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	11	
4.	Workshop on participatory need assessment and project formulation at SUDA for grass-root stakeholders	4	
5.	Training of trainers	2	
6.	Training of HHWs initiated / completed	11	
7.	Training of FTS	11	
8.	Training of Manpower for HP	11	

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	11		
Chairman of the ULB	11		
ACMOH - Sub div.	11		
Supdt. of nearest Govt. Hosp.	11		
Health Officer / AHO	11		
CDO	11		
PHN	11		
Data Entry Operator	11		
Accounts Assistant	11		
Clerk cum Store Keeper	11		
Attendant	11		

Contd. to P-5

(ii) At CCC

Manpower	Target No.	Achievement	Remarks
Consultant	1		
Project Officer	1		
Medical Specialist	2		
CD Specialist	1		
Accounts Officer	1		
MIES Officer	1		
Data Entry Operator	1		
Clerk cum SK	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

Contd. to P-6

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	11		
Equipment for management cell at ULB	11		
Equipment for training	11		
Furniture for training	11		
Family schedule, HMIS format, instruction manual and training module	11		
HHWs kit	11		
Drugs for treatment of minor ailments	11		
Equipment for SHP	11		
Equipment for HP	11		
Furniture for HP	11		
Furniture for SHP	11		

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post			
Sub Health Post			

Indicators for Monitoring DFID assisted HHWs Scheme to 11 Municipalities

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Approval of project proposal by MOHFW, GOI		
1.1.	Communication wrt approval of project proposal by DHFW to MA Dept.		
1.2.	Communication wrt approval of project proposal by MA Dept. to the concerned 11 ULBs, DM and CMOH of concerned 8 Districts		
2.	Forwarding Guidelines in Bengali by MA Dept. towards preliminary actions of the project to the Chairman of the ULBs, DMs & CMOH of the concerned Districts, Spl. Secretary (Project), DHFW and Director, SUDA		
3.	Induction session by MOS, MA Dept. to the concerned Chairman, CIC Health, Health Officer / Asstt. Health Officer and the representatives of DHFW.		
4.	Preparation of comprehensive guidelines by DHFW		
4.1	Comprehensive guideline approved by DHFW and Municipal Affairs Dept.		
4.2	Bengali translation of comprehensive guideline and circulation to all stakeholders.		
5.	Sensitisation to ULBs on project proposal and guidelines		
6.	Project Director designated for 11 ULBs.		
7.	Inclusion of the said Project in the agenda of Apex Advisory Committee on Health at State level		
7.1	Co opting Special Secretary (Project) & Programme Director , SIP & HSDI as a member of the Apex Advisory Committee		

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Preparation of micro-projects by ULBs		
8.1	Format prepared by DHFW & CCC for writing project proposal by the ULBs		
8.2	Submission of Project Proposal by the ULBs		
8.3	Approval of Project Proposal by CCC & DHFW		
9.	Identification of project beneficiaries		
10.	Integration of the said Pilot Project with Dept. of Health & FW		
10.1	Sensitisation of Programme Officers at State Level		
11.	Programme Management System established		
(a)	Set up of Municipal Management Cell at ULB level		
(b)	Set up of Central Co ordinating Cell at SUDA level		
11.1	Health Facilities for Primary Health Care service delivery established		
(a)	Selection of HHWs		
(b)	Selection of FTSs		
©	Selection of Manpower for HP		
(d)	Functioning of HHWs at Block Level		
(e)	Identification of SHP		
(f)	Functioning of SHP		
(g)	Identification of HP		
(h)	Functioning of HP		
11.2	Surveillance system of State Health Programme established		
11.3	MIES system established		

Contd. to P-3

Sl. No.	Activities	Achievement	Remarks
11.4	Referral system established		
(a)	Identification of referral centre		
(b)	Contracts / Agreement made		
©	Referral system functioning		
11.5	Communication (I.E.C.) system established		
(a)	Interpersonal Communication established		
(b)	Involvement of NGO		
©	Standard I.E.C. materials developed and implemented (distributed)		
12.	Documentation		
12.1	Engagement of Agency by DHFW for documentation		
12.2	Documents prepared and submitted		
12.3	Base line survey by External Agency conducted		
12.4	Submission of Report of Base Line Survey		
13.	Financial Management System established		
(a)	Fund received by DHFW from GOI		
(b)	Opening of separate Bank A/C for the Project by the ULBs		
©	Opening of separate Bank A/C for the Project by CCC		
(d)	CCC receive fund from DHFW on requisition and submit expenditure statement to DHFW		
(e)	MMC receive from fund from CCC on requisition and submit expenditure statement to CCC		
14.	Preparation of Road Map by the ULBs for sustainability		

Contd. to P-4

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	47	
2.	Workshop with DFID	1	
3.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	11	
4.	Workshop on participatory need assessment and project formulation at SUDA for grass-root stakeholders	4	
5.	Training of trainers	2	
6.	Training of HHWs initiated / completed	11	
7.	Training of FTS	11	
8.	Training of Manpower for HP	11	

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	11		
Chairman of the ULB	11		
ACMOH - Sub div.	11		
Supdt. of nearest Govt. Hosp.	11		
Health Officer / AHO	11		
CDO	11		
PHN	11		
Data Entry Operator	11		
Accounts Assistant	11		
Clerk cum Store Keeper	11		
Attendant	11		

Contd. to P-5

(ii) At CCC

Manpower	Target No.	Achievement	Remarks
Consultant	1		
Project Officer	1		
Medical Specialist	2		
CD Specialist	1		
Accounts Officer	1		
MIES Officer	1		
Data Entry Operator	1		
Clerk cum SK	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

Contd. to P-6

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	11		
Equipment for management cell at ULB	11		
Equipment for training	11		
Furniture for training	11		
Family schedule, HMIS format, instruction manual and training module	11		
HHWs kit	11		
Drugs for treatment of minor ailments	11		
Equipment for SHP	11		
Equipment for HP	11		
Furniture for HP	11		
Furniture for SHP	11		

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post			
Sub Health Post			

Indicators for Monitoring DFID assisted HHWs Scheme to 11 Municipalities

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Approval of project proposal by MOHFW, GOI		
1.1.	Communication wrt approval of project proposal by DHFW to MA Dept.		
1.2.	Communication wrt approval of project proposal by MA Dept. to the concerned 11 ULBs, DM and CMOH of concerned 8 Districts		
2.	Forwarding Guidelines in Bengali by MA Dept. towards preliminary actions of the project to the Chairman of the ULBs, DMs & CMOH of the concerned Districts, Spl. Secretary (Project), DHFW and Director, SUDA		
3.	Induction session by MOS, MA Dept. to the concerned Chairman, CIC Health, Health Officer / Asstt. Health Officer and the representatives of DHFW.		
4.	Preparation of comprehensive guidelines by DHFW		
4.1	Comprehensive guideline approved by DHFW and Municipal Affairs Dept.		
4.2	Bengali translation of comprehensive guideline and circulation to all stakeholders.		
5.	Sensitisation to ULBs on project proposal and guidelines		
6.	Project Director designated for 11 ULBs.		
7.	Inclusion of the said Project in the agenda of Apex Advisory Committee on Health at State level		
7.1	Co opting Special Secretary (Project) & Programme Director , SIP & HSDI as a member of the Apex Advisory Committee		

Contd. to P-2

Contd. to P-1

Sl. No.	Activities	Achievement	Remarks
8.	Preparation of micro-projects by ULBs		
8.1	Format prepared by DHFW & CCC for writing project proposal by the ULBs		
8.2	Submission of Project Proposal by the ULBs		
8.3	Approval of Project Proposal by CCC & DHFW		
9.	Identification of project beneficiaries		
10.	Integration of the said Pilot Project with Dept. of Health & FW		
10.1	Sensitisation of Programme Officers at State Level		
11.	Programme Management System established		
(a)	Set up of Municipal Management Cell at ULB level		
(b)	Set up of Central Co ordinating Cell at SUDA level		
11.1	Health Facilities for Primary Health Care service delivery established		
(a)	Selection of HHWs		
(b)	Selection of FTSs		
©	Selection of Manpower for HP		
(d)	Functioning of HHWs at Block Level		
(e)	Identification of SHP		
(f)	Functioning of SHP		
(g)	Identification of HP		
(h)	Functioning of HP		
11.2	Surveillance system of State Health Programme established		
11.3	MIES system established		

Contd. to P-3

Sl. No.	Activities	Achievement	Remarks
11.4	Referral system established		
(a)	Identification of referral centre		
(b)	Contracts / Agreement made		
©	Referral system functioning		
11.5	Communication (I.E.C.) system established		
(a)	Interpersonal Communication established		
(b)	Involvement of NGO		
©	Standard I.E.C. materials developed and implemented (distributed)		
12.	Documentation		
12.1	Engagement of Agency by DHFW for documentation		
12.2	Documents prepared and submitted		
12.3	Base line survey by External Agency conducted		
12.4	Submission of Report of Base Line Survey		
13.	Financial Management System established		
(a)	Fund received by DHFW from GOI		
(b)	Opening of separate Bank A/C for the Project by the ULBs		
©	Opening of separate Bank A/C for the Project by CCC		
(d)	CCC receive fund from DHFW on requisition and submit expenditure statement to DHFW		
(e)	MMC receive from fund from CCC on requisition and submit expenditure statement to CCC		
14.	Preparation of Road Map by the ULBs for sustainability		

Contd. to P-4

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	47	
2.	Workshop with DFID	1	
3.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	11	
4.	Workshop on participatory need assessment and project formulation at SUDA for grass-root stakeholders	4	
5.	Training of trainers	2	
6.	Training of HHWs initiated / completed	11	
7.	Training of FTS	11	
8.	Training of Manpower for HP	11	

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	11		
Chairman of the ULB	11		
ACMOH - Sub div.	11		
Supdt. of nearest Govt. Hosp.	11		
Health Officer / AHO	11		
CDO	11		
PHN	11		
Data Entry Operator	11		
Accounts Assistant	11		
Clerk cum Store Keeper	11		
Attendant	11		

Contd. to P-5

(ii) At CCC

Manpower	Target No.	Achievement	Remarks
Consultant	1		
Project Officer	1		
Medical Specialist	2		
CD Specialist	1		
Accounts Officer	1		
MIES Officer	1		
Data Entry Operator	1		
Clerk cum SK	1		
Attendant	1		

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO			
ANM			
Clerk cum Store Keeper			
Attendant			
Sweeper			

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS			

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW			

Contd. to P-6

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	11		
Equipment for management cell at ULB	11		
Equipment for training	11		
Furniture for training	11		
Family schedule, HMIS format, instruction manual and training module	11		
HHWs kit	11		
Drugs for treatment of minor ailments	11		
Equipment for SHP	11		
Equipment for HP	11		
Furniture for HP	11		
Furniture for SHP	11		

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post			
Sub Health Post			

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No. **SUDA-Health/DFID/04/59**

Date **13.04.2004**

**From : Dr. Shibani Goswami
Project Officer,
Health, SUDA**

To : Shri Banerjee / Dr. Biswas / Dr. Ghosh / MS. Ganguly

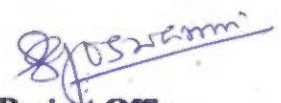
**Sub : Development of indicators for DFID assisted
Honorary Health Worker Scheme.**

Sir / Madam,

Apropos our discussions on the subject at your New Secretariate Office on 08.04.2004, indicators for DFID assisted Honorary Health Worker Scheme have been developed and enclosed.

You are requested to finalised the same with the Special Secretary (Project), and Programme Director, SIP & HSDI at the earliest.

Yours faithfully,


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**

Ref No. **SUDA-Health/DFID/04/50**

Date **05.04.2004**

**From : Dr. Shibani Goswami
Project Officer,
Health, SUDA**

**To : Shri Rajeev Dubc, IAS
Special Secretary (Project) &
Programme Director, SIP & HSDI**

**Sub : Indicators for monitoring the DFID assisted
Honorary Health Worker Scheme**

Sir,

Apropos issuance of guidelines containing policy decisions for implementation of DFID funded HHW Scheme in 11 municipalities vide memo 1435-S/04 dt. 13th February, 2004 communicated by the Secretary, MA Dept to the Special Secretary (Project) & Project Director, SIP & HSDI, the indicators for monitoring the said scheme have been developed and enclosed for perusal & kind approved.

Enclo : As stated.

Yours faithfully,


Project Officer

● **Indicators for Monitoring DFID assisted HHWs Scheme to 11 Municipalities**

A. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	47	
2.	Workshop with DFID	1	
3.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	11	
4.	Workshop on participatory need assessment and project formulation at SUDA for grass-root stakeholders	4	
5.	Training of trainers	2	
6.	Training of HHWs initiate / completed	11	
7.	Training of FTS	11	
8.	Training of Manpower for HP	11	

B. Manpower :

(i) Setting up of MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	11		
Chairman of the ULB	11		
ACMOH - Sub div.	11		
Supdt. of nearest Govt. Hosp.	11		
Health Officer / AHO	11		
CDO	11		
PHN	11		
Data Entry Operator	11		
Accounts Assistant	11		
Clerk cum Store Keeper	11		
Attendant	11		

Contd. to P-2

(d) Setting up of CCC

Manpower	Target No.	Achievement	Remarks
Consultant	1		
Project Officer	1		
Medical Specialist	2		
CD Specialist	1		
Accounts Officer	1		
MIES Officer	1		
Data Entry Operator	1		
Clerk cum SK	1		
Attendant	1		

C. Others :

Activities	Target No.	Achievement	Remarks
Identification of project beneficiaries	11		
HHWs selection	11		
Base line survey conducted by external agency selected by DHFW	11		
Preparation of Project proposal by ULB	11		
Submission of project proposal to SUDA by ULB	11		
Proposal agreed by DHFW	11		
Selection of FTSs	11		
Selection of Manpower for HP	11		
Functioning of HHW at Block Level	11		

Contd. to P-3

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB	11		
Equipment for management cell at ULB	11		
✓ Equipment for training	11		
✓ Furniture for training	11		
Family schedule, HMIS format, instruction manual and training module	11		
HHWs kit	11		
Drugs for treatment of minor ailments	11		
Equipment for SHP	11		
Equipment for HP	11		
Furniture for HP	11		
Furniture for SHP	11		

E. Infrastructure :

Infrastructure	Target No.	Achievement	Remarks
Identification of SHP			
Functioning of SHP			
Identification of HP			
Functioning of HP			
Rehabilitation work for SHP			

Contd. to P-4

F. Referral System :

Referral Centre	Target No.	Achievement	Remarks
Identification of referral centre	11		
Contract / Agreement made	11		
Referral system functioning	11		

ABBREVIATION :

CCC -	Central Co-ordinating Cell
MMC =	Municipal Management Cell
SUDA =	State Urban Development Agency
ULB =	Urban Local Bodies
CDO =	Community Development Officer
AHO -	Asstt. Health Officer
HHW =	Honorary Health Worker
FTS =	First Tier Supervisor
DHFW=	Dept. of Health & Family Welfare