



CHANGE MANAGEMENT UNIT (CMU)

NOTE

27.06.2008

To monitor day-to-day work of KUSP, it is required to get a detailed month wise action plan from the Experts of CMU. This will help us to get up-to-date feedback regarding the progress of various schemes of KUSP.

If approved, we may request EE-1, EE-2, U.P., OD&ED Expert, Poverty Monitoring Expert, Economist, IT Expert, Procurement Expert, ~~Health~~ Health Expert, Accounts Officer and Internal Audit Officer of CMU, to submit the monthly action plan to the undersigned.

Submitted.

h 27/06/08

Project Manager, CMU.

P.D./CMU

Alpha as proposed
ay
27/6

P/M

office pl circulate -

h
27/06/08



13.06.2008

CHANGE MANEAGEMENT UNIT (CMU)

NOTE

Finance Department, Government of West Bengal has recently issued certain economy instructions to economise Government expenditure vide Memorandum No. 454 – FB dated 11.06.2008, a copy of which is enclosed.

If approved, we may circulate copy of this circular to the Experts and officials of CMU for taking necessary measures.

Submitted before P.D. for favour of his kind perusal and necessary approval.

KW 13/6/08.

Project Manager, CMU.

Encl: As stated.

P.D., CMU.

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B/b

Shanka pl circulate among our officers and experts.

KW
13/6/08.

3953-D
12.6.08

DM
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Government of West Bengal
Finance Department
Budget Branch

No. 454 - FB.

Dated, Kolkata, the 11th June, 2008.

MEMORANDUM

In order to economize on Government expenditure, certain economy instructions were issued in Finance (Budget) Department Memorandum Nos. 4100-FB dated December 13, 2000 and 2711-FB dated September 30, 2002, which have been in force since then. In the wake of recent price hike of petrol, diesel and cooking gas announced by the Central Government, the State Government has tried to give some relief to the common man by reducing the State tax on petrol and diesel, which will result in substantial loss of State revenue. To contain avoidable Government expenditure it is, therefore, felt necessary to reiterate some of these economy measures, as detailed hereinafter, for strict enforcement:

1. (a) With a view to cutting down avoidable revenue expenditure, the Government re-iterates its instructions for strict observance of the restriction on consumption of fuel i.e. 8 litres and 5 litres per day for operational and non-operational vehicles respectively. No hiring of car shall be allowed without specific approval of Finance Department, even if expenditure on this account is met from project account or paid from LOC/L.F. account. For vehicles under the West Bengal Police and the Kolkata Police, necessary instruction for ceiling on consumption of fuel will be issued by the Government on receipt of a proposal from the Home Department within a fortnight from issue of this Memorandum, after assessment of the requirement of daily fuel consumption. The Government further re-iterates its instruction regarding use of vehicles (Government or hired) on holidays. Except under exigency with prior written permission of the concerned Departmental Secretary, no vehicle shall be used on holidays.

(b) No foreign trip should be allowed, including trips covered under EAPs, except only in those cases where the entire expenditure is borne by funding agencies. Visits outside the State, except for meetings formally convened by Government of India, are to be undertaken with prior permission of Chief Secretary, Government of West Bengal.


(c) No relaxation in the matter of undertaking Air journeys or travelling by Railways in the upper class to which the incumbent is not entitled shall be given, except under exigency for attending to Court cases.

(d) Utmost economy must be observed in organizing Conferences/ Seminars/ Workshops etc. The practice of holding meetings and conferences at hotels and other private premises should be discouraged as far as possible. Participation in fairs and exhibitions should be kept to the minimum.

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- (e) No purchase of equipment/ machine would be allowed in February/ March of any year, except for meeting immediate requirement.
- (f) While making Air travels, utmost efforts be made to take advantage of the increasing competition among airlines and Air travel schemes offering discounts.
- (g) No expenditure on furnishing of office rooms shall be incurred during the current financial year.
- (h) No Home Guard/ Police personnel is to be posted in any officer's residence, except where it is specifically needed for security reasons, and without prior approval of the Chief Secretary, Government of West Bengal.
- (i) No new vehicle shall be purchased by any Department until further orders.
- (j) Grant of re-employment shall be very restricted.
- (k) In Medical Colleges/ hospitals and such other public utilities, the electric meters for the residential portion must be separated and the incumbent must pay the electric consumption bills for the residential portion, if his entitlement does not permit him to avail power-free.
- (l) The Government also decides to impose a 10% cut on non-plan expenditure excluding non-plan expenditure on salary, pension, medicines and diet in the current year.
2. The instructions should be read in conjunction with other economy measures in force like restrictions on purchase of new cars, creation of posts, filling up of posts and such other measures.
3. All these instructions shall strictly apply *mutatis mutandis* to statutory bodies including local bodies, autonomous bodies and corporations/ undertakings owned or substantially controlled by the State Government and to institutions receiving substantial grants from Government.
4. The Departmental Secretaries will enforce these restrictions in their Departments attached and subordinate offices and other bodies/ agencies in receipt of State Government assistance.
5. These instructions will take immediate effect and shall remain in force until further orders.

Sd/- A.K. Deb
Chief Secretary
Government of West Bengal

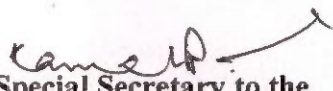


25
No. 454/1 (400) – FB.

Dated, Kolkata, the 11th June, 2008.

Copy forwarded for information and necessary action to the:

- ✓ 1. Additional Chief Secretary/Principal Secretary/Secretary
Municipal Affairs Department
2. Special Secretary/Joint Secretary, Finance Department
3. _____ Department
4. Commissioner, _____ Division
5. District Magistrate/District Judge/Superintendent of Police,
_____ District
6. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata
7. The Pay & Accounts Officer I & II, Kolkata Pay & Accounts Office, 81/2/2,
Phears Lane, Kolkata – 700 012
8. The Treasury Officer, _____

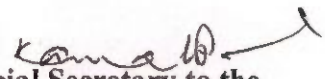

Special Secretary to the
Government of West Bengal

No. 454/2 (2) – FB.

Dated, Kolkata, the 11th June, 2008.

Copy forwarded for necessary action to the:

1. Pr S to the Chief Secretary, Government of West Bengal
2. Pr S to the Principal Secretary, Finance Department, Government of West Bengal.


Special Secretary to the
Government of West Bengal



NOTICE

I shall be on leave from 21st May'08 to 27th May'08. In my absence Dr Kallol Kr Mukherjee, Project Manager, CMU, KUSP, will officiate.

(Arnab Roy)
Project Director, CMU, KUSP

To:

1. Project Manager, CMU, KUSP
2. Municipal Finance Expert, CMU, KUSP
3. Financial Adviser, CMU, KUSP
4. Engineering Expert-1, CMU, KUSP
5. Engineering Expert-2, CMU, KUSP
6. OD Expert, CMU, KUSP
7. Urban Planner, CMU, KUSP
- ✓ 8. Health Expert, CMU, KUSP
9. Procurement Consultant, CMU, KUSP
10. Poverty Monitoring Expert, CMU, KUSP
11. Shri T K Mitra, Consultant, CMU, KUSP
12. Economist, CMU, KUSP
13. Internal Audit Officer, CMU, KUSP
14. Accounts Officer, CMU, KUSP
15. IT Expert, CMU, KUSP
16. Computer Programmer, CMU, KUSP

Project Director, CMU, KUSP

15th May, 2008.

N O T I C E

Shri Vivek Bharadwaj, IAS, Special Secretary, Urban Development Department, Govt. of West Bengal has informed that Government of India has undertaken the job to compile the Best Practices in the areas of water supply, redressal of grievances, collection of urban service charges, etc.

I am directed to request you to kindly arrange to send a write-up on the Best practices that have been performed by your sector to the undersigned at the earliest possibility.

Kr. 15/5/08

(Kallol Kr. Mukherjee)
Project Manager, CMU

Copy for favour of kind information to:

1. Project Director, CMU.

Distribution:

1. Financial Adviser, CMU.
2. Municipal Finance Expert, CMU.
3. Shri T.K.Mitra, Consultant, CMU.
4. Engineering Expert-1, CMU.
5. Engineering Expert-2, CMU.
6. O.D. & E.D. Expert, CMU.
7. Procurement Consultant, CMU.
- ✓ 8. Health Expert, CMU.
9. Poverty Monitoring Expert, CMU.
10. Accounts Officer, CMU.
11. Economist, CMU.
12. Urban Planner, CMU.
13. Internal Audit Officer, CMU.

Kr. 15/5/08

Project Manager, CMU



May 7, 2008

No.CMU- 25/2002 (P-I)/393.

NOTICE

Project Director, CMU, KUSP, will hold a meeting on 9th May 2008 at 2-00 P.M. at SUDA Conference Hall, ILGUS Bhavan, HC Block, Sector-3, Bidhannagar, Kolkata-700106 on the following issues:

- 1) Audit Report
- 2) DFID Review
- 3) Programme of work for 2008-09
- 4) Budget for 2008-09

You are requested to be present in the meeting. You are also requested to submit the latest position in respect of your work to the undersigned.

Kr. 7/5/08.

(Kallol Kr. Mukherjee)
Project Manager, CMU, KUSP

Copy submitted to:

1. Project Director, CMU, KUSP - For favour of his kind information.
2. Director, SUDA - You are requested to keep your Conference Hall ready for meeting on 09-05-2008 at 2-00 p.m.

Copy with request to attend the meeting to:

1. Municipal Finance Expert, CMU, KUSP
2. Financial Adviser, CMU, KUSP
3. Engineering Expert-1, CMU, KUSP
4. Engineering Expert-2, CMU, KUSP
5. OD Expert, CMU, KUSP
6. Urban Planner, CMU, KUSP
- ✓ 7. Health Expert, CMU, KUSP
8. Procurement Consultant, CMU, KUSP
9. IT Expert, CMU, KUSP
10. Poverty Monitoring Expert, CMU, KUSP
11. Shri T K Mitra, Consultant, CMU, KUSP
12. Economist, CMU, KUSP
13. Internal Audit Officer, CMU, KUSP
14. Accounts Officer, CMU, KUSP
15. Computer Programmer, CMU, KUSP

Kr. 7/5/08.

Project Manager, CMU, KUSP



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director and
Ex-officio Special Secretary
Municipal Affairs Department
Government of West Bengal

D.O. No.CMU-14/2002(Pt-VIII)/359

May 2, 2008

Dear Dr. Goswami,

Smt. Debashree Mukherjee, Team Leader of KUSP and KEIP programmes from DFID will be making her last visit to Kolkata as representative of DFID on 5th & 6th May 2008.

In this connection we have organised a dinner for the DFID team on 5th May 2008 at Captain's, Floatel, Strand Road, Kolkata-1 at 7-30 p.m.

You are invited to be present in the dinner.

With best regards,

Yours sincerely,

(Arnab Roy)
Project Director, CMU, KUSP
(Ex-officio Spl. Secy., M.A. Dept.)

To:

Dr. Sibani Goswami
Health Expert, CMU, KUSP
ILGUS Bhavan, HC Block, Sector-3
Bidhannagar, Kolkata - 700 106



Memo No. CMU-14/2002(Pl-VIII)/335

April 30, 2008

02.05

NOTICE

Smt. Debashree Mukherjee and Dr Soumen Bagchi of DFID will be coming to CMU on 5th and 6th May 2008. This will be the visit where Smt. Debashree Mukherjee will hand over her charge of Team Leader of KUSP from DFID to Dr Soumen Bagchi. You are requested to be present to explain relevant matters.

(Arnab Roy)

Project Director, CMU, KUSP

To:

1. Project Manager, CMU, KUSP
2. Municipal Finance Expert, CMU, KUSP
3. Financial Adviser, CMU, KUSP
4. Engineering Expert-1, CMU, KUSP
5. Engineering Expert-2, CMU, KUSP
6. OD Expert, CMU, KUSP
7. Urban Planner, CMU, KUSP
- ✓ 8. Health Expert, CMU, KUSP
9. Procurement Consultant, CMU, KUSP
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14. Accounts Officer, CMU, KUSP
15. IT Expert, CMU, KUSP
16. Computer Programmer, CMU, KUSP

Project Director, CMU, KUSP



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo. No. CMU-147/2004(Pt.IV)/233(20)

Date : 22.04.08

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman
.....20.....Municipal Corporation / Municipality

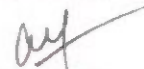
Sub : Job of Third Party Quality Assurance of KUSP Infrastructure Works under Kolkata Urban Services for the Poor Programme

Sir,

STUP Consultants P. Ltd. has been selected for the above work. You are requested to kindly cooperate with the agency in carrying out their function.

Thanking you,

Yours faithfully,


(Arnab Roy)
Project Director, CMU

Copy to :

1. Project Manager, CMU
2. Economist, CMU
3. OD Expert, CMU
- ✓ 4. Health Expert, CMU
5. Engineering Expert 1, CMU
6. Engineering Expert 2, CMU
7. STUP Consultants Pvt. Ltd.


Project Director, CMU

\\Server\\sabyachi\\Letter CMU, KUSP..2.doc



Memo. No. CMU-195/2004(Pt.VI)/250(23)

Date : 23.04.2008

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairperson
.....Municipal Corporation / Municipality
(Jalpaiguri Division ULBs)

Sub : 1. "Clean & Attractive City" Competition for 2007-08 (Jalpaiguri Divn. ULBs)
2. "Cleanest & Most Citizen Friendly Municipal Office" Competition for 2007-08 (Jalpaiguri Divn. ULBs)

Sir / Madam,

First of all let me thank all the Jalpaiguri Division ULBs who took part in the above two competitions this year. The zonal competition of Jalpaiguri Division ULBs has now been adjudged. The judges have submitted the result of the competition, which has been accepted by the Government. I am enclosing the full results for both the competitions (Annex- A & Annex – B).

As per the result, the top three zonal winners are as follows:

A. Clean & Attractive City Competition:

1. Balurghat Municipality
2. Siliguri Municipal Corporation
3. Kalimpong Municipality

B. Cleanest & Most Citizen Friendly Municipal Office Competition:

1. Balurghat Municipality
2. Raiganj Municipality
3. Tufanganj Municipality.

Now the top three winners in the zonal competition will be evaluated again in the State level competition for determining the first three ULBs in the State.

We shall be arranging prize distribution ceremony after the completion of the competition at the State level.

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In the meantime let me thank all the ULBs again for the efforts they have taken during the competition. As you are aware the main objective of the competition is to spread awareness and involve as many citizens as possible in the effort to make the urban areas clean and attractive and the Municipal offices cleanest and most citizen friendly.

Thanking you.

Yours faithfully,

(Arnab Roy)

Project Director, CMU

Encl : As stated

Copy to :

1. Principal Secretary, MA Deptt., Govt. of W.B.
2. PS to Hon'ble MIC, MA & UD Deptt., Govt. of W.B.
3. Director of Local Bodies
4. Director, SUDA
5. Joint Director, ILGUS
6. Ms. Debashree Mukherjee, DFID India.
7. General Secretary, West Bengal Municipal Association
8. Project Manager, CMU
9. Municipal Finance Expert, CMU
10. Financial Adviser, CMU
11. Accounts Officer, CMU
12. Internal Audit Officer, CMU
13. OD Expert, CMU
14. Urban Planner, CMU
15. Engineering Expert 1, CMU
16. Engineering Expert 2, CMU
17. Procurement Expert, CMU
18. Economist, CMU
19. Sri T.K. Mitra, Consultant, CMU
- ✓ 20. Health Expert, CMU
21. Poverty Monitoring Expert, CMU
22. IT Expert, CMU
23. Sri A. K. Chandra, DDLB
24. Sri Tapas Guha Thakurata, Internal Audit Officer, MA Deptt.
25. Sri Bimal Kr. Sarkar, OSD&AO, SUDA
26. Sri D.K. Roy, Ex-Project Manager, CMU
27. Sri Shankar Roy Choudhury, SE, SJDA
28. Sri G. Kundu, DDLB

Project Director, CMU

Clean & Attractive City Competition for 2007

Srl No.	Name of Zone	Name of ULB in the Competition	Dates of Visit	Average Marks Obtained in 1 st & 2 nd Visit	Remarks
1	North Bengal Zone	Kalimpong Municipality	03/02/2008 24/03/2008	27+29=56 56/2 = 28	3rd position
2		Miriks Municipality	15/11/2007 25/03/2008	26+26=52 52/2 = 26	
3		Dalkhola Municipality	03/01/08 22/02/2008	11+11=22 22/2 = 11	
		Kaliyaganj Municipality	12/12/2007 22/02/2008	14+14 = 28 28/2 = 14	
5		Raiganj Municipality	12/12/2007 22/02/2008	19+23=42 42/2 = 21	
6		Coochbehar Municipality	24/12/2007 19/02/2008	27+28 =55 55/2= 27.5	
7		Mathabhanga Municipality	05/12/2007 22/01/2008	24+24=28 48/2 = 24	
8		Malbajar Municipality	17/12/2007 08/02/2008	23+23 = 46 46/2 = 23	
9		English Bazar Municipality	12/12/2007 23/02/2008	18+20=38 38/2 = 19	
10		Balurghat Municipality	12/12/2007 23/02/2008	34+36 = 70 70/2 = 35	1st Position
11		Jalpaiguri Municipality	19/11/2007 25/02/2008	24+23 = 47 47/2 = 23.5	
12		Tufanganj Municipality	24/12/2007 19/02/2008	19+20 = 39 39/2 = 19.5	
13		Siliguri Municipal Corpn.	18/02/2008 27/02/2008	33+31 = 64 64/2 = 32	2nd position
14		Kurseong Municipality	15/11/2007 25/03/2008	25+26 = 51 51/2 = 25.5	

4/4/08

04/04/08

Dy. Director of Local Bodies
Jalpaiguri Division
Siliguri

1/4/08
A.C. Engineer
Siliguri Jalpaiguri Dev. Authority
Siliguri

Cleanest & Most Citizen Friendly Municipal Office Competition for 2007

Srl No.	Name of Zone	Name of ULB in the Competition	Dates of Visit	Average Marks Obtained in 1 st & 2 nd Visit	Remarks
1	North Bengal Zone	Kalimpong Municipality	03/02/2008 24/03/2008	15+16 = 31 31/2 = 15.5	
2		Miriks Municipality	15/11/2007 25/03/2008	15+15 = 30 30/2 = 15	
3		Dalkhola Municipality	03/01/2008 22/02/2008	08+10 = 18 18/2 = 09	
		Kaliyaganj Municipality	12/12/2007 22/02/2008	09+12 = 21 21/2 = 10.5	
5		Raiganj Municipality	12/12/2007 22/02/2008	24+27 = 51 51/2 = 25.5	2nd position
6		Coochbehar Municipality	24/12/2007 19/02/2008	12+16 = 28 28/2 = 14	
7		Mathabhanga Municipality	05/12/2007 22/01/2008	15+15 = 30 30/2 = 15	
8		Malbajar Municipality	17/12/2007 08/02/2008	14+17 = 31 31/2 = 15.5	
9		English Bazar Municipality	12/12/2007 23/02/2008	11+14 = 25 25/2 = 12.5	
10		Balurghat Municipality	12/12/2007 23/02/2008	29+30 = 59 59/2 = 29.5	1st Position
11		Jalpaiguri Municipality	19/11/2007 25/02/2008	15+15 = 30 30/2 = 15	
12		Tufanganj Municipality	24/12/2007 19/02/2008	17+20 = 37 37/2 = 18.5	3rd position
13		Siliguri Municipal Corpn.	18/02/2008 27/02/2008	17+17 = 34 34/2 = 17	
14		Kurseong Municipality	15/11/2007 25/03/2008	15+14 = 29 29/2 = 14.5	

Blue
4/4/08

Dy. Director of Local Bodies
Jalpaiguri Division
Siliguri

Addl. Chief Engineer
Siliguri Jalpaiguri Dev. Authority
Siliguri



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo. No. CMU-147/2004(Pt.IV)/233(20)

Date : 22.04.08

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman
.....20.....Municipal Corporation / Municipality

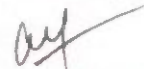
Sub : Job of Third Party Quality Assurance of KUSP Infrastructure Works under Kolkata Urban Services for the Poor Programme

Sir,

STUP Consultants P. Ltd. has been selected for the above work. You are requested to kindly cooperate with the agency in carrying out their function.

Thanking you,

Yours faithfully,


(Arnab Roy)
Project Director, CMU

Copy to :

1. Project Manager, CMU
2. Economist, CMU
3. OD Expert, CMU
- ✓ 4. Health Expert, CMU
5. Engineering Expert 1, CMU
6. Engineering Expert 2, CMU
7. STUP Consultants Pvt. Ltd.


Project Director, CMU

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KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo. No. CMU-147/2004(Pt.IV)/232(20)

Date : 22.04.08

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman
.....20.....Municipal Corporation / Municipality


Sub : Job of Third Party Quality Assurance of KUSP Infrastructure Works under Kolkata Urban Services for the Poor Programme

Sir,

Voyants Solutions Pvt. Ltd. (formerly Ramky Infra Consulting Pvt. Ltd.) has been selected for the above work. You are requested to kindly cooperate with the agency in carrying out their function.


Thanking you,

Yours faithfully,


(Arnab Roy)
Project Director, CMU

Copy to :

1. Project Manager, CMU
2. Economist, CMU
3. OD Expert, CMU
- ✓ 4. Health Expert, CMU
5. Engineering Expert 1, CMU
6. Engineering Expert 2, CMU
7. Voyants Solutions Pvt. Ltd.


Project Director, CMU

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Memo. No. CMU-195/2004(Pt.VI)/4265(38)

Date : 17.03.2008

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairperson
.....Municipal Corporation / Municipality
(Bardhaman Division ULBs except KMA ULBs)

Sub : 1. "Clean & Attractive City" Competition for 2007-08 (Bardhaman Divn. ULBs except KMA ULBs)
2. "Cleanest & Most Citizen Friendly Municipal Office" Competition for 2007-08 (Bardhaman Divn. ULBs except KMA ULBs)

Sir / Madam,

First of all let me thank all the Bardhaman Division ULBs (except KMA ULBs) who took part in the above two competitions this year. The zonal competition of Bardhaman Division ULBs (except KMA ULBs) has now been adjudged. The judges have submitted the result of the competition, which has been accepted by the Government. I am enclosing the full results for both the competitions (Annex- A & Annex - B).

As per the result, the top three zonal winners are as follows:

A. Clean & Attractive City Competition:

1. Haldia Municipality
2. Durgapur Municipal Corporation
3. Katwa Municipality

B. Cleanest & Most Citizen Friendly Municipal Office Competition:

1. Tarakeswar Municipality
2. Khirpai Municipality
3. Katwa Municipality.

Now the top three winners in the zonal competition will be evaluated again in the State level competition for determining the first three ULBs in the State.

We shall be arranging prize distribution ceremony after the completion of the competition at the State level.


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In the meantime let me thank all the ULBs again for the efforts they have taken during the competition. As you are aware the main objective of the competition is to spread awareness and involve as many citizens as possible in the effort to make the urban areas clean and attractive and the Municipal offices cleanest and most citizen friendly.

Thanking you,

Encl : As stated

Yours faithfully,


(Arnab Roy)

Project Director, CMU

Copy to :

1. Principal Secretary, MA Deptt., Govt. of W.B.
2. PS to Hon'ble MIC, MA & UD Deptt., Govt. of W.B.
3. Director of Local Bodies
4. Director, SUDA
5. Joint Director, ILGUS
6. Ms. Debashree Mukherjee, DFID India.
7. General Secretary, West Bengal Municipal Association
8. Project Manager, CMU
9. Municipal Finance Expert, CMU
10. Financial Adviser, CMU
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24. Sri Tapas Guha Thakurata, Internal Audit Officer, MA Deptt.
25. Sri Bimal Kr. Sarkar, OSD&AO, SUDA
26. Sri D.K. Roy, Ex-Project Manager, CMU
27. Sri Shankar Roy Choudhury, SE, SJDA
28. Sri G. Kundu, DDLB


Project Director, CMU



Dr. Groswant
Pr. discuss
of

HEALTHLINK
WORLDWIDE

To,

Dated: 10th March 2008

Sri P.K. Pradhan, IAS
Secretary
Department of Urban Development & Town & Country Planning
Govt. of W.B.
Salt Lake
Kolkata 700064

Sh. A. Roy
Spl. Secy
a we can request for
copy of the report
Dr. Groswant can attend
the programme. Please
inform them
early
17/3/08

Dear Sir,

Globally about 300 million women are living with different forms of disabilities. Number of disabled girls / women is estimated to be around 80 million in Asia and Pacific region. India accounts for about 9.3 million (Urban 2.3 & Rural 6.9 million) women with disabilities. For these women, facing the challenges of being a woman is coupled with the struggle to make their presence felt in a society that seems to deny even their existence in the community. Their voices remain unheard, their potentiality is ignored, their rights are denied and their aspirations for empowerment are muted, resulting in a vacuum marked by the absence of able leaders among the women with disabilities. Further, despite this large number of Women with Disabilities Globally, Regionally and Nationally, there has been hardly enough research study or survey, and there is a huge lack of authentic data to analyze the situation and take necessary steps for appropriate inclusion.

Creating space for women with disabilities to communicate and advocate for their rights is an initiative aimed at giving birth to more leaders by enabling WWDs to effectively communicate and represent themselves, and mobilize collective movements to advocate for their rights. The project is a regional project and being implemented by Association of Women with Disabilities (AWWD, India), Social Assistance for rehabilitation of physically vulnerable (SARPV-Bangladesh) and AKASA (Association of women with Disabilities, Sri Lanka) with overall programme support from Healthlink Worldwide (UK) and financial aid from DFID UK.

To create an authentic data base on the situation of Women with Disabilities and attitude & policies towards them a Baseline Survey was done in each of three partner countries. **Association for Women with Disabilities, Kolkata, India did the baseline survey in 5 states of Eastern part of India - West Bengal, Orissa, Assam, Bihar and Jharkhand on "Attitude and policy towards women with disabilities by the key actors in development".**

Following the baseline survey a **Regional Leadership Training of Women with Disabilities on Leadership & Advocacy** is being organised from 24th -30th March 2008 at Kolkata with an aim towards creating a new generation of leaders. This will cover a group of 25 women with

disabilities from the South Asia region including India, Bangladesh, Sri Lanka, Nepal, Bhutan, Pakistan, Afghanistan, Maldives, Thailand, Philippines and Azerbaijan as well. The objective is to develop their skills enabling them to organise leadership training at the national level, develop and operationalise strategic advocacy plan for their respective countries.

To mark the release of the survey report and the regional training program Association for Women with Disabilities, Kolkata, India and Healthlink Worldwide, London, UK cordially invite you to the **Release of the Baseline Survey Report and Inauguration of the Regional Leadership Training Programme** on 24th March, 2008 at 10 am at Rotary Sadan, 94/2, Chowringhee Road, Kolkata - 700020.

We eagerly look forward to your presence and enrich us with your valuable participation.

Yours sincerely,



Kuhu Das
Director

Association of Women with Disability
6/J, Surah Second Lane, Kadapara
Kolkata – 700010
India

Tel: 91-33-23639115, 2174, 64535802
Tel Fax: 91-33-23639115

E-mail: info@awwdindia.org

www.awwdindia.org



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Head of Programme & Capacity Development

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info@healthlink.org.uk

www.healthlink.org.uk

<p>DON'T STAY SILENT! VOICE FOR THE RIGHTS OF GIRLS & WOMEN WITH DISABILITIES</p>

Decisions taken in the meeting with the Experts of CMU held on
04.03.2008

The following officers of CMU were present in the meeting.

1. Project Director, CMU.
2. Project Manager, CMU.
3. Municipal Finance Expert, CMU.
4. Financial Adviser, CMU.
5. Shri T.K.Mitra, Consultant, CMU.
6. Engineering Expert – 1, CMU.
7. Procurement Consultant, CMU.
8. Health Expert, CMU.
9. Engineering Expert-2, CMU.
10. Urban Planner, CMU.
11. Economist, CMU.
12. Accounts Officer, CMU.
13. Internal Audit Officer, CMU.
14. I.T. Expert, CMU.
15. Poverty Monitoring Expert.

Project Director, CMU was in the chair. The following decisions were taken in the meeting.

1. Work Plan for 2008-09 along with specified timeframe will be prepared by the Experts of CMU.

Action – All Experts of CMU.

2. Preparation of Budget

Experts will prepare the estimated budget for their sectors for the year 2008-09 and submit the same.

Action – All Experts of CMU.

3. Preparation of guideline in regard to various expenditures to be incurred by the ULBs during the year 2008-09

EE-1, CMU will prepare the guideline in consultation with Urban Planner, CMU and other officials.

4. DDP and ADP:

- (i) DDP performance disclosures to public

ULBs will be requested to disclose the works undertaken by the ULBs during the year 2007-08 from the DDP to the common public.

Action – Urban Planner, CMU.

(ii) Citizens' Charter Performance disclosures

ULBs will be requested to disclose the action taken in respect of the citizens' charter to the citizens.

Action – O.D. Expert, CMU.

5. Completion of ADP by the individual ULBs for the year 2008-09

The work should be completed within April, 2008.

Action – Urban Planner, CMU.

6. Activity of KUSP rollout. Release of incentive to non-KMA ULBs for completion of DDP, Citizens Charter, Accrual Based Double Entry Accounting System and Resource Mobilisation.

Consolidated guideline will be prepared by CMU. EE-1, CMU will act as the nodal officer and Urban Planner CMU will assist him.

Action – EE-1, CMU and Urban Planner, CMU.

7. Establishment of Poverty Eradication Mission at CMU

Poverty Monitoring Expert, CMU will prepare the concept note and submit action plan.

Action – Poverty Monitoring Expert, CMU.

8. Linkage of Self Help Groups with Banks

Meetings will be organised with the State Level Bankers Committee.

Action – Poverty Monitoring Expert, CMU.

9. Insurance Schemes for the Self Help Group members with emphasis on SC, ST and minorities

Poverty Monitoring Expert, CMU will prepare the concept note.

10. Health Check-up scheme for the school going children and disabled

Health Expert, CMU will prepare the concept note.

Action – Health Expert, CMU.

11. Capacity Building for the Self-Help Group, Neighbourhood Committee and Neighbourhood Group.

Procurement Expert, CMU will prepare the concept note.

Action – Procurement Expert, CMU.

12. Implementation of the unfinished work in different ULBs during 2007-08:

The incomplete works of the ULBs for this financial year will be carried forward to the year 2008-09 and will complete them within June, 2008.

EE-1, CMU will prepare the guideline for circulation.

Action – EE-1, CMU.

13. E-Governance Programme:

Construction of CDMC building

Procurement Expert, CMU will take necessary steps so that the work can be started immediately.

Action- Procurement Expert, CMU.

14. Floating of tender for the software for e-Governance

IT Expert, CMU chalk-out the programme so that the tender can be floated immediately.

Action – IT Expert, CMU.

15. Statewise Clean City Competition

The competition will be completed within March, 2008.

Action – EE-1, CMU.

16. Identification of Trans-Municipal schemes and the left out schemes mentioned in KMPC

Shri T.K. Mitra, Consultant, CMU and Urban Planner, CMU will identify those schemes and the expenditure will be met up from the WBMDf.

Action – Shri T.K.Mitra, Consultant, CMU and Urban Planner, CMU.

17. Training Programme

Eols will be published immediately for selecting Training Institute for conducting various trainings as listed in the TNA and workshop will be organised with all the ULBs within March, 2008 to assess the needs of the training programme of the ULBs for the coming year.

Action – Procurement Expert, CMU and Project Manager, CMU.

18. Training on Vector Control and for the health workers

Health Expert, CMU will prepare the proposal.

Action – Health Expert, CMU.

19. Livelihood Supporting Agency

LSA will be engaged immediately at the pilot projects as decided earlier.

Action – Economist, CMU.

20. Innovative/Challenge Fund

New types of projects will be identified. Some initiatives should be taken to cover minorities and disadvantaged groups.

Action – Economist.

21. Performance Management Monitoring

Internal Audit Officer, CMU will act as the nodal officer for this and will start to collect necessary information from the ULBs immediately.

Action – Internal Audit Officer, CMU.

22. Finalisation of Procurement Manual

Procurement Expert, CMU will be entrusted with this job.

Action – Procurement Expert, CMU.

23. Schemes for the minority groups

A significant portion of the development schemes will be undertaken for the benefit of the minority communities.

Action – All Experts of CMU.

24. Switchover to the Unit Area Method for the assessment of property tax

2/3 ULBs will be considered for the pilot project – Internal Audit Officer, CMU will be the nodal officer for the project.

Action – Shri T.K.Mitra, Consultant, CMU, F.A., CMU, MFE, CMU and EE-2, CMU will assist the Internal Audit Officer, CMU in the matter.

25. Office Management

It was discussed that for office management, computerisation of receiving and despatch system will be introduced. It was further decided that a suitable person will be engaged on contract basis for this job.

Again, it was felt that the existing strength of the office staff is inadequate to meet up the need of present workload. It was proposed that two-three additional staff will be engaged in office on contract basis.

Project Manager, CMU will prepare a detailed proposal in this regard.

Action – Project Manager, CMU and EE-1, CMU.

26. Space problem

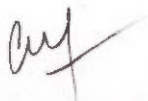
The CMU is facing acute space crisis. For want of space, it becomes impossible to make suitable sitting arrangement for the staff and storing of the documents, files, publications and other materials of CMU.

To meet the crisis, it was suggested that CMU can build up an additional floor in ILGUS Building. Immediate action is needed to be taken up in this matter.

Temporarily, two vacant rooms of ILGUS Hostel may be utilised for keeping the materials of CMU.

This will be discussed with the Joint Director, ILGUS and Director, SUDA.

Action – Project Manager, CMU and Director, SUDA.



(Arnab Roy)
Project Director, CMU.



Memo. No. CMU-195/2004(Pt.V)/3954

Date : 29.02.2008

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairperson
.....Municipal Corporation / Municipality
(Presidency Division ULBs except KMA ULBs)

- Sub : 1. "Clean & Attractive City" Competition for 2007-08 (Presidency Divn. ULBs except KMA ULBs)
2. "Cleanest & Most Citizen Friendly Municipal Office" Competition for 2007-08 (Presidency Divn. ULBs except KMA ULBs)

Sir / Madam,

First of all let me thank all the Presidency Division ULBs (except KMA ULBs) who took part in the above two competitions this year. The zonal competition of Presidency Division ULBs except KMA ULBs has now been adjudged. The judges have submitted the result of the competition, which has been accepted by the Government. I am enclosing the full results for both the competitions.

As per the result, the top three zonal winners are as follows:

A. Clean & Attractive City Competition:

1. Taki Municipality
2. Ashoknagar-Kalyangarh Municipality
3. Jangipur Municipality

B. Cleanest & Most Citizen Friendly Municipal Office Competition:

1. Basirhat Municipality
2. Berhampore Municipality
3. Taherpur N.A.A.

Now the top three winners in the zonal competition will be evaluated again in the State level competition for determining the first three Municipalities in the State.

We shall be arranging prize distribution ceremony after the completion of the competition at the State level.

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In the meantime let me thank all the ULBs again for the efforts they have taken during the competition. As you are aware the main objective of the competition is to spread awareness and involve as many citizens as possible in the effort to make the cities in urban areas clean and attractive and the Municipal offices cleanest and most citizen friendly.

Thanking you,

Enclo : As stated

Yours faithfully,

(Arnab Roy)

Project Director, CMU

Copy to :

1. Principal Secretary, MA Deptt., Govt. of W.B.
2. PS to Hon'ble MIC, MA & UD Deptt., Govt. of W.B.
3. Director of Local Bodies
4. Director, SUDA
5. Joint Director, ILGUS
6. Ms. Debashree Mukherjee, DFID India.
7. General Secretary, West Bengal Municipal Association
8. Project Manager, CMU
9. Municipal Finance Expert, CMU
10. Financial Adviser, CMU
11. Accounts Officer, CMU
12. Internal Audit Officer, CMU
13. OD Expert, CMU
14. Urban Planner, CMU
15. Engineering Expert 1, CMU
16. Engineering Expert 2, CMU
17. Procurement Expert, CMU
18. Economist, CMU
19. Sri T.K. Mitra, Consultant, CMU
20. Health Expert, CMU
21. Poverty Monitoring Expert, CMU
22. IT Expert, CMU

Project Director, CMU



Memo No. CMU-195/2004(Pt.V)/ 3866 (40)

22nd February, 2008.

The Mayor/Chairperson,
...40..... KMA ULBs.

- Sub: 1. "Clean & Attractive City" Competition for 2007-08 (KMA Zone)
2. "Cleanest & Most Citizen Friendly Municipal Office" Competition for 2007-08 (KMA Zone)

Sir/Madam,

First of all let me thank all the KMA ULBs who took part in the above two competitions this year. The zonal competition at KMA level has now been adjudged. The judges have submitted the result of the competition at KMA level, which has been accepted by the Government. I am enclosing the full results for both the competitions.

As per the result, the top three zonal winners are as follows:

A) Clean & Attractive City Competition:

- 1) Bansberia Municipality.
- 2) Kalyani Municipality.
- 3) Pujali Municipality.

B) Cleanest & Most Citizen Friendly Municipal Office Competition:

- 1) Bally Municipality.
- 2) Kamarhati Municipality.
- 3) Bhatpara Municipality.

Now the top three winners in the zonal competition will be evaluated again in the state competition for determining the first three Municipalities in the state.

We shall be arranging prize distribution ceremony after the completion of the competition at the inter zonal level.

Contd....Page.... 2



-2-

In the meantime let me thank all the ULBs again for the efforts they have taken during the competition. As you are aware the main objective of the competition is to spread awareness and involve as many citizens as possible in the effort to make the cities in urban areas clean and attractive and the Municipal offices cleanest and most citizen friendly.

Yours faithfully,

(Arnab Roy)

Project Director, CMU, KUSP.

Encl: As stated:

Memo No. CMU-195/2004(Pt.V)/ 3866(40)/1(22).

22nd February, 2008.

Copy to:-

1. Principal Secretary, M.A. Department., Govt. of West Bengal.
2. P.S. to Hon'ble MIC, MA&UD Department, Govt. of West Bengal.
3. Director of Local Bodies, West Bengal.
4. Director, SUDA.
5. Joint Director, UILGUS.
6. Ms. Debashree Mukherjee, DFID India.
7. General Secretary, West Bengal Municipal Association.
8. Project Manager, CMU.
9. Municipal Finance Expert, CMU.
10. Financial Adviser, CMU.
11. A.O., CMU.
12. Internal Audit Officer, CMU.
13. O.D. Expert, CMU.
14. Urban Planner, CMU.
15. E.E.-1, CMU.
16. E.E.-2, CMU.
17. Procurement Consultant, CMU.
18. Economist, CMU.
19. Shri T.K.Mitra, Consultant, CMU.
- ✓ 20. Health Expert, CMU.
21. Poverty Monitoring Expert, CMU.
22. IT Expert, CMU.

Project Director, CMU, KUSP.

Clean & Attractive City Competition - 2007
for KMA ULBs in Zone I

Sl. No.	Name of KMA ULBs in the competition	Marks obtained in		Average Marks	Remarks
		1st Visit	2nd Visit		
1	2	3	4	5	6
1	Baidyabati	30.00	32.00	31.00	
2	Bally	35.00	37.00	36.00	
3	Bansberia	48.00	54.00	51.00	1st
4	Baranagar	31.00	33.00	32.00	
5	Barasat	36.00	39.00	37.50	
6	Barrackpore	39.00	42.00	40.50	9th
7	Baruipur	33.50	36.50	35.00	
8	Bhadreswar	42.00	46.00	44.00	5th
9	Bhatpara	27.00	29.00	28.00	
10	Champdany	25.00	26.00	25.50	
11	Chandannagore MC	40.50	44.50	42.50	7th
12	Dum Dum	32.00	35.00	33.50	
13	Garulia	27.50	30.50	29.00	
14	Gayeshpur	37.00	39.00	38.00	
15	Halisahar	39.00	44.00	41.50	8th
16	Hooghly-Chinsurah	42.00	48.00	45.00	4th
17	Howrah MC	29.50	30.50	30.00	
18	Kalyani	48.50	51.50	50.00	2nd
19	Kamarhati	37.50	42.50	40.00	10th
20	Kanchrapara	36.00	42.00	39.00	
21	Khardah	35.00	38.00	36.50	
22	Konnagar	33.00	35.00	34.00	
23	Madhayamgram	34.50	38.50	36.50	
24	Maheshtala	33.50	37.50	35.50	
25	Naihati	28.00	31.00	29.50	
26	New Barrackpore	41.00	45.00	43.00	6th
27	North Barrackpore	37.00	42.00	39.50	
28	North Dum Dum	33.50	37.50	35.50	
29	Panihati	34.00	37.00	35.50	
30	Pujali	42.50	48.50	45.50	3rd
31	Rajpur-Sonarpur	35.00	39.00	37.00	
32	Rishra	26.00	27.00	26.50	
33	Serampore	31.00	35.00	33.00	
34	Titagarh	27.00	30.00	28.50	
35	Uluberia	29.50	31.50	30.50	

DK Roy,
Ex. Proj. Manager, CMU, KUSP.

AK Chandra,
Dy. DLB (HQ)

Chuner De,
Chief Engr., KMDA

(The Judges of Clean & Attractive City Competition - 2007).

Cleanest & Citizen friendly Municipal Office Competition - 2007
for KMA ULBs in Zone 1

Sl. No.	Name of KMA ULBs in the competition	Marks obtained in		Average Marks	Remarks
		1st Visit	2nd Visit		
1	2	3	4	5	6
1	Baidyabati	15.00	18.00	16.50	
2	Bally	28.50	31.50	30.00	1st
3	Bansberia	20.00	22.00	21.00	
4	Baranagar	15.00	17.00	16.00	
5	Barasat	19.50	21.50	20.50	
6	Barrackpore	26.50	27.50	27.00	4th
7	Baruipur	12.00	13.00	12.50	
8	Bhadreswar	21.00	23.00	22.00	
9	Bhatpara	26.00	29.00	27.50	3rd
10	Chandannagore MC	11.50	12.50	12.00	
11	Chandannagore MC	21.50	23.50	22.50	
12	Dum Dum	20.00	23.00	21.50	
13	Garulia	16.00	18.00	17.00	
14	Gayeshpur	12.00	14.00	13.00	
15	Halisahar	24.00	28.00	26.00	5th
16	Hooghly-Chinsurah	17.00	19.00	18.00	
17	Kalyani	23.00	27.00	25.00	6th
18	Kamarhati	28.00	30.00	29.00	2nd
19	Kanchrapara	20.00	21.00	20.50	
20	Khardah	21.00	23.00	22.00	
21	Konnagar	15.00	17.00	16.00	
22	Madhayamgram	23.50	25.50	24.50	7th
23	Maheshtala	19.50	21.50	20.50	
24	Naihati	22.50	25.50	24.00	8th
25	New Barrackpore	22.50	24.50	23.50	9th
26	North Barrackpore	14.50	16.50	15.50	
27	North Dum Dum	20.00	21.00	20.50	
28	Panihati	19.00	21.00	20.00	
29	Pujali	20.50	21.50	21.00	
30	Rajpur-Sonarpur	19.00	20.00	19.50	
31	Rishra	15.00	17.00	16.00	
32	Serampore	12.00	15.00	13.50	
33	South Dum Dum	22.00	24.00	23.00	10th
34	Titagarh	15.00	16.00	15.50	
35	Uluberia	14.00	16.00	15.00	

DK Roy
 Ex. Proj. Manager, CMU, KUSP.

AK Chandra,
 Dy. DLB (HQ)

Chuner De,
 Chief Engr., KMDA

(The Judges of Clean & Attractive City Competition - 2007).



No. CMU-25/2002(Pt.II)/ 2508

31st January, 2008.

NOTICE

Howrah Municipal Corporation has convened a meeting on 7th February, 2008 at 11.30 A.M. to review the progress of different activities under Annual Development Plan of 2007-08. The meeting will be held in the Conference Hall of Sarat Sadan (2nd Floor) at Howrah.

I am directed to request you to kindly remain present in the meeting with all the reports and returns relevant to that meeting.

Kr. 31/1/08.

(Kallol Kr. Mukherjee)
Project Manager, CMU, KUSP.

Copy forwarded for kind information to:

The Project Director, CMU, KUSP.

Copy to:

1. Engineering Expert-1, CMU.
2. Engineering Expert-2, CMU.
3. O.D. Expert, CMU.
4. Economist, CMU.
- ✓ 5. Health Expert, CMU.
6. Poverty Monitoring Expert, CMU.

Kr. 31/1/08.

Project Manager, CMU, KUSP.

Ltr. Hd(PM)/AKM



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

No. CMU- 268/2005/ 3234(40)

Dated: 15th January, 2008.

From: Sri Arnab Roy, IAS,
Project Director,
Change Management Unit.

To: The Mayor/Chairperson,
..... Corporation/Municipality.

SUB.: Meeting to discuss measures to be taken for closure of
accounts for the financial year 2007-2008.

Sir,

Two meetings will be held on **21st January, 2008**, to discuss measures to be taken for closure of accounts for the financial year 2007-08. Timetable of the said meetings are given below:

S. N.	NAME OF THE ULB	TIME	S. N.	NAME OF THE ULB	TIME
1.	Baidyabati	11.00 a.m.	21.	Kanchrapara	2.00 p.m.
2.	Bally	11.00 a.m.	22.	Khardah	2.00 p.m.
3.	Bansberia	11.00 a.m.	23.	Konnagar	2.00 p.m.
4.	Baranagar	11.00 a.m.	24.	Madhyamgram	2.00 p.m.
5.	Barasat	11.00 a.m.	25.	Mahestala	2.00 p.m.
6.	Baruipur	11.00 a.m.	26.	Naihati	2.00 p.m.
7.	Bhadreswar	11.00 a.m.	27.	New Barrackpur	2.00 p.m.
8.	Bhatpara	11.00 a.m.	28.	North Barrackpur	2.00 p.m.
9.	Bidhannagar	11.00 a.m.	29.	North Dum Dum	2.00 p.m.
10.	Budge Budge	11.00 a.m.	30.	Panihati	2.00 p.m.
11.	Chanddani	11.00 a.m.	31.	Pujali	2.00 p.m.
12.	Chandannagar MC	11.00 a.m.	32.	Rajarhat-Gopalpur	2.00 p.m.
13.	Dum Dum	11.00 a.m.	33.	Rajpur-Sonarpur	2.00 p.m.
14.	Garulia	11.00 a.m.	34.	Rishra	2.00 p.m.
15.	Gayeshpur	11.00 a.m.	35.	Serampur	2.00 p.m.
16.	Halisahar	11.00 a.m.	36.	South Dum Dum	2.00 p.m.
17.	Hooghly-Chinsura	11.00 a.m.	37.	Titagarh	2.00 p.m.



18.	Howrah MC	11.00 a.m.	38.	Uluberia	2.00 p.m.
19.	Kalyani	11.00 a.m.	39.	Uttarpara-Kotrong	2.00 p.m.
20.	Kamarhati	11.00 a.m.	40.	Barrackpur	2.00 p.m.

I would request you to send the **Engineer and the Accounts & Finance Co-ordinator** of your ULB to attend the said meeting at the appointed time given above. They may kindly be requested to bring along with them the **budgetary allocation and progress report of different components** like SLIF, Incentive Fund, Intra-Municipal Fund, Local Economic Development, Support to Health Sector, Technical Expertise, Innovative/Challenge Fund, etc.

Yours faithfully,

PROJECT DIRECTOR

No. CMU- 268/2005/ 3234 (40)/1(10)

Dated: 15th January, 2008.

Copy forwarded for information and necessary action to:

1. The Commissioner/ CEO/ Executive Officer,Corporation/ Municipality;
2. The Finance Officer,Municipality;
3. The Accounts & Finance Coordinator,Corporation/ Municipality;
4. The Financial Adviser, CMU;
5. The EE(1), CMU;
6. The EE(2), CMU;
7. The P. O. (Health);
8. The Poverty Expert, CMU;
9. The Economist, CMU;
10. Accounting Support Agency (1).

They are requested to be present in those meetings.

PROJECT DIRECTOR



CHANGE MANAGEMENT UNIT

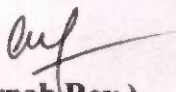
NOTE

10-01-08

Sub: Visit of DFID Team

Shri Debasish Sarkar and Smt. Debashree Mukherjee will be visiting CMU Office on 15th January 2008 to discuss about our progress of work in various items especially in expenditure for the current year, WBMDf, HDRP and Roll Out programme. You are requested to be in office on that day and interact with DFID team as and when required.

Consultants of HDRP will be making a presentation on their progress at 3-00 p.m. on 15th January 2008. You are also requested to attend the presentation.


(Arnab Roy)
Project Director, CMU

To:

1. Project Manager, CMU, KUSP
2. Municipal Finance Expert, CMU, KUSP
3. Financial Adviser, CMU, KUSP
4. Engineering Expert-1, CMU, KUSP
5. Engineering Expert-2, CMU, KUSP
6. OD Expert, CMU, KUSP
7. Urban Planner, CMU, KUSP
- ✓ 8. Health Expert, CMU, KUSP
9. Procurement Consultant, CMU, KUSP
10. Poverty Monitoring Expert, CMU, KUSP
11. Shri T K Mitra, Consultant, CMU, KUSP
12. Economist, CMU, KUSP
13. Internal Audit Officer, CMU, KUSP
14. Accounts Officer, CMU, KUSP
15. IT Expert, CMU, KUSP
16. Computer Programmer, CMU, KUSP



Memo. No. CMU-25/2002(Pt-II)/3019

Date : 03.01.2008

NOTICE

I am directed to inform that monthly review meeting on the progress of work of CMU with different sectors will be held on 15th January 08 at 1.00 p.m. at the SUDA, Conference Hall. All concerned are requested to make it convenient to attend the meeting with report and returns.

Kr. 03/01/2008.

(Dr. Kallol Kr. Mukherjee)
Project Manager, CMU

Copy submitted before Project Director, CMU

Copy forwarded to :

1. Municipal Finance Expert, CMU
2. Financial Adviser, CMU
3. Engineering Expert 1, CMU
4. Engineering Expert 2, CMU
5. OD Expert, CMU
6. Urban Planner, CMU
- ✓ 7. Health Expert, CMU
8. Procurement Consultant, CMU
9. IT Expert, CMU
10. Poverty Monitoring Expert, CMU
11. Sri. T.K. Mitra, Consultant, CMU
12. Economist, CMU
13. Internal Audit Officer, CMU
14. Accounts Officer, CMU
15. Computer Programmer, CMU

Kr. 03/01/08.

Project Manager, CMU

\\Server\sabyachi\Letter, CMU, KUSP..I.doc



CHANGE MANAGEMENT UNIT (CMU)

NOTE

31-12-07

The 6th Governing Body Meeting of the Change Management Unit (CMU) will be held on 22nd January 2008. All the Experts of CMU are requested to take necessary steps so that the Progress Report of their sectors could be available to the undersigned within 7th January 2008. After receiving the report, the agenda of the G.B. meeting will be finalised.

This may be treated as extremely urgent.

Kr. 31/12/07
(Kallol Kr Mukherjee)
Project Manager, CMU, KUSP

To:

1. Municipal Finance Expert, CMU, KUSP
2. Financial Adviser, CMU, KUSP
3. Engineering Expert-1, CMU, KUSP
4. Engineering Expert-2, CMU, KUSP
5. OD Expert, CMU, KUSP
6. Urban Planner, CMU, KUSP
- ✓ 7. Health Expert, CMU, KUSP
8. Procurement Consultant, CMU, KUSP
9. Poverty Monitoring Expert, CMU, KUSP
10. Shri T K Mitra, Consultant, CMU, KUSP
11. Economist, CMU, KUSP
12. Internal Audit Officer, CMU, KUSP
13. Accounts Officer, CMU, KUSP
14. IT Expert, CMU, KUSP
15. Computer Programmer, CMU, KUSP

Copy submitted before:

- (1) Project Director, CMU, KUSP

Kr. 31/12/07
Project Manager, CMU, KUSP



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No.CMU-93/2003(Part IV)/ 2215

Date: 17.12.07

To:

1. Project Director, CMU, KUSP
2. Project Manager, CMU, KUSP
3. Municipal Finance Expert, CMU, KUSP
4. Financial Adviser, CMU, KUSP
5. Engineering Expert-1, CMU, KUSP
6. Engineering Expert-2, CMU, KUSP
7. OD Expert, CMU, KUSP
8. Urban Planner, CMU, KUSP
- ✓ 9. Health Expert, CMU, KUSP
10. Procurement Consultant, CMU, KUSP
11. IT Expert, CMU, KUSP
12. Poverty Monitoring Expert, CMU, KUSP
13. Shri T K Mitra, Consultant, CMU, KUSP
14. Internal Audit Officer, CMU, KUSP
15. Accounts Officer, CMU, KUSP
16. Computer Programmer, CMU, KUSP

Sub: Invitation for 'I/CF Family Meet'

Sir/Madam,

The Innovative/Challenge Fund (I/CF) established under the Kolkata Urban Services for the Poor (KUSP) Programme, a multi sector urban reforms programme, wishes to organize a '**I/CF Family Meet**' for all the Grantees to share the experiences and learning's of the various projects being funded by I/CF since its inception in 2006.

The primary purpose of this '**Family Meet**' is to start building a network of grantees who can share each others' experience and methods of approach. As is acknowledged, networking builds on the individual strengths of the organizations to create a larger whole. To achieve this objective, we are inviting Grantees from different organizations/ CDS/Co-operatives/NGOs to participate and share their experience as well as provide guidance for enrichment of I/CF.

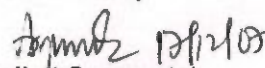
May I take this opportunity to invite you to attend this one-day '**I/CF Family Meet**' to be held on **December 28, 2007** at Rabindra Okakura Bhavan, DD 27/A/1 Salt Lake, Kolkata-7000 064 (10 AM- 5.30 PM).

There will be an exhibition displaying work of some of the partners, documentary films produced by few organizations especially for the occasion, covering the journey. Over and above CMU representatives will discuss on the nature of future support of I/CF in the area of urban development.

For any clarification, please feel free to contact Dr. Udit Ghosh Sarkar (Fund Manager); Mobile: 9830235155.

We look forward to your participation to make the meet a great success. The detailed agenda of the programme will be intimated to you in due course of time.

Yours faithfully


(Saikat Sengupta)
Convener, I/CF

Copy to:

- 1) Fund Manager, I/CF


Convener, I/CF



Memo No.CMU-13/2002/2746(42)

December 12, 2007

To:

(1) The Mayor/Chairman/Chairperson,
.....(40)..... Municipal Corpn/Municipality

(2) Commissioner, Howrah Municipal Corporation

(3) Chief Executive Officer, Chandannagar Municipal Corpn.

Sub: Implementation of projects during 2007-08

Sir/Madam,

We are approaching the last quarter of 2007-08.

Even now a lot of ULBs have not been able to obtain AA&FS for their full allotted amount under the various heads of KUSP. This is an appeal to all the ULBs to expedite submission of DPR and/or clarification where necessary so that AA&FS can be issued at an early date.

As you are aware, this is the first year after removal of the funding block. If implementation of schemes in this year is poor, our fund may be curtailed in the subsequent years. Based on our budget, we had projected spending of about Rs.20.00 crores during the period of October'07 to December'07. However, upto November'07 we have been able to spend only Rs.3.00 crores in this quarter. We, therefore, appeal to all those who have started implementation of the schemes to try to accelerate the pace of implementation and to ensure that the amount which has been spent may be booked during the month of December'07 so that some expenditure can be shown in the 3rd Quarter of this year.

Since the fund flow may become slow from March'08, we request you to complete as much of the projects as possible within February'08, at the latest.

I hope you will take steps to speed up progress of implementation of schemes.

Thanking you,

Yours faithfully,

(Arnab Roy)

Project Director, CMU, KUSP

(Ex-officio Spl. Secy., M.A. Dept.)



Page No.2

Memo No.CMU-13/2002/2746(42)/1(6)

December 12, 2007

Copy to:

- (1) Project Manager, CMU, KUSP
- (2) Engineering Expert-1, CMU, KUSP
- (3) Engineering Expert-2, CMU, KUSP
- (4) OD Expert, CMU, KUSP
- (5) Economist, CMU, KUSP
- ✓(6) Health Expert, CMU, KUSP

Project Director, CMU, KUSP



Memo. No. CMU-127/2003(Pt.III)/1381

Date : 03.09.2007

From : Arnab Roy
Project Director, CMU

To : The Chief Engineer
Municipal Engineering Directorate

Sub : Technical Approval of the KUSP schemes

Sir,

During last three years, MED accorded Technical Approval for the schemes of only two components viz Slum Level Infrastructure Fund (SLIF) and Incentive Fund (IF). From the 4th year i.e. 2007-08 in addition to SLIF & IF, MED has also to accord Technical Approval for other funds like

1. Capacity Building
2. Economic Development
3. Intra Municipal

In addition, MED has also been looking after the schemes of BSUP / JNNURM for which pressure on MED has increased.


In view of above, to give relief to MED and also to expedite Technical Approval of KUSP schemes, it has been decided that MED need not accord Technical Approval for those schemes whose value is less than Rs. 1,00,000.00 (Rupees One lakh) only.

This is applicable for the schemes of all components. The schemes of 2007-08, which have already been received by MED and whose value is less than Rs. 1,00,000.00, may, therefore, please be sent to CMU for issue of both Technical and Administrative & Financial Sanction from this end for speedy issuance of AA & FS.

Issue of Technical Approval for the schemes, whose value is more than Rs. 1,00,000.00, may kindly be expedited. In order to enable the ULBs to commence work at site immediately after ensuing Puja, MED, ^{may} please arrange to issue all the Technical Approval by 30.09.2007.

Thanking you,

Yours faithfully,



(Arnab Roy)
Project Director, CMU

\\Server\sabyachi\Letter, CMU, KUSP..1.doc



Copy for kind information to :

1. Principal Secretary, MA Deptt., GoWB
2. PS to MIC, MA Deptt., GoWB


Project Director, CMU

Copy for information and necessary action to :

1. Project Manager, CMU
2. Director of Local Bodies
3. Director, SUDA
4. Jt. Director, ILGUS
5. Mayor / Chairperson,Municipal Corporation / Municipality
6. OD Expert, CMU
7. Economist, CMU
- ✓ 8. Health Expert, CMU
9. Engineering Expert 1, CMU
10. Engineering Expert 2, CMU


Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No.CMU-368/2006(Pt-I)/ 254(11)

May 8, 2007

To:

- 1) Sri Swapan Chakraborty, Director, DLB
- 2) Sri A K Chandra, DDLB
- 3) Sri Prabhat Dutta, Advisor, ILGUS
- 4) Sri Kalyan Roy, Selection Committee Member
- 5) Prof. B Ghosh, Selection Committee Member, Professor of Energy, Science & Technology, Jadavpur University, Kolkata - 700 032.
- 6) Prof. D Coondoo, Selection Committee Member, Economic Research Unit, Indian Statistical Institute, 203 B T Road, Kolkata - 700 108.
- 7) Director, SUDA
- 8) Sri A K Matilal, Project Director, CMU
- 9) Project Manager, CMU
- 10) Financial Adviser, CMU
- 11) Health Expert, CMU

Sub: Visit to projects under ICF

Respected Sir/Madam,

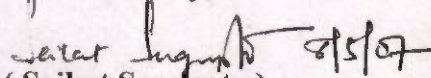
It gives me great pleasure to share with you all that Innovative Challenge Fund has been successfully implementing various projects over the last one year of its operationalisation. Till date we have been able to commission more than 30 projects across several ULBs under this Fund. However, the journey so long would not have been possible but for your constant support and guidance.

This office has arranged for a visit to a handful of projects (travel plan attached) on 19-05-2007 which has been approved by the Project Selection Committee for the period of last one year. We will be extremely grateful to you if you can kindly make it convenient to spare some time and kindly participate in this visit. For any query, you may please contact Dr Ketaki Das (9830301470), Fund Manager Team.

Once again let me take this opportunity to extend my heartiest thanks towards your constant support to this Fund.

Thanking you,

Yours truly,

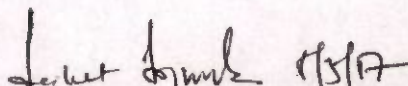

(Saikat Sengupta)

Convenor, Innovative Challenge Fund

Encl: As stated

Copy forwarded to with request to attend the visit:

- 1) Sri D P Basu, Team Leader, Fund Manager, ICF, KUSP


Convenor, Innovative Challenge Fund

**VISIT OF PROJECT SELECTION COMMITTEE MEMBERS TO PROJECTS UNDER THE
INNOVATIVE/CHALLENGE FUND (19.05.2007.)**

TIME	DETAILS
9.00 AM	Start from the CMU office
10.00 – 11.00 AM	Visit to project at Baranagar Municipality (Paschim Baranagar Fishermen's Cooperative Society Ltd.)
11.00 – 11.30 AM	Way to New Barrackpore municipality
11.30 – 12.30 PM	Visit to project at New Barrackpore Municipality (New Barrackpore Community Development Society No. 1)
12.30 – 2.00 PM	LUNCH BREAK
2.00 – 3.00 PM	Way to Mahestala Municipality
3.00 – 5.00 PM	Visit two projects at Mahestala Municipality (Garden Reach Slum Development & Teachers Resource & Communication Centre)
5.00 – 6.00 PM	Return to the CMU office



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo. No. CMU-338/2006/3536(40)

Date : 29.03.2007

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairperson
.....Municipal Corporation / Municipality

Sub : Fund under the head "Technical Expertise (Consultancy)" for the year 2007-08
Ref : This office letter no. CMU-146/2004(Pt.II)/2080(40) dt. 16.02.2006

Sir / Madam,

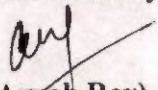
The proposed allocation of KUSP funds on account of Technical Expertise (Consultancy) for the years 2007-08 to 2011-12 had already been intimated to you under the above letter. A certain portion (10%) of this allocation has been kept reserved for allotment to the first 10 ULBs who have increased house water connections in slums.

You are, therefore, requested to kindly furnish the following information within 10.04.07.

Sl. No.	Year of implementation	Name of slum / slums taken under KUSP	No. of house water connection provided	Name of the person to whose holding water connection has been provided
1.	2004 - 05			
2.	2005 - 06			
3.	2006 - 07			

Thanking you,

Yours faithfully,


(Arnab Roy)
Project Director, CMU

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Copy to :

1. Director of Local Bodies
2. Director, SUDA
3. Chief Engineer, MED
4. Joint Director, ILGUS
5. Commissioner, Howrah Municipal Corporation
6. Project Manager, CMU
7. Financial Adviser, CMU
8. Engineering Expert – 1, CMU
9. Engineering Expert – 2, CMU
10. Municipal Finance Expert, CMU
11. Urban Planner, CMU
12. OD Expert, CMU
13. Poverty Monitoring Expert, CMU
- ✓ 14. Health Expert, CMU
15. Procurement Expert, CMU
16. Training Adviser, CMU
17. Economist, CMU
18. Accounts Officer, CMU
19. Consultant (HDRP), CMU

Project Director, CMU



Kolkata Metropolitan Development Authority



URBAN HEALTH IMPROVEMENT PROGRAMME UNIT

Unnayan Bhavan, Bidhannagar, 'G' Block, 1st, 2nd & 3rd floor, Kolkata - 700 091.

☎ 2334-5257/2337-0697/2358-6771/2337-4103. FAX No. : 2358-3931 & 2358-7368 E-mail : cmdaipp8@vsnl.net

No. 1460(40) /O-12/KMDA/UHIP/IPP-VIII/03

Dated : 23.03.07

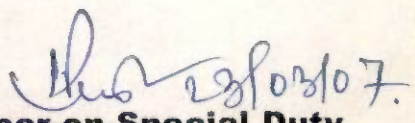
**From : The Officer-on-Special Duty (Health),
UHIP Unit, KMDA**

To : Smt. (Dr) Shilani Guzman
Project Officer, KMDA
SUDA. Unnayan Bhavan

A Workshop on Folk Media Programme will be organized by the IEC Cell, Urban Health Improvement Programme Unit, KMDA on 29th & 30th March, 2007 from 11:00 AM to 5:00 PM at KMDA Auditorium Hall, Unnayan Bhawan, Salt Lake, Kolkata - 700 091.

Smt. Vandana Yadav, IAS, Special Secretary, KMDA and the Project Director, Urban Health Improvement Programme, KMDA will inaugurate the Workshop 11:00 AM on 29th March, 2007.

You are cordially invited to be present at the Workshop on the above days.


**Officer-on-Special Duty,
UHIPU, KMDA**



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo No.CMU- 287/2005/3424 (40)

March 22, 2007

To:

The Mayor/Chairman/Chairperson
..... Municipal Corpn/Municipality

Sub: Mid Term Funding Review of KUSP programme by DFID

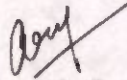
Sir/Madam,

As you are aware, the funding review of KUSP programme is underway. M/s CRISIL has been entrusted by DFID India to conduct the evaluation. M/s CRISIL will be presenting the draft findings of the evaluation on 30th March 2007 at 3-00 p.m. at the SUDA Conference Hall, ILGUS Bhavan, HC Block, Sector-3, Bidhannagar, Kolkata-700106. You are requested to kindly attend the presentation by M/s CRISIL and take part in the discussion.

M/s CRISIL have given a questionnaire to be answered by you regarding some specific aspects of the KUSP programme. I am enclosing the questionnaire. I request you to kindly fill up the questionnaire and send it to the undersigned within 28th March 2007. The answers of the questionnaire will be an important input for the final report to be prepared by M/s CRISIL.

Thanking you,

Yours faithfully,


(Arnab Roy)
Project Director, CMU, KUSP

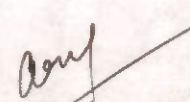
Encl: As stated above

Memo No.CMU- 287/2005/3424 (40)/1 (7)

March 22, 2007

Copy for kind information (along with questionnaire) to:

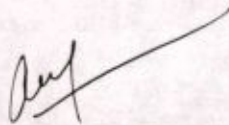
- 1) Principal Secretary, M.A. Dept.
- 2) P.S. to MIC, M.A. Dept.
- 3) Director of Local Bodies
- 4) Director, SUDA
- 5) Chief Engineer, MED
- 6) Jt. Director, ILGUS
- 7) Smt. Debashree Mukherjee, DFID


Project Director, CMU, KUSP



Copy (along with questionnaire) to:

1. Project Manager, CMU, KUSP
2. Financial Adviser, CMU, KUSP
3. Municipal Finance Expert, CMU, KUSP
4. Engineering Expert-1, CMU, KUSP
5. Engineering Expert-2, CMU, KUSP
6. OD Expert, CMU, KUSP
7. Urban Planner, CMU, KUSP
- ✓ 8. Health Expert, CMU, KUSP
9. IT Expert, CMU, KUSP
10. Poverty Monitoring Expert, CMU, KUSP
11. Procurement Consultant, CMU, KUSP
12. Consultant (HDRP), CMU, KUSP
13. Economist, CMU, KUSP
14. Internal Audit Officer, CMU, KUSP
15. Accounts Officer, CMU, KUSP
16. Computer Programmer, CMU, KUSP


Project Director, CMU, KUSP

Copy (along with questionnaire) to:

- 1) Shri Aleke Chakraborty, Poverty Consultant, CMU, KUSP
- 2) Smt. Rochana Ghosal, Poverty Consultant, CMU, KUSP
- 3) Syed Shah Golum Gous, Poverty Consultant, CMU, KUSP
- 4) Smt. Madhumita Das, Poverty Consultant, CMU, KUSP

Questionnaire for the Workshop on 30th March 2007

A. Preparation of Draft Development Plan

Please provide qualitative responses to the following questions based on your current stage of DDP preparation. Please write in as much detail as you feel relevant

1. Status of the Municipality's preparedness for formulation of DDP in terms of maps, baseline data, etc.
 - ☐ Did you have maps & databases before you started preparing the DDP?
 - ☐ Did you undertake any similar planning exercise in the past before starting DDP work?
 - ☐ Did you implement accounting reforms or any other reforms before starting DDP work?
2. Process for the formulation of DDP – difficulties in public consultation, awareness campaigns and other efforts.
 - ☐ What was your key strategy for ensuring public participation in the DDP process?
 - ☐ From your perspective, was the level of participation adequate?
 - ☐ What was the main problem with respect to public participation?
3. Formulation of trans-municipal infrastructure projects:
 - ☐ Have you coordinated your trans-municipal projects with the Master Plans for infrastructure at the KMA level? Was the coordination smooth?
 - ☐ Have you consulted with your neighbouring municipalities in formulating the trans-municipal infrastructure projects?
4. Difficulties in implementing the components of the DDP:
 - ☐ Which component of the DDP was the most difficult to handle? Why?
5. Usefulness of the guidelines for the preparation of the DDP:
 - ☐ Were the guidelines useful?
 - ☐ If this project was to be rolled out to the non-KMA municipalities, what are your suggestions for improving the guidelines?
6. Issues regarding availability of technical resource people – in-house expertise and external consultants.
 - ☐ Were in-house skills of the urban local body adequate for the preparation of DDP? If no, please state the nature of inadequacies?
 - ☐ Have you outsourced any of the works in the process? If yes, please state the nature of work given to the outside agency (name agency)?
7. Approach to livelihood development in the DDP:

- What percentage of the total investment proposed in your DDP is allocated to projects for livelihood improvement and development?
 - Have any projects for livelihood been integrated with proposals for any other component/sub-component?
8. Realistic and implementable nature of the Plan:
- What is the total cost of projects proposals in your DDP?
 - In the next 5 years estimate realistically, what percentage of the projects proposed in the DDP can be implemented?
9. Approach to growth of the municipality:
- Will the infrastructure projects you have identified fulfil present shortfall?
 - Have you projected growth of population of the ULB in the next ten, fifteen and twenty years?
 - Have you calculated infrastructure requirements of the growth in population?
10. Approach to spatial planning:
- Have you planned for improved road network? Please state the total length of new roads/ widening you have proposed in the DDP (length in Km of each width. For example, "20 km of 12 m roads", "10 km of 18 m roads", "5 km of 24 m roads", etc). Does your DDP have a map showing proposals of extensions and developments of the above mentioned roads?
 - Have you thought of a mechanism to implement new roads and road widening?
 - Have you proposed revisions to the LUDCP based on the ground realities in your municipal area? Have you suggested any revisions to the building bye-laws?
 - Have you looked at the land use from the perspective of Economic Development and suggested any changes in use zones to facilitate development or redevelopment? If yes, have you included a proposed land use map in your DDP?
11. Approach to Local Economic Development
- List a few key proposals for Local Economic Development in your DDP
 - Do you believe that the Municipality is in a position to promote Local Economic Development? Whether yes or no, please explain why
12. Do you think a planning department will be useful in the Municipality? If yes, have you planned for it in the DDP? Do you plan to review the DDP later? If yes, when?

B. Actual expenditure reflecting increased spending on slum infrastructure

1. What basis have you used to segregate the slum and non slum expenditure, in revenue account and capital account?

C. Priority of slums and consequent allocation

1. Are you using the Quick Slum Survey for prioritisation of other non-KUSP funds? If yes, then for which fund have you used it?

D. Slum Infrastructure

1. In the slums taken under KUSP in your municipality/ municipal corporation, which type of water connection is more- household connection or stand posts/ street taps? What is the reason for that?
2. Do you collect connection charges for water connections in the slums under KUSP? If yes then what is the amount?
3. What measures have you taken for making the slum dwellers aware about connection charges?
4. Are the slum dwellers willing to bear the beneficiary contribution for the construction of toilets? What measures have you taken to encourage them to bear such charges?
5. Does the contribution leads to delay in project implementation?
6. Have you prepared an O&M plan for the slum assets created under KUSP at ULB level?

E. Share of own revenue in total revenue

1. What measures were used for increasing revenue form own sources? Did you improve the collections in existing sources or implement a new source?
2. What is amount of property tax collection? Please attach the Demand Collection and Balance statement of property for the last three years.
3. What is the percentage of properties covered under property tax?
4. When were the property tax valuations and tariffs last revised? Please attach the tariff table in use at present.
5. What are the challenges in increasing property tax collections?
6. What are the proposed user-charges, which the ULB plans to collect?

F. Maintenance of slum infrastructure

1. When were the Basti Works Management Committees formed in slums taken under KUSP?
2. Has a training/ awareness programme been conducted for BWMC?



No.CMU- 287/2005/3886

Date: 20-03-2007

NOTICE

M/s CRISIL will be presenting the draft final report of the Mid-Term Funding Review to DFID and ourselves on 30th March 2007 at 11-00 a.m. at SUDA Conference Hall. Principal Secretary, M.A. Department and representatives of DFID will be present. You are requested to be present at the session and take part in the discussions.

(Arnab Roy)
Project Director, CMU, KUSP

Copy forwarded to:

- 1) Project Manager, CMU, KUSP
- 2) Financial Adviser, CMU, KUSP
- 3) Municipal Finance Expert, CMU, KUSP
- 4) Engineering Expert-1, CMU, KUSP
- 5) Engineering Expert-2, CMU, KUSP
- 6) OD Expert, CMU, KUSP
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- 9) Procurement Consultant, CMU, KUSP
- 10) IT Expert, CMU, KUSP
- 11) Poverty Monitoring Expert, CMU, KUSP
- 12) Consultant (HDRP), CMU, KUSP
- 13) Economist, CMU, KUSP
- 14) Internal Audit Officer, CMU, KUSP
- 15) Accounts Officer, CMU, KUSP
- 16) Computer Programmer, CMU, KUSP

- He is requested to make necessary arrangements of the meeting.

Project Director, CMU, KUSP



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo No. CMU - 15/2002 (Pt-II) /3337

Date...14.03.07

To:

The Mayor/Chairman/Chairperson,

1. Howrah Municipal Corporation
2. Chandernagar Municipal Corporation
3. Barrackpore Municipality
4. Dum Dum Municipality
5. Bidhannagar Municipality
6. New Barrackpore Municipality
7. Rajpur-Sonarpur Municipality
8. Bhadreswar Municipality
9. Rishra Municipality
10. Bansberia Municipality
11. North Barrackpore Municipality
12. Kamarhati Municipality

Sub: Meeting with Ad-Hoc Committee for e-governance requirement study.

Sir/Madam,

For requirement study by M/s. Wipro Ltd., the meeting with Ad-Hoc committee members will be held at ILGUS training hall, ILGUS Bhavan, HC-Block, Salt Lake City, Kolkata, as per the attached schedule.

I request you to depute the respective members as per above schedule. In the meetings the committee members must bring all the relevant and necessary documents, forms and formats. Also they have to give the detailed idea about the respective functions.

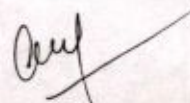
Yours faithfully


(Arnab Roy)

Project Director, CMU, KUSP

Copy forwarded for kind information to:

1. Sri Anup K. Matilal, Project manager, CMU, KUSP
2. Sri D.K.Roy, Secretary, Municipal Association
3. Sri Birojit Paul, CMU, KUSP
4. Sri Atanasasan Mukhopadhyay, CMU, KUSP
5. Sri Tapas Guha Thakurta, CMU, KUSP
6. Sri Utpal Chakraborty, CMU, KUSP
7. Sri A.K.Chandra, Dy. DLB, Directorate of Local Bodies
8. Dr. Sujoy Mitra, CMU, KUSP
9. Dr. Goswami, CMU, KUSP
10. Sri Jayanta Chakraborty, CMU, KUSP
11. Sri Pushpendu Chakraborty, CMU, KUSP
12. Sri Ratan Kishore Chowdhury, CMU, KUSP
13. Dr. Subir Roy, NIC
14. Sri T.K. Mitra, CMU, KUSP
15. Sri Saibal Thakurta, CMU, KUSP
16. Sri Gopal Sarkar, CMU, KUSP


Project Director, CMU, KUSP

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ILGUS BHAVAN, HC - BLOCK, SECTOR - 3, BIDHANNAGAR, KOLKATA - 700 106
PH. : 033-2334 2660 (Direct), 2337 8723 / 6226 (Extn. 101), FAX : 033-2337 7318 / 6229

Schedule of the meeting:

Module Name	Date	Time	Department	Name
Property Tax Management System	21-Mar-07	11:00 AM	Dy. DLB	Mr. A. k. Chandra
			CMU, KUSP	Sri Tapas Guha Thakurta
			CMU, KUSP	Sri Utpal Chakraborty
			Dept. Head, Howrah Municipal corporation	Sri Suman Dhar
				Sri Aloke Kundu
			Dept. Head, Chandernagar Municipal Corporation	Sri Haripada Saha
			Dept. head, Bidhannagar Municipality	Sri Swapan Deb Mallick.
Financial Accounting System, Inventory, Employee Service Record Information System & Pay Roll	21-Mar-07	11:00 AM	Dept. head, Bidhannagar Municipality	Sri Somnath Mukherjee
			MFE, CMU, KUSP	Sri Atanu Sasan Mukhopadhyay
			Dept. Head, Howrah Municipal corporation	Sri B.K. Kudu
			Dept. Head, Chandernagar Municipal Corporation	Sri Asoke Kanrar
Ward Wise Management Information System	21-Mar-07	2:00 PM	Dept. head, Barrackpore Municipality	Sri Basudeb Banerjee
			CMU, KUSP	Sri Jayanta Chakraborty
			Dy. DLB	Sri A. K. Chandra
			Dept. Head, Chandernagar Municipal Corporation	Sri Badal Sarkar
Building Plan approval system	21-Mar-07	2:00 PM	Dept. head, New Barrackpore Municipality	Sri Arun Kumar Ghosh
			CMU, KUSP	Sri T.K. Mitra
			CMU, KUSP	Sri Saibal Thakurta
			Secretary, Municipal Association	Sri D.K.Roy
			Dept. Head, Howrah Municipal corporation	Sri Indranil Sengupta
			Dept. Head, Chandernagar Municipal Corporation	Sri Prasanta Dutta
Water Work Management systems	22-Mar-07	11:00 AM	Dept. head, Bidhannagar Municipality	Sri Sudip Sengupta
			CMU, KUSP	Sri Gopal Sarkar
			Dept. Head, Howrah Municipal corporation	Sri Bijon Chakraborty
			Dept. Head, Chandernagar Municipal Corporation	Sri Sunil Rakshit
			Dept. head, Kamarhati Municipality	Sri Achintya Biswas
MIS	22-Mar-07	11:00 AM	Dept. head, Barrackpore Municipality	Sri Supriya Halder
			CMU, KUSP	Sri Jayanta Chakraborty
			Dept. Head, Chandernagar Municipal Corporation	Sri Pratim Mukherjee
			IT Coordinator, Rishra Municipality	Sri Tarun Poddar
			IT Coordinator, Bansberia Municipality	Sri Avijit Ghosh
Infrastructure Management System & ULB Infrastructure	22-Mar-07	2:00 PM	IT Coordinator, North barrackpore Municipality	Sri Roopam Chakraborty
			CMU, KUSP	Sri Jayanta Chakraborty
			CMU, KUSP	Sri Ratan Kishore Chowdhury
			Chairman, Barrackpore Municipality	Sri Bijoli Kanti Mitra
			Dept. Head, Chandernagar Municipal Corporation	Sri Madhusudan Chakraborty
			Dept. head, Barrackpore Municipality	Sri Supriyo Halder
			Dept. Head, Chandernagar Municipal Corporation	Sri Saibal Roy
City Web Portal	22-Mar-07	2:00 PM	Dept. head, Barrackpore Municipality	Sri Bijoli Kanti Mitra, Chairman
			IT Expert, CMU, KUSP	Sri Birojit Paul
			Computer Programmer	Sri Pushpendu Chakraborty
			NIC	Dr. Subir Roy, NIC
			IT Coordinator, Barrackpore Municipality	Sri Debabrata Dutta
			IT Coordinator, Dumdum Municipality	Sri V. Ravi Vamaraju



Memo No.CMU- 195 /2004 (Pt-v)/3190

March 1, 2007

To:

1. Project Manager, CMU, KUSP
2. Financial Adviser, CMU, KUSP
3. Municipal Finance Expert, CMU, KUSP
4. Engineering Expert-1, CMU, KUSP
5. Engineering Expert-2, CMU, KUSP
6. OD Expert, CMU, KUSP
7. Urban Planner, CMU, KUSP
- ✓ 8. Health Expert, CMU, KUSP
9. IT Expert, CMU, KUSP
10. Poverty Monitoring Expert, CMU, KUSP
11. Procurement Consultant, CMU, KUSP
12. Consultant (HDRP), CMU, KUSP
13. Economist, CMU, KUSP
14. Internal Audit Officer, CMU, KUSP

Sir,

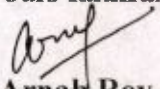
I am happy to inform that the prize distribution ceremony of the following competitions will be held on 12th March 2007 at 4-30 p.m. at SUDA Conference Hall, ILGUS Bhavan, HC Block, Sector-3, Bidhannagar, Kolkata-700106:

- (1) "Clean & Attractive City" competition 2006
- (2) "Cleanest & Most Citizen Friendly Municipal Office" competition 2006

I extend a cordial invitation to you to attend the prize distribution ceremony.

Thanking you,

Yours faithfully,


(Arnab Roy)

Project Director, CMU, KUSP



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo No. CMU- 15/2002(Pt-II)/3155(6)

Date...28.02.07

The Mayor/Chairperson,

1. Howrah Municipal Corporation,
2. Chandernagar Municipal Corporation,
3. Bidhannagar
4. New Barrackpore
5. Rajpur Sonarpur
6. Bhadreswar Municipality

Sub: Meeting with Ad-Hoc Committee for e-governance requirement study.

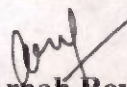
Sir/Madam,

For requirement study by M/s. Wipro Ltd., the meeting with Ad-Hoc committee members will be held at SUDA conference hall as per the following schedule:

Module name	Date	Start Time	Committee Members to be present :	
Property Tax Management System	5-Mar-07	11:00 AM	Dy. DLB	Mr. A.K. Chandra
			CMU, KUSP	Sri Tapas Guha Thakurta
			CMU, KUSP	Sri Utpal Chakraborty
			Dept. Head, Howrah Municipal corporation	Sri Suman Dhar
				Sri Alope Kundu
			Dept. Head, Chandernagar Municipal Corporation	Sri Haripada Saha
e-Education system	5-Mar-07	2:00 PM	Dept. head, Bidhannagar Municipality	Sri Suvodip Guha
			Dy. DLB	Mr. A.K. Chandra
			CMU, KUSP	Dr. Sujoy Mitra
			Dept. Head, Howrah Municipal corporation	Smt. Supriya Hatua
			Dept. Head, Chandernagar Municipal Corporation	Sri Dipak Dutta
			Dept. head, Rajpur Sonarpur Municipality	Sri Pranab Kumar Bhattacharya
Health System	6-Mar-07	11:00 AM	CMU, KUSP	Dr. Goswami
			Dept. Head, Howrah Municipal corporation	Dr. Subhashis Sarkar
			Dept. Head, Chandernagar Municipal Corporation	Dr. Sandeep Ghosh
			Dept. head, New Barrackpore Municipality	Dr. Sankar Sinha Roy
			Dept. head, Bhadreswar Municipality	Dr. Sucheta Nandy Majumdar

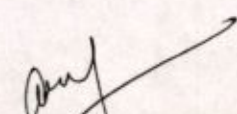
I request you to depute the respective members as per above schedule. They may be advised to bring the necessary documents, forms and formats.

Yours faithfully


(Arnab Roy)
Project Director, CMU, KUSP

Copy forwarded for kind information to:

1. Project manager, CMU, KUSP
2. IT Expert, CMU, KUSP
3. Sri Tapas Guha Thakurta, CMU, KUSP
4. Sri Utpal Chakraborty, AO, CMU, KUSP
5. Sri A.K.Chandra, Dy. DLB, Directorate of Local Bodies
6. Dr. Sujoy Mitra, CMU, KUSP
7. Dr. Goswami, CMU, KUSP


Project Director, CMU, KUSP

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680
26.05.06



Secretariat of Minister-in-Charge
Municipal Affairs Department.

25.05.2006.

Hon'ble Minister-in-Charge, Municipal Affairs & Urban Development Deptt.,
has desired to hold a meeting as noted below :

Agenda :

1. IPP-VIII;
2. IPP-VIII (Extn.);
3. DFID assisted H.h.w. Health Project;
4. Health Component of KUSP.

Venue : Conference Hall, Unnayan Bhawan, Salt Lake, Kolkata.

Date & Time: 02.06.2006; 2.00 p.m.

Officials required to be present :

Secretary, Municipal Affairs Deptt.;
✓ Project Director, KUSP;
Special Secretary, KMDA
Director, SUDA;
Joint Secretary, M. A. Deptt., (S. Bhowmik);
Project Officer, Health, SUDA (Shibani Goswami);
Dy. Chief of Health, KMDA (Dr. Sujit Ghosh);
OSD, Health, KMDA (H.P. Mondol).

PS to MIC, MA & UD Deptt.

25/5/06

PS / 129 - D / 2006
25.05.2006

NETRA CHATTERJEE, WBCS (Exe)
Private Secretary to
Minister-in-Charge
Municipal Affairs and Urban
Development Deptt.
Govt. of West Bengal

Dr. Goswami

Re. reviewed me:
on 1/6/6.
29.5.06

PM - all attend on my
behalf
26/5

Secretariat of Minister-in-Charge
Municipal Affairs Department.

25.05.2006.

Hon'ble Minister-in-Charge, Municipal Affairs & Urban Development Deptt.,
has desired to hold a meeting as noted below :

Agenda :

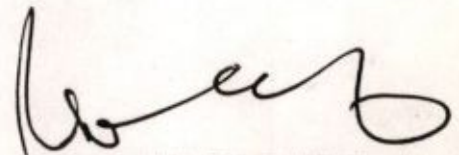
1. IPP-VIII;
2. IPP-VIII (Extn.);
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Venue : Conference Hall, Unnayan Bhawan, Salt Lake, Kolkata.

Date & Time: 02.06.2006; 2.00 p.m.

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Project Director, KUSP;
Special Secretary, KMDA
Director, SUDA;
Joint Secretary, M. A. Deptt., (S. Bhowmik);
✓ Project Officer, Health, SUDA (Shibani Goswami);
Dy. Chief of Health, KMDA (Dr. Sujit Ghosh);
OSD, Health, KMDA (H.P. Mondol).



PS to MIC, MA & UD Deptt.

25/5/06

PS / 129 - D / 2006
25.05.2006

CMDP- III
UHP
RCH SP Asand
CSIP

MITRA CHATTERJEE, WBCS (B&A)
Private Secretary to
Minister-in-Charge
Municipal Affairs and Urban
Development Deptt.
Govt. of West Bengal

8.8 Health Department

This department aims at providing clean & healthy living conditions to citizens of Municipality. Most of the services that this department offers are on daily basis and are free of cost. This department is further divided into 2 major sub departments

1. Birth and Death Registration Department: The main functions of this sub-department are
 - a. Registration of Birth & Issue of Birth Certificate
 - b. Registration of Death & Issue of Death Certificate
 - c. Issue of cremation certificate for those diseased who not residents of the Municipality
2. Conservancy Department: This department mainly aims providing clean living conditions in the Municipality. Some of its services are paid services while most of them are free. Its main functions are listed below
 - a. Clearance of Septic Tanks (Paid Service)
 - b. Clearance of Garbage and Solid Waste Management
 - c. Clearance of Drainage
 - d. Clearance of Sewerage
 - e. Maintenance of Sanitation facilities
 - f. Clearance of Night Soil (Paid Service)
 - g. Provision of Public toilets (Not pay & Use)
 - h. Clearance of Carcasses
3. Public Health Department: This department provides various medical services and facilities specifically to the BPL citizens. These services are provided under various schemes like IPP, RCH. Some of them are free of cost while other are charged at a minimal fee. These services are provided through Various Health Administrative Units and IPP centers as well as through Municipal owned hospitals. This department manages its own stores for stocking medicines

Most of the Municipalities have Birth & Death Registration computerized. But just for printing the certificates. Many of the municipalities still carry out this task manually.

For conservancy department most of the activities are field oriented. Therefore, the main need for computerization is to manage the employee attendance record and the MIS of locations being cleaned as well as a complaint redressal system. Currently there is no computerization done for this department in any of the Municipalities. All log books are maintained manually. Main processes of this department are explained below.

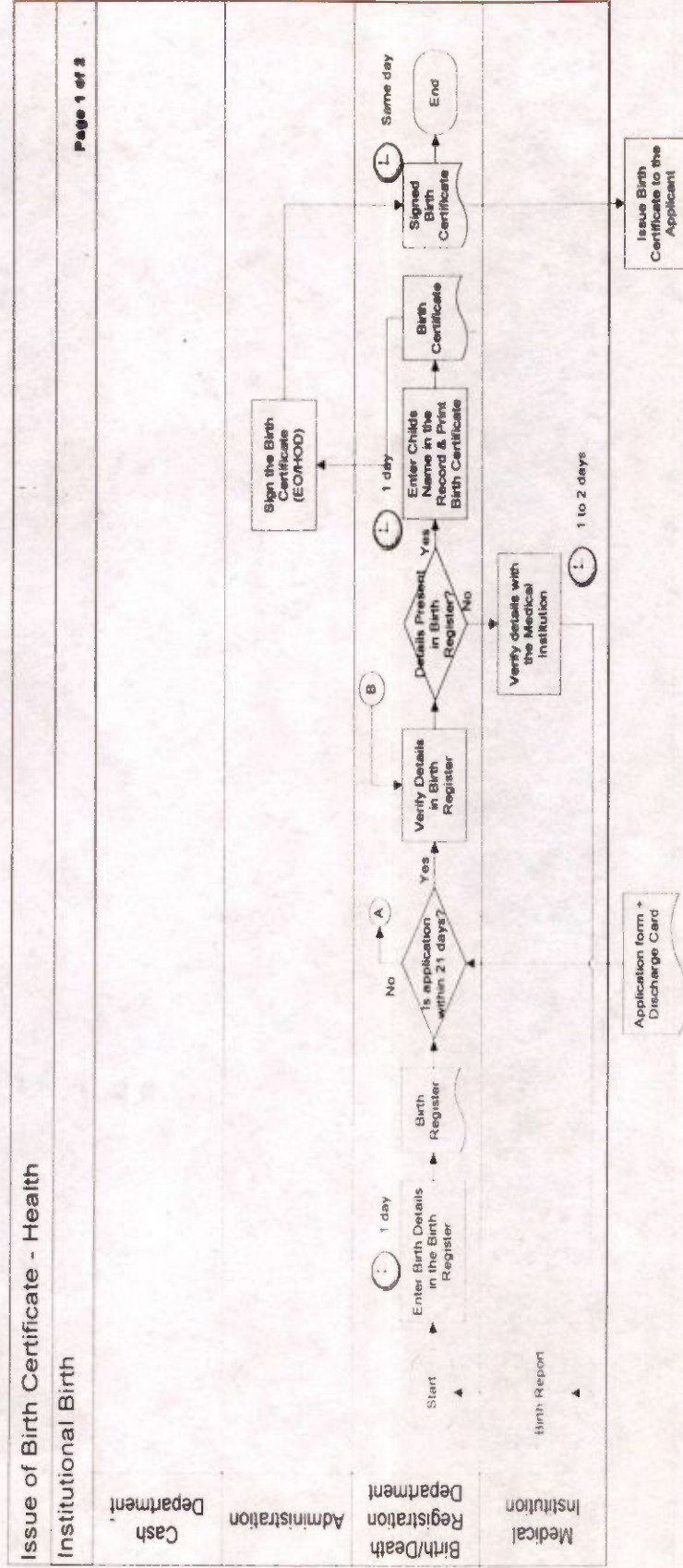
Application forms for Both Birth and Death Registration must be purchased from the Municipality.



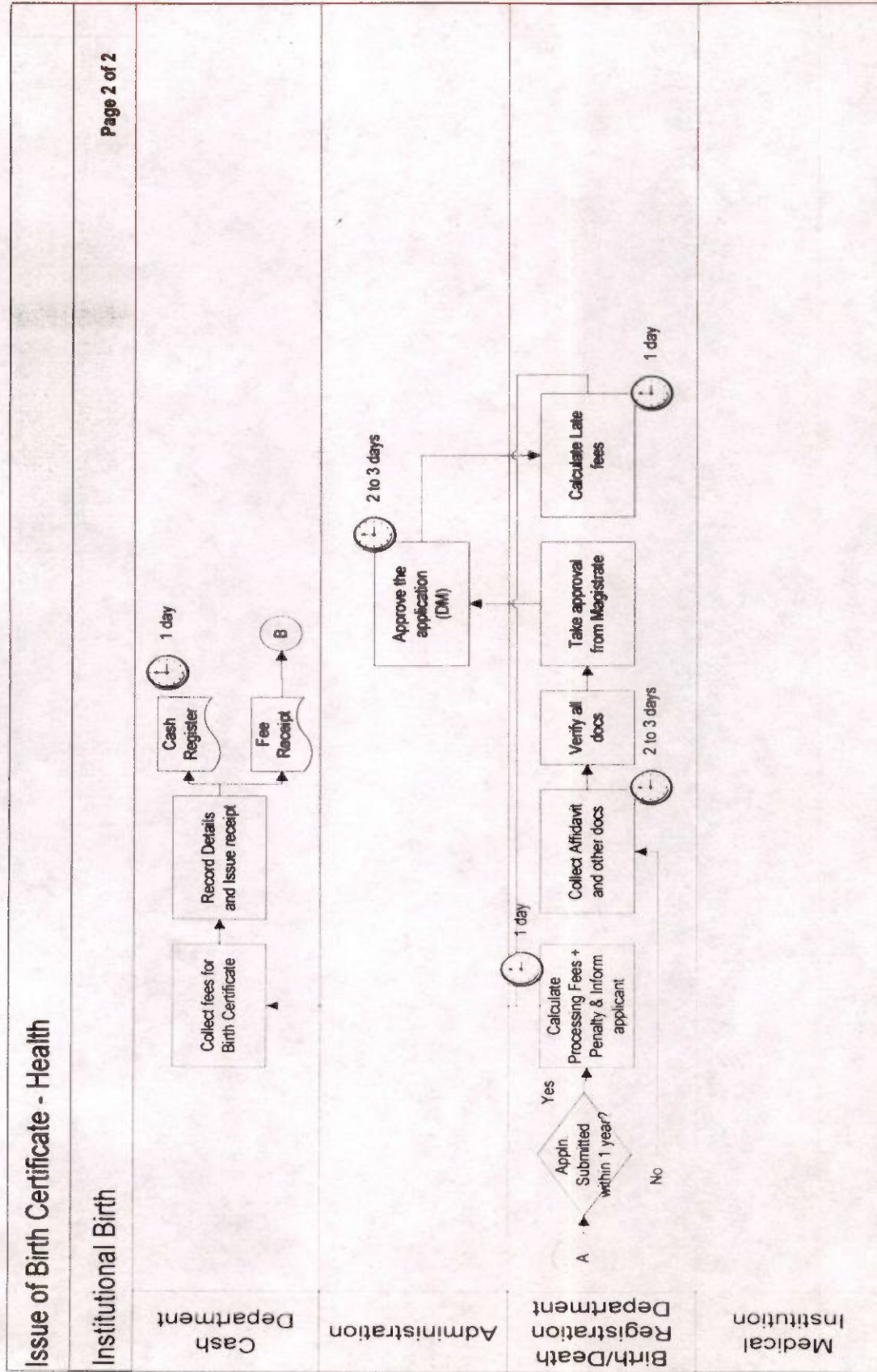
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8.8.1 Registration of Birth & Issue of Birth Certificate

Goal: The main objective of this process is to allow citizens to register the birth of their children and provide then with the Birth Certificate
Description: As per the requirements of Government of India, every Birth must be registered within 21 days after the child is born and a citizen can apply for the Birth certificate of their child to the Municipality. For Institutional Birth, i.e. those taking place in a certified Medical Institution, Municipality gets information directly from the institution itself via birth reports. For Non -Institutional Births, i.e. those taking place at home or any other place, the Parent must notify the Municipality about their child's birth within 21 days. They would also need to submit the Doctors certificate as a proof.



AS-IS STUDY REPORT





AS-IS STUDY REPORT

Department:	Birth/ Death Registration – Health Department		Date:	
Process No:			Version:	1.0
Process Name:	Registration of Birth and Issue of Birth Certificate		Process Owner:	
Process Predecessor :			Process successor :	
Goal of the process :	To register all the Institutional Births and Issue Birth certificates to the citizens			
Supplier				
Medical Institution				
Input				
Birth Report filled in by Medical Institutions				
Process			Responsibility	
Information related to every birth must be recorded in the Pink form (Form I) by the respective Medical Institution. All such Birth Reports prepared in a day must be sent to the Municipality for Registration.			Medical Institution	
After receiving the Birth reports from the Medical Institutions, each birth is recorded in the Birth Register by the Birth/Death Officer. Only the name of the child is not entered.			Birth/ Death Registration	
To collect the Birth Certificate of the Child a parent must apply to the Birth/Death registration department for the same along with the Hospital discharge card as a proof. This application if done within 21 days after child birth, the certificate is issued free of cost. For applications submitted after 21 days but within 1 year of child birth, a late fee is charged for the same. For applications submitted after 1 year, an approval from the District magistrate is required and a late fee is also charged for the same.			Citizens	
After receiving the application, the department clerk will verify the details with the Birth register. If the details are			Birth/ Death Registration	

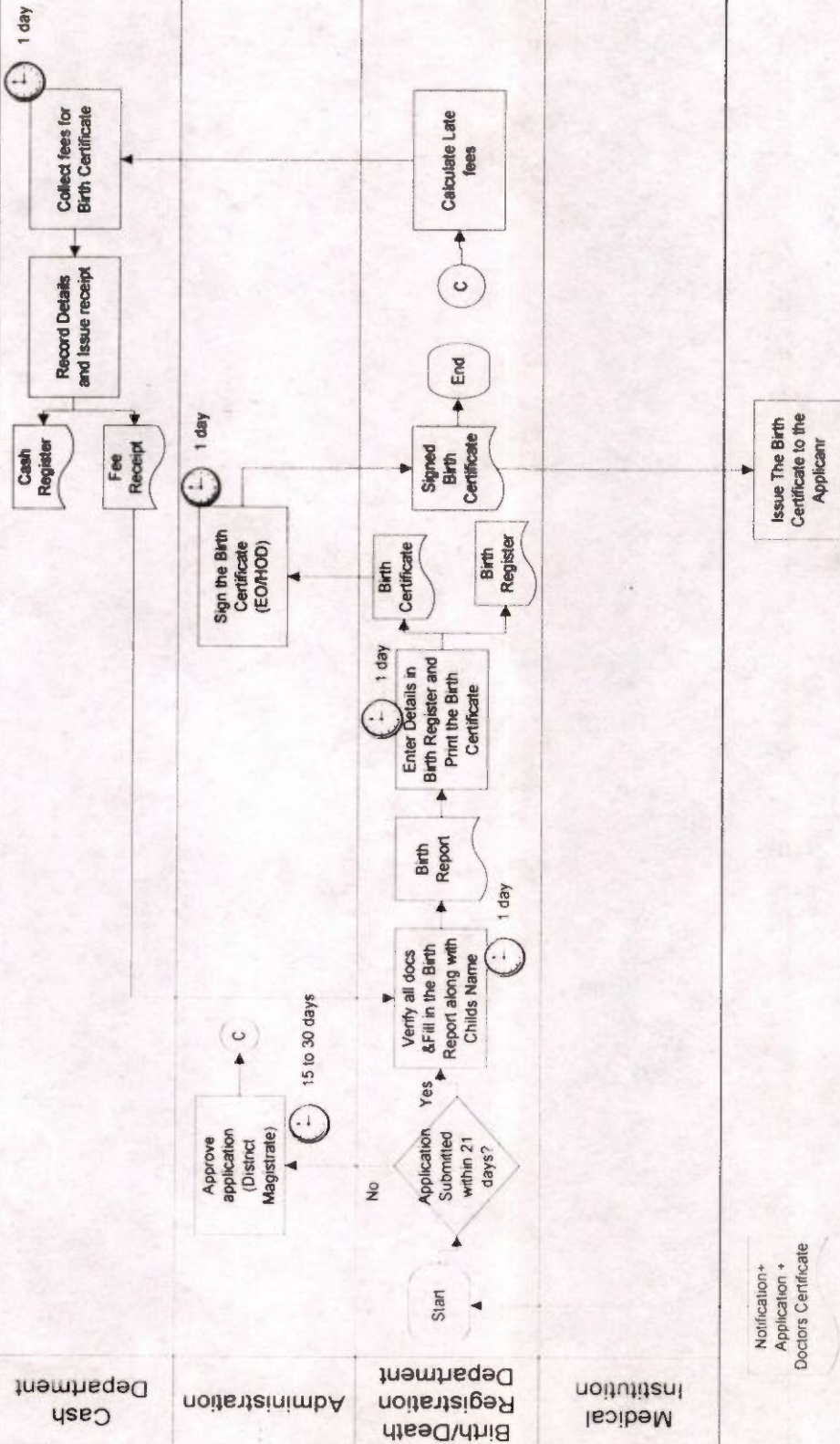


AS-IS STUDY REPORT

present then name of the child is updated in the record and the certificate is issued immediately either printed or handwritten. The format is specified in the Act. This certificate is either signed by the Executive Officer or the Head of the Department.		
If details are not present in the Birth Register, then verification with the Medical Institution is done and they are asked to submit the Birth Report immediately.		Birth/Death Registration & Medical Institution.
6. For late applications certificates are issued only after the citizen has deposited the late fees with the cash department		Citizen
Forms, Documents, References		
Application form as prescribed in the WBM Act, Certificate format as specified in WBM Act, Birth Report as specified in the Act.		
Output		
Birth Certificate		
Customer:		
Citizen		

Issue of Birth Certificate - Health

Non Institutional Birth





AS-IS STUDY REPORT

Department:	Birth/ Death Registration – Health Department			Date:	
Process No:				Version:	1.0
Process Name:	Registration of Birth and Issue of Birth Certificate			Process Owner:	
Process Predecessor :				Process successor :	
Goal of the process :	To register all the Non- Institutional Births and Issue Birth certificates to the citizens				
Supplier					
Citizen					
Input					
Application filled by the citizen					
Process				Responsibility	
1. When a Birth takes place outside a Medical Institution, it is the responsibility of the citizen to notify the Municipality within 21 days after birth. They must submit the application form along with the Doctors certificate as a proof. If the application is received within 21 days, no penalty is charged, but for applications after 21 days late fees are charged and an approval from the district magistrate is required			Citizen		
2. After receiving the application, the department clerk will prepare the Pink Birth Report and record details in the birth register along with the Childs name. After this the Birth Certificate issued to the applicant immediately			Birth/ Death Registration		
3. For applications made after 21 days, certificate is issued only after receiving the District Magistrates approval and after the late fees have been deposited in the Cash department			Citizens & Birth/ Death Registration		
Forms, Documents, References					



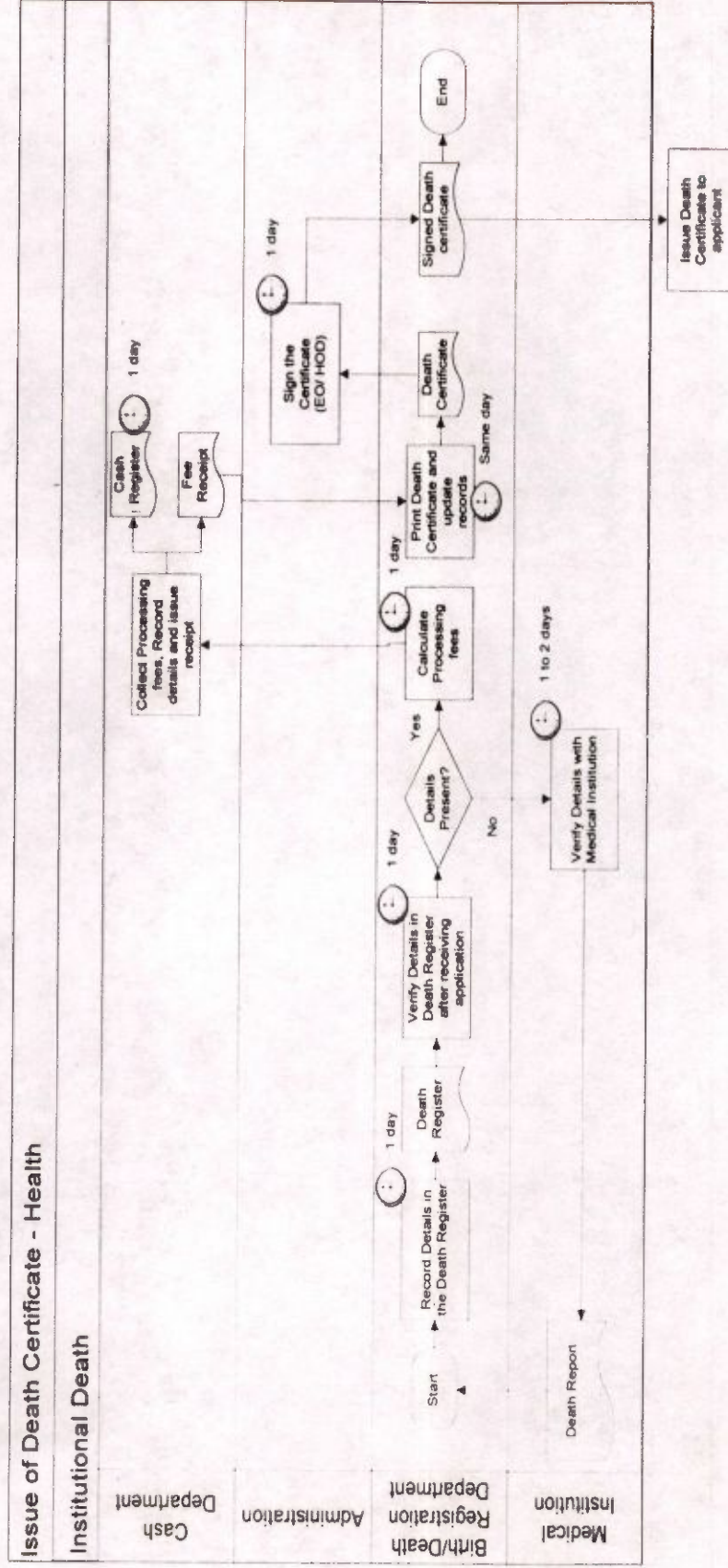
AS-IS STUDY REPORT

Application form as prescribed in the WBM Act, Certificate format as specified in WBM Act, Doctors certificate	
Output	
Birth Certificate	
Customer:	
Citizen	

8.8.2 Registration of Death and issue of Death Certificate

Goal: The goal of this process is to register all the deaths taking place inside the Municipality and issuing death certificate to the applicant.

Description: As per the State Act and requirements of Government of India every death taking place within the Municipal area must be registered by the Municipality. Death of every citizen of the municipality whether it takes place within the Municipal area or outside the municipal area must be registered. For diseased who are not the citizens of the Municipality and have died within the Municipal area, a cremation certificate is issued to the relatives, based on which they can apply for the Death certificate in their respective Municipality.





AS-IS STUDY REPORT

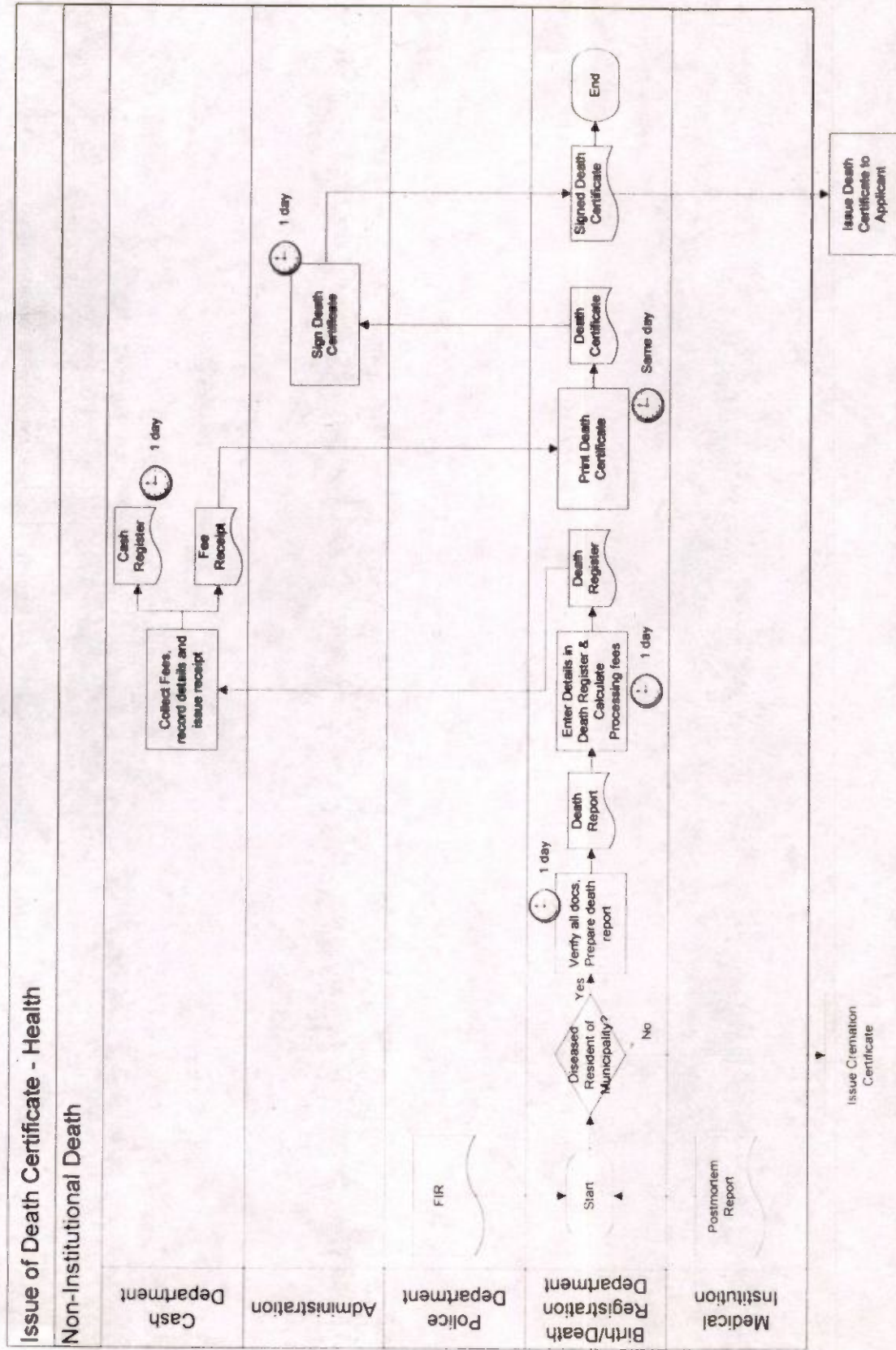
Department:	Birth/ Death Registration – Health Department			Date:	
Process No:				Version:	1.0
Process Name:	Registration of Death and Issue of Death Certificate			Process Owner:	
Process Predecessor :				Process successor :	
Goal of the process :	To register all the Institutional Deaths and Issue Death certificates to the citizens				
Supplier					
Medical Institution					
Input					
Death Report and Application filled by the Citizen					
Process				Responsibility	
1. It is the responsibility of the Medical Institution to record all the death taking place in the Yellow Form (Form II) as prescribed by the act. These death reports must be sent daily to the Municipality for registration of death.			Medical Institution		
2. After receiving the Death reports, the department clerk will record details in the Death register.			Birth/ Death Registration		
3. When a relative of the diseased applies for the death certificate, he must submit the filled in application form along with the cremation receipt received from the crematorium and doctor's certificate. For each certificate issued some processing fee is charged by the department.			Citizens		
4. After receiving the application the department clerk will verify the details with the Death register. If details are present then the certificate is issued immediately. This certificate is again signed by the Executive officer or Department Head			Birth/ Death Registration		
5. Certificates are issued only after fees are deposited with the cash department			Citizen & Cash		



AS-IS STUDY REPORT

Forms, Documents, References	
Application form as prescribed in the WBM Act, Certificate format as specified in WBM Act, Doctors certificate	
Output	
Death Certificate	
Customer:	
Citizen	

AS-IS STUDY REPORT





AS-IS STUDY REPORT

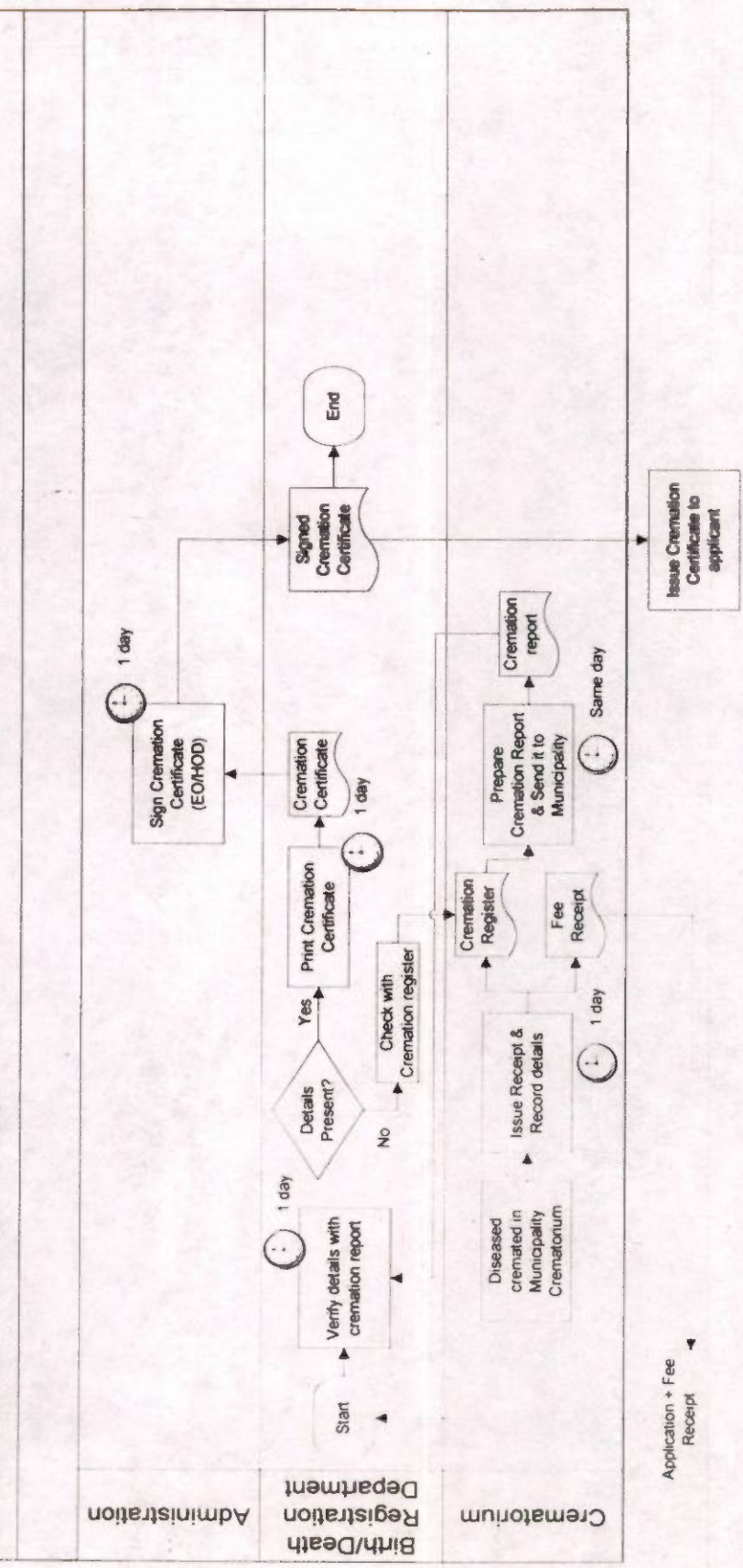
Department:	Birth/ Death Registration – Health Department			Date:	
Process No:				Version:	1.0
Process Name:	Registration of Death and Issue of Death Certificate			Process Owner:	
Process Predecessor				Process successor :	
Goal of the process :	To register all the Non- Institutional Deaths and Issue Death certificates to the citizens				
Supplier					
Citizen					
Input					
Application filled in by the citizen, Fir from Police and Post-mortem report from the Hospital					
Process					Responsibility
1. For any death that takes place outside a medical institution, relatives must register it within 21 days after the death. For this they need to submit an application form along with the FIR and Post-mortem report.				Citizen	
2. Upon receiving the application, department clerk will prepare a Death report by filling the Yellow and record details in the death register. Citizen will be informed about the fees. Only after fees are deposited in Cash department, certificate is issued immediately. This certificate is signed by the department head or the executive officer.				Birth/ Death Registration	
3. For applications submitted after 21 days late fees are collected along with the processing fees.				Citizens	
Forms, Documents, References					
Application form as prescribed in the WBM Act, Certificate format as specified in WBM Act, FIR, Post-mortem Report					
Output					
Death Certificate					
Customer: Citizen					

8.8.3 Issue of Cremation Certificate

Goal: The goal of this process is to issue a cremation certificate to the relatives of the citizen who has died in the municipality but is not a resident of the municipality.

Description: Death certificates are issued only to the resident citizens of the Municipality. For a citizen who is not a resident of the Municipality but has been cremated in the Municipal Crematorium, a cremation certificate is issued from the Municipality to the relatives. This certificate acts as a proof and must be submitted along with the application for getting the death certificate.

Issue of Cremation Certificate - Health





AS-IS STUDY REPORT

Department:	Birth/ Death Registration – Health Department	Date:	
Process No:		Version:	1.0
Process Name:	Issue of cremation certificate	Process Owner:	
Process Predecessor		Process successor :	
Goal of the process :	To issue a cremation certificate to the relatives of the citizen who has died in the municipality but is not a resident of the municipality.		
Supplier			
Citizen			
Input			
Application filled in by the citizen, Fee receipt from Crematorium, cremation report from the crematorium			
Process	Responsibility		
1. To get the cremation certificate the applicant must submit the application along with fee receipt from the crematorium received for cremation of deceased.	Citizen		
2. Upon receiving the application, department clerk will verify the cremation report. If details are present then details will be recorded and cremation certificate will be issued to the applicant.	Birth/ Death Registration		
3. Certificates will be issued after payment of fees	Citizens		
Forms, Documents, References			
Receipt from crematorium (format not specified)			
Output			
Cremation Certificate			
Customer: Citizen			

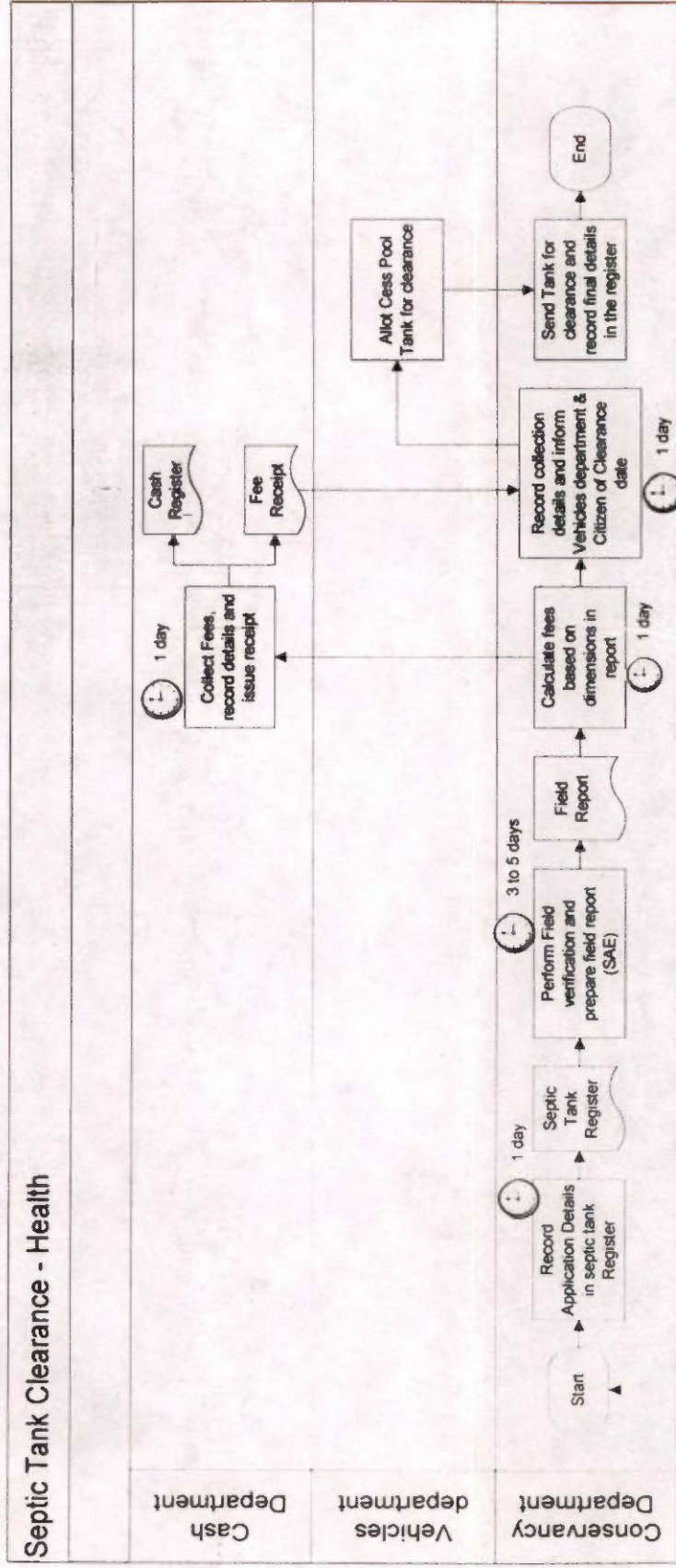


AS-IS STUDY REPORT

8.8.4 Septic Tank Clearance Process

Goal: To facilitate the clearance of Septic Tank based on citizens application

Description: For clearing the septic tanks near their area, citizens must submit a written application to the Conservancy department of the Municipality. The department will then facilitate the clearance based on a thorough inspection. This service is a paid service and the charges are calculated based on the dimensions of the tank.





AS-IS STUDY REPORT

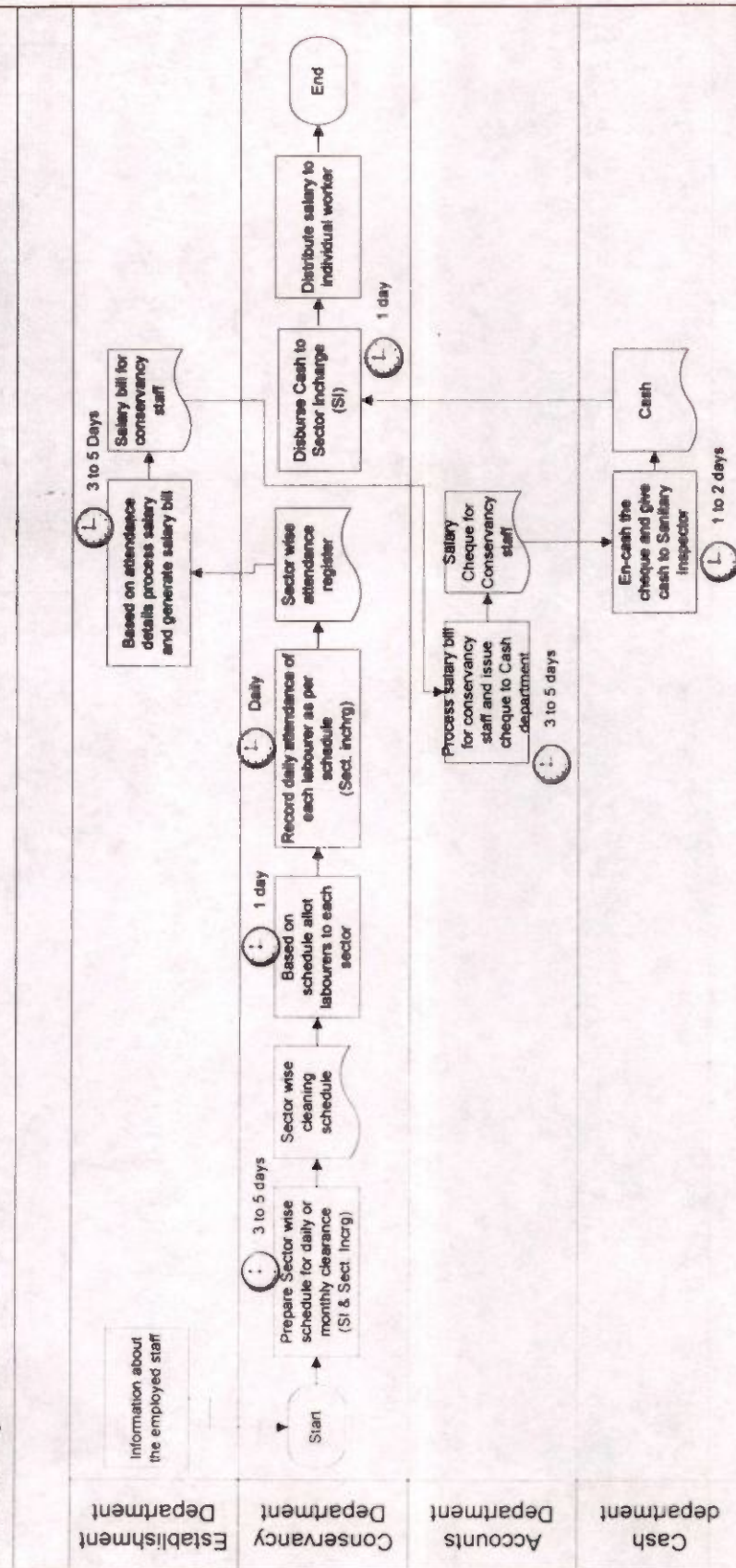
Department:	Conservancy – Health Department	Date:	
Process No:		Version:	1.0
Process Name:	Septic Tank Clearance	Process Owner:	Sanitary Inspector
Process Predecessor		Process successor :	
Goal of the process :	To facilitate the clearance of septic tank		
Supplier: Citizen			
Input: Application filled in by the citizen.			
Process			Responsibility
1. Whenever a need arises, citizen must submit the application form (Prescribed in the Act) for clearance of septic tank			Citizen
2. After receiving the application, the department clerk will record details of the application in the septic Tank register. The SI will then go and inspect the tank and prepare a field report along with the dimensions of the tank.			Conservancy
3. Based on the report , processing fees are calculated and recorded in the register and citizen is asked to pay the fees to the cash department			Conservancy
4. Once the fees are deposited, the SI will inform the Vehicles department for providing the Cess pool tank. The vehicles department will then allot the cess pool tank to the SI who will then guide the labourers to clean the tank. Date of clearance is informed to the citizen before hand. Details of the work done are then recorded in a separate register			Conservancy, Vehicles
Forms, Documents, References			
Application form as prescribed in the WBM Act.			
Output: Clearance of Septic Tank			
Customer: Citizen			

8.8.5 Conservancy Staff Management Process

Goal: To effectively manage the conservancy staff and monitor their work

Description: Conservancy staff is mainly the employees who are involved in field work like garbage clearance, Solid waste clearance and so on. These are generally labour class employees who may be permanent staff, but are managed by the Sector offices and report to the Sector or Block supervisors. Their attendance and work is also monitored by the Sector in-charge. Their work schedule is also decided by the Sector In-charge.

Staff Management - Health





Department:	Conservancy – Health Department		
Process No:		Date:	
Process Name:	Conservancy Staff Management	Version:	1.0
Process Predecessor		Process Owner:	Sector In-charge
		Process successor :	
Goal of the process :	To effectively manage the conservancy staff and monitor their work		
Supplier:			
Input:			
Information about the employed staff			
Process	Responsibility		
1. Sector in-charge is given information regarding conservancy staff employed by the Municipality from the Establishment department	Establishment		
2. After receiving the staff information, the Sector In-charge along with the Sanitary Inspector will prepare a daily/Monthly schedule of clearance activities. Sector wise staff will be allotted according to the schedule for each activity and the staff will be informed accordingly.	Conservancy		
3. Daily attendance will be recorded for each labourer by the Sector-In-charge. Leave records are also maintained by the sector in-charge. Work done by each labourer is also monitored against the schedule	Conservancy		
4. Based on the attendance register given by the Sanitary Inspector at every month end the Establishment department will process the salary bill for the conservancy staff	Establishment		
5. The salary bills are given to accounts department for issue of cheques. The accountant will re verify the salary bill and issue a cheque to the Cash department	Accounts		
6. The cash department will then en-cash the cheque and deliver the Cash to SI, who will then distribute it to the sector in-charge	Cash		
7. The sector in-charge will then distributes individual salary to respective labourers	Conservancy		



AS-IS STUDY REPORT

Forms, Documents, References

Work Schedule (No prescribed format), Salary Bill, Attendance & Leave register (No prescribed format)

Output:

Clearance of Septic Tank

Customer:

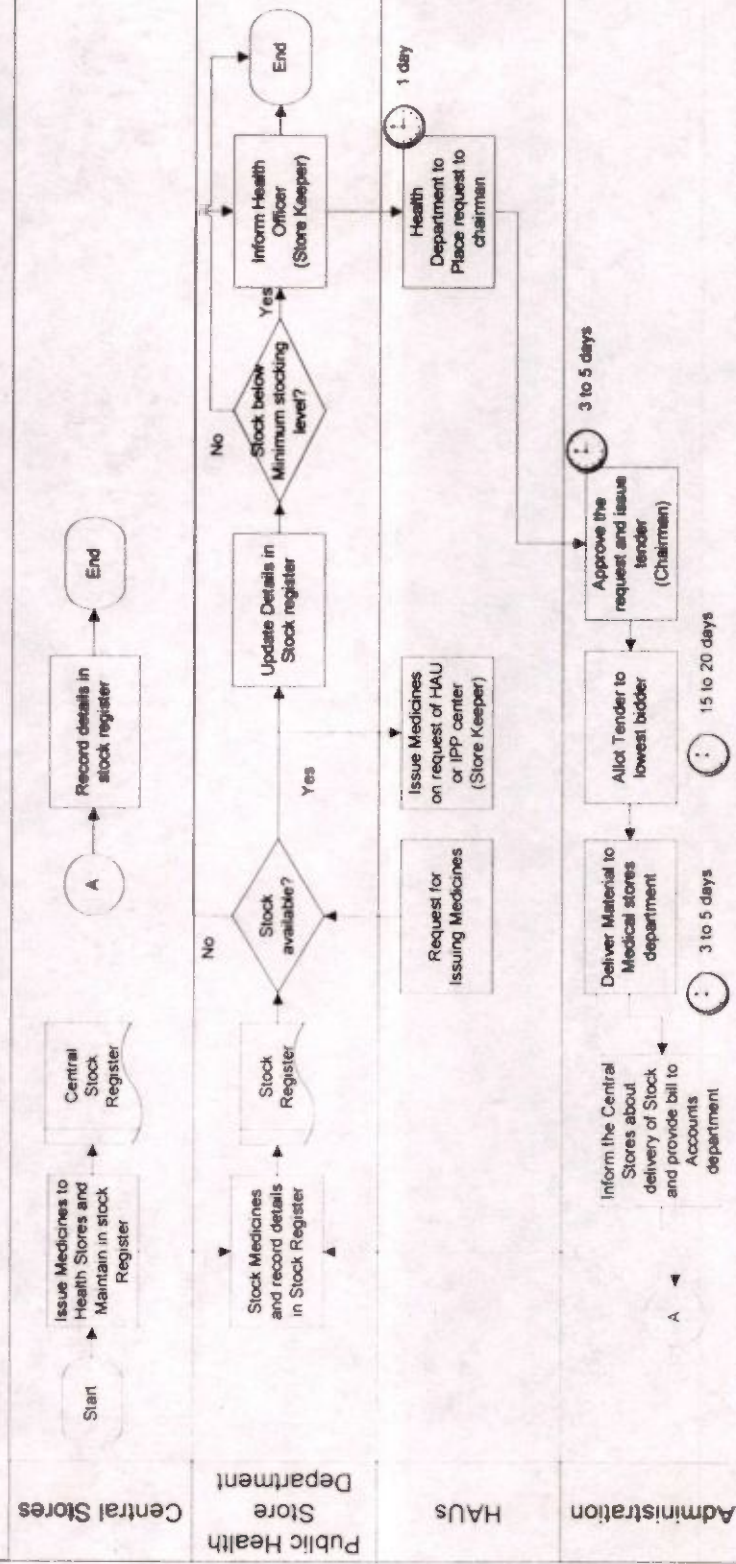
Citizen

8.8.6 Stores Management Process

Goal: To manage issue and stocking of medicines required for providing health services

Description: This department maintains a separate store apart from the central stores department just for stocking medicines required for providing health services. The medicine stock issued and purchased is also recorded by the Central stores. However purchase of new medicines is done by issuing tenders.

Stock Management Process - Health





MUNICIPAL E-GOVERNANCE IN 40 ULBS UNDER KUSP



AS-IS STUDY REPORT

Department:	Public Health – Health Department			Date:	
Process No:				Version:	1.0
Process Name:	Public Health Stores Management			Process Owner:	Store Keeper
Process Predecessor				Process successor :	
Goal of the process :	manage issue and stocking of medicines required for providing health services				
Supplier:					
Central Stores and Purchasing Authority					
Input:					
Medicine stock issued by the Central stores					
Process	Responsibility				
1. Initial Stock is issued by the Central Stores Department. Information about this stock is maintained in the Central Stock Register	Central Stores				
2. The Public Health Stores also maintains a Stock register for all the medicines in stock. As and when the stock gets depleted the stock register is updated accordingly. Whenever any health centre requests for medicine this store will issue the medicine and update the stock register accordingly. When the stock level reaches a minimum order quantity the store keeper informs the Health officer for purchase of fresh stock.	Public Health Stores				
3. The Health officer will place a request to the Chairman for purchase of new stock, after approval the Chairman will issue a tender for purchase of medicines. The lowest bidder will be given the contract. The supplier will directly supply the medicines to the Public Health stores.	Administration				
4. Public –health Stores will maintain the stock and update stock register accordingly. It will then inform the Central stores who will update their records accordingly.	Public Health Stores				
5. The bill is then given to accounts department for payment to the supplier	Accounts				

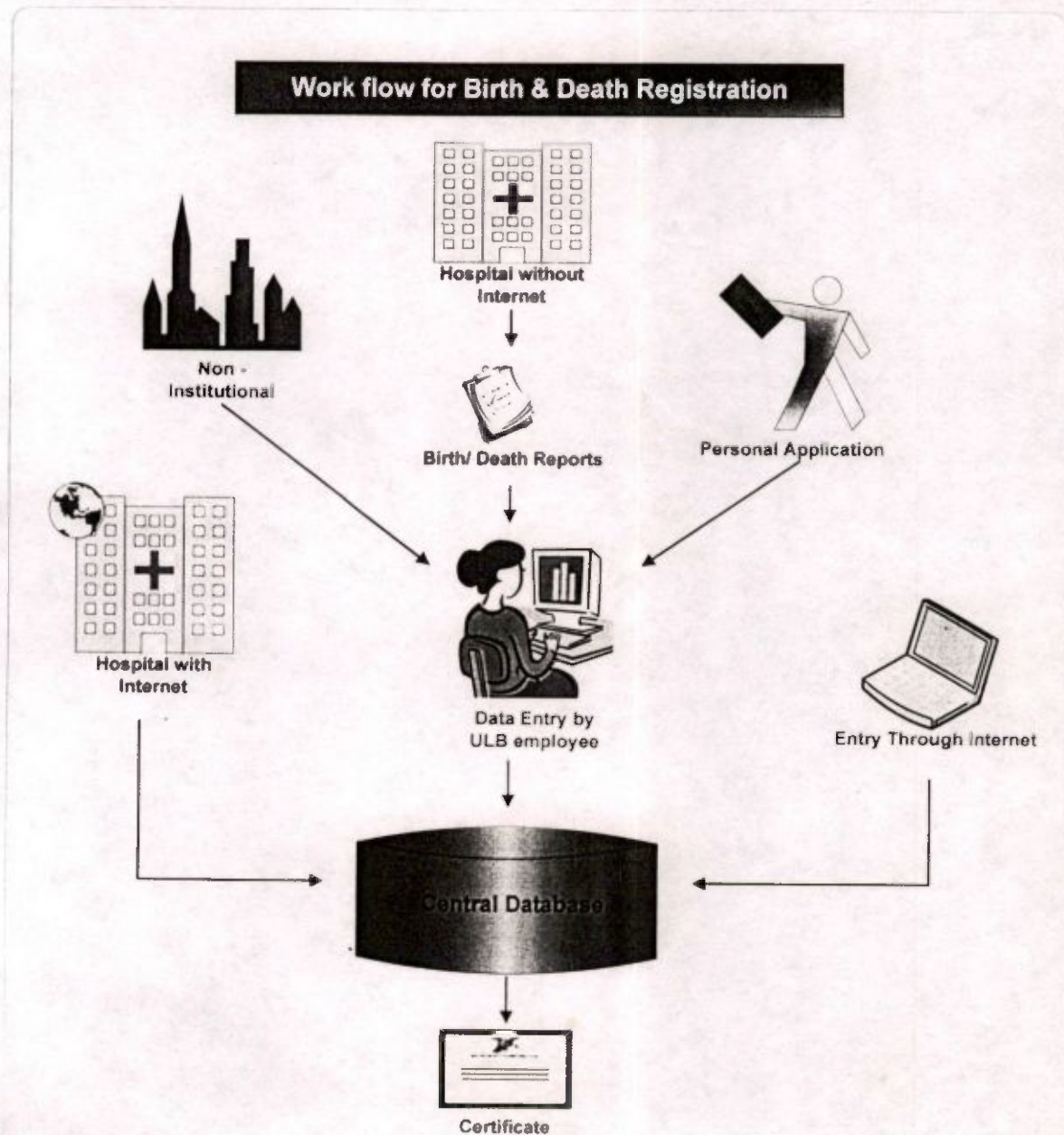


AS-IS STUDY REPORT

Forms, Documents, References	
Output:	
Updated stock register	
Customer:	
Public Health Department	

7.9 Health

It is proposed that citizens can apply for Birth/Death certificates through the web portal or through CSC. If applied through Internet then certificates can be delivered directly to the applicants. If any supporting documents are required then they must be mailed to the ULB. Medical Institutions can fill up the Birth/Death reports in the system if they have internet connectivity. However, this will be allowed only for authorized users in the hospital. The overall scenario of Birth and Death registration would be as given in the diagram below



7.9.1 Services

LIST OF KEY SERVICES TO BE OFFERED					
1. Registration of Birth/Death					
2. Issue of Birth/Death/ Cremation Certificates					
3. Clearance of Septic Tanks					
4. Clearance of Garbage & Solid Waste Management					
5. Clearance of Drainage & Sewerage					
6. Maintenance of Sanitation Facilities					
7. Provision of Public toilets					
8. Clearance of carcasses					
9. Monitoring of Health Administrative Units & IPP centres					
10. Prevention of epidemics					
LIST OF KEY SERVICES TO BE COMPUTERIZED & DELIVERY CHANNELS					
Service	Delivery Channels				Current State
	Web Portal	Ward CSC	Service Window	e-Mail	
i) Information of application on Birth / Death registration and application procedure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Not Computerized
ii) Educational information related to health and health services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Not Computerized
iii) Submission of applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not computerized
iv) Registration of complaints	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Not Computerized
v) Facility for tracking application status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Not Computerized
vi) Information on health activities and events in the area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Not Computerized
vii) Delivery of certificates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Computerized
viii) Collection of payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Computerized
ix) Information related to the clearance schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Not Computerized
EXTERNAL INTERFACE WITH OTHER DEPARTMENTS					
1. Finance and Accounts Department					
2. Cash Department					
3. Vehicles Department					
4. Central Stores					
5. External Institutions Like Medical Institutions, Police department, Crematorium					

☒ YES

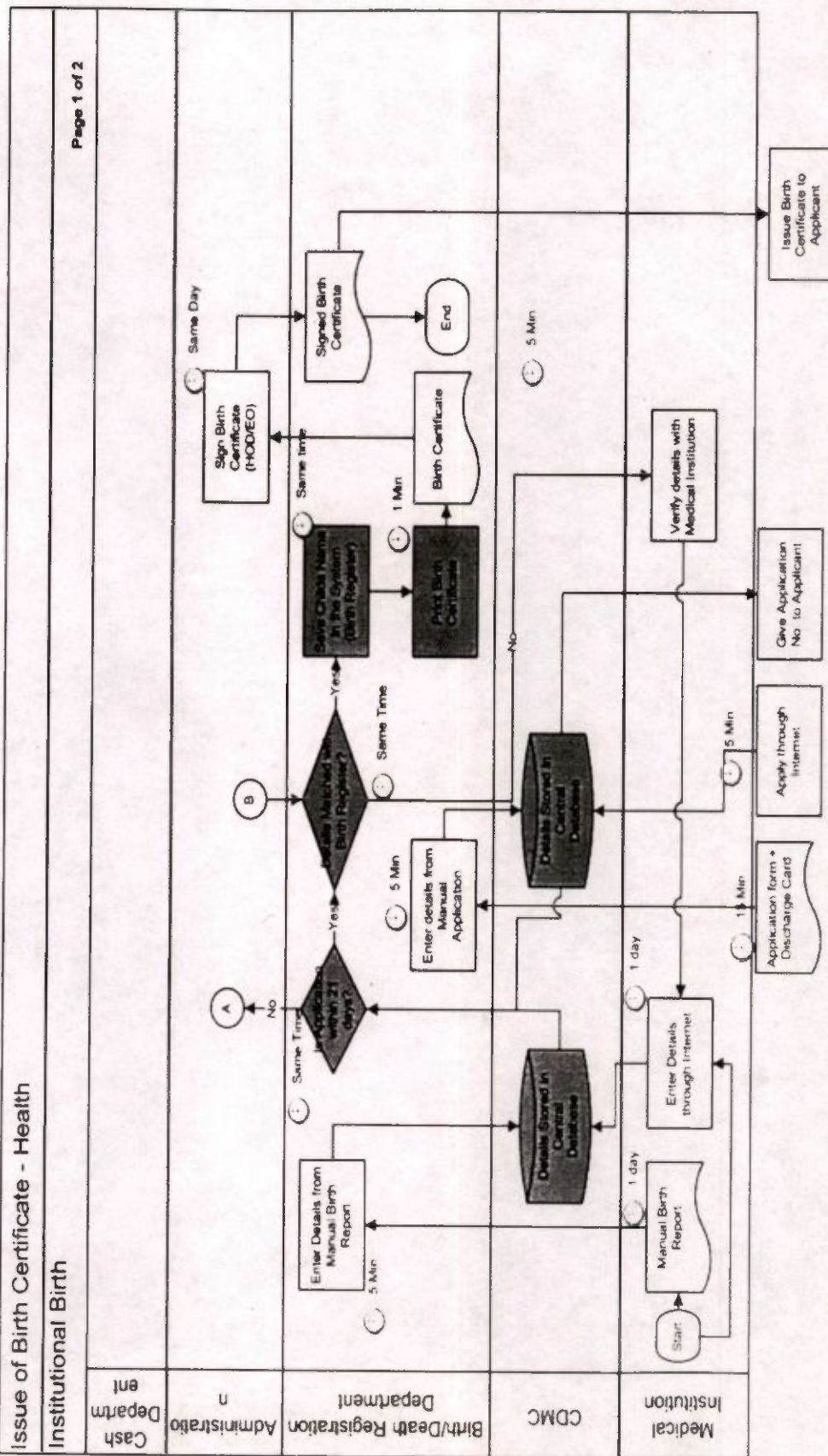
☒ NO

OPTIONAL

7.9.2 Processes

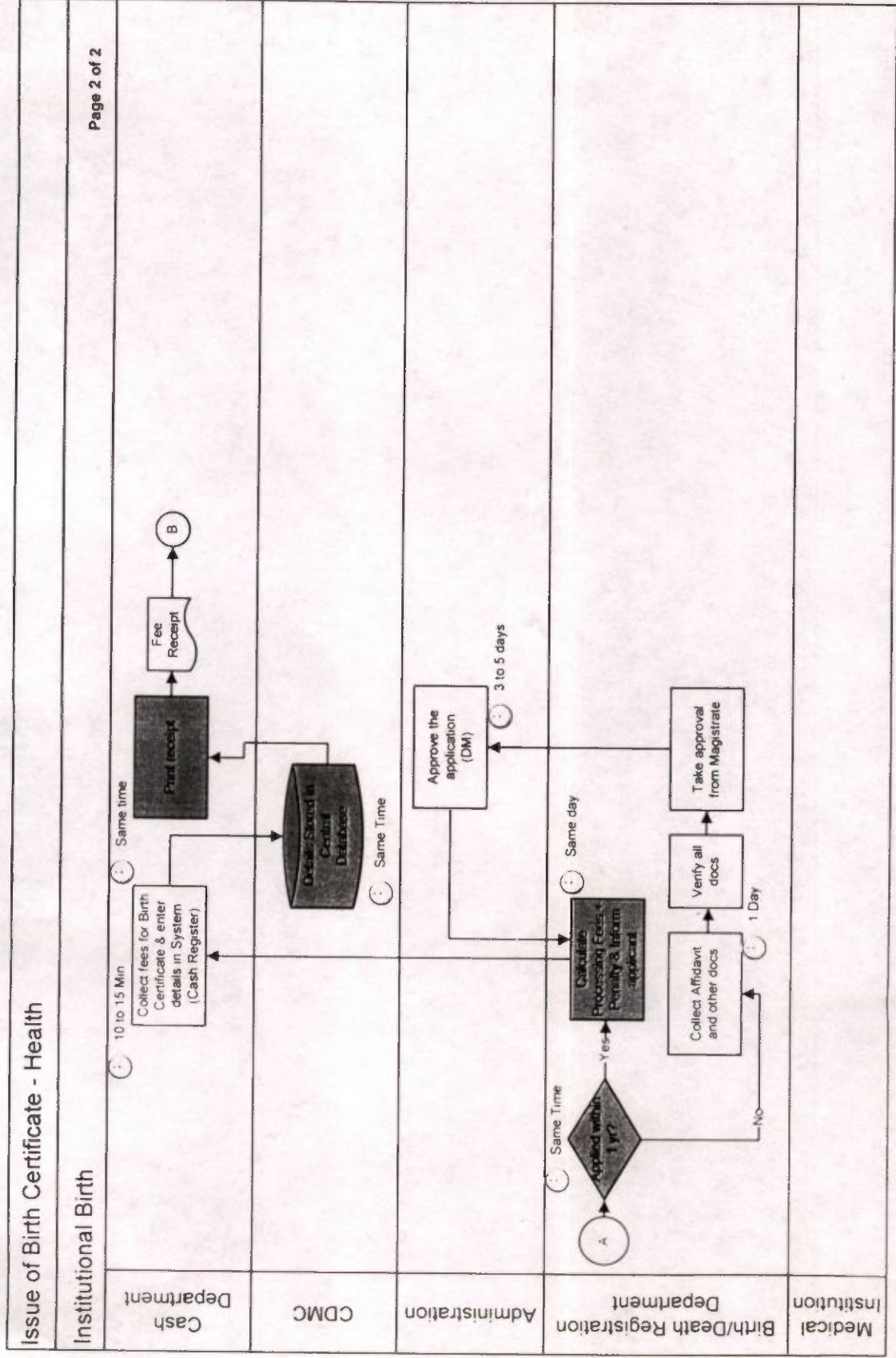
Registration of Birth and Issue of Birth Certificate

Description: Birth/Death reports can be directly entered through the Internet by Medical Institutions. Institutions without internet can submit the printed birth reports to the ULB. For applications made through Internet, Certificates can be couriered to the applicants. Fees can be collected at the time of delivery.





SHOULD-BE ANALYSIS REPORT





SHOULD-BE ANALYSIS REPORT

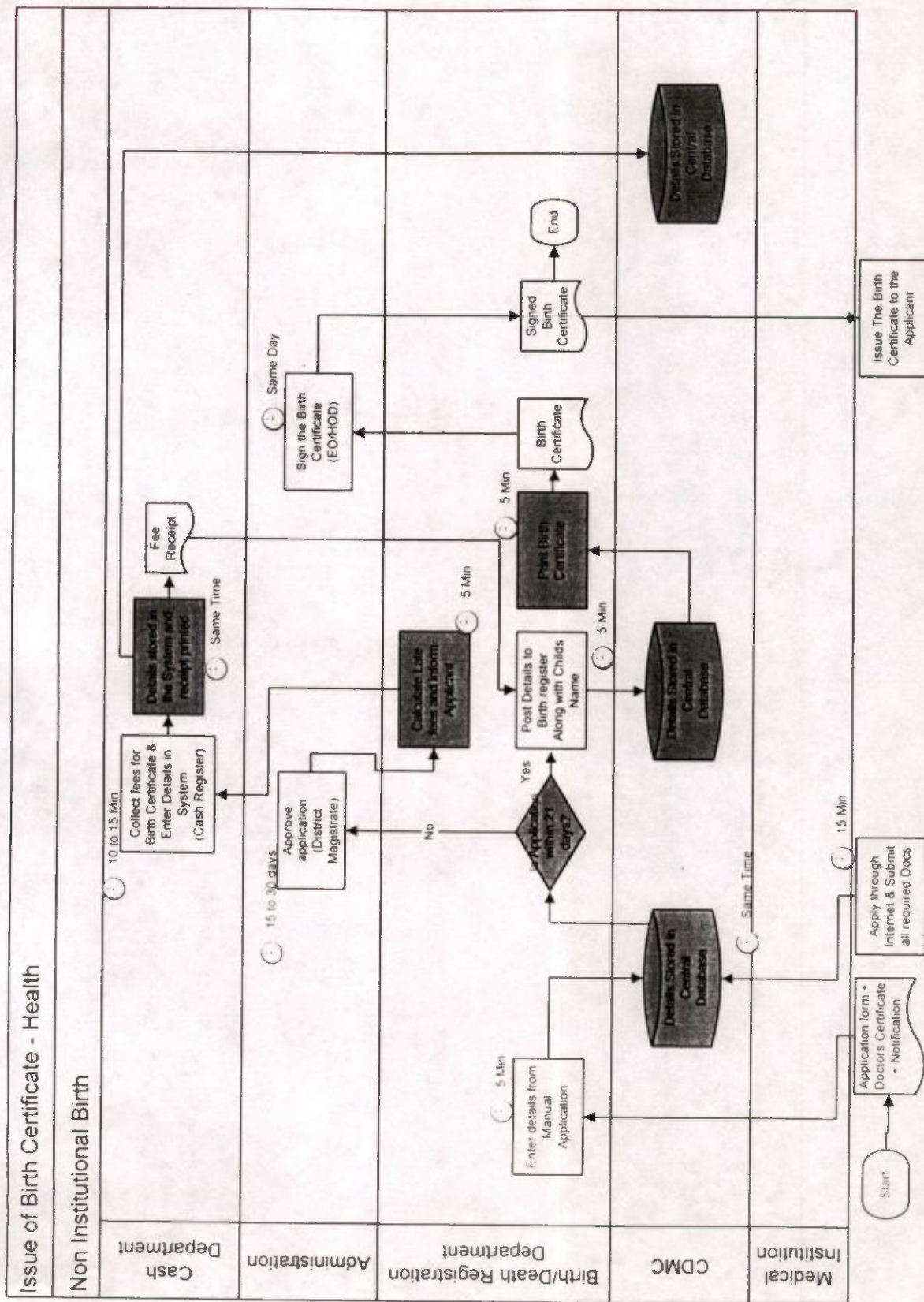
Department:	Birth/ Death Registration – Health Department	Version:	1.0
Process Name:	Registration of Birth and Issue of Birth Certificate	Process Owner:	
Process Predecessor :		Process successor :	
Goal of the process :	To register all the Institutional Births and Issue Birth certificates to the citizens		
Supplier:	Medical Institution and Citizen		
Input: Birth Report filled in by Medical Institutions			
Process		Responsibility	
1. Information related to every birth must be recorded in the Pink form (Form I) by the respective Medical Institution or can be entered through the Internet if there is connectivity. All such Birth Reports prepared in a day must be sent to the Municipality for Registration.			Medical Institution
2. After receiving the Birth reports from the Medical Institutions, each birth is recorded in the Birth Register by the Birth/Death Officer. Only the name of the child is not entered.			Birth/ Death Registration
3. To collect the Birth Certificate of the Child a parent must apply to the Birth/Death registration department for the same along with the Hospital discharge card as a proof. This application can also be done through the Internet provided that the user has a registered login id. This application if done within 21 days after child birth, the certificate is issued free of cost. For applications submitted after 21 days but within 1 year of child birth, a late fee is charged for the same. For applications submitted after 1 year, an approval from the District magistrate is required and a late fee is also charged for the same.			Citizens
4. After the applications are stored in the system it is automatically verified with Birth register. If the details are present then name of the child is updated in the record and the certificate is printed immediately. The format is specified in the Act. This certificate is either signed by the Executive Officer or the Head of the Department.			Birth/ Death Registration
5. If details are not present in the Birth Register, then verification with the Medical Institution is done and they are asked to submit the Birth Report immediately.			Birth/Death Registration & Medical Institution.



SHOULD-BE ANALYSIS REPORT

6. For late applications certificates are issued only after the citizen has deposited the late fees with the cash department	Citizen
Forms, Documents, References	
Application form as prescribed in the WBM Act, Certificate format as specified in WBM Act (Printed Stationary), Birth Report as specified in the Act.	
Output	
Birth Certificate	
Customer:	
Citizen	

SHOULD-BE ANALYSIS REPORT





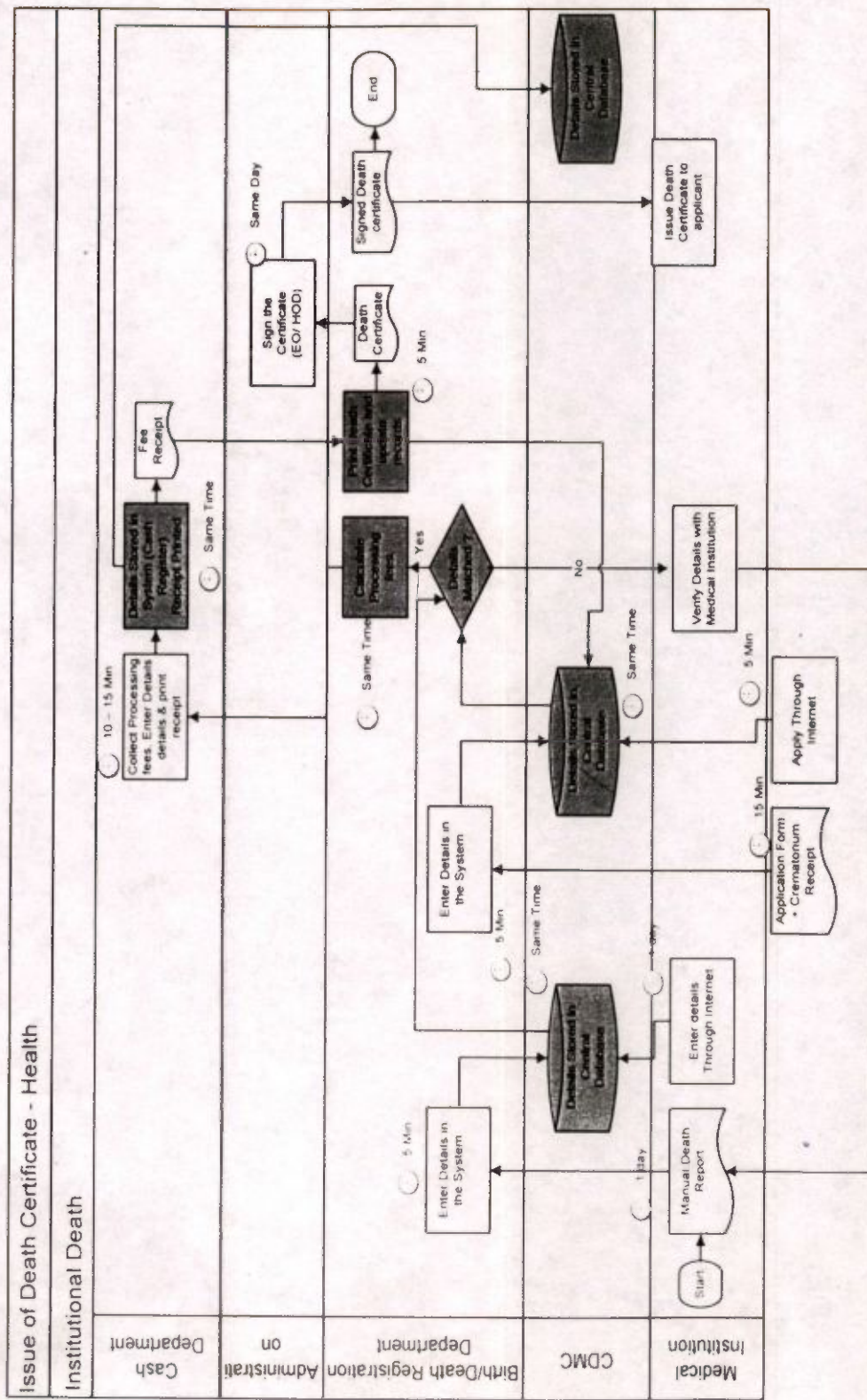
SHOULD-BE ANALYSIS REPORT

Department:	Birth/ Death Registration – Health Department	Version:	1.0
Process Name:	Registration of Birth and Issue of Birth Certificate	Process Owner:	
Process Predecessor :		Process successor :	
Goal of the process :	To register all the Non- Institutional Births and Issue Birth certificates to the citizens		
Supplier:	Citizen		
Input: Application filled by the citizen			
Process		Responsibility	
1. When a Birth takes place outside a Medical Institution, it is the responsibility of the citizen to notify the Municipality within 21 days after birth. They must submit the application form along with the Doctors certificate as a proof or apply through the internet. If the application is received within 21 days, no penalty is charged, but for applications after 21 days late fees are charged and an approval from the district magistrate is required		Citizen	
2. After receiving the personal application, the department clerk will record details in the system along with the Childs name. After this the Birth Certificate is issued to the applicant immediately		Birth/ Death Registration	
3. For applications made after 21 days, certificate is issued only after receiving the District Magistrates approval and after the late fees have been deposited in the Cash department.		Citizens & Birth/ Death Registration	
Forms, Documents, References			
Application form as prescribed in the WBM Act, Certificate format as specified in WBM Act, Doctors certificate			
Output			
Birth Certificate			
Customer:			
Citizen			

SHOULD-BE ANALYSIS REPORT

Registration of Death and Issue of Death Certificate

Description: Applications can be made through the Internet, as well as through CSC. For non – institutional deaths registration is done only by the officer.

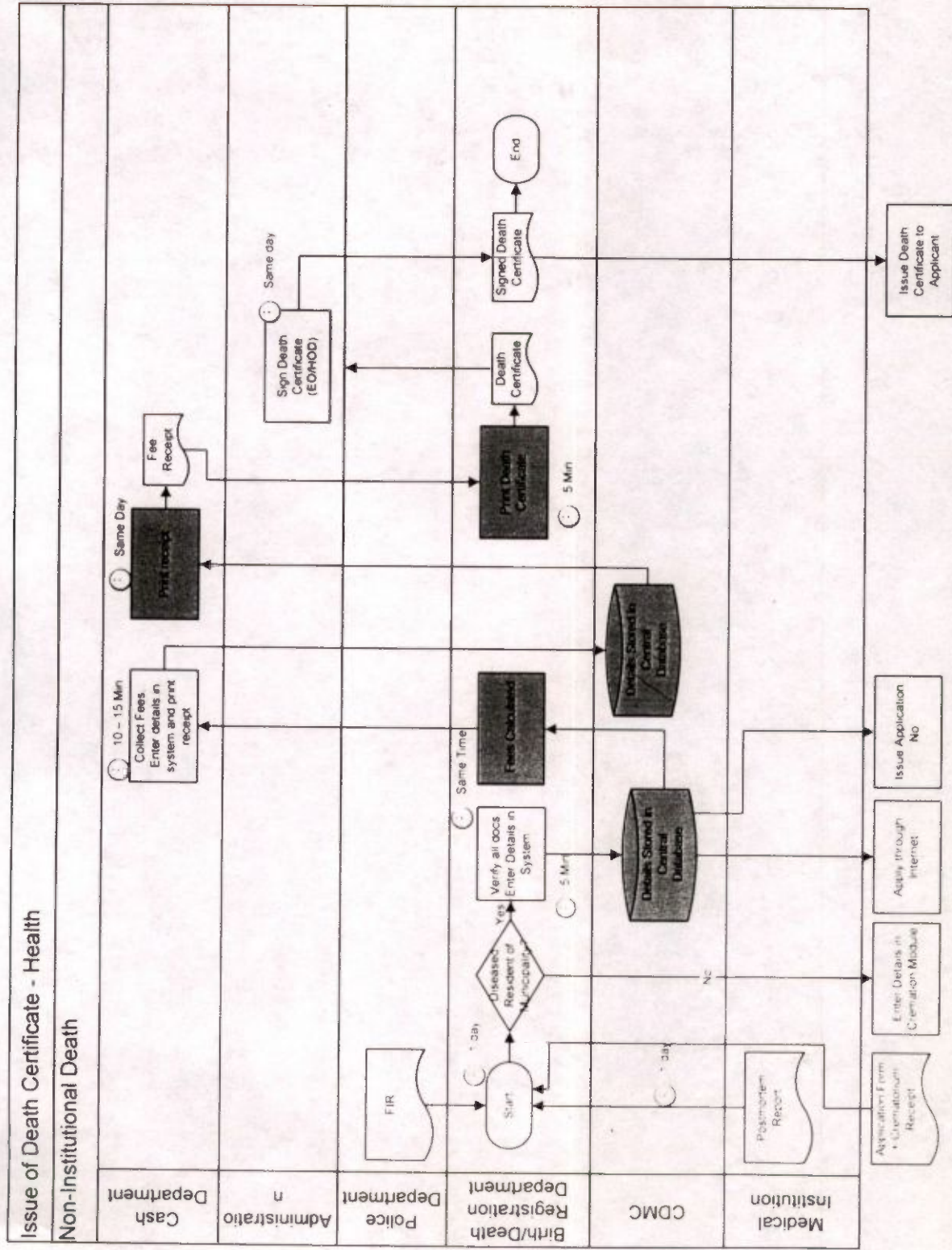




SHOULD-BE ANALYSIS REPORT

Department:	Birth/ Death Registration – Health Department	Version:	1.0
Process Name:	Registration of Death and Issue of Death Certificate	Process Owner:	
Process Predecessor :		Process successor :	
Goal of the process :	To register all the Institutional Deaths and Issue Death certificates to the citizens		
Supplier: Medical Institution			
Input: Death Report and Application filled by the Citizen			
Process		Responsibility	
1. It is the responsibility of the Medical Institution to record all the death taking place in the Yellow Form (Form II) as prescribed by the act or enter details via internet. These death reports must be sent daily to the Municipality for registration of death.	Medical Institution		
2. After receiving the Death reports, the department clerk will record details in the Death register.	Birth/ Death Registration		
3. When a relative of the diseased applies for the death certificate, he must submit the filled in application form along with the cremation receipt received from the crematorium and doctor's certificate. For each certificate issued some processing fee is charged by the department. Applications can be submitted through Internet	Citizens		
4. After receiving the application details are automatically matched with the registered information. If details are present then the certificate is issued immediately. This certificate is again signed by the Executive officer or Department Head. System is updated once certificates are issued.	Birth/ Death Registration		
5. Certificates are issued only after fees are deposited with the cash department	Citizen & Cash		
Forms, Documents, References			
Application form as prescribed in the WBM Act, Certificate format as specified in WBM Act, Doctors certificate			
Output: Death Certificate			
Customer: Citizen			

SHOULD-BE ANALYSIS REPORT





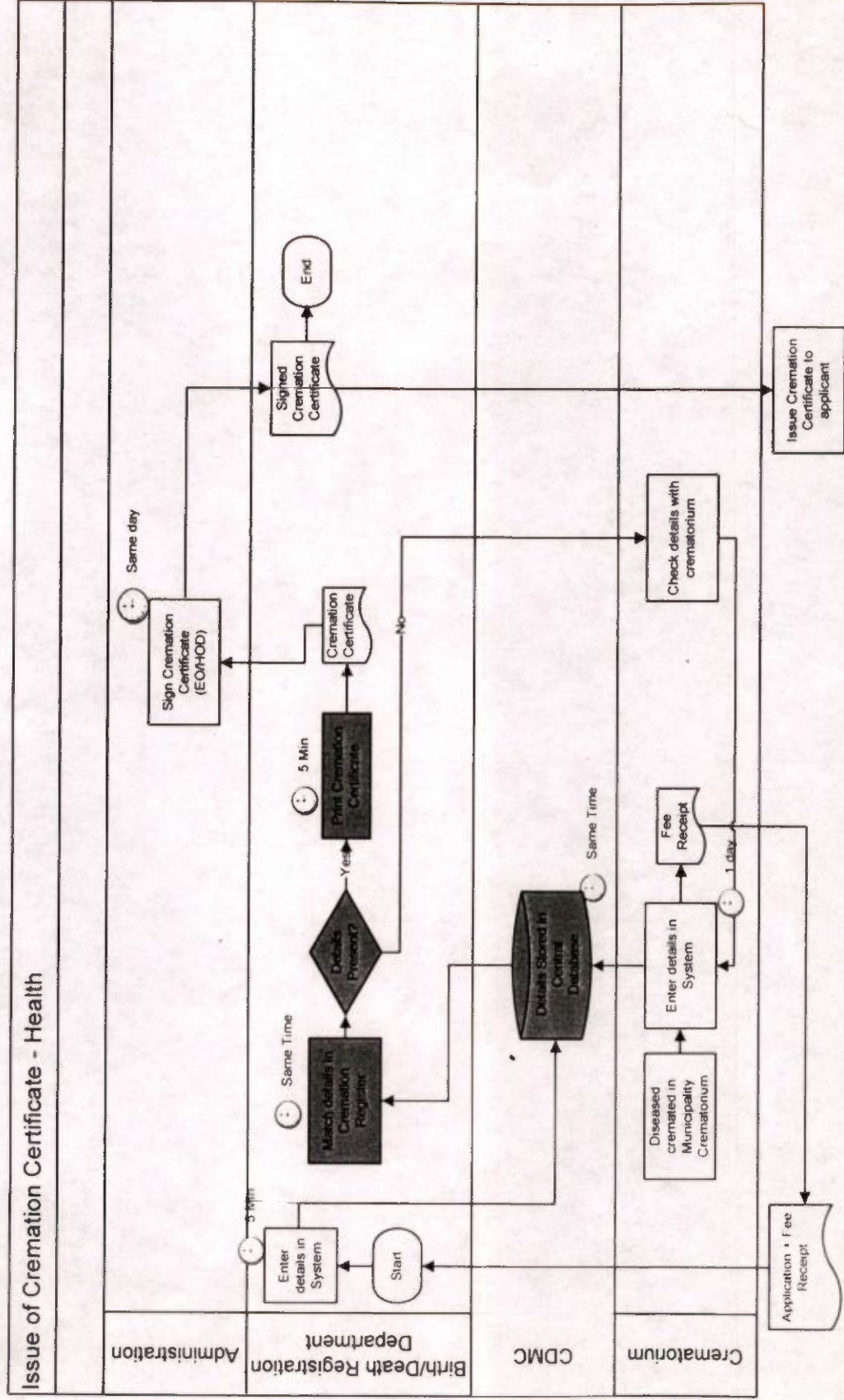
SHOULD-BE ANALYSIS REPORT

Department:	Birth/ Death Registration – Health Department	Date:	
Process Name:	Registration of Death and Issue of Death Certificate	Process Owner:	
Process Predecessor		Process successor :	
Goal of the process :	To register all the Non- Institutional Deaths and Issue Death certificates to the citizens		
Supplier			
	Citizen		
Input			
	Application filled in by the citizen, Fir from Police and Post-mortem report from the Hospital		
Process		Responsibility	
1. For any death that takes place outside a medical institution, relatives must register it within 21 days after the death. For this they need to submit an application form along with the FIR and Post-mortem report.			Citizen
2. Upon receiving the application, department clerk will record details in the System. Citizen will be informed about the fees. Only after fees are deposited in Cash department, certificate is issued immediately. This certificate is signed by the department head or the executive officer.			Birth/ Death Registration
3. For applications submitted after 21 days late fees are collected along with the processing fees.			Citizens
Forms, Documents, References			
	Application form as prescribed in the WBM Act, Certificate format as specified in WBM Act on printed stationary, FIR, Post-mortem Report		
Output			
	Death Certificate		
Customer: Citizen			

SHOULD-BE ANALYSIS REPORT

Issue of Cremation Certificate

Description: Attendant at the cremation ground will enter details of daily cremations in the system. Application details will also be entered in the system and automatic verification will be done.





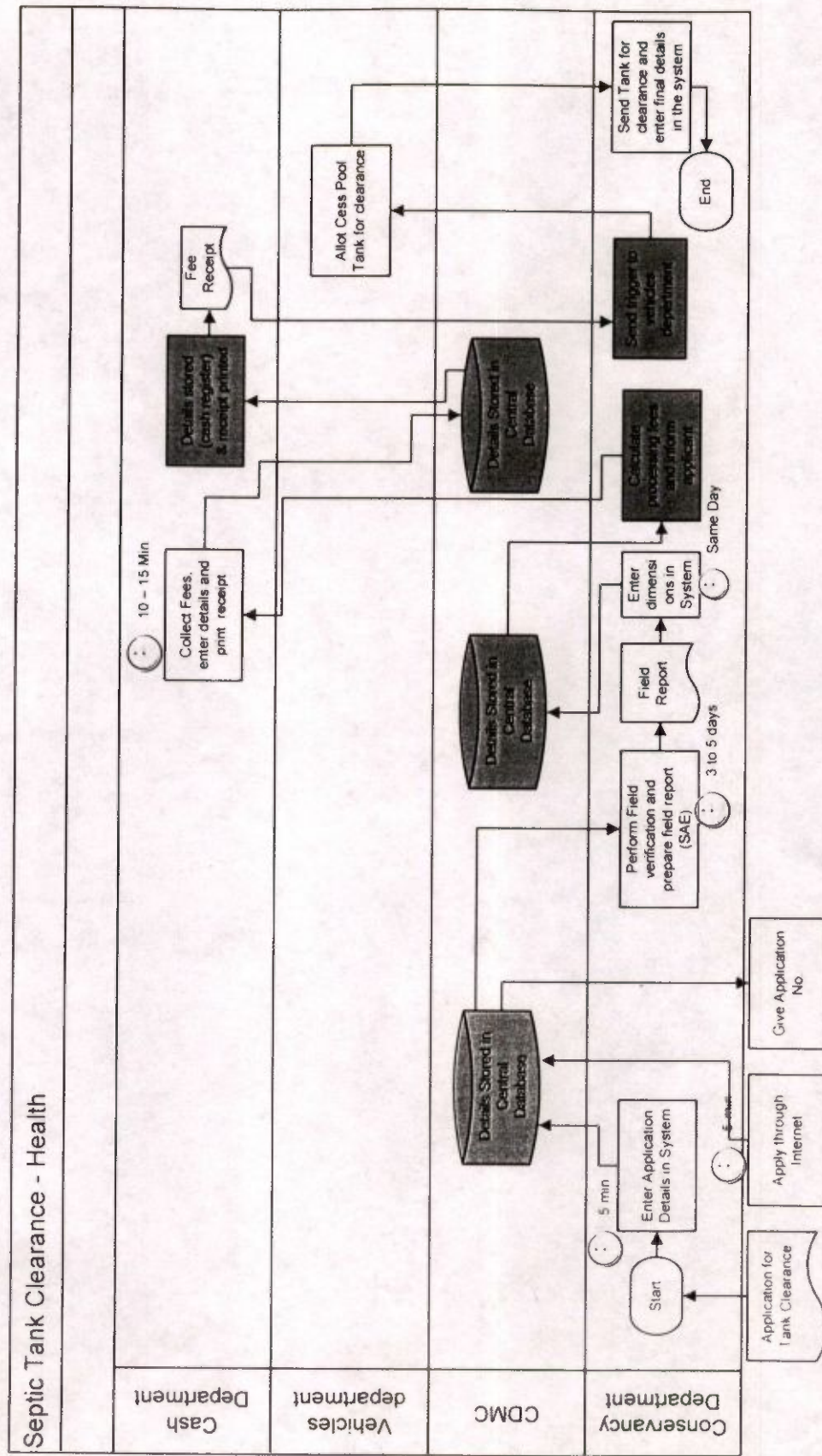
SHOULD-BE ANALYSIS REPORT

Department:	Birth/ Death Registration – Health Department	Version:	1.0		
Process Name:	Issue of cremation certificate	Process Owner:			
Process Predecessor		Process successor :			
Goal of the process :	To issue a cremation certificate to the relatives of the citizen who has died in the municipality but is not a resident of the municipality.				
Supplier					
Citizen					
Input					
Application filled in by the citizen, Fee receipt from Crematorium, cremation report from the crematorium					
Process					
1. To get the cremation certificate the applicant must submit the application along with fee receipt from the crematorium received for cremation of deceased this can be done only through CSC		Responsibility Citizen			
2. Upon receiving the application, department clerk will record application in the system. Details are automatically matched inside the system. If details are present then details will be recorded and cremation certificate will be issued to the applicant.		Birth/ Death Registration			
3. Certificates will be issued after payment of fees		Citizens			
Forms, Documents, References					
Receipt from crematorium (format not specified)					
Output					
Cremation Certificate					
Customer: Citizen					

SHOULD-BE ANALYSIS REPORT

Septic Tank Clearance Process

Description: Applications can be made either through the internet or through CSC. In any case application nos. will be given to applicants for tracking the status.





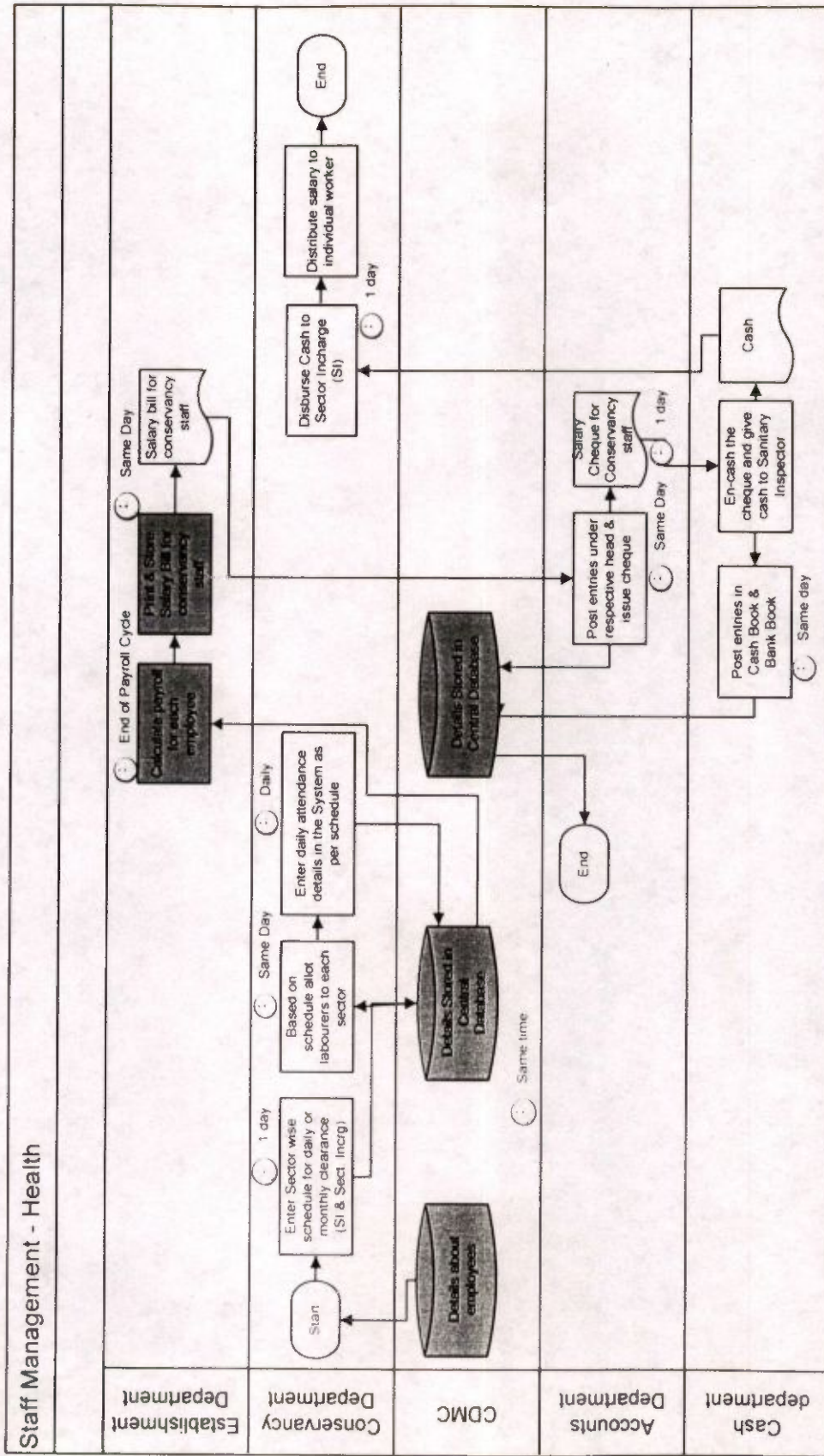
SHOULD-BE ANALYSIS REPORT

Department:	Conservancy – Health Department	Version:	1.0
Process Name:	Septic Tank Clearance	Process Owner:	Sanitary Inspector
Process Predecessor		Process successor :	
Goal of the process :	To facilitate the clearance of septic tank		
Supplier:	Citizen		
Input:	Application filled in by the citizen.		
Process			
			Responsibility
1. Whenever a need arises, citizen must submit the application form (Prescribed in the Act) for clearance of septic tank either through CSC or Internet. They will be given application no. for status check			Citizen
2. After receiving the application, the department clerk will record details of the application in the septic Tank register. The SI will then go and inspect the tank and prepare a field report along with the dimensions of the tank.			Conservancy
3. Based on the report entered in the system , processing fees are calculated automatically with built in rates and citizen is asked to pay the fees to the cash department			Conservancy
4. Once the fees are deposited, the SI will inform the Vehicles department through the system itself by either sending a request through mail or system for providing the Cess pool tank. The vehicles department will then allot the cess pool tank to the SI who will then guide the labourers to clean the tank. Date of clearance is informed to the citizen before hand. Details of the work done are then updated in the system			Conservancy, Vehicles
Forms, Documents, References			
	Application form as prescribed in the WBM Act.		
Output:	Clearance of Septic Tank		
Customer:	Citizen		

SHOULD-BE ANALYSIS REPORT

Conservancy Staff management Process

Description: This will be a part of the Payroll module but mostly accessible by the Sector In-charge. This will manage daily attendance as well provide a mechanism for monitoring against the daily schedule.





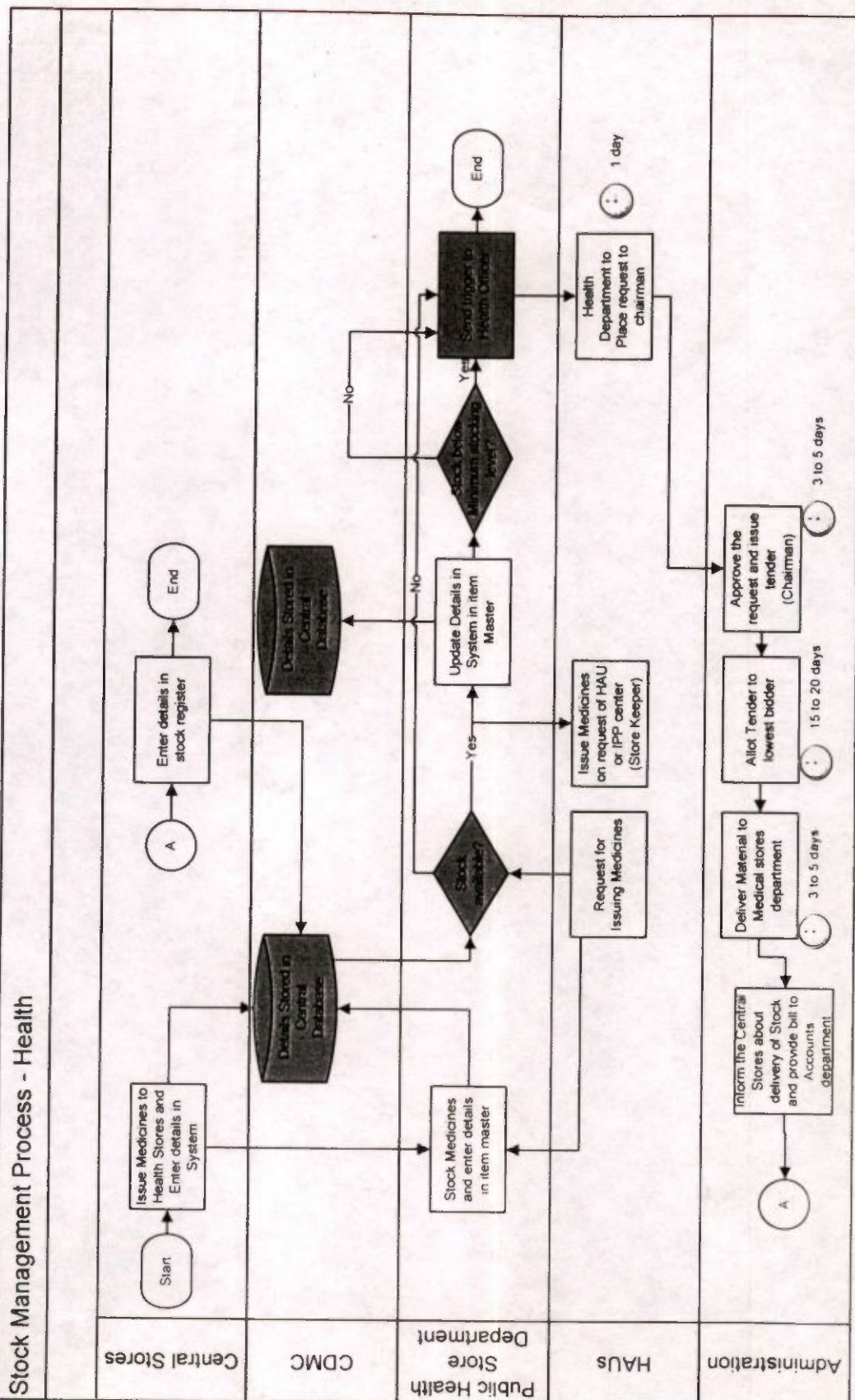
SHOULD-BE ANALYSIS REPORT

Department:	Conservancy – Health Department	Version:	1.0
Process Name:	Conservancy Staff Management	Process Owner:	Sector In-charge
Process Predecessor		Process successor :	
Goal of the process :	To effectively manage the conservancy staff and monitor their work		
Supplier:	Employees Database		
Input: Information about the employed staff			
Process			Responsibility
1. Sector in-charge can access information regarding conservancy staff employed by the Municipality from the Employee database			Conservancy
2. Sector In-charge along with the Sanitary Inspector will prepare a daily/Monthly schedule of clearance activities which will be stored in the system. Sector wise staff will be allotted according to the schedule for each activity and the staff will be informed accordingly.			Conservancy
3. Daily attendance will be recorded for each labourer by the Sector-In-charge in the attendance master. Leave records are also entered in the system simultaneously. Work done by each labourer is also monitored against the schedule			Conservancy
4. Based on the attendance register given by the Sanitary Inspector at every month end the Establishment department will process the salary bill for the conservancy staff through the software			Establishment
5. The salary bills are given to accounts department for issue of cheques. The accountant will re verify the salary bill and issue a cheque to the Cash department. This will be done through the details entered in the system			Accounts
6. The cash department will then en-cash the cheque and deliver the Cash to SI, who will then distribute it to the sector in-charge			Cash
7. The sector in-charge will then distributes individual salary to respective labourers			Conservancy
Forms, Documents, References			
Work Schedule (No prescribed format), Salary Bill, Attendance & Leave register (No prescribed format), Salary slips (printed stationary)			
Output:	Salary slips		
Customer:	Conservancy Staff		

SHOULD-BE ANALYSIS REPORT

Stores Management

Description: This will be a sub module linked with the Central Stores Module. However, this will only have details related to medicine stocks.





SHOULD-BE ANALYSIS REPORT

Department:	Public Health – Health Department	Version:	1.0
Process Name:	Public Health Stores Management	Process Owner:	Store Keeper
Process Predecessor		Process successor :	
Goal of the process :	manage issue and stocking of medicines required for providing health services		
Supplier:	Central Stores and Purchasing Authority		
Input: Medicine stock issued by the Central stores			
Process			Responsibility
1. Initial Stock is issued by the Central Stores Department. Information about this stock is maintained in the Central Stock Register in the central database	Central Stores		
2. The Public Health Stores also maintains a separate Stock master for all the medicines in stock. As and when the stock gets depleted the systems are updated. Whenever any health centre requests for medicine this store will issue the medicine and update the stock register accordingly. When the stock level reaches a minimum order quantity the store keeper informs the Health officer for purchase of fresh stock.	Public Health Stores		
3. The Health officer will place a request to the Chairman for purchase of new stock, after approval the Chairman will issue a tender for purchase of medicines. The lowest bidder will be given the contract. The supplier will directly supply the medicines to the Public Health stores.	Administration		
4. Public –health Stores will maintain the stock and update system database accordingly. It will then inform the Central stores who will update their records accordingly.	Public Health Stores		
5. The bill is then given to accounts department for payment to the supplier	Accounts		
Forms, Documents, References			
Requisition Slip			
Output: Updated stock register			
Customer: Public Health Department			

7.9.3 Proposed Modules

MODULES FOR AUTOMATING SERVICE AND PROCESSES			
Service and Processes	Modules		
	Departmental	Core	Integrated group
1. submission of Application for Birth/Death/Cremation Certificates 2. Delivery of Certificates 3. Registration of Birth 4. Display of information related to application procedure 5. Facility to track application status	Health Module (Birth/Death Module- Sub Module)	Finance & Accounts Module	Web portal and CSC,
1. Submission of application for septic tank clearance 2. Registration of complaints 3. Management of conservancy staff 4. Display of information related to conservancy service schedules 5. Facility to track applications	Health Module (Conservancy – Sub Module)	Finance & Accounts Module	Web portal, CSC, Grievance Redressal System, Personnel & Payroll module
1. Monitoring of health centres 2. Display of Information related to health facilities and services offered 3. Medicine Stock Management 4. Registration of complaints	Health Module (Public Health – Sub Module)	Finance & Accounts Module	Web portal, CSC, Grievance Redressal System, Personnel & Payroll module, Inventory management module
DATABASES			
1. Application Master: with application details attached to a unique application no. 2. Birth Master: with details of birth registered and certificates issued 3. Death Master: with details of death registered and certificates issued 4. Cremation Master: with details of cremations and certificates issued 5. Employee master: linked with the main employees master 6. Stock Master: linked to the main stock master 7. schedule master: with details of daily cleaning schedules			
REPORTS			
1. Statistical reports on No of births registered and deaths registered, gender wise 2. Expenditure statement for expense incurred under various health schemes 3. Statistical reports related to no of complaints received , resolved and pending 4. Medicine purchase and issue reports			



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

No.CMU- 287 / 2005 / 3121 (15)

Date: 27-02-2007

NOTICE

The draft findings of the mid-term evaluation of KUSP programme conducted by M/s CRISIL will be presented to DFID and CMU on 28th February 2007 at 3-00 p.m. at the SUDA Conference Hall, ILGUS Bhavan, HC Block, Sector-3, Bidhannagar, Kolkata-700106. You are requested to kindly attend.

(Arnab Roy)
Project Director, CMU, KUSP

Copy forwarded to:

1. Director of Local Bodies
 2. Director, SUDA
 3. Financial Adviser, CMU, KUSP
 4. Municipal Finance Expert, CMU, KUSP
 5. Engineering Expert-1, CMU, KUSP
 6. Engineering Expert-2, CMU, KUSP
 7. OD Expert, CMU, KUSP
 8. Urban Planner, CMU, KUSP
 - ✓ 9. Health Expert, CMU, KUSP
 10. IT Expert, CMU, KUSP
 11. Poverty Monitoring Expert, CMU, KUSP
 12. Consultant (HDRP), CMU, KUSP
 13. Economist, CMU, KUSP
 14. Internal Audit Officer, CMU, KUSP
 15. Procurement Consultant, CMU, KUSP
- } They may like to attend the presentation
and take part in the discussions
- He is also requested to kindly make
arrangements of the meeting.

Project Director, CMU, KUSP



Memo. No. CMU- 15/2002 (Pt-II)/ 3115

Date: 26.02.2007

To

1. The Mayor, Howrah Municipal Corporation, 4, M.G. Road, P.O. 7 Dist: Howrah, PIN-711 101.
2. The Mayor, Chandannagar Municipal Corporation, Mary Park, Burrabazar, P.O. Chandannaagar, Dist: Hooghly, PIN – 712 136.
3. The Chairman, Barrackpore Municipality, B.T. Road, P.O. Talpukur, Dist: 24 Parganas (N), PIN – 743 187.
4. The Chairman, Bidhannagar Municipality, Poura Bhavan, FD-415A, Sector-III, Kolkata-700106.
5. The Chairman, Kalyani Municipality, P.O. Kalyani, Dist: Nadia, PIN –741 235.
6. The Chairman, New Barrackpore Municipality, P.O. New Barrackpore, Dist: 24 Parganas (N), PIN – 700131.
7. The Chairman, Bhadreswar Municipality, P.O. Bhadreswar, Dist: Hooghly, PIN – 712 124.
8. The Chairman, Rajpur –Sonarpur Municipality, P.O. Harinavi, Dist: 24 Parganas (S), PIN – 743 359.
9. The Chairperson, Bansberia Municipality, P.O. Bansberia, Dist: Hooghly, PIN-712 502.
10. The Chairman, North Barrackpore Municipality, P.O. Barrackpore, Dist: 24 Parganas (N), PIN-700 120.
11. The Chairman, Dumdum Municipality, 44, Sailen Das Road Sarani, P.). Dum Dum PIN-700 028.

Sub: Formation of Ad-Hoc Committee for e-governance requirement study

Sir/Madam,

For requirement study of e-governance, we are providing individual module wise Ad-Hoc committees who will interact with the agency about the detailed requirement study of the existing system and also suggest the future system accordingly. The list of Ad-Hoc committee members is attached herewith for your kind information.

The committee members have to interact with the team of M/s. Wipro Ltd from time to time on the modules of e-governance for their proper understanding. I request you to spare the personnel from your ULB for the purpose as and when necessary.

Yours faithfully,

(Arnab Roy)

Project Director, CMU, KUSP.

Encl: As stated.

Contd.....



-2-

Copy forwarded for kind information to:

1. Project Manager, CMU, KUSP
2. Municipal Finance Expert, CMU.
3. Sri A.K. Chandra, Dy Director of Local Bodies.
4. IT Expert, CMU,
5. Sri Tapas Guha Thakurta, CMU.
6. Sri T.K.Mitra, Consultant, CMU.
7. Sri Jayanta Chakraborty, O.D. Expert, CMU.
8. Sri Gopal Sarkar, Engineering Expert -1, CMU.
9. Sri D.K.Roy, Ex-Project Manager, KUSP..
10. Dr. Goswami, Health Expert, CMU.
11. Dr. Sujoy Mitra, Poverty Monitoring Expert, CMU.
12. A.O., CMU.
13. Urban Planner, CMU.
14. Shri R.K. Chaudhury, E.E. 2, CMU.
15. Dr. Subir Roy, NIC
16. Sri Tapas Ghatak, KMDA

Project Director, CMU, KUSP

Module Name	Adhoc Committee	Name/ Contact Number	Initial Sign off team	Final Sign off
1. Financial and Accounting System	MFE, CMU, KUSP	Sri Atanu Sasan Mukhopadhyay	Adhoc Committee	IT steering committee
	Dept. Head, Howrah Municipal corporation	Sri B.K. Kudu (26412613)		
	Dept. Head, Chandernagar Municipal Corporation	Sri Asoke Kanrar (9433405706)		
	Dept. head, Barrackpore Municipality	Sri Basudeb Banerjee		
2. Property Tax Management System	Dy. DLB	Mr. A. Chanda	Adhoc Committee	IT steering committee
	CMU, KUSP	Sri Tapas Guha Thakurta		
	CMU, KUSP	Sri Utpal Chakraborty		
	Dept. Head, Howrah Municipal corporation	Sri Suman Dhar(26603211/12)		
	Dept. Head, Chandernagar Municipal Corporation	Sri Aloke Kundu		
	Dept. head, Bidhannagar Municipality	Sri Haripada Saha (9830749229)		
3. Trade License (renewal and new) System	CMU, KUSP	Sri Suvodip Guha	Adhoc Committee	IT steering committee
	CMU, KUSP	Sri Tapas Guha Thakurta		
	Dept. Head, Howrah Municipal corporation	Sri Utpal Chakraborty		
	Dept. Head, Chandernagar Municipal Corporation	Sri Alok Bhattacharya (26603211/12)		
	Dept. head, Kalyani Municipality	Sri Ujjwal Pal (9831951098)		
4. Building Plan approval system	Dept. head, Barrackpore Municipality	Sri Subhas Biswas	Adhoc Committee	IT steering committee
	CMU, KUSP	Sri T.K. Mitra		
	CMU, KUSP	Sri Saibal Thakurta		
	Dept. Head, Howrah Municipal corporation	Sri Indranil Sengupta(26603211/12)		
	Dept. Head, Chandernagar Municipal Corporation	Sri Prasanta Dutta(26835297)		
5. Ward Wise Management Information System	Dept. head, Bidhannagar Municipality	Sri Sudip Sengupta	Adhoc Committee	IT steering committee
	CMU, KUSP	Sri Jayanta Chakraborty		
	Dy. DLB	Sri A. Chanda		
	Dept. Head, Chandernagar Municipal Corporation	Sri Badal Sarkar (26835297)		
6. Birth / Death Registration System	Dept. head, New Barrackpore Municipality	Sri Arun Kumar Ghosh	Adhoc Committee	IT steering committee
	CMU, KUSP	Sri Gopal Sarkar		
	CMU, KUSP	Dr. Goswami		
	Dept. Head, Howrah Municipal corporation	Dr. Subhashis Sarkar (26603211/12)		
	Dept. Head, Chandernagar Municipal Corporation	Sri Asoke Kanrar (9433405706)		
7. Infrastructure Management System	Dept. head, Barrackpore Municipality	Sri Tarak Banerjee	Adhoc Committee	IT steering committee
	CMU, KUSP	Sri Jayanta Chakraborty		
	CMU, KUSP	Sri Ratan Kishore Chowdhury		
	Dept. Head, Chandernagar Municipal Corporation	Sri Madhusudan Chakraborty (9433051333)		
8. Integration with Existing or to be Developed GIS	Dept. head, Barrackpore Municipality	Sri Supriyo Halder	Adhoc Committee	IT steering committee
	Municipal Association	Sri D.K.Roy		
	Dept. Head, Howrah Municipal corporation	Sri Arya Paul (26400811)		
	Dept. Head, Chandernagar Municipal Corporation	Sri Pratim Mukherjee(9433734770)		
	Dept. head, New Barrackpore Municipality	Sri Kaushik Bhattacharya		
9. Public Grievance & Redressal Module	KMDA	Sri Tapas Ghatak	Adhoc Committee	IT steering committee
	Dy. DLB	Mr. A. Chanda		
	CMU, KUSP	Sri Jayanta Chakraborty		
	Dept. Head, Chandernagar Municipal Corporation	Sri Badal Sarkar (26835297)		
	Dept. head, New Barrackpore Municipality	Sri Panchanan Banerjee		

Module Name	Adhoc Committee	Name/ Contact Number	Initial Sign off team	Final Sign off
10. Health System	CMU, KUSP	Dr. Goswami	Adhoc Committee	IT steering committee
	Dept. Head, Howrah Municipal corporation	Dr. Subhashis Sarkar (26603211/12)		
	Dept. Head, Chandernagar Municipal Corporation	Dr. Sandeep Ghosh (9830562590)		
	Dept. head, New Barrackpore Municipality	Dr. Sankar Sinha Roy		
	Dept. head, Bhadreswar Municipality	Dr. Sucheta Nandy Majumdar		
11. ULB Infrastructure.	CMU, KUSP	Sri Jayanta Chakraborty	Adhoc Committee	IT steering committee
	CMU, KUSP	Sri Ratan Kishore Chowdhury		
	Dept. Head, Chandernagar Municipal Corporation	Sri Saibal Roy (9831953499)		
	Dept. head, Barrackpore Municipality	Sri Bijoli Kanti Mitra, Chairman		
12. Water Works management system.	CMU, KUSP	Sri Gopal Sarkar	Adhoc Committee	IT steering committee
	Dept. Head, Howrah Municipal corporation	Sri Bijon Chakraborty (26410830)		
	Dept. Head, Chandernagar Municipal Corporation	Sri Sunil Rakshit (9830186116)		
	Dept. head, Barrackpore Municipality	Sri Supriya Halder		
13. E-education system:	Dy. DLB	Sri Chanda, Dy DLB	Adhoc Committee	IT steering committee
	CMU, KUSP	Dr. Sujoy Mitra		
	Dept. Head, Howrah Municipal corporation	Smt. Supriya Hatua (26603211/12)		
	Dept. Head, Chandernagar Municipal Corporation	Sri Dipak Dutta(9332051869)		
	Dept. head, Rajpur Sonarpur Municipality	Sri Pranab Kumar Bhattacharya (9831663934)		
14. MIS.	CMU, KUSP	Sri Jayanta Chakraborty	Adhoc Committee	IT steering committee
	Dept. Head, Chandernagar Municipal Corporation	Sri Pratim Mukherjee (9433734770)		
	IT Coordinator, Rishra Municipality	Sri Tarun Poddar		
	IT Coordinator, Bansberia Municipality	Sri Avijit Ghosh		
	IT Coordinator, North barrackpore Municipality	Sri Roopam Chakraborty		
15. City Web Portal	IT Expert, CMU, KUSP	Mr. Birojit Paul	Adhoc Committee	IT steering committee
	NIC	Dr. Subir Roy, NIC		
	IT Coordinator, Barrackpore Municipality	Sri Debabrata Dutta		
	IT Coordinator, Dumdum Municipality	Sri V. Ravi Vamaraju		



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo. No. CMU- 15/2002(Pt-II)/ 3114

Date: 26.02.2007.

To:

1. The Mayor, Howrah Municipal Corporation, 4, M.G. Road,
P.O. & Dist. Howrah, PIN – 711 101.
2. The Mayor, Chandernagar Municipal Corporation,
Mary Park, Burrabazar, P.O. Chandannagar, Dist. Hooghly, PIN-712 136.
3. The Chairman, Barrackpore Municipality, B.T. Road, P.O. Talpukur,
Dist: 24 Parganas (North), PIN- 743 187.
4. The Chairman, Bidhannagar Municipality, Poura Bhavan, FD-415A, Sector- III,
P.O. Salt Lake, Kolkata – 700 106.
5. The Chairman, Kalyani Municipality, P.O. Kalyani, Dist: Nadia, PIN-741 235.
6. The Chairman, New Barrackpore Municipality, P.O. New Barrackpore, Dist: 24 Parganas (N),
PIN- 700 131.

Sub: Meeting with Ad-Hoc Committee for e-governance requirement study

Sir,

For requirement study by M/s. Wipro Ltd., the meeting with Ad-Hoc committee members will be held at SUDA conference hall as per the following schedule:

Module name	Date	Start Time	Committee Members to be present :	
Building Plan approval System	28-Feb-07	11.00 A.M.	CMU, KUSP	Sri T.K. Mitra
			CMU, KUSP	Sri Saibal Thakurta
			Howrah Municipal corporation	Sri Indranil Sengupta
			Chandernagar Municipal Corporation	Sri Prasanta Dutta
			Bidhannagar Municipality	Sri Sudip Sengupta
Public Grievance & Redressal	28-Feb-07	02.00 P.M.	DLB	Dy. DLB Sri A. Chanda
			CMU, KUSP	Sri Jayanta Chakraborty
			Chandernagar Municipal Corporation	Sri Badal Sarkar
			New Barrackpore Municipality	Sri Panchanan Banerjee
Birth and Death Registration System	1-Mar-07	11.00 A.M.	CMU, KUSP	Sri Gopal Sarkar
			CMU, KUSP	Dr. Goswami
			Howrah Municipal corporation	Dr. Subhashis Sarkar
			Chandernagar Municipal Corporation	Sri Asoke Kanrar
Trade License	1-Mar-07	02.00 P.M.	Barrackpore Municipality	Sri Tarak Banerjee
			CMU, KUSP	Sri Tapas Guha Thakurta
			CMU, KUSP	Sri Utpal Chakraborty
			Howrah Municipal corporation	Sri Alok Bhattacharya
			Chandernagar Municipal Corporation	Sri Ujjwal Pal
			Kalyani Municipality	Sri Subhas Biswas

I request you to depute the respective members as per above schedule. They may be advised to bring necessary documents, forms and formats.

Yours faithfully


(Arnab Roy)

Project Director, CMU, KUSP

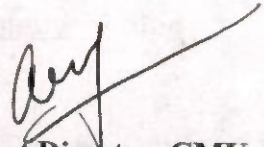
Contd.....



-2-

Copy forwarded for kind information to:

1. Project Manager, CMU, KUSP
2. Municipal Finance Expert, CMU.
3. Sri A.K. Chandra, Dy Director of Local Bodies.
4. IT Expert, CMU,
5. Sri Tapas Guha Thakurta, CMU.
6. Sri T.K.Mitra, Consultant, CMU.
7. Sri Jayanta Chakraborty, O.D. Expert, CMU.
8. Sri Gopal Sarkar, Engineering Expert -1, CMU.
9. Sri D.K.Roy, Ex-Project Manager, KUSP..
- ✓ 10. Dr. Goswami, Health Expert, CMU.
11. Dr. Sujoy Mitra, Poverty Monitoring Expert, CMU.
12. A.O., CMU.
13. Urban Planner, CMU.
14. Shri R.K. Chaudhury, E.E. 2, CMU.
15. Dr. Subir Roy, NIC
16. Sri Tapas Ghatak, KMDA


Project Director, CMU, KUSP



12-07-2006

CHANGE MANAGEMENT UNIT

NOTE

KUSP (MISC)

Sub: Training on IT

This is for the information that this office is having computer network system, where the server system has been implemented to centrally store all the day-to-day data by the users. But it has been observed that the resource is not utilised properly, hence this office has decided to organize a training program on the same topic. The training will be held on 14-07-2006 at 11-00 a.m. at SUDA Conference Hall for all the officers of this office and will be conducted by I.T. Expert, Sri Birojit Paul. You all are hereby informed to attend the training program.

(Arnab Roy)

Project Director, CMU, KUSP

Project Manager, CMU, KUSP

Municipal Finance Expert, CMU, KUSP

Financial Adviser, CMU, KUSP

OD Expert, CMU, KUSP

Procurement Expert, CMU, KUSP

Urban Planner, CMU, KUSP

Engineering Expert(1), CMU, KUSP

Engineering Expert(2), CMU, KUSP

Health Expert, CMU, KUSP

Accounts Officer, CMU, KUSP

Consultant (HDRP), CMU, KUSP

Economist, CMU, KUSP

IT Expert, CMU, KUSP

Computer Programmer, CMU, KUSP

Director, SUDA

For her information and with the request to provide the SUDA Conference Hall on 14-07-2006 from 11-00 a.m. to 1-00 p.m.



Sub. : To attend meeting with the Chairpersons of the Municipality of Cooch Behar District on 14th July, 2006.

Placed below is the copy of communication dt. 11.07.2006 from the Secretariat of Minister-in-Charge, Municipal Affairs & Urban Development.

Minister-in-Charge, MA & UD Dept. desires to whole day meeting with the Chairpersons of the Municipality of Cooch Behar District on 14th July, 2006 at 11.30 A.M. The Project Director and the undersigned are to attend the said meeting, followed by meeting at Siliguri Municipal Corporation on 15th July, 2006 to discuss KUSP role out programme.

Under the circumstances stated above, tickets for to and fro journey as detailed below may be arranged by the office of CMU.

Name of Officials	Age	Journey by	Date of Departure
Shri Anup Kr. Matilal Project Manager, CMU	52	Train : Darjeeling Mail From Sealdah to New Jalpaiguri AC II A / IA	13.07.2006
Dr. Shibani Goswami Health Expert, CMU	50	Do	Do
Shri Anup Kr. Matilal Project Manager, CMU	52	Flight : Any flight available (IA / Jet / Sahara) during noon From Bagdogra to Dum Dum	15.07.2006
Dr. Shibani Goswami Health Expert, CMU	50	Do	Do

Journey from New Jalpaiguri to Cooch Behar and back to New Jalpaiguri on 14.07.2006 will be availed by Car (arrangement be done by Siliguri Municipal Corporation). Stay at Siliguri Circuit House on 14.07.2006 (arrangement be done by Siliguri Municipal Corporation). Journey from Siliguri to Bagdogra on 15.07.2006 be availed by Car arranged by Siliguri Municipal Corporation.

Submitted.

PD, CMU

[Signature]
11.7.06

Secretariat of Minister-in-Charge
Municipal Affairs & Urban Development

11.07.2006.

Minister-in-Charge, Municipal Affairs & Urban Development Deptt., desires to hold a meeting with the Chairpersons of the Municipalities of Coochbehar district on 14th July, 2006 at 11.30 a.m. at Coochbehar Circuit House, Coochbehar on the following issues :

1. Preparedness for Italian Project;
2. Utilisation of 12th Finance Commission fund;
3. Progress of S.J.S.R.Y.
4. Progress of VAMBAY work;
5. Preparedness for Health Programmes;
6. Progress of IDSMT / S.F.C. / Wage Employment / Road Repair work;
7. Preparedness for KUSP Roleout programme.

Hon'ble Minister has desired that Chairpersons of all Municipalities of Coochbehar District may kindly remain present at the above meeting.

Hon'ble Minister has further desired that District Magistrate, Coochbehar; Project Manager, KUSP; Deputy Director of Local Bodies (Jalpaiguri Divn.); Dr. Sivani Goswami (Health Wing of SUDA); Suptd. Engg. M. E. Dte. (North Circle) and Exe. Engg. M.E. Dte. (North Circle) may kindly remain present at the meeting.

Self
PS to MIC, MA & UD Deptt.

Copy forwarded for information to :

1. Principal Secretary, M.A. Deptt.;
2. Project Director, KUSP
3. Director of Local Bodies, West Bengal.
4. Chief Engineer, Municipal Engineering Dte..
5. Director, SUDA

PS/204 - D/2006
11.07.2006

4/7/06
PS to MIC, MA & UD Deptt

PM
Pl. attend
any
11/7



Memo No. CMU- 245/2005(Pt-II)/ ৪৫৬ (৫)

Date: 26th June, 2006.

To

- 1) The Director, Local Bodies, Govt. of West Bengal.
- 2) The Director, SUDA.
- 3) Jt. Director, ILGUS.
- 4) Chief Engineer, MED.
- 5) General Secretary, Municipal Association.

Sub: Organisation of Workshop on Participatory Poverty Assessment (PPA) : Synthesis Report.

Madam/Sir,

A Synthesis report for KMA level has been prepared on the basis of findings of PPA Study conducted in nine sites within nine ULBs under KUSP. CMU has already circulated copy of the draft Synthesis Report for your comments. However, the consultant will be presenting the major poverty issues at KMA level on the basis of their Synthesis Report. Accordingly, a workshop has been scheduled on 7th July, 2006 at SUDA Conference Hall, ILGUS Bhavan, HC Block, Sector-III, Salt Lake, Kolkata – 700 106 from 11.00 A.M. to 1.00 P.M. You are requested to kindly make it convenient to be present in the workshop with other officers of your organisation as deemed fit, as scheduled above.

Yours faithfully,

(Arnab Roy)
Project Director, CMU, KUSP.

Memo No. CMU- 245/2005(Pt-II)/ ৪৫৬ (৫) / ১ (৯)

Date: 26th June, 2006.

Copy to :

1. Secretary, M.A. Department – with the request to depute 2/3 Officers from M.A. Department, as deemed fit to be present in the Workshop.
2. P.S. to MIC, M.A. Department – with the request to be present in the Workshop.
3. Project Manager, CMU.
4. Urban Planner, CMU.
5. Economist, CMU.
6. Poverty Monitoring Expert, CMU.
7. O.D. Expert, CMU.
8. Health Expert, CMU.
9. Engg. Expert-2, CMU.

Project Director, CMU, KUSP.

Project Director

From: "ranjan roy" <spandan_roy2005@yahoo.co.in>
To: <kuspcmu@vsnl.net>
Sent: Monday, June 26, 2006 2:00 PM
Subject: awarness campaign trough street theatre

*Jr. Goswami R.
27/6/06*

To
Project Director,

Formed in August 2003,ours is bacically a theatre based organisation striving for social awareness of people &community education.We proudly annouce our successful dramatic performance all over the country covering as many as 750 villages with more than 3000 shows.Our performer have a vast experience of more than 20 years in this particular form of performing art.We directly talk to such people after reacing physically in their places where other recognise mass media can't even dream to tread.

Our credential over the past 3years :- JAN KEROSIN

PARIYANA,ICDS,HIV/AIDS,EDUCATION,INSURANCE,KRETA
SURAKSHA,SANITATION,RCH,FOREST,TRAFFICKING etc.

We work all the project in association with bangla natok dot com except frist 2.

We know u had lot of scope to use street theatre in awarness campaign in kolkata metro area for which u r requested to kindly alot me a dt& time for table cross conversation.

Thank u.

Ranjan Roy
Hony Director
spandan
9830133242

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26/06/2006

ACTION POINTS FROM AIDE MEMOIRE OF KUSP ANNUAL REVIEW, 15-16 MAY 2006

ITEM	RECOMMENDATIONS	RESPONSIBILITY
Part-2: Strengthening the ULBs – Governance Issues	<ol style="list-style-type: none"> 1. Municipal Affairs Department should formulate a clear position on the reform plan for the SOs/DUDAs over the next six months. 2. The review team observed that CMU support to ULBs in many areas including DDP preparation was weak. CMU role requires strengthening. 3. The Benchmarking Report of Verulam consultants should be reviewed by the DLB and taken forward by the CMU. 	<p>Shri A K Matilal, Project Manager</p> <p>Shri Jayanta Chakrabarti, OD Expert</p>
Creation of cadre of Executive Officers	<ol style="list-style-type: none"> 1. There is need for early creation of a cadre of EOs and identification of in-service personnel to the remaining 21 positions of EOs. GoWB should consider options such as hiring from the market on contract basis. 2. Quality of ULB level elected leadership was found to be equally critical for KUSP reforms to succeed. Training of Chairpersons should be a key component of this year's action plan. 	<p>Shri A K Matilal, Project Manager</p> <p>Shri Jayanta Chakrabarti, OD Expert</p>
Training and capa- city building in ULBs	Since CMU's resources have been stretched to the limit, it is essential to appoint a training consultant to assist them in taking forward the DDP process. Designing training modules and organising training for capacity building of the Accounts Committees in ULBs should be taken up by CMU/ILGUS on priority.	Shri Jayanta Chakrabarti, Shri Dibyendu Sarkar
Citizens Charters	As the ULBs have taken on the idea of the charter, it should be capitalised on by putting in place monitoring mechanisms for checking its being met; and reviewing the charters to improve their relevance to poor peoples' experience of service provision. While Grievance Boxes were introduced in many ULBs, a robust complaint monitoring system requires to be put in place.	Shri Jayanta Chakrabarti, OD Expert
Ward level decentralization of functions	The review of the functioning of ward committees with reference to their mandate is a long pending issue and should be completed in this quarter.	Shri Gopal C. Sarker Shri Jayanta Chakra- barti

ITEM	RECOMMENDATIONS	RESPONSIBILITY
Howrah Development Rejuvenation Plan	The HDRP consultancy for the preparation of a plan for Howrah rejuvenation should be completed by this year.	Shri T K Mitra
Part: 3: Poverty Issues, including health, sanitation and livelihoods Preparation of Draft Development Plans	Outsourced support will need to be provided to ULBs in order to enable them to integrate the various components of the DDP, on the basis of the consultation done so far. The Municipal Affairs Department will also need to estimate the non- KUSP resources that will flow to the individual ULBs over the next 5 years, and communicate this to the ULBs. Both of these activities should be taken up immediately. Once the full report is received from ASCI, CMU & Municipal Affairs Department will need to take a view on other specific recommendations.	Shri Saibal Thakurta
Poverty Reduction Strategy & Action Plan	The strategy and action plan should be further refined and action initiated on specific issues.	Shri Sujoy Mitra
Poverty Surveys	CMU should obtain urban census data from Planning Dept for all the KUSP ULBs and support development of ULB level databases. The PPA findings should feed into the current stage of DDP preparation. After the QSS validation study- which is expected to identify gaps in the data and advise on improved methodology- Municipal Affairs Department may take a view on using the same method for categorising slums in non KMA areas. This could also pave the way for utilisation of the QSS formula for allotment of non-KUSP funds to ULBs.	Shri Sujoy Mitra
Strengthening SUDA	DFID in principle agrees to support the strengthening of SUDA. The areas identified in the presentation during the Review Mission and those already sent in an earlier proposal should be re-examined and a comprehensive view taken. Clearance from Finance will be required for long term sustainability of the support being planned for SUDA and UPE cells at the ULBs.	Shri A K Matilal

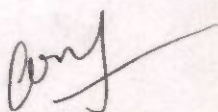
ITEM	RECOMMENDATIONS	RESPONSIBILITY
NGO partnerships, CDS and BWMC Strengthening	A manual for strengthening CDS is under preparation. Partnerships with NGOs and capacity building agencies should be explored. CMU may identify ULB wise NGOs for building partnerships covering specific areas - CDS and BWMC strengthening, livelihoods interventions, delivery of services in slum settlements, sanitation & solid waste management, health awareness building, community mobilisation for local initiatives, enrolment of child labour & out of school children in schools etc and action initiated for facilitating MoUs between NGOs and the ULBs.	Shri Sujoy Mitra
Strengthening of UPE Cell	CMU to work with SUDA in developing a strategy for strengthening the UPE Cell – filling positions, training and capacity building, redefining its role & functions etc. The issue of providing a Poverty Coordinator (for supporting training, health & education related service delivery, capacity building for CDS and coordinating the work of UPE cell etc) in each ULB was discussed. A detailed proposal should be shared with DFID including plans for sustaining such support beyond KUSP.	Shri Sujoy Mitra
Livelihoods interventions	<ol style="list-style-type: none"> 1. To enhance the quality of DDP livelihood component competent technical support must be provided to ULBs, more than what exists at present. Specifically, livelihood interventions must be chosen after analysing economic opportunities and market conditions within and across ULBs; Quality check of DDP components pertaining to livelihoods need to be put in place in the appraisal phase. The DDP must contain specific interventions and fund allocation. The interventions must be feasible, well targeted and provide substantial improvement in income/stability. 2. Need to ensure cross learning to improve upon pilots that have not been successful: Tracking of outcomes of pilots, challenge fund and short run interventions is necessary. Workshops wherein poorly performing ULBs learn from the better ones may be organised 3. Convergence with SJSRY: KUSP, with its flexibility can be used to complement SJSRY. KUSP can arrange to provide training, business development services, market linkages, innovations in design and technology. In turn, SJSRY's targeting and relevance can be improved. 	Shri Saikat Sengupta

ITEM	RECOMMENDATIONS	RESPONSIBILITY
Health & Sanitation	A draft ToR should be agreed upon at the earliest for development of an Urban Sanitation Strategy, linking it with health outcomes.	Dr Sibani Goswami Shri G C Sarkar
Operation and Maintenance	<p>In order to ensure that the slum infrastructure is owned and maintained by the community, it is critical that the BWMCs are constituted properly and begin functioning. The functioning of the BWMCs should be assessed during the year, and, if necessary, additional support should be provided through identification of suitable NGOs/ other agencies.</p> <p>Key maintenance activities of the ULBs should be identified during the year. Maintenance of roads and pavements, water supply and drainage systems, streetlights, could be the starting points. The CMU should support the preparation of preventive maintenance manuals and corresponding budget provision on a pilot basis in one or two ULBs, so that it can be scaled to the rest later.</p>	Shri G C Sarker Shri R Choudhury
Part-5: Economic & <u>Accounting Issues</u> Resource Mobilisation	<p>The CMU has decided to draw up a strategy to promote increased resource mobilisation, drawing on experience of successful ULBs. This will cover capacity building and policy issues. The latter may include the move to area-based PT, reforms to WBVB, indexation of property tax, and improved monitoring of ULB resource mobilisation by MAD. DFID will assist as necessary. An exposure visit to AP (or another leading state) will be arranged. Although CMU felt that they could do this work without external (consultancy) support, the DFID team suggests they keep this option open, given constraints on the CMU's time.</p>	Shri Atanusasan Mukhopadhyay Shri T Guha Thakurata
Accountancy Reforms	<p>Change Management Unit could monitor more closely the progress of ULBs in adopting the double entry system. More broad-based training is required so that the Chairmen, Executive Officers and others understand the reforms. A strategy for internal audit needs to be worked out.</p> <p>For the roll-out of accountancy reform CMU / DLB need to manage a largely outsourced process rather than delivering the training themselves. This will be a new, challenging role for the CMU, but should be more efficient use of CMU time. As noted in the CRISIL report, it will be important to set clear timelines.</p>	Shri Atanusasan Mukhopadhyay

ITEM	RECOMMENDATIONS	RESPONSIBILITY
West Bengal Municipal Development Fund	GoWB should proceed with design of the MDF, using IFC advice. However, it is critical to fully involve and inform DFID. DFID will not wish to get involved in the technical design issues, for which professional advice from IFC will be sought. However, implementation will be only be possible if DFID is content with the overall framework and depends on arrangements for DFID funding (both amount and timing).	Shri T K Mitra

All concerned officers are requested to take necessary steps to initiate action as per the recommendations in this area of responsibility.

Any difficulty may be communicated to the undersigned.

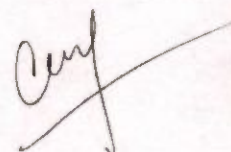


(Arnab Roy)

Project Director, CMU, KUSP

Copy to:

- 1) Project Manager, CMU
- 2) OD Expert, CMU
- 3) Engineering Expert-1, CMU
- 4) Engineering Expert-2, CMU
- 5) Poverty Monitoring Expert, CMU
- ✓ 6) Health Expert, CMU
- 7) Municipal Finance Expert, CMU
- 8) Financial Adviser, CMU
- 9) Urban Planner, CMU
- 10) Economist, CMU
- 11) IT Expert, CMU
- 12) Sr. Audit Officer, CMU
- 13) Consultant (HDRP), CMU
- 14) Procurement Expert, CMU
- 15) Accounts Officer, CMU
- 16) Shri D Sarkar, Training Adviser, CMU



ESTD. 1962



আর্তত্ৰাণ সমিতি

ARTATRAN SAMITY

UNDER W.B. SECURITY ACT & XXVI OF 1961
REG. No. 5/12598

PHONE : 2553-1093, 2563-3852

NILGANJ ROAD
AGARPARA
KOLKATA-700109

Ref No. ATS/AGP/240/06

Date _____

To

31st July'06.

Dr. SIBANI GOSWAMI.
PROJECT OFFICER.
ILGUS BHAVAN
H.C. - BLOCK, SECTOR III
KOLKATA - 700106

Dear Madam,

We introduce ourselves as one of the leading voluntary charitable organisation serving the cause of poor and downtrodden people for more than last 40 years through our various departments.

We have our hospital with all the wings of medical science under the supervision of doctors with high qualification and vast experience at their credit.

We have our Family Welfare Centre with 14 (fourteen) beds. Our performances are more than the target.

We are organising free health camp, health awareness camp and awareness for population and environment.

We are organising mass inoculation and vaccination at free of cost.

We have our well equipped O/Ts (three), Labour room and also OPD and Emergency. Our Eye O/T also well equipped.

We have our diagnostic centre for investigation. The centre is under supervision of qualified Pathologists. Our Radiology, U.S.G. and E.C.G. departments are functioning well. Arrangements for day and night Ambulance services are there.

We have a Cultural wing, ARGHA, which trains local young boys & girls of music and drama.

We have well equipped Library, for lending text books to the poor student of the locality.

We have a Physical cultural center which trains Yogasan and Meditation to a large number of people.

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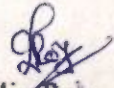
activities and extend your hands of co-operation to help/assist us in any manner within your control and you think best

We assure you, your assistance in any form will be utilised by the dedicated workers here. Absolutely for the purpose for which it will be sanctioned.

Awaiting your kind and sympathetic response.

With regards,

Yours faithfully,


Dilip Roy.
[President]



Am
21/6/06

PM / Dr. Grossmann
Am
20/6

From: S. K. Banerjee
PA to CEO, KMDA

Dt: June 19, 2006.

To : The Project Director,
KUSP

**Sub: Report on attached Newspaper cutting dt.14.06.2006
of "Hindustan Times"**

Sir,

CEO, KMDA had a telephonic discussion with you this morning on the above subject and accordingly I am directed to send the copy of newspaper cutting to have a report at the earliest.

Thanking you,

Encl: as stated

Yours faithfully,

S. K. Banerjee
19/6/06
S. K. Banerjee
PA to CEO, KMDA

Attn: Dr. S. K. Ghosh
Dy. Comm. Officer
KMDA

Teleg. No. 114-6-05

KMDA gives shape to healthcare dream at affordable price

HT Correspondent
Kolkata, June 13

IF URBAN development minister Asok Bhattacharya has his way the Kolkata Metropolitan Development Authority (KMDA) will soon open community health centres in some selected places of North 24 Parganas and Hooghly districts to cater to the needs of the urban poor.

These community health centres will involve honorary health workers (HPWs), who will be trained by the KMDA, in association with local NGOs, to spread awareness among the people on immunisation programmes, family planning and provide referral services.

Bhattacharya said the main idea of launching community health centres

at the district level was to introduce the concept of participatory management at an affordable price.

"Our main aim is to make health services available and affordable. The authority for implementation of policies, maintenance, supervision and monitoring will lie with local bodies comprising the urban poor. There will be an in-built service quality monitoring system and well-planned fund generation avenues," the minister said.

The health centres would be based on public-private partnership and involve NGOs and private medical practitioners. The urban development and municipal affairs department, Bhattacharya said, would take up innovative schemes — like developing women beneficiaries through va-

ditional training, initiating nutrition awareness programmes, GIS mapping and waste management — to ensure quality services at a cheaper rate.

"The project will generate funds through fees and economic service charges. There will be a municipal level health and family welfare committee to ensure optimum utilisation of resources," the minister said.

All the community health centres would have adequate obstetrical and neonatal care facilities. There would be management of medical termination of pregnancy (MTP) cases, including prevention of unwanted pregnancy. "Poor urban women don't have to stand in long queues in front of city hospitals for obstetric medicine. They will get it at community health centres at affordable prices. Even

pathological investigation of common diseases and female sterilisation will be done at these health centres," Bhattacharya said.

The municipal affairs department has decided to open 23 health administrative units with 143 sub-centres in six municipalities — Bhadrachar, New Barrackpore, Nalhati, South Dum Dum, Madhyamgram and North Barrackpore.

A major portion of the funds will be provided by the D.P.D. It will also help the state government in the purchase and maintenance of medical instruments for the health centres.





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Attn: Dr. S. K. Ghosh
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COMMUNITY HEALTH

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HT Correspondent
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Hindustan Times / 14-6-06



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Andhra Pradesh Urban Services for the Poor

March 2006
Special Issue / Issue 2

WOMEN EMPOWERED

International Women's Day

A massive self-help movement has taken off in the urban towns of the State. A festive atmosphere prevailed in all the 42 towns. 4133 groups have been able to access Rs. 15 crores through bank linkages. APUSP officials represented all the 42 towns. It was requested to give orientation to self-help group members through video conference and whoever took loans for work had to realize their objective to repay the loan in full.

Secretary to Government, Mrs. Veena Ish, IAS gave away a cheque for Rs. 1 lakh to self-help group on behalf of the Malkajgiri municipality. Members of the self-help group women who took loans from banks organized an exhibition of their products on the same day. Women belonging to mixed group handed over garbage collecting rickshaws to men. Managers of different banks, Lead Bank Manager, Special Officer Mr. P. Nageswara Rao, Municipal Commissioner Mrs. Siva Parvati, Mrs. Jyothsna, Community Development Officer participated in the programme.

9 Bank Managers participated in the self-help movement programme held in Kurnool. The programme was organized by its Commissioner Mr. Venkateswarlu, and attended to by LDM and the representative of APUSP Mr. Prabhakar. Self-help group women were given opportunity to explain their success stories. One of the women bank managers enthused all the members of self-help group. Rs. 1,17,67,000/- worth cheques were distributed to the eligible groups.



Smt. Ratna, Smt. Aruna (Self-help Group Women)
Smt. VEENA ISH IAS, Smt. SIVA PARVATHI, Commissioner

Warangal town stood on the top of list with highest number of women groups numbering 457 formed and bank linkages arranged. Town Mayor Mrs. Errabelli Swarna, Commissioner Mrs. Neetu Prasad, IAS encouraged the women groups to come forward and avail the advantages being extended and come out of poverty shell. 1,800 groups received Rs. 5 crores worth loans throughout the year, it was explained. Mr. Basavaraj, MLA, Warangal, Mr. Mandadi Satyanarayana Reddy, MLA, Hanumkonda, Mr. E. Ravinder, Smt. G. Sudha Rani, Mr. G. Narendra Kumar, Bank Managers Mr. Nagabhushanam, Mr. Prasad Rao and others participated. The efforts made by the Project officer Mr. Somanarsaih and other Community Organisers were appreciated.

In the process of extending bank linkages campaign Kakinada has been able to extend loans to 215 groups amounting to Rs. 1.90 crores. The programme was presided by Mayor Mrs. K. Saroja, Commissioner Mr. Subrahmanyam. LDM Mr. Shanmukhachari explained the role of woman in society and the need to empower woman. The meeting was represented by Andhra Bank, State Bank, Indian Bank and United Bank. Corporators Mrs. Mehaya Devi, Mr. Venkata Satyanarayana, Mr. Dharmaraju, Mrs. Jagadamba, Mr. Prasad Venkatalakshmi, Ms. E. Gangaratnam, Mr. V. Krishna Mohan and others attended. The efforts made by the community organisers were well appreciated.

The task shouldered by APUSP in orienting the self-help group women towards bank linkages and accessing them to assistance on the occasion of International Women's Day has paved way for strengthening sustainable movement.



Warangal

Highlights of Women empowerment in Urban Areas

- ✓ First time, town level Bankers' Committee meetings are held to discuss urban poor issues. SHG women too participate in the meetings.
- ✓ 4,93,222 households out of 6,80,056 were brought under SHG coverage. That means 72.53% of households are covered.
- ✓ Out of 35,528 eligible groups in 42 towns, 23,801 groups constituting 66.99% were linked.
- ✓ 1,90,807 SHG members out of 5,14,396 members underwent an organised training.
- ✓ Project towns had about 20,000 groups till March, 2005. During the last year, about 23,000 new self-help groups have been formed.
- ✓ 23,801 groups linked with banks have availed loan assistance of Rs. 105 crores.
- ✓ Proddutur town could not link a single self-help group till five months ago. The initiative of ULB and banks enabled to organise 264 groups and bank linkages extended to an amount of Rs. 83 lakhs.
- ✓ On the occasion of International Women's Day, about 4133 groups have been linked to banks with an assistance of Rs. 15.27 crores. Economic empowerment directly contributes to women empowerment. As part of this Warangal, Kurnool, Kakinada, Nizamabad, Guntur corporations have 1164 groups with linkages of Rs. 4 crore economic assistance.
- ✓ It is for the first time that self-help group women are linked to banks on such a large scale.
- ✓ Per capita assistance enhanced to Rs. 3.900.
- ✓ Financial freedom to self-help group women enables to look towards social empowerment.
- ✓ Out of the 42 project towns, 18 towns have reached a repayment schedule of 100%.
- ✓ Average repayment in 42 project towns is 94%.
- ✓ Food Security to Urban Poor is piloted in four towns of Ramagunadam, Guntur, Kapra and Khammam.

APUSP COOPERATES

Mahabubnagar municipality has been able to save Rs. 1.78 lakhs with all the suggested measures increasing the power factor to 0.90. Taking steps like having separate meters for lights and fans, the ULB is going to save Rs. 3.87 lakhs per month. The active cooperation of APUSP resulted in saving under these two activities comes to Rs. 5.65 lakhs which mean Rs. 67.8 lakhs per year. A letter was also written to APTRANSCO to effect certain changes in the CMD.

SHOCKING BUT TRUE.....

The UNDP reported that 88% of Indian pregnant women are suffering from anemia.

Chief Editor
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Project Coordinator

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Community Development
Officer

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Andhra Pradesh Urban Services for the Poor

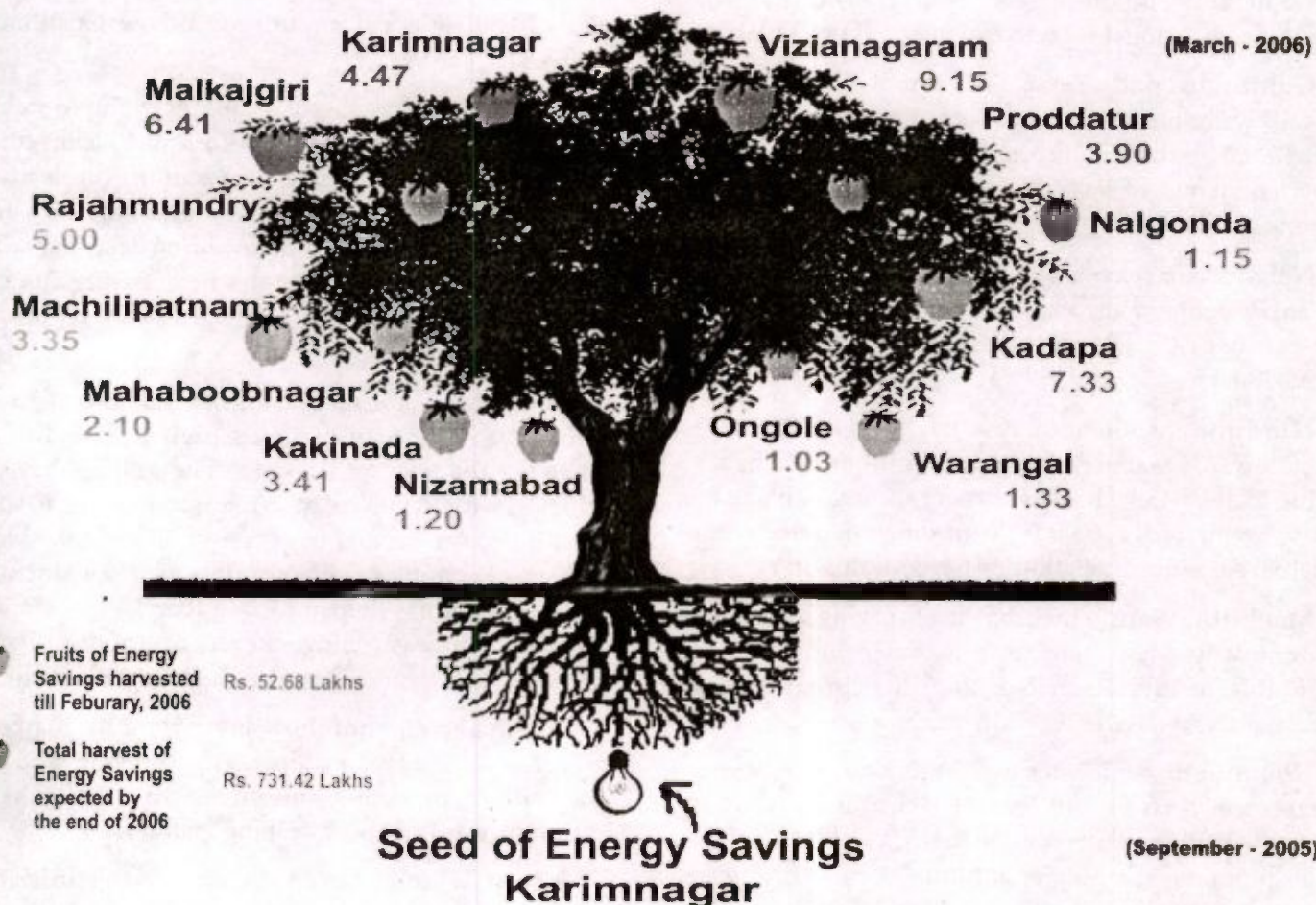
April 2006
Issue 3

ENERGY SAVINGS - A GREAT FILLIP TO CASH STARVED ULBs

'Energy Savings' initiative has made inroads into every ULB. The initiative was launched six months back. The factors causing energy loss and revenue loss were identified, analysed and remedial actions were taken by almost all ULBs. The seed of energy initiative sown in the month of September 2005, in Karimnagar town, has grown into a big tree, branching out into all 42 ULBs. The fruits of the tree are shown below.

APUSP Energy Savings Initiative

Fruits of Pilot Project
● Rs. in Lakhs



Unleashing Synergy - Conserving Energy

The town **Mahabubnagar** has been paying Rs.91.08 lakhs as excess amount per annum towards water pumping and the actual savings in energy bills upto February 2006, is an amount of Rs.2.10 lakhs including street lighting. The anticipated savings per annum would be Rs.38.64 lakhs. The town topped the list in terms of expected savings in energy bills.

Tirupati town has just initiated to plug different losses and it is estimated that it has been paying Rs.75.58 lakhs as excess towards water pumping itself. In streetlighting the town could achieve a savings of Rs.10.80 lakhs per annum. It is expected that savings in other sectors will follow soon.

Nellore which was paying an excess amount of Rs.30.20 lakhs in water pumping itself per annum is likely to achieve a saving of Rs.30.91 lakhs for the year.

Karimnagar town has paid an excess amount of Rs.20.75 lakhs towards water pumping. Up to February it could corner a saving of Rs.4.47 lakhs. Out of the Rs.4.47 lakhs of savings, the town could make out Rs.4.40 lakhs in five months with the increase of street lighting switch operators. The annual expected savings is Rs.14.74 lakhs.

Guntur, has paid an excess amount of Rs.16.50 lakhs towards water pumping charges per annum. It has saved only Rs.0.04 lakhs upto February and it has projected an expected savings of Rs.84.86 lakhs per annum from all sectors.

Nalgonda has paid an excess amount of Rs.15.96 lakhs towards water pumping and had a saving of Rs.1.15 lakhs till February 06 and the expected savings is about Rs.33.48 lakhs.

Hindupur made an excess payment of Rs.15.70 lakhs towards water pumping per annum and had a saving of Rs.0.45 lakhs by February 06 and is likely to have a saving of Rs.39.00 lakhs in the year. The saving is achieved with installation of needed capacitors.

Machilipatnam which has been paying an excess amount of Rs.14.33 lakhs towards water pumping has been able to save Rs.3.35 lakhs till February 06 is expected to save Rs.13.44 lakhs per annum.

Khammam, which started the initiative, recently, is expected to save about Rs.7.81 lakhs for the year. It was earlier paying an excess of Rs.13.38 lakhs towards water pumping charges per annum.

Serilingampalli has paid Rs.12.99 lakhs as excess payment per annum towards water pumping. It had a saving of Rs.0.06 lakhs up to February 06 avoiding delay in payment and it will be able to save Rs.10.32 lakhs for the full year.

Ramagundam, which is taking initiatives in the field of energy savings will be able to save Rs.19.00 lakhs for the year. The town was making an excess payment of Rs.12.66 lakhs per annum towards water pumping charges.

Anantapur, which had saved Rs.0.14 lakhs till February, is expected to reach a saving of Rs.32.76 lakhs in the whole year. The town was paying an excess payment of Rs.12.61 lakhs towards water pumping charges per annum.

Rajahmundry, which initiated several reforms in energy savings much earlier, had shown a saving of Rs.5.00 lakhs from CMD till February 06 and Rs.9.60 lakhs is expected as savings for the full year. The town was paying an excess amount of Rs.12.56 lakhs per annum towards water pumping charges.

Malkajgiri achieved a saving of Rs.6.41 lakhs up to February 06 and hoped to reach Rs.27.36 lakhs in a year. Street lighting switch operators have been increased from 8 to 18, which resulted in a saving of Rs.6 lakhs in four months. It has been paying an excess payment of Rs.10.80 lakhs per annum towards water pumping charges.

Nizamabad has saved Rs.1.20 lakhs upto Feb' 06 and is likely to rise to a height of Rs.50.40 lakhs for the year. In their efforts to reduce expenditure on electricity, innovatively, Nizamabad raised a one time loan from the bank and paid off the bills avoiding delay hence levy of late payments. The town has been paying an excess amount of Rs.10.11 lakhs towards water pumping charges per annum.

Kadapa which had a savings to the tune of Rs.7.33 lakhs up to February prepared itself to save Rs.32.64 lakhs for the year as a whole. The savings has been achieved with the installation of capacitors due to which the PF (Power Factor) has gone up beyond 0.90 level. The street lighting switch operators who were increased from 12 to 34 has helped to save Rs.2 lakhs in January 06. The town was paying an excess amount of Rs.9.52 lakhs towards water pumping charges per annum.

Nandyal could not show any savings till March has prepared to save Rs.35 lakhs for the full year. The town was paying an excess amount of Rs.3.40 lakhs per annum towards water pumping charges.

Adoni which started energy saving initiatives recently has reported a saving of Rs.0.04 lakhs upto February under street lighting and is likely to save Rs.5.45 lakhs for the whole year. This ULB was paying an excess amount of Rs.3.25 lakhs per annum towards water pumping charges.

Continued in Page 6....

Editorial

derive energy from the sun ... not compete with Him

The pressure on the local bodies is mounting considerably demanding better services to the people whether it is in terms of providing good roads or clean surroundings, potable water or good sanitation. Every demand of the people involves money. The cash starved local bodies are finding it difficult to quench the thirst of the people providing water if not laying roads etc. An effective utilization of available funds and resources play a vital role. Every municipal town utilizes energy in different sectors. It can be for drinking water purposes, or street lighting etc. A recent study by us revealed that a huge amount of energy is either going waste or getting charged without any use to any sector. Pilot interventions in a few towns brought out hard truths --- each ULB could save from thousands to lakhs per month if certain simple steps are taken effectively. By last March most of our ULBs could save Rs.52.68 lakhs and it is estimated that they can reach a saving of Rs.731.42 lakhs by the year-end. It is considerable money to our local bodies in their efforts to better their services.

Energy saved is energy produced. Some of the towns allow hundreds of street lights glow round the clock! The department collects charges for every unit from their nose - from that of citizens. Some towns could not provide the conductor wire required to lay in the areas for street lighting hence domestic lines were made use for street lighting purpose and lights are glowing continuously - day and night for months together. We are able to

intervene in such areas and extend financial support strengthening the hands of municipalities. We could equally help the ULBs to install MCBs (Miniature Circuit Breakers) to operate streetlights safely enabling energy savings.

An open invitation is extended for financial support from apusp to all our municipal towns to explore cost effective initiatives to save energy and reduce energy burden to the ULBs. It is heartening to note that most of our 42 towns have pulled up their sleeves in terms of energy initiatives. It is our earnest wish that large number of smaller municipal towns equally should be aware of these developments and do their best to save energy cost to some extent. They can save a few thousands a month, if they can pay their power bills in time! Nothing more to do, a simple act of paying in time is saving huge amounts of money to the municipal towns.

A few months ago, I had an occasion to visit Jammu & Kashmir for an official conference where I found street lights glowing during day time and it is the same in New Delhi, Ernakulam or in Calcutta, when I happen to observe, last week, during my election duty. Therefore, Kashmir to Kanyakumari, throughout the country unity in diversity is observed. We have about 5000 municipalities, in the country. Assuming that through our energy saving interventions each ULB could save Rs. One lakh a month, in reality it will certainly be much more, the potentiality of saving will be Rs.50 crores a month and Rs.600 crores an year!

Let us not strive to compete with the sun; on the contrary derive energy from the sun, the universal energy provider.

B. Janardhan Rdddy
Project Co-ordinator

PROPERTY TAX REFORMS

The C & DMA has sent a delegation of three senior municipal officials consisting of Sri K. Shiva Prasad, Additional Director, Sri K. Venkatarami Reddy, RDMA, Hyderabad and Dr. N. Satyanarayana, MC., LB Nagar to study and report on reform initiatives of study tour on property tax reforms, and the committee has toured Kolkata and Patna Corporation from 07.03.2006 to 11.03.2006. They submitted a report to C & DMA and Project Co-ordinator, APUSP.

In their report, the study team detailed the patterns of Property Tax in Kolkata and Patna Corporations. The study team opined that by far the Property Tax

administration in AP is scientific and rationale up to Zonal level and recommended **further categorisation of wards into different blocks on a scientific method**, as in Kolkata Corporation, so as to reflect the true potential of each block within the ward for assessment of Property Tax - other things remaining the same.

Members of the Study Team
Presenting a copy of
Study Report to
Dr. Vijaya Kumar, IAS.,
Commissioner & Director
Municipal Administration



ENERGY BILLS - S

Amount in Rs.

SI No.	Municipality / Corporation	Total Excess	Actual Saving realised from to October 2005 to February 20					
		Amount paid per Annum (water Pumping)	CMD	PF	L&F	Delayed Payments	Pumping Total	Street Lighting
1	2	3	4	5	6	7	8 (=4+5+6+7)	9
1	Nalgonda	15.96				1.15	1.15	
2	Tadepalligudem	1.03		0.03			0.03	
3	Alwal	1.42	0.00	0.00	0.00	0.00	0.00	0.00
4	L.B.Nagar	0.00					0.00	
5	Mahaboobnagar	91.08		1.78			1.78	0.32
6	Nizamabad	10.11		1.20			1.20	
7	Eluru	1.04					0.00	0.50
	Saving Actual	4.98						
8	Serilingampalli	12.99				0.06	0.06	
9	Dharmavaram	2.24	0.45				0.45	
10	Adoni	3.25					0.00	0.04
11	Anantapur	12.61		0.14			0.14	
12	Guntakal	0.25					0.00	
13	Hindupur	15.70		0.45			0.45	
	Actual Savings	1.14						
14	Uppal Kalan	0.00						
15	Machilipatnam	14.33		3.35			3.35	
16	Nellore	30.20					0.00	
17	Gudivada	1.41		0.04	0.04		0.08	0.50
18	Tenali	0.00					0.00	0.32
19	Ongole	2.45					0.00	1.03
20	Guntur	16.50					0.00	0.04
	Actual Savings	5.32						
21	Gajuwaka	5.68					0.00	
22	Vizianagaram	23.22	9.10		0.05		9.15	
23	Kukatpally*	0.00					0.00	
24	Quthbullapur	0.00					0.00	
25	Srikakulam	0.41						
26	Bheemavaram	0.16					0.00	
27	Kakinada	0.67		0.48	0.33	2.60	3.41	
28	Rajahmundry	12.56	5.00				5.00	
	Actual Savings	17.55						
29	Kadapa	9.52	0.45	2.88			3.33	4.00
30	Nandyal	3.40					0.00	
31	Kurnool	0.00					0.00	
32	Chittoor	0.82					0.00	
33	Tirupati	75.58					0.00	
34	Rajendranagar	0.00					0.00	
35	Proddatur	2.60	3.90				3.90	
	Actual Savings	11.23						
36	Karimnagar	20.75		0.07			0.07	4.40
37	Khammam	13.38						
38	Ramagundam	12.66					0.00	
39	Adilabad	1.89			0.25	0.02	0.27	
40	Malkajgiri	10.80				0.40	0.40	6.01
41	Warangal	0.79			1.33		1.33	
42	Kapra	0.00					0.00	
	Actual Savings	12.47						
	Grand Total	427.46	18.90	10.41	1.99	4.23	35.53	17.15

CONSOLIDATED

Amount in Rs. Lakhs

Anticipated Savings from March 2006 to September 2006

Total

Anticipated
Savings per
Annum
(12 months)

	CMD	PF	L&T	Delayed Payments	Pumping Total	Street Lighting	Total	Savings per Annum (12 months)	
	11	12	13	14	15 (=11+12+13+14)	16	17 (=15+16)	18 (=10+17)	19
9)									
5	2.31	4.55	2.52	8.05	17.43	2.10	19.53	20.68	33.48
3	0.12	1.41			1.53	4.00	5.53	5.56	9.97
0	0.00	0.27	0.36	0.54	1.17	0.00	1.17	1.17	2.34
0				2.40	2.40		2.40	2.40	4.80
0	2.58	14.21	3.92		20.71	1.40	22.11	24.21	38.64
0		8.40		18.00	26.40		26.40	27.60	50.40
0	0.56				0.56	1.75	2.31	2.81	4.68
5				0.40	0.40	5.60	6.00	6.06	10.32
5	3.14				3.14		3.14	3.59	5.40
4	1.05	1.42	0.05	0.42	2.94	0.26	3.20	3.24	5.45
4		3.28	0.94		4.22	9.00	13.22	13.36	32.76
0	2.70	1.02	2.40		6.12	1.40	7.52	7.52	14.64
5		2.70			2.70	14.00	16.70	17.15	39.00
0				0.66	0.66	5.75	6.41	6.41	15.12
5	1.20	4.69	0.78		6.67	0.72	7.39	10.74	13.44
0	0.63	0.51	2.59		3.73	10.00	13.73	13.73	30.91
8		0.29	0.30		0.59	3.50	4.09	4.67	7.00
2					0.00	2.24	2.24	2.56	3.84
3	0.40	1.30	1.20		2.90	7.21	10.11	11.14	17.95
4	32.04	5.27	4.70	0.42	42.43		42.43	42.47	84.86
0					0.00		0.00	0.00	0.00
5	10.92		0.69		11.61		11.61	20.76	23.22
0					0.00		0.00	0.00	0.00
0					0.00	1.20	1.20	1.20	2.40
0	1.00	0.18	0.25	2.75	4.18	1.50	5.68	5.68	12.90
0	0.62				0.62		0.62	0.62	1.87
1	0.36	0.67	0.46	3.64	5.13		5.13	8.53	8.90
0	5.60				5.60		5.60	10.60	9.60
3	3.15	1.40	0.42		4.97	14.00	18.97	26.30	32.64
0			0.70	0.52	1.22	17.15	18.37	18.37	35.00
0	16.10				16.10		16.10	16.10	27.60
0	0.21	1.80	1.08	2.45	5.54	3.48	9.02	9.02	17.34
0					0.00	6.30	6.30	6.30	10.80
0	0.60				0.60		0.60	0.60	1.44
0	13.65	2.47	0.05		16.17	1.72	17.88	21.78	31.78
7		0.55	1.62		2.17	6.16	8.33	12.80	14.74
	1.35	1.72	1.26		4.33		4.33	4.33	7.81
0	5.49		2.10		7.59	3.50	11.09	11.09	19.00
7			1.75	0.14	1.89		1.89	2.16	3.24
1		4.05		1.40	5.45	10.50	15.95	22.36	27.36
3	6.50		1.86		8.36		8.36	9.68	18.78
0					0.00		0.00	0.00	
8	112.28	62.16	32.00	41.79	248.23	134.44	382.67	435.35	731.42

Compiled by S. Sreedhar, M.Tech. Graduate Engineer, APUSP

A friend in power is a friend lost - Henry Adams

Continued from Page 2....

Proddatur had a saving of Rs.3.90 lakhs by converting from LT category to HT Category till February and is showing that by the year end it can save Rs.31.78 lakhs. It was reported that the town was making an excess payment of Rs.2.60 lakhs per annum towards water pumping charges.

Ongole, reported a saving of Rs.1.03 lakhs by increasing the No. of street light switch operators upto February, as it started the energy initiatives recently, and is expected to reach a saving mark of Rs.17.95 lakhs by the year end. The town was paying an excess of Rs.2.45 lakhs per annum towards water pumping charges.

Dharmavaram showed a saving of Rs.0.45 lakhs till February and is expected to save Rs.5.40 lakhs for the full year. The town was paying an excess payment of Rs.2.24 lakhs per annum towards water pumping charges.

Adilabad showing Rs.0.27 lakhs as savings up to February will upscale it to Rs.3.24 lakhs for the full year. The town was making an excess payment of Rs.1.89 lakhs per annum towards water pumping charges.

Alwal which has just taken up savings initiative reports an expected savings of Rs.2.34 lakhs for the full year. The town was paying per annum a excess amount of Rs.1.42 lakhs towards water pumping charges.

Gudivada has done a savings of Rs.0.58 lakhs till February hopes to reach a savings level of Rs.7.00 lakhs per annum. The town was making an excess payment of Rs.1.41 lakhs per annum towards water pumping charges.

Eluru had a savings of Rs.0.50 lakhs by February expects to save Rs.4.68 lakhs for the full year. The town was incurring an excess expenditure of Rs.1.04 lakhs towards water pumping charges. The town had already taken initiatives in respect of PF and L&F low segregation.

Tadepalligudem registered a savings of Rs.0.03 lakhs and is likely to register savings of Rs.9.97 lakhs for the full year. The town was making an excess payment of Rs.1.03 lakhs per annum towards water pumping charges.

Chittoor has just taken initiatives and expects to save Rs.17.34 lakhs for the year. The town was incurring an excess expenditure of Rs.0.82 lakhs towards water pumping charges.

Warangal showed a saving of Rs.1.33 lakhs by L&F load segregation up to February hopes to reach the level of savings up to Rs.18.78 lakhs per annum. The town was paying excess amounts every year to the tune of Rs.0.79 lakhs towards water pumping charges.

Kakinada had a savings of Rs.3.41 lakhs by February and is expected to save Rs.8.90 lakhs by the year end. The town was making a excess payment of Rs.0.67 lakhs per annum towards water pumping charges.

Vizianagaram, which recorded a savings of Rs.9.15 lakhs by February, kept the record at Rs.23.22 lakhs for the full year. Maximum of the savings was possible with the recommendations of TERI on reduction of KVA from 1740 to 940 KVA. The town was making an excess payment of Rs.23.22 lakhs per annum towards water pumping charges.

Srikakulam has just taken initiatives and hopes to reach a height of Rs.12.90 lakhs as savings under different initiatives by the year-end. The town was incurring an expenditure of Rs.0.41 lakhs towards water pumping charges per year.

Guntakal has taken initiatives and is likely to have a saving by the year end up to Rs.14.64 lakhs. The town was paying, every year, an amount of Rs.0.25 lakhs towards water pumping charges.

Tenali displayed a saving of Rs.0.32 lakhs in street lighting by the February end and may have a saving of Rs.3.84 lakhs by the year-end.

Rajendranagar has started the energy initiatives recently. It is hoped to register a savings if Rs.1.44 lakhs by the year end.

L.B.Nagar has been able to save Rs.4.80 lakhs by the year end by avoiding delayed payments.

Uppal Kalan hopes to reach a saving of Rs.15.12 lakhs by the end of the year primarily by increasing the No. of switch operators.

Quthbullapur expects to have a saving of Rs.2.40 lakhs by the year end. It has just taken initiatives by increasing No. of street lighting switch operators.

Kurnool town is registering a savings of Rs.27.60 lakhs by the year-end. The entire savings is likely to be due to rationalisation of CMD.

Out of the 42 towns only 3 towns have not registered any data. The balance 39 towns have registered a total savings of Rs.52.68 lakhs till February and are likely to have a savings of Rs.731.42 lakhs by the end of the year. It was also estimated that the towns have been paying an excess of Rs.404.79 lakhs per annum towards pumping charges.

Bhimavaram town had already taken initiatives in enhancing PF and segregated L&F loads, it is likely to save Rs.1.87 lakhs in a year by rationalising the CMD.



ENERGY SAVINGS IN ULBs - FOCUS AREAS

Every municipality, in order to extend different services to the people, utilizes electricity in different areas. A periodical scrutiny is required for effective utilization of energy. A few areas of non-technical and with minimum financial intervention, the municipalities can save substantially in their power bills ranging from Rs.25,000 to a few lakhs in a month itself. This would go a long way in improving the revenues of the ULBs which are already financially stressed.

1. Contracted Maximum Demand (CMD):

A new pumping station of a municipal town has to have an agreed power demand with the electricity authorities. The demand should be optimum. If the demand utilized is more than the CMD, additional charge would be levied. When the utilization is less than the CMD, the levy of additional charges would depend upon the difference between the actual utilization and 80% of the CMD.

The town has to examine the bills at least for a period of 12 months. The average demand has to be arrived at and then a request to be forwarded to DISCOM to give adjusted CMD. If the town happens to use very low demand for a few months and a very high demand for some months due to seasonal utilizations, the town shall examine this matter in detail and seek the DISCOM to agree upon the revised CMDs.

2. POWER FACTOR :

Electricity bills pertaining to water pumping stations will have a column called power factor. Such PF should be a minimum of 0.90. If it goes down low power factor surcharge will be levied. If sufficient capacitors are not installed, the PF value will go down. If there are no capacitors, a surcharge called capacitor surcharge will be levied.

What steps need to be taken?

- i) The present value of power factor, motor load (KW) and required power factor value will be taken to calculate the capacitor rating in (KVAR) value.
- ii) Installation of capacitors to the required extent is a must irrespective of the value of power factor whether above 0.90 or not.
- iii) Capacitors from reliable company shall be got fixed after arriving at the requirement of capacitors. (IN:2834)
- iv) It is better to have spare capacitors to take care of non functioning capacitors.
- v) Power factor needs to be checked up once in every 8 hours (KWH / KVAH). If the PF comes down, other areas like transformer, capacitors, cable connections etc. will have to be examined and necessary action taken.

3) Light and Fan (L&F) Load Segregation :

In every pumping station where the L&F load is not segregated, the expenditure on bills relating to light and fans is normally levied at 15% of the total electricity consumed applying a higher tariff. On calculation, it is found that the charges on light and fans are considerably on higher side. In order to avoid this, it is imperative to have separate meters for light and fans.

What is to be done?

The load of light and fan to be separated from that of motor load and separate L-T meter to be got installed.

4. Load Factor Incentive :

If the load factor exceeds 0.40 the DISCOM concerned will award incentive.

What is to be done?

The bills have to be checked every month and whenever the load factor exceeds 0.40 the DISCOM has to give LF incentive. If not, it has to be demanded from the department.

5. Late Payment Charges :

Late fee is charged whenever the bill is paid after the due date. The late fee itself runs into lakhs per annum in some ULBs. It is advisable to take effective steps to clear the bills in time, regularly.

What is to be done?

Try to pay the bills in time regularly by collecting the bills through concerned clerk personally.

6. Street lighting :

Ensuring that the street lights are operated during dark hours only ensuring through an ideal ratio of one person per five to ten switches which could save energy and expenditure to a great extent. Amongst many items, better maintenance of street lighting alone has contributed savings amounting to lakhs of rupees to the municipalities.

What is to be done?

To ensure that one operator per five to ten switches of street lights is maintained and check that the lights are glowing during only night times. This can be done by rationally deploying the available staff / outsourcing through SHGs etc.

Those who are interested to learn much more on energy savings can go through the manual on Energy Efficiency Action Plan (EEAP) released by APUSP and handed over to the Commissioners and Engineers.



TOP POWER SAVERS - CONGRATS

(Rs. in Lakhs)

Sl. No.	Municipality / Corporation	Total Excess Amount paid per Annum (water pumping)	Total Penalties recovered from Oct. 2005 to Feb. 2006	Actual Savings realised from Oct. 2005 to Feb. 2006	Rank	Remarks	Office primarily Responsible for, the Savings
1	Vizianagaram	23.22	0.23	9.15	1	CMD Rationalised L & F segregation made	K.Srinivasa Rao, DEE
2	Kadapa	9.52	3.97	7.33	2	CMD Rationalised. L & F meters fixed Capacitors fixed. Operators increased.	Abid Hussain, AE
3	Malkajgiri	10.80	4.50	6.41	3	Operators increased. Payment made on time	Sambasiva Rao, DEE
4	Rajahmundry	12.56	5.23	5.00	4	CMD Rationalised	Samson, DEE
5	Karimnagar	20.75	8.65	4.47	5	Capacitors fixed. L & F segregation made. Operators increased	Dr. N.Satyanarayana ME Abid Hussain, ME
6	Proddatur	2.60	1.08	3.90	6	LT category converted into HT category	Dasthagiri Reddy, AE
7	Kakinada	0.67	0.28	3.41	7	Actions were taken already 3 Years back	-- --
8	Machilipatnam	14.33	5.97	3.35	8	Capacitors fixed. L & F segregation made. Operators increased	Phani Kumar, AE
9	Mahaboobnagar	91.08	37.95	2.10	9	Capacitors fixed. L & F meters fixed Operators increased.	Venkateswarlu, DEE
10	Warangal	0.79	0.33	1.33	10	L & F segregation made	Lakshma Reddy, DEE (Elec.)
11	Nizamabad	10.11	4.21	1.20	11	Capacitors fixed.	Vijaya Kumar, MC Nazim Ahmed, ME
12	Nalgonda	15.96	6.65	1.15	12	L & F meters fixed.	M.Indrasena Reddy, AE
13	Ongole	2.45	1.02	1.03	13	Capacitors fixed. L & F meters fixed. Operators increased	Rama Mohan Rao, DEE

❖ The details of ULBs, saving more than a Lakh, are indicated above.

<p>Chief Editor B. Janardhan Reddy I.A.S. Project Coordinator</p>	<p>Associate Editors K. Shiva Prasad Additional Director K. Venkateswara Rao M.R.M.</p>	<p>Incharge Editor Gutha Jyothsna Community Development Officer</p>	<p>Book-Post - Printed Matter April - 2006 To</p>
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KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/1360

Dt. .. 05.09.2006

To Whom It May Concern

This is to certify that Dr. Krishna Sarda of P-90, CIT Scheme IV M, Kolkata - 700 010 had been paid during the financial year 2005-06 by the Change Management Unit (CMU), KUSP the following amount through A/C payee cheques on the dates noted against each, towards Expert fee & TA in connection with supervision & monitoring of the training on Food & Nutrition and Growth monitoring of under-five children to the grass root level health functionaries of the community based health programme being implemented by the Municipalities.

Date	Amount (In Rs.)	Cheque No.	Head
30.06.2005	9,100.00	319415 on State Bank of India	Expert fee + TA
19.07.2005	14,000.00	321505 on State Bank of India	Expert fee + TA
25.08.2005	13,300.00	322424 on State Bank of India	Expert fee + TA
05.10.2005	17,890.00	324064 on State Bank of India	Expert fee + TA
17.02.2006	11,834.00	329666 on State Bank of India	Expert fee + TA
25.02.2006	2,596.00	224984 on State Bank of India	Expert fee + TA

Signature
05.09.2006.

(Dr. Shibani Goswami)

Health Expert, CMU, KUSP

P-1

Re: Invitation to contribute ideas to IDSP Inbox

Dr.D.K.Raut <drdeepakraut@gmail.com> to aakash, adgo [Hide options](#) Aug 20 (

From: Dr.D.K.Raut <drdeepakraut@gmail.com> Signed-By: gmail.com | Mailed-By: {

To: aakash shrivastava <dr.aakash.shrivastava@gmail.com>, adgo@nb.nic

idsp-npo@nic.in

Cc: dircbhi@nb.nic.in, kamal datta <drkkdatta@gmail.com>, Shibani Goswami <dfidhww@gmail.com>

Date: Aug 20, 2006 12:34 PM

Subject: Re: Invitation to contribute ideas to IDSP

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Dear Dr. Aakash Shrivastava,

As per your request kindly find the following discussion points for your inform needful

A. Urban disease surveillance system:

We are aware that Urban Surveillance is also a vital component under IDSP. surveillance in urban areas has not been given due importance with resp feasibility of implementation.

IDSP has already stated that urban disease surveillance system is weak infrastructural support and over load of existing staff in most urban setting. The wide variability in the administrative structure of the corporations. Currently su is weak and the Programme involves only the government sector.

Emphasize should be on sentinel sites under government sector to undertake investigations and other preventive action in response to surveillance inform: private sentinel sites shall be largely data gathering sites to increase the sen of the system to changing trends.

The IDSP envisages integrating all available resources with emphasis c practitioners, Private hospitals and laboratories and medical colleges available as described in the section under private sector participation. Thus of the IDSP in urban surveillance will be through Sentinel hospitals, Medica and Sentinel Private Practitioners. However the mechanism of institutiona surveillance in these areas has to be established.

P-3

B.E-Learning in Health Sector:

E-learning in the health sector is not difficult once we have all the sentinel sites/reporting units are connected to Computers and internet. Networking of all the sentinel sites, reporting units, district, state and Central Surveillance units is prerequisite for starting e-learning. We can work out the mechanism and also components/topics of e-learning once the networking is established and operational. There can be short courses, seminars, e-discussions, IDSP community (e-mail group) for all doctors and paramedical staff. Moreover tele-conference facility should also be established atleast at each state level HQ dealing with IDSP. Integration with CBHI, SBHI and Medical record dept. of Medical college hospitals should also be discussed to avoid duplications in reporting and health data management.

Thanks and regards

Dr.D.K.Raut MBBS,MD,FIPHA
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All India Institute of Hygiene &
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P-2

It would be feasible to include the Health Departments of Municipalities to actively participate in the surveillance and onus of these surveillance activities should be with Municipalities as they have Health centers and Hospitals. Municipalities have health personnel and necessary infrastructure to manage data collection and dissemination. Moreover the outbreak or epidemic occurring in the urban areas is the responsibility of Health department of Municipalities. Collecting surveillance data from Sentinel Private practitioners becomes easy for Municipalities. Mechanism can be established to streamline the flow of the surveillance data from all the sentinel sites in urban areas.

Reporting units also has been identified in the IDSP which are as follows.

ESI, Railway Hospitals, Water Dept., CGHS, Corporation Hospitals, Pollution Control board, ICMR Labs, District Hospitals, ID Hospitals, corporations/ municipalities Dispensaries and SPP. There are also other Govt. health functionaries in the municipal areas those also shall be included in the reporting units ex. in West Bengal Kolkata Urban Services for Poor (KUSP) is having health centers in around 42 out of 61 municipalities in west Bengal, shall also be included in the urban surveillance.

Govt. hospital/Medical colleges basically provide patient care and they have limited role in identifying, preventing and controlling outbreaks/epidemics. However their expertise can be used in constituting Epidemic investigating team/RRT. Department of PSM/community medicine of Medical colleges in existing urban areas shall be involved in annual monitoring, supervision and evaluation of urban disease surveillance. There shall be Urban Surveillance Committee like District Surveillance committee to oversee the activities of the urban surveillance. Municipal Commissioner shall be Chairman and the entire reporting unit head is members of the committee.



Memo No.CMU-195/2004(Pt-III)/1245(40)

Date: 14-08-2006

To
The Mayor/Chairperson
..... Municipal Corpn/Municipality

Sub: (1) "Clean & Attractive City" Competition for 2006.

(2) "Cleanest & Most Citizen Friendly Municipal Office" Competition for 2006.

Sir/Madam,

The above two competitions are planned to be held among the 40 ULBs of KUSP in 2006. The details of the competition are as follows:

1) "Clean & Attractive City" Competition:

This competition will be similar to the competition held last year. The first three ULBs will be awarded prizes as follows:

- | | | | |
|------|--------------|---|--------------|
| i) | First Prize | - | Rs.4.00 lacs |
| ii) | Second Prize | - | Rs.2.50 lacs |
| iii) | Third Prize | - | Rs.1.70 lacs |

Like last year, simultaneously each of the ULB may hold competition amongst the wards of the ULBs for the most "clean and attractive" ward. The first three wards will get prize money as follows:

- | | | | |
|------|--------------|---|-------------|
| i) | First Prize | - | Rs.50,000/- |
| ii) | Second Prize | - | Rs.30,000/- |
| iii) | Third Prize | - | Rs.20,000/- |

The competition period will be from 15th September'06 to 15th December'06. The judges will make two visits. The first visit will be between 15th September and 30th September 2006 to judge the base line. The second visit will be from 1st December'06 to 15th December'06 to judge the final situation. The prizes will be awarded to the ULBs which improves most during the competition period.

Like last year, 70% weightage will be given on evaluation of the judges and 30% weightage will be given on an opinion survey of citizens.

-continued-



- 1) Cleanliness of Roads.
- 2) Cleanliness of tourist places/heritage location.
- 3) Cleanliness of markets.
- 4) Cleanliness of drains.
- 5) Cleanliness of waterfront areas.
- 6) Cleanliness of public toilets.
- 7) Cleanliness of schools.
- 8) Cleanliness of hospitals.
- 9) Cleanliness of parks and gardens including whether they are properly landscaped and maintained.
- 10) Cleanliness of slum areas.
- 11) Cleanliness of Government Buildings.
- 12) Cleanliness of Mela Grounds.
- 13) Cleanliness of Garbage Containers/Vats including whether they are covered.
- 14) Assessment of whether walls are free of graffiti and posters.
- 15) Assessment of whether roads are free of festoons and visual pollution.
- 16) Assessment of whether roads are free of street animals.
- 17) Assessment of whether pedestrian area/footpath on roads is clearly demarcated and unencroached.
- 18) Assessment of whether traffic is well regulated and disciplined.
- 19) Assessment of whether road marking (including zebra crossing) and notice boards for convenience of residents are available.
- 20) Assessment of whether major tourist areas are well lighted and attractive.
- 21) Assessment of greenery in the town.
- 22) Assessment of whether Dust Bins are provided and emptied frequently near areas of public gathering.
- 23) Assessment of whether the Municipality has made special efforts to make the town clean and attractive during the period of competition.
- 24) Community involvement in maintaining cleanliness.

a) Very Poor	-	(-) 1
b) Poor	-	0
c) Fair	-	1
d) Good	-	2
e) Very Good	-	3

1) Your interest in taking part in the inter-municipal "Clean & Attractive City Competition 2006".



- 2) Your interest in holding an inter-ward competition among the wards of your ULB as per the above parameters.

In case you are interested in holding the inter-ward competition among the wards, you are requested to appoint judges who will judge the wards on the 24 parameters as given above. Citizen's satisfaction survey for inter-ward competition is optional and you may take a decision of whether to use the survey as a part of the evaluation exercise.

The entries for the competition should be sent by 7th September 2006 to the undersigned.

2) "Cleanest and Most Citizen Friendly Municipal Office" Competition 2006:

A competition for the cleanest and most citizen-friendly municipal office will be held among the 40 ULBs under KUSP. The prizes will be as follows:

- | | | | |
|------|--------------|---|--------------|
| i) | First Prize | - | Rs.1.00 lacs |
| ii) | Second Prize | - | Rs.50,000/- |
| iii) | Third Prize | - | Rs.30,000/- |

There will be 14 parameters for evaluation which are as follows:

- 1) Cleanliness and attractiveness of the outside facade of the Municipal Office
- 2) Cleanliness of the rooms, corridors and staircases of the Municipal Office
- 3) Cleanliness of the toilets
- 4) Whether vehicles, tools and machinery are properly stored and neatly kept
- 5) Whether files and papers are properly stored and neatly kept
- 6) Whether the rooms have identity marks
- 7) Whether there is display showing location of offices, counters and various officials
- 8) Whether there are adequate and proper display of vital information no notice/display boards
- 9) Whether there is adequate lighting
- 10) Whether there is a visitors' waiting area with adequate sitting arrangement, drinking water and toilet facilities
- 11) Whether there is a reception to guide visitors
- 12) Application/Cash receiving system – arrangements, average waiting time, system of receipts, application tracking mechanism, courtesy of staff
- 13) System of registering complaints and Public Grievance Redressal system
- 14) Innovations by ULB to make office better, more attractive or friendlier towards citizens.

As in the other competition marks will be awarded for each parameter as follows:

- | | | |
|--------------|---|-------|
| a) Very Poor | - | (-) 1 |
| b) Poor | - | 0 |
| c) Fair | - | 1 |
| d) Good | - | 2 |
| e) Very Good | - | 3 |

-continued-



A team of judges will be appointed for evaluation of the competition and they will visit the ULB Offices in any time between October'06 to December'06 without prior notice.

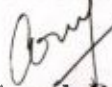
Like in the other competition you are requested to submit your interest for participating in the "Cleanest and Most Citizen Friendly Municipal Office" competition. The entry may kindly be sent to the undersigned before 7th September 2006.

Like the last two years we hope that you will come forward and participate in the above competitions enthusiastically and take this opportunity to make your area clean & attractive and the Municipal Office clean and citizen-friendly.

Kindly remember to send your entry before 7th September 2006. We look forward to your active response to the competition and wish you all success.

Thanking you,

Yours faithfully,


(Arnab Roy)

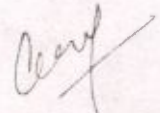
Project Director, CMU, KUSP

Memo No.CMU-195/2004(Pt-III)/1245(40)/1(15)

Date: 14-08-2006

Copy forwarded for kind information to:

- 1) Principal Secretary, Municipal Affairs Dept., Govt. of West Bengal
- 2) PS to Hon'ble MIC, MA Dept., Govt. of West Bengal
- 3) Principal Secretary, Environment Dept., Govt. of West Bengal
- 4) Member Secretary, West Bengal Pollution Board, GoWB
- 5) Ms Debashree Mukherjee/Mr Shouvik Datta, DFID India
- 6) Director of Local Bodies, Govt. of West Bengal
- 7) Director, SUDA, Govt. of West Bengal
- 8) Chief Engineer, MED, Govt of West Bengal
- 9) Jt. Director, ILGUS, Govt of West Bengal
- 10) Chief Executive Officer, KMDA
- 11) District Magistrate, 24 Parganas (North)
- 12) District Magistrate, 24 Parganas (South)
- 13) District Magistrate, Howrah
- 14) District Magistrate, Hooghly
- 15) District Magistrate, Nadia


Project Director, CMU, KUSP



Memo No.CMU-195/2004(Pt-III)/1245(40)/2(14)

Date: 14-08-2006

Copy for information to:

- 1) Project Manager, CMU, KUSP
- 2) Municipal Finance Expert, CMU, KUSP
- 3) Financial Adviser, CMU, KUSP
- 4) OD Expert, CMU, KUSP
- 5) Procurement Expert, CMU, KUSP.
- 6) Urban Planner, CMU, KUSP
- 7) Engineering Expert (1), CMU, KUSP
- 8) Engineering Expert (2), CMU, KUSP
- ✓ 9) Health Expert, CMU, KUSP
- 10) Accounts Officer, CMU, KUSP
- 11) Consultant (HDRP), CMU, KUSP
- 12) Economist, CMU, KUSP
- 13) IT Expert, CMU, KUSP
- 14) Computer Programmer, CMU, KUSP

Project Director, CMU, KUSP



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo No. CMU-28/2002(Pt.-II)/1236 (17)

Date: 14.08.06

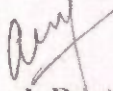
To

- 1) Shri Anup K. Matilal, Project Manager, CMU
- 2) Shri G.C. Sarker, Engineering Expert (1), CMU
- 3) Shri R. Choudhury, Engineering Expert (2), CMU
- 4) Shri A. Mukhopadhyay, Municipal Finance Expert, CMU
- 5) Shri J. Chakrabarti, OD Expert, CMU
- 6) Shri S. Thakurta, Urban Planner, CMU
- 7) Shri S. Mitra, Poverty Monitoring Expert, CMU
- 8) Shri T.K. Mitra, Consultant, CMU
- 9) Shri N. Mukherjee, Procurement Expert, CMU
- 10) Shri S. Bhattacharyya, Financial Adviser, CMU
- 11) Shri U. Chakraborty, Accounts Officer, CMU
- ✓ 12) Dr. S. Goswami, Health Expert, CMU
- 13) Mr. Sultan ul Arefin, Resource Planner, CMU
- 14) Shri S. Sengupta, Economist, CMU
- 15) Shri B. Pal, IT Expert, CMU
- 16) Shri Puspendu Chakraborty, CMU
- 17) Shri T. Guha Thakurta, Internal Audit Officer, CMU

Sir,

I shall be away for the period from 15th August to 26th August 2006. In my absence Shri Anup K. Matilal, Project Manager will hold charge. Shri Matilal is authorised to take necessary decisions regarding implementation of KUSP programme for the period of my absence.

Yours faithfully,


(Arnab Roy)

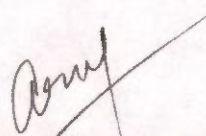
Project Director, CMU

Memo No. CMU-28/2002(Pt.-II)/1236 (17) /1(6)

Date: 14.08.06

Copy for kind information to:

- 1) Principal Secretary, Municipal Affairs Deptt, Govt. of West Bengal
- 2) PS to MIC, Municipal Affairs Deptt., Govt. of West Bengal
- 3) Director of Local Bodies
- 4) CE, MED
- 5) Director, SUDA
- 6) Jt. Director, ILGUS


Project Director, CMU



Tel.No: 2592 0074

NO: E/IV/10/UHIP/ 14
OFFICE OF THE CANTONMENT BOARD
BARRACKPORE:
Aug'2006

To
The Office On special Duty (Health)
UHIP unit a Block 3rd floor
KMDA Unnyan Bhavan, Salt Lake
Kolkata – 700091

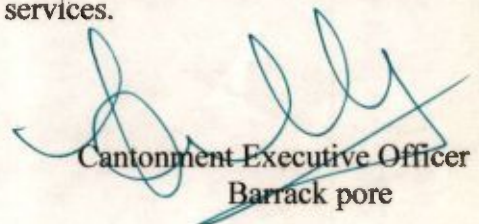
Dr. Grossman - ?
ay
h.s

Sub: - Implementation of UHIP (Urban Health Improvement Project) or other relevant projects to Cantonment Board Barrack pore.

Ref: - This Office letter No E/IV/10/UHIP/6 dt. 20/72006.

In continuation to the letter quoted above it is to inform you that para 01,02&03 of the above letter may please be read as below:-

1. One Health cum adm unit cum sub center at Ordaly Bazar for (a) genl. OPD (b) Ambulance services (c) field/H.T.H services & (d) all relevant services except maternity (indoor) service.
2. One sub center at Cantonment Board Office with all of its activities & H.T.H.services.
3. Two sub center at Sadar Bazar ____ one at Cantonment General Hospital & one at Sadar Bazar water works with all of its activities & H.T.H services.


Cantonment Executive Officer
Barrack pore

Copy to

1. The secretary
K.M.D.A/ Unnyan Bhavan, Salt Lake
Kolkata – 700091
- ✓ 2. The project Director (Health)
(Change Management unit)
KUSP- project
ILGAS BHABAN
H.C BLOCK – SECTOR 3
SALT LAKE, KOL-106
3. The Chairman
North Barrack pore Municipality

North Bkr.

Total pop^{ly} @ 2001 census. 123523

Pop^{ly} covered

audⁱⁿ.

59677

188-^{un}

111433

Total.

HWA

~~50~~

109.

~~109~~ 109

SC.

12

12

24.

No. of cards.

22

CHANAGE MANAGEMENT UNIT

N O T I C E

Date : 3rd August, 2006.

A DFID Evaluation Team from the U.K. comprising of 6 (six) members will visit the office of CMU on 07.08.2006 to evaluate the KUSP programme of DFID in West Bengal. During their visit to the office of CMU, they would like to meet the Project Director and some of the officials of CMU, Mayor, Chandannagar Municipal Corporation, CDS and BWMC members of New Barrackpore Municipality, Fund Manager of Innovative/Challenge Fund and some members of PWC, Interim Support Agency for KUSP.

In view of this visit of the DFID team to the office of CMU on 07.08.2006, a programme has been drawn up and is given below :

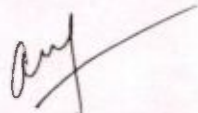
11.00 A.M. to 11.15 A.M. -	Presentation on KUSP – Winds of Change.
11.15 A.M. to 11.30 A.M. -	Discussion with Project Director & Project Manager, CMU.
11.30 A.M. to 11.45 A.M. -	Discussion with Shri Gopal Chandra Sarkar, Engineering Expert, CMU.
11.45 A.M. to 12.00 Noon -	Discussion with Shri Jayanta Chakrabarty, O.D. Expert, CMU.
12.00 Noon to 12.15 P.M. -	Discussion with Dr. Shibani Goswami, Health Expert, CMU.
12.15 P.M. to 12.30 P.M. -	Discussion with Dr. Sujoy Mitra, Poverty Monitoring Expert, CMU.
12.30 P.M. to 12.45 P.M. -	Discussion with Shri Amiya Das, Mayor, Chandannagar Municipal Corporation.
12.45 P.M. to 01.00 P.M. -	Discussion with Shri Debi Basu, Fund Manager, Innovative/Challenge Fund, CMU.
01.00 P.M. to 01.45 P.M. -	LUNCH BREAK
01.45 P.M. to 02.15 P.M. -	Discussion with CDS & BWMC members of New Barrackpore Municipality.

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02.15 P.M. to 02.30 P.M. -


Discussion with Shri Kaustav Basu,
PWC Consultant.

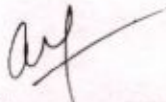
The concerned officials are requested to assemble in the SUDA Conference Hall at 11.00 A.M. sharp on 7th August, 2006.



(Arnab Roy)
Project Director, CMU, KUSP.

Distribution

1. Project Manager, CMU.
2. Shri Gopal Chandra Sarkar, E.E.-1, CMU.
3. Shri Jayanta Chakrabarty, O.D. Expert, CMU.
- ✓ 4. Dr. Shibani Goswami, Health Expert, CMU.
- ✓ 5. Dr. Sujoy Mitra, Poverty Monitoring Expert, CMU. 
6. Shri Debi Basu, Fund Manager, Innovative/Challenge Fund.



Project Director, CMU, KUSP.



Memo No. CMU- 245/2005(Pt-II)/855(40)

Date: 26th June, 2006.

To
The Mayor/Chairperson,

.....40..... Municipal Corporations/Municipalities.

**Sub: Organisation of Workshop on findings of Participatory
Poverty Assessment (PPA).**

Madam/Sir,

A Synthesis Report for KMA level has been prepared on the basis of findings of Participatory Poverty Assessment (PPA) Study conducted in nine sites within nine ULBs under KUSP. CMU has already circulated the copy of the site specific reports and a report on 'Summary of Issues' to all the ULBs under KUSP so that it helps the members of the DTG-2 in formulating social and livelihood plans for DDP.

Now we propose to organise a half-day workshop for the DTG-2 members on the basis of the Synthesis Report. The main objective of this workshop is to orient the members of DTG-2 for a better appreciation and understanding of the sub components under component-2 for DDP preparation.

The workshop has been designed by grouping 6 – 10 Municipalities and the venue has been selected nearest to their location. The Mayor/Chairperson of the concerned Municipal Corporation/Municipality where the venue has been fixed is requested to arrange logistic support such as public address system, projection facility with white screen for organising the workshop and a venue which can accommodate 60-80 participants. The details of the workshop indicating the day/date, time, venue/location, participants and the ULBs to participate are given in the enclosed table. Respective Mayor/Chairperson is requested to direct the concerned persons as detailed in the enclosure to be present in the workshop, as scheduled.

Contd.....page....2/-

-2-

Workshop Schedule

Workshop Day/Date	Time	Venue/Location	Participants	ULBs
Monday 10.07.2006	10.30 A.M. to 1.00 P.M.	Lake Hall, Near Stadium Ground/Behind Bir Sindhu Kanhu Park, Kalyani	Mayor/Chairman, CIC/MIC (Poverty/SJSRY), EO, TPO, C.O., UP, HO/AHO, S.I., one other DPG- 2 member as nominated by Chairman, concerned Consultant (Poverty & Livelihood) & Resource Planner	Kalyani, Gayeshpur, Kanchrapara, Bhatpara, Garulia, Naihati, Halisahar.
	2.30 P.M. to 4.00 P.M.	Rabindra Bhawan, Chandannagar Municipal Corporation.	-do-	Chandannagar M.C., Bansberia, Hooghly- Chinsura, Bhadreswar, Champdani, Baidyabati, Serampore, Rishra, Konnagar, Uttarpara- Kotrung.
Tuesday 11.07.2006	10.30 A.M. to 1.00 P.M.	Sarat Sadan, Howrah Muni- cipal Corpn.,	-do-	Bally, Howrah M.C., Uluberia, Budge Budge, Pujali, Maheshtala.
	2.30 P.M. to 4.00 P.M.	Nazrul Mancha, Kamarhati Municipality.	-do-	Kamarhati, Titagarh, Khardah, Panihati, Baranagar, South Dum Dum, North Dum Dum, Dum Dum, Barrackpore, North Barrackpore.
Wednesday 12.07.2006	11.00 A.M. to 1.00 P.M.	SUDA Conference Hall, ILGUS Bhawan, Salt Lake.	-do-	Bidhannagar, Rajpur- Sonarpur, Baruipur, Barasat, Madhyamgram, New Barrackpore, Rajarhat- Gopalpur.