

Office of the Councillors of:

Mekliganj Municipality

P.O. Mekliganj, Dist. Coochbehar

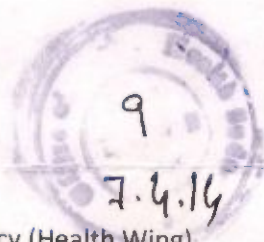
Phone No : (03584) 255249(O), 255480, 255458 Fax No. : (03584) 255249, 255538

Email- mekliganj.m@gmail.com

Memo No. 01/MM/XI-CHS/14-15

Date 01-04-14.

From : The Chairperson
Mekliganj Municipality
Mekliganj, Cooch Behar



To : The Director
State Urban Development Agency (Health Wing)
ILGUS Bhawan, Sector-III, HC Block
Kolkata-700106

Sub : Retention of Contractual employees engaged under CBPHCS in this Municipality

Sir,

In anticipation of the extension of CBPHCS for the year 2014-15, the Municipal Level Health & Family Welfare Committee of this Municipality in its meeting held on 18/03/2014 has resolved to retain the existing contractual employees mentioned below in their present positions.

1. Sri Dwipanjy Sinha, Sanitary Inspector
2. Sri Mithun Chakraborty, Multi Purpose Helper-cum-Store-Clerk
3. Sri Chanchal Chakraborty, Account Assistant
4. Sri Sanjib Sarkar, Computer Assistant

This is for your kind information and necessary action.

Yours faithfully,


Chairperson

Mekliganj Municipality
Mekliganj, Cooch Behar

Memo No.

Date.....

Copy forwarded to :-

1. Sri Dwipanjy Sinha, Sanitary Inspector (Contractual)
2. Sri Mithun Chakraborty, Multi Purpose Helper-cum-Store-Clerk (Contractual)
3. Sri Chanchal Chakraborty, Account Assistant (Contractual)
4. Sri Sanjib Sarkar, Computer Assistant (Contractual)
- All of them will continue in their present assignment
5. Belal Molla, Head Clerk, for his information
6. Accountant, for his information

Chairperson
Mekliganj Municipality
Mekliganj, Cooch Behar

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/16/08/57
Ref No.

Date 27.05.2013

From : Director, SUDA

To : The Chairman
Mekliganj Municipality

Sub. : Prayer of Shri Bidyut Kr. Roy for recruitment
to the post of Sanitary Inspector (SI).

Sir,

You may be aware that recruitment to the post under CBPHCS are to be abided by the guideline of the Dept. of Municipal Affairs vide no. 111-MA/C-10/3S-55/2005 dt. 02.02.2007.

Prayer of Shri Bidyut Kr. Roy for recruitment to the post of SI is enclosed herewith for taking action, if deemed fit.

Thanking you.

Yours faithfully,

Encls. : As stated.


Director, SUDA

To,

The Project Director
State Urban Development Agency (Health wing)
12 GUS Bhavan, H.C. Block, Sec-III
Bidhannagar
Kolkata - 700106
Dated - 13/08/2013

Sub: Application / Prayer for recruitment for
the post of Sanitary Inspector laying vacant.
Copy to - chairman of Mekliganj Municipality.

Respected Madam,

I Sri Bidyut Kumar Roy, S/o - Pra-
fulla Kumar Roy, of Vill-104 Fulkadabri, P.O - Bagdokra,
P.S - Kechlibari, D.T - Coochbehar, Pin- 785304 beg to
stated that of post of Sanitary Inspector laying
vacant under your CRPHE Scheme in Mekligan-
j Municipality D.T - Coochbehar West Bengal.
I am young man sound body and passed S.I Co-
urse that 2008.

So Madam I came from very poor
family and requested to you to recruit the
said post of your kind Consideration and
belief. I am awaiting for your Answer.

Thanking you
Bidyut Kumar Roy

Office of the Councillors of :

Mekliganj Municipality

P.O. Mekliganj, Dist : Coochbehar

Phone No : (03584)255249(O), 255480, 255458 Fax No. : (03584)255249. Email -mekliganj.m@gmail.com

Memo No. 85/M.M./VI-01/CHS/13-14.

Date 03-05-13.

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

To: The Director
State Urban Development Agency (Health wing)
ILGUS Bhawan , Bidhannagar
Kolkata 700106



SUB :: Appointment of Contractual Sanitary Inspector.

Sir,

I send herewith copies of the letter of engagement issued to Sri Dwipanjoy Singh as Sanitary Inspector on contract under CBPIES along with a copy of his joining report supported by resolutions of the Health and Family Welfare Committee and the Board of Councillors of the Municipality for favour of your kind information and record.

Yours faithfully

Sd/- 10.04.13
Chairman

Mekliganj Municipality
Mekliganj, Cooch Behar

Enclo :-

- 1) Letter of engagement
- 2) Joining Report
- 3) B.O.C resolution Dated 04.04.13
- 4) Resolution Health and Family Welfare Committee 04.04.13.

Mekliganj Municipality

P.O. Mekliganj , Dist : Cooch Behar

Phone No : (03584) 255249(o), 255480 (Cham.), 255458 (V.C.) Fax No. : (03584) 255249

Memo No.....

Date.....

From ::- The Chairman,
Mekliganj Municipality,
Mekliganj, Cooch Behar.

To ::- Sri Dwipanjoy Sinha, S/o- Late Dilip Kumar Singha,
Ward No.- 2 , Mekliganj Municipality.

SUB::- Letter of engagement.

Sir,

On the basis of the resolution adopted by the Municipal Level Health and Family Welfare Committee of the Municipality on 14.03.13 and BOC Resolution dated 03.04.2013, you are hereby engaged as Sanitary Inspector on contract under Community Based Primary Health Care Services Scheme of the Municipality created vide Memo No.-111/MA/C-10/3S-55/2005 dt. 02.02.2007 for the period upto 31.03.2014 or the date when a new person is appointed permanently in the vacant post of Sanitary Inspector whichever comes earlier.

You will be paid the fixed contractual pay for the post of Sanitary Inspector with effect from the date of your joining from out of the grant released by the SUDA (Health Wing) received by this Municipality from time to time.

Sd/—

Chairman
Mekliganj Municipality,
Mekliganj, Cooch Behar.

Memo No. 11/i(2)/CBPHCS/MM/13-14

Date. 6.4.2013

Copy forwarded for information to

- ✓1) The Director, State Urban Development Agency (health)
ILGUS Bhawan, HC-Block .Sector -III, Salt Lake City, Kolkata-700 106.
- 2) The Head Clerk, Mekliganj Municipality

Sd/—
Chairman

Mekliganj Municipality,
Mekliganj, Cooch Behar.

To

The Chairman
Mekliganj Municipality.
P.O:- Mekliganj- Dist:- Cooch Behar

Sir,

With reference to your letter NO-
11/MM/CBPHCS/13-14 dated 06/04/2013. I do
hereby join as contractual Sanitary Inspector
under CBPHCS to day on 08/04/2013. four noon.

I request you to accept this joining
letter and oblige.

yours faithfully.

Dwipanjay Sinha
08.04.2013

Accepted
08.04.13
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

আগামীসত্ত্ব পৌরসভার কাউন্সিলরগণের আবেদন

তারিখ - ০৩/০৪/১৩(ইং)

সময় - বিকাল - ২ টা

আবেদন নং - ১/২০১৩ - ২০১৪

উপস্থিত কাউন্সিলরগণের নাম :-

1. Shefali Roy
2. Anarul Md.
3. Rajkumar Saha
4. Sipra Bose
5. Dipak Roy
6. Hareswar Barmah

আননীয় পৌরপতি মহোদয়ের আমন সুশ্রুত করার পর
সকল কাউন্সিলরদের আগত জানানেন এবং সভার কাজ করার
নির্দেশ দিলেন।

নিম্নবর্ণিত সিদ্ধান্তসমূহ আলোচিত ও গ্রহিত হলো:-

ক) *** *** *** *** *** ***

খ) পৌরপতি মহোদয়ে জানানেন যে, শ্রী দীপাঙ্কর মিশ্র
ম্যানেজারী ইমপ্লিমেন্টেশন অফ প্রজেক্ট ৩৩ সে মার্চ, ২০১৩
অবসর নিয়েছেন। তার স্থানে কোনো নতুন এক তাড়াতাড়ি
সম্পূর্ণ নয়। এদিকে এই পৌরসভায় কোন Health Officer
নেই। মেজর CBPHCS এবং Public Health -এর পুঙ্খ কাক
দেখাবার জন্য কোন পদার্থিকারী বর্তমানে থাকেন না।

তাই শ্রী দীপাঙ্কর মিশ্রকে CBPHCS প্রকল্পের
অধীনে Contractual Sanitary Inspector নিয়োগ করার জন্য
আগামী এক বছরের জন্য Municipal Level Health and
Family welfare Committee বিসত 14/03/13 তারিখের সিদ্ধান্ত।

সর্বসম্মত সিদ্ধান্ত গ্ৰহণ কৰে। পৌৰপতি আৰু ডাঙাঘৰীয়া, ই একবছৰ সময়সীমাৰ বাবে কোনো আত্মীয় শ্ৰমিককো নিয়োগ হ'লে তালৈ স্ত্রী শিশুৰ এই contractual engagement বাতিল হ'লে যাবে।

পৌৰসভাৰ কাউন্সিলৰগণ সর্বসম্মতভাৱে এই প্ৰস্তাব সমৰ্থন কৰিলে এই প্ৰয়োজনীয় অনুমোদন দিলে।

১)	***	***	***	***	***	***
২)	***	***	***	***	***	***
৩)	***	***	***	***	***	***
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১৩)	***	***	***	***	***	***

সভাপতিকৈ বিন্যাসাক্ৰমে সভাৰ কাৰ্য্য সমাপ্ত কৰা হ'ল।

Certified to be the
true Copy

১০-০৭-১৩
Chairman,
Mekliganj Municipality
Mekliganj, Dist. Ch. Behar

স্বাঃ শ্ৰীমন্ত্ৰী দাস
সভাপতি ও পৌৰপতি

12th meeting of the Mekhliganj Municipality- Health and Welfare Committee (Municipal Level Health and Family Welfare Committee) held on 14.3.2013 at 12/30 PM.

Members Present & Signed:-

1) Sailen Das Chairman

Sd/- 14.03.13
Dipak Roy 14/03/13

2) Sri Dipak Roy Vice Chairman

3) Dr Joydeep Sarker, AEMOH.

Sd/- 14/3/13
Sd/- 14/3/13

4) Sri Dipanjay Senha, Sanitary Inspector.

5) Smt Shyamali Poddar, President COM -

Sd/- Shyamali Poddar
P. S. Sd/- 14.3.13.

6) Sri Pradip Biswas, President Mekhliganj Welfare Association

7) Sri Sandip Sarker, President Netaji Welfare Society, Mekhliganj

Sd/- 14/3/2013

The Chairman, Mekhliganj Municipality & President of the Municipal Level Health & Family Welfare Committee, took the chair and welcomed all the members present.

① Sri Dipanjay Senha, Secretary of Committee reported to the house the progress of Medical Camps done during 2012-2013 as below:

Date of the Camp.	Place of the Camp.	Name of the doctor.	Total no of Patients treated.
25.9.12.	Ward no-9 (Swedish Mission School)	Dr. Dipankar Basu mata.	200
28.9.12.	Ward no-2 (Pootha Payasti School)	Dr. Debjyendu Choudhury.	175
30.9.12.	Ward no-01 (Manick Boro's house)	Dr. Chandan Bhattacharjee.	125

6.10.12. Ward No. 7 Dr. D.K. Mondal. 225.
(Katha-O-Gan
Mancho)

7.12.12. Ward No. 6 Dr. Joydeep Mukherjee 200
(Amantran Bhawan)

12.12.12. Ward No. 5 Dr. Nitish Chandra
(Kaliyuda A.P. School) Cankar. 150

Sri D. Senha reported that these doctors of S.D. Hospital, Hoshangpur rendered free service in the camps on our request & permission. He further stated that in absence of Health Officer in the Municipality, for the number camps including special treatment clinics, anti-hanta and post natal clinic could not be organised.

Members expressed satisfaction on the work done by the CSO/HCS Section.

The Committee also sincerely appreciated the community service rendered by the doctors free of cost in the treatment camps and requested the President to communicate the appreciation to their AEMOH as well as the Supdt, S.D. Hospital.

② President of the Committee & Chairman of the Municipality informed the committee that Sri Dipanjay Senha, present Sanitary Inspector and Secretary of the committee will retire on 31.03.2013. Hearing this news members became perplexed as to who would run the scheme and become the Secretary, when there exists no Health Officer in the Municipality.

Dr Joydeep Sarkar, AEMOH proposed that, Sri D. Senha may be recruited on contractual

basis as Sanitary Inspector in the vacant post of Contractual Sanitary ^{Inspector} created vide order no -111/MA/C-10/35-55/2005 dt 02.02.2007. On this proposal all the connected papers were examined and found that a post of Contractual Sanitary Inspector under CBPHCS is lying vacant in this Municipality since 2007 and Sri Dipanjay Sinha is having requisite qualification and certificate in related field and is having experience of working as Sanitary Inspector for more than 15 years. He will however attain age of 60 years on 31.3.2013. Sri Sinha has also submitted his application dt 6/3/13 for his fresh appointment. The said Govt order says that (1) the selection may be made through Municipal level Health and Family Welfare Committee and (2) Age for appointment will be as applicable for Municipal employees.

The Committee unanimously decided to relax the age in respect of Sri Dipanjay Sinha in view of non-availability of suitable and experienced candidate for this post and also in view of vast experience of Sri Sinha for more than 15 years in the field.

Accordingly the Committee unanimously decided to select Sri Dipanjay Sinha for his engagement in this Municipality for a period of one year from April 2013 to March 2014 as Contractual Sanitary Inspector under CBPHCS subject to two conditions:

- (1) The present CBPHCS Scheme is extended by the Govt beyond 31.3.2013 and
- (2) Sri Sinha's engagement will continue for one year from April 2013 or till the time a new permanent Sanitary Inspector is recruited or whichever falls earlier.

The meeting ended with a vote of thanks to the Chair.

Sd/- 14.03.13

President & Chairman

Chairman,

Mekliganj Municipality
Mekliganj, Cocch Behar.

Certified to be the true copy
Sd/- 10.04.13
Chairman,
Mekliganj Municipality
Cocch Behar.

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj, Dist : Cooch Behar

Phone No : (03584) 255249 (o), 255480 (Cham.), 255458 (V.C.) Fax No. : (03584) 255249

Memo No.....

Date.....



POCH
D
27/4/12

Since the CBPHCS and HHW Schemes of this Municipality have been extended for a further period of one year up to 31/3/2013 vide order no. 287(74)/MA/C-10/35-45/2007 dt. 29/3/2012 of the MA Department read with Memo No. HF/O/P7B/140/2B-58/2010 dt. 23/02/2012 of the Department of Health & Family Welfare, Govt. of West Bengal, the following three contractual employees under the CBPHCS Schemes are hereby reappointed in the posts mentioned against them for the period from 2/4/2012 to 31/3/2012 in their existing consolidated pay and as per prevailing terms and conditions of their contractual appointment.

- 1) Sri Mithun Chakraborty, S/o Sri Hitendra Nath Chakraborty—Multipurpose Clerk-cum-Store-Keeper
- 2) Sri Chanchal Chakraborty, S/o Late Monaranjan Chakraborty-Account Assistant
- 3) Sri Sanjib Sarkar, S/o Late Jyotish Ch. Sarkar—Computer Assistant

The Contractual service of these three persons will continue during the period of contract subject to their satisfactory performance of their duties.

801
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Memo No. 86(F)/MH/IGE-08/12-13.

Date 13-04-12

Copy forwarded for information to :-

- 1) Sri Mithun Chakraborty,—Multipurpose Clerk-cum-Store-Keeper
- 2) Sri Chanchal Chakraborty, -Account Assistant
- 3) Sri Sanjib Sarkar,—Computer Assistant
- 4) The Director of Local Bodies, WB, Purta Bhawan (1st floor), Kolkata-700091
- 5) The Deputy Director of Local Bodies, Ashram Para, Siliguri, Dt. Darjeeling
- 6) The Jt. Secretary to the Govt. of West Bengal, MA Department, Writers' Buildings, Kolkata-700001

✓ 7) The Director SUDA (Health wing)
ILGUS Bhawan, Salt Lake, Kolkata-700106.

Chairman 13-04-12
Mekliganj Municipality
Mekliganj, Cooch Behar

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.SUDA-Health/16/08/274

Date ...Dt...04.01.2012

From : Director, SUDA

To : Sri B.C. Patra
Jt. Secretary
Department of Municipal Affairs
Writers' Building.



Sub. : Inclusion of contractual employees of CBPHCS, Mekliganj Municipality under Employees Provident Fund (EPF) and Miscellaneous Provisions Act, 1952.

Sir,


Enclosed kindly find herewith communications of the Chairman, Mekliganj Municipality vide no. 409/MM/X-02/CBPHCS/11-12 dt. 28.12.2011 including communication of Employees Provident Fund Organisation vide no. ENF/RO/JPG/WB/JP/52071/11/1561 dt. 29.09.2011, which speaks for itself.

This issue is also applicable for other ULBs implementing Urban Health Programmes. You are requested to provide clarification as sought for by the Chairman, Mekliganj Municipality.

Thanking you.

Yours faithfully,

Enclo. : As stated.



Director, SUDA

Dt. .. 04.01.2012

SUDA-Health/16/08/274/1(1)

CC

Chairman, Mekhliganj Municipality w.r.t. her communication vide no. 409/MM/X-02/CBPHCS/11-12 dt. 28.12.2011.


Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No.SUDA-Health/16/08/274

Date ...Dt...04.01.2012

From : Director, SUDA

To : Sri B.C. Patra
Jt. Secretary
Department of Municipal Affairs
Writers' Building.

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Thanking you.

Yours faithfully,

Enclo. : As stated.


Director, SUDA

SUDA-Health/16/08/274/1(1)

Dt. .. 04.01.2012

CC

Chairman, Mekhliganj Municipality w.r.t. her communication vide no. 409/MM/X-02/CBPHCS/11-12 dt. 28.12.2011.


Director, SUDA

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj, Dist : Cooch Behar

Phone No : (03584) 255249(o), 255480 (Cham.), 255458 (V.C.) Fax No. : (03584) 255249

Memo No... 409/MM/X-02/CBPHCS/10-12

Date 28.12.11.....

FROM ::- The Chairman,
Mekliganj Municipality,
Mekliganj. Cooch Behar.

TO ::- The Director,
State Urban Development Agency,
ILGUS Bhawan, HC - Block, Sector - III
Bidhannagar, Kolkata - 700 106.



SUB ::- Inclusion of Contractual employees under CBPHCS of this Municipality under EPF & MP Act, 1952.

Sir,

The Employees Provident Fund Organization, Jalpaiguri Region has issued a notice (copy enclosed) to cover the contractual employees of this Municipality under EPF & MP Act 1952 with effect from 08 - 01 - 2011 in terms of Central Government Notification No. - S.O - 30 (E) dated 08 - 01 - 2011 (copy enclosed) and accordingly 14 contractual employees under CBPHCS of this Municipality (3 Gr. - C employees, 9 HHWs and 2 FT Supervisors) will come under the coverage of the EPF & MP Act 1952 with effect from 08 - 01 - 2011 and a sum of Rs. 74,657/- (seventy four thousand six hundred fifty seven) Only will be required to be paid to EPFO towards Employee's share of contribution at 13.61% of their salaries (A calculation sheet is enclosed) for the period from 08 - 01 - 2011 to 31 - 12 - 2011. Thereafter in every month a sum of Rs. 6,340/- (six thousand three hundred forty) only will be required to be remitted to EPFO towards Employer's share at 13.61% (12% + 0.5 EDLI + 1.11 Admission Charges) of their salary.

Under the circumstances stated above I request you to kindly accord administrative approval and release the fund towards payment of employer's share to EPFO as given in details in the foregoing para at an early date.

Yours Sincerely,

[Signature]
Chairman 28.12.11

Mekliganj Municipality,
Mekliganj. Cooch Behar.

Mekliganj Municipality
RECEIVED

तार : भविष्यनिधि

TELEGRAM : BHAVISHYANIDHI

DATE

29/09/11



R-NO-474/MM/16E-17/11-12

Registered with A/D

दूरभाष / Phone No. 03561-230271/230731

Fax No. 03561-231241

E-mail: ro.jaopaiguri@epfindia.gov.in

क्षेत्रीय कार्यालय, कर्मचारी भविष्य निधि संगठन
Regional Office, Employees' Provident Fund Organisation

भविष्य निधि भवन, दिनबाजार, जलपाईगुड़ी - 735101

BHAVISHYA NIDHI BHAWAN, DINBAZAR, JALPAIGURI - 735101

No. ENF/RO/JPG/WB/JP/52071/11/1561

Dated 29-09-11

To M/s Mekliganj Municipality.

P.O. Mekliganj.

Dt. Cach Behar.

Sub: Applicability of the Employee's provident Funds & Miscellaneous provisions Act, 1952 and the Schemes framed thereunder to :

M/s. Mekliganj Municipality

On the basis particulars furnished by you on 22.09.2011 and on the basis of the inspection of the records of your establishment conducted by the Enforcement Officer on 22.09.2011 it is evident that:

(a) Your establishment/factory viz M/s Mekliganj Municipality is engaged in Municipal Council & Municipal Corp which is included in Schedule-I/Class of establishments in employees provident Funds and Miscellaneous provisions Act, 1952.

(b) That the said establishment/factory has employed 41 (Forty one) persons on 08.01.2011.

(c) That it has completed the infancy period in terms of provisions of Section 16(1)(d) of the employees provident funds & Miscellaneous provisions Act, 1952 or 3(three) years on therefore, the provisions of the E.P.F. and Misc, provisions Act, 1952 and the Schemes framed thereunder are applicable to your above named establishment together with head office and its branches/departments whether situated at the same place or at different places with effect from finally provisionally subject to further verification of your records for the earlier period.

With reference to your application No dated received for extension of E.P.F. & Misc, provisions Act, 1952 under Section 1(4) of the said Act on a voluntary basis a code No. is hereby allotted to your establishment namely provisionally covering your establishment with effect from pending issue of a notification by the Government of India in exercise of the powers conferred on them by subsection(4) of Section - I of the E.P.F. and M.P. Act, 1952.

The code No. 52071 is allotted to your establishment for the purpose of making compliance with the various provisions of the E.P.F. and Misc, provisions Act, 1952 and the schemes framed thereunder namely E.P.F. Scheme 1952, Employees' Family pensions Scheme 1971 and Deposit Linked Insurance Scheme 1976. The code No. should be used for the purpose of making compliance with the various provisions of the E.P.F. and Misc, provisions Act, 1952 and the schemes framed thereunder.

Regarding Employees Pension Fund contributions it should be separated from the Employees' Provident Fund Contributions and shown separately in the respective Forms and remitted separately in Account No.10 from the month of 08.01.2011 only. As regard E.P.F. and E.D.L.I. dues for the period from 08.01.2011 the arrear should be remitted on or before immediately The receipt of this letter alongwith its enclosures may kindly be acknowledged.

वि. कुण्ड Regional Officer,
B. Kundu
Jalpaiguri.
स. प्र. नि. अयक

Asstt. P. S. Commissioner
ए. एस. प्र. स. कमिशनर, जलपाईगुडी
EPFO, AO, JALPAIGURI

- (1) Instructions for Mode Payment of dues & Submission of Returns.
- (2) Instructions regarding implementation of the Employees' Provident fund Schemes, Employees' Family Pension Schemes and Employees' Deposit Linked Insurance Scheme.
- (3) Instructions regarding allotment of Account No.
- (4) Instructions regarding transfer of previous P.F. accumulations and transfer of securities.
- (5) Ready Reckoner for calculation of P.F. Contributions, Family Pension Contributions and D.L.I. Contributions.
- (6) Form -5A (in triplicate)

to :
(1) The Enforcement Officer Shri /Smt. A.K. Sarkar for watching compliance . He/She is requested to obtain Form -5A in duplicate in respect of the establishment immediately.

(2) Accounts Branch / Sub - regional Office . (it is understood that this factory) establishment has on previous Provident Fund accumulations to transfer to E.P.F. This may please be noted in the contributions register Maintained in the Group with suitable remarks.

(3) Accounts Branch VIII (Eight) Section
(2) Regional Director, E.S.I.C.

For Regional Provident fund commissioner,
Regional Office,



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)

PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 29]

नई दिल्ली, सविवार, जनवरी 8, 2011/पौष 18, 1932

No. 29]

NEW DELHI, SATURDAY, JANUARY 8, 2011/PAUSA 18, 1932

भारत और रोजगार मंत्रालय

अधिसूचना

नई दिल्ली, 8 जनवरी, 2011

का.आ. 30(अ).—कर्मचारी पथिव्य निधि एवं प्रकीर्ण उपबंध अधिनियम, 1952 (1952 का 19) की धारा 1 की उप-धारा (3) के खण्ड (ख) के द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, केन्द्र सरकार बीस या अधिक लोगों को रोजगार प्रदान कर रही निम्नलिखित स्थापनाओं को ऐसे स्थापनाओं के वर्ग के रूप में विनिर्दिष्ट करती है जिन पर उक्त अधिनियम इस अधिसूचना के सरकारी राजपत्र में प्रकाशित होने की तिथि से लागू होगा, यथा :-

"भारत के संविधान के अनुच्छेद 243घ के खण्ड (1) के उप-खण्ड (ख) और (ग) के अंतर्गत गठित नगर परिषद और नगर निगम ।"

[फा. सं. एस-35012/04/08-एस.एस.-11]

एस. के. देव वर्मान, प्रयुक्त सचिव

MINISTRY OF LABOUR AND EMPLOYMENT

NOTIFICATION

New Delhi, the 8th January, 2011

S.O. 30(E).—In exercise of the powers conferred by clause (b) of sub-section (3) of Section 1 of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952), the Central Government hereby specifies the following establishments employing twenty or more persons as the class of establishments to which the said Act shall apply, with effect from the date of publications of this notification in the Official Gazette, namely :—

"Municipal Councils and Municipal Corporations constituted under sub-clauses (b) and (c) of clause (1) of article 243Q of the Constitution of India."

[F. No. S-35012/04/08 SS-11]

S.K. DEV VERMAN, Jt. Secy

**STATEMENT SHOWING EMPLOYER'S LIABILITY IN RELATION TO E.P.F. OF CBPHCS
STAFFS OF MEKLIGANJ MUNICIPALITY**

	Name & Designation	Period	Total Pay	Employer's Share in E.P.F. @ 13.61%
1	Mithun Chakraborty, (Multipurpose Helper-cum-Store Keeper)	08.01.2011 to 31.12.2011	73,589.00	10,015.00
2	Chanchal Chakraborty (Accounts Assistant)	08.01.2011 to 31.12.2011	73,589.00	10,015.00
3	Sanjib Sarkar (Computer Assistant)	08.01.2011 to 31.12.2011	73,589.00	10,015.00
4	Pramila Barman, FTS	08.01.2011 to 31.12.2011	31,437.00	4,279.00
5	Rekha Singha Sarkar, FTS	08.01.2011 to 31.12.2011	31,437.00	4,279.00
6	Jayashree Chanda, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
7	Kanaka Guha, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
8	Lalita Saha, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
9	Dipali Mandal, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
10	Sarathi Roy Sarkar, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
11	Chitra Barman, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
12	Mira Singha, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
13	Tapati Hazra, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
14	Maya Singha Sarkar, HHW	08.01.2011 to 31.12.2011	29,435.00	4,006.00
			548,556.00	74,657.00

**Chairman,
Mekliganj Municipality
Mekliganj, Cochin Behar**

Office of the Councillors of :

Mekliganj Municipality

Scheme

Phone No : (03584) 255249 , 255480 , 255458, Fax No. : (03584) 255249

Email . mekliganj.m@gmail.com

Memo No. 230/MM/XI-CHS/11-12

Date 06-09-11.

FROM ::- The Chairman,
Mekliganj Municipality,
Mekliganj. Cooch Behar.

TO ::- The Director,
State Urban Development Agency (Health Wing)
ILGUS BHAWAN, Bidhan Nagar
Sector - III , Kolkata-700 106



SUB ::- Following the resignation letter of Sri Mrinmoy Sarkar Health Assistant under CBPHCS

Sir/Madam,

Sri Mrinmoy Sarkar, Contractual Health Assistant under CBPHCS of this Municipality has resigned on 5/7/2011 in the afternoon. The resignation of Sri Mrinmoy Sarkar has however been accepted by the Municipal Level Health and Family Welfare Committee of this Municipality, in its meeting held on 18.07.2011. A copy such resignation letter is forwarded herewith.

Yours faithfully

[Signature]
Chairman,
Mekliganj Municipality,
Mekliganj. Cooch Behar.

To : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Sub : Resignation from the post of Health Assistant
of CBPHCS Scheme under Mekliganj Municipality.

Sir,

I beg to render my resignation from the contractual post of *Health Assistant* under CBPHCS Scheme of Mekliganj Municipality on 05/07/2011 in the afternoon. Since I have been selected for appointment permanently in the post of Peon in Mekliganj Municipality.

Kindly accept my resignation and release me accordingly.

Yours faithfully,

Meinmay Sarkar

Date : 05-07-2011

Place : Mekliganj

*Provisionally
Accepted
Date*

05.07.11.
Chairman,
Mekliganj Municipality
Mekliganj, Cooch Behar.

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458,

Fax No. : (03584) 255249

Memo No.....

Date.....

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar



To 1) Sri Chamehal Chakravorty, Account Assistant
2) Sri Sanjay Sarkar, Computer Assistant
3) Sri Mahimoy Sarkar, Health Assistant
4) Sri Nitish Chakravorty, Multipurpose clerk cum Store keeper

Sub : Engagement of....CA/AA/MCSK/HA under CBPHCS .

The CHPHCS Scheme has been extended to further one year from 1.4.2011 to 31.3.2012 vide memo no. HFO/0/P&B/131/2B-58/10 dt. 29.3.2011 of the Department of Health and Family Welfare read with memo no. 180(130)/MA/C-10/3S-45/2007 dt. 31.3.2011 of the MA Department. Accordingly, you are hereby engaged as CA/AA/MCSK/HA (Contractual) in this Municipality under the Scheme of CBPHCS for a period from 2.4.2011 to 31.3.2012 on contract and on existing contractual and consolidated remuneration. You are requested to report for duty on the forenoon of 2nd April, 2011

Sd/-
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

✓ Memo No. 18/1(1)/MH/XI-01/11-12

Date 20-04-11

Copy forwarded to :-

The Director, State Urban Development Agency (Health Wing), ILGUS
Bhawan, Kolkata-700106 for kind information and record.

Sd/- 20.04.11
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458,

Fax No. : (03584) 255249

Memo No.....

Date.....

To

Sri Chanchal Chakraborty
Accounts Assistant, CBPHCS, Mekliganj Municipality



Sub: Renewal of contract appointment

Your contract appointment as Accounts Assistant has expired on 31.03.2010. Since your performance has been found satisfactory, the Board of Councillors of this Municipality have resolved to appoint you purely on contract in the same position of Accounts Assistant for a further period from 2.4.2010 to 31.3.2011 on the usual consolidated pay.

This order is issued in terms of Govt. order no. 452 (130)/MA/C-10/3S-45/2007 dt. Kolkata, 7th June 2010

Sdf

Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Memo No. 482/1 (2)/44/XI-01/10-11 Date 18-09-10

Copy forwarded for information and necessary action to:-

1. The Director of Local Bodies, Purta Bhawan, Kolkata, 700001
- ✓ 2. The Director, SUDA (Health Wing), ILGUS Bhawan, Kolkata, 700001
700106.

Sdf 16-09-10

Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/16/08/190

Date 23.08.2010

From : Director, SUDA

**To : The Chairman
Mekliganj Municipality**

**Sub. : Engagement as Computer Asstt. & Account Asstt. on contractual basis
under Community Based Primary Health Care Services, Mekliganj
Municipality.**

Ref. : Your communication bearing no. 289/MM/C/XI-01/10-11 dt. 17.08.2010.

Sir,

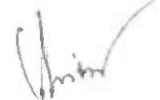
With reference to above, this is to intimate you that the present tenure of CBPHCS has been extended upto 31.03.2011 by the Dept. of Health & FW, which was intimated to you vide this office memo no. SUDA-Health/71/08/761(63) dt. 31.03.2010 (copy enclosed for ready reference). Hence, present tenure of engagement of Computer Asstt. & Account Asstt. will remain valid upto 31.03.2011.

You are requested to take necessary action in this regard.

Thanking you.

Enclo. : As stated.

Yours faithfully,



Director, SUDA

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458

Fax No. : (03584) 255249

Memo No. 289/M.M./XI-01/10-11.

Date. 17-08-10

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

To : The Director,
State Urban Development Agency (Health Wing)
ILGUS Bhawan, Bidhannagar,
Kolkata - 700106



Sub:- Renewal of contract appointment of Computer Assistant
& Account Assistant under CBPHCS.

Madam,

Sri. Sanjib Sarkar & Sri. Chanchal Chakraborty were engaged for one year on contract basis by this Municipality respectively as Computer Assistant & Account Assistant w.e.f. 3.08.2009. Their tenure of service will expire on 2.8.2010. The Municipal Level Health & Family Welfare Committee have reviewed their performance and found satisfactory. The said committee also desire for engaging them for another one year.

Under the circumstances you are requested to kindly allow us to engage these two persons for another one year in their respective posts w.e.f. 3.8.2010.

Yours faithfully,

Sd/- 7.08.10
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458,

Fax No. : (03584) 255249

Memo No. 524/MM/XI-01/CHS/09-10.

Date 07-11-09.....

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar



To : The Director,
State Urban Development Agency (Health Wing)
ILGUS Bhawan, Salt Lake City,
Kolkata - 700106

PO(H)
13/11

Sub :- Resignation of our Health Officer.

Madam,

Dr. Tapas Kumar Roy was engaged by this Municipality as Health Officer with effect from 3rd August, 2009 for a period of one year on contract but he left the job by submitting resignation with effect from 21.10.09 (copy enclosed).

I request you to kindly see whether it would be possible for sending names of some candidates for the post of Health Officer for this Municipality from the Central Panel, if any.

Yours faithfully


Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Received
at 2:00 PM,
20/10/09.

R/n - 318/MM/XI-01/09-10.
date - 26.10.09.

To : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Sub : Resignation from the post of Health Officer
under Mekliganj Municipality.

Sir,

I beg to render my resignation from the post of Health Officer under Mekliganj Municipality with effect from the forenoon of 21/10/09 since I have been selected for appointment as Medical Officer of Thalassaemia Control Unit in the North Bengal Medical College.

Kindly accept my resignation and release me accordingly.

Yours faithfully,

Tapas Kumar Roy

Date : 21/10/09

Place : Mekliganj

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458,

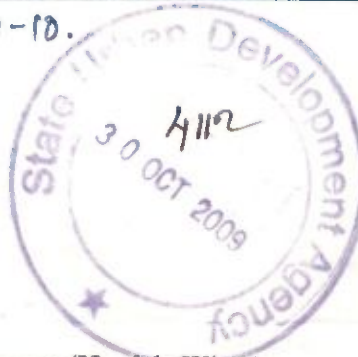
Fax No. : (03584) 255249

Memo No..504/mm/XI-01/CHS/09-10.

Date..27-10-09.....

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

To : The Director,
State Urban Development Agency (Health Wing)
ILGUS Bhawan, Bidhannagar,
Kolkata - 700106



PO(H)
L
31/11

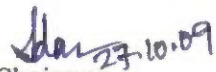
Sub:- Renewal of contract appointment of Health Assistant & Multipurpose Clerk-cum-Store Keeper under CBPHCS.

Madam,

Sri. Mithun Chakraborty & Sri. Mrinmay Sarkar were engaged for one year on contract basis by this Municipality respectively as Multipurpose Clerk-cum-Store Keeper & Health Assistant w.e.f. 2.11.2008. Their tenure of service will expire on 1.11.2009. The Municipal Level Health & Family Welfare Committee have reviewed their performance and found satisfactory. The said committee also desire for engaging them for another one year.

Under the circumstances you are requested to kindly allow us to engage these two persons for another one year in their respective posts w.e.f.2.11.2009.

Yours faithfully,


Chairman

Mekliganj Municipality
Mekliganj, Cooch Behar

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458,

Fax No. : (03584) 255249

Memo No.....

Date.....

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

To : The Assistant Chief Medical Officer of Health,
Mekliganj

Sub:- Logistic assistance in implementation of Community
Based -Primary Health Care Service.

Sir,

I like to draw your kind attention to the contexts of Memo No. HFW/CFW/331/HS-1003/07 dt. July 31, 2007 of the Project Director, HSDI, Commissioner, FW & Special Secretary, H & FW Deptt., Govt. of West Bengal addressed to CMOH, Cooch Behar a copy of the said memo is enclosed herewith for your kind reference.

You are aware that, we have already formed Municipal Level Health and Family Welfare Committee to which you are one of the members. We have engaged 9 HHW's in 9 wards and 2 First Tier Supervisors in 2 Sub Centres and imparted suitable training to them. We have engaged one Health Officer on 3.08.2009. The objective of this programme is to provide preventive Health Care to all people and Creative Health Care only to BPL Population of this Municipality through regular clinics to be organised in the Sub Centres.

We have a proposal to organise the following clinics in these two Sub Centres from August 2009 onwards:-

1st Week : Two Treatment Clinics in two Sub Centres and two Ante-natal/Post-natal and FW clinics in two Sub Centres.

2nd Week : Two immunisation Clinics and two treatment clinics in two Sub Centres.

3rd Week : Two growth monitoring Clinics and two treatment clinics in two Sub Centres.

4th Week : Two treatment Clinics in two Sub Centres and two Health Awareness Programme in two Sub Centres.

Our resources are not adequate to support all the services, your help and assistance to provide logistic i.e immunisation materials, (vaccine, syringe, immunization Cords, etc), vaccinator, FP materials, ORS, Vit-A in oil, IEC materials etc and to render all necessary assistance in CU-T insertion, MTP, Ligation, Hospital Delivery, Diagnostic facilities etc.

In this connection, our health officer and all other supporting staff desire to meet you to seek your valuable advise and guidance in successfully running the CBPHCS Programme on 10.8.09 at 10/30 A.M. in my chamber. I shall be obliged if you kindly find time to make yourself available along with some of your support staff so that a calendar may be prepared fixing date of clinics etc in our Sub Centres.

Yours faithfully,

SD/
Chairman
Mekliganj Municipality
Mekliganj: Cooch Behar.

MEMO NO. 288/1(4)/MM/XI-01/9-10.

DATE 05-08-09.

Copy forwarded for information and necessary action to :

- (1) Director, SUDA, ILGUS Bhawan (Health wing), Kolkata-700106
- (2) Chief Medical Officer of Health, Cooch Behar.
- (3) Superintendent, Mekliganj Sub Divisional Hospital.
- (4) Health Officer, Mekliganj Municipality. He is requested to arrange the meeting and remain present along with all staff, SI, HHW's and FTS's.

SD/
Chairman
Mekliganj Municipality
Mekliganj: Cooch Behar.

Chow.
18.8.09.

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Cooch Behar

Phone No : (03584) 255249(o), 255480 (Cham.), 255458 (V.C.) Fax No. : (03584) 255249

Memo No. 280/MM/XI-01/9-10.

Date 03-08-09.

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar



To : The Project Officer,
State Urban Development Agency, SUDA, Health Wing
ILGUS Bhawan, Bidhannagar, Kolkata - 700106

Sub: Forwarding of Joining Report

Sir,

I forward herewith the joining reports of Sri Chanchal Chakraborty, Accounts Assistant, Sri Sanjib Sarkar, Computer Assistant and Dr. Tapas Kumar Roy Health Officer, who have joined on 3/08/09 forenoon.

The contact no. of Dr. Tapas Kumar Roy Health Officer
9434463741

Yours faithfully

Enclo :- Copies of Joining Report

Sd/- 03.08.09
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

ଜ୍ଞାନମୂର୍ତ୍ତି-

ଲେଖିକା-
ହେମଲୀ ଶଙ୍କର ମୋହାନ୍ତୀ-

ମୋ: ହେମଲୀ ଶଙ୍କର, ଛେନା: କୁଟାବିହାର-

ତାରିଖ- ୦୬-୦୮-୨୦୦୯-(ଶିଃ)

ନିଯୁକ୍ତି- Computer Assistant ନାମ
ନିଯୁକ୍ତ ହେଉଅଛନ୍ତି ।

ମହାଶୟ,-

ଆପଣଙ୍କ Appointment ପତ୍ରର ଅନୁସାରେ
ଆମି ଶ୍ରୀ ଅକ୍ଷୟ ମହାନ୍ତଙ୍କୁ ହେମଲୀ ଶଙ୍କର
ଲେଖିକାଙ୍କ ଭାବରେ "ଆମି" ନାମକ ସ୍ଥାନ
ଆମିଙ୍କର ବିଭାଗେ Computer Assistant
- ନାମ ନିଯୁକ୍ତି ୦୬-୦୮-୨୦୦୯(ଶିଃ) ତାରିଖରେ
ଆମିଙ୍କର ସମ୍ବଳ '୧୦' ଟଙ୍କା ମଧ୍ୟ ନିଯୁକ୍ତ
ହେଉଅଛନ୍ତି ।

ଅତଏବ ଆପଣଙ୍କର ନିକଟ ବିନୀତି
ନିବେଦନ ଯେ, ଉକ୍ତ ନାମରେ ଆମାଙ୍କ ନିଯୁକ୍ତ
କରିବା ବାବଦ କରାଯିବ-

Allowed to join .

11/08/09
Chairman,
Mithilmani Municipality

ସିଦ୍ଧବାଦକ
ଅକ୍ଷୟ ମହାନ୍ତ

आवनीश,

হস্তোত্তপাতি;
 হোমবাগিন্দ্র- হোমব্রাণ;
 হোম:- হোমবাগিন্দ্র, হোম:- হোমব্রাণ-
 হোম:- ০৩/০৮/২০০৩ (২২০)

[ବିଷୟ:- "Accounts Assistant" ପଦ
ନିଯୁକ୍ତ ହବାର ସମ୍ଭାବନା]

ब्रह्मसूत्र,

আপনার- "Appointment" পত্র
প্রদত্ত হইবে- আমি নিম্নলিখিত- চাকর
চাকর- বৈদ্যগুরু- নৌরসাদার-
অধীনে "অসিস্টেণ্ট অ্যাকাউন্ট্যান্ট-
সারিসেবা বিভাগ- "Accounts
Assistant"- পদে- ইচ্ছা- ০৬/০৮
- ২০০২, বৈদ্যগুরু, অফিস ২০-টার-
অফিস নিম্নলিখিত স্থানে।

কল্যাণম্বেব বিদিত-
আম্বাঙ্কে নিমুণ্ড নিবেদন
অতঃপর, হুয়া, উক্ত পক্ষ
করিব্বা বাধিত করিবেন।

Allowed to join

Chairman,

Mekliganj Municipality
Meklig nj, Co ch Behar.

ସିଦ୍ଧିବାହନ—
 ଚନ୍ଦନ-ଚନ୍ଦନାବତୀ—
 ୦୬/୦୮/୨୦୦୩ (୨୧୭)

03/08/2009

To

The chairman
Mekliganj Municipality

Sub:- Joining report

Sir,

With reference to your letter
offering to me the post of
Health officer, I hereby
join my duties today, 3rd
August 2009 at 10.00 am.

Yours faithfully

Tapas Kumar Roy

Allowed to join.

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458,

Fax No. : (03584) 255249

Memo No.....

Date.....

FROM ::- The Chairman,
Mekliganj Municipality,
Mekliganj, Cooch Behar.

TO ::- Dr. Tapash Kumar Roy,
Vill. 110 – Bajajama,
Post. Kuchlibari , Dist. Cooch Behar.



SUB ::- Appointment as Health Officer.

Dear Sir,

With reference to your application for the Post of Health Officer under the Community Based Primary Health Care Service Programme (CBPHCS) of this Municipality and the interview held on 24 – 07 – 09 , you are informed that the Selection Board has Selected you for the said Contractual Post of Health Officer and the same has been approved in the meeting of the Municipal Level Health & Family Welfare Committee held on 31 – 07 – 09 .

Under the circumstances , you are hereby engaged as Health Officer with effect from 3rd August 2009 for a period on one year on a fixed remuneration of Rs. 18,940 = 00 (Rupees, eighteen thousand nine hundred forty)only per month. You are requested to report for duty on 3rd August 2009 forenoon.

Yours Sincerely,

Sd/-

Chairman

Mekliganj Municipality
Mekliganj, Cooch Behar.



MEMO NO. 279/1(2)/MH/X-01/09-10

DATE 1.8.09

COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO ::-

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458,

Fax No. : (03584) 255249

Memo No.....

Date.....

FROM ::- The Chairman,
Mekliganj Municipality,
Mekliganj, Cooch Behar.

TO ::- Dr. Tapash Kumar Roy,
Vill. 110 – Bajajama,
Post. Kuchlibari , Dist. Cooch Behar.



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Yours Sincerely,

Sd/-

Chairman

Mekliganj Municipality
Mekliganj. Cooch Behar.

MEMO NO. 279/1(2)/MN-XR01/09-10

DATE 1.8.09

COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO ::-

- 1) The Director of SUDA, ILGUS BHAWAN, HC-BLOCK , Sector – III, Bidhannagar, Kolkata – 700 106.
- ✓ 2) The Project Officer, Health, SUDA, ILGUS BHAWAN, HC-BLOCK , Sector – III, Bidhannagar, Kolkata – 700 106.

Chairman

Mekliganj Municipality
Mekliganj. Cooch Behar.

Sub. : Implementation of service activities of Community Based Primary Health Care Services at Mekliganj Municipality.

Enclosed copy of communication of the Chairman, Mekliganj Municipality bearing no. 669/X-HHWs/07-08 dt. 12.09.2007.

It is to mention here that training of the HHWs is completed on 15.06.2007 and the regular HHWs have been engaged with effect from 28.06.2007. At present the HHWs are carrying out Baseline Health Survey. The ULB has already identified 2 Sub-Centres.

Apropos order of Dept. of Municipal Affairs with regard to sanction of personnel of M & S Cell this ULB is not entitled to have Medical Officer as their population is below 40,000 as per 2001 census. Moreover, post of Health Officer to 63 ULBs has not yet been sanctioned. As a result, the service activities such as ANC / PNC clinic, Immunization clinic, growth monitoring clinic and general treatment clinic will not be possible to organize by the ULB. It may be appreciated that not only service activities but also monitoring & supervision of day to day work of HHWs, scrutiny of Health survey data, Family Schedule and technical guidance on distribution of medicine at the door-step of the beneficiaries by HHWs are being jeopardized.

To tide over this critical situation, suggestion of the Chairman of the ULB and Municipal Level Health & FW Committee in terms of utilizing services of (i) a local Doctor at a daily fee of Rs. 400/- per day not exceeding 15 days in a month and (ii) one Nursing personnel at a daily fee of Rs. 80/- per day not exceeding 15 days in a month may be considered for till engagement of Health Officer.

The expenditure required for the purpose may be met out of the A/C Head - "Operating Cost".

Submitted.

[Signature]
28.9.07.

UOMA SDA-Health
163 ULBs / 07
AT dt. 28.9.07
Director, SDA

Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj , Dist. : Cooch Behar

Phone No. : (03584) 255249(O) 255480 (Cham.) , 255458 (V.C) Fax No. : (03584) 255249

Memo No. 669/X-HHWS/07-08

Date. 12/9/07.....

FROM ::- The Chairman
Mekliganj Municipality
Mekliganj: Cooch Behar.

14 SEP 2007



Speed Post
✓

TO ::- The Director,
State Urban Development Agency (Health wing)
ILGUS Bhawan, HC Block.
Bidhannagar, Kolkatas-700106.

SUB :- Approval of Contract appointment of one Part time Medical
Officer, one Nursing Attendant and one Sanitary Inspector.

Madam,

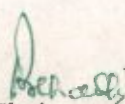
This Urban Local Body is a small Municipality having only 9 wards with 12000 (approx) populations. We are implementing the Community based Primary Health Care Programme through our Municipal Level Health and Family Welfare Committee successfully since engagement of 9 HHWs on 28.6.2007.

The Government has kindly sanctioned posts of Sanitary Inspector, Health Assistant, Computer Assistant, Store-keeper and Accounts Assistant at the rate of one post in each category to be engaged on contract basis and we are preparing for finalizing their engagement, which we expect to do so by September, 2007. We have also selected the site for establishing two Sub Centres and expect to open the Sub Centres by end of this month. But without help of a qualified Doctor, it is not clear to us how the required medicines can be purchased and various clinics such as ANC/PNC clinics, immunisation clinics, growth monitoring clinic, general treatment clinics etc. can be organized. The help and cooperation of the nearest Sub Divisional Hospital is very uncertain as we have experienced. If we depend on them, we have to be sure that, entire Programme will be a failure and a time will come when mothers & children shall be demotivated not to come to the clinics. It is therefore requested to kindly sanction one part time Medical Officer for this Municipality at a remuneration of Rs. 400/= per day for 15 day's engagement and one nursing attendant at a monthly remuneration of Rs. 1200/= per month for both the Sub Centres to help the Doctors in the clinics as well as on other days of general outdoors treatment.

A copy of the resolution of the Municipal Level Health and Family Welfare Committee of this Municipality dt 24.8.2007 is enclosed for your kind information and taking early necessary action.

Encl : A copy of the resolution
of the 3rd meeting of MLHFWC.

Yours faithfully,


Chairman 03.09.07
Mekliganj Municipality
Mekliganj: Cooch Behar.

Office of The Councillors of :

Mekliganj Municipality

P.O. Mekliganj , Dist : Coochbehar

Phone No : (03584) 255249, 255480, 255458,

Fax No. : (03584) 255249

Memo No.....

Date.....

From: The Chairman
Mekliganj Municipality
Mekliganj: Cooch Behar.

To: ① Sri Sanjib Sarker Computer Acctt
② Sri Chanehal Chakravarty, Accounts Acctt

Sub: - Appointment as Computer Assistant
/ Accounts Assistant.

Dear Sir,

With reference to your application for the post of CA / AA,
----- under the community Based Primary Health care service programme
of this Municipality and the written test /computer test/interview held during
January 2009, you are informed that, the selection Board has selected you
for the said contractual post of CA / AA and the same
has been approved in the meeting of the Municipal Level Health and Family
Welfare committee held on 31.07.09.

Under the circumstances, you are hereby engaged as
CA / AA with effect from 3rd August 2009 upto 31.3.10
on a fixed remuneration of Rs. 5500/-per month. You are requested to report
for duty on 3rd August 2009 forenoon.

Sd/-
Chairman
Mekliganj Municipality
Mekliganj Cooch Behar

Memo No: 278(2)/1(2)/NM/X-1-01/09-10

Dated: 1.8.09

Copy forwarded for information and necessary action.

- 1) The Director, state Urban Development Agency, ILGUS Bhawan ,
Kolkata- 700 106
- ✓ 2) The Project Officer ,Health, SUDA, ILGUS Bhawan, Kolkata 700 106

Sd/-
Chairman
Mekliganj Municipality
Mekliganj Cooch Behar

Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj , Dist. : CoochBehar

Phone No. : (03584) 255249(O) 255480 (Cham.) , 255458 (V.C) Fax No. : (03584) 255249

Memo No.

Date.

3rd meeting of the Municipal Level Health and Family Welfare Committee.

Date 24.8.2007

Members present & signed.

1. Sri Pradip Biswas
2. Sri Hitendra nath Chakraborty
3. Smt. Shyamali Podder
4. Sri Sailen Das
5. Sri A. K. Karan
6. Sri Dwipanjoy Sinha

The president extended his warm welcome to members and initiated the discussion.

The Executive Officer informed the Committee that the sites for establishing two sub Centres in rented buildings, one at a place in the middle of ward no. 4,5 & 6 and another in the middle area of ward no. 7,8 & 9 have been selected. The Municipal Level community based primary Health care services committee (MLCBPHCS) gave formal approval to these sites and authorized the E.O. to communicate the same to the Health wing of SUDA for release of fund for purchase of equipments and furnitures and also the rent of the sub Centres.

This ULB has no Health Officer and accordingly only one Sanitary Inspector is in charge of entire Health related functions. We have been permitted to engage one Sanitary Inspector, One Accounts Assistant, One Computer Assistant, One Multipurpose clerk-cum-storekeeper and one Health Assistant on contract basis. The applications for these posts have already been received but the selection of candidates for these 5 (five) posts are yet to be done . It is resolved that since no post of Health Officer is existing in this ULB, one post of Sanitary Inspector as has been sanctioned will be engaged on contract in addition to the existing permanent post of Sanitary Inspector to take the load of extra job in health related all kinds of functions including public health and conservancy etc. The Health wing of the SUDA will be requested to give formal approval of this decision.

Another point came for discussion is that, since the ULB has a total population of not more than 12000, as per norm, is not entitled to engage any Medical Officer on contract. But the difficulty exists that while running the several clinics in the sub Centres and for purchase of required drugs and medicines within the list provided by SUDA, services of a Medical Officer is indispensable and also the service of a nursing attendant to help the M.O. along with the first tier supervisor of Sub Centre will be required. Moreover the services of the Medical Officer of the Local Sub Divisional Hospital is very uncertain and possibilities of their help is bleak as has been found in the last few months. It is therefore resolved that, the Health wing of SUDA will be moved by the Chairman to sanction engagement of one part time M.O. at a remuneration of Rs. 400/- per day for 15 days in a month and one nursing attendant at a remuneration of Rs. 1200/- per month for smooth running of clinics in the Sub Centre.

Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj , Dist. : CoochBehar

Phone No. : (03584) 255249(O) 255480 (Cham.) , 255458 (V.C) Fax No. : (03584) 255249

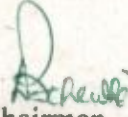
Memo No.

Date.

::2::

The House gave formal permission to the procurement Committee to proceed for purchase of equipments and furniture's as per permitted specifications and costs after observing all financial regulations for such purchase.

The meeting ended with a vote of thanks to the chair.


Chairman 34.08.07
Mekliganj Municipality
Mekliganj: Cooch Behar.



STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.SUDA-63-ULBs/06/08/300(9)

Date28.11.2008

From : Director, SUDA

To : The Chairman
Jhalda / Mathabhanga / Mekliganj / Tufanganj / Mal /
Kurseong / Kalimpong / Dinhata / Chandrakona Municipality

Sub. : Engagement of FTSs and subsequent filling up of the resultant
Vacancies of regular HHWs from the panel candidates under
Community Based Primary Health Care Services.

Sir,

The Trainee First Tier Supervisors of your ULB have successfully completed the job orientation training held at SUDA during 24-28 November, 2008.

Hence, the trainee FTSs now be engaged as regular FTSs with effect from 1st December, 2008. The FTSs will be in position at the Sub-Centre for the purpose of strengthening primary health care activities. The job responsibility chart is enclosed. Each FTS is entitled to get Honorarium @ Rs. 1,920/- (Rupees one thousand nine hundred twenty) only per month. The expenditure is to be booked under the A/C head "Honorarium for grass-root level functionaries-FTS".

The resultant vacancies of the HHWs who have been upgraded to FTSs, are to be filled up from the panel candidates of HHWs with effect from 01.12.2008. These HHWs be suitably deployed accordingly as regular HHWs. Each of these HHWs is entitled to get Honorarium @ Rs. 1,750 (Rupees One thousand seven hundred fifty) only per month. The expenditure is to be booked under the A/C head "Honorarium for grass-root level functionaries-HHW".

A feed back in respect of engagement of FTSs and newly engaged HHWs (along with their names) in the resultant vacancies is to be forwarded to the undersigned by 10.01.2009 for office records.

Thanking you.

Enclo. : As stated.

Yours faithfully,

Director, SUDA

Contd. to P-2.

0/e

- 2 -

SUDA-63 ULBs/06/08/300(9)/1(5)**Dt. .. 28.11.2008****Copy forwarded for kind information to :****DM, Purulia / Cooch Behar / Jalpaiguri /
Darjeeling / Medinipur (West) District****Director, SUDA****SUDA-63 ULBs/06/08/300(9)/2(5)****Dt. .. 28.11.2008****Copy forwarded for kind information to :****CMOH, Purulia / Cooch Behar / Jalpaiguri /
Darjeeling / Medinipur (West) District****Director, SUDA****SUDA-63 ULBs/06/08/300(9)/3(3)****Dt. .. 28.11.2008****Copy forwarded for kind information to :**

- 1. Project Officer, Health, SUDA**
- 2. Finance Officer, SUDA**
- 3. Finance Officer, Health, SUDA**

Director, SUDA

Office of The Councillors of :
Mekliganj Municipality

P.O. Mekliganj, Dist : Cooch Behar

Phone No : (03584) 255249(o), 255480 (Cham.), 255458 (V.C.) Fax No. : (03584) 255249

Memo No. 3147/MM/XI-01/08-09

Date 23.10.08

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

To : The Director,
State Urban Development Agency (Health Wing)
ILGUS Bhawan, Bidhannagar,
Kolkata - 700106



Sub:- Renewal of contract appointment of Health Assistant & Multipurpose Clerk-cum-Store Keeper under CBPHCS.

Madam,

1. Sri. Mithun Chakraborty & Sri. Mrinmoy Sarkar were engaged for one year on contract basis by this Municipality respectively as Multipurpose Clerk-cum-Store Keeper & Health Assistant w.e.f. 2.11.2007. Their tenure of service will expire on 1.11.2008. The Municipal Level Health & Family Welfare Committee have reviewed their performance and found satisfactory. The said committee also desire for engaging them for another one year.

Under the circumstances you are requested to kindly allow us to engage these two persons for another one year in their respective post w.e.f. 2.11.2008.

2. Sri. Kamal Adhikary was engaged as Computer Assistant under the said scheme w.e.f. 2.11.07. Sri. Adhikary resigned on 6th July 2008. Since then the position is lying vacant. Again Sri. Biswajit Roy, who was engaged as Accounts Assistant w.e.f. 2.11.07, suddenly expired on 18.10.2008 causing vacancy in that position. The MLHFW committee desire to fill up the vacancies after observing the necessary formalities. You are requested to kindly accord in the matter.

Yours faithfully

Sd/- 23.10.08
Chairman

Mekliganj Municipality
Mekliganj, Cooch Behar

Office of The Councillors of :
Mekliganj Municipality

P.O. Mekliganj , Dist : Cooch Behar

Phone No : (03584) 255249(o), 255480 (Cham.), 255458 (V.C.) Fax No. : (03584) 255249

Memo No. 3147/MM/XI-01/08-09.

Date. 23.10-08

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

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State Urban Development Agency (Health Wing)
ILGUS Bhawan, Bidhannagar,
Kolkata - 700106



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Yours faithfully

[Signature]
Chairman

Mekliganj Municipality
Mekliganj, Cooch Behar

16

Office of The Councillors of :
Mekliganj Municipality

P.O. Mekliganj, Dist : Cooch Behar

Phone No : (03584) 255249(o), 255480 (Cham.), 255458 (V.C.) Fax No. : (03584) 255249

Memo No. 2037/MM/XI-05/08-09.

Date. 02/9/08.

FROM :- The Chairman
Mekliganj Municipality
Mekliganj: Cooch Behar.

TO :- The Project Officer Health wing
State Urban Development Agency
ILGUS Bhawan, Kolkata-700103.



SUB :- Selection of FTS.

Madam,

I am sending herewith the names of the selected FTS as per selection test held in this office on 26.8.08. The score sheet and competetion sheet are also enclosed herewith for your information & record.

Names of the selected FTS

1. Smt Rekha Singha Sarkar HHW, Ward no -03
2. Smt Preamila Barmen, HHW, Ward no - 01.

It is also proposed that the following two HHWs in the panel who underwent training on primary Health care and Family Welfare may be considered for their engagement in the wards mentioned against their names below in the vacancies so created.

Names of the HHW's in the resultant vacancies :-

- | | |
|-------------------------|--------------|
| 1. Smt Jaya Sree Chanda | Ward No. 01, |
| 2. Smt Lalita Laha . | Ward No. 03 |

An early approval is solicited.

Yours faithfully,

[Signature]
Chairman
Mekliganj Municipality
02.09.08

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/63.ULBs/08/184

Date 19.08.2008.

From : Dr. Shibani Goswami
Project Officer
Health, SUDA

To : The Chairman
Mekhliganj Municipality

**Sub. : Selection of FTSs in connection with Community Based Primary Health
Care Services in Mekhliganj Municipality.**

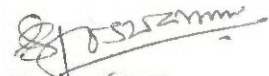
Sir,

This is to intimate you that Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA will represent SUDA as a member of MHFW in the process of selection of FTSs on 26.08.2008.

You are requested kindly to make necessary arrangement for his accommodation at your ULB on the above mentioned date.

Thanking you.

Yours faithfully,



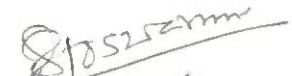
Project Officer

Dt. .. 19.08.2008

SUDA-Health/63 ULBs/08/184/1(1)

CC

Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA



Project Officer

Office of The Councillors of :
Mekliganj Municipality

P.O. Mekliganj, Dist : Cooch Behar

Phone No. (03384) 255249(o), 255480 (Cham.), 255458 (V.C.) Fax No. : (03584) 255249

Memo No. 912/MM/XI-01/08-09.

Date 14-08-08.

From : The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar



To : The Project Officer.
SUDA, Health.

Sir,

I like to inform you that it has been decided to
take F.T.F Selection on 26.08.08 at 11A.M. in the
premises of the office.

You are cordially requested to send a
Representative for conducting the above said
matter.

Yours faithfully

Sd/- 14.08.08
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj , Dist. : Cooch Behar

Phone No : (03584) 255249(0) 255480(Cham.), 255458 (V.C) Fax No : (03584) 255249

Memo No 1025/1127/X-C.B.P.H.C./07-08.

Date 09-01-08.

From : - The Chairman
Mekliganj Municipality
Mekliganj Cooch Behar

To
The Superintendent,
Mekliganj Sub-Divisional- Hospital
Mekliganj, Cooch Behar

Sub:- Logistic assistance in implementation of Community Based Primary Health Care Services.

Sir,

I like to draw your kind attention to the Memo No. HFW/CFW/331/HS-1003/07 dt. July 31, 2007 of the project Director, HSDI, Commissioner, Family Welfare and special Secretary, Govt of West Bengal addressed to CMOH, Cooch Behar, a copy of which is enclosed for your kind reference.

We have already formed Municipal Level Health and Family Welfare Committee to which you are one of the members. We have engaged female HSWs in 9 wards of this Municipality after imparting 45 days training to them. We have decided to open two Sub Centers during this month to provide preventive Health Care to all people and curative health care only to BPL populations of this Municipality through regular clinics to be organized in this Sub centers.

We propose to organize following clinics in these two sub centers from the month of February 2008 onwards:-

- 1st Week - Two treatment clinics in two sub centers and two Ante Natal/ Post natal and FW clinics in two sub centers.
- 2nd Week - Two Immunization clinics and two treatment clinics in two sub centers.
- 3rd Week - Two Growth Monitoring clinics and two treatment clinics in two sub centers.
- 4th Week - Two treatment clinics in two sub centers.

In the 4th week two Health Awareness Programme are also required to be organized.

We are trying to well equip the Sub centers with required medical equipments and medicines/ drugs, etc. but would be in a very difficult position unless we receive logistic support and assistance in the matter since this local body has no Health Officer at the present moment.

I request you therefore, to provide logistic i.e. Immunization Materials (Vaccine, Syringes, Immunizations Cards etc.), Vaccinator, FP Materials, ORS, Vit- A in Oil, IEC materials etc. and also to render all necessary assistance in CU-T insertion, MTP, Ligation, Hospital delivery, Diagnostic facilities etc.

Also I request you to kindly arrange that the services of Doctors and trained Nurses are available in the clinics. It would be appreciated if you kindly depute a competent Doctor to our Health Services in the third week of the month to finalize the calender for organizing clinics in these two sub centers.

Encl.: As stated.

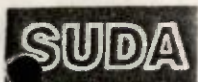
Yours faithfully

Sd.
Chairman
Mekliganj Municipality
Mekliganj Cooch Behar

Copy forwarded for information and necessary action to :

- 1) The Chief Medical Officer of Health, Cooch Behar
- 2) The Director, State Urban Development Agency,
ILGUS Bhavan, Salt Lake, Kolkata

Refd. 09.01.08
Chairman
Mekliganj Municipality
P.O.-Mekliganj, Dist.-Cooch Behar



STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-Health/63 ULBs/07/670

14.02.2008

Ref No.

Date

From : Dr. Shibani Goswami
Project Officer
Health, SUDA

To : The Chairman
Mekliganj Municipality

Sub. : Training of HHWs in connection with Community
Based Primary Health Care Services.

Sir,

This is to intimate you that Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA will be visiting to your ULB to impart training to regular HHWs including panel candidates on Family Schedule, Baseline Survey Format and HMIS on 22nd - 23rd February, 2008. No training fee is to be provided by you to Shri Lahiri.

You are requested kindly to make necessary arrangement for his accommodation on the above mentioned dates.

Thanking you.

Yours faithfully,

Project Officer

SUDA-Health/63 ULBs/07/670/1(1)

Dt. .. 14.02.2008

CC

Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA

Project Officer

Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj , Dist. : Cooch Behar

Phone No. : (03584) 255249(O) 255480 (Cham.) , 255458 (V.C) Fax No. : (03584) 255249

Memo No. 864/M.M/P.H.C/07-08.

Date. 07-11-07.....

FROM ::- The Chairman
Mekliganj Municipality
Mekliganj: Cooch Behar

TO ::- The Director,
State Urban Development Agency
(Heath wing)
ILGUS Bhawan
Kolkata-700106



SUB :- Status Report in respect of contractual engagements of various categories of staff under C.B.P.H.C Services.

Madam,

This is to furnish herewith a status report in respect of engagement of all categories of staff as 2.11.07 in this Municipality under C.B.P.H.Care services.

HHWs	MO	SI	Computer Assistant	Account Assistant	Multipurpose helper-cum-Store keeper	Health Assistant	Remarks
09	X	X	01	01	01	01	

Yours faithfully,

Behar
Chairman 07.11.07
Mekliganj Municipality
Mekliganj: Cooch Behar

Office of the Councillors

MEKLIKANJ MUNICIPALITY

MEKLIKANJ. COOCH BEHAR

PHONE- 03584- 255249, 255480, FAX – 03584 – 255249



MEMO NO. _____/

DATE _____

FROM ::- The Chairman,
Mekliganj Municipality,
Mekliganj. Cooch Behar.

TO ::- Sri Mithan Chakravorty
S/O Hetendra Nath Chakravorty
ward no-02.



SUB ::- Engagement as Multi purpose helper - cum - Store clerk.

Dear Sir,

With reference to your application and subsequent interview held for engagement as Multi purpose helper - cum - Store clerk under Community Based Primary Health Care Service of this Municipality, I am to inform you that, you have been selected for engagement as Multi purpose helper - cum - Store clerk. with a fixed monthly fee of Rs. 5,000 = 00 (Rupees five thousand) only on contract basis for one year only with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned on 02 – 11- 07 at 10.00 A.M. , Positively failing which your engagement may be treated as cancelled.

This letter of your contract engagement dos not bear any guarantee for permanent appointment in future.

Yours Sincerely,

Sel
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar.

Memo no. 845/1(3)/C.B. PHC/07-08.
Date 01-11-07

COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO ::-

1. The Director of SUDA, SUDA BHAWAN, HC- Block, Sector- III, Kolkata – 700 106.
2. The Director of Local Bodies, W.B. , Purtabhawan (1st floor) Kolkata – 700 091.
3. The Accountant , Mekliganj Municipality.

Sel
Chairman 01.11.07
Mekliganj Municipality
Mekliganj, Cooch Behar

Recd.
550 AM. on
11/07
Siber
02/11/07

To,

The chairman
Mekliganj Municipality

Sir,

with reference to your memo no.
845/C.B.P.H.C/07-08 dated 01 Nov.-07.

I do hereby join your office as a
Multipurpose-Helper-Cum-Store clerk
today on the 2nd November 2007 at
10 a.m.

Please accept my joining letter
and do the needful.

Yours faithfully
Mithun Chakraborty
02-11-2007

Memo No. 852/MM/PHE(6)/07-08.

Dated, 3-11-07.

Forwarded to the Director, SUDA (Health Wing), ILGUS BHAVAN
Salt Lake City, Kolkata-7000106 for information.

Deputy Chairman
Mekliganj Municipality

Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Office of the Councillors

MEKLIKANJ MUNICIPALITY

MEKLIKANJ. COOCH BEHAR

PHONE- 03584- 255249, 255480, FAX – 03584 – 255249

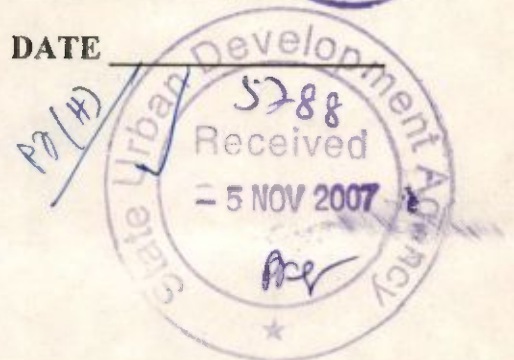


MEMO NO. _____/

DATE _____

FROM ::- The Chairman,
Mekliganj Municipality,
Mekliganj. Cooch Behar.

TO ::- Sri Mrinmoy Sarker
S/O Late Nikhil Ch. Sarker
Ward No-04



SUB ::- Engagement as Health Assistant

Dear Sir,

With reference to your application and subsequent interview held for engagement as Health Assistant under Community Based Primary Health Care Service of this Municipality, I am to inform you that, you have been selected for engagement as Health Assistant with a fixed monthly fee of Rs. 5,000 = 00 (Rupees five thousand) only on contract basis for one year only with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned on 02 – 11- 07 at 10.00 A.M. , Positively failing which your engagement may be treated as cancelled.

This letter of your contract engagement dos not bear any guarantee for permanent appointment in future.

Yours Sincerely,

Chairman
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar.

Memo no. 844/1(3)/C.B.P.H.C/07-08
Date 01-11-07.

COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO ::-

1. The Director of SUDA, SUDA BHAWAN, HC- Block, Sector- III, Kolkata – 700 106.
2. The Director of Local Bodies, W.B. , Purtabhawan (1st floor) Kolkata – 700 091.
3. The Accountant , Mekliganj Municipality.

Chairman 01.11.07
Chairman
Mekliganj Municipality
Mekhliganj, Cooch Behar

received.
10:50 Am on
12/11/07
2/11/07

To
The Chairman
Mekhliganj Municipality
Dated Mekhliganj 2nd Nov' 07

Sir
With reference to your memo no-
844/C.B.P.H.C/07-08 dated 1st Nov' 07
I do here by join your office as a
Health Assistant today on the 2nd
November 2007 at 10 a.m.

Please accept my joining
letter and do the needful.

Yours faithfully
Minumay Sarker
02/11/2007

Memo No 853 / MM / PHC / 6 / 07-08

Dated, 3.11.07.

Forwarded to the Director, SUDA (Health Wing), ILGUS BHAVAN
Salt Lake City, Kolkata-7000106 for information.

Signature 03.11.07
Chairman
Mekhliganj Municipality
Chairman
Mekhliganj Municipality
Mekhliganj, Cooch Behar

Office of the Councillors

MEKLIJANJ MUNICIPALITY

MEKLIJANJ. COOCH BEHAR

PHONE- 03584- 255249, 255480, FAX – 03584 – 255249



MEMO NO. _____ /

DATE _____

FROM ::- The Chairman,
Mekliganj Municipality,
Mekliganj. Cooch Behar.

TO ::- Sri Kamal Adhikari
S/O Ranjit Adhikari Ward no-05



SUB ::- Engagement as Computer Assistant

Dear Sir,

With reference to your application and subsequent interview held for engagement as Computer Assistant under Community Based Primary Health Care Service of this Municipality, I am to inform you that, you have been selected for engagement as Computer Assistant with a fixed monthly fee of Rs. 5,000 = 00 (Rupees five thousand) only on contract basis for one year only with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned on 02 – 11- 07 at 10.00 A.M. , Positively failing which your engagement may be treated as cancelled.

This letter of your contract engagement dos not bear any guarantee for permanent appointment in future.

Yours Sincerely,

Chairman

Mekliganj Municipality
Mekliganj, Cooch Behar.

Memo no. 893/1(3)/L.B.P.H.C/07-08.
Date 01-11-07.

COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO ::-

1. The Director of SUDA, SUDA BHAWAN, HC- Block, Sector- III, Kolkata – 700 106.
2. The Director of Local Bodies, W.B. , Purtabhawan (1st floor) Kolkata – 700 091.
3. The Accountant , Mekliganj Municipality.

Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar
01-11-07

Received
11:00 AM
02/11/07
02/11/07

To, The Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar,
Dist Mekliganj the 2nd November '07

Sub:- Prayer for joining in the post
of Computer Assistant under CBPHCS.

Sir,

In response to your letter vide memo No. -
843/CBPHC/07-08 dt. 01-11-07, I wish to join
in the post of "Computer Assistant" under
Community Based Primary Health Care Service
of your Municipality.

I therefore, cordially request you to accept
my joining letter and oblige thereby.

yours faithfully
Kamal Achary
ward No-1,
Mekliganj, Cooch Behar.

Memo No 854/MM/PHC/6/07-08

Dated, 3-11-07.

Forwarded to the Director, SIDA (Health Wing), ILGUS BHAVAN
Salt Lake City, Kolkata-7000106 for information.

Rebhat 03.11.07
Chairman
Mekliganj Municipality

Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

Office of the Councillors

MEKLIJANJ MUNICIPALITY

MEKLIJANJ. COOCH BEHAR

PHONE- 03584- 255249, 255480, FAX – 03584 – 255249



MEMO NO. _____/

DATE _____

FROM ::- The Chairman,
Mekliganj Municipality,
Mekliganj. Cooch Behar.

TO ::- Sri Bishrajit Kr Roy
S/O Late Aswani Kumar Roy
Ward No- 08



SUB ::- Engagement as Accounts Assistant.

Dear Sir,

With reference to your application and subsequent interview held for engagement as Accounts Assistant under Community Based Primary Health Care Service of this Municipality, I am to inform you that, you have been selected for engagement as Accounts Assistant with a fixed monthly fee of Rs. 5,000 = 00 (Rupees five thousand) only on contract basis for one year only with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned on 02 – 11- 07 at 10.00 A.M. , Positively failing which your engagement may be treated as cancelled.

This letter of your contract engagement dos not bear any guarantee for permanent appointment in future.

Yours Sincerely,

Cell
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar.

Memo no. 896/1(3)/C.B.P.H.C./07-08

Date 01-11-07.

COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO ::-

1. The Director of SUDA, SUDA BHAWAN, HC- Block, Sector- III, Kolkata – 700 106.
2. The Director of Local Bodies, W.B. , Purtabhawan (1st floor) Kolkata – 700 091.
3. The Accountant , Mekliganj Municipality.

Behari
Chairman 01.11.07
Mekliganj Municipality
Mekliganj, Cooch Behar

recd.
00
2/11/07
21/11/07

To,
The Chairman,
Mekliganj Municipality
Mekliganj, Cooch Behar.

Dated Mekliganj the 2nd Nov'07.

Sub :- prayer for joining in the post
of Accounts Assistant.

Sir, In response to your letter vide
Memo No 846/C BPHC/07-08 date 01-11-07.
I wish to joint in the post of "Accounts
Assistant" under Community Best-
primary Health care Service of your
municipality.

I there fore, request you to
accept my joining letter and
oblise me.

yours faith fully

Biswajit Kr. Roy.
S/o. Late Aswini Kr. Roy.
Word No - 8.
Po. Mekliganj Dist. CoB.

Memo No 855/MM/PHC/07-08.

Dated, 3-11-07.

Forwarded to the Director, SUDA (Health Wing) ILGUSBHAVAN,
Salt Lake City, Kolkata-700106 for information.

Biswajit
Chairman 03.11.07
Mekliganj Municipality
Mekliganj, Cooch Behar.
Chairman
Mekliganj Municipality
Mekliganj, Cooch Behar

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No. **SUDA-Health/63 ULBs/07/507**

Date11.10.2007

From : Director, SUDA

**To : The Chairman
Mekliganj Municipality**

Sub. : Utilisation of services of local doctor and nursing personnel on daily fee basis in respect of Community Based Primary Health Care Services Programme.

Ref. : Your communication bearing memo no. 669/X-HHWs/07-08 dt. 12.09.07.

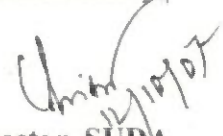
Sir,

This is to inform you that you may utilize services of a local doctor and a nursing personnel at a daily fee of Rs.400/- & Rs. 80/- per day respectively not exceeding 15 day in a month for both the cases till engagement of Health Officer.

The expenditure for the purpose may be made out of the CBPHC fund available with you and be booked under the A/C head – “Operating Cost”.

Thanking you.

Yours faithfully,


Director, SUDA

SUDA-Health/63 ULBs/07/507/1(2)

Copy forwarded for information and necessary action to :
Accountant / AFC, Mekliganj Municipality

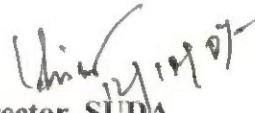
Dt. .. 11.10.2007


Director, SUDA

SUDA-Health/63 ULBs/07/507/2(1)

Copy forwarded for information and necessary action to :
Finance Officer, SUDA.

Dt. .. 11.10.2007


Director, SUDA

Sub. : Implementation of service activities of Community Based Primary Health Care Services at Mekliganj Municipality.

Enclosed copy of communication of the Chairman, Mekliganj Municipality bearing no. 669/X-HHWs/07-08 dt. 12.09.2007.

It is to mention here that training of the HHWs is completed on 15.06.2007 and the regular HHWs have been engaged with effect from 28.06.2007. At present the HHWs are carrying out Baseline Health Survey. The ULB has already identified 2 Sub-Centres.

Apropos order of Dept. of Municipal Affairs with regard to sanction of personnel of M & S Cell this ULB is not entitled to have Medical Officer as their population is below 40,000 as per 2001 census. Moreover, post of Health Officer to 63 ULBs has not yet been sanctioned. As a result, the service activities such as ANC / PNC clinic, Immunization clinic, growth monitoring clinic and general treatment clinic will not be possible to organize by the ULB. It may be appreciated that not only service activities but also monitoring & supervision of day to day work of HHWs, scrutiny of Health survey data, Family Schedule and technical guidance on distribution of medicine at the door-step of the beneficiaries by HHWs are being jeopardized.

To tide over this critical situation, suggestion of the Chairman of the ULB and Municipal Level Health & FW Committee in terms of utilizing services of (i) a local Doctor at a daily fee of Rs. 400/- per day not exceeding 15 days in a month and (ii) one Nursing personnel at a daily fee of Rs. 80/- per day not exceeding 15 days in a month may be considered for till engagement of Health Officer.

The expenditure required for the purpose may be met out of the A/C Head – "Operating Cost".

Submitted.

Goswami
28.9.07.

Proposal at 'd' above may kindly be approved in the interest of providing health care services to the poor people.

Chinn
29/9/07

Ch
6/10/07

C:\Dr. Goswami\CH-63 ULBs\Notesheet.doc

Draft letter is enclosed, may be issued if approved.

Goswami
11.10.07
Chinn 14/10/07



U.O. No. SUDA-Health
63/2006/107
AT dt. 28.9.07
Director, SUDA

U.O. No. 63/2006/107
DATE - 01-10-07

Pr. Secretary, H.A. Deptt.
&
Chairman, SUDA



Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj , Dist. : CoochBehar

Phone No. : (03584) 255249(O) 255480 (Cham.) , 255458 (V.C) Fax No. : (03584) 255249

Memo No. 669/X-HHWS/07-08

Date. 12.9.07.....

FROM ::- The Chairman
Mekliganj Municipality
Mekliganj: Cooch Behar.

14 SEP 2007



TO ::- The Director,
State Urban Development Agency (Health wing)
ILGUS Bhawan, HC Block.
Bidhannagar, Kolkatas-700106.

SUB :- Approval of Contract appointment of one Part time Medical Officer, one Nursing Attendant and one Sanitary Inspector.

Madam,

This Urban Local Body is a small Municipality having only 9 wards with 12000 (approx) populations. We are implementing the Community based Primary Health Care Programme through our Municipal Level Health and Family Welfare Committee successfully since engagement of 9 HHWs on 28.6.2007.

The Government has kindly sanctioned posts of Sanitary Inspector, Health Assistant, Computer Assistant, Store-keeper and Accounts Assistant at the rate of one post in each category to be engaged on contract basis and we are preparing for finalizing their engagement, which we expect to do so by September, 2007. We have also selected the site for establishing two Sub Centres and expect to open the Sub Centres by end of this month. But without help of a qualified Doctor, it is not clear to us how the required medicines can be purchased and various clinics such as ANC/PNC clinics, immunisation* clinics, growth monitoring clinic, general treatment clinics etc. can be organized. The help and cooperation of the nearest Sub Divisional Hospital is very uncertain as we have experienced. If we depend on them, we have to be sure that, entire Programme will be a failure and a time will come when mothers & children shall be demotivated not to come to the clinics. It is therefore requested to kindly sanction one part time Medical Officer for this Municipality at a remuneration of Rs. 400/= per day for 15 day's engagement and one nursing attendant at a monthly remuneration of Rs. 1200/= per month for both the Sub Centres to help the Doctors in the clinics as well as on other days of general outdoors treatment.

A copy of the resolution of the Municipal Level Health and Family Welfare Committee of this Municipality dt 24.8.2007 is enclosed for your kind information and taking early necessary action.

Encl : A copy of the resolution
of the 3rd meeting of MLHFWC.

Yours faithfully,


Chairman 03.09.07
Mekliganj Municipality
Mekliganj: Cooch Behar.

Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj , Dist. : CoochBehar

Phone No. : (03584) 255249(O) 255480 (Cham.) , 255458 (V.C) Fax No. : (03584) 255249

Memo No.

Date.

3rd meeting of the Municipal Level Health and Family Welfare Committee.

Date 24.8.2007

Members present & signed.

1. Sri Pradip Biswas
2. Sri Hitendra nath Chakraborty
3. Smt. Shyamali Podder
4. Sri Sailen Das
5. Sri A. K. Karan
6. Sri Dwipanjy Sinha

The president extended his warm welcome to members and initiated the discussion.

The Executive Officer informed the Committee that the sites for establishing two sub Centres in rented buildings, one at a place in the middle of ward no. 4,5 & 6 and another in the middle area of ward no. 7,8 & 9 have been selected. The Municipal Level community based primary Health care services committee (MLCBPHCS) gave formal approval to these sites and authorized the E.O. to communicate the same to the Health wing of SUDA for release of fund for purchase of equipments and furnitures and also the rent of the sub Centres.

This ULB has no Health Officer and accordingly only one Sanitary Inspector is in charge of entire Health related functions. We have been permitted to engage one Sanitary Inspector, One Accounts Assistant, One Computer Assistant, One Multipurpose clerk-cum-storekeeper and one Health Assistant on contract basis. The applications for these posts have already been received but the selection of candidates for these 5 (five) posts are yet to be done . It is resolved that since no post of Health Officer is existing in this ULB, one post of Sanitary Inspector as has been sanctioned will be engaged on contract in addition to the existing permanent post of Sanitary Inspector to take the load of extra job in health related all kinds of functions including public health and conservancy etc. The Health wing of the SUDA will be requested to give formal approval of this decision.

Another point came for discussion is that, since the ULB has a total population of not more than 12000, as per norm, is not entitled to engage any Medical Officer on contract. But the difficulty exists that while running the several clinics in the sub Centres and for purchase of required drugs and medicines within the list provided by SUDA, services of a Medical Officer is indispensable and also the service of a nursing attendant to help the M.O. along with the first tier supervisor of Sub Centre will be required. Moreover the services of the Medical Officer of the Local Sub Divisional Hospital is very uncertain and possibilities of their help is bleak as has been found in the last few months. It is therefore resolved that, the Health wing of SUDA will be moved by the Chairman to sanction engagement of one part time M.O. at a remuneration of Rs. 400/- per day for 15 days in a month and one nursing attendant at a remuneration of Rs. 1200/- per month for smooth running of clinics in the Sub Centre.

Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj , Dist. : CoochBehar

Phone No. : (03584) 255249(O) 255480 (Cham.) , 255458 (V.C) Fax No. : (03584) 255249


Memo No.

Date.

::2::

The House gave formal permission to the procurement Committee to proceed for purchase of equipments and furniture's as per permitted specifications and costs after observing all financial regulations for such purchase.

The meeting ended with a vote of thanks to the chair.


Chairman 31-05-87
Mekliganj Municipality
Mekliganj: Cooch Behar.

12

OFFICE OF THE BOARD OF COUNCILLORS'
KALIYAGANJ MUNICIPALITY
KALIYAGANJ (733129) : : : DIST. UTTAR DINAJPUR

Memo No.....

Date.....

To
S.M. Infosys
Ukilpara
Raiganj
Uttar Dinajpur



Sub : Cancellation of order No. 1263/HHW/07, dt. 10.08.2007

Sir,

With reference to the above, this is to inform you that due to some technical reason the NIT vide No. HEALTH/HHW/COMPUTER/07 of 2007-08 has been cancelled.

In this connection, this is to inform you that as the whole tender procedure has been cancelled, the order issued to you vide letter No. 1263/HHW/07, dt. 10.08.2007 for supply of the items as mentioned in the said tender, is hereby cancelled.

In convenience in this regard is regretted.

Yours faithfully,

sd/-

(A.K.De Sarkar)
Chairman
Kaliyaganj Municipality

Memo No....1226/1(10)/H.H.W/07

Date...31.8.07

Copy forwarded for favour of kind information and wide publicity to the :

- 1 Director, State Urban Development Agency, ILGUS Bhavan, H.C. Block, Sector - III, Salt Lake, Kolkata - 106.
2. Project Officer, Health, State Urban Development Agency, ILGUS Bhavan, H.C. Block, Sector - III, Salt Lake, Kolkata - 106.
4. Executive Officer, Kaliyaganj Municipality.
5. B.D.O., Kaliyaganj.
6. Councillor-in-Charge, Health, Kaliyaganj Municipality.
7. Sri D. C. Sarkar, S.I., Kaliyaganj Municipality.
8. Accountant, Kaliyaganj Municipality.
9. Cashier, Kaliyaganj Municipality.
10. Store-keeper, Kaliyaganj Municipality.

sd/-
31.8.07
(A.K.De Sarkar)
Chairman
Kaliyaganj Municipality

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK. SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No **SUDA-Health/63 ULBs/07/328**Date **14.08.2007****From : Director, SUDA****To : The Chairman****✓ Dinhata / Haldibari / Mathabhanga /
Mekhliganj / Tufanganj Municipality****Sub. : Ensuring involvement of CMOH and District Health Office in
implementation of Community Based Primary Health Care Services.****Sir,**

Enclosed, kindly find herewith a copy of communication bearing no. HFW/CFW/331/HS-1003/07 dt. 31st July, 2007 of the Project Director, HSDI, Commissioner, FW & Special Secretary, Dept. of Health & Family Welfare, addressed to the Chief Medical Officer of Health of all the districts.

This is for your kind information and necessary action.

Thanking you.

Encl. : As stated.**Yours faithfully,****Director, SUDA**

CUSTOMER SERVICE REPORT

Customer Name:		Call No.		Model No.		Machine Sr. No.		Contract Status		Tel/Fax No.:		Date		Time (hr:min)		Call Type		Problem & Cause		Action Taken		Remarks	
Address:		Machine Sr. No.		Model No.		Machine Sr. No.		Contract Status		Tel/Fax No.:		Date		Time (hr:min)		Call Type		Problem & Cause		Action Taken		Remarks	
Engineer Arrival		Call completion		Fault code		Location code		Cause code		Remedy code		Counter Reading		Time to Repair (hr:min)		Spares Required Next Call		Part No.		Remarks			
Spares used in this Call		Part No.		Quantity		Unit Price		Amount															
Machine Status		OK		Not OK		approved		Customer's Signature & Seal		Engineer Details		Name:		Employee Code:		Signature:		Remarks:					
Engineer Arrival Time		YES		NO																			
MTR Reading for Billing																							
Our Canon machine is working to our satisfaction. The Meter Reading of this report can be used for Billing purpose.																							
Customer's Signature																							
How do you rate your experience with Canon during this service:																							

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj, Dist.: Cooch Behar

Phone No. : (03584) 255 249, 255 480, 255 458, Fax No. : (03584) 255 249

Memo no 344/X-HHW's/07-08

Date 20/6/07

From :: The Chairman,
Mekliganj Municipality
Mekliganj, Cooch Behar.

To :: The Director,
State Urban Development Agency
(Health Wing)
ILGUS Bhawan
Kolkata-700091.



26 JUN 2007

Sub:- Submission of Score sheet of the
Final evaluation of HHW's

Madam,

This has a reference to this office memo no-314/X-HHWs/07-08 dt.08.06.07 sending information on termination of training of HHWs. The 45 day long training programme of 12 HHWs of this Municipality commenced on 4.4.07 has been terminated on 15/6/07 with post-evaluation of ~~training done~~ trainees done on 15/6/07 at 12.30 P.M. The score sheet of the post-evaluation done and examined by this Medical Officer Dr. Bibekananda Basu is enclosed herewith with a request to kindly communicate further course of action to be pursued with .

Yours faithfully

Debabati
Chairman 19.06.07
Mekliganj Municipality
Mekliganj, Cooch Behar.

Enclo :- As Stated.

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj , Dist.: CoochBehar

Phone No .: (03584) 255 249 , 255 480 , 255 458 , Fax No .: (03584) 255 249

Memo no

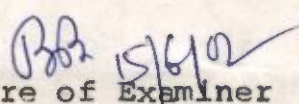
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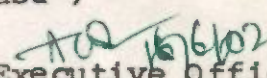
COMMUNITY BASED PRIMARY HEALTH CARE SERVICES, MEKLIKANJ MUNICIPALITY.

Score sheet of Post-training final Evaluation of H H W's

Date of evaluation-15.06.07 at 12.30 P.M

Name of the Candidate	Husband's name	Place of Work (Ward)	Marks Scedured	
			Pre-Traning evaluation (out of 30)	Post Training evaluation (out of 40)
01. Smt Pramila Barman	Sri Dipak Barman	01	19	28
02. Smt Kanaka Guha(Das)	Sri Mantu Guha	02	23	33
03. Smt.Rekha Singha Sarkar(Roy)	Sri Manoranjan Singha Sarkar.	03	19	31
04. Smt.Dipali Mandal	Sri Samir Mandal	04	13	25
05. Smt.Sarathi Roy Sarkar	Sri Phanibhusan Roy Sarkar	05	18	25
06. Smt.Chitra Baerman	Sri Prafulla Barman	06	21	33
07. Smt.Mira Singha(Sen)	Sri Tapan kumar Singha	07	19	35
08. Smt. Tapati Hazra	Sri Mukti Hazra	08	19	33
09. Smt. Maya Singha Sarkar	Sri Debdulal Singha Sarkar	09	22	34
10. Smt.Lalita Gupta (Saha)	Sri Mithilesh Gupta	Panel	19	37
11. Smt.Jharna Sarkar (Das)	Sri Pradip Sarkar	Panel	23	36
12. Smt. Joyshree Chanda (Dey)	Sri Samiran Chanda.	Panel	22	26


Signature of Examiner
(Dr.Vivekananda Basu)


Sighature of Executive Office
&
Course Co-ordinator.

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**

Ref No.SUDA-Health/63 ULBs/07/174

Date22.06.2007

From : Director, SUDA

To : The Chairman
Mekliganj MunicipalitySub. : Commencement of functioning of regular HHWs under Community
Based Primary Health Care Services.

Ref. : Your communication bearing no. 344/X-HHW's/07-08 dt. 20.06.2007.

Sir,

With reference to above, the following activities are to be undertaken by your ULB :

- The names of regular candidates (Nine nos.) only is to be listed and put up in the notice board of ULB, asking them to function as HHW with effect from 28th June, 2007 and inform Director, SUDA accordingly with regard to date of joining of HHWs.
- The Chairman of the ULB is to allocate the area of operation for each HHW.
- One HHW will cover a population not exceeding 1,000 BPL contained in a single ward. A ward having less than 1,000 BPL population will have one HHW.
- The HHW shall be responsible for Primary Health Care of BPL families under her jurisdiction and be responsible for both public health and health statistical data collection for the entire population within the ward.
- The ward Councillor will monitor and supervise the activity at ward level.
- HHW Kit bag along with contents provided by SUDA is to be given to all the regular HHWs only.
- To start with, HHW will conduct baseline survey of the allotted BPL families as per the proforma already provided by SUDA, to be checked and scrutinized by HO / MO / SI, who will compile the data ward-wise and ULB-wise.
- Job responsibility of the HHW (working hours 12-00 Noon to 4-00 P.M. of each working day) is :
 - fortnightly home visit to each BPL families,
 - motivate the community to avail health services – collection of data and filling up of Family Schedule,
 - treatment of minor ailments at door step, distribution of drugs for three days maximum,
 - registration of pregnancy within 12 weeks,
 - identification of danger signs of pregnancy and its referral,
 - act as depot holder of ORS, Nirodh, OCP, Iron Folic Acid tablet etc.,
 - counselling on child nutrition and immunization,

Contd. to P-2

- counselling adolescents for physical, psychological and nutritional growth,
 - promotion of IEC activities including group discussion with the community on awareness generation towards Primary Health Care, Public Health and National Health Programmes,
 - assisting implementation of ongoing National Health Programmes.
 - preparation and submission of fortnightly HMIS report,
 - ensure community participation.
- Honorarium for HHWs will be @ Rs. 1,000/- per HHW per month with effect from the date of commencement of their work.

Furthermore, the following preliminary activities be initiated simultaneously so that primary health care services can be provided to the community.

- Accommodation for 2 (two) nos. of Sub-Centres are to be identified.
- Suitable accommodation for Sub-Centre be in municipal / community building or Club / CBO accommodation. Preference should be given for municipal / community accommodation.
- The Sub-Centre should preferably contain one room (size = 10' x 8') for setting up clinical room and covered waiting space for the beneficiaries, toilet and water facilities.
- The Sub-Centre is to be located in such a way that maximum number of BPL population could have easy access to it.
- As per Project proposal, the service charge (rental) should not exceed Rs. 1,000/- per month per Sub-Centre which includes electricity, water & sweeping / cleaning charges. These rental charges will only be applicable for the Sub-Centre accommodated in Club / CBO accommodation. There will be no rental charges for the Sub-Centre accommodated in municipal / community accommodation.

Further instruction will follow in due course. A feed back on the above mentioned activities be forwarded to the undersigned.

Thanking you.

Yours faithfully,



Director, SUDA

Dt. .. 22.06.2007



Director, SUDA

Dt. .. 22.06.2007



Director, SUDA

Dt. .. 22.06.2007



Director, SUDA

SUDA-Health/63 ULBs/07/174/1(1)

C.C.

DM, Cooch Behar District

SUDA-Health/63 ULBs/07/174/2(1)

C.C.

CMOH, Cooch Behar District

SUDA-Health/63 ULBs/07/174/3(2)

C.C.

1. Finance Officer, SUDA

2. Finance Officer, Health Wing, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/63 ULBs/07/175**

Date **22.06.2007**.....

From : Director, SUDA

**To : The Chairman
Mekliganj Municipality**

**Sub. : Procurement of Furniture, Equipment and Drugs for Sub -Centres
under Community Based Primary Health Care Services.**

Sir,

On completion of Honorary Health Workers' training for 45 days, you are to engage regular HHWs with effect from 28.06.2007. In the mean time, You have already identified premises for sub-centres for implementation of primary health care services under CBPHC.

The minimum no. of clinics which are to be held in each of the sub-centres are as under :

- Ante natal / Post natal care & Family Welfare clinic – once / twice per month
- Immunisation Clinic – once per month
- Growth Monitoring Clinic – once per month
- Treatment Clinic by Doctor – once in a week
- Health Awareness programme – twice per month

To implement such clinic services from the sub-centres , it is high time to equip the sub-centres with necessary Furniture , Equipment and Drugs as per approved list which are enclosed at Annexure – I , II & III respectively.

Procurement is to be done by the ULB concerned through their Procurement Committee already constituted for the purpose, following the Government procurement norms. Fund already placed with the ULB is to be utilized for the purpose. Further fund will be released on submission of requisition as per proforma already provided only after acceptance by SUDA at least 70% of SOE of earlier fund released to you.

Contd. to P-2.

OK

- 2 -

The expenditure is to be booked under the A/C head –“Furniture / Equipment / Drug” separately as will be applicable. Statement of Expenditure (SOE) is to be submitted by 10th of the following month and Utilisation Certificate (UC) at the end of each quarter.

You are requested to undertake such procurement at the earliest so that the primary health care services could be extended to the beneficiaries.

Thanking you.

Yours faithfully,

Encl. : As stated.

✓
Director, SUDA

Dt. .. 22.06.2007

SUDA-Health/63 ULBs/07/175/1(1)

Copy forwarded for kind information to :

CMOH, Cooch Behar District

✓
Director, SUDA

Dt. .. 22.06.2007

SUDA-Health/63 ULBs/07/175/2(1)

Copy forwarded for kind information to :

AFC, Mekliganj Municipality

✓
Director, SUDA

Dt. .. 22.06.2007

SUDA-Health/63 ULBs/07/175/3(1)

Copy forwarded for kind information to :

Finance Office, SUDA

✓
Director, SUDA

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj, Dist.: Cooch Behar

Phone No.: (03584) 255 249, 255 480, 255 458, Fax No.: (03584) 255 249

Memo no. 314/X-HHW's/07-08

Date 25/4/07.....

From : ~~The Chairman~~
Mekliganj Municipality
Mekliganj, Cooch Behar.

To : The Director,
State Urban Development Agency
(Health Wing)
ILQUS Bhawan
Kolkata-700091.

Subject:- Submission of Score sheet of the
Final evaluation of HHW's

Refers.

This has a reference to this office memo no-314/X-HHW's/07-08 dt.08.06.07 sending information on termination of training of HHWs. The 45 day long training programme of 12 HHWs of this Municipality commenced on 4.4.07 has been terminated on 15/6/07 with post-evaluation of ~~existing HHWs~~ trainees done on 15/6/07 at 12.30 P.M. The score sheet of the post-evaluation done and examined by this Medical Officer Mr. Bibekananda Basu is enclosed herewith with a request to kindly communicate further course of action to be pursued with .

Yours faithfully

Chairman 19.06.07
Mekliganj Municipality
Mekliganj, Cooch Behar.

Encls :- As Stated.

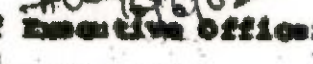
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Score sheet of Post-training final Evaluation of H W's

Date of evaluation-15.06.07 at 12.30 P.M

Name of the Candidate	Husband's name	Place of Work (Ward)	Marks Secured	
			Pre-Training evaluation out of 20	Post Training evaluation out of 40
01. Smt Premila Barman	Sri Dipak Barman	01	19	38
02. Smt Kanaka Gaha(Das)	Sri Manu Gaha	02	23	33
03. Smt. Sakha Singha Sarkar(Roy)	Sri Manoranjan Singha Sarkar.	03	19	31
04. Smt. Bipali Mandal	Sri Samir Mandal	04	13	23
05. Smt. Sarathi Roy Sarkar	Sri Phanikumar Roy Sarkar	05	18	25
06. Smt. Chitra Barman	Sri Pradulla Barman	06	21	33
07. Smt. Miza singha(Sen)	Sri Tapan kumar Singha	07	19	25
08. Smt. Tapati Mazra	Sri Mukti Mazra	08	19	33
09. Smt. Maya Singha Sarkar	Sri Debchulal Singha Sarkar	09	22	34
10. Smt. Lalita Gupta (Saha)	Sri Nithilesh Gupta	Panel	19	37
11. Smt. Sharna Sarkar (Das)	Sri Pradip Sarkar	Panel	23	34
12. Smt. Joyshree Chanda (Dey)	Sri Samiran Chanda.	Panel	22	24


 Signature of Examiner
 (Dr. Vivekananda Das)


 Signature of Executive Officer
 &
 Course Co-ordinator.

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**

Ref No.SUDA-Health/63 ULBs/07/147

Date13.06.2007

From : Director, SUDA

To : The Chairman
Mekliganj Municipality**Sub. : Forwarding list of HHWs & panel candidates undergoing training in
respect of Community Based Primary Health Care Services.****Ref: Your communication bearing no. 314/X-H.H.Ws/07-08 dt. 08.06.2007**

Sir,

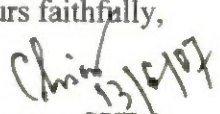
It is learnt that the training of regular HHWs & panel candidates will be completed on 15.06.2007. You are requested kindly to forward the list of regular HHWs and panel candidates along with their post evaluation score as per proforma given below, immediately :

A) For Regular HHWs			
Sl. No.	Name	Ward No.	Post-evaluation Score obtained
B) For Panel candidates			

On receipt of the above mentioned information, necessary instruction will be provided to you with regard to engagement of regular HHWs and further activities.

Thanking you.

Yours faithfully,


Director, SUDA

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj , Dist.: CoochBehar

Phone No :: (03584) 255 249 , 255 480 , 255 458 , Fax No :: (03584) 255 249

Memo no 314/X-H.H.W.s/07-08

From :: The Chairman,
Mekliganj Municipality
Mekliganj:Cooch Behar.

To :: The Director,
State Urban Development Agency
(Health Wing)
ILGUS Bhawan,Kolkata-700091.



Sub :- Information on termination of
Training of HHWs.

Sir,

This is for your kind information that the 45 day training programme of HHWs of this Municipality commenced on 4th April, 2007 will terminate on 15th June, 2007.

I requested you to kindly give us suitable instruction as regard further course of action in the matter.

The list of 9 regular candidates and 3 panel candidates who have received training have already been communicated to your office vide this office memo No-02/VIV-CBPHCS/07-08 dt.3.04.07.

The final evaluation of this training will be communicated to your office shortly after the said evaluation done on 15th instant.

Yours faithfully

[Signature]
Chairman 07.06.07
Mekliganj Municipality
Mekliganj:Cooch Behar.

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj , Dist.: CoochBehar

Phone No .: (03584) 255 249 , 255 480 , 255 458 , Fax No .: (03584) 255 249

Memo no

Date

COMMUNITY-BASED PRIMARY HEALTH CARE SERVICES

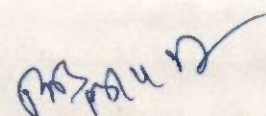
MEKLIKANJ MUNICIPALITY.

SCORE SHEET OF PRE-TRAINING EVALUATION OF HHWS

Date of evaluation --- 04.04.07 at 2.00 P.M

Full Marks--- 30

<u>Name of the Candidates.</u>	<u>Marks Secured.</u>
01. Rekha Singha Sarkar.	19
02. Maya Singha Sarkar.	22
03. Chitra Barman.	21
04. Jharna Das (Sarkar).	23
05. Sarathi Roy Sarkar.	18
06. Dipali Mandal.	13
07. Tapati Hazra	19
08. Mira Singha.	19
09. Pramila Barman.	19
10. Jayasree Chanda	22
11. Kanaka Guha.	23
12. Lalita Saha.	19



Signature of Examiner.

(Dr. Bibekananda Basu)

COMMUNITY BASED PRIMARY HEALTH CARE SERVICES

AN OUTLINE FOR TRAINERS

REGARDING

TRAINING OF HONORARY HEALTH WORKER

AT Mekliganj..... MUNICIPALITY

TIME : 11 A.M. to 1 P.M. & 2 P.M. to 4 P.M.

VENUE :

COURSE CO-ORDINATOR :SRI.....A. K. KARAN, E.O.....

OF THE MEKHLIGANJ..... MUNICIPALITY

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
1.	Registration and inauguration, pre-training evaluation.	Chairman, Vice-Chairman
2.	Pre-training examination and evaluation.	A.K. Karan
3 & 4.	General introduction to Community Based Primary Health Care Services in 63 Non-KMA ULBs, Aim of the project. Organisational set up. Service strategy - community drafted female HHWs to pay home visit twice in a month, to provide basic curative care for minor ailments at the door step of the beneficiaries & to promote uptake of preventive, promotive and family planning services at local health facilities through interpersonal communication, HHW is the first contact point between the community and the existing health facilities, HHW to act as depot holder for distribution of Oral Pill, Condom, ORS, IFA tablets etc. The HHW is to be supervised by First Tier Supervisor. Services from Sub-Centre. Referral services to the existing Govt. health facilities. Responsibility of HHW.	A.K. Karan
5 & 6.	What is Nutrition ? Nutritious food and its importance ? Classification of food - Protein, fat, carbohydrate, Vitamins, Minerals - Local sources of each of them, importance, deficiency diseases, What is Balance Diet ? Causes of malnutrition. Faulty practices. Diseases due to malnutrition. Awareness on nutrition - right method of cutting and cooking.	Kaberi Mondal
7 & 8.	Conditions in which more Nutrition is required. Effect of proper nutrition on pregnant women to offspring. Benefit of breast milk, emphasis on colostrum, weaning food. What is Anaemia ? Symptoms. National Anaemia control programme for mothers and children.	Kaberi Mondal
9 & 10.	Definition of Health, explanation on preventive, promotive and curative health with example.	A.K. Karan
11 & 12.	Definition of communicable and contagious diseases with example. Description of different transmission factors.	Dr. Vivekanand Basu

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
13.	What is hygiene ? Personal Hygiene - Daily bath, care of tooth, hair, eye, nail cutting, hand washing with soap before food handling and after toilet, spitting, cleanliness of cloths, bed linen, napkins - Diseases caused by each of the faulty habit and preventive measures. Home waste disposal. How environment can be made less pollutant - role of individual, family and community.	Debanjoy Senha -
14.	What is Adolescence ? Physical and psychological changes during adolescent period, Importance of health awareness - Danger of early marriage, teenage pregnancy, iron deficiency anemia, complications in adolescence pregnancy and delivery. Minimum age of marriage and child birth.	so . .
15.	Maternal care - Symptoms of pregnancy. Ante-natal Care - early registration of all pregnancies by 12 weeks, importance of early registration, LMP, EDD, at least 3 ante-natal check ups, components of check ups, increase in body weight of pregnant woman, Do's during pregnancy, Immunisation against Tetanus, Danger signals during pregnancy. High risk mother.	so . .
16.	High risk pregnancy - General factors - Maternal age below 18 yrs. and above 35 yrs. specially in case of First Pregnancy, short stature less than 140 cms. height, parity more than 4, less than 38 kg. body weight, previous history of abortion/ pre-term delivery/any complication / difficult labour , still birth, any medical disorders. Complication during pregnancy like, bleeding, severe Anaemia, high BP, multiple pregnancies, pre-term labour etc.	Kabini Mondal
17.	Maternal care - symptoms of labour, intranatal care - promotion of institutional delivery, danger signals during labour. Post natal care - Post natal period, Care of new born and mother, danger signals during post natal period. Referral system - When to refer ? Where to refer?	Kabini Mondal
18.	Revision on Maternal Care.	so . .
19.	Child care - Essential new born care - Delivery at Health Facility, adequate cloth covering, early breast feeding, avoid bathing till cord falls off. High risk neonates - Weight less than 2.5 kg. (LBW), twin / multiple babies, baby born by forceps, baby lost mother after birth, baby whose previous siblings died in infancy or early childhood, acute illness, congenital anomaly, repeated child birth of mother, baby not getting mother's milk, baby of mentally ill mother. Referral system.	so . .
20.	Child care - breast feeding - advantage of breast feeding, exclusive breast feedings upto 6 months, beneficial effect of colostrum, proper weaning, mode and food items at weaning, Vitamin A prophylaxis. Child IFA.	so .
21.	Growth monitoring chart, Developmental mile stones.	so
22.	Revision on Child Care.	so .

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
23.	Vaccine preventable diseases - What are the Vaccines available under Routine Immunisation ? Prevention from six vaccine preventable diseases. T.B. and Polio - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	Dr Vivekananda Basu
24.	Diphtheria and Whooping Cough - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	Do -
25.	Tetanus and Measles - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	Do -
26 & 27.	Routine Immunisation - Schedule, dosage, diluents etc., target ; Disinfection of syringes & needles, conduction of immunisation session, follow up, precaution during immunisation, immunisation card, complete immunisation.	Kabin Mondal
28.	Cold chain system - for storage, distribution at Sub-Centre Level. Vaccine carrier / Day carrier / Ice pack.	Dr Vivekananda Basu
29.	Family Planning Programme - Introduction, eligible couple, importance of Family Planning. Small family norm - Spacing, hazards of too frequent child - birth, different contraceptive and birth control measures suitable for (a) newly married couple, (b) mother of one child and (c) mother of two or more living children. Causes of increased birth rate.	Pinky Subba
30.	FP Methods - Choice of contraception, spacing methods - Oral Pill, IUD, Condom and permanent methods - Ligation, Vasectomy - mode of action, clientele, complication, contraindications. MTP. Role of HHW.	Pinky Subba.
31.	ARI - Mode of infection & its transmission, management of mild cases in domestic level; identification of serious cases by HHW & mothers (for immediate medical help) on all or any of the signs e.g. hurried resp. rate, indrawing of chest muscles, and / or stridor / wheezing / rumbling sound & inability to suck breast / swallow - preventive & control measures. Why it is important ?	Dr Vivekananda Bose.
32.	Role of HHWs - Strategies - Train mothers to recognise danger signals for immediate medical care / improve maternal knowledge about home management of cough & cold / promote immunisation, including measles, breast feeding, weaning & Vit. A. prophylaxis.	A.K. Kanan.
33.	Diarrhoea - Definition, Recognition of Danger Signs for immediate Medical Care - Repeated purging & vomiting, inability to drink / swallow, blood in stool, semiconscious, hurried respiration, diarrhoea within 6 weeks of measles. Signs of dehydration - sunken eyes, dry tongue, anuria, tears absent, decreased skin turgor and increased thirst.	Dr Vivekananda Basu.

Session	SUBJECTS FOR DISCUSSION	SPEAKERS RESOURCE PERSONS
34.	Video Show, Group work on important messages, preparation of chart and presentation.	Debanjoy Saha -
35.	<p>Reproductive Tract Infection :- Identification - Discharge per vagina, may be white or purulent or mixed with blood, soreness, itching, swelling, pain, tenderness or burning sensation in any part of the reproductive organs, or swelling of inguinal lymph glands or pain and tenderness in lower abdomen.</p> <p>Causes- unhygienic sex practices, bathing in dirty tank / pond, using dirty pad, not properly cleansing the part after defaecation or micturition.</p> <p>Preventive & Control measures: Hygienic practices with regard to above mentioned factors, early treatment.</p>	Dr Kabin Mondal
36 & 37.	<p>STDs (Sexually Transmitted Diseases) - common STDs are Gonorrhoea and Syphilis. (a) Syphilis - Soreness in or around the external genitalia. (b) Gonorrhoea- discharge per vagina</p> <p>Mode of transmission - by sexual act with an infected person</p> <p>Prevention & Control - avoid sexual act with persons of unknown character. Use of condom, early treatment</p> <p>HIV infection - This infection damages the natural immune mechanism of the infected person who gradually become less resistant and more susceptible to various infections.</p> <p>Common signs and symptoms - suffering repeatedly from one or more of the following i.e cold & cough, diarrhoea, skin infection, eye infection, infection of oral cavity, painful swelling of the lymph glands, loss of body weight, fever etc.</p> <p>Mode of transmission- sex with infected person, use of not properly sterilised medical or dental instruments, contaminated blood transfusion or use of blood products, infected mother to foetus, mother's milk</p> <p>Prevention & control : Avoid sex with any person of unknown characters, use of properly sterilised instruments, use of condom, awareness generation of the people</p>	Dr Vivekananda Basu .
38.	<p>RNTCP - About 1% of the population of India are suffering from T.B. Total no. of sufferers are about 1 Crore, every year there are about 5 lakhs new cases and 5 lakhs death.</p> <p>Identification - Any person showing one or more of the following symptoms should be referred :- (a) fever for more than 3 weeks (b) cough for more than 3 weeks, (c) blood with sputum.</p> <p>These persons should be immediately linked with chest clinic of a Govt. Hospital, where diagnosis and full treatment is done free of cost. At present, DOTS (Direct Observation Treatment - Short course) is done with multi-drugs which gives high cure rate. All infants are given BCG vaccine under that Routine Immunisation programmes.</p>	- 50 -

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
39.	<p>NLEP- Case detection - (a) Lepromatous cases - facial disfigurement , depressed nose, Irregular skin thickening , oily skin with reddish patches at places , may be congestion of eyes, soreness and shortening of fingers and toes.</p> <p>(b) Non lepromatous cases - (1) Hypopigmented and anaesthetic patches on the skin, or, (2) Polyneuritic superficial nerves i.e greater auricular / popliteal / ulnar nerves are thickened , or , (3) Tuberculoid type nodules scattered on the skin all over the body .</p> <p>Referral to the Govt. Hospitals.</p> <p>Awareness - stress on - Leprosy is a very mild infectious disease, cure rate is very high, diagnosis and full treatment is done free of cost at all hospitals.</p>	<p>Dr Vivekananda Basu.</p>
40.	<p>NBCP- India has the largest blind population. Under NBCP : Vitamin A prophylaxis for under 3 years children, organisation of cataract operation camps in outreach areas, publicity for motivation of people for donation of eyes, extending specialist services in rural hospitals. Free treatment of eye diseases in hospitals.</p>	<p>- Do -</p>
41.	<p>NMCP- As malaria case are increasing , any fever cases unless otherwise diagnosed, blood slide should be examined and presumptive treatment with chloroquin be started.</p> <p>The salient feature of the programme are :- all fever cases should be early diagnosed and promptly treated , prevention of mosquito breeding by not allowing water to remain stagnant in small or large quantity for more than a week, Malaria is transmitted by female anopheles mosquito, which breeds in clear water, protection from mosquito bites by use of mosquito net or use of repellent cream.</p> <p>Diagnosis and treatment are free of cost in Govt. Health facilities.</p>	<p>- Do -</p>
42.	<p>NFCP- The line of preventive measures are similar as in case of NMCP. Filaria is transmitted by culex mosquitoes which breed in dirty water,; prevent mosquito breeding and protect from mosquito bites; early case detection and prompt treatment.</p>	<p>- Do -</p>
43.	<p>HIV infection - First case was found in USA in 1982, and in India in 1986. It is rapidly increasing.</p> <p>Salient feature of this programme are as follows :- awareness generation in public about its transmission and prevention , promotion of use of condom among the high risk groups, control measures imposed on Blood Bank, involvement of NGOs in awareness generation and condom distribution programme among the commercial sex workers, research for development of vaccine and curative medicine. Adequate nutrition, hygienic practices and early treatment of diseases can prolong life of the HIV infected persons.</p>	<p>- Do -</p>

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
44.	<p>National IDD Control Programme- Iodine deficiency is prevalent in sub-Himalayan and sub -Vindhya region . It is also prevailing in sub acute form all over India. Natural sources of iodine are food & water; rich source is sea food, both animal and vegetable. Some food items such as, cabbage, mustard or rye leaves etc. are known as goitreogenic food.</p> <p>Iodine takes part in (1) synthesis of thyroid hormone and (2) development of brain.</p> <p>Endemic goitre may present manifestations like lethargy, obesity, pain in joints and muscles, hoarseness of voice etc. In female, there may be birth of handicapped baby, known as cretin baby.</p> <p>GOI has made it mandatory for production and sell of Iodised edible salt. People to be educated to buy fresh stock of Iodised Salt and store in closed container, as Iodine is volatile.</p>	<p>Dwijenjoy Surba .</p>
45.	<p>Pulse Polio Immunisation Programme :</p> <p>Poliomyelitis elimination is a National Health Programme of India. Under this programme, besides, routine immunisation programme additional doses of OPV are administered to all under 5 years children. This programme is held in few rounds every year. Each round is held on one fixed date all over the country. Each round continues for 4 to 5 days; on 1st day OPV is given in Vaccination booth, this is followed by subsequent 3 to 4 days home visits by health workers to detect missed children, if any. If such child is found, then on-the-spot immunisation is done.</p> <p>For this adequate publicity is done in advance. This is a multisectorial approach by involvement of General Administration of the Govt., Municipalities, Panchayati Raj, NGOs, Voluntary organisations and if necessary religious establishments for making it successful.</p> <p>Our target is elimination of Polio from India by 2005.</p> <p>What is VVM ?</p>	<p>Pinky Subba .</p>
46.	Revision on National Health Programmes.	<p>Pinky Subba</p>

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
47 - 49.	<p>Minor Ailments : (Fever, Pain, Pain in abdomen, ARI, Diarrhoea, Intestinal Worms Infestation, Acute conjunctivitis, Scabies)</p> <p>General rules for all diseases -</p> <p>HHW should not treat for more than 72 hours, if there is no improvement or there is deterioration in anyway, then immediately transfer to hospital / a qualified physician. All patients must be given full bed-rest, nutritious easily digestible food e.g. breast milk for babies, or rice with easily digestible fish or vegetables. Give plenty of fluid (drinks) to every patients. Be careful about personal hygiene and environmental sanitation of the patients. Be careful about disposal of excreta of the patients. Arrange head-wash and sponging of the whole body of the patient; change his clothings and bed-sheet every day. Keep the windows open to allow ventilation and sunlight in the room. In infectious cases, keep the patient separate from others. If necessary, keep the patient covered with cotton / woolen sheets. Keep the patient happy, give him mental support to generate will-force for recovery. It is advisable to keep daily record of signs and symptoms of the cases.</p>	<p>Dr Vivekananda Basu</p>
50.	HHW Kit - contents and its uses	
51 & 52.	First Aid and HHW role	Dipanjay Girdh.
	Cut injury , Boil, Burn, Unconsciousness, Fracture & sprain, Bites, Electric Shock.	A. K. Karam.
53.	<p>Information, Education and Communication :-</p> <p>Principle : Awareness generation of the people is very important in any Health Programme.</p> <p>Material & Media are as follows -</p> <p>(a) Spoken Words - Easy local language, inter-personal communication, group discussion, etc.</p> <p>(b) Written Words - News papers, hand-bills, posters, festoons, magazines etc.</p> <p>(c) Electronic Media - slide show, cinema show, radio, TV, video cassetts.</p> <p>(d) Performing arts - drama, dance, songs, role-play.</p> <p>HHWs Role - During interpersonal communication the following must be remembered -</p> <p>(a) Language should be local & simple,</p> <p>(b) Contents should be brief but clear,</p> <p>(c) Talk should be relevant to the topic,</p> <p>(d) Participatory discussion instead of lecturing.</p>	<p>Dr Vivekananda Basu</p> <p>A. K. Karam</p>

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
54-57	Family Schedule What is Family Schedule, Importance, Filling up.	Sri Dwiparajy Dutta
58-60	Report and returns proforma (HMIS) - Importance, use of statistics in community health, CBR, CDR, MMR, IMR, CPR - collection and compilation of data.	Sri A.K. Kauran
61-62.	Baseline Survey - its importance, each question of the format be discussed thoroughly and practised amongst the trainees.	Sri A.K. Kauran
63.	Allotment of ward-wise BPL population to HHWs.	Sri Dwiparajy Dutta
64.	Weighing of under 5 children and plotting in growth monitoring chart - Practical session.	Kabir Mondal
65.	IEC - communication channel be demonstrated. Interpersonal communication and group discussion be practised on health issues.	A.K. Kauran
66.	Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration.	Pinky Subba
67.	Practical session on First Aid.	Kabir Mondal
68.	Practical session on dosage schedule.	Dr Vivekananda Basu
69.	MCH & FW Clinic and Post partum Unit.	Kabir Mondal
70.	Immunisation Clinic, vaccines and cold chain system.	Do
71.	ARI cases (Under 5 yrs. children).	Do
72.	Leprosy / Filariasis clinic.	Do
73.	STD and Malaria clinic, drawing of blood slide.	Do
74 - 80.	Visit to field and Family Schedule filling up.	Sri Dwiparajy Dutta
81 - 86.	Practice on preparation of HMIS based on filled in Family Schedule and consolidation of baseline survey data.	Do
87 - 88.	Summarization / recapitulation on previous classes.	Do
89.	Post training evaluation.	-A.K. Kauran
90.	Valedictory session.	Chairman/Vice-Chairman

Office of the Councillors of :

By speed post

Mekliganj Municipality

P.O.: Mekliganj, Dist.: Cooch Behar

Phone No.: (03584) 255 249, 255 480, 255 458, Fax No.: (03584) 255 249

Memo no. 02/XIV-CBPHCS/07-08

Date 03/04/07.....

FROM :- The Chairman
Mekliganj Municipality
Mekliganj: Cooch Behar.

PO(H)
L/H

TO :- The Director,
State Urban Development Agency
(Health wing)
ILGUS Bhawan, Kolkata-700091.

U B :- Informations regarding selection
and training of HHWs under CBPHCS.

Madam,

Reference to this office memo no. 1458/HHW/06-07 dt, 26.3.07 communicating the selection of Honorary Health Workers of this ULB, I am submitting herewith the names ~~of~~ and address of the candidates selected finally with their proposed area of work along with a copy of the training Schedule for favour of your kind informations and necessary action.

Certified that the above selection of candidates was made strictly according to the rules and guideline and has duly been vetted by the Municipal Level primary Health Care Committee.

Enclo :

1. List of Candidates.
2. Training Schedule.

Yours faithfully,

[Signature]
03.04.07
Chairman

Mekliganj Municipality
Mekliganj: Cooch Behar.

Office of the Councillors of :

• Mekliganj Municipality

P.O.: Mekliganj , Dist.: CoochBehar

Phone No. : (03584) 255 249 , 255 480 , 255 458 , Fax No. : (03584) 255 249

Memo no

Date

List of HHWs under Community based Primary Health Care Services.

<u>REGULAR</u>				
Sl.No.	Name of the candidate	Address Ward No.	Place of Work/Ward No.	Remarks
1.	Smt. Pramila Barman	06	01	*No eligible candidate was available from ward no.1. So She was selected from W/No.6 and will work at Ward No. 1.
2.	Smt. Kanaka Guha(Das)	02	02	-----
3.	Smt. Rekha Singha Sarkar (Roy).	08	03	*No eligible candidate was available from ward no. 3. So She was selected from W/No.8 and will work at ward no. 3.
4.	Smt. Dipali Mandal	04	04	-----
5.	Smt. Sarathi Roy Sarkar	05	05	-----
6.	Smt. Chitra Barman	06	06	-----
7.	Smt. Mira Singha(Sen).	07	07	-----
8.	Smt. Tapati Hazra	08	08	-----
9.	Smt. Maya Singha Sarkar	09	09	-----
<u>PANEL</u>				
1.	Smt. Lalita Saha (Gupta)	08	X	
2.	Smt. Jharna Das (Sarkar)	02	X	
3.	Smt. Joyshree Chanda(Dey)	07	X	

The resultant vacancies will be filledup from these three panel candidates serially on fulfilment of other conditions of service.

Debarshi
Chairman 03.04.07
Mekhliganj Municipality
Mekhliganj, Coochbehar

**Basic Training Course for Honorary Health Workers (HHWs)
(Both Regular and Panel Candidates)**

Training Venue : Training hall at Bus Terminal Building.

Course Co-ordinator : Sri Ananta Kumar Karam, Executive Officer

Trainers name :
 1. Dr. Vivekananda Basu, Medical Officer, Mekhliganj S.D.H.
 2. Smt Kareri Mondal, Senior Nurse, Mekhliganj SDH.
 3. Smt Pinki Subba, Senior Nurse, Mekhliganj SD Hospital
 4. Sri Dipanjoy Saha, Sanitary Inspector, Mekhliganj Municipality

Total Duration : 45 days

Time Table : 1st Session - 11:00 AM to 1:00 PM.
 Second Session - 2 PM to 4:00 PM.

Class room - 62 sessions, Practical - 28 sessions

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
4.4.07	1. Registration, Inauguration		2. Pre-training examination and evaluation.
5.4.07	3. Community Based Primary Health Care Services - introduction, aims,		4. Organisational set-up, Service strategy, Job responsibility of HHW
9.4.07	5. Elementary knowledge on Food & Nutrition.		6. Contd.
13.4.07	7. Nutritional requirement for vulnerable groups, importance of Maternal and Child nutrition, breast feeding, colostrum & weaning practices.		8. Contd.
17.4.07	9. Concept of health - preventive, promotive, curative health		10. Contd.
18.4.07	11. Elementary knowledge on communicable and contagious diseases, transmission factor.		12. Contd.
19.4.07	13. Personnel hygiene, family and community level hygiene, environmental sanitation.		14. Adolescent Girls' health care.
20.4.07	15. Reproductive & Child Health, Maternal care - antenatal care,		16. Maternal care Contd.- high-risk pregnancy, diet in pregnancy.
23.4.07	17. Maternal care - intra / post natal care		18. Revision on Maternal Care.
24.4.07	19. Child care - Essential new born care, high risk neonates,		20. Child care- breast feeding, colostrum, weaning, vitamin A prophylaxis.

Contd. to P-2.

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
25.4.07	21. Child care - Contd. - Growth monitoring chart - Developmental Mile stones		22. Revision on child care
26.4.07	23. Six Vaccine preventable diseases T.B., Polio.		24. Six Vaccine preventable diseases- Diphtheria, Whooping Cough
27.4.07	25. Six Vaccine preventable diseases Tetanus and Measles.		26. Routine Immunisation - Schedule, conduction of immunisation session, follow up
3.5.07	27. Routine Immunisation Contd.		28. Routine Immunisation - Cold Chain
4.5.07	29. Family Welfare programme - Concept of Eligible Couple, small family norm,		30. F.P. methods (spacing and terminal), MTP
7.5.07	31. ARI - Identification, management and prevention.		32. Roles of HHW in ARI management
8.5.07	33. Diarrhoeal diseases - Definition, assessment of dehydration, management, ORS therapy, home available fluid.		34. Video Show , Group work on important messages
10.5.07	35. RTI - Identification, mode of transmission, and prevention.		36. STDs / HIV / AIDS - Identification, mode of transmission, and prevention.
11.5.07	37. STDs / HIV / AIDS - Continued.		38. National Health Programme - RNTCP - Brief knowledge, identification of cases, linkage.
14.5.07	39. National Health Programme - NLEP - Brief knowledge, identification of cases, linkage		40. National Health Programme - NBCP - Brief knowledge, identification of cases, linkage.
15.5.07	41. National Health Programme - NMCP - Brief knowledge, identification of cases, linkage.		42. National Health Programme - NFCP - Brief knowledge, identification of cases, linkage.
16.5.07	43. National Health Programme - AIDS Control Prog - Brief knowledge, identification of cases, linkage.		44. National Iodine Deficiency Disorders Control Programme - Brief knowledge, identification of cases, linkage.
17.5.07	45. Pulse Polio Immunisation (PPI) Control Programme - Brief knowledge, involvement with linkage.		46. Revision on National Health Programme.
18.5.07	47. Minor ailments - Identification, management at HHWs level, drug therapy, dosage schedule, referral.		48. Minor ailments - Contd.
21.5.07	49. Minor ailments - Contd.		50. HHWs kit - Knowledge about contents, demonstration.

Contd. to P-3.

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
22.5.07	51. First Aid and role of HHWs		52. First Aid - Continued.
23.5.07	53. Information, Education & Communication (I.E.C.) - Principles, General and specific, materials and media, HHW's role - inter personnel communication.		54. Family Schedule - Filling up.
24.5.07	55. Family Schedule - Contd.		56. Family Schedule - Contd.
25.5.07	57. Family Schedule - Contd.		58. Report and returns proforma (HMIS) - Importance, use of statistics in community health, collection and compilation of the data.
28.5.07	59. HMIS -Contd.		60. HMIS -Contd.
29.5.07	61. Baseline Survey Format – discussion and practice within the trainees		62. Baseline Survey – Contd.
30.5.07	63. Allotment of Ward-wise BPL families to HHWs.		64. Weighing of under 5 children and plotting in the growth monitoring chart.
31.5.07	65. Demonstration on IEC communication channels, particularly interpersonal communication and group discussion.		66. Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration.
4.6.07	67. Practical session on First Aid.		68. Practical session on dosage schedule.
5.6.07	69. MCH / FW Clinic and Post partum Unit.		70. Immunisation Clinic, vaccines and cold chain system.
6.6.07	71. ARI cases (Under 5 yrs. children).		72. Leprosy / Filaria clinic.
7.6.07	73. STD and Malaria clinic, drawing of blood slide.		74. Visit to field and filling up of Family Schedule and Baseline Survey Format.
8.6.07	75. Discussion on filled-in Family Schedule and Baseline Survey Format.		76. Visit to field and filling up of Family Schedule and Baseline Survey Format.
11.6.07	77. Discussion on filled-in Family Schedule and Baseline Survey Format.		78. Visit to field and filling up of Family Schedule and Baseline Survey Format.
12.6.07	79. Discussion on filled-in Family Schedule and Baseline Survey Format.		80. Visit to field and filling up of Family Schedule and Baseline Survey Format.
13.6.07	81. Preparation of HMIS based on filled-in Family Schedule.		82. Contd.
14.6.07	83. Contd.		84. Contd.
15.6.07	85. Contd.		86. Contd.
19.6.07	87. Summarization / recapitulation on previous classes.		88. Contd.
20.6.07	89. Post training evaluation.		90. Valedictory session.

100 03593184

Office of the Councillors of

Mekliganj Municipality

P.O.: Mekliganj, Dist.: Cooch Behar

Phone No.: (03584) 255 249, 255 480, 255 458, Fax No.: (03584) 255 249

Memo no. 991/X-HHW/06-07

Date 29.01.07...

From :: The Executive Officer,
Mekliganj Municipality
Mekliganj, Cooch Behar.

To :: The Director,
State Urban Development Agency,
HC Block, Sector-III, Bidhannagar, Kolkata-700091.

Sub :- Treniner's Training for ensuing training
of HHWs under Community based Primary
Health Care Services on 31.01.07.

Madam,

In cancellation of our previous Memo No-852/X-SUDA/Health/
06-07 dt.13.12.06, we are sending here fresh names of Trainers
as substituted by Sub Divisional Hospital, Mekliganj below :-

1. Dr. Bibekananda Basu, Medical Officer, Mekliganj S.D. Hospital.
- ✓ 2. Smt. Kaberi Mandal, Senior Nurse, Mekliganj S.D. Hospital.
3. Smt. Pinkey Subba, Senior Nurse, Mekliganj S.D. Hospital.
- ✓ 4. Sri Dwipanjay Sinha, Sanitary Inspector, Mekliganj Municipality, Mekliganj, Cooch Behar.

I also request you to kindly arrange hostel accommodation
for these above 3 persons mentioned at Sl.No-2, 3 & 4 for 2 days
31.1.07 & 01.02.07.

Yours faithfully

KCA 29.1.2007
Executive Officer
Mekliganj Municipality
Mekliganj, Cooch Behar.

OFFICE OF THE BOARD OF COUNCILLORS'
KALIYAGANJ MUNICIPALITY
KALIYAGANJ (733129): :: UTTAR DINAJPUR

Memo No. 14.83/H.H.W. / 06

To
The Director
State Urban Development Agency
SUDA Bhavan
H.C. Block, Sector-III
Salt Lake
Kolkata-106



Date 28.12.06



03 JAN 2007

PO (H)
31/1/07

5.1.07

Sub: Nomination of representative as a Board member of HHW of
Kaliyaganj Municipality.

Madam,

With reference to the above this is to inform you that we had invited applications for HHW and we have received 102 Nos. applications. After scrutiny it has been reduced to 66 Nos. applications. Now we are going to take interview on 3rd January 2007 for HHW at Kaliyaganj Municipal meeting hall at 11 A.M. among 66 Nos. applicants.

In this regard please send your representative on 3rd January 2007 at 11 A.M. as a member of selection committee for selection of HHW.

Kindly do the needful.

Yours faithfully

A. K. De Sarkar
28.12.06
(A.K. De Sarkar)

Chairman
Kaliyaganj Municipality.

Memo No.

Copy to:-

Date.....

1. The District Magistrate Uttar Dinajpur, Karnojora, Uttar Dinajpur with a request to send representative as a member of selection committee on 3rd January 2007 at 11 A.M.
2. The C.M.O.H. Uttar Dinajpur, Karnojora, Uttar Dinajpur for his kind information.
3. The S.D.O. Raiganj, Karnojora, Uttar Dinajpur for his kind information.
4. The A.C.M.O.H. (Sadar) Uttar Dinajpur, Karnojora, Uttar Dinajpur with request to attend the interview on 3rd January 2007 at 11 A.M. as a member of selection committee.
5. The Superintendent Raiganj Dist. Hospital, Raiganj, Uttar Dinajpur with request to attend the interview on 3rd January 2007 at 11 A.M. as a member of selection committee.
6. The B.M.O.H. Kaliyaganj B.P.H.C. with request to attend the interview on 3rd January 2007 at 11 A.M. as a member of selection committee.
7. Smt. Purabi Sarkar, Councillor-in-charge (Health) with request to attend the interview on 3rd January 2007 at 11 A.M. as a member of selection committee.
8. Sri Kanai Seth, Representative, I.R.C.S. Kaliyaganj Branch with request to attend the interview on 3rd January 2007 at 11 A.M. as a member of selection committee.
9. Smt. Rina Gupta, President C.D.S., S.J.S.R.Y., with request to attend the interview on 3rd January 2007 at 11 A.M. as a member of selection committee.

Sd/-
(A.K. De Sarkar)
Chairman
Kaliyaganj Municipality.

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****Ref No. SUDA-Health/63 ULBs/06/221(15)****Date29.12.2006****From : Dr. Shibani Goswami
Project Officer
Health, SUDA****To : The Chairman
Nalhati / Jamuria / Katwa / Memari / Raniganj / Mekhliganj /
Kalimpong / Dhupguri / Kandi / Ashokenagar Kalyangarh /
Jhalda / Dalkhola / Islampur / Kaliaganj / Gushkara Municipality****Sub. : Final selection of Honorary Health Workers (HHWs) including panel
candidates under Community Based Primary Health Care Services.****Sir,**

Reference is invited to the communication of Director, SUDA bearing no. SUDA-Health/63 ULBs/06/221 dt. 07.08.2006 on the above subject.

As per this office earlier communication, the final selection of Honorary Health Workers including panel candidates is supposed to be completed in your municipality. But no information has yet been received from your end regarding the date of final selection of Honorary Health Workers, where representative of SUDA will be present. It is high time to complete this said final selection, without which the trainers training could not be undertaken by SUDA centrally in spite of receipt of list of trainers.

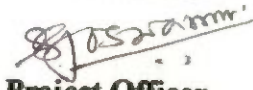
Furthermore, you are requested to complete purchase of furniture & equipment for training as per list already provided to you, without which it will be difficult to start training programme at your Municipality.

The target date for initiating training for HHWs is Mid-January, 2007. Hence, you are requested to expedite the actions with regard to final selection and completion of said procurement for training. A feed back in this regard is to be forwarded to the Director, SUDA.

Top most priority be accorded in the matter.

Thanking you.

Yours faithfully,


Project Officer

Contd. to P-2.

Speed post

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj , Dist.: CoochBehar

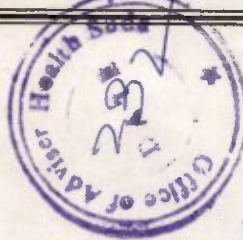
Phone No. : (03584) 255 249 , 255 480 , 255 458 , Fdx No. : (03584) 255 249



Memo no 852/X-SUDA/Health/06-07.

Date 13/12/06.....

FROM ::- The Executive Officer
Mekliganj Municipality,
Mekliganj, Cooch Behar.



10 DEC 2006

TO ::- The Director of SUDA,
SUDA BHAWAN, HC-Block, Sector-III,
Bidhannagar, Kolkata - 700 091.

SUB ::- Trainer Training for ensuing training of Honorary Health Workers (HHWs).

Madam,

With reference to your Memo No. SUDA-Health/ 63 ULBs/ 06/ 183(60) dated 15- 11- 06, we are sending herewith names of Trainers as below ::

1. Dr. Swapendra Narayan Sarkar, Medical Officer, Mekliganj S.D.Hospital.
2. Smt. Chandana Biswas, Staff Nurse, Mekliganj S.D.Hospital.
3. Smt. Kaberi Mondal, Staff Nurse, Mekliganj S.D. Hospital.
4. Sri. Dwipanjoy Sinha, S.I. Mekliganj Municipality.

Yours Sincerely,

Handwritten signature and date 13.12.06
Executive Officer
Mekliganj Municipality
Mekliganj, Cooch Behar

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj, Dist.: Cooch Behar

Phone No.: (03584) 255 249, 255 480, 255 458, Fax No.: (03584) 255 249

Memo no. 2/X-SUDA/HEALTH/06.07.

Date 13/12/06

FROM :- The Executive Officer
Mekliganj Municipality,
Mekliganj, Cooch Behar.

TO :- The Director of SUDA,
SUDA BHAWAN, HC-Block, Sector-III,
Bidhannagar, Kolkata - 700 091.

SUB :- Trainer Training for ensuing training of Honorary Health Workers
(HHWs).

Sir,

With reference to your Memo No. SUDA-Health/ 63 ULBs/ 06/ 3(60) dated 15- 11- 06, we are sending herewith names of Trainers as follows :-

1. Dr. Swapendra Narayan Sarkar, Medical Officer, Mekliganj S.D.Hospital.
2. Smt. Chandana Biswas, Staff Nurse, Mekliganj S.D.Hospital.
3. Smt. Kaberi Mondal, Staff Nurse, Mekliganj S.D. Hospital.
4. Sri. Dwipanjay Sinha, S.I. Mekliganj Municipality.

Yours Sincerely,

AC
13/12/06
Executive Officer
Mekliganj Municipality
Mekliganj, Cooch Behar

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj, Dist.: Cooch Behar

Phone No. : (03584) 255 249, 255 480, 255 458, Fax No. : (03584) 255 249

Memo no 784(7)/X- SUDA/HEALTH/06-02



Date 29/11/06

FROM :- The Chairman,
Mekliganj Municipality,
Mekliganj Cooch Behar.

TO :- The Director, SUDA, Health wing.
"ILGUS Bhawan" H.C. Block, Sector III Bidhan nagar, Kol-700091
W.B.

SUB :- First meeting of the Municipal Level Health and Family Welfare
Committee (MHFWC).

Sir,

PD(H)
L
9/11/06

This is for your kind information that a Municipal Level Health and Family Welfare Committee (MHFWC) has been constructed for the ULB with the following members :-

1. Chairman, Mekliganj Municipality - President.
2. Sri. H.N.Chakraborty, Councillor - Member
3. Sri. Prahlad Naskar, Dy. Magistrate
and Dy. Collector, Mekliganj. - Member
4. Sri. Pradip Biswas, President
Mekliganj Welfare Organisation. - Member.
5. Superintendent, Mekliganj S.D.
Hospital. - Member.
6. Sanitary Inspector of this ULB. - Member Secretary.

The above committee has duly been approved by the Board of Councillors in its meeting dated 06-09-2006. It has also been resolved in this meeting that as per existing guideline of the Government as approved by DGHS, the President, Community Development Society and a representative of SUDA have been included as Co-opted members. Also the Superintendent of Jalpaiguri District Hospital has been included as an invitee member.

The first meeting of this committee will be held in the chamber of the Chairman, Mekliganj Municipality on 13-12-06 at 11.30 am. to consider the following agenda. You are requested to kindly attend the meeting.

AGENDA.

1. Selection of HHWS.
2. Procurement of equipment for M&S Cell.
3. Training Programmes for HHWS.
4. Misc.

Yours Sincerely,

Aschaff
Chairman 29-11-06

Mekliganj Municipality
Cooch Behar

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No **SUDA-Health/63 ULBs/06/188**Date**17.11.2006****From : Director, SUDA****To : The Chairman
Mekhliganj Municipality**

**Sub. : Release of 1st installment of fund worth Rs. 2,02,000.00 towards
expenditure in connection with Community Based Primary Health
Care Service in 63 Non-KMA ULBs.**

Sir,

An A/C payee demand draft bearing no. 321283 dt. 15.11.2006, on SBI, Salt Lake for an amount of Rs. 2,02,000/- (Rupees Two lakhs two thousand) only is released to meet up concomitant expenditure in connection with Community Based Primary Health Care service in 63 Non-KMA ULBs.

You are requested kindly to send your authorized representative along with money receipt to collect the said draft from the A/C section of SUDA.

Financial guideline is enclosed herewith. You are also requested kindly to submit monthly Statement of Expenditure (SOE) and quarterly Utilisation Certificate (UC) as laid down in the said guideline.

Yours faithfully,

Director, SUDA**SUDA-Health/63 ULBs/06/188/1(1)****Dt. .. 17.11.2006****CC****Cashier, SUDA****Director, SUDA**

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No **SUDA-Health/63 ULBs/06/190(6)**Date**17.11.2006****From : Director, SUDA****To : The Chairman***Mekliganj...* **Municipality**

Sub. : Constitution of Procurement Committee for procurement of items to be undertaken by the ULB in connection with Community Based Primary Health Care Service in 63 Non-KMA ULBs.

Sir,

A Procurement Committee is constituted at Municipal Level comprising of the following members for procurement of items to be undertaken by the Municipality in connection with Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Sl. No.	Members	Designation
1.	Chairman of the ULB	Chairman
2.	Chairman in Council Health	Member
3.	Health Officer	Member
4.	ACMOH	Member
5.	Executive Officer	Member – Convenor
6.	Finance Officer	Member

The list for the items i.e. (a) furniture and equipment for training purpose and (b) furniture & equipment for Management & Supervision (M & S) Cell, to be procured by the ULB for the present are enclosed indicating the specification, quantity for each of the items to be procured and the total cost limit. The other lists for procurement will be forwarded to you in due course.

Procurement is to be done by the Municipality through the said Procurement Committee maintaining the Government norms. Fund already placed with your Municipality under the HHW Scheme is to be utilized for such procurement. The expenditure is to be booked under the A/C head "Equipment and Furniture" as the case may be. Statement of Expenditure (SOE) and Utilisation Certificate (UC) be submitted accordingly as per Financial Guideline already forwarded to you.

Contd. to P-2.

ole

- 2 -

Since, the training of Honorary Health Workers (HHWs) is to be initiated by you shortly and office of M & S Cell is to set up to implement the activities under the said scheme, procurement is to undertaken by you at the earliest to speed up the entire process of implementation.

Thanking you.

Enclo. : As stated.

SUDA-Health/63 ULBs/06/190(6)/1(1)

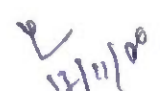
CC

Finance Officer, SUDA

Yours faithfully,


Director, SUDA

Dt. .. 17.11.2006


Director, SUDA

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj, Dist.: Cooch Behar

Phone No. : (03584) 255 249, 255 480, 255 458, Fax No. : (03584) 255 249

Memo no 736/X-SUDA/06-07

Date 30/10/06

FROM :- The Chairman
Mekliganj Municipality
Mekliganj Cooch Behar.

TO :- The Director, S U D A.
ILGUS Bhaban, H.C Block
Sector - III, Salt Lake.
Kolkata- 700091.

S U B :- Community based primary Health Care
service in 63 Non-KMA ULBs.-Consti-
tution of Municipal Level Health and
Family Welfare Committees (MHFWC).

Sir,

The Community based primary Health Care Services in the Urban areas are being implemented by State Urban Development Agency and for implementation of all such health activities in an integrated manner at the Municipal Level, a Municipal Level Health and Family Welfare Committee for this Municipality has to be constituted with the following members :-

- (1) Chairman of the MunicipalityPresident.
- (2) Councillor-in-charge of HealthMember.
- (3) Representative of S U D AMember.
- (4) Representative of Local N.G.OMember.
- (5) ACOMH of Subdivisional HospitalMember.
- (6) Health Officer of the MunicipalityMember Secretary.

The Account No. of H.H.W of Chairman, Mekliganj Municipality, is 10258.

I request you to kindly nominate your representative to function as a member of this Committee appearing at Sl. No. (3) above at an early date.

In this connection, a copy of the leaflet in Bengali and resolution of the Health and Family Welfare Department is enclosed for your kind perusal.

Yours faithfully,

30.10.06
Executive Officer
Mekliganj Municipality
Mekliganj, Cooch Behar

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/63 ULBs/06/167**

Date **31.10.2006**

From : Director, SUDA

To : The Chairman
Tufanganj / Mekhliganj Municipality
Dist. : Cooch Behar

Sub. : Community based primary health care services in 63 Non-KMA ULBs - Implementation of.

Ref. : This office earlier communication bearing no. SUDA-Health/63 ULBs/06/13(5) dt. 10.08.2006.

Sir,

This is to intimate you that the information with regard to constitution of Municipal Level Health & Family Welfare Committee with the following members is yet to be received by this office.

Constitution of Municipal Level Health & Family Welfare Committee (MHFWC) :

- | | |
|--|----------------------|
| (1) Chairman of the Municipality | : President |
| (2) Councillor-in-Charge of Health | : Member |
| (3) Representative of District Magistrate | : Member |
| (4) Representatives of local NGOs | : Member |
| (5) ACMOH of Sub-Divisional Hospital | : Member |
| (6) Health Officer of Municipality | : Member - Secretary |
| (7) President, Community Development Society | : Specially Co-opted |
| (8) Representative of SUDA | : Specially Co-opted |
| (9) Superintendent of referral hospital | : Invitee |

A copy of the resolution constituting the said Committee is to be forwarded.

You are requested to take necessary action, so that the said information of your ULB reach this office by 15th November, 2006, following which 1st installment of fund will be released.

Thanking you.

Yours faithfully,

(Signature)
31/10/06
Director, SUDA

Office of the Councillors of :

Mekliganj Municipality

P.O.: Mekliganj, Dist.: CoochBehar

Phone No.: (03584) 255 249, 255 480, 255 458, Fax No.: (03584) 255 249

Memo No. 36/X-SUDA/06-07.

Date: 10/10/06

TO :- The Chairman
Mekliganj Municipality
Mekliganj Cooch Behar.

FROM :- The Director, S U D A,
ILGUS Bhaban, H.C Block
Sector - III, Salt Lake.
Kolkata- 700091.



S U B :- Community based primary Health Care service in 63 Non-KMA ULs, constitution of Municipal Level Health and Family Welfare Committee (MHC).

The Community based primary Health Care Services in the Urban areas are being implemented by State Urban Development Agency and for implementation of all such health activities in an integrated manner at the Municipal Level, a Municipal Level Health and Family Welfare Committee for this Municipality has to be constituted with the following members :-

- (1) Chairman of the MunicipalityPresident
- (2) Councillor-in-charge of HealthMember.
- (3) Representative of S U D AMember.
- (4) Representative of Local N.G.OMember.
- (5) ACOMH of Subdivisional HospitalMember.
- (6) Health Officer of the MunicipalityMember Secretary.

Account No. of H.F.W of Chairman, Mekliganj Municipality, 10/0259

I request you to kindly nominate your representative in the above mentioned section as a member of this Committee appearing at Sl. No. (1) above on an early date.

In this connection, a copy of the leaflet in Bengali and resolution of the Health and Family Welfare Department is enclosed for your kind perusal.

Yours faithfully,

Executive Officer
Mekliganj Municipality
Mekliganj, Cooch Behar

16
SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/63 ULBs/06/13(5)

Date 10.08.2006

From : Director, SUDA

To : The Chairman

Dinhata / Tufanganj / Mathabhanga / Haldibari /

Mekhliganj Municipality

Dist. : Cooch Behar

COOCH BIHAR
o/c

Sub. : Community based primary health care services in 63 Non-KMA ULBs -
Implementation of.

Sir / Madam,

You may be aware that with the approval of Dept. of Health & Family Welfare, community based primary health care services in 63 Non-KMA ULBs has been launched in February, 2006. Dept. of Municipal Affairs has been vested with the responsibility of implementation of the said programme through SUDA. In this connection, a sensitization session with the chairperson of the ULBs concerned had been organized at SUDA on 16.06.2006 to discuss the programme and preliminary actions to be undertaken by the ULBs. Following to the said discussion session, a few information had been received from some of the ULBs. But the required information are still pending from a good no. of ULBs.

Pursuant to it you are requested to submit the following information to the undersigned by 24th August, 2006 :

- a) List of ward-wise BPL population.
- b) Municipal map showing ward boundary along with no. of BPL population.
- c) Constitution of Municipal Level Health & Family Welfare Committee (MHFWC) with the following members :
 - (1) Chairman of the Municipality : President
 - (2) Councillor-in-Charge of Health : Member
 - (3) Representative of District Magistrate : Member
 - (4) Representatives of local NGOs : Member
 - (5) ACMOH of Sub-Divisional Hospital : Member
 - (6) Health Officer of Municipality : Member - Secretary
 - (7) President, Community Development Society: Specially Co-opted
 - (8) Representative of SUDA : Specially Co-opted
 - (9) Superintendent of referral hospital : Invitee

A copy of the resolution constituting the said Committee is to be forwarded.

Contd. to P-2.

- d) Opening of a separate Bank A/C in the name of "HHW Scheme, Municipality" where the joint signatory will be Chairman / Vice-Chairman and Finance Officer / Executive Officer.

After opening the Bank A/C, A/C No. & Name of the Bank is to be forwarded.

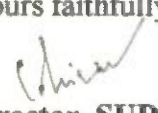
From this office record, status on information already submitted by the ULBs is tabulated hereunder :

ULBs	List of ward-wise BPL population	Municipal map showing ward boundary along with no. of BPL population	Constitution of MHFWC	Opening of a separate Bank A/C	Remarks
	(a)	(b)	(c)	(d)	
Dinhata	Yes	Yes	No	No	To submit (c) & (d)
Tufanganj	Yes	Yes	No	No	To submit (c) & (d)
Mathabhanga	Yes	Yes	No	No	To submit (c) & (d)
Haldibari	No	Yes	No	No	To submit (a), (c) & (d)
Mekhliganj	Yes	Yes	No	No	To submit (c) & (d)

On receipt of the required information of your ULB as detailed in the Remarks Column of the above Table, the next stage for implementation of the programme will be taken up consequently.

Thanking you.

Yours faithfully,


✓ 
Director, SUDA

10.08.2006

SUDA-Health/63 ULBs/06/ 13(5)/1(1)

Copy forwarded for kind information to :

District Magistrate, Cooch Behar

✓ 
Director, SUDA

10.08.2006

SUDA-Health/63 ULBs/06/ 13(5)/2(1)

Copy forwarded for kind information to :

CMOH, Cooch Behar

✓ 
Director, SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/63 ULBs/06/ 06

Date 07.08.2006

From : Director, SUDA

To : The Chairman

Mekhligeny
Gulikara MunicipalitySub. : Grass root level manpower & health facilities under Community Based
Primary Health Care Service in 63 Non-KMA ULBs.

Sir / Madam,

Apropos project proposal with regard to community based primary health care service in 63 Non-KMA ULBs, approved by the Dept. of Health & Family Welfare, the grass root level manpower & health facilities admitted for your ULB is indicated in the table below :

No. of HHWs (Regular)	1 st Panel for replacement of HHWs to be upgraded to FTSS	2 nd Panel for filling of the vacancies, if required in future (10% of regular HHWs)	Total No. of HHWs to be selected and trained	No. of regular HHWs to be engaged after completion of training	No. of Sub-Centres	No. of FTSS
9	2	1	12	9	2	2

N.B. : HHW = Honorary Health Worker,

FTS = First Tier Supervisor

- During selection of HHWs, no. of regular candidates & both the 1st & 2nd panel candidates are to be strictly adhered to. The list of both the panel candidates are to be prepared serially on merit basis. Guideline for selection of HHWs is enclosed.
- Total no. of regular HHWs and the panel candidates should undergo job orientation training.
- After completion of training only the regular HHWs are to be engaged.
- No. of Sub-Centres as specified in the table are to be identified more or less centrally to the BPL population to be served under that particular Sub-Centre to facilitate easy access.
- FTSs for Sub-Centre are to be selected for amongst the HHWs working at least for six (6) months. Detail guideline will be issued in due course.
- Working hours of grass root level manpower will be from 12 Noon to 4 P.M.

Contd. to P-2.

- Honorarium for grass root level manpower are as under :

Grass root level manpower	HHW	FTS
Honorarium per person per month (Amount in Rs.)	1,000/-	1,170/-

You are requested kindly to take necessary action with regard to selection of HHWs and identification of accommodation for Sub-Centres.

Yours faithfully,


Director, SUDA

07.08.2006


Director, SUDA

SUDA-Health/63 ULBs/06/ 06/111)

Copy forwarded for kind information to :

District Magistrate, Cooch Behar

Name of the ULB : Mekhliganj					Sl. No. :51								
1. Ward wise Population & BPL Population based on Survey under SJSRY													
Ward No.	Male Population	Female Population	Total Population	No. of BPL Household	BPL Population								
1	518	471	989		237								
2	539	548	1087		303								
3	500	499	999		176								
4	790	744	1534		297								
5	494	470	964		195								
6	630	593	1223		351								
7	572	485	1057		88								
8	782	732	1514		358								
9	767	619	1386		352								
Total	5592	5161	10753		2357								
2. Whether there is any Infrastructure facilities available for Sub Centre to provide Health Care?													
<input type="text" value="Yes"/>													
3. Location of Community Centre in the ULB : Adjacent to Municipal Office													
4. Whether Family & Health Care Committee has been formed ? Whether committee functions regularly ?													
<input type="text" value="Yes"/> <input type="text" value="Adjacent to the Municipal Office"/>													
5. Whether any standing committee formed in the ULB for health, education and Poverty alleviation?													
<input type="text" value="No"/>													
6. Whether map showing ward demarcation with ward population has been prepared?													
<input type="text" value="Yes"/>													
7. Is there any post of Health Officer/Medical Officer/Sanitary Inspector? Presently Filled or Vacant?													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Health Officer</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">No</td> <td rowspan="3" style="vertical-align: middle; padding-left: 20px;">Filled</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Medical Officer</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">No</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Sanitary Inspector</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">Yes</td> </tr> </table>							Health Officer	No	Filled	Medical Officer	No	Sanitary Inspector	Yes
Health Officer	No	Filled											
Medical Officer	No												
Sanitary Inspector	Yes												

Office of the Councillors of :

Mekliganj Municipality

P.O. : Mekliganj, Dist. : Coochbehar

Phone No. : (03584) 255 249, 255 480, 255 458, Fax No. : (03584) 255 249



Memo no 427/X-SUDA/06-07

Date 11/07/06

From :: The Executive Officer,
Mekliganj Municipality
Mekliganj: Cooch Behar.

To :: The Director
State Urban Development Agency
ILGUS Bhawan
HC Block, Sector III, Bidhannagar, Kolkata-91

By Regd Tosh

Sub:- Information on community Health
Services.

Sir,

With reference to your memo No. SUDA/67/2006/
430(19) dt. 22.6.2006, the report desired is enclosed
herewith for your necessary action

Yours faithfully

11.07.06
Executive Officer
Mekliganj Municipality
Mekliganj, Cooch Behar

PO(H)
11/7

By Dipal
17/7/06

সমষ্টি ভিত্তিক স্বাস্থ্য পরিষেবা কর্মসূচী প্রকল্প
মেখলীগঞ্জ পৌরসভা
কুচবিহার
প্রয়োজনীয় তথ্যসমূহ-

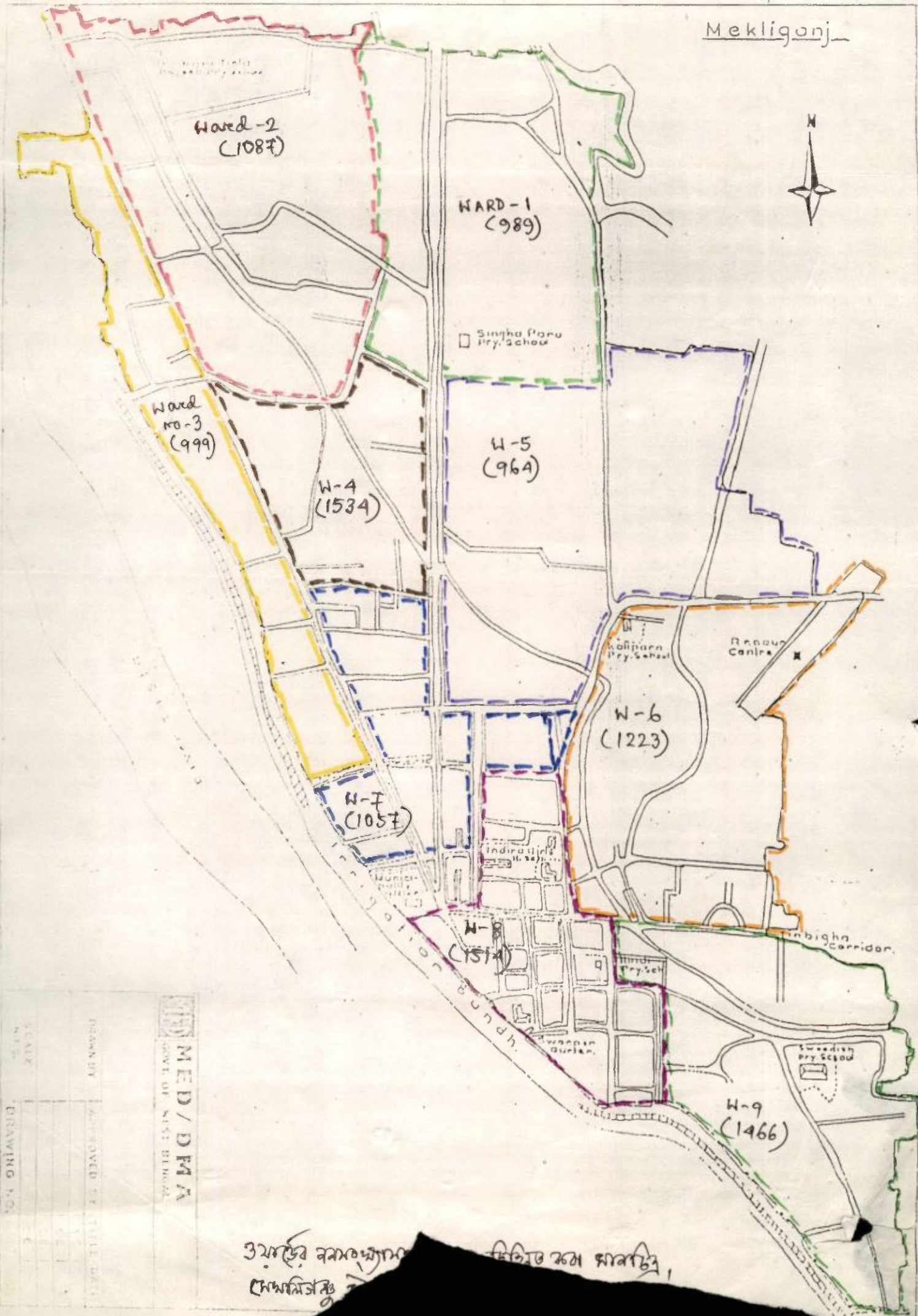
৪১

১) প্রতিটি ওয়ার্ডের মোট জনসংখ্যা এবং সুবর্ণ জয়ন্তী শহরী বোজগার যোজনার সমীক্ষার ভিত্তিতে তৈরী ওয়ার্ডের বি. পি. এল জনসংখ্যা :-

ওয়ার্ড নং	জনসংখ্যা			বি.পি.এল জনসংখ্যা(মোট)
	পুরুষ	স্ত্রী	মোট	
১)	৫১৮	৪৭১	৯৮৯	২৩৭
২)	৫৩৯	৫৪৮	১০৮৭	৩০৩
৩)	৫০০	৪৯৯	৯৯৯	১৭৬
৪)	৭৯০	৭৪৪	১৫৩৪	২৯৭
৫)	৪৯৪	৪৭০	৯৬৪	১৯৫
৬)	৬৩০	৫৯৩	১২২৩	৩৫১
৭)	৫৭২	৪৮৫	১০৫৭	৮৮
৮)	৭৮২	৭৩২	১৫১৮	৩৫৮
৯)	৭৬৭	৬১৯	১৪৮৬	৩৫২
	৫৫৯২	৫২৪১	১০৮৩৩	২৩৫৭

- ২) স্বাস্থ্য পরিষেবা প্রদানের উদ্দেশ্যে সাব সেন্টার খোলার জন্য পৌর এলাকার পৌরসভা বা অন্য কোনও পরিকাঠামো আছে কি না ? -- হ্যাঁ , আছে ।
- ৩) পৌরসভাতে কমিউনিটি কেন্দ্র বা ঐ জাতীয় কোন কেন্দ্র থাকলে তার অবস্থান ।----- হ্যাঁ কেন্দ্রটি পৌর অফিস সংলগ্ন স্থানে অবস্থিত ।
- ৪) পৌরসভাতে স্বাস্থ্য ও পরিবার কল্যাণ কমিটি গঠিত হয়েছে কি না এবং সেই কমিটি নিয়মিত ভাবে সভা করছে কি না ? --- না ।

Mekligonj



32/2/2018
[Handwritten text in Odia script]