

Sub. : Closing of Accounts in connection with DFID assisted HHW Scheme funded by HSDI, DHFW.

Placed herewith communication of Sri A.K Das, Project Director, HSDI & e.o. Spl Secretary, DHFW, Govt. of West Bengal bearing no. HFW/HSDI/353/HHW-39/06 dt. 07.07.2010^{*} granting extension of window period upto 30.09.2010 for closing of accounts of HHW Scheme in 11 Non-KMA ULBs.

In the mean time, we have received communication no. HF/O/PSB/3C-13/2010/03/1(1) dt. 29.03.2010^{***} of the Secretary (Urban Health), DHFW intimating the extension of CBPHCS and continuation of HHW Scheme w.e.f. 01.04.2010. Thus HHW Scheme has been transferred in lock stock and barrel by DHFW from HSDI to SPSRC.

An amount of ₹ 225.00 lakhs have already been received from HSDI during the financial year 2009-10. Unspent balance of ₹ 178.08 lakhs from previous year was available, thus making a total available fund of ₹ 403.08 lakhs during FY 2009-10. SOE submitted for an amount of ₹ 204.36 lakhs for the period from Apr., 2009 to Apr., 2010. Thus the amount left as balance was ₹ 198.72 lakhs as on 30.04.2010.

From May, 2010 to Aug., 2010, total amount of SOE received from different ULBs and expenditure incurred by SUDA is ₹ 125.37 lakhs. Hence, as on 31.08.2010 the balance of fund is ₹ 73.35 lakhs (₹ 198.72 lakh - ₹ 125.37 lakhs) out of which ₹ 58.93 lakhs is lying with the 11 ULBs and ₹ 14.42 lakhs with SUDA.

The following issues in connection with closing of accounts of HHW scheme may be addressed as detailed in the table below :

Issues	Suggestive Addressal
Recoup the unspent fund as on 30.09.2010 from each of the 11 ULBs.	Already ^{issued} letter to the ULBs.
Provisional unspent fund lying with Health Wing, SUDA till August, 2010 is ₹ 14,41,458/-.	-
Submission of final SOE & UC by Health Wing, SUDA to HSDI.	Under process. Will be submitted shortly.
Refund of unspent fund to HSDI after obtaining unspent fund from the ULBs preferably by 31.10.2010.	Refund through A/C payee cheque.

Contd. to P-2.

Issues	Suggestive Addressal
A separate Bank A/C No. 30255770088 at State Bank of India, Sector - I, Salt Lake, Kolkata - 700 106, Calcutta was opened for HHW Scheme which may be closed.	After auditing of the said accounts the bank account may be closed and the balance amount earned from Current Linked Term Deposit (CLTD) may be transferred to CBPHCS and HHW Scheme fund account.
Providing fund to 11 Non-KMA ULBs under HHW Scheme w.e.f. 01.10.2010.	Fund may be released by SUDA from the available combined fund both for CBPHCS and HHW Scheme provided by SPSRC, DHFW.
Payment of salary of Sri S.S Marik, D.E.O w.e.f. 01.10.2010. (Salary for Sri Marik, DEO is being paid out of HHW Scheme fund provided by HSDI, DHFW to Health Wing, SUDA till 30.09.2010).	As the fund both for CBPHCS and HHW Scheme is operating from SUDA provided by SPSRC, DHFW, salary of Sri Marik may also be provided by SUDA w.e.f 01.10.2010 as are being done for all other staff of M & S Cell, Health Wing.
Payment of three hired vehicles out of CBPHCS fund. Two hired vehicles under IPP-VIII (Extn.) and RCH Sub-Project have been deployed since the year 2000 to cover monitoring & supervision of 11 Non-KMA ULBs. Those two vehicles are also in use for HHW Scheme w.e.f. year 2004 covering 22 Non-KMA ULBs and expenditure booked under HHW Scheme fund. Since 2008, Urban Health Programmes of all the 126 ULBs are being monitored & supervised by Health Wing with three vehicles, out of which expenditure for one vehicle is booked under CBPHCS.	In the approved project proposal five (05) had been sanctioned under CBPHCS. Only one vehicle has been deployed under the said scheme. Under the present circumstances, the hiring charges of the three vehicles may be accommodated by SUDA from the combined fund of CBPHCS and HHW Scheme provided by SPSRC, DHFW for continuing with monitoring and supervision activities.
Payment of one telephone bill (No. 2359 3184) w.e.f. 01.10.2010. Payment was booked under the HHW Scheme till 30.09.2010.	May be paid out of the combined fund as described above.
Providing of permanent cash advance @ ₹ 1,000/- to health wing SUDA out of combined fund.	Statement of expenditure along with bills and vouchers may be furnished by F.O, Health to SUDA at fortnightly interval to replenish the incurred amount so that quantum of permanent advance remain intact.

Submitted for kind perusal and necessary approval.

P.O. (A/Health)

29-09-10

Notes of FO (Health) at NSP 122.

Issues raised pertaining to closing of PSDG fund for implementation of health scheme in 11 non-K.M.A. U.L.B's and the suggested amendments may kindly be approved.

S. B. Ghosh
30.09.10

Director, SUDA

FA

F.O. (Health)
will you pl
Speak
W

Spoken.

P.O. (H)

A
04-10-10

As discussed draft letter is placed hereunder regarding further extension of 3 months time w.e.f 1.10.10 for signature of Director, SUDA.

S. B. Ghosh
04.10.10

FA, SUDA

Notes at above

As discussed, we may seek three months more for formal closing of D.F.I.D. assisted health scheme being run in 11 non-K.M.A. U.L.B's. The time is required to ~~do~~ conduct internal audit by a Chartered Accountant Firm to ascertain the actual state of affairs of the scheme.

If approved, a draft letter in this regard prepared by the Project Officer, Health ~~may~~ which is placed below may be approved and signed

W. S. Ghosh
05/10/10
11/10/10

Director
FA
P.O.
W. S. Ghosh

Sub-Payment of Salary of Mr. S. S. Manik,
DEO, HHW Scheme & Tel. bill of
tel. no. 033 23593184 from the
Common fund of CBPHCS & HHW
Scheme w.e.f 01-10-2010.

Placed herewith communication of Secretary,
(Urban Health), DHFW vide memo no.
HF/O/PSB/3C-13/2010/1(i) dt. 29-03-2010
on the subject of extension of CBPHC. for
a period of 01 year and continuation of
HHW Scheme in 11 non-KMA ULBO.

HSDI, DHFW had sanctioned window
period for closing of A/c's in connection with
HHW Scheme upto 30-09-2010.

Hence Payment of Mr. S. S. Manik, DEO
& Telephone bill are to be met up from the
Common fund of CBPHCS & HHW Scheme. This
is to mention here that the said common fund is
lying with Office of JUDA

Submitted for taking necessary action for
Payment of Salary from new loanords. to Mr. S. S.
Manik and telephone bill. Telephone bill is
placed opposite for payment within due date i.e.
27-10-2010.

P.O. (Health)
F.A., JUDA -

20-10-2010

20.10.10

Notes at above.

This is a proposal from P.O. (Health) to
provide salary of one Data Entry operator
and cost of Telephone bill for the month of
October from the fund allotted under C.B.P.H.C.S
in view of cessation of H.H.W. Scheme, so
far, being funded by the D.F.I.D.
In this connection the decision of H.A.F.
N department under memo no HF/O/PSB/
3C-13/2010/1(i) dt. 29.3.10. which is placed
below may please be referred to. (Flagged)

It is decided that— inter alia, the H.H.W. Scheme will be continued up to 31.03.11 with the support of State Budget. for the financial year 2009-10. For this purpose ₹10 crore has already been allotted in State Budget. With this fund both the programmes under C.B.P.H.C.S and H.H.W. will run concurrently.

In view of that— we may accede to the proposal of P.O. (Health) to change the proposed expenditure against the allotment given under C.B.P.S.C.S.

[Signature]
20/10/10

As proposed.
[Signature]
20/10/10

Director

[Signature]

ccx
10
21/10/10

As per notes and orders at NSP-01 to 03, prepage and above

Contractual Remuneration Bill of a Data Entry Operator engaged under CBPHCS & HHWS Scheme for the Month of October, 2010, who is engaged on contract service is prepared as detailed below -

Sl. No.	Name & Designation	Bill No. & Date	Gross Amount	Prof. Tax	Income Tax	Net Amount
01.	Sri Sasanka Sekhar Marik, Data Entry Operator, CBPHCS	151 dt. 20.10.10	8,840/-	90/-	-	8,750/-
T o t a l			8,840/-	90/-	-	8,750/-

Bill mentioned above is placed below for signature of F.O., SUDA please.

[Signature]
21-10-10

As per notes and orders at prepage

To pay the contractual remuneration of a Data Entry Operator, under CBPHCS & HHWs Scheme for the month of October, 2010 as well as to pay the telephone charges (2359-3184) for the month of August & September, 2010, 03 (Three) nos. of account payee cheques as detailed below have been drawn on SBI, Salt Lake, Sec-I Br. and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Name of the payee	Particulars of Payment	Amt. in Rs.	SBI Ch. No. & Date
Sasanka Sekhar Marik	Contractual Remuneration for the month of October, 2010	Rs.8,750/-	168133 dt. 29.10.10
Reserve Bank of India, Kolkata	Profession Tax of a staff under CBPHCS & HHWs Scheme for October, 2010	Rs.90/-	168134 dt. 01.11.10
Accounts Officer, BSNL, Calcutta Telephones, Calcutta	Telephone Charges of Telephone No.2359-3184 for the month of August & September, 2010	Rs.1,297/-	168135 dt. 21.10.10

Pay order endorsed on the body of the Telephone Bill is for signature of F.O., SUDA please.

R.D.
21-10-10

May please be signed.
21/10/10

Chick
21/10/10

21/10/10

Atty. SUDA
Jt. Secy. M.A. Deptt.
Dir. SUDA

Subj:- Payment of Car hire charges to Smt. Bula Dhan for deployment of Car no. WB304C 5318 and to Smt. Rinku Bhattacharjee for Car no. WB29 6662 from Common fund of CBPHCS & HHW Scheme w.e.f 01-10-2010.

Flag 'B' may kindly be taken into notice wherein CBPHCS & HHW Scheme were extended upto 31-03-2011. HSDI, DHFW had sanctioned window period for closing of A/c upto 30-09-2010 in respect of HHW Scheme in 11 non-KMA ULBS.

SUDA, Health wing have already released Car hire charges upto Sep, 2010 and henceforth the payment of Car hire charges are to be paid from Common fund for both CBPHCS & HHW Scheme, which is lying with SUDA.

Enclosed opposite: original bill produced by Smt. Bula Dhan (owner of Car no WB304C 5318) for the month of Oct, 2010 and necessary copies of agreement with Smt. Bula Dhan for taking necessary action for payment of Car hire charges.

Bills and copies of Agreement alongwith ~~any~~ necessary evidence relating to car no. WB 29 6662 by Smt. Rinku Bhattacharjee will be produced for payment as and when the bill is available.

Submitted for kind approval pl.

12-11-10
S. S. Sanyal
12-11-10

Foregoing notes.

Project Officer (Health) has proposed to defray the car hiring charges ~~and~~ with ~~and~~ incidental expenses for two vehicles being used by them from the allotment under C.B.P.H.S. Incidentally, it may be mentioned here that the expenditure on this account were provided from the allotment under H.H.W. Scheme up to Sep'10.

It may be recalled that ~~in~~ in terms of order no H.F./O/PSB/3C-13/2010/03/11 dated 29.3.10. it is decided by the H&F. N. department, Govt of W.B. that the H.H.W. Scheme will continue up to 31.03.2011 with the budgetary support from the State Government and necessary fund ~~will~~ has been allotted under the budgetary head of C.B.P.H. C.S. for the financial year 2010-2011.

In view of the aforesaid decision of ~~the~~ Health & Family Welfare department we may allow the car hiring charge and fuel cost of the two vehicles from the fund under C.B.P.H. C.S. up to 31.03.2011.

30/11/10.

Director

Sd/-
Project Officer (Health)

22/11/10
22/11/10
22/11/10

P.O (Health)
F.A., JUDA.

State Urban Development Agency, Health Wing, West Bengal

Fund Summary: 12/20/2020

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	ଆମର ଆୟ, 2020.	1,23,534
	ଅନ୍ୟ ଶୁଳ୍କ (ପ୍ରାୟୋଗ)	20,000

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2005-06 - 15th April 2005

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আমার অন্তিম ২০২০-২২ স. ২০০০.০০ মাস
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করা হবে, ২০২০ মাস, আরও প্রদান করা হবে, আর আরও প্রদান
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Approval of the Board of Directors
and payment of the same.

मिशनरी (गाम्बिया)

ਮਿਸਟਰ ਜਗਜੀਤ
੩੦.੦੨.੨੦੨੧

amf Zander.

পূর্ব মুক্তিযোদ্ধাদের আর্থিক সাহায্যের আবেদন পরিচালিত
 অফিসে পরিচালিত হওয়া উচিত।
 আর্থিক সাহায্য,

১০ অক্টোবর ২০১০ খ্রিঃ
 (১) উপস্থাপিত প্রস্তাব অনুযায়ী
 প্রস্তাবিত প্রকল্প (১০০) টি
 প্রকল্পের মধ্যে ১০০ টি
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 প্রকল্পের মধ্যে ১০০ টি

ଏହା ଡୋକ୍ସା (ସାତ ଶହ ପାନ୍ତର ଗୁଆରୀ - ୨ଟି -
 ମାଟିର ପାନ୍ତର - ଗୁଆରୀ - (୧୦,୦୦୦ x ୨ x ୪) ବା ୧,୨୦,୦୦୦ ଟାଣା -
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~~Report Card~~
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- 10 -
NOTE SHEET

SC

Enclosed opposite Telephone Bill of Tel no, 033 2359-3184 for the month 13. Sep-Oct, 2010. for an amount of Rs 11721 (one thousand one hundred seventytwo only) for payment to A.O, Calcutta Telephones. Submitted for approval for payment as the last date is 28-12-2010

27-12-10

F.A, SUDA

C.C.A
P

As per notes and orders above

To pay the Telephone Charges of Telephone No.2359-3184 for the Month of October & November, 2010, an account payee SBI cheque as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA please.

Name of the Payee	Purpose of Payment	Amount (in Rs.)	SBI Ch. No. & Date
Accounts Officer, BSNL, Calcutta Telephones, Calcutta	Telephone Charges of Telephone No.2359-3184 for the Month of October & November, 2010.	Rs.1,172/-	453974 dt. 27.12.10

Eno.

27-12-10

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NOTE SH

From notes and orders at prep

It has been verbally reported by F.O., CBPHCS that Joint Secretary, M.A. Department, on the joint signatories of Bank cheque book is on leave now. Therefore, to enable this office to deposit the telephone charges of telephone no.2359-3184 for the month of October & November, 2010 within its due date i.e. 24.12.2010, Rs.1,172/- (Rupees One Thousand One Hundred Seventy Two) only may be paid by cash out of imprest cash available to this section.

F.O.

27-12-10

Cause of delayed submission of Telephone Bill may be clarified.

27/12/10

F.O. CBPHCS

Though the bill was received on 21-12-2010 but inadvertently it was misplaced within the Health wing of JMDA. They delay in submission. Kindly be regretted this time and necessary action may kindly be taken for onward payment pl.

F/O SUDA

Bill signed, pl. pay.

cc

27/12/10

As
and HHW
from HSDI
Combined
SUDA.

of DHFW regarding extension of CBPHCS
to 31-03-2011 and for closing of fund
of payments may be released from
CBPHCS & HHW Scheme, by with

ne of it

1) As
a driver

by

page

Carrying
into bottles
washing of

LET

twice a day,

Now, he has submitted bill for

totalling Rs 500 for the month of Oct, 10. The bill is

enclosed opposite at Annex A.

2) A bill at Annex-B

Payment to M/S

for an amount of Rs 366/-

have bank account. So payment may be released

in cash.

Forwarded for kind approval.

12-01-11

12-01-11

~~Key 1 Since no Govt is posted in the Health wing (SUDA) they are utilising the service of one Ram Bahadur Basnet Chetani for providing service to them at a cost of Rs 125 per week~~

Pl. pay Rs 866/- from
CBPHCS fund

12/01/11

As per notes and orders at prepage

As approved at prepage, Rs.366/- (Rupees Three Hundred Sixty Six) may be paid to Saroj Enterprise and Rs.500/- (Rupees Five Hundred) may be paid to Ram Bahadur Basnet Chhetry.

Pay orders endorsed on the body of the bills are for signatures of F.O., SUDA please.

F.O.

ce A

12-01-11

Signature 13/1/11

As approved at MSP - 12, Payment to Sri Ram Bahadur Basnet Chhetry for an amount of Rs 500/- (Five hundred only) for the month of NOV, 2010 may be released from CBPHCS & PHW Combined fund for different types of jobs at Health wing, SUDA as there is no Group-D Staff at the same office.

Submitted.

18-01-11

F/A, SUDA.

Pl. pay Rs 500/- from C.B.P.H. C.S. fund.

Signature 19/1/11

Pl. pay. 18/1/11

As per notes and orders at above

As approved at above, Rs. 500/- may be paid in cash to Sri Ram Bahadur Basnet Chhetry.

Pay orders endorsed on the body of the bill is for signature of PO, SUDA pl.

Fb. 1/11 18.1.11

Signature 18/1/11

As approved by F.A, SUDA in NSP-12, a bill of Sri Ram Bahadur Banoet Chetty is enclosed opposite for payment for an amount of Rs 500/- (Five hundred only). The bill was for the month of Dec, 2010.

Two (02) nos. of tube lights are required [one for room of P.O & another for room of one APO] for smooth functioning of day to day work.

Submitted for kind approval so that
A) payment of Rs 500/- (Five hundred only) may be released to Sri Ram Bahadur Banoet Chetty.
B) supply of two tubes may be made from central pool.

F.A, SUDA

25-01-11

Reg 'A' — Pl. pay Rs 500/- (five hundred only) for petty expenditure incurred in the month of December, 2010.

Reg 'B' — Pl. Submit the voucher after procurement of tube for reimbursement.

1 - F/O

1 - F.O.

(Heath)

cc: Mr. X
7/15/11

Wavy
2

As per notes and orders at prepage

As approved at prepage, to enable this section for release of Rs.500/- (Rupees Five Hundred) by cash in favour of Ram Bahadur Basnet Chhetry for the month of December, 2010, pay order endorsed on the body of the bill is for signature of F.O., SUDA please.

F.O.
25-01-11

Right.
7/1/11

CCA

Enclosed opposite three bills which are required to be paid from common fund under CBPHCS & HHW Scheme.

A) Salary charges - to
Jin. Ram Bahadur Basnet
Chhetry for the month of Jan, 11

500.00

B) Jarvis Enterprise for Courier
Charges - to be paid in cash
(288 + 214)

502.00

C) Purchase of Tube light.
TO be paid to F.O., SUDA Health
as it is procured as proposed in
NSP - 14.

80.00

1082.00

The amount may be booked under the head "Operating Cost" under CBPHCS Fund, submitted for kind approval pl.

02-02-11

Pl. pay ₹1082/- to F.O.
(Health) from CB.P.H.C.'s fund.

02/02/11

F.O., SUDA

F.O.

CCA

7/1/11

As per notes and orders at prepage

As approved at prepage by F.A., SUDA, to reimburse the amount of Rs. 1082/- (Rupees One Thousand Eighty Two) only to F.O., Health, out of Community Based Primary Health Care Services Fund detailed of which within the bracket [Rs.500/- (Rupees Five Hundred) by cash in favour of Ram Bahadur Basnet Chhetry for the month of January, 2011, Rs. 502/- (Rupees Five Hundred Two) by cash in favour of Saroj Enterprise and Rs. 80/ (Rupees Eighty) by cash for purchase of tube light] pay order endorsed on the body of the bill is for signature of F.O., SUDA please.

F.O. 1/100
7.2.11

CCA

signed.
7/2/11

Enclosed - opposite - telephone bill for tel. (033)2359 3184 for Rs 1396/- (one thousand three hundred ninety six only), for the month of Nov & Dec, 2010.

Submitted. for kind approval so that A/c Payee cheque may be issued in favour of "A.D. , BSNL, Calcutta Telephones, Calcutta" & due date i.e 26-02-2011.

F.O. / H)

F.A., SUDA

F.O.

CCA

7/2/11

pay.

signed
23/2/11

As per notes and orders at prepage (bottom)

To pay the Telephone Charges of Telephone No.2359-3184 for the month of December, 2010 & January, 2011, an account payee SBI cheque as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA please.

Name of the Payee	Purpose of Payment	Amount (in Rs.)	SBI Ch. No. & Date
Accounts Officer, BSNL, Calcutta Telephones, Calcutta	Telephone Charges of Telephone No.2359-3184 for the Month of December, 2010 and January, 2011.	Rs.1,396/-	453993 dt. 23.02.11

F.O.

23.02.11

May please be signed.

23.02.11

Signature

24/2/11

Director SUDA.

Enclosed opposite two bills for payment from Combined fund of A.M.H.W. Scheme & CBPHCS. Details of bills are as follows:-

	Purpose	Amount (Rs.)
1/ Sri Ram Bahadur Barmet Chetty	Saloon charges.	500/-
2/ Finance Officer, SUDA-Health.	Purchase of tube light & Battery.	73/-
		<u>573/-</u>

Submitted for kind approval so that amount may be released and the expenditure may be booked under the A/c head "Operating cost" May be paid

CIA
19/07/11
F.A.
F.O.

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NOTE SHEET

SUDA

As approved at prepage (bottom), Rs.73/- (Rupees Seventy Three) only may be paid to Sri Dipankar Chowdhury, F.O., CBPHCS towards re-imbusement of cost of Tube Light & Pencil Battery and Rs.500/- (Rupees Five Hundred) only may be paid to Sri Ram Bahadur Basnet Chhetry for his services during the month of February, 2011.

Pay orders endorsed on the body of the Bills are for signatures of F.O., SUDA please.

N.O.
Signature
07-03-11
cc

Signature
14/03/11

Enclosed opposite for two bills for payment. Details of bills are as follows:-

1) Telephone bill for
Tel no. (033) 2334-7805 for
the months of Dec, 10 & Jan, 11. 5218.00

2) Battery purchase for
Rebate of A.C. 40.00

TOTAL.

5258.00

Submitted for kind approval so that A/c Payee cheque may be drawn in favour of "Accounts officer, BSNL, Calcutta Telephone, Calcutta" within due date i.e. 24-03-2011 and Rs 40/- may be paid to the undersigned.

Noted at - above 15-03-11

P1. pay ₹ 5258/-

Signature
15/3/11

May please be approved.

Signature
16/03/11

Pl discuss.

Pl discuss & approve *Signature*
16/3/11

F/A
F/O
Signature
15-03-11

cc
Signature
15/03/11

F.A. (10/04)
 Director
 F.F. 8
 F.F. 8
 May be approved
 28.03.11
 28.03.11

As per notes and orders at prepage (bottom)

As approved by Director, SUDA at prepage (bottom), Rs.110 (Rupees One Hundred Ten) only may be released in favour of Health wing of SUDA.

Pay order endorsed on the body of the Bill is for signature of

F.O., SUDA please.

[Signature]
24-03-11

[Signature]
19/05/11

cc

Enclosed opposite details of items are given below -

Amount (Rs.)

Purpose

Repair of fan at the room of Dr. G. Jay, 400, SUDA - Health.

Refilling of HP Cartridge in Printer no. HP-8000

Advance payment

Party name

320.00

1030.00

500.00

1850.00

Ram Babadur Sonet Chetty

Shiva Bhatnagar Machine

3)

2)

1)

Submitted for kind approval so that payment may be released from COTTES fund and amount may be booked under the head 'specify cost'.

ix, may please be approved

11-04-11

[Signature]
17/04/11

cc
12/4/11

PR discuss

Pl. Submit for approval of Director

Director

F.A.

As directed by Financial Advisor, SUDA the following proposals are submitted below for your perusal and consideration.

Ceiling fan in the room of Dr. G.De, APO of SUDA, Health wing has been out of order for a few days. To mitigate the suffering of Dr. De, the fan is required a thorough repairing. For this purpose, Mr. Bablu Biswas, who is electrician of this office, has submitted an estimate for an amount of Rs. 320/-.

The printer no. HP 8000 installed in the Health Wing, SUDA has not been functioning for want of cartridge for a long time. But cartridge could not be purchased due to paucity of fund. A good no of documents are required to be printed regularly as demanded by audit from C &AG. Since the original cartridge costs around Rs. 4000-5000/-, purchase of original cartridge may not be economical. Considering this we have contacted M/S Shiva Business Machine who is expert for refilling the cartridge & they have submitted an estimate of Rs. 1030/- for refilling the existing cartridge.

As SUDA, Health Wing is having no Group-D staff, A driver, named Ram Bahadur Basnet Chettry has been additionally deployed for carrying different works like filling up water in 'Pure- it', pouring water in bottles, supplying tea or coffee to officers/staff in health wing, washing of towels, removing furniture as and when needed and many other works. For this purpose he was paid a paltry sum of Rs. 125/- per week from DFID Fund up to Sep, 2010. As per order of DHFW, a common fund is maintained for both CBPHCS and HHW Scheme in SUDA from 01.10.2010, it is proposed that he may be retained for additional work with same wages.

The proposed expenditures may please be approved. If approved, the proposed expenditures may be provided from fund under CBPHCS because there is availability of sufficient fund.

P.O(H)
F.A.

1304-11
13.04.11

Proposal for incurring expenditure
stated at above may please be approved

13/04/11

Director

FA

F.O.

7/9/11

CCA

13/4/11

As per notes and orders at NSP-20 (bottom) and prepage

As approved by Director, SUDA at prepage –

01. Rs.500/- (Rupees Five Hundred) only may be paid by Cash to Shri Ram Bahadur Chhetry.
02. Rs.320/- (Rupees Three Hundred Twenty) only may be paid by Cash to Shri Bablu Biswas and
03. Rs.1,030/- (Rupees One Thousand Thirty) only may be paid by Cash to Shiva Business Machines.

Pay orders endorsed on the body of the bills are for signatures of F.O., SUDA please.

A.O.

19-04-11

CEA

Signed

19/04/11

Enclosed opposite telephone bill for phone no. 0332359-3184 for the months of Jan & Feb, 2011 for Rs 1548/- (one thousand five hundred forty eight only) for payment.

Placed for kind approval so that payment may be released within last date i.e 27-04-2011 from CBPH C Fund and amount may be booked under the head "operating cost"

25-04-11

F.A

Director

ix' may please be approved

A.O.

CEA

26/04/11

may be

26/04/11

Today, one Telephone bill for Rs. 1543/- [Rupees One thousand five hundred forty-eight] has been received from Health-wing, SODA for payment of Telephone charges for the months of Jan & Feb, 2011.

But, it has been noticed from the aforesaid bill that the due date for payment is 27.04.11, which is holiday for election at month 24-Pys. Since, payment by cheque after due date is not permissible by BSNL, Therefore, now to release the payment of this Telephone bill by cash. Pay orders endorsed on the body of the bill is for signature of PO, SODA please

JWR
26-04-11

All of 26/04/11

do

cc/

Senior Audit Officer from C & Ag has requisitioned bank book of IPP-VIII (Extn), IPP-VIII, CUDP-III, CSIP and RCH, Sub-project, Asansol for the F.Y 2010-11 during the audit session for the F.Y 2009-10. Incidentally it may mention that, there is only computer in Accounts Section of Health Wing, SUDA under the possession of the undersigned which was supported by TALLY 7.2 software. While going to print the above noted bank book, for 2010-11, it could not be printed and found that the TALLY 7.2 software became virus affected. Under this circumstance, we have contacted M/S P.U Enterprise & Services, who are well known trouble shooter in tally software matters and also supplier of Upgraded version of TALLY.ERP at SUDA. They visited office and on verification, they reported that data cannot be retrieved if TALLY 7.2 is reloaded as TALLY 7.2 software is outdated and irreparable. For major recovery of old data, we have gone for installation of TALLY.ERP software as suggested by the above noted firm. After successful installation, it is found that all old data could not be retrieved and for this purpose several transactions are required to be entered afresh. To get over the problem of singly handed entry in TALLY due to time constraint, one of data entry operator of SUDA, Sri Piplu Kr. Nady, was engaged as advised by F.A, SUDA for entry purpose and onward submission of report to the auditor within time. He has undertaken the job after his normal work schedule at SUDA and in a Saturday. He has worked for five (05) days.

- 'x' {
- A) In view of above, a bill from P.U Enterprise & Services is also placed herewith for an amount of Rs. 5,130/- (Five thousand one hundred thirty) only for upgrading of Tally.ERP from Tally 7.2 – may be paid from IPP-VIII (Extn.) A/C, if approved and the amount may be booked under the head "Contingency"
 - B) A sum of Rs. 500/- (Rs. 100 X5) may be paid to Sri Piplu from CBPHCS and HHW Scheme fund, if approved. The amount may be booked under the A/C head 'Honorarium'

Submitted for kind approval so that payment may be released.

'x' may please be approved

As per notes and orders above

01. Regarding (A) – Payment will be released out of IPP-VI (Extension) programme from Health Wing (SUDA).
02. Regarding (B) – An amount of Rs.500/- (Rupees Five Hundred) only may be released by Cash in favour of Shri Piplu Kur Nandy out of CBPHCS fund.

P.O/H)
F.A/SUDA
Director

29-04-11
Gauram
29.04.11

may be approved
10/5/11
12/5

FA
F.O.
F.O. (Health)
Gms

CCA
F.O.
CCA

12-05-11

7/10/11

Enclosed opposite telephone bill for phone no. 033 2334-7805 for the 2 Feb, 11 - Mar, 11 for Rs 4923/- (four thousand nine hundred twentythree only) for payment.

Placed for kind approval so that payment may be released in favour of A.O., BSNL, Calcutta Telephones within due date i.e. 24-05-11 from CBPHCS Fund and amount may be booked under the of head 'operating cost' submitted.

18-05-11

may kindly be approved for payment.

18/05/11

18/5/11

Fund will be released from CBPHCS Fund. Jo, Pl. forward it to Cash Section of SUDA.

18-05-11

As per notes and orders above

For deposition of Telephone Charges for Telephone bearing No.2334-7805 for the period from 28.02.2011 to 30.04.2011, an account payee SBI cheque bearing no.454031 dated 19.05.2011 for Rs.4,923/- (Rupees Four Thousand Nine Hundred Twenty Three) only has been prepared in favour of Accounts Officer, BSNL, Calcutta Telephones, Calcutta and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA Director SUDA 19-05-11 May please be signed. 19/05/11

F. A.O.
Director
(SUDA)

A.O.
F.O. (H)
18/5/11

A.O.
F.O. Pl.
18/5/11

CCA
19/05/11

A.O.
Div. SUDA
Jt. Secy. M.A. Dept.

As approved at NSP-22, bill of M/s
P.U Enterprise & Services may be paid out
of IPP-VIII (EXTN) a/c. in File no. SUDA-IPP Btm/32/08.

P.O (H)

23-05-11

Operating cost / Contingency for SUDA-Health wing is being expended out of common fund of CBPHCS and HHW Scheme. These expenses include car hire charges, TA/DA, labour payment etc. Funds are coming for these two schemes from DHFW and the allotment from them is too meager to meet expenses for SUDA Health wing regularly after disbursing to different ULBs.

The matter was taken into consideration in Governing Body meeting held on last month for giving approval so that a part of petty expenses of SUDA-Health Wing may be made from interest component of balance lying in IPP-VIII (Extn) account and it was approved.

During the month of June, 2011 the petty expenses would be in nature of: -

- x' {
- 1) Labour payment to Sri Ram Bahadur Basnet Chetty for carrying different works at SUDA-Health wing of Rs. 500/- (Five hundred only) for the month of May, 2011 as there is no Group-D staff at SUDA-Health.
 - 2) Tube lights are required to be purchased for smooth functioning of Health, SUDA. The committed expenses may be around Rs. 500/-.
 - 3) Servicing of A.C, cost of which may be around Rs. 1,000/-.
 - 4) Purchase of stationary and servicing of B.P instrument, cost may be around Rs. 1,000/-.

Total amount will be Rs. 3,000/- for the month of June, 2011.

Submitted for kind approval so that pay may be released from IPP-VIII (Extn) account.

P.O(H) -

FA, SUDA

Director

FA

02-06-11

Goswami
02-06-11

Proposal at 'x' above may kindly be approved

may be
8/06/11

WJ
8/6/11

Enclosed opposite bill for telephone no. 033 2359-3184 for the month of Apr, 11 & May, 11 for an amount of Rs. 1,332/- (one thousand three hundred thirtytwo) only. Placed for kind approval so that payment may be released in favour of "A.O, BSNL, Calcutta Telephones" within due date i.e. 27-06-2011. The amount may be booked under

the head operating cost in the combined fund for CBPHCS & HMW Scheme.

Submitted

[Signature]
20-06-2011
Goswami
20.06.11

P.O/(A)

Director, SUDA

FP
D
20/6/11

CC
20/6/11

As per notes and orders at prepage (bottom) and above

To pay the Telephone Charges of Telephone No.2359-3184 for the month of April & May, 2011, an account payee SBI cheque as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA please.

Name of the Payee	Purpose of Payment	Amount (in Rs.)	SBI Ch. No. & Dt
Accounts Officer, BSNL, Calcutta Telephones, Calcutta	Telephone Charges of Telephone No.2359-3184 for the Month of April & May, 2011.	Rs.1,332/-	454046 dt. 21.06.11

R/o.

May please be signed.

[Signature]
21-06-11
Director SUDA
21/6/11

[Signature]
21/6/11
21/6/11

As approved at NSP-25 following expenses have been met from IPP-VIII (Extn) A/c during the month of June, 11.

1) Salary Payment	-	Rs 500/-
2) Purchase of Stationery		Rs 966/-
TOTAL		<u>Rs 1466/-</u>

TOTAL amount approved was Rs 3000/-.

Now, for the month of July, 11 the Petty Cash expenses would be in nature of:-

- 1) Salary Payment to Sri Ram Bahadur Basnet Chetty for Rs 500/- (Five hundred only).
- 2) Contingent expenses (like repairing of A.C, purchase of Stationery item & servicing of B.P machine) etc., which may cost for Rs 2000/- (Two thousand only).

TOTAL Proposed expenditure will be Rs 2500/- (Two thousand five hundred only) for the month of July, 11.

Submitted for kind approval so that payment may be released from IPP-VIII (Extn) A/c and when bills submitted.

P.O (H)
Director
PO (H)

01-07-11

Goswami
01-07-11

WT
4/7/11

Enclosed opposite Telephone bill for Tel no. 033 23347805 for the month of Apr-May, 2011 amounting to Rs 4508/- (Four thousand five hundred and eight) only.

Submitted for kind approval so that payment may be released and amount may be booked under the old head "Operating cost".

P.O (H)
Director, SUGA
PO (H)

FO, SUGA
CET
20/7/11

20-07-11
Goswami
20-07-11

WT
20/7/11

As per notes and orders prepage

For deposition of Telephone Charges for Telephone bearing No.2334-7805 for the period from 30.04.2011 to 30.06.2011, an account payee SBI cheque bearing no.454062 dated 21.07.2011 for Rs.4,508/- (Rupees Four Thousand Five Hundred Eight) only has been prepared in favour of Accounts Officer, BSNL, Calcutta Telephones, Calcutta and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.A., SUDA.

~~F.A.~~
~~Intro - semi~~
~~21-07-11~~

~~way~~
~~21/7/11~~

~~lat~~
~~21/7/11~~

~~ku~~
~~22/7/11~~

~~Director.~~

Director SUDA.

During the month of ~~July~~ ^{August}, 2011, the petty Cash expenses would be in nature of :-

① Labour Payment to Sri Ram Bahadur Pasnet Chetty - for the month of July, 11	500/-
② Purchase of medicine	500/-
③ Purchase of Tea, Coffee	7000/-
	<u>8000/-</u>

TOTAL:

Submitted for kind approval so that Payment/Order for procurement may be made out of Contingency head of IPP-VIII (BXM) etc.
 Notes at above

The proposed expenditure stated at above may please be approved

~~lat~~
~~21/7/11~~

~~way~~
~~03/08/11~~

~~03-08-11~~
~~03-08-11~~

P.P (H)
~~F.A. i. j. j. j.~~
~~Director.~~
~~FA~~

Enclosed opposite telephone bill of
033 23593184 for an amount of Rs
1314/- (One thousand three hundred
fourteen only) for the month May-June,
2011 for payment.

Submitted for kind approval so that
payment may be released from combined
fund of CBPHCS & HHW Scheme and
the expenditure may be booked under
the head "Operating cost" within
due date i.e. 26-08-2011.

~~F.A.~~

may be approved

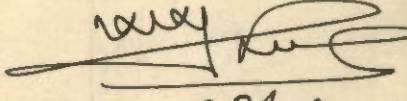

23-08-2011

~~Director~~

~~FO~~

~~CCX~~

~~23/8/11~~


23/8/11


23/8/11

As per notes and orders prepage

For deposition of Telephone Charges for Telephone bearing No.2359-3184 for the month of June & July, 2011, an account payee SBI cheque bearing no.696205 dated 23.08.2011 for Rs.1,314/- (Rupees One Thousand Three Hundred Fourteen) only has been prepared in favour of Accounts Officer, BSNL, Calcutta Telephones, Calcutta and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA.

info.
23/8/11

May please be signed,

Div. SUDA
24/8/11

Director SUDA

23/8/11
24/8/11

Air conditioner machine at the office room of SUDA-Health wing is out of order for last seven days. The guarantee period is already over. As the room is situated at the top floor of SUDA building and the room is fully congested with numbers of almirah with different types of furniture / equipments, the room becomes stuffy and going to be a non-workable position without the air conditioning system.

For smooth functioning of day to day work the undersigned contacted an electrician, specialist in air conditioning system maintenance and repairing. The estimated cost is Rs. 200/- (Rupees Two Hundred Only). Enclosed opposite bill for Rs. 200/- (Rupees Two Hundred Only) after successful completion of job. Certificate from the user of A.C. is also noted in the bill. The amount was paid by the undersigned. Submitted for kind approval so that Rs. 200/- (Rupees Two Hundred Only) may be reimbursed to the U/S.

P.O (H)

01-09-11

P. A.

Notes of FO (H) above.

Rs. 200/- (Rupees two hundred) only has been paid to Sri Late Pattak out of own pocket of Sri Dipankar Choudhury, FO (H) for repairing of the air conditioning machine.

The said amount may be reimbursed in cash to Sri Dipankar Choudhury and the expenditure be booked under the A/C "operation cost" of CBOTCS. ~~FO (H)~~
Submitted for approval.

FA, SUDA

01-09-11

'x' may please be approved

Director

1/9/11

F.A.
c.c. &

29/11

As per notes and orders at prepage

As approved at prepage, to re-imburse Rs.200/- (Rupees Two Hundred) only to Dipankar Chaudhury, F.O., CBPHCS, pay order endorsed on the body of the bill may kindly be signed by F.O., SUDA please.

~~B.A.~~

[Signature]
02-09-11

C.C.A.

[Signature]
29/11

Following articles are required for SUDA-Health wing.

Name of Articles	Per	Proposed Expenses
1) Room freshener	02	250.00
2) Tube light	08.	500.00
3) Stationery items	-	1000.00
		<u>1750.00</u>

Proposed expenditure.

'X' Submitted for kind approval so that above mentioned items may be procured for smooth functioning of day-to-day work at Health wing, SUDA and onward payment may be released from "Contingency" head under IAP-VIII (Bxtn) etc.

P.O.(H)

F.A.

09-09-11
Saswata
12.09.11

Proposal at 'x' above may please be approved

Director.

Saswata
12/9/11

FA
F.O.(H)
Gryg

WJ
12/9/11

Enclosed opposite telephone bill for Tel no. 03323347805 for Rs 5535/- (Five thousand five hundred thirty five only) for the months of June & July, 2011 for payment.

Submitted for kind approval. So that payment may be released from CBPHCS and 'X' may pl. be approved
19/9/11
19.09.11
19-09-11

Director
P.O.(H)
F.A.
Director

As per notes and orders prepage

For deposition of Telephone Charges for Telephone bearing No.2334-7805 for the period from 30.06.2011 to 31.08.2011, an account payee SBI cheque bearing no.696217 dated 21.09.2011 for Rs.5,535/- (Rupees Five Thousand Five Hundred Thirty Five) only has been prepared in favour of Accounts Officer, BSNL, Calcutta Telephones, Calcutta and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA.

May please be signed.
21/9/11

22/9/11

22/9/11

Director SUDA
21/9/11

Director SUDA

For regular work at SUDA - Health wing, following expenses are required to be made during the month of October, 2011. The itemwise expenses (Proposed) are given below for approval.

<u>Item</u>	<u>Proposed expenses</u>
Purchase of 10 mm Paper.	1500.00
Purchase of Stationery item	500.00
Repair & maintenance of Chair.	500.00
(Two thousand five hundred only)	<u>2,500.00</u>

Submitted for kind approval so that actual amount may be paid out of fund lying under "Contingency" head of IPP-VII (Extn) Account.

P.O/(H)

Director, SUDA

FA

19/10/11

Director,

FO

P.O/(H)

FO(H).

10-10-2011

10.10.11

Proposal at 'x' above may please be approved

11/10/11

Approved.

11/10/11

14.10.11

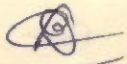
Enclosed opposite two bills for
Payment/reimbursement from fund lying with
SUDA under CBHCS. Details are as follows:-

① Payment for repair of
A.C machine at the
room of Dr. S. Bose,
APO. 150/- TO be paid
incash to
M/S Elora
Refrigeration
Company.

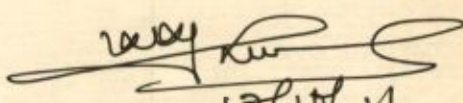
② Payment for :-

(a) postage charge for dispatching SOB & VC duly audited by CA firm, to Sri Kusum Bhardwaj, under Sec, GOI	22/-	TO be paid to U/S as the amount was already incurred from own pocket for Rs 140/- (one hundred forty only)
(b) Reimbursement bill for purchase of items from HONGKONG for audit team of CA firm.	58/-	
(c) Stationery item.	60/-	
	<u>140</u>	

Submitted for kind approval so that
Payment may be released out of fund from
CBHCS &c and the expenditure may be booked
under the head "operating cost".


17/10/11

'x' may please be approved


17/10/11


17/10/11

Director

~~20/11/11~~ 20/11/11
ACA
17/10/11

As per notes and orders at prepage

As approved by Director, SUDA at prepage -

01. Rs.150/- (Rupees One Hundred Fifty) only may be paid to Elora Refrigeration Company by cash for minor repairing of AC machine installed at the chamber of Dr. Sunanda Basu, A.P.O., SUDA.
02. Rs.140/- (Rupees One Hundred Forty) only may be paid by cash to Sri Dipankar Chowdhury, Finance Officer, CBPHCS towards re-imburement of various expenses duly incurred out of his own pocket.

Pay orders endorsed on the body of the bills are for signatures of F.O., SUDA please.

A.O.

[Signature]
17-10-11

CCT

[Signature]
7/10/11

Enclosed opposite telephone bill for Rs 1089/- (One thousand and eighty nine only) for telephone no. 033 23593184 for the month of July & August, 2011 for payment within due date i.e. 27-10-2011.

Submitted for kind approval so that payment may be released from CBPHCS fund after booking under the above operating cost.

notes at above

[Signature]
20-10-11

Telephone bill for an amount of ₹1089 for the month of August & September 11 may please be approved

F/A

Director

P.F.C.A.
27/10/11

[Signature]
27/10/11

As per notes and orders prepage

For deposition of Telephone Charges for Telephone bearing No.2334-7805 for the period from 01.08.2011 to 30.09.2011, an account payee SBI cheque bearing no. 696226 dated 20.10.2011 for Rs.1,089/- (Rupees One Thousand Eighty Nine) only has been prepared in favour of Accounts Officer, BSNL, Calcutta Telephones, Calcutta and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA.

FA 1.1em
20.10.11

Cheque may be signed.

[Signature]
20/10/11

[Signature]
20/10/2011

[Signature]
21/10/11

Director,
Jt. Secretary,
M.A. Deptt.

Director SUDA,

Enclosed opposite telephone bill of telephone no. 03323347805 for an amount of Rs.3994/- (Three thousand nine hundred ninety four only) for the month of Aug - Sep, 2011. for payment. The amount may be expended out of fund under CBPHCS or after booking under the head 'operating cost',

Submitted for kind approval so that payment may be released within due date which is 24-11-2011.

[Signature]
17-11-2011

[Signature]
18/11/11

Director:

ccx
18/11/11
[Signature]

As per notes and orders prepage

For deposition of Telephone Charges for Telephone bearing No.2334-7805 for the period from 31.08.2011 to 31.10.2011, an account payee SBI cheque bearing no.696232 dated 18.11.2011 for Rs.3,994/- (Rupees Three Thousand Nine Hundred Ninety Four) only has been prepared in favour of Accounts Officer, BSNL, Calcutta Telephones, Calcutta and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA.

May please be signed.

No. *[Signature]*
18-11-11

[Signature]
Dir SUDA
24 Sep. 11 AM 11/11

[Signature]
Director SUDA

[Signature]
18/11/11

[Signature]
21/11/11

A. Following regular expenses for the month of November, 2011 are required to be made from contingency head from IPP-VIII (Extn.) if approved: -

1	Office stationery like, pen , pencil, envelops etc	750.00
2	Other office stationery like tube light, mosquito liquidator	750.00
TOTAL		1,500.00

B. In addition to the points it is also requested to take into consideration that there is huge lack of water in the whole building of SUDA. To solve the problem it is proposed that 03 nos. of water jars of 10kg each may be purchased from suppliers of water engaged at SUDA, engaged in a very recent past. The cost is Rs. 5/- per jar as taken from SUDA. The approximate cost will be 330/- taking 22 days in a month.

C. It may kindly be noted that health wing, SUDA is having only one photocopier machine which was within the Annual Maintenance Contract with Transcon Electronics Pvt Ltd, recognized for maintenance of Panasonic photocopier machine, expired on 26.10.2011. They have submitted a fresh offer for A.M.C of the said machine which is essentially required for smooth function of the Health wing, for another one (01) year. The cost of such contract will be Rs. 4,412/- (Four thousand four hundred twelve only).

D. At the time of inspection, the service engineer found three internal equipments, namely Developer, Drum and heat roller are to be replaced which were almost exhausted due to over usage of the machine. As per their proposal (attached opposite) cost is Rs. 8,474/- (all inclusive) (Rupees Eight thousand four hundred seventy four only).

The whole amount may be paid out of fund under IPP-VIII (Extn) account and amount may be booked under "contingency".

Submitted for kind approval so that work order may be placed for point no. "D" and other payment may be made.

P.O.(H)

22-11-11

Proposal of FO(H) may be approved.

23.11.11

Director, SUDA

Proposals at 'A', 'B', 'C' & 'D' may please be approved

24/11/11

Director

P.O.(H)

FO

27.11.11

Enclosed opposite Non Comprehensive Annual Maintenance Agreement for Panasonic Copier for signature. It is to be ~~noted~~ ^{relied} here that, the old agreement was expired on 25-10-2011. The said firm, i.e. Transcon Electronics Pvt. Ltd. has submitted their agreement copy within the stipulated time period, within the period of processing of the agreement, they have conveyed an inspection on 22-11-2011 without being ensured that final agreement will be made.

Now, it is proposed that approval may be given so that agreement may be signed w.e.d 26-10-2011 for a period of 01 (one year).

Submitted.

25-12-2011

[Signature]
05.12.11

Forgoing notes.

Approval regarding Annual Maintenance Agreement with M/S Transcon Electronics Pvt. Ltd for Panasonic Photocopier Machine installed in Health Wing, SUDA at a cost of ₹ 4,413 (including S. Tax) at pre-pay may please be ~~seen~~. Seen.

As approved, the agreement paper in duplicate placed below may please be signed.

Director

FA

[Signature]

[Signature]
Hingra

Notes at Prepage NO. 40 may kindly be noted:-

In NSP-40 at "D" point, approval for an amount of Rs 8474k was taken. But at the time of final inspection, another Transcon Electronics Pvt. Ltd. found another ^{parts} machine, which is also to be replaced for perfect functioning of the machine, cost of which is Rs 800k (excluding VAT). They have submitted a fixed Quotation in support of the expected expenses. Total amount comes to Rs 9382k (nine thousand three hundred eighty-two only.) [flag-"A"].

Now, submitted for kind approval of Rs 9382k instead of Rs 8474k, so that work order may be placed.

16-12-2011

Notes of FO(H) above.

It is very urgent to replace the parts as specified by the firm to have clear xerox copies. Hence, the revised estimate may be approved.

15.12.2011

Approved.

WJ 18/12/11

P.O/(H)

Director, SUD

P.O.(H)

- 43 -

Operating expenses for the month of Jan, 12
from "Contingency" head under IPP-VIII (Extm)
A/c will be as follows:-

(1) Purchase of 10 rim paper (A4 size)	1500.00
(2) Other stationery items to be procured.	500.00
(3) Purchase of tea, coffee etc.	7000.00
	<u>9000.00</u>

It is to be mentioned here that there was no expenditure during the month of Dec, 2011.

Submitted for kind approval &.

02-01-12

Proposal at 'x' above may please be approved

Director

FO(H)

2/01/12

2/1/12

Enclosed opposite telephone bill of tel no. 0332359 for the month of Dec, 2011, for an amount of Rs 12 which is inclusive of outstanding amount of Rs 583 for the month of Nov, 2011. The u/s visited BSNL office and met A.d(TR) for clarification. It is seen that Rs 583 was already paid by us in Nov-2011.

So, the net amount of bill is now Rs 696 (Six hundred and ninety six only) for payment. Submitted for kind approval so that payment may be released from CBPHES Fund.

04-01-12

07.01

CEA
P.O.(H)
Director

As per notes and orders prepage

For deposition of Telephone Charges for Telephone bearing No.2359-3184 for the period from 01.10.2011 to 30.11.2011, an account payee SBI cheque bearing no.696246 dated 04.01.2011 for Rs.696/- (Rupees Six Hundred Ninety Six) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA.

A/o.

04-01-12

May please see signed.

04/01/12

5/1/12

5/1/12

Dir. SUDA
Jt. Secy. M.A. Dept.

Following expenses are needed to be expended on emergent basis for smooth functioning of not only Health wing of SUDA but for the whole office also. As it may kindly be noted that both of the photocopier machines installed at the office of SUDA are out of order for these days, all xeroxing work is now going on from one machine installed at Health wing. For these reason following expenses may kindly be approved. Details are :-

1) Toner of photocopier machine -	01 set	2500/-
2) Roll of Fax machine	02 sets	1000/-
3) Contingent expenses -		300/-
		<u>3800/-</u>

Director
P.O. (H)
P.A.

FO
11/1/12

Submitted for kind approval.
Proposal at 'x' may please
be approved

11/1/12
11-01-12
11/1/12

Enclosed opposite telephone bill for
tel. no. 033 2334-7805 for the
month of Nov-Dec, 2011 for an amount
of Rs 3850/- (Three thousand eight
hundred fifty only), for payment.

Submitted for kind approval so that
payment may be released from CBPPES
fund and amount may be booked under
the head operating cost.

P.O/H)
F.A.

30-01-2012
30.01.12

Notes at above

Proposal at 'x' above may please
be approved.

Director

30/1/12

PO

30/1/12

CEA
of
T.M.N.U.

As per notes and orders prepage

For deposition of Telephone Charges for Telephone bearing No.2334-7805 for the period from 01.11.2011 to 31.12.2011, an account payee SBI cheque bearing no.696252 dated 30.01.2012 for Rs.3,850/- (Rupees Three Thousand Eight Hundred Fifty) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA.

A.O.

30-01-2012

May please be signed.

30/1/2012

31/1/12

Following expenses are required to be expended during the month of Feb, 2012 for smooth functioning of SUDA-Health section.

- ① Office Stationery -
- ② Contingent expenses -

1000.00
300.00
1300.00

Submitted for kind approval so that Payment may be released from IPP-VII (Bom.) A/c as and when it required.

08-02-2012

08.02.12

Expenditure proposed at 'x' above may please be approved

08/2/12

P.O. (H)

F.A

Director

FA FO (H)

Enclosed opposite Telephone bill of tel no 03323593184 for the month D. Dec-Jan for an amount of Rs 1272/- (one thousand two hundred seventytwo only) for payment.

Submitted for kind approval so that payment may be released in favour of A.O, BSNL, Calcutta. 'x' Telephones after booking the said amount under the heading "Operating cost" of CBPHCS Fund, within due date 29-02-2012.

21-02-2012

'x' above may please be approved

21/02/12

21/2/12

F.A

Director

F.O.

21/02/12

As per notes and orders above

For deposition of Telephone Charges for Telephone bearing No.2359-3184 for the period from 01.12.2011 to 31.01.2012, an account payee SBI cheque bearing no.696259 dated 23.02.2012 for Rs.1,272/- (Rupees One Thousand Two Hundred Seventy Two) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O.,

SUDA.

23-02-12

may please be signed.

21/2/12

21/2/12

21/02/12

Submitted for kind approval so that
Payment may be released within due date i.e
26-03-12 out of CPHCS Fund.

22-03-12

22.03.12

~~May 22/8/12~~

Last date of the T. Bill is

Since the last date of the telephone bill installed in SUDA (Health) is Ro 6, ~~26~~ /

Director

49

notes at pre-page

Last date for Telephone Bill is 26.03.2012

In view of the fact Director (SUDA) is in outside of the state on official tour it may not be possible to approve the claim of bill within the last date. Hence the bill may be paid in cash in anticipation of approval of Director (SUDA)

22/8/12

F.O
c.c.A

Pl. take n.a. 22/03/12

As per notes and orders at prepage and above

As suggested by F.A., SUDA above, Rs.4,796/- (Rupees Four Thousand Seven Hundred Ninety Six) only may be paid by cash to BSNL towards telephone charges of SUDA-Health (2334-7805) for the month of January & February, 2012.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA please.

22-03-12

22/03/12

Enclosed Opposite Telephone bill of Tel. No. 03323593184, for the month of Feb - Mar, 2012 for an amount of Rs 1109.00/- (one thousand one hundred and nine only) for payment

Submitted for kind approval so that payment may be released in favour of A.O, BSNL, Calcutta Telephone, after booking the said amount under the head 'operating cost' of CBPHES Fund within due date 26/04/2012.

P.O (H)
E/A

23-04-12
23.4.12

Telephone bill for the month period 01/02/2012 to 31/03/2012 of an amount of ₹ 1,109/- may please be approved

Director

23/04/12

FA

25/04/12

As per notes and orders above

For deposition of Telephone Charges for Telephone bearing No.2359-3184 for the period from 01.02.2012 to 31.03.2012, an account payee SBI cheque bearing no.696278 dated 25.04.2012 for Rs.1,109/- (Rupees One Thousand One Hundred Nine) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of A.O, SUDA please May please be signed. 25-04-12

Jt. Secy. M.A. Dept.
Jt. Secy. SUDA
25-04-12

25/04/12

Following expenses are required to be expended during the month of May, 2012 for smooth functioning of SUDA-Health section.

① Repair of A.C machines of the room of P.O(H) & A.P.O	1000/-
② Repair of Printer	800/-
③ Office stationery -	1000/-
Total (A)	2800/-

Submitted for kind approval so that payment may be released out of IPP-VII (H) A/c as and when required.

07/05/12

P.O(H)
F. A.

Further notes:-

It is also ~~has~~ to be noted here that all machines at SUDA-Health wing are protected with Anti virus software which will expire after 07 days. For smooth functioning all machines are required to be protected with such anti virus software as all of them are connected with Internet facility. Last time the software was "Kaspersky" which is last as one (01) year only. Now, it is proposed to install "avast" software as it will be valid for three (03) years. The price of each package is Rs. 1200/- per machine. So, the total fund required is 5 nos. X Rs. 1200/- = Rs. 6000/- for 03 years purchase of license of "avast" anti virus software.

So, total amount of proposed expenses is

Total (A) above -	2800/-
Purchase of anti virus software	6000/-
Total	8800/-

Submitted for kind approval.

07-05-12

Notes of Fo(H) above.

Estimated expenditure may be approved.

07-05-12

P.O(H)
F.A. SUDA

52

forgoing notes.

P.O. (H) has proposed to procure anti virus 'Quick Heal' for ~~three~~ five users having three year validity at a cost of ₹ 6,000/- . At present they are using 'Kaspersky' antivirus which is scheduled to be expired within seven days. But procurement of 'Quick Heal' is found to be more economical than renewal of 'Kaspersky'. This may be approved.

This apart — P.O. (H) has also proposed to approve ₹ 2800/- more towards disbursement of the items as mentioned at 'x' pre-page which may also be approved.


07/05/12

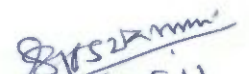

9/5/12

Director.

FA
P.O. (H)


Fd(C*)

The Firm to whom work order for supply & installation of "Quick Heal" Antivirus has already been given by office of SUDA may be contacted for supply of the same to Health Wing, SUDA.


14.5.12

As desired, the u/s contacted D.E.O of SUDA & collected a copy of supply order placed opposite (marked "A") of M/S NCS Computech Pvt Ltd 43 Commercial Bldg, 23 N.S. Road, Kolkota-1. The total rate is ₹ 1200 / Set of Internet Security named "Quick heal". But it reveals that we have not taken approval at NSP-51 for the VAT portion of bill, which will be ₹ 240/- for 05 nos. of users @ 4% . Submitted for kind approval of extra amount ₹ 240/-

सूडा

SUDA

a VAT portion of the bill so that we may
issue a supply order to the above noted
firm.

D.O/H

Director

PO(H)

14-05-12

Gaswami

14-5-12

14/5/12

later on.

Submitted for signature of Selt cheese.

Q

25-05-12

S. S. S. S. S.
25-05-12

P.O.(H)

FOC(H).

It may kindly be noted that Pragati Utsav will be started at Milan Mela Prangan from 19.05.2012 and will be ended on 26.05.2012. As these days are very hot, it is required to supply cold drinking water to the participants as well as officers/ staff members of SUDA/ MA Department/ ILGUS for keeping health of personnel well. For these purpose, supply of pure mineral water bottles may be arranged.

The estimated expenses are given below:

Date	No. of bottles supplied / to be supplied (kinlay)	Price per bottle (in Rs.)	Total cost (in Rs.)
19.05.2012	70 bottles	15/-	1,050.00
20.05.2012	40 bottles	15/	600.00
21.05.2012	40 bottles	15/	600.00
22.05.2012	40 bottles	15/	600.00
23.05.2012	40 bottles	15/	600.00
24.05.2012	40 bottles	15/	600.00
25.05.2012	40 bottles	15/	600.00
26.05.2012	70 bottles	15/	1,050.00
TOTAL			5,700.00

The aforesaid expenses may be borne out of IPP – VIII (Extn) account, if approved.

Submitted.

P.O.(H)

~~FA~~

Director.

FA

P.O.(H)

(H)

ggs

18-05-2012
ggs

Proposal at 'x' may please be approved

may

18/5/12

18/5/12

Xerox copy of note sheet enclosed opposite may kindly be noted. As the amount is already approved, we may agree to give Mr. Sandip Gupta an advance of 5700/- (Five thousand seven hundred only). Adjustment of actual expenses may be

- 56 -

Following expenses are to be made during the month of June, 2012

1x1	① Water supply -	1194
	② Washing & maintenance of Tea, coffee machine.	1704
	③ Purchase of tea. (as proposed by A.O.)	56634
	④ Office stationery purchase.	15004
	TOTAL Proposed expenses.	<u>72524</u>

Submitted for kind approval so that Payment may be released out of IPP-VIII (Extn) o/c.

P.O.(H)

F.A

Director

07/06/12

Goswami
08.06.12

Proposal at 'x' above may please be approved

11/6/12

WT
12/6/12

FA

P.O.(H)

W
12/6/12

- 57 -

Enclosed opposite telephone bill for telephone no. 033 23347805 for the months of Mar, 12 and Apr, 12 for an amount of Rs 4,677/- (Four thousand six hundred seventy seven only). It may be taken into notice that we have not received any bill from the telephone office till date for the specified telephone number. Today i.e 21.06.2012 it is noticed that the line is out of service due to non-payment of bill.

Now, a duplicate bill is collected from telephone office which is enclosed. It is now proposed to pay the bill from IPP-VIII (Extn) account for quick payment after booking under the heading "Contingency", as the telephone number is used not only for making outgoing calls but for Fax messaging also.

Submitted for kind approval.

P.O/(A)

21/06/12

Notes of PO (H) above.
As the telephone is out of service, due to non-payment of bill, approval may kindly be accorded for immediate payment out of IPP-VIII (Extn) fund.
Submitted.

FA

21.06.12

Notes at above

Due to non receipt of bill, payment of Telephone bill cannot be made in time. For nonpayment of telephone bill the line which is connected with fax machine has been disconnected thereby causing much inconvenience to the functioning of SUDA (Health).

For restoration of the aforesaid line only cash payment of the bill can be made. At this juncture, permission may pl. be accorded to cash payment of ₹ 4,677.55 of the Telephone bill from the fund under I.P.P. (Extn).

Director.

PO (H)

PO (H)

21/06/12

21/06/12

Cheque is prepared and enclosed herewith
for signature pl.
Submitted

P.O (H)

FO (H)

21/06/12
Jossam
21/06/12

Following expenses are required to be made
during the month of July 2012 from IPP-VIII (BOM)
A/c :-

x'	① Purchase of small mouse for two nos. of Computers @500 each	1000.00
	② Purchase of A4 Paper, Pencil, duster etc -	2000.00
	TOTAL	<u>3000.00</u>

Submitted for kind approval so that
payment may be released as and when
bill is drawn by suppliers.

P.O (H)

F.A.

11/07/2012

Jossam
12/07/12

Proposal at 'x' may please be

Director approved

Signature
12/07/12

PO (H)

Signature
12/07/12

Following expenses are required to be expended during the month of August, 2012.

Contingent expenses -	1000.00
Purchase of paper & pens	2000.00
Purchase of tea, coffee for consumption of SUDA & SUDA-Health.	5000.00
	<u>8000.00</u>

Submitted for kind approval so that payment may be released out of IPP-VIII (2nd) A/c.

P.O.(H)
E.A.

08-08-12
Gossam
08.08.12

Proposal at 'x' may pl. be approved

Director.

WJ
8/8/12

PO(H)

WJ
8/8/12

Enclosed opposite Telephone bill of telephone no. 033 2359 3184 for the month of June-July, 2012 for an amount of Rs 1459/- (one thousand four hundred fifty nine only) for payment.

Submitted for kind approval so that payment may be released out of CBPHCS Fund A/c. The amount may be booked under the heading 'operating cost'.

17/08/2012

Gossam
17.08.12

Proposal at 'x' above may

Director pl. be approved

WJ
17/08/12

FO
21/08/12

As per notes and orders at prepage (bottom)

For deposition of Telephone Charges for Telephone bearin.
No.2359-3184 for the period from 01.06.2012 to 31.07.2012, an
account payee SBI cheque bearing no.505840 dated 21.08.2012
for Rs.1,459/- (Rupees One Thousand Four Hundred Fifty Nine)
only has been prepared in favour of AO (Cash), BSNL, Calcutta
Telephones and placed herewith for signature of Director, SUDA
and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of
F.O., SUDA please.

Handwritten signature
21-08-12

May please be signed
Handwritten signature
21/08/12

Handwritten signature
21/08/12

Div. SUDA
Handwritten signature
21/08/12

Enclosed opposite bill by M/S Elora
Refrigeration Co. for servicing of two (02)
A.C machine in the room of P.O & Dr.
Dr. APO for an amount of Rs 1000/- (One
thousand only).

It may be seen in NSASIS2 it was
approved by Director. A ^{xerox} copy is also enclosed
with the original bill.

Submitted for kind approval & signature
in the cheque in favour of M/S Elora.
~~Refrigeration~~ company.

P.O.(H)

Handwritten signature
24-08-12
24-08-12

-61-

Following Expenses are needed to be made against submission of bill by respective Parties for the month of Sep, 2012.

① ADR vending	1240.00
② Florence India.	581.00
③ Continental Advertising Service (incl. VAT)	32240.00
④ Others -	500.00
	<u>34561.00</u>

In case of Sl. no. ① we have taken approval in NSP-59 for an amount of Rs. 5000. Now the bill comes to Rs. 1240. So, additional approval is needed for Rs. 1240.

In case of Sl. no. ③, the supplier supplied 1000 nos. of folders on RCH. Project funded by NRHM on emergency basis. So, post facto approval needed so that payment of Rs. 32240 may be made in favour of the firm.

Submitted for kind approval so that payment may be released out of IPP-VIII (Extn) etc.

notes at above.

Expenditure proposed at 'x' above except in relation to H/S Continental Advertising Agency may be approved. Bill from Continental Advertising Agency toward the cost of publication of booklet on Urban R. C. H will be dealt with separately.

P.O.(H)
F.A

Director
PO(H)
✓

25/09/12
25.09.12

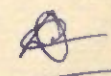
25/09/12
26/9/12

State Urban Development Agency, Health Wing, West Bengal

As Approved in NSP-61, three Cheques prepared for onward payment or withdrawal. Details are given below:-

①	Name of Party	Bill no.	Am't	Ch. no. & date
①	ADR VENDING Consultant	Ave/12-13/144 dt. 21-06-12	6,240/-	283214 dt. 26 ⁰⁹ / ₁₂
②	Florence India		581/-	283215 dt. 26 ⁰⁹ / ₁₂
③	Self - Payment of different exp.		500/-	283216 dt. 26 ⁰⁹ / ₁₂

Submitted for kind signature.


26-09-12
Goswami
26.09.12

P.O(H)
FO(H).

Following expenses are required to be expended during the month of Oct, 2012. Details are as follows:-

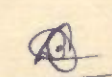
Contingent exp.	1000.00
Office stationery incl. purchase of P.H books.	2000.00
Renewal Fees for AMC of photocopier machine from 26-10-2012 to 25-10-2013	4495.00
(Seven thousand four hundred ninety five only)	<u>7495.00</u>

Submitted for kind approval pl.

P.O(H)
F.A.
Director
FA

notes at above.

Propose expenditure as mentioned at 'ix' above may please be approved


05-10-12
Goswami
05-10-12
8/10/12

Enclosed opposite bills submitted by Alfa Enterprise, for supply of different office stationery during the month of Aug, 2012. Details of bills are given below: ———

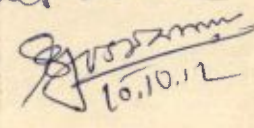
<u>Bill no.</u>	<u>Date</u>	<u>Items supplied</u>	<u>Am't</u>	<u>Approval obtained at NSD</u>
5	02-08-12	Xerox paper 2 Suster	1900.00	58.
8	24-08-12	Xerox paper	1700.00	59.
	Total		<u>3,600.00</u>	

As it is revealed that the amounts are within the budget as approved at relevant pages given in right side at above, all may agree to release Rs 3600 (Three thousand six hundred only) to Alfa Enterprise ~~via~~ by an A/c type Cheque. A Cheque is prepared for signature Pl.

Submitted -

P.O (A)

FO (K).

10-10-12
Ch. no. 283219 dt. 10.10.2012 CBG, Salt Lake
signed.  10.10.12

Since no employees are posted in accounts section of Health Wing of SUDA other than Finance Officer, the service of Sri Piplu Kumar Nandy, D.E.O was utilized during preparation of accounts for audit purpose. It may be mentioned here that Sri Nandy performed the additional duties beyond the normal office hours.

For his extra work, it is recommended that he may be given Rs. 700/- (Seven hundred only) as honorarium.

If approved, the amount of Rs. 700/- (Seven hundred only) would be paid from IPP-VIII (Extn) account and may be booked under the heading "contingency".

Submitted.

P.O(H)

FA, SUDA

Director

FO(H)

Proposal of FO(H) may be approved.

16/10/2012

Gossain
16.10.12

16/10/12

16/10/12

As approved, a cheque is prepared vide no. 283220. dt. 16-10-2012. & placed for signature pl.
Submitted

P.O(H)

FO(H)

Received
Rs. 700/-

Vide Ch.
no. 283220
dt. 16-10-12
drawn on Central
Bank of India
Piplu Kumar Nandy
16-10-12

16-10-12
Gossain
16.10.12

Enclosed opposite Telephone no. 033 2359.3184 for an amount of 1486/- (one thousand four hundred eighty six only) for the month of Aug - Sep, 2012.

Submitted for kind approval so that payment of Rs. 1486/- (one thousand four hundred eighty six only) may be made out of CBPHCS of and amount may be booked under the head "Operating cost".

16-10-12

[Signature]
16.10.12

[Signature]
P.A.

[Signature]
Director

'x' may pl. be approved

[Signature]
16/10/12

[Signature]
18/10/12

[Signature]
F.O.

[Signature]
CCA

As per notes and orders at prepage (bottom)

For deposition of Telephone Charges for Telephone bearing No. 2359-3184 for the period from 01.08.2012 to 30.09.2012, an account payee SBI cheque bearing no. 505861 dated 18.10.2012 for Rs. 1,486/- (Rupees One Thousand Four Hundred Eighty Six) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

[Signature]
F.O. SUDA

[Signature]
18-10-12

may please be signed.
[Signature]
18/10/12

x [Enclure opposite a sheet for an amount of Rs 4555/- (Four thousand five hundred fifty five only) placed by M/S Alfa Enterprise. Original bills submitted by M/S Alfa Enterprise are also attached with the sheet.

It may also be mentioned here that though different items have already been received by this office and subsequently consumed, the supplier has failed to produce bills at that time.

Now, all bill are available and may be released in favour of the supplier.

Submitted for kind approval so that Rs 4555/- may be issued to the above mentioned firm by a/c payee cheque from IPP-VIII (Extn) a/c.

9/11/12

P.O(H)

FO(H).

cheque may be prepared accordingly as mentioned above at 'x'.

9/11/12

As approved, an a/c payee cheque is prepared and placed for signature pl.

videns: 283221 dt. 09-11-12

Signed.

9/11/12

P.O(H)

FO(H).

Following expenses are required to be made during the month of Nov, 2012.

① Purchase of A4 Paper - 10 rim @ Rs 140	= 1400/-
② Purchase of Calculator	= 400/-
③ Payment to Bahadur & Kumud	= 300/-
④ Repair of Bathroom.	= 1000/-
⑤ Purchase of tube light (02 pieces)	250/-
⑥ Other expenses -	500/-
	<u>3850/-</u>

The Payment made he made as and when required from IDP-VIII (RPM) etc.
Submitted for kind approval.

P.O/H)

F. A

12/11/12

Goswami
12.11.12

foregoing notes

Payment proposal at 'x' in prepage may please be approved.

Director

may
14/11/12

PO (H)
(FO) 14

14/11/12
Goswami
16.11.12

Enclosed opposite Telephone Bill for Tel no. 033 2334 7805 for the month from 01-09-2012 to 31-10-2012. The bill amount is Rs 2,651/- (two thousand six hundred fifty one only).

Submitted for kind approval so that payment may be made by A/c Payee Cheque from CBPHCS Fund within due date i.e 26-11-2012. The expenses may be booked under the heading "operating cost."

P.O (H)

F. A

F.D.

Director

CCA
12/11/12
PK

20-11-12

Telephone bill of ₹ 2651/- for the month october 2012 may pl. be approved for release

Goswami
20.11.12

may
29/11/12

As per notes and orders at prepage (bottom)

For deposition of Telephone Charges for Telephone bearing No.2359-3184 for the period from 01.09.2012 to 31.10.2012, an account payee SBI cheque bearing no.505868 dated 20.11.2012 for Rs.2,651/- (Rupees Two Thousand Six Hundred Fifty One) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

F.O.

Pay please be signed.

20/11/12

WT

21/11/12

21/11/12

Dir SUDA

21/11/12

Following Expenses are required to be made during the month Dec, 2012.

- | | |
|---|--------------------|
| ① Payment for water supply | 100.00 |
| ② Payment for cleaning of Tea, Office machine- | 150.00 |
| ③ AMC Payment for xerox machine at SUDA Health (Proposal enclosed at "X") | 4,495.00 |
| ④ Payment to Jana Enterprise for supply of tea etc. (20 days @ Rs 50) | 1000.00 |
| ⑤ Office stationery Pen, Pencil, A 4 Page etc | 2000.00
1000.00 |
| ⑥ Misc expenses - (Renovation of toilet etc.) TA bill of Lekhin Babu (Eight thousand seven hundred forty five only) | <u>8,745.00</u> |

Paied by
03/04/13
Rs 18000

Submitted for kind approval ^{so that} Payment may be released out of IPP-VIII (Exm) &c.

03-12-12

Notes at above Goswami
04-12-12

Expenditure as mentioned at 'X' above may please be approved

04/12/12

Wt
11/12

Enclosed opposite 02 bills submitted by 4/S Jana Enterprise for supply of tea, biscuits etc upto 10-12-2012 & another for supply of tea, biscuits during the 05 days training programme of FTS of Lekhin notified Area Authority, held on 03/12/12 to 07/12/12. Details of bills are as under:-

- | | | | |
|--------|-----------------|---|---------------|
| ① 6166 | Training of FTS | - | Rs 472.00 |
| ② 6165 | Regular supply | - | Rs 272.00 |
| | | | <u>744.00</u> |

Submitted for approval so that Payment may be

P.O(H)

F.A

Director

PO(H)

-70-

released in favour of M/s Jina Enterprises.
A cheque is also enclosed for signature of Henry
no. 283228 dt. 17-12-12.

This is within the approved budget of Rs. 1000/-
as per NSI-69.
Submitted.

P.O(H)

17-12-12
S. S. S. S.
17-12-12

Enclosed opposite Telephone Bill of Telephone
no. 03323593184 for the period from 01-10-2012
to 30-11-2012, for amounting to Rs. 1937 (one thousand
nine hundred thirty three only) for onward payment
to BSNL within due date i.e. 26-12-2012.

Submitted for kind approval so that payment
may be released out of CBPHCS of L. adlv.
entering under heading "operating cost".

21-12-12
S. S. S. S.
21-12-12

P.O(H)
F/A.

Proposal at 'x' above may pl. be
approved.

Director.

21/12/12

further notes.

The Director is on leave today. The
bill for telephone may be released
in anticipation of approval of Director
as it is the last day for payment falls
on 26.12.12.

21/12/12

20
C.A.

As per notes and orders at prepage (bottom)

For deposition of Telephone Charges for Telephone bearing No.2359-3184 for the period from 01.10.2012 to 30.11.2012, an account payee SBI cheque bearing no.505882 dated 24.12.2012 for Rs.1,933/- (Rupees One Thousand Nine Hundred Thirty Three) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

FHO

24-12-2012

May please be signed.

26/12/12

26/12/12

Enclosed opposite two (02) bills submitted by following supplier, for supply of tea etc & renovation work at SUDA - 2nd Floor. Details are as follows:-

①	<u>Name of Supplier</u>	<u>Purpose</u>	<u>Amount (Rs)</u>
	Subarna Achikary	Repair of bathroom	625/-
②	M/S Jana Enterprise	Supply of tea, etc for 11-12-12 to 21-12-12	304/-

total (Nine hundred twenty nine only) 929/-

It may be mentioned here that both the above bills are within the approved amount as per NSP-69.

Submitted for kind approval so that of payee cheques may be prepared & issued to the above noted suppliers.

P.O (H)
FO (R)

28-12-12
28-12-12

-72-

As approved following cheques are attached below for signature Pl.

- 1) Subarna Adhikary. Rs 625/- 283230 dt. 28-12-12
- 2) M/S Jana Enterprise Rs 804/- 283231 dt. 28-12-12

Submitted.

P.O (H)

Signed.

28-12-12
Subarna
28.12.12

Following ^{estimated} expenses are required to be made during the month of Jan, 2013.

- | | |
|--|-----------------|
| ① Payment of water supply, cleaning of Tea/coffee machine and Procurement of different Office stationery - | 1000.00 |
| ② Purchase of A4 Paper ten rim @ 170/- | 1700.00 |
| ③ Payment to Jana Enterprise for supply of tea, biscuit etc. (1350/week for 04 weeks) | 1400.00 |
| ④ Procurement of Ink Cartridge (Ten thousand one hundred only) | 6000.00 |
| | <u>10100.00</u> |

Enclosed opposite Non-comprehensive Annual Maintenance Agreement (AMC) with Transcon Electronics Pvt Ltd for the period from 26-10-2012 to 25-10-2013. It may be mentioned here that the old AMC had already been expired on 25-10-2012. The total AMC fee of Rs 4495/- (Four thousand four hundred ninety five only) has already been approved at NSP-69. Now, the copy of Agreement is attached opposite (Fltg-I) for signature is was done in the last year.

Submitted.

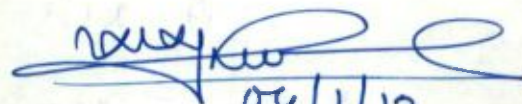
P.O (H)
F. A.

Subarna
03.01.13

03-01-2013

votes at the page.

Proposal for contingency expenditure as mentioned at 'x' ^{not page} ~~above~~ may please be approved.


04/1/13

Director.

PA

WJ
4/1/13

Enclosed opposite bill placed by Sri S.S. Mani, DEO for additional work done during the month Dec, 2012.

As it is approved & the xerox copy is enclosed with the bill, we may agree to release Rs 500/- (Five hundred only) to Sri S.S. Mani through of Payee Cheque.

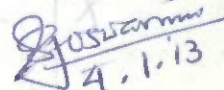
Ch. no. 283232 dt. 04-01-2013 is placed opposite for signature & Submitted.

P.O (H)

FO (H)



04-01-13


4.1.13

Placed opposite three bills from different parties. Details are given below:-

① Transcon Electronics At. Hs	4495/-	AMC Fees
② Jama Enterprises	240/-	Supply of tea,
③ Jama Enterprise	140/-	
TOTAL	4875/-	

It may be mentioned here that ~~the~~ prior approval had already been taken at NSP-69 & NSP-72.

Now, we may release Rs 4495/- (Four thousand four hundred ninety five only) in favour of M/s Transcon Electronics Pvt Ltd. & Rs 380/- (240+140) [Three hundred eighty] in favour of M/s Jana Enterprise.

Two of Payee cheque is enclosed below (details given) for signature pl.

Ch. no.	Name	Amount	Date
283238	Transcon Electronics Pvt Ltd	4495/-	15-01-13
283239	Jana Enterprise.	380/-	15-01-13

Submitted

Signed

15-01-13

[Signature]

P.O(H)

F.O(H)

Enclosed Opposite Telephone Bill for Tel no. 0392334 7805 for the month of NOV-Dec, 2012. Total amount of bill is Rs 3,857/- (Three thousand eight hundred fifty seven only).

Submitted for kind approval so that payment may be released in favour of "A.O, BSNL, Calcutta Telephones" from CBPHCS Fund within last date i.e 28-01-2013.

17-01-13

[Signature]

Proposal at 'x' above may pl. be approved

18/1/13

[Signature]

P.O(H)

F.A.

Director

FO

[Signature]

CCA
22/01/13

As per notes and orders at prepage (bottom)

For deposition of Telephone Charges for Telephone bearing No.2334-7805 for the period from 01.11.2012 to 31.12.2012, an account payee SBI cheque bearing no.505888 dated 21.01.2013 for Rs.3,857/- (Rupees Three Thousand Eight Hundred Fifty Seven) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

File

21-01-13

May please be signed.

21/01/13

Wt
21/1/13D
21/1/13

Enclosed opposite bills from two suppliers details of which is given below:-

Sl. NO.	Name of Party	Amount of bill	Total Amount	Approval at NSA	Purpose
1.	Jana Enterprise	238.00	704.00	72	Supply of Tea, biscuits etc.
2.	- do -	204.00			
3.	- do -	264.00			
4.	Alfa Enterprise	850.00	1700	69	Supply of A4 paper
5.	Alfa Enterprise	850.00		72	

Hence, two A/c payee cheques bearing no. 283241 dt. 24-01-2013 for an amount of Rs 704/- in favour of JANA Enterprise & 283242 dt. 24-01-13 for Rs 1700/- in favour of Alfa Enterprise, are enclosed below for signature pl.

P.O. (H)
F.O. (H)24-01-13
20/01/13

Following expenses are required to be made during the month of Feb, 2013,

1 x	① Payment for water supply, Cleaning of tea-coffee maker.	300.00
	② Procurement of A4 size paper.	850.00
	③ Procurement of Office Stationery.	550.00
	④ Assumed tea, coffee supply bill by Jana Enterprise.	1,500.00
	Total.	3,200.00

Submitted for kind approval pl.

30-01-13
Goswami
30.01.13

P.O.(H)
F.A.

Further note

As desired by Dr. S. Basu, APO it is noted that a Pressure machine (Sphygmomanometer), one weight machine (Adult) and some medicine for First Aid Box is required to be procured immediately. For this purpose additional 7000+ (approx) is required.

Submitted for kind approval pl.

30-01-13
Goswami
30.1.13.

P.O.(H)
F.A.

Notes at above

Proposals at above 'x' and 'y' may pl. be

Director. approved

FA
F.O. (H)

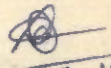
30/1/13
WJ
30/1/13

Enclosed opposite bills placed by different suppliers, details of which are given below -

Sl. No.	Name of Party	Amount (Rs.)	Purpose / Item	Ch. no. & date
1.	Jana Enterprise.	272.00	Supply of Tea.	283247 dt. 04-02-13
2.	Business Centre, Net	5626.00	Supply of Toner.	283248 dt. 04-02-13

Relevant approval for the above payment had been taken at NSP-76 in 1st case & at NSP-72 in 2nd case.

Submitted for kind approval & signature pl.


04-02-13
S. S. S. S. S.
04.02.13

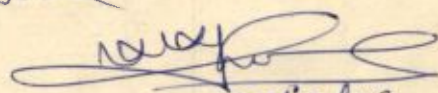
Signed.

P.O (A)
F.O (M)

Enclosed opposite Telephone bill for Tel. no. 033 23593184 for an amount of Rs. 1440/- (one thousand four hundred forty only) for onward payment within due date i.e. 26/02/2013.

Submitted for kind approval so that payment may be released out of BPHES ac.

Bill may be released 25/02/2013. Afterwards it may be placed to Director for post-facto approval.


25/2/13

Pl. take up by 25/2/13

F/A

F/O

CC

As per notes and orders at prepage (bottom)

For deposition of Telephone Charges for Telephone bearing No.2359-3184 for the period from 01.12.2012 to 31.01.2013, an account payee SBI cheque bearing no.505901 dated 25.02.2013 for Rs.1,440/- (Rupees One Thousand Four Hundred Forty) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

25-02-13
25-02-13
Dir SUDA
St. Secy. M.A. Dept.

May please be signed.
25-02-13

25/2/13

25/2/13

Enclosed opposite bills (02 nos) submitted by M/s Jana Butirprise for an amount of Rs 688/- (Six hundred eighty eight) and Rs 304/- (Three hundred and four only), totalling Rs 992/- (Nine hundred ninety two only) for Payment.

Total amount of approved amount taken in the month of Feb, 2013 (NSP-76)	1500
	272
Amount Payment made to Jana (NSP-77)	1228
Payment may be made amount of Rs 1228/-	1228

As, it is noted that the bills within the approved limit of Rs 1228/- all may go to Released Rs 992/- to Butirprise by issuing an of Payee che A cheque bearing no. 287351 dt. 01/03/2013 for Rs 992/- (nine hundred ninety two only) is placed Signature Pl.

P.O/A

Goswami
1.3.13.

01

Enclosed opposite bill submitted by Sri S. S. Marik, DBO for ~~an~~ additional work done by him during the month of Feb, 2013

Submitted for kind approval and also a ch. bearing no 287354 dt. 04/03/13 for Rs 500/- (five hundred only) is placed for signature etc.

04-03-13
[Signature]

P.O(H)

Enclosed opposite bills submitted by following staff / supplier. Details of which are as follows:-

① Sri Sadanka Sekhar Marik	500/-	Data entry job for the month of Feb, 13
② Alfa Enterprise	1800/-	Supply of AY page
③ Alfa Enterprise	1120/-	Supply of AY page & District

It may kindly be considered that in case of Sri Marik, the job done by him ~~was~~ had been duly approved.

In case of Alfa Enterprise, relevant pages of approval are attached with the bill.

So, we may agree to release due to the above noted staff / agency.

Ch. no 287360 dt. 03/04/2013 for Rs 500/- in favour of Sri Marik, Ch. no. 287361 dt. 03/04/2013 for Rs 1800/- in favour of Alfa Enterprise and Ch. no. 287362 dt. 03/04/13 in favour of Alfa Enterprise for Rs 1120/- is placed below for kind approval & signature Submitted

P.O(H)

03/04/13

Enclosed opposite bill submitted by Sri Dipu Kumar Nandy for Rs 1000 (one thousand only) for Data Entry & Account Job done during the month of Feb - March, 2013. It is noted that he had taken remuneration of Rs 1000 ^{before} for the month of Dec & Jan, 2013.

So, we may agree to release Rs 1000 to Sri Dipu Kumar Nandy, DBO for the month of Feb - Mar, 2013.

A/c Payee Ch. no 287365 dt. 05/04/2013 is placed below for signature & submitted.

P.O.(H)

05/04/13
[Signature]

Enclosed opposite bill submitted by M/s Dana Enterprise for supply of tea etc at SUDA - Health for an amount of Rs 332 (three hundred thirtytwo only). It is approved at NSP-76.

Submitted for kind approval & signature at both at bill & cheque vide no 287366 dt. 16/04/2013.

P.O.(H)
PO

16-04-13
[Signature]
16/04/13

Enclosed opposite Telephone bill of no 033 2359 3184 for an amount of 1626 (one thousand six hundred twenty six) for the month from 01/02/2013 to 31/03/2013. Submitted for kind approval so that may be released out of CDPHCS fund last date i.e 26/04/2013.

P.O.(H)
Director.

pe. T. Kumar 22/04/13

[Signature]

As per notes and orders at prepage (bottom)

For deposition of Telephone Charges for Telephone bearing No.2359-3184 for the period from 01.02.2013 to 31.03.2013, an account payee SBI cheque bearing no.505917 dated 22.04.2013 for Rs.1,626/- (Rupees One Thousand Six Hundred Twenty Six) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

For *22-04-13* The a/c payee cheque for Rs.1,626/- may kindly be signed.

22/04/13

23/4/13

[Signature]

Dir. SUDA
Jt. Secy. M.A. Deptt.

Following expenses are required to be made during the month of May, 2013. Details are as follows:-

① Procurement of Water, cleaning of the machine etc -	500.00
② Procurement of Hy Paper, Duster etc -	1,500.00
③ Others	660.00
④ Canteen expenses (proposed)	1,440.00
⑤ Misc. expenses -	1,000.00
TOTAL	<u>5,100.00</u>

Enclosed opposite bill of Jri S. S. Manik DBO for an amount of Rs 500/- (Five hundred only) for doing additional work during the month of April, 2013. An a/c payee Cheque bearing no

287369 dt. 10-05-2013 is placed below for signature pl.
Submitted for kind approval, pl.,

Signed.

10-05-13

[Signature]
10.05.13

foregoing notes.

Contingency expenditure for SUDA (Health) of an amount - ₹ 5,100/- as proposed by P.O. (H) may please be approved.

~~Director~~

[Signature]
18/05/13

P.O. (H)

F.O. (H)

[Signature]

13/5/13

[Signature]
14.5.13

Enclosed opposite two bills submitted by M/s Jana Enterprise, details are as follows.
First bill is for supplying working Tiffin to AG Auditor amounting to ₹ 515/- (Five hundred fifteen only). It may be mentioned here that the amount is within estimated cost duly approved which is ₹ 9000.
Second bill is for supplying tea etc in different dates during the month of Apr. The amount is ₹ 1196/- which is within estimated budget of ₹ 16000. Copy is with the bill.

So, the Payee Cheques are placed below 1-
A which are given below:-
Ch. no & date In favour of Amount (₹)
287370 dt. 15-05-13 Jana Enterprise 1196/-
287371 dt. do. - do - 515/-
287372 dt. do. Self 1000/-
Submitted for kind approval & 18/5

P.O. (H)

Enclosed opposite Telephone bill of tel. no. 03323347805 for the month of Mar - Apr, 2013. The bill amounting Rs 4397 (Four thousand three hundred ninetyseven only).

Submitted for kind approval so that payment may be released in favour of A.O, B.SNL, Calcutta Telephones within due date i.e. 28/05/2013 out of CBPHCS Fund. The amount may be booked under the heady "operating cost."

22/05/13
Goswami
22-05-B.

why STD call? Is it official?

very far
23/5/13
Goswami
23-5-13

As directed by F.A, SUDA, the v/s tried to find out the no. in which the STD calls made during 01/03/2013 to 30/04/2013, but failed. It is also learnt that the telephone exchange had given the facility of making STD calls in every service users though it is opted at the time of installation/application of new connection.

In this circumstance, we may write to Calcutta Telephones for disconnection of STD facility in the tel. no. 03323347805.

Within this period we may pay the bill from IPP-VIII (BPM) o/c in cash which may be replenished afterwards from CBPHCS o/c.

Submitted for kind approval pl.

Draft letter to BSNL for cancelling STD connection is placed herewith for signature.

04/06/13

Signed
Goswami
4/6/13.

P.O.(H)

~~F.A~~
P.O.(H)

F.O.(H)

P.O.(H)

F.A/SUDA
26/6/13

Ch. no. 287375 dt. 04/06/13 is
Prepared & placed below for signature
Pl. Submitted.

P.O(H)
FO(CR)

signed.

04/06/13
S. S. S. S.
S. S. S.

Enclosed opposite bills for payment, details
of which are given below:-

- | | | |
|------------------------------|-----|-----------------------------------|
| ① Sri Sasanka Sekhar Malik | 500 | Additional work
for urban RCH. |
| ② Altn. Enterprise 3/2013-14 | 900 | Supply of Ay
paper |
| ③ Altn. Enterprise 7. | 900 | - do - |
| ④ Altn. Enterprise 8 | 900 | - do - |

Accordingly, Ch. no. 287376 dt. 05/06/2013 for
Rs 500 in favour of Sri Malik and 287377
dt. 05/06/13 for Rs 2700 in favour of Altn
Enterprise are enclosed below for signature Pl.
Necessary pages regarding approval are also
enclosed with each bill of Altn Enterprise.

Submitted

P.O(H)

05/06/13
S. S. S. S.
S. S. S.

Following Proposed expenses are required to be expended during the month of June, 2013.

- | | |
|---|---------|
| ① Expenses for water supply, cleaning of tea machine, cleaning of towels etc & procurement of other stationary items. | 2000.00 |
| ② Purchase of A4 Paper + Quater etc. (900+300+300). | 1500.00 |
| ③ Payment to Jana Enterprise for supply of tea, coffee etc. (300 x 4). | 1200.00 |

TOTAL. (Four thousand seven hundred only) 4700.00

Submitted for kind approval so that Payment may be released out of IPP-VIII (BXM) etc.

P.O.(H)

F.A.

06-06-13

Goswami
06.06.13

notes at above

Proposal for expenditure of ₹ 4,700/- (four thousand seven hundred) as detailed at above may please be approved

Director.

PO (H)

may
06/06/13

WJ
Hq. 13

Enclosed opposite bill submitted by BORD ROY Intotech Pvt Ltd. for supply of 03 nos. of UPS installed both at SUDA & SUDA - Health Office. Necessary approval for Payment is also attached at Fly "A". Submitted for kind approval so that Payment may be released.

P. note re distribution of UPS nos.

P.O.(H)
FO(H)

10-06-13
Goswami

As approved at NPS-15 of File no. SUDA-Health/
324/10 (PT). ~~we~~ we have received one
machine (UPS) and installed with the machine
of U/S and another two (02) are installed
at SUDA Office i.e. with machine of CEA, SUDA
& BPABX of Office of SUDA.

Ch. no. 287379 dt. 11/06/2013 is placed below
for signature please so that we may issue the
cheque to M/S BARD Roy Intotech Pvt Ltd.

Submitted.

Signed.

P.O (A)

11/06/13

Signature
11.06.13

The following medicines are required to be purchased for providing emergency services to the staff of SUDA and ILAUS :-

- 1) Metrogyl (400) - 4 strips.
- 2) Sarlon (100ml) - 1
- 3) Electrokin powder - 3 Satchets.
- 4) Soap paper - 4 packs.
- 5) Cetzine - 2 strips.
- 6) Sofranicin skin oint - 1 tube.
- 7) Tab Pinter (400) - 2 strip.
- 8) Tab Rantae (300) - 2 strip.
- 9) Band aid - 10 nos.
- 10) Hand Sterilizer - 1 bottle.
- 11) Hit - black - 1

[Signature]
17/6/2013

[Signature]
17.06.13

~~We may issue a photocopy of the above medicines list to M/S Florence India for supply. Necessary approval for payment is enclosed with it.~~
~~Submitted~~

~~*[Signature]*~~
~~17.06.13~~

Submitted for kind approval so that Procurement may be made on emergent basis and Payment may be released out of IPP-VII (Extn) after completion of supply and production of bill.

* Total amount for such Procurement will be around Rs 10000 (one thousand only) to be borne out of IPP-VII (Extn) etc.

Proposal for procurement of medicines for use as first aid may please be approved

18/06/13
[Signature]
18.06.13

[Signature]
18/06/13

P.O (H)

P.O (H)

[Signature]

P.O (H)

[Signature]
Director
PO (H)

Enclosed opposite bills submitted by different suppliers, details of which are given below -

<u>Name of supplier</u>	<u>Amount</u>	<u>Purpose</u>
① Jana Enterprise	1115/-	Supply of tea approved at NSP-86
② Jana Enterprise	555/-	Supply of Tiffin to Auditors
③ Florence Indira	362/-	Supply of Medicines as approved at NSP-87.
④ Jasanta Sekhar Maik	500/-	Sett. Bttry 206 for June, 2013
⑤ Bipul Kumar Nandy	1500/-	Sett. Bttry 206 for Apr-June, 13.

In case of Sl no. 5 bill shown by Sri Nandy is for 03 month (Apr-June, 13). It is noted that he had taken his remuneration for Feb-Mar, 2013 as per NSP-80. After that he had not taken any payment.

Now, 05 (Five) of payee cheques are prepared and placed below for signature Pl.

Submitted.

28/06/13
[Signature]

P.O. (H)
FO(M)

Proposed expenditures for the month of July, 2013 are as follows:-

① Procurement of A4 Paper & other Stationery items.	2000.00
② Contingent expenses.	2000.00
③ SMS Procurement for the machine used by Sonmath, DEO.	900.00
④ Procurement of Cartridge/refilling of used Cartridge.	8500.00
⑤ Payment to Jana Enterprise - (6300004) TONE.	1200.00
	<u>14600.00</u>

Submitted for kind approval so that payment may be released out of IPP-VII (EXM) etc.

P.O(H)
EK

02/07/13

gossain
02/07/13

Proposal at 'x' may please be approved.

Director

02/07/13

P.O(H)

WT
2/7/13

Enclosed opposite of bills submitted by different parties details of which are given below:-

Sl. No.	Name of Party	Amount	Remarks
1	Jana Enterprise	1,061.00	Supply of Tiffin to Auditor
2	Jana Enterprise	1,030.00	Supply of tea, approved at NSP-85
3	Business centre.net.	7114.00	Supply of Cartridge as approved at NSP - 89.

- 90 -

Submitted for kind approval &
Signature in of Payee Cheques prepared
in the name of above mentioned parties.

09/07/13
S. S. S. S. S.
09.07.13

Signed.

P.O (H)

P.O (H)

It is noticed that Internet connection
in Health wing, SUDA is fully disrupted for
last 02 months as it is given by Change
Management Unit (CMU). We have informed
them that most of our machines are not
connected through Internet for whole day
around, verbally, but no action had been
taken by them for connecting our machines.

Nowadays, Internet connection is very
essential for mailing and receiving
messages to from 127 ULBs.

Now, we may arrange to get
(connected) from a line which existed at SUDA through
some connecting devices. For this purpose
estimated expenditure will be around
1000/- (one thousand only)

Submitted for kind approval so
that Internet connection may be installed at Health
wing, SUDA from existing connection of
SUDA and actual expenses can be
made out of IPP-VII (Extn) of

22/07/13
S. S. S. S. S.
22.07.13

P.O (H)

F. A

91
NOTE SHEET

SUDA

Notes at pre-page

At present, SUDA (Health) is getting internet connection from the feeder line of C.M.U. But in view of the frequently interrupted internet service the net related works in SUDA (Health) are facing severe problem.

To get over the above stated problem project Officer has proposed in her note to get a feeder line from SUDA. For this purpose cabling from our server is required. Cost for cabling and professional service charge has been estimated at around Rs. 1,000/- which may please be approved.

[Signature]
24/7/13

[Signature]
24/8/13

Director.

P.O(H)

Enclosed opposite Tel. bill for Tel. no. 033 23347805 for the month of May - June, 2013. The total amount of bill is Rs 5529/- (Five thousand five hundred twenty nine only).

Submitted for kind approval so that payment of Rs 5529/- may be paid to A.O, BSNL, Calcutta Telephones from CBHES Fund within due date i.e. 29/07/2013.

Notes at above

22-07-13
[Signature]
22.7.13

Payment for ₹5,529/- to B.S.N.L. may please be approved. However as the last date for payment falls on 29.7.13. However P.O. (Health) may be requested to ascertain why S.T.D call for 1 hr 40 min was made during the month under consideration

[Signature]
24/7/13
[Signature]
24/8/13

P.O(H)

Fix

Director.

P.O(H)

Ref. to NSP-83 bottom.

It may be seen that a letter bearing no. SUDA-Health/324/10/75 dt. 04.06.2013 was issued to BSNL under the signature of Financial Advisor, SUDA for cancellation of STD connection of telephone no. 033 2334 7805. Today it is gathered from Finance Officer, Health, SUDA that the said letter had not been submitted to BSNL as they told that FAX facility of the telephone would be ceased on cancellation of STD facility. Rather BSNL handed over a guideline for locking and unlocking STD facility. FO, Health, SUDA requested Debjoy to operationalise the locking system. Today it is gathered from Debjoy that the STD locking system could not be operationalised in the telephone as it is connected through EPABX. He said that locking system can be operationalised at the source of EPABX but it will lead to non-functioning of telephone which is not desirable.

Under the circumstances stated above, perhaps, the solution is cancellation of STD facility of the said telephone – when the telephone will work but FAX will not. In that case, the FAX can be done by using FAX machine at SUDA. If agreed, draft letter for cancellation of STD facility will be placed.

Submitted.

Director, SUDA

Goswami
23.7.13

FA

FA may pl suggest.

let
reply

We may agree to the proposal at 'x' above in order to prevent S.T.B. from Landline phone.

Director

let
28/7/13

Podu

let
reply

Pl. take up for payment of telephone bill within 29.07.13.

Goswami

EO.
ceA
25/7/13

NOTE SHEET

SUDA

As per notes and orders at NSP-91 and prepage

For deposition of Telephone Charges for Telephone bearing No.2334-7805 for the period from 01.05.2013 to 30.06.2013, an account payee SBI cheque bearing no.810713 dated 25.07.2013 for Rs.5,529/- (Rupees Five Thousand Five Hundred Twenty Nine) only has been prepared in favour of AO (Cash), BSNL, Calcutta Telephones and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

For.
25-07-13

The a/c payee cheque for Rs 5,529/- may kindly be signed.

25/07/13

Dir: SUDA
Jt. Secy. M.A. Dept.

25/07/13

25/07/13

Enclosed opposite two (02) bills submitted by M/s Alfa Enterprise for supply of A4 paper rim & different stationery items for SUDA - Health wing. Necessary approval. note sheets are attached along with respective bills.

Now, we may agree to release a/c payee cheques in favour of M/s Alfa Enterprise.

Ch. no. 287391 dt. 30/07/2013 for Rs 1166/- (one thousand one hundred sixty six only) & ch. no. 287392 dt. 30/07/2013 for Rs 1900/- (one thousand nine hundred only), both are placed below for signature pl.

Submitted

Signed.

P.O.(H)
F.O.(H)

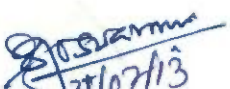
30/07/13
30.7.13

Enclosed opposite bill submitted by Sri S.S. Malik for doing extra work for Urban R&H Programme for the month of July, 2013. It was previously approved by Competent Authority.

Accordingly, Ch. no 297393 dt. 31/07/2013 for Rs 500/- (Five hundred only) is prepared and placed below for signature pl.
Submitted

Signed.


31/07/13


31/07/13

Notes at above.

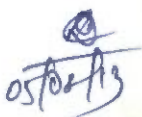
The above Cheque is now returned by Sri Malik as the bank & the personnel refused to encash the cheque due to correction made in the cheque though it was duly countersigned by both of our signatories.

In this circumstance we may issue a fresh cheque in favour of Sri Malik.

Accordingly Ch. no. 297394 dt. 05/08/13. for Rs 500/- is placed by cancelling the old one bearing no. 297393 dt 31/07/2013.

Submitted for kind signature pl.

Signed.


05/08/13
S. S. Malik

P.O/H
FO(H).

P.O/H
FO(H).

Estimated expenses which may be expended during the month August, 2013 are as follows:-

① Tea, Coffee etc -	1400.00
② Stationery items Procurement	2000.00
③ Contingent expenses -	2000.00
Total	5400.00

Submitted for kind approval so that Payment may be released out of IPP-VIII (Exm) etc.

05/08/13

Goswami
5-8-13

Notes at above

Expenditures proposed at 'x' above may please be approved.

[Signature]
6/8/13

WT
7/8/13

Enclosed opposite bill submitted by "ACE SYSTEM" for supply of SMPS & installation of that at Health wing, SUDA in the machine used by Sri Somnath De, DEO. The total amount of bill is Rs 10000. On this regard we have taken approval of Rs 9000 for installation of the machine at NSP-89. The ~~admitted~~ amount was taken on the basis of estimation. Now, the extra amount of Rs 1000 (10000-9000) may kindly be approved so that Payment may be released out of IPP-VIII (Exm) etc. Submitted 'x' may please be approved

[Signature]
05/08/13
Goswami
08-08-13

P.O(H)
F.A.
Director

P.O(H)
F.A.

FA
F.O(H)
CPA

As approved at NSP-89 & further approval taken at NSP-95 for additional amount of Rs 1000 towards payment of supply & installation charge of SHPS to ACB system, we may agree to release Rs 1000 to ACB system through A/c Ayaz Chaudhary.

An A/c Ayaz Chaudhary bearing no. 287396 dt. 12/08/13 is placed below for your approval & Signature Pl.

P.O(H)

P.O(H)

Signed ..

12/08/13

Goswami
12.08.13

Enclosed opposite Telephone bill ^{for} tel. no. 03323593184 for the months of June & July, 2013. The bill amount is Rs 1488 (one thousand four hundred eightythree only).

Submitted for kind approval so that payment may be released out of CBPHCS A/c and the amount may be booked under the heady "operating cost". The last date of the bill is 27/08/2013

19/08/13

Proposal at 'x' above may please be approved.

19/8/13

lul

20/8/13

Goswami
20.8.13

P.O(H)

FO, SUDA

cca
20/08/13

Director

Enclosed opposite bill submitted by
Sri S. S. Manik, DBO for doing extra work
for urban RCH Programme during the
month of Aug, 2013. The amount of bill
is Rs. 500/- (Five hundred only).

Submitted for kind approval & signature in
the of Payee Cheque.

29/08/13

signed

29/08/13

P.O (H)

F.O (H)

Proposed expenses to be expended during
the month of Sep, 2013 are as follows:-

- | | |
|---|----------------|
| ① Contingent expenses. | 2,000/- |
| ② Procurement of Stationery items
like Pen, A4 Paper rim etc | 2,000/- |
| ③ Tea, coffee etc. | 1,500/- |
| Total (Five thousand five hundred only) | <u>5,500/-</u> |

Submitted for kind approval pl.

02/09/13

P.O (H)

F.A

সূডা

NOTE SHEET

SUDA

For deposition of telephone charges of Telephone no. 23593134 for the months of June & July, 2013, an a/c payee NBT cheque bearing no. 810715 dt 20.08.13 for Rs 1483/- [Rupees one thousand four hundred eighty-three] only has been prepared and placed herewith for signature of Director, SUDA & Jt. Secretary, MA Dept. please.

Pay order endorsed on the body of the bill is for signature of FC, SUDA please.

FC

1.11
20.08.13

The a/c payee cheque for Rs 1,483/- may kindly be signed.

20/08/13

WT
21/8/13

21/8/13

Enclosed opposite three (03) bills submitted by different suppliers, details of which are given below:-

Sl. NO	Name of Supplier	Amount	Remarks
①	Jana Enterprise	1064.00	Supply of Tea.
②	Jana Enterprise	735.00	Supply of working fitting to Auditor.
③	Alta Enterprise	950.00	Supply of A4 Paper.

Relevant ~~app~~ pages where necessary approval has been taken are also attached with the bill. Hence, we may agree to release fund to the above noted parties by the payee cheque. These b/c payee cheque is enclosed herewith for signature of.

P.O.(H)

Signed

21/08/13

Dir. SUDA
Jt. Secy. M.A. Dept.