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**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**  
**PURLIA MUNICIPALITY**  
**PURULIA**

Memo No: DFID(HHW)/174

Date: - 31.8.05

To  
Dr. Goswami  
The Project Officer  
Health Wing, SUDA  
Kolkata

**Sub: - Request for accommodation.**

Madam,

A propos to your communication bearing memo no: - SUDA-Health/DFID/04/618(10): dated: - 23.08.2005, 2<sup>nd</sup> cum concluding part of the training of selected first tier supervisor will be held at SUDA from 09.09.2005 – 12.09.2005. We are sending 06 FTs and 01 PHN of our scheme to attend the program. Please arrange accommodation for 07 persons for the above-mentioned date.

With Thanks

  
Health Officer  
(Purulia Municipality)

**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**  
**PURLIA MUNICIPALITY**  
**PURULIA**

Memo No: DFID(HHW)/173

Date: - 31.8.05

To

Dr. Goswami

The Project Officer

Health Wing, SUDA

Kolkata

**Sub: - Asking for permission to allow PHN to attend FTs 2<sup>nd</sup> cum concluding part of the training for selected First Tier Supervisors.**

Madam,

A propos to your communication vide memo no: - SUDA-Health/DFID/04/618(10); dated: 23.08.2005, regarding the 2nd cum concluding part of the training for selected first tier supervisors under DFID Assisted HHWs Scheme to be held at SUDA from 09.09.2005 to 12.09.2005. In relation to this matter I would like to draw your kind attention to the fact that our FTs candidates are not familiar with the Kolkata, and for some of them, this is their first ever Kolkata visit, so for them it would be a tough task to reach Kolkata office at their own. Under this circumstance, I would like to request you to allow our PHN to accompany them and also to be present there during the training period.

With Thanks

  
Health Officer

(Purulia Municipality)

N.B: I have had telephonic discussion with Dr. N. G. Gangopadhyaya on 30.8.2005 regarding this. In Compliance to the matter (following discussion), we are sending this letter.

**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**  
**PURLIA MUNICIPALITY**  
**PURULIA**

Memo No: DFID(CHHW)/172

Date: - 19.8.05



To  
Dr. Goswami  
The Project Officer  
Health Wing, SUDA  
Kolkata

23 AUG 2005

**Sub: - Pre Evaluation Test result of trainee FTs candidates**

Madam,

We are happy to inform you that the sub committee for selection of FTs has selected the following HHWs and we have already initiated the training of the trainee FTs from 18<sup>th</sup> of this month with the help from district health officials. Pre evaluation test of the FTs is also being conducted on the 18.08.2005. The pre evaluation test result of the FTs candidates is given below: -

**Pre evaluation test score sheet**

Sl. No	Name Of FTs	Total Marks	Total Marks Obtained
01	Arpita Dutta	30	28
02	Kakoli Chakroborty	30	30
03	Malini Karmokar	30	29
04	Manoshi Roy	30	29
05	Rubi Chattopadhya	30	30
06	Sukla Singh	30	28

With Thanks

19.08.05  
Health Officer  
(Purulia Municipality)

**DFID – ASSISTED HONORARY HEALTH WORKERs SCHEME  
PURULIA MUNICIPALITY  
PURULIA**

Memo No: - DFID(HHW)/171

Date: - 17.8.05

To

Dr. Shibani Goswami

Project Officer

Health Wing, SUDA



**Sub: -Job placement training Schedule for selected First Tier Supervisor**

Madam,

Please find enclosed copy of the Job placement training schedule of selected First Tier Supervisor under DFID- Assisted HHWs Scheme. Facilitated by H.O/ PHN and also by the officials of the District Health & Family Welfare Department.

With Thanks

**Chairman**

(Purulia Municipality)

  
Chairman  
**PURULIA MUNICIPALITY**



**Job Placement Training Schedule**  
**For**  
**FTs Under DFID –Assisted HHWs Scheme**

Day	11 am to 01 pm	02 pm – 04 pm
18.08.2005	<ul style="list-style-type: none"> <li>■ Registration</li> <li>■ Inauguration</li> <li>■ Introduction on the Scheme</li> <li>■ Pre Evaluation Test</li> </ul>	<ul style="list-style-type: none"> <li>■ Exercise on listing of jobs – roles &amp; responsibilities – by the participants</li> <li>■ Duties &amp; responsibilities of FTs – through Group Exercise &amp; presentation</li> </ul>
19.08.2005	<ul style="list-style-type: none"> <li>■ Different clinics at SHP</li> <li>■ Roles of FTs in organizing clinics at SHP</li> </ul>	<ul style="list-style-type: none"> <li>■ Reproductive health.</li> </ul>
20.08.2005	<ul style="list-style-type: none"> <li>■ Reproductive health (continued)</li> <li>■ Food &amp; nutrition</li> </ul>	<ul style="list-style-type: none"> <li>■ Under five child health</li> </ul>
22.08.2005	<ul style="list-style-type: none"> <li>■ Under five child health (continued)</li> <li>■ Growth monitoring</li> </ul>	<ul style="list-style-type: none"> <li>■ Immunization</li> <li>■ Cold chain</li> </ul>
23.08.2005	<ul style="list-style-type: none"> <li>■ Diarrhea</li> <li>■ ARI</li> </ul>	<ul style="list-style-type: none"> <li>■ Family Planning –importance, acceptance &amp; method.</li> </ul>
24.08.2005	<ul style="list-style-type: none"> <li>■ Exercise on filling up of Family Schedule and HMIS on RCH, Immunization, Diarrhea, ARI &amp; FP</li> </ul>	<ul style="list-style-type: none"> <li>■ STD/HIV/AIDS/, RNTCP, NLEP</li> </ul>
25.08.2005	<ul style="list-style-type: none"> <li>■ NBCP, NMCP, NFPCP</li> </ul>	<ul style="list-style-type: none"> <li>■ IEC – Principal, general &amp; specific, materials &amp; media.</li> </ul>
26.08.2005	<ul style="list-style-type: none"> <li>■ Documentation – Register/ Cards to be maintained at SHP</li> <li>■ Exercise on documentation</li> </ul>	<ul style="list-style-type: none"> <li>■ Discussion &amp; exercise on filling up of Family Schedule.</li> </ul>
28.08.2005	<ul style="list-style-type: none"> <li>■ Discussion &amp; exercise on filling up of Family Schedule (continued)</li> </ul>	<ul style="list-style-type: none"> <li>■ Discussion &amp; exercise on filling up of Family Schedule (continued)</li> </ul>
29.08.2005	<ul style="list-style-type: none"> <li>■ Clinic visit – Antenatal /postnatal clinic/immunization clinic.</li> </ul>	<ul style="list-style-type: none"> <li>■ Discussion &amp; exercise on filling up of Family Schedule (continued)</li> </ul>

**DFID – ASSISTED HONORARY HEALTH WORKERs SCHEME  
PURULIA MUNICIPALITY  
PURULIA**

Memo No: - DFID(HHW)/149(3)

Date: - 19.7.05



To  
Dr. Goswami  
Project Officer  
Health Wing, SUDA  
ILGUS BHAVAN  
Kolkata - 700091

**Sub: - Selection of trainee - First Tier Supervisor**

Madam,

This is to inform you that selection of trainee - First Tier Supervisor for amongst the regular HHWs per SHP, working under DFID - Assisted Honorary Health Worker scheme will be held on 25<sup>th</sup> July 2005 at 10 am.

I would like to request you to be present there as a member of sub selection committee to conduct the selection process.

  
Chairman  
(Purulia Municipality)

Attested  
Signature  
-25.7.05-

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**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**  
**PURLIA MUNICIPALITY**  
**PURULIA**



11 JUL 2005

Date: 6-7-05

Memo No: DFID(HHW)/147(7)

To  
Dr. Goswami  
The Project Officer  
Health Wing, SUDA  
ILGUS BHAVAN  
Kolkata.

**Sub: -Meeting of the Municipal Level Health & FW Committee**

Sir,

This is to inform you that the Meeting of the Municipal Level Health & FW Committee will be held on 14.07.2005 at 3 pm in the Chamber of Honorable Municipal Chairman for monitoring and evaluation of the scheme and apart from this the Committee member will also consider the matters as observed by the scheme (as per attached document).

  
Health Officer  
(Member Secretary - Municipal Level  
Health & FW Committee)



**মিউনিসিপ্যাল লেভেল হেল্থ অ্যান্ড ফ্যামিলি ওয়েলফেয়ার কমিটি**

**কমিটির সদস্যবৃন্দ**

১। পৌরসভার পৌরপ্রধান	প্রেসিডেন্ট
২। স্বাস্থ্যের দায়িত্বে থাকা পৌরপিতা	মেম্বর
৩। জেলাশাসকের প্রতিনিধি	মেম্বর
৪। স্থানীয় এন.জি.ও. দের প্রতিনিধি	মেম্বর
৫। সাব-ডিভিশনের এ.সি.এম.ও.এইচ.	মেম্বর
৬। পৌরসভার হেল্থ অফিসার / অ্যাসিস্টেন্ট হেল্থ অফিসার	মেম্বর - সেক্রেটারি
৭। স্টেট আরবান ডেভালপমেন্ট এজেন্সীর প্রতিনিধি	বিশেষভাবে নিযুক্তি
৮। রেফারেল হাসপাতালের সুপারিন্টেন্ডেন্ট	আমন্ত্রিত

- ♦ বর্তমানে অবস্থিত পৌরসভা এবং জেলা / সাব ডিভিশনে স্বাস্থ্য বিভাগের অফিস ও রেফারেল চিকিৎসার জন্য সরকারী হাসপাতাল - এইসব বিভিন্ন স্বাস্থ্য পরিকাঠামো ও স্বাস্থ্য সম্বন্ধীয় কার্যাবলী যাতে একত্রিত ভাবে করা যায় তার জন্য সমন্বয় সাধন ও পরিদর্শনের দায়িত্বে থাকবেন।
- ♦ জেলার বিভিন্ন হেল্থ প্রোগ্রাম অফিসারদের সাথে সংহতিকরণের জন্য নিয়মিতভাবে এবং প্রয়োজন অনুসারে আলোচনা সভার আয়োজন করবেন।
- ♦ রেফারেল চিকিৎসার ব্যবস্থা করার জন্য নিকটবর্তী সরকারী হাসপাতালের অধিকর্তাদের সাথে নিয়মিতভাবে এবং প্রয়োজন ভিত্তিক মিটিং-এর ব্যবস্থা করবেন।



**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**

**PURLIA MUNICIPALITY**

**PURULIA**

Memo No: - D.F.I.D(HHW)/124

Date - 6.5.05

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

11 MAY 2005



Sub: - Request to provide fund for repairing Health Post

Madam,

In reference to the discussion between you and our Health Officer Dr. M.K.Jha, we have prepared budget estimation in regarding to the repairing of Health Post. The approximately cost of repairing is Rs.20, 000/-. Consider the matter with utmost importance and allocate fund as soon as possible, so that we can initiate work before monsoon.

Chairman  
(Purulia Municipality)

**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME  
PURLIA MUNICIPALITY  
PURULIA**

Memo No: DFID(HHW)/142

Date: - 20-6-05

To  
Dr. Goswami  
The Project Officer  
Health Wing, SUDA  
Kolkata



22 JUN 2005

**Sub: - Confirmation of participation on Discussion Session On Family Schedule and HMIS**

**Madam,**

A propos to your communication bearing Memo No: SUDA- Health/DFID /04/557(5); dated: 20.06.2005, this is to inform you that, due to some unavoidable circumstances I will not be able to attend the discussion session on family schedule and HMIS to be held on 28.06.2005 instead our C.D.O and P.H.N will attend the meeting from our side.  
*in schedule date & time.*

With Thanks

(Health Officer)  
20/6/2005



পুৰুলিয়া পৌৰসভাৰ কাউন্সিলারগণের কার্য্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাঙ্ক

পত্রাঙ্ক

Date 21-6-05

Memo No. DFID(HHW)/143

পত্ৰালিখা-৭২০১০১

Purulia-723101

To  
Dr. Goswami  
The Project Officer  
Health Wing, SUDA  
Kolkata.



22 JUN 2005

**Sub; Request for accommodation on 28.06.2005, for one day**

Madam,

This is to inform you that our C.D.O Mr. Sumit Bakshi and P.H.N Ms. Sanchayita Roy is going to attend discussion session on HMIS to be held at SUDA Kolkata office on 28.06.2005, for the purpose you are requested to arrange accommodation for them for the above mentioned date.

With Thanks

for  
Chairman  
(Purulia Municipality)

Health Officer  
Purulia Municipality  
Purulia

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-Health/DFID/04/541

Ref No. ....

Date 30.05.2005..

From : Project Officer  
Health Wing, SUDA

To : The Chairman  
Purulia Municipality

Sub. : Guideline for selection of trainee - First Tier Supervisor  
under DFID assisted Honorary Health Worker Scheme.

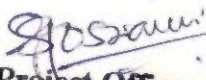
Sir,

Reference is invited to your communication bearing memo no. DFID(HHW)/129 dt. 20.05.2005 on the above subject.

This office memo no. SUDA-Health/DFID/04/491 dt. 21.03.2005 is enclosed for favour of kind information and necessary action. Date for selection of First Tier Supervisors may be fixed in consultation with Health Wing, SUDA.

Thanking you.

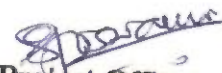
Yours faithfully

  
Project Officer  
30.05.2005

SUDA-Health/DFID/04/541(1)

CC

Project Director, DFID assisted Honorary Health Worker Scheme, Purulia Municipality for information and necessary action please.

  
Project Officer



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No **SUDA-Health/DFID/04/491**Date ..... **21.03.2005**

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

**To : The Chairman**

*Purulia*..... **Municipality**

**Sub. : Guideline for Selection of trainee - First Tier Supervisor for amongst the regular HHWs working under DFID assisted Honorary Health Worker Scheme.**

Sir,

The regular HHWs working under DFID assisted Honorary Health Worker Scheme at your municipality are going to complete 6 months of acquired experience in field work.

It is now time for selection of FTS from amongst the HHWs per SHP basis where the FTS will be in charge of SHP.

While selecting the candidature for FTS following criteria may be taken into consideration.

**A) Criteria for Selection :**

- i) Age between 35 - 45 years.
- ii) Minimum educational qualification - Class VIII Passed and is able to read, write and do simple arithmetical calculation,  
However, desirable qualification is school final and above.
- iii) She should have executed her duties properly while working as regular HHW.  
Preliminary assessment is to be done by HO / AHO (in their absence either CDO or PHN). Check list of which are as follows :
  - Attendance and field activities / performance.
  - Collection and compilation of base line survey data,

*Contd. to P-2.*

- Ability in filling up of Family Schedule.
- Maintaining records, registers.
- Conduction of immunisation and family planning service sessions.
- Level of capacity for motivational work.
- Possession of leadership quality.

Thus list of HHWs per SHP is to be prepared by the HO / AHO (in their absence CDO / PHN) indicating gradation of preliminary assessment as good / average / poor. The said list is to be placed before the Sub Selection Committee on the day of selection of FTS.

**B) Selection Committee :**

Municipal Level Health & FW Committee will constitute a Sub Selection Committee for the purpose of selection of FTS with the following members :


- 1) Councillor-in-Charge, Health of the ULB - Presiding Officer
- 2) Health Officer / Asstt. Health Officer of the ULB - Member Convenor
- 3) ACMOH of Sub Division, Dept. of Health & FW - Member
- 4) Representative from Health Wing, SUDA - Member

Written test for all the willing HHWs of each SHP will conducted by the Sub Committee as per the prescribed questionnaire from Health Wing, SUDA, followed by viva voce on the same day.

The Sub Committee will select the suitable candidates(FTS) per SHP and prepare SHP basis final list for placement before the Municipal Level Health & FW Committee for ratification.

The list of finally selected FTSS so ratified by the Municipal Level Health & FW Committee is to be forwarded by the Chairman of the ULB to the Project Officer, Health Wing, SUDA for office record and further necessary action towards their training.

Yours faithfully,

  
Project Officer  
21.03.2005

SUDA-Health/DFID/04/491(1)

CC

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

  
Project Officer

**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME  
PURLIA MUNICIPALITY  
PURULIA**

Memo No: - DFID(HHW)/129

Date: - 20-5-05

To  
Dr. Goswami  
Project Officer  
Health Wing, SUDA  
ILGUS BHAVAN  
Kolkata - 700091

**Sub: - Asking for the guideline regarding promotion of HHWs to FTs**

Madam,

We are very happy to inform you that we have already completed 1<sup>st</sup> six month of the scheme. Our 29 HHWs are working in their respective block with a strong backup from existing 04 SHPs (rest 02 SHPs will be started from June) manned by 02 ANM and 01 PTMO, with able guidance and assistance from Health Officer and other MMC office bearer.

A propos to the project proposal, at this point of the scheme its highly important to engage 06 nos of First Tiers Supervisor to continue the pace of the activity and also for further acceleration.

*for*  
Chairman  
(Purulia Municipality)

*myhe*  
*20/5/05*  
Health Officer  
Purulia Municipality  
Purulia



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No **SUDA-Health/DFID/04/537**

Date .....**25.05.2005**

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

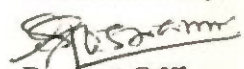
**To : The Chairman  
Purulia Municipality**

**Sub : Asking for to increase the No. of provision of Uniform for HHWs, FTSs,  
ANMs under DFID assisted Honorary Health Worker Scheme .**

**Sir,**

Reference is invited to your communication bearing memo DFID (HHW)/128 dt. 14.05.2005.

This is to clarify that two sets of Uniform are to be procured for each of regular HHWs, FTSs and ANMs where one set of Uniform will include 1 full length saree and 1 mtr. blouse piece. Hence, the requirement of no. of sarees and blouse pieces will only depend on the nos. of regular HHWs, FTS and ANMs engaged under DFID assisted Honorary Health Worker Scheme at your ULB. You are requested to complete the said procurement at the earliest.

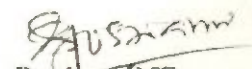
Yours faithfully,  
  
**Project Officer**

**SUDA-Health/DFID/04/537(1)**

**25.05.2005**

**CC**

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

  
**Project Officer**



**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**

**PURLIA MUNICIPALITY**

**PURULIA**

Memo No: DFID(HHW)/128

17 MAY 2005

Date: 14-5-05

To  
Dr. Goswami  
Project Officer  
Health Wing, SUDA  
ILGUS BHAVAN  
Kolkata - 700091


**Sub: Asking for to increase the number of provision of uniform for HHWs, FTs and ANMs under DFID-Assisted HHWs Scheme**

Madam,

A propos to your communication vide letter no SUDA-Health/DFID/04/467 dated: 09.03.2005-making provision for procurement of uniform for HHWs, FTS & ANMs from the scheme. But unfortunately the quantity number of the uniform has created confusion for us.

As per your instruction we are to procure 70 sets of sari and blouse for HHWs, ANM & FT. But as per project guideline our strength should be: -HHWs – 29 nos, FTs –06 nos and ANM – 03 no, so our total strength stood at 38, to provide two sets of uniform to the HHWs, FTS & ANMs, we have to purchase 76 sets of uniform not 70 nos (as approved by your office).

Under this circumstance we would like to request you to clarify the matter at earliest, So that we can procure the materials.

  
Chairman  
(Purulia Municipality)

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No: SUDA-Health DFID/04/535

Date: 24.05.2005

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

**To : The Chairman**  
Purulia Municipality

**Sub : Purchase of bowl for SHPs under  
DFID assisted Honorary Health Worker Scheme .**

Sir,

Reference is invited to your communication bearing memo DFID (HHW)/127 dt. 14.05.2005.

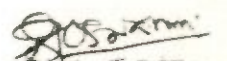
This is to inform you that M/S Hospotex India Services was entrusted with the supply of bowl stand with 3 legs along with other equipments under NIT No. PUR.EQUIP-SHIP NIT-05 2004.

You are requested to purchase 6 bowls (@1 bowl per SHP, SS, size to be fitted with the bowl stand) locally.

The expenditure is to be booked under the A/C head "Procurement - Equipment".

Thanking you.

Yours faithfully,

  
Project Officer

SUDA-Health/DFID/04/535(1)

24.05.2005

CC

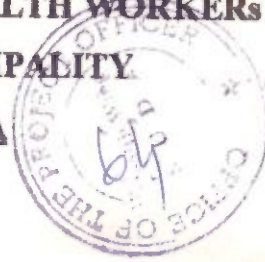
The Project Director, HHW Scheme - DFID, Purulia Municipality - for kind information and necessary action.

  
Project Officer

**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**

**PURLIA MUNICIPALITY**

**PURULIA**



Memo No: D.FID(HHW)/127

Date: 14-5-05

17 MAY 2005

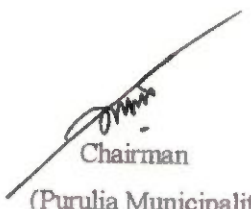
To  
Dr. Goswami  
Project Officer  
Health Wing, SUDA  
ILGUS BHAVAN  
Kolkata – 700091

**Sub – Query for SHP equipment (06 nos bowl for SHP)**

Madam,

This is for your information that we have received bowl stand with 03 legs from M/s Hospotex India Services of 94, Raja Dinendra Street of Kolkata vide your office work order for supply of Equipment for SHPs against NIT No PUR/EQIP- SHP/NIT – 05/2004 with other articles. But we are yet received the bowl to be used at SHP.

You are requested to take necessary steps in this regard, so that the item can be received at earliest.

  
Chairman  
(Purulia Municipality)



**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**

**PURLIA MUNICIPALITY**

**PURULIA**



9 APR 2005

Memo No:

Date:

**QUOTATION NOTICE**

Sealed rate quotations are invited from the bonafide supplier / contractor for supply of stationery item (details list attached) to the Scheme office.

The quotationer must submit copy of PTCC, STCC, and PAN card and trade license along with the rate quotation.

Earnest money of Rs. 250/- in Bank Draft is to deposited along with the rate quotation drawn in favor of Chairman, Purulia Municipality (earnest money in no other form will be accepted)

The authority reserved the right to accept or, reject any / all quotation without assigning reason.

- Last date of submission of quotation: 18.04.2005 up to 02 p.m.
- Date of opening of rate quotation: 18.04.2005 at 03 p.m.
- This rate tender will remain valid for: 03 month (w.e.f –date of work order)

**Chairman  
Purulia Municipality**

Memo No: **DFID(HHW)/104(4)**

Date: 11.4.05

Copy forwarded for information to:

- 01 The Sabhadhipati, Purulia Zilla Parishad
- 02 The District Magistrate, Purulia
- 03 The project Officer, Health wing SUDA, Kolkata
- 04 Purulia Municipality. Office Notice Board,

**Chairman  
Purulia Municipality**

*Saewhi*



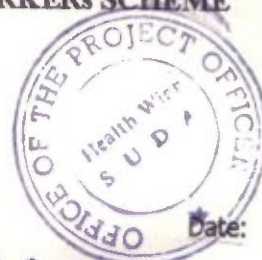
**Details of Stationery item to be procured:**

- |                                 |  |
|---------------------------------|--|
| 01. Alpin box                   | 02. Soap (dettol)                        |
| 03. Paper Tray                  | 04. Vim powder (500 gm)                  |
| 05. Brown Envelop 10" X 4.4"    | 06. Bown Envelop 6" X 4"                 |
| 07. Brown Envelop 30 cm X 15 cm | 08. White Envelop 6" X 4"                |
| 09. Jems Clip box               | 10. Knife (office)                       |
| 11. Stamp pad (medium)          | 12. Stamp pad ink                        |
| 13. Pencil Carbon (box)         | 14. Plastci bucket (with cover) 10 liter |
| 15. Aluminum Bucket 10 liter    | 16. Cello tape (large)                   |
| 17. Towel- Big size (ordinary)  | 18. Towel - Small (ordinary)             |
| 19. Mortein Coil                | 19. Duster (medium)                      |
| 20. Guard file                  | 21. Cover file                           |
| 22. Flat file                   | 23. Water glass                          |
| 24. Tag 10"                     | 25. Wall clock                           |
| 26. Gum paste                   | 27. Dettol (Large)                       |
| 28. Register - 04 nos           | 29. Register- 06 no                      |
| 30. D.F.C paper                 | 31. Dot pen                              |
| 32. Eraser Correcting Fluid     | 33. Brown Tape (big)                     |
| 34. Phenyle 500 ml              |  |

Sourin



**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**  
**PURULIA MUNICIPALITY**  
**PURULIA**



Memo No:

**QUOTATION NOTICE**

**19 APR 2005**

Sealed quotations are invited from bonafide supplier/ Printing Press for printing of 5000 **Issue Voucher** (Sample attached) under DFID Assisted HHWs scheme.

The tenderers must have valid PAN NO and Certificate of ST and PT.

The authority reserved the right to accept or, reject any / all quotation without assigning reason.

- Last date of submission of quotation: 18.04.2005 up to 2 p.m.
- Date of opening of quotation paper: 18.04.2005 up to 3 p.m.


**Chairman**  
**Purulia Municipality**

Memo No: **DFID(HHW)/106(4)**

Date: **11.4.05**

Copy forwarded for information to:

01. The Sabhadhipati, Purulia Zilla Parishad
02. The District Magistrate, Purulia
- ✓ 03. The project Officer, Health wing SUDA, Kolkata
04. Purulia Municipality. Office Notice Board,

  
**Chairman**  
**Purulia Municipality**

  
**Health Officer**  
**Purulia Municipality**  
**Purulia**

**DFID – ASSISTED HONORARY HEALTH WORKERs SCHEME**  
**PURLIA MUNICIPALITY**  
**PURULIA**

Ref. No: -

Date: -

Issue Voucher No: -

Date: -

Sl.No	Item No	Quantity

**Supplied by**

**Clerk cum store keeper**

**Health Officer**

**DFID - Assisted HHWs Scheme.**

**Received by** \_\_\_\_\_

  
Chairman  
PURLIA MUNICIPALITY



**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**

**PURULIA MUNICIPALITY**

**PURULIA**



**Memo No:**

**Date:**

**APR 2005**

**QUOTATION NOTICE**

Sealed quotations are invited from the bonafide supplier for supply of 02 nos Ceiling Fan 48" of Polar / Usha / Orient company.

The quotationer must submit PTCC, STCC, copy of PAN card and trade license along with the quotation.

The authority reserved the right to accept or, reject any / all quotation without assigning reason.

- **Last date of submission of quotation: 18.04.2005 up to 02 p.m.**
- **Date of opening of quotation paper: 18.04.2005 at 03 p.m.**

**Chairman**

**Purulia Municipality**

**Memo No: D.F.I.D (H.H.W)/105(4)**

**Date: 11.4.05**

**Copy forwarded for information to:**

- 01 The Sabhadhipati, Purulia Zilla Parishad
- 02 The District Magistrate, Purulia
- ✓ 03 The project Officer, Health wing SUDA, Kolkata
- 04 Purulia Municipality. Office Notice Board,

**Chairman**

**Purulia Municipality**

**Health Officer**  
**Purulia Municipality**

**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**  
**PURLIA MUNICIPALITY**  
**PURULIA**

To  
The Project Officer  
Health Wing, SUDA  
Kolkata

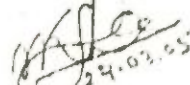
Madam,

We are very glad to inform you that, as part of our DFID – Assisted HHWs Scheme we are going to start our 2<sup>nd</sup> Sub Health Post at Boy's Friends Club Premises on 27<sup>th</sup> March 24, 2005 at 2 p.m.

Hon'ble Municipal Chairman Sri Binayak Bhattacharya will inaugurate the Sub Health Post and also a Baby Show and Cultural Program will be organized to mark the day

Your participation in the program will be highly solicited.

With Thanks

  
24.03.05  
Dr. M.K. Jha

(Municipal Health Officer)

18 MAR 2005

(ORDER FORM)

**DFID – ASSISTED HONORARY HEALTH WORKERS SCHEME**

**PURLIA MUNICIPALITY**

**PURLIA**



File.  
21.3.05

Order No: D.F.I.D(HHW)/84(4)

Date, Purulia: 15-3-05

To  
THE STANDARD PHARMACEUTICALS LTD  
27, Mirza Ghalib Street  
Kolkata-700016

Ref: HST/4T-12-136/92(M)/1082(100). DDHS (E&S), WB. DATE-KOLKATA THE 05.01.2005

Please supply the following articles at the contract rate noted against each to our office at Purulia Municipality, by 02 weeks, between the hours 11A.M-04 P.M. on weekdays. The articles must confirm to the specification indicated and samples submitted, if any, must be supplied within the specified date failing which this order will be treated as cancelled and you will be held responsible for the loss, which the government may have to suffer.

The number and date of this reference should be mentioned in all challans and bills along with catalogue number of the articles. Supply should be done as per terms and conditions as specified in C.M.S Tender 2004- 2005.

The following Certificate/Documents should be furnished with the challan and bill at the time of supply.

- 1.The 10% security (in Demand Draft, drawn in favour of Chairman Purulia Municipality) on the order value is to be deposited at the time of submission of bill.
- 2.That attested certificate with batch number from a Govt. approved laboratory has to be furnished.
- 3.That certificate regarding specification and quality of U.S.P bottles for transfusion fills and phials with documentary evident about the type of bottles, has been furnished.
- 4.One extra copy of the challans indicating "not for bill" against each supply to be submitted at the time of delivery.
- 5.Quantity supplied against each batch to be mentioned separately in the challans with date of expiry if any (item should be supplied within the 1/6 of the Potency period)

Health Officer  
Purulia Municipality  
Purulia



**Remarks: Supply at a time. No second time supply will be received; the order will be treated as closed.**

Cat No	Name of the articles	Quantity	Rate	Per	ED	ST	Total cost (Rs)
2.02/p-1	Paracetamol 500mg	15,200	1.20	10 tab	16%	4%	18,240
11.02(d)/p-1	Cotrimoxazole $\leq \leq$ tab	7,600	3.20	10 tab	16%	4%	24,320
38.01/p-1	O.R.S -27.9 gms per pkt	18,000	1.84	p.pkt	Nil	4%	33,120
24.03/T	Ranitidine 150 gm	7,600	2.37	10 tab	16%	4%	18,012
<b>Total Rs. (Ninety three thousand and six hundred ninety two only)</b>							<b>93,692</b>


(Four item only)

No-

Date-

- C.C.V. The Project officer, HHWs Scheme, Health wing SUDA  
 2. To The C.M.O.H, Purulia  
 3. To The A.C.M.O.H (Sadra) Purulia

  
 Health Officer  
 Purulia Municipality  
 Purulia

  
 Chairman  
 Purulia Municipality

18 MAR 2005

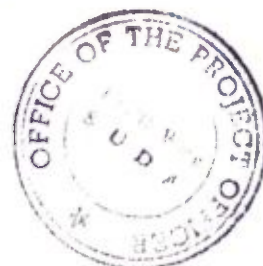
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21-3-05

(ORDER FORM)

DFID - ASSISTED HONORARY HEALTH WORKERS SCHEME

PURULIA MUNICIPALITY

PURULIA



Order No: D.F.I.D(HHW)/83(4)

Date, Purulia: 15-3-05

To  
Modak Medicine House (through BRONKOL Private Limited)  
28/2, S.M.Ali Road, Barrackpore.  
North Parganas

Ref: HST/4T-12-136/92(M)/1082(100). DDHS (E&S), WB.DATE-KOLKATA THE 05.01.2005

Please supply the following articles at the contract rate noted against each to our office at purulia Municipality, by 02 weeks, between the hours 11AM-04 P.M. on weekdays. The articles must confirm to the specification indicated and samples submitted, if any, must be supplied within the specified date failing which this order will be treated as cancelled and you will be held responsible for the loss, which the government may have to suffer.

The number and date of this reference should be mentioned in all challans and bills along with catalogue number of the articles. Supply should be done as per terms and conditions as specified in C.M.S Tender 2004- 2005.

The following Certificate/Documents should be furnished with the challan and bill at the time of supply.

- 1.The 10% security (in Demand Draft, drawn in favour of Chairman Purulia Municipality) on the order value is to be deposited at the time of submission of bill.
- 2.That attested certificate with batch number from a Govt. approved laboratory has to be furnished.
- 3.That certificate regarding specification and quality of U.S.P bottles for transfusion fills and phials with documentary evident about the type of bottles, has been furnished.
- 4.One extra copy of the challans indicating "not for bill" against each supply to be submitted at the time of delivery.
- 5.Quantity supplied against each batch to be mentioned separately in the challans with date of expiry if any (item should be supplied within the 1/6 of the Potency period)

Health Officer  
Purulia Municipality

**Remarks: Supply at a time. No second time supply will be received; the order will be treated as closed.**

Cat No	Name of the articles	Quantity	Rate	Per	ED	ST	Total cost (Rs)
24.01(a)/p-1	Combined Gastric Antacid tab	300 container	45.50	500s	A/A	@4%	13,650
3.03(a)/p-1	Chlorpheniramine maleate 4 mg tab	3800 strip	0.60	10's	A/A	@4%	2,280
7.02(a)/p-1	Albendazole 400 mg tab	12000 strip	0.55	1's	A/A	@4%	6,600
6.01(a)/p-1	Metronidazole 400mg tab	15200 strip	3.00	10's	A/A	Nil	45600
22.01/p-1	Benzyl Benzoate Lotion 25%	Bottle 170	23.00	500 ml	A/A	@4%	3910
20.02/p-1	Povidone Iodine Oint 5%	3000 tube	6.04	15gm	A/A	@4%	18120
<b>Total Rs (Ninety thousand one hundred sixty only)</b>							<b>90160</b>

(Six item only).

No-

Date-

C.C. ✓ The Project officer, HHWs Scheme, Health wing SUDA  
2. To The C.M.O.H, Purulia  
3. To The A.C.M.O.H (Sadra) Purulia

  
Health Officer  
Purulia Municipality  
Purulia

  
Chairman  
Purulia Municipality



Purulia Municipality

DFID assisted HHWs Scheme

Memo No: D.F.I.D (HHW)/96(4)

14 MAR 2005

Date: 1.3.05

Quotation Notice

Ref no: SUDA/Health/DFID/04/333

dated - 07.12.2004.

Sealed quotations are invited for supply of **Medicine** for HHWs scheme as per schedule enclosed from the Manufacturer/supplier of similar State/Central Govt. projects/CMS approved Firms. The tenderers must have Valid PAN No, and Certificate of P.T and S.T.. Quotation should mention item rate in figures and words. Order can be segregated to the different suppliers

Quotation shall be received up to 02 p.m. on 15 march 2005 and will be opened on the same day at 03 p.m. in the office of the "CHAIRMAN PURULIA MUNICIPALITY".

Earnest Money @ 2% of offer value is to deposited by Demand Draft in favors of the "CHAIRMAN PURULIA MUNICIPALITY" With the quotation.

The authority reserves the right to accept or reject any/all quotation without assigning any reason.

*Sd.*  
CHAIRMAN  
PURULIA MUNICIPALITY

Memo no;

Date:

Copy to:

- ✓ 1. Project officer, Health Wing SUDA.Kolkata
2. Sabhadhipati, Purulia Zilla Parishad
3. District Magistrate, Purulia
4. Notice Board. Purulia Municipality

*[Signature]*  
CHAIRMAN  
PURULIA MUNICIPALITY

## Purulia Municipality

### DFID assisted HHWs Scheme

Sl	Product	Strength	Formulation Unit	Quantity Required
01	Bromhexine Hydrochloride	8 mg/tab	10 tab strip (Aluminum foil)	7600 Strips
02	Dom Peridone	10 mg/tab	Do	1900 Strips
03	Folifer (Large)	Ferrous Sulphate 180 mg & Folic acid 0.5 mg/tab	Do	15200 Strips
04	Folifer(small)	Ferrous Sulphate 60 mg & Folic acid 0.1 mg/tab	Do	15200 Strips
05	Dicyclomine	20 mg/tab	Do	1900 Strips
06	Ibuprofen	400 mg/tab	Do	1700 Strips
07	Co Trimoxazole (Paediatric)	Sulphamethoxazole 200 mg & Trimethoprim 40 mg/tab	Do	7600 Strips
08	Chloramphenicol Eye Aplicap	1 % W/W in aplicap. Each aplicap to contain 250 mg of oint.	Aplicap	6000 aplicap
09	Absorbent Cotton	100 gm each	1 pkt of 100 gm	1000 pkts
10	Absorbent Gauze Sterilized in Pkts	Containing 10 pcs of 10 cm X 10 cm, separately in polypack.	1 set of 10 pcs of gauze	1600 pkts
11	Microspore	½ " width	1 reel	800 reels

  
Health Officer  
Purulia Municipality  
Purulia

  
Chairman  
PURULIA MUNICIPALITY



**SUDA**

0/2

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-Health/DFID/04/441

Ref No. ....

Date 22.02.2005

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

To : ☒ The Chairman  
Cooch Behar / Jangipur / Baharampur / Suri /  
Bolpur / Purnia / Bankura / Kalna / Bishnupur /  
Krishnagar / Medinipur Municipality

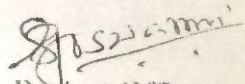
Sub : Extension of period for the DFID assisted  
Honorary Health Worker Scheme.

Sir,

I am directed to intimate you that the period for the DFID assisted Honorary Health Worker Scheme has been extended upto 30<sup>th</sup> June, 2005 by Govt. of India, Ministry of Health & Family Welfare (Dept. of Family Welfare) under their memo no. L. 19012/46/02-APS dt. 18<sup>th</sup> January, 2005.

This is for your kind information and further necessary action.

Yours faithfully,

  
Project Officer

SUDA-Health/DFID/04/441(1)

22.02.2005

CC

Project Director, DFID assisted Honorary Health Worker Scheme, .....  
Municipality for information and necessary action please.

Project Officer



**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****SUDA-Health/DFID/04/436**  
Ref No. ....**21.02.2005**  
Date .....**From : Project Officer  
Health Wing, SUDA****To : The Chairman,  
Purulia Municipality****Sub : Change in SHPs location.**

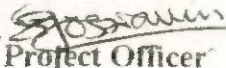
Sir,

Reference is invited to your communication bearing no. DFID (HHW)/59 dt. 31.01.2005 on the above subject along with a map indicating blocks and SHPs.

It is seen from the map that SHP No. (1) & (2) are located in one ward covering block no. 13 & 14 which shows unequal distribution of Health facilities.

You are requested kindly to furnish the following information for onward transmission to Dept. of Health & FW :

SHP No.	Block no. tagged with
1	
2	
3	
4	
5	
6	

**Yours faithfully**  
  
**Project Officer**  
**21.02.2005**

**SUDA-Health/DFID/04/436(1)****CC**

**Project Director, DFID assisted Honorary Health Worker Scheme, Purulia Municipality for information and necessary action please.**

  
**Project Officer**

পুৰুলিয়া পৌৰসভাৰ কাউন্সিলারগণের কার্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাংক \_\_\_\_\_

পত্রাংক \_\_\_\_\_

Date 31.1.05

Memo No. D.F.I.D (H.H.U.)/59

পুৰুলিয়া-৭২৩১০১

Purulia-723101

To

Dr. Shibani Goswami

Project officer

Health wing, SUDA

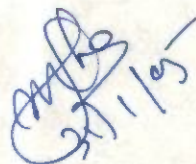
Kolkata.

Madam,

sub: change in SHPs location

This is to inform you that due to some unavoidable circumstances we are forced to shift the venue of 02 Nos. of Sub Health Post, a map of SHP's (latest position) is also here with attached with the letter.

This is for your necessary action.



With thanks

  
Chairman  
PURULIA MUNICIPALITY

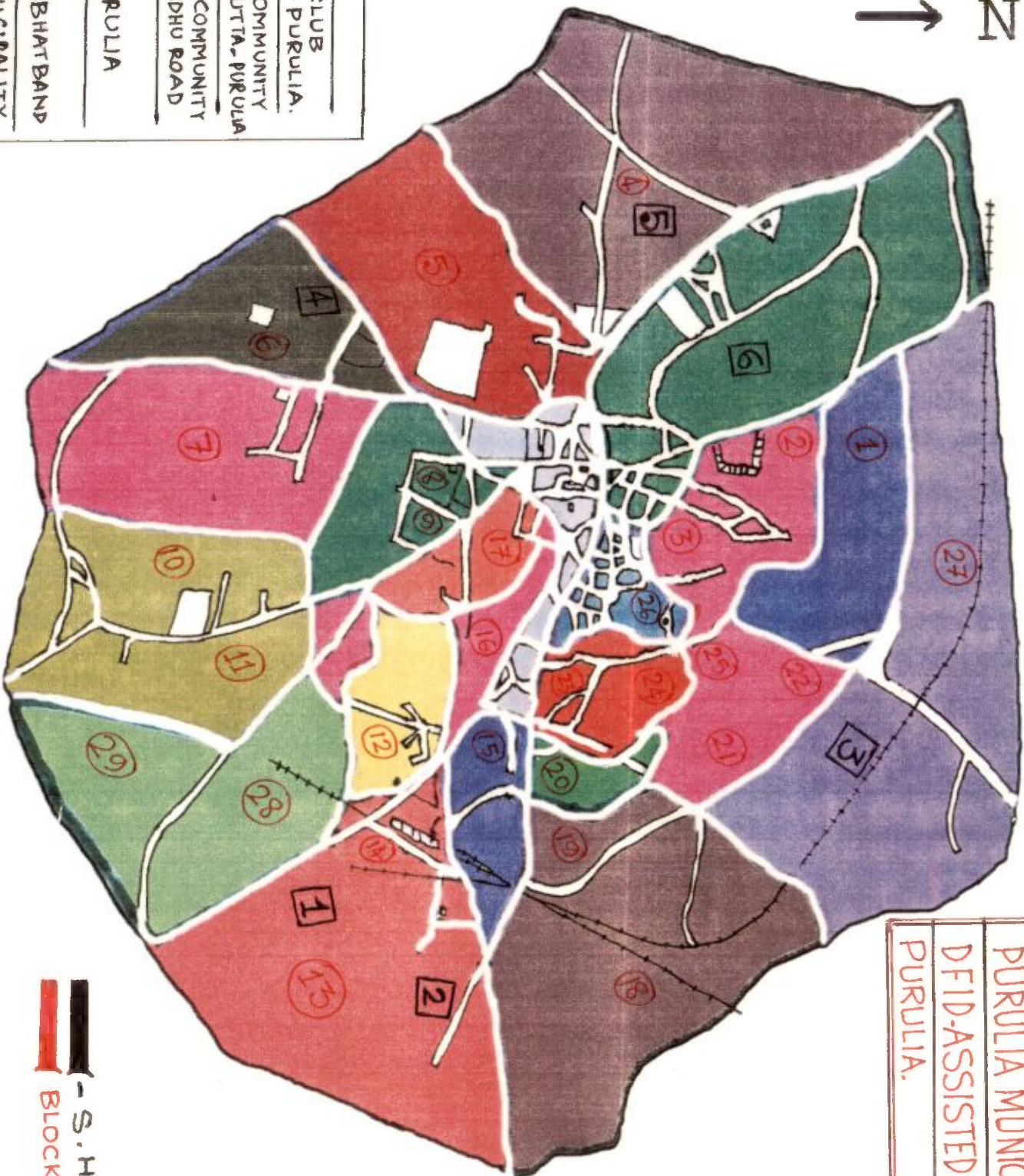
Encl. Map showing latest position of SHPs.



N



PURULIA MUNICIPALITY.  
DFID-ASSISTED HHWS SCHEME.  
PURULIA.



S. H. P

① SUSHRASHA CLUB  
SINDAR PATTI - PURULIA.

② TELKAL PARA COMMUNITY  
HAAT - MAHULGHUTTA, PURULIA

③ ALANGI DANGA-COMMUNITY  
HAAL - DESHBANDHU ROAD

④ B.F. CLUB  
AMDIHA - PURULIA

⑤ ATLAS CLUB  
MISSION ROAD-BHATBAND

⑥ PURULIA MUNICIPALITY

— S. H. P.  
BLOCK - 1 - 29



পুৰুলিয়া পৌরসভার কাউন্সিলারগণের কার্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাঙ্ক

Date 19.1.05

পদবিলা-৭২০১০১

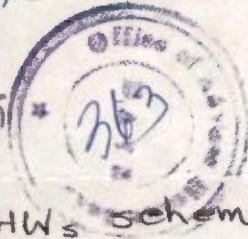
পত্রাঙ্ক

Memo No. D.F.I.D (HHW)/50 Purulia-723101

TO

Dr. S. Goswami  
Project Officer  
Health Wing, SUDA

24 JAN 2005



Sub: DFID-Assisted HHW's scheme.

Sir/Madam,

Apropos your communication bearing no. SUDA-Health/DFID/04/400 dt. 14.01.2005, As regarding submission of statement of Expenditure, we have submitted our last statement of Expenditure on 12/11/2005, so this can be treated as our latest financial position. In regard to the work (mentioned in your letter) envisaged in the project proposal within the schedule time our latest position is as follows:-

1. Procurement of furniture and equipment is complete for training, furniture for MMC - work order is placed with supplier, furniture for SHP-HP-order is placed with supplier, for purchase of drugs we are consulting District CMOH office (All work order is placed after following the W.B. Govt. standards norms).
2. Refurbication of Health post and Sub Health post - we have started the repairing work through department in Purulia Municipality.



পুৰুলিয়া পৌৰসভাৰ কাউন্সিলারগণের কার্য্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাঙ্ক \_\_\_\_\_

Date \_\_\_\_\_

পুৰুলিয়া-৭২০১০১

পত্ৰাঙ্ক \_\_\_\_\_

Memo No. \_\_\_\_\_

Purulia-723101

3. Engagement of manpower for MME is completed and for H.P. the process has been started, we have received application from the candidates and short listed the same.

under this circumstances,  
I would like to request you to allow more time us to complete the proposed activity.



with thanks.

  
Chairman  
PURULIA MUNICIPALITY



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

**SUDA-Health/DFID/04/400**

Ref No. ....

**14.01.2005**

Date .....

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

**To : The Project Director**  
DFID assisted HHW Scheme,  
Purulia Municipality

**Sub. : DFID assisted Honorary Health Worker Scheme.**

Sir,

As you are aware that the DFID assisted Honorary Health Worker Scheme has been launched with effect from 01.02.2004 for a period of one year i.e. upto 31.01.2005 for the present. DFID / GOI will review the progress at the end of one year.

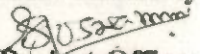
In the Project Proposal submitted by the ULB, Action Plan for one year along with budget of Rs 21.66 lakhs has been mentioned and submitted the same to Dept. of Health & Family Welfare. The ULB is to complete the following work as envisaged in the Project Proposal within the schedule time :

- (1) Procurement of furniture and equipment for training, MMC Office, Health Post and Sub-Health Post and procurement of drugs & MSR for HP. Estimated budget for the same is Rs 12.79 lakhs.
- (2) Refurbication of Health Post and Sub-Health Post within an estimated budget of Rs 0.35 lakhs.
- (3) Engagement of manpower at MMC and Health Post.

From this office record it is revealed that Rs 5.52 lakhs has been released so far to the ULB apropos their requisition. Total U.C. received by this office is Rs 2.22 lakhs. DHFW is pressing hard for submission of U.C. for the Fund already released to the ULBs.

You would kindly appreciate that completion of targeted activities within the time schedule may facilitate further extension of the time period. You are requested kindly to look into the matter, so that maximum achievement could be witnessed by DFID / GOI. You are also requested kindly to expedite submission of pending U.C. for onward transmission to DHFW.

Yours faithfully

  
**Project Officer**  
14.01.2005

**SUDA-Health/DFID/04/400(1)**

CC

The Chairman, Purulia Municipality for information and necessary action please.

  
**Project Officer**



**OFFICE OF THE COUNCILLORS  
PURULIA MUNICIPALITY  
PURULIA**

MEMO NO : D.F.I.D (HHW)/38 Dated, Purulia



104

To  
The Project Officer (Health)  
C.C.C  
State Urban Development Agency  
Salt Lake City, Kolkata: 700091

Sub: Post Training Evaluation Of The Selected Candidate HHW,s.  
Ref:

Madam,

Sending herewith Post Training Evaluation of Health, Works (Voluntary) of Purulia Municipality.

**POST TRAINING EVALUATION OF HEALTH WORKERS(VOLUNTARY) OF PURULIA MUNICIPALITY  
IN ASSOCIATION WITH D.F.I.D. HELD ON DECEMBER 2004**

SI No.	NAME	WARD NO	TOTAL MARKS	MARKS OBTAINED
1	✓ KAKALI CHAKRABORTY	02	40	38
2	✓ LAKSMI PRAMANIK	02	40	40
3	✓ MANASHI ROY(SENGUPTA)	02	40	40
4	✓ ANNA PARAMANIK	01	40	36
5	✓ RUBY CHATTOPADHYAY	17	40	40
6	✓ LALITA KARMAKAR(RAJAK)	22	40	40
7	✓ SUKLA SING	14	40	40
8	✓ KIRAN SHOW	07	40	40
9	✓ MANIKA HALDER(GOSWAMI)	06	40	40
10	✓ RENU BALA KARMAKAR	09	40	39
11	✓ SHYAMALI MUKHERJEE	21	40	39
12	✓ YOTSNA MARDANA	18	40	39
13	✓ KALPANA SAHIS	05	40	39
14	✓ PRATIMA MODAK	16	40	37
15	✓ KHAMARANI DUTTA	09	40	40
16	✓ MONGALA KUNDU	21	40	36
17	✓ ARPITA DUTTA	09	40	38
18	✓ ANIMA BARAT	13	40	38
19	✓ PADMA NANDI	17	40	40
20	✓ REENA DUTTA	21	40	39
21	✓ ANJALI DHIBAR	19	40	40
22	✓ CHAINA HALDER	14	40	40
23	✓ SWAPNA KUNDU	05	40	40
24	✓ KRISHNA DEBNATH	16	40	37
25	✓ SANDHYA DAS	11	40	38
26	✓ LAKSHMI KHAN	18	40	33
27	✓ PADMABATI KARMAKAR	03	40	37
28	✓ DEEPIKA DEY	10	40	40
29	✓ MALINI KARMAKAR	04	40	39

Sl No. 1st Panel				
1	✓ ROSELEEN TIKA(ACHARYA) ✓	04	40	34
2	✓ KALPANA ROY ✓	03	40	38
3	✓ BULA MUKHERJEE ✓	08	40	37
4	✓ PUSHPA DAS ✓	22	40	39
5	✓ UMARANI DAS ✓	22	40	39
6	✓ SHIKHA BANERJEE ✓	12	40	37

Sl No. 2nd Panel				
1	✓ SIMA DIGER	18	40	40
2	✓ LAKHI ORANG	22	40	37
3	✓ NIRMALA KARMAKAR(NANDI)	04	40	39

This is for your information please.

*[Handwritten signature]*  
30.12.21.

Thanking You,  
Yours Faithfully

*[Handwritten signature]*  
Chairman,  
Purulia Municipality, Purulia



Office of the Councillor, Purulia Municipality

Memo No:

17 DEC 2004

Date:

NOTICE



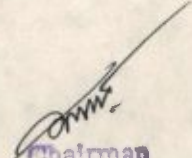
Sealed quotations are invited from the Authorized Dealer, Distributor and bonafide manufacturer for supply of furniture for MMC purpose in connection with the D.F.I.D Assisted H.H.Ws Scheme in Purulia Municipality. Brief description, technical specification and quantity required for different articles are mentioned in the Annexed list.

ITCC, PT challan and STCC with credentials must be submitted.

The authority reserve the right to accept or, reject any/all quotation without assigning any reason.

- Last date of submission of quotation : 28.12.2004
- Date of opening of quotation paper : 28.12.2004 at 3 p.m.
- Last date of supply of listed item : 10.01.2005

Enclose - As stated above.

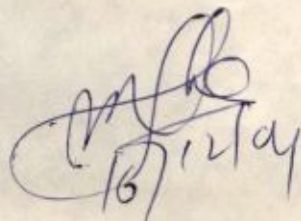
  
Chairman  
PURULIA MUNICIPALITY

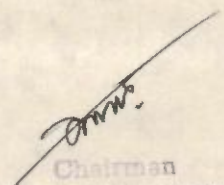
Memo NO - DFID (HHW) / 20(4)

Date - 16.12.2004

Copy forwarded for information to:

1. The project officer, Health Wing, SUDA
2. The District Magistrate, Purulia.
3. The Saradhipati, Purulia Zilla Parishad.
4. Purulia Municipality office Notice Board.

  
16/12/04

  
Chairman  
PURULIA MUNICIPALITY



A. List of Furniture along with specification and reqd. no. for Municipal Management Cell at ...*Purulia*... Municipality

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No.
1.	Half Secretariat Table	Half Secretariat Table ( steel) - size 54" (L) x 30" (W) x 30" (H) with 3 drawers & a Tea slate at right side and on cupboard at left side having automatic locking device , stainless steel keys in duplicate and foot rest structure with 1" ( Dia) x 18 SWG steel square Tubular frame and body will made out of 20 SWG steel CRC sheet. fitted with 3/4 " thick pre laminated board having PVC shoes provided at the bottom of each leg , finished with anti corrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 C oven baked stove enamel pint. Drawer made of CRC. Drawer shelf size 13 3/4" (W) x 16 1/2" (H) x 22" (D) having three drawers each of size 5" (H) x 8" (D) . Cupboard made of CRC , size 18 3/4 " (B) x 16 1/2" (H) x 22 " (D) having one shelf.	2
2	Office Table Steel	Size : 36" (L) x 24" (W) x 27" (H) or 48" (L) x 24" (W) x 30" (H) with 3 drawers on the right side having automatic locking device, s.s keys in duplicate. Foot rest structure with 1" Dia x 18 SWG steel square Tubular Frame and body will made out of 20 SWG steel CRC sheet fitted with 3/4" thick pre-laminated board at the top & having PVC shoes provided at the bottom of each leg., finished with anticorrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 degree centigrade , oven baked stove enamel paint. Drawer shelf made of CRC size 13" (B) x 18" (L) x 19" (D) having three drawers each of size 5" (H) x 15" (D) x 12" ( B).	1
3.	Chair	Having P.U. arm rest foam cushion seat & back seat cushion should be made of 1.5"thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of sent & back, structured with 1" dia x 14 SWG M.S. round steel tubular frame, finished with anticorrosive treatment by the process if hot-bath phosphate coating in seven tanks system and stoving enamel paint. Seat size : 460 mm W x 460 MM D Back size : 440 mm H x 460 MM W Overall size : 640 mm D x 570 mm W Seat height : 520 mm Back height : 890 mm	8



**Furniture for Municipal Management Cell (Contd.) :**

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No.
4	Almirah without Locker	<p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinge door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent ) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Steel pre-treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Passivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p>	03
5	File Cabinet	<p>Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom, sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish.</p> <p>Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D)</p>	02

**SUDA****HEALTH WING**

Furniture for Municipal Management Cell (Contd.) :

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No.
06	Table for Computer	Steel frame structure. Size : 48" (L) x 24" (B) x 30" (H), having one sliding key board tray, one bottom shelf with one partitioned space for placing CPU and other accessories along with one drawer of 12" (B) x 18" (D) x 8" (W), fitted with sunmica top of 3/4" thickness.	01
07	Chair for Computer	Without arm, 5 castor wheel (PVC), powder coated frame, 3" cushion seat, 2" low back cushion covered by PP cloth.	01
08	Display Board ( Documentation Soft Board)	Size: 8' x 4' made of 19 mm thick insulation board, tightly and fully covered in front and 100 mm wide at four borders and back side by soft blue felt. The board at the back side including the felt is further covered by a frame made of good quality hard wood of 100 mm x 25 mm section , (1 at top , 1 at bottom, 2 at 2 sides and 1 in central portion.), tightly fixed. The board at front is further bordered and tightly fixed at front with 100 mm x 20 mm good quality wood with water around at inner edge, traced and finished properly with varnish, the back side finished with one coat of painting over one coat of primer, having suitable hanging arrangement with hook and screw.	1

*Sumit Boeshi*Comm. Insp. Officer  
DFID-Assisted H.H.W. Scheme  
Purulia Municipality



Office of the Councillor, Purulia Municipality

Memo no:

Date:

NOTICE

Sealed quotations are invited from the Offset Printing Press, Supplier for printing of 7,000 (seven thousand) NOS of family visit survey form in connection with DFID Assisted HHWs scheme in Purulia Municipality.

Specimen copy of the Article to be printed is attached along with this letter/notice.

ITCC, STCC, PT Challan with credentials must be submitted.

The authority reserve the right to accept or, reject any/all quotation without assigning any reason.

→ Last date of submission of quotation : 28.12.2004

→ Date of opening of quotation paper : 28.12.2004 at 3 p.m.

→ Last date of supply of listed item : 10.01.2005

Enclose - As stated above

Memo No: DFID(HHW)/27(04)

*[Signature]*  
18/12/04

*[Signature]*  
Chairman  
PURULIA MUNICIPALITY  
Dated, 18.12.2004

Copy forwarded for information to:

1. The project officer, Health Wing, SUDA, Kolkata.
2. The District Magistrate, Purulia.
3. The sarashipali, Purulia Zilla Parishad.
4. Purulia Municipality office Notice Board.

*[Signature]*  
18/12/04

*[Signature]*  
Chairman  
PURULIA MUNICIPALITY



ডি. এফ. আই. ডি. - র সহায়তায় স্বৈচ্ছাসেবী স্বাস্থ্যকর্মী প্রকল্প

..... মিউনিসিপ্যালিটি

পরিবার ভিত্তিক প্রারম্ভিক স্বাস্থ্য সমীক্ষা

সমীক্ষার তারিখ .....

১.০। ওয়ার্ড নং ....., ব্লক নং ....., পরিবারের ক্রমিক সংখ্যা .....

১.১। গৃহকর্তার নাম .....

১.২। ঠিকানা :

১.৩। ধর্ম : হিন্দু / মুসলমান / খৃষ্টান / অন্যান্য

১.৪। গৃহকর্তার পেশা :

১.৫। পরিবারের মাসিক আয় :

১.৬। বয়স ভিত্তিক জনসংখ্যার শ্রেণী বিন্যাস :

	১ বছরের নীচে	১ - ৪ বছর	৫ - ১৪ বছর	১৫ - ৪৪ বছর	৪৫ ও তদুর্ধ্বে	মোট
পুং						
স্ত্রী						

২.০। নিরাপদ মাতৃত্ব ও জন্মের পরিসংখ্যা (বিগত ১২ মাসের হিসাব) :

২.১। জন্ম (জীবিত শিশু) : হাসপাতালে ..... বাড়ীতে ..... প্রশিক্ষণ প্রাপ্ত দাই দ্বারা .....

২.২। প্রসব : স্বাভাবিক / সিজারিয়ান / অন্যান্য

২.৩। ঐ শিশুটি কোন গর্ভের সন্তান : ১. .... ২. .... ৩. .... ৩-র উর্দে .....

২.৪। ঐ শিশুর জন্ম ওজন - ২.৫ কেজির নিচে / ২.৫ কেজি ও তদুর্ধ্বে

২.৫। ঐ সদ্যজাত শিশুর (১৮ দিন বয়স পর্যন্ত) কোনো জটিলতা হয়েছিল কিনা : হ্যাঁ / না

২.৬। যদি হ্যাঁ হয় তাহলে ঐ শিশুকে হাসপাতালে পাঠানো হয়েছিল কিনা : হ্যাঁ / না

২.৭। ঐ শিশুটির জন্ম দানের সময় মায়ের বয়স : ২০ বছরের নীচে / ২০ বছরের বেশি

২.৮। গর্ভবতী অবস্থায় মাতৃমঙ্গল কেন্দ্রে যেতেন কিনা : হ্যাঁ / না

২.৯। যদি হ্যাঁ হয় তবে ৩ বারের বেশি / ৩ বারের কম

২.১০। কোন্ মাতৃমঙ্গল কেন্দ্রে যেতেন : সরকারী / স্থানীয় ডাক্তার / অন্যান্য



২.১১. যে মায়েদের সন্তান ১ বছরের নীচে তারা গর্ভবতী অবস্থায় টি. টি. নিয়োজিত কিনা :  
১ ডোজ / ২ ডোজ / বুটার

২.১২. কলিকার বড়ি খেয়েছিলেন কিনা : হ্যাঁ / না

২.১৩. যদি হ্যাঁ হয় : কটি বড়ি \_\_\_\_\_

২.১৪. গর্ভাবস্থায় কোনো জটিলতা হয়েছিল কিনা : হ্যাঁ / না

২.১৫. যদি হ্যাঁ হয় তাহলে কি ধরনের জটিলতা : রক্তস্রাব / বেশি রক্তাঙ্গতা / পা ফোলা ও ওজন বাড়  
ব্লাড প্রেসার বেশি / তড়কা / ২৪ ঘন্টা বা তার বেশি সময় বাচ্চা না নড়া / অন্যান্য

২.১৬. জটিলতার জন্য হাসপাতালে পাঠানো হয়েছিল কিনা : হ্যাঁ / না

২.১৭. প্রসবের সময় জটিলতা হয়েছিল কিনা : হ্যাঁ / না

২.১৮. হ্যাঁ হলে কি ধরনের জটিলতা : \_\_\_\_\_

২.১৯. প্রসবের সময় জটিলতার জন্য হাসপাতালে পাঠানো হয়েছিল কিনা : হ্যাঁ / না

৩.০১. বিগত ১২ মাসে কোনো গর্ভপাত বা মৃত শিশুর জন্ম হয়েছে কিনা : হ্যাঁ / না

৪.০১. মৃত্যুর পরিসংখ্যান (বিগত ১২ মাসের হিসাবে) :

জন্মের ৭ দিনের মধ্যে	১ সপ্তাহ থেকে ১ মাস	১ মাস থেকে ১ বছরের নীচে	১ থেকে ৫ বছর	৫ বছর ও উর্দ্ধে	প্রসূতি মৃত্যু
পুং					
স্ত্রী					

৫.০১. শিশু সুরক্ষার পরিসংখ্যান (১২ মাস থেকে ২৩ মাস বয়সের শিশু)

বি. সি. জি. \_\_\_\_\_ ডি. পি. টি. ও ডোজ \_\_\_\_\_ পোলিও ৩ ডোজ \_\_\_\_\_ মিজিলস \_\_\_\_\_

৫.১১. ৫ বছরের নীচে কোনো বাচ্চা রাতকানা রোগে ভুগছে কিনা : হ্যাঁ / না

৫.২১. ৫ বছরের নীচে বাচ্চাদের ৬ টি প্রতিরোধ যোগ্য রোগের আক্রমণ পরিসংখ্যান (বিগত ১২ মাসে) :

	জন্ম থেকে ২৮ দিনের মধ্যে টিটেনাস		২৯ দিন থেকে ৫ বছর পর্যন্ত টিটেনাস		ডিপথেরিয়া		পোলিও		হুপিংকাশি		মিজিলস	
	আ	ম	আ	ম	আ	ম	আ	ম	আ	ম	আ	ম
ছেলে												
মেয়ে												

বি. দ্র. : আ : আক্রান্ত, ম : মৃত

৬০। প্রজননশীল দম্পতির (১৫ - ২৬) পত্রিসংখ্যান :

৬.১। বিয়ের সময় স্ত্রীর বয়স

১৮ বছরের কম / ১৮ বছরের বেশি

ক প্রজননশীল দম্পতির ক্ষেত্রে :

খ প্রজননশীল দম্পতির ক্ষেত্রে :

গ প্রজননশীল দম্পতির ক্ষেত্রে :

৬.২। প্রজননশীল দম্পতির জীবিত সন্তান সংখ্যা :

ক প্রজননশীল দম্পতির ক্ষেত্রে :

খ প্রজননশীল দম্পতির ক্ষেত্রে :

গ প্রজননশীল দম্পতির ক্ষেত্রে :

৭.০। সমীক্ষার দিনে গর্ভবতী মহিলার সংখ্যা :

৭.১। গর্ভবতী মহিলার বয়স ২০ বছরের নীচে / উপরে

৭.২। গর্ভবতী মহিলা রক্তাশ্রিত ভুগছেন কিনা : হ্যাঁ / না

৮.০। গর্ভনিরোধক পদ্ধতি গ্রহণ :

ক প্রজননশীল দম্পতির ক্ষেত্রে :

খ প্রজননশীল দম্পতির ক্ষেত্রে :

গ প্রজননশীল দম্পতির ক্ষেত্রে :

(স্থায়ী পদ্ধতি : ভাসেকটমি / টিউবেকটমি, অস্থায়ী পদ্ধতি : আই. ইউ. ডি. / পিল / নিরোধ)

৮.১। স্থায়ী পদ্ধতি গ্রহণের সময় প্রজননশীল দম্পতির কয়টি জীবিত বাচ্চা ছিল : ছেলে ..... মেয়ে .....

৮.২। যদি কোনো গর্ভ নিরোধক পদ্ধতি গ্রহণ না করে থাকেন তার কারণ কি ?

৮.৩। পদ্ধতি গ্রহণ করার ইচ্ছা আছে ..... ইচ্ছা নেই .....

৮.৪। যদি ইচ্ছা থাকে তাহলে ব্যবহার না করার কারণ কি :

ক)

খ)

গ)

৮.৫। যদি ইচ্ছা থাকে কোন পদ্ধতি গ্রহণ করবেন ?

স্বৈচ্ছাসেবী স্বাস্থ্যকর্মীর নাম ও স্বাক্ষর .....

প্রতি স্বাক্ষর (স্বাস্থ্য আধিকারিক) .....

মুখ্য স্বাস্থ্য কর্মী  
পুর্নমা মুখ্য কর্মী  
পুর্নমা



Office of the Councillor, Purulia Municipality

Memo NO:

Date:

NOTICE

17 DEC 2004

Sealed quotations are invited from the Authorized Agent, Dealer and company for supply of computer & Accessories in connection with the DFID Assisted H. H. Ws Scheme. Brief description, specification and quantity required for different articles are mentioned in the Annexed list.

ITCC, STCC and PT challan must be submitted.

The authority reserve the right to accept or reject any/all quotation without assigning any reason.

- Last date of submission of quotation :
- Date of opening of quotation paper :
- Last date of supply of listed item :

Enclose → As stated above.

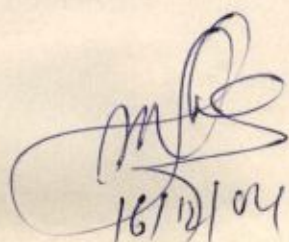
Memo NO: DFID(HHW)/21(4)

Chairman  
PURULIA MUNICIPALITY

Date: 16.12.2004

copy forwarded for information to:

01. The Project officer, Health Wing, SUDA, Kolkata.
02. The District Magistrate, Purulia
03. The Savadhipali, Purulia Zilla Parishad, Purulia.
04. Purulia Municipality Office Notice Board.

  
16/12/04

Chairman  
PURULIA MUNICIPALITY



**SUDA****HEALTH WING**

B. List of Equipment along with specification and reqd. no. for Municipal Management Cell at ....Purulia Municipality.

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No.
1.	Computer, Monitor, UPS, Printer	<p>Computer &amp; Monitor :</p> <p>Intel Pentium 4 2.66 GHZ 256 MB DDR 40 GB HDD 48X CD ROM 1.44 FDD Keyboard &amp; Mouse 15" Colour Monitor In built Audio</p> <p>UPS :</p> <p>Capacity : 500 VA Supply Input Voltage : 150V - 265 V, 50 Hz + / - 3% Out Voltage (Nominal) : 230C AC + / - 7%, 50 Hz + / - 3% Output Voltage (Inverter) : 230C AC Single Phase + / - 3% Output Frequency (Inverter): 50 Hz + / - 1% Over Voltage Protection : Transfer to inverter, when supply voltage is 10% above nominal voltage. Retransfer to line at 5% of nominal voltage.</p> <p>UPS System : Line interactive type. Back Up Service : 20 Minutes.</p> <p>Printer : 24 pin Dot Matrix</p>	1 each

*Sumit Bhowmik*  
Comm. Deup. Officer  
DFID-Assisted H.H.W. Scheme  
Purulia Municipality



8/24.12.04

Office of the Councillors, Purulia Municipality

Memo no :

NOTICE

Date;

24 DEC 2004

Sealed quotation are invited from the bonafide Agency / company / co-operative / leading dealers for supply of office material and stationery etc. in connection with H.H.W scheme (DFID-Assisted) in Purulia Municipality. Brief Description, Specification and the quantity required for different articles mentioned in the annexed list.

ITCC, STCC, PT challan and credentials must be submitted with tender.

The quotationer may remain present at the time of opening of the tender in scheduled date and time in the chamber of the undersigned.

The authority reserve the right to accept or reject any / all quotation without assigning any reason.

Last date of submission of quotation : 16.12.2004 upto 4 p.m.

Date of opening of quotation paper : 16.12.2004 at 3 p.m.

Last date of supply of listed item : 20.12.2004 at 3 p.m.

Enclose: As stated above.

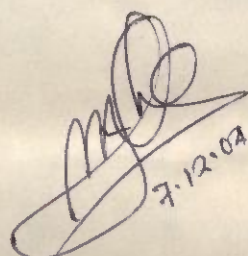
✓ Sel

Memo NO: DFID(HHW)/15(04)

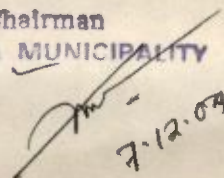
Date: 7.12.2004

Copy forwarded for information to :-

01. The project officer, Health Wing, SUDA, Kolkata.
02. The District Magistrate, Purulia.
03. The saraswipati, Purulia Zilla parishad, Purulia.
04. Purulia Municipality office Notice Board, Purulia.

  
7.12.04

Chairman  
PURULIA MUNICIPALITY

  
7.12.04



List of article for D.F.I.D. Assisted H.H.W scheme in Porulia  
Municipality

Sl No	Brief Description of Item	Technical Specification / Name of com	Quantity
01.	ALpin	King	2 Pkt
02.	Board pin		150 P.c
03.	Brown envelop	30 c.m. x 15 c.m.	100 P.c.
04.	Brown envelop	10" x 4.4"	100 P.c.
05.	white envelop	6" x 4"	100 P.c.
06.	D.F.C. Paper	Good quality	2 Rim
07.	Stamp pad	Tiger (small)	4 P.c.
08.	Sketch Pen	Link	2 Pkt
09.	Type carbon	Kores	2 Box
10.	Litter Bin	Ordinary / open faced	3 P.c.
11.	File tray		1 P.c.
12.	Staplar	Medium (Kangaru)	1 P.c.
13.	Staplar pin	"	6 Pkt
14.	OH.P. Marker.	Link / Lu	3 P.c.
15.	Correction fluid and diluter (15ml)	Camal / Kores	3 P.c.
16.	Flate file		1 dzn
17.	cover file		1 dzn
18.	Arch file		1 dzn.
19.	Pencil =	Nataraj (H.B.)	1 Box
20.	Eraser.	Apsara	6 P.c.
21.	Scale	12"	6 P.c.
22.	Calculars. (orpat 10gt)	Orpat 10 dgt	1 P.c.
23.	Postok Calowl	Camal / Different colour	6 P.c.
24.	Scissor	Medium	2 P.c.
25.	White Board Marker	Different colour	1 Box
26.	White Board Marker ink	FI	1 dzn
27.	Transference Sheet	A 4	1 Box
28.	Plastic Mug		1 P.c.
29.	Steel Baucket	12"	1 P.c.
30.	Salary register	No-4 (Binded)	3 P.c.
31.	Reffil.	Ramko	6 dzn
32.	Display Board	Soft Photo Board 3 54" x 30"	1 P.c.
33.	Notice Board	48" x 36"	1 P.c.
34.	Art paper	Different colour	3 dzn.



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/67  
Ref No. ....

28.04.2004  
Date .....

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

To : The Chairman,  
Baharampur / Suri Municipality.

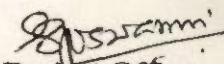
Sub : Discussion on writing of Project Proposal by the ULB in connection  
with DFID assisted Honorary Health Worker Scheme

Sir,

Apropos telephonic discussion on date, you are requested to make it convenient to be present in the in the discussion session on the subject mentioned above at SUDA, Health Wing on 05.05.2004 at 12 noon.

In this connection, it is to mentioned that the personnel who will be involved by you in writing Project Proposal are also to be present to participate in the said discussion session.

Yours faithfully,

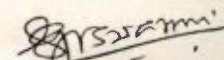
  
Project Officer

SUDA-Health/DFID/04/67(1+2)

28.04.2004

CC

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

  
Project Officer



**Purulia Municipality**  
**DFID assisted HHW Scheme**  
**Details of Budget - February, 04 to January, 05**

Sl. No.	Item of Expenditure	Rate
<b>1</b>	<b>Sensitisation of Stakeholders</b>	
	a) For All Councillors	10,000.00
	b) NGO, CBO, IMA, ACOH, Supdt. of Hospital	10,000.00
	c) For women representatives from community	12,000.00
	d) Capacity Building of FTS	13,530.00
	e) Capacity Building of HP personnel	5,060.00
	f) Capacity Building of MMC personnel	12,650.00
	g) NGO involvement	50,000.00
	h) Block Level meeting by HHWs @ Rs. 250/- p.m. - 29 blocks for 4 months	29,000.00
	<b>SUB - TOTAL</b>	<b>142,240.00</b>
<b>2</b>	Training of Trainers	5,000.00
<b>3</b>	Training of HHWs	132,330.00
<b>4</b>	Participatory need assessment and project proposal writing	20,000.00
	<b>SUB - TOTAL</b>	<b>157,330.00</b>
	<b>Procurement</b>	
<b>5</b>	Furniture	303,000.00
<b>6</b>	Equipment	319,000.00
<b>7</b>	IEC and Training Materials (All IEC Materials will be supplied by CCC)	-----
<b>8</b>	Drug, accessories and supplies	657,169.00
<b>9</b>	Refurbication	35,074.00
	<b>SUB - TOTAL</b>	<b>1,314,243.00</b>
	<b>Recurring</b>	
<b>10</b>	Municipal Management Cell (Salary) @ 33300/- p.m. for 8 months (June, 04 to Jan., 05)	<b>266,400.00</b>
<b>11</b>	<b>Honorarium</b>	
	29 HHWs @ 750/- p.m. for 4 months (Oct., 04 to Jan., 05)	87,000.00
	3 PTMOs @ Rs. 1600/- p.m. for 8 months	38,400.00
	3 ANMs @ Rs. 1250/- p.m. for 8 months	30,000.00
	1 Clerk cum SK @ Rs. 850/- p.m. for 8 months	6,800.00
	1 Attendant @ Rs. 650/- p.m. for 8 months	5,200.00
	1 Sweeper @ Rs. 450/- p.m. for 8 months	3,600.00
	1 Night Guard @ Rs. 450/- p.m. for 8 months	3,600.00
	<b>SUB - TOTAL</b>	<b>174,600.00</b>
<b>12</b>	Rent for 4 SHPs @ Rs. 750/- p.m. for 4 months	12,000.00
<b>13</b>	<b>O &amp; M</b>	
	6 SHPs @ Rs. 750/- p.m. for 6 months (Aug., 04 to Jan., 05)	27,000.00
	1 HP @ Rs. 2000/- p.m. for 6 months	12,000.00
	Municipal Management Cell @ Rs. 5000/- for 12 months (Meeting expenses, Office expenses like stationary, telephone, contingent expenditure for service activity, TA / DA etc.)	60,000.00
	<b>SUB - TOTAL</b>	<b>99,000.00</b>
	<b>GRAND TOTAL</b>	<b>2,165,813.00</b>

25-9261



● পুরুলিয়া পৌরসভার কাউন্সিলারগণের কার্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাঙ্ক \_\_\_\_\_

Date 07.12.2004.

পদনামিকা-৭২০১০১

পত্রাঙ্ক \_\_\_\_\_

Memo No. DFID(HHW)/16

Purulia-723101

To  
Dr. Shibani Goswami  
Project Officer  
Health Wing, SUPA.



24 DEC 2004

Sub: Acknowledgement of cooperation by Purulia District Health officials.

Madam,

We are very please to inform you that, we are receiving great cooperation from Purulia District Health officials in importing training to our Honorary Health Worker's in DFID-Assisted H.H.W scheme in Purulia Municipality.

We are specially thankful to CMOH - Purulia, he is always giving us a helping hand to run the training program successfully. Apart from the regular trainer like Dr. S. Mishra, DPHN - Ms. S. Bhattacharya and PHN - Ms. Mrinalini Roy, he has provided us expert on AIDS, Leprosy, Malaria, Filaria & T.B.

We hope we will receive their spontaneous cooperation in future also.

Chairman  
PURULIA MUNICIPALITY  
Chairman  
(Purulia Municipality).

cc: 17 copy to CMOH-Purulia.



**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**SUDA-Health/DFID/04/342  
Ref No. ....

Date 10.12.2004

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

To : The Chairman,  
Purulia / Bankura / Bolpur Municipality.

Sub : Engagement of HHWs (Regular candidates only as selected by the Municipal level Health & FW Committee) in connection with DFID assisted Honorary Health Worker Scheme.

Sir,

You have already initiated HHWs training as per prescribed training schedule of 90 sessions which is nearing completion. On the last day of the above training, a post training examination and evaluation is to be conducted as per questionnaire enclosed in a separate sealed envelope which is to be opened in the examination hall five minutes prior to start of examination. The Health Officer / Asstt. Health Officer who is the course Co-ordinator may be advised to conduct the said examination and evaluation. The score sheet is to be forwarded to the undersigned as per proforma given below :-

**Full Marks :**

Sl. No.	Name of the Candidate (Regular)	Marks obtained
	Name of the Candidate (1 <sup>st</sup> panel)	
	Name of the Candidate (2 <sup>nd</sup> panel)	

Contd. to P-2.



2. After successful completion of training, the list of ...14... nos. of HHWs ( regular candidates only as selected by the Municipal Level Health & FW Committee) is to be displayed in the Municipal Notice Board intimating them to join as HHWs wef the following day of completion of training. A copy of the said list including Notice is to be forwarded to the undersigned for office records and onward transmission to DHFW. Working hours of the HHWs will be from 12 noon to 4 P.M. and fixed honorarium will be Rs. 750/- (Rupees Seven hundred fifty) only per month per HHW.
3. During 1<sup>st</sup> fortnight the HHWs will collect base line information of all the BPL families of the block allotted to her as per proforma already provided to you and training in this regard will be imparted to the HHWs by the MIES Officer, SUDA.
4. In the mean time you are requested to do the needful for selection and contractual engagement of manpower of HP so as to start functioning of SHPs which you have already identified. In this regard, this office communication SUDA-Health/DFID/04/330 dt. 07.12.2004 may kindly be referred to. Job chart of the man-power are enclosed at "Annexure-A"
5. The broad outline of the activities to be carried out from SHPs is enclosed at "Annexure -B"

Yours faithfully,

SUDA-Health/DFID/04/342(1)

C.C

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

Project Officer  
10.12.2004

SUDA-Health/DFID/04/342(2)

C.C

Health Officer / Asstt. Health Officer, the course co-ordinator of HHWs training for information and necessary action.

Project Officer  
10.12.2004

Project Officer

## Job Responsibilities

### AT HP LEVEL

Annexure - A

#### Medical Officer (Part - Time) :

- Remain in-charge of H.P. , SHPs & Blocks
- Visit / attend SHPs on rotation basis as per a prefixed schedule.
- Attend referred non-ambulatory and emergency cases by HHWs at door step.
- Conduct / supervise different service activities at the SHPs viz. M.C.H. (antenatal / postnatal / well baby etc.) Nutrition program (Weight Monitoring, Grading of Mal-nutrition etc.), Immunization, Treatment of referred cases, F.W., and the like.]
- Undertake / supervise simple clinical tests at SHPs for determination of Anaemia, Toxaemia of pregnant women.
- Arrange collection of blood slides of fever cases and its despatch to earmarked laboratories for detection of M.P.
- Refer the cases to Govt. Hospital / Private Hospital earmarked for referral services.
- Take up in-house / on the job training programme of HHWs / FTSs and others.
- Draw the Action plans of the HP in regard to various service components under the project.
- Visit field for the purpose of checking and verification of data entry by HHWs in Family Schedule / operational Research / Miscellaneous formats. At least 10% cross check per month is desirable.
- Remain responsible for collection / compilation / transmission of HMIS - report in prescribed proforma (s) in specified time to MMC at ULB & CCC at SUDA as per instruction.
- Render guidance to Health staff of the HP in matters of Medical & allied topics.
- Plan / participate in various I.E.C. - sessions on Health & F.W. issues.
- Maintain liaison with people's Representatives, Community Leaders, C.B.Os and other concerned organizations, officials and people and mobilise services of NGOs / CBOs as and when required.
- Put up demands (indents) for Drugs, Vaccines for HP to Health Officer. & maintain stock ledger.
- Perform any other duties assigned to him / her by Authorities.

Contd. to P-2.



### ANM :

- Supervise and monitor the activities of sub-health post. 1<sup>st</sup> Tier Supervisors as well as Honorary Workers as required.
- To upgrade the skill and quality of services provides by the HHWs and F.T.Ss as required under the Programme.
- Immunisation of children & pregnant mothers with the help of F.T.S., and maintain register.
- Insertion of I.U.D. to the beneficiary mothers.
- Perform ante natal & post natal check-up, and maintain register.
- Maintain and supervise - cold chain of vaccines / sera, supply of medicine and equipments, and regular monitoring of date expiry of Medicines, vaccines etc.,
- Organise family planning camps,
- Organise referral services to Govt. Hospitals / Private Hospital linked for the purpose,
- Assist Health Officer in compilation and timely despatch of reports and returns, in preparing charts and diagrams for display etc. and
- Organise weighing of under 5 years children and monitor growth monitoring.
- Organise various awareness programmes with the assistance of FTSS at SHPs / blocks for the community women.
- Assist PT MOs particularly in the matter of HMIS and I.E.C.
- Perform any other duty assigned by the Health Officer or any other competent Municipal Authority.

### Clerk cum Store Keeper :

- To despatch and receive office (HP) correspondence and maintain office records in appropriate files
- To make list for necessary indents, collections and maintenance of stock and supply of logistics ( stationaries, vaccines, FW materials, Forms, booklets, equipments, medicines and the like)
- To assists the officials at HP and MMC level in effective functioning of project activities
- To perform any other duty as will be assigned by the competent Authority

### Attendant :

- Work at HP / outdoor as messenger / peon
- To perform any other duty as will be assigned by the Competent Authority

## সাব-হেল্থ পোট্ট স্তরে পরিষেবা

- গর্ভবতী ও প্রসূতি মায়েদের ডাক্তার দ্বারা স্বাস্থ্য পরীক্ষা।
- গর্ভবতী ও প্রসূতি মায়েদের বিপদ সংকেত / জটিলতা সনাক্তকরণ ও তাদের রেফারেলের ব্যবস্থা করা।
- গর্ভবতী মায়েদের এবং শিশুদের রোগ প্রতিষেধক টীকাকরণ।
- ৫ বছরের নিচে বাচ্চাদের ভিটামিন - এ অয়েল ঝাওয়ানো।
- জন্ম থেকে ৫ বছর পর্যন্ত বাচ্চাদের ওজনের গতিরেখা লক্ষ্য করা।
- স্বেচ্ছাসেবী স্বাস্থ্যকর্মী দ্বারা প্রেরিত রোগীদের সাধারণ অসুখ বিসুখে ডাক্তার দ্বারা চিকিৎসা এবং জটিলতাপূর্ণ রোগীদের রেফারেলের ব্যবস্থা করা।
- ম্যালেরিয়া, মক্ষা, কুষ্ঠ এবং অন্যান্য সংক্রামক ব্যাধির চিকিৎসার জন্য যারা ওষুধপত্র পাচ্ছেন তাদের দেখাশুনা করা।
- জন্ম নিরোধক বড়ি এবং কন্ডোম বিতরণ।
- যে সব ওষুধ স্বেচ্ছাসেবী স্বাস্থ্যকর্মীরা ব্যবহার করবেন সেই ওষুধগুলো মজুত রাখা ও তাদের সময়মতো বিতরণ করা।
- বিভিন্ন বিষয়ে বিশেষত মা ও শিশুর স্বাস্থ্য সম্পর্কে সচেতনতার জন্য আলোচনা সভার আয়োজন করা।



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/DFID/04/330**Date **07.12.2004****From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman  
Purulia Municipality****Sub : Selection & engagement of man-power for HP under  
DFID assisted Honorary Health Worker Scheme.****Sir,**

As the training of HHWs has already been started in your ULB, it is now appropriate time to go ahead for selection and engagement of man-power for HP. In this regard, this office communication bearing no. SUDA-Health /DFID/04/ 115 dt. 02.06.2004 may kindly be referred to.

However, the man-power for HP for your ULB and their honorarium is as under :-

Sl. No.	Man power for HP	No.	Honorarium per month (In Rs.)
1.	Part Time Medical Officer	3	1600/- each
2.	ANM	3	1250/- each
3.	Clerk cum Store Keeper	1	850/-
4.	Attendant	1	650/-
5.	Sweeper	1	450/-
6.	Night Guard	1	450/-

If the HP is within the premises of Municipal Office, the post for Night Guard is not to be filled in.

*Contd. to P-2.*

The process for selection and engagement of the said man-power is reiterated as under :

(a) Notification, (b) Receipt of applications , (c) Interview and selection by Health & FW Committee, (d) Placement in the agenda of meeting of Board of Councillors for information (e) Engagement order to be issued by the Chairman of the Municipality and (f) joining letter of the candidates.

A copy of each of the items of the process mentioned above are to be sent to the undersigned for office records and onward transmission to DHFW for documentation.

The man -power are to be engaged on contractual basis at the rate of fixed honorarium spelled out in the first page for the period upto 31.01.2005. Their working hours will be for four hours from 12 noon to 4 pm .

You are requested kindly to take necessary action accordingly, so that the SHPs under the scheme could function at the earliest.

Yours faithfully,

  
Project Officer

07.12.2004

SUDA-Health/DFID/04/ 330(1)  
CC

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

  
Project Officer



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No: **SUDA-Health/DFID/04/333**

Date: .....  
**07.12.2004**

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

To : **The Chairman**  
Bankura / Bolpur / Purulia Municipality

**Sub : Procurement of Medicines for HP & SHPs and part of Equipment  
for SHPs under DFID assisted Honorary Health Worker Scheme.**

Sir,

As you have already started HHWs' training which will be completed by December, 2004, it is appropriate time to start process for functioning of SHPs.

For the purpose, the approved list of Medicines with estimated quantity for 12 months are enclosed at Annexure - A, which are to be procured by you. You are requested to assess the quantity against each item of Medicines which could be fruitfully utilised. During procurement, it is to ensure that the life span of the medicines should be sufficient enough to avoid wastage in future.

With regard to equipments for SHPs, it is stated that the main bulk of the equipments will be procured by CCC, SUDA and will be supplied to your ULB in due course. However, certain items of equipments are to be procured by you, the list of which is enclosed at Annexure-B.

Procurement for both the category of items are to be done observing State Govt.'s norms by the Procurement Committee, already constituted at MMC for the purpose vide this office letter no. SUDA-Health / DFID/ 04 / 141 dt. 24.06.2004.

Fund required for the purpose will be released to you after obtaining a copy of Work Order placed with the Firms. It is also to mention that release of fund will depend on submission of requisition as well as 70% U.C. of earlier fund released from your end.

*Contd. to P-2.*

The expenditure incurred for the purpose is to be booked under " Procurement - Medicine" and " Procurement - Equipment " head as will be applicable.

An early action is requested for.

Encl. : As stated.

SUDA-Health/DFID/04/ 333(1)  
CC

Yours faithfully,

*[Signature]*  
Project Officer

07.12.2004

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

*[Signature]*  
Project Officer



For Purulia Municipality :

Sl. No.	Product	Strength	Formulation Unit	Annual Quantity
1	Combined Gastric Antacid	Aluminium Hydroxide & Magnesium Hydroxide total salt being not less than 500mg	10 Tablet / Strip (Aluminium Foil)	7630 Strips
2	Ranitidine	150 mg	Do	3815 Strips
3	Dom peridone	10 mg / Tab	Do	952 Strips
4	Bromhexine Hydrochloride	8 mg / Tab	Do	3815 Strips
5	Chlorpheniramine maleate	4 mg / Tab	Do	1904 Strips
6	Folifer ( large)	Ferous Suphate 180 mg. & Folic Acid 0.5 mg /Tab	Do	7630 Strips
7	Folifer (Small)	Ferous Suphate 60 mg. & Folic Acid 0.1 mg /Tab	- Do	7630 Strips
8	Albendazole	400mg /Tab	1 Tab / Strip	6040 Tabs
9	Metronidazole	400mg /Tab	10 Tabs / Strip	7630 Strips
10	ORS Citrate	Each sachet of 28.5 gm containing Sodium Chloride 12.3 %, Dextrose 70.2 %, Pot. Chloride 5.3 %, Sodium Citrate 10.2 %.	Sachet	9016 Sachets
11	Dicyclomine	20 mg /Tab	10 Tabs / Strip	952 Strips
12	Paracetamol	500 mg /Tab	Do	7630 Strips
13	Ibuprofen	400 mg / Tab	Do	850 Strips
14	Co Trimoxazole ( Adult)	Sulphamethoxazole 400mg & Trimethoprim 80mg /Tab	Do	3815 Strips
15	Co Trimoxazole (Paediatric)	Sulphamethoxazole 200mg & Trimethoprim 40mg /Tab	Do	3815 Strips
16	Chloramphenicol Eye Aplicap	1% w/w in aplicap. Each aplicap to contain 250 mg of oint.	Aplicap	5300 aplicap
17	Absorbent Cotton	100 gm each	1 pkt of 100 gm.	530 pkts.
18	Absorbent Gauze Sterilised in pkts	Containing 10 pcs of 10cm x 10cm separately in polypack	1 set of 10 pcs of gauze	850 pkts.
19	Benzyl Benzoate lotion	25 % / 100 ml	100 ml bottle	425 bottles
20	Povidone Iodine oint.	5%	5 gm tube	4614 tubes
21	Microspore	½" Width	1 reel	425 reels

Estimated Cost : Rs. 6.57 lakhs

For Purulia Municipality :

ANNEXURE - B

Equipment for Sub -Health Post (SHP) :

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No / SHP	Total Qty. required for 6 SHPs
1	Saucepan with lid and handle	Made of Aluminium, 10" dia, approx. weight 1.4 Kg.	1	6
2	Emergency Light (Chargeable battery set)	Rechargeable pack battery set with two tubes, size : 10".	1	6
3	Kerosene Stove	Ribbon system, Aluminium body, 6 wicks.	1	6
4	Bucket plastic with cover and handle	Good quality plastic. 30 ltr. Capacity.	2	12
5	Mug plastic	Capacity : 1 ltr.	2	12
6	Jug with handle	SS, capacity 2 ltr.	2	12
7	Plastic bucket with lid	Good quality plastic, without handle, capacity 20 ltr.	1	6
8	Padlock (navtal)	7 lever.	2	12
9	Thermometer clinical (Hicks)	108 degree F.	3	18

Estimated Cost : Rs. 8,200/-



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/DFID/04/334

Date 07.12.2004

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

To : The Chairman,  
Bolpur / Bankura / Purulia / Medinipur Municipality

Sub : Procurement of Furniture for SHP, HP & MMC and Equipment for MMC  
under DFID assisted Honorary Health Worker Scheme.

Sir,

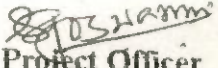
As you have already established the office of MMC, identified the accommodation of HP and SHPs and submitted Project Proposal to DHFW through CCC, SUDA, you may now initiate the process of procurement of the following :

(A) Furniture for MMC, (B) Equipment for MMC, (C) Furniture for HP, (D) Furniture for SHPs.

The list of furniture and equipment for MMC and furniture for HP and SHPs along with specification and estimated reqd. no. of each item are enclosed. You are requested to assess the quantity against each item for fruitful use before finalising the work order.

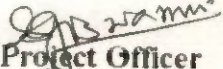
The Procurement Committee already constituted for the purpose at your ULB (vide this office communication no. SUDA-Health/DFID/04/141 dt. 24.06.2004) will be responsible for the said procurement. State Govt. procurement norms are to be followed.

The expenditure incurred for the purpose are to be booked under the appropriate head as indicated in the format for "Statement of Expenditure", already provided to you.

Yours faithfully,  
  
Project Officer  
07.12.2004

SUDA-Health/DFID/04/334(1)  
CC

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

  
Project Officer

**A. List of Furniture along with specification and reqd. no. for Municipal Management Cell at ..... Municipality**

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No.
1.	Half Secretariat Table	Half Secretariat Table ( steel) - size 54" (L) x 30" (W) x 30" (H) with 3 drawers & a Tea slate at right side and on cupboard at left side having automatic locking device , stainless steel keys in duplicate and foot rest structure with 1" ( Dia) x 18 SWG steel square Tubular frame and body will made out of 20 SWG steel CRC sheet. fitted with 3/4 " thick pre laminated board having PVC shoes provided at the bottom of each leg , finished with anti corrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 C oven baked stove enamel pint. Drawer made of CRC. Drawer shelf size 13 3/4" (W) x 16 1/2" (H) x 22" (D) having three drawers each of size 5" (H) x 8" (D) . Cupboard made of CRC , size 18 3/4 " (B) x 16 1/2" (H) x 22 " (D) having one shelf.	1
2	Office Table Steel	Size : 36" (L) x 24" (W) x 27" (H) or 48" (L) x 24" (W) x 30" (H) with 3 drawers on the right side having automatic locking device, s.s keys in duplicate. Foot rest structure with 1" Dia x 18 SWG steel square Tubular Frame and body will made out of 20 SWG steel CRC sheet fitted with 3/4" thick pre-laminated board at the top & having PVC shoes provided at the bottom of each leg., finished with anticorrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 degree centigrade , oven baked stove enamel paint. Drawer shelf made of CRC size 13" (B) x 18" (L) x 19" (D) having three drawers each of size 5" (H) x 15" (D) x 12" ( B).	7
3.	Chair	Having P.U. arm rest foam cushion seat & back seat cushion should be made of 1.5"thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of sent & back, structured with 1" dia x 14 SWG M.S. round steel tubular frame. finished with anticorrosive treatment by the process if hot-bath phosphate coating in seven tanks system and stoving enamel paint. Seat size : 460 mm W x 460 MM D Back size : 440 mm H x 460 MM W Overall size : 640 mm D x 570 mm W Seat height : 520 mm Back height : 890 mm	8



**Furniture for Municipal Management Cell (Contd.) :**

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No.
	Chair for visitors	<p>Without arm rest foam cushion seat &amp; back seat cushion should be made of 1.5" thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of seat &amp; back, structured with 1" dia x 14 SWG M.S. round steel tubular frame, finished with anticorrosive treatment by the process of hot-bath phosphate coating in seven tanks system and stoving enamel paint.</p> <p>Seat size : 460 mm W x 460 MM D  Back size : 440 mm H x 460 MM W  Overall size : 640 mm D x 570 mm W  Seat height : 520 mm  Back height : 890 mm.</p>	30
5.	Almirah without Locker	<p>1980 X 110 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door, top, bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Steel pre-treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Passivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amjino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p>	4
6.	File Cabinet	<p>Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom, sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish.</p> <p>Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D)</p>	6

**Furniture for Municipal Management Cell (Contd.) :**

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No.
7.	Table for Computer	Steel frame structure. Size : 48" (L) x 24" (B) x 30" (H), having one sliding key board tray, one bottom shelf with one partitioned space for placing CPU and other accessories along with one drawer of 12" (B) x 18" (D) x 8" (W), fitted with sunmica top of 1/4" thickness.	2
8.	Chair for Computer	Without arm, 5 castor wheel (PVC), powder coated frame, 3" cushion seat, 2" low back cushion covered by PP cloth.	2
9.	Liter Bin	Made of good quality plastic	4
10.	Notice Board	4' - 0" x 3' - 0" made of 19 mm thick good quality soft board as panel fixed within a frame of 60 mm x 35 mm on all sides jointed by tong & group system. Finely dressed and painted, having two hanging facilities at top.	1
11.	Display Board ( Documentation Soft Board)	Size: 8' x 4' made of 19 mm thick insulation board, tightly and fully covered in front and 100 mm wide at four borders and back side by soft blue felt. The board at the back side including the felt is further covered by a frame made of good quality hard wood of 100 mm x 25 mm section, (1 at top, 1 at bottom, 2 at 2 sides and 1 in central portion.), tightly fixed. The board at front is further bordered and tightly fixed at front with 100 mm x 20 mm good quality wood with water around at inner edge, traced and finished properly with varnish, the back side finished with one coat of painting over one coat of primer, having suitable hanging arrangement with hook and screw.	1
12.	Water Purifier	Voltage 230 V -AC, 20 w UV Lamp, Water flow rate not less than 3 ltrs. / min, water pressure within the range of 0.4 kg/sq.cm to 2.0 kg/sq.cm	1

\* Estimated cost of Furniture for MMC - 1.15 lakhs



B. List of Equipment along with specification and reqd. no. for Municipal Management Cell at ..... Municipality.

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No.
1.	Computer, Monitor, UPS, Printer	<p><b>Computer &amp; Monitor :</b></p> <p>Intel Pentium 4 2.66 GHZ 256 MB DDR 40 GB HDD 48X CD ROM 1.44 FDD Keyboard &amp; Mouse 15" Colour Monitor In built Audio</p> <p><b>UPS :</b> Capacity : 500 VA Supply Input Voltage : 150V - 265 V, 50 Hz +/- 3% Out Voltage (Nominal) : 230C AC +/- 7%, 50 Hz +/- 3% Output Voltage (Inverter) : 230C AC Single Phase +/- 3% Output Frequency (Inverter): 50 Hz +/- 1% Over Voltage Protection : Transfer to inverter, when supply voltage is 10% above nominal voltage. Retransfer to line at 5% of nominal voltage. UPS System : Line interactive type. Back Up Service : 20 Minutes.</p> <p><b>Printer : 24 pin Dot Matrix</b></p>	2 each
2.	FAX Machine ( if not existing)	Memory transmission & reception, Fax recognition system, Automatic document feeder, automatic paper cutter, Anti curl system, Poling, LCD display for easy programming, Polling function, Extension line transfer, Hands free speaker phone, Voice time , day stamp, Fax activity reporting.	1

\* Estimated cost of Equipment for MMC - 1.37 lakhs.

**C. List of Furniture along with specification and reqd. no. for HP  
at ..... Municipality.**

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No
1.	Steel Almirah without locker	<p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Steel pre-treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Pausivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p>	2
2	Metal Shelving Racks	<p>2130 x 910 x 450 mm, closed from three sides with five compartments of equal dimension. Build of CRCA sheet of 1.0 mm for back, shelves, top and sides with 0.8 mm thick sheet. M.S angles of 40 x 40 x 2 mm. All other specifications including pre treatment of steel and painting, finish etc. should be as specified for steel Almirah. Colour - T A Grey</p>	2
3	Steel Chair without arms	<p>Without arm rest foam cushion seat &amp; back seat cushion should be made of 1.5" thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of sent &amp; back, structured with 1" dia x 14 SWG M.S. round steel tubular frame. finished with anticorrosive treatment by the process if hot-bath phosphate coating in seven tanks system and stoving enamel paint.</p> <p>Seat size : 460 mm W x 460 MM D Back size : 440 mm H x 460 MM W Overall size : 640 mm D x 570 mm W Seat height : 520 mm Back height : 890 mm</p>	10





D. List of Furniture along with specification and reqd. no. for SHPs at ..... Municipality.

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No / SHP
1	Steel Almirah without Locker	<p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Steel pre-treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Passivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Baked at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p>	1
2	Steel Office Table	<p>Size : 36" (L) x 24" (W) x 27" (H) or 48" (L) x 24" (W) x 30" (H) with 3 drawers on the right side having automatic locking device, s.s keys in duplicate. Foot rest structure with 1" Dia x 18 SWG steel square Tubular Frame and body will made out of 20 SWG steel CRC sheet fitted with 3/4" thick pre-laminated board at the top &amp; having PVC shoes provided at the bottom of each leg., finished with anticorrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 degree centigrade . oven baked stove enamel paint. Drawer shelf made of CRC size 13" (B) x 18" (L) x 19" (D) having three drawers each of size 5" (H) x 15" (D) x 12" (B).</p>	2



**Furniture for Sub Health Post (SHP) (Contd.) :**

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No / SHP
3	Steel Chair without arms	Without arm rest foam cushion seat & back seat cushion should be made of 1.5" thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of seat & back, structured with 1" dia x 14 SWG M.S. round steel tubular frame, finished with anticorrosive treatment by the process of hot-bath phosphate coating in seven tanks system and stoving enamel paint. Seat size : 460 mm W x 460 MM D Back size : 440 mm H x 460 MM W Overall size : 640 mm D x 570 mm W Seat height : 520 mm Back height : 890 mm	3
4	Plastic moulded Chair without arms	Moulded chair without arms, size - 540 mm x 540 mm x 770 mm, made of good quality synthesis of polypropylene with co-polymer, colour - white / red / blue.	10
5	Revolving Stool Steel	Operation stool revolving ( to raise and lower ) made of 25 mm O.D x 2.65 tubular steel legs, welded joints, white enamelled with 3 mm dia. Spinal screw with full thread socket and 1.6 mm brass nickel plated or stainless steel perforated set - range 462.5 mm to 687.5 mm.	2
6	Sataranji (Dari)	Size : 9' x 12'	2

\* No. of SHPs under the scheme : 6

\* Estimated approximate cost @ 0.17 lakhs per SHP - Total ..... 1.02 ... lakhs.

OFFICE OF THE COUNCILLORS  
PURULIA MUNICIPALITY  
PURULIA

File

MEMO NO: D.F.I.D (H.H.W)/12 Dated, Purulia 1/12/04

104

To  
The Project Officer (Health)  
C.C.C  
State Urban Development Agency  
Salt Lake City, Kolkata. 700091



- 1 DEC 2004

Sub: Pre Training Evaluation Of The Selected Candidate HHW,s.  
Ref:

Madam,

sending herewith Pre Training of Health, Works (Voluntary) of Purulia Municipality.

PRE TRAINING EVALUATION OF HEALTH WORKERS(VOLUNTARY) OF PURULIA MUNICIPALITY  
IN ASSOCIATION WITH D.F.I.D. HELD ON NOVEMBER 2004

Sl No.	NAME	WARD	TOTAL MARKS	MARKS OBTAINED
		NO		
1	KAKALI CHAKRABORTY	02	30	26
2	LAKSMI PRAMANIK	02	30	23
3	MANASHI ROY(SENGUPTA)	02	30	26
4	ANNA PARAMANIK	01	30	20
5	RUBY CHATTOPADHYAY	17	30	25
6	LALITA KARMAKAR(RAJAK)	22	30	23
7	SUKLA SING	14	30	23
8	KIRAN SHOW	07	30	23
9	MANIKA HALDER(GOSWAMI)	06	30	23
10	RENU BALA KARMAKAR	09	30	25
11	SHYAMALI MUKHERJEE	21	30	25
12	YOTSNA MARDANA	18	30	19
13	KALPANA SAHIS	05	30	24
14	FRATIMA MODAK	16	30	24
15	KHAMARANI DUTTA	09	30	24
16	MONGALA KUNDU	21	30	23
17	ARPITA DUTTA	09	30	25
18	ANIMA BARAT	13	30	16
19	PADMA NANDI	17	30	21
20	REENA DUTTA	21	30	26
21	ANJALI DHIBAR	19	30	22
22	CHAINA HALDER	14	30	27
23	SWAPNA KUNDU	05	30	21
24	KRISHNA DEBNATH	16	30	23
25	SANDHYA DAS	11	30	23
26	LAKSHMI KHAN	18	30	18
27	PADMABATI KARMAKAR	03	30	24
28	DEEPIKA DEY	10	30	19
29	MALINI KARMAKAR	04	30	24



Sl No. 1st Panel				
1	ROSELEEN TIKA (ACHARYA)	04	30	20
2	KALPANA ROY	03	30	20
3	BULA MUKHERJEE	08	30	24
4	PUSHPA DAS	22	30	23
5	UMARANI DAS	22	30	22
6	SHIKHA BANERJEE	12	30	18

Sl No 2nd Panel				
1	SIMA DIGER	18	30	16
2	LAKHI ORANG	22	30	22
3	NIRMALA KARMAKAR (NANDI)	04	30	24

This for your information please

Thanking You,  
Yours Faithful

*[Signature]*  
Chairman,  
Purulia Municipality, Purulia

*[Handwritten signature]*  
11/12/24

পুরুলিয়া পৌরসভার কাউন্সিলারগণের কার্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাঙ্ক

Date 22-11-04

পুরুলিয়া-৭২৩১০১

পত্রাঙ্ক

Memo No. D.F.I.D(HHW)/08

Purulia-723101

To  
The CMOH  
Purulia.

Respected Sir,

May I request you to allow the following Person  
to join the HHW scheme as a trainer.

As you are aware that the following Person  
is being selected and trained (with your due  
permission) by SUDA as a Resource Person for  
the HHW scheme in Municipal area (PFID assisted)

And now as we have started our  
training Program from 16.11.2004 and will be  
continue for 45 days, each day will be div-  
ided in two session - 1st session 11 am - 1 P.m  
and 2nd session 2 p.m - 4 p.m.

you are requested to allow  
them to attended the training Program as a  
trainer, along with this letter we are also  
sending a tentative training schedule for a  
period of 15 days for your consideration.

The name of Resource Persons are:

- 1) Ms. Sandhya Bhadra - DPHN
- 2) Dr. Subhendu Mishra
- 3) Ms. Mainalini Roy - PHN

our Health Officer Dr. M.K. Jha is also

attending the Program as a trainer.

RECEIVED  
PURIJA MUNICIPALITY  
PURIJA


22/11/04  
Chairman  
PURIJA MUNICIPALITY



## TENTATIVE TRAINING SCHEDULE

TE	SESSION / TIME	RESOURCE PERSON / TRAINER
11.2004	1 <sup>st</sup> Half (11am - 1pm)	Ms. Sandhya Bhadra.
11.2004	2 <sup>nd</sup> Half (2pm - 4pm)	Dr. Subhendu Misra.
11.2004	2 <sup>nd</sup> Half (2pm - 4pm)	Dr. Subhendu Misra.
11.2004	1 <sup>st</sup> Half (11am - 1pm)	Mrs. Mrinalini Roy.
11.2004	1 <sup>st</sup> Half (11am - 1pm)	Ms. Sandhya Bhadra.
11.2004	2 <sup>nd</sup> Half (2pm - 4pm)	Mrs. Mrinalini Roy.
12.2004	1 <sup>st</sup> Half (11am - 1pm)	Dr. Subhendu Misra.
12.2004	2 <sup>nd</sup> Half (2pm - 4pm)	Mrs. Mrinalini Roy.
12.2004	1 <sup>st</sup> Half (11am - 1pm)	Dr. Subhendu Misra.
12.2004	2 <sup>nd</sup> Half (2pm - 4pm)	Mrs. Mrinalini Roy.
12.2004	1 <sup>st</sup> Half (11am - 1pm)	Ms. Sandhya Bhadra.
12.2004	2 <sup>nd</sup> Half (2pm - 4pm)	do
12.2004	2 <sup>nd</sup> Half (2pm - 4pm)	do
12.2004	2 <sup>nd</sup> Half (2pm - 4pm)	do
12.2004	2 <sup>nd</sup> Half (2pm - 4pm)	Dr. Subhendu Misra.
12.2004	2 <sup>nd</sup> Half (2pm - 4pm)	Mrs. Mrinalini Roy.

  
 HEALTH OFFICER  
 PURULLA MUNICIPALITY  
 PURULLA

  
 Chairman  
 PURULLA MUNICIPALITY

**DFID assisted Honorary Health Worker Scheme**  
**Status Report**  
**Purulia Municipality**  
**As on 01.10.2004**

Actions	Target Time	Status	Remarks
Constitution of Municipal H & FW Committee	By February, 2004	Constituted	
Forwarding BPL List	By March, 2004	Forwarded	
Engagement of MMC Personnel i.e. CDO, PHN, Acct. Asst., DEO	By May, 2004	Not yet known	
Writing up and submission of Project Proposal by ULB to CCC, SUDA	By July, 2004	Submitted in September, 2004	
Forwarding list of trainers for HHW's training	By July, 2004	Forwarded	
Notification floated for selection of HHW's	By May, 2004	Not copy of notification received	
Selection of HHW's	By June, 2004	No written communication received	to place the list in chairman in committee to forward that list by 11th Oct. to start training 15.10.04
Training of HHW's initiated by ULB	By August, 2004	Not initiated	
Procurement of Furn. and Equip. for training	By August, 2004	Not known	
Opening of Separate Bank A/C		Opened	
Requisition of fund		Requisitioned	
Fund received by ULB		1.02 lakhs	
U.C. submitted by ULB to CCC, SUDA		Not yet submitted.	

Chairman - Purulia 9434015966



**DFID assisted Honorary Health Worker Scheme**  
**Status Report**  
**Bankura Municipality**  
**As on 01.10.2004**

<b>Actions</b>	<b>Target Time</b>	<b>Status</b>	<b>Remarks</b>
Constitution of Municipal H & FW Committee	By February, 2004	Constituted	
Forwarding BPL List	By March, 2004	Received within due time	
Engagement of MMC Personnel i.e. CDO, PHN, Acct. Asst., DEO	By May, 2004	Communication received regarding joining of CDO, PHN & Acct. Asst. on 24.09.2004	
Writing up and submission of Project Proposal by ULB to CCC, SUDA	By July, 2004	A part of information has been sent	Executive Officer was intimated about the outstanding information required
Forwarding list of trainers for HHW's training	By July, 2004	Forwarded	
Notification floated for selection of HHW's	By May, 2004	Not known	
Selection of HHW's	By June, 2004	Not known	Last reminder sent on 23.08.2004
Training of HHW's initiated by ULB	By August, 2004	Not known	Do
Procurement of Furn. and Equip. for training	By August, 2004	Not known	Do
Opening of Separate Bank A/C		Opened	
Requisition of fund		Not requisitioned	
Fund received by ULB		NA	
U.C. submitted by ULB to CCC, SUDA		NA	

DM - P.K. MISRA

FAX 6019 250344

Trainers Trg - 11.10.04

CDO → 250367  
 EO → 250368

**DFID assisted Honorary Health Worker Scheme**  
**Status Report**  
**Bolpur Municipality**  
**As on 01.10.2004**

<b>Actions</b>	<b>Target Time</b>	<b>Status</b>	<b>Remarks</b>
Constitution of Municipal H & FW Committee	By February, 2004	Constituted	
Forwarding BPL List	By March, 2004	Received on 07.06.2004	
Engagement of MMC Personnel i.e. AHO, CDO, PHN, Acct. Asst., DEO	By May, 2004	Not known	No communication has yet been received in spite of repeated reminders.
Writing up and submission of Project Proposal by ULB to CCC, SUDA	By July, 2004	Not yet submitted	Last reminder sent on 21.09.2004.
Forwarding list of trainers for HHW's training	By July, 2004	Forwarded	
Notification floated for selection of HHW's	By May, 2004	Copy of notification not yet been received	
Selection of HHW's	By June, 2004	Not known	Last reminder sent on 21.09.2004.
Training of HHW's initiated by ULB	By August, 2004	Not known	Do
Procurement of Furn. and Equip. for training	By August, 2004	Not known	Do
Opening of Separate Bank A/C		Opened	
Requisition of fund		Not requisitioned	
Fund received by ULB		NA	
U.C. submitted by ULB to CCC, SUDA		NA	



**DFID assisted Honorary Health Worker Scheme**  
**Status Report**  
**Bishnupur Municipality**  
**As on 01.10.2004**

<b>Actions</b>	<b>Target Time</b>	<b>Status</b>	<b>Remarks</b>
Constitution of Municipal H & FW Committee	By February, 2004	Constituted on June, 2004	
Forwarding BPL List	By March, 2004	Received on May, 2004	
Engagement of MMC Personnel i.e. AHO, CDO, PHN, Acct. Asst., DEO	By May, 2004	Not known	No communication has yet been received in spite of repeated reminders.
Writing up and submission of Project Proposal by ULB to CCC, SUDA	By July, 2004	Not yet submitted	Last reminder sent on 23.08.2004.
Forwarding list of trainers for HHW's training	By July, 2004	Not yet forwarded	
Notification floated for selection of HHW's	By May, 2004	Not known	
Selection of HHW's	By June, 2004	Not known	Last reminder sent on 23.08.2004.
Training of HHW's initiated by ULB	By August, 2004	Not known	
Procurement of Furn. and Equip. for training	By August, 2004	Not yet done	Do
Opening of Separate Bank A/C		Opened	Do
Requisition of fund		Not requisitioned	
Fund received by ULB		NA	
U.C. submitted by ULB to CCC, SUDA		NA	

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/DFID/04/256

Date .....  
30.09.2004

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

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

Sub : Submission of Project Proposals by Krishnagar, Purulia & Cooch Behar Municipality in connection with DFID assisted Honorary Health Worker Scheme.

Sir,

The Project Proposals written by Krishnagar, Purulia & Cooch Behar Municipality and processed by CCC, SUDA are submitted for favour of your kind perusal and approval.


Enclo. : As stated.

SUDA-Health/DFID/04/256(1)

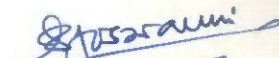
CC

Dr. A.K. Ghosh, Chief Technical Officer, SPSRC, DHFW

Yours faithfully,

  
Project Officer

30.09.2004

  
Project Officer

o/c



**OFFICE OF THE COUNCILLORS  
PURULIA MUNICIPALITY  
PURULIA.**

Memo No 1401 Dated, Purulia 11/10 /04

To  
The Project Officer ( Health )  
C.C.C.  
State Urban Development Agency  
Salt lake City, Kolkata:- 700091



**12 OCT 2004**

Sub :- list of the Selected candidates HHW.s.  
Ref:- SUDA Health/ DFID / 04 /237 dated 21.08.04.

Madam,

In reference to your letter mentioned above , sending herewith the name of selected candidates as follows :-

Sl No	Name of Candidate ( Regular )	Ward No.
1	Kakali Chakraborty	02
2	Lakhi Paramanik.	02
3	Manashi Roy ( Sengupta )	02
4	Anna Paramanik.	01
5	Rubi Chotlopadhyay.	17
6	Latika karmakar ( Rajak )	22
7	Shukla Singh.	14
8	Kiran Sao.	07
9	Monika Halder ( Goswami )	06
10	Renu Bala Karmakar.	09
11	Shyamali Mukherjee.	21
12	Jyotsna Merdana.	18
13	Kalpna Sahis.	05
14	Pratima Modak.	16
15	Khamarani Dutta. ( Modak )	00
16	Mangala Kurdu.	21
17	Arpita Dutta.	08
18	Anima Barat.	13
19	Padma Nandi.	17
20	Rina Dutta. ( Daripa )	21
21	Anjali Dhibar.	19
22	China Halder	14
23	Swapna Kundu.	05
24	Krishna Debnath ( Ghosh )	16
25	Sandhya Das.	11
26	Lakhi Khan.	18
27	Padmabati karmakar.	03
28	Dipika Dey.	10
29	Malini Karmakar.	04

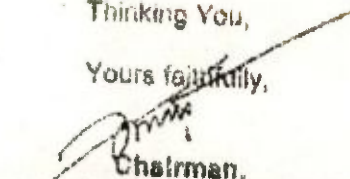
Sl No.	Name of Candidate ( 1 <sup>st</sup> Panel )	Ward
1.	Rosline Tikka Acharjee.	04
2.	Kalpana Ray.	03
3.	Bula Mukherjee.	08
4.	Pushpa Das.	22
5.	Uma Kani Das.	22
6.	Sikha Banerjee.	12

Sl No.	Name of Candidate ( 2 <sup>nd</sup> Panel )	Ward
1.	Sima Diger.	18
2.	Lakhi orang.	22
3.	Nirmala Karmar (Nandi)	04.

This is for your information Please.

Thinking You,

Yours faithfully,

  
Chairman,  
Purulia Municipality, Purulia.



**DFID assisted Honorary Health Worker Scheme**  
**Status Report**  
**Purulia Municipality**  
**As on 01.10.2004**

<b>Actions</b>	<b>Target Time</b>	<b>Status</b>	<b>Remarks</b>
Constitution of Municipal H & FW Committee	By February, 2004	Constituted	
Forwarding BPL List	By March, 2004	Forwarded	
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Requisition of fund		Requisitioned	
Fund received by ULB		1.02 lakhs	
U.C. submitted by ULB to CCC, SUDA		Not yet submitted.	

**SUDA**

URGENT

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. SUDA-Health/DFID/04/ 257

Date 30.09.2004

From : Director  
SUDA

To : ✓ The Chairman  
Purulia Municipality

**Sub : Review meeting on DFID assisted Honorary Health Worker Scheme.**

Sir,

The Apex Advisory committee in its 6<sup>th</sup> review meeting of DFID assisted Honorary Health Worker Scheme on 02.09.2004, chaired by MIC, MA & UD Dept. has observed that your municipality could not yet achieve the action-wise targets set up for the scheme. You may kindly appreciate that unless speedy actions are taken, the project work could not be completed within the schedule time.

A separate meeting has been slated on 04.10.2004 at SUDA, ILGUS Bhavan at 12 Noon to have a discussion in the matter to expedite the progress.

You are requested kindly to make it convenient to be present in the said meeting along with the key Project Official to have a fruitful discussion.

Yours faithfully,



Director, SUDA

SUDA-Health/DFID/04/ 257(1)  
CC

30.09.2004

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

/

Director, SUDA



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/DFID/04/ 257

Date 30.09.2004

From : Director  
SUDA

To : The Chairman  
Purulia Municipality

Sub : Review meeting on DFID assisted Honorary Health Worker Scheme.

Sir,

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You are requested kindly to make it convenient to be present in the said meeting along with the key Project Official to have a fruitful discussion.

Yours faithfully,

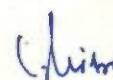


Director, SUDA

SUDA-Health/DFID/04/ 257(1)  
CC

30.09.2004

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



Director, SUDA



পুরুলিয়া পৌরসভার কাউন্সিলারগণের কার্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাক্ষ

পত্রাক্ষ

Date 28.9.04

Memo No. 1269Mh.

পুরুলিয়া-৭২৩১০১

Purulia-723101

To  
The Project Officer (Health),  
C.C.C.  
State Urban Development Agency,  
ILGUS BHAVAN,  
H-C Block, Sector- III,  
Bidhahnagar,  
Saltlake City,  
Kolkata - 700 091.



30 SEP 2004

Madam,

Please to inform you that as per telephonic discussion with you regarding an estimate of Refurbication work under D.F.I.D. Project for the purpose of SHP Centre furnishing below :

01. At Alangidanga Community Hall,  
Estimate Cost Rs. 9,294/-
02. At Telkalpara Community Hall  
Estimate cost Rs. 25,780/-

More over D.F.I.D. project needs 6 (six) nos SHP Centre. We have our own premicess for S H P Centre 2 (two) nos. so Rent 4 (four) nos. S H P Centre to be required in rent @ Rs. 650/- per month per Centre which is accumulate Rs. 31,200/- yearly.

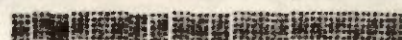
The required money for Rent of Rs. 31,200/- should be included in the Budget.

Thanking you in anticipation.

Yours faithfully ,

Chairman

Purulia Municipality





Estimate for, Rehabilitation of Existing Community Hall which  
 Situated at the side of (a) Telcol para & (b) Alangidaga  
 under Purulia Municipality.

[The rates are as per P.W.D (W.C.I) Schedule of rate effect from 1st August 2002]

P-74  
 item-10

- ① Stripping off worn out plaster and racking out joints of walls, ceilings etc. upto any height and in any floor including removing rubbish and stacking anywhere within the compound as directed.

$$107.50 \text{ m}^2 @ \text{Rs } 5=80 / \text{m}^2 \dots \dots \dots = \text{Rs. } 623=50$$

P-72  
 item-6

- ② Dismantling artificial stone floor upto 50 mm thick by carefully chiselling without damaging the base and removing rubbish as directed within a lead of 75 metre.

$$23.23 \text{ m}^2 @ \text{Rs. } 16=00 / \text{m}^2 \dots \dots \dots = \text{Rs. } 371=68.$$

P-70  
 item-①

- ③ Dismantling all types of masonry excepting cement concrete plain or reinforced, stacking serviceable materials at site and removing rubbish as directed within a lead of 75 metre. (In ground floor including roof).

$$6.73 \text{ cu.m.} @ \text{Rs. } 132=00 / \text{cu.m}^3 \dots \dots \dots = \text{Rs. } 888=36.$$

P-346  
 item-I.

- ④ Scraping of moss, blisters etc. thoroughly from exterior surface of walls necessitating the use of scraper, wire brush etc.

$$325.15 \text{ sq.m.} @ \text{Rs } 2=30 / \text{m}^2 \dots \dots \dots = \text{Rs. } 747=84$$

P-360  
 item-①

- ⑤ Removing loose scales, blisters etc from old painted surface and thoroughly smoothening the surface to make the same suitable for receiving fresh coat of paint.

$$118.91 \text{ m}^2 @ \text{Rs } 2=00 / \text{m}^2 \dots \dots \dots = \text{Rs } 237=80.$$

c/o  $\dots \dots \text{Rs } 2869=18.$



P-336  
Item: (iii) b.

⑥ Plaster (to wall, floor, Ceiling etc) with Sand and Cement mortar, including rounding off or camfering Corners as directed and racking out joints or roughening of Concrete Surface where necessary.

(a) (with 4:1 Cement mortar 15 mm. thick plaster)

$$107.50 \text{ m}^2 @ \text{Rs } 49=00/\text{m}^2 \dots \dots \dots = \text{Rs } 5267=50.$$

⑦ Artificial Stone in floor, dado, Staircase etc. with Cement Concrete (4:2:1) with Stone chips, laid in panels as directed with topping made with ordinary Cement, including smooth finishing and rounding off corners and including application of Cement Slurry before flooring works. using Cement @ 175 kg/sq.m all Complete including all materials and labour. (B 25 mm. thick)

(a) floor:- 23.23 m<sup>2</sup>

(b) dado:- 8.78 m<sup>2</sup>  
outside.

$$32.01 \text{ m}^2 @ \text{Rs } 86=00/\text{m}^2 \dots \dots \dots = \text{Rs } 2752=86.$$

⑧ Brick work with 1st class bricks in Cement mortar (6:1) in Super store.

$$6.73 \text{ m}^3 @ \text{Rs } 1307=00/\text{m}^3 \dots \dots \dots = \text{Rs } 8796=11.$$

⑨ Labour for taking out door and window frame with horns and including Shutter for repair or replacement of different parts of the frame and refixing the same including mending good all damages complete.

$$6 \text{ No. } @ \text{Rs } 39=00/\text{each} \dots \dots \dots = \text{Rs } 234=00.$$

⑩ wood work in door and window frame fitted and fixed Complete including a protective coat of painting at the Contact Surface of the frame. (Sal. local).

(a) door frame:-  $2 \times 17'6" \times 0'3" \times 0'4" = 2.89 \text{ ch}$

(b) window frame:-  $2 \times 18'0" \times 0'3" \times 0'4" = 2.97 \text{ ''}$

$$\underline{5.86 \text{ ch}}$$

$$= 0.17 \text{ m}^3 @ \text{Rs } 26751=00/\text{m}^3 \dots \dots \dots = \text{Rs } 4547=67$$

⑪ ~~wood work~~  
wooded Sash bar 50 mm x 35 mm upto 1200 mm. length with Coach Screw and flat iron clamps. (40 mm x 5 mm) fitted and fixed complete in any position.

$$12 \text{ Nos } @ \text{Rs } 137=00/\text{each} \dots \dots \dots = \text{Rs } 1644=00$$

$$\text{cto} \dots \text{Rs } 26111=32.$$



$\Delta F \dots \text{Rs } 2611 = 32$

- ⑫ Colour washing with pigments of any shade with a coat of white wash priming including cleaning and smoothening surface thoroughly.

(a) External Surface (one coat of colour wash).

256.87 m<sup>2</sup> @ Rs. 570.00 / % m<sup>2</sup> . . . . . = Rs. 1464.16

- ⑬ oil bound distemper (synthetic) to interior wall ceiling with a coat of priming (as per manufacturer's specification) including cleaning and smoothening surface (two coats).

$192.38 \text{ m}^3 @ \text{Rs } 26.00/\text{m}^3 = \text{Rs. } 5001.88$

- \* ~~16~~ Removing loose scales, blisters etc from old painted surface and thoroughly smoothening the surface to make the same suitable for receiving fresh coat of paint.

- (14) Painting with best quality Synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the surface if necessary.

(a) On timber surface :- {one coat (with any shade except white)}

118.91 m<sup>2</sup> @ Rs 21=00/m<sup>2</sup> ----- = Rs. 2497=11

$$= \text{Rs } 35074 = 47$$

= Say Rs 35074.00

(Rupees thirty six thousand and seventy four only)

Estimated by:- Hahab  
(L.E.E)

স্বাক্ষরিত  
স্বাক্ষরিত  
স্বাক্ষরিত



Details measurement for,  
(a) Telcol para Community Hall  
(b) Alangi danga Community Hall

(a) For Telcol para Community Hall:-

item no ① Stripping off worn out plaster:-

Inside		(a) Outside	
1x 10'-0" x 12'-0" =	120.00 sh	1x 30'-0" x 6'-0" =	180.00 sh
1x 15'-0" x 3'-0" =	45.00 "	1x 30'-0" x 7'-0" =	210.00 "
1x 20'-0" x 5'-9" =	115.00 "	1x 24'-6" x 6'-0" =	147.00 "
1x 12'-0" x 3'-6" =	42.00 "		<u>537.00 sh</u>
1x 29'-0" x 2'-3" =	65.25 "		
	<u>387.25 sh</u>		
			= 49.89 m <sup>2</sup> @ Rs 5=80/m <sup>2</sup> = Rs 289.36
			387.25 sh = 35.98 m <sup>2</sup> @ Rs 5=80/m <sup>2</sup> = Rs. 208.68

item no ② Dismantling Artificial Stone floor:-

For Telcol para Community Hall:

1x 14'-0" x 3'-0" =	42.00 sh
1x 5'-0" x 5'-0" =	25.00 "
1x 3'-0" x 2'-0" =	6.00 "
1x 31'-0" x 1'-6" =	46.00 "
	<u>119.00 sh</u>
	= 11.05 m <sup>2</sup> @ Rs 16=00/m <sup>2</sup> = Rs. 176.80

item no ③ Dismantling all types of Masonry:-

For Telcol para Community Hall:

(a) platform:-

1x 30'-0" x 0'-10" x 1'-1" =	26.89 ch
1x 14'-0" x 0'-10" x 1'-6" =	17.43 "
Parapet:- 1x 20'-0" x 0'-10" x 1'-3" =	20.75 "
1x 17'-0" x 0'-10" x 1'-3" =	17.64 "
Step:- 4x 6'-0" x 1'-8" x 0'-6" =	20.04 "
4x 6'-0" x 0'-10" x 0'-6" =	9.96 "

partition wall:-  
1x 8'-0" x 14'-0" x 0'-10" = 92.96 "

205.67 ch = 5.82 m<sup>3</sup> @ Rs 132=00/m<sup>3</sup> = Rs. 768.24

item no - 4 Scraping of moss, blisters etc. thoroughly from external surface:-

For Telcol para Community Hall:-

2x 30'-0" x 14'-0" =	840.00 sh
2x 24'-6" x 14'-0" =	686.00 "
2x 1/2 x 24'-6" x 5'-6" =	134.74 "
2x 2x 24'-6" x 1'-6" =	147.00 "
2x 30'-0" x 1'-8" =	100.20 "
1x 24'-6" x 1'-8" =	40.91 "
2x 14'-0" x 11'-0" =	308.00 "
2x 8'-0" x 11'-0" =	88.00 "
	<u>2344.85 sh</u>

2344.85 sh = 217.84 m<sup>2</sup> @ Rs 2=30/m<sup>2</sup> = Rs. 501.03

c/o. Rs. 1944=11



item no: - 5 Removing loose seals, blisters etc. ....  
 For Teleol para Community Hall: -

B/F -- Rs ~~1057.48~~  
 Rs 1944=11

$$6 \times 7'-0" \times 4'-0" \times 2\frac{1}{2} = 420.00 \text{ sh}$$

$$6 \times 5'-0" \times 4'-0" \times 2\frac{1}{2} = 300.00 "$$

$$10 \times 2'-0" \times 1'-6" \times 2 = 60.00 "$$

$$2 \times 30'-0" \times 1'-6" = 90.00 "$$

$$2 \times 24'-6" \times 1'-6" = 73.50 "$$

$$943.50 \text{ sh} = 87.65 \text{ m}^2 @ \text{Rs } 2=00/\text{m}^2 \dots \dots = \text{Rs. } 175=30.$$

item no: - 6 Plaster (to wall, floor, ceiling etc) ....

For Teleol para Community Hall: -

(with 4:1 Cement mortar 15 mm. thick.)

Area Same as item no. - ①

$$= (a) :- 49.89 \text{ m}^2$$

$$(b) :- 35.98 "$$

$$85.87 \text{ m}^2 @ \text{Rs. } 49=00/\text{m}^2 \dots \dots = \text{Rs } 4207=65$$

item no: - ⑦ A.S.F. (For Teleol para Community Hall).

Area Same as item no. - ② = 119.00 sh.

deduct -

$$1 \times 30'-0" \times 1'-3" = 37.50 "$$

$$1 \times 28'-0" \times 1'-3" = 35.00 "$$

$$191.50 \text{ sh} = 17.79 \text{ m}^2$$

Step: -

$$4 \times 6'-0" \times 2'-9" = 66.00 \text{ sh}$$

$$= 6.13 \text{ m}^2$$

$$23.92 \text{ m}^2 @ \text{Rs } 86=00/\text{m}^2 = \text{Rs. } 2057=17.$$

item no: - ⑧ Brick work. (6:1) (Teleol para)

Area same as item no: - ③

$$= 5.82 \text{ m}^3 @ \text{Rs. } 1307=00/\text{m}^3 \dots \dots = \text{Rs. } 7606=74$$

item no: - ⑨ (Teleol para).

Labour for taking out door & window's frames

$$6 \text{ nos } @ \text{Rs } 39=00/\text{each} \dots \dots = \text{Rs. } 234=00.$$

item no: - ⑩ wood work in door & window's frame.

$$\text{For teleol para } 2 \times 17'-6" \times 0'-3" \times 0'-4" = 2.89 \text{ ch}$$

$$\text{For Alangidanga } 2 \times 18'-0" \times 0'-3" \times 0'-4" = 2.97 "$$

$$5.86 \text{ ch}$$

$$= 0.17 \text{ m}^3 @ \text{Rs } 26751=00/\text{m}^3 \dots \dots = \text{Rs } 4547=77$$

for Teleol para community Hall

$$\text{C/O } = \text{Rs } 20776=60$$

$$2 \times 17'-6" \times 0'-3" \times 0'-4" = 2.89 \text{ ch}$$

$$= 0.08 \text{ m}^3 @ 26751=00/\text{m}^3$$

$$= \text{Rs } 2140=08$$

$$\text{C/O } = \text{Rs } 18364=95$$



Rs 18364-95  
B/F - Rs 20776-62

Item no: (11) wooden Sush bar: - (for Teleolpara.)

8 nos. @ Rs 137=00/each = Rs. 1096=00

Item no: (12) Colour washing (for Teleolpara.)

Area same as item no: (4) =  $217.84 m^2$  @ Rs 570=00/ $m^2$  = Rs. 1241=69.

Item no: (13) oil bound distemper (inside)  
(for Teleolpara Community Hall)

$2 \times 30'-0" \times 12'-0" = 720.00 \text{ sq ft}$

$2 \times 22'-0" \times 12'-0" = 528.00 \text{ sq ft}$

$2 \times 14'-0" \times 8'-0" = 224.00 \text{ sq ft}$

$1472.00 \text{ sq ft} = 136.75 m^2$  @  $26=00/m^2$  = Rs. 3555=50

Item no: 14 Painting.

$6 \times 7'-0" \times 4'-0" \times 2.5 = 420.00 \text{ sq ft}$

$6 \times 5'-0" \times 4'-0" \times 2.5 = 300.00 \text{ sq ft}$

$10 \times 2'-0" \times 1'-6" \times 2.0 = 60.00 \text{ sq ft}$

$2 \times 30'-0" \times 1'-6" = 90.00 \text{ sq ft}$

$870 \text{ sq ft} = 80.82 m^2$  @  $Rs 21=00/m^2$  = Rs.

$780 \text{ sq ft} = 72.46 m^2$  @  $Rs 21=00/m^2$  = Rs. 1521=66.

= Rs 25779=80

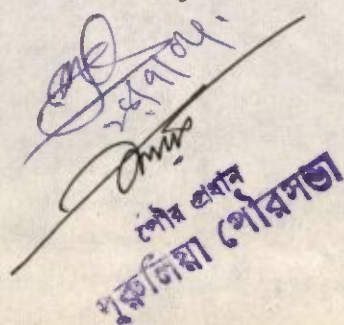
(Rupees twenty five thousand seven hundred and eighty only). - Say Rs 25780=00

(a) For Teleolpara Community Hall:- Rs 25780=00.

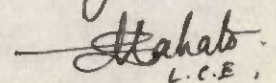
(b) for Alangidanga Community Hall:- = Rs. 9294=00

Grand Total = Rs 35074=00.

(Rupees thirty five thousand and seventy four only)

  
লীলা দাস  
মুকুতিমা গৌরমতা

Estimated by:-

  
L.C.E.



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/DFID/04/ 257

Date 30.09.2004

From : Director  
SUDA

To : The Chairman  
Purulia Municipality

Sub : Review meeting on DFID assisted Honorary Health Worker Scheme.

Sir,

The Apex Advisory committee in its 6<sup>th</sup> review meeting of DFID assisted Honorary Health Worker Scheme on 02.09.2004, chaired by MIC, MA & UD Dept. has observed that your municipality could not yet achieve the action-wise targets set up for the scheme. You may kindly appreciate that unless speedy actions are taken, the project work could not be completed within the schedule time.

A separate meeting has been slated on 04.10.2004 at SUDA, ILGUS Bhavan at 12 Noon to have a discussion in the matter to expedite the progress.

You are requested kindly to make it convenient to be present in the said meeting along with the key Project Official to have a fruitful discussion.

Yours faithfully,

*[Signature]*  
30/9/04

Director, SUDA

SUDA-Health/DFID/04/ 257(1)  
CC

30.09.2004

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

*[Signature]*  
30/9/04

Director, SUDA

*[Handwritten mark]*

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

Ref No. SUDA-Health/DFID/04/237

Date 21.09.2004

**From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA****To : The Chairman,  
Purulia Municipality****Sub : DFID assisted Honorary Health Worker Scheme.**  
**Sir,****1) With regard to positioning of manpower at MMC -**

Selection and engagement of personnel at MMC is most important for proper monitoring and supervision of the scheme. Hope, in the mean time you have already selected and engaged personnel i.e. AHO, Community Development Officer, Public Health Nurse, Accounts Asstt., Data Entry Operator at MMC. You are requested to let this office know the above information in the prescribed format given below :

A	Date of notification floated for selection and engagement of personnel at MMC.
B	Date of selection by Municipal Level Health & FW Committee.
C	Name of candidates selected against each category.
D	Date of joining of candidate of each category.

**2) With regard to HHWs selection - As you have already selected HHWs under this scheme, you are requested to send the list of HHWs as per the format given below :**

SL. No.	Name of the Candidate (Regular)	Ward No.
	Name of the Candidate (1 <sup>st</sup> panel)	
	Name of the Candidate (2 <sup>nd</sup> panel)	

*Contd. to P-2.*



- 3) With regard to HHWs training - This office communication No. SUDA-Health/DFID/04/184 dt. 20.08.2004 may be referred to.

You are requested to let this office know whether you have initiated HHWs training.

- 4) With regard to writing of Project Proposal - this office letter no. SUDA-Health/DFID/04/180 dt. 17.08.2004 may kindly be referred to. You are requested to expedite submission of the following information within 24.09.2004 positively.

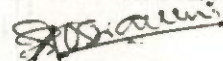
(a) Covered floor area for providing services at SHPs , (b) List of works to be done for refurbication, (c) Actual estimates cost on the basis of required works are to be mentioned against each.

- 5) Procurement of equipment & furniture for training - this office communication no. SUDA-Health/DFID/04/122 dt. 28.05.2004 may kindly be referred to. As equipment & furniture for training is most important logistics for fruitful training, you are requested to let this office know regarding status on procurement of the same.

- 6) Submission of SOE :

Rs. 1,02,000/- was released to you on 11.06.2004 for incurring expenditure towards DFID assisted Honorary Health Worker Scheme. You are requested to expedite submission of SOE as per prescribed financial guideline and proforma already provided to you, to enable CCC, SUDA to submit the same to DHFW at the earliest.

Yours faithfully

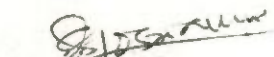
  
Project Officer

21.09.2004

SUDA-Health/DFID/04/237(1)

C.C

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

  
Project Officer

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ...SUDA-Health/DFID/04/219

Date .....02.09.2004

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

To : The Chairman  
Purulia Municipality

Sub : DFID assisted Honorary Health Worker Scheme.

Sir,

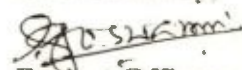
Reference is invited to your communication bearing memo no. 948/M4 dt. 21.08.2004.

Acknowledgement receipt enclosed by you with the above communication has not been admitted by the accounts section. You are requested kindly submit the money receipt as per proforma enclosed.

With regard to maintenance of Forms, Registers for Cash Book / Journals etc., you are requested kindly to send the Accounts Assistant of MMC if already engaged, if not, the person who is conversant with maintenance of accounts, to the office of CCC, SUDA for discussion and sharing. Such discussions may kindly be set on mutually convenient date and time on prior confirmation through telephone.

Enclo. : As Stated.

Yours faithfully,

  
Project Officer

SUDA-Health/DFID/04/219(1)

02.09.2004

CC

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

  
Project Officer



..... Municipality

**Miscellaneous Receipt****West Bengal Municipal (Finance and Accounting)****Form No. 39**

No. ....

Date : .....

Received from Project Officer, Health, SUDA the sum of Rupees  
...../- (Rupees ..... ) only on account of  
expenditure in connection with DFID assisted Honorary Health Worker Scheme.

Vide Demand Draft No. .... Dt. ....

Rs. ..../-

**Chairman,****Revenue Stamp**

..... Municipality

পুৰুলিয়া পৌৰসভাৰ কাউন্সিলারগণের কার্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাঙ্ক \_\_\_\_\_

পত্রাঙ্ক \_\_\_\_\_

Date \_\_\_\_\_

Memo No. \_\_\_\_\_

পুৰুলিয়া-৭২৩১০১

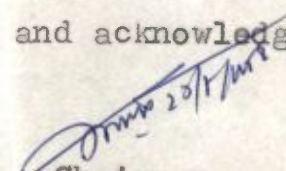
Purulia-723101

ACKNOWLEDGEX RECEIPT.

From: The Project Officer,  
SUDA, Health Wings,

Received with thanks for Rs. 1,02,000.00 (Rupees one Lakh two thousand) only in the form of Demand Draft bearing D.D.No. 032860 dated 11.6.2004 on account of H H W Scheme DFID Purulia Municipality.

This is for your information and acknowledge receipt.

  
Chairman,  
Purulia Municipality.

XXXX





পুরুলিয়া পৌরসভার কাউন্সিলারগণের কার্যালয়  
Office of the Councillors  
Purulia Municipality

নিম্ন  
পত্রাঙ্ক

Date 21.8.04  
Memo No. 348/MH

পুরুলিয়া-৭২৩১০১  
Purulia-723101

To: The Project Officer(Health),  
C.C.C.  
State Urban Development Agency,  
H-C Block, Sector- 111,  
Bidhan Nagar,  
Kolkata: 700091.

Madam,

This is to acknowledge receipt of your Bank Draft No. 032860 dated 11.06.2004 for Rs. 1,02,000.00 (Rupees one lakh ~~six thousand~~ two thousand) only which has since been deposited in our Savings Bank Account No. 1254, opened in the name of CHAIRMAN H.H.W. SCHEME DFID PURULIA. A money receipt for the same is enclosed.

2. Further you are requested kindly to let us know as to whether you have prepared any standard forms, Registers for Cash Book, Journals etc etc., If the same has been prepared kindly arrange to send the same for our necessary action. In case you wish we will send our representative to collect the same.

Thanking you

*ml*  
21.8.04

Yours faithfully;

*[Signature]*  
Chairman,  
Purulia Municipality.

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No: SUDA-Health/DFID/04/182

Date: 17.08.2004

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

To : The Chairman,  
.....*Purulia*..... Municipality

Sub : Release of Training material for ensuing HHW's training under  
DFID assisted Honorary Health Worker Scheme to 11 municipalities.

Sir/ Madam,

The following Training materials are provided to your ULB to be used by the trainers during  
HHWs training.

A. Slides :

1. HIV / AID Infection - 1 set,
2. Management of Cough - 1 set,
3. ~~Diarrhoea~~ management - 1 set,
4. ~~New born~~ care - 1 set,
5. ~~Immunisation~~ - 1 set,
6. Weaning food and energy - 1 set,
7. Communication in Health - 1 set,
8. ~~Breast feeding~~ - 1 set,

B) Chart : - 4 Nos.

- C) Pre-evaluation Questionnaire for HHWs -2nos. These are to be xeroxed according to the nos. of regular and panel HHWs and distributed to the candidates in the pre-evaluation session which are to be evaluated by the HO/ AHO and ACMOH or his representative. Each question carries 1 (one) mark. The evaluation sheet indicating name of the candidates and marks obtained may kindly be forwarded to the undersigned for documentation by DHFW.

*Received  
M. C.  
17/8/04*  
SUDA-Health/DFID/04/182(1-11)

CC

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

Yours faithfully,  
*[Signature]*  
Project Officer  
17.08.2004

*[Signature]*  
Project Officer



**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****SUDA-Health/DFID/04/184**  
Ref No. ....**20.08.2004**  
Date .....**From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA****To : The Chairman,  
Coochbehar / Jangipur / Baharampur / Suri /  
✓ Purulia / Kalna / Krishnagar / Medinipur Municipality.****Sub : HHWs training under DFID assisted Honorary Health Worker Scheme.****Sir,**

Since the trainer's training has already been completed on 18.08.2004 in respect of your ULB, you are requested to start HHWs (selected as regular, 1<sup>st</sup> and 2<sup>nd</sup> panel candidates) training as per prescribed schedule for HHW training course (vide enclosure).

1. The following training materials are to be provided to each HHW :

(a) Suitable folder - 1, (b) Exercise book no. 12 - 1, (c) Ball pen - 1, (d) Pencil - 1, (e) Eraser - 1, (f) Sharpener - 1, (g) Scale - 1, (h) Nirdeshika for HHWs and Family Schedule (both in Bengali), which are to be Xeroxed from the Training Material Booklet already provided to the trainers. For Nirdeshika Xeroxing will cover 70 pages. Additionally Form No. A-1, A-2 and Growth monitoring graph are also to be xeroxed. For Family Schedule - xeroxing will cover 13 pages.

2. The rates of expenditure to carry out the said training are detailed below :

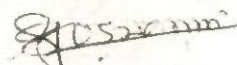
- (a) Training material per HHWs not exceeding Rs. 300/-.
- (b) Tea and Tiffin @ Rs. 30/- per HHW per day.
- (c) Mobility support @ Rs. 20/- per HHW per day.
- (d) Trainer's fee @ Rs. 150/- per trainer for two hour session.
- (e) Contingency not exceeding 10% of the total expenditure.

*Contd. to P-2.*

3. You are requested to conduct a **pre-training examination and evaluation** as per questionnaire already provided to you under this office memo no. SUDA-Health/DFID/04/182 dt. 17.08.2004.

The Schedule dates for each daylong session are to be indicated along with training venue, course co-ordinator, trainer's name in the prescribed training schedule and a copy of the same may kindly be forwarded to the undersigned.

Yours faithfully,



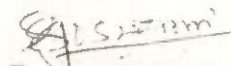
Project Officer

20.08.2004

SUDA-Health/DFID/04/184(1)

C.C

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



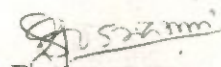
Project Officer

20.08.2004

SUDA-Health/DFID/04/184(2)

C.C

Finance Officer, CCC, SUDA



Project Officer



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****SUDA-Health/DFID/04/180****17.08.2004**

Ref No. ....

Date .....

**From : Dr. Shibani Goswami  
Project Officer****To : The Chairman  
Purulia Municipality****Sub : Writing of Project Proposal by the Municipality wrt  
DFID assisted Honorary Health Worker Scheme.**

Sir,

Reference is invited to your communication bearing memo no. 663/MG dt. 15.07.2004 on the above subject. On scrutiny the following observations have been made :

Item No. of your Project Proposal	Observations
3. (Back ground)	Location of the town in West Bengal Map has not been included.
3. (Page no. 8)	A copy of resolution of last meeting of Municipal Level Health & FW Committee held on 07.07.2004 enclosed which does not speak about writing of Project Proposal and submission of the same to CCC, SUDA.
4. (Municipal Maps showing SHPs and HPs)	3 HPs have been demarcated by you in the map. Apropos approval of the concept of the project by DFID / DHFW, one no. of HP to your ULB has been fixed which has already been communicated to you. So you are requested to submit a fresh Municipal Map showing six SHPs and one HP.
7. (Page No. 19)	List of Private Facility (Nursing Home) and NGO / CBO - including name and address has not been enclosed. You are requested to enclose the same.

Contd. to P-2.

Item No. of your Project Proposal	Observations
9. (D) (Page No. 36)	Only one no. of PHN is authorised for MMC at your ULB. But in the table you have shown 2 nos. of PHN.  You are requested to reconcile and amend the same.
10. (Page No. 41)	(a) Covered floor area for providing services at respective SHPs, (b) list of works to be done for refurbication, (c) actual estimated cost on the basis of required works are to be mentioned against each.
11. (Page No. 42)	Name of MMC members are to be mentioned.
11. (Page No. 43)	Name of the members of Health & FW Committee are to be mentioned.

You are requested to send the above mentioned information by special messenger so as to include in the Project Proposal at the earliest to facilitate onward transmission of the same to DHFW by this month positively for approval.

Yours faithfully,

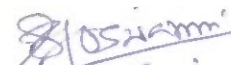
  
Project Officer

SUDA-Health/DFID/04/180(1)

17.08.2004

C.C

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

  
Project Officer



পুৰুলিয়া পৌরসভার কাউন্সিলারগণের কাৰ্যালয়  
Office of the Councillors  
Purulia Municipality

দিনাংক

পত্রাংক

Date 19.6.04

Memo No. 486/MCC/

1176  
21 JUN 2004

পুৰুলিয়া-৭২৩১০১  
Purulia-723101

To  
The Director  
State Urban Development Agency,  
H.C.Block, Sector-III,  
Salt Lake City,  
Kolkata-700091



Dr. Goswami  
21/6/04

22 JUN 2004

Sir,

I am sending herewith a notification in regard to  
absorption of H.H.W. under D.F.I.D.Scheme for your kind  
notice and display in your notice Board.

Thanking you,

Yours faithfully,

Chairman

Purulia Municipality.

19/06/04



- : বিজ্ঞপ্তি : -

D.F.I.D-এর সহায়তায় H.H.W. Scheme-এর জন্য স্বল্পসংখ্যক কর্মী পদের জন্য নিম্নলিখিত Form-এ আবেদন করুন।

প্রতি,  
গৌরপ্রসন্ন  
পুল্লিনিয়া গৌরমতো.

স্বাক্ষর,

আমি D.F.I.D-এর সহায়তায় H.H.W. Scheme-এর জন্য স্বল্পসংখ্যক কর্মী পদের জন্য আবেদন করছি। নিম্নে বিবরণ দিলাম।

১. নাম: -
২. পিতা/স্বামী: -
৩. ঠিকানা: -
৪. বয়স (প্রায়শঃ)
৫. শিক্ষাগত যোগ্যতা (প্রায়শঃ)

উপরোক্ত বিবরণী সঠিক বলিয়া আমি নিশ্চিত করিতেছি।

স্বাক্ষর

- : যোগ্যতা : -

১. - কেবলমাত্র B.P.L. তালিকাভুক্ত মহিলাদের জন্য (প্রায়শঃ)
২. - শিক্ষাগত যোগ্যতা - ন্যূনতম অষ্টম শ্রেণী.
৩. - বয়স সীমা ৩৫ বৎসর থেকে ৪৫ বৎসর পর্যন্ত.

আবেদন পর জমাদেস্তার শেষ তারিখ: - ০৫/০৭/২০০৪.

আবেদন পর জমাদেস্তার সময়: -

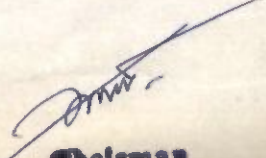
বেলা ২২টা হইতে বিকাল ৪টা পর্যন্ত (সোমবার হইতে শুক্রবার)  
বেলা ২২টা হইতে বেলা ২২টা পর্যন্ত (শনিবার).

আবেদন পর জমাদেস্তার স্থান: -

স্বাক্ষর-অফিসারিকের দপ্তর.  
পুল্লিনিয়া-গৌরমতো.  
পুল্লিনিয়া

উপরোক্ত বিজ্ঞপ্তি, পুল্লিনিয়া দপ্তর, মাননীয় অধ্যক্ষ, পুল্লিনিয়া সমাধি, পুল্লিনিয়া প্রাঙ্গণ, ডিন চোখা, ইত্যাদি পরিবার সম্বন্ধে প্রকাশ করা হইতে পারে।

এই বিজ্ঞপ্তির প্রতিলিপি, মাননীয় অধ্যক্ষ, পুল্লিনিয়া জেলা পরিষদ, জেলাশাসক পুল্লিনিয়া, স্বাক্ষর অফিসারিক পুল্লিনিয়া, বঙ্গ অফিসারিক S.U.D.A-তে প্রেরণ করা হইবে।

  
Chairman  
Purulia Municipality



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/DFID/04/130**

Date **10.06.2004**

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

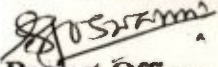
To : **The Chairman,**  
**Purulia Municipality**

Sub : **Release of Fund towards expenditure in connection with  
DFID assisted Honorary Health Worker Scheme.**

Sir,

Kindly refer to your memo no. 279/MH dt. 01.06.2004 where you have requested to release a sum of Rs. 1,02,910/- for the above purpose. It has already been intimated by you that Bank A/C has been opened on Purulia Central Co-operative Bank Ltd. bearing A/C no. 1254. You are requested to mention the name of the Account to facilitate issuance of A/C Payee Demand Draft by this office.

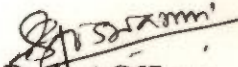
Yours faithfully,

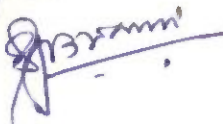
  
Project Officer

SUDA-Health/DFID/04/130(1)  
CC

10.06.2004

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

  
Project Officer

For Project Officer  


**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****SUDA-Health/DFID/04/115**

Ref No. ....

Date .....02.06.2004

**From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman,  
Purulia Municipality****Sub : Grass-root Level Manpower and Health Facilities under  
DFID assisted Honorary Health Worker Scheme.**

Sir,

Apropos no. of BPL population submitted by you, the grass-root level manpower and health facilities have been worked out as indicated in the tables below :-

Table - 1

BPL Population restricting to 25% of total population @ census 2001	No. of Blocks	No. of HHWs (Regular)	1 <sup>st</sup> Panel for replacement of HHWs to be upgraded to FTS (20% of regular HHWs)	2 <sup>nd</sup> Panel for filling of the vacancies, if required in future (10% of regular HHWs)	Total no. of HHWs to be selected and trained	No. of Regulars HHWs to be engaged after completion of successful training
28442	29	29	6	3	38	29

Table - 2

Target no. of SHP / No. of FTSs	No. of HP	Manpower of HP					
		PTMO	ANM	Clerk cum SK	Attendant	Sweeper	Night Guard
6 / 6	1	3	3	1	1	1	1

- While writing project proposal the above nos. of grass root level manpower and health facilities are to be taken into cognizance.



- 2 -

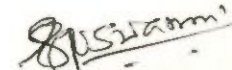
- During selection of HHWs no. of regular candidates and both the panel candidates are to be strictly adhered to. The lists of both panel candidates are to be prepared serially on merit basis. Thus total no. of HHWs and the panel candidates should undergo training at a time. After successful completion of the training only the regular HHWs are to be engaged. Guideline for selection of HHWs have already been issued by this office.
- No. of SHPs as specified in Table - 2 are to be identified more or less centrally to the BPL population to be served under that particular SHP to facilitate easy access.
- FTSs for SHP are to be selected from amongst the HHWs working at least for 6 months. Detail guideline will be issued in due course.
- The Health Post (HP) is to be identified ideally in central point of all SHPs.
- Manpower of HP i.e. Part time Medical Officer, ANM, Clerk cum Store Keeper, Attendant, Sweeper and Night Guard are to be selected through the process like Notification, Receipt of Applications, Interview and Selection by Health & FW Committee and approval by Board of Councillors. Selection process may start now. Engagement instruction will be issued by this office only after approval of your project proposal by the DHFW. The personnel are to be engaged on contractual basis for the period upto 31.01.2005.
- Working hours of the grass root level personnel will be from 12 noon to 4 p.m.
- Honorarium for the grass root level personnel apropos approved project proposal are as under :-

(Amount in Rs.)

Personnel	HHW	FTS	PTMO	ANM	Clerk cum SK	Attendant	Sweeper	Night Guard
Honorarium per person per month	750/-	920/-	1600/-	1250/-	850/-	650/-	450/-	450/-

You are requested kindly to take necessary action accordingly.

Yours faithfully,

  
Project Officer  
02.06.2004

SUDA-Health/DFID/04A\5(1)

CC

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

  
Project Officer

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****SUDA-Health/DFID/04/122**

Ref No. ....

Date **28.05.2004****From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman,  
Purulia Municipality****Sub : Procurement of Equipment and Furniture for training under  
DFID assisted Honorary Health Worker Scheme.**

Sir,

Reference is invited to this office communication bearing no. SUDA-Health/DFID/04/16 dt. 25.02.2004 where immediate actions to be undertaken by your municipality has been detailed.

To facilitate conduction of different training programmes under the project at your municipal level, a list of equipment and furniture have been approved by the Competent Authority (list enclosed along with technical specification and estimated cost). Procurement is to be done by the municipality through Municipal Management Cell maintaining the Govt. norms.

You are requested to submit requisition so that necessary fund can be placed with you.

Enclo. : As stated.

**SUDA-Health/DFID/04/122 (1)**

CC


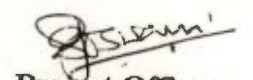
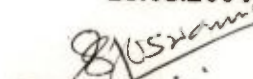
The Project Director, HHW Scheme - DFID, Purulia Municipality - for kind information and necessary action.

**SUDA-Health/DFID/04/122 (2)**

CC

**Finance Officer, Health Wing, SUDA.**

Yours faithfully,

  
**Project Officer  
28.05.2004**  
**Project Officer  
28.05.2004**  
**Project Officer**



List of Equipment for training for ..... *Perulia* ..... Municipality.

Sl. No.	Brief Description of Item	Technical Specification	Quantity Required Per ULB
1.	Overhead Projector 351 mm (W) x 400 mm (L) x 255 mm (H)	Overhead Projector with 285 mm x 285mm single element lens, twin lamp facility (24 V 250 W), two step - high and low (intensity), 4 m Power Cable, internal thermostat switch, lamp off when stage is opened. Weight 9.5 Kg. approx.	1
2.	Screen for Overhead Projector 52" x 70" with stand (folding)	Material-High quality plastic specially designed for projection screen colour - milk white when folded - Encased in galvanised steel encasing 75" x 2.5 " x 2.5 " Top of the screen fixed on tubular steel rod 75" in length x 3/4" in diameter. Stand : Total height - 105" stand of tubular steel on two portion, upper half stainless steel at the top of which fixed projected hook which the stretched screen is hanged, the lower half of steel tube 1" diameter stands on tripod stand, reinforced to make it stable, the upper half should be telescopically adjustable inside the lower half, of tube when folded with 3 locking arrangement for erecting the fully stretched screen on the stand. At the top of lower half of tubular steel a handle is fixed to make it handy and erecting the screen. All steel tube and encasing should be rust proof treated with anticorrosion treatment and specially painted to have attractive scratch resistant, glossy and durable surface. Colour of painting of stand & encasing to be T.A. grey.	1
3.	Automatic slide Projector 35 mm.	<ul style="list-style-type: none"> <li>• Compact range for 3 Magazine system.</li> <li>• Automatic focussing with remote control.</li> <li>• Halogen lamp 24 V/150-200 Watt.</li> <li>• Weight 3.5 - 4.5 Kg.</li> <li>• Overheating protection device.</li> <li>• Auto focus / Remote focus.</li> </ul>	1
4.	White Board	White Board with stand size: 3' x 2' or 3' x 4', wall mounting type for use of both alcohol and water base markers.	1

List of Furniture for training for ..... *Purnulia* ..... Municipality :

Sl. No.	Brief Description of Item	Technical Specification	Required No.	Estimated Rate (Rs.)
1.	Steel Almirah without locker	<p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Teel pre- treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Pausivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p>	1	4400.00
2.	Chair	Moulded chair without arms, size - 540mm x 540 mm x 770 mmm. Made of good quality synthesis of polyproplein with co-polymer, colour - white / red / blue.	70	210.00 (Each)



**List of Furniture for training ( contd.) :**

Sl. No.	Brief Description of Item	Technical Specification	Quantity Required Per ULB
3.	Table	Half Secretariat Table ( steel) - size 54" (L) x 30" (W) x 30" (H) with 3 drawers & a Tea slate at right side and on cupboard at left side having automatic locking device , stainless steel keys in duplicate and foot rest structure with 1" ( Dia) x 18 SWG steel square Tubular frame and body will made out of 20 SWG steel CRC sheet, fitted with 3/4 " thick pre laminated board having PVC shoes provided at the bottom of each leg , finished with anti corrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 C oven baked stove enamel pint. Drawer made of CRC. Drawer shelf size 13 3/4" (W) x 16 1/2" (H) x 22" (D) having three drawers each of size 5" (H) x 8" (D) . Cupboard made of CRC , size 18 3/4 " (B) x 16 1/2" (H) x 22 " (D) having one shelf.	2
4.	File Cabinet Steel	Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom , sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish. Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D)	2

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No **SUDA-Health/DFID/04/124**

Date ..... **28.05.2004**

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

**To : The Chairman,**  
Purulia Municipality

**Sub : Financial Guideline in connection with DFID assisted Honorary Health Worker Scheme in 11 new municipalities.**

Sir,

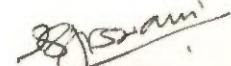
This office communication bearing no. SUDA-Health / DFID/04/43 dt.31.3.2004 in this regard may kindly be referred to.

Financial guideline in connection with DFID assisted Honorary Health Worker Scheme is enclosed herewith which may be strictly adhered to.

Information regarding opening of separate Bank A/C for the project, jointly operated by the Chairman and the Project Director is yet to be received. You are requested kindly to expedite the same and submit requisition so that necessary fund can be placed with you.

Enclo : As stated.

Yours faithfully,

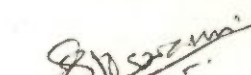
  
Project Officer

**SUDA-Health/DFID/04/124 (1)**

CC

**28.05.2004**

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

  
Project Officer



**DFID Assisted HHWs Scheme**  
**Statement of Expenditure (SOE)**

Name of the Municipality .....

For the month of ....., 2004

SL No.	Item of Expenditure	Expenditure (Amount in Rs.)
1.	Sensitization / Orientation sessions	
2.	Training of Trainers	
3.	Training of HHWs	
4.	Participatory Need Assessment	
5.	Procurement of Furniture	
6.	Procurement of Equipment	
7.	a) Procurement of I.E.C. Materials	
	b) Procurement of Training Materials	
8.	Salaries for Management & Supervision Cell at UJ.B	
9.	Salaries for Management Cell at SUDA (Not applicable for UJ.B)	
10.	Honorarium for grass root level functionaries	
11.	Rent	
12.	Rehabilitation	
13.	Operation & Maintenance (Sundries, Printing, Postage & Telephone, TA/DA, Car hire Charges etc.)	
14.	Consultants of DHFW (Not applicable for ULB)	
15.	Documentation (Project proposal writing)	
16.	Innovative (Base line by External Agency) (Not applicable for ULB)	
	<b>TOTAL</b>	

Signature of Chairman / Project Director

## Financial Guideline

1. A separate cash book is to be maintained. Head of A/Cs for each type of expenditure is to be recorded in the cash book quoting voucher no., narration of the expenditure, stating the party to whom paid and cheque no. etc.
2. Pay order for each type of expenditure is to be given either by the Project Director or by the Chairperson of the concerned Municipality.
3. Revenue stamp for the payment exceeding Rs. 500/- is to be affixed in the bill.
4. Utilisation Certificate (U.C.) is to be forwarded to this office by tenth of the following month along with :-
  - a) Xerox copies of bills and vouchers duly authenticated by either Chairperson of the Municipality or the Project Director.
  - b) A summary sheet showing Sl. No., Voucher No. & Date, Nature of Expenditure and Amount (Rs.).
  - c) A certificate to the effect that " the amount has not been claimed earlier".
  - d) Monthly statement of expenditure (Format enclosed).
5. Advance payment should not be treated as payment and included in the U.C. Only actual payment, the expenditure is to be included in the Utilisation Certificate. .



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No: ~~SUDA-Health~~/DFID/04/92

Date ...20.05.2004

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

To : The Chairman,  
Kochbihar, Bankura, Purulia, Jangipur, Krishnanagar Municipality.

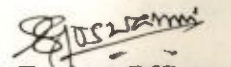
Sub : Discussion on writing of Project Proposal by the ULB in connection  
with DFID assisted Honorary Health Worker Scheme

Sir,

Apropos telephonic discussion on date, you are requested to make it convenient to be present in the discussion session on the subject mentioned above at SUDA, Health Wing on 27.05.2004 at 2 P.M.

In this connection, it is to mention that the personnel who will be involved by you in writing Project Proposal are also to be present to participate in the said discussion session.

Yours faithfully,

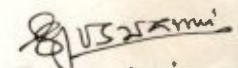
  
Project Officer

SUDA-Health/DFID/04/92(1-5)

20.05.2004

CC

Project Director, Kochbihar, Bankura, Purulia, Jangipur, Krishnanagar Municipality for favour of kind information and necessary action please.

  
Project Officer

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/DFID/04/75

11.05.2004.....

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

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

Sub : Forwarding documents on selection and engagement of manpower  
under DFID assisted Honorary Health Worker Scheme .

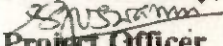
Sir/ Madam,

The documents i.e. (a) Notification, (b) Selection by Municipal Level Health & FW committee, (c) Minutes of the Board Meeting approving the selection, (d) Engagement order along with job responsibilities and joining report will be required by this office for selection and engagement of manpower at MMC of your ULB.

The similar documents will also be required for selection and engagement of manpower at Block and HP Level, as and when applicable.

The above documents are to be forwarded to DHFW by this office for documentation on process indicators.

You are requested to forward the same to the undersigned as soon as engagement is over for each category.

Yours faithfully,  
  
Project Officer  
11.05.2004

SUDA-Health/DFID/04/75(1-8)

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

  
Project Officer

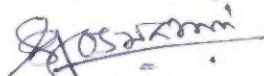


**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No **SUDA-Health/DFID/04/28**Date .....**16.03:2004****From : Project Officer  
Health Wing, SUDA****To : The Chairman,  
Purulia Municipality****Sub : Information on constitution of Municipal Level Health & FW Committee,  
and nomination of the Project Director by the DM in respect of DFID  
assisted HHW scheme.****Sir,**

A meeting of Apex Advisory Committee, chaired by MOS, MA Dept. will be held shortly where status on DFID assisted HHW scheme will be discussed. For the purpose, you are requested to transmit the information to the undersigned as detailed below :

<b>Municipal Level Health &amp; FW Committee constituted</b>	<b>Yes / No</b>
<b>If yes</b>	<b>Date of Constitution</b>
<b>Total No. of meetings held so far</b>	
<b>Important decision taken</b>	
<b>Whether ADM has been nominated by the DM to act as Project Director</b>	<b>Yes / No</b>
<b>If yes, name of the Project Director</b>	

You are requested kindly to furnish the said information by 18.03.2004 through Fax no. 033 2359-3184 for onward transmission to the said committee.

**Yours faithfully**  
**Project Officer**

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ....

Date .....

SUDA-Health/DFID/04/43

31.03.2004

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

To : The Chairman,  
Purulia Municipality

Sub : Financial Guideline in connection with DFID assisted Honorary  
Health Worker Scheme in 11 new municipalities.

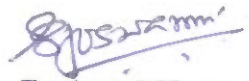
Sir,

Financial guideline in connection with DFID assisted Honorary Health Worker Scheme is enclosed herewith which may be strictly adhered to.

Information regarding opening of separate Bank A/C for the project, jointly operated by the Chairman and the Project Director is yet to be received. You are requested kindly to expedite the same and submit requisition so that necessary fund can be placed with you.

Yours faithfully,

Enclo : As stated.

  
Project Officer

SUDA-Health/DFID/04/43(1)

31.03.2004

CC

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

  
Project Officer



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No. ....

Date .....

SUDA-Health/DFID/04/43

31.03.2004

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

To : The Chairman,  
Purulia Municipality

Sub : Financial Guideline in connection with DFID assisted Honorary  
Health Worker Scheme in 11 new municipalities.

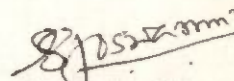
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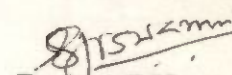
  
Project Officer

SUDA-Health/DFID/04/43(1)

31.03.2004

CC

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

  
Project Officer

**DFID Assisted HHWs Scheme**  
**Statement of Expenditure (SOE)**

Name of the Municipality .....

For the month of ....., 2004

Sl. No.	Item of Expenditure	Expenditure (Amount in Rs.)
1.	Sensitization / Orientation sessions	
2.	Training of Trainers	
3.	Training of HHWs	
4.	Participatory Need Assessment	
5.	Procurement of Furniture	
6.	Procurement of Equipment	
7.	a) Procurement of I.E.C. Materials	
	b) Procurement of Training Materials	
8.	Salaries for Management & Supervision Cell at UJLB	
9.	Salaries for Management Cell at SUDA (Not applicable for UJLB)	
10.	Honorarium for grass root level functionaries	
11.	Rent	
12.	Rehabilitation	
13.	Operation & Maintenance (Sundries, Printing, Postage & Telephone, TA/DA, Car hire Charges etc.)	
14.	Consultants of DHFW (Not applicable for ULB)	
15.	Documentation (Project proposal writing)	
16.	Innovative (Base line by External Agency) (Not applicable for ULB)	
	<b>TOTAL</b>	

Signature of Chairman / Project Director



## Financial Guideline

1. A separate cash book is to be maintained. Head of A/Cs for each type of expenditure is to be recorded in the cash book quoting voucher no., narration of the expenditure, stating the party to whom paid and cheque no. etc.
2. Pay order for each type of expenditure is to be given either by the Project Director or by the Chairperson of the concerned Municipality.
3. Revenue stamp for the payment exceeding Rs. 500/- is to be affixed in the bill.
4. Utilisation Certificate (U.C.) is to be forwarded to this office by tenth of the following month along with :-
  - a) Xerox copies of bills and vouchers duly authenticated by either Chairperson of the Municipality or the Project Director.
  - b) A summary sheet showing Sl. No., Voucher No. & Date, Nature of Expenditure and Amount (Rs.).
  - c) A certificate to the effect that " the amount has not been claimed earlier".
  - d) Monthly statement of expenditure (Format enclosed).
5. Advance payment should not be treated as payment and included in the U.C. Only actual payment, the expenditure is to be included in the Utilisation Certificate.

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/ 54

Ref No. ....

Date ..... 06.04.2004

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

To : The Chairman,  
Purulia Municipality

Sub : Procurement of Equipment and Furniture for training under  
DFID assisted Honorary Health Worker Scheme.

Sir,

Reference is invited to this office communication bearing no. SUDA-Health/DFID/04/16 dt. 25.02.2004 where immediate actions to be undertaken by your municipality has been detailed.

To facilitate conduction of different training programmes under the project at your municipal level, a list of equipment and furniture have been approved by the Competent Authority (list enclosed along with technical specification and estimated cost). Procurement is to be done by the municipality through Municipal Management Cell maintaining the Govt. norms.

You are requested to submit requisition so that necessary fund can be placed with you.

Enclo. : As stated.

SUDA-Health/DFID/04/ 54(1)

CC

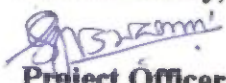
The Project Director, HHW Scheme - DFID, Purulia Municipality - for kind information and necessary action.

SUDA-Health/DFID/04/ 54(2)

CC

Finance Officer, Health Wing, SUDA.

Yours faithfully,



Project Officer  
06.04.2004



Project Officer  
06.04.2004



Project Officer



List of Furniture for training for ..... *Purnelia* ..... Municipality :

Sl. No.	Brief Description of Item	Technical Specification	Required No.	Estimated Rate (Rs.)
1.	Steel Almirah without locker	<p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Teel pre- treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Pausivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p>	1	4400.00
2.	Chair	Moulded chair without arms, size - 540mm x 540 mm x 770 mmm. Made of good quality synthesis of polyproplein with co-polymer, colour - white / red / blue.	70	210.00 (Each)

List of Equipment for training for ..... *Pierrelia* ..... Municipality :

Sl. No.	Brief Description of Item	Technical Specification	Required No.	Estimated Rate (Rs.)
1.	Overhead Projector 351 mm (W) x 400 mm (L) x 255 mm (H)	Overhead Projector with 285 mm x 285mm single element lens, twin lamp facility (24 V 250 W), two step - high and low (intensity), 4 m Power Cable, internal thermostat switch, lamp off when stage is opened. Weight 9.5 Kg. approx.	1	11000.00
2.	Screen for Overhead Projector 52" x 70" with stand (folding)	Material-High quality plastic specially designed for projection screen colour - milk white when folded - Encased in galvanised steel encasing 75" x 2.5 " x 2.5 " Top of the screen fixed on tubular steel rod 75" in length x 3/4" in diameter. Stand : Total height - 105" stand of tubular steel on two portion, upper half stainless steel at the top of which fixed projected hook which the stretched screen is hanged, the lower half of steel tube 1" diameter stands on tripod stand, reinforced to make it stable, the upper half should be telescopically adjustable inside the lower half of tube when folded with 3 locking arrangement for erecting the fully stretched screen on the stand. At the top of lower half of tubular steel a handle is fixed to make it handy and erecting the screen. All steel tube and encasing should be rust proof treated with anticorrosion treatment and specially painted to have attractive scratch resistant, glossy and durable surface. Colour of painting of stand & encasing to be T.A. grey.	1	2100.00
3.	Automatic slide Projector 35 mm.	<ul style="list-style-type: none"> <li>• Compact range for 3 Magazine system.</li> <li>• Automatic focussing with remote control.</li> <li>• Halogen lamp 24 V/150-200 Watt.</li> <li>• Weight 3.5 - 4.5 Kg.</li> <li>• Overheating protection device.</li> <li>• Auto focus / Remote focus.</li> </ul>	1	9500.00
4.	White Board	White Board with stand size: 3' x 2' or 3' x 4', wall mounting type for use of both alcohol and water base markers.	1	2700.00



List of Furniture for training for ..... Municipality ( contd.) :

Sl. No.	Brief Description of Item	Technical Specification	Required No.	Estimated Rate (Rs.)
3.	Table	Half Secretariat Table ( steel) - size 54" (L) x 30" (W) x 30" (H) with 3 drawers & a Tea slate at right side and on cupboard at left side having automatic locking device , stainless steel keys in duplicate and foot rest structure with 1" ( Dia) x 18 SWG steel square Tubular frame and body will made out of 20 SWG steel CRC sheet, fitted with 3/4 " thick pre laminated board having PVC shoes provided at the bottom of each leg , finished with anti corrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 C oven baked stove enamel pint. Drawer made of CRC. Drawer shelf size 13 3/4" (W) x 16 1/2" (H) x 22" (D) having three drawers each of size 5" (H) x 8" (D) . Cupboard made of CRC , size 18 3/4 " (B) x 16 1/2" (H) x 22 " (D) having one shelf.	2	2500.00 (Each)
4.	File Cabinet Steel	Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom , sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish. Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D)	2	3400.00 (Each)



Memo no. 2595 (7)/MH/

Date 26/2/04


To  
The One representative  
from project officer of  
Health SUDA  
Kolkata

27 FEB 2004



A meeting will be held on 03.03.2004 at 3 p.m. in the Chamber of Chairman, Purulia Municipality to discuss the implementation of Pilot Project with DFID assistance to launch the Honorary Health Workers Scheme as per resolution issued vide G. O. NO/HF/O/PHP/658//0/98 dated 25.09.2002.

You are requested to attend the meeting.

  
CHAIRMAN  
PURULIA MUNICIPALITY



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal****SUDA-Health/DFID/04/16**

Ref No. ....

Date **25.02.2004****From : Project Officer,  
Health, SUDA****To : The Chairman  
..Purulia..... Municipality****Sub : Immediate actions to be undertaken under DFID assisted HHW Scheme.****Sir,**

Reference is invited to the points of discussions during meeting session of MOS, MA Dept. wrt DFID assisted HHW Scheme held at SUDA Conference Hall on 12.02.2004.

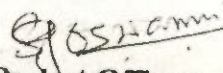
The immediate actions to be undertaken by your municipality are as under :

Sl. No.	Actions	Target Period	Remarks
1.	To constitute municipal level Health & FW Committee apropos GO bearing no. HF/O/PHP/658/O-23/98 dt. 25.09.2002	February, 2004	For Krishnagar, Bishnupur and Purulia Municipality.
2.	To forward new BPL list approved by DM to the Project Officer.	February, 2004	For Bolpur and Bishnupur.
3.	To engage personnel of the Municipal Management Cell (MMC) apropos GO no. 86/MA/P/C-10/3S-51/2003 dt. 22.01.2004.	February, 2004	To forward the information along with list containing name and designation to the Project Officer.
4.	Sensitisation session on the said project (1 day) Participants - All Councillors.	February, 2004	Training materials like folder, pen, note pad, copies of guidelines in Bengali be distributed to the participants. Working tiffin, hiring of venue (if necessary), audio visual media like LCD / Overhead Projector be arranged for the purpose. Provisional budget including contingent expenditure is Rs. 10,000/- for 40 participants.
5.	Sensitisation session on the said project (1 day) Participants - NGOs, CBOs, IMA, ACMOH and Supdt. of hospital.	- do -	- do - Tentative cost - 10,000/- for 40 participants.

Sl. No.	Actions	Target Period	Remarks
6.	Sensitisation session on the said project (1 day) Participants - Women representatives from community.	Feb. - Mar., 04	- do - Tentative cost Rs. 12,000/- for 50 participants.
7.	Orientation session on R.C.H. (2 days) by faculty Participants - Community Women.	- do -	- do - Training materials will also include relevant papers on R.C.H. Approx. Rs. 10,000/- for 50 participants.
8.	Orientation Workshop by faculty on participatory need assessment, field trial and project formulation. (2 days) Participants - The team (at least ten nos.) comprising of CDO, PHN, HO / AHO, committed persons of CDS and others selected by the Chairman.	March, 2004	- do - Approx. Rs. 5,000/- for 2 days.
9.	Participatory need assessment with BPL population under the project by the team.	March, 2004	Approx. Rs. 15,000/- for 2 days.
10.	Write up project proposal by the ULB.		
11.	Submission of the project proposal by the ULB to Health Wing, SUDA.	March, 2004	
12.	Identification of trainers (Doctors - 2, Nurse - 2) and forwarding the names to the Project Officer.	February, 2004	
13.	Opening of separate Bank A/C for the project - Joint operation by ADM / SDO and the Chairman and forwarding the account no. to Health Wing, SUDA for taking action to release fund.	February, 2004	
14.	Selection of HHW	April, 2004	
15.	Training of HHW	April to June, 2004	
16.	Accommodation for Sub-health post, health post identification	May, 2004	
17.	Selection of personnel for HP.	Apr. - May, 04	
18.	Training of personnel for HP.	- do -	

You are requested kindly to take necessary steps to materialise the action plan within stipulated time period, as these will be the indicators of achievement for quarterly evaluation of the project.

Yours faithfully,

  
Project Officer



পুৰুলিয়া পৌরসভার কাউন্সিলারগণের কার্যালয়  
Office of the Councillors  
Purulia Municipality - 6 FEB 2004



দিনাঙ্ক

পত্রাঙ্ক

Date 06/02/04

Memo No. 2461 (M.C.)

পুৰুলিয়া-৭২৩৩০১

Purulia-723101

To  
The Director of Local Bodies,  
West Bengal Deptt. of Municipal  
Affairs, Writers Building,  
Kolkata-7 - 91

SUDA

Sector III, HC Block  
Salt Lake City

Sub: Submission of list of B.P.L. of  
Purulia Municipality.

Sir,

The B.P.L. list of the 22 (Twenty two) nos of wards under Purulia Municipality has been prepared with almost and consultation care under supervision of Councillors of the concerned head at the time of Survey by the Municipal Staff. The B.P.L. list is being submitted to you for information and necessary action.

Thanking you

Yours faithfully;

*[Signature]*  
Chairman,  
Purulia Municipality.

(ମାଧ୍ୟମିକ)

ଅନୁଷ୍ଠାନ

ସି. ବି. ଏଲ ଏଲ ଶୁକ୍ରାନ୍ତ ଗାୟକ

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স্বাক্ষরিত (স্বাক্ষর)

স্বাক্ষর

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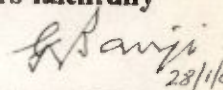
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CHAIRMAN  
PURULIA MUNICIPALITY

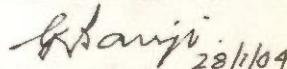
**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****SUDA-Health/DFID/04/12 (1-11)**  
Ref No. ....Date ...**28.01.2004****From : Director, SUDA****To : The Chairman,  
Kochbihar, Jangipur, Berhampur, Suri, Bolpur, Purulia, Bankura,  
Bishnupur, Kalna, Krishnanagar, Medinipur Municipality****Sub : Meeting of MOS, MA Dept. in connection with DFID assisted  
honorary health worker scheme in 11 Municipalities****Sir / Madam,**

I am directed to inform you that pursuant to launching of the aforesaid programme wef. 01.02.2004, a meeting will be held to discuss the course of action with regard to implementation of the project at the Conference Hall of SUDA, ILGUS Bhavan, HC Block, Sector - III, Salt Lake on 12.02.2004 at 11 A.M.

You are requested kindly to make it convenient to attend the meeting along with your Councillor-in-Charge of Health & Health Officer / Asst. Health Officer (if any).

**Yours faithfully**  
**Director, SUDA****28.01.2004****SUDA-Health/DFID/04/12(1-6)****Copy forwarded to :**

1. P.S. to MOS, M.A. Dept. - for kind information of MOS.
2. Secretary, M.A. Dept. - for kind information.
3. Shri Rajeev Dube, Spl. Secretary (Project), Health & FW Dept.
4. Jt. Director, ILGUS
5. Dr. N.G. Gangopadhyay
- ..... With the request to make it convenient to attend the meeting.
6. Dr. Shibani Goswami - Project Officer, Health SUDA - for information and further necessary action to organise the meeting.

  
**Director, SUDA****Tel/Fax No.: 359-3184***Informed Head CLK on 29.1.04  
at 1.30 Pm*



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

Ref No. .... SUDA-Health/DFID/04/10 (174)

Date ... 21.01.2004

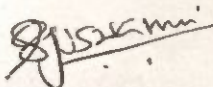
**From : Project Officer  
Health Wing, SUDA****To : The Chairman,  
Kochbihar / Bolpur / Bankura / Purulia Municipality****Sub : Information on formation of Municipal Level Health & FW Committee,  
submission of BPL list and positioning of Health Officer of M.A. Dept. in  
respect of DFID assisted HHW scheme.**

Sir,

Further to MA Dept. communication bearing no. 1403-S/04 dt. 19.01.2004, you are requested to provide the following information immediately for onward transmission to the Compctent Authority.

1. Formation of Municipal Level Health & FW Committee - wrt. this office letter no. SUDA-Health/DFID/ULB(Pt. I)/2003/04 dt. 16.12.03. If not yet formed, the said committee is to be formed immediately as the project will be launched wef. 01.02.2004.
2. Submission of BPL list - wrt. this office letter no. SUDA-Health/DFID/ULB(Pt. I)/2003/03 dt. 16.12.03.
3. Positioning of Health Officer of MA Dept. in your municipality.

Yours faithfully

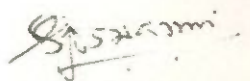
  
Project Officer

Tel/Fax No.: 359-3184

**SUDA****URGENT****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health\DFID\ULBs\ (Pt. D) 2003\03**Date ..... **16.12.2003****From : Project Officer  
Health Wing, SUDA****To : The Chairman,  
Purulia Municipality****Sub : DFID assisted HHW Scheme- submission of BPL list.****Sir,**

I am directed to request you kindly to furnish the following information as per proforma for onward transmission to the Appropriate Authority, at the earliest.

Sl. No.	Ward No.	Name of slum	No. of Families	Population

**Yours faithfully,**  
**Project Officer****Tel/Fax No.: 359-3184**



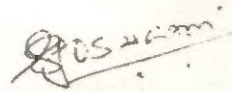
**SUDA****U R G E N T****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/DFID/ULBs (Pt. D) 2003/04**Date ..... **16.12.2003****From : Project Officer  
Health Wing, SUDA****To : The Chairman,  
Purulia ..... Municipality****Sub : Constitution of Municipal Level Health & Family Welfare Committee****Sir,**

Govt. of West Bengal, Health & FW Dept. PHP branch had issued resolution bearing no. HF/O/PHP/658 /O-23/98 dt. 25<sup>th</sup> October, 2002, on the above subject. Furthermore, another resolution bearing no. HF/O/PHP/659/O-23/98 dt. 25<sup>th</sup> October, 2002, was also issued towards integration of all activities including National Public Health Programme with District Health & Family Welfare Samiti.

Copies of the above mentioned two resolutions had already been endorsed to you by the Health & FW Dept. However, Xerox copies of the same are enclosed for ready reference.

In this connection, I am directed to request you kindly to furnish the following information for kind perusal of Hon'ble MOS, MA Dept., GOWB, at the earliest.

- |  |                     |
|--|---------------------|
| A. Municipal level Health & FW Committee constituted ... | Yes / No            |
| B. If yes,   | Dt. of constitution |
| C. Frequency of meeting scheduled                        |                     |
| D. Total nos. of meetings held so far                    |                     |
| E. Important agenda items discussed                      |                     |
| F. Important decisions taken                             |                     |

**Encl: as stated****Yours faithfully**  
**Project Officer**

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**Tel/Fax No.: 359-3184**

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

Ref No.SUDA-Health/DFID (Pt. I)/01

Date .....05.09.2003

From : Project Officer  
Health, SUDA

To : Chairman,

.....Puxulia..... Municipality

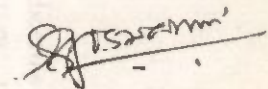
Sub : Detailed Project Proposal : Pilot Project for expanding the Honorary  
Health Workers Scheme to 11 Municipalities outside K.M.A.

Sir / Madam,

As per discussion in the meeting of MOS, M.A. Dept., held on 02.09.2003 at ILGUS Bhavan, Salt Lake, on the subject mentioned above, I am to forward herewith a copy of the detailed project proposal for your information.

Yours faithfully,

Enclo :- As stated



Project Officer



# PART - A : Physical & Financial Progress Report

RC H Sub-Project Asansol

## I. Physical Progress Report

Sl. No.	Component	Activities envisaged	Original Target	Revised Target	Present Status	Reason for shortfall / delay
1.	Civil Works	Construction of HAU (PHC)	13	Nil	13	Nil
		Construction of ESOPD cum Maternity Home (FRU)	2	Nil	2	Nil
		Construction of Medical Store	1	Nil	1	Nil

## II. Financial Progress Report

Sl. No.	Component	Original Allocation	Revised Allocation approved by GOI	Expenditure incurred so far (upto July, 03)	Likely expenditure by the end of the project	Short fall / additional expenditure	If amount diverted, approval of GOI / World Bank	Remarks, if any
1.	Civil Works	165.00	334.74	334.74	339.19	- 4.45	Approval obtained for revised budget of Rs. 305.00 lakhs from 165.00 lakhs and of Rs. 334.74 lakhs from Rs. 305.00 lakhs vide GOI letter no. L. 19012/44/96-APV/Vol. III dt. 15 <sup>th</sup> March, 2002 and dt. 18 <sup>th</sup> Dec., 2002 respectively.	Actual completion cost will fall short by Rs. 4.45 lakhs due to escalated bid cost which is within the permissible limit.

(Rs. in lakhs)