



**KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT**

**Bharat Chandra Saha, IAS**  
Project Director

**Memo No. .. CMU-94/2003(Pt. VIII)/2529**

**Dt. .. 22.03.2011**

**From : Bharat Chandra Saha  
Project Director, CMU**

**To : Shri Goutam Ghosh  
Director, DLB.**

**Sub. : Release of further fund by the respective DDLB to the Nodal person of Nursing Training School (NTS), Barasat in connection with training of grass-root level health functionaries for 12<sup>th</sup> batch on Routine Immunization.**

**Sir,**

This is to intimate you that Sister Tutor of NTS, Barasat has submitted prayer for sanction of Rs.355/- for 12<sup>th</sup> batch in connection with training on Routine Immunization towards excess expenditure under contingency. Her prayer has been approved.

On behalf of CMU, DDLB, Presidency Divn. may be requested to release Rs.355/- (Rupees Three hundred fifty five) only to the nodal person of NTS, Barasat from the KUSP fund available with his office.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers to DDLB who will submit adjustment accordingly to his office from where advance was drawn. Expenditure is to be booked under the Account Head "SHS- RI Training".

Thanking you.

Yours faithfully,

  
**Project Director, CMU**

**Dt. .. 22.03.2011**

**Memo No. .. CMU-94/2003(Pt. VIII)/2529/1(2)**

Copy forwarded to :

1. Shri G. Kundu, DDLB, Presidency Divn. (Mob : 9433835167)
2. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat (Mob:9433231334)

  
**Project Director, CMU**

Copy forwarded to :

1. Project Manager, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency

  
**Project Director, CMU**



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**KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT**

**Bharat Chandra Saha, IAS**  
Project Director

**Memo No. .. CMU-94/2003(Pt. VIII)/2460**

**Dt. .. 11.03.2011**

19

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : The Chairman**  
**Rishra Municipality**  
**49/56 & 57, Rabindra Sarani,**  
**P.O.- Rishra,**  
**Dist.- Hooghly,**  
**PIN - 712 248.**


**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for  
strengthening of Routine Immunisation (12<sup>th</sup> batch) for 25 days.**

**Sir,**

In continuation with this office communication vide no. CMU-94/2003(Pt. VIII)/2210 dt. 28.01.2011 this is to inform you that number of trainee will be 13 instead of 8 in respect of your ULB. The financial guideline provided earlier will be applicable for the additional number of trainees.

Thanking you.

Yours faithfully,

  
**Project Director, CMU**

**Memo No. .. CMU-94/2003(Pt. VIII)/**

**Dt. .. 11.03.2011**

**Copy forwarded to :**

- 1. Chairman, Uttarpara-Kotrung Municipality**  
– as per your communication training for 5 nos. of Health workers is cancelled
- 2. AFC, Uttarpara-Kotrung Municipality**
- 3. Accounting Support Agency**

  
**Project Director, CMU**

**GOVERNMENT OF WEST BENGAL  
NURSING TRAINING SCHOOL  
DISTRICT HOSPITAL CHINSURAH HOOGHLY.**



To,  
**Dr. S. Goswami**  
**Project Officer of Health,**  
**SUDA & Health Expert CMU.**

**Sub: 5<sup>th</sup> Phase of 25 days Training of workers of Urban Local Bodies in Hooghly, West Bengal for strengthening of Routine Immunization Programme from 04.02.2011 at N.T.S. District Hospital ,Chinsurah Hooghly.**

**Dear Madam / Sir ,**

**With refer ence of letter no.CMU-94/2003(Pt .VIII) 2210 arrange a 5<sup>th</sup> phase of 25 days Training of health workers of Urban Local Bodies ( Hooghly , Chinsurah Rishra ,Uttarpara – Kotrang) in Hooghly, West Bengal for strengthenin of Routine Immunization programme from 04.02.2011 at N.T.S. District Hospital Chinsurah, Hooghly.**

**We request you and invite you in inauguration ceremony to be he held on 04.02.2011 at 12 noon.**

**We would be obliged by your kind presence.**

**Thanking You.**

**Yours Sincerely.**

**Gouri Dutta  
D.N.S**

**Nursing Training School  
District Hospital Hooghly.**

**Date: 2/2/11**





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

**Bharat Chandra Saha, IAS**  
Project Director

Memo No. .. CMU-94/2003(Pt. VIII)/ 2220

Dt. .. 01.02.2011

From : **Bharat Chandra Saha**  
Project Director, CMU

To : **The Chairman**  
**Hooghly-Chinsurah Municipality**

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation - Release of additional  
fund to the Nodal person, NTS, Chinsurah.**

Sir,

Further to this office communication vide no. CMU-94/2003(Pt. VIII)/2209 dt. 28.01.2011, you are requested to release additional required fund of Rs. 1,800/- (Rupees One thousand eight hundred) only in cash to Ms. Gouri Dutta, Sister Tutor, NTS, Chinsurah as advance by 3<sup>rd</sup> February, 2011 in connection with Food Cost @ Rs.120/- per person for additional 3 persons for 5 days. KUSP fund available with you may be utilized for this purpose. Necessary adjustment will be submitted by the Sister Tutor within three days after completion of the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VIII)/

Dt .. 01.02.2011

Copy forwarded to :

1. Ms. Ms. Gouri Dutta, Sister Tutor, Nursing Training School, Chinsurah
2. AFC, Hooghly-Chinsurah Municipality

  
Project Director, CMU





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

**Bharat Chandra Saha, IAS**  
Project Director

Memo No. .. CMU-94/2003(Pt. VIII)/ 2211

Dt. .. 28.01.2011

From : **Bharat Chandra Saha**  
Project Director, CMU

To : **The Chairman**  
..... Municipality

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation (12<sup>th</sup> batch) under Health  
Component of KUSP.**

Sir,

For strengthening of Routine Immunisation, a training programme for First Tier Supervisors of existing health programmes of the ULBs as mentioned below will be held at Nursing Training School, Chinsurah for 25 days which will start tentatively w.e.f 04.02.2011. The number of FTS trainee for this batch will be as under:

District	ULBs	No. of Trainees
Hooghly	Hooghly-Chinsurah	15
	Rishra	8
	Uttarpara-Kotrung	5

You are requested to forward the name of the FTSs as per required numbers mentioned against each in the table above. The proforma for forwarding the names of FTSs is as under:


Sl. No.	Name	Qualification

You are also requested to forward the name of one contact officer of your ULB preferably HO/Asst. HO/UHIO whichever is applicable along with his/her telephone number.

Both the information are to be forwarded to the undersigned by 31.01.2011 positively to enable us to accord necessary approval.

Thanking you.

Yours faithfully,

  
Project Director, CMU



Memo No. .. CMU-94/2003(Pt. VIII)/ 2210

Dt. .. 28.01.2011

**From : Bharat Chandra Saha**  
Project Director, CMU

**To : The Chairman**  
Hooghly-Chinsurah / ~~Rishra~~  
Uttarpara-Kotrung Municipality

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation (12<sup>th</sup> batch) for 25 days.**

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start w.e.f 04.02.2011 for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSS on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – I.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the said Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer for onward release of advance to each of the trainee participants so that FTSS do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

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- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS - RI Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO & / AHO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt .. 28.01.2011

**Memo No. .. CMU-94/2003(Pt. VIII)/**

Copy forwarded to :

1. SFWO & Jt. DHS, DHFW
2. Ms. Madhabi Das, DDHS, Nursing, DHFW
3. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
4. Dr. S. Thakur, Project Manager, WBSISC
5. Ms. Ms. Gouri Dutta, Sister Tutor, Nursing Training School, Chinsurah
6. AFC, Hooghly-Chinsurah / *Bishra* / Uttarpara-Kotrung Municipality

  
Project Director, CMU

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

  
Project Director, CMU





**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers will start at Nursing Training School, Chinsurah and will be continued for 25 working days. The municipalities, no. of trainees and the start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Hooghly	Hooghly-Chinsurah	15	NTS, Chinsurah	04.02.2011
	Rishra	8 13		
	<del>Uttarpara-Kotrung</del>	<del>5</del>		

**Nodal person of Nursing Training School, Chinsurah is as under :**

Name of the Nodal person	Cell no
Ms. Gouri Dutta	9433471062

**Nodal person from Municipalities are as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Hooghly	Hooghly-Chinsurah	Shri Himangshu Chakraborty	SI	9836629700
2		Rishra	Dr. A.N. Har	AHO	9831462462
3		Uttarpara-Kotrung	Dr. S. Naskar Shri. C. Dasgupta	AHO Pharmacist	9231619376 9432544955

**Nodal person from CMU is as under :**

Sl No	ULBs	Name of the Nodal person	Designation	Cell no
1	Hooghly-Chinsurah / Rishra / Uttarpara-Kotrung	Dr. S. Basu	APO	91639 28606

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

Contd. to P-2.



**Fund management** – Hooghly-Chinsurah Municipality will place the necessary fund (out of available KUSP fund) in cash to Nodal person of NTS, Chinsurah, 3 days prior to start of the training as detailed below :

Placement of fund for	
Item	Amount in Rs.
(i) Food Cost @ Rs. 120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days)	24,000/-
(ii) Contingency for 25 days	5,000/-
(iii) Honorarium to facilitators @ Rs 175/- per facilitator for 3 facilitators for 25 days (Rs. 175/- x 3 facilitators x 25 days )	13,125/-
<b>Total</b>	<b>42,125/-</b>

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU i.e. Hooghly-Chinsurah Municipality.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

Sd/-

**Project Director, CMU**



Memo No. ... CMU-94/2003(Pt. VIII)/2209

Dt. .. 28.01.2011

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : The Chairman**  
**Hooghly-Chinsurah Municipality**

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal**  
**for strengthening of Routine Immunisation.**

Sir,

This is to inform you that the training of Health Worker of your ULB will be held at Nursing Training School, Chinsurah on Routine immunization for 25 working days.

You are requested to release required fund of Rs. 42,125/- (Rupees Forty two thousand one hundred twenty five) only in cash as detailed below to Ms. Gouri Dutta, Sister Tutor, NTS, Chinsurah as advance by 1<sup>st</sup> February, 2011. KUSP fund available with you may be utilized for this purpose. Necessary adjustment will be submitted by the Sister Tutor within three days after completion of the said training.

Placement of fund for	
Item	Amount in Rs.
(i) Food Cost @ Rs.120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days)	24,000/-
(ii) Contingency for 25 days	5,000/-
(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 25 days (Rs. 175/- x 3 facilitators x 25 days )	13,125/-
<b>Total</b>	<b>42,125/-</b>

Thanking you.

Yours faithfully,

  
Project Director, CMU





H. E.

**KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT**

**Bharat Chandra Saha, IAS**  
Project Director

**Memo No. .. CMU-94/2003(Pt. VIII)/2177 (5)**

**Dt. .. 21.01.2011**

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : The Chairman**  
**..... Municipality**

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation (11<sup>th</sup> batch) under Health  
Component of KUSP.**

**Sir,**

For strengthening of Routine Immunisation, a training programme for First Tier Supervisors of existing health programmes of the ULBs as mentioned below will be held at Nursing Training School, Barasat for 25 days which will start tentatively w.e.f 01.02.2011. The number of FTS trainee for these batch will be as under:

District	ULBs	No. of Trainees
North 24 Pgs	Barasat	5
	Bhatpara	5
	Panihati	5
	Rajarhat-Gopalpur	5
	South Dum Dum	5

You are requested to forward the name of the FTSs as per required numbers mentioned against each in the table above. The proforma for forwarding the names of FTSs is as under:

Sl. No.	Name	Qualification

You are also requested to forward the name of one contact officer of your ULB preferably HO/Asst. HO/UHIO whichever is applicable along with his/her telephone number.

Both the information are to be forwarded to the undersigned by 25.01.2011 positively to enable us to accord necessary approval.

Thanking you.

Yours faithfully,

  
21.1.11  
**Project Director, CMU**

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KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

**Bharat Chandra Saha, IAS**  
Project Director

Memo No. .. CMU-94/2003(Pt. VIII)/ 2175

Dt. .. 21.01.2011

**From : Bharat Chandra Saha**  
Project Director, CMU

**To : Shri Goutam Ghosh**  
Director, DLB.

**Sub. : Release of Advance by the respective DDLB to the Nodal person of Nursing Training School (NTS) in connection with training of grass-root level health functionaries (11<sup>th</sup> batch) on Routine Immunization.**

Sir,

This is to intimate you that the training of health workers of the following ULBs for strengthening of Routine Immunization will start for 25 working days.

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
North 24 Pgs	Barasat	5	NTS, Barasat	01.02.2011
	Bhatpara	5		
	Panihati	5		
	Rajarhat-Gopalpur	5		
	South Dum Dum	5		

**Nodal person of Nursing School of Training (Sister Tutor) of District is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	North 24 Pgs	Ms. Bandana Das	9433231334

**The budget for the said training at NTS is as under:**

Placement of fund for	
Item	Amount in Rs.
(i) Food Cost @ Rs.120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days)	24,000/-
(ii) Contingency for 25 days	5,000/-
(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 25 days (Rs. 175/- x 3 facilitators x 25 days )	13,125/-
<b>Total</b>	<b>42,125/-</b>

Contd. to P-2.



- 2 -

**Fund management** – On behalf of CMU, the DDLB, Presidency Division will place the necessary fund of Rs. 42,125/- (Forty two thousand one hundred twenty five) only to the Nodal person of NTS, Barasat 5 days prior to the start date of training. DDLB will take advance from the KUSP fund available with his office.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to DDLB who will submit adjustment accordingly to their office from where advance was drawn. Expenditure is to be booked under the Account Head "SHS-RI Training".

Thanking you.

Yours faithfully,

  
Project Director, CMU

**Memo No. .. CMU-94/2003(Pt. VIII)/2175/1(2)**

**Dt .. 21.01.2011**

Copy forwarded to :

1. Shri G. Kundu, DDLB, Presidency Divn. (Mob : 9433835167)
2. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat (Mob:9433231334)

  
Project Director, CMU

Copy forwarded to :

1. Project Manager, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency

  
Project Director, CMU





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

**Bharat Chandra Saha, IAS**  
Project Director

Memo No. .. CMU-94/2003(Pt. VIII)/ 2176(5)

Dt. .. 21.01.2011

From : **Bharat Chandra Saha**  
Project Director, CMU

To : **The Chairman**  
**Barasat / Bhatpara / Panihati /**  
**Rajarhat-Gopalpur / South Dum Dum Municipality**



**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation (11<sup>th</sup> batch) for 25 days.**

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start w.e.f 01.02.2011 for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at Annexure - 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the said Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer for onward release of advance to each of the trainee participants so that FTSs do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.




- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS - RI Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO & / AHO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt .. 21.01.2011

**Memo No. .. CMU-94/2003(Pt. VIII)/ 2176(5) | 1 (6)**

Copy forwarded to :

1. SFWO & Jt. DHS, DHFW
2. Ms. Madhabi Das, DDHS, Nursing, DHFW
3. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
4. Dr. S. Thakur, Project Manager, WBSISC
5. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat
6. AFC, Barasat / Bhatpara / Panihati / Rajarhat-Gopalpur  
South Dum Dum Municipality

Copy forwarded to :

- ✓ 1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

  
Project Director, CMU

  
Project Director, CMU



**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers will start at Nursing Training School, Barasat and will be continued for 25 working days. The municipalities, no. of trainees and the start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
North 24 Pgs	Barasat	5	NTS, Barasat	01.02.2011
	Bhatpara	5		
	Panihati	5		
	Rajarhat-Gopalpur	5		
	South Dum Dum	5		

**Nodal person of Nursing Training School, Barasat is as under :**

Name of the Nodal person	Cell no
Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat	9433231334

**Nodal person from Municipalities are as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	North 24 Pgs	Barasat	Dr. T. Chowdhury	HO	9331034068
2		Bhatpara	Dr. S. Dey	AHO	9830035372
3		Panihati	Dr. S.K. Sengupta	HO	9433555866
4		Rajarhat-Gopalpur	Dr. S. Gupta	HO	9831246132
5		South Dum Dum	Dr. P.K. Gupta	HO	9831182077

**Nodal person from CMU is as under :**

Sl No	ULBs	Name of the Nodal person	Designation	Cell no
1	Barasat / Bhatpara	Dr. G. De	APO	9836383840
2	Panihati / Rajarhat- Gopalpur / South Dum Dum	Dr. S. Basu	APO	91639 28606

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

Contd. to P-2.





- 2 -

**Fund management** – Dy. Director, Directorate of Local Bodies, Presidency Divn. will place the necessary fund (out of available KUSP fund) in cash to Nodal person of NTS, Barasat, 5 days prior to start of the training as detailed below :

Placement of fund for	
Item	Amount in Rs.
(i) Food Cost @ Rs.120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days)	24,000/-
(ii) Contingency for 25 days	5,000/-
(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 25 days (Rs. 175/- x 3 facilitators x 25 days )	13,125/-
<b>Total</b>	<b>42,125/-</b>

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU i.e. Dy. Director, Directorate of Local Bodies.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

Sd/-

**Project Director, CMU**



Memo No. .. CMU-94/2003(Pt. VIII)/ 2092

Dt. .. 12.01.2011  
13

**From : Bharat Chandra Saha**  
Project Director, CMU

**To : Shri Goutam Ghosh**  
Director, DLB.

**Sub. : Release of further fund by the respective DDLB to the Nodal person of Nursing Training School (NTS), Barasat in connection with training of grass-root level health functionaries for 7<sup>th</sup> & 10<sup>th</sup> batch on Routine Immunization.**

Sir,

This is to intimate you that Sister Tutor of NTS, Barasat has submitted prayer for sanction of Rs.330/- and Rs.218/- for 7<sup>th</sup> & 10<sup>th</sup> batch respectively (totalling Rs.548/-) in connection with training on Routine Immunization towards excess expenditure under contingency. Her prayer has been approved.

On behalf of CMU, DDLB, Presidency Divn. may be requested to release Rs.548/- (Rupees Five hundred forty eight) only to the nodal person of NTS, Barasat from the KUSP fund available with his office.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to DDLB who will submit adjustment accordingly to their office from where advance was drawn. Expenditure is to be booked under the Account Head "SHS-RI Training".

Thanking you.

Yours faithfully,

Project Director, CMU

Dt. .. 12.01.2011

**Memo No. .. CMU-94/2003(Pt. VIII)/**

Copy forwarded to :

1. Shri G. Kundu, DDLB, Presidency Divn. (Mob : 9433835167)
2. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat (Mob:9433231334)

Project Director, CMU

Copy forwarded to :

1. Project Manager, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency

Project Director, CMU



Memo No. .. CMU-94/2003(Pt. VIII)/1485

Dt. .. 19.11.2010

**From : Bharat Chandra Saha**  
Project Director, CMU

**To : Shri Goutam Ghosh**  
Director, DLB.

**Sub. : Release of Advance by the respective DDLB to the Nodal person of Nursing Training School (NTS) in connection with training of grass-root level health functionaries (10<sup>th</sup> batch) on Routine Immunization.**

Sir,

This is to intimate you that the training of health workers of the following ULBs for strengthening of Routine Immunization will start for 25 working days.

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
North 24 Pgs	Baranagar	04	NTS, Barasat	01.12.2010
	Barrackpore	04		
	Bidhannagar	04		
	Kamarhati	04		
	North Dum Dum	04		
	Garulia	05		

**Nodal person of Nursing School of Training (Sister Tutor) of District is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	North 24 Pgs	Ms. Bandana Das	9433231334

**The budget for the said training at NTS is as under:**

Placement of fund for	
Item	Amount in Rs.
(i) Food Cost @ Rs.120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days)	24,000/-
(ii) Contingency for 25 days	5,000/-
(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 25 days (Rs. 175/- x 3 facilitators x 25 days )	13,125/-
<b>Total</b>	<b>42,125/-</b>

Contd. to P-2.





- 2 -

**Fund management** – On behalf of CMU, the DDLB, Presidency Division will place the necessary fund of Rs. 42,125/- (Forty two thousand one hundred twenty five) only to the Nodal person of NTS, Barasat 5 days prior to the start date of training. DDLB will take advance from the KUSP fund available with his office.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to DDLB who will submit adjustment accordingly to their office from where advance was drawn. Expenditure is to be booked under the Account Head "SHS-RI Training".

Thanking you.

Yours faithfully,

  
**Project Director, CMU**

**Memo No. .. CMU-94/2003(Pt. VIII)/1485/1(2)**

**Dt .. 19.11.2010**

Copy forwarded to :

1. Shri G. Kundu, DDLB, Presidency Divn. (Mob : 9433835167)
2. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat (Mob:9433231334)

  
**Project Director, CMU**

Copy forwarded to :

1. Project Manager, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency

  
**Project Director, CMU**



**Memo No. .. CMU-94/2003(Pt. VIII)/ 1484 (6)**

**Dt. .. 19.11.2010**

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : The Chairman**  
**Baranagar / Barrackpore / Bidhannagar**  
**Kamarhati / North Dum Dum / Garulia Municipality**

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation (10<sup>th</sup> batch) for 25 days.**

**Sir,**

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start w.e.f 01.12.2010 for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the said Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer for onward release of advance to each of the trainee participants so that FTSs do not face any hardship to incur expenditure in respect of travelling and food.

**Contd. to P-2.**



All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS - RI Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO & / AHO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

**Project Director, CMU**

**Dt .. 19.11.2010**

**Memo No. .. CMU-94/2003(Pt. VIII)/ 1486 (6) / 1 (5)**

Copy forwarded to :

1. SFWO & Jt. DHS, DHFW
2. Ms. Madhabi Das, DDHS, Nursing, DHFW
3. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
4. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat
5. AFC, Baranagar / Barrackpore / Bidhannagar / Kamarhati  
North Dum Dum / Garulia Municipality

**Project Director, CMU**

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

**Project Director, CMU**





**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers will start at Nursing Training School, Barasat and will be continued for 25 working days. The municipalities, no. of trainees and the start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
North 24 Pgs	Baranagar	04	NTS, Barasat	01.12.2010
	Barrackpore	04		
	Bidhannagar	04		
	Kamarhati	04		
	North Dum Dum	04		
	Garulia	05		

**Nodal person of Nursing Training School, Barasat is as under :**

Name of the Nodal person	Cell no
Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat	9433231334

**Nodal person from Municipalities are as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	North 24 Pgs	Baranagar	Dr. A.K. Mukhopadhyay Mr. K. Sarkar	HO UHIO	9830379515 9339421189
2		Barrackpore	Dr. B. Das	HO	9331221058
3		Bidhannagar	Dr. D. Saha Chowdhury	AHO	9433441435
4		Kamarhati	Dr. G. Basu	AHO	9330974339
5		North Dum Dum	Dr. S. Malakar	AHO	9432341442
6		Garulia	Dr. S. Mondol	AHO	9433617886

**Nodal person from CMU is as under :**

Sl No	ULBs	Name of the Nodal person	Designation	Cell no
1	Baranagar / Barrackpore / Bidhannagar	Dr. G. De	APO	9836383840
2	Kamarhati / North Dum Dum / Garulia	Dr. S. Basu	APO	91639 28606

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

Contd. to P-2.



**Fund management** – Dy. Director, Directorate of Local Bodies, Presidency Divn. will place the necessary fund (out of available KUSP fund) in cash to Nodal person of NTS, Barasat, 5 days prior to start of the training as detailed below :

Placement of fund for	
Item	Amount in Rs.
(i) Food Cost @ Rs.120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days)	24,000/-
(ii) Contingency for 25 days	5,000/-
(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 25 days (Rs. 175/- x 3 facilitators x 25 days )	13,125/-
<b>Total</b>	<b>42,125/-</b>

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU i.e. Dy. Director, Directorate of Local Bodies.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

**Project Director, CMU**



**Memo No. .. CMU-94/2003(Pt. VIII)/ 1444 (5)**

**Dt. .. 11.11.2010**  
12

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : The Chairman**  
**..... Municipality**

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation (10<sup>th</sup> batch) under Health  
Component of KUSP.**

**Sir,**

For strengthening of Routine Immunisation, a training programme for First Tier Supervisors of existing health programmes of the ULBs as mentioned below will be held at Nursing Training School, Barasat for 25 days which will start tentatively w.e.f 01.12.2010. The number of FTS trainee for these batch will be as under:

District	ULBs	No. of Trainees
North 24 Pgs	Baranagar	4
	Barrackpore	4
	Bidhannagar	4
	Kamarhati	4
	North Dum Dum	4

You are requested to forward the name of the FTSs as per required numbers mentioned against each in the table above. The proforma for forwarding the names of FTSs is as under:

SL No.	Name	Qualification

You are also requested to forward the name of one contact officer of your ULB preferably HO/Asst. HO/UHIO whichever is applicable along with his/her telephone number.

Both the information are to be forwarded to the undersigned by 18.11.2010 positively to enable us to accord necessary approval.

Thanking you.

Yours faithfully,

  
**Project Director, CMU**





**Memo No. .. CMU-94/2003(Pt. VIII)/1408**

**Dt. .. 09.11.2010**

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : Shri Goutam Ghosh**  
**Director, DLB.**

**Sub. : Release of further Advance by Jt. Director, DLB, Jalpaiguri Divn. to the Nodal person of Nursing Training School (NTS), North Bengal Medical College in connection with training of grass-root level health functionaries (9<sup>th</sup> batch) on Routine Immunization.**

**Sir,**

In continuation of this office earlier communication vide no. CMU-94/2003(Pt.VIII)/1268 dt.25.10.2010 this is to intimate you that further advance for an amount of Rs.12000/- (Rupees twelve thousand ) only is to be released in favour of Ms. Shipra Bandopadhyay, Nodal person of NTS, NBMCH, to meet the expenditure for residential accommodation of 10 nos. of participants at Amit Agarwal Bhavan adjacent to NBMCH

Jt. Director, Directorate of Local Bodies, Jalpaiguri Divn. may be requested to release the said fund of Rs.12000/-in cash out of KUSP fund available with his office , to the Nodal person, NTS, North Bengal Medical College at the earliest.

The nodal person of Nursing Training School will be responsible to submit the related bills / vouchers to the Jt. Director, DLB, Jalpaiguri Divn. who will submit adjustment accordingly to his office from where advance was drawn. Expenditure is to be booked under the Account Head "SHS-RI Training".

Thanking you.

Yours faithfully,

  
**Project Director, CMU**

**Dt .. 09.11.2010**

**Memo No. .. CMU-94/2003(Pt. VIII)/1408/1(2)**

Copy forwarded to :

1. Jt. Director, DLB, Jalpaiguri Divn.
2. Ms. Sipra Bandopadhyay, DNS, NTS, North Bengal Medical College

  
**Project Director, CMU**

Copy forwarded to :

1. Project Manager, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency

  
**Project Director, CMU**



Memo No. ... CMU-94/2003(Pt. VIII)/1266

Dt. .. 25.10.2010

From : **Bharat Chandra Saha**  
Project Director, CMU

To : **Shri Goutam Ghosh**  
Director, DLB.

Sub. : Release of Advance by Jt. Director, DLB, Jalpaiguri Divn. to the Nodal person of Nursing Training School (NTS), North Bengal Medical College in connection with training of grass-root level health functionaries (9<sup>th</sup> batch) on Routine Immunization.

Sir,

This is to intimate you that the training of health workers of the following ULBs for strengthening of Routine Immunization will start for 25 working days.

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Darjeeling	Kalimpong	05	NTS, North Bengal Medical College	10.11.2010
	Kurseong	04		
	Mirik	02		
	Siliguri	09		
Uttar Dinajpur	Dalkhola	03		
	Islampur	04		

Nodal person of Nursing Training School, North Bengal Medical College is as under :

Name of the Nodal person	Cell no
Ms. Sipra Bandopadhyay, DNS, NTS, North Bengal Medical College	94773 75774

Nodal person from CMU is as under :

Name of the Nodal person	Designation	Cell no
Sri J. Duttagupta	Jt. Director, DLB, Japaiguri Divn.	94342 49845

The budget for training at NTS, North Bengal Medical College is as under :

Placement of fund for	
Item	Amount in Rs.
(i) Food Cost @ Rs.120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days)	24,000/-
(ii) Contingency for 25 days	5,000/-
(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 25 days (Rs. 175/- x 3 facilitators x 25 days)	13,125/-
<b>Total</b>	<b>42,125/-</b>

Contd. to P-2.



- 2 -

**Fund management** – Jt. Director, Directorate of Local Bodies, Jalpaiguri Divn. will place the necessary fund (out of available KUSP fund) in cash to the DNS, NTS, North Bengal Medical College, 5 days prior to start of the training.

Jt. Director, DLB, Jalpaiguri Divn. will take advance from the KUSP fund available with his office.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to Jt. Director, DLB, Jalpaiguri Divn. who will submit adjustment accordingly to his office from where advance was drawn. Expenditure is to be booked under the Account Head "SHS- RI Training".

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt .. 25.10.2010

**Memo No. .. CMU-94/2003(Pt. VIII)/1268/1(2)**

Copy forwarded to :

1. Jt. Director, DLB, Jalpaiguri Divn.
2. Ms. Sipra Bandopadhyay, DNS, NTS, North Bengal Medical College

  
Project Director, CMU

Copy forwarded to :

1. Project Manager, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency

  
Project Director, CMU





Memo No. .. CMU-94/2003(Pt. VIII)/1267 (6)

Dt. .. 25.10.2010

From : **Bharat Chandra Saha**  
Project Director, CMU

To : **The Mayor / Chairman**  
✓ **Siliguri Municipal Corporation**  
**Dalkhola / Islampur / Kalimpong /**  
✓ **Kurseong / Mirik Municipality**

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation (9<sup>th</sup> batch) for 25 days.**

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start w.e.f 10.11.2010 for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

The trainees who will attend the training from their residence daily will get actual cost for travelling expenses which is to be paid by the ULBs for 25 days of training and Rs. 50/- per day for 20 days training at PP unit for working tea & tiffin expenses. The tea and tiffin will be arranged by the Nursing Training School, North Bengal Medical College for 5 days training at class room. The trainees who are to undertake the said training by staying at NTS Hostel, North Bengal Medical College at Siliguri, are to make their own arrangement for fooding, the cost of which will be provided by the respective ULBs out of KUSP fund. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of traveling, food and accommodation whichever applicable.

Contd. to P-2.



All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS - RI Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO & / AHO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VIII)/1267 (6)/1(5)

Dt .. 25.10.2010

Copy forwarded to :

1. SFWO & Jt. DHS, DHFW
2. Ms. Madhabi Das, DDHS, Nursing, DHFW
3. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
4. Ms. Sutapa Dutta, Principal, NTS, North Bengal Medical College
5. Ms. Sipra Bandopadhyay, DNS, NTS, North Bengal Medical College

  
Project Director, CMU

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

  
Project Director, CMU

## Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.

Training of Health workers will start at Nursing Training School, North Bengal Medical College and will be continued for 25 working days. District level municipalities, no. of trainees and the start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Darjeeling	Kalimpong	05	NTS, North Bengal Medical College	10.11.2010
	Kurseong	04		
	Mirik	02		
	Siliguri	09		
Uttar Dinajpur	Dalkhola	03		
	Islampur	04		

Nodal person of Nursing Training School, North Bengal Medical College is as under :

Name of the Nodal person	Cell no
Ms. Sipra Bandopadhyay, DNS, NTS, North Bengal Medical College	94773 75774

Nodal person from Municipalities are as under :

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Darjeeling	Kalimpong	Sri Sanjoy Pradhan	SI	98320 39890
2		Kurseong	Sri P. Gurung	SI	98519 88495
3		Mirik	Dr. A.K. Das	HO	98008 64912
4		Siliguri	Dr. Geeta Mishra Dr. S.K. Das	UHIO HO	96477 46513 94340 52211
5	Uttar Dinajpur	Dalkhola	Dr. B.K. Das Sri S. Nandi	HO SI	98325 18809 94344 59566
6		Islampur	Dr. D.L. Mitra	HO	94349 62126

Nodal person from CMU is as under :

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Darjeeling	Dr. G. De	APO	98363 83840
2	Uttar Dinajpur	Dr. S. Basu	APO	91639 28606

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

Contd. to P-2.





- 2 -

**Fund management** – Jt. Director, Directorate of Local Bodies, Jalpaiguri Divn. will place the necessary fund (out of available KUSP fund) in cash to DNS, NTS, North Bengal Medical College, 5 days prior to start of the training as detailed below :

Placement of fund for	
Item	Amount in Rs.
(i) Food Cost @ Rs.120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days)	24,000/-
(ii) Contingency for 25 days	5,000/-
(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 25 days (Rs. 175/- x 3 facilitators x 25 days )	13,125/-
<b>Total</b>	<b>42,125/-</b>

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU i.e. Jt. Director, Directorate of Local Bodies.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

  
Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VIII)/1038

Dt. .. 14.09.2010

**From : Dr. Kallol Kr. Mukherjee**  
**Project Manager, CMU**

**To : The Chairman**  
**Maheshtala Municipality**  
**P.O. - Maheshtala,**  
**Dist.- 24 Parganas (South),**  
**PIN - 743 352**

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal**  
**for strengthening of Routine Immunisation.**

Sir,

Further to this office earlier communication vide memo no. CMU-94/2003(Pt. VIII)/980 dt. 31.08.2010, you are requested to release additional fund of Rs. 5,000/- (Rupees Five thousand) only in cash to Ms. Mira Ganguly, Principal, NTS, Diamond Harbour as advance to meet up the expenditure for menial staff and sweeper who are temporarily deployed at NTS hostel. The available fund under KUSP may be utilized for the purpose.

The adjustment will be submitted by Ms. Mira Ganguly in due course. The expenditure is to be booked under A/c Head "SHS-RI".

Thanking you.

Yours faithfully,

**Project Manager, CMU**

Memo No. CMU-94/2003(Pt. VIII)/1038 / 1(3)

Dt. .. 14.09.2010

**Copy forwarded for kind information to :**

1. Ms. Mira Ganguly, Principal, Diamond Harbour, NTS –  
With reference to her letter dt. 10.09.2010.
2. HO, Maheshtala Municipality.
3. AFC, Maheshtala Municipality.

**Project Manager, CMU**

**Copy forwarded to :**

1. Health Expert, CMU
2. Accounting Support Agency

**Project Manager, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

A.H.K. Dr. S. Paramanik  
with the request to hand over  
the letters  
to Principal  
NTS, Diamond  
Harbour

Memo No. .. CMU-94/2003(Pt. VIII)/981(2)

Dt. .. 31.08.2010

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Maheshtala / Pujali Municipality

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation for 25 days.**

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start w.e.f 08.09.2010 for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at Annexure - 1.

The trainees who will attend the training from their residence daily will get actual cost for travelling expenses which is to be paid by the ULBs for 25 days of training and Rs. 50/- per day for 20 days training at PP unit for working tea & tiffin expenses. The tea and tiffin will be arranged by the Nursing Training School, Diamond Harbour for 5 days training at class room. The trainees who are to undertake the said training by staying at Diamond Harbour itself, are to make their own arrangement for fooding and lodging. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of traveling, food and accommodation whichever applicable.

Contd. to P-2.





- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS - RI Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO & / AHO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

**Project Manager, CMU**

**Memo No. .. CMU-94/2003(Pt. VIII)/**

**Dt .. 31.08.2010**

Copy forwarded to :

1. SFWO & Jt. DHS, DHFW
2. Ms. Madhabi Das, DDHS, Nursing, DHFW
3. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
4. Ms. Mira Ganguly, Principal, Nursing Training School, Diamond Harbour

**Project Manager, CMU**

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

**Project Manager, CMU**



**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers will start at Nursing Training School (NTS), Diamond Harbour and will be continued for 25 working days. District level municipalities, no. of trainees and the start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
South 24 Parganas	Maheshtala	22	NTS, Diamond Harbour	08.09.2010
	Pujali	07		

**Nodal person of Nursing Training School (Diamond Harbour) is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	South 24 Parganas	Ms. Mira Gangully	94338 50802

**Nodal person from Municipalities are as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
	South 24 Parganas	Maheshtala	Dr. D. Haldar	AHO	94330 98221
		Pujali	Dr. A.K. Khanra	AHO	98740 49360

**Nodal person from CMU is as under :**

Sl No	District	Name of the Nodal person	Designation	Cell no
1	South 24 Parganas	Dr. G. De	APO	98363 83840

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

Contd. to P-2.



- 2 -

**Fund management** – Maheshtala Municipality will place the necessary fund (out of available KUSP fund) to the Principal, NTS, Diamond Harbour, as detailed below :

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Diamond Harbour	(i) Food Cost @ Rs. 120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days) = Rs. 24,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	(iv) Total Rs. 31,625/-	Total Rs. 10,500/-

The 1<sup>st</sup> phase of fund will be released in cash 5 days prior to start of the training and the 2<sup>nd</sup> phase of fund will be released after completion of 25 days training.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed proforma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

**Project Manager, CMU**

4





Attn: Dr. S. Panigrahi

KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VIII)/980

Dt. .. 31.08.2010

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMUTo : The Chairman  
Maheshtala Municipality**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation.**

Sir,

This is to inform you that the training of Health Worker of your ULB will be held at Nursing Training School, Diamond Harbour on Routine immunization for 25 working days.

You are requested to release required fund of Rs. 42,125/- (Rupees Forty two thousand one hundred twenty five) only in cash as detailed below to Ms. Mira Ganguly, Princiopal, NTS, Diamond Harbour as advance by 3<sup>rd</sup> September, 2010. KUSP fund available with you may be utilized for this purpose. Necessary adjustment will be submitted by the Principal in Two Phases i.e. within seven days after completion of first five days training in first phase and within seven days after completion of next twenty days training in second phase.

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Diamond Harbour	(i) Food Cost @ Rs.120/- per person for 40 persons for 5 days (Rs. 120/- x 40 persons x 5 days) = Rs. 24,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	<b>Total Rs. 31,625/-</b>	<b>Total Rs. 10,500/-</b>

Thanking you.

Yours faithfully,

Project Manager, CMU



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

**Bharat Chandra Saha, IAS**  
Project Director

Memo No. CMU – 242 / 2005 (Pt-II) / 926

Dated...24.08.10  
25

**M/s Printers Corner**  
**26/1B, Sashi Bhusan Dey Street,**  
**Kolkata – 700 012.**

Sub: Printing and delivery of Certificate on “Skill Development Training on Routine Immunisation”.

Ref: Your offer No. NIL, dated...19.08.10.

Sir,

Your offer for the work mentioned under the subject has been accepted by CMU. You are accordingly requested to please take up the work according to the specification, terms and conditions and rates etc. stated below. The rate is inclusive of transportation & delivery of above certificate.

Sl. No.	Item	Qty.	Amount (Rs.)
1.	Printing, production and delivery of “Skill Development Training on Routine Immunisation”: • Size : 11.75" x 8.75" • Paper : 300 GSM glossy Art Board. • Pages : 1 page. • Colour : 4 - colour printing.  Total production includes lay out, design development, paper processing etc., as necessary.	300 nos.  (English)	3,000.00  (Rs.10.00 per piece with 4% VAT)

**Terms & Conditions:**

Delivery : Within 10 days from the date of receipt of this order.

Payment : After delivery.

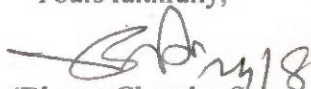
Taxes : The above price is inclusive of all taxes and duties.

Delivery Charges : Rates are given including transport charge.

Submission of IT PAN No., VAT No. & PT Enrolment No. } Payment shall be made on production of copies of documents through which IT PAN No., VAT No. & PT Enrolment Number have been issued by the respective authorities.


I.T. Deduction at source : As per rules.

Yours faithfully,

  
(Bharat Chandra Saha)  
Project Director, CMU

**Copy forwarded to:**

1. Project Manager, CMU for information
2. Accounts Officer, CMU for information and necessary action
3. Procurement Expert, CMU for information and necessary action
- ✓ 4. Health Expert, CMU for information and necessary action

  
Project Director, CMU

CMU - A REGISTERED SOCIETY UNDER MUNICIPAL AFFAIRS DEPTT., GOVT. OF WEST BENGAL  
ILGUS BHAVAN, HC - BLOCK, SECTOR - 3, BIDHANNAGAR, KOLKATA - 700 106  
PH : 033-2334 2660 (Direct), 2337 8723 / 6226 (Extn. 101), FAX : 033-2337 7318 / 6229





Memo No. ... CMU-94/2003(Pt. VIII)/921

Dt. .. 24.08.2010

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : Shri Goutam Ghosh**  
**Director, DLB.**

**Sub. : Release of Advance by the respective DDLB to the Nodal person of Nursing Training School (NTS) in connection with training of grass-root level health functionaries (7<sup>th</sup> batch) on Routine Immunization.**

Sir,

This is to intimate you that the training of health workers of the following ULBs for strengthening of Routine Immunization will start for 25 working days.

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Hooghly	Bansberia	6	NTS, Hooghly	06.09.10
	Konnagar	6		
	Serampore	6		
	Uttarpara-Kotrung	7		
Howrah	Bally	5	NTS, Howrah	06.09.10
	Howrah MC	15		
	Uluberia	5		
North 24 Pgs	Kanchrapara	7	NTS, Barasat	06.09.10
	Naihati	5		
	Halisahar	5		
	Bhatpara	5		
	North Barrackpore	3 (STS)		

**Nodal person of Nursing School of Training (Sister Tutor) of District is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	Hooghly	Ms. Gouri Dutta	9433471062
2	Howrah	Ms. Krishna Dutta	9830566323
3	North 24 Pgs	Ms. Bandana Das	9433231334

Contd. to P-2.



The budget for each of the training at NTS is as under:

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Hooghly / Howrah / Barasat	(i) Food Cost @Rs.120/- per person for 35 persons for 5 days (Rs. 120/- x 35 persons x 5 days) = Rs. 21,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days) = Rs.10,500/-
	(iv) Total Rs. 28,625/-	Total Rs. 10,500/-

**Fund management** – On behalf of CMU, the respective DDLB will place the necessary fund for first 5 days (Rs.21,000/- being the food cost for 5 days, Rs.5,000/- Contingency in total and Rs.2,625/- Honorarium to 3 facilitators for 5 days, thus totaling Rs.28,625/-) to the respective district nodal person of NTS for expenditure in first phase at least 7 days prior to start of the training date. Facilitators fees for the rest 20 days may be provided by DDLB within 5 (five) days after completion of the training. DDLB will take advance from the KUSP fund available with their office.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to DDLB who will submit adjustment accordingly to their office from where advance was drawn. Expenditure is to be booked under the Account Head "SHS-RI Training".

Thanking you.

Yours faithfully,

  
Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VIII)/921/1(5)

Dt .. 24.08.2010

Copy forwarded to :

1. DDLB, Presidency Divn.
2. DDLB, Burdwan Divn.
3. Ms. Gouri Dutta, Sister Tutor, Nursing Training School, Hooghly
4. Ms. Krishna Dutta, Sister Tutor, Nursing Training School, Howrah
5. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat

  
Project Director, CMU

Contd. to P-3.

Copy forwarded to :

1. Project Manager, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency



**Project Director, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VIII)/873(12)

Dt. .. 19.08.2010

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

Auth: A-150 20

To : The Mayor / Chairman  
...*Bhattacharya* Municipal Corporation / Municipality

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation for 25 days.**

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start w.e.f 06.09.10 (detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at Annexure - 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer / Asstt. Health Officer, for onward release of advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

E:\Dr. Goswami\KUSP\Letter Head ULBs(1).doc





- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS - RI Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO & / AHO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

**Project Manager, CMU**

**Dt .. 19.08.2010**

**Memo No. .. CMU-94/2003(Pt. VIII)/ 873(6)**

Copy forwarded to :

Copy forwarded to :

1. SFWO & Jt. DHS, DHFW
2. Ms. Madhabi Das, DDHS, Nursing, DHFW
3. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata
4. Ms. Gouri Dutta, Sister Tutor, Nursing Training School, Hooghly
5. Ms. Krishna Dutta, Sister Tutor, Nursing Training School, Howrah
6. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat

**Project Manager, CMU**

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

**Project Manager, CMU**



### Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.

Training of Health workers will start at respective Nursing Training School (NTS) and will be continued for 25 working days. District level municipalities, no. of trainees and the start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Hooghly	Bansberia	6	NTS, Hooghly	06.09.10
	Konnagar	6		
	Serampore	6		
	Uttarpara-Kotrung	7		
Howrah	Bally	5	NTS, Howrah	06.09.10
	Howrah MC	15		
	Uluberia	5		
North 24 Pgs	Kanchrapara	7	NTS, Barasat	06.09.10
	Naihati	5		
	Halisahar	5		
	Bhatpara	5		
	North Barrackpore	3 (STS)		

Nodal person of Nursing School of Training (Sister Tutor) of District is as under :

Sl No	District	Name of the Nodal person	Cell no
1	Hooghly	Ms. Gouri Dutta	9433471062
2	Howrah	Ms. Krishna Dutta	9830566323
3	North 24 Pgs	Ms. Bandana Das	9433231334

Nodal person from Municipalities are as under :

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
	Hooghly	Bansberia	Dr. B. Bhattacharya	UHIO	9830212980
		Konnagar	Dr. D.K. Ghosh	HO	9830202316
		Serampore	Dr. B. Chatterjee	AHO	9831000215
		Uttarpara-Kotrung	Dr. C. C. Mondol	AHO	9331946133
2	Howrah	Bally	Dr. S. Naskar	AHO	9231619376
		Howrah MC	Dr. S. Dutta	HO	9748757922
		Uluberia	Dr. S. Sarkar	HO	9830517456
3	North 24 Pgs	Kanchrapara	Dr. S. Mondol	HO	9830741705
		Naihati	Dr. Goutam Saha	HO	9830543373
		Halisahar	Dr. S. Bhattacharjee	HO	9830020495
		Bhatpara	Dr. Diganta Chatterjee	HO	9433742932
		North Barrackpore	Dr. S. Dey	AHO	9830035372
			Dr. Pranab Roy	AHO	9831461503

Contd. to P-2.

**Nodal person from CMU for both the district is as under :**

SI No	District	Name of the Nodal person	Designation	Cell no
1	Hooghly	Dr. S. Basu	APO	9231653841 9163928606
2	Howrah			
3	North 24 Pgs			

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

**Fund management** – CMU will place the necessary fund to the Nodal person of respective NTS through Nodal person of CMU as detailed below :

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Hooghly / Howrah / Barasat	(i) Food Cost @Rs.120/- per person for 35 persons for 5 days (Rs. 120/- x 35 persons x 5 days) = Rs. 21,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	(iv) Total Rs. 28,625/-	Total Rs. 10,500/-

The 1<sup>st</sup> phase of fund will be released 5 days prior to start of the training and the 2<sup>nd</sup> phase of fund will be released after completion of 25 days training.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

Contd. to P-3.





- 3 -

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

Sd/-

**Project Manager, CMU**



Memo No. ... CMU-94/2003(Pt. VIII)/772

Dt. .. 11.08.2010

From : **Bharat Chandra Saha**  
Project Director, CMU

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

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation (7<sup>th</sup> batch).**

Sir,

For strengthening of Routine Immunisation, a training programme for First Tier Supervisors of existing health programmes of the above mentioned ULBs will be held at Nursing School of District Health Office for 25 days which will start w.e.f 06.09.2010. The number of FTS trainee for this batches will be as under:

District	ULBs	No. of Trainees
Hooghly	Bansberia	6
	Konnagar	6
	Serampore	6
	Uttarpara-Kotrung	7
Howrah	Bally	5
	Howrah MC	15
	Uluberia	5
North 24 Pgs	Kanchrapara	7
	Naihati	5
	Halisahar	5
	Bhatpara	5
	North Barrackpore	3 (STS)

You are requested to forward the name of the FTSs as per required numbers mentioned against each in the table above. The proforma for forwarding the names of FTSs is as under:

Sl. No.	Name	Qualification

Contd. to P-2.



- 2 -

You are also requested to forward the name of one contact officer of your ULB preferably HO/Asst. HO/UHIO whichever is applicable along with his/her telephone number. The nodal person of ULB will be responsible for making liaison with Nursing school of the District, Nodal person of the ULB and Health Expert, CMU.

Both the information are to be forwarded to the undersigned by 20<sup>th</sup> August, 2010 positively so that this can be forwarded to the Nursing school of the respective district.

Thanking you.

Yours faithfully,

  
**Project Director, CMU**





Memo No. .. CMU-94/2003(Pt. VIII)/ 771

Dt. : 11.08.2010

From : **Bharat Chandra Saha**  
Project Director, CMU

To : **The Mayor**  
Asansol Municipal Corporation

Sub. : **Training of Health Workers of Urban Local Bodies (6C Batch) for strengthening of Routine Immunisation – release of advance to Nursing Training School, Asansol.**

Sir,

This is to inform you that the training of Health Worker of the ULB will be held at Nursing Training School, Asansol on Routine immunization for 25 working days.

You are requested to release required fund of Rs. 45,125/- (Rupees Forty five thousand one hundred twenty five) only in cash as detailed below to Ms. Rama Ganguly, Sr. Sister Tutor, NTS, Asansol as advance by 16<sup>th</sup> August, 2010. KUSP fund available with you may be utilized for this purpose. Necessary adjustment will be submitted by Sr. Sister Tutor in Two Phases i.e. within seven days after completion of first five days training in first phase and within seven days after completion of next twenty days training in second phase.

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Asansol	(i) Food Cost @Rs.120/- per person for 45 persons for 5 days (Rs. 120/- x 45 persons x 5 days) = Rs. 27,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	(iv) Total Rs. 34,625/-	Total Rs. 10,500/-

Thanking you.

Yours faithfully,

  
Project Director, CMU

Cont. pg-2



- 2 -

**Copy forwarded to :**

- 1. Accounts Officer, CMU**
- 2. Accounting Support Agency**
- 3. AFC, Asansol MC**
- 4. Ms. Rama Ganguly, Sr. Sister Tutor, NTS, Asansol**

  
**Project Director, CMU**



**Memo No. .. CMU-94/2003(Pt. VIII)/770**

**Dt. .. 11.08.2010**

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : The Mayor**  
**Asansol Municipal Corporation**

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation (Batch 6C) for 25 days.**

**Sir,**

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start at Nursing Training School, Asansol w.e.f 18.08.2010 for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSS on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the said Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer for onward release of advance to each of the trainee participants so that FTSS do not face any hardship to incur expenditure in respect of travelling and food.

**Contd. to P-2.**





- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- RI Training". The Statement of Expenditure is to be submitted to CMU by October, 2010 through Accounting Support Agency.

HO/Medical Supervisor/PHN of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VIII)/770

Dt .. 11.08.2010

Copy forwarded to :

1. SFWO & Jt. DHS, DHFW
2. Ms. Madhabi Das, DDHS, Nursing, DHFW
3. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
4. Ms. Rama Ganguly, Sister Tutor, Nursing Training School, Asansol MC

  
Project Director, CMU

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

  
Project Director, CMU



**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

**Nodal person of Nursing Training School, Asansol is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	Burdwan	Ms. Rama Ganguly	9434359370

**Nodal person from the ULB is as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Burdwan	Asansol MC	Dr. Ujjal Mukherjee	HO	9434115095

**Nodal person from CMU is as under :**

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Burdwan	Dr. S. Basu	APO	9231653811

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

**Fund management** – CMU will place the necessary fund to the Nodal person of respective NTS through Nodal person of CMU as detailed below :

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Asansol	(i) Food Cost @Rs.120/- per person for 45 persons for 5 days (Rs. 120/- x 45 persons x 5 days) = Rs. 27,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	(iv) Total Rs. 34,625/-	Total Rs. 10,500/-

The 1<sup>st</sup> phase of fund will be released 5 days prior to start of the training and the 2<sup>nd</sup> phase of fund will be released after completion of 25 days training.

Contd. to P-2.



- 2 -

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person as specified by CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

Sd/-

**Project Director, CMU**





Memo No. .. CMU-94/2003(Pt. VIII)/ 769

Dt. .. 11.08.2010

**From : Bharat Chandra Saha**  
**Project Director, CMU**

**To : The Mayor**  
**Asanol Municipal Corporation**

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal**  
**for strengthening of Routine Immunisation.**

Sir,

For strengthening of Routine Immunisation, a training programme for First Tier Supervisors of existing health programme of your ULB will be held at Nursing Training School, Asansol for 25 days which will start w.e.f 18.08.2010. This is to intimate you that out of 90 nos. of FTSs, 49 nos. have already been trained. Hence, the remaining 41 nos. of FTSs may be trained in this batch.

You are requested to forward the name of the FTSs who will undertake RI training as per proforma given below by 13<sup>th</sup> August, 2010 positively so that this can be forwarded to the Nursing school, Asansol:

Sl. No.	Name	Qualification

Thanking you.

Yours faithfully,

  
Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VIII)/695

Dt. : 03.08.2010

4

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Midnapore Municipality

Sub. : Training of Health Workers of Urban Local Bodies (6B Batch) for strengthening of Routine Immunisation - release of advance to Nursing Training School, Midnapore (West).

Sir,

This is to inform you that the training of Health Worker of the ULBs of Medinipur (East) District will be held at Nursing Training School, Medinipur (West) on Routine immunization for 25 working days. The participating ULBs and start date of Training is as under:

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Midnapore (East)	Egra	3	NTS, Midnapore (West)	16.08.2010
	Haldia	9		
	Panskura	4		
	Tamluk	5		
	Contai	5		

Nodal person of CMU and Nursing Training School for the district is as under :

Sl No	Nodal Person of	Name of the Nodal person	Designation	Cell no
1	CMU	Shri G. Bit	AFC, Medinipur Municipality	9932660032
2	NTS	Ms. Juthika Dey	Sister Tutor	9474445798

Cont. pg-2

**Fund management :-**

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Midnapore (West)	(i) Food Cost @Rs.120/- per person for 35 persons for 5 days (Rs. 120/- x 35 persons x 5 days) = Rs. 21,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	(iv) Total Rs. 28,625/-	Total Rs. 10,500/-

You are requested to release required fund of Rs. 39,125/- (Rupees Thirty nine thousand one hundred twenty five) only in cash to Ms. Juthika Dey, Sr. Sister Tutor, NTS, Midnapore (East) as advance by 10<sup>th</sup> August, 2010. KUSP fund available with you may be utilized for this purpose. Necessary adjustment will be submitted by Sr. Sister Tutor in Two Phases i.e. within seven days after completion of first five days training in first phase and within seven days after completion of next twenty days training in second phase.

Thanking you.

Yours faithfully,

*[Signature]* 3/8/2010.

**Project Manager, CMU**

**Copy forwarded to :**

1. Accounts Officer, CMU
2. Accounting Support Agency
3. Shri G. Bit, AFC, Medinipur Municipality
4. Ms. Juthika Dey, Sr. Sister Tutor, NTS, Midnapore (West)

*[Signature]* 3/8/2010.

**Project Manager, CMU**





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VIII)/693(5)

Dt. .. 03.08.2010  
4

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Egra / Haldia / Panskura  
Tamluk / Contai Municipality

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation for 25 days.**

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start (as detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSS on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

The trainees who will attend the training from their residence daily will get actual cost for travelling expenses which is to be paid by the ULBs for 25 days of training and Rs. 50/- per day for 20 days training at PP unit for working tea & tiffin expenses. The tea and tiffin will be arranged by the Nursing Training School, Midnapore (West) for 5 days training at class room. The trainees who are to undertake the said training by staying at Midnapore (West) itself, are to make their own arrangement for fooding and lodging. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of traveling, food and accommodation wherever applicable.

Contd. to P-2.

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All the expenses in respect of training materials, travelling cost and working Tea & Tiffin and fooding, lodging (wherever applicable) are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- RI Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO & / MO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

*[Signature]* 3/8/2010

**Project Manager, CMU**

**Memo No. .. CMU-94/2003(Pt. VIII)/693 (5) / 1 (4)**

**Dt .. 03.08.2010**

*[Signature]*

Copy forwarded to :

1. SFWO & Jt. DHS, DHFW
2. Ms. Madhabi Das, DDHS, Nursing, DHFW
- ✓ 3. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
4. Ms. Juthika Dey, Sister Tutor, Nursing Training School, Midnapore (West)

*[Signature]* 3/8/2010

**Project Manager, CMU**

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

*[Signature]* 3/8/2010

**Project Manager, CMU**

**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers will start at Nursing Training School (NTS), Midnapore (West) and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Midnapore (East)	Egra	3	NTS, Midnapore (West)	16.08.2010
	Haldia	9		
	Panskura	4		
	Tamluk	5		
	Contai	5		
	<b>Total</b>	<b>26</b>		

**Nodal person of Nursing School of Training (Sister Tutor) of District is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	Midnapore (East)	Ms. Juthika Dey	9474445798

**Nodal person from Municipalities are as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Midnapore (East)	Egra	Dr. T. Das Mahapatra	HO	9434401712
		Haldia	Dr. S. Hazra	HO	9233271141
		Panskura	Dr. B. Maity	HO	9434341732
		Tamluk	Dr. T.K.Das	HO	9474599575
		Contai	Dr. S. Panda	HO	9434416642

**Nodal person from CMU is as under :**

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Midnapore (East)	Dr. S. Talukdar	APO	9883025966

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

Contd. to P-2.



**Fund management** – CMU will place the necessary fund to the Nodal person of respective NTS through Nodal person of CMU as detailed below :

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Midnapore (West)	(i) Food Cost @Rs.120/- per person for 35 persons for 5 days (Rs. 120/- x 35 persons x 5 days) = Rs. 21,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	<b>(iv) Total Rs. 28,625/-</b>	<b>Total Rs. 10,500/-</b>

The 1<sup>st</sup> phase of fund will be released 5 days prior to start of the training and the 2<sup>nd</sup> phase of fund will be released after completion of 25 days training.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person as specified by CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

Sd/-

**Project Manager, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VIII)/345

Dt. .. 07.06.2010

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Dum Dum Municipality  
44, Post Office Road,  
P.O. - Dum Dum,  
PIN - 700 028.

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation for 25 days.**

Sir,

With reference to this office earlier communication vide memo no. Memo No. .. CMU-94/2003(Pt. VIII)/330(5) dt. 03.06.2010 on the subject mentioned above, this is to inform you that number of trainee participants of your ULB will be 7 (seven) instead of 5 (five).

Thanking you.

Yours faithfully,

Project Manager, CMU

Memo No. .. CMU-94/2003(Pt. VIII)/345/1(1)

Dt .. 07.06.2010

Copy forwarded to :

Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat

Project Manager, CMU

Copy forwarded to :

Accounting Support Agency

Project Manager, CMU



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VIII)/ 330(5)

Dt. .. 03.06.2010

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Gobardanga / Khardah / Panihati  
Dum Dum / Titagarh Municipality

**Sub.: Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation for 25 days.**

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start (as detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSS on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the Nursing Training School, Barasat) which will be provided by the ULB. You are requested to release advance to Health Officer / Asstt. Health Officer, for onward release of advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

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- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO & / AHO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

*[Signature]*  
Project Manager, CMU

Dt .. 03.06.2010

**Memo No. .. CMU-94/2003(Pt. VIII)/330(5)/1(3)**

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N.Bagchi, Project Manager, WBSISC.
3. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat

*[Signature]*  
Project Manager, CMU

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

*[Signature]*  
Project Manager, CMU



**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers will start at Nursing Training School (NTS), Barasat and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Barasat	Gobardanga	4	NTS, Barasat	08.06.10
	Khardah	5		
	Panihati	5		
	Dum Dum	5		
	Titagarh	6		
	<b>Total</b>	<b>25</b>		

**Nodal person of Nursing School of Training (Sister Tutor) of District is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	Barasat	Ms. Bandana Das	9433231334

**Nodal person from Municipalities are as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Barasat	Gobardanga	Dr. Debasish Biswas	HO	9775123244
		Khardah	Dr. R. Majumder	HO	9433737909
		Panihati	Dr. S. K. Sengupta	HO	9433555866
		Dum Dum	Dr. S.K. Pal	HO	9433156670
		Titagarh	Dr. S. Chakraborty	AHO	9831727433

**Nodal person from CMU for both the district is as under :**

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Barasat	Dr. S. Basu	APO	9231653811
		Dr. G. De	APO	9836383840

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

Contd. to P-2.



**Fund management** – CMU will place the necessary fund to the Nodal person of respective NTS through Nodal person of CMU as detailed below :

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Barasat	(i) Food Cost @Rs.120/- per person for 35 persons for 5 days (Rs. 120/- x 35 persons x 5 days) = Rs. 21,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	(iv) Total Rs. 28,625/-	Total Rs. 10,500/-

The 1<sup>st</sup> phase of fund will be released 5 days prior to start of the training and the 2<sup>nd</sup> phase of fund will be released after completion of 25 days training.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

Sd/-

**Project Manager, CMU**





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pl. VII)/182 (5)

Dt. .. 23.04.2010

06.05.

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Gobardanga / Khardah / Panihati  
Dum Dum / Titagarh Municipality

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation.

Sir,

For strengthening of Routine Immunisation, a training programme for First/Second Tier Supervisors of existing health programmes of the above mentioned ULBs will be held at Nursing Training School, Barasat, North 24 Pgs for 25 days which will start tentatively during 2<sup>nd</sup> week of May, 2010. The number of FTS/STS trainee for this batch will be as under:

District -	ULBs	No. of Trainees
North 24 Pgs	Gobardanga	4
	Khardah	5
	Panihati	5
	Dum Dum	5
	Titagarh	6

You are requested to forward the name of the FTSs/STSs at per required numbers mentioned against each in the table above. The proforma for forwarding the names of FTSs/STSs is as under:

Sl. No.	Name	Qualification	Designation

You are also requested to forward the name of one contact officer of your ULB preferably HO/Asst. HO/UHIO whichever is applicable along with his/her telephone number. The nodal person of ULB will be responsible for making Liaison with Nursing School, Barasat and Health Expert, CMU.

Contd. to P-2.



- 2 -

Both the information are to be forwarded to the undersigned by 5<sup>th</sup> May, 2010 positively so that this can be forwarded to the Nursing school.

Thanking you.

Yours faithfully,

Project Manager, CMU

Memo No. ... CMU-94/2003(Pt. VII)/182 (5) /1(5)

CC

HO / AHO, ..... Municipality

Dt. .. 23.04.2010

06.05.

Project Manager, CMU



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VII)/ 3245

Dt. : 23.03.2010

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Berhampore Municipality

Sub. : Training of Health Workers of Urban Local Bodies (6<sup>th</sup> Batch) for strengthening of Routine Immunisation - release of advance to Nursing Training School, Berhampore.

Sir,

This is to inform you that the training of Health Worker of the ULBs of Murshidabad District will be held at Nursing Training School on Routine immunization for 25 working days. The participating ULBs and start date of Training is as under:

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Murshidabad	Berhampore	6	NTS, Berhampore	29.03.2010
	Dhulian	10		
	Kandi	7		

Nodal person of CMU and Nursing Training School for the district is as under :

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Murshidabad	Shri Sumanta Prakash Ray	FIC	9735601160

Cont. pg-2

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**Fund management :-**

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Medinipur (West)	(i) Food Cost @Rs.120/- per person for 33 persons for 5 days (Rs. 120/- x 33 persons x 5 days) = Rs. 19,800/-	-
	(ii) Contingency for 25 days - Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days) = Rs.10,500/-
	<b>Total Rs. 27,425/-</b>	<b>Total Rs. 10,500/-</b>

You are requested to release required fund of Rs. 37,925/- (Rupees Thirty seven thousand nine hundred twenty five) only in cash to Ms. Pratima Pal, Sr. Sister Tutor, NTS, Berhampore as advance by 26<sup>th</sup> March, 2010. KUSP fund available with you may be utilized for this purpose. Necessary adjustment will be submitted by Sr. Sister Tutor in Two Phases i.e. within seven days after completion of first five days training in first phase and within seven days after completion of next twenty days training in second phase.

Thanking you.

Yours faithfully,

*[Signature]*

**Project Manager, CMU**

**Copy forwarded to :**

1. Accounts Officer, CMU
2. Accounting Support Agency
3. Shri Sumanta Prakash Ray, FIC, Berhampore Municipality
4. Ms. Pratima Pal, Sr. Sister Tutor, NTS, Berhampore

*[Signature]*

**Project Manager, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VII)/ 3244(3)

Dt. .. 19.03.2010

23

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Berhampore / Dhulian / Kandi Municipality

Sub.: Training of Health Workers of Urban Local Bodies (6<sup>th</sup> batch)  
in West Bengal for strengthening of Routine Immunisation for 25 days.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start (as detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSS on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer / Asstt. Health Officer, for onward release of advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

E:\Dr. Goswami\KUSP\Letter Head ULBs(1).doc



- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO / AHO / PHN of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

Project Manager, CMU

Memo No. .. CMU-94/2003(Pt. VII)/ 3244 (3) / 1(3)

Dt .. 19.03.2010

23

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N.Bagchi, Project Manager, WBSISC.
3. Ms. Pratima Pal, Sr. Sister Tutor, Nursing Training School, Berhampur

Project Manager, CMU

Copy forwarded to :

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency

Project Manager, CMU





**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers (6<sup>th</sup> batch) will start at District Level at Nursing Training School (NTS) and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Murshidabad	Berhampore	6	NTS, Berhampore	29.03.2010
	Dhulian	10		
	Kandi	7		

**Nodal person of Nursing School of Training (Sister Tutor) of District is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	Murshidabad	Ms. Pratima Pal	9434124768

**Nodal person from Municipalities are as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Murshidabad	Berhampore	Dr. B. Sarkar	AHO	9434442151
			Sri Dipak Ray	CIC	9474578158
		Dhulian	Dr. S. Islam	HO	9734075773
			Sri Subrata Sarkar	SI	9732662561
		Kandi	Sri Pradip Dey	SI	9233162184

**Nodal person from CMU for both the district is as under :**

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Murshidabad	<del>Sri Supriyo Ray</del> Sumanta Banerjee Ray	AFC	<del>9732643449</del> 973560160

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

Contd. to P-2.



- 2 -

**Fund management** – CMU will place the necessary fund to the Nodal person of respective NTS through Nodal person of CMU as detailed below :

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Berhampore	(i) Food Cost @Rs.120/- per person for 33 persons for 5 days (Rs. 120/- x 33 persons x 5 days) = Rs. 19,800/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	<b>(iv) Total Rs. 27,425/-</b>	<b>Total Rs. 10,500/-</b>

The 1<sup>st</sup> phase of fund will be released 5 days prior to start of the training and the 2<sup>nd</sup> phase of fund will be released after completion of 25 days training.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed proforma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

**Project Manager, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VII)/ 3097 (4)

Dt. .. 10.03.2010  
11

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Chairman  
Ashokenagar-Kalyangarh,  
Baduria, Bongaon, Habra Municipality

Sub.: Corrigendum in respect of Nodal person of NTS, Barasat.

Sir,

This is to intimate you that Nodal person of Nursing Training School, Barasat will be Ms. Bandana Das, Sister Tutor (Mob. No. 9433231334) instead of Ms. Kalpana Mazumder.

Thanking you.

Yours faithfully,

Project Manager, CMU

Memo No. .. CMU-94/2003(Pt. VII)/ 3097 (4)/1(4)

Dt .. 10.03.2010  
11

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N.Bagchi, Project Manager, WBSISC.
3. Ms. Bandana Das, Sister Tutor, Nursing Training School, Barasat
4. Ms. Kalpana Majumder, Sr. Sister Tutor, Nursing Training School, Barasat

Project Manager, CMU





①

KOLKATA URBAN SERVICES FOR THE POOR  
C H A N G E M A N A G E M E N T U N I T

Memo No. .. CMU-94/2003(Pt. VII)/3028 (11)

Dt. .. 02.03.2010

**From : Dr. Kallol Kr. Mukherjee**  
**Project Manager, CMU**

**To : The Chairman**  
**Chandrakona, Ghatal, Jhargram, Kharar, Khirpai,**  
**Ramjibonpur, Kharagpur, Ashokenagar-Kalyangarh,**  
**Baduria, Bongaon, Habra Municipality**

**Sub.: Training of Health Workers of Urban Local Bodies (6<sup>th</sup> batch)**  
**in West Bengal for strengthening of Routine Immunisation for 25 days.**

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start (as detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer / Asstt. Health Officer, for onward release of advance to each of the trainee participants so that FTSs do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO AHO PHN CHIO of your ULB be made responsible for monitoring the said training programme - at least he/she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> - 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you

Yours faithfully,



Project Manager, CMU

Memo No. .. CMU -94/2003(Pt. VII) 2698 (11)/1 (4)

Dt. 02.03.2010



Copy forwarded to

1. Dr. S. Dasgupta, Professor & Head of the Dept. Community Medicine  
Dept. & Project Director, WBSISC Medical College, Kolkata
2. Dr. S.N. Bagchi, Project Manager, WBSISC.
3. Ms. Juthika Dey, Sr. Sister Tutor, Nursing Training School, Medinipur(W)
4. Ms. Kalpana Majumder, Sr. Sister Tutor, Nursing Training School, Barasat



Project Manager, CMU

Copy forwarded to

1. Director, SUDA
2. Health Expert, CMU
3. Accounting Support Agency



Project Manager, CMU



3

**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers (6<sup>th</sup> batch) will start at District Level at Nursing Training School (NTS) and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Medinipur (West)	Chandrakona	3	NTS, Medinipur	15.03.2010
	Ghatal	4		
	Jhargram	4		
	Kharar	2		
	Khirpai	2		
	Ramjibonpur	3		
	Kharagpur	7		
North 24 Pgs.	Ashokenagar-Kalyangarh	8	NTS, Barasat	23.03.2010
	Baduria	4		
	Bongaon	5		
	Habra	8		

**Nodal person of Nursing School of Training (Sister Tutor) of Districts is as under :**

Sl No	District	Name of the Nodal person	Cell no
1	Medinipur (West)	Ms. Juthika Dey <i>Ms. Suva Pal</i>	9474445798
2	North 24 Pgs.	Ms. Kalpana Majumder <i>Babbar Das Sister Tutor</i>	9230564281 9433231334

**Nodal person from Municipalities are as under :**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Medinipur (West)	Chandrakona	Dr. A. Jana	HO	9239382183
		Ghatal	Shri Sanjay Dey	SI	9732542176
		Jhargram	Dr. Madhuri Ghosh	HO	9434508242
		Kharar	Shri Uttam Dawn	Acctt. Asstt.	9932954161
		Khirpai	Dr. Raja Ghosh	HO	9836444876
		Ramjibonpur	Shri M. Nandy	SI	9832269121
		Kharagpur	Shri R.N. Bhattacharya	UHIO	9434690956
2	North 24 Pgs.	Ashokenagar-Kalyangarh	Dr. Sujon Sen Mr. Mukul Nandy	HO SI	9333711028 9635438411
		Baduria	Dr. Anil Ch. Das	H.O.	9143147360
		Bongaon	Dr. Sukumar Shaw	Nodal Officer	9832205411
		Habra	Dr. Manas Das	HO	9434401039

Contd. to P-2.



**Nodal person from CMU for both the district is as under :**

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Medinipur (West)	Goutam Bit Dr. Sujit Ray	AFC CDO	9932660032 9434989186
2	North 24 Pgs.	Dr. Sunanda Basu	APO	9231653811

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

**Fund management** – CMU will place the necessary fund to the Nodal person of respective NTS through Nodal person of CMU as detailed below :

NTS	Placement of fund for	
	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Medinipur (West)	(i) Food Cost @Rs.120/- per person for 35 persons for 5 days (Rs. 120/- x 35 persons x 5 days) = Rs. 21,000/-	-
	(ii) Contingency for 25 days - Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days) = Rs.10,500/-
	(iv) 10 nos. of trainees (4 from Ghatal, 4 from Jhargram and 2 from Kharar) will be accommodated at NTS hostel for 25 days, the charges for which will be paid by the respective Municipality to NTS out of KUSP fund on receipt of information from NTS.	-
	<b>(v) Total Rs. 28,625/-</b>	<b>Total Rs. 10,500/-</b>
Barasat	(i) Food Cost @Rs.120/- per person for 35 persons for 5 days (Rs. 120/- x 35 persons x 5 days) = Rs. 21,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days ) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days ) = Rs.10,500/-
	<b>(iv) Total Rs. 28,625/-</b>	<b>Total Rs. 10,500/-</b>

Contd. to P-3.



5

- 3 -

The 1<sup>st</sup> phase of fund will be released 5 days prior to start of the training and the 2<sup>nd</sup> phase of fund will be released after completion of 25 days training.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid out of contingency fund.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

sd/-

**Project Manager, CMU**





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. ... CMU-94/2003(Pt. VII)/2883

Dt. .. 16.02.2010

ACMO 14 → 9434220944

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation.**

Sir,

For strengthening of Routine Immunisation, a training programme for First Tier Supervisors of existing health programmes of the above mentioned ULBs will be held at Nursing School of District Health Office for 25 days which will start tentatively during March – April, 2010. The number of FTS trainee for these batch will be as under:

District	ULBs	No. of Trainees
Burdwan <i>Dr. Talukder</i>	Kalna	3
	Katwa	5
	Memari <i>new sent</i>	4
	Burdwan	7
	Durgapur MC	3
	Dainhat <i>✓ name sent</i>	3
Hooghly <i>Dr. Talukder</i>	Bansberia <i>✓ name sent</i>	6
	Konnagar	6
	Serampore	6
	Uttarpara-Kotrung <i>✓ name sent</i>	7
	✓ Chandrakona <i>✓ name sent</i>	3
Medinipur (West) <i>Dr. Talukder</i>	<i>for de. listel</i> • Ghatal <i>✓ name sent</i>	4
	<i>hostel</i> • Jhargram *	4
	<i>hostel</i> • Kharar <i>✓ name sent</i>	2
	✓ Khirpai <i>✓ name sent</i>	2
	✓ Ramjibonpur <i>✓ name sent</i>	3
	✓ Kharagpur <i>✓ name sent</i>	7
	<i>1st sent</i>	

Dr. S. Barn to follow up with the ULBs.

Contd. to P-2.

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District	ULBs	No. of Trainees
South 24 Pgs <i>Dr. Ban.</i>	Baruipur	5
	Pujali	7
	Maheshtala	8
	Budge Budge	5
Howrah <i>Dr. Ban.</i>	Bally	7
	Howrah	11
	Uluberia	7
Murshidabad <i>Dr. Ban.</i>	Dhulian	5
	Kandi	4
North 24 Pgs <i>Dr. Ban.</i>	Ashokenagar-Kalyangarh	8
	Baduria	4
	Bongaon	5
	Habra	8

23.03.10

3rd m  
of March

You are requested to forward the name of the FTSs as per required numbers mentioned against each in the table above. The proforma for forwarding the names of FTSs is as under:

Sl. No.	Name	Qualification

You are also requested to forward the name of one contact officer of your ULB preferably HO/Asst. HO/UHIO whichever is applicable along with his/her telephone number. The nodal person of ULB will be responsible for making liaison with Nursing school of the District, Nodal person of the ULB and Health Expert, CMU.

Both the information are to be forwarded to the undersigned by 25<sup>th</sup> February, 2010 positively so that this can be forwarded to the Nursing school of the respective district.

Thanking you.

Yours faithfully,

*[Signature]*

Project Manager, CMU

**Government of West Bengal**  
Directorate of Health Services (F.W.Br)  
Swasthya Bhawan, "A"-Wing, 3<sup>rd</sup> Floor,  
GN - 29, Sector - V, Salt Lake City, Kolkata - 700 091

Health Ent.

No. H/SFWB/.....

Dated, Kolkata, ..... 2010

To  
The Chief Medical Officer of Health

1- 9 Burdwan/ Hooghly/ Howrah/ Pur. Medinipur/ Pas. Medinipur/ Murshidabad/ North  
24 Pgs. Purnia/ South 24 Pgs

Sub - Training of Health Workers of Urban Local Bodies in West Bengal for  
strengthening of Routine Immunisation.

You are hereby requested to propose dates for 25 days hands on training on RI for the  
First Tier Supervisory (FTSs) of Urban Health Programmes of your district.

This training programme will be organised at NTS of your district in collaboration with  
CHANGE MANAGEMENT UNIT, a registered society under Municipal Affairs Dept., Govt.  
of West Bengal.

*Sd/-*  
State Family Welfare Officer &  
Jt Director Health Service (FW)  
Directorate of Health & Family Welfare  
Govt. of West Bengal

No. H/SFWB/116(9)/1(5)

Dated, Kolkata, 04.02.2010

Copy forwarded for necessary information and necessary action to:

1. Commissioner (FW) & Secretary, Govt. of West Bengal
2. Dr. Kallol Kr. Mukherjee, Project Manager, CMU, ILGUS Bhavan, HC Block, Sector-3,  
Bidhannagar, Kolkata-700 106, with a request to send the list of participants, trained so  
far in 7 districts.
3. Ms. Madhavi Das, Deputy Director of Health Services (Nursing), Govt. of West Bengal
4. Project Director WBSISC & HOD, Deptt. Community Medicine, Kolkata Medical  
College
5. ADHS(EPI), Govt. of West Bengal.

*Sd/-* 04/02/10  
State Family Welfare Officer &  
Jt Director Health Service (FW)  
Directorate of Health & Family Welfare  
Govt. of West Bengal





KOLKATA URBAN SERVICES FOR THE POOR  
C H A N G E M A N A G E M E N T U N I T

Memo No. .. CMU-94/2003(Pt. VII)/2675

Dt. .. 25.01.2010

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : Dr. S.P.Banerjee  
SFWO & Jt. DHS  
Dept. of Health & FW  
Swasthya Bhavan  
Salt Lake City

O/C

Attn: Ms. S. Chatteropadhyay  
Principal HTS-3-24 Pgs.  
2499 2647

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation.**

Sir,

This is to thank you for supporting conduct of hands-on training for 25 days on RI for the First Tier Supervisors (FTSs) of Urban Health Programmes. You may be aware that such training have already been completed for 5 batches of different districts. Out of 18 districts, ULBs of 7 districts have already been completed such training. So far, out of 1743 FTSs, 704 have been trained.

To cover all the First Tier Supervisors of the Urban Local Bodies, more number of training programmes will be required in 6<sup>th</sup> phase by the Nursing Training School of Burdwan, Hooghly, Howrah, Medinipur (East & West), Murshidabad, North 24 Pgs, Purulia and South 24 Pgs.

Therefore you are requested to co-ordinate with the CMOH of the Districts as mentioned above and DD, Nursing, DHFW with regard to conduct of training for 6<sup>th</sup> phase and to intimate this office about the tentative start date of training well in ahead so that the ULBs be informed accordingly by this end.

We look forward to your continued cooperation.

Thanking you.

Yours faithfully,

Rj. 25/01/2010

Project Manager, CMU

Contd. to P-2

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- 2 -

Memo No. .. CMU-94/2003(Pt. VII)/ 2675/1(3)

Dt. .. 25.01.2010

Copy forwarded to :

1. Shri S. Gupta, Commissioner, DHFW.
2. Ms. Madhabi Das, DD Nursing, DHFW
3. Project Manager, WBSISC

*kw. 25/1/2010*  
Project Manager, CMU

Copy forwarded to :

Project Director, CMU.

*kw. 25/1/2010*  
Project Manager, CMU

*Sumantra Borlaach Roy FIC 9735601160*

**Government of West Bengal**  
Directorate of Health Services (F.W.Br)  
Swasthya Bhawan, "A"-Wing, 3<sup>rd</sup> Floor,  
GN - 29, Sector - V, Salt Lake City, Kolkata - 700 091



No. H/SFWB/21-16-2007/-----

Dated, Kolkata-----

*Health Expert*

To  
The CMOH  
South 24 PG / Jalpaiguri / Nadia District

**Subject: Skill development training at NTS for ULB Health Workers.**

This office has received a request letter from Project Director CMU, to organize next batch of training of selected health workers at District NTS of your district at the earliest. In this connection DDHS (Nursing) had already spoken with the Principal / Senior Sister Tutor of NTS concern and tentatively fixed training dates which are as follows.

1. NTS- Jalpaiguri- from 9<sup>th</sup> November, 2009, onwards
2. NTS Nadia- from 3<sup>rd</sup> November, 2009, onwards
3. NTS Bangur ( South 24 PG) from 9<sup>th</sup> November, 2009 onwards
4. NTS Diamond Harbor (South 24 PG) from 9<sup>th</sup> November 2009 onwards.

These training will be of 25 days duration and CMU will support all expenditure related to training. The CMU will further intimate the Principal of concerned NTS regarding administrative & financial guidelines.

You are requested to direct all concern of your district to provide necessary support to NTS for smooth conduction of training. The training will consist of 5 days theoretical training at NTS and 20 days hands on training at PP unit and indoor BCG vaccinations.

The Health Expert of CMU is requested to contact the concerned NTS and provide all guidelines and support. Similarly WBSISC is also requested to provide necessary support to NTS for smooth conduction of training.


*sdl*  
State Family Welfare officer &  
Jt. Director of Health Service (FW)  
Govt. of West Bengal

No. H/SFWB/21-16-2007/~~117~~(3)/1(14)

Dated, Kolkata-16/10/09

Copy forwarded for information and necessary action to:

1. The Commissioner FW & Secretary, Health & FW, Govt of West Bengal
2. The ADHS (Training), Govt of West Bengal
3. The ADHS (EPI), Govt of West Bengal
4. The DDHS (Nursing), Govt of W. Bengal
5. The Project Director- WBSISC
6. The Project Director, CMU
7. The Health Expert- CMU
8. The Dy CMOH-III- South 24 PG, / Nadia, / Jalpaigury
9. The DMCHO- South 24 PG, / Nadia, / Jalpaigury
10. The Superintendent District Hospital- South 24 PG, / Nadia, / Jalpaigury
11. Superintendent, Diamond Harbor SD Hospital
12. The MO PP unit of District Hospital - South 24 PG, / Nadia, / Jalpaigury
13. The DPHNO- South 24 PG, / Nadia, / Jalpaigury
14. The Principal, NTS, Bangur (South 24 PG), Nadia, Jalpaigury, Diamond Harbor.

  
State Family Welfare Officer &  
Jt. Director of Health Service (FW)  
Govt. of West Bengal





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. ... CMU-94/2003(Pt. VII)/1833(18)

Dt. ... 30.10.2009

From : Bharat Chandra Saha  
Project Director, CMU

To : The Chairman  
Coochbehar / Dinhata / Haldibari / Mathabhanga / Mekliganj  
Tufanganj / Dhupguri / Mal / Birnagar / Chakdah / Coopers' Camp  
Gayeshpur / Ranaghat / Taherpur / Rajpur-Sonarpur  
Jaynagar-Mazilpur / Diamond Harbour / Budge Budge Municipality

Sub.: Training of Health Workers of Urban Local Bodies (5<sup>th</sup> batch)  
in West Bengal for strengthening of Routine Immunisation for 25 days.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start (as detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training material will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer / Asstt. Health Officer, for onward release of advance to each of the trainee participants so that FTSs do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2



- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO / AHO / PHN / UHIO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

**Project Director, CMU**

**Memo No. .. CMU-94/2003(Pt. VII)/1833(18)/1 (6)**

**Dt .. 30.10.2009**

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N.Bagchi, Project Manager, WBSISC.
3. Ms. Mita Halder, Sr. Sister Tutor, Nursing Training School, Diamond Harbour
4. Ms. Swapna Rudra, Sr. Sister Tutor, Nursing Training School, Jalpaiguri
5. Ms. Jhunu Roy, Sr. Sister Tutor, Nursing Training School, Bangur
6. Ms. Rita Sarkar, Sr. Sister Tutor, Nursing Training School, Nadia

**Project Director, CMU**

Copy forwarded to :

1. Director, SUDA
2. Financial Adviser, CMU
3. Health Expert, CMU
4. Accounting Support Agency

**Project Director, CMU**

Contd. to P-3.



- 3 -

**Memo No. .. CMU-94/2003(Pt. VII)/ 1833 (18) / 2 (3)**

**Dt .. 30.10.2009**

Copy forwarded to :

1. Shri J. Duttagupta, Jt. Director, Jalpaiguri Divn. – with the request to release fund for 1<sup>st</sup> phase for an amount of Rs.30,425/- seven days prior to start of the training and for second phase for an amount of Rs.10,500/- after completion of 25 days training to the Nodal person of NTS, Jalpaiguri.
2. Shri Surojit Bose, Deputy Director, DLB, Presidency Divn. - with the request to release fund for 1<sup>st</sup> phase for an amount of Rs.29,285/- seven days prior to start of the training and for second phase for an amount of Rs.10,500/- after completion of 25 days training to the each Nodal person of NTS, i.e Bongaon & Diamond Harbour.
3. Shri P.K.Das, DDLB, Berhampore - with the request to release fund (i) for 1<sup>st</sup> phase for an amount of Rs.28,025/- seven days prior to start of the training and for second phase for an amount of Rs.10,500/- after completion of 25 days training to the Nodal person of NTS, Nadia.

- The expenditure is to be incurred out of the KUSP Fund available with your office and expenditure is to be booked under the Account Head – “SHS – Training”.

  
**Project Director, CMU**



**Government of West Bengal**  
**Directorate of Health Services (F.W.Br)**  
Swasthya Bhawan, "A"-Wing, 3<sup>rd</sup> Floor,  
GN - 29, Sector - V, Salt Lake City, Kolkata - 700 091



No. H/SFWB/21-16-2007/-----

Dated, Kolkata-----

To  
The CMOH  
South 24 PG / Jalpaiguri / Nadia District

*Health Expert*

**Subject: Skill development training at NTS for ULB Health Workers.**

This office has received a request letter from Project Director CMU, to organize next batch of training of selected health workers at District NTS of your district at the earliest. In this connection DDHS (Nursing) had already spoken with the Principal / Senior Sister Tutor of NTS concern and tentatively fixed training dates which are as follows.

1. NTS- Jalpaiguri- from 9<sup>th</sup> November, 2009, onwards
2. NTS Nadia- from 3<sup>rd</sup> November, 2009, onwards
3. NTS Bangur ( South 24 PG) from 9<sup>th</sup> November, 2009 onwards
4. NTS Diamond Harbor (South 24 PG) from 9<sup>th</sup> November 2009 onwards.

These training will be of 25 days duration and CMU will support all expenditure related to training. The CMU will further intimate the Principal of concerned NTS regarding administrative & financial guidelines.

You are requested to direct all concern of your district to provide necessary support to NTS for smooth conduction of training. The training will consist of 5 days theoretical training at NTS and 20 days hands on training at PP unit and indoor BCG vaccinations.

The Health Expert of CMU is requested to contact the concerned NTS and provide all guidelines and support. Similarly WBSISC is also requested to provide necessary support to NTS for smooth conduction of training.


*sdf*  
State Family Welfare officer &  
Jt. Director of Health Service (FW)  
Govt. of West Bengal

No. H/SFWB/21-16-2007/~~777~~(3)/1(14)

Dated, Kolkata-16/10/09

Copy forwarded for information and necessary action to:

1. The Commissioner FW & Secretary, Health & FW, Govt of West Bengal
2. The ADHS (Training), Govt of West Bengal
3. The ADHS (EPI), Govt of West Bengal
4. The DDHS (Nursing), Govt of W. Bengal
5. The Project Director- WBSISC
6. The Project Director, CMU
7. The Health Expert- CMU
8. The Dy CMOH-III- South 24 PG,/ Nadia,/ Jalpaigury
9. The DMCHO- South 24 PG, / Nadia,/ Jalpaigury
10. The Superintendent District Hospital- South 24 PG,/ Nadia, / Jalpaigury
11. Superintendent, Diamond Harbor SD Hospital
12. The MO PP unit of District Hospital - South 24 PG,/ Nadia, /Jalpaigury
13. The DPHNO- South 24 PG,/ Nadia, /Jalpaigury
14. The Principal, NTS, Bangur (South 24 PG), Nadia, Jalpaigury, Diamond Harbor.

  
State Family Welfare officer 16/10/09  
Jt. Director of Health Service (FW)  
Govt. of West Bengal





5th batch

KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VII)/1673

Dt. .. 09.10.2009

13

From : Bharat Saha  
Project Director, CMU

To : Dr. S.P. Banerjee  
SFWO & Jt. DHS  
Dept. of Health & FW  
Swasthya Bhavan  
Salt Lake City

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation.**

Sir,

This is to thank for supporting conduct of hands-on training for 25 days on RI for the First Tier Supervisors (FTSs) of Urban Health Programmes. You may be aware that such training have already been completed for 4 batches of different districts. To cover all the First Tier Supervisors of the Urban Local Bodies, more number of training programmes will be required in 5<sup>th</sup> phase by the Nursing Training School of South 24 Pgs, Nadia and Jalpaiguri.

Therefore you are requested to co-ordinate with the District Nursing School as mentioned above with regard to conduct of training for 5<sup>th</sup> phase and to intimate this office about the tentative start date of training well in ahead so that the ULBs be informed accordingly by this end. The list of Nodal person of the District Nursing School is mentioned hereunder :

District Nursing Training School	Name of Nodal person	Designation	Telephone No.
Nadia	Ms. Rita Sarkar	Sister Tutor	9434110916
Jalpaiguri	Ms. Swapna Rudra	Do	9433145778
South 24 Pgs.	Ms. Jhunu Roy	Do	9433285132

We look forward to your continued cooperation.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Contd. to P-2.



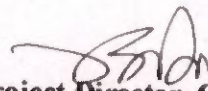
Memo No. .. CMU-94/2003(Pt. VII)/(1673/1/1)

Dt. .. 09.10.2009

13

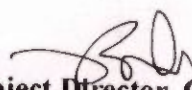
Copy forwarded to :

1. Dr. A. Kar, DHS, DHFW
2. Shri S. Gupta, Commissioner, DHFW.
3. Ms. Madhabi Das, DD Nursing, DHFW
- ✓ 4. Project Manager, WBSISC

  
Project Director, CMU

Copy forwarded to :

1. Project Manager, CMU
2. Health Expert, CMU

  
Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VII)/ 1178

Dt. .. 24.08.2009

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To :

- The Commissioner & Secretary, State Health & FW dept.
- The Director SUDA
- The Jt. DHS & State FW Officer, Govt of West Bengal
- The ADHS (Trg), State FW dept. You are requested to coordinate with other section of Health Dept. for organizing skill development training at NTS, Diamond Harbour and Kakdwip.
- The CMOH, South 24 PG
- The Dy CMOH-III / DMCHO / DPHNO- South 24 PG
- The DDHS (Nursing). She is requested to issue necessary directives to NTS for finalizing suitable date and time for training.
- The Principal, NTS Kakdwip / Diamond Harbour.
- The Project Manager, WBSISC. You are requested to provide technical support and monitor the training.
- The Chairman, Rajpur-Sonarpur Municipality
- The Health Officer, Rajpur- Sonarpur Municipality. You are requested to take necessary action on the decision taken in the meeting.

Sub. : Strengthening Routine Immunization in Urban Local Bodies of West Bengal.

Sir/Madam,

Enclosed kindly find herewith Minutes of the meeting on strengthening of Routine Immunization in Rajpur-Sonarpur Municipality held on 19<sup>th</sup> August, 2009.

You are requested to take further necessary action in this regard.

Thanking you.

Yours faithfully,

Project Manager, CMU



**Minutes of the meeting on strengthening of Routine Immunization in Rajpur- Sonarpur Municipality, at Municipality office on 19<sup>th</sup> August, 2009.**

A coordination meeting was organized on 19<sup>th</sup> August, 2009 at the office of Health Officer of Rajpur- Sonarpur Municipality, to discuss the ways and means to strengthening Routine Immunization in the municipality area with presence of following officials.

1. Dr. Shibani Goswami - Project Officer ( Health), SUDA & Health Expert, CMU
2. Dr. S. N. Bagchi - Project Manager, WBSISC
3. Dr. S.K. Debnath - Health Officer
4. Dr. M. Mondal - Asstt Health Officer
5. Kausik Bhandari - District Extender, WBSISC, South 24 Parganas

Following decision was taken in the meeting :

**A. Skill Development Training of 40 no of health workers of Municipality for 25 days at Nursing training School of kakdwip and Diamond Hurbour.**

SUDA will request State Health & FW dept and Nursing Directorate to organize training at both the above place with batch size of 20 in each place. SUDA will bear the cost of the training. The training may start in October 2009 in consultation with DDHS(N) and Principal NTS of kakdwip & Diamond Hurbour. WBSISC will provide technical support for the training and also monitor the training.

**B. Reorganization of Cold Chain and centralize vaccine Delivery.**

Presently the Municipality has two no of functional ILR, in two different places. The health Dept of Rajpur- Sonarpur Municipality will identify a place for central cold chain store and place two ILR & for keeping vaccines. In future no vaccines will be kept at Domestic Refrigerator. The Municipality will identify two dedicated cold chain handler. WBSISC will train the cold chain handler at Medical College, Kolkata

**C. Routine Immunization Microplan**

WBSISC will provide technical support to prepare ward based RI microplan. The plan will cover all wards, fixed site and fixed day RI ( weekly on every Wednesday), all vaccines in all sites in all RI days, vaccinator, supervisor name, session timing, vaccine delivery plan, name of link person to carry vaccines on alternate vaccine delivery method (AVD), social mobilization plan, reporting formats, waste management plan, child tracking. The issue of outreach session has been discussed and decided that once all ward based immunization will start the outreach session will be withdrawn.

**D. Reporting of Routine Immunization coverage**

The Health Office will submit monthly report in NRHM format to the District on regular basis. All backlog report will be submitted within September, 2009. All RI site will submit daily report to the municipality which will be compiled at Municipality level to prepare monthly report. Health Officer will identify a suitable person who will be responsible for compilation of report.

**Dr. S. Goswami**  
**Project Officer (Health), SUDA &**  
**Health Expert, CMU**





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/1116

Dt. .. 17.08.2009

18

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Mayor  
Asansol Municipal Corporation  
217, G.T. Road,  
P.O. - Asansol,  
Dist. - Bardhaman,  
PIN - 713 301.

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 22.08.09.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 22.08.2009 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at annexure – 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit will be provided by the ULB. The tea and tiffin for 5 days training at class room, will be arranged by the Nursing Training School, Asansol. You are requested to release advance to Health Officer, AMC for onward release of advance to each of the trainee participants so that FTSs do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

E:\Dr. Goswami\KUSP\Letter Head ULBs(1).doc



- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Nodal Person of the DHFW at School of Nursing Training, Asansol is Ms. Rama Gangopadhyay, Sr. Sister Tutor (Mobile no. 9434359370).

The Nodal person of the ULB is Dr. Ujjal Mukherjee, Health Officer (Mobile no. 9434115095) & Dr. K.Sanyal, Medical Supervisor.

HO / Medical Supervisor / PHN of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

Project Manager, CMU

Memo No. .. CMU-94/2003(Pt. VI)/1116/1(3)

Dt .. 17.08.2009  
18

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Rama Gangopadhyay, Sr. Sister Tutor, Nursing Training School, Asansol.

Project Manager, CMU

Copy forwarded to :

1. Financial Adviser, CMU
2. Health Expert, CMU
3. Accounting Support Agency

Project Manager, CMU

Contd. to P-3.



- 3 -

**Memo No. .. CMU-94/2003(Pt. VI)/**

**Dt .. 17.08.2009**

Copy forwarded to :

- ✓ 1. Shri Amitava Banerjee, DDLB, Burdwan Divn. - with the request to release fund (i) for 1<sup>st</sup> phase for an amount of Rs.10,325/- three days prior to start of the training and for second phase for an amount of Rs.10,500/- after completion of 25 days training to the Nodal person of NTS, Asansol

- The expenditure is to be incurred out of the KUSP Fund available with your office and expenditure is to be booked under the Account Head - "SHS - Training".

**Project Manager, CMU**



## Annexure - 1

**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers (4<sup>th</sup> batch) will start at District Level at Nursing Training School (NTS) and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Start date
Burdwan	Asansol MC	30	NTS, Asansol	22.08.09

**Nodal person of Nursing School of Training (PNO) is as under:**

Sl No	District	Name of the Nodal person	Cell no
1	Burdwan	Ms. Rama Gangopadhyay	9434359370

**Nodal person from Municipalities are as under:**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Burdwan	Asansol MC	Dr. Ujjal Mukherjee	HO	9434115095
			Dr. K. Sanyal	Medical Supervisor	953412213552

**Nodal person from CMU is as under:**

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Burdwan	Shri Amitava Banerjee	DDL B	9748687342

**Coordination at District level** –Nodal person of NTS and Municipal Corporation will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

**Fund management** – CMU will place the necessary fund to the Nodal person of NTS, Asansol through Nodal person of CMU. The fund includes (i) Food Cost @Rs.120/- per person for 45 persons for 5 days (ii) Contingency @Rs.5000/- for 25 days and (iii) Honorarium to facilitators @Rs175/- per facilitator for 3 facilitators for 25 days.

Contd. to P-2.

The 1<sup>st</sup> phase of fund will include food cost & Honorarium to facilitators for first 5 days and contingency for 25 days and will be released 3 days prior to start of the training. The 2<sup>nd</sup> phase of fund will include honorarium to facilitators for remaining 20 days and will be released after completion of 25 days training.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid from the contingency fund.

**Training calendar** – CMU will intimate well in advance to all district nodal persons for training date. The training calendar will include name of the participants, name of the municipalities etc.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

**Project Manager, CMU**





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. VII)/1086

Dt. .. 11.08.2009

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : Ms. Madhabi Das, DDHS,  
Nursing, Dept. of Health & FW  
Swasthya Bhawan, Salt Lake City.

**Sub. : Training of First Tier Supervisors of Urban Local Bodies on Routine Immunization.**

**Madam,**

You may be aware that training on Routine Immunization (RI) of First Tier Supervisors (FTS) of the Urban Local Bodies implementing community based urban health schemes have been organized by CMU, KUSP in association with DHFW and WBSISC for about last 1 year. In this training programme, the active participation and co-operation of District Nursing Schools are quite noteworthy and highly appreciated. So far, 24 nos. of training programmes have been conducted by the different district nursing schools.

Through this training programme, technical capacity of the First Tier Supervisors have been enhanced to a considerable extent with regard to conduct of Routine Immunization of the population of the ULBs. This training has also inculcated greater confidence in them for performance of Immunization Programme and generated active interest among the Chairman of the ULBs to have a well trained team of vaccinators of their own.

This is to inform you that in the urban health programmes there are 1749 nos. of FTSs who are actively involved with Immunization Programme. So far, 593 nos. of FTSs have been trained on RI for 25 days at District Nursing Training Schools. District wise and ULB wise completion of training on RI as well as due ones is enclosed at Annexure - A. There is necessity and great demand as well from the ULBs whose FTSs have not yet participated in Routine Immunization training programme.

It would be highly appreciated if you kindly take necessary action for instructing the Nursing Training School of the districts to play the role of trainers to train the rest of FTSs for capacity building towards conduct of Immunization programme

Contd. to P-2.

Printed at KUSP, Lower Head, CHS, Kolkata



Dr. Shibani Goswami, Health Expert, CMU (033-2359-3184) has been instructed to contact you further in this regard.

Thanking you

Yours faithfully,

*ku.*

Project Manager, CMU

Encl: As stated

Memo No. CMU-94/2003(Pt. VII)/ 1086/1 (3)

Dt. .. 11.08.2009

Copy forwarded for kind information to :

1. Shri S. Gupta, Commissioner, DHFW
- ✓ 2. Dr. A. Kar, DHS, DHFW
3. Project Manager, WBSISC – with the request to co-ordinate the ensuring training programmes.

*ku.*

Project Manager, CMU

## District wise nad ULB wise completion of training on RI

District	ULBs	No. of approved FTS	RI Training			
			Start Date	End Date	Batch	No. of FTS Trained
Dist. : Kolkata						
1	Kolkata MC	152	22.06.09		IV	100
	Total	152				100
Dist. : Bankura						
1	Bankura	6	06.11.08	12.12.08	II	6
2	Bishnupur	3	06.11.08	12.12.08	II	3
3	Sonamukhi	3	06.11.08	12.12.08	II	3
	Total	12				12
Dist. : Birbhum						
4	Bolpur	3	26.08.08	30.09.08	I	3
5	Dubrajpur	4	26.08.08	30.09.08	I	4
6	Nalhathi	4	26.08.08	30.09.08	I	4
7	Rampurhat	4	26.08.08	30.09.08	I	4
8	Sainthia	4	26.08.08	30.09.08	I	4
9	Suri	3	26.08.08	30.09.08	I	3
	Total	22				22
Dist. : Burdwan						
10	Asansol MC	97	19.01.09	23.02.09	III	20
11	Burdwan	27	19.08.08	22.09.08	I	10
			09.02.09	9.03.09	III	10
12	Dainhat	3				
13	Durgapur MC	57	09.02.09	09.03.09	III	10
			29.06.09	01.08.09	IV	18
14	Gushkara	4	19.08.08	22.09.08	I	4
15	Jamuria	6	19.08.08	22.09.08	I	6
16	Kalna	3				
17	Katwa	5				
18	Kulti	13				
19	Memari	4				
20	Raniganj	7	29.06.09	01.08.09	IV	7
	Total	226				85
Dist. : Cooch Behar						
21	Cooch Behar	4				
22	Dinhata	4				
23	Haldibari	3				
24	Mathabhanga	3				
25	Mekhliganj	2				
26	Tufanganj	3				
	Total	19				0
Dist. : Dakshin Dinajpur						
27	Balurghat	12	12.11.08	16.12.08	II	12
28	Gangarampur	4	12.11.08	16.12.08	II	4
	Total	16				16
Dist. : Darjeeling						
29	Darjeeling	16	14.11.08	18.12.08	II	16
30	Kalimpong	5				
31	Kurseong	4				
32	Mirik	2				
33	Siliguri MC	61	10.11.08	15.12.08	II	20
	Total	98				36

Immunization at a glance						
District	ULBs	No. of approved FTS	RI Training			
			Start Date	End Date	Batch	No. of FTS Trained
Dist. : Hooghly						
34	Arambag	4	02.06.09	30.06.09	IV	4
35	Baidyabati	17	02.06.09	30.06.09	IV	9
36	Bansberia	20				
37	Bhadreswar	23	09.02.09	09.03.09	III	10
38	Chandani	19	02.06.09	30.06.09	IV	9
39	Chandannagar MC	18	18.08.08	19.09.08	I	10
40	Hooghly Chinsurah	27	09.02.09	09.03.09	III	10
41	Konnagar	13				
42	Rishra	24	18.08.08	19.09.08	I	10
43	Serampore	31				
44	Tarakeshwar	3	02.06.09	30.06.09	IV	3
45	Uttarpara Kotrung	26				
	Total	225				53
Dist. : Howrah						
46	Bally	27	09.02.09	09.03.09	III	10
47	Howrah MC	71	18.08.08	19.09.08	I	20
48	Uluberia	26	09.02.09	09.03.09	III	10
	Total	124				40
Dist. : Jalpaiguri						
49	Alipurduar	7	14.11.08	18.12.08	II	7
50	Dhupguri	4				
51	Jalpaiguri	12	14.11.08	18.12.08	II	12
52	Mal	4				
	Total	27				19
Dist. : Malda						
53	English Bazar	14	12.11.08	16.12.08	II	14
54	Old Malda	4	12.11.08	16.12.08	II	4
	Total	18				18
Dist. : Medinipur (East)						
55	Contai	5				
56	Egra	3				
57	Haldia	9				
58	Panskura	4				
59	Tambuk	5				
	Total	26				0
Dist. : Medinipur (West)						
60	Chandrakona	3				
61	Ghatal	4				
62	Jhargram	4				
63	Kharagpur	30	24.11.08	30.12.08	II	12
64	Kharar	2				
65	Khirpai	2				
66	Medinipur	8	24.11.08	30.12.08	II	8
67	Ramjibanpur	3				
	Total	55				20
Dist. : Murshidabad						
68	Beldanga	3	19.08.08	22.09.08	I	3
69	Berhampur	8	19.08.08	22.09.08	I	8
70	Dhulian	4				
71	Jangipur	4	19.08.08	22.09.08	I	4
72	Jiaganj- Azimganj	4	19.08.08	22.09.08	I	4
73	Kandi	4				
74	Murshidabad	4				
	Total	31				19

M. Das.

94337-65030.



Immunization at a glance						
District	ULBs	No. of approved FTS	RI Training			
			Start Date	End Date	Batch	No. of FTS Trained
Dist. : Nadia						
75	Birnagar	3				
76	Chakdah	4				
77	Coopers Camp	3				
78	Gaveshpur	13	09.02.09	09.03.09	III	8
79	Kalyani	13	09.02.09	09.03.09	III	7
80	Krishnagar	7	26.08.08	30.09.08	I	3
81	Nabadwip	8	09.02.09	09.03.09	III	4
82	Ranaghat	4	26.08.08	30.09.08	I	8
83	Santipur	9	26.08.08	30.09.08	I	9
84	Taherpur	3				
	Total	97				44
Dist. : North 24 Parganas						
85	Ashokenagar Kalyangarh	8				
86	Baduria	4				
87	Bangaon	13				
88	Baranagar	49				
89	Barasat	17	26.08.08	30.09.08	I	15
90	Barrackpore	8				
91	Basirhat	8	18.05.09	26.06.09	IV	8
92	Bhatpara	7				
93	Bidhannagar	7				
94	Dum Dum	10				
95	Garulia	19				
96	Gobardanga	4				
97	Habra	8				
98	Halisahar	20				
99	Kamardhati	28				
100	Kanchrapara	19				
101	Khardah	27				
102	Madhyamgram	19	18.05.09	26.06.09	IV	8
103	Naihati	20				
104	New Barrackpore	15	26.08.08	30.09.08	I	5
105	North Barrackpore	24				
106	North Dum Dum	22				
107	Panihati	40	18.05.09	26.06.09	IV	4
108	Rajarhat Gopalpur	32	09.02.09	09.03.09	III	10
109	South Dum Dum	41	09.02.09	09.03.09	III	10
110	Taki	4	18.05.09	26.06.09	IV	4
111	Titagarh	20				
	Total	432				51
Dist. : Purulia						
112	Bhalka	3				
113	Purulia	6				
114	Raghunathpur	2				
	Total	11				0
Dist. : South 24 Parganas						
115	Baruipur	5				
116	Budge Budge	17				
117	Diamond Harbour	4				
118	Jaynagar Mazilpur	3				
119	Mahestala	41	06.11.08	12.12.08	II	20
120	Pujali	7				
121	Rajpur Sonarpur	34				
	Total	103				20
Dist. : Uttar Dinajpur						
122	Dalkhola	3				
123	Islampur	4				
124	Kaliniganj	4	11.11.08	17.12.08	II	4
125	Raiganj	14	11.11.08	17.12.08	II	14
	Total	25				18
	Grand Total	574				243



KOLKATA URBAN SERVICES FOR THE POOR  
C H A N G E M A N A G E M E N T U N I T

Memo No. .. CMU-94/2003(Pt. VII)/ 666 (2)

Dt. .. 24.06.2009

From : Arnab Roy  
Project Director, CMU

To : The Mayor / Chairman  
Durgapur Municipal Corporation  
Raniganj Municipality

Sub.: Training of Health Workers of Urban Local Bodies (4<sup>th</sup> batch)  
in West Bengal for strengthening of Routine Immunisation for 25 days.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start (as detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her.

The detailed guideline for conduct of training of FTSs on RI at district level in association with DHFW & WBSISC is enclosed at Annexure – 1.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the Nursing Training School, Asansol) which will be provided by the ULB. You are requested to release advance to Health Officer, for onward release of advance to each of the trainee participants so that FTSs do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

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- 2 -

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO / AHO / PHN / UHIO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VII)/6662/1(3)

Dt .. 24.06.2009

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the  
District Nodal Officer (Health) about the training calendar and facilitate the initiation of the  
training.
3. Ms. Rama Gangopadhyay, PNO, Nursing Training School, Asansol

Project Director, CMU

Copy forwarded to :

1. Director, SUDA
2. Financial Adviser, CMU
3. Health Expert, CMU
4. Accounting Support Agency

Project Director, CMU

Contd. to P-3.





Memo No. .. CMU-94/2003(Pt. VII)/666(2)/2(1)

Dt .. 24.06.2009

Copy forwarded to :

1. Shri Amitava Banerjee, DDLB, Burdwan Divn. - with the request to release fund (i) for 1<sup>st</sup> phase for an amount of Rs.31,625/- seven days prior to start of the training and for second phase for an amount of Rs.10,500/- after completion of 25 days training to the Nodal person of NTS, Asansol
- The expenditure is to be incurred out of the KUSP Fund available with your office and expenditure is to be booked under the Account Head – “SHS – Training”.

Project Director, CMU

**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers (4<sup>th</sup> batch) will start at District Level at Nursing Training School (NTS) and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Burdwan	Durgapur MC	18	NTS, Asansol	29.06.09
	Raniganj	7		

**Nodal person of Nursing School of Training (PNO) is as under:**

Sl No	District	Name of the Nodal person	Cell no
1	Burdwan	Ms. Rama Gangopadhyay	9434359370

**Nodal person from Municipalities are as under:**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Burdwan	Durgapur MC	Dr. P. Bhattacharjee	HO	9434101026
			Ms. S. Chowdhury Thakur	UHIO	9434537748
		Raniganj	Dr. Bulbul Samanta	MO	9434331947

**Nodal person from CMU is as under:**

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Burdwan	Shri Amitava Banerjee	DDL B	9748687342

**Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.

**Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.

**Fund management** – CMU will place the necessary fund to the Nodal person of NTS, Asansol through Nodal person of CMU. The fund includes (i) Food Cost @Rs.120/- per person for 40 persons for 5 days (ii) Contingency @Rs.5000/- for 25 days and (iii) Honorarium to facilitators @Rs175/- per facilitator for 3 facilitators for 25 days.

Contd. to P-2.

The 1<sup>st</sup> phase of fund will include food cost & Honorarium to facilitators for first 5 days and contingency for 25 days and will be released 5 days prior to start of the training. The 2<sup>nd</sup> phase of fund will include honorarium to facilitators for remaining 20 days and will be released after completion of 25 days training.

The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU.

**Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.

**Other logistics** – The nodal person of NTS will arrange all other logistics, training aid from the contingency fund.

**Training calendar** – CMU will intimate well in advance to all district nodal persons for training date. The training calendar will include name of the participants, name of the municipalities etc.

**Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.

**Final Training Report** – District Nodal Officer will submit training report (in prescribed proforma) to CMU and the State FW dept.

**Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

**Project Director, CMU**





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VII)/ 534

Dt. .. 12.06.2009

From : Arnab Roy  
Project Director, CMU

To : The Director  
Directorate of Local Bodies

Sub. : Training of health workers of Urban Local Bodies (4<sup>th</sup> batch) in West Bengal for strengthening of Routine Immunization for 25 days.

Ref. : This office earlier communication bearing no. CMU-94/2003(Pt.VII)/169(6) dt. 04.05.2009.

Sir,

You may be aware that the training of Health Workers of some of the ULBs under North 24 Pgs district have started at Nursing Training School, Barasat w.e.f 18.05.2009 for strengthening of Routine Immunization for 25 days. This training will be completed on 15.06.2009. As per this office communication under reference, Shri B.N.Kar, DDLB, Presidency Division have already released fund for an amount of Rs.31,625/- in the 1<sup>st</sup> phase.

You are requested to depute Shri B.N. Kar to release fund for 2<sup>nd</sup> phase by 18.06.2009 for an amount of Rs.11,000/- (Rupees Eleven thousand ) only on account of Rs.10,500/- only as Honorarium to facilitators @ Rs.175/- per facilitators for 3 facilitators for 20 days and Rs.500/- as an additional amount for contingency expenses. The expenditure is to be incurred out of KUSP fund available with your office and expenditure is to be booked under the A/c Head "SHS-Training".

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt. .. 12.06.2009

Memo No. .. CMU-94/2003(Pt. VII)/ 534 /1(1)  
Copy forwarded to :  
Shri B.N. Kar, DDLB, Presidency Divn.

  
Project Director, CMU

Copy forwarded to :  
1. Accounts Officer, CMU  
2. Accounting Support Agency

  
Project Director, CMU

Memo No. CMU-94/2003(Pt. VII)/239(13)

Dt. .. 19.05.2009  
20

From : Arnab Ray  
Project Director, CMU

To : The Mayor / Chairman  
Asansol / Durgapur Municipal Corporation  
Habra, Basirhat, Bankura, Suri, Bolpur, Jangipur,  
Tarakeshwar, Contai, Chakdah, Shantipur, Dhupguri Municipality

Sub. : Training for grass root level Health functionaries on Routine Immunization under Health component of KUSP.

Sir,

You may be aware that Health Officers &/or Asstt. Health Officers and others as nominated by you has already been completed Training of Trainers (TOT) on Immunisation facilitated by WBSISC and organized by CMU. These trainers are to train up grass root level Health functionaries i.e. HHWs, FTSs & STSs/ANM on immunization at ULB level in a batch of 20 to 25 nos. of participants for two days for each group. The training manual in Bengali for each of the participants has already been supplied to you by CMU. Pre & Post evaluation of the participants are to be done as per proforma provided at TOT and the training will be of modular type. The training shall be completed by July, 2009.

Administrative Approval & Financial Sanction is hereby accorded for such training.

Unit Cost for each batch of training is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 25 participants * = Rs. 375/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 30 participants* x 2 days = Rs. 1,800/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 100/- per day x 2 day = Rs. 200/-
<b>TOTAL</b>		<b>Rs. 3,175/-</b>
<b>(Rupees Three thousand one hundred seventy five) only</b>		

Contd. to P-2.



- 2 -

You are requested kindly to forward the training schedule and to ensure completion of the said programme.

Expenditure for the purpose is to be met out of KUSP Fund available with you and is to be booked under the account head - "SHS - Retraining". The Statement of Expenditure and Utilisation Certificate is to be submitted through Accounting Support Agency in due course.

Thanking you.

Yours faithfully,

Project Director, CMU

Dt. .. 19.05.2009

Memo No. CMU-94/2003(Pt. VII)/239 (13)/1 (13)

Copy forwarded for kind information to :

HO/AHO, ..... Municipal Corporation / Municipality

Project Director, CMU

Memo No. CMU-94/2003(Pt. VII)/239 (13)/1(13)/2(5)

Dt. .. 19.05.2009

Copy forwarded for kind information to :

1. Project Manager, CMU
2. Financial Advisor, CMU
3. Health Expert, CMU
4. Accounts Officer, CMU
5. Accounting Support Agency

Project Director, CMU



o/c



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VII)/ 226 (4)

Dt. .. 18.05.2009

From : Arnab Roy  
Project Director, CMU

To : The Chairman  
Arambag / Tarakeshwar /  
Baidyabati / Champdany Municipality

Sub.: Training of Health Workers of Urban Local Bodies (4<sup>th</sup> batch)  
in West Bengal for strengthening of Routine Immunisation for 25 days.

Sub.: This office earlier communication bearing CMU-94/2003(Pt. VII)/169(9)  
dt. 04.05.09.

Sir,

As informed by Ms. Gouri Dutta, Sister Tutor, Nursing Training School District Hospital, Hooghly-Chinsurah, the training of Health Workers of Urban Local Bodies (4<sup>th</sup> batch) will be held on 02.06.09 instead of 30.05.09. Other instructions will remain unaltered.

Thanking you.

Yours faithfully,

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VII)/ 226(4)/1(5)

Dt. .. 18.05.2009

Copy forwarded to :

1. Dr. S.P. Banerjee, Jt. DHS & SFWO, DHFW
2. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
3. Dr. Pramit Ghosh, Project Manager (part time), WBSISC
4. Shri Amitava Banerjee, DDLB, Burdwan Divn
5. Ms. Gouri Dutta, Sr. Sister Tutor, Nursing Training School, Hooghly

Project Director, CMU

Health Expt  
h

NURSING TRAINING SCHOOL  
DISTRICT HOSPITAL  
CHINSURAH HOOGHLY

To

Arnab Roy

Project Director, C M U

ELGUS BHAVAN, HC BLOCK SECTOR 3,  
BIDHANNAGAR KOLKATA 700106

Sub: Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunization for 25 days Postponement of the  
programme wherein tentative start date was scheduled on 30<sup>th</sup> May 2009.

Sir

You are requested to change the date on 2.06.2009 instead of scheduled date on 30.05.2009  
of 3<sup>rd</sup> batch Training of Health worker of Urban Local Bodies in West Bengal for  
strengthening Routine Immunization due to unavoidable problem of our District  
Please give me permission to start the training on 2.06.2009  
Thanking You

Yours faithfully

GOURI DUTTA  
Sister Tutor  
Nursing Training school  
District Hospital  
Chinsurah Hooghly

Baidyabati  
✓ Arambay  
✓ Tanak is war  
✓ Champ Dami

Memo No. .. CMU-94/2003(Pt. VII)/169(9)

Dt. .. 04.05.2009

**From : Arnab Roy**  
**Project Director, CMU****To : The Mayor / Chairman**  
**Asansol Municipal Corporation**  
**Arambag / Tarakeshwar / Baidyabati / Champdany**  
**Panihati / Taki / Madhyamgram / Basirhat Municipality**P2(H)  
✓  
8/5**Sub.: Training of Health Workers of Urban Local Bodies (4<sup>th</sup> batch)**  
**in West Bengal for strengthening of Routine Immunisation for 25 days.****Sir,**

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start (as detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at Annexure - 1.

The detailed guideline for conduct of training of FTSS on RI at district level in association with DHFW & WBSISC is enclosed at Annexure - 2.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer / Asstt. Health Officer, for onward release of advance to each of the trainee participants so that FTSS do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.





All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO / AHO / PHN / UHIO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

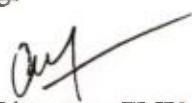
Memo No. .. CMU-94/2003(Pt. VII)/169(1)/1(5)

Dt .. 04.05.2009

05

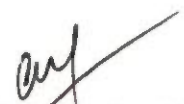
Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. Pramit Ghosh, Project Manager (part time), WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Gouri Dutta, Sr. Sister Tutor, Nursing Training School, Hooghly
4. Ms. Shipra Bandopadhyay, Sr. Sister Tutor, Nursing Training School, North 24 Pgs
5. Ms. Rama Gangopadhyay, Sr. Sister Tutor, Nursing Training School, Asansol

  
Project Director, CMU

Copy forwarded to :

1. Director, SUDA
2. Financial Adviser, CMU
3. Health Expert, CMU
4. Accounting Support Agency

  
Project Director, CMU

Contd. to P-3.

**Memo No. .. CMU-94/2003(Pt. VII)/**

**Dt .. 04.05.2009**

Copy forwarded to :

1. Shri B.N. Kar, DDLB, Presidency Divn. – with the request to release fund for 1<sup>st</sup> phase for an amount of Rs.31,625/- seven days prior to start of the training and for second phase for an amount of Rs.10,500/- after completion of 25 days training to the Nodal person of NTS, Barasat.
2. Shri Amitava Banerjee, DDLB, Burdwan Divn. - with the request to release fund (i) for 1<sup>st</sup> phase for an amount of Rs.34,625/- seven days prior to start of the training and for second phase for an amount of Rs.10,500/- after completion of 25 days training to the Nodal person of NTS, Asansol and (ii) for 1<sup>st</sup> phase for an amount of Rs.31,625/- seven days prior to start of the training and for second phase for an amount of Rs.10,500/- after completion of 25 days training to the Nodal person of NTS, Hooghly.

- The expenditure is to be incurred out of the KUSP Fund available with your office and expenditure is to be booked under the Account Head – “SHS – Training”.



**Project Director, CMU**

**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers (4<sup>th</sup> batch) will start at District Level at Nursing Training School (NTS) and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Burdwan	Asansol Municipal Corporation	30	NTS, Asansol	01.06.09
Hooghly	Arambag	4	NTS, Chinsurah	02.06.09 30.05.09
	Tarakeshwar	3		
	Baidyabati	9		
	Champdany	9		
North 24 Pgs (N)	Panihati	4	NTS, Barasat	18.05.09
	Taki	4		
	Madhyamgram	8		
	Basirhat	8		

**1. Nodal person of Nursing School of Training (Sister Tutor) of Districts is as under:**

Sl No	District	Name of the Nodal person	Cell no
1	Burdwan (for Asansol)	Ms. Rama Gangopadhyay	9434359370
2	Hooghly	Ms. Gouri Dutta	9433471062
3	North 24 Pgs	Ms. Shipra Bandopadhyay	9432263959

**2. Nodal person from Municipalities are as under:**

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Burdwan (for Asansol)	Asansol	Dr. Ujjal Mukherjee Dr. K. Sanyal	HO Medical Supervisor	9434115095 95341-2213552
3	Hooghly	Arambag	Dr. Goutam Dey	HO	9732694846
		Tarakeshwar	Dr. D. Chakraborty	HO	9434223499
		Baidyabati	Dr. P.S. Bhattacharya	HO	9830552404
		Champdany	Dr. Dilip Dey Dr. M. Sarkar	AHO MO	9433143106 9433733948
4	North 24 Pgs	Panihati	Dr. S.K. Sengupta	HO	9433555866
		Taki	Dr. A.K. Dutta	HO	9434227840
		Madhyamgram	Dr. Chandan Chatterjee Dr. Sukumar Biswas	HO AHO	9903053771 9831153929
		Basirhat	Sk. Shahidulla	CIC-Health	9333737374



16. Nodal person from CMU for each of the district is as under:

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Burdwan (for Asansol)	Shri Amitava Banerjee	DDLB	9748687342
	Hooghly			
2	North 24 Pgs	Shri B.N. Kar	DDLB	9331036977

17. **Coordination at District level** –Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.
18. **Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.
19. **Fund management** – CMU will place the necessary fund to the Nodal person of respective NTS through Nodal person of CMU. The fund includes (i) Food Cost @Rs.120/- per person for 45 persons in case of Asansol and 40 persons each in case of Hooghly and North 24 Pgs, (ii) Contingency @Rs.5000/- for 25 days and (iii) Honorarium to facilitators @Rs175/- per facilitator for 3 facilitators for 25 days.  
The 1<sup>st</sup> phase of fund will include food cost & Honorarium to facilitators for first 5 days and contingency for 25 days and will be released 7 prior to start of the training. The 2<sup>nd</sup> phase of fund will include honorarium to facilitators for remaining 20 days and will be released after completion of 25 days training.  
The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU.
20. **Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.
21. **Other logistics** – The nodal person of NTS will arrange all other logistics, training aid from the contingency fund.
22. **Training calendar** – CMU will intimate well in advance to all district nodal persons for training date. The training calendar will include name of the participants, name of the municipalities etc.
23. **Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.
24. **Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.
25. **Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

Project Director, CMU

**WEST BENGAL STATE IMMUNIZATION SUPPORT CELL**  
**Department of Community Medicine**  
**Medical College, Kolkata**

No./2009/ 275

Date: 4<sup>th</sup> April, 2009

To  
Principal Nursing Officer/  
Sister-in-charge/Sr. Sister Tutor  
\_\_\_\_\_ Training School



*Health Ext*  
*h*

Sub: Training of trainers (ToT) for Routine Immunization: 20-21 April, 2009

Dear Madam,

We are happy to inform you that following Sister Tutors & PHN of your institute and Medical College / District / Sub District hospital have been selected for training of trainers on Routine Immunization. The list has been provided to us by Mrs. Madhabi Das, DD Nursing, Swasthya Bhavan, Kolkata. Already two batches of similar training workshop have been conducted for 72 participants from 19 districts. The participants later facilitated 25-day training for vaccinators of respective ULBs. The same is expected from this batch, too. **This 2-day training** not only shares technical updates on Routine Immunization but also addresses relevant financial & logistic management issues for conducting the follow-up trainings at their own institute.

The details of the ToT are as follows:

**Venue:** Nursing Training College, Medical College, Kolkata.

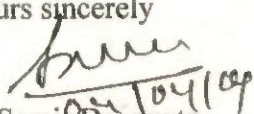
**Date:** 20-21 April, 2009 (Monday & Tuesday)

**Time:** 09:30hrs to 16:00hrs.

Lunch & breakfast will be provided to the participants from our end. No separate traveling/accommodation allowance will be given. Participant will receive honorarium @ Rs.400/- for 2-day training.

I would request the participants to confirm their participation on or before 17<sup>th</sup> April, 2009 over phone/ in writing.

Yours sincerely

  
Dr. Samir Dasgupta  
Prof. & Head, Community Medicine  
Medical College, Kolkata &  
Project Manager, WBSISC

Enclosure: List of the participants

Copy to:

1. The DHS & e.o Govt Of West Bengal
2. The DME & e.o. Govt of West Bengal
3. Commissioner FW and Special Secretary to Govt. of West Bengal.
4. The Project Director CMU
5. The Project Officer ( Health) SUDA & Health Expert, CMU
6. The Chief Municipal Health Officer, KMC
7. The Dy Chief Municipal Health Officer ( Project), KMC & Nodal Officer RI, Kolkata
8. The Principal, \_\_\_\_\_ Medical College Kolkata
9. Dr.S.P.Banerjee- SFWO & Jt.DHS, Govt.of West Bengal
10. Dr.K.K.Adhikary, ADHS-Training, Govt.of West Bengal
11. Dr.P.S.Chowdhury, ADHS-EPI, Govt.of West Bengal
12. The MSVP \_\_\_\_\_ Hospital
13. CMOH \_\_\_\_\_ District
14. The Dy CMOH-III, \_\_\_\_\_ District
15. The DMCHO \_\_\_\_\_ District
16. The DPHNO \_\_\_\_\_ District
17. The ACMOH \_\_\_\_\_ Sub Division
18. The Superintendent, \_\_\_\_\_ Hospital, \_\_\_\_\_ District
19. Mrs.Madhabi Das, DDHS, Nursing, Govt. of West Bengal.
20. Dr.Kaninika Mitra-Health & HIV/AIDS Specialist - Unicef Kolkata



• **List of Sister Tutors and PHN for Training on Routine Immunization by SUDA**

**A) Ashokenagar ANM training school**

	<b>Name</b>	<b>Designation</b>	<b>Phone no.</b>
1.	Lilia Banerjee	(Sister Tutor)	9433351569
2.	Sikha Biswas	(Sister Tutor)	9433383280
3.	Tamashi Das	(PHN, Gr-II)	

**B) Diamond Harbour ANM training School**

1.	Mita Halder	(Sister Tutor)	9474497365
2.	Sephali Purkait	(Sister Tutor)	9232605016
3.	Krishna Sarkar	PHN, Gr-II	

**C) Kakdwip ANM Training School**

1.	Rina Halder	(Sister Tutor)	9432961938
2.	Tapati Das	(Sister Tutor)	9433957226
3.	Kalyani Samanta	PHN, Gr-II	

**D) SSKM. Hospital, Kolkata**

1.	Tapati Datta	(Sister Tutor)	9433212449
2.	Chhabi Das	(Sister Tutor)	
3.	Swapna Das	PHN, Gr-II	

**E) MCH, Kolkata**

1.	Papiya Pal	(Sister Tutor)	9433279066
2.	Purnima Dhara	(Sister Tutor)	
3.	Swapna Sanyal	(Sister Tutor)	9433471176
4.	Malati Sarkar (Hazra)	(Sister Tutor)	

**F) NRS. MCH, Kolkata**

1.	Josoda Biswas	(Sister Tutor)	9830472907
2.	Swapna Sau	(Sister Tutor)	

**G) LDV Hospital**

1.	Alpanamoyee Bera	(Sister Tutor)	9831357924
2.	Lopamudra Naskar	(Sister Tutor)	
3.	Swapna Chowdhury	PHN Gr-II	

**Govt. of West Bengal**  
**State Family Welfare Bureau**  
**3rd Floor, "A" Wing, Swasthya Bhavan**  
**29, G.N.Block, Sector-V**  
**Salt Lake City, Kol- 91**



Memo. No :H/SFWB/

Dated: 31/03/2009

To

1. Smt Rama Gangopadhyya- Sister Tutor, NTS Asansol
2. Smt Tapati Saity- sister Tutor, NTS Burdwan
3. Smt Gouri Dutta- Sister Tutor, NTS, Hooghly
4. Smt Subhra Pal- Sister Tutor, NTS, Medinipur (West)
5. Smt Rita Sarkar- Sister Tutor, NTS, Nadia
6. Smt Sipra Bandopadhyya- Sister Tutor- NTS North 24 PG
7. Smt Jhunu Roy, Sister Tutor, NTS South 24PG

*Health Exnt -*  
*h*

**Sub: Skill development training for Health Workers**  
**of different ULBs for 25 days**

Dear Madam,

We received request from Project Director CMU, vide letter no CMU-94/2003( pt. VII)/ 3977 regarding next phase of training of different ULBs of all the above district. Accordingly you are requested to fix up date and intimated to Project director CMU, Ilgus Bhavan, HC Block, Sector3 Bidhan Nagar, Kolkata- 700106 with a copy to this office.

Thanking You

*S. J.*  
State Family Welfare Officer &  
Jt Director of Health Service (FW)  
Directorate of Health & Family Welfare  
Govt. of West Bengal

Memo. No :H/SFWB/ 249(7) / 1(8)

Dated: 31/03/2009

Copy forwarded to

1. The DHS, Govt of West Bengal
- ✓ 2. The Project Director, CMU
3. The Commissioner Family Welfare, Govt Of West Bengal
4. The ADHS- EPI
5. The ADHS- Training
6. The Project Director & Project Manager, WBSISC
7. The CMOH Barddhaman / Hooghly / Medinipur ( West) / Nadia/ South 24PG / North 24 PG
8. The DD( Nursing) Govt of West Bengal

*S. J.*  
State Family Welfare Officer &  
Jt Director of Health Service (FW)  
Directorate of Health & Family Welfare  
Govt. of West Bengal



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VII) 3973 (31)

Dt. .. 20.03.2009

From : Arnab Roy  
Project Director, CMU

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

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation. - 4<sup>th</sup> batch

Sir,

For strengthening of Routine Immunisation, a training programme for First Tier Supervisors of existing health programmes of the above mentioned ULBs will be held at Nursing School of District Health Office for 25 days which will start tentatively during 3<sup>rd</sup> week of November, 2008.

The number of FTS trainee for these batch will be as under:

Of April, 2009

District	ULBs	No. of Trainees
Burdwan (NO)	Asansol	18
	Raniganj	47
	Kalna	3
	Katwa	5
	Memari	4
	Burdwan	7
	Durgapur MC	6
Hooghly 30.5.09 Gomti Datta 9433471062	Arambag	4
	Tarakeshwar	3
	Baidyabati	9
	Chandradany	9
Medinipur (West) Sukhra Pal. 9332152635	Chandrakona	3
	Ghatal	4
	Jhargram	4
	Kharar	2
	Kharpai	2
	Ramjibonpur	3
	Kharagpur	7

Contd. to P-2.

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CMU-A REGISTERED SOCIETY UNDER MUNICIPAL AFFAIRS DEPTT., GOVT. OF WEST BENGAL  
ILGUS BHAVAN, HC BLOCK, SECTOR 3, BIDHANNAGAR, KOLKATA - 700 106  
PH. : 033-2337 8723 / 6226 / 8687, 2358 6403 / 5767, FAX : 033-2337 7318 / 6229  
E-mail : kuspcmu@vsnl.net, Website : www.changekolkata.org



District	ULBs	No. of Trainees
Nadia 9434110916 Date: 15/04/09 Mr. Kar- Mr. Kar- ✓	Birnagar	3
	Chakdah	4
	Coopers Camp	3
	Ranaghat	4
	Taherpur	3
	Kalyani	6
✓ Barasat	North Dum Dum	8
	Madhyamgram	8
	Basirhat	8
✓ South 24 Pgs Date: 15/04/09 Mr. Kar- Mr. Kar- ✓	Diamond Harbour	4
	Jaynagar - Mazilpur	3
	Budge Budge	9
	Rajpur - Sonarpur	9

You are requested to forward the name of the FTSS at per required numbers mentioned against each in the table above. The proforma for forwarding the names of FTSS is as under:

SL No.	Name	Qualification

You are also requested to forward the name of one contact officer of your ULB preferably HO/Asst. HO/UHIO whichever is applicable along with his/her telephone number. The nodal person of ULB will be responsible for making Liaison with Nursing school of the District, Nodal person of the ULB and Health Expert, CMU.

Both the information are to be forwarded to the undersigned by 2<sup>nd</sup> April, 2009 positively so that this can be forwarded to the Nursing school of the respective district.

Thanking you.

Yours faithfully,

*[Signature]*

Project Director, CMU

Copy forwarded to :

Health Expert, CMU.

*[Signature]*

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VII)

31

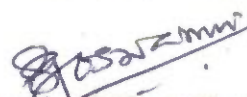
Dt. .. 20.03.2009

**Asansol / Durgapur Municipal Corporation**

**Raniganj, Kalna, Katwa, Memari, Burdwan, Arambag  
Tarakeshwar, Baidyabati, Champdany, Chandrakona, Ghatal,  
Jhargram, Kharar, Khirpai, Ramjibanpur, Kharagpur, Birnagar  
Chakdah, Coopers Camp, Ranaghat, Taherpur, Kalyani,  
North Dum Dum, Madhyamgram, Basirhat, Diamond Harbour,  
Joynagar, Budge Budge, Rajpur-Sonarpur Municipality**

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****Ref No. .SUDA-Health/08/148****Date ..Dt...28.01.2009****From : Dr. Shibani Goswami  
Project Officer-Health, SUDA &  
Health Expert, CMU****To : Ms. Tapati Maity, Sr. Sister Tutor, Nursing Training School, Burdwan  
Ms. Gita Maity, Sr. Sister Tutor, Nursing Training School, Howrah  
Ms. Gouri Dutta, Sr. Sister Tutor, Nursing Training School, Hooghly  
Ms. Rita Sarkar, Sr. Sister Tutor, Nursing Training School, Nadia****Sub.: Training of Health Workers of Urban Local Bodies (3<sup>rd</sup> batch) in West Bengal for strengthening of Routine Immunisation for 25 days - Postponement of the programme wherein tentative start date was scheduled on 2<sup>nd</sup> & 4<sup>th</sup> February, 2009.****Madam,**

You may be aware that Pulse Polio Immunization Programme will start on 1<sup>st</sup> February, 2009 wherein all the First Tier Supervisors will take part. They would not be able to participate in the Routine Immunization training programme which was scheduled to start either on 2<sup>nd</sup> or 4<sup>th</sup> February, 2009. Hence, you are requested to postpone the said training for the present. You are also requested to start the training w.e.f. 09.02.2009.

**Thanking you.****Yours faithfully,**  
**Project Officer-Health,  
SUDA****Contd. to P-2.**



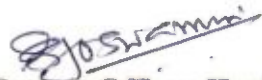
- 2 -

**SUDA-Health/08/148**

**Dt. .. 28.01.2009**

Copy forwarded to :

1. Mayor, Durgapur Municipal Corporation.
2. Chairman, Burdwan / Uluberia / Bally / Hooghly-Chinsurah  
Bhadreswar / Krishnagar / Kalyani / Gayeshpur Municipality.

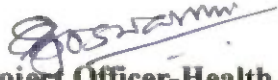
  
**Project Officer-Health,  
SUDA**

**SUDA-Health/08/148**

**Dt. .. 28.01.2009**

Copy forwarded to :

1. SFWO & Jt. Director of Health Services (FW), West Bengal
2. Ms. Madhabi Das, DDHS, Nursing, Dept. of Health & FW
3. CMOH, Burdwan / Howrah / Hooghly / Nadia
4. Principal Nursing Training School, Burdwan / Howrah / Hooghly / Nadia


  
**Project Officer-Health,  
SUDA**

**SUDA-Health/08/148**

**Dt. .. 28.01.2009**

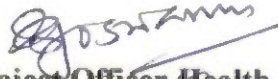
Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal  
Officer (Health) about the training calendar and facilitate the initiation of the training.

  
**Project Officer-Health,  
SUDA**

Copy forwarded to :

1. Project Director, CMU
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Accounting Support Agency

  
**Project Officer-Health,  
SUDA**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/ 3173 (11)

Dt. .. 16.01.2009  
19

From : Arnab Roy  
Project Director, CMU

To : The Mayor / Chairman  
Durgapur Municipal Corporation  
Burdwan / Uluberia / Bally / Hooghly-Chinsurah  
Bhadreswar / South Dum Dum / Rajarhat-Gopalpur  
Krishnagar / Kalyani / Gayeshpur Municipality

Sub.: Training of Health Workers of Urban Local Bodies (3<sup>rd</sup> batch)  
in West Bengal for strengthening of Routine Immunisation for 25 days.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start (as detailed in guideline) for 25 working days out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at Annexure - 1.

The detailed guideline for conduct of training of FTSS on RI at district level in association with DHFW & WBSISC is enclosed at Annexure - 2.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing Training School) which will be provided by the ULB. You are requested to release advance to Health Officer / Asstt. Health Officer, for onward release of advance to each of the trainee participants so that FTSS do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

E:\Dr. Goswami\KUSP\Letter Head ULB\1.doc

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

HO / AHO / PHN / UHIO of your ULBs be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ 3173 (11)/1(7)

Dt .. 16.01.2009  
19

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Tapait Maity, Sr. Sister Tutor, Nursing Training School, Burdwan
4. Ms. Gita Maity, Sr. Sister Tutor, Nursing Training School, Howrah
5. Ms. Gouri Dutta, Sr. Sister Tutor, Nursing Training School, Hooghly
6. Ms. Shipra Bandopadhyay, Sr. Sister Tutor, Nursing Training School, North 24 Pgs
7. Ms. Rita Sarkar, Sr. Sister Tutor, Nursing Training School, Nadia

  
Project Director, CMU

Copy forwarded to :

1. Director, SUDA
2. Financial Adviser, CMU
3. Health Expert, CMU
4. Accounting Support Agency

  
Project Director, CMU

Contd. to P-3.



**Memo No. .. CMU-94/2003(Pt. VI)/3173(11)/2(2)**

**Dt .. 16.01.2009**  
**19**

Copy forwarded to :

1. Shri Santanu Mukherjee, DDLB, Presidency Divn.
2. Shri Amitava Banerjee, DDLB, Burdwan Divn.

  
**Project Director, CMU**

**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers (3<sup>rd</sup> batch) will start at District Level at Nursing Training School (NTS) and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Burdwan	Burdwan	10	NTS, Burdwan	04.02.09
	Durgapur	10		
Howrah	Uluberia	10	NTS, Howrah	02.02.09
	Bally	10		
Hooghly	Hooghly-Chinsurah	10	NTS, Chinsurah	02.02.09
	Bhadreswar	10		
North 24 Pgs	South Dum Dum	10	NTS, Barasat	09.02.09
	Rajarhat-Gopalpur	10		
Nadia	Krishnagar	4	NTS, Krishnagar	02.02.09
	Kalyani	7		
	Gayeshpur	8		

1. Nodal person of Nursing School of Training (Sister Tutor) of Districts is as under:

Sl No	District	Name of the Nodal person	Cell no
1	Burdwan	Ms. Tapati Maity (for Burdwan)	9434086866
	Howrah	Ms. Geeta Maity	9433258086
	Hooghly	Ms. Gouri Dutta	9433471062
	North 24 Pgs	Ms. Shipra Bandopadhyay	9432263959
	Nadia	Rita Sarkar	9434110916

Contd. to P-2.

2. Nodal person from Municipalities are as under:

SI No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Burdwan	Burdwan	Dr. Debrabata Ray	HO	9474778520
		Durgapur MC	Dr. P. Bhattacharjee Ms. S. Chowdhury Thakur	HO UHIO	9434101026 9434537748
2	Howrah	Uluberia	Dr. S.K. Mondol	HO	9830741705
		Bally	Dr. S. Dutta	HO	9748757922
3	Hooghly	Hooghly-Chinsurah	Dr. P. Bose	HO	2680-3183
		Bhadreswar	Dr. S. Nandi Majumder	HO	9433113910
4	North 24 Pgs	South Dum Dum	Dr. P.K. Gupta	HO	9831182077
		Rajarhat-Gopalpur	Dr. S. Gupta	HO	9831246132
5	Nadia	Krishnagar	Dr. S.K. Ghosh	AHO	9932754430
		Kalyani	Dr. K. Bakshi	AHO	9339127701
		Gayeshpur	Dr. S. Pal. Chowdhury	AHO	9433118742

3. Nodal person from CMU for each of the district is as under:

SI No	District	Name of the Nodal person	Designation	Cell no
1	Burdwan	Shri Amitava Banerjee	DDL B	9748687342
2	Hooghly			
3	Howrah	Shri Santanu Mukherjee	DDL B	9434219096
4	North 24 Pgs			
5	Nadia			

Contd. to P-3.



4. **Coordination at District level** – Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.
5. **Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.
6. **Fund management** – CMU will place the necessary fund for first 5 days (Rs.21,000/- being the food cost for 5 days, Rs.5,000/- Contingency in total and Rs.2,625/- Honorarium to 3 facilitators for 5 days, thus totaling Rs.28,625/-) to the respective district nodal person of NTS for expenditure through Nodal person of CMU. The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU after 5 days of training. The fund includes food cost (@ Rs.120/- per persons for 35 persons x 5 days = Rs.21,000/-), contingency @ Rs.5,000/- per batch, Honorarium to facilitators (@ Rs.175/- per persons x 3 facilitators x 25 days = Rs.13,125/-). Total fund requirement for each district for each batch will be Rs.39,125/-. Facilitators fees for the rest 20 days will be provided by Nodal person of CMU at the end of the training and the related vouchers will be submitted by the Nodal person of NTS.
7. **Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.
8. **Other logistics** – The nodal person of the District of DHFW will arrange all other logistics, training aid from the contingency funds.
9. **Training calendar** – CMU will intimate well in advance to all district nodal persons for training date. The training calendar will include name of the participants, name of the municipalities etc.
10. **Training load** - It should not exceed 20 participants / batch.
11. **Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.
12. **Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.
13. **Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

**Project Director, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/ 3 093

Dt. .. 07.01.2009  
09

From : Dr. Kallol Kr. Mukherjee  
Project Manager, CMU

To : The Mayor  
Asansol Municipal Corporation  
217, G.T. Road,  
P.O. - Asansol,  
Dist. - Bardhaman,  
PIN - 713 301.

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 19.01.09.

Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/2190(11) dt. 29.10.2008 and your  
reply following to that.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 19.01.2009 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training material is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure - 1.

The detailed guideline for conduct of training of FTSS on RI at district level in association with DHFW & WBSISC is enclosed at annexure - 2.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the Nursing Training School, Asansol) which will be provided by the ULB. You are requested to release advance to Health Officer, AMC for onward release of advance to each of the trainee participants so that FTSS do not face any hardship to incur expenditure in respect of travelling and food.

Contd. to P-2.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS- Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Nodal Person of the DHFW at School of Nursing Training, Asansol is Ms. Rama Gangopadhyay, Sr. Sister Tutor (Mobile no. 9434359370).

The Nodal person of the ULB is Dr. Ujjal Mukherjee, Health Officer (Mobile no. 9434115095) & Dr. K. Sanyal, Medical Supervisor.

HO / Medical Supervisor / PHN of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, they may pay more visits during the said training.

Thanking you.

Yours faithfully,

*Rw.* 7/1/09.

Project Manager, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ 3093/1(3)

Dt .. 07.01.2009  
*9*

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Rama Gangopadhyay, Sr. Sister Tutor, Nursing Training School, Asansol.

*Rw.* 7/1/09.

Project Manager, CMU

Copy forwarded to :

1. Director, SUDA
2. Financial Adviser, CMU
3. Health Expert, CMU
4. Accounting Support Agency

*Rw.* 7/1/09.

Project Manager, CMU





- 3 -

**Memo No. .. CMU-94/2003(Pt. VI)/3093/2(2)**

**Dt .. 07.01.2009**

Copy forwarded to :

1. Shri Santanu Mukherjee, DDLB, Presidency Divn.
2. Shri Amitava Banerjee, DDLB, Burdwan Divn.

*hu*  
7/1/09.

**Project Manager, CMU**

**Training of Health Workers of Urban Local Bodies for strengthening of RI  
At Nursing Training School, Asansol**

**List of Participants**

ULB	Name of Participant	Designation	Educational Qualification
Asansol	Swapna Sarkar	FTS	MP
	Mukta Goswami	FTS	MP
	Tapati Chakraborty	FTS	MP
	Bulbul chakraborty	FTS	MP
	Shova Bal	FTS	MP
	Bhabani Shaw	FTS	MP
	Sucheta Chakraborty	FTS	MP
	Mira Mondol	FTS	HS
	Razia Khatoon	FTS	Graduate
	Keya Chatterjee	FTS	HS
	Putul Roy	FTS	MP
	Lila Das	FTS	BA
	Dipa Pal	FTS	HS
	Chhaya Dutta	FTS	MP
	Amina Begum	FTS	MP
	Jaya Mukherjee	FTS	IX
	Gita Bauri	FTS	VIII
	Rita Ghosal	FTS	BA
	Moni Bauri	FTS	VIII
	Swarnamoyee Mukherjee	FTS	IX

**Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC.**

Training of Health workers (3<sup>rd</sup> batch) will start at District Level at Nursing Training School (NTS) and will be continued for 25 working days. District level municipalities, no. of trainees and the tentative start date are as under :

District	Municipalities / Corporation	No. of Trainees	Venue	Tentative start date
Burdwan	Asansol MC	20	NTS, Asansol	19.01.09
	Burdwan	10	NTS, Burdwan	04.02.09
	Durgapur	10		
Howrah	Uluberia	10	NTS, Howrah	02.02.09
	Bally	10		
Hooghly	Hooghly-Chinsurah	10	NTS, Chinsurah	02.02.09
	Bhadreswar	10		
North 24 Pgs	South Dum Dum	10	NTS, Barasat	02.02.09
	Rajarhat-Gopalpur	10		
Nadia	Krishnagar	4	NTS, Krishnagar	02.02.09
	Kalyani	8		
	Gayeshpur	8		

**1. Nodal person of Nursing School of Training (Sister Tutor) of Districts is as under:**

Sl No	District	Name of the Nodal person	Cell no
1	Burdwan	Ms. Rama Gangopadhyay (for Asansol)	9434359370
		Ms. Tapati Maity (for Burdwan)	9434086866
	Howrah	Ms. Geeta Maity	9433258086
	Hooghly	Ms. Gouri Dutta	9433471062
	North 24 Pgs	Ms. Shipra Bandopadhyay	9432263959
	Nadia	Rita Sarkar	9434110916

Contd. to P-2.



2. Nodal person from Municipalities are as under:

Sl No	District	Municipality	Name of the Nodal person	Designation	Cell no
1	Burdwan	Asansol MC	Dr. Ujjal Mukherjee	HO	9434115095
			Dr. K. Sanyal	Medical Supervisor	953412213552
		Burdwan	Dr. Debrabata Ray	HO	9474778520
		Durgapur MC	Dr. P. Bhattacharjee Ms. S. Chowdhury Thakur	HO UHIO	9434101026 9434537748
2	Howrah	Uluberia	Dr. S.K. Mondol	HO	9830741705
		Bally	Dr. S. Dutta	HO	9748757922
3	Hooghly	Hooghly-Chinsurah	Dr. P. Bose	HO	2680-3183
		Bhadreswar	Dr. S. Nandi Majumder	HO	9433113910
4	North 24 Pgs	South Dum Dum	Dr. P.K. Gupta	HO	9831182077
		Rajarhat-Gopalpur	Dr. S. Gupta	HO	9831246132
5	Nadia	Krishnagar	Dr. S.K. Ghosh	AHO	9932754430
		Kalyani	Dr. K. Bakshi	AHO	9339127701
		Gayeshpur	Dr. S. Pal. Chowdhury	AHO	9433118742

3. Nodal person from CMU for each of the district is as under:

Sl No	District	Name of the Nodal person	Designation	Cell no
1	Burdwan	Shri Amitava Banerjee	DDL B	9748687342
2	Hooghly			
3	Howrah	Shri Santanu Mukherjee	DDL B	9434219096
4	North 24 Pgs			
5	Nadia			

Contd. to P-3.

4. **Coordination at District level** – Nodal person of NTS and Municipality will coordinate with District Health Authorities, facilitators and participants regarding all issues for district level training.
5. **Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training.
6. **Fund management** – CMU will place the necessary fund for first 5 days (Rs.21,000/- being the food cost for 5 days, Rs.5,000/- Contingency in total and Rs.2,625/- Honorarium to 3 facilitators for 5 days, thus totaling Rs.28,625/-) to the respective district nodal person of NTS for expenditure through Nodal person of CMU. The nodal person of Nursing Training School will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU after 5 days of training. The fund includes food cost (@ Rs.120/- per persons for 35 persons x 5 days = Rs.21,000/-), contingency @ Rs.5,000/- per batch, Honorarium to facilitators (@ Rs.175/- per persons x 3 facilitators x 25 days = Rs.13,125/-). Total fund requirement for each district for each batch will be Rs.39,125/-. Facilitators fees for the rest 20 days will be provided by Nodal person of CMU at the end of the training and the related vouchers will be submitted by the Nodal person of NTS.
7. **Training materials** – will be provided by the Municipality for each of the participants well in advance. This includes Bengali version of Immunization hand book (already provided by CMU to the ULB), pad, pen, folder etc.
8. **Other logistics** – The nodal person of the District of DHFW will arrange all other logistics, training aid from the contingency funds.
9. **Training calendar** – CMU will intimate well in advance to all district nodal persons for training date. The training calendar will include name of the participants, name of the municipalities etc.
10. **Training load** - It should not exceed 20 participants / batch.
11. **Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.
12. **Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.
13. **Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be send to the District Nodal Officer in advance.

*[Handwritten signature]*  
31/10/09.

**Project Manager, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/ 3087

Dt. .. 07.01.2009

From : Arnab Roy  
Project Director, CMU

To : The Superintendent  
SD Hospital, Asansol

**Sub. : Co-ordination meeting in respect of ensuing training of First Tier Supervisors of Asansol Municipal Corporation on Routine Immunization.**

Sir,

You may be aware that Asansol City has high density of population with high migration from neighboring state and towns. In the year 2007, one wild polio case has been reported from the city. The routine Immunization situation in the city needs improvement. There is acute shortage of quality vaccinators in the Municipal Corporation. However, the ULB has good no of First Tier Supervisors (FTSs) whose services as vaccinator may be utilized to the full extent, if properly trained.

In this connection, I am to refer communication of SFWO & Jt. DHS (FW), bearing no. H/SFWB/20 dt. 05.01.2009.

You are requested to organize a co-ordination meeting at your chamber on 12.01.2009 at 1.00 p.m. and invite the personal concerned of Nursing Training School, Asansol, PP Unit, Asansol, Health Officer, Asansol Municipal Corporation and District Extender, WBSISC (Asansol & Burdwan) for their participation in the meeting. Dr. S. Talukdar, Asstt. Project Officer – Health, SUDA will participate in the said meeting. The discussion will be held on fund norms & flow, training curriculum & methodology, supervision & monitoring. This discussion session is essential for smooth conduct of hands-on training for FTSs which is scheduled to be started on 19.01.2009.

Thanking you.

Yours faithfully,

**Project Director, CMU**  
Contd. to P-2.



Minutes of the meeting held on 08/12/2008 at 1<sup>st</sup> floor conference hall of Swastha Bhaban regarding 2<sup>nd</sup> phase of ULB training involving Howrah, Hoogly, Burdwan, Nadia & North 24 Parganas District.

A meeting was held on 8<sup>th</sup> December 2008 for the above subject at Swastha Bhaban, 1<sup>st</sup> floor conference hall. Dr. S.P. Banerjee, SFWO & Jt. Director FW, chaired the meeting. Nodal officer of Howrah, Hoogly, Burdwan, & North 24 Parganas Districts, Project Manager & DE, WBSISC was present in the meeting. Shibani Goswami, Project Officer, Health, SUDA was also present in the meeting.

At the onset, Dr S. Goswami, Project Officer SUDA, thanked all Nodal officers of District NTS, State FW dept and WBSISC for quality training for the ULBs workers in the first phase. Now she requested for organizing 2<sup>nd</sup> phase of training of the selected districts, where no of ULBs are high.

Following decisions was taken in the meeting.

1. Second phase training of selected ULBs of Howrah, Hoogly, Burdwan, Nadia & North 24 Parganas District will started from 2<sup>nd</sup> February-2009. The training will continue for 25 working days in the same manner as in the 1<sup>st</sup> phase.
2. Nodal Officer of the District will continue as Nodal Officer for 2<sup>nd</sup> phase of training. All other facilitator of the above district except Burdwan will continue as facilitator for the above training.
3. For Burdwan District PHN of Community Medicine Department will act as facilitator. The 20 days hands on training will be held at Community Medicine Department of Medical College. The SFWO will write the letter to Principal, Burdwan Medical College for the above purpose.
4. The contingency fund for the ULB training will remain same i.e. Rs. 5000 (five Thousand) per District per training. However any additional expenditure over and above of Rs. 5000 (five Thousand) may be submitted to SUDA with justification.
5. The honorarium for the facilitator will be increased to Rs. 175 / person / day for 25 days.
6. All District Nodal Officers requested sufficient supply of 0.1ml A.D. syringe for the training purpose. The approx. requirement will be 400 A.D. syringes/ District. The SFWO will write a letter to concern CMOH for supply of additional A.D. syringes to the NTS. However if the supply was not made or there is shortage of supply, the Nodal Officer will purchase required no. of insulin syringes and charged in the contingency claim.
7. It is expected that the supply of DPT & TT vaccine will be regularized shortly. However concerned CMOH is requested to ensure supply of all vaccines for smooth conduction of the training.

8. SFWO & Project Officer, Health, SUDA requested all concerned for co-operation in this regard.

*Sd/-*  
Dr.S.P.Banerjee  
SFWO & Jt. Director (FW)  
West Bengal

Memo No. H/SFWB/883(14)

Dated the 16<sup>th</sup> December, 2008

Copy forwarded to:

1. The Commissioner & Special Secretary Health & Family Welfare, Govt. of W.B.
2. D.H.S., Govt. of W.B.
3. D.M.E., Govt. of W.B.
4. The Principal Burdwan Medical College.
5. ADHS ( EPI ) / ADHS(Trg).
6. The Head of The Dept, Community Medicine dept, Burdwan Medical College.
7. The CMOH of Howrah, Hoogly, Burdwan, Nadia & North 24 Parganas District.
8. The Dy. CMOH-III, DMCHO, DPHNO, Superintendent of District Hospital, M.O. PP Unit of Howrah, Hoogly, Burdwan, Nadia & North 24 Parganas District.
9. The Principal NTS/ In Charge NTS / Senior Sister Tutor (I/C) NTS of Howrah, Hooghly, Burdwan, Nadia & 24 Parganas(N).
10. The Project Director CMU.
- ✓ 11. The Project Officer, Health, SUDA.
12. The Project Director, WBSISC.
13. The Project Manager, WBSISC.
14. Nodal Officer of Howrah, Hoogly, Burdwan, Nadia & North 24 Parganas District.

*Sd/-*  
Dr.S.P.Banerjee  
SFWO & Jt. Director (FW)  
West Bengal  
16/12/08



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. VI)/2897

Dt. .. 19.12.2008

22

From : Arnab Roy  
Project Director, CMU

To : Shri A.K.Das, IAS  
Commissioner (FW) &  
Spl. Secretary, West Bengal  
Dept. of Health & Family Welfare  
Sasthya Bhawan, 3<sup>rd</sup> floor, Wing - "B"  
GN-29, Sector - V, Salt Lake City  
Kolkata - 700 091.

Sub. : Training of Health Workers of Asansol Municipal Corporation for  
strengthening of Routine Immunization for 25 days.

Dear Sir,

You may be aware that Asansol City has high density of population with high migration from neighboring state and towns. In the year 2007, one wild polio case has been reported from the city. The routine Immunization situation in the city needs improvement. There is acute shortage of quality vaccinators in the Municipal Corporation. However, the ULB has good no of First Tier Supervisors (FTSs) whose services as vaccinator may be utilized to the full extent, if properly trained.

This is to intimate you that a good no of FTSs have been trained in two batches on immunization practice at 17 districts in West Bengal. We have received positive feedback from different ULBs about the training.

Now we propose for conduct of at least 2 batches of training of 25 days duration exclusively for Asansol MC to impart training to 40 no of selected FTSs. It is learnt that two Sister Tutors of Nursing Training College in the Asansol Municipal area have been trained on RI by WBSISC recently. Moreover, Sub Divisional Hospital in the Municipal area has one PP unit where field training may be organized. This will help the Asansol Municipal Corporation very much.

May I request you to approve this proposal and issue necessary orders to the concerned authority to start the training in January / February 2009. CMU will bear the cost of the training as was done in the earlier training programme of similar nature. Asansol MC will select the trainees, once the training date will be finalized.

Thanking you.

Yours faithfully,

Project Director, CMU

Contd. to P-2.





- 2 -

Memo No. CMU-94/2003(Pt. VI)/ 2897/1(4)

Dt. .. 19.12.2008

22

Copy forwarded for kind information to:

1. SFWO & Jt. Director DHFW, Govt. of West Bengal
2. Project Director and Project Manager, WBSISC
3. DDHS (N), DHFW, Govt. of West Bengal
4. Health Officer- Asansol MC

Project Director, CMU

**WEST BENGAL STATE IMMUNIZATION SUPPORT CELL**  
**Department of Community Medicine**  
**Medical College, Kolkata**

No./2008/ 228

Date: 15<sup>th</sup> December 2008

To

- |                           |  |
|---------------------------|--|
| 1. Smt. Jhunu Roy -       | Nodal person, South 24 PG District         |
| 2. Smt. Minakshi Das -    | Nodal person, Bankura District             |
| 3. Smt. Puspita Roy -     | Nodal person Malda District                |
| 4. Smt. Annindita Das -   | Nodal person, Uttar Dinajpur District      |
| 5. Smt. Chaitali Biswas - | Nodal person, Dakshin Dinajpur District    |
| 6. Smt. Swapna Rudra -    | Nodal person, Jalpaiguri District          |
| 7. Smt. Chandramoni Rai - | Nodal person, Darjiling District           |
| 8. Smt. Subhra Pal -      | Nodal person, Paschim Medinipur District   |
| 9. Smt. Shyamali Roy-     | Nodal person- North Bengal Medical College |

Sub: Training Report

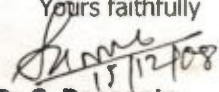
Dear Madam,

The Routine Immunization training for FTS of different ULBs will be completed shortly. As informed earlier, you have to submit training report in prescribe format (attached) with documents (mentioned in the format)

Kindly send the report to the address mention in the format, within 10 days of completion of training.

WBSISC, wish to convey sincere thanks to all facilitators, District Health & Nursing authority for providing support to complete the training successfully.

Yours faithfully

  
**Dr S. Dasgupta**  
Professor & Head  
Dept. of Community Medicine  
Medical College, Kolkata  
& Project Director, WBSISC

Enclose : Training format

Copy Forwarded to

1. Smt Madhabi Das - DDHS ( N), Govt of West Bengal
- ✓ 2. Dr Shibani Goswami - Project Officer ( H), SUDA

**Training Report**  
**RI training of ULBs**

1. District:-----

2. Training Period

Theoretical from-----To-----

Practical from-----To-----

3. Total No of Participants =

4. Municipality involved

- 1.
- 2.
- 3.

5. Name & designation of the facilitator

1. (Nodal Person)
- 2.
- 3.

6. Pre / Post Test Done : Yes / No

If yes, then mention marks obtained in each group. Also mention total marks

Group wise Marks	No of participants	
	Pre test	Post test
0-5		
6-10		
11-15		
16-20		
more than 20		
Total marks		

7. Practical training

A) average no of each vaccines given by each trainee **independently**

BCG =              Measles=              DPT=              HepB=              TT=              DT=

B) Your opinion on enhance practical skill for giving injection by all participants after the training ( put tick marks)

Excellent              Very Good              Good              Average

9. Support received from ( your opinion)

Authority	Excellent	Good	Satisfactory	Unsatisfactory
District Health				
District Nursing				
Participatory ULBs				
SUDA, Nodal office				



**10. Certificate****Distributed to all = Yes / No**

Please explain the reason, if it is no

**11. Are you and your team willing to conduct further training? Yes / No**

If yes, when it will be possible?

- a) December, 2008 to January, 2009
- b) January 2009 to February 2009
- c) Any other period

**12. Your Suggestions to improve the quality of the training in future ( administrative / logistic / funding / support / training curriculum etc. )**

Signature of the Nodal Person  
( Name of the Nodal person )

**Attachment**

- Photograph of the training programme ( hard copy or CD )
- Attendance Sheet of the participants ( Xerox) on last day of the programme only
- Feed back format of only one participants ( Xerox)
- Pre / Post test questions ( Xerox)

**To whom the document shall be sent****Director, SUDA,**

ILGUS Bhawan, HC Block,

Sector – III, Salt Lake, Kolkata – 700 106.

Alternatively you may send the document  
through email at [dfidhhw@gmail.com](mailto:dfidhhw@gmail.com)

Please send the report within 07 days of completion of the training.



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/1540 (2)

Dt. .. 27.11.2008

From : Arnab Roy  
Project Director, CMU

To : The Chairman,  
Kharagpur & Medinipur Municipality



Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 08.12.08.

Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt. VI)/1989(16) dt. 29.09.2008 and your  
reply following to that.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 08.12.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Contd. to P-2.

E:\Dr. Goswami\KUSP\Letter Head ULBs.doc



- 2 -

Nodal Person of the DHFW at School of Nursing, Paschim Medinipur is Ms. Subhra Pal, Sister Tutor (Mobile no. 93321 52635).

The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Kharagpur	Sri Gorachand Nandy	9434217987
2	Medinipur	Dr. Sujit Roy, CDO	9434989186

Nodal person of your ULB be made responsible for monitoring the said training programme - at least he shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> - 18<sup>th</sup> day and the final visit at closing day of training. If possible, the Nodal person may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt .. 27.11.2008

**Memo No. .. CMU-94/2003(Pt. VI)/2540(2)/1(5)**

Copy forwarded to :

- ✓ 1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Health Expert, CMU
5. Accounting Support Agency



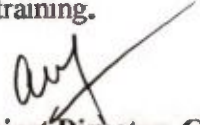
Project Director, CMU

Dt .. 27.11.2008

**Memo No. .. CMU-94/2003(Pt. VI)/2540(2)/2(3)**

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC - He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Subhra Pal, Sister Tutor, School of Nursing, Paschim Medinipur.



Project Director, CMU



**Training of Health Workers of Urban Local Bodies for strengthening of RI  
At School of Nursing, Paschim Medinipur**

**List of Participants**

ULB	Sl. No.	Name of Participant	Designation	Educational Qualification
Kharagpur	1	Jayanti Karkum	FTS	HS
	2	Chandrani Rakshit	FTS	HS
	3	Nazma Khatoon	FTS	HS
	4	Kumkum Barua	FTS	Class IX
	5	Bhabani Doloi	FTS	MP
	6	Jyotsna Sarkar	FTS	BA
	7	Swapna Mitra	FTS	BA
	8	Sumita Pal	FTS	HS
	9	Tapasi Ghosh	FTS	BA
	10	Nilima Das	FTS	HS
	11	Niva Manna	FTS	Class IX
	12	Krishna Banerjee	FTS	BA, B.Ed.
Medinipur	1	Mousumi Dey	FTS	MP
	2	Mala Dutta	FTS	HS
	3	Putul Samaddar	FTS	IX
	4	Supriya Adhikari	FTS	MP
	5	Debjani Nayek	FTS	HS
	6	Sahera Begum	FTS	MP
	7	Rita Jana	FTS	IX
	8	Malaya Sahoo	FTS	X



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

o/c

Memo No. .. CMU-94/2003(Pt. VI)/ 2189(6)

Dt. .. 29.10.2008  
31

From : Arnab Roy  
Project Director, CMU

To : Dr. Samir Dasgupta, Prof. & Head of the Dept. of Comm. Med. & PD, WBSISC  
Dr. S.N. Bagchi, Project Manager, WBSISC  
Shri Milan Sen, District Extender, Malda  
Mosaraf Hoosain, District Extender, Uttardinaajpur  
Shri Chittaranjan Saha, District Extender, Dakshindinaajpur  
Shri Prabir Ray, District Extender, Jalpaiguri

**Sub. : Monitoring & Supervision of training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation - 2<sup>nd</sup> batch.**

Madam / Sir,

You may be aware that a training programme for First Tier Supervisors / STSs of the existing health programmes of the Urban Local Bodies (ULBs) will be held at Nursing School of respective District Health Office for 25 days. The ULBs and no. of trainees included in the 2<sup>nd</sup> batch of training are as under :

District	Municipalities	No. of Trainees
Bankura	Bankura	6
	Bishnupur	3
	Sonamukhi	3
Uttar Dinajpur	Raiganj	14
	Kaliaganj	4
Jalpaiguri	Jalpaiguri	12
	Alipurduar	7
Malda	English Bazar	14
	Old Malda	4
Dakshin Dinajpur	Balurghat	12
	Gangarampur	4
South 24 Parganas	Maheshtala	20
Medinipur (West)	Medinipur	8
	Kharagpur	12
Darjeeling	Darjeeling	16
North Bengal Medical College	Siliguri MC	20

Contd. to P-2.



- 2 -

**The tentative training plan for the above mentioned Districts is as under :**

<b>Tentative start date of training</b>	<b>The ULBs in the district of</b>	<b>Time</b>
06.11.2008	Bankura, Bishnpur, Sonamukhi	10.00 a.m.
06.11.2008	Maheshtala	10.00 a.m.
10.11.2008	North Bengal Medical College	10.00 a.m.
11.11.2008	Raiganj, Kaliyaganj	10.00 a.m.
12.11.2008	Englishbazar, Old Malda	10.00 a.m.
12.11.2008	Balurghat, Gangarampur	10.00 a.m.
14.11.2008	Darjeeling	10.00 a.m.
14.11.2008	Jalpaiguri, Alipurduar	10.00 a.m.
Will be intimated by Sister Tutor, School of Nursing, Medinipur (West)	Medinipur, Kharagpur	

The duration of training period is 25 days, out of which 5 days at class room and 20 days at PP Unit.

**Nodal Person of the Nursing School of the following Districts are as under :**

<b>Sl. No.</b>	<b>District</b>	<b>Name of the Nodal person</b>	<b>Cell no</b>
1	Uttardinaajpur	Ms. Anandita Das	94744331001
2	Jalpaiguri	Ms. Swapna Rudra	9433145778
3	Malda	Ms. Pushpita Ray	9232787736
4	Dakshindinaajpur	Ms. Chaitali Biswas	9434181686
5	Darjeeling	Ms. Chandramani Rai	9832070503
	North Bengal Medical College	Ms. Shyamali Ray	9434350623
6	South 24 Pgs	Ms. Jhunu Ray	9433285132
7	Bankura	Ms. Minakhi Das	9474570250
8	Medinipur (West)	Ms. Subhra Pal	9332152635

**Contd. to P-3.**





- 4 -

**Memo No. .. CMU-94/2003(Pt. VI)/2189(6)/1(7)**

**Dt .. 29.10.2008**

31

**Copy forwarded to :**

1. Shri Santanu Mukherjee, DDLB, Presidency Divn.
2. Mr. S. Ahmed, DDLB, Jalpaiguri Divn.
3. Shri P.K. Das, ADLB, Burdwan Divn.
4. Project Manager, CMU
5. Financial Adviser, CMU
6. Health Expert, CMU
7. Accounting Support Agency

**Project Director, CMU**

**Memo No. .. CMU-94/2003(Pt. VI)/ 2189(6)/2(2)**

**Dt .. 29.10.2008**

31

**Copy forwarded to :**

1. Sri A.K.Das, Commissioner, FW& Special Secretary, DHFW
2. Dr. S.P. Banerjee, SFPO, State FW Deptt. – He is requested to appraise CMOH, Principal Nursing School, PP Unit of District Hospital and Principal, North Bengal Medical College about the training plan.

**Project Director, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/ 2165

Dt. .. 23.10.2008

29

From : Arnab Roy  
Project Director, CMU

To : Mr. S. Ahmed,  
DDL B, Jalpaiguri Division

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days.**

Sir,

This is to intimate you that the training of health workers of the ULBs for strengthening of Routine Immunization will start for 25 working days, out of which 5 days at class room and 20 days at PP Unit. District - wise Training Venue, Nodal person of School of Nursing and date of Initiation of Training are detailed below:

District	ULBs	Training Venue	Nodal person of School of Nursing & Mobile No.	Date of initiation of Training
Uttardinaajpur	Raiganj, Kaliyaganj	School of Nursing, Uttardinaajpur	Ms. Anindita Das 94744331001	11.11.08
Jalpaiguri	Alipurduar, Jalpaiguri	School of Nursing, Jalpaiguri	Ms. Swapna Rudra 9433145778	14.11.08
Malda	Englishbazar, Old Malda	School of Nursing, Malda	Ms. Pushpita Ray 9232787736	12.11.08
Dakshindinaajpur	Balurghat, Gangarampur	School of Nursing, Dakshindinaajpur	Ms. Chaitali Biswas 9434181686	12.11.08
Darjeeling	Darjeeling	School of Nursing, Darjeeling	Ms. Chandramani Rai 9832070503	14.11.08
	Siliguri	North Bengal Medical College	Ms. Shyamali Ray 9434350623	10.11.08

Contd. to P-2.

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- 3 -

**Nodal Person of CMU are the officials from Directorate of Local Bodies (DLB) as mentioned hereunder :**

Sl. No.	District	Name of the Nodal person	Cell no
1	Bankura	Shri P.K. Das ADLB, Burdwan Divn	97480 63653
2	South 24 Pgs	Shri Santanu Mukherjee DDLb, Presidency Divn.	94342 19096
3	Uttardinajpur	Mr. S. Ahmed, DDLB, Jalpaiguri Divn. & Shri Tapas Dutta, Urban Planner, Jalpaiguri Divn.	9832005844
	Jalpaiguri		
	Malda		
	Dakshindinajpur		
	Darjeeling		
12.12.08 10.11.08	North Bengal Medical College		

As proposed by WBSISC, the monitoring & supervision is to be done four times in each of the districts excepting Darjeeling & North Bengal Medical College (3 times) by the monitoring officials vide their letter no. /2008/200 dt. 4<sup>th</sup> September, 2008.

Proforma for monitoring & supervision will be developed by WBSISC. Dr. Bagchi is requested to co-ordinate the monitoring of training and to submit final report of monitoring after completion of training.

On completion of monitoring, the respective officials are requested to submit bills for honorarium. The vehicle hiring / train ticket / hotel bills (if any) may be paid by the officials concerned which is to be submitted to CMU for reimbursement.

Thanking you.

Yours faithfully,

**Project Director, CMU**

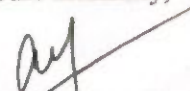
**Contd. to P-4.**



You are requested to co-ordinate the training programme at district level on behalf of CMU. Necessary fund for an amount of Rs. 2,23,500/- (Two lakhs twenty three thousand five hundred) only is placed with you through DD No. 759881 dt. 24.10.08. The fund is to be released to each of the Nodal person of School of Nursing as mentioned above. The 1<sup>st</sup> installment of fund for Rs. 28,250/- is to be released six days prior to the initiation of the training and 2<sup>nd</sup> installment of fund for Rs. 9,000/- is to be released on or after the date of completion of training. Supported bills and vouchers towards adjustments are to be collected from the respective Nodal person of School of Nursing and to submit to CMU for adjustment in due course.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt .. 23.10.2008

29

Memo No. .. CMU-94/2003(Pt. VI)/ 2165 /1(4)

Copy forwarded to :

1. Director, DLB
2. Project Manager, CMU
- ✓ 3. Health Expert, CMU
4. Accounts Officer, CMU

  
Project Director, CMU

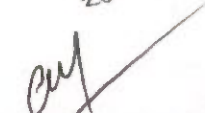
Memo No. .. CMU-94/2003(Pt. VI)/2165 /2(1)

Copy forwarded to :

1. Ms....., Sister Tutor,  
School of Nursing, .....

Dt .. 23.10.2008

29

  
Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

**Memo No. .. CMU-94/2003(Pt. VI)/ (2)**

**Dt. .. 23.10.2008**

**From : Arnab Roy  
Project Director, CMU**

**To : The Chairman,  
Raiganj & Kalyang Municipality**

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 11.11.08.**

**Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/1989(16) dt. 29.10.2008 and your  
reply following to that.**

**Sir,**

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 11.11.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

**Contd. to P-2.**



- 2 -

Nodal Person of the DHFW at School of Nursing, North Bengal Medical College, is Ms. Anindita Das, Sister Tutor (Mobile no. 94744 33100).

The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Raiganj	Shri S. Chatterjee, UHIO	94341 44734
2	Kalyaganj	Dr. Ms. S. Das (Dutta), HO Dr. N.G. Pade	- 94344 23924

UHIO of your ULB be made responsible for monitoring the said training programme – at least he shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, UHIO may pay more visits during the said training.

Thanking you.

Yours faithfully,

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ (2)/1(5)

Dt .. 23.10.2008

Copy forwarded to :

1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Health Expert, CMU
5. Accounting Support Agency

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ (2)/2(3)

Dt .. 23.10.2008

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Anindita Das, Sister Tutor, School of Nursing, North Bengal Medical College.

Project Director, CMU





**Training of Health Workers of Urban Local Bodies for strengthening of RI  
At School of Nursing, North Bengal Medical; College**

**List of Participants**

ULB	Sl. No.	Name of Participant	Designation	Educational Qualification
Raiganj	1	Nirmala Sarkar	FTS	MP
	2	Gayatri Dhar	FTS	VIII
	3	Pratima Sarkar	FTS	VIII
	4	Anita Pal (Nandi)	FTS	VIII
	5	Dipa Saha (Khetri)	FTS	IX
	6	Ruma Rakshit	FTS	VIII
	7	Swapna Sarkar (Roy)	FTS	MA
	8	Manashi Sarkar	FTS	MP
	9	Krishna Ghosh	FTS	HS
	10	Chhabi Nag	FTS	IX
	11	Popi Saha	FTS	BA
	12	Kajol Dey (Das)	FTS	HS
	13	Shila Adhikary	FTS	VIII
Kalyaganj	1	Shyamali Roy	FTS	MP
	2	Ila Saha	FTS	MP
	3	Lakshmi Modak	FTS	BA
	4	Piyali Chakraborty	FTS	BA



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/ 2/13

Dt. .. 22.10.2008

From : Arnab Roy  
Project Director, CMU

To : The Chairman,  
Balurghat / Gangarampur Municipality

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 12.11.08.

Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/1989(16) dt. 29.10.2008 and your  
reply following to that.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 12.11.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Contd. to P-2.



- 2 -

Nodal Person of the DHFW at School of Nursing, Dakshin Dinajpur, is Ms. Chaitali Biswas, Sister Tutor (Mobile no. 94341 81686).

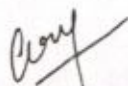
The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Balurghat	Dr. B.N.Kabiraj, MO	94343 74014
2	Gangarampur	Dr. P.C.Basak , MO	94341 62018

MO of your ULB be made responsible for monitoring the said training programme – at least he shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, MO may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt .. 22.10.2008

Memo No. .. CMU-94/2003(Pt. VI)/ 2113(3)/1(5)

Copy forwarded to :

1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Health Expert, CMU
5. Accounting Support Agency

  
Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ 2113 (3)/2(3)

Dt .. 22.10.2008

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
- ✓ 3. Ms. Chaitali Biswas , Sister Tutor, School of Nursing, Dakshin Dinajpur.

  
Project Director, CMU



**Training of Health Workers of Urban Local Bodies for strengthening of RI  
At School of Nursing, Dakshin Dinajpur**

**List of Participants**

ULB	Sl. No.	Name of Participant	Designation	Educational Qualification
Balurghat	1	Renuka Saha	FTS	MP
	2	Anjana Dutta	FTS	MP
	3	Dipti Biswas	FTS	MP
	4	Purnima Nath	FTS	MP
	5	Kalpana Ghosh	FTS	MP
	6	Gita Kundu	FTS	Ba
	7	Namita Mondal	FTS	BA
	8	Krishna Sarkar	FTS	BA
	9	Banani Sarkar	FTS	MP
	10	Priti Bhattacharjee	FTS	BA
	11	Sukla Nandi	FTS	HS
	12	Chandana Sinha	FTS	BA
Gangarampur	1	Amita Ghosh	FTS	BA
	2	Mithu Das	FTS	BA
	3	Lili Paul Kanhar	FTS	MP
	4	Putul Rajbanshi Dutta	FTS	MP



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/ 2112

Dt. .. 22.10.2008

From : Arnab Roy  
Project Director, CMU

To : The Mayor,  
Siliguri Municipal Corporation

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 10.11.08.

Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/1989(16) dt. 29.10.2008 and your  
reply following to that.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 10.11.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Contd. to P-2.





- 2 -

Nodal Person of the DHFW at School of Nursing, North Bengal Medical College, is  
Ms. Shyamali Roy, Sister Tutor (Mobile no. 9434350623).

The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Siliguri	Dr. S.K.Das, HO	94340 52211

HO of your ULB be made responsible for monitoring the said training programme – at least he shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, HO may pay more visits during the said training.

Thanking you.

Yours faithfully,

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ 2112(3)/1(5)

Dt .. 22.10.2008

Copy forwarded to :

1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Health Expert, CMU
5. Accounting Support Agency

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ 2112(3)/2(3)

Dt .. 22.10.2008

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal  
Officer (Health) about the training calendar and facilitate the initiation of the training.
- ✓ 3. Ms. Shyamali Roy , Sister Tutor, School of Nursing, North Bengal Medical College.

Project Director, CMU



**Training of Health Workers of Urban Local Bodies for strengthening of RI  
At School of Nursing, North Bengal Medical; College**

**List of Participants**

ULB	Sl. No.	Name of Participant	Designation	Educational Qualification
Siliguri	1	Anita chowdhury	FTS	BA
	2	Sukla Sarkar	FTS	BA
	3	Kalyani Biswas	FTS	MP
	4	Anjali Deb	FTS	MP
	5	Sima Chakraborty	FTS	MP
	6	Snigdha Das	FTS	BA
	7	Pranati Saha	FTS	MP
	8	Suvra Das	FTS	MP
	9	Smriti Goswami	FTS	MP
	10	Sefali Biswas	FTS	HS
	11	Mina Haldar	FTS	MP
	12	Anita Das	FTS	BA
	13	Chhabi Dhar	FTS	MP
	14	Shyamali Saha	FTS	MP
	15	Ava Karmakar	FTS	MP
	16	Anna Sharma	FTS	BA
	17	Bani Chakraborty	FTS	BA
	18	Kaberi Guha	FTS	MA
	19	Tapati Sen	FTS	HS
	20	Manju Bardhan	FTS	MP



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/2111 (2)

Dt. .. 22.10.2008

From : Arnab Roy  
Project Director, CMU

To : The Chairman,  
Jalpaiguri & Alipurduar Municipality

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 14.11.08.

Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/1989(16) dt. 29.10.2008 and your  
reply following to that.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 14.11.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Contd. to P-2.

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- 2 -

Nodal Person of the DHFW at School of Nursing, Jalpaiguri, is Ms. Swapna Rudra, Sister Tutor (Mobile no. 9433145778).

The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Jalpaiguri	Dr. Proloy Saha, HO	(03561) 220683
2	Alipurduar	Smt. Rekha Saha, PHN	9434609028

HO / PHN of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, HO / AHO may pay more visits during the said training.

Thanking you.

Yours faithfully,

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ 211 (3)/1(5)

Dt .. 22.10.2008

Copy forwarded to :

- ✓ 1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Health Expert, CMU
5. Accounting Support Agency

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ 211 (3)/2(3)

Dt .. 22.10.2008

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Swapna Rudra, Sister Tutor, School of Nursing, Jalpaiguri.

Project Director, CMU



**Training of Health Workers of Urban Local Bodies for strengthening of RI  
At School of Nursing, Jalpaiguri**

**List of Participants**

<b>ULB</b>	<b>Name of Participant</b>	<b>Designation</b>	<b>Educational Qualification</b>
<b>Jalpaiguri</b>	Krishna Guha	FTS	XI
	Sarbani Das	HHW	MP
	Shyamali Bagchi	FTS	IX
	Namita Biswas	FTS	BA
	Sumita Saha	HHW	IX
	Munna Basnet	FTS	BA
	Rita Ghosh	FTS	MP
	Kalpana Chakraborty	FTS	XI
	Chumki Sikdar	HHW	MP
	Sampa Ghosh	HHW	XI
	Tinku Saha	FTS	BA
	Raka Sen	HHW	X
<b>Alipurduar</b>	Kasturi Sengupta	FTS	HS
	AjantaSen	FTS	BA
	Archana Sarkar	FTS	BA
	Arati Dey (Pal)	FTS	MP
	Pranati Sarkar	FTS	VIII
	Supriya Dutta	FTS	BA
	Suchana Roy	FTS	HS



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/2110-1

Dt. .. 22.10.2008

From : Arnab Roy  
Project Director, CMU

To : The Chairman,  
Old Malda / Englishbazar Municipality

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 14.11.08.

Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/1989(16) dt. 29.09.2008 and your  
reply following to that.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 14.11.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Contd. to P-2.

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- 2 -

Nodal Person of the DHFW at School of Nursing, Malda, is Ms. Pushpita Ray, Sister Tutor (Mobile no. 9232787736).

The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Old Malda	Smt. Krishna Das, Councillor & Dr. Md. Mamun Al Rasid, H.O.	9774346635 9733086336
2.	Englishbazar	Sri Bamapada Mukherjee, UHIO	9832404110

Nodal person of your ULB be made responsible for monitoring the said training programme – at least he/she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, HO may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

**Memo No. .. CMU-94/2003(Pt. VI)/**

**Dt .. 22.10.2008**

Copy forwarded to :

1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Health Expert, CMU
5. Accounting Support Agency

  
Project Director, CMU

**Memo No. .. CMU-94/2003(Pt. VI)/**

**Dt .. 22.10.2008**

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Pushpita Ray, Sister Tutor, School of Nursing, Malda.

  
Project Director, CMU



**Training of Health Workers of Old Malda / Englishbazar Municipality  
for strengthening of RI  
At School of Nursing, Malda**

**List of Participants**

<b>ULB</b>	<b>Sl. No.</b>	<b>Name of Participant</b>	<b>Designation</b>	<b>Educational Qualification</b>
<b>Old Malda</b>	1	Shyamoli Duna	FTS	MP
	2	Benjir Khatun (Bibi)	FTS	MP
	3	Rinku Maitra	FTS	BA
	4	Shabhya Ghosh	FTS	MP
<b>Englishbazar</b>	1	Sukla Ghosh	FTS	VIII
	2	Tuku Paul	FTS	HS
	3	Gita Mukherjee	FTS	IX
	4	Lila Sarkar	FTS	IX
	5	Basanti Ghosh	FTS	IX
	6	Chanchala Das	FTS	MP
	7	Rekha Roy	FTS	VIII
	8	Dulu Choudhury	FTS	VIII
	9	Gopa Das	FTS	MP
	10	Supriti Ghosh (Das)	FTS	HS
	11	Sampa Mojumder	FTS	VIII
	12	Reba Saha (Roy)	FTS	MP
	13	Sukla Barman	FTS	VIII
	14	Chhabi Ghosh	FTS	VIII



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

A.Hn: Mr. Thatal, E.O.

Memo No. ... CMU-94/2003(Pt. VI)/2110-1

Dt. ... 22.10.2008

From : Arnab Roy  
Project Director, CMU

To : The Chairman,  
Darjeeling Municipality

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 14.11.08.

Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/1989(16) dt. 29.09.2008 and your  
reply following to that.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 14.11.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Contd. to P-2.

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- 2 -

Nodal Person of the DHFW at School of Nursing, Darjeeling, is Ms. Chandramani Rai, Sister Tutor (Mobile no. 9832070503).

The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Darjeeling	Dr. N.Siddik, Medical Officer & Smt. Priya Chettri, CIC-Health	9434047943 9733061092

MO of your ULB be made responsible for monitoring the said training programme – at least he shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, HO may pay more visits during the said training.

Thanking you.

Yours faithfully,

  
Project Director, CMU

**Memo No. .. CMU-94/2003(Pt. VI)/**

**Dt .. 22.10.2008**

Copy forwarded to :

1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Health Expert, CMU
5. Accounting Support Agency

  
Project Director, CMU

**Memo No. .. CMU-94/2003(Pt. VI)/**

**Dt .. 22.10.2008**

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Chandramani Rai, Sister Tutor, School of Nursing, Darjeeling.

  
Project Director, CMU



**Training of Health Workers of Darjeeling Municipality for strengthening of RI  
At School of Nursing, Darjeeling**

**List of Participants**

<b>ULB</b>	<b>Sl. No.</b>	<b>Name of Participant</b>	<b>Designation</b>	<b>Educational Qualification</b>
<b>Darjeeeling</b>	1	Uma Thapa	FTS	VIII
	2	Devika Giri	FTS	VIII
	3	Sumitra Thapa	FTS	VIII
	4	Minum Lamu Yolmo	FTS	VIII
	5	Krishna Kumari Thapa	FTS	VIII
	6	Geeta Tamang	FTS	VIII
	7	Anuradha Yonzon	FTS	VIII
	8	Sonamit Lepcha	FTS	VIII
	9	Sharda Basnet	FTS	VIII
	10	Rupa Sherpa	FTS	VIII
	11	Sudeshna Thami	FTS	VIII
	12	Bhagi Ranaphali	FTS	VIII
	13	Madhu Rui	FTS	VIII
	14	Anita Moktan	FTS	VIII
	15	Ranu Sherpa	FTS	VIII
	16	Banika Rai	FTS	VIII

**Memo No. .. CMU-94/2003(Pt. VI)/858A**

**Dt. .. 25.06.2008**

**From : Arnab Roy  
Project Director, CMU**

**To : The Chairman  
Konnagar Municipality  
73, G.T. Road,  
P.O.- Konnagar,  
Dist.- Hooghly,  
PIN - 712 235.**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/ 2110

Dt. .. 22.10.2008

From : Arnab Roy  
Project Director, CMU

To : The Chairman,  
Maheashtala Municipality



Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 06.11.08.

Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/1989(16) dt. 29.10.2008 and your  
reply following to that.

Sir,

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 06.11.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Exercise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

Contd. to P-2.

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- 2 -

Nodal Person of the DHFW at School of Nursing, South 24 Parganas, is Ms. Jhunu Roy, Sister Tutor (Mobile no. 9433285132).

The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Maheshtala	Dr. Debasis Halder, AHO	9433098221

HO / AHO of your ULB be made responsible for monitoring the said training programme – at least he shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, HO / AHO may pay more visits during the said training.

Thanking you.

Yours faithfully,

Project Director, CMU

**Memo No. .. CMU-94/2003(Pt. VI)/2110(3)/1(5)**

**Dt .. 22.10.2008**

Copy forwarded to :

1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
4. Health Expert, CMU
5. Accounting Support Agency

Project Director, CMU

**Memo No. .. CMU-94/2003(Pt. VI)/2110(3)/2(3)**

**Dt .. 22.10.2008**

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Jhunu Roy , Sister Tutor, School of Nursing, South 24 Pgs.

Project Director, CMU



**Training of Health Workers of Urban Local Bodies for strengthening of RI  
At School of Nursing, South 24 Paraghanas**

**List of Participants**

<b>ULB</b>	<b>Sl. No.</b>	<b>Name of Participant</b>	<b>Designation</b>	<b>Educational Qualification</b>
<b>Maheshtala</b>	1	Shipra Dey	FTS	HS
	2	Prativa Roy	FTS	SF
	3	Sujata Bhowmik	FTS	SF
	4	Prativa Chakraborty	FTS	BA
	5	Ashima Midde	FTS	SF
	6	Dolly Paswan	FTS	HS
	7	Jesminara Khatun	FTS	MP
	8	Rita Bannerjee	FTS	SF
	9	Rikta Roy Chowdhury	FTS	IX
	10	Rowsonara Begum	FTS	BA (Pt-I)
	11	Aparna Das	FTS	SF
	12	Chandra Bhadury	FTS	MP
	13	Kalpana Maity	FTS	BA
	14	Mina Sengupta	FTS	PU
	15	Kabita Mukherjee	FTS	BA
	16	Ira Dutta	FTS	BA
	17	Anima Dutta	FTS	BA
	18	Uma Das	FTS	HS
	19	Babunnessa	FTS	VIII
	20	Monjula Ghosh	FTS	HS



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

**Memo No. .. CMU-94/2003(Pt. VI)/2097(3)**

**Dt. .. 21.10.2008**

**From : Arnab Roy  
Project Director, CMU**

**To : The Chairman,  
Bankura, Bishnupur, Sonamukhi Municipality**

**Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation for 25 days wef. 06.11.08.**

**Ref. : This office earlier communication bearing memo no.  
CMU-94/2003(Pt.VI)/1989(16) dt. 29.10.2008 and your  
reply following to that.**

**Sir,**

This is to intimate you that the training of health workers of your ULB for strengthening of Routine Immunization will start on 06.11.2008 for 25 working days, out of which 5 days at class room and 20 days at PP Unit. The training materials is to be provided by the ULB to each of the participants. The training materials will consist of one Folder, Pen, Pencil, Eraser, Sharpener and Excise Book (to be purchased by the ULB not exceeding Rs. 60/- per participant) and Training Module on RI in Bengali which has already been supplied to you by CMU. Each trainee should carry the said training materials with her. The list of trainee is enclosed at annexure.

With regard to travelling expenses of the trainee, the actual cost is to be paid by the ULB for 25 days of training and for working tea & tiffin expenses, the trainee will get allowance of Rs. 50/- per day for 20 days training at PP unit (for 5 days training at class room, the tea and tiffin will be arranged by the respective Nursing School) which will be provided by the ULB. You are requested to release advance to each of the trainee participants so that they do not face any hardship to incur expenditure in respect of travelling and food.

All the expenses in respect of training materials, travelling cost and working Tea & Tiffin are to be met out of the KUSP fund available with you and is to be booked under the A/C head "SHS-Training". The Statement of Expenditure is to be submitted to CMU in due course through Accounting Support Agency.

**Contd. to P-2.**

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- 2 -

Nodal Person of the DHFW at School of Nursing, Bankura, is Ms. Minakshi Das, Sister Tutor (Mobile no. 94745 70250).

The Nodal person of the ULB is as under :

Sl. No.	ULB	Name of the Nodal person	Cell no
1	Bankura	Dr. Abir Banerjee, AHO	9434183427
2	Bishnupur	Dr. Amal Banerjee, AHO Shri Ujjal Nandy, CDO	9434003135 9434240995
3	Sonamukhi	Dr. Kanchan Mondal, MO Shri Sukumar Karmakar	9474566570 9475370426

HO / AHO of your ULB be made responsible for monitoring the said training programme – at least he / she shall pay visit on the date of inauguration of the training, second visit at 4<sup>th</sup> or 5<sup>th</sup> day, third visit at 10<sup>th</sup> – 18<sup>th</sup> day and the final visit at closing day of training. If possible, HO / AHO may pay more visits.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt .. 21.10.2008

Memo No. .. CMU-94/2003(Pt. VI)/2007(3)/1(5)

Copy forwarded to :

1. Director, SUDA
2. Project Manager, CMU
3. Financial Adviser, CMU
- ✓ 4. Health Expert, CMU
5. Accounting Support Agency

  
Project Director, CMU

Dt .. 21.10.2008

Memo No. .. CMU-94/2003(Pt. VI)/2007(3)/2(3)

Copy forwarded to :

1. Dr. S. Dasgupta, Professor & Head of the Dept., Community Medicine  
Dept. & Project Director, WBSISC, Medical College, Kolkata.
2. Dr. S.N. Bagchi, Project Manager, WBSISC – He is requested to appraise the District Nodal Officer (Health) about the training calendar and facilitate the initiation of the training.
3. Ms. Minakshi Das, Sister Tutor, School of Nursing, Bankura.

  
Project Director, CMU



**Training of Health Workers of Urban Local Bodies for strengthening of RI  
At School of Nursing, Bankura**

**List of Participants**

<b>ULB</b>	<b>Name of Participant</b>	<b>Designation</b>	<b>Educational Qualification</b>
Bankura	Mahua Chatterjee	FTS	BA
	Kakuli Aich Bhowmick	FTS	MSW
	Sheela Atha	FTS	MP
	Kavita Goswami	FTS	MP
	Satyabhama Banerjee	FTS	MP
	Chandana Das	FTS	BA
Bishnupur	Papiya Begam	FTS	MP
	Rina Adhikary (Pandit)	FTS	MP
	Sankari Sen (Dutta)	FTS	HS
Sonamukhi	Gouri Deb	FTS	BA
	Manashi Das	FTS	MP
	Susama Nandi (Mal)	FTS	BA



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/2076

Dt .. 17.10.2008

From : Arnab Roy  
Project Director, CMU

To : The Director  
Directorate of Local Bodies

Sub. : Nomination of Nodal Officers for second batch of Routine Immunisation Training programme of Health Workers of Urban Local Bodies in West Bengal to be held at District Head Quarters.

Sir,

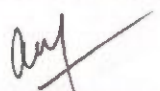
Thanks for nominating Shri Santanu Mukherjee, DDLB & Shri P. K. Das, ADLB as nodal officer for the first batch of training of First Tier Supervisors (FTSs) of Health Programmes of Urban Local Bodies. Following to that second batch of such training programme will be held at Nursing School of the District Head Quarters (Bankura, Uttar Dinajpur, Jalpaiguri, Malda, Dakshin Dinajpur, South 24 Parganas, Medinipur (West), Darjeeling, North Bengal Medical College, Birbhum, Burdwan, Hooghly, Howrah, North 24 Parganas, Murshidabad and Nadia) of Dept. of Health & FW. The training will start in phases w.e.f. 06.11.08.

For co-ordination at District level, Nodal Persons are to be nominated amongst the officials of DLB to act on behalf of CMU. Necessary fund will be placed with the Nodal persons who will be responsible to release advance and to collect Statement of Expenditure along with receipted copies of Bills/ vouchers from the Nodal persons of Dist. Health Authority as already identified by them in each District.

You are requested to nominate such Nodal persons at the earliest and to forward their names along with their contact no. to the undersigned by 22.10.08.

Thanking you.

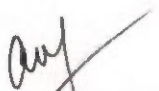
Yours faithfully,

  
Project Director, CMU

Dt .. 17.10.2008

Memo No. .. CMU-94/2003(Pt. VI)/2076 /1(2)

- 1) PM, CMU
- 2) Health Expert, CMU

  
Project Director, CMU

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Attention of M/s Thuma Roy  
Sister Tutor, Nurses Trg School.

KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

24 P(5)

Memo No. .. CMU-94/2003(Pt. VI)/1988

Dt. .. 30.09.2008

01.10

From : Arnab Roy  
Project Director, CMU

To : Dr. S. Dasgupta  
Professor & Head of the Dept.  
Community Medicine Dept.  
& Project Director, WBSISC  
Medical College, Kolkata.

Sub. : Training of Health Workers of Urban Local Bodies on Routine  
Immunization at District level in association with DHFW & WBSISC.

Ref. : This office earlier communication bearing no. CMU-94/2003(Pt. VI)/1424  
dt. 19.08.2008.

Sir,

Due to some unavoidable circumstances, the initiation of training of Health workers at district level will be held on the dates as mentioned below instead of 22<sup>nd</sup> October, 2008 :

District	Date of initiation of training
Bankura	06.11.2008
Uttar Dinajpur	11.11.2008
Jalpaiguri	14.11.2008
Malda	12.11.2008
Dakshin Dinajpur	12.11.2008
South 24 Parganas	06.11.2008
Medinipur (West)	07.11.2008
Darjeeling	14.11.2008
North Bengal Medical College	10.11.2008

Others will remain unchanged. You are requested to take further necessary action accordingly.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Contd. to P-2.





- 2 -

**Memo No. .. CMU-94/2003(Pt. VI)/1988 /1(12)**

**Dt. .. 30.09.2008**

01.10.

**Copy forwarded to :**

1. Mr. A.K. Das, Commissioner, FW & Special Secretary, Govt. of West Bengal
2. Dr. S.P. Banerjee, State FW Officer & Jt. Director Health Services
3. Dr. P.S. Chowdhury, ADHS (EPI), Govt. of West Bengal
4. The Principal, North Bengal Medical college
5. CMOH, ..... District
6. Superintendent District Hospital, ..... District
7. Sm. Madhabi Das, DDHS (Nursing), Govt. of West Bengal
8. Sm. Bandana Das, Principal, College of Nursing, Medical College Kolkata
9. Dr. Kallol Mukherjee, Project Manager, CMU
10. Dr. S. Goswami, Project Officer, Health, SUDA and Health Expert, CMU
11. District Nodal Person, ..... District
12. Dr. S.N. Bagchi, Project Manager, WBSISC

**Project Director, CMU**



KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/1989 (16)

Dt. .. 29.09.2008

01.10

From : Arnab Roy  
Project Director, CMU

To : The Mayor / Chairman,  
Siliguri Municipal Corporation  
Bankura, Bishnupur, Sonamukhi,  
Raiganj, Kaliyaganj, Jalpaiguri, Alipurduar,  
English Bazar, Old Malda, Balurghat, Gangarampur,  
Maheshtala, Medinipur, Kharagpur, Darjeeling Municipality

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal  
for strengthening of Routine Immunisation.

Sir,

For strengthening of Routine Immunisation, a training programme for First Tier Supervisors of existing health programmes of the above mentioned ULBs will be held at Nursing School of District Health Office for 25 days which will start during 4<sup>th</sup> week of October, 2008.

You are requested to forward the name of the FTS as per proforma given below.

Sl. No.	Name	Qualification

You are also requested to forward the name of one contact officer of your ULB preferably HO/Asst. HO/UHIO whichever is applicable along with his/her telephone number. The nodal person of ULB will be responsible for making Liaison with Nursing school of the District, Nodal person of the ULB and Health Expert, CMU.

Both the information are to be forwarded to the undersigned by 13<sup>th</sup> October, 2008 positively so that this can be forwarded to the Nursing school of the respective district.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Dt. .. 29.09.2008

01.10

Memo No. .. CMU-94/2003(Pt. VI)/1989/(16)/1(1)

Copy forwarded to :

Health Expert, CMU.

  
Project Director, CMU

E:\Dr. Goswami\KUSP\Letter Head ULBs.doc

**WEST BENGAL STATE IMMUNIZATION SUPPORT CELL**  
**Department of Community Medicine**  
**Medical College, Kolkata**

No./2008/ 200

Date: 4<sup>th</sup> September 2008

To  
Mr. Arnab Roy,  
Project Director CMU  
KUSP, Salt Lake  
Kolkata



Sub: Monitoring plan for district level ULBs Training,

Dear Sir,

Kindly refer your letter no CMU-94/2003 ( pt. VI )/ 1988 dated 30-09-2008 regarding tentative date for District level training of 9 districts on Routine Immunization. The WBSISC, Community Medicine Dept, Medical College, Kolkata will monitor the programme in different districts. Accordingly monitoring plan and tentative budget has been prepared.

You are requested to convey your approval, so that further action can be taken from our end,

Thanking you,

Yours faithfully

*Samir Dasgupta*  
04/10/08

**Dr. Samir Dasgupta**  
Professor & Head, Dept. of Community Medicine  
Medical College, Kolkata  
& Project Director, WBSISC

*Dr. Grosmani*  
*Am*  
22/10

Enclosed one

Copy to

1. The Project Manager- CMU for favor of information
2. The Health Expert- CMU. This refers to your discussion with Project manager, WBSISC on the above issue.



Propose budget for monitoring District level ULB Training on RI

**District to be monitored:**

South 24PG, Bankura, Paschim Midnapur, Malda , U Dinajpur , D Dinajpur , Jalpaiguri , Siliguri ( North Bengal Medical College) , Darjilling. Total 9 District / Site.

**Name of the monitor**

Sl No	District	Monitors
1	Malda,	Milan Sen- District Extender, WBSISC
2	U Dinajpur	Mosaraf Hoosen- District Extender- WBSISC
3	D. Dinajpur	Chitta Ranjan Saha- District Extender, WBSISC
4	jalpaiguri	Prabir Roy - District Extender,W BSISC
5	Bankura	WBSISC, Faculty Member Community Medicine Dept, College of Nursing- Medical College
6	Paschim Medinipur	WBSISC, Faculty Member Community Medicine Dept, College of Nursing- Medical College
7	North Bengal medical College	WBSISC, Faculty Member Community Medicine Dept, College of Nursing- Medical College
8	Darjilling	WBSISC, Faculty Member Community Medicine Dept, College of Nursing- Medical College
9	S 24PG	WBSISC, Faculty Member Community Medicine Dept, College of Nursing- Medical College

**Frequency of Visit**

For Darjilling & NBMC – one visit will involve night halt at the location. So, total three visits to each place is proposed.

For all other districts – Four visits / districts.

Propose budget  
Enclosed

Documentation : each monitor will fill up prescribe monitoring format. WBSISC will submit comprehensive report to SUDA / CMU.

District	Transport / each visit	Honorarium	Hotel / accommodation	Total cost	total unit	Grand total	Remarks
Bankura	1500	500	nil	2000	4	8000	Transport on actual ( Taxi, Bus / Train fare)
S 24PG	500	500	nil	1000	4	4000	
P Madinipur	1500	500	nil	2000	4	8000	
Malda	nil	500	nil	500	4	2000	
UDP	nil	500	nil	500	4	2000	
DDP	nil	500	nil	500	4	2000	
JLP	nil	500	nil	500	4	2000	
Darjilling	4000	2000 (500 x 4 days)	2000 ( 1000 x 2 days)	8000	3	24000	
NBMC	3000	1500 ( 500 x 3 days)	2000 ( 1000 x 2 days)	6500	3	19500	
Total	10500	7000	4000	21500		71500	

1. For Darjilling : Train fair ( Sealdaha – NJP ) in AC II – depending upon availability. Taxi fair from NJP to Darjilling & back. Honorarium for day 1 ( Train), Day 2 ( one day before to Darjilling ), Day-3 ( at Darjilling ), Day 4- train. Hotel accommodation ( day 2 & 3)
2. For NBMC- Train fair ( Sealdaha – NJP ) in AC II – depending upon availability. Taxi fair from NJP to NBMC & back. Honorarium for day 1 (Train), Day 2 (at NBMC , Day 3- train. Hotel accommodation ( day 2 & 3)



**Minutes of the Planning meeting of Immunization Training of Health Workers of Urban Local Bodies in West Bengal for Strengthening of Routine immunization**

A planning meeting was organized on 14<sup>th</sup> July at College of Nursing Auditorium in presence of ADHS- EPI, Project Manager CMU, KUSP, Project Officer (Health) State Urban Development Agency, Health Specialist, UNICEF, Dy Director (Nursing), Principal, Nursing College, Medical college Kolkata, Project Director & Project Manager, WBSISC, Sister Tutors & PHNs of 8 Districts (North 24 Pgs., Howrah, Hooghly, Burdwan, Nadia, Murshidabad, Purulia, Birbhum), Sister Tutors of College of Nursing, Medical College Kolkata, PHN of the Community Medicine Dept of Medical College Kolkata.

The purpose of planning meeting was to frame the guidelines for conduction of training of Municipalities' health workers of different districts and to identify roles and responsibilities of the District facilitators, SUDA and District Health Authorities, so that training can be successfully organized at District level.

The following decisions were taken :

1. **Nodal person from Districts** - Each district participants identified one nodal person among themselves who will be responsible for smooth conduction of the district level training. Following Nodal persons was selected among the participants

SI No	District	Name of the Nodal person	Cell no
P 1	North 24 Pgs	Shipra <del>Chatterjee</del> Banerjee	9432263959
B 2	Burdwan	Tapati Maity	9434086866
B 3	Hooghly	Gauri Dutta	9433471062
P 4	Nadia *	Rita Sarkar	9434110916
P 5	Murshidabad *	Pratima Pal	9434124768
B 6	Purulia	Arati Maity	9433762639
B 7	Birbhum	Tandra Sarkar *	9231542050
P 8	Howrah	Gita Maity	9433258086

2. **Nodal person from Municipalities** - SUDA will identify nodal persons for each district.
3. **Coordination at District level** - Both the nodal persons will coordinate between Municipality, Nursing training school, District Health Authorities, facilitators and participants regarding all issues for district level training.
4. **Training Venue** - District Nursing School for 5 days class room training and District PP unit for 20 days field training. Commissioner FW will be requested to issue letter to all CMOH and Principal, District Nursing School on this regards.
5. **Fund management** - ~~SUDA~~ <sup>CMU</sup> will place the necessary fund for first 5 days (Rs. 21,000/- being the food cost for 5 days, Rs. 5,000/- Contingency in total and Rs. 2,250/- Honorarium to 3 facilitators for 5 days, thus totaling Rs. 28,250/-) to the district nodal persons for expenditure. The nodal officer will be responsible to



11.8.08  
X Mmshj Delw

submit all bills / vouchers along with attendance sheet to nodal person of SUDA after 5 days of training. The fund includes food cost (@ Rs 120/- per persons for 35 persons x 5 days = Rs 21,000/-), contingency @ Rs. 5,000/- per batch, Honorarium to facilitators (@ Rs. 150/- per persons x 3 facilitators x 25 days = Rs. 11,250/-). Total fund requirement for each district for each batch will be Rs 37,250/-. Facilitators fees for the rest 20 days will be provided in two phases; one after 10 days of field training period and the last one at the end of field training period.

6. **Training materials** - SUDA will send training materials for each participant well in advance to the municipality. This includes Bengali version of Immunization hand book, pad, pen, folder etc.
7. **Other logistics** - The nodal person of the District will arrange all other logistics, training aid from the contingency funds.
8. **Training calendar** - SUDA will intimate well in advance to all district nodal persons for training date which will be organized from 2<sup>nd</sup> week of August (Tentatively). The training calendar will include name of the participants, name of the municipalities etc.
9. **Training load** - It should not exceed 20 participants / batch
10. **Monitoring plan** - A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing dept, SUDA, UNICEF & WBSISC who will supervise / monitor the programme from time to time.
11. **Final Training Report** - District Nodal Officer will submit training report (in prescribed pro-forma) to SUDA and the State FW dept.
12. **Certification** - each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS (Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health - SUDA, Project Director & Project Manager WBSISC. SUDA will print the certificate and it will be send to the District Nodal Officer in advance.

Dr S. Dasgupta  
Professor & Head of The Dept  
Community Medicine Dept  
& Project Director WBSISC  
Medical College Kolkata

DDLB, Santanu Mukherjee - Presidency Div.  
- 9434219096.

ADLB, P.k. Das - Burdwan Div  
- 9748063653

**Copy Forwarded to :**

1. Mr. AK Das, Commissioner, FW & Special Secretary, Govt. of West Bengal
2. Dr. SP Banerjee, State FW Officer & Jt. Director Health Services
3. Dr. PS Chowdhury, ADHS (EPI), Govt. of West Bengal
4. The Principal - Burdwan Medical college
5. CMOH, .....District
6. Superintendent District Hospital, -----District
7. Sm. Madhabi Das, DDHS (Nursing), Govt. of West Bengal
8. Sm. Bandana Das, Principal, College of Nursing, Medical College Kolkata
9. Dr. K Mukherjee, Project Manager CMU
10. Dr. S. Goswami, Project Officer- Health- SUDA
11. District Nodal Person, North 24 Pgs. / Howrah / Hooghly / Burdwan / Birbhum / Murshidabad / Nadia / Purulia



**WEST BENGAL STATE IMMUNIZATION SUPPORT CELL**  
**Department of Community Medicine**  
**Medical College, Kolkata**

Dr. Goswami  
h

No./2008/ 177

Date: 28<sup>th</sup> Aug. 2008

To  
Dr. Shibani Goswami  
Project officer Health  
SUDA & CMU



Sub: District level Nodal Officer for RI training of different ULBs.

Dear Madam,

This refers to the letter from Project Director CMU, letter no. CMU-94/2003(Pt. VI)/1424 dated 19.08.2008 regarding the above subject.

During the ToT on Immunization following nodal persons has been identified for different districts to carry out district level RI training.

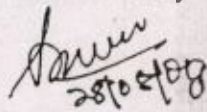
SL No	District	Name of the nodal person	Mobile No.
1	South 24 PG	Jhunu Roy	9433285132
2	Bankura	Minakhi Das	9474570250
3	Malda	Puspita Roy	9232787736
4	Uttar Dinajpur	Anindita Das	94744331001
5	Dakshin Dinajpur	Chaitali Biswas	9434181686
6	Jalpaiuri	Swapna Rudra	9433145778
7	Darjeeling	Chandramani Rai	9832070503
8	Paschim Midnapur	Subhra Pal	9332152635
9	North Bengal Medical College	Shyamali Roy	9434350623

4.12.08  
5.12.08  
11.12.08  
12.12.08  
13.12.08  
12.12.08  
10.12.08

Copy of the guide lines issued by CMU has been distributed to all nodal officers. During interaction all doubts regarding administrative and financial issues has been clarified to them.

You are hereby requested to identify district level nodal persons from your end. Necessary logistics and financial support may kindly be provided so that training can be started from 22 October, 2008.

Thanking You  
Yours Faithfully

  
28/08/08

Dr. Samir Dasgupta  
Prof. & Head  
Department of Community Medicine  
Medical College, Kolkata &  
Project Director- WBSISC



Copy to:

1. Sri Arnab Roy, Project Director / CMU
2. Mr. A.K.Das, Commissioner, Family Welfare, & Special Secretary, Govt. of West Bengal.  
He is requested to inform CMOHs of the concern districts to support district level training by providing necessary assistant to the nodal officer.
3. Dr. S. P. Banerjee, State FW Officer & Jt. Director Health Services.
4. Dr. P. S. Chowdhuri, ADHS (EPI), Govt. of West Bengal.
5. Dr. R. L. Ganguli, ADHS (Training).
6. CMOH.....District.
7. Superintendent, District Hospital .....
8. Smt. Madhabi Das, DDHS (Nursing), Govt. of West Bengal.
- ✓ 9. Dr. Kallol Mukherjee, Project Manager, CMU
10. Principal, North Bengal Medical College, District Darjeeling
11. Principal, B.S. Medical College-Bankura..
12. MSVP, North Bengal Medical College, District Darjeeling
13. MSVP, B.S. Medical College-Bankura.
14. Head of the Department of Community Medicine North Bengal Medical College, District Darjeeling
15. Head of the Department of Community Medicine, B.S. Medical College-Bankura.
16. Principal Nursing Officer / Sr. Sister Tutor In charge .....
17. All Nodal Officers from nursing faculty.
18. Health & HIV/AIDS Specialist - Unicef Kolkata

*Sanu*  
28/08/08





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/1424

Dt. .. 19.08.2008

From : Arnab Roy  
Project Director, CMU

To : Dr. S. Dasgupta  
Professor & Head of the Dept.  
Community Medicine Dept.  
& Project Director, WBSISC  
Medical College, Kolkata.

*Dr. Kanchan Mondal*  
*Gowri De.*  
*Mamun De.*  
*Suzanne Hill*  
*Sonamukhi*  
*Chairman*  
*9434330450*

**Sub. : Guideline for conduct of training of Health Workers of Urban Local Bodies on Routine Immunization at District level in association with DHFW & WBSISC**

Sir,

It is learnt from your communication bearing no. 2008/158 dt. 5<sup>th</sup> August, 2008 that the 2<sup>nd</sup> batch of trainers training for the sister tutors and PHN will be held at College of Nursing, Medical College, Kolkata during 26 to 28 August, 2008.

On completion of trainers training, the training of Health workers will start at district level tentatively on 22<sup>nd</sup> October, 2008 and will be continued for 25 working days. District level municipalities and no. of trainees are as under :

District	Municipalities	No. of Trainees
Bankura ✓	Bankura 9434183427	6 ✓
	Bishnupur	3
	Sonamukhi	3
Uttar Dinajpur ✓	Raiganj	14
	Kaliaganj	4
Jalpaiguri	Jalpaiguri	12 +1
	Alipurduar	7
Malda ✓	English Bazar 9832404110	14
	Old Malda 9733086336	4
Dakshin Dinajpur ✓	Balurghat	12
	Gangarampur 943462018	4
South 24 Parganas ✓	Maheshtala 9433098221 - <i>Noted by A.H.</i>	20
Medinipur (West) ✓	Medinipur	8
	Kharagpur	12
Darjeeling ✓	Darjeeling	16
North Bengal Medical College	Siliguri MC	20

Contd. to P-2.



1. **Nodal person from Districts** – Each district participants shall identify one nodal person among themselves who will be responsible for smooth conduct of the district level training. After completion of trainers training, the list of district nodal person of DHFW is to be forwarded to the undersigned as per format given below :

Sl No	District	Name of the Nodal person	Cell no
1			
2			

2. **Nodal person from Municipalities** – CMU will identify nodal persons for each district and will be intimated in due course.
3. **Coordination at District level** – Both the nodal persons will coordinate between Municipality, Nursing training school, District Health Authorities, facilitators and participants regarding all issues for district level training.
4. **Training Venue** – District Nursing School for 5 days class room training and District PP unit for 20 days field training. Commissioner FW will be requested to issue letter to all CMOH and Principal, District Nursing School in this regard.
5. **Fund management** – CMU will place the necessary fund for first 5 days (Rs. 21,000/- being the food cost for 5 days, Rs. 5,000/- Contingency in total and Rs. 2,250/- Honorarium to 3 facilitators for 5 days, thus totaling Rs. 28,250/-) to the district nodal persons for expenditure. The nodal officer will be responsible to submit all bills / vouchers along with attendance sheet to nodal person of CMU after 5 days of training. The fund includes food cost (@ Rs 120/- per persons for 35 persons x 5 days = Rs 21,000/-), contingency @ Rs. 5,000/- per batch, Honorarium to facilitators (@ Rs. 150/- per persons x 3 facilitators x 25 days = Rs. 11,250/-). Total fund requirement for each district for each batch will be Rs 37,250/-. Facilitators fees for the rest 20 days will be provided in two phases; one after 10 days of field training period and the last one at the end of field training period.
6. **Training materials** - CMU will send training materials for each participant well in advance to the municipality. This includes Bengali version of Immunization hand book, pad, pen, folder etc.
7. **Other logistics** – The nodal person of the District of DHFW will arrange all other logistics, training aid from the contingency funds.
8. **Training calendar** – CMU will intimate well in advance to all district nodal persons for training date which will start tentatively on 22<sup>nd</sup> October, 2008. The training calendar will include name of the participants, name of the municipalities etc.
9. **Training load** - It should not exceed 20 participants / batch.
10. **Monitoring plan** – A joint monitoring plan will be developed by involving officials of State FW dept, State Nursing Dept, CMU, UNICEF & WBSISC who will supervise / monitor the programme from time to time.
11. **Final Training Report** – District Nodal Officer will submit training report (in prescribed pro-forma) to CMU and the State FW dept.

Contd. to P-3.





- 3 -

12. **Certification** - Each participant will be awarded certificate after the training. The content of the certificate has been finalized in consultation with ADHS (EPI), DDHS ( Nursing), Health Specialist UNICEF, Project Manager- CMU & Project officer Health – SUDA, Project Director & Project Manager WBSISC. CMU will print the certificate and it will be sent to the District Nodal Officer in advance.

This guideline may be circulated to the trainers during their training at Medical College.

Thanking you.

Yours faithfully,

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/1424/1(12)

Dt. .. 19.08.2008

Copy forwarded to :

1. Mr. A.K. Das, Commissioner, FW & Special Secretary, Govt. of West Bengal
2. Dr. S.P. Banerjee, State FW Officer & Jt. Director Health Services
3. Dr. P.S. Chowdhury, ADHS (EPI), Govt. of West Bengal
4. The Principal, North Bengal Medical college
5. CMOH, ..... District
6. Superintendent District Hospital, ..... District
7. Sm. Madhabi Das, DDHS (Nursing), Govt. of West Bengal
8. Sm. Bandana Das, Principal, College of Nursing, Medical College Kolkata
9. Dr. Kallol Mukherjee, Project Manager, CMU
10. Dr. S. Goswami, Project Officer, Health, SUDA and Health Expert, CMU
11. District Nodal Person, ..... District
12. Dr. S.N. Bagchi, Project Manager, WBSISC

Project Director, CMU





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/ 1337(a)

Dt. .. 12.08.2008

From : Arnab Roy  
Project Director, CMU

To : ✓ Ms Madhabi Das, DDHS(N)  
✓ Ms Bandana Das, Principal, College of Nursing, Calcutta Medical College  
Dr. Samir Dasgupta, Prof. & Head of the Dept. of Comm. Med. & PD, WBSISC  
Dr. S.N. Bagchi, Project Manager, WBSISC  
Sri Rafiquil Haque, DE, WBSISC, Burdwan  
Sri Samaun Haque – DE, WBSISC, Murshidabad

**Sub. : Monitoring & Supervision of training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunisation.**

Madam / Sir,

You may be aware that a training programme for First Tier Supervisors / STSs of the existing health programmes of the Urban Local Bodies (ULBs) will be held at Nursing School of respective District Health Office for 25 days. The ULBs and no. of trainees included in the 1<sup>st</sup> batch of training are as under :

District	ULBs	No. of Trainees
Howrah	Howrah Municipal Corporation	20
Hooghly	Chandernagore Municipal Corporation	10
	Rishra Municipality	10
North 24 Parganas	Barasat Municipality	15
	New Barrackpore Municipality	5
Burdwan	Burdwan Municipality	10
	Jamuria Municipality	6
	Gushkara Municipality	4
Birbhum	Suri Municipality	3
	Bolpur Municipality	3
	Rampurhat Municipality	4
	Dubrajpur Municipality	4
	Sainthia Municipality	4
	Nalhati Municipality	4
Murshidabad	Berhampur Municipality	8
	Beldanga Municipality	3
	Jiaganj Azimganj Municipality	4
	Jangipur Municipality	4
Nadia	Krishnagar Municipality	3
	Nabadwip Municipality	8
	Santipur Municipality	9

Contd. to P-2.



The tentative training plan for the above mentioned Districts is as under :

Tentative start date of training	The ULBs in the district of	Time
18.08.2008	Howrah & Hooghly	10.00 a.m.
19.08.2008	Murshidabad, Burdwan	11.00 a.m.
26.08.2008 (instead of 20.08.08 as mentioned in Memo No. CMU-94/2003(Pt. VI)/1247(21))	Nadia, Birbhum, North 24 Pgs.	11.00 a.m.

The duration of training period is 25 days, out of which 5 days at class room and 20 days at PP Unit.

Nodal Person of the Nursing School of the following Districts are as under :

Sl. No.	District	Name of the Nodal person	Cell no
1	North 24 Pgs	Shipra Chatterjee <i>Bandopadhyay</i>	9432263959
2	Burdwan	Tapati Maity	9434086866
3	Hooghly	Gauri Dutta	9433471062
4	Nadia	Rita Sarkar	9434110916
5	Murshidabad	Pratima Pal	9434124768
6	Birbhum	Tandra Sarkar	9231542050
7	Howrah	Gita Maity	9433258086

Nodal Person of CMU are the officials from Directorate of Local Bodies (DLB) as mentioned hereunder :

Sl. No.	District	Name of the Nodal person	Cell no
1	North 24 Parganas	Shri Santanu Mukherjee DDLB, Presidency Divn.	94342 19096
	Nadia		
	Murshidabad		
	Howrah		
2	Burdwan	Shri P.K. Das ADLB, Burdwan Divn.	97480 63653
	Hooghly		
	Birbhum		

Contd. to P-3.

As proposed by WBSISC, the monitoring & supervision is to be done four times in each of the districts by the monitoring officials as detailed below :

Monitoring Officials	District for monitoring	Days of monitoring
Ms Madhabi Das, DDHS(N)	North 24 Parganas	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> monitoring on the inaugural day</li> <li>• 2<sup>nd</sup> on the completion of theoretical training i.e. 5<sup>th</sup> day of training</li> <li>• 3<sup>rd</sup> on 8 to 10<sup>th</sup> days of practical training</li> <li>• 4<sup>th</sup> on the final day of completion of training i.e. 25<sup>th</sup> day wherein certificate to the participants will also be issued.</li> </ul>
Ms Bandana Das, Principal, College of Nursing, CMC	Howrah	
Dr. Samir Dasgupta, Prof. & Head of the Dept. of Community Medicine or any faculty member of CM Dept. of Medical College	Hooghly	
Dr. S.N. Bagchi, Project Manager, WBSISC or any faculty member of CM Dept. of Medical College	Nadia	
Sri Rafiquil Haque, DE, WBSISC, Burdwan	Burdwan	
Sri Samaun Haque – DE, WBSISC, Murshidabad	Murshidabad	
WBSISC	Birbhum	

Proforma for monitoring & supervision will be developed by WBSISC. Dr. Bagchi is requested to co-ordinate the monitoring of training and to submit final report of monitoring after completion of training.

The monitoring officials will receive honorarium @ Rs. 500/- (Rupees Five hundred) per head per visit. The vehicle support for visiting the districts (excepting Burdwan and Murshidabad) is to be arranged by the respective officials and the payment will be made based on actual expenditure not exceeding Rs. 1,000/- per vehicle per day. On completion of monitoring, the respective officials are requested to submit bills for honorarium. The vehicle hiring bills may be paid by the officials concerned which is to be submitted to CMU for reimbursement.

Thanking you.

Yours faithfully,

  
Project Director, CMU

Contd. to P-4.




Memo No. .. CMU-94/2003(Pt. VI)/1337(6)/1(6)

Dt .. 12.08.2008

Copy forwarded to :

- ✓ 1. Shri Santanu Mukherjee, DDLB, Presidency Divn.
- ✓ 2. Shri P.K. Das, ADLB, Burdwan Divn.
3. Project Manager, CMU
4. Financial Adviser, CMU
5. Health Expert, CMU
6. Accounting Support Agency

  
Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/ 1337(6)/2(2)

Dt .. 12.08.2008

Copy forwarded to :

- ✓ 1. Sri A.K.Das, Commissioner, FW& Special Secretary, DHFW
- ✓ 2. Dr. S.P. Banerjee, SFPO, State FW Deptt. – He is requested to appraise CMOH,  
Principal Nursing School, PP Unit of District Hospital about the training plan.

  
Project Director, CMU