

BISHNUPUR MUNICIPALITY

(D.F.I.D. ASSISTED HHW PROJECT)

P.O. : -BISHNUPUR * DIST. : BANKURA

Ref. No. ^{To} The Project Officer, SUDA (Health),

10-02-2010.

Date.....

List of Furniture, Computer, Xerox & Fax Machine Still Needed

Sl.No.	Item Name	Quantity Required	Rate
1.	Steel Almirah without locker.	4 pcs.	Rs:- 4,500 x 4 = 18,000.00.
2.	Chair Plastic Moulded without arms	30 pcs.	Rs:- 240 x 30 = 7,200.00.
3.	Tool.	8 pcs.	Rs:- 160 x 8 = 1,280.00.
4.	Table.	10 pcs.	Rs:- 2,250 x 10 = 22,500.00.
5.	Computer Table.	1 pcs.	Rs:- 2,500 x 1 = 2,500.00.
6.	Computer Revolving Chair.	1 pcs.	Rs:- 1,650 x 1 = 1,650.00.
9.	Water Purifier.	1 pcs.	Rs:- 1,200 x 1 = 1,200.00.
10.	Half Secretariate Table.	1 pcs.	Rs:- 4,000 x 1 = 4,000.00.
11.	Steel Chair.	10 pcs.	Rs:- 1,200 x 10 = 12,000.00.
12.	Computer.	1 pcs.	Rs:- 40,000 x 1 = 40,000.00.
13.	Fax Machine.	1 pcs.	Rs:- 7,000 x 1 = 7,000.00.
14.	Xerox Machine.	1 pcs.	Rs:- 70.00 x 1 = 70,000.00
15.	White Board.	1 pcs.	Rs:-1500 x 1 = 1,500.00.
16.	Thermometer.	3 pcs.	Rs:-150 x 3 = 450.00.
17.	Blood Pressure Machine.	3 pcs.	Rs:-650 x 3 = 1,950.00.
18.	Body Weight Machine.	3 pcs.	Rs:-700 x 3 = 2,100.00.
19.	Sterilizer Machine.	3 pcs.	Rs:-7,000 x 3 = 21,000.00.
Total			Rs : 2,14,330.00

(Two Lakh Fourteen Thousand Three Hundred Thirty Only)

144330.00
Chairman,
Bishnupur Municipality.

SUDA**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****Ref No. SUDA-Health/303/08/643****Date 16.02.2010...****From : Director, SUDA****To : The Chairman
Bishnupur Municipality****Sub. : AA & FS for purchase of Furniture and Equipment for HHW Scheme.****Ref. : Your communication dt. 10.02.2010.****Sir,**

With reference to your communication on the subject mentioned above, AA & FS is hereby accorded for an amount not exceeding Rs. 1,44,330/- (Rupees One lakh forty four thousand three hundred thirty) only for purchase of furniture and equipment for HHW Scheme provided the existing furniture & equipment are beyond economic repair & / or not usable.

You are requested to undertake such procurement observing Procurement Rules of Government of West Bengal by March, 2010. A copy of work order in this regard indicating item of furniture and equipment, quantity to be purchased, unit cost of each item, and total cost is to be forwarded to the undersigned for release of fund.

You are also requested to submit Statement of Expenditure (SOE) along with photocopy of receipted bills duly authenticated and with an endorsement in the bill on the Stock ledger entry.

It is to be noted that this is one time support without creating any precedence.

Yours faithfully,

Director, SUDA

SUDA-Health/303/08/643/1(4)**Dt. .. 16.02.2010****CC :**

- 1. Asst. Health Officer and CDO, Bishnupur Municipality**
- 2. Project Officer, Health, SUDA**
- 3. Finance Officer, Health, SUDA**

Director, SUDA

SUDA**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****Ref No. SUDA-Health/303/08/265****Date 28.12.2011****From : Project Officer
Health, SUDA****To : The Chairman
Bishnupur Municipality****Sub. : Non-admittance of expenditure submitted for the month
of September, 2011 under HHW Scheme.****Ref. : Your communication bearing no. 142/DFID/XI-8 dt. 22.11.2011.****Sir,**

On scrutiny of copies of bills and vouchers submitted along with SOE for the month of September, 2011, it is observed that Rs. 31,000/- have been paid to the Health functionaries towards payment of Puja Exgratia. The said expenditure is not admitted due to non-release of fund for the purpose by the Department of Health & Family Welfare.

Hence, the admitted SOE is of Rs. 2,16,028/- instead of Rs. 2,47,028/-.

You are requested to take necessary action in this regard to reconcile your office record.

Yours faithfully,
Project Officer**Dt. .. 28.12.2011**
Project Officer**SUDA-Health/303/08/265/1(1)****CC****Accounts Assistant, HHW Scheme, Bishnupur Municipality**

As discussed
with FA, SUDA
Puja Exgratia
submitted by the URB.
may be accepted.

পশ্চিমবঙ্গ সরকার

মহকুমা শাসকের করণ, বিষ্ণুপুর
বিষ্ণুপুর, বাঁকুড়া, পিন-৭২২১২২



ফোন নং:- ০৩২৪৪-২৫২০৫৫(অফিস)/২৫২০২০(বাংলো)

e-mail: sdobsp@gmail.com

Website : www.sdobishnupur.gov.in

পত্র সংখ্যা- ৩২১(৩)/সি./DFID

তারিখ- ২৫/০৮/২০১৪

প্রতি,

- ১) পৌর প্রধান, বিষ্ণুপুর পৌরসভা, বিষ্ণুপুর, বাঁকুড়া।
- ২) অধীক্ষক, বিষ্ণুপুর স্বাস্থ্য জেলা হাসপাতাল, বিষ্ণুপুর।
- ৩) প্রতিনিধি, স্টেট আরবান ডেভেলপমেন্ট এজেন্সি (SUDA), স্বাস্থ্য শাখা, কলকাতা-৯১।
- ৪) সহ মুখ্য স্বাস্থ্য আধিকারিক, বিষ্ণুপুর।
- ৫) কাউন্সিলার-ইন-চার্জ, স্বাস্থ্য বিভাগ, বিষ্ণুপুর পৌরসভা।
- ৬) নির্বাহী আধিকারিক, বিষ্ণুপুর পৌরসভা।
- ৭) সম্পাদক/সভাপতি, লায়ন্স ক্লাব, বিষ্ণুপুর।
- ৮) স্বাস্থ্য আধিকারিক, বিষ্ণুপুর পৌরসভা।
- ৯) সি.ডি.ও., ডি.এফ.আই.ডি. প্রকল্প, বিষ্ণুপুর পৌরসভা।



মহাশয়/মহাশয়া,

আপনাকে জানানো যায় যে, বিষ্ণুপুর পৌরসভার পরিচালনায় ডি.এফ.আই.ডি. ও আর.সি.এইচ. প্রকল্পে কাজকর্ম উন্নয়নের লক্ষ্যে আগামী ইং- ০৪.০৯.২০১৪ (বৃহস্পতিবার) বেলা ০৩-০০ টায় মহকুমা শাসক, বিষ্ণুপুর ও প্রকল্প অধিকর্তা, ডি.এফ.আই.ডি. প্রজেক্ট -এর সভাকক্ষে একটি জরুরী সভা আহ্বান করা হয়েছে।

উক্ত সভায় সকলকে এই কাজের বিস্তারিত রিপোর্ট সহ উপস্থিত থাকার জন্য অনুরোধ করা হল।

ভবদীয়-

ম. (সহ মুখ্য)

মহকুমা শাসক, বিষ্ণুপুর ও

প্রকল্প অধিকর্তা, ডি.এফ.আই.ডি. প্রোজেক্ট

বিষ্ণুপুর, জেলা-বাঁকুড়া

তারিখ- ২৫/০৮/২০১৪

পত্র সংখ্যা- ৩২১(৩)/সি./DFID

অনুলিপি সদয় অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরিত হল-

- ১) জেলা শাসক, বাঁকুড়া মহোদয়ের অবগতির জন্য।
- ২) অতিরিক্ত জেলা শাসক (সাধারণ), বাঁকুড়া।
- ৩) অতিরিক্ত জেলা শাসক (জেলা পরিষদ), বাঁকুড়া।
- ৪) প্রকল্প আধিকারিক, স্টেট আরবান ডেভেলপমেন্ট এজেন্সি (SUDA), স্বাস্থ্য শাখা, ILGUS BHAVAN, এইচ.সি. রুক,সেক্টর-৩, বিধাননগর,কলকাতা- ৭০০০৯১।
- ৫) করণ লিপি ভারপ্রাপ্ত আধিকারিক, স্বাস্থ্য শাখা, বিষ্ণুপুরকে জ্ঞাত করা হল এবং আরও অনুরোধ করা হল যে তিনি যেন নিয়মিতভাবে উক্ত প্রকল্পের তদারকি করেন ও খোঁজখবর রাখেন।

ম. (সহ মুখ্য)

মহকুমা শাসক, বিষ্ণুপুর ও

প্রকল্প অধিকর্তা, ডি.এফ.আই.ডি. প্রোজেক্ট

বিষ্ণুপুর, জেলা-বাঁকুড়া

পশ্চিমবঙ্গ সরকার

মহকুমা শাসকের করণ, বিষ্ণুপুর
বিষ্ণুপুর, বাঁকুড়া, পিন-৭২২১২২



ফোন নং:- ০৩২৪৪-২৫২০৫৫(অফিস)/২৫২০২০(বাংলো)

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পত্র সংখ্যা- ৩০৫/সি./DFID

তারিখ- ২২/০৮/২০১৪

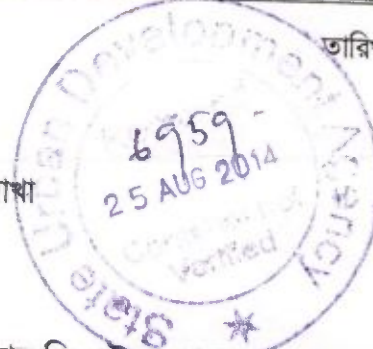
প্রতি

প্রকল্প আধিকারিক,

স্টেট আরবান ডেভেলপমেন্ট এজেন্সী (SUDA), স্বাস্থ্য শাখা

ILGUS BHAVAN, এইচ.সি ব্লক, সেক্টর-৩

বিধাননগর, কলকাতা- ৭০০০৯১



FA / F.O. (H)
Pl. look into the
matter & suggest
e
৬/৮/১৪

বিষয়:- ডি.এফ. আই.ডি. ও আর.সি.এইচ. প্রকল্পের চেক সহি সংক্রান্ত

মহাশয়,

আপনাকে জানানো যায় যে, আপনার আর্থিক সহায়তায় বিষ্ণুপুর পৌরসভায় ডি.এফ. আই.ডি. ও আর.সি.এইচ. প্রকল্পে স্বাস্থ্য পরিষেবার কাজ হয়।

সেই প্রকল্প বেশ কিছু দিন ধরে চলে আসছে। উক্ত প্রকল্পের খরচ যথা কর্মচারীদের মজুরী, ঔষধ ক্রয়, অফিস কন্ট্রিজেন্সী ইত্যাদির পরিষোধের জন্য প্রকল্পের ব্যাঙ্ক অ্যাকাউন্ট হতে বিষ্ণুপুর পৌরসভার পৌরপ্রধান ও মহকুমা শাসক, বিষ্ণুপুর এর যৌথ চেক সহি এ অর্থ তুলে তা প্রদান করা হয়। এই কাজ করার জন্য অত্র কারণে কোন সরকারী নির্দেশিকা নাই। আরো উল্লেখ্য কোন নির্দেশিকার বলে মহকুমা শাসক, বিষ্ণুপুর উক্ত চেক সহি করছেন তা সরকারী নিয়ম অনুসারে জানা খুবই প্রয়োজন।

আরো জানানো যায় যে বিষ্ণুপুর পৌরসভার ডি.এফ.আই.ডি. ও আর.সি.এইচ. প্রকল্প সম্পর্কে বিস্তারিত সরকারী নির্দেশিকা পাওয়া খুবই জরুরী। প্রশাসনিক কাজের বিষয়টি গুরুত্ব দিয়ে এই সংক্রান্ত যথাযথ নির্দেশিকা যাতে সত্ত্বর পাওয়া যায় তার সুব্যবস্থার অনুরোধ জানাই।

ভবদীয়

স্ব. (সমন্বিত)

মহকুমা শাসক, বিষ্ণুপুর

বাঁকুড়া

তারিখ- ২২-০৮/২০১৪

পত্র সংখ্যা- ৩০৫/সি./DFID

অনুলিপি অবগতি ও প্রয়োজনীয় সুব্যবস্থার অনুরোধ জানিয়ে প্রেরিত হল :-

১. জেলা শাসক, বাঁকুড়া মহোদয়ের অবগতির জন্য।
২. অতিরিক্ত জেলা শাসক (সাধারণ), বাঁকুড়া।
৩. অতিরিক্ত জেলা শাসক (জেলা পরিষদ), বাঁকুড়া।
৪. অতিরিক্ত অধিকর্তা, স্টেট আরবান ডেভেলপমেন্ট এজেন্সী (SUDA), অর্থ শাখা, ILGUS BHAVAN, এইচ.সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা- ৭০০০৯১
৫. পৌরপ্রধান, বিষ্ণুপুর পৌরসভা
৬. নির্বাহী আধিকারিক, বিষ্ণুপুর পৌরসভা
৭. সি.ডি.ও., ডি.এফ.আই.ডি. প্রকল্প, বিষ্ণুপুর পৌরসভা।

স্ব. (সমন্বিত)
মহকুমা শাসক, বিষ্ণুপুর

বাঁকুড়া

Government of West Bengal
Office of the Sub-Divisional Officer
Bishnupur, Bankura



Phone: 03244-252055(O)/252020(R)

e-mail: sdobsp@gmail.com

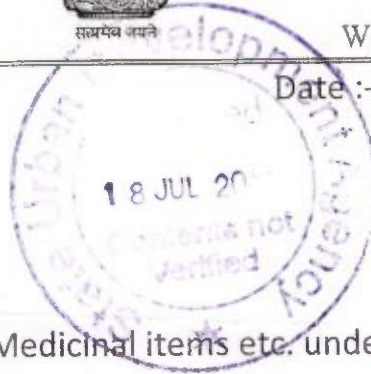
Website : www.sdobishnupur.gov.in

Memo. No.571...../e

Date :-10.07...../2014

To

The Executive Officer
Bishnupur Municipality
Bishnupur, Bankura.



POCH
[Signature]

Sub:- Purchase of Medicines / Medicinal items etc. under DFID Project and urban RCH Project.

It is to inform that a cheque bearing no. 008680 dt.-30.06.14 of B.O.I., Bishnupur Branch amounting to Rs. 1,34,001/- (One lakh thirty four thousand one) only for the purpose of making payment to TULIP Corporation for supplying 63 litres of BAYTEX 1000 is sent to undersigned for signing as a joint signatory with Chairman, Bishnupur Municipality (Copy enclosed).

But no relevant papers are ever sent to undersigned on the functioning of the said Projects. Without receiving a copy of the allotment orders, G.Os or resolutions of the Committee deciding on purchase of medicines and other items and planning on their utilization, the undersigned is always in the dark.

You will appreciate that it is difficult for me to put my signature on cheques to the tune of 1 to 1.5 lakhs for purchase items every two to three months without having any idea of the Projects' workings.

Therefore, the cheque is returned herewith with request to re-submit with all connected papers as mentioned above. You are also requested to call undersigned to the Committee's next meetings.

Kindly acknowledge receipt of the cheque.

Enclosed :- As Stated.

[Signature]
Sub-Divisional Officer
Bishnupur, Bankura.

Memo. No.571/1(6)/e

Date :-10.07...../2014

Copy forwarded for information & taking necessary action to :-

- 1) The District Magistrate, Bankura.
- 2) The Additional District Magistrate (Gen.), Bankura.
- 3) Project Officer, State Urban Development Agency, Health Wing, H-C Block, Sector-III, Bidhannagar, Calcutta-700091.
- 4) The Chairman, Bishnupur Municipality.
- 5) The Project Director, HHW Scheme-DFID, Bishnupur Municipality.
- 6) The Officer-in-Charge, Health, SDO's Office, Bishnupur.

[Signature]
Sub-Divisional Officer
Bishnupur, Bankura.

বিষ্ণুপুর পৌরসভার পরিচালনায় ডি.এফ.আই.ডি. ও আর.সি.এইচ.

প্রকল্পের কাজকর্ম, উন্নয়ন ও পরিকল্পনার লক্ষ্যে সভা

তারিখ :- ০৪.০৯.২০১৪ # সময় :- বেলা- ০৩-০০ টা # স্থান:- মহকুমা শাসক, বিষ্ণুপুরের সভাকক্ষ

উপস্থিত সদস্য বৃন্দের নাম -

- ১) শ্রী পলাশ সেনগুপ্ত, ডাব্লু.বি.সি.এস.(এসি.), মহকুমা শাসক, বিষ্ণুপুর - স্বাঃ-
- ২) শ্রীমতি মধুমিতা মুখার্জী, ডাব্লু.বি.সি.এস.(এসি.), উপশাসক ও উপসমাহর্তা, বিষ্ণুপুর - স্বাঃ-
- ৩) ডাঃ অমল ব্যানার্জী, এম.ও., আরবান আর.সি.এইচ প্রোজেক্ট, বিষ্ণুপুর - স্বাঃ-
- ৪) শ্রী অরুণ কর, অ্যাকাউন্টেন্ট, ডি.এফ.আই.ডি. ও আর.সি.এইচ প্রোজেক্ট, বিষ্ণুপুর - স্বাঃ-
- ৫) ডাঃ এইচ. কে. সাহানা, এম.ও., পি.পি. ইউনিট, বিষ্ণুপুর জেলা হাসপাতাল, বিষ্ণুপুর - স্বাঃ-
- ৬) শ্রী উজ্জ্বল নন্দী, সি.ডি.ও., ডি.এফ.আই.ডি. প্রকল্প, বিষ্ণুপুর পৌরসভা - স্বাঃ-

অদ্যকার সভা উপরিবর্ণিত সদস্যদের উপস্থিতিতে মাননীয় শ্রী পলাশ সেনগুপ্ত, মহকুমা শাসক, বিষ্ণুপুর মহোদয়ের সভাপতিত্বে সভার কাজ শুরু হয়।

সভাতে বিস্তারিত ভাবে বিষ্ণুপুর ডি.এফ.আই.ডি. যা পরবর্তীকালে সি.বি.পি.এইচ.সি. এবং আর.সি.এইচ প্রকল্পের কাজ ও বর্তমান পরিকল্পনাগুলি সম্পর্কে মহকুমা শাসক, বিষ্ণুপুর বিস্তারিতভাবে বলার জন্য শ্রী উজ্জ্বল নন্দী, সি.ডি.ও., ডি.এফ.আই.ডি. প্রকল্প, বিষ্ণুপুর পৌরসভাকে অনুরোধ করেন। শ্রী নন্দী প্রকল্প সম্পর্কে বিস্তারিতভাবে জানান।

সভাতে আলোচিত হয় যে, ডি.এফ.আই.ডি. যা পরবর্তীকালে সি.বি.পি.এইচ.সি. এবং আর.সি.এইচ প্রকল্পের প্রকল্প অধিকর্তা, মহকুমা শাসক, বিষ্ণুপুর কিন্তু প্রকল্পের নিয়মকানুন, পরিকল্পনা, অর্থ বরাদ্দের পএ বা উক্ত প্রকল্প সংক্রান্ত চিঠিপত্র মহকুমা শাসক, বিষ্ণুপুরের নজরে / দপ্তরে আসে না। নিয়মিত ভাবে পর্যালোচনা, প্রকল্প পরিকল্পনা ইত্যাদির জন্য মহকুমা শাসক, বিষ্ণুপুরের দপ্তরে যাতে চিঠিপত্র আসে সেই বিষয়ে SUDA ও বিষ্ণুপুর পৌরসভাকে অনুরোধ করা হল।

সভাতে উপস্থিত স্বাস্থ্য আধিকারিক ডাঃ অমল ব্যানার্জী, এম.ও. মহাশয় প্রকল্পের গুরুত্ব সম্পর্কে ব্যক্ত করেন।

সভাতে বিস্তারিত আলোচনার পর সর্বসম্মতিক্রমে সিদ্ধান্ত গৃহীত হয় যে -

- ১) যখন কোন প্রকল্পের সামগ্রী ক্রয় করা হবে বা ক্রয় সামগ্রী গ্রহণ করার সময় প্রকল্পের প্রকল্প অধিকর্তা তথা মহকুমা শাসক, বিষ্ণুপুরকে সি.ডি.ও.র তরফে জানানোর জন্য বলা হল।
- ২) অর্থ বরাদ্দ সহ প্রকল্প সংক্রান্ত সমস্ত চিঠি প্রকল্পের প্রকল্প অধিকর্তা তথা মহকুমা শাসক, বিষ্ণুপুরকে পাঠানোর জন্য স্টেট আরবান ডেভেলপমেন্ট এজেন্সি (SUDA), স্বাস্থ্য শাখা, কলকাতা ও বিষ্ণুপুর পৌরসভাকে অনুরোধ করা হল।
- ৩) বিষ্ণুপুর পৌরসভার স্বাস্থ্য আধিকারিক হলেন প্রকল্পের মেম্বর সেক্রেটারী, কিন্তু দীর্ঘদিন ঐ পদ ফাঁকা থাকায় মেম্বর সেক্রেটারীর দায়িত্ব প্রাথমিকভাবে পরিচালনা করার জন্য বিষ্ণুপুর পৌরসভার নির্বাহী আধিকারিককে সভার তরফে অনুরোধ করা হল। এখন হতে তিনি প্রতিমাসের দ্বিতীয় সপ্তাহের সোমবার নিয়মিতভাবে প্রকল্প পরিকল্পনা ও পর্যালোচনার জন্য প্রকল্প অধিকর্তা তথা মহকুমা শাসক, বিষ্ণুপুর মহাশয়ের কক্ষে সভা আহ্বান করবেন। বিষয়টি মহকুমা শাসকের অফিসের ভারপ্রাপ্ত আধিকারিক (স্বাস্থ্য) শ্রীমতি মধুমিতা মুখার্জী, উপ-শাসক ও উপ-সমাহর্তা দেখভাল / তদারকি করবেন।

- ৪) সভাতে আলোচিত ও সিদ্ধান্ত হল যে, প্রকল্পের সাথে যুক্ত সকল কর্মীবৃন্দ ও সদস্যগণকে নিয়ে এই মাসিক সভা অনুষ্ঠিত হবে।

সর্বসুন্দরভাবে প্রকল্প রূপায়নের জন্য সভায় উপস্থিত সকলকে মহকুমা শাসক, বিষ্ণুপুর আন্তরিকভাবে সহযোগিতা করার অনুরোধ করেন।

সভায় অন্য কোন আলোচনা না থাকায় সভাপতি মহাশয় সকলকে ধন্যবাদ জানিয়ে সভার কাজ শেষ করেন।

W. (Signature)

মহকুমা শাসক, বিষ্ণুপুর ও

প্রকল্প অধিকর্তা, ডি.এফ.আই.ডি. প্রোজেক্ট

বিষ্ণুপুর, জেলা-বাঁকড়া

পশ্চিমবঙ্গ সরকার

মহকুমা শাসকের করণ, বিষ্ণুপুর

বাঁকুড়া

স্মারক নং ৬৬৮-(২৫)/সি.

তারিখ- ০৫-০৬/২০১৮

অনুলিপি অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরিত হল-

- ১) জেলা শাসক, বাঁকুড়া।
- ২) অতিরিক্ত জেলা শাসক (সাধারণ), বাঁকুড়া।
- ৩) অতিরিক্ত জেলা শাসক (জেলা পরিষদ), বাঁকুড়া।
- ৪) প্রকল্প আধিকারিক, স্টেট আরবান ডেভেলপমেন্ট এজেন্সী (SUDA), স্বাস্থ্য শাখা, ILGUS BHAVAN, এইচ.সি. ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা- ৭০০০৯১।
- ৫) পৌর প্রধান, বিষ্ণুপুর পৌরসভা, বিষ্ণুপুর, বাঁকুড়া।
- ৬) শ্রীমতি মধুমিতা মুখার্জী, ডাব্লু.বি.সি.এস.(এক্সি.), উপশাসক ও উপসমাহর্তা, বিষ্ণুপুর।
- ৭) অধীক্ষক, বিষ্ণুপুর স্বাস্থ্য জেলা হাসপাতাল, বিষ্ণুপুর।
- ৮) সহ মুখ্য স্বাস্থ্য আধিকারিক, বিষ্ণুপুর।
- ৯) প্রতিনিধি, স্টেট আরবান ডেভেলপমেন্ট এজেন্সী (SUDA), স্বাস্থ্য শাখা, কলকাতা-৯১।
- ১০) কাউন্সিলার-ইন-চার্জ, স্বাস্থ্য বিভাগ, বিষ্ণুপুর পৌরসভা।
- ১১) নির্বাহী আধিকারিক, বিষ্ণুপুর পৌরসভা।
- ১২) স্বাস্থ্য আধিকারিক, বিষ্ণুপুর পৌরসভা।
- ১৩) সি.ডি.ও., ডি.এফ.আই.ডি. প্রকল্প, বিষ্ণুপুর পৌরসভা।
- ১৪) সম্পাদক/সভাপতি, লায়ন্স ক্লাব, বিষ্ণুপুর।
- ১৫) ভারপ্রাপ্ত আধিকারিক, স্বাস্থ্য শাখা, মহকুমা শাসকের করণ, বিষ্ণুপুর।

ম. (স্বাস্থ্য)

মহকুমা শাসক, বিষ্ণুপুর ও
প্রকল্প অধিকর্তা, ডি.এফ.আই.ডি. প্রোজেক্ট
বিষ্ণুপুর, জেলা-বাঁকুড়া

০৫/০৬/১৮

বিষ্ণুপুর পৌরসভার পরিচালনায় ডি.এফ.আই.ডি. ও আর.সি.এইচ.

প্রকল্পের কাজকর্ম, উন্নয়ন ও পরিকল্পনার লক্ষ্যে সভা

তারিখ :- ০৪.০৯.২০১৪ # সময় :- বেলা- ০৩-০০ টা # স্থান:- মহকুমা শাসক, বিষ্ণুপুরের সভাকক্ষ

উপস্থিত সদস্য বৃন্দের নাম -

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| ১) শ্রী পলাশ সেনগুপ্ত, ডাব্বি.বি.সি.এস.(এক্সি.), মহকুমা শাসক, বিষ্ণুপুর | - স্বাঃ- |
| ২) শ্রীমতি মধুমিতা মুখার্জী, ডাব্বি.বি.সি.এস.(এক্সি.), উপশাসক ও উপসমাহর্তা, বিষ্ণুপুর | - স্বাঃ- |
| ৩) ডাঃ অমল ব্যানার্জী, এম.ও., আরবান আর.সি.এইচ প্রোজেক্ট, বিষ্ণুপুর | - স্বাঃ- |
| ৪) শ্রী অরুণ কর, অ্যাকাউন্টেন্ট, ডি.এফ.আই.ডি. ও আর.সি.এইচ. প্রোজেক্ট, বিষ্ণুপুর | - স্বাঃ- |
| ৫) ডাঃ এইচ. কে. সাহানা, এম.ও., পি.পি. ইউনিট, বিষ্ণুপুর জেলা হাসপাতাল, বিষ্ণুপুর | - স্বাঃ- |
| ৬) শ্রী উজ্জ্বল নন্দী, সি.ডি.ও., ডি.এফ.আই.ডি. প্রকল্প, বিষ্ণুপুর পৌরসভা | - স্বাঃ- |

অধ্যাকার সভা উপরিবর্ণিত সদস্যদের উপস্থিতিতে মাননীয় শ্রী পলাশ সেনগুপ্ত, মহকুমা শাসক, বিষ্ণুপুর মহোদয়ের সভাপতিত্বে সভার কাজ শুরু হয়।

সভাতে বিস্তারিত ভাবে বিষ্ণুপুর ডি.এফ.আই.ডি. যা পরবর্তীকালে সি.বি.পি.এইচ.সি. এবং আর.সি.এইচ প্রকল্পের কাজ ও বর্তমান পরিকল্পনাগুলি সম্পর্কে মহকুমা শাসক, বিষ্ণুপুর বিস্তারিতভাবে বলার জন্য শ্রী উজ্জ্বল নন্দী, সি.ডি.ও., ডি.এফ.আই.ডি. প্রকল্প, বিষ্ণুপুর পৌরসভাকে অনুরোধ করেন। শ্রী নন্দী প্রকল্প সম্পর্কে বিস্তারিতভাবে জানান।

সভাতে আলোচিত হয় যে, ডি.এফ.আই.ডি. যা পরবর্তীকালে সি.বি.পি.এইচ.সি. এবং আর.সি.এইচ প্রকল্পের প্রকল্প অধিকর্তা, মহকুমা শাসক, বিষ্ণুপুর কিন্তু প্রকল্পের নিয়মকানুন, পরিকল্পনা, অর্থ বরাদ্দের পত্র বা উক্ত প্রকল্প সংক্রান্ত চিঠিপত্র মহকুমা শাসক, বিষ্ণুপুরের নজরে / দপ্তরে আসে না। নিয়মিত ভাবে পর্যালোচনা, প্রকল্প পরিকল্পনা ইত্যাদির জন্য মহকুমা শাসক, বিষ্ণুপুরের দপ্তরে যাতে চিঠিপত্র আসে সেই বিষয়ে SUDA ও বিষ্ণুপুর পৌরসভাকে অনুরোধ করা হল।

সভাতে উপস্থিত স্বাস্থ্য আধিকারিক ডাঃ অমল ব্যানার্জী, এম.ও. মহাশয় প্রকল্পের গুরুত্ব সম্পর্কে ব্যক্ত করেন।

সভাতে বিস্তারিত আলোচনার পর সর্বসম্মতিক্রমে সিদ্ধান্ত গৃহীত হয় যে -

- ১) যখন কোন প্রকল্পের সামগ্রী ক্রয় করা হবে বা ক্রয় সামগ্রী গ্রহণ করার সময় প্রকল্পের প্রকল্প অধিকর্তা তথা মহকুমা শাসক, বিষ্ণুপুরকে সি.ডি.ও.র তরফে জানানোর জন্য বলা হল।
- ২) অর্থ বরাদ্দ সহ প্রকল্প সংক্রান্ত সমস্ত চিঠি প্রকল্পের প্রকল্প অধিকর্তা তথা মহকুমা শাসক, বিষ্ণুপুরকে পাঠানোর জন্য স্টেট আরবান ডেভেলপমেন্ট এজেন্সি (SUDA), স্বাস্থ্য শাখা, কলকাতা ও বিষ্ণুপুর পৌরসভাকে অনুরোধ করা হল।
- ৩) বিষ্ণুপুর পৌরসভার স্বাস্থ্য আধিকারিক হলেন প্রকল্পের মেম্বার সেক্রেটারী, কিন্তু দীর্ঘদিন ঐ পদ ফাঁকা থাকায় মেম্বার সেক্রেটারীর দায়িত্ব প্রাথমিকভাবে পরিচালনা করার জন্য বিষ্ণুপুর পৌরসভার নির্বাহী আধিকারিককে সভার তরফে অনুরোধ করা হল। এখন হতে তিনি প্রতিমাসের দ্বিতীয় সপ্তাহের সোমবার নিয়মিতভাবে প্রকল্প পরিকল্পনা ও পর্যালোচনার জন্য প্রকল্প অধিকর্তা তথা মহকুমা শাসক, বিষ্ণুপুর মহাশয়ের কক্ষে সভা আহ্বান করবেন। বিষয়টি মহকুমা শাসকের অফিসের ভারপ্রাপ্ত আধিকারিক (স্বাস্থ্য) শ্রীমতি মধুমিতা মুখার্জী, উপ-শাসক ও উপ-সমাহর্তা দেখভাল / তদারকি করবেন।
- ৪) সভাতে আলোচিত ও সিদ্ধান্ত হল যে, প্রকল্পের সাথে যুক্ত সকল কর্মীবৃন্দ ও সদস্যগণকে নিয়ে এই মাসিক সভা অনুষ্ঠিত হবে।

সর্বসুন্দরভাবে প্রকল্প রূপায়নের জন্য সভায় উপস্থিত সকলকে মহকুমা শাসক, বিষ্ণুপুর আন্তরিকভাবে সহযোগিতা করার অনুরোধ করেন।

সভায় অন্য কোন আলোচনা না থাকায় সভাপতি মহাশয় সকলকে ধন্যবাদ জানিয়ে সভার কাজ শেষ করেন।

ডি.এফ.আই.ডি.

মহকুমা শাসক, বিষ্ণুপুর ও

প্রকল্প অধিকর্তা, ডি.এফ.আই.ডি. প্রোজেক্ট

বিষ্ণুপুর, জেলা-বাঁকুড়া



- ২ -

পশ্চিমবঙ্গ সরকার
মহকুমা শাসকের করণ, বিষ্ণুপুর
বাঁকুড়া

০০৫৮
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২০/১৭

স্মারক নং ৬৬৮-(২৫)/সি.

তারিখ- ০৫-০৯/২০১৪

অনুলিপি অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরিত হল-

- ১) জেলা শাসক, বাঁকুড়া।
- ২) অতিরিক্ত জেলা শাসক (সাধারণ), বাঁকুড়া।
- ৩) অতিরিক্ত জেলা শাসক (জেলা পরিষদ), বাঁকুড়া।
- ৪) প্রকল্প আধিকারিক, স্টেট আরবান ডেভেলপমেন্ট এজেন্সী (SUDA), স্বাস্থ্য শাখা, ILGUS BHAVAN, এইচ.সি. ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা- ৭০০০৯১।
- ৫) পৌর প্রধান, বিষ্ণুপুর পৌরসভা, বিষ্ণুপুর, বাঁকুড়া।
- ৬) শ্রীমতি মধুমিতা মুখার্জী, ডাব্লু.বি.সি.এস.(এঞ্জি.), উপশাসক ও উপসমাহর্তা, বিষ্ণুপুর।
- ৭) অধীক্ষক, বিষ্ণুপুর স্বাস্থ্য জেলা হাসপাতাল, বিষ্ণুপুর।
- ৮) সহ মুখ্য স্বাস্থ্য আধিকারিক, বিষ্ণুপুর।
- ৯) প্রতিনিধি, স্টেট আরবান ডেভেলপমেন্ট এজেন্সি (SUDA), স্বাস্থ্য শাখা, কলকাতা-৯১।
- ১০) কাউন্সিলার-ইন-চার্জ, স্বাস্থ্য বিভাগ, বিষ্ণুপুর পৌরসভা।
- ১১) নির্বাহী আধিকারিক, বিষ্ণুপুর পৌরসভা।
- ১২) স্বাস্থ্য আধিকারিক, বিষ্ণুপুর পৌরসভা।
- ১৩) সি.ডি.ও., ডি.এফ.আই.ডি. প্রকল্প, বিষ্ণুপুর পৌরসভা।
- ১৪) সম্পাদক/সভাপতি, লায়ল ক্লাব, বিষ্ণুপুর।
- ১৫) ভারপ্রাপ্ত আধিকারিক, স্বাস্থ্য শাখা, মহকুমা শাসকের করণ, বিষ্ণুপুর।

ম. (স্বাস্থ্য)
মহকুমা শাসক, বিষ্ণুপুর ও
প্রকল্প অধিকর্তা, ডি.এফ.আই.ডি. প্রোজেক্ট
বিষ্ণুপুর, জেলা-বাঁকুড়া

০৫/০৯/১৪



Fax No. - 03244-256317

Assisted Honorary Health Workers Scheme

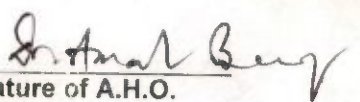
Bishnupur Municipality

POKH
SUD

Reporting Format for Growth Monitoring of Under-Five Children

Chh. S.
12.7.12

SHP No.	Total No. of U - 5 Children	No. of U - 5 Children Weight	No. of U - 5 Children with					No. of Mal-nutrition cases	
			Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	hospitalised
1.	390.	126.	82.	25.	12.	05.	02.		
2.	315.	83.	39.	23.	17.	04.	-		
3.	284.	81.	51.	19.	09.	03.	-		


Signature of A.H.O.
Bishnupur Municipality.

DFID assisted Honorary Health Workers Scheme Bishnupur Municipality For the month of *May, 2012.*

(A) SHP-wise monthly report on Antenatal/Postnatal Care.

SHP No.	Clinic Date	No. of ANC Cases Registered		No. of AN Cases received			No. of AN Cases Completed 3 check ups	No. of AN Cases With complication		No. of PN Check up done	No. of PN Cases With complication		Total
		Within 12 Weeks	Above 12 weeks	TT - I	TT - II	Booster		Detected	Referred		Detected	Referred	
1.	03-05-12	09.	12.	05.	05.		03.			01.			24.
	17-05-12	-	11.	03.	01.		01.			02.			12.
2.	04-05-12	01.	01.	-	01.		-			01.			02.
	18-05-12	01.	02.	05.	02.		-			01.			03.
3.	04-05-12	02.	01.	01.	-		-			01.			03.
	25-05-12	02.	03.	02.	01.		02.			-			07.

Total no. of ANC Cases – 51.
Total no. of PNC Cases – 06.

(B) SHP-wise monthly report on General Treatment Clinic.

SHP No.	Clinic Date	No. of patients		Total
		Treated	Referred	
1.	02-05-2012	133.		505.
	09-05-2012	143.		
	16-05-2012	111.		
	23-05-2012	118.		
2.	01-05-2012	70.		301.
	15-05-2012	93.		
	22-05-2012	73.		
	29-05-2012	65.		
3.	04-05-2012	65.		228.
	11-05-2012	55.		
	18-05-2012	48.		
	25-05-2012	60.		

(c) SHP-wise monthly report on Immunization Clinic.

SHP No.	Clinic Date	No. of Immunization done														Vit. A Oil Doses										
		BCG	DPT -1	DPT -11	DPT -111	HB- 1	HB- 2	HB- 3	O-does Polio	OPV-I	OPV- II	OPV- III	Measles	DPT -B	OPV -B	DT	1	2	3	4	5	6	7	8	9	Total
01.	04-05-2012	02.	14.	09.	10.	15.	10.	12.	-	14.	09.	10.	10.	08.	08.	06.										72.
02.	11-05-2012	01.	04.	04.	15.	06.	04.	14.	01.	04.	06.	15.	11.	08.	08.	04.										51.
03.	25-05-2012	01.	03.	05	10.	03.	05.	11.	01.	03.	05.	10.	06.	04.	04.	07.										37.

Total no. of Immunization Cases -160.


Signature of A.H.O.,
Bishnupur Municipality.

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****Ref No.**
SUDA-Health/303/08/103**Date07:07:2010****From : Director, SUDA****To : The Chairman
Bishnupur Municipality****Sub. : Selection of additional HHWs under DFID assisted HHW Scheme.****Sir,**

I am to refer to your communication dt. 18.06.2010 on the subject mentioned above.

You are requested to furnish following information to enable us to take further necessary action :

- Whether selection for additional five nos. of HHWs was done by Municipal Level Health & Family Welfare Committee (MHFWC). If yes, proceedings duly signed by the members of MHFWC may please be forwarded.
- Whether the list of selected additional HHWs was placed before the BOC meeting for its approval. If yes, extract copy of the proceedings of BOC meeting may please be furnished.
- The information of the selected candidates may also be furnished as per proforma given below :

Sl. No.	Name of the selected additional HHWs	Date of Birth	Educational Qualification	Ward No. for which the candidate has been selected

Thanking you.

Yours faithfully,


Director, SUDA

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS BUILDINGS KOLKATA



3S-28/07.

Dated, Kolkata the 23rd May, 2008.

ORDER

In terms of additional service strategy adopted vide this Department Memo no. 259-8/06 dated 20.04.2006 that there will be a minimum of one Honorary Health Worker (HHW) per Ward regardless of whether that Ward has BPL population or not, the Govt. in this Department have decided to allow the below mentioned Municipalities to engage additional number of HHWs required as shown in the table below, to make the total number of HHWs equal to the number of Wards in the respective ULBs.

Name of the ULB	No. of additional HHWs required
Coochbehar	3
Jangipur	1
Suri	4
Bolpur	4
Bishnupur	5
Kalna	6
Total	23

Engagement of HHW shall be done as per the existing terms & conditions.

Sd/- D. Goswami

Joint Secretary

No. 572/1(6)M.A/C-10/3S-28/07

Dated, Kolkata, the 23rd May, 2008.

Copy forwarded for information and taking necessary action to :

1. Sri A.K. Das, I.A.S., Project Director, (HSDI) & E.O. Special Secretary, Health & Family Welfare Deptt., Govt. of West Bengal, Swastha Bhavan, Bidhannagar, Kolkata-700 091.
2. The Director, SUDA, West Bengal
3. Dr. Shibani Goswami, Project Officer, Health, SUDA.
The Chairperson, _____ Municipality,
P.O. _____ Dist. _____
5. The P.S. to Minister-in-Charge, M.A. & U.D. Department,
6. P.A. to the Principal Secretary of this Department

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
HEALTH SYSTEM DEVELOPMENT IN KMA
SWASTHYA BHAVAN, GN-29, SECTOR-III
SALT LAKE CITY, KOLKATA - 700091
TEL: 2357 4455**

No. HF/W/ISDI/300/HHW-124/07

August 24, 2007

From: A. K. Das, IASProject Director, HSDI,
Commissioner, Family Welfare & Special Secretary

27 AUG 2007

**To: The Project Officer, Health Wing
SUDA,
Illgus Bhavan
Block-III, Sector-III
Salt Lake, Kolkata - 700091.**

Sub: Approval to the selection, training and engagement of 23 additional nos. of Honorary Health Workers in respect of Honorary Health Worker Scheme in 11 KMA, ULBs.

Madam,

For proper implementation of Honorary Health Worker Scheme in 11 non-KMA Urban Bodies, it has been principally agreed that one HHW will be engaged for a population not exceeding 1000 BPL contained in a single ward and there will be atleast one HHW per ward irrespective of nos. of BPL population. The HHW will be responsible for both public health services and collection of health services data for the entire population of her ward wise jurisdiction.

For the aforesaid purpose, position of HHWs and no. of wards in different ULBs has been reviewed by the SUDA and it has been revealed that 23 (twenty-three) Nos. of additional HHWs are required for 6 (six) ULBs to cover all the wards of the ULBs with atleast one HHW as detailed below:

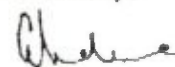
Sl. No.	Municipality	No. of Ward without HHW
1.	Coochbehar	3
2.	Jangipuri	1
3.	Suri	4
4.	Bolpur	4
5.	Bishnupur	5
6.	Kalra	6
TOTAL ->		23

To achieve the goal of providing primary and public health care services to all the population, ward wise selection and engagement of Honorary Health Worker is felt essential. Accordingly the

approval for selection, training and engagement of above-mentioned (twenty three) additional Honorary Health Workers for the aforesaid 6 (six) ULBs under the HFW Scheme in 11 KMA ULBs is hereby accorded.

Expenditure in respect of trainings and its logistics, Honorarium and Puja Exgratia etc. will be met out of fund under HSDI.

Yours faithfully,



(A. K. Das)

Project Director, HSDI, Commissioner, F.W.,
& Special Secretary

No.HFW/HSDI/300 UFW-124/07

August 24, 2007

Copy forwarded for information and necessary action to the:-

1. Joint Secretary, MA Department, Government of West Bengal, Writers' Buildings, Kolkata - 700001.
2. Executive Director, West Bengal State Health and Family Welfare Samiti & Special Secretary.
3. Joint Director (Accounts), HSDI.
4. Accountant, HSDI.
5. Guard File.

(A. K. Das)

Project Director, HSDI, Commissioner, F.W.,
& Special Secretary

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No.....

Dated, Bishnupur, the18-06-2010.

To :
Dr, Shibani Goswami
Project Officer
Health Wing, SUDA
Ilgus Bhavan, H.C. Block, Sector – III
Bidhannagar, Kolkata – 700091.

Sub :



Sub : Selection of additional HHWs under DFID Assisted HHW Scheme.

Ref. :

Ref : (i) Order of department of Municipal affairs bearing No. 572/1(6)/MA/C-10/3-S-28/07 dated 23-05-2008.
(ii) Your no. SUDA Health /DFID/08/91(6) dated 17-10-2008.

Madam,

With reference to the above, I would like to state that 5 nos. of additional HHWs have been selected for the DFID Health Unit run by Bishnupur Municipality as per the resolution passed in the meeting of the Board of Councillors held on 28-08-2008.

The names and particulars of the selected additional HHWs are mentioned below for favour of your approval.

Sl. No.	Name of the Candidate	Husband's Name
01.	Smt. Indrani Roy.	Sri Rathin Roy.
02.	Smt. Rekha Sen (Dey).	Sri Dilip Dey.
03.	Reshma Begam.	Sk. Gajib.
04.	Smt. Alo Gorai.	Sri Dhananjoy Gorai.
05.	Smt. Kanika Sen.	Sri Goutam Sen.

In fact due to heavy pressure of works around a year long time on account of Parliamentary & Municipal Election etc. inadvertently the report for such selection could not be communicated in due time for which I request to kindly condone the matter and oblige

Thanking you,

Yours faithfully,


Chairman.
Bishnupur Municipality

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/303/08/45**

Date **05.05.2010**

From : Dr. Shibani Goswami
Project Officer
Health, SUDA

To : The Chairman
Bishnupur Municipality

Sub. : Project proposal for assessment of iron deficiency anaemia.


Ref. : Your communication bearing memo no. Nil dt. Nil.

Sir,

With reference to above, this is to inform you that there is no scope for providing fund for the Project proposal for assessment of iron deficiency anaemia, as requested for.

Please bear with us.

Yours faithfully,


Project Officer

BISHNUPUR MUNICIPALITY

☎ : (03244)-25256

W.D.F.D. ASSISTED HHW PROJECT**P.O. : -BISHNUPUR * DIST. : BANKURA**

Ref. No.

Date.....

To
Dr. Shibani Goswami,
Project Officer,
SUDA, Health Wing,
Ilus Bhavan, H.C. Block, Sector-III,
Dahannagar, Kolkata-700091.



Sub: Request for sanction of funds for implementation of Project Proposal for assessment of Iron Deficiency Anemia (IDA) camps under Bishnupur Municipality for the pregnant women and tin-aged girls beneficiaries under BPL category.

Madam,

Enclosed please find herewith a Project Proposal for assessment of Iron Deficiency Anemia (IDA) duly received from a local Social Development Society 'Friends of Poor & Socially Abandoned', Rasikganja, P.O. Bishnupur, Dist. Bankura having their willingness to provide infrastructural and policy support for implementation of the project. In terms of the target group fixed 120 Nos. of beneficiaries covering Ward Nos. 12, 14, 15 & 19 only out of 19 Wards of this Municipality.

While forwarding this proposal to your good offices, I am very much impressed upon and appraised that total No. of 19 Wards of this ULB may please be covered under the purview of this social development scheme in joint venture of the said NGO and Bishnupur Municipality out of the financial assistance to be sanctioned from the SUDA.

As per Budget the Project cost for each Ward for Base line survey, Anemia identification camp, creation of Nutritional Gardens, administrative cost and misc. expenses are estimated to the tune of Rs. 2,500/- which will be arrived at Rs. 47,500/- (i.e. Rs. 2,500/- x 19).

Keeping in view of materialization of this noble object and endeavour for providing free check up opportunities to the depressed classes of women/girls, it is my earnest request that your goodself would be kind enough to accord necessary sanction to the extent of a lump sum grant of Rs. 47,500/- at an your earliest convenience and oblige.

This is for favour of your kind information and necessary sanction please.

Thanking you,

Yours faithfully,

Encl : As stated

Chairman
Bishnupur Municipality.



Tel. 93344 256652

CAR. 9436239919

e-mail: fosa_arun2008@rediffmail.com

fosa.bankura@gmail.com

FPSA**FRIENDS OF POOR & SOCIAL DEVELOPMENT SOCIETY****[SOCIAL DEVELOPMENT SOCIETY]****Rabindrapally ♦ Rasikganj ♦ Bishnupur - 722122 ♦ Dist.- Bankura ♦ West Bengal ♦ INDIA**

Ref No.....

Date. 30.3.10

Ref No. :- FPSA/BM/2010-846

Date :- 31/03/2010

To;

The Chairman,
Bishnupur Municipality,
Bishnupur.
District Bankura
West Bengal.

Subject: Project Proposal for assessment of Iron Deficiency Anemia (IDA)

Dear Sir,

This is for your kind information that we are submitting a Project Proposal for assessment of Iron Deficiency Anemia (IDA), & for the development of Food based remedial measures for anemic mother of Ward No.12, 14, 15 & 19, which falls under BISHNUPUR Municipality. Our target group will be 120 women of weaker section of these wards & program will be concluded within 2 months.

Please go through the attached Project Proposal and give us your sanction and Grant for the same, at the earliest.

Thanking you.

Sincerely yours.

Arun Kumar Sinha 30/3/10
(Arun Kumar Sinha)
Secretary FPSA

Stamp: Friends of Poor & Social Development Society, Bishnupur, Bankura, West Bengal.



Tel: 033-2422266

Tel: 033-2422276

e-mail: fppsa-arun2006@gmail.com

fppsa.bankura@gmail.com

FPPSA**FRIENDS OF POOR & SOCIETY ABANDONED****[SOCIAL DEVELOPMENT SOCIETY]****Rabindrapally ♦ Rastaganj ♦ Bishnupur - 722122 ♦ Dist. Bankura ♦ West Bengal ♦ INDIA**

Ref. No.

Date: 30.3.10

Ref No. : FPPA/BM/2010-846

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Bishnupur,
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Arun Kumar Sinha 30/3/10
(Arun Kumar Sinha)
Secretary FPPSA

[Signature]
[Stamp/Text]

4. Budget of the Project

S.No.	Activity	Budget	Cost of Construction
01	Baseline Survey and 4 Awareness Camp (one in each Ward)	Rs 1000.00	Rs 250.00 per ward for Baseline Survey Rs 1200.00 for 4 Awareness Camps (for 4 Wards)
02	Anemia Identification Camp (Two Camps in each Ward within a gap of 15 days = Total 8 Camps)	Rs 2400.00	Rs. 300.00 per Camp.
03	Creation of Nutritional Gardens	Rs. 1400.00	Rs. 350.00 per Kitchen Garden per Ward.
Administrative Cost:			
01	Honorarium of 2 Program Staff	Rs. 3000.00	Rs. 750.00 per program Staff (responsible for 4 Wards) per month
02	Stationary	Rs. 300.00	Rs. 150.00 per month
03	Documentation Cost	Rs 500.00	Rs. 500.00 (tot)
Total (Rs. Three Thousand Eight Hundred only)		Rs. 4200.00	

5. Infrastructure available with NGO.

S.No.	Description	Qty.
01	Laboratory furniture	
	Working Table & Chairs	Lot
	Stools	Lot
	Refrigerator	01
02	Calorimeters for Hemoglobin Determination	01
03	Micro Centrifuge for Haematocrit Determination	01
04	Modern Office Set-up with Computer, printer, fax, internet modem, Scanner etc.	Lot

Arun Kumar Sinha
(Arun Kumar Sinha)
Secretary FPSA

Secretary,
Friends of Poor & Socially Abandoned
Chhindrapally Bichanagar, Bhatnagar

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/DFID/08/29(11)**

Date **16.05.2008**

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

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

Sub : Extension of tenure of Municipal Management Cell (MMC) and
grass-root level functionaries under Honorary Health Worker Scheme

Sir,

Enclosed, kindly find herewith order no. 496/MA/C-10/3S-28/2007 dt. 05.05.2008 * of Dept. of Municipal Affairs, Govt. of West Bengal with regard to extension of tenure of Municipal Management Cell and grass-root level functionaries under Honorary Health Worker Scheme.

This is for favour of your kind information and necessary action.

Yours faithfully,

Enclo. : *



Project Officer

SUDA-Health/DFID/07/29(11)1(11)

Dt. .. 16.05.2008

CC

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



Project Officer


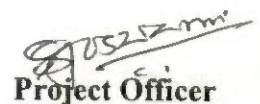
STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****Ref No.SUDA-Health/DFID/07/94****Date31.08.2007****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
Bishnupur Municipality****Sub. : Post facto approval for construction work of toilet at Kedarnath Giribala
Sebashram at Ward No. 7 in respect of HHW Scheme at your ULB.****Sir,**

This is to inform you that post facto approval and financial sanction for Rs. 32,000/- (Rupees thirty two thousand) only has been accorded by the Dept. of Health & Family Welfare towards construction work of toilet at Kedarnath Giribala Sebashram at Ward No. 7, as sought for.

You are requested to book the expenditure under the A/C head "Renovation Works" and SOE be submitted accordingly along with duly authenticated Xerox copies of bills & vouchers to the undersigned by 17th September, 2007.

Thanking you.

Yours faithfully,

**Project Officer****Dt. .. 31.08.2007****SUDA-Health/DFID/07/94/1(1)****Copy forwarded for kind information to :****Project Director, HHWs Scheme, Bishnupur Municipality****Project Officer****Dt. .. 31.08.2007****SUDA-Health/DFID/07/94/2(1)****Copy forwarded for kind information to :****Finance Officer, Health, SUDA****Project Officer**

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/07/69**Date**14.08.2004****From : Dr. Shibani Goswami,
Project Officer,
Health , SUDA****To : The Chairman,
Bishnupur Municipality****Sub : Administrative Approval & Financial Sanction (AA&FS) for Rs. 1,78,000/-
towards procurement of furniture & equipments by your ULB in respect of
HHW Scheme.****Sir,**

With reference to your Memo No. 688/DFID/XI-8 dt. 08.08.2007, AA&FS is hereby accorded for Rs. 1,15,000/- for purchase of Furniture & Rs. 63,000/- for purchase of Equipments as per enclosed list.

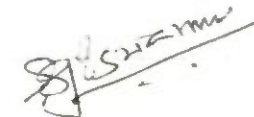
The said procurement is to be done following the Govt. norms through Procurement Committee already constituted at your ULB. The procurement is to be completed by Dec, '07.

SOE is to be submitted in due course along with authenticated copies of bills & vouchers with stock ledger endorsement.

Thanking you.

Enclo. : As stated.

Yours faithfully,

**Project Officer****Dt. .. 14.08.2004****SUDA-Health/DFID/07/69/1(2)****CC**

- 1. Project Director, HHWs Scheme, Bishnupur Municipality.**
- 2. F.O., Health, SUDA.**


Project Officer

HHW Scheme, Bishnupur Municipality

Sl. No.	ITEM NAME	QUANTITY
FURNITURE		
1	Almirah without locker	4
2	Chair for computer	1
3	Computer Table	1
4	Dari	2
5	Half Secreteriat Table	1
6	Plastic chairs without arms	12
7	Steel Chair without arms	21
8	Steel Office Table	8
9	Water Purifier	1
10	White Board	1
	Total cost for procurement of furniture shall not exceed Rs. 1,15,000/-	Rs. 1,15,000/-
EQUIPMENTS		
11	Blood Sugar Measuring Instrument	1
12	BP Instrument	3
13	Digital Thermometer	3
14	Kidney Tray	3
15	Overhead Projector	1
16	Pregnancy Kit (pack of 100 strips)	2
17	Screen Overhead Projector	1
18	Stethoscope	3
19	Syringe 1ml (Glass Van)	50
20	Syringe 2ml (Glass Van)	50
21	Urine collecting Container	300
22	ECG Machine	1
	Total cost for procurement of equipments shall not exceed Rs. 63,000/-	Rs. 63,000/-

S. U. D. A.
S. U. D. A.
 Project Officer
 Health Wing
 S. U. D. A.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/60(10)

14.08.2006

Ref No.

Date

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

To : The Chairman

Bishnupur Municipality

Sub : Discussion session to review the status of service activities during
FY 2006-07 in connection with DFID assisted Honorary Health Worker
Scheme.

Sir / Madam,

~~July to Feb~~

APR → Feb
'06 '07

~~Final~~ For the
FY

A discussion session to review the status of service activities during ~~1st~~ quarter of FY 2006-07
(~~April to June~~, 2006) in connection with DFID assisted Honorary Health Worker Scheme is scheduled
at Health Wing, SUDA on ~~25th~~ ^{20th Mar 2007} August, 2006 during 11 A.M. to 5 P.M.

Health Officer / Asstt. Health Officer, Community Development Officer and Public Health
Nurse may be instructed to make it convenient to attend the said discussion session.

You are requested kindly to forward the information as per enclosure and a line of confirmation
about their participation along with requirement of accommodation at ILGUS Hostel, if any, to the
undersigned by ~~22nd~~ ^{19th Mar} August, 2006, either through FAX (No. 033 2359 3184) or email
(dfidhww@gmail.com).

Thanking you.

Yours faithfully,

Enclo. : As stated.

[Signature]
Project Officer

14.08.2006

SUDA-Health/DFID/04/60(10)/1(10)

CC

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

[Signature]
Project Officer

SC ANC =		1st 2nd 3rd	4th 5th 6th	7th 8th 9th	10th 11th 12th
-----------------------------------	--	--	--	--	---

Sub Center
No. 1
ANC

Sub Center No. 1

No. to patients served: April 20 May 4 June 2 July to Sep Oct Nov Dec Jan

ANC/PNC

Imm 200

Gen. OPD 40

Growth Month. 40
(no. of sessions)

1st 20	
No. of	No. of
in	in

SC

2

1

1

Status on availability of manpower at different levels of Programme Management :

Levels of Programme Management	Category of Manpower	Manpower	
		Nos. Sanctioned	Actual No. in position
I) At MMC Level	HO / AHO	(1)	(1)
	PHN	(1)	(1)
	CDO	(1)	(1)
	Account Assistant	(1)	(1)
	Data Entry Operator	(1)	(1)
II) At Health Post Level	PTMO	(2)	(2)
	ANM	(2)	(1)
	Storekeeper cum clerk	(1)	(1)
III) At SHP Level	First Tier Supervisor	(3)	(3)
IV) At Project Block Level	HHWs	(14)	(14)

B) Financial Status upto June, 2006

Fund received from CCC, SUDA	SOE submitted to CCC, SUDA for the month of			Remarks (If SOE not submitted for any of the specified month)
	April	May	June	
upto 18th August-2006 13,40,000 + 3,40,000 = 16,40,000	yes	yes	yes	

C) Status on training of grass root level health functionaries till date during FY 2006-07:

Training Component	Dates		Remarks
	Conducted	To be Conducted	
HMIS & Family Schedule (3 days duration)	12/6, 13/6 14/6/2006		taken by Mr. S. NAHARI
Reproductive & Child Health (3 days duration)	17/7, 18/7, 24/7		taken by Dr. ANAN BANERJEE, AHO
Food & Nutrition and Growth Monitoring of U-5 children (2 days duration)	25/7 27/7		Taken by Dr. Anil Dasgupta - AHO.
STD / HIV / AIDS (2 days duration)		11/9/2006 12/9/2006	To be taken by Dr. J. Ghosh, PTMO.

Contd. to P-2

D) Status on IEC activities :

Item	Performance Status during April to June, 2006	Topics covered	Total no. of participants
Group Discussion by HHW	8/4, 22/4, 6/5, 20/5 3/6, 11/6	Immunisation ANC/PNC growth monitoring	(17)
Group Discussion at SHP level by FTS / PHN or ANM	4/4, 10/5, 6/6	Child health ANC / PNC	(18)
Any other initiative taken by the ULB	Participation in Pulse Polio programme		11 + 3 = (14)

E) Services rendered at Sub-Centre will be reviewed on the basis of HMIS & Sub-Centre report already submitted by the ULB (for the period April to June, 2006).

F) Procurement of furniture & equipment outstanding :

You are requested to forward the list (along with quantity) of item of furniture for Training, SHP, HP & MMC & equipment for Training & MMC still outstanding apropos Project Proposal submitted by you.

G) Status on procurement of Medicine :

Medicine procure for SHPs upto the month of ...JUNE...	Cost Involvement (In Rs.)
(HP) SHP ₁ , SHP ₂ , SHP ₃	Rs 30,000 + Rs 2000/- + Rs 2000/- = Rs 34000/-

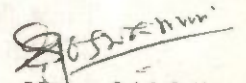

H) Status on availability of Vaccines, Folifer tablets, Oral Pill & Condom from the office concerned of Dept. of Health & Family Welfare.

- (E) Services rendered** *sc. wise report from April '06 to Feb '06 (month wise breakup) along with total.*
- ① ANC / PNC - No.
 - ② Immunisation
 - ③ General OPD
 - ④ Growth Monitoring.
- (F) A total summary sheet of the compilation report of all the sub centre in the respective municipality.**

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No **SUDA-Health/DFID/07/20(11)**Date**18.05.2007****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman
Cooch Behar / Jangipur / Baharampur / Suri /
Bolpur / Purulia / Bankura / Kalna / Bishnupur /
Krishnagar / Medinipur Municipality****Sub. : Procurement of Medicines in respect of
Honorary Health Worker Scheme.****Sir,**

In modification of this office earlier letter bearing no. SUDA-Health/DFID/06/105(11) dt. 24.01.2007, I am directed to inform you that procurement of medicines for HP & SHPs as per approved list may be made observing State Govt. norms by the Procurement Committee, already constituted at MMC which had already been spelt out in this office letter no. SUDA-Health/DFID/04/333 dt. 07.12.2004.

Thanking you.


Yours faithfully,**SUDA-Health/DFID/07/20(11)/1(11)****Project Officer
Dt. .. 18.05.2007****CC****The Project Director, HHW Scheme - DFID, Municipality
- for kind information and necessary action.**
Project Officer

then gone about getting these figures right . This consensus does not concur with community perceptions .It does not concur with common sense which sees a dismal picture of the conditions in Kolkata's enormous slums and cannot reconcile it with such excellent health indicators.

Avoiding Exclusion:

The process of selection on beneficiaries and the approach to fixation of HHW's household coverage needs to be reviewed and changed such that the poorest are not left out.

We recommend the following:

The entire area under the ULBs be distributed between sub-centers so that no part of the population is left out. Thus each sub-center will have a geographically demarcated "section" to cater to.

The entire population within a sub-center's geographical coverage should be distributed amongst the five HHWs posted there. The population thus brought under coverage of each HHW is the "HHW coverage population" and it includes both those below poverty line and those above poverty line. Within the HHW-coverage population the HHW may, in a participatory process with all stakeholders participating, identify those who are in need of intensive coverage. Those under intensive coverage would be known as the beneficiaries. This may be undertaken annually . The criteria for identifying a beneficiary population- may include not only income criteria but also in addition- literacy levels, nature of occupations- eg ragpickers, rickshaw pullers, conservancy staff etc, handicapped, beggars, as also destitute and homeless, migrants and women headed households where only the woman is the earning member . This may be further discussed at the community level. Involving a sensitised organisation to facilitate in identification of the "vulnerable" beneficiary would also be useful. This would in no way undermine the fact that the sanctioning and deciding authority would be the ULB- but the ULB would have much better data and better criteria at its disposal.

There shall not be any cap that at 200 households the counting stops. On the other hand those who fill the income criteria and vulnerability criteria should all be listed and if there are more there would be more houses per HHW than the norm. The 200 household per HHW is currently seen as the primary criterion and the number of potential beneficiaries is seen as a secondary criterion. We recommend that this priority be reversed.

The purpose of having additional criteria to only income as a criteria is the recognition that there are some categories who are slipping through – either because they are completely excluded or because even if they are included they are unable to access the HHW services due to special factors causing increased vulnerability. These sections are what we have drawn attention to in our participatory health analysis.

Redefining the package and reaching the unreached:

আনন্দ সংবাদ!

আনন্দ সংবাদ!

বিষ্ণুপুর পৌরবাসীগণের জন্য বিষ্ণুপুর পৌরসভার
পরিচালনায় কোলকাতার “সৃষ্টি”, N.G.O. ও
D.F.I.D.-বিষ্ণুপুর পৌরসভার উদ্যোগে
আগামী ৩০/১২/২০০৬ ও ৩১/১২/২০০৬

বিরাট স্বাস্থ্য মেলা

উক্ত স্বাস্থ্য মেলায় কোলকাতার বিশিষ্ট ডাক্তারবাবুদের উপস্থিতিতে
নাক, কান, গলা, নারী ও শিশু, গ্যাস্ট্রো, হৃদরোগ, চক্ষু, সাধারণ
মেডিসিন ও ক্যান্সারের চিকিৎসা হইবে।

আগামী ৩০শে ডিসেম্বর '০৬, শনিবার, ১নং হইতে
৯নং ওয়ার্ড এবং ৩১শে ডিসেম্বর '০৬, রবিবার ১০ নং হইতে
১৯ নং ওয়ার্ডের জনসাধারণের চিকিৎসা করা হইবে।

উক্ত স্বাস্থ্য শিবিরে ডাক্তারবাবুদের চিকিৎসানুসারে (যদি প্রয়োজন
হয়) E.C.G. ৩৫/- টাকায়, Blood Sugar ২৫/- টাকায় পরীক্ষা
এবং ১০০/- টাকায় নেত্রনালী পরিষ্কারের সুব্যবস্থা থাকিবে।

চিকিৎসার সুযোগ গ্রহণের জন্য অগ্রিম নাম নথিভুক্ত করিতে হইবে।
নাম নথিভুক্ত করণের শেষদিন-২৯শে ডিসেম্বর '০৬, শুক্রবার
প্রতিদিন বেলা ১০-৩০ মিনিট হইতে বেলা ১টা পর্যন্ত পৌরসভার
D.F.I.D.-র স্বাস্থ্য বিভাগে নাম নথিভুক্ত করা যাইবে।

চিকিৎসার জন্য প্রতিটি বিভাগ পিছু ৫টাকার কুপন
সংগ্রহ করিতে হইবে।

রোগী দেখিবার সময় :

৩০শে ডিসেম্বর '০৬ শনিবার ও ৩১শে ডিসেম্বর '০৬, রবিবার
সময়-সকাল ১০টা স্থান-বিষ্ণুপুর পৌর প্রাঙ্গণ

বিঃদ্রঃ-উক্ত স্বাস্থ্য মেলায় মেডিক্লেম-এর বিশেষ সুযোগ থাকিবে।
উক্ত স্বাস্থ্য পরিষেবার সুযোগ সকল পৌরবাসীকে গ্রহণের
আবেদন জানাই।

বিষ্ণুপুর, বাঁকুড়া
১৩-১২-২০০৬

পৌরপ্রধান
বিষ্ণুপুর পৌরসভা

● STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****Ref No.SUDA-Health/DFID/06/106****Date01.02.2007****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman
Bishnupur Municipality****Sir,**

With reference to your letter dt. 22.12.2006, this is to intimate you that a suitable sub-committee of three persons may be constituted by the Chairman of Municipal Level Health & Family Welfare Committee out of the members of the said Committee, who will inspect and assess the condition of Kit bag for HHWs and place it before the Committee. The bags which are found beyond economic repair, may be replaced by new ones as proposed by you. The said procurement is to be done by the Procurement Committee already constituted at your ULB maintaining the DFID norms. The cost of each Kit bag without contents should not exceed Rs. 150/- (Rupees One hundred fifty) only.

The expenditure is to be booked under the A/C head "Operating Cost - Kit bag" and the SOE be submitted in due course.

Thanking you.

Yours faithfully,


Project Officer**Dt. .. 01.02.2007****SUDA-Health/DFID/06/106/1(1)****CC****The Project Director, HHW Scheme - DFID, Bishnupur Municipality
- for kind information and necessary action.**
Project Officer**Dt. .. 01.02.2007****SUDA-Health/DFID/06/106/2(1)****CC****FO, Health, SUDA**
Project Officer

Office of the Councillors of Bishnupur Municipality

Sri Shyama Prasad Mukherjee
Chairman

BISHNUPUR MUNICIPALITY
P. O.—Bishnupur, Dist. Bankura

Date ... 22-12-06

To
Dr. Mrs. Goswami,
Project Officer, S.U.D.A.,
Salt Lake, KOLKATA.



Respected Madam,


I would like to inform you that the Kit Bags for H.H.W. and others distributed earlier are required to be replaced without contents.

We require 20 Nos. of Kit bags without contents @ Rs. 150/- each for distribution among the H.H.W. and others.

Kindly enlighten us with the sanction of the amounts for purchase the Kit bags and oblige.

Thanking you,

Yours faithfully,


(S.P. Mukherjee)
Chairman,
Bishnupur Municipality.



Office of the Councillors of Bishnupur Municipality

Sri Shyama Prasad Mukherjee
Chairman

BISHNUPUR MUNICIPALITY
P. O.—Bishnupur, Dist. Bankura

Date ...22-12-06.....

To
Dr. Mrs. Goswami,
Project Officer, S.U.D.A.,
Salt Lake, KOLKATA.

Respected Madam,

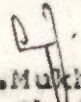
I would like to inform you that the Kit Bags for H.H.W. and others distributed earlier are required to be replaced without contents.

We require 20 Nos. of Kit bags without contents @ Rs. 150/- each for distribution among the H.H.W. and others.

Kindly enlighten us with the sanction of the amounts for purchase the Kit bags and oblige.

Thanking you,

Yours faithfully,


(S.P. Mukherjee)
Chairman,
Bishnupur Municipality.



DFID Assisted Honorary Health Workers Scheme

Bishnupur Municipality

Sl. No.	Description on item of Expenditure	Unit Rate	Quantity	Total Amount (In Rs.)	Remarks, if any
01.	Printing.	As Per bill	L.S.	Rs. 3,350.00	
02.	Banner & Hording.	As Per bill	L.S.	Rs. 1,400.00	
03.	Advertisement.	As Per bill	L.S.	Rs. 3,360.00	
04.	Vehicles.	As Per bill	L.S.	Rs. 2,850.00	
05.	Pandel with decorator, 17 nos. stall with light & generator.	As Per bill	L.S.	Rs. 18,575.00	
06.	Flower.	As Per bill	L.S.	Rs. 990.00	
07.	Tea & Coffee.	As Per bill	L.S.	Rs. 2,125.00	
08.	Tiffin.	As Per bill	L.S.	Rs. 1,350.00	
09.	V.D.O & V.C.D	As Per bill	L.S.	Rs. 1,237.00	
10.	Distil & mineral water.	As Per bill	L.S.	Rs. 1,008.00	
Total Amount Rs :-				36,245.00	

Approved and
released fund
Vide. ch. no. 128936 Et
26.02.07 (Total fund
released 2-86 lakhs)
26.02.07

Chairman
Bishnupur Municipality

● STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No.**SUDA-Health/DFID/06/107**Date**01.02.2007**

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

To : The Chairman
Bishnupur Municipality

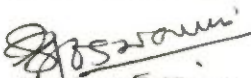
Sir,

With reference to your letter dt. 16.01.2007, you are requested kindly to forward the item of expenditure as per proforma given below :

Sl. No.	Description on item of Expenditure	Unit Rate	Qty.	Total Amount (In Rs.)	Remarks, if any

Thanking you.

Yours faithfully,


Project Officer

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No.....

Dated, Bishnupur, the 16-01-2007



To :

Dr. Mrs. Goswami,
Project Officer, S.U.D.A.,
Salt Lake, KOLKATA.

Sub :

Respected Madam,

Ref. :

You were aware that we organised a Health Fair on 30th & 31st December, 2006 with the help of SRISTI, N.G.O.Kolkata at Bishnupur. 2197 NOS. of B.P.L. patients were examined by the doctors of different specialist Dept. A considerable amount was spent for this occasion.

I have already sanctioned a sum of Rs. 15,000/- (Rupees Fifteen thousand only) towards the expenditure incurred for the purpose and this Civic body will against sanction Rs. 15,000/- towards the expenditure of the fair which will not be sufficient to pay the bills of contractors who did all things to make the fair in a fitting manner.

I would therefore request you to kindly sanction a lump sum amount of Rs. 40,000/- (Rupees Forty thousand only) to meet up the expenditure out of I.E.C.fund.

Hope, you would be kind enough to comply with the matter favourably.

Thanking you,

Yours faithfully,



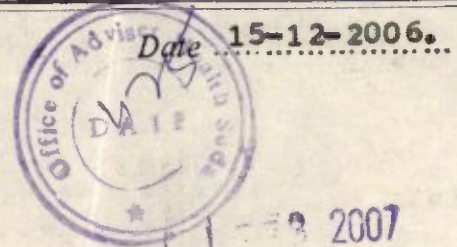
(S.P.Mukherjee)
Chairman,
Bishnupur Municipality.

Office of the Councillors of Bishnupur Municipality

Sri Shyama Prasad Mukherjee
Chairman

BISHNUPUR MUNICIPALITY
P.O.—Bishnupur, Dist. Bankura

To
Dr. Mrs. Goswami,
Project Officer, S.U.D.A.,
Salt Lake, KOLKATA.



Respected Madam,

We are going to organise a Health Fair for B.P.L. Card holders of Bishnupur on 30th & 31st December, 2006 with the help of SRISTI, N.G.O. Kolkata.

We cordially invite you to kindly remain present in this fair as Guest-in-chief and grace the occasion.

We are expecting that about 2,500 Nos. of B.P.L. patients will be examined by the specialist Doctors of different Depts. in the fair. We presume that an expenditure approx. Rs. 70 to 75 thousands may be incurred for the purpose, whereas the Civic body will contribute an amount of Rs. 30,000/-. We expect that the rest amount i.e. Rs. 45,000/- may please be sanctioned from your I.E.C. Head to meet up the commitments.

Hope, you would be kind enough to comply the matter favourably.

Thanking you,

Yours faithfully,

(S.P. Mukherjee)
Chairman,
Bishnupur Municipality.



Office of the Councillors of Bishnupur Municipality

Sri Shyama Prasad Mukherjee
Chairman

BISHNUPUR MUNICIPALITY
P.O.—Bishnupur, Dist. Bankura

Date 15-12-2006.

To
Dr. Mrs. Goswami,
Project Officer, S.U.D.A.,
Salt Lake, KOLKATA.

Respected Madam,

We are going to organise a Health Fair for B.P.L. Card holders of Bishnupur on 30th & 31st December, 2006 with the help of SRISTI, N.G.O. Kolkata.

We cordially invite you to kindly remain present in this fair as Guest-in-chief and grace the occasion.

We are expecting that about 2,500 Nos. of B.P.L. patients will be examined by the specialist Doctors of different Depts. in the fair. We presume that an expenditure approx. Rs. 70 to 75 thousands may be incurred for the purpose, whereas the Civic body will contribute an amount of Rs. 30,000/-. We expect that the rest amount i.e. Rs. 45,000/- may please be sanctioned from your I.E.C. Head to meet up the commitments.

Hope, you would be kind enough to comply the matter favourably.

Thanking you,

Yours faithfully,

(S.P. Mukherjee)
Chairman,
Bishnupur Municipality.



STATE URBAN DEVELOPMENT AGENCY**HEALTH WING
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No **SUDA-Health/DFID/06/104(11)**Date **24.01.2007****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
Cooch Behar / Jangipur / Baharampur / Suri /
Bolpur / Purulia / Bankura / Kalna / Bishnupur /
Krishnagar / Medinipur Municipality****Sub. : Enhancement of Honorarium in respect of Grass-root level workers under
DFID assisted Honorary Health Worker Scheme.****Sir,**

I am directed to inform you that the Competent Authority has sanctioned the enhancement of honorarium for grass root level workers under DFID assisted Honorary Health Worker Scheme by an amount of Rs. 250/- per month with effect from 01.10.2004. This enhancement will be applicable to the grass root level workers of your ULB with effect from the date of his / her joining.

Again, the Competent Authority has increased the rate of honorarium for grass root level workers under DFID assisted Honorary Health Worker Scheme by a further amount of Rs. 250/- per month with effect from 01.07.2006.

The category of grass root level workers is as under :

Sl. No.	Category of Grass root level workers
1	HHW
2	FTS
3	PTMO
4	ANM
5	Clerk cum Storekeeper
6	Attended
7	Sweeper
8	Night Guard
9	PHN
10	Accounts Assistant
11	Data Entry Operator

Contd. to P-2.

- 2 -

The arrears upto December, 2006 are to be paid to the above mentioned grass root level workers by March, 2007 through separate bill and the expenditure is to be booked under the A/C head "Honorarium / Salaries", as will be applicable.

You are requested to submit SOE & UC as per prescribed proforma to the undersigned positively by 15th April, 2007, to enable this office to forward the same to the Dept. of Health & Family Welfare within the stipulated period.

Thanking you.


Yours faithfully,

Project Officer

Dt. .. 24.01.2007

SUDA-Health/DFID/06/104(11)/1(11)

CC

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

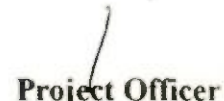

Project Officer

Dt. .. 24.01.2007

SUDA-Health/DFID/06/104(11)/2(4)

CC

- 1. Joint Secretary, Dept. of Municipal Affairs**
- 2. Director, SUDA**
- 3. FA, SUDA**
- 4. FO, Health, SUDA**


Project Officer

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/DFID/06/105(11)

Date 24.01.2007

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

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

Sub. : Procurement of Medicines in respect of DFID assisted
Honorary Health Worker Scheme.

Sir,

I am directed to inform you that the procurement of medicines are to be made at the approved rates of the Central Medical Stores, Kolkata of Dept. of Health & Family Welfare.

You are requested to advise the Procurement Committee accordingly for compliance.

Thanking you.

Yours faithfully,


Project Officer

SUDA-Health/DFID/06/105(11)/1(11)

Dt. 24.01.2007

CC

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

Project Officer

SUDA-Health/DFID/06/105(11)/2(1)

Dt. 24.01.2007

CC

FO, Health, SUDA

Project Officer

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No **SUDA-Health/DFID/06/08(11)**Date **18.04.2006**.....

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

To : The Chairman
Cooch Behar / Jangipur / Berhampur / Suri / Bolpur / Krishnagar / Kalna /
Purulia / Bankura / Bishnupur / Medinipur Municipality

Sub : Submission of SOE for incurring expenditure during FY 2006-07 in
connection with DFID assisted Honorary Health Worker Scheme in the
prescribed proforma.

Sir / Madam,

Enclosed, kindly find herewith the revised A/C head for item of expenditure in connection with DFID assisted Honorary Health Worker Scheme for FY 2006-07 onwards. You are requested kindly to submit SOE in the revised A/C head as detailed in the proforma, wherever applicable, for the FY 2006-07 onwards.

It is to mention here that if any expenditure in connection with the FY 2005-06 not yet submitted to this office, the said SOE is to be submitted in the previous format which was already in practice.

Thanking you.

Enclo. : As stated.

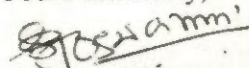
SUDA-Health/DFID/06/08(11)/1(11)**CC**

The Project Director, HHW Scheme 1 DFID, Municipality - for kind
information and necessary action.

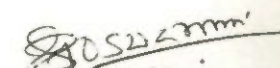
SUDA-Health/DFID/06/08(11)/2(2)**CC**

- 1. Director, SUDA**
- 2. Finance Officer, Health, SUDA**

Yours faithfully,


Project Officer
18.04.2006


Project Officer
18.04.2006


Project Officer

DFID assisted Honorary Health Worker Scheme

Statement of Expenditure (SOE)

Name of the Municipality :

For the Month of

Sl. No.	Item of Expenditure	Expenditure (Amount in Rs.)
NON - RECURRING		
1.	Equipment	
2.	Furniture	
3.	Construction	
	a) Sub-Centre	
	b) OPD	
4.	I.E.C Aids & Materials	
5.	Renovation works	
6.	Documentation	
7.	Printing of HMIS forms	
8.	NGO Involvement	
	TOTAL	
RECURRING		
9.	Honorarium	
10.	Salaries	
11.	Rent	
12.	Training	
13.	Drug	
14.	I.E.C.	
15.	Operating Cost	
	TOTAL	
	GRAND TOTAL	

Signature of Chairman / Project Director

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/06/12(11)**Date **18.04.2006****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman
Cooch Behar / Jangipur / Berhampur / Suri / Bolpur / Krishnagar / Kalna /
Purulia / Bankura / Bishnupur / Medinipur Municipality****Sub : Work Plan for DFID assisted Honorary Health Worker Scheme for
FY 2006-07.****Sir / Madam,**

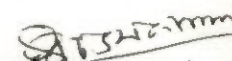
Enclosed, kindly find herewith the work plan for DFID assisted Honorary Health Worker Scheme for FY 2006-07. You are requested kindly to prepare detailed work schedule for implementation of the said activities with an intimation to the undersigned.

You are also requested to forward working report in the prescribed HMIS format and to submit Statement of Expenditure (SOE) by 10th of each following month for onward transmission to the Dept. of Health & Family Welfare.

Thanking you.

Enclo. : As stated.

Yours faithfully,


Project Officer**18.04.2006****SUDA-Health/DFID/06/12(11)/1(11)****The Project Director, HHW Scheme - DFID,
information and necessary action.****..... Municipality - for kind**
Project Officer**18.04.2006****SUDA-Health/DFID/06/12(11)/2(11)****CC****Health Officer / CDO / PHN, Municipality.**
Project Officer**Contd. to P-2.**

Work Plan for FY 2006 - 2007
DFID assisted Honorary Health Worker Scheme in 11 Non-KMA ULBs

Sl. No.	Work Details	Time Plan	Unit Cost Break up (Amount in Rs.)	Remarks
1 Re-training for grass root level health functionaries i.e. HHWs & FTSS on				
a)	HMIS & Family Schedule (3 days)	April-May, 06	<ul style="list-style-type: none">• Training material @ Rs. 20/- per participant• Tea & tiffin @ Rs. 30/- per participant• Faculty Fees @ Rs. 200/- per faculty per sessions (2 sessions per day)• Contingency @ Rs. 2000/- per day	For Berhampur, Krishnagar & Medinipur there will be two batches
b)	Reproductive & child health (3 days)	May - June, 06	Do	Do
c)	Food, Nutrition & Growth Monitoring of U-5 children (2 days)	July, 06	Do	Do
d)	STD /HIV AIDS (2 days)	Aug -Sept., 06	Do	Do
e)	National Health Programmes i.e. T.B., Leprosy, Malaria, Filariasis etc. (6 days)	Oct -Nov., 06	Do	Do
f)	Work shop for FTSS on community based primary health care at SUDA (4 days)	Nov -Dec., 06	-	Will be organized centrally by SUDA
g)	Exposure visit	Nov, 06 - Jan., 07	-	Do
2 Sensitization / review / including exposure visit session for HO / AHO, CDO & PHN				
a)	Reproductive & child health	April, 06-Feb, 07 (4 sessions in a year)		Will be organized centrally by SUDA
b)	Food, Nutrition & Growth Monitoring of U-5 children			
c)	HMIS & Family Schedule			
d)	STD /HIV AIDS			
e)	National Health Programmes i.e. T.B., Leprosy, Malaria, Filariasis etc.			
3 I.E.F.				
a)	Group discussion at block level with male & female members of the community	April, 06 - March, 07	<ul style="list-style-type: none">• Cost Rs. 5/- per persons	@ 1 meeting of not exceeding 30 persons for each block once in two months
b)	Advertisement / outdoor display	June-Aug., 06	-	Will be intimated later on
c)	Printed materials	Aug -Oct., 06	-	Will be provided by SUDA.

Contd. to P-2

Sl. No.	Work Details	Time Plan	Unit Cost Break up (Amount in Rs.)	Remarks
4.	Procurement			
a)	Furniture (outstanding)	August, 06		
b)	Equipment (outstanding)	August, 06		
c)	Refurbication of Sub-Health Post (outstanding)	August, 06		
d)	Medicine	April, 06 - March, 07	(at Rs. 87,000/- per SHP per year	The rate for OPD will be intimated in due course
e)	Printing of Forms & HMIS format	June-Sept., 06		Will be provided by SUDA.
5.	Establishment of OPD services by specialist doctors in 3 disciplines	July-Sept, 06		Guideline will issue in due course
6.	NGO involvement	June-Mar, 07		Suitable NGO be identified by the ULB for involvement in the ongoing programme. Proposal to be forwarded to the Project Officer, Health, SUDA.
7.	Continuation of the service activities	April, 06 - March, 07		<ul style="list-style-type: none"> Services by HHW at project block level. Services at Sub-Health Post for different clinics i.e. ANC/PNC twice per month, immunization clinic once per month, Growth monitoring clinic once per month, general treatment clinic once per week and health awareness programme once per fortnight. Implementation of National Health Programmes. Referral linkages with Govt hospital

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/23(22)**Date ...**19.05.2006****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Mayor / Chairman
Alipurduar / Balurghat / Burdwan / Darjeeling / Durgapur / English Bazar /
Jalpaiguri / Kharagpur / Raiganj / Siliguri / Asansol / Cooch Behar / Jangipur /
Berhampur / Suri / Bolpur / Krishnagar / Kalna / Purulia / Bankura / Bishnupur /
Medinipur Municipal Corporation / Municipality****Sub : Spreading message against Practice of Sex Selection and Female Foeticide.****Sir / Madam,**

You may be aware that female ratio in the age group of 0 – 6 years is declining fast. This is more severe in urban areas of majority of States and in the relatively affluent regions like Punjab, Haryana, Himachal Pradesh, Gujrat, Maharashtra, Delhi, Chandigarh etc. The Govt. of India has expressed great concern in the matter. In this connection, a Brief Note on Prenatal Sex Determination & Female Foeticide is enclosed for your kind perusal.

As desired by the Ministry of Health & Family Welfare and Ministry of Urban Employment & Poverty Alleviation, GOI, you are requested to help spread the message against the Practice of Sex Selection and Female Foeticide in whatever manner is feasible, particularly through the health programmes being implementing in your ULB and take further necessary action to stop the menace.

This issue may also be highlighted during group discussion conducted at various level under IEC Programme towards dissemination of message.

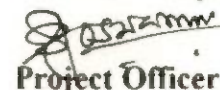
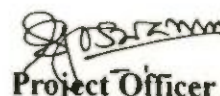
A feed back in this regard may kindly be granted.

Thanking you.

Encl. : As stated.

SUDA-Health/DFID/04/23(22)/1(22)**CC****Health Officer / Asstt. Health Officer,****Municipal Corporation / Municipality.**

Yours faithfully,

**Project Officer****19.05.2006**
Project Officer

- 2 -

SUDA-Health/DFID/04/23(22)/2(22)

19.05.2006

CC

Project Director, Municipal Corporation / Municipality.

Project Officer

SUDA-Health/DFID/04/23(22)/3(2)

19.05.2006

CC

1. Jt. Secretary, Dept. of Municipal Affairs.

2. Director, SUDA

Project Officer

Brief Note on Prenatal Sex Determination and Female Foeticide

The era of technology for prenatal sex determination (SDT) is traced back to 1970. But the initial method gave way to relatively safer non-invasive technique i.e. Ultrasonography. Very soon Ultrasound Clinics mushroomed all over India particularly in North India, leading to female foeticide in great number. Eventually, there was public outcry against the deplorable practice for female foeticide. 1991 census showed further decline in female : male ratio i.e. 927 females to 1000 males. Govt. of India enacted PNDT (Prenatal Diagnostic Techniques – Regulation and Prevention of Misuse) Act. 1994. This Act provided for regulation of the use of Prenatal Diagnostic Techniques for the purpose of detecting genetic disorder and for prevention of misuse of such technique for the purpose of Prenatal Sex Determination leading to Female Foeticide.

Ban on sex determination technique could not pull the rein on occurrence of female foeticide as would be seen in the results of 2001 census which revealed a sex ratio of 933 females : 1000 Males, which indicated failure to improve much above the previous census data of 1991 in this respect. The situation in North India was the worst where the ratio was 727 : 1000. To control the situation strict enforcement of PNDT Act. was contemplated by the State Govts. in North India with numerous raids on Ultrasound Clinics and cancellation of registration of many such clinics.

A study on Sex Determination Test and Practice of Female Foeticide was conducted in North India during 2002 – 2003. Overall 1162 women aged between 15 years – 29 years were screened in 11 villages having a population of 16475. The salient findings of the study are as under :

- 200 women (17.2%) were enlisted as pregnant. Of them 59% were aged 21 – 25 years. 13% were aged less than 20 years.
- Literacy rate was 73%.
- Living in joint family 74%.
- Caste-wise, 1/4th were Hindu high caste, 65% were Hindu-backward or low caste.
- 134 cases (67%) reported test done during pregnancy. 45 cases had Ultrasound test done.
- 23 cases (13%) confessed test done for sex determination.
- 95% had knowledge of Ultrasound test is being done for sex determination.
- 83% opined Sex Determination Test (SDT) practice is not good.
- Two cases of female foeticide was done out of three cases where sex of foetus was declared as female.

Some observations on response about status of daughter in the family :

- Problems of parents for going out at night leaving behind the daughter at home.
- Daughters need more careful rearing – lest they go astray.

Contd. to P-2.

- Lamp of house remains lighted if son is there.
- Son is needed to run household.
- With sons family tree grows.
- With sons one's home is run and with daughters other's home.
- All family traditions / customs / rituals are dependent on sons.
- Now a days everyone is equal.
- People don't want daughters.
- The number of females are getting lesser, then how will boys get married?

Thus, the observations revealed the cause as 'Son syndrome' which is a reflection on the low status of females in our society.

To tide over the crisis some amendments to PNDT Act. have been proposed by the Technical Committee appointed by Health & FW Ministry. The proposed amendments are as under :

- o Inclusion of sex selection before conception. Prohibition of sex selection / determination, before or after conception.
- o Mandatory registration of Ultrasound machines.
- o Vesting upon the appropriate authority (which is Chief Medical Officer of the District) the same powers as are vested in Civil Court to deal with person / agent communicating sex of foetus.
- o Hiking up of punishment of both errant doctors and clients (except pregnant women) associated with sex selection. Period of suspension of doctors increased to 5 years from 2 years and registration will be suspended till disposal of case. For clients imposition of fine had been doubled upto Rs. 1.00 lakh.

Supreme Court of India in a Judgement dated 10.09.2003 in a Public Interest Litigation case on PNDT (now renamed as Preconception and Prenatal Diagnostic Techniques / Prohibition of Sex Selection) Act 1994 effective from 01.01.1996 issued directions to all the State Govt. / UT Administrations for the following :

- a) To appoint by notification fully empowered 'Appropriate Authorities' at District / Sub-District levels and also setting up of Advisory Committees to aid and advice the appropriate authority in discharging of its function.
- b) To publish a list of appropriate authority in the print and electronic media in the respective State / UT.
- c) To create public awareness against the practice of Prenatal Determination of Sex and Female Foeticide through advertisement in the print and electronic media, by hoarding and other appropriate means.

Contd. to P-3.

- d) To ensure that all the States / UT appropriate authorities furnish quarterly returns to CSB (Central Supervisory Board) giving a report on the implementation and working of the Act.

From all above, it can be concluded that –

- i) Female / male ratio is fast declining.
- ii) If this trend persists it is likely to cause social crisis in due to imbalance in female : male ratio in the population profile.
- iii) Prenatal Sex Determination and Sex Selection is a crime punishable under law.
- iv) 'Son Syndrome' is a misconception and the idea should be discouraged and totally discarded. Proper education should be given and people should be motivated for the purpose.
- v) Do not neglect female child. They are valuable assets of the society.
- vi) Now a days every one is equal. Sons and daughters have equal rights in eyes of law.
- vii) Realisation of value of daughters by their own families is the need for the hour.
- viii) Inhuman attitude and behaviour of some section of public society towards girl child should be removed and a change should be brought in through KABP exercise.
- ix) Strict enforcement of PNDT Act. 1994 should be ensured at all levels.
- x) Adequate supervision and vigilance on Ultrasound Clinics, nursing home, private institutions etc. be carried out by the competent authorities / ULBs to prevent illegal prenatal sex determination and female feticide.
- xi) Errant doctors and clients be punished as per law.
- xii) Public awareness campaign against practice on prenatal determination of sex and female foeticide be organized by ULBs through suitable advertisement in the print, leaflets, hoardings, electronic media etc.
- xiii) Various IEC programmes on the subject be organized under overall supervision of HO / AHO of the ULBs under the ongoing community based health programmes at different levels like at project block level by HHWs in group meetings; at Sub-Centre level by FTSs and MOs; at different Ward levels by Ward Councillors, members of the Ward Committees and UHIOs.
- xiv) CDS of the ULBs be involved in awareness campaign.
- xv) Suitable local NGOs & CBOs be also entrusted for wide publicity in the matter.
- xvi) Chairpersons of ULBs may also organize several public meetings in groups involving both APL & BPL population for effective generation of awareness on dangerous practice of Prenatal Sex Determination and Female Foeticide keeping in view the provisions of PNDT Act. and directions of the Supreme Court.

Reference :

- 1. Indian Journal of Community Medicine, Jan. to March, 2006
- 2. Journal of Indian Medical Association, Kolkata, Jan., 02, Dec., 03 & May, 05.

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No. 31 / XI-8.

Dated, Bishnupur, the 12/04/2006.

To : Dr. Shibani Goswami,
Project Officer,
Health Wing,
Suda, ILGUS Bhawan,
H-C Block, Sector-III,
Salt Lake, Kolkata-91.

XIX:

Sub: Discussion session on the status of service activities and work plan during FY 2006-07 in connection with DFID assisted Honorary Health Worker Scheme.

Ref.: Your Memo.No. Suda - Health/DFID/04/739(II) dt. 28.03.2006.

Madam,

Please refer to your above and note that H.O., C.D.O. and P.H.N. will attend at your office on the scheduled date (19th instant) for participation in the proposed discussion.

Accommodation of those officers and staff may require if they fail to perform return journey, so please hear them on the day of discussion and do the needful.

Thanking you in anticipation.

Yours faithfully,

Chairman,
Bishnupur Municipality.

Memo.No. _____/XI-8.

Date, Bishnupur: _____/04/2006.

Copy forwarded to :-

The Community Development Officer,
for information and necessary action.

Chairman,
Bishnupur Municipality.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ...SUDA-Health/DFID/04/735(11)

Date24.03.2006

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

To : The Chairman

..... Municipality

Sub : Discussion session on the status of service activities and work plan during FY 2006-07 in connection with DFID assisted Honorary Health Worker Scheme.

Sir / Madam,

A discussion session on the status of service activities and work plan during FY 2006-07 in connection with DFID assisted Honorary Health Worker Scheme is scheduled at Health Wing, SUDA on 10th April, 2006 during 11 A.M. to 5 P.M.

Health Officer / Asstt. Health Officer, Community Development Officer and Public Health Nurse may be instructed to make it convenient to attend the said discussion session. The official concerned is to bring a report on the status of service activities as per the format enclosed herewith to facilitate the stock taking of service activities.

A line of confirmation about their participation along with requirement of accommodation at ILGUS Hostel, if any, is to be forwarded to the undersigned by 6th April, 2006.

Thanking you.

Enclo. : As stated.

SUDA-Health/DFID/04/735(11)/1(11)
CC

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

Yours faithfully,


Project Officer
24.03.2006

Project Officer

SUDA-Health/DFID/04/735(11)/2(1)

24.03.2006

Copy forwarded for kind information to :

Shri H.K. Dwivedi, IAS, Project Director & e.o. Special Secretary, Dept. of Health & FW, Govt. of West Bengal.

Project Officer

SUDA-Health/DFID/04/735(11)/3(1)

24.03.2006

CC :

Director, SUDA – with the request to direct her office for availability of Conference Hall, SUDA on 10.04.2006 and necessary accommodation at ILGUS Hostel (actual no. of rooms required will be intimated later on).

Project Officer

Enclo. :

A) Status on availability of manpower at (i) MMC (ii) HP (iii) SHP (iv) Block Level.

B) Filled in HMIS format for the month of March, 2006.

C) Status on refurbication of Health Post & Sub-Health Post.

Sl. No.	HP/SHP No. with address	Gross Works undertaken	Expenditure incurred (in Rs.)	SOE submitted to CCC (in Rs.) under memo no. & dt.

D) SHP-wise functioning status for the month of March, 2006.

- Total no. of SHPs under the scheme :

SHP Nos.	No. of Clinics held with date			
	Immunisation clinic	AMC/PNC Clinic	General treatment clinic	Growth monitoring
SHP - I				
SHP - II				
SHP - III				
SHP - IV				
SHP - V				
SHP - VI				
SHP - VII				
SHP - VIII				

(SHP nos. - as applicable for the ULB concerned.)

E) Financial Status upto March, 2006.

Fund received from CCC, SUDA	SOE submitted to CCC, SUDA	Remarks (If SOE not submitted upto March, 2006)

SUDA**URGENT****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No. ...**SUDA-Health/DFID/04/722(11)**Date**23.02.2006**

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

To : The Chairman

..... **Municipality**

Sub. : Forwarding information on Refurbication of Health Post and
Sub- Health Post under DFID assisted Honorary Health Worker Scheme

Sir,

In your Project Proposal for DFID assisted Honorary Health Worker Scheme, you had a plan for refurbication of Health Post and Sub-Health Post along with details of work and estimated cost. As the said scheme has already passed through a length of time and service operation at Sub-Health Post level started in the meantime, it is assumed that the refurbication works have been completed by you.

You are requested to furnish the information as per the format given below by 15th March, 2006:

Sl. No.	HP/SHP No. with address	Gross Works undertaken	Expenditure incurred (in Rs.)	SOE submitted to CCC(in Rs.) under memo no. & dt.

This information is urgently required by Dept. of Health & Family Welfare.

Thanking you.

Yours faithfully,

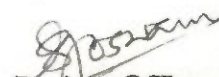

Project Officer

SUDA-Health/DFID/04/722(11)/1(11)

23.02.2006

CC

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


Project Officer

File
20.12.05

STD Code : 03244
Office : 252073 / 252591
Tourist Complex : 252200

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

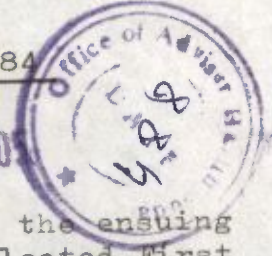
Memo No. 1561/xi-8

Dated, Bishnupur, the 9.12.2005.

To : Dr. Shibani Goswami,
Project Officer,
Health Wing, Suda,
Ilgus Bhawan,
H-C Block, Sector III,
Bidhannagar, Kolkata-700091.

Fax No. 359-3184

20 DEC 2005



Sub : Confirmation letter regarding participation in the ensuing 2nd cum concluding part of the training for selected First Tier Supervisors at Suda.

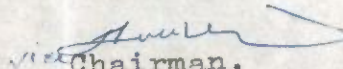
Ref.: Your Memo. No. SUDA-Health/DFID/04/683 dt. 7.12.05.

Madam,

Please refer to your above and note that seven heads will reach SUDA on the evening of 13th instant. Please provide necessary accommodation for them. The participants are 3 FTSS, 1 PHN, 1 ANM (probably) and 2 other staff of HHWS Scheme.

Thanking you,

Sincerely yours,


Vice Chairman,
Bishnupur Municipality.

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/688**Date **16.12.2005****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman
Bishnupur Municipality****Sub : Engagement of FTSs and subsequent filling up of the resultant vacancies
of the HHWs from the 1st panel HHW candidates under DFID assisted
Honorary Health Worker Scheme.****Ref. : This office earlier communication under reference no.
SUDA-Health/DFID/04/683 dt. 07.12.2005.****Sir,**

The trainee First Tier Supervisors have successfully completed the 2nd cum concluding part of the training session held at SUDA during 14 – 16 December, 2005. The Post Evaluation score sheet of the FTSs is enclosed.

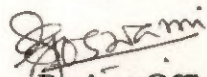
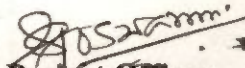
Hence, the trainee FTSs now be engaged as regular FTSs with effect from 17.12.2005 upto 31.03.2006. Each FTS is entitled to get honorarium at the rate of Rs. 920/- per month with effect from 17.12.2005. The expenditure is to be booked under the A/C head "Honorarium for grass root level functionaries – FTS".

Thus, the resultant vacancies of the HHWs who have been promoted to FTSs, are to be filled up from the 1st panel candidates of HHWs with effect from 17.12.2005 upto 31.03.2006. Each HHW is entitled to get honorarium at the rate of Rs. 750/- per month with effect from 17.12.2005. The expenditure is to be booked under the A/C head "Honorarium for grass root level functionaries – HHW".

A feed back in this regard is to forwarded to the undersigned for office records.

Enclo. : As stated.**SUDA-Health/DFID/04/688(1)
CC****The Project Director, HHW Scheme - DFID, Bishnupur Municipality - for kind information and
necessary action.**

Yours faithfully,


**Project Officer
16.12.2005**
Project Officer

Bishnupur Municipality

DFID assisted Honorary Health Worker Scheme

Post Evaluation Score Sheet of FTS Trainee

Total Marks : 30

Sl. No.	Name of FTSs	Score obtained
1	Papiya Begam	29
2	Rina Adhikary	25
3	Sankari Sen (Dutta)	29½

Swam
16.12.05

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ..SUDA-Health/DFID/04/683

Date07.12.2005

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

To : The Chairman
Bishnupur Municipality

Sub : 2nd cum concluding Part of the training for selected First Tier Supervisors at SUDA under DFID assisted Honorary Health Worker Scheme.

Ref. : This office earlier communication under ref. no.
SUDA-Health/DFID/04/671 dt. 18.11.2005.

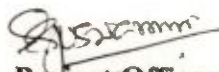
Sir,

The 2nd cum concluding part of the training for selected First Tier supervisors will be held at SUDA during 14 – 16 December, 2005. Hence, you are requested to send the selected FTSs of your ULB on the evening of 13th December, 2005 so that training programme could be started on 14th December at 10 A.M. You may also send PHN & ANM of your ULB to participate in the said training programme.

Post evaluation test for the selected FTS candidates will be conducted by Health Wing, SUDA at the last day of session. The list of FTSs along with post evaluation score will be sent to you with necessary instructions for their engagement and subsequent filling up of the resultant vacancies of the HHWs, who have been engaged as FTSs, by the 1st panel HHW candidates.

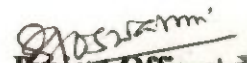
*A line in confirmation is to reach to the undersigned
by 9.12.2005.*

Yours faithfully,


Project Officer
07.12.2005

SUDA-Health/DFID/04/683(1)
CC

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


Project Officer

Memorandum NO= 1540/XI-8 dt 02.12.05





To
Dr. Shibani Goswami,
Project Officer,
Suda, Health Wing
"ILGUS BHAWAN"
H-C Block, Sector-III,
Bidhannagar, Calcutta - 700 091

Sub:- Submission of job placement training schedule for FTSS
under DFID Assisted HHWs Scheme.

Madam,

The job placement training schedule is sent herewith
enclosed for you kind information and necessary action.

Yours faithfully


Chairman,
Bishnupur Municipality.


To

Dr. Shibani Goswami,

Project Officer,

Suda, Health Wing

"ILGUS BHAWAN"

H-C Block, Sector-III,


Bidhannagar, Calcutta - 700 091

Sub:- Submission of job placement training schedule for FTSS
under DFID Assisted HHWs Scheme.

Medam,

The job placement training schedule is sent herewith
enclosed for you kind information and necessary action.

Yours faithfully


Chairman,

Bishnupur Municipality.



To
Dr. Shibani Goswami,
Project Officer,
Sada Health Wing
JIGUS BHAWAN,
H-C Block, Sector-III,
Bishnupur, Calcutta - 700 091

Sub - submission of job placement training schedule for FT3s
under DFID Assisted HHW Scheme.

Madam,

The job placement training schedule is sent herewith
enclosed for you kind information and necessary action.

Yours faithfully

Chairman,
Bishnupur Municipality.

Job placement training schedule
for
FTSs under DFID assisted Honorary Health Worker Scheme

Day	11 A.M. to 1 P.M.	2 P.M. to 4 P.M.
✓ Day - 1 Dr. A. Banerjee 4/11/05 28/11/05	<ul style="list-style-type: none"> Registration Inauguration Introduction on the scheme, objectives, target group Pre-valuation test 	<ul style="list-style-type: none"> Group management - team building Role play on group behaviour by the participants
✓ Day - 2 Dr. A. Banerjee 29/11/05	<ul style="list-style-type: none"> Exercise on listing of jobs vis-à-vis identification of responsibilities - presentation by the participants Duties and responsibilities of FTS - detailing by the trainer 	<ul style="list-style-type: none"> Different clinic at SHP Role of FTS in organizing clinics at SHP
Dr. S. Ghosh Day - 3 30/11/05	<ul style="list-style-type: none"> Reproductive health 	<ul style="list-style-type: none"> Reproductive health (contd.)
✓ Day - 4 Dr. A. Banerjee 5/12/05	<ul style="list-style-type: none"> Under-Five child health 	<ul style="list-style-type: none"> Under-Five child health (Contd.) Growth Monitoring
✓ Day - 5 Dr. A. Banerjee 6/12/05	<ul style="list-style-type: none"> Immunization Cold chain 	<ul style="list-style-type: none"> Diarrhoea Acute Respiratory Infection
Day - 6 1/12/05 Dr. S. Ghosh	<ul style="list-style-type: none"> Family planning - importance, acceptance, methods 	<ul style="list-style-type: none"> Exercise on filling up of Family Schedule and HMIS on RCH, Immunization, Diarrhoea, ARI & FP
Day - 7 2/12/05 Dr. S. Ghosh	<ul style="list-style-type: none"> STD / HIV / AIDS, RNTCP, NLEP 	<ul style="list-style-type: none"> NBCP, NMCP, NFCEP
Day - 8 3/12/05 Dr. J. Ghosh	<ul style="list-style-type: none"> IEC - principle, general & specific, materials and media 	<ul style="list-style-type: none"> Documentation - Registers / Cards to be maintained at SHP Exercise on documentation
Day - 9 21/12/05 Dr. S. Ghosh	<ul style="list-style-type: none"> Discussion & exercise on filling up of Family Schedule 	<ul style="list-style-type: none"> Discussion & exercise on filling up of Family Schedule (Contd.)
Day - 10 8/12/05 Dr. S. Ghosh	<ul style="list-style-type: none"> Clinic visit - Ante natal / Post natal clinic / Immunization clinic, Growth Monitoring Clinic 	<ul style="list-style-type: none"> Technique of group discussion with the community Group exercise
Day - 11 21/12/05 Dr. S. Ghosh	<ul style="list-style-type: none"> Monitoring & supervision at block level 	<ul style="list-style-type: none"> Monitoring & supervision at SHP level
Day - 12 10/12/05 Dr. S. Ghosh	<ul style="list-style-type: none"> Discussion & exercise on filling up of Family Schedule (Contd.) 	<ul style="list-style-type: none"> Discussion & exercise on filling up of Family Schedule (Contd.)
Day - 13	<ul style="list-style-type: none"> Discussion & exercise on HMIS 	<ul style="list-style-type: none"> Discussion & exercise on HMIS (Contd.)
Day - 14	<ul style="list-style-type: none"> Discussion & exercise on HMIS (Contd.) 	<ul style="list-style-type: none"> Discussion & exercise on HMIS (Contd.)
Day - 15	<ul style="list-style-type: none"> Monitoring & Supervision 	<ul style="list-style-type: none"> Post training evaluation Valedictory session

From Day - 1 to Day - 12, the training classes will be held at ULB level which should preferably be completed by 10th December, 2005.

From Day - 13 to Day - 15, the training classes will be held at SUDA in consultation with Project Officer, SUDA.

C:\Dr. Goswami\DFID\DFID - MISC.doc

Chairman
BISHNUPUR MUNICIPALITY

BISHNUPUR MUNICIPALITY
Chairman

B I S H N U P U R M U N I C I P A L I T Y

Sl.No.	Name of HHWS	Block No.	Ward No.	Total no. of House-holds in the project Block	Population of the Project Block			Population of the Project Block by Religion				
					Male	Female	Total	Hindus	Religion			
									Muslims	Sikhs	Christians	Others
1	Sm. Anita Addhya	1	1	315	751	791	1542	1257	250	Nil	Nil	35
2	Sm. Namita Sarkar	2	2	207	559	548	1107	1005	100	Nil	2	Nil
3	Sm. Manju Chakraborty	3	3	264	606	632	1238	1233	05	Nil	Nil	Nil
4	Sm. Amita Kar.	4	4&5	327	814	551	1365	1327	38	Nil	Nil	Nil
5	Sm. Kajal Karmaker	5	6	266	828	795	1623	1580	39	Nil	Nil	04
6	Sm. Rina Dey Muhuri.	6	7&17	220	504	531	1035	992	43	Nil	Nil	Nil
7	Sm. Shankari Sen	7	10&17	260	597	592	1189	1189	Nil	Nil	Nil	Nil
8	Sm. Bula Paul	8	8	212	618	605	1223	1218	05	Nil	Nil	Nil
9	Sm. Madhabi Das Maity	9	9&19	331	835	836	1671	1246	385	Nil	Nil	40
10	Sm. Rina Adhikary	10	11	223	580	572	1152	1086	66	Nil	Nil	Nil
11	Sm. Shanti Dey Singh	11	12&19	286	572	588	1160	1151	09	Nil	Nil	Nil
12	Sm. Papiya Begum	12	13&14	381	808	838	1646	1609	37	Nil	Nil	Nil
13	Sm. Manimala Dey	13	15	208	501	573	1074	1063	11	Nil	Nil	Nil
14	Sm. Chandana Mith.	14	16&18	297	845	819	1664	1664	Nil	Nil	Nil	Nil

Signature
17/11/15
 Assistant Health Officer
 Bisnupur MUR

DEID Assisted H.H.Ws Scheme
 &

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/DFID/04/618(11)**

Date**25.11.2005**

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

To : **The Chairman**
Cooch Behar / Jangipur / Berhampur / Suri / Bolpur / Krishnagar
Kalna / Bankura / Bishnupur / Purulia / Medinipur Municipality

Sub : **Documentation of DFID assisted Honorary Health Worker Scheme in 11 Non-KMA ULBs.**

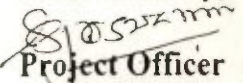
Sir,

Indian Institute of Social Welfare and Business Management (IISWBM) has been vested with the responsibility by the Dept. of Health & Family Welfare, Govt. of West Bengal for conducting documentation of DFID assisted Honorary Health Worker Scheme in 11 Non-KMA ULBs. The field work is expected to start from 1st week of December, 2005 as intimated by the Agency. Prof. (Dr.) S.P. Mukhopadhyay, Project Director & Head – MRFP Dept., IISWBM will contact you personally regarding their exact date of arrival to your ULB etc.

You are requested kindly to extend your full co-operation and render necessary assistance to the said Agency in this regard.

Thanking you.

Yours faithfully,

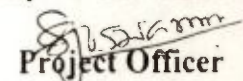

Project Officer

25.11.2005

SUDA-Health/DFID/04/618(11)/1(11)

CC

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


Project Officer

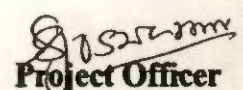
25.11.2005

SUDA-Health/DFID/04/618(11)/2(1)

CC

Prof. (Dr.) S.P. Mukhopadhyay, Project Director & Head – MRFP Dept., IISWBM – for kind information in reference to your letter dated 24.11.2005. With regard to arrangement for accommodation of your field level team members at the Municipality, you may kindly contact the Chairman directly indicating no. of rooms required and ceiling limit of hiring charges of room per day and mode of payment by you etc. Looking forward for visit schedule of the investigators.

With regards.


Project Officer

Nayindaw Salu,
PL.

14.11.05



16 NOV 2005

no - 2 (105)

Evaluation Sheet for selection of First Tier Supervisor

B.S. h. n. p. w. r. Municipality

Sl. No.	Name of HHW	Written test score (25)	Viva voce (25)	Total Marks (50)	Remarks
1	Manju Chakrabarty	17	10	27	
2	Manimale De Madhyam	20	12	32	
3	Madhuli Das Maity H.S. 2nd	21	10	31	
4	Chandana Mit P.A.	21	11	32	
5	Papita Begum Madhyam	25	18	43	Selected as FTJ
6	Amrita Kar H.S.	11	6	17	
7	Namita Sankar H.S.	18	8	26	
8	Kajal Karthaker P.A.	18	11	29	
9	Anita Adhya Madhyam	20	12	32	
10	Rina Adhikari H.S.	22	15	37	Selected as FTJ
11	Rina Dey Mahmi	12	9	21	
12	Santi De Sinha H.S.	4	5	19	

13 Bula Pal
Madhyam

14

7

21

14. Sankari Sen

17

13

30

Selected as FTJ

21/11/05

21.11.05
P.O. SUSA

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/671**Date **18.11.2005****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman
Bishnupur Municipality****Sub : Training for selected First Tier Supervisors
under DFID assisted Honorary Health Worker Scheme
- Break up of expenditure thereof.****Ref. : This office earlier communication under memo no.
SUDA-Health/DFID/04/649 dt. 25.10.2005.****Sir,****The cost break up of the said training programme is as under :**

Sl. No.	Item of Expenditure	Rate (In Rs.) [Not Exceeding of Rs.]
1.	Training materials (Training manual for FTS has already been provided by Health Wing, SUDA, folder, exercise book, pen, pencil, eraser, sharpner, Xeroxing for transparency sheet, OH pen etc.)	@ Rs. 300/- per head (Actual nos. of FTSs & two others)
2.	Tiffin	@ Rs. 30/- per head (Actual nos. of FTSs & two others)
3.	In house mobility support for FTSs	@ Rs. 20/- per head (Actual nos. of FTSs)

Contd. to P-2.

Sl. No.	Item of Expenditure	Rate (In Rs.) [Not Exceeding of Rs.]
4.	Trainers fees	@ Rs. 150/- per session (Rs. 150/- x 2 sessions x 10 days)
5.	Contingency	@ 10% of the total of serial no. 1 to 4

Mobility support of trainees (FTSs) for to and fro journey for attending training at SUDA is to be provided by the ULB on the basis of actual expenses.

All the above expenditure in connection with FTS training is to be booked under A/C head "Sensitisation – training of FTSs". SOE is to be submitted to the undersigned in due course.

Thanking you.

Yours faithfully,


Project Officer

SUDA-Health/DFID/04/671(1)

18.11.2005

CC

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


Project Officer

Job placement training schedule
for
FTSs under DFID assisted Honorary Health Worker Scheme

Day	11 A.M. to 1 P.M.	2 P.M. to 4 P.M.
Day - 1	<ul style="list-style-type: none"> Registration Inauguration Introduction on the scheme, objectives, target group Pre-valuation test 	<ul style="list-style-type: none"> Group management - team building Role play on group behaviour by the participants
Day - 2	<ul style="list-style-type: none"> Exercise on listing of jobs vis-à-vis identification of responsibilities - presentation by the participants Duties and responsibilities of FTS - detailing by the trainer 	<ul style="list-style-type: none"> Different clinic at SHP Role of FTS in organizing clinics at SHP
Day - 3	<ul style="list-style-type: none"> Reproductive health 	<ul style="list-style-type: none"> Reproductive health (contd.)
Day - 4	<ul style="list-style-type: none"> Under-Five child health 	<ul style="list-style-type: none"> Under-Five child health (Contd.) Growth Monitoring
Day - 5	<ul style="list-style-type: none"> Immunization Cold chain 	<ul style="list-style-type: none"> Diarrhoea Acute Respiratory Infection
Day - 6	<ul style="list-style-type: none"> Family planning - importance, acceptance, methods 	<ul style="list-style-type: none"> Exercise on filling up of Family Schedule and HMIS on RCH, Immunization, Diarrhoea, ARI & FP
Day - 7	<ul style="list-style-type: none"> STD / HIV / AIDS, RNTCP, NLEP 	<ul style="list-style-type: none"> NBCP, NMCP, NFCP
Day - 8	<ul style="list-style-type: none"> IEC - principle, general & specific, materials and media 	<ul style="list-style-type: none"> Documentation - Registers / Cards to be maintained at SHP Exercise on documentation
Day - 9	<ul style="list-style-type: none"> Discussion & exercise on filling up of Family Schedule 	<ul style="list-style-type: none"> Discussion & exercise on filling up of Family Schedule (Contd.)
Day - 10	<ul style="list-style-type: none"> Clinic visit - Ante natal / Post natal clinic / Immunization clinic, Growth Monitoring Clinic 	<ul style="list-style-type: none"> Technique of group discussion with the community Group exercise
Day - 11	<ul style="list-style-type: none"> Monitoring & supervision at block level 	<ul style="list-style-type: none"> Monitoring & supervision at SHP level
Day - 12	<ul style="list-style-type: none"> Discussion & exercise on filling up of Family Schedule (Contd.) 	<ul style="list-style-type: none"> Discussion & exercise on filling up of Family Schedule (Contd.)
Day - 13	<ul style="list-style-type: none"> Discussion & exercise on HMIS 	<ul style="list-style-type: none"> Discussion & exercise on HMIS (Contd.)
Day - 14	<ul style="list-style-type: none"> Discussion & exercise on HMIS (Contd.) 	<ul style="list-style-type: none"> Discussion & exercise on HMIS (Contd.)
Day - 15	<ul style="list-style-type: none"> Monitoring & Supervision 	<ul style="list-style-type: none"> Post training evaluation Valedictory session

From Day - 1 to Day - 12, the training classes will be held at ULB level which should preferably be completed by 10th December, 2005.

From Day - 13 to Day - 15, the training classes will be held at SUDA in consultation with Project Officer, SUDA.

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****Ref No. ...SUDA-Health/DFID/04/649****Date25.10.2005****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman
Bishnupur Municipality****Sub : Selection of First Tier Supervisors (FTSs) under DFID assisted
Honorary Health Worker Scheme.****Sir,**

The regular HHWs working under DFID assisted Honorary Health Worker Scheme at your municipality have already completed 6 months of experience in field work.

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

The date for selection of FTS may be scheduled on 08.11.2005 at 10.30 A.M. (as discussed with you over telephone) at a convenient venue selected by you. The undersigned will be present during selection of FTS.

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

A) Criteria for Selection :

- i) Age between 35 - 45 years.
- ii) Minimum educational qualification - Class VIII Passed and is able to read, write and do simple arithmetical calculation,
However, desirable qualification is school final and above,
- iii) She should have executed her duties properly while working as regular HHW.
Preliminary assessment is to be done by AHO.

Check list of which are as follows :

- Attendance and field activities / performance,
- Collection and compilation of base line survey data,

Contd. to P-2.

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

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

B) Selection Committee :

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

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

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

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

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

faithfully,

Yours

SUDA-Health/DFID/04/649(1)

CC

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


Project Officer
25.10.2005


Project Officer

OFFICE OF THE COUNCILLORS OF RISHNUPUR MUNICIPALITY

Memo No. 1458/XI-3

Rishnupur, the 31st Dec 2005.

To :

Dr. Shibani Goswami,
Project Officer, Health Dept.,
SUDA,
Ilgus Bhawan, H-C Block, Sector I-II
~~Subx~~
Bidhannagar, Kolkata 700 001

Ref.: Your letter No. SUDA-1113/DPID/04/3 dated 20.10.05.

Madam,

With reference to my above letter to intimate you that due to some unavoidable circumstances I have to stay outside of Rishnupur during the period from 2nd Nov. to 10th Nov. '05 and as such I appeal before you to please come down at Rishnupur on any convenient date of the 2nd/3rd week of this month for selection of First Round Interview (FTSs) under DPID assisted Honorary Health Worker Scheme.

Sorry for the inconvenience.

Please confirm your arrival date of the 2nd or 3rd week of Nov '05 whichever is convenient to you.

Thanking you,

Yours faithfully,

Chairman,

Rishnupur Municipality.

ARRO

PHARMACEUTICALS LTD.,

ISO 9002 Certified & NABL ACCREDITED Laboratory

GOVT APPROVED TEST HOUSE

(Analytical Division)

4/9, Kirti Nagar, Industrial Area, New Delhi – 110 015.

Phone: 25457922, 25457923 Fax: 011-25927784

LIST OF VALIDATED METHODS.

S.No	Name Of Drugs	Dosage Form
1	Albendazole and Pyraziquantal	Tablets
2	Alprazolam and Fluoxetine Hydrochloride	Tablets
3	Alprazolam and Propranolol Hydrochloride	Tablets
4	Amlodipine Besylate and Atenolol	Tablets
5	Amlodipine Besylate and Benzopril	Tablets
6	Amlodipine Besylate and Enalapril Maleate	Tablets
7	Beclomethasone Dipropionate and Clotrimazole	Ointments & Cream
8	Betamethasone Valerate and Tolnafate	Ointments & Cream
9	Betamethasone and Salicylic Acid	Ointments & Cream
10	Betamethasone Dipropionate and Clotrimazole	Ointments & Cream
11	Cetizine and Pseudoephedrine HCl	Tablets
12	Diclofenac Sodium, Paracetamol & Chlorzoxazone	Tablets
13	Carisoparadol and Ibuprofen	Tablets
14	Chloramphenicol and Benzocaine	Solution & Cream
15	Dexamethasone and Chloramphenicol	Ointments & Solution
16	Etophylline and Theophylline	Tablets & Solution
17	Furazolidone and Loperamide	Tablets & Capsules
18	Haloperidol and Trihexyphenidyl Hydrochloride	Tablets
19	Nimesulide and Tizanidine Hydrochloride	Tablets
20	Nimesulide and Paracetamol	Tablets, Liquid & Ointment
21	Ofloxacin and Dexamethasone	Tablets & Liquid
22	Ofloxacin and Ornidazole	Tablet & Liquid
23	Omeprazole and Domperidone	Tablets
24	Paracetamol, Ibuprofen and Chlorzoxazone	Tablets
25	Ranitidine HCl and Domperidone	Tablets & Syrup
26	Ritampicin and Isoniazid	Tablets & Capsules
27	Risperidone and Trihexyphenidyl Hydrochloride	Tablets
28	Tinidazole, Ciprofloxacin Hydrochloride and Ofloxacin	Tablets
29	Tinidazole and Norfloxacin	Tablets
30	Trifluoperazine Hydrochloride and Trihexyphenidyl	Tablets
31	Trifluoperazine and Chlordiazepoxide	Tablets
32	Triamterene and Benzthiazide	Tablets & Dry Syrup
33	Terpineol and Chloroxyleneol	Ointment & Liquid



STD Code : 03244
Office : 252073 / 252591
Tourist Complex : 252200

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No. /XI-S.

Dated, Bishnupur, the /09/.....2005.

To : **The Sub-divisional Medical Officer,
Bishnupur.**



27 SEP 2005

File
27/9/05

Sub : **Requisition for medicine etc. for DFID assisted Honorary Health
Workers Scheme.**

Ref. : Sir,

The following items are required for the Health Post & Sub-health Posts running in this Municipality under DFID assisted Honorary Health Workers Scheme.

Please supply the following at your earliest convenience and oblige.

Yours faithfully,

via *Am* 23/9/05
Chairman,
Bishnupur Municipality.

	<u>Name of articles</u>	
(1)	Oral Pill	- 1 packet.
(2)	Condeme	- 1 packet.
(3)	Inj. Measles & diluent	- 10 vial.
(4)	Inj. D.F.T.	- 20 vial.
(5)	Inj. T.T.	- 10 vial.
(6)	Inj. D.T.	- 20 vial.
(7)	Immunisation Card	- 100 Nos.
(8)	Inj. B.C.G. & diluent	- 5 vial.

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY.

Memol No. 1256(11) /XI-S.

Dated, Bishnupur : 23 /09/2005.

Copy forwarded to:-

- 1) Project Officer, Health Wing, SUDA, "Illgus Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-91, W.B.,
- 2) Chief Medical Officer of Health, Bankura,
for kind information.



via
Bish
Bish

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ..~~SUDA-Health~~/DFID/04/619

Date02.09.2005

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

To : The Chairman
Bishnupur Municipality

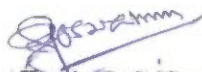
Sub : Supply of HMIS format (Form A - 2 & Form B - 2) by M/S Chitradeep
Printers under DFID assisted Honorary Health Worker Scheme.

Sir,

You are requested kindly to furnish the receipted nos. of HMIS format (Form A-2 & Form B - 2) from M/S Chitradeep Printers in the prescribed proforma vide enclosure.

The said receipt as ^{per} proforma is to be sent to the undersign^{ed} by 06.09.2005 through Fax no. 033 2359 3184.

Yours faithfully,


Project Officer

Enclo :

PROFORMA

Received

Receipt 600 nos. of Form A - 2 and 200 nos. of Form B - 2 from M/S Chitradeep Printers on 09.12.2004 in good condition and entered in Stock Ledger page no.

ed
Sign by the Receiving Clerk

**Endorsed by Officer of MMC,
Bishnupur Municipality.**

STD Code : 03244
Office : 252073 / 252591
Tourist Complex : 252200

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Dated, Bishnupur, the 27/07/2005.

Memo No. 889 / XI-8.

To : The Chief Medical Officer of Health,
B a n k u r a.

Sub : Assistance (by deployment of Health personnel) solicited
for normal functioning of Health/Sub-Health Centres under
D F I D assisted Honorary Health Workers Scheme.

~~XXXX~~

Sir,

I express my heartfelt thanks and gratitude for extending your kind co-operation towards smooth functioning of D F I D assisted Projects like Health & Sub-Health centres running in this Municipal area for the Mothers and their children health care.

One principal centre & two other sub-centres are now functioning but difficulties are facing as we could not appoint required nos. of A.N.M. inspite of our all efforts. (Properly advertised in papers).

Untiring efforts are continued for finding an A.N.M.

In the meantime I earnestly appeal before your good-self to please deploy and one of grade II Nurse PHN/ Supervisor (female) personnel lying under your kind control for the time being for full fledged functioning of the project basically to serve the people living below poverty line.

I trust and believe that your good-self would be gracious to extend your benign hands for serving to the nation as well as Mankind.

Thanking you in anticipation.

Yours faithfully,

Sd/- S.P. Mukherjee,
Chairman,
Bishnupur Municipality.

Memo.No. / XI-8.

Dated: Bishnupur : 7 / 8 / 2005.

Copy forwarded to Dr. Shibani Goswami, Project Officer,
Health Wing, SUDA, "Ilgus Bhavan", H-C Block, Sector-III, Bidhannagar,
Cal-91, for information.

Chairman,
Bishnupur Municipality.
BISHNUPUR MUNICIPALITY

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.SUDA-Health/DFID/04/601

Date18.07.2005

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

To : The Chairman
Bishnupur Municipality

**Sub : Monitoring in connection with DFID assisted
Honorary Health Worker Scheme.**

Sir,


Dr. Krishna Sarda, Public Health Specialist will be visiting to your ULB for monitoring DFID assisted Honorary Health Worker Scheme. Honorary Health Worker, Asstt. Health Officer, CDO and other personnel concerned may be requested to be present during her day long visit. The HHWs should bring filled in Family Schedule. She will also visit SHPs to witness its functioning.

Dr. Sarda will reach Bishnupur by Rupasee Bangla. Necessary arrangement may kindly be made for transport from railway station to your ULB and field visit.

Yours faithfully,

SUDA-Health/DFID/04/601(1)
CC

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

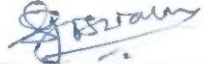

Project Officer
18.07.2005

SUDA-Health/DFID/04/601(2)
CC

Dr. Krishna Sarda, Public Health Specialist.


Project Officer

18.07.2005


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No **SUDA-Health/DFID/04/536(10)**

Date**24.05.2005**

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

To : The Chairman
Coochbehar / Tangipur / Berhampur / Suri / Bolpur /
Krishnagar / Kalpa / Bankura / Bishnupur / Medinipur
..... Municipality

Sub : Purchase of bowls to be fitted with bowl stand with 3 legs for SHPs
under DFID assisted Honorary Health Worker Scheme .

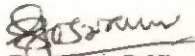
Sir,

You are requested to purchase locally the bowls, SS (@1 bowl per SHP) to be fitted with the bowl stand with 3 legs already provided to you.

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

Thanking you.

Yours faithfully,

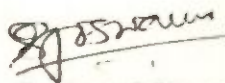

Project Officer

SUDA-Health/DFID/04/536(10)/1

24.05.2005

CC

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


Project Officer

FROM : (DOKANIA TELECOM SERVICE)

PHONE NO. : +91324452442

File
29.4.05
APR. 07 2005 04:29P

Office : 252073 / 252591

Tourist Complex : 252200

OFFICE OF THE COUNCILLORS, OF BISHNUPUR MUNICIPALITY

Memo No. 60 / XI-S.

Dated, Bishnupur, 07/04/2005

To : Dr. Shiban Goswami
Project Officer
Health Wing, SUDA

- 8 APR 2005

"Ilga Bhayan"
H-C Block, Sector-III, Bidhannagar, Cal-91, W.B.

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

Ref : Your No. SUDA-Health/DFID/04/501 dt. 23.03.2005.

Madam,

With reference to the above the score sheet of evaluation (done here for HHWs on 30th March, 2005) is sent herewith enclosed as per your proforma for your kind perusal and necessary action.

After completion of training they have been engaged as regular candidates (HHWs) on and from 1.4.2005.

Thanking you,

Yours faithfully,

Chairman,

Bishnupur Municipality

Enclosed: As stated.

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No.

Dated, Bishnupur, the 200

To

- 8 APR 2005



Subj :

D F I D assisted Honorary Health Worker Scheme
under Bishnupur Municipality

Ref

Full Marks: 40

Sl.No.	Name of the Candidate (Regular)	Marks obtained
1	Smt. Anita Adhya	39
2	Smt. Namita Sarkar	36
3	Smt. Manju Chakraborty	37
4	Smt. Asita Kar	32
5	Smt. Kajal Karmakar	40
6	Smt. Monimala Dey	38
7	Smt. Rina Dey Mahuri	34
8	Smt. Bula Paul (Dey)	38
9	Smt. Madhabi Das (Maity)	38
10	Smt. Shankari Sen (Dutta)	39
11	Smt. Rina Pandit (Adhikari)	38
12	Smt. Santi Dey (Sinha)	35
13	Smt. Chandana Mith	39
14	Papiya Begam	39

Name of the Candidate (1st Panel)

1	Smt. Biva Bhattacharya	27
2	Smt. Babi Chand	33
3	Smt. Satyabhama Kar	38

Name of the Candidate (2nd Panel)

1	Smt. Rekha Sen (Dey)	39
2	Smt. Manuza Bhattacharya	38

President,
Municipal Level Health & F.W.
Committee
&
Chairman,
Bishnupur Municipality.

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No...../XI-8.

Dated, Bishnupur, the 18.3.2005.

To : The Superintendent,
Bishnupur Sub-Divisional Hospital.



Sub :

Sir,

24 MAR 2005

Ref.: You are requested to provide necessary arrangement and direct Sister Dipali Karmakar to teach the H.H.Ws trainees of this Municipality on practical work of immunisation clinic on Wednesday and antenatal Clinic on Thursday, the 23rd and 24th of this instgnt respectively.

Yours faithfully,

sd/- S. P. Mukherjee

Chairman,
Bishnupur Municipality.

Memo.No. 1858(1)/XI-8.

Dated: Bishnupur : 18/3/2005.

21.3.05

✓ Copy for favour of information to Dr. Shibani Goswami, Project Officer, Health Wing, SUDA, ILGUS Bhawan, H-C Block, Sector-III, Bidhan Nagar, Kolkata - 91.

Chairman,
Bishnupur Municipality.

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY.

Memo.No. _____/XI-8. Dated, Bishnupur: 12/03/ 2005./

To

Dr. Dipak Saha,
A.C.M.O.H.,
Bishnupur.



21 MAR 2005

Respected Sir,

Most respectfully I would like to inform you that a group discussion about the training will be held on 16/03/2005 at 3 P.M. to 5 P.M. among the trainer Doctors - Dr.A.Banerjee, Dr. J.Ghar, Dr. S.Gorai, Sister - D.Karmakar, Sister S.Das and all HHW trainees.

You are earnestly requested to attend this group discussion for the benefit of HHW trainees.

Your presence is highly solicited.

Looking forward in good anticipation.

Thanking you,

Yours truly,

(Dr. Amal Banerjee)

Training Course Co-ordinator.

Memo.No. 1764(6)/XI-8. Dated, Bishnupur : 12 / 03 / 2005/

Copy forwarded to:-

- 1) Chairman, Bishnupur Municipality,
- 2) Dr. Subhas Ch. Gorai, P.T.M.O.,
- 3) Dr. Joymalya Ghar, P.T.M.O.,
- 4) Sister Smt. Dipali Karmakar, P.H.N., Shankhari Bazar, Ward No.4,
- 5) Sister Smt. Sanchali Das, P.H.N., Thakurpara, Ward No.3,
- 6) Dr. Shibani Goswami, Project Officer, Health Wing, SUDA, ILGUS Bhawan, H-C Block, Sector -III, Bidhan-Nagar, Kolkata - 91,

for information and taking necessary action pl.

(Dr. Amal Banerjee)

Training Course Co-ordinator.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING
"ILGUS BHAVAN"

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

Ref No. ..SUDA-Health/DFID/04/507

Date23.03.2005

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

o/c

To : The Chairman
Bishnupur Municipality

Sub : Procurement of (a) Furniture for SHP, HP & MMC, (b) Equipment for MMC,
(c) Part of equipment for SHP and (d) Medicine for HP & SHPs under DFID
assisted Honorary Health Worker Scheme.

Sir,

You are requested to initiate the process of procurement as mentioned above through the Procurement Committee constituted at your ULB for the purpose. State Govt. Procurement norms are to be followed. The list of items along with specification and quantity to be procured are enclosed herewith.

As the project period is upto 30.06.2005, the procurement may be completed by May, 2005. So that services from SHP can be initiated at the earliest.

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

Enclo. : As stated.

SUDA-Health/DFID/04/507(1)

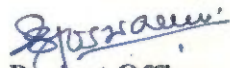
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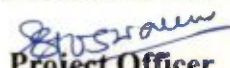
The Project Director, HHW Scheme - DFID, Bishnupur Municipality - for kind information and necessary action.

SUDA-Health/DFID/04/507(2)

CC

Finance Officer, Health Wing, SUDA.

Yours faithfully,

Project Officer
23.03.2005


Project Officer
23.03.2005


Project Officer

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

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

Furniture for Municipal Management Cell at ULB Level (Contd.) :

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No / MMC
4	Chair for visitors	<p>Without arm rest foam cushion seat & back seat cushion should be made of 1.5" thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of seat & back, structured with 1" dia x 14 SWG M.S. round steel tubular frame, finished with anticorrosive treatment by the process of hot-bath phosphate coating in seven tanks system and stoving enamel paint.</p> <p>Seat size : 460 mm W x 460 MM D Back size : 440 mm H x 460 MM W Overall size : 640 mm D x 570 mm W Seat height : 520 mm Back height : 890 mm</p>	30
5	Almirah without Locker	<p>1080 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet (prime quality steel from SAIL or equivalent) in door, top, bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Steel pre- treatment to be done by seven tank process of degreasing, De-rusting, (Sulphuric Acid), Phosphating (Iron - Phosphate) , Passivation (Chromic Acid) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p>	4
6	File Cabinet	<p>Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom, sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish.</p> <p>Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D)</p>	6

are for Municipal Management Cell (Contd.) :

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

* Estimated cost of Furniture for MMC - 1.15 lakhs

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

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

* Estimated cost of Equipment for MMC - 1.37 lakhs.

list of Furniture along with specification and reqd. no. for HP
at Bishnupur Municipality.

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

List of Furniture for Health Post (HP) (Contd.) :

Sl. No.	Brief Description of Item	Technical Specification	Reqd. No
4	Plastic Molded Chair without arms	Moulded chair without arms, size - 540 mm x 540 mm x 770 mm. made of good quality synthesis of polypropylene with co-polymer, colour - white / red / blue.	20
5	Steel Office Table	Size : 36" (L) x 24" (W) x 27" (H) or 48" (L) x 24" (W) x 30" (H) with 3 drawers on the right side having automatic locking device, s.s keys in duplicate. Foot rest structure with 1" Dia x 18 SWG steel square Tubular Frame and body will made out of 20 SWG steel CRC sheet fitted with 3/4" thick pre-laminated board at the top & having PVC shoes provided at the bottom of each leg, finished with anticorrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 degree centigrade, oven baked stove enamel paint. Drawer shelf made of CRC size 13" (B) x 18" (L) x 19" (D) having three drawers each of size 5" (H) x 15" (D) x 12" (B).	6
6	Revolving Stool Steel	Operation stool revolving (to raise and lower) made of 25 mm O.D x 2.65 tubular steel legs, welded joints, white enamelled with 3 mm dia. Spinal screw with full thread socket and 1.6 mm brass nickel plated or stainless steel perforated set - range 462.5 mm to 687.5 mm.	2
7	File Cabinet	Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom, sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish. Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D)	2
8	Refrigerator	165 Litres capacity with in built stabiliser to cover minimum voltage fluctuations between 140 - 280 Volts.	1

* Estimated cost of Furniture for HP - 0.61 lakhs.

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

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

urniture for Sub Health Post (SHP) (Contd.) :

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

No. of SHPs under the scheme - 3

Estimated approximate cost @ 0.17 lakhs per SHP - Total ... 0.51 ... lakhs.

Bishnupur Municipality

List for Part of equipment for Sub -Health Post (SHP) :

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

Estimated Cost : Rs. 4,100/-

Bishnupur Municipality

List of Medicine for HP & SHPs :

Sl. No.	Product	Strength	Formulation Unit	Annual Quantity
1	Combined Gastric Antacid	Aluminium Hydroxide & Magnesium Hydroxide total salt being not less than 500mg	10 Tablet / Strip (Aluminium Foil)	4360 Strips
2	Ranitidine	150 mg	Do	2180 Strips
3	Dom peridone	10 mg / Tab	Do	550 Strips
4	Bromhexine Hydrochloride	8 mg / Tab	Do	2180 Strips
5	Chlorpheniramine maleate	4 mg / Tab	Do	1100 Strips
6	Folifer (large)	Ferous Suphate 180 mg. & Folic Acid 0.5 mg /Tab	Do	4360 Strips
7	Folifer (Small)	Ferous Suphate 60 mg. & Folic Acid 0.1 mg /Tab	Do	4360 Strips
8	Albendazole	400mg /Tab	1 Tab / Strip	3450 Tabs
9	Metronidazole	400mg /Tab	10 Tabs / Strip	4360 Strips
10	ORS Citrate	Each sachet of 28.5 gm containing Sodium Chloride 12.3 %, Dextrose 70.2 %, Pot. Chloride 5.3 %, Sodium Citrate 10.2 %.	Sachet	5152 Sachets
11	Dicyclomine	20 mg /Tab	10 Tabs / Strip	550 Strips
12	Paracetamol	500 mg /Tab	Do	4360 Strips
13	Ibuprofen	400 mg / Tab	Do	485 Strips
14	Co Trimoxazole (Adult)	Sulphamethoxazole 400mg & Trimethoprim 80mg /Tab	Do	2180 Strips
15	Co Trimoxazole (Paediatric)	Sulphamethoxazole 200mg & Trimethoprim 40mg /Tab	Do	2180 Strips
16	Chloramphenicol Eye Aplicap	1% w/w in aplicap. Each aplicap to contain 250 mg of oint.	Aplicap	3030 aplicap
17	Absorbent Cotton	100 gm each	1 pkt of 100 gm.	300 pkts.
18	Absorbent Gauze Sterilised in pkts	Containing 10 pcs of 10cm x 10cm separately in polypack	1 set of 10 pcs of gauze	485 pkts.
19	Benzyl Benzoate lotion	25 % / 100 ml	100 ml bottle	242 bottles
20	Povidone Iodine oint.	5%	5 gm tube	2636 tubes
21	Microspore	½" Width	1 reel	242 reels

Estimated Cost : Rs. 3.76 lakhs

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No **SUDA-Health/DFID/04/506**

Date**23.03.2005**

**From : Project Officer
Health, SUDA**

**To : The Chairman
Bishnupur Municipality**

O/C

**Sub : Constitution of Procurement Committee under
DFID assisted Honorary Health Worker Scheme.**

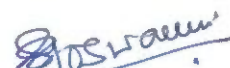
Sir,

A Procurement Committee is to be constituted at your ULB for undertaking procurement from your end under DFID assisted Honorary Health Worker Scheme. In this regard, this communication bearing no. SUDA-Health/DFID/04/141 dt. 24.06.2004 may kindly be referred to. However, a copy of the said communication is enclosed herewith for ready reference. Necessary procurement of (a) furniture for SHP, HP & MMC; (b) equipment for MMC; (c) medicine are to be completed immediately for initiative service operation at SHP level.

If the Committee is not yet formed, you are requested kindly to take necessary action towards constitution of Procurement Committee.

Yours faithfully,

Enclo. : As stated.


Project Officer

SUDA-Health/DFID/04/506(1)

23.03.2005

CC

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


Project Officer

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

Ref No.

SUDA-Health/DFID/04/503

Date

23.03.2005

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

To : The Chairman
Bishnupur Municipality

Sub : Information on status of engagement of man-power at MMC
under DFID assisted Honorary Health Worker Scheme.

Ref : GO of Municipal Affairs Dept. bearing no. 86/MA/P/C-10/3S-51/2003
dt. 22.01.2004.

Sir,

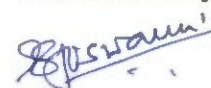
You are requested to intimate the following information through FAX by 30th March, 2005 positively as per the prescribed format given below :

Engagement of Manpower at MMC	No. Sanctioned	No. Engaged
Asstt. Health Officer	1	
Community Development Officer	1	
Public Health Nurse (Training)	1	
Accounts Asstt.	1	
Data Entry Operator	1	

If all the engagement have not been done in the mean time, you are requested to expedite the process for engagement of the personnel at MMC.

The above information is required by the Dept. of Health & Family welfare urgently.

Yours faithfully,

**Project Officer****23.03.2005****SUDA-Health/DFID/04/503(1)****CC**

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


Project Officer

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No. **SUDA-Health/DFID/04/502**Date **23.03.2005**

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

O/C

To : The Chairman
Bishnupur Municipality

Sub : Selection & engagement of man-power for HP under
DFID assisted Honorary Health Worker Scheme.

Sir,

As the training of HHWs has already been started in your ULB, it is now appropriate time to go ahead for selection and engagement of man-power for HP. In this regard, this office communication bearing no. SUDA-Health /DFID/04/120 dt. 02.06.2004 may kindly be referred to.

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

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

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

Contd. to P-2.

- 2 -

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

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

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

The man -power are to be engaged on contractual basis at the rate of fixed honorarium spelled out in the first page for the period upto 30.06.2005. Their working hours will be for four hours from 12 noon to 4 pm .

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

Yours faithfully,


Project Officer

SUDA-Health/DFID/04/502(1)
CC

23.03.2005

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


Project Officer

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No. **SUDA-Health/DFID/04/501**Date **23.03.2005**

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

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

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

Sir,

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

Full Marks :

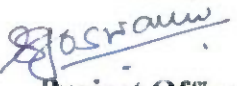
Sl. No.	Name of the Candidate (Regular)	Marks obtained
	Name of the Candidate (1 st panel)	
	Name of the Candidate (2 nd panel)	

Contd. to P-2.

- 2 -

2. After successful completion of training, the list of 14 nos. of HHWs (regular candidates only as selected by the Municipal Level Health & FW Committee) is to be displayed in the Municipal Notice Board intimating them to join as HHWs wef the following day of completion of training. A copy of the said list including Notice is to be forwarded to the undersigned for office records and onward transmission to DHFW. Working hours of the HHWs will be from 12 noon to 4 P.M. and fixed honorarium will be Rs. 750/- (Rupees Seven hundred fifty) only per month per HHW.
3. During 1st fortnight, the HHWs will collect base line information of all the BPL families of the block allotted to her as per proforma already provided to you. Training in this regard has already been imparted to the HHWs by the MIES Officer, SUDA.
4. The activities to be carried out has been detailed in the guideline on functioning of SHP which has already been forwarded to you under memo no. SUDA-Health/DFID/04/464 dt. 07.03.2005.

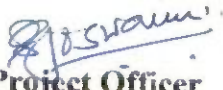
Yours faithfully,


Project Officer
23.03.2005

SUDA-Health/DFID/04/501(1)

C.C

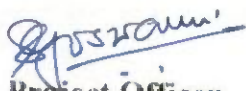
The Project Director, HHW Scheme-DFID, Bishnupur Municipality - for kind information and necessary action please.


Project Officer
23.03.2005

SUDA-Health/DFID/04/501(2)

C.C

Asstt. Health Officer, HHW Scheme-DFID, Bishnupur Municipality, the course co-ordinator of HHWs training for information and necessary action.


Project Officer

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Office : 52073/52591
(Tourist Complex : 52260)

File
8
21.3.05

Memo No.

Dated, Bishnupur, the

To :

Sub : Notice for holding 2nd meeting of the Municipal Level Health & F.W. Committee of Bishnupur Municipality, constituted on 21.6.04 (communicated vide this office's Memo. Ref. : No.385(8)/XI-8, dt. 21.6.04) in terms of the resolution No.H.F./O/PHP/658/0-23/98 dt.25.10.2002 of the Principal Secretary, Health and F.W. Dept., Govt. of West Bengal.



17 MAR 2005

A meeting of the Municipal Level Health and F.W. Committee, Bishnupur Municipality, will be held on 18th March, 2005 in the municipal meeting hall at 1 p.m. to discuss the following agenda. All members are earnestly requested to attend the meeting.

Agenda (Memo. of business):

1. To consider about purchase of different articles required to run the project of HKWs under the assistance of D.F.I.D.
2. Miscellaneous.

Dated, Bishnupur,
the 10th March, 2005.

Bany
Member-Secretary,
Municipal Level Health and
F.W. Committee,
Bishnupur Municipality.

Memo.No. 1736(9)/XI-8.

Dated, the 10th March, 2005.

Copy communicated to all the members of the Municipal Level Health and F.W. Committee, Bishnupur Municipality for information with the request to make it convenient to attend the meeting.

1. Sri Dibyendu Banerjee, Councillor, Member.
2. Sri Uday Bhakat, Councillor, Member.
3. Sri Bital Sarkar, Dy. Magistrate & Dy. Collector, Bishnupur - representative of D.M., Bankura.
4. ~~Local~~ Local Red Cross Branch (Bishnupur) for sending a representative with authorisation - (Member).
5. Local Lions' Club (Bishnupur) for sending a representative with authorisation - (Member).
6. Dr. Dipak Kumar Saha, Asst. C.M.O.H., Bishnupur, Member.
7. Dr. Anil Banerjee, M.B.B.S., (Cal) - Member-Secretary.
8. SUDA, Health Wing, Ilgus Bhawan, H-C Block, Sector -III, Bidhannagar, Kolkata - 91 for sending a representative to attend the meeting.
9. Sri Shyama Prasad Mukherjee, Chairman, Bishnupur Municipality, member (President).

Bany
Member-Secretary,
Municipal Level Health and
F.W. Committee,
Bishnupur Municipality.

Report of monitoring visit to Bishnupur.
on 2.3.05.

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

As requested by you, I have visited Bishnupur Municipality on 02/03/05 for monitoring the ongoing training programme of DFID assisted Honorary Health Worker scheme.

As requested, I have also brought 1) HHWs training Schedule duly filled up by the Course Conductor. 2) Pre evaluation Score Sheet.

I reached the training hall at about 11am and I left the hall at 4pm when it was over.

My observations are as follows:

- The training was going on in a big hall with sufficient air and light.
- 19 trainees and 3 trainers namely Dr A Banerjee, Dr J Dhar and Dr S C Gorai were present.
- I have not seen any other State Government Health personnel as trainer but when asked, Dr Banerjee told me that they are attending the training according to the training schedule.
- I have checked the attendance register, 19 trainees were present on each and every day.
- Regarding the logistics: Only black board was there, but no OHP. The trainees have got one hard binding copy and one unbinding copy and pen. Dr Banerjee told me that the kit bag received by the HHWs without any contents as mentioned in the trainer's book.
- They have not distributed 'NIRDESHIKA' to the trainees because they were unaware about it. I have told them to distribute the books and they have distributed the books on that very day only. But I have marked that pg 59/60 was missing in all the books and I have requested them to photocopy the page from the trainer's guide book, if require.
- Regarding the training methodology : -mainly lecture based.
 - After each session, evaluation is not being done
 - HHWs are taking notes.
- Training Schedule provided by SUDA is being followed except 1 or 2 items.
- Some of the trainees acquired a very good knowledge on the subjects already covered, but some were not, specially those who were sitting on the back.
- I have not seen any banner displayed.
- HHWs are aware about their duties and responsibilities.
- Regarding the video show (item no. 34, training schedule provided by SUDA): they have not done but they can arrange necessary equipment if cassettes are given to them.
- They have not received Dressing Forceps (7 in no.) as mentioned in S/C equipment.

I have met municipality Chairman and have given a view of my visit verbally .

Suggestions :

1. As they have almost covered the course and enough time is there , they should give emphasis on discussions on already covered topics .
2. The HHWs sitting on the back are bit shy to take part during discussions , so it is better to resuffle the sitting arrangement frequently .
3. If it is possible to send video casset on ARI , Diarrhoea-ORT , from SUDA .

Krishna Sarda

Dr Krishna Sarda .
04/03/05

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No. 1628 / XI-8.

Dated, Bishnupur, the 23.3.2005

To : The Project Officer, Suda, Health Wing. Through:- Dr. Krishna Sarda, Public Health Specialist.

Sub: Pre-training evaluation reports of the Honorary Health Workers.
Madam,

Re: Pre-training evaluation reports of the following HHWs under D F I D assisted health project, are sent herewith for taking necessary action.

Kindly note that, training of HHWs has been started from 4.2.05 and it is scheduled to be completed on 30.3.05. One training schedule is enclosed herewith.

Names of HHWs and marks obtained by them are noted below and (whose evaluation reports are enclosed):-

Sl. No.	Names of the HHW	REGULAR	Marks obtained
			(out of 30)
1.	Smt. Amita Adhya	-	22
2.	Smt. Namita Sarkar	-	23
3.	Smt. Manju Chakraborty	-	24
4.	Smt. Amita Kar	-	26
5.	Smt. Kajal Karmakar	-	26
6.	Smt. Monimala Dey	-	22
7.	Smt. Rina Dey Mahuri	-	26
8.	Smt. Bula Paul (Dey)	-	21
9.	Smt. Madhabi Das (Maity)	-	25
10.	Smt. Shankari Sen (Dutta)	-	23
11.	Smt. Rina Pandit (Adhikari)	-	24
12.	Smt. Santi Dey (Sinha)	-	22
13.	Smt. Chandana Mit	-	23
14.	Papiya Begam	-	25
<u>1st Panel</u>			
15.	Smt. Biva Bhattacharya	-	21
16.	Smt. Bebi Chand	-	23
17.	Smt. Satyabhama Kar	-	21
<u>2nd Panel</u>			
18.	Smt. Rekha Sen (Dey)	-	21
19.	Smt. Mahuya Bhattacharya	-	21

Enclosed : As stated.

Yours faithfully,

Chairman,
Bishnupur Municipality.

2/3/05

Training Course for HHWs (Both Regular and Panel Candidates)

Training Venue : RAM SARAN MUSIC COLLEGE AUDITORIUM
(NEAR BISHNUPUR MUNICIPALITY)

Course Co-ordinator : Dr. A. BANERJEE

Trainers name :

- 1) Dr. A. BANERJEE
- 2) Dr. J. GHAR
- 3) Dr. S. GARAI
- 4) Sister Sanchali Das
- 5) Sr. Laxmi Dipali Karmakar

Total Duration : 45 days

Time Table :

Class room - 62 sessions, Practical - 28 sessions

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
4/02/05 Dr. A. BANERJEE	1. Registration, Inauguration		2. Pre-training examination and evaluation. Dr. J. GHAR
5/02/05 Dr. J. GHAR	3. DFID assisted Honorary Health Worker Scheme - introduction, aims,		4. Organisational setup, Service strategy, Job responsibility of HHW
7/02/05 Dr. J. GHAR	5. Elementary human nutrition, balance diet.		6. Contd.
8/02/05 Dr. J. GHAR	7. Nutritional requirement for vulnerable groups, importance of Maternal and Child nutrition, breast feeding, colostrum & weaning practices.		8. Contd.
9/02/05 Dr. J. GHAR	9. Concept of health - preventive, promotive, curative health		10. Contd.
10/02/05 Dr. A. BANERJEE	11. Elementary knowledge on communicable and contagious diseases, transmission factor.		12. Contd.
11/02/05 Dr. A. BANERJEE	13. Personnel hygiene, family and community level hygiene, environmental sanitation.		14. Adolescent Girls' health care.
15/02/05 Dr. J. GHAR	15. Maternal care - antenatal care,		16. Maternal care Contd. - high-risk pregnancy, diet in pregnancy.
16/02/05 Dr. J. GHAR	17. Maternal care - intra / post natal care		18. Revision on Maternal Care.
12/02/05 Dr. A. BANERJEE	19. Child care - Essential new born care, high risk neonates,		20. Child care - breast feeding, colostrum, weaning, vitamin A prophylaxis.

Contd. to P-2.

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
14/02/05 Dr. A. BANERJEE	21. Child care - Contd. - Growth monitoring chart - Developmental Mile stones		22. Revision on child care
17/02/05 Dr. J. GHAR	23. Six Vaccine preventable diseases T.B., Polio.		24. Six Vaccine preventable diseases- Diphtheria, Whooping Cough
18/02/05 Dr. J. GHAR	25. Six Vaccine preventable diseases Tetanus and Measles.		26. Routine Immunisation - Schedule, conduction of immunisation session, follow up
19/02/05 Dr. J. GHAR	27. Routine Immunisation Contd.		28. Routine Immunisation - Cold Chain
22/02/05 Dr. J. GHAR	29. Family Welfare programme - Concept of Eligible Couple, small family norm,		30. F.P. methods (spacing and terminal), MTP
23/02/05 Dr. S. GARAI	31. ARI - Identification, management and prevention.		32. Roles of HHW in ARI management
24/02/05 Dr. S. GARAI	33. Diarrhoeal diseases - Definition, assessment of dehydration, management, ORS therapy, home available fluid.		34. Video Show, Group work on important messages
25/02/05 Dr. A. BANERJEE	35. RTI / UTI-Identification, mode of transmission, and prevention.		36. STDs / HIV / AIDS - Identification, mode of transmission, and prevention.
26/02/05 Dr. A. BANERJEE	37. STDs / HIV / AIDS - Continued.		38. National Health Programme - RNTCP - Brief knowledge, identification of cases, linkage.
28/02/05 Dr. J. GHAR	39. National Health Programme - NLEP - Brief knowledge, identification of cases, linkage		40. National Health Programme - NBCP - Brief knowledge, identification of cases, linkage.
01/03/05 Dr. J. GHAR	41. National Health Programme - NMCP - Brief knowledge, identification of cases, linkage.		42. National Health Programme - NFCP - Brief knowledge, identification of cases, linkage.
02/03/05 Dr. S. GARAI	43. National Health Programme - AIDS Control Prog - Brief knowledge, identification of cases, linkage.		44. National Iodine Deficiency Disorders Control Programme - Brief knowledge, identification of cases, linkage.
06/03/05 Sister S. DAS	45. Pulse Polio Immunisation (PPI) Control Programme - Brief knowledge, involvement with linkage.		46. Revision on National Health Programme.
3/3/05 Dr. S. GARAI	47. Minor ailments - Identification, management at HHWs level, drug therapy, dosage schedule, referral.		48. Minor ailments - Contd.
05/03/05 Dr. A. BANERJEE	49. Minor ailments - Contd.		50. HHWs kit - Knowledge about contents, demonstration.

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
Dr. J. GHARAL 7/03/05	51. First Aid and role of HHWs		52. First Aid - Continued.
Dr. J. GHARAL 8/03/05	53. Information, Education & Communication (I.E.C.) - Principles, General and specific, materials and media, IHHW's role - inter personnel communication.		54. Family Schedule - Filling up.
Dr. S. GHARAL 9/03/05	55. Family Schedule - Contd.		56. Family Schedule - Contd.
Dr. S. GHARAL 10/03/05	57. Family Schedule - Contd.		58. Report and returns proforma (HMIS) - Importance, use of statistics in community health, collection and compilation of the data.
Dr. S. GHARAL 16/3/05	59. HMIS -Contd.		60. HMIS -Contd.
Dr. S. GHARAL 17/3/05	61. HMIS -Contd.		62. Allotment of Blocks to HHWs.
Sislu Dipali Karmakar 11/03/05	63. Weighing of under 5 children and plotting in the growth monitoring chart.		64. Demonstration on nutritious food (recipe with locally available cheap food items) / conduction of nutrition awareness programme.
Dr. A. BANERJEE 12/3/05	65. Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration.		66. Practical session on First Aid.
Dr. J. GHARAL 14/03/05	67. Practical session on dosage schedule.		68. MCH Clinic.
Sislu S. DAS 15/03/05	69. FW Clinic and Post partum Unit.		70. Immunisation Clinic, vaccines and cold chain system.
Dr. A. BANERJEE 19/03/05	71. ARI cases (Under 5 yrs. children).		72. Leprosy / Filaria clinic.
Sislu D. Karmakar 18/03/05	73. STD and Malaria clinic, drawing of blood slide.		74. Visit to field and Family Schedule filling up.
Dr. J. GHARAL 21/3/05	75. Discussion on filled in Family Schedule.		76. Visit to field and Family Schedule filling up.
Dr. J. GHARAL 22/3/05	77. Discussion on filled in Family Schedule.		78. Visit to field and Family Schedule filling up.
Dr. S. GHARAL 23/3/05	79. Discussion on filled in Family Schedule.		80. Visit to field and Family Schedule filling up.
Dr. S. GHARAL 24/3/05	81. Preparation of HMIS based on filled in Family Schedule.		82. Contd.
Dr. A. BANERJEE 26/3/05	83. Contd.		84. Contd.
Dr. J. GHARAL 28/3/05	85. Contd.		86. Contd.
Dr. J. GHARAL 29/3/05	87. Summarization / recapitulation on previous classes.		88. Contd.
Dr. S. GHARAL 30/3/05	89. Post training evaluation.		90. Valedictory session.

4

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No. 1561 / XI-8.

Dated, Bishnupur, the 22 / 02 / 2005.

To : Dr. Shibani Goswami,
Project Officer,
Health Wing, SUDA,
Ilgus Bhavan,
H-C Block, Sector-III,
Bidhannagar, Cal-91, W.B.

24 FEB 2005

Sub:- Information regarding training of the HHWs under
D.F.I.D. assisted Health Project under Bishnupur
Municipality.

Madam,

I am pleased to intimate you that training of the HHWs has been started on and from 4th Feb., 2005 at Ram Saran Music College Auditorim in presence of Hon'ble Chairman, Vice-Chairman, Bishnupur Municipality and A.C.M.O.H, Bishnupur along with trained three doctors.

The training is continued daily in between the hours 11 a.m. & 3 p.m. without any recess as the trainees sought for as it would be convenient to them.

The first evaluation of the trainees before training has already been done and the said evaluation reports will be sent to you separately within a very short time.

Thanking you,

Yours faithfully,

Chairman,
Bishnupur Municipality.

Memo.No. _____ / XI-8.

Dated : Bishnupur : 22 / 02 / 2005.

Copy forwarded for information to the Project
Director (S.D.O., Bishnupur).

Chairman,
Bishnupur Municipality.

SUDA

ole

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING
"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/441

Ref No.

Date 22.02.2005

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

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

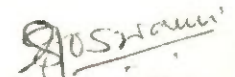
Sub : Extension of period for the DFID assisted
Honorary Health Worker Scheme.

Sir,

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

This is for your kind information and further necessary action.

Yours faithfully,


Project Officer

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

22.02.2005

CC

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


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/446
Ref No.

24.02.2005
Date

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

To ✓ Dr. Krishna Sarda
Public Health Specialist
P-90, CIT Road, Scheme IV M
Kolkata - 700 010.

Sub : Monitoring of HHW training programme of DFID assisted
Honorary Health Worker Scheme at Bishnupur Municipality.

Dear Dr. Sarda,

You are requested to visit Bishnupur Municipality on 02.03.2005 to monitor the ongoing HHWs' training under DFID assisted Honorary Health Worker Scheme, on the points already discussed with you. The training at ULB starts at 10.30 a.m.

A feedback on the visit may pleased be submitted to the undersigned within 7 days after returning as per proforma enclosed.

Professional fees @ Rs 500/- for the day and actual travelling expenses will be paid to you on submission of bill along with Xerox copy of tickets, relevant vouchers, etc.

Enclo. : As stated.

Yours faithfully



Project Officer

✓ SUDA-Health/DFID/04/446(1)

CC

Finance Officer, Health Wing, SUDA.

24.02.2005


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/446
Ref No.

24.02.2005
Date

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

To : Dr. Krishna Sarda
Public Health Specialist
P-90, CIT Road, Scheme IV M
Kolkata - 700 010.

Sub : Monitoring of HHW training programme of DFID assisted
Honorary Health Worker Scheme at Bishnupur Municipality.

Dear Dr. Sarda,

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A feedback on the visit may pleased be submitted to the undersigned within 7 days after returning as per proforma enclosed.

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Enclo. : As stated.

Yours faithfully



Project Officer

SUDA-Health/DFID/04/446(1)
CC
Finance Officer, Health Wing, SUDA.

24.02.2005


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/445
Ref No.

24.02.2005
Date

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

To : The Chairman,
Bishnupur Municipality

Sub : Monitoring of HHWs' training programme under
DFID assisted Honorary Health Worker Scheme.

Sir,

Dr. Mrs. Krishna Sarda, Public Health Specialist will be visiting to your ULB on 02.03.2005 to monitor the ongoing HHWs' training programme.

She will reach Bishnupur by Rupasi Bangla on 02.03.2005. You are requested to make necessary arrangement for her transport from Bishnupur Rly. Station to the Municipality.

You are also requested to hand over the filled in training schedule, pre-evaluation score sheet as per this office memo no. SUDA-Health/DFID/04/419 dt. 31.01.2005 to Dr. Sarda on that day.

Your kind co-operation will be highly appreciated.

Yours faithfully


Project Officer

24.02.2005

SUDA-Health/DFID/04/445(1)


CC

Project Director, DFID assisted Honorary Health Worker Scheme,
Bishnupur Municipality for kind information.

SUDA-Health/DFID/04/445(2)

CC

Dr. Krishna Sarda, Public Health Specialist - for kind information.


Project Officer
24.02.2005


Project Officer

**Points for monitoring HHWs' training programme under
DFID assisted Honorary Health Worker Scheme at Bishnupur Municipality**

- ♦ To bring HHWs' training schedule duly filled in by the Course Co-ordinator - Dr. Amal Banerjee, Asstt. Health Officer.
- ♦ To bring Pre-evaluation score sheet as per regular. 1st & 2nd panel HHWs' (14 + 3 + 2).
- ♦ To note no. of HHWs (total 19) participating in the session - to check attendance register for previous classes.
- ♦ Dr. A. Banerjee, AHO, Dr. Jaymallya Dhar (PTMO), Dr. S.C. Gorai (PTMO), Smt. S. Das (PHN) and Smt. D. Daskarmakar (PHN) were trained as trainer at SUDA - to note whether PHN or other State Health Programme Officers, ACMOH and other Govt. Health Officials are participating in the training.
- ♦ To observe environment of class i.e. logistics, such as training materials for HHW comprising of folder, booklet, pen, pencil, black board or white board, use of overhead projector etc.
- ♦ To observe training methodology
 - Whether lecture based ?
 - Whether discussion mode ?
 - Whether evaluation done after each session ?
 - Whether practical oriented ?
 - Whether HHWs are taken notes ?
- ♦ To observe whether training schedule provided by SUDA is being followed.
- ♦ What are the subject topics already covered - to get an idea about HHWs acquired knowledge on the specific subject.
- ♦ To observe whether any banner has been displayed.
- ♦ Whether HHWs know about their duties and responsibilities.
- ♦ Any other issues as will be deemed relevant.

Government of West Bengal
Health & Family Welfare Department
Strategic Planning and Sector Reform Cell
Swastha Bhavan, 4th Floor, GN-29,
Sector - V, Bidhannagar, Kolkata - 700091.



No.SPSRC/HSDI/HHW/174

Dated January 25, 2005

31 JAN 2005

To

✓ Dr. Sibani Goswami, Project Officer, Health
SUDA, Ilgus Bhavan, HC Block, Sector-III,
Bidhannagar, Kolkata - 91.

Sub: Starting of HHW's training and engagement of man power for MMC and
HP by Bishnupur Municipality.

Ref: Your letter vide No.SUDA-Health/DFID/04/393 Dated January 11, 2005.

Madam,

I am directed to communicate our approval to the abovementioned
Correspondence. You are requested to proceed accordingly.

Yours sincerely,

(Dr. A.K. Ghosh)
Chief Technical Officer,
SPSRC.

No.SPSRC/HSDI/HHW/174/1(2)

Dated January 25, 2005

Copy forwarded for information to -

- 1) Sri N.K.Roy, Dy. Director, SPSRC.
- 2) PA to Special Secretary & Director, SPSRC.

Chief Technical Officer,
SPSRC.

File

Government of West Bengal
Office of the Sub-Divisional Officer, Bishnupur
District-Bankura

Memo No. 63 /G.,

Dated: 28/01/2005.

From : Sub-Divisional Officer
& Project Director
DFID assisted HHW scheme
Bishnupur Municipality.



- 7 FEB 2005

To : Dr. Shibani Goswami
Project Officer, Health Wing- SUDA
H-C Block, Sector-III, Bidhannagar
Kolkata-700091.

Sub: Training of trainers of Bishnupur Municipality
on 31.01.2005 instead of 28.1.05 at SUDA.

As per your reference memo No.SUDA-Health/DFID/04/415 Dated 25.1.05 necessary information in connection with the training programme has already been communicated to the Chairman, Bishnupur Municipality & A.C.M.O.H., Bishnupur with the request to intimate the trainers to attend the training on 31.1.05 vide this office memo No-60/G. Dated 25.1.2005.

This is for your information & necessary action please.

Sub
Sub-Divisional Officer,
Bishnupur(Bankura)
&
Project Director DFID
assisted HHW scheme.



Government of West Bengal
Health & Family Welfare Department
Strategic Planning and Sector Reform Cell
Swastha Bhavan, 4th Floor, GN-29,
Sector - V, Bidhannagar, Kolkata - 700091.

27 JAN 2005

No.SPSRC/HSDI/HHW/174

Dated January 25, 2005

To
✓ Dr. Sibani Goswami, Project Officer, Health
SUDA, Ilgus Bhavan, HC Block, Sector-III,
Bidhannagar, Kolkata - 91.

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Ref: Your letter vide No.SUDA-Health/DFID/04/393 Dated January 11, 2005.

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Yours sincerely,

(Dr. A.K. Ghosh)
Chief Technical Officer,
SPSRC.

No.SPSRC/HSDI/HHW/174/1(2)

Dated January 25, 2005

Copy forwarded for information to -

- 1) Sri N.K.Roy, Dy. Director, SPSRC.
- 2) PA to Special Secretary & Director, SPSRC.

Chief Technical Officer,
SPSRC.

Government of West Bengal
Office of the Sub-Divisional Officer, Bishnupur
District-Bankura

Memo No. 63/G.,

Dated: 28/01/2005.

From : Sub-Divisional Officer
& Project Director
DFID assisted HHW scheme
Bishnupur Municipality.




28 JAN 2005
28 JAN 82

To : Dr. Shibani Goswami
Project Officer, Health Wing- SUDA
H-C Block, Sector-III, Bidhannagar
Kolkata-700091.

Sub: Training of trainers of Bishnupur Municipality
on 31.01.2005 instead of 28.1.05 at SUDA.

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Municipality & A.C.M.O.H., Bishnupur with the request to intimate
the trainers to attend the training on 31.1.05 vide this office
memo No-60/C. Dated 25.1.2005.

This is for your information & necessary action please.


Sub-Divisional Officer,
Bishnupur(Bankura)
&
Project Director DFID
assisted HHW scheme.



STD Code : 03244

Office : 252073 / 252591

Tourist Complex : 252200

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No.....

Dated, Bishnupur, the200

To :

Sub :

Name of Doctors

Ref.:

1.	Sri Anil Banerjee	-	A.H.O. (M.B.B.S.)
2.	Sri Subhas Chandra Gera	-	P.T.M.O. (M.B.B.S.)
3.	Sri Joymalya Ghar	-	P.T.M.O. (M.B.B.S.)

Chairman,
Bishnupur Municipality.

Copy

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No.....

Dated, Bishnupur, the.....200

To :

Sub :

Ref. :

LIST OF HHWS.

Sl. No.	Name of the Candidate (Regular)	Resident of Ward No.
1.	Amita Adhya	1
2.	Namita Sarkar	2
3.	Manju Chakraborty	3
4.	Amita Kar	4
5.	Kajal Karmakar	5
6.	Monimala Dey	6
7.	Rina Dey Mahuri	7
8.	Bula Paul (Dey)	8
9.	Madhab Das	9
10.	Shankari Sen(Dutta)	10
11.	Rina Pandit (Adhikari)	11
12.	Santi Dey(Sinha)	12
13.	Chandana Mit	13
14.	Papiya Began	14
Sl.No.	Name of the Candidate (1st panel)	Resident of Ward No.
1.	Biva Bhattacharya	15
2.	Bebi Chand	16
3.	Satyabhama Kar	17
	Name of the Candidate(2nd panel)	
1.	Rekha Sen (Dey)	18
2.	Mahuya Bhattacharya	19

Received in
31-1-05

Bishnupur
Chairman

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/419**Date **31.01.2005****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : MS Indrani Saha, W.B.C.S. (Exe.)
SDO & Project Director
DFID assisted HHW Scheme
Bishnupur Municipality****Sub : HHWs Training of Bishnupur Municipality
under DFID assisted Honorary Health Worker Scheme.****Madam,**

With completion of trainer's training on date in respect of Bishnupur Municipality, you are requested to expedite start of HHWs (selected as regular, 1st and 2nd panel candidates) training at the earliest as per prescribed schedule for HHW training course (vide enclosure).

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

- ◆ Nirdeshika, Family Schedule, HMIS Format (A-1 & A-2) - 20 nos. of each have been handed over to Dr. Amal Banerjee, AHO, MMC.
- ◆ Suitable folder, Exercise book no. 12, Ball pen, Pencil, Eraser, Sharpener, Scale - 1 each per HHW. These materials are to be procured by the ULB for which cost should not exceed Rs 100/- per HHW.
- ◆ The other rates of expenditure to carry out the said training programme are detail below :
 - (i) Tea and Tiffin @ Rs. 30/- per HHW per day.
 - (ii) Mobility support @ Rs. 20/- per HHW per day.
 - (iii) Trainer's fee @ Rs. 150/- per trainer for two hour session.
 - (iv) Contingency not exceeding 10% of the total expenditure.

Contd. to P-2.

- ♦ 25 nos. of questionnaire for conduction of pre-training examination and evaluation are also enclosed ^{in a sealed envelope.} which are to be used during 1st day of HHWs training.
- ♦ The Schedule dates for each daylong session are to be indicated along with training venue, course co-ordinator, trainer's name in the prescribed training schedule and a copy of the same may kindly be forwarded to the undersigned for onward transmission to DHFW.

Encl0: * 2 **

Yours faithfully,


Project Officer

31.01.2005

SUDA-Health/DFID/04/419(1)

C.C

The Chairman, Bishnupur Municipality - for kind information and necessary action please.


Project Officer

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No. SUDA-Health/DFID/04/393

Date11.01.2005

From : Dr. Shibani Goswami
Project Officer
Health, SUDA

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

Sub : Submission of Project Proposal by Bishnupur Municipality in
connection with DFID assisted Honorary Health Worker Scheme.

Sir,

Enclosed, the Project Proposal of DFID assisted Honorary Health Worker Scheme submitted by Bishnupur Municipality, duly processed by CCC, SUDA for your kind perusal and approval.

In this connection, it is to mention that as per the Action Plan drawn by the Municipality, the training of HHWs would be initiated during last week of January and completed in first week of March, 2005. Functioning of HHW system would start from March, 2005.

Due to late start of set activities as visualised in the original Action Plan, the man power for Municipal Management Cell (MMC) and Health Post (HP) though already been identified could not be engaged by the ULB.

Under the circumstances stated above, your kind approval is necessary to start HHWs' training in January, 2005 as also engagement of man power for MMC and HP.

Enclo. : *

SUDA-Health/DFID/04/393(1)
CC

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

SUDA-Health/DFID/04/393(2)
CC

The Chairman, Bishnupur Municipality.

Yours faithfully,

S. Goswami
Project Officer
11.01.2005

S. Goswami
Project Officer
11.01.2005

S. Goswami
Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/415

Ref No.

25.01.2005

Date

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

To : MS Indrani Saha, W.B.C.S. (Exe.)
SDO & Project Director
DFID assisted HHW Scheme
Bishnupur Municipality

Sub : Training of Trainers of Bishnupur Municipality
under DFID assisted Honorary Health Worker Scheme.

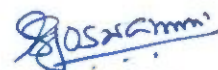
Madam,

Apropos your telephone intimation on 24.01.2005, the date for training of trainers is scheduled on 31.01.2005 instead of 28.01.2005 at SUDA Conference Hall, ILGUS Bhavan, HC Block, Sector III, Salt Lake at 11 A.M.

The trainers i.e. Dr. Amal Banerjee, Dr. Joymalya Ghosh, Dr. Subhas Gorai, Smt. Sanchali Das, PHN and Smt. Dipali Daskarmakar, PHN (as per list forwarding by you under memo no. 48/G dt. 20.01.2005) may kindly be directed to attend the said training session.

The expenditure for the purpose is to be booked under the head - "Training of Trainers".

Yours faithfully,



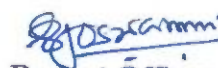
Project Officer

25.01.2005

SUDA-Health/DFID/04/415(1)

C.C

The Chairman, Bishnupur Municipality - for kind information and necessary action please.



Project Officer



20 JAN 2005

Government of West Bengal
Office of the Sub-Divisional Officer, Bishnupur
General Section

Memo No. 48 / G.,Dated: 20/01 / 2005.

From : Indrani Saha, W.B.C.S. (Exe.),
S.O.O. & Project Director
O.F.I.D. assisted M.H.W. Scheme,
Bishnupur Municipality.

To : Dr. Shibani Goswami,
Project Officer,
Health Wing - SUDA.

Sub: List of trainees for the O.F.I.D. assisted
honorary Health Workers Scheme.

Madam,

Please recall our discussion over phone on 19th of January 2005 in the matter of training of nominated trainees for the subject noted scheme to be held on 28th January 2005 at your organisation. In this connection I am sending you the lists of doctors and nurses as nominated by the Chairman, Bishnupur Municipality for undergoing the above mentioned training.

List of Doctors :-

Sl.No.	Name
--------	------

- | | |
|-------|---------------------------|
| (i) | Dr. Amal Banerjee, MBBS. |
| (ii) | Dr. Joymalya Ghosh, MBBS. |
| (iii) | Dr. Subhas Goral, MBBS. |

List of Nurses :-

- | | |
|------|---|
| (i) | Sanchali Das, P.H.N., Radhanagar BPHC. |
| (ii) | Dipali Das Karmakar, P.H.N., S.D. Hospital Bishnupur. |

Necessary intimation has already been given to the Chairman, Bishnupur Municipality for sending the said three nominated doctors to undergo training at the scheduled date, time & venue. Necessary intimation has already been given to A.C.M.O.H., Bishnupur for directing the said two nominated nurses to attend the training at the proposed venue as per schedule.

Yours faithfully,

[Signature]
Sub-Divisional Officer,
Bishnupur (Bankura).

Memo No. _____ / G.,

Dated: _____ / 2005.

Copy forwarded for information & necessary action to :-

- (1) The Chairman, Bishnupur Municipality, Bishnupur, Bankura.

Sub-Divisional Officer,

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/408

Ref No.

Date **19.01.2005**

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

To : MS Indrani Saha, SDO &
The Project Director
DFID assisted HHW Scheme,
Bishnupur Municipality

Sub : Training of Trainers of Bishnupur Municipality
under DFID assisted Honorary Health Worker Scheme.

Madam,

Reference is invited to our discussion over telephone on date .

The list of trainers will comprise of 2 Doctors and 2 Nurses along with AHO earmarked for MMC who will act as co-ordinator of the ensuing HHW training , out of which the names of 2 Nurses i.e Smt. Sanchali Das , PHN, Radhanagar BPHC and Smt. Dipali Das Karmakar , PHN , Bishnupur SD Hospital have been communicated by you. You are requested to forward the names of Doctors who will act as trainer. A training session for the Trainers has been scheduled on 28.01.2005 at SUDA Conference Hall, ILGUS Bhavan, HC Block, Sector III, Salt Lake at 11 A.M.

You are requested to advise all the Trainers, nominated by you, kindly to make it convenient to participate in the said training session which will facilitate to take forward the ensuing HHWs' training.

Yours faithfully,
S. Goswami
Project Officer

SUDA-Health/DFID/04/408

19.01.2005

C.C

The Chairman, Bishnupur Municipality - for kind information and necessary action please.

S. Goswami
Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING
"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/407
Ref No.

Date **17.01.2005**
.....

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

To : MS Indrani Saha, SDO &
The Project Director
DFID assisted HHW Scheme,
Bishnupur Municipality

Sub : DFID assisted Honorary Health Worker Scheme.

Madam,

You may be aware that Bishnupur Municipality have submitted Draft Project Proposal to this office. The final Project Proposal has already been forwarded to DHFW after scrutiny on 11.01.2005. A copy of the said Project Proposal is enclosed, where action plan of this scheme for 1st year may kindly be seen.

In the meantime, a letter under memo no. SUDA-Health/DFID/04/386 dt. 04.01.2005 sent to the Chairman, Bishnupur Municipality along with a copy to you for forwarding list of HHWs selected as per prescribed proforma and the list of trainees for imparting training to the selected HHWs - a copy of the letter is enclosed for ready reference.

Since, Bishnupur is already running late, a comprehensive and all out efforts are required to achieve the revised target activities.

You are requested to look into the matter and arrange to forward the list of HHWs category wise i.e. regular, 1st panel & 2nd Panel and the list of trainers for onward transmission to DHFW. No amendment will be allowed in the forwarded list of HHWs in future.

You are also requested to detail a suitable person who will be able to co-ordinate and facilitate for advancing the activities and make liaison with this office regularly.

Contd. to P-2.

- 2 -

DHFW desires that the training of HHWs should start by 3rd week of January, 2005 as reflected in the Project Proposal.

In view of all above, you are requested to expedite the process.

Encl: as stated

Yours faithfully,

SAJ -

Project Officer

SUDA-Health/DFID/04/407(1)

17.01.2005

CC

The Chairman, Bishnupur Municipality - for kind information and necessary action please.

SAJ -

Project Officer

17.01.2005

SUDA-Health/DFID/04/407(2)

CC

Director, SUDA - for kind information please.

SAJ -
Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/407

Ref No.

Date **17.01.2005**

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

OK

To : MS Indrani Saha, SDO &
The Project Director
DFID assisted HHW Scheme,
Bishnupur Municipality

Sub : DFID assisted Honorary Health Worker Scheme.

Madam,

You may be aware that Bishnupur Municipality have submitted Draft Project Proposal to this office. The final Project Proposal has already been forwarded to DHFW after scrutiny on 11.01.2005. A copy of the said Project Proposal is enclosed, where action plan of this scheme for 1st year may kindly be seen.

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Since, Bishnupur is already running late, a comprehensive and all out efforts are required to achieve the revised target activities.

You are requested to look into the matter and arrange to forward the list of HHWs category wise i.e. regular, 1st panel & 2nd Panel and the list of trainers for onward transmission to DHFW. No amendment will be allowed in the forwarded list of HHWs in future.

You are also requested to detail a suitable person who will be able to co-ordinate and facilitate for advancing the activities and make liaison with this office regularly.

Contd. to P-2.

- 2 -

DHFW desires that the training of HHWs should start by 3rd week of January, 2005 as reflected in the Project Proposal.

In view of all above, you are requested to expedite the process.

Endo: as stated

Yours faithfully,


Project Officer

SUDA-Health/DFID/04/407(1)

17.01.2005

CC

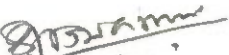
The Chairman, Bishnupur Municipality - for kind information and necessary action please.


Project Officer
17.01.2005

SUDA-Health/DFID/04/407(2)

CC

Director, SUDA - for kind information please.


Project Officer

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

Ref No. SUDA-Health/DFID/04/386

o/c

Date 04.01.2005

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

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

**Sub : Forwarding the list of HHWs selected and list of trainers
under DFID assisted Honorary Health Worker Scheme.**

Sir,

It has been learnt from you during discussion at SUDA on date that you have already selected HHWs under DFID assisted Honorary Health Worker Scheme on 28.12.2004. You are requested to forward the list of HHWs as per the table given below :

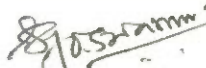
Sl. No.	Name of the Candidate (Regular)	Resident of Ward No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Contd. to P-2.

Sl. No.	Name of the Candidate (1 st panel)	Resident of Ward No.
1		
2		
3		
	Name of the Candidate (2 nd panel)	
1		
2		

You are also requested to forward the names of trainers who will impart training to selected HHWs at ULB level. The trainers list will comprise of 2 Doctors and 2 Nurses along with AHO earmarked for MMC who will act as co-ordinator of the HHWs training. The trainers list should also contain the names of Doctors and Nurses from the Govt. Hospital / District Health Offices nominated by CMOH, since it is the programme of DHFW. The trainers training will be held at SUDA for 1 day. On receipt of the said list of trainers, the date of trainers training will be intimated to you.

Yours faithfully,


Project Officer
04.01.2005

SUDA-Health/DFID/04/386(1)

C.C

Smt. Indrani Saha, SDO & Project Director, HHW Scheme-DFID, Bishnupur Municipality - for kind information and necessary action please.

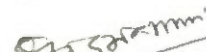

Project Officer
04.01.2005

SUDA-Health/DFID/04/386(2-3)

C.C

CMOH, Bankura - for kind information and necessary action please.

ACMOH, Bishnupur Sub-Division - for kind information and necessary action please.


Project Officer

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

Ref No. SUDA-Health/DFID/04/386

o/c

Date 04.01.2005

**From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
Bishnupur Municipality.****Sub : Forwarding the list of HHWs selected and list of trainers
under DFID assisted Honorary Health Worker Scheme.**

Sir,

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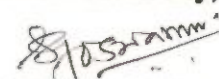
Sl. No.	Name of the Candidate (Regular)	Resident of Ward No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Contd. to P-2.

Sl. No.	Name of the Candidate (1 st panel)	Resident of Ward No.
1		
2		
3		
	Name of the Candidate (2 nd panel)	
1		
2		

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Yours faithfully,


Project Officer
04.01.2005

SUDA-Health/DFID/04/386(1)

C.C

Smt. Indrani Saha, SDO & Project Director, HHW Scheme-DFID, Bishnupur Municipality - for kind information and necessary action please.

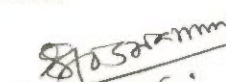

Project Officer
04.01.2005

SUDA-Health/DFID/04/386(2-3)

C.C

CMOH, Bankura - for kind information and necessary action please.

ACMOH, Bishnupur Sub-Division - for kind information and necessary action please.


Project Officer

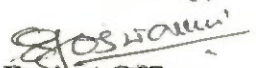
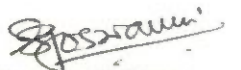
STATE URBAN DEVELOPMENT AGENCY**HEALTH WING
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/393**Date**11.01.2005****From : Dr. Shibani Goswami
Project Officer
Health, SUDA****To : Shri Rajeev Dube, IAS
Special Secretary (Project) &
Programme Director, SIP & HSDI****Sub : Submission of Project Proposal by Bishnupur Municipality in
connection with DFID assisted Honorary Health Worker Scheme.****Sir,**

Enclosed, the Project Proposal of DFID assisted Honorary Health Worker Scheme submitted by Bishnupur Municipality, duly processed by CCC, SUDA for your kind perusal and approval.

In this connection, it is to mention that as per the Action Plan drawn by the Municipality, the training of HHWs would be initiated during last week of January and completed in first week of March, 2005. Functioning of HHW system would start from March, 2005.

Due to late start of set activities as visualised in the original Action Plan, the man power for Municipal Management Cell (MMC) and Health Post (HP) though already been identified could not be engaged by the ULB.

Under the circumstances stated above, your kind approval is necessary to start HHWs' training in January, 2005 as also engagement of man power for MMC and HP.

Enclo. : ***SUDA-Health/DFID/04/393(1)
CC****Dr. A.K. Ghosh, Chief Technical Officer, SPSRC, DHFW****SUDA-Health/DFID/04/393(2)
CC****The Chairman, Bishnupur Municipality.****Yours faithfully,**
**Project Officer
11.01.2005**
**Project Officer
11.01.2005**
Project Officer

Sl. No.	Item of Expenditure	Rate
1	Sensitisation of Stakeholders	
	a) For All Councillors	5,000.00
	b) NGO, CBO, IMA, ACMOH, Supdt. of Hospital	5,000.00
	c) For women representatives from community	-
	d) Capacity Building of FTS	10,560.00
	e) Capacity Building of HP personnel	4,180.00
	f) Capacity Building of MMC personnel	12,650.00
	g) NGO involvement	20,000.00
	h) Block Level meeting by HHWs @ Rs. 250/- p.m. - 14 blocks for 4 months	14,000.00
	SUB - TOTAL	71,390.00
2	Training of Trainers	5,000.00
3	Training of HHWs	79,035.00
4	Participatory need assessment and project proposal writing	10,000.00
	SUB - TOTAL	94,035.00
	Procurement	
5	Furniture	252,000.00
6	Equipment	241,000.00
7	IEC and Training Materials (All IEC Materials will be supplied by CCC)	-----
8	Drug, accessories and supplies	376,000.00
9	Refurbication	110,000.00
	SUB - TOTAL	979,000.00
	Recurring	
10	Municipal Management Cell (Salary) @ 33300/- p.m. for 10 months (March, 05 to Dec., 05)	333,000.00
11	Honorarium	
	14 HHWs @ 1000/- p.m. for 10 months	140,000.00
	2 PTMOs @ Rs. 1850/- p.m. for 10 months	37,000.00
	2 ANMs @ Rs. 1500/- p.m. for 10 months	30,000.00
	1 Clerk cum SK @ Rs. 1100/- p.m. for 10 months	11,000.00
	1 Attendant @ Rs. 900/- p.m. for 10 months	9,000.00
	1 Sweeper @ Rs. 700/- p.m. for 10 months	7,000.00
	1 Night Guard @ Rs. 700/- p.m. for 10 months	7,000.00
	SUB - TOTAL	241,000.00
12	Rent	-----
13	O & M	
	3 SHPs @ Rs. 750/- p.m. for 10 months	22,500.00
	1 HP @ Rs. 2000/- p.m. for 10 months	20,000.00
	Municipal Management Cell @ Rs. 5000/- for 12 months (Meeting expenses, Office expenses like stationary, telephone, contingent expenditure for service activity, TA / DA etc.)	60,000.00
	SUB - TOTAL	102,500.00
	GRAND TOTAL	1,820,925.00

432-1337
25/2

86/MA/P/C-10/3S-51/2003

Date Kolkata the 21st January, 2004.

From : B.K.Saha, I.A.S.

Joint Secretary to the Government of West Bengal.

To : The Principal Accountant General (AGS), West Bengal,
Treasury Buildings, Kolkata - 700001.

Sub : Implementation of a Pilot Project with DFID assistance to launch
the Honorary Health Worker Scheme in 11 Municipalities viz.
Cooch Behar, Jangipur, Berhampore, Suri, Bolpur, Purulia,
Bankura, Bishnupore, Kalna, Krishnanagar and West Midnapore.

Sir,

I am directed to state that a pilot project with DFID support to extend the Honorary Health Worker Scheme in 11 Municipalities outside KMDA area has been approved by the Government of India vide their letter no.L-19012/46/02 dated 2.12.2003. The project will basically involve Selection/Training and deployment of Honorary Health Worker @ one per 200 B.P.L. households for providing mother child care on IPP pattern. It has been decided to set up of a Central Coordinating Cell at SUDA and a Municipal Management Cell at each of the 11 Municipalities to coordinate and implement the project. The entire funding for the project will be provided by DFID for one year, likely to be extended for five years.

2. After careful consideration of the matter the Governor has now been pleased to accord the administrative approval to the DFID funded pilot project to extend Honorary Health Worker Scheme in 11 Municipalities viz. Cooch Behar, Jangipore, Berhampore, Suri, Bolpur, Purulia, Bankura, Bishnupore, Kalna, Krishnanagar and West Midnapore and to create a Central Coordinating Cell at SUDA and a Municipal Management Cell in each of the aforesaid Municipalities as per Annexure-'A' and Annexure-'B' for one year for the present with effect from 1.2.2004. The engagement of personnel in the Municipal Management Cell will be made in accordance with the manner prescribed in the booklet in Bengali circulated to them.

3. The Honorarium liabilities against all the posts of the Central Coordinating Cells at SUDA as well as the Municipal Management Cells will be borne out of the project fund to be provided by DFID.

4. This order issues with the concurrence of the Finance Department vide their U.O.No.G-299 dated 15.1.2004.

5. All concerned have been informed.

Yours faithfully,

26/2/04
HHW file

PA

Joint Secretary
to the Govt. of West Bengal.

Contd....p/2.

1547
25/2/04.

-2-

M 86/1(3)/MA/P/C-10/3S-51/2003 Dated Kolkata the 22nd January, 2004.

Copy forwarded to the :

1. Finance Department (Group 'G') of this Government.

2. Treasury Officer, _____, P.O. _____, Dist. _____

✓ 3. Principal Secretary, Health & Family Welfare Department
of this Government. *G. N. Bloek, Salt Lake, Kol-106*
.... for information / necessary action. *Health Bhawan,*

Joint Secretary.

M 86/2(10)/MA/P/C-10/3S-51/2003 Dated Kolkata the 22nd January, 2004.

Copy forwarded for guidance / necessary action / information to :

1. District Magistrate _____,

P.O. _____, District _____.

2. Chairperson, _____ Municipality,

P.O. _____, District _____.

3. Director of Local Bodies, Bikash Bhavan, Salt Lake, Kolkata - 91.

4. Project Manager, Change Management Unit, SUDA.

5. Project Officer, Health, SUDA.

6. Director, SUDA, Salt Lake.

7. Shri Rajeev Dube, Special Secretary (Project) and Programme
Director, SIP & HSDI, Department of Health & Family Welfare,
Government of West Bengal, GN-29, Fishnannagar.

8. Shri Shibi Jose, Assistant Programme Officer, DFID, British High
Commission, B-28, Tara Crescent, Qutab Institutional Area,
New Delhi - 16.

9. P.S. to Minister-in-Charge / Minister-of-State of this Department.

10. P.A. to Secretary of this Department.

Alu
Joint Secretary.

Enclosure to G.O. No. 86/MA/PT/C-10/JS-51/2003

Municipal Management Cell (MMC) for 11 Municipalities

Annexure - 13

S. No.	Category of Personnel	Qualification	Experience	No. of Post Required @ 1/Mpl.	Person already in place	Person to be procured	Scale of Pay (In Rs.) (If deputed from Govt.)	Dated, Kolkata, the 22nd January, 2014.	Consolidated Pay per month per head (In case of contractual engagement)
1.	AHO	MBBS degree from recognised University	Knowledge in Community Health/maternality & Child health programmes.	11	Nil	11	Scale - 16		Rs. 8100/-
2.	Community Development Officer	Bachelor degree for recognised University	Knowledge and field experience in community development activities in State Govt./Central Govt./autonomous body.	11	Nil	11	-Do-		Rs. 8600/-
3.	PHN training	Nursing degree from recognised University	Adequate knowledge & experience in the field of public health including MCH and training.	11	Nil	11	Scale - 9		Rs. 4000/-
4.	Data Entry Operator	Bachelor degree for recognised University and Course in Computer Technology.	Should have knowledge in Data Entry.	11	Nil	11	Scale - 6		Rs. 3350/-
5.	Accounts Assistant	Bachelor degree for recognised University	Should have knowledge experienced in dealing accounting system.	11	Nil	11	Scale - 9		Rs. 4000/-
6.	Clerk cum Store keeper	Bachelor degree for recognised University	Should have knowledge and experience in office work.	11	Nil	11	Scale - 6		Rs. 3350/-
7.	Attendant	School Final	-Do-	11	Nil	11	Scale - 1		Rs. 2600/-

21/1

Joint Secretary

circulated to them.

... .. manner prescribed in the booklet in Bengali

482-1037
25/2

Department of Municipal Affairs
Writers' Buildings, Kolkata.

86/MA/P/C-10/35-51/2003

Dated Kolkata the 22nd January, 2004.

From : B.K.Saha, I.A.S.

Joint Secretary to the Government of West Bengal.

To : The Principal Accountant General (AGS), West Bengal,
Treasury Buildings, Kolkata - 700001.

Sub : Implementation of a Pilot Project with DFID assistance to launch
the Honorary Health Worker Scheme in 11 Municipalities viz.
Cooch Behar, Jangipur, Berhampore, Suri, Bolpur, Purulia,
Bankura, Bishnupore, Kalna, Krishnanagar and West Midnapore.

Sir,

I am directed to state that a pilot project with DFID support to extend the Honorary Health Worker Scheme in 11 Municipalities outside KMDA area has been approved by the Government of India vide their letter no.L-19012/46/02 dated 2.12.2003. The project will basically involve Selection/Training and deployment of Honorary Health Worker @ one per 200 B.P.L. households for providing mother child care on IPP pattern. It has been decided to set up of a Central Coordinating Cell at SUDA and a Municipal Management Cell at each of the 11 Municipalities to coordinate and implement the project. The entire funding for the project will be provided by DFID for one year, likely to be extended for five years.

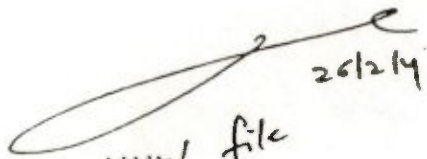
2. After careful consideration of the matter the Governor has now been pleased to accord the administrative approval to the DFID funded pilot project to extend Honorary Health Worker Scheme in 11 Municipalities viz. Cooch Behar, Jangipore, Berhampore, Suri, Bolpur, Purulia, Bankura, Bishnupore, Kalna, Krishnanagar and West Midnapore and to create a Central Coordinating Cell at SUDA and a Municipal Management Cell in each of the aforesaid Municipalities as per Annexure-'A' and Annexure-'B' for one year for the present with effect from 1.2.2004. The engagement of personnel in the Municipal Management Cell will be made in accordance with the manner prescribed in the booklet in Bengali circulated to them.


3. The Honorarium liabilities against all the posts of the Central Coordinating Cells at SUDA as well as the Municipal Management Cells will be borne out of the project fund to be provided by DFID.

4. This order issues with the concurrence of the Finance Department vide their U.O.No.G-299 dated 15.1.2004.

5. All concerned have been informed.

Yours faithfully,


26/1/04
HHW file


Joint Secretary
to the Govt. of West Bengal.

PA

Contd....p/2.

1547
25/2/04.

-2-

Nº 86/1(3)/MA/P/C-10/3S-51/2003 Dated Kolkata the 22nd January, 2004.

Copy forwarded to the :

1. Finance Department (Group 'G') of this Government.

2. Treasury Officer, _____, P.O. _____, Dist. _____

✓ 3. Principal Secretary, Health & Family Welfare Department
of this Government. *G. N. Block, Salt Lake, Kol-106*
.... for information / necessary action. *Health Bhawan,*

Joint Secretary.

Nº 86/2(10)/MA/P/C-10/3S-51/2003 Dated Kolkata the 22nd January, 2004.

Copy forwarded for guidance / necessary action / information to :

1. District Magistrate _____

P.O. _____, District _____

2. Chairperson, _____ Municipality,

P.O. _____, District _____

3. Director of Local Bodies, Bikash Bhavan, Salt Lake, Kolkata - 91.

4. Project Manager, Change Management Unit, SUDA.

5. Project Officer, Health, SUDA.

6. Director, SUDA, Salt Lake.

7. Shri Rajeev Dube, Special Secretary (Project) and Programme
Director, SIP & HSDI, Department of Health & Family Welfare,
Government of West Bengal, GN-29, Bihannagar.

8. Shri Shibi Jose, Assistant Programme Officer, DFID, British High
Commission, B-28, Tara Crescent, Qutab Institutional Area,
New Delhi - 16.

9. P.S. to Minister-in-Charge / Minister-of-State of this Department.

10. P.A. to Secretary of this Department.

Alu
Joint Secretary.

Enclosure to G.O. No. 86/MA/P/C-10/JS-51/2003

Municipal Management Cell (MMC) for 11 Municipalities

Annexure - B

No.	Category of Personnel	Qualification	Experience	No. of Post Required @ 1/10th	Person already in place	Person to be procured	Scale of Pay (In Rs.) (If deputed from Govt.)	Dated, Kolkata, the 22nd January, 2004.	Consolidated Pay per month per head (In case of contractual engagement)
1.	AHO	MBBS degree from recognised University	Knowledge in Community Health/maternality & Child health programmes.	11	Nil	11	Scale - 16		Rs. 8000/-
2.	Community Development Officer	Bachelor degree for recognised University	Knowledge and field experience in community development activities in State Govt./Central Govt./autonomous body.	11	Nil	11	-Do-		Rs. 8000/-
3.	PHN training	Nursing degree from recognised University	Adequate knowledge & experience in the field of public health including MCH and training.	11	Nil	11	Scale - 9		Rs. 4000/-
4.	Data Entry Operator	Bachelor degree for recognised University and Course in Computer Technology.	Should have knowledge in Data Entry.	11	Nil	11	Scale - 6		Rs. 3350/-
5.	Accounts Assistant	Bachelor degree for recognised University	Should have knowledge experienced in dealing accounting system.	11	Nil	11	Scale - 9		Rs. 4000/-
6.	Clerk cum Store keeper	Bachelor degree for recognised University	Should have knowledge and experience in office work.	11	Nil	11	Scale - 6		Rs. 3350/-
7.	Attendant	School Final	-Do-	11	Nil	11	Scale - 1		Rs. 2600/-

31

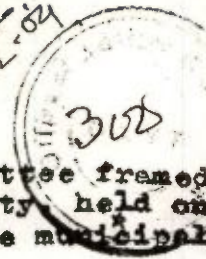
Joint Secretary

circulated to them.

... manner prescribed in the booklet in Bengali

Notice

File
23.12.04



22 DEC 2004

A meeting of the Short Listing Committee framed at a MHL & FW Committee, Bishnupur Municipality, held on 8.12.04, will be held on 23.12.04 at 12 noon in the municipal meeting hall.
23.12.04 at 1 P.M.

Memo. of business :-

1. To scrutinise the applications received for HHWs under DFID assisted Scheme.

The committee members are requested to attend the meeting at the scheduled time.

Dated Bishnupur the
19th December, 04.

Convenor of
the Short Listing Committee

&

President,
MHL & FW Committee,
Bishnupur Municipality.

OFFICE OF THE MUNICIPAL COUNCILLOR OF BISHNUPUR.

1244(S)/XI-8

22-12-04

Copy forwarded to the Members of the Short Listing Committee, relating to engagement of HHWs under DFID Scheme, for information with the request to please attend the meeting.

1. Shri Shyamaprasad Mukherjee, Convenor of the Short Listing Committee,
2. Shri Uday Bhakat, Member,
3. Shri Dibyendu Banerjee, Member,
4. Dr. Anil Banerjee, Member,
5. Dr. Dipak Kumar Saha, A.C.M.O.H., Bishnupur, Member.

AND

Copy for information to Dr. Shibani Goswami, Project Officer, Health Wing, SUDA, for her kind information.

Convenor.

Notes above.

In pursuance to instruction of the Secretary , MA Dept. , a communication bearing no. SUDA-Health /DFID/04/314 dt.23.11.004 (vide enclosure - A) was made to the Chairman , Bishnupur Municipality for organising meeting with all the members of Municipal Level Health & FW Committee (MHFWC) , all councillors, members of Municipal Management Cell (MMC) to discuss about the progress of HHW Scheme.

On receipt of information on 7.12.2004 (vide enclosure -B) regarding meeting of MHFWC to be held on 8.12.2004 , the undersigned and Adviser Health , SUDA visited the ULB - attended the meeting of MHFWC. The other participants were - Chairman, Councillor in Charge (Heath), ACMOH , one doctor, representative of DM and Red Cross. At the onset of the meeting , sensitisation on the project was done by us, discussed on activities set during one year of the project period and the present status of the ULB (vide enclosure - C) . It was also explained before the Committee that the ULB is lagging far behind the target schedule.

However, the Chairman intimated that the following actions have already been undertaken by the ULB:

- a) Municipal Level Health & FW Committee constituted in June, 2004 and its first meeting held on 8.12.2004.
- b) Part of the project proposal has been written which is likely to be completed and submitted to CCC, SUDA by 31st December, 2004.
- c) Notification for HHWs selection has been floated , awaiting short listing and final selection.
- d) Accommodation for Health Post has been identified within the municipal compound.

It was pointed out before the Committee that the activities are to be completed as per the said action plan. Chairman intimated that they would now draw the tentative date of completion of the targeted activities and submit it to CCC, SUDA for forwarding the same to the appropriate Authority for consideration.

Thereafter, we meet Project Director, Smt. Indrani Saha, SDO, in her office chamber , briefed her about the HHW scheme and points discussed in the meeting of MHFWC on date. A copy of the papers related to the scheme ,and the present status on the action points as discussed in the meeting of MHFWC has also been handed over to her for information.

Submitted for favour of your kind information.

DFID assisted Honorary Health Worker Scheme

Population, Manpower and Health Facilities

265 05C1680
-matt

Town	Population apropos 2001 census	BPL Population	% of the Population	No. of Blocks	No. of HHWs (Regular + 1 st Panel + 2 nd Panel)	No. of SHP / No. of FTS	No of HP	Manpower of HP					
								PTMO	ANM	Clerk cum SK	Attendant	Sweeper	Night Guard
Cochbhar	76812	17205 3441	22.4%	17	17 + 4 + 2 = 23	4 / 4	1	2	2	1	1	1	1
Jangipur	74464	18626 3725	25%	19	19 + 4 + 2 = 25	4 / 4	1	2	2	1	1	1	1
Bethampore	160168	42494 (40042)	26.5% (25%)	40	40 + 8 + 4 = 52	8 / 8	1	3	3	1	1	1	1
Suri	61818	13620 2724	22%	14	14 + 3 + 2 = 19	3 / 3	1	2	2	1	1	1	1
Bolpur	65659	13984 2797	21.3%	14	14 + 3 + 2 = 19	3 / 3	1	2	2	1	1	1	1
Purulia	113766	34138 (28442)	30% (25%)	29	29 + 6 + 3 = 38	6 / 6	1	3	3	1	1	1	1
Bankura	128811	28032 5606	21.8%	28	28 + 6 + 3 = 37	6 / 6	1	3	3	1	1	1	1
Bishnupur	61943	13627 2725	22%	14	14 + 3 + 2 = 19	3 / 3	1	2	2	1	1	1	1
Kalna	52176	11455 2291	22%	12	12 + 3 + 2 = 17	3 / 3	1	2	2	1	1	1	1
Krishnagar	139070	34765 6953	24.9%	35	35 + 7 + 4 = 46	7 / 7	1	3	3	1	1	1	1
Medinipur	153349	37801 7560	24.6%	38	38 + 8 + 4 = 50	8 / 8	1	3	3	1	1	1	1

Tota

357591

260

345

58

21

21



OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No...1085(2)/XI-8.

Dated, Bishnupur, the 22/11/2004.

To : The Director,
Dept. of Municipal Affairs,
Govt. of West Bengal,
Writers' Buildings,
Calcutta - 1.

RE: ✓ Br. Shibani Goswami,
Project Officer,
Health Wing, SUDA,
"ILGUS Bhawan",
H.C. Block, Sector-III,
Bidhanmagar, Calcutta - 700091,
West Bengal.



29 NOV 2004

Sub:- Granting time for submission of Voluntary Health Workers' Scheme under D F I D assisted Project.

Sir/Madam,

Please find herewith enclosed the copy of the proceedings of the emergent meeting of the Board of Councillors, Bishnupur Municipality, held on 20.11.'04 which will speak for it-self.

In this connection, as authorized by the Board of Councillors, I appeal for granting another a fortnight time for submission of the Format of the Proposal duly filled in for Voluntary Health Workers' under D F I D assisted project.
Scheme

Sorry for the inconvenience caused.

Soliciting your kind co-operation in this regard.

Thanking you,

Enclosed:- Copy of the
proceedings of
the meeting dt.
20.11.'04.

Sincerely yours,

Chairman,
Bishnupur Municipality.

Chairman,
Bishnupur Municipality.

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

STD CODE : 03244
Office : 52073/52591
Tourist Complex : 52200

Dated, Bishnupur, the.....200

Memo No.....

To :

Sub :

Extract from para 1 of the proceedings of the meeting of the Board of Councillors, Bishnupur Municipality, held on 20.11.2004.

Ref. :

Memo. of business:-

1. To take up the voluntary Health Worker Scheme under D P I D assisted project.

Councillors present:-

1. Sd/- Dipal Das, 2. Sd/- Dilip Bouri, 3. Sd/- Uday Bhakat, 20/11/04
4. Sd/- Dilip Das Bouri, 5. Sd/- Ramesh Dhibar, 6. Sd/- Dibyendu Banerjee, 7. Sd/- Rabilochan Dey, 8. Sd/- Shyama Prasad Banerjee, 9. Sd/- Sulagna Sarkar, 10. Sd/- Sumittra Karmakar, 11. Sd/- Sandhya Das, 20.11.04, 12. Sd/- Aparna Das, 13. Sd/- Nanda Rani Lohar, 14. Bharati Ghosh, 20.11.'04, 15. Sd/- Shyama Prasad Mukherjee.

Proceedings:-

At the very beginning of the meeting - Mr. Chairman described its importance and necessity for health care of the people of below poverty line and others.

Mr. Chairman also informed the house about the discussion he had with the Director of Municipal Affairs Dept. in this regard at Calcutta on 18.11.04. And on the basis of the above discussion - this emergent meeting has been convened to prepare the Project Proposal and allied preliminary works immediately.

Councillors present in the meeting unitedly expressed their heartfelt opinion for implementation of the scheme in this municipal area maintaining all norms and formalities as noted in the Project Proposal.

Mr. Chairman in the course of discussion pointed out that delay already done and as such Govt. and SUDA put pressure upon for sending the project proposal by Monday the 22nd November, '04 but within such a short time it is quite impossible though some steps of works have already been completed.

The format of project proposal read on the table.

After threadbare discussion it is unanimously resolved that the Govt. and Project Officer, SUDA be urged for allowing us another fortnight time for filling up, completion and sending the same to SUDA.

Chairman is authorised to send the copy of the above to SUDA and Director of Municipal Affairs in this regard seeking time of 15 days for the purpose.

Sd/- S.P. Mukherjee,
20.11.04,
Chairman,
Bishnupur Municipality.

ATTESTED

Chairman,
Bishnupur Municipality.

Chairman,
Bishnupur Municipality.

DFID assisted Honorary Health Worker Scheme

Status Report

Bishnupur Municipality

As on 01.10.2004

Actions	Target Time	Status	Remarks
Constitution of Municipal H & FW Committee	By February, 2004	Constituted on June, 2004	1st meeting held on 8.12.04.
Forwarding BPL List	By March, 2004	Received on May, 2004	Dr. Anand Bhatnagar - Member Sams. - 1st time when engaged.
Engagement of MMC Personnel i.e. AHO, CDO, PHN, Acct. Asst., DEO	By May, 2004	Not known	No communication has yet been received in spite of repeated reminders.
Writing up and submission of Project Proposal by ULB to CCC, SUDA	By July, 2004	Not yet submitted	Last reminder sent on 23.08.2004.
Forwarding list of trainers for HHWs training	By July, 2004	Not yet forwarded	
Notification floated for selection of HHWs	By May, 2004	Not known	
Selection of HHWs	By June, 2004	Not known	Last reminder sent on 23.08.2004.
Training of HHWs initiated by ULB	By August, 2004	Not known	Do
Procurement of Furn. and Equip. for training	By August, 2004	Not yet done	Do
Opening of Separate Bank A/C		Opened	
Requisition of fund		Not requisitioned	
Fund received by ULB		NA	
U.C. submitted by ULB to CCC, SUDA		NA	

Procedure - Notification, Interview & selection by PH Comm., engagement by.



THROUGH FAX NO. 359-3184

STD Code : 03244
Office : 252073 / 252591
Tourist Complex : 252200

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No...../XI-3.

Dated, Bishnupur, the 04/10/2004.

To : The Director, SUDA,
Health Wing, "ILGUS BHAVAN",
H-C Block Sector-III,
Bidhannagar,
Kolkata - 700 091,
West Bengal.

THK:

28 OCT 2004

Respected Sir,

THK:

Due to some unavoidable circumstances, we could not participate in to-day's meeting to be held at SUDA. Very shortly I alongwith my key officials will see you with the works already done and take your valuable opinion for completion of remaining works within middle of this month positively.

Sorry for the inconveniences caused.

Thanking you,

Yours faithfully,

Chairman,

Bishnupur Municipality.

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No. 680 /H-3.

Dated, Bishnupur, the 12/08/2003.

To : Dr. Shiban Goswami,
Project Officer,
Health, 'SUDA',
ILOUS BHAVAN,
H-3 Block, Sector III,
Bishnupur, Calcutta-700091.

SUBJ:

19 AUG 2004



Subj- Sensitisation Session on the DFID assisted
HVS Scheme (Project).

REF:

Madam,

I shall be thankful to you if you please come down at this U.L.B. for a discussion as well as to hold a Sensitisation Session on the said Project wherein all Councillors will remain present.

Arrangement for feeding and lodging will be made by the U.L.B. in its own Tourist Complex.

Please convey a convenient date at your earliest convenience.

Also please note that the Project Proposal is under preparation and it will be sent to you very shortly. Related other works are on progress.

Thanking you,

Yours faithfully,

Chairman,
Bishnupur Municipality.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/314

Ref No.

Date 23.11.2004

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

o/c

To : The Chairman
Bishnupur Municipality.

Sub : DFID assisted Honorary Health Worker Scheme - Visit of Project Officer,
Health Wing, SUDA at your municipality.

Sir,

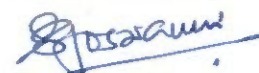
The undersigned would pay liaison visit to your municipality at an early day to monitor the activities / progress status in connection with implementation of DFID assisted HHW Scheme.

A meeting may please be organised with all the members of Municipal Level Health & FW Committee, all the councillors, members of Municipal Management Cell (MMC) and ACMOH & Supdt. of Govt. Hospital to discuss about the progress of the HHW scheme, difficulty encountered and possible steps taken from your end to complete the due activities within target time i.e. 31.01.2005.

The date and time of the meeting may kindly be fixed after discussion with the undersigned over telephone.

This may be treated as *most urgent*.

Yours faithfully



Project Officer

23.11.2004

SUDA-Health/DFID/04/314(1)
C.C

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


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No: SUDA-Health/DFID/04/ 244

Date: 27.09.2004....

From : Director
SUDA

To : The Chairman
Bankura / Bishnupur / Bolpur Municipality

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

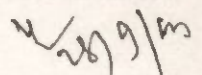
Sir,

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

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

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

Yours faithfully,



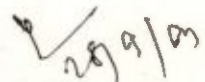
Director, SUDA

SUDA-Health/DFID/04/ 244(1)
CC

27.09.2004

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

Municipality - for kind



Director, SUDA

o/c

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/187**Date **23.08.2004.****From : Dr. Shibani Goswami
Project Officer
Health, SUDA****To : The Chairman,
Bishnupur Municipality.****Sub : DFID assisted Honorary Health Worker Scheme :-**

- (1) Project Proposal writing by ULB and submission to CCC, SUDA.**
- (2) Selection of HHWs including 1st & 2nd panel candidates.**
- (3) Selection & engagement of personnel at MMC.**

Sir,

With completion of training of the representatives of your ULB on writing of Project Proposal by CCC, SUDA on 02.07.2004, you would appreciate that it is high time to submit the said Project Proposal to CCC, SUDA. On receipt of your proposal, the same is to be forwarded to DHFW for approval. Under the circumstances, you are requested to expedite submission of the same positively by August, 2004.

As this scheme is running already late, to achieve the target selection of HHWs are to be completed within no time and training of HHWs is to commence soon at your ULB, you are requested to send the list of selected HHWs (regular, 1st and 2nd panel) as per the format given below :

- a) List for regular candidates of HHW

Sl. No.	Name	Ward No.

- b) List for 1st panel candidates (to fill up the vacancies caused due to upgradation of HHWs to FTSs in due course)

Sl. No.	Name	Ward No.

Contd. to P-2.

- 2 -

- c) List for 2nd panel candidates (to fill up the vacancy in future, if there be any)

Sl. No.	Name	Ward No.

At the same time, positioning of manpower at MMC is most important, so that proper monitoring and supervision of this HHW Scheme could be done effectively from your end. Hence, you are also requested to let this office know the status regarding selection and engagement of personnel i.e. Asstt. Health Officer, Community Development Officer, Public Health Nurse, Accounts Asstt. and Data Entry Operator at MMC.

A copy of the engagement order of each category of personnel may kind be forwarded to the undersigned for records and onward transmission to DHFW.

Yours faithfully,


Project Officer

23.08.2004

SUDA-Health/DFID/04/187(1)

C.C

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


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/151

Ref No.

Date **02.07.2004**

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

**To : The Chairman,
Bishnupur Municipality**

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

Sir,

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

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

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

Enclo. : As stated.

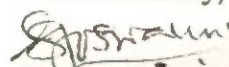
**SUDA-Health/DFID/04/151 (1)
CC**

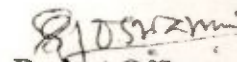
The Project Director, HHW Scheme - DFID, Bishnupur Municipality - for kind information and necessary action.

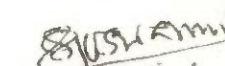
**SUDA-Health/DFID/04/151 (2)
CC**

Finance Officer, Health Wing, SUDA.

Yours faithfully,


**Project Officer
02.07.2004**


**Project Officer
02.07.2004**


Project Officer

List of Furniture for training for Municipality :

Sl. No.	Brief Description of Item	Technical Specification	Required No.	Estimated Rate (Rs.)
1.	Steel Almirah without locker	<p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet (prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Teel pre- treatment to be done by seven tank process of degreasing. De-rusting (Sulphuric Acid), Phosphating (Iron - Phosphate) , Pausivation (Chromic Acid) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p>	1	4400.00
2.	Chair	Moulded chair without arms, size - 540mm x 540 mm x 770 mm. Made of good quality synthesis of polyproplein with co-polymer, colour - white / red / blue.	40	210.00 each

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No. 424/XI-8.

Dated, Bishnupur, the 29.6.2004.

To : Dr. Shibani Goswami,
Project Officer,
Health Wing, SUDA,
Ilgus Bhawan, Bidhan Nagar,
Kolkata.

Sub:

Discussion on "writing of Project Proposal by the ULB" in
connection with DFID assisted Honorary Health Worker scheme.

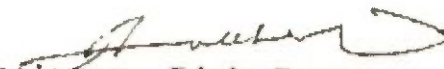
Your No. SUDA-Health/DFID/04/142 dated 28.6.2004.

Madam,

With reference to your above, I quote hereunder the names of the personnel who will attend the discussion session to be held on 2.7.2004 at 11 A.M. in the conference hall of Suda, Health Wing, for your kind information and necessary action please.

1. Sri Shyama Prasad Mukherjee, Chairman, Bishnupur Municipality.
2. Sri Asoke Kumar Karmakar, Office Supdt., Bishnupur Municipality.
3. Sri Susanta Kumar Biswas, Head Clerk, Bishnupur Municipality.
4. Sri Shyamal Kumar Roy, Office Assistant, Bishnupur Municipality.

Yours faithfully,


For Chairman, Bishnupur
Municipality.

9. Capacity Building

A. At Block Level - HHWs

No. of Blocks	No. of HHWs	Type of Services provided by (Job Responsibilities)

i) Selection by, training by and engagement of HHWs by will be completed.

ii) Detail training load and detail budget. Annex. IV

B. At Sub-Health Post Level - FTS

No. of Sub Health Post	No. of FTSs	Type of Services provided by (Job Responsibilities)

i) Promotion of HHWs to FTS will be completed by
.....

ii) Detail training load and detail budget. Annex. V

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No: SUDA-Health/DFID/04/142

Date: 28.06.2004.....

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

To : The Chairman,
Bolpur / Bishnupur Municipality.

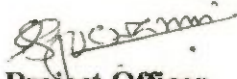
Sub : Discussion on "writing of Project Proposal by the ULB" in connection
with DFID assisted Honorary Health Worker Scheme

Sir,

You are requested to make it convenient to be present in the discussion session on the subject mentioned above at SUDA, Health Wing on 02.07.2004 at 11 A.M.

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

Yours faithfully,



Project Officer


SUDA-Health/DFID/04/142 (2)

28.06.2004

CC

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


Project Officer

STD CODE : 03244
Office : 52073/52591
Tourist Complex : 52280

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No.

Dated, Bishnupur, the 21/06/ 2004.

To:



22 JUN 2004

Ref: In terms of the Resolution No. H.P./O/PHE/658/0-25/98 dt. 25.10.2002 of the Principal Secretary, Health, Govt. of West Bengal, the Municipal Level Health and P.W. Committee of Bishnupur Municipality is constituted with the following members in connection with D.P.I.D. assisted West Bengal Health Sector Development Initiative Pilot Support for expanding the honorary Health Worker Scheme to Bishnupur Municipality.

Ref:

(Approved at a meeting held on 15.06.04 vide Resolution No. 8.)

1. Chairman of Bishnupur Municipality, Joint President.
2. Sri Dibyendu Banerjee & Sri Uday Bhakat - Jointly, In-Charge of Health, Bishnupur Municipality.
3. Representative of District Magistrate : Member.
4. 2-3 Representatives of Local N.G.Os like Red Cross, Lions' Club. : Member.
5. Assistant Chief Medical Officer of Health of Bishnupur Sub-division. : Member.
6. Dr. Amal Banerjee, M.B.B.S. (Cal) Post Graduate in Paediatrics (Councillor) I.M.A. (New Delhi). : Member Secretary.
7. Representative of Health Dept. of SUDA. : Member Selected Specially.

Chairman,
Bishnupur Municipality.

Memo.No. 385 (8) / XI-8. Dated : Bishnupur 21 / 06 / 2004.

Copy forwarded to:-

1. Sri Shyama Pr. Mukherjee, Chairman, Bishnupur Municipality.
2. Sri Dibyendu Banerjee & Sri Uday Bhakat - Jointly, In-Charge of Health Dept. for information and necessary action please.
3. Respected District Magistrate, Bankura for his kind information with the earnest request to please sponsor a name of the Officer to represent on his behalf in the Committee constituted.
4. The Secretary, Lions' Club, Bishnupur and

: 2 :

6. Assistant Chief Medical of Health, Bishnupur Sub-division for his information with the earnest request to keep his presence in the meeting of the Municipal Level Health and P.W. Committee thus constituted as member.
7. Dr. Anil Banerjee, M.B.B.S. (Cal), Post Graduate in Paediatrics (Council I.M.A. (New Delhi)) for information with the request to act as Secretary/Convenor of the Committee.
8. Dr. Shibani Goswami, Project Officer, State Urban Development Agency, Health Units, 'ILGUS BHAWAN' Salt Lake, Kolkata - 91, West Bengal, for information with the earnest request to please sponsor one representative from SUDA for his active cooperation in the meeting/day to day functioning for implementation of the schemes. Member of the Committee.

Chairman,
Bishnupur Municipality.

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/135**Date **15.06.2004****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
Bishnupur Municipality****Sub : Immediate actions to be undertaken under DFID assisted
Honorary Health Worker Scheme.****Sir,**

Reference is invited to this office communication SUDA-Health/DFID/04/16 dt. 25.02.2004 * on the above subject.

As the period of this project is upto 31.01.2005, you will appreciate that unless your ULB could gear up with the already pending actions, it will be very difficult to achieve the set targets. In the mean time, this office has received the BPL list only during last week of May, 2004.

You are requested to kindly forward the following information for placement before the Competent Authority by 18.06.2004 :

- a) Constitution of Municipal Level Health & FW Committee. If constituted, the date and the detail proceeding of meetings.
- b) Engagement of personnel of the MMC apropos GO No. 86/MA/P/C-10/3S-51/2003 dt. 22.01.2004.
- c) Opening of separate Bank A/C for the project within the caption "HHW Scheme, DFID" - Joint operation by the SDO and the Chairman, if opened, name of the Bank and A/C No.
- d) Selection of HHWs - Status.
- e) Identification of trainers (Doctor - 2, Nurse - 2) and forwarding the names to the Project Officer - Status.

Contd. to P-2.

- 2 -

Furthermore, apropos approved format of DHFW, writing of project proposal by your ULB is still pending. For the purpose, you are requested to make it convenient to be present at Health Wing, SUDA along with the personnel who will be involved by you in writing project proposal on prior fixing mutual convenient date in this month positively, over telephone.

This may be treated as most urgent.

Enclo. : *

SUDA-Health/DFID/04/135 (1)

CC

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

Yours faithfully,


Project Officer
15.06.2004


Project Officer

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/135**Date **15.06.2004****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
Bishnupur Municipality****Sub : Immediate actions to be undertaken under DFID assisted
Honorary Health Worker Scheme.****Sir,**

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- c) Opening of separate Bank A/C for the project within the caption "HHW Scheme, DFID" - Joint operation by the SDO and the Chairman, if opened, name of the Bank and A/C No.
- d) Selection of HHWs - Status.
- e) Identification of trainers (Doctor - 2, Nurse - 2) and forwarding the names to the Project Officer - Status.

Contd. to P-2.

- 2 -

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This may be treated as most urgent.

Enclo. : *

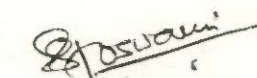
SUDA-Health/DFID/04/135 (1)

CC

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

Yours faithfully,


Project Officer
15.06.2004


Project Officer

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No.....

Dated, Bishnupur, the 21/06/2004.

To :

23 JUN 2004

Sub :

Ref. :

In terms of the Resolution No.H.P./O/PWP/658/O-23/98 dt. 25.10.2002 of the Principal Secretary, Health and F.W. Dept., Govt. of West Bengal, the Municipal Level Health and F.W. Committee of Bishnupur Municipality is constituted with the following members in connection with B.P.I.D. assisted West Bengal Health Sector Development Initiative Pilot Support for expanding the Honorary Health Worker Scheme to Bishnupur Municipality.

(Approved at a meeting held on 15.09.03 vide Resolution No.8)

1. Chairman of Bishnupur Municipality : President.
2. Sri Dibyendu Banerjee & Sri Uday Bhakat - Jointly, In-Charge of Health, Bishnupur Municipality. : Members.
3. Representative of District Magistrate : Member.
4. 2-3 Representatives of Local N.G.Os like Red Cross, Lions' Club, : Member.
5. Assistant Chief Medical Officer of Health of Bishnupur Sub-division. : Member.
6. Dr. Amal Banerjee, M.B.B.S. (Cal) Post Graduate in Paediatrics (Councillor) I.M.A. (New Delhi). : Member Secretary.
7. Representative of Health Dept. of BUDA. : Member Selected Specially.

Chairman,
Bishnupur Municipality.

Mem.No. 385 (8) /H.O. Dated : Bishnupur 21 / 06 /2004.

Copy forwarded to:-

1. Sri Arun Pr. Banerjee, Chairman, Bishnupur Municipality.
2. Sri Dibyendu Banerjee & Sri Uday Bhakat - Jointly, In-Charge of Health Dept. for information and necessary action please.
3. Respected District Magistrate, BUDA for his kind information with the earnest request to please sponsor a name of the Officer to represent on his behalf in the Committee constituted.
4. The Secretary, Lions' Club, Bishnupur and
5. The Secretary, Red Cross, Bishnupur Branch, for information with the request to send a representative (each one) on their behalf to act as Member of the Committee constituted.

P.S.O.

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****SUDA-Health/DFID/04/120**

Ref No.

Date **02.06.2004****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
Bishnupur Municipality****Sub : Grass-root Level Manpower and Health Facilities under
DFID assisted Honorary Health Worker Scheme.**

Sir,

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

Table - 1

BPL Population submitted by you	No. of Blocks	No. of HHWs (Regular)	1 st Panel for replacement of HHWs to be upgraded to FTS (20% of regular HHWs)	2 nd Panel for filling of the vacancies, if required in future (10% of regular HHWs)	Total no. of HHWs to be selected and trained	No. of Regulars HHWs to be engaged after completion of successful training
13627	14	14	3	2	19	14

Table - 2

Target no. of SHP / No. of FTSs	No. of HP	Manpower of HP					
		PTMO	ANM	Clerk cum SK	Attendant	Sweeper	Night Guard
3 / 3	1	2	2	1	1	1	1

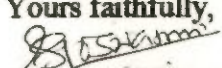
- While writing project proposal the above nos. of grass root level manpower and health facilities are to be taken into cognizance.

Contd. to P-2.

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

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

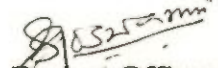
In this connection it is to mention that certain issues like formation of Municipal Level Health & FW Committee, Municipal Management Cell (MMC), opening of Bank A/C for the project fund jointly operated by the Chairman and the Project Director (SDO) are still pending from your side. These are to be completed at the earliest with an intimation to the undersigned. Following completion of the above, the actions mentioned in this letter may be undertaken by you.

Yours faithfully,

Project Officer
02.06.2004

SUDA-Health/DFID/04/22(1)

CC

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


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/DFID/04/ 89

Date 19.05.2004

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

To : The Chairman,
Jangipur, Bolpur, Bishnupur Municipality

Sub : Subssion of new BPL List in connection with
DFID assisted Honorary Health Worker Scheme

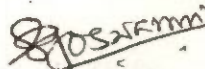
Sir,

The submission of new BPL list for your municipality is still outstanding. Please refer to our earlier communications bearing nos. SUDA-Health /DFID/04/25 , ... /37 , ... /62 dt. 8.3.04 , 26.3.04 and 16.4.04 respectively in this regard.

The status on submission of new BPL list (not exceeding 25% of the total population) by the ULBs is to be placed before the Competent Authority with regard to ensuing Review Meeting by MOS, MA Dept. to be held on 28.5.04 at SUDA at 2-30 PM.

You are requested kindly to expedite submission of the same latest by 23.5.04

Yours faithfully

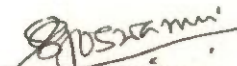

Project Officer

SUDA-Health/DFID/04/ 89 (1-3)

19.05.2004

Copy forwarded to :

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


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No: **SUDA-Health/DFID/04/ 62**

Date: **16.04.2004**

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

**To : The Chairman,
Jangipur, Bolpur, Bishnupur, Medinipur Municipality**

**Sub : Submission of new BPL list in connection with
DFID assisted Honorary Health Worker Scheme.**

Sir / Madam,

The submission of new BPL list for your municipality is still outstanding. Please refer to our earlier communications in this regard.

In this context it is to mention that the 5th meeting of the Apex Advisory Committee on Urban Health Improvement Programme was held on 22.03.2004 where review of the implementation of DFID assisted Honorary Health Worker Scheme was done and decision with regard to submission of BPL list was taken. Copy of the proceeding of the 5th meeting of Apex Advisory Committee is enclosed herewith.

You will please appreciate that without finalising the new BPL list (not exceeding 25% of the total population), subsequent activities as per action plan can not be taken up.

You are requested to expedite submission of the same at the earliest.

Enclo. : As stated.

Yours faithfully


Project Officer

16.04.2004

**SUDA-Health/DFID/04/ 62 (4)
CC**

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


Project Officer

SUDA

U R G E N T

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/DFID/04/37**

Date**26.03.2004**

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

**To : The Chairman,
Jangipur, Bolpur, Bishnupur, Krishnanagar, Medinipur Municipality**

**Sub : Submission of new BPL list in connection with DFID assisted Honorary
Health Worker Scheme.**

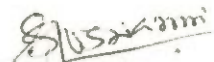
Sir/ Madam ,

Please refer to our earlier communication on the above subject. The submission of new BPL list for your municipalities is still outstanding.

You will please appreciate that without finalising the new BPL list (not exceeding 25% of the total population), subsequent activities as per action plan can not be taken up.

You are requested to expedite submission of the same.

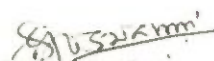
Yours faithfully


Project Officer

26.03.2004

**SUDA-Health/DFID/04/37(1)
CC**

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


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/36

26.03.2004

Ref No.

Date

From : Director, SUDA

To : The S.D.O.
Bishnupur

Sub : Pilot Project with DFID assistance to launch the Honorary
Health Workers Scheme in 11 Municipalities - engagement of
Project director, Municipal Management Cells in respect of
Bishnupur Municipality.

Sir,

Enclosed , kindly find herewith a copy of communication bearing no. 309/MA/C-10/3S-51/2003
dt. 22.03.04 on the above subject from the Joint Secretary, MA Dept .
This is for information and necessary action please.

Enclo: as stated

SUDA-Health/DFID/04/36(1)

C.C

The Chairman, Bishnupur Municipality

Yours faithfully

Director, SUDA

26.03.2004

Director, SUDA

Tel/Fax No.: 359-3184

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings: Kolkata



No. 309/MA/C-10/3S-51/2003

Dated the 22nd March 2004.

From : Shri B.K.Saha,
Joint Secretary to the
Government of West Bengal.

To : The Director,
State Urban Development Agency,
SUDA Bhavan, HC-Block, Sector-III,
Salt Lake, Kolkata-700106.



25 MAR 2004

Sub : Pilot Project with DIFD assistance to launch the
Honorary Health Worker Scheme in 11 Municipalities -
Engagement of Project Directors, Municipal
Management Cells in respect of Bankura and Bishnupur
Municipalities.

Dr. Goswami
L
19/3/04

Sir,

I am directed by order of the Governor to say that the Governor is pleased to authorise (i) the Additional District Magistrate (Dev.) Bankura and (ii) the Sub-divisional Officer, Bishnupur to work as the Project Directors of Municipal Management Cells in respect of Bankura and Bishnupur Municipalities respectively in addition to their normal duties.

Yours faithfully,

Joint Secretary.

FROM : [KANHA TELECOM SERVICE]

PHONE NO. : +91324452442

MAR. 25 2004 04:15PM P1

STD Code : 03244

Office : 252073 / 252591

Tourist Complex : 252200

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No. 1482 /M-S.

Dated, Bishnupur, the 25/03/2004.

To : Dr. S. Goswami,
Project Officer,
State Urban Development Agency,
Health Wing,
"ILGUS BHAVAN",
H-C Block, Sector-III, Bidhannagar,
Calcutta-700 091, West Bengal.



26 MAR 2004

Madam,

I, as directed by the Chairman, Bishnupur Municipality, request you to please postpone the meeting pre-scheduled to be held on 26/03/2004 in connection with DFID assisted H.H.W. Scheme owing to illness of Chairman, Bishnupur Municipality and simultaneously solicit another convenient date for the said meeting.

Inconvenience caused is regretted.

With regards,

Yours faithfully,

Ben-maha
25/3/04

Office Superintendent,
Bishnupur Municipality.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No **SUDA-Health/DFID/04/30**

Date**18.03.2004**

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

To : The Chairman,
Bishnupur Municipality

Sub : Sensitisation meeting on DFID assisted HHW scheme.

Sir,

Apropos telephonic discussion with you on date you are requested to make it convenient to participate in the sensitisation meeting on DFID assisted HHW scheme along with Councillor-in-Charge of Health and the other concerned persons on 26.03.2004 at Health Wing, SUDA at 3 p.m.

A line of confirmation in this regard may please be communicated through Fax no. (033) 2359-3184.

Yours faithfully


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ~~SUDA-Health~~/DFID/04/25 (C)

Date
08.03.2004

From : Dr. Shibani Goswami
Project Officer
Health, SUDA

To : The Chairman
Jangipur / Suri / Bolpur / Bishnupur /
Krishnanagar / Medinipur Municipality

Sub : Submission of new BPL list duly approved by DM in connection with
DFID assisted HHW scheme in 11 municipalities.

Sir,

I am directed to request you kindly to forward a copy of the new BPL list duly approved by DM at the earliest so that set up activities can be achieved in time to make the said scheme successful within the target period.

Yours faithfully,


Project Officer

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

Ref No.

Date 25.02.2004

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

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

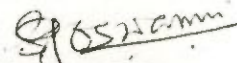
The immediate actions to be undertaken by your municipality are as under :

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

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

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

Yours faithfully,


Project Officer

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West BengalSUDA-Health/DFID/04/ 13
Ref No.29.01.2004
DateFrom : Project Officer,
Health , SUDATo : The Chairman,
Kochbihar, Jangipur, Berhampur, Suri, Bolpur, Purulia, Bankura,
Bishnupur, Kalna, Krishnanagar, Medinipur Municipality

Sub : Pulse Polio Immunisation

Sir / Madam,

Enclosed please find herewith the copy of communication bearing DO. No. N-11025 / 56/2002
-UCD dt. 15th January, 2004 from the Director (UD), GOI, Ministry of Urban Development &
Poverty Alleviation to the Secretary , MA Dept, GOWB.

You are requested kindly to do the needful to make the programme success.

Enclo: as stated

Yours faithfully,


Project Officer

Tel/Fax No.: 359-3184

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal****SUDA-Health/DFID/04/ 13**
Ref No.**29.01.2004**
Date**From : Project Officer,
Health , SUDA****To : The Chairman,
Kochbihar, Jangpur, Berhampur, Surt, Bolpur, Purulia, Bankura,
Bishnupur, Kalna, Krishnanagar, Medinipur Municipality****Sub : Pulse Polio Immunisation****Sir / Madam,**

Enclosed please find herewith the copy of communication bearing DO. No. N-11025 / 56/2002
-UCD dt. 15th January, 2004 from the Director (UD), GOI, Ministry of Urban Development &
Poverty Alleviation to the Secretary, MA Dept, GOWB.

You are requested kindly to do the needful to make the programme success.

Encl: as stated

Yours faithfully,


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/12(1-11)
Ref No.

Date ...28.01.2004

From : Director, SUDA

To : The Chairman,
Kochbihar, Jangipur, Berhampur, Suri, Bolpur, Purulia, Bankura,
Bishnupur, Kalna, Krishnanagar, Medinipur Municipality

Sub : Meeting of MOS, MA Dept. in connection with DFID assisted
honorary health worker scheme in 11 Municipalities

Sir / Madam,

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

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

Yours faithfully

[Signature]
28/1/04
Director, SUDA

28.01.2004

SUDA-Health/DFID/04/12(1-6)

Copy forwarded to :

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

[Signature]
28/1/04
Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/DFID/04/12 (1-11)
Ref No.

Date ...28.01.2004

From : Director, SUDA

To : The Chairman,
Kochbihar, Jangipur, Berhampur, Suri, Bolpur, Purulia, Bankura,
Bishnupur, Kalna, Krishnanagar, Medinipur Municipality

Sub : Meeting of MOS, MA Dept. in connection with DFID assisted
honorary health worker scheme in 11 Municipalities

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

Yours faithfully

Director, SUDA

28.01.2004

SUDA-Health/DFID/04/12 (1-11)

Copy forwarded to :

1. P.S. to MOS, M.A. Dept. - for kind information of MOS.

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-Health/DFID/04/08

Ref No.

Date ..21.01.2004

From : Project Officer
Health Wing, SUDATo : The Chairman,
Bishnupur Municipality

Sub : Information on formation of Municipal Level Health & FW Committee, submission of BPL list and positioning of Health Officer of M.A. Dept. in respect of DFID assisted HHW scheme.

Sir,

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

1. Formation of Municipal Level Health & FW Committee - wrt. this office letter no. SUDA-Health/DFID/ULB(Pt. I)/2003/04 dt. 16.12.03. If not yet formed, the said committee is to be formed immediately as the project will be launched wef. 01.02.2004.

2. Submission of BPL list - wrt. this office letter no. SUDA-Health/DFID/ULB(Pt. I)/2003/03 dt. 16.12.03.

3. Positioning of Health Officer of MA Dept. in your municipality.

Yours faithfully

Project Officer


Tel/Fax No.: 359-3184

C:\Mr. Goswami\DFID\DFID - ULBS.doc

SUDA**URGENT****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health\DFID\ULBs\Pl. I\2003\G3**Date **16.12.2003****From : Project Officer
Health Wing , SUDA****To : ✓ The Chairman,
Bishnupur Municipality****Sub : DFID assisted HHW Scheme- submission of BPL list.****Sir,**

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

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

Yours faithfully,
Project Officer

Tel/Fax No.: 359-3184

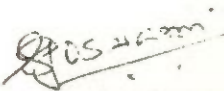
SUDA**URGENT****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No **SUDA-Health\DFID\ULBs\ (Pt. D) 2003\04**Date **16.12.2003****From : Project Officer
Health Wing, SUDA****To : The Chairman,
Rishu Puri..... Municipality****Sub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

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

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

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

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

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

Tel/Fax No.: 359-3184

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

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

Date05.09.2003

From : Project Officer
Health, SUDA

To : Chairman,
Bishnupur Municipality

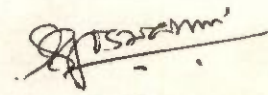
Sub : Detailed Project Proposal : Pilot Project for expanding the Honorary
Health Workers Scheme to 11 Municipalities outside K.M.A.

Sir / Madam,

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

Yours faithfully,

Enclo :- As stated


Project Officer

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