

## SURI MUNICIPALITY : BIRBHUM

**FROM:**

Chairman, Suri Municipality  
Suri-731101  
Birbhum

Memo No 1039 / SM Date: 29.8.2009

**TO**

The Project Officer, Health  
Health Wing, SUDA  
ILGUS Bhavan  
HC Block, Sector- III,  
Bidhan Nagar,  
Kolkata-700106



**Sub: Completion of training of additional HHW**

**Ref: your letter no. : SUDA-Health/311/08/148 date: 29.6.09**

Madam,

With reference to your letter as noted above, this is for your kind information that the four no. of additional HHWs have completed their training successfully. Result of Pre- and Post- training evaluation is given below against the name of each of the additional HHW:

Sl. No.	Name of additional HHW	Pre- training evaluation		Post- training evaluation	
		Full Marks	Marks obtained	Full Marks	Marks obtained
1	Swapna Singh	30	29	40	38
2	Dipti Roy	30	23	40	37
3	Anita Mukherjee	30	22	40	36
4	Bharati Singha	30	28	40	40

Kindly give approval for their joining as HHW as soon as possible.

yours faithfully

Memo No. 1039/1/SM date: 29.8.09

Chairman, Suri Municipality

Copy forwarded for kind information to The Project Director, HHW Scheme, & ADM (D), Birbhum.

Chairman, Suri Municipality

File  
8-9-9.

## Suri Municipality: Birbhum. HHW Scheme

Memo No. 1052 / SM, Date: 31.08.2009



### Notice for engagement of additional HHWs

With reference to Memo No. SUDA-Health / 311 / 08 / 300 dt. 31.8.2009, of The Project Officer, Health; the following additional HHWs, who have recently completed their training successfully are hereby directed to report to the undersigned on 1<sup>st</sup> September, 2009, for their commencement of functioning as HHW with effect from the same date.

Job responsibility and other guidance will be given at the concerned section.

Sl. No.	Name of HHW
1	Anita Mukherjee
2	Bharati Singha
3	Swapna Singh
4	Dipti Roy

sd/  
Chairman,  
Suri Municipality

Memo No. 1052 / 1 / SM Date: 31.08.2009

Copy forwarded for kind information to

- ✓ 1. Project Officer, Health, SUDA, ILGUS Bhavan, HC Block, Sector III, Kol-700106
2. The Project Director, HHW Scheme, & ADM (D), Birbhum.

13.8.09  
Chairman,  
Suri Municipality  
  
Chairman  
Suri Municipality





Sms

**Arnab Roy, IAS**  
Special Secretary  
Municipal Affairs Department  
Government of West Bengal

Memo No. .. 54-SS/09

Dt. .. 20.03.2009

**From :** Special Secretary  
to the Govt. of West Bengal  
Dept. of Municipal Affairs  
Writers' Building.

**To :** The Chairman  
Suri Municipality

**Sub. :** Clarification of GO No. 1193/MA/P/C-10/1G-5/2007  
dt. 24<sup>th</sup> December, 2008

**Ref. :** Your communication bearing Memo No. 1860/SM dt. 04.02.2009.

Sir,

Kindly refer to the above. As per GO No. 1193/MA/P/C-10/1G-5/2007 dt. 24<sup>th</sup> December, 2008 of the Dept. of Municipal Affairs wherein honorarium of all the category of personnel including the Municipal Staff providing additional services has been enhanced in respect of all the Urban Health Schemes w.e.f. 01.04.2008.

This should clarify the matter.

Thanking you.

Yours faithfully,

**Special Secretary**  
to the Govt. of West Bengal  
Dept. of Municipal Affairs

Memo No. ... 54-SS/09

Dt. .. 20.03.2009

**From : Special Secretary  
to the Govt. of West Bengal  
Dept. of Municipal Affairs  
Writers' Building.**

**To : The Chairman  
Suri Municipality**

**Sub. : Clarification of GO No. 1193/MA/P/C-10/1G-5/2007  
dt. 24<sup>th</sup> December, 2008**

**Ref. : Your communication bearing Memo No. 1860/SM dt. 04.02.2009.**

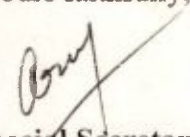
**Sir,**

Kindly refer to the above. As per GO No. 1193/MA/P/C-10/1G-5/2007 dt. 24<sup>th</sup> December, 2008 of the Dept. of Municipal Affairs wherein honorarium of all the category of personnel including the Municipal Staff providing additional services has been enhanced in respect of all the Urban Health Schemes w.e.f. 01.04.2008.

This should clarify the matter.

Thanking you.

Yours faithfully,

  
**Special Secretary  
to the Govt. of West Bengal  
Dept. of Municipal Affairs**



# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No. SUDA-Health/311/08/174

Date .....17.03.2009

From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA

To : The Special Secretary  
to the Govt. of West Bengal  
Dept. of Municipal Affairs  
Writers' Building.

Sub. : Clarification of GO No. 1193/MA/P/C-10/1G-5/2007 dt. 24<sup>th</sup> December, 2008  
sought by the Chairman, Suri Municipality.

Sir,

Enclosed the copy of communication of the Chairman, Suri Municipality bearing no. 1860/SM dt. 04.02.2009 which speaks for itself.

This is to mention here that in Para – 1 of the above mentioned GO, honorarium of all the category of personnel including the Municipal staff providing additional services has been enhanced in respect of all the Urban Health Schemes.

Necessary clarification in this regard may kindly be granted to the Chairman, Suri Municipality so that they can take further necessary action accordingly.

Thanking you.

Encl. : As stated.

SUDA-Health/311/08/174/1(1)  
CC  
Chairman, Suri Municipality

Yours faithfully,

  
Project Officer

Dt. .. 17.03.2009

/

Project Officer



## HHW Scheme

# Suri Municipality : Birbhum

To: The Project Officer, Health

**SUDA**

ILGUS BHAVAN, H-C Block, Sector-III,

Bidhan Nagar, Kolkata-700106



From: The Chairman,

Suri Municipality

Memo No. 1860 /SM

Date: 4. 2. 09

Sub: Clarification of G.O.No. 1193/MA/P/C-10/1G-5/2007 Dated Kolkata, the 24<sup>th</sup> Dec. 2008

Madam,

Please refer to the photocopy of note sheet attached herewith, in which The Project Director, HHW Scheme under Suri Municipality & ADM (D), Birbhum, states that the enhancement of honorarium as per G.O. No. mentioned above does not apply to municipal staff providing additional service to the HHW Scheme. In our Municipality, three municipal employees provide additional service to the scheme. As per Bengali guideline attached with G.O. No. 1403-S/04, dt. 19.1.2004, they extend service in the post of Data-Entry Operator, Clerk cum Storekeeper and Attendant of MMC.

Kindly refer to Para 1 of G.O No 1193/MA/P/C-10/1G-5/2007 Dated Kolkata, the 24<sup>th</sup> Dec. 2008, in which it is clearly written that the enhancement applies to all categories of personnel of this health scheme, including municipal staff extending additional service in the scheme.

Please clarify the matter.

Yours faithfully,

  
Chairman, Suri Municipality.

Encl: 1. Photocopy of notes of Project Director, HHW Scheme under Suri Municipality.





**NOTE SHEET****OFFICE OF THE COUNCILLORS, SURI MUNICIPALITY****HHW SCHEME, DFID ASSISTED****SUB- ENHANCEMENT OF HONORARIUM FOR ALL CATEGORIES OF GRASS ROOT LEVEL HEALTH FUNCTIONARIES ENGAGED UNDER DFID ASSISTED HHW SCHEME.**

With reference to G.O.No 1193/MA/P/C-10/1G-5/2007 dt. 24.12.2008 and Ref. No. SUDA-Health/315/08/141(11) dt. 16.1.2009 of Project Officer, Health, SUDA, honorarium would be increased to all categories of grass root level health functionaries. Previously a Govt. Order was issued in this regard ( vide G.O. No. 610/MA/P/C-10/1G-5/2007 dt. 3.6.2008), but due to inconsistency in increment of enhancement of honorarium, only HHWs, FTSs, and PHN have got this benefit ( vide Ref. No. SUDA/Health/DFID/08/61(11) dt. 1.9.2008 of Project Officer, Health, SUDA)

The increment of Rs.500/- per month to be given each to CDO- 1 no., Accounts Assistant -1 no., PHN(training)- 1 no. PTMO-1 no. Clerk cum Storekeeper - 1 no., Attendant - 1 no. Sweeper - 1 no. Night guard- 1 no. w.e.f. 1.4.2008, except one PTMO ( Dr. G.C.Maity) who joined on 1.11.2008, for whom the increment would be in effect from 1.11.2008.

As per G.O. No. 1193/MA/P/C-10/1g-5/2007 DT. 24.12.2008, Municipal Staff who are providing additional service to the scheme ( as member of Municipal Management Cell) will also get enhancement of honorarium to the tune of Rs.500/- per month. They are Data Entry Operator =1no, Clerk cum Storekeeper -1 no, Attendant - 1 no..

So, the total arrear to be paid to the above noted personnel is Rs. 50,500/- ( Rupees fifty thousand five hundred only).

Health Officer.  
Suri Municipality.

Chairman, Suri Municipality.

Project Director, HHW Scheme  
&  
ADM(D), Birbhum.

The undersigned G.O. to be  
prima facie appears to be  
applicable health related  
in different schemes -  
all staff engaged  
in HHW scheme is covered by the  
order. It is also apply to the  
staff of M.M.C. But not  
to the staff of other  
departments.

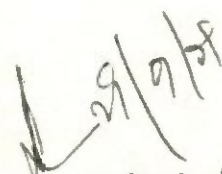
11/6-1

Please refer to G.O. no 1403 - S/04 dt 19.1.2004, and please turn over to page No 2 of Annex-1 of Bengali guidelines attached with the G.O., where it is stated that Municipal Employee would be directed by the Chairman to provide additional services under the scheme as Clerk-cum-Storekeepers, Data-Entry-operator and Attendant, as members of MMC (Municipal Management Cell).

  
26.1.05  
HO

Project Director, HAW Scheme  
DM (D), Birbhum.

The rule still holds that the G.O. is not referred to in case of regular employees of the Municipality. Only enhancement of honorarium has been approved by the Govt. in Birbhum. Therefore, only persons who should apply for honorarium.

  
A.D.M. - (D)  
BIRBHUM



*Dr. Der*  
*12.12.08***SURI MUNICIPALITY : BIRBHUM.****Memo No. 1467 / SM.      Date: - 05.12.2008.**

From  
Health Officer,  
Suri Municipality, Birbhum.

To  
The Project Officer,  
Health, "Health Wing"  
SUDA.  
ILGUS Bhavan,  
H-C Block, Sector III  
Bidhan Nagar, Kolkata- 106.



**Sub:-** *Re-training for grass root level health functionaries i.e. HHWs, FTSs & ANM*

Madam,

This is for your kind information that, following is the information of retraining of grass root level health workers, which was done on the following days:

Sl. No.	Topic	Training given on
1.	HMIS & Family schedule	17.11.2008
2.	- Do -	18.11.2008
3.	Vector Borne Diseases	19.11.2008
4.	- Do -	20.11.2008

Yours faithfully



*[Signature]*  
Health Officer,  
Suri Municipality; Birbhum.

*12/12/08*  
Health Officer  
Suri Municipality

File  
Dr. DC  
3.11.08



**Suri Municipality: Birbhum**  
**DFID assisted HHW Scheme**

**Memo No. 1227 /SM**

**Date: 24. 10. 2008.**

**Notice**

The following person has been selected for DFID assisted HHW Scheme, by the Municipal Level Health & FW Committee. The engagement is purely on contractual basis for the period upto 31.03.2009 for the present, w.e.f. 01.11.2008

Name of the post	Name of the selected person	Father's name	Honorarium per month
Part Time Medical Officer	Dr. Gopal Chandra Maity	Late G.B. Maity	Rs.2100/-

The above noted selected person is requested to join on 01.11.2008, or within 15 days thereafter, failing which the offer of engagement stands automatically cancelled

sd/-  
**Chairman,**  
**Suri Municipality, Birbhum.**

**Memo No.- 1227 / 1 ( 2 ) / SM.**

**Date: 24. 10. 2008.**

Copy forwarded for kind information to the :

✓ 1. Project Officer, Health,  
"Health Wing", SUDA, H-C Block, ILGUS Bhavan, Bidhan Nagar,  
Kolkata - 700106.

2. Project Director, HHW Scheme, Suri Municipality & ADM (D) Birbhum

24.10.08  
**Chairman,**  
**Suri Municipality, Birbhum.**



## SURI MUNICIPALITY: BIRBHUM

Memo No. 847 / SM

Date:- 21.08.2008

To

1. Sri Pranab Kar, Councillor-in-charge of Health, Suri Municipality,  
Member, Municipal Level Health & Family Welfare Committee (MLHFWC).
2. Sri Mantriswar Mandal, Councillor-in-charge of Health, Suri Municipality,  
Member, Municipal Level Health & Family Welfare Committee
3. O/C, Health & FW, Representative, DM, Birbhum,  
Member, MLHFWC.
4. Representative, Sri Aurobindo Anusilan Society, Suri  
Member, MLHFWC.
5. ACMOH, Sadar, Suri, Birbhum.  
Member, MLHFWC.
- ✓ 6. Representative of Health Wing, SUDA,  
Member, MLHFWC.
7. Dr Dilip Bandyopadhyay, Health Officer, Suri Municipality,  
Secretary-Convener, MLHFWC.



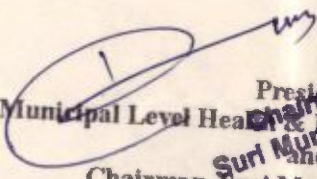
**Sub: Interview for the selection of Personnel for the Health Post.**

Sir,

As decided in meeting of Municipal Level Health & Family Welfare Committee, the interview for selection of Part Time Medical Officer (PTMO) will be held on 27.8.2008 at 1PM, at the premises of Suri Municipal Office.

As member of the selection committee, you are requested to attend at the scheduled place, on that date & time, for taking interview of the applicants.

Yours faithfully,

  
President,  
Municipal Level Health & Family Welfare Committee  
and  
Chairman, Suri Municipality, Birbhum.

Memo No.

/ 1 / SM.

Date :-

Copy to:

The Project Director, HHW Scheme, Suri Municipality & ADM (D), Birbhum, for  
favour of his information.

President,  
Municipal Level Health & Family Welfare Committee  
and  
Chairman, Suri Municipality, Birbhum

**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**

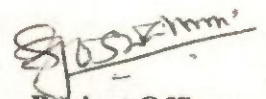
**Sir,**

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. : \***

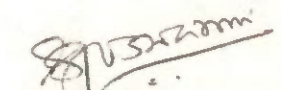
  
Project Officer

**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



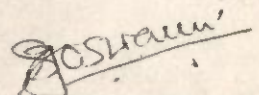
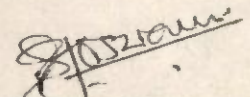
**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/DFID/07/184**Date **06.03.2008****From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA****To : The Chairman  
Suri Municipality****Sub. : Extension of time period for purchase of furniture & equipment  
in connection with HHW Scheme.****Ref. : Your communication bearing no. 1424/SM dt. 03.12.2007.****Sir,**

With reference to above, approval is hereby accorded for extension of time period to complete purchase of furniture & equipment in connection with HHW Scheme.

You are requested to complete such purchase by March, 2008. The expenditure is to be booked under the A/C head "Furniture" & "equipment", as the case may be, and SOE is to be submitted by April, 2008.

Thanking you.

Yours faithfully,

**Project Officer****Dt. .. 06.03.2008****SUDA-Health/DFID/07/184/1(1)****CC****Project Director, HHW Scheme, Suri Municipality****Project Officer**



**HHW Scheme**

**Suri Municipality : Birbhum.**

*Sri Tapan Kr. Sukul*  
Chairman,  
Suri Municipality, Birbhum.

Ph: 03462-255 534 (Off)  
Fax: 03462-257 308

Memo No.- 1424 / SM.

Date :- 03. 12. 2007.

To  
The Project Officer,  
Health, "Health Wing"  
SUDA.  
ILGUS Bhavan,  
H-C Block, Sector III  
Bidhan Nagar, Kolkata- 106.



**Sub:- Extension of time for utilisation of fund.**

Madam,

This is for your kind information that, due to some unavoidable circumstances we could not utilise the fund (AA&FS) for Rs. 1,19,000.00, towards procurement of furniture & equipments vide Ref No.- SUDA-Health / DEID / 07 / 68 Date:- 14.08.2004. in favour of DFID assisted HHW Scheme under this Municipality.

I, therefore, request you to grant your kind permission to utilise that amount of fund within 31<sup>st</sup> March, 2008.

Yours faithfully,



*[Signature]*  
3/12/07

Chairman,  
Suri Municipality, Birbhum.

Chairman  
Suri Municipality  
BIRBHUM



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. SUDA-Health/63 ULBs/07/550

Date .....15.11.2007

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

To : The Chairman  
Suri Municipality

Sub. : Selection of personnel for Management & Supervision Cell in Nalhati Municipality under Community Based Primary Health Care Service Programme.

Ref. : This office earlier communication bearing no. SUDA-Health/63 ULBs/07/547 dt. 08.11.2007.

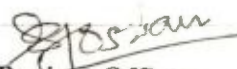
Sir,

You may be aware that the selection of personnel for Management & Supervision Cell in Nalhati Municipality could not be held on 12.11.2007 due to some unforeseen reason. The said selection is re-scheduled on 28.11.2007 at 1.00 p.m. in the chamber of the Chairman, Nalhati Municipality.

You are requested to depute Dr. Dilip Banerjee, Health Officer, Suri Municipality, to represent SUDA in the interview board. Mobility support and DA may be provided to Dr. Banerjee and expenditure for the purpose be met out of HHW Scheme fund and booked under the A/C head "Operating cost".

Thanking you

Yours faithfully,

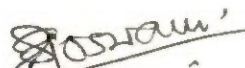
  
Project Officer  
Dt. .. 15.11.2007

SUDA-Health/63 ULBs/07/550/1(1)  
CC

Chairman, Nalhati Municipality with reference to his letter bearing no. 928/Nal/Muni dt. 13.11.2007.

SUDA-Health/63 ULBs/07/550/2(3)  
CC

1. Dr. Dilip Banerjee, Health Officer, Suri Municipality
2. Accounts Assistant, HHW Scheme, Suri Municipality
3. FO, Health, SUDA

  
Project Officer  
Dt. .. 15.11.2007

  
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/63 ULBs/07/547**

**Date .....08.11.2007**

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

**To : The Chairman**  
**Suri Municipality**

**Sub. : Selection of personnel for Management & Supervision Cell in Nalhati**  
**Municipality under Community Based Primary Health Care Service**  
**Programme.**

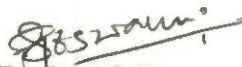
**Sir,**

You may be aware that Management & Supervision Cell will be set up at ULB level for which personnel namely Sanitary Inspector, Computer Assistant, Accounts Assistant, Multipurpose Helper cum Storekeeper cum Clerk and Health Assistant are to be selected. Copies of the Govt. orders bearing no. 111-MA/C-10/3S-55/2005 dt. 02.02.2007, 239-MA/C-10/3S-55/2005 dt. 07.03.2007, 447-JS(SB)/07 dt. 20.03.2007 in this connection are enclosed.

You are requested to depute Dr. Dilip Banerjee, Health Officer, Suri Municipality, to represent SUDA in the interview board to be held on 12.11.2007 at 1 P.M. at the chamber of the Chairman, Nalhati Municipality. Mobility support and DA may be provided to Dr. Banerjee and expenditure for the purpose be met out of HHW Scheme fund and booked under the A/C head "Operating cost".

Thanking you

Yours faithfully,

  
**Project Officer**

**Dt. .. 08.11.2007**

**SUDA-Health/63 ULBs/07/547/1(1)**

**CC**

**Chairman, Nalhati Municipality with reference to his letter**  
**bearing no. 908/Nal/Muni dt. 02.11.2007.**

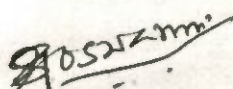
  
**Project Officer**

**Dt. .. 08.11.2007**

**SUDA-Health/63 ULBs/07/547/2(3)**

**CC**

- 1. Dr. Dilip Banerjee, Health Officer, Suri Municipality**
- 2. Accounts Assistant, HHW Scheme, Suri Municipality**
- 3. FO, Health, SUDA**

  
**Project Officer**

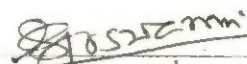
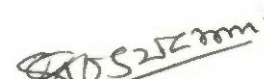


**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****Ref No. ....  
SUDA-Health/DFID/07/83****Date .....  
23.08.2007****From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman,  
Suri Municipality****Sub : Administrative Approval and Financial Sanction (AA & FS) for  
procurement of Kit Bag for Health Workers (HHWs & FTSS) engaged  
under DFID assisted HHW Scheme.****Sir,**

AA & FS is accorded for an amount of Rs. 2,720/- (Rupees Two thousand seven hundred twenty) only towards procurement of 17 nos. of Kit Bag for Health Workers (HHWs - 14 & FTSS - 3) as per approved specification enclosed herewith at the rate of Rs. 160/- each. The procurement is to be completed by November, 2007.

The expenditure for the purpose may be booked under the A/C head "Training" and SOE be submitted accordingly.

Thanking you.

**Yours faithfully,**  
**Project Officer****Encl. : As stated.****SUDA-Health/DFID/07/83/1(1)****Copy forwarded for kind information to :****Project Director, HHWs Scheme, Suri Municipality****Dt. .. 23.08.2007**  
**Project Officer**

**SURI MUNICIPALITY : BIRBHUM**

*Sri Tapan Kr. Sukul*  
Chairman,  
Suri Municipality, Birbhum.

Ph: 03462-255 534 (Off.)  
Fax: 03462-257 308

Memo No. 656

/SM.

Date :- 10/07/08

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -700106.



12.11.2007

Sub:- Prayer for Approval of purchase of Share Kitbag Etc.

Madam,

This to inform you that, the following Items are required for the HHW Scheme, DFID assisted under Suri Municipality.

Sl. No.	Item	Reqd. No.
1.	Kit Bag for HHW & FTS	17 Nos.
2.	Share & Blouse for HHW, FTS & ANM	36 Nos.
3.	Pregnancy test Kit	10,000 Strip
4.	Urine Container	1,000 Bottle
5.	Pen Drive- 2 GB (for storage & transfer of Data)	1 No.

For smooth running of the scheme, kindly give approval for purchase of above mentioned items as soon as possible.

AAFS accorded  
for kit Bag 21.23.8.7. Yours faithfully,

Chairman, **Chairman**  
Suri Municipality, **Suri 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/07/68**Date .....**14.08.2004****From : Dr. Shibani Goswami,  
Project Officer,  
Health , SUDA****To : The Chairman,  
Suri Municipality****Sub : Administrative Approval & Financial Sanction (AA&FS) for Rs. 1,19,000/-  
towards procurement of furniture & equipments by your ULB in respect of  
HHW Scheme.****Sir,**

With reference to your Memo No. 1590 dt. 20.02.2007, AA&FS is hereby accorded for Rs. 68,000/- towards procurement of Furniture & Rs. 51,000/- towards procurement of Equipments as per enclosed list.

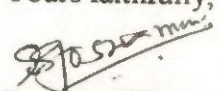
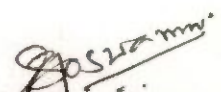
The said procurement is to be done following the Govt. norms through Procurement Committee already constituted at your ULB. The procurement is to be completed by Dec, '07.

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

Thanking you.

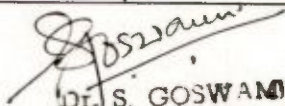
**Enclo. : As stated.****SUDA-Health/DFID/07/68/1(2)****CC**

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

**Yours faithfully,**  
**Project Officer****Dt. .. 14.08.2004**  
**Project Officer**

## HHW Scheme, Suri Municipality

SN	ITEM NAME	QUANTITY
<b>FURNITURE</b>		
1	Almirah without locker	3
2	File Cabinet	2
3	Metal Shelving Racks	4
4	Notice Board	2
5	Plastic chairs without arms	40
6	White Board	2
	<b>Total cost for procurement of furniture shall not exceed Rs. 68,000/-</b>	<b>Rs. 68000/-</b>
<b>EQUIPMENTS</b>		
6	Albumin test kit (pack of 100 strips)	10
7	BCG Syringe with needle	50
8	Bowl (Enamel)	6
9	BP Instrument	2
10	Dissecting Forceps (Non toothed)	3
11	Needle 23 G	100
12	Pregnancy Kit (pack of 100 strips)	10
13	Sterilizer	3
14	Stethoscope	2
15	Syringe 2ml (Glass Van)	100
16	Syringe 5ml (Glass Van)	100
17	Urine collecting Container	1000
18	Weighing Machine (Adult)	3
	<b>Total cost for procurement of equipments shall not exceed Rs. 51,000/-</b>	<b>Rs. 51000/-</b>

  
**DR. S. GOSWAMI**  
 Project Office  
 Health Wing  
 S. U. D. A





01 FEB 2007

**Suri Municipality: Birbhum.**  
**DFID assisted Honorary Health Worker Scheme.**

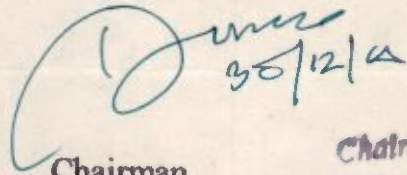
**Memo No. 1317 / SM**

**Date: 30. 12. 2006.**

Manasi Mahara D/O Sri Biswanath Mahara of Laldighipara, PO- Suri, District - Birbhum, who has been selected by the Health & FW Committee, Suri Municipality, District- Birbhum is hereby engaged on contract basis as PHN-Training at Municipal Management Cell for DFID assisted HHW scheme for a period upto 31.03.2007 with effect from the date of her joining the post.

Her terms of engagement are terminable on one month's notice on either side.

Her consolidated pay on contract has been fixed at Rs.4000 /- (four thousands) only per month.

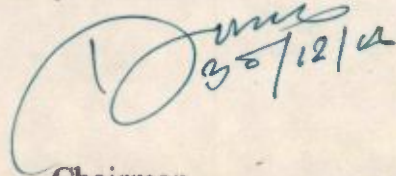
  
30/12/06

Chairman,  
Suri Municipality, Birbhum. **Chairman**  
**Suri Municipality**  
**BIRBHUM**

**Memo No. 1317 / 1 ( 3 ) / SM Date: 30. 12. 2006.**

Copy for information and necessary action to the:

1. Project Director, DFID assisted HHW Scheme, Suri Municipality.
- ✓ 2. Project Officer, Central Co-ordinating Cell, SUDA.
3. Manasi Mahara D/O Sri Biswanath Mahara of Laldighipara, PO- Suri, District - Birbhum. She is requested to report for duty to the Chairman, Suri Municipality within 15 ( Fifteen ) days, failing which the offer of engagement stands automatically cancelled.

  
30/12/06

Chairman,  
Suri Municipality, Birbhum. **Chairman**  
**Suri Municipality**  
**BIRBHUM**



To

The Chairman, Suri Municipality

Sub: - Joining report on PHN

Sir,

With due respect I beg to state that  
In pursuance of your order Memo No. 1317/1(3)/SM  
Dated 30/12/06.

I have joined my duty today on 2/1/07  
in the afternoon on PHN.

I therefore request you to  
kindly accept my joining report & oblige  
thereby.

Dated 2/1/07  
Suri  
Birkham

Yours faithfully  
Manorzi Maharao  
(PHN)  
M.M.R.  
Suri, Municipality

Allowed to join  
Dated 2/1/07  
Chairman  
Suri Municipality

No. 1320 (2) / SM

Dated 02. 01. /07

Copy forwarded for information and taking necessary action to the

- 1) Project Director, D.F.I.D, Assisted H.H.W Scheme, Suri Municipality
- 11) Project Officer, Central Co-ordinating Cell, S U D A

Chairman  
Suri Municipality

Chairman  
Suri 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 15<sup>th</sup> 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.

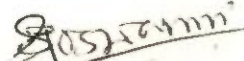
Sir,

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



## SURI MUNICIPALITY: BIRBHUM

Memo No. 978 /SM

Date:- 27. 10. 2006.

To

1. Sri Pranab Kar, Councillor-in-charge of Health, Suri Municipality,  
Member, Municipal Level Health & Family Welfare Committee (MLHFWC).
2. Sri Mantriswar Mandal, Councillor-in-charge of Health, Suri Municipality,  
Member, Municipal Level Health & Family Welfare Committee
3. Sri Debasis Chakraborty, O/C, Health & FW, Representative, DM, Birbhum,  
Member, MLHFWC.
4. Representative, Sri Aurobindo Anusilan Society, Suri  
Member, MLHFWC.
5. ACMOH, Sadar, Suri, Birbhum.  
Member, MLHFWC.
- ✓ 6. Representative of Health Wing, SUDA,  
Member, MLHFWC.
7. Dr Dilip Bandyopadhyay, Health Officer, Suri Municipality,  
Secretary-Convener, MLHFWC.



Sub: Interview for the selection of Personnel for the Health Post.

Sir,

As decided in meeting of Municipal Level Health & Family Welfare Committee, the interview for selection of the personnel against the vacant posts of the H.P. and MMC will be held on 07.11.2006 at 12 Noon, at the premises of Suri Municipal Office.

As member of the selection committee, you are requested to attend at the scheduled place, on that date & time, for taking interview of the applicants.

Thanking you,



Yours faithfully,

*[Signature]*  
27.10.06

President,  
Municipal Level Health & Family welfare Committee  
and  
Chairman, Suri Municipality, Birbhum.

*Chairman*  
Suri Municipality  
BIRBHUM

Memo No. 978 / 1 / SM.

Date :- 27. 10. 2006.

Copy to:

The Project Director, HHW Scheme, Suri Municipality & ADM (D), Birbhum, for  
favour of his information.

President,  
Municipal Level Health & Family Welfare Committee  
and  
Chairman, Suri Municipality, Birbhum



File,  
Dt. Dec.  
11.9.03



**EXTRACT COPY OF RESOLUTION NO. 4 (a) OF THE MUNICIPAL LEVEL HEALTH & FAMILY WELFARE COMMITTEE, SURI MUNICIPALITY, WHICH WAS HELD ON 28.7.2006.**

**4. Misc.**

- a) Sri Hiralal Ghose, Supervisor of Sweepers of Suri Municipality will perform his duties as Attendant of MMC w.e.f. 1<sup>st</sup> August, 2006, in addition to his usual duties, in lieu of Sri Pradip Chandra (presently engaged as Attendant of MMC), who becomes frequently ill, and due to his frequent illness the works of MMC is being hampered. The Committee resolves that Sri Chandra's engagement as Attendant of MMC will cease to exist w.e.f 31<sup>st</sup> July, 2006.

Memo No. 578 (4) Date 01.08.2006

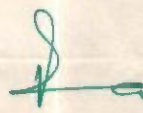
**Copy forwarded to:**

1) The Project Director, HHW Scheme under Suri Municipality & ADM (D), Birbhum, for his kind information

2) The Project Officer, Health, SUDA, ILGUS Bhavan, H-C Block, Sector III, Bidhan Nagar, Kolkata-700106, for kind information.

3) Sri Hiralal Ghosh, Supervisor of Sweepers, Suri Municipality. He is directed to perform his duties as Attendant of MMC, in addition to his usual duties.

4) Sri Pradip Chandra, for his information.

  
1.8.06

Chairman,  
Suri Municipality, Birbhum.

Chairman  
Suri Municipality





Dr. De.  
8.9.06



**SURI MUNICIPALITY : BIRBHUM**

**Memo No. 758 Date : 06.09.2006.**

**From**  
**Health Officer**  
**Suri Municipality, Birbhum.**

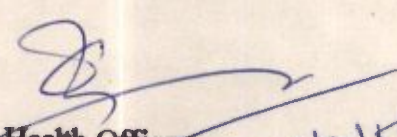
**To**  
✓ **The Project Officer, Health**  
**'Health Wing' SUDA**  
**ILGUS BHAVAN**  
**H-C Block, Sector III**  
**Bidhan Nagar, Kolkata -700106**

**Sub: Result of Pre- and Post- training evaluation test on STD/HIV/AIDS**

**Madam,**

Please find enclosed the result of pre- and post- training evaluation test on STD/HIV/AIDS. The training was held on 29.8.06 and 31.8.06. Question of the tests are also sent herewith.

**Yours faithfully,**

  
**Health Officer**  
**Suri Municipality, Birbhum.**

6/9/06

**Encl: As stated.**

**Health Officer**  
**Suri Municipality**



## Suri Municipality: Birbhum

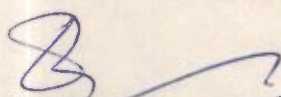
HHW Scheme( DFID Assisted)

Result of Pre- & Post-Training Evaluation Test of HHWs & FTSs

Sub: - HIV / AIDS / STD

Block No.	Name	Designation	Pre-Training Evaluation Test		Post-Training Evaluation Test	
			Full Marks	Marks Obtained	Full Marks	Marks Obtained
1	Ishani Ghosal	HHW	30	14	30	20
2	Pampa Sinha	HHW	30	16	30	15
3	Chandika Mukherjee	HHW	30	4	30	10
4	Dipika Datta Roy	HHW	30	16	30	14
5	Basanti Biswas	HHW	30	15	30	14
6	Madhuchhanda Chowdhry	HHW	30	20	30	28
7	Sujata Keshari	HHW HHW	30	10	30	12
8	Mintu Sinha	HHW	30	18	30	13
9	Parul Chowdhury	HHW	30	8	30	14
10	Chhabi Mahara	HHW	30	13	30	12
11	Bandana Das	HHW	30	12	30	12
12	Sadhana Das	HHW	30	13	30	16
13	Ratna Majumder	HHW	30	9	30	12
14	Chaina Begam	HHW	30	18	30	21
-	Manimala Mitra	FTS	30	19	30	24
-	Sarama Mahara	FTS	30	17	30	16
-	Dipti Sarkar	FTS	30	14	30	19

Training held  
on 29.8.06 & 31.8.06

  
Health Officer  
Suri Municipality 6/9/06

Health Officer  
Suri Municipality

File.  
Dr. De Pe.  
&

## Suri Municipality : Birbhum.

Memo No. 558 / SM. Date:- 31. 07. 2006.

### ORDER



As per resolution No. 2 of the meeting of Municipal Level Health & FW Committee, held on 28-7-2006, Smt Parul Choudhury, W/O Late Goutam Choudhury, of Ward No. 16 is hereby directed to join as Honorary Health Worker in HHW Scheme ( DFID assisted ) under Suri Municipality w.e.f. 1.8.2006 for a period upto 31-3-2007.

sd/-

Chairman,  
Suri Municipality, Birbhum.

Memo No. 558 / 1(3) / SM.

Date:- 31. 07. 2006.

Copy forwarded for kind information to:

- ✓ 1. The Project Officer, Health, Health Wing, SUDA, ILGUS Bhavan, Bidhan Nagar , Kolkata-7000106.
2. The Project Director, HHW Scheme ( DFID assisted ) under Suri Municipality.
3. Health Officer, Suri Municipality.

Encl: Resolution of the meeting of  
Municipal Level Health &  
FW Committee , held on  
28-7-2006.

sd/- 31/7/06

Chairman,  
Suri Municipality, Birbhum

Chairman  
Suri Municipality  
BIRBHUM



PROCEEDINGS OF THE MEETING OF MUNICIPAL LEVEL HEALTH & FW  
COMMITTEE HELD ON 28-7-2006 AT 1 PM AT SURI MUNICIPAL OFFICE.

Members present:

1. Sri Tapan Sukul, Chairman, Suri Municipality.
2. Sri Pranab Kar, C-I-C, Health, Suri Municipality.
3. Sri Mantriswar Mondal, C-I-C, Health, Suri Municipality.
4. Dr. D. Bandyopadhyay, HO, Suri Municipality.

The Chairman, Suri Municipality presided over the meeting.

1. Read and confirmed the proceedings of the last meeting.


2. Resignation of Ganga Datta, HHW is accepted by the committee, It is resolved that the vacant post thus created, will be filled up by Parul Choudhury who is in the panel of candidates who had received training to work as Honorary Health Worker ( HHW). As Parul Choudhury is presently engaged as Attendant at HP, engagement of Parul Choudhury will make the post of vacant. That vacancy will later be filled up. Engagement of Parul Choudhury as HHW will be in effect from 1<sup>st</sup> August, 2006.

3. The Committee was informed about the procurement of medicine from CMS approved firms. The committee is informed that majority of approved medicines have been procured. The rest amount will soon be purchased following norms.

4. Misc.

a) Sri Hiralal Ghose, Supervisor of Sweepers of Suri Municipality will perform his duties as Attendant of MMC w.e.f. 1<sup>st</sup> August, 2006, in addition to his usual duties, in lieu of Sri Pradip Chandra ( presently engaged as Attendant of MMC), who becomes frequently ill, and due to his frequent illness the works of MMC is being hampered. The Committee resolves that Sri Chandra's engagement as Attendant of MMC will cease to exist w.e.f 31<sup>st</sup> July, 2006.

b) It is resolved that as the representative of Lions' Club and representative of DM, Birbhum remains absent for a long time in the meetings of this committee, a request letter will be sent to the DM, Birbhum, to replace the present representative and nominate some other representative; and the Committee requested C-I-C, Health to nominate representative of some other NGO as member of this Committee, with the help of Vice-Chairman, Suri Municipality.. It is also resolved that the representation of Lions' Club ceases to exist in this Committee with immediate effect.

 28/7/06

Chairman,  
Suri Municipality, Birbhum.

Chairman  
Suri Municipality  
BIRBHUM





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/925

Dt. .. 07.07.2006

From : Arnab Roy  
Project Director, CMU

To : The Chairman  
Suri Municipality

Sub. : Extension of time period for incurring expenditure under the A/C head  
"Contingency" during FY 2006-07 under Health component of KUSP.

Ref. : Your communication bearing no. 385/SM dt. 03.07.2006.

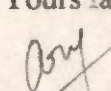
Sir,

With reference to above, approval is hereby accorded for extension of time period upto October, 2006, for incurring expenditure under the A/C head "Contingency" under Health component of KUSP, as requested for.

Statement of Expenditure be submitted by November, 2006.

Thanking you.

Yours faithfully,

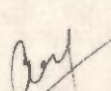
  
Project Director, CMU

Dt. .. 07.07.2006

Memo No. CMU-94/2003(Pt. IV)/925/1(1)

Copy forwarded for kind information to :

Project Director, HHW Scheme, Suri Municipality.

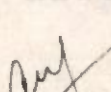
  
Project Director, CMU

Dt. .. 07.07.2006

Memo No. CMU-94/2003(Pt. IV)/925/2(1)

Copy forwarded for kind information to :

Health Officer, Suri Municipality.

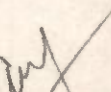
  
Project Director, CMU

Dt. .. 07.07.2006

Memo No. CMU-94/2003(Pt. IV)/925/3(1)

Copy forwarded for kind information to :

Financial Advisor, CMU

  
Project Director, CMU





## SURI MUNICIPALITY : BIRBHUM

*Sri Tapan Kr. Sukul*

Chairman,  
Suri Municipality, Birbhum.

Ph: 03462-255 534 (Off)

Fax: 03462-257 308

Memo No. 385 /SM

Date: 3.7.06

To

Sri Arnab Roy

Project Director, CMU.

ILGUS Bhavan, H-C Block, Sector-III, Bidhan Nagar, Kolkata-700106.

Sir,

This is for your kind information that, due to some unavoidable circumstances we could not utilise the fund amounting Rs. 25000.00, released in favour of DFID assisted HHW Scheme under this Municipality for expenses in different heads as specified in your letter No CMU-94/2003(Pt.III)/1277 dt. 7.12.2005, in the year 2005-2006.

I, therefore, request you to grant your kind permission to utilise that amount of fund in this financial year i.e. 2006-2007.

Yours faithfully

*(Signature)*  
Chairman,

Suri Municipality, Birbhum.

Chairman  
Suri Municipality

Memo No.

/Dt.

Copy forwarded for kind information and necessary action to:

The Project Officer, Health, Health Wing, SUDA, ILGUS Bhavan, H-C Block, Sector - III, Bidhan Nagar, Kolkata - 700106.

Chairman,  
Suri Municipality, Birbhum.



**SURI MUNICIPALITY : BIRBHUM**

Memo No. 693 Date: 22.08.2006.

From  
Chairman,  
Suri Municipality, Birbhum.


To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -700106

Sub: Information as per enclosure of letter no. SUDA-Health/DFID/04/60(10) dated  
14.8.2006

Madam,

Please find enclosed information as per enclosure of letter no. SUDA-  
Health/DFID/04/60(10) dated 14.8.2006.

Yours faithfully,

  
Chairman,  
Suri Municipality, Suri.

Chairman  
Suri Municipality

Enclo: As stated

Memo No.

/SM Date:

Copy forwarded for kind information to :  
The Project Director, HHW Scheme (DFID assisted), Suri Municipality, and ADM (D) ,  
Birbhum,

Chairman,  
Suri Municipality, Birbhum.





Enclo. :

A) 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	Nel
	CDO	1	1
	Account Assistant	1	1
	Data Entry Operator	1	1
II) At Health Post Level	PTMO	2	1
	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 From April, 2004	SOE submitted to CCC, SUDA for the month of			Remarks (If SOE not submitted for any of the specified month)
	April	May	June	
Rs. 17,82,000/=	→	→	Rs. 1,05,039/=	

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)	21.4.2006 24.4.2006 26.4.2006	—	—
Reproductive & Child Health (3 days duration)	24.7.06 25.7.06 26.7.06	—	—
Food & Nutrition and Growth Monitoring of U-5 children (2 days duration)	9.8.06 10.8.06	—	—
STD / HIV / AIDS (2 days duration)	—	30.8.06 31.8.06	—

100110 11/6011

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	Total No. of discussion sessions - 16	Family planning Immunisation ANC / PNC	307
Group Discussion at SHP level by FTS / PHN or ANM	Total No. of discussion session - 9	Institution Delivery Family planning Immunisation	123
Any other initiative taken by the ULB	—	—	—

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: please see below ⊕

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 .....	Cost Involvement (In Rs.)
out of total allotment of Rs. 2,61,000/- for procurement of medicine for the FY- 06-07, medicine procured for Rs. 70,000/- . But Payment has not yet been made.	

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

vaccines, oral pill & condom are available from P.P. unit, Suri Sadan Hospital according to the requirement.

Folifer Tablets is not available for last 8 months.

⊕ List of outstanding furniture :-

1. File cabinet - 4

2.

Health Officer  
Suri 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/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**

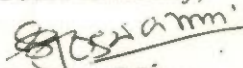
**The Project Director, HHW Scheme - DFID, ..... Municipality - for kind  
information and necessary action.**

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

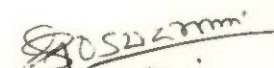
**CC**

- 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.)
<b>NON - RECURRING</b>		
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	
	<b>TOTAL</b>	
<b>RECURRING</b>		
9.	Honorarium	
10.	Salaries	
11.	Rent	
12.	Training	
13.	Drug	
14.	I.E.C.	
15.	Operating Cost	
	<b>TOTAL</b>	
	<b>GRAND TOTAL</b>	

Signature of Chairman / Project Director



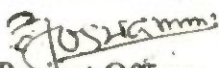
**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/DFID/06/12(11)**Date **18.04.2006**.....**From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman  
Cooch Behar / 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 10<sup>th</sup> of each following month for onward transmission to the Dept. of Health & Family Welfare.

Thanking you.

Encl. : As stated.

Yours faithfully,  
  
Project Officer

**SUDA-Health/DFID/06/12(11)/1(11)****18.04.2006****The Project Director, HHW Scheme - DFID,  
information and necessary action.****..... Municipality - for kind**

  
Project Officer

**SUDA-Health/DFID/06/12(11)/2(11)****18.04.2006****CC****Health Officer / CDO / PHN, ..... Municipality.**

  
Project Officer

Contd. to P-2.

SUDA-Health/DFID/06/12(11)/3(1)

18.04.2006

CC

Shri H.K. Dwivedi, IAS, Project Director (HSDI) & e.o. Special Secretary, Health & Family Welfare Dept., Govt. of West Bengal.

*S. S. S. S. S.*  
Project Officer

SUDA-Health/DFID/06/12(11)/4(2)

18.04.2006

CC

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

*S. S. S. S. S.*  
Project Officer



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"><li>• Training material @ Rs. 20/- per participant</li><li>• Tea &amp; tiffin @ Rs. 10/- per participant</li><li>• Faculty Fees @ Rs. 200/- per faculty per sessions (2 sessions per day)</li><li>• Contingency @ Rs. 2000/- per day</li></ul>	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"><li>• Cost Rs. 5/- per persons</li></ul>	@ 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.	<b>Procurement</b>			
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.	<b>Establishment of OPD services by specialist doctors in 3 disciplines</b>	July-Sept, 06		Guideline will issue in due course
6.	<b>NGO involvement</b>	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.	<b>Continuation of the service activities</b>	April, 06 - March, 07		<ul style="list-style-type: none"> <li>Services by HHW at project block level.</li> <li>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.</li> <li>Implementation of National Health Programmes.</li> <li>Referral linkages with Govt. hospital</li> </ul>



**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.

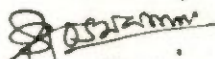
As desired by the Ministry of Health & Family Welfare and Ministry of Urban Employment & Poverty Alleviation, GOI, you are requested to help spread the message against the Practice of Sex Selection and Female Foeticide in whatever manner is feasible, particularly through the health programmes being implementing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

Yours faithfully,

  
**Project Officer****19.05.2006**

Enclo. : As stated.

**SUDA-Health/DFID/04/23(22)/1(22)****CC****Health Officer / Asstt. Health Officer,****Municipal Corporation / Municipality.**  
**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, 1/4<sup>th</sup> 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.



File

**SURI MUNICIPALITY : BIRBHUM.**

Memo No. 154 /SM Date: 18.5.2006

From  
The Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer,  
Health, "Health Wing"  
SUDA.  
ILGUS Bhavan,  
H-C Block, Sector III  
Bidhan Nagar, Kolkata- 91.



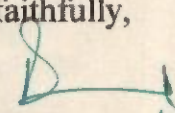
Sub: Yearly schedule for Group Discussion at the Block Level.

Madam,

Please find enclosed schedule for Group Discussion at the Block Level for the FY 2006-2007.

This is for your kind information.

Yours faithfully,

✓  18.5  
Chairman,  
Suri Municipality, Birbhum.

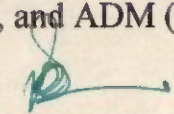
~~Chairman~~  
~~Suri Municipality~~

Enclo: as stated.

Memo No. / SM, Date

Copy forwarded for kind information to:

1. The Project Director, HHW Scheme ( DFID assisted) , and ADM (D)  
Birbhum.

  
Chairman  
Suri Municipality, Birbhum



# Suri Municipality: Birbhum

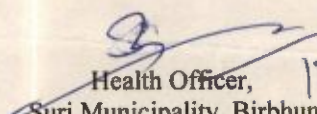
## DFID assisted HHW Scheme

Schedule for Group Discussion at Block Level for the Year 2006-07

Block No.	Apr.'06	May.'06	Jun.'06	Jul.'06	Aug.'06	Sep.'06	Oct.'06	Nov.'06	Dec.'06	Jan.'07	Feb.'07	Mar.'07
1		17	-	5	-	4	-	1	-	3	-	7
2			7	-	2	-	9	-	2	-	3	-
3		22	-	24	-	6	-	8	-	6	-	10
4			9	-	9	-	11	-	6	-	7	-
5		23	-	10	-	11	-	13	-	8	-	12
6			14	-	22	-	18	-	9	-	10	-
7		24	-	12	-	13	-	15	-	13	-	17
8			15	-	23	-	23	-	11	-	12	-
9		29	-	19	-	18	-	23	-	20	-	21
10			21	-	28	-	30	-	13	-	14	-
11		30	-	25	-	25	-	25	-	17	-	24
12			22	-	29	-	31	-	16	-	17	-
13		31	-	26	-	26	-	27	-	27	-	31
14			26	-	30	-	14	-	23	-	21	-

**Note: 1. Time and subject of discussion will be announced two weeks before the scheduled date.**

**2. In the event of emergent situations, when a Group Discussion is not held as per the schedule, it will be held on day which will be announced later.**

  
Health Officer,  
Suri Municipality, Birbhum.

12/11/2006

File  
8

For kind attn:  
Dr. S. Goswami

**SURI MUNICIPALITY : BIRBHUM**

Memo No. 62/SM Date : 21.4.06

From  
Chairman,  
Suri Municipality, Birbhum.



To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

Sub: Re- training of HHWs & FTSs

Madam,

With reference to your letter No. SUDA- Health /DFID/06/12(II) dt. 18.4.2006, this is for your kind attention that we are going to start re-training of FTSs and HHWs today on 21.4.2006 . As per work plan for 2006-07 of the DFID assisted HHW Scheme, training of grass root level workers will be done for three days, i.e. on 21.4.2006, 24.4.2006 and 26.4.2006.

A detailed work plan for clinics at the SHPs for this financial year ( 2006-07), have also been included herewith.

Yours faithfully,

Chairman,

Suri Municipality, Birbhum.

Enclo: As stated.

Chairman  
Suri Municipality

2337-7218

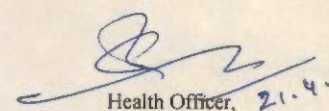


## Suri Municipality: Birbhum.

### DFID assisted HHW Scheme Yearly Planner for 2006-07 for Clinics at SHPs

	Apr,06	May,06	June,06	July,06	Aug,06	Sept,06	Octo,06	Nov,06	Dec,06	Jan,07	Feb,07	Mar,07
<b><u>SHP-I</u></b>												
ANC/PNC 1 <sup>st</sup> , 3 <sup>rd</sup> Fridays	7, 21	5, 19	2, 16	7, 21	4, 18	1, 15	6, 20	3, 17	1, 15	5, 19	2, 16	2, 16
Awareness Programme 1 <sup>st</sup> , 3 <sup>rd</sup> Fridays	7, 21	5, 19	2, 16	7, 21	4, 18	1, 15	6, 20	3, 17	1, 15	5, 19	2, 16	2, 16
Immunisation 1 <sup>st</sup> tuesdays	4	2	6	4	1	5	3	7	5	2	6	6
Growth Monitoring 1 <sup>st</sup> tuesdays	4	2	6	4	1	5	3	7	5	2	6	6
General Treatment 2 <sup>nd</sup> thursdays	13	11	8	13	10	14	12	9	14	11	8	8
<b><u>SHP-II</u></b>												
ANC/PNC 2 <sup>nd</sup> , 4 <sup>th</sup> Fridays	14, 28	12, 26	9, 23	14, 28	11, 25	8, 20	13, 27	10, 24	8, 22	12, 24	9, 23	9, 23
Awareness Programme 2 <sup>nd</sup> , 4 <sup>th</sup> Fridays	14, 28	12, 26	9, 23	14, 28	11, 25	8, 20	13, 27	10, 24	8, 22	12, 24	9, 23	9, 23
Immunisation 2 <sup>nd</sup> Tuesdays	11	9	13	11	8	12	10	14	12	9	13	13
Growth Monitoring 2 <sup>nd</sup> Tuesdays	11	9	13	11	8	12	10	14	12	9	13	13
General Treatment 3 <sup>rd</sup> thursdays	20	18	15	20	17	21	19	16	21	18	15	15
<b><u>SHP-III</u></b>												
ANC/PNC 1 <sup>st</sup> , 3 <sup>rd</sup> Mondays	3, 17	3, 15	5, 19	3, 17	7, 21	5, 19	4, 16	6, 20	4, 18	1, 15	5, 19	5, 19
Awareness Programme 1 <sup>st</sup> , 3 <sup>rd</sup> Mondays	3, 17	3, 15	5, 19	3, 17	7, 21	5, 19	4, 16	6, 20	4, 18	1, 15	5, 19	5, 19
Immunisation 3 <sup>rd</sup> tuesdays	18	16	20	18	14	19	17	21	19	16	20	20
Growth Monitoring 3 <sup>rd</sup> tuesdays	18	16	20	18	14	19	17	21	19	16	20	20
General Treatment 4 <sup>th</sup> thursdays	27	25	29	27	24	27	26	23	28	25	22	22

Note: 1. As soon as one more PTMO is available, number of General Treatment Clinic will be increased to once per week per SHP  
2. In the event of emergent situations, when a clinic is not held as per the schedule, it will be held on next working day.

  
Health Officer, 21.4.06

Suri Municipality, Birbhum.

For kind attn:  
Dr. S. Goswami

**SURI MUNICIPALITY : BIRBHUM**

Memo No. 67/CM Date: 21.4.06

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

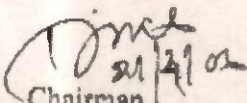
Sub: Re- training of HHWs &amp; FTSs

Madam,

With reference to your letter No. SUDA- Health /DFID/06/12(II) dt. 18.4.2006, this is for your kind attention that we are going to start re-training of FTSs and HHWs today on 21.4.2006. As per work plan for 2006-07 of the DFID assisted HHW Scheme, training of grass root level workers will be done for three days, i.e. on 21.4.2006, 24.4.2006 and 26.4.2006.

A detailed work plan for clinics at the SHPs for this financial year ( 2006-07), have also been included herewith.

Yours faithfully,

  
Chairman,  
Suri Municipality, Birbhum.

Encl: As stated.

2337-7318



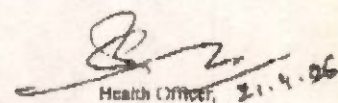
# Suri Municipality: Birbhum.

## DFID assisted HHW Scheme

### Yearly Planner for 2006-07 for Clinics at SHPs

	Apr.06	May.06	June.06	July.06	Aug.06	Sept.06	Octo.06	Nov.06	Dec.06	Jan.07	Feb.07	Mar.07
<b>SHP-I</b>												
ANC/PNC 1 <sup>st</sup> , 3 <sup>rd</sup> Fridays	7.21	5.19	2.16	7.21	4.18	1.15	6.20	3.17	1.15	5.19	2.16	2.16
Awareness Programme 1 <sup>st</sup> , 3 <sup>rd</sup> Fridays	7.21	5.19	2.16	7.21	4.18	1.15	6.20	3.17	1.15	5.19	2.16	2.16
Immunisation 1 <sup>st</sup> Tuesdays	4	2	6	4	1	5	3	7	5	2	6	6
Growth Monitoring 1 <sup>st</sup> Tuesdays	4	2	6	4	1	5	3	7	5	2	6	6
General Treatment 2 <sup>nd</sup> Thursdays	13	11	8	13	10	14	12	9	14	11	8	8
<b>SHP-II</b>												
ANC/PNC 2 <sup>nd</sup> , 4 <sup>th</sup> Fridays	14.28	12.26	9.23	14.28	11.25	8.20	13.27	10.24	8.22	12.24	9.23	9.23
Awareness Programme 2 <sup>nd</sup> , 4 <sup>th</sup> Fridays	14.28	12.26	9.23	14.28	11.25	8.20	13.27	10.24	8.22	12.24	9.23	9.23
Immunisation 2 <sup>nd</sup> Tuesdays	11	9	13	11	8	12	10	14	12	9	13	13
Growth Monitoring 2 <sup>nd</sup> Tuesdays	11	9	13	11	8	12	10	14	12	9	13	13
General Treatment 3 <sup>rd</sup> Thursdays	20	18	15	20	17	21	19	16	21	18	15	15
<b>SHP-III</b>												
ANC/PNC 1 <sup>st</sup> , 3 <sup>rd</sup> Mondays	3.17	3.15	5.19	3.17	7.21	5.19	4.16	6.20	4.18	1.15	5.19	5.19
Awareness Programme 1 <sup>st</sup> , 3 <sup>rd</sup> Mondays	3.17	3.15	5.19	3.17	7.21	5.19	4.16	6.20	4.18	1.15	5.19	5.19
Immunisation 3 <sup>rd</sup> Tuesdays	18	16	20	18	14	19	17	21	19	16	20	20
Growth Monitoring 3 <sup>rd</sup> Tuesdays	18	16	20	18	14	19	17	21	19	16	20	20
General Treatment 4 <sup>th</sup> Thursdays	27	25	29	27	24	27	26	23	28	25	22	22

Note: 1. As soon as one more PMO is available, number of General Treatment Clinic will be increased to once per week per SHP  
 2. In the event of emergent situations, when a clinic is not held as per the schedule, it will be held on next working day.

  
 Health Officer, 21.4.06

Suri Municipality, Birbhum.



**Monitoring Report**

Thanks.  
20/12  
Dr. Goswami

Apropos instruction of the Secretary, MA Dept. dt. 14.12.2005, the undersigned visited Suri & Bolpur Municipality on 16.12.2005 to monitor the ongoing HHW Scheme.

The undersigned had discussion with the Chairman, Vice-Chairman, Health Officer of Suri Municipality, Members of Municipal Management Cell, First Tier Supervisors and Honorary Health Workers of both Suri & Bolpur Municipality. The undersigned also visited all the three Sub-Health Post and some beneficiary families and inspected all the relevant documents of both the ULBs.

In this connection this is to mention that DFID funded Honorary Health Worker Scheme has been piloted in 11 Non-KMA ULBs i.e. Cooch Behar, Berhampur, Jangipur, Bankura, Bishnupur, Bolpur, Suri, Kalna, Purulia, Krishnagar & Medinipur with effect from 01.02.2004 initially for one year which has been extended subsequently upto 31.03.2006.

The 1<sup>st</sup> year was earmarked for system development for Honorary Health Workers scheme.

**Aims of the pilot scheme :**

- Standard of health services of the BPL population is to be raised.
- The HHWs will serve as first contact point for the target population and link the BPL population with health care services for establishing a comprehensive primary health care and referral services.
- Integrate the municipal health services with district health services rendered by the district health offices and hospital of the DHFW, GOWB.
- The pilot support will provide opportunity to draw the lesson with regard to its cost effectiveness.
- This will built platform for evidence-based investments.
- The positive lessons learnt from this HHW scheme would facilitate the inclusion of this approach in the vision statement or strategic framework for providing health services to the urban poor.

**Contd. to P-2.**



Some of the salient Activities vis-à-vis Present Status with reference to Suri and Bolpur Municipality, as were observed during monitoring visit, are detailed below :

**A) Process Indicators :**

Activities	Target By	Status	
		Suri	Bolpur
Constitution of Health & FW Committee apropos GO bearing no. HF/O/PHP/658/O-23/98 dt. 25.09.2002.	February, 2004	Already constituted	Already constituted
Forwarding BPL list to Central Co-ordinating Cell (CCC), SUDA.	March, 2004	Sent by March, 2004	Sent by May, 2004
Engagement of Municipal Management Cell (MMC) personnel.	May, 2004	Done in August, 2004	Done in August, 2004
Writing up and submission of Project Proposal by the ULB to CCC, SUDA.	July, 2004	Submitted by July, 2004	Submitted by December, 2004
Selection of HHWs	June, 2004	Completed by June, 2004	Completed by July, 2004
Training of HHWs	August, 2004	25.08.2004 to 19.10.2004	29.10.2004 to 01.01.2005
Selection & training of FTSs (after completion of 6 months of field work of HHWs)	-	Completed in September, 2005	Completed in September, 2005

**B) Physical Performance :**

Item	Status	
	Suri	Bolpur
Targeted BPL population	15056	14036
Project Blocks (1 Block covers 1000 BPL population)	14	14
Sub-Health Post (1 SHP covers approx 5000 population)	3	3
Health Post (1 HP per ULB)	1	1
Procurement of furniture, equipment & drugs	Completed by ULB	Completed by ULB

Contd. to P-3.

C) Service Performance :

Item	Status	
	Suri	Bolpur
<b>Maternal Care</b>		
Household visit by HHWs for sensitization and awareness generation	Since November, 2004	Since January, 2005
Antenatal cases registered	187	157
No. of pregnant women received complete tetanus toxoid	150	62
No. of antenatal cases with complication referred to Govt. Hospital	7	4
Total no. of deliveries	223	120
No. of Institutional deliveries	165	104
<b>Immunisation of infants</b>		
BCG	188	98
DPT 1	172	68
DPT 2	144	82
DPT 3	128	78
OPV 1	161	72
OPV 2	138	80
OPV 3	128	78
Measles	86	125
<b>Family Planning</b>		
Permanent Sterilisation	67	33
IUD	1	3
Oral Pill	158	54
Condom	34	63
No. of ARI cases treated	144	264
No. of Diarrhoea cases treated	201	167
Cases treated by MO at SHP	383	342

Contd. to P-4.



**D) Observations :**

Item	Status	
	Suri	Bolpur
Meeting of Municipal Level Health & FW Committee	8 meetings held so far. Last 3 meetings was attended by ACMOH.	6 meetings held. 5 meetings was attended by ACMOH
Engagement of Municipal Management Cell Personnel (MMC consist of Project Director, CIC Health, ACMOH, Supdt. of Hospital, HO / AHO, Community Development Officer, Public Health Nurse, Data Entry Operator, Accounts Asstt., Clerk cum Storekeeper)	Engagement was delayed due to last Loksabha and Municipal election where embargo on fresh engagement was prevailed.  <ul style="list-style-type: none"> <li>Completed except PHN, in spite of repeated advertisement.</li> <li>HO was in position before the launching of the scheme.</li> </ul>	<ul style="list-style-type: none"> <li>Completed.</li> <li>As there was no existing HO, AHO had been engaged who left after 3 months. Fresh engagement done 5 months back.</li> <li>The first PHN who was thorough with the scheme has left the job. New engagement done few days back.</li> </ul>
Training of HHWs	<ul style="list-style-type: none"> <li>Job placement training for HHWs had been imparted by intra and extra mural faculties.</li> <li>CMOH, Dept. CMOH II, PHN PP Unit, Dist. T.B. Officer, Zonal Leprosy Officer conducted training for – 6 days, 1 day, 14 days, 1 day &amp; 1 day respectively.</li> </ul>	<ul style="list-style-type: none"> <li>Job placement training for HHWs had been imparted by intra and extra mural faculties.</li> <li>Supdt., PHN, MO-BPHC, conducted training for – 1 day, 1 day &amp; 15 days respectively.</li> </ul>
Procurement of furniture, part of equipment & drugs done by ULBs through Procurement Committee consisting of ADM / SDO acting as Project Director, HO / AHO, Executive Officer of ULB, ACMOH.	<ul style="list-style-type: none"> <li>Procurement as per schedule completed for furniture, equipment and part of medicine.</li> <li>Further procurement of drug is held up due to some problems with regard to selection of procurement process in respect of CMS approved / other firms.</li> </ul>	<ul style="list-style-type: none"> <li>Procurement as per schedule completed.</li> <li>Some outstanding bills not paid as there is no available fund</li> </ul>

Contd. to P-5.



Item	Status	
	Suri	Bolpur
Logistics i.e. Oral Pill, Condom, vaccines, some medicines, posters & charts etc.,	Being provided by the Sadar Hospital.	<ul style="list-style-type: none"> <li>• Being provided by the SD Hospital.</li> <li>• Some innovative IEC materials i.e. "Calendar 2006 with SHP -wise clinic dates, Posters on Antenatal/ post natal care, Calendar type material on Immunisation schedule, etc."</li> </ul>
Participation in different National Health Programmes like Pulse Polio, NFCP, Family Health Awareness Campaign (FHAC) and others.	<p>All health man-power of DFID assisted Honorary Health Worker Scheme starting from HHWs to HO /AHO were involved in</p> <p>(a) Pulse Polio Immunisation – last programme was held during 27-29.11.05 where 7395 U-5 children were vaccinated (estimated U-5 children – 7190).</p> <p>(b) Family Health Awareness Campaign – from 16-31.07.2005. 25 nos. of symptomatic cases referred by HHWs to the Govt. hospital.</p> <p>(c) School Health Programme – started since 21.11.05 and will be completed on 19.12.05. This programme will cover 34 schools in the municipal area.</p> <p>(d) Involved in National Filariasis Control Programme.</p> <p>(e) Participated in State Student &amp; Youth Festival 2005 apropos direction of ADM (Dev.) Birbhum.</p> <p>In all the programmes, the grass root level functionaries work very hard and also beyond their time schedule.</p>	<p>Same as Suri Municipality except serial no. (b) and (e).</p> <p>(a) Target was 6079, covered 7227 including transit poll.</p> <p>(c) Started on 17.11.05 and will continue upto 31.01.06 out of 23 schools, 20 schools will be covered by AHO and other manpower will be involved in all the school health programmes.</p>
Linkage with Govt. hospital for sterilization, complicated antenatal cases, hospital delivery etc.	As there is no provision for establishing any indoor facility under this scheme, all the cases for sterilization, complicated antenatal cases and cases for institutional delivery are sent to the nearest Govt. hospital.	

Contd. to P-6.



Item	Status	
	Suri	Bolpur
Involvement of PP Centre in conducting health camp at slums for general treatment, immunization, ANC / PNC and awareness.	Numbers of camps had been organized by Sadar Hospital at urban slums where PHN, Health Asstt. of PP Unit, Sadar Hospital and the HHWs concerned were involved.	-
Fund position	Rs. 14.82 lakhs released and SOE submitted by ULB upto October, 05 is Rs. 11.92 lakhs, thus the balance in hand of ULB is Rs. 2.90 lakhs.	Rs. 8.50 lakhs released and SOE submitted by ULB upto the month of September, 05 is Rs. 8.27 lakhs, thus the balance in hand of ULB is Rs. 0.23 lakhs. Disbursement of honorarium to all health manpower is pending for the last two months for paucity of fund.

*S. S. Ramani*  
20.12.05

**Memo No. SUDA/Health/DFID/04/690**

**Dt. .. 20.12.2005**

For kind information of the Secretary, MA Dept., GOWB

Sd/-  
**Health Expert, CMU**

**Memo No. SUDA/Health/DFID/04/690(2)/1**

**Dt. .. 20.12.2005**

CC

- ✓ 1. Project Director, CMU
- 2. Director, SUDA

*S. S. Ramani*  
**Health Expert, CMU**

**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)**Date .....**24.03.2006****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 10<sup>th</sup> 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.

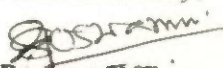
A line of confirmation about their participation along with requirement of accommodation at ILGUS Hostel, if any, is to be forwarded to the undersigned by 6<sup>th</sup> April, 2006.

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**

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)



**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.

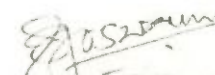
You are requested to furnish the information as per the format given below by 15<sup>th</sup> March, 2006:

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.

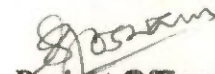
Yours faithfully,

  
**Project Officer**

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

**23.02.2006**

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

  
**Project Officer**

## **Visit to Suri & Bolpur Municipality by Health Expert, CMU on 16.12.2005**

### **Monitoring Report**

Apropos instruction of the Secretary, MA Dept. dt. 14.12.2005, the undersigned visited Suri & Bolpur Municipality on 16.12.2005 to monitor the ongoing HHW Scheme.

The undersigned had discussion with the Chairman, Vice-Chairman, Health Officer of Suri Municipality, Members of Municipal Management Cell, First Tier Supervisors and Honorary Health Workers of both Suri & Bolpur Municipality. The undersigned also visited all the three Sub-Health Post and some beneficiary families and inspected all the relevant documents of both the ULBs.

In this connection this is to mention that DFID funded Honorary Health Worker Scheme has been piloted in 11 Non-KMA ULBs i.e. Cooch Behar, Berhampur, Jangipur, Bankura, Bishnupur, Bolpur, Suri, Kalna, Purulia, Krishnagar & Medinipur with effect from 01.02.2004 initially for one year which has been extended subsequently upto 31.03.2006.

The 1<sup>st</sup> year was earmarked for system development for Honorary Health Workers scheme.

#### **Aims of the pilot scheme :**

- Standard of health services of the BPL population is to be raised.
- The HHWs will serve as first contact point for the target population and link the BPL population with health care services for establishing a comprehensive primary health care and referral services.
- Integrate the municipal health services with district health services rendered by the district health offices and hospital of the DHFW, GOWB.
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- The positive lessons learnt from this HHW scheme would facilitate the inclusion of this approach in the vision statement or strategic framework for providing health services to the urban poor.

**Contd. to P-2.**



Some of the salient Activities vis-à-vis Present Status with reference to Suri and Bolpur Municipality, as were observed during monitoring visit, are detailed below :

**A) Process Indicators :**

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Constitution of Health & FW Committee apropos GO bearing no. HF/O/PHP/658/O-23/98 dt. 25.09.2002.	February, 2004	Already constituted	Already constituted
Forwarding BPL list to Central Co-ordinating Cell (CCC), SUDA.	March, 2004	Sent by March, 2004	Sent by May, 2004
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Selection & training of FTSs (after completion of 6 months of field work of HHWs)	-	Completed in September, 2005	Completed in September, 2005

**B) Physical Performance :**

Item	Status	
	Suri	Bolpur
Targeted BPL population	15056	14036
Project Blocks (1 Block covers 1000 BPL population)	14	14
Sub-Health Post (1 SHP covers approx 5000 population)	3	3
Health Post (1 HP per ULB)	1	1
Procurement of furniture, equipment & drugs	Completed by ULB	Completed by ULB

Contd. to P-3.

**C) Service Performance :**

Item	Status	
	Suri	Bolpur
<b>Maternal Care</b>		
Household visit by HHWs for sensitization and awareness generation	Since November, 2004	Since January, 2005
Antenatal cases registered	187	157
No. of pregnant women received complete tetanus toxoid	150	62
No. of antenatal cases with complication referred to Govt. Hospital	7	4
Total no. of deliveries	223	120
No. of Institutional deliveries	165	104
<b>Immunisation of infants</b>		
BCG	188	98
DPT 1	172	68
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Measles	86	125
<b>Family Planning</b>		
Permanent Sterilisation	67	33
IUD	1	3
Oral Pill	158	54
Condom	34	63
No. of ARI cases treated	144	264
No. of Diarrhoea cases treated	201	167
Cases treated by MO at SHP	383	342

Contd. to P-4.



**D) Observations :**

Item	Status	
	Suri	Bolpur
Meeting of Municipal Level Health & FW Committee	8 meetings held so far. Last 3 meetings was attended by ACMOH.	6 meetings held. 5 meetings was attended by ACMOH
Engagement of Municipal Management Cell Personnel (MMC consist of Project Director, CIC Health, ACMOH, Supdt. of Hospital, HO / AHO, Community Development Officer, Public Health Nurse, Data Entry Operator, Accounts Asstt., Clerk cum Storekeeper)	<p>Engagement was delayed due to last Loksabha and Municipal election where embargo on fresh engagement was prevailed.</p> <ul style="list-style-type: none"> <li>Completed except PHN, in spite of repeated advertisement.</li> <li>HO was in position before the launching of the scheme.</li> </ul>	<ul style="list-style-type: none"> <li>Completed.</li> <li>As there was no existing HO, AHO had been engaged who left after 3 months. Fresh engagement done 5 months back.</li> <li>The first PHN who was thorough with the scheme has left the job. New engagement done few days back.</li> </ul>
Training of HHWs	<ul style="list-style-type: none"> <li>Job placement training for HHWs had been imparted by intra and extra mural faculties.</li> <li>CMOH, Dept. CMOH II, PHN PP Unit, Dist. T.B. Officer, Zonal Leprosy Officer conducted training for – 6 days, 1 day, 14 days, 1 day &amp; 1 day respectively.</li> </ul>	<ul style="list-style-type: none"> <li>Job placement training for HHWs had been imparted by intra and extra mural faculties.</li> <li>Supdt., PHN, MO-BPHC, conducted training for – 1 day, 1 day &amp; 15 days respectively.</li> </ul>
Procurement of furniture, part of equipment & drugs done by ULBs through Procurement Committee consisting of ADM / SDO acting as Project Director, HO / AHO, Executive Officer of ULB, ACMOH.	<ul style="list-style-type: none"> <li>Procurement as per schedule completed for furniture, equipment and part of medicine.</li> <li>Further procurement of drug is held up due to some problems with regard to selection of procurement process in respect of CMS approved / other firms.</li> </ul>	<ul style="list-style-type: none"> <li>Procurement as per schedule completed.</li> <li>Some outstanding bills not paid as there is no available fund</li> </ul>

Contd. to P-5.

Item	Status	
	Suri	Bolpur
Logistics i.e. Oral Pill, Condom, vaccines, some medicines, posters & charts etc.,	Being provided by the Sadar Hospital.	<ul style="list-style-type: none"> <li>• Being provided by the SD Hospital.</li> <li>• Some innovative IEC materials i.e. "Calendar 2006 with SHP -wise clinic dates, Posters on Antenatal/ post natal care, Calendar type material on Immunisation schedule, etc."</li> </ul>
Participation in different National Health Programmes like Pulse Polio, NFCP, Family Health Awareness Campaign (FHAC) and others.	<p>All health man-power of DFID assisted Honorary Health Worker Scheme starting from HHWs to HO /AHO were involved in</p> <p>(a) Pulse Polio Immunisation – last programme was held during 27-29.11.05 where 7395 U-5 children were vaccinated (estimated U-5 children – 7190).</p> <p>(b) Family Health Awareness Campaign – from 16-31.07.2005. 25 nos. of symptomatic cases referred by HHWs to the Govt. hospital.</p> <p>(c) School Health Programme – started since 21.11.05 and will be completed on 19.12.05. This programme will cover 34 schools in the municipal area.</p> <p>(d) Involved in National Filaria Control Programme.</p> <p>(e) Participated in State Student &amp; Youth Festival 2005 apropos direction of ADM (Dev.) Birbhum.</p> <p>In all the programmes, the grass root level functionaries work very hard and also beyond their time schedule.</p>	<p>Same as Suri Municipality except serial no. (b) and (e).</p> <p>(a) Target was 6079, covered 7227 including transit poll.</p> <p>(c) Started on 17.11.05 and will continue upto 31.01.06 out of 23 schools, 20 schools will be covered by AHO and other manpower will be involved in all the school health programmes.</p>
Linkage with Govt. hospital for sterilization, complicated antenatal cases, hospital delivery etc.	As there is no provision for establishing any indoor facility under this scheme, all the cases for sterilization, complicated antenatal cases and cases for institutional delivery are sent to the nearest Govt. hospital.	

Contd. to P-6.



Item	Status	
	Suri	Bolpur
Involvement of PP Centre in conducting health camp at slums for general treatment, immunization, ANC / PNC and awareness.	Numbers of camps had been organized by Sadar Hospital at urban slums where PHN, Health Asstt. of PP Unit, Sadar Hospital and the HHWs concerned were involved.	-
Fund position	Rs. 14.82 lakhs released and SOE submitted by ULB upto October, 05 is Rs. 11.92 lakhs, thus the balance in hand of ULB is Rs. 2.90 lakhs.	Rs. 8.50 lakhs released and SOE submitted by ULB upto the month of September, 05 is Rs. 8.27 lakhs, thus the balance in hand of ULB is Rs. 0.23 lakhs. Disbursement of honorarium to all health manpower is pending for the last two months for paucity of fund.

*Goswami*  
20.12.05

**Memo No. SUDA/Health/DFID/04/690**

**Dt. .. 20.12.2005**

For kind information of the Secretary, MA Dept., GOWB

*Goswami*  
**Health Expert, CMU**

**Memo No. SUDA/Health/DFID/04/690(2)/1**

**Dt. .. 20.12.2005**

CC

1. Project Director, CMU
2. Director, SUDA

/   
**Health Expert, CMU**

**Suri Municipality: Birbhum.**  
**HHW Scheme, DFID assisted.**

Sl. No	Name of HHWs	Block No,	Ward No.	Total No. of Households in the Project Block	Population of the Project Block			Population of the Project Block by Religion				
					Male	Female	Total	Hindus	Muslims	Sikhs	Christians	Others
1	Ishani Ghosal	1	1,15	236	566	516	1082	675	407	--	--	--
2	Pampa Sinha	2	2,15,16	220	555	545	1100	641	459	--	--	--
3	Chandika Mukherjee	3	16,18	217	564	538	1102	934	168	--	--	--
4	Dipika Datta Roy	4	3,16,18	222	570	519	1089	594	434	--	--	61
5	Basanti Biswas	5	3,16,17	215	544	524	1068	694	127	--	--	247
6	Madhuchhanda Chowdhury	6	4,16,17	223	627	623	1250	117	1133	--	--	10
7	Sujata Keshari	7	5	224	578	574	1152	31	1121	--	--	--
8	Mintu Sinha	8	4,6,14	323	443	378	821	821	--	--	--	--
9	Ganga Datta	9	4,6,7,8,13,16	202	486	473	959	398	561	--	--	--
10	Chhabi Mahara	10	7,11,13,14	240	553	558	1111	707	404	--	--	--
11	Bandana Das	11	12,14	252	569	554	1123	1123	--	--	--	--
12	Sadhana Das	12	10,12	236	503	532	1035	693	274	--	--	68
13	Ratna Majumdar	13	10,12	252	607	549	1156	267	889	--	--	--
14	Chaina Begam	14	9,11,12	218	499	509	1008	325	683	--	--	--
	Total			3280	7664	7392	15056	8020	6660			376

*[Signature]*  
12/11/05

Health Officer  
Suri Municipality



**SURI MUNICIPALITY : BIRBHUM.**

**Memo No.** 1222 /SM **Date:** 17.11.2005

From  
The Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer,  
Health, "Health Wing"  
SUDA.  
ILGUS Bhavan,  
H-C Block, Sector III  
Bidhan Nagar

Sub: Submission of reports required as per memo no.SUDA-  
Health/DFID/04/557(11) dated 11-11-2005.

Madam,

Please find enclosed reports as required in your letter No. SUDA-  
Health/DFID/04/557(11) dated 11-11-2005.

Yours faithfully,

*[Signature]*  
17.11.05

Chairman  
Suri Municipality, Birbhum.  
**Suri Municipality  
BIRBHUM**

Encl: as stated.

**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.

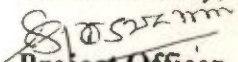
Sir,

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 1<sup>st</sup> 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,

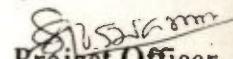
  
Project Officer

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

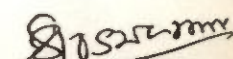
25.11.2005

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



Sub. : Computerization of the Civil Registration System at Suri Municipality - installation of Software and imparting training to the personnel concerned thereof.

PUD is the copy of communication bearing no. 693/1(2)/SM dt. 17.08.2005 from the Chairman, Suri Municipality addressed to the Director, SUDA with a copy to the undersigned.

Project Director, CMU contacted Shri T.K. Ghatak, Senior Geophysicist to extend his support for computerization of Civil Registration system at Suri Municipality. Following to that an Officer of Environment Cell, KMDA had been sent to the Municipality for demonstrating the Software which was found very much helpful to the ULB.

Installation of the Software for Civil Registration and training of the personnel concerned is essential to implement computerization of the Registration System for which Health Officer of Suri Municipality contacted the undersigned over telephone so many times.

You are requested kindly to look into the matter so that the issue could be solved at the earliest.

Submitted.

SUDA-Health/DAD  
04/170 St -  
26.11.05.  
Director, SUDA

26.11.05.

010

**SURI MUNICIPALITY : BIRBHUM**

*Sri Tapan Kr. Sukul*  
Chairman,  
Suri Municipality, Birbhum.

Ph: 03462-255 534 (Off)

Fax: 03462-257 308

Memo No. 672/1(2)/SM Date: 17.8.05

To  
The Director, SUDA,  
ILGUS Bhavan,  
H-C Block,  
Sector-III  
Bidhan Nagar, Kolkata 700091

Sub: Computerisation of the Civil Registration system

Madam,

This is for your kind information that a few days back Mr. T.K. Ghatak, Senior Geo-physicist of the Environmental Cell of KMDA, had sent a letter to this Municipality for demonstrating us the software for registration of Birth & Death. This was being done as a sequel to your discussion with the Project Officer, Health, SUDA and the Project Director, CMU, KUSP and Mr. T.K. Ghatak, Senior Geo-physicist of the Environmental Cell a few weeks ago following the letter of our Health Officer to the Project Officer, Health Wing, SUDA, requesting her to help in computerization of the Birth & Death registration system of our office free of cost.

This had been experienced by us after seeing demonstration of the software that computerization of the section of Civil Registration of this office would be very much helpful to us and for public service, if you kindly make arrangement for official installation of the software in our computer and training of the personnel of the Section of Civil Registration of this office.

Yours faithfully,

*(Signature)*  
Chairman, 17.8.05  
Suri Municipality, Birbhum.

Memo No. 672/1(2)/SM Date: 17.8.05

Copy forwarded for kind information and necessary action.

1. Mr. T.K. Ghatak, Senior Geo-physicist, Environmental Cell, KMDA, Urdayan Bhavan, Salt Lake, Kolkata-700091.

2. Project Director, CMU, KUSP, ILGUS Bhavan, H-C Block, Sector-III, Bidhan Nagar, Kolkata-700091

*(Signature)*  
Chairman, 17.08.05  
Suri Municipality



সিউজ পৌরসভা : বীরভূম

মেমো নং / এস এম , তার-  
বিস্তৃতি

এতদ্বারা নিম্নলিখিত যেকোনো স্বাস্থ্যকর্মীকে জানানো হচ্ছে যে, আপনার প্রথম সারির পরিদর্শিকা পদে নিযুক্ত করা হ'ল। প্রোজেক্ট অফিসার, হেলথ, সুজার মেমো নং SUDA Health/DFID/04/628(6) dated 12-09-2005 অনুযায়ী ১৪.৯.২০০৫ তারিখ এই পদে যোগদান করার জন্য পৌরসভার স্বাস্থ্য অধিকারিকের সাথে আপনার যোগাযোগ করতে বলা হচ্ছে।

সাব-হেলথ পোস্ট নং এবং নাম  
১। মিউনিসিপ্যাল অফিস  
২। কমিউনিটি হল  
৩। মিউনিসিপ্যাল ডরমিটরি

প্রথম সারির পরিদর্শিকা (FT)।  
মনিমালা মিত্র  
সরমা মাহারা  
দীপ্তি সরকার

প্রথম সারির পরিদর্শিকা গণের যোগদানের জন্য যে শূন্য যেকোনো স্বাস্থ্যকর্মী পদে বৃত্তি হ'ল, সেই পদে নিম্নলিখিত ট্রেনিং প্রাপ্ত প্রথম প্যানেলের স্বাস্থ্যকর্মী গণকে, প্রোজেক্ট অফিসার, হেলথ, সুজার মেমো নং SUDA- Health/DFID/04/628(6) dated 12-09-2005 অনুযায়ী ১৪.৯.২০০৫ তারিখ যোগদান করার জন্য পৌরসভার স্বাস্থ্য অধিকারিকের সাথে যোগাযোগ করে দায়িত্ব বুঝে নিতে বলা হচ্ছে।

- ১। সাধনা দাস। - ১১
- ২। চন্ডিকা মুখার্জী। - ১১
- ৩। বন্দনা দাস। - ১১

Sd/-

স্বাক্ষরিত,  
সিউজ পৌরসভা, বীরভূম।

৬-২৫/১ (২)

মেমো নং - / এস এম , তার- ১৪.৯.২০০৫

অবগতির জন্য প্রতিলিপি প্রেরিত হ'ল:

- ✓ ১। প্রজেক্ট অফিসার, হেলথ, সুজা, ইলেকশন ভবন, কোলকাতা-৯১।
- ২। প্রজেক্ট ডিরেক্টর, যেকোনো স্বাস্থ্যকর্মী স্থান, ও এডিএম (ডি), বীরভূম।

১২.৭.০৪

স্বাক্ষরিত,  
সিউজ পৌরসভা, বীরভূম।

Chairman  
Suri Municipality  
BIRBHUM

সিউডী পৌরসভা : বীরভূম।

মেমো নং / এস এম , তাং-  
বিজ্ঞপ্তি



এতদ্বারা নিম্নলিখিত স্বৈচ্ছাসেবী স্বাস্থ্যকর্মীগণকে জানানো হচ্ছে যে, আপনাদের প্রথম সারির পরিদর্শিকা পদে নিযুক্ত করা হ'ল। প্রোজেক্ট অফিসার, হেলথ, সুডা'র মেমো নং SUDA- Health/DFID/04/628(6) dated 12-09-2005 অনুযায়ী, ১৪।৯।২০০৫ তারিখ এই পদে যোগদান করার জন্য পৌরসভার স্বাস্থ্য আধিকারিকের সাথে আপনাদের যোগাযোগ করতে বলা হচ্ছে।

সাব-হেলথ পোস্ট নং এবং নাম	প্রথম সারির পরিদর্শিকা(FTS)
১।মিউনিসিপ্যাল অফিস	মনিমালা মিত্র
২।কমিউনিটি হল	সরমা মাহারা
৩।মিউনিসিপ্যাল ডরমিটরি	দীপ্তি সরকার

প্রথম সারির পরিদর্শিকা গণের যোগদানের জন্য যে শূন্য স্বৈচ্ছাসেবী স্বাস্থ্যকর্মী পদের সৃষ্টি হ'ল, সেই পদে নিম্নলিখিত ট্রেনিং প্রাপ্ত প্রথম প্যানেলের স্বাস্থ্যকর্মী গণকে, প্রোজেক্ট অফিসার, হেলথ, সুডা'র মেমো নং SUDA- Health/DFID/04/628(6) dated 12-09-2005 অনুযায়ী, ১৪।৯।২০০৫ তারিখ যোগদান করার জন্য পৌরসভার স্বাস্থ্য আধিকারিকের সাথে যোগাযোগ করে দায়িত্ব বুঝে নিতে বলা হচ্ছে।

- ১। সাধনা দাস।
- ২। চন্ডিকা মুখার্জী।
- ৩। বন্দনা দাস।

Sd-

পৌরপতি,  
সিউডী পৌরসভা, বীরভূম।

৮-২৫/১-(২)

মেমো নং-~~৮-২৫/১~~ / এস এম , তাং- ১৪.৯.২০০৫

অবগতির জন্য প্রতিলিপি প্রেরিত হ'ল:

- ✓ ১।প্রজেক্ট অফিসার, হেলথ, সুডা, ইলগাস ভবন, কোলকাতা-৯১।
- ২।প্রজেক্ট ডিরেক্টর, স্বৈচ্ছাসেবী স্বাস্থ্যকর্মী স্কিম, ও এ.ডি.এম. (ডি), বীরভূম।

12.9.08

পৌরপতি,  
সিউডী পৌরসভা, বীরভূম।

Chairman  
Suri Municipality  
BIRBHUM



**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/04/628(6)**

Date .....

**12.09.2005**

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

**To : The Chairman  
Jangipur / Beharampur / Suri /  
Bolpur / Purulia / Kalna Municipality**

**Sub : Engagement of FTSs and subsequent filling up of the resultant vacancies  
of the HHWs from the 1<sup>st</sup> panel HHW candidates under DFID assisted  
Honorary Health Worker Scheme.**

**Ref. : This office earlier communication under reference no.  
SUDA-Health/DFID/04/618(10) dt. 23.08.2005.**

**Sir / Madam,**

The trainee First Tier Supervisors have successfully completed the 2<sup>nd</sup> cum concluding part of the training session held at SUDA during 09 – 12 September, 2005. The Post Evaluation score sheet of the FTSs is enclosed.

Hence, the trainee FTSs now be engaged as regular FTSs with effect from 14.09.2005 upto 31.03.2006. Each FTS is entitled to get honorarium at the rate of Rs. 920/- per month. 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 1<sup>st</sup> panel candidates of HHWs with effect from 14.09.2005 upto 31.03.2006. Each HHW is entitled to get honorarium at the rate of Rs. 750/- per month. 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/04/628(6)/1**

**CC**

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

**Yours faithfully,**

*Shibani Goswami*

**Project Officer**

**12.09.2005**

*Shibani Goswami*  
**Project Officer**

# SURI MUNICIPALITY : BIRBHUM

*Sri Tapan Kr. Sukul*  
Chairman,  
Suri Municipality, Birbhum.

Ph: 03462-255 534 (Off)

Fax: 03462-257 308



Memo No /SM Date :

To  
The Director, SUDA,  
ILGUS Bhavan,  
H-C Block,  
Sector-III  
Bidhan Nagar, Kolkata-700091.

*Dr. Grosward*  
*ay*  
*19/8*

Sub: Computerisation of the Civil Registration system.

Madam,

This is for your kind information that a few days back, Mr. Ghatak , Senior Geo-physicist of the Environmental Cell of KMDA, had sent an officer to this Municipality for demonstrating us the software for registration of Birth & Death. This was being done as a sequel to your discussion with the Project Officer , Health, SUDA and the Project Director, CMU, KUSP and Mr. T.K.Ghatak, Senior Geophysicist of the Environmental Cell a few weeks ago, following the letter of our Health Officer to the Project Officer, Health Wing, SUDA, requesting her to help in computerization of the Birth & Death registration system of our office free of cost.

This had been experienced by us after seeing demonstration of the software that computerization of the section of Civil Registration of this office would be very much helpful to us and for public service, if you kindly make arrangement for official installation of the software in our computer and training of the personnel of the Section of Civil Registration of this office.

Yours faithfully,

Chairman,  
Suri Municipality, Birbhum.

Memo No. 698/1(2)/S.M. Date: 17.8.05

Copy forwarded for kind information and necessary action to:

1. Mr. T.K Ghatak, Senior Geophysicist, Environmental Cell, KMDA, Unnayan Bhavan, Salt Lake, Kolkata-700091.

✓ 2. Project Director, CMU, KUSP, ILGUS Bhavan, H-C Block, Sector -III, Bidhan Nagar, Kolkata-700091.

*Tmd*  
Chairman, 17-08-05  
Chairman  
Suri Municipality



## SURI MUNICIPALITY : BIRBHUM

Memo No. 650 Date : 10.8.2005



From  
Health Officer,  
Suri Municipality, Birbhum.

18 AUG 2005

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

Sub: Initiation of training of FTS & and result of the pre-training evaluation.

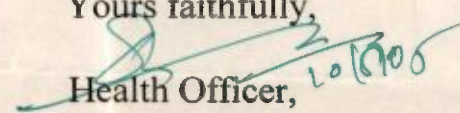
Madam,

This is for your kind information that training of FTS has been started from today i.e. on 10.8.2005.

The result of pre-training evaluation is given below.

Name of the FTS	Marks obtained
Manimala Mitra	22.5
Sarama Mahara	24.5
Dipti Sarkar	23

Yours faithfully,

  
Health Officer,  
Suri Municipality, Birbhum.

সিউডী পৌরসভা : বীরভূম।



মেমো নং ৬২৭ / এস এম , তাং-৮।৮।২০০৫

বিজ্ঞপ্তি

1 R AUG 2005

এতদ্বারা নিম্নলিখিত স্বেচ্ছাসেবী স্বাস্থ্যকর্মীগণকে জানানো হচ্ছে যে, আপনাদের প্রথম সারির পরিদর্শিকা পদে নির্বাচিত করা হ'ল। ১০।৮।২০০৫ তারিখ থেকে আপনাদের ট্রেনিং শুরু হবে। এই ব্যাপারে পৌরসভার স্বাস্থ্য আধিকারিকের সাথে আপনাদের যোগাযোগ করতে বলা হচ্ছে।

সাব-হেলথ পোস্ট নং এবং নাম

প্রথম সারির পরিদর্শিকা

১।মিউনিসিপ্যাল অফিস

মনিমালা মিত্র

২।কমিউনিটি হল

সরমা মাহারা

৩।মিউনিসিপ্যাল ডরমিটরি

দীপ্তি সরকার

পৌরপতি,

সিউডী পৌরসভা, বীরভূম।

মেমো নং ৬২৭/১(২) / এস এম , তাং-৮।৮।২০০৫

অবগতির জন্য প্রতিলিপি প্রেরিত হ'ল:

১।প্রজেক্ট অফিসার, হেলথ, সুডা, ইলগাস ভবন, কোলকাতা-৯১।

২।প্রজেক্ট ডিরেক্টর, স্বেচ্ছাসেবী স্বাস্থ্যকর্মী স্কিম, ও এ.ডি(এম. (ডি), বীরভূম।

পৌরপতি,

সিউডী পৌরসভা, বীরভূম।





সিউডি পৌরসভা : বীরভূম।

10 AUG 2005

মেমো নং ৬২৭ / এস এম , তাং-৮।৮।২০০৫

### বিজ্ঞপ্তি

এতদ্বারা নিম্নলিখিত স্বেচ্ছাসেবী স্বাস্থ্যকর্মীগনকে জানানো হচ্ছে যে, আপনাদের প্রথম সারির পরিদর্শিকা পদে নির্বাচিত করা হ'ল। ১০।৮।২০০৫ তারিখ থেকে আপনাদের ট্রেনিং শুরু হবে। এই ব্যাপারে পৌরসভার স্বাস্থ্য অধিকারিকের সাথে আপনাদের যোগাযোগ করতে বলা হচ্ছে।

সাব-হেলথ পোস্ট সহ এবং নাম

প্রথম সারির পরিদর্শিকা

১।মিউনিসিপ্যাল অফিস

মনিমালা মিত্র

২।কমিউনিটি হল

সরনা মাহারা

৩।মিউনিসিপ্যাল ডরমিটরি

দীপ্তি সরকার

পৌরপতি,

সিউডি পৌরসভা, বীরভূম।

মেমো নং ৬২৭/১(২) / এস এম , তাং-৮।৮।২০০৫

অবগতির জন্য প্রতিলিপি পেরিত হ'ল:

১।প্রজেক্ট অফিসার, হেলথ, সুডা, ইলগাস ভবন, কোলকাতা-৯১।

২।প্রজেক্ট ডিরেক্টর, স্বেচ্ছাসেবী স্বাস্থ্যকর্মী স্কিম, ও এ ডি/এম (ডি), বীরভূম।

পৌরপতি,

সিউডি পৌরসভা, বীরভূম।

**SURI MUNICIPALITY : BIRBHUM**

Memo No. 650 Date : 10.9.2005

**10 AUG 2005**

From  
Health Officer,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata 91.

**Sub: Initiation of training of FTS & and result of the pre-training evaluation.**


Madam,

This is for your kind information that training of FTS has been started from today i.e. on 10.8.2005.

The result of pre-training evaluation is given below.

Name of the FTS	Marks obtained
Manimala Mitra	22.5
Sarama Mahara	24.5
Dipti Sarkar	23

Yours faithfully,

  
Health Officer, 10/8/05

Suri Municipality, Birbhum.



## SURI MUNICIPALITY: BIRBHUM

Memo No. 605/SM

Date: 2.8.2005

To

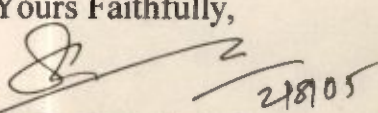
1. Sri Tapan k. Sukul, Chairman, Suri Municipality,  
President, Municipal Level Health & Family welfare Committee (MLHFWC).
2. Sri Pranab Kar, Councillor-in-charge of Health, Suri Municipality,  
Member, MLHFWC.
3. Sri Debasis Chakraborty, O/C, Health & FW, Prasasan Bhavan, Suri, Birbhum.  
Member, MLHFWC.
4. Dr. R.K. Nath, Lions' Club, Suri.  
Member, MLHFWC.
5. Mr. Lakshmi Kanto Mandal, Sri Aurobindo Anusilan Society, Suri  
Member, MLHFWC.
6. A.C.M.O.H., Sadar, Suri, Birbhum.  
Member, MLHFWC.
7. Representative of Health Wing, SUDA,  
Member, MLHFWC.

Sub: meeting of MLH&FW Committee

Sir,

This is for your kind information that the meeting of this Committee will be held on 08.08.2005 at 1PM at the Municipal Office, Suri. You are requested to kindly make it convenient to attend the meeting.

Yours Faithfully,

  
(Dr. D. Bandyopadhyay )  
Health Officer, Suri Municipality  
&  
Secretary-Convenor, Municipal  
Level Health & Family Welfare  
Committee.  
Suri Municipality, Birbhum.

Agenda :

1. To read and confirm the proceedings of the last meeting.
2. Ratification of the list of FTS, selected by Sub Selection Committee
3. Engagement of first-panel candidates as HHW in place of newly selected FTS.
4. Interchange of duties of Parul Chowdhury and Ratna Majumder.
5. Misc. – if any.

**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/04/605(10)

Date .....26.07.2005

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

**To : The Chairman**  
**Suri /Bolpur Municipality.**

**Sub : Selection of First Tier Supervisors under DFID assisted Honorary Health Worker Scheme**

Sir,

As the HHWs engaged under DFID assisted Honorary Health Worker Scheme have already completed 6 months of working period at field level , selection of FTSS amongst the regular HHWs are to be done in your ULB at the earliest.

Regarding selection of FTSS this office earlier communication under memo no. SUDA-Health/DFID/04/491 dt.21.03.2005 may kindly be referred to. However, a copy of the said communication is enclosed for ready reference.

You are requested to schedule the selection date of FTSS on 01.08.2005 between 10-00 am to 1-00 pm ( for Bolpur Municipality ) and 2-00 to 5-00 pm ( for Suri Municipality ). The undersigned will remain present during selection of FTSS.

Thanking you.

Yours faithfully,

SUDA-Health/DFID/04/605(10)/1  
CC

**Project Officer**  
**26.07.2005**

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

**Project Officer**



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****Ref No. ....SUDA-Health/DFID/04/491****Date .....21.03.2005****From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman****..... Municipality****Sub. : Guideline for Selection of trainee - First Tier Supervisor for amongst the  
regular HHWs working under DFID assisted Honorary Health Worker Scheme.****Sir,**

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

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

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

**A) Criteria for Selection :**

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

**Contd. to P-2.**

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

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

**B) Selection Committee :**

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

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

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

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

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

Yours faithfully,

**Project Officer**  
21.03.2005

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

**CC**

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

**Project Officer**



## SURI MUNICIPALITY : BIRBHUM

Memo No. 346 /SM Date : 29. 6. 2005

From  
The Chairman,  
Suri Municipality, Birbhum.

✓ To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.



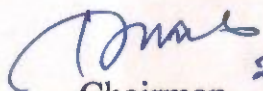
Sub: Selection of FTS.

Madam,

As the process of selection of FTS has already been started from our end, kindly let us know a date of interview, convenient to you, for selection of the FTS. The interview of HHWs for selection of FTS will take place under your kind leadership.

I invite you to come to Suri Municipal Office for this.

Yours faithfully,

  
Chairman, 29-06-05  
Suri Municipality, Birbhum.

Memo No. /SM, date

Copy forwarded for kind information to:

1. The Project Director, HHW Scheme ( DFID Assisted) , Suri Municipality  
& ADM (D), Birbhum.

Chairman,  
Suri Municipality, Birbhum.

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

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

**SUDA-Health/DFID/04/558**

**20.06.2005**

Ref No. ....

Date .....

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

**To : The Chairman  
Suri Municipality**

**Sub : Discussion session on Family Schedule.**

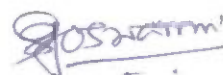
Sir,

Reference is invited to your communication under memo no. 303/SM dt. 17.06.2005.

In view of the circumstances stated by you, there might not be any objection for deputing your ANM for participation in the discussion session.

Thanking you.

Yours faithfully,

  
**Project Officer**

**SUDA-Health/DFID/04/558(1)**

**20.06.2005**

CC

The Project Director, HHW Scheme - DFID, Suri 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/04/559**

Date .....

**20.06.2005**

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

**To : The Chairman**  
**Suri Municipality**

**Sub : Software for Civil Registration.**

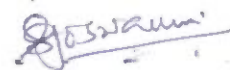
Sir,

Reference is invited to the communication of Health Officer, Suri Municipality under memo no. 220/SM dt. 09.06.2005.

For computerization of Civil Registration I had a talk with the Project Director, KUSP. With regard to Software for Civil Registration, Sri Tapas Ghatak, GIS Specialist may be contacted. Telephone of Sri Ghatak is (033) 2337 2217.

Thanking you.

Yours faithfully,



**Project Officer**  
**20.06.2005**

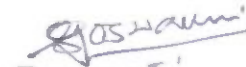
**SUDA-Health/DFID/04/559(1)**

**CC**

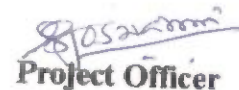
**The Project Director, HHW Scheme - DFID, Suri Municipality.**

**SUDA-Health/DFID/04/559(2)**

**Health Officer, Suri Municipality.**



**Project Officer**  
**20.06.2005**



**Project Officer**

## SURI MUNICIPALITY : BIRBHUM

Memo No. 220/SM Date : 9.6.05

From  
Health Officer,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.



14 JUN 2005

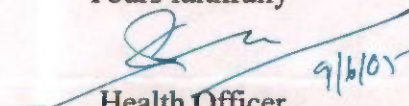
Sub : Software for Civil Registration

Madam,

This is to inform you that in our office, we have to register a very large number of event of birth and death and issue birth and death certificate. Day by day the task is increasing, and only a few staff finds it difficult to serve the people who comes everyday to this office for collecting birth and death certificate. In this situation, it is imperative to computerize the process of civil registration and issuance of certificate.

To computerize the section of civil registration of our office, we only need the software for this. I would request you to kindly make arrangement to provide the necessary software to this office.

Yours faithfully

  
Health Officer,  
Suri Municipality, Birbhum.



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

Ref No. ...SUDA-Health/DFID/04/557(5)

Date .....20.06.2005

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

**To : The Chairman  
Suri / Bolpur / Purulia / Krishnagar / Jangipur Municipality**

**Sub : Discussion session on Family Schedule and HMIS on 28.06.2005 at  
Health Wing, SUDA in connection with DFID assisted Honorary Health  
Worker Scheme.**

Sir,

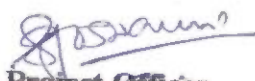
Reference is invited to this office earlier communication under memo no. SUDA-Health/DFID/04/553(5) dt. 15.06.2005. This is to inform you that the said discussion session will be held on 28.06.2005 from 11 A.M. to 5 P.M. at Health Wing, SUDA instead of 27.06.2005.

The participants concerned may be intimated accordingly.

Sorry for the inconvenience.

Thanking you.

Yours faithfully,

  
Project Officer

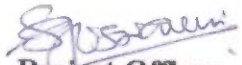
- 2 -

SUDA-Health/DFID/04/557(5)/1

20.06.2005

CC

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

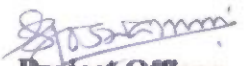
  
Project Officer

SUDA-Health/DFID/04/557(5)/2

20.06.2005

CC

Health Officer / Asstt. Health Officer, CDO, PHN, ..... Municipality.

  
Project Officer

SUDA-Health/DFID/04/557(5)/3

20.06.2005

CC

Director, SUDA

  
Project Officer

SUDA-Health/DFID/04/557(5)/4

20.06.2005

CC

Shri Rajeev Dube, IAS, Special Secretary (Project) & Programme Director, SIP & HSDI, Health & Family Welfare Dept.

  
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/04/553(5)

Date .....15.06.2005

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

**To : The Chairman**  
**Suri / Bolpur / Purulia / Krishnagar / Jangipur Municipality**

**Sub : Discussion session on Family Schedule and HMIS on 27.06.2005 at**  
**Health Wing, SUDA in connection with DFID assisted Honorary Health**  
**Worker Scheme.**

Sir,

The health facilities under DFID assisted Honorary Health Worker Scheme have started functioning, and HMIS report have since been generated and received by this office. On scrutiny of the said report by this office it is felt that some clarification is required with regard to filling up of HMIS format. Hence, discussion session is scheduled on 27.06.2005 from 11 A.M. to 5 P.M. at Health Wing, SUDA.

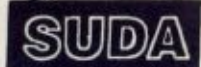
You are requested kindly to depute Health Officer / Asstt. Health Officer, CDO and PHN to participate in the said discussion session. The participants may be requested to bring back-up papers for the HMIS report submitted for the month of April & May, 2005. Participation in this regard is to be confirmed to the undersigned by 22<sup>nd</sup> June, 2005.

The expenditure incurred for the purpose is to be booked under the A/C head "Sensitisation / Orientation Session".

Thanking you.

Yours faithfully,

  
Project Officer



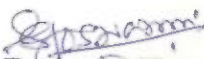
**HEALTH WING**

**SUDA-Health/DFID/04/553(5)/1**

**15.06.2005**

**CC**

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

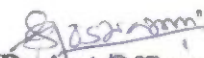
  
**Project Officer**

**SUDA-Health/DFID/04/553(5)/2**

**15.06.2005**

**CC**

**Health Officer / Asstt. Health Officer, CDO, PHN, ..... Municipality.**

  
**Project Officer**

**SUDA-Health/DFID/04/553(5)/3**

**15.06.2005**

**CC**

**Director, SUDA**

  
**Project Officer**

**SUDA-Health/DFID/04/553(5)/4**

**15.06.2005**

**CC**

**Shri Rajeev Dube, IAS, Special Secretary (Project) & Programme Director, SIP & HSDI, Health & Family Welfare Dept.**

  
**Project Officer**



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

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

**To : The Chairman**

*Suri*  
..... Municipality

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

Sir,

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

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

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

**A) Criteria for Selection :**

- i) Age between 35 - 45 years.
- ii) Minimum educational qualification - Class VIII Passed and is able to read, write and do simple arithmetical calculation,

However, desirable qualification is school final and above,

- iii) She should have executed her duties properly while working as regular HHW. Preliminary assessment is to be done by HO / AHO (in their absence either CDO or PHN). Check list of which are as follows :

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

*Contd. to P-2.*

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

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

**B) Selection Committee :**

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

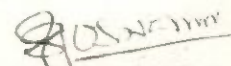
- 1) Councillor-in-Charge, Health of the ULB - Presiding Officer
- 2) Health Officer / Asstt. Health Officer of the ULB - Member Convenor
- 3) ACMOH of Sub Division, Dept. of Health & FW - Member
- 4) Representative from Health Wing, SUDA - Member

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

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

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

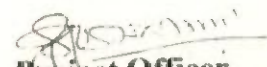
Yours faithfully,

  
**Project Officer**  
21.03.2005

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

CC

The Project Director, HHW Scheme - DFID, ..... 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/04/536(10)

Date ..... 24.05.2005

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

To : The Chairman  
Coochbehar / Jansipur / Goranpur / Suri / Bolpur /  
..... Municipality / Kalyan / Bankura / Gishpur / Medinipur

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

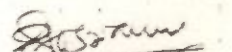
Sir,

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

**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/04/534

Date .....20.05.2005

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

To : The Chairman  
Suri Municipality

Sub : Purchase of Computer Software in connection with  
DFID assisted Honorary Health Worker Scheme.

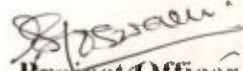
Sir,

Reference is invited to the communication of Health Officer, Suri Municipality bearing memo no. 22/SM dt. 13.05.2005.

There might not be any objection with regard to purchase of Computer Software for the interest of public. Purchase may be done maintaining procurement norms as laid down with regard to DFID assisted Honorary Health Worker Scheme.

The expenditure for the purpose may be booked under the A/C head "Procurement - Equipment".

Yours faithfully,

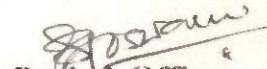
  
Project Officer  
20.05.2005

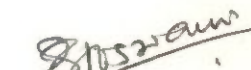
SUDA-Health/DFID/04/534(1)  
CC

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

SUDA-Health/DFID/04/534(2)  
CC

Health Officer, Suri Municipality.

  
Project Officer  
20.05.2005

  
Project Officer



# Suri Municipality: Birbhum.

Memo No. 22/Sm. Date 13.5.2005

From:  
Health Officer,  
Suri Municipality, Birbhum.

To:  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.



## *Sub: Purchase of Computer Software*

Madam,

This to inform you that, a discussion was held on 12.5.05. between the undersigned and the Project Director, HHW Scheme (DFID Assisted) regarding purchase of license copy of an Operating System and a few software for the computers of HHW Scheme.

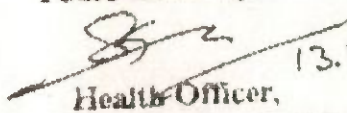
These are as follows:

1. Windows XP Professional
2. Office 2000 or Office XP
3. Norton Antivirus 2004 or Norton Antivirus 2005.

The Project Director suggested that before purchasing the software, approval for the same should be obtained from your end.

For smooth running of the scheme, therefore, kindly give approval for purchase of above mentioned items as soon as possible.

Yours faithfully,

  
Health Officer,  
Suri Municipality, Birbhum.

Memo No.

Date:

Copy forwarded for kind information to the Project Director, HHW Scheme,  
& ADM (D), Birbhum.

Health Officer,  
Suri Municipality, Birbhum.

File

## Suri Municipality: Birbhum.

Memo No. 22/Sm.Date 13.5.2005

From:  
Health Officer,  
Suri Municipality, Birbhum.



To:  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

19 MAY 2005

### *Sub: Purchase of Computer Software*

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These are as follows:

1. Windows XP Professional
2. Office 2000 or Office XP
3. Norton Antivirus 2004 or Norton Antivirus 2005.

The Project Director suggested that before purchasing the software, approval for the same should be obtained from your end.

For smooth running of the scheme, therefore, kindly give approval for purchase of above mentioned items as soon as possible.

Yours faithfully,

  
13.5.05  
Health Officer,  
Suri Municipality: Birbhum.

Memo No. \_\_\_\_\_ Date: \_\_\_\_\_  
Copy forwarded for kind information to the Project Director, HHW Scheme,  
& ADM (D), Birbhum.

Health Officer.  
Suri Municipality, Birbhum.



**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/04/528

Date .....04.05.2005

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

To : The Chairman  
Suri Municipality

Sub : Request for approval of the resolution no 3 (a) of the meeting held on 10.02.2005, of Municipal Level Health & FW Committee, Suri Municipality.

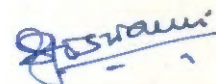
Ref. : Your communication bearing memo no. 22/SM dt. 04.04.2005.

Sir,

Selection and engagement of manpower at different levels under the DFID assisted Honorary Health Worker Scheme is the prerogative of municipal Level Health & FW Committee.

However, if the criteria for engagement of HHWs in case of Smt. Parul Chowdhury as proposed by you has been fulfilled, there might not be any objection from this side.

Yours faithfully,



Project Officer  
04.05.2005

SUDA-Health/DFID/04/528(1)

CC

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

  
Project Officer

## SURI MUNICIPALITY : BIRBHUM

Memo No. 22/S.M Date : 04.04.2005

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

- 8 APR 2005



Sub: request for approval of the resolution no 3 (a) of the meeting held on 10.2.2005, of Municipal Level Health & FW Committee, Suri Municipality.

Madam,

Please refer to the resolution no. 3(a) of the meeting of Municipal Level Health & FW Committee, held on 10.2.2005, which is attached herewith.

In this connection, it may be noted that the attendant, Smt. Parul Chowdhury, who was selected in an interview by the Municipal Level Health & FW Committee, had also received training as Honorary Health Worker and was in the 2<sup>nd</sup> panel of the list of the HHW.

For smooth running of the Scheme, may I request your kind approval of the reallocation of duties of Smt Ratna Majumder and Smt Parul Chowdhury.

Yours faithfully,

Chairman, Suri Municipality,  
&

President, Municipal Level Health & FW Committee.

**Encls:** 1. Resolution of MLH&FWC of 10.2.2005. 2. Xerox copy of the applications of Smt Ratna Majumder, & Smt Parul Chowdhury



# SURI MUNICIPALITY;BIRBHUM

Meeting No.7/S.M of 2004-2005

Proceedings of the Meeting of the Municipal Level Health & Family Welfare Committee held on 10.2.2005 at 3-00 P.M. in the Suri Municipal Office.

---

## Members Present :-

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality.
2. Sri Pranab Kar, Vice-Chairman & CIC of Health, Suri Municipality.
3. Mr.Lakshmi Kanta Mondal, Sri Aurobinda Anusilan Society, Suri.
4. ACMOH, Sadar, Suri, Birbhum, Member, MLH &FW Committee.
5. Dr.Dilip Bandyopadhyay, Health Officer, Suri Municipality.

Sri Ujjwal Mukherjee, Chairman presided over the meeting.

1. Read out and confirmed the proceedings of the last meeting.
2. The members expressed satisfaction over the progress of DFID Assisted HHW Scheme.
3. Miscellaneous :-
  - a) Considered the application of Smt.Parul Chowdhury, Attendant, Health Post of HHW Scheme and Smt.Ratna Majumdar, Honorary Health Worker of HHW Scheme and it is resolved that as desired by Smt.Ratna Majumdar that she is willing to act as Attendant at the Health Post of HHW Scheme due to her physical inability and handicap, she may be posted there. In her place Smt.Parul Chowdhury, the present Attendant of Health Post may be deputed as HHW in the same block where Smt.Majumdar has been discharging her duties.

It is also resolved that in this regard, the interchange of duties is subject to approval by the Authority of Health Wing, SUDA.

The meeting ended with vote of thanks to all.

  
President, MLH&FW Committee  
Chairman, Suri Municipality, Birbhum.

10.2.05

25/1/25

ਅੰਤਰਿਕਸ਼

Put in the meeting of  
M.L.H & F.W.  
Committee

विनीत  
साधुम (कवि)

19-1-05



To the chairman  
Surji Municipality

সহস্বামী

নিমিত্ত নিবেদন এই যে, আমি শ্রীমতি বঙ্গী রত্নমহাশয়  
আম্মার জিয়ার D.F.I.D. স্কোম (স্কোম) মন্ত্রী  
হিসাবে কাজ করি, বর্তমানে আম্মার আ  
অচল স্থান হওয়ায় অন্য আমি  
চিকিৎসা ইন্সটিটিউট করতে পারিনি,

অতএব সহস্বামীর নিকটে আম্মার  
প্রকৃত অবস্থার এই যে, আম্মার উক্ত  
কাজটির অধিকার যে কোন কাজ  
দিলে আমি তা করিতে ইচ্ছুক,  
ইহাও আম্মার স্বার্থে যদি কিছুই  
করিতে পার তাহা আমি কোন নিত  
ব্যক্তি পারি,

Put in the meeting  
at M.L.H & F.W. Committee

বিনীত

2011/05/28  
স্বামী রত্নমহাশয়

28/2/2008



Block Welfare Officer,  
Suri Sadar Hospital, Birbhum.

Ortho. Handicapt Certificate  
Government of West Bengal  
Office of the Superintendent  
Suri Sadar Hospital, Birbhum.



Medical Certificate in respect of an  
Orthopaedically Handicapped Certificate.

(For the purpose of economic assistance the  
Orthopaedically are those who have physically  
defect or deformity which causes an interference  
with the normal functioning of bones, muscles  
and joints.)

Certificate that I, Dr. M. K. Datta Registration No. 111921  
have this 23rd day of March.

198 examined the applicant whose particulars are given below and that  
he/she falls within the above definition.

1. Name of the patient :- Ratna Mondal
2. I. Handicapped :- Dimple. New Chandra
3. Sex :- M/F
4. Father's Name :- Upendra Chandra Mondal
5. Approximate Age :- 30m

6. (a) Nature of disability: (Tick relevant from following list) Post-polio,  
paralysis, Hemiplegia, Quadraplegic malunited Fracture, nerve paralysis, Upper  
extremity, Lower Extremity, Lump, Painful, Shortening, Deformity, Above Knee,  
below knee, Hip, Semi-pelvectomy, Symes, Cheilost Wrist fingers, below Elbow  
Above elbow, Shoulders, Fore arm, Hand, Feet, Maturu

(b) Extent of disability :-  
Extimated in percentages (Mc. Bride Scale).  
On Anatomical functional (Patient's Assessment) Examiner's Assessment Economical  
Basis Mention as percentage (Below 25, 25, 25, 75-90 Total Disability).

(c) Use of appliance (Tick relevant from following list).  
Challiper, Crutch, above knee, below knee, Prosthesis, Came, Unilateral, Bilateral  
Above Elbow Below Elbow Hemipelvectomy, Shoulder Disarticulation.

(d) Any Operation Done if indicated.  
(e) Photograph (Attested) to show if possible the nature of disability and any  
appliance in used).

7. Any other particulars to clarify the nature and extent of disability that the  
Surgeon might like to point out.

Signature of Candidate.

Place Birbhum Dt. 23/3/12

Suptl. Cum. Chairman of the  
Board Suri Sadar Hospital,  
Birbhum.

Superintendent cum Chairman of the Board  
Suri Sadar Hospital Birbhum

Signature of the  
Medical Officer

Suri Sadar Hospital  
Birbhum.

M. O. ( Surgeon )  
Suri Sadar Hospital  
BIRBHUM.

Signature of the  
Orthopaedical Surgeon

Suri Sadar Hospital,  
Birbhum.

M. O. (Orthopaedical)  
Surgeon  
Suri Sadar Hospital  
Birbhum

Renewed  
14/6/99

Superintendent cum Chairman of the Board  
Suri Sadar Hospital Birbhum

14/6/99

Renewed upto 8/5/2012

Superintendent  
Suri Sadar Hospital  
Birbhum

21/95



## SURI MUNICIPALITY : BIRBHUM

Memo No.

Date :

From  
Chairman,  
Suri Municipality, Birbhum.



To  
The CMOH, Birbhum.  
Suri, Birbhum.

- 4 APR 2005

Sub : Prayer for deputing an Obstetrician.

Sir,

You are aware that in this Municipality, DFID assisted HHW Scheme has been in operation since Feb. 2004. In three Sub-Health Posts of this Municipality, several services are being given to the BPL population of this town. Amongst the different services, an important component is Antenatal Clinic. We are facing difficulty in running this service as we do not have any Obstetrician & Gynecologist.

I, therefore, request you to depute one Obstetrician for three hours per day, for three days in a month in the interest of public service.

Yours faithfully,

Sd/-

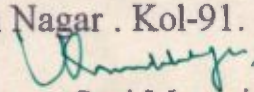
Chairman,  
Suri Municipality, Birbhum.

Memo No. 1866/1(2)

Date: 31. 3. 2005

Copy forwarded for kind information to:

1. The District Magistrate, Birbhum.
2. The Project Director, HHW Scheme ( DFID assisted), Suri Municipality & ADM (D), Birbhum.
- ✓ 3. The Project Officer, Health, Health Wing, State Urban Development Agency (SUDA) , H-C, Block, Sector III, Bidhan Nagar . Kol-91.

 31.3.05  
Chairman, Suri Municipality.

File

## Suri Municipality : Birbhum.

Memo No. 1814 /SM    Date: 23.3.2005



From :  
Executive Officer, Suri Municipality.

29 MAR 2005

&  
Member- Convenor, Procurement Committee of the HHW Scheme (DFID assisted ).

To:

1. The Chairman, Suri Municipality & The Chairman of the Procurement Committee.
2. The Project Director , HHW Scheme ( DFID assisted) & ADM (D), Birbhum, Member of the Procurement Committee.
3. A.C.M.O.H, Sadar, Member of the Procurement Committee.

Sir,

As desired by the Chairman, an urgent meeting is being convened on 30.3.2005 at 3-00 PM at the municipal office to discuss some points regarding purchase and payments in connection with the DFID assisted HHW scheme.

Please make it convenient to attend the meeting.

Yours faithfully,

sd/-

Executive Officer,  
Suri Municipality, Birbhum.

Memo No. 1814/1 /SM    Date : 23.3.2005

Copy forwarded for information and necessary action to:

- ✓ 1. The Project Officer, Health, Health Wing , SUDA, Bidhan Nagar, Kolkata.

Phaner 23/03/05  
Executive Officer,  
Suri Municipality, Birbhum.



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

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

To : **The Chairman**

.....*Swri*..... **Municipality**

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

Sir,

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

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

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

**A) Criteria for Selection :**

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

**Contd. to P-2.**

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

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

**B) Selection Committee :**

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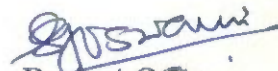
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- 2) Health Officer / Asstt. Health Officer of the ULB - Member Convenor
- 3) ACMOH of Sub Division, Dept. of Health & FW - Member
- 4) Representative from Health Wing, SUDA - Member

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

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


Yours faithfully,

  
Project Officer  
21.03.2005

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

CC

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

  
Project Officer



*To Discuss  
with H.O. Suri  
2-3-05*

**SURI MUNICIPALITY : BIRBHUM.**  
Memo No. 1659/SM Date: 21.2.2005

**28 FEB 2005**



From  
Health Officer,  
Suri Municipality, Birbhum.

To  
The Project Officer,  
Health, "Health Wing"  
SUDA.  
ILGUS Bhavan,  
H-C Block, Sector III  
Bidhan Nagar,  
KOLKATA - 700091.

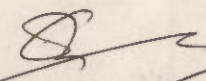
Sub: Submission of monthly report of HHW Scheme (DFID assisted )

Madam,

Please find enclosed monthly reports of HHW scheme ( DFID assisted ) for the months of December. '04 and January '05.

Yours faithfully,

Health Officer,

  
Suri Municipality, Birbhum. *21/2/05*

Enclo: as stated.

## DFID assisted Honorary Health Worker Scheme

Monthly Report of HP for the month of December.

Name of the Municipality-- Suri.

HP No.- 1. Address Suri Municipal Office, Pin-731101, Suri, Birbhum.

No. of Reporting Blocks- 14. No. of Reporting SHPs.- 3.

Population as on 1<sup>st</sup> April,

1. Total No. of Families. 3280 2. Total Population Covered 15050

3. Total No. of Eligible Couples 3100

4. No. of Infants 329. 5. No. of Children 2174

(under 1 year)

(0 - 5 years)

Sl. No.	Service	Performance	
		During the month of Dec '04	Cumulative since April
1.0	Antenatal Care	0	0
1.1	No. of Pregnant Women detected	44	291
1.2	No. of Pregnant Women registered within 12 weeks	13	142
1.3	No. of AN cases with at least 3 check ups	15	159
1.4	No. of High risk pregnancies detected	1	21
1.5	No. of AN cases with complication	0	8
1.6	No. of AN cases with complication referred	0	5
1.7	No. of AN cases received	0	0
	a) TT <sub>1</sub>	19	107
	b) TT <sub>2</sub>	43	257
	c) Booster	0	1
1.8	No. of AN cases received 100 nos. of IFA Tablets	2	70
2.0	Intranatal Care	0	0
2.1	No. of Deliveries	40	308
2.2	Age of mother at the time Delivery		
	a) Under 20 years	16	147
	b) 20 years & above.	24	212
2.3	No. of Institutional Deliveries	30	257
2.4	No. of Home Deliveries	10	78
2.5	No. of Home Deliveries conducted by Trained Dai	0	0
2.6	Mode of Delivery	0	0
	a) Normal Deliveries	35	302
	b) Caesarian Section	5	31
	c) Other assisted	0	8
2.7	Outcome of Pregnancy		
	a) No. of Living Children		
	• Male	20	164
	• Female	20	168
	b) No. of Still Birth	0	5
	c) No. of Abortion	1	3



Sl. No.	Service	Performance			
		During the month of .....		Cumulative since April	
		M	F	M	F
2.8	No. of Deliveries according to order of Birth	7	7	<del>61</del>	<del>59</del>
	a) 1 <sup>st</sup>				
	b) 2 <sup>nd</sup>	8	7	<del>75</del>	<del>56</del>
	c) 3 <sup>rd</sup> & above	4	4	<del>40</del>	<del>32</del>
2.9	New Born with less than 2.5 Kg. Weight	7	2	28	26
2.10	No. of new Born not weighed	4	5	31	47
2.11	No. of High risk neonate referred	0	0	19	1
2.12	No. of complication during Delivery	0	0	0	0
2.13	No. of complicated cases during Delivery referred	0	0	0	0
3.0	Post Natal Care	4	4	<del>71</del>	
3.1	No. of PN mother with 3 check ups	0	0	0	0
3.2	No. of PN mother with complication referred				
4.0	Maternal Death				
	a) During Pregnancy	0	0	0	0
	b) During Delivery	0	0	0	0
	c) Within 42 days after Delivery	1	1	1	1
5.0	RTI / STI	0	0	0	0
	a) Attack				
	b) referral				
6.0	Immunisation of Infant (0 - 1 Year)	M	F	M	F
	No. of Infant received the following Vaccines				
6.1	BCG	16	13	102	99
6.2	DPT - 1	11	5	72	63
	DPT - 2	6	3	61	63
	DPT - 3	4	3	64	59
6.3	OPV - 0	17	13	82	88
	OPV - 1	11	4	69	65
	OPV - 2	6	2	65	64
	OPV - 3	4	3	64	66
6.4	Measles	1	1	43	40
7.0	Immunisation of children more than 18 months				
	a) DPT Booster	0	0	10	9
	b) OPV Booster	0		10	9
8.0	Immunisation of children more than 5 years				
	DT -	3	2	3	2
8.1	Vitamin 'A' administration (9 months - 3 years)				
	1 <sup>st</sup> Dose	1	1	37	32
	2 <sup>nd</sup> Dose	0	0	0	0
	3 <sup>rd</sup> Dose	0	0	0	0
	4 <sup>th</sup> - 5 <sup>th</sup> Dose	0	0	0	0



Sl. No.	Service	Performance			
		During the month of .....		Cumulative since April	
9.0	Family Planning	0		0	
9.1	No. of Eligible Couple adopted permanent sterilisation				
	a) With 2 nos. of living children	5		717	
	b) With 3 & above living children	3		717	
	i) Women	2		1410	
	ii) Men	6		24	
9.2	No. of MTP				
	a) With Ligation	0		0	
	b) Without Ligation	0		0	
9.3	No. of Eligible Couple adopted temporary sterilisation				
	a) IUD	0		0	
	b) Oral Pill	55		630	
	c) Condom	8		65	
10.0	Childhood Diseases	M	F	M	F
10.1	Neonatal (0 to 28 days) Tetanus	0	0	0	0
	a) Attack				
	b) Death				1
10.2	Tetanus (29 days to 5 years)				
	a) Attack	0	0	0	0
	b) Death	0	0	0	0
10.3	Diphtheria				
	a) Attack	0	0	0	0
	b) Death	0	0	0	0
10.4	Polio Myelitis				
	a) Attack	0	0	0	0
	b) Death	0	0	0	0
10.5	Whooping Cough				
	a) Attack	0	0	2	0
	b) Death	0	0	0	0
10.6	Measles				
	a) Attack	0	0	1	1
	b) Death	0	0	0	0
11.0	Child Death	0	0	0	0
	a) Within 7 days	1	0	1	0
	b) 1 week to 1 month	1	0	1	2
	c) 1 month to 1 year	0	0	0	4
	d) 1 year to 5 year	0	0	1	0



Sl. No.	Other Diseases	Performance	
		During the Month of .....	Cumulative since April
12.0	T.B. a) Attack b) Death	0 0	0 0
12.1	A.R.I. a) Attack b) Treatment with Cotrimoxazole c) Referral d) Death		
12.2	Diarrhoea a) Attack b) Treatment with ORS c) Referral d) Death		
12.3	Malaria a) Attack b) Death		
12.4	Others a) Attack b) Death		
13.0	No. of Other Death (except Maternal and under 5 Death)	3 2	17 37
14.0	Total No. of Death (4.0 + 10.0 + 13.0)	2	57

Signature of Health Officer / ~~Asstt. Health Officer~~

Health Officer  
Suri Municipality

4 ( Dec 04)

## DFID assisted Honorary Health Worker Scheme

Monthly Report of HP for the month of .....January.....

Name of the Municipality ...Suri.....

HP No. ...1..... Address Municipal Office, Suri, Birbhum, Pin-731102...

No. of Reporting Blocks 14.....

No. of Reporting SHPs ...3.....

Population as on 1<sup>st</sup> April, .....

1. Total No. of Families .....3280..... 2. Total Population Covered ...15050.....
3. Total No. of Eligible Couples .....3100.....
4. No. of Infants ...329..... 5. No. of Children ...2174.....

(under 1 year)

(0 - 5 years)

Sl. No.	Service	Performance	
		During the month of Jan 05	Cumulative since April
1.0	Antenatal Care	0	0
1.1	No. of Pregnant Women detected	19	310
1.2	No. of Pregnant Women registered within 12 weeks	5	147
1.3	No. of AN cases with at least 3 check ups	14	173
1.4	No. of High risk pregnancies detected	2	23
1.5	No. of AN cases with complication	2	10
1.6	No. of AN cases with complication referred	0	5
1.7	No. of AN cases received	0	0
	a) TT <sub>1</sub>	13	120
	b) TT <sub>2</sub>	17	274
	c) Booster	0	1
1.8	No. of AN cases received 100 nos. of IFA Tablets	2	72
2.0	Intranatal Care	0	0
2.1	No. of Deliveries	21	329
2.2	Age of mother at the time Delivery		
	a) Under 20 years	3	150
	b) 20 years & above.	18	240
2.3	No. of Institutional Deliveries	13	270
2.4	No. of Home Deliveries	8	86
2.5	No. of Home Deliveries conducted by Trained Dai	0	0
2.6	Mode of Delivery		
	a) Normal Deliveries	17	319
	b) Caesarian Section	3	34
	c) Other assisted	1	9
2.7	Outcome of Pregnancy		
	a) No. of Living Children		
	• Male	10	174
	• Female	11	179
	b) No. of Still Birth	0	5
	c) No. of Abortion	1	4



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-Health/DFID/04/441

Ref No. ....

Date 22.02.2005

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

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

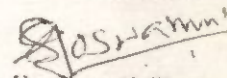
Sub : Extension of period for the DFID assisted  
Honorary Health Worker Scheme.

Sir,

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

This is for your kind information and further necessary action.

Yours faithfully,


  
Project Officer

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

22.02.2005

CC

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

  
Project Officer

## Suri Municipality : Birbhum.

Memo No. 1535 /SM Date: 01.02.05



9 FEB 2005

From :  
Executive Officer, Suri Municipality.

&

Member- Convenor, Procurement Committee of the HHW Scheme (DFID assisted ).

To:

- 1.The Chairman, Suri Municipality. Member of the Procurement Committee.
- 2.The Project Director , HHW Scheme ( DFID assisted) & ADM (D),  
Birbhum, Member of the Procurement Committee.
- 3.ACMOH, Sadar, Member of the Procurement Committee.

**Subject:** To review procurement of the different materials of the  
MMC,Health Post & Sub Health Post of the HHW Scheme  
under Suri Municipality.

Sir,

A meeting of the members of the Procurement Committee is being  
convened at Suri Municipal Office at 3-30PM on 10.2.2005 for discussion  
on different topics of purchase of the materials & Medicines for the MMC,  
the Health Post & Sub-Health Posts of the HHW Scheme (DFID assisted).

Please make it convenient to attend the meeting.

Yours faithfully,

sd/-

Executive Officer,  
Suri Municipality, Birbhum.

Memo No. 1535/1 /SM Date: 01.02.05

Copy forwarded for information and necessary action to:

- ✓ 1.The Project Officer, Health, Health Wing , SUDA, Bidhan Nagar,Kolkata.
2. Health Officer, Suri Municipality. He is requested to attend the said  
meeting.

Chandra 1.2.05

Executive Officer,  
Suri Municipality, Birbhum.



## SURI MUNICIPALITY: BIRBHUM

Memo No. 1563 /SM. Date: 4. 2. 2005.



9 FEB 2005

To

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality,  
President, Municipal Level Health & Family welfare Committee (MLHFWC).

2. Sri Pranab Kar, Vice-Chairman & Councillor-in-charge of Health, Suri Municipality,  
Member, MLHFWC.

3. Sri Debasis Chakraborty, O/C, Health & FW, Prasasan Bhavan, Suri, Birbhum.  
Member, MLHFWC.

4. Dr. R.K. Nath, Lions' Club, Suri.  
Member, MLHFWC.

5. Mr. Lakshmi Kanto Mandal, Sri Aurobindo Anusilan Society, Suri  
Member, MLHFWC.

6. ACMOH, Sadar, Suri, Birbhum.  
Member, MLHFWC.

✓ 7. Representative of Health Wing, SUDA,  
Member, MLHFWC.

Sub: Change of the date of meeting of MLH&FW Committee

Sir,

This is for your kind information that the meeting of this Committee will be held on 10.2.2005 at 3 PM at the Municipal Office, Suri, instead of 9.2.2005. You are requested to kindly make it convenient to attend the meeting.

The inconvenience due to changing of schedule of the meeting is regretted.

Yours Faithfully,

(Dr. D. Bandyopadhyay)  
Health Officer, Suri Municipality  
&  
Secretary-Convenor, Municipal  
Level Health & Family Welfare  
Committee, Suri Municipality.

### Agenda :

1. To read and confirm the proceedings of the last meeting.
2. To review the progress of different works of the HHW Scheme.
3. Miscellaneous- if any.

Memo No. 1563 /1/SM. Date: 4. 2. 2005.

Copy forwarded for kind information to The Project Director, HHW Scheme (DFID assisted). & ADM (D), Birbhum., with a request to make it convenient to attend the meeting. This has a reference of discussion with the Chairman, Suri Municipality on 4.2.2005 at 3-20 PM at his chamber.

Health Officer, Suri Municipality.

**SURI MUNICIPALITY : BIRBHUM**  
**HHW Scheme ( DFID assisted)**

Memo No. 1518 Date : 25-01-05.

From  
Heath Officer,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.



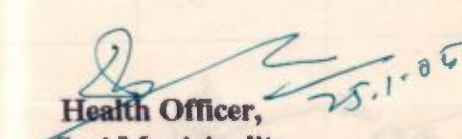
31 JAN 2005

**Sub: Report of SHP wise distribution of population.**

Madam,

Please find enclosed a report of SHP-wise distribution of BPL population of Suri Municipality under DFID assisted HHW scheme.

Yours faithfully

  
Health Officer,  
Suri Municipality.

Encl: as stated.



## Suri Municipality: Birbhum HHW scheme, DFID assisted

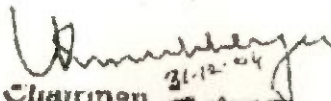
Memo No. 1387 /SM date: 31.12.2004

### Notice

The following is the list of manpower for Health Post under DFID assisted HHW scheme, Suri Municipality, duly selected by the Municipal Level Health & FW Committee. The engagement is from 01.01.2005 to 31.12.2005.

Pr-mo.	Dr. Ratan Kumar Datta	Rs. 1000/-
	1. Sultana Khatun	Rs. 1250/-
	2. Mohiya Mondal	
Clerk cum Storekeeper	Mita Saha	Rs. 850/-
Attendant	Parul Chowdhury	Rs. 650/-
Sweeper	Naru Kahar	Rs. 450/-
Night Guard	Purna Chandra Kahar	Rs. 450/-

The above noted selected persons are requested to join by 07.01.2005, failing which his/her selection will be treated as cancelled.

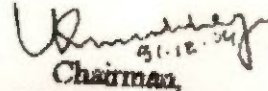
  
 31.12.04  
 Chairman,  
 Suri Municipality, Birbhum  
 Birbhum

Memo No 1387/A /SM

Date: 31.12.2004

Copy forwarded for kind information to :

Project Officer, Health,  
 "Health Wing", SUDA, H-C Block, ILGUS Bhavan, Bidhan Nagar,  
 Kolkata -91.

  
 31.12.04  
 Chairman,  
 Suri Municipality, Birbhum  
 Suri Municipality  
 Birbhum

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

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

**West Bengal**

**SUDA-Health/DFID/04/373**

**Ref No. ....**

**28.12.2004**

**Date .....**

**From : Project Officer  
Health Wing, SUDA**

**To : The Member Convenor of the Procurement Committee,  
DFID assisted HHW Scheme &  
Executive Officer  
Suri Municipality**

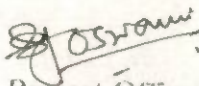
**Sub : Approval for procurement of one Laser Printer in lieu of one 24 Pin Dot  
Matrix Printer under DFID assisted Honorary Health Worker Scheme.**

**Sir,**

Reference is invited to your communication bearing memo no. 1184 SM dt. 18.11.2004.

Approval for procurement of one Laser Printer in lieu of one 24 Pin Dot Matrix Printer has been accorded by the Competent Authority. You are requested to proceed accordingly for procurement of the same observing Govt. norms.

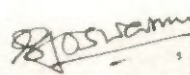
**Yours faithfully**

  
**Project Officer**  
**28.12.2004**

**SUDA-Health/DFID/04/373(1)**

**CC**

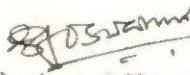
**Chairman, Suri Municipality for information and necessary action please**

  
**Project Officer**  
**28.12.2004**

**SUDA-Health/DFID/04/373(2)**

**CC**

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

  
**Project Officer**



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

No.SPSRC/HSDI/HHW/147

Dated December 22, 2004

From : Rajeev Dube, IAS  
Special Secretary &  
Program Director, SPSRC.

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


Sub: Procurement of one laser printer in lieu of one 24 pin dot matrix printer  
under DFID assisted HHW scheme.

Ref: Your note dated 30.11.04.

Madam,

This is to communicate our approval to the procurement proposed in your above mentioned correspondence. You are requested to proceed accordingly.

Yours sincerely,



(Rajeev Dube)  
Special Secretary &  
Program Director, SPSRC.

No.SPSRC/HSDI/HHW/

Dated December 22, 2004

Copy forwarded for information to -

- 1) Dr. A.K.Ghosh, C.T.O, SPSRC
- 2) Sri N.K.Roy, Dy. Director, SPSRC.

Special Secretary &  
Program Director, SPSRC.

## SURI MUNICIPALITY : BIRBHUM

Memo No. 1184/SM Date: 18.11.2004



24 NOV 2004

From  
Member-Convenor of the Procurement Committee,  
HHW Scheme (DFID Assisted)  
&  
Executive Officer,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

Sub: Prayer for approval of purchase of a Laser Jet printer.

Madam,

This is to inform you that this Municipality likes to purchase a Laser-jet Printer and a 24 pin Dot Matrix printer in place of 2 (two) numbers of 24 pin Dot Matrix printer for the MMC of HHW scheme under Suri Municipality.

So, the undersigned requests you to kindly give an approval for the purchase of a laser Jet printer. so that we can purchase the same at an early date.

Thanking You,

Yours faithfully,

*Phanor* 18/11/04

Executive Officer,  
Suri Municipality, Birbhum.



Sub. : Approval for purchase of a Laser Jet Printer in place of a 24 pin dot matrix printer for Suri Municipality under DFID assisted HHW scheme.

Placed below is the copy of communication bearing no. 1184/SM dt. 18.11.2004 from the Member-Convenor of the Procurement Committee, HHW Scheme & Executive Officer, Suri Municipality, which speaks for itself.

In this connection, this is to state that two computer and two dot matrix printer along with other items of equipment were approved by DHFW vide memo no. SPSRC/HSD/HHW/903 dt. May 27, 2004 for each ULB under the HHW scheme.

The said items are to be purchased by the ULB along with other items. For the purpose, a Procurement Committee has been constituted by MA Dept. for each ULB with the following members :

Chairman of the ULB - Chairman

Project Director - Member

ACMOH - Member

Executive Officer - Member - Convenor.

It is also to mention that Technical Specification for the items of equipment was prepared by CCC, SUDA. Laser Jet Printer is faster than Dot Matrix, printing quality is better and of more advance technology.

Hence, it is recommended that one Laser Jet Printer in place of 1 Dot Matrix Printer may kindly be approved for procurement as proposed by Suri Municipality. Cost involvement can be accommodated within the budget.

Submitted for kind approval.

U-DM, SUDA-Health  
DFID/04/140  
dt. 30.11.04.

SP Secretary (Project)  
& Proj. Director  
SPSR HSD, SPSRC  
DHFW.

Goswami  
Project Officer,  
CCC, SUDA.  
30.11.04

Examine & Advise

7/12/04

CTO, SPSRC

Notes above (marked 'x') may kindly be seen.  
We may not have any objection in this regard as  
there is no cost increase (a matter of Project order,  
SUDA).

If approved, a letter may be sent to Project Officer, C.C.C., SUDA  
intimating the same.

Sd/-

CTO, SPSRC

Approved

21/12/04

17.11.04

PA, SPSRC

Approved at house

Letter submitted for signature.

and  
4 times

~~SS & PS, SDR~~

Signature  
22/12/14  
CTO, SPIAC

O. I. No. SPSP/HSDI/HWW/142

Date 22.12.04



Sub. : Approval for purchase of a Laser Jet Printer in place of a 24 pin dot matrix printer for Suri Municipality under DFID assisted HHW scheme.

Placed below is the copy of communication bearing no. 1184/SM dt. 18.11.2004 from the Member-Convenor of the Procurement Committee, HHW Scheme & Executive Officer, Suri Municipality, which speaks for itself.

In this connection, this is to state that two computer and two dot matrix printer along with other items of equipment were approved by DHFW vide memo no. SPSRC/HSDI/HHW/903 dt. May 27, 2004 for each ULB under the HHW scheme. The said items are to be purchased by the ULB along with other items. For the purpose, a Procurement Committee has been constituted by MA Dept. for each ULB with the following members :

Chairman of the ULB - Chairman

Project Director - Member

ACMOH - Member

Executive Officer - Member - Convenor.

It is also to mention that Technical Specification for the items of equipment was prepared by CCC, SUDA. Laser Jet Printer is faster than Dot Matrix, printing quality is better and of more advance technology.

Hence, it is recommended that one Laser Jet Printer in place of 1 Dot Matrix Printer may kindly be approved for procurement as proposed by Suri Municipality. Cost involvement can be accommodated within the budget.

Submitted for kind approval.

U-DND, SUDA-Health  
DFID/04/140  
dt 30.11.04.

Sp. Secretary (Project)  
& Proj. Director  
SIP& HSDI, SPSRC  
DHFW.

30.11.04  
Project Officer,  
CCC, SUDA.



## SURI MUNICIPALITY : BIRBHUM

Memo No. 1184/SM Date: 18.11.2004



24 NOV 2004

From  
Member-Convenor of the Procurement Committee,  
HHW Scheme (DFID Assisted)  
&  
Executive Officer,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
Health Wing, SUDA  
LGUS BHAVAN  
I-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

Sub: Prayer for approval of purchase of a Laser Jet printer.

adam,

This is to inform you that this Municipality likes to purchase a Laser Jet Printer and a 24 pin Dot Matrix printer in place of 2 (two) members of 24 pin Dot Matrix printer for the MMC of HHW scheme of Suri Municipality.

So, the undersigned requests you to kindly give an approval for the use of a laser Jet printer. so that we can purchase the same at an appropriate rate.

Thanking You,

Yours faithfully,

*Chandra* 18/11/04

Executive Officer,  
Suri Municipality, Birbhum.



# **SURI MUNICIPALITY: BIRBHUM**

Memo No. 1254 /SM

Date: 08-12-04



To

1. Sri Pranab Kar, Vice Chairman & Councillor-in-charge of Health, Suri Municipality Member, Municipal Level Health & Family Welfare Committee (MLHFWC).

2. Sri Debasis Chakraborty, DPO, O/C, Health & FW, Representative, DM, Birbhum. Member, MLHFWC.

3. Dr. R.K. Nath, Lions' Club, Suri. Member, MLHFWC.

4. Mr. Lakshmi Kanto Mandal, Sri Aurobindo Anusilan Society, Suri Member, MLHFWC.

5. Dr. G.P. Shaw, ACMOH, Sadar, Suri, Birbhum. Member, MLHFWC.

6. Representative of Health Wing, SUDA, Member, MLHFWC.

7. Dr. Dilip Bandyopadhyay, Health Officer, Suri Municipality, Secretary-Convener, MLHFWC.

13 DEC 2004

**Sub: Interview for the selection of Personnel for the Health Post.**

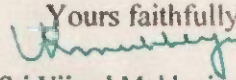
Sir,

As decided in the last meeting of Municipal Level Health & Family Welfare Committee held on 30.11.2004, the interview for the selection of personnel for the Health Post will be held on 12.12.2004 at 12 Noon, at the premises of Suri Municipal Office.

As member of the selection committee, you are requested to attend at place and date & time, so scheduled, for taking interview of the applicants.

Thanking you,

Yours faithfully,

  
Sri Ujjwal Mukherjee,  
President, Municipal Level Health & Family welfare Committee (MLHFWC).  
& Chairman, Suri Municipality, Birbhum

Memo No. / SM/2004/ Dated the June, 2004

Copy to:

The Executive Officer, Suri Municipality, for favour of his information.

President,  
Municipal Level Health & Family Welfare Committee  
and  
Chairman, Suri Municipality, Birbhum

# SURI MUNICIPALITY: BIRBHUM

Memo No. 1165 /SM

Date: 8.11.2004

File



To

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality,  
President, Municipal Level Health & Family welfare Committee (MLHFWC).

2. Sri Pranab Kar, Councillor-in-charge of Health, Suri Municipality,  
Member, MLHFWC.

3. Representative, DM, Birbhum.  
*Sri Debasish Chakrabarty, W.D. (D), O.C. Health & F.W.*  
Member, MLHFWC.

4. Dr. R.K. Nath, Lions' Club, Suri.  
Member, MLHFWC.

5. Mr. Lakshmi Kanto Mandal, Sri Aurobindo Anusilan Society, Suri  
Member, MLHFWC.

6. A.C.M.O.H., Sadar, Suri, Birbhum.  
Member, MLHFWC.

7. Representative of Health Wing, SUDA,  
Member, MLHFWC.

Sir,

You are requested to attend an urgent meeting of the Municipal level Health & Family Welfare Committee to be held on 26.11.2004 at 3 P.M. at Suri Municipal Office.

Yours Faithfully,

*(Signature)*  
(Dr. D. Bandyopadhyay)  
Health Officer, Suri Municipality  
&  
Secretary-Convenor, Municipal  
Level Health & Family Welfare  
Committee.  
Suri Municipality, Birbhum.

8/11/04

Agenda :

1. To read and confirm the proceedings of the last meeting.
2. Selection of the personnel of the Health Post.
3. Initiation of Immunisation Clinic at the Health Post.
4. Misc. – if any.