

Government of West Bengal
Urban Development and Municipal Affairs Department
NAGARAYAN, DF-8, Sector-I
Salt Lake, Kolkata-700 064.

Memo No. **6090** UDMA-11014(49)/22/2022

Date : 14.12.2022

From : Shri Joly Chaudhuri, WBCS(Exe.),
Additional Secretary, UD & MA Department &
Additional Director, SUDA

To : 1. Chairperson / Chairperson of Board of Administrators / Administrator /
Commissioner, (All ULBs) Municipal Corporation/ Municipality/N.A.A.
2. Commissioner, Asansol MC, Bidhan Nagar MC, Chandernagar MC, Durgapur MC,
Howrah MC, Siliguri MC
3. CEO, NKDA
4. EO, Jaigaon DA

Sub : Minutes of the review Meeting in connection with Vector Control Activities
for the year 2022

Sir/ Madam,

Apropos the captioned subject, I am to enclose herewith the Minutes of the review Meeting in connection with the Vector Control Management, chaired by Principal Secretary UD & MA Department, held on **24.11.2022** at Conference Hall of Nagarayan.

This is for your kind information and necessary action please.

Encl: As stated

Yours faithfully,

Ranbir 14.12.2022
Additional Secretary
to the Govt. of West Bengal

Memo No. **6090** – 1(12) UDMA-11014(49)/22/2022

Date: 14.12.2022

Copy forwarded for kind information to :

- (1) Mission Director, NHM and Secretary H&FW Department, Govt. of West Bengal.
- (2) Shri Rupam Banerjee, WBCS (Exe.), Joint Secretary, H&FW Department., Govt. of West Bengal.
- (3) District Magistrate, All Districts.
- (4) Dr. Dipankat Maji, Joint DHS Public Health, H&FW Department, Govt. of West Bengal.
- (5) Dr. Saswati Nag, Co-ordinating officer for SUDA, in connection with Dengue and Malaria.
- (6) CMOH, All Districts / Health Districts.
- (7) Controller of Finance / Finance Officer, (All ULBs).
- (8) Health Officer/Nodal Health Staff, (All ULBs).
- (9) Sanitary Inspector/Nodal Conservancy Staff, (All ULBs).
- (10) Private Secretary to Hon'ble MoS(IC), UD & MA Department, Govt. of West Bengal.
- (11) P.S. to Principal Secretary, UD & MA Department, Govt. of West Bengal.
- (12) P.S. to Secretary, H&FW Department, Govt. of West Bengal.

Chandhan 14.12.2022
Additional Secretary
to the Govt. of West Bengal

Minutes of the review meeting on Vector Control Management

In the Chair :	Principal Secretary to the Government of West Bengal
Meeting Date :	24 th November, 2022
Meeting Venue :	6 th floor Conference Hall at Nagarayan
Meeting Time :	3.00 PM

Principal Secretary chaired the meeting to review the progress of Vector Control Management, 2022. After detail discussions & deliberations, the following decisions are taken.

Comprehensive micro plan to be prepared with coverage all the following categories

1. Incidence of Dengue cases of previous 3 years shall be considered for determination of vulnerability of an area or Ward .
2. SUDA to ensure formation of Ward Committee at all ULBs across State. Ward Committees at all ULBs to have their 1st meeting within 10th December, 2022. Roster for the meetings is to be shared with SUDA.
3. Engineers of the concerned municipality shall also be included as members of the committee.
4. In absence of the Ward Councilor as in the case of HMC and Bally Municipality, the Hon'ble Members of the Board of the Administrators of HMC will to be the Chairperson of the Ward Level Committee of the cluster of Wards and for Bally Municipality a Government Officials to be nominated to chair the Ward Committee of Bally Municipality. At other ULB where there is a Board of Administrators, the Hon'ble Members may be assigned a cluster of Wards to chair the Ward Committees.
5. Incorporation of households having potential risk sites in the premises and in the vicinity in the line list. This will include houses having huge dump of discarded or scrap items (not possible to be disposed by the family members themselves).
6. Sub Action Plans to be prepared for the most vulnerable wards of the ULBs reporting more cases in the year 2022. The Wards where Sub Action Plans to be prepared to be identified by the Entomologists of SUDA. Existence of slum in the ward and presence of vast breeding site (if any) may also be considered in sub action plan for most vulnerable wards.
7. Scoring system for determination of vulnerability of the sites to be prepared based on the number of cases recorded by the ULB in the past 4 years(2019, 2020, 2021 & 2022) -
 - Low
 - Moderate
 - High
8. The management of the potential risk sites enumerated are to be classified as follows.
 - Managed (Yes / No)
 - Will be managed
 - Difficult to manage

9. The Ward wise micro plan to be ratified by the Ward Committee chaired by the Councillors and thereafter this Ward-wise macro plan is to be submitted to the ULB for validation and approval at a special single agenda meeting of the Board of Councillors. After the approval of the Board of Councillors, the Vector Control Management Plan of the ULB is to be submitted to the Sub Divisional Officer.
10. SDO will chair the meeting with the concerned Officials to share and validate the ULB Plan. At a meeting with the stakeholders including ACMOH, OC/ IC of Police Stations, concerned Engineers of PWD, Irrigation, MED (for non-KMA ULBs) / KMDA (for KMA ULBs), representatives of Central Government Offices and other State Government Offices located within the Sub-Division, owners of construction sites, factories, Jute Mills and any large business establishments are to be invited. Any other officials felt necessary may be invited to the meeting. SDOs to submit the ULB-wise Micro Plan to the District Magistrate for validation
11. District Magistrate to convene an extended meeting of the District Health & Family Welfare Samity for validation of ULB wise micro plan submitted by SDOs and finalise the plan. All District Level Officers of the different Departments (both Central and State Government) to attend the meeting. Roles and responsibilities of the different Departments represented by the District Level Officers are to be clearly spelt out at the meeting, recorded as part of the minutes and communicated to them under the kind signature of District Magistrate.
12. District Magistrate to steer the planning, monitoring and supervision of all Vector Control Management of all ULBs within the District.
13. The calendar of activities to finalise the District level macro plan to be as follows:-

Activity	Timeline
Enumeration of all risk sites	19.12.2022 to 21.12.2022
Ward level preparation of Micro plan	22.12.2022 to 24.12.2022
Validation of the micro plan by the Ward Committee	27.12.2022 to 31.12.2022
ULB level compilation	02.01.2023 to 07.01.2023
SDO level validation	09.01.2023 to 14.01.2023
Special meeting of the District H&FW Samity for validation and preparation of macro plan	16.01.2023 to 21.01.2023
Submission of the macro plan to SUDA	By 24.1.2023

14. Special micro plan are to be drawn up by the ULB having logged 50 or more cases in the 47th week for the most vulnerable wards. The Entomologists from SUDA to identify the most vulnerable wards and communicate to the ULB.
15. Pulse mode cleaning activity to start from the month of January, 2023 at all ULBs with special focus on ULBs having recorded 50 or more cases (upto the 48th week) and 10 cases per 10,000 population.
16. Special focus to be given on the wards adjacent to the peri urban areas.

17. The House-to-House team to be restructured with the inclusion of a conservancy worker in addition to the existing two House-to-House team members.

Vector Control Team (VCT) will then have one VCT member and one Spray worker.

18. One Spray worker will cover a maximum of 2 House-to-House teams and the micro plan to be prepared accordingly.

19. Each Rapid Action Team (RAT) to be constituted with 1 (one) RAT Supervisor, 6 (six) Conservancy Workers and 2 (two) Spray Workers.

a. There shall be one RAT at Borough level in the Municipal Corporation area.

b. For Municipalities having logged 300 or more cases till 48th week, there shall be 3 (three) RATs with a cluster of Wards assigned to them.

c. For Municipalities with cases 100-300 till 48th week, there shall be 2 (two) RATs with a cluster of Wards assigned to them.

d. For the remaining ULB, there should be 1 (one) RAT.

e. All RATs to be provided with the required logistics and personnel protection equipment including gear. Necessary mobility support to be also extended.

20. All House-to-House Members, House-to-House Supervisors, VCT Members, VCT Supervisors are to be trained by the Entomologists of SUDA starting from March, 2023. A standard content along with AV to be prepared from SUDA for the training.

21. VCMOs to be responsible for planning, Management and Supervision of all Vector Control Activities for the Wards assigned to them.

22. IEC to start from the 1st Week of January, 2023.

23. Human resource :

a. HHW to be engaged immediately through the revised selection procedure to be headed by the District Magistrate subject to approval by the Department.

b. All HHW vacancies to be filled up within 31st January, 2023.

c. Sanitary Inspectors to be engaged on contract for a season that is 6 months initially from among retired qualified persons.

d. All FTS vacancies to be filled up subsequent to the filling up of HHW vacancies.

e. All House-to-House Supervisors and VCT Supervisors to be engaged from the permanent / contractual / honorarium based staff of the ULBs.

24. Lab Testing facilities :

a. At least one testing facility to be ensured at the ULBs having case load of 50 or more.

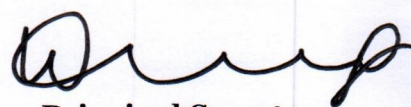
b. The Elisa machines are to be procured centrally from SUDA and installation and commissioning of the machines are also to be ensured. Kit for test shall be procured by ULBs in cases of non NUHM ULBs as per the rate of H & FW Deptt ..For NUHM ULBs kits are provided by CMOH of Districts.

c. All Lab Technicians should be adequately trained to operate the machines.

d. Samples are to be collected, tested and reported on the same day.

25. Adequate inventory of all logistics (Ladle, Torch, Conical Nozzle, Knapsack Sprayer) to be ensured by the ULB before monsoon.
26. Daily reporting of positive patient to be ensured and all dengue positive report to be communicated over phone as well as SMS system on the date of the generation of the report.
27. **Household card** to be introduced with a theme of mother and child portion. Mother part (Diary) will be kept and maintained by the H-t-H team and the child part (Card) will be issued to the family. Extensive use of '**Dengue Patient Follow Up Card**' to be ensured by the ULBs.
28. There should be a robust MIS system. Where feasible the survey data to be captured in '**ASWAAS**' portal developed by SUDA.
29. Health & Family Welfare Department may be requested to make it mandatory for all fever cases coming for testing to carry an identity proof (Voter Card. Ration Card. Aadhaar Card) to record the detail address of the patient. This is required as in the present system the address of the patient tested are not recorded properly and very often are incorrect and this makes it very difficult to locate the patient and track him. her.
30. The Entomologists of SUDA will make field visits to ULBs 5 (five) days a week and de-brief at SUDA once in a week.
31. All House-To-House Team Members, House-To-House Supervisors, VCT Members, VCT Supervisors and RATs to be given an identity through a vest. jacket.
32. Like previous years, Larvicide to be procured by the Health & Family Welfare Department through the West Bengal Medical Services Corporation.
33. Guppy fishes are to be procured by the Fisheries Department in a phase-wise manner. Only matured fishes are to be delivered.

The meeting ended with vote of thanks to and from the chair.



Principal Secretary
Government of West Bengal

Shri Khalil Ahmed, IAS
Principal Secretary
Department of Urban Development
and Municipal Affairs
Government of West Bengal